

SALTFORD PARISH COUNCIL

Minutes of the meeting of the Council held at Saltford Hall, Saltford
on Tuesday 2nd October 2012 at 7.15pm

PRESENT:

Councillors - Duncan Hounsell (Chair), Kim Johnson (Vice-Chair), Mathew Blankley, Harvey Haeberling, Rob King, Neil McKen, Kevin Reeves, Chris Warren, Jill Williams and Reg Williams

Officer - Tricia Golinski

1. MINUTES

The minutes of the Council meeting held on 4 September 2012 were confirmed as a correct record and signed by the Chair.

2. APOLOGIES FOR ABSENCE

No apologies for inability to attend this meeting were received.

3. DECLARATIONS OF INTEREST

Cllr Mathew Blankley declared an interest in item 6.2 application 12/03860/CLEU Smerral 6 Saltford Court as the applicant is a friend of his family.

4. PUBLIC TIME

There were 5 members of the public present.

Mr Paul Weymouth spoke on behalf of his mother of 62 Norman Road, with two objections to the plans for application 12/04082/FUL 2 Brockley Road.

Ms Pritchett who lives next door to 2 Brockley Road spoke objecting to application 12/04082/FUL.

Mr Ross Franklin of 2 Brockley Road spoke about his application 12/04082/FUL.

5. CHAIR'S ANNOUNCEMENTS

- The Chair visited the three Saltford locations in the recent Roundabout Art Trail and welcomed the involvement of Saltford artists Linda O'Gorman, Yvonne Halton and Eve Hessey.
- The Chair was a guest on behalf of the Parish Council at the Wansdyke District Scout Council AGM and display held in Radstock. He was impressed by the presentations and the work of the 1st Saltford Scout Group in particular. The 1st Saltford Scout Group comprises well over 100 beavers, cubs and scouts.

- In recognition of the Parish Council's contribution to the costs of restoring the unique mural at Saltford Hall, the Chair was invited to cut the ribbon jointly with Cllr Francine Haerberling at the official unveiling. This mural is part of the heritage of the village.
- Cllr Kim Johnson will be representing the Council at the Harvest Festival service at St Mary's Church on Sunday 7th October.
- Following the resignation of Cllr Tina Curtis and the notice of vacancy, an election has been called. Subject to confirmation, if contested, the election is likely to be on the same day as the Police and Crime Commissioner election which is Thursday 15th November.
- The original verbatim Parish Plan questionnaire is now available on the Parish Council website. This will enable more accurate interpretation of the replies given in the survey.
- The Open4Community website link that enabled local groups to research funding opportunities has been replaced by a link to a website called Funding Central on the B&NES web-site and now on the Saltford Parish Council website too.
- Following the Parish Council's letter expressing concerns about the fabric of the Saltford Brass Mill building and related matters, Cllr Paul Crossley, leader of B&NES Council, is visiting the Brass Mill on 25th October in the morning for a tour with lead volunteer, Brian Cooper.
- The Parish Council has registered a complaint with Network Rail about the overgrown vegetation at the Station site which is obstructing views and causing a hazard on the narrow pavement by the A4 road.
- Cllr Kim Johnson is to be another of the Parish Council's authorised bank signatories.

6. PLANNING MATTERS

1. **Minutes** – The minutes of the Planning Committee meeting held on 18 September 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:

12/03858/FUL - Rolleston Lodge Iford Close - Erection of single storey rear extension to replace existing conservatory - Mr & Mrs A J Nurse

It was resolved that Bath & N E Somerset Council be advised this Council **supports** this application.

12/03860/CLEU - Smerral 6 Saltford Court - Use of land as residential garden (Certificate of Lawfulness for an Existing Use) - Mr Chris Pope

It was resolved that Bath & N E Somerset Council be advised this Council **supports** this application.

12/04082/FUL - 2 Brockley Road - Erection of a two storey side extension - Mr Ross Franklin

It was resolved that Bath & N E Somerset Council be advised this Council **objects to** this application: Would not respond to local context in terms of appearance as would be disproportionately large (D.4(a)), and significant

harm to amenities of occupiers of neighbouring premises by reason of overlooking (D.2(f)); also query over validity of application - the Parish Council has been informed that there is an error in section 15 in that the land is not owned by the applicant.

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

12/03300/FUL - 26 Grange Road - Erection of a detached garage and logstore, with associated works including a new drained paved area, new vehicle entrance to the property and associated alterations to the existing boundary wall and new drained driveway - Mr & Mrs M & C Howard

12/04030/TC5 – The Old Rectory The Shallows – Fell 1 dead cedar and 2 dead/dying holly trees – Tony Pascoe.

4. Land Registry search – Cllr Kevin Reeves proposed that the Council spend up to £20 for a Land Registry search of all land in the parish adjoining the river, to further research into land ownership in relation to residential planning consents, fallen trees and access to the river. This proposal was agreed.

5. Planning items of urgent information – Cllr Neil McKen referred to a possible planning contravention, and Cllr Duncan Hounsell advised members to report these to the Clerk.

7. 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 2012 be authorised and the schedule signed by the Chair.
- 3. Digital Projector** – The Council decided it was not in a position to consider the purchase of a digital projector but agreed to set up a working party to investigate issues around the use of a projector and come back with recommendations including any costs. The working party will consist of Cllrs Chris Warren and Kevin Reeves and the Clerk. Cllr Kim Johnson will find out whether Saltford Community Association are planning to purchase a projector for users of Saltford Hall.
- 4. Online backups** – The Clerk explained that currently back ups of data are made onto an external hard drive which is kept on site and that Vision ICT's back up service was recommended as more reliable than any alternatives. The Council considered this service was too expensive but noted that a more comprehensive back up procedure was required. The Clerk and Cllr Kim Johnson are to look into other options including an encrypted hard drive.

8. RISK MANAGEMENT

The Council reviewed its Risk Register and agreed that no amendments are required.

9. FINANCIAL REGULATIONS

The Council reviewed its Financial Regulations and agreed that no amendments are required.

10. THE SHALLOWS CAR PARK

Cllr Duncan Hounsell noted that the Parish Council had agreed to ask B&NES to provide a notice stating 'No overnight stays' in The Shallows car park but that B&NES has no budget for this. The proposal from Cllr Duncan Hounsell that the Parish Council offers to share the cost with B&NES on a 50/50 basis was agreed.

11. CHURCHYARD PATH

The Council considered how the necessary documents are to be prepared for the application to B&NES for the path along the edge of St Mary's churchyard to be legally recorded as a right of way. Cllr Reg Williams is to oversee the application with help from Cllr Chris Warren with photos and Cllr Neil McKen with maps.

12. ALLOTMENT SITE LEASE AND WATER SUPPLY

Cllr Reg Williams reported that a proposed 5 year licence for the allotment site had been received from Curo (previously Somer) which would cost £200 per annum plus a one-off administration fee of £50. However there are concerns about liability for the tree on the edge of the site, and about the state of the boundary fences and walls. It was agreed to raise these concerns with Curo prior to agreeing the licence, and that allotment plot rents would be increased to cover the annual cost of the licence.

Cllr Reg Williams reported that Curo will not allow a water supply pipe to be run between the houses and that therefore the cost of installing a water supply would be prohibitive. It was agreed that this is no longer feasible.

13. OVERHANGING TREE ON ALLOTMENT SITE

The Council agreed not to take any action regarding this tree pending the negotiations with Curo noted above concerning the new licence for the allotment site.

14. ROADS MAINTENANCE

The Council discussed the roads in Saltford in need of repair, and agreed to request that the following roads are included in B&NES' Highways Maintenance programme for 2013/14: Anson Close, Hinton Close, Lansdown Road, Morgan Close, Norman Road and Stratton Road (including the parking area).

15. REPORTS FROM REPRESENTATIVES ON OUTSIDE ORGANISATIONS

Cllr Duncan Hounsell reported that he had been unable to attend the Chew Valley Partnership meeting due to an accident blocking the road.

Cllr Neil McKen and Cllr Kim Johnson attended a meeting of Keynsham Young

People's Liaison Group and advised Keynsham Town Council that they would not present a proposal from Saltford until after the Children's Society inter-generational work is finished and the findings can be shared with Keynsham.

Cllr Duncan Hounsell attended a meeting of the River Avon Users' Consultative Committee in place of Cllr Reg Williams.

16. COMMUNITY AWARDS SCHEME

The Council agreed to set up a short-term working party to make recommendations as to how a Community Awards Scheme may be implemented. The working party will consist of Cllrs Neil McKen and Duncan Hounsell, and will consult B&NES' Stronger Communities Co-ordinator.

17. SALT FORD FESTIVAL 2013

Cllr Jill Williams reported on current plans for Saltford Festival 2013 and recent meetings of the festival committee. The festival committee is grateful for the grant from the Parish Council. The festival will take place on 8-16 June 2013.

18. NEIGHBOURHOOD WATCH PUBLIC MEETING

The Council agreed to host a public meeting in conjunction with the Neighbourhood Policing team to provide an opportunity for existing NW co-ordinators to meet and exchange views and information and to encourage the expansion of NW in Saltford. The date of the meeting will be set by the Police who will invite the existing co-ordinators. Expenditure of up to £50 was approved (Council Led schemes).

19. REMEMBRANCE DAY

The Council's involvement with the Remembrance Day Parade was agreed and expenditure of up to £25 for a wreath was approved (budget heading S137).

20. NEW STANDARDS REGIME

- a) The Council agreed to adopt the new Code of Conduct as required by the Localism Act 2011 and recommended by NALC with modifications by B&NES. Cllr Duncan Hounsell noted that the Code applies also to Committees and co-opted members. A separate Code for members of working groups would be proposed at the next meeting, along with proposed changes to Standing Orders section 7 to reflect the new Code.
- b) The Council agreed the completion by Members of the new Registration of Interests form as required by the Localism Act 2011 and recommended by B&NES.

21. STAFFING COMMITTEE

Cllr Kim Johnson reported from the meeting of the Staffing Committee held on 24 September 2012.

The Committee reviewed the outcome from the Clerk's appraisal, which was to identify meetings or training relevant to the development of the Clerk's role as representative of the Parish Council (see agenda item 22).

The Committee considered the proposed Health and Safety Policy which the Council decided not to adopt. The Committee is to contact other similar Parish Councils regarding their health and safety practices, and to consider whether the Council's Standing Orders or the Clerk's contract should include items relating to health and safety. The Committee will not bring another proposal for a Health and Safety Policy to the Council.

22. ADDITIONAL HOURS FOR THE CLERK

The Council approved the attendance of the Clerk at the Parishes Liaison Meeting on 17 October and the Saltford Station Public Meeting on 25 October.

23. ITEMS OF URGENT INFORMATION

There were none.

The meeting closed at 9.00 pm

Next Council meeting: 6 November 2012

Next Planning Committee meeting: 16 October 2012

Chairman.....

Date confirmed and signed.....