

SALTFORD PARISH COUNCIL

Tuesday 7th July 2020, 7:15pm, via Zoom

AGENDA



Topic: Saltford Parish Council Meeting - Tuesday 7th July 2020

Time: Jul 7, 2020 07:15 PM London

Join Zoom Meeting

<https://zoom.us/j/9091886269?pwd=TE9FVklbVVhbExiUDBRDB0cng3UT09>

Meeting ID: **909 188 6269**

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1. MINUTES

To receive and confirm as a correct record the minutes of the meeting of the Council held on 2 June 2020 (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. 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. GENERAL POWER OF COMPETENCE

To agree to adopt the General Power of Competence (also adopted under delegated powers in May 2020).

8. REPORT FROM B&NES WARD COUNCILLORS

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

9. COVID 19 RESPONSE AND FUTURE ACTIONS

To review Saltford's response to the COVID19 pandemic and current actions, and to agree any future actions by SPC to support the local community.

10. SALT FORD 'INFLUX' RESPONSE

To review and update - if required – the Parish Council's guidance to residents and agreed actions during periods of high visitor numbers to Saltford, particularly its riverside and conservation areas.

To identify and agree any further actions SPC to take to support residents during periods of high visitor numbers.

11. PARKING ISSUES INCLUDING CONSERVATION AREA TRAFFIC RESTRICTIONS

To discuss and agree any actions to be communicated to B&NES Council regarding traffic restrictions on Mead Lane and The Shallows - further to the current temporary traffic regulation notices (TTRN) - and to discuss the potential impact of these on other parts of Saltford, and how this impact can be mitigated.

12. 'CONCESSIONS PITCH' AT THE SHALLOWS CAR PARK

To discuss and agree a response to B&NES Council regarding their plans to advertise a 'concessions pitch' to a catering van to be located at The Shallows car park adjacent to the toilets.

13. ANNUAL PARISH COUNCIL MEETING

To agree to hold the next Annual Parish Council Meeting in May 2021

14. ANNUAL PARISH MEETING 2021

To agree (government guidance permitting) to hold a larger scale Annual Parish Meeting in 2021 and be held between April and June 2021 (date TBC).

To agree to combine the postponed SPC Community Awards 2020 ceremony with next year's SPC Community Awards 2021 ceremony as part of the Annual Parish Meeting in 2021.

To agree the scale and content of the proposed Annual Parish Meeting 2021 - further to legal requirements - with a view to host 250 people and to incorporate special recognition of those who have contributed to Saltford's COVID19 response.

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To discuss refreshments and the hire of Saltford Hall's main room and lobby area (if agreed in principle, and following discussion with the SCA, costs will be presented for approval at a future meeting).

15. COUNCILLOR LEAVE OF ABSENCE (PATERNITY)

To agree a nine-month leave of absence for the reason of paternity leave to Cllr Adam Rees-Leonard, ending November 2020.

16. PARISH WALK

To agree a new date for the Parish Walk for 2020 (postponed from June), or to cancel the SPC Parish Walk for 2020.

17. 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 2020/21 (document on Cllrs SharePoint).

The previous year the Council formed two committees:

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

The previous year 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.

18. 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 2020/21.
- 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: decisions submitted** – To receive details of planning consultation responses to B&NES Council as made using authority under the SPC HCID Policy between April and July 2020, regarding the following applications:

April:

20/00997/FUL - 8 Uplands Road Saltford BS31 3JJ. Erection of a first floor extension over ground floor kitchen extension. Mrs Gillian Roach

20/00963/FUL - Dental Surgery 1 Norman Road Saltford BS31 3BQ. Proposed additions to roof to facilitate a loft conversion and erection of a single storey side extension. Mr Medhi Abrishami

20/01067/FUL - 1 Camerton Close Saltford Bristol BS31 3BT. Erection of single storey side and rear extension, alterations to existing internal layout, new porch and altered roofing scheme over garage. Mr George Benson

19/05083/FUL - Beacon House 553 Bath Road Saltford BS31 3JG. Erection of single storey ancillary living accommodation, with attached garage. Alterations to and the rebuilding of the stone boundary wall and the installation of an external lift. Mr & Mrs R & V Godfrey

20/01032/FUL - Hunters Quest Iford Close Saltford BS31 3BD. Erection of 2no. semi detached houses and garages with associated parking and landscaping following demolition of existing bungalow. The Urban Reno Company

May:

20/01197/FUL - 3 Beresford Close Saltford BS31 3HU. Erection of single storey rear and side wrap around extension. Mrs S MacNaughton

June:

20/01543/FUL - 8 Beresford Close Saltford BS31 3HU. Erection of single storey rear extension and internal reconfiguration, along with removal of detached garage. Mr and Mrs Hale

20/01660/FUL - 6 Camerton Close Saltford BS31 3BT. Erection of double storey side extension. Mrs Elena Kinnison

20/01582/FUL - 1 Chestnut Walk Saltford BS31 3BG. Removal of existing two storey front extension and single storey rear extension. Alterations to existing roof, including a loft conversion and the addition of 2no dormers. Erection of single storey rear extension, second storey side extension (over existing single storey side extension) and new front porch. Mr Jeremy Twiggs

July:

20/01885/FUL - 6 Beech Road BS31 3BE. Erection of single storey rear lean-to extension. Mr and Mrs Fallows

20/01887/CLEU - Saltford Farm 561 Bath Road BS31 3JS. Change of use of land for stationing of residential caravan (Certificate of Lawfulness for an Existing Use) Roger and Pauline Jefferies

20/01926/FUL - 32 Beresford Close BS31 3HU. Proposed demolition of existing rear extension and garage to facilitate the erection of a single-storey rear and side extension,

installation of a wheelchair accessible ramp to the front elevation and a second ramp alongside the proposed side extension to provide full wheelchair access to property. Mrs Jane Kidd

20/01942/FUL - 55 Norman Road BS31 3BH. Extension of the main hipped roof over the east side of the house to enlarge the loft conversion, erection of a single storey rear extension, a replacement garage to the side and rear of the dwelling with a pitched roof, the erection of a detached double garage within the frontage of the property and a replacement front porch. Mr Michael Sharp

20/01965/FUL - 2 Uplands Drive Saltford BS31 3JH. Erection of outbuilding /garden room to rear garden. Mr L Bignell

20/02104/TCA - Mill Island Moorings Mill Lodge The Shallows Saltford. T3, pine - monolith to 2-3m. T4, pine - crown reduce by 2-3m and remove deadwood. T5, pine - reduce weight on ponderous limbs by 25% and remove deadwood. T6, ash - monolith to 2-3m. Mr Darren Calder

20/02242/FUL - Selwood Farm Norman Road BS31 3BQ. Erection of a garden outbuilding. Mr and Mrs Selwood

19. FINANCIAL MATTERS

a. Monthly Financial Report – To receive the monthly financial reports for March 2020, April 2020, May 2020 and June 2020 (the reports are 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 April 2020, May 2020, June 2020, July 2020 and August 2020 as listed on the schedules of expenditure below (the schedules are on the [Meetings Dates Agendas & Minutes](#) page of the website).

(Spend agreed under delegated powers in accordance with HCID Policy, to be recorded in the July 2020 minutes):

c. NALC and ALCA membership – To authorise expenditure of £652.17 on the Council's subscription to NALC and ALCA for the financial year 2019-2020 (Budget heading: Training).

d. Items required for 'Marking the death of a senior public figure or elected member protocol' – To authorise expenditure of up to £50 for items required including a book of condolence. (Budget heading: Council Led Schemes)

e. Vision ICT SSL Certificate renewal – To authorise expenditure of £60 for between the period June 2020 to May 2021 (Budget heading: General Admin.)

f. Saltford Community Library and Post Office financial assistance – To authorise expenditure of £2,000 to support additional services at the Community Library and Post Office Hub, ref. minute 09/2020-11 (Budget heading: CIL related expenditure).

g. SCA grant application for hand sanitizer – To authorise expenditure of £124.95 for hand sanitizer for volunteers supporting Saltford's COVID-19 response effort (Budget heading: Misc. grants).

h. SCA grant application for COVID-19 community leaflet – To authorise expenditure of £229 for the leaflet to all Saltford residences detailing support during COVID-19 (Budget heading: Council Led Schemes).

i. Auditing Solutions Ltd – To authorise expenditure of £255 for the provision of internal audit service for 2019-20 (Budget heading: Auditing).

j. Allotment chain and lock – To authorise expenditure of up to £40 for a chain and lock at the Wick House Close allotments (Budget heading: Allotment maintenance).

k. Council insurance renewal - To authorise renewing the Council's insurance policy, due on 1 June 2020 with Zurich (current insurers) £344.71. Details for Cllrs are available on SharePoint (Budget heading: Insurance).

l. Surrey Hills Solicitors legal advice – To authorise expenditure of £210 for legal advice from Surrey Hills Solicitors regarding the Glenavon Farm footpaths. Costs will be reclaimed from the landowners as agreed in advance of payment. (Budget heading: Legal)

m. SCA grant application for youth club project - To authorise expenditure of £460 for a three-month Youth Club trial to establish project viability (Budget heading: Misc. grants).

n. Community Hardship Fund – To approved in principle a contribution of £1000 to the SCA COVID19 Hardship Fund for project work supporting residents impacted by the pandemic. (Budget heading: Misc. grants)

20. LINK MEMBERS FOR 2020/21

To agree Councillors and staff linked with external organisations for the year 2020/21 (proposed list on Cllrs SharePoint).

21. DATES OF MEETINGS OF COUNCIL

To agree the dates on which the Council and committees will meet for the year 2020/21. All 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 Staffing and Planning Committee (and sub-committees) meet additionally only if necessary.

Suggested dates of Council meetings 2020/21:

1 September 2020

6 October 2020

3 November 2020

1 December 2020 (with a pre-meeting informal budget discussion at 6.30pm)

5 January 2021

2 February 2021

2 March 2021

6 April 2021

4 May 2021 (Annual Parish Council Meeting)

22. BIENNIAL INSPECTION OF ST MARY'S CHURCHYARD

To receive a report from members of the Churchyard Safety Group regarding the biennial inspection of St Mary's Churchyard and to agree any recommended actions. (A copy of the inspection record sheet is available on the Councillors SharePoint page).

23. REGISTER OF ASSETS

To review the Council's Register of Assets (items valued over £100). A proposed revised Register of Assets is in the Councillors SharePoint Page, which suggests the addition of the Norman Rd ex-BT phone kiosk to the register and the increase in value of the High St / The Shallows ex-BT phone kiosk following conservation work.

24. ASSET CHECKING

To update on 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. (Briefing note on Cllrs SharePoint).

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

To adopt the protocol 'Marking the death of a senior public figure or elected member' (copy in Cllrs SharePoint).

26. UPDATED SPC GRANT APPLICATION GUIDE AND POLICY

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

27. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

To receive updates about environmental initiatives.

28. DATA PROTECTION AND GDPR UPDATES

To receive any updates on GDPR compliance.

29. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

To receive any reports from Link Members on external organisations.

30. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

To receive any reports of urgent information from Parish Councillors.

31. PUBLICITY

To consider items to include in the Parish Council's page of SCAN and ideas for the next Parish Council e-newsletter.