

SALTFORD PARISH COUNCIL

Minutes of the meeting of the Council held remotely (via Zoom) on Tuesday 6th October at 7.15pm

PRESENT

Councillors: Phil Harding (Vice Chair), Adrian Betts, Marie Carder, Will Feay, Gary Graveling, Jon Godfrey, Duncan Hounsell, Robert Taylor 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 1 September 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 Chris Warren.

3. DECLARATIONS OF INTEREST

Cllr Duncan Hounsell declared an interest in item 15 'Mead Lane Moorings'. As a B&NES Council Salford Ward Councillor as well as a Salford Parish Councillor, to ensure an independent resolution by SPC, Cllr Hounsell stated he would switch to audio only (via Zoom) and not participate in discussions or voting during this item.

4. PUBLIC TIME

There were 7 members of the public present.

A resident spoke with regards to item 15 'Mead Lane Moorings'. This included a request that B&NES Council identify appropriate moorings elsewhere on the River Avon where it is the riparian owner.

5. CHAIR'S ANNOUNCEMENTS

No announcements were made.

6. CLERK'S ANNOUNCEMENTS

The Clerk made the following announcements:

- In response to item 11 on the September meeting 'Review of grass cutting and roadside vegetation clearance', B&NES Council's Parks and Green Spaces team have confirmed that they are happy with the requests made regarding grass cutting. They have said that some of the cutting regimes are already in place and others will start next season. They will also install some 'Let's Get Buzzing' signs.

- Following SPC's resolved response for item 17 at the September meeting 'Feedback – proposed B&NES ALCA subscription increase', SPC has since been informed that the intention is to increase subscriptions by 30% in 2021 rather than 10% yr-on-yr increase for three years. If the 30% increase is confirmed at the B&NES ALCA AGM later this month, SPC will resolve whether to continue with its subscription at a future meeting.
- SPC has received a response from the Government following its resolution to sign the petition to 'revise the NPPF to include the protection of all and particularly old hedgerows' as agreed under item 12 at the September meeting. The Government's response states that legal protection for hedgerows is provided by the Hedgerows Regulations 1997. Cllr Harding has stated that the specific mention of hedgerows in the NPPF would give them added protection and remind developers and planners not to plan developments that result in the loss of such important natural infrastructure.
- Plans for Remembrance Sunday – due to COVID19 restrictions there will be no parade to the War Memorial this year. Instead St Mary's Church has will be holding two services on Remembrance Sunday, but due to capacity those wishing to attend will need to contact the church office in advance to book a place. Cllr Chris Warren, SPC Chair, will represent SPC at one of the services.
- The new SPC website will go live in October. An updated website was required for SPC to meet new accessibility legislation guidance.

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:

- The press release issued by B&NES Council about the Cabinet meeting on Thursday 8th October at which a decision on the future of Mead Lane Moorings will be made.
- The 2019 Air Quality Annual Status Report for monitoring on the A4 Bath Road in Saltford, sharing that air quality continues to improve and that B&NES Council will be completing a report for revoking the Saltford Air Quality Management Area. This will be taken to public consultation in 2021. Cllr Hounsell confirmed that air quality monitoring will continue to take place by The Crown public house.

The copy of the report circulated announced that Cllr Duncan Hounsell intends to stand down as a Saltford Parish Councillor from 1st January 2021. Cllr Phil Harding thanked Cllr Hounsell on behalf of Saltford Parish Council, stating that Cllr Hounsell's contribution and dedication to SPC had made the Parish Council what it is today. Cllr Harding added that formal thanks would take place at Cllr Hounsell's last meeting as a Parish Councillor in December.

(Item 15 was discussed next).

8. PLANNING MATTERS

a. Decisions and Appeals

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

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

20/02524/FUL - 5 Golf Club Lane Saltford BS31 3AA. Erection of single storey extension to the front of the house and dormer. Mr David & Miss Stella Isaacson/ Ball

20/02694/VAR - 22 Uplands Road Saltford BS31 3JJ. Variation of conditions 2 (Plans List) and 8 (Removal of PD) of application 19/03008/VAR. (Variation of condition 2 attached to application 18/01449/FUL (Erection of 1no. 2bed single storey dwelling (resubmission))). Mr David Lamb

The Clerk reported that the following application had received CONSENT by B&NES Council:

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

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

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

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

20/02683/TCA - Springside 25 High Street Saltford BS31 3ED. Thuja plicata (T1) – Fell. Taxus baccata (T2) - Remove low north-west lateral branch. Ilex aquafolium (T3) – Fell. Sycamore (T4) - Crown thin by 15 percent. Mrs Sarah Rees-Leonard

The Clerk reported that the following application has been WITHDRAWN:

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

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

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. Appeal Ref: 20/00045/RF. Appeal Start Date: 1 October 2020. Appellant: Churnmead Ltd

b. Planning contraventions

None reported.

c. Planning items of urgent information

None reported.

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

20/03101/FUL - 17 Claverton Road West Saltford BS31 3AL. Erection of single storey rear extension. Mr R Rowland

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

20/03272/FUL - 39 Manor Road Saltford BS31 3AB. Erection of a garage. Mr Sandell

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

20/03298/FUL - 19 Claverton Road West Saltford BS31 3AL. Erection of single storey side and rear extension. Mr Vlad Nanu

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

COMMENT: Saltford Parish Council asks the Case Officer to consider the impact on the structural integrity of No. 21's adjoining garage and make any necessary protection and mitigating measures during construction a condition of planning permission.

20/03119/FUL - Land And Buildings At Rear Of 59 High Street Saltford. Erection of replacement farm building. Mr & Mrs P Woodham

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

20/03515/FUL - 17 Tynning Road Saltford BS31 3HL. Erection of single storey extension following removal of pre-fabricated garage structure. Shirley Knight

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

20/03509/FUL - 22 Witney Close Saltford BS31 3DX. Erection of single storey front and rear extensions. Mr Nigel Whitehead

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

20/03519/FUL - 39 Montague Road Saltford BS31 3LL. Construction of two storey rear extension. Mr and Mrs Griffiths

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

9. FINANCIAL MATTERS

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

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

c. Remembrance Day wreath – Expenditure of £25 was authorised as a donation to the British Legion for SPC's Remembrance Day wreath (Budget heading: Council Led Schemes).

10. RAILFUTURE SUBSCRIPTION

Expenditure of £50 was authorised for SPC's January 2020 to December 2021 Raifuture subscription. (Budget heading: Subscriptions).

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

Following its resolution at the September meeting (item 10) in favour in principle of filling the vegetation and river erosion 'gap' on The Shallows, following a meeting with B&NES Council to discuss solutions and costs, SPC resolved to authorise a spend of up to £1200 (Budget heading: 50% of costs from Environment Schemes and 50% of costs from CIL funds). This included approving spend on wooden bollards (£824.68), plants/vegetation (costs to be confirmed) and signage to create a wildlife ecology zone at this location.

12. IMPROVING RIVER SAFETY AND SAFETY AWARENESS

Following its resolution at the September meeting (item 13) for SPC to contact ROSPA (Royal Society for the Prevention of Accidents), a quote of £3130+VAT plus £TBC drowning data cost and travel/accommodation for a 3.5 day visit was received. SPC resolved not to accept the quote.

SPC instead agreed to request advice and support from the River Avon Users Consultative Committee with regards to how river safety and safety awareness can be improved in Saltford. It was resolved that Cllr Phil Harding – SPC’s link member with RAUCC - will raise this at RAUCC’s upcoming meeting and provide feedback to SPC at its November meeting.

13. SAFETY CONCERNS AT LMS BRIDGE

The Council discussed safety concerns at the LMS bridge (Bristol-Bath Railway Path bridge). It was resolved that SPC would express its safety concerns to B&NES Council, including concerns relating to people ‘tombstoning’ from the top of the bridge and swimming under the bridge, and to ask B&NES Council how it proposes to take action to mitigate risk to life at this location.

14. RIVER AVON WATER QUALITY

The Council discussed information received from Wessex Water, the Environment Agency and B&NES Council following SPC’s enquiries to these organisations about untreated sewage entering the River Avon at Saltford via Wessex Water’s storm overflows. It was resolved that Cllr Phil Harding would ask RAUCC to consider the potential adverse impact on the health of river users from sewage outlets in Saltford whilst advising on improving river safety and awareness. Cllr Harding will relay RAUCC’s response at SPC’s November meeting, where SPC will decide any further actions if required.

15. MEAD LANE MOORINGS

SPC resolved its response following the publication of the Atkins (engineers) report on Mead Lane. SPC was largely supportive of recommendations by officers and of their prompt implementation, however SPC also resolved to request a more specific timeframe to remove moorings from Mead Lane rather than it being stated as ‘a longer-term aspiration’. A full copy of SPC’s response can be found on SPC’s website.

A decision on the future of moorings at Mead Lane will be made at the B&NES Council Cabinet meeting on 8th October. It was agreed that Cllr Phil Harding would address Cabinet with SPC’s response at the meeting.

16. B&NES COUNCIL TRAFFIC COUNT DATA ON A4 BATH ROAD

Cllr Adrian Betts informed those present that he had recently been made aware that technical issues have resulted in the lack of traffic count data recording on the A4 Bath Road in 2019 and 2020. Data before 2019 had been collected by B&NES Council on the A4 Bath Road close to the Broadmead roundabout. SPC agreed that it was important to know the rate of traffic flow, especially considering any future large-scale planning proposals. It was resolved that SPC would approach B&NES Council to request that traffic count data recording at this location resume as soon as possible, and to suggest that the contractor who disconnected the traffic count data equipment pay for the remedial works.

17. DEACTIVATION OF SPC HIGH CONSEQUENCE INFECTIOUS DISEASE POLICY

The Council resolved to formally deactivate SPC's High Consequence Infectious Disease Policy following the updating of SPC's Standing Orders to accommodate Coronavirus related legislation. The updated Standing Orders were adopted in June 2020 (item 5).

18. ANNUAL REVIEW OF GOVERNANCE AND MANAGEMENT RISK REGISTER

The Council agreed suggested changes made to the Saltford Parish Council Governance and Management Risk Register and resolved to adopt the updated document.

19. ANNUAL REVIEW OF FINANCIAL REGULATIONS

The Council agreed suggested changes to the Saltford Parish Council Financial Regulations and resolved to adopt the updated document.

20. LOGO

It was resolved that the logo working group – Cllrs Jon Godfrey, Rob Taylor and Chris Warren - would make suggested adaptations to the draft logo presented at the meeting and that the working group would decide the final version on behalf of SPC.

21. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

None reported, further to actions agreed under item 11.

22. DATA PROTECTION AND GDPR UPDATES

The Council received an update on data protection and GDPR compliance from Cllr Jon Godfrey, including current actions relating to IT risk management.

23. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

Cllr Jon Godfrey, Saltford Community Association (SCA) link member, reported that the Treasurer of the SCA has requested to update SPC on their current actions at SPC's November meeting.

24. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

No reports were received.

The meeting closed at 9:20 pm

Chair's signature.....

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

Next Parish Council meeting: Tuesday 3rd November 2020, via Zoom

Saltford Parish Council

Monthly Financial Report for September 2020 - Month 6

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 | £13 | £14 | £25 |
| Other Income: Allotments | £85 | £158 | £170 |
| VAT Reimbursements | £700 | £549 | £700 |
| Other | £0 | £0 | £0 |
| Subtotal without CIL | £18,216.61 | £18,139.77 | £35,733.22 |
| CIL Payments | £0.00 | £0 | £0 |
| Total Income | £18,217 | £18,140 | £35,733 |

PAYMENTS:

| | | | |
|---|-------------------|-------------------|-------------------|
| General Administration | £750 | £769 | £1,500 |
| Office accommodation | £1,000 | £1,500 | £2,000 |
| Office Staff | £11,000 | £10,845 | £22,000 |
| Office Equipment | £150 | £0 | £300 |
| Training | £400 | £652 | £800 |
| Auditing | £450 | £455 | £450 |
| Insurance | £400 | £345 | £400 |
| Publicity | £600 | £0 | £1,200 |
| Subscriptions | £16 | £0 | £31 |
| Chairmans Honorarium | £150 | £150 | £300 |
| Councillors' expenses | £100 | £0 | £200 |
| Hall / Room Hire | £300 | £35 | £600 |
| Maintenance: Church Yard Grounds | £700 | £567 | £1,400 |
| Allotments | £125 | £30 | £250 |
| Churchyard Special Maintenance Projects | £250 | £0 | £500 |
| Allotment site rent | £50 | £0 | £100 |
| Miscellaneous Grants | £500 | £1,085 | £1,000 |
| Council led schemes | £750 | £2,695 | £1,500 |
| Environment schemes | £500 | £0 | £1,000 |
| VAT | £350 | £310 | £700 |
| Subtotal without CIL | £18,540.50 | £19,436.98 | £36,231.00 |
| CIL-related expenditure | £4,125 | £2,000 | £8,250 |
| Total Payments | £22,665 | £21,437 | £44,481 |

BALANCE AT END OF MONTH:

| | |
|---------------------------------|---------|
| Current account | £3,563 |
| Business Instant Access account | £51,587 |

Cash

£49

TOTAL CURRENT BALANCE

£55,199

| 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 October 2020

– for authorisation by the Council at its meeting on 6 October 2020.

| Description | Amount | Method | Budget heading |
|---|--------------------------------|--------------|------------------------|
| October Clerk's salary | 1260 estimate, 1280 maximum | Online BACS | Office staff |
| October SCA Hall hire | 0 estimate, 25 maximum | Online BACS | Hall hire |
| October Avon Pension Fund contributions | 300 estimate, 320 maximum | Online BACS | Office staff |
| October HMRC tax & National Insurance | 240 estimate 260 maximum | Online BACS | Office staff |
| October Intouch Communications Ltd Phone system | 25 estimate 30 maximum | Direct Debit | General administration |
| October Saltford Community Hub phone/internet tenant contribution | 35 estimate 40 maximum | Online BACS | Office Accommodation |
| October Ambience Landscapes churchyard maintenance | 115 estimate 125 maximum | Online BACS | Churchyard Maintenance |

Noted due to NJC back pay award:

September Clerk salary £1370

September 2020 Avon Pension Fund amount: £335

September HMRC 2020: £357

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

Date: 17.09.2020

£5000

I certify that the above payments made or to be made have been authorised at the meeting of the Parish Council on 6 October 2020.

SIGNED.....

DATE:.....

CHAIR / VICE-CHAIR