

# SALTFORD PARISH COUNCIL

Minutes of the meeting of the Council held at Saltford Hall, Saltford on Tuesday 3<sup>rd</sup> October 2017 at 7.15pm

## PRESENT:

**Councillors** – Adrian Betts, Jon Godfrey, Duncan Hounsell, James Macnaughton, Rob Taylor, Chris Warren (Chair) and Farida Wilson

**Officer** – Tricia Golinski

**The Chair thanked Cllr Phil Harding for chairing meetings in his absence.**

## 1. MINUTES

The minutes of the Council meeting held on 5 September 2017 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 Cllrs Ben Eve, Phil Harding and Kyle Rice.

## 3. DECLARATIONS OF INTEREST

No interests were declared.

## 4. PUBLIC TIME

There was 1 member of the public present.

## 5. CHAIR'S ANNOUNCEMENTS

No announcements were made.

## 6. CLERK'S ANNOUNCEMENTS

The Clerk made the following announcement:

- The Post Office has launched a public consultation on their proposal to move Saltford Post Office from its current location to a new location – McColls Retail Group, 503 Bath Road, Saltford, Bristol, BS31 3HQ. The current postmaster has advised the Post Office that they wish to end their contract and the move will allow the Post Office to maintain the same range of services locally and provide improved facilities and longer opening times (7am to 10pm). The 6 week local public consultation starts today (3 October 2017) and ends 14 November 2017. The Post Office is asking for people's views on the proposed new location: how suitable the premises are, how easy it is to get there, how accessible it is, any other local issues

which could affect the proposed change, and if there is anything they could do to make it easier for customers. Details of who to contact with your comments are on the Parish Council website and notice board. The Parish Council will consider its response to the consultation at its next meeting on 7 November.

## 7. REPORT FROM B&NES WARD COUNCILLORS

Apologies were received from B&NES Cllr Emma Dixon.

## 8. PLANNING MATTERS

- a) **Minutes** - The minutes of the Planning Committee meeting held on 19 September 2017 were confirmed as a correct record and signed by the Chair.
- b) **New planning applications** – The Council considered the following planning applications in respect of which Bath & North East Somerset (B&NES) Council had invited comments:

**17/04557/VAR - Property demolished 46 Grange Road** - Variation of condition 6 of application 16/04422/FUL (Erection of 2 dwellings following demolition of existing property) - Mr Blaise Prideaux

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

**17/04596/FUL - 30 Claverton Road West** - Erection of two storey side extension - Mr & Mrs Daniel Forster

It was resolved that B&NES Council be advised that this Council  
**SUPPORTS** this application.

- c) **Tree works notification** – The Council noted the following application for works to trees in the Conservation Area and agreed to advise B&NES Council that this Council **SUPPORTS** this application:

**17/04616/TCA – 1-2 Collins Buildings High Street** - 1x Western Red Cedar T1 - fell

- d) **Decisions and Appeals** – No decisions or appeals were reported.
- e) **Planning items of urgent information** – No items were reported.

## 9. FINANCIAL MATTERS

- a) **Monthly Financial Reports** – The report was discussed and accepted by members.
- b) **Schedule of Expenditure** – The expenditure listed in the schedule for the month of October 2017 was authorised and the schedules signed by the Chair.
- c) **Website hosting and support** – The Council authorised expenditure of £242 to Vision ICT for website hosting and support for November 2017 to October 2018 (budget heading Publicity).
- d) **Remembrance Day wreath** – The Council authorised expenditure of up to £40 on a

Remembrance Day wreath (budget heading Council Led Schemes).

#### **10. BT PHONE BOX**

The Council agreed to sign the contract with BT for adoption of the phone kiosk at the corner of High Street and The Shallows.

Arrangements were made for a risk assessment of the phone kiosk.

It was agreed to add the phone kiosk to the Council's Asset Register and asset checking procedure.

It was agreed to add the phone kiosk to the Council's insurance (public liability and All Risks section) with immediate effect.

Suggestions for the use of the phone kiosk were considered. These will be considered again at the next meeting following investigation into the possibility of offering free wi-fi from the phone kiosk.

#### **11. B&NES COUNCIL'S COMMUNITY EMPOWERMENT FUND**

The Council considered applying for B&NES Council's Community Empowerment Fund and the suggestions for the use of this funding.

Cllr Chris Warren suggested applying for this funding to clear the overgrown vegetation at the Outlook on The Shallows to open up the view. This will be considered again at the next meeting.

#### **12. WAR MEMORIAL IMPROVEMENTS**

This item was deferred until the next meeting pending further investigation into the conditions attached to the War Memorial's lease.

#### **13. CHURCHYARD WALL SURVEY**

It was agreed to seek quotes for a professional survey of the state of the churchyard walls by suitably qualified civil and structural engineers.

#### **14. TRAFFIC AND SAFETY IN HIGH STREET, THE SHALLOWS AND MEAD LANE**

Cllr Jon Godfrey raised safety concerns regarding traffic on the High Street, The Shallows and Mead Lane, particularly on occasions when events are held at the Riverside Inn and the Bird in Hand. It was agreed to check that proper risk assessments are in place for events such as fireworks displays.

#### **15. B&NES COUNCIL'S CHAIR'S COMMUNITY AWARDS 2017/18**

It was agreed to nominate in the appropriate categories some of the winners of the 2017 Saltford Parish Council Community Awards for B&NES Council's Chair's Community Awards 2017/18.

**16. REVIEW OF FINANCIAL REGULATIONS**

The Council reviewed its Financial Regulations and agreed to make no further amendments.

**17. REVIEW OF RISK REGISTER**

The Council reviewed its Risk Register and agreed to make the proposed amendments.

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

Cllr Duncan Hounsell reported that Saltford Business Network held a business breakfast at Newton Farm café on 28 September.

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

Cllr Chris Warren reported that the Clerk’s annual appraisal would be done by him and Cllr Jon Godfrey.

Cllr Duncan Hounsell reported that the annual Neighbourhood Watch meeting will be held on 18 October from 7pm to 8pm at Saltford Hall.

The meeting closed at 8.25 pm

Chair’s signature.....

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

**Next Parish Council meeting:** 7 November 2017  
**Next Planning Committee meeting:** 17 October 2017