



SALTFORD PARISH COUNCIL

Minutes of the meeting of the Council held in the Avon Room at Saltford Hall on Tuesday 4 April 2023 at 7.15pm

PRESENT

Councillors: Chris Warren (Chair), Julie Austwick, Dudley Bartlett, 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 7 March 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 and Adam Rees-Leonard.

3. DECLARATIONS OF INTEREST

None declared.

4. PUBLIC TIME

There were 3 members of the public present.

5. CHAIR'S ANNOUNCEMENTS

The Chair of SPC thanked everyone who had served on the current Council. Members of the public who regularly attended meetings were also thanked. The Chair expressed that it had been a pleasure to work with the current Council.

6. CLERK'S ANNOUNCEMENTS

The following information was shared by the Parish Clerk:

- Those present were reminded that the meeting was taking place during the pre-election period (Purdah).
- Nominations to stand for election to Parish Councils and B&NES Council as Ward Councillors closed at 4pm on 4 April. Residents were advised to consult notices from B&NES Council's Electoral Services team to be displayed on SPC's noticeboard and website, and that uncontested election results would be published on 5 April and if contested, elections would be on 4 May at the same time as the B&NES Ward Councillor elections. Residents were reminded that they would need photo ID to vote at the ballot box.
- Due to the elections, the date of the next Saltford Parish Council meeting was

Tuesday 16 May, rather than the first Tuesday of the month as usual.

- The current Saltford Parish Council will retire on 9 May 2023.
- SPC Councillor training will take place on the 9 May 2023.
- Following numerous requests from SPC to B&NES Council to take safety measures at the LMS Bridge, B&NES Council had confirmed that a structural engineer will be attending to the bridge and where possible will be installing further fencing and signage before the summer, and that B&NES Council will monitor the bridge following actions for effectiveness. SPC had expressed its thanks to B&NES Council, and again requested a risk assessment for the LMS bridge. B&NES Council had responded that a risk assessment was not available but that the issue had been raised with B&NES Council's corporate H&S team regarding the need. B&NES Council had also stated that SPC would be kept updated going forward on this and other works.
- As resolved at the March meeting, SPC had requested B&NES Council repaint road markings at the car park adjacent to the A4 Bath Road in line with current standards. B&NES Council had responded since stating that this issue will be resolved as part of their future works identified for the area but could not indicate a timescale for the works when SPC requested further information.
- At SPC's request 'Keep Clear' lines including yellow zig zags had been repainted on Claverton Road near Saltford Primary School.
- The outcome from the B&NES Traffic Regulation Order (TRO) for extended and parallel 'Keep Clear' lines at the rear of Saltford Primary School on Manor Road was pending, although indicatively it was viewed as likely that these would be installed.
- SPC had displayed several posters reminding dog owners and walkers to pick up after their dogs. Posters were requested from B&NES Council.
- In early March, over 80 shrubs and trees had been planted near the river as part of an environmental project with B&NES Council, with plants provided by Farrans (see item 17 'Climate Emergency and Environmental Initiatives'). A chestnut paling temporary fence and mulch had since been added by B&NES Council to help protect the new trees and shrubs.
- SPC had been made aware that the defibrillator on the exterior wall of Davies & Way was no longer working and had shared this via its communications channels. SPC welcomed the news that three local businesses (Davies & Way, Saltford Motors, and Clarkson's Independent Funeral Directors) had jointly funded a replacement defibrillator and that the order had been placed.
- The Parish Clerk expressed their thanks to all Councillors who had served on SPC since May 2019.

7. REPORT FROM B&NES WARD COUNCILLORS

The Saltford B&NES Ward Councillors April 2023 report to SPC Cllrs had been circulated in advance of the meeting (it was noted that residents could request a copy of the report by directly contacting B&NES Ward Councillors using contact information on the B&NES Council website).

The report was summarised by a Saltford B&NES Ward Councillor present. Aspects commented on included:

- Information from B&NES Highways officers about ongoing or upcoming planned roadworks on the A4 impacting the highway through Saltford.
- Bath and North East Somerset area-wide emissions statistics were shared (transport, businesses and homes).
- Demand Responsive Transport service 'WESTlink' had launched on 2 April 2023. The 664 subsidised bus service Saltford to Keynsham (Somerdale) had been discontinued.
- Pavement parking continued to be a local concern for residents.

8. PLANNING MATTERS

SPC's Chair of Planning Committee thanked Councillors and specifically the Vice Chair of Planning Committee for their contribution over the past four years. The Chair of Planning Committee was in return thanked by those present for their efforts regarding planning matters during this period.

a. Decisions and appeals

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

23/00129/FUL - 8 Grange Road Saltford 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

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

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

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

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

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

The Clerk reported that the following application has been REFUSED by B&NES Council:

22/00928/FUL - Rockside Mead Lane Saltford BS31 3EP. Erection of double storey front extension and replacement garage. Ian and Virginia Campbell

b. Planning contraventions

23/00009/ADVERT - Unauthorised advert at business at 504 Bath Road: B&NES Council's Planning Enforcement Team had informed SPC they had contacted the owner regarding the breach of planning control (as raised by SPC in February following resident concerns) at the above address. The owner had been informed by letter that the illuminated signs did not have planning (advertisement) consent and that the location of the signs raised a potential distraction to drivers. B&NES Council had also informed the owner that due to road safety and amenity issues advertisement consent was unlikely to be granted. B&NES Council informed SPC that the signs had since been removed, and as there was no longer a breach of planning control B&NES Council had closed the case.

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):

23/01075/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 **COMMENTS ON** this application:

COMMENT: It is not possible to accurately determine from the revised plans whether the effect of changing the shape of the roof ridge has reduced by an appropriate amount the overall height of the roof from what was in the process of being built before the last variation, 22/03859/VAR, was submitted; the plans appear to show almost no change in overall height. The combined overall height (walls plus roof) is also not possible to accurately determine. Saltford Parish Council therefore remains concerned that the revised and

raised height of the roofline of this infill dwelling may make the dwelling more imposing on its immediate neighbours in such a confined space compared to the original 2019 plans that were permitted by B&NES Council, particularly as the property is close to the boundaries of neighbours due west and due north.

Saltford Parish Council therefore requests that before permitting this variation, B&NES Council satisfies itself that the revised plans do not further increase the height of the roof height and the new dwelling as a whole from the original permitted plans. Furthermore, Saltford Parish Council repeats its request submitted in its response to 22/03859/VAR that B&NES Council 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. This would be to safeguard the amenities of adjoining occupiers from overlooking and loss of privacy in keeping with the 2017 B&NES Placemaking Plan policies D6 (a) (appropriate levels of privacy, outlook and natural light) and D6 (b) (to not cause significant harm caused by overlooking).

23/01101/FUL - 45 Grange Road Saltford BS31 3AQ. Erection of single story side extension, with a part garage conversion to create a ground floor bedroom/living area. Mr John Vernon

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 Chair of Planning Committee shared that Keynsham Town Council (KTC) supported Saltford Parish Council's request for landscape designation and that it would be submitting its own request for landscape designation (AGLV or LGS) for 'Keynsham East' (located adjacent to sections of 'Saltford South'). The Chair of Planning Committee added that he had engaged with KTC ahead of their request to B&NES Council, and viewed KTC's actions as positive and complimentary to those of SPC's request.

9. FINANCIAL MATTERS

- a. **Monthly Financial Report** – The Clerk gave a verbal summary of the report presented for March 2023 (also the final report of the 2022/23 financial year) as recorded below. The March 2023 report was considered and accepted by members.
- b. **Schedule of Expenditure** – The expenditure listed in the schedule for April 2023 as recorded below was authorised and the schedule was signed by the Chair.
- c. **Internal audit** – The Council resolved to appoint Auditing Solutions as SPC's

internal auditor for the 2022/23 financial year and authorised expenditure of up to £350 (Budget: Auditing)

- d. **H&S tree works at St Mary's Churchyard** – The Council resolved to record a spend of £450 to Parry Tree Services as authorised by the Clerk on the grounds of H&S (in line with Financial Regulation 4.5) for works at St Mary's Churchyard to fell the common lime. Information about the need for the action and spend was provided. (Budget line: Churchyard special maintenance projects).

10. BIENNIAL INSPECTION OF ST MARY'S CHURCHYARD

The Council received and accepted the report from members of the Churchyard Safety Group following the biennial inspection of St Mary's Churchyard.

Further to item 9.c above (spend to fell the Common Lime in churchyard on the grounds of Health and Safety) the Council again agreed the recommended action following the inspection and noted that permission had been given for the tree works by B&NES Council's Planning department (Tree works in a Conservation Area, under a five day notice) and that permission had also been granted by the Archdeacon of Bath as sought by the Churchwarden at St Mary's Church. It was noted that planned action to fell the tree had been booked to take place within one month of the inspection, as recommended in the report.

11. SPC REQUEST TO BANES COUNCIL TO TAKE RESPONSIBILITY FOR A SAFER CLEANER RIVER – WATERSPACE PARTNERSHIP RESPONSE

In February SPC resolved to request that B&NES Council take urgent action and responsibility for a safer, cleaner River Avon in Saltford for users and wildlife, to be led by its WaterSpace Partnership in consultation with key agencies.

The Council discussed the response to SPC from B&NES Council's representative on the WaterSpace Partnership. The Council resolved to meet with them at a mutually convenient time to further discuss SPC's requests and the WaterSpace Partnership's response.

12. REQUEST TO LOWER SPEED LIMIT ON MANOR ROAD AND COURTNEY ROAD (SECTIONS OF HIGHWAY BETWEEN SALTORD AND KEYNSHAM) FROM NSL TO 20MPH

The Council discussed a request to ask B&NES Council (the Highways Authority) to reduce the national speed limit (NSL) on the highways between Grange Road, Saltford and the residential areas of Manor Road and Courtney Road, Keynsham (aka 'the lanes') to 20m.p.h. for the safety of all users.

The Council recognised the use of the highways specifically by school children, pedestrians, horse riders and those using the community woodland situated both sides of Manor Road. Due to the roads being in both Saltford and Keynsham, the

Council resolved to contact Keynsham Town Council (KTC) to discuss the possibility of a joint approach to B&NES Council to request a reduced speed limit coupled with traffic calming measures (as deemed suitable by B&NES Council's Highways team following any request) including how such actions may enhance or benefit active travel. It was agreed that this matter would be discussed again at a future SPC meeting, likely June 2023.

It was also noted that if resolved and B&NES Council agreed to consider the request, that any change in speed limit will require a Traffic Regulation Order (TRO) which would include a public consultation. It is expected that TROs for Saltford and Keynsham would next be considered by B&NES Council in spring 2024.

13. MEETING WITH REPRESENTATIVES FROM BRISTOL AIRPORT

An update from the four Councillors who attended a meeting on 4 April 2023 with representatives of Bristol Airport. It was shared that concerns relating to flight paths, frequency of flights, flight times (including night flights), stacking, turning and associated pollution were raised. It was reported that Bristol Airport's representatives had confirmed that 4,000 night flights were permitted annually, and that they had shared information about a move to 'Continuous Descent' and the increase of quieter aircraft by airlines, which was hoped would reduce noise levels.

Councillors shared that outcomes of the meeting included Bristol Airport agreeing to investigate noise/height levels in summer 2022 following a Councillor request, as well as looking to again carry out noise monitoring (including night flights) measured from Manor Road in Saltford. They also agreed to SPC's request for information to share with residents about how residents could track flights and report complaints/concerns directly to Bristol Airport, including about flight noise/height.

SPC resolved that it would make contact with the Parish Councils Airport Association group and enquire about its activity and how SPC could become a member, and that this would be an item on a future agenda.

SPC resolved to respond to the CAA Air Space Management Consultation to be shared by Bristol Airport in late 2023 or early 2024. It was shared that at the meeting, Bristol Airport representatives had accepted an invitation from SPC to present to Full Council when the consultation was live.

14. PARISH WALK 2023

The Council resolved that the SPC Parish Walk would take place on Wednesday 14 June (postponed from previously agreed date of 13 June).

The route and risk assessments for the Parish Walk were accepted by the Council.

It was agreed that publicity inviting all residents to join would be shared once a start time had been agreed by those leading the walk.

15. REGISTER OF ASSETS

The Council reviewed SPC's Register of Assets (items valued over £100) and resolved to seek insurance quotes for agreement at the May meeting.

16. UPDATE ON ASSETS

In consideration of the nature and condition of the village road signs, the Council resolved to add the updated SPC logos to the signs once the signs were required to be remanufactured by B&NES Council, to ensure appropriate longevity of appearance and to ensure the logos met reflective criteria as required on such signs.

The Clerk shared that the order for the replacement phone box for Norman Road had been marked as urgent by the provider following SPC's order in December 2022, and that SPC would be contacted soon regarding its delivery.

A Councillor reported that Salford's Fairtrade Village sign (Bath end of the village) had been repositioned after reporting it to B&NES Council via FixMyStreet. It was noted that the dent in the corner of the sign had not been fully repaired but that there was an overall improvement in appearance.

17. LGA CODE OF CONDUCT 2020

The Council resolved to adopt the Local Government Association's Code of Conduct 2020 (updated May 2021) as Salford Parish Council's Code of Conduct.

18. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

The Clerk reported that work has almost been completed to protect the green amenity space by The Shallows car park from vehicles parking on the grass using wooden bollards, as resolved at the February 2023 meeting. Two drop bollards were to be installed once parts had become available.

The Clerk shared that on 11 March SPC, B&NES Parks and Green Spaces team and local residents had planted c.80 trees and shrubs on The Shallows to infill a vegetation gap created by 'force through' to access the river and to further protect damage to existing vegetation. The plants had been funded by Farrans, the contractors at Keynsham Recycling and Reuse Centre. B&NES Council had since erected a temporary (2-4 yr) chestnut paling fence to protect the new trees and shrubs until they become established. SPC and B&NES Council had agreed wording for signs for the fence, which will be added soon.

The Clerk also shared that B&NES Council had been successful in its bid for West of England Combined Authority (WECA) Bee Bold Pollinator Project funding, and that SPC had been a named partner in the application (one of only two Parish Councils in B&NES) following the success of its 'All You Seed is Love: Salford Wildflower Project'. B&NES Council's Parks and Green Spaces team had since contacted Salford Primary School to carry out a project on-site and on Claverton Road, and

that the team hoped to complete a pollinator project behind Anson Close.

19. DATA PROTECTION AND GDPR UPDATES

SPC's lead Councillor for data protection and GDPR reminded Councillors about good GDPR and data protection practice should they retire from the Council following elections.

20. PUBLICITY

The Council discussed and resolved the contents of SPC's page in SCAN.

21. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

The Link Member Councillor for the Saltford Environment Group shared that the owner of Saltford Airfield had created guidance for drone operators looking to fly near the airfield, which had been made available on the SEG website.

The Clerk reported that they had attended the Saltford Community Association (SCA) Annual General Meeting on 23 March, and that Saltford Parish Council had been thanked for the three grants it had given to SCA in the past financial year.

22. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

One of SPC Councillors thanked everyone at SPC and noted that this was the last meeting of the current Council.

The meeting closed at 9:15pm

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

Signed.....

Next Parish Council meeting: The next full council meeting will take place at 7:15pm on Tuesday 16 May 2023 in the Avon Room at Saltford Hall

SALTFORD PARISH COUNCIL

Schedule of regular expenditure during April 2023
 – for authorisation by the Council at its meeting on 4 April 2023.

Description	Amount	Method	Budget heading
April staff costs inc. salary, pension, HMRC tax and National Insurance	2480 estimate, 2550 maximum	Online BACS	Office staff
April SCA Hall hire	65 estimate, 75 maximum	Online BACS	Hall hire
April inTouch Communications Ltd phone system	20 (plus VAT) estimate 30 (plus VAT) maximum	Direct Debit	General administration
April Ambience Landscapes churchyard maintenance	175 (inc VAT) estimate 195 (inc VAT) maximum	Online BACS	Churchyard Maintenance
(Note Chairs Allowance Jul-Sept 2022 paid retrospectively 27.03.23)	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: 08/03/23 £ 5,000
27/03/23 £ 8,400

The following sums have been transferred from Petty Cash to the Current Account:

Date: 27.03.23 £49.25

I certify that the above payments made or to be made have been authorised at the meeting of the Parish Council on 4 April 2023.

SIGNED..... DATE:.....
 CHAIR / VICE-CHAIR

Saltford Parish Council

Monthly Financial Report for April 2022 - Month 1

Quarter period 1

	Budget to date	Actual to date	Budget Year end position
RECEIPTS:			
Precept & any grant	£20,502	£20,503	£41,005
Interest on Investments	£0	£0	£5
Other Income: Allotments	£13	£114	£160
VAT Reimbursements	£1,100	£0	£1,100
Other	£0	£0	£0
Subtotal without CIL	£21,616.04	£20,617.16	£42,269.59
CIL Payments	£0.00	£0	£0
Total Income	£21,616	£20,617	£42,270

PAYMENTS:

General Administration	£125	£46	£1,500
Office accommodation	£125	£0	£1,500
Office Staff	£2,208	£2,182	£26,500
Office Equipment	£25	£0	£300
Training	£83	£798	£1,000
Auditing	£0	£0	£500
Insurance	£0	£0	£400
Publicity	£58	£231	£700
Subscriptions	£3	£0	£40
Chairmans Honorarium	£25	£0	£300
Councillors' expenses	£8	£0	£100
Hall / Room Hire	£46	£29	£550
Maintenance: Church Yard Grounds	£146	£128	£1,750
Allotments	£21	£0	£250
Churchyard Special Maintenance Projects	£125	£0	£1,500
Allotment site rent	£8	£0	£100
Miscellaneous Grants	£83	£500	£1,000
Council led schemes	£167	£416	£2,000
Environment schemes	£83	£0	£1,000
VAT	£67	£77	£800
Subtotal without CIL	£3,407.50	£4,408.28	£41,790.00
CIL-related expenditure	£0	£0	£5,092
Total Payments	£3,408	£4,408	£46,882

BALANCE AT END OF MONTH:

Current account	£3,006
Business Instant Access account	£65,828

Cash

£49

TOTAL CURRENT BALANCE

£68,884

CIL-related cashflow	Balance at 31/03/22		CIL-income 22/23	CIL-expend 22/23	CIL balance
	£10,184		£0.00	£0	£10,184

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.