

SALTFORD PARISH COUNCIL

Minutes of the meeting of the Council held via Zoom on Tuesday 7 July at 7.15pm

PRESENT

Councillors: Chris Warren (Chair), Marie Carder, Will Feay, Jon Godfrey, Gary Graveling, Phil Harding, Duncan Hounsell and Robert Taylor.

Officer: Lottie Smith-Collins

1. MINUTES

The minutes of the remote (Zoom) Council meeting held on 2 June 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 Cllr Adrian Betts

(Cllr Adam Rees-Leonard is on a leave of absence until November 2020).

3. DECLARATIONS OF INTEREST

Cllr Jon Godfrey declared an interest in item 9 'COVID19 response and future actions' to state that his business was a member of the Salford Business Network.

Cllr Jon Godfrey also declared an interest in item 18. e '20/02242/FUL – Selwood Farm, Norman Road' as he is a neighbour of the applicant.

Cllr Duncan Hounsell declared an interest in item 9 'COVID19 response and future actions' as his wife is secretary for the Salford Business Network.

Cllr Phil Harding declared an interest in item 9 'COVID19 response and future actions' to state that he was Chairman of the Salford Environment Group which is an affiliated member of SCA.

4. PUBLIC TIME

There were 3 members of the public present.

One member of the public spoke as a representative of the SCA on item 9 to state that a full report to the steering group on the Salford Hub's response to COVID19 had been circulated to Cllrs. He stated that the SCA were keen to support local organisations and businesses following the impact of COVID19. The same member of the public also spoke on item 14 'Annual Parish Meeting 2021' to offer SCA's help, and item 19.n. 'Community Hardship Fund' to thank SPC and to state that he will inform SPC should the SCA require the funds offered.

A second member of the public spoke regarding item 10 'Salford 'influx' response' to

state that the BBC News at 1 report was filmed showing people on private land and also swimming in the river, without highlighting the dangers of the latter. The same member of the public also spoke regarding item 11 'Parking issues including conservation area traffic restrictions' to suggest alternative parking solutions for the High Street.

5. CHAIR'S ANNOUNCEMENTS

Cllr Chris Warren thanked the Saltford community for their response to the COVID19 pandemic and referred to a full public statement of thanks he made in June 2020. Cllr Warren recognised that the impact of COVID19 was ongoing and stated that key members of the community had met on 23rd June to discuss current and future support for Saltford residents and the local community.

Cllr Warren also thanked residents for their actions during the periods of 'influx' / high visitor numbers to Saltford during the easing of lockdown restrictions. The work of the Saltford Wombles was especially commended. The Chair praised residents for being proactive and contacting the police when required.

6. CLERK'S ANNOUNCEMENTS

The Clerk made the following announcements:

- The Order Decision regarding the Glenavon Farm footpaths public inquiry (Public Footpaths BA27/79 and BA27/80) was received on 06.04.20. The summary of decision is that the order is not confirmed.
- 04.04.20 Cllr Warren on behalf of SPC accepted an invitation from Railfuture Severnside to a Railfuture meeting to be held in Bath on a Saturday in November - the object of the meeting will be to promote the reopening of Saltford station and the Radstock-Frome line.
- The Clerk confirmed that on 10th April Auditing Solutions Ltd completed SPC's internal audit (conducted remotely), and that the Internal Audit Certificate in the year's AGAR had been signed off. The Clerk reported that the internal auditors had assigned positive assurances in all relevant areas, with no issues arising warranting formal comment or recommendation. The Council has now submitted its records to the external auditor, information relating to the internal and external audit is on the SPC noticeboard and website.
- 22/04/2020 SPC submitted a response to the B&NES Council online consultation review of planning policies.
- In line with new legislation it was agreed that Cllrs Chris Warren and Phil Harding would remain in post as Chair and Vice Chair respectively until the date of the next Annual Parish Council Meeting, likely to be May 2021.
- In April, SPC wrote a letter of support to the Trust Secretary at Enoverly Community Trust outlining the community benefits of the SCA's application for a grant towards toward the construction of new sound and lighting control space at Saltford Hall.
- 11.05.20 SPC appointed a solicitor for legal advice regarding the footpaths Dedication Agreement, on the understanding that the landowner will pay SPC's reasonable legal costs.

- It was stated that several items of the July agenda had been resolved using delegated powers and that they were being formally recorded for the minutes, in line with the HCID policy. The terms of standing down of High Consequence Infectious Disease policy was shared for information. All matters that can be resolved using delegated powers under the HCID policy will continue to do so, with other matters being resolved at full council meetings. The next public meeting of SPC is likely to take place on 1st September 2020, details of how the meeting will be conducted will be confirmed nearer the time.

7. GENERAL POWER OF COMPETENCE

The Council resolved to re-adopt the General Power of Competence for the Council year commencing May 2020.

8. REPORT FROM B&NES WARD COUNCILLORS

Ward Councillor Duncan Hounsell informed those present that his report had been circulated to all SPC Cllrs in advance and that he would be happy to forward a copy to members of the public on request.

Cllr Hounsell referenced the 'influx' stating that emergency temporary traffic regulation notices were in place on Mead Lane and The Shallows banning parking on the road. These are due to expire on 15th and 17th July respectively, and information is not yet available on any potential extensions. Cllr Hounsell also stated that there would be a road closure for sewer repairs on The Shallows in July.

Cllr Hounsell stated that overhanging vegetation being reported and that garden waste recycling issues on The Glen are being addressed.

Cllr Hounsell stated he had an expectation that an update from B&NES Officers regarding the boat 'workshop' under the cycle path bridge would be received the following week.

(Note: The July planning consultations resolved next).

9. COVID19 RESPONSE AND FUTURE ACTIONS

Councillors reviewed Saltford's response to the COVID19 pandemic and current actions.

SPC agreed ways to support residents and members of the local community following the impact of COVID19 by agreeing the following actions:

- Funding SCA's 'special edition' of the August SCAN in its entirety. SPC will cover the costs of the special edition which will include an update from every Saltford not-for-profit affiliated organisation and an advertising opportunity for any Saltford business. A benefit of this action includes supporting the SCA following their own reduction of income due to the pandemic. The special edition will include a joint front-page letter from SPC and SCA chairs regarding Saltford's COVID19 response. Cost estimated at £1,600. (Budget

line: Council Led Schemes)

- Funding of all current and any new SCA affiliated organisation membership fees for 2020/21 (c.60 not-for-profit organisations), which includes half-page articles in six copies of SCAN plus a table at an open morning for promotion. Cost estimated at £600 (budget line: Council Led Schemes).
- Confirmation of SPC's contribution to the SCA hardship fund for residents for a specified project when funds are requested (see item 19.n).

10. SALT FORD 'INFLUX' RESPONSE

The Council reviewed and maintained its guidance to residents during periods of high visitor numbers to Saltford. This includes an emphasis for residents to contact the police or B&NES Council for action or support as-and-when required.

SPC Cllrs recognised that a positive outcome from the experience of the influx was that more effective communications between the Parish Council, A&S Police and B&NES Council had been established, which would be of benefit should similar issues occur.

Cllr Jon Godfrey stated that Saltford was a safe, beautiful place with low-crime, and that the village should be portrayed as such and viewed in a positive light.

The Council discussed the various dangers of people entering the River Avon, and agreed to immediately discuss potential actions that SPC could take to improve river safety awareness.

11. PARKING ISSUES INCLUDING CONSERVATION AREA TRAFFIC RESTRICTIONS

The Council agreed that it would await information from B&NES Council regarding any further traffic restrictions on Mead Lane and following this would discuss this item on a future agenda.

12. 'CONCESSIONS PITCH' AT THE SHALLOWS CAR PARK

The Council resolved to inform B&NES Council that it strongly opposed plans to advertise a 'concessions pitch' at The Shallows car park based on a number of concerns including: noise impact on residents, safety concerns for pedestrians accessing the pitch, potential for excessive littering, and potential increase in anti-social behaviour.

13. ANNUAL PARISH COUNCIL MEETING

It was agreed that SPC would hold its next Annual Parish Council Meeting in May 2021, and that Cllr Chris Warren and Cllr Phil Harding would remain in post as Chair and Vice-Chair respectively until that date, in line with recent changes in legislation.

14. ANNUAL PARISH MEETING 2021

The Council resolved – government guidance permitting – to hold a larger scale Annual Parish Meeting than in previous years to recognise the contribution of residents and businesses to the COVID19 pandemic, with a view to host up to 250

people. This will include refreshments and the hire of Saltford Hall's main room and lobby area. Costs will be presented for approval at a future meeting. This will be held in conjunction with SCA's 'Big Thank You' to the community.

The Council also resolved to combine the SPC Community Awards 2020 ceremony (postponed from April 2020) with next year's 2021 Community Awards ceremony as part of the Annual Parish Meeting 2021.

The date for the Annual Parish Meeting 2021 is to be confirmed but will be held between April and June 2021 in line with legislation.

15. COUNCILLOR LEAVE OF ABSENCE

The Council resolved to grant a leave of absence to Cllr Adam Rees-Leonard on the grounds of paternity leave, ending November 2020.

16. PARISH WALK

It was resolved that due to the COVID-19 situation that the postponed June SPC Parish Walk will be rearranged to take place in September 2021.

17. APPOINTMENT OF COMMITTEES AND WORKING GROUPS AND MEMBERSHIP THEREOF

The Council agreed to form the following committees and working groups for the year 2020/21:

- Planning Committee, comprising seven Councillor members: Adrian Betts, Phil Harding, Jon Godfrey, Gary Graveling, Adam Rees-Leonard, Rob Taylor, Chris Warren.
- Staffing Committee, comprising four Councillor members: Marie Carder, Jon Godfrey, Duncan Hounsell, Chris Warren
- Churchyard Safety, Churchyard and Allotments Maintenance Working Group, comprising four Councillor members: Adrian Betts, Will Feay, Gary Graveling, Robert Taylor, Chris Warren and two public members (allotment tenants).
- Transport Working Group, comprising seven Councillor members: Phil Harding, Jon Godfrey, Will Feay, Gary Graveling, Rob Taylor, Chris Warren and one member of the public.

18. PLANNING MATTERS

a. Election of Planning Committee Chair and Vice Chair – Phil Harding was elected as Chair and Adrian Betts as Vice Chair of the Planning Committee for the year 2020/21. Cllr Betts was elected in his absence after informing the Clerk in advance he was willing to stand.

b. Decisions and Appeals

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

20/00377/FUL - 8 High Street Saltford BS31 3ED. Erection of single storey rear extension following demolition of existing lean to. Ms Nicola Thomas

19/05083/FUL - Beacon House 553 Bath Road Saltford BS31 3JG. Erection of single storey ancillary living accommodation, with attached garage. Alterations to and the rebuilding of the stone boundary wall and the installation of an external lift. Mr & Mrs R & V Godfrey

20/00963/FUL - Dental Surgery 1 Norman Road Saltford BS31 3BQ. Proposed additions to roof to facilitate a loft conversion and erection of a single storey side extension. Mr Medhi Abrishami

20/00997/FUL - 8 Uplands Road Saltford BS31 3JJ. Erection of a first floor extension over ground floor kitchen extension. Mrs Gillian Roach

20/01067/FUL - 1 Camerton Close Saltford Bristol BS31 3BT. Erection of single storey side and rear extension, alterations to existing internal layout, new porch and altered roofing scheme over garage. Mr George Benson

20/00403/FUL - Cedar Lodge 16 Uplands Drive Saltford BS31 3JH. Erection of detached garage with home office space. Mr Nathan Sheppard

20/01197/FUL - 3 Beresford Close Saltford BS31 3HU. Erection of single storey rear and side wrap around extension. Mrs S MacNaughton

20/01032/FUL - Hunters Quest Iford Close Saltford BS31 3BD. Erection of 2no. semi detached houses and garages with associated parking and landscaping following demolition of existing bungalow. The Urban Reno Company

20/01543/FUL - 8 Beresford Close Saltford BS31 3HU. Erection of single storey rear extension and internal reconfiguration, along with removal of detached garage. Mr and Mrs Hale

19/01852/FUL Unregistered Dwelling 3 ('Shepherd's Hut') Avon Farm Avon Lane Saltford - Change of use of land from agricultural use to holiday let (Retrospective). Mr C Franklin.

The Clerk reported that the following applications have been REFUSED by B&NES Council:

20/00214/FUL - Selwood Manor 396 Bath Road Saltford 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.

19/04542/FUL - Parcel 8108, Bath Road, Keynsham. Erection of 9no. dwellings with access from Bath Road (via access approved under outline permission 16/00850/OUT) and associated works. Pegasus Group

19/04441/FUL - 6 Mill Cottages The Shallows Saltford BS31 3EY. Erection of garden gates (Retrospective) Mandy Mabbs

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

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

17/03084/FUL – Rosemere, Homefield Road - Construction of a new dwelling and gatehouse following the demolition of an existing dwelling - Helen Franklin. (Appeal - SPC notified of decision to appeal to Planning Inspectorate on 20.05.20: Appeal Ref: 20/00017/RF Planning Inspectorate Appeal Ref: 3249124. Appeal Start Date: 15 May 2020).

20/00214/FUL - Selwood Manor 396 Bath Road, Saltford BS31 3DQ. Change of use from dwellinghouse (Use Class C3) to mixed use dwellinghouse (Use Class C3) and commercial leisure accommodation (commercial holiday let) SPC was notified of decision to appeal to the Planning Inspectorate on 26th May, Appeal Ref: 20/00021/RF, Planning Inspectorate Appeal Ref: 3251397, Appeal Start Date: 22 May 2020 Appellant: Mrs Claire Selwood

The Clerk reported that the following applications have been DISMISSED by the Planning Inspectorate:

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: APP/F0114/W/19/3243418

c. Planning contraventions

The Clerk reported that SPC has been notified of concerns regarding an unauthorised AirBnB and building on greenbelt at 559 Bath Road, Saltford, Bristol, BS31 3JN. B&NES Council has assigned this case as ref. no. 20/00234/UNAUTH - Use Of Property As Commercial Holiday Let. SPC has requested that B&NES Council keep SPC aware of developments.

The Clerk reported that the council had been informed that a planning enforcement case had been opened regarding an unauthorised advert at site location Avon Farm, Avon Lane, Ref. No. 20/00304/ADVERT.

d. Planning items of urgent information

The Clerk reported that SPC has received a report regarding concerns about the use of 8 Copse Road as an AirBnB rental property. No further details have been noted.

The government has announced that due to the COVID19 pandemic, planning expiry deadlines have been extended. Planning permission expires after three years if work has not started on-site, but under this interim measure sites with permission that have an expiry date between the start of lockdown (23 March) and the end of this year will now have that consent extended to 1 April 2021.

e. Planning applications: decisions submitted – The following planning consultation responses were reported, as made using authority under the SPC HCID Policy between April 2020 and July 2020 as follows:

April:

20/00997/FUL - 8 Uplands Road Saltford BS31 3JJ. Erection of a first floor extension over ground floor kitchen extension. Mrs Gillian Roach

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

20/00963/FUL - Dental Surgery 1 Norman Road Saltford BS31 3BQ. Proposed additions to roof to facilitate a loft conversion and erection of a single storey side extension. Mr Medhi Abrishami

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

SUPPORT: As this important local business property is in close proximity to Saltford's Conservation Area, it is recommended that the materials used for the dormer closely resemble the existing roof to keep the changes as unobtrusive to the street scene as possible.

20/01067/FUL - 1 Camerton Close Saltford Bristol BS31 3BT. Erection of single storey side and rear extension, alterations to existing internal layout, new porch and altered roofing scheme over garage. Mr George Benson

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

19/05083/FUL - Beacon House 553 Bath Road Saltford BS31 3JG. Erection of single storey ancillary living accommodation, with attached garage. Alterations to and the rebuilding of the stone boundary wall and the installation of an external lift. Mr & Mrs R & V Godfrey

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

20/01032/FUL - Hunters Quest Iford Close Saltford BS31 3BD. Erection of 2no. semi detached houses and garages with associated parking and landscaping following demolition of existing bungalow. The Urban Reno Company

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

COMMENT: Saltford Parish Council is supportive of the proposals in principle

but requests that the new or replacement trees chosen for planting on this site are in accordance with the list of tree species ecologically appropriate to Saltford as published by Saltford Environment Group at <http://www.saltfordenvironmentgroup.org.uk/wildlife.html#appropriate-trees>. The application does not identify the amount of parking provided by the proposals; a matter for Highways Development Control to consider. As this is an area of sheltered housing the construction management plan should seek to ensure that during construction access is protected at all times for Iford Close and Hinton Close.

May:

20/01197/FUL - 3 Beresford Close Saltford BS31 3HU. Erection of single storey rear and side wrap around extension. Mrs S MacNaughton

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

COMMENT: Whilst Saltford Parish Council is supportive of the proposed rear extension we are concerned that the plans appear to show that the side two-storey extension will be constructed right up to the boundary line with the neighbouring property at No. 5. Construction of the side extension and future routine maintenance or repair of that extension thereafter would therefore require access from the land of No. 5. SPC considers that a gap of around 1 metre between the outside wall of the proposed side extension that is adjacent to No. 5 and the boundary line would be appropriate to minimise future inconvenience for the neighbouring property and to help maintain a consistent spatial layout and style for the semi-detached properties in Beresford Close. This closing of the gap may contravene B&NES Placemaking Plan policy D2 (Local Character and Distinctiveness). Such a close proximity to No. 5 of the proposed new extension could also compromise future plans for extending that property.

June:

20/01543/FUL - 8 Beresford Close Saltford BS31 3HU. Erection of single storey rear extension and internal reconfiguration, along with removal of detached garage. Mr and Mrs Hale

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

COMMENT: Whilst Saltford Parish Council is supportive of the proposed rear extension we are concerned that the plans appear to show that the extension will be constructed right up to the boundary line with the neighbouring property at No. 6. Construction of the rear extension and future routine maintenance or repair of that extension's side wall thereafter would therefore require access from the land of No. 6. SPC considers that a gap of around 1 metre between the outside wall of the proposed rear extension that is adjacent to No. 6 and the boundary line would be appropriate to minimise future inconvenience for the neighbouring property. Such a close proximity to No. 6 of the proposed new extension could also compromise future plans for extending that property.

20/01660/FUL - 6 Camerton Close Saltford BS31 3BT. Erection of double storey side extension. Mrs Elena Kinnison

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

20/01582/FUL - 1 Chestnut Walk Saltford BS31 3BG. Removal of existing two storey front extension and single storey rear extension. Alterations to existing roof, including a loft conversion and the addition of 2no dormers. Erection of single storey rear extension, second storey side extension (over existing single storey side extension) and new front porch. Mr Jeremy Twiggs

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

July:

20/01885/FUL - 6 Beech Road BS31 3BE. Erection of single storey rear lean-to extension. Mr and Mrs Fallows

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

20/01887/CLEU - Saltford Farm 561 Bath Road BS31 3JS. Change of use of land for stationing of residential caravan (Certificate of Lawfulness for an Existing Use) Roger and Pauline Jefferies

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

20/01926/FUL - 32 Beresford Close BS31 3HU. Proposed demolition of existing rear extension and garage to facilitate the erection of a single-storey rear and side extension, installation of a wheelchair accessible ramp to the front elevation and a second ramp alongside the proposed side extension to provide full wheelchair access to property. Mrs Jane Kidd

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

20/01942/FUL - 55 Norman Road BS31 3BH. Extension of the main hipped roof over the east side of the house to enlarge the loft conversion, erection of a single storey rear extension, a replacement garage to the side and rear of the dwelling with a pitched roof, the erection of a detached double garage within the frontage of the property and a replacement front porch. Mr Michael Sharp

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

20/01965/FUL - 2 Uplands Drive Saltford BS31 3JH. Erection of outbuilding /garden room to rear garden. Mr L Bignell

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

Object: The Parish Council objects to this planning application for the following reason. The inappropriate scale and mass of the proposed garden building is not in keeping and is inappropriate to the character, proportion or setting of garden buildings of residential properties in the surrounding area.

If the case officer is minded to permit this planning application Saltford Parish Council requests that it be referred to the Planning Committee for determination.

Furthermore, Saltford Parish Council has the following **concerns**:

1. The resolution of issues raised in comments on the application documents relating to the ownership of land at the rear boundary.
2. The loss of privacy caused to neighbours by the closeness this large building has to their property boundaries.
3. The reinstatement, re-planting, protection and conservation of the wildlife corridor and its habitat.
4. The current loss of amenity to neighbours of the wildlife corridor.
5. The loss of biodiversity caused to the wildlife corridor.
6. To replace with equivalent any trees that have recently been removed.
7. To ensure that the construction of the new building should be of sufficient standard in sound proofing to control noise nuisance to neighbouring properties.
8. To take measures to ensure that any artificial light from or surrounding the new building is effectively managed so that it does not create a nuisance to neighbouring residential properties.

20/02104/TCA - Mill Island Moorings Mill Lodge The Shallows Saltford. T3, pine - monolith to 2-3m. T4, pine - crown reduce by 2-3m and remove deadwood. T5, pine - reduce weight on ponderous limbs by 25% and remove deadwood. T6, ash - monolith to 2-3m. Mr Darren Calder

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

20/02242/FUL - Selwood Farm Norman Road BS31 3BQ. Erection of a garden outbuilding. Mr and Mrs Selwood

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

The Parish Council **Object** to this planning application as this new building is in Salford's Green Belt land.

If the case officer is minded to permit this planning application the SPC requests that it be referred to the Development Management Committee for determination.

In considering this application the Planning Case Officer should also take into consideration the following **Concerns** of the Parish Council.

That the significant size of the proposed garden building is not in keeping with the character, proportion or setting of garden buildings of residential properties in the surrounding area. Therefore a detailed description of its use should be requested to justify its size.

That a planning condition should be placed on this building so as prevent any future change of use of this building for uses other than those described in the application.

That because of the buildings closeness to the Salford Conservation area that the design and materials to be used its construction should be compatible and complementary to Selwood Farm and surrounding building in the conservation area.

19. FINANCIAL MATTERS

a. Monthly Financial Reports – The reports for March 2020, April 2020, May 2020 and June 2020 as recorded below, were discussed and accepted by members.

b. Schedules of Expenditure – The expenditure listed in the schedules for April 2020, May 2020, June 2020, July 2020 and August 2020 as recorded below, were authorised and the schedules were signed by the Chair.

(Spend agreed under delegated powers in accordance with HCID Policy, and formally recorded at the July 2020 meeting):

c. NALC and ALCA membership – Expenditure of £652.17 was authorised on the Council's subscription to NALC and ALCA for the financial year 2019-2020 (Budget heading: Training).

d. Items required for 'Marking the death of a senior public figure or elected member protocol' – Expenditure of up to £50 was authorised for items required including a book of condolence. (Budget heading: General Admin)

e. Vision ICT SSL Certificate renewal – Expenditure of £60 was authorised for the SSL Certificate renewal commencing May 2021 (Budget heading: General Admin.)

f. Salford Community Library and Post Office financial assistance –

Expenditure of £2,000 was authorised to support additional services at the Community Library and Post Office Hub, in line with minute 09/2020-11 (Budget heading: CIL related expenditure).

g. SCA grant application for hand sanitizer – Expenditure of £124.95 was authorised for hand sanitizer for use by volunteers supporting Saltford's COVID-19 response effort (Budget heading: Misc. grants).

h. SCA grant application for COVID-19 community leaflet – Expenditure of £229 was authorised for the COVID-19 leaflet sent to all residences (Budget heading: Council Led Schemes).

i. Auditing Solutions Ltd – Expenditure of £255 was authorised for the provision of internal audit service for 2019-20 (Budget heading: Auditing).

j. Allotment chain and lock – Expenditure of up to £40 was authorised to the Clerk for expenses incurred for payment of chain and lock for the Wick House Close allotments. (Budget heading: Allotment maintenance).

k. Council insurance renewal – Expenditure of £344.71 was authorised to renew the Council's insurance policy, due on 1 June 2020, with Zurich (Budget heading: Insurance).

l. Surrey Hills Solicitors legal advice – Expenditure of £210 was authorised for legal advice from Surrey Hills Solicitors regarding the Glenavon Farm footpaths. Costs will be reclaimed from the landowners as agreed in advance of payment. (Budget heading: Legal)

m. SCA grant application for youth club project - Expenditure of £460 was authorised for a three-month Youth Club trial to establish project viability (Budget heading: Misc. grants).

n. Community Hardship Fund – Expenditure of £1000 was approved in principle as a contribution to the SCA COVID19 Hardship Fund for project work towards supporting local residents (Budget heading: Misc. grants)

20. LINK MEMBERS FOR 2020/21

The following Councillors and staff were linked with external organisations for the year 2020/21.

- B&NES Parishes Liaison - Chair (Cllr Chris Warren) and Cllr Duncan Hounsell (the Parish Clerk also attends)
- Connecting Communities Keynsham Area Forum - Chair (Cllr Chris Warren), Cllr Adrian Betts, and the Parish Clerk. Cllr Duncan Hounsell will also attend in his capacity as a B&NES Ward Cllr.
- Avon Local Councils Association (ALCA) - Chair (Cllr Chris Warren) and the Parish Clerk
- Saltford Community Association – Cllr Jon Godfrey
- Saltford Sports Club – Cllrs Will Feay and Chris Warren
- River Avon Users Consultative Committee (RAUCC) – Cllr Phil Harding (Cllr Will Feay will attend in Cllr Harding's absence if required).

- Saltford Environment Group – Cllrs Phil Harding and Chris Warren
- Saltford Business Network – Cllr Duncan Hounsell
- Saltford Fair Trade Group – Cllr Marie Carder

21. DATES OF MEETINGS OF COUNCIL AND COMMITTEES

The dates on which the Council and committees will meet for the year 2020/21 were agreed. All meetings will be on Tuesdays starting at 7.15 pm. When the full Council meets it acts as the Planning Committee and includes Planning Matters. The Staffing and Planning Committee (and sub-committees) meet additionally only if necessary. These meetings may be held remotely until May 2021 in line with current legislation.

Dates of Full Council meetings 2020/21:

- 1 September 2020
- 6 October 2020
- 3 November 2020
- 1 December 2020 (with a pre-meeting informal budget discussion at 6.30pm)
- 5 January 2021
- 2 February 2021
- 2 March 2021
- 6 April 2021
- 4 May 2021 (Annual Council Meeting)

22. BIENNIAL INSPECTION OF ST MARY'S CHURCHYARD

The Clerk provided a report on behalf of the Churchyard Safety Group on the biennial inspection of St Mary's Churchyard on 24th March 2020. All areas were considered to be in a good or average condition. A report on the condition of the sycamore tree was followed up with the arboriculturist, with action agreed that the tree did not require any work further to that recommended in the 2019 arboriculturist's report.

23. REGISTER OF ASSETS

The Clerk, using delegated powers, reviewed the Council's Register of Assets (items valued over £100) in April 2020. This included the addition of the Norman Rd ex-BT phone kiosk to the register and the increase in value of the High St / The Shallows ex-BT phone kiosk following conservation work. Following Cllr approval, insurance quotes were sought based on the updated asset register information in May 2020.

24. ASSET CHECKING

Councillors and the Clerk confirmed that community assets for which SPC has responsibility have been checked on a biennial basis, with the most recent checks taking place in May 2020.

25. MARKING THE DEATH OF A SENIOR PUBLIC FIGURE OR ELECTED MEMBER PROTOCOL

The Council agreed to adopt the protocol 'Marking the death of a senior public figure or elected member'.

The Council agreed a spend of up to £50 on a Book of Condolence, picture frame and image of the monarch (Budget line: Council Led Schemes).

26. UPDATED SPC GRANT APPLICATION GUIDE AND POLICY

The Council agreed suggested updates to the SPC Grant Application Guide and Policy.

27. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

Cllr Phil Harding raised awareness of a June 2020 report from the Wildlife Trusts "Let Nature Help" highlighting how different habitats and their soils can sequester more carbon than tree planting and that SEG was producing a report for Salford on this subject later this year.

28. DATA PROTECTION AND GDPR UPDATES

Cllr Jon Godfrey stated that the Parish Council's established use of both Office 365 and its VoIP phone system ensured SPC's continuous efficient operation throughout the COVID19 emergency.

29. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

None reported.

30. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

None reported.

31. PUBLICITY

The Council agreed items to include in its next e-newsletter and special edition of SCAN.

The meeting closed at 9.26pm

Chair's signature.....

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

Next Parish Council meeting: 1st September 2020

Saltford Parish Council

Monthly Financial Report for March 2020 - Month 12 Quarter period 4

	Budget to date	Actual to date	Budget Year end position
RECEIPTS:			
Precept & any grant	£33,840	£33,840	£33,840
Interest on Investments	£25	£29	£25
Other Income: Allotments	£170	£43	£170
VAT Reimbursements	£800	£714	£800
Other	£0	£0	£0
Subtotal without CIL	£34,834.95	£34,626.67	£34,834.95
CIL Payments	£0.00	£9,183	£0
Total Income	£34,835	£43,810	£34,835

PAYMENTS:

General Administration	£1,500	£1,567	£1,500
Office accommodation	£2,000	£1,500	£2,000
Office Staff	£20,000	£19,940	£20,000
Office Equipment	£400	£24	£400
Training	£2,000	£976	£2,000
Auditing	£450	£445	£450
Insurance	£400	£395	£400
Publicity	£1,500	£382	£1,500
Subscriptions	£31	£10	£31
Chairmans Honorarium	£300	£300	£300
Councillors' expenses	£50	£78	£50
Hall / Room Hire	£600	£489	£600
Maintenance: Church Yard Grounds	£1,300	£1,452	£1,300
Allotments	£500	£0	£500
Churchyard Special Maintenance Projects	£1,000	£580	£1,000
Allotment site rent	£100	£100	£100
Miscellaneous Grants	£1,000	£500	£1,000
Council led schemes (s.137)	£565	£565	£565
Council led schemes (GPC)	£435	£16	£435
VAT	£700	£549	£700
Subtotal without CIL	£34,831.00	£29,868.00	£34,831.00
CIL-related expenditure (s.137)	£700.00	£694	£700.00
CIL-related expenditure (GPC)	£4,568	£2,706	£4,658
Total Payments	£39,399	£33,268	£39,489

BALANCE AT END OF MONTH:

Current account £4,841

Business Instant Access account	£53,606
Cash	£49
TOTAL CURRENT BALANCE	£58,496

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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SALTFORD PARISH COUNCIL

Schedule of regular expenditure during April 2020

– for authorisation by the Council at its meeting on 7th July 2020

Description	Amount	Method	Budget heading
April Clerk's salary	1115 estimate, 1130 maximum	Online BACS	Office staff
April SCA Hall hire	35 estimate, 45 maximum	Online BACS	Hall hire
April Avon Pension Fund contributions	255 estimate, 270 maximum	Online BACS	Office staff
April HMRC tax & National Insurance	175 estimate 200 maximum	Online BACS	Office staff
April Intouch Communications Ltd Phone system	20 estimate 30 maximum	Direct Debit	General administration
April Saltford Community Hub phone/internet tenant contribution	35 estimate 40 maximum	Online BACS	Office Accommodation
April Ambience Landscapes churchyard maintenance	115 estimate 125 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: 23/03/2020 £5000

I certify that the above payments made or to be made have been authorised at the meeting of the Parish Council on 7th July 2020..

SIGNED.....
CHAIR / VICE-CHAIR

DATE:.....

Saltford Parish Council

Monthly Financial Report for April 2020 - Month 1

Quarter period 1

	Budget to date	Actual to date	Budget Year end position
RECEIPTS:			
Precept & any grant	£17,419	£17,419	£34,838
Interest on Investments	£2	£0	£25
Other Income: Allotments	£14	£0	£170
VAT Reimbursements	£700	£549	£700
Other	£0	£0	£0
Subtotal without CIL	£18,135.36	£17,967.91	£35,733.22
CIL Payments	£0.00	£0	£0
Total Income	£18,135	£17,968	£35,733

PAYMENTS:

General Administration	£125	£60	£1,500
Office accommodation	£167	£0	£2,000
Office Staff	£1,833	£1,534	£22,000
Office Equipment	£25	£0	£300
Training	£67	£652	£800
Auditing	£0	£0	£450
Insurance	£0	£0	£400
Publicity	£100	£0	£1,200
Subscriptions	£3	£0	£31
Chairmans Honorarium	£25	£0	£300
Councillors' expenses	£17	£0	£200
Hall / Room Hire	£50	£35	£600
Maintenance: Church Yard Grounds	£117	£94	£1,400
Allotments	£21	£0	£250
Churchyard Special Maintenance Projects	£42	£0	£500
Allotment site rent	£8	£0	£100
Miscellaneous Grants	£83	£0	£1,000
Council led schemes	£125	£350	£1,500
Environment schemes	£83	£0	£1,000
VAT	£58	£23	£700
Subtotal without CIL	£2,948.42	£2,748.58	£36,231.00
CIL-related expenditure	£0	£0	£8,250
Total Payments	£2,948	£2,749	£44,481

BALANCE AT END OF MONTH:

Current account	£2,093
Business Instant Access account	£71,573

Cash

£49

TOTAL CURRENT BALANCE

£73,715

CIL-related cashflow	Balance at 31/03/20		CIL-income 20/21	CIL-expend 20/21	CIL balance
	£16,499		£0.00	£0	£16,499

SALTFORD PARISH COUNCIL

Schedule of regular expenditure during May 2020

– for authorisation by the Council at its meeting on 7th July 2020.

Description	Amount	Method	Budget heading
May Clerk's salary	1115 estimate, 1100 maximum	Online BACS	Office staff
May SCA Hall hire	0 estimate, 40 maximum	Online BACS	Hall hire
May Avon Pension Fund contributions	255 estimate, 270 maximum	Online BACS	Office staff
May HMRC tax & National Insurance	170 estimate 180 maximum	Online BACS	Office staff
May Intouch Communications Ltd Phone system	25 estimate 30 maximum	Direct Debit	General administration
May Salford Community Hub phone/internet tenant contribution	35 estimate 40 maximum	Online BACS	Office Accommodation
May Ambience Landscapes churchyard maintenance	115 estimate 125 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: N/A

I certify that the above payments made or to be made have been authorised at the meeting of the Parish Council on 7th July 2020.

SIGNED..... DATE:.....

CHAIR / VICE-CHAIR

Saltford Parish Council

Monthly Financial Report for May 2020 - Month 2 Quarter period 1

	Budget to date	Actual to date	Budget Year end position
RECEIPTS:			
Precept & any grant	£17,419	£17,419	£34,838
Interest on Investments	£4	£6	£25
Other Income: Allotments	£28	£158	£170
VAT Reimbursements	£700	£549	£700
Other	£0	£0	£0
Subtotal without CIL	£18,151.61	£18,131.88	£35,733.22
CIL Payments	£0.00	£0	£0
Total Income	£18,152	£18,132	£35,733

PAYMENTS:			
General Administration	£250	£385	£1,500
Office accommodation	£333	£0	£2,000
Office Staff	£3,667	£3,069	£22,000
Office Equipment	£50	£0	£300
Training	£133	£652	£800
Auditing	£450	£255	£450
Insurance	£400	£345	£400
Publicity	£200	£0	£1,200
Subscriptions	£5	£0	£31
Chairmans Honorarium	£50	£0	£300
Councillors' expenses	£33	£0	£200
Hall / Room Hire	£100	£35	£600
Maintenance: Church Yard Grounds	£233	£189	£1,400
Allotments	£42	£30	£250
Churchyard Special Maintenance Projects	£83	£0	£500
Allotment site rent	£17	£0	£100
Miscellaneous Grants	£167	£125	£1,000
Council led schemes	£250	£579	£1,500
Environment schemes	£167	£0	£1,000
VAT	£117	£153	£700
Subtotal without CIL	£6,746.83	£5,815.78	£36,231.00
CIL-related expenditure	£0	£2,000	£8,250
Total Payments	£6,747	£7,816	£44,481

BALANCE AT END OF MONTH:

Current account	£3,184
Business Instant Access account	£66,579

Cash £49
TOTAL CURRENT BALANCE £69,812

CIL-related cashflow	Balance at 31/03/20		CIL-income 20/21	CIL-expend 20/21	CIL balance
	£16,499		£0.00	£2,000	£14,499

SALTFORD PARISH COUNCIL

Schedule of regular expenditure during June 2020

- for authorisation by the Council at its next meeting on 7th July 2020.

Description	Amount	Method	Budget heading
June Clerk's salary	1115 estimate, 1100 maximum	Online BACS	Office staff
June SCA Hall hire	0 estimate, 40 maximum	Online BACS	Hall hire
June Avon Pension Fund contributions	255 estimate, 270 maximum	Online BACS	Office staff
June HMRC tax & National Insurance	170 estimate 180 maximum	Online BACS	Office staff
June Intouch Communications Ltd Phone system	25 estimate 30 maximum	Direct Debit	General administration
June Saltford Community Hub phone/internet tenant contribution	35 estimate 40 maximum	Online BACS	Office Accommodation
June Ambience Landscapes churchyard maintenance	115 estimate 125 maximum	Online BACS	Churchyard Maintenance
Chair's quarterly allowance April-June 2020	£75	Online BACS	Chair's Honorarium

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

Date: 06.05.2020

£5000

I certify that the above payments made or to be made have been authorised at the meeting of the Parish Council on 7th July 2020.

SIGNED.....

DATE:.....

CHAIR / VICE-CHAIR

Saltford Parish Council

Monthly Financial Report for June 2020 - Month 3 Quarter period 1

	Budget to date	Actual to date	Budget Year end position
RECEIPTS:			
Precept & any grant	£17,419	£17,419	£34,838
Interest on Investments	£6	£8	£25
Other Income: Allotments	£43	£158	£170
VAT Reimbursements	£700	£549	£700
Other	£0	£0	£0
Subtotal without CIL	£18,167.86	£18,134.52	£35,733.22
CIL Payments	£0.00	£0	£0
Total Income	£18,168	£18,135	£35,733

PAYMENTS:			
General Administration	£375	£459	£1,500
Office accommodation	£500	£0	£2,000
Office Staff	£5,500	£5,269	£22,000
Office Equipment	£75	£0	£300
Training	£200	£652	£800
Auditing	£450	£255	£450
Insurance	£400	£345	£400
Publicity	£300	£0	£1,200
Subscriptions	£8	£0	£31
Chairmans Honorarium	£75	£75	£300
Councillors' expenses	£50	£0	£200
Hall / Room Hire	£150	£35	£600
Maintenance: Church Yard Grounds	£350	£283	£1,400
Allotments	£63	£30	£250
Churchyard Special Maintenance Projects	£125	£0	£500
Allotment site rent	£25	£0	£100
Miscellaneous Grants	£250	£585	£1,000
Council led schemes	£375	£597	£1,500
Environment schemes	£250	£0	£1,000
VAT	£175	£175	£700
Subtotal without CIL	£9,695.25	£8,760.55	£36,231.00
CIL-related expenditure	£0	£2,000	£8,250
Total Payments	£9,695	£10,761	£44,481

BALANCE AT END OF MONTH:

Current account	£4,239
Business Instant Access account	£61,582

Cash

£49

TOTAL CURRENT BALANCE

£65,870

CIL-related cashflow	Balance at 31/03/20		CIL-income 20/21	CIL-expend 20/21	CIL balance
	£16,499		£0.00	£2,000	£14,499

SALTFORD PARISH COUNCIL

Schedule of regular expenditure during July 2020

– for authorisation by the Council at its next meeting on 7th July 2020.

Description	Amount	Method	Budget heading
July Clerk's salary	1225 estimate, 1250 maximum	Online BACS	Office staff
July SCA Hall hire	0 estimate, 40 maximum	Online BACS	Hall hire
July Avon Pension Fund contributions	290 estimate, 310 maximum	Online BACS	Office staff
July HMRC tax & National Insurance	225 estimate 250 maximum	Online BACS	Office staff
July Intouch Communications Ltd Phone system	25 estimate 30 maximum	Direct Debit	General administration
July Saltford Community Hub phone/internet tenant contribution	35 estimate 40 maximum	Online BACS	Office Accommodation
July Ambience Landscapes churchyard maintenance	115 estimate 125 maximum	Online BACS	Churchyard Maintenance
Annual office rent	1500 maximum	Online BACS	Office Accommodation

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

Date: 24.06.2020

£5000

I certify that the above payments made or to be made have been authorised at the meeting of the Parish Council on 7th July 2020.

SIGNED.....

DATE:.....

CHAIR / VICE-CHAIR

SALTFORD PARISH COUNCIL

Schedule of regular expenditure during August 2020

– for authorisation by the Council at its meeting on 7th July 2020.

Description	Amount	Method	Budget heading
August Clerk's salary	1225 estimate, 1250 maximum	Online BACS	Office staff
August SCA Hall hire	0 estimate, 40 maximum	Online BACS	Hall hire
August Avon Pension Fund contributions	290 estimate, 310 maximum	Online BACS	Office staff
August HMRC tax & National Insurance	225 estimate 250 maximum	Online BACS	Office staff
August Intouch Communications Ltd Phone system	25 estimate 30 maximum	Direct Debit	General administration
August Saltford Community Hub phone/internet tenant contribution	35 estimate 40 maximum	Online BACS	Office Accommodation
August Ambience Landscapes churchyard maintenance	115 estimate 125 maximum	Online BACS	Churchyard Maintenance
ICO Data protection fee annual renewal 2020	35 estimate 40 maximum	Online BACS	General admin expenses

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

Date: N/A **£0**

I certify that the above payments made or to be made have been authorised at the meeting of the Parish Council on 7th July 2020.

SIGNED.....

DATE:.....

CHAIR / VICE-CHAIR