

# SALTFORD PARISH COUNCIL

Minutes of the meeting of the Council held at Saltford Hall, Saltford  
on Tuesday 17<sup>th</sup> May 2011 at 7.15pm

**PRESENT:** Councillors Reg Williams (retiring Chair), Mathew Blankley, Tina Curtis, Harvey Haerberling, Duncan Hounsell, Rob King, Neil McKen, and Jill Williams

Officer Tricia Golinski

## 1. ELECTION OF CHAIR

It was proposed by Cllr Neil McKen and seconded by Cllr Tina Curtis that Cllr Reg Williams be elected Chairman for the year 2011/12.

It was proposed by Cllr Harvey Haerberling and seconded by Cllr Mathew Blankley that Cllr Harvey Haerberling be elected Chairman for the year 2011/12.

A vote was taken and Cllr Reg Williams was elected Chairman for the year 2011/12 by 5 votes to 2.

Cllr Reg Williams signed a Declaration of Acceptance of Office of Chairman.

## 2. CO-OPTION OF COUNCILLORS

The following people were in attendance and expressed an interest in being co-opted onto the Council:

Sharon Feay, Rick Taylor, Chris Warren, Kim Johnson, Richard James, Kevin Reeves and Janet MacDonough.

Members of the public were asked to leave the meeting temporarily due to the confidential nature of the business to be transacted.

A series of votes was taken and it was **RESOLVED** to co-opt the following people into the three remaining places on the Council: Kim Johnson, Kevin Reeves and Rick Taylor.

## 3. INFORMATION FOR NEW COUNCILLORS

New members were welcomed to the Council and were advised that copies of *The good councillor guide* and details of training available would be sent to them by the Clerk.

## 4. APPOINTMENT OF VICE-CHAIR

It was proposed by Cllr Duncan Hounsell and seconded by Cllr Kevin Reeves and Cllr Rick Taylor that Cllr Duncan Hounsell be elected Vice-Chairman for the year 2011/12.

It was proposed by Cllr Harvey Haerberling that Cllr Harvey Haerberling be elected Vice-Chairman for the year 2011/12 but not seconded.

It was **RESOLVED** that Cllr Duncan Hounsell be appointed Vice-Chairman for the year 2011/12.

Cllr Duncan Hounsell signed a Declaration of Acceptance of Office of Vice-Chairman.

#### **5. SIGNING OF DECLARATIONS OF ACCEPTANCE OF OFFICE**

All elected and co-opted members present signed their respective Declaration of Acceptance of Office forms in the presence of the Clerk, and were requested to complete their Register of Members' Interests forms.

#### **6. MINUTES**

It was **RESOLVED** that the minutes of the Council meeting held on 5 April 2011 be confirmed as a correct record and signed by the Chair.

#### **7. APOLOGIES FOR ABSENCE**

No apologies for inability to attend this meeting were received.

#### **8. PUBLIC TIME**

There was 1 member of the public present.

#### **9. CHAIR'S ANNOUNCEMENTS**

The Chair announced that Rev. Hall had invited the Parish Council to choose 2 songs for the Community Songs of Praise on 12 June. Cllr Rick Taylor offered to choose them.

#### **10. APPOINTMENT OF COMMITTEE(S) AND MEMBERSHIP THEREOF**

The Council reviewed its committees for 2011/12. It was **RESOLVED** that a Planning Committee should meet as a separate committee once a month, and that planning matters are included in each monthly Council meeting.

It was **RESOLVED** that the members of the Planning Committee are to be: Cllrs Reg Williams, Duncan Hounsell, Harvey Haeberling, Kevin Reeves, Rob King, Mathew Blankley, Neil McKen and Kim Johnson.

#### **11. DATES OF MEETINGS OF COUNCIL AND COMMITTEE(S)**

The Council considered the dates on which the Council and Planning Committee should meet for the year 2011/12. It was noted that 5 July would clash with the PACT meeting and it was agreed to change the Council meeting to 6 July.

It was **RESOLVED** that the Parish Council and Planning Committee meet on the following dates:

**Council Meeting including  
Planning Matters**  
7 June 2011  
6 July 2011

**Planning Committee Meeting**  
21 June 2011  
19 July 2011

(no Council meeting)	16 August 2011
6 September 2011	20 September 2011
4 October 2011	18 October 2011
8 November 2011	22 November 2011
6 December 2011	20 December 2011
3 January 2012	17 January 2012
7 February 2012	21 February 2012
6 March 2012	20 March 2012
3 April 2012 (following Parish Meeting commencing 6.30)	17 April 2012
1 May 2012 (Annual Council meeting)	

All meetings to start at 7.15pm at Saltford Hall, Wedmore Road

## 12. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

The following members were appointed to represent the Council at meetings of the following organisations:

<b>Organisation</b>	<b>Parish Council representative</b>
Saltford Community Association	Jill Williams
Saltford Brass Mill Project	Neil McKen
PACT (Police forum now called 'Have your say')	Duncan Hounsell & Mathew Blankley
Keynsham & District Dial-a-Ride	Tina Curtis
Keynsham Young People's Liaison Group	Kim Johnson
Saltford School Governors	Jill Williams
Parish Cluster meeting	Reg Williams, Duncan Hounsell & Kevin Reeves
Parish Liaison meeting	Reg Williams, Duncan Hounsell & Neil McKen
Parish Plan Implementation Group	Tina Curtis & Neil McKen
Pride of Saltford Partnership	Reg Williams
Chew Valley Partnership	Reg Williams, Duncan Hounsell & Kevin Reeves
River Avon Users Consultative Committee	Reg Williams & Rick Taylor

## 13. PLANNING MATTERS

1. **Minutes** – the minutes of the Planning Committee meeting held on 19 April 2011 were confirmed as a correct record and signed by the Chair.

## 2. New planning applications

The Council considered the following planning applications in respect of which Bath & North East Somerset Council had invited comments:

**11/01670/FUL** - 41 High Street - Erection of single storey front extension following the demolition of existing lobby (Resubmission) - Mr & Mrs Gary Callow  
**It was noted that this application had been withdrawn after the agenda for this meeting had been issued.**

**11/01672/FUL** - Beechwood House, Norman Road - Retention of stable and tack room - Mr Kevin Bowerman

It was **RESOLVED** that Bath & N E Somerset Council be advised this Council **does not object to** this application

## 3. Decisions

The Clerk reported the following applications which had been PERMITTED with conditions by Bath & NE Somerset Council:

11/01046/FUL – 3 Rodney Road – Erection of 2 side and 1 rear extensions and a detached garage with associated works and provision of a new roof structure with front, rear and side dormers

11/00942/FUL – Lower Fields Manor Road – Erection of side utility extension and rear garden room extension

11/01506/FUL – 24 High Street – Erection of single storey sun room

## 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:

Ref. 10/000632 Rear of The Crown / 3 Tynning Road - caravan on site – the person who resides in the caravan and is responsible for the works has reported that work has not recommenced on site owing to the fact that his wife has suffered a serious medical condition. B&NES asked for a date that the work would recommence and advised him that they will continue to monitor the site.

Ref. 11/00239 Riverside Inn - play park – the site does not have permitted development and requires planning permission. B&NES are to request that an application is submitted.

Ref. 11/00216 Former toilet block, Manor Road – building being used for storage – B&NES could find no trace of it being used for storage. Cllr Reg Williams has responded to B&NES with information that the steel bar doors have recently been changed for solid doors and people have been seen by locals delivering and removing items from the building.

Ref. 11/00217 61 Norman Road – storage container in front garden – B&NES are to establish the name of the owner and contact them to establish what the container is being used for.

### Remaining outstanding possible contraventions:

<u>Reference number</u>	<u>Date first reported</u>	<u>Address</u>	<u>Details of possible contravention</u>
07/00321	17.12.07	Burnett Business Park	Dumping of rubble
08/00651	16.07.08	Adjoining boathouse between Mead Lane and river Avon	Residential boat mooring
10/00021	14.01.10	Salford Marina	Office and shower facility building not yet moved to location for which planning permission was given
11/00056	27.01.11	61 High Street	UPVC windows been put in Grade II listed building

### 5. Planning items of urgent information

There were none.

## 14. 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 May 2011 be authorised and the schedule signed by the Chair.
3. **Council insurance** – It was **RESOLVED** to accept the quotation for renewal of the Council's insurance from Zurich Insurance at a premium of £507.67 (budget heading Insurance).

## 15. VISION STATEMENT

Cllr Duncan Hounsell proposed the adoption of the following vision statement: "Saltford Parish Council – ensuring a strong community, taking the best of the past and building a sustainable future".

After discussion it was agreed that there was no need for a vision statement but that the Council should have agreed objectives or priorities and this is to go on the agenda for the next meeting.

## 16. REPORTS FROM REPRESENTATIVES ON OTHER ORGANISATIONS

Cllr Reg Williams reported from the recent meeting of the River Avon Users Consultative Committee that British Waterways want to install booms across the weirs on the river, but they are seen as a safety risk for canoeists.

## 17. PARISH PLAN

Cllr Tina Curtis reported that the Parish Plan Implementation Group still has no chairperson but that Brian Cooper had produced minutes of the last meeting. Actions

such as communication and the Festival are in progress by the sub-groups. Someone is needed to take over the action about Neighbourhood Watch. Cllr Tina Curtis would like to invite the unsuccessful potential co-optees to join the Parish Plan Implementation Group. The Environment/Sustainability group is to be launched at the Festival. A litter pick has been arranged for 5 June.

The report from the last meeting of the Implementation Group is to be circulated to all members.

## **18. TRAFFIC AND TRANSPORT**

The Clerk reported that a response had been received from B&NES regarding the traffic and transport schemes identified in the Parish Plan. The following schemes are unlikely to be considered in this financial year but have been included in their task register for future prioritisation: A4 Bath Rd/Manor Road - Feasibility Study to implement traffic signals; A4 Bath Rd/Manor Rd - Traffic Signals; A4 - VAS signage; A4 - Pedestrian facilities.

Cllr Mathew Blankley is to check with B&NES what this means, what the prioritisation procedure is and how the Parish Council can influence it.

## **19. DELIVERY LORRIES AT SHOP PARADE**

Cllr Mathew Blankley reported that B&NES Parking Services had written to all the businesses at the shop parade about the problems caused by delivery lorries and none had responded. It was agreed that the Parish Council should ask B&NES to implement a traffic regulation order to prohibit loading/unloading between 8am and 4pm as soon as possible.

## **20. YOUTH SHELTER PAINTING**

Cllr Tina Curtis reported that the Explorer Scouts have agreed to paint the youth shelter on 15 June and the Parish Council is to provide the paint.

## **21. RIVER BANK EROSION**

Cllr Reg Williams explained that the river bank is being worn away due to heavy use by canoeists in The Shallows. Cllr Neil McKen reported that the canoeists have not come up with any proposal, and that local residents feel there is too great a concentration of activities in this space. It was agreed to ask B&NES to address the problem as they own the land.

## **22. MEMORIAL FOR FRANK VINE**

Cllr Reg Williams reported that a memorial tree had been planted for Frank Vine in the Memorial Garden and a plaque is to go with it. Cllr Tina Curtis suggested that the plaque should be on a post and gave a quotation of £85 & VAT to install the plaque and post. This expenditure was agreed (budget heading Miscellaneous Schemes).

## **23. ALLOTMENT SITE WATER SUPPLY**

Cllr Reg Williams explained that a majority of the allotment tenants had requested a water supply and it had been agreed to install a water supply and recover the cost of

installation through increased allotment rents. The allotment site was originally leased from B&NES but ownership passed to Somer Housing in 1999. The Clerk reported that Somer Housing had agreed to the installation of a water supply, but had yet to confirm that the lease will be renewed beyond 2013.

**24. INFORMATION TO THE COUNCIL**

Members discussed the items on the list circulated with the agenda.

**25. ITEMS OF URGENT INFORMATION**

Cllr Jill Williams thanked the Parish Council for the grant to Saltford Festival and asked for members to support the Festival.

Cllr Reg Williams informed members that any items for the agenda of the Parish Council meeting should be sent to the Clerk by 7 days prior to the date of the meeting.

The meeting closed at 9.35pm.

**Next Council meeting:** 7 June 2011

**Next Planning Committee meeting:** 21 June 2011

Chairman.....

Date confirmed and signed.....