

# SALTFORD PARISH COUNCIL

## 8 January 2019

### AGENDA



#### 1. MINUTES

To receive and confirm as a correct record the minutes of the meeting of the Council held on 4 December 2018 (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:

**18/05378/FUL - 42 Grange Road BS31 3AG** - Erection of rear conservatory - Mr & Mrs Higgins

**18/05466/OUT - 7 Camerton Close BS31 3BT** - Outline planning permission for the erection of a 3 bed detached dwelling on land between 6 and 7 Camerton Close with new parking arrangements. Mr & Ms Kinnerson and Versino

**18/05458/LBA - 3 Mill Cottages The Shallows BS31 3EY** - Internal alterations to repair roof and floor structure. Anna Mabella Edgley

**18/05501/FUL - 566 Bath Road BS31 3JN** - Erection of first floor extension following demolition of small 'lean-to' utility room. Ms Wendy Davenport.

**18/05530/VAR - Land Parcel 7200 Bath Road Keynsham** - Variation of conditions 2 and 11 of application 18/01307/RES (Reserved matters for consideration of layout, scale, appearance and landscaping for 250no. dwellings pursuant to permission 16/00850/OUT for residential and related development comprising approximately 250 dwellings, new Primary School with associated outdoor playing facilities, means of access thereto, associated open space, landscaping, access roads, footways/cycleways and infrastructure works). Curo Enterprise Limited

**18/05589/VAR - Clay Bridge Worlds End Lane Keynsham** - Variation of Condition 1 for application 16/01101/LBA (Alterations to existing bridge parapets). Network Rail.

**18/05598/FUL - 51 High Street BS31 3EJ** - Erection of single storey infill extension to rear. Ms S Boshahab Tavakoli.

**18/05716/TCA - Y Deri High Street BS31 3EJ** - T1 Pine: Reduce height by 6m and reshape. T2 Conifer: Prune for 1m clearance from hanging wires. Mr Luke Pargeter

**18/05717/TCA - 54 High Street BS31 3EJ** - T1 Willow: Re-pollard to old cuts. T2 Beech: Reduce by 4m in height and 2m in width. Mr Luke Pargeter

## **9. FINANCIAL MATTERS**

**a. Monthly Financial Report** – To receive the monthly financial report for December 2018 (reports are 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 January 2019 as listed on the schedule (the schedule is on the [Meetings Dates Agendas & Minutes](#) page of the website).

**c. Boxcryptor subscription** – To consider authorising expenditure of £66.47 to renew the annual subscription to Boxcryptor encryption software (budget heading: General Administration).

**d. Railfuture membership** – To consider authorising expenditure of £21 to renew the membership of Railfuture (budget heading: Subscriptions).

**e. Office desktop PC** – To consider authorising expenditure of up to £600 for a new office desktop PC (budget heading: Office Equipment)

**f. 2019/20 budget and precept** - To agree the draft budget for 2019/20 (which is on SharePoint) and agree that the precept to be levied by Saltford Parish Council for 2019/20 will be £33,840, an increase of 2.2%.

## **10. FINANCIAL SUPPORT FOR THE SALTORD COMMUNITY LIBRARY AND POST OFFICE HUB**

To discuss and agree any financial support for the Saltford Community Library and Post Office Hub further to previously agreed rent and phone/internet payments.

## **11. CHURCHYARD GROUNDS MAINTENANCE SPECIFICATION 2019**

To agree the specification for regular grounds maintenance at St Mary's churchyard for the year commencing 1 March 2019 (See SharePoint for the 2018 specification with suggested addition for 2019). Quotations for this will then be sought and considered at the February meeting.

## **12. ALLOTMENT RENTS AND ALLOTMENT TENANTS' PUBLIC LIABILITY INSURANCE 2019/20**

To consider renewing the public liability insurance with Shield Total Insurance for the 13 allotment tenants, with the annual policy starting on 29<sup>th</sup> January 2019 at a cost of £74.02. The policy document can be found on SharePoint (allotment site name to be amended). (Budget heading: Insurance).

To agree the level of allotment rents for 2019/20 to take effect from 1 April 2019. The allotment rents for the current year (2018/19) were agreed as £20 per year for a full plot and £10 per year for a half plot.

## **13. ASSET CHECKING PROCEDURE AND ASSET CHECKING**

To review the asset-checking procedure and assign asset checking tasks. The asset checking procedure is a twice-yearly check, to be done by specified councillors and the Clerk, of the community assets for which the Parish Council has responsibility. (The Asset Checking Register is on SharePoint).

## **14. ACTIONS FOLLOWING 'THE RE-OPENING OF SALTORD RAILWAY STATION' LETTER RESPONSES**

To discuss and agree actions in view of responses received from Network Rail and others.

## **15. DAMAGING AND DANGEROUS UNLEVEL AND SUNKEN METAL SERVICE COVERS AND ADJOINING ROAD SURFACES ON ROADS IN B&NES**

To discuss the problem of unlevel and sunken metal service covers and adjoining road surfaces on roads in B&NES. To request information from B&NES on who is responsible for monitoring the condition of these defective unlevel covers and adjoining road surfaces, the parameters that are used to required action for their repair and the timescale by which the works must be completed.

## **16. DATE FOR SALTORD PARISH COUNCIL MAY 2019 MEETING**

Due to the impact of 2019 elections (unless there is no contested election), to review and agree a date between Wednesday 8 May and Thursday 23 May for the May SPC meeting.

## **17. DATA PROTECTION**

To receive an update from Cllr Jon Godfrey on progress for GDPR compliance.

## **18. PUBLICITY**

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

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

To receive any reports from Link Members on external organisations.

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

To receive any reports of urgent information from Parish Councillors.