

# **SALTFORD PARISH COUNCIL**

## **19 May 2015**

### **AGENDA**

#### **1. ELECTION OF CHAIR**

To elect a Chair of the Council for the year 2015/2016. Upon his/her election, the Chair to sign a Declaration of Acceptance of that Office.

#### **2. ELECTION OF VICE-CHAIR**

To elect a Vice-Chair of the Council for the year 2015/2016. Upon his/her election, the Vice-Chair to sign a Declaration of Acceptance of that Office.

#### **3. MINUTES**

To receive and confirm as a correct record the minutes of the meeting of the Council held on 21 April 2015 (draft copies are enclosed for Members).

#### **4. APOLOGIES FOR ABSENCE**

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

#### **5. 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.*

#### **6. PUBLIC TIME**

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

#### **7. CHAIR'S ANNOUNCEMENTS**

To receive any announcements from the Chair.

#### **8. APPOINTMENT OF COMMITTEES AND WORKING GROUPS AND MEMBERSHIP THEREOF**

To agree the formation of committees and working groups and the membership of those committees and working groups for the year 2015/2016.

The previous Council formed two committees:

- Planning Committee, comprising nine councillor members
- Staffing Committee, comprising four councillor members

The previous Council formed one working group:

- Churchyard Safety, Churchyard and Allotments Maintenance Working Group, comprising three councillor members and two public members who were allotment tenants.

Each committee and working group will elect its Chair and Vice Chair at its first meeting.

## 9. DATES OF MEETINGS OF COUNCIL AND COMMITTEES

To agree the dates on which the Council and committees will meet for the year 2015/2016.

Two lists of alternative suggested dates are enclosed for Members, one based on the previous pattern of meetings twice a month, and one based on Planning Committee meetings every three weeks. In both cases the full Council meeting each month includes planning matters.

## 10. APPOINTMENT OF LINK MEMBERS FOR OUTSIDE BODIES

To appoint Members to link with external organisations.

The previous Council appointed representatives to the following organisations:

- B&NES Parishes Liaison
- Connecting Communities Keynsham area forum
- Salford Community Association
- Keynsham Young People's Liaison Group
- River Avon Users Consultative Committee
- Salford Environment Group

## 11. PLANNING MATTERS

- a) **Election of Chair** - To elect a Chair of the Planning Committee for the year 2015/2016.
- b) **Election of Vice-Chair** - To elect a Vice-Chair of the Planning Committee for the year 2015/2016.
- c) **Minutes** - To receive and confirm as a correct record the minutes of the Planning Committee meeting held on 5 May 2015 (draft copies are enclosed for Members).
- d) **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 before the meeting.

15/01874/FUL - 33 Rodney Road - Erection of annexe extension to existing property - Mr & Mrs Britton

- e) **Decisions** – To note any decisions made in respect of Salford planning applications.
- f) **Planning items of urgent information** – To receive any reports of urgent information related to planning matters, including any reports of new possible planning contraventions.

## 12. FINANCIAL MATTERS

- a) **Monthly Financial Report** – To receive the monthly financial report for April 2015 which is enclosed for Members.
- b) **Schedule of Expenditure** – To authorise all payments to be made during the month of May 2015 as listed on the schedule enclosed for Members.
- c) **Addendum to 2014-15 Internal Audit Report** - To consider and approve the Addendum to the internal audit of the Council's 2014/15 accounts undertaken by Auditing Solutions Ltd (copies of the Addendum and full internal audit report have been sent to Members).
- d) **The Good Councillor Guide** – To authorise expenditure of £44 on 11 copies of The Good Councillor Guide from NALC (budget heading Training).
- e) **Annual review of asset register** – To review the Council's register of assets (copies of the register agreed in May 2014 have been sent to Members). The only change suggested is that the automatic external defibrillator, responsibility for which passed to Davies & Way in November 2015, is no longer insured.
- f) **Council insurance** – To decide which company's quote to accept for renewing the Council's insurance policy, which is due on 1 June 2015 (budget heading Insurance).

The following quotes have been received:

Aon UK Ltd (current insurers)	£368.95 (no increase on last year)
Zurich	£313.60

There are minor differences in the cover offered by the two companies (details are enclosed for Members).

- g) **Funeral wreath for Peter Duppa-Miller** – To authorise expenditure of up to £50 on a wreath to be sent to the funeral of Peter Duppa-Miller MBE, clerk to Combe Hay, County Committee member of ALCA and Area Secretary for B&NES (budget heading S.137).
- h) **War memorial signage** – To authorise expenditure of up to £500 on permanent signage outlining details of the fallen on Saltford war memorial, as supplied by Owen McDermott (budget heading Council Led Schemes).

## 13. MEMBERSHIP OF NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC)

Cllr Duncan Hounsell to propose that Saltford Parish Council agrees to join NALC in this financial year at a cost of £470.92 (from 1 June 2015 to 31 March 2016) (Budget heading Training).

## 14. GENERAL POWER OF COMPETENCE

To receive a briefing from the Clerk on the General Power of Competence.

To consider this motion from Cllr Duncan Hounsell:

Saltford Parish Council adopts the General Power of Competence for this Council year, subject to the Clerk achieving the required qualification.

## **15. LOCAL FLOOD REPRESENTATIVE**

To consider nominating a Local Flood Representative for Saltford. B&NES Drainage and Flooding team is seeking local flood representatives for each Parish – not necessarily Parish Councillors. B&NES' description of the role of Flood Representative has been sent to Members.

## **16. INVITATION TO ST MARY'S SONGS OF PRAISE 14 JUNE**

To agree the Council's response to the invitation from St Mary's to take part in the Community Songs of Praise on the first Sunday of the Festival week, Sunday 14 June at 10.00 am. The Council has been invited to choose a couple of hymns, and for a representative on the day to answer a few questions on what the Council does.

## **17. FIVE-POINT VISION FOR SALT FORD**

Cllr Phil Harding to propose that Saltford Parish Council adopts this five-point vision for Saltford:

- Green Belt land surrounding the village being protected from development including fracking and a road bypass.
- Its own re-opened railway station on the existing site in place or already underway.
- A decreased carbon footprint.
- A positive, healthy and caring community that encourages Fairtrade and values and protects the local environment including its heritage.
- Is a good neighbour to surrounding villages, towns and cities.

## **18. SALT FORD STATION**

To consider this motion from Cllr Duncan Hounsell:

Saltford Parish Council supports the principle of re-opening Saltford Station whilst mindful to address any concerns.

Saltford Parish Council welcomes the fact that £250,000 has been included in the budgets of B&NES Council in order to take the project development forward to Network rail's GRIP stages 3 and 4. Saltford Parish Council asks that B&NES Council commission this development work at the earliest opportunity. Saltford Parish Council's preferred site is the existing site. This Council does not wish to place any constraints on this development work but asks that it is consulted about options before final decisions about Saltford Station are eventually made.

## **19. COUNCILLOR PROFILES**

To consider this motion from Cllr Duncan Hounsell:

Saltford Parish Council invites all Saltford Parish councillors to put a photograph of themselves ("head and shoulders") and a brief description of their background and interests (40 – 100 words) on the public section of the Parish Council website in the interests of transparency and public engagement.

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

To receive any reports of urgent information.