



SALTFORD PARISH COUNCIL

**Minutes of the meeting of the Council held in the Avon Room
at Saltford Hall on Tuesday 2 November 2021 at 7.15pm**

PRESENT

Councillors: Phil Harding (Vice Chair and Chair of Planning Committee), Julie Austwick, Shayan Aziz, Dudley Bartlett, Adrian Betts, Marie Carder, Jon Godfrey 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 October 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, Gary Graveling and Adam Rees-Leonard.

3. DECLARATIONS OF INTEREST

No interests were declared.

4. PUBLIC TIME

There were six members of the public present.

One person spoke in relation to item 10 'White lines on High Street opposite or near Homefield Road' regarding the location of the solid white line, as resolved at the October meeting.

A resident spoke in support of item 8.d planning application 21/04559/FUL - 8 Somerville Close.

5. CHAIR'S ANNOUNCEMENTS

Cllr Phil Harding welcomed Cllr Dudley Bartlett to his first SPC meeting, following Cllr Bartlett being co-opted to SPC in October 2021.

Cllr Harding shared that the Saltford Environment Group (SEG) had rung the bell at St Mary's Church, Saltford - alongside hundreds of other churches and cathedrals nationally - on the evening of Saturday 30 November, as a call for urgent action on climate change on the eve of COP26 (UN Climate Change Conference of the Parties).

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, no need to book.
- SPC Councillors attended the 'Saltford Resilience' meeting between SPC, Ward Cllrs and B&NES Officers on 19th October. An emergency plan for Saltford will be collectively created, and relevant information shared with residents subsequently.
- Following SPC's request to B&NES Council (September meeting, item 13), B&NES has confirmed that safety signs will be placed underneath the LMS bridge in addition to the safety signs installed on the railings of the bridge.
- The 'Saltford Wildflower Project: All You Seed Is Love' initiative will launch in November. SPC has received £100 from SEG and £200 from the Ward Councillors Empowerment Fund. The chosen supplier of seedballs has also agreed to double for free any order made by Saltford Parish Council.
- The Saltford Scouts have informed SPC that a smaller scale procession to the church will take place this year, with a larger gathering taking place at the War Memorial at 11am. Cllr Chris Warren will attend the service at St Mary's Church (an open service but the public are requested to inform the church office if intending to attend) and lay SPC's wreath at the War Memorial. A road closure will be in place on the morning of Sunday 14 November.
- Reminder to SPC Councillors that the draft budget meeting will take place in December.

7. REPORT FROM B&NES WARD COUNCILLORS

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

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

- B&NES Ward Cllrs have invited Dan Norris, West of England Combined Authority Mayor, to visit Saltford. A short visit to Wessex Water and Saltford Brass Mill has been arranged to take place in November.
- A reminder to those present that reporting vandalism of B&NES property (such as the vandalism of the Tynning Road bus shelter) can be done via Council Connect on 01225 394041 (option 9 for emergencies).
- Pavement maintenance and improvements by B&NES Council have recently been taking place on Manor Road and Montague Road.
- Comprehensive resurfacing works by B&NES Council on Tynning Road will commence on 15 November. This will include necessary road closures on Tynning Road and Uplands Road ([details](#) are on SPC's website).

Cllr Jon Godfrey expressed thanks on behalf of SPC for Saltford's Ward Councillors comprehensive monthly reports to SPC and for their constant activity on behalf of residents.

8. PLANNING MATTERS

a. Decisions and appeals

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

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

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

21/00492/FUL - Rose Cottage Manor Road Saltford BS31 3AF. Construct a timber stable on a concrete base, change of use to equestrian and provision of hardstanding and manure trailer. Timothy Stone

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

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

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

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:

21/04466/FUL - Selwood Manor 396 Bath Road Saltford BS31 3DQ. Conversion of garage to 2 storey annex. Erection of a side roof extension and rear kitchen extension with changes to front wall and gate. M Randhawa

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 application but notes concerns raised by neighbours. The footprint of the converted detached garage does not appear to be enlarged from the existing garage whilst the height appears to increase by an acceptable amount given the location and setting. However, the case officer is advised to clarify those points before reaching her decision.

21/04559/FUL - 8 Somerville Close Saltford BS31 3HT. Creation of Loft Conversion. Mr and Mrs Clare

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

9. FINANCIAL MATTERS

- a. **Monthly Financial Reports** – The report for October 2021 as recorded below was considered and accepted by members.
- b. **Schedule of Expenditure** – The expenditure listed in the schedule for November 2021 as recorded below was authorised and the schedule was signed by the Chair.
- c. **Annual fee for the Wick House Close Allotments** – The Council authorised a payment of £100 according to the licence agreed between Saltford Parish Council and Curo Places Limited (Budget heading: Allotment site rent).
- d. **iTeam Solutions website maintenance** – The Council authorised a spend of £220+VAT (£264) for block booking four hours for website maintenance and ad hoc website works (Budget heading: Publicity)

10. WHITE LINES ON HIGH STREET OPPOSITE OR NEAR HOMEFIELD ROAD

The Council resolved a spend of £236.00 to B&NES Council for the cost of works and administration to install white lines on the High Street opposite and on the junction of Homefield Road (Budget heading: Community Infrastructure Levy). The decision to request B&NES Council install white lines at this location was resolved under item 14 at the October 2021 meeting.

11. SALTFFORD PARISH COUNCIL COMMUNITY AWARDS 2022

The Council approved the criteria, categories and process – including prize amount of £75 per award - for the SPC Community Awards 2022. A total spend of up to £600 was resolved for prizes (Budget heading: Council Led Schemes).

It was agreed that SPC would co-host the SPC Community Awards as part of a volunteer ‘thank you’ event with the Saltford Community Association, both as part of

the Annual Parish Meeting 2022. It was agreed that the Annual Parish Meeting and co-hosted event will take place on the evening of Friday 1 April 2022. The Council resolved a spend of up to £350 to cover 50% of costs including food and room hire for the event (Budget heading: Council Led Schemes).

12. STREET LIGHTING AT OR NEAR THE RAILWAY BRIDGE ON THE SHALLOWS (NEAR JUNCTION OF A4 BATH ROAD)

The Council agreed to request for general safety reasons – including pedestrian safety - that B&NES Council install and maintain LED street lighting underneath or near the GWR bridge on The Shallows (near the junction of A4 Bath Road), to provide limited light spill to cover a wider area without impacting on Saltford's Conservation Area.

13. CHURCHYARD INSPECTION AND MEMORIAL SAFETY CHECK

The Council received a report from Cllr Adrian Betts following the biannual inspection of St Mary's Churchyard which took place with Cllr Shayan Aziz on 27 October 2021, which included the annual memorials safety check.

It was confirmed that seven memorials had been laid down for safety reasons, and that St Mary's Church had been informed with a request to contact their owners.

The Council considered possible safety actions for other memorials identified as potentially needing attention for safety reasons and resolved to explore options for further action. This matter will be discussed again at SPC's December meeting.

14. APPOINTMENT TO MEMBERSHIP ON COMMITTEES AND WORKING GROUPS DUE TO RECENT COUNCILLOR VACANCY

It was agreed that the Councillors would fill vacant membership spaces for the 2021/22 year (one on each of the following) as follows:

- Planning Committee – Cllr Sally Turner
- Churchyard Safety, Churchyard and Allotments Maintenance Working Group - Cllr Shayan Aziz
- Transport Working Group - Cllr Dudley Bartlett

15. INCREASE IN PARISH CLERK'S HOURS

The Council resolved to increase the Parish Clerk's working hours by three hours per week, to commence on 1 April 2022.

16. EMPLOYER DISCRETIONARY POLICY - LGPS

The Council resolved to adopt the Employer Discretionary Policy, a legal requirement for scheme employers under the Local Government Pension Scheme (LGPS) Regulations.

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

Following Cllr Harding attending the B&NES Council Networking on Climate & Ecological Emergency meeting on 29 September, SPC completed and submitted the subsequent B&NES Council survey about how SPC wishes to be supported by B&NES Council regarding climate and ecological activity.

18. DATA PROTECTION AND GDPR UPDATES

Cllr Jon Godfrey updated the Council on three recent updates made to further enhance SPC's online security. Thanks was expressed to Cllr Godfrey for his work regarding this.

19. PUBLICITY

The Council agreed content for the Parish Council's free Week In page (to be published c.17 November) and e-newsletter.

20. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

Cllr Phil Harding, link member for Saltford Environment Group (and also Chair of SEG), shared that SEG would be holding its AGM later in the month. Cllr Harding also raised awareness of the presence of Oak Processionary Moth – a dangerous pest - in Somerset (B&NES Council has confirmed no evidence of Oak Processionary Moth was in the Bath area yet, and that they are aware of the issue and as such monitoring as appropriate).

The Parish Clerk attended the B&NES Parish Liaison meeting on 13 October, which included presentations by Mark Shelford – Police and Crime Commissioner for Avon and Somerset, and Dan Norris – Mayor of the West of England.

21. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

No items of urgent information were reported.

The meeting closed at 8.58 pm.

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

Next Parish Council meeting: Tuesday 7 December 2021 in the Avon Room at Saltford Hall

SALTFORD PARISH COUNCIL

Schedule of regular expenditure during November 2021

– for authorisation by the Council at its meeting on 2 November 2021.

Description	Amount	Method	Budget heading
November staff costs inc. salary, pension, HMRC tax and National Insurance	1850 estimate, 1900 maximum	Online BACS	Office staff
November SCA Hall hire	75 estimate, 85 maximum	Online BACS	Hall hire
November inTouch Communications Ltd phone system	20 estimate 30 maximum	Direct Debit	General administration
November Saltford Community Hub phone/internet tenant contribution	35 estimate 40 maximum	Online BACS	Telephone
November 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: 27/10/2021 £5,000

I certify that the above payments made or to be made have been authorised at the meeting of the Parish Council on 2 November 2021.

SIGNED.....
CHAIR / VICE-CHAIR

DATE:.....

Saltford Parish Council

Monthly Financial Report for October 2021 - Month 7
Quarter period 3

	Budget to date	Actual to date	Budget Year end position
RECEIPTS:			
Precept & any grant	£38,322	£38,322	£38,322
Interest on Investments	£10	£3	£17
Other Income: Allotments	£93	£166	£160
VAT Reimbursements	£1,250	£1,391	£1,250
Other	£0	£300	£0
Subtotal without CIL	£39,675.30	£40,182.89	£39,749.05
CIL Payments	£0.00	£0	£0
Total Income	£39,675	£40,183	£39,749

PAYMENTS:			
General Administration	£875	£1,225	£1,500
Office accommodation	£1,167	£1,500	£2,000
Office Staff	£13,417	£12,914	£23,000
Office Equipment	£175	£0	£300
Training	£583	£772	£1,000
Auditing	£475	£460	£475
Insurance	£400	£354	£400
Publicity	£350	£158	£600
Subscriptions	£6	£10	£10
Chairmans Honorarium	£175	£150	£300
Councillors' expenses	£117	£0	£200
Hall / Room Hire	£350	£113	£600
Maintenance: Church Yard Grounds	£875	£861	£1,500
Allotments	£146	£0	£250
Churchyard Special Maintenance Projects	£875	£0	£1,500
Allotment site rent	£58	£0	£100
Miscellaneous Grants	£583	£0	£1,000
Council led schemes	£1,167	£1,279	£2,000
Environment schemes	£583	£412	£1,000
VAT	£438	£687	£750
Subtotal without CIL	£22,814.17	£20,894.34	£38,485.00
CIL-related expenditure	£0	£412	£5,358
Total Payments	£22,814	£21,307	£43,843

BALANCE AT END OF MONTH:

Current account	£4,594
Business Instant Access account	£63,726

Cash

£49

TOTAL CURRENT BALANCE

£68,369

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