



SALTFORD PARISH COUNCIL

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

PRESENT

Councillors: Chris Warren (Chair), Julie Austwick, Shayan Aziz, Dudley Bartlett, Adrian Betts, Marie Carder, Jon Godfrey, Phil Harding (Vice Chair and Chair of Planning Committee) and Sally Turner.

Officer: Lottie Smith-Collins

1. MINUTES

The minutes of the Council meeting held on 2 November 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 noted from Cllr Gary Graveling.

3. DECLARATIONS OF INTEREST

Cllr Adrian Betts declared an interest in Item 8.d planning application '21/04931/FUL - 72 Manor Road Saltford BS31 3AB' as he is a neighbour of the applicant. Cllr Betts stated that he would abstain from the discussion of Item 8 and also abstain from voting on the item.

Cllr Chris Warren declared an interest in Item 8.d planning application '21/05238/FUL -10 High Street' as he is a neighbour of the applicant. Cllr Warren stated that he would abstain from the discussion of Item 8 and abstain from voting on the item.

Cllr Jon Godfrey declared an interest in Item 8.d planning application '21/04920/FUL - 38 Grange Road' as he is friends with the applicants. Cllr Godfrey stated that he would abstain from the discussion of Item 8 and abstain from voting on the item.

4. PUBLIC TIME

There were four members of the public present.

One member of the public spoke with regards to Item 11 'Double yellow lines (DYLs) on High Street on the corners of and opposite Homefield Road', stating he was in favour of DYLs at this location and that consideration should be given to more DYLs in nearby areas of the High Street to aid safety and traffic flow.

A representative from Saltford Sports Club spoke in support of Item 9.e, 'Saltford Sports Club grant application'.

5. CHAIR'S ANNOUNCEMENTS

Cllr Chris Warren expressed his thanks to Vice-Chair Cllr Phil Harding for deputising during his recent absence.

6. CLERK'S ANNOUNCEMENTS

The Clerk made the following announcements:

- Cllr Chris Warren gave his 'Saltford Station' talk to the Railfuture Severnside branch in Bath on Saturday 20th November.
- SPC communications will be limited during the Christmas and New Year period, more details are on the SPC website.
- The first meeting of 2022 is scheduled to take place on Tuesday 4 January.

7. REPORT FROM B&NES WARD COUNCILLORS

The Clerk shared that Ward Cllr Duncan Hounsell had sent his apologies, and had circulated Saltford's B&NES Ward Councillors December report to SPC Cllrs in advance of the meeting. (A copy of the report is available to the public, to request a copy please [contact Cllr Duncan Hounsell](#) using details on the B&NES Council website).

Cllr Hounsell requested that the following points from the December report be summarised on his behalf:

- Waste recycling in B&NES has reached its highest level since records began. Residents are thanked for their contribution to a reuse, recycling and composting rate of 59.2% for 2020/21. This is a 3% increase on the 56.2% rates in the year ending 2020.
- Air quality on A4 Bath Road: An AQMZ (Air Quality Management Zone) designation was automatically triggered in a section of the Bath Road, Saltford, in 2014 and 2015 when the target level for nitrogen dioxide of 40 micrograms per cubic metre ($\mu\text{g}/\text{m}^3$) was exceeded slightly. The final 2020 Saltford data showed that the nitrogen dioxide concentrations are remaining below the target level of 40 $\mu\text{g}/\text{m}^3$, with The Crown at 23 $\mu\text{g}/\text{m}^3$ and Bath Road at 22 $\mu\text{g}/\text{m}^3$. The target level has been met at these two monitoring points for the last five years and the trend has been continuously downwards. B&NES will be preparing a report for revoking the Saltford AQMZ. This will then be taken to public consultation.
- West of England Mayor Dan Norris visited Saltford on Wednesday 24th November at the invitation of Cllrs Alastair Singleton and Duncan Hounsell. Visits were made to Wessex Water's scientific laboratories in Mead Lane. Mayor Dan Norris then met volunteers at the Saltford Brass Mill where a volunteer leader gave the Mayor a guided tour of the historic mill. Cllr Hounsell asked Dan Norris to return to discuss Saltford Station.

- A B&NES Council public consultation on speed limit reduction proposals from 50mph to 40mph has launched (2021-023a). Cllrs Alastair Singleton and Duncan Hounsell fully support these proposals.

(Item 9 ‘Financial Matters’ was discussed next).

8. PLANNING MATTERS

a. Decisions and appeals

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

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

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

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:

21/04920/FUL - 38 Grange Road BS31 3AG. Replace existing conservatory and extension with single storey pitched roof extension (Resubmission). Mr And Mrs P Sudwell

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

21/04931/FUL - 72 Manor Road Saltford BS31 3AB. Retention of rear extension to be used as a commercial kitchen for a period of up to 1 year before reverting to domestic ancillary use to No.72 Manor Road, Saltford.Mr Matthew Tantram

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

OBJECT: Whilst Saltford Parish Council is supportive of new local businesses, any new business needs be at an appropriate location for its business activity. No. 72 Manor Road is a semi-detached residential dwelling, immediately adjacent to the Green Belt, and within a residential development

in close proximity to several other dwellings and our local primary school and pre-school. Those are important factors and permitting this change of use would set an unwelcome and inappropriate precedent.

Permitting this “Gastro Burger” business (as advertised at www.gastroburger.co.uk and operating from 11th November 2021) within this residential setting would be contrary to B&NES Placemaking Plan (2017) policy D2 (local character and distinctiveness) including D2 (a) (site context) and policy D6 (b) (not cause significant harm to the amenities of existing or proposed occupiers of, or visitors to, residential or other sensitive premises by... increased noise, smell, traffic or other disturbance). The potential loss of garden use amenity for neighbours due to release of cooking odours is a particular concern.

The potential negative impact on the local domestic drainage/sewerage system from commercial quantities of fats and cooking oils associated with frying and grilling food flushed with dishwater etc. is a further material matter. The potential for rodent infestation associated with accumulations of food waste for the fortnightly commercial waste collections is also an important concern.

Saltford Parish Council shares B&NES Council’s Highway Development Control’s concerns of increased on-street parking of delivery vehicles including deliveries of supplies from a local supermarket affecting highway safety and how the prevention of on-site sales (i.e. collections by members of the public) would be enforced. Supply and other deliveries for the business would make this area less safe for young children attending Saltford Primary School and Tiddlers Pre-School via the Manor Road shared entrance to those two establishments due to additional parking congestion arising from a commercial operation in this location.

It is not possible to tell from the application drawings/plans if the total building area exceeds the permitted development 50% limit for buildings within the main dwelling’s curtilage, but that limit may have been exceeded and the case officer should satisfy herself that the 50% limit has not been exceeded with this extension resulting in over-development of the site. Furthermore, the external kitchen appears to exceed 2.5 metres in height but is in close proximity to the boundary line and overbears the adjacent neighbouring bungalow (No. 70), whilst the external kitchen side entrance door overlooks directly into a bedroom window of No. 70. These are planning matters that require appropriate planning permission over and above use as a commercial external kitchen.

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

21/05162/FUL - 1 Wick House Close Saltford BS31 3BZ. Erection of 2 storey side extension. Mr Brian Hurlow

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 a limited expansion of this property but has two areas of concern with this application:- (i) the proposed expansion is a doubling in size of this semi-detached dwelling on a relatively small plot; this appears to be an over-development of the site and out of keeping with the character of the existing and neighbouring dwellings; and (ii) the non-provision for off-street parking for this increase in bedrooms from 3 to 5.

21/05238/FUL -10 High Street Saltford BS31 3ED. Erection of single storey rear extension following partial demolition of existing rear extensions to match adjacent application 21/03160/FUL. Mr Eric Swallow

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 November 2021 as recorded below was considered and accepted by members.
- b. **Schedule of Expenditure** – The expenditure listed in the schedule for December 2021 as recorded below was authorised and the schedule was signed by the Chair.
- c. **Boxcryptor subscription** – The Council authorised expenditure of up to £66.72 to renew the annual subscription to Boxcryptor encryption software (Budget heading: General Administration).
- d. **Society of Local Council Clerks membership** – The Council authorised expenditure of up to £190 to renew the Clerk's membership of the Society of Local Council Clerks for 2022 (Budget heading: General Administration)
- e. **Saltford Sports Club grant application** – The Council authorised a grant to Saltford Sports Club for a sum of £1000 towards the costs of replacing Saltford Sports Club's gazebo and a secure permanent weather shelter, following recent storm damage. (Budget line: Community Infrastructure Levy).
- f. **2022/23 budget and precept** – The Council agreed the draft budget for 2022/23 presented as final. The Council agreed the precept to be levied by Saltford Parish Council for 2022/23 as £41,005. This is an increase of 7% on the previous year.

- g. **Level of reserves (excluding CIL Funds)** – The Council resolved to minute SPC’s predicted level of budgeted reserves at the end of the 2022/23 year as £39,313 against an agreed minimum of £39,043 – this was considered and approved as part of the 2022/23 budget agreement.

10. SPC HIGH CONSEQUENCE INFECTIOUS DISEASE (HCID) AND PUBLIC HEALTH EMERGENCY OF INTERNATIONAL CONCERN (PHEIC) POLICY

The Council agreed to adopt the updated version of the ‘SPC High Consequence Infectious Disease (HCID) and Public Health Emergency of International Concern (PHEIC) policy’, formerly known as the ‘SPC High Consequence Infectious Disease Policy’.

11. DOUBLE YELLOW LINES (DYLs) ON HIGH STREET ON THE CORNERS OF AND OPPOSITE HOMEFIELD ROAD

The Council agreed to revisit its resolution under [item 14 on the October 2021 minutes](#) following new information from B&NES Council (the Highways Authority).

The Council resolved to request that B&NES Council install double yellow lines instead of white lines 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), on the advice of B&NES Council, due to DYLs being enforceable. SPC understands that the request to B&NES Council for DYLs at this location will be subject to a Traffic Regulation Order, which will include a public consultation.

12. CHURCHYARD WALLS (ST MARY’S CHURCHYARD) CONDITION REPORT

The Council agreed to accept the fee proposal of £455+VAT (total £546) from Clegg Associates for a site visit to re-assess the boundary walls and to produce an engineer’s condition report with recommendations (Budget heading: Churchyard Special Maintenance Projects).

13. CHURCHYARD INSPECTION AND MEMORIAL SAFETY CHECK

As resolved under Item 13 at the November meeting (Churchyard inspection and memorial safety check), a second site visit was conducted by Cllr Chris Warren and the Clerk to safety check memorials identified as potentially requiring attention for safety reasons during the 27 October 2021 inspection.

Cllr Warren reported that the memorials considered potentially poor were stable and did not present a safety risk. As such it was resolved that no works were required (further to the safety measures already taken in October) and that the memorials would be rechecked in accordance with SPC’s Management of St Mary’s Churchyard document.

14. B&NES COUNCIL TRAFFIC REGULATION ORDER (TRO) CONSULTATION ON PROPOSED 40 MPH SPEED LIMIT SCHEME

Saltford Parish Council resolved its response to B&NES Council's Traffic Regulation Order (TRO) public consultation 2021-023a, stating it strongly supported the proposals by B&NES Council to reduce the speed limit from 50mph to 40mph on the stretches of road identified in the TRO consultation. Saltford Parish Council welcomed these proposed changes, viewing them as a safety measure aiding the reduction of speeding as vehicles enter 30mph sections of road, and specifically the 30mph section of A4 in Saltford.

15. NORMAN ROAD PHONE BOX: SPECIFICATION OF WORKS

The Council agreed the specification of works for the conservation and restoration of the Norman Road phone box, an asset of Saltford Parish Council.

It was agreed that Saltford Parish Council would seek quotes for the works based on the specification, and that the quotes received would be considered at a future meeting.

16. FEEDBACK FROM THE 'MEET YOUR COMMUNITY POLICE OFFICERS' EVENT

Cllrs Jon Godfrey and Adrian Betts provided feedback from this year's 'Meet Your Community Police Officers' event as hosted by SPC and held on 16 November 2021. It was reported that the meeting was well attended by residents. The Council agreed that wider members of the Keynsham Beat Team would be requested to attend future meetings. An article about the event can be found on the SPC website under ['News'](#).

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

Cllr Phil Harding reported that approximately a third of SPC's Beebombs seed balls had been designated for a wildlife area in Saltford, as part of a project by a local community organisation. More details will be shared in due course.

Cllr Harding also advised that areas included in the project be cut once a year in March for the first two years after planting, rather than in October/November, to aid wildflower growth and re-seeding.

18. DATA PROTECTION AND GDPR UPDATES

Cllr Jon Godfrey updated the Council on current actions for improving email security.

19. PUBLICITY

The Council agreed the content of its upcoming page in SCAN.

20. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

Cllr Harding, SPC link member (and also independent Chair of) Saltford Environment Group (SEG), shared that SEG had held its AGM on 15 November 2021.

The Parish Clerk shared that she had attended the Keynsham Area Forum on 30 November 2021, and that minutes from the meeting had been circulated to Cllrs.

21. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

Cllr Adrian Betts provided a summary about the Stage 2 Design Principle Presentation he attended on 10th November 2021, as given by Bristol Airport's Airspace Change Proposal (ACP) team.

The meeting closed at 8:40 pm.

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

Next Parish Council meeting: Tuesday 4 January 2022 in the Avon Room at Saltford Hall

SALTFORD PARISH COUNCIL

Schedule of regular expenditure during December 2021
 – for authorisation by the Council at its meeting on 7 December 2021.

Description	Amount	Method	Budget heading
December staff costs inc. salary, pension, HMRC tax and National Insurance	1850 estimate, 1900 maximum	Online BACS	Office staff
December SCA Hall hire	60 estimate, 80 maximum	Online BACS	Hall hire
December inTouch Communications Ltd phone system	20 estimate 30 maximum	Direct Debit	General administration
December Salford Community Hub phone/internet tenant contribution	35 estimate 40 maximum	Online BACS	Telephone
December Ambience Landscapes churchyard maintenance	120 estimate 130 maximum	Online BACS	Churchyard Maintenance
Chair's Honorarium Oct-Dec	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: N/A £ N/A

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

SIGNED.....
 CHAIR / VICE-CHAIR

DATE:.....

Saltford Parish Council

Monthly Financial Report for November 2021 - Month 8

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	£11	£4	£17
Other Income: Allotments	£107	£166	£160
VAT Reimbursements	£1,250	£1,391	£1,250
Other	£0	£300	£0
Subtotal without CIL	£39,690.05	£40,183.42	£39,749.05
CIL Payments	£0.00	£0	£0
Total Income	£39,690	£40,183	£39,749

PAYMENTS:

General Administration	£1,000	£1,304	£1,500
Office accommodation	£1,333	£1,500	£2,000
Office Staff	£15,333	£14,759	£23,000
Office Equipment	£200	£0	£300
Training	£667	£772	£1,000
Auditing	£475	£460	£475
Insurance	£400	£354	£400
Publicity	£400	£378	£600
Subscriptions	£7	£10	£10
Chairmans Honorarium	£200	£150	£300
Councillors' expenses	£133	£0	£200
Hall / Room Hire	£400	£184	£600
Maintenance: Church Yard Grounds	£1,000	£984	£1,500
Allotments	£167	£0	£250
Churchyard Special Maintenance Projects	£1,000	£0	£1,500
Allotment site rent	£67	£100	£100
Miscellaneous Grants	£667	£0	£1,000
Council led schemes	£1,333	£1,279	£2,000
Environment schemes	£667	£1,255	£1,000
VAT	£500	£931	£750
Subtotal without CIL	£25,948.33	£24,419.84	£38,485.00
CIL-related expenditure	£0	£412	£5,358
Total Payments	£25,948	£24,832	£43,843

BALANCE AT END OF MONTH:

Current account	£1,069
Business Instant Access account	£63,726

Cash

£49

TOTAL CURRENT BALANCE

£64,844

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