



SALTFORD PARISH COUNCIL

Minutes of the meeting of the Council held in the Avon Room
at Saltford Hall on Tuesday 7 March 2023 at 7.15pm

PRESENT

Councillors: Chris Warren (Chair), Dudley Bartlett, Adrian Betts, Marie Carder and Phil Harding (Chair of Planning Committee).

Officer: Lottie Smith-Collins.

1. MINUTES

The minutes of the Council meeting held on 7 February 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 in advance of the meeting from Cllrs Shayan Aziz, Julie Austwick, Gary Graveling and Sally Turner.

3. DECLARATIONS OF INTEREST

Cllr Phil Harding declared an interest in 10.c 'Financial Matters – Councillors expenses'. Cllr Harding stated that he would abstain from voting on the item.

4. PUBLIC TIME

There were 8 members of the public present.

5. CHAIR'S ANNOUNCEMENTS

Cllr Chris Warren thanked everyone who attended the Saltford Annual Parish Meeting and SCA/SPC Big Thank You on 3 March 2023. He shared that it had been an enjoyable evening with a high number of residents in attendance.

6. CLERK'S ANNOUNCEMENTS

The following information was shared by the Parish Clerk:

- The B&NES Council Clean and Green Action Week took place in Saltford Ward between 20- 24 February. Actions included weed and overhanging vegetation removal, and that litter picking equipment had been lent to two Saltford Cub Scout packs. It was shared that SPC had publicly expressed its thanks to members of the public for their actions to address litter issues in Saltford.
- Further to Chair's Announcements, the Clerk shared that Cllr Chris Warren had been publicly thanked for his many years as Chair of Saltford Parish Council at the Saltford APM and Big Thank You. The Clerk also shared that SPC expressed its thanks to SCA for co-hosting the event, including arranging the refreshments.

- Following information received from B&NES Council, it was reported that in 2023/24 SPC will levy the fourth lowest precept for an average Band D property compared to the c.50 precepted areas in the B&NES area (the average parish precept for a Band D property in the B&NES Council area will be £49.04, compared to Saltford's at £27.08).
- A meeting had taken place with the B&NES Council contractor appointed to install wooden bollards to protect the green amenity space around The Shallows car park. The location of bollards (including drop-bollards) had been subsequently approved by members of the Local River Side Working Group.
- The Parish Clerk had been invited by Saltford's B&NES Ward Cllr Duncan Hounsell to attend a meeting he had arranged with officers from WECA and B&NES Council about process and timescales for the A4 Strategic Corridor. The meeting was informative, with Cllr Hounsell given the opportunity to impart local knowledge about the A4 environs between the Broadmead and Globe roundabouts. No insight into proposed travel options were given at the meeting. SPC was informed that a public consultation will take place in summer 2023, and that a public engagement strategy would be in place which would include a presentation at a SPC meeting.
- A closed meeting has been arranged next month with representatives from Bristol Airport to discuss concerns about flights over the village (pollution concerns as well as frequency, flight paths and associated noise).
- Nominations to stand for election to Saltford Parish Council will open on 21 March and close on 4 April (at 4pm). Residents were advised to consult notices from B&NES Council's Electoral Services team and that these will be displayed on SPC's noticeboard and website from 20 March. It was reported that SPC had published an article on its website about Parish Council elections 2023, and that all enquiries about the completion of forms should be directed to the B&NES Council Electoral Services team.

7. WESSEX WATER INFORMAL BRIEFING: KEYNSHAM SEWER FLOOD ALLEVIATION SCHEME SUMMER 2023

The Council received an informal briefing from the Wessex Water Project Manager for the Keynsham Sewer Flood Alleviation Scheme (works to take place on the B3116 Wellsway, Keynsham, for c.12 weeks starting July 2023) about the scope of the scheme and proposed measures to mitigate local impacts. The Project Manager explained that to reduce flooding incidents, Wessex Water would be investing over £500,000 to install a new 170 metre section of foul sewer in the carriageway of the B3116 Wellsway requiring a road closure, and that alternative options had been explored prior to concluding that closing the highway would be required. It was shared that the diversion route will be the A39 and the A4 through Saltford.

The Project Manager answered questions about the scheme from those present. In response to concerns about 'rat-running' on the lanes between Saltford and Keynsham, the Project Manager shared details about signed diversion routes on the A39 and A4 as well as signage which will be displayed on minor roads. SPC requested further information about planned highways roadworks on the A4 Bath

Road during the period of the works, which B&NES Ward Cllr Duncan Hounsell said he would look into. At SPC's request Wessex Water agreed to share letters it intends to send to residents for SPC to share on its website and social media channels.

8. REPORT FROM B&NES WARD COUNCILLORS

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

- An expression of thanks to SPC Councillors who had served during the Parish Council's current term, with a special thanks to Cllr Chris Warren for his time as Chair of SPC.
- B&NES Council Tax and Budget 2023/2024 information and that B&NES Council will have the third lowest Council Tax in the South West among (16) unitary authorities.
- A summary of the A4 Strategic Corridor meeting held with B&NES and WECA officers - Cllr Hounsell stated that the aim was not only about enabling faster bus movement but also improving pedestrian and cycle links to the A4, and that the project was currently at the 'design and options' stage.
- The second 'Saltford Jobs Fair' run by the Saltford Business Network and Saltford Community Association had been well attended by both employers and those seeking employment.
- The new Keynsham Reuse and Recycling Centre was due to open in April 2023.

Cllr Chris Warren thanked Cllr Hounsell for attending SPC meetings since the May 2019 elections, and for his comprehensive B&NES Ward Councillor's monthly reports as shared with SPC Councillors – and the public on request - in advance of each meeting.

9. PLANNING MATTERS

a. Decisions and appeals

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

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

20/02673/OUT - Land Parcel 0005 Bath Road Keynsham. Residential and related development comprising approximately 213 dwellings, replacement sports pitch to facilitate expanded primary school, means of access thereto, associated open

space, landscaping, access roads, footways/cycleways and infrastructure works.
Mactaggart And Mickel Homes Ltd

b. Planning contraventions

It was reported, as resolved in February, that SPC had raised to the attention of B&NES Council's Planning Enforcement the two illuminated signs at the business premises at 504 Bath Road, Saltford BS31 3HJ following resident complaints. B&NES Council had responded to SPC's information to state that an Enforcement Case had been opened by B&NES Council.

It was reported that further concerns had been raised regarding the use of the fields south of the A4 to the east side of Saltford where waste including tyres and old vehicles are located. SPC had requested an update from the B&NES Council Planning Enforcement Case Officer considering this area's NE2A designation (Landscape Setting of Settlements). SPC received a response from the Case Officer detailing actions that had been taken, including contact with the DVLA and the registered landowner. SPC had been informed that formal action may be taken against the registered landowner.

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):

23/00280/FUL - Romsdale 5 Copse Road Saltford BS31 3TH. Erection of single storey rear extension following demolition of existing. Mr And Mrs D Edwards

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

23/00519/TPO - 529 Bath Road Saltford BS31 3JG. T1 & T2 (Ash) - Crown reduce by approx 2-3m as both trees have signs of Ash die back. Kenneth Coomes

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

23/00646/FUL - 22 Chestnut Walk Saltford BS31 3BG. Erection of a two storey rear extension and dormer extension, front dormer extensions, new garage in front garden and widened vehicle access off road. Mr and Mrs Mike Oliver

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

COMMENT: Whilst Saltford Parish Council is supportive in principle of the proposed extensions to the dwelling and the widened vehicle access from the

roadway (but see additional comment about front drive drainage), the Parish Council is concerned that the proposed new front garden garage sets an unwelcome precedent as other dwellings in Chestnut Walk do not have stand-alone detached garages in their front gardens ahead of the main building line. 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). B&NES Council will also need to satisfy itself that the proposed overall changes will not exceed the development limit for this relatively small plot.

Regardless of whether or not a new detached garage forward of the building line is permitted, if the new and significantly enlarged front garden driveway is approved by B&NES Council, and the Parish Council has no objection to an enlarged driveway, the applicant should be reminded that its design and construction should take account of the requirements of current building regulations regarding surface water drainage.

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

No further updates were reported. It was noted that SPC will meet with B&NES Council's senior planning officers in April (date TBC) to further discuss its request for landscape designation for 'Saltford South'.

10. FINANCIAL MATTERS

- a. **Monthly Financial Report** – The report for February 2023 as recorded below was considered and accepted by members.
- b. **Schedule of Expenditure** – The expenditure listed in the schedule for March 2023 as recorded below was authorised and the schedule was signed by the Chair.
- c. **Councillor's expenses** – The Council authorised a spend of £16.49 to Cllr Phil Harding, Chair of Planning Committee (and also Vice Chair February to May 2022) for the cost of an ink cartridge (Budget Heading: Cllrs expenses).

11. SALTORD WILDFLOWER PROJECT: PACKETS OF SEEDS FOR CHILDREN TO MARK THE CORONATION

The Council discussed ways to mark the coronation in May, including the option to purchase branded packets of wildflower seeds to distribute to local children. Following consideration of budgets, it was resolved that SPC would instead contact the Saltford Scouts and Saltford District Guides to gift its remaining Bee Bombs from the 'Saltford Wildflower Project', to enable local uniformed children and young people to plant wildflower seeds to mark the coronation.

12. REQUEST TO B&NES COUNCIL TO IMPROVE ACCESS AND PARKING INCLUDING REPAINTING THE ROAD MARKINGS IN THE CAR PARK BY THE COMMERCIAL PREMISES AT 491-507 BATH ROAD

The Council resolved to request B&NES Council repaint faded lines and disabled space markings in the car park by the commercial premises at 491-507 Bath Road (c. car sales garage to restaurant). SPC agreed as part of its request that it would ask B&NES Council to repaint markings in line with current standards for vehicle space sizes including for disabled bay markings. The Council also agreed to request repainting the double yellow lines at this location to aid pedestrian safety.

The Council acknowledged that a one way entry/exit had been explored before twice with B&NES Highways and agreed to minute for future reference that B&NES Council had stated it was not possible to do this, in part due to the turning room required from the main road coupled with the manoeuvrability of larger vehicles.

13. B&NES COUNCIL TRAFFIC REGULATION ORDER SALTFORD & KEYNSHAM (ORDER 2023 REF 23-005) – INCLUDING INTRODUCING AND EXTENDING SCHOOL ‘KEEP CLEAR’ MARKINGS ON MANOR ROAD

Under item 15 at its July 2022 meeting, SPC had resolved to request that B&NES Council (the Highways Authority) extend the length of the school ‘keep clear’ road markings on Manor Road, and introduce parallel school ‘keep clear’ markings.

SPC resolved to express its support for ‘2. Introduce School Keep Clear Markings in lengths of Manor Road, Saltford’ on the grounds of safety in response to the B&NES Council Traffic Regulation Order public consultation (Title of scheme: (Various Roads, Keynsham and Saltford) (Prohibition and Restriction of Parking and Loading) (No Stopping on Entrance Markings) (Authorised and Designated Parking Places) (Variation No 3) Order 2023 and the reference 23-005)).

It was noted that the end date for representations to B&NES Council was 16 March 2023 (Traffic_Managementteam@BATHNES.GOV.UK quoting the title of scheme).

14. RENEWING SPC SUPPORT FOR SALTFORD FAIRTRADE GROUP

The Council resolved Saltford Parish Council's support for the Saltford Fairtrade Group, a requirement of the group's Fairtrade status renewal. It was agreed that a letter expressing the Parish Council's support would be sent to the group.

15. DATE FOR CHURCHYARD INSPECTION

A date in March for Councillors and staff to carry out the biannual churchyard inspection at St Mary's closed Churchyard was agreed (SPC has safety management responsibility at the churchyard).

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

SPC noted the extensive coverage by local media of its request that B&NES Council takes urgent action and responsibility for a safer cleaner River Avon in Saltford for users and wildlife, to be led by its WaterSpace Project in consultation with key agencies.

SPC reported that a letter from Jacob Rees-Mogg MP to SPC had highlighted an omission of contact from B&NES Council, and that B&NES Council had swiftly responded to SPC's correspondence regarding this. It was shared that SPC had since been informed that a formal response would be sent by the WaterSpace Project to SPC within the week. An invitation for SPC to meet with the B&NES Council representative on the WaterSpace Project had also been received, to discuss SPC's letter to Cllr Tim Ball in greater detail. It was reported that that all future contact on this matter would be between SPC's Parish Clerk and the B&NES WaterSpace representative to ensure effective communication between all the authorities involved.

SPC had noted that two of the abandoned / sunken boats had been removed by CRT since its request for a safer, cleaner river; and also that Wessex Water contractors had removed the litter that had accumulated on river banks and vegetation following flooding in January. (Both CRT and Wessex Water had been copied in to SPC's letter to B&NES Council).

17. REVIEW SPC's HIGH CONSEQUENCE INFECTIOUS DISEASE POLICY

The Council reviewed SPC's High Consequence Infectious Disease Policy and resolved to re-adopt the policy.

18. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

The Clerk reported that SPC expected an update soon regarding B&NES Council's funding application to WECA's Bee Bold fund (SPC resolved to be a named partner) and that B&NES Council's Parks and Green Spaces team had plans for activity at Claverton Road and Anson Close if successful.

The Clerk shared that SPC and B&NES Parks and Green Spaces team will carry out an environmental project to plant trees and shrub whips at The Shallows ecological area. This would be with the aim to aid regrowth and 'rewild' an area where vegetation has been destroyed in recent years. Planting will take place on 11 March, and will include volunteers from SPC, B&NES Ward Councillors and local residents. It was noted that Farrans, the contractors at Keynsham Recycling and Reuse Centre, had funded the cost of trees, shrubs and fencing for the project, and that B&NES Council will return the w/c 13 March to erect chestnut paling fencing to protect the new trees and shrubs.

19. DATA PROTECTION AND GDPR UPDATES

No updates were received.

20. PUBLICITY

The Council discussed and resolved the contents of SPC’s Spring 2023 e-Newsletter.

21. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

The Council received information from Cllr Phil Harding, also independently of SPC the Chair of the Saltford Environment Group (SEG), about a new green spaces gardening group being formed. The aim of the group will be to enhance and care for public green spaces in the village. Cllr Harding shared that SEG was assisting the start-up of the group, and that more information would be shared in due course.

Cllr Marie Carder shared that she and Cllr Julie Austwick had attended the Saltford Fairtrade Group’s most recent meeting, and that the Saltford Fairtrade Group would be hosting its ‘Fairtrade Fortnight’ coffee morning on Friday 10 March at Saltford Hall. SPC agreed to support the coffee morning by sharing information via its noticeboard and social media channels.

22. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

No reports of urgent information were received from Parish Councillors.

The meeting closed at 9.11pm

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

Signed.....

Next Parish Council meeting: The next full council meeting will take place at 7:15pm on Tuesday 4 April 2023 in the Avon Room at Saltford Hall

SALTFORD PARISH COUNCIL

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

Description	Amount	Method	Budget heading
March staff costs inc. salary, pension, HMRC tax and National Insurance	2480 estimate, 2550 maximum	Online BACS	Office staff
March SCA Hall hire	40 estimate, 50 maximum	Online BACS	Hall hire
March inTouch Communications Ltd phone system	20 (plus VAT) estimate 30 (plus VAT) maximum	Direct Debit	General administration
March 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 £ N/A

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

SIGNED.....

DATE:.....

CHAIR / VICE-CHAIR

Saltford Parish Council

Monthly Financial Report for February 2023 - Month 11
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	£5	£90	£5
Other Income: Allotments	£147	£168	£160
VAT Reimbursements	£1,100	£1,096	£1,100
Other	£0	£0	£0
Subtotal without CIL	£42,255.84	£42,359.80	£42,269.59
CIL Payments	£0.00	£3,979	£0
Total Income	£42,256	£46,339	£42,270

PAYMENTS:			
General Administration	£1,375	£734	£1,500
Office accommodation	£1,375	£1,500	£1,500
Office Staff	£24,292	£26,862	£26,500
Office Equipment	£275	£0	£300
Training	£917	£850	£1,000
Auditing	£475	£470	£500
Insurance	£400	-£4,686	£400
Publicity	£642	£1,180	£700
Subscriptions	£37	£10	£40
Chairmans Honorarium	£275	£150	£300
Councillors' expenses	£92	£0	£100
Hall / Room Hire	£504	£409	£550
Maintenance: Church Yard Grounds	£1,604	£1,407	£1,750
Allotments	£229	£0	£250
Churchyard Special Maintenance Projects	£1,375	£7,235	£1,500
Allotment site rent	£92	£100	£100
Miscellaneous Grants	£917	£1,225	£1,000
Council led schemes	£1,833	£927	£2,000
Environment schemes	£917	£100	£1,000
VAT	£733	£862	£800
Subtotal without CIL	£38,357.50	£39,333.88	£41,790.00
CIL-related expenditure	£0	£2,000	£5,092
Total Payments	£38,358	£41,334	£46,882

BALANCE AT END OF MONTH:

Current account	£1,135
Business Instant Access account	£56,496

Cash

£49

TOTAL CURRENT BALANCE

£57,680

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