



SALTFORD PARISH COUNCIL

Tuesday 2 July 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 4 June 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 about which the Council will resolve a view, 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 of the meeting. (5 minutes)

6. CLERK'S ANNOUNCEMENTS

Following circulation of the Clerk's Report to Councillors in advance, to receive a summary of announcements 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, and 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 reports of any 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):

24/02051/FUL - 2 Collingwood Close Saltford BS31 3HZ. Erection of a new self-build dwelling with three bedrooms. Teresa Anthony

24/02064/FUL - 23 Uplands Road Saltford BS31 3JQ. Erection of two storey side extension. Cladding to single storey extension and installation of new windows and roof tiles. Side shed in matching timber cladding. Demolition of existing garage and side outbuilding to facilitate works. Eleanor Blake

24/02087/FUL - 2 Manor Road Saltford BS31 3DL. Erection of two storey side extension, one storey rear extension and one storey front extension and hip to gable extension with rear dormer. HBK Building Contractors

24/02229/FUL - 11 Trenchard Road Saltford BS31 3DT. Conversion of existing garage into kitchen and utility. J Bond

24/01575/FUL - 4 Collingwood Close Saltford 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 (REVISED). Mrs Vicki Cox

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, external landscaping works and detached gatehouse (REVISED). MS H FRANKLIN

24/02029/FUL - Former Brincliffe Nursery, Bath Road, Keynsham. Demolition of existing buildings and erection of new foodstore (Use Class E) together with associated works including parking, access and landscaping. Aldi Stores Limited

24/02423/FUL - 63 Grange Road Saltford BS31 3AQ. Erection of hip to gable loft

conversion and part conversion of garage. Randal Stronge

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

- i. **Resubmission of information to B&NES Council:** Following the appointment of a new Head of Planning at B&NES Council, to note that SPC will look to resend relevant information and/or a summary of SPC’s contact since January 2023 to the newly appointed B&NES Council officer, with regards to Saltford Parish Council’s request for AGLV or LGS landscape designation at the area referred to as ‘Saltford South of the A4’.
- ii. **Complaint to B&NES Council and request to meet with senior planning officers:** Following SPC’s official complaint to B&NES Council as addressed to the Chief Executive Officer (resolved May 2024, [Item 13.g](#)) including a request to meet with Senior Planning Policy officers to discuss SPC’s AGLV, and a repeat of SPC’s request to the current interim Head of Planning (resolved June 2024, Item 9.e) to receive an update and consider any response received from B&NES Council.

To resolve to contact the Local Government Ombudsman with regards to 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, should a response from B&NES Council not be received by 22 July (six weeks following SPC’s request in June). To resolve to inform B&NES Council of this intended action should it be required.

- iii. **Assessing landscape sensitivity at Saltford South: To agree SPC’s ‘Landscape and Heritage Sensitivity Assessment of Saltford South of the A4’ document:** To resolve SPC’s view on the level of sensitivity that applies to ‘Saltford South of the A4’ under each heading according to the B&NES Council report on West of Bath (as commissioned by Land Use Consultants Ltd) titled [‘West of Bath Landscape and Heritage Assessment’](#) (see p.30-36).

To consider accepting the Planning Policy Working Group’s proposed ‘Landscape and Heritage Sensitivity Assessment of Saltford South of the A4’ as a SPC document (draft available on Cllrs SharePoint). This includes consideration of criteria for assessing landscape sensitivity under the following headings: Landform, Openness and Enclosure, “Natural character”, Landscape pattern and time depth, Historic features, Settlement form and edge, Recreational value, Perceptual character, and Visual character and SPC’s view on assigned criteria of ‘lower’, ‘moderate’, and ‘higher’ to indicate the level of sensitivity.

If resolved to adopt the ‘Landscape and Heritage Sensitivity Assessment of Saltford South of the A4’ document, to resolve to share SPC’s view on the level of sensitivity at ‘Saltford South of the A4’ with B&NES Council senior planning officers - as well as other relevant individuals and organisations/groups - to further support SPC’s request to B&NES Council for

[‘Saltford South of the A4’ landscape designation \(AGLV or LGS\)](#) as reaffirmed at the January 2024 meeting ([Item 14](#)). To also agree to share a copy of the ‘Landscape and Heritage Sensitivity Assessment of Saltford South of the A4’ document publicly including on SPC’s website.

f. Cancellation of Planning Committee meeting on 6 August 2024 (to be replaced by a full council meeting)

To note for the purposes of the minutes that the Council will discuss whether to cancel the Planning Committee meeting for August 2024, and instead hold an extra ordinary meeting including ‘Planning Matters’ on the same date, under item 10.

(Planning Matters - 25 minutes)

9. FINANCIAL MATTERS

- a. **Monthly Financial Report** – To receive the monthly financial report for June 2024 (report is also available on the [Meetings – Agendas and Minutes](#) page of the website).
- b. **Schedules of Expenditure** – To authorise all regular payments made or to be made during July 2024 and August 2024 as listed on the schedules of expenditure (the schedules are also on the [Meetings – Agendas and Minutes](#) page of the website).
- c. **iTeam Solutions website hosting** – To authorise expenditure to iTeam Solutions of £150 + £30 VAT (total £180) for annual webhosting of SPC’s website www.saltfordparishcouncil.gov.uk between 26.08.24 and 25.08.25 (Budget heading: Publicity).
- d. **iTeam Solutions website maintenance and support** – To consider authorising a spend of up to £325+VAT (total up to £390, likely £356 inc VAT total) to iTeam Solutions for a block purchase of four pre-paid hours for IT Support (Budget heading: Publicity)
- e. **Information Commissioners Office (ICO)** – To authorise a payment of up to £40 or £35 if paid by Direct Debit to the ICO for SPC’s annual renewal of the Data Protection registration fee (Budget heading: General Admin).
- f. **Saltford Santa Dash Grant Application** – To consider authorising a grant of £400 as requested by the Saltford Santa Dash towards the costs of promotional materials for their 2024 event (£200 for feather flags / exhibition stand) and additional and/or replacements signage (£200). (Further information in Cllrs SharePoint). (Budget heading: Misc. Grants).
- g. **Great Western Air Ambulance Charity Grant (GWAAC) Application** – To consider whether to authorise a grant of £1000 as requested by the

GWAAC towards the costs of one full set of operational kit (breakdown of costs as follows: GB Dynamic Trousers, Orange Nomex Rip Stop: £268.00; GB Dynamic Knee Pads: £15.50; Tactical Webbing Belt : £15.00; Nomex Flight Gilet (TAC vest): £189.00; GB Dynamic Top - Orange Nomex and Black protal Knit (including embroidery, badges etc): £139.00; Boots: £200.00; Tee shirts - black, wicking: £12.50; Jacket: £270.00 – Total cost of operational kit: £1,109.00). (Further information in Cllrs SharePoint). (Budget heading: Misc. Grants).

- h. **To resolve to exceed Misc. Grants budget line (if required)** – To resolve to exceed spend on the 'Misc Grants' budget line if required to accommodate one or both of the grant applications as listed under item 9 e and/or f (above) in line with Financial Regulations.

(Financial Matters - 10 minutes)

10. EXTRA 'ORDINARY' (FULL COUNCIL) MEETING ON TUESDAY 6 AUGUST 2024 (IN PLACE OF PLANNING COMMITTEE MEETING ON 6 AUGUST 2024).

Due to the pre-election period SPC has been made aware that some B&NES Council's consultations have been delayed until after 4 July. To enable SPC to respond to B&NES Council consultations held following the pre-election period and any other matters similarly delayed, to resolve to cancel the SPC Planning Committee meeting scheduled for Tuesday 6 August and instead to hold an extra 'ordinary' (e.g. full council) meeting at the same date/time (Tuesday 6 August, 7:15pm start, Avon Room, Saltford Hall).

To resolve that the items on the extra 'ordinary' agenda may be limited to matters delayed due to the pre-election period, which may include a police update and B&NES Council consultations, in addition to 'Planning Matters'.

(5 minutes)

11. REVIEW OF WORKING GROUP NAMES

For clarity and scope, to resolve to update the names working groups for ease of recognition and to better reflect their current function.

(3 minutes)

12. SAFETY MAINTENANCE AT ST MARY'S CHURCHYARD (INCLUDING SPEND)

To receive an update from the Clerk, and if relevant to consider information and/or quote(s) received, with regards to a survey of the Churchyard walls.

If possible, to resolve to accept a quote for a visual wall survey at St Mary's Churchyard which would include recommendations for any works if required, within the spend resolved under Item 10 at the April meeting (copies of any quote/s received on Cllrs SharePoint).

To discuss any actions associated with tree works at St Mary's Churchyard, in consideration of Health and Safety.

(5 minutes)

13. NORMAN ROAD PHONE BOX – PROJECT UPDATE AND WORKING GROUP RECOMMENDATIONS

To receive a project update and also recommendations from the newly established Working Group with regards to the Norman Road phone box project, including information about National Grid reconnection works.

(5 minutes)

14. SPC PARISH WALK – REVIEW

To review the SPC Parish Walk held in June, and to discuss if this SPC event should feature in future 'Saltford Festival' programmes. The next Saltford Festival will likely be held in 2026.

(3 minutes)

15. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

To receive any updates and information about environmental initiatives in Saltford, including the conclusion of SPC's 'Hedgehog Highways' environmental project.

(3 minutes)

16. DATA PROTECTION AND GDPR UPDATES

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

(3 minutes)

17. PUBLICITY

To agree to delegate the contents of SPC's next SCAN (Saltford Community Association Newsletter) page to the Clerk if the deadline occurs prior to the September meeting (likely August 10 for Sept/Oct edition), and to agree any publicity to be shared via SPC's communication channels (noticeboard, website, social media and press releases).

(3 minutes)

18. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

To receive any reports from Link Members on external organisations.

(3 minutes)

19. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

To receive any reports of urgent information from Parish Councillors.

(3 minutes)