



# SALTFORD PARISH COUNCIL

**Tuesday 1 October 2024 7:15pm**  
**Avon Room, Saltford Hall**

## AGENDA

### 1. CHAIR OF OCTOBER MEETING

Following apologies received in advance of the meeting from the SPC Chair, to resolve a Chair for the October meeting.

### 2. MINUTES

To receive, update (if required) and confirm as a correct record the minutes of the meeting of the Council held on 6 August 2024 (draft copy available on SPC's [website](#)).

### 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 for any item(s) 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. PRESENTATION BY CURO: CURO HOMES NEW RESIDENT ENGAGEMENT STRATEGY

To receive a presentation from a representative of Curo's Resident Engagement team about its new resident engagement strategy. The presentation follows a recent drop-in event held by Curo at the Wick House Close community hall for Saltford's Curo residents.

For Councillors to ask questions following the presentation.

(10 minutes)

### 6. 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 decisions will be resolved, limited to three minutes per person.

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

## **7. CHAIR'S ANNOUNCEMENTS**

To receive any announcements from the Chair of the meeting.

(5 minutes)

## **8. 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 that the Churchyard Inspection will be discussed under Item 19.

(5 minutes)

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

To receive any reports from Link Members about external organisations.

(3 minutes)

## **10. REPORT FROM B&NES COUNCIL WARD COUNCILLORS**

To receive a written report from B&NES Ward Councillor(s) for Saltford. If present, to invite Ward Councillor(s) to give a short verbal report to the Council.

To ask Ward Councillor(s) if present any questions relating to the report(s). If required, to ask B&NES Ward Councillors for comment about item(s) on the agenda.

(5 minutes)

## **11. FUTURE AGENDA ITEMS, INCLUDING THOSE PROPOSED BY COUNCILLORS AT THE MEETING**

To receive any items, and/or associated information, proposed for future agendas by Councillors (further to those mentioned under Items 12 and 22, below).

(5 minutes)

## **12. DRAFT BUDGET SETTING**

To agree when draft budget setting to model a budget line to accommodate an annual spend towards the costs of Saltford Community Association's SCAN (Saltford Community Association Newsletter) of £500 p.a., likely under the Publicity budget. This would include agreement for each SCAN to contain a SPC page in every edition (usually six per annum), further to SPC's annual affiliation fee to SCA.

To agree when draft budget setting to model a spend of £200+VAT p.a. annually towards the costs of additional or replacement 'Bleed Kits', likely ring-fenced under the Council Led Schemes budget.

To agree when draft budget setting to model options to create an earmarked reserve for Churchyard Special Maintenance Projects (e.g. for walls and trees maintenance), further to the annual amount budgeted for Churchyard Special Maintenance Projects.

To receive any further suggestions or matters for consideration for the Responsible

Financial Officer's awareness ahead of draft budget modelling for the 2025/26 financial year. SPC's final budget including its precept demand will be resolved at its January 2025 meeting.

(5 minutes)

### 13. 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):

**24/03262/FUL - 42 High Street Saltford BS31 3EJ.** Demolition of existing garage and erection of garage on existing footprint. Erection of a staircase to the rear of the kitchen. Mr Callum Sheridan

**24/03455/FUL - 535 Bath Road Saltford BS31 3JG.** Enlarged parking area and rear extensions to existing dwelling. Mr D Maggs

**24/03513/FUL - 44 Rodney Road, Saltford, BS31 3HP.** Erection of two storey side extension (following removal of storage area). Mr and Mrs Sellars

- e. **Planning Policy: SPC request for 'Saltford 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 'Saltford South of the A4', plus any other relevant information associated with SPC's request to gain additional protection for Saltford's Green Belt.

To resolve to follow up with B&NES Council's senior Planning Policy officers regarding their offer of a series of meetings between September and November 2024 about the B&NES Local Plan, and also (as requested by SPC) the Parish Council's bid for additional landscape designation at 'Saltford South of the A4'.

- f. **Request to meet with Dan Norris M.P regarding SPC's response to the Government consultation on the National Planning Policy Framework (NPPF)**

As resolved at the September meeting (Item 11.f), to receive an update on SPC's request to meet with Dan Norris M.P. for North East Somerset and Hanham, to request his support of the key points made by SPC in response to the NPPF consultation, and to request he make appropriate representations on behalf of Saltford Parish Council.

(Planning Matters - 25 minutes)

#### **14. ANNUAL REVIEW OF FINANCIAL REGULATIONS**

Financial regulations must be reviewed and accepted annually. To resolve to adopt the new model NALC Financial Regulations (published 2024), to include adaptations specific to Saltford Parish Council which may include updates as well as adaptations as resolved in previous years.

To discuss and agree any further changes to Saltford Parish Council's Financial Regulations as based on the model NALC Financial Regulations (a draft version is available on Cllrs SharePoint).

(5 minutes)

#### **15. FINANCIAL MATTERS**

- a. **Monthly Financial Report** – To receive the monthly financial report for September 2025 (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 October 2025 as listed on the schedule of expenditure (the schedule is also on the [Meetings – Agendas and Minutes](#) page of the website).
- c. **Annual fee for the Wick House Close allotments** – To authorise a payment of £100 for site rent to Curo, in accordance with to the licence held between SPC and Curo Places Limited (Budget heading: Allotment site rent).
- d. **Annual hosting of domain name fee (website)** – To authorise a payment of £37.50 + VAT (£45 total) to iTeam Solutions for the costs of one year's domain name hosting for SPC's website (Budget heading: Publicity).
- e. **Churchyard Special Maintenance Projects** - To note that spend on the Churchyard Special Maintenance Project budget will be discussed under Item 16 (below), regards to spend related to safety maintenance of the Churchyard Walls and Tree.

(Financial Matters - 10 minutes)

## **16. UPDATE ON SAFETY MAINTENANCE AT ST MARY'S CHURCHYARD INCLUDING WORKS ON CHURCHYARD WALLS (INCLUDING TO RESOLVE SPEND) AND CHURCHYARD TREE (INCLUDING TO RESOLVE SPEND)**

To receive an update with regards to the planned maintenance works on a section of wall at St Mary's Churchyard adjacent to the large oak tree which took place in September, further to spend resolved at the [February 2024 meeting \(Item 13\)](#).

To receive additional information about the works to include:

- That the nature of the job and skill required to achieve safety maintenance (coupled with care of the adjacent tree, which has a Tree Protection Order) differed to the works for which SPC originally requested a quote.
- That the Clerk was called to inspect the works soon after they commenced (and prior to any further actions), and that for Health and Safety reasons appropriate options for resolving stability issues were discussed, at which point it was recognised that a more skilful and extensive repair was required.
- That there was a requirement for further materials, and resource to source these, to complete the wall repair.

Due to the above, to agree appropriate payment for the works identified. To resolve whether to pay the stonemasons, via Will Feay, up to £200 more than originally quoted as resolved in February 2024 for the wall works (Budget: Churchyard Special Maintenance Projects).

To resolve, in light of the nature of the works required, whether the Parish Clerk can look to act in line with the Emergency Scheme of Delegation and Financial Regulations to approve a spend of up to £150 (Budget: Churchyard Special Maintenance Projects) for the removal of small branches on the grounds of Health and Safety from the Oak tree (for which Planning Permission has been granted and Church permissions received). Any spend would be in consultation with SPC Councillors at the time of a quote being received and any action and spend reported at a future meeting.

(5 minutes)

## **17. CHURCHYARD WALLS SURVEY – CLLRS TO LEAD ON RECOMMENDATIONS**

To resolve to task research and recommendations regarding requirements for the next Churchyard Walls survey to Cllrs Jon Godfrey and Gary Graveling (who expressed interest at the September meeting) and to agree any other Councillor(s) to join them. Councillors may also look to input into other matters relating to the overall safety maintenance of the walls at St Mary's Churchyard as part of discussions.

The Council will consider any recommendations made by Councillors at a future meeting. Any spend required will be resolved by full Council at a future meeting.

(5 minutes)

## **18. REVIEW OF MANAGEMENT OF SAFETY AT ST MARY'S CHURCHYARD DOCUMENT**

SPC looks to review and update its Safety at St Mary's Churchyard document every two years. To discuss and agree any changes required to the Safety at St Mary's Churchyard document, and to resolve to accept the updated document as final. (A draft version is available on Cllrs SharePoint).

(5 minutes)

## **19. ST MARY'S BIENNIAL CHURCHYARD SAFETY INSPECTION**

SPC is responsible for safety management of the closed churchyard at St Mary's Church, Salford. To agree who will attend and carry out the biennial churchyard inspection in October, and for those able to attend to indicate availability to the Clerk either at or following the meeting.

(5 minutes)

## **20. ANNUAL REVIEW OF GOVERNANCE AND MANAGEMENT RISK REGISTER**

The Council's Risk Register must be reviewed and accepted annually. To discuss and agree any changes required to the Salford Parish Council Governance and Management Risk Register. To resolve to adopt the updated Governance and Management Risk Register. (A draft version is available on Cllrs SharePoint).

(5 minutes)

## **21. REVIEW OF SOCIAL MEDIA AND DIGITAL COMMUNICATIONS POLICY**

SPC's Social Media and Digital Communications Policy is reviewed annually. To review and resolve to make changes, if required, to SPC's Social Media and Digital Communications Policy. To then resolve to accept the updated policy. (A draft copy is available on Cllrs SharePoint).

(5 minutes)

## **22. REMEMBRANCE SUNDAY 2024 (10 NOVEMBER 2024) & VE DAY 80**

To receive an update about Remembrance Sunday 2024 in Salford, as organised by the 1<sup>st</sup> Salford Scouts, and to agree to assist with the village's Remembrance commemorations through publicity support.

To agree a member of SPC to represent the Parish Council at the Remembrance commemorations on Sunday 10 November.

To note that the 80<sup>th</sup> Anniversary of VE Day, which marked the end of the war in Europe on 8 May 1945, will take place in May 2025. To consider any future items in relation to the event as proposed by Councillors, and if received, to have as an item on a future agenda.

(5 minutes)

### **23. PUBLICITY**

To resolve SPC's page in SCAN for its Christmas (November / December) edition (draft available on SharePoint).

To discuss any other communications that may be shared by the Parish Council.

(3 minutes)

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

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

(3 minutes)

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

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

(5 minutes)

**[CLOSE OF MEETING]**