



SALTFORD PARISH COUNCIL

Tuesday 7 January 2025, 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 3 December 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 an item (or items) on the Parish Council agenda. Members of the public may address the Council on items that include 'TO RESOLVE' only. Speakers are limited to three minutes per person.

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

5. REPORT FROM B&NES COUNCIL'S SALTFORD WARD COUNCILLOR

To receive any written report from the B&NES Ward Councillor for Saltford.

If present, to invite the Ward Councillor 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)

6. CHAIR'S ANNOUNCEMENTS

To receive any announcements from the Chair of Saltford Parish Council.

(5 minutes)

7. EXTRA ORDINARY MEETING PRIOR TO FEBRUARY 2025 MEETING

Due to SPC following pre-election period guidance at the January meeting (ahead of the Saltford Ward Councillor by-election - polling date: 16 January), to receive any announcement by the Chair to convene an extra ordinary meeting to resolve a response(s) to potential consultation(s) that have an end date(s) prior to SPC's next scheduled meeting on 4 February; or for the same reason for two Councillors to request the Chair convene an extra ordinary meeting prior to the February meeting; and/or for two Councillors to convene an extra ordinary meeting prior to the February meeting; or for the Council to consider using SPC's Emergency Scheme of Delegation to resolve any SPC response(s) for consultations that have end date(s) prior to SPC's February meeting.

Any extra ordinary meeting or use of the Scheme of Emergency Delegation may include SPC's response to the Western Gateway Draft Strategic Investment Plan (SIP) consultation (end date: 2 February 2025) and any other consultations that have end dates prior to SPC's February meeting.

(5 minutes)

8. CLERK'S ANNOUNCEMENTS

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

(5 minutes)

9. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

To receive reports from Link Members about external organisations.

(5 minutes)

10. 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)

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:

- i. To receive updates on matters which have been referred to B&NES Council, the Planning Authority, regarding possible contraventions of planning controls in Saltford (if any).

- 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:

TO RESOLVE as a statutory consultee responses – if any - to 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):

24/04474/FUL - 16 Grange Road Saltford BS31 3AH. Proposed new detached double garage and ancillary works. Mr & Mrs David Jones

24/04526/FUL - 535 Bath Road Saltford BS31 3JG. Erection of two storey rear extension, single storey rear extension, hip to gable extension, and front dormer. Mr D Maggs

[PLEASE NOTE PLANNING CONSULTATION REF. NO. 24/04526/FUL MAY BE RESOLVED AHEAD OF THE MEETING USING THE EMERGENCY SCHEME OF DELEGATION SHOULD BANES COUNCIL NOT PERMIT SPC A TIME EXTENSION TO RESPOND]

24/04759/FUL - 19 Uplands Road Saltford BS31 3JQ. Demolition of existing detached garage. Erection of two storey front extension, two storey rear extension, single storey rear extension, single storey side extension, hip to gable roof extension and rear facing dormer. Internal reconfigurations to create modern family dwelling. Mr Ryan Gardner

e. New National Planning Policy Framework (NPPF) and assessment of Saltford's Green Belt with regards to the new definition of 'Grey Belt'

Grey belt is defined by the new NPPF as land in the Green Belt comprising previously developed land and/or any other land that, in either case, does not strongly contribute to any of three specific Green Belt purposes, namely (a), (b), or (d) - *i.e. (a) to check the unrestricted sprawl of large built-up areas, (b) to prevent neighbouring towns merging into one another, and (d) to preserve the setting and special character of historic towns.*

TO RESOLVE that Saltford Parish Council makes the assessment that none of Saltford's Green Belt meets the definition of 'Grey Belt', as supported by SPC's papers titled [Landscape and Heritage Sensitivity Assessment of Saltford South of](#)

[the A4](#) (July 2024) and [Landscape and Heritage Sensitivity Assessment of Saltford North of the A4](#) (August 2024). (Further information available on Cllrs SharePoint).

(Planning Matters - 20 minutes)

12. FINANCIAL MATTERS

- a. **Monthly Financial Report** – To receive the monthly financial report for December 2024 (report is also available on the [Meetings – Agendas and Minutes](#) page of the website).
- b. **Schedule of Expenditure** – TO RESOLVE to authorise all regular payments made or to be made during January 2025 as listed on the schedule of expenditure (the schedule is also on the [Meetings – Agendas and Minutes](#) page of the website).
- c. **2025/26 budget and precept** – TO RESOLVE the draft budget for 2025/26 (copy on Cllrs SharePoint) as final, and to agree that the precept to be levied by Saltford Parish Council for 2025/26 as £59,417, an increase of 5.5% on the previous year. If resolved, this will mean an average Band D property will pay £32.38 (an increase of £1.69 per year, or an increase of c.14p p.c.m in 2025/26). If resolved, to note that as the tax base for Saltford has changed for 2025/26 that any percentage increase may translate to a slightly different percentage per residence as stated on the Council Tax bill when received by residents.
- d. **New earmarked reserve ‘Churchyard Projects’** – TO RESOLVE in line with item 11.c (if resolved) to create an earmarked reserve for ‘Churchyard Projects’ in case of intermittent significant spend as part of SPC’s safety maintenance responsibilities at St Mary’s Churchyard.
- e. **Renamed earmarked reserve ‘Parish Poll and Elections’** – TO RESOLVE to rename the ‘Parish Poll’ earmarked reserve as ‘Parish Poll and Elections’, to accommodate any potential ‘Election’ spend required.
- f. **Level of reserves (excluding CIL Funds)** – Should Items 11.c, 11.d, and 11.e be resolved, to agree to minute SPC’s projected level of budgeted reserves at the end of the 2025/26 year as £58,046 against an agreed recommended level of £58,056 as considered and approved as part of the 2025/26 budget agreement.
- g. **Allotment Insurance (annual policy)** – TO RESOLVE a spend of up to £200, but likely £111, to Chris Knott Insurance for an annual policy for Allotment insurance (Budget heading: Insurance).
- h. To note for reference that resolution for spend is included under Item 13.

(Financial Matters - 10 minutes)

13. DONATION TO CPRE (CAMPAIGN TO PROTECT RURAL ENGLAND)

TO RESOLVE whether to authorise a spend of £100 (Budget heading: Environment) as a donation to the CPRE Avon and Bristol branch to fund their work in return for annual membership (on the basis that CPRE inform SPC that it will accept a donation in return for annual membership, as in previous years, or as part of any scheme for membership for Parish Councils).

(5 minutes)

14. ALLOTMENT RENT CHARGE AMOUNT 2025/26 AND 2026/27

To confirm the level of allotment rents for 2025/26 to take effect from 1 April 2025 as £25 per year for a full plot and £15 per year for a half plot (as resolved under [item 17 at the January 2024](#) meeting).

TO RESOLVE the level of allotment rents for 2026/27 to take effect from 1 April 2026, which may include an increase or decrease to the current amount charged.

(5 minutes)

15. REVIEW AND RE-ADOPTION OF SPC GRANT APPLICATION GUIDE AND POLICY

TO RESOLVE updates to SPC's Grant Application Guide and Policy (should the budget be adopted under item 11.c, above), including information about SCA SCAN grants and SPC's new 'Community Events – Misc. Grants' budget line.

TO RESOLVE to readopt the policy.

(5 minutes)

16. REVIEW AND READOPTION OF SPC STANDING ORDERS

TO RESOLVE to update Saltford Parish Council's Standing Orders (SOs) specifically relevant adaptations to non-legislative and non-statutory SOs under '3 Meetings generally', including to aid clarity. (Draft copy available on Cllrs SharePoint).

TO RESOLVE to readopt the Standing Orders.

(5 minutes)

17. B&NES COUNCIL CONSULTATION ON DRAFT CITY OF BATH AND GREAT SPA TOWNS OF EUROPE WORLD HERITAGE SITE MANAGEMENT PLAN (2024-2030)

TO RESOLVE SPC's response to B&NES Council's Consultation on Draft City of Bath and Great Spa Towns of Europe World Heritage Site Management Plan (2024-2030) by the end date of 17 January 2025. (Draft response is available on Cllrs SharePoint).

Information about the consultation can be found at [Consultation on Bath World Heritage Site Management Plan | Bath and North East Somerset Council](#), and responses to the consultation can be made at [Consultation on City of Bath and Great Spa Towns of Europe World Heritage Site Management Plan | Bath and North East Somerset Council](#)

(10 minutes)

18. B&NES COUNCIL BUDGET CONSULTATION

TO RESOLVE SPC's response, if any, to [B&NES Council's Budget Consultation 2025-2026](#), by the end date of 5pm on 20 January 2025. More information is on the B&NES Council Newsroom page at <https://newsroom.bathnes.gov.uk/news/have-your-say-bnes-council-spending-plans>

(5 minutes)

19. BRISTOL AIRPORT MASTER PLAN CONSULTATION

TO RESOLVE SPC's response to [Bristol Airport's Master Plan Consultation](#) by the end date of 31 January 2025, and in consideration of any comments received in advance of its response as a member of the Parish Council Airport Association.

Further information including proposals can be found on the [Bristol Airport launches consultation setting out a masterplan to 2040](#) webpage.

A draft response on the Bristol Airport Master Plan Consultation by the Parish Council Airport Association, of which SPC is a member, is available on Cllrs SharePoint.

(10 minutes)

20. SPC AND SCA 'BIG THANK YOU' EVENT (FOLLOWING THE ANNUAL PARISH MEETING) – FRIDAY 7 MARCH 2025

TO RESOLVE any actions and invitations relating to the SPC and SCA 'Big Thank You' community event on Friday 7 March 2025. The event will take place immediately after the Annual Parish Meeting.

(5 minutes)

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

To receive feedback following the on-site meeting with the stonemason. To discuss next steps with regards to the pending Churchyard Walls survey.

TO RESOLVE to request quotes for a survey of the Churchyard walls.

(10 minutes)

22. CHURCHYARD GROUNDS MAINTENANCE SPECIFICATION 2025/26

TO RESOLVE the specification for regular grounds maintenance at St Mary's churchyard for the year commencing 1 March 2025 (Draft specification on Cllrs SharePoint).

To agree to seek quotations (to be considered and resolved at the February meeting).

(5 minutes)

23. ASSET CHECKING PROCEDURE AND ASSET CHECKING

To review the asset checking procedure and to assign asset checking tasks. The asset checking procedure is a twice-yearly check, to be done by specified councillors and the Clerk, of the community assets for which the Parish Council has responsibility. (Further information on Cllrs SharePoint).

(5 minutes)

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

To receive a report 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)

25. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

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

(3 minutes)

26. DATA PROTECTION AND GDPR UPDATES

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

(5 minutes)

[CLOSE OF MEETING]