



SALT FORD PARISH COUNCIL

Tuesday 6 September 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 5 July 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. **Minutes** – To receive and confirm as a correct record the minutes of the Planning Committee Meeting held on 2 August 2022 (draft copy available on SPC's [website](#)).
- b. **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.
- 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.
- To consider raising a planning enforcement case regarding to a possible change of use of an agricultural field near (or part of) parcel 8831 located east of the A4 Bath Road. This is perceived as a village-wide matter due to the impact on Saltford's green belt.

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):

22/02659/FUL - Marlyn Mead Lane Saltford BS31 3EP. Construction of new roof structure forming habitable room (including raising ridge height) and raised external deck. Peter Wilcox and Jo Rice

22/03026/FUL - 49 Manor Road Saltford BS31 3AB. Provision of hip to gable conversion with front atrium, rear dormer, alterations and ancillary annex. Ms Cox

22/03292/FUL - 56 Manor Road Saltford BS31 3AB. Conservatory and extended terrace over extended undercroft. Ms J Meacham

22/03395/FUL - Selwood Manor 396 Bath Road Saltford BS31 3DQ. New detached garage to front. M Randhawa

f. NALC Consultation on DCMS consultation on short term holiday lets – To resolve SPC's response to the National Association of Local Councils (NALC) consultation for views on specific questions in the [Department of Culture, Media and Sport's \(DCMS\) consultation on short term holiday lets](#) (questions 6-10). SPC has been given a time extension to respond of 7 September 2022. (A draft response is available on Cllrs SharePoint)

9. FINANCIAL MATTERS

- Monthly Financial Report** – To receive the monthly financial reports for July 2022 and August 2022 (reports are available on the [Meetings – Agendas and Minutes](#) page of the website).
- Schedule of Expenditure** – To authorise all regular payments made or to be made during September 2022 as listed on the schedule (the schedule is on the [Meetings – Agendas and Minutes](#) page of the website).
- Parry Tree Services quote** – Following SPC's resolved action at the July meeting (Item 11) to seek a quote for tree works following the Council's acceptance of AllTree's arboriculturists report, to authorise a spend of £180 for the work recommended (Budget heading: Churchyard Special Maintenance Projects)

- d. **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)
- e. **Bristol and Weston Hospitals Charity grant application** - To consider authorising a grant of £300 to the Bristol and Weston Hospitals Charity following a grant request towards the refurbishment costs for the Paediatric Audiology Test Room at the Bristol Royal Hospital for Children (A copy of the application is available on Cllrs SharePoint). (Budget heading: Misc Grants).
- f. **SCA Affiliation Fee** – To authorise expenditure of £10 to Saltford Community Association for annual affiliation fee renewal for 2022/2023 (Budget heading: Subscriptions).
- g. **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 2022 (Budget heading: Auditing).

10. THE SHALLOWS CAR PARK PUBLIC CONSULTATION AND IMPROVED MANAGEMENT OF B&NES COUNCIL'S CAR PARK AT THE SHALLOWS

To resolve a response to the B&NES Council public consultation that opened on 25 August on introducing seasonal charges to The Shallows car park. B&NES Council has proposed to introduce paid for parking charges for short stay durations to help manage turnover, particularly during peak periods (1hr 30p, 2hrs 60p, 3hrs 90p) with charges to apply from 1 April to 30 September and with free parking from 1 October to 31 March (still requires a free activation via MiPermit). Parking (free or paid for) applies from 8am-8pm all year, with a no return period of 4 hours all year to support increased turnover and prevent a vehicle from parking all day. The consultation ends at 5pm on 15 September. A copy of the consultation can be found [here](#) on the B&NES Council website.

Further to the above, to agree actions required for the improved management of The Shallows Car Park by B&NES Council following safety concerns raised. These may be included either in SPC's consultation response, or as separate requests as appropriate.

To discuss and resolve Saltford Parish Council's view on:

- The introduction of charges by B&NES Council at The Shallows car park; what these charges should be; the period(s) parking should be allowed; what time charges should commence and end; if charging should be seasonal and if so when; if a period of no return should be applicable and if so what the period should be; plus any associated views on paying to park.

- To consider whether B&NES view the c.5 spaces on the highway (The Shallows) as situated between the car park and toilets as an extension to the car park and as such whether charges and terms of use should apply to this bay the same as those resolved at the car park. If so to share SPC's view with B&NES Council and request that it carries out a public consultation on this in the future.
- The need for B&NES Council to introduce measures to prevent parking on the green amenity space that surround the car park and what SPC recommends these measures should be (i.e. boulders, bollards in keeping with the conservation area etc), including allowing access (i.e. drop bollards) for the use of local groups or organisations for water safety training purposes (Saltford Scouts, Avon Fire & Rescue etc).
- Any other measures or improvements relating to B&NES Council's management of The Shallows car park

(Please also see next agenda item)

11. MEASURES TO ADDRESS PARKING MATTERS IN SALTORD TO IMPROVE SAFETY AND ACCESS

To discuss and resolve whether to request that B&NES Council take the following actions to improve parking for safety and/or access reasons for the benefit of residents and visitors, and to enable B&NES Council Enforcement Officers to carry out their roles safely and appropriately:

- To request B&NES Council install maintenance-free physical measures i.e. bollards or boulders on or adjacent to the highway on Mead Lane and The Shallows to prevent parking on or beyond double yellow lines (DYLs) close to the river bank and on green amenity space. (Parking beyond DYLs to the boundary is not permitted, vehicles parked in this way are subject to penalty notices). Locations include Mead Lane, The Shallows, The Shallows car park and on the green space opposite The Brass Mill, The Shallows ecology zone.
- To discuss in principle whether Saltford Parish Council would be willing to use Community Infrastructure Levy funds to pay for the cost of preventative parking measures i.e. boulders to achieve improved safety and access on Mead Lane and The Shallows highway (not including the car park, which should be managed by B&NES Council). If so to resolve to approach B&NES Council as the Highways authority to discuss and to agree to put spend on a future agenda for consideration (Budget heading: CIL funds)
- To request increased signage and/or road markings at the two Residents Parking Zones on The Shallows to prevent misuse of the RPZs by visitors without permits.
- To request management of the Mead Lane layby – Including re-tarmacking and the consideration of marked bays, and bollards/boulders nearby if required to prevent parking in areas that require good and safe access.

This is further to SPC's requests to B&NES Council made in July 2021 (as resolved under [item 13 and 14](#)) unless superseded by the two items immediately above.

12. REQUEST TO B&NES COUNCIL TO ADDRESS ISSUES ARISING DUE TO THE USE OF FIELD OPPOSITE SALTFORD'S RIVERBANK INC PROW ACCESS

To identify and agree actions to address the issues arising in Saltford due to the recreational use of the agricultural field opposite Saltford's riverbank (in Kelston Parish / Newbridge ward).

The recreational use of this agricultural field has led to numerous resident and visitor complaints about harm to amenity and limited access to the Public Right of Way adjacent to the field and riverbank.

To agree to request that B&NES Council securely fence off its Public Right of Way route to link with other fencing in the area to help ensure the route is kept clear for access.

13. LOCAL RIVER SIDE AREA WORKING GROUP

Parish Council working groups are formed from both Councillors and members of other organisations and/or members of the public to meet to discuss issues, explore options and develop proposals and report back to the Council with recommendations.

To resolve to create a Local Riverside Area Working Group. The purpose of the working group is to advise on and make recommendations about improvements to local riverside areas for residents and visitors who access the area by road (e.g. private vehicles or public transport) or public and private paths (e.g. by foot or bicycle), with a view to protecting and enhancing Saltford's historic and natural environment (including the special nature of the Saltford Conservation Area and the area's proximity to the Cotswold National Landscape AKA Cotswold AONB) and surrounding Public Rights of Ways; and to improve safety and wellbeing at this location. (NB Matters relating specifically to mooring are not in the remit of the Local River Side Area Working Group due to long-standing and ongoing work already taking place, and directly overseen, by B&NES Council).

To appoint Councillors to the working group.

To agree members of other organisations to invite to join the working group.

To discuss inviting members of the public, including representatives of relevant NHWs, to join the working group.

14. TREE PRESERVATION ORDER – WOODLAND WEST OF 562-578 BATH ROAD, SALTFORD

To resolve whether to request B&NES Council make the temporary Tree Preservation Order (TPO) made on 10 August 2022 at the woodland west of 562-578 Bath Road, Saltford, a permanent TPO. (End date for representations to B&NES Council is 16 September).

15. REVIEW OF ST MARY'S CHURCHYARD MANAGEMENT PLAN

SPC is responsible for safety management at St Mary's Churchyard, Saltford. To review and make changes to - if required - SPC's St Mary's Churchyard Management Plan. (A draft copy of the plan is available on Cllrs SharePoint).

16. QUOTES FOR CHURCHYARD WALLS MAINTENANCE

Following the contractor appointed by SPC in July 2022 now being unable to commence the works as agreed, to resolve to seek quotes in line with Financial Regulations for wall repairs and maintenance. Quotes will be based on the report from Clegg Associates, SPC's own report 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) that have occurred since the Clegg Associates report. If resolved, to agree to consider quotes for wall repairs and maintenance at a future meeting.

17. PEDESTRIAN CROSSING AT THE BOTTOM OF SALTFFORD HILL (A4 BATH ROAD)

To resolve to request that B&NES Council install a pedestrian refuge at the Bristol bound 'The Shallows' bus stop on the A4 Bath Road, and upgrade the Bath bound 'The Shallows' refuge, for pedestrian safety reasons.

In September 2019 (item 13) SPC resolved to request that B&NES Council install a central pedestrian island refuge on the A4 Bath Road at the bottom of 'Saltford Hill' following resident concerns, including aiding safe crossing to access the X39 (Bristol bound) bus stop. B&NES Council carried out a site visit in December 2019 and agreed to add a refuge crossing at the A4 near the Bristol bound 'The Shallows' bus stop to its future scheme register for prioritisation. B&NES Council also agreed to upgrade the existing refuge close to the Bath bound 'The Shallows' bus stop. Saltford Parish Council has followed up on this numerous times since. SPC has now been advised to resubmit its request to B&NES Council afresh due to the period of time that has lapsed since it originally approached B&NES Council.

18. RECOMMENDATIONS TO B&NES COUNCIL FOR HIGHWAYS MAINTENANCE 2023/24

To agree which roads in Saltford should be prioritised and recommended for inclusion in the B&NES Highways Maintenance programme for 2023/24.

19. RECOMMENDATIONS TO B&NES COUNCIL FOR PAVEMENT MAINTENANCE 2023/24

To agree which pavements in Saltford should be prioritised and recommended for inclusion in the B&NES Council repair and maintenance programme for 2023/24

20. NORMAN ROAD PHONE BOX REPLACEMENT PROJECT

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

21. DATE FOR 'MEET YOUR COMMUNITY POLICE OFFICERS' MEETING

To agree to arrange – and if so to confirm a date for - the 'Meet Your Community Police Officers' (formally named 'Neighbourhood Watch AGM') meeting with members of Avon and Somerset Police. To agree who will host the meeting. To agree who else to invite to the meeting, including members of the public, B&NES Ward Councillors, Police Officers and members of B&NES Council's Parking Enforcement team.

22. DATE FOR PARISH WALK 2023

To agree that SPC's Parish Walk 2023 will take place on the evening of Tuesday 13 June 2023.

23. FEEDBACK FROM CLERK'S APPRAISAL

To receive feedback from the Clerk's annual appraisal

24. REVIEW OF SOCIAL MEDIA AND DIGITAL COMMUNICATIONS POLICY

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

25. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

B&NES Council has sought expressions of interest for shrub whip planting from parishes. To resolve – if the initiative goes ahead – to accept c.15 shrub whips to plant at 'The Shallows ecological area' to support the environment at this location including assisting re-growth in areas where vegetation has been damaged.

To resolve to work in partnership with B&NES Council on their 'Bee Bold B&NES' project if B&NES Council is successful in its application to WECA's 'Bee Bold Pollinator Fund'. Participation includes promoting B&NES Council's project activities in Saltford and the agreement in principle of suitable area(s) in Saltford for participation in the project. B&NES Council's proposed project will create new demonstration areas across the district in housing areas, working with residents to design and create new pollinator rich habitats (stripping turf and sowing with wildflowers, creating bee hotels, planting with flower rich shrubs etc.) and/or to install new signage as well as running habitat surveys about the benefits of long grass and native plants for pollinators to educate people about the species found in long grass and scrub.

To receive updates and information about any other previously agreed environmental initiatives including the 'Saltford Wildflower Project: All You Seed is Love' initiative.

26. DATA PROTECTION AND GDPR UPDATES

To receive an update on progress for GDPR compliance.

27. PUBLICITY

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

28. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

To receive any reports from Link Members on external organisations.

29. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

To receive any reports of urgent information from Parish Councillors.