

SALTFORD PARISH COUNCIL

Minutes of the meeting of the Council held at Saltford Hall, Saltford on Tuesday 8th January 2019 at 7.15pm

PRESENT:

Councillors – Chris Warren (Chair), Phil Harding (Vice Chair and Chair of Planning), Adrian Betts, Jon Godfrey, Duncan Hounsell, Robert Taylor and Farida Wilson.

Officer – Lottie Smith-Collins

1. MINUTES

The minutes of the Council meeting held on 4 December 2018 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 and James Macnaughton.

3. DECLARATIONS OF INTEREST

Cllrs Jon Godfrey and Robert Taylor declared an interest in item 8.d - 18/05466/OUT - 7 Camerton Close, as they are friends with Mr Kinnerson.

4. PUBLIC TIME

There were 12 members of the public present.

Cath Munns and Diane Chappell spoke with concerns about item 8. d - 18/05458/LBA - 3 Mill Cottages The Shallows.

Elena Versino spoke to support item 8. d - 18/05466/OUT - 7 Camerton Close.

Andy Rice spoke with concerns about item 8. d - 18/05466/OUT - 7 Camerton Close.

5. CHAIR'S ANNOUNCEMENTS

No announcements were made.

6. CLERK'S ANNOUNCEMENTS

The Clerk made the following announcements:

- SPC had received information about the advertising sign on The Shallows toilet building from Healthmatic, who are advertising space at some of the public toilet buildings for potential lease. The adverts have been placed on all public toilet sites to allow maximum exposure of the opportunity in general, but there are no particular plans for Saltford.
- The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2019-2020 to be implemented from 1 April 2019. Due to the introduction of the national living wage, the NJC agreement includes the introduction of a new pay spine on 1 April 2019
- B&NES have confirmed the tax base figures for Saltford as 1788.29 for 2019/20

7. REPORT FROM B&NES WARD COUNCILLORS

Cllr Emma Dixon reported that Cllr Tim Warren (Leader of B&NES Council) and Cllr Tim Bowles (Regional Mayor of the West of England) had discussed the re-opening of Saltford railway station. Cllr Dixon reported that their intervention would ensure that a railway station at Saltford is featured in a map of transport improvements in the Joint Local Transport Plan.

Cllr Adrian Betts queried which location for the station had been discussed. Cllr Dixon responded that the decision was out for further consideration, but that she was aware that villagers who supported the re-opening of the station wanted the station at the current site.

8. PLANNING MATTERS

a. Decisions and Appeals

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

18/03989/FUL - Manor Cottage Manor Road BS31 3AF - Erection of single storey swimming pool building, single storey double garage and single and two storey extensions to main building following removal of existing pool building, garage, outbuildings and porch extension. Mr David Roberts.

18/04520/FUL - 488 Bath Road BS31 3HG Erection of single storey side and rear extensions following removal of 2no conservatories, bedroom extension and lean-to garage. Mr Francis Allen.

18/04544/FUL - Glen House The Folly BS31 3JW Erection of single storey rear extension following demolition of existing outhouse (retrospective). Mr Ashley Watson.

18/04659/FUL - Avon Cottage Avon Lane BS31 3ET Construction of an all weather equestrian arena for personal and private use. Mr & Mrs Shipley.

18/04945/FUL - 15 High Street BS31 3ED Erection of second storey extension over kitchen and additional single storey rear extension (resubmission). Mr N Sladek.

The Clerk reported that the following applications have been REFUSED by B&NES Council:

18/01509/OUT - Land Parcel 9000 Bath Road Keynsham - Residential and related development comprising approximately 200 dwellings, replacement Sports Pitch to facilitate expanded Primary School, means of access thereto, associated open space, landscaping, access roads, footways/cycleways and infrastructure works - McTaggart & Mickel Homes Ltd.

The Clerk reported that the following application has been WITHDRAWN:

18/04399/FUL - 4 Uplands Road BS31 3JJ Erection of detached 3 bed bungalow on land to rear of 4 Uplands Road. Mr Duncan Philips.

b. Planning contraventions

The Clerk reported that in December, SPC received an email from B&NES Planning Officer Martin Almond regarding 18/00352/UNAUTH - Avon Farm, stating that he has sent Mr Franklin a Planning Contravention Notice (PCN) to ask questions regarding the issues that have been

identified following his visit to the site. Martin Almond stated that there are a number of issues to clarify, and the PCN requires information to be given about each one, when events occurred and what uses are being carried out. Once the completed PCN is returned, Martin Almond states that he will be in a better position to identify what at the site may require planning permission and whether any of this is immune from enforcement action.

The Clerk reported that SPC has contacted B&NES Planning Enforcement about a possible planning contravention relating to an unauthorised advertisement located on the Tunnel House wall (on the lane from Norman Road, Saltford, BS31 3BQ). To Saltford Parish Council's awareness this sign is on a listed building and also in the Saltford Conservation Area, and as such requires planning permission. B&NES has responded that this case has been referenced as 19/00014/ADVERT and a Planning Enforcement officer (Nicola Little) will undertake a site visit to assess the allegation. Progress updates will be provided at regular intervals.

c. Planning items of urgent information

No items were reported.

d. Planning Applications - The Council considered the following planning applications in respect of which Bath & North East Somerset (B&NES) Council had invited comments:

18/05378/FUL - 42 Grange Road BS31 3AG - Erection of rear conservatory - Mr & Mrs Higgins

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

18/05466/OUT - 7 Camerton Close BS31 3BT - Outline planning permission for the erection of a 3 bed detached dwelling on land between 6 and 7 Camerton Close with new parking arrangements. Mr & Ms Kinnerson and Versino

It was resolved that B&NES Council be advised that this Council **COMMENTS ON** this application: Support in principle.

18/05458/LBA - 3 Mill Cottages The Shallows BS31 3EY - Internal alterations to repair roof and floor structure. Anna Mabella Edgley

It was resolved that B&NES Council be advised that this Council **COMMENTS ON** this application: Saltford Parish Council supports the application for this essential repair work to be carried out in principle however we have a number of concerns for the adjoining neighbouring properties, No. 2 and No. 4 Mill Cottages. These include potential damage during the repairs to the integrity of the vulnerable roof and wall structures of those adjoining properties. This integrated group of Mill Cottages are Grade II listed and represent an important part of the local heritage in Saltford's Conservation Area with their direct relationship to Saltford Brass Mill, a scheduled monument of archaeological importance. The need to protect the structural integrity of shared load-bearing party walls and of shared roof structures during the installation of lengthy steel beams and columns and during other works should be taken into account as part of the conditions associated with the schedule of works that will be required by B&NES Council in its response to this LBA. In view of the potential impact and high risk of damage to neighbouring properties we recommend that a prior party wall agreement under The Party Wall etc. Act

1996 should be a condition, its agreement to be settled before the works proceed. The proposed works are particularly intrusive and complex, therefore under that same Act it may be an appropriate requirement for the applicant to provide a bond or insurance cover that would allow neighbouring properties to be restored to the status quo in the event of structural or other problems arising as a result of the works. Access to the property from The Shallows is restricted at this location where there the road is effectively a single lane; B&NES Council may wish to take this into account for the construction management plan to minimise access restrictions and risks to health and safety of other residents and members of the public visiting this popular tourist area. SPC questions whether the addition of sun pipes would detract from the appearance of the roofs of this interesting group of historic Grade II listed cottages opposite the Brass Mill when viewed from the higher elevation public footpath to the west. Furthermore access from a neighbouring roof and garden would be required for future maintenance putting that roof at risk from damage. Discrete LED lighting might be a more appropriate lighting solution for the internal area requiring illumination.

18/05501/FUL - 566 Bath Road BS31 3JN - Erection of first floor extension following demolition of small 'lean-to' utility room. Ms Wendy Davenport.

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

18/05530/VAR - Land Parcel 7200 Bath Road Keynsham - Variation of conditions 2 and 11 of application 18/01307/RES (Reserved matters for consideration of layout, scale, appearance and landscaping for 250no. dwellings pursuant to permission 16/00850/OUT for residential and related development comprising approximately 250 dwellings, new Primary School with associated outdoor playing facilities, means of access thereto, associated open space, landscaping, access roads, footways/cycleways and infrastructure works). Curo Enterprise Limited

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

18/05589/VAR - Clay Bridge Worlds End Lane Keynsham - Variation of Condition 1 for application 16/01101/LBA (Alterations to existing bridge parapets). Network Rail.

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

18/05598/FUL - 51 High Street BS31 3EJ - Erection of single storey infill extension to rear. Ms S Boshahab Tavakoli.

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

18/05716/TCA - Y Deri High Street BS31 3EJ - T1 Pine: Reduce height by 6m and reshape. T2 Conifer: Prune for 1m clearance from hanging wires. Mr Luke Pargeter

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

18/05717/TCA - 54 High Street BS31 3EJ - T1 Willow: Re-pollard to old cuts. T2 Beech: Reduce by 4m in height and 2m in width. Mr Luke Pargeter

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

9. FINANCIAL MATTERS

- a. Monthly Financial Report** – The report for December 2018 was discussed and accepted by members.
- b. Schedule of Expenditure** - The expenditure listed in the schedule for January 2019 was authorised and the schedule was signed by the Chair.
- c. Boxcryptor encryption software subscription** – A payment of £66.47 was authorised for 12 months encryption software (Budget heading: General Administration).
- d. Railfuture membership** – The Council authorised expenditure of £21 to renew the Council's membership of Railfuture for 2019 (Budget heading: Subscriptions).
- e. Office desktop PC** – The Council agreed to authorise expenditure of up to £600 for a new office desktop PC (Budget heading: Office equipment).
- f. 2019/20 budget and precept** – The Council agreed the draft budget for 2019/20 and agreed that the precept to be levied by Saltford Parish Council for 2019/20 will be £33,840, an increase of 2.2%.

10. FINANCIAL SUPPORT FOR THE SALTFORD COMMUNITY LIBRARY AND POST OFFICE HUB

The Parish Council agreed in principle financial support for the Saltford Community Library and Post Office Hub for 2019/20, further to previously agreed office rent and phone/internet payments. SPC will await further information from the Saltford Library and Post Office Hub.

11. CHURCHYARD GROUNDS MAINTENANCE SPECIFICATION 2019

The specification for regular grounds maintenance at St Mary's churchyard for the year commencing 1 March 2019 was agreed. Quotations based on the agreed specification will be sought and considered at the February meeting.

12. ALLOTMENT RENTS AND ALLOTMENT TENANTS' PUBLIC LIABILITY INSURANCE 2019/20

The Parish Council agreed to renew its public liability insurance with Shield Total Insurance for the 13 allotment tenants, with the annual policy starting on 29th January 2019 at a cost of £74.02 (Budget heading: Insurance).

It was agreed to keep allotment rents for the year commencing 1st April 2019 at the same level as the current year (£20 per year for a full plot and £10 per year for a half plot).

13. ASSET CHECKING PROCEDURE AND ASSET CHECKING

The Council reviewed its twice-yearly procedure, and allocated tasks to councillors and the Clerk to check community assets for which the Parish Council has responsibility.

14. ACTIONS FOLLOWING ‘THE RE-OPENING OF SALTFORD RAILWAY STATION’ LETTER RESPONSES

The Parish Council discussed and agreed actions following responses received to its ‘Re-opening of Saltford Railway Station’ letter.

Cllr Duncan Hounsell agreed to draft and circulate a response letter to WECA for councillors to consider.

Cllr Jon Godfrey will draft a Freedom of Information request which will be discussed at the February meeting.

Councillors agreed that a SCAN article would be submitted in time for the April/May edition.

15. DAMAGING AND DANGEROUS UNLEVEL AND SUNKEN METAL SERVICE COVERS AND ADJOINING ROAD SURFACES ON ROADS IN B&NES

Cllr Adrian Betts discussed his concerns regarding unlevel and sunken metal service covers on B&NES roads. It was agreed that the Clerk would contact B&NES to request information on which officer is responsible for monitoring the condition of defective metal service covers, as well as information regarding the parameters used to require action for their repair and the timescale by which the works must be completed.

16. DATE FOR SALTFORD PARISH COUNCIL MAY 2019 MEETING

Due to the impact of 2019 elections and to allow sufficient time to summon councillors to attend the meeting, it was agreed that the May SPC meeting would be rescheduled from 7 May to 14 May 2019.

17. DATA PROTECTION

Cllr Jon Godfrey updated the council on progress for GDPR compliance.

18. PUBLICITY

The Council agreed items to include in its SCAN page and ideas for its next e-newsletter.

19. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

No items were reported.

20. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

Cllr Hounsell encouraged nominations to be made for the Saltford Parish Council Community Awards (deadline for nominations Friday 8 February 2019).

The meeting closed at 9.05 pm

Chair’s signature..... Date confirmed and signed...../...../.....

Next Parish Council meeting: 5 February 2019