

# SALTFORD PARISH COUNCIL

Minutes of the meeting of the Council held at Saltford Hall, Saltford  
on Tuesday 6<sup>th</sup> December 2011 at 7.15pm

**PRESENT:** Councillors Reg Williams (Chair), Duncan Hounsell (Vice-Chair),  
Mathew Blankley, Tina Curtis, Harvey Haeberling, Kim  
Johnson, Rob King, Neil McKen, Kevin Reeves and Jill  
Williams

Officer Tricia Golinski

## 1. MINUTES

The minutes of the Council meeting held on 8 November 2011 were confirmed as a correct record and signed by the Chair.

## 2. APOLOGIES FOR ABSENCE

Apologies for inability to attend this meeting were received from Cllr Rick Taylor.

## 3. DECLARATIONS ON INTEREST

Cllr Duncan Hounsell declared a personal interest in Item 8 PARISH COUNCIL WEBSITE as one of the developers tendering is a personal friend.

## 4. PUBLIC TIME

B&NES Ward Councillor Francine Haeberling was present and expressed concern about a tree which may be about to fall into the river.

## 5. CHAIR'S ANNOUNCEMENTS

The Chair asked if any other member could attend St Mary's carol service on 18 December at 6.30pm and read a lesson, and Cllr Duncan Hounsell volunteered to do so.

## 6. PLANNING MATTERS

### 1. Planning Committee terms of reference

Cllr Kevin Reeves proposed that a group of members of the Council consider the terms of reference of the Planning Committee and make a recommendation to the Council; and also consider a process for considering planning applications. It was agreed that the Planning Committee would consider these at its next meeting and the Clerk was asked to obtain some more examples of other councils' committees' terms of reference.

2. **Minutes** - The minutes of the Planning Committee meeting held on 22 November 2011 were confirmed as a correct record and signed by the Chair of that committee.

### 3. New Planning Applications

The Council considered the following planning applications in respect of which Bath

& North East Somerset Council had invited comments:

**11/04923/LBA** - 61 High Street - External alterations for the installation of single glazed timber framed windows to replace existing double glazed UPVC windows - Mr D Trimby

It was **RESOLVED** that Bath & N E Somerset Council be advised this Council **supports** this application **provided that the colour is white.**

**11/04778/FUL** - 14 Golf Club Lane - Provision of loft conversion to bungalow with front and rear dormers - Mr Stephen Morris

It was **RESOLVED** that Bath & N E Somerset Council be advised this Council **objects to** this application as it would be **contrary to policy D.4 (a)** of the Local Plan – does not respond to local context in terms of appearance and sizing.

**11/05071/FUL** - 1 Lansdown Road - Erection of a two storey side extension and reconstruction of existing single storey rear extension - Mr & Mrs M Pickrell

It was **RESOLVED** that Bath & N E Somerset Council be advised this Council **objects to** this application as it would be **contrary to policy D.4 (a)** of the Local Plan – the roof line is too high.

4. **Decisions** – There were no decisions to report.

5. **Possible Contraventions** – There was no update from B&NES on possible contraventions.

**Remaining outstanding possible contraventions:**

11/00579	20.10.11	6 High Street	Non-compliance with condition relating to materials
11/00056/ LBWORK	27.01.11	61 High Street	UPVC windows been put in Grade II listed building
08/00651/ UNDEV	16.07.08	Between Mead Lane & River Avon	Residential moorings – change of use required?
10/00632 (formerly 08/00677)	18.11.10 (22.10.08 )	Behind The Crown 3 Tynning Road	Unauthorised stationing of a caravan.
10/00021	14.01.10	Saltford Marina	Office and shower facility building not yet moved to location for which planning permission was given.
11/00513/ UNDEV	20.09.11	River Mead Lane/cycle track	Two narrowboats moored.

6. **Enquiries on planning matters** – The Council agreed to send responses drafted by Cllr Kevin Reeves to two enquiries from local residents on planning matters.

7. **Planning items of urgent information** – There were none.

## 7. FINANCIAL MATTERS

1. **Monthly Financial Report** – the report was discussed and accepted by Members

**2. Schedule of Expenditure** – It was **RESOLVED** that the expenditure for all items listed in the schedule for the month of December 2011 be authorised and the schedule signed by the Chair.

**3. Society of Local Council Clerks membership** – The Council agreed to renew the membership of the SLCC at a cost of £140 (budget heading General Administration).

**4. Budget 2012/13** – The Council considered a draft specimen budget for 2012/13 which had been circulated to Members, and agreed to propose a precept of £24,000 (the same as last year) for final agreement at the January 2012 Council meeting.

## **8. PARISH COUNCIL WEBSITE**

Cllr Kim Johnson reported that 7 responses had been received to the Council's invitation to tender for a new website, 4 from local organisations and 3 national council-specific packages. The Website Working group evaluated them against the criteria in the specification, and recommended one of the packages, Vision ICT, as the most cost-effective. This proposal was seconded by Cllr Jill Williams and agreed by the Council. Expenditure of £965 was agreed (budget heading Publicity). It was noted that there would be ongoing costs of £305 per year from next year for hosting and content management system support.

The Website Working group also recommended moving to a .gov domain name (saltfordparishcouncil.gov.uk) at a cost of £105 and this was agreed (budget heading Publicity). It was also agreed not to re-instate the current website hosted with FreeParking and to move the domain registration and email from FreeParking to Vision ICT.

## **9. REPORTS FROM REPRESENTATIVES ON OTHER ORGANISATIONS**

Cllr Duncan Hounsell reported that the Chew Valley Partnership meeting due on 30 November was cancelled due to the public sector strike.

## **10. ELECTRIFICATION OF THE RAILWAY THROUGH SALTFORD**

Cllr Duncan Hounsell reported that it is planned that new electric trains will be running in December 2016 and that no works will be needed on the tunnel through Saltford.

## **11. STAFFING COMMITTEE RECOMMENDATIONS**

The Council agreed the following changes recommended by the Staffing Committee:

- a. To update the Staffing Committee Terms of Reference (v3) to include under item 1 'Contracts of Employment'.
- b. To modify the Clerk's contract of employment as follows:
  - i. Item 4: Place of work to be changed to Saltford Parish Council office
  - ii. Item 13: replace second paragraph with:

Additional hours worked over and above the normal working week of 37 hours servicing the Council and its committees or external events, will be reimbursed as Paid Overtime at the normal rates or Time-in-Lieu at a time agreed between you and the Council.

c. To modify the Council's Standing Orders as follows:

3xi Add wording from Clerk's job description: 'To issue correspondence as a result of instructions of, or the known policy of the Council'.

26 c) Retain 'The review and/or appraisal shall be reported back' but remove 'and shall be subject to approval by resolution by the Council'.

26 d) Change wording to: 'Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee shall contact the Chairman or in his absence the Vice-Chairman in respect of an informal or formal grievance matter. The matter will be progressed, informed by the principles of the SLCC Grievance Procedure Model.'

26 e) Change wording to: 'Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk and Responsible Financial Officer relates to the Chairman or Vice-Chairman, this shall be communicated to the Chair of the Staffing Committee or another member of the Council. The matter will be progressed, informed by the principles of the SLCC Grievance Procedure Model.'

Add:

26 k) In the event of a disciplinary matter being brought to the attention of the Chairman or in his absence the Vice-Chairman, the Chairman will consider if there is a case to answer and its level of seriousness. Subsequent action will be informed by the principles of the SLCC Disciplinary Procedure Model.

## **12. WORKING PARTIES: ADDITION TO STANDING ORDERS**

The Council agreed the following addition to the Council's Standing Orders:

### **18A WORKING PARTIES**

- a) The Council may appoint a working party, or "task-and-finish" group for a short term purpose.
- b) A working party must include at least two members of the Council. People who are not members of the Council may be co-opted onto a working party subject to a decision of the full Council.
- c) A working party cannot make a decision on behalf of the Council but may make recommendations.
- d) A Council member appointed to a Working Party shall cease to be a member of that Working Party upon ceasing to be a member of the Council.

## **13. WORKING GROUPS ADDRESSING PRIORITIES AND OBJECTIVES**

The Council considered the future operation of the Working Groups on Safeguarding and Strengthening Salford through Local Action and Community Engagement, and how best the recommended actions will be progressed. It was agreed that the Council would review the progress of these working groups quarterly, with the first review in February 2012.

**14. CHURCHYARD AND ALLOTMENT SITE MAINTENANCE**

The Council reviewed and amended the maintenance specification for the churchyard and allotment site and agreed to invite quotations to fulfil the specification by mid-January 2012.

The Chair reported that a resident had made a complaint about a tree on the allotment site dropping leaves into her back yard, and it was agreed that the Churchyard and Allotments working group (Cllrs Reg Williams, Kevin Reeves and Neil McKen) would visit the site and inspect the tree.

**15. NEW BURIAL SITE**

The Council considered a request from Rev. Richard Hall for the Parish Council to look into the possibility of providing a new burial site in Saltford, in response to the fact that 36% of respondents to the Parish Plan thought it was important to find a new burial site. Cllr Duncan Hounsell noted that the Parish Council, or Bath & North East Somerset Council, could do this but the Parish Council does not have a duty to do so, and that there is no site obviously available at present. It was agreed to suggest to Rev. Hall that the church looks into the possibility of extending the current churchyard.

**16. SALTFORD WAR MEMORIAL**

Cllr Duncan Hounsell reported that the face on the war memorial with the names inscribed on it is blackened and some names hard to read, that it probably has not been cleaned for 20 years and needs attention. It was agreed to get a quote for cleaning from a stone mason and Cllr Tina Curtis is to do this.

**17. CIVIC SERVICE**

The Chair advised members that the Parish Council usually arranges to attend one of the village church services, invite some guests and read a lesson, usually in February, alternating between St Mary’s and Grace Bible church. Members agreed to continue this practice and to ask St Mary’s for suggested dates for a service in February 2012.

**18. ITEMS OF URGENT INFORMATION**

Cllr Tina Curtis reported that the Scouts are planning to do some environmental work and are looking for a small bit of land to develop into a nice area.

Cllr Kim Johnson noted that the enquiry about the old bank building needed a response.

The meeting closed at 9.20pm.

**Next Council meeting:**

**Next Planning Committee meeting:**

Chairman.....

Date confirmed and signed.....