



SALTFORD PARISH COUNCIL

Tuesday 1 April 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 4 March 2025 (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. CHAIR'S ANNOUNCEMENTS

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

(3 minutes)

5. 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)

6. PRESENTATION BY SALTFORD FAIRTRADE GROUP

To receive a presentation from the Saltford Fairtrade Group.

For Councillors to have the opportunity to ask questions following the presentation.

(10 minutes)

7. 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.

(3 minutes)

8. INFORMATION FROM B&NES COUNCIL SALTFORD WARD COUNCILLORS

For the Council to receive information from B&NES Council's Saltford Ward Councillors.

If present, for Ward Councillors to have the opportunity to comment to the Council on any 'TO RESOLVE' items on the agenda.

If present, Parish Councillors may ask B&NES Ward Councillors questions relating to the information shared or ask for comment on or information about item(s) on SPC's agenda.

(Should members of the public wish to ask questions of Ward Councillors this must be done outside of the meeting. To request information from B&NES Council Saltford Ward Councillor/s, including information shared at the meeting, please contact B&NES Council Saltford Ward Councillor/s directly - information available on the [B&NES Council website](#)).

(Up to 10 minutes i.e. 5 minutes per Ward Cllr, at Chair's discretion)

9. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

To receive reports from Link Members about external organisations.

(3 minutes)

10. FUTURE AGENDA ITEMS

Further to items proposed outside of the meeting by Councillors, to receive any suggestions for item(s), including associated actions and information, as proposed for future agendas by Councillors.

(3 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:** Saltford Parish Council may, as can any resident, raise to the attention of the Planning Authority (B&NES Council) an enquiry with regards to a possible planning contravention. SPC may raise enquiries about what may be a potential breach if the Council views it as a 'village-wide' concern (the Parish Council does not raise any/all possible minor infringements).
 - i. To receive any updates on matters which have been referred to B&NES Council, the Planning Authority, regarding possible contraventions of planning controls.
 - ii. To receive any reports of other new possible planning contraventions. TO RESOLVE to raise an enquiry with the Planning Authority (B&NES Council) any new possible planning contraventions raised at the

meeting.

c. **Planning items of important or urgent information:** Further to above, to receive any reports of important or urgent information related to planning matters, to include information as received from B&NES Council (the Planning Authority).

d. **Consultation(s) on planning applications in Saltford:**

i. TO RESOLVE as a statutory consultee responses to the following planning applications in respect of which B&NES Council has invited comments (wording below taken from B&NES Council's information, further details [available online](#) on the B&NES Council planning portal):

25/00792/TCA - The Old Chapel The Shallows Saltford BS31 3EX. T1 Apple - Remove to near ground level. H1 Laurel - Remove to ground level to leave clearance of 4m to the side of extension. Mr Smith

25/00882/VAR - 47 Manor Road Saltford BS31 3AB. Variation of condition 3 (Plans List (Compliance)) of application 24/00306/FUL (Loft conversion with 2 storey balcony extension to rear elevation and erection of attached annex and garage). Avidlow Ltd

25/00887/FUL - 3 Justice Avenue Saltford BS31 3DR. Erection of two storey side extension. Ben Palmer

25/01049/VAR - 65 Norman Road Saltford Bath And North East Somerset BS31 3BH. Variation of condition 2 (Plans List (Compliance)) of application 23/03894/FUL (Erection of first floor extension to main bungalow to include dormer windows, two storey extension to front and rear, erection of double garage to front garden and replacement store within rear garden). Mr & Mrs A Sheppard

ii. **Planning applications (consultations) received following the issuing of the agenda:** TO RESOLVE any other planning consultations received from the Planning Authority on or since the date the notice of the meeting was displayed, or TO RESOLVE that the Clerk in consultation with Councillors will determine any other planning consultation responses received on or since the date the notice of the meeting was displayed using delegated powers, in both instances only if the end date to respond to a planning consultation falls prior to the date of the next SPC meeting and when a time extension to respond has not been permitted by the Planning Authority. B&NES Council is the Planning Authority. Details of applications can be found on the [B&NES Council Planning Portal](#).

(Planning Matters - 15 minutes)

12. FINANCIAL MATTERS

a. **Monthly Financial Report** – To receive the monthly financial report for March 2025 (report is also available on the [Meetings – Agendas and Minutes](#) page of the website).

- b. **End of Year summary** – To receive a summary of SPC’s year-end financial position.
- c. **Schedule of Expenditure** – TO RESOLVE to authorise all regular payments made or to be made during April 2025 as listed on the schedule of expenditure (the schedule is also on the [Meetings – Agendas and Minutes](#) page of the website).
- d. **Internal Audit** – TO RESOLVE to appoint Auditing Solutions as Saltford Parish Council’s named auditor for its internal audit for 2024/25, and to resolve a spend to Auditing Solutions of up to £400 (inc. VAT) for provision of services (Budget: Auditing).
- e. **Grant application from 1st Saltford Scouts (Remembrance Sunday)** – To consider an application and TO RESOLVE whether to award grant funding of up to £500 (likely £465.93) to Saltford Scouts, for road safety items recommended to meet safety requirements to hold the village’s Remembrance Sunday parades (to include eight reflective road barriers, three advance warning signs and a metal road closed sign). (Budget line: Misc Grants – Community Events)

(Financial Matters - 10 minutes)

13. REVIEW OF FINANCIAL REGULATIONS

TO RESOLVE to adopt changes to SPC’s Financial Regulations as based on the model NALC Financial Regulations (published March 2025), to include adaptations specific to the Procurement Act 2024 which came into force in March 2025.

Financial regulations must be reviewed and accepted annually. To note that SPC’s Financial Regulations will be reviewed again in October.

If resolved, to note that SPC will update Standing Order 18.c (as relevant to the Financial Regulations updates) once model wording has been published by NALC.

14. ASSET CHECKING OUTCOMES (INCLUDING ‘FAIRTRADE VILLAGE’ SIGN ACTIONS)

To note the action taken, for Health and Safety reasons, to remove SPC’s ‘Fairtrade’ sign from the Highway (as recorded at SPC’s March meeting, Item 17), and to record that this action took place in March 2025.

To discuss and TO RESOLVE a decision in principle - following the Saltford Fairtrade Group’s request to SPC - for SPC to fund and arrange a replacement ‘Fairtrade Village’ sign, and for any sign to be a SPC’s responsibility as an asset of the Parish Council. If resolved, to have as an item at a future meeting to discuss resource, costs, permissions and actions required to achieve a replacement sign.

TO RESOLVE, for Health and Safety reasons and to prevent further damage, whether to raise to B&NES Council’s awareness that vehicle damage has occurred to their ‘Saltford’ sign and to suggest to B&NES Council for H&S reasons that they

replace their 'Salford' sign and/or increase the height and/or change the location of the current 'Salford' sign at the Bath end of the village, to prevent future vehicular traffic contact with the sign.

(5 minutes)

15. RETIREMENT AND DISPOSAL OF ASSETS (OLD LAPTOP AND DAMAGED FAIRTRADE SIGN)

Further to item 14 (above), TO RESOLVE to retire and dispose of the damaged Fairtrade Village sign as no longer serviceable following its permanent damage and removal. Due to the value of the remaining Fairtrade Village sign (Keynsham end of the village) to note that it has been removed from the Asset register (but will still be included in asset checking tasks).

TO RESOLVE whether to retain as a spare and keep on the asset register, or to retire and remove the old SPC laptop from the asset register if no longer serviceable for the purposes of the Parish Council.

If resolved to remove the old laptop from the asset register, TO RESOLVE whether SPC will sell, donate or dispose of the old SPC laptop (following deletion of all data). If sold, it is noted that any income to SPC will be recorded.

(5 minutes)

16. REGISTER OF ASSETS

To review the Council's Register of Assets which lists the Parish Council's list of items valued over £100.

To note that following the meeting and if relevant, Councillors acknowledge that they must inform the Clerk/RFO of any declarations that may be relevant to any insurance quote sought.

To note that following Item 15 (above) that the remaining Fairtrade Village sign (Keynsham end of the village) continues to belong to SPC but is no longer listed on the Asset Register due to its value being lower than £100.

TO RESOLVE to add SPC's new laptop to SPC's Register of Assets.

TO RESOLVE the asset register as final and to agree to seek insurance quotes for agreement at the May meeting based on the updated Register of Assets. (A proposed revised Register of Assets is on the Councillors SharePoint Page).

(5 minutes)

17. BIENNIAL INSPECTION OF ST MARY'S CHURCHYARD

To receive and accept the report from members of the Churchyard Working Group following the biennial inspection of St Mary's Churchyard on 7 March 2025 (a copy of the March 2025 inspection record is available on Cllrs SharePoint).

TO RESOLVE to act on any recommendations from members of the working group, including to seek quotes for maintenance work. Any quotes received and potential spend will be considered at a future meeting.

To receive any other updates relevant to the inspection (further to Item 18 below).

(5 minutes)

18. UPDATE ON PENDING WORKS AND FOLLOWING SURVEY ON WALLS AT ST MARY'S CHURCHYARD

To receive and consider the wall survey at St Mary's Churchyard as commissioned by Saltford Parish Council (copy of the walls survey on Cllrs SharePoint).

To discuss recommendations from the Working Group following receipt of the survey, and TO RESOLVE any actions. To discuss and agree how to achieve resolved actions based on available resource. Any spend will be an item to resolve on a future agenda.

To receive any further updates with regards to works on the churchyard walls (if any).

(10 minutes)

19. B&NES COUNCIL LICENSING SUB-COMMITTEE HEARING OUTCOME - 25/00176/LAPRE SNAKE MEADOWS, BATH ROAD, SALTFORD

To receive information following the B&NES Council Licencing Sub-Committee hearing held in March, as noted under 10.C at the March meeting and following SPC's 'objection' comment as resolved under [Item 17 at the February 2025 meeting](#) (SPC response based on information on the Licensing portal available at the time of the February meeting).

(5 minutes)

20. PARISH WALK 2025 – ROUTE TO INCLUDE NEW WESSEX WATER BRIDGE

TO RESOLVE to hold a 'Parish Walk 2025' – (although not a Saltford Festival year) – to enable residents to visit the newly opened Wessex Water bridge.

Volunteer walk leaders have offered to lead a circular walk, likely on the evening of either Thursday 4 June or Tuesday 10 June 2025 (TBC).

If agreed, TO RESOLVE to accept the risk assessment for the proposed route (copy available in Cllrs SharePoint).

If resolved SPC will publicise the Parish Walk once the date is confirmed nearer the time of the event.

(5 minutes)

21. CLOSURE OF SPC'S 'X' ACCOUNT (FORMERLY TWITTER)

To discuss the value of SPC's existing social media accounts.

TO RESOLVE to permanently close and/or delete SPC's X account (formerly Twitter).

(5 minutes)

22. 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)

23. PUBLICITY

To discuss and TO RESOLVE publicity from the Parish Council, including SPC's next SCAN page (submission date: 4 April).

(5 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.

(3 minutes)

[CLOSE OF MEETING]