



SALTFORD PARISH COUNCIL

Tuesday 16 May 2023, 7:15pm, Avon Room at Saltford Hall

AGENDA

1. ELECTION OF CHAIR

To elect a Chair of the Council for the year 2023/24. Upon his/her/their election, the Chair to sign a Declaration of Acceptance of that Office.

2. ELECTION OF VICE-CHAIR

To elect a Vice Chair of the Council for the year 2023/24. Upon his/her/their election, the Vice Chair to sign a Declaration of Acceptance of that Office.

3. MINUTES

To receive and confirm as a correct record the minutes of the meeting of the Council held on 4 April 2023 (draft copy available on the [website](#) and on the screen at the meeting).

4. APOLOGIES FOR ABSENCE

To report any apologies received by the Clerk for inability to attend this meeting.

5. 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.*

6. 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. Members of the public will be invited to speak by the Chair.

7. GENERAL POWER OF COMPETENCE

To agree that SPC meets the criteria to adopt the [General Power of Competence](#) and, as eligible, to resolve to adopt the General Power of Competence.

8. CO-OPTION TO FILL POST-ELECTION COUNCILLOR VACANCY

To acknowledge receipt of one application received to fill the post-election Councillor vacancy on Saltford Parish Council by co-option, and as such to resolve to co-opt the applicant to the vacancy (in accordance with SPC's [Casual Vacancy Policy](#) and

Standing Orders).

To witness the co-opted Councillor sign the Declaration of Acceptance of Office and to receive any declarations of interest(s) from the new co-opted member with regards to any item on the agenda.

9. CHAIR'S ANNOUNCEMENTS

To receive any announcements from the Chair.

10. CLERK'S ANNOUNCEMENTS

To receive any announcements from the Clerk.

11. REPORT FROM B&NES WARD COUNCILLORS

To receive any report from B&NES Council's Saltford Ward Councillors and to ask any questions relating to the report.

Where relevant, for the Council to ask B&NES Ward Councillors for information relating to any agenda item.

12. SPC POLICY REVIEW UPDATE

To update and agree SPC's Policy Review for the new Council. To resolve to accept similar or as follows:

Saltford Parish Council (SPC) endorses the need to respond to the climate and ecological emergencies. SPC's decisions and policies will take account of whether they are good for the climate, the ecology of Saltford and for residents. SPC is in favour of protecting the Green Belt and our highly valued landscape surrounding Saltford from development including from a road bypass (that would be infilled with housing); a safer cleaner river for users and wildlife; reopening the railway station on the existing site; Fairtrade; and that Saltford should continue to be an inclusive and caring community.

13. APPOINTMENT OF COMMITTEES AND WORKING GROUPS AND MEMBERSHIP THEREOF

To agree the formation of committees and working groups and the membership of those committees and working groups for the year 2023/24.

- Planning Committee, comprising seven councillor members
- Staffing Committee, comprising four councillor members
- Churchyard Safety, Churchyard and Allotments Maintenance Working Group, comprising four councillor members and up to two public members
- Transport Working Party, comprising seven councillor members
- Local River Side Working Group, comprising at least two councillors as well as two members of the public (likely including a Saltford B&NES Ward Councillor)

Each committee will elect its Chair and Vice Chair at its first meeting.

Working groups will elect their Chair and Vice Chair and any members of the public at their first meeting, if required.

14. DATES OF ORDINARY MEETINGS OF COUNCIL, THE ANNUAL PARISH MEETING, AND COMMITTEE MEETINGS

To agree the dates on which Full Council and SPC committees will meet for the year 2023/24. All ordinary meetings are on Tuesdays starting at 7.15 pm unless otherwise stated. When the full Council meets it acts as the Planning Committee and includes Planning Matters. The Planning Committee meets additionally in August if required and otherwise if necessary. The Staffing Committee meets when necessary. Meetings will be held at Saltford Hall, usually the Avon Room if available and unless otherwise stated. Proposed dates are as follows:

- 6 June 2023
- 4 July 2023
- 1 August 2023 (Planning Committee only, if required)
- 5 September 2023
- 3 October 2023
- 7 November 2023
- 5 December 2023 (note: with a closed meeting for informal budget discussion at 6.30pm)
- 9 January 2024 (note: second Tuesday of the month due to how Bank Holidays fall)
- 6 February 2024
- 5 March 2024
- 2 April 2024
- 7 May 2024 (also known as the Annual Parish Council Meeting)

15. PLANNING MATTERS

- a. Election of Planning Committee Chair and Vice-Chair** – To elect a Chair and Vice Chair of the Planning Committee for the year 2023/24.
- b. Decisions and Appeals** – To note any decisions 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 information following concerns raised and issues arising from the use of a property as a short-term holiday let on Justice Avenue. To resolve whether to report as a possible planning contravention (possible change of use) to B&NES Council's Planning Enforcement team.

To receive any other reports of new possible planning contraventions.

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:

22/04813/FUL - 8 Manor Road Saltford BS31 3DL. Erection of first floor extension over garage. Mr Ray Southard

23/01309/FUL - 4 Lawson Close Saltford BS31 3LB. Erection of single storey rear extension. Mr & Mrs C Dixon

23/01420/FUL - 459 Bath Road Saltford BS31 3AZ. Erection of ground floor porch, family room and annex extension, first floor bedroom extension and hip-gable attic conversion with rear dormer following remove of existing porch, outbuilding and existing conservatory. Mr Anstey

23/01414/FUL - 57 Norman Road Saltford BS31 3BH. Erection of a detached outbuilding. Miss Katie Sapsed

23/01523/CLEU - 561 Bath Road Saltford. Change of use of land for mixed Class B8 and E (g) business use (Certificate of Lawful Existing Use) Jefferies Saltford Business

f. Planning Policy update: B&NES Council Local Plan including SPC's request for 'Saltford South' landscape designation (AGLV or LGS) - To receive any updates about the B&NES Council Local Plan, including information about SPC's resolution to request landscape designation for 'Saltford South'.

16. GOVERNMENT CONSULTATION ON REGISTRATION SCHEME FOR SHORT TERM HOLIDAY LETS

To discuss and resolve SPC's response to the [Consultation on a registration scheme for short-term lets in England - GOV.UK \(www.gov.uk\)](#) The consultation seeks views on a range of questions relating to how the scheme should be set up and administered (more information on Cllrs SharePoint). To respond to the consultation by the 7 June deadline.

17. FINANCIAL MATTERS

a. Monthly Financial Report – To receive the monthly financial report for April 2023 (report is 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 May 2023 as listed on the schedule (report is available on the [Meetings – Agendas and Minutes](#) page of the website).

- c. **Annual accounts 2022/23** – To receive the annual statement of reconciled accounts for 2022/23 (available on Cllrs SharePoint).
- d. **Internal audit of 2022/23** – To receive the report of the internal audit of 2022/23. To discuss and resolve to accept any recommendations.
- e. **BDO LPP Conflict of interest form** – To confirm and complete the contents of SPC’s BDO LPP Conflict of Interest form for the external audit, and for the Chair and Clerk to sign the form.
- f. **Annual Governance and Accountability Return (AGAR) 2022/23: Annual Governance Statement** – To approve and the Chair to sign the Annual Governance Statement 2022/23 (Section 1 of AGAR in Cllrs SharePoint).
- g. **Annual Governance and Accountability Return (AGAR) 2022/23: Annual Accounting Statement** – To approve and the Chair to sign the Annual Accounting Statement 2022/23 (Section 2 of AGAR in Cllrs SharePoint).
- h. **VPN software** – To authorise a monthly spend of up to £10 p.c.m (but indicatively \$1.99 p.c.m) by Direct Debit using SPC’s Debit Card (if resolved) to AtlasVPN for Virtual Private Network software for SPC’s office PC and laptop, to enhance SPC’s online security (Budget heading: General Administration).
- i. **NALC and ALCA membership (subscription renewal)** – To authorise expenditure of £860.02 on the Council’s subscription to NALC and ALCA for the financial year 2023-2024 (Budget heading: Training).
- j. **Cllrs Expenses: RAM for laptop** – To authorise a spend of £21.59 to Cllr Jon Godfrey for RAM to upgrade and extent the lifespan of SPC’s laptop (Budget heading: General Administration).

18. COUNCIL INSURANCE (INC. APPROVING SPEND)

To consider quotes received for the Council’s insurance. To resolve a spend of up to £712 for the Council’s insurance policy (Budget heading: Insurance). The new policy will start on 1 June 2023. Insurance information is available on Cllrs SharePoint.

19. MEMBERSHIP OF THE PARISH COUNCILS AIRPORT ASSOCIATION (PCAA) (INC. APPROVING SPEND)

Following SPC's meeting with representatives from Bristol Airport, it was made aware of the PCAA, a voluntary organisation formed in 1971 that represents parishes surrounding Bristol Airport in the districts of North Somerset and B&NES. The PCAA is now an organisation of 28 parishes and two Town Councils (including Keynsham TC). The aims and objectives of the PCAA include minimising the impact of airport activities on parishes and the local and global environment. Following contact, the PCAA has shared that SPC would be a welcome addition to the group. The next PCAA meeting will take place on 15 June in Felton.

To discuss and resolve for SPC to join the PCAA.

To authorise a spend of £75 for annual membership of PCAA (Budget heading: Subscriptions)

To agree to exceed the 'Subscriptions' budget line if membership (including expenditure) is resolved.

20. SALT福德 ANNUAL PARISH MEETING AND BIG THANK YOU 2024 (INC. APPROVING SPEND)

To agree the date on which the Annual Parish Meeting will be held as Friday 1 March 2024. To agree the proposed location as Main Hall at Saltford Hall.

To resolve that SPC will co-host a 'Big Thank You' with the Saltford Community Association immediately following the Annual Parish Meeting, similar to the format used in March 2023.

To resolve expenditure of 50% of costs of the Annual Parish Meeting and Big Thank You as shared with the Saltford Community Association (to include hall hire and refreshments) of up to a maximum of £400 (Budget heading: Council Led Schemes).

21. SAFETY MAINTENANCE FOLLOWING REMOVAL OF TREE AT ST. MARY'S CHURCHYARD (INC. APPROVING SPEND)

Following the removal of a tree (not including stump) at St Mary's Churchyard for Health and Safety reasons, to discuss and resolve further works required for safety maintenance. Options to consider include reducing the remaining stump(s) to ground level and the removal any wooden debris, and/or filling the cavities created by wildlife (which resulted in the instability of the tree), and/or adding topsoil.

To note that a replacement tree is not advisable due to the previous tree's instability coupled with proximity to churchyard walls and neighbouring properties (driveway and garden/greenhouse).

To resolve a spend of up to £500+VAT for safety maintenance at St Mary's Churchyard based on the above options (Budget heading: Special churchyard maintenance projects).

22. APPOINTMENT OF CHEQUE SIGNATORIES

To agree which member(s) will become a Cheque Signatory further to the current Cheque Signatories appointed (at least two Councillors to be appointed).

23. APPOINTMENT OF LINK MEMBERS FOR OUTSIDE BODIES

To appoint Members and staff to link with external organisations for the year 2023/24.

- B&NES Parishes Liaison (usually Chair and Clerk, and any other members who may wish to attend)
- Connecting Communities Keynsham Area Forum (usually Chair and Clerk, and any other members who may wish to attend)
- B&NES area Avon Local Councils Association (ALCA) (usually Clerk)
- Salford Community Association
- Salford Sports Club
- River Avon Users Consultative Committee (RAUCC)
- Salford Environment Group
- Salford Business Network
- Salford Fairtrade Group
- Parish Councils Airport Association (if membership is resolved under item 19)

To agree a SPC Councillor contact for the Bristol East Fringe Cycling & Walking Group.

24. STANDING ORDERS

To agree to update and adopt Salford Parish Council's Standing Orders (NALC 2018 version as revised in 2020) including relevant adaptations to non-legislative and non-statutory SOs. (Draft copy available on Cllrs SharePoint).

25. SCHEME OF EMERGENCY DELEGATION

To agree to update and re-adopt SPC's Scheme of Emergency Delegation.

26. ASSET CHECKING

To 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).

To receive an update (if any) following about the replacement phone box at Norman Road and any associated actions with regards to its acquisition and installation.

27. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

To receive an update following SPC's resolution to give Beebomb seedballs to the Salford Scouts and Salford District Guides to mark the Coronation of King Charles III.

To receive updates and information about any other environmental matters.

28. DATA PROTECTION

To receive an update on data protection and GDPR compliance.

29. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

To receive any reports from Link Members on external organisations.

30. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

To receive any reports of urgent information from Parish Councillors.