

# **SALTFORD PARISH COUNCIL**

**Minutes of the meeting of the Council held at Saltford Hall, Saltford on Tuesday 2<sup>nd</sup> April 2019 at 7.15pm**

## **PRESENT:**

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

**Officer** – Lottie Smith-Collins

## **1. MINUTES**

The minutes of the Council meeting held on 5 March 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 and Farida Wilson.

## **3. DECLARATIONS OF INTEREST**

Cllr Duncan Hounsell stated that, as a candidate in the B&NES ward elections, he would abstain from participating in Item 8 'Planning Matters'.

## **4. PUBLIC TIME**

There were 6 members of the public present.

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

The Chair noted that following four years in post this was the last meeting of the current Parish Council.

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

The Clerk announced that the meeting was taking place during purdah (for the next Local and Parish Elections) and as such must be in line with pre-election period publicity restrictions. The Clerk stated that the nomination paper delivery deadline for prospective candidates was 4pm on 3<sup>rd</sup> April, and that nomination papers were available from the Parish office and online.

The Clerk informed Councillors that a new SPC Member Officer Protocol was now available on SharePoint and that it will be distributed to New Cllrs at the 7<sup>th</sup> May training session.

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

Apologies were received from Cllr Emma Dixon.

## **8. PLANNING MATTERS**

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

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

19/00106/FUL - 1 Kingston Avenue BS31 3LF. Erection of single storey rear extension and porch extension. Mr & Mrs Stuart and Victoria East

19/00280/VAR - 4 Chestnut Walk Saltford BS31 3BG. Variation of condition 2 of application 18/02708/FUL (Erection of a single storey rear extension and a two storey side extension and front porch. (Resubmission)). Mr Mike Boorman

19/00295/FUL 12 Uplands Road BS31 3JJ. Erection of single storey rear extension and over-garage side extension. Mr Paul Wilkinson

**b. Planning contraventions**

The Clerk reported an update on 18/00352/UNAUTH - Avon Farm, stating that SPC had approached B&NES officer Martin Almond to raise to his awareness that the Shepard's Hut, Dove Cote and menage allegedly continue to be used in a way that B&NES had deemed inappropriate development for which planning permission has not been given. Martin Almond responded stating that he is expecting planning applications to be submitted regarding the use of some of the buildings, and following receipt of these he will conduct another site visit. During his site visit he will also check on other issues identified that were going to be removed or ceased.

**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:

**19/00889/TCA 55 High Street BS31 3EJ** - T1-Willow- Reduce tree height by 1-2 metres Reduce extended lateral limbs to bring back in shape with crown 3-4 metres. Mr James Hurrell-Smith

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

**19/00926/FUL 41 High Street BS31 3EJ** - Erection of a single storey front extension. Removal of porch. Conversion of a window to doorway and internal alterations. Claire Hopkinson

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

The proposed changes are complementary to the Conservation Area setting of the property and would not have an unduly adverse effect on the immediate neighbouring properties. If the case officer is minded to refuse this planning application Saltford Parish Council requests that it be referred to the Development Management Committee for determination.

**19/00874/FUL 11 Somerville Close BS31 3HT** - Erection of single storey side and rear extension (Resubmission). Mr And Mrs A Meredith

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

**19/00963/FUL 28 Beresford Close BS31 3HU** - Conversion of loft space to second floor accommodation forming new dormer to rear and side elevations. Mr & Mrs L Gerrard

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

application.

**19/00964/FUL 1 Kingston Avenue BS31 3LF** Erection of double storey front extension. Mr & Mrs Stuart and Victoria East

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 March 2019, as recorded below, was discussed and accepted by members.
- b. **Schedule of Expenditure** - The expenditure listed in the schedule for April 2019, as recorded below, was authorised and the schedule was signed by the Chair.
- c. **NALC and ALCA membership** – The Council agreed to authorise expenditure of £626.39 on the Council's 2019-2020 subscription to NALC and ALCA (Budget heading: Training).
- d. **Revised pay scale for the Clerk** – The Council agreed to implement the National Joint Council (NJC) for Local Government Services pay scales 2019-2020 including the introduction of a new pay spine with effect from 1 April 2019 as stated in the Parish Clerk's contract (Budget heading: Office Staff).
- e. **Precept and Council Tax Support grant 2018-2019, and precept percentage increase for 2019-2020 records** – The Council agreed to record that in 2018-2019 the precept levied was £32,861 and that the Council received a Council Tax Support grant of £250, totalling £33,111, an update to information recorded in Minutes:02/01/18 - 9.e.

The Council discussed that the precept levied for 2019-2020 was £33,840, an overall increase of 2.2% on £33,111 and as such a precept increase in 2019/20 of 3.3%. The precept percentage increase of 3.3% is a correction to Minutes:08/01/2019 – 9.f.

- f. **Level of reserves** – The Council agreed to minute SPC's predicted level of budgeted reserves as £35,143 at the end of the 2019/20 year, against an agreed minimum of £28,900, as considered and approved as part of the 2019/20 budget agreement at the January 2019 meeting (Minutes:08/01/19 9.f). This figure does not include CIL funds of £10,716 which are considered separate for budgetary purposes, as also agreed at the January 2019 meeting.

## **10. PLANNING POLICY CONSULTATIONS ON DEVELOPER CONTRIBUTIONS (GREEN INFRASTRUCTURE)**

The Council agreed the following response to the planning policy consultation on developer contributions: 'Saltford Parish Council is broadly content with proposals'.

## **11. BIENNIAL INSPECTION OF ST MARY'S CHURCHYARD**

The Chair provided a report on behalf of the Churchyard Safety Group on the biennial inspection of St Mary's Churchyard on 14<sup>th</sup> March 2019. All areas were considered to be in a good condition and as such no actions were required.

The Council acknowledged a new 'Commonwealth War Graves Commission' sign attached to the wall by the main entrance of the churchyard site.

## **12. REGISTER OF ASSETS**

The Council agreed an update to its Register of Assets to reflect the replacement of the old office PC with a new office PC. It was agreed that insurance quotes would be sought for agreement at the May meeting.

## **13. CODE OF CONDUCT**

The Council reviewed and agreed updates to the 'Saltford Parish Council Code of Conduct' (last reviewed September 2014).

## **14. ABUSIVE, PERSISTENT OR VEXATIOUS COMPLAINTS POLICY**

The Council discussed and agreed to adopt the 'Saltford Parish Council Abusive, Persistent or Vexatious Complaints Policy'.

## **15. DIGNITY AT WORK POLICY**

The Council discussed and agreed to adopt the 'Saltford Parish Council Dignity at Work Policy'. It was noted that this policy does not form part of, and is not intended to vary, the contract of employment.

## **16. DISCIPLINARY AND GRIEVANCE POLICY**

The Council discussed and agreed to adopt the 'Saltford Parish Council Disciplinary and Grievance Policy'.

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

Cllr Duncan Hounsell reported that he had attended the Saltford Business Network workshop on marketing on 21<sup>st</sup> March 2019. Cllr Hounsell shared information applicable to all sections of the community about improving website content.

Cllr Phil Harding reported on behalf of the Saltford Environment Group that the first public display of the Viking buckle had taken place at Saltford Heritage Centre on 30<sup>th</sup> March 2019, and that the display had been well attended by members of the public.

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

No items were reported.

The meeting closed at 8.00 pm

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

Next Parish Council meeting: 17<sup>th</sup> May 2019

# SALTFORD PARISH COUNCIL

## Schedule of regular expenditure during April 2019

– for authorisation by the Council at its meeting on 2 April 2019

Description	Amount	Method	Budget heading
April Clerk's salary	1070 estimate, 1100 maximum	Online BACS	Office staff
April SCA Hall hire	35 estimate, 70 maximum	Online BACS	Hall hire
April Avon Pension Fund contributions	410 estimate, 440 maximum	Online BACS	Office staff
April HMRC tax & National Insurance	140 estimate 170 maximum	Online BACS	Office staff
April Intouch Communications Ltd Phone system	20 estimate 30 maximum	Direct Debit	General administration
April Saltford Community Hub phone/internet tenant contribution	35 estimate 40 maximum	Online BACS	Office Accommodation
April Ambience Landscapes churchyard maintenance	90 estimate 115 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 £0**

I certify that the above payments made or to be made have been authorised at the meeting of the Parish Council on 2 April 2019

SIGNED.....  
CHAIR / VICE-CHAIR

DATE:.....

# Saltford Parish Council

Monthly Financial Report for March 2019 - Month 12  
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	£20	£23	£20
Other Income: Allotments	£170	£274	£170
VAT Reimbursements	£700	£596	£700
Other	£0	£0	£0
<b>Subtotal without CIL</b>	<b>£34,001.49</b>	<b>£34,004.87</b>	<b>£34,001.49</b>
CIL Payments	£1,565.00	£9,151	£1,565
<b>Total Income</b>	<b>£35,566</b>	<b>£43,156</b>	<b>£35,566</b>

<b>PAYMENTS:</b>			
General Administration	£1,500	£1,996	£1,500
Office accommodation	£1,500	£1,963	£1,500
Saltford Community Library Hub	£500	£500	£500
Office Staff	£19,000	£18,123	£19,000
Office Equipment	£600	£282	£600
Training	£700	£634	£700
Auditing	£450	£440	£450
Insurance	£400	£393	£400
Publicity	£800	£242	£800
Subscriptions	£31	£31	£31
Chairmans Honorarium	£250	£250	£250
Councillors' expenses	£50	£16	£50
Hall / Room Hire	£700	£449	£700
Maintenance: Church Yard Grounds	£1,000	£1,007	£1,000
Allotments	£500	£0	£500
Churchyard Special Maintenance Projects	£1,000	£2,855	£1,000
Allotment site rent	£100	£100	£100
Miscellaneous Grants	£5,000	£2,614	£5,000
Council led schemes	£3,000	£5,042	£3,000
VAT	£700	£714	£700
<b>Subtotal without CIL</b>	<b>£37,781.00</b>	<b>£37,649.38</b>	<b>£37,781.00</b>
CIL-related expenditure	£0	£0	£0
<b>Total Payments</b>	<b>£37,781</b>	<b>£37,649</b>	<b>£37,781</b>

## BALANCE AT END OF MONTH:

Current account	£3,086
Business Instant Access account	£44,837
Cash	£29
<b>TOTAL CURRENT BALANCE</b>	<b>£47,952</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