

# SALTFORD PARISH COUNCIL

## 3 December 2019, 7:15pm, Saltford Hall



### AGENDA

#### 1. MINUTES

To receive and confirm as a correct record the minutes of the meeting of the Council held on 5 November 2019 (draft copy available on the [website](#) and on the screen at the meeting).

#### 2. APOLOGIES FOR ABSENCE

To report any apologies received by the Clerk for inability to attend this meeting.

#### 3. DECLARATIONS OF INTEREST

To receive any declarations of Members' interests in any item on the agenda. *The Council's Code of Conduct defines where a Member has a declarable interest and the effects of declarable interests on participation.*

#### 4. PUBLIC TIME

In accordance with Standing Orders, to receive any addresses or statements by members of the public on matters on the Parish Council agenda, limited to three minutes per person.

#### 5. CHAIR'S ANNOUNCEMENTS

To receive any announcements from the Chair.

#### 6. CLERK'S ANNOUNCEMENTS

To receive any announcements from the Clerk.

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

To receive any report from B&NES ward councillors for Saltford.

#### 8. PLANNING MATTERS

- a. **Decisions and Appeals** – To note any decisions and any appeals to the Planning Inspector made in respect of Saltford planning applications.
- b. **Planning contraventions** – To receive any updates on matters which have been referred to B&NES Council regarding possible contraventions of planning controls. To receive any reports of new possible planning contraventions.
- c. **Planning items of urgent information** – To receive any reports of urgent information related to planning matters.
- d. **Planning applications** - To consider the following planning applications in respect of which B&NES Council has invited comments. Plans are [available online](#) and can be displayed on a screen at the meeting:

**19/04542/FUL - Parcel 8108, Bath Road, Keynsham.** Erection of 9no. dwellings with access from Bath Road (via access approved under outline permission 16/00850/OUT) and associated works. Pegasus Group

**19/04883/CLEU - Ruby Barn Norman Road Saltford BS31 3BQ.** Installation of a hardstanding (Certificate of Lawfulness for an Existing Development). Mr & Mrs Selwood

**19/04914/FUL - Rosemere, Homefield Road Saltford BS31 3EQ.** Erection of a new dwelling and gate house following the demolition of existing dwelling. Mrs Helen Franklin

**19/04984/LICOU - 559 Bath Road Saltford BS31 3JN.** Prior approval request for change of use from light industrial (B1(C)) to 2no. dwellings (Use Class C3). Mr Geoffrey Andrews

**19/05083/FUL - Beacon House 553 Bath Road Saltford BS31 3JG.** Erection of 2 storey garage with studio, enlarged parking area and rebuilding of stone boundary wall. Mr & Mrs R & V Godfrey

## 9. FINANCIAL MATTERS

**a. Monthly Financial Report** – To receive the monthly financial report for November 2019 (report is on the [Meetings Dates Agendas & Minutes](#) page of the website).

**b. Schedule of Expenditure** – To authorise all regular payments made or to be made during December 2019 as listed on the schedule (the schedule is on the [Meetings Dates Agendas & Minutes](#) page of the website).

**c. Annual fee for the Wick House Close Allotments** – To authorise a payment of £100 according to the licence agreed between Saltford Parish Council and Curo Places Limited (Budget heading: Allotment site rent).

**d. Society of Local Council Clerks membership** – To consider authorising expenditure of £180 to renew the Clerk's membership of the Society of Local Council Clerks for 2020 (Budget heading: General Administration).

**e. Repair and conservation of memorials** – To consider authorising a spend of £360 to level and reset three headstones and re-fix one headstone (Budget heading: Headstone check).

**f. Ex-BT Phone kiosk (High St) ground works** – To consider authorising a spend of £380 to level and reset the K6 Telephone box in its original location and make good to footpath (Budget heading: Council Led Schemes).

**g. SPC Talk on Saltford Station** – To consider authorising a spend of up to £100 for the costs of room hire and refreshments to host a free public talk about Saltford Railway Station on Sunday 5<sup>th</sup> January 2020 (Budget heading: Publicity)

**h. Boxcryptor subscription** – To consider authorising expenditure of up to £100 to renew the annual subscription to Boxcryptor encryption software (Budget heading: General Administration).

**i. VE Day 75 trees** – To consider authorising expenditure of up to £350 for two oak trees and associated costs, as part of a joint project between SPC, the SCA and Curo to mark the 75<sup>th</sup> anniversary of VE day (Budget heading: Council Led Schemes)

**j. Draft budget 2020/21** – To consider the draft budget for 2020/21 which has been discussed informally, prior to formal agreement of the precept requirement at the January 2020 Council meeting. The draft budget 2020/21 is on the Councillors SharePoint page.

## **10. PURPOSE(S) FOR ADOPTED EX-BT PHONE KIOSKS**

To agree the future purpose(s) of the two adopted ex-BT phone kiosks, located on the corner of the High Street / The Shallows and located on Norman Road.

To agree a spend of up to £300 for in-situ conservation of the phone box on Norman Road (Budget heading: Council Led Schemes).

To identify costs associated with re-purposing both kiosks for approval at a future meeting.

## **11. PUBLIC FOOTPATHS BA27/79 and BA27/80 (GLENAVON FARM)**

To agree which Councillor(s), if any, will attend the Public Inquiry held at Keynsham Community Space (above Keynsham Library), Market Walk, Keynsham BS31 1FS on Thursday 13 February 2020 at 10am. A copy of the notice of order can be viewed [here](#).

## **12. FIRST BUS RESPONSE**

To discuss and agree and actions following the response from First Bus to SPC's letter dated 6<sup>th</sup> September 2019 regarding disproportionate bus fare rises imposed on Saltford residents.

## **13. SPC FINANCIAL RESERVES POLICY**

To agree to adopt the SPC Financial Reserves Policy (draft version available on Cllrs SharePoint).

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

To receive updates about environmental initiatives.

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

To receive an update on progress for GDPR compliance.

To agree that future minutes of a meeting should not ordinarily include personal data relating to members of the public who attend and speak at meetings unless otherwise requested (revised speakers registration sheet available on Cllrs SharePoint).

To agree that the names of individuals can be recorded for the performance of contractual obligations, statutory powers or functions of the council, or if the individual consents.

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

To receive any reports from Link Members on external organisations.

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

To receive any reports of urgent information from Parish Councillors.