

# COMPTON DANDO PARISH COUNCIL

(SERVING BURNETT, CHEWTON KEYNSHAM, COMPTON DANDO, QUEEN CHARLTON, & WOOLLARD (EAST))

**PRESENT:** D Drury (DD) (Chair), P Paget (PP) (Vice- Chair)), A Dawes (AD), H Maggs (HM), C Willows (CW), J Davis (JD), T Butler (TB)

**IN ATTENDANCE:** S Smith (Clerk), S Davis (Ward Councillor) and 1 Parishioner

## MINUTES OF A PARISH COUNCIL MEETING

**HELD ON 18<sup>TH</sup> OCTOBER 2016 IN COMPTON DANDO PARISH HALL**

1. **APOLOGIES FOR ABSENCE:** None
2. **NOTIFICATION OF ANY MEMBER'S PERSONAL OR PREJUDICIAL INTEREST IN ANY ITEM ON THE AGENDA:** None
3. **QUESTIONS ON NOTICE BY MEMBERS**  
None
4. **MINUTES OF THE PREVIOUS MEETING HELD ON 20<sup>TH</sup> SEPTEMBER 2016**  
THE MINUTES WERE AGREED BY ALL TO BE A TRUE RECORD AND DULY SIGNED BY THE CHAIR.
5. **FINANCE**

### **5.1 Finance Report for Compton Dando Parish Council 18/10/2016**

#### **Bank Reconciliation for 27<sup>th</sup> September 2016**

The attached Bank Reconciliation was received and noted.

An invoice has been sent to Compton Dando Parish Hall Management Committee for £558.15 for their share of the insurance and a cheque has been received as payment.

The direct debit mandate has been received by National Employment Savings Trust (NEST).

The Declaration of Compliance has now been completed for the Pensions Regulator.

### **5.2 Schedule of Expenditure for 01/04/2016 to 27/09/2016**

The attached Schedule of Accounts was approved and the cheques duly signed.

### **5.3 Parish Hall Payments for 20<sup>th</sup> October 2016**

The Schedule of Accounts was approved and the cheques duly signed.

<b>Cheque no.</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
990	K Bunyan	Lottery Prizes	£75.00
991	St Mary's church	Remembrance Wreath	£17.00
992	L Fox	Payment Adjustment Sept	£1.97
993	CDPC	Hall Insurance	£ 558.15

### **5.4 NAT WEST ACCOUNTS SIGNATURE CHANGES**

To be completed.

### **5.5 CHANGE OF STANDING ORDER MANDATE FOR THE PARISH HALL CARETAKER – APPROVAL REQUEST AFTER THE FACT**

The caretaker is self-employed and has an annual increase in her payment to be paid on 15 September each year.

The Clerk reported that the amended standing order had been in place in time for the 15 October payment.

The Clerk also stated that the information of any increase in payment to the Caretaker should be made in good time so that the Parish Council can approve the increase at a Parish Council meeting.

## **6. MATTERS ARISING**

### **6.1 GYPSY PUBLIC INQUIRY TAKING PLACE OVER 3 DAYS STARTING 4 OCTOBER 2016 – UPDATE**

A representative of the Parish Council attended the inquiry.

It was reported that the outcome of the inquiry will be known by the 5 December 2016 or earlier.

Information that the inquiry was taking place had been circulated around Queen Charlton village.

### **6.2 POLICE SUPPORT FOR SAT NAV UPDATING – UPDATE CLERK**

The Clerk reported that an email requesting police support, had been sent to Andy Marsh the Chief Constable, via the Police Commissioners email as no personal email address could be found for him. As yet no response had been received.

### **6.3 NEW LIGHTS NEEDING TO BE FIXED TO WOODEN POLES ERECTED BY WESTERN POWER ON COURT HILL AND THE BOTTOM OF BATHFORD HILL – UPDATE CLERK**

The Clerk reported that she is hopeful that Western Power will foot the cost for the erection of new light lanterns on their new telegraph poles. She had informed Western Power of her concerns of the lack of lighting with the nights drawing in. The Clerk will contact Western Power for a progress update (ACTION CLERK).

## **7. MATTERS FOR DISCUSSION/DECISION**

### **7.1.1 TO DECIDE ON WHETHER TO GO AHEAD WITH EITHER OF THE QUOTES FOR TWO SAT NAV SIGNS FROM EUROSIGNSGB**

Two quotes have been received, one for a reflective sign and one for a non-reflective sign. They are to be positioned one at the Keynsham (Wellsway) end of Chewton Keynsham and the other at the start of Slate Lane, Charlton Road end.

Sadie Cox from B&NES Council has recommended the reflective sign, as has EurosignsGB. Sadie Cox also approved the sign artwork and gave approval for the purchase of the signs.

It was APPROVED that reflective signs should be purchased (ACTION CLERK).

### **7.1.2 TO DECIDE IF A SIGN IS NEEDED FOR CHEWTON ROAD JUST TO THE NORTH OF THE JUNCTION WITH REDLYNCH LANE**

It was APPROVED that 4 signs in total should be purchased so that one could be erected at either end of Chewton Keynsham and Slate/Peppershells Lane on the posts with the existing restriction signs for HGV's.

The width of the poles to which the signs are to be attached, need to be measured in order that the correct size jubilee clips can be provided with the signs (ACTION COUNCILLOR HM).

**7.1.3 TO DECIDE ON WHO TO GET TO ERECT THE SIGNS AND IF NEW POLES ARE REQUIRED**

No new poles are required. Councillor HM offered to put the signs up and also to accept delivery of the signs (ACTION COUNCILLOR HM).

**7.2 TO DECIDE ON THE WREATH FOR THE REMEMBRANCE SERVICE**

Councillor JD will represent the Parish Council and lay the wreath with a card at the service. The wreath is being donated.

**7.3 TO DECIDE ON MATERIALS FOR TRASH SCREEN OUTSIDE THE PARISH HALL**

Councillor PP had a site meeting with Simon Morrissey of B&NES Council to discuss the materials to be used. It was confirmed that the Parish Council have sufficient bollards and are able to provide the natural stone to top the bricks. It was also reported that Health & Safety had approved the single metal rail around the trash screen.

Councillor DD apologised for not being able to attend the site meeting.

This information is to be confirmed with Simon following the meeting (ACTION CLERK).

**7.4 TO DECIDE ON FLOOD REPRESENTATIVES FOR THE PARISH**

There is a local flood representative meeting on 31 October at 6.30 – 8.30 pm in the Keynsham community Space.

It was reported that the two flood representatives for Compton Dando are no longer able to continue in this role. This item is to be carried forward to the November meeting.

**8. PLANNING APPLICATIONS RECEIVED**

**8.1 16/02055/FUL Erection of 100 no. 1, 2, 3 and 4 bedroom dwellings including public open space, attenuation and associated works. New vehicular access from Queen Charlton Lane.**

The above application is to be discussed by the Development Management Committee at its meeting to be held on 19 October 2016 at the **The Guildhall, High Street, Bath** commencing at **12.00 pm**. The papers for this meeting will be available for public inspection on the Council's website at [www.bathnes.gov.uk](http://www.bathnes.gov.uk) 5 working days prior to the date of the meeting. For information about your right to speak at committee, please go to the [Development Management \(Planning\) Public speaking scheme](#) web page.

Councillor CW will represent the Parish Council at the meeting.

**9. APPEALS**

**9.1 None**

**10. DECISIONS BANES DECISION NOTICE GIVING FULL DETAILS CAN BE FOUND ON THE B&NES PLANNING PORTAL at [www.bathnes.gov.uk](http://www.bathnes.gov.uk)**

**10.116/04157/TCA Charlton House Penn Hill Lane Queen Charlton Bristol Bath & North East Somerset (CDPC HAD NO OBJECTION)**

**T1: dead, remove. T2 & 3 - Beech - crown lift over garden to 2 meters. T4 - Copper Beech - Crown lift over road to clear obstruction ( approx 5 meters )**

NO OBJECTION

**10.216/04303/TCA Cross Cottage Access Road to Queen Charlton, Bristol Bath & NE Somerset (CDPC HAD NO OBJECTION)**

**Purple acer fell and remove**

NO OBJECTION

**10.316/03490/FUL Grove Cottage Cockers Hill Compton Dando Bristol Bath & NE Somerset (CDPC SUPPORT)**  
**Installation of concrete foundation base and erection of**  
**Telecommunications street cabinet (retrospective)**

**PERMIT**

**10.4 16/03811/FUL Woodpecker Cottage, Chewton Road Chewton Keynsham BS31 2SS (CDPC OBJECTED)**  
Construction of an equestrian exercise area.

Permit

**11. ENFORCEMENTS**

***Members of the Parish that may have a concern regarding suspected unauthorised building works, retrospective planning or non-permitted change of use to a building may report this directly to the Enforcement Department of Bath and North East Somerset Council by emailing [development\\_management@bathnes.gov.uk](mailto:development_management@bathnes.gov.uk) or telephoning 01225 394041 (planning department extension) OR alternatively you may report the same in confidence to the Parish Clerk (details below). The matter of enforcement will be held in strict confidence and will not be discussed by the Parish Council until an Enforcement Notice is issued at which stage the matter will be brought to the attention of the Parish Council by the Local Authority.***

**UPDATES REQUESTED ON**

**11.1 15/02083/ADCOU THE PIGGERY THE GREEN, COMPTON DANDO, BRISTOL**

There has been no new information to report since last month.

**11.2 09/00640/undev QUARRY LODGE WOOLLARD**

Martin Almond sent an email stating that there was no specific update but that the breach of the enforcement was being discussed with the legal teams.

**12. ITEMS FOR ACTION**

12.1 None

**13. CORRESPONDENCE FOR ACTION**

**13.1 EMAIL RECEIVED FROM MARY POWELL, COMMUNICATIONS MANAGER OF JOBBYDOO UK**

"Would you be open to including Jobbydoo as a resource on your page  
[http://www.comptondando-parishcouncil.org.uk/php-bin/links.pl?order\\_by=Name&order=abc](http://www.comptondando-parishcouncil.org.uk/php-bin/links.pl?order_by=Name&order=abc) ?

Adding a link to Jobbydoo is free and it does not imply that the Parish Council endorse the site nor that they are responsible for its content.

Adding a link to Jobbydoo would provide a useful online service for your residents which is free and accessible to anyone."

It was unanimously DECIDED NOT to have a link on the Parish Council website.

**14. CORRESPONDENCE FOR INFORMATION**

**14.1 EMAIL RECEIVED FROM TERRY HOPKINS OF THE KEYNSHAM & DISTRICT DIAL-A-RIDE SERVICE**

There was a meeting about the service in Compton Dando Parish Hall on Monday 17<sup>th</sup> October at 10.30 am.

It was suggested that the Keynsham Dial-A-Ride should be invited to speak at the village meetings next year (ACTION CLERK).

## **14.2 JOINT SPATIAL PLAN UPDATE**

People across the West of England will be able to have a further say on the West of England Joint Spatial Plan (JSP) and Joint Transport Study (JTS), when the next phase of the consultation opens on 7 November until 19<sup>th</sup> December 2016.

The relevant papers are available on the West of England LEP website which can be accessed via this link:

<http://www.westofenglandlep.co.uk/meetings/planning-housing-and-communities-board>

A meeting took place on the 11 October with Simon de Beer of B&NES Council where several Councillors were updated on the current situation. The outcome of the meeting was that when Whitchurch Parish Council have workshops that Compton Dando Parish Council should join them.

It was AGREED that this was a good idea. The Clerk to Whitchurch Parish Council will be informed (ACTION CLERK).

## **14.3 B&NES COUNCIL ARE RUNNING AN AFFORDABLE HOUSING ROADSHOW ON 26 OCTOBER 2016 IN THE COMMUNITY SPACE AT KEYNSHAM**

People living across Bath and North East Somerset are being invited to drop in between 2pm and 7pm to find out more about the different affordable home ownership options available in the area; talk with local housing associations and developers delivering these homes, and even receive free, independent mortgage advice to help them make choices about the opportunities they might like to follow up.

Received and noted.

## **15. REPORTS**

### **15.1 PARISH HALL REPORT (APPENDED)**

### **15.2 VILLAGE UPDATES**

15.2.1 The investigation into the cause of the water accumulation outside Whitson Lodge, Burnett is being checked on by Jim McEwen, Drainage Engineer for B&NES Council. The Parish Council want to be sure that if the cause of the flooding is more than leaf accumulation then the problem is dealt with as soon as possible.

15.2.2 Councillor HM thanked Councillor DD for the instruction sheets she provided for the CDCA to use on the finger post maintenance day on 8 October.

The post at the bottom of Peppershells Lane and the post at the junction of Cockers Hill and Rankers Lane have now been painted. The Parish Council asked that our thanks be conveyed to those who carried out this work.

Progress on finding funding for finger post maintenance/repair was raised. The Clerk reported that a website had been found and she hoped to look into this further before the November meeting.

It was reported that the finger posts on the junction of the Two-Headed Man and on the junction of Charlton Road and Woollard Lane, were in a very poor state of repair and B&NES Council may be prepared to repair these as they had done with badly damaged finger posts in a neighbouring parish.

**15.3 PLACEMAKING PLAN RURAL MATTERS 27<sup>TH</sup> SEPTEMBER - COUNCILLOR DD**

Developers are pushing to build more houses but B&NES Council will not consider anything that is not on the Placemaking Plan.

**15.4 THE PENSION REGULATOR STAGING DATE OF 01 OCTOBER 2016 – UPDATE CLERK**

The Clerk reported that the Parish Council have met their legal requirements. No employee is currently registered with NEST.

**15.5 PARISH LIAISON MEETING 12<sup>TH</sup> OCTOBER**

The Clerk apologised for not being able to attend the meeting.

**15.6 KEYNSHAM AREA FORUM MEETING 28<sup>TH</sup> SEPTEMBER – COUNCILLOR DD**

Changes have been made to the refuse collections but more detail will be available closer to the time.

The Village Agents did a successful presentation for the 'Community Showcase' item on the agenda.

It was also reported that trees which fall into rivers could serve a useful purpose by slowing the flow of rivers, therefore they will not be removed unless assessed as dangerous by the Environment Agency during their inspection, which takes place every five years.

**16. ITEMS OF REPORT TO BE CARRIED FORWARD TO THE NEXT MEETING**

- 16.1** Burnett as a Conservation village will not be on the agenda again until 2017. The Parish Council will not proceed any further with the process until they are informed that the residents of Burnett wish to do so.

THE MEETING CLOSED AT 9.40 pm

Minutes prepared by: Susan Smith (Clerk)

Agreed as a correct record on.....

Signed (Chairman).....



<b>Bank Reconciliation</b>				
<b>Compton Dando Parish Council</b>				
<b>Meeting Date: 18/10/2016</b>				
Prepared by: Clerk Susan Smith	Date:	12/10/2016		
Approved by : Chair	Date:	18/10/2016		
<b>Bank Reconciliation Date:</b>	27/09/2016			
<b>Bank Balance at Date:</b>	7,575.10			
<b>Unpresented cheques</b>	1156.30			
<b>Bank Balance less unpresented cheques</b>	6418.80			
<b>Cashbook Balance at Date</b>	6418.80			
	20/09/2016	Clerk Training Inv:Tinv 06-01/16-1	1280	40.00
	20/09/2016	Came & Co Insurance ref 5312528	1281	1116.30
		Unpresented cheques		<b>1156.30</b>
<b>Cheques to be paid</b>				
	<b>Description</b>	<b>Cheque No</b>	<b>Amount</b>	
	Grant Thornton (audit)	001283	120	
	SSE Contracting Ltd inv 613433 July-Sept	001284	80.35	
	Clerk's Salary & Expenses	001285	324.33	
<b>Direct Debit</b>	EDF Electricity inv no 000002131474		107.38	



**Financial Report****From**

01/04/2016

**To**

18/10/2016

	<b>Net</b>	<b>Vat</b>	<b>Gross</b>	<b>Budget</b>	<b>Variance</b>	<b>%Variance</b>
Clerk's Salary	2467.60	0.00	2467.60	2980	-512.40	-17.19%
Clerk's Expenses	34.05	3.33	37.38	160	-122.62	-76.64%
Clerk's PAYE	0.00	0.00	0.00	0	0.00	
Audit Fees	100.00	20.00	120.00	350	-230.00	-65.71%
Solicitor Fees	450.00	0.00	450.00	0	450.00	
Donation	0.00	0.00	0.00	0	0.00	
Grants Given	650.00	0.00	650.00	1050	-400.00	-38.10%
Grass Cutting	90.00	0.00	90.00	650	-560.00	-86.15%
Hall Hire	168.00	0.00	168.00	180	-12.00	-6.67%
Hall Refurb	557.00	0.00	557.00	0	557.00	
ICO	35.00	0.00	35.00	35	0.00	0.00%
Parish Hall Insurance	1116.30	0.00	1116.30	1109	7.30	0.66%
Memberships and Subs	86.00	0.00	86.00	255	-169.00	-66.27%
Notice boards	0.00	0.00	0.00	0	0.00	
Mobile Top Up	40.00	3.33	43.33	0	43.33	
Postage	11.74	0.00	11.74	25	-13.26	-53.04%
Office Supplies	20.37	3.33	23.70	70	-46.30	-66.14%
Telephone Kiosks	0.00	0.00	0.00	200	-200.00	-100.00%
Street Light Electricity	203.90	10.20	214.10	545	-330.90	-60.72%
Street Light Maintenance	133.92	26.78	160.70	350	-189.30	-54.09%
Training	50.00	0.00	50.00	200	-150.00	-75.00%
Website	0.00	0.00	0.00	120	-120.00	-100.00%

# **Compton Dando Parish Hall**

## **Monthly report to Parish Council**

12<sup>th</sup> October 2016

The Hall Committee recently held its first meeting after the summer recess. Matters under discussion were as follows:

Philippa Paget reminded the committee that B@NES Council have offered to erect bollards between the stream and the road as part of their improvement of the headwall and trash grating of the culvert running under the road. Philippa has offered to liaise with the Parish Clerk and the Council to ensure the correct bollards are used.

The committee discussed an application for a Section 137 Grant to install a "hearing loop" It was decided that more information was necessary and the Chairman promised to seek the views of other Community Centre Network members at the next meeting and report back thereafter.

Having ensured that the new projector is properly insured, the committee agreed that Hall hirers may also hire the projector for an additional fee plus a refundable deposit, that deposit being the replacement cost of the projector controls handset, should it go missing.

The Hall Lottery was discussed briefly and, as ever, a number of people are to be chased for membership.

Hannah Maggs very generously offered a second table tennis table for use by Richard Davis's club and the offer was taken up with thanks and enthusiasm.

Finally, the Chairman attended a Neighbourhood Watch meeting in the Hall last night and noticed that a crucial part of the flood prevention system for the emergency exit door has gone missing (specifically, the aluminium strip that covers the slot in the threshold of the doorway that the flood guard panels slot into - - - it stops debris falling into the slot that, in turn, would mean that the seal for the panels is lost.). We will have to replace this stolen part but if the council can think of any public plea that prevents the same thing occurring again, we should be most grateful.

John Dottridge