

# **SALTFORD PARISH COUNCIL**

## **3 May 2016**

### **AGENDA**

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

To elect a Chair of the Council for the year 2016/2017. 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 2016/2017. 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 26 April 2016 (draft copies are available on the website and printed copies will be available at the meeting).

#### **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 matters on the Parish Council agenda, limited to three minutes per person.

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

To receive any announcements from the Chair.

#### **8. CLERK'S ANNOUNCEMENTS**

To receive any announcements from the Clerk.

#### **9. REPORT FROM B&NES WARD COUNCILLORS**

To receive any report from B&NES ward councillors for Saltford.

## **10. 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 2016/2017.

The previous year the Council formed two committees:

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

The previous Council formed one working group:

- Churchyard Safety, Churchyard and Allotments Maintenance Working Group, comprising four 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.

## **11. DATES OF MEETINGS OF COUNCIL AND COMMITTEES**

To agree the dates on which the Council and committees will meet for the year 2016/2017.

*All meetings are on Tuesdays starting at 7.15 pm.*

*When the full Council meets it acts as the Planning Committee and includes Planning Matters.*

*The Planning Committee meets only if there are applications to consider.*

### **Suggested dates of meetings 2016/17:**

<u>Dates of Council Meetings</u>	<u>Dates of Planning Committee meetings</u>
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3 May 2016	17 May 2016
7 June 2016	21 June 2016
5 July 2016	19 July 2016
(no meeting in August)	16 August 2016
6 September 2016	20 September 2016
4 October 2016	18 October 2016
1 November 2016	15 November 2016
6 December 2016	20 December 2016
3 January 2017	17 January 2017
7 February 2017	21 February 2017
7 March 2017	21 March 2017
(swap Council & Planning)	4 April 2017 (following annual Parish Meeting)
18 April 2017	
2 May 2017 (Annual Council meeting)	

## **12. APPOINTMENT OF LINK MEMBERS FOR OUTSIDE BODIES**

To appoint Members to link with external organisations.

The previous year the Council appointed link members to the following organisations:

B&NES Parishes Liaison - Chair and any other members

Connecting Communities Keynsham Area Forum - Chair and any other members

Saltford Community Association - Cllr Kyle Rice

River Avon Users Consultative Committee (RAUCC) - Cllr Phil Harding

Saltford Environment Group - Cllrs Phil Harding and Chris Warren

Saltford Business Network - Cllr Duncan Hounsell  
Saltford Fair Trade Group - Cllr Kyle Rice

### **13. GENERAL POWER OF COMPETENCE**

To consider re-adopting the General Power of Competence for the Council year 2016/17.

### **14. CHAIN OF OFFICE**

To decide whether to add bars to the chain of office for everyone who has served as Chair or for those who have served at least 2 years.

### **15. 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 before the meeting and are [available online](#).

16/01879/FUL - 3 Uplands Road - Erection of front porch and loft conversion - Mr & Mrs J Williams

15/01137/AR - 447 Bath Road - Display of 1 non-illuminated sign (Regularisation) - Clover House

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

### **16. FINANCIAL MATTERS**

- a) **Monthly Financial Report** – To receive the monthly financial report for April 2016.
- b) **Schedule of Expenditure** – To authorise all regular payments made or to be made during the month of May 2016 as listed on the schedule.
- c) **Back up drive and Windows upgrade** – To authorise expenditure of £100 on a replacement back-up drive and a Windows upgrade to the office PC (budget heading Office Equipment).
- d) **Council insurance renewal** – To decide which company's quote to accept for renewing the Council's insurance policy, which is due on 1 June 2016 (budget heading Insurance).

The following quotes have been received:

Zurich (current insurers) - £306

Came & Co - £650

Aon UK - £676

### **17. REGISTER OF ASSETS**

To review the Council's Register of Assets, to remove the defibrillator and update the value of the notice boards.

## **18. FINANCIAL REGULATIONS**

To amend the Council's financial regulations as recommended by the internal auditor.

## **19. WEST OF ENGLAND DEVOLUTION AGREEMENT (INCLUDING A METRO-MAYOR)**

To consider these proposals and to decide whether the Parish Council should agree a stance, what stance that might be, and what representations it might wish to make.

The link to the West of England Devolution Agreement is

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/508112/160315\\_West\\_of\\_England\\_Devolution\\_Agreement\\_Draft - FINAL.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/508112/160315_West_of_England_Devolution_Agreement_Draft_-_FINAL.pdf)

## **20. PARKING ISSUES**

To further discuss parking issues based on a revised paper from the working group.

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

To receive any reports from Link Members on external organisations.

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

To receive any reports of urgent information from Parish Councillors.

## **23. PUBLICITY**

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