



SALTFORD PARISH COUNCIL

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

PRESENT

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

Officer: Lottie Smith-Collins

1. MINUTES

The minutes of the Council meeting held on 1 November 2022 at Saltford Hall were confirmed as a correct record and signed by the Chair of the Parish Council.

2. APOLOGIES FOR ABSENCE

Apologies for inability to attend this meeting were noted from Cllrs Julie Austwick and Jon Godfrey.

3. DECLARATIONS OF INTEREST

Cllr Adrian Betts and Cllr Gary Graveling each declared an interest in 'Item 9.e Planning Matters 22/04412/FUL - 72 Manor Road Saltford BS31 3AB', stating that they were neighbours of the applicant and as such would abstain from voting on the item.

For reasons of transparency, the Clerk reported in relation to item 9.e 'Planning applications - 22/03842/FUL - 439A Bath Road Saltford BS31 3AZ' that SPC is in communication with the applicant (Saltford Design and Build) to fund the installation and ongoing maintenance of a defibrillator on its intended replacement of the Norman Road phone box (item 11, below).

4. PUBLIC TIME

There were 2 members of the public present.

A representative of the Saltford Community Association spoke regarding 'Item 12 – SPC Warm Spaces Fund'. He outlined plans for Warm Spaces in Saltford this winter, as run by local groups and organisations (Warm Spaces are designated areas within the local community that offer people a space to stay warm).

5. CHAIR'S ANNOUNCEMENTS

The Chair reminded those present that outside of Public Time, the Council meeting had a blanket 'no interruptions' policy bar possibly a point of fact (and if so, permission to speak by a member of the public would be directed to the Chair to accept or decline). The Chair added that this was in line with SPC's Public

Engagement Guidelines and Standing Orders.

It was also recommended by the Chair that any Councillor wishing to ask a member of the public a question for a point of clarification, that the Councillor should seek and receive the Council's permission first.

6. CLERK'S ANNOUNCEMENTS

The Clerk made the following announcements:

- The Saltford Community Association (SCA) had agreed to SPC's request to co-host a 'Big Thank You' on Friday 3 March (following the Annual Parish Meeting part of the event).
- Wessex Water had revised the original date of February 2023 for relief sewer works on the B3116 Wellsway in Keynsham (near Keynsham Cricket Club) to late July 2023. The road will be closed for 12 weeks. SPC will receive an informal briefing from the Keynsham Sewer Flood Alleviation Scheme Project Manager at its 7 March 2023 meeting.
- SPC's Local River Side Working Group met on 15 November. Recommendations from the working group will be on a future agenda.
- SPC's draft budget meeting was held on 6 December 2022. Recommendations will be made at the January 2023 meeting.
- SPC has been informed by the Smaller Authorities Audit Appointments (SAAA) that its external auditor for the 2022-23 financial year for the 5 year period until 2026-27 is BDO LPP.
- Work on the churchyard walls at St Mary's Churchyard commenced on 14 November with a section of the Eastern Boundary wall rebuilt by 28 November 2022.
- It was reported that in November the Local Government Association (LGA) had informed the National Association of Local Councils (NALC) that the 2022-2023 salary award had been agreed and applied retrospectively from 1 April 2022 based on calculations by the National Joint Council (NJC) for Local Government Services. The salary award and backpay has been noted in the December Schedule of Expenditure.
- The National Joint Council (NJC) had also agreed that from 1 April 2023, all employees, regardless of their current leave entitlement or length of service, will receive a permanent increase of one day (pro rata for those who work part-time) to their annual leave entitlement.
- Following the announcement of an additional Bank Holiday on 8 May 2023 to mark the King's Coronation, a new date for the May 2023 meeting (also the first Annual Parish Council Meeting for the new Council) will be discussed under item 13 (below).

7. REPORT FROM B&NES WARD COUNCILLORS

Cllr Duncan Hounsell circulated the Saltford B&NES Ward Councillors December report to SPC Cllrs. (The report is available to the public, please [contact Cllr Duncan Hounsell](#) directly using contact details on the B&NES Council website). Further to the contents of the report circulated, Cllr Hounsell provided the following updates:

- Keynsham Recycling Hub project – the project will be completed in Spring 2023.
- Mead Lane moorings – A meeting will take place in December attended by B&NES Council officers, Councillors and Mead Lane residents. This will include information about the ‘Better Moorings Project’. This new project encompasses the need for moorings beyond those also required to replace moorings at Mead Lane.

Cllr Phil Harding asked Cllr Hounsell about how ‘pavement parking’ issues near Salford Primary School could be addressed. It was agreed that the Parish Clerk would request leaflets from A&S Police’s Keynsham Beat Team and also raise to their attention SPC’s concerns about dangerous and inconsiderate parking near the school.

8. SCA UPDATE: KING’S CORONATION AND OLD VILLAGE DAY

The Chair of the Salford Community Association (SCA) provided an update to the Council about SCA’s plans to mark the King’s Coronation in May 2023. He outlined SCA’s intention to hold an outside free-of-charge ‘Coronation Day Tea Party’ on Bank Holiday Monday 8 May 2023 for residents (location to be confirmed), and an evening event the same day in the Main Hall at Salford Hall.

The Chair of SCA added that Old Village Day would not go ahead in 2023, due to the volunteer resource required to host events associated with the King’s Coronation. He shared that SCA could not stretch to organising two large community events in one calendar year.

The Council responded positively to the update provided.

9. PLANNING MATTERS

a. Decisions and appeals

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

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

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

22/04211/FUL - 3 Fairways Salford 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

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

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

22/04324/FUL - Saltford Sports Club Wedmore Road Saltford BS31 3BY. Installation of bifold door with associated works following removal of 2 existing windows and the pier between them, removal and replacement of existing entrance door. Removal of window and blocking up lower hall and fit new window. Saltford Sports & Social Club

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

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

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

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

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

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

b. Planning contraventions

22/00336/NONCOM - SPC is aware that an enforcement case has been opened by B&NES Council following its planning decision to refuse '22/03859/VAR - 22 Uplands Road Saltford BS31 3JJ'. The delegated report for 22/03859/VAR stated that as the application was partly retrospective it had been referred to the B&NES Council Planning Enforcement team.

22/00363/UNAUTH - Parcel 8831 Bath Road – Alleged unauthorised change of use. It was noted that further vehicles had been added to those already left in the field. It was agreed that SPC would follow up with B&NES Council regarding this planning enforcement case.

c. Planning items of urgent information

21/05471/OUT - Parcel 5159, Minsmere Road, Keynsham - SPC is aware that outline planning application for 70 homes near Minsmere Road ((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) was discussed at the B&NES Council Planning Committee meeting in November and permitted with terms. SPC awaits formal notification from B&NES Council.

20/02673/OUT Withies Green, Keynsham - SPC understands that the Department for Levelling Up, Housing & Communities wrote to B&NES Council on 22 November to inform the Council that the Secretary of State had decided not to call in the decision by the Council in April 2022 to give outline planning permission for 213 houses etc. at Withies Green, Keynsham after halting the decision by letter on 4th July 2022 following requests from Keynsham TC and Saltford PC. SPC awaits formal notification from B&NES Council.

Possible wildlife or landscape designation in Saltford - Cllr Phil Harding, Chair of Planning Committee, brought to the attention of those present the possibility of a wildlife or landscape designation in the south of Saltford. Cllr Harding will look to provide further information at a future meeting.

- d. **Planning consultation resolved since previous meeting** – It was reported by the Clerk that the following planning application in respect of which B&NES Council had invited comments (received from B&NES Council to SPC for consultation on 03/11/22, end date for responses given by B&NES Council as 24/11/22) was resolved by SPC using its Scheme of Emergency Delegation:

22/04324/FUL - Saltford Sports Club Wedmore Road Saltford BS31 3BY. Installation of bifold door with associated works following removal of 2 existing windows and the pier between them, removal and replacement of existing entrance door. Removal of window and blocking up lower hall and fit new window. Saltford Sports & Social Club

The Clerk reported that it had advised B&NES Council that this Council **SUPPORTS** this application (and as recorded under item 9.a above, B&NES Council informed SPC of its decision to **PERMIT** the application, notification of the decision was received from B&NES Council on 30.11.22).

- e. **Planning applications** – As a statutory consultee, the Council considered the following planning applications in respect of which Bath & North East Somerset (B&NES) Council had invited comments (Text taken directly from information supplied by B&NES Council):

22/04412/FUL - 72 Manor Road Saltford BS31 3AB. Erection of single storey rear extension. Mr Matthew Tantram

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

OBJECT: The wood-clad building with a felt roof, that has been constructed without planning permission the purpose of which was originally to facilitate a “Gastro-Burger” business (21/04931/FUL), is attached to the existing out-building, that was formerly a detached garage that in turn is only connected at one corner to what appears to be a conservatory at the rear of the main dwelling.

Vehicular access was denied to the garage by the construction of a side extension permitted in 2,000 (ref. 00/02586/FUL). This new building therefore can be considered to either be an out-building extension to the original garage building, although there is at present no internal connection except for a window if the hand-drawn plans are correct, or to be an annex building for the main dwelling, depending on its future use that is not specified in the application. Should planning permission be granted despite the concerns and planning points raised in this objection, an appropriate condition should be set by B&NES Council to protect against future commercial use of this building in this residential location that is in close proximity to a neighbouring property due east. Also, if the out-building/annex was to be converted to residential use or to 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.

The building is approximately 2 metres from the boundary line; the hand-drawn plans are unclear on this aspect. The ridge of the constructed out-building appears from those plans to be almost 4 metres above ground level at its north facing end thus leading to some loss of light and an over-bearing effect of this extension that is very close to the neighbouring single storey bungalow, No. 70, situated due east. If this building is retained, to protect privacy and mask this over-development that is in such close-proximity, No. 70's owners would need to grow hedging or raise the fence to c.4 metres. The Parish Council considers that to be an unreasonable necessity resulting from this new out-building. Furthermore, the external side entrance door overlooks directly down into a bedroom window of No. 70 which has required the householders to take internal measures in an attempt to protect privacy. B&NES Placemaking Plan (2017) policies contravened by this building include D2 (a) (layout, spacing, and roofscapes), and D6 (a) (privacy and appropriate levels of outlook).

As this sets an unwelcome precedent for the construction without planning permission of a rear garden outbuilding that is close to a boundary line, too high and overbears an adjacent single storey dwelling, if the case officer is minded to approve this planning application, Saltford Parish Council requests that it be referred to the Development Management Committee for determination.

22/03538/FUL - Scout Hall 18 Chelwood Road Saltford BS31 3BU.

Installation of a wooden framed carport on the side of the Saltford Scout Hut.
Saltford Scouts Executive Committee

It was resolved that B&NES Council be advised that this Council **SUPPORTS with comment** this application:

SUPPORT with comment:- This proposal supports the outdoor activities of Saltford Scouts who provide an important service to our community and should have no adverse impact on the amenities of the neighbouring property.

22/03842/FUL - 439A Bath Road Saltford BS31 3AZ. Change of use from Residential flat (Use Class C3) to Office Space (Use Class Ec(iii)). SBS Design and Build

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

10. FINANCIAL MATTERS

- a. **Monthly Financial Report** – The report for November 2022 as recorded below was considered and accepted by members.
- b. **Schedule of Expenditure** – The expenditure listed in the schedule for December 2022 as recorded below was authorised and the schedule was signed by the Chair.
- c. **Boxcryptor subscription** – The Council authorised expenditure of up to £10 p.c.m (€7.99, c.£6-7) as an ongoing monthly subscription to Boxcryptor encryption software, starting mid-December when the current annual subscription will be terminated (Budget heading: General Administration).
- d. **Annual WordFence subscription** – The Council authorised a total spend to iTeam Solutions of up to £147.20 for the cost of a WordFence annual licence (\$119 USD, c.£100-110) for SPC's website plus a one-off installation cost for the licence of £37.20 (Budget heading: Publicity)
- e. **Website maintenance, support and minor works** – The Council resolved a spend of £462+VAT (total £554.40) to iTeam Solutions for block purchase of eight pre-paid hours for IT Support (Budget heading: Publicity)
- f. **Churchyard walls repairs** – Further to the amount resolved at the November meeting (item 11) of £4500, the Council resolve the remaining spend of £1750 (as agreed in principle in November) for wall repairs at St Mary's Churchyard (Budget heading: 'Churchyard Special Maintenance Projects').

The Council also resolved to exceed SPC's 'Churchyard Special Maintenance

Projects' line for 22/23.

- g. **Society of Local Council Clerks membership** – The Council resolved to authorise a spend of up to £190 to renew the Clerk's membership of the Society of Local Council Clerks for 2023 (Budget heading: General Administration).
- h. **Logos for village signs** – Further to the amount of up to £50 as resolved at the November meeting (item 11) the Council approved a further spend of £1.25 on clear vinyl logos for the village signs (Budget heading: Council Led Schemes)
- i. **Business Debit Card** – The Council authorised an application to SPC's banking provider for a Business Debit Card to enable SPC to make card-only online payments (mainly regular online subscriptions to IT providers) with any spend in line with Financial Regulations.

11. NORMAN ROAD PHONE BOX REPLACEMENT PROJECT

The Council received an update from Cllr Chris Warren following his meeting with local businesses Mobius and Flourish on 18 October to discuss the Norman Road phone box project.

The Council resolved to accept the offer from Flourish to re-purpose the phone box as a flower display, with local business Flourish providing free planters with summer and winter flowers including their care and maintenance for a five-year period as a goodwill gesture to the Saltford community. The Council agreed as such that the order would be for an unglazed phone box, which could have glazing retrospectively fitted (subject to approved spend) if required in the future.

The Council resolved to accept the offer from local business Mobius to carry out all the installation works required for free as a goodwill gesture to the Saltford community. This includes preparing the base and overseeing the new kiosk's placement on site, including any electrical works required.

It was reported that the Council had contacted Saltford Building Services and Saltford Kitchens to establish if the business was able to install, own and be responsible for a defibrillator on the phone box as agreed in principle prior to the destruction of the original phone box in February 2022. SBS and Saltford Kitchens requested SPC contact them again in the New Year, which the Council agreed to do.

The Council authorised a spend of up to £2900+VAT from X2 Connect Ltd (the only BT approved reseller of the K6 Red Telephone Box and their spares) for a replacement K6 phone box to be located at the site of the original Norman Road phone box. Due to the intention to order an unglazed box it was noted that the likely cost of the phone box would be £2170+VAT (Budget heading: Insurance).

The Council authorised a spend of up to £100+VAT to X2 Connect for additional parts required from X2 Connect Ltd for SPC's specification of the replacement phone box, including 'Telephone' and 'Defibrillator' signs, and a 'Push / Pull' sign (Budget heading: Insurance).

The Council authorised a spend of up to £500(+VAT if applicable) to X2 Connect Ltd for transportation costs for the new phone box to Saltford (Budget heading: Insurance).

The Council expressed its intention that the new Norman Road phone box would be in place by Spring 2023.

12. SPC WARM SPACES FUND

The Council resolved to set up a Warm Spaces grant for Saltford organisations. It was agreed that each Saltford organisation would be able to apply for a grant of up to £200 using a dedicated '[SPC Warm Spaces Grant Application Form](#)'.

Criteria for those applying for a grant was agreed with Councillors, including that:

- Any application would need to be in line with [SPC's Grant Application Guide and Policy](#), however projects that have already commenced (but have not been completed) could apply.
- Grants would not be available to: Individuals; B&NES Council; Political groups or activities promoting political beliefs; Promotion of any religion, faith or belief.
- Any warm space must be located within the parish boundary of Saltford.
- The Council would particularly favour applications from warm spaces in Saltford listed on the B&NES Council 'Warm Spaces Register' and who have agreed to the [Warm Spaces Charter](#).
- The Council would appreciate - where possible - that Fairtrade refreshments are offered, and that it would welcome any grant to be used to purchase Fairtrade products
- The end date for applications would be 20 December 2022, with any applications discussed at SPC's 3 January 2023 meeting (with any funds released soon after).

13. NEW DATE FOR MAY 2023 MEETING (ANNUAL PARISH COUNCIL MEETING)

The Council resolved a new date for Saltford Parish Council's May 2023 meeting, agreeing that it would be held on Tuesday 16 May at 7.15pm in the Avon Room at Saltford Hall. The change in date was agreed to accommodate clear days required to summon new Councillors to a meeting, following the announcement of the additional Bank Holiday on Monday 8 May 2023 and to accommodate public elections (due Thursday 4 May 2023).

14. FEEDBACK FROM THE ‘MEET YOUR COMMUNITY POLICE OFFICERS’ EVENT

The Council received feedback from Councillors Adrian Betts and Phil Harding, who attended SPC’s ‘Meet Your Community Police Officers’ event on 3 November 2022. It was noted that SPC was grateful to PC James Evans for attending in his own time. Cllr Chris Warren thanked Cllr Duncan Hounsell for chairing the meeting. It was noted that a summary of the event was available on [SPC’s website](#).

15. CIVILITY AND RESPECT PLEDGE

The Council resolved to sign up to the Civility and Respect pledge as launched by the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC), to demonstrate that Saltford Parish Council is committed to supporting the Parish Council sector in treating Councillors, staff, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

16. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

No updates were received.

17. DATA PROTECTION AND GDPR UPDATES

No updates were received.

18. PUBLICITY

The Council agreed content for its upcoming SCAN page and Winter e-Newsletter.

19. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

Cllr Phil Harding, independently of SPC the Chair of Saltford Environment Group (SEG), shared that at the SEG AGM in November SEG agreed to help facilitate the setting up of a local gardening group. The volunteer group will take action in public areas e.g. by footpaths.

20. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

No items of urgent information were reported.

The meeting closed at 8:50pm.

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

Signed.....

Next Parish Council meeting:

The next full council meeting will take place at 7:15pm on Tuesday 3 January 2023 in the Avon Room at Saltford Hall.

SALTFORD PARISH COUNCIL

Schedule of regular expenditure during December 2022

– for authorisation by the Council at its meeting on 6 December 2022.

Description	Amount	Method	Budget heading
December staff costs inc. salary, pension, HMRC tax and National Insurance	2500 estimate, 2600 maximum	Online BACS	Office staff
Retrospective payment in November - backpay on pension, HMRC tax and National Insurance following the NJC salary award for 22/23 backdated to 1 April 2022	1050 estimate, 1150 maximum	Online BACS	Office staff
December SCA Hall hire	80 estimate, 90 maximum	Online BACS	Hall hire
December inTouch Communications Ltd phone system	20 (plus VAT) estimate 30 (plus VAT) maximum	Direct Debit	General administration
December IT security	7 estimate 10 maximum	Clerks Expenses	General administration
December IT storage	2 estimate 3 maximum	Clerks Expenses	General administration
December Ambience Landscapes churchyard maintenance	155 (inc VAT) estimate 170 (inc VAT) maximum	Online BACS	Churchyard Maintenance
Chairs Allowance Oct-Dec	75	Online BACS	Chairs Honorarium

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

Date: 29/11/22 £10,000

I certify that the above payments made or to be made have been authorised at the meeting of the Parish Council on 6 December 2022.

SIGNED.....

DATE:.....

Saltford Parish Council

Monthly Financial Report for November 2022 - Month 8

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	£18	£5
Other Income: Allotments	£107	£168	£160
VAT Reimbursements	£1,100	£1,096	£1,100
Other	£0	£0	£0
Subtotal without CIL	£42,214.59	£42,287.00	£42,269.59
CIL Payments	£0.00	£3,979	£0
Total Income	£42,215	£46,266	£42,270
PAYMENTS:			
General Administration	£1,000	£375	£1,500
Office accommodation	£1,000	£1,500	£1,500
Office Staff	£17,667	£19,439	£26,500
Office Equipment	£200	£0	£300
Training	£667	£798	£1,000
Auditing	£475	£470	£500
Insurance	£400	-£5,033	£400
Publicity	£467	£389	£700
Subscriptions	£27	£10	£40
Chairmans Honorarium	£200	£75	£300
Councillors' expenses	£67	£0	£100
Hall / Room Hire	£367	£263	£550
Maintenance: Church Yard Grounds	£1,167	£1,023	£1,750
Allotments	£167	£0	£250
Churchyard Special Maintenance Projects	£1,000	£5,305	£1,500
Allotment site rent	£67	£100	£100
Miscellaneous Grants	£667	£1,225	£1,000
Council led schemes	£1,333	£720	£2,000
Environment schemes	£667	£0	£1,000
VAT	£533	£598	£800
Subtotal without CIL	£28,135.00	£27,257.28	£41,790.00
CIL-related expenditure	£0	£2,000	£5,092
Total Payments	£28,135	£29,257	£46,882
BALANCE AT END OF MONTH:			
Current account		£3,212	
Business Instant Access account		£66,423	

Cash

£49

TOTAL CURRENT BALANCE

£69,684

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.