

# SALTFORD PARISH COUNCIL

## Minutes of the meeting of the Council held at Saltford Hall, Saltford on Tuesday 4<sup>th</sup> October 2011 at 7.15pm

**PRESENT:** Councillors Reg Williams (Chair), Duncan Hounsell (Vice-Chair),  
Mathew Blankley, Tina Curtis, Harvey Haeberling, Kim  
Johnson, Rob King, Neil McKen, Kevin Reeves, Rick  
Taylor, and Jill Williams

Officer Tricia Golinski

### 1. MINUTES

The minutes of the Council meeting held on 6 September 2011 were corrected as follows:

#### 19. PARISH COUNCIL WEBSITE

The Council agreed that there is a need to upgrade the Parish Council's website. Cllrs Kim Johnson and Rick Taylor and the Clerk are to form a **working group** to report back to the next Council meeting with a recommendation.

#### 22. ITEMS OF URGENT INFORMATION

Cllr Duncan Hounsell reported that an application made by Cllr Rick Taylor to B&NES Small Grants Fund for the formation of Saltford Business Community Network had not been successful as it did not meet all the criteria. Cllr Rick Taylor is to **review** the application.

...

Cllr Kevin Reeves noted that Richard Nash had written to Bristol Airport about the flight path.

Cllr Kevin Reeves reported that B&NES are proposing to adopt new powers to licence sexual entertainment venues in the area **and that the Parish Council should support their proposal.**

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

### 2. APOLOGIES FOR ABSENCE

No apologies for inability to attend this meeting were received.

### 3. PUBLIC TIME

There were no members of the public present.

### 4. CHAIR'S ANNOUNCEMENTS

The Chair reminded members that if they have a personal interest in any matter on the agenda of the meeting, they must declare this prior to the matter being considered. It was agreed that in future, Declarations of Interest will be an item near the start of the agenda.

## 5. PLANNING MATTERS

### 1. Minutes

The minutes of the Planning Committee meeting held on 20 September 2011 were confirmed as a correct record and signed by the Chair of that committee.

### 2. Decisions

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

11/03147/FUL - 40 Uplands Road - Installation of velux window in en-suite bathroom - Mr Jonathan Williams

11/03316/FUL - Merrion The Glen - Erection of white PVCU panoramic extension to front elevation - Mr & Mrs ST. Clair-Wilcox

The Clerk reported the following applications which had been REFUSED:

11/03382/FUL - 7 Uplands Road - Erection of two storey front extension, roof extension and front dormer (Revised resubmission) - Mr & Mrs C Buckley

### 3. 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:

11/00239/UNDEV – The Riverside Inn’s application to retain the children’s park area was approved by the local planning authority on 6 September 2011. As a result no enforcement action is longer necessary and the case will be closed.

11/00513/UNDEV – Land between cycle path and river Avon, Mead Lane – possible unauthorised narrowboats and tents – An officer will visit the site to establish matters of fact about your complaint and will write to you thereafter to inform you of our findings.

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.

#### Remaining outstanding possible contraventions:

08/00651/ UNDEV	16.07.08	Between Mead Lane & River Avon	Residential moorings – change of use required? Council on 06.09.11 agreed not to pursue this case for now but await Paul Crossley’s response on the general question of B&NES’ policy on residential moorings.
10/00632 (formerly 08/00677)	18.11.10 (22.10.08)	Behind The Crown 3 Tynning Road	Unauthorised stationing of a caravan. B&NES will not be taking any action due to the medical reasons identified, but will continue to monitor.

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. Owner in poor health. B&NES will liaise with Listed Buildings.
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. No updates from B&NES as Parish Council not the informant.

#### 4. Consultation on proposed changes to B&NES' Core Strategy

The Council considered issues raised by Cllr Kevin Reeves as of possible relevance to Saltford. The following response from the Parish Council to B&NES' consultation on proposed changes to the Core Strategy was agreed:

The statement on rail improvements (proposed change reference PC51 as amended, plan reference para 2.44) is compatible with the support of Saltford Parish Council for the re-opening of Saltford railway station.

#### 5. Planning items of urgent information

There were none.

### 6. 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 October 2011 be authorised and the schedule signed by the Chair.
3. **Defibrillator costs** – Cllr Rick Taylor recommended that the Council approve maintenance costs for the defibrillator of £86.90 (including VAT) for the battery and £80 (including VAT) for the light fitting, and this was agreed (budget heading Defibrillator).

Cllr Tina Curtis suggested that a second defibrillator should be located at Saltford Hall, and Cllr Rick Taylor is to suggest this to Saltford Community Association.

4. **Financial Regulations** – The Council considered its Financial Regulations and the following amendments were agreed:

#### **Annual budget**

*Amended:*

Estimates of expenditure and income for the following financial year shall be summarised by the Clerk and submitted for consideration of the Council in January. These estimates are to be based on the decisions of the Council.

## **Authorising expenditure**

*New:*

Emergency Expenditure: Any two of the signatories of the Council may incur expenditure which is necessary to carry out any repair, replacement or other work which is of such *extreme* urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £600. The action shall be reported to the Council as soon as is practicable thereafter.

5. **St Mary's church hall grant application** – The Council considered the grant application from St Mary's Church Hall for £1225 to repair the church hall clock. Cllr Duncan Hounsell proposed that the full amount is granted, but this was not agreed. Cllr Jill Williams proposed that a grant of £500 is made, and this was agreed (budget heading Miscellaneous grants).
6. **Children's Society grant application** – 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).

## **7. YOUNG PEOPLE**

Cllr Neil McKen reported that Saltford Inter-generation Group has been established and the young people are planning the next event. The group has no funding, hence the grant application at Item 6.6, and they will also do their own fundraising.

## **8. DISTURBANCES AT SALT FORD HALL ON BANK HOLIDAY**

The Clerk gave a verbal report from Inspector Tim Stuckes concerning the disturbances and alleged criminal behaviour committed on the recent Bank Holiday in the environs of Saltford Hall. Cllr Neil McKen suggested that the Parish Council should speak to Saltford Sports Club in order to prevent such occurrences in the future, and it was agreed that Cllrs Neil McKen, Jill Williams and Mathew Blankley would speak to the Sports Club.

## **9. PRIORITIES AND OBJECTIVES**

The Council agreed to adopt as guidance the priorities and objectives agreed at the informal meeting held on 24 September 2011. These fall under the following headings:

1. Safeguarding and strengthening Saltford through local action
2. Community engagement
3. Engagement and effecting change with B&NES
4. Engagement and effecting change with others
5. Statutory matters

It was agreed that 1. and 2. require action plans and budget plans. The following working groups were formed to look at these issues and report back to the next Council meeting:

Group 1 Safeguarding and strengthening Saltford through local action: Cllrs Rick Taylor (group leader), Neil McKen, Jill Williams, Tina Curtis, Mathew Blankley

and Harvey Haeberling.

Group 2 Community engagement: Cllrs Reg Williams (group leader), Duncan Hounsell, Kim Johnson and Kevin Reeves.

#### **10. PARISH PLAN IMPLEMENTATION GROUP**

Cllr Duncan Hounsell reported that the Parish Plan Implementation Group meets quarterly and the latest minutes have been circulated to Members. Actions already completed include Saltford Festival, litter pick and the formation of Saltford Environment Group, while other actions such as transport issues will make slower progress.

#### **11. PARISH COUNCIL WEBSITE**

Cllr Kim Johnson reported that the website working group had met and a specification for the new website is being prepared. Four quotes for the development work will be sought via notices on the current website and noticeboard, Saltford Hall, the library, the school newsletter and via word of mouth. The specification is to be circulated to all Members prior to being issued.

#### **12. SALTORD BUSINESS NETWORK**

Cllr Rick Taylor reported that the grant application to B&NES for the formation of Saltford Business Network was not successful. Other options for an online business directory are available, such as Saltford Connect. The proposed business networking event did not meet B&NES' criteria for funding under the Small Grants fund. It was agreed that Cllr Tina Curtis would work with Cllr Rick Taylor on this issue as part of the working group 1 formed under agenda Item 9, and report back to the next Council meeting.

#### **13. STAFFING MATTERS**

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.

#### **14. TRAFFIC AND TRANSPORT**

There was nothing to report from B&NES and no action was taken on the traffic and transport matters which the Parish Plan Implementation Group believe are best progressed by the Parish Council.

#### **15. PARKING RESTRICTIONS AT THE SHALLOWS CAR PARK**

B&NES' response to the request to consider some enforceable restrictions on parking in The Shallows car park was as follows:

At present due to the way the Traffic Regulation Order was written many years ago we have no powers of enforcement to stop overnight parking, this would

mean a variation order to amend it which at present Parking Services do not have funding available to make this change. Without this legal document we are unable to put up prohibition of overnight parking as it would be non-mandatory and advisory only therefore still making the area unenforceable.

No further action was agreed.

#### **16. RIVER BANK EROSION**

B&NES had confirmed that the river bank in The Shallows where the erosion is taking place is owned by them but it is not clear who in B&NES is responsible for this matter. Cllr Reg Williams is to pursue the matter with the canoe clubs.

#### **17. GOALMOUTH REPAIRS AT MANOR ROAD PLAYING FIELDS**

Cllr Reg Williams reported that football goalposts were put in by the Parish Council in 2005, and B&NES have now advised the Council that repairs are needed in the goalmouth areas to make the areas safe. Cllr Reg Williams noted that according to the terms of the licence it is B&NES' responsibility to repair the land, and it was agreed to advise B&NES of this.

#### **18. REMEMBRANCE DAY**

It was agreed that Cllr Duncan Hounsell would attend the Remembrance Day service on Sunday 13 November 2011, and expenditure of up to £20 was agreed for the purchase of a wreath (budget heading S137).

#### **19. QUEEN'S JUBILEE 2012**

Cllr Rick Taylor asked whether there was any interest in organising an event to celebrate the Queen's Diamond Jubilee in June 2012. It was agreed that working group 2 formed under agenda Item 9 could consider this, but no action was agreed.

#### **20. REPORTS FROM REPRESENTATIVES ON OTHER ORGANISATIONS**

Cllr Duncan Hounsell reported that the following matters were discussed at the recent meeting of the Chew Valley Partnership:

- New constitution
- New non-urgent Police telephone number 101
- Issues with small grant funding
- Food hygiene
- Arts in rural communities
- Events management

Cllr Duncan Hounsell reported the following from the recent meeting of Avon Local Councils Association:

- ALCA's one employee, the County Secretary, is on long term sick
- Items were agreed for the agenda of the next Parishes Liaison meeting

Cllr Rick Taylor attended the recent meeting of the River Avon Users Consultative Committee.

Cllr Kim Johnson attended the recent meeting of Keynsham Young People's Liaison Group and reported to them that there is no formal provision for young people in Saltford, but possible voluntary provision and possible partnership work with Keynsham.

**21. ITEMS OF URGENT INFORMATION**

Cllr Duncan Hounsell suggested that the Parish Council congratulate Saltford Community Association on 50 years of SCAN.

Cllr Tina Curtis reported a suggestion from Graham Bush to make the car park at the shop parade one way in and one way out, with diagonal parking bays, to help reduce congestion and improve safety. This is to be considered at a future meeting.

Cllr Reg Williams reported that a plaque in memory of Frank Vine will be put up by the tree in the Memorial Garden.

The meeting closed at 9.35pm.

**Next Council meeting:** 8 November 2011

**Next Planning Committee meeting:** 18 October 2011

Chairman.....

Date confirmed and signed.....