

SALTFORD PARISH COUNCIL

Minutes of the meeting of the Council held at Saltford Hall, Saltford
on Tuesday 1st May 2012 at 7.15pm

PRESENT:

Councillors - Reg Williams (retiring Chair), Duncan Hounsell (retiring Vice-Chair), Mathew Blankley, Tina Curtis, Harvey Haerberling, Kim Johnson, Rob King, Neil McKen, Chris Warren and Jill Williams

Officer - Tricia Golinski

1. ELECTION OF CHAIR

It was proposed by Cllr Reg Williams and seconded by Cllr Tina Curtis that Cllr Duncan Hounsell be elected Chairman for the year 2012/13.

It was RESOLVED to elect Cllr Duncan Hounsell as Chairman for the year 2012/13. Cllr Duncan Hounsell signed a Declaration of Acceptance of Office of Chairman.

Cllr Duncan Hounsell thanked the Council for electing him as Chair, and thanked Cllr Reg Williams for his 9 years of service as Chair of the Parish Council. Cllr Reg Williams has always had the interests of Saltford at heart and has left a legacy of a well-managed and competent Council. Cllr Duncan Hounsell stated that his main aims as Chair are to engage with Saltford people and organisations, to continue the improvement in the efficiency of the Council, to support voluntary groups, and to promote the local economy and businesses.

2. MINUTES

The minutes of the Council meeting held on 3 April 2012 were confirmed as a correct record and signed by the Chair.

3. APOLOGIES FOR ABSENCE

Apologies for inability to attend this meeting were received from Cllr Kevin Reeves.

4. APPOINTMENT OF VICE-CHAIR

It was proposed by Cllr Reg Williams and seconded by Cllr Neil McKen that Cllr Kim Johnson be elected Vice-Chairman for the year 2012/13.

It was RESOLVED to elect Cllr Kim Johnson as Vice-Chairman for the year 2012/13. Cllr Kim Johnson signed a Declaration of Acceptance of Office of Vice-Chairman.

5. DECLARATIONS OF INTEREST

No declarations of interest were made.

6. PUBLIC TIME

There were no members of the public present.

7. CHAIR'S ANNOUNCEMENTS

The Chair made the following announcements:

- Following the Clerk's successful completion of the Certificate in Local Council Administration, an increment of one salary point will be made as specified in her contract of employment.
- B&NES has announced its annual highway structural maintenance programme for 2012-13 and no works are planned for Saltford. The Parish Council should consider suggestions for the 2013-14 programme in October 2012.
- B&NES' consultation on authorised sites for gypsies and travellers will start on 9th May, with 6 sites proposed for consultation.
- B&NES has organised a Give & Take day at Saltford Hall on 12th May from 10am to 2pm.
- Saltford Environment Group has organised a Cycle Quest from Saltford Hall on 20th May from 2-5pm.
- The Olympic flame will pass nearest to Saltford on 22nd May.
- Cllr Duncan Hounsell will be away from 9th to 24th May.
- Cllr Duncan Hounsell attended Keynsham Town Council annual meeting on 30th April to see their Keynsham Good Citizen Award presentation.

8. APPOINTMENT OF COMMITTEES AND WORKING GROUPS AND MEMBERSHIP THEREOF

The Council agreed to the formation of the following Committees and Working Groups for the year 2012/13:

- Planning Committee (members: Kevin Reeves, Kim Johnson, Reg Williams, Duncan Hounsell, Rob King, Harvey Haeberling, Neil McKen).
- Staffing Committee (members: Kim Johnson, Duncan Hounsell, Kevin Reeves).
- Churchyard Safety, Churchyard and Allotments Maintenance Working Group (members: Reg Williams, Kevin Reeves, Neil McKen).
- Parish Plan Implementation Working Group (members: Duncan Hounsell, Neil McKen, Matt Blankley, Reg Williams, plus external members).

9. DATES OF MEETINGS OF COUNCIL AND COMMITTEES

The Council agreed the following dates on which the Council and committees will meet for the year 2012/13:

**Council Meeting including
Planning Matters**

Planning Committee Meeting

	15 May 2012
	29 May 2012 if necessary
12 June 2012	26 June 2012 if necessary
3 July 2012	17 July 2012
	7 August 2012 if necessary
	21 August 2012
4 September 2012	18 September 2012
2 October 2012	16 October 2012
6 November 2012	20 November 2012
4 December 2012	18 December 2012
8 January 2013	22 January 2013
5 February 2013	19 February 2013
5 March 2013	19 March 2013
2 April 2013 (plus Parish Meeting commencing 6.30)	16 April 2013
7 May 2013 (Annual Council meeting)	

10. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

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

Organisation	Parish Council representative(s)
B&NES Parish Cluster	Duncan Hounsell (& Kim Johnson reserve)
B&NES Parishes Liaison	Duncan Hounsell (& Kim Johnson reserve)
Chew Valley Partnership	Duncan Hounsell (& Kim Johnson reserve)

PACT (Police forum)	Duncan Hounsell & Mathew Blankley
Salford Primary School governors	Jill Williams
Salford Community Association	Jill Williams
Salford Brass Mill Project	Neil McKen & Chris Warren
Keynsham & District Dial-a-Ride	Tina Curtis
Keynsham Young People's Liaison Group	Kim Johnson & Neil McKen
River Avon Users Consultative Committee	Reg Williams
B&NES Emergency Medical Service Patients' Forum	Reg Williams
Salford Business Community Network	Duncan Hounsell
Salford Environment Group	Chris Warren

The following reports from representatives on external organisations were received:

Cllr Jill Williams reported from the recent Salford Primary School governors' meeting that day-to-day school management duties will be devolved from Barry Rennie to the deputy head, following the award of Teaching School status to the school. The new nursery at the school is expected to open in September 2012, and Tiddlers will continue to cater for younger children.

Cllr Duncan Hounsell reported from the Chew Valley Partnership meeting on 18 April that Avon & Somerset Police have achieved a 41% detection rate in this area.

Cllr Jill Williams reported that Salford Community Association's fund raising is going well but they did not succeed with a large grant application to B&NES. There will be a Country Market on 30 June from 10am to 3pm, and a Quiz that evening at 7.30pm.

Cllr Tina Curtis reported that Keynsham & District Dial a Ride are to do a survey of their members' usage and will hold a meeting for Salford members near the end of May.

Cllr Jill Williams reported that there will be an open meeting on 20 June at 7.30pm to plan Salford Festival 2013.

11. FINANCIAL MATTERS

1. **Monthly Financial Report** – the report was discussed and accepted by Members, with the following amendment: deletion of Reserves/contingency heading from Payments section.
2. **Schedule of Expenditure** – It was **RESOLVED** that the expenditure for all items listed in the schedule for the month of May 2012 be authorised and the schedule signed by the Chair.
3. **Internal audit report 2011/12** – The Council approved the internal audit report for 2011/12 from Auditing Solutions Ltd.
4. **Retrospective approval of budget and precept for 2012/13** – The Council retrospectively approved the budget and the precept of £24,000 for 2012/13, as agreed at the January 2012 meeting.
5. **Annual accounts and annual return for financial year 2011-12** – The Council considered the annual statement of accounts for the financial year 2011-12 and the Chair signed the annual return to the external auditors for the financial year 2011-12.
6. **Annual review of asset register** – The Council reviewed its register of assets and it was approved with one amendment: change of date to April 2012.
7. **Council insurance** – The Council agreed to renew the insurance policy with Zurich, which is due on 1 June 2012, at a cost of £514 (budget heading Insurance).
8. **Local Council Review subscription** – The Council agreed to renew the subscription to NALC's Local Council Review for £27 (budget heading Subscriptions).
9. **Office computers** – The Council approved expenditure of £425 on a new office PC to replace the current PC; and expenditure of £375 on a laptop (budget heading General Administration).

12. COMPLAINTS PROCEDURE

The Council agreed the Complaints Procedure which had been drafted by Cllr Kim Johnson based on a model one from the Society of Local Council Clerks, and agreed to put it on the website.

13. UPDATE ON SALTFORD STATION CAMPAIGN

Cllr Chris Warren reported that the petition of over 2000 signatures calling for the re-opening of Saltford station was presented to the House of Commons by Jacob Rees-Mogg MP.

Cllr Duncan Hounsell reported that B&NES has announced it intends to act as the official promoter of the station project and to allocate funds to take the project through the initial stages of development. Ultimately the decision whether the station is re-opened will be a commercial one and dependent on attracting full funding.

14. 20MPH ZONES

Cllr Duncan Hounsell reported that B&NES has just approved a 2 year project to implement 20mph zones across B&NES, subject to local consultation, and that Saltford is currently in year 2 of the scheme. After discussion the following amended proposal was agreed: Saltford Parish Council requests that Saltford be brought forward to year 1 of the process to implement 20mph zones, and that the method of enforcement of the regulation is taken into account.

15. PURCHASE OF LAND FOR COMMUNITY USE

Cllr Neil McKen proposed that the Parish Council look into the feasibility of purchasing unspecified pieces of private land on behalf of the community for community use, and this was agreed by majority vote.

16. GRANTS FOR VOLUNTARY ORGANISATIONS

Cllr Duncan Hounsell proposed that a letter or email from the Parish Council is sent to Saltford-based voluntary organisations informing them of the Parish Council's financial assistance grants. This was agreed, and it was agreed to add that applications that support Saltford's Parish Plan would get priority.

17. REVIEW OF SALTORD BUSINESS COMMUNITY NETWORK LAUNCH EVENT

The Saltford Business Community Network launch event was held at 8.00am on 1 May. Cllr Tina Curtis reported that approximately 20 businesses had so far expressed an interest and 11 attended the launch, with some offering to help run the group. A further meeting will be held to plan this, and it is envisaged that the group will be self-financing.

18. VILLAGE WALK

Cllr Duncan Hounsell reported that Brian Cooper has offered to organise the walk on behalf of the Parish Council. The date is yet to be agreed and further helpers will be needed.

19. PUBLICITY

The Council agreed the following items to be included in the Parish Council's page of SCAN and the next Parish Council e-newsletter:

- New Chair and Vice-Chair of the Parish Council
- Thanks to Cllr Reg Williams for 9 years as Chair
- Neighbourhood Watch meeting 19 June
- Saltford Business Community Network launch

- Village walk
- Parish Clerk's 5years service and CILCA qualification

20. PLANNING MATTERS

1. **Minutes** – The minutes of the Planning Committee meeting held on 17 April 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 had invited comments:

12/01519/FUL - 28 Uplands Road - Extension and refurbishment of house to improve layout and external appearance - Mrs Lisa Motton

It was **RESOLVED** that Bath & N E Somerset Council be advised this Council **objects to** this application as contrary to D.2 (f) significant harm to the amenities of occupiers of neighbouring premises by reason of loss of light, or increased overlooking; and D.4 (d) the appearance of the extension would not respect and complement the host building.

12/01372/LBA - 1 The Batch - Internal and external alterations to enable habitation and modernisation and partial attic conversion - Mr Ari Lewis

It was **RESOLVED** that Bath & N E Somerset Council be advised this Council **comments on** this application: Would draw your attention to the detailed nature of the application and the Listed Building status, and ask you to ensure that all relevant policies apply.

12/01581/LBA - Saltford Manor Queens Square - External alterations for the 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

It was **RESOLVED** that Bath & N E Somerset Council be advised this Council **comments on** this application: We are unable to identify the 'minor modification' specified in the application.

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

12/00701/FUL - Beech House 17B Rodney Road - Erection of a detached garage - Mr A Trower

12/00653/FUL - Riverside The Shallows - Erection of 2 dwellings following removal of glazed side conservatory and rear garage/store and reduce height of front boundary wall - Mr Jacob Dawe

12/00537/FUL - Copperlea Mead Lane - Erection of single storey extensions and alterations to existing dwelling house - Ms Angela Faulkner

The Clerk reported the following:

12/00654/CA - Riverside The Shallows – CONSERVATION AREA CONSENT NOT REQUIRED.

4. Possible Contraventions – The Clerk reported the following update from B&NES:

12/00202, 12/00203, 12/00204/ADVERT – We have today written to Tiddlers and Sposa Elegante asking them to remove their unauthorised banners by the 11th May. The Tesco banner is of a temporary nature and as such does not need consent.

It was noted that the longboat moored on the river bank at The Shallows opposite the car park had now gone.

Cllr Reg Williams reported that the 2 narrowboats moored behind the Bird in Hand (ref. 11/00513) are now residential and cars are parked there overnight.

Remaining outstanding possible contraventions:

08/00651	Mead Lane	Boat mooring
10/00632	3 Tynning Road rear of The Crown	Caravan on site
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
	Footpath from Avon Lane	Unauthorised diversion of footpath
12/00202/ADVERT	Tiddlers Nursery 480 Bath Road	possible unauthorised banner advertisement
12/00203/ADVERT	Sposa Elegante 439 Bath Road	possible unauthorised banner advertisement
12/00169/CONSR V	Bird in hand, High Street	Security lighting installed in car park

5. B&NES Neighbourhood Planning Protocol consultation -

The Council agreed to send to B&NES the following response to this consultation:

- Salford Parish Council supports the idea and production of the *Neighbourhood Planning Protocol*
- Salford Parish Council supports increased local community involvement in the planning process

6. Planning items of urgent information –

Cllr Kim Johnson reported that B&NES' Consultation on the Community Infrastructure Levy (CIL) Preliminary Draft Charging Schedule closes on 8 June 2012, and it was agreed that the Planning Committee would consider this at its meeting on 15 May 2012.

21. ITEMS OF URGENT INFORMATION

Cllr Jill Williams reported that she would bring a request for funding for replanting the wild flower strip in the churchyard to the next meeting.

Cllr Reg Williams requested that traffic and transport matters are put on the agenda of the next meeting.

The meeting closed at 9.25pm

Next Council meeting: 12 June 2012

Next Planning Committee meeting: 15 May 2012

Chairman.....

Date confirmed and signed.....