



SALTFORD PARISH COUNCIL

Tuesday 3 December 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 5 November 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. REPORT FROM B&NES COUNCIL SALTFORD WARD COUNCILLOR(S)

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)

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 Saltford Parish Council.

(5 minutes)

7. 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)

8. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

To receive reports from Link Members about external organisations.

(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 Salford 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 or reported planning contraventions.
 - iii. To receive information from Planning Enforcement with regards to potential actions open to SPC and residents relating to possible planning breaches
- 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):

24/04052/FUL - Maple House Chestnut Walk Salford BS31 3BG. Erection of conservatory to rear elevation. Mr Cottrell

24/04296/FUL - 87 Grange Road Salford BS31 3AQ. Erection of single storey rear extension and adaptation of existing openings on side elevation. Ms Kate Watts

24/04368/FUL - 7 Chestnut Walk Salford BS31 3BG. Erection of two storey side extension and single storey rear extension following removal of existing garage and existing storey rear extension and conservatory. Mrs Uddin

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’ following a meeting held with B&NES Council in early November.

To consider any relevant information related to SPC’s request to gain additional protection for Saltford’s Green Belt and associated proposed actions.

To update on any future planned meetings to progress SPC’s bid for additional designated landscape protection at ‘Saltford South of the A4’.

f. Meeting with Dan Norris MP regarding SPC’s response to the Government consultation on the National Planning Policy Framework (NPPF)

To receive information following the Planning Policy Working Group’s meeting with Dan Norris M.P. for North East Somerset and Hanham, as requested by SPC, to discuss key points made by SPC in its response to the NPPF consultation (see also item 10.d, below).

g. Discussion about sub-regional approach to new housing in WECA area and to resolve whether to have as a future agenda item

Further to the meetings with B&NES Council’s Planning Policy officers and Dan Norris MP (item 10 e & f, above), to consider and discuss Dan Norris MP’s suggestion that there is a strong need for a sub-regional approach to identify where new housing in the West of England should be located.

To resolve whether to have as a future agenda item (following the publication of the updated NPPF, due later 2024 / early 2025) to discuss and agree to support a sub-regional approach to house building and any associated actions, including any views on the creation of a new town (or ‘garden city’), as alternative to housing provision on Green Belt in the WECA area.

To discuss how any actions with regards to a sub-regional approach to house building could support or align with SPC’s primary aim for landscape designation for Green Belt at ‘Saltford South of the A4’.

(Planning Matters - 25 minutes)

11. FINANCIAL MATTERS

- a. **Monthly Financial Report** – To receive the monthly financial report for November 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 December 2024 as listed on the schedule of expenditure (the schedule is also on the [Meetings – Agendas and Minutes](#) page of the website).

- c. **Salford4Nature grant application** – To consider authorising a grant of £114 to Salford4Nature, towards the cost of items required to enable a frame to support plants at a community fruit garden, to be located adjacent to the Salford Memorial Garden (Budget: Environment - Misc Grants).
- d. **Consultancy fee to stonemason** – To consider authorising up to £75 to Will Feay for a maximum of two hours consultancy work to provide guidance to the Council about Churchyard Maintenance and specifically a view on the condition of the Churchyard Walls, ahead of SPC formally commissioning a survey of the Churchyard walls in spring 2025. (Budget: Special Churchyard Maintenance Projects).
- e. **iTeam Solutions website maintenance, support and minor works** – To consider authorising a spend of £296+VAT (total £355.20) to iTeam Solutions for a block purchase of four pre-paid hours for support and maintenance of SPC's website (Budget heading: Publicity).
- f. **Replacement (refurbished) SPC laptop** – To authorise a spend of up to £500, likely £489.99 (£408.33 + £81.66 VAT), to Cllr Jon Godfrey for a new laptop purchased on behalf of SPC (purchase of a replacement laptop was agreed as part of 24/25 budget setting). (Budget heading: Office equipment).
- g. **Society of Local Council Clerks (SLCC) membership** – To consider authorising expenditure of up to £300 to renew the Clerk's membership of the Society of Local Council Clerks for 2024 (Budget heading: Training).

(Financial Matters - 10 minutes)

12. SPC INITIATIVE TO FUND 'BLEED KITS' FOR ORGANISATIONS AND/OR BUSINESSES THAT OWN DEFIBRILLATORS IN SALT FORD

Following the Council's resolution in [September 2024 \(Item 14\)](#) to purchase up to four Community Bleed Kits to gift to local organisations and businesses (£800+VAT, Budget heading: Council Led Schemes), to consider and resolve applications to have Community Bleed Kits from:

- Salford Golf Club
- Salford Sports Club

To discuss and resolve whether to place Bleed Kits on SPC's two ex-BT phone boxes, with the first attached to the defibrillator at the Bird in Hand Pub (High Street) with the owner's permission, and the second at the Norman Road Phone Box.

Otherwise to resolve to offer Community Bleed Kits to any other local businesses or groups with premises that could host a 24/7/365 Community Bleed Kit, and resolve (if owners of the locations are willing) to purchase and install Community Bleed Kits at these locations. Locations to be chosen will be based on achieving a good geographical spread of Bleed Kits in the village, and at locations adjacent to existing

defibrillators and/or areas that experience high footfall or traffic.

13. GOVERNMENT CONSULTATION 'ENABLING REMOTE ATTENDANCE AND PROXY VOTING AT LOCAL AUTHORITY MEETINGS'

To discuss and resolve a response, if any, to the Government's '[Enabling remote attendance and proxy voting at local authority meetings](#)' consultation.

The online consultation seeks views on the detail and practical implications of allowing remote and hybrid attendance and proxy voting at local authority meetings in England. Questions included in the consultation can be found [here](#) and on Cllrs SharePoint. The consultation closes on 19 December 2024.

(15 minutes)

14. ST MARY'S CHURCHYARD: UPDATE ON SAFETY MAINTENANCE AT ST MARY'S CHURCHYARD, INCLUDING WITH A VIEW TO THE WALLS SURVEY

Further to item 11.d (above, if resolved) to discuss next steps with regards to the pending Churchyard Walls survey.

This may include to resolve - following the onsite meeting with the stonemason (if spend is agreed under Item 11.d, above) – permission to utilise the information acquired to identify and approach relevant companies or individuals for quotes for a survey of the Churchyard walls, with appointment and spend to be resolved at a future meeting.

(10 minutes)

15. IMPACT OF EVENTS HELD IN SALTFORD ON RESIDENTS, INCLUDING TRAFFIC AND PARKING (H&S AND ACCESS) ISSUES, AND NOISE ISSUES

To resolve actions, if any, with regards to public events held at local businesses should the Council be aware of complaints made to B&NES Council, especially if such events create dangerous traffic or parking issues, or repeated noise issues for residents, or possible planning contraventions (due to village-wide impact).

Actions may include contacting the direct owners of local businesses to raise health and safety concerns, or for SPC to submit reports to the appropriate authorities.

(5 minutes)

16. MARKING 130 YEAR ANNIVERSARY OF THE ORIGINAL SALTFORD PARISH COUNCIL (2 JANUARY 2025)

To discuss and resolve how to mark the 130 year anniversary of the first (historic) Saltford Parish Council, possibly by arranging a photo of all current and former SPC Councillors and Clerks near the location of the first SPC meeting in 1895 'at the Saltford schools in the Village Street'.

(5 minutes)

17. 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)

18. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

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

(3 minutes)

19. DATA PROTECTION AND GDPR UPDATES

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

(5 minutes)

20. RESOLUTION TO EXCLUDE ALL MEMBERS OF THE PRESS AND PUBLIC

To pass a resolution that in accordance with Standing Order 3.d, in view of the confidential nature of the information to be shared, it is advisable to that the public and press be temporarily excluded and that they are instructed to withdraw.

(1 minute)

21. B&NES COMMUNITY AWARD 2024 NOMINATION

To resolve to nominate a member of the Saltford community for the [B&NES Council Community Awards 2024](#), likely under the Willson Volunteer of the Year category, to recognise the positive contribution made by the nominated individual both in Saltford and across Bath and North East Somerset. End date for nominations is 31 December 2024.

(5 minutes)

22. RESOLUTION TO ALLOW ALL MEMBERS OF THE PRESS AND PUBLIC TO REJOIN THE MEETING

To pass a resolution to that following Item 21 (above, if resolved) and 22, following the confidential nature of the information having been concluded, to welcome the public and press to rejoin the meeting and agree that they are invited to return.

(1 minute)

23. PUBLICITY

To discuss the contents of SPC's next SCAN page (Jan/Feb 2025 edition, deadline 10 Dec).

(3 minutes)

[CLOSE OF MEETING]