

# SALTFORD PARISH COUNCIL

## 3<sup>rd</sup> October 2017

### AGENDA

#### 1. MINUTES

To receive and confirm as a correct record the minutes of the meeting of the Council held on 5 September 2017 (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 19 September 2017 (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 at <https://isharemaps.bathnes.gov.uk/data.aspx>

**17/04557/VAR - Property demolished 46 Grange Road - Variation of**

condition 6 of application 16/04422/FUL (Erection of 2 dwellings following demolition of existing property) - Mr Blaise Prideaux

**17/04596/FUL - 30 Claverton Road West** - Erection of two storey side extension - Mr & Mrs Daniel Forster

- c. **Tree works notification** - To note the following application for works to trees in the Conservation Area and agree any comments to B&NES Council:

**17/04616/TCA – 1-2 Collins Buildings High Street** - 1x Western Red Cedar T1 - fell

- d. **Decisions and Appeals** – To note any decisions and any appeals to the Planning Inspector made in respect of Salford planning applications.
- e. **Planning items of urgent information** – To receive any reports of urgent information related to planning matters.

## 9. FINANCIAL MATTERS

- a. **Monthly Financial Report** – To receive the monthly financial report for September 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 October 2017 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 2017 to October 2018 (budget heading Publicity).
- d. **Remembrance Day wreath** – To authorise expenditure of up to £20 on a Remembrance Day wreath (budget heading Council Led Schemes).

## 10. BT PHONE BOX

To agree to sign the contract with BT for adoption of the phone kiosk at the corner of High Street and The Shallows (the contract is in the Councillors Area of the website under Supporting documents for meetings).

To make arrangements for a risk assessment of the phone kiosk.

To consider adding the phone kiosk to the Council's Asset Register and asset checking procedure.

To consider adding the phone kiosk to the Council's insurance (public liability and All Risks section): this would incur no extra charge this policy year and would increase the annual premium in 2018 by approximately £9.70 plus tax.

To consider the suggestions received for the use of the phone kiosk (the suggestions are in the Councillors Area of the website under Supporting documents for meetings).

## **11. B&NES COUNCIL'S COMMUNITY EMPOWERMENT FUND**

To consider applying for B&NES Council's Community Empowerment Fund. This is funding which local councils can apply for by 31 January 2018 for projects that improve a neighbourhood and have community support. The amount depends on the number of residents and for Saltford it would be £2040. Applications need to identify match funding or in-kind support such as volunteering hours (valued approximately £10 per hour). Guidance notes and application forms for the Community Empowerment Fund are in the Councillors Area of the website under Supporting documents for meetings.

Suggestions for the use of this funding have been:

- To provide a bench at the shop parade. The location on the pavement near the notice boards would be subject to B&NES Highways' approval. B&NES Council could install a bench and maintain it for 10 years for a one-off cost of £1400.
- To part-fund the installation of solar photovoltaic panels on the roof of Saltford Hall (along with the CIL payment of £1564).

## **12. WAR MEMORIAL IMPROVEMENTS**

In July 2016 the Council agreed to the proposal from Cllr Chris Warren that, with the 100 year commemoration of the end of hostilities of WW1 approaching, the Parish Council explores ways of enhancing the War Memorial. Suggestions included subtle illumination and wrought iron railings with 'Lest We Forget' incorporated in the design. B&NES Council is leaseholder for the land on which the war memorial sits at the corner of Beech Road and Norman Road. B&NES Council has indicated that it would not object to the Parish Council undertaking work on the war memorial, subject to undertaking local consultation, taking note of guidance from the War Memorials Trust, notifying the freeholder of the land and possibly applying for planning permission. B&NES Council's response on this matter is in the Councillors Area of the website under Supporting documents for meetings.

## **13. CHURCHYARD WALL SURVEY**

To consider commissioning a professional survey of the state of the churchyard walls and to seek quotes for the survey. The Council's policy on the management of safety at St Mary's churchyard is to commission inspections of the churchyard walls by suitably qualified civil and structural engineers at least once every four years and consider any recommendations for action: the last survey of the walls was done by Mann Williams in 2014.

## **14. TRAFFIC AND SAFETY IN HIGH STREET, THE SHALLOWS AND MEAD LANE**

Cllr Jon Godfrey to lead a discussion on safety concerns raised regarding traffic on the High Street, The Shallows and Mead Lane.

## **15. B&NES COUNCIL'S CHAIR'S COMMUNITY AWARDS 2017/18**

To consider nominating the winners of the 2017 Saltford Parish Council Community Awards for B&NES Council's Chair's Community Awards 2017/18. Details of the B&NES awards are online at <http://www.bathnes.gov.uk/services/neighbourhoods-and-community-safety/local-awards/chairmans-community-business-awards> and the closing date for nominations is 1 December 2017.

## **16. REVIEW OF FINANCIAL REGULATIONS**

The Council's Financial Regulations (which are in the Councillors Area of the website under Finance) must be reviewed annually. An amendment was made in June 2017 following advice from the Council's internal auditor, and no further amendments are recommended.

## **17. REVIEW OF RISK REGISTER**

The Council's Risk Register must be reviewed annually. The current Risk Register is in the Councillors Area of the website under Governing documents, and a draft revised version with proposed amendments in red is in the Councillors Area of the website under Supporting documents for meetings.

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

To receive any reports from Link Members on external organisations.

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

To receive any reports of urgent information from Parish Councillors.