



SALTFORD PARISH COUNCIL

Tuesday 5 December 2023

7:15pm - Avon Room Saltford Hall

AGENDA

1. MINUTES

To receive and confirm as a correct record the minutes of the meeting of the Council held on 7 November 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.*

(Items 1-3: 5 minutes)

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.

(Up to 15 minutes, at Chair's discretion)

5. CHAIR'S ANNOUNCEMENTS

To receive any announcements from the Chair.

(5 minutes)

6. CLERK'S ANNOUNCEMENTS

Following circulation of the Clerk's Report to Councillors ahead of the meeting, receive a summary of any announcements or information from the Clerk.

(5 minutes)

7. 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 report to the Council. To ask Ward Councillor(s) any questions relating to the report or if relevant, to ask B&NES Ward Councillors for information about item(s) on the agenda.

(5 minutes)

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.

- 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):

23/04319/TPO - St Marys Church Queen Square Saltford BS31 3EL. T6-Oak tree, remove three low hanging branches, identified as a potential risk. Saltford Parish Council

23/04325/FUL - 434 Bath Road Saltford BS31 3DH. Install Daikin EDLA11DA3V3 Air source heat pump at ground level in front of the property. The size of the unit is 1380mm wide 460mm deep and 870mm high with a sound power of 62dBA. Mr Graham Johnstone

23/04433/TCA - 45 High Street Saltford BS31 3EJ. T1-Cypress, fell. JHS Tree Services

- 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 SPC's meeting on Monday 20 November with B&NES Council's Planning Policy officers (and Keynsham Town Council and Keynsham B&NES Ward Councillors) with regards to the B&NES Council Local Plan, and specifically relating to matters associated with SPC's resolution to request landscape designation for 'Saltford South'. To discuss any items to be on future agendas and/or to note key dates in relation to the Local Plan.
 - To receive an update following SPC's attendance at meeting on Wednesday 30 November with B&NES Council's Planning Policy officers, Keynsham Town Council and Keynsham B&NES Ward Councillors with regards to the B&NES Council Local Plan, and specifically relating to matters associated with KTC's resolution to request landscape designation for 'Keynsham East'.
- f. B&NES Ward Councillor Local Plan public meeting – Saltford's Ward Cllrs Duncan Hounsell and Alison Streatfeild-James will be hosting a public meeting about the B&NES Council Local Plan at 7pm on Friday 26 January at

Salford Hall. To resolve who will speak on behalf of Salford Parish Council at the meeting.

(20 minutes)

9. CREATION OF WORKING GROUP: LOCAL PLAN

To discuss and resolve to create a working group to address matters relating to B&NES Council's new Local Plan 2022 to 2042 (to be known as the 'SPC Local Plan Working Group'). To agree four SPC Councillors to be members of the working group. To agree that the working group will meet on a regular basis during the period of the B&NES Council Local Plan process timeline, with the working group likely to disband in 2025 following its adoption. To agree that the group will meet in time for any recommendations to be sent to Full Council for formal resolution. To discuss and agree whether membership of the group will be extended to members of the public.

(5 minutes)

10. FINANCIAL MATTERS

- a. **Monthly Financial Reports** – To receive the monthly financial report for November 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 December 2023 as listed on the schedule (the schedule is also on the [Meetings – Agendas and Minutes](#) page of the website).
- c. **Annual WordFence subscription** – To consider authorising a total spend to iTeam Solutions of up to £130 for the cost of a WordFence annual licence (\$119 USD, c.£100-110) for SPC's website (Budget heading: Publicity).
- d. **Website maintenance and support** – To consider authorising a spend of £231+VAT (total £277.20) to iTeam Solutions for a block purchase of four pre-paid hours for IT Support (Budget heading: Publicity)
- e. **Society of Local Council Clerks membership** – To consider authorising expenditure of up to £240 to renew the Clerk's membership of the Society of Local Council Clerks for 2024 (Budget heading: Training).

(10 minutes)

11. NORMAN ROAD PHONE BOX – MINI-PILLAR INSTALLATION (INCLUDING SPEND) AND PROJECT UPDATE

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

Following a specification of works being agreed and quotes being sought, to discuss and resolve to appoint a contractor by accepting a quote of up to £1300+VAT (Budget heading: Insurance) for mini-pillar (feeder pillar) installation adjacent to the Norman Road phone box. This work is required to achieve National Grid connection so that a defibrillator can be placed on the Norman Road Phone Box.

(10 minutes)

12. CHURCHYARD INSPECTION AND MEMORIAL SAFETY CHECK

Following the update received under item 15 at the November meeting, to receive an update on any actions as agreed with regards to wall and tree works at St Mary's Churchyard, including any information and/or quotes received.

(5 minutes)

13. REVIEW AND RE-ADOPTION OF SPC'S COMPLAINTS PROCEDURE

To discuss and agree changes to SPC's Complaints Procedure, and to resolve to adopt the updated document.

(5 minutes)

14. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES INCLUDING SPC 'HEDGEHOG HIGHWAYS' PROJECT

To receive an update on SPC's 'Hedgehog Highways' project.

To discuss and formally agree how to distribute signs and leaflets.

To receive any other updates and information about environmental initiatives in Salford.

(5 minutes)

15. DATA PROTECTION AND GDPR UPDATES

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

(5 minutes)

16. PUBLICITY

To discuss the contents of SPC's next SCAN page (Jan/Feb 2024 edition, deadline 10 Dec).

(5 minutes)

17. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

To receive any reports from Link Members on external organisations.

(5 minutes)

18. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

To receive any reports of urgent information from Parish Councillors.

(5 minutes)