



SALTFORD PARISH COUNCIL

Tuesday 1 December 2020, 7:15pm (via Zoom)

Remote meeting via Zoom – joining information:

Topic: SPC meeting - December 2020

Time: Dec 1, 2020 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. MINUTES

To receive and confirm as a correct record the minutes of the meeting of the Council held on 3 November 2020 (draft copy available on the [website](#) and on the screen).

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. Members of the public will be invited to speak by the Chair.

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 COUNCIL WARD COUNCILLORS

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

8. 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:

20/04055/VAR - Selwood Farm Norman Road Saltford BS31 3BQ. Variation of condition 3 (plans list) of application 18/03120/FUL (House transformation comprising an extension, changes of materials with additional internal and external works). Mrs Selwood

20/04084/FUL - Glenavon House 333 Bath Road Saltford BS31 3TJ. Erection of single storey rear extension. Mr Gary Williams

20/04097/FUL - 18 Chestnut Walk Saltford BS31 3BG. Erection of single storey rear extension to provide modern living accommodation, two storey side extension to provide additional bedroom and home office, new porch and loft conversion. Lynes

20/04234/FUL - 39 High Street Saltford BS31 3EJ. Alterations to materials, windows and doors and installation of patio. Mr And Mrs James And Alexandra Thatcher

20/04249/TCA - 39 High Street Saltford BS31 3EJ. Non-native Norway Spruce T1 - removed. Mr and Mrs James and Alexandra Thatcher

20/04268/TCA - Craig Lodge The Shallows Saltford BS31 3EX. Cherry in front garden (T1)- Reduce and reshape by approx. 1m Lawson Cypress (T2) - Reduce height by approx. 3m Portuguese Laurel mass (T3)-Reduce and reshape by approx 2m. Mr Andrew Jones

20/04267/TCA - 5 Mill Cottages The Shallows Saltford BS31 3EY. Holly (T1) - Reduce and reshape by approx. 3m. Peach tree (T2) - Remove. Mrs Lyn Sykes

20/04273/FUL - 10 Norman Road Saltford BS31 3BQ. Erection of a link detached garage, erection of a two storey rear extension and the erection of a front porch, to follow demolition of existing detached garage. Mr Mrs John Stinchcombe

20/04404/FUL - Saltford Lawn Tennis Club Wedmore Road Saltford. Demolition of existing clubhouse building and erection of new single storey clubhouse. Peter May

20/04413/FUL - 23 Rodney Road Saltford BS31 3HR. Erection of single storey rear extension following demolition of existing conservatory. Jean Katsimiha

9. FINANCIAL MATTERS

- a. **Monthly Financial Report** – To receive the monthly financial report for November 2020 (report is available 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 December 2020 as listed on the schedule (the schedule is on the [Meetings Dates Agendas & Minutes](#) page of the website).
- c. **Wordpress staff training (retrospective)** – To retrospectively authorise a payment of £212.50 to iTeam Solutions for staff website training and training resource. If agreed, to also agree to exceed the budget line for training. (Budget heading: Training).
- d. **Website hosting** – To authorise a spend of £120 + VAT to iTeam Solutions for annual website hosting 26/08/20-25/08/21 (Budget heading: Publicity).
- e. **Website accessibility audit** – To authorise a spend of £100+VAT to AllAble for accessibility testing of SPC's new website. Quote available on Cllrs SharePoint. (Budget heading: General Administration).
- f. **Boxcryptor subscription** – To consider authorising expenditure of up to £110 to renew the annual subscription to Boxcryptor encryption software (Budget heading: General Administration).
- g. **Society of Local Council Clerks membership** – To consider authorising expenditure of up to £190 to renew the Clerk's membership of the Society of Local Council Clerks for 2021 (Budget heading: General

Administration).

- h. **Repair and conservation of memorials** – To consider authorising a spend of £290 to level and reset seven headstones at St Mary's Churchyard (Budget heading: Headstone check).
- i. **Signs for The Shallows Wildlife Ecology Zone** – To consider authorising a spend of up to £40 for permanent signs about the Wildlife Ecology Zone joint project between B&NES Council and SPC. (Budget heading: Environment)
- j. **Draft budget 2021/22** – To consider the draft budget for 2021/22 which has been discussed informally, prior to formal agreement of the precept requirement at the January 2021 Council meeting. The draft budget for 2021/22 is on the Councillors SharePoint page.

10. SCHEME OF DELEGATION

To agree to adopt a Scheme of Delegation in line with Section 101 of the Local Government Act 1972. This delegates authority to the Clerk in consultation with the Chair and Vice Chair to take any actions necessary to protect the interests of the community and ensure council business continuity. This delegation is important for the continuation of council business if for any reason the council becomes inquorate or cannot meet. (A copy of the proposed Scheme of Delegation is available in Cllrs SharePoint).

11. RIVER AND RIVER SIDE

- a. **Parking on Mead Lane and The Shallows** - To receive an update following the meeting in November between SPC, B&NES Ward Councillors, B&NES Council officers and A&S Police.
- b. **Mead Lane moorings** – To receive an update on communications with B&NES Council about Mead Lane moorings following the decision by B&NES Cabinet regarding the future of moorings at this location.
- c. **Improving river safety, safety awareness and River Avon water quality**
– To receive any updates regarding river safety and water quality initiatives.

12. SHORT TERM PARKING NEAR A4 BATH ROAD SHOPS AND BUSINESSES

To identify and discuss any suitable location(s) for additional short-term parking (i.e. two hour limited waiting restrictions) near the parade of shops and business on the A4 Bath Road. Should a specific location for a Traffic Regulation Order (TRO) be identified, this will need to be agreed at a future meeting prior to any formal request being made to B&NES Council.

13. MARKING 30 YEARS OF SPC IN 2021

To agree ways to mark 30 years of SPC in May 2021, and to discuss any associated spend (actual spend to be agreed at a future meeting).

14. FUTURE REMEMBRANCE SUNDAY COMMEMORATIONS

Further to current community initiatives and the wreath-laying ceremony, to discuss other possible ways to mark Remembrance Sunday in Salford.

15. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

To receive updates about environmental initiatives.

16. DATA PROTECTION AND GDPR UPDATES

To receive an update on progress for GDPR compliance.

17. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

To receive any reports from Link Members on external organisations.

18. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

To receive any reports of urgent information from Parish Councillors.