



SALT FORD PARISH COUNCIL

**Minutes of the meeting of the Council held in the Avon Room
at Saltford Hall on Tuesday 1 November 2022 at 7.15pm**

PRESENT

Councillors: Phil Harding (Chair of the meeting, also Chair of Planning Committee), Julie Austwick, Adrian Betts, Marie Carder, Jon Godfrey and Sally Turner.

Officer: Lottie Smith-Collins

In the absence of the Chair and Vice Chair, Cllr Phil Harding was nominated then voted to preside at the meeting by the Councillors present.

1. MINUTES

The minutes of the Council meeting held on 4 October 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 Dudley Bartlett, Gary Graveling and Adam Rees-Leonard.

3. DECLARATIONS OF INTEREST

Cllr Phil Harding declared an interest in item '8.d Planning Matters – 22/03859/VAR 22 Uplands Road Saltford BS31 3JJ', due to his association in his capacity as Chair of Saltford Environment Group with an architect connected to planning applications at the property. Cllr Harding stated he would abstain from voting.

4. PUBLIC TIME

There were 5 members of the public present.

A member of the public spoke to object to planning consultation '8.d Planning Matters – 22/03859/VAR 22 Uplands Road Saltford BS31 3JJ'.

5. CHAIR'S ANNOUNCEMENTS

Cllr Phil Harding shared that he had attended the CPRE Avon and Bristol AGM on 20 October, of which SPC is a member. Cllr Harding provided feedback, including that he had raised that there was a duty to co-operate between local authorities.

Cllr Phil Harding also announced that on 18 October he attended a webinar about the B&NES Council Local Plan Launch Document consultation (Item 8.e, below), and again reiterated the need for co-operation between local authorities.

6. CLERK'S ANNOUNCEMENTS

The Clerk made the following announcements:

- Saltford Parish Council's 'Saltford Wildflower Project: All You Seed is Love' initiative was a runner up in the WECA Bee Bold Awards 2022
- SPC's 'Meet Your Community Police Officers' event would take place on Thursday 3 November 2022, in the Avon Room at Saltford Hall, 7pm.
- Saltford's Remembrance Sunday parade and service will take place on Sunday 13 November. Roads between Saltford Hall and the Church will be closed. Cllr Chris Warren will be present to represent SPC. An article will be on SPC's website for resident's information.
- SPC reported the destruction of the heritage 'Saltford Village ¼' fingerpost at the Manor Road / A4 Bath Road junction to B&NES Council. B&NES Council contacted SPC to say that a site visit took place on Thursday 20 October but unfortunately B&NES Council is unable to replace the fingerpost as they do not have the facilities to get this type of work carried out anymore (the company they used last time to fix it has now closed). Cllrs requested SPC explore any further options available.
- The responsible officer at Bristol Council for the Bath to Bristol Railway Path permanent signage strategy shared that SPC will receive further information about timescales and an overall management plan shortly, including information about how Parish Councils will be able to input into the process.
- B&NES Council has confirmed that an order has been sealed following the Traffic Regulation Order process that SPC responded to regarding introducing measures at The Shallows car park. The order states that from 31 October 2022 between 1 April to 30 September inclusive, 8am to 8pm everyday including bank holiday charges will apply (1 hour = 30p, 2 hours = 60p, 3 hours = 90p) and between 1 October to 31 March inclusive, 8am to 8pm everyday including bank holiday that there will be a maximum parking period permitted of three hours. There will be a 'no return' period of four hours all year. SPC will publicise this information once signage has been erected by B&NES Council at the car park.
- Councillors were reminded to submit budget planning considerations for the 2023/24 financial year to the Clerk.

7. REPORT FROM B&NES WARD COUNCILLORS

Cllr Duncan Hounsell circulated the Saltford B&NES Ward Councillors November 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 report was summarised by Cllr Hounsell at the meeting.

Aspects commented on included:

- That B&NES Council has yet to receive any further information about the Greater Bristol Strategic Study from WECA with regards to the re-opening of

Saltford Railway Station, and awaits further information.

- The senior Planning Officer at B&NES Council had provided a summary of the requirements of the adopted Core Strategy (which established the strategic policy setting the housing requirement). Cllr Hounsell shared that it is a challenge to identify where new housing can go and highlighted the importance of B&NES Council identifying areas for new housing rather than developers doing so, which may occur if B&NES Council failed to identify locations.
- Highways works – it was shared that the B3116 Wellsway will be closed for 12 weeks from the end of February 2023. Parish Councillors expressed concerns about traffic levels on roads between Saltford and Keynsham, and agreed to contact B&NES Council for more information about proposed diversion routes and signage.
- Wessex Water bridge works – Cllr Hounsell shared that construction traffic for the new bridge over the River Avon being built by Wessex Water is likely to peak from February 2023 onwards. Further updates will be shared once received.
- The B&NES Council webpage for Mead Lane moorings has been updated.

8. PLANNING MATTERS

a. Decisions and appeals

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

22/02717/FUL - 7 Beech Road Saltford BS31 3BE. Proposed conversion of existing detached garage into holiday home. Mr Steve Jenkins

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

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

22/02732/FUL - 61 High Street Saltford BS31 3EW. Replacement of windows and doors, minor internal alterations, minor landscape alterations, reinstatement of one opening and the creation of an external boiler store. Messrs. Grogono-Thomas & Hobdey

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

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

The Clerk reported that the following application had received CONSENT by B&NES Council:

22/02733/LBA - 61 High Street Saltford BS31 3EW. Internal and external alterations to include replacement of windows and doors, minor internal alterations, minor landscape alterations, reinstatement of one opening and the creation of an external boiler store. Messrs. Grogono-Thomas & Hobdey

The Clerk reported that an APPEAL has been made to the Planning Inspectorate in respect of the following application:

22/00172/FUL - 20 Manor Road Saltford BS31 3DN. Erection of a 3 bed attached dwelling (Resubmission). Appeal Ref: 22/00055/RF Application Ref: 22/00172/FUL Planning Inspectorate Appeal Ref: APP/F0114/W/22/3302416. Appeal Start Date: 4 October 2022 Appellant: Mr and Mrs Creed

The Clerk reported that the following appeal had been DISMISSED by the Planning Inspectorate:

Appeal Ref: 22/00048/RF for 20/02479/OUT- Parcel 1991, Bath Road, Keynsham, Bath and Northeast Somerset. Outline application for up to 5,950sqm (GEA) of flexible use commercial development falling within Use Classes B1(b), B1(c), B2, and B8 with primary access onto Bath Road. All matters reserved except access. Places for People Strategic Land.

b. Planning contraventions

The Clerk shared that an update had been received with regards to 21/00334/UNAUTH – Picnic field opposite The Shallows (Kelston Parish / Newbridge Ward), stating that B&NES Council's Enforcement Officer has confirmed the removal of signage which alludes to an unauthorised use have now been removed. They have stated that privately owned bins with signs referring to litter and noise do show material change of use. The Council agreed that the Local River Side working group would consider this response and provide feedback for the Council's consideration.

c. Planning items of urgent information

The Clerk reported that B&NES Council had contacted SPC to share that 21/05471/OUT - Parcel 5159, Minsmere Road, Keynsham (Outline planning application for 70 homes (Use Class C3); new vehicular and pedestrian access on to Minsmere Road, public open space; tree planting and habitat creation; site drainage and associated infrastructure, with all matters reserved except for access. - Taylor Wimpey) had been referred to the Chair/Vice Chair of B&NES Council's Planning Committee to determine the application rather than the decision being delegated to officers. The application was discussed by B&NES Council's Planning Committee on Wednesday 19 October, however a decision was not reached. The Case Officer will meet with Taylor Wimpey to acquire more detailed information about the biodiversity net gain proposal and proposed traffic mitigation measures prior to the application being discussed again by B&NES Council's Planning Committee.

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

22/03859/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)). Mr David Lamb

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

OBJECT: In its objection to 19/03008/VAR Saltford Parish Council stated that it was concerned that the revised and raised height of the roofline of this infill dwelling and change in overall design then represented a significant variation on the original application and would make the dwelling more imposing on its immediate neighbours in such a confined space, particularly as the property is close to the boundaries of neighbours due west and due north.

The actual construction now underway has raised the height still further on the 2019 plans, hence the variation application, and this disregard for the planning consent through failure to keep to the permitted plans has exacerbated the situation of overbearing neighbouring properties and created a building of significant height and mass in this sensitive location.

The change in roof height contravenes B&NES Placemaking Plan (2017) policies D1 (d) (positive contribution to the characteristics of the settlement), D2 (a) (layout, spacing, and roofscapes), D6 (a) (appropriate levels of outlook) and D7 (b) (form, pattern and grain of existing development).

The Parish Council requests again that if the further increase in roof height is to be permitted by B&NES despite our serious concerns, B&NES sets the same condition of the planning permit as before, namely that no windows, roof lights or openings, other than those shown on the plans with this application, shall be formed in the roof or on the south or north gable ends at any time unless a further planning permission has been granted to safeguard the amenities of adjoining occupiers from overlooking and loss of privacy.

However, if this variation to the planning consent given following partial construction was to be permitted, this would set a dangerous precedent and undermine planning control in Saltford and the B&NES Council area. If despite the concerns of the Parish Council and neighbouring householders the case officer is minded to give consent to this planning application

variation, Saltford Parish Council requests that it be referred to the Development Management Committee for determination for the planning policy and planning control reasons given in this response.

22/03862/TCA - The Old Chapel The Shallows Saltford BS31 3EX. Apple tree (A) - prune back branches by 2-3m to reduce height and width. Bay tree (B) - reduce height by 2m to leave height of 4m; reduce circumference by 3m to leave circumference of 7m. Cherry tree (C) - prune back branches by 2-3m to reduce height and width and remove upper branches close to overhead telephone wires. Dr Adam Smith-Collins

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

22/03988/FUL - 8 Fairways Saltford BS31 3HX. Single storey rear extension. Mr Maurice Lindsay

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

22/04090/TCA - Firbank House 32 High Street Saltford BS31 3EJ. T1- This tree requires minor crown reduction, removing approximately 30 centimetres of new growth from the entire crown, to maintain the trees size in order for it not to outgrow its location. Mrs Kate Tometzki

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

22/04229/FUL - 16 Rodney Road Saltford BS31 3HP. Front and Rear Single storey Extensions. Mr G Smith

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

22/04211/FUL - 3 Fairways Saltford BS31 3HX. The proposed erection of a single storey side extension and loft conversion for the creation of two new bedrooms with associated works. Mr Tobin

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

COMMENT: Saltford Parish Council is in general supportive of the proposed addition of two bedrooms but is concerned that 2 off-street parking spaces would be insufficient for what would become a 4 or 5-bedroom dwelling in a cul-de-sac where on-street parking is limited (3 off-street parking spaces required for a 4 and above bedroom dwelling under Policy ST7 of the 2017 B&NES Placemaking Plan).

- e. **B&NES Council Local Plan Launch Document Consultation** - The Council resolved its response to the B&NES Council Local Plan Launch Document, which sets out B&NES Council's approach to the new Local Plan 2022-2043. Information about the consultation is available at www.bathnes.gov.uk/localplan on the B&NES Council website. The end date for submissions is 15 November.

The Council resolved to request three topics to be included under 'primary ambitions' as follows:

1. Protecting local and national food security by enhancing ecological recovery and protecting Green Belt and green fields from development. [Could be achieved by expanding the description of the "protecting and enhancing nature" ambition]
2. Providing green recreational space (i.e., public parks, preferably with open water features such as rivers, large ponds or lakes) for the inhabitants of recent and new housing developments (to reduce the pressure on wildlife, natural habitats and communities from visitor inundations).
3. Improve sustainable transport (including rail) and road transport infrastructure provision.

The Council also agreed to state that a clear policy was missing on short term holiday lets to protect neighbours and residents.

9. FINANCIAL MATTERS

- a. **Monthly Financial Report** – The report for October 2022 as recorded below was considered and accepted by members.
- b. **Schedule of Expenditure** – The expenditure listed in the schedule for November 2022 as recorded below was authorised and the schedule was signed by the Chair.
- c. **Logos for village signs** – A spend of up to £50 was authorised for transparent logos for the village signs, to ensure as much reflective road sign is retained when updating the logos on the signs (Budget heading: Council Led Schemes)

10. NORMAN ROAD PHONE BOX REPLACEMENT PROJECT

The Council agreed that further information was required prior to resolving any project actions or spend. It resolved to move this item to the December meeting.

11. QUOTES FOR CHURCHYARD WALLS MAINTENANCE

The Clerk provided details of the quotes sought and received for wall works at St Mary's Churchyard. The Council acknowledged that the condition and recent deterioration of the walls at the Churchyard had led to an unexpected and significant financial demand on the Council. As such the Council resolved to exceed its Special Churchyard Maintenance Projects budget. The Council resolved to accept a quote of £6250 from Will Feay to complete the specified wall works according the quote received, with the Eastern boundary wall works - as viewed as a priority by the Council - to commence within the next two weeks. An initial spend of £4500 was resolved (Budget line: Special Churchyard Maintenance Projects) with a further £1750 agreed in principle, to be formally resolved at the December 2022 meeting (Budget line: Special Churchyard Maintenance Projects).

12. CHURCHYARD INSPECTION AND MEMORIAL SAFETY CHECK

The Council received a report from the Parish Clerk following the biannual inspection of St Mary's Churchyard which took place on 12 October 2022, which included the annual safety check of memorials.

The Council accepted the report and agreed that no further maintenance actions were required further to decisions already made (Item 11 Churchyard Walls Maintenance and tree works as previously resolved and scheduled for January 2023).

13. FUTURE OF SALTFORD PARISH COUNCIL COMMUNITY AWARDS

The Clerk presented a report about the Saltford Parish Council Community Awards 2016-2022. Following discussion of the information provided, the Council resolved to end the SPC Community Awards and instead to co-host with the Saltford Community Association (SCA) a combined 'Big Thank You' for community group volunteers.

The Council resolved that the 'Big Thank You' would take place alongside the Annual Parish Meeting on Friday 3 March 2023, as part of one event open to all residents who wished to attend. It was proposed that members of Saltford's volunteer teams would specifically be invited by SPC and SCA in recognition of their contribution to the community.

The Council resolved to pay 50% of the event costs with Saltford Community Association, and agreed a spend of up to £400 to cover 50% of costs to include food and room hire (Budget heading: Council Led Schemes)

14. REVIEW OF GRANT APPLICATION GUIDE AND POLICY, AND GRANT APPLICATION FORM

The Council reviewed and updated SPC's Grants Application Guide and Policy, and also updated SPC's Grant Application Form.

The Council resolved to continue to receive and consider grant applications throughout the year rather than during a set time period annually, and that any application would be considered at the time of receipt against set budgets ('Miscellaneous Grants' and/or 'Community Infrastructure Levy receipts' if applicable).

15. REDUCING THE IMPACT OF FIREWORKS ON VULNERABLE PEOPLE AND ANIMALS

The Council resolved to take action to reduce the impact of fireworks on vulnerable people and animals by:

- Supporting the [RSPCA's #BangOutOfOrder campaign](#) to raise awareness about the impact of fireworks on animals and to encourage the general public to be more considerate of pets, horses and livestock as well as local wildlife;
- Writing to the Local Government Association to lobby for a limit to the maximum noise level of fireworks to 90dB for those sold to the public for private displays;
- Requesting the Government to better regulate fireworks by limiting the noise level for those used in public displays to 90dB, and;
- Recommending to local organisations and groups that all public firework displays within the area are advertised in advance so that people can take precautions for themselves and their animals. It was confirmed that SPC would share information about public displays if informed for resident awareness.

16. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

No updates were received.

17. DATA PROTECTION AND GDPR UPDATES

No updates were received.

18. PUBLICITY

The Council reviewed its approach and the effectiveness and content of its publicity. This included its use of social media, e-newsletters, website news articles plus external communications such as its free page in The Week In, bi-monthly page in SCAN, and press releases.

The Council agreed to simplify the format of its seasonal e-newsletter and continue with its current approach to publicity and communications.

19. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

No reports were received (further to those stated under 'Item 5 - Chair's Announcements').

20. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

No items of urgent information were reported.

The meeting closed at 9.34 pm.

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

Signed.....

Next Parish Council meeting:

The next full council meeting will take place at 7:15pm on Tuesday 6 December 2022 in the Avon Room at Salford Hall

SALTFORD PARISH COUNCIL

Schedule of regular expenditure during November 2022

– for authorisation by the Council at its meeting on 1 November 2022.

Description	Amount	Method	Budget heading
November staff costs inc. salary, pension, HMRC tax and National Insurance	£2335 estimate, 2400 maximum	Online BACS	Office staff
November SCA Hall hire	75 estimate, 85 maximum	Online BACS	Hall hire
November inTouch Communications Ltd phone system	20 (plus VAT) estimate 30 (plus VAT) maximum	Direct Debit	General administration
November 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: 11/10/22 £5,000

I certify that the above payments made or to be made have been authorised at the meeting of the Parish Council on 1 November 2022.

SIGNED.....

CHAIR / VICE-CHAIR

DATE:.....

Saltford Parish Council

Monthly Financial Report for October 2022 - Month 7

Quarter period 3

	Budget to date	Actual to date	Budget Year end position
RECEIPTS:			
Precept & any grant	£41,005	£41,005	£41,005
Interest on Investments	£3	£9	£5
Other Income: Allotments	£93	£168	£160
VAT Reimbursements	£1,100	£1,096	£1,100
Other	£0	£0	£0
Subtotal without CIL	£42,200.84	£42,278.84	£42,269.59
CIL Payments	£0.00	£3,979	£0
Total Income	£42,201	£46,258	£42,270

PAYMENTS:

General Administration	£875	£330	£1,500
Office accommodation	£875	£1,500	£1,500
Office Staff	£15,458	£15,883	£26,500
Office Equipment	£175	£0	£300
Training	£583	£798	£1,000
Auditing	£475	£470	£500
Insurance	£400	-£5,033	£400
Publicity	£408	£389	£700
Subscriptions	£23	£10	£40
Chairmans Honorarium	£175	£75	£300
Councillors' expenses	£58	£0	£100
Hall / Room Hire	£321	£231	£550
Maintenance: Church Yard Grounds	£1,021	£895	£1,750
Allotments	£146	£0	£250
Churchyard Special Maintenance Projects	£875	£805	£1,500
Allotment site rent	£58	£100	£100
Miscellaneous Grants	£583	£1,225	£1,000
Council led schemes	£1,167	£612	£2,000
Environment schemes	£583	£0	£1,000
VAT	£467	£562	£800
Subtotal without CIL	£24,727.50	£18,852.17	£41,790.00
CIL-related expenditure	£0	£2,000	£5,092
Total Payments	£24,728	£20,852	£46,882

BALANCE AT END OF MONTH:

Current account	£1,617
Business Instant Access account	£76,415

Cash

£49

TOTAL CURRENT BALANCE

£78,081

CIL-related cashflow	Balance at 31/03/22		CIL-income 22/23	CIL-expend 22/23	CIL balance
	£10,184		£3,979.27	£2,000	£12,163

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.