



# SALT FORD PARISH COUNCIL

Minutes of the meeting of the Council held remotely (via Zoom)  
on Tuesday 5<sup>th</sup> January 2021 at 7.15pm

## PRESENT

**Councillors:** Chris Warren (Chair), Adrian Betts, Marie Carder, Gary Graveling, Jon Godfrey, Phil Harding (Vice Chair) and Sally Turner.

**Officer:** Lottie Smith-Collins

## 1. MINUTES

The minutes of the remote (Zoom) Council meeting held on 1 December 2020 were confirmed as a correct record and signed by the Chair.

## 2. APOLOGIES FOR ABSENCE

No apologies were received.

## 3. DECLARATIONS OF INTEREST

Cllr Phil Harding declared an interest in item 10 'Donation request from CPRE' as he is a member of this organisation.

## 4. PUBLIC TIME

There were 3 members of the public present.

One resident spoke regarding item 12.b 'River and river side - updates on other river related matters' with reference to the Cabinet decision on the future of moorings at Mead Lane, to request action by - and better communication from - B&NES Council.

## 5. CHAIR'S ANNOUNCEMENTS

Cllr Chris Warren announced that the High St ex-BT phone box, an asset of SPC, would be relocated to an external area of the Bird in Hand public house soon.

Cllr Warren also stated that he had met with the Church Warden of St Mary's Church to discuss SPC's specification for grounds maintenance at St Mary's Churchyard (see item 14).

## 6. CLERK'S ANNOUNCEMENTS

The Clerk made the following announcements:

- Following Cllr Duncan Hounsell's resignation from the Parish Council a casual vacancy has been declared. The notice of vacancy of officer of Councillor has been displayed, and the B&NES Council Elections Officer will state the process that SPC will follow in due course to fill the vacant post. Further information will be displayed on SPC's website.
- A casual vacancy was declared following Cllr Will Feay's resignation from the

Parish Council. The B&NES Council Elections Officer has since informed SPC that it can go ahead with the co-opting process. Further information about the process will be available on SPC's website soon.

- Nominations for the Saltford Parish Council Community Awards 2021 are now open. Councillors and residents are encouraged to submit their nominations. Forms are downloadable from the SPC website. The closing date for submissions is Friday 5<sup>th</sup> March.
- SPC was made aware of a B&NES Council public consultation on proposals for the Pixash Lane waste and recycling site in Keynsham. The deadline for responses was 21<sup>st</sup> December 2020. SPC raised awareness of this public consultation with residents. SPC will be statutorily consulted by B&NES Council on the future of the Pixash Lane site when it submits its planning application.
- SPC has been made aware of a public consultation on plans for the new Two Rivers Primary school at the Hygge Park development in Keynsham. Feedback can be given at <https://www.tworiverskeynsham.co.uk/> and the deadline for comments is Friday 8<sup>th</sup> January 2021. SPC has publicised information about this consultation.
- SPC continues to urge B&NES Council to remove the waste under the railway bridge. B&NES Council has stated that due to the nature of the location a boat will be required, and that it plans to remove the waste at the end of January.
- SPC has received an update from the SCA to confirm that that the Saltford Hub is open seven days a week to receive calls for COVID19 support during the third national lockdown. With relation to item 20 (publicity), SPC has been informed that the next edition of SCAN has been postponed until further notice due to the current restrictions.

## **7. REPORT FROM B&NES WARD COUNCILLORS**

B&NES Ward Councillor Duncan Hounsell informed those present that his January 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 Phil Harding requested information about B&NES Council's roadside litter collection programme for 2021/22. Cllr Hounsell responded that he would find out this information to share with SPC.

## **8. PLANNING MATTERS**

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

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

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

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

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

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

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

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

Planning Inspectorate Appeal Ref: APP/F0114/W/20/3256544 - Planning application 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 B&NES Council has NO OBJECTION to the following applications:**

20/04268/TCA - Craig Lodge The Shallows Saltford 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

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

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

**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:

**20/04673/FUL - 19 Claverton Road BS31 3DW.** Erection of rear second storey extension. Mr C Rosca

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

**COMMENT:** Saltford Parish Council is generally supportive of the application but has some concern that the impact on the rear of neighbouring properties, and in particular No. 17, may be over-bearing and reduce access to light.

**20/04737/VAR - 22 Uplands Road BS31 3JJ.** Variation of condition 2 (plans list) of application 20/02694/VAR (Variation of condition 2 (Plans List) 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

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

**COMMENT:** The proposed land boundary revisions within this two-property site would appear to have no adverse effect on neighbouring properties. However, Saltford Parish Council notes that the site's overall length varies between different plan revisions. Saltford Parish Council therefore recommends that the boundary line between this property and Nos. 17a and 17b of Rodney Road should be clarified and agreed by the relevant parties concerned to avoid any boundary line incursion resulting from this development.

**20/04803/FUL - 3 Rodney Road Saltford BS31 3HR.** Erection of a bungalow. Banfield And Kelly

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

**OBJECT:** The infilling of two back gardens with a bungalow at this location would over-develop and therefore cause harm to the more open and established pattern of development that defines the character of this area of Saltford and would be contrary to Policy D2, Local Character and Distinctiveness, of the B&NES Placemaking Plan (2017). If the case officer is minded to approve this planning application Saltford Parish Council requests that it be referred to the Development Management Committee for determination.

**20/04804/FUL - 31 Claverton Road Saltford BS31 3DW.** Erection of single storey rear extension with part double storey side and front extension. B Ford

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

**COMMENT:** Saltford Parish Council is concerned that extending the front of this property with a two-storey extension as proposed will close in on the neighbouring property (No. 33) at first floor level congesting the layout of properties at this location. This would be out of keeping with the established pattern and setting of dwellings in Claverton Road and therefore be contrary to Policy D2, Local Character and Distinctiveness, of the B&NES Placemaking Plan (2017). Saltford Parish Council is otherwise supportive of the proposed single-storey rear extension.

## **9. FINANCIAL MATTERS**

- a. Monthly Financial Report** – The report for December 2020 as recorded below was discussed and accepted by members.
- b. Schedule of Expenditure** – The expenditure listed in the schedule for January 2020 as recorded below was authorised and the schedule was signed by the Chair.
- c. Website Maintenance** – The council authorised a retrospective payment of £220 to iTeam Solutions for future website maintenance (Budget heading: Publicity).
- d. 2021/22 budget and precept** - The Council agreed the budget for 2021/22 and resolved that the amount of precept to be levied by Saltford Parish Council for 2021/22 will be £38,322, an increase of 10%.
- e. Level of reserves (excluding CIL Funds)** – The Council agreed to minute SPC's predicted level of budgeted reserves at the end of the 2021/22 year as £38,500 against an agreed minimum of £35,364 as considered and approved as part of the 2021/22 budget agreement (item 10.d).

## **10. DONATION REQUEST FROM CPRE (CAMPAIGN TO PROTECT RURAL ENGLAND)**

The Council resolved to authorise of a spend of £100 as a donation to CPRE Avon and Bristol to fund their work.

## **11. BRISTOL AIRPORT LTD PLANNING CONSULTATION**

The Council discussed the appeal made by Bristol Airport Ltd following North Somerset Council's decision to refuse planning application 18/P/5118/OUT. Saltford Parish Council resolved that it would submit the following response to North Somerset Council's consultation 20/P/2896/APPCON:

In response to North Somerset Council's Planning consultation Saltford Parish Council objects to Bristol Airport's Planning Appeal that would expand the number of aircraft flights over Saltford on route to or from Bristol Airport with resulting negative implications for noise and air pollution already experienced by residents. Further increases in carbon emissions associated with a growth in aircraft use of Bristol Airport and the expansion proposals would hinder progress in addressing the climate emergency declared by North Somerset Council (February 2019) and the West of England Combined Authority (July 2019) as well as national Government targets (June 2019) for a net zero carbon economy by 2050.

## **12. RIVER AND RIVER SIDE**

**a. Safe access point for non-powered small boats on The Shallows** – Cllr Phil Harding provided an update on the RAUCC (River Avon Users Consultative Committee) project to create a small, modest access point for non-powered small boats and paddleboard users on The Shallows. Cllr Harding stated that RAUCC would be discussing the project further at their January meeting, and that RAUCC were aware of funding available from British Canoe's "Canoe Foundation". Cllr Harding will be attending the RAUCC meeting and will provide an update at the next SPC meeting.

**b. Updates on other river related matters** – Cllr Phil Harding reported that on 9<sup>th</sup> December he had been in contact with B&NES Council officer Mark Minkley regarding the Mead Lane moorings. Mark Minkley informed Cllr Harding that progress had been hindered as the priority for B&NES Council staff was responding to the COVID19 pandemic, with staff currently diverted from normal duties.

Key points from the conversation were as follows:

- Boats cannot be moved between tiers or during lockdown. Cllr Harding was of the view that letters placed on boats from B&NES Council requesting they move once allowed would be a sensible measure but acknowledged that B&NES officers were stretched due to the pandemic. The filling of the CRT Ranger post(s) should help matters here.
- The Canal and River Trust (CRT) will be appointing two people to fill the CRT Ranger post(s) to provide seven day coverage of the River Avon in the B&NES area. The intention is to fill the posts by 1<sup>st</sup> February 2021.
- Cllr Harding reiterated that the mooring signs in Mead Lane were inadequate. Mark Minkley stated that a review of signage would be done once the CRT ranger posts had been filled.
- There has been no progress to find alternative moorings in the B&NES area following the Cabinet decision. However Cllr Harding added that Cllr Duncan Hounsell's Ward Cllr report for January stated that 'funding for the alternative 14 day moorings is included in the B&NES Waterspace budget in the 2021/22 capital budget'.

Cllr Harding acknowledged B&NES Ward Councillor Duncan Hounsell's efforts and communications with SPC on this matter.

Cllr Warren stated that time was required to achieve outcomes and SPC would maintain a keen interest in proceedings. He added that Cllr Hounsell had done all he could within his powers and that actions were the responsibility of B&NES Council officers.

### **13. WHITE LINES ON HIGH STREET OPPOSITE HOMEFIELD ROAD AND HOMEFIELD CLOSE JUNCTIONS**

The Council considered whether to ask B&NES Council to add an advisory white line on the High Street opposite the junction of Homefield Road and/or opposite the junction for Homefield Close for safety reasons.

Councillors discussed resident parking needs and traffic flow on the High Street, and took into account limited resident support for the request. The Council resolved not to request that B&NES Council add an advisory white line(s) on the High Street.

### **14. CHURCHYARD GROUNDS MAINTENANCE SPECIFICATION 2021**

The Council agreed the specification for regular grounds maintenance at St Mary's churchyard for the year commencing 1 March 2021. Quotations based on the agreed specification will be sought and considered at the February meeting.

### **15. ASSET CHECKING PROCEDURE AND ASSET CHECKING**

The asset checking procedure was reviewed and asset checking tasks were delegated to Councillors and the Clerk. Assigned councillors agreed to submit information to be included on the Asset Checking Register prior to the next meeting.

### **16. EX-BT PHONE KIOSK ON NORMAN ROAD**

Further to the previously agreed spend of £300 to repaint the exterior of the ex-BT phone kiosk, the Council discussed a timescale and approach to achieve the works. It was resolved that Cllr Chris Warren would look at the options available and provide further information on these at the next meeting. The intended purpose for the use of the ex-BT kiosk will be agreed at a future meeting.

### **17. ALLOTMENT RENTS AND ALLOTMENT TENANTS' PUBLIC LIABILITY INSURANCE 2021/22**

The Council resolved to authorise a spend of £74.01 for public liability insurance provided by Chris Knott Insurance to cover users of the allotments at Wick House Close, with the annual policy starting on 29<sup>th</sup> January 2021 (Budget heading: Insurance).

As agreed in January 2020, it was confirmed that the level of allotment rents for 2021/22 to take effect from 1 April 2021 would be £20 per year for a full plot and £10 per year for a half plot.

It was resolved that the level of allotment rents for 2022/23 to take effect from 1 April 2022 would be £20 per year for a full plot and £10 per year for a half plot.

**18. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES**

Cllr Jon Godfrey reported that, as part of his role with the SCA, he had attended a meeting at Saltford Hall to discuss quotes for electric vehicle charging points. This would be with a view to using the solar panels at Saltford Hall.

**19. DATA PROTECTION AND GDPR UPDATES**

Cllr Jon Godfrey provided guidance to Councillors on data security with regards to their use of SPC IT systems.

**20. PUBLICITY**

Items for the next SCAN page and e-newsletter were agreed. It was noted that the 10<sup>th</sup> January SCAN deadline had been postponed due to the current restrictions.

**21. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES**

None reported.

**22. ITEMS OF URGENT INFORMATION FROM COUNCILLORS**

None reported.

The meeting closed at 8.57 pm

Chair’s signature.....

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

Next Parish Council meeting: Tuesday 2nd February 2021, via Zoom



# SALTFORD PARISH COUNCIL

## Schedule of regular expenditure during January 2021

– for authorisation by the Council at its meeting on 5 January 2021.

Description	Amount	Method	Budget heading
January Clerk's salary	1250 estimate, 1280 maximum	Online BACS	Office staff
January SCA Hall hire	0 estimate, 0 maximum	Online BACS	Hall hire
January Avon Pension Fund contributions	300 estimate, 320 maximum	Online BACS	Office staff
January HMRC tax & National Insurance	260 estimate 280 maximum	Online BACS	Office staff
January Intouch Communications Ltd Phone system	25 estimate 30 maximum	Direct Debit	General administration
January Saltford Community Hub phone/internet tenant contribution	35 estimate 40 maximum	Online BACS	Office Accommodation
January 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: 07/12/2020     £ 5000**

I certify that the above payments made or to be made have been authorised at the meeting of the Parish Council on 5 January 2021.

SIGNED.....

CHAIR / VICE-CHAIR

DATE:.....

# Saltford Parish Council

Monthly Financial Report for December 2020 - Month 9

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	£19	£15	£25
Other Income: Allotments	£128	£158	£170
VAT Reimbursements	£700	£549	£700
Other	£0	£0	£0
<b>Subtotal without CIL</b>	<b>£35,684.47</b>	<b>£35,560.35</b>	<b>£35,733.22</b>
CIL Payments	£0.00	£0	£0
<b>Total Income</b>	<b>£35,684</b>	<b>£35,560</b>	<b>£35,733</b>

## PAYMENTS:

General Administration	£1,125	£1,542	£1,500
Office accommodation	£1,500	£1,500	£2,000
Office Staff	£16,500	£16,268	£22,000
Office Equipment	£225	£0	£300
Training	£600	£865	£800
Auditing	£450	£455	£450
Insurance	£400	£345	£400
Publicity	£900	£2,668	£1,200
Subscriptions	£23	£50	£31
Chairmans Honorarium	£225	£225	£300
Councillors' expenses	£150	£0	£200
Hall / Room Hire	£450	£35	£600
Maintenance: Church Yard Grounds	£1,050	£850	£1,400
Allotments	£188	£30	£250
Churchyard Special Maintenance Projects	£375	£0	£500
Allotment site rent	£75	£100	£100
Miscellaneous Grants	£750	£1,085	£1,000
Council led schemes	£1,125	£3,215	£1,500
Environment schemes	£750	£0	£1,000
VAT	£525	£1,132	£700
<b>Subtotal without CIL</b>	<b>£27,385.75</b>	<b>£30,363.71</b>	<b>£36,231.00</b>
CIL-related expenditure	£6,187	£2,000	£8,250
<b>Total Payments</b>	<b>£33,573</b>	<b>£32,364</b>	<b>£44,481</b>

## BALANCE AT END OF MONTH:

Current account	£2,392
Business Instant Access account	£59,008

Cash

£49

**TOTAL CURRENT BALANCE**

**£61,449**

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