



# SALTFORD PARISH COUNCIL

**Tuesday 4 July 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 June 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. WESSEX WATER PRESENTATION**

To receive a presentation from the Wessex Water Mead Lane site Project Manager including an update on the site expansion works and new bridge, and information about vehicle movements through Saltford both during and after completion of the project. To receive information from Wessex Water about actions taken with regards to water cleanliness and water quality.

### **6. CHAIR'S ANNOUNCEMENTS**

To receive any announcements from the Chair.

### **7. CLERK'S ANNOUNCEMENTS**

To receive any announcements from the Clerk.

### **8. REPORT FROM B&NES COUNCIL WARD COUNCILLORS**

To receive any written report from B&NES Ward Councillor(s) for Saltford. To invite Ward Councillor(s) to give a short verbal report to the Council and to ask Ward Councillor(s) any questions relating to the report.

If relevant, to ask B&NES Ward Councillors for information relating to any item(s) on

the agenda.

## 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 other 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](#) on the B&NES Council planning portal and may be displayed on a screen at the meeting):

**23/01804/LBA - Mill Island The Shallows Saltford BS31 3EX.** Proposed extensive reconfiguration and refurbishment of Mill Lodge and rewilding of Mill Island, we would like to submit this application under a PPA. Jordan and Phoebe Franklin

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- e. **Planning Policy: B&NES Council Local Plan including SPC's request for 'Saltford South' landscape designation (AGLV or LGS).** To receive an update following the meeting held with B&NES Council Planning Officers, Ward Councillors, and members of Keynsham Town Council to discuss AGLV or LGS landscape designation for 'Saltford South' and 'Keynsham East'.

To receive any further updates and if relevant to discuss any possible actions with regards to the B&NES Council Local Plan, including those relating to SPC's resolution to request landscape designation for 'Saltford South'.

## 10. FINANCIAL MATTERS

- a. **Monthly Financial Report** – To receive the monthly financial report for June 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 July and August 2023 as listed on the schedules (the schedules are on the [Meetings – Agendas and Minutes](#) page of the

website).

- c. **iTeam Solutions website hosting** – To authorise expenditure to iTeam Solutions of £120+£24 taxes totalling £144 for annual webhosting of SPC's website [www.salfordparishcouncil.gov.uk](http://www.salfordparishcouncil.gov.uk) between 26.08.23 and 25.08.24 (Budget heading: Publicity)
- d. **B&NES Council road booking form** – To authorise a spend of £35 (Clerks Expenses for payment to B&NES Council) for a road booking form as required for the Norman Road phone box installation on 23 June (Budget heading: Insurance).
- e. **iTeam Solutions website changes (including improving accessibility)** – To authorise a spend of up to £700 to iTeam Solutions to apply recommended accessibility changes to SPC's website and for website changes required, following the creation of the website in 2020 (Budget heading: Publicity).
- f. **SPC Chain of Office update** – To discuss and agree a spend of up to £50 to update the medal name bars on SPC's Chain of Office (officials neck ribbon) following elections (Budget heading: Council Led Schemes).
- g. **Office rent at Salford Community PO & Library Hub** – To authorise a payment of £1,500 to the Salford Community PO & Library Hub for annual rent, according to the agreement held between SPC and the Hub (Budget heading: Office rent).

## **11. VEGETATION REMOVAL AT ALLOTMENTS (INCLUDING SPEND)**

As resolved under item 14 at the June 2023 meeting, to resolve a payment to Ambience Landscapes of up to £300 to cut back and remove from site brambles, weeds and other vegetation debris at the Wick House Close allotment site (vegetation adjacent to the gate and public path, and the east wall of the allotments) (Budget heading: Allotments).

If resolved, to agree to exceed the Allotments budget by £150.

## **12. UPDATE ON NORMAN ROAD PHONE BOX: INCLUDING SPEND (NATIONAL GRID CONNECTION), DISPLAY OF BUSINESS LOGOS, AND DEFIBRILLATOR PLANS**

To receive an update on the delivery and installation of the replacement Norman Road phone box.

To confirm that the replacement K6 phone box is on SPC's asset register.

To discuss and agree to proceed with National Grid connection for the Norman Road phone box at a total connection charge cost of £1047.82 ex VAT (Budget heading:

Insurance).

To discuss and agree any actions with regards to a local business or organisation funding and maintaining a defibrillator. To agree in principle to accept an offers from local business(es) or organisation(s) to purchase and maintain a defibrillator attached to SPC's phone box.

To agree external signage to display on the Norman Road phone box to acknowledge the generous contribution to the community by local businesses Mobius and Flourish, including the display of logos on the 'top slots' which would be laminate / vinyl and temporary (to be supplied by the businesses). A commissioned image of the logos on the phone box is available in Cllrs SharePoint.

### **13. CLOSURE TO MOTOR TRAFFIC ON MANOR ROAD (LANE)**

To discuss and resolve whether to support Saltford B&NES Ward Cllr Duncan Hounsell's request (as included in B&NES Ward Councillors June 2023 report) for the closure to motor traffic of the Manor Road lane (immediately south of Montague Road i.e from Longwood Lane junction to Montague Rd junction) to make it 'pedestrian and cycle friendly'. (Note: SPC's requested 'quiet lane' status at this location in July 2022, no response was received from B&NES Council).

### **14. DAMAGED VE75 OAK TREE ON BROADWAY**

Following damage to one of the VE75 Oak Tree on Broadway, to discuss its viability and discuss any next steps if required. The trees were installed as a joint SPC, SCA and Curo project in 2020.

### **15. SPC PARISH WALK – REVIEW**

To review the SPC Parish Walk held in June, and to discuss and resolve the future (including whether to continue) of this annual SPC event.

### **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 data management and GDPR compliance.

### **18. PUBLICITY**

To discuss the contents of SPC's summer e-newsletter.

### **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.