

# SALTFORD PARISH COUNCIL

**DRAFT** Minutes of the meeting of the Council held at Saltford Hall, Saltford on Tuesday 5<sup>th</sup> March 2019 at 7.15pm – **To be agreed at the next meeting.**

## **PRESENT:**

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

**Officer** – Lottie Smith-Collins

## **1. MINUTES**

The minutes of the Council meeting held on 5 February 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 Cllrs Kyle Rice and Robert Taylor.

## **3. DECLARATIONS OF INTEREST**

No interests were declared.

## **4. PUBLIC TIME**

There were 6 members of the public present.

Sally O'Connell spoke to object to agenda item 8.d. 19/00621/FUL 12 Kingston Avenue BS31 3LF.

John Davies spoke in support of agenda item 11 Letter of Support to SCA for Rural Development Programme Bid.

## **5. CHAIR'S ANNOUNCEMENTS**

The Chair announced that the Saltford Parish Council Annual Parish Meeting will take place on Tuesday 2<sup>nd</sup> April 2019 at 6:30pm, at Saltford Hall.

## **6. CLERK'S ANNOUNCEMENTS**

The Clerk made the following announcements:

- Purdah (pre-election period publicity restrictions) for the next Local and Parish Elections will start on the 18<sup>th</sup> March 2019 and will end on 3<sup>rd</sup> May 2019. All council publicity is potentially sensitive during Purdah and the council must comply with restrictions outlined in Section 2 of the Local Government Act 1986.
- Nomination forms for the upcoming elections are available from the SPC website, and a hard copy can be printed for candidates if they contact the Clerk in advance.

## **7. REPORT FROM B&NES WARD COUNCILLORS**

Apologies were received from B&NES Cllrs Emma Dixon and Francine Haeberling.

## **8. TRUESPEED ULTRAFAST INTERNET CONNECTIVITY**

Saltford Parish Council received a presentation from Truespeed about proposed broadband infrastructure development in Saltford. Councillors agreed that competition further to current

broadband providers (Virgin and BT) was positive. Two Saltford Parish Councillors agreed to attend the Truespeed public meeting on Wednesday 6<sup>th</sup> March at 7pm to hear residents' views.

## **9. PLANNING MATTERS**

### **a. Decisions and Appeals**

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

**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

**18/04846/FUL - Parcel 8475 Avon Lane Saltford Erection of agricultural building for the storage of hay and machinery.** Mr Peter Hall

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

**18/03120/FUL - Selwood Farm, Norman Road - House transformation comprising an extension, changes of materials with additional internal and external works (revised information) - Mr & Mrs Claire and Nick Selwood**

The Clerk reported that the following applications have NO OBJECTION by B&NES Council:

**19/00231/TCA - 24 High Street BS31 3ED. Hedge of Leylandii approx 25ft long - trim back to height of 2m, and remove overhang.** Reg Williams.

**19/00373/TCA - The Old Chapel The Shallows BS31 3EX Bay (A) - reduce height by 3 m, to leave height of 4 m, reduce circumference by 2 m to leave circumference of 8 m. Apple tree (B) - prune back branches by 2 m to reduce height and width.** Dr Adam Smith-Collins

The Clerk reported that the following applications have been WITHDRAWN:

**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.

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

### **b. Planning contraventions**

19/00014/ADVERT – The Clerk reported that the unauthorised advertisement on the exterior wall of the Tunnel House has now been removed.

### **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:

**19/00621/FUL - 12 Kingston Avenue Salford BS31 3LF** - Erection of two storey side extension. Mr & Mrs Houiellebecq.

It was resolved that B&NES Council be advised that this Council **OBJECTS** to this application: Salford Parish Council objects due to the loss of light to ground and 1<sup>st</sup> floor windows of No. 11 Kingston Avenue and to No.11's rear north facing garden. The wall, not including eaves and gutter overhang, of the proposed 2 storey extension would be very close to No. 11 (0.6 metres from the boundary and 1.8 metres from the property building) and thus would be over-bearing on the main entrance and side of that property, No. 11. The closing of the gap between the two properties at both 1<sup>st</sup> floor and roof apex levels for the proposed extension would be contrary to the design layout and setting of Kingston Avenue and therefore contrary to B&NES Placemaking Plan policy D2. If the case officer is minded to permit this planning application SPC requests that it be referred to the Development Management Committee for determination due to the adverse consequences for the neighbouring property of this planning application.

**19/00685/AR - 491 Bath Road Salford BS31 3HQ** - Installation of two illuminated signs with steel panels and acrylic lettering including Peugeot and Citroen measuring 1500x1500mm. Salford Motor Services.

It was resolved that B&NES Council be advised that this Council **OBJECTS** to this application: Beech Road is primarily a residential road leading a short distance directly onto Salford's Conservation Area. Salford Parish Council therefore has strong reservations about the potential prominence of the proposed size and use of large illuminated signs that would be inappropriate for Beech Road.

**19/00645/FUL - 476 Bath Road Salford BS31 3DJ** - Convert the existing courtyard at the back of the property to provide a new garage/store building and an external store, to follow removal of two existing timber sheds. BOS Leisure.

It was resolved that B&NES Council be advised that this Council **COMMENTS ON** this application: Salford Parish Council notes that the land in question, described in the application as an existing courtyard, was garden land until December 2018 when mature trees and a grass area were removed and replaced with gravel and used to park vehicles and store items connected with the business. Due to the close proximity of the proposed garage/store building to residential properties and in particular the garden of No. 2 Manor Road we consider natural screening would be appropriate between the new building and the shared boundary with No. 2 Manor Road, if necessary facilitated by increasing the gap between the proposed new building and the boundary. Salford Parish Council is also concerned that the garage/store may be used for the storage of chemicals that could contaminate neighbouring land if leaks occur and asks B&NES Council to consider whether the provision of appropriate bunding or any other necessary health & safety measures appropriate for chemical storage should be a condition of planning consent to reduce the risk of contamination to residential land from accidental leakage of stored chemicals. Noise, dust and fumes from working in the new building and floodlighting should also be controlled to prevent nuisance or harm to adjacent residents. For those reasons the case officer is asked to consult with the appropriate B&NES Environmental Health Officer(s) before making the determination. Salford Parish Council also requests that a requirement of any planning consent granted should require that the construction management plan makes provision for retaining safe

and unhindered access during construction etc. to neighbouring business properties including Saltford Post Office and Library including to and from the Bath Road (A4).

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

It was resolved that B&NES Council be advised that this Council **SUPPORTS** this application: Saltford Parish Council considers that this planning application meets the requirements of paragraph 145 (g) of NPPF (2018) as it would not have a negative impact or cause substantial harm to the openness of the Green Belt at this location compared to the existing dwelling but would provide a dwelling more in keeping with the appearance of neighbouring properties that have been updated or extended since their original construction. Cherry Cottage would remain set further back from the lane after the modest enlargement outwards at the front (south) elevation than its immediate neighbour to the east, "Rockside". If the case officer is minded to refuse this planning application Saltford Parish Council requests that this resubmission be referred to the Development Management Committee for determination.

## **10. FINANCIAL MATTERS**

- a. **Monthly Financial Report** – The report for February 2019, as recorded below, was discussed and accepted by members.
- b. **Schedule of Expenditure** - The expenditure listed in the schedule for March 2019, as recorded below, was authorised and the schedule was signed by the Chair.
- c. **Saltford Community Association application for financial assistance** – The Council agreed to grant the Saltford Community Association the sum of £1000 to help towards costs of the Saltford Village Festival 2019 (Budget heading: Miscellaneous Grants).
- d. **Secure letter box for Parish Council office** – The Council agreed to authorise a spend of up to £30 for a secure letter storage box for the Parish Council office (Budget heading: Stationary and IT Supplies).

## **11. LETTER OF SUPPORT TO SCA FOR RURAL DEVELOPMENT PROGRAMME BID**

The Council agreed to provide a letter of support to Saltford Community Association regarding their grant bid(s) to modernise the heating system at Saltford Hall. It was agreed the letter could be presented to relevant funding bodies including the Rural Development LEADER Programme and the Enover Community Trust.

## **12. ACTIONS FOLLOWING RESPONSES TO 'THE RE-OPENING OF SALTFFORD RAILWAY STATION' LETTER**

It was agreed that contact would be made with Cllr Tim Bowles, Mayor of the West of England, to request a response to SPC's letter dated 29<sup>th</sup> January 2019.

It was agreed that further discussions to achieve the re-opening of Saltford Railway station at its current site, including actions following responses to SPC's 'Re-opening of Saltford Railway Station' January letter, would be an agenda item at the May SPC meeting.

## **13. RESPONSE TO DRAFT JOINT LOCAL TRANSPORT PLAN 4 (JLTP4) CONSULTATION**

The Council discussed and agreed a response to the JLTP4 consultation.

#### **14. SOCIAL MEDIA AND SOCIAL MEDIA POLICY**

The Council reviewed its six-month trial use of Facebook and Twitter and identified both platforms as appropriate for use by the Parish Council. No changes were made to the SPC Social Media Policy.

#### **15. NEWQUAY TOWN COUNCIL NATIONAL PARKING ENFORCEMENT SURVEY**

The Council responded to the Newquay Town Council National Parking Enforcement Survey, with a view that parking enforcement should be the responsibility of the Unitary authority.

#### **16. DATA PROTECTION**

Cllr Jon Godfrey raised awareness of current email scams and provided information on due process regarding any potential data breach.

Cllr Godfrey reported that the audit of Salford Parish Council's data was almost complete, and that the protection of the data checked to date was robust.

#### **17. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES**

Cllr Phil Harding reported on behalf of the Salford Environment Group that a bronze Viking buckle had been found, and that this rare find would be on display at the Salford Heritage Centre on the morning of 30<sup>th</sup> March 2019.

#### **18. ITEMS OF URGENT INFORMATION FROM COUNCILLORS**

Cllr Duncan Hounsell reported that Salford Parish Council's nomination for the B&NES Chairperson's Awards had not been successful.

#### **19. PUBLICITY**

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

#### **20. RESOLUTION TO EXCLUDE THE PUBLIC**

The Council resolved that in accordance with Standing Order 1 c, in view of the confidential nature of the business about to be transacted, it was advisable that the public be temporarily excluded. Following a vote the public were instructed to withdraw.

#### **21. SALT FORD COMMUNITY AWARDS 2019**

Cllr Jon Godfrey declared an interest in this agenda item and abstained from discussions and voting.

The Council agreed the recipients of the Parish Council Community Awards 2019, and authorised expenditure of up to £600 on the Community Awards winners' chosen Salford group, project, cause or charity, and on printing winners' certificates (Budget heading: Council Led Schemes).

The meeting closed at 9:40 pm

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

Next Parish Council meeting: 2 April 2019

# SALTFORD PARISH COUNCIL

## Schedule of regular expenditure during March 2019

– for authorisation by the Council at its meeting on 5 March 2019

Description	Amount	Method	Budget heading
March Clerk's salary	970 estimate, 1000 maximum	Online BACS	Office staff
March SCA Hall hire	50 estimate, 100 maximum	Online BACS	Hall hire
March Avon Pension Fund contributions	345 estimate, 370 maximum	Online BACS	Office staff
March HMRC tax & National Insurance	95 estimate 110 maximum	Online BACS	Office staff
March Intouch Communications Ltd Phone system	20 estimate 30 maximum	Direct Debit	General administration
March Saltford Community Hub phone/internet tenant contribution	35 estimate 40 maximum	Online BACS	Office Accommodation
March Ambience Landscapes churchyard maintenance	85 estimate 115 maximum	Online BACS	Churchyard Maintenance
Chair's quarterly allowance Jan-March	£62.50	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: 27/02/2019     £5000**

I certify that the above payments made or to be made have been authorised at the meeting of the Parish Council on 5 March 2019

SIGNED.....  
CHAIR / VICE-CHAIR

DATE:.....

# Saltford Parish Council

Monthly Financial Report for February 2019 - Month 11  
Quarter period 4

	Budget to date	Actual to date	Budget Year end position
<b>RECEIPTS:</b>			
Precept & any grant	£33,111	£33,111	£33,111
Interest on Investments	£18	£23	£20
Other Income: Allotments	£156	£160	£170
VAT Reimbursements	£700	£596	£700
Other	£0	£0	£0
<b>Subtotal without CIL</b>	<b>£33,985.66</b>	<b>£33,890.71</b>	<b>£34,001.49</b>
CIL Payments	£1,434.58	£9,151	£1,565
<b>Total Income</b>	<b>£35,420</b>	<b>£43,042</b>	<b>£35,566</b>

<b>PAYMENTS:</b>			
General Administration	£1,375	£1,892	£1,500
Office accommodation	£1,375	£1,963	£1,500
Saltford Community Library Hub	£458	£500	£500
Office Staff	£17,417	£16,709	£19,000
Office Equipment	£550	£282	£600
Training	£642	£634	£700
Auditing	£450	£440	£450
Insurance	£400	£393	£400
Publicity	£733	£242	£800
Subscriptions	£28	£31	£31
Chairmans Honorarium	£229	£188	£250
Councillors' expenses	£46	£16	£50
Hall / Room Hire	£642	£415	£700
Maintenance: Church Yard Grounds	£917	£923	£1,000
Allotments	£458	£0	£500
Churchyard Special Maintenance Projects	£917	£2,855	£1,000
Allotment site rent	£92	£100	£100
Miscellaneous Grants	£4,583	£1,614	£5,000
Council led schemes	£2,750	£5,042	£3,000
VAT	£642	£683	£700
<b>Subtotal without CIL</b>	<b>£34,703.42</b>	<b>£34,920.82</b>	<b>£37,781.00</b>
CIL-related expenditure	£0	£0	£0
<b>Total Payments</b>	<b>£34,703</b>	<b>£34,921</b>	<b>£37,781</b>

**BALANCE AT END OF MONTH:**

Current account	£5,700
Business Instant Access account	£44,837
Cash	£29
<b>TOTAL CURRENT BALANCE</b>	<b>£50,566</b>

CIL-related cashflow	Balance at 31/03/18		CIL-income 18/19	CIL-expend 18/19	CIL balance
	£1,565.00		£9,150.84	£0	£10,716

DRAFT