

SALTFORD PARISH COUNCIL

4 October 2016

AGENDA

1. MINUTES

To receive and confirm as a correct record the minutes of the meeting of the Council held on 6 September 2016 (draft copies are available on the website and printed copies will be available at the meeting).

2. APOLOGIES FOR ABSENCE

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

3. 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.

4. 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.

5. CHAIR'S ANNOUNCEMENTS

To receive any announcements from the Chair.

6. CLERK'S ANNOUNCEMENTS

To receive any announcements from the Clerk.

7. REPORT FROM B&NES WARD COUNCILLORS

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

8. PLANNING MATTERS

- a. **Minutes** – To receive and confirm as a correct record the minutes of the Planning Committee meeting held on 20 September 2016 (draft copies are available on the website and printed copies will be available at the meeting).
- 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](#).

16/04559/FUL - 1 Montague Road - Erection of two storey side extension and replacement of flat garage roof with pitched roof - Mr J Craiper

16/04727/FUL - 334 Bath Road - Erection of first floor extension above existing single storey garage extension - Mrs Sarah Shobrook

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

9. FINANCIAL MATTERS

- a. **Monthly Financial Reports** – To receive the monthly financial report for September 2016 (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 October 2016 as listed on the schedule (the schedule is on the Meetings Dates Agendas & Minutes page of the website).
- c. **Website hosting and support** – To authorise expenditure of £242 to Vision ICT for the Council's website hosting and support for November 2016 to October 2017 (budget heading Publicity).
- d. **Remembrance Day wreath** – To consider authorising expenditure of up to £20 on a Remembrance Day wreath (budget heading S137).
- e. **Salford Environment Group grant application** – To consider an application from Salford Environment Group for a grant of £1,500 (plus another £1,000 - £2,000 if possible later in the financial year) for the establishment of a Heritage Centre at St Mary's church hall (budget heading Miscellaneous Grants). The grant application and supporting document 'Salford Heritage Centre proposal' are in the Councillors Area of the website under Supporting documents for meetings.

10. SALTFFORD LIBRARY

To consider the following proposal from Cllr Duncan Hounsell:

Salford Parish Council recognises the role of the Library within the community. We are very aware of budgetary constraints on the library service across B&NES but would not support any reduction in service that the Library offers at this present time.

11. CONSERVATION AREA CHARACTER APPRAISAL

To appoint a small working party to consider the draft Salford Conservation Area Character Appraisal which has been issued by B&NES for informal consultation, prior to full public consultation (the document and its maps are in the Councillors Area of the website under Planning).

12. NEXTBIKE OUT-STATION

To consider the location for a Nextbike out-station in Salford to suggest to Nextbike.

13. A4 JUNCTION BEECH RD / MANOR RD TRAFFIC LIGHTS

To consider asking B&NES Council to advise the Parish Council on the delay settings at the two pedestrian crossings either side of the Beech Rd / Manor Rd junction.

14. BT CONSULTATION ON RED HERITAGE PHONE BOX

To consider the consultation from British Telecom (via B&NES) about the pay phone at the corner of High St and The Shallows, and agree a response to B&NES. The Council is being asked to choose one of the following options:

- Adopt the telephone box
- Object to the removal of the telephone box
- Support the removal of the telephone box

(BT's letter to B&NES, and a link to BT's Adopt-a-Kiosk brochure is in the Councillors Area of the website under Supporting documents for meetings).

15. REVIEW OF RISK REGISTER

To review the Council's Risk Register, as required annually by the Council's Financial Regulations (copies of the Risk Register are available in the Councillors' Area of the website under Salford Parish Council documents). The following changes are recommended:

Risk	Suggested Control Action
8 Ensuring all business activities are within legal power	No longer applicable as Council has General Power of Competence
22 Loss of historic data, key data, or corruption of data	The PC and laptop are password protected and the password is changed frequently. The laptop is kept in a lockable cabinet when not in use or transit, and in any case now holds no data

16. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

To receive any reports from Link Members on external organisations.

17. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

To receive any reports of urgent information from Parish Councillors.