



SALTFORD PARISH COUNCIL

Tuesday 3 May 2022, 7:15pm, Avon Room at Saltford Hall

AGENDA

1. ELECTION OF CHAIR

To elect a Chair of the Council for the year 2022/23. Upon his/her/their election, the Chair to sign a Declaration of Acceptance of that Office.

2. ELECTION OF VICE-CHAIR

To elect a Vice Chair of the Council for the year 2022/23. Upon his/her/their election, the Vice Chair to sign a Declaration of Acceptance of that Office.

3. MINUTES

To receive and confirm as a correct record the minutes of the meeting of the Council held on 5 April 2022 (draft copy available on the [website](#) and on the screen at the meeting).

4. APOLOGIES FOR ABSENCE

To report any apologies received by the Clerk for inability to attend this meeting.

5. 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.*

6. 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.

7. CHAIR'S ANNOUNCEMENTS

To receive any announcements from the Chair.

8. CLERK'S ANNOUNCEMENTS

To receive any announcements from the Clerk.

9. REPORT FROM B&NES WARD COUNCILLORS

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

10. GENERAL POWER OF COMPETENCE

To agree to adopt the [General Power of Competence](#).

11. 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 2022/23.

In 2021 the Council formed two committees:

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

In 2021 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.

12. DATES OF ORDINARY MEETINGS OF COUNCIL, THE ANNUAL PARISH MEETING, AND COMMITTEE MEETINGS

To agree the dates on which Full Council and SPC committees will meet for the year 2022/23. All ordinary meetings are on Tuesdays starting at 7.15 pm unless otherwise stated. When the full Council meets it acts as the Planning Committee and includes Planning Matters. The Planning Committee meets additionally in August and otherwise if necessary. The Staffing Committee meets when necessary. Meetings will be held at Saltford Hall, usually the Avon Room if available and unless otherwise stated. Proposed dates are as follows:

- 7 June 2022
- 5 July 2022 (Wansdyke Room)
- 2 August 2022 (Planning Committee only, if required)
- 6 September 2022
- 4 October 2022
- 1 November 2022
- 6 December 2022 (note: with a pre-meeting informal budget discussion at 6.30pm)
- 3 January 2023
- 7 February 2023
- 7 March 2023
- 4 April 2023
- 9 May 2023 (also known as the Annual Parish Council Meeting. In 2023 this

will be held on the second Tuesday of the month due to the local government elections which are traditionally held on the first Thursday of May)

13. DATE FOR SALTFOORD ANNUAL PARISH MEETING 2023

To agree the date on which the Annual Parish Meeting will be held as Friday 3 March 2023. To agree the proposed location as Main Hall at Saltford Hall.

14. 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 2022/23.
- 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** - 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:

22/01440/FUL - 2 Wedmore Road Saltford BS31 3BY. Erection of single storey rear extension. Mr & Mrs Perryman

22/01340/FUL - Glenavon Farm 331 Bath Road Saltford BS31 3TJ. Change of use from Retail (Class E[a] and ancillary storage to: (Unit 1) retail (comparison good only) unit (Class E[a], and (Unit 2) a dual use comprising (i) a flexible leisure unit (Class E[d]) and (ii) storage and distribution (Class B8), and 23 No. additional parking spaces in the existing communal car parking area. Glenavon Farm Partnership And Kindle Ltd

22/00774/FUL - 547 Bath Road Saltford BS31 3JG. Loft conversion with ensuite. Hip to gable with rear flat roof dormer. Mr Jon Cox

22/01548/FUL - Selwood Manor 396 Bath Road Saltford BS31 3DQ. Convert garage to two storey annex. Erection of a side roof extension and rear kitchen extension with changes to front wall and gate (Resubmission). M Randhawa

f. B&NES Local Plan Partial Update (LPPU) - Examination

An Examination into the soundness and legal compliance with statutory requirements of the LPPU by an independent Inspector appointed by the Planning Inspectorate will commence on 21 June.

In line with the decision made under item 8.e at the January 2022 meeting, to agree to submit by 6 June further written representations including any new evidence – specifically under Question 57 in Matter 4 (Area Policies and allocations - Keynsham) - for consideration at the LPPU examination. A draft copy is available in Cllrs SharePoint.

(Any further representations resolved will be in addition to the [comment submitted by SPC on 5 October 2021](#) consisting of three 'Part B' documents: Housing Lane Supply – KE3c & KE3d; Biodiversity Net Gain; and Transport, as resolved under item 11 at the October 2021 meeting).

15. FINANCIAL MATTERS

a. Monthly Financial Report – To receive the monthly financial report for April 2022 (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 May 2022 as listed on the schedule (report is available on the [Meetings – Agendas and Minutes](#) page of the website).

c. Annual accounts 2021/22 – To receive the annual statement of accounts for 2021/22 (available on Cllrs SharePoint).

d. Internal audit of 2021/22 – To receive the report of the internal audit of 2021/22.

e. Annual Governance and Accountability Return (AGAR) 2021/22: Governance Statement – To approve and the Chair to sign the annual Governance Statement 2021/22 (Section 1 of AGAR in Cllrs SharePoint).

f. Annual Governance and Accountability Return (AGAR) 2021/22: Accounting Statement – To approve and the Chair to sign the annual Accounting Statement 2021/22 (Section 2 of AGAR in Cllrs SharePoint).

g. Auditing Solutions Ltd – To authorise expenditure of up to £330 for the provision of internal audit service for 2021/22 (Budget heading: Auditing).

h. Council insurance renewal - To consider whether to accept the quote from Zurich Insurance of £356.56 for renewing the Council's insurance policy, which is due on 1 June 2022. Details about the policy offered by Zurich are available on Cllrs SharePoint (Budget heading: Insurance).

i. Grant to Saltford Community Association's Ukrainian Support Group – As agreed in principle under item 10 at the April 2022 meeting, to resolve to authorise a grant of £500 to the SCA towards room and refreshment costs of the Ukrainian Support Group (Budget heading: Misc Grants).

j. OneDrive storage – To retrospectively agree a spend of £1.99 for April and to agree a spend of £1.99 a month on an ongoing basis for OneDrive storage space (Budget heading: Stationary and IT supplies)

k. Cheque signatories – To agree any changes to the number of Cheque Signatories on the Council, and if resolved, to increase the current number and to agree which member(s) will become a Cheque Signatories.

16. APPOINTMENT OF LINK MEMBERS FOR OUTSIDE BODIES

To appoint Members and staff to link with external organisations for the year 2022/23.

B&NES Parishes Liaison (usually Chair and Clerk, and any other members who may wish to attend)

Connecting Communities Keynsham Area Forum (usually Chair and Clerk, and any other members who may wish to attend)

B&NES area Avon Local Councils Association (ALCA) (usually Clerk)

Salford Community Association

Salford Sports Club

River Avon Users Consultative Committee (RAUCC)

Salford Environment Group

Salford Business Network

Salford Fairtrade Group

To discuss and agree whether SPC should have a Link Member for the Bristol East Fringe Cycling and Walking Group (currently Cllr Gary Graveling is a contact point).

17. SPC STANDING ORDERS

To agree to update Salford Parish Council's Standing Orders using the NALC 2018 version as revised in 2020 as a basis, with relevant adaptations to non-legislative and non-statutory SOs in line with previous resolutions made by the Council. (A draft copy is available on Cllrs SharePoint).

18. SCHEME OF EMERGENCY DELEGATION - REVIEW

To review and re-adopt SPC's Scheme of Emergency Delegation, as last agreed at the May 2021 meeting.

19. ASSET CHECKING

To assign 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. (A copy of the Asset Register is on Cllrs SharePoint).

To receive an update (if any) following the Norman Road phone box collision.

20. LOGO CHANGES

To agree to update the logo on the SPC Chair's Chain of Office and associated actions required. To agree a spend of up to £100 (Budget heading: Council Led Schemes)

To agree to update the logo on the Saltford Village signs including a spend of up to £100 (Budget heading: Council Led Schemes)

21. TRAFFIC REGULATION ORDER: CHANGES TO PARKING ON BEECH ROAD, HIGH ST / HOMEFIELD RD JUNCTION, AND THE SHALLOWS (TRO 22-002 - VARIOUS ROADS, KEYNSHAM AND SALTFFORD - PROHIBITION AND RESTRICTION OF PARKING AND LOADING - NO STOPPING ON ENTRANCE MARKINGS - AUTHORISED AND DESIGNATED PARKING PLACES - VARIATION No 15 - ORDER 2022)

Following the B&NES Council public consultation (end date 28 April), to agree the Council's response to B&NES Council regarding [Traffic Regulation Order 22-002](#) which includes proposed changes to highways in Saltford at the following locations:

- **Plan 1 - Beech Road, Saltford** (Creation of a 2hr limited waiting bay)
- **Plan 7 - High Street / Homefield Road, Saltford** (double yellow lines on junction to prevent obstruction and improve visibility)
- **Plan 15 - The Shallows, Saltford** (extension of double yellow lines to in front of a residential property to ensure access)
- **Plan 16 - The Shallows, Saltford** (reduction in length of 4 metres of the 3hr limited time parking bay to improve access)
- **Plan 17 - The Shallows, Saltford** (reduction in length of 5 metres on the residents parking bay near Mill Cottages to improve access)

To discuss contacting B&NES Council to request line repainting on Mead Lane and The Shallows where required following the 2021 TRO.

22. SAFETY AND SIGNS ON THE BRISTOL TO BATH (B2B) RAILWAY PATH IN SALTFFORD

Further to SPC's decision under item 16 at the April meeting ([Bristol to Bath Railway Path – Safety Concerns](#)), to agree a response to the offer from Sustrans of temporary signs to erect with the permission of B&NES Council.

To also resolve to contact Avon Frome Partnership (a collaboration between the three Local Authorities the railway path falls within which is working towards a consistent signage strategy for the whole railway path) with SPC's suggestions regarding safety on the Saltford stretch of the B2B Railway Path.

23. RE-OPENING SALTFFORD RAILWAY STATION

To receive an update from Cllr Chris Warren following the meeting held on 22 April 2022 between SPC Councillors, B&NES officers, B&NES Ward Cllrs and the Rail

Programme Manager from the West of England Combined Authority (WECA) to discuss the re-opening Salford Station at its current site.

To receive any further information following SPC's request to WECA asking that they pay the full cost (c.£70k) of the feasibility study required to achieve the re-opening of Salford Station.

24. B&NES COUNCIL CITIZEN'S PANEL ON ACTIVE TRAVEL – CALL FOR EVIDENCE

To discuss and agree a response, if any, to the B&NES Council call for evidence on active travel to inform the panel's deliberation and discussion. The call for evidence is now live via an [online form](#), the end date for responses is 4 May.

25. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

To receive an update on the 'Salford Wildflower Project: All You Seed is Love' initiative and agree any further actions regarding the project.

To receive updates and information about any other environmental matters from Councillors.

26. DATA PROTECTION

To receive an update on data protection and GDPR compliance.

27. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

To receive any reports from Link Members on external organisations.

28. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

To receive any reports of urgent information from Parish Councillors.