



# SALT FORD PARISH COUNCIL

**Tuesday 3 January 2023, 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 December 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. 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** – 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):

**22/04856/FUL - 52 Manor Road Saltford BS31 3AB.** Erection of hipped to gable end roof extension to enlarge existing loft conversion, and incorporating new front & rear facing dormer windows, and a side first floor balcony over ground floor extension. Smalley

**22/04816/FUL - Unregistered Business Premises Adj Glenavon Farm Glenavon Farm 331 Bath Road Saltford.** Installation of six rapid electric vehicle charging stations within the car park of Flourish, Glenavon Farm along with associated equipment. InstaVolt

**22/04934/FUL - Barberini The Glen Saltford BS31 3JR.** Proposed 2no. bonnet dormers to front roof face. Mr And Mrs J Seward

**22/04987/CLPU - 38 Rodney Road Saltford BS31 3HP.** Conversion with rear flat roof dormer (Certificate of Lawfulness for a Proposed Development). Fry

**22/05069/FUL - 2 Lawson Close Saltford BS31 3LB.** Erection of a single storey front extension and porch. Josh Anderson

**e. Possible landscape designation in Saltford (AGLV or LGS)** – Further to the Parish Council's December meeting (item 9.c), Cllr Phil Harding to brief the Parish Council on the progress of his research and if agreed following discussion to resolve to seek an appropriate landscape protection designation ('Area of Great Landscape Value (AGLV)' or 'Local Green Space (LGS)' from B&NES Council) for the wooded and landscape area outside the housing boundary of Saltford South in the context of new B&NES Council Local Plan (further information is available in Cllrs SharePoint)

## 9. FINANCIAL MATTERS

- a. **Monthly Financial Report** – To receive the monthly financial report for December 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 January 2023 as listed on the schedule (the schedule is on the [Meetings – Agendas and Minutes](#) page of the website).
- c. **2023/24 budget and precept** - To agree the draft budget for 2023/24

(copy on Cllrs SharePoint) as final, and to agree that the precept to be levied by Saltford Parish Council for 2023/24 as £49,534, an increase of 20.8% on the previous year. If resolved, this will mean an average Band D property will pay £27.08 p.a. (this is an increase of £4.55 p.a., or 38p p.c.m in 2023/24).

If resolved, it is noted that the tax base for Saltford has increased, so although SPC has agreed a 20.8% increase of its precept this will translate to an increase of 20.2% per residence as stated on the Council Tax bill.

- d. **Level of reserves (excluding CIL Funds)** – To agree to minute SPC’s predicted level of budgeted reserves at the end of the 2023/24 year as £39,922 against an agreed minimum of £45,105 (with a view to build to £45,105 over three years) as considered and approved as part of the 2023/24 budget agreement.
- e. **Boxcryptor Business 1 Year Annual Subscription** - Following new information from Boxcryptor and further to the decision resolved under item 10.c at the December meeting (payment of a monthly Boxcryptor subscription), to resolve to purchase a 1 Year annual subscription at a cost of £76.69+VAT (total of £92.03) (Budget heading: General Administration).
- f. **Warm Spaces fund application: Saltford Sports Club** – To consider authorising a grant of £200 following receipt of an application from Saltford Sports Club for a SPC Warm Spaces Fund, to support the continuation and enhancement of Saltford Sports Club’s current Warm Spaces offer to residents (Budget line: Council Led Schemes). The application will be resolved using criteria as resolved under item 12 at SPC’s December meeting, further to SPC’s Grants Policy.

## **10. DONATION REQUEST FROM CPRE (CAMPAIGN TO PROTECT RURAL ENGLAND)**

To discuss and agree whether to authorise a spend of £100 as a donation to the CPRE Avon and Bristol branch to fund their work. SPC has resolved in previous years to make a £100 donation to CPRE Avon and Bristol for which it receives a year’s CPRE membership (Budget heading: Environment).

## **11. ALLOTMENT RENTS AND ALLOTMENT TENANTS’ PUBLIC LIABILITY INSURANCE 2023/24**

To consider renewing the public liability insurance for the 13 allotment tenants, with an annual policy starting on 29<sup>th</sup> January 2023 at a cost of up to £150. (Budget heading: Insurance). (Note: Insurance companies unable provide quotes until 28 days before renewal, quotes if received on time will be presented at the meeting).

To confirm the level of allotment rents for 2022/23 to take effect from 1 April 2023 as £20 per year for a full plot and £10 per year for a half plot (as resolved under item 13 at the January 2022 meeting).

To discuss and agree the level of allotment rents for 2024/25 to take effect from 1 April 2024.

## **12. LOCAL RIVERSIDE WORKING GROUP: UPDATE AND RECOMMENDATIONS INCLUDING SPEND AND SUGGESTED SPEND**

To receive an update, recommendations and suggested spend (if relevant) from Councillors on the Local Riverside Working Group including:

- Measures to protect green amenity space near the highway and car park based on B&NES Council information, and to discuss CIL spend for concreted-in bollards around a section of The Shallows car park to protect amenity space (Budget line: CIL receipts)
- Measures to support permitted use of the Resident Parking Zone – to discuss and agree whether to authorise spend of up to £60 for metal reflective ‘Resident Parking Zone’ signs (Budget line: Council Led Schemes).

## **13. SPC AND SCA ‘BIG THANK YOU’ EVENT (FOLLOWING THE ANNUAL PARISH MEETING) – FRIDAY 3 MARCH**

To discuss and agree any actions and invitations relating to the SPC and SCA ‘Big Thank You’ community event on Friday 3 March 2023.

## **14. CHURCHYARD GROUNDS MAINTENANCE SPECIFICATION 2023/23**

To agree the specification for regular grounds maintenance at St Mary’s churchyard for the year commencing 1 March 2023 (Draft specification on Cllrs SharePoint).

To agree to seek quotations (to be considered and resolved at the February meeting).

## **15. ASSET CHECKING PROCEDURE AND ASSET CHECKING**

To review the asset checking procedure and 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. (Further information on Cllrs SharePoint).

## **16. B&NES COUNCIL QUESTIONNAIRE ON CHARGES FOR CLASS N3 DIESEL HGVs OVER 12 TONNES TRAVELLING THROUGH BATH**

To discuss whether to respond and if so to agree SPC’s response to B&NES Council’s questionnaire about its proposal to vary Bath’s Clean Air Zone Charging Order so that all Euro VI diesel HGVs over 12 tonnes which enter the charging scheme area (concurrent with the existing Bath Clean Air Zone) will be charged £50. This charge would be supported by time-limited exemptions for businesses and deliveries taking place in a proposed exemption area. Full details of this proposal and a questionnaire are available at [www.bathnes.gov.uk/Euro6HGVconsultation](http://www.bathnes.gov.uk/Euro6HGVconsultation). End date for responses is 5pm on 7 February 2023.

## **17. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES**

To receive updates and information about environmental initiatives in Saltford.

## **18. DATA PROTECTION AND GDPR UPDATES**

To receive an update on progress for GDPR compliance.

## **19. PUBLICITY**

To agree to create a summary about what the Council has achieved in the past four years for the awareness of residents.

## **20. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES**

To receive any reports from Link Members on external organisations.

## **21. ITEMS OF URGENT INFORMATION FROM COUNCILLORS**

To receive any reports of urgent information from Parish Councillors.