

# SALTFORD PARISH COUNCIL

Minutes of the meeting of the Council held at Saltford Hall, Saltford  
on Tuesday 1<sup>st</sup> September 2015 at 7.15pm

## PRESENT:

**Councillors** - Duncan Hounsell (Chair), Adrian Betts, Ben Eve, Jon Godfrey,  
Phil Harding, James Macnaughton, Kyle Rice, Chris Warren and  
Farida Wilson

**Officer** - Tricia Golinski

## 1. MINUTES

The minutes of the Council meeting held on 7 July 2015 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 Liz Macnaughton and Rob Taylor.

## 3. DECLARATIONS OF INTEREST

No interests were declared.

## 4. PUBLIC TIME

There were 5 members of the public present.

Sallyanne Williams spoke in support of item 14 and the need to reduce speed limits on the Manor Road and Courtenay Road lanes from Saltford to Keynsham.

Chris Essex spoke about Saltford Community Association's proposal to purchase a projector and screen for Saltford Hall; and spoke in support of item 12 (Community Notice Board).

## 5. CHAIR'S ANNOUNCEMENTS

The Chair made the following announcements:

- The annual appraisal process for our clerk, Tricia Golinski, has been completed. Her objectives for the coming year are to help us find reserve cover for any long-term absence and extended holiday absence, to establish the regular use of digital display at meetings and help the Council become a paperless council, and finally a personal objective to further develop confidence and proficiency in leading and speaking at public events.

- The annual headstone and memorial safety check has been carried out by members of the Parish Council at St Mary's churchyard and the results recorded.
- B&NES Council has closed the library on Saturday mornings. The library may re-open on Saturdays subject to a team of volunteers being found and trained. The "Friends of Saltford Library" are leading the search for volunteers and the Parish Council has information and a down-loadable application form on the Parish Council web-site.
- The annual Saltford Neighbourhood Watch meeting is being held in the Avon Room at Saltford Hall on Wednesday 9<sup>th</sup> September from 7pm. All are welcome.
- Congratulations to Saltford Walkers who celebrate the 40<sup>th</sup> anniversary of the organisation this year.
- Cllr Ian Gilchrist, Chair of B&NES Council, is making an official visit to Saltford Brass Mill on Saturday 12<sup>th</sup> September at 10am as part of National Heritage weekend.
- I represented the civic community of Saltford at the service installing the Reverend Daile Wilshire as the new rector for the Benefice of Saltford with Corston and Newton St Loe. The service was held at Holy Trinity Church, Newton St Loe on 9<sup>th</sup> August.
- A public consultation event is being held in Keynsham on Tuesday 15<sup>th</sup> September from 2pm until 8pm at the Key Centre, Keynsham Methodist Church, Keynsham High Street. Bath & North East Somerset Council wants to hear the views of local people on a number of key issues that will form part of the Placemaking Plan. This event signals the start of a 12 week consultation on a Keynsham and Saltford Air Quality Action Plan.
- There is an "Inform and Engage Day" on behalf of Keynsham and District Dial-a-Ride to be held at the Masonic Lodge, Keynsham from noon to 3pm on Monday 7<sup>th</sup> September.

## 6. CLERK'S ANNOUNCEMENTS

The Clerk made the following announcements:

- The **Planning Committee meeting** scheduled for 18 August did not take place as there were not enough councillors for a quorum.
- **Mead Lane moorings**  
Cllr Martin Veal replied that B&NES has been dealing with ward councillors on this issue since being informed immediately after the election. They are now aware of the problems that have occurred which are not entirely within their area of control, however through the Strategic River Group and one of its delivery partners, the River Regeneration Trust they are looking into any possible solutions. These are not easy and are indicative of similar issues across the country so they say that there is not an instant fix. A (closed) meeting is to be arranged with Zoe Hancock (B&NES' River Coordinator), with Parish Councillors and selected national partners (including different B&NES Council departments, River Regeneration Trust, Police) to discuss the issue of river boat moorings and try to find a solution to the issue which will make everyone happy. This is likely to be in Saltford mid to late September.
- **Litter bin requests**  
We requested new litter bins at the top of Rodney Road and on Manor Road (by the gate opposite Manor Farm). B&NES replied that their Rural Cleansing Supervisor made several visits to these areas to assess the levels of detritus that was dropped,

the proximity to shops and schools, the ease of emptying for cleansing operatives, and the cost of the unit, installation and maintenance. Taking all this into account they made the decision that on this occasion they decline the request to provide public litter bins in these areas.

- **Keynsham & District Dial a Ride (KDDAR) request**

The issue of funding for KDDAR is already on the agenda of B&NES' Communities, Transport and Environment Panel meeting on 14 September. Duncan Hounsell is to attend and speak on 'Fair funding for Community Transport Schemes in the B&NES area'.

- **The Shallows slipway request**

Cllr Martin Veal replied that he would add this to the agenda of the RRT (River Regeneration Trust) who meet on 28 August and discuss this. Once they have a recommendation, officers will review the cost implications, mooring implications and riparian rights issues, and come back to us and the Ward Members with a suitable proposal.

- **Bank signatories**

The changes to add James Macnaughton, Phil Harding and Chris Warren have now gone through. The bank gave us £150 'in acknowledgement of the frustration caused' by giving me incorrect information about what was required on the form, and the time it has taken to action the changes of signatories. We now have 5 councillors as signatories and require any 2 to authorise each payment. I will now look into setting up online banking.

- **Saltford Hall wi-fi**

New wi fi access is now available for us in the Avon Room. The SCA will be changing the password monthly and will notify us accordingly in advance. Usage is subject to the SCA's Internet Usage Policy.

- **Saltford Hall digital display**

SCA are looking into setting up a pull-down screen on the wall in the Avon Room and a portable projector for Saltford Hall. They may seek a financial contribution from the Parish Council.

## 7. PLANNING MATTERS

a) **Minutes** - The minutes of the Planning Committee meeting held on 28 July 2015 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:

**15/03554/LBA** - Clay Bridge World's End Lane - Alterations to existing bridge parapets in connection with the electrification of the Great Western Main Line (Clay Overbridge MLN1 112M 26Ch) - Network Rail

and

**15/03570/DLPAO** - Clay Bridge World's End Lane - Prior approval for alteration (increase in height) of the existing overbridges parapet walls in connection with the electrification of the Great Western Main Line (Clay Overbridge MLN1 112M 26Ch) - Network Rail

It was resolved that B&NES Council be advised that this Council

**COMMENTS ON** these applications: We accept the need for safety measures, but are concerned that the proposed solution degrades the

appearance of the listed structure. We ask that it preserves as much as possible of the original structure. We are also concerned that we were not consulted as major stakeholders, and ask to be included in any future consultation.

**15/03333/FUL** - 554 Bath Road - Erection of a new dwelling following demolition of existing bungalow and garages - Mr A Pozonyi

It was resolved that B&NES Council be advised that this Council **SUPPORTS** this application: We have a concern about rainwater run-off down the entrance ramp and would like to see measures to mitigate this. We note that there is an existing safety issue for pedestrians with cars parked in front of the garages.

**15/03394/FUL** - Land adjacent to unit 20 Burnett Business Park - Erection of new distribution warehouse with associated offices and external works to facilitate parking and goods handling - HFD Ltd T/A Baileys Carpets Bristol

It was resolved that B&NES Council be advised that this Council **SUPPORTS** this application: Given the storage element of the application the highest level of fire protection should be given to the building. Security lighting should not be intrusive at night: it is at the top of a raised landscape clearly visible from the south of Saltford.

**15/03792/FUL** - Lemsford Homefield Road - Erection of two storey rear extension, roof alterations to form loft conversion, works also include re-render of existing property, replacement windows and colour changes as well as new front covered area and changes to side entrance - Mr Kieran Benden

It was resolved that B&NES Council be advised that this Council **COMMENTS ON** this application: We are concerned about the loss of privacy to neighbouring properties caused by the rear dormer window.

c) **Decisions** – The Clerk reported the following applications which had been PERMITTED with conditions by B&NES Council:

15/02897/FUL - 455 Bath Road - Erection of single storey front infill extension - Mr V Costa

15/02473/FUL - Uplands The Glen - Installation of ground mounted solar pv panels - Obp Architects and Designers

15/03000/FUL - Jeffrey's Lodge 23 High Street - Erection of single storey side extension - Mr & Mrs H Jones

15/03001/LBA - Jeffrey's Lodge 23 High Street - Internal and external alterations to facilitate erection of single storey side extension - Mr & Mrs H Jones

15/03131/FUL - 2 Manor Road - Erection of two storey side extension, loft conversion and conversion of garage to garden room - Mr Laurence Burt

15/01874/FUL - 33 Rodney Road - Erection of annexe extension to existing property - Mr & Mrs Britton

15/02041/FUL - 582 Bath Road - Erection of one and a half storey extension and alterations and extension to an existing outbuilding - Mr L Metcalfe

15/02042/LBA - 582 Bath Road - External alterations to include a one and a half storey rear extension to house and alterations and extension to outbuilding - Mr L Metcalfe

d) **Planning items of urgent information** – No items were reported.

## 8. 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 September 2015 be authorised and the schedule signed by the Chair.

c) **Data Protection registration** – The Council authorised expenditure of £35 on its annual data protection registration renewal (budget heading General Administration).

d) **Salford Community Association (SCA) affiliation fee** – The Council authorised expenditure of £10 on its affiliation to the SCA for the year commencing 1 September 2015 (budget heading Subscriptions).

e) **Clerk's training course: public speaking** – The Council authorised expenditure of £145 on the Clerk's attendance at a one-day course on public speaking on 28 October 2015 run by John Dawson in Bristol (budget heading Training).

## 9. MOBILE YOUTH SERVICE AT SALTFORD

The Council agreed to extend the Working Together Agreement (WTA) between the Parish Council and B&NES Youth Connect for one more quarter, October to December 2015, for the provision of the Youth Connect mobile service at Salford, and authorised expenditure of £2,000 (budget heading Youth Service).

## 10. ST MARY'S CHURCHYARD - ANNUAL TREE REPORT

The Council considered quotations for the annual tree inspection at St Mary's churchyard. It was agreed to ask All Tree Services to carry out this work and expenditure of £375 was authorised under budget heading Churchyard Special Maintenance Projects.

## 11. PARISH COUNCIL NOTICE BOARDS

The Council considered the options for replacing the Parish Council notice boards adjacent to Salford Motors. Expenditure of up to £2,500 was authorised for two new A Max 2 notice boards from Greenbarnes, including a header, delivery and installation (budget heading Publicity).

## **12. COMMUNITY NEWS NOTICE BOARD**

It was agreed that the Parish Council will transfer the peppercorn rental of £5 per year and any attendant responsibility for the Community News notice board (sited immediately adjacent to the Post Office) to Salford Community Association, subject to the agreement of the owners of the notice board.

## **13. ALLOTMENT SITE WASTE CLEARANCE**

The Council authorised expenditure of £175 on the clearance, by Tree and Boundary Services Ltd, of discarded and embedded waste adjacent to a vacated allotment plot, under budget heading Allotments Maintenance.

## **14. 20MPH SPEED LIMITS THROUGHOUT MANOR ROAD AND COURTENAY ROAD LANES FROM SALT FORD TO KEYNSHAM**

The Council agreed to request that B&NES Council consider installing 20mph speed limits and other traffic calming measures throughout the entirety of the Manor Road and Courtenay Road lanes from Salford to Keynsham.

## **15. PARKING ISSUES IN SALT FORD**

The Council agreed to set up a working party to consider parking issues and public engagement on these issues in Salford. Cllrs Duncan Hounsell, Adrian Betts, Farida Wilson (and Rob Taylor – to be confirmed) offered to join the working party. Its first tasks are to recommend terms of reference for the working party at the October meeting and to advise on how the conversation with the residents about parking in Salford is best conducted.

## **16. STANDING ORDERS AND FINANCIAL REGULATIONS**

The Council agreed changes to Standing Orders and Financial Regulations as recommended by the working party set up in June 2015.

## **17. REPORT FROM STAFFING COMMITTEE**

Cllr Jon Godfrey reported the following from the Staffing Committee meeting held on 19 July 2015:

- Cllr Jon Godfrey was elected Chair of the Committee and Cllr Farida Wilson Vice Chair.
- The need for a Health and Safety Policy was identified, and Cllr Duncan Hounsell will circulate a draft.
- The procedure for approving payments, including salary payments, via a monthly Schedule of Expenditure has been reviewed. Consideration should be given to how variations from the estimate are approved.

## **18. REPORT FROM CHURCHYARD AND ALLOTMENTS WORKING GROUP**

Cllr Chris Warren reported that the Churchyard and Allotments working group met on 21 July 2015 and agreed to recommend the allotment site waste clearance, and to see if there is interest among the allotment tenants for repairing and maintaining

the greenhouse on the allotment site. A headstone check was undertaken at the churchyard on 27 August 2015, and the group asked for quotes to reinstate some headstones whilst mindful that the only responsibility of the Council is public safety. Any action would only take place following a full discussion in the Council of the issues involved. The group also recommended getting a quote for removing the rubbish piled up in the corner.

**19. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES**

Cllr Phil Harding reported that representatives of Saltford Environment Group's Saltford Station Campaign, Chris Warren (Campaign Chair), Phil Harding (SEG Chair) and Rob Taylor (Campaign team member), had a constructive first meeting with the new Conservative administration at B&NES Council on 1 September to discuss the next steps in taking forward the ambition to reopen Saltford railway station. Present from B&NES Council were Cllr Tim Warren (Leader of the Council), Cllr Tony Clarke (Cabinet member for Transport), and Peter Dawson (Group Manager Transport & Planning Policy). Matthew Barnes from First Great Western was also present. SEG underlined the democratic wish of Saltford for re-opening the station. The meeting agreed that a decision was required from Network Rail to show that timetable provision of a half-hourly peak time service stopping at Saltford could be made within the existing and proposed long distance InterCity services. A half-hourly service at peak times is required for making the financial case for reopening Saltford station; once this is known then B&NES Council would be in a position to proceed with GRIP (Governance for Railway Investment Projects) stages 3 and 4. A full account of the meeting is available on SEG's website.

Cllr Kyle Rice reported that he had attended a Saltford Community Association meeting and would be attending another one shortly.

**20. ITEMS OF URGENT INFORMATION FROM COUNCILLORS**

Cllr Phil Harding asked that any additional information relating to moorings in Mead Lane be sent to him.

**21. PUBLICITY**

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

The meeting closed at 9.20 pm

Chair's signature.....

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

**Next Council meeting: 6 October 2015**  
**Next Planning Committee meeting: 22 September 2015**