



SALTFORD PARISH COUNCIL

**Minutes of the meeting of the Council held in the Avon Room
at Saltford Hall on Tuesday 6 June 2023 at 7.15pm**

PRESENT

Councillors: Jon Godfrey (Chair), Dudley Bartlett, Gary Graveling, David Halton, Phil Harding (Chair of Planning Committee), Emma Hughes, Andy Rice, Paul Smith and Sally Turner.

Officer: Lottie Smith-Collins.

1. MINUTES

The minutes of the Council meeting held on 16 May 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 Julie Austwick and Shayan Aziz.

3. DECLARATIONS OF INTEREST

No interests were declared.

4. PUBLIC TIME

There were 3 members of the public present.

A representative of the Saltford Santa Dash committee spoke in support of Item 9.c 'Financial Matters – Saltford Santa Dash grant application'.

5. CHAIR'S ANNOUNCEMENTS

No announcements were made.

6. CLERK'S ANNOUNCEMENTS

The Clerk reminded those present that the SPC Parish Walk would take place on Wednesday 14 June and that information was available on SPC's website.

The Clerk confirmed that SPC had submitted its External Audit documents.

The Clerk gave advance notice that the January 2024 meeting would be held on the second Tuesday of the month (Tuesday 9 January, as resolved at the May meeting) in the Kelston Room at Saltford Hall.

The Clerk shared that Wessex Water had contacted SPC about ongoing site works and associated traffic movements, including large plant vehicles, following resident

concerns. The Clerk shared that residents could view information about the works (including outline schedule) on the [Wessex Water website](#), and that they could contact Wessex Water with any concerns directly via phone 0345600 4 600 or email salford.access@wessexwater.co.uk

7. REPORT FROM B&NES WARD COUNCILLORS

Cllr Duncan Hounsell shared that the Salford B&NES Ward Councillors June 2023 report to SPC Cllrs had been circulated in advance of the meeting and that residents could request a copy of the report by directly contacting Salford's Ward Councillors (contact information is on the [B&NES Council website](#)).

The report was summarised by Cllr Duncan Hounsell, including the following:

Cllr Duncan Hounsell had been appointed as Chair of B&NES Planning Committee and Salford Ward Cllr Alison Streatfeild-James had been appointed as a member of the West of England Combined Authority (WECA) Overview and Scrutiny Committee. Details about the B&NES Council Cabinet were also shared.

Cllr Hounsell stated he had contacted relevant B&NES Council Cabinet members to further the request made to B&NES Council for a central pedestrian refuge at the bottom of Bath Hill, to improve safety for those wishing to cross at a recognised busy section of the A4 Bath Road. Following Cllr Hounsell's report, the Council agreed to send an email of support - further to its previous requests for a central pedestrian refuge at this location – to B&NES Cabinet members.

Cllr Hounsell also shared that he had lobbied for the closure of a section of Manor Road (lane that runs parallel to Montague Road) to vehicles. SPC agreed to consider discussing this at a future Council meeting.

Cllr Hounsell informed the Council that the WECA 'A4 corridor' bus consultation would be launched later in June. SPC agreed to discuss the consultation when open, likely at its July 2023 meeting.

Cllr Hounsell shared that any resident can speak in public time to the B&NES Council Full Council meeting (at the Guildhall, Bath) and in public time at B&NES Council Cabinet meetings, by contacting the B&NES Council Democratic Services team.

At the Chair's discretion the order of motions on the agenda was changed. Item '9.c Financial Matters – Salford Santa Dash Grant application took place following Item 7 (as recorded below).

8. PLANNING MATTERS

a. Decisions and appeals

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

21/05471/OUT - Parcel 5159, Minsmere Road, Keynsham. Outline planning application for 70 homes (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

23/01309/FUL - 4 Lawson Close Saltford BS31 3LB. Erection of single storey rear extension. Mr & Mrs C Dixon

22/04813/FUL - 8 Manor Road Saltford BS31 3DL. Erection of first floor extension over garage. Mr Ray Southard

b. Planning contraventions

As resolved under Item 15.c at the May meeting, the Clerk confirmed that the property on Justice Avenue being used as a short-term holiday let had been reported to B&NES Council's Planning Enforcement team as a possible planning contravention (possible change of use) and that B&NES Council had opened a planning enforcement case (Ref. No. 23/00215/UNAUTH).

The Clerk reported that the Case Officer for Ref. No. 22/00363/UNAUTH (field above Bath Rd with end-of-life vehicles and tyre piles) had informed SPC that B&NES Council had signed an enforcement notice requiring the use of the land for vehicle storage to cease and for all vehicles and tyres etc. to be removed. The Case Officer added that they had issued a S16 to all interested parties to return to B&NES Council, to help ensure that enforcement notices would be served on the correct persons. The Case Officer confirmed that B&NES Council had not contacted the Environment Agency as it was pursuing enforcement action so that vehicles would be removed, which it believed the EA would support. The Parish Council agreed to note that it may look to consider raising a concern with Environmental Health following the removal of the vehicles and tyres, following its concerns regarding land contamination. If so it was agreed that this would be a matter for a future agenda.

The Clerk shared that concerns had been raised to the attention of the Parish Council regarding a possible planning enforcement case at 2 Mill Cottages (Grade II listed, in the Saltford Conservation Area). Due to its relevance to Saltford's built heritage, and its proximity to the Saltford Brass Mill (a scheduled ancient monument), the Council resolved to request that B&NES Council's Planning Enforcement team share the reference number of the case and add Saltford Parish Council as a 'complainant' to any opened 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):

23/01757/AR - The Crown 500 Bath Road Saltford BS31 3HJ. Display of various replacement and refurbished signs. Greene King

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

23/01758/LBA - The Crown 500 Bath Road Saltford BS31 3HJ. External work to display various replacement and refurbished signs. Greene King

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

23/01882/FUL - 2 Howard Close Saltford BS31 3AS. Erection of single storey rear extension and conversion of garage. Mr David Entwistle

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

23/01860/HEDGE - Land Next To Sewage Works Avon Lane Saltford. Removal of two sections of hedgerow on the boundary of Saltford Sewage Works. Wessex Water

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

COMMENT: Whilst Saltford Parish Council strongly regrets any loss of established hedgerows, the Parish Council has no objection to this application due to the overall net gain in biodiversity planned for this permitted development upon completion.

23/01912/FUL - 1 Justice Avenue Saltford BS31 3DR. Erection of single storey rear extension and two storey side extension. Mrs Claire McKenzie

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

e. B&NES Council Local Green Space review – Following B&NES Council's invitation to SPC to put forward sites for consideration as part of the new Local Plan (which will seek to identify green areas of particular importance to be designated as Local Green Spaces) SPC resolved to nominate 'Saltford South' as a site to be included in B&NES Council's Local Plan Options

document. The Council resolved the contents of a pro forma document supplied by B&NES Council for the purpose of the nomination of site(s), which was agreed to be submitted by the 14 July deadline along with SPC's supporting document 'Saltford South Photo Tour – Annex'.

- f. **Planning Policy update: B&NES Council Local Plan including SPC's request for 'Saltford South' landscape designation (AGLV or LGS) -** Further to item 8.e, the Council received an update from Cllr Phil Harding that a meeting between SPC, Keynsham Town Councillors and B&NES Council's Planning Policy officers would take place in early July (date TBC). It was agreed that Cllr Harding would provide feedback at SPC's July meeting. It was also agreed that if there were any further actions to resolve with regards to the B&NES Council Local Plan, including information about SPC's resolution to request landscape designation for 'Saltford South', that this would be a future agenda item.

9. FINANCIAL MATTERS

- a. **Monthly Financial Report** – The Clerk gave a summary of the report presented for May 2023, as recorded below. The report was considered and accepted by members.
- b. **Schedule of Expenditure** – The expenditure listed in the schedule for June 2023 as recorded below was authorised and the schedule was signed by the Chair.
- c. **Saltford Santa Dash grant application** – The Council resolved to authorise a grant of £275 towards the costs of 'sum-up' e-readers for donations, following a funding request by the Saltford Santa Dash committee (Budget heading: Misc grants).

10. SPC REQUEST TO BANES COUNCIL TO TAKE RESPONSIBILITY FOR A SAFER CLEANER RIVER – WATER SPACE PARTNERSHIP MEETING

The Council received an update from Cllr Phil Harding following the meeting held in May attended by representatives from SPC, B&NES Council's WaterSpace Partnership representative and the Catchment Partnership Officer.

Following SPC raising concerns about pollution and excessive litter in the river (including after the flooding in January 2023), it was shared that the Catchment Partnership Officer had provided information from Wessex Water to SPC about storm overflow improvements as well as information about how residents could report pollution to Wessex Water (at www.wessexwater.co.uk/your-wastewater/reporting) which SPC agreed would be shared on its website. Information was also provided to SPC about the [Catchment Partnership Fund](#).

It was shared that following SPC raising concerns about safety on the river, the Catchment Partnership Officer would engage with the police with regards to

appropriate and safe use of the water environment and how/where it would be best to work with them.

Following SPC's request for information to share with residents about how to report abandoned or sunken boats, it was shared that the B&NES Council WaterSpace Project Officer had said that they would discuss this with the Canal River Trust and inform SPC.

Following the outcome of the May local elections, SPC resolved its response to the river extract in the Liberal Democrat's 2023 Full Manifesto for B&NES Council Election (<https://www.bathneslibdems.org.uk/assets/2023-04-11/full-manifesto-2023.pdf> p.10). It was agreed that SPC would contact B&NES Council to state that SPC welcomed the information included in the manifesto and to ask for a progress update on SPC's specific requests (as resolved under Item 12 at the February 2023 meeting) as detailed in SPC's letter to B&NES Council which requested that B&NES Council take the lead on responsibility for a 'safer, cleaner river'.

11. APPOINTMENT OF MEMBERS TO THE SALTFORD EMERGENCY COORDINATORS GROUP

The Council resolved to update SPC's members of the voluntary 'Saltford Emergency Coordinators Group'. Until further notice members were agreed as: Cllrs Jon Godfrey, David Halton, Phil Harding, Paul Smith and SPC Clerk Lottie Smith-Collins.

It was noted that information was available on SPC's website, and that B&NES Council is the responsible authority for emergency planning.

12. APPOINTMENT OF COMMITTEES AND WORKING GROUPS AND MEMBERSHIP THEREOF

Cllr Gary Graveling was formally resolved as a member of Planning Committee, as agreed in his absence at the May meeting (item 13).

The Council resolved to maintain the number of Councillors on Staffing Committee at four (four members were appointed at the May meeting under Item 13).

13. APPOINTMENT OF LINK MEMBERS FOR PARISH COUNCIL AIRPORT ASSOCIATION (PCAA) AND CONTACT FOR THE BRISTOL EAST FRINGE CYCLING AND WALKING GROUP

Cllr Gary Graveling was appointed as SPC's Link Member for the Parish Council Airport Association (PCAA) for the year 2023/24.

Cllr Graveling was also appointed as SPC's Councillor contact for the Bristol East Fringe Cycling & Walking Group for the year 2023/24.

14. REQUEST FROM ALLOTMENT TENANT FOR SKIP TO CLEAR STONES ETC FROM SITE

The Council discussed a request from an allotment tenant for the removal of a pile of rocks and weeds by the gate to the Wick House Allotments and to arrange the brambles to be cut back, or alternatively to arrange a skip for tenants to clear stones, weeds and brambles from the allotment site.

The Council recognised the ecological value of stones and vegetation and resolved to seek a quote to cut back the brambles. The Council agreed that, following any work, it would re-assess if any further action was required. It was agreed that a quote to cut back the brambles would be sought, with any spend to be a future agenda item to resolve.

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

Under item 12 at the April 2023 meeting, the Council resolved to contact Keynsham Town Council to discuss the possibility of a joint approach to B&NES Council to request a reduced speed limit coupled with traffic calming measures.

Following KTC's resolution (as recorded under Item 34 on KTC's May draft minutes), it was resolved that SPC's Clerk and Cllrs Dudley Bartlett and Gary Graveling would meet on-site with KTC's Town Clerk, and KTC Cllrs Caroline Leonard and Cllr Alan Greenfield to discuss the matter.

Following the proposed meeting, any further decisions to lower the speed limit and introduce traffic calming measures in the 'lanes' between Saltford and Keynsham were agreed to be on a future agenda to resolve.

16. UPDATE ON ASSETS

The Council received updates from Councillors and staff following the biannual asset checking as assigned at the May meeting, with all assets confirmed as checked (bar the replacement Norman Road phone box).

The Clerk shared that a delivery date for the replacement Norman Road phone box was pending, following payment being made by SPC.

17. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

The Clerk shared that, following SPC being a named partner in B&NES Council's successful bid for WECA Community Pollinator funding, workshops were carried out (led by B&NES Council and Avon Wildlife Trust officers) with children in Year 4 at Saltford Primary School in May. Workshops included children finding out about how they could use the natural environment in Saltford to encourage more insects and wildlife to the area. The children also investigated the different types of insects in the

school surroundings and completed collage work linked to this theme.

18. DATA PROTECTION AND GDPR UPDATES

No updates were received.

19. PUBLICITY

The Council discussed and resolved the contents of SPC's SCAN page and information to include in its (free) upcoming page in The Week In.

20. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

No reports were received.

21. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

No items were received.

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 4 July 2023 in the Avon Room at Saltford Hall

SALTFORD PARISH COUNCIL

**Schedule of regular expenditure during June 2023
– for authorisation by the Council at its meeting on 6 June 2023.**

Description	Amount	Method	Budget heading
June staff costs inc. salary, pension, HMRC tax and National Insurance	2480 estimate, 2550 maximum	Online BACS	Office staff
June SCA Hall hire	60 estimate, 75 maximum	Online BACS	Hall hire
June inTouch Communications Ltd phone system	27 (plus VAT) estimate 35 (plus VAT) maximum	Direct Debit	General administration
June Ambience Landscapes churchyard maintenance	175 (inc VAT) estimate 195 (inc VAT) maximum	Online BACS	Churchyard Maintenance
Chair's Honorarium	75	Online BACS	Chair's Honorarium

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

Date: 24/05/23 £ 5,000

I certify that the above payments made or to be made have been authorised at the meeting of the Parish Council on 6 June 2023.

SIGNED.....
CHAIR / VICE-CHAIR

DATE:.....

Cash £0
TOTAL CURRENT BALANCE **£62,804**

CIL-related cashflow	Balance at 31/03/23		CIL-income 23/24	CIL-expend 23/24	CIL balance
	£5,163		£0.00	£0	£5,163

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.