

SALTFORD PARISH COUNCIL

Minutes of the meeting of the Council held at Saltford Hall, Saltford
on Tuesday 4th November 2014 at 7.15pm

PRESENT:

Councillors - Duncan Hounsell (Chair), Adrian Betts, Marie Carder, Harvey Haeberling, Rob King, Neil McKen, Rob Taylor, Chris Warren, Jill Williams and Reg Williams

Officer - Tricia Golinski

1. MINUTES

The minutes of the Council meeting held on 7 October 2014 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 Cllr Kevin Reeves.

3. DECLARATIONS OF INTEREST

Cllr Duncan Hounsell declared a non-pecuniary interest in item 9 SALTFORD STATION CAR PARKS as he is a spokesperson for the Saltford Station campaign.

Cllr Robert Taylor declared a non-pecuniary interest in item 9 SALTFORD STATION CAR PARKS as he is a member of Saltford Station campaign and an employee of First Great Western.

4. PUBLIC TIME

There were 3 members of the public present.

Owen McDermott presented an example of one of the ceramic poppies made by volunteers which are to be 'planted' at the War Memorial on Remembrance Day. The Council is to be asked to fund the materials for the poppies and a donation to the proposed sign explaining about the names listed on the War Memorial.

The Chair took item 8 next.

5. CHAIR'S ANNOUNCEMENTS

The Chair made the following announcements:

- Tricia, our Clerk, has had her annual appraisal which was, once again, very positive.
- All councillors and public are invited to attend the Remembrance Parade and

- wreath-laying ceremony on Sunday.
- A thank-you letter has been received from Saltford Scouts for the donation given by the Parish Council to support the Scouts attending the World Scout Jamboree.
 - I intend to stand down as Chair no later than 31st December because of other commitments. However, I will stay on as a councillor.
 - The necessary repairs to the Churchyard walls have been completed.
 - The One-Stop-Shop at Keynsham Civic Centre is now open and available for Saltford residents to use.
 - Saltford Post Office will be closed from 4th-16th of January 2015 for refurbishment.
 - B&NES Council Cabinet is now receiving the Higher Level Output Assessment Report on re-opening Saltford Station at its Dec 3rd meeting.
 - Cllr Bellotti, B&NES Cabinet member for resources, has announced today that up to £250,000 is included in the proposed B&NES budget for 2015/16 is to take the re-opening of Saltford Station on to stages 3 and 4 of Network's Rail 8-stage GRIP process. This is to put the project into a position where bids for capital funding can be made.
 - If anyone is thinking of standing in a local election next May, I recommend that he or she looks up the guidance available on the Electoral Commission web-site. Electoral law has changed this year and, I believe, that one is only regarded as a candidate in law during what is called the "regulated period". My understanding is that the earliest this can be for a local election is when the notice of election is announced. This is regardless of how one is described before that date in any press announcements or literature. Only "expenses" (spending) that occurs in the "regulated period" need to be declared in a candidate's expenses return following the election. A single candidate may spend £740 + 6p per elector on his or her campaign in Saltford ward. This maximum is lowered for joint campaigns with another candidate. I advise anyone intending to be a candidate that he or she seeks advice and information from the Electoral Office at B&NES Council in addition to looking at the Electoral Commission web-site.
 - B&NES Council has installed a new litter bin at the top of Grange Road. A second bin at the entrance to the playing fields from Manor Road is also going to be added.
 - Following the meeting with Jane Robson, B&NES Officer for Green Spaces, concerning the Memorial Garden, it was agreed that B&NES would likely repair the paths and treat the weeds adjacent to the walls on the footpaths. In addition, B&NES will provide the Parish Council with separate quotes for various kinds of lawn improvement (scarifying, raking, top-dressing and seeding), wall repairs (costs possibly shared), and planting winter bedding plants. The only quote we have so far is £188 for planting 200 pansies around the central circular border.

6. PLANNING MATTERS

- a) **Minutes** - The minutes of the Planning Committee meeting held on 21 October 2014 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:

14/04570/FUL - 24 Boyd Road - Erection of single storey rear extension (Resubmission) - Mr & Mrs Smee

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

14/04724/FUL - 17 Morgan Close - Erection of replacement porch - Mrs S Barker

It was resolved that B&NES Council be advised that this Council **comments on** this application: No objection.

- c) **Decisions** – No decisions were reported.
- d) **Planning items of urgent information** – Cllr Reg Williams reported that Avon Rowing Club has a new sign that is 2 square metres in size in Green Belt and should be reported as a possible planning contravention.

Cllr Duncan Hounsell reported that it was announced at the recent B&NES Parishes Liaison meeting that B&NES Planning Enforcement department's backlog has been reduced.

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 November 2014 be authorised and the schedule signed by the Chair.

8. CERAMIC POPPIES AT THE WAR MEMORIAL

The Council authorised expenditure of £50 (budget heading S137) on ceramic poppies to be 'planted' at the War Memorial with a sign that explains about the names listed.

The Council agreed with the suggestion that the Scouts offer the poppies (as per the Tower of London) for individuals to 'purchase' via a charitable donation after Remembrance Day.

9. SALTFORD STATION CAR PARKS

Cllr Reg Williams proposed the following motions, seconded by Cllr Neil McKen:

- a) Saltford Parish Council supports the principle of re-opening the old railway station in Saltford, but opposes any options to create car parks to service the station on the existing green belt around the village.
- b) Saltford Parish Council suggests that consideration be given to constructing a multi-level car park at the western end of the station yard, if required, to blend in with the surrounding scenery and provide adequate parking for the station.

Cllr Chris Warren proposed that the Council proceed to the next business on the agenda, according to Standing Order 5 vii, and this was agreed by majority vote.

Cllr Duncan Hounsell noted that there are no current proposed options for station car-parking to consider so any discussion would be premature. Consultation on car-parking proposals needs to be in the future when there are specific proposals and this would also be part of the normal planning process. The Parish Council should not attempt to steer consultants and B&NES Council to a specific two-tier car-park option when the Parish Council has no knowledge of the engineering and planning issues involved. The Green Belt itself may be subject to review (the first review of the Core Strategy is in 2016). A motion from the Parish Council at this stage regarding a car park would be pointless.

10. CHURCHYARD WALL REPAIRS – SOUTH WALL

Cllr Duncan Hounsell reported that the contractors had finished the re-building of the churchyard walls. When the unstable part of the south wall was taken down it became apparent that a further 2 metres was also unstable and needed rebuilding. The cost for this extra 2 metres was £800 (at the same rate as the rest of the work) but would have cost around £1250 if it had been left until a future visit.

The Council noted that £600 (budget heading Churchyard Special Maintenance Projects) was authorised as an emergency measure under the Council's Financial Regulations to rebuild the extra 2 metres of the south wall which was found to be unstable.

The Council authorised a further £200 (budget heading Churchyard Special Maintenance Projects) to cover the re-building of the extra 2 metres of the south wall.

11. BUDGET 2015/16

The Council agreed to hold an informal budget discussion at 6.30pm prior to the formal Council meeting on 2 December 2014, and to ask the Clerk to prepare a draft specimen budget for information and discussion purposes.

12. B&NES HIGHWAY MAINTENANCE PROGRAMME 2015/16

The Council agreed to request that the following roads be included for repair in B&NES Highways Maintenance programme 2015/16 as top priorities: Claverton Road West and side roads Anson Close and Boyd Road. Other roads: Hinton Close, Lansdown Road, Morgan Close, The Shallows under the railway bridge.

13. SALTFORD COMMUNITY AWARDS 2015

The Council reviewed the Community Awards scheme and agreed the arrangements for the Community Awards 2015, including inviting nominations by the end of February 2015.

The Council considered how to encourage nominations for the Young Person of the Year Award, and agreed to contact relevant local organisations to encourage nominations in this category.

It was agreed that the Awards ceremony would take place at the time of the

Annual Parish meeting on 7 April 2015, which will be followed by a Planning Committee meeting, with the April Council meeting held on 21 April 2015.

14. PREVIOUSLY PERMISSIVE PATHS

Cllr Duncan Hounsell reported that an agreement is close to being reached to reinstate the previously permissive paths in Saltford. Once agreed, the scheme will be announced via SCAN and other local media.

15. DEFIBRILLATOR GUARDIANSHIP

The Clerk reported that it has become apparent that the Parish Council is not the best organisation to act as 'guardian' to the defibrillator. The British Heart Foundation advises that it is essential to have people on site who are willing to be trained to use the defibrillator. The staff of Davies & Way, on whose wall the defibrillator is located, would be willing to act as 'guardian' and to undertake the regular checks that are required. The Council agreed to request that Davies & Way take over guardianship of the defibrillator with immediate effect.

16. ALLOTMENT TENANCY AGREEMENTS

The Council agreed to amend the allotment tenancy agreements to insert the following new clause after 7.k):

The Tenant shall

7.l) accept liability for their own negligence.

This does not change the terms of the allotment tenancies but just clarifies the liabilities which were already implicit in the agreements.

17. STANDING ORDERS

Cllr Adrian Betts proposed an amendment to Standing Orders so that all councillors are clear of the protocol for any communications with the media. The Council agreed that the following be added to Section 1 of the Parish Council's Standing Orders:

1z. A Councillor using the title Councillor who has distributed or intends to distribute orally or in writing a personal press release, website article, public letter, statement or similar relating to the business of the Parish Council or of a Parish Councillor must make it clear in such correspondence, as far as is possible, that the views expressed are his or hers only and not the view of the Council as a whole.

18. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Cllr Reg Williams reported from the meeting of the **River Avon Users Consultative Committee (RAUCC)**. The issue of action on river litter in Saltford was on the agenda, and the meeting described the long standing problem that the Environment Agency fails to discharge its own responsibility to clear debris from the sluices at Twerton. The Chair of RAUCC, Alan Aldous, offered to give a talk to Saltford Parish Council on flood risk in the area. The River Regeneration Trust has been inactive recently and another formal group has been set up called the Strategic River Group, made up of representatives of Wessex Water, the Environment Agency, the Canal & Rivers Trust and B&NES.

Cllr Duncan Hounsell reported that the following issues were discussed at the **Keynsham Area Forum** meeting on 15 October:

- Police community safety report
- Core Strategy update
- draft Keynsham Transport Strategy

Cllr Duncan Hounsell reported from the **Parishes Liaison** meeting on 22 October that an update was given on planning enforcement.

Cllr Duncan Hounsell reported that **Saltford Business Network** held a seminar on auto-enrolment and pensions.

19. PUBLICITY

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

20. CLERK'S TRAINING COURSES

The Council approved the following expenditure on the following training courses for the Clerk (budget heading Training):

- Society of Local Council Clerks Digital Engagement course, Swindon, 25 November 2014 - £145 plus travel expenses (approximately £10).
- CILCA training day on General Power of Competence, Taunton, March 2015 - £65 plus travel expenses (approximately £14), plus £30 fee to SLCC

21. ITEMS OF URGENT INFORMATION

Cllr Jill Williams reported that the chain fence around the Flowers grave in the churchyard needs to be made safer, and Cllr Chris Warren agreed to do the necessary work.

The meeting closed at 9.07 pm

Next Council meeting: 2 December 2014

Next Planning Committee meeting: 18 November 2014

Chairman.....

Date confirmed and signed.....