



SALTFORD PARISH COUNCIL

**Tuesday 7 February 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 3 January 2023 (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 other new possible planning contraventions, including concerns raised to the attention of the Parish Council regarding new illuminated shop signs in Saltford.

- 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):

23/00129/FUL - 8 Grange Road Saltford Bristol Bath And North East Somerset BS31 3AH. Erection of a two storey extension on similar footprint and revision to the elevations with replacement windows and doors following demolition of existing single storey garage. Dr & Mrs Pinias Mukonoweshuro

23/00345/FUL - 11 Witney Close Saltford BS31 3DX. Erection of single storey rear extension with tiled lean-to roof. Mrs Leah Hicks

23/00352/FUL - 28 Norman Road Saltford BS31 3BH. Internal remodelling, single storey side extension, external insulated cladding to the existing house, new insulated flat roof on the rear extension, 1no. roof light added to east elevation, removal of the existing timber canopy to the north elevation, new glazing to match existing on the east and north elevations, removal of the existing glazing on the east elevation and removal of 1no. chimney stack. Mr Luke Belton

23/00367/FUL - Hunters Quest Iford Close BS31 3BD. Erection of single storey ground floor extension and conversion of store to study. Mr Tim Early

- e. **Planning Policy update: B&NES Council Local Plan including SPC's request for 'Saltford South' landscape designation (AGLV or LGS).**
- To receive feedback from Cllr Phil Harding following his attendance at the B&NES Council Local Plan Keynsham Area Workshop on 26 January 2023.
 - Further to the Council's resolution at its January 2023 meeting to request landscape designation for 'Saltford South', to receive an update on SPC's request from Cllrs Phil Harding and Gary Graveling, who attended a meeting with B&NES Council's Planning Policy officers on 31 January.

9. FINANCIAL MATTERS

- a. **Monthly Financial Report** – To receive the monthly financial report for January 2023 (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 February 2023 as listed on the schedule (the schedule is on the [Meetings – Agendas and Minutes](#) page of the website).
- c. **The Clerk’s Manual 2023 edition** – To discuss authorising a payment of up to £55 (£47.50 + P&P) for the Society of Local Council Clerks updated copy of The Clerk’s Manual covering English law (Budget heading: Training).
- d. **Website maintenance, support and minor works** – To consider authorising a spend of £231+VAT (total £277.20) to iTeam Solutions for block purchase of four pre-paid hours for IT Support (Budget heading: Publicity)
- e. **Permanent sign(s) on SPC’s wooden bollards** – To consider a spend of up to £40 for permanent sign(s) to attach to SPC’s wooden bollards at The Shallows conservation area to replace temporary versions due to weathering (Budget heading: Council Led Schemes).
- f. **Railfuture subscription** – To consider authorising a spend of £25 to renew Saltford Parish Council’s subscription to Railfuture until January 2024 (Budget heading: Subscriptions)
- g. **The Week In grant application** – To consider authorising a grant of £450 following receipt of an application from The Week In publication for a SPC grant towards video production costs and administrative support costs, as part of a project to help young people living in Saltford produce a video news report on a subject of their choosing which will then form part of The Week In’s digital output. (Budget line: Miscellaneous Grants).

If resolved, to agree to exceed spend on the Miscellaneous Grants budget line, in line with Section 4.2 of SPC’s Financial Regulations.

10. LOCAL RIVERSIDE WORKING GROUP: RECOMMENDATIONS INCLUDING AUTHORISATION TO SPEND ON BOLLARDS TO PROTECT AMENITY SPACE

To resolve a spend on bollards. The Council has previously resolved to install bollards to protect and improve safety at the amenity space surrounding The Shallows car park. This action has been agreed by B&NES Council. Under item 12 at the January 2023 meeting, SPC resolved in principle a spend of up to £6000 (Budget line: CIL receipts).

To resolve the following:

- To accept the recommendation of the Local Riverside Working Group to install bollards as soon as possible.

- To consider the estimates received from B&NES Council for the supply, installation and disposal of arising waste for bollards concreted into the ground. Two estimates have been received, for 100 metres / 67 bollards (i.e. not the area near the toilets) or for 150 metres / 100 bollards (entire area). To resolve a spend of up to £5000 (estimate received £4625.83) for 100 metres / 67 bollards, or to resolve a spend of up to £7000 for 150 metres / 100 bollards (Budget line: CIL funds).
- To resolve the recommendation of SPC Councillors on the Local Riverside Working Group for spend to be made according to financial regulation '11.d Contracts', the reason being that B&NES Council is arranging the works on its land and as such B&NES Council's policy for contacts will apply.
- If spend is resolved, to also resolve to authorise spend to exceed the 'CIL receipts' budget, in line with Section 4.2 of SPC's Financial Regulations

11. CHURCHYARD GROUNDS MAINTENANCE MARCH 2023 TO FEBRUARY 2024

To resolve which contractor will be asked to undertake the regular churchyard grounds maintenance for the year starting on 1 March 2023 according to the specification agreed in January (Budget heading: Churchyard Maintenance). Quotations have been invited from four companies (Information on Cllrs SharePoint).

12. SPC REQUEST TO BANES COUNCIL TO TAKE RESPONSIBILITY FOR A SAFER CLEANER RIVER

To discuss the environmental and safety impact of the sinking of, and/or pollution from, boats in Saltford (often unsupervised and particularly during the winter months).

To resolve to request that B&NES Council takes urgent action and responsibility for a safer cleaner River Avon in Saltford for users and wildlife, to be led by its Water Space Project in consultation with key agencies (supporting images and a draft letter to B&NES Council is available in Cllrs SharePoint).

13. ASSET CHECKING OUTCOMES

To receive any outstanding reports on asset checking.

To receive and resolve any actions arising from asset checking, including seeking quotes for any works required. Spend if required to be agreed at a future meeting.

14. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

To receive updates and information about environmental initiatives in Saltford.

15. DATA PROTECTION AND GDPR UPDATES

To receive an update on data protection actions and GDPR compliance.

16. PUBLICITY

To discuss the contents of SPC's SCAN page (deadline 10 February) and Spring e-Newsletter.

17. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

To receive any reports from Link Members on external organisations.

18. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

To receive any reports of urgent information from Parish Councillors.