



# SALTFORD PARISH COUNCIL

Minutes of the meeting of the Council held in the Avon Room at Saltford Hall on Tuesday 3 May 2022 at 7.15pm

**Draft minutes: To be agreed at the next Full Council meeting**

## **DRAFT MINUTES – TO BE CONFIRMED AT THE JUNE MEETING**

### **PRESENT**

**Councillors:** Chris Warren (Chair), Shayan Aziz (Vice Chair), Dudley Bartlett, Marie Carder, Jon Godfrey, Gary Graveling, Phil Harding (Chair of Planning Committee) and Sally Turner.

**Officer:** Lottie Smith-Collins

### **1. ELECTION OF CHAIR**

Cllr Chris Warren was elected Chair for the year 2022/23 and signed a Declaration of Acceptance of Office of Chair.

### **2. ELECTION OF VICE CHAIR**

Cllr Shayan Aziz was elected Vice Chair for the year 2022/23 and signed a Declaration of Acceptance of Office of Vice Chair.

### **3. MINUTES**

The minutes of the Council meeting held on 5 April 2022 at Saltford Hall were confirmed as a correct record and signed by the Chair of the meeting.

### **4. APOLOGIES FOR ABSENCE**

Apologies for inability to attend this meeting were received from Cllrs Julie Austwick and Adrian Betts. (Cllr Adam Rees-Leonard is on a six-month sabbatical).

### **5. DECLARATIONS OF INTEREST**

No declarations of interest were made.

### **6. PUBLIC TIME**

There were 2 members of the public present.

A member of the public spoke in support of Item 14.e planning application 22/01340/FUL - Glenavon Farm 331 Bath Road Saltford BS31 3TJ.

## 7. CHAIR'S ANNOUNCEMENTS

Cllr Chris Warren praised the efforts of those who contributed to the fundraiser for Ukraine as hosted by the Saltford Community Association on Saturday 30 April, sharing that c.£2k had been raised.

## 8. CLERK'S ANNOUNCEMENTS

The Clerk made the following announcements:

- SPC's Internal Audit has been returned with assigned positive assurances in all relevant areas, with no issues arising warranting formal comment and with two recommendations to consider (see item 15.d). The Internal Audit Certificate in the 2020-21 AGAR has been signed off, and a copy will be made available on SPC's website under 'Finance – Audit'.
- In line with external audit requirements, the Notice of Public Rights will be displayed on 8 June to start on 9 June 2022 and will be displayed until 21 July 2022. SPC will publicise the outcome of the external audit by 30 November 2022.
- Reminder that the June 2022 meeting agenda will go out by Thursday 26 May for the Tuesday 7 June full council meeting, which is earlier than usual due to the Platinum Jubilee Bank Holiday weekend.
- SPC has been notified that 20/02763/OUT – Land parcel 0005 Bath Road Keynsham, will be considered by the Planning Committee at its meeting to be held on 4 May 2022 at The Guildhall, High Street, Bath commencing at 11.00 am. (SPC objected to this consultation at its September 2020 meeting).

## 9. REPORT FROM B&NES WARD COUNCILLORS

Cllr Duncan Hounsell had circulated the Saltford B&NES Ward Councillors May 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 May report was summarised by Cllr Hounsell. Aspects of the report commented on included:

- The proposed Traffic Regulation Orders (TROs) in Saltford: A report is likely to be shared with B&NES Ward Councillors in approximately two months time, and that any actions in line with the report are likely to take place in the autumn. The public consultation on the TROs ended on 28 April.
- Road resurfacing: Road resurfacing is now complete on Uplands Road. Uplands Drive and surrounding areas and has been carried out to a high standard. Road resurfacing is taking place on Corston Lane. Formal notice has been given for resurfacing works on the A4 Bath Road in Saltford, dates are to be confirmed and works will take place over five nights.
- Mead Lane and The Shallows: New signage for the riverbank on Mead Lane and The Shallows is expected by the end of May. A copy of the Jubb report on river bank stability at Mead Lane has been given to Atkins engineers for

comment, and also shared with B&NES Highways.

- A4 Bristol to Bath Strategic Corridor Programme: Cllr Hounsell shared an extract from a B&NES draft document highlighting proposals for “a fast, at least five minute frequency, reliable, high quality, zero emission ‘turn up and go’ bus service between Bristol Temple Meads and Bath station along the A4 serving high quality bus stops”, stating that a WECA consultation would be taking place regarding this.

## **10. GENERAL POWER OF COMPETENCE**

The Council resolved to re-adopt the General Power of Competence for the Council year commencing May 2022.

## **11. APPOINTMENT OF COMMITTEES AND WORKING GROUPS AND MEMBERSHIP THEREOF**

The Council agreed to form the following committees and working groups for the year 2022/23:

- Planning Committee, comprising seven Councillor members: *Adrian Betts, Phil Harding, Jon Godfrey, Gary Graveling, Adam Rees-Leonard, Sally Taylor, Shayan Aziz.*
- Staffing Committee and staffing sub-committee, comprising four Councillor members: *Marie Carder, Jon Godfrey, Chris Warren & Julie Austwick.*
- Churchyard Safety, Churchyard and Allotments Maintenance Working Group, comprising four Councillor members: *Adrian Betts, Julie Austick, Gary Graveling, Shayan Aziz, Chris Warren and two public members (allotment tenants).*
- Transport Working Group, comprising seven Councillor members: *Phil Harding, Jon Godfrey, Shayan Aziz, Gary Graveling, Dudley Bartlett, Chris Warren and one member of the public.*

## **12. DATES OF MEETINGS OF COUNCIL AND COMMITTEES**

The dates on which the Council and committees will meet for the year 2022/23 were agreed, starting at 7.15 pm (unless otherwise stated), and will be held in the Avon Room (unless otherwise stated and/or if unavailable). Staffing and Planning Committee - and sub-committees - will meet additionally when necessary.

Dates of meetings 2022/23 (full council unless otherwise stated):

- 7 June 2022
- 5 July 2022 (Wansdyke Room)
- 2 August 2022 (Planning Committee only, if required)

- 6 September 2022
- 4 October 2022
- 1 November 2022
- 6 December 2022 (note: with a pre-meeting informal budget discussion at 6.30pm)
- 3 January 2023
- 7 February 2023
- 7 March 2023
- 4 April 2023
- 9 May 2023 (also known as the Annual Parish Council Meeting. In 2023 this will be held on the second Tuesday of the month due to the local government elections which are traditionally held on the first Thursday of May)

### **13. DATE FOR SALTFORD ANNUAL PARISH MEETING 2023**

The date for the Saltford Annual Parish Meeting was agreed as Friday 3 March 2023. It is planned that the meeting will be held in the Main Hall at Saltford Hall. The time of the meeting is TBC (but will take place after 6pm).

### **14. PLANNING MATTERS**

- a. **Election of Planning Committee Chair and Vice Chair** – Phil Harding was elected as Chair and Adrian Betts as Vice Chair of the Planning Committee for the year 2022/23.
- b. **Decisions and Appeals**

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

**21/05501/FUL - 1 Uplands Road Saltford BS31 3JQ.** It is proposed to raise the roof ridge on the south of the property to match the opposite side, the addition of two roof-lights, the addition of two dormers, one to the rear and one to the front of the property, the replacement of the window at the front of the dwelling with new double doors, and the re-roofing of the flat roof small extension at the front of the dwelling. Also, it is proposed that the flat roof at the rear of the property to be used as a balcony terrace. All the works, together with the internal changes needed, will be beneficial to accommodate the growing family. Mr David Lee

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

**22/00589/FUL - 23 Victoria Road Saltford BS31 3AW.** Erection of single storey rear, side, and wrap-around extension with tiled lean-to roof over following demolition of detached garage. Mr Marcus Mapstone

**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

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

**c. Planning contraventions**

Cllr Phil Harding shared that two possible planning contraventions that met SPC's 'village-wide impact' criteria for reporting to B&NES Council (the Planning Authority) had been raised to the attention of the Parish Council.

It was resolved that Saltford Parish Council would report to B&NES Council's planning enforcement team the possible change of use of a field east of Burnett Business Park from agricultural use to non-agricultural commercial use.

The Council discussed the possible change of use of a field in Parcel 8831 (south of the A4 Bath Road on the approach into Saltford from the direction of Bath) where vehicle and waste storage had been noted. It was agreed that the Council would discuss this possible planning contravention again at a future meeting, likely to be in September, pending any further actions at the site.

**d. Planning items of urgent information**

None reported.

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

**22/01440/FUL - 2 Wedmore Road Saltford BS31 3BY.** Erection of single storey rear extension. Mr & Mrs Perryman

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

**22/01340/FUL - Glenavon Farm 331 Bath Road Saltford BS31 3TJ.** Change of use from Retail (Class E[a] and ancillary storage to: (Unit 1) retail (comparison good only) unit (Class E[a], and (Unit 2) a dual use comprising (i) a flexible leisure unit (Class E[d]) and (ii) storage and distribution (Class B8), and 23 No. additional parking spaces in the existing communal car parking area. Glenavon Farm Partnership And Kindle Ltd

It was resolved that B&NES Council be advised that this Council **COMMENTS (with partial OBJECTION)** on this application:

**COMMENT (with partial OBJECTION):** Saltford Parish Council is supportive in principle for the change of use sought for Units 1 and 2 to support local employment. However, the Parish Council has concerns over the level of increase in the overall parking provision and in particular objects to the inclusion of a small area of undeveloped Green Belt land for parking in the SE corner of the gravelled area identified for informal overspill parking on the SE side of the car park. This is a sensitive area with open views over the Green Belt overlooking the Cotswold AONB and such use would negatively affect the openness of the Green Belt and the setting for Saltford as a rural historic village. Such development would be contrary to the protection given in NPPF (2021) (paragraphs 137 & 138 – permanence, openness, etc.) and the 2017 B&NES Placemaking Plan policy CP8 - openness, and policy GB1 - visual amenity.

This area's use for car parking was specifically withdrawn by the applicant from the variation (19/01437/VAR) to the original 2012 planning application (12/05167/FUL) for the Flourish Farm Shop and Restaurant. That withdrawal was in response to concerns raised by Saltford Parish Council and B&NES Highways regarding the over-provision of parking hence the car parking area was reduced and the reduction included the removal of the undeveloped SE corner of the area, i.e. in the Green Belt, for vehicle parking.

An encroachment into the Green Belt like this would set an unwelcome precedent. There are no exceptional or very special circumstances to justify any loss of Green Belt land at this location for expansion of the car park. If the case officer is minded to permit that aspect of this planning application, Saltford Parish Council requests that it be referred to the Development Management Committee for determination for the planning policy reasons given in this response.

As a positive use for that small piece of Green Belt land, the Parish Council repeats its suggestion (19/01437/VAR response dated 7.8.2019) for the planting of appropriate native vegetation to help provide visual screening of the car park whilst supporting local ecology.

The construction of new housing developments at Keynsham East despite the lack of capacity for additional vehicles entering the Bath Road A4 between Saltford and Keynsham has contributed to higher levels of prolonged traffic congestion at peak periods. Those factors and the sensitive location as described in this response means any increase in parking provision here should be appropriate, and not excessive or lead to incremental development of the Glenavon Farm site. The Parish Council therefore asks B&NES Council to carefully consider the appropriate parking provision for the site before making its decision.

**22/00774/FUL - 547 Bath Road Saltford BS31 3JG.** Loft conversion with ensuite. Hip to gable with rear flat roof dormer. Mr Jon Cox

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

this application.

**22/01548/FUL - Selwood Manor 396 Bath Road Saltford BS31 3DQ.** Convert garage to two storey annex. Erection of a side roof extension and rear kitchen extension with changes to front wall and gate (Resubmission). M Randhawa

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

**COMMENT:** Saltford Parish Council remains supportive in principle for this resubmitted application in line with its response of 3.11.2021 to the original application, 21/04466/FUL.

#### **f. B&NES Local Plan Partial Update (LPPU) - Examination**

The Council resolved to submit [new evidence under Question 57 in Matter 4](#) (Area Policies and allocations – Keynsham) to the public examination. The response included concerns that 280 new homes on safeguarded Green Belt land between Saltford and Keynsham will contribute further to severe road congestion in the Keynsham area due to insufficient transport infrastructure whilst losing valuable green space and its potential use for ecological recovery. A copy of SPC's written representation will be made available on SPC's website.

The new evidence submitted was further to the [comment submitted by SPC on 5 October 2021](#) consisting of three 'Part B' documents: Housing Lane Supply – KE3c & KE3d; Biodiversity Net Gain; and Transport (as resolved under item 11 at the October 2021 meeting).

### **15. FINANCIAL MATTERS**

**a. Monthly Financial Report** – The report for April 2022 as recorded below was discussed and accepted by members.

**b. Schedule of Expenditure** – The expenditure listed in the schedule for May 2022 as recorded below was authorised and the schedule was signed by the Chair.

**c. Annual accounts 2021/22** – The Council received the annual accounts for 2021/22. The Council considered and resolved to approve the annual accounting statement for 2021/22. The accounting statement was then signed and dated by the Chair of the meeting.

**d. Internal audit of 2021/22** – The Council received the Annual Internal Audit Report of 2021/22 and agreed to the two recommendations made; countersigning bank statement reconciliations and obtaining a corporate charge card for ad hoc Council purchases. It was agreed that approval for spend for a corporate charge card will be an item on the June 2022 agenda.

**e. Annual Governance and Accountability Return (AGAR) 2021/22: Governance**

**Statement** – The Council approved and the Chair signed the annual Governance Statement 2021/22 (Section 1 of the AGAR).

**f. Annual Governance and Accountability Return (AGAR) 2021/22: Accounting Statement** – The Council approved and the Chair signed the annual Accounting Statement 2021/22 (Section 2 of the AGAR).

**g. Auditing Solutions Ltd** – The Council authorised expenditure of up to £330 for the provision of internal audit service for the 2021/22 financial year (Budget heading: Auditing)

**h. Council insurance renewal** – The Council considered and agreed to accept the quote provided by Zurich and authorised a spend of £356.56 (Budget heading: Insurance).

**i. Grant to Salford Community Association's Ukrainian Support Group** – As agreed in principle under item 10 at the April 2022 meeting, the Council authorised a grant of £500 to the SCA towards room and refreshment costs of the Ukrainian Support Group (Budget heading: Misc Grants).

**j. OneDrive storage** – The Council retrospectively agreed a spend of £1.99 for April and agreed a spend of £1.99 a month on an ongoing basis for OneDrive storage space (Budget heading: Stationary and IT supplies)

**k. Cheque signatories** – The Council agreed to appoint a new cheque signatory, further to the current members who currently hold this responsibility. A new cheque signatory will be agreed at the June meeting.

## **16. APPOINTMENT OF LINK MEMBERS FOR OUTSIDE BODIES**

The following Councillors and staff were linked with external organisations for the year 2022/23:

- B&NES Parishes Liaison - Chair (Cllr Chris Warren) and the Parish Clerk
- Keynsham Area Forum - Chair (Cllr Chris Warren) and the Parish Clerk
- Avon Local Councils Association (ALCA) - Chair (Cllr Chris Warren) and the Parish Clerk
- Salford Community Association – Cllr Jon Godfrey
- Salford Sports Club – Cllrs Chris Warren
- River Avon Users Consultative Committee (RAUCC) – Cllr Phil Harding
- Salford Environment Group – Cllrs Phil Harding and Chris Warren
- Salford Business Network – Cllr Chris Warren and Cllr Shayan Aziz
- Salford Fair Trade Group – Cllr Marie Carder and Cllr Julie Austwick

Cllr Gary Graveling agreed to continue to be SPC's contact point for the Bristol East Fringe Cycling and Walking Group.

## **17. SPC STANDING ORDERS**

Saltford Parish Council resolved to update its Standing Orders to the NALC 2018 version (revised in 2020), with relevant adaptations made to non-legislative and non-statutory SOs in line with previous resolutions made by the Council.

## **18. SCHEME OF EMERGENCY DELEGATION - REVIEW**

The Council resolved to re-adopt SPC's Scheme of Emergency Delegation.

## **19. ASSET CHECKING**

The asset checking procedure was reviewed and asset checking tasks were agreed to be delegated to Councillors and the Clerk. Assigned councillors agreed to submit information to be included on the Asset Checking Register prior to the next meeting.

The Clerk shared that SPC's insurance company had recently requested further information regarding the Council's claim for the Norman Road phone box. Cllr Chris Warren agreed to gather the information required to progress the insurance settlement.

## **20. LOGO CHANGES**

The Council discussed estimates gathered and agreed to update the logo on the SPC Chair's Chain of Office. A spend of up to £100 was resolved (Budget heading: Council Led Schemes).

The Council resolved to update the logo on the two Saltford Village signs, and agreed a spend of up to £100 for vinyl logos for use immediately and for replacements as required in the future (Budget heading: Council Led Schemes)

## **21. TRAFFIC REGULATION ORDER: CHANGES TO PARKING ON BEECH ROAD, HIGH ST / HOMEFIELD RD JUNCTION, AND THE SHALLOWS (TRO 22-002 - VARIOUS ROADS, KEYNSHAM AND SALT FORD - PROHIBITION AND RESTRICTION OF PARKING AND LOADING - NO STOPPING ON ENTRANCE MARKINGS - AUTHORISED AND DESIGNATED PARKING PLACES - VARIATION No 15 - ORDER 2022)**

Following the B&NES Council public consultation (end date 28 April), the Council resolved its response to B&NES Council regarding [Traffic Regulation Order 22-002](#) as follows:

- Plan 1 - Beech Road, Saltford (Creation of a 2hr limited waiting bay) – **No Comment.**
- Plan 7 - High Street / Homefield Road, Saltford (double yellow lines on junction to prevent obstruction and improve visibility) – **Support: for safety and access reasons.**

- Plan 15 - The Shallows, Saltford (extension of double yellow lines to in front of a residential property to ensure access) – **Support: for safety and access reasons.**
- Plan 16 - The Shallows, Saltford (reduction in length of 4 metres of the 3hr limited time parking bay to improve access) – **Support: for safety and access reasons.**
- Plan 17 - The Shallows, Saltford (reduction in length of 5 metres on the residents parking bay near Mill Cottages to improve access) – **Support: for safety and access reasons.**

The Council agreed to contact B&NES Council to request line repainting on Mead Lane and The Shallows where required following the 2021 TRO.

## **22. SAFETY AND SIGNS ON THE B2B RAILWAY PATH IN SALTFFORD**

Further to SPC's decision under item 16 at the April meeting ([Bristol to Bath Railway Path – Safety Concerns](#)) SPC agreed to ask Sustrans to request their volunteers install the temporary safety signs offered, or else to supply SPC with the signs which Cllrs Dudley Bartlett and Gary Graveling agreed to display (with the permission of B&NES Council).

The Council resolved to contact Avon Frome Partnership (a collaboration between the three Local Authorities the railway path falls within which is working towards a consistent signage strategy for the whole railway path) to ask for details about their plans for signage on the B2B Railway Path in Saltford, and to share that SPC would be keen to liaise and input into any decisions about signage on the shared use path.

## **23. RE-OPENING SALTFFORD RAILWAY STATION**

Cllr Chris Warren provided an update following the meeting held on 22 April 2022 to discuss the re-opening Saltford Station at its existing site held between SPC Councillors (Cllrs Chris Warren, Jon Godfrey, Phil Harding) and B&NES Ward Cllr Duncan Hounsell, and B&NES officers and the Rail Programme Manager from the West of England Combined Authority (WECA).

The WECA officer advised the meeting that any decision on WECA funding a feasibility study for Saltford – as requested by SPC in March (£70k) - would need to await the outcome of the current Greater Bristol Strategic Rail Study involving Network Rail and GWR; the study report would include new station options. It was shared that the report was due around the end of May when a copy would be supplied to B&NES Council.

## **24. B&NES COUNCIL CITIZEN'S PANEL ON ACTIVE TRAVEL – CALL FOR EVIDENCE**

The Council viewed the B&NES Council call for evidence on active travel [online form](#) and resolved to encourage residents to respond directly.

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

It was confirmed that c.600 square metres of wildflower seedballs (Beebombs) had been distributed as part of the 'Saltford Wildflower Project: All You Seed is Love' initiative. This included the seven locations in Saltford as recently agreed with B&NES Council. The Council approved the project completion report to be submitted to B&NES Council following funding being given as part of Cllr Alastair Singleton's Ward Councillors Empowerment Fund.

Cllr Phil Harding shared information about Saltford Sports Club's 'Saltford Community Orchard and Wildlife Area' at the Saltford playing fields to mark the Queen's Platinum Jubilee, as supported by the Saltford Environment Group. Cllr Harding stated that six apple trees had been planted with more due to be planted in the autumn. He also confirmed that land had been prepared for the wildflower area as part of the project, and that the sowing of SPC's 'Beebombs' would take place within the next week. The Clerk added that a formal thank you had been received from Saltford Sports Club for providing the wildflower seedballs.

The Clerk reported that awareness of [protecting dark skies in Saltford](#) had been shared on social media during April as part of International Dark Skies Week 2022, including ways that residents can reduce light pollution and the benefits of these actions.

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

No new updates were reported.

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

None reported.

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

None reported.

The meeting closed at 9.41pm

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

Next Parish Council meeting: Tuesday 7 June 2022, at Saltford Hall.

# SALTFORD PARISH COUNCIL

**Schedule of regular expenditure during May 2022**  
 – for authorisation by the Council at its meeting on 3 May 2022.

<b>Description</b>	<b>Amount</b>	<b>Method</b>	<b>Budget heading</b>
May staff costs inc. salary, pension, HMRC tax and National Insurance	2185 estimate, 2200 maximum	Online BACS	Office staff
April staff costs (Retrospective) inc. staff hours increase & National Insurance increase	£335	Online BACS	Office staff
May SCA Hall hire	30 estimate, 40 maximum	Online BACS	Hall hire
May inTouch Communications Ltd phone system	20 (plus VAT) estimate 30 (plus VAT) maximum	Direct Debit	General administration
May 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: 06.04.22      £5,000**

I certify that the above payments made or to be made have been authorised at the meeting of the Parish Council on 3 May 2022.

SIGNED.....  
 CHAIR / VICE-CHAIR

DATE:.....



Cash

£49

**TOTAL CURRENT BALANCE**

**£68,884**

CIL-related cashflow	Balance at 31/03/22		CIL-income 22/23	CIL-expend 22/23	CIL balance
	£10,184		£0.00	£0	£10,184

DRAFT