

SALTFORD PARISH COUNCIL

Minutes of the meeting of the Council held at Saltford Hall, Saltford
on Tuesday 8th November 2011 at 7.15pm

PRESENT: Councillors Duncan Hounsell (Vice-Chair), Mathew Blankley, Tina Curtis, Harvey Haeberling, Rob King, Neil McKen (part of meeting), Kevin Reeves and Rick Taylor

Officer Tricia Golinski

In the absence of the Chair, the meeting was chaired by the Vice-Chair.

1. MINUTES

The minutes of the Council meeting held on 4 October 2011 were corrected as follows:

Added to item 4:

It was agreed that in future, Declarations of Interest will be an item near the start of the agenda.

Added to item 5.3:

Cllr Reg Williams noted that 6 High Street was still not complying with the planning application conditions, even though the case was dropped 6 months ago on the basis that it would be compliant in 6 months time.

Item 6.6 replaced with:

The Council considered an application, introduced by Cllr Neil McKen, from Saltford Inter-generation Group for a grant of £300 to plan and fund inter-generation skills workshops. Cllr Duncan Hounsell proposed that £300 is granted and this was agreed (budget heading Parish Plan).

Item 13 replaced with:

The Council considered the terms of reference proposed by the Staffing Committee which had met on 26 September and elected Cllr Kim Johnson as its Chair for the year 2011/12. Due to the volume of changes requested, an updated version of the terms of reference is to be formally submitted for the full Council's ratification at the next meeting.

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 Cllrs Reg Williams, Kim Johnson and Jill Williams. Cllr Neil McKen sent apologies for attending the meeting late.

3. DECLARATIONS ON INTEREST

The Chair gave an explanation of when a declaration of interest may be required.

Cllrs Kevin Reeves and Tina Curtis declared interests in item 17a) as they run locally based businesses.

4. PUBLIC TIME

There were 2 members of the public present.

5. CHAIR'S ANNOUNCEMENTS

The Chair made the following announcements:

- The Clerk had a positive annual appraisal in August and copies of the appraisal record are with Cllrs Reg Williams, Duncan Hounsell and Kim Johnson.
- The Chair will lay the Parish Council wreath at the Remembrance Day service on Sunday unless any other member wishes to do so.
- The former public toilets on Manor Road are up for sale by auction on 29 November at Bristol Golf Club.
- Saltford Station Campaign would like to present a report at the Council's January meeting.
- The Olympic flame will pass nearest to Saltford on 22 May 2012.
- John May of St Mary's Church Hall committee thanked the Parish Council for the grant for the clock repairs.
- The Chair has attended:
 - B&NES Public Transport Liaison Group meeting in Bath
 - No Cold Calling Zone launch at Iford and Hinton Close
 - Presentation about new Police Custody and Interview accommodation in Keynsham
 - Citizens Advice Bureau van at Saltford Hall
- Cllr Reg Williams' meeting with B&NES Cllrs Francine Haerberling and Paul Crossley regarding the moorings was postponed.

6. PLANNING MATTERS

1. Minutes

The minutes of the Planning Committee meeting held on 18 October 2011 were confirmed as a correct record and signed by the Chair of that committee.

2. New Planning Applications

The Council considered the following planning applications in respect of which Bath & North East Somerset Council had invited comments:

11/04477/FUL - 16 Norman Road - Erection of a single storey rear extension - Mr Robert Marchbank.

It was **RESOLVED** that Bath & N E Somerset Council be advised this Council **supports** this application.

11/04489/FUL - 43 Claverton Road West - Erection of a two storey side extension and single storey rear extension - Mr Andrew Martin.

It was **RESOLVED** that Bath & N E Somerset Council be advised this Council **supports** this application **but would like to see a softening of the roof line at the northern end.**

3. Trees adjacent to 6 & 7 Drakes Close – The Council considered the issue of the removal of trees next to 6 & 7 Drakes Close. It was agreed that B&NES be advised that this Council fully support taking down the large ash tree next to 6 Drakes Close and consider it a priority, but suggest pruning instead of cutting down the maple tree near 7 Drakes Close.

4. Decisions

The Clerk reported the following application which had been PERMITTED with conditions:

11/03796/FUL – 2 Kingston Avenue – Erection of single storey front extension to enlarge hall – Mrs Ann Taylor

5. Possible Contraventions

The Clerk reported the following updates from B&NES on matters which had been referred to them for clarification as to whether a contravention of planning controls had taken place:

11/00579/NONCOM 6 High Street - non-compliance with condition relating to materials – acknowledgement: case to be investigated.

11/00513/UNDEV River Mead Lane/cycle track - narrowboats moored, electrical cables laid from Mead Lane to the moorings, and tents next to the boats – an inspection was carried out at the end of September. The owner of the Land was present on site during the inspection. There were two narrow boats moored, one of which belonged to the owner and repairs were being carried out to it. The owner stated that the other boat, which did not belong to him, was only moored there temporarily. The electricity supply was not connected to anything on the land. There were two small tents erected that were empty inside. B&NES has formally written to the owner seeking in writing from him his intentions in relation to the use of the Land.

Remaining outstanding possible contraventions:

08/00651/ UNDEV	16.07.08	Between Mead Lane & River Avon	Residential moorings – change of use required?
10/00632 (formerly 08/00677)	18.11.10 (22.10.08)	Behind The Crown 3 Tynning Road	Unauthorised stationing of a caravan.
10/00021	14.01.10	Saltford Marina	Office and shower facility building not yet moved to location for which planning permission was given.
11/00056	27.01.11	61 High Street	UPVC windows been put in Grade II listed building.
11/00310	02.06.11	Somercourt, Homefield Road	Additional footings been sunk to the south of Somercourt bearing no relation to the plans approved under application 10/03902.

Cllr Duncan Hounsell reported that at the recent Parishes Liaison Meeting, B&NES stated that it is **not** its policy to give updates on progress of enforcement cases **only** to the first person or body that notifies B&NES. This is merely a function of the tracking computer program used where there is only one box to write in for "complainant". The Clerk was therefore asked to request an update from B&NES regarding 11/00310 Somercourt Homefield Road.

6. **Parish Online training** – Several members would be interested in a training session on Parish Online and Street Level Photography, and the Clerk was asked to arrange this.

7. **B&NES Neighbourhood Planning Protocol meeting** – It was agreed that Cllr Kevin Reeves would attend B&NES' Neighbourhood Planning Protocol meeting on 12 December, and Cllr Kim Johnson if available, or Cllr Reg Williams.

8. **Planning items of urgent information**

The Clerk reported that the owner of Tunnel House thanked the Planning Committee for considering the internal and external works there for nomination for B&NES Building Control Awards, but had to decline the offer as conditions applicable to the restoration had yet to be discharged.

Cllr Kevin Reeves reported that a resident of The Glen had sent some comments about development on the Bath Road for the Planning Committee, and proposed that the Planning Committee consider a response drafted by Cllr Kevin Reeves at its next meeting.

Cllr Kevin Reeves reported that Richard Nash had sent an enquiry, and proposed that the Planning Committee consider a response drafted by Cllr Kevin Reeves at its next meeting.

7. **FINANCIAL MATTERS**

1. **Monthly Financial Report** – the report was discussed and accepted by Members

2. **Schedule of Expenditure** – It was **RESOLVED** that the expenditure for all items listed in the schedule for the month of November 2011 be authorised and the schedule signed by the Chair.

3. **Budget 2012/13** – It was agreed to have an informal budget discussion at 6.30pm prior to the formal Council meeting on 6 December, and to ask the Clerk to prepare a draft specimen budget for information and discussion purposes under the following headings:

- a) Core budget with known costs and known income
- b) Budget items highlighted by two Working Groups
- c) Any contingency costs, eg. cost of any parish poll or by-election, cost of covering any long-term absence of the clerk
- d) Items where the amount allocated depends on the decisions of the council, eg. the amount for financial assistance grants.

8. **YOUNG PEOPLE**

Cllr Neil McKen declared an interest as initiator of this project, and proposed that the Council approve the use of the Parish Council's bank account for receipts and

payments on behalf of Salford Intergeneration Group, in the short term. Cllr Duncan Hounsell noted that the project would be in receipt of grants totalling £1800 and that this would entail some administration and could set a precedent for other groups. Cllr Rob King suggested that the funds should be cleared out before year end. Cllr Neil McKen proposed that the use of the bank account was agreed up until mid-March 2012, this was seconded by Cllr Matt Blankley and agreed.

9. DISTURBANCES AT SALT福德 HALL ON BANK HOLIDAY

The Council received a report from Cllr Jill Williams on the informal meeting with Salford Sports Club concerning the disturbances and alleged criminal behaviour committed on the recent Bank Holiday in the environs of Salford Hall.

10. PARISH PLAN IMPLEMENTATION GROUP

The Council considered the status of the Parish Plan Implementation Group. Cllr Duncan Hounsell proposed that it be known as a Working Group of the Council, this was seconded by Cllr Matt Blankley and agreed. It was also agreed that consideration should be given at the next Council meeting to amending Standing Orders to include a reference to Working Groups.

11. NOTIFICATION OF COUNCIL DECISION SUPPORTING SALT福德 RAILWAY STATION CAMPAIGN

Cllr Duncan Hounsell asked for the Council's retrospective agreement that Council decisions made regarding the possible re-opening of Salford Railway Station are conveyed for information purposes to: Member of Parliament, B&NES councillors, Network Rail, First Great Western, West of England Partnership, Department for Transport and any other relevant transport bodies. Cllr Neil McKen stated that the notification should be for information only, not lobbying. Cllr Duncan Hounsell's proposal was seconded by Cllr Tina Curtis and agreed.

12. PARISH COUNCIL WEBSITE

Cllr Rick Taylor reported that the specification for the new website was issued to all members for two reviews prior to being released for competitive tender, and the closing date was put back to 18 November. Two tenders had been received so far. The Website Working Group is defining the selection criteria and will come to the December Council meeting with a recommendation.

13. STAFFING COMMITTEE

Cllr Rick Taylor noted that the word 'decisions' should be removed from point 6 of the revised draft Staffing Committee Terms of Reference, and with this amendment, acceptance of the Terms of Reference were proposed by Cllr Kevin Reeves, seconded by Cllr Rick Taylor and agreed.

14. TRAFFIC AND TRANSPORT

The Council considered a proposal to set up a Working Group to address the actions on traffic and transport which the Parish Plan Implementation Group believe will be best progressed by the Parish Council and which B&NES have been asked to

implement. Cllr Neil McKen stated that these matters should be addressed by the full Council rather than a Working Group and the Council agreed not to set up a Working Group.

15. CAR PARK TRAFFIC MANAGEMENT

The Council had already agreed not to set up a Traffic and Transport Working Group. Car park traffic management issues were not addressed.

16. GOALMOUTH REPAIRS AT MANOR ROAD PLAYING FIELDS

Cllr Mathew Blankley reported that B&NES had proposed that the cost of the goalmouth repairs needed is shared between B&NES and the Parish Council, and proposed that the Council agree to this. Cllr Duncan Hounsell noted that B&NES would do the work for the lower price quoted by the Parish Council's contractor. It was proposed by Cllr Duncan Hounsell, seconded by Cllr Neil McKen, and agreed by the Council that the cost should be split with B&NES 50/50.

17. WORKING GROUPS ADDRESSING PRIORITIES AND OBJECTIVES

The Council received reports from the Working Groups on Safeguarding and strengthening Saltford through local action, and Community engagement.

The future operation of these Working Groups is to be addressed at the next meeting of the Council.

18. REPORTS FROM REPRESENTATIVES ON OTHER ORGANISATIONS

Cllr Duncan Hounsell reported that the following topics were addressed at the PACT meeting on 11 October attended by Cllr Reg Williams and Jill Williams:

- The police are seeking help to publicise meetings better
- Drug dealing in all villages
- White lines for High Street and Mead Lane area
- Speeding in High Street and Norman Road
- Bank holiday incident at Sports Club

Cllr Duncan Hounsell reported the following from the Parishes Liaison meeting on 19 October:

- The Cultural Olympiad in 2012 will provide opportunities for community involvement in cultural activities.
- The Gold Challenge will provide opportunities for all residents to take part in Olympic sports while also raising money for charity.
- B&NES is searching for authorised sites for gypsies, travellers and travelling show people, the area does not have enough sites and B&NES is in a vulnerable position in the absence of a policy on this.
- A presentation was given on planning enforcement (a summary of which is to be circulated to Members).

Cllr Tina Curtis reported from the Keynsham Dial a Ride meeting that the organisation is now operating in the black and a new manager has been appointed.

Cllr Kevin Reeves reported from the second Neighbourhood Planning workshop on 5 October. B&NES is working out how to manage the Neighbourhood Planning process.

19. CHURCHYARD AND ALLOTMENTS

It was proposed by Cllr Neil McKen, seconded by Cllr Tina Curtis, and agreed by the Council that the Members who had volunteered to do the headstone check in the churchyard also form a Working Group to supervise and inspect the churchyard and allotment site. These Members are Cllrs Neil McKen, Kevin Reeves and Reg Williams. Cllr Duncan Hounsell noted that the current issues regarding grass cutting and an unsafe gravestone would be addressed by this group.

20. ADDITION TO STANDING ORDERS

Cllr Duncan Hounsell proposed the following addition to the Council's Standing Orders:

When a motion is carried, the Chair will invite the mover of that motion to state which persons and which bodies the Clerk is required to inform of the Council decision made.

Cllr Duncan Hounsell apologised to the Council for any contravention he had made of Standing Order number 23a(ii) in the September meeting.

There was no seconder for the proposal for this addition to Standing Orders.

21. GOVERNANCE AND MANAGEMENT RISK REGISTER

The Council reviewed its Governance and Management Risk Register. Cllr Duncan Hounsell proposed, Cllr Tina Curtis seconded and the Council agreed the following changes (new wording is *in italics*):

Risk	Alternative review trigger / Internal Audit assurance	Responsible persons
3. Loss of key staff	Loss of staff member. <i>Staffing Committee, Chair and Vice-Chair to study office procedure and best practice.</i> Write office procedure.	Clerk, Chair, Vice-Chair <i>and Chair of Staffing Committee</i>
6. Ensure Council complies with law, in particular: *Health and Safety *Equal Opportunities *Data Protection *Human Rights *Disability and Discrimination *Employment Law	<i>Staffing Committee to advise on compliance.</i> Internal Audit.	Chair, Clerk <i>and Chair of Staffing Committee</i>

12. Council becomes dominated by one or two individuals or cliques form		Chair <i>and</i> Clerk
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22. MEMBERS' EXPENSES

The Council agreed to adopt an expenses claim form for use as required.

Cllr Duncan Hounsell asked the Council to consider whether the costs of printer cartridges and printer paper needed to give hard-copy of the Parish Council's papers constitute legitimate expenses, but this proposal was not agreed.

23. HIGHWAYS WINTER MAINTENANCE

Cllr Rick Taylor reported that B&NES' open evening on 11 October gave an update on their policy and preparations for winter maintenance. A pilot Community Snow Warden scheme was announced. Cllr Rick Taylor noted that this would not be appropriate for Saltford as the area is too large.

24. PUBLICITY

The items to be featured in the Parish Council's page of the next issue of SCAN were agreed.

25. ITEMS OF URGENT INFORMATION

Cllr Neil McKen reported that the B&NES Chairman's Community Awards ceremony was coming up.

The meeting closed at 9.27pm.

Next Council meeting: 6 December 2011

Next Planning Committee meeting: 22 November 2011

Chairman.....

Date confirmed and signed.....