



SALTFORD PARISH COUNCIL

**Minutes of the meeting of the Council held remotely (via Zoom)
on Tuesday 6 April 2021 at 7.15pm**

PRESENT

Councillors: Chris Warren (Chair), Julie Austwick, Shayan Aziz, Marie Carder, 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 2 March 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 Gary Graveling and Adrian Betts

3. DECLARATIONS OF INTEREST

Cllr Julie Austwick declared an interest in a nomination made for the SPC Community Awards (Item 26), and stated that she would abstain from voting.

Cllr Jon Godfrey declared an interest in Item 8.d 'planning consultation 21/00864/FUL - 38 Grange Road' as he is friends with the applicant, and stated that he would abstain from voting on this application.

4. PUBLIC TIME

There were 4 members of the public present.

Two members of the public spoke to object to Item 8.d 'planning consultation 21/01034/FUL - 20 Manor Road'.

5. CHAIR'S ANNOUNCEMENTS

Cllr Chris Warren welcomed new councillors Julie Austwick and Shayan Aziz to their first full SPC meeting following their co-option at the March 2021 meeting.

Cllr Warren stated that excellent progress had been made on the restoration of the ex-BT phone box – an SPC asset – following its relocation to the Bird in Hand public house. A defibrillator purchased by the Bird in Hand will be installed once works on the phone box have been completed.

6. CLERK'S ANNOUNCEMENTS

The Clerk made the following announcements:

- A grant of £1000 was given to the SCA managed Hardship Fund in March 2021. This expenditure was approved in principle in July 2020, for project work towards supporting local residents during the COVID19 pandemic (Budget heading: Misc. grants).
- The Shallows toilets have now been fixed and have re-opened to the public, following requests to B&NES Council from SPC.
- PKF Littlejohn have been appointed as SPC's external auditors, audit information will be submitted prior to the 2nd July deadline.
- On 6th April SPC was made aware by the case officer for planning consultation '21/01034/FUL - 20 Manor Road' that B&NES Council's neighbour notification cards had not been sent to properties due to an administration error. As such properties will be notified, with 21 days permitted for comments as per the statutory consultation, and the online comments function on the planning portal will be reopened for 21 days also.

7. REPORT FROM B&NES WARD COUNCILLORS

B&NES Ward Councillor Duncan Hounsell informed those present that his April report had been circulated to SPC Cllrs in advance and that he would be happy to forward a copy to members of the public on request.

Cllr Hounsell provided detail on the following aspects of his report:

- Cllr Kevin Guy (Lib Dem, Bathavon North ward) will be the new leader of B&NES Council following the Council AGM in May, succeeding Cllr Dine Romero.
- The formal public consultation on the Traffic Regulation Order (TRO) - The Shallows/Mead Lane ref: 20-014 has concluded with some amendments. Cllr Hounsell stated that he was pleased with the outcome, and that signage and road markings should be in place on the Shallows and Mead Lane in May.
- Mead Lane river bank signage will be in place as soon as possible – the signage in the former 48 hour section will state "NO MOORING" and "PROTECTING SPACE FOR NATURE".
- Cllr Hounsell has reported the deteriorating road surface on the A4 to B&NES Council, most notably adjacent to 430/432/434 Bath Road. He has been informed that a job has been committed for the repairs.
- Cllr Hounsell stated that he had attended a WECA webinar on "Mass transit" and that the issue of how a mass transit scheme would pass through Saltford was discussed, and that there will be a public consultation on Mass Transit in the WECA region in Summer 2021. Cllr Hounsell stated that there had been no opportunity to discuss the potential use of the Bristol-Bath Cycle Path at

the webinar but that this should be raised as part of any SPC consultation response.

Cllr Harding requested more information regarding a section in Cllr Hounsell's report about B&NES Council's zero policy on fly-tipping and their issuing of fixed penalty notices, including whether any penalty notices issued had resulted from fly-tipping in Saltford, and also information about how B&NES Council were catching fly-tippers. Cllr Hounsell stated that he would make inquiries and share information received.

8. PLANNING MATTERS

a. Decisions and Appeals

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

21/00533/FUL - 6 Beresford Close Saltford BS31 3HU. Erection of single storey rear extension. Mr. Liam McNish

21/00468/FUL - 30 Claverton Road Saltford BS31 3DP. Erection of a single storey rear extension. Mr Kevin Milton

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

21/00372/FUL - 559 Bath Road Saltford BS31 3JN. Addition of a dormer roof to both existing dwellings. Mr Geoffrey Andrews

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

21/00381/TPO - Jolly Sailor Inn Mead Lane Saltford BS31 3ER. T1 and T2. London Plane-Reduce height by up to 8m. Reduce crown spread over car park by up to 4m. Clive Shipley

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

21/00801/TCA - Saltford Brass Mill , The Shallows, BS31 3EX. T1 (Ash) - Remove. Saltford Brass Mill Project

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:

21/00864/FUL - 38 Grange Road Saltford BS31 3AG. Replace existing conservatory and extension with flat roofed single storey rear extension. Mr And Mrs Sudwell

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

21/00945/FUL - 6 Chelwood Road Saltford BS31 3BU. Erection of single storey front extension. Mr Brian Hurlow

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

21/00918/VAR - Beacon House 553 Bath Road Saltford BS31 3JG. Variation of conditions 2 (Retaining Wall Structural Detailsj) and 3 (Construction Management Plan) of application 19/05083/FUL (Erection of single storey ancillary living accommodation, with attached garage. Alterations to and the rebuilding of the stone boundary wall and the installation of an external lift). Mr and Mrs R & V Godfrey

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

SUPPORT – Saltford Parish Council accepts that reconstruction of the retaining wall to a robust standard is a priority to protect public safety.

21/00943/FUL - 7 Fairways Saltford BS31 3HX. Installation of new pitched roof with dormer windows to form new first floor along with internal remodelling. S Bassett

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

21/00989/TCA - Nova High Street Saltford BS31 3EJ. Fruit - fell. MH Landscaping

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

COMMENT: Cross referencing this TCA with 21/00987/TCA (both front gardens form a single open area) Saltford Parish Council asks that the owner is actively encouraged to plant a replacement tree (native to NE Somerset) to preserve the tree cover and character of Saltford's Conservation Area.

21/00988/TCA - 6 Mill Cottages The Shallows Saltford BS31 3EY. Pine - reduce by 3 m back to old pruning points. MH Landscaping

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

21/00987/TCA - Y Deri High Street Saltford BS31 3EJ. Description of Proposal:
Pine - fell. MH Landscaping

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

COMMENT: Cross referencing this TCA with 21/00989/TCA (both front gardens form a single open area) Saltford Parish Council asks that the owner is actively encouraged to plant replacement trees (native to NE Somerset) to preserve the tree cover and character of Saltford's Conservation Area.

21/01034/FUL - 20 Manor Road Saltford BS31 3DN. Erection of 1 no. 3 bed attached dwelling and new double garage for existing house. Mr and Mrs Creed

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

COMMENT: Saltford Parish Council has concerns that the impact of the new attached 2.5 storey dwelling etc. on the rear neighbouring properties, 20a and 20b Manor Road, that were originally built in No. 20's rear garden, will be over-bearing as the outcome will be substantially larger than the existing property. Privacy of those properties will also be adversely affected as the 2nd floor rear bedroom dormer window will look down into the 1st floor bedroom windows of those properties.

Saltford Parish Council is also concerned that the proposed front garden double garage, the only front garden garage in this length of Manor Road from the Claverton Road to the Golf Club Lane junctions, would detract from the established pattern of development.

The proposed development is likely therefore to overbear both the local street scene and its rear neighbours whilst representing an over-development of the original plot. This would be contrary to B&NES Placemaking Plan (2017) policies D2 (a) (layout, set-back, spacing and building lines); D3 (l) and (m) (continuity of street frontage and the need to relate positively to the street, and for design to not compromise adjoining sites); and policy D6 (a) (appropriate levels of outlook for the existing area).

21/01069/FUL - 543 Bath Road Saltford Bristol BS31 3JG. Proposed enlargement of existing loft extension, with a balcony to the rear dormer. Mr Brian Hurlow

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

21/01103/AR - Glenavon Farm 331 Bath Road Saltford BS31 3TJ. Display of 6 no. illuminated advertisements and 3 no. non-illuminated advertisements associated with farm shop (in connection with permission 19/01437/VAR). Mr Stratton

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

COMMENT: The context of the site's location, a rural Green Belt setting immediately adjacent to open fields, is a key consideration alongside the need to minimise visual dominance, intrusion or distraction for nearby residents and users of the Bath Road (A4). Most aspects of the proposed signage scheme appear restrained and functional. However, Saltford Parish Council asks B&NES Council to consider whether in this location the design height of the 2 large "silo signage" signs (back-lit steel plate light boxes identified as design No. S7 on drawing no. 15100_L_131_A) by the "relocated silo" close to the Bath Road (A4) entrance making the signs overbearing and dominant (i.e. taller than the building immediately behind in drawing 15100_L133_C_PROPOSED ELEVATIONS) and therefore may not be compliant with policies D4 (local context) and D9 (street scene, proportionate size etc.) of the B&NES Placemaking Plan (2017), and with B&NES Council's 2003 guidance on Advertisements and Illuminations.

21/01237/VAR - Glenavon Farm 331 Bath Road Saltford BS31 3TJ. Variation of conditions 6 (Wildlife Protection and Enhancement), 9 (External lighting), 11 (Control of noise and odour), 12 (Hard and soft landscaping), 13 (Materials), 14 (Gates), 15 (Childrens play area) and 16 (Plans List) of application 19/01437/VAR (Variation of condition 18 for application 12/05167/FUL (Renovation, extension and conversion of existing farm buildings to a farm shop and cafe/restaurant with car parking and associated access arrangements).) Glenavon Farm Partnership

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

NO COMMENT.

9. LICENCING APPLICATION

The Council discussed premises licencing application 21/00416/LAPRE – 'Flourish', Glenavon Farm 331 Bath Road Saltford BS31 3TJ. (relating to planning consultation 21/01237/VAR, above), and resolved that it would not submit a response.

10. FINANCIAL MATTERS

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

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

c. NALC and ALCA membership – The Council authorised expenditure of £771.89 on the Council's subscription to NALC and ALCA for the financial year 2021-2022 (Budget heading: Training).

d. SPC Community Awards – The Council agreed to authorise

expenditure of up to £700. This includes funds to be donated to the chosen Salford group, project, cause or charity as nominated by winners of the SPC Community Awards 2021 (£75 per winner), plus certificate printing costs and any other associated costs (Budget heading: Council Led Schemes).

11. SPC POLICY REVIEW

The Council resolved to update its policy overview, as follows:

Salford Parish Council endorses the need to respond to the climate and ecological emergencies. SPC's decisions and policies will take account of whether they are good for the climate, the ecology of Salford and for residents. SPC is in favour of protecting the Green Belt around Salford from development including from a road bypass (that would be infilled with housing); reopening the railway station on the existing site; Fairtrade; and that Salford should continue to be an inclusive and caring community.

It was agreed that this would be shared via SPC's communication channels as well as with Cllr Sarah Warren, B&NES Council Cabinet Member for Climate Emergency and Neighbourhood Services.

12. REQUEST TO EXTEND REMOTE MEETING LEGISLATION

The Council resolved to contact Jacob Rees-Mogg MP to request he make representations in support of legal remote meeting provision for Parish Councils.

The Council also agreed to respond to Luke Hall MP (Minister of State for Regional Growth and Local Government) in response to his letter dated 25 March 2021, expressing disappointment about the government's decision not to extend remote meeting legislation beyond 7th May 2021.

It was agreed that SPC would submit a response supporting the option to hold remote and/or hybrid meetings to the government's open consultation on [Local Authority remote meetings: call for evidence](#) . This consultation will inform any potential future legislation regarding their use beyond the coronavirus pandemic.

The Council discussed practicalities relating to holding in-person public meetings and agreed to commence Salford Hall Avon Room bookings starting from 1st June 2021.

13. HIGH CONSEQUENCE INFECTIOUS DISEASE POLICY – ANNUAL REVIEW

The Council agreed updates to the High Consequence Infectious Disease Policy following its annual review. This policy will be reviewed as-and-when required.

14. WECA ‘RESTORING YOUR RAILWAY’ BID – SALTFORD STATION

Information was shared regarding the West of England Combined Authority’s bid to the Department of Transport’s ‘Restoring Your Railway’ bid. An outcome is expected by late summer. The Council resolved to contact Jacob Rees-Mogg again in early May to request his active support of the WECA bid.

15. ALLOTMENT ALLOCATION

The Council discussed allotment allocation and considered information provided by Cllr Gary Graveling in advance of the meeting.

The Council resolved to split plot 2 into two half-plots to provide an additional opportunity to someone on the waiting list, and also to split full plots 4 and 6 into half plots if/when they become vacant, so as to offer more plots to residents in the future.

16. BIENNIAL INSPECTION OF ST MARY’S CHURCHYARD

A report was received from Cllr Chris Warren, representing the Churchyard Safety Group, following the biennial inspection of St Mary’s Churchyard which took place on 19th March.

Cllr Warren reported that the overall condition of the churchyard was good. A recommendation was made to contact the owner of two ornamental Lawson Cypress conifers that had now reached a height of 2.5 metres and were at risk of damaging the churchyard walls.

17. REGISTER OF ASSETS

The Council reviewed its Register of Assets and agreed to update it to include the wooden bollards installed at The Shallows Wildlife and Ecology Zone.

It was agreed that insurance quotes would be sought for agreement at the May meeting.

18. SPC COMMUNITY AWARDS CEREMONY DATE

The Council resolved to hold the SPC Community Awards Ceremony on Friday 10 September at the main hall at Saltford Hall (restrictions pending). This will be a combined awards ceremony for 2020 and 2021 winners, as postponed from previously agreed dates, and will take place alongside the SCA’s ‘Big Thank You’.

19. MARKING 30 YEARS OF SPC

The Council approved information to be shared on its website and in SCAN detailing the origins of SPC. Thanks was expressed to two former members of SPC for contributing to the article.

20. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES, INCLUDING RIVER AND RIVER SIDE

The Council received the following updates and information:

- Cllr Phil Harding stated that some residents had received information from Wessex Water about its proposed bridge, and that SPC would respond to the planning application for the bridge once consulted by B&NES Council.
- Cllr Harding shared that the landowner at Park Farm had stated that he was erecting fencing next to the Public Right of Way on the Kelston side of the river on the fields opposite Saltford – the length opposite the sailing club to Saltford marina - for the purpose of safe cattle grazing. Cllr Harding will update SPC on any further plans the landowner has for this location.
- Cllr Harding stated that the ‘rope tree’ swing has had branches removed by the landowner as a safety measure.
- The Clerk updated that SPC had been in contact with Avon Fire and Rescue and that the Hicks Gate Team would again be visiting Saltford’s river side areas during periods of good weather to engage and educate river users on water safety. Visits to Key Stage 3 pupils at local schools, as requested by SPC, are intended once COVID19 restrictions allow.

21. DATA PROTECTION AND GDPR UPDATES

Cllr Jon Godfrey shared that SPC’s new councillors, Cllrs Julie Austwick and Shayan Aziz, had received data protection and GDPR compliance training.

22. PUBLICITY

The council agreed items to include in the Parish Council’s page of SCAN.

23. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

Cllr Jon Godfrey reported that SPC had been approached by Ward Cllr Duncan Hounsell to contribute a supporting statement, as part of a nomination being made by Cllr Hounsell for the B&NES Council ‘Shine a Light’ awards. It was agreed that Cllr Godfrey – as SCA link member - would provide information on behalf of SPC in support of Cllr Hounsell’s nomination of a Saltford resident for the ‘Shine a Light’ awards, following Cllr Hounsell circulating further information to SPC.

Cllr Phil Harding confirmed that he would be attending the upcoming meeting of the River Avon Users Consultative Committee on 13th April.

Cllr Harding also shared that the Saltford Environment Group was 10 years old in March, and that an article to mark the occasion was available on the SEG website.

24. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

No reports were received.

25. 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

26. SALT FORD COMMUNITY AWARDS 2021

The Council agreed the recipients of the Saltford Parish Council Community Awards 2021.

The meeting closed at 09.16pm

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

Next Parish Council meeting: Tuesday 4 May 2021, via Zoom

SALTFORD PARISH COUNCIL

Schedule of regular expenditure during April 2021
 – for authorisation by the Council at its meeting on 6 April 2021.

Description	Amount	Method	Budget heading
April staff costs inc. salary, pension, HMRC tax and National Insurance	1880 estimate, 1950 maximum	Online BACS	Office staff
April SCA Hall hire	0 estimate, 0 maximum	Online BACS	Hall hire
April inTouch Communications Ltd phone system	25 estimate 30 maximum	Direct Debit	General administration
April Saltford Community Hub phone/internet tenant contribution	35 estimate 40 maximum	Online BACS	Telephone
April Ambience Landscapes churchyard maintenance	115 estimate 125 maximum	Online BACS	Churchyard Maintenance
Chair's Allowance January-March 2021 (retrospective)	75	Online BACS	Chair's Honorarium

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 6 April 2021.

SIGNED.....
 CHAIR / VICE-CHAIR

DATE:.....

Saltford Parish Council

Monthly Financial Report for March 2021 - Month 12

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	£25	£16	£25
Other Income: Allotments	£170	£158	£170
VAT Reimbursements	£700	£549	£700
Other	£0	£0	£0
Subtotal without CIL	£35,733.22	£35,561.73	£35,733.22
CIL Payments	£0.00	£0	£0
Total Income	£35,733	£35,562	£35,733

PAYMENTS:			
General Administration	£1,500	£2,294	£1,500
Office accommodation	£2,000	£1,500	£2,000
Office Staff	£22,000	£21,690	£22,000
Office Equipment	£300	£0	£300
Training	£800	£865	£800
Auditing	£450	£455	£450
Insurance	£400	£419	£400
Publicity	£1,200	£3,133	£1,200
Subscriptions	£31	£50	£31
Chairmans Honorarium	£300	£300	£300
Councillors' expenses	£200	£0	£200
Hall / Room Hire	£600	£35	£600
Maintenance: Church Yard Grounds	£1,400	£1,423	£1,400
Allotments	£250	£30	£250
Churchyard Special Maintenance Projects	£500	£0	£500
Allotment site rent	£100	£100	£100
Miscellaneous Grants	£1,000	£2,085	£1,000
Council led schemes	£1,500	£3,695	£1,500
Environment schemes	£1,000	£100	£1,000
VAT	£700	£1,391	£700
Subtotal without CIL	£36,231.00	£39,564.61	£36,231.00
CIL-related expenditure	£8,250	£5,000	£8,250
Total Payments	£44,481	£44,565	£44,481

BALANCE AT END OF MONTH:

Current account	£435
Business Instant Access account	£49,009

Cash

£49

TOTAL CURRENT BALANCE

£49,493

CIL-related cashflow	Balance at 31/03/20		CIL-income 20/21	CIL-expend 20/21	CIL balance
	£16,499		£0.00	£5,000	£11,499