



SALTFORD PARISH COUNCIL

**Minutes of the meeting of the Council held in the Avon Room
at Saltford Hall on Tuesday 5 October 2021 at 7.15pm**

PRESENT

Councillors: Phil Harding (Vice Chair and Chair of Planning Committee), Adrian Betts, Julie Austwick, Shayan Aziz, Marie Carder, Adam Rees-Leonard 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 7 September 2021 at Saltford Hall were confirmed as a correct record and signed by the Chair of the meeting.

2. APOLOGIES FOR ABSENCE

Apologies for inability to attend this meeting were received from Cllrs Chris Warren, Jon Godfrey and Gary Graveling.

3. DECLARATIONS OF INTEREST

No interests were declared.

(Item 8 'Report from B&NES Ward Councillors' took place next).

4. PUBLIC TIME

There were 20 members of the public present.

Two candidates spoke in relation to Item 7 'Co-option to fill councillor vacancy', in support of their applications (it was stated by the Chair that a third candidate had sent their apologies ahead of the meeting).

Eight residents spoke with reference to Item 14 'White lines on High Street opposite or near Homefield Road'. Two people spoke in support of white lines at this location, the first person representing the views of some other residents of Homefield Road; three people spoke to say they had no objection to white lines at this junction but would oppose other suggested white lines on the High St; one person spoke to state the traffic issue needed addressing but they opposed white lines viewing them as being likely to be ignored; one person spoke to oppose white lines at this location stating they were not required. One person spoke to highlight the need for good emergency vehicle access on the High Street and surrounding roads.

5. CHAIR'S ANNOUNCEMENTS

Cllr Phil Harding, Chair of the meeting, shared that the SPC Community Awards ceremony for 2020 and 2021 winners had taken place on Friday 10 September, and had been a great success.

Cllr Harding stated that he had attended the B&NES Council Networking on Climate & Ecological Emergency zoom meeting on Wednesday 29 September (more under Item 19 Climate emergency and environmental initiatives).

Cllr Harding shared recently acquired information about Kelly Inlet in Southern Chile, which had been identified as having links with Saltford via its most famous historic resident, Admiral Kelly.

6. CLERK'S ANNOUNCEMENTS

The Clerk made the following announcements:

- SPC's 'Meet Your Community Police Officers' (formally the NHW AGM) will be held in the Avon Room at Saltford Hall on Tuesday 16 November at 7pm. All residents are welcome to attend.
- SPC's safety management inspection of St Mary's Churchyard will take place this month.
- SPC Councillors were reminded about the 'Saltford Resilience' meeting between SPC, Ward Cllrs and B&NES Officers taking place in October.
- SPC has received a letter from Buckingham Palace in response to SPC's letter of condolence following the death of HRH Prince Philip, Duke of Edinburgh, which conveys The Queen's thanks for the Parish Council's message of sympathy.
- Following SPC's request to B&NES Council to carry out a joint project to create safety signs on the LMS bridge (September meeting, item 13) to confirm that B&NES Council has since installed safety signs on the railings of the bridge parallel to the cycle path.

7. CO-OPTION TO FILL COUNCILLOR VACANCY

Three applications were received to fill a vacancy on Saltford Parish Council by co-option, these were considered by Councillors in advance of the meeting. The Council then co-opted to the vacancy in accordance with SPC's [Casual Vacancy Policy](#) .

The Council co-opted Dudley Bartlett to the Councillor vacancy. Cllr Harding congratulated the new Councillor on their appointment.

Cllr Harding then expressed thanks to each person who stood for co-option, stating they were excellent and worthy candidates for the role.

8. REPORT FROM B&NES WARD COUNCILLORS (this item took place after Item 3)

Cllr Hounsell referred to Item 14 'White lines on High Street opposite or near Homefield Road' stating that he was in support of white lines if the Parish Council

also resolved to support the proposal. Further, Cllr Hounsell stated that he would consider improving signage to the Wedmore Road car park if signs were located outside of the conservation area. Cllr Hounsell stated that he would oppose any actions that would reduce parking space on the High Street but welcomed ideas from residents with regards to improving traffic matters at this location.

Cllr Hounsell stated that Saltford's B&NES Ward Councillors October report had been circulated to SPC Cllrs in advance, and that a copy of the report is available to the public on request, [Cllr Hounsell's contact details](#) are on the B&NES Council website.

Cllr Phil Harding requested an update for 'no jumping' / safety signs under the LMS bridge further to those recently attached to the bridge fencing by B&NES Council. It was agreed that SPC would again approach B&NES Council to add similar safety signs under the bridge. Cllr Hounsell stated he would support SPC's request.

9. PLANNING MATTERS

a. Decisions and appeals

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

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

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

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

The Clerk reported that the following applications have been REFUSED by B&NES Council:

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

The Clerk reported that the following application has been WITHDRAWN:

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

b. Planning contraventions

The Council resolved to raise a planning contravention to B&NES Council regarding change of use (from 'agricultural' to 'mixed agricultural and recreational' use) at the picnic site and sandwich van fields in Kelston near Saltford's residential conservation area (opposite The Shallows and Mead Lane), following both resident concerns submitted to SPC and the change in use exceeding the period allowed under permitted development (56 days). It was agreed that information received from residents relating to harm to amenity due to the picnic site and/or sandwich van would be shared with B&NES Council.

c. Planning items of urgent information

The Clerk reported that SPC had raised a complaint with B&NES Council's Development Management team. This concerned a consultation response made by SPC that had not been considered by a Case Officer prior to B&NES Council publishing the outcome of a planning application. B&NES Council apologised to SPC for submitting SPC's response to its online Planning Portal five days late, which had resulted in the error.

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

21/04078/FUL - 73 Uplands Road Saltford BS31 3HN. Erection of prefabricated garage. Mr & Mrs Smith

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 prefabricated garage would set an unwelcome precedent in this area of Uplands Road and dominate the street scene from some viewing points. 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).

21/04095/FUL - 29 Victoria Road Saltford BS31 3AW. Loft conversion with rear and front dormers and hip-to-gable roof extension. Mr & Mrs Paul & Francesca Marsh

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

(Item 14 'White lines on High Street opposite or near to Homefield Road' took place next).

10. FINANCIAL MATTERS

- a. **Monthly Financial Reports** – The report for September 2021 as recorded below was considered and accepted by members.
- b. **Schedule of Expenditure** – The expenditure listed in the schedule for October 2021 as recorded below was authorised and the schedule was signed by the Chair.
- c. **Remembrance Day wreath** – Expenditure of up to £25 was authorised as a donation to the British Legion for SPC’s Remembrance Day wreath (Budget heading: Council Led Schemes).
- d. **PKF Littlejohn external audit fee** – The Council authorised expenditure of £200+VAT (total £240) to PKF Littlejohn for the limited assurance review of Annual Governance and Accountability Return for the year ending 31 March 2021 (Budget heading: Auditing).
- e. **iTeams Solutions domain hosting** – The Council authorised a spend of £37.50+VAT (total £45) to iTeam Solutions for 1 year’s website domain hosting (Budget heading: Publicity).
- f. **Conversational AI Ltd (FOI redaction services)** – The Council agreed to minute the authorised spend of £450+VAT (total £540) to Conversational AI Ltd for redaction of personal data services. This spend was authorised under Financial Regulation 4.5, as recorded at the September 2021 meeting under item 6 ‘Clerks Announcements’ (Budget heading: General administration).

11. B&NES COUNCIL LOCAL PLAN PARTIAL UPDATE (LPPU) CONSULTATION AND SPD DRAFT TRANSPORT AND DEVELOPMENT SUPPLEMENTARY PLANNING DOCUMENT (SPD) CONSULTATION

SPC resolved its response to the B&NES Council LPPU, a consultation on planning documents including the Local Plan review and supplementary planning documents.

It was agreed that a copy of [SPC’s LPPU response](#) (consisting of three ‘Part B’ documents: Housing Lane Supply – KE3c & KE3d; Biodiversity Net Gain; and Transport) would be published on SPC’s website.

12 . SPC WILDFLOWER PROJECT

The Council agreed to support and encourage Saltford residents to engage with the [B&NES Council’s Neighbourhood Nature Area project](#), by giving residents the chance to brighten up verges and open spaces in their streets with wildflowers using free seed balls provided by Saltford Parish Council. The Council agreed a spend of up to £588 for wildflower seeds (Budget line: Environment).

The Council also agreed to request a grant of £200 from Saltford Ward Cllr Alastair Singleton's Ward Cllr Empowerment Fund to put towards this project, with a view to reduce the costs of wholesale purchase of wildflower seeds.

The Council resolved to accept a donation of £100 from the Saltford Environment Group to provide seedballs to groups and organisations in the village wishing to grow wildflowers on private land i.e. at Saltford School, the Scout Hut, sports club etc., and also in recognition of the benefits of reduced spend via wholesale purchase.

Publicity for the project will take place once the seed balls have been purchased.

13. REVIEW OF B&NES COUNCIL GRASS CUTTING REGIME AND ROADSIDE VEGETATION CLEARANCE

The Council recognised the positive ecological impact of the changes it resolved regarding the B&NES Council grass cutting regime in September 2020. It was agreed that SPC would request that B&NES Council maintained these changes, including for the benefit of pollinating insects and for wildflower reseeding. It was agreed to request a 'no cut' area immediately by The Shallows ecology zone.

The Council was in principle supportive of any changes and/or adaptations to grass cutting required from spring 2022 in line with any local group or resident participation in B&NES Council's Neighbourhood Nature Area Project.

14. WHITE LINES ON HIGH STREET OPPOSITE OR NEAR HOMEFIELD ROAD (Discussed after item 9)

SPC acknowledged that vehicles parked opposite the Homefield Road junction on the High Street, Saltford, cause traffic blockages and safety issues for users of these roads. For safety reasons, the Council resolved to request that B&NES Council install a 10m single solid white line on the High Street opposite the junction of Homefield Road, and that B&NES Council also install white lines on the corners of the junction where Homefield Road meets the High Street. The requests for white lines at this junction are in accordance with [The Highway Code rule 243](#) ('Do not stop or park opposite or within 10 metres of a junction, except in an authorised parking space').

15. SPC DOCUMENTATION RETENTION POLICY

The Council resolved to adopt the SPC Documentation Retention Policy.

16. ANNUAL REVIEW OF GOVERNANCE AND MANAGEMENT RISK REGISTER

The Council agreed proposed changes and resolved to adopt the SPC Governance and Management Risk Register (reviewed annually).

17. ANNUAL REVIEW OF FINANCIAL REGULATIONS

The Council agreed proposed changes and resolved to adopt SPC's Financial Regulations (reviewed annually).

18. REVIEW OF SPC UNREASONABLE BEHAVIOUR POLICY

The Council agreed proposed changes and resolved to adopt the SPC Unreasonable Behaviour Policy (previously named as the SPC Abusive, Persistent or Vexatious Complaints Policy).

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

Cllr Phil Harding attended the B&NES Council Networking on Climate & Ecological Emergency zoom meeting on Wednesday 29 September. SPC will discuss how it wishes to be supported by B&NES Council regarding climate and ecological activity at its 2nd November meeting, following receipt of a survey from the meeting organisers.

20. DATA PROTECTION AND GDPR UPDATES

No updates were received.

21. PUBLICITY

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

22. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

Cllr Phil Harding (SPC link member for Environment and also SEG Chair) shared that the Saltford Environment Group AGM would take place in November.

Cllr Marie Carder, SPC link member for Saltford Fairtrade, shared that the group's participation in the Eco Festival in September had been positively received by visitors to the event.

23. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

No items of urgent information were reported.

The meeting closed at 9.30 PM

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

Next Parish Council meeting:

Tuesday 2 November 2021 in the Avon Room at Salford Hall

SALTFORD PARISH COUNCIL

Schedule of regular expenditure during October 2021

– for authorisation by the Council at its meeting on 5 October 2021.

Description	Amount	Method	Budget heading
October staff costs inc. salary, pension, HMRC tax and National Insurance	1850 estimate, 1900 maximum	Online BACS	Office staff
October SCA Hall hire	65 estimate, 70 maximum	Online BACS	Hall hire
October inTouch Communications Ltd phone system	20 estimate 30 maximum	Direct Debit	General administration
October Saltford Community Hub phone/internet tenant contribution	35 estimate 40 maximum	Online BACS	Telephone
October Ambience Landscapes churchyard maintenance	120 estimate 130 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: N/A

I certify that the above payments made or to be made have been authorised at the meeting of the Parish Council on 5 October 2021.

SIGNED.....

CHAIR / VICE-CHAIR

DATE:.....

Saltford Parish Council

Monthly Financial Report for September 2021 - Month 6

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	£9	£3	£17
Other Income: Allotments	£80	£166	£160
VAT Reimbursements	£1,250	£1,391	£1,250
Other	£0	£0	£0
Subtotal without CIL	£20,499.52	£20,721.40	£39,749.05
CIL Payments	£0.00	£0	£0
Total Income	£20,500	£20,721	£39,749

PAYMENTS:

General Administration	£750	£1,152	£1,500
Office accommodation	£1,000	£1,500	£2,000
Office Staff	£11,500	£11,069	£23,000
Office Equipment	£150	£0	£300
Training	£500	£772	£1,000
Auditing	£475	£260	£475
Insurance	£400	£354	£400
Publicity	£300	£120	£600
Subscriptions	£5	£10	£10
Chairmans Honorarium	£150	£150	£300
Councillors' expenses	£100	£0	£200
Hall / Room Hire	£300	£84	£600
Maintenance: Church Yard Grounds	£750	£738	£1,500
Allotments	£125	£0	£250
Churchyard Special Maintenance Projects	£750	£0	£1,500
Allotment site rent	£50	£0	£100
Miscellaneous Grants	£500	£0	£1,000
Council led schemes	£1,000	£1,259	£2,000
Environment schemes	£500	£412	£1,000
VAT	£375	£611	£750
Subtotal without CIL	£19,680.00	£18,490.66	£38,485.00
CIL-related expenditure	£0	£412	£5,358
Total Payments	£19,680	£18,903	£43,843

BALANCE AT END OF MONTH:

Current account	£1,698
Business Instant Access account	£49,564

Cash

£49

TOTAL CURRENT BALANCE

£51,311

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