



# SALT FORD PARISH COUNCIL

Minutes of the meeting of the Council held remotely (via Zoom)  
on Tuesday 1<sup>st</sup> December 2020 at 7.15pm

## PRESENT

**Councillors:** Chris Warren (Chair), Adrian Betts, Marie Carder, Gary Graveling, Jon Godfrey, Phil Harding (Vice Chair), Duncan Hounsell, Adam Rees-Leonard, Robert Taylor and Sally Turner.

**Officer:** Lottie Smith-Collins

## 1. MINUTES

The minutes of the remote (Zoom) Council meeting held on 3 November 2020 were confirmed as a correct record and signed by the Chair.

## 2. APOLOGIES FOR ABSENCE

No apologies were received for this meeting.

## 3. DECLARATIONS OF INTEREST

Cllr Jon Godfrey declared an interest in item '8.d Planning Matters - 20/04055/VAR Selwood Farm' as he is a neighbour of the applicants, and stated that he would abstain from voting on this item.

## 4. PUBLIC TIME

There were 4 members of the public present.

A member of the public spoke with regards to item '11.b Mead Lane moorings'. He expressed appreciation to Ward Cllr Duncan Hounsell for his update to Mead Lane residents, however requested a response to the five key questions he asked B&NES Council via Cllr Hounsell regarding progressing the Cabinet decision on moorings at this location.

## 5. CHAIR'S ANNOUNCEMENTS

Cllr Chris Warren announced that Cllr Duncan Hounsell intended to stand down as his role as SPC Councillor at the end of December. Cllr Warren thanked Cllr Hounsell on behalf of the Council for his outstanding contribution to SPC which started in 1991 as Vice Chair of the first Saltford Parish Council.

Cllr Warren also announced that Cllr Will Feay had resigned from the Parish Council, and that his letter of resignation had been acknowledged with a card of thanks for his contribution to SPC.

Cllr Warren provided an update on works to relocate the ex-BT phone kiosk to the Bird in Hand public house, which will take place in the near future.

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

The Clerk made the following announcements:

- Following Cllr Will Feay's resignation from the Parish Council a casual vacancy has been declared. The B&NES Council Elections Officer will state the process that SPC will follow following Cllr Feay's resignation. Information will be displayed on SPC's website.
- In November the two oak trees to commemorate VE Day 75 were planted, as part of a joint project between SPC, SCA and Curo. The trees and their surrounds were donated to the Saltford community.
- The Clerk shared information from the SCA regarding the use of Saltford Hall following Saltford entering Tier 2 after the end of Lockdown 2.0. It was shared that the hall would reopen for limited hirers including specific support groups, and that people from Tier 3 were not allowed to attend any events at Saltford Hall.
- Contact with Saltford Parish Council's office will be limited during the Christmas and New Year period, information regarding dates will be on our website soon.

## **7. 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.

Cllr Hounsell stated that a public consultation had commenced on the future use of the waste and recycling site at Pixash Lane in Keynsham, and encouraged residents to participate in the consultation. Cllr Hounsell stated that he and Ward Cllr Alastair Singleton had attended several meetings regarding B&NES Council's proposed plans for the Pixash Lane site, and that both he and Cllr Singleton agreed that the plans have significant environmental benefits for Saltford residents.

## **8. PLANNING MATTERS**

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

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

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

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

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

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

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

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

**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:

**20/04055/VAR - Selwood Farm Norman Road Saltford BS31 3BQ.** Variation of condition 3 (plans list) of application 18/03120/FUL (House transformation comprising an extension, changes of materials with additional internal and external works). Mrs Selwood

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

NO COMMENT.

**20/04084/FUL - Glenavon House 333 Bath Road Saltford BS31 3TJ.** Erection of single storey rear extension. Mr Gary Williams

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

**20/04097/FUL - 18 Chestnut Walk Saltford BS31 3BG.** Erection of single storey rear extension to provide modern living accommodation, two storey side extension to provide additional bedroom and home office, new porch and loft conversion. Lynes

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

COMMENT: Whilst Saltford Parish Council has no objection in principle to the planning application, there is concern that future maintenance or repair access will be required from the neighbouring property at No. 19 due to the proposal to build the rear extension up to the boundary line. In circumstances of this type SPC considers that a gap of around 1 metre between the outside wall of the proposed rear extension and the adjacent boundary would be appropriate.

**20/04234/FUL - 39 High Street Salford BS31 3EJ.** Alterations to materials, windows and doors and installation of patio. Mr And Mrs James And Alexandra Thatcher

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

**20/04249/TCA - 39 High Street Salford BS31 3EJ.** Non-native Norway Spruce T1 - removed. Mr and Mrs James and Alexandra Thatcher

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

**20/04268/TCA - Craig Lodge The Shallows Salford BS31 3EX.** Cherry in front garden (T1)- Reduce and reshape by approx. 1m Lawson Cypress (T2) - Reduce height by approx. 3m Portuguese Laurel mass (T3)-Reduce and reshape by approx 2m. Mr Andrew Jones

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

**20/04267/TCA - 5 Mill Cottages The Shallows Salford BS31 3EY.** Holly (T1) - Reduce and reshape by approx. 3m. Peach tree (T2) - Remove. Mrs Lyn Sykes

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

**20/04273/FUL - 10 Norman Road Salford BS31 3BQ.** Erection of a link detached garage, erection of a two storey rear extension and the erection of a front porch, to follow demolition of existing detached garage. Mr Mrs John Stinchcombe

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

**20/04404/FUL - Salford Lawn Tennis Club Wedmore Road Salford.** Demolition of existing clubhouse building and erection of new single storey clubhouse. Peter May

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

**20/04413/FUL - 23 Rodney Road Salford BS31 3HR.** Erection of single storey rear extension following demolition of existing conservatory. Jean Katsimiha

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 November 2020 as recorded below was discussed and accepted by members.
- b. Schedule of Expenditure** – The expenditure listed in the schedule for December 2020 as recorded below was authorised and the schedule was signed by the Chair.
- c. Wordpress staff training (retrospective)** – The Council agreed to exceed the budget line for training and authorised a retrospective payment of £212.50 to iTeam Solutions for staff training on the new SPC website. (Budget heading: Training)
- d. Website hosting** – The Council authorised a spend of £120 + VAT to iTeam Solutions for annual website hosting 26/08/20-25/08/21 (Budget heading: Publicity)
- e. Website accessibility audit** – The Council authorised a spend of £100+VAT to AllAble for accessibility testing of SPC's new website. (Budget heading: General Administration).
- f. Boxcryptor subscription** – The Council authorised expenditure of up to £110 to renew the annual subscription to Boxcryptor encryption software (Budget heading: General Administration).
- g. Society of Local Council Clerks membership** – The Council authorised expenditure of up to £190 to renew the Clerk's membership of the Society of Local Council Clerks for 2021 (Budget heading: General Administration)
- h. Repair and conservation of memorials** - The Council authorised a spend of £290 to level and reset seven headstones at St Mary's Churchyard (Budget heading: Headstone check).
- i. Signs for Shallows Wildlife Ecology Zone** – The Council authorised a spend of up to £40 for permanent signs for the Wildlife Ecology Zone project between B&NES Council and SPC to aid the recovery of the riverbank from damage. (Budget heading: Environment)
- j. Draft budget 2021/22** – The Council reported that it had considered the draft budget for 2021/22.

## 10. SCHEME OF DELEGATION

The Council agreed to adopt a Scheme of Delegation in line with Section 101 of the Local Government Act 1972, renaming it the Scheme of Emergency Delegation. The Scheme of Emergency Delegation will be reviewed and require re-adopting during

the Annual Meeting of the Council (held in May each year), and more frequently if required.

## **11. RIVER AND RIVER SIDE**

- a. Parking on Mead Lane and The Shallows:** Cllr Phil Harding updated the council on the outcome of the meeting between SPC, B&NES Ward Councillors, B&NES Council officers and the police in November. He stated that a joint submission from SPC and Ward Cllr Duncan Hounsell had been sent to B&NES officers detailing requested parking restrictions on Mead Lane and The Shallows. It is understood that B&NES Council will consult on this proposed Traffic Regulation Order in early 2021.
- b. Mead Lane moorings** – Cllr Harding provided an update on communications with B&NES Council officers, following SPC’s support for the decision by B&NES Cabinet regarding the future of moorings at this location. Cllr Harding stated that he would share any response received at a future meeting.

Cllr Harding also provided an update on the Canal and River Trust ranger post, saying that he had been informed that it is hoped that a candidate will be appointed by February 2021.

- c. Improving river safety, safety awareness and River Avon water quality** – Further to previous reports, Cllr Harding updated the Council on correspondence about existing and potentially new rescue rings located by the river in Salford. Communications with the River Safety Group and other interested parties is ongoing.

Cllr Harding also provided an update about the Mead Lane interpretation panel, stating that it was due to be revised and reproduced containing current information about Mead Lane moorings. The inclusion of river safety advice will be suggested.

## **12. SHORT TERM PARKING NEAR A4 BATH ROAD SHOPS AND BUSINESSES**

The Council discussed potential locations for additional short-term parking (i.e. 2 hour limited waiting restrictions) near the parade of shops and business on the A4 Bath Road. Councillors agreed that it was not possible to identify any other safe locations to introduce short-term parking without a negative impact on parking for residents occurring.

## **13. MARKING 30 YEARS OF SPC IN 2021**

The Council discussed ways to mark 30 years of SPC in May 2021. It was resolved that the logo would be temporarily updated, and that a written record of the origins of Salford Parish Council would be recorded and shared.

Other projects to tie in with SPC’s 30<sup>th</sup> anniversary may be considered at future meetings

#### **14. FUTURE REMEMBRANCE SUNDAY COMMEMORATIONS**

SPC considered ways to commemorate Remembrance Sunday in the future. The Council was positive about Remembrance Sunday having a higher profile locally.

The Council praised of the 'Poppy Trail' seen in November 2020 and agreed to encourage a repeat of this inclusive initiative or similar by the SCA, Saltford School and Saltford Scouts.

It was resolved that the Council would not be in favour of displays attached to B&NES Council street furniture i.e. lamp posts, as seen in other locations, for reasons including the single-use of plastic involved as well as subsequent litter concerns. However the Council stated that should a local group or organisation wish to apply for funding for an environmentally friendly Remembrance Sunday initiative, it would welcome such applications to its financial assistance grants scheme.

It was resolved that Cllr Chris Warren will request to meet with the Saltford Scouts to discuss new approaches to the wreath-laying ceremony for future years.

#### **15. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES**

Cllr Phil Harding shared that B&NES Council has a tree management database that contains a list of all B&NES Council owned trees and woodlands. Cllr Harding stated that he has requested a copy of the list of trees on B&NES Council land in Saltford to share with both SPC and the Saltford Environment Group.

It was confirmed that wooden bollards had been inserted at the 'gap' on The Shallows last month, as part of a joint environmental and safety initiative with B&NES Council at this location.

#### **16. DATA PROTECTION AND GDPR UPDATES**

Cllr Jon Godfrey provided guidance to Councillors on data security.

#### **17. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES**

None reported.

#### **18. ITEMS OF URGENT INFORMATION FROM COUNCILLORS**

Cllr Adrian Betts informed the Council that the outcome of the call for sites for the Housing and Economic Land Availability Assessment (HELAA) was expected to be shared by B&NES Council in mid-December. This was noted as an item for discussion at SPC's January meeting.

The meeting closed at 8:58 pm

Chair's signature.....

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

Next Parish Council meeting: Tuesday 5<sup>th</sup> January 2020, via Zoom



# SALTFORD PARISH COUNCIL

Schedule of regular expenditure during December 2020  
– for authorisation by the Council at its meeting on 1 December 2020.

Description	Amount	Method	Budget heading
December Clerk's salary	1250 estimate, 1280 maximum	Online BACS	Office staff
December SCA Hall hire	0 estimate, 0 maximum	Online BACS	Hall hire
December Avon Pension Fund contributions	300 estimate, 320 maximum	Online BACS	Office staff
December HMRC tax & National Insurance	260 estimate 280 maximum	Online BACS	Office staff
December Intouch Communications Ltd Phone system	25 estimate 30 maximum	Direct Debit	General administration
December Saltford Community Hub phone/internet tenant contribution	35 estimate 40 maximum	Online BACS	Office Accommodation
December Ambience Landscapes churchyard maintenance	115 estimate 125 maximum	Online BACS	Churchyard Maintenance
Chair's quarterly allowance (Oct-Dec 2020)	75	Online BACS	Chairs Honorarium

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

**Date: 09/11/20      £ 5000**

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

SIGNED.....  
CHAIR / VICE-CHAIR

DATE:.....

# Saltford Parish Council

Monthly Financial Report for November 2020 - Month 8

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	£17	£15	£25
Other Income: Allotments	£113	£158	£170
VAT Reimbursements	£700	£549	£700
Other	£0	£0	£0
<b>Subtotal without CIL</b>	<b>£35,668.22</b>	<b>£35,559.83</b>	<b>£35,733.22</b>
CIL Payments	£0.00	£0	£0
<b>Total Income</b>	<b>£35,668</b>	<b>£35,560</b>	<b>£35,733</b>

## PAYMENTS:

General Administration	£1,000	£1,283	£1,500
Office accommodation	£1,333	£1,500	£2,000
Office Staff	£14,667	£14,460	£22,000
Office Equipment	£200	£0	£300
Training	£533	£865	£800
Auditing	£450	£455	£450
Insurance	£400	£345	£400
Publicity	£800	£2,263	£1,200
Subscriptions	£21	£50	£31
Chairmans Honorarium	£200	£150	£300
Councillors' expenses	£133	£0	£200
Hall / Room Hire	£400	£35	£600
Maintenance: Church Yard Grounds	£933	£755	£1,400
Allotments	£167	£30	£250
Churchyard Special Maintenance Projects	£333	£0	£500
Allotment site rent	£67	£100	£100
Miscellaneous Grants	£667	£1,085	£1,000
Council led schemes	£1,000	£3,215	£1,500
Environment schemes	£667	£0	£1,000
VAT	£467	£1,026	£700
<b>Subtotal without CIL</b>	<b>£24,437.33</b>	<b>£27,616.65</b>	<b>£36,231.00</b>
CIL-related expenditure	£5,500	£2,000	£8,250
<b>Total Payments</b>	<b>£29,937</b>	<b>£29,617</b>	<b>£44,481</b>

## BALANCE AT END OF MONTH:

Current account	£383
Business Instant Access account	£64,007

Cash

£49

**TOTAL CURRENT BALANCE**

**£64,439**

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