

# **SALTFORD PARISH COUNCIL**

**Minutes of the meeting of the Council held at Saltford Hall, Saltford on Tuesday 1<sup>st</sup> October 2019 at 7.15pm**

## **PRESENT**

**Councillors:** Phil Harding (Vice Chair and Chair of Planning Committee), Adrian Betts, Marie Carder, Jon Godfrey, Gary Graveling, Duncan Hounsell and Robert Taylor.

**Officer:** Lottie Smith-Collins

**In the absence of Cllr Chris Warren, Chair, the meeting was chaired by the Vice Chair (Cllr Phil Harding)**

## **1. MINUTES**

The minutes of the Council meeting held on 3 September 2019 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 Cllrs Chris Warren (Chair), Will Feay, Adam Rees-Leonard and Sally Turner.

## **3. DECLARATIONS OF INTEREST**

Cllr Duncan Hounsell declared that he would not take part in discussions or voting regarding agenda item 6 (Mead Lane Consultation) to ensure that his impartiality as a B&NES Ward Councillor was not compromised. Cllr Hounsell stated he would speak publicly on the matter after the independently led consultation ends.

## **4. PRESENTATION ON MEAD LANE CONSULTATION**

Councillors received a presentation from Sarah Martin and Mark Goodman of Lemon Gazelle about the Mead Lane river bank consultation and review, as commissioned by Bath and North East Somerset Council. Councillors and members of the public present were given the opportunity to ask questions following the presentation.

## **5. PUBLIC TIME**

There were 19 members of the public present.

Six residents of Mead Lane and one other Saltford resident spoke regarding agenda item 6 (Mead Lane Consultation), detailing the negative impact of the B&NES Council mooring trial on Mead Lane residents and urging Saltford Parish Council to support the creation of a Local Nature Reserve at Mead Lane.

## **6. MEAD LANE CONSULTATION**

Councillors discussed and agreed a policy statement in response to the Mead Lane consultation. The policy statement supports the creation of a Local Nature Reserve at Mead

Lane. It was agreed that this policy statement would be made public to residents following the meeting, along with the Saltford Environment Group's 'Case for a Local Nature Reserve at Mead Lane' document, as included in SPC's consultation response.

In line with SPC's policy response, councillors agreed the content of Saltford Parish Council's online survey submission.

## **7. CHAIR'S ANNOUNCEMENTS**

No announcements were made.

## **8. CLERK'S ANNOUNCEMENTS**

The Clerk made the following announcements:

- Reminder that the Neighbourhood Watch AGM will take place at 7pm on Monday 4<sup>th</sup> November 2019 in the Avon Room at Saltford Hall.
- Following a request from Rebecca Pow, M.P., Parliamentary Under Secretary of State for Tourism, SPC's request for better regulation of AirBnBs and Short Term Lets has been sent to the Department for Digital, Culture, Media and Sport. The contact information has also been shared with B&NES ALCA members.

## **9. REPORT FROM B&NES WARD COUNCILLORS**

A written report from B&NES Ward Councillors was circulated by Cllr Duncan Hounsell to those present.

Cllr Duncan Hounsell gave a verbal report about the B&NES Council action plan briefing following the declaration of a climate emergency. Cllr Hounsell stated that he will share details of the plan at SPC's November meeting once the plan has been fully adopted by B&NES Council on 10<sup>th</sup> October.

Cllr Hounsell stated that Saltford Ward Councillors 'drop-in surgeries' are taking place the first Saturday of each month 9:30-11:30am, in the room at the back of Saltford Library.

## **10. PLANNING MATTERS**

### **a. Decisions and Appeals**

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

**19/03008/VAR 22 Uplands Road Saltford Bristol BS31 3JJ** Variation of condition 2 attached to application 18/01449/FUL (Erection of 1no. 2bed single storey dwelling (resubmission)) Mr David Lamb

**19/03208/FUL 410 Bath Road Saltford BS31 3DH** - Erection of single storey rear

extension with part 2 storey extension over roof. Mr & Mrs Ali

The Clerk reported that the following application has been certified as LAWFUL by B&NES Council:

**19/02945/CLEU The Signs Studio Ltd 559 Bath Road Salford Bristol BS31 3JN**  
Partial use of property as Class B1(c) Light Industrial (Certificate of Lawfulness for an Existing Use) Mrs Tina Curtis

The Clerk reported that the following application has NO OBJECTION by B&NES Council:

**19/03603/TCA - 63 High Street Salford BS31 3EW.** T1 - Ash - fell T2 - Ash - fell.  
Mr Noel Dawson

**19/03627/TCA - 24 High Street, Salford BS31 3ED.** Remove hedge of conifers.  
Reg Williams.

The Clerk reported that the following applications have been REFUSED by B&NES Council:

**19/02188/FUL Overwater 6 Homefield Road Salford BS31 3EG** - Erection of 2 no. bedroom bungalow in the rear garden. Mr Philip Besley

#### **b. Planning contraventions**

The Clerk reported that a resident had contacted Salford Parish Council regarding concerns about a large light reflecting structure close to Kelston roundhill, located in the Cotswold AONB and visible from Salford. Councillors agreed to report this to B&NES Planning Enforcement.

#### **c. Planning items of urgent information**

The Clerk reported that a letter to councils had been received from the examiners of the West of England Joint Spatial Plan Strategic Development Locations (SDLs) setting out their concerns in more detail. Salford Parish Council will keep residents informed of any further updates.

The Clerk reported that Bath and North East Somerset Council is one of 37 councils that has been successful in securing one-off funding from central government to aid tackling illegal developments in the green belt. The amount of funding B&NES Council will receive is to be confirmed.

The Clerk reported that revised information has been received for planning application 19/03449/FUL (Holly Barn, Norman Road), as responded to by SPC following September's meeting. The case officer has informed the Parish Council that the proposals that will be considered have not changed and that the revised plan is to cover a technical detail. Councillors agreed that no changes were required to SPC's submitted consultation response to B&NES Council.

**d. Planning Applications** - The Council considered the following planning applications in respect of which Bath & North East Somerset (B&NES) Council had invited comments:

**19/03985/FUL - 5 Beresford Close Saltford BS31 3HU.** Erection of rear single storey extension. Mrs Nicky Maggs

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

**19/03146/CONSLT - Street Record Norman Road Saltford.** Removal of public payphone service. (Kiosk at Norman Road, Saltford, BS31 3BQ). BT

It was resolved that B&NES Council be advised that this Council **COMMENTS ON** this application:

Saltford Parish Council does not object to the withdrawal of the payphone service at Norman Road but wishes the telephone box to remain in situ for adoption from BT by Saltford Parish Council with a view to community use. Parish Councillors have agreed to apply to BT to adopt the telephone box.

## **11. FINANCIAL MATTERS**

**a. Monthly Financial Report** – The report for September 2019, as recorded below, was discussed and accepted by members.

**b. Schedule of Expenditure** – The expenditure listed in the schedule for October 2019, as recorded below, was authorised and the schedule was signed by the Chair

**c. Vision ICT Website hosting and support** – The council authorised expenditure of £290.40 to Vision ICT for website hosting and support for November 2019 to October 2020 (Budget heading: Publicity).

**d. PKF Littlejohn external audit fee** – The council authorised expenditure of £240 to PKF Littlejohn for the limited assurance review of Annual Governance and Accountability Return for the year ending 31 March 2019 (Budget heading: Auditing).

**e. Remembrance Day wreath** – The council authorised expenditure of up to £25 on a Remembrance Day wreath (Budget heading: Council Led Schemes).

## **12. BT PHONE KIOSK, NORMAN ROAD**

This item was discussed jointly with item 10.d 19/03146/CONSLT. It was agreed that SPC would respond to B&NES Council's consultation request as recorded above, and also apply to BT requesting to adopt the BT phone kiosk on Norman Road. If successful in adopting the kiosk, the Parish Council agreed its responsibility for the phone kiosk as an asset of the Parish Council.

The council authorised expenditure of £1 to BT to adopt the phone box (Budget heading: Council Led Schemes).

The council authorised expenditure of up to £250 for conservation work to repurpose the phone box (Budget heading: Council Led Schemes).

### **13. BATH CLEAN AIR ZONE (CAZ) FINAL CONSULTATION**

It was resolved that the Council would re-submit its agreed response as resolved at the November 2018 meeting, with additional comments recognising the final CAZ consultation as an improvement to the original scheme, and stating how the re-opening of a railway station in Salford would help enable the proposed CAZ to achieve its aims.

### **14. TREE WORKS AT ST MARY'S CHURCHYARD**

The council resolved to accept, following provision of Public Liability Insurance, the quote of £280 from Parry Tree Services for tree works at St Mary's Churchyard and request that the works are carried out as soon as possible.

### **15. VE DAY 75 - TREE PLANTING**

Councillors agreed that the green area in front of Salford Hall would be the most appropriate location to plant a tree(s) to mark VE Day 75 on 8<sup>th</sup> May 2020. Actions to achieve tree planting at this location, in liaison with Curo and the Salford Community Association, were agreed. Any associated maintenance costs will be considered at a future meeting.

### **16. TREE PRESERVATION ORDERS (TPOs)**

Councillors agreed actions to raise public awareness of Tree Preservation Orders (TPOs).

### **17. ANNUAL REVIEW OF FINANCIAL REGULATIONS**

Councillors reviewed the Salford Parish Council Financial Regulations and resolved to accept the suggested changes.

### **18. ANNUAL REVIEW OF GOVERNANCE AND MANAGEMENT RISK REGISTER**

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

### **19. UPDATED SPC GRANT APPLICATION GUIDE AND POLICY**

Councillors agreed the suggested changes to the Salford Parish Council Grant Application Guide and Policy.

## **20. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES**

Following the high levels of litter left following Network Rail's vegetation management works, Cllr Jon Godfrey reported that Network Rail's litter pick - as requested by SPC - had been carried out to a high standard.

## **21. DATA PROTECTION AND GDPR UPDATES**

Cllr Jon Godfrey confirmed that he had run through IT recovery procedures in September, and that the register of key data protection information had been updated.

## **22. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES**

Cllr Phil Harding provided a report on Saltford Environment Group's archaeological excavation, in partnership with BACAS (Bath and Counties Archaeological Society), which focussed on Roman building locations. Information about the excavation is on the SEG website.

## **23. ITEMS OF URGENT INFORMATION FROM COUNCILLORS**

Cllr Jon Godfrey requested a six month leave of absence from Saltford Parish Council to focus on business needs, to commence following the October meeting. Councillors agreed this absence, and acknowledged Cllr Godfrey's key contributions to the Parish Council.

## **24. RESOLUTION TO EXCLUDE THE PUBLIC**

The Council resolved that in accordance with Standing Order 1 c, in view of the confidential nature of the business about to be transacted, it was advisable that the public be temporarily excluded. Following a vote the public were instructed to withdraw.

## **25. B&NES COUNCIL COMMUNITY AWARDS 2019/20**

Councillors resolved to not nominate any person or group from SPC's Community Awards 2019 for the annual B&NES Council Community Awards 2019/20, due to the differences in criteria of each set of awards.

The meeting closed at 9:40pm.

Chair's signature.....

Date confirmed and signed...../...../.....

Next Parish Council meeting: 5 November 2019

## SALTFORD PARISH COUNCIL

### Schedule of regular expenditure during October 2019

– for authorisation by the Council at its meeting on 1 October 2019

Description	Amount	Method	Budget heading
October Clerk's salary	1090 estimate, 1125 maximum	Online BACS	Office staff
October SCA Hall hire	45 estimate, 60 maximum	Online BACS	Hall hire
October Avon Pension Fund contributions	420 estimate, 440 maximum	Online BACS	Office staff
October HMRC tax & National Insurance	165 estimate 180 maximum	Online BACS	Office staff
October Intouch Communications Ltd Phone system	20 estimate 30 maximum	Direct Debit	General administration
October Saltford Community Hub phone/internet tenant contribution	35 estimate 40 maximum	Online BACS	Office Accommodation
October Ambience Landscapes churchyard maintenance	110 estimate 120 maximum	Online BACS	Churchyard Maintenance

The following sums have been transferred from the Business Instant Deposit Account into the Current Account to cover outstanding invoices and expenditure:

**Date: 23<sup>rd</sup> September 2019                      £5,000**

I certify that the above payments made or to be made have been authorised at the meeting of the Parish Council on 1 October 2019.

SIGNED.....

CHAIR / VICE-CHAIR

DATE:.....



# Saltford Parish Council

Monthly Financial Report for September 2019 - Month 6

Quarter period 2

	Budget to date	Actual to date	Budget Year end position
<b>RECEIPTS:</b>			
Precept & any grant	£16,920	£16,920	£33,840
Interest on Investments	£13	£14	£25
Other Income: Allotments	£0	£43	£170
VAT Reimbursements	£800	£714	£800
Other	£0	£0	£0
<b>Subtotal without CIL</b>	<b>£17,732.47</b>	<b>£17,691.25</b>	<b>£34,834.95</b>
CIL Payments	£0.00	£4,084	£0
<b>Total Income</b>	<b>£17,732</b>	<b>£21,775</b>	<b>£34,835</b>

## PAYMENTS:

General Administration	£750	£714	£1,500
Office accommodation	£2,000	£1,500	£2,000
Office Staff	£10,000	£9,885	£20,000
Office Equipment	£200	£24	£400
Training	£1,000	£976	£2,000
Auditing	£450	£245	£450
Insurance	£400	£321	£400
Publicity	£750	£0	£1,500
Subscriptions	£16	£10	£31
Chairmans Honorarium	£150	£150	£300
Councillors' expenses	£25	£42	£50
Hall / Room Hire	£300	£231	£600
Maintenance: Church Yard Grounds	£650	£542	£1,300
Allotments	£250	£0	£500
Churchyard Special Maintenance Projects	£500	£300	£1,000
Allotment site rent	£0	£0	£100
Miscellaneous Grants	£500	£0	£1,000
Council led schemes (s.137)	£500	£565	£1,000
VAT	£350	£287	£700
<b>Subtotal without CIL</b>	<b>£18,790.50</b>	<b>£15,791.86</b>	<b>£34,831.00</b>
CIL-related expenditure (s.137)	£700.00	£694	£700.00
CIL-related expenditure (other)	£4,568	£2,250	£4,658
<b>Total Payments</b>	<b>£23,359</b>	<b>£18,042</b>	<b>£39,489</b>

## BALANCE AT END OF MONTH:

Current account	£4,373
Business Instant Access account	£46,571
Cash	£49
<b>TOTAL CURRENT BALANCE</b>	<b>£50,994</b>

CIL-related cashflow	Balance at 31/03/19		CIL-income 19/20	CIL-expend 19/20	CIL balance
	£10,716		£4,084.15	£2,944	£11,856

Total s.137 payments 2019-20	£1,258.36
------------------------------	-----------