



SALT FORD PARISH COUNCIL

**Tuesday 4 October 2022, 7:15pm,
Avon Room at Saltford Hall**

AGENDA

1. MINUTES

To receive and confirm as a correct record the minutes of the meeting of the Council held on 6 September 2022 (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 by B&NES Council 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 (Further information is [available online](#) and may be displayed on a screen at the meeting):

22/03474/FUL - 22 Stratton Road Saltford BS31 3BP. Two storey side extension with a single storey rear extension. Mr & Mrs Richard Mayne

22/03471/FUL - 42 Stratton Road Saltford BS31 3BW. Two storey side and a single storey rear extension & front porch. Mr & Mrs Murco & Iulia Popa & Cioroipau

22/03590/FUL - 4 Cavendish Close BS31 3LH Erection of two storey side extension and front extension following demolition of existing garage. Mr G Lewis

- e. **Letter to B&NES Council in response to the B&NES Council Local Plan Partial Update (LPPU) Consultation** – to discuss and resolve the contents of an open letter from SPC to B&NES Council in response to its [Local Plan Partial Update consultation](#) on main and final modifications to the LPPU (a draft letter is on Cllrs SharePoint).

To resolve who to copy in to SPC's open letter to B&NES Council.

(Residents are also able to respond to the [current LPPU consultation](#), information is available on the B&NES Council website. The consultation closes on 2 November).

9. FINANCIAL MATTERS

- a. **Monthly Financial Report** – To receive the monthly financial report for September 2022 (report is also 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 2022 as listed on the schedule (the schedule is on the [Meetings – Agendas and Minutes](#) page of the website).
- c. **Book of Condolence** – To resolve to authorise a spend of up to £30 for a replacement Book of Condolence, to use when next required in line with SPC's 'Marking the death of a senior public figure or elected member protocol' (Budget heading: General Administration).
- d. **Donation in memory of HM The Queen** - To resolve to authorise expenditure of up to £50 as a [tribute](#) to HM The Queen in lieu of flowers from SPC on behalf of Saltford residents. To agree a charity to donate to that is closely associated with the late Her Majesty The Queen, including those of which she was Patron. (Budget heading: Council Led Schemes).

- e. **Salford Sports Club grant application** - To consider authorising a grant of £2000 to Salford Sports Club to contribute towards the infrastructure costs of two new petanque courts (estimated total spend of £ 4508.74) to enable the community to play a new sport (a copy of the application is available on Cllrs SharePoint). (Budget heading: CIL funds).
- f. **Invoice from Andy Warren Electrical Installation for High Street phone box electric works** – To authorise a payment of £150 for the disconnection of the High Street ex-BT phone box (Works took place in c. spring 2021) (Budget heading: Council Led Schemes)
- g. **Remembrance Day wreath** – To authorise expenditure of up to £28.99 (£25 as a donation to the British Legion - plus £3.99 P&P costs if required) for SPC’s Remembrance Day wreath (Budget heading: Council Led Schemes).
- h. **Annual fee for the Wick House Close Allotments** – To authorise a payment of £100 according to the licence agreed between Salford Parish Council and Curo Places Limited (Budget heading: Allotment site rent).
- i. **iTeam 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).

10. QUOTES FOR CHURCHYARD WALLS MAINTENANCE

To receive quotes based on the report from Clegg Associates, SPC’s subsequent repair works as identified following the survey of St Mary’s Church churchyard walls, and photos showing further deterioration of the Eastern Boundary (section 6.0 in the documents). Three quotes were sought for the works.

To accept a quote for wall repairs and maintenance works at St Mary’s Churchyard (Budget heading: Churchyard Special Maintenance Projects) – spend will formally be on the next agenda.

11. ANNUAL REVIEW OF GOVERNANCE AND MANAGEMENT RISK REGISTER

To discuss and agree suggested changes to the Salford Parish Council Governance and Management Risk Register. The Council’s Risk Register must be reviewed and accepted annually. (A draft version is available on Cllrs SharePoint).

12. ANNUAL REVIEW OF FINANCIAL REGULATIONS

To discuss and agree any changes to the Salford Parish Council Financial Regulations, which must be reviewed and accepted annually. (A draft version is available on Cllrs SharePoint).

13. REVIEW OF ST MARY’S CHURCHYARD MANAGEMENT PLAN

SPC is responsible for safety management at St Mary’s Churchyard, Salford. To review and agree to make any necessary changes to SPC’s St Mary’s Churchyard

Management Plan (a draft copy of the plan is available on Cllrs SharePoint).

14. REVIEW OF SOCIAL MEDIA AND DIGITAL COMMUNICATIONS POLICY

SPC's Social Media and Digital Communications Policy is reviewed annually. To review and resolve to make changes, if required, to SPC's Social Media and Digital Communications Policy (a draft copy is available on Cllrs SharePoint).

15. NORMAN ROAD PHONE BOX REPLACEMENT PROJECT

To discuss and agree actions regarding the Norman Road Phone Box replacement project, following receipt of the insurance settlement.

16. 'SALTFORD VILLAGE' FINGERPOST DAMAGE

To discuss and agree any actions regarding the destruction of the iron fingerpost 'Saltford Village ¼' at the junction of Norman Road and Manor Road, Saltford. It is noted that the fingerpost is not a SPC asset nor SPC's responsibility for maintenance (nor is any part of the road sign that the finger post was attached to), and as such any action if resolved will require permission from B&NES Council. Any spend, if action is resolved, will be agreed at a future meeting.

17. WEST OF ENGLAND COMBINED AUTHORITY (WECA) PARISH COUNCIL BUS SURVEY

Cllr Jon Godfrey attended the WECA Parish Councillors Zoom meeting on 21 September about the Combined Authority's externally led network review on buses.

To receive an update from Cllr Godfrey following the meeting, and to resolve the Council's response to the WECA Parish Council Bus Survey (end date 12 October).

18. B&NES COUNCIL 'STREET TREES PROJECT' PUBLIC CONSULTATION

To resolve SPC's response to the [B&NES Council Street Trees Project consultation](#), specifically relating to proposed tree planting on Stratton Road with permission from Curo (SPC has been permitted a time extension to respond to B&NES Council).

To also respond to B&NES Council's proposals to plant trees on The Shallows and on The Outlook. SPC has been directly approached to respond to these proposals, which are separate to the Street Trees Project consultation.

More information about tree planting in the B&NES Council area can be found in their [Tree and Woodland Delivery Plan](#) dated August 2022.

19. NFU PETITION – TOTAL NATIONAL BAN ON SKY LANTERNS

To discuss and resolve whether SPC will publicly support and sign NFU's petition which campaigns for a total ban on sky lanterns in England and Wales, for safety and environmental reasons. NFU state that sky lanterns are highly dangerous and can start wildfires, kill livestock, destroy crops and set buildings alight. Information about the petition can be found on the [NFU website](#).

20. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

To receive updates and information about environmental initiatives in Saltford, including SPC's own environmental projects.

21. DATA PROTECTION AND GDPR UPDATES

To receive an update on progress for GDPR compliance.

22. PUBLICITY

To agree any items for the upcoming edition of SCAN and SPC's quarterly e-newsletter.

23. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

To receive any reports from Link Members on external organisations.

24. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

To receive any reports of urgent information from Parish Councillors.