



# **SALT FORD PARISH COUNCIL**

**Minutes of the meeting of the Council held in the Avon Room  
at Saltford Hall on Tuesday 7 September 2021 at 7.15pm**

## **PRESENT**

**Councillors:** Phil Harding (Vice Chair and Chair of Planning Committee), Adrian Betts, Jon Godfrey, Gary Graveling and Sally Turner.

**Officer:** Lottie Smith-Collins

**In the absence of Cllr Chris Warren, Chair, the meeting was chaired by the Vice Chair (Cllr Phil Harding)**

## **1. MINUTES**

The minutes of the Council meeting held on 6 July 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 Chris Warren, Julie Austwick, Shayan Aziz, Marie Carder and Adam Rees-Leonard.

## **3. DECLARATIONS OF INTEREST**

No interests were declared.

## **4. PUBLIC TIME**

There were 4 members of the public present.

## **5. CHAIR'S ANNOUNCEMENTS**

Following the announcement of Cllr Rob Taylor's resignation at the August Planning Committee meeting, Cllr Phil Harding again thanked him for his valued contribution to Saltford Parish Council since November 2012.

Cllr Harding also announced that he would be representing Saltford Parish Council at the opening of Saltford School's new mural on 8<sup>th</sup> September.

## **6. CLERK'S ANNOUNCEMENTS**

The Clerk made the following announcements:

- Following the resignation of Cllr Rob Taylor from Saltford Parish Council, a notice of Vacancy in Officer of Councillor was displayed on 4 August. The B&NES Monitoring Officer has confirmed that SPC can begin the co-option process to fill the vacancy. This process will commence shortly (following the decision on item 19 'Casual Vacancy Policy').
- The B&NES Local Plan Partial Update (LPPU) consultation on planning documents is now open, including the Local Plan review and supplementary

planning documents (SPDs) for transport and green construction. SPC's response to the Local Plan Partial Update will be an item on the October agenda (deadline 8 October).

- A request for information made under the Freedom of Information Act was made to SPC on 5 August. Time and resource to fulfil the request would have caused risk to the delivery of council services. Under Financial Regulation 4.5, the Clerk and two signatories of the council authorised a revenue expenditure of not in excess of £1000 which in the Clerk's judgement was necessary to fulfil the FOI request. In line with Financial Regulation 4.5 this spend is being reported. The Chair of the Council, Cllr Chris Warren, was informed of this action (Budget line: General Administration).
- SPC's external auditors have informed SPC that everything is in accordance with proper practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met. Publication of the conclusion of the external audit along with the notice of conclusion of audit is on our website and noticeboard.
- SPC has been made aware by Ward Cllr Duncan Hounsell that the proposed 40mph speed limit scheme on A4/A39 and Pennyquick Hill is likely to proceed to the public consultation stage.
- The Community Awards Ceremony 2020 & 2021 will take place on Friday 10 September, after being postponed due to the pandemic.

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

Saltford's B&NES Ward Councillors August and September reports were circulated to SPC Cllrs in advance. A copy of the reports are available to the public on request, [Cllr Hounsell's contact details](#) are on the B&NES Council website.

The September report was summarised at the meeting by Cllr Hounsell. Aspects of the report commented on included:

- Ward Cllrs have invited West of England Combined Authority (WECA) Mayor Dan Norris to visit Saltford. SPC may wish to extend a similar invitation.
- Re-surfacing of Tyning Road will shortly commence, £54k+ is being spent due to the significant underlying issues discovered.
- Following a presentation by Phil Wright (WECA Public Transport Manager) at the Keynsham Area Forum, Cllr Hounsell stated that he had requested WECA's ideas on addressing Saltford's A4 Bath Road congestion issues to be shared with Ward Councillors and SPC as soon as possible.
- Cllr Tim Ball is now the B&NES Council cabinet member in charge of all river issues, including Mead Lane.
- A Traffic Regulation Order (TRO) consultation is expected soon with regards to the 50mph speed limit being reduced to 40mph from the Globe Roundabout into Saltford.
- The outcome of the WECA bid to the Department of Transport's 'Restoring Your Railways' fund is expected around the end of September.

## 8. PLANNING MATTERS

- a. **Minutes** – The council received and confirmed as a correct record the minutes of the Planning Committee Meeting held on 3 August 2021. A copy of the minutes was signed by the Chair of Planning Committee.

b. **Decisions and appeals**

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

21/00952/FUL - 57 Grange Road Saltford BS31 3AQ. Installation of a first floor door on the side elevation and erection of balustrade to enable use of flat roof. Mr Simon Ford

21/02898/FUL - 9 Hermes Close Saltford BS31 3LD. Erection of front and rear single storey extensions with garage conversion and porch. Mrs Jill Walters

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

21/03160/FUL - 8 High Street Saltford BS31 3ED. Erection of single storey rear extension following demolition of existing lean to (resubmission of previously approved application 20/00377/FUL). Nicola Thomas

21/03114/FUL - Firbank House 32 High St Saltford BS31 3EJ. Alterations to main roof and changes to bay window roof, including the addition of new roof windows. Alterations to varying window and door openings to allow for new internal layouts. Removal of existing chimney and moving of the staircase. Internal alterations to make better use of the space by reconfiguring the room layouts. Mr Andrew Tometzki

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

21/03294/TCA - 41 High Street Saltford BS31 3EJ. T1- Betula Pendula - fell. T2 - Acer platanoides - crown reduce by 20% (leaving height if 7m and radial spread of 4m) and thin out crown by 10%. Mrs Claire Hopkinson

c. **Planning contraventions**

Following the decision at the July meeting and update at the August Planning Committee meeting, the Council reviewed the situation at the picnic site and sandwich van site located in the fields in Kelston opposite The Shallows and Mead Lane. The Council resolved to advise B&NES Council that the location continues to be used for mixed agricultural and recreational use (originally used for agricultural use) beyond the 56 days allowed under permitted development.

d. **Planning items of urgent information**

No planning items of urgent information were raised.

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

**21/03648/FUL - Rosemere Homefield Road Saltford BS31 3EQ.** Erection of single storey extension and re-roofing. Mrs Helen Franklin

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

**COMMENT:** Whilst acknowledging the potential for a reduced environmental impact arising from construction of these proposals compared to the plans in 19/04914/FUL that were approved on appeal, Saltford Parish Council remains concerned that the new proposals represent a larger dwelling than the existing dwelling. As before, the resulting development will be visually intrusive in this elevated position overlooking dwellings in and being seen from Saltford's Conservation Area and also when viewed from the Cotswold AONB; the resulting over-development of the skyline at this sensitive location therefore remains a concern.

Saltford Parish Council asks B&NES Council to pay careful regard to any adverse effect on the structural integrity of the adjacent narrow and sloping access lane due south of the proposed re-positioned swimming pool. If this application is permitted the construction management plan should take account of the need to maintain access and provide highway safety for neighbouring properties during construction.

**21/03721/FUL - 10 Justice Avenue Saltford BS31 3DR.** Erection of detached garage to front. Liz and Dean Barraclough

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

**COMMENT:** Saltford Parish Council is concerned that the proposed detached front garden garage would set an unwelcome precedent in this small cul-de-sac whilst it will dominate the street scene and overbear the immediate neighbouring property, No.11. B&NES Council is asked to consider therefore whether this development 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).

**21/03816/FUL - 7 Howard Close Salford BS31 3AS.** Single storey extension to front and partial garage conversion. Mr H Crew

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

**21/03922/FUL - 1 Haselbury Grove Salford BS31 3AD.** Erection of conservatory to rear of the building. Oakley Green Conservatories Limited

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

**21/03985/FUL - Middle Cottage 48 High Street Salford BS31 3EJ.** Enlargement of existing subterranean garge under garden of No.50 High Street. Mr and Mrs Darrell Pickup

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

**21/04053/FUL - Salford Community Centre Wedmore Road Salford BS31 3BY.** Construction of a first floor function Room, offices and kitchen over the existing ground floor kitchen and stores. Mr John Davies

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

## **9. FINANCIAL MATTERS**

- a. **Monthly Financial Reports** – The reports for July 2021 and August 2021 as recorded below were considered and accepted by members.
- b. **Schedule of Expenditure** – The expenditure listed in the schedule for September 2021 as recorded below was authorised and the schedule was signed by the Chair.
- c. **SCA Affiliation Fee** – The Council authorised expenditure of £10 to Salford Community Association for annual affiliation fee renewal for 2021/2022 (Budget heading: Subscriptions).

## **10. BRISTOL TO BATH STRATEGIC CORRIDOR - WEST OF ENGLAND COMBINED AUTHORITY (WECA) CONSULTATION**

The Council [resolved its response to the WECA Bristol to Bath Strategic Corridor](#) consultation. A copy of SPC's response can be found on SPC's website under 'News'.

## **11. RECESSION OF PREVIOUS RESOLUTION: FLAG AND FLAGPOLE AT WAR MEMORIAL**

Following receipt by the Clerk of written notice bearing the names of five Councillors, a special motion was resolved to reverse the 'in principle' decision made under Item 15 at [SPC's July 2021 meeting](#) 'Flag and flagpole at War Memorial'. It was agreed that no further actions will be taken on this item.

## **12. REVIEW OF LENGTH OF RESIDENTS PARKING ZONE BAY (RPZ) ON THE SHALLOWS (PART OF A REVIEW OF TRAFFIC REGULATION ORDER (TRO))**

B&NES Council requested SPC comment on a request for the RPZ bay adjacent to Mill Cottages to be reduced in length and instead for the highway to be marked with double yellow lines, to improve vehicular access to a property opposite. The Council resolved to respond as follows: 'Saltford Parish Council is sympathetic to the problem raised by the residents. Any solution should take into account adequate parking for those in the RPZ'.

## **13. SIGNAGE REQUEST DUE TO SAFETY CONCERNS AT LMS BRIDGE**

The Council resolved to approach B&NES Council to enquire about the possibility of a joint project between SPC and B&NES Council to create and attach interactive safety signs to the LMS Bridge on the Bristol-Bath Railway Path.

## **14. DATE FOR 'MEET YOUR COMMUNITY POLICE OFFICERS' MEETING**

The Council agreed to arrange the annual 'meet your community police officers' (formally Neighbourhood Watch AGM) meeting with members of Avon and Somerset Police, to take place in November (date TBC). The meeting will be co-hosted with Saltford's B&NES Ward Councillors.

## **15. CHURCHYARD WALLS – ENGINEER SURVEY**

The Council agreed to source quotes to carry out a structural survey of the churchyard walls at St Mary's Churchyard. Quotes will be considered and spend authorised at a future meeting. Recommendations for actions will be considered following the result of the survey.

## **16. HIGHWAYS MAINTENANCE 2022/23**

The Council agreed the following roads in Saltford to be prioritised and recommended for inclusion in the B&NES Highways Maintenance programme for 2022/23 (in no particular order):

- The Shallows - section from outside the Brass Mill to the GWR Bridge
- Longwood Lane
- A4 Bath Road between pelican crossings (i.e. area around Beech Road and Manor Road junctions)

- Beech Road

## **17. PAVEMENT MAINTENANCE 2022/23**

The Council agreed that the Manor Road pavement leading from the junction with the A4 Bath Road to Pepys Close (both sides) should be prioritised and recommended for inclusion in the B&NES Council repair and maintenance programme for 2022/23.

## **18. STREET SIGNS IN SALT FORD IN NEED OF REPAIR**

The Council agreed to encourage residents to report street name signs in Saltford that are in need replacement and/or repair by B&NES Council to [www.fixmystreet.com](http://www.fixmystreet.com)

## **19. CASUAL VACANCY POLICY**

The Council resolved to accept updates and re-adopted the Casual Vacancy Policy.

## **20. SPC SOCIAL MEDIA AND DIGITAL COMMUNICATIONS POLICY**

The Council resolved to adopt an updated version of the SPC Social Media policy, renamed as 'SPC Social Media and Digital Communications Policy'.

## **21. FEEDBACK FROM CLERK'S APPRAISAL**

Cllr Jon Godfrey, Chair of Staffing Committee, shared feedback following the Clerk's appraisal which took place on 1<sup>st</sup> September 2021.

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

The Council suggested locations and approved a draft map for wildflower seed planting in Saltford, to be agreed with B&NES Council with reference to their grass cutting regime. Details about the project including any spend will be discussed at a future meeting.

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

Cllr Jon Godfrey provided an update on information management.

## **24. PUBLICITY**

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

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

Cllr Phil Harding (also SEG Chair) attended the Saltford Environment Group Executive Committee meeting on 6<sup>th</sup> September.

The Parish Clerk attended the Keynsham Area Forum on 19<sup>th</sup> August, information on the presentations were circulated to Cllrs following the meeting.

Cllr Marie Carder attended the Saltford Fairtrade Group meeting on 23<sup>rd</sup> August, minutes were circulated to Cllrs Marie Carder and Julie Austwick following the meeting.

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

No items of urgent information were reported.

The meeting closed at 9.15pm.

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

Chair's signature .....

Next Parish Council meeting:

Tuesday 5 October 2021 in the Avon Room at Saltford Hall

# SALTFORD PARISH COUNCIL

## Schedule of regular expenditure during September 2021

– for authorisation by the Council at its meeting on 7 September 2021.

Description	Amount	Method	Budget heading
September staff costs inc. salary, pension, HMRC tax and National Insurance	1850 estimate, 1900 maximum	Online BACS	Office staff
September SCA Hall hire	40 estimate, 50 maximum	Online BACS	Hall hire
September inTouch Communications Ltd phone system	20 estimate 30 maximum	Direct Debit	General administration
September Saltford Community Hub phone/internet tenant contribution	35 estimate 40 maximum	Online BACS	Telephone
September Ambience Landscapes churchyard maintenance	120 estimate 130 maximum	Online BACS	Churchyard Maintenance
Chair's Allowance July to Sept	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: 17/08/2021    £5,000**

I certify that the above payments made or to be made have been authorised at the meeting of the Parish Council on 7 September 2021.

SIGNED.....  
CHAIR / VICE-CHAIR

DATE:.....

# Saltford Parish Council

Monthly Financial Report for July 2021 - Month 4  
Quarter period 2

	Budget to date	Actual to date	Budget Year end position
RECEIPTS:			
Precept & any grant	£19,161	£19,161	£38,322
Interest on Investments	£6	£2	£17
Other Income: Allotments	£53	£162	£160
VAT Reimbursements	£1,250	£1,391	£1,250
Other	£0	£0	£0
<b>Subtotal without CIL</b>	<b>£20,470.02</b>	<b>£20,716.34</b>	<b>£39,749.05</b>
CIL Payments	£0.00	£0	£0
<b>Total Income</b>	<b>£20,470</b>	<b>£20,716</b>	<b>£39,749</b>

## PAYMENTS:

General Administration	£500	£519	£1,500
Office accommodation	£667	£1,500	£2,000
Office Staff	£7,667	£7,379	£23,000
Office Equipment	£100	£0	£300
Training	£333	£772	£1,000
Auditing	£475	£260	£475
Insurance	£400	£354	£400
Publicity	£200	£120	£600
Subscriptions	£3	£0	£10
Chairmans Honorarium	£100	£75	£300
Councillors' expenses	£67	£0	£200
Hall / Room Hire	£200	£28	£600
Maintenance: Church Yard Grounds	£500	£492	£1,500
Allotments	£83	£0	£250
Churchyard Special Maintenance Projects	£500	£0	£1,500
Allotment site rent	£33	£0	£100
Miscellaneous Grants	£333	£0	£1,000
Council led schemes	£667	£1,010	£2,000
Environment schemes	£333	£412	£1,000
VAT	£250	£464	£750
<b>Subtotal without CIL</b>	<b>£13,411.67</b>	<b>£13,386.38</b>	<b>£38,485.00</b>
CIL-related expenditure	£0	£412	£5,358
<b>Total Payments</b>	<b>£13,412</b>	<b>£13,799</b>	<b>£43,843</b>

## BALANCE AT END OF MONTH:

Current account	£1,798
Business Instant Access account	£54,563

Cash

£49

**TOTAL CURRENT BALANCE**

**£56,410**

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

# Saltford Parish Council

Monthly Financial Report for August 2021 - Month 5

Quarter period 2

	Budget to date	Actual to date	Budget Year end position
RECEIPTS:			
Precept & any grant	£19,161	£19,161	£38,322
Interest on Investments	£7	£2	£17
Other Income: Allotments	£67	£162	£160
VAT Reimbursements	£1,250	£1,391	£1,250
Other	£0	£0	£0
<b>Subtotal without CIL</b>	<b>£20,484.77</b>	<b>£20,716.80</b>	<b>£39,749.05</b>
CIL Payments	£0.00	£0	£0
<b>Total Income</b>	<b>£20,485</b>	<b>£20,717</b>	<b>£39,749</b>

## PAYMENTS:

General Administration	£625	£591	£1,500
Office accommodation	£833	£1,500	£2,000
Office Staff	£9,583	£9,224	£23,000
Office Equipment	£125	£0	£300
Training	£417	£772	£1,000
Auditing	£475	£260	£475
Insurance	£400	£354	£400
Publicity	£250	£120	£600
Subscriptions	£4	£0	£10
Chairmans Honorarium	£125	£75	£300
Councillors' expenses	£83	£0	£200
Hall / Room Hire	£250	£56	£600
Maintenance: Church Yard Grounds	£625	£615	£1,500
Allotments	£104	£0	£250
Churchyard Special Maintenance Projects	£625	£0	£1,500
Allotment site rent	£42	£0	£100
Miscellaneous Grants	£417	£0	£1,000
Council led schemes	£833	£1,050	£2,000
Environment schemes	£417	£412	£1,000
VAT	£313	£493	£750
<b>Subtotal without CIL</b>	<b>£16,545.83</b>	<b>£15,522.32</b>	<b>£38,485.00</b>
CIL-related expenditure	£0	£412	£5,358
<b>Total Payments</b>	<b>£16,546</b>	<b>£15,935</b>	<b>£43,843</b>

## BALANCE AT END OF MONTH:

Current account	£4,662
Business Instant Access account	£49,564

Cash

£49

**TOTAL CURRENT BALANCE**

**£54,275**

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