

# SALTFORD PARISH COUNCIL

**Minutes of the meeting of the Council held at Saltford Hall on Tuesday 4 February 2020 at 7.15pm**

## **PRESENT**

**Councillors:** Chris Warren (Chair), Marie Carder, Gary Graveling, Phil Harding, Duncan Hounsell and Sally Turner.

**Officer:** Lottie Smith-Collins

## **1. MINUTES**

The minutes of the Council meeting held on 7 January 2020 were confirmed as a correct record and signed by the Chair.

## **2. APOLOGIES FOR ABSENCE**

Apologies for inability to attend this meeting were received from Cllrs Adrian Betts, Will Feay, Jon Godfrey (on a six month leave of absence) and Robert Taylor.

## **3. DECLARATIONS OF INTEREST**

No interests were declared.

## **4. PUBLIC TIME**

There were 31 members of the public present.

A member of the public spoke regarding item 14 'dog fouling', stating that it was a problematic issue regularly occurring on the pitches managed by Saltford Sports Club and that preventative measures were being taken.

Lis Evans, P. Denmead and R. Stabbins spoke regarding item 12 'Mead Lane Riverbank' to state their appreciation of the recent B&NES Council Cabinet decision. SPC was thanked for its support, with specific mentions to Cllrs Duncan Hounsell and Phil Harding. Suggestions for future actions were given.

Seven residents spoke to object to item 10.d '20/00214/FUL - Selwood Manor 396 Bath Road Saltford BS31 3DQ'.

S. Davis spoke in support of item 10.d '20/00214/FUL - Selwood Manor 396 Bath Road Saltford BS31 3DQ'.

S. Davis spoke in support of item 10.d '19/05519/FUL - Avon Farm Avon Lane Saltford BS31 3ET'.

A representative of Saltford Community Association spoke in support of item 13 'Support for Saltford Community Association (SCA) funding bid'.

## **5. CHAIR'S ANNOUNCEMENTS**

The Chair provided an update on the restoration of the High Street / The Shallows ex-BT phone box, which is expected to be finished and in-situ again by May.

## **6. CLERK'S ANNOUNCEMENTS**

The Clerk announced that:

- The four memorials classified as in a 'poor' or 'very poor' condition at St Mary's Churchyard had been repaired and/or conserved.
- The Saltford Emergency Planning and Community Resilience meeting will be taking place in the Avon Room on Thursday 6th February, as organised by SPC and lead by Daniel Noad (Emergency Management and Comms Team Leader at B&NES Council).
- The SPC Community Awards deadline is Friday 7<sup>th</sup> February.
- The public inquiry on footpaths BA27/79 and BA27/80 (Glenavon Farm) will open on Thursday 13<sup>th</sup> February at The Space in Keynsham. Cllr Hounsell will attend on behalf of SPC.

## **7. AVON AND SOMERSET POLICE – SALTFORD BEAT**

PC Kerry Grace, one of the Beat Managers for Keynsham Area Policing Team (including Saltford beat) introduced himself to Saltford Parish Council.

## **8. TRUESPEED INTERNET CONNECTIVITY PRESENTATION**

Saltford Parish Council received a presentation from Neil Rogers, Regional Manager for Truespeed, about proposed broadband infrastructure development in Saltford. This included information about the implementation of 'Phase 1' planned to take place between February and May, and the intended location of the Truespeed cabinet on Stratton Road.

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

A written report from B&NES Ward Councillors was circulated by Cllrs Duncan Hounsell and Alastair Singleton to those present.

Cllr Duncan Hounsell gave a verbal report about the riverbank at Mead Lane, including an update on plans for the structural survey, and B&NES Council enforcement actions regarding the temporary ban on moorings. Cllr Hounsell pledged to keep Mead Lane residents informed of updates as a priority and to continue to maintain good communications with Saltford Parish Council on this matter.

Cllr Hounsell shared that he and Cllr Singleton will be meeting Will Godfrey, B&NES Council Chief Executive Officer, to give him a briefing on major issues in the ward and a guided tour of key sites.

## **10. PLANNING MATTERS**

### **a. Decisions and Appeals**

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

19/05351/FUL - 13 Beech Road BS31 3BE. Erection of single storey rear extension and internal alterations. Mr Mike Pollinger

19/04493/FUL - 29 Claverton Road Saltford BS31 3DW. Erection of rear and side extensions with dormer to roof and alterations the front elevation and new driveway. Mr Mustafa Uddin

**The Clerk reported that the following application has been certified as LAWFUL by B&NES Council:**

19/05298/CLEU - 57A High Street Saltford BS31 3EJ. Use of building as 2no self contained flats (Certificate of Lawfulness for an Existing Use)

**The Clerk reported that the following application has NO OBJECTION by B&NES Council:**

19/05376/TCA - Saltford Manor Queen Square Saltford BS31 3EL. Leylandi (T1) - section fell. Mr Richard Canter

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

19/02188/FUL Overwater 6 Homefield Road Saltford BS31 3EG - Erection of 2 no. bedroom bungalow in the rear garden. Mr Philip Besley. Appeal ref: 20/00005/RF Appeal expiry date 24<sup>th</sup> February. All comments must be sent to the Planning Inspectorate by this date.

### **b. Planning contraventions**

The Clerk reported that the owners of the prototype wind array on Kelston Roundhill had been in contact to inform SPC that they will soon be putting in a full planning application based on a slightly modified installation.

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

The Clerk reported that planning application '19/04914/FUL - Rosemere, Homefield Road, Saltford' will be determined by the B&NES Council Planning Committee at their meeting on 12<sup>th</sup> February.

The Clerk reported that further to the decision taken by Councillors at the January meeting regarding public footpaths BA27/79 and BA27/80 at Glenavon Farm (item 10), SPC has been informed by the Planning Inspectorate that no further matters will be accepted before the enquiry which opens on 13<sup>th</sup> February 2020. B&NES Officer

Graeme Stark has confirmed that most of the proposed alternative route lies within the boundary of Keynsham with only a short section in Salford, and as such any agreement needs to be made with both Keynsham Town Council and Salford Parish Council.

**d. Planning Applications** - The Council considered the following planning applications in respect of which Bath & North East Somerset (B&NES) Council had invited comments:

**20/00214/FUL - Selwood Manor 396 Bath Road Salford BS31 3DQ. Change of use from dwellinghouse (Use Class C3) to mixed use dwellinghouse (Use Class C3) and commercial leisure accommodation (commercial holiday let) Mrs Claire Selwood.**

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

The applicant has informed Salford Parish Council that the applicant is prepared to accept a planning condition to limit guest occupation to Friday and Saturday nights only, implement an agreed plan of management and measures to reduce noise impacts on neighbours and for this to be reviewed annually. Whilst Salford Parish Council welcomes the measures already taken or proposed by the applicant to manage noise etc. and to control and reduce the potential negative impact on neighbours, we are responding to the planning application as presented without those measures and conditions formally discussed and/or agreed by B&NES Council with the applicant. As a point of principle, where the disruptive impact on residential neighbours can or has the potential to be considerable, Salford Parish Council does not support the creation of AirBnB commercial leisure accommodation properties or change of use of family homes to AirBnB holiday lets within a residential road or area. Such properties are contrary to policies D6 (b) (harm to the amenities of existing or proposed occupiers of, or visitors to, residential or other sensitive premises by reason of loss of light, increased noise, or other disturbance) and H5 (retention of existing housing stock - protection from change of use) of the 2017 B&NES Placemaking Plan. Salford Parish Council recommends that the case officer considers referring this application to the Planning Committee for determination as this may set a precedent for how B&NES Council responds to future similar applications for change of use outside the city of Bath.

**19/05519/FUL - Avon Farm Avon Lane Salford BS31 3ET. Change of use of a former office building to a dwelling (Retrospective). Mr Clive Franklin**

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

As a matter of principle Salford Parish Council does not support development of this nature in Salford's Green Belt outside the housing boundary. Permitting this change of use would be contrary to the provisions in Chapter 13 of NPPF (2018) for

protecting the Green Belt from inappropriate development. B&NES Council has issued 6 CLEU certificates for agricultural buildings to dwellings at Avon Farm in 2018 and 2019; the Town and Country Planning (General Permitted Development) (England) (Amendment) Order 2018 limit of 5 conversions has therefore already been exceeded. Avon Farm is served by a narrow single track country lane regularly used by cyclists entering and leaving the popular Bristol-Bath Sustrans cycle path and by walkers including young families. The cumulative effect of this and other recent developments at Avon Farm raises health and safety concerns for walkers and cyclists from visitor traffic unfamiliar with the area accessing the Avon Farm estate (ref. 2017 B&NES Placemaking Plan policy ST7 – highway safety and unsuitable road system). If the case officer is minded to permit this planning application Saltford Parish Council requests that this application be referred to the Planning Committee for determination.

**20/00052/FUL - 18 Anson Close Saltford BS31 3DY. Replacement of conservatory with 2no. single storey sun rooms. Mr R White**

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

Whilst Saltford Parish Council is supportive in principle of the two proposed sun rooms there is a concern that future maintenance or repair access will be required from the neighbouring property at No. 19 due to the close proximity of one of the proposed sun rooms to the boundary fence. SPC considers that a gap of around 1 metre between the outside wall of the proposed sun room that is adjacent to No. 19 and the boundary would be appropriate.

**20/00060/FUL - 1 The Batch Saltford BS31 3EN. Erection of single storey rear extension following demolition of existing lean to. Mr James Hathaway**

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

**20/00061/LBA - 1 The Batch Saltford BS31 3EN. Internal and external alterations for the erection of single storey rear extension following demolition of existing lean to. Mr James Hathaway.**

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

**19/05487/FUL - 487 Bath Road Saltford BS31 3BA. Erection of single storey rear extension and infill extension to front/side. Mr Billy Arnold**

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

## **11. FINANCIAL MATTERS**

**a. Monthly Financial Report** – The report for January 2020, as recorded below, was discussed and accepted by members.

**b. Schedule of Expenditure** – The expenditure listed in the schedule for February 2020, as recorded below, was authorised and the schedule was signed by the Chair.

**c. Salford Emergency Planning and Community Resilience meeting** – The Council authorised a spend of up to £30 for the costs of room hire and refreshments to host a meeting with representatives of community groups about emergency planning and community resilience on Thursday 6<sup>th</sup> February 2020 (Budget heading: Hall / Room Hire)

## **12. MEAD LANE RIVERBANK**

Councillors considered the decisions of B&NES Council cabinet regarding the riverbank at Mead Lane and resolved to submit a resolution to Cllr Paul Crossley, B&NES Council Cabinet Member for Community Services. [A copy of the resolution](#) can be found on the SPC website.

## **13. SUPPORT FOR SALT FORD COMMUNITY ASSOCIATION (SCA) FUNDING BID**

The Council resolved to support SCA's bid to the B&NES Ward Councillor Empowerment Fund for financial help towards the cost of installing LED panels to further reduce energy consumption at Salford Hall.

## **14. DOG FOULING**

Councillors agreed to invite the B&NES Council Dog Warden to attend either an SPC meeting to discuss methods to reduce dog fouling in Salford, or alternatively to a daytime meeting with Cllr Sally Turner and other key community representatives concerned by the issue.

Cllr Turner will also liaise with the SCA regarding the placement of a free advert in S.C.A.N to raise awareness about the issue and to discourage dog fouling in Salford.

## **15. LITTER ISSUES ON B&NES COUNCIL RECYCLING DAYS**

It was resolved that Cllr Duncan Hounsell will contact Cllr Dave Wood, B&NES Council Cabinet Member for Climate Emergency and Neighbourhood Services, to discuss actions to reduce litter emitted from resident recycling containers and litter originating from the recycling collection process.

## **16. BINS BY THE TWO BUS STOPS ON A4 BATH RD (NEAR THE SHALLOWS / THE GLEN)**

It was agreed that SPC will request that B&NES Council install new litter bins at the two A4 Bath Road 'The Shallows' bus stops. Councillors agreed that this location should be viewed as an exceptional case, further to the B&NES Council policy on new bin installation, due to the lack of proximity of any other litter bins.

## **17. THE RE-OPENING OF SALTFORD RAILWAY STATION**

Councillors agreed that SPC would contact Cllr Neil Butters, B&NES Council Cabinet Member for Transport Services, with a list of agreed further actions to achieve the re-opening of Saltford Railway Station at its current site.

## **18. BICYCLE STATION IN SALTFORD**

Cllr Gary Graveling provided an update on approaches made to three funding bodies for financial support towards the cost of a public bicycle repair station. This item will be a future agenda item once responses have been received.

## **19. TRAFFIC REGULATION ORDER (TRO) – TYNING ROAD**

It was agreed to move this item to the March agenda.

## **20. STRENGTHENING POLICE POWERS TO TACKLE UNAUTHORISED ENCAMPMENTS CONSULTATION**

Councillors resolved to submit a statement to the National Association of Local Councils (NALC) in response to NALC's request to Parish Councils for views on police powers to tackle unauthorised encampments. SPC's statement agrees with Home Office proposals to criminalise trespassing associated with unauthorised encampments.

## **21. CHURCHYARD GROUNDS MAINTENANCE MARCH 2020 TO FEBRUARY 2021**

Councillors agreed to accept the quote of £1,359.60 p.a. from Ambience Grounds Maintenance to undertake the churchyard grounds maintenance contract from 1 March 2020, according to the specification agreed in January 2020.

## **22. DEFIBRILLATORS IN EX-BT PHONE KIOSKS**

It was agreed to move this item to the March agenda.

## **23. NON-DISCLOSURE AGREEMENT FOR IT SUPPORT**

It was resolved that Cllr Chris Warren would sign the non-disclosure agreement between Saltford Parish Council and Paul Fisher regarding IT support for Saltford Parish Council.

**24. NEW LOGO**

It was agreed to move this item to the March agenda.

**25. LINK MEMBER - KEYNSHAM DIAL-A-RIDE**

It was agreed that it was not necessary to add Keynsham District-A-Ride to its Link Members list, but that SPC would make contact with the organisation to discuss other ways to support and maintain communications.

**26. ANNUAL PARISH MEETING AND COMMUNITY AWARDS**

The Council discussed arrangements for the 2020 Annual Parish Meeting, to be held on 7 April 2020 at 6.30 pm, which will include the presentation of the SPC 2020 Community Awards.

**27. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES**

The Clerk reported that Cllr Jon Godfrey had sent an update in advance of the meeting to state that he continues to liaise with B&NES Council in relation to Micro Hydro-Electric opportunities.

**28. DATA PROTECTION AND GDPR UPDATES**

No updates were reported.

**29. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES**

Cllr Phil Harding reported that the postponed meeting of the River Avon Users Consultative Committee would now take place on 11<sup>th</sup> February.

Cllr Harding also raised awareness of the Saltford Fairtrade Coffee Morning on 28<sup>th</sup> February at Saltford Hall 10:30am-12:30pm.

**30. ITEMS OF URGENT INFORMATION FROM COUNCILLORS**

No items of urgent information were reported.

The meeting closed at 9.55pm

Chair’s signature.....

Date confirmed and signed...../...../.....

Next Parish Council meeting: 3 March 2020

# SALTFORD PARISH COUNCIL

## Schedule of regular expenditure during February 2020

– for authorisation by the Council at its meeting on 4 February 2020

Description	Amount	Method	Budget heading
February Clerk's salary	1090 estimate, 1125 maximum	Online BACS	Office staff
February SCA Hall hire	60 estimate, 75 maximum	Online BACS	Hall hire
February Avon Pension Fund contributions	420 estimate, 440 maximum	Online BACS	Office staff
February HMRC tax & National Insurance	165 estimate 180 maximum	Online BACS	Office staff
February Intouch Communications Ltd Phone system	20 estimate 30 maximum	Direct Debit	General administration
February Salford Community Hub phone/internet tenant contribution	35 estimate 40 maximum	Online BACS	Office Accommodation
February Ambience Landscapes churchyard maintenance	110 estimate 120 maximum	Online BACS	Churchyard Maintenance

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

**Date: 28/01/2020                      £5000**

I certify that the above payments made or to be made have been authorised at the meeting of the Parish Council on 4 February 2020.

SIGNED.....

DATE:.....

CHAIR / VICE-CHAIR

# Saltford Parish Council

Monthly Financial Report for January 2020 - Month 10  
Quarter period 4

	Budget to date	Actual to date	Budget Year end position
<b>RECEIPTS:</b>			
Precept & any grant	£33,840	£33,840	£33,840
Interest on Investments	£21	£25	£25
Other Income: Allotments	£0	£43	£170
VAT Reimbursements	£800	£714	£800
Other	£0	£0	£0
<b>Subtotal without CIL</b>	<b>£34,660.78</b>	<b>£34,621.73</b>	<b>£34,834.95</b>
CIL Payments	£0.00	£9,183	£0
<b>Total Income</b>	<b>£34,661</b>	<b>£43,805</b>	<b>£34,835</b>

<b>PAYMENTS:</b>			
General Administration	£1,250	£1,304	£1,500
Office accommodation	£2,000	£1,500	£2,000
Office Staff	£16,667	£16,588	£20,000
Office Equipment	£333	£24	£400
Training	£1,667	£976	£2,000
Auditing	£450	£445	£450
Insurance	£400	£395	£400
Publicity	£1,250	£362	£1,500
Subscriptions	£26	£10	£31
Chairmans Honorarium	£300	£225	£300
Councillors' expenses	£42	£78	£50
Hall / Room Hire	£500	£399	£600
Maintenance: Church Yard Grounds	£1,083	£909	£1,300
Allotments	£417	£0	£500
Churchyard Special Maintenance Projects	£833	£300	£1,000
Allotment site rent	£100	£100	£100
Miscellaneous Grants	£833	£0	£1,000
Council led schemes (s.137)	£471	£565	£565
Council led schemes (GPC)	£363	£16	£435
VAT	£583	£502	£700
<b>Subtotal without CIL</b>	<b>£29,567.50</b>	<b>£24,698.51</b>	<b>£34,831.00</b>
CIL-related expenditure (s.137)	£700.00	£694	£700.00
CIL-related expenditure (GPC)	£4,568	£2,706	£4,658
<b>Total Payments</b>	<b>£34,136</b>	<b>£27,405</b>	<b>£39,489</b>

## BALANCE AT END OF MONTH:

Current account	£4,651
Business Instant Access account	£58,601
Cash	£49
<b>TOTAL CURRENT BALANCE</b>	<b>£63,301</b>

CIL-related cashflow	Balance at 31/03/19		CIL-income 19/20	CIL-expend 19/20	CIL balance
	£10,716		£9,183.24	£3,400	£16,499

Total s.137 payments 2019-20	£1,258.36
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