

# **SALTFORD PARISH COUNCIL**

**Minutes of the meeting of the Council held at Saltford Hall, Saltford  
on Tuesday 3<sup>rd</sup> May 2016 at 7.15pm**

## **PRESENT:**

**Councillors** - Duncan Hounsell (Retiring Chair), Adrian Betts, Ben Eve, Jon Godfrey, Phil Harding, James Macnaughton, Liz Macnaughton, Kyle Rice, Rob Taylor, Chris Warren and Farida Wilson

**Officer** - Tricia Golinski

## **1. ELECTION OF CHAIR**

It was proposed by Councillor Kyle Rice and seconded by Councillor Farida Wilson that Councillor Chris Warren be elected Chair for the year 2016/17.

Councillor Chris Warren was elected Chair for the year 2016/17 and signed a Declaration of Acceptance of Office of Chair.

Members of the Council thanked Councillor Duncan Hounsell for his service as Chair of the Council over the last year.

**Councillor Chris Warren chaired the rest of the meeting.**

## **2. ELECTION OF VICE-CHAIR**

It was proposed by Councillor Duncan Hounsell and seconded by Councillor Adrian Betts that Councillor Phil Harding be elected Vice-Chair for the year 2016/17.

Councillor Phil Harding was elected Vice-Chair for the year 2016/17 and signed a Declaration of Acceptance of Office of Vice-Chair.

Members of the Council thanked Councillor Phil Harding for his service as Vice-Chair of the Council over the last year.

## **3. MINUTES**

The minutes of the Council meeting held on 26 April 2016 were confirmed as a correct record and signed by the Chair.

## **4. APOLOGIES FOR ABSENCE**

No apologies for inability to attend this meeting were received.

## **5. DECLARATIONS OF INTEREST**

Cllr Phil Harding declared an interest in item 16 d) as his son works for Zurich Insurance.

## **6. PUBLIC TIME**

There were 3 members of the public present.

## **7. CHAIR'S ANNOUNCEMENTS**

The Chair made no announcements.

## **8. CLERK'S ANNOUNCEMENTS**

The Clerk made no announcements.

## **9. REPORT FROM B&NES WARD COUNCILLORS**

Councillor Francine Haeberling spoke about item 19 WEST OF ENGLAND DEVOLUTION AGREEMENT. B&NES Council will be debating this in June.

## **10. APPOINTMENT OF COMMITTEES AND WORKING GROUPS AND MEMBERSHIP THEREOF**

The Council agreed to form the following committees and working groups for the year 2016/17, with the same membership as the previous year:

- Planning Committee, comprising seven councillor members
- Staffing Committee, comprising four councillor members
- Churchyard Safety, Churchyard and Allotments Maintenance Working Group, comprising four councillor members and two public members (allotment tenants)

Each committee and working group will elect its Chair and Vice Chair at its first meeting.

## **11. DATES OF MEETINGS OF COUNCIL AND COMMITTEES**

The Council agreed that the Council and committees will meet on the following dates for the year 2016/17:

<u>Council Meetings (including Planning Matters)</u>	<u>Planning Committee meetings</u>
3 May 2016	17 May 2016
7 June 2016	21 June 2016
5 July 2016	19 July 2016
	16 August 2016
6 September 2016	20 September 2016
4 October 2016	18 October 2016
1 November 2016	15 November 2016
6 December 2016	20 December 2016
3 January 2017	17 January 2017
7 February 2017	21 February 2017
7 March 2017	21 March 2017
	4 April 2017 (following Parish Meeting)
18 April 2017	
2 May 2017 (Annual Council meeting)	

## 12. APPOINTMENT OF LINK MEMBERS FOR OUTSIDE BODIES

It was agreed that the following members will continue to act as a link with the following external organisations:

B&NES Parishes Liaison - Chair and any other members  
Connecting Communities Keynsham Area Forum - Chair and any other members  
Saltford Community Association - Councillor Kyle Rice  
River Avon Users Consultative Committee (RAUCC) - Councillor Phil Harding  
Saltford Environment Group - Councillors Phil Harding and Chris Warren  
Saltford Business Network - Councillor Duncan Hounsell  
Saltford Fair Trade Group - Councillor Kyle Rice

It was agreed to add the following to this list:

National Association of Local Councils (NALC) B&NES Area Group – Chair and any other members.

## 13. GENERAL POWER OF COMPETENCE

The Council agreed to re-adopt the General Power of Competence for the Council year 2016/17.

## 14. CHAIN OF OFFICE

It was agreed to add bars to the chain of office for everyone who has served as Chair but not to include dates. Expenditure of approximately £50 was agreed (budget heading Publicity).

## 15. PLANNING MATTERS

- a) **New planning applications** – The Council considered the following planning applications in respect of which Bath & North East Somerset (B&NES) Council had invited comments:

16/01879/FUL - 3 Uplands Road - Erection of front porch and loft conversion - Mr & Mrs J Williams

It was resolved that B&NES Council be advised that this Council **COMMENTS ON** this application: Due to the elevation and height of the windows at the rear we have some concerns about loss of privacy to the neighbours.

15/01137/AR - 447 Bath Road - Display of 1 non-illuminated sign (Regularisation) – Clover House

It was resolved that B&NES Council be advised that this Council **COMMENTS ON** this application: No objection.

- b) **Decisions** – The Clerk reported that the following applications have been PERMITTED (with conditions) by B&NES Council:

16/01017/FUL – 17 Kingston Avenue – Erection of two storey side extension – Mr Keith Harris

- c) **Planning items of urgent information** – Councillor Adrian Betts reported that he and Councillor Phil Harding met with Saltford Primary School to discuss their plans for extension and the use of the playing field. A planning application will come before the Parish Council in due course.

## 16. FINANCIAL MATTERS

- a) **Monthly Financial Report** – The report was discussed and accepted by Members.
- b) **Schedule of Expenditure** – It was resolved that the expenditure for all items listed in the schedule for the month of May 2016 be authorised and the schedule signed by the Chair.
- c) **Back up drive and Windows upgrade** – The Council authorised expenditure of £100 on a replacement back-up drive and a Windows upgrade to the office PC (budget heading Office Equipment).
- d) **Council insurance renewal** – The Council decided to accept the quote from Zurich for £306 to renew the Council's insurance policy (budget heading Insurance).

## 17. REGISTER OF ASSETS

The Council reviewed its Register of Assets and agreed to remove the defibrillator and update the value of the notice boards.

## 18. FINANCIAL REGULATIONS

The Council agreed to amend its financial regulations as recommended by the internal auditor.

## 19. WEST OF ENGLAND DEVOLUTION AGREEMENT (INCLUDING A METRO-MAYOR)

The Council considered the proposed West of England Devolution Agreement, and agreed to send the following statement to local MP Jacob Rees-Mogg, the leader of B&NES Council, B&NES ward Councillors, the Chancellor of the Exchequer and the Secretary of State for Communities and Local Government:

Saltford Parish Council is opposed to the undemocratic imposition of a Metro Mayor. However we do recognise the need for increased investment and improved decision-making in the way the West of England unitary authorities work together for improving the region's infrastructure, meeting housing needs and for protecting the environment.

## 20. PARKING ISSUES

The Council agreed the following proposals on parking issues in and around Saltford, subject to expert parking advice, and agreed to seek the co-operation of B&NES Council and others which have responsibility for parking:

*To maintain public safety at or close to various road junctions with the A4 and to*

*restore a two-way flow of traffic at these junctions:*

**Manor Road** – Install new double yellow lines from the Little Coffee Shop on the even numbered side up to the Claverton Road junction. (There are more driveways on the even numbered side).

**Tyning Road** - Extend the existing double yellow lines on one side of the road to number 4 “The Gables” and instate a new stretch of double yellow lines on the opposite side of the road to match. This is to ensure a flow in a relatively narrow road.

**Rodney Road** - Extend the existing double yellow lines on one side of the road to number 1.

*To maintain public safety at particular junctions allowing for good sight lines and space for larger vehicles to manoeuvre safely:*

**Beech Road/Chestnut Walk junction** – Instate double yellow lines directly opposite this junction to match the existing double yellow lines at the junction.

**Mead Lane** – Rationalise the white lining in Mead Lane to ensure that white lining is placed opposite the entrances to the dwellings allowing vehicles to exit and access the driveways in this narrow road. Support the introduction of a Traffic Regulation Order (TRO) to deter overnight parking.

**Brockley Road/Stratton Road junction** – Ask B&NES Council to paint appropriate wording such as "keep clear" by the dropped kerbs to reinforce the white-lining at this junction which is a narrow junction and yet a key access point for visitors to Saltford Hall and Saltford Playing Fields. Continue to seek collaboration between B&NES Council, Curo, and the Parish Council to provide additional parking spaces in Brockley Road on the limited green space there that does not front onto houses.

*To improve signage to parking areas:*

**Broadway** – Ask B&NES to install clear signage directing drivers attending Saltford Hall and the sporting facilities to park in the B&NES car-parks to the side and rear of the tennis courts.

**Main Shop Parade** – Ask B&NES to install signage to make clear the 2-hour parking restriction.

*To prevent all-day parking and allow shoppers to be able to park within walking distance of the shops. Beech Road in particular can be viewed as a special case as it acts as an extension of the shop-parade car-park:*

**Beech Road** and the **short section of Manor Road** from the Little Coffee Shop to the corner of the junction with the A4 – Request a no-parking restriction in place for one hour only in the “middle” of the day for example 2-3pm.

*To improve parking that relates to Saltford School and Tiddlers pre-school:*

This is best managed by the school and pre-school. We would encourage the development of effective travel plans based on parental questionnaires and best-practice found in similar schools in the B&NES area. Initiatives such as staggered arrivals and a “walking bus” to school should be encouraged. Supervision of parking should be considered a role of management. Illegal parking and obstruction should be dealt with by the local police.

*To improve the management of the shop-parade car-park:*

Tesco and the Co-op to continue to work towards all unloading to take place before 9am where possible. The use of disabled bays by able-bodied people is not acceptable under any circumstances. The 2-hour waiting limit needs to be enforced.

Consideration of a one-way system in the car-park.

*Changing parking behaviour:*

Residents including children actively encouraged to walk or cycle as much as possible within Salford.

**21. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES**

There were no reports.

**22. ITEMS OF URGENT INFORMATION FROM COUNCILLORS**

Councillor Phil Harding reported that Giant Hogweed is growing again in Salford and Salford Environment Group (SEG) has reported it for treatment.

Councillor Phil Harding reported that a meeting of Mead Lane residents and B&NES Council officers took place on 27 April.

**23. PUBLICITY**

The Council agreed items to include in the Parish Council's page of SCAN and ideas for the next Parish Council e-newsletter.

The meeting closed at 9.00 pm

Chair's signature.....

Date confirmed and signed...../...../.....

**Next Council meeting:** 7 June 2016  
**Next Planning Committee meeting:** 17 May 2016