



# SALTFORD PARISH COUNCIL

Tuesday 5 November 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 meeting of the Council held on Tuesday 1 October 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, 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 Saltford Parish Council.

(5 minutes)

### 6. CLERK'S ANNOUNCEMENTS

Following circulation of the Clerk's Report to Councillors ahead of the meeting, to receive a summary of announcements and information from the Clerk.

(5 minutes)

### 7. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

To receive reports from Link Members about external organisations.

(3 minutes)

## 8. 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 and to ask any questions relating to the report. If relevant, to ask B&NES Ward Councillors for comment on item(s) on the agenda.

(5 minutes)

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

To receive any item(s), including associated actions and information, proposed for future agendas by Councillors.

(5 minutes)

## 10. 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** –
  - i. To receive any updates on matters which have been referred to B&NES Council regarding possible contraventions of planning controls.
  - ii. To receive any reports of other new possible planning contraventions.
- c. **Planning items of important or urgent information** – To receive any reports of important or 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):

**24/03722/FUL - 22 Grange Road Saltford BS31 3AG.** Erection of two storey extension and garage with single storey rear extension following demolition of existing garage. External works to provide for carriage driveway with additional access to Grange Road and associated hard landscaping. Mrs Jessica Fragapane

- e. **Planning application(s) to be considered using the Scheme of Emergency Delegation** – As a statutory consultee, to consider any planning consultation(s) received to be resolved using the Scheme of Emergency Delegation, likely to apply to consultation(s) received by the Parish Council between the issuing of its November agenda and the November meeting, with consultation end dates that fall prior to SPC's next meeting (on 3 December).

To note the view or comment of the Council for such planning applications, to be taken into account by the Parish Clerk when submitting a response to the Planning Authority using delegated powers. Any view submitted to B&NES Council using the Scheme of Emergency Delegation may also be recorded in the minutes of the December meeting.

**f. 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 include information about any planned meetings with B&NES Council’s senior Planning Policy officers).

**g. Letter from B&NES Cabinet Member Cllr Matt McCabe to Parish and Town Councils with regards to the Local Plan**

To formally receive and discuss the letter from B&NES Cllr Matt McCabe, Cabinet Member for Built Environment and Sustainable Development, as sent to Parish and Town Councils in B&NES (copy available on Cllrs SharePoint). A reference to the letter is on SPC’s [‘Protecting Saltford’s Green Belt’](#). To note that Parish and Town Councils had subsequently been invited to a B&NES Local Plan webinar.

**h. 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 for the key points made by SPC in its response to the NPPF consultation, and to request he make appropriate representations on behalf of the Parish Council.

(Planning Matters - 25 minutes)

## **11. FINANCIAL MATTERS**

- a. **Monthly Financial Report** – To receive the monthly financial report for October 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 November 2025 as listed on the schedule of expenditure (the schedule is also on the [Meetings – Agendas and Minutes](#) page of the website).
- c. **WordFence Premium Website Security** – To authorise a payment of £120+VAT (£144) to iTeam Solutions for annual website security protection (Budget line: Publicity)

- d. **Purchase of Bleed Kit** ([Standalone 'Model 2' version](#)) – Following receipt of grant funding from Curo, to purchase a standalone Bleed Kit from Heartsafe, at a cost of £199+VAT (to be located on the Salford Community Association's Salford Hall adjacent to SCA's defibrillator) (Budget line: Council Led Schemes).
- e. **Account maintenance fee** – To resolve to pay a fee of £4.25 p.c.m to Lloyds Bank as charged monthly from January 2025 for the operation of SPC's current account (Budget: General Administration)
- f. **Electronic payments fee** – To resolve a permitted spend of up to £10 (likely £0) for monthly electronic payments fee to Lloyds bank (if required) for the operation of SPC's current account (Budget: General Administration).
- g. **Delegated spend:** To note that spend in line with Financial Regulations and the use of the Scheme of Emergency Delegation would be discussed under Item 12.

(Financial Matters - 10 minutes)

## **12. ST MARY'S CHURCHYARD TREE WORKS – RETROSPECTIVE SPEND USING SCHEME OF EMERGENCY DELEGATION**

Further to Item 16 at the October meeting which permitted delegated spend of up to £150 for tree works, to retrospectively approve delegated spend of £100 to Will Feay for tree works on the oak tree at St Mary's Churchyard (Budget: Churchyard Special Maintenance Projects). To note that delegated spend was in line with the Emergency Scheme of Delegation and Financial Regulations, and that consultation with SPC Councillors took place at the time the quote was received.

To note that works took place following the end of the nesting season, on the grounds of Health and Safety, with appropriate permissions given by the Planning Authority and St Mary's Church. To record that the wood removed from the tree had, at the Church's request, been left in the churchyard for members of the congregation to create a wildlife habitat.

(5 minutes)

## **13. ST MARY'S CHURCHYARD: CHURCHYARD INSPECTION AND MEMORIAL SAFETY CHECK, UPDATE ON SAFETY MAINTENANCE AT ST MARY'S CHURCHYARD, AND WALLS SURVEY**

To note that actions identified following the October 2023 inspection had been completed (wall and tree works).

To receive a report from Cllrs Dudley Bartlett and David Halton, with a view on the walls given by Cllr Gary Graveling, following the biannual inspection of St Mary's Churchyard which took place on 22 October 2024, which included the annual safety

check of memorials (Report available on Cllrs SharePoint).

Following receipt of the report, to consider any recommendations and/or actions if required following the inspection, including whether to seek quotes for any safety maintenance works required.

To discuss and resolve matters for consideration with regards to the Churchyard walls survey, including guidance from Councillors about SPC's wall survey requirements. To resolve to approach relevant companies or individuals for quotes for a wall survey of the Churchyard walls, with spend to be approved at a future meeting.

(10 minutes)

#### **14. WECA A4 'BATH TO BRISTOL' STRATEGIC CORRIDOR: WECA DECISION TO REMOVE PROPOSED CYCLE LANE ADJACENT TO THE KEYNSHAM BY-PASS**

At the October 2024 meeting, Saltford B&NES Ward Cllr Duncan Hounsell shared in his report that the West of England Combined Authority (WECA) had stated in a press release that 'the proposed cycle lane adjacent to the Keynsham by-pass was being removed from the scheme. A continuous cycle lane from Bath to Bristol was part of the original WECA vision statement for the project'.

To consider and resolve whether to request that WECA re-instate the proposal for a cycle path along the A4 Keynsham Bypass as part of its A4 Bath to Bristol Strategic Corridor proposals.

(5 minutes)

#### **15. MANOR ROAD 'LANE' CLOSURE TO MOTOR VEHICLES: UPDATE AND BANES REQUEST FOR SPC TO HOLD BOLLARD CODE**

To note that SPC had been informed by B&NES Council that SPC and Ward Cllr Hounsell's request to close a section of Manor Road ('lane', running parallel to the south of Montague Road) to motor vehicles had been sealed and that bollards would be put in place by the spring, at the locations stated in the Traffic Regulation Order.

To resolve whether SPC would seek to be aware of the bollard code and provide access if required.

(5 minutes)

#### **16. ADOPTION OF NEW HUMAN RESOURCES (HR) POLICIES**

To resolve whether to adopt the following HR policies as adapted from NALC model templates (draft copies available on Cllrs SharePoint), as follows:

- SPC Sickness Absence Policy
- Carers Leave Policy
- Compassionate Leave Policy
- Emergency Dependents Leave Policy
- Flexible Working Policy

Policies would be used in accordance with the staff contract and employment law, as a point of reference and to define process, should they be required.

(5 minutes)

#### **17. LOCAL RIVER SIDE WORKING GROUP UPDATE**

To receive an update from the Local River Side Working Group following the meeting of the group in October to review matters arising to date in 2024.

To receive any recommendations for action or information from the Working Group, including to resolve future agenda items (if any).

(5 minutes)

#### **18. B&NES WARD CLLR DUNCAN HOUNSELL'S 'SALTFORD IS A VILLAGE' CAMPAIGN**

To resolve whether to support Cllr Duncan Hounsell's 'Saltford is a village campaign'.

To resolve actions to be taken by SPC in relation to the campaign, if any.

(5 minutes)

#### **19. NORMAN ROAD PHONE BOX – PROJECT UPDATE AND WORKING GROUP RECOMMENDATIONS**

To receive recommendations from the Working Group with regards to Phase 2 of the Norman Road phone box project to install a battery powered defibrillator, as funded and maintained by a private donor.

(5 minutes)

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

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

(3 minutes)

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

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

(5 minutes)

**[CLOSE OF MEETING]**