



SALTFORD PARISH COUNCIL

Minutes of the meeting of the Council held remotely (via Zoom)
on Tuesday 3rd November at 7.15pm

PRESENT

Councillors: Chris Warren (Chair), Adrian Betts, Marie Carder, Will Feay, Gary Graveling, Jon Godfrey, Phil Harding (Vice Chair), Duncan Hounsell and Adam Rees-Leonard.

Officer: Lottie Smith-Collins

1. MINUTES

The minutes of the remote (Zoom) Council meeting held on 6 October 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 Rob Taylor and Sally Turner.

3. DECLARATIONS OF INTEREST

Cllr Duncan Hounsell declared an interest in Item 13 'Review of temporary parking restrictions on Mead Lane'. As a B&NES Council Ward Councillor as well as a Saltford Parish Councillor, to ensure an independent resolution by SPC, Cllr Hounsell stated he would participate in the discussion but not vote on the item.

4. PUBLIC TIME

There were seven members of the public present.

Two residents spoke with regards to Item 13 'Review of temporary parking restrictions on Mead Lane' and 'Item 14 – Traffic Regulation Orders (TRO) 2021/22'. Both expressed concern about the impact of parking restrictions on Mead Lane increasing already high visitor numbers to The Shallows, and stated that a holistic view of parking along Saltford's river side must be taken, including that any review of temporary parking on Mead Lane needed to include a review of temporary parking on The Shallows.

A member of the public spoke regarding Item '12.c River and Riverside – Mead Lane moorings', stating that Mead Lane was an unsuitable location for 14 day moorings.

A representative of the Saltford Community Association spoke on Item 7 'Update from the Saltford Community Association (SCA)'. This included an update about the use of Saltford Hall following the commencement of a second national lockdown on 5th November, including its use to host some support services. An update was also provided on the Saltford Hub (COVID19 support), stating that the phonenumber and email account were live and volunteers were being approached to support the

Salford Hub as in the previous lockdown.

A second representative of the SCA spoke on 'Item 18 – VE Day 75 – Tree Planting Update' to discuss which member of SCA or SPC would attend the tree planting following the announcement of new lockdown restrictions.

5. CHAIR'S ANNOUNCEMENTS

Cllr Chris Warren provided an update on plans for the repair and repurpose of the ex-BT phone box on the High St. Cllr Warren stated that following a meeting with representatives of SPC, Salford Marina and the Bird in Hand on Friday 23rd October, it was agreed that the newly repaired phone box would be relocated within the front boundary of the Bird in Hand public house. A license protecting SPC's asset will be arranged. The phone box will be used to house a defibrillator (owned by the Bird in Hand PH) and as a Wi-Fi hotspot location.

The Chair announced that due to pending lockdown restrictions the service of remembrance at St Mary's Church was not allowed to go ahead. The Chair confirmed that he would be laying a wreath at the war memorial on Remembrance Sunday on behalf of SPC.

The Chair shared that the new Salford Parish Council logo and website were now live, and thanked those who were involved, especially Cllr Rob Taylor for his logo design.

6. CLERK'S ANNOUNCEMENTS

The Clerk made the following announcements:

- SPC has been informed that the Tynning Road TRO, as requested by SPC to B&NES Council, will not proceed to public consultation due to road safety implications.
- B&NES Council's Public Rights of Way team have noted the poor condition of the path in the field immediately behind the church – as reported by a resident - and are looking to get a quote to make improvements. Pending costs improvements will be carried out this year or in the next financial year.
- B&NES Council's Principle Transport Planner has responded to SPC's request following agreement under item 16 at the October meeting to request that traffic counting data on the A4 Bath Road is recommissioned and fully functioning as soon as possible. The B&NES Council officer has confirmed that this should occur by the end of November 2020, and that B&NES will seek to reclaim costs for reconnection from the developer, Crest Nicholson.
- Salford Parish Council awaits the Pixash Lane public consultation on B&NES Council's plans for upgrading and extending the waste and recycling centre, and confirmed that SPC will respond to the public engagement exercise and any subsequent planning application.

- Councillors were reminded that the informal budget planning meeting will take place on 3rd December at 6:30pm via Zoom, prior to the full council meeting at 7:15pm.

7. UPDATE FROM THE SALTFOORD COMMUNITY ASSOCIATION (SCA)

Further to the information shared during Public Time, the Council received an update about the community hardship fund and school holiday meal vouchers, along with other areas of support available to residents during the COVID-19 pandemic.

8. REPORT FROM B&NES WARD COUNCILLORS

B&NES 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 online public consultation regarding the proposals for the Pixash Lane waste and recycling centre, sharing that it was soon to go live, as well as further information about the planning process which will follow.
- The Local Plan partial update, including informing those present that the sites suggested – following the ‘call for sites’ deadline of 20th October - will soon be made public.
- The postponement of the ‘I Love Local’ campaign which supports local shops and businesses. Cllr Hounsell stated that it is hoped that the campaign will take place in February and March 2021.

9. PLANNING MATTERS

a. Decisions and Appeals

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

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

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

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

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

19/04441/FUL 6 Mill Cottages The Shallows Saltford Bristol - Erection of garden gates (Retrospective) Appeal Ref: 20/00048/RF. Planning Inspectorate Appeal Ref: 3258088 Appeal Start Date: 7 October 2020. Appellant: Mandy Mabbs

The Clerk reported that the following application has been ALLOWED on appeal by The Planning Inspectorate (with conditions):

19/04914/FUL - Rosemere, Homefield Road Saltford BS31 3EQ. Erection of a new dwelling and gate house following the demolition of existing dwelling. Mrs Helen Franklin

The Clerk reported that the following appeal had been REFUSED by the Planning Inspectorate:

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.

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:

20/03783/FUL - 28 Uplands Road Saltford BS31 3JJ. Erection of front dormer. Mclay

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

20/03808/FUL - Golden Moments@507 507 Bath Road BS31 3HQ. Erection of single storey rear extension. M Uddin

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

10. FINANCIAL MATTERS

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

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

signed by the Chair.

c. Annual fee for the Wick House Close Allotments – The Council authorised a payment of £100 for allotment rent, in accordance with the licence agreed between Saltford Parish Council and Curo Places Limited (Budget heading: Allotment site rent).

d. Ex-BT phone box on High St – Further to the £1000 previously agreed (05-2019-16.e), the council authorised further expenditure of £250 to repair and repurpose the High St ex-BT phone box which is an asset of SPC. Costs to SPC include work required to use it as a Wi-Fi hotspot as well as works required for it to house a defibrillator belonging to the Bird in Hand PH (Budget heading: Council Led Schemes)

11. B&NES ALCA 30% SUBSCRIPTION INCREASE

The council agreed in principle to pay a 30% increase for its B&NES ALCA subscription in 2021/22. Payment is due in February however a decision was required to aid budget setting. B&NES ALCA has indicated that SPC's overall annual ALCA and NALC subscription will be c.£779 compared with £652 in 2020/21.

The Council stated that it was not in favour of any further increases, and that it would reconsider its subscription in future years should ALCA continue to increase the cost of its membership.

12. RIVER AND RIVER SIDE

a. Improving river safety and safety awareness; and b. River Avon water quality:

Following its resolution at the October meeting for SPC to contact the River Avon Users Consultative Committee (RAUCC) regarding improving river safety and safety awareness as well as concerns regarding River Avon water quality, Cllr Phil Harding provided feedback from the RAUCC meeting he attended on Tuesday 27th October. The meeting was also attended by the B&NES Officer responsible for the WaterSpace project.

Cllr Harding reported that he formally asked the B&NES Officer present to give river safety a higher priority as part of the work of the WaterSpace project for which the officer was responsible. Cllr Harding also requested that the B&NES Council officer raise SPC's concerns to the River Safety Group (comprising of B&NES Council, the Environment Agency, the Canal River Trust and Wessex Water), and suggested that the River Safety Group look to cover other areas of the River Avon - including Saltford - further to its current focus on Bath.

Cllr Harding also reported that 'water safety' will be a standing item on future RAUCC agendas.

c. Mead Lane moorings

The council agreed to maintain communication with the relevant officers at B&NES Council regarding Mead Lane moorings, following the B&NES Council Cabinet decision on 8th October detailing the future of moorings at this location (information available on the B&NES Council website).

13. REVIEW OF TEMPORARY PARKING RESTRICTIONS ON MEAD LANE

The Council agreed its viewpoint ahead of a meeting to review the temporary parking restrictions on Mead Lane with B&NES Council, B&NES Ward Councillors and the police.

The Council resolved that it supports the permanent implementation of the current parking restrictions in place on Mead Lane as well as those currently on The Shallows (including maintaining the two areas on The Shallows without parking restrictions), and that restrictions on The Shallows and the section of High Street between the two roads needs to be considered when reviewing parking restrictions on Mead Lane.

14. TRAFFIC REGULATION ORDERS (TRO) 2021/22

The Council accepted that its request for a TRO for short term parking restrictions on Tynning Road was not possible due to safety issues. It was agreed that Cllr Betts would propose a different location for short term parking by the parade of shops for discussion at the next meeting.

The Council agreed that the section of A4 Bath Road into Saltford from the direction of Bath should have a 40 m.p.h speed limit introduced prior to where the 30 m.p.h limit starts, to aid the reduction of speeding as vehicles enter the 30 m.p.h section of road. The Council resolved to request that B&NES Council include this in their Traffic Regulation Order file for consideration and consultation in 2021/22.

15. HIGHWAYS MAINTENANCE 2021/22

The Council agreed the roads in Saltford to be prioritised and recommended for inclusion in the B&NES Highways Maintenance programme for 2021/22, as follows:

- The Shallows - section from outside the Brass Mill to the GWR Bridge
- Tynning Road - in its entirety
- Manor Rd – section where it meets Longwood Lane (map provided to B&NES Council).

16. CHURCHYARD INSPECTION AND MEMORIAL SAFETY CHECK

Cllr Chris Warren reported that he and the Parish Clerk had carried out the biannual

inspection of the churchyard and annual churchyard headstone safety check on 19th October 2020. Cllr Warren recommended the repair of seven headstones, totalling one in an average condition and six in a poor condition. Cllr Warren confirmed that one headstone had to be laid down for safety reasons and was beyond repair. The Council agreed spend in principle and resolved that a quote would be sought for the work required, with spend to be agreed at the next meeting.

17. SALT FORD PARISH COUNCIL COMMUNITY AWARDS 2021

The Council agreed that the 2021 SPC awards would include four additional categories to recognise community response and contribution during the COVID19 pandemic.

Councillors agreed the criteria and process for the 2021 Community Awards, including awarding winners £75 each to be given to their Saltford organisation of choice (Budget heading: Council Led Schemes).

18. VE DAY 75 - TREE PLANTING UPDATE

An update was provided on the joint Curo, SPC and SCA VE Day 75 project, which had been delayed due to COVID19. It was reported that Ambience Landscapes – as a gift to the community - will provide two oak trees for free as well as surrounds to protect the trees, and will install these in the green area in front of Saltford Hall prior to Remembrance Sunday. Nearby residents have been informed by letter.

19. PUBLICITY

The Council agreed items to include on its SCAN page and next e-newsletter.

20. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

No updates reported, further to item 18.

21. DATA PROTECTION AND GDPR UPDATES

Cllr Jon Godfrey provided information about actions taken to protect SPC's new website.

22. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

None reported, further to item 12 a & b.

23. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

No items of urgent information were reported.

24. RESOLUTION TO EXCLUDE THE PUBLIC

The Council resolved that in accordance with Standing Order 1 c, in view of the confidential nature of the business about to be transacted, it was advisable that the public be temporarily excluded. Following a vote the public were instructed to withdraw.

25. SPECIAL HONOURS AWARD FOR COVID-19

The council agreed to the submission of a letter of support regarding a resident's nomination for a Special Honours award for COVID-19 response, following a request from a member of the public.

The meeting closed at 9:20 pm

Chair's signature.....

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

Next Parish Council meeting: Tuesday 1st December 2020, via Zoom

SALTFORD PARISH COUNCIL

Schedule of regular expenditure during November 2020

– for authorisation by the Council at its meeting on 3 November 2020.

| Description | Amount | Method | Budget heading |
|--|--------------------------------|--------------|------------------------|
| November Clerk's salary | 1250 estimate, 1280 maximum | Online BACS | Office staff |
| November SCA Hall hire | 0 estimate, 25 maximum | Online BACS | Hall hire |
| November Avon Pension Fund contributions | 300 estimate, 320 maximum | Online BACS | Office staff |
| November HMRC tax & National Insurance | 260 estimate 280 maximum | Online BACS | Office staff |
| November Intouch Communications Ltd Phone system | 25 estimate 30 maximum | Direct Debit | General administration |
| November Saltford Community Hub phone/internet tenant contribution | 35 estimate 40 maximum | Online BACS | Office Accommodation |
| November 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 £ N/A

I certify that the above payments made or to be made have been authorised at the meeting of the Parish Council on 3 November 2020.

SIGNED.....

DATE:.....

CHAIR / VICE-CHAIR

Saltford Parish Council

Monthly Financial Report for October 2020 - Month 7

Quarter period 3

| | Budget to date | Actual to date | Budget Year end position |
|-----------------------------|-------------------|-------------------|--------------------------|
| RECEIPTS: | | | |
| Precept & any grant | £34,838 | £34,838 | £34,838 |
| Interest on Investments | £15 | £14 | £25 |
| Other Income: Allotments | £99 | £158 | £170 |
| VAT Reimbursements | £700 | £549 | £700 |
| Other | £0 | £0 | £0 |
| Subtotal without CIL | £35,651.97 | £35,559.25 | £35,733.22 |
| CIL Payments | £0.00 | £0 | £0 |
| Total Income | £35,652 | £35,559 | £35,733 |

PAYMENTS:

| | | | |
|---|-------------------|-------------------|-------------------|
| General Administration | £875 | £854 | £1,500 |
| Office accommodation | £1,167 | £1,500 | £2,000 |
| Office Staff | £12,833 | £12,652 | £22,000 |
| Office Equipment | £175 | £0 | £300 |
| Training | £467 | £652 | £800 |
| Auditing | £450 | £455 | £450 |
| Insurance | £400 | £345 | £400 |
| Publicity | £700 | £0 | £1,200 |
| Subscriptions | £18 | £50 | £31 |
| Chairmans Honorarium | £175 | £150 | £300 |
| Councillors' expenses | £117 | £0 | £200 |
| Hall / Room Hire | £350 | £35 | £600 |
| Maintenance: Church Yard Grounds | £817 | £661 | £1,400 |
| Allotments | £146 | £30 | £250 |
| Churchyard Special Maintenance Projects | £292 | £0 | £500 |
| Allotment site rent | £58 | £0 | £100 |
| Miscellaneous Grants | £583 | £1,085 | £1,000 |
| Council led schemes | £875 | £2,695 | £1,500 |
| Environment schemes | £583 | £0 | £1,000 |
| VAT | £408 | £336 | £700 |
| Subtotal without CIL | £21,488.92 | £21,499.18 | £36,231.00 |
| CIL-related expenditure | £4,812 | £2,000 | £8,250 |
| Total Payments | £26,301 | £23,499 | £44,481 |

BALANCE AT END OF MONTH:

| | |
|---------------------------------|---------|
| Current account | £1,257 |
| Business Instant Access account | £69,006 |

Cash

£49

TOTAL CURRENT BALANCE

£70,313

| 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 |