



SALTFORD PARISH COUNCIL

Minutes of the meeting of the Council held in the Avon Room at Saltford Hall (also livestreamed on Facebook) on Tuesday 6 July 2021 at 7.15pm

PRESENT

Councillors: Chris Warren (Chair), Julie Austwick, Shayan Aziz, Adrian Betts, Jon Godfrey, Phil Harding (Vice Chair) and Adam Rees-Leonard.

Officer: Lottie Smith-Collins

1. MINUTES

The minutes of the Council meeting held on 1 June 2021 at Saltford Hall 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, Gary Graveling, Rob Taylor and Sally Turner.

3. DECLARATIONS OF INTEREST

No interests were declared.

4. PUBLIC TIME

There were two members of the public present.

Due to COVID19 restrictions at the time of the meeting and the terms of room hire allowing a maximum of 15 people to safely attend, members of the public had been invited to submit statements to be shared by the Clerk under this item. Three statements were received, as follows:

The Council received a joint statement from 18 properties regarding 'Item 13 - Review of Traffic Regulation Orders (TROs) on Mead Lane and The Shallows'. The statement included support for preventative parking measures on the riverbank for its protection, a request that the Mead Lane layby is tarmacked with road markings for safety, a request that 20mph road markings are repainted, more frequent Parking Enforcement Officer visits during evenings and statistics relating to the number of visits to date.

Another member of the public contacted SPC regarding Item 13, requesting more signage and/or a 'boundary box' around The Shallows hardstanding Resident's Parking Zone (RPZ); an issue with the MiPermit system for RPZ visitor permits; and requesting more frequent Parking Enforcement Officer visits during weekends.

A member of the public contacted SPC regarding 'Item 14 - Improved Management of The Shallows Car Park', stating their objection to expansion of the car park if proposed as well as concerns regarding anti-social behaviour at this location.

5. CHAIR'S ANNOUNCEMENTS

None reported.

6. CLERK'S ANNOUNCEMENTS

The Clerk made the following announcements:

- In line with the procedure required for the external audit, the Notice of period of Public Rights commenced on 23 June with information displayed on SPC's noticeboard and website on 22 June.
- SPC has publicised its [intention to remove two ornamental Lawson Cypress trees](#) in St Mary's Churchyard due to risk of damage to the churchyard walls on social media, its website and SCAN. If any member of the public has information about these trees please contact the Clerk by the end of July.
- SPC has been informed by North Somerset Council that the outline planning application for the development of Bristol Airport (application no: 18/P/5118/OUT, appeal no: APP/D0121/W/20/3259234, appellant: Bristol Airport Ltd) will be subject to a planning appeal Inquiry commencing on Tuesday 20 July 2021 for 40 sitting days and held at the Town Hall in Weston-Super-Mare. YouTube links to watch each session live will be available at www.n-somerset.gov.uk/airportappeal
- Planning application 21/00435/ERE03 - Ministry Of Defence Storage And Distribution Centre Pixash Lane Keynsham (AKA Pixash Lane Waste and Recycling Centre), as responded to by SPC in March, will be considered by B&NES Planning Committee at its July meeting.
- The B&NES Council Public Rights of Way (PROW) Team have informed SPC that plans are in place to improve a footpath which runs from The Shallows to the Riverside Inn – the footpath often floods in wet weather meaning it is unusable. Several stiles in Saltford have been replaced with gates by the PROW team.
- B&NES Ward Cllr Duncan Hounsell has informed SPC that a Traffic Regulation Order process will soon begin regarding the proposed reduction of the speed limit on the A4 Bath Road into Saltford from the direction of Bath. This follows a request from SPC to B&NES Council to reduce the speed limit for vehicles entering the village from this direction from 50 m.ph. to 40 m.p.h.
- A reminder that full council does not meet in August. A Planning Committee meeting is scheduled to take place in at Saltford Hall on Tuesday 3 August.

7. REPORT FROM B&NES WARD COUNCILLORS

The B&NES Ward Councillors July report was circulated to SPC Cllrs in advance and was summarised at the meeting by Cllr Hounsell. A copy of this report is available to the public on request, [Cllr Hounsell's contact details](#) are available on the B&NES Council website.

Cllr Hounsell commented on the following aspects of his report:

- Bath to Bristol Strategic Corridor (BBSC) public consultation: This will run 26 July to 3 September, and includes the opportunity to comment on bus routes.

Cllr Hounsell encouraged SPC to respond.

- Judicial review – Winter mooring ban (Nov-Feb) Mead Lane: Cllr Hounsell stated it was a legal matter so he could not say more further to the information on the B&NES Council website. Cllr Hounsell also shared that a new mailbox for Mead Lane enquiries had been set up (MeadLane_Enquiries@bathnes.gov.uk)
- Disruption to recycling collection in Saltford: Cllr Hounsell stated that B&NES Council has experienced driver shortages and is currently recruiting to these posts. He shared that other staff from the Waste and Recycling Team are being relocated to assist with collections, and that recycling and waste continues to be collected.
- Overgrowing vegetation: Cllr Hounsell stated that it is the responsibility of the property owner to cut back overgrowing vegetation blocking public paths.

8. PLANNING MATTERS

a. Decisions and appeals

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

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

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

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

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

21/02101/FUL - 2 Vernon Close Saltford BS31 3AX. Erection of single storey front extension and porch. Mr & Mrs R Jones

b. Planning contraventions

The Clerk informed the Council that two residents had contacted SPC about a possible planning contravention regarding a picnic site and sandwich van located on fields in Kelston (on the opposite side of the river from The Shallows and Mead Lane, possibly part of land parcel 0063). Resident concerns regarding this commercial enterprise included noise (both amplified music and crowd noise), anti-social behaviour, lack of staff/security during evenings, excessive litter, water safety concerns and a lack of toilet facilities for users.

SPC recognised that the fields identified are in the Cotswolds Area of Outstanding

Natural Beauty, and also adjacent to Saltford's Conservation Area including residential and business properties. As such it resolved to approach B&NES Council's Planning Enforcement team for information about whether this change of use from agriculture to recreation was a planning contravention, and if it did come under permitted development how many days the change of use was permissible.

SPC also resolved to contact B&NES Council's Environmental Services team to request a large waste bin to be located on the LMS bridge (on the Bristol to Bath Cycle Path) to assist with the large volume of litter generated from this area.

Further, SPC resolved to contact B&NES Council's Environmental Health team regarding noise complaints from the general area (comprising of both the dedicated picnic site and adjacent Public Right of Way).

c. Planning items of urgent information

None reported (this item was raised following item 8.d).

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

21/02454/FUL - 75 Uplands Road, Saltford, Bristol BS31 3HN. Erection of porch and loft conversion including dormers. Mr and Mrs Stephen and Rachael Allen

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

21/02659/FUL - **39 Uplands Road Saltford BS31 3JQ**. Erection of front porch, replace the flat roof on the existing side extension with a pitched roof and insert new windows to the front and side elevation of the property at first floor level. Paul Beacham

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

21/02654/FUL - **10 Grange Road Saltford BS31 3AH**. Erection of a 2 bed detached 1.5 storey dwelling with a home office and store outbuilding at the rear. Mr and Mrs Mariyana Rumball

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

OBJECT: Saltford Parish Council is supportive in principle of infill housing where this does not adversely affect the amenities of existing dwellings or the character and street scene for the immediate area. Saltford Parish Council is concerned however that the proposals represent an over-development of No.10's overall plot and would result in an incongruous appearance in the street scene due to the narrow width of the proposed plot that makes the proposals a relatively tight fit in this setting, and the substantial size of existing

dwellings on that side of Grange Road, all significantly larger than the proposed dwelling. The proposals therefore are contrary to the B&NES Placemaking Plan (2017) policy D2 (a) (re. context, layout and spacing).

If the case officer is minded to permit this planning application Saltford Parish Council requests that it be referred to the Development Management Committee for determination.

21/02655/FUL - 26 Tying Road Saltford BS31 3HL. Erection of dormer bungalow following demolition of existing house. Mr & Mrs Miners

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

21/02883/FUL - Hunters Quest Iford Close Saltford BS31 3BD. Demolition of existing bungalow and erection of 2no semi detached houses/garages and 1no flat with associated parking, landscaping and widened access. The Urban Reno Company

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

COMMENT: Subject to the applicant successfully gaining possessory title for the small parcel of land by the site's access in Iford Close, Saltford Parish Council is supportive in principle of the proposals including the new addition of a one-bedroom apartment and improvements to parking provision.

To maintain and enhance local biodiversity we repeat our request made in responding to 20/01032/FUL that the new or replacement trees chosen for planting on this site are in accordance with the list of tree species ecologically appropriate to Saltford as published by Saltford Environment Group at <http://www.saltfordenvironmentgroup.org.uk/wildlife.html#appropriate-trees>; the trees listed in the Soft Landscaping Scheme document HQ/P2/06 includes tree species that do not meet that request, e.g. *Betula pendula* (Silver Birch), an upland tree.

As this is an area of sheltered housing our original request that during construction access is protected at all times for Iford Close and Hinton Close remains and we ask that the construction management plan's statement that "all construction works will be undertaken with full consideration given to the safety and convenience of the general public and neighbours" be fully adhered to.

21/02904/FUL - 14 Uplands Road Saltford BS31 3JJ. Erection of single storey rear extension. Mr J. Mitchard

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

21/01644/FUL - Avon Valley Garage 584 Bath Road Saltford BS31 3JS. Change of use from petrol and car sales, to coffee shop/cafe (Use class A3), residential to the first floor, takeaway hot drinks and snacks and petrol sales. Hillside Farm Investments Ltd

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

9. FINANCIAL MATTERS

- a. **Monthly Financial Report** – The report for June 2021 as recorded below was discussed and accepted by members.
- b. **Schedules of Expenditure** – The expenditure listed in the schedule for July and August 2021 as recorded below was authorised and the schedules were signed by the Chair.
- c. **iTeam Solutions website hosting** – expenditure of £120+VAT was agreed for annual webhosting between 26/08/21 – 25/08/22 provided by iTeam Solutions (Budget heading: Publicity)
- d. **SPC Community Awards Ceremony** – expenditure was agreed of up to £500 to cover hall hire charges and refreshments at SPC's Community Awards Ceremony for 2020 and 2021 winners on 10 Sept 2021 (Budget heading: Council Led Schemes).
- e. **Youth shelter conservation works** – expenditure of £420 was agreed to Jamie Pattimore to treat rust and repaint the youth shelter. (Budget heading: Council Led Schemes)

10. REMOVAL OF TWO LAWSON CYPRESS TREES IN ST MARY'S CHURCHYARD

The Council agreed to remove two Lawson Cypress trees planted against the north wall of St Mary's Churchyard, due to safety concerns regarding the current and future structural integrity of the wall. The trees will be removed after the nesting season, in September. Attempts have been made to make contact with the person who planted the trees. A spend of up to £250 was authorised to remove and dispose of the trees (Budget heading: Churchyard special maintenance projects).

11. NORMAN RD EX-BT PHONE BOX

The Council agreed a spend of up to £1500 for the restoration of the ex-BT phone box on Norman Road (a SPC asset). Works include sandblasting, repainting, electrics and base works. The project will commence in the autumn. (Budget heading: Council Led Schemes).

The Council voted to exceed the Council Led Schemes budget to fund the

restoration works. The Council will look to create an 'Asset maintenance' budget line for 2022/23 when budget setting in December to account for similar future costs.

It was shared that local companies (SBS Design and Build together with Salford Kitchens) had agreed to fund a defibrillator once the Norman Road phone box restoration had taken place.

12. COMMUNITY AWARDS CEREMONY – 10 SEPTEMBER 2021

The Council agreed arrangements for SPC's Community Awards Ceremony for 2020 and 2021 winners, which will take place on Friday 10 September as part of a joint event with SCA's 'Big Thank You'.

13. REVIEW OF TRAFFIC REGULATION ORDERS (TROs) ON MEAD LANE AND THE SHALLOWS

The Council reviewed the impact of the Traffic Regulation Orders on Mead Lane and The Shallows which commenced in May.

The Council identified changes and improvements to aid the effectiveness of the TROs including: Preventative parking measures using boulders to protect the riverbank on Mead Lane; The need for the Mead Lane layby to be tarmacked and have road markings for safety reasons; The requirement for more signage on The Shallows hardstanding and/or boundary road markings clarify it is in the RPZ; MiPermit App updates to correctly reflect RPZ Visitor Permit purchase days/times; Reviewing the width of the on-street 3hr parking white box at the end nearest the car park to ensure it allows appropriate emergency vehicle access; The need for '20mph' road markings to be repainted. The Council resolved to request that B&NES Council action the above.

The Council agreed to await a response from the Salford Brass Mill Project prior to approaching B&NES Council regarding this possible aspect of TRO amendment.

The Council also resolved to request that B&NES Council provide details of the number of Parking Enforcement Officer visits to Mead Lane and The Shallows since the TROs began, including information about how many Parking Enforcement Notices have been issued for each location.

14. IMPROVED MANAGEMENT OF THE SHALLOWS CAR PARK

The Council resolved to request that B&NES Council improve the management of The Shallows car park following concerns raised by residents about overcrowding and parking on the grass. The Council resolved to request the installation of large boulders around the perimeter of the car park, and boulders along sections of grass areas parallel to the pavement/highway. These would act as a measure to prevent vehicles parking outside the marked bays and on the grass, which would be beneficial for safety and access reasons as well as to restore use of amenity space. SPC also resolved to ask B&NES Council to consider a four hour maximum period for parking. SPC agreed to request information from B&NES Council

regarding any other plans they may have to improve the management of the car park.

15. FLAG AND FLAGPOLE AT WAR MEMORIAL

The Council agreed in principle to install a temporary, removable c.15 foot tall flagpole at the War Memorial to fly The Union Flag on key occasions, pending factors including cost, risk assessment and landowner permissions.

Cllr Chris Warren stated he would investigate costs and provide these for the Council's consideration.

It was resolved that a final decision regarding a temporary flag and flagpole at the War Memorial – including spend - will be decided at a future meeting once further information has been received.

16. B&NES COUNCIL WASTE AND RECYCLING CENTRE CHARGES (CURRENTLY ON HOLD)

Charges at B&NES Council recycling centres were due to be introduced for disposing rubble, plasterboard and car tyres on 24 May, with plans being put on hold on 21 May. Expressions of concern were raised at the meeting specifically relating to an increase in flytipping should such charges be introduced. SPC resolved to contact B&NES Council to state that it would be vehemently opposed to the reintroduction of any charges at its waste and recycling centres.

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

It was reported that the grass cutting regime for 2021, as agreed with B&NES Council, had not been adhered to in specific locations. B&NES Council had been contacted and SPC were awaiting a response.

It was resolved in principle that a SPC environment project to create wildflower public spaces using '[BeeBombs](#)' would be developed, with an aim to enhance Saltford's green spaces for the enjoyment of all, whilst supporting pollinating insects. Details and delivery of the project will be decided at a future meeting, with an aim to work with local children and young people. It was agreed that SPC would fund aspects of the project (Budget heading: Environment – costs to be agreed at a future meeting) and that it would also seek Ward Councillor Empowerment Fund support to extend the project's scope and impact. Site selection would be with the permission of B&NES Council.

The Council resolved to discuss feedback to B&NES Council regarding the Bath Clean Air Zone at a future meeting.

18. DATA PROTECTION AND GDPR UPDATES

Cllr Jon Godfrey updated those present on current scams and reminded Councillors to act with caution when receiving unsolicited communications by email or text.

19. PUBLICITY

The Council agreed content for the Parish Council's next e-newsletter.

20. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

Cllr Phil Harding reported as Link Member for Salford Environment Group (SEG) that a SEG survey was due to be completed soon about woodland located adjacent to Salford Golf Club.

The Clerk attended the Salford Scouts AGM and provided a summary of the meeting. It was noted that the Salford Scouts require additional adult helpers to enable more local children to attend.

21. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

No items of urgent information were received.

The meeting closed at 8:55pm

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

Next Parish Council meeting:

Tuesday 7 September 2021 in the Avon Room at Salford Hall

(Planning Committee will meet on 3 August 2021 in the Avon Room at Salford Hall).

SALTFORD PARISH COUNCIL

Schedule of regular expenditure during July 2021

– for authorisation by the Council at its meeting on 6 July 2021.

Description	Amount	Method	Budget heading
July staff costs inc. salary, pension, HMRC tax and National Insurance	1850 estimate, 1900 maximum	Online BACS	Office staff
July SCA Hall hire	40 estimate, 50 maximum	Online BACS	Hall hire
July inTouch Communications Ltd phone system	20 estimate 30 maximum	Direct Debit	General administration
July Salford Community Hub phone/internet tenant contribution	35 estimate 40 maximum	Online BACS	Telephone
July Ambience Landscapes churchyard maintenance	120 estimate 130 maximum	Online BACS	Churchyard Maintenance
Annual office rent	1500	Online BACS	Office accommodation

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

Date: 24/06/2021 £ 5000

I certify that the above payments made or to be made have been authorised at the meeting of the Parish Council on 6 July 2021.

SIGNED.....

CHAIR / VICE-CHAIR

DATE:.....

SALTFORD PARISH COUNCIL

Schedule of regular expenditure during August 2021

– for authorisation by the Council at its meeting on 6 July 2021.

Description	Amount	Method	Budget heading
August staff costs inc. salary, pension, HMRC tax and National Insurance	1850 estimate, 1900 maximum	Online BACS	Office staff
August SCA Hall hire	40 estimate, 50 maximum	Online BACS	Hall hire
August inTouch Communications Ltd phone system	20 estimate 30 maximum	Direct Debit	General administration
August Saltford Community Hub phone/internet tenant contribution	35 estimate 40 maximum	Online BACS	Telephone
August Ambience Landscapes churchyard maintenance	120 estimate 130 maximum	Online BACS	Churchyard Maintenance
ICO Data protection fee annual renewal 2021	35 estimate 40 maximum	Direct Debit	General admin expenses

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

I certify that the above payments made or to be made have been authorised at the meeting of the Parish Council on 6 July 2021.

SIGNED.....

CHAIR / VICE-CHAIR

DATE:.....

Saltford Parish Council

Monthly Financial Report for June 2021 - Month **3**
 Quarter period **1**

	Budget to date	Actual to date	Budget Year end position
RECEIPTS:			
Precept & any grant	£19,161	£19,161	£38,322
Interest on Investments	£4	£1	£17
Other Income: Allotments	£40	£152	£160
VAT Reimbursements	£1,250	£1,391	£1,250
Other	£0	£0	£0
Subtotal without CIL	£20,455.27	£20,705.87	£39,749.05
CIL Payments	£0.00	£0	£0
Total Income	£20,455	£20,706	£39,749

PAYMENTS:

General Administration	£375	£258	£1,500
Office accommodation	£500	£0	£2,000
Office Staff	£5,750	£5,535	£23,000
Office Equipment	£75	£0	£300
Training	£250	£772	£1,000
Auditing	£475	£260	£475
Insurance	£400	£354	£400
Publicity	£150	£0	£600
Subscriptions	£3	£0	£10
Chairmans Honorarium	£75	£75	£300
Councillors' expenses	£50	£0	£200
Hall / Room Hire	£150	£0	£600
Maintenance: Church Yard Grounds	£375	£369	£1,500
Allotments	£63	£0	£250
Churchyard Special Maintenance Projects	£375	£0	£1,500
Allotment site rent	£25	£0	£100
Miscellaneous Grants	£250	£0	£1,000
Council led schemes	£500	£1,010	£2,000
Environment schemes	£250	£412	£1,000
VAT	£188	£372	£750
Subtotal without CIL	£10,277.50	£9,416.07	£38,485.00
CIL-related expenditure	£0	£412	£5,358
Total Payments	£10,278	£9,828	£43,843

BALANCE AT END OF MONTH:

Current account	£5,758
Business Instant Access account	£54,563

Cash

£49

TOTAL CURRENT BALANCE

£60,370

CIL-related cashflow	Balance at 31/03/21		CIL-income 21/22	CIL-expend 21/22	CIL balance
	£11,499		£0.00	£412	£11,087