



# SALTFORD PARISH COUNCIL

**Wednesday 4 June 2024 7:15pm**  
**Avon Room, Salford Hall**

## AGENDA

### 1. MINUTES

To receive and confirm as a correct record the minutes of the meeting of the Council held on 7 May 2024 (draft copy available on the [website](#) and on the screen).

### 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, either at the meeting or following the meeting in the presence of the Clerk.

### 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.*

(Items 1-4: 5 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, to 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 Salford. 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 Salford 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 updates and items of urgent information** – To receive any updates and/or reports of urgent information related to planning matters.

d. **Planning applications (consultations)** – 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):

**24/01444/FUL - Salford Sports Club Wedmore Road Salford BS31 3BY.**

Installation of 2no 40ft shipping containers following removal of existing and ancillary works. Salford Sports & Social Club

**24/01575/FUL - 4 Collingwood Close Salford BS31 3HZ.** Demolition of existing garages and erection of new bungalow adjacent to No.4 Collingwood including construction of new single garage and pavement crossover for No.4 Collingwood.  
Mrs Vicki Cox

**24/01826/FUL - 14 Manor Road Salford BS31 3DL.** Erection of a 2-bed dormer bungalow adjacent to No.14 Manor Road, including forming a new access onto Claverton Road. Dr Charlie Vivian

**24/01865/FUL - Glenavon House 333 Bath Road Salford BS31 3TJ.** Proposed conversion and extension of domestic garage to independent residential annexe, ancillary to the main house. To include demolition of rear store and partial demolition of existing garage. (Retrospective) Mr & Mrs Williams

e. **Planning Policy: SPC request for ‘Salford South of the A4’ landscape designation (AGLV or LGS)**

Following SPC's official complaint to B&NES Council as addressed to the Chief Executive Officer (resolved May 2024, Item 13.g), to receive an update and consider any response received from B&NES Council with regards to the concerns raised regarding B&NES Council's handling of SPC's request for landscape designation and request for direct discussions with B&NES Council's senior planning officers.

**f. Planning Policy: B&NES Council Local Plan including Options Consultation**

To receive an update (if any) following the action resolved at the May meeting (Item 13.f) to formally raise to B&NES Council's Planning Policy team's attention SPC's concerns about the B&NES Council Local Plan 'Options Consultation' process, with a view to B&NES Council agreeing to implement suggested improvements ahead of its Draft Local Plan consultation.

- g. Planning Committee Terms of Reference and Planning Committee Membership 2024/25:** To note for the purposes of the minutes that a review of Planning Committee Terms of Reference and membership of Planning Committee are to be considered and resolved under items 11 and 12 respectively.

(Planning Matters - 20 minutes)

## 10. FINANCIAL MATTERS

- a. **Monthly Financial Reports** – To receive the monthly financial report for May 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 June 2024 as listed on the schedule (the schedule is also on the [Meetings – Agendas and Minutes](#) page of the website).
- c. **Office rent at Saltford Community PO & Library Hub** – To authorise a payment of £1,500 to the Saltford Community PO & Library Hub for annual rent to the end of June 2025, according to the agreement held between SPC and the Saltford Community PO & Library Hub (Budget heading: Office rent).
- d. **iTeam Solutions website updates for Cookies compliance, Google fonts and Spam protection** – To authorise an estimated 4.5 hours work at a cost of up to £350 plus VAT (including four hours 'block booking' for a reduced hourly rate) to iTeam Solutions to apply recommended compliance changes to SPC's website (Budget heading: Publicity).

(5 minutes)

## **11. UPDATE TO SPC PLANNING COMMITTEE TERMS OF REFERENCE**

To resolve to update SPC's Planning Committee Terms of Reference (ToRs), most recently updated 2016, which include to increase the number of members from seven to eight. (A draft copy of the updated ToRs will be available at the meeting, a copy is also on Cllrs SharePoint).

(5 minutes)

## **12. APPOINTMENT OF MEMBERS TO COMMITTEES AND WORKING GROUPS AND MEMBERSHIP THEREOF**

Further to matters resolved at the May meeting (Item 11) to agree the members of Planning Committee and working groups listed below for the year 2024/25 for:

- Planning Committee, comprising of either seven or up to eight councillor members (pending the resolution of item 11, above) including Cllr Phil Harding as Chair of Planning Committee and Cllr Shayan Aziz as Vice Chair, as resolved at the May meeting (Item 13.a). To note that Cllrs Andy Rice and David Halton had expressed interest in being committee members prior to the June meeting having sent apologies at the May meeting.

Following expressions of interest made at the May meeting or prior to the June meeting to the Clerk, to consider and resolve:

- To formally confirm Cllrs Emma Hughes, David Halton, Andy Rice and Dudley Bartlett as members of the Churchyard Safety, Churchyard and Allotments Maintenance Working Group.
- To formally confirm Cllr Julie Austwick as a member of SPC's Staffing Committee (as resolved at the May meeting).
- To formally confirm SPC Cllr David Halton and a Saltford B&NES Ward Councillor as members of the Local River Side Working Group (as resolved at the May meeting).

Also:

- To note that the Council will resolve whether to create a Norman Road Phone Box Working Group as detailed under Item 17 (below).
- That working groups will elect their Chair and Vice Chair and any members of the public at their first meeting, if required.

(5 minutes)

## **13. APPOINTMENT OF LINK MEMBERS FOR OUTSIDE BODIES**

Further to decisions resolved on Link Member appointments at the May 2024 meeting under Item 17, to consider appointing Members and staff to link with external organisations for the year 2024/25 as follows:

- Salford Sports Club – Cllr Dudley Bartlett (if resolved, to be formally accepted by Cllr Bartlett).
- Salford Business Network – Cllr David Halton and Cllr Emma Hughes (if resolved, to be formally accepted by Cllr Halton).
- Salford Fairtrade Group – Cllr Sally Turner (if resolved, to be formally accepted by Cllr Turner at the June meeting, or else to appoint another Councillor).

(5 minutes)

#### **14. SAFETY MAINTENANCE AT ST MARY’S CHURCHYARD**

To receive feedback following Item 21 at the May meeting which resolved to seek recommendations from other Councils for structural engineering companies to carry out a wall survey.

In the absence of recommendations from other Councils, to resolve to seek quote(s) directly from local companies further to the spend resolved under Item 10 at the April meeting.

To receive an update on any pending wall and tree works at St Mary’s Churchyard.

(5 minutes)

#### **15. UPDATE FOLLOWING ASSET CHECKING**

To receive any updates from Councillors and staff following the biannual asset checking tasks as assigned at the May meeting.

To receive a summary following asset checking from the Clerk and to resolve any future actions or agenda items related to SPC’s assets.

(5 minutes)

#### **16. ADAPTATION OF RESOLVED REQUEST TO BANES COUNCIL FOR DOUBLE YELLOW LINES (‘NO WAITING AT ANY TIME’) ON THE JUNCTION OF GOLF CLUB LANE AND MANOR ROAD**

Further to the agreed action under Item 13 at the April 2024 meeting and following receipt of new information, to discuss and resolve whether to adapt the request made to B&NES Council introduce ‘No waiting at any time’ restrictions (AKA double yellow lines) at the junction of Golf Club Lane and Manor Road. This would be to request the introduction of ‘No waiting at any time’ restrictions on a stretch of Manor Road opposite its junction with Golf Club Lane, on the highway between approximately numbers 38 and 42 Manor Road (Draft annotated maps and images available on Cllrs SharePoint).

This location has been proposed in the interests of safety, in consideration to safe crossing and in particular the good visibility of children when travelling (by foot, bike/scooter or by vehicle) to and from Salford Primary School.

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)

## **17. NORMAN ROAD PHONE BOX – PROJECT UPDATE AND CREATION OF NORMAN ROAD PHONE BOX WORKING GROUP**

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

To agree the formation of the Norman Road Phone Box Working Group, to aid recommendations and any decisions - including spend – to be made by full council. If resolved, to agree up to four Councillors as members of the Norman Road Phone Box Working Group. The working group will elect its Chair at its first meeting, if required.

To identify recommendations for the Norman Road Phone Box Working Group (if its creation is resolved) to discuss, which may include a review on whether to proceed with the outstanding aspects of the Norman Road Phone Box project (further to the kiosk replacement and flower display), and if so, to request the Working Group explore detail on matters including: electrical requirements, preferred electrical connection option (metered or unmetered), viable supplier(s) of metered/unmetered connection to the site, and defibrillator type (mains or battery powered, pending approval of local business who has previously agreed to purchase and maintain the defibrillator).

To resolve that if created, the Norman Road Phone Box Working Group will share a proposed agenda item including recommendations for full council to consider at a future meeting.

(5 minutes)

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

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

(3 minutes)

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

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

(3 minutes)

## **20. PUBLICITY**

To agree the contents of SPC's next SCAN (Saltford Community Association

Newsletter) page and to agree any other publicity to be shared via SPC's communication channels (noticeboard, website, social media and press releases).

(3 minutes)

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

To receive any reports from Link Members on external organisations.

(3 minutes)

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

To receive any reports of urgent information from Parish Councillors.

(3 minutes)