



SALTFORD PARISH COUNCIL

Tuesday 4 May 2021, 7:15pm

(via Zoom)

Remote meeting via Zoom – joining information:

Topic: Saltford Parish Council May 2021 meeting

Time: May 4, 2021 07:15 PM London

Join Zoom Meeting

<https://zoom.us/j/9091886269?pwd=TE9FVklIbVVhbExiUDBRRDB0cng3UT09>

Meeting ID: 909 188 6269

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AGENDA

1. ELECTION OF CHAIR

To elect a Chair of the Council for the year 2021/22. 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 2021/22. 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 6 April 2021 (draft copy available on the [website](#) and on the screen 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. Members of the public will be invited to speak by the Chair.

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. GENERAL POWER OF COMPETENCE

To agree to adopt the General Power of Competence.

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 2021/22.

In 2020 the Council formed two committees:

- Planning Committee, comprising seven councillor members
- Staffing Committee, comprising four councillor members

In 2020 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 ORDINARY MEETINGS OF COUNCIL, THE ANNUAL PARISH MEETING, AND COMMITTEE MEETINGS

To agree the dates on which the Annual Parish Meeting, Full Council and SPC committees will meet for the year 2021/22. All ordinary 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 in August and otherwise if necessary. The Staffing Committee meets when necessary.

Suggested dates of meetings 2021/22 (full council unless otherwise stated):

1 June 2021

6 July 2021

3 August 2021 (Planning Committee only, if required)

7 September 2021

5 October 2021

2 November 2021

7 December 2021 (note: with a pre-meeting informal budget discussion at 6.30pm)

4 January 2022

1 February 2022

1 March 2022

5 April 2022 (following the Annual Parish Meeting at 6.30pm)

3 May 2022 (also known as the Annual Parish 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 2021/22.
- 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:

21/01517/VAR - Selwood Farm Norman Road Saltford BS31 3BQ. Variation of condition 2 (Materials) of application 18/03120/FUL (House transformation comprising an extension, changes of materials with additional internal and external works) Condition Number(s): 2 Materials - Submission of Schedule and Samples (Bespoke Trigger) Conditions(s) Removal: Amending the proposed roof from double roman clay to slate roof tiles N/A. Mr/s Selwood

21/01597/FUL - 32 Norman Road Saltford BS31 3BH. Erection of single storey rear extension to include re-roofing of neighbours pantry, and installation of first floor landing window in side elevation. Mr and Mrs Derham

21/01602/FUL - Overwater 6 Homefield Road Saltford BS31 3EG. Erection of two storey rear extension. Mr V Nanu

21/01676/FUL - 6 Chestnut Walk Saltford BS31 3BG. Erection of a single-storey rear extension, following the demolition of the existing rear conservatory. Mrs & Mr Boulton

21/01763/FUL - 26 Grange Road Saltford BS31 3AG. Erection of single storey rear extension to replace existing conservatory and lean-to single storey extension. Mr Mark Howard

21/01873/FUL - 38 Uplands Road Saltford BS31 3JJ. Erection of two storey entrance following removal of porch. Re-cladding of existing dormer windows , 2 no. to the front and 1 no. to the rear. Mr Tony Riddle

21/01907/FUL - 55 Grange Road Saltford BS31 3AQ. Erection of single storey rear extension and alterations to roof. Mrs Mel Munday

21/01925/FUL - 28 Boyd Road Saltford BS31 3AP. Loft conversion to include rear dormer roof, conversion of integral garage to study and adjustment of window depth to front dining room. Mr Steven Randall

14. FINANCIAL MATTERS

a. Monthly Financial Report – To receive the monthly financial report for April 2021 (report is available on the [Meetings – Agendas and Minutes](#) page of the website).

b. Schedule of Expenditure – To authorise all regular payments made or to be made during May 2021 as listed on the schedule (report is available on the [Meetings – Agendas and Minutes](#) page of the website).

c. Annual accounts 2020/21 – To receive the annual accounts for 2021/21 (available on Cllrs SharePoint).

d. Internal audit of 2020/21 – To receive the report of the internal audit of 2020/21 (available on Cllrs SharePoint).

e. Annual Governance and Accountability Return (AGAR) 2020/21: Governance Statement – To approve and the Chair to sign the annual Governance Statement 2020/21 (Section 1 of AGAR in Cllrs SharePoint).

f. Annual Governance and Accountability Return (AGAR) 2020/21: Accounting Statement – To approve and the Chair to sign the annual Accounting Statement 2020-21 (Section 2 of AGAR in Cllrs SharePoint).

g. Auditing Solutions Ltd – To authorise expenditure of £312 for the provision of internal audit service for 2020-21 (Budget heading: Auditing).

h. Council insurance renewal - To decide which company's quote to accept for renewing the Council's insurance policy, which is due on 1 June 2021. The following quotes have been received: Zurich (current insurers) - £353.77, Came & Company (Pen Underwriting Ltd) - £702.37, BHBI (Aviva) - £618.12. Details for Cllrs are available on SharePoint (Budget heading: Insurance).

i. Donation in memory of HRH Prince Philip, Duke of Edinburgh - To authorise expenditure of up to £50 as a donation to The Duke of Edinburgh's Award (an organisation offering young people a challenging and rewarding programme of personal development) and/or any other charity closely associated with the late Duke of Edinburgh. Any donation will be in lieu of a SPC floral tribute, at the request of the Royal Family (Budget heading: Council Led Schemes).

j. Items required for 'Marking the death of a senior public figure or elected member protocol' – To authorise expenditure of up to £35 for a replacement Book of Condolence and any other items required to meet the requirements of the protocol (Budget heading: General Admin)

15. APPOINTMENT OF LINK MEMBERS FOR OUTSIDE BODIES

To appoint Members and staff to link with external organisations for the year 2021/22.

B&NES Parishes Liaison (usually Chair and Clerk, and any other members who may wish to attend)

Connecting Communities Keynsham Area Forum - (usually Chair and Clerk, and any other members who may wish to attend)

Avon Local Councils Association (ALCA) (usually Clerk)

Salford Community Association

Salford Sports Club

River Avon Users Consultative Committee (RAUCC)

Salford Environment Group

Salford Business Network

Salford Fairtrade Group

16. SPC STANDING ORDERS

To discuss and agree updates to the Standing Orders including updating 'Section 12 - Appointments' and removing the supplementary section on remote meetings legislation valid until 07.05.21. (A draft copy is available on Cllrs SharePoint).

17. SCHEME OF EMERGENCY DELEGATION - REVIEW

To review and re-adopt SPC's Scheme of Emergency Delegation, as last agreed at the December 2020 meeting.

18. 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. (A copy of the Asset Register is on Cllrs SharePoint).

19. MARKING THE DEATH OF A SENIOR PUBLIC FIGURE OR ELECTED MEMBER PROTOCOL

To review the updated protocol 'Marking the death of a senior public figure or elected member' following the death of HRH Prince Philip, Duke of Edinburgh (copy in Cllrs SharePoint).

20. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES, INCLUDING RIVER AND RIVER SIDE

To discuss meeting the new river warden as employed by Canal River Trust, and to decide items SPC wishes to raise as a priority.

To receive updates and information from Cllrs about environmental initiatives.

To receive updates and information from Cllrs relating to Saltford's river side areas.

21. DATE FOR 'MEET YOUR COMMUNITY POLICE OFFICERS' MEETING

To agree whether to host – and if so to confirm a date – for the 'Meet Your Community Police Officers' (formally known as the Neighbourhood Watch AGM) meeting with members of Avon and Somerset Police. This item was postponed from the September 2020 and February 2021 meetings due to restrictions at the time.

22. JUNE 2021 MEETING

To agree practicalities for holding the June meeting in the Avon Room (capacity 15) at Saltford Hall on Tuesday 1st June, considering legislation in place at the time.

23. DATA PROTECTION

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

24. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

To receive any reports from Link Members on external organisations.

25. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

To receive any reports of urgent information from Parish Councillors.

26. PUBLICITY

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

27. 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.

28. CHAIR'S AWARD

To agree to create a special 'Chair's Award' to be presented at the SPC Community Awards 2021 Ceremony (to be held on Friday 10th September, restrictions pending). The Chair's Award will recognise a person, group, or organisation that has made a significant contribution to the well-being of Salford as a community, as nominated by the Chair as worthy of special recognition.

To agree a spend of up to £80 (including £75 winners award) to be awarded to the winner's chosen Salford group, project, cause or charity. (Budget line: Council Led Schemes).

To discuss and agree the winner of the 'Chair's Award' following receiving nomination(s) submitted by the Chair.