

# **SALTFORD PARISH COUNCIL**

**Minutes of the meeting of the Council held at Saltford Hall, Saltford on Tuesday 4<sup>th</sup> September 2018 at 7.15pm**

## **PRESENT:**

**Councillors** – Phil Harding (Vice Chair), Adrian Betts, Ben Eve, Jon Godfrey, Duncan Hounsell, Kyle Rice, Robert Taylor, Farida Wilson

**Officer** – Lottie Smith-Collins

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

## **1. MINUTES**

The minutes of the Council meeting held on 3 July 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 Chris Warren (Chair) and Cllr James Macnaughton.

## **3. DECLARATIONS OF INTEREST**

No interests were declared.

## **4. PUBLIC TIME**

There were 13 members of the public present.

Ed Brown-Kenyon, Terry Sitton, Janine Kelly and Sara Sitton spoke objecting to planning application 18/02229/FUL - 26 Tynning Road.

Gary Graveling spoke about item 8 PRESENTATION BY BRISTOL AIRPORT ON MASTER PLAN CONSULTATION STAGE II regarding concerns about both the noise pollution and number of flights over Saltford.

Chris Essex of the Saltford Library and Post Office Hub stated that he was happy to answer questions regarding item 13 TENANCY AGREEMENT and also stated that the Hub has a 10 year lease from B&NES. He expressed gratitude to Saltford Parish Council and B&NES Cllr Emma Dixon for their support of the Library and Post Office planning application (18/03346/FUL). He stated that the library will be closed for refurbishment 10-21 September.

## **5. CHAIR'S ANNOUNCEMENTS**

The Chair announced that Saltford Library and Post Office will officially open at 1pm on Monday 24<sup>th</sup> September 2018.

The Chair stated that he (Cllr Phil Harding, Chair of Planning Committee) and Cllr Adrian Betts (Vice-Chair of Planning Committee) had met with B&NES Planning Policy officers on 17<sup>th</sup> August to discuss the B&NES Local Plan. Cllr Harding reported that publication of the draft Local Plan consultation had been delayed until November/December.

## **6. CLERK'S ANNOUNCEMENTS**

The Clerk made the following announcements:

- The Parish Clerk contacted Cashzone advice on how to retail a Cashpoint / ATM machine in Saltford following the closure of McColls, and to Tesco to ask if they would install a cash machine. Cashzone responded saying the request had been passed to the New Business Enquiry Team and as yet there has been no further response. Tesco has also not responded.
- The River Safety Group (a multi-group agency) has on the request of SPC funded the cost of the removal of a large tree branch opposite the Jolly Sailor public house which was used to create a rope swing. The works were undertaken by the Parks department of B&NES in conjunction with the landowner.
- The Parish Office will be closed to visiting members of the public between 10-21 September due to the Post Office refurbishment works. Please contact the Clerk by email, phone or post during this period.
- Following Tricia Golinski's retirement at the end of July, the Staffing Committee appointed Lottie Smith-Collins to the position of Parish Clerk, who started in post on 17<sup>th</sup> July 2018.

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

Cllr Emma Dixon reported that she had activated a 'Community Trigger' (anti-social behaviour case review) regarding the Mead Lane mooring issues, prompting a meeting with positive outcomes, from which a report would be available. Cllr Dixon also confirmed that she would be meeting Alice Young (Gypsy Traveller Boat Coordinator) and Tim Warren (Leader of B&NES Council) on 12<sup>th</sup> September to discuss the matter further. Cllr Dixon said she would inform the Parish Council of any updates.

Cllr Emma Dixon gave apologies from Cllr Francine Haeberling, and reported on her behalf that she had contacted B&NES Development Management to request that if the officer is minded to approve the planning application for 26 Tynning Road (18/02229/FUL) she has requested it goes before B&NES Development Management Committee.

## **8. PRESENTATION BY BRISTOL AIRPORT ON MASTER PLAN CONSULTATION STAGE II**

Saltford Parish Council received a presentation on Bristol Airport's Noise Action Plan from James Sherman, Head of Sustainability, followed by a presentation about the Master Plan Consultation Stage II from Holly Osman, Consultation and Engagement Executive.

Bristol Airport is currently approaching stage 3 of consultation on a large scale expansion, with proposals for a doubling of passenger numbers by 2025 and a trebling of passenger numbers by 2045. The plans for expansion do not show a new runway so the direction of the inbound planes would be the same as now, many of which overfly Saltford.

James Sherman and Holly Osman circulated a 'DRAFT Noise Action Plan and Master Plan consultation summary' document and responded to questions from Councillors regarding flight paths, noise preferential routes, night time controls and time spans for actions.

Cllr Duncan Hounsell inquired about Bristol Airport's previous offer of noise monitoring over Manor Road, which been offered in earlier in the year but had yet to occur. James Sherman confirmed he would arrange a noise meter to be located at a Manor Road resident's house to monitor current aircraft noise.

## 9. BRISTOL AIRPORT CONSULTATION

The Council discussed the positive action that Bristol Airport must take to reduce the nuisance in respect of noise and air pollution of inbound aircraft flying over Saltford, particularly where flight paths converge over the elevated south side of the village.

The Council agreed to send the following in response to Bristol Airport's consultation, in line with previous responses:

Saltford Parish Council objects to any plans to expand the number of flights over Saltford without very positive actions by Bristol Airport to move inbound flight paths from flying over residential areas to over green fields. One of the Pillars of the Bristol Airport consultation must be to show their active management of measures to mitigate the nuisance to their neighbours of aircraft over flying their neighbours' properties.

## 10. PLANNING MATTERS.

- a. **Minutes** – The minutes of the Planning Committee meeting held on 7 August 2018 were confirmed as a correct record and signed by the Chair of Planning Committee
- b. **New Planning Applications** – The Council considered the following planning applications in respect of which B&NES Council had invited comments.

**Revised information for 18/02229/FUL - 26 Tynning Road** – Erection of a new dormer bungalow in rear garden. Mr and Mrs Miners

It was resolved that B&NES Council be advised that this Council **OBJECTS** to this application:

The height and the design of the proposed new bungalow remains out of keeping and will dominate the existing discrete group of neighbouring bungalows and thus remains contrary to B&NES Placemaking Plan policy D2. We refer to our comments submitted on 4<sup>th</sup> July concerning restricted site access and the need to allow continuous access should a new bungalow be permitted on this site. Furthermore we remain concerned about the south boundary line as shown in the block plan which appears to contradict land registry records. If the officer is minded to permit this planning application Saltford Parish Council requests that it be referred for determination by the Development Management Committee.

**18/02899/OUT - Parcel 5159, Minsmere Road, Keynsham** Outline planning permission with all matters reserved other than access for the construction of up to 80 no. dwellings, new vehicular and pedestrian access on to Minsmere Road, drainage, public open space and all associated infrastructure. Taylor Wimpey UK Limited

It was resolved that B&NES Council be advised that this Council **OBJECTS** to this application:

Salford Parish Council objects to this proposed development on former Green Belt land safeguarded to meet longer term needs in the B&NES Core Strategy.

Salford Parish Council asks that B&NES Council takes into account the objection comments on this planning application from the B&NES Senior Highways Development Control Engineer who referred to the fact that the Inspector for the B&NES Core Strategy was clear that the development here should only come forward after the Local Plan review and that traffic impacts of any scheme at this location need to be "properly assessed". Salford Parish Council agrees with the Senior Highways Development Control Engineer's objection to this proposed development that "the existing road network in the vicinity of the site has insufficient capacity to accommodate the increase in traffic likely to be generated by the proposed development."

We have serious concerns over existing traffic congestion in and around Keynsham. That congestion affects people travelling to, from and through Salford and local roads leading towards Keynsham Town Centre, Salford's closest town, are increasingly grid locked. We consider that the existing road infrastructure will struggle to cope with other new housing already planned for East Keynsham and that the local road network will be even more seriously congested by this proposal should it be allowed to proceed.

New housing developments should be plan led. The application shows no exceptional circumstances to justify bringing this development forward before Core Strategy developments and the necessary local infrastructure improvements have been implemented. We refer to the objection comment from B&NES Planning Policy Officer Mr Neil Best who states that B&NES can demonstrate a 5 year housing supply. To permit this would overrule the whole purpose of safeguarding land in the Core Strategy for longer term development needs when genuine need, not demand, has not yet been assessed and the effects caused by existing plans for development of the Green Belt have not been experienced, assessed and remedied where found to be negative. It is therefore premature to even consider giving outline planning permission to this application.

To bring this forward prematurely without the provision of a net environmental gain is contrary to Government planning policies in the revised NPPF (2018) which specifically makes several references to the need to provide net environmental gain for development (at paragraphs 51, 72a, 102d, and 118).

**18/03481/FUL - The Folly, The Folly** - Alterations to extant planning permission 15/0444/FUL (Erection of a single storey rear extension, extension of roof to allow for loft conversion, erection of two double garages. Division of existing single dwelling into two dwellings) including addition of 2 dormers, roof raising and amended garages. C&C Sumner and Warner

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

**18/03761/FUL - 6 Drake Close** - Erection of single storey rear and side extension with part first floor side extension. Mr & Mrs A and T Wyrill

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

#### **c. Decisions and Appeals –**

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

**18/02396/FUL - 11 Norman Road - Erection of single storey pitched roof rear extension following demolition of existing rear conservatory** - Mrs Stella Hurley

**18/02765/FUL - Echo Gate 27 Rodney Road - Erection of 1 detached dwelling and garage** - Mr S Phelps

**18/00927/FUL - Avon Riverside Station Bristol-Bath Cycle Route - Erection of a Midland Railway heritage style platform shelter**, 8 metres long by 2 metres deep, containing a store for the gardening team tools and battery pack charged by roof mounted solar panels to power the platform lights - Mr Roger Eynon

**18/03039/FUL - 3 Collingwood Close - Erection of single storey extensions to the South (Porch), West and North of the existing bungalow.** Mr Davies

**18/02708/FUL - 4 Chestnut Walk - Erection of a single storey rear extension and a two storey side extension and front porch (Resubmission)**  
Mr Mike Boorman

**18/03058/FUL - 9 Roundmoor Close - Erection of a detached 2 bed dwelling and association parking** - Mr Paul Roberts

**18/03346/FUL - Saltford Library 478A Bath Road - Change of use from library (Use Class D1) to a combination of a library (D1) & post office with stationary sales (A1).** Saltford Community Library Hub Limited

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

18/02879/TCA - **Mill Lodge, The Shallows - 1 x Pine (T1) remove all limbs and reduce stem in height by 2m, leaving the habitat pole standing at 5m.** Mr D Calder

**d. Planning contraventions**

The Clerk reported that following SPCs enforcement complaint of 6 June 2018, correspondence was received from B&NES Development Management on 17 August 2018 in respect of the unauthorised change of use to dwelling at Avon Farm, Avon Lane. Planning Officer Martin Almond has been allocated this Planning Enforcement Case (Ref: 18/00352/UNAUTH). He will assess the allegation and provide progress updates at regular intervals.

**e. Planning items of urgent information**

The council agreed Cllr Duncan Hounsell's article on Planning Permission to be published in SCAN and on the Parish Council website.

## **11. FINANCIAL MATTERS**

- a. **Monthly Financial Reports** – The reports for July 2018 and August 2018 were discussed and accepted by members.
- b. **Schedules of Expenditure** – The expenditure listed in the schedule for September 2018 was authorised and the schedule signed by the Vice Chair.
- c. **Data Protection Fee renewal** – The Council authorised expenditure of £40 to the Information Commissioner's Office as legally required under the Data Protection (Charges and Information) Regulations 2018 (budget heading: General Admin. Expenses).
- d. **Data Protection Fee Direct Debit** – The Council authorised the setting up of an annual Direct Debit to the Information Commissioners Office. Payments made by Direct Debit will automatically receive a £5 reduction. Annual payments will be made in September each year.
- e. **SCA Affiliation Fee** – The Council authorised expenditure of £10 to Saltford Community Association for annual affiliation fee renewal (budget heading: Subscriptions).

## **12. COMMUNITY INFRASTRUCTURE LEVY (CIL) PAYMENTS**

The Council considered the Community Infrastructure Levy (Amendment) Regulations 2013 in relation to spending income from CIL receipts. It was agreed that CIL receipts will be used for enhancing Saltford's community facilities and amenities.

The Council considered impact of CIL income on the Parish Council budget. The Parish Clerk will create a report for consideration prior to draft budget setting in December to identify how

existing payment budget lines may be supported by income from CIL receipts in the next financial year.

### **13. TENANCY AGREEMENT**

The Council requested, and Chris Essex agreed, that it be given a 30 day notice period to give up occupation of the premises under section 4.7 of the draft Tenancy Agreement. The remainder of the Tenancy Agreement between Saltford Community Library Hub Ltd and Saltford Parish Council regarding the premises at 478a Bath Road, Saltford BS31 3DJ was approved.

### **14. MANAGEMENT OF SAFETY AT ST MARY'S CHURCHYARD REVIEW**

The Council made an amendment to the biennial review of its Management of Safety at St Mary's Churchyard dated 4<sup>th</sup> September 2018 and approved the updated contents of the document.

### **15. SOCIAL MEDIA AND SOCIAL MEDIA POLICY**

The Council agreed Cllr Jon Godfrey's proposal that Saltford Parish Council opens, manages and maintains social media accounts with Facebook and Twitter in order to pass considered messages to the Saltford Community in a timely and efficient manner, initially for a six-month trial period after which the council will review. Cllr Godfrey recommended that social media communications should be positive, informative and balanced and should not include communications about individuals or include any personal data.

It was agreed that the social media accounts will be run by the Clerk and be used for non-political communications relating to the community, including events and issues where the community awareness is considered relevant. It was agreed that a SPC Social Media policy would be created.

### **16. NEIGHBOURHOOD WATCH**

The Council discussed the arrangements for Saltford's Annual Neighbourhood Watch meeting hosted by Saltford Parish Council. The meeting will be publicised following date confirmation.

### **17. B&NES COUNCIL CHAIR'S COMMUNITY AWARDS**

The difference in criteria for nominations of the B&NES Council Chair Community Awards and Saltford Community Awards were discussed. The Parish Council considered who they might nominate for a B&NES Council Chair's Community Award.

### **18. GDPR & DATA PROTECTION**

Cllr Jon Godfrey reported that hardcopy Parish Council documents had been securely destroyed to comply with GDPR requirements. Cllr Godfrey reported that a series of GDPR actions are planned and he would inform the Parish Council of updates at future meetings.

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

Cllr Phil Harding reported that Saltford Environment Group had dug a trial trench in the 'Roman Coffin' field in August. A summary report can be found on the SEG website and a copy of the BACAS report will be published on the SEG website when available.

Cllr Phil Harding also reported that Saltford Heritage Centre will be open on Sunday 16<sup>th</sup> September 2:30pm-4:30pm as part of the 'Heritage Open Days in Bath and North East Somerset' event, including a new 'Historic maps of Saltford' display.

Cllr Kyle Rice attended Saltford Sports Club meeting on 16<sup>th</sup> July 2018. Cllr Rice reported that amendments had been made to their constitution, and that he was now the Vice-Chair of Saltford Sports Club and had also been appointed as the Reserve Football Team Manager. Cllr Rice stated that work on new changing rooms was being planned, and that the work on the football barriers is due to commence on 12<sup>th</sup> October.

Cllr Farida Wilson reported that she had attended the Saltford Fairtrade Group meeting in July.

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

No items were reported.

## **21. PUBLICITY**

The Council agreed items to include in its SCAN page and ideas for its next e-newsletter.

The meeting closed at 9.20pm

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

Next Parish Council meeting: 2 October 2018