



# SALTFORD PARISH COUNCIL

Minutes of the meeting of the Council held in the Avon Room  
at Saltford Hall on Tuesday 4 October 2022 at 7.15pm

## PRESENT

**Councillors:** Chris Warren (Chair), Julie Austwick, Dudley Bartlett, Adrian Betts and Phil Harding (Chair of Planning Committee).

**Officer:** Lottie Smith-Collins

## 1. MINUTES

The minutes of the Council meeting held on 6 September 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 Shayan Aziz, Marie Carder, Gary Graveling and Sally Turner.

## 3. DECLARATIONS OF INTEREST

Cllr Chris Warren declared an interest in item 9.f 'Invoice from Andy Warren Electrical Installation for High Street phone box electric works' as he is a relative of Andy Warren (Cllr Warren stated under the item itself that he would not vote on the matter and abstained when the vote was taken).

## 4. PUBLIC TIME

There were 8 members of the public present.

Two representatives from Saltford Sports Club spoke in support of, and provided further information about, Item 9.e 'Saltford Sports Club grant application'.

One member of the public spoke in support of Item 8.d 'Planning applications – 42 Stratton Road'.

## 5. CHAIR'S ANNOUNCEMENTS

The Chair stated that this was the first Saltford Parish Council meeting since the sad death of Her Majesty Queen Elizabeth II and noted that King Charles III had been proclaimed as sovereign.

## 6. CLERK'S ANNOUNCEMENTS

The Clerk made the following announcements:

- **Marking the death of HM The Queen:** Saltford's Book of Condolence following the death of HM The Queen has now been closed. It will be held in the power of Saltford Parish Council. A Letter of Condolence from Saltford Parish Council has been sent to the private secretary of King Charles III.

- **Fairer bus fares for residents:** Following SPC's campaign for First Bus 'fairer fares' the Parish Council welcomes the change to West of England Zone ticket prices with singles and 2 trip tickets based on distance travelled within the zone (0-3 miles, 3-6 miles, and 6+ miles) making fares cheaper and fairer for residents travelling to Bath and Bristol. SPC also welcomes £1/£1.80 single/2 trips for 5-15yr olds anywhere in the zone, following SPC's request that First Bus make bus travel more financially viable and competitive for families and young people.
- **Parking in old village area:** Cllr Hounsell and the Parish Clerk met with B&NES Highways Officers following the resolutions made at SPC's September meeting (items 10-13). B&NES Officers are following up on ownership of the verge near the High Street / The Shallows junction prior to any actions being taken regarding bollards/boulders to prevent parking on the double yellow lines. B&NES Highways officers are also identifying responsibility for the green space around The Shallows car park prior to any further actions being taken. B&NES Highways will arrange for additional Resident Parking Zone signs on The Shallows and stated they will look to action other ways to better define the RPZs for the benefit of both residents and visitors to the area. SPC forwarded notes to B&NES Head of Parking following the meeting reiterating SPC's requests as resolved at the September meeting. Highways Officers suggested SPC approach B&NES Council for tree planting at The Shallows Ecology Zone.
- **Central pedestrian island refuge on A4:** At the same meeting, Cllr Hounsell and the Parish Clerk accompanied B&NES Highways Officers to view the proposed location of the pedestrian traffic island refuge near the Bristol bound 'The Shallows' bus stop on the A4 Bath Road, as requested by SPC in 2019. B&NES Officers confirmed SPC's request was still on B&NES Council's list for action, however that as the list is reviewed annually with the most pressing requirements taking priority in line with budget allowances, SPC's request will remain on B&NES Highways list for works but they could not comment on when the work would take place.
- **Paddleboarding business complaints:** SPC has received resident complaints about a Paddleboarding business operating from B&NES Council owned land. Concerns include parking issues and disruption to public amenity due to business use. B&NES Council has requested further information about incidents and activity. Residents can contact SPC for details to be passed to B&NES Council.
- **Pavement maintenance:** Following SPC's request as resolved at the September meeting, B&NES Council has responded to state that the maintenance requested does not need immediate attention, and that as there are future works identified in this area they have included the pavement maintenance requested by SPC to be resolved at the same time.
- **Highways maintenance:** Following SPC's requests as resolved at the

September meeting, B&NES Council have reviewed and stated that the sites suggested are low priority against other concerns on the network but they will have a better picture following the first review. They stated that Beech Road and the general area has a Micro Asphalt Surface treatment applied a few years ago and that the high stress areas can peel, which is purely cosmetic and would not meet criteria for resurfacing against other priorities elsewhere on the network, adding that excessive use does not factor if there is no condition data to back up the need for intervention. B&NES Council recognised that Rodney Road has isolated areas requiring attention and is on the long-term list but it is unlikely that works will take place in 2023/24.

- **Defibrillators:** SPC is aware of a new defibrillator by the doors to Saltford Sports Club, increasing the number of (known) defibrillators in the village to eight. SPC has updated its [defibrillator webpage](#). Residents are encouraged to contact SPC if aware of any others in Saltford further to those listed.
- **Tree works at St Mary's Churchyard:** Tree works will take place at St Mary's Churchyard in January, the church has been informed.
- **Heritage streetlamps:** B&NES Council has informed SPC that Saltford's Conservation Area street lamps (bulbs) will be changed in the next few months from sodium to LED, making them more energy efficient and reducing emissions. SPC welcomes this action by B&NES Council.
- **B&NES Health and Wellbeing Survey:** This survey to help inform key priorities in the new Health and Wellbeing Strategy is open to all B&NES residents to participate until 31 October, more information is available on the [B&NES Council website](#).
- **Date for 'Meet your Community Police Officers' event:** SPC has proposed a date and awaits confirmation from the Keynsham Beat Team.
- **FILCA:** The Parish Clerk has completed the SLCC Financial Introduction to Local Council Administration course.

## 7. REPORT FROM B&NES WARD COUNCILLORS

Cllr Duncan Hounsell had circulated the Saltford B&NES Ward Councillors October 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 on the B&NES Council website). The reports were summarised by Cllr Hounsell at the meeting, aspects commented on included that:

- c.£500k has been spent by B&NES Council in Saltford village since 1 April on special projects including Bath Road resurfacing works, Uplands Road resurfacing works, a contribution to Saltford Tennis Club's new clubhouse. Funds have been set aside for works at Saltford Brass Mill and to resolve matters relating to Mead Lane moorings.
- Saltford's B&NES Ward Councillors (Cllr Hounsell and Cllr Alastair Singleton) attended a meeting with Bristol Airport managers to discuss resident concerns about flight paths, low altitudes, frequency, noise and night flights. Cllr

Hounsell shared information that there had been a 13.3% increase in 2022 in flights with dispensations further to the 3000 summer night movements permitted (dispensations allowed on the grounds of emergency, avoiding hardship to travellers, and mass congestion) with Bristol Airport representatives saying that there are likely to be far fewer dispensations in summer 2023. Bristol Airport managers had stated that they would be willing to attend and speak at a SPC meeting in the New Year if invited.

- Gullies (drains) are being systematically cleared by B&NES Council's Flooding and Drainage team, including blocked drains on the High Street.
- If residents are able to help cut down old fly-posts and/or clear gutter weeds with a hoe (if safe to do so) near where you live that would be appreciated.

## **8. PLANNING MATTERS**

- a. **Decisions and appeals** – No decisions or appeals information had been received from B&NES Council (the Planning Authority).

- b. **Planning contraventions**

**LB Avon Paddleboarders advertisement on The Shallows** – following complaints received about business use at this residential area (also part of the Saltford's Conservation Area), B&NES Parking has confirmed to SPC that use at The Shallows car park by this business has not been permitted and that any vehicles using its car park not for its intended use will be subject to Penalty Enforcement Notices, including any users of the business not parking in marked bays. B&NES Council's planning enforcement team is investigating the possible change of use at this location due to business activity by LB Avon Paddleboarders, which is taking place on B&NES land. Further to the complaints received, B&NES Council has requested reports of business use and subsequent harm to amenity, these can be sent to Saltford Parish Council who will amalgamate and submit information to B&NES Council.

**22/00332/UNAUTH Wellwood Spa Retreat, Selwood Farm near Norman Road** - SPC has been made aware that the planning enforcement case opened by B&NES Council at Wellwood Spa Retreat, Selwood Farm on the grounds of potential change of use has now been closed following investigation. SPC has been informed by B&NES Council that once the development is completed and should the property then be operating a holiday let and spa business, Planning Enforcement would be able to investigate this case again if a new complaint is made.

**21/00334/UNAUTH – Picnic field opposite The Shallows (Kelston Parish / Newbridge Ward)** - B&NES Council's Enforcement Officer has confirmed that the landowner has agreed that they will remove signage which advertises the use of the field for recreation. An officer will conduct a site visit within the next couple of weeks to ensure that this has been carried out. Saltford Parish Council agreed at the meeting that this action should include signs on gates near the site and bins (including signs on bins) as these also defined the area as a recreational site rather than an agricultural field / PROW route. B&NES Council have supplied a monitoring

form available to residents, and have encouraged this to be used to document any future breaches of planning control on the site. A breach would be an event (e.g. involving burger vans or the like) or number of events exceeding 28 days per calendar year. Should there be a suspected material change of use exceeding 28 days in the future, the Case Officer would be happy to re-open the case for investigation.

**22/00336/NONCOM - 22 Uplands Road** - The Clerk reported that SPC had been made aware of possible non-compliance activity as opened by B&NES Planning Enforcement relating to planning case '18/01449/FUL – 22 Uplands Road'. The Case officer had advised at the time that a variation to the approved plans could be submitted within 42 days for the Planning Authority's consideration. On 29 September SPC received a planning consultation: '22/03859/VAR - 22 Uplands Road Saltford BS31 3JJ. Variation of condition 2 (plans list) of application 20/04737/VAR (Variation of condition 2 (plans list) of application 20/02694/VAR (Variation of condition 2 (Plans List) application 19/03008/VAR. (Variation of condition 2 attached to application 18/01449/FUL (Erection of 1no. 2bed single storey dwelling (resubmission))))). This consultation will be an item on SPC's November agenda, residents have until 20 October to respond to the Planning Authority's 21 day period for comments.

**22/00363/UNAUTH – Parcel 8831 Bath Road** (part of parcel 8831, land between 584 and 586 Bath Road, Saltford). Following discussion at its May meeting and as resolved at its September meeting, SPC reported a possible change of use at this agricultural field which is situated in green belt. B&NES Council has since confirmed that it has opened a planning enforcement case. As resolved in September the Environment Agency (EA) has also been informed; the EA have stated that they will also investigate due to the appearance of end-of-life vehicles and tyres being stored at this location.

### **c. Planning items of urgent information**

The Clerk reported that B&NES Council had informed SPC that a consultation on the timetable for the preparation of the new Local Plan for Bath and North East Somerset had opened (on 4 October) and that it would end on 15 November. The Local Plan is B&NES Council's primary tool for place shaping and is the basis for decision making on development and the use of land across the district. Residents, partners and stakeholders have been invited to comment. The consultation will be an item on the agenda at SPC's 1 November meeting. Further information is available on the B&NES Council webpage '[Future Policy \(Local Plan\)](#)'.

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

**22/03474/FUL - 22 Stratton Road Saltford BS31 3BP.** Two storey side extension with a single storey rear extension. Mr & Mrs Richard Mayne

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

**22/03471/FUL - 42 Stratton Road Saltford BS31 3BW.** Two storey side and a single storey rear extension & front porch. Mr & Mrs Murco & Iulia Popa & Cioroipau

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

**22/03590/FUL - 4 Cavendish Close BS31 3LH** Erection of two storey side extension and front extension following demolition of existing garage. Mr G Lewis

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

**e. Letter to B&NES Council in response to the B&NES Council Local Plan Partial Update (LPPU) Consultation**

The Council discussed and resolved the contents of an [open letter](#) from SPC to B&NES Council in response to its [Local Plan Partial Update consultation](#) on main and final modifications to the LPPU.

The open letter to B&NES Council's Head of Planning and Deputy Head of Planning (Policy) stated that SPC would not be submitting specific comments on the main modifications covered by the consultations as SPC fundamentally opposed the modifications to policies effecting Saltford, referencing two East Keynsham safeguarded land sites totalling over 280 dwellings. SPC's letter also stated that the Parish Council wants to place on record that it is extremely disappointed that B&NES Council has not learnt from the mistakes of its existing Local Plan by prematurely seeking the development of safeguarded land in the LPPU, and that the likely consequences of this for residents included significant traffic issues on the A4 corridor and in Keynsham. A full copy of SPC's open letter is available on the Parish Council's website.

The Council resolved to copy the letter in to Jacob Rees-Mogg MP, Kevin Guy (Leader of B&NES Council), Tim Ball (B&NES Council Cabinet Member for Planning and Licencing), Saltford's B&NES Ward Councillors, Keynsham Town Council and the Inspector for the LPPU.

It was noted that residents are also able to respond to the [current LPPU consultation](#), information is available on the B&NES Council website (end date 2 November).

## **9. FINANCIAL MATTERS**

- a. **Monthly Financial Report** – The report for September 2022 as recorded below was considered and accepted by members. It was noted that when considering the total payments line, the insurance settlement of £5,390 for the Norman Road phone box is entered as a minus (and not as income).
- b. **Schedule of Expenditure** – The expenditure listed in the schedule for

October 2022 as recorded below was authorised and the schedule was signed by the Chair.

- c. **Book of Condolence** – The Council authorised a spend of up to £30 for a replacement Book of Condolence, to use when next required in line with SPC’s ‘Marking the death of a senior public figure or elected member protocol’ (Budget heading: General Administration).
- d. **Donation in memory of HM The Queen** – The Council resolved to authorise expenditure of £50 as a [tribute](#) to HM The Queen in lieu of flowers from SPC on behalf of Saltford residents. The Council resolved to donate £50 to the Campaign to Protect Rural England Society (Avon and Bristol branch), a charity of which the late Queen Elizabeth II was Patron (Budget heading: Council Led Schemes).
- e. **Saltford Sports Club grant application** – The Council authorised a grant of £2,000 to Saltford Sports Club to contribute towards the infrastructure costs of two new Petanque courts (estimated to total at £ 4508.74). (Budget heading: CIL Funds).
- f. **Invoice from Andy Warren Electrical Installation for High Street phone box electric works** – The Council authorised a payment of £150 for the disconnection of the High Street ex-BT phone box (Works took place in c. spring 2021) as part of the High Street phone box project (Budget heading: Council Led Schemes)
- g. **Remembrance Day wreath** – The Council authorised expenditure of up to £28.99 (£25 as a donation to the British Legion - plus £3.99 P&P costs if required) for SPC’s Remembrance Day wreath (Budget heading: Council Led Schemes).
- h. **Annual fee for the Wick House Close Allotments** – The Council authorised a payment of £100 according to the licence agreed between Saltford Parish Council and Curo Places Limited (Budget heading: Allotment site rent).
- i. **iTeam Solutions domain hosting**– The Council authorised a spend of £37.50+VAT (total £45) to iTeam Solutions for 1 year’s website domain hosting (Budget heading: Publicity).

## 10. QUOTES FOR CHURCHYARD WALLS MAINTENANCE

The Clerk reported that the Council had sought three quotes and received one quote based on the report from Clegg Associates, SPC’s subsequent repair works as identified following the survey of St Mary’s Church churchyard walls, and photos showing further deterioration of the Eastern Boundary (section 6.0 in the documents). Due to concerns regarding levels of reserve spend required to

accommodate the quote received, it was resolved that the Council would liaise with the company that had quoted as well as seek further quotes for the Council's consideration at the November meeting.

## **11. ANNUAL REVIEW OF GOVERNANCE AND MANAGEMENT RISK REGISTER**

The Council's Governance and Management Risk Register is reviewed annually. The Council agreed updates to the Saltford Parish Council Governance and Management Risk Register and resolved to accept the revised document.

## **12. ANNUAL REVIEW OF FINANCIAL REGULATIONS**

Saltford Parish Council's Financial Regulations must be reviewed annually. The Council resolved to adopt the NALC model Financial Regulations, adapted with revisions made in line with SPC's previous year's Financial Regulations (adopted October 2021) and agreed further updates to the regulations. The Council resolved to accept the revised document.

## **13. REVIEW OF ST MARY'S CHURCHYARD MANAGEMENT PLAN**

SPC is responsible for safety management at St Mary's Churchyard, Saltford. The Council reviewed SPC's St Mary's Churchyard Management Plan and resolved updates to the plan.

## **14. REVIEW OF SOCIAL MEDIA AND DIGITAL COMMUNICATIONS POLICY**

The Council resolved to adopt an updated version of the SPC Social Media and Digital Communications Policy (the policy is reviewed on an annual basis).

## **15. NORMAN ROAD PHONE BOX REPLACEMENT PROJECT**

The Council agreed actions for the next steps for the Norman Road Phone Box project following receipt of the insurance settlement. The Council resolved to seek a quote from X2 Connect Telecom Solutions, with SPC likely to purchase a remanufactured kiosk or possibly a resold kiosk (X2 Connect are the only BT approved reseller of the red telephone kiosks). Cllr Chris Warren will contact the company to discuss the specification required and to seek a quote for the Council's consideration.

The Council agreed to contact with Flourish to assert if they are still interested in installing and maintaining a flower display in the phone box (as agreed prior to the destruction of the previous phone box in a Road Traffic Accident).

It was agreed that it was Saltford Parish Council's hope that Saltford Building Services and Saltford Kitchens will purchase and be responsible for a defibrillator on the external side of the new phone box once replaced (as offered prior to the destruction of the previous phone box).



Quotes for works for the installation of the new phone box and to prepare it for its future purpose will be sought based on relevant sections of the previous specification (adapted from the specification for the Norman Road phone box dated December 2021) and the works detailed in the estimate requested by the insurance company as part of SPC's claim.

Quotes will be discussed and agreed for both a replacement phone box, for works required to install and prepare the phone box for future use (flowers, defibrillator etc) with either or both quotes also including quotes for transportation of the new phone box to Norman Road, at the November meeting.

## **16. 'SALTFORD VILLAGE' FINGERPOST DAMAGE**

The Council expressed regret at the recent destruction of the heritage iron fingerpost 'Saltford Village ¼' at the junction of Norman Road and Manor Road, Saltford. It was noted that as the fingerpost was not a SPC asset or SPC's responsibility (nor is any part of the heritage road sign) that SPC would request that B&NES Council replace the finger post. SPC acknowledged that if B&NES Council replaced the sign it would likely be made of plastic rather than iron as previously, but viewed this as an appropriate action due to this being the second time that the fingerpost has been destroyed.

## **17. WEST OF ENGLAND COMBINED AUTHORITY (WECA) PARISH COUNCIL BUS SURVEY**

It was reported by the Clerk that Cllr Jon Godfrey had attended the WECA Parish Councillors Zoom meeting on 21 September about WECA's externally-led network review on buses, and that he had provided an email summary following the meeting for the Council's information.

The Council resolved to respond to the WECA Parish Council Bus Survey (end date 12 October) which included requests that:

- X39/39 (First Bus) maintains the reduced fares introduced on 25 September, specifically the West of England Zone fares by distance (both single and 2 trip) for adults, and the flat fare for 5-15 year olds
- X39/39 (First Bus) increase the number/frequency of evening buses – the service currently reduces from one every c.15 minutes to one every 30 minutes from 6pm
- X39/39 (First Bus) addresses reliability issues following reports that buses do not arrive according to the timetable
- X39/39 (First Bus) ensures electronic information at bus stops and on the First Bus app is more accurate for users
- X39/39 (First Bus) reduces overcrowding by increasing frequency of services especially during peak times
- A4 (Airport Bus) increases number of services to the airport (as some services terminate in Keynsham)

## **18. B&NES COUNCIL ‘STREET TREES PROJECT’ PUBLIC CONSULTATION**

SPC resolved its response to the [B&NES Council Street Trees Project consultation](#), supporting the proposed tree planting plan on Stratton Road with permission from Curo.

The Council also resolved a response to B&NES Council’s proposals to plant trees on The Shallows and on The Outlook in line with B&NES Council’s [Tree and Woodland Delivery Plan](#). The Council agreed with the species of trees listed and with proposals to plant five trees near The Shallows car park and The Shallows highway.

The Council objected to proposals to plant five trees on The Outlook. This objection was based on B&NES Council’s trees at this location already blocking what was historically a location that allowed wide-ranging views over the Avon Valley, a matter which SPC has raised to the attention of B&NES Council on previous occasions.

Saltford Parish Council instead requested that trees were planted at The Shallows Ecology Zone, to replace trees and vegetation that had been destroyed and removed by recreational users of the river ‘forcing’ access to the river bank. It was noted that tree planting to close the vegetation gap was supported by B&NES Highways and B&NES Parks and Green Spaces officers as expressed previously, although no action had been taken to date due to lack of resource and funds.

## **19. NFU PETITION – TOTAL NATIONAL BAN ON SKY LANTERNS**

NFU have stated that sky lanterns are highly dangerous and can start wildfires, kill livestock, destroy crops and set buildings alight. The Council resolved to publicly support and sign NFU’s petition which campaigns for a total ban on sky lanterns in England and Wales, for safety and environmental reasons. Information about the petition can be found on the [NFU website](#).

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

No updates were received.

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

No updates were received.

## **22. PUBLICITY**

The Council agreed content for the Parish Council’s next SCAN page and its autumn e-newsletter.

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

The Council received the following reports from Link Members about external meetings:

- Cllr Julie Austwick and Cllr Chris Warren provided feedback following their attendance at the Keynsham Area Forum meeting on 19 August, which had a 'World Café' format to enable Councillors to meet with B&NES Council officers from Planning, Highways (including [FixMyStreet](#)), and Waste & Recycling.
- The Parish Clerk provided feedback following the B&NES ALCA meeting on 7 September. This included raising issues about poor communications from WECA, specifically regarding consultations, as well as requests for improved communications with B&NES Council to be considered as part of the Parish Charter update. The Clerk also requested that ALCA support Parish Councils to enable them to better respond to B&NES Council consultations, including requesting that the time periods for consultations are extended to accommodate Parish Council meeting dates and also for consultations to be supplied in Word format so Parish Councils can better identify relevance and (if appropriate) discuss and respond.
- The Parish Clerk provided feedback from the Keynsham Area Forum meeting on 29 September. Key presentations included the [Local Plan consultation](#) and the [Health and Wellbeing Strategy Survey](#). There was also a presentation about Emergency Resilience Planning, which the Clerk responded to following Saltford's own recent [resilience planning](#). The Clerk requested clarification from B&NES Council about their request for Parishes to provide information about the most vulnerable residents during emergencies, as Parish Councils do not have access to this information.

Cllr Phil Harding, SPC lead councillor for environmental matters, confirmed that he would be attending the CPRE Avon and Bristol AGM on 20 October (SPC is a member of the CPRE Avon and Bristol Branch).

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

No items of urgent information were reported.

The meeting closed at 9.33 pm.

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

Signed.....

#### **Next Parish Council meeting:**

The next full council meeting will take place at 7:15pm on Tuesday 1 November 2022 in the Avon Room at Saltford Hall (Agenda issued Wednesday 26 October).

# SALTFORD PARISH COUNCIL

## Schedule of regular expenditure during October 2022

– for authorisation by the Council at its meeting on 4 October 2022.

Description	Amount	Method	Budget heading
October staff costs inc. salary, pension, HMRC tax and National Insurance	£2335 estimate, 2400 maximum	Online BACS	Office staff
October SCA Hall hire	40 estimate, 45 maximum	Online BACS	Hall hire
October inTouch Communications Ltd phone system	20 (plus VAT) estimate 30 (plus VAT) maximum	Direct Debit	General administration
October 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: N/A**

I certify that the above payments made or to be made have been authorised at the meeting of the Parish Council on 4 October 2022.

SIGNED.....

CHAIR / VICE-CHAIR

DATE:.....

# Saltford Parish Council

Monthly Financial Report for September 2022 - Month 6

Quarter period 2

	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	£3	£7	£5
Other Income: Allotments	£80	£164	£160
VAT Reimbursements	£1,100	£1,096	£1,100
Other	£0	£0	£0
<b>Subtotal without CIL</b>	<b>£21,684.79</b>	<b>£21,769.35</b>	<b>£42,269.59</b>
CIL Payments	£0.00	£3,979	£0
<b>Total Income</b>	<b>£21,685</b>	<b>£25,749</b>	<b>£42,270</b>

**PAYMENTS:**

General Administration	£750	£234	£1,500
Office accommodation	£750	£1,500	£1,500
Office Staff	£13,250	£13,549	£26,500
Office Equipment	£150	£0	£300
Training	£500	£798	£1,000
Auditing	£475	£470	£500
Insurance	£400	-£5,033	£400
Publicity	£350	£351	£700
Subscriptions	£20	£10	£40
Chairmans Honorarium	£150	£75	£300
Councillors' expenses	£50	£0	£100
Hall / Room Hire	£275	£199	£550
Maintenance: Church Yard Grounds	£875	£768	£1,750
Allotments	£125	£0	£250
Churchyard Special Maintenance Projects	£750	£805	£1,500
Allotment site rent	£50	£0	£100
Miscellaneous Grants	£500	£1,225	£1,000
Council led schemes	£1,000	£462	£2,000
Environment schemes	£500	£0	£1,000
VAT	£400	£512	£800
<b>Subtotal without CIL</b>	<b>£21,320.00</b>	<b>£15,924.67</b>	<b>£41,790.00</b>
CIL-related expenditure	£0	£0	£5,092
<b>Total Payments</b>	<b>£21,320</b>	<b>£15,925</b>	<b>£46,882</b>

**BALANCE AT END OF MONTH:**

Current account	£1,540
Business Instant Access account	£60,909

Cash

£49

**TOTAL CURRENT BALANCE**

**£62,499**

CIL-related cashflow	Balance at 31/03/22		CIL-income 22/23	CIL-expend 22/23	CIL balance
	£10,184		£3,979.27	£0	£14,163

**Note:** Insurance settlement of £5,390 for Norman Road phone box is entered as a minus not income. This needs to be considered when looking at the total payments line.