



# SALTFORD PARISH COUNCIL

**Wednesday 3 April 2024 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 5 March 2024 (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, to 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):

**24/00923/FUL - 2 Roundmoor Close Saltford BS31 3AN.** Remodelling of existing ground floor including conservatory replaced with insulated construction, garage converted to bedroom, windows and doors replaced. Insulated render installed to external walls. Drive/vehicle crossing extended. Leah Colbourn

**24/00958/FUL - Rosemere, Homefield Road Saltford BS31 3EQ.** Erection of single storey front and rear extensions, internal refurbishment works, new corner windows to the master bedroom and sitting room, new detached garage and workshop building and external landscaping works. MS H FRANKLIN

**24/01008/FUL - 13 Justice Avenue Saltford BS31 3DR.** Erection of single storey rear extension. Sally & Graham Sneddon

**24/00794/FUL - 51 Grange Road Saltford BS31 3AQ.** Erection of single storey extension to the rear of an existing attached garage to the side of the property. Mr Howard Edgar

- e. **Planning Policy: Saltford's Green Belt Landscape following SPC's request for 'Saltford South' landscape designation (AGLV or LGS)**

Following SPC's submission of its '[Landscape designation request – Reaffirmation plus options from SPC' paper](#) (January 2024) which was sent to B&NES Council after SPC's original bid for designated landscape protection for Saltford south of the A4 (January 2023), to receive an update on:

- i. The meeting held between members of the Planning Policy Working Group and the MP for North East Somerset on 15 March 2024, as resolved at the March 2024 meeting (Item 8.e vi) to request support for SPC's original bid to B&NES Council and request that the MP make appropriate representations on behalf of SPC to achieve protective landscape designation at the area described as Saltford South of the A4. To discuss next-steps and options

available to SPC following SPC's meeting with the MP for North East Somerset (any decision for action will be resolved by full council at a future meeting).

- ii. Any further updates, comments or proposed items from the Planning Policy Working Group for Councillor views with regards to SPC's aim to achieve landscape designation at Saltford south of the A4. (Any recommendations or proposed actions from the group will be considered in the future by full council as a separate item).

Also, as previously resolved, to agree if or when SPC will seek to meet with B&NES Council officers and/or Councillor(s) to further discuss its request for designated landscape protection at Saltford south of the A4.

#### **f. B&NES Council Local Plan Options Consultation**

- i. To note actions or information following the submission of SPC's response to the [B&NES Council Local Plan Options Consultation](#) which included 'strongly object' comments for the '[West Saltford](#)' and '[South Saltford](#)' sections (A copy of [SPC's full response to the B&NES Local Plan Options consultation](#) was published on its website following the March 2024 meeting).
- ii. To record SPC's concerns relating to the B&NES Council Local Plan 'Options Consultation' process as raised by SPC in March, specifically relating to webform (online submission) technical faults as now rectified by B&NES Council.

(Information about the consultation and how to respond can be found on the B&NES Council website at <https://beta.bathnes.gov.uk/local-plan-options-consultation.>)

(Planning Matters - 20 minutes)

### **9. FINANCIAL MATTERS**

- a. **Monthly Financial Reports** – To receive the monthly financial report for March 2024 (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 April 2024 as listed on the schedule (the schedule is also on the [Meetings – Agendas and Minutes](#) page of the website).
- c. **Internal Audit** – To resolve to appoint Auditing Solutions as Saltford Parish Council's named auditor for its internal audit for 2023/24, and to resolve a spend to Auditing Solutions of up to £335 for provision of services (Budget: Auditing).
- d. **New SPC laptop** – To resolve a spend of up to £800 for a new SPC laptop including any associated software and/or equipment (to replace current SPC laptop, purchased in 2012). (Budget: Office equipment).

(5 minutes)

## **10. BIENNIAL INSPECTION OF ST MARY'S CHURCHYARD (INCLUDING SPEND)**

To receive and accept the report from members of the Churchyard Working Group following the biennial inspection of St Mary's Churchyard on 20 March 2024 (a copy of the March 2024 inspection record is available on Cllrs SharePoint).

To agree, on the recommendation of members of the working group, to seek a quote for maintenance work for a section of churchyard wall near the gate. Any quotes received and potential spend will be considered at a future meeting.

To agree a spend of up to £700 for a structural engineer's report on the churchyard walls (request for report brought forward from February 2025 in consideration of recent maintenance works identified, as resolved in January 2024). (Budget heading: Churchyard Special Maintenance Projects)

(5 minutes)

## **11. REGISTER OF ASSETS**

To review the Council's Register of Assets which lists the Parish Council's list of items valued over £100, including to resolve to add the Chain of Office and/or the new laptop (if resolved under Item 9, above) to SPC's Register of Assets. (A proposed revised Register of Assets is on the Councillors SharePoint Page).

To agree to seek insurance quotes for agreement at the May meeting based on the updated Register of Assets.

To request that following the meeting and if relevant. Councillors inform the Clerk/RFO of any declarations that may be relevant to any insurance quote sought.

(5 minutes)

## **12. B&NES COUNCIL TRAFFIC REGULATION ORDER (TRO) CONSULTATION 24-003: INTRODUCTION OF DOUBLE YELLOW LINES ON JUNCTION OF JUSTICE AVENUE WITH CLAVERTON ROAD, AND AT MANOR ROAD OPPOSITE JUNCTION WITH CLAVERTON ROAD**

To discuss and resolve a response to the B&NES Council Traffic Regulation Order (TRO) for proposals to introduce 'No waiting at any time' restrictions (AKA double yellow lines) on Justice Avenue at its junction with Claverton Road, and also at Manor Road opposite its junction with Claverton Road.

(Information about TRO 24-003 for Keynsham and Saltford is available on [B&NES Council's website](#) including a PDF documents that show 'Plan 10 - Justice Avenue' proposals, and 'Plan 13 - Manor Road proposals', plus information on how to respond to B&NES Council's Traffic Management Team by the 4 April 2024 consultation end date).

(5 minutes)

### **13. REQUEST TO BANES COUNCIL FOR DOUBLE YELLOW LINES ('NO WAITING AT ANY TIME') ON THE JUNCTION OF GOLF CLUB LANE AND MANOR ROAD, AND ON THE JUNCTION OF CLAVERTON ROAD WEST AND CLAVERTON ROAD**

To discuss and resolve whether to request that B&NES Council introduce 'No waiting at any time' restrictions (AKA double yellow lines) at the following locations in Saltford:

- Junction of Golf Club Lane and Manor Road
- Junction of Claverton Road and Claverton Road West

(Draft annotated maps available on Cllrs SharePoint).

The locations have been proposed in the interests of safety, in consideration to safe crossing and the good visibility of children when travelling (by foot, bike/scooter or by vehicle) to and from Saltford Primary School on Claverton Road.

Should either or both requests be resolved by the Council, to agree to request that B&NES Council's Traffic Management Team determine the exact location and length of double yellow line restrictions as appropriate, and to recommend that restrictions are in accordance with the Highway Code that prevent dangerous parking (e.g. no parking on or within 10 metres of a junction) to ensure that parking provision for residents and users of the school site is maintained.

If resolved, any request by the Parish Council will be subject to a B&NES Council Traffic Regulation Order (TRO) including public consultation. SPC is aware that the next TRO for Keynsham and Saltford when proposals could be considered is likely to take place in spring 2025

(5 minutes)

### **14. ALLOTMENTS UPDATE INCLUDING MAINTENANCE**

As resolved at the September 2023 meeting (Item 19) to review any maintenance requirements at the Wick House Close allotments.

(5 minutes)

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

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

(5 minutes)

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

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

(5 minutes)

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

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

(3 minutes)

## **18. PUBLICITY**

To agree the contents of SPC's next SCAN (Salford Community Association Newsletter) page.

(5 minutes)

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

To receive any reports from Link Members on external organisations. (3 minutes)

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

To receive any reports of urgent information from Parish Councillors. (3 minutes)

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

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 to that the public and press be temporarily excluded and that they are instructed to withdraw.

(1 minute)

## **22. CHANGE IN STAFF CONTRACT (INC. SPEND)**

To resolve to adopt the new NALC (National Association of Local Councils) model employment contract.

To resolve any further changes to the employment contract including an increase in staff hours commencing from 1 October 2024 (Budget: Office Staff).

(5 minutes)