

SALTFORD PARISH COUNCIL

7 January 2020, 7:15pm, Saltford Hall



1. MINUTES

To receive and confirm as a correct record the minutes of the meeting of the Council held on 3 December 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:

19/05179/FUL - 15 Kingston Avenue Saltford BS31 3LF. Erection of single storey side extension. Mr And Mrs P Aylett

19/05298/CLEU - 57A High Street Saltford BS31 3EJ. Use of building as 2no self contained flats (Certificate of Lawfulness for an Existing Use)

19/05351/FUL - 13 Beech Road BS31 3BE. Erection of single storey rear extension and internal alterations. Mr Mike Pollinger

19/05370/FUL - St Marys Church Queen Square Saltford BS31 3EL. Installation of new paving, handrails and ramp to existing memorial garden. The PCC St Mary's Church Saltford

19/05376/TCA - Saltford Manor Queen Square Saltford BS31 3EL. Leylandi (T1) - section fell. Mr Richard Canter

19/05445/FUL - 410 Bath Road Saltford BS31 3DH. Proposed erection of a single storey extension and associated works. Mr & Mrs Ali

9. FINANCIAL MATTERS

a. Monthly Financial Report – To receive the monthly financial report for December 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 January 2020 as listed on the schedule (the schedule is on the [Meetings Dates Agendas & Minutes](#) page of the website).

c. Ex-BT Phone kiosk (High St) conservation and repurposing – To consider authorising a spend of £300 to complete in-situ conservation and repurposing of the K6 Telephone box (Budget heading: Council Led Schemes).

d. Railfuture membership – To consider authorising expenditure of up to £25 to renew the membership of Railfuture (budget heading: Subscriptions).

e. 2020/21 budget and precept - To agree the draft budget for 2020/21 (on Cllrs SharePoint) and agree that the precept to be levied by Saltford Parish Council for 2020/21 will be £34,838, an increase of 2.95%.

f. Level of reserves (excluding CIL Funds) – To formally minute SPC's predicted level of budgeted reserves at the end of the 2020/21 year as £38,623 against an agreed minimum of £33,673 as considered and approved as part of the 2020/21 budget agreement (item 9.e).

10. PUBLIC FOOTPATHS BA27/79 and BA27/80 (GLENVON FARM)

Further to the Public Inquiry to be held at Keynsham Community Space on Thursday 13 February 2020 - to discuss whether the suggested alternative route agreed by the applicant and landowner is acceptable, and if so to agree to inform B&NES Council of SPC's view prior to the public inquiry taking place.

11. AVON PENSION FUND VALUATION

To agree the Avon Pension Fund valuation to be based on their long term pay assumption of 3.9%

12. SAFETY IMPROVEMENTS - A4 BATH ROAD BY SALTFFORD HILL

To agree any actions to improve safety on the A4 Bath Road by Saltford Hill.

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13. CHURCHYARD GROUNDS MAINTENANCE SPECIFICATION 2020

To agree the specification for regular grounds maintenance at St Mary's churchyard for the year commencing 1 March 2020 (See draft specification on Cllrs SharePoint). Quotations for this will then be sought and considered at the February meeting.

14. ALLOTMENT RENTS AND ALLOTMENT TENANTS' PUBLIC LIABILITY INSURANCE 2020/21

To consider renewing the public liability insurance with Shield Total Insurance for the 13 allotment tenants, with the annual policy starting on 29th January at a cost of up to £100. (Budget heading: Insurance).

To confirm the level of allotment rents for 2020/21 to take effect from 1 April 2020. The allotment rents were agreed in January 2019 as £20 per year for a full plot and £10 per year for a half plot.

To confirm the level of allotment rents for 2021/22 to take effect from 1 April 2021.

15. 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. (Further information on Cllrs SharePoint).

16. DEFIBRILLATORS IN EX-BT PHONE KIOSKS

To discuss and agree actions regarding the installation of defibrillators in the ex-BT phone kiosks on Norman Road and the High St / The Shallows. Information on options can be found on Cllrs SharePoint.

17. TRAFFIC REGULATION ORDER (TRO) – TYNING ROAD

To discuss and agree to approach B&NES Council to request a TRO on a section of Tynning Road (A4 Bath Road end), for the purpose of providing more short-term parking options locally.

18. NEW LOGO

To agree a new logo design for Saltford Parish Council.

19. CHRISTMAS TREE

To discuss and agree any actions regarding the installation of a decorated Christmas tree in Saltford for December 2020.

20. BICYCLE STATION IN SALT FORD

To discuss and agree any actions, including cost implications, regarding the installation of a bicycle station in Saltford.

21. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

To receive updates about environmental initiatives.

22. DATA PROTECTION AND GDPR UPDATES

To receive an update on progress for GDPR compliance.

23. PUBLICITY

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

24. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

To receive any reports from Link Members on external organisations.

25. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

To receive any reports of urgent information from Parish Councillors.