



SALTFORD PARISH COUNCIL

**Tuesday 5 September 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 4 July 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. PRESENTATION BY B&NES COUNCIL OFFICER ON 'A4 BATH TO BRISTOL' WEST OF ENGLAND COMBINED AUTHORITY (WECA) TRAVEL CONSULTATION

To receive a presentation from the B&NES Council Strategic Transport Projects Manager about WECA's 'A4 Bath to Bristol' travel consultation and for the Council to raise any questions. Information about the consultation including proposals available at <https://b2b.haveyoursaywest.co.uk/> (SPC will resolve its response to the consultation under item 9).

5. 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.

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. If present, 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. A4 BATH TO BRISTOL WEST OF ENGLAND COMBINED AUTHORITY (WECA) TRAVEL CONSULTATION

Further to the presentation received under Item 5 and the information available at <https://b2b.haveyoursaywest.co.uk/>, to resolve the Council's response to WECA's 'A4 Bath to Bristol' travel consultation, including whether to complete the online questionnaire or submit SPC's response by email by the 1 October 2023 end date.

10. PLANNING MATTERS

- a. Minutes** – To receive and confirm as a correct record the minutes of the Planning Committee Meeting held on 1 August 2023 (draft copy available on SPC's [website](#)).
- b. 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.
- 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 an update on enforcement case 22/00363/UNAUTH (parcel 8831, unauthorised change of use from agriculture to storage) from the Case Officer, as resolved to be sought at the August Planning Committee meeting, following B&NES Council's enforcement deadline for the removal of stored vehicles, tyres and other miscellaneous items by 29 August.

To receive any reports of other new possible planning contraventions.

- d. Planning items of urgent information** – To receive any reports of urgent information related to planning matters.
- 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](#) on the B&NES Council planning portal and may be displayed on a screen at the meeting):

23/03101/TPO - 50 Grange Road Saltford BS31 3AG. T1-Blue Atlas Cedar, interfering with a telephone line, cut back to free the telephone wire. T2-Copper Beech, overhanging the highway causing danger, reduce and re-shape, reduce height by 6-8 feet. T3-Copper Beech, overhanging the driveway and close to house, shorten it back away from the house building. Andrew Banks

23/03159/FUL - Rockside Mead Lane Saltford BS31 3EP. Erection of double storey front extension and replacement garage. Ian and Virginia Campbell

23/03212/TCA - 22 High Street Saltford BS31 3ED. T1-Conifer, removal of

dead parts of tree and removal of ivy. Mr Jared Batchelor

- f. **Planning Policy: B&NES Council Local Plan including SPC's request for 'Saltford South' landscape designation (AGLV or LGS).** 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'.

11. FINANCIAL MATTERS

- a. **Monthly Financial Reports** – To receive the monthly financial reports for July and August 2023 (reports are 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 September 2023 as listed on the schedule (the schedule is also on the [Meetings – Agendas and Minutes](#) page of the website).
- c. **Saltford Community Association (SCA) SCAN grant application** – To resolve whether to authorise a grant of £500 to the SCA to support the production costs of the Saltford Community Association Newsletter (SCAN). (Budget heading: Misc grants).
- d. **Saltford Community Association (SCA) Santa Sleigh grant application** – To resolve whether to authorise a grant of £250 to the SCA towards the costs of improving the safety and environmental function of the SCA's Santa Sleigh, used for external fundraising as well as at community events (Budget heading: Misc grants).

If items 10.c and 10.d are resolved as grants to be given, for the Council to resolve to exceed spend on its Misc. grants budget heading.

- e. **SCA affiliation fee** - To authorise expenditure of up to £15 (likely £10) to SCA for annual affiliation fee renewal for 2023/24 (Budget heading: Subscriptions)
- f. **BDO LLP external audit fee 2022-23** - To authorise expenditure of up to £300+VAT (likely £250+VAT) to BDO LLP for the limited assurance review of Annual Governance and Accountability Return for the year ending 31 March 2023 (Budget heading: Auditing)
- g. **Office equipment - shredder** – To authorise a spend of £35.99 to Amazon made via Clerks Expenses for an office shredder (Budget heading: Office equipment)
- h. **Remembrance Sunday Memorial Wreath** – To authorise a donation of up to £20 to the Royal British Legion with payment made via the 1st Saltford Scouts for SPC's Remembrance Sunday Memorial Wreath, made on behalf of the Saltford Community (Budget heading: Council Led Schemes).

- i. **Retrospective approval of spend for allotment vegetation removal works** – Further to item 11 at the July 2023 meeting, to retrospectively approve and minute a spend of £108 (as part of the quote accepted for £408+VAT from Ambience Landscapes) for vegetation removal works at the Wick House Close allotment site. Spend was initially approved under the terms of Financial Regulation 4.5 and SPC's Scheme of Emergency Delegation, based on the risk of injury and access issues for residents and allotment tenants. (Budget heading: Allotments maintenance).
- j. **VPN software** – Further to Item 17.h at the May meeting, due to lack of monthly offer anticipated, to instead authorise an annual spend of up to £50 by Direct Debit (using SPC's Debit Card if possible) to AtlasVPN for Virtual Private Network software for SPC's office PC and laptop, to enhance SPC's online security (Budget heading: General Administration).

12. RECOMMENDATIONS FROM LOCAL RIVER SIDE WORKING GROUP: RIVER ACCESS, PARKING AND A 'SAFER, CLEANER RIVER'

Following a meeting of the Local River Side Working Group on 18 July, to consider and resolve recommendations from the working group as follows:

To resolve that no further action should be taken with regards to a slipway / steps / pontoon due to concerns especially during busy periods (overcrowding/safety, parking capacity, etc) and to inform the WaterSpace Project and RAUCC of this view.

To resolve to request that B&NES Council look to implement measures to prevent dangerous parking 'beyond' the Double Yellow Lines on the section of The Shallows highway between the toilets and resident driveway. Suggestions for the Council to resolve to request include the extension of the earthen bank and vegetation; temporary plastic traffic barriers to allow vegetation to grow; the placement of grit bins to allow vegetation to grow; etc

To approach B&NES Council again for a more detailed response to its request for a 'safer, cleaner river' and to recommend that SPC request that B&NES Council Cabinet Members consider the creation of a dedicated officer post for water safety and water quality (cleanliness).

13. WECA LOCAL NATURE RECOVERY STRATEGY SURVEY

A West of England Local Nature Recovery Strategy (LNRS) is currently being developed to coordinate efforts to restore nature across the region, as required by legislation. The West of England Combined Authority's (WECA) aim is to have this strategy in place by spring 2024. To discuss and resolve whether to respond, and if so SPC's response to the [WECA Local Nature Recovery Strategy Survey](#) by the end date of 7 September 2023. (Information for consideration regarding a draft response is available on Cllrs SharePoint).

14. SALTFFORD SPORTS CLUB SUPPORT REQUEST FOR B&NES COUNCIL WARD CLLR EMPOWERMENT FUND BID

To resolve whether SPC will provide a message of support for Salford Sports Club's bid to the B&NES Council Ward Councillor Empowerment Fund for £1000 towards the costs of improving facilities – including changing rooms - to enable more female teams and female umpires/referees to use the sports club.

15. LOWER SPEED LIMIT ON MANOR ROAD AND COURTNEY ROAD (SECTIONS OF HIGHWAY BETWEEN SALTFFORD AND KEYNSHAM)

Further to resolutions under Item 12 at the April 2023 meeting and Item 15 at the June 2023 meeting, and following Cllr Dudley Bartlett and the Clerk's onsite meeting with Keynsham Town Council (KTC) representatives in July, to resolve whether to request a Traffic Regulation Order (TRO) to B&NES Council to lower the speed limit in 'the lanes' between Salford and Keynsham and if resolved, the preferred speed limit to request.

KTC has informed SPC that it resolved at its July meeting to submit a TRO request to reduce the speed limit to 20 mph from the National Speed Limit on the sections of highway as discussed at the site meeting.

To note that any TRO would include a public consultation by B&NES Council, likely to take place in spring 2024.

16. LOWER SPEED LIMIT AND WIDTH RESTRICTION ON LONGWOOD LANE

To discuss and resolve whether to submit a TRO request to B&NES Council to reduce the speed limit and/or to set a vehicle width restriction on Longwood Lane (highway).

17. ELECTRIC VEHICLE PUBLIC CHARGING POINT LOCATION

Following B&NES Council's successful bid to the West of England Combined Authority for funds for EV charging points, to discuss and resolve the Council's view that the B&NES Council owned car park at Wedmore Road as the most appropriate location.

18. UPDATE ON NORMAN ROAD PHONE BOX: INCLUDING FLOWERS, NATIONAL GRID CONNECTION, AND DEFIBRILLATOR PLANS

To receive an update on the replacement Norman Road phone box project and support required to progress National Grid connection.

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.

19. MAINTENANCE AT ALLOTMENT SITE

As resolved under item 14 at the June 2023 meeting, the Council agreed a spend to remove vegetation e.g. brambles and weeds at the Wick House Close allotment site

(adjacent to the gate and public path, and the east wall of the allotments) and to then review any further maintenance works following completion.

To discuss and resolve any further maintenance works required, and if relevant, to agree to seek quotes for consideration at a future meeting.

20. RECOMMENDATIONS TO B&NES COUNCIL FOR HIGHWAYS MAINTENANCE 2024/25

To agree which roads in Saltford should be prioritised and recommended for inclusion in the B&NES Highways Maintenance programme for 2024/25.

21. RECOMMENDATIONS TO B&NES COUNCIL FOR PAVEMENT MAINTENANCE 2024/25

To agree which pavements in Saltford should be prioritised and recommended for inclusion in the B&NES Council repair and maintenance programme for 2024/25

22. FEEDBACK FROM CLERK'S APPRAISAL

To receive feedback from the Clerk's annual appraisal.

23. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

To receive updates and information about environmental initiatives in Saltford.

24. DATA PROTECTION AND GDPR UPDATES

To receive an update on progress for data management and GDPR compliance.

25. PUBLICITY

To discuss the contents of SPC's upcoming free page in The Week In.

26. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

To receive any reports from Link Members on external organisations.

27. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

To receive any reports of urgent information from Parish Councillors.