



SALTFORD PARISH COUNCIL

Minutes of the meeting of the Council held in the Avon Room
at Saltford Hall on Tuesday 7 February 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) and Sally Turner.

Officer: Lottie Smith-Collins.

1. MINUTES

The minutes of the Council meeting held on 3 January 2023 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 the meeting were received from Cllr Dudley Bartlett.

3. DECLARATIONS OF INTEREST

No declarations of interest were received.

4. PUBLIC TIME

There were 7 members of the public present.

A member of the public spoke regarding 'Item 12 - SPC request to B&NES Council to take responsibility for a safer cleaner river', supporting the proposed request and providing detail about pollution from boats attached to the B&NES Council owned section of the river bank.

5. CHAIR'S ANNOUNCEMENTS

Cllr Chris Warren shared that he would be stepping down as Chair when the current Parish Council retires in May, and also that he would not be standing for re-election. Councillors present thanked Cllr Warren for his contribution as SPC Chair over the past few years.

6. CLERK'S ANNOUNCEMENTS

The following information was shared:

- The B&NES Council Clean and Green Action Week would be in Saltford Ward between 20th and 24th February. Councillors and residents were asked to report actions required via www.fixmystreet.com
- The Clerk attended a B&NES Council briefing on the upcoming Parish Council elections. It was reported that B&NES Council will give SPC notices to display on SPC's website and noticeboard. Residents intending to stand were asked

to be aware that SPC Councillor training will take place the evening of Tuesday 9 May.

- Invitations had been issued for SPC and SCA's Big Thank You Evening event on 3 March. Councillors were reminded to RSVP to the Clerk.
- Following SPC's request to extend the yellow zig zags on Manor Road (behind Saltford Primary School) and for zig zags parallel to these to be painted, B&NES Council had advised SPC that it will be holding a public consultation on the proposals as part of the Traffic Regulation Order process.
- A meeting had taken place between the Parish Clerk, Ward Cllr Duncan Hounsell and B&NES Council's Head of Parking to discuss parking issues in Saltford, particularly in the conservation area during periods of good weather, and that Parking Enforcement Officers and the Police had agreed to coordinate visits to river side areas in spring/summer 2023.
- B&NES Council had informed SPC that it had adopted the Local Plan Partial Update (LPPU) which meant that that, following consultations to which SPC had responded, the LPPU was now part of the Council's statutory Development Plan including for the purposes of determining planning applications. Along with the LPPU, B&NES Council had also adopted three Supplementary Planning Documents; Planning Obligations, Sustainable Construction Checklist and Transport Development. It was shared that the adopted Local Plan and SPDs were available on B&NES Council's website.
- SPC was in the process of arranging a meeting with a representative from Bristol Airport to discuss concerns about flights over the village, which included pollution concerns as well as frequency, flight paths and associated noise.

7. REPORT FROM B&NES WARD COUNCILLORS

Cllr Duncan Hounsell circulated the Saltford B&NES Ward Councillors February 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:

- The Saltford Community Association and Saltford Business Network's 'Saltford Jobs Fair' would be taking place on Saturday 25 February 2023 at Saltford Hall 11:30-1:30.
- The 664 subsidised (by B&NES Council) bus service between Saltford and Somerdale, Keynsham, will be discontinued and replaced by a Demand Responsive Transport (DRT) service badged as 'West Link'. B&NES Council has committed funds to subsidise the 664 for a further two months, the 664 and DRT services will be simultaneously available during this period.
- Saltford's Air Quality Management Zone (AQMZ), declared in 2013, and as monitored on the A4 near The Crown, show that recordings are well below the

target level. Cllr Hounsell indicated that the AQMZ is likely to be revoked in the future but that B&NES Council will continue to monitor at this location. Cllr Hounsell has asked for a monitor of particles (e.g. PM10) to be installed over the next few months.

- The Greater Bristol Strategic Rail Study will be published which will reaffirm that Saltford has the potential to accommodate one train per hour in one direction and that if proposed infrastructure interventions recommended by the study are put in place along the line they may potentially allow stops to be added. However, it was also shared that the case was not looking positive for action soon, as the infrastructure interventions required were not currently being funded for development and would require significant investment and time to bring to fruition, and as such there has not been a fundamental change to the immediate case for a station at Saltford as a result of the study.

(Item 12 was discussed and resolved next)

8. PLANNING MATTERS

a. Decisions and appeals

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

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

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

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

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

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

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

The Clerk reported that the following application has been certified as LAWFUL by B&NES Council:

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

b. Planning contraventions

It was reported that the Council had received reports from several residents expressing concern about the two illuminated signs at the business premises at 504 Bath Road, Saltford BS31 3HJ. Concerns included that they required planning permission, and that they were a distraction to users of the highway as well as their proximity to a listed building (The Crown PH). It was resolved that SPC would raise a possible planning contravention to the attention of B&NES Council's Planning Enforcement Team.

c. Planning items of urgent information

No items were 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):

23/00129/FUL - 8 Grange Road Saltford Bristol Bath And North East Somerset BS31 3AH. Erection of a two storey extension on similar footprint and revision to the elevations with replacement windows and doors following demolition of existing single storey garage. Dr & Mrs Pinias Mukonoweshuro

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

23/00345/FUL - 11 Witney Close Saltford BS31 3DX. Erection of single storey rear extension with tiled lean-to roof. Mrs Leah Hicks

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

23/00352/FUL - 28 Norman Road Saltford BS31 3BH. Internal remodelling, single storey side extension, external insulated cladding to the existing house, new insulated flat roof on the rear extension, 1no. roof light added to east elevation, removal of the existing timber canopy to the north elevation, new glazing to match existing on the east and north elevations, removal of the existing glazing on the east elevation and removal of 1no. chimney stack. Mr Luke Belton

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

23/00367/FUL - Hunters Quest Iford Close BS31 3BD. Erection of single storey ground floor extension and conversion of store to study. Mr Tim Early

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

e. Planning Policy update: B&NES Council Local Plan including SPC's request for 'Saltford South' landscape designation (AGLV or LGS).

The Council received feedback from Cllr Phil Harding following his attendance at the B&NES Council Local Plan Keynsham Area Workshop on 26 January. Cllr Harding stated that he had emphasised Saltford's wish to protect the Green Belt around the village and that he had highlighted transport concerns following the over-development of Keynsham and lack of decent public transport. Cllr Harding shared that Local Plan workshops would take place in June/July with formal consultation with the general public likely to occur in October/November 2023.

Further to the Council's resolution at its January 2023 meeting to request landscape designation for 'Saltford South', the Council received an update from Cllrs Phil Harding and Gary Graveling who attended a meeting with B&NES Council's Planning Policy officers on 31 January. It was shared that it had been a constructive meeting, and that though B&NES Officers are not in the position to state that the requested landscape designation would be in the Local Plan, that they did not rule out the option for an Area of Great Landscape Value (AGLV) and were receptive to the case presented by SPC. Further discussion was agreed to take place in April.

9. FINANCIAL MATTERS

- a. **Monthly Financial Report** – The report for January 2023 as recorded below was considered and accepted by members.
- b. **Schedule of Expenditure** – The expenditure listed in the schedule for February 2023 as recorded below was authorised and the schedule was signed by the Chair.
- c. **The Clerk's Manual 2023 edition** – The Council resolved a payment of up to £55 (£47.50 + P&P) for a copy of the Society of Local Council Clerks 'The Clerk's Manual 2023' (Budget heading: Training).
- d. **Website maintenance, support and minor works** – The Council resolved a spend of £231+VAT (total £277.20) to iTeam Solutions for block purchase of four pre-paid hours for IT Support (Budget heading: Publicity)
- e. **Permanent sign(s) on SPC's wooden bollards** – The Council resolved a spend of up to £40 for permanent sign(s) to attach to SPC's wooden bollards at The Shallows conservation area to replace temporary versions due to weathering (Budget heading: Council Led Schemes).

- f. **Railfuture subscription** – The Council resolved not to renew its annual membership/subscription (£25 p.a.) to Railfuture.
- g. **The Week In grant application** – Following discussion of the funding application received, the Council resolved not to award grant funding of £450 to The Week In towards video production costs and administrative support costs for young people to produce a video news report on a subject of their choosing.

10. LOCAL RIVERSIDE WORKING GROUP: RECOMMENDATIONS INCLUDING AUTHORISATION TO SPEND ON BOLLARDS TO PROTECT AMENITY SPACE

The Council resolved to accept the recommendation of the Local Riverside Working Group to install bollards as soon as possible to protect and improve safety at the amenity space surrounding The Shallows car park.

The Council considered quotes provided by B&NES Council. The Council resolved a spend of up to £7,000 (+VAT) on the installation of bollards, including accepting an estimate of £6618.40 (+VAT) from B&NES Council's appointed contractors of for the supply, installation and disposal of arising waste for bollards concreted into the ground covering 150 metres / 100 bollards (Budget line: CIL funds).

The Council resolved that the agreed spend was made according to financial regulation '11.d Contracts', due to B&NES Council arranging the works on its land and as such accepting that B&NES Council's policy for contracts applied.

The Council resolved to authorise spend to exceed the 'CIL receipts' budget, in line with Section 4.2 of SPC's Financial Regulations.

11. CHURCHYARD GROUNDS MAINTENANCE MARCH 2023 TO FEBRUARY 2024

The Parish Clerk shared that four quotations had been sought for grounds maintenance according to the specification agreed in January.

The Council resolved to contract Ambience Landscapes to undertake the regular churchyard grounds maintenance for the year starting on 1 March 2023 at a cost of £1688.54 p.a +VAT (Budget heading: Churchyard Maintenance).

12. SPC REQUEST TO BANES COUNCIL TO TAKE RESPONSIBILITY FOR A SAFER CLEANER RIVER

The Council discussed its concerns, as also raised by residents, regarding the environmental and safety impact of the sinking of - and/or pollution from - boats attached to the river bank (often unsupervised and particularly during the winter months). The Council also discussed concerns regarding the environmental impact following the recent floods on the river and river bank, including excessive litter.

The Council resolved to request that B&NES Council take urgent action, leadership and responsibility for a safer cleaner River Avon (including its river banks) in Saltford for users and wildlife, to be led by B&NES Council's Water Space Project in consultation with relevant key agencies.

The Council resolved to submit its request in writing to Cllr Tim Ball, B&NES Council Cabinet Member for Planning and Licencing. The Council also resolved that a copy of the letter would be published online and shared as a press release, as well as being copied to relevant officers at Environment Agency, Canal River Trust, Wessex Water, Avon & Somerset Police; and also with B&NES Council's Chief Executive Will Godfey, Leader of B&NES Council Kevin Guy, Saltford's B&NES Ward Councillors Duncan Hounsell and Alastair Singleton, and North East Somerset MP Jacob Rees-Mogg).

13. ASSET CHECKING OUTCOMES

The Council received a summary from the Parish Clerk following asset checking tasks being completed. It was noted that Cllr Phil Harding had reported a dent in the 'Fairtrade' sign (Bath side of the village) to FixMyStreet. It was resolved that no further actions regarding SPC's assets was required.

14. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

Cllr Jon Godfrey shared that B&NES Council's Wedmore Road car park had been identified as a priority area – amongst 15 others in the B&NES area - for EV charging point installation and that WECA funding had been sought by B&NES Council for the project. SPC awaits further contact from B&NES Council's Electric Vehicle Infrastructure Lead following the outcome of the bid to WECA's Green Recovery Fund.

15. DATA PROTECTION AND GDPR UPDATES

Cllr Jon Godfrey stated he would provide guidance with regards to SPC Councillors and staff holding copies of the Electoral Register with regards to GDPR in due course.

16. PUBLICITY

The Council resolved the contents of SPC's SCAN page and discussed content for SPC's Spring e-newsletter.

17. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

Cllrs Julie Austwick and Marie Carder gave feedback following their attendance at the Saltford Fairtrade Group meeting on 6 January. They shared that SPC will be approached about providing written support for the Saltford Fairtrade Group, as required by the group for its status renewal.

Cllr Phil Harding shared that the River Avon Users Consultative Committee meeting as planned for January had been postponed.

Cllr Gary Graveling stated that he would be meeting with a member of the Bristol East Fringe Cycling and Walking Group to discuss matters relating to the Salford area.

18. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

None reported.

The meeting closed at 9pm.

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

Signed.....

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

SALTFORD PARISH COUNCIL

**Schedule of regular expenditure during February 2023
– for authorisation by the Council at its meeting on 7 February 2023.**

Description	Amount	Method	Budget heading
February staff costs inc. salary, pension, HMRC tax and National Insurance	2480 estimate, 2550 maximum	Online BACS	Office staff
February SCA Hall hire	70 estimate, 80 maximum	Online BACS	Hall hire
February inTouch Communications Ltd phone system	20 (plus VAT) estimate 30 (plus VAT) maximum	Direct Debit	General administration
February 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: 26/01/23 £5,000

I certify that the above payments made or to be made have been authorised at the meeting of the Parish Council on 7 February 2023.

SIGNED.....

DATE:.....

CHAIR / VICE-CHAIR

Saltford Parish Council

Monthly Financial Report for January 2023 - Month 10
Quarter period 4

	Budget to date	Actual to date	Budget Year end position
RECEIPTS:			
Precept & any grant	£41,005	£41,005	£41,005
Interest on Investments	£4	£60	£5
Other Income: Allotments	£133	£168	£160
VAT Reimbursements	£1,100	£1,096	£1,100
Other	£0	£0	£0
Subtotal without CIL	£42,242.09	£42,329.71	£42,269.59
CIL Payments	£0.00	£3,979	£0
Total Income	£42,242	£46,309	£42,270

PAYMENTS:			
General Administration	£1,250	£701	£1,500
Office accommodation	£1,250	£1,500	£1,500
Office Staff	£22,083	£24,388	£26,500
Office Equipment	£250	£0	£300
Training	£833	£798	£1,000
Auditing	£475	£470	£500
Insurance	£400	-£4,686	£400
Publicity	£583	£949	£700
Subscriptions	£33	£10	£40
Chairmans Honorarium	£250	£150	£300
Councillors' expenses	£83	£0	£100
Hall / Room Hire	£458	£377	£550
Maintenance: Church Yard Grounds	£1,458	£1,279	£1,750
Allotments	£208	£0	£250
Churchyard Special Maintenance Projects	£1,250	£7,235	£1,500
Allotment site rent	£83	£100	£100
Miscellaneous Grants	£833	£1,225	£1,000
Council led schemes	£1,667	£927	£2,000
Environment schemes	£833	£100	£1,000
VAT	£667	£785	£800
Subtotal without CIL	£34,950.00	£36,307.82	£41,790.00
CIL-related expenditure	£0	£2,000	£5,092
Total Payments	£34,950	£38,308	£46,882

BALANCE AT END OF MONTH:

Current account	£4,161
Business Instant Access account	£56,466

Cash

£49

TOTAL CURRENT BALANCE

£60,676

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