



# **SALTFORD PARISH COUNCIL**

## **Tuesday 5 October 2021, 7:15pm, Avon Room at Saltford Hall**

### **COVID19 guidance during the meeting at Saltford Hall:**

Masks are encouraged to be worn when walking around the building (including the toilets); Hand sanitiser will be available and fire exits and/or windows will be open for ventilation; All attendees are encouraged to sign in for Track and Trace; Please do not attend the meeting if you or anyone in your household has had COVID19 symptoms in the 48 hours preceding the meeting commencing.

## **AGENDA**

### **1. MINUTES**

To receive and confirm as a correct record the minutes of the meeting of the Council held on 7 September 2021 (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 (more information in SPC's [Public Engagement Guidelines](#)), 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. CO-OPTION TO FILL COUNCILLOR VACANCY**

To consider the applications received to fill a vacancy on Saltford Parish Council by co-option, and to co-opt to the vacancy in accordance with SPC's [Casual Vacancy Policy](#). (Further information available on Cllrs SharePoint).

To witness the co-opted Councillor sign the Declaration of Acceptance of Office document and to receive any declarations of interest(s) from the new co-opted

member with regards to any item on the agenda.

## **8. REPORT FROM B&NES COUNCIL WARD COUNCILLORS**

To receive any report from B&NES Ward Councillors for Saltford.

## **9. 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.

To discuss and agree whether to raise a formal complaint to B&NES Council regarding change of use (from ‘agricultural use’ to ‘mixed agricultural and recreational use’) at the picnic site and sandwich van fields opposite Saltford’s river side areas, following resident concerns submitted to SPC and the change in use exceeding the period allowed under permitted development (56 days). If resolved, to agree information to share with B&NES Council regarding impact of the possible contravention on the local area including any harm to amenity.

- 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):

**21/04078/FUL - 73 Uplands Road Saltford BS31 3HN.** Erection of prefabricated garage. Mr & Mrs Smith.

**21/04095/FUL - 29 Victoria Road Saltford BS31 3AW.** Loft conversion with rear and front dormers and hip-to-gable roof extension. Mr & Mrs Paul & Francesca Marsh

## **10. FINANCIAL MATTERS**

- a. **Monthly Financial Reports** – To receive the monthly financial report for September 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 October 2021 as listed on the schedule (the schedule is on the [Meetings – Agendas and Minutes](#) page of the website).
- c. **Remembrance Day wreath** – To authorise expenditure of up to £25 as a donation to the British Legion for SPC’s Remembrance Day wreath (Budget heading: Council Led Schemes).

- d. **PKF Littlejohn external audit fee** – To authorise expenditure of £200+VAT (total £240) to PKF Littlejohn for the limited assurance review of Annual Governance and Accountability Return for the year ending 31 March 2021 (Budget heading: Auditing).
- e. **iTeams Solutions domain hosting** – To authorise a spend of £37.50+VAT (total £45) to iTeam Solutions for 1 year's website domain hosting (Budget heading: Publicity).
- f. **Conversational AI Ltd (FOI redaction services)** – To record the spend of £450+VAT (total £540) to Conversational AI Ltd for redaction of personal data services. This spend was authorised under Financial Regulation 4.5, as recorded at the September 2021 meeting under item 6 'Clerks Announcements' (Budget heading: General administration).

## **11. B&NES COUNCIL LOCAL PLAN PARTIAL UPDATE (LPPU) PUBLICATION (REGULATION 19) CONSULTATION, AND SUPPLEMENTARY PLANNING DOCUMENTS (SPD) CONSULTATION**

To discuss and resolve SPC's response to the [B&NES Council LPPU consultation](#), which includes consultation on planning documents including the Local Plan review as well as supplementary planning documents (SPD) for transport and green construction. Deadline for responses is 8<sup>th</sup> October. (Draft responses available on Cllrs SharePoint).

## **12. SPC WILDFLOWER PROJECT**

To agree to help facilitate, support and encourage Saltford residents to engage directly with the [B&NES Council's Neighbourhood Nature Area project](#), which gives residents the chance to brighten up verges and open spaces in their streets with wildflowers. To support Saltford residents and organisations participation in the project by providing free seedballs, where applicable following receipt of confirmation of their agreement with B&NES Council.

To agree a spend of up to £588 for wildflower seeds (Budget line: Environment)

To agree to request a grant from Saltford Ward Cllr Alastair Singleton's Ward Cllr Empowerment Fund for £200 to put towards this project, which has the additional benefit of reducing the costs via wholesale purchase of wildflower seeds.

To agree to accept a donation of £100 from the Saltford Environment Group to provide seedballs to groups and organisations in the village wishing to grow wildflowers on non-B&NES land i.e. at Saltford School, the Scout Hut, Guide Hut etc, and also in recognition of the benefits of reduced spend via wholesale purchase.

## **13. REVIEW OF B&NES COUNCIL GRASS CUTTING REGIME AND ROADSIDE VEGETATION CLEARANCE**

To review the changes resolved at the October 2020 meeting for 2021, and discuss and agree these and any other locations in Saltford where changes and/or adaptations to grass cutting and roadside vegetation clearance are required ahead

of 2022, in line with B&NES Council's 'Get Bath Buzzing' pollinator action plan. To agree to contact B&NES Council with SPC's requests.

#### **14. WHITE LINES ON HIGH STREET OPPOSITE OR NEAR HOMEFIELD ROAD**

To discuss and agree whether to request that B&NES Council add an advisory white line(s) on the High Street opposite and/or near the junction of Homefield Road and for safety reasons (further information in Cllrs SharePoint).

#### **15. SPC DOCUMENTATION RETENTION POLICY**

To discuss and agreed to adopt the SPC Documentation Retention Policy. (A draft copy available in Cllrs SharePoint).

#### **16. 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).

#### **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 version is available on Cllrs SharePoint).

#### **18. REVIEW OF SPC UNREASONABLE BEHAVIOUR POLICY**

To discuss and agree suggested changes to the SPC Abusive, Persistent or Vexatious Complaints Policy, renamed as the SPC Unreasonable Behaviour Policy. (A draft version is available on Cllrs SharePoint).

#### **19. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES, INCLUDING RIVER AND RIVER SIDE**

To receive updates and information about environmental initiatives, and/or matters relating to Saltford's river side areas.

#### **20. DATA PROTECTION AND GDPR UPDATES**

To receive an update on progress for GDPR compliance.

#### **21. PUBLICITY**

To consider items to include in SPC's SCAN page (deadline 10 October) and ideas for the autumn e-newsletter.

#### **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.