

SALTFORD PARISH COUNCIL

**Minutes of the meeting of the Council held at Saltford Hall, Saltford
on Tuesday 6th September 2016 at 7.15pm**

PRESENT:

Councillors – Adrian Betts, Jon Godfrey, Phil Harding (Vice-Chair), Duncan Hounsell, James Macnaughton, Kyle Rice and Farida Wilson

Officer - Tricia Golinski

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

1. MINUTES

The minutes of the Council meeting held on 5 July 2016 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 Parish Councillors Liz Macnaughton, Rob Taylor and Chris Warren, and from B&NES ward councillors Francine Haeberling and Emma Dixon.

3. DECLARATIONS OF INTEREST

No interests were declared.

4. PUBLIC TIME

There were 6 members of the public present.

Patrick Beazley and Tony Coverdale of Saltford Brass Mill Project spoke in support of Saltford Brass Mill's application for financial assistance (item 9 c).

Kate Eedy of Citizens Advice B&NES spoke in support of Citizens Advice B&NES' application for financial assistance (item 9 d).

5. CHAIR'S ANNOUNCEMENTS

The Chair announced that:

- Planning consent has been granted for a blue plaque to be fixed to the gate post of Saltford House to mark the residency of Admiral Benedictus Marwood Kelly.
- Cllr Phil Harding will be representing Saltford Environment Group (SEG) at the Community Energy Forum.

6. CLERK'S ANNOUNCEMENTS

The Clerk made the following announcements:

- B&NES Council has responded to the Parish Council's **request for signage to the car park near Saltford Hall** by installing directional signs in 2 locations on Broadway.
- B&NES Council has apologised that the **installation of an electric vehicle charge point** in Saltford will not be until the next financial year (2017/18) due to technical delays.
- B&NES Council has confirmed that they have no objection to the proposed refurbishment of the **historic directional road sign** on the corner of Manor Road and Bath Road, but they do have some concerns about safe working by volunteers on site at this location. The Parish Council's insurance company has confirmed that Public Liability cover is in force for Councillors to carry out this activity, and have asked us to ensure that an appropriate risk assessment following all health and safety guidelines is in place. A B&NES Highways Maintenance Engineer has suggested there might be an opportunity for the Highways Department to refurbish the sign as part of their upcoming scheme looking at improvements to the existing pedestrian crossing points, and we await a further update from him.
- B&NES Council has said it is likely to have no objection to the Parish Council installing either subtle illumination or wrought iron railings on the **War Memorial** but wants to see the Parish Council's detailed proposals when decided, and asks that the Parish Council undertakes local consultation, follows guidance issued by the War Memorials Trust, and notifies immediate neighbours, whether or not planning permission is required.
- The Canal & River Trust's Waterway Manager has responded to the Parish Council's request to review and **make more prominent the warning signage at Saltford lock and weir** by confirming that he is working with Cllr Ben Eve to agree some additional signs for the lock area at Saltford. B&NES Council Cabinet Member for Communities has responded by confirming that this will be taken into consideration during any relevant debate. A letter was sent to the registered owner of the field with the rope swing, Park Farm Kelston, asking them to arrange for the removal of the swing rope from the tree.
- Our external auditors Grant Thornton have completed their review of the Parish Council's **annual return for the year 2015/16**, and confirmed that the information in the annual return was in accordance with proper practices and no matters came to their attention giving cause for concern.
- I have completed Saltford Parish Council's **Declaration of Compliance to the Pensions Regulator**, which states that there are no staff who need to be put into a pension scheme, and one member of staff already in a pension scheme. The Parish Council will be required to re-declare in 3 years time, and continue to assess and put any staff who meet the requirements into a pension scheme.

7. REPORT FROM B&NES WARD COUNCILLORS

Cllr Francine Haeberling and Cllr Emma Dixon sent apologies that they were unable to attend.

The Chair took item 9. FINANCIAL MATTERS next.

8. PLANNING MATTERS

- a) **Minutes** – The minutes of the Planning Committee meeting held on 16 August 2016 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:

16/02928/FUL - 28 Uplands Road - Erection of tree house (Retrospective) – Ms Kathryn Tuck

It was resolved that B&NES Council be advised that this Council **OBJECTS TO** this application due to the closeness to the boundary of neighbouring properties, the size and height of the structure, and the possible effect on neighbours' privacy.

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

16/03081/FUL - 3 Beech Road - Widening of existing front facing dormer windows - Mr & Mrs C Harvie

16/02992/LBA - Saltford House High Street - External alterations for the fixing of a cast aluminium plaque to gate post - Mr Ivor Ford

16/03054/FUL - Parcel 2066 Norman Road - Construction of stables in existing paddock - Mrs Teresa Green

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

- d) **Planning items of urgent information** – Cllr Adrian Betts reported that the draft of B&NES Council's Saltford Conservation Area Character Appraisal is expected in September and will be considered at the October Parish Council meeting.

9. FINANCIAL MATTERS

- a) **Monthly Financial Reports** – The reports were 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 September 2016 be authorised and the schedule signed by the Chair.
- c) **Saltford Brassmill application for financial assistance** – The Council approved the application for financial assistance of £360 from Saltford Brassmill to replace some of the 'starts' which support the blades, and authorised expenditure of £360 under budget heading Miscellaneous Grants. Cllr Duncan Hounsell declared an interest as a member of the Brass Mill volunteer group.

- d) **Citizens Advice B&NES application for financial assistance** – The Council considered the application for financial assistance of £420 from Citizens Advice B&NES to train volunteers at Keynsham One Stop Shop to a higher level, and agreed to give a grant of £210 to cover the training of one volunteer. Expenditure of £210 was authorised under budget heading Miscellaneous Grants
- e) **Data protection registration fee** – The Council authorised the renewal of its data protection registration and expenditure of the registration fee of £35 under budget heading General Administration.
- f) **Salford Community Association affiliation fee** – The Council authorised its affiliation to Salford Community Association and expenditure of the affiliation fee of £10 under budget heading Subscriptions.

10. MANAGEMENT OF SAFETY AT ST MARY’S CHURCHYARD

The Council reviewed its *Management of safety at St Mary’s churchyard* policy. Cllr Duncan Hounsell noted that there were no tree inspections undertaken between 1991 and 2014, so some catching up had been needed. It was agreed to amend section 8. TREES as follows, as a tree safety inspection is generally recognised as having a 3 year life:

Replace:

Salford Parish Council will commission an annual inspection of trees by a qualified arboriculturalist and consider any recommendations for action. Additional inspections may be considered necessary following periods of extreme weather including high winds.

with:

Salford Parish Council will commission an inspection of trees by a qualified arboriculturalist every three years and consider any recommendations for action. Additional inspections may be considered necessary following periods of extreme weather including high winds.

11. ANNUAL CHURCHYARD TREE SAFETY INSPECTION

The Council considered the 2 quotations received for the annual safety inspection of the churchyard trees, and agreed to ask All Tree Services to undertake the inspection. Expenditure of £250 was authorised under budget heading Churchyard Special Maintenance Projects.

12. 665 KEYNSHAM AND SALTFFORD LOCAL BUS SERVICE

The Council considered the changes B&NES Council is considering to supported bus services (including the 665) from May 2017. It was agreed to respond to B&NES Council that Salford Parish Council supports the proposal to extend the 665 service, and that the service is important to Salford residents. It was also agreed that the Parish Council would promote the 665 bus service.

13. NEXTBIKE

The Council agreed to suggest that Nextbike places a Nextbike out-station at Saltford on or near the cycle path, to encourage visitors from Bath to visit Saltford by bike and to provide an alternative mode of transport for Saltford residents travelling to Bath.

14. PARKING ISSUES IN SALTFFORD

The Council considered the initial responses from B&NES Council officers regarding the Parish Council's set of parking proposals. It was agreed to:

- ask B&NES Council for a timeframe in which they will install these measures which were agreed:
 1. Tynning Road – extend the 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.
 2. Rodney Road - extend the existing double yellow lines on one side of the road to number 1.
 3. Beech Road/Chestnut Walk junction – instate double yellow lines directly opposite this junction to match the existing double yellow lines at the junction.
- withdraw the proposals for parking restrictions in Manor Road and Beech Road, and ask B&NES Council for their recommendations to ensure the flow of traffic and access for emergency vehicles in Manor Road and Beech Road.
- clarify the request to B&NES Council that the white lines in Mead Lane should be placed opposite driveways.

15. B&NES CHAIRMAN’S COMMUNITY AWARDS 2016/17

The Council agreed to put forward for the B&NES Chairman’s Awards the names of the people and organisations that Saltford Parish Council gave Community Awards to earlier this year.

It was also agreed that similar nominations would be done every year, and that Saltford Parish Council’s Community Awards nomination process and forms would be aligned more closely with the B&NES ones.

16. VILLAGE WALK 2017

The Council noted its gratitude to Brian Cooper for planning and leading the annual village walk for many years, and agreed to seek a volunteer to lead next year’s walk which is due to take place in June 2017 during the festival.

17. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

Cllr Phil Harding reported the following from Saltford Environment Group (SEG):

- SEG’s wildlife advisor has sent a report to B&NES Council stating that the view from The Outlook has been lost as the area has become overgrown.

- SEG and Salford Community Association (SCA) are producing a Salford 2017 calendar which will be on sale this October, and a 2018 one which will be available during the 2017 festival.
- SEG is in discussion with St Mary's Church Parochial Church Council on a possible joint collaboration to create a new Salford Heritage Centre within the church hall.
- There is giant hogweed present on the cycle path again.

18. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

No items were reported.

19. 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 9.02 pm

Chair's signature.....

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

Next Council meeting: 4 October 2016
Next Planning Committee meeting: 20 September 2016