



SALT FORD PARISH COUNCIL

**Minutes of the meeting of the Council held remotely (via Zoom)
on Tuesday 2nd February 2021 at 7.15pm**

PRESENT

Councillors: Chris Warren (Chair), Adrian Betts, Jon Godfrey, Phil Harding (Vice Chair), Adam Rees-Leonard, Rob Taylor and Sally Turner.

Officer: Lottie Smith-Collins

1. MINUTES

The minutes of the remote (Zoom) Council meeting held on 5 January 2021 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 Marie Carder and Gary Graveling.

3. DECLARATIONS OF INTEREST

No interests were declared.

4. PUBLIC TIME

There were 8 members of the public present.

Two representatives of the Saltford Community Association (SCA) spoke in support of item 9.c 'Financial Matters – SCA application for financial assistance' and item 10 'Statement of support to the Ibstock Trust for SCA's funding bid'.

5. CHAIR'S ANNOUNCEMENTS

Cllr Chris Warren announced that the ex-BT phone kiosk – a SPC asset – is due to be relocated at the Bird in Hand public house soon.

6. CLERK'S ANNOUNCEMENTS

The Clerk made the following announcements:

- The B&NES Council Elections Officer informed SPC that it can proceed with the co-opting process following Cllr Duncan Hounsell's resignation. The co-opting process for Cllr Will Feay and Cllr Duncan Hounsell's vacancies began on Monday 25 January. The end date for applications to be received is Wednesday 17 February. Details of the vacancies are on SPC's website 'Councillors' page.
- Reminder that 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 is Friday 5 March 2021.

- SPC has been made aware of a public consultation by B&NES Council on a partial update of the Local Plan and raised this to the attention of residents (end date 18 February 2021).
- SPC has been made aware of a public consultation by B&NES Council on its Transport Delivery Plan and raised this to the attention of residents (end date 1 March 2021).
- North Somerset Council has informed SPC that the public inquiry into Bristol Airport Ltd appeal will open on 20 July 2021 and will last for 16 days. SPC's comments on the planning application will be considered when determining the appeal.
- B&NES Council has removed the waste under the cycle path bridge as requested by SPC in November 2020.
- B&NES Council has informed SPC that some residents of The Shallows are currently being informally consulted on a Residents Parking Scheme.
- B&NES Council has repaired the traffic count site on the A4 Bath Road west of Saltford and has been recording data since 5 November 2020. This follows SPC's request to fix the counter at its October 2020 meeting (item 16).
- The memorials at St Mary's Churchyard identified as requiring conservation in October 2020 were fixed on 5 January and checked on 6 January 2021.
- SPC has requested clarification from B&NES Council regarding their pollarding policy for trees on Mead Lane.
- The internal auditor for Saltford Parish Council's internal audit, due in April 2021, has been appointed.

7. REPORT FROM B&NES WARD COUNCILLORS

B&NES Ward Councillor Duncan Hounsell informed those present that his February 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 provided an overview of the B&NES Council 'Liveable Neighbourhoods' strategy and answered questions from SPC Councillors on possible initiatives for Saltford.

Cllr Phill Harding requested further information about the CRT Ranger appointment(s). Cllr Hounsell stated he would make specific enquiries regarding this and inform the Parish Council of any updates.

8. PLANNING MATTERS

a. Decisions and Appeals

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

20/04273/FUL - 10 Norman Road Saltford 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

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

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

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

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

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. Pegasus Group. Appeal Ref: 20/00045/RF. 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:

21/00084/FUL - 21 Chestnut Walk Saltford BS31 3BG. Loft conversion with raised gable end and rear dormer to provide additional bedroom and ensuite. Linebuild

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

21/00047/FUL - 472 Bath Road Saltford BS31 3DJ. Change of use from bed and breakfast to private dwelling. Mrs Rosemary Phillips

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

e. Partial update to the Local Plan – public consultation

The Council resolved its response to the B&NES Council public consultation on the partial update to the Local Plan. SPC's response made specific reference to the following areas:

- Development Management Policies: DM36 Amendments to Policy GB2 Development in Green Belt Villages

- Addressing Housing Supply and proposed site allocations - Potential site allocations: Land at north and east Keynsham including Policy KE3b (this included an additional response regarding Housing and Economic Land Availability Assessment (HELAA) 2021 Update (LPPU))

A copy of SPC's full [consultation response to the Local Plan Partial Update](#) is available on the SPC website.

9. FINANCIAL MATTERS

a. Monthly Financial Report – The report for January 2021 as recorded below was discussed and accepted by members.

b. Schedule of Expenditure – The expenditure listed in the schedule for February 2021 as recorded below was authorised and the schedule was signed by the Chair.

c. Saltford Community Association (SCA) application for financial assistance – The Council resolved to authorise a spend of £3,000 towards the costs of refurbishing the main hall at Saltford Hall, following a request for financial assistance from the SCA (Budget heading: CIL).

10. STATEMENT OF SUPPORT FOR SALTFFORD COMMUNITY ASSOCIATION'S (SCA) FUNDING BID

The Council resolved to submit a statement of support to the Ibstock Trust endorsing SCA's bid to the trust for funding to refurbish the main hall at Saltford Hall.

11. CHURCHYARD GROUNDS MAINTENANCE MARCH 2021 TO FEBRUARY 2022

The Council considered three quotes received for grounds maintenance at St Mary's Churchyard.

The Council resolved to accept the quote of £1476+VAT p.a. from Ambience Grounds Maintenance to undertake the grounds maintenance contract from 1 March 2021 to February 2022, according to the specification agreed in January 2021.

12. SUPPORT FOR WECA'S 'RESTORING YOUR RAILWAY FUND' BID

The Council agreed its support for the West of England Combined Authority (WECA) bid to the Department of Transport's 'Restoring Your Railway Fund', a grant programme that awards funding to develop business cases for new stations.

It was resolved that Saltford Parish Council would contact Cllr Tim Bowles, West of England Mayor, stating Saltford Parish Council's strong support of this bid by WECA.

It was further resolved that Saltford Parish Council would contact Jacob Rees-Mogg M.P. stating the Parish Council's support of the WECA bid, and to request Mr Rees-

Mogg's endorses the WECA bid in his capacity as M.P. for North East Somerset.

It was agreed that the correspondence to Cllr Tim Bowles and Mr Rees-Mogg would be copied in to key members and officers at B&NES Council and WECA.

13. RIVER AND RIVER SIDE

- a. Safe access point for non-powered small boats on The Shallows and water safety** – Cllr Phil Harding updated those present following the January RAUCC (River Avon Users Consultative Committee) meeting. Cllr Harding confirmed that a 'next steps' paper was being developed to create a safe access point for non-powered small boats and paddleboard users on The Shallows, with a view to prevent further damage to the riverbank. Cllr Harding was proposing a modest scheme appropriate to the location in line with previous SPC discussions on this matter. Cllr Harding also said an audit of safety rings in Saltford had been undertaken by the River Safety Group (WaterSpace project) after river safety at Saltford had been discussed at a RAUCC meeting.

- b. Joint meeting with key agencies** – The Council agreed to initiate and host a meeting with key agencies, including: B&NES Council officers, Saltford B&NES Ward Councillors, the Keynsham Beat Team and Avon Fire and Rescue Service. This will be an opportunity exchange information and discuss potential river and river side safety measures.

14. RAISING LOCAL AWARENESS OF PAVEMENT ACCESS NEEDS

The Council agreed to raise awareness about the need for clear pavement access, specifically its importance for wheelchair and mobility scooter users. Information will be shared via SPC's usual communication channels on a regular basis throughout the year.

15. SPC CASUAL VACANCY POLICY

The Council resolved to adopt the SPC Casual Vacancy Policy.

16. EX-BT PHONE KIOSK ON NORMAN ROAD

Cllr Chris Warren provided an update on the condition of the ex-BT phone kiosk on Norman Road. Cllr Warren stated that due to its overall current condition it was advisable to conserve the kiosk off-site, with the additional benefit of this approach being that the kiosk base could also be restored.

The Council agreed to seek quotes for the works suggested by Cllr Warren. Once received, quotes and any spend - further to the £300 previously resolved - will be agreed at a future meeting.

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

The Council agreed to postpone, due to current COVID19 restrictions, a date for the

'meet your community police officers' meeting (formally known as the Neighbourhood Watch AGM). The Council resolved to move this item to the May agenda.

18. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

Cllr Phil Harding, as Saltford Environment Group link-member, shared information about SEG's wildlife conservation overview of birdlife and habitat project currently taking place at Folly Wood and taking into account the golf course and Longwood. Cllr Harding stated that the report with proposals for improving wildlife habitat where appropriate would be presented to the golf club in the summer.

19. DATA PROTECTION AND GDPR UPDATES

Cllr Jon Godfrey provided information about data protection best practice.

20. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

Further to item 18, no reports were received.

21. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

No items of urgent information were reported.

The meeting closed at 8:55pm

Chair's signature.....

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

Next Parish Council meeting: Tuesday 2 March 2021, via Zoom

SALTFORD PARISH COUNCIL

Schedule of regular expenditure during February 2021

– for authorisation by the Council at its meeting on 2 February 2021.

Description	Amount	Method	Budget heading
February Clerk's salary	1250 estimate, 1280 maximum	Online BACS	Office staff
February SCA Hall hire	0 estimate, 0 maximum	Online BACS	Hall hire
February Avon Pension Fund contributions	300 estimate, 320 maximum	Online BACS	Office staff
February HMRC tax & National Insurance	260 estimate 280 maximum	Online BACS	Office staff
February Intouch Communications Ltd Phone system	25 estimate 30 maximum	Direct Debit	General administration
February Salford Community Hub phone/internet tenant contribution	35 estimate 40 maximum	Online BACS	Office Accommodation
February 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: 26/01/2021 £ 5000

I certify that the above payments made or to be made have been authorised at the meeting of the Parish Council on 2 February 2021.

SIGNED.....
CHAIR / VICE-CHAIR

DATE:.....

Saltford Parish Council

Monthly Financial Report for January 2021 - Month 10

Quarter period 4

	Budget to date	Actual to date	Budget Year end position
RECEIPTS:			
Precept & any grant	£34,838	£34,838	£34,838
Interest on Investments	£21	£16	£25
Other Income: Allotments	£142	£158	£170
VAT Reimbursements	£700	£549	£700
Other	£0	£0	£0
Subtotal without CIL	£35,700.72	£35,560.88	£35,733.22
CIL Payments	£0.00	£0	£0
Total Income	£35,701	£35,561	£35,733

PAYMENTS:

General Administration	£1,250	£2,125	£1,500
Office accommodation	£1,667	£1,500	£2,000
Office Staff	£18,333	£18,075	£22,000
Office Equipment	£250	£0	£300
Training	£667	£865	£800
Auditing	£450	£455	£450
Insurance	£400	£419	£400
Publicity	£1,000	£2,668	£1,200
Subscriptions	£26	£50	£31
Chairmans Honorarium	£250	£225	£300
Councillors' expenses	£167	£0	£200
Hall / Room Hire	£500	£35	£600
Maintenance: Church Yard Grounds	£1,167	£1,234	£1,400
Allotments	£208	£30	£250
Churchyard Special Maintenance Projects	£417	£0	£500
Allotment site rent	£83	£100	£100
Miscellaneous Grants	£833	£1,085	£1,000
Council led schemes	£1,250	£3,215	£1,500
Environment schemes	£833	£100	£1,000
VAT	£583	£1,259	£700
Subtotal without CIL	£30,334.17	£33,439.12	£36,231.00
CIL-related expenditure	£6,875	£2,000	£8,250
Total Payments	£37,209	£35,439	£44,481

BALANCE AT END OF MONTH:

Current account	£4,560
Business Instant Access account	£54,008

Cash

£49

TOTAL CURRENT BALANCE

£58,618

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