

SALTFORD PARISH COUNCIL

1 October 2019, 7:15pm, Saltford Hall



AGENDA

1. MINUTES

To receive and confirm as a correct record the minutes of the meeting of the Council held on 3 September 2019 (draft copy available on the [website](#) and on the screen 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. PRESENTATION ON MEAD LANE CONSULTATION

To receive a presentation from representatives of Lemon Gazelle (independent consultants) about the Mead Lane consultation and review, as commissioned by Bath and North East Somerset Council. The consultation and review concerns a decision on the long term use of the Mead Lane river bank.

5. 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.

6. MEAD LANE CONSULTATION

To discuss and agree a response to the Mead Lane consultation about the long-term use of the river bank at this location. A draft response is on Cllrs SharePoint for reference.

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

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

19/03985/FUL - 5 Beresford Close Saltford BS31 3HU. Erection of rear single storey extension. Mrs Nicky Maggs

19/03146/CONSLT - Street Record Norman Road Saltford. Removal of public payphone service. (Kiosk at Norman Road, Saltford, BS31 3BQ). BT

11. FINANCIAL MATTERS

a. **Monthly Financial Report** – To receive the monthly financial report for September 2019 (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 October 2019 as listed on the schedule (the schedule is on the [Meetings Dates Agendas & Minutes](#) page of the website).

c. **Vision ICT Website hosting and support** – To authorise expenditure of £290.40 to Vision ICT for website hosting and support for November 2019 to October 2020 (Budget heading: Publicity).

d. **PKF Littlejohn external audit fee** – To authorise expenditure of £240 to PKF Littlejohn for the limited assurance review of Annual Governance and Accountability Return for the year ending 31 March 2019 (Budget heading: Auditing).

e. **Remembrance Day wreath** – To authorise expenditure of £25 on a Remembrance Day wreath (Budget heading: Council Led Schemes).

12. BT PHONE KIOSK, NORMAN ROAD

To discuss and agree to apply to adopt the BT phone kiosk on Norman Road, including its addition to the asset register and responsibility for its ongoing maintenance, care and insurance. This item relates to 19/03146/CONSLT. Further information is available on Cllrs SharePoint.

To discuss and agree a spend of £1 associated with the adoption of the BT phone box on Norman Road (Budget heading: Council led schemes).

To discuss and agree a budget of £250 for conservation work to re-purpose the BT phone box on Norman Road (Budget heading: Council led schemes).

13. BATH CLEAN AIR ZONE (CAZ) FINAL CONSULTATION

To agree a response to the B&NES Council CAZ consultation. Further information and consultation questionnaires are available online at www.bathnes.gov.uk/breathe . Deadline for responses is 20th October 2019.

14. TREE WORKS AT ST MARY'S CHURCHYARD

To agree a contractor to carry out tree works required at St Mary's Churchyard based on the July 2019 tree condition survey. Quotes for the work are available on Cllrs SharePoint.

15. VE DAY 75 - TREE PLANTING

To agree any actions regarding tree planting to commemorate VE Day 75, including possible location(s) and maintenance.

16. TREE PRESERVATION ORDERS (TPOs)

To agree any actions regarding public awareness of Tree Preservation Orders (TPOs).

17. ANNUAL REVIEW OF FINANCIAL REGULATIONS

To discuss and agree suggested changes made to the Saltford Parish Council Financial Regulations, which must be reviewed annually. A draft revised version is available on Cllrs SharePoint.

18. ANNUAL REVIEW OF GOVERNANCE AND MANAGEMENT RISK REGISTER

To discuss and agree suggested changes made to the Saltford Parish Council Governance and Management Risk Register. The Council's Risk Register must be reviewed annually. A draft version is available on Cllrs SharePoint.

19. UPDATED SPC GRANT APPLICATION GUIDE AND POLICY

To discuss and agree suggested changes to the SPC Grant Application Guide and Policy. A draft revised document is available on SharePoint.

20. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

To receive updates about environmental initiatives.

21. DATA PROTECTION AND GDPR UPDATES

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

22. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

To receive any reports from Link Members on external organisations.

23. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

To receive any reports of urgent information from Parish Councillors.

24. RESOLUTION TO EXCLUDE THE PUBLIC

To pass a resolution that in accordance with Standing Order 1 c, in view of the confidential nature of the business about to be transacted, it is advisable that the public be temporarily excluded and they are instructed to withdraw.

25. B&NES COUNCIL COMMUNITY AWARDS 2019/20

To agree any nominations for the annual B&NES Council Community Awards 2019/20.

Information about the awards can be found at

<https://www.bathnes.gov.uk/services/neighbourhoods-and-community-safety/local-awards/chairmans-community-business-awards>. Deadline for nominations is 20th December 2019.