

# SALTFORD PARISH COUNCIL

**Minutes of the meeting of the Council held at Saltford Hall, Saltford on Tuesday 5<sup>th</sup> November 2019 at 7.15pm**

## **PRESENT**

**Councillors:** Chris Warren (Chair), Adrian Betts, Marie Carder, Will Feay, Gary Graveling, Phil Harding (Vice Chair and Chair of Planning Committee), Duncan Hounsell and Robert Taylor.

**Officer:** Lottie Smith-Collins

(Cllr Jon Godfrey has been granted a six-month leave of absence).

## **1. MINUTES**

An adaptation was made to item 6 'Mead Lane Consultation' in the publicised draft minutes at the request of Cllr Phil Harding. This adaptation was agreed and the minutes of the Council meeting held on 1 October 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 Jon Godfrey, Adam Rees-Leonard and Sally Turner

## **3. DECLARATIONS OF INTEREST**

Cllr Duncan Hounsell declared an interest in item 14 'Mead Lane Riverbank Stabilisation 2005' due to his role as Saltford Ward Councillor, and stated that he would abstain from discussion or decisions on this item.

## **4. PUBLIC TIME**

There were 14 members of the public present.

R. Cleverdon spoke to object to item 8.d 19/04127/OUT - 7 Camerton Close.

J. Tarrant spoke regarding parking concerns during the build should item 8.d 19/04127/OUT - 7 Camerton Close be approved by the planning authority.

S. Morris of Davis and Way spoke in support of item 8.d 19/04127/OUT - 7 Camerton Close.

Four members of the public spoke with regards to item 14 'Mead Lane Riverbank Stabilisation 2005', raising concerns about the condition and possible erosion of the riverbank and its impact on the highway, and requesting SPC's continued support for a mooring ban at this location.

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

The Chair informed those present about the arrangements for the Saltford Remembrance Sunday service and parade on 10 November.

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

The Clerk made the following announcements:

- Those present were reminded about election 'Purdah', and that the Parish Council was aware of this period of heightened sensitivity and would pay attention to legislation governing publicity.
- Reminder to Cllrs that the informal budget planning meeting will take place on 3<sup>rd</sup> December at 6:30pm, prior to the full council meeting at 7:15pm.
- SPC has adopted the BT phone kiosk on Norman Road. This has been added to SPC's asset register and insurance policy.
- Ward Cllr Duncan Hounsell has made SPC aware of 'The Ward Councillors Empowerment Fund', an 18 month funding programme that commenced 1<sup>st</sup> October 2019. Every B&NES Ward Councillor will be allocated £2,000 to distribute in their ward.

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

A written report from B&NES Ward Councillors was circulated by Cllr Duncan Hounsell to those present.

Cllr Duncan Hounsell gave a verbal report, as follows:

- Cllr Hounsell thanked everyone who took part in the independent consultation on the future use of the riverbank at Mead Lane. He stated that the implications of the stabilisation works to the river-bank in 2005 were significant, and that a final decision is expected to be taken by B&NES Council cabinet on 16<sup>th</sup> January. Cllr Hounsell stated that he had submitted a Freedom of Information request to B&NES Council requesting information on the costs of the 2005 stabilisation works.
- Cllr Hounsell provided further information about the Ward Councillors Empowerment Fund.
- Cllr Hounsell reported that he had spoken in support of the reopening of Salford Station at the B&NES full Council meeting on 10<sup>th</sup> October, and that an amended motion had been passed expressing B&NES Council's support for the project. Cllr Hounsell stated that if the Greater Bristol Rail Feasibility Study demonstrates viability for the project, then B&NES Council will take a case for Salford Station to the West of England Combined Authority (WECA).
- Salford's annual Neighbourhood Watch meeting was chaired by Cllr Hounsell and hosted by the Parish Council. Fellow B&NES ward councillor Alastair Singleton also attended.
- Cllr Hounsell reported that he and Cllr Singleton had met with Bath Spa University Pro-Vice Chancellor Andy Salmon, with one outcome being a letter of support for the reopening of Salford Station which would serve the BSU Newton Park campus.

- Cllr Hounsell stated that consent is now being sought to place the order to either partially or fully replace the damaged and decayed low fencing running parallel to the river on The Shallows.

## **8. PLANNING MATTERS**

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

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

**19/03802/FUL - Greystones Homefield Road Saltford BS31 3EG.** Demolition of superstructure and front base wall of existing fully glazed porch and construction of new glazed porch with tiled roof and rooflight. Replacement of 7No.aluminium framed, single glazed windows and 1No. back door and sidelight with painted, hardwood framed windows and solid frame, ledged and braced door. Mr & Mrs John Blake

**19/03485/VAR 7 Uplands Drive Saltford BS31 3JH.** Variation of condition 6 (plans list) of application 18/01187/FUL (Erection of new dwelling following demolition of existing dwelling). Mr Seya Burchill

**19/03583/FUL - Fairview The Shallows Saltford BS31 3EX.** Replacement of existing dormer window with door and Juliet balcony and erection of cycle store. Mrs Theresa Hegarty

**19/03702/FUL - 566 Bath Road Saltford BS31 3JN.** Erection of new first floor extension following demolition of lean-to utility room (Resubmission of 18/05501/FUL) Ms Davenport

**19/02994/FUL - 3 Somerville Close Saltford BS31 3HT.** Erection of single storey side and rear extension. Demolition of existing, stand-alone garage. Tarmacing front garden to create car parking spaces. Paul Hodgkinson

**19/03449/FUL Holly Barn Norman Road Saltford BS31 3BQ -** Erection of a detached garage and change of use of B8 (Storage or Distribution) land to residential. Mrs Claire Selwood

**19/01437/VAR Glenavon Farm 331 Bath Road Saltford BS31 3TJ -** Variation of condition 18 for application 12/05167/FUL (Renovation, extension and conversion of existing farm buildings to a farm shop and cafe/restaurant with car parking and associated access arrangements). Mr Stratton.

**19/03985/FUL - 5 Beresford Close Saltford BS31 3HU.** Erection of rear single storey extension. Mrs Nicky Maggs

The Clerk reported that the following applications have been certified as LAWFUL by B&NES Council:

**19/03771/CLEU - Unregistered Caravan Avon Cottages Avon Lane Saltford.** Use

mobile home as a dwellinghouse (Use Class C3) (Certificate of Lawfulness for an Existing Use). Mrs M Baudot

**19/03770/CLEU - Unregistered House Known As The Chalet Avon Cottages Avon Lane Salford.** Use chalet as a dwellinghouse (Use Class C3) (Certificate of Lawfulness for an Existing Use). Mrs M Baudot

The Clerk reported that the following application has NO OBJECTION by B&NES Council:

**19/04224/TCA - Firbank House 32 High Street Salford BS31 3EJ.** Blue cedar (T1) - Prune. Cypress tree (T2) - Hedge Trim. Yew (T3) - Crown reduce and light thin. 2 No. Silver Birch (T4) - Prune. Laurel (T5) - Reduce height and hedge trim. Beech Hedge (T6) - Height reduction between 2 - 3 metres and prune. Dr Andrew Tometzki

The Clerk reported that the following application has been REFUSED by B&NES Council:

**19/03794/AR - Store At Rear Of 489 Bath Road Beech Road Salford BS31 3HG.** Display of non illuminated company logo signs on ply-boarded apertures to derelict building. Bethan Sims

#### **b. Planning contraventions**

The Clerk updated SPC on the planning complaint form submitted to B&NES Council about the structure located in the Cotswold AONB as visible from Salford. B&NES Officer Robert Warren has responded saying that there is now an enforcement case open for the structure (19/00559/UNDEV). Robert Warren has explained that it is a prototype wind array and an application for pre-application advice is currently being considered by the Council.

The Clerk drew attention to the document on SPC's website named 'Outdoor advertising and signs: a guide for advertisers (2007)', a booklet which explains how the system of advertisement control works. This has been made available for reference should concerns be raised about whether an advert or sign requires planning permission.

Salford Parish Council has been made aware of a possible planning contravention at Mead Lane, as raised by a member of the public directly to B&NES Council. The member of the public is requesting clarification as to whether the land used for residential boat moorings is classified as unauthorised development. B&NES Council have raised a new enforcement complaint, reference 19/00588/UNAUTH (historic case 16/00140/UNDEV). It was agreed that the Clerk would contact the case officer recommending that a Flood Risk Activity Permit from the Environment Agency is sought, and to request that Salford Parish Council is informed of updates regarding this complaint.

### **c. Planning items of urgent information**

The Clerk reported that Saltford Parish Council has recently become aware of a planning application on Parcel 8108 - greenbelt land between Saltford and Keynsham - to build nine houses between Harding Place and the Hygge Park development (reference 19/04542/FUL). The deadline for public consultation responses is 14<sup>th</sup> November. B&NES Council has agreed a time extension for the Parish Council to respond, as such this will be an item on the December agenda.

Cllr Phil Harding raised attention to the decision made by the government to indefinitely suspend shale gas extraction ('fracking') due to its concerns about tremors.

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

**19/04127/OUT - 7 Camerton Close Saltford BS31 3BT.** Outline application for the erection of new dwelling on land between 6 & 7 Camerton Close with revised parking arrangements to numbers 6 & 7 (Resubmission). Mr & Ms Kinnerson & Versino

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

**COMMENT:** Saltford Parish Council supports this outline planning application in principle. Saltford Parish Council's view on parking here differs from that of the Senior Highways Development Control Engineer. The on-street parking provision remains unchanged as that is already not appropriate within the turning head of the close. The addition of a dropped kerb can assist in reducing the level of on-street parking there and if necessary it could be further discouraged by the provision of white lines. The availability of on-street parking for visitors in the immediate vicinity of properties has not been a planning constraint by B&NES Council in this general area (e.g. 18/00948/FUL, 1 Chelwood Road) where on-street parking space is also at a premium yet infill has been permitted with the requisite off-street parking provision as in this application. There is space close by for ad-hoc visitor parking, for example, in Stratton Road where it approaches Camerton Close. Furthermore the risk of collision is low as this is not a through-road but a turning head of a cul-de-sac where it is common place for vehicle exit points for several neighbouring properties to be close to or converge on each other. If the case officer is minded to refuse this planning application Saltford Parish Council requests that it be referred to the Planning Committee for determination for the planning policy reasons given in this response.

**19/04224/TCA - Firbank House 32 High Street Saltford BS31 3EJ.** Blue cedar (T1) - Prune. Cypress tree (T2) - Hedge Trim. Yew (T3) - Crown reduce and light thin. 2 No. Silver Birch (T4) - Prune. Laurel (T5) - Reduce height and hedge trim.

Beech Hedge (T6) - Height reduction between 2 - 3 metres and prune. Dr Andrew Tometzki

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

**SUPPORT:** Saltford Parish Council notes that B&NES Council made its decision before Saltford Parish Council had responded and before its own target decision date.

**19/04245/FUL - 525 Bath Road Saltford BS31 3HH.** Erection of two storey side extension and single storey rear extension. Mr & Mrs Reeves

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

**19/04441/FUL - 6 Mill Cottages The Shallows Saltford BS31 3EY.** Erection of garden gates (Retrospective) Mandy Mabbs

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

**OBJECT:** Saltford Parish Council is aware that there are specific security reasons for the design of these gates. The design however is not in keeping with the character of Saltford's Conservation Area, particularly in such close proximity to Saltford Brass Mill (Scheduled Monument No.1004607).

**19/04439/FUL - 9 Cavendish Close Saltford BS31 3LH.** Erection of single storey rear extension following removal of conservatory. Mr & Mrs D Carr

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

**19/04493/FUL - 29 Claverton Road Saltford BS31 3DW.** Erection of rear and side extensions with dormer to roof and alterations the front elevation and new driveway. Mr Mustafa Uddin

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

**OBJECT:** Saltford Parish Council is concerned that the proposed side extension would leave an insufficient remaining gap between the extended dwelling and No. 31, solely that of the narrow side footpath for No. 31. The gutter for the new side extension may also overhang the boundary between the two properties according to the planning drawing PLN-1. This close proximity of the two detached dwellings as proposed would consequently take light from and overbear the front entrance door to No. 31 and a side window. Furthermore access to No. 29 would be required from No. 31's footpath (that

provides direct access to the front entrance door on the side of No. 31) during construction and for routine property repair and maintenance thereafter. Salford Parish Council considers such a development to be an unreasonable constraint and imposition on No. 31 and would be contrary to Policy D3 (m) of the 2017 B&NES Placemaking Plan concerning the need to avoid adversely prejudicing an existing development or compromising an adjoining site.

**(Item 14 was discussed next).**

## **9. FINANCIAL MATTERS**

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

**b. Schedule of Expenditure** – The expenditure listed in the schedule for November 2019, as recorded below, was authorised and the schedule was signed by the Chair

**c. ICT contingency planning** – The council authorised expenditure of up to £100 for IT contingency and risk planning (Budget heading: General Admin. Expenses).

**d. Vision ICT domain renewal** – The council authorised expenditure of £66 to Vision ICT for the biennial fee for .gov.uk domain renewal December 2019 to November 2021 (Budget heading: Publicity)

**e. Hazel tree work at St. Mary's Churchyard** - The council authorised expenditure of up to £50 to Richard Parry to reduce a hazel tree to ground level and disposal costs (Budget heading: Churchyard Special Maintenance Project).

**f. Councillors Expenses** – In line with section 4.2 of the Financial Regulations, the council authorised expenditure of £21.09 to Phil Harding for printer cartridges (Budget heading: Cllrs Expenses).

## **10. VE DAY 75 - TREE PLANTING**

Cllr Phil Harding gave a report on the outcomes of his meeting with Curo's Tree Officer and a representative of the SCA, regarding tree planting in the green area in front of Salford Hall to commemorate VE Day 75.

Councillors agreed to share equal costs with Curo and the SCA, and resolved in principle £300 for the project. Exact spend will be confirmed at the December meeting (Budget heading: Council Led Schemes).

## **11. SALT福德 PARISH COUNCIL COMMUNITY AWARDS**

Councillors agreed the criteria and process for the 2020 Community Awards, including awarding winners £70 each to be given to their Salford organisation of choice (Budget heading: Council Led Schemes).

## **12. CHURCHYARD INSPECTION AND MEMORIAL SAFETY CHECK**

Cllr Chris Warren reported that he, Cllr Gary Graveling and the Parish Clerk had carried out the biannual inspection of the churchyard and annual churchyard headstone safety check on 22 October 2019. Recommendations were made for the repair of four headstones in a poor or very poor condition. Cllrs agreed spend in principle and resolved that a quote would be sought for the work required.

## **13. RE-OPENING SALT福德 STATION – EVENT TO MARK 50 YEARS SINCE CLOSURE**

The Council agreed to host a talk on 5<sup>th</sup> January 2020, to be led by Cllr Warren, about the history of Salford Station and SPCs efforts towards its re-opening. It was agreed that this will be a free talk to which all residents are invited, and that details will be publicised by SPC.

## **14. MEAD LANE RIVERBANK STABILISATION 2005**

The Council agreed a representation to B&NES Council concerning the new information dated 20.10.2019 from the Salford Environment Group. A copy of the [representation](#) is available on the SPC website. It was agreed that SPC's representation would be sent to Will Godfrey, CEO of B&NES Council, Cllr Dine Romero Leader of the Council, and Joanna Wright, Cabinet Member for Transport Services.

## **15. HIGHWAYS MAINTENANCE 2020/21**

The Council agreed roads in Salford to be prioritised and recommended for inclusion in B&NES Highways Maintenance programme for 2020/21, as follows:

1. Mead Lane
2. The Shallows (area immediately outside The Riverside Public House)
3. Trenchard Road (top of cul-de-sac)

## **16. COMMUNITY SAFETY MEETING**

Cllr Hounsell led a discussion on actions regarding emergency planning and response, should a major disaster occur locally. Councillors resolved that SPC should host a meeting early in the new year led by Daniel Noad, Emergency Management and Communications Team Leader at B&NES Council, to which local community leaders will be invited. This would be with a view to raise awareness,



increase knowledge, audit local resources and check accuracy of information on places of safety.

## **17. B&NES COUNCIL STANDARDS COMMITTEE ANNUAL REPORT 2018-19**

Cllr Hounsell provided a summary of the annual report of the B&NES Council standards committee which covers Parish Councils (copy [here](#)).

## **18. PUBLICITY**

The Council agreed items for inclusion in its upcoming e-newsletter.

## **19. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES**

Councillors agreed to carry over this item to the next meeting.

## **20. DATA PROTECTION AND GDPR UPDATES**

Councillors agreed to carry over this item to the next meeting.

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

Cllr Phil Harding reported that the Saltford Environment Group AGM had taken place on 14 October, and publicly thanked B&NES Ward Councillors Duncan Hounsell and Alastair Singleton for attending and answering questions on a range of issues.

Cllr Duncan Hounsell reported that he had attended the Saltford Business Network breakfast meeting on 24 October.

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

No Items of urgent information were raised.

The meeting closed at 9:40 pm.

Chair's signature.....

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

Next Parish Council meeting: 3 December 2019

# SALTFORD PARISH COUNCIL

**Schedule of regular expenditure during November 2019**  
 – for authorisation by the Council at its meeting on 5 November 2019

<b>Description</b>	<b>Amount</b>	<b>Method</b>	<b>Budget heading</b>
November Clerk's salary	1090 estimate, 1125 maximum	Online BACS	Office staff
November SCA Hall hire	55 estimate, 65 maximum	Online BACS	Hall hire
November Avon Pension Fund contributions	420 estimate, 440 maximum	Online BACS	Office staff
November HMRC tax & National Insurance	165 estimate 180 maximum	Online BACS	Office staff
November Intouch Communications Ltd  Phone system	20 estimate 30 maximum	Direct Debit	General administration
November Saltford Community Hub phone/internet tenant contribution	35 estimate 40 maximum	Online BACS	Office Accommodation
November Ambience Landscapes churchyard maintenance	110 estimate 120 maximum	Online BACS	Churchyard Maintenance

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 5 November 2019.

SIGNED.....

DATE:.....

CHAIR / VICE-CHAIR



CIL-related cashflow	Balance at 31/03/19		CIL-income 19/20	CIL-expend 19/20	CIL balance
	£10,716		£9,183.24	£3,400	£16,499

Total s.137 payments 2019-20	£1,258.36
------------------------------	-----------