



SALT FORD PARISH COUNCIL

**Tuesday 1 November 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 4 October 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 line with [Public Engagement Guidelines](#), 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 on the [B&NES Council Planning Portal](#) which may be displayed on a screen at the meeting):

22/03859/VAR - 22 Uplands Road Saltford BS31 3JJ. Variation of condition 2 (plans list) of application 20/04737/VAR (Variation of condition 2 (plans list) of application 20/02694/VAR (Variation of condition 2 (Plans List) application 19/03008/VAR. (Variation of condition 2 attached to application 18/01449/FUL (Erection of 1no. 2bed single storey dwelling (resubmission))). Mr David Lamb

22/03862/TCA - The Old Chapel The Shallows Saltford BS31 3EX. Apple tree (A) - prune back branches by 2-3m to reduce height and width. Bay tree (B) - reduce height by 2m to leave height of 4m; reduce circumference by 3m to leave circumference of 7m. Cherry tree (C) - prune back branches by 2-3m to reduce height and width and remove upper branches close to overhead telephone wires. Dr Adam Smith-Collins

22/03988/FUL - 8 Fairways Saltford BS31 3HX. Single storey rear extension. Mr Maurice Lindsay

22/04090/TCA - Firbank House 32 High Street Saltford BS31 3EJ. T1- This tree requires minor crown reduction, removing approximately 30 centimetres of new growth from the entire crown, to maintain the trees size in order for it not to outgrow its location. Mrs Kate Tometzki

22/04229/FUL - 16 Rodney Road Saltford BS31 3HP. Front and Rear Single storey Extensions. Mr G Smith

22/04211/FUL - 3 Fairways Saltford BS31 3HX. The proposed erection of a single storey side extension and loft conversion for the creation of two new bedrooms with associated works. Mr Tobin

e. **B&NES Council Local Plan Launch Document Consultation** – to discuss and resolve SPC’s response to the B&NES Council Local Plan Launch Document, which sets out B&NES Council’s approach to the new Local Plan 2022-2043. Further details are available to view at www.bathnes.gov.uk/localplan. The new Local Plan will establish the planning framework for the Bath & North East Somerset up to 2042 including strategy and policies to guide and manage how the district grows and changes, and how planning applications for new development are decided. The consultation ends on 15 November. (A draft response is available on Cllrs SharePoint).

9. FINANCIAL MATTERS

a. **Monthly Financial Report** – To receive the monthly financial report for October 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 November 2022 as listed on the schedule (the schedule is on the [Meetings – Agendas and Minutes](#) page of the website).
- c. **Logos for village signs** – To authorise up to £50 for transparent logos for the village signs, to ensure as much reflective road sign as possible is retained when updating the logos on the signs (Budget heading: Council Led Schemes)

10. NORMAN ROAD PHONE BOX REPLACEMENT PROJECT

It was resolved at the October 2022 meeting to replace the destroyed Norman Road phone box, with spend and its replacement's future purpose to be formally agreed at the November meeting. To receive an update from Cllr Chris Warren and the Parish Clerk about interested parties in the local community regarding the new project, based on previous offers agreed prior to the destruction of the original phone box.

To agree to accept the offer from Flourish to re-purpose the phone box as a flower display, with local business Flourish providing free planters with summer and winter flowers including their care and maintenance for a five-year period as a goodwill gesture to the Saltford community. If resolved, to agree to order an unglazed phone kiosk (glazing can be retrospectively fitted if required in the future).

If the above offer from Flourish is not accepted, to resolve a future purpose (if any) for the phone kiosk.

To agree to accept the offer from local business Mobius to carry out all the installation works required for free as a goodwill gesture to the Saltford community. This includes preparing the base and overseeing the new kiosk's placement on site, including electrical works required.

If the above offer from Mobius is not accepted, to resolve a specification to go out to tender for the phone box installation works, to be agreed at the December meeting.

To receive an update on the possibility of a local business purchasing, maintaining and having ongoing responsibility for a defibrillator attached to the kiosk and agree any actions.

To authorise a spend of up to £2900 from X2 Connect Ltd - the only BT approved reseller of the K6 Red Telephone Box and their spares - for a replacement K6 phone box to be located at the site of the original Norman Road phone box. (Budget heading: Insurance).

To authorise a spend of up to £100 to X2 Connect for additional parts required for SPC's specification of the new phone box, including 'Telephone' and 'Defibrillator' signs, and a 'Push / Pull' sign (Budget heading: Insurance).

To authorise a spend of up to £500 to X2 Connect Ltd for transportation costs for the new phone box to Saltford (Budget heading: Insurance).

11. QUOTES FOR CHURCHYARD WALLS MAINTENANCE

As resolved under item 10 at the October meeting, to receive further 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).

To discuss and accept a quote of up to £4500 for necessary works to prevent further deterioration of walls at St Mary's Churchyard, specifically the Eastern Boundary (Budget heading: Churchyard Special Maintenance Project).

If so, to resolve to exceed spend on the Churchyard Special Maintenance Project budget line (£1,500).

12. CHURCHYARD INSPECTION AND MEMORIAL SAFETY CHECK

To receive a report from Cllr Chris Warren following the biannual inspection of St Mary's Churchyard which took place on 12 October 2022, including information about the annual safety check of memorials. To consider any actions if required following the inspection (Report available on Cllrs SharePoint).

13. FUTURE OF SALTFORD PARISH COUNCIL COMMUNITY AWARDS

To discuss and resolve whether to continue with the SPC Community Awards, and if so, the form that future Community Awards will take.

If resolved to continue, to:

- Approve the criteria, categories and process – including prize amount - for the SPC Community Awards 2023 (draft information available on Cllrs SharePoint).
- To agree a spend of up to £600 for prizes and administration i.e. certificates (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 Saltford Community Association, both as part of the Annual Parish Meeting 2023.
- If resolved, to agree a spend of up to £400 to cover 50% of costs including food and room hire (Budget heading: Council Led Schemes).
- If resolved, to agree that the Annual Parish Meeting and co-hosted event will take place on the evening of Friday 3 March 2022.

14. REVIEW OF GRANT APPLICATION GUIDE AND POLICY, AND GRANT APPLICATION FORM

To review and resolve to make changes, if required, to SPC's Grants Application Guide and Policy and/or SPC's Grant Application Form (draft copies are available on Cllrs SharePoint).

To resolve whether to have a set limited period each year for funding applications to be received and resolved.

15. REDUCING THE IMPACT OF FIREWORKS ON VULNERABLE PEOPLE AND ANIMALS

To resolve to reduce the impact of fireworks on vulnerable people and animals by agreeing to some or all of the following actions:

- To support the [RSPCA's #BangOutOfOrder campaign](#) to raise awareness about the impact of fireworks on animals and to encourage the general public to be more considerate of pets, horses and livestock as well as local wildlife.
- To write to the Local Government Association to lobby for a limit to the maximum noise level of fireworks to 90dB for those sold to the public for private displays.
- To request the Government to better regulate fireworks by limiting the noise level for those used in public displays to 90dB.
- To recommend that all public firework displays within the area are advertised in advance so that people can take precautions for themselves and their animals.

16. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

To receive updates and information about environmental initiatives in Saltford.

17. DATA PROTECTION AND GDPR UPDATES

To receive an update on progress for GDPR compliance.

18. PUBLICITY

To review the approach, effectiveness and content of SPC's publicity to identify improvements. This includes SPC's social media posts; quarterly e-newsletter; website news articles as well as SPC's communications via external publications (e.g. quarterly page in The Week In; bi-monthly page in SCAN and press releases).

To resolve whether to continue with the SPC quarterly e-Newsletter (a 'round-up' of news) considering other communication methods used since its introduction. To possibly re-direct the use the e-Newsletter for communications about specific matters if required.

To agree any items for SPC's upcoming free 'Week In' page article.

19. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

To receive any reports from Link Members on external organisations.

20. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

To receive any reports of urgent information from Parish Councillors.