



# **SALT FORD PARISH COUNCIL**

**Minutes of the meeting of the Council held remotely (via Zoom)  
on Tuesday 4 May 2021 at 7.15pm**

## **PRESENT**

**Councillors:** Chris Warren (Chair), Julie Austwick, Shayan Aziz, Adrian Betts, Marie Carder, Jon Godfrey, Gary Graveling and Phil Harding (Vice Chair).

**Officer:** Lottie Smith-Collins

## **1. ELECTION OF CHAIR**

Cllr Chris Warren was elected Chair for the year 2021/22 and signed a Declaration of Acceptance of Office of Chair.

## **2. ELECTION OF VICE CHAIR**

Cllr Phil Harding was elected Vice Chair for the year 2021/22 and signed a Declaration of Acceptance of Office of Vice Chair.

## **3. MINUTES**

The minutes of the remote (Zoom) Council meeting held on 6 April 2021 were confirmed as a correct record and signed by the Chair.

## **4. APOLOGIES FOR ABSENCE**

Apologies for inability to attend this meeting were received from Cllrs Sally Turner, Adam Rees-Leonard and Rob Taylor.

## **5. DECLARATIONS OF INTEREST**

Cllr Jon Godfrey declared an interest in item 13 '21/01517/VAR – Selwood Farm Norman Road' as he is a neighbour of applicant, and as such stated that he would abstain from voting on this consultation.

## **6. PUBLIC TIME**

There were 2 members of the public present.

One member of the public spoke to suggest that under item 15 'Link Members for 2021/22', SPC consider having a Saltford Wombles link member. The member of the public also spoke on behalf of the SCA, to thank SPC for its grant of £3,000 towards the costs of the Main Hall refurbishments at Saltford Hall, and to inform SPC that the project was complete bar some minor additions.

## **7. CHAIR'S ANNOUNCEMENTS**

Cllr Chris Warren provided an update on the High St ex-BT phone box restoration

and defibrillator project, and indicated that the project would be completed by the end of May.

## **8. CLERK'S ANNOUNCEMENTS**

The Clerk made the following announcements:

- SPC's Community Infrastructure Levy report for 2020-21 is now available on SPC's website.
- SPC's Internal Audit has been returned with assigned positive assurances in all relevant areas, with no issues arising warranting formal comment or recommendation. The Internal Audit Certificate in the 2020-21 AGAR has been signed off, a copy is now available on the SPC website.
- In line with external audit requirements, to report that the Notice of Public Rights will be displayed on 22 June to start on 23 June 2021, and will be displayed until 9 August 2021. SPC will publicise the outcome of the external audit by 30 November 2021.
- SCA have provided SPC with a report and photos following the completion of the Main Hall refurbishment works at Saltford Hall, following SPC's grant of £3,000 towards costs of the works.
- SPC marked its 30<sup>th</sup> anniversary on 2<sup>nd</sup> May by publishing a brief history on the origins of the modern Parish Council on its website, social media and in SCAN.
- Legislation allowing remote council meetings to take place ends on 7<sup>th</sup> May 2021, as such all local council meetings will be held in person after this date.

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

The Clerk shared that B&NES Ward Councillor Duncan Hounsell had sent his apologies due the B&NES Council AGM taking place at the same time as the SPC meeting. Cllr Hounsell had circulated a report for SPC Cllrs in advance of the meeting for consideration, a copy of which was also shown at the meeting.

## **10. GENERAL POWER OF COMPETENCE**

The Council resolved to re-adopt the General Power of Competence for the Council year commencing May 2021.

## **11. APPOINTMENT OF COMMITTEES AND WORKING GROUPS AND MEMBERSHIP THEREOF**

The Council agreed to form the following committees and working groups for the year 2021/22:

- Planning Committee, comprising seven Councillor members: *Shayan Aziz, Adrian Betts, Phil Harding, Jon Godfrey, Gary Graveling, Adam Rees-Leonard, Rob Taylor.*
- Staffing Committee and staffing sub-committee, comprising four Councillor

members: *Julie Austwick, Marie Carder, Jon Godfrey, Chris Warren.*

- Churchyard Safety, Churchyard and Allotments Maintenance Working Group, comprising four Councillor members: *Julie Austwick, Adrian Betts, Gary Graveling, Robert Taylor, Chris Warren and two public members (allotment tenants).*
- Transport Working Group, comprising seven Councillor members: *Shayan Aziz, Phil Harding, Jon Godfrey, Gary Graveling, Rob Taylor, Chris Warren and one member of the public.*

## **12. DATES OF MEETINGS OF COUNCIL AND COMMITTEES**

The dates on which the Council and committees will meet for the year 2021/22 were agreed. All meetings will be on Tuesdays starting at 7.15 pm. (The Staffing and Planning Committee - and sub-committees - will meet additionally when necessary).

Dates of meetings 2021/22 (full council unless otherwise stated):

1 June 2021

6 July 2021

3 August 2021 (Planning Committee only, if required)

7 September 2021

5 October 2021

2 November 2021

7 December 2021 (note: with a pre-meeting informal budget discussion at 6.30pm)

4 January 2022

1 February 2022

1 March 2022

5 April 2022 (following the Annual Parish Meeting at 6.30pm)

3 May 2022 (also known as the Annual Parish Council Meeting)

## **13. PLANNING MATTERS**

**a. Election of Planning Committee Chair and Vice Chair** – Phil Harding was elected as Chair and Adrian Betts as Vice Chair of the Planning Committee for the year 2021/22.

**b. Decisions and Appeals**

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

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

21/00781/FUL - Staddle Stones 5 Saltford Court, Saltford BS31 3EB. Erection of two

storey rear extension, with first floor terrace on single storey rear extension. Mr/s Barton

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

21/00918/VAR - Beacon House 553 Bath Road Saltford BS31 3JG. Variation of conditions 2 (Retaining Wall Structural Details) 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

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

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

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

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

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

**c. Planning contraventions**

None reported.

**d. Planning items of urgent information**

None reported.

**e. Planning applications** - The Council considered the following planning applications in respect of which Bath & North East Somerset (B&NES) Council had invited comments:

**21/01517/VAR - Selwood Farm Norman Road Saltford BS31 3BQ.** Variation of condition 2 (Materials) of application 18/03120/FUL (House transformation comprising an extension, changes of materials with additional internal and external works) Condition Number(s): 2 Materials - Submission of Schedule and Samples (Bespoke Trigger) Conditions(s) Removal: Amending the proposed roof from double roman clay to slate roof tiles N/A. Mr/s Selwood

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

COMMENT: Saltford Parish Council notes that the change away from slate tiles

as originally proposed in 2018 to double Roman clay tiles in the context of application 18/03120/FUL was to overcome B&NES Council's planning officers concerns at the time and achieve planning permission for such a sensitive area, immediately adjacent to Salford's Conservation Area. The proposed change of roof tiles from double Roman clay tiles to slate tiles is out of keeping with the heritage design of neighbouring properties and would therefore be inappropriate. If permitted, this would be contrary to B&NES Placemaking Plan (2017) policies D3 (m) (design to not compromise adjoining sites); and policy HE1 (c.) (Conservation Area setting: preserve or enhance elements which contribute to special character or appearance). It would also be contrary to the Salford Conservation Area Character Appraisal and Management Plan (B&NES Council, 2018) para. 8.2 (Landscape Setting – protection from detrimental effect on edges of area incl. development of an existing building). NOTE: The application form mistakenly states for site visit purposes that the property cannot be seen from a public footpath but it is located next to and in full view of a public footpath which is also the sole means of access.

**21/01597/FUL - 32 Norman Road Salford BS31 3BH.** Erection of single storey rear extension to include re-roofing of neighbours pantry, and installation of first floor landing window in side elevation. Mr and Mrs Derham

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

**21/01602/FUL - Overwater 6 Homefield Road Salford BS31 3EG.** Erection of two storey rear extension. Mr V Nanu

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

COMMENT: Salford Parish Council is supportive in principle of the proposed plans whilst noting that concerns have been raised by neighbours at Somercourt over a claimed increase in overlooking and confinement of Somercourt. Without a site visit (during the COVID-19 lockdown) it is not possible to give a site-based opinion on the accuracy of the objection but in the Parish Council's view the plans for this application do not appear to provide adverse effects on the amenities of neighbouring dwellings of a material significance in planning terms.

**21/01676/FUL - 6 Chestnut Walk Salford BS31 3BG.** Erection of a single-storey rear extension, following the demolition of the existing rear conservatory. Mrs & Mr Boulton

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

**21/01763/FUL - 26 Grange Road Salford BS31 3AG.** Erection of single storey rear extension to replace existing conservatory and lean-to single storey

extension. Mr Mark Howard

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

**21/01873/FUL - 38 Uplands Road Saltford BS31 3JJ.** Erection of two storey entrance following removal of porch. Re-cladding of existing dormer windows , 2 no. to the front and 1 no. to the rear. Mr Tony Riddle

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

**21/01907/FUL - 55 Grange Road Saltford BS31 3AQ.** Erection of single storey rear extension and alterations to roof. Mrs Mel Munday

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

**COMMENT:** Saltford Parish Council is supportive in principle of the proposed plans whilst noting that care will be required during construction to maintain the structural integrity and weather sealing of the neighbouring property (No. 57) where both properties are attached and share party walls. Saltford Parish Council notes that contrary to the description of this planning application as a “single storey extension”, that the 2nd floor is also shown in the plans to be extended at the front through the addition of an additional front bedroom.

**21/01925/FUL - 28 Boyd Road Saltford BS31 3AP.** Loft conversion to include rear dormer roof, conversion of integral garage to study and adjustment of window depth to front dining room. Mr Steven Randall

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

## **14. FINANCIAL MATTERS**

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

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

**c. Annual accounts 2020/21** – The Council received the annual accounts for 2021/21 (available on Cllrs SharePoint). The Council considered and resolved to approve the accounting statements for 2020/21. The accounting statement was then signed and dated by the Chair of the meeting.

**d. Internal audit of 2020/21** – The Council received the Annual Internal Audit Report of 2020/21 and noted that there were no recommendations for action.

**e. Annual Governance and Accountability Return (AGAR) 2020/21: Governance**

**Statement** – The Council approved and the Chair signed the annual Governance Statement 2020/21.

**f. Annual Governance and Accountability Return (AGAR) 2020/21: Accounting Statement** – The Council approved and the Chair signed the annual Accounting Statement 2020-21.

**g. Auditing Solutions Ltd** – The Council authorised expenditure of £312 for the provision of internal audit service (Budget heading: Auditing)

**h. Council insurance renewal** – The Council considered three quotes sought. It resolved to accept the quote provided by Zurich and authorised payment of £353.77 (Budget heading: Insurance).

**i. Donation in memory of HRH Prince Philip, Duke of Edinburgh** – The Council authorised expenditure of £50 as a donation to The Duke of Edinburgh's Award's Living Legacy Fund in memory of HRH The Duke of Edinburgh (Budget heading: Council Led Schemes).

**j. Items required for 'Marking the death of a senior public figure or elected member protocol'** – The Council authorised expenditure of up to £35 for a replacement Book of Condolence and any other items required to meet the requirements of the protocol (Budget heading: General Admin)

## **15. LINK MEMBERS FOR 2021/22**

The following Councillors and staff were linked with external organisations for the year 2021/22.

- B&NES Parishes Liaison - Chair (Cllr Chris Warren) and the Parish Clerk
- Keynsham Area Forum - Chair (Cllr Chris Warren) and the Parish Clerk
- Avon Local Councils Association (ALCA) - Chair (Cllr Chris Warren) and the Parish Clerk
- Saltford Community Association – Cllr Jon Godfrey
- Saltford Sports Club – Cllrs Chris Warren and Julie Austwick
- River Avon Users Consultative Committee (RAUCC) – Cllrs Phil Harding, and reserve Shayan Aziz
- Saltford Environment Group – Cllrs Phil Harding and Chris Warren
- Saltford Business Network – Cllrs Chris Warren and Shayan Aziz (it was noted that Cllr Sally Turner and Cllr Jon Godfrey also attend)
- Saltford Fair Trade Group – Cllrs Marie Carder and Julie Austwick

The Council agreed to contact the Saltford Wombles to ask if they would like to be assigned a SPC Link Member.

It was noted for the May 2022 agenda to consider adding the Bristol East Fringe Cycling and Walking Group to its list of Link Members. Currently Cllr Gary Graveling is the SPC contact point for this group.

## **16. SPC STANDING ORDERS (SOs)**

Councillors discussed and agreed to change section 12 of the Standing Orders to allow secret ballots to take place during the co-option process. The Clerk shared NALC legal advice against the use of secret ballots prior to the decision being made. The Council also agreed to remove a supplementary section on remote meetings following the expiry of legislation allowing remote meetings on 7 May 2021. Following the above the Council unanimously resolved to adopt the updated SPC Standing Orders.

## **17. SCHEME OF EMERGENCY DELEGATION - REVIEW**

The Council accepted suggested updates and re-adopted SPC's Scheme of Emergency Delegation.

## **18. 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.

## **19. MARKING THE DEATH OF A SENIOR PUBLIC FIGURE OR ELECTED MEMBER PROTOCOL**

The Council reviewed and agreed updates to the protocol 'Marking the death of a senior public figure or elected member' following the death of HRH The Duke of Edinburgh.

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

The Council agreed to consider items to discuss prior to meeting the new river warden as employed by the Canal River Trust, and agreed to make contact when appropriate. It was noted that a second CRT river warden was yet to be appointed.

Cllr Phil Harding reported that lines for the Traffic Regulation Orders for Mead Lane and The Shallows would be in place from Monday 10 May.

Cllr Harding provided an update following the RAUCC meeting on 13 April 2021. This included that the project to introduce safe access to the river (i.e. modest series of steps) for canoeists/paddleboarders to prevent further erosion of the riverbank was currently with RAUCC rather than a canoe club who had previously offered to do the design work. Cllr Harding also shared that checking safety rings was part of the remit of the new CRT river warden, and that the Bristol Avon Sailing Club had offered to pay for a new safety ring to be situated near the club on Mead Lane.



## **21. DATE FOR ‘MEET YOUR COMMUNITY POLICE OFFICERS’ MEETING**

The Council agreed to hold the next ‘Meet Your Community Police Officers’ meeting with Avon and Somerset Police in October / November, and to have this as an item for discussion on its September agenda. The Council agreed to approach Ward Cllr Duncan Hounsell to Chair the meeting as part of a collaborative approach between B&NES and SPC to jointly engage with residents.

## **22. JUNE 2021 MEETING**

The council agreed COVID safe practicalities for holding the June meeting in the Avon Room (capacity 15) at Saltford Hall on Tuesday 1<sup>st</sup> June, in light of legislation due to be in place on this date.

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

Cllr Jon Godfrey shared that multi-factor authentication (MFA) had been installed on some applications as part of SPC’s ongoing actions regarding access management and security improvement.

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

None reported further to the RAUCC update under item 20.

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

Cllr Adrian Betts provided details following his and Cllr Shayan Aziz’s attendance at the B&NES Council Local Plan Partial Update (LPPU) and Supplementary Planning Documents (SPDs) webinar on 28 April 2021. Cllr Betts gave an overview of planning policy documents that would be publicly consulted on prior to June 2021, primarily the LPPU Draft Plan. Significant points of discussion at the webinar were parking standards, housing supply shortfall / potential housing allocations, and housing in the greenbelt (about ‘washed over’ villages, not including Saltford - it was clarified subsequently that Saltford is defined as a village ‘surrounded by green belt’).

## **26. PUBLICITY**

The Council agreed items to be included in the next e-newsletter, and agreed to consider items in advance of SPC’s next ‘Week In’ community page.

## **27. 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. As there were no public present at this stage of the meeting no vote was required to instruct the public to withdraw.

## **28. CHAIR'S AWARD**

The creation of a special 'Chairs Award' was agreed in addition to the other awards to be presented at the SPC Community Awards 2021 Ceremony to be held in September.

The Chair made nominations for those worthy of special recognition and the council voted for two joint winners of the 'Chair's Award'. The Council authorised expenditure of £80 (£40 per winner) to be donated by the winners to their chosen Salford group, organisation, charity or project.

The meeting closed at 9.12pm

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

Next Parish Council meeting: Tuesday 1 June 2021, at Salford Hall.

# SALTFORD PARISH COUNCIL

**Schedule of regular expenditure during May 2021**  
 – for authorisation by the Council at its meeting on 4 May 2021.

<b>Description</b>	<b>Amount</b>	<b>Method</b>	<b>Budget heading</b>
May staff costs inc. salary, pension, HMRC tax and National Insurance	1850 estimate, 1900 maximum	Online BACS	Office staff
May SCA Hall hire	60 estimate, 70 maximum	Online BACS	Hall hire
May inTouch Communications Ltd phone system	25 estimate 30 maximum	Direct Debit	General administration
May Saltford Community Hub phone/internet tenant contribution	35 estimate 40 maximum	Online BACS	Telephone
May 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: 07/04/2021      £ 5000**

I certify that the above payments made or to be made have been authorised at the meeting of the Parish Council on 4 May 2021.

SIGNED.....  
 CHAIR / VICE-CHAIR

DATE:.....



Cash

£49

**TOTAL CURRENT BALANCE**

**£66,857**

CIL-related cashflow	Balance at 31/03/21		CIL-income 21/22	CIL-expend 21/22	CIL balance
	£11,499		£0.00	£0	£11,499