



SALT FORD PARISH COUNCIL

Tuesday 7 May 2024, 7:15pm, Avon Room at Saltford Hall

AGENDA

1. ELECTION OF CHAIR

To elect a Chair of the Council for the year 2024/25. Upon his/her/their election, the Chair to sign a Declaration of Acceptance of that Office.

2. ELECTION OF VICE-CHAIR

To elect a Vice Chair of the Council for the year 2024/25. Upon his/her/their election, the Vice Chair to sign a Declaration of Acceptance of that Office.

(Items 1 & 2: 5 minutes)

3. MINUTES

To receive and confirm as a correct record the minutes of the meeting of the Council held on 3 April 2024 (draft copy available on the [website](#) and on the screen at the meeting).

4. APOLOGIES FOR ABSENCE

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

5. 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 3-5: 5 minutes)

6. PUBLIC TIME

In accordance with Standing Orders, to receive any addresses or statements by members of the public on matters to be resolved on the Parish Council agenda, limited to three minutes per person. Members of the public will be invited to speak by the Chair.

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

7. GENERAL POWER OF COMPETENCE

To resolve that SPC meets the criteria to adopt the [General Power of Competence](#) and, as eligible, to resolve to adopt the General Power of Competence.

(1 minute)

8. CHAIR'S ANNOUNCEMENTS

To receive any announcements from the Chair. (3 minutes)

9. CLERK'S ANNOUNCEMENTS

To receive any announcements from the Clerk. (5 minutes)

10. 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, and to ask B&NES Ward Councillors for information about item(s) on the agenda if required. (5 minutes)

11. APPOINTMENT OF COMMITTEES AND WORKING GROUPS AND MEMBERSHIP THEREOF

To agree the formation of committees and working groups and the membership of those committees and working groups for the year 2024/25.

- Planning Committee, comprising seven councillor members
- Staffing Committee, comprising four councillor members
- Churchyard Safety, Churchyard and Allotments Maintenance Working Group, comprising four councillor members and up to two public members
- Transport Working Party, comprising seven councillor members
- Local River Side Working Group, comprising of at least two councillors and a members of the public (likely to be a Saltford B&NES Ward Councillor)
- Planning Policy Working Group, comprising of four councillor members

Each committee will elect its Chair and Vice Chair at its first meeting.

Working groups will elect their Chair and Vice Chair and any members of the public at their first meeting, if required.

(5 minutes)

12. DATES OF ORDINARY MEETINGS OF COUNCIL AND COMMITTEE MEETINGS

To agree the dates on which Full Council and SPC committees will meet for the year 2024/25. All ordinary meetings are intended to take place on Tuesdays starting at 7.15pm unless otherwise stated. When the full Council meets it acts as the Planning Committee and includes Planning Matters. The Planning Committee meets additionally in August if required and otherwise if necessary. The Staffing Committee and any sub-committee meet when necessary. Meetings will be held at Saltford Hall where possible, usually the Avon Room if available and unless otherwise stated.

Proposed dates are as follows:

- 4 June 2024
- 2 July 2024
- 3 September 2024
- 1 October 2024
- 5 November 2024
- 3 December 2024 (note: with a closed meeting for informal budget discussion at 6.30pm)
- 7 January 2025
- 4 February 2025
- 4 March 2025
- 1 April 2025
- 6 May 2025 (also known as the Annual Parish Council Meeting)

The date for Planning Committee was agreed as follows:

- 6 August 2024 (if required) (2 minutes)

13. PLANNING MATTERS

- a. Election of Planning Committee Chair and Vice-Chair** – To elect a Chair and Vice Chair of the Planning Committee for the year 2024/25.
- b. 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.
- c. 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 that SPC may look to raise awareness of to B&NES Council (the Planning Authority).
- d. Planning items of urgent information** – To receive any reports of urgent information related to planning matters.
- e. 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):

24/01044/FUL - 12 Pepys Close Saltford BS31 3LS. Erection of single storey rear and side extensions and front porch replacement to 12 Pepys Close, incorporating amendments to neighbours garage (at 11 Pepys Close). Clarke

24/01118/FUL - Garages To West Of Wedmore Road Car Park Kelston Close

Saltford. Demolition of existing garages and the erection of 4 No. affordable dwellings, parking and associated works. Curo

24/01119/FUL - Garages To South Of 4 Stratton Road Saltford. Demolition of existing garages and the erection of 4 No. dwellings, parking and associated works. Curo

24/01199/FUL - 1 Rodney Road Saltford BS31 3HR. Erection of garage and utility room following demolition of existing garage. Mrs M Schill

24/01272/FUL - 9 Justice Avenue Saltford BS31 3DR. Erection of side, rear and front extensions with widened drive and new garage. L Bignell

24/01301/TCA - Craig Lodge The Shallows Saltford BS31 3EX. T1- Lawson Cypress. Reduce height by 3 metres. JHS Tree Services

f. B&NES Council Local Plan including 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 consider and resolve whether to accept recommendations made by the Planning Policy Working Group with regards to concerns about the B&NES Council Local Plan 'Options Consultation' process. To resolve to submit to B&NES Council SPC's formal concerns about the Local Plan Options Consultation, including matters SPC communicated to B&NES Council at the time of the consultation specifically relating to webform (online submission) technical faults, lack of email response facility, inaccurate Withies Green development map, inability of post-consultation analysis to identify village/town of responders (i.e. post code), and missing consultation question concerning the defined landscape setting of settlements.

g. SPC request for 'Saltford South of the A4' landscape designation (AGLV or LGS)

To consider and resolve whether to accept recommendations made by the Planning Policy Working Group to contact Will Godfrey, Chief Executive Officer at B&NES Council, copying in other relevant B&NES Planning Officers, to raise concerns about B&NES Council's handling of SPC's request for landscape designation and to request the CEO's assistance in resolving the matter, and in particular that representatives of SPC will be given an opportunity to hold direct discussions on its landscape designation request with senior planning officers.

(Planning Matters - 30 minutes)

14. FINANCIAL MATTERS

- a. **Monthly Financial Report** – To receive the monthly financial report for April 2024 (report is 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 May 2024 as listed on the schedule (report is available on the [Meetings – Agendas and Minutes](#) page of the website).
- c. **Annual accounts 2023/24** – To receive the annual statement of reconciled accounts for 2023/24 (available on Cllrs SharePoint).
- d. **Internal audit of 2023/24** – To receive the report and AGAR certificate of the internal audit of 2023/24 and to note that no concerns or recommendations have been made.

To confirm display of the internal audit report on SPC's website in accordance with new Joint Panel on Accountability and Governance (JPAG) recommendations for 2024.

- e. **BDO LPP Conflict of interest form** – To confirm if there are any conflicts of interest and to complete the contents of SPC's BDO LPP Conflict of Interest form for submission as part of the external audit, and for the Chair and Clerk to sign the form.
- f. **Annual Governance and Accountability Return (AGAR) 2023/24: Annual Governance Statement** – To resolve acceptance of and for the Chair to sign the Annual Governance Statement 2023/24 (Section 1 of AGAR in Cllrs SharePoint).
- g. **Annual Governance and Accountability Return (AGAR) 2023/24: Annual Accounting Statements** – To resolve acceptance of the Annual Accounting Statements and the Chair to sign the Annual Accounting Statements 2023/24 (Section 2 of AGAR in Cllrs SharePoint).
- h. **Internal Audit** – To resolve authorising a spend to Auditing Solutions of £354 inc VAT for provision of services (Budget: Auditing).
- i. **Council Insurance** – To consider resolving a spend of up to £400, likely £387.11, from Zurich Municipal for the Council's insurance policy starting 1 June 2024. Policy information is available on Cllrs SharePoint. (Budget

heading: Insurance)

- j. NALC and ALCA membership (subscription renewal)** – To consider resolving expenditure of £909.55 for the Council’s subscription to NALC and ALCA for the financial year 2024-2025 (ALCA subscription fee £640.15 & NALC subscription fee £269.40) (Budget heading: Training).
- k. Membership of the Parish Councils Airport Association (PCAA)** – To consider resolving a spend of £95 for annual membership of PCAA (Budget heading: Subscriptions)

(10 minutes)

15. LOAN OF OFFICIAL PORTRAIT OF KING CHARLES III FOR DISPLAY AT SALTFFORD COMMUNITY ASSOCIATION’S (SCA) SALTFFORD HALL (INCLUDING SPEND)

To consider resolving the agreement between SPC and SCA detailing the loan agreement to display SPC’s official portrait of King Charles III in a public area at Saltford Hall.

To resolve a spend of up to £30 for fixtures and fittings required for the display of the portrait at Saltford Hall (to be purchased by SPC on request of SCA). (Budget heading: Council Led Schemes).

(5 minutes)

16. SALTFFORD ANNUAL PARISH MEETING AND BIG THANK YOU 2025

To resolve a preferred date for the Annual Parish Meeting, as hosted by Saltford Parish Council, including the following options in 2025: Friday 7 March, Friday 14 March, Friday 28 March, Friday 4 April (Easter Holidays), Friday 2 May (May Bank Holiday weekend), Friday 9 May, Friday 23 May (Spring Bank Holiday weekend) or Friday 30 May (Half Term).

To confirm with SCA if they would be willing to co-host The Big Thank You on the same evening, as in previous years (spend was approved at the [March 2024 meeting](#) under Item 10).

(5 minutes)

17. APPOINTMENT OF LINK MEMBERS FOR OUTSIDE BODIES

To appoint Members and staff to link with external organisations for the year 2024/25.

- B&NES Parishes Liaison (usually Chair and Clerk, and any other members who may wish to attend)
- Connecting Communities Keynsham Area Forum (usually Chair and Clerk, and any other members who may wish to attend)
- B&NES area Avon Local Councils Association (ALCA) (usually Clerk)

- Salford Community Association
- Salford Sports Club
- River Avon Users Consultative Committee (RAUCC)
- Salford Environment Group
- Salford Business Network
- Salford Fairtrade Group
- Parish Councils Airport Association

To agree a SPC Councillor contact for the Bristol East Fringe Cycling & Walking Group.

(5 minutes)

18. SCHEME OF EMERGENCY DELEGATION

To agree to update and re-adopt SPC's Scheme of Emergency Delegation.

(3 minutes)

19. PARISH WALK 2024

SPC's Parish Walk 2024 will take place on Wednesday 12 June, starting at 7pm. To agree to accept the proposed route and risk assessment for the Parish Walk, including the start and end points and estimated duration of the walk. (A copy of the proposed route and a risk assessment on Cllrs SharePoint).

To thank the volunteers who have arranged the walk on behalf of SPC and assisted with its publicity as part of the Salford Festival 2024.

(5 minutes)

20. ASSET CHECKING

To 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)

21. SAFETY MAINTENANCE AT ST MARY'S CHURCHYARD

To discuss and resolve relevant structural engineering companies to approach for a quote with regards to seeking a report on the churchyard walls, following spend being approved at the April 2024 meeting under Item 10.

(5 minutes)

22. 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)

23. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

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

(5 minutes)

24. DATA PROTECTION

To receive an update on data protection and GDPR compliance.

(3 minutes)

25. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

To receive any reports from Link Members on external organisations.

(3 minutes)

26. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

To receive any reports of urgent information from Parish Councillors.

(3 minutes)