



SALTFORD PARISH COUNCIL

Minutes of the meeting of the Council held in the Avon Room
at Saltford Hall on Tuesday 3 January 2023 at 7.15pm

PRESENT

Councillors: Chris Warren (Chair), Julie Austwick, Shayan Aziz (Vice Chair), Adrian Betts, Marie Carder, Jon Godfrey, Gary Graveling, Phil Harding (Chair of Planning Committee), Adam Rees-Leonard and Sally Turner.

Officer: Lottie Smith-Collins.

1. MINUTES

The minutes of the Council meeting held on 6 December 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 received from Cllr Dudley Bartlett.

3. DECLARATIONS OF INTEREST

No declarations of interest were received.

4. PUBLIC TIME

There were 4 members of the public present.

A representative of the Saltford Community Association (SCA) shared information relating to item 13 'SPC and SCA 'Big Thank You' event (following the Annual Parish Meeting)'.

A representative of Saltford Sports Club's Warm Space initiative spoke in support of item 9.f 'Warm Spaces fund application: Saltford Sports Club' and provided further information about 'Warm Welcoming Wednesday' sessions at the Sports Club.

5. CHAIR'S ANNOUNCEMENTS

Cllr Chris Warren alluded to reports of a person drowning locally and expressed condolences to their family and friends.

6. CLERK'S ANNOUNCEMENTS

The Clerk shared the following information:

- SPC had been informed that the B&NES Council Clean and Green Action Week will be in Saltford Ward between 20th and 24th February and that SPC had responded to their request for cleansing priorities. Councillors were asked to share any other actions required with the Clerk. Residents were requested to log tasks via www.fixmystreet.com or to share with SPC.

- Information about how to stand for election to become a Saltford Parish Council Councillor was on SPC's website and in the current edition of SCAN, and that Ward Councillor and Parish Council elections will be held on 4 May 2023 with further information to be shared by SPC once received.
- SPC had received an email of thanks from the Saltford Santa Dash Committee. This followed SPC's grant (resolved in July 2022) to fund £225 towards the costs of three start and finish banners for future events. SPC was informed that almost 200 children and 400 adults participated in the event, and over £10,000 was raised to share between their chosen charities 'Time is Precious' and 'Off The Record'.
- As part of SPC's safety initiative with Avon Fire and Rescue, large water safety posters produced for Saltford were on display at the Riverside Inn Public House, including the 'Float to Live' campaign. It was requested that if any residents or businesses wish to display smaller posters or flyers to please contact the Parish Clerk.
- A card from Buckingham Palace addressed to the Residents of Saltford Parish had been sent to the Parish Clerk, which included a message from King Charles: *'It was so very kind of you to send me such a wonderfully generous message following the death of my beloved mother. Your most thoughtful words are enormously comforting, and I cannot tell you how deeply they are appreciated at this time of immense sorry. Charles R'*. (Saltford Parish Council, on behalf of residents, had written a letter of condolence to King Charles following the death of HM Queen Elizabeth II in September 2022).

7. REPORT FROM B&NES WARD COUNCILLORS

Cllr Duncan Hounsell circulated the Saltford B&NES Ward Councillors January 2023 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. Aspects commented on included:

- Details about the voting process during Local Elections 2023, including information about the new requirement for photo identification to be shown if voting in person at voting stations. Cllr Hounsell added that the definitive list of acceptable photo I.D. is awaited from the Electoral Commission, and that voters without an approved form of photo I.D. can request a free Voter Authority Certificate once available from the B&NES Council Electoral Registration Officer.
- That 2023/24 is likely to be a challenging financial year for B&NES Council, and that requests for actions with associated costs by SPC may be harder for B&NES Council to look to accommodate.
- The B&NES Council Local Enforcement Plan 2022 has been introduced and is available on the B&NES Council website (this is an update to the 2013

version).

The Parish Clerk thanked Cllr Hounsell for information shared about upcoming planned roadworks on the A4 Bath Road during January and early February. It was expressed that this information was gratefully received so SPC could share disruptions with residents in advance. Concerns were expressed by Councillors about the number and regularity of A4 Bath Road roadworks through Saltford during weekend day times and the impact on residents.

Cllr Chris Warren thanked Cllr Hounsell for his comprehensive and informative report.

(Item 9.f 'Warm Spaces fund application: Saltford Sports Club' was discussed next. See below for resolution).

(Item 13 'SPC and SCA 'Big Thank You' event (following the Annual Parish Meeting') was discussed next. See below for resolution).

8. PLANNING MATTERS

a. Decisions and appeals

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

22/00172/FUL - 20 Manor Road Saltford BS31 3DN. Erection of a 3 bed attached dwelling (Resubmission). Mr and Mrs Creed. Appeal Ref: APP/F0114/W/22/3302416.

b. Planning contraventions

None reported.

c. Planning items of urgent information

None reported.

d. 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):

22/04856/FUL - 52 Manor Road Saltford BS31 3AB. Erection of hipped to gable end roof extension to enlarge existing loft conversion, and incorporating new front & rear facing dormer windows, and a side first floor balcony over ground floor extension. Smalley

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

this application:

COMMENT: B&NES Council should satisfy itself that the privacy of children attending Salford School will not be adversely compromised by the proposed changes to this dwelling before making its determination.

22/04816/FUL - Unregistered Business Premises Adj Glenavon Farm Glenavon Farm 331 Bath Road Salford. Installation of six rapid electric vehicle charging stations within the car park of Flourish, Glenavon Farm along with associated equipment. InstaVolt

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

22/04934/FUL - Barberini The Glen Salford BS31 3JR. Proposed 2no. bonnet dormers to front roof face. Mr And Mrs J Seward

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

22/04987/CLPU - 38 Rodney Road Salford BS31 3HP. Conversion with rear flat roof dormer (Certificate of Lawfulness for a Proposed Development). Fry

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

No comment.

22/05069/FUL - 2 Lawson Close Salford BS31 3LB. Erection of a single storey front extension and porch. Josh Anderson

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

e. Possible landscape designation in Salford (AGLV or LGS)

Cllr Phil Harding, SPC Chair of Planning Committee, briefed the Parish Council on the significant benefits of a landscape designation for Salford South and presented a paper (with accompanying annex of images) for the Council's consideration.

The Council resolved to seek an appropriate landscape protection designation ('Area of Great Landscape Value (AGLV)' and/or 'Local Green Space (LGS)') from B&NES Council (the Local Planning Authority) for the wooded and landscape area outside the housing boundary of Salford South to be included in the context of the new B&NES Council Local Plan.

It was agreed that Cllr Harding would contact B&NES Council officers and members so that SPC's policy request for Salford South could be considered during the B&NES Council Local Plan consultation process. It was clarified that the new

B&NES Local plan would be tested in hearings by an Independent Examiner and that the process will take several years.

The Council also agreed to create a news article for SPC's website including a copy of SPC's [Saltford South case paper and annex](#).

9. FINANCIAL MATTERS

- a. **Monthly Financial Report** – The report for December 2022 as recorded below was considered and accepted by members.
- b. **Schedule of Expenditure** – The expenditure listed in the schedule for January 2023 as recorded below was authorised and the schedule was signed by the Chair.
- c. **2023/24 budget and precept** – The Council agreed the draft budget presented for 2023/24 and resolved it as final, including to resolve that the precept to be levied by Saltford Parish Council for 2023/24 as £49,534, an increase of 20.8% on the previous year. It was noted that following receipt of the Tax Base from B&NES Council that an average Band D property in Saltford will pay £27.08 p.a. (an increase of £4.55 p.a., or 38p p.c.m in 2023/24). It was also noted that as the Tax Base for Saltford has increased, although SPC has agreed a 20.8% increase of its precept this will translate to an increase of 20.2% per residence on the Council Tax bill.
- d. **Level of reserves (excluding CIL Funds)** – The Council resolved to minute SPC's predicted level of budgeted reserves at the end of the 2023/24 year as £39,922 against an agreed minimum of £45,105 (with a view to build to £45,105 over three years) as considered and approved as part of the 2023/24 budget agreement.
- e. **Boxcryptor Business 1 Year Annual Subscription** Following new information, further to the decision resolved under item 10.c at the December meeting (payment of a monthly Boxcryptor subscription), the Council resolved to purchase a 1 Year annual subscription at a cost of £76.69+VAT (Total of £92.03) (Budget heading: General Administration).
- f. **Warm Spaces fund application: Saltford Sports Club** – The Council authorised a grant of £200 to Saltford Sports Club, to support the continuation and enhancement of Saltford Sports Club's Warm Spaces offer to residents (Budget line: Council Led Schemes). The application was agreed using criteria as resolved under item 12 at SPC's December 2022 meeting, further to SPC's Grants Policy.

10. DONATION REQUEST FROM CPRE (CAMPAIGN TO PROTECT RURAL ENGLAND)

The Council resolved to authorise a spend of £100 as a donation to CPRE Avon and Bristol Branch to fund their work. It was noted that SPC had resolved in previous years to make a £100 donation to CPRE in January for which it received a year's CPRE membership (Budget heading: Environment).

11. ALLOTMENT RENTS AND ALLOTMENT TENANTS' PUBLIC LIABILITY INSURANCE 2023/24

The Council resolved to renew its insurance for the Wick House Allotment site as managed by SPC, with an annual policy starting on 29th January 2023 and authorising a cost of £97.50 (Budget heading: Insurance).

The Council confirmed the level of allotment rents for 2022/23 to take effect from 1 April 2023 as £20 per year for a full plot and £10 per year for a half plot (as resolved under item 13 at the January 2022 meeting).

The Council agreed to increase allotment rents for 2024/25 to take effect from 1 April 2024, and that rents would be £25 per year for a full plot and £15 per year for a half plot.

12. LOCAL RIVERSIDE WORKING GROUP: UPDATE AND RECOMMENDATIONS INCLUDING SPEND AND SUGGESTED SPEND

The Council received an update and recommendations from Cllrs Adrian Betts and Phil Harding as members of SPC's Local Riverside Working Group.

The Council resolved in principle a spend of up to £6,000 (Budget line: CIL receipts) to improve safety and protect the green amenity space at the area adjacent to B&NES Council's 'The Shallows' car park, including preventative measures relating to parking on the grass whilst still allowing access for water safety training. It was agreed that the installation of boulders would be SPC's preference, and that the Parish Council would be willing to look to source these in liaison with B&NES Council. It was resolved that this item would be discussed at a future meeting once further information on materials and costs had been received from B&NES Council.

The Council resolved to authorise spend of up to £60 for metal reflective 'Resident Parking Zone' signs on The Shallows to improve clarity about parking restrictions at this location, to be displayed once further RPZ signs/posts have been installed by B&NES Council (Budget line: Council Led Schemes).

13. SPC AND SCA 'BIG THANK YOU' EVENT (FOLLOWING THE ANNUAL PARISH MEETING) – FRIDAY 3 MARCH

The Council discussed and agreed actions relating to the SPC and SCA 'Big Thank You' community event on Friday 3 March 2023, which will take place following Salford's Annual Parish Meeting.

14. CHURCHYARD GROUNDS MAINTENANCE SPECIFICATION 2023

The Council agreed the specification for regular grounds maintenance at St Mary's churchyard for the year commencing 1 March 2023.

It was resolved that quotations would be sought, to be considered at the February meeting.

15. ASSET CHECKING PROCEDURE AND ASSET CHECKING

The Council reviewed its asset checking procedure and assigned asset checking tasks of the community assets for which the Parish Council has responsibility.

16. B&NES COUNCIL QUESTIONNAIRE ON CHARGES FOR CLASS N3 DIESEL HGVs OVER 12 TONNES TRAVELLING THROUGH BATH

The Council resolved to not respond to the questionnaire and instead to raise the consultation to the attention of residents.

17. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

No updates were received.

18. DATA PROTECTION AND GDPR UPDATES

Cllr Jon Godfrey confirmed that all requirements were up to date with regards to data protection and GDPR.

19. PUBLICITY

The Council agreed to create a summary detailing the current SPC's actions and achievements since the local elections in 2019 to share with residents. It was resolved that the Chair and Parish Clerk would meet to discuss further, and Councillors would contact the Clerk with information to be included. It was agreed that SPC Chair Cllr Chris Warren would also provide a verbal report based on the summary at Saltford's Annual Parish Meeting on 3 March.

It was resolved that details about SPC's 2023/24 precept would be included in the next SCAN page and e-newsletter, as well as via SPC's other communication channels.

20. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

No reports were received.

21. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

Cllr Phil Harding shared that on behalf of SPC he had attended the meeting held between Mead Lane residents and B&NES Council regarding the 'Better Moorings Project'.

The meeting closed at 9.20pm.

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

Signed.....

Next Parish Council meeting: The next full council meeting will take place at 7:15pm on Tuesday 7 February 2023 in the Avon Room at Salford Hall

SALTFORD PARISH COUNCIL

Schedule of regular expenditure during January 2023
 – for authorisation by the Council at its meeting on 3 January 2023.

Description	Amount	Method	Budget heading
January staff costs inc. salary, pension, HMRC tax and National Insurance	2480 estimate, 2550 maximum	Online BACS	Office staff
January SCA Hall hire	80 estimate, 90 maximum	Online BACS	Hall hire
January inTouch Communications Ltd phone system	20 (plus VAT) estimate 30 (plus VAT) maximum	Direct Debit	General administration
January IT storage (OneDrive)	2 estimate 3 maximum	Clerks Expenses	General administration
January 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: 12/12/22 £5,000

I certify that the above payments made or to be made have been authorised at the meeting of the Parish Council on 3 January 2023.

SIGNED.....
 CHAIR / VICE-CHAIR

DATE:.....

Saltford Parish Council

Monthly Financial Report for December 2022 - Month 9

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	£4	£34	£5
Other Income: Allotments	£120	£168	£160
VAT Reimbursements	£1,100	£1,096	£1,100
Other	£0	£0	£0
Subtotal without CIL	£42,228.34	£42,303.31	£42,269.59
CIL Payments	£0.00	£3,979	£0
Total Income	£42,228	£46,283	£42,270

PAYMENTS:

General Administration	£1,125	£590	£1,500
Office accommodation	£1,125	£1,500	£1,500
Office Staff	£19,875	£21,914	£26,500
Office Equipment	£225	£0	£300
Training	£750	£798	£1,000
Auditing	£475	£470	£500
Insurance	£400	-£4,783	£400
Publicity	£525	£851	£700
Subscriptions	£30	£10	£40
Chairmans Honorarium	£225	£150	£300
Councillors' expenses	£75	£0	£100
Hall / Room Hire	£413	£337	£550
Maintenance: Church Yard Grounds	£1,313	£1,151	£1,750
Allotments	£188	£0	£250
Churchyard Special Maintenance Projects	£1,125	£7,055	£1,500
Allotment site rent	£75	£100	£100
Miscellaneous Grants	£750	£1,225	£1,000
Council led schemes	£1,500	£727	£2,000
Environment schemes	£750	£0	£1,000
VAT	£600	£720	£800
Subtotal without CIL	£31,542.50	£32,813.84	£41,790.00
CIL-related expenditure	£0	£2,000	£5,092
Total Payments	£31,543	£34,814	£46,882

BALANCE AT END OF MONTH:

Current account	£2,655
Business Instant Access account	£61,439

Cash

£49

TOTAL CURRENT BALANCE

£64,144

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. £250 now spend against the settlement. This needs to be considered when looking at the total payments line.