



SALT FORD PARISH COUNCIL

Tuesday 7 December 2021, 7:15pm, Avon Room at Saltford Hall

COVID19 guidance during the SPC meeting at Saltford Hall:

- Masks must be worn when walking around the building (including the toilets)
- Masks can be removed when sitting, though it is suggested that masks are always worn apart from when speaking
- Please use the hand sanitiser available
- Fire exits and/or windows will be open for ventilation
- All attendees are encouraged to sign in for Track and Trace
- All attendees are encouraged to take a Lateral Flow Test prior to attending
- 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 2 November 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):

21/04920/FUL - 38 Grange Road BS31 3AG. Replace existing conservatory and extension with single storey pitched roof extension (Resubmission). Mr And Mrs P Sudwell

21/04931/FUL - 72 Manor Road Saltford BS31 3AB. Retention of rear extension to be used as a commercial kitchen for a period of up to 1 year before reverting to domestic ancillary use to No.72 Manor Road, Saltford.Mr Matthew Tantram

21/05162/FUL - 1 Wick House Close Saltford BS31 3BZ. Erection of 2 storey side extension. Mr Brian Hurlow

21/05238/FUL -10 High Street Saltford BS31 3ED. Erection of single storey rear extension following partial demolition of existing rear extensions to match adjacent application 21/03160/FUL. Mr Eric Swallow

9. FINANCIAL MATTERS

- a. **Monthly Financial Report** – To receive the monthly financial report for November 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 December 2021 as listed on the schedule (the schedule is on the [Meetings – Agendas and Minutes](#) page of the website).
- c. **Boxcryptor subscription** – To consider authorising expenditure of up to £110 to renew the annual subscription to Boxcryptor encryption software (Budget heading: General Administration).
- d. **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 2022 (Budget heading: General Administration).

- e. **Salford Sports Club grant application** – To consider a grant application from Salford Sports Club for a sum of £1000 towards storm damage costs. Funds have been requested towards the costs of replacing a smoking shelter and gazebo, and for repairs to guttering and drainpipes, and to remove fallen trees. A copy of the grant application and relevant supporting documents are available on Cllrs SharePoint. (Budget heading: Community Infrastructure Levy).
- f. **2022/23 budget and precept** - To agree the draft budget for 2022/23 (copy on Cllrs SharePoint) as final, and to agree that the precept to be levied by Salford Parish Council for 2022/23 as £41,005, an increase of 7% on the previous year.
- g. **Level of reserves (excluding CIL Funds)** – To agree to minute SPC’s predicted level of budgeted reserves at the end of the 2022/23 year as £39,313 against an agreed minimum of £39,043 as considered and approved as part of the 2022/23 budget agreement.

10. SPC HIGH CONSEQUENCE INFECTIOUS DISEASE (HCID) AND PUBLIC HEALTH EMERGENCY OF INTERNATIONAL CONCERN (PHEIC) POLICY

To agree to adopt an updated version of the ‘SPC High Consequence Infectious Disease (HCID) and Public Health Emergency of International Concern (PHEIC) policy’, formerly known as the ‘SPC High Consequence Infectious Disease Policy’. (Draft policy available on Cllrs SharePoint).

11. DOUBLE YELLOW LINES (DYLs) ON HIGH STREET ON THE CORNERS OF AND OPPOSITE HOMEFIELD ROAD

Following new information and advice from B&NES Council - the Highways Authority - to agree to revisit the Council’s resolution on item 14 on the October agenda (‘White lines on the High Street opposite of near Homefield Road’) and consider adapting the resolution agreed to request double yellow lines instead. B&NES Council has advised the installation of DYLs as they are enforceable, whereas white lines are advisory.

SPC’s original request for white lines at this junction were in the interests of safety, in accordance with The Highway Code rule 243 (‘Do not stop or park opposite or within 10 metres of a junction, except in an authorised parking space’). DYLs have been advised by B&NES Council to be located on the corners of the junction where Homefield Road meets the High Street, and opposite the junction of Homefield Road on the High Street from the lamppost west of ‘Springside, High St’ running to opposite the start of the boundary wall of ‘Greystones, Homefield Rd’ (indicative map available at the meeting and on Cllrs SharePoint).

If SPC resolves to formally request the installation of DYLs at this location, any request will be subject to a B&NES Council Traffic Regulation Order (TRO) which will

include a public consultation. SPC has stated to B&NES Council that no other DYLS on the High Street should be considered as part of the TRO due to resident parking needs.

12. CHURCHYARD WALLS (ST MARY'S CHURCHYARD) CONDITION REPORT

To agree to accept the fee proposal of £455+VAT (total £546) from Clegg Associates for a site visit to re-assess the boundary walls and to produce an engineer's condition report with recommendations (Budget heading: Churchyard Special Maintenance Projects).

13. CHURCHYARD INSPECTION AND MEMORIAL SAFETY CHECK

Following the report received after the biannual inspection of St Mary's Churchyard, as given at the November 2021 meeting (item 13), to discuss the outcome of a second safety inspection at St Mary's Churchyard including further actions recommended (if any) and if relevant to discuss and agree whether to seek quotes for any work required. (An updated report following the second safety inspection is available on Cllrs SharePoint).

14. B&NES COUNCIL TRAFFIC REGULATION ORDER (TRO) CONSULTATION ON PROPOSED 40 MPH SPEED LIMIT SCHEME 21-023 (023a)

To agree a response to the TRO public consultation (reference 21-023 (023a)) regarding B&NES Council's proposal to reduce the existing 50mph speed limit to a 40mph speed limit, including on the following stretches of highway:

- Between the Globe Roundabout and Saltford (A4 Bristol Road / Bath Road);
- Between the Globe Roundabout and Corston (the A39 Wells Road, Corston); and
- Pennyquick Hill/Whiteway Road, Bath.

Full details of the proposals are contained in the draft order, which together with a map and a Statement of B&NES Council's Reasons for proposing to make the order may be inspected at specified B&NES Council offices and online. The consultation opens on 2 December 2021 for 21 days, information will be available on the [Permanent Traffic Notices](#) page of the B&NES Council website.

In [November 2020 \(item 14\)](#) SPC resolved to ask B&NES Council to include in its TRO schedule for 2021/22 SPC's request to reduce the speed limit from 50mph to 40mph on the A4 Bath Road into Saltford from the direction of Bath, on the section of road prior to where the 30mph limit begins. SPC made this request to B&NES Council to aid the reduction of speeding as vehicles enter the 30mph section of A4 Bath Road in Saltford.

15. NORMAN ROAD PHONE BOX: SPECIFICATION OF WORKS

To agree the specification of works for the conservation and restoration of the Norman Road phone box, an asset of Saltford Parish Council (draft specification

available on Cllrs SharePoint).

To agree to seek quotes for the works based on the specification agreed, to be considered at a future meeting.

16. FEEDBACK FROM THE 'MEET YOUR COMMUNITY POLICE OFFICERS' EVENT

To receive feedback from Councillors who attended SPC's 'Meet Your Community Police Officers' event on 16 November 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.

18. DATA PROTECTION AND GDPR UPDATES

To receive an update on progress for GDPR compliance.

19. PUBLICITY

To discuss and agree items for SPC's upcoming page in SCAN, deadline 10th December (A draft page is available on Cllrs SharePoint).

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.