

# **SALTFORD PARISH COUNCIL**

## **2<sup>nd</sup> May 2017**

### **AGENDA**

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

To elect a Chair of the Council for the year 2017/2018. 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 2017/2018. 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 18 April 2017 (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. 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 at the meeting and are [available online](#).

**17/01762/FUL** - 33 Montague Road - Erection of front door porch extension - Mr & Mrs Luke & Sian Tucker

- b. **Decisions and Appeals** – To note any decisions and any appeals to the Planning Inspector made in respect of Saltford planning applications.
- c. **B&NES Council’s Saltford Conservation Area Character Appraisal public consultation** – To consider the arrangements made by B&NES Council for the Saltford Conservation Area Character Appraisal public consultation which will run from 5 June to 14 July. The email from B&NES Conservation Consultant is in the Councillors Area of the website under Supporting documents for meetings.
- d. **Planning items of urgent information** – To receive any reports of urgent information related to planning matters.

## 11. 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 2017/2018.

The previous year the Council formed two committees:

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

The previous year the Council formed two working groups:

- Churchyard Safety, Churchyard and Allotments Maintenance Working Group, comprising four councillor members and two public members who were allotment tenants
- Transport Working Party, comprising seven councillor members

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

## 12. DATES OF MEETINGS OF COUNCIL AND COMMITTEES

To agree the dates on which the Council and committees will meet for the year 2017/2018.

*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 2017/18:**

<u>Dates of Council Meetings</u>	<u>Dates of Planning Committee meetings</u>
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(including Planning Matters)

2 May 2017

16 May 2017

6 June 2017	20 June 2017
4 July 2017	18 July 2017
(no meeting in August)	8 or 15 August 2017
5 September 2017	19 September 2017
3 October 2017	17 October 2017
7 November 2017	21 November 2017
5 December 2017	19 December 2017
2 January 2018	16 January 2018
6 February 2018	20 February 2018
6 March 2018	20 March 2018
(swap Council & Planning)	3 April 2018 (following annual Parish Meeting)
17 April 2018	
1 May 2018 (Annual Council meeting)	

### 13. 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  
ALCA (Avon Local Councils Association) B&NES Area Group - Chair and any other members

### 14. GENERAL POWER OF COMPETENCE

To consider resolving to re-adopt the General Power of Competence for the Council year 2017/18.

### 15. FINANCIAL MATTERS

- a. **Monthly Financial Report** – To receive the monthly financial report for April 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 May 2017 as listed on the schedule (the schedule is on the Meetings Dates Agendas & Minutes page of the website).
- c. **Great Western Air Ambulance Charity grant application** – To consider making a grant of £350 to the Great Western Air Ambulance Charity for the proportionate amount of the Aircraft Flying Charge for the Saltford area (budget heading Miscellaneous Grants). The application is in the Councillors Area of the website under Supporting documents for meetings and the applicant will attend the meeting.
- d. **Annual Governance Statement 2016/17** – To consider approving the Annual Governance Statement 2016/17 a copy of which is in the Councillors Area of the website under Supporting documents for meetings.

- e. **Annual Accounting Statements 2016/17** – To consider approving the Annual Accounting Statements 2016/17 a copy of which is in the Councillors Area of the website under Supporting documents for meetings.
- f. **Internal audit of 2016/17** – To consider approving the internal audit report of 2016/17 and the proposed response to the internal auditor's recommendations. Both documents are in the Councillors Area of the website under Supporting documents for meetings.
- g. **Council insurance renewal** – To decide which company's quote to accept for renewing the Council's insurance policy, which is due on 1 June 2017 (budget heading Insurance). The following quotes have been received (both proposals are in the Councillors Area of the website under Supporting documents for meetings):
  - Zurich (current insurers) - £316.39
  - Aon UK - £553.39

## **16. REGISTER OF ASSETS**

To review the Council's Register of Assets. A proposed revised Register of Assets is in the Councillors Area of the website under Supporting documents for meetings. This reflects the removal of the football goalposts by the school and the addition of the new office printer.

## **17. FINANCIAL REGULATIONS**

To review the Council's financial regulations as required annually. Proposed revised Financial Regulations incorporating the amendment recommended by the internal auditor are in the Councillors Area of the website under Supporting documents for meetings.

## **18. GRANTS POLICY**

To consider providing guidance on the Parish Council's grant application form that grants given to local organisations are in normal circumstances to assist with project set up or capital equipment costs, not running costs. This allows the council's limited funds to be spread wider in the local community whilst it would be inadvisable for community projects to be reliant on the council for funding running costs on an ongoing basis.

## **19. B&NES COUNCIL'S WATER SPACE STUDY DRAFT REPORT**

To consider B&NES Council's Water Space Study draft report which is online at <http://www.bathnes.gov.uk/services/environment/river-safety/rivers-canals/water-space-study>, and to agree the Parish Council's response. A draft response is in the Councillors Area of the website under Supporting documents for meetings.

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

To receive any reports from Link Members on external organisations.

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

To receive any reports of urgent information from Parish Councillors.

## **22. PUBLICITY**

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