

# SALTFORD PARISH COUNCIL

## 3 January 2017

### AGENDA

#### 1. MINUTES

To receive and confirm as a correct record the minutes of the meeting of the Council held on 6 December 2016 (draft copies are available on the website and printed copies will be available 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. **New planning applications** - To consider the following planning applications in respect of which Bath & North East Somerset Council has invited comments. Plans will be on display at the meeting and are [available online](#).

**16/05858/FUL - 469 Bath Road** - Erection of 1 ½ storey detached house following demolition of existing bungalow - Mr Allen Zimblar

**16/05771/FUL - 6 Fairways** - Erection of single storey front extension, installation of 2 windows to side elevations and construction of additional parking area - Mr & Mrs B Organ

- b. **Decisions** – To note any decisions made in respect of Salford planning applications.
- c. **Planning items of urgent information** – To receive any reports of urgent information related to planning matters.

## 9. FINANCIAL MATTERS

- a. **Monthly Financial Reports** – To receive the monthly financial report for December 2016 (the 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 the month of January 2017 as listed on the schedule (the schedule is on the Meetings Dates Agendas & Minutes page of the website).
- c. **Salford Community Association grant application** – To consider authorising a grant of £1,000 to Salford Community Association towards the 2017 Salford Festival (the grant application form is in the Councillors Area of the website) (budget heading Miscellaneous Grants).
- d. **Railfuture membership** – To consider authorising expenditure of £21 for annual membership of Railfuture, an independent organisation campaigning for better rail services for passengers and freight (budget heading Subscriptions).
- e. **Budget and precept 2017/18** - To consider the draft budget for 2017/18, which has been discussed informally by Members, and agree that the precept to be levied by Salford Parish Council for 2017/18 will be £32,147.

## 10. TRANSPORT WORKING PARTY

To agree the establishment of a working party to look at transport issues in Salford and to agree its councillor membership and its terms of reference.

## 11. ALLOTMENT RENTS AND PUBLIC LIABILITY INSURANCE 2017/18

To consider renewing the public liability insurance with Shield for the 13 allotment tenants at a cost of up to £75.00 (budget heading Insurance).

To agree the level of allotment rents for 2017/18 to take effect from 1 April 2017. The allotment rents for 2016/17 were agreed as £20 per year for a full plot and £10 per year for a half plot.

## 12. CHURCHYARD GROUNDS MAINTENANCE SPECIFICATION 2017

To agree the specification for grounds maintenance at St Mary's churchyard for the year commencing on 1 March 2017. Quotations for this will then be sought and considered at the February meeting. The current year's specification is:

- Cut all the grass twice a month during the growing season.
- Time the grass cuttings to take place just prior to any occasional wedding dates which will be advised in advance.

- Strim the grass around the edges of the graves twice a month during the growing season.
- Graves to be subject to appropriate and timely weed treatment.
- Treat weeds along the footpath adjacent to the wall running from the entrance gate to the stile.
- Remove all grass and weed cuttings.
- Empty the refuse and compost bins and remove refuse and compost monthly.
- Trim the beech hedge twice during growing season.
- Clear the ivy from walls four times during winter.
- (The 'growing season' was defined as 8 months)

It is recommended that the frequency of emptying the refuse and compost bins is increased to twice a month in the growing season, once a month the rest of the year.

To consider any appropriate measures or actions that may need to be taken for any future changes arising from the church's plans for a new memorial garden.

### **13. ANNUAL PARISH MEETING AND COMMUNITY AWARDS PANEL**

To discuss arrangements for the 2017 Parish Meeting, to be held on 4 April 2017 at 6.30pm (preceding a Planning Committee meeting), which will include the presentation of the 2017 Community Awards.

To agree which councillors will comprise the Community Awards panel (it has already been agreed that the panel will comprise the Chair and any other councillors who wish to take part, that it will consider the nominations before the end of February and make recommendations to the March Council meeting).

### **14. ARCHIVING**

To consider a proposal that Saltford Parish Council will archive documents that are 5 years old or more and store them in the archive.

### **15. LEAVE OF ABSENCE**

To approve a period of maternity absence from the Council for Cllr Liz Macnaughton.

### **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.

### **18. PUBLICITY**

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