



SALT FORD PARISH COUNCIL

**Tuesday 6 December 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 1 November 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 invite Ward Councillor(s) to give a short verbal report to the Council and to receive any written report from B&NES Ward Councillor(s) for Saltford.

To ask Ward Councillor(s) any questions relating to items in the report, if present.

8. SCA UPDATE: KING'S CORONATION AND OLD VILLAGE DAY

To receive an update from a representative of the Saltford Community Association (SCA) about plans to mark the King's Coronation in May 2023 and any plans for Old Village Day.

To ask SCA representatives any questions relating to items in the update.

9. 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 consultation resolved since previous meeting** – The following planning application in respect of which B&NES Council had invited comments (received 03/11/22, end date for responses 24/11/22) was resolved using the Scheme of Emergency Delegation:

22/04324/FUL - Saltford Sports Club Wedmore Road Saltford BS31 3BY. Installation of bifold door with associated works following removal of 2 existing windows and the pier between them, removal and replacement of existing entrance door. Removal of window and blocking up lower hall and fit new window. Saltford Sports & Social Club

To record in the minutes of the meeting that SPC had advised B&NES Council that this Council **SUPPORTS** this application.

- e. **Planning applications** – As a statutory consultee, 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. Text taken directly from information supplied by B&NES Council):

22/04412/FUL - 72 Manor Road Saltford BS31 3AB. Erection of single storey rear extension. Mr Matthew Tantram

22/03538/FUL - Scout Hall 18 Chelwood Road Saltford BS31 3BU. Installation of a wooden framed carport on the side of the Saltford Scout Hut. Saltford Scouts Executive Committee

22/03842/FUL - 439A Bath Road Saltford BS31 3AZ. Change of use from Residential flat (Use Class C3) to Office Space (Use Class Ec(iii)). SBS Design and Build

10. FINANCIAL MATTERS

- a. **Monthly Financial Report** – To receive the monthly financial report for November 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 December 2022 as listed on the schedule (the schedule is on the [Meetings – Agendas and Minutes](#) page of the website).
- c. **Boxcryptor monthly subscription** – To consider authorising expenditure of up to £10 p.c.m (€7.99, likely £6-7) for an ongoing monthly subscription to Boxcryptor encryption software, starting mid-December when the current annual subscription comes to an end (Budget heading: General Administration).
- d. **Annual WordFence subscription** – To consider authorising a total spend to iTeam Solutions of up to £147.20 for the cost of a WordFence annual licence (\$119 USD, c.£100-110) for SPC’s website plus a one-off installation cost for the licence of £37.20 (Budget heading: Publicity)
- e. **Website maintenance, support and minor works** – To consider authorising a spend of £462+VAT (total £554.40) to iTeam Solutions for block purchase of eight pre-paid hours for IT Support (Budget heading: Publicity)
- f. **Churchyard walls repairs** – Further to the amount resolved at the November meeting (item 11) of £4500, to formally resolve the remaining payment of £1750 (as agreed in principle in November 2022) for wall repairs at St Mary’s Churchyard (totalling £6250) (Budget heading: Churchyard Special Maintenance Projects).

If resolved, to also resolve to exceed SPC’s ‘Churchyard Special Maintenance Projects’ line for 22/23.
- g. **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 2023 (Budget heading: General Administration).
- h. **Logos for village signs** – Further to the amount of up to £50 as resolved at the November meeting (item 11) to approve an additional spend of £1.25 on clear vinyl logos for the village signs (Budget heading: Council Led Schemes)
- i. **Business Debit Card** - To authorise an application to SPC’s banking provider for a Business Debit Card to enable SPC to make card-only payments (mainly regular online subscriptions to IT providers) with any spend in line with Financial Regulations.

11. NORMAN ROAD PHONE BOX REPLACEMENT PROJECT

It was resolved at the October 2022 meeting to replace the destroyed Norman Road phone box, with costs and future purpose to be formally agreed at a future meeting. To receive an update from Cllr Chris Warren following a meeting on 18 October to discuss with interested parties from the local community.

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.

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).

12. SPC WARM SPACES FUND

To discuss and agree whether to set up a specific Warm Spaces Fund for Saltford organisations to apply for a grant of up to £200.

If resolved, to agree special grant funding criteria as follows:

- Any application needs to be in line with [SPC's Grant Application Guide and Policy](#) (using the dedicated SPC Grant Application form), however projects that have already commenced (but have not been completed) may apply. Grants will not be available to: Individuals; B&NES Council; Political groups or activities promoting political beliefs; Promotion of any religion, faith or belief.
- Any warm space location must have a 'BS31 3**' (Saltford) post code.

- SPC would particularly favour applications from warm spaces listed on the B&NES Council 'Warm Spaces Register' and who agree to the [Warm Spaces Charter](#).
- SPC would appreciate - where possible - that Fairtrade refreshments are offered and would welcome any grant to be used to purchase Fairtrade products.
- An end date for applications to be 20 December 2022.
- Any applications received to be discussed at SPC's 3 January meeting (with funds released soon after).

13. NEW DATE FOR MAY 2023 MEETING (ANNUAL PARISH COUNCIL MEETING)

Following the announcement of an additional Bank Holiday on Monday 8 May 2023, to accommodate the public elections count and the Council's requirement by law to meet within 14 days of the new Council being appointed, to resolve to hold SPC's full council May 2023 meeting (also known as the Annual Parish Council Meeting) in the Avon Room at Saltford Hall at 7.15pm on Tuesday 16 May 2023 instead of the previous date agreed.

14. 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 3 November 2022.

15. CIVILITY AND RESPECT PLEDGE

To pass a resolution to sign up to the Civility and Respect pledge as launched by the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC), to demonstrate that Saltford Parish Council is committed to treating Councillors, staff, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

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 agree content for SPC's winter e-newsletter and items for SPC's upcoming page in SCAN.

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.