



SALTFORD PARISH COUNCIL

Tuesday 3 September 2024

7:15pm Avon Room, Saltford Hall

AGENDA

1. MINUTES

To receive, update (if required) and confirm as a correct record the minutes of the extra 'ordinary' meeting of the Council held on 6 August 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. POLICE REPORT FROM KEYNSHAM BEAT TEAM

To receive a police report from a member of the [Keynsham Beat Team](#) on policing matters specific to Saltford.

For the Council to raise concerns or share information relevant to policing matters locally.

(It is noted that this item will only take place should the Police Constable be able to attend the Parish Council meeting, and that the item may be postponed at short notice).

(10 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 of the meeting.

(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.

To note the intention for a safety inspection of St Mary's Churchyard in October.

(5 minutes)

8. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

To receive any reports from Link Members about external organisations.

(5 minutes)

9. 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)

10. FUTURE AGENDA ITEMS, INCLUDING THOSE PROPOSED BY COUNCILLORS AT THE MEETING

To receive any items, and associated information, proposed for future agendas by Councillors.

To note that SPC will receive a presentation at its October meeting about Curo's new Resident Engagement Strategy.

(5 minutes)

11. 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):

24/03024/FUL - Manor Cottage Manor Road Salford BS31 3AF. Conversion of existing domestic garage building (Extant consent 23/03786/VAR) for use as a residential annex linked to the main house, with additional dormer windows. Mr David Roberts

24/03118/FUL - 31 Claverton Road Salford BS31 3DW. Conversion of existing roof space into living space including raising ridge and eaves heights. Mrs E Donaghy

24/03190/FUL - 7 Beech Road Salford BS31 3BE. Erection of a garage with store and landscape works. Mr Steve Jenkins

24/03175/FUL - Stratton House Stratton Road Salford BS31 3BS. Erection of two storey, detached dwelling and associated works following demolition of existing single storey section. Erection of side and rear single storey extensions to existing dwelling. Mr John Lyon

24/02876/FUL - Lemsford The Glen Salford BS31 3JP. Installation of 5.4kWp ground mounted PV array with 13.5kWh battery storage on land at rear of property. Mr Chris Beer

24/02956/FUL - 561 Bath Road Salford. Erection of a storage area and workshop building, to follow demolition of existing building. Mr R Jefferies

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

To receive an update from members of the Planning Policy Working Group about SPC’s bid for landscape designation protection for ‘Salford South of the A4’, plus any other relevant information associated with SPC’s request to gain additional protection for Salford’s Green Belt.

f. Government consultation on the National Planning Policy Framework (NPPF)

The National Planning Policy Framework (NPPF) is the Government’s planning policies for England. Local Planning Authorities (e.g. B&NES Council) are encouraged to follow NPPF guidance, including when developing Local Plans.

To resolve SPC’s response to the Government’s consultation titled [‘Proposed reforms to the National Planning Policy Framework and other changes to the planning system’](#) by the end date of 24 September 2024.

To resolve answers specifically related to Green Belt matters and any other sections of the NPPF consultation as deemed appropriate by the Council. (A draft response by the Planning Policy Working Group is available on Cllrs SharePoint).

To resolve whether to share SPC’s response directly with external organisations as appropriate.

To resolve any publicity actions to be taken by SPC with regards to its response to the NPPF consultation (a summary of SPC's draft response to the NPPF consultation for publicity use is available on Cllrs SharePoint).

g. NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC) SURVEY ON THE NATIONAL PLANNING POLICY FRAMEWORK (NPPF) CONSULTATION

To resolve the Council's response to specific sections of [NALC's survey](#) of Local Councils about the Government's consultation on 'Proposed reforms to the National Planning Policy Framework and other changes to the planning system'. To agree areas of the survey to respond to in line with SPC's own resolved response (under item 11f, above) to the NPPF consultation. To submit SPC's response by NALC's end date of 9 September.

(Planning Matters - 25 minutes)

12. FINANCIAL MATTERS

- a. **Monthly Financial Report** – To receive the monthly financial report for August 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 September 2024 as listed on the schedule of expenditure (the schedule is also on the [Meetings – Agendas and Minutes](#) page of the website).
- c. **Conclusion of External Audit** – To receive SPC's external auditor report and certificate. To note details of any matters arising from the review. To consider any matters and decide what, if any, action is required. To confirm publication of the Notice of Conclusion of Audit along with the certified AGAR (Sections 1, 2 and 3).
- d. **Salford Community Association (SCA) SCAN grant application** – To resolve whether to authorise a grant of £500 to the SCA to support the production costs of the Salford Community Association Newsletter (SCAN). (Budget heading: Misc grants and/or Publicity).
- e. **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 the grant application spend as listed under item 12.d (above) in line with Financial Regulations.
- f. **SCA affiliation fee** - To authorise expenditure of up to £15 (likely £10) to SCA for annual affiliation fee renewal for 2025/26 (Budget heading: Subscriptions)

- g. **BDO LLP external audit fee** - To authorise expenditure of £315+VAT (total £378) to BDO LLP for the limited assurance review of Annual Governance and Accountability Return for the year ending 31 March 2024 (Budget heading: Auditing)
- h. **Remembrance Sunday Memorial Wreath** – To authorise a donation of up to £25 to the Royal British Legion, likely with payment made via the 1st Salford Scouts, for SPC’s Remembrance Sunday Memorial Wreath to be laid by SPC to represent the Salford community (Budget heading: Council Led Schemes).
- i. **New Domain registration company fee** – To authorise a payment of £25+VAT to iTeam Solutions for the transfer fee to a new domain registration company (following the current domain registrar no longer supporting SPC’s registration requirements via their platform). (Budget heading: Publicity).

(10 minutes)

13. 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 or trees.

(5 minutes)

14. SPC INITIATIVE TO FUND ‘BLEED KITS’ FOR ORGANISATIONS AND/OR BUSINESSES THAT OWN DEFIBRILLATORS IN SALTFORD (INCLUDING SPEND)

To consider and resolve whether to purchase a limited number of ‘Bleed Kits’ to gift to local organisations and businesses, initially to those that own 24/7 publicly accessible defibrillators in Salford.

Information and guidance has been sought by SPC from the Avon and Somerset Bleed Kit Partnership, with details about the benefits of Bleed Kits in the community available in the [Avon and Somerset Police Community Bleed Kit](#) brochure.

To agree to purchase Bleed Kits to give to local organisations or businesses on the following terms and conditions and meets the following criteria:

- That the recipient owns and appropriately manages a publicly accessible (24/7 access) working defibrillator in Salford;
- That the Bleed Kit is positioned by the recipient adjacent or attached to a publicly accessible defibrillator;
- That the recipient is responsible for installation of the Bleed Kit, including any associated costs for fixtures or fittings required;
- That the recipient [registers the Bleed Kit](#) with [Heartsafe](#) on their bleed kit map once installed;
- That there is no expectation or guarantee that SPC will replace the Bleed Kit should it be used, damaged or expire (though requests made to SPC for replacement kits would be considered);

- For all applications to receive a Bleed Kit be received to Saltford Parish Council by a date set by SPC, specifying type required (pending defibrillator cabinet type – guidance to be shared by SPC).

To resolve a spend of up to £800+VAT from SPC's Council Led Schemes budget for the Bleed Kits initiative (allowing up to four [Bleed Kits](#) including dispensers to be purchased). Following applications received, to have on a future agenda to resolve which organisations and businesses SPC will supply a Bleed Kit(s) to and that SPC's decision on recipients of Bleed Kits will be final.

If spend is resolved, should the entire budget not be spent at a future meeting, the Council may have on a subsequent agenda whether to purchase Bleed Kits for organisations and businesses that own defibrillators which are not publicly available 24/7, but are available for public use on a regular basis (e.g. when premises are open or in use) or at premises in the village where young people regularly gather but that do not have defibrillators (e.g. uniformed youth organisations etc).

To resolve whether to look to budget a ring-fenced amount in the Council Led Schemes budget line in 2025/2026 and onwards per annum for replacement(s) Bleed Kits or additional Bleed Kit(s), and if so the proposed amount to be budgeted (Draft budget setting will take place in a closed session in early December).

(5 minutes)

15. B&NES COUNCIL STRATEGIC TRANSPORT CONSULTATION: CREATING SUSTAINABLE COMMUNITIES IN NORTH EAST SOMERSET: THE JOURNEY TO NET ZERO

To resolve the Council's response to the B&NES Council strategic transport consultation '[Creating Sustainable Communities in North East Somerset: The Journey to Net Zero](#)', and specifically to the 'Keynsham and Saltford' section of the consultation. B&NES Council state that the consultation aims 'to gather views on future transport opportunities and the changes required to make the B&NES district a more healthy, economically prosperous and sustainable place to live'. (A draft response to the consultation is available on Cllrs SharePoint).

B&NES Council has granted Parish Councils a time extension of until 15 September to respond, the end date for responses by members of the public was 23 August 2024 as shared in SPC's [news article](#) of 15 July.

(10 minutes)

16. B&NES COUNCIL STRATEGIC TRANSPORT CONSULTATION: ACTIVE TRAVEL MASTERPLAN

To resolve the Council's response to the B&NES Council strategic transport consultation '[Active Travel Masterplan](#)', specifically as identified on B&NES Council's interactive map for the Saltford area which included proposals for 'Quiet Routes' and 'Quick Routes'. As above, B&NES Council has stated that the consultation aims 'to gather views on future transport opportunities and the changes required to make the B&NES district a more healthy, economically prosperous and sustainable place to live'. (A draft response to the consultation is available on Cllrs SharePoint).

B&NES Council has granted Parish Councils a time extension of until 15 September to respond, the end date for responses by members of the public was 23 August 2024.

(10 minutes)

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

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

Recommendations from the Norman Road Phone Box Working Group may include a review on whether to proceed with the outstanding aspect of the Norman Road Phone Box project (further to kiosk replacement and flower display), and if so, to receive and resolve 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 have agreed to purchase and maintain the defibrillator).

(5 minutes)

18. RECOMMENDATIONS TO B&NES COUNCIL FOR HIGHWAYS MAINTENANCE 2025/26

To agree which roads in Saltford should be prioritised and recommended for inclusion in the B&NES Highways Maintenance programme for 2025/26.

(5 minutes)

19. RECOMMENDATIONS TO B&NES COUNCIL FOR PAVEMENT MAINTENANCE 2025/26

To agree which pavements in Saltford should be prioritised and recommended for inclusion in the B&NES Council repair and maintenance programme for 2025/26

(5 minutes)

20. NEW 'SALTFORD VILLAGE' SIGNS ON THE HIGHWAY

To discuss initial ideas for new 'Saltford' signs on the Highway following the damage and deterioration of a Fairtrade sign and risk to the 'Saltford' sign above due to passing traffic.

To discuss whether to replace the Fairtrade sign, replace all the signs collectively including the use of the newer SPC logo, or take no action.

If potential future action is agreed, to discuss initial costs, and to consider whether to add the cost of new Saltford signs to the draft budget when set, as a significant potential SPC project for 2025/2026.

To discuss the need for a Working Group to achieve the project.

(5 minutes)

21. FEEDBACK FROM CLERK'S APPRAISAL

To receive feedback from the Clerk's annual appraisal.

(5 minutes)

22. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

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

(3 minutes)

23. DATA PROTECTION AND GDPR UPDATES

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

(3 minutes)

[CLOSE OF MEETING]