

# **SALTFORD PARISH COUNCIL**

**Minutes of the meeting of the Council held at Saltford Hall, Saltford  
on Tuesday 7<sup>th</sup> February 2012 at 7.15pm**

**PRESENT:** Councillors Reg Williams (Chair), Duncan Hounsell (Vice-Chair),  
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 3 January 2012 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 Mathew Blankley.

## **3. DECLARATIONS OF INTEREST**

Cllr Kevin Reeves declared a personal interest in Item 10 as one of the bidders for the churchyard and allotments maintenance contract is known to him.

Cllr Duncan Hounsell declared a personal interest in Item 10 as one of the bidders for the churchyard and allotments maintenance contract is known to him.

Cllr Tina Curtis declared a personal interest in Item 8.4 as her company is providing a quotation for refurbishing and refitting the commemorative plaque in the Memorial Garden.

## **4. PUBLIC TIME**

There were 5 members of the public present.

Owen McDermott and Noel Dawson spoke objecting to planning application 12/00032/FUL - Bird in Hand 58 High Street.

John Wilkins introduced himself as one of the bidders for the churchyard and allotments maintenance contract.

## **5. SALTFORD AIR QUALITY MANAGEMENT AREA**

The Council received a report from B&NES' Environmental Monitoring Officers on the Proposed Air Quality Management Area for Saltford, about which B&NES is currently consulting.

The Council agreed to make the following points in its response to the consultation:

1. Bus companies' drivers should be instructed to turn off their engines when idling at

- bus stops at The Crown and the shop parade.
2. Suggest a by-pass for Saltford.
  3. Extend the proposed area from The Glen to Tiddlers Nursery.

## 6. CHAIR'S ANNOUNCEMENTS

The Chair made the following announcements:

1. A by-election has been requested following Rick Taylor's resignation from the Parish Council, and nominations must be in by 17 February.
2. The Civic Service is on Sunday 19 February at 9.30am at St Mary's.
3. We are still awaiting a date from Glen Chipp for a site visit to look at traffic issues.
4. In 2006 the Parish Council applied to B&NES to confirm as a public footpath the path from Iford Close to Bath Road, and the Order has been confirmed on 18 January 2012.

## 7. PLANNING MATTERS

1. **Minutes** – The minutes of the Planning Committee meeting held on 17 January 2012 were confirmed as a correct record.
2. **New Planning Applications** – The Council considered the following planning applications in respect of which Bath & North East Somerset Council has invited comments.

**12/00032/FUL** - Bird in Hand 58 High Street - Provision of an extension to existing patio area and associated alterations to fire escape details – Bird in Hand

It was **RESOLVED** that Bath & N E Somerset Council be advised that this Council **objects to** this application as it would be contrary to Policy BH.6 of the Local Plan, and that there was no visible sign of a notice on site regarding this application.

3. **Decisions** – The Clerk reported the following applications which had been PERMITTED with conditions:

11/05342/FUL – 7 Uplands Road - Erection of a two storey front/side extension, a roof extension to the north elevation and a dormer - Mr & Mrs C Buckley

11/05158/FUL - Saltford Manor Queens Square - Erection of a pitched roof extension with a link to the main house following demolition of existing flat roofed garage and outbuildings - Prof & Mrs Richard Canter

11/05160/FUL - Saltford Manor Queens Square - Erection of a pitched roof extension with a link to the main house following demolition of flat roofed garage and outbuildings - Prof & Mrs Richard Canter

The Clerk reported the following application which had been REFUSED:

11/05156/LBA - Saltford Manor Queens Square - Internal and external alterations for the provision of additional window to kitchen - Prof & Mrs

Richard Canter

The Clerk reported that the following application had been WITHDRAWN:

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

4. **Possible Contraventions** – The Clerk reported the following updates from B&NES on matters which had been referred to them for clarification as to whether a contravention of planning controls had taken place:

10/00632 - 3 Tying Road rear of The Crown - B&NES will not be taking any further action at this stage, but will continue to monitor the site.

11/00056 – 61 High Street – Following the permission for application 11/04923/LBA for the installation of single glazed timber framed windows to replace existing double glazed UPVC windows, the applicant has three years from the date of consent to implement the works. The decision was made on 9 January 2012 therefore they have until early 2015 to carry out the works.

**Remaining outstanding possible contraventions:**

08/00651	Mead Lane	Boat mooring
10/00021	Saltford Marina	Office and shower facility building
11/00366	Mead Lane	Narrowboat moored residentially
11/00513	River Mead Lane/cycle track	Two narrowboats moored

5. **Planning items of urgent information** – Cllr Kevin Reeves reported that no notices had been visible on site relating to planning application 12/00032/FUL - Bird in Hand 58 High Street, and asked for clarification on what the statutory requirement is regarding notices.

## 8. 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 February 2012 be authorised and the schedule signed by the Chair.

3. **War memorial cleaning** – The Council considered four quotations for the cleaning of the war memorial and agreed to accept the quotation from Mark Rawlins (expenditure of £380 - budget heading Miscellaneous Schemes).

4. **Memorial Garden plaque** – The Council considered a quotation from Signs of Saltford for refurbishing and refitting the commemorative plaque in the Memorial Garden, and agreed expenditure of £95 plus VAT (budget heading Miscellaneous Schemes).

## 9. REPORTS FROM REPRESENTATIVES ON OTHER ORGANISATIONS

Cllr Neil McKen reported that he would put Saltford Brassmill's annual report onto the Councillors Area of the website.

Cllr Reg Williams reported from the River Avon Users Consultative Committee meeting:

- From April 2012, British Waterways changes from a government agency to a trust.
- Fishermen are complaining that there are too many otters in the river.

Cllr Reg Williams reported from the Parish Cluster meeting:

- A response is still awaited regarding the principle behind two of the outstanding planning contraventions where the work has not been completed and no action can be taken because there is no end date for completion.
- The sensors at Beech Road/Manor Road junction with Bath Road – see Item 18.

## 10. CHURCHYARD AND ALLOTMENT SITE MAINTENANCE

Cllr Neil McKen reported that the Churchyard and Allotment Site Working Group had considered the four quotations for the maintenance of the churchyard and allotment site under the headings of price, experience and track record. The Working Group recommended that the Council accept the quotation from Peter Dawson, and this was agreed (expenditure of £124 per month – budget heading Running Costs: Churchyard and allotments).

Cllr Neil McKen requested that in future, all quotations under consideration should be sent to all members of the Council, not just members of the working group.

## 11. YOUNG PEOPLE

Cllr Neil McKen provided a report of the recent Saltford Intergeneration Group event, reporting that the event went well with increased interest and engagement by the young people. The next S.I.G. event will be on 28 March.

Cllr Neil McKen reported that a new bank account will be set up for the S.I.G. funds which are currently held in the Parish Council bank account.

Cllr Neil McKen reported that he is to meet with Keynsham Town Council on 2 March to discuss a possible proposal for Saltford and Keynsham to share some resources directed at young people with a view to more formally linking activities. Cllr Neil McKen will seek the help of the Children's Society. This will be discussed further at the April or May Parish Council meeting. Cllr Tina Curtis suggested asking if Dial a Ride could help with transport for young people going to an evening event.

## 12. QUARTERLY REVIEW OF WORKING GROUPS ADDRESSING PRIORITIES AND OBJECTIVES

The Council reviewed the progress of the **Working Group on Community Engagement**. Cllr Kevin Reeves reported on the following objectives:

- Emails - On the *Contact Us* page of the new website it is possible to request to be added to the mailing list. This feature is to be made more obvious from the Home Page and be promoted in *The Week* and *SCAN*. Emails can then be started once

content is agreed and any takers to the mailing list identified.

- Portable noticeboard – This has been researched by Cllr Duncan Hounsell and display boards are to be purchased in the next few months.
- Parish Meeting – See agenda item 13.
- Grant awards - Photographs from the recent S.I.G. event could go on the website.
- Councillors' surgeries – Cllr Reg Williams established that the Library is not available to the Parish Council for surgeries on Saturdays. Cllrs Duncan Hounsell and Kevin Reeves are to invite local residents to pilot surgeries at Cllr Duncan Hounsell's house at two time slots on 1<sup>st</sup> March.
- Coffee and tea at Council meetings – No progress.
- Councillors' profiles – This could be one of the next priorities for the website: currently only the list of councillors is on the website. It was agreed to add B&NES Councillors details to the website.
- Councillors' visibility – The next opportunity for interacting with electors is at the Civic Service, and all councillors should be mindful of this commitment.
- Communicate about the Council – Information on the role of the Parish Council has been added to the *Council Responsibilities* page on the website, yet to consider adding *What can you do for Saltford?*
- Publicity and press coverage – To be planned for specific events.
- Facilitation of access to grants – Cllr Kim Johnson is to put a link on the website to B&NES web page on grants. Cllr Neil McKen suggested a Parish Council awards process and it was agreed to put this on the agenda for the next meeting.
- Notices from B&NES – See agenda item 21.
- Neighbourhood Watch – See agenda item 14.

The Council reviewed the progress of the **Working Group on Safeguarding and Strengthening Saltford through Local Action**. Cllr Tina Curtis reported that there had been no progress on any of the objectives except the one to engage with youth (see agenda item 11). The group may consider co-opting someone from outside the Council to work with them on the promotion of local businesses. The group plans to meet soon and will report to the next Council meeting. The objective on Neighbourhood Watch has been passed to the Community Engagement Working Group.

### **13. PARISH MEETING**

The Council considered the arrangements for this year's Parish Meeting, scheduled for 3 April 2012. Saltford Environment Group, Saltford Intergeneration Group and Friends of Saltford Library were added to the list of local organisations to be invited to report on their activities over the year, and a time limit of 3 minutes is to be put on their reports. Cllr Tina Curtis volunteered to organise refreshments to be available at 6.00pm prior to the 6.30pm start. The meeting is to be promoted on the front page of the website and on the noticeboard.

### **14. NEIGHBOURHOOD WATCH**

Cllr Duncan Hounsell explained that extending the coverage of Neighbourhood Watch was an action from the Parish Plan and from one of the Working Parties, and that the Police are keen to work with the Parish Council on this. It is planned to host a meeting at Saltford Hall to encourage new Neighbourhood Watch schemes in Saltford, to promote this meeting widely to Saltford residents, and to ask the Police to invite current Neighbourhood Watch co-ordinators. Possible dates suggested were 19 June or 10 July.

## **15. FAIRTRADE**

Cllr Duncan Hounsell proposed inviting Cllr Tony Crouch of Keynsham Town Council and Keynsham Fairtrade group to the March Parish Council meeting to give a brief presentation on what is involved for a Council in a town/village having Fairtrade designation, and this was agreed. Cllr Tina Curtis suggested having Fairtrade refreshments at the Parish Meeting.

## **16. GREAT WESTERN FRANCHISE CONSULTATION**

Cllr Duncan Hounsell reported that the feasibility study being done by Halcrow has reduced the estimated cost of Saltford station, and is expected to specify what would make it viable to re-open the station, so there is no need to await the feasibility study before responding to the Great Western franchise consultation. The station campaign has received enthusiastic support from Bath Spa University who want to encourage more students to travel by means other than car. If the station is re-opened it is intended that it would be an electrified train service.

The Council considered the proposed response to the Great Western franchise consultation drafted by Cllr Duncan Hounsell and agreed to send it to the Department for Transport, with copies to Passenger Focus, Travel Watch South West and West of England Transport Executive.

## **7. RIVER BANK EROSION**

Cllr Reg Williams reported that he had met with B&NES Cllr Francine Haerberling and a representative of the canoe clubs on 17 January. Possible sites for a launch platform were looked at and Cllr Francine Haerberling is to discuss with B&NES officers. Cllr Neil McKen stated that it was not appropriate to encourage an increase in the level of usage by canoeists and that parking was acknowledged as an issue in this location, particularly when canoe clubs operated from The Shallows during spring/summer months. Cllr Duncan Hounsell suggested that this be revisited at the next meeting as the issue had originated with the previous Council.

## **18. SENSORS AT A4/BEECH ROAD/MANOR ROAD JUNCTION**

Cllr Reg Williams reported that at the request of Corston Parish Council, the timings of the detector loops at Beech Road and Manor Road junctions with Bath Road had been increased from 15 seconds to 40 seconds, without consultation with Saltford Parish Council or B&NES Saltford Ward Councillors. It was agreed to request that the original timings are reinstated, as the longer timings create more inconvenience for Saltford people, greater risk of crashes if people don't wait for the lights to change, increase pollution, and that there was no consultation with Saltford.

## **19. DEFIBRILLATOR**

Cllrs Reg Williams, Kim Johnson, Jill Williams and Neil McKen volunteered to be on a rota to inspect the defibrillator, and Cllr Reg Williams is to organise the rota.

## **20. PARISH COUNCIL WEBSITE**

Cllr Kim Johnson reported that the website is now up and running and that further content is needed. Cllr Duncan Hounsell proposed photos and short biographies of all members,

this was seconded by Cllr Kim Johnson but not agreed. A group photo was agreed, which Cllr Kim Johnson is to arrange after the vacancy on the Council has been filled.

**21. PROCESS FOR AGREEING NEWS ITEMS**

Cllr Kim Johnson proposed that some guidelines are agreed to enable the Clerk to add news updates to the website between meetings. It was agreed that noteworthy information and notifications of events from B&NES and other sources of relevance to Saltford can be added at the Clerk's discretion.

**22. ITEMS OF URGENT INFORMATION**

Cllr Jill Williams asked what is happening about the traffic on Beech Road, and what was the take-up of the Citizens Advice van.

Cllr Duncan Hounsell reported that the traffic count data circulated to members was from B&NES and is to go in the Councillors Area of the website.

**THE MEETING WAS CLOSED TO THE PUBLIC AND CONTINUED IN PRIVATE SESSION.**

**23. UPDATES TO CLERK'S JOB DESCRIPTION**

The Council considered recommendations from the Staffing Committee for amendments to the Clerk's job description to reflect current practice, and the proposed amendments were agreed.

The meeting closed at 9.55pm.

**Next Council meeting:** 6 March 2012

**Next Planning Committee meeting:** 21 February 2012

Chairman.....

Date confirmed and signed.....