

SALTFORD PARISH COUNCIL

Minutes of the meeting of the Council held at Saltford Hall, Saltford on Tuesday 5th February 2019 at 7.15pm

PRESENT:

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

Officer – Lottie Smith-Collins

1. MINUTES

The minutes of the Council meeting held on 8 January 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 Ben Eve and James Macnaughton.

3. DECLARATIONS OF INTEREST

No interests were declared.

4. PUBLIC TIME

There were 8 members of the public present.

Chris Essex spoke about item 8.c. B&NES Council Definitive Map Modification Order 2019 Public footpaths BA27/79 AND BA27/80 Glenavon Farm, raising concerns regarding its impact on the permissive paths fundraising appeal 2019 as overseen by SCA.

Reg Williams spoke in support of item 8.c. B&NES Council Definitive Map Modification Order 2019 Public footpaths BA27/79 AND BA27/80 Glenavon Farm.

Reg Williams spoke in support of item 8.e 19/00231/TCA - 24 High Street BS31 3ED.

5. CHAIR'S ANNOUNCEMENTS

The Chair summarised SPC's key actions and achievements to date in relation to the Council's May 2015 five-point vision for Saltford. The Chair announced that a full copy of his report will be made available on the SPC website.

6. CLERK'S ANNOUNCEMENTS

The Clerk made the following announcements:

- The eight memorials classified as in a 'poor' or 'very poor' condition at St Mary's Churchyard have been repaired and/or conserved.
- SPC's new office PC has been installed at a total cost of £317.55.
- SPC received a response from B&NES officer Pete Clark relating to Item 15 on the January agenda, stating that he was responsible for monitoring and reporting unlevel metal covers on B&NES highways. Information provided has been passed on to Cllrs.

- SPC have formally requested that B&NES rename 'Hermes Close' in Keynsham, which is part of a new development, due to concerns about there being two residential streets with the same name in BS31. The developer is amenable to this change and the statutory process to advertise the name change on site will start next week.

7. REPORT FROM B&NES WARD COUNCILLORS

Cllr Emma Dixon reported that she had met with residents from The Glen and Cllr Mark Shelford (B&NES Cabinet Member for Transport and Environment) to discuss reducing traffic speed as vehicles enter Saltford from the direction of Bath. Options include a gradual decrease of speed limits and the possible relocation of the Speed Indicator Device sign by the Crown Garage to the bottom of the hill.

Cllr Dixon reported that she would be meeting with B&NES officers to identify possible solutions to the blind spot on the entrance to the Wedmore Road car park.

Cllr Dixon stated that B&NES Planning Enforcement had written a formal letter to the property owners displaying an unauthorised sign on the exterior side of The Tunnel House wall where it meets with Norman Road. B&NES have requested that the sign is removed within 14 days.

Cllr Dixon also reported that she had received several complaints, including noise complaints, from neighbouring residents of Selwood Farm Norman Road and Selwood Manor 396 Bath Rd. The complaints are being investigated by B&NES Council.

8. PLANNING MATTERS

a. Decisions and Appeals

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

18/04849/FUL - 10 Tynning Road BS31 3HL Removal of existing garage roof and creation of new roof above existing garage, to include 16 solar panels and creation of loft space for storage. Mr Phil Weeks

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

18/04460/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 has NO OBJECTION by B&NES Council:

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

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

The Clerk reported that the following application has been WITHDRAWN:

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

b. Planning contraventions

18/00352/UNAUTH – Avon Farm – the Clerk reported that B&NES Council have requested a certificate of lawful existing use for the Garden View (garage), Dove Cote and Hardstanding, and further evidence that the ‘Agricultural Building’ has been in agricultural use for storage. B&NES Council have requested that the Play Area is returned to being agricultural land and that the Shepherds Hut is removed and not re-sited, both by 12th April 2019. B&NES Council have asked for the use of the menage for vehicle parking cease by 22nd February 2019. B&NES Council will seek voluntary compliance to resolve the breaches of planning control, if these requests are not complied with then they reserve the right to take formal enforcement action.

19/00014/ADVERT - the Clerk reported that SPC have received a response about matters pertaining to the display of an unauthorised advertisement on the exterior wall of The Tunnel House, High Street. B&NES Officer Nicola Little has sent a formal letter to the owners of the sign requesting that it is removed from the wall within 14 days, alternatively she has advised that an application seeking consent must be submitted to B&NES within 28 days. Nicola Little has indicated that support is unlikely to be given to the proposal in its current form.

c. B&NES Council Definitive Map Modification Order 2019 Public footpaths BA27/79 AND BA27/80, Glenavon Farm.

Councillors discussed the Definitive Map Modification Order served to Saltford Parish Council, which has been made to amend the definitive Map and Statement to show two footpaths at Glenavon Farm. Councillors agreed that Saltford Parish Council would neither object or make a representation to B&NES Council regarding the DMMO. Saltford Parish Council remains supportive of the comprehensive licence agreement entered into in 2014 by the farmer and Saltford Community Association which keeps open a network of footpaths around Saltford.

d. Planning items of urgent information

The Clerk reported that SPC have been informed that planning consultation 18/03120/FUL - Selwood Farm Norman Road BS31 3BQ, House transformation comprising an extension, changes of materials with additional internal and external works Mr & Mrs Claire & Nick Selwood - will be considered by the B&NES Development Management Committee at its meeting to on 13 February 2019 at the The Guildhall in Bath commencing at 2.00 pm. Councillors agreed that as SPC has already submitted an objection it will not be taking any further actions.

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

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

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

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

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

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.

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

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.

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

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

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

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

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 January 2019, as recorded below, was discussed and accepted by members.
- b. **Schedule of Expenditure** - The expenditure listed in the schedule for February 2019, as recorded below, was authorised and the schedule was signed by the Chair.
- c. **Registration and training costs for Certificate in Local Council Administration (CiLCA) qualification** – The council approved in principle the cost of the Parish Clerk's CiLCA registration (£350) and CiLCA training (up to £200) at a total spend of up to £550 (Budget line: Training).
- d. **Clerk training course 'Introduction to CiLCA'** – The council agreed to authorise a spend of £20 for the Parish Clerk to attend ALCA's 'Introduction to CiLCA' course in February 2019 (Budget line: Training).

10. ACTIONS FOLLOWING RESPONSES TO 'THE RE-OPENING OF SALT FORD RAILWAY STATION' LETTER

Councillors agreed to delay taking any further actions until a response had been received from Cllr Tim Bowles (West of England Mayor) to SPC's letter sent on 29th January.

11. SALT FORD PARISH COUNCIL ELECTIONS MAY 2019

Cllr Duncan Hounsell provided comprehensive procedural information for prospective candidates. It was agreed that further public information for prospective candidates would be made available on the SPC website.

12. CHURCHYARD GROUNDS MAINTENANCE MARCH 2019 TO FEBRUARY 2020

It was agreed that Ambience Landscapes will be asked to undertake the regular churchyard grounds maintenance for the year from 1 March 2019, according to the specification agreed in January, at a cost of £1320 p.a.

13. ANNUAL PARISH MEETING AND COMMUNITY AWARDS

The Council agreed arrangements for the 2019 Annual Parish Meeting, to be held on 2 April 2019 at 6.30 pm (preceding a Full Council meeting), which will include the presentation of the 2019 Community Awards.

14. ANNUAL PARISH WALK

The Council agreed that the annual Parish Walk will take place on Tuesday 11th June 2019.

15. DATE FOR SALTFRD PARISH COUNCIL MAY 2019 MEETING

The Council agreed that the SPC May meeting would take place at 7:15pm on Friday 17th May in the Avon Room at Saltford Hall.

16. DATA PROTECTION

Cllr Jon Godfrey reported that the installation of the new office PC had tested SPC's continuity plans and demonstrated that the disaster recovery systems in place were robust.

Cllr Godfrey stated that the new office PC had come in significantly under budget and had made a noticeable improvement.

17. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

Cllr Duncan Hounsell reported that he had attended part of the Saltford Business Network AGM on 24th January 2019, which focussed on cyber security and accounting.

Cllr Jon Godfrey said that he had met with a representative of Truespeed, who would be giving a presentation to SPC about bringing ultrafast broadband to Saltford at the March meeting.

18. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

Cllr Duncan Hounsell informed the council that Saltford's Neighbourhood PC Sam Kayser had recently been promoted and that a replacement officer would be appointed in due course.

The meeting closed at 8:50 pm

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

Next Parish Council meeting: 5 March 2019

SALTFORD PARISH COUNCIL

Schedule of regular expenditure during February 2019

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

Description	Amount	Method	Budget heading
February Clerk's salary	970 estimate, 1000 maximum	Online BACS	Office staff
February SCA Hall hire	50 estimate, 100 maximum	Online BACS	Hall hire
February Avon Pension Fund contributions	345 estimate, 370 maximum	Online BACS	Office staff
February HMRC tax & National Insurance	95 estimate 110 maximum	Online BACS	Office staff
February Intouch Communications Ltd Phone system	20 estimate 30 maximum	Direct Debit	General administration
February Salford Community Hub phone/internet tenant contribution	35 estimate 40 maximum	Online BACS	Office Accommodation
February Ambience Landscapes churchyard maintenance	80 estimate 110 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 5 February 2019

SIGNED.....
CHAIR / VICE-CHAIR

DATE:.....