

SALTFORD PARISH COUNCIL

Minutes of the meeting of the Council held remotely (via Zoom) on Tuesday 1st September at 7.15pm

PRESENT

Councillors: Phil Harding (Vice Chair and Chair of Planning Committee), Adrian Betts, Marie Carder, Will Feay, Jon Godfrey, Duncan Hounsell and Sally Turner. (Cllr Adam Rees-Leonard is on a leave of absence until November 2020).

Officer: Lottie Smith-Collins

In the absence of Cllr Chris Warren, Chair, the meeting was chaired by the Vice Chair (Cllr Phil Harding)

1. MINUTES

The minutes of the remote (Zoom) Council meeting held on 7 July 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 Chris Warren (Chair), Gary Graveling and Robert Taylor.

3. DECLARATIONS OF INTEREST

Cllr Jon Godfrey declared an interest in item 8e 'Planning application 20/03045/LBA – 1 The Batch' as he is friends with the applicants.

4. PUBLIC TIME

There were 5 members of the public present.

A representative of the Great Western Air Ambulance Charity (GWAAC) spoke in support of item 9f 'Grant application from Great Western Air Ambulance Charity'.

Three residents spoke with regards to item 10 'Riverbank erosion and vegetation gap on The Shallows'. Residents raised concerns about use of the gap and associated environmental damage, and requested the council support the proposal to close the gap.

5. CHAIR'S ANNOUNCEMENTS

Cllr Phil Harding announced that the Wessex Water project manager had contacted him with regards to the access road required as part of updating the site on Mead Lane to meet new regulated standards for wastewater treatment. Cllr Harding shared that Wessex Water have decided to discount consideration of a road linking to the A4, and instead are considering the bridge over the River Avon option again. Wessex Water have stated that this will involve consultation with the appropriate bodies, residents and interested parties.

6. CLERK'S ANNOUNCEMENTS

The Clerk made the following announcements:

- The external audit of the council's accounts for the year ending 31st March 2020 have been completed with no matters giving cause for concern. The 'Notice of Conclusion of Audit' and 'External Auditor Report and Certificate' is on display on the SPC website and has been displayed on the noticeboard.
- SPC maintains regular contact with A&S police regarding high volumes of people to the Salford area on hot days. SPC is also engaging with Avon Fire and Rescue about river safety awareness, as well as B&NES Council regarding parking issues and litter.
- In response to concerns about congestion, safety and both vehicle and pedestrian access on The Shallows, B&NES Council have extended the temporary parking ban for up to 18 months from 7th August. Mead Lane's temporary parking ban was also extended for up to 18 months in July.
- The Parish Walk has been cancelled for 2020 and will hopefully take place again in June 2021.
- To note that following the conclusion of the 2020/21 NJC pay award at 2.75% backdated to 1st April 2020, the Clerk's salary has been adjusted according to their contract and will receive back pay with the September 2020 salary payment.
- The new SPC website – in line with new accessibility legislation guidance - will go live in late September, a full updated website will be available soon after.

7. 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.

Items that Cllr Hounsell discussed included:

- Meeting 15 residents of The Shallows to discuss amending the parking restrictions in a couple of short sections of road, and to address the riverside erosion gap used by motor boats. Cllr Hounsell confirmed that a B&NES officer for parks and trees would be making a site visit to inspect the site.
- New portable toilets will be installed on The Shallows by the weekend, and that B&NES Council officers continue to take actions to resolve the issue of the collapsed drain at the toilet block.
- The Mead Lane survey will be undertaken by consultant civil engineers Atkins on 3rd September. The survey reports will be published in time for the B&NES Cabinet meeting on 8th October along with relevant road integrity surveys. Cllr Hounsell confirmed he had requested that B&NES Council provide Atkins with the full copy of the 2005 Halcrow report.

(Item 9.f was discussed next).

(Item 10 was discussed next).

8. PLANNING MATTERS

- a. **Minutes** – The council received and confirmed as a correct record the minutes of the Planning Committee Meeting held on 4 August 2020. A copy of the minutes was signed by the Chair of Planning Committee.

- b. **Decisions and Appeals**

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

20/02278/FUL - 25 Witney Close Saltford BS31 3DX. Erection of single storey front extension with lean-to roof to provide a new utility room and entrance area. Mr & Mrs Ashworth

20/02349/FUL - 3 Somerville Close Saltford BS31 3HT - Erection of single storey rear extension, existing garage to be demolished and rebuilt at the side of the house and front garden to be converted into driveway (Resubmission). Paul Hodgkinson

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

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

SPC informed 11/08/2020 of Appeal to 19/05519/FUL Avon Farm Avon Lane Saltford Bristol. Change of use of a former office building to a dwelling (Retrospective). Appeal Ref: 20/00036/RF. Planning Inspectorate Appeal Ref: APP/F0114/W/20/3256544. Appeal Start Date: 7 August 2020 Appellant: Mr Clive Franklin.

- c. **Planning contraventions**

The Clerk reported that B&NES Ward Cllr Duncan Hounsell had raised a planning enforcement case (Ref No: 20/00373/NONCOM) regarding Riverside, The Shallows relating to non-compliance with the Construction Management Plan. This relates to contractor parking issues.

The Clerk reported that a member of the public has raised concerns about a possible planning contravention at 5 Keppel Close with regards to the laying of a possible non-porous asphalt drive. The member of the public wished SPC to discuss as to whether SPC will report this as a possible planning contravention. It was resolved that as this was not of village-wide significance SPC would not raise this with B&NES Council, and that guidance as to cases that SPC might consider raising would be clarified on the SPC website. Planning permission guidance information for front garden driveways will also be added to the SPC website.

d. Planning items of urgent information

No reports were received.

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

20/02673/OUT - Land Parcel 0005, Bath Road, Keynsham. Residential and related development comprising approximately 213 dwellings, replacement sports pitch to facilitate expanded primary school, means of access thereto, associated open space, landscaping, access roads, footways/cycleways and infrastructure works. Mactaggart And Mickel Homes Ltd

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

OBJECTION: The reasons for Saltford Parish Council's objection for 18/01059/OUT still apply. We continue to agree with the fundamentally important objection points to 18/01059/OUT made then by the Senior Highways Development Control Engineer at B&NES Council that the existing road network in the vicinity of the site has insufficient capacity to accommodate the increase in traffic likely to be generated by the proposed development. We continue to take the view that the existing road infrastructure will struggle to cope with other new housing already planned for East Keynsham and that the local road network will be even more seriously congested by this proposal should it be allowed to proceed. It would be premature to forecast now how demand for new housing or travel patterns will change after COVID-19 and how Government planning policy will respond. Our concerns expressed in 2018 therefore continue to apply.

As we previously stated, as this is Green Belt land "safeguarded to meet longer term development needs" in the B&NES Core Strategy it should only be considered for development after the other developments identified in the Core Strategy have been completed, not before, i.e. in accordance with policy KE3b (safeguarded land) of the B&NES Placemaking Plan. This would therefore be after infrastructure including transport, education provision and other local services is already in place and found to be coping with existing and new demands placed on it. Additionally only if a genuine need (not demand) for additional new housing remains after the other Core Strategy developments have been completed and the after-effects of Covid-19 more fully understood, should any consideration for development of this site be considered.

Saltford Parish Council asks B&NES Council to continue to strongly resist this unwelcome attempt to undermine local plans and agrees with the following statement by Saltford Environment Group in its planning objection that Keynsham Town Council has also repeated in its objection:-

Government planning policy (NPPF 2018, para. 15) makes it clear that the planning system is to "be genuinely plan-led" and those local plans are created to meet local needs identified by local authorities as "strategic policy-

making authorities" on behalf of the local communities they represent. It thus follows that:

(a) it is not appropriate for developers to attempt to decide where or when houses should be built by applying pressure through lobbying, constant challenging and other means to the plan making process or when making planning applications that fall outside the plans, requirements, limitations or restrictions of a local plan - even if the local plan is going through a revision or update, and

(b) developers do not have a strategic policy making role other than to say where they can build houses when invited to do so.

B&NES Council's declaration of an Ecological Emergency on 28 July 2020 specifically referred to "the loss of habitats and the connectivity of habitats; the decline in pollinators that are crucial to food supply and a decline in the health and quality of soil" and included the commitment to "resist the destruction of habitats through planning policy and development management". Development of this safeguarded Green Belt land would now be out of step with that commitment. Protection of local green spaces and wildlife habitats will become increasingly important for the quality of life in local communities with more home-working during and after COVID-19.

20/02851/TPO - Elm House, Chestnut Walk, Saltford BS31 3BG. Description of Proposal: Beech (T1)- Crown reduction by radial 3m (removing 3m from total width and height). Mr Richard Godwin

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

20/03045/LBA – 1 The Batch, Saltford, BS31 3EN. Internal alterations to re-open a previously blocked door to allow the two properties to be used as a single dwelling. Mr & Mrs Hathaway

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

9. FINANCIAL MATTERS

a. Monthly Financial Report – The reports for July 2020 and August 2020 as recorded below were discussed and accepted by members.

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

c. Grant to SCA for August edition of SCAN – The amount of grant funding to Saltford Community Association to cover the costs of the August edition of SCAN was confirmed as £1498. This spend was agreed under item 9 at the July 2020 meeting (Budget line: Council Led Schemes).

d. Grant to SCA for affiliated association fees for 2020/21 – The amount of grant funding to the Saltford Community Association for affiliated association fees for 2020/21 was confirmed as £600. This spend was agreed under item 9 at the July 2020 meeting (Budget line: Council Led Schemes).

e. PKF Littlejohn external audit fee – Expenditure of £240 to PKF Littlejohn for the limited assurance review of Annual Governance and Accountability Return (external audit) for the year ending 31 March 2020 was confirmed. Spend agreed under delegated powers in accordance with HCID Policy. (Budget heading: Auditing).

f. Grant application from Great Western Air Ambulance Charity (GWAAC) – The Council considered a grant application for £1000 from GWAAC to help cover the cost of a new uniform for one of the team of specialist Doctors and Critical Care Paramedics. The Council resolved to award £500 (Budget heading: Miscellaneous Grants). In line with SPC's Financial Regulations it was also resolved that the Council would exceed spend on the Miscellaneous Grants budget line to accommodate the grant awarded.

10. RIVERBANK EROSION AND VEGETATION 'GAP' ON THE SHALLOWS

It was resolved that SPC is in favour in principle of filling the vegetation and river erosion gap on The Shallows. It was confirmed that Cllr Phil Harding and Ward Cllr Duncan Hounsell will meet with a B&NES Council Parks and Trees officer on-site to discuss options and costs to close the gap. SPC agreed to determine spend from its Environmental Schemes budget and/or CIL Funds at its October meeting.

11. REVIEW OF GRASS CUTTING AND ROADSIDE VEGETATION CLEARANCE

The Council agreed locations in Saltford where changes and/or adaptations to grass cutting and roadside vegetation clearance are required ahead of spring 2021, in line with B&NES Council's 'Get Bath Buzzing' pollinator action plan. It was agreed that SPC would contact B&NES Council with the following requests.

- Mead Lane, wild flower verge (opposite Avon Lane) – cut around bollards so visible to road users, but not until after late spring or early summer when the flowers have had time to set and disperse seeds.
- Mead Lane, riverbank - no cutting of the river bank for all of 2021 for ecology reasons. This is a trial for 2021.
- The Shallows, riverbank - cut this area after spring to allow flowers to grow to provide nectar and pollen for insects, then less frequently (between 1-3 times a year in line with Get Bath Buzzing action plan).
- The Shallows, car park – green space around car park requested to be cut after spring to allow flowers to grow to provide nectar and pollen for insects, then less frequently (between 1-3 times a year in line with Get Bath Buzzing action plan). This is a trial for 2021. To cut a strip parallel with Willow Cottages on a regular

basis as currently for access. To maintain the 'outlook' as is i.e. wild meadow with walking strips for pedestrian access.

12. PETITION TO REVISE THE NPPF TO INCLUDE THE PROTECTION OF ALL AND PARTICULARLY OLD HEDGEROWS

The Council agreed to sign a petition to campaign for hedges and particularly old hedgerows to be included in the National Planning Policy Framework (NPPF) guide to local authorities in relation to planning decisions.

13. IMPROVING RIVER SAFETY AND SAFETY AWARENESS

An update on river safety actions taken since the July meeting was provided, including engagement with B&NES Council and the Environment Agency on water quality concerns, and engagement with the Bath River Safety Group, Avon Fire and Rescue, and the Canal River Trust with regards to water safety awareness.

Actions agreed with Avon Fire and Rescue included visits from members of the Hicks Gate team to Saltford's river side areas during periods of hot weather to educate river users about water safety. It was also agreed that the Avon Fire and Rescue service will look to carry out a targeted/seasonal education intervention with local schools raising awareness ready for the 2021 summer season, working in partnership with the RNLI.

Following the suggestion from Avon Fire and Rescue, for further guidance it was resolved that SPC would contact ROSPA (Royal Society for the Prevention of Accidents) to enquire about the costs of safety consultancy.

14. NALC CONSULTATION - PC10-20 CHANGES TO THE CURRENT PLANNING SYSTEM

The Council agreed a response to the NALC consultation 'PC10-20 Changes to the current planning system', which will be submitted to NALC. A copy of SPC's consultation response is available on request.

15. NALC CONSULTATION - PC11-20 WHITE PAPER: PLANNING FOR THE FUTURE

The Council agreed a response to the NALC consultation 'PC11-20 White paper: Planning for the future', which will be submitted to NALC. A copy of SPC's consultation response is available on request.

16. NALC CONSULTATION - PC12-20 TRANSPARENCY AND COMPETITION: DATA AND LAND CONTROL

The Council agreed a response to the NALC consultation '12-20 Transparency and competition: Data and land control', which will be submitted to NALC. A copy of SPC's consultation response is available on request.

17. FEEDBACK - PROPOSED B&NES ALCA SUBSCRIPTION INCREASE

Councillors agreed feedback to B&NES ALCA's (Avon Local Council Association) proposal to increase the annual subscriptions by or in the region of 10% per annum over the next three years. SPC resolved that the proposed increases over the next three years were appropriate due to the valuable support given by ALCA, but that any further increases beyond this period of time would not be sustainable.

18. MANAGEMENT OF SAFETY AT ST MARY'S CHURCHYARD

The Council reviewed and agreed to accept suggested updates to the Management of Safety at St Mary's Churchyard document.

19. FEEDBACK FROM CLERK'S APPRAISAL

The Council received feedback from the Clerk's appraisal, which was carried out by Cllr Jon Godfrey on 24th August 2020.

20. SPC SOCIAL MEDIA POLICY

The Council resolved to adopt the updated SPC Social Media policy.

21. DATE FOR 'MEET YOUR COMMUNITY POLICE OFFICERS' MEETING

The Council agreed, due to the COVID19 situation, to postpone arranging a meeting in the autumn and to instead discuss a date for the 'meet your community police officers' meeting in early in 2021.

22. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

Cllr Phil Harding attended the B&NES Council webinar 'Green Renewal' on 13th July.

Cllr Jon Godfrey raised the issue of face masks as litter, and it was agreed that SPC would raise awareness of the safe disposal of masks via social media.

23. DATA PROTECTION AND GDPR UPDATES

Cllr Jon Godfrey provided an update on GDPR compliance.

24. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

No reports were received.

25. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

No items of urgent information were received.

26. PUBLICITY

The Council agreed items to include in SPC's SCAN page and ideas for the next e-newsletter.

The meeting closed at 9.35pm

Chair's signature.....

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

Next Parish Council meeting: Tuesday 6th October 2020, via Zoom

Cash

£49

TOTAL CURRENT BALANCE

£62,419

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

Monthly Financial Report for August 2020 - Month 5
Quarter period 2

	Budget to date	Actual to date	Budget Year end position
RECEIPTS:			
Precept & any grant	£17,419	£17,419	£34,838
Interest on Investments	£10	£13	£25
Other Income: Allotments	£71	£158	£170
VAT Reimbursements	£700	£549	£700
Other	£0	£0	£0
Subtotal without CIL	£18,200.36	£18,139.30	£35,733.22
CIL Payments	£0.00	£0	£0
Total Income	£18,200	£18,139	£35,733

PAYMENTS:

General Administration	£625	£603	£1,500
Office accommodation	£833	£1,500	£2,000
Office Staff	£9,167	£8,783	£22,000
Office Equipment	£125	£0	£300
Training	£333	£652	£800
Auditing	£450	£455	£450
Insurance	£400	£345	£400
Publicity	£500	£0	£1,200
Subscriptions	£13	£0	£31
Chairmans Honorarium	£125	£75	£300
Councillors' expenses	£83	£0	£200
Hall / Room Hire	£250	£35	£600
Maintenance: Church Yard Grounds	£583	£472	£1,400
Allotments	£104	£30	£250
Churchyard Special Maintenance Projects	£208	£0	£500
Allotment site rent	£42	£0	£100
Miscellaneous Grants	£417	£585	£1,000
Council led schemes	£625	£2,695	£1,500
Environment schemes	£417	£0	£1,000
VAT	£292	£271	£700
Subtotal without CIL	£15,592.08	£16,500.11	£36,231.00
CIL-related expenditure	£3,437	£2,000	£8,250
Total Payments	£19,029	£18,500	£44,481

BALANCE AT END OF MONTH:

Current account	£1,499
Business Instant Access account	£56,587

Cash

£49

TOTAL CURRENT BALANCE

£58,135

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 September 2020

– for authorisation by the Council at its meeting on 1 September 2020.

Description	Amount	Method	Budget heading
September Clerk's salary (inc. NJC back pay)	1465 estimate, 1500 maximum	Online BACS	Office staff
September SCA Hall hire	0 estimate, 90 maximum	Online BACS	Hall hire
September Avon Pension Fund contributions	290 estimate, 310 maximum	Online BACS	Office staff
September HMRC tax & National Insurance	225 estimate 250 maximum	Online BACS	Office staff
September Intouch Communications Ltd Phone system	25 estimate 30 maximum	Direct Debit	General administration
September Saltford Community Hub phone/internet tenant contribution	35 estimate 40 maximum	Online BACS	Office Accommodation
September 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: 05.08.2020 £5000

I certify that the above payments made or to be made have been authorised at the meeting of the Parish Council on 1 September 2020.

SIGNED.....

DATE:.....

CHAIR / VICE-CHAIR