



SALTFORD PARISH COUNCIL

Minutes of the meeting of the Council held in the Avon Room
at Saltford Hall on Tuesday 5 April 2022 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 1 March 2022 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. (Cllr Adam Rees-Leonard is on a six-month sabbatical).

3. DECLARATIONS OF INTEREST

None declared.

4. PUBLIC TIME

There were 2 members of the public present.

A representative of the Saltford Community Association shared information about the process and plans for Ukrainian refugees to live with host families and/or in accommodation in Saltford. The SCA representative also spoke in support of item 10 'Funding towards support group for Ukrainian refugees and local hosts'.

5. CHAIR'S ANNOUNCEMENTS

Cllr Chris Warren thanked those who attended the Saltford Annual Parish Meeting and SPC Community Awards on the evening of 1 April. Cllr Warren also extended his thanks to the SCA for their excellent co-hosting of this event, as part of the SCA's 'Big Thank You' to SCAN delivery volunteers and Saltford Community Post Office and Library volunteers.

6. CLERK'S ANNOUNCEMENTS

The Clerk made the following announcements:

- The Saltford Annual Parish Meeting took place on Friday 1 April at Saltford Hall, and was attended by around 100 people. Thanks was expressed again to the SCA's efforts, especially for organising the refreshments.
- SPC has received a response from Dan Norris, West of England Combined

Authority (WECA) Mayor, following SPC's request that WECA fund the 70k required for an up-to-date feasibility study to achieve the reopening of Saltford Station. Dan Norris has stated that 'WECA has not discounted the potential for a station at Saltford however previous feasibility work has identified potential network capacity and affordability issues that may make it difficult and/or prohibitive to progress'. He stated that WECA's new Rail Programme Manager is currently reviewing this feasibility work to help establish the Combined Authority's view on whether it should support progressing further studies. A site visit with WECA, SPC and B&NES Council representatives will take place in April. An update and any actions to agree following this meeting will be on SPC's May agenda.

- SPC has received a response from WECA following concerns that it has not been correctly consulted on Transport Consultations. SPC's concerns were not addressed in the email received, so SPC has again approached WECA with support requested from Will Godfrey, Chief Executive of B&NES Council.
- SPC has received correspondence from B&NES Council Cllr Sarah Warren regarding its request for 'Fair Fares for Saltford' as sent to First West of England. Cllr Sarah Warren has directly requested its consideration by First West of England's Chief Executive, and SPC has since received an email acknowledging its request. SPC awaits further response.
- The Community Infrastructure Levy 2021/22 annual report is now available on the SPC website under 'Finance – CIL'.
- Confirmation of NJC pay scales applicable from 1 April 2021 has been received. A backdated payment has been made in accordance with the staff contract, with details included retrospectively on the April 2022 schedule of expenditure.
- The remains of the Norman Road phone box were located on 17th March 2022 following communications and confirmation from B&NES Council. SPC awaits an outcome from its insurance claim.

7. REPORT FROM B&NES WARD COUNCILLORS

Cllr Duncan Hounsell had circulated the Saltford's B&NES Ward Councillors April report to SPC Cllrs in advance of the meeting. (The report is available to the public, to request a copy please [contact Cllr Duncan Hounsell](#) directly using details on the B&NES Council website).

The April report was summarised by Cllr Hounsell. Aspects of the report commented on included:

- Road re-surfacing in Uplands Road, Uplands Drive, and parts of Golf Club Lane and Manor Road is scheduled to take place from 20 April with works expected to take up to five days. Cllr Hounsell has requested road markings including 20mph roundels to be repainted on nearby sections of Manor Road.
- The Spatial Development Strategy (SDS) is being produced by the West of England Combined Authority (WECA) which includes information about housing planned across the WECA area and specifically in B&NES. A statutory consultation on the draft SDS is expected in late spring. Cllr

Hounsell added that the B&NES Local Plan will need to be developed in parallel with the SDS.

- 'Clean and Green' days/weeks, a B&NES initiative to give dedicated time to wards for bespoke additional cleansing and litter clearance with a timetable made available later this month. Cllr Hounsell welcomed suggestions for actions in Saltford.

8. PLANNING MATTERS

a. Decisions and appeals

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

21/03556/FUL - 4 Fairways Saltford BS31 3HX. Demolition of existing garage and erection of single storey rear extension. Mr Daniel Curtis

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

21/05626/FUL - Sewage Purification Works Mead Lane Saltford BS31 3ER. Five glass reinforced plastic kiosks containing control equipment for wastewater treatment plant on Saltford Water Recycling Centre. Creation of a landscaping bund on an existing agricultural field adjacent to Saltford Water Recycling Centre to mitigate the visual impact of proposed new wastewater treatment plant. Mr Paul Lewis

22/00301/FUL - 8 Uplands Drive Saltford BS31 3JH. Erection of single storey side extension with internal alterations following demolition of existing detached garage. Mr John Jacobs

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

22/00415/FUL - Barberini The Glen Saltford BS31 3JR. Construction of new roof to accommodate first floor level rooms with rear dormer and roof lights. Addition of single storey rear extension. Mr And Mrs J Seward

The Clerk reported that the following application has been certified as LAWFUL by B&NES Council:

22/00343/CLEU - Store At Rear Of 489 Bath Road Beech Road Saltford BS31 3HG. Use of land as a parking facility (Certificate of Lawfulness of Existing Use). Bethan Sims

The Clerk reported that the following application has been WITHDRAWN:

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

The Clerk reported that the following appeal had been DISMISSED by the Planning Inspectorate:

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

b. Planning contraventions

The Clerk reported that it has requested an update from B&NES Council with regards to 21/00334/UNAUTH (picnic site and sandwich van fields opposite The Shallows / Mead Lane, Saltford). The Clerk stated that concerns regarding littering at this location had been raised to the attention of Saltford Parish Council in March following recent good weather.

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:

22/00716/FUL - 1 Wick House Close Saltford BS31 3BZ. Erection of 2 storey side extension (Resubmission). Mr & Mrs Tony Vanstechelman

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. The proposed smaller extension in this re-submission on a relatively small plot is more acceptable than the original application (21/05162/FUL) that was an over-development of the site and out of keeping with the character of neighbouring dwellings. However, Saltford Parish Council remains concerned over the non-provision of any off-street parking (Policy ST7 of the 2017 B&NES Placemaking Plan requires 3 spaces for a 4 and above bedroom property).

22/00773/FUL - 28 Boyd Road Saltford BS31 3AP. Erection of a kitchen extension and narrowing of the rear bedroom window. Mr Steve Randall

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

22/00928/FUL - Rockside Mead Lane Saltford BS31 3EP. Erection of double

storey front extension and replacement garage. Ian and Virginia Campbell

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

SUPPORT with COMMENT: Saltford Parish Council supports this planning application. The proposals would not have a negative impact on the openness of the Green Belt at this location compared to the existing dwelling and therefore meet the requirements of paragraph 145 (g) of NPPF (2018). "Rockside" would remain set well back from the lane, as it is now, the front (south) building line does not move further forward, and the removal of the existing bay windows slightly reduces the front building line notwithstanding the addition of a 1st floor patio. The changes would provide a dwelling in keeping with the modern appearance of neighbouring properties that have similarly been updated or extended since original construction.

The new enlarged front garden driveway should take account of the requirements of current building regulations regarding surface water drainage, particularly as Mead Lane is a combined highway for vehicles and a pedestrian footpath where significant surface water pooling after heavy rainfall can be problematic for pedestrians.

22/00916/FUL - 27 Tynning Road Saltford BS31 3HL. Front dormer conversion with ground floor extension and car port. Timms

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

22/00899/FUL - Garages Between Random Lodge And The Orchard Iford Close Saltford. Erection of a two-bedroom bungalow with associated works following demolition of garage. Mr Hearsey

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

COMMENT: Saltford Parish Council supports in principle the construction of an additional 2-bedroom bungalow in place of the double garage subject to the agreement of landowners involved (the plot appears to straddle the rear gardens of 45 and 47 Norman Road). However, the Parish Council is concerned that the provision of only one off-street parking space for the new bungalow is at variance with Policy ST7 of the 2017 B&NES Placemaking Plan (2 spaces required for a 2-bedroom property) and may lead to future additional on-street parking in this residential road where on-street parking is in high demand. As Iford Close includes sheltered housing, access during construction should be protected at all times in the construction management plan.

22/01246/FUL - 4 Lawson Close Saltford BS31 3LB. Erection of front dormer, porch extension and two storey rear extension. Mr & Mrs C. Dixon

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

9. FINANCIAL MATTERS

- a. **Monthly Financial Reports** – The Clerk provided a summary of income and spend over the 2021/22 year against the set budget. The report for March 2022 as recorded below was considered and accepted by members.
- b. **Schedule of Expenditure** – The expenditure listed in the schedule for April 2022 as recorded below was authorised and the schedule was signed by the Chair.
- c. **Website Maintenance** – The Council resolved to authorised expenditure of £231+46.20 VAT (total 277.20) to iTeam Solutions for a block purchase of four hours for future website maintenance, support and minor works (Budget heading: Publicity).
- d. **Re-painting Basketball hoop post** – The Council resolved to authorise expenditure of £290 to remove flaky paint, treat rust on base and re-paint in dark blue the post of the basketball hoop which is a SPC asset (Budget heading: Council Led Schemes).
- e. **NALC and ALCA membership** – The Council resolved to authorise expenditure of £798.17 on the Council’s subscription to NALC and ALCA for the financial year 2022-2023 (Budget heading: Training).
- f. **Internal audit** – The Council agreed to appoint Auditing Solutions as SPC’s internal auditor for the 2021/22 financial year and authorised expenditure of up to £300 (Budget: Auditing)

10. FUNDING TOWARDS SUPPORT GROUP FOR UKRAINIAN REFUGEES AND LOCAL HOSTS

The Council discussed the support group for Ukrainian refugees and those residents welcoming Ukrainian refugees into their homes and properties. The Council in principle agreed to give £500 financial support to the Salford Community Association towards the costs of hosting the group, to be used for room hire and refreshment costs. This spend will be formally approved at the May meeting.

11. REGISTER OF ASSETS

The Council reviewed its Register of Assets (items valued over £100) and agreed the update required following the Norman Road phone kiosk collision.

It was resolved that insurance quotes would be sought for agreement at the May meeting.

12. UPDATE ON ASSETS

Further to the resolved decision under item 9.d 'Financial Matters' (to repaint the pole of the basketball hoop), the Council resolved to have as an item on the May agenda updating logos on SPC owned items and assets such as the village signs and the Chair's chain of office.

In addition to the information shared under item 6 'Clerks Announcements', Cllr Chris Warren shared that base repair works at the site of the former Norman Road phone box would soon be taking place by local company Mobius (at no cost to SPC).

13. BIENNIAL INSPECTION OF ST MARY'S CHURCHYARD

A report was given by Cllr Chris Warren, representing the Churchyard Safety Group, following the biennial inspection of St Mary's Churchyard which took place on 22 March. Cllr Warren reported that the overall condition of the churchyard was average with no immediate danger but with signs of maintenance requirements. These include sections of the churchyard wall in need of repair, though these were noted as not being an immediate safety concern. It was also noted on the report that two Lawson Cypress trees planted adjacent to the walls had been removed for safety reasons. Cllr Warren confirmed that SPC was awaiting the outcome of a recent wall survey prior to agreeing spend on repair works required. Cllr Warren also stated that an arboriculturist survey will be carried out in the autumn in line with SPC's safety management programme.

14. TRANSPORT MATTERS - MEETING BETWEEN SPC CHAIR CLLR CHRIS WARREN AND JACOB REES-MOGG MP

Cllr Chris Warren provided feedback following his meeting with Jacob Rees-Mogg MP on 11 March 2022. Cllr Warren shared that Mr Rees-Mogg continued to be strongly in favour of re-opening of Saltford Railway Station at its current site, and that Mr Rees-Mogg stated that he would write to Grant Shapps MP (Secretary of State for Transport) and raise the matter with WECA.

Cllr Warren also raised the issue of Saltford's location in the 'West of England' First Bus fare zone and asked for support for SPC's request that Saltford be included in the Bristol and/or Bath Zones or otherwise in a new fare zone for the A4 corridor. Mr Rees-Mogg viewed Saltford being in the West of England fare zone as 'unfair' and said that he would raise this at his upcoming meeting with First West of England.

15. BRISTOL TO BATH RAILWAY PATH - SAFETY CONCERNS

The Council resolved to contact Sustrans (the organisation who manage the Bristol-Bath Railway Path) to take action to address overcrowding issues and improve user awareness on the stretch of path through Saltford, specifically on and near the LMS bridge. It was agreed that SPC would ask that Sustrans install targeted signage in Saltford, similar to that displayed on the Bristol section of the B2B Railway path. SPC

also agreed to request information or safety campaigns to share with a view to improving user awareness and consideration, especially between those on wheels and those on foot, to reduce the chance of an accident occurring on the busy 'bottleneck' section of path in Saltford.

16. DARK SKIES IN SALT FORD – INTERNATIONAL DARK SKIES WEEK 2022 APRIL 22-30

The Council resolved to raise awareness of the importance of protecting dark skies in Saltford and to encourage turning off unnecessary artificial lights at night, specifically in areas close to and in parts of Saltford's greenbelt and light that can be seen in or close to the Cotswold Area of Outstanding Natural Beauty. Saltford Parish Council recognised that: pollution negatively effects [wildlife and ecosystems](#); wastes [energy and money](#); impacts on the [night sky heritage](#); that exposure artificial light at night can [harm human health](#); and that light entering private households can also be seen as a public nuisance.

SPC agreed to promote and share information about the benefits of dark skies during International Dark Skies Week 2022 (April 22-30) including encouraging residents and businesses to follow the International Dark Sky Association's [five principles for community outdoor lighting](#).

17. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

The Council received an update following a meeting between SPC and B&NES Council's Parks and Green Spaces team regarding the 'Saltford Wildflower Project: All You Seed is Love' initiative. Cllr Phil Harding shared that seven areas in Saltford had been agreed as locations for residents to plant Beebombs, and that B&NES Council's grass cutting team would mark these with 'Lets Get Buzzing' signs soon. Following the installation of signs and receipt of risk assessments from B&NES Council, Cllr Harding shared that SPC will promote resident involvement with the project during April

Cllr Harding also provided an update on Saltford Sports Club's outline plans for their Platinum Jubilee Community Orchard and Wildflower area. The seeds for the wildflower meadow area will be provided by SPC as part of the Saltford Wildflower Project (approximately 50% of those held by SPC).

18. DATA PROTECTION AND GDPR UPDATES

Cllr Jon Godfrey provided an update on data protection information and gave practical reminders to Councillors and staff regarding secure access to SPC information.

19. PUBLICITY

The Council agreed the content for its upcoming SCAN page, to be published in May/June.

19. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

The Parish Clerk gave feedback from the Parish Liaison Meeting on Wednesday 23 March, with reference to SPC's concerns that it and other Parish Councils in the B&NES area had not been correctly contacted by WECA with regards to Transport Consultations. It was shared that Will Godfrey, Chief Exec of B&NES Council, confirmed he would raise this matter directly with WECA.

Cllr Marie Carder gave an update as link member for the Salford Fairtrade Group, sharing that the group had enjoyed a very successful coffee morning and reminding the Parish Council to promote Salford's status as a Fairtrade Village where possible.

Cllr Phil Harding, Salford Environment Group link member (and SEG Chair in an independent capacity), shared that the Salford Geology Walk leaflet was now for sale for a small fee at the Salford Community Post Office and Library.

20. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

No items were reported.

The meeting closed at 9pm

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

Next Parish Council meeting: The next full council meeting will take place on Tuesday 3 May 2022 in the Avon Room at Salford Hall, commencing at 7:15pm.

SALTFORD PARISH COUNCIL

Schedule of regular expenditure during April 2022
 – for authorisation by the Council at its meeting on 5 April 2022.

Description	Amount	Method	Budget heading
April staff costs inc. salary, pension, HMRC tax and National Insurance	1850 estimate, 1900 maximum	Online BACS	Office staff
March staff costs (Retrospective) inc. salary, pension, HMRC tax and National Insurance – backpay of 1.75% following confirmation of NJC paycales from 1 April 2021	407	Online BACS	Office Staff
April SCA Hall hire	35 estimate, 40 maximum	Online BACS	Hall hire
April inTouch Communications Ltd phone system	20 (inc VAT) estimate 30 (inc VAT) maximum	Direct Debit	General administration
April Ambience Landscapes churchyard maintenance	155 (inc VAT) estimate 170 (inc VAT) 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: 08.03.22 £5,000

I certify that the above payments made or to be made have been authorised at the meeting of the Parish Council on 5 April 2022.

SIGNED.....

DATE:.....

CHAIR / VICE-CHAIR

Saltford Parish Council

Monthly Financial Report for March 2022 - Month 12

Quarter period 4

	Budget to date	Actual to date	Budget Year end position
RECEIPTS:			
Precept & any grant	£38,322	£38,322	£38,322
Interest on Investments	£17	£6	£17
Other Income: Allotments	£160	£166	£160
VAT Reimbursements	£1,250	£1,391	£1,250
Other	£0	£300	£0
Subtotal without CIL	£39,749.05	£40,185.37	£39,749.05
CIL Payments	£0.00	£1,597	£0
Total Income	£39,749	£41,782	£39,749

PAYMENTS:

General Administration	£1,500	£1,760	£1,500
Office accommodation	£2,000	£1,500	£2,000
Office Staff	£23,000	£22,554	£23,000
Office Equipment	£300	£0	£300
Training	£1,000	£892	£1,000
Auditing	£475	£460	£475
Insurance	£400	£432	£400
Publicity	£600	£378	£600
Subscriptions	£10	£35	£10
Chairmans Honorarium	£300	£300	£300
Councillors' expenses	£200	£11	£200
Hall / Room Hire	£600	£341	£600
Maintenance: Church Yard Grounds	£1,500	£1,476	£1,500
Allotments	£250	£0	£250
Churchyard Special Maintenance Projects	£1,500	£0	£1,500
Allotment site rent	£100	£100	£100
Miscellaneous Grants	£1,000	£1,000	£1,000
Council led schemes	£2,000	£1,999	£2,000
Environment schemes	£1,000	£1,355	£1,000
VAT	£750	£1,096	£750
Subtotal without CIL	£38,485.00	£35,687.79	£38,485.00
CIL-related expenditure	£0	£2,912	£5,358
Total Payments	£38,485	£38,600	£43,843

BALANCE AT END OF MONTH:

Current account	£4,968
Business Instant Access account	£50,325

Cash

£49

TOTAL CURRENT BALANCE

£55,342

CIL-related cashflow	Balance at 31/03/21		CIL-income 21/22	CIL-expend 21/22	CIL balance
	£11,499		£1,596.79	£2,912	£10,184