



# SALTFORD PARISH COUNCIL

Minutes of the meeting of the Council held in the Avon Room  
at Saltford Hall on Tuesday 7 June 2022 at 7.15pm

## PRESENT

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

**Officer:** Lottie Smith-Collins

## 1. MINUTES

The minutes of the Council meeting held on 3 May 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 Cllrs Adrian Betts and Sally Turner (Cllr Adam Rees-Leonard is on a six-month sabbatical).

## 3. DECLARATIONS OF INTEREST

No interests were declared.

## 4. PUBLIC TIME

There were 3 members of the public present.

Two representatives from Saltford Sports Club spoke in support of item 9.f 'Saltford Sports Club grant application'. It was identified that the financial assistance request did not meet eligibility criteria according to SPC's Grants Policy. Future funding applications from the Club were encouraged for SPC's consideration.

## 5. CHAIR'S ANNOUNCEMENTS

Cllr Chris Warren shared that Saltford Golf Club had invited him to attend their public Platinum Jubilee celebrations on Thursday 2 June and that he had made a short speech prior to the planting of a jubilee oak tree. (A beacon was lit later in the evening as part of a national initiative marking HM The Queen's Platinum Jubilee).

Cllr Warren announced that Chris Essex (SCA Treasurer and integral part of the Saltford Community Association) had been recognised by the Royal Voluntary Service as a [Platinum Champion](#), as part of an official Jubilee project to celebrate outstanding volunteers across the country. Cllr Warren agreed with SCA Chair Mr Davies sentiments that that this was a timely recognition of all the many things that Chris Essex has done for the SCA and Saltford in general. Cllr Warren confirmed that Saltford Parish Council has written a letter of congratulations to Chris Essex.

## 6. CLERK'S ANNOUNCEMENTS

The Clerk made the following announcements:

- The Norman Road phone box claim with information as requested from the insurance company has been submitted, with thanks to Mobius for providing an estimate for works. Any settlement information will be shared.
- SPC's external audit AGAR has been submitted. 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 has contacted B&NES Council requesting permission to update the logo on the village signs.
- B&NES Council have responded to SPC's request made in late 2021 to install a dropped-curb crossing on Golf Club Lane (near its junction with Manor Road) for safety reasons.
- SPC's request for temporary large bins to be placed by the river during the busier summer months has been fulfilled by B&NES Council. SPC's request for bins on the B2B railway path has raised B&NES concerns about safe access to empty larger bins at this location. Instead, SPC has been informed that the supervisor is 'considering other options to help and has arranged for the team to check the bins more frequently when the weather is good'.
- SPC has received a response from Sustrans sharing that a volunteer will install temporary safety signs on the B2B Railway Path, as requested by SPC. SPC's request to input into decisions about new permanent signs in Saltford has been accepted by the officer responsible for signage strategy on the B2B Railway Path and Cllrs hope to meet her soon to discuss this matter further.
- SPC awaits responses on the following outstanding correspondence: WECA consultation issue as contacted on 04/04/22; Fair fares for Saltford - First Bus fare zones (First West of England) as contacted 21/03/22; B&NES Council - pedestrian crossing on A4 as confirmed by B&NES in December 2019 and last followed up May 2022; B&NES Council - Boulders near The Shallows car park and on Mead Lane, plus tarmacking of the Mead Lane lay by, as requested under item 13 at SPC's July 2021 meeting; Better management of The Shallows car park by B&NES Council as requested under item 14 at the July 2021 meeting; Discussion about tree planting strategy in Saltford as requested in February 2022. The Council requested the Clerk follow-up on First Bus correspondence and it was agreed that the Parish Clerk and B&NES Ward Cllr Duncan Hounsell would meet to discuss the B&NES Council matters.
- The next full council Parish Council meeting will take place on Tuesday 5 July 2022 in the Wansdyke Room (rather than the Avon Room) at Saltford Hall commencing at 7:15pm.

## 7. REPORT FROM B&NES WARD COUNCILLORS

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

- Extra 'Clean and green' days allocated to Saltford ward (and Bathavon North ward) by B&NES Council will take place from Monday 27<sup>th</sup> June to Friday 1<sup>st</sup> July. Ideas for actions were discussed including removal of temporary signs, graffiti removal, and street sign cleaning.
- Awareness of potential UNITE Union strike action impacting B&NES Waste and Recycling service.
- An update about roadworks near the Keynsham Recycling Centre (Pixash Lane) to accommodate building works at the site. Awareness was also raised about a pending planning consultation at the Keynsham Recycling Centre.
- An update following a meeting with Wessex Water regarding the Temporary Traffic Regulation Order for the High St and Mead Lane, as attended by B&NES Ward Cllrs, B&NES Officers and Saltford Parish Council. It was confirmed that waiting restrictions will only be activated to allow large vehicle access (i.e. vehicles larger than HGVs) 'ad hoc' and 'occasional' access, and that residents would be contacted by Wessex Water via post to let them know when this would be required. A phone number direct to Wessex Water will be shared in due course.

## **8. PLANNING MATTERS**

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

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

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

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

21/05395/FUL - Glenavon Farm 331 Bath Road Saltford BS31 3TJ. Change of use of part of agricultural field for the creation of a fenced dog walking paddock with timber shelter. Mr & Mrs Stratton

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

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

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

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

**b. Planning contraventions**

The planning enforcement case at Burnett Business Park as resolved under item 14.c at the May meeting has been assigned a case officer and reference number. B&NES Council has stated that it will assess the allegation and SPC will be updated as to progress with the case at regular intervals in accordance with the Council's Enforcement Policy.

The Council resolved to make B&NES Council's Planning Enforcement and Highways aware of a new sign on the A4 Bath Road situated on greenbelt land near speed signs. This decision was made due to concerns regarding the size, location and safety implications of the new sign.

**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:

**22/01969/FUL - 25 Victoria Road Saltford BS31 3AW.** Erection of a new single storey side extension and add a pitched roof to the existing rear extension following demolition of the existing garages. Mr & Mrs James Perrett

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

**22/02061/FUL - 11 Cavendish Close Saltford BS31 3LH.** Erection of part garage provision to provide kitchen and new sloping roof. Caroline Darts

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

**COMMENT:** Saltford Parish Council is supportive in principle for the garage to kitchen and storeroom conversion whilst having some concern that the remaining off-street parking provision will be limited.

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

New information was received after the Council resolved response to the LPPU Examination ([item 14.f at SPC's May meeting](#)). Following the outcome

of the B&NES Planning Committee decision permitting Planning Application '20/02673/OUT - Land Parcel 0005 Bath Road Keynsham' by developers Mactaggart and Mickel Homes Ltd to build 213 houses at the site known as Withies Green, Saltford Parish Council resolved to add supplementary information to its [hearing statement as resolved on 3 May](#).

SPC resolved that it viewed the decision made by B&NES Council as premature and that the planning decision had undermined the Inspector's Public Examination of the LPPU by pre-empting the Inspector's Examination Report as if it has no bearing or influence on such a major and controversial planning decision. The Council also viewed that the outline planning permission also contravenes NPPF (2021) paragraph 140 that requires such changes to be made through the preparation or updating of [local] plans. The Council agreed that a [full copy of SPC's hearing statement as resolved on 7 June](#) would be made available on SPC's website.

The Council also resolved to write to Rt Hon Jacob Rees-Mogg MP with a copy of its supplementary information requesting that he asks the Secretary of State for Levelling Up, Housing and Communities to call-in the planning decision for 20/02673/OUT for the reasons given in SPC's hearing statement.

## 9. FINANCIAL MATTERS

- a. **Monthly Financial Reports** – The report for May 2022 as recorded below was considered and accepted by members.
- b. **Schedule of Expenditure** – The expenditure listed in the schedule for June 2022 as recorded below was authorised and the schedule was signed by the Chair.
- c. **Cheque signatories** – Following the decision made at the May meeting to increase the number of cheque signatories ([Item 15.k](#)), the Council resolved to appoint an additional cheque signatory.
- d. **Banking Charge Card** – The Council authorised a payment of £32 p.a. on an ongoing basis for charge card fees with SPC's banking provider, to enable SPC to make card-only payments (including regular payments, mainly for IT purposes). Budget line: General Admin. Expenses
- e. **Tree condition assessment at St Mary's Churchyard** – The Council accepted the quote of £350+VAT by AllTree for a tree condition assessment at St Mary's Churchyard. Budget line: Churchyard Special Maintenance Projects
- f. **Saltford Sports Club grant application** – The Council was unable to consider a grant application from Saltford Sports Club for a sum of £1000 towards the costs of a media upgrade at the Club's premises including two

new television screens, speakers and everything needed to integrate with two existing screens as it was established that the application did not meet SPC's Grants Policy as the project had already concluded.

## **10. CHURCHYARD WALL SURVEY**

The Council received and discussed the report from Clegg Associates following their survey of St Mary's Church churchyard walls.

The Council agreed the repair works required. It resolved to seek quotes for wall repairs and maintenance works to take place, with quotes for works to be considered and agreed at a future meeting.

## **11. WESSEX WATER TEMPORARY TRAFFIC REGULATION ORDER (TTRO) FOR HIGH STREET AND MEAD LANE (BRIDGE WORKS)**

Cllr Chris Warren expanded on the points made by Cllr Duncan Hounsell under item 7 'Report from B&NES Ward Councillors' (above) following the meeting held with Wessex Water, SPC, B&NES Ward Cllrs, and B&NES Officers on 23 May regarding TTRO THTTC2877 (High Street and Mead Lane traffic restrictions in place for Wessex Water bridge works).

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

Following a meeting of the Salford Emergency Coordinators Group on Monday 23 May, the Council received an update from Cllr Chris Warren and the Parish Clerk about the Salford Emergency Plan.

It was shared that some Councillors and SPC staff are on the 'Salford Emergency Coordinators Group', acting in an independent capacity.

It was agreed that Salford Parish Council would host [Salford's emergency planning and resilience information](#) on its website, as well as where possible support with social media, website and noticeboard communications in the event of an emergency.

It was shared that SPC has contacted local groups and organisations about how appeals for help and support will be made during an emergency. It has also contacted B&NES Council's Emergency Planning team for comment.

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

Further to the decision resolved under [item 16 at the May 2022](#) meeting, the Council resolved to appoint Cllr Julie Austwick as a Link Member for the Salford Sports Club for 2022/23, further to Cllr Chris Warren who was appointed as a Link Member at the May meeting.

## **14. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES**

The Council received an update on the 'Salford Wildflower Project: All You Seed is

Love' initiative, including that c.600 square metres of wildflowers had been planted at a variety of locations in Saltford, including significant participation by Saltford School and Saltford Sports Club.

Initiatives for the remaining Beebombs held by SPC were agreed, including distribution to children in Saltford via the Scouts and Guides, and also possibly to Saltford residents via the Saltford Festival 'Open Gardens' day in July.

Cllr Harding raised that comments had been received from residents about issues associated with dog fouling in Admirals Park. SPC noted that shorter sections of grass pathways were being regularly mowed where dog fouling could be more easily picked up, and that the environmental benefits of the approach taken by B&NES Council for areas of long grass at this location were evident. It was suggested that if dog fouling not being picked up in long grass at this location was an issue that residents could contact the B&NES Council Dog Warden.

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

Advice about common scams used to access data was shared by Cllr Jon Godfrey. Councillors were reminded to remain vigilant.

## **16. PUBLICITY**

The Council agreed the content for its upcoming SCAN page for the July/August edition.

The Council also agreed articles for its free quarterly page in The Week In (due to be published 22 June).

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

Cllr Phil Harding stated that he would be attending the upcoming meeting of the River Avon Users Consultative Committee and outlined matters for discussion.

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

None reported.

## **19. RESOLUTION TO EXCLUDE THE PUBLIC**

The Council resolved to pass a resolution that in accordance with Standing Order 3.d, in view of the confidential nature of the business to be transacted in accordance with Standing Order 11.c and 11.d, that the public be temporarily excluded and they were instructed to withdraw.

## **20. REVIEW OF STAFF CONTRACT**

The Council resolved changes to the staff contract as proposed by Staffing Sub-Committee. The Council resolved to exceed the budget to accommodate the decision made.

The meeting closed at 8.55pm

Date confirmed ...../...../.....

Signed.....

**Next Parish Council meeting:** The next full council meeting will take place on Tuesday 5 July 2022 in the Wansdyke Room at Salford Hall, commencing at 7:15pm.



# SALTFORD PARISH COUNCIL

**Schedule of regular expenditure during June 2022  
– for authorisation by the Council at its meeting on 7 June 2022.**

<b>Description</b>	<b>Amount</b>	<b>Method</b>	<b>Budget heading</b>
June staff costs inc. salary, pension, HMRC tax and National Insurance	2185 estimate, 2200 maximum	Online BACS	Office staff
June SCA Hall hire	40 estimate, 45 maximum	Online BACS	Hall hire
June inTouch Communications Ltd phone system	20 (plus VAT) estimate 30 (plus VAT) maximum	Direct Debit	General administration
June Ambience Landscapes churchyard maintenance	155 (inc VAT) estimate 170 (inc VAT) maximum	Online BACS	Churchyard Maintenance
Chair's Allowance Apr-Jun	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: 24.05.22      £5,000**

I certify that the above payments made or to be made have been authorised at the meeting of the Parish Council on 7 June 2022.

SIGNED.....  
CHAIR / VICE-CHAIR

DATE:.....



Cash

£49

**TOTAL CURRENT BALANCE**

**£65,901**

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