

SALTFORD PARISH COUNCIL

Minutes of the meeting of the Council held at Saltford Hall, Saltford on Tuesday 2 October 2018 at 7.15pm

PRESENT:

Councillors – Chris Warren (Chair), Phil Harding (Vice Chair), Adrian Betts, Ben Eve, Jon Godfrey, Duncan Hounsell, James Macnaughton, Robert Taylor, Farida Wilson
Officer – Lottie Smith-Collins

1. MINUTES

The minutes of the Council meeting held on 4 September 2018 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 Kyle Rice.

3. DECLARATIONS OF INTEREST

No interests were declared.

4. PUBLIC TIME

There were 19 members of the public present.

Dave Symmons and Alex Douglas spoke in support of planning application (18/03878/FUL) 21 Anson Close, on the basis that the plans would be redrawn to show a wider gap between their properties.

Chris Miners spoke in support of planning application (18/02229/FUL Revised) 26 Tynning Road.

Ed Brown-Kenyon, Vivian Lee and John Dale spoke to object to planning application (18/02229/FUL Revised) 26 Tynning Road.

Paul Lunt spoke to object to planning application (18/04029/FUL) Beech Cottage 2A Beech Road.

5. CHAIR'S ANNOUNCEMENTS

The Chair announced that the minute's silence on Remembrance Sunday would take place at the War Memorial at 11am on Sunday 11th November.

6. CLERK'S ANNOUNCEMENTS

The Clerk announced that in September Saltford Parish Council received their External Auditor Report and Certificate 2017/18, confirming the Parish Council's Annual Governance and Accountability Return is in accordance with proper practices and that no other matters have given cause for concern. The Clerk reported that the External Auditor Report and Certificate

along with the Notice of Conclusion of Audit is available on the Parish Council website.

The Clerk also announced that Saltford Parish Council's Facebook and Twitter social media accounts were now live and encourage members of the public to 'like' and 'follow' them to keep up-to-date with Parish Council news and events.

7. REPORT FROM B&NES WARD COUNCILLORS

Apologies for inability to attend this meeting were received from Cllr Francine Haeberling and Cllr Emma Dixon.

Cllr Haeberling sent a report to say that she had contacted B&NES Development Management to request that if the officer is minded to approve the revised planning application for 26 Tynning Road (18/02229/FUL) she has requested it goes before B&NES Development Management Committee.

Cllr Emma Dixon sent a report to say that she is currently in discussions with Cllr Tim Warren (Leader of B&NES Council) regarding Mead Lane.

8. 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:

18/03878/FUL - 21 Anson Close BS31 3DY - Erection of a single storey rear/side extension. Alex & Laura Douglas.

It was resolved that B&NES Council be advised that this Council **COMMENTS ON** this application: **Whilst SPC is generally supportive of the proposed rear/side extension there is a concern that future maintenance or repair access will be required from the neighbouring property at No. 20 due to the close proximity of the proposed extension to the boundary fence. Saltford Parish Council considers that a gap of around 1 metre between the outside wall of the proposed extension and the boundary with No. 20 would be appropriate.**

18/03882/FUL - 33 Rodney Road BS31 3HR - Erection of 4bed dwelling with detached garage. Mr & Mrs Britton.

It was resolved that B&NES Council be advised that this Council **SUPPORTS** this application: **We remain in favour of the use of this land for a new dwelling as proposed.**

18/03912/FUL - 30 Grange Road BS31 3AG - Erection of two storey and single storey side extensions (Retrospective) 18/03912/FUL.

It was resolved that B&NES Council be advised that this Council **COMMENTS ON** this application: **No comment.**

18/03989/FUL - Manor Cottage Manor Road BS31 3AF - Erection of single storey swimming pool building, single storey double garage and single and two storey extensions to main building following removal of existing pool building, garage, outbuildings and porch extension. Mr David Roberts.

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

18/04029/FUL - Beech Cottage 2A Beech Road BS31 3BE - Erection of two storey side and rear extensions. Mr A J Weston.

It was resolved that B&NES Council be advised that this Council **COMMENTS ON** this application: **Saltford Parish Council is concerned that this may possibly result in loss of light and privacy for the neighbouring property at No.2.**

18/04285/FUL - 1 Chestnut Walk BS31 3BG - Erection of two storey side and single storey rear extensions, alterations to roof including installation of 2no. dormers and erection of front porch following demolition of two storey front and single storey side and single storey rear extensions and demolition of garage. Mr & Mrs Twiggs.

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

18/02229/FUL (revised) - 26 Tying Road BS31 3HL - Erection of new bungalow in rear garden. Mr & Mrs Miners

It was resolved that B&NES Council be advised that this Council **SUPPORTS** this application: **Our support is based on the choice of materials for external walls, roof tiles and window frames being consistent with neighbouring properties No.s 24a, 24b and 24c where possible. We refer to our previous comments concerning restricted site access in this narrow private road and the need to allow continuous access in the construction management plan; the concerns raised by adjacent neighbours re. access etc. should be addressed in that plan.**

b. Decisions and Appeals

The Clerk reported that the following applications have been PERMITTED (with conditions) by B&NES Council:

18/03249/FUL - 62 Grange Road - extension of single storey rear orangery extension. Mr Nicholas Mould.

18/03178/FUL - 78 Manor Road - Erection of a double storey side extension - Mr Nicholas Gerrish.

The Clerk reported that the following application has been APPEALED:

18/01791/FUL **52 Manor Road – Erection of raised rear terrace (Retrospective)**
Appeal reference 18/00070/HOUSE, appellant Mr & Mrs Bernard Smalley. This appeal is proceeding under the Householder Appeals Service therefore there is no opportunity for Saltford Parish Council to submit further comments. Saltford Parish Council's existing objection will be forwarded by B&NES to the Inspector appointed by the Secretary of State dealing with the appeal for him or her to consider when determining the appeal.

c. Planning contraventions

No items were reported.

d. Planning items of urgent information

Cllr Phil Harding reported that the decision for planning application 18/01509/OUT Land parcel 9000, Bath Road, Keynsham - a developer application to build 200 houses on safeguarded greenbelt land - had been delayed until 31 October.

Cllr Harding also reported that the decision for planning application 18/02899/OUT Land parcel 5159, Minsmere Road, Keynsham - a developer application to build 80 houses on safeguarded greenbelt land - had been delayed until 31st October.

9. FINANCIAL MATTERS

- a. Monthly Financial Report** – The report for September 2018 was discussed and accepted by members.
- b. Schedule of Expenditure** - The expenditure listed in the schedule for October 2018 was authorised and the schedule was signed by the Chair.
- c. Vision ICT Website hosting and support** – The Council authorised the expenditure of £290.40 to Vision ICT for website hosting and support, for the period November 2018 to October 2019 (Budget heading: Publicity).
- d. Tenant contribution for Virgin broadband and telephone services** – The Council authorised a regular expenditure of £35 p.c.m. commencing in October to Saltford Community Library and Post Office Hub (Budget heading: Office Accommodation).
- e. Standing Order to Saltford Community Library and Post Office Hub** – The Council authorised the setting up of a monthly Standing Order for £35 for Virgin Broadband and Telephone services to Saltford Community Library and Post Office Hub.
- f. Remembrance Day wreath** – The Council authorised expenditure of up to £25 on a Remembrance Day wreath (Budget heading: Council Led Schemes).

10. SCA SCAN GRANT REQUEST

The Council approved a grant request from Chris Essex on behalf of Saltford Community Association for £500 to help support the cost of producing six bi-monthly editions of SCAN (Budget heading: Miscellaneous Grants).

11. UPDATED GRANTS GUIDE AND FORM, AND NEW SPC GRANTS POLICY

The Council agreed the updated SPC Grants Guidance and Grant Application Form. The Council also adopted the new SPC Grants Policy, which will be reviewed when required and also on an annual basis.

12. ANNUAL REVIEW OF FINANCIAL REGULATIONS

The Council reviewed its Financial Regulations and agreed to make the proposed amendment.

13. ANNUAL REVIEW OF GOVERNANCE AND MANAGEMENT RISK REGISTER

The Council reviewed its Risk Register and agreed to make the proposed amendments.

14. RE-OPENING SALTFFORD RAILWAY STATION

The Council reviewed the current position and discussed next steps to achieve the aim of the Parish Council that a railway station is re-instated in Saltford at its current site as soon as possible. A decision was made that this item would be carried forward to the November meeting where councillors will put forward further actions for consideration.

15. LITTER BINS

The Council agreed to contact to B&NES Council to arrange a meeting between Cllrs Phil Harding and James Macnaughton and the relevant B&NES officer(s) to discuss the provision of bins and key locations where they are required.

16. SOCIAL MEDIA POLICY

The Council adopted the SPC Social Media Policy which will be reviewed both when required and on an annual basis.

The Council appointed the Parish Clerk as moderator of the Council's social media accounts.

17. NEW SPC WEBSITE AND LOGO

The Council discussed updating its website and logo including any associated spend. It was agreed that further consideration was required, and that following this the agenda item would be carried forward to a future meeting.

18. CHANGE IN 'FREE WI-FI' MANAGEMENT

It was agreed that Cllr Jon Godfrey would discuss handing 'Free Wi-Fi' to Saltford Community Association so that they can link free Wi-Fi from Saltford Hall to the Library/Post Office and (when ready) the phone box on the corner of the High Street and The Shallows. It was also agreed that Cllr Godfrey would discuss funding options with SCA to support this project.

19. GDPR & DATA PROTECTION

Cllr Jon Godfrey updated the Council on progress for GDPR compliance. Recent work regarding GDPR compliance included making the network secure at the Saltford Community Library and Post Office where the Saltford Parish Council office is located.

Cllr Godfrey reported future planned actions including GDPR compliance in relation to the SPC newsletter and social media accounts.

20. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

Cllr Phil Harding reported that the Saltford Environment Group AGM will be taking place on 8th October.

Cllr Jon Godfrey reported that he was in discussions with members of Saltford Community Association regarding electric car charging spaces at Saltford Hall. It was agreed that the Clerk will contact B&NES regarding funding previously offered for electric car charging points.

Cllr Duncan Hounsell reported that he had attended the Saltford Business Network meeting on 20th September, which included a presentation about cloud applications for business.

Cllr Duncan Hounsell also reported that he had attended the Keynsham Area Forum meeting on 25th September. Cllr Hounsell provided information about a presentation on community resilience in an emergency crisis situation and put forward that the creation of an emergency plan for Saltford should be considered.

21. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

No items were reported.

The meeting closed at 9:30pm

Chair's signature.....Date confirmed and signed...../...../.....

Next Parish Council meeting: 6 November 2018