



# **SALTFORD PARISH COUNCIL**

**Minutes of the extra ordinary meeting of the Council held in the Avon Room at Salford Hall on Tuesday 1 October 2024 at 7.15pm**

## **PRESENT**

**Councillors:** David Halton (Vice Chair), Julie Austwick, Dudley Bartlett, Gary Graveling, Phil Harding (Chair of Planning Committee), Andy Rice and Sally Turner.

**Officer:** Lottie Smith-Collins.

## **1. CHAIR OF OCTOBER MEETING**

Following apologies received in advance of the meeting from the SPC Chair Cllr Jon Godfrey, in line with Standing Orders the Council agreed that SPC Vice Chair Cllr David Halton would Chair the October meeting.

## **2. MINUTES**

The Council resolved to accept the draft minutes of the Full Council meeting held on 3 September 2024 at Salford Hall as final. The minutes were confirmed as a correct record and signed by the Chair of the meeting.

## **3. APOLOGIES FOR ABSENCE**

Apologies for inability to attend were received in advance of the meeting from Cllrs Jon Godfrey, Shayam Aziz, Emma Hughes and Paul Smith.

## **4. DECLARATION OF INTERESTS**

Cllr Andy Rice declared an interest in Item 13 Planning Matters '24/03513/FUL - 44 Rodney Road' and stated he would not participate in the discussion or vote.

## **5. PRESENTATION BY CURO: CURO HOMES NEW RESIDENT ENGAGEMENT STRATEGY**

The Council received a presentation from a representative of Curo's Resident Engagement team about Curo's resident engagement strategy, which included information about their Resident Engagement Framework. The Council was informed that Curo, the largest social housing organisation in the South West, had over 200 properties in Salford.

The Curo representative shared information about 'in-person' engagement with Salford's Curo residents, referred to as 'Community Catch Ups'. Councillors were invited to attend an upcoming Curo 'Community Catch Up' at Iford Close, Hinton Close and Jena Court planned for early November. SPC was also informed about Curo Community Grants and Action days.

Those present took the opportunity to ask questions following the presentation. Responses from the Curo representative included an update on the progress of Curo's new site on the A4 (Keynsham), support available for Curo residents with regards to home insulation and winter fuel payments, and how SPC could signpost residents to identify the public areas in Saltford that were maintained by Curo (rather than B&NES Council).

The Chair of the meeting thanked the Curo representative for their time addressing the Parish Council.

## **6. PUBLIC TIME**

There were 3 members of the public present.

No members of the public requested to address the Council during Public Time.

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

Cllr David Halton, SPC Vice Chair and Chair of the meeting, shared that SPC Chair Cllr Jon Godfrey (accompanied by Cllr Andy Rice and the Parish Clerk) had represented Saltford Parish Council at Wessex Water's official opening of the new Wessex Water bridge on 18 September. Cllr Halton shared that Cllr Godfrey had officially opened the 'Saltford side' of the pedestrian walkway on the bridge, and referred to available publicity from SPC (['SPC Chair Cllr Jon Godfrey opens 'Saltford Side' of new £9 million Wessex Water access bridge'](#)) on SPC's social media and website.

Cllr Halton also shared information received from Cllr Jon Godfrey about progress on the Norman Road Phone Box project. Cllr Halton stated that Cllr Godfrey had met with the owner of The Bird pub (who had offered to purchase and maintain a defibrillator on the Norman Road phone box) and had subsequently arranged a personal donation of two 24v long life batteries to The Bird to support a battery powered defibrillator.

## **8. CLERK'S ANNOUNCEMENTS**

The Clerk shared the following information, including input from Councillors where stated:

**Churchyard inspection:** It was shared that SPC intended to carry out a safety inspection of St Mary's Churchyard in October 2024, and that this would be discussed in more detail under Item 19.

**SCAN Grant:** SPC had received a message of thanks from the Chair and Treasurer of the Saltford Community Association (SCA), following receipt of the SCAN grant as resolved under item 12.d at the September 2024 meeting.

**Saltford Fairtrade Coffee Morning:** SPC Councillors had been invited to attend the Saltford Fairtrade Coffee Morning on 18 October 2024, 11:30-1pm, at Saltford Hall.

As part of SPC's support for Saltford Fairtrade, SPC had also publicised the event on its noticeboard and social media.

**Condition of highway at Beech Road:** Further to the information shared at the September 2024 meeting (Item 7), SPC members had received an update from Cllr Andy Rice, who had contacted the Principle Engineer for Highways Maintenance at B&NES Council to discuss SPC's concerns about the condition of the highway surface at Beech Road. Cllr Andy Rice informed those present that he had highlighted to the B&NES Officer that Beech Road was on a cycle route, and that the level for intervention required for B&NES maintenance was significantly different in terms of safety for a cyclist compared to those in motor vehicles, and also that the criteria could be considered to be applied differently to residential roads compared to A roads. Cllr Rice shared that the B&NES Council Highways Officer had stated that B&NES Council was working to address problems with road surfaces but that these need to be prioritised and significant works (e.g. resurfacing) were based on resource availability. Cllr Rice stated that it had been agreed that an open dialogue between B&NES Council and SPC would be maintained about the condition of the highway at Beech Road. The Council then agreed that SPC would follow up with B&NES Council in due course, especially should the road condition deteriorate further during the winter months.

**Wales and West Utilities (WWU) works on A4:** B&NES Council's Highways Team had provided further information about the significant works due by WWU at The Globe roundabout from 25 October to 3 November (during the school half term holiday period). This information had been shared in an article on SPC's website under '[News](#)'. WWU had shared that preparation works would take place in October on the verge by the Globe Roundabout, including on the weekend of 5 and 6 October, but that traffic management (e.g. temporary traffic lights) would not be required. SPC had been informed that B&NES Council and WWU would look to share information two weeks in advance of the works commencing on 25 October, including signs on the Highway to advise motorists.

**B&NES Council Community Resilience Day:** The Clerk reported that Cllr Phil Harding had presented a 'Community Case Study' on behalf of the volunteer Saltford Emergency Co-Ordinators Group about the village's emergency plan, based on information hosted on SPC's website under '[Emergency planning and resilience – Saltford](#)'. The page had been updated with information about the event, including photos and how Saltford's emergency plan had been developed.

**Hot Air Balloon events and use of field for events, and associated safety concerns on the highway:** Further to information in Clerk's Announcements at the September meeting (Item 7), B&NES Council had informed SPC that event organisers had appointed a Traffic Management Company who would draw up a Traffic Management Plan, which would then be reviewed by the B&NES Council Traffic Management Team. SPC had also been informed that any balloon club events taking place in 2025 would be processed through B&NES Council's

application process and would be reviewed by the Safety Advisory Group. SPC had been made aware that a Premises Licence would be required from B&NES Council for events as advertised at the location for up to 250 vehicles per event in late 2024. Further, SPC had been informed that the event organiser had been contacted by the B&NES Council Licensing Team, and would also be contacted by the B&NES Council Events team to submit an event application. Cllr Harding, SPC Chair of Planning Committee, raised the point that only a set number of events were permitted on Green Belt. It was agreed that the Council would discuss further under 'Planning Matters – Planning updates or items of urgent information' (Item 13.c).

**B&NES Licensing information - SPC request to Parish Liaison via B&NES**

**ALCA:** SPC had requested that B&NES ALCA request B&NES Licensing Team to be present at a future Parish Liaison meeting, to share information about the work of the Licensing team to aid the understanding of Parish Councils with regards to their role. SPC had also requested via B&NES ALCA the re-introduction of the weekly B&NES Council Licensing list email for the awareness of Parish Councils, and for such notifications to also be available to residents (e.g. for information on the B&NES Licensing Portal to be shared using the same methods as the B&NES Planning portal). B&NES ALCA had invited the Parish Clerk to attend a meeting between B&NES ALCA members and B&NES Council officers to discuss Events and Licensing matters currently impacting Town and Parish Councils.

**Pavement maintenance:** Further to the request made to B&NES Council for pavement maintenance in 2025/26 as resolved under Item 19 at the September meeting, SPC had received a response from B&NES Council to acknowledge receipt of the request. SPC had in its request enquired whether some pavement improvements had been dependent on the outcome of WECA (West of England Combined Authority) proposals as in its 'A4 Bath to Bristol' consultation in autumn 2023, due to B&NES Council having previously stated that the pavements requested by SPC for improvement and maintenance had been included in other programmes of works. The B&NES Council officer had responded to say that 'for the avoidance of doubt, no local footway schemes had been deferred by the maintenance team as a result of wider plans by WECA'.

**Norman Road phone box flowers:** Thanks were expressed to the resident who tended and watered the Norman Road phone box flowers. It had been identified that winter flowers and replacement soil would be needed soon, and that SPC would contact Flourish at Glenavon Farm.

**New NALC website:** The National Association of Local Councils (NALC), of which SPC is a member, will launch their new website on 7 October. Councillors will be forwarded information on how to create accounts to access member information.

**November 2024 agenda:** It was shared that the November agenda would be issued along with the summons a week earlier than usual, likely by 24 October, for SPC's Tuesday 5 November 2024 Full Council meeting. Councillors were requested to

submit any items for the November agenda in good time. It was shared that any planning consultation received following the issuing of the agenda, should consultation end dates not be extended to the December meeting by B&NES Council, would be responded to (in agreement with SPC Planning Committee Chair Phil Harding and/or SPC Chair Jon Godfrey) according to the Emergency Scheme of Delegation and that any consultation may also be discussed at the November meeting even if not listed on the agenda.

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

Cllr Phil Harding, SPC's link member to Saltford Environment Group (and, independently of SPC, Chair of SEG), shared that SEG would publish an article about the negative impact of Artificial Light at Night (ALAN) on moths, and suggested that SPC could also look to share to raise awareness.

Cllr Harding also shared on behalf of SEG that the voluntary group 'Saltford4Nature' had offered to assist B&NES Council in maintaining the Saltford Memorial Garden (located near the Manor Road / A4 Bath Road junction).

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

Cllr Duncan Hounsell, B&NES Ward Councillor for Saltford, stated that the Saltford B&NES Ward Councillors October 2024 report had been circulated to SPC Councillors in advance of the meeting and that residents could request a copy of the report by contacting Saltford's B&NES Ward Councillors (contact information is on the [B&NES Council website](#)).

Cllr Hounsell commented on the following aspects of his report:

- **B&NES Council Local Plan – update:** Cllr Hounsell shared that the proposed new Government target for housebuilding in B&NES had a mandatory target of 1466 p.a. (or 29,320 over the 20 year Local Plan period), and that the new proposed target was over double the previous pre-election target. It was shared that B&NES Cabinet had met to discuss this and related matters in September, and that outcomes of the meeting had included that the Local Plan would be subject to a revised timetable (including that the draft Local Plan could be published in December 2025 rather than January 2025, with public consultation possibly in early 2026). Cllr Hounsell added that B&NES Council's Cabinet had also agreed to respond to the Government's National Planning Policy Framework consultation, and to approach the Government to question both how the target for house building had been calculated and to argue the special circumstances of B&NES.
- **B&NES Air Quality – A4 Bath Road:** Cllr Hounsell stated that the 2024 Air Quality Annual Status Report was available on the B&NES Council website. He shared that the report demonstrated that good progress had been measured at the two monitoring points in Saltford, and that figures included in

the report demonstrated continuous improvement in air quality on the A4.

- **WECA A4 Bath to Bristol Strategic Corridor Proposals** – Cllr Hounsell shared that he had spoken at West of England Combined Authority (WECA) overview and scrutiny committee on 16 September about WECA’s A4 corridor proposals. Cllr Hounsell stated that he had raised points about the ‘unimpressive’ benefit/cost ratio (value-for-money) of the proposals. Cllr Hounsell said he had also raised that WECA press releases had stated that the proposed cycle lane adjacent to the Keynsham by-pass was being removed from the scheme, but that a continuous cycle lane from Bath to Bristol was part of the original WECA vision statement for the project. Cllr Hounsell recommended that SPC discuss this specific matter and resolve a view to submit to WECA. Cllr Hounsell also clarified that the management and oversight of the A4 Bath to Bristol Strategic Corridor was a WECA project and had not been delegated to B&NES Council.

Following a SPC Councillor’s request about whether Cllr Hounsell was aware of any updates with regards to WECA’s feasibility study for a re-opened railway station at Saltford (further to information under Item 6 in [SPC’s January 2024 minutes](#)), Cllr Hounsell shared that he believed that further funding to aid the process could be made available to WECA in 2027, and that progress to look to reopen a railway station at Saltford continued.

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

The Council resolved to have on a future agenda that it would discuss whether to approach the West of England Combined Authority to reinstate proposals for a cycle lane on the A4 Keynsham Bypass, as part of WECA’s A4 Bath to Bristol Strategic Corridor proposals.

The Council agreed to look for external funding to achieve a publicly accessible Bleed Kit at Saltford Hall, further to - and in line with - its resolution to achieve Bleed Kits at a number of locations in Saltford (as discussed at its [September meeting \(Item 14\)](#)). It was agreed that information about any actions on this would be shared at a future meeting.

## **12. DRAFT BUDGET SETTING**

The Council resolved information to be included when draft budget modelling for the 2025/26 financial year. The Council agreed to consider a model for possible earmarked reserves for significant maintenance projects at St Mary’s closed churchyard (for which SPC has safety management responsibility). It was also agreed that SPC would contact the B&NES Council elections office for updated information on by-election costs as charged to Parish Councils, if required.

## **13. PLANNING MATTERS**

### **a. Decisions and appeals**

**The Clerk reported that the following applications have been PERMITTED (with conditions) by B&NES Council:**

24/01118/FUL - Garages To West Of Wedmore Road Car Park Kelston Close Salford. Demolition of existing garages and the erection of 4 No. affordable dwellings, parking and associated works. Curo

24/02423/FUL - 63 Grange Road Salford BS31 3AQ. Erection of hip to gable loft conversion and part conversion of garage. Randal Stronge

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

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

**The Clerk reported that an APPEAL has been made to the Planning Inspectorate in respect of the following application:**

24/00360/FUL - Staddle Stones 5 Salford Court Salford BS31 3EB. Erection of two storey side extension, new front gable facade, first floor rear balcony and associated works. Mr/s Selwood (Planning Inspectorate Appeal Ref: 3350369)

### **b. Planning contraventions**

No updates or new reports were received.

### **c. Planning updates and items of urgent information**

It was shared that B&NES Council had published a press release following the B&NES Council Cabinet September meeting, which included that B&NES Council viewed the new Government housing targets as 'unrealistic' and that B&NES Council had written a letter to the Deputy Prime Minister and Secretary of State for Housing, Communities and Local Government Angela Rayner M.P. (also see Item 10, above).

The Council discussed information that a field initially used for Hot Air Balloon launches was being used for Hot Air Balloon events and had also been advertised for other events. It was shared that SPC had been informed by the B&NES Council Events team that they had flagged to the organisers of events at the location that with the increased number of events planned that they may need to consider planning permission. Concerns were expressed by the Council about the use of Green Belt land being used for a higher number of events than possibly permitted. It was agreed that Salford Parish Council would look to keep track of the number of

events held at the site, in line with SPC's Policy Overview with regards to protection of Saltford's Green Belt.

- d. Planning applications (consultations)** – As a statutory consultee, the Council considered the following planning applications in respect of which Bath & North East Somerset (B&NES) Council had invited comments (text taken directly from information supplied by B&NES Council):

**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

It was resolved that B&NES Council be advised that this Council **SUPPORTS** this application.

**24/03455/FUL - 535 Bath Road Saltford BS31 3JG.** Two storey rear extension, single storey rear extension, hip to gable extension, front dormer and enlarged parking area [Revised information]. Mr D Maggs

(It was noted that SPC had received revised information from the Planning Authority for 24/03455/FUL following the publication of its October agenda, and that the Council had agreed to resolved its response according to the revised information. For the purposes of the minutes, the original agenda item was listed as: '**24/03455/FUL - 535 Bath Road Saltford BS31 3JG.** Enlarged parking area and rear extensions to existing dwelling. Mr D Maggs').

It was resolved that B&NES Council be advised that this Council **SUPPORTS** this application:

**NOTE:** Saltford Parish Council is aware of the description change notified on 1st October. If the proposals change, Saltford Parish Council will respond again if appropriate.

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

It was resolved that B&NES Council be advised that this Council **COMMENTS ON** this application:

**COMMENT:** Saltford Parish Council is concerned that extending this property with a two-storey side extension as proposed will close in on the neighbouring property (No. 42) at first floor level, thereby congesting the layout of properties at this location. This would set an unwelcome precedent and be out of keeping with the established pattern and setting of dwellings in Rodney Road and therefore may be contrary to Policy D2 (a) (site context, spacing) and policy D7 (a) (regard to the quality of the surrounding townscape), of the B&NES Placemaking Plan (2017).

Furthermore, at potentially considerable inconvenience to the neighbouring property, future access for maintenance or repair of the extension will be

required from the neighbouring property at No. 42 as the plans for this application appear to show that the new extension's side wall will be close to or on the boundary line with No. 42. In circumstances like this Saltford Parish Council considers that a gap of around 1 metre between the outside wall of the proposed extension and the adjacent boundary would be appropriate.

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

It was confirmed that SPC awaited contact from the B&NES Planning Policy team following their offer to meet with SPC between September and November to discuss the Local Plan. SPC acknowledged the delay was likely due to the revised timetable for the Local Plan, as reported above (under Item 10 and Item 13.c). It was resolved that SPC would contact the B&NES Planning Policy team to request a meeting to discuss SPC's bid to B&NES Council for additional designated landscape protection on areas of Saltford's Green Belt, and also to discuss the B&NES Local Plan.

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

It was shared that SPC had contacted Dan Norris MP (as resolved under [Item 11.f at the September meeting](#)) to request a meeting with regards to the Parish Council's response to the Government's National Planning Policy Framework consultation. Due to a response not having been received by the time of the meeting, it was agreed that SPC would again approach Dan Norris M.P. to repeat its request for a meeting with members of SPC's Planning Policy Working Group.

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

As part of its annual review of its Financial Regulations, the Council resolved to adopt the new model National Association of Local Council (NALC) Financial Regulations as published by NALC in 2024. The Financial Regulations resolved by SPC included adaptations to encompass previous resolutions made by the Council under 'Annual Review of Financial Regulations' in the past, as well as additional changes or updates specific to Saltford Parish Council as deemed appropriate. The updated Financial Regulations were agreed and adopted as final.

## **15. FINANCIAL MATTERS**

- a. **Monthly Financial Report** – The Clerk presented the monthly financial report for September 2024, as recorded below. The report was considered and accepted by members.
- b. **Schedule of Expenditure** – The expenditure listed in the schedule for October 2024 as recorded below was authorised and the schedule was signed by the Chair of the meeting.

- c. **Annual fee for the Wick House Close allotments** – The Council authorised 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)** – The Council authorised 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** – It was noted that spend on the Churchyard Special Maintenance Project budget would be discussed under Item 16 (below), with regards to spend related to safety maintenance of the Churchyard Walls and tree.

## **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)**

It was confirmed that maintenance and repair works had been completed in September on a section of churchyard wall near the oak tree, as identified as being required during the October 2023 churchyard inspection (spend resolved at the [February 2024 meeting \(Item 13\)](#)).

The Council received information about the maintenance works that had been carried out. Following this the Council acknowledged that the quote as requested by SPC had differed to the nature of the repair required. The Parish Clerk confirmed that this difference had been brought to SPC’s attention soon after the works had commenced (namely that a large tree root had been contained within the wall, likely during a historic repair, and that there had been a requirement for a larger section of wall to be rebuilt). It was identified that the repair completed in September had required additional skill and resource to achieve, and that the outcome had resulted in SPC’s safety maintenance responsibilities being met as well as the protection of the tree (and in consideration of its Tree Protection Order), and that the repair which included a lintel would likely prevent additional works being required in the near future.

The Council recognised that a more skilful and extensive repair had been completed following discussion with SPC and which differed to the quote accepted. As such the Council resolved to request an invoice from the Stonemason Will Feay for SPC to pay up to an additional £200 for the completed works (further to SPC’s payment of the original quote sum) to accommodate the nature of the work and additional resource that had been required to achieve the repair (Budget: Churchyard Special Maintenance Projects).

It was also resolved, in light of the nature of the works required, that the Parish Clerk could look to act in accordance 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 from the Oak tree on the grounds of Health and Safety (for which Planning Permission had been granted and Church permission received). It was agreed that spend would be in consultation with SPC Councillors at the time of a quote being received and that any action and spend would be reported at a future meeting according to the Scheme of Emergency Delegation.

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

The Council resolved to task research and recommendations regarding requirements for the next Churchyard Walls survey to Cllrs Jon Godfrey (who expressed interest at the September meeting), Gary Graveling and David Halton. It was agreed that the Councillors could also look to input into other matters relating to the overall safety maintenance of the walls at St Mary's Churchyard, and that the Council would consider any recommendations they may make at a future meeting.

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

It was noted that SPC looked to review its Safety at St Mary's Churchyard document every two years. The Council discussed and agreed changes to the Safety at St Mary's Churchyard document, and resolved to accept the updated document as final.

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

Due to SPC's responsibility for safety management of the closed churchyard at St Mary's Church, it was agreed that Cllrs Dudley Bartlett, Gary Graveling and/or David Halton, accompanied by the Parish Clerk, would look to carry out the biennial churchyard inspection. It was agreed that those looking to attend would indicate their availability to the Clerk, and that a report following the inspection would be shared at the November meeting.

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

The Council recognised that SPC's Risk Register must be reviewed and accepted annually. The Council considered proposed changes and additions to the Saltford Parish Council Governance and Management Risk Register, and resolved to adopt as final the updated Governance and Management Risk Register.

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

It was noted that SPC's Social Media and Digital Communications Policy was reviewed annually. The Council considered proposed changes and additions to SPC's Social Media and Digital Communications Policy, and resolved to accept the

updated policy as final.

**(In consideration of the length of time taken for the meeting, prior to Item 22 the Chair of the meeting requested a vote to continue, which was resolved).**

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

It was shared that the 1<sup>st</sup> Salford Scouts would again lead on Salford's Remembrance Sunday commemorations, which would take place on Sunday 10 November 2024. It was resolved that should SPC Chair Cllr Jon Godfrey be unavailable to attend that SPC Vice Chair David Halton would represent SPC at the commemorations. It was noted that SPC would also lead on publicity for Remembrance Sunday for the awareness of residents, as in previous years.

The Council acknowledged that the 80<sup>th</sup> Anniversary of VE Day, which marked the end of the war in Europe on 8 May 1945, would take place in May 2025. It was agreed that the Council could look to support any event held by the Salford Community Association, should SCA have plans to mark the occasion.

## **23. PUBLICITY**

The Council resolved the contents of SPC's SCAN page for the publication's Christmas (November / December) edition.

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

No updates or information about environmental initiatives were received.

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

The Clerk shared that as standard training Councillors had recently been sent the Local Government Association's Guidance on Councillors Code of Conduct as well as information about GDPR compliance. The Chair of the meeting encouraged Councillors to maintain awareness of the guidance shared and the SPC's Code of Conduct, along with GDPR requirements.

The meeting closed at 9.25pm.

Date confirmed ...../...../.....

Signed.....

### **Next SPC meeting:**

The next full council meeting will place at 7:15pm on Tuesday 5 November 2024 in the Avon Room at Salford Hall.

# SALTFORD PARISH COUNCIL

**Schedule of regular expenditure during October 2024**  
 – for authorisation by the Council at its meeting on 1 October 2024.

<b>Description</b>	<b>Amount</b>	<b>Method</b>	<b>Budget heading</b>
October staff costs total inc. salary, pension, HMRC tax and National Insurance	2850 estimate, 2950 maximum	Online BACS	Office staff
October SCA Hall hire	75 estimate 100 maximum	Online BACS	Hall hire
October inTouch Communications Ltd phone system	27 (plus VAT) estimate 35 (plus VAT) maximum	Direct Debit	General Administration
October Ambience Landscapes churchyard maintenance	180 (inc VAT) estimate 200 (inc VAT) maximum	Online BACS	Churchyard Maintenance
October monthly One Drive subscription	2 (inc VAT) 3 max	Direct Debit	General Administration
October stationary, IT supplies, printing & postage + as appropriate for business continuity	20 estimate 200 max	Online BACS / Clerks expenses	General Administration

The following sums have been transferred from the Business Instant Deposit Account into the Current Account to cover outstanding invoices and expenditure:

**Date: 25/09/24                      Amount: £5000**

I certify that the above payments made or to be made have been authorised at the meeting of the Parish Council on 1 October 2024.

SIGNED.....

DATE:.....

CHAIR / VICE-CHAIR



Business Instant Access account	£51,016
Cash	£0
<b>TOTAL CURRENT BALANCE</b>	<b>£55,123</b>

CIL-related cashflow	Balance at 31/03/24		CIL-income 24/25	CIL-expend 24/25	CIL balance
	£5,163		£0.00	£1,222	£3,941