



SALTFORD PARISH COUNCIL

Tuesday 2 November 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 5 October 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, 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. 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):

21/04466/FUL - Selwood Manor 396 Bath Road Saltford BS31 3DQ. Conversion of garage to 2 storey annex. Erection of a side roof extension and rear kitchen extension with changes to front wall and gate. M Randhawa

21/04559/FUL - 8 Somerville Close Saltford BS31 3HT. Creation of Loft Conversion. Mr and Mrs Clare

9. FINANCIAL MATTERS

- a. **Monthly Financial Report** – To receive the monthly financial report for October 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 November 2021 as listed on the schedule (the schedule is on the [Meetings – Agendas and Minutes](#) page of the website).
- c. **Annual fee for the Wick House Close Allotments** – To authorise a payment of £100 according to the licence agreed between Saltford Parish Council and Curo Places Limited (Budget heading: Allotment site rent).
- d. **iTeam Solutions website maintenance** – To authorise a spend of £220+VAT (£264) for block booking four hours of website maintenance and ad hoc works (Budget heading: Publicity)

10. WHITE LINES ON HIGH STREET OPPOSITE OR NEAR HOMEFIELD ROAD

To discuss whether to resolve a spend of £236.00 to B&NES Council for the cost of works and administration to install white lines on the High Street opposite and on the junction of Homefield Road. The decision to request B&NES Council install white lines at this location was resolved under item 14 at the October 2021 meeting. (Budget heading: Community Infrastructure Levy).

11. SALTFFORD PARISH COUNCIL COMMUNITY AWARDS 2022

To approve the criteria, categories and process – including prize amount - for the SPC Community Awards 2022 (draft information available on Cllrs SharePoint).

To agree a spend of up to £600 for prizes (Budget heading: Council Led Schemes).

To discuss and agree whether to co-host the SPC Community Awards as part of a volunteer 'thank you' event with the Salford Community Association, both as part of the Annual Parish Meeting 2022.

To agree a spend of up to £350 to cover 50% of costs including food and room hire (Budget heading: Council Led Schemes).

To agree that the Annual Parish Meeting and co-hosted event will take place on the evening of Friday 1 April 2022, government restrictions permitting.

12. STREET LIGHTING AT OR NEAR THE RAILWAY BRIDGE ON THE SHALLOWS (NEAR JUNCTION OF A4 BATH ROAD)

To discuss and agree whether to request, for safety reasons, that B&NES Council install and maintain LED street lighting underneath or near the GWR bridge on The Shallows (near the junction of A4 Bath Road), to provide limited light spill to cover a wider area without impacting on Salford's Conservation Area.

13. CHURCHYARD INSPECTION AND MEMORIAL SAFETY CHECK

To receive a report from Cllrs Shay Aziz and Adrian Betts following the biannual inspection of St Mary's Churchyard which took place on 27 October 2021, including information about the annual safety check of memorials. To consider any actions recommended following the inspection. (Report available on Cllrs SharePoint).

14. APPOINTMENT TO MEMBERSHIP ON COMMITTEES AND WORKING GROUPS DUE TO RECENT COUNCILLOR VACANCY

To agree to fill the vacant membership spaces on SPC's Planning Committee; SPC's Churchyard Safety, Churchyard and Allotments Maintenance Working Group; and SPC's Transport Working Group (one membership space vacant on each).

15. INCREASE IN PARISH CLERK'S HOURS

To discuss and agree whether to increase the Parish Clerk's working hours by three hours per week, to commence at the start of April 2022.

16. EMPLOYER DISCRETIONARY POLICY - LGPS

To agree to adopt the Employer Discretionary Policy (draft copy available on Cllrs SharePoint). SPC as a scheme employer is legally required to publish formal policies on some of the discretions they have under the Local Government Pension Scheme (LGPS) Regulations. All participating employers should have a discretions policy in place by 31 December 2021.

17. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES, INCLUDING RIVER AND RIVERSIDE

To receive updates and information about environmental initiatives, and/or matters

relating to Saltford's river side areas.

Following Cllr Harding attending the B&NES Council Networking on Climate & Ecological Emergency zoom meeting on Wednesday 29 September, to complete and submit the subsequent B&NES Council survey about how SPC wishes to be supported by B&NES Council regarding climate and ecological activity (copy of survey available on Cllrs SharePoint).

18. DATA PROTECTION AND GDPR UPDATES

To receive an update on progress for GDPR compliance.

19. PUBLICITY

To consider items to include in the autumn e-newsletter and SPC's free page in The Week In.

20. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

To receive any reports from Link Members on external organisations.

21. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

To receive any reports of urgent information from Parish Councillors.