



# **SALTFORD PARISH COUNCIL**

**Tuesday 7 November 2023,  
7:15pm**

**Avon Room at Saltford Hall**

## **AGENDA**

### **1. CHAIR OF MEETING**

In the absence of SPC's Chair and Vice Chair (from whom apologies have been received in advance of the summons) to elect a Chair for the November 2023 meeting.

### **2. MINUTES**

To receive and confirm as a correct record the minutes of the meeting of the Council held on 3 October 2023 (draft copy available on the [website](#) and on the screen).

### **3. APOLOGIES FOR ABSENCE**

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

### **4. 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.*

### **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 the written report from B&NES Ward Councillor(s) for Saltford sent to SPC Councillors in advance of the meeting by Ward Cllr Duncan Hounsell. If present, to invite a 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 or comment 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, and to agree whether to seek further information from the Planning Authority with regards to any updates received.

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):

**23/03628/FUL - 3 Fairways Saltford BS31 3HX.** Erection of a single storey side extension with associated works. Mr Tobin

**23/03720/TCA - 55 High Street Saltford BS31 3EJ.** Willow T1 - pollard by removing 3-4 metres. JHS Tree Services

**23/03719/TCA - 53 High Street Saltford BS31 3EJ.** Twisted Willow T1 - pollard by 6ft. JHS Tree Services

**23/03772/VAR - Sewage Purification Works Mead Lane Saltford BS31 3ER.** Variation of condition 27 (Plans List (Compliance)) of application 21/02322/FUL (Construction of a new private single lane vehicular access road, including a bridge across the River Avon, to Saltford Water Recycling Centre from the A431. The proposal includes landscape planting, flood compensation storage, a new permissive footpath and a wetland scrape). Mr Paul Lewis

**23/03786/VAR - Manor Cottage Manor Road Saltford BS31 3AF.** Variation of condition 6 (Plans List (Compliance)) of application 22/02332/FUL (Demolition of existing outbuildings and swimming pool and the erection of a new single-storey garage / storage building and alterations and extensions to the main house). Mr David Roberts

**23/03933/TCA - Saltford House High Street Saltford BS31 3ED.** T1-Sycamore, fell. Ivor Ford

**23/03894/FUL - 65 Norman Road Saltford BS31 3BH.** Erection of first floor extension to main bungalow to include dormer windows, two storey extension to front and rear, erection of double garage to front garden and replacement store

within rear garden. Mr And Mrs A Sheppard

**23/03901/FUL - 15 Pepys Close Saltford BS31 3LS.** Erection of a single storey front extension, incorporating a wrap around side canopy. Boardman

**23/03159/FUL - Rockside Mead Lane Saltford BS31 3EP (Revised).** Erection of front balcony, two storey side extension, garage and associated alterations following removal of conservatory and existing garage. Ian and Virginia Campbell

**e. Planning Policy: B&NES Council Local Plan including SPC's request for 'Saltford South' landscape designation (AGLV or LGS).** To confirm SPC's attendees at SPC and Keynsham Town Council's upcoming meeting with B&NES Council's Planning Policy officers 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'.

## **10. FINANCIAL MATTERS**

- a. **Monthly Financial Reports** – To receive the monthly financial report for October 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 November 2023 as listed on the schedule (the schedule is also on the [Meetings – Agendas and Minutes](#) page of the website).

## **11. REVIEW OF LINK MEMBERS**

Following Link Members being selected at the first meeting of the newly elected SPC in May 2023, at the six month mark, to review and discuss any changes required to Link Members and to clarify Link Member responsibilities.

## **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 discuss and resolve whether to accept the offer from the Landlord at The Crown public house to purchase and maintain a defibrillator on the external side of SPC's Norman Road phone box as a gift to the Saltford community (in a similar arrangement to the defibrillator on SPC's phone box at The Bird in Hand public house).

Further to item 12 as resolved in October 2023, if the above is resolved, to agree that a Norman Road Phone Box Working Group is no longer required.

To agree to progress with an unmetered National Grid connection as recommended by National Grid (spend below).

Mini pillar including installation – To agree a specification and to seek three quotes for the installation of a mini-pillar ahead of National Grid works. Quotes will be

discussed at the December meeting and a contractor appointed.

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 up to £350 plus VAT on a 3mm galvanised feeder pillar / 'mini pillar' (Budget heading: Council Led Schemes).
- **Locks/security for mini pillar** – To authorise, if required, a spend of up to £200 on security options for the mini pillar (Budget heading: Council Led Schemes).
- **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 up to £100 on a paint option (Budget heading: Council Led Schemes).
- **B&NES Council Road space booking form** – To authorise a spend of up to £40 (likely £35) to B&NES Council for Road Space booking form payment as part of mini pillar installation requirements (Budget heading: Council Led Schemes).

### **13. 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 delegate power to the Clerk - in liaison with the Chair and Vice Chair (to the awareness of all Councillors for comment) - to accept any new terms in the updated license presented by Curo for 2023 to 2028, and to agree for the Clerk to sign the licence on behalf of the Parish Council.

### **14. CHURCHYARD INSPECTION AND MEMORIAL SAFETY CHECK**

To receive a report from Cllr Dudley Bartlett following the biannual inspection of St Mary's Churchyard which took place on 11 October 2023, including information about the annual safety check of memorials. To consider any recommendations and/or actions if required following the inspection, including whether to seek quotes for any works required (Report available on Cllrs SharePoint).

### **15. 'HEDGEHOG HIGHWAYS' - SPC ENVIRONMENT PROJECT 2023/2024 (INCLUDING SPEND)**

To agree SPC's environmental project for 2023/24 to be to support the creation of 'Hedgehog Highways' in the village. To resolve spend of up to £600 to purchase items for the project including:

- Signs for residential fences to encourage residents in Saltford to create 'hedgehog highways' in their gardens
- Other items that may aid raising awareness of areas where hedgehogs may be such e.g. wheelie bin stickers
- A collection tin or box for donations
- A A4 leaflet holder

- Leaflets

To discuss and agree how the project will be administered and how items to support or encourage hedgehog welfare will be distributed to residents, including the possibility of distribution of items through Salford Community Library for a small donation by residents, with donations split (to be agreed, proposed 50/50) between the [The British Hedgehog Preservation Society](#) (and/or any other appropriate Hedgehog charity) and Salford Community Library and Post Office Hub.

## **16. COUNCIL LED SCHEME PROJECT PROPOSALS FOR 2024/25 BUDGET SETTING**

To discuss (but not to resolve) any potential projects and associated costs or any other significant spend SPC may need to consider as information when budget setting for the 2024/25 financial year.

## **17. 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.

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

To receive updates and information about environmental initiatives in Salford.

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

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

## **20. PUBLICITY**

To discuss the contents of SPC's upcoming page in The Week In (29 November edition) and quarterly e-newsletter.

To note that the Twitter/X feed option has been removed from SPC's website (side bar) due to Twitter/X's rebrand not permitting embedded feeds.

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

To receive any reports from Link Members on external organisations.

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

To receive any reports of urgent information from Parish Councillors.