

SALTFORD PARISH COUNCIL

Minutes of the meeting of the Council held at Saltford Hall, Saltford on Tuesday 2nd May 2017 at 7.15pm

PRESENT:

Councillors – Adrian Betts, Jon Godfrey, Phil Harding (retiring Vice-Chair), Duncan Hounsell, Kyle Rice, Rob Taylor and Farida Wilson.
(Cllr Liz Macnaughton is on an agreed leave of absence)

Officer – Tricia Golinski

In the absence of the retiring Chair, the meeting was opened by the retiring Vice-Chair

1. ELECTION OF CHAIR

It was proposed by Cllr Adrian Betts that Cllr Chris Warren be elected Chair for the year 2017/18. Having given advance notice of his willingness to stand, Cllr Chris Warren was elected Chair for the year 2017/18 (Declaration of Acceptance of Office of Chair to be signed at next opportunity). Members of the Council thanked Cllr Chris Warren for his service as Chair of the Council over the last year.

2. ELECTION OF VICE-CHAIR

It was proposed by Cllr Duncan Hounsell that Cllr Phil Harding be elected Vice-Chair for the year 2017/18. Cllr Phil Harding was elected Vice-Chair for the year 2017/18 and signed a Declaration of Acceptance of Office of Vice-Chair. Members of the Council thanked Cllr Phil Harding for his service as Vice-Chair of the Council over the last year.

Cllr Phil Harding chaired the rest of the meeting.

3. MINUTES

The minutes of the Council meeting held on 18 April 2017 were confirmed as a correct record and signed by the Chair.

4. APOLOGIES FOR ABSENCE

Apologies for inability to attend this meeting were received from Cllrs Ben Eve, James Macnaughton and Chris Warren.

5. DECLARATIONS OF INTEREST

No interests were declared.

6. PUBLIC TIME

There were 3 members of the public present.

Steve Harthill of Great Western Air Ambulance Charity spoke in support of item 15 c) Great Western Air Ambulance Charity grant application, and confirmed that the grant could cover the purchase of specific equipment rather than ongoing costs.

7. CHAIR'S ANNOUNCEMENTS

Cllr Phil Harding announced that Saltford Festival programmes are out, and thanked the Clerk for her work over the past year.

8. CLERK'S ANNOUNCEMENTS

The Clerk made no announcements.

9. REPORT FROM B&NES WARD COUNCILLORS

B&NES Cllrs Francine Haeberling and Emma Dixon reported that they had no updates and therefore would not be attending this meeting.

The Chair took item 15 c) next and then item 18.

10. PLANNING MATTERS

- a) **New planning applications** – The Council considered the following planning applications in respect of which Bath & North East Somerset (B&NES) Council had invited comments:

17/01762/FUL - 33 Montague Road - Erection of front door porch extension - Mr & Mrs Luke & Sian Tucker

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

- b) **Decisions and Appeals** – No decisions or appeals were reported.
- c) **B&NES Council's Saltford Conservation Area Character Appraisal public consultation** – Cllr Adrian Betts reported that B&NES Council's Saltford Conservation Area Character Appraisal public consultation will run from 5 June to 14 July. It was agreed to request a draft from B&NES in advance and to publicise the consultation to the local community. The Parish Council will consider it at its meeting on 6 June 2017.
- d) **Planning items of urgent information** – No items were reported.

11. APPOINTMENT OF COMMITTEES AND WORKING GROUPS AND MEMBERSHIP THEREOF

The Council agreed to form the following committees and working groups for the year 2017/18, with the same membership as the previous year unless otherwise stated below:

- Planning Committee, comprising seven councillor members
- Staffing Committee, comprising four councillor members
- Churchyard Safety, Churchyard and Allotments Maintenance Working Group, comprising four councillor members (Cllr Kyle Rice is to take the place of Cllr Duncan Hounsell) and two public members (allotment tenants)
- Transport Working Party, comprising seven councillor members

Each committee and working group will elect its Chair and Vice Chair at its first meeting.

12. DATES OF MEETINGS OF COUNCIL AND COMMITTEES

The Council agreed that the Council and committees will meet on the following dates for the year 2017/18:

<u>Council (including Planning Matters)</u>	<u>Planning Committee</u>
2 May 2017	16 May 2017
6 June 2017	20 June 2017
4 July 2017	18 July 2017
(no meeting in August)	8 August 2017
5 September 2017	19 September 2017
3 October 2017	17 October 2017
7 November 2017	21 November 2017
5 December 2017	19 December 2017
2 January 2018	16 January 2018
6 February 2018	20 February 2018
6 March 2018	20 March 2018
(swap Council & Planning)	3 April 2018 (following annual Parish Meeting)
17 April 2018	
1 May 2018 (Annual Council meeting)	

13. APPOINTMENT OF LINK MEMBERS FOR OUTSIDE BODIES

It was agreed that the following members will act as a link with the following external organisations:

B&NES Parishes Liaison - Chair and any other members
 Connecting Communities Keynsham Area Forum - Chair and any other members
 Saltford Sports Club – Cllr Kyle Rice
 River Avon Users Consultative Committee (RAUCC) - Cllr Phil Harding
 Saltford Environment Group - Cllrs Phil Harding and Chris Warren
 Saltford Business Network - Cllr Duncan Hounsell
 Saltford Fair Trade Group - Cllr Kyle Rice
 ALCA (Avon Local Councils Association) B&NES Area Group - Chair and any other Members
 Saltford Community Association - Vacant

14. GENERAL POWER OF COMPETENCE

The Council agreed to re-adopt the General Power of Competence for the Council year 2017/18.

15. FINANCIAL MATTERS

- a) **Monthly Financial Report** – The report was discussed and accepted by members.
- b) **Schedule of Expenditure** – The expenditure listed in the schedule for the month of May 2017 was authorised and the schedule signed by the Chair.
- c) **Great Western Air Ambulance Charity grant application** – The Council agreed to make a grant of £350 to the Great Western Air Ambulance Charity subject to confirmation from Great Western Air Ambulance Charity of what specific items of equipment it will be spent on (budget heading Miscellaneous Grants).
- d) **Annual Governance Statement 2016/17** – The Council approved the Annual Governance Statement 2016/17.
- e) **Annual Accounting Statements 2016/17** – The Council approved the Annual Accounting Statements 2016/17.
- f) **Internal audit of 2016/17** – The Council approved the internal audit report of 2016/17 and the proposed response to the internal auditor's recommendations.
- g) **Council insurance renewal** – The Council agreed to renew its insurance policy with Zurich at the price quoted plus a further amount up to a maximum of £50 to include insurance cover for Admiral Kelly's blue plaque (budget heading Insurance).

16. REGISTER OF ASSETS

The Council reviewed its Register of Assets and agreed to the removal of the football goalposts by the school and the addition of the new office printer and Admiral Kelly's blue plaque.

17. FINANCIAL REGULATIONS

The amendment recommended by the internal auditor was not agreed; further clarification is to be sought from the internal auditor.

18. GRANTS POLICY

It was agreed to provide guidance on the Parish Council's grant application form that grants given to local organisations are in normal circumstances to assist with project set up or capital equipment costs, not running costs. This allows the council's limited funds to be spread wider in the local community whilst it would be inadvisable for community projects to be reliant on the council for funding running costs on an ongoing basis.

19. B&NES COUNCIL'S WATER SPACE STUDY DRAFT REPORT

The Council agreed its response to B&NES Council's Water Space Study draft report.

20. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

No reports were made.

21. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

Cllr Duncan Hounsell encouraged everyone to vote in this week’s regional mayoral elections.

22. PUBLICITY

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

The meeting closed at 8.05 pm

Chair’s signature.....

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

Next Council meeting: 6 June 2017
Next Planning Committee meeting: 16 May 2017