

SALTFORD PARISH COUNCIL

DRAFT Minutes of the meeting of the Council held at Saltford Hall, Saltford on Tuesday 4th June 2019 at 7.15pm **TO BE CONFIRMED AT MEETING ON 2 JULY 2019**

PRESENT

Councillors: Phil Harding (Vice Chair and Chair of Planning Committee), Adrian Betts, Marie Carder, Will Feay, Gary Graveling, Jon Godfrey, Duncan Hounsell, Adam Rees-Leonard and Rob Taylor.

Officer: Lottie Smith-Collins

In the absence of the Chair, the meeting was chaired by the Vice Chair (Cllr Phil Harding)

1. MINUTES

The minutes of the Council meeting held on 17th May 2019 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 Cllr Chris Warren (Chair).

3. DECLARATIONS OF INTEREST

No interests were declared.

4. PUBLIC TIME

There were 13 members of the public present.

Six residents of Mead Lane spoke with regards to item 11 - Cllr Harding's motion on Mead Lane - and requested the immediate support of SPC and B&NES Council to address the mooring issues affecting both residents and visitors.

5. CHAIR'S ANNOUNCEMENTS

The Chair announced that the biennial Saltford Festival would begin on 8th June, and commended the Saltford Festival organisers and SCA for the numerous and varied number of events planned.

6. CLERK'S ANNOUNCEMENTS

The Clerk made the following announcements:

- Cllrs Gary Graveling and Rob Taylor will sit on Planning Committee. Planning Committee was confirmed as having the following seven members: Phil Harding (Chair), Adrian Betts (Vice Chair), Jon Godfrey, Gary Graveling, Adam Rees-Leonard, Rob Taylor and Chris Warren.
- Cllrs Gary Graveling and Rob Taylor will be on the 'Transport Working Group' and the 'Churchyard Safety, Churchyard and Allotments Maintenance Working Group'.
- The Notice of Public Rights and publication of audited Annual Governance and Accountability Return accounts for the year ended 31 March 2019 will be available via appointment with the Parish Clerk from Tuesday 25th June to Wednesday 7th August.

- The Parish Walk is taking place on Tuesday 11th June, meeting at The Shallows car park at 7pm. This is a free guided walk as part of the Salford Festival and everyone is welcome.

7. REPORT FROM B&NES WARD COUNCILLORS

Ward Cllrs Duncan Hounsell and Alastair Singleton were present. SPC Cllrs were provided in advance with a written report, of which Cllr Hounsell delivered key parts as follows:

- Ward Cllrs are continuing to press for a satisfactory resolution of issues at Mead Lane.
- Details of the new B&NES Council cabinet.
- Ward Cllr training attended, including 'Prevent' anti-terrorism training and Planning Committee (formerly Development Management Committee) training.
- Meeting with a local 'Access Group' which campaigns for improved awareness of the needs of disabled residents, who often encounter problems that could be addressed at the planning stages of development.
- Securing a replacement litter bin outside Salford House ahead of the Salford Festival.
- Update on B&NES Council Policy on 'wildlife corridors', including the green corridor between Morgan Close and the school playing field which receives three cuts a year with borders strimmed every 4-6 weeks.
- PC Kerry Grace (4135) is the replacement beat officer for Salford (and Keynsham).

8. PLANNING MATTERS

a. Decisions and Appeals

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

19/01438/FUL 16 Manor Road BS31 3DN - Erection of new single storey side and rear extensions with additional hardstanding at front of house following demolition of existing garage. Mr & Mrs Nick Harber.

19/00803/FUL - Cherry Cottage Mead Lane BS31 3EP - Erection of front gables, front balcony, and external alterations (resubmission of 18/05702/FUL). Mr Seymour.

19/01498/FUL 6 Manor Road BS31 3DL - Erection of a single storey rear extension, following demolition of existing conservatory and lean-to. Mr & Mrs Stainer.

19/00664/FUL 549 Bath Road BS31 3JG - Construction of new dwelling and associated external works. Mr & Mrs T & T Elvins.

The Clerk reported that the following application had received CONSENT by B&NES Council:

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

b. Planning contraventions

19/00293/UNDEV – The Clerk reported that SPC had received confirmation that Martin Almond, B&NES Council Planning Enforcement Officer, will assess the allegation of a possible planning contravention on The Shallows with regards to the erection of gates and the siting of a shipping container.

Avon Farm (ref. Certificate of Lawfulness of Existing Use applications) - Cllr Phil Harding reported an update on the alleged planning contraventions at Avon Farm. It was agreed that the following report be submitted to B&NES Council Senior Enforcement Officer Martin Almond:

Following the SPC meeting on 17 May, the owners of Avon Farm informed me that they were attempting to regularise within the planning system the use of buildings for dwellings at Avon Farm through their CLEU applications; I relayed that information to Martin Almond, the Senior Planning Enforcement Officer at B&NES Council during a brief meeting at his office in Bath on 29 May. On 30 May I met with the owners at Avon Farm on site and they reiterated their overarching objective to bring Avon Farm within planning regulations for lawful use of former agricultural buildings as dwellings at the farm. We agreed that the process used by B&NES in determining the CLEU applications and any related alleged planning contraventions should run its course and that the number and identity of buildings converted to dwellings will therefore be formally agreed with B&NES Council taking account of planning regulations concerning continuing lawfulness of existing use.

Alleged planning contravention at Avon Cottages – Cllr Phil Harding reported that Saltford Parish Council had been contacted by a resident regarding a possible planning contravention at Avon Cottages, consisting of a mobile home / static caravan and a single storey chalet. Cllr Harding shared information following a site visit he had made. It was resolved that information from his site visit report be submitted to B&NES Council Planning Enforcement for their consideration as to whether the mobile home / static caravan and single storey chalet are permitted development or whether a Certificate of Lawfulness of Existing Use (CLEU) is required.

c. Planning items of urgent information

The Clerk reported that The Planning Inspectorate (Rights of Way) had informed SPC that a local inquiry will be held with relation to the Order on B&NES Public Footpaths BA27/79 and BA27/80 Glenavon Farm (Definitive Map Modification Order), ref. ROW/3225621. Cllrs agreed to consider discussing this once inquiry dates had been received.

9. FINANCIAL MATTERS

a. Monthly Financial Report – The report for May 2019, as recorded below, was discussed and accepted by members.

b. Schedule of Expenditure - The expenditure listed in the schedule for June 2019, as recorded below, was authorised and the schedule was signed by the Chair of the meeting.

c. Auditing Solutions Ltd – The Council authorised expenditure of £294 for the provision of internal audit service for 2018-19 (Budget heading: Auditing).

d. Annual Governance and Accountability Return (AGAR) 2018/19: Governance Statement – The Council approved and the Chair of the meeting signed the annual Governance Statement 2018/19.

e. Annual Governance and Accountability Return (AGAR) 2018/19: Accounting Statement – The Council approved and the Chair of the meeting signed the annual Accounting Statement 2018/19.

f. Internal audit of 2018/19 – The Council received the Annual Internal Audit Report of 2018/19 and noted that there are no recommendations for action.

g. Annual accounts 2018/19 – The Council considered and resolved to approve the accounting statements for 2018/19. The accounting statements were then signed and dated by the Chair of the meeting.

10. UPDATE OF STANDING ORDERS

The Council resolved to update Standing Order 30.e to comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015, as updated from the Public Contracts Regulations 2006.

11. MEAD LANE

Councillors discussed Cllr Phil Harding's motion regarding the need to protect the riverbank at Mead Lane for the benefit of all users following the 2017 and 2018 B&NES Council mooring trial. The Council resolved that:

- A. The River Avon in Saltford is a Site of Nature Conservation Importance (SNCI) and SPC considers that the river should be afforded protection from inappropriate practices and behaviour from all users of the river and the riverbanks.
- B. The riverbank at Mead Lane and the adjacent highway are the sole responsibility of B&NES Council.
- C. SPC wishes the riverbank to be enjoyed by all stakeholders equitably. However the B&NES Mead Lane Mooring Trial during 2017 and 2018 showed a high incidence of non-compliance with mooring limits, anti-social behaviour and heavy littering from a minority of boaters; the disruption caused to residents, other river users and damage to the flora and fauna of the riverbank was considerable. The mooring trial proved that Mead Lane, a residential narrow rural lane overlooking the Cotswold AONB within the Green Belt, does not have the amenities or facilities for longer stay moorings normally associated with a marina that would typically be remote from residential properties. SPC therefore concludes that Mead Lane is not a suitable location for longer term, semi-residential moorings of 14 days.
- D. On health and safety grounds SPC requests the implementation of an autumn and winter mooring ban from 1 October to 31 March.
- E. SPC considers that there should be a 48-hour only mooring limit within a restricted length of the lane and that this should be effectively monitored and enforced by B&NES Council.
- F. If a 48-hour limit is abused or ignored on a regular basis and/or other related anti-social behaviour and riverbank damage issues continue then SPC would wish for a complete ban on moorings in Mead Lane so that the riverbank can revert to its previous status as an area suitable and appropriately protected as a wildlife conservation area that can continue to be enjoyed by residents and a wide range of visitors.
- G. We request that B&NES conducts a public consultation on the option of establishing a Wildlife Conservation Area as soon as possible.
- H. The riverbank and parking bollards in Mead Lane have constantly been damaged by vehicles before, during and since the 2017/18 mooring trial in addition to damage through their incorrect use as mooring posts. Inconsiderate and obstructive parking can also restrict access for emergency vehicles and the large vehicles requiring access to Wessex Water. This is a matter of serious concern and SPC asks B&NES Council to install a post and rail system of protection for the river bank, together with white lines to protect access to

properties by residents and to deter obstructive parking in narrow stretches of the lane. There should also be a ban on overnight sleeping in vehicles in Mead Lane.

- I. SPC asks B&NES Council to take action to address these issues without delay and as a matter of priority. Moorings should be suspended forthwith in Mead Lane until the issues are properly addressed to the satisfaction of Mead Lane residents and SPC.

12. ACTIONS FOLLOWING RESPONSES TO 'THE RE-OPENING OF SALTFORD RAILWAY STATION' LETTER

Councillors resolved to arrange a meeting with Leader of B&NES Council Dine Romero, and Cabinet Members Cllr Richard Samuel (Resources) and Cllr Neil Butters (Transport Services, job share with Cllr Joanna Wright) plus Salford Ward Cllrs Duncan Hounsell and Alastair Singleton, as soon as possible to discuss clear direction and timeframe for taking the Salford Station project forward to the next stages of project development. Once a date is decided interested local groups and organisations will be invited to attend.

13. EROSION OF RIVERBANK ON THE SHALLOWS

Councillors discussed actions to prevent the erosion of the riverbank on The Shallows from further damage due to small boat (i.e. kayak and canoe etc.) use, and as a Health and Safety measure. The Council resolved that it was open in principle to the installation of a slipway and receptive to receiving a funding application for this to be achieved. Relevant external organisations will be informed.

14. OVERGROWN VEGETATION BY PUBLIC PATHS

Councillors discussed health and safety concerns related to overgrown vegetation from private properties on public paths. It was decided that SPC would continue to raise the awareness of residents to this issue, including via S.C.A.N and its e-newsletter. Concerned residents will be directed to B&NES Council should they wish to report specific instances.

15. VE DAY 75 - 8TH MAY 2020

It was agreed that Salford Parish Council will mark the 75th Anniversary of Victory in Europe Day on, or around, 8th May 2020, and will liaise with the SCA regarding any associated event(s).

16. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

The Council agreed to factor in the impact of climate change as a discussion item on all resolutions made by the Council.

It was decided that 'Climate Emergency and Environmental Initiatives' will feature on all future Council meeting agendas. The Council also agreed to receive updates about environmental initiatives as part of this agenda item.

17. DATA PROTECTION AND GDPR UPDATES

No updates were reported.

18. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

Cllr Phil Harding reported on behalf of the Salford Environment Group that an archaeological excavation of a Roman site situation south of the village was planned for the summer. He also reported that the Salford Heritage Centre would be open on 'Old Village Day' on 16th June.

Cllr Duncan Hounsell reported that the Salford Business Network would be hosting a talk by David Halton on 'The Story of the Post Office' at 7:30pm on 27th June at Salford Hall.

Cllr Jon Godfrey reported on behalf of the Salford Community Association that 'Old Village Day' would be taking place as part of the Salford Festival on Sunday 16th Road, including road closures to enable the event to take place.

The Parish Clerk reported that the B&NES area Avon Local Council Association meeting took place on 29th May, and that AirB&B disturbance issues had been raised as a matter affecting residents in other parishes.

19. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

No reports of urgent information were received.

The meeting closed at 9:30pm

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

Next Parish Council meeting: 2 July 2019

SALTFORD PARISH COUNCIL

Schedule of regular expenditure during June 2019
 – for authorisation by the Council at its meeting on 4 June 2019

Description	Amount	Method	Budget heading
June Clerk's salary	1070 estimate, 1100 maximum	Online BACS	Office staff
June SCA Hall hire	45 estimate, 60 maximum	Online BACS	Hall hire
June Avon Pension Fund contributions	410 estimate, 430 maximum	Online BACS	Office staff
June HMRC tax & National Insurance	150 estimate 170 maximum	Online BACS	Office staff
June Intouch Communications Ltd Phone system	20 estimate 30 maximum	Direct Debit	General administration
June Saltford Community Hub phone/internet tenant contribution	35 estimate 40 maximum	Online BACS	Office Accommodation
June Ambience Landscapes churchyard maintenance	110 estimate 120 maximum	Online BACS	Churchyard Maintenance
Chair's quarterly allowance April-June	75	Online BACS	Chair's Allowance

The following sums have been transferred from the Business Instant Deposit Account into the Current Account to cover outstanding invoices and expenditure:

Date: N/A

I certify that the above payments made or to be made have been authorised at the meeting of the Parish Council on 4 June 2019

SIGNED.....
 CHAIR / VICE-CHAIR

DATE:.....

CIL-related cashflow	Balance at 31/03/19		CIL-income 19/20	CIL-expend 19/20	CIL balance
	£10,716		£4,084.15	£0	£14,800

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