

SALTFORD PARISH COUNCIL

6th June 2017

AGENDA

1. MINUTES

To receive and confirm as a correct record the minutes of the meeting of the Council held on 2 May 2017 (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. **Election of Planning Committee Chair and Vice-Chair** – To elect a Chair and Vice-Chair of the Planning Committee for the year 2017/18.
- b. **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](#).

17/02211/CLEU - 4 Beech Road - Installation of front and rear dormer windows to create loft conversion at first floor (Certificate of lawfulness for an existing use) - Mr G Davis

17/02110/FUL - 51 High Street - Construction of dormer window extensions to front and rear roof slopes - Mrs Sandra Tavakoli

17/02013/LBA - 26 High Street - Internal repair and support work to existing floor joists - Mr P Elliott

17/02146/FUL - Avon View, The Shallows - Extension of front balcony and addition of side balcony/garden accessway. New garden landscaping including stone retaining walls, terracing and swimming pool - Mr Luke Pargeter

17/02526/FUL - 6 Cabot Close - Erection of two storey side extension - Mr & Mrs Jardine

17/02563/FUL - 5 Beresford Close - Loft conversion with rear facing dormer windows - Mr Maggs

- c. **B&NES Salford Conservation Area public consultation** – To consider B&NES Council’s Salford Conservation Area draft character appraisal, proposed boundary changes and management proposals, and agree the Parish Council’s response to the consultation by 14 July. The consultation is online at <http://www.bathnes.gov.uk/CACA-Salford> and in hard copy at Salford Library.
- d. **Decisions and Appeals** – To note any decisions and any appeals to the Planning Inspector made in respect of Salford planning applications.
- e. **Planning items of urgent information** – To receive any reports of urgent information related to planning matters.

9. FINANCIAL MATTERS

- a. **Monthly Financial Report** – To receive the monthly financial report for May 2017 (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 June 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 making a grant of £500 to Salford Community Association to help support the cost of producing 6 bi-monthly editions of SCAN, each edition of which contains pages dedicated to Parish Council news (budget heading Miscellaneous Grants). The grant application is in the Councillors Area of the website under Supporting documents for meetings.
- d. **Revised pay scale for the Clerk** - To consider authorising a 1% salary increase for the Clerk with effect from April 2017, in accordance with the National Joint Council for Local Government Services’ agreement (budget heading Office Staff). This is an increase from £12,522 to £12,647 per annum at Spinal Column Point 26.

10. B&NES NEIGHBOURHOOD PLANNING WORKSHOP

To receive a report from B&NES Council’s workshop on Neighbourhood Planning Landscape

Character on 31 May attended by Cllrs Chris Warren and Adrian Betts.

11. FINANCIAL REGULATIONS

To review the Council's financial regulations as required annually. Proposed revised Financial Regulations following further clarification from the internal auditor are in the Councillors Area of the website under Supporting documents for meetings.

12. VILLAGE WALK RISK ASSESSMENT

To consider and approve the risk assessment for the village walks on 13 June 2017 to be led by Cheryl Hannan and Robin Dixon. The risk assessment and maps of the two routes are in the Councillors Area of the website under Supporting documents for meetings.

13. ASSET CHECKING PROCEDURE

To review the Council's asset checking procedure and agree a formal process for checking the following community assets:

Commemorative Plaque, Saltford Memorial Garden
War Memorial, Norman Road
Notice Boards, outside Saltford Post Office
Notice Board, outside Bird in Hand
Youth Shelter, Saltford Hall playing field
Basketball goalpost, next to Saltford Primary School
2 Fairtrade Village road signs, on A4 at both ends of Saltford
Blue plaque commemorating Admiral Kelly, on pillar at entrance to Saltford House, High St

14. DRAFT PARISH CHARTER

To consider the draft Parish Charter between B&NES Council and town, parish and village councils, prepared by a Working Group of representatives from the parishes and from B&NES Council, and agree the Parish Council's response by 31 July. The draft Parish Charter is in the Councillors Area of the website under Supporting documents for meetings.

15. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

To receive any reports from Link Members on external organisations.

16. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

To receive any reports of urgent information from Parish Councillors.