

# SALTFORD PARISH COUNCIL

Minutes of the meeting of the Council held at Saltford Hall, Saltford  
on Tuesday 5<sup>th</sup> November 2013 at 7.15pm

## PRESENT:

**Councillors** - Duncan Hounsell (Chair), Kim Johnson (Vice-Chair), Harvey Haeberling, Rob King, Neil McKen, Kevin Reeves, Robert Taylor, Jill Williams and Reg Williams  
(Cllr Adrian Betts joined the meeting after item 8)

**Officer** - Tricia Golinski

## 1. MINUTES

The minutes of the Council meeting held on 1 October 2013 were amended as follows:

replace:

### 20. CHURCHYARD TREES

The Council's planning application to fell the Scotch Pine trees

with:

### 20. CHURCHYARD TREES

The Council's planning application to fell the Scots Pine trees

and otherwise confirmed as a correct record and signed by the Chair.

## 2. APOLOGIES FOR ABSENCE

Apologies for inability to attend this meeting were received from Cllr Chris Warren.

## 3. DECLARATIONS OF INTEREST

Cllrs Kevin Reeves and Duncan Hounsell declared a minor interest in item 6 application 13/04355/FUL - Parcel 7767 Manor Road, as the applicant is known to them.

## 4. PUBLIC TIME

There were 4 members of the public present.

Roger Vaughan spoke in support of application 13/04355/FUL - Parcel 7767 Manor Road.

Phil Harding stated that Saltford Environment Group is supportive of application

13/04355/FUL - Parcel 7767 Manor Road, as being appropriate use of Green Belt land.

Doug Willis spoke in support of application 13/04355/FUL - Parcel 7767 Manor Road.

## 5. CHAIR'S ANNOUNCEMENTS

The Chair made the following announcements:

- Adrian Betts was elected unopposed to fill the vacancy on the Parish Council.
- The results of B&NES' consultation on the implementation of a 20 mph speed limit for Saltford (excluding the A4) were: 68% agree with the proposal, 27% disagree, 3% said neither. A statutory consultation on Traffic Regulation Orders will follow, with probable implementation in March 2014.
- A site meeting on 4 November at the Norman Road/Bath Road junction was attended by Cllr Duncan Hounsell, B&NES Cllrs Mathew Blankley and Francine Haeberling, and B&NES officers. In view of the Parish and B&NES Councillors' opposition to the removal the existing pedestrian crossing, B&NES officers are to look into whether the new Toucan crossing can be put in the place of the existing crossing.
- Thanks are sent to all organisations and individuals who supported the 'Swing into Life' event held on 29 October. As well as the participants, thanks go to Saltford Evening W.I., Saltford Fairtrade group, Tesco (Saltford), Co-op (Keynsham and Saltford). Special thanks go to George King of KLOGS who performed several songs, and Joyce Pickard of B&NES who did much of the organisation. The Chair met with Joyce Pickard last week to review the event, and reports have been sent to the local media.
- The Chair is to meet with a representative of Bath Tourism Plus on 7 November to discuss the idea of a 'Welcome to Saltford' leaflet for visitors.
- The December agenda will include items on:
  - B&NES Highways Maintenance programme 2014/15
  - Churchyard wall survey
- All are invited to the Remembrance Day parade and wreath laying on Sunday 10 November at 10.55am.
- The number of email addresses on the mailing list for the Parish Council's e-newsletter has reached 100.
- In an effort to remove graffiti from the village, all councillors and members of the public are asked to report instances of graffiti to the Parish Clerk, giving clear details of the location and if possible a photo and details of the likely ownership of the property. These will then be recorded, reported as appropriate and followed up.

## 6. PLANNING MATTERS

- a) **Minutes** – The minutes of the Planning Committee meeting held on 15 October 2013 were confirmed as a correct record and signed by the Chair.
- b) **New planning applications** – The Council considered the following planning applications in respect of which Bath & North East Somerset (B&NES) Council had

invited comments:

**13/04355/FUL** - Parcel 7767 Manor Road - Erection of stable block and fodder store - Mr S Willis

It was resolved that B&NES Council be advised that this Council **supports** this application, as the proposed development falls within the Green Belt exemptions listed under policy GB.1.

c) **Decisions** – The Clerk reported the following applications which had been PERMITTED with conditions by B&NES Council:

13/03826/FUL - 9 Tynning Road - Erection of rear extension and loft conversion - Mr Martin Westaway

13/01688/FUL and 13/01689/LBA - The Old Rectory The Shallows - Internal and external alteration to convert existing outbuilding (Coach House) to self contained accommodation ancillary to main dwelling - Mrs M Pascoe

13/03354/FUL - 59 Norman Road - Extensions and alterations including the provision of 2 dormers and the erection of a rear extension - Miss Kirsty Threadingham

The Clerk reported the following tree work application to which B&NES have agreed:

The Old Brassmill, The Shallows – 5-day application to fell a dead Willow and a multi-stemmed Poplar in the Conservation Area.

d) **Placemaking Plan** – Cllr Kevin Reeves reported that between 1 October and 5 November 2013, the working group has met on three occasions and decided that the Parish should be divided into 7 Character areas:

1. A4 Corridor
2. Housing development area North of the A4
3. Housing development area South of the A4
4. Conservation area
5. Greenbelt
6. Large satellite sites within the Green Belt – Burnet Business Park and Wessex Water Sewage Treatment works
7. River Avon frontage

The group is producing *Snapshot Character Summaries* for each of the areas, has decided there are no sites in the Parish that require a *Site Assessment*, and is drafting a *Parish Green Infrastructure Profile*.

A 'Placemaking Plan' area has been created on the Parish Council website, which will include: An introduction to Saltford, the 7 area Snapshot Character Summaries and the Green Infrastructure Profile for the parish. This area will be available exclusively to Saltford Parish Councillors from 15 – 22 November for consultation. From 26 November to 6 December the area will be opened up to the public for consultation. B&NES Council require responses from Parishes by 21 December.

Cllr Kevin Reeves thanked all those involved and said that the Placemaking Plan would create a valuable snapshot of the parish and would capture what people value in the area.

e) **Planning items of urgent information** – Cllr Kevin Reeves raised the following regarding possible planning contraventions:

13/00542/LBWORK – B&NES has visited and noted a stud wall had been installed in the restaurant/carvery area and asked if the Parish Council had any further information.

08/00651, 11/00366 and 11/00513 – B&NES has requested the exact location of each mooring of concern to be marked on a map. Cllr Kevin Reeves is to write to B&NES requesting a site visit.

## 7. FINANCIAL MATTERS

- a) **Monthly Financial Report** – The report was discussed and accepted by Members.
- b) **Schedule of Expenditure** – It was resolved that the expenditure for all items listed in the schedule for the month of October 2013 be authorised and the schedule signed by the Chair.
- c) **Property damage insurance cover for 'Fairtrade village' road signs** – The Council approved expenditure of an additional £1.04 on property damage insurance cover for the two 'Fairtrade village' road signs owned by the Parish Council (budget heading Insurance).
- d) **.gov.uk website domain registration renewal** – The Council authorised expenditure of £55 to Vision ICT for the renewal of the website domain registration for 2 years from December 2013 to November 2015 (budget heading Publicity).
- e) **NALC book: Local Councils Explained** – The Council authorised expenditure of £40 on NALC's book *Local Councils Explained* (budget heading Training).
- f) **Budget 2014/15** – The Council agreed to have an informal budget discussion at 6.30pm prior to the formal Council meeting on 3 December 2013, and to ask the Clerk to prepare a draft specimen budget for information and discussion purposes.

## 8. SALT FORD COMMUNITY AWARDS 2014

- a) The Council considered the final recommendations proposed by Cllr Duncan Hounsell, and some amendments to the criteria and the nomination form were agreed.
- b) The Council agreed to publicise the Community Awards 2014 scheme and invite nominations by the end of February 2014.
- c) The Council agreed that the Awards ceremony will take place at the time of the Annual Parish meeting in April 2014.

## **9. ALLOTMENT SITE MAINTENANCE AND TENANTS' MAINTENANCE PLAN**

- a) The Council agreed the following procedure for supervision of the maintenance of the allotment site and the individual allotment plots: the site is to be checked at least once a month; members of the Churchyard & Allotments Working Group and members of the Allotment Association should report all issues to the Clerk.
- b) The Council agreed that all vacant full plots should be split into half plots, and, with this amendment, agreed the Tenants' Maintenance Plan, which will form part of the tenancy agreements.

## **10. CHURCHYARD TREES**

- a) The Council agreed to the proposal from Cllr Duncan Hounsell to withdraw the Parish Council's application to B&NES to fell the Scotch Pine trees in the churchyard.
- b) The Council considered two quotations received for reduction of the Scotch Pine trees in the churchyard. It was agreed to ask B&NES' Tree Officer for guidance as to what work needs to be done.
- c) The Council agreed in principle that annual tree inspections of the churchyard are made by a suitably qualified person and a maintenance record kept.
- d) The proposal to agree to obtain quotes for an annual tree inspection was deferred until a future meeting.

## **11. B&NES MOBILE YOUTH SERVICE**

The Council received an interim report on B&NES' mobile youth service from Cllr Neil McKen.

## **12. B&NES DRAFT HOMELESSNESS STRATEGY CONSULTATION**

Cllr Neil McKen advised members that the issue of homelessness should be considered in future, but that no contribution to B&NES' homelessness strategy consultation is required.

## **13. RIVER REGENERATION TRUST**

The Council agreed to accept the offer of a presentation of its ideas and proposals by the River Regeneration Trust, in the form of a closed pre-Council meeting starting at 6:30pm early in 2014.

## **14. ANNUAL REVIEW OF RISK REGISTER**

The Council agreed the proposed changes to its Risk Register to reflect the two new risks identified at the October meeting (Loss of key data; and Risks associated with assets for which the Council has responsibility).

**15. VACANCIES ON COMMITTEES AND WORKING GROUPS**

Members of the Council volunteered to fill the vacancies on the following Committees and Working Groups of the Council:

Churchyard Safety, Churchyard and Allotments Maintenance Working Group – members are now: Cllrs Reg Williams, Chris Warren, Robert Taylor, Duncan Hounsell and Adrian Betts.

Staffing Committee – members are now: Cllrs Duncan Hounsell, Kim Johnson and Reg Williams.

**16. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

Cllr Duncan Hounsell reported from Avon Local Councils Association’s AGM that a new County Secretary has been appointed.

Cllr Kevin Reeves reported that Saltford Business Network met on 24 October and discussed B&NES’ future consultation on the possible re-opening of Saltford railway station.

Cllr Jill Williams reported that Saltford Community Association continues to flourish and work continues on Saltford Hall.

**17. PUBLICITY**

The Council considered items to include in the Parish Council’s page of SCAN and ideas for the next Parish Council e-newsletter.

**18. ITEMS OF URGENT INFORMATION**

Cllr Reg Williams reported that the sensor pads connected to the pedestrian crossing lights at Beech Road/Bath Road junction were not functioning and this had been reported to B&NES.

Cllr Kim Johnson offered to be the main contact for the defibrillator.

The meeting closed at 9.20 pm

**Next Council meeting:** 3 December 2013

**Next Planning Committee meeting:** 19 November 2013

Chairman.....

Date confirmed and signed.....