



# SALTFORD PARISH COUNCIL

**Tuesday 3 October 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 5 September 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. PRESENTATION FROM SALTFORD SPORTS CLUB**

To receive a presentation from Saltford Sports Club about achievements and improvement works carried out in recent years, including an update on actions following grant funding given by SPC. To also receive information about Saltford Sports Club's future plans including aspects that SPC could potentially support.

To ask Saltford Sports Club for further information or any questions relating to the presentation.

### **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. 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):

**23/02857/FUL- The Old Granary Homefield Road Saltford BS31 3EG.**

Conversion and extension of existing garage to form 1no new dwelling at The Old Granary (Resubmission). Heather Hopkins

**23/03333/LBA - 2 Mill Cottages The Shallows Saltford BS31 3EY.** Internal alterations for re-roofing, timber repairs and replacement of felt and battens (Regularisation). Mr. Andrew Knibb

**23/02047/FUL - Saltford Lawn Tennis Club Wedmore Road Saltford.**

Installation of a replacement floodlighting system consisting of 18no LED floodlights fitted to 12No. existing 6m columns. Saltford Lawn Tennis Club

**23/03458/TCA - Orchard House High Street Saltford BS31 3EJ.** T1-Fraxinus excelsior, fell due to stage 2 Hymenoscyphus pseudoalbidus T2-Fraxinus excelsior, fell due to stage 2 Hymenoscyphus pseudoalbidus. Mrs Carol Brotherton

**23/03382/LBA - The Crown 500 Bath Road Saltford BS31 3HJ.** External alterations for repainting frontage of public house. Greene King Plc Greene King

- e. **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'.

## **10. CURO LICENCE RENEWAL – WICK HOUSE CLOSE ALLOTMENT SITE (INCLUDING ANNUAL RENT SPEND).**

Saltford Parish Council holds a five-year land licence with Curo for the Wick House Close allotment site, which was last agreed in 2018. To discuss and resolve to accept the new license presented by Curo for 2023 to 2028, and if resolved to accept the license agreement, to agree for the Clerk to sign the licence on behalf of the Parish Council.

To resolve an annual fee of £100, to be paid to Curo each November during the five-year period.

## **11. FINANCIAL MATTERS**

- a. **Monthly Financial Reports** – To receive the monthly financial report for September 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 October 2023 as listed on the schedule (the schedule is also on the [Meetings – Agendas and Minutes](#) page of the website).
- c. **External Audit outcome** – To minute the outcome of SPC’s external audit 2022-2023.
- d. **Annual fee for the Wick House Close Allotments** – If item 10 is resolved, to authorise a payment of £100 according to the licence agreed between Saltford Parish Council and Curo Places Limited (Budget heading: Allotment site rent).
- e. **iTeam Solutions domain hosting**– To authorise a spend of £37.50+VAT (total £45) to iTeam Solutions for 1 year’s website domain hosting 01.11.23 – 31.10.24 (Budget heading: Publicity).
- f. **Filing cabinet for SPC Office** – To authorise a spend of up to £160 (including VAT and delivery costs) for a replacement filing cabinet for the SPC Office (purchased via Clerks Expenses) (Budget heading: Office equipment).
- g. **Encryption software subscription** - To consider authorising expenditure of up to £100 p.a. (paid monthly or annually) for encryption software (Budget heading: General Administration).
- h. **BDO LLP external audit fee 2022-23** - To authorise expenditure of up to £378 inc VAT to BDO LLP for the limited assurance review of Annual Governance and Accountability Return for the year ending 31 March 2023 (Further to item 11.f on September agenda) (Budget heading: Auditing)

## **12. NORMAN ROAD PHONE BOX – NATIONAL GRID CONNECTION (INCLUDING SPEND) AND PROJECT UPDATE**

To receive an update on the replacement Norman Road phone box project.

To minute a refund from National Grid of 1047.82 ex VAT as agreed at the July 2023 meeting (Item 12).

To agree to progress with an unmetered National Grid connection as recommended by National Grid, including the purchase and installation of a mini pillar. To resolve to authorise the following spends:

- **Electricity unmetered connection works** – To authorise a spend of £1107.56 ex VAT to National Grid (Budget heading: Insurance)
- **Purchase of mini pillar (model BDP70)** – To authorise a spend of £325 plus VAT on a 3mm galvanised feeder pillar
- **Locks/security for mini pillar** – To authorise, if required, a spend of up to £200 on security for the mini pillar
- **Paint option for mini pillar** – To discuss a paint option for the mini pillar, and if an appropriate colour is resolved, to authorise a spend of £90 on a paint option

Mini pillar installation: To agree to seek three quotes for the installation of a mini-pillar ahead of National Grid works for consideration at the November meeting.

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

## **13. FORMAL COMPLAINT TO WECA ABOUT A4 BATH TO BRISTOL CONSULTATION PROCESS**

To resolve to submit a formal written complaint to the West of England Combined Authority about the A4 Bath to Bristol consultation (open 21 August to 1 October 2023).

If resolved, to agree to include any (or all) of the following grounds for the basis of the complaint:

- That the addition by WECA of new and more detailed consultation information to the website almost four weeks after the consultation opened (e.g. information on the 'downloads' page and information on the 'FAQ' page), after SPC and others had submitted their responses, prevented many including SPC from submitting a full response to the published information.
- That releasing new and different information both formally on the website and informally through officer information during the consultation influenced responses in WECA's favour of proposals. This could be viewed as an attempt by WECA to reduce the number of future objections to proposals raised during the open consultation period, and to dissuade some matters being raised in their entirety by residents (e.g. bus fares, reopening Saltford

Station), therefore influencing the consultation results and subsequent evaluation.

- That chosen wording in the online survey 'pushed' responses in a specific and deliberate direction to generate a desired result in favour of proposals.
- That WECA actively discouraged responses to be submitted by email or in writing by those who did not wish to submit a response via the online survey, as demonstrated on the consultation website and in the significant delay in responding to SPC's enquiry as to whether residents could respond by email (SPC contacted WECA on 30 August, a response received 21 September).
- That not having an adequate number of WECA officers present at the drop-in event to listen to the views, concerns and questions of Saltford's residents (despite awareness that high numbers were expected) prevented some residents from raising objections and concerns about proposals to WECA.
- That there was a GDPR breach of Saltford residents' personal information at the drop-in event.

To discuss and resolve any further complaints further to those above.

(Further information is available on Cllrs SharePoint).

#### **14. 'A4 BATH TO BRISTOL 'BRISTOL TO BATH RAILWAY PATH' RESPONSE TO WECA**

Further to additional and new information being made available in the A4 Bath to Bristol consultation following SPC resolving its response at the September meeting, to submit to WECA a response based on the further information supplied on 19 September about the section of Bristol to Bath Railway Path (B2B Path) through Saltford.

To consider including in its response SPC's views about such proposals including: impact on a Site of Nature Conservation Interest; impact on flora and fauna; proximity of the Cotswold AONB (especially in the autumn and winter when lighting would be visible); impact on anti-social behaviour; impact on user use and enjoyment; impact on unwanted behaviours e.g. anti-social behaviour, faster travel speeds putting other users and wildlife at risk etc.; and consideration of the proposals in light of the ecological emergency. (Further information is available on Cllrs SharePoint).

#### **15. ANNUAL REVIEW OF GOVERNANCE AND MANAGEMENT RISK REGISTER**

To discuss and agree suggested changes to the Saltford Parish Council Governance and Management Risk Register. The Council's Risk Register must be reviewed and accepted annually. (A draft version is available on Cllrs SharePoint).

#### **16. ANNUAL REVIEW OF FINANCIAL REGULATIONS**

To discuss and agree any changes to the Saltford Parish Council Financial Regulations, which must be reviewed and accepted annually. (A draft version is available on Cllrs SharePoint).

## **17. REVIEW OF SOCIAL MEDIA AND DIGITAL COMMUNICATIONS POLICY**

SPC's Social Media and Digital Communications Policy is reviewed annually. To review and resolve to make changes, if required, to SPC's Social Media and Digital Communications Policy (a draft copy is available on Cllrs SharePoint).

## **18. DATE FOR ST MARY'S CHURCHYARD SAFETY INSPECTION**

SPC is responsible for safety management of the closed churchyard at St Mary's Church, Saltford. To agree a date and who will attend (usually members of the Churchyard working group) for the biennial churchyard inspection in October.

## **19. INVITATION TO WECA MAYOR DAN NORRIS TO MEET TO DISCUSS THE RE-OPENING OF SALT FORD STATION**

To discuss whether to invite West of England Combined Authority (WECA) Mayor Dan Norris to meet with members of SPC at the former Saltford Station site to discuss the re-opening of Saltford railway station. If resolved, to discuss and agree other matters relating to the practicalities of a meeting, including whether to extend the invitation to others external to the Parish Council.

## **20. REMEMBRANCE SUNDAY 2023**

To receive an update on plans for Remembrance Sunday 2023, as organised by 1<sup>st</sup> Saltford Scouts. To agree that Cllr Julie Austwick will represent Saltford Parish Council at the service.

## **21. REQUEST TO B&NES COUNCIL TO CREATE A DEDICATED OFFICER POST FOR WATER SAFETY AND WATER QUALITY**

On the recommendation of the Local River Side Working Group, to resolve to request that that B&NES Council Cabinet Members consider the creation of a dedicated officer post for water safety and water quality (cleanliness).

## **22. MEET YOUR COMMUNITY POLICE OFFICER EVENT**

To resolve whether to arrange and host a 'Meet your Community Police Officer' (formally named 'Neighbourhood Watch AGM') event with members of Avon and Somerset Police. If resolved, to agree a format and date for the event, to include who will host the meeting and who to invite to the meeting.

## **23. EXCESSIVE LITTER BY PARADE OF SHOPS AND BUSINESSES NEAR A4 (491-507 BATH ROAD)**

To discuss and agree any actions to encourage the reduction of excessive litter by the parade of shops and businesses at 491-507 Bath Road.

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

To receive updates and information about environmental initiatives in Saltford.

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

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

## **26. PUBLICITY**

To discuss the contents of SPC's upcoming page in SCAN (Christmas edition) ahead of the 10 October deadline.

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

To receive any reports from Link Members on external organisations.

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

To receive any reports of urgent information from Parish Councillors.