



# **SALTFORD PARISH COUNCIL**

**Minutes of the meeting of the Council held in the Wansdyke Room at Saltford Hall on Tuesday 5 July 2022 at 7.15pm**

## **PRESENT**

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

**Officer:** Lottie Smith-Collins

## **1. MINUTES**

The minutes of the Council meeting held on 7 June 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 Julie Austwick, Dudley Bartlett and Jon Godfrey.

## **3. DECLARATIONS OF INTEREST**

Cllr Shayan Aziz declared an interest in item 8.d Planning application '22/02332/FUL Manor Cottage, Manor Road' as he is a neighbour of the applicant. Cllr Aziz stated that he would not participate in the discussion and would abstain from voting on this planning consultation.

## **4. PUBLIC TIME**

There were five members of the public present.

Two representatives from Saltford Santa Dash 2022 spoke in support of item 9.e 'Saltford Santa Dash 2022 grant application' and provided further information about the event and its aims.

A resident spoke in support of item 8.d Planning application '22/02283/FUL - The Old Granary Homefield Road'.

## **5. CHAIR'S ANNOUNCEMENTS**

Cllr Chris Warren announced that he will be participating with his band at one of the many Saltford Festival events taking place between 2<sup>nd</sup> – 10 July 2022.

## **6. CLERK'S ANNOUNCEMENTS**

The Clerk made the following announcements:

- SPC awaits information about a financial settlement following damage to the Norman Road phone box. The insurance company has apologised for the

delay in processing SPC's claim.

- B&NES Council has responded to SPC's request to install street lighting under or near the GWR bridge on The Shallows for safety reasons ([item 12 at SPC's November 2021 meeting](#)). The Senior Engineer for Street Lighting stated it was not practical or possible due to reasons including: lack of footway or verge for a lamppost; an installation would be contrary to good practice and not in accordance with BS5489-1:2020 or the CDM regulations for design and maintenance of public lighting; the nearest LV electrical supply is approx. 60m away and the cost of installing the electrical service would be excessive; no financial provision in the Council's current programme to increase lighting.
- SPC has raised concerns to B&NES Council that its responses (as a statutory consultee) to planning consultations are either not being displayed on the B&NES Planning Portal or that incorrect information is being displayed as SPC's response. SPC has contacted B&NES Council to request that all its responses are correctly added to the Planning Portal in a timely manner to ensure residents are aware of SPC's views.
- SPC recently received from B&NES Council more 'Lets Get Buzzing' signs plus window stickers to aid awareness of local environmental initiatives to support pollinators.
- New SPC logos have been received for the village road signs, these will be displayed in due course.
- SPC has contacted WECA to again request consultation and early communication regarding the Salford section (section 4) of the Bristol to Bath Strategic Corridor. It has also again requested outcome or evaluation information following WECA's 'Bristol to Bath Survey' which ran from the 26 August – 10 September 2021.
- SPC has again contacted WECA to request it investigates why SPC and other Parish Councils in the B&NES area have not received WECA transport consultations, and to ask for confirmation that it will be contacted and consulted correctly on the planned B2B Strategic Corridor consultation (due autumn 2022).
- As resolved under [item 8.e at the June 2022](#) meeting, SPC wrote to Jacob Rees-Mogg MP to raise its concerns about the decision made by B&NES Council's Planning Committee to give outline planning consent for 213 houses at Withies Green, Keynsham (application 20/02673/OUT). SPC received a response from Jacob Rees-Mogg MP stating 'I have made representations on your behalf to Michael Gove, Secretary of State for Levelling Up, Housing and Communities, in respect of your request that the planning decision be called in and will write to you again as soon as I have received a response'.
- SPC has raised awareness of '[The Circuit](#)', the National Defibrillator Network, by directly contacting all defibrillator owners it is aware of as well as sharing information about The Circuit on social media and the '[Defibrillators \(Salford\)](#)' page of its website (SPC does not own any defibrillators and as such cannot register defibrillators in Salford directly).
- SPC's Planning Committee will meet on Tuesday 2 August in the Avon Room at Salford Hall starting at 7:15pm. The next full Parish Council meeting will take place on Tuesday 6 September 2022 in the Avon Room at Salford Hall commencing at 7:15pm.

## 7. REPORT FROM B&NES WARD COUNCILLORS

Cllr Duncan Hounsell had circulated the Saltford B&NES Ward Councillors July report to SPC Cllrs in advance of the meeting. (The report is available to the public, please [contact Cllr Duncan Hounsell](#) directly using contact details are on the B&NES Council website to request a copy). The report was summarised by Cllr Hounsell at the meeting. Aspects of the report commented on included:

- B&NES Council 'Clean and green' days allocated to Saltford Ward (and Bathavon North Ward) Monday 27 June to Friday 1 July. Activities in Saltford included fly-poster removal, graffiti removal (free of charge for residential properties) and vegetation clearance reported via FixMyStreet.
- Cllr Hounsell has requested new street name plates to replace worn or faded signs. To date a new sign for Grange Road (at junction with A4 Bath Rd) has been confirmed.
- A reminder that road resurfacing of the A4 Bath Road (Copse Rd to Uplands Rd) will take place w/c 1 August over five nights, and that affected residents will receive a letter in advance from B&NES Council.
- A progress update on the Keynsham Recycling Hub Project works was shared, including predicted completion dates for the two main stages of the works. The Keynsham Recycling Centre will remain open for use by residents throughout the project works.
- B&NES Council's Discovery Card has been relaunched. New cards can be applied for by Saltford residents. Details on the B&NES Council website.

## 8. PLANNING MATTERS

### a. Decisions and appeals

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

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

**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

### b. Planning contraventions

At its June meeting ([Item 8.b](#)) SPC resolved to contact B&NES Council's Planning Enforcement and Highways teams regarding a new sign on the A4 Bath Road situated on greenbelt land near speed signs (concerns related to size, location and safety). Highways responded that this is a planning matter. Planning Enforcement confirmed receipt and stated that the matter will be allocated to a case officer for investigation.

B&NES Council's Planning Team has informed SPC following the Parish Council's consultation response to application '21/04931/FUL – 72 Manor Road' that an application has not been submitted to B&NES Council to retain the building as a residential extension and as such the matter has been passed to the planning enforcement team who will take this matter forward.

SPC resolved to raise a possible planning contravention to the attention of Planning Enforcement with regards to a temporary paddleboarding business 'feather flag' advert being situated regularly on the public path. The council recognised concerns that it sets an unwelcome precedence of business advertising by the river (the river bank is in the Saltford Conservation area) as well it creating access issues for those who visit and use the river side area.

**c. Planning items of urgent information**

Cllr Phil Harding shared that he had viewed the Keynsham East section of the Local Plan Partial Update (LPPU) Public Examination hearing. Cllr Harding provided a summary to those present.

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

**22/02170/FUL - 43 Claverton Road West Saltford BS31 3DU.** Erection of single storey rear extension. Mr Andrew Martin.

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

**22/02283/FUL - The Old Granary Homefield Road Saltford BS31 3EG.**

Conversion and extension of existing garage to form 1no new dwelling at The Old Granary. Heather Hopkins

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

**22/02332/FUL - Manor Cottage Manor Road Saltford BS31 3AF.** Demolition of existing outbuildings and swimming pool and the erection of a new single storey garage / storage building and alterations and extensions to the main house. Mr David Roberts

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

**22/02473/FUL - 30 Grange Road Saltford BS31 3AG.** Erection of an extension and alterations. Mr Richard Iles

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

this application.

## 9. FINANCIAL MATTERS

- a. **Monthly Financial Report** – The report for June 2022 as recorded below was considered and accepted by members.
- b. **Schedule of Expenditures** – The expenditure listed in the schedules for July 2022 and August 2022 as recorded below were authorised and the schedules were signed by the Chair.
- c. **SPC Debit Card** – Following receipt of new information the Council resolved to retract its [June 2022 9.d 'Banking Charge Card'](#) resolution. SPC instead resolved to apply for a debit card for use by the Clerk for card-only payments and petty cash use. Any spend will be in line with Financial Regulations and Standing Orders.
- d. **iTeam Solutions website hosting** – The Council authorised expenditure to iTeam Solutions of £120 + £28 VAT for annual webhosting of SPC's website [www.salfordparishcouncil.gov.uk](http://www.salfordparishcouncil.gov.uk) 26.08.22 to 25.08.23 (Budget heading: Publicity)
- e. **Salford Santa Dash 2022 grant application** – The Council authorised a grant of £225 to the Salford Santa Dash 2022 for re-usable start and finish line field banners. The Council resolved an overspend on the Miscellaneous Grants budget to enable the grant to be given (Budget heading: Misc. Grants).

## 10. QUOTES FOR CHURCHYARD WALLS MAINTENANCE

The Clerk reported that three quotes had been sought for maintenance and repair works following receipt of the churchyard walls engineer's report and SPC's subsequent wall inspection, as resolved under [item 10 at the June meeting](#). It was noted that one section of the wall had deteriorated since the engineer's report had taken place.

A single quote was received which included repairs to the section of deteriorated wall. The Council resolved to accept the quote of £1,725 from S&G Stonemasons. The Council resolved to overspend on the Churchyard Special Maintenance Projects budget to accommodate the spend (Budget heading: Churchyard Special Maintenance Projects).

## 11. CHURCHYARD ARBORICULTURALIST REPORT

The Council received the arboriculturist report from AllTree following their inspection of churchyard trees in June 2022. The report stated that one tree (a Common Lime)

at the churchyard required work and recommended that action be taken in the next 24 months.

The Council resolved to seek quotes for this work in line with SPC's Financial Regulations.

## **12. RESPONSE FROM FIRST BUS FOLLOWING SPC'S REQUEST FOR 'FARE FAIRS FOR SALTFFORD'**

The Council considered the response received from Doug Claringbold, Managing Director of First Bus West of England, following SPC's request for fairer bus fares for Saltford's residents. In [March 2022 \(Item 11\)](#) SPC resolved to request the company remove Saltford from its 'West of England' fare zone and instead extend both the Bristol travel zone and Bath travel zone to overlap in Saltford.

SPC viewed that Mr Claringbold's response did not adequately address the request made by SPC or the disparity in fares paid by Saltford residents to travel to Bath and Bristol. The Council resolved to contact Mr Claringbold again for a response. It also agreed to invite him to meet with the Council and residents to discuss the matter.

It was agreed that SPC's response and invitation would be copied to Jacob Rees-Mogg MP and Dan Norris, Mayor for the West of England Combined Authority.

## **13. SUPPORT REQUEST BY EXTINCTION REBELLION (XR) YOUTH BRISTOL FOR BUS TRAVEL CAMPAIGN**

SPC viewed the two demands by Extinction Rebellion (XR) Youth Bristol regarding their new campaign about bus travel in the West of England. XR Youth Bristol had contacted SPC for its support.

The Council resolved to respond to XR Youth Bristol to state that SPC is actively requesting First Bus lower fares for all Saltford residents. It was agreed that SPC would share its website articles with XR Youth Bristol about its actions taken to date.

## **14. QUIET LANE(S) IN SALTFFORD**

'Quiet lanes' are open to motorists, with signage to improve driver consideration (and to remind all users) that the lanes are shared spaces with e.g. walkers/cyclists/horse riders. Government funding is available to highways authorities for costs incurred to erect signage for quiet lanes.

SPC resolved to approach B&NES Council (the Highways Authority) to ask about their intentions to introduce 'quiet lanes' in the B&NES Council area, and if so, to consider designating quiet lane status on a section of unlined highway on Manor Road (lane running parallel with Montague Road) and Longwood Lane.

## **15. TRO REQUEST TO EXTEND YELLOW ZIGZAGS ON MANOR ROAD (AT REAR OF SALT FORD PRIMARY SCHOOL)**

SPC resolved to request B&NES Council (the Highways Authority) extend the existing yellow zigzag lines at the rear of Saltford School on Manor Road to the start of the driveway at 66 Manor Road. The Council also resolved to request B&NES Council install zigzag lines parallel to these (e.g. opposite side of the road to 66 to 56 Manor Road). This request was resolved on safety grounds.

SPC understands that any action taken by B&NES Council is likely to be in spring 2023 when Traffic Regulation Orders (TROs) in Saltford are next considered, and that these proposed actions would be subject to public consultation as part of the TRO process.

## **16. INVITATION TO MEET WITH B&NES COUNCIL CHAIR CLLR SHAUN STEPHENSON MCGALL**

SPC considered the letter received from Cllr Shaun Stephenson McGall, B&NES Council Chair, which stated that he is keen to visit parishes during his time in office to deepen further civic and community relationships.

To enable Councillors time to identify the benefits to Saltford of such a visit, the Council agreed to consider inviting Cllr Stephenson McGall to Saltford at a later date. It was resolved that this item will be discussed at SPC's October 2022 meeting.

## **17. PARISH LIAISON MEETING – WEDNESDAY 13 JULY**

It was resolved that Cllr Chris Warren would attend the Parish Liaison meeting at The Space in Keynsham on 13 July, with Cllr Julie Austwick (whose apologies had been received) also being approached to attend if available. This first 'in person' Parish Liaison meeting since the pandemic will include the opportunity for Councillors to meet with officers from B&NES Council services including Highways, Planning and Transport, Waste and Cleansing, and Senior Officers and Cabinet members.

## **18. SLIPWAY ACCESS TO THE RIVER**

The Council discussed whether SPC's previous request to the B&NES's Waterspace Study for steps for users of small unmotorised boat or water craft (e.g. SUP, kayak, canoe etc.) into the river at The Shallows remained appropriate. SPC resolved that if B&NES Council could afford modest steps to access the river this is something SPC will support in principle on safety grounds.

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

The Council received an update on the 'Saltford Wildlife Project: All You Seed is Love' initiative. It was shared that c.100 Beebombs had been distributed to residents participating in the Saltford Festival Open Gardens event, with a view that plants for

pollinators would be a topic for conversation during the event held on 2 July and that it may result in wildflower patches being on view at future similar events.

SPC resolved to offer a small number of Beebombs for the benefit of residents at Kingfisher Lodge Care Home. An update on this will be provided at the September meeting by Cllr Phil Harding.

Cllr Adrian Betts requested that SPC contact B&NES Council to ask for information about weed clearance, specifically invasive weeds, from longer grass areas.

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

No updates were received.

## **21. PUBLICITY**

SPC resolved to review its approach, effectiveness and the general content of its publicity at its September 2022 meeting.

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

The Clerk reported that information from the recording of the Keynsham Area Forum which took place on 23<sup>rd</sup> June had been shared via SPC's website and social media. This included information about WECA's Bristol to Bath Strategic Corridor; the Saltford Ukrainian Support Network (lead by SCA); and A&S Police's Keynsham Beat Team and Hicks Gate Fire Service reports for June 2022.

The Clerk reported that they had attended the Saltford Scouts AGM on 28<sup>th</sup> June. It was shared that more voluntary support from members of the Saltford community was required at Saltford Scouts, and that this was required for some packs to remain viable. Volunteers for the executive committee were also required. SPC had offered to assist in sharing the message that Saltford Scouts required volunteers via its communication channels, particularly in light of Saltford Scouts being recognised as the winners of SPC's Community Awards 2022 'Volunteer Team of the Year'.

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

No items were received.

The meeting closed at 09.41 pm.

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

Signed.....



**Next Parish Council meetings:**

- The next full council meeting will take place on Tuesday 6 September 2022 in the Avon Room at Salford Hall, commencing at 7:15pm.
- SPC Planning Committee will meet on Tuesday 2 August in the Avon Room at Salford Hall, starting at 7:15pm.

# SALTFORD PARISH COUNCIL

## Schedule of regular expenditure during July 2022

– for authorisation by the Council at its meeting on 5 July 2022.

Description	Amount	Method	Budget heading
July staff costs inc. salary, pension, HMRC tax and National Insurance	£2330 estimate, 2400 maximum	Online BACS	Office staff
July SCA Hall hire	40 estimate, 45 maximum	Online BACS	Hall hire
July inTouch Communications Ltd phone system	20 (plus VAT) estimate 30 (plus VAT) maximum	Direct Debit	General administration
July Ambience Landscapes churchyard maintenance	155 (inc VAT) estimate 170 (inc VAT) maximum	Online BACS	Churchyard Maintenance
Annual office rent	1500	Online BACS	Office Accommodation

The following sums have been transferred from the Business Instant Deposit Account into the Current Account to cover outstanding invoices and expenditure:

**Date: 28.06.2022    £5000**

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

SIGNED.....  
CHAIR / VICE-CHAIR

DATE:.....

# SALTFORD PARISH COUNCIL

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

<b>Description</b>	<b>Amount</b>	<b>Method</b>	<b>Budget heading</b>
August staff costs inc. salary, pension, HMRC tax and National Insurance	£2330 estimate, 2400 maximum	Online BACS	Office staff
August SCA Hall hire	40 estimate, 45 maximum	Online BACS	Hall hire
August inTouch Communications Ltd phone system	20 (plus VAT) estimate 30 (plus VAT) maximum	Direct Debit	General administration
August Ambience Landscapes churchyard maintenance	155 (inc VAT) estimate 170 (inc VAT) maximum	Online BACS	Churchyard Maintenance
ICO Data protection fee annual renewal 2022	35 estimate 40 maximum	Direct Debit	General admin expenses

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**

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

SIGNED.....  
 CHAIR / VICE-CHAIR

DATE:.....

# Saltford Parish Council

Monthly Financial Report for June 2022 - Month 3

Quarter period 1

	Budget to date	Actual to date	Budget Year end position
<b>RECEIPTS:</b>			
Precept & any grant	£20,502	£20,503	£41,005
Interest on Investments	£1	£2	£5
Other Income: Allotments	£40	£164	£160
VAT Reimbursements	£1,100	£1,096	£1,100
Other	£0	£0	£0
<b>Subtotal without CIL</b>	<b>£21,643.54</b>	<b>£21,764.24</b>	<b>£42,269.59</b>
CIL Payments	£0.00	£0	£0
<b>Total Income</b>	<b>£21,644</b>	<b>£21,764</b>	<b>£42,270</b>

**PAYMENTS:**

General Administration	£375	£107	£1,500
Office accommodation	£375	£0	£1,500
Office Staff	£6,625	£6,547	£26,500
Office Equipment	£75	£0	£300
Training	£250	£798	£1,000
Auditing	£475	£270	£500
Insurance	£400	£357	£400
Publicity	£175	£231	£700
Subscriptions	£10	£0	£40
Chairmans Honorarium	£75	£75	£300
Councillors' expenses	£25	£0	£100
Hall / Room Hire	£138	£93	£550
Maintenance: Church Yard Grounds	£438	£384	£1,750
Allotments	£63	£0	£250
Churchyard Special Maintenance Projects	£375	£455	£1,500
Allotment site rent	£25	£0	£100
Miscellaneous Grants	£250	£1,000	£1,000
Council led schemes	£500	£455	£2,000
Environment schemes	£250	£0	£1,000
VAT	£200	£287	£800
<b>Subtotal without CIL</b>	<b>£11,097.50</b>	<b>£11,058.67</b>	<b>£41,790.00</b>
CIL-related expenditure	£0	£0	£5,092
<b>Total Payments</b>	<b>£11,098</b>	<b>£11,059</b>	<b>£46,882</b>

**BALANCE AT END OF MONTH:**

Current account	£6,406
Business Instant Access account	£56,925

Cash

£49

**TOTAL CURRENT BALANCE**

**£63,380**

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