



# SALTFORD PARISH COUNCIL

**Tuesday 9 January 2024 7:15pm**  
**Wansdyke Room, Saltford Hall**

## AGENDA

### 1. MINUTES

To receive and confirm as a correct record the minutes of the meeting of the Council held on 5 December 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. PRESENTATION FROM WESSEX WATER: AI TECHNOLOGY APP - WATER QUALITY

To receive a presentation from Wessex Water representatives about the introduction of a real-time water quality monitoring installation in spring 2024. This follows SPC's meeting with Wessex Water representatives in October to discuss the introduction of water quality monitoring via a publicly available water quality app. The presentation will include location proposals (on a Canal River Trust jetty near Saltford Weir), and include information about permissions required from CRT and B&NES Council if the proposal is to proceed, as well as the nature of environmental checks and processes required.

For the Council to ask Wessex Water representatives questions regarding the proposal. (SPC will formally resolve a view under Item 18 below).

(15 minutes)

### 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.

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

## 6. CHAIR'S ANNOUNCEMENTS

To receive any announcements from the Chair.

(5 minutes)

## 7. 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)

## 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 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)

## 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):

**23/04448/FUL - 65 Norman Road Saltford BS31 3BH.** Erection of a wall to the front boundary following demolition of existing fence. Mr & Mrs A Sheppard

**23/04503/FUL - 494 Bath Road Saltford BS31 3HG.** Demolition of existing garage and construction of new single storey annexe, plus demolition of existing conservatory and construction of new single storey kitchen extension. Mrs Angela Rice

**23/04628/FUL - 27 Uplands Road Saltford BS31 3JQ.** Erection of two storey rear extension with extension at first floor over existing single storey elements and conversion of loft. Mr and Mrs Creed

**24/00011/FUL - 17 Morgan Close Saltford BS31 3LN.** Erection of two storey side extension with rear dormer, new oak entrance porch and new dropped curb and driveway. Mr Jacob Owen

**23/04776/FUL - Gas Governor Building Bath Road Saltford.** Creation of a new vehicular access from the A4, Bath Road, to allow construction and operation of a new below ground storage tank, with associated below or at ground level infrastructure, to be installed as permitted development. The new access would replace the existing vehicular access to the field, which would be blocked up with a stone wall in line with the existing boundary wall. Wessex Water

- e. Parish Council Airport Association (PCAA) objection response to North Somerset Council (NSC) pre-submission Local Plan (runs until 2039) regarding suggestions to remove Bristol Airport from the Green Belt –**  
To discuss SPC's response, if any, to the PCAA's objection comment to be submitted to NSC's consultation which examines the Green Belt in North Somerset and includes the suggestion to remove Bristol Airport from North Somerset's Green Belt. End date for PCAA member comments is 15 January (a copy of the PCAA's proposed response and explanatory document available on Cllrs SharePoint).
  
- f. Planning Policy: B&NES Council Local Plan including SPC's request for 'Saltford South' landscape designation (AGLV or LGS)**
  - Further to any pending information under Items 11 and 13 (below, if resolved) to receive an update on information from B&NES Council with regards to the B&NES Local Plan and pending options consultation.
  - To receive an update on the formation of the Local Plan Working Group. (any recommendations from the group will be considered by full council under a separate item, see item 14 below)
  - To remind SPC Councillors that B&NES Ward Councillors are hosting a Local Plan public meeting at 7pm on Friday 26 January at Saltford Hall, at which Cllr Jon Godfrey will represent SPC.

(Planning Matters - 20 minutes)

## **10. RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC APART FROM SALTFFORD B&NES WARD CLLR DUNCAN HOUNSELL**

To pass a resolution that in accordance with Standing Order 3.d, in view of the confidential nature of the information to be shared, it is advisable that the public and press be temporarily excluded apart from B&NES Ward Cllr Duncan Hounsell, and that they are instructed to withdraw.

(1 minute)

## **11. PLANNING POLICY UPDATE FROM WARD CLLR DUNCAN HOUNSELL (CLOSED SESSION IF ITEM 10 RESOLVED)**

To receive information of a confidential nature with regards to Planning Policy from Saltford B&NES Ward Cllr Duncan Hounsell. (No decisions to be resolved as part of this item).

(5 minutes)

## **12. RESOLUTION TO EXCLUDE ALL MEMBERS OF THE PRESS AND PUBLIC**

To pass a resolution to that in accordance with Standing Order 3.d, in view of the confidential nature of the information to be shared, it is advisable to that the public and press be temporarily excluded and that they are instructed to withdraw.

(1 minute)

## **13. SPC DISCUSSION OF MATTERS RELATING TO THE B&NES COUNCIL LOCAL PLAN (CLOSED SESSION IF ITEM 12 RESOLVED)**

To discuss information received from B&NES Council officers and Ward Councillors of a confidential nature in relation to the Local Plan. (No decisions to be resolved as part of this item).

(5 minutes)

## **14. REAFFIRMATION OF SPC'S SALTFORD SOUTH LAND DESIGNATION REQUEST FOR SUBMISSION TO B&NES COUNCIL**

Following recommendations from the SPC Local Plan Working Group, to discuss and agree the requests made and contents of SPC's paper 'Landscape Designation for Saltford South: Reaffirmation of application with outcome options' (draft copy available on Cllrs SharePoint).

To resolve to submit the paper to B&NES Council for consideration ahead of its Local Plan Options Consultation.

To agree to share the paper in the public domain for wider awareness, including on SPC's website and social media, and any other individuals or organisations.

(5 minutes)

## **15. FINANCIAL MATTERS**

- a. **Monthly Financial Reports** – To receive the monthly financial report for December 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 January 2024 as listed on the schedule (the schedule is also on the [Meetings – Agendas and Minutes](#) page of the website).
- c. **2024/25 budget and precept** - To agree the draft budget for 2024/25 (copy on Cllrs SharePoint) as final, and to agree that the precept to be levied by Saltford Parish Council for 2024/25 as £56,320, an increase of 13.7% on the previous year. If resolved, this will mean an average Band D property will pay £30.69 p.a. (This is an increase of £3.61 p.a., or c.30p p.c.m in 2024/25). If resolved, it is noted that the tax base for Saltford has

increased, so although SPC has agreed a 13.7% increase of its precept this will translate to an increase of 13.3% per residence as stated on the Council Tax bill.

- d. Level of reserves (excluding CIL Funds)** – To agree to minute SPC’s projected level of budgeted reserves at the end of the 2024/25 year as £45,136 against an agreed recommended level of £50,750 (with a view to build to recommended levels of reserves by the end of 2025/26) as considered and approved as part of the 2024/25 budget agreement.
- e. Mini-pillar delivery** – To retrospectively authorise a spend of £75 to Charles Endirect paid via Clerks Expenses for delivery of the mini-pillar required for the Norman Road Phone Box project (Budget heading: Council Led Schemes).

(10 minutes)

## **16. DONATION TO CPRE (CAMPAIGN TO PROTECT RURAL ENGLAND)**

To discuss and agree whether to authorise a spend of £100 (Budget heading: Environment) as a donation to the CPRE Avon and Bristol branch to fund their work in return for annual membership (on the basis that CPRE inform SPC that it will accept a donation in return for annual membership, as in previous years).

(5 minutes)

## **17. ALLOTMENT RENTS AND ALLOTMENT TENANTS’ PUBLIC LIABILITY INSURANCE 2024/25 (INCLUDING SPEND)**

To consider renewing the public liability insurance for the 13 allotment tenants, with an annual policy starting on 29<sup>th</sup> January 2024 at a cost of up to £200. (Budget heading: Insurance). (Note: Insurance companies unable provide quotes until 28 days before renewal, quotes if received on time will be presented at the meeting).

To confirm the level of allotment rents for 2024/25 to take effect from 1 April 2024 as £25 per year for a full plot and £15 per year for a half plot (as resolved under item 11 at the January 2023 meeting).

To discuss and agree the level of allotment rents for 2024/25 to take effect from 1 April 2025.

(10 minutes)

## **18. WESSEX WATER AI APP TO MEASURE WATER QUALITY**

To discuss and resolve whether to support the proposal for Wessex Water to install an AI app to measure water quality, including the proposed location (likely on the jetty near Saltford Weir, if the Canal and River Trust are supportive of this).

To discuss and indicate preferences for signage for the app as well as communications about the app to recreational users of the river.

(5 minutes)

## **19. NORMAN ROAD PHONE BOX – PROJECT UPDATE**

To receive an update on the replacement Norman Road phone box project, including information about mini-pillar installation and National Grid reconnection works.

(5 minutes)

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

To receive any 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)

## **21. CHURCHYARD GROUNDS MAINTENANCE SPECIFICATION 2023/23**

To agree the specification for regular grounds maintenance at St Mary's churchyard for the year commencing 1 March 2024 (Draft specification on Cllrs SharePoint).

To agree to seek quotations (to be considered and resolved at the February meeting).

(5 minutes)

## **22. SPC AND SCA 'BIG THANK YOU' EVENT (FOLLOWING THE ANNUAL PARISH MEETING) – FRIDAY 1 MARCH 2024**

To discuss and agree any actions and invitations relating to the SPC and SCA 'Big Thank You' community event on Friday 1 March 2024.

(5 minutes)

## **23. ADOPTION OF SPC NOTICE BOARD POLICY**

To discuss the contents and if agreed to resolve to adopt the Salford Parish Council Notice Board policy (draft available on Cllrs SharePoint).

(5 minutes)

## **24. RE-ADOPTION OF SPC GRANT APPLICATION GUIDE AND POLICY**

To discuss and agree updates to SPC's Grant Application Guide and Policy (if the budget is adopted under item 15.c, above), and to resolve to readopt the policy.

(5 minutes)

## **25. ASSET CHECKING PROCEDURE AND ASSET CHECKING**

To review the asset checking procedure and assign asset checking tasks. The asset checking procedure is a twice-yearly check, to be done by specified councillors and the Clerk, of the community assets for which the Parish Council has responsibility. (Further information on Cllrs SharePoint).

(5 minutes)

## **26. B&NES COUNCIL BUDGET CONSULTATION 2024-2025: EMISSION BASED CHARGING**

To discuss and resolve SPC's response to [B&NES Council's Budget Consultation 2024-2025](#) specifically relating to proposals to introduce 'inflationary price rises, alongside the introduction of emission-based parking charges for all vehicles to all locations in Bath (on and off street), Keynsham, Saltford' etc. To agree to submit SPC's resolved response to the consultation by the 15 January end date.

(5 minutes)

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

To receive any updates and information about environmental initiatives in Saltford.

(3 minutes)

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

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

(3 minutes)

## **29. PUBLICITY**

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

(3 minutes)

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

To receive any reports from Link Members on external organisations.

(5 minutes)

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

To receive any reports of urgent information from Parish Councillors.

(3 minutes)