

SALTFORD PARISH COUNCIL

1st May 2018

AGENDA

1. ELECTION OF CHAIR

To elect a Chair of the Council for the year 2018/19. 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 2018/19. 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 17 April 2018 (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 2018/19.

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.

11. DATES OF MEETINGS OF COUNCIL AND COMMITTEES

To agree the dates on which the Council and committees will meet for the year 2018/19.

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 additionally only if necessary.

Suggested dates of Council meetings 2018/19:

1 May 2018

5 June 2018

3 July 2018

7 August 2018

4 September 2018

2 October 2018

6 November 2018

4 December 2018 (with a pre-meeting informal budget discussion at 6.30)

8 January 2019

5 February 2019

5 March 2019

2 April (following the annual Parish Meeting at 6.30)

7 May 2019 (Annual Council meeting)

12. 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 2018/19.

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](#).

18/01614/LBA - Manor Barn, Queen Square - Internal and external works to repair roof to Dovecote - Mrs Patricia Curnock

18/01187/FUL - 7 Uplands Drive – Erection of new dwelling following demolition of existing dwelling – Mr Seya Burchill

18/01791/FUL - 52 Manor Road - Erection of raised rear terrace (Retrospective) - Mr & Mrs Bernard Smalley

18/00948/FUL - 1 Chelwood Road (revised information) - Erection of 2 bed dwelling attached to existing house (resubmission) - Mr Matthew Watts

c. Decisions and Appeals – To note any decisions and any appeals to the Planning Inspector made in respect of Saltford planning applications.

d. Planning items of urgent information – To receive any reports of urgent information related to planning matters.

13. APPOINTMENT OF LINK MEMBERS FOR OUTSIDE BODIES

To appoint Members to link with external organisations for the year 2018/19. 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

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

Saltford Community Association – vacant

Saltford Sports Club – 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

14. GENERAL POWER OF COMPETENCE

To consider resolving to re-adopt the General Power of Competence for the Council year 2018/19.

15. FINANCIAL MATTERS

a. Monthly Financial Report – To receive the monthly financial report for April 2018 (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 2018 as listed on the schedule (the schedule is on the *Meetings Dates Agendas & Minutes* page of the website).

c. Council insurance renewal - To decide which company's quote to accept for renewing the Council's insurance policy, which is due on 1 June 2018 (budget heading Insurance). The following quotes have been received:

Zurich (current insurers) - £319.01

Came & Co. - £550

The Zurich proposal is in the Councillors Area of the website under *Supporting documents for meetings*; Came & Co. did not send a detailed proposal but just an estimated quote, as they stated that they would not be able to match our current

insurance price.

d. Revised pay scale for the Clerk - To consider authorising a 2% salary increase for the Clerk with effect from April 2018, in accordance with the National Joint Council for Local Government Services' agreement (budget heading Office Staff). This is an increase from £12,647 to £12,900.54 per annum at Spinal Column Point 26.

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 war memorial (as it is not owned by Saltford Parish Council) and the addition of the new war memorial railings and gates.

17. NATIONAL PLANNING POLICY FRAMEWORK CONSULTATION

To consider whether to respond to the draft revised National Planning Policy Framework, which is out for consultation until 10 May 2018, and if so to agree the Parish Council's response.

The consultation is online at <https://www.gov.uk/government/consultations/draft-revised-national-planning-policy-framework>.

Saltford Environment Group (SEG)'s response is online at <http://www.saltfordenvironmentgroup.org.uk/#581>.

18. GDPR UPDATE

Cllr Jon Godfrey to update the Council on progress with General Data Protection Regulations (GDPR) compliance and to discuss the Council's policies and procedures which will be affected.

19. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

To receive any reports from Link Members on external organisations.

20. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

To receive any reports of urgent information from Parish Councillors.

21. PUBLICITY

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