

# SALTFORD PARISH COUNCIL

## 17 May 2019



### 1. ELECTION OF CHAIR

To elect a Chair of the Council for the year 2019/20. 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 2019/20. Upon his/her election, the Vice Chair to sign a Declaration of Acceptance of that Office.

### 3. DECLARATIONS OF ACCEPTANCE

To confirm delivery by Councillors of their Declarations of Acceptance of office.

### 4. MINUTES

To receive and confirm as a correct record the minutes of the meeting of the Council held on 2 April 2019 (draft copy available on the [website](#) and on the screen at the meeting).

### 5. APOLOGIES FOR ABSENCE

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

### 6. 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.*

### 7. 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.

### 8. CHAIR'S ANNOUNCEMENTS

To receive any announcements from the Chair.

### 9. CLERK'S ANNOUNCEMENTS

To receive any announcements from the Clerk.

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

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

## **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 2019/20.

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 2019/20. 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 2019/20:

4 June 2019

2 July 2019

6 August 2019 (Planning Committee only, if required)

3 September 2019

1 October 2019

5 November 2019

3 December 2019 (with a pre-meeting informal budget discussion at 6.30pm)

7 January 2020

4 February 2020

3 March 2020

7 April 2020 (following the Annual Parish Meeting at 6.30pm)

5 May 2020 (Annual Council Meeting)

## **13. 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 2019/20.
- b. Decisions and Appeals** – To note any decisions and any appeals to the Planning Inspector made in respect of Saltford planning applications.

- c. **Planning contraventions** – To receive any updates on matters which have been referred to B&NES Council regarding possible contraventions of planning controls. To receive any reports of new possible planning contraventions.
- d. **Planning items of urgent information** – To receive any reports of urgent information related to planning matters.
- e. **Planning Applications** - To consider the following planning applications in respect of which B&NES Council has invited comments. Plans are [available online](#) and can be displayed on a screen at the meeting:

**19/01438/FUL 16 Manor Road BS31 3DN** - Erection of new single storey side and rear extensions with additional B205:B210 hardstanding at front of house following demolition of existing garage. Mr & Mrs Nick Harber

**19/01437/VAR Glenavon Farm 331 Bath Road BS31 3TJ** - Variation of condition 18 for application 12/05167/FUL (Renovation, extension and conversion of existing farm buildings to a farm shop and cafe/restaurant with car parking and associated access arrangements). Mr Stratton

**19/00664/FUL 549 Bath Road BS31 3JG** - Construction of new dwelling and associated external works. Mr & Mrs T & T Elvins

**19/01498/FUL 6 Manor Road BS31 3DL** - Erection of a single storey rear extension, following demolition of existing conservatory and lean-to. Mr & Mrs Stainer

**19/01488/FUL 4 Uplands Road BS31 3JJ** - Erection of detached 3 bed bungalow on land to rear of 4 Uplands Road. Mr Duncan Phillips

**19/01731/CLEU Avon Farm Avon Lane BS31 3ET** - Use of "The Dove Cote" as a separate dwelling (Use class C3) (Certificate of Lawfulness of Existing Use). Mr Clive Franklin

**19/01732/CLEU Unregistered Dwelling 1 Avon Farm Avon Lane Saltford** - Use of "The Garden Room" as a separate dwelling (Use class C3) (Certificate of Lawfulness of Existing Use). Mr Clive Franklin

**19/01768/FUL 20 Manor Road BS31 3DN** - Erection of two storey side extension. Executors Of The Late Peter Allen.

**19/01980/FUL 16 Victoria Road BS31 3AW** - Erection of single storey side and rear extensions. Mr & Mrs Mason

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

To appoint Members to link with external organisations for the year 2019/20.

- B&NES Parishes Liaison (usually Chair and any other members)

- Connecting Communities Keynsham Area Forum - (usually Chair and any other members)
- Avon Local Councils Association (ALCA) (usually Chair)
- B&NES Area Group
- Salford Community Association
- Salford Sports Club
- River Avon Users Consultative Committee (RAUCC)
- Salford Environment Group
- Salford Business Network
- Salford Fair Trade Group

## 15. GENERAL POWER OF COMPETENCE

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

## 16. FINANCIAL MATTERS

**a. Monthly Financial Report** – To receive the monthly financial report for April 2019 (reports are 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 May 2019 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 2019. The following quotes have been received: Zurich (current insurers) - £320.76, Came & Co. - £517.10, BHBI (Aviva) - £693.91. Details for Cllrs are available on SharePoint. (Budget heading: Insurance).

**d. Vision ICT SLL Certificate Renewal** – To consider authorising expenditure of £60 to renew the SLL Certificate commencing June 2019. (Budget heading: General Admin. Expenses.)

**e. Ex-BT phone box** – To consider authorising expenditure of up to £700 to repair the Ex-BT phone box (an asset of SPC). (Budget heading: Council Led Schemes)

## 17. WEST OF ENGLAND MS THERAPY CENTRE GRANT APPLICATION

To consider authorising expenditure of £75 towards the costs of running an oxygen chamber. Grant application form is on Cllrs SharePoint. (Budget heading: Misc. Grants.)

## **18. LETTER TO FORMER PARISH COUNCILLORS**

To agree to send former Parish Councillors letter of thanks for their time and contribution from the new Parish Councillors.

## **19. SPC POLICY OVERVIEW**

To consider this motion from Cllr Phil Harding:

Proposal that SPC adopts this policy overview for Saltford to guide its work during SPC's term of office: Saltford Parish Council is in favour of **protecting the Green Belt** around the village from development including from fracking and a road bypass (that would be infilled with housing); **reopening the railway station** on the existing site; and that Saltford should continue to be a **caring community** that encourages Fairtrade and **looks after the environment** whilst aiming for a **lighter ecological footprint** that is more climate friendly for the benefit of future generations.

## **20. ACTIONS FOLLOWING RESPONSES TO 'THE RE-OPENING OF SALTORD RAILWAY STATION' LETTER**

To discuss any reply to Saltford Parish Council's response letter to West of England Combined Authority as sent to Cllr Tim Bowles on 29<sup>th</sup> January.

To arrange meeting with Leader of B&NES Council including Cabinet Member for Transport plus Saltford Ward Councillors as soon as possible to discuss clear direction and timeframe for Saltford Station.

To agree any other actions to achieve the re-opening of Saltford Railway Station at its current site.

## **21. NEW LOGO FOR PARISH COUNCIL**

To discuss options for a replacement corporate logo for SPC and to consider authorising expenditure of £150 for its design. A briefing note is available on Cllrs SharePoint. (Budget heading: Publicity).

## **22. ASSET CHECKING**

To assign asset checking tasks. The asset checking procedure is a twice-yearly check, to be done by specified councillors and the Clerk, of the community assets for which the Parish Council has responsibility. (Briefing note on Cllrs SharePoint).

## **23. NALC'S 'THE TREE CHARTER'**

To discuss and agree to sign up to NALC'S 'The Tree Charter', to show that SPC are serious about protecting woodland in Saltford, information at [www.nalc.gov.uk/treecharter](http://www.nalc.gov.uk/treecharter)

## **24. PARISH WALK**

To discuss and approve the proposed two routes for the Parish Walk on Tuesday 11<sup>th</sup> June, and to approve the risk assessment for each route. Documents for Cllrs are available on SharePoint.

## **25. DATA PROTECTION / GDPR UPDATE**

To receive an update from Cllr Jon Godfrey on progress for GDPR compliance.

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

To receive any reports from Link Members on external organisations.

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

To receive any reports of urgent information from Parish Councillors.

## **28. PUBLICITY**

To consider items for the next Parish Council e-newsletter.