



# SALTFORD PARISH COUNCIL

Minutes of the meeting of the Council held in the Avon Room  
at Saltford Hall on Tuesday 6 September 2022 at 7.15pm

## PRESENT

**Councillors:** Shayan Aziz (Vice Chair & appointed Chair of meeting), Dudley Bartlett, Adrian Betts, Marie Carder, Jon Godfrey, Phil Harding (Chair of Planning Committee) Sally Turner and Adam Rees-Leonard.

**Officer:** Lottie Smith-Collins

## 1. MINUTES

The minutes of the Council meeting held on 5 July 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, Gary Graveling and Chris Warren

## 3. DECLARATIONS OF INTEREST

No interests were declared.

## 4. PUBLIC TIME

There were 23 members of the public present; 14 spoke during public time.

Thirteen residents spoke in relation to Item 10 'The Shallows car park public consultation and improved management of B&NES Council's car park at The Shallows'; Item 11 'Measures to address parking matters in Saltford to improve safety and access'; and/or Item 12 'Request to B&NES Council to address issues arising due to the use of the field opposite Saltford's riverbank inc PROW access'.

Of these:

- Five people spoke about how they or their neighbours are experiencing regular abusive and threatening behaviour especially during periods of hot weather by people visiting the area, with threats made to residents and to property. All stated that confrontation and aggressive behaviour was a regular occurrence; two people stated behaviours had escalated this summer; one person expressed concerns that aggravated situations experienced this summer will escalate further in the future unless action is taken now.
- Nine people spoke expressing that they viewed B&NES Council parking enforcement in Saltford as inadequate, this included:
  - Lack of visits during hot periods when parking issues are a known problem
  - Lack of visits at weekends when parking issues are also a known problem

- Lack of visits during school holidays and Bank Holidays when parking issues are a known problem
- Weak responses from B&NES Parking enforcement when complaints and concerns were raised with them

People stated this resulted in subsequent issues such as:

- Parking on double yellow lines (DYLs) restricting access to and from properties
- Parking on DYLs impacting on traffic flow and access in the area
- Unpermitted parking in Resident Parking Zones (RPZs) meaning residents cannot park when they return to their properties i.e. after work
- Safety concerns for visitors – especially young families – walking on the highway during busy times (especially where there are no pavements) due to vehicles parked on DYLs coupled with frustrated drivers
- Two people objected to the introduction of parking charges at The Shallows car park including one person who raised concerns about parking availability for anglers if the proposals went ahead; two people expressed concerns that introducing parking charges would lead to visitors parking in the Resident Parking Zones instead; and one person stated that parking charges would lead to more visitor parking on the High Street making it harder for residents there to park near their properties. Several people referred to the need for better parking enforcement if charges were to be introduced.
- Two people spoke supporting the use of preventative parking measures, specifically the use of boulders.
- One person expressed concern that measures such as boulders to prevent people parking on the grass or on DYLs may make visitors park in the RPZs instead.
- Three people stated that RPZ signage was insufficient and requested more RPZ signs further to the one in each RPZ bay. One person requested signs advising of the £70 fine to deter those without permits from parking.
- One resident said more signage was not required; two people made the point that parking signs detracted from the village aesthetic.
- Four people raised concerns about the use of the field opposite The Shallows (in Kelston parish / Newbridge ward), including issues and concerns regarding:
  - Anti-social behaviour
  - Loud noise
  - Water safety (no lifeguards)
  - Excessive litter and graffiti
  - Lack of toilets for users
  - Parking impact in Saltford
  - Criminal activity including theft and threats of damage to property
  - Lack of emergency vehicle access should it be required
  - Displacement of wildlife

- One person raised concerns about those using the field opposite The Shallows as a location for bridge jumping and their fear of a fatality occurring being 'only a matter of time'.
- Three people complained about a paddle board business operating from The Shallows including it 'taking over of the riverbank' and escalating parking issues.
- One person requested that the parking bays were repainted at The Shallows car park as road markings had faded or were not visible due to leaves.
- One person stated that police officers, not PCSOs, needed to be present in Salford.

A resident spoke in support of item 14 'Tree preservation order – woodland west of 562-578 Bath Road, Salford', expressing their support for the current temporary Tree Preservation Order (TPO) to be made permanent.

A resident who spoke about parking issues also referred to item 8 'Planning Matters - NALC Consultation on DCMS consultation on short term holiday lets' raising concerns about anti-social behaviours – specifically noise issues - and the impact on nearby residents caused by lettings at large AirBnB properties in Salford.

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

No announcements were made.

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

The Clerk made the following announcements:

- SPC's external auditors have informed SPC that everything is in accordance with proper practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met. Publication of the conclusion of the external audit along with the notice of conclusion of audit is on SPC's website and noticeboard.
- SPC has received an insurance settlement of £5,390 following the destruction of the Norman Road phone box in a RTA in early 2022. SPC's insurance company has enlisted another company to investigate the possibility of recovering their expenditure. SPC has authorised its engagement with the process to progress this in line with the terms and conditions of SPC's insurance policy.
- SPC has received £3979.27 (payment 1 of 1) in Community Infrastructure Levy (CIL) payment for 20/01032/FUL Hunters Quest, Iford Close, Salford.
- B&NES Council has responded to SPC's request to extend and install additional zigzag lines at the rear of Salford Primary School (Manor Road), saying that this will be included in their next set of Traffic Regulation Orders (TRO) for the area. A public consultation will take place as part of the TRO process, likely in spring 2023.
- Further to the update at the July meeting, Jacob Rees-Mogg MP has been in contact again with a copy of the Secretary of State's letter confirming that the Withies Green planning application (application 20/02673/OUT) 'is under consideration and the views of those who have commented and other relevant

information will be taken into account before it is decided or not to call in their application’.

- B&NES Council has informed SPC that the Traffic Regulation Orders that it held a public consultation on in April 2022 have been approved, the order was sealed on 14 July and operative from 29 July 2022. Information can be found in SPC’s [May 2022 minutes](#) (item 21) and on [SPC’s website](#).
- The speed limit entering Saltford from the direction of Bath (Globe Roundabout to 30mph sign) has been reduced from 50mph to 40mph, enforceable from 29 August. This follows SPC’s request to B&NES Council in December 2019 to reduced the speed limit before Saltford’s 30mph section of A4 Bath Road from 50mph to 40mph. Information is available on [SPC’s website](#), including the TRO report.
- A consultation is taking place on proposals to introduce parking charges at The Shallows car park and other associated proposals. This follows SPC’s request to B&NES Council following its [July 2021](#) (item 14) meeting for better management of The Shallows car park and consideration of introducing a maximum period to park. SPC will resolve its view on the proposals under item 10.
- A consultation is taking place about tree planting on Stratton Road in Saltford, B&NES Council has liaised with Curo. B&NES Council will write letters to nearby residents. B&NES Council are also looking to plant trees on The Shallows by the car park and on The Outlook, SPC has requested information on why this has not been included on the consultation and whether nearby residents will be written to. SPC has also requested a time extension to respond as it was made aware of the consultation after the September agenda was issued.
- SPC will carry out safety checks at St Mary’s churchyard in October.

## **7. REPORT FROM B&NES WARD COUNCILLORS**

Cllr Duncan Hounsell had circulated the Saltford B&NES Ward Councillors August and September reports to SPC Cllrs in advance of the meeting (the reports are available to the public, please [contact Cllr Duncan Hounsell](#) directly using contact details on the B&NES Council website). The September report was summarised by Cllr Hounsell, and included the following information:

- A4 road resurfacing - The yellow boxes at the Norman Road and Beech Road junctions will be re-instated. Due to anti-skid (HFS – High Friction Surface) being added it is more effective if there is a time gap between the HFS being laid and a yellow box being installed.
- Temporary Tree Preservation Order (TPO) - A TPO consultation is open for ‘Partis Hill’ (mixed deciduous woodland) reference: ‘Woodland to west of 562-578 Bath Road, Saltford No.12’. Nearby residents have been informed by letter. B&NES Council have placed a temporary TPO at this site for six months and are consulting on making the TPO permanent.
- Flight paths – Cllr Singleton and Cllr Hounsell (B&NES Cllrs for Saltford Ward) will meet managers at Bristol Airport in mid-September to underline local concerns about flight-paths, low altitudes, frequency, noise, and night

flights. The legal challenge to the Planning Inspectorate's green light for further expansion at the airport will be held in Bristol in November.

- Kerb-side gutter weeds – B&NES Council no longer uses glyphosate weedkiller routinely to eliminate kerb-side weeds as it is said to be carcinogenic with a devastating effect on pollinators. No other method is as effective. Some residents welcome letting nature take its course. Others view the kerb-side weeds as shabby. If safe to do so, kerb-side weeds can be removed by a hoe.
- Keynsham waste and recycling hub project - Construction is going at pace. The reopening of the modern re-use and recycling hub to the general public is likely to be January 2023 (the site will be open as usual for public use throughout the works).
- Local Plan Partial Update (LPPU) and Local Plan – a public consultation will take place in the autumn and SPC will be consulted, it is expected that the LPPU will be adopted in January 2023. The next full Local Plan will shape the area for the next 20 years and is likely to be adopted mid-2025.

## 8. PLANNING MATTERS

- a. **Minutes** – The minutes of the Planning Committee Meeting held on 2 August 2022 were confirmed as a correct record and signed by the Chair of Planning Committee.

- b. **Decisions and appeals**

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

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

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

**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

**22/02480/FUL - 75 Uplands Road Saltford BS31 3HN.** Erection of a new porch and provision of a roof conversion to include accommodation. Mr Stephen Allen

The Clerk reported that the following application has **NO OBJECTION** by B&NES Council:

**22/02663/TCA - 11 High Street Saltford BS31 3ED.** G1 - Group of conifer trees that form a hedge - Fell due to excessive shading, low amenity value

and major deadwood. Ms Marion Biles

The Clerk reported that the following applications have been **REFUSED** by B&NES Council:

**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

**c. Planning contraventions**

At its July 2022 meeting 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. B&NES Council has since confirmed it has opened a planning enforcement case.

At its May 2022 meeting the Council resolved to report a possible change of use of a field east of Burnett Business Park from agricultural use to non-agricultural commercial use and an Enforcement Case was opened by B&NES Council. SPC has since been informed that the case has been closed as the area of concern was not being used as part of the business park.

At its May 2022 meeting, 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) and that this would be revisited at SPC's September meeting. The Council compared pictures taken earlier in the year to more recent images and resolved to raise the possible change of use of this field to B&NES Council's Planning Enforcement team, specifically as the field is in green belt. The Council also resolved to report the current use of the field to the Environment Agency due to waste management concerns at the site.

SPC has been made aware that a planning enforcement case has been opened by B&NES Council at Wellwood Spa Retreat, Selwood Farm near Norman Road, on the grounds of potential change of use. The case officer will provide updates to SPC as the case progresses.

**d. Planning items of urgent information**

No items were raised.

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

**22/02659/FUL - Marlyn Mead Lane Saltford BS31 3EP.** Construction of new roof structure forming habitable room (including raising ridge height) and raised external deck. Peter Wilcox and Jo Rice

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

this application.

**22/03026/FUL - 49 Manor Road Saltford BS31 3AB.** Provision of hip to gable conversion with front atrium, rear dormer, alterations and ancillary annex. Ms Cox

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

**COMMENT:** Saltford Parish Council is in general supportive in principle for the proposed enlargement of the main residence, and for the new annex. However, the Parish Council has two concerns.

Firstly, the east side of No. 49 is very close to the neighbouring bungalow, No. 47, and the proposed height and mass of the extension facing east is likely to overbear and reduce access to natural light for the ground floor west facing windows of No. 47; the case officer is therefore asked to carefully determine whether the proposals for the design of this aspect of the extension would have a detrimental effect on No. 49 and if the design requires modification to prevent a potential loss of amenity to No. 47.

Secondly, the application does not specify the intended use or purpose of the annex at this sensitive location near two schools. The Parish Council therefore asks B&NES Council to satisfy itself that any future use will be suitable and appropriate for a residential road and so close to the rear entrance for Saltford Primary School and Tiddlers Pre School and, if necessary, apply appropriate approval conditions to its planning decision with regard to a potential future change of use. For example, if the annex was in future used for running a small business attracting a large daily volume of visiting vehicles, there would be safety concerns for young children attending those two schools via the Manor Road shared entrance that is immediately opposite this property. Alternatively, if the annex was to become a self-contained residential property separate and independent of the main property, a separate planning application should be a pre-requirement for such a change.

**22/03292/FUL - 56 Manor Road Saltford BS31 3AB.** Conservatory and extended terrace over extended undercroft. Ms J Meacham

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

**22/03395/FUL - Selwood Manor 396 Bath Road Saltford BS31 3DQ.** New detached garage to front. M Randhawa

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

**COMMENT:** Saltford Parish Council asks B&NES Council to consider whether the addition of a detached garage in the front garden of 396 Bath Road sets an

unwelcome precedent as other dwellings on this side and stretch of the Bath Road do not have stand-alone detached garages in their front gardens. Although existing vegetation may obscure the proposed garage from the street scene in part, such vegetation cannot be guaranteed to remain as a permanent feature. If permitted, the proposed new garage would contravene B&NES Placemaking Plan (2017) policies D2 (a) (layout, set-back, spacing and building lines); and D3 (l) and (m) (continuity of street frontage and the need to relate positively to the street).

**f. NALC Consultation on DCMS consultation on short term holiday lets –**

The Council resolved SPC's response to the National Association of Local Councils (NALC) consultation for views on specific questions (questions 6-10) in the [Department of Culture, Media and Sport's \(DCMS\) consultation on short term holiday lets](#).

SPC resolved that the increase in short-term and holiday letting in England to have had an adverse consequence on the housing market; that it is essential to prevent anti-social behaviour (such as noise) by guests from becoming a problem in or near residential areas; and that the increase in short-term and holiday letting in England had resulted in other adverse impacts on local communities and residents.

It was stated that a copy of SPC's full response would be made available in a [news article](#) on SPC's website.

## **9. FINANCIAL MATTERS**

- a. **Monthly Financial Report** – The reports for July 2022 and August 2022 as recorded below were considered and accepted by members.
- b. **Schedule of Expenditures** – The expenditure listed in the schedule for September 2022 as recorded below was authorised and the schedule was signed by the Chair.
- c. **Parry Tree Services quote** – Following SPC's resolved action at the July meeting (Item 11) to seek a quote for tree works following the Council's acceptance of AllTree's arboriculturists report, the Council resolved to authorise a spend of £180 for the work recommended (Budget heading: Churchyard Special Maintenance Projects)
- d. **Invoice from Andy Warren Electrical Installation for High Street phone box electric works** – The Council deferred the decision on authorising £150 for the disconnection of the High Street ex-BT phone box with works taking place in c. spring 2021 (Budget heading: Council Led Schemes) to a future meeting so further information could be sought for the Council's consideration.



- e. **Bristol and Weston Hospitals Charity grant application** – The Council resolved not to give a grant of £300 to the Bristol and Weston Hospitals Charity following a request towards the refurbishment costs for the Paediatric Audiology Test Room at the Bristol Royal Hospital for Children (Budget heading: Misc Grants).
- f. **SCA Affiliation Fee** – The Council resolved to authorise expenditure of £10 to Salford Community Association for annual affiliation fee renewal for 2022/2023 (Budget heading: Subscriptions).
- g. **PKF Littlejohn external audit fee** – The Council resolved to authorise expenditure of £200+VAT (total £240) to PKF Littlejohn for the limited assurance review of Annual Governance and Accountability Return for the year ending 31 March 2022 (Budget heading: Auditing).

## **10. THE SHALLOWS CAR PARK PUBLIC CONSULTATION AND IMPROVED MANAGEMENT OF B&NES COUNCIL'S CAR PARK AT THE SHALLOWS**

A B&NES Council public consultation opened on 25 August on proposals to introduce seasonal charges at The Shallows car park. B&NES Council's proposals include introducing paid for parking charges for short stay durations to help manage turnover, particularly during peak periods (1hr 30p, 2hrs 60p, 3hrs 90p) with charges to apply from 1 April to 30 September and with free parking from 1 October to 31 March (still requires a free activation via MiPermit); parking (free or paid for) applying from 8am-8pm all year, with a no return period of 4 hours all year to support increased turnover and prevent a vehicle from parking all day. It was noted that the [consultation](#) ends at 5pm on 15 September.

The Parish Council resolved its response as follows:

- Salford Parish Council supports B&NES Council's proposals only if they come with appropriate and improved parking enforcement. Salford Parish Council is concerned that without enforcement charges may make parking issues worse in the immediate locality.
- Salford Parish Council requests that the c.5 parking spaces on the highway (on The Shallows between the car park and toilets, currently free parking for up to 3 hours) should have the same charges and terms of use as the car park if the proposals go ahead, and requests that B&NES Council carries out a public consultation about this in the future.
- Salford Parish Council recognises the significant need for B&NES Council to introduce measures to prevent parking on the green amenity space surrounding the car park (image of issue supplied). Preventative parking measures should be appropriate to the local setting. The Parish Council requests large stone boulders. These need to be located around the perimeter of the car park and along sections of grass areas parallel to the

pavement/highway, with drop bollards in the south-west corner for Scout and emergency services water training access (a diagram has been provided along with an image of boulders successfully used at a similar location).

- SPC requests that the parking bay lines and disabled parking bay markings are repainted at The Shallows car park and that the car park is added to the street sweeping schedule so markings can be clearly seen by users.

## **11. MEASURES TO ADDRESS PARKING MATTERS IN SALTFORD TO IMPROVE SAFETY AND ACCESS**

The Council resolved to request that B&NES Council take the following actions to improve parking for safety and/or access reasons for the benefit of residents and visitors, and to enable B&NES Council Enforcement Officers to carry out their roles safely and appropriately:

- B&NES Council install maintenance free physical measures i.e. bollards or boulders on or adjacent to the highway on Mead Lane and The Shallows to prevent parking on or beyond double yellow lines (DYLs) close to the river bank and on green amenity space. (Parking beyond DYLs to the boundary is not permitted, vehicles parked in this way are subject to penalty notices).
- B&NES Council install more signage and at the two Residents Parking Zones on The Shallows to prevent misuse of the RPZs by visitors without permits, and consider signage about Penalty Charge Notices.

The Council resolved in principle that it would approach B&NES Council to discuss contributing to the cost of preventative parking measures (i.e. boulders) using its Community Infrastructure Levy funds to achieve improved safety and access on Mead Lane and The Shallows highway (not including the car park, which should be managed by B&NES Council). Spend would be on a future agenda for consideration (Budget heading: CIL funds)

It was noted that the management of the Mead Lane layby, such as re-tarmacking and/or the consideration of road markings to improve safe access, would be considered following the Wessex Water project. SPC has been informed that large plant vehicles will be using the layby as a holding bay as part of the project.

## **12. REQUEST TO B&NES COUNCIL TO ADDRESS ISSUES ARISING DUE TO THE USE OF FIELD OPPOSITE SALTFORD'S RIVERBANK INC PROW ACCESS**

The recreational use of the agricultural field opposite The Shallows car park (in Kelston Parish / Newbridge ward) has led to numerous resident and visitor complaints about harm to amenity and limited access to the Public Right of Way adjacent to the field and riverbank, as well as a range of other concerns being raised. B&NES Council has a duty to 'assert and protect' the public's right to use the public footpaths.

Saltford Parish Council resolved to request that B&NES Council securely fence off its Public Right of Way routes at this location – including public access to this privately owned agricultural field - to link with the landowner’s other fencing in the immediate area. This would be to assert and protect the footpath for use by members of the public wanting to access the PROW routes.

Cllr Phil Harding stated that he had been in communication with the landowner about the impact of the use of the field in Saltford. Cllr Harding shared that the landowner had indicated that they were open to accommodating this proposal if B&NES Council undertook installation and then maintained the new fence(s) thereafter.

### **13. LOCAL RIVER SIDE AREA WORKING GROUP**

The Council resolved to create a Local Riverside Area Working Group. It was agreed that the purpose of the working group would be to advise on and make recommendations about improvements to local riverside areas for residents and visitors who access the area by road (e.g. private vehicles or public transport) or public and private paths (e.g. by foot or bicycle), with a view to protecting and enhancing Saltford’s historic and natural environment (including the special nature of the Saltford Conservation Area and the area’s proximity to the Cotswold National Landscape AKA Cotswold AONB) and surrounding Public Rights of Ways; and to improve safety and wellbeing at this location.

It was agreed that matters relating specifically to mooring were not in the remit of the Local River Side Area Working Group due to long-standing and ongoing work already taking place, and directly overseen, by B&NES Council.

SPC Councillors Adrian Betts and Phil Harding were appointed to the working group. Cllr Shayan Aziz expressed interest in being part of the group subject to meeting times. Saltford’s B&NES Ward Councillor Duncan Hounsell accepted an invitation to join the group.

It was agreed that the working group would soon discuss inviting members of the public - including representatives of relevant Neighbourhood Watch Schemes - to join the working group and also to agree outline meeting arrangements.

### **14. TREE PRESERVATION ORDER – WOODLAND WEST OF 562-578 BATH ROAD, SALTFORD**

The Council resolved to support the temporary Tree Preservation Order (TPO) made by B&NES Council on 10 August 2022 at the woodland west of 562-578 Bath Road, Saltford a permanent TPO. The Council resolved to respond to the B&NES Council consultation (reference ‘ Woodland to west of 562-578 Bath Road, Saltford No. 12, within the parcel of land between Bath Road, Uplands Road and The Folly’) welcoming and strongly supporting a permanent TPO with the reasons given as follows:

- The area of woodland contributes towards the green infrastructure of the area

and has ecological value

- It has an important visual amenity for this area of Saltford as approached from Bath on the Bath Road (A4) as well as for adjacent properties and in particular those with gardens that back onto and surround this woodland, whilst forming an important skyline feature
- To reduce the risk that trees may be removed as a precursor to a planning application for development infilling. Replacing this woodland area with a property development would adversely affect the character and setting for the Bath Road at this location, Uplands Road and The Folly.

Specific references to policies in the B&NES Placemaking Plan (2017) were given to support the reasons above.

It was agreed that a full copy of SPC's response would be made available in a [news article](#) on the Parish Council's website.

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

The Council resolved to move this item to the October agenda.

## **16. QUOTES FOR CHURCHYARD WALLS MAINTENANCE**

Following the contractor appointed in July 2022 being unable to commence the works as agreed, the Council resolved to seek quotes in line with Financial Regulations for wall repairs and maintenance. It was agreed that quotes will be based on the report from Clegg Associates, SPC's own report 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) that have occurred since the Clegg Associates report. The Council agreed to consider quotes for wall repairs and maintenance at a future meeting.

## **17. PEDESTRIAN CROSSING AT THE BOTTOM OF SALTFORD HILL (A4 BATH ROAD)**

The Council resolved to move this item to the October agenda.

## **18. RECOMMENDATIONS TO B&NES COUNCIL FOR HIGHWAYS MAINTENANCE 2023/24**

The Council agreed the following roads in Saltford to be prioritised and recommended for inclusion in the B&NES Highways Maintenance programme for 2023/24 (in no particular order):

- Beech Road, Saltford
- Rodney Road, Saltford
- Manor Road, Saltford (section from Golf Club Lane to Montague Road)

## **19. RECOMMENDATIONS TO B&NES COUNCIL FOR PAVEMENT MAINTENANCE 2023/24**

The Council agreed that the following pavements in Saltford should be prioritised and recommended for inclusion in the B&NES Council repair and maintenance programme for 2023/24:

- The top of Grange Road to Montague Road to Manor Road to its junction with the A4 Bath Road; and
- Claverton Road from Manor Road to the primary school entrance (both sides)

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

The Council resolved to move this item to the October agenda.

## **21. DATE FOR 'MEET YOUR COMMUNITY POLICE OFFICERS' MEETING**

The Council resolved to host the 'Meet Your Community Police Officers' meeting, and invited B&NES Ward Cllr Duncan Hounsell to Chair the meeting as in previous years.

The Council stated it was imperative that Police Officers attended the meeting, as well as PCSOs.

It was agreed that the date will be agreed between the Clerk and Cllr Hounsell, following confirmation of availability of police officers and room availability at Saltford Hall. The date will be shared with members of the public as part of SPC's publicity about the meeting.

## **22. DATE FOR PARISH WALK 2023**

It was agreed that SPC's Parish Walk 2023 will take place on the evening of Tuesday 13 June 2023.

## **23. FEEDBACK FROM CLERK'S APPRAISAL**

The Chair of Staffing Committee provided positive feedback from the Clerk's annual appraisal which took place in August 2022.

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

The Council resolved to move this item to the October agenda.

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

Following B&NES Council seeking expressions of interest for shrub whip planting from parishes, if the initiative goes ahead, the Council resolved to plant c.15 shrub whips at and by 'The Shallows ecological area' to support the environment at this location including assisting re-growth in areas where vegetation has been damaged.

The Council resolved to work in partnership with B&NES Council on their 'Bee Bold B&NES' project if successful in its application to WECA's 'Bee Bold Pollinator Fund'. Participation includes promoting B&NES Council's project activities in Saltford including wildflower planting and associated education initiatives. Details of partnership involvement will be discussed at a future meeting pending the outcome of the funding application.

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

No updates were received.

## **27. PUBLICITY**

The Council agreed content for the Parish Council's next SCAN page and SPC's quarterly e-newsletter.

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

The Clerk shared that Cllr Julie Austwick attended the Keynsham Area Forum on 19th August, information on the presentations were circulated to Cllrs following and an update will be provided by Cllr Austwick at the October meeting.

Cllr Phil Harding, Link Member (and independently the Chair of) Saltford Environment Group shared that the Saltford Heritage Centre at St Mary's Church Hall would be open as part of Heritage Open Days.

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

Cllr Dudley Bartlett raised that the defibrillator at Saltford Hall had recently been used in an emergency. It was confirmed that Saltford Hall were aware of its use and would ensure it continued to be in working order. Concerns about the time it took to access the defibrillator from its case will be raised directly by Cllr Bartlett to aid quick access in the future.

The meeting closed at 10.21 pm.

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

Signed.....

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

The next full council meeting will take place on Tuesday 4 October 2022 in the Avon Room at Saltford Hall, commencing at 7:15pm.

# SALTFORD PARISH COUNCIL

**Schedule of regular expenditure during September 2022**  
 – for authorisation by the Council at its meeting on 6 September 2022.

<b>Description</b>	<b>Amount</b>	<b>Method</b>	<b>Budget heading</b>
September staff costs inc. salary, pension, HMRC tax and National Insurance	£2335 estimate, 2400 maximum	Online BACS	Office staff
September SCA Hall hire	40 estimate, 45 maximum	Online BACS	Hall hire
September inTouch Communications Ltd phone system	20 (plus VAT) estimate 30 (plus VAT) maximum	Direct Debit	General administration
September 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 6 September 2022.

SIGNED.....

CHAIR / VICE-CHAIR

DATE:.....

# Saltford Parish Council

Monthly Financial Report for July 2022 - Month 4

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	£2	£2	£5
Other Income: Allotments	£53	£164	£160
VAT Reimbursements	£1,100	£1,096	£1,100
Other	£0	£0	£0
<b>Subtotal without CIL</b>	<b>£21,657.29</b>	<b>£21,764.76</b>	<b>£42,269.59</b>
CIL Payments	£0.00	£3,979	£0
<b>Total Income</b>	<b>£21,657</b>	<b>£25,744</b>	<b>£42,270</b>

**PAYMENTS:**

General Administration	£500	£137	£1,500
Office accommodation	£500	£1,500	£1,500
Office Staff	£8,833	£8,881	£26,500
Office Equipment	£100	£0	£300
Training	£333	£798	£1,000
Auditing	£475	£270	£500
Insurance	£400	£357	£400
Publicity	£233	£351	£700
Subscriptions	£13	£0	£40
Chairmans Honorarium	£100	£75	£300
Councillors' expenses	£33	£0	£100
Hall / Room Hire	£183	£126	£550
Maintenance: Church Yard Grounds	£583	£512	£1,750
Allotments	£83	£0	£250
Churchyard Special Maintenance Projects	£500	£805	£1,500
Allotment site rent	£33	£0	£100
Miscellaneous Grants	£333	£1,225	£1,000
Council led schemes	£667	£462	£2,000
Environment schemes	£333	£0	£1,000
VAT	£267	£412	£800
<b>Subtotal without CIL</b>	<b>£14,505.00</b>	<b>£15,909.96</b>	<b>£41,790.00</b>
CIL-related expenditure	£0	£0	£5,092
<b>Total Payments</b>	<b>£14,505</b>	<b>£15,910</b>	<b>£46,882</b>

**BALANCE AT END OF MONTH:**

Current account	£1,555
Business Instant Access account	£60,905



Cash

£49

**TOTAL CURRENT BALANCE**

**£62,509**

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

# Saltford Parish Council

Monthly Financial Report for August 2022 - Month 5

Quarter period 2

	Budget to date	Actual to date	Budget Year end position
RECEIPTS:			
Precept & any grant	£20,502	£20,503	£41,005
Interest on Investments	£2	£4	£5
Other Income: Allotments	£67	£164	£160
VAT Reimbursements	£1,100	£1,096	£1,100
Other	£0	£0	£0
<b>Subtotal without CIL</b>	<b>£21,671.04</b>	<b>£21,766.76</b>	<b>£42,269.59</b>
CIL Payments	£0.00	£3,979	£0
<b>Total Income</b>	<b>£21,671</b>	<b>£25,746</b>	<b>£42,270</b>

## PAYMENTS:

General Administration	£625	£166	£1,500
Office accommodation	£625	£1,500	£1,500
Office Staff	£11,042	£11,215	£26,500
Office Equipment	£125	£0	£300
Training	£417	£798	£1,000
Auditing	£475	£270	£500
Insurance	£400	-£5,033	£400
Publicity	£292	£351	£700
Subscriptions	£17	£0	£40
Chairmans Honorarium	£125	£75	£300
Councillors' expenses	£42	£0	£100
Hall / Room Hire	£229	£167	£550
Maintenance: Church Yard Grounds	£729	£640	£1,750
Allotments	£104	£0	£250
Churchyard Special Maintenance Projects	£625	£805	£1,500
Allotment site rent	£42	£0	£100
Miscellaneous Grants	£417	£1,225	£1,000
Council led schemes	£833	£462	£2,000
Environment schemes	£417	£0	£1,000
VAT	£333	£442	£800
<b>Subtotal without CIL</b>	<b>£17,912.50</b>	<b>£13,082.95</b>	<b>£41,790.00</b>
CIL-related expenditure	£0	£0	£5,092
<b>Total Payments</b>	<b>£17,913</b>	<b>£13,083</b>	<b>£46,882</b>

## BALANCE AT END OF MONTH:

Current account	£4,382
Business Instant Access account	£60,907

Cash

£49

**TOTAL CURRENT BALANCE**

**£65,338**

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