

# SALTFORD PARISH COUNCIL

Minutes of the meeting of the Council held at Saltford Hall, Saltford  
on Tuesday 1<sup>st</sup> October 2013 at 7.15pm

## PRESENT:

**Councillors** - Kim Johnson (Vice-Chair), Harvey Haeberling, Duncan Hounsell, Rob King, Neil McKen, Kevin Reeves, Robert Taylor and Chris Warren

**Officer** - Tricia Golinski

In the absence of the Chair, the meeting was chaired by the Vice-Chair.

### 1. RESIGNATION OF CHAIR

The Council accepted the resignation of Mathew Blankley as Member and Chair of Saltford Parish Council with effect from 23 September 2013. Mathew Blankley was thanked for his work for the Parish Council.

### 2. ELECTION OF CHAIR

Cllr Duncan Hounsell was nominated for the position of Chair by Cllr Kevin Reeves, seconded by Cllr Chris Warren, and elected by majority vote. Cllr Duncan Hounsell was declared Chair of Saltford Parish Council for the remainder of the Council year 2013/14, and took the chair for the remainder of the meeting.

### 3. MINUTES

The minutes of the Council meeting held on 3 September 2013 were confirmed as a correct record and signed by the Chair.

### 4. APOLOGIES FOR ABSENCE

Apologies for inability to attend this meeting were received from Cllrs Jill Williams and Reg Williams.

### 5. DECLARATIONS OF INTEREST

Cllr Duncan Hounsell declared a non-pecuniary interest in item 11, as he was formerly a member of the committee of Saltford Fairtrade Group.

### 6. PUBLIC TIME

There were 6 members of the public present.

Bleddyn Phillips asked about the proposed allotment tenants maintenance plan. Steve Fillingham asked whether any maintenance other than grass cutting would be

included in the tenants maintenance plan. The Chair confirmed that it would not. Steve Fillingham asked about the branches overhanging from a neighbouring property.

Stewart Long said that the newly-formed Saltford Allotment Association would soon be able to assist the Parish Council with checking on maintenance. The Association will be asking tenants for a £2 membership fee. Stewart Long asked that the Council ask all tenants whether they wish to continue with their plots, and noted that some plots are now very overgrown.

**The Chair took items 13, 14, 15, 16 and 17 next.**

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

The Chair made the following announcements:

- Keynsham and District Dial a Ride celebrated its 10th anniversary on 28 September and its 1000<sup>th</sup> member, and the Parish Council is to offer its congratulations.
- The 'Swing into Life' event for Saltford seniors is taking place on 29 October. The Parish Council has taken group membership of Keynsham & District Dial a Ride to cover this event.
- It looks as if an election will be called for the Parish Council vacancy as the required number of electors have requested it.

## **8. PLANNING MATTERS**

1. **Minutes** – The minutes of the Planning Committee meeting held on 17 September 2013 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 (B&NES) Council had invited comments:

**13/03826/FUL** - 9 Tynning Road - Erection of rear extension and loft conversion - Mr Martin Westaway

It was resolved that B&NES Council be advised that this Council **supports** this application and comments: Support, with a concern as to whether any of the velux windows should be obscure glazing to prevent overlooking of neighbouring properties.

3. **Decisions** – The Clerk reported the following applications which had been PERMITTED with conditions by B&NES Council:

13/03112/FUL - 27 Witney Close - Erection of single storey front, side and rear extension - Mr S Hall

4. **Placemaking Plan workshop** – Cllr Kevin Reeves reported from B&NES' Placemaking Plan workshop held on 28 September. Parishes are being asked to develop a Placemaking Plan which will characterize their parish and identify different kinds of area within the parish, including potential development sites. It is

an opportunity to protect the character of the area. The Council agreed to set up a Working Group to develop the plan following B&NES' toolkit, and bring a recommendation to the November Council meeting. B&NES requires responses by 21 November 2013. Cllrs Kevin Reeves, Duncan Hounsell and Harvey Haerberling volunteered to join the Working Group, and Phil Harding was invited to join.

**5. Planning items of urgent information** – Cllr Kevin Reeves reported that the appeal by Crest Nicholson for parcel 8966 off Manor Road, is to be determined by the Secretary of State.

## **9. 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 October 2013 be authorised and the schedule signed by the Chair.

**3. NALC conference attendance fee** – The Council authorised expenditure of £110 on Cllr Kevin Reeves' attendance at NALC's 2013 conference 'Putting communities first' (budget heading Training).

**4. Website hosting and support** – The Council authorised expenditure of £242 to Vision ICT for website hosting and support for November 2013 to October 2014 (budget heading Publicity).

## **10. 'WELCOME TO SALTFORD' LEAFLET**

The Council considered the suggestion from a member of the public of developing a 'Welcome to Saltford' leaflet aimed at both visitors and residents. The Council welcomed the suggestion and considered it worth exploring a leaflet for visitors, but that residents were well served by SCAN. It was agreed to contact the local tourist board to see if they can help.

## **11. 'FAIRTRADE VILLAGE' ROAD SIGNS**

The Council authorised expenditure of a further £95 (budget heading Council Led Schemes) to enable a total of two 'Fairtrade Village' signs to be produced and installed by Signs of Saltford at either end of the main road under existing road signs.

## **12. PROPOSED TOUCAN CROSSING - A4 WEST OF NORMAN ROAD**

The Council considered B&NES' proposal to remove the existing pelican crossing to the south east of Norman Road and construct a Toucan (pedestrian & cyclist) crossing to the north west of the junction. It was agreed that the Council is in favour of the proposed layout and re-routing the cycle route, but insists on the retention of the existing crossing by the bus stop on Bath Road on safety grounds. This crossing is heavily used by school children and bus passengers.

### **13. ALLOTMENT SITE LICENCE**

Cllr Neil McKen raised concern that the Council had not had the licence reviewed by a legal professional prior to acceptance. The Council agreed to the proposed licence with Curo to rent the allotment site for £100 per annum, subject to the following:

1. That the Council's insurance policy will cover the indemnity required in 3. d)
2. That Curo confirms that the existing condition of the site is acceptable and provides a copy of the plan referred to in 3. i)
3. That the following is inserted in 3. l):  
*'access to carry out the works necessary after giving the licensee one month's notice'*

### **14. ALLOTMENT SITE MAINTENANCE**

The Council agreed to the removal of the allotment site from the 2013/14 maintenance contract with Chris Ball with effect from 1 November 2013, and the establishment of a fair procedure for allotment tenants to maintain the site themselves.

### **15. ALLOTMENT SITE TENANTS' MAINTENANCE PLAN**

The Council agreed to the establishment of a procedure for allotment tenants to maintain the site themselves (Tenants Maintenance Plan), the details of which are to be agreed in conjunction with Saltford Allotment Association.

### **16. ALLOTMENT TENANCY AGREEMENTS AND RENT**

The Council agreed the following amendments to Saltford Parish Council's allotment tenancy agreements:

Replace:

4. The tenant shall use the Allotment Garden only for the cultivation of fruit, vegetable and flowers for use and consumption by [him/herself] and [his/her] family.

with:

4. The tenant shall use the Allotment Garden only for the cultivation of fruit, vegetable and flowers for use on a non-commercial basis.

Insert:

7. (n) cut and keep tidy the tenant's share of the paths on the allotment site according to the Saltford Allotment Site Tenants' Maintenance Plan.

Insert:

7. (o) be responsible for clearing compostable refuse from the Allotment Garden and the tenant's share of the paths.

The Council agreed an annual allotment rent of £12.50 per annum per full plot and £6.25 per half plot with effect from 1 April 2013.

## **17. ALLOTMENT SITE CLEARANCE**

The Council approved expenditure of up to £120 on clearance of rubbish and waste material from the allotment site (budget heading Maintenance).

## **18. CHURCHYARD WALL**

The Council agreed that a survey of the complete perimeter wall shall be carried out, that any safety considerations are identified, and the likely costs of repair determined. Quotations for this survey work will be sought with a view to the Council authorising expenditure at the November meeting of the Parish Council to enable the survey work to be carried out.

## **19. CHURCHYARD MAINTENANCE SPECIFICATION**

The Council agreed to add the task "Graves at St. Mary's churchyard to be subject to appropriate and timely weed treatment" to the specification for maintenance of the Churchyard, when it is renewed in February 2014.

## **20. CHURCHYARD TREES**

The Council's planning application to fell the Scots Pine trees on the edge of the churchyard was submitted to B&NES on 26 September 2013.

## **21. ANNUAL REVIEW OF RISK REGISTER**

The Council reviewed its Risk Register, and agreed to add sections covering the following risks:

- Loss of key data
- Risks associated with assets for which the Council has responsibility

Proposed changes to reflect these risks will be brought to the next Council meeting.

## **22. ANNUAL REVIEW OF FINANCIAL REGULATIONS**

The Council reviewed its Financial Regulations, and no changes were made.

## **23. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

Cllr Neil McKen reported from Keynsham Young People's Liaison Group that they are still exploring opportunities for collaboration.

Cllr Kevin Reeves reported that he had attended NALC's conference 'Putting communities first' in Bristol on 19 September.

## **24. ITEMS OF URGENT INFORMATION**

No items were reported.

The meeting closed at 9.10 pm

**Next Council meeting:** 5 November 2013

**Next Planning Committee meeting:** 15 October 2013

Chairman.....

Date confirmed and signed.....