



# SALTFORD PARISH COUNCIL

Minutes of the meeting of the Council held in the Avon Room  
at Saltford Hall on Tuesday 1 February 2022 at 7.15pm

## PRESENT

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

**Officer:** Lottie Smith-Collins (attended remotely)

## 1. MINUTES

The minutes of the Council meeting held on 4 January 2022 at Saltford Hall were confirmed as a correct record. It was agreed that the minutes would be signed by the Chair at the March meeting.

## 2. APOLOGIES FOR ABSENCE

Apologies for inability to attend this meeting were noted from Cllr Shayan Aziz (Cllr Adam Rees-Leonard is on a six-month sabbatical).

## 3. DECLARATIONS OF INTEREST

Cllr Phil Harding declared an interest in Item 9.d 'Planning Matters - 22/00183/FUL - 23 Grange Road' as he is an acquaintance of a neighbour of the applicant.

Cllr Harding also declared an interest in Item 10.d 'Financial Matters – Councillor's expenses'.

## 4. PUBLIC TIME

There were 4 members of the public present.

The Treasurer of the Saltford Community Association (SCA) spoke in support of Item 10.e 'Saltford Community Association application for financial assistance', with reference to SCA's grant application for £500 towards the costs of Saltford Community Association Newsletter (SCAN).

The Chair of the Saltford Community Association spoke in support of Item 10.f 'Saltford Community Association application for financial assistance', regarding SCA's grant request of £1000 towards the costs of the Saltford Festival 2022.

## 5. CHAIR'S ANNOUNCEMENTS

Cllr Chris Warren raised awareness of his letter published in the Keynsham Voice, written in an independent capacity as leader of the Saltford Station Campaign.

## 6. CLERK'S ANNOUNCEMENTS

Cllr Harding shared the following announcements on behalf of the Clerk:

- Residents and Councillors are encouraged to submit nominations for the SPC Community Awards 2022 by the 21 February deadline. The SPC Community Awards ceremony is scheduled to take place on 1 April 2022. This is also the date of the Annual Parish Meeting.
- Residents are also encouraged to participate in SPC's 'Saltford Wildflower Project: All You Seed is Love' – spring is the ideal time to plant Beebomb seedballs.
- Safety signs have been put up under the LMS bridge at SPC's request.
- Youth shelter maintenance works (rust removal and repainting) took place in January, the Youth Shelter is now recorded on the asset register as being in a good condition.

## 7. REPORT FROM B&NES WARD COUNCILLORS

Cllr Duncan Hounsell had circulated the Saltford's B&NES Ward Councillors February 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.

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

- The Canal River Trust (CRT) will soon be removing a boat at risk of sinking located near Kelston Lock.
- B&NES Council works have started on the A4 Bath Road near the junction of The Glen to reduce flash flooding on this section of highway.
- B&NES Council's Tax and Budget Setting meeting for 2022/23 will take place on 15 February. Matters relating to Saltford following the meeting will be included in the B&NES Ward Cllrs report for March.
- Resurfacing works on Uplands Road, Uplands Drive, Golf Club Lane and a short section of Manor Road will take place in the 12 month period following 1 April 2022, dates for works are yet to be confirmed.
- Cllr Hounsell addressed WECA leaders at the Guildhall during public time on 28 January with regards to the re-opening of Saltford Station, requesting that WECA fund the entire £70k required for an up-to-date feasibility study.
- B&NES Council have repaired the handrail at the top of the steps between the Bristol to Bath Railway Path and the Bird in Hand PH car park, at Ward Cllrs request. It has been established that the land immediately adjacent to the Railway Path in Saltford is the responsibility of B&NES Council.

## **8. UPDATE FROM SCA ON QUEEN'S PLATINUM JUBILEE CELEBRATIONS**

An update was received from the Treasurer of the Saltford Community Association (SCA) about events planned to celebrate the Queen's Platinum Jubilee in June 2022. It was shared that Saltford Golf Club will host an event and light a beacon on the evening of Thursday 2 June; a SCA afternoon tea event will be held on the grass area (Broadway) in front of Saltford Hall in the afternoon of Friday 3 June; and that street parties will be encouraged on Sunday 5 June. More details will be shared in due course.

## **9. PLANNING MATTERS**

### **a. Decisions and appeals**

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

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

**The Clerk reported that the following application had been REFUSED by B&NES Council:**

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

### **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:

#### **22/00023/FUL - Bay Tree House 1 Homefield Close Saltford BS31 3EF.**

Enlargement of existing garage, and extending existing natural stone boundary wall adjacent to Homefield Close access road. Walters

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

**21/05124/LBA - Saltford Farm 565 Bath Road Saltford BS31 3JS.** External alterations to include change from balanced flue to smaller flue aperture, and small condensation pipe put through wall to nearby drainage pipe. Mr David Pritchard

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

**22/00183/FUL - 23 Grange Road Saltford BS31 3AH.** Erection of a double storey side extension, single storey rear extension and front porch following demolition of existing garage and single storey extensions. Mr Ricky Grant

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

**COMMENT:** Whilst Saltford Parish Council is supportive in principle of the planning application, there is concern that additional future access for maintenance or repair will be required from the adjoining property at No. 25 due to the proximity of the new double storey side extension.

**22/00172/FUL - 20 Manor Road Saltford BS31 3DN.** Erection of a 3 bed attached dwelling (Resubmission). Mr and Mrs Creed

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

**COMMENT:** Saltford Parish Council welcomes the removal of the front garden garage however the Parish Council repeats its concerns given in its response to 21/01034/FUL re. the negative impact of the new attached 2.5 storey dwelling combined with the original dwelling on the rear neighbouring properties, 20a and 20b Manor Road, that were originally built in No. 20's rear garden. The new dwelling combined with the adjoining original dwelling will be over-bearing as the outcome will be substantially larger than the original property.

A small single storey pitched roof extension is currently under construction on the northern side of the original dwelling. This adds to the overall development of the site but that additional extension is not shown in the application plans. Privacy of the two rear properties would be adversely affected as the 2nd floor rear bedroom dormer window will look down into the 1st floor bedroom windows of those properties. Those concerns have not been addressed by this resubmission which continues to represent an over-development of the original plot and the setting of the 3 properties that are there at present.

To reduce the outlook and enclose the setting (and reduce privacy) of those rear dwellings (20a and 20b Manor Road) by significantly increasing in size the site's original dwelling (20 Manor Road) in whose curtilage they were built compromises the site layout, characteristics, spatial setting and spatial design of the 3 properties now present and the proposed fourth dwelling. Those negative impacts on the rear properties are not obvious from the plans but are plain to see from a site visit.

The outcome would be contrary to B&NES Placemaking Plan (2017) policies D1 (d) (development should contribute positively to the characteristics of the settlement); D2 (a) (site context, layout, spacing); D3 (m) (to not compromise

adjoining sites); D6 (a) (appropriate levels of privacy and outlook); and policy D7 (a) (regard to the quality of the surrounding townscape [built environment]).

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.

**21/05659/FUL - 15 Rodney Road Saltford BS31 3HR.** Erection of single storey rear extension. Peter Butler

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

**22/00070/FUL - Store At Rear Of 489 Bath Road Beech Road Saltford BS31 3HG.** Installation of 4no electric vehicle charging points following demolition of the derelict building and extend the current use of parking to cover the whole plot. Saltford Motors

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

**COMMENT:** Saltford Parish Council is supportive of the planning application in principle. However, there are concerns over how this site drains onto the neighbouring property No. 1 Beech Road that is downhill of the site, and, when the small drain at the front NE corner of the site is silted up, that it drains directly onto the public footpath and roadway of this residential road. If planning consent is granted, Saltford Parish Council requests that it contains a condition that prior to the resurfacing of the parking area the applicant submits a site surface water drainage plan to B&NES Council and obtains agreement from B&NES Council on how and to where the parking area(s) will drain, i.e., without draining to neighbouring land or directly onto the public footpath and roadway.

## **10. FINANCIAL MATTERS**

- a. **Monthly Financial Reports** – The report for January 2022 as recorded below was considered and accepted by members.
- b. **Schedule of Expenditure** – The expenditure listed in the schedule for February 2022 as recorded below was authorised and the schedule was signed by the Chair.
- c. **Railfuture subscription** – The Council agreed to authorise a spend of £25 to renew Saltford Parish Council's subscription to Railfuture until January 2023 (Budget heading: Subscriptions)
- d. **Councillor's expenses** – The Council agreed to authorise a spend of £14.27 to Cllr Phil Harding, Vice Chair and Chair of Planning Committee, for the cost

of an ink cartridge (Budget Heading: Cllrs expenses).

- e. **Saltford Community Association (SCA) application for financial assistance** – The Council agreed a grant of £500 to the SCA towards the costs of SCAN publication (Budget heading: Miscellaneous Grants).
- f. **Saltford Community Association (SCA) application for financial assistance** – The Council agreed a grant to the SCA for the sum of £1000 towards the costs of the Saltford Festival 2022, specifically to support promotion and advertising costs plus some events costs. Half of the grant will be awarded immediately, with the remaining £500 given in April 2022 (Budget heading: Miscellaneous Grants).

## **11. B&NES COUNCIL CONSULTATION: ‘JOURNEY TO NET ZERO: REDUCING THE ENVIRONMENTAL IMPACT OF TRANSPORT IN BATH’**

‘Journey to Net Zero’ (formerly known as the Transport Delivery Action Plan for Bath) is B&NES Council’s latest transport plan. It sets out the policies and projects B&NES Council are pursuing to reduce carbon emissions from transport and to deliver sustainable travel options by 2030.

The Council received feedback from Cllr Adrian Betts following his attendance at the ‘Journey to Net Zero’ webinar on 20<sup>th</sup> January 2022. Cllr Betts shared that the consultation’s focus was on the Bath area, and that it covered little that would impact on Saltford and the ‘A4 Bristol to Bath corridor’ which would instead come under the remit of WECA.

The B&NES Council [‘Journey to Net Zero: Reducing the Environmental Impact of Transport in Bath’](#) public consultation runs until 7 February 2022 and has been raised to resident’s awareness via SPC’s social media

## **12. CHURCHYARD GROUNDS MAINTENANCE MARCH 2022 TO FEBRUARY 2023**

It was reported that the Council had sought five quotes for grounds maintenance at St Mary’s Churchyard. The Council considered the quotes received and resolved to accept the quote of £1535.04+VAT p.a. from Ambience Grounds Maintenance. It was agreed that the contract will run from 1 March 2022 to February 2023 and was in accordance with the specification agreed by the council in January 2022.

## **13. EX-BT PHONE KIOSK ON NORMAN ROAD**

Cllr Chris Warren stated that no quotes had been received for the restoration works required on SPC’s phone kiosk on Norman Road, as publicised by SPC in December based on the specification agreed by the Council.

Cllr Warren added that he had subsequently been approached by representatives of two local businesses, who had offered to carry out and fund some of the works. Cllr

Warren stated that any signage recognising the support of the phone kiosk refurbishment by the two companies would be subtle.

The Council agreed that they were happy for SPC to proceed with discussions with the businesses as outlined by Cllr Warren, and to have the phone kiosk refurbishment as an item on the March agenda. Councillors expressed appreciation to the two local businesses for coming forward to support the phone kiosk restoration, and to Salford Building Services for their involvement in phase 2 of the project to re-purpose the phone kiosk by providing a defibrillator once the refurbishment is complete.

#### **14. ASSET CHECKING OUTCOMES**

The Council received reports from Councillors following asset checking tasks as assigned at the January meeting.

Cllr Julie Austwick raised that the basketball goal post (located by the back gate of Salford School) would benefit from being repainted. This was agreed by the Council, and quotes for work will be sought and considered at a future meeting.

Cllr Austwick also shared that the 'Fairtrade Village' sign at the Bath end of the village had been dented and dislodged, possibly by a vehicle. Cllr Chris Warren offered to look to carry out repairs required; this action was agreed by the Council.

The Council agreed to update the logo on the 'Salford' village signs at each end of the village. Cllr Warren stated he would take measurements, and the Council agreed that quotes would be considered at a future meeting.

#### **15. UPDATE ON SALTFORD EMERGENCY PLAN**

The Clerk provided an update on Salford resilience and emergency planning. The Council agreed:

- A draft emergency plan
- To approach relevant people to be on the 'Salford Emergency Coordinators Group'
- To suggest tasks to group members, including compiling contact lists for use in an emergency
- Content for public information (to be displayed on SPC's website)

It was noted that although SPC was facilitating the organisation and progress of this initiative, that village resilience was not a SPC responsibility and therefore actions to achieve resilience and a practical emergency plan depended on wider community contribution.

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

The Council noted that there had been an increase in reports of abandoned boats on

the river, as reported by residents directly to the Canal River Trust.

The Council agreed to support B&NES Council's proposal to plant shrub whips to replace damaged vegetation and to support existing shrub growth on The Shallows riverbank. The Council viewed that these actions would aid vegetation regeneration and enhance the natural habitat for wildlife at this location. The Council agreed that if this were to go ahead (possibly next autumn), it would encourage residents and SEG members to volunteer with shrub whip planting as supervised by B&NES Council's Parks and Green Spaces team members, to support B&NES Council in achieving this environmental initiative.

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

Cllr Jon Godfrey provided an update on the benefits and effectiveness of recent security measures.

## **18. PUBLICITY**

The Council agreed the content for its next SCAN page.

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

The Clerk reported that the issue of SPC not being consulted correctly by WECA on its transport consultations had been raised at the B&NES ALCA meeting on 19 January. This followed SPC raising the issue directly with WECA with no active response to SPC's concerns. Following other representatives at the B&NES ALCA meeting confirming the same issue, B&NES ALCA stated they would raise this at the next Parish Liaison Meeting. It was agreed that SPC would write to WECA stating that SPC would not consider lawful the outcome of WECA transport consultations if WECA did not consult appropriately with key stakeholders.

## **20. ITEMS OF URGENT INFORMATION FROM COUNCILLORS**

Cllr Phil Harding attended the B&NES Council and Bath Interfaith Group's Holocaust Remembrance Day commemoration event on the evening of 27 January.

The meeting closed at 8:30pm

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

**Next Parish Council meeting:** The next full council meeting will take place on Tuesday 1 March 2022 in the Avon Room at Saltford Hall, commencing at 7:15pm. Note that agenda will be issued Wednesday 23 February.



# SALTFORD PARISH COUNCIL

Schedule of regular expenditure during February 2022  
– for authorisation by the Council at its meeting on 1 February 2022.

Description	Amount	Method	Budget heading
February staff costs inc. salary, pension, HMRC tax and National Insurance	1850 estimate, 1900 maximum	Online BACS	Office staff
February SCA Hall hire	35 estimate, 50 maximum	Online BACS	Hall hire
February inTouch Communications Ltd phone system	20 estimate 30 maximum	Direct Debit	General administration
February 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: 24/01/2022    £5000**

I certify that the above payments made or to be made have been authorised at the meeting of the Parish Council on 1 February 2022.

SIGNED.....  
CHAIR / VICE-CHAIR

DATE:.....

# Saltford Parish Council

## Monthly Financial Report for January 2022 - Month 10 Quarter period 4

	Budget to date	Actual to date	Budget Year end position
<b>RECEIPTS:</b>			
Precept & any grant	£38,322	£38,322	£38,322
Interest on Investments	£14	£5	£17
Other Income: Allotments	£133	£166	£160
VAT Reimbursements	£1,250	£1,391	£1,250
Other	£0	£300	£0
<b>Subtotal without CIL</b>	<b>£39,719.55</b>	<b>£40,184.48</b>	<b>£39,749.05</b>
CIL Payments	£0.00	£1,597	£0
<b>Total Income</b>	<b>£39,720</b>	<b>£41,781</b>	<b>£39,749</b>

<b>PAYMENTS:</b>			
General Administration	£1,250	£1,675	£1,500
Office accommodation	£1,667	£1,500	£2,000
Office Staff	£19,167	£18,449	£23,000
Office Equipment	£250	£0	£300
Training	£833	£772	£1,000
Auditing	£475	£460	£475
Insurance	£400	£432	£400
Publicity	£500	£378	£600
Subscriptions	£8	£10	£10
Chairmans Honorarium	£250	£225	£300
Councillors' expenses	£167	£0	£200
Hall / Room Hire	£500	£283	£600
Maintenance: Church Yard Grounds	£1,250	£1,230	£1,500
Allotments	£208	£0	£250
Churchyard Special Maintenance Projects	£1,250	£0	£1,500
Allotment site rent	£83	£100	£100
Miscellaneous Grants	£833	£0	£1,000
Council led schemes	£1,667	£1,279	£2,000
Environment schemes	£833	£1,355	£1,000
VAT	£625	£1,008	£750
<b>Subtotal without CIL</b>	<b>£32,216.67</b>	<b>£29,154.63</b>	<b>£38,485.00</b>
CIL-related expenditure	£0	£3,332	£5,358
<b>Total Payments</b>	<b>£32,217</b>	<b>£32,487</b>	<b>£43,843</b>

### BALANCE AT END OF MONTH:

Current account	£3,414
Business Instant Access account	£55,324

Cash

£49

**TOTAL CURRENT BALANCE**

**£58,787**

CIL-related cashflow	Balance at 31/03/21		CIL-income 21/22	CIL-expend 21/22	CIL balance
	£11,499		£1,596.79	£3,332	£9,764