



# **SALTFORD PARISH COUNCIL**

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

## **PRESENT**

**Councillors:** Jon Godfrey (Chair), Shayan Aziz, Julie Austwick, Dudley Bartlett, Gary Graveling, David Halton, Phil Harding (Chair of Planning Committee), Emma Hughes, Andy Rice and Paul Smith.

**Officer:** Lottie Smith-Collins.

## **1. MINUTES**

The minutes of the Council meeting held on 6 June 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 were received in advance of the meeting from Cllr Sally Turner.

## **3. DECLARATIONS OF INTEREST**

Cllr David Halton declared an interest in item 10.g 'Financial Matters – Office rent at Saltford Community PO & Library Hub' due to being Chair of the Saltford PO & Library Hub Committee. Cllr Halton stated that he would not participate or vote during the item.

## **4. PUBLIC TIME**

There were 5 members of the public present.

No members of the public addressed the Council during Public Time.

## **5. WESSEX WATER PRESENTATION**

The Council received a presentation from the Wessex Water Project Manager for the Saltford site at Mead Lane. The presentation included an update on storm drain improvements and water quality initiatives, current site expansion works and the ongoing construction of the new bridge over the River Avon including environmental initiatives associated with the project, plus information about vehicle movements through Saltford both during and after completion of the project.

During the presentation the Project Manager confirmed they would be increasing some storm tank capacity and that significant funds were being spent in the Saltford and Keynsham area with regards to storm drain improvements and water quality monitoring. Wessex Water shared that their Keynsham site (behind Waitrose) which serves Saltford residences would be expanded by 33% and would include increased storm water storage. SPC welcomed information about a Wessex Water funded

water quality app which would provide water quality information at specific locations in B&NES including Saltford, and was due to launch in 2024.

SPC was informed that traffic movements were currently at c.300 per week and that these would reduce by 75% in two years' time following the Mead Lane site expansion works. It was stated that plant vehicles would use the new bridge – once constructed – for construction works vehicles, but that some construction traffic would still need to access the site via Saltford until the project was complete. Cllr David Halton requested that Wessex Water communicate this information by letter to affected residents so that they were aware of vehicle movements during the expansion of the Mead Lane site. SPC also requested a copy of the letter to share more widely via its website and social media. Wessex Water stated that following the completion of the Mead Lane site works, Wessex Water traffic through Saltford would be at 25% of current levels.

Cllr David Halton requested Wessex Water resurface the highway in due course, specifically on the High Street, which had deteriorated in recent months through the number and type of Wessex Water construction vehicles using the road. The Project Manager stated that Wessex Water would discuss this request.

Cllr David Halton and the Clerk raised concerns about traffic management on the High Street and Mead Lane, specifically with regards to efficiency and communications. The Project Manager shared they had been made aware of issues and would continue to brief staff as appropriate, and that some concerns had arisen due to the frequency of the change in staff overseeing Wessex Water's traffic movements on High Street and Mead Lane.

Cllr Andy Rice requested Wessex Water share information with residents about footpath access around the Mead Lane site once bridge works were complete. It was suggested by Cllr Halton that Wessex Water look to better raise awareness of their environmental actions as part of the project. Wessex Water's Project Manager said they would look to do this, explaining that Health and Safety due to large vehicles would be a matter for consideration, and that longer term the intention was to create two nature observation posts and information boards about local wildlife. SPC recommended Wessex Water share the positive news about the new wetland scrapes on its website and via its own communications for resident information.

SPC thanked the Wessex Water representatives for attending the meeting. SPC also expressed appreciation for their efficient and comprehensive responses to the resident concerns that had been raised since the start of the works, as well as their ongoing communications directly with residents about the project.

## **6. CHAIR'S ANNOUNCEMENTS**

No announcements were made.

## **7. CLERK'S ANNOUNCEMENTS**

The Clerk confirmed that the River Side Working Group would meet in July. The

Clerk invited Councillors to submit items for the Working Group to discuss, and added that feedback from the meeting and any recommend actions would be on the September agenda.

The Clerk confirmed that the replacement Norman Road phone box had been delivered and installed on 23 June. SPC's thanks had been expressed to The Mobius Group for their time and expertise installing the phone box at no cost to SPC (see also Item 12). Appreciation was also expressed to Cllr Phil Harding for being present on behalf of SPC at its delivery and installation.

The Clerk thanked Councillors and members of the public who attended the SPC Parish Walk on 14 June, and expressed SPC's gratitude to Cheryl and Robin who planned and led the walk (see also Item 15)

The Clerk shared that on 5 July Cllr Dudley Bartlett and SPC's Clerk would meet with Keynsham Town Council Councillors and staff, to discuss a possible reduction in speed limit as well as the potential addition of traffic calming measures in the 'lanes' between Saltford and Keynsham (Manor Road and Courtney Road). Actions to resolve would be on the September agenda.

The Clerk confirmed tree stump works and debris removal had taken place at the site of the removed Common Lime at St Mary's Churchyard (as resolved under Item 21 at the May 2023 meeting), with thanks to Cllr Phil Harding for engaging with the PCC about the works and their plans for this area of the churchyard.

The Clerk shared that B&NES Council had sealed a Traffic Regulation Order (TRO) on 3 July 2023 to introduce further 'Keep Clear' road markings on Manor Road at the rear of Saltford Primary School (SPC resolved to request this TRO on the grounds of safety at its July 2022 meeting). The installation of road markings was expected in due course.

The Clerk informed the Council that it had yet to receive a response from B&NES Council Cabinet members Cllrs Sarah Warren and Tim Ball following its email on 12 June requesting an update on actions following its request for B&NES Council to take the lead on responsibility for a 'safer, cleaner river', as resolved at the June meeting.

The Clerk reported that B&NES Council Cabinet Member for Highways, Cllr Manda Rigby, had responded to SPC's request for a central pedestrian island refuge at the bottom of Saltford Hill (near the Bristol-bound bus stop), a request first made by SPC in 2019. This followed Ward Cllr Duncan Hounsell also raising it to Cllr Manda Rigby's attention. Cllr Rigby confirmed that she was aware of the request and that it was one of many priority requests B&NES Council was working through in consideration of the funding available, and that she would check with officers where they were regarding it.

The Clerk confirmed that in line with audit requirements the notice of the period for

the exercise of public rights had been displayed on 26 June on SPC's website and noticeboard, and that the 30 day period had commenced on 27 June.

The Clerk raised to the Council's awareness that the Bristol Avon Rivers Trust (BART) would be running their annual RiverBlitz event in July, where volunteers collect samples from rivers etc. in the Bristol Avon catchment to help gain a snapshot of water quality, and that SPC had added this information on its website and noticeboard to encourage participation in Saltford.

The Clerk shared that the Keynsham Area Forum was taking place at the Community Space, Keynsham, starting at 6pm on 6 July, and that all Councillors and residents were welcome to attend.

The Clerk reminded those present that Full Council does not meet in August (unless required). The Clerk confirmed that a Planning Committee meeting would take place on Tuesday 1 August starting at 7:15pm in the Avon Room at Saltford Hall.

## **8. REPORT FROM B&NES WARD COUNCILLORS**

Cllr Duncan Hounsell shared that the Saltford B&NES Ward Councillors July 2023 report had been circulated to SPC Councillors in advance of the meeting and that residents could request a copy of the report by contacting Saltford's B&NES Ward Councillors (contact information is on the [B&NES Council website](#)). The report was summarised by Cllr Duncan Hounsell, including the following:

Cllr Hounsell shared that the Visually Activated Sign (VAS) at the bottom of Saltford Hill was not working correctly and that a potential upgrade was being considered by B&NES Council.

Cllr Hounsell informed the Council that a planning enforcement case had been opened on a property on Bath Road (possible unauthorised use of property as commercial holiday accommodation) reference number 23/00269/UNAUTH.

Cllr Hounsell stated that he had attended the Saltford Brass Mill AGM in June and that the project had agreed a five-year sub-lease with B&NES Council.

Cllr Hounsell shared information about the Local Plan, explaining that all options must be included by B&NES Council for soundness, and that options listed in the early 2024 consultation would incorporate those that must be considered.

Cllr Hounsell, also Chair of B&NES Council's Planning Committee, shared information about the process for Parish Councils to refer applications to the committee including the importance of referring to up-to-date policies.

## **9. PLANNING MATTERS**

### **a. Decisions and appeals**

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

23/01420/FUL - 459 Bath Road Saltford BS31 3AZ. Erection of ground floor porch, family room and annex extension, first floor bedroom extension and hip-gable attic conversion with rear dormer following remove of existing porch, outbuilding and existing conservatory. Mr Anstey

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

23/01523/CLEU - 561 Bath Road Saltford. Change of use of land for mixed Class B8 and E (g) business use (Certificate of Lawful Existing Use) Jefferies Saltford Business

**The Clerk reported that the following application has NO OBJECTION by B&NES Council:**

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

### **b. Planning contraventions**

Further to its resolution under Item 8.b at the June meeting, it was confirmed by B&NES Council that a planning enforcement case had been received by the Planning Enforcement Team, reference '23/00230/LBWORK - 2 Mill Cottages The Shallows Saltford Bristol'. B&NES Council confirmed that SPC had been added as a complainant and that it was awaiting a Listed Building Application to be submitted.

Following Cllr Hounsell's Ward Councillor's report (Item 8) the Council agreed to record that a planning enforcement case opened on a property on Bath Road (possible unauthorised use of property as commercial holiday accommodation) reference number 23/00269/UNAUTH.

The Clerk reported that an update had been received from B&NES Council for case 22/00363/UNAUTH (parcel 8831, unauthorised change of use from agriculture to storage). The Case Officer had shared that enforcement notices had been issued stating that the use of the land for storage must cease and all the stored vehicles, tyres and other miscellaneous items must be removed. SPC had been informed that the notice will come into effect on 29 July and is to be complied with by 29 August 2023, and that unless an appeal is submitted during this period by the land owner that non-compliance with the enforcement notice was an offence.

### **c. Planning items of urgent information**

The Clerk shared that an enquiry had been received from the B&NES Allotment Association requesting information about the (Curo owned, SPC managed) allotments at Wick House Close. The B&NES Allotment Association informed SPC that their intention was to achieve protection by Local Green Space designation for all allotments in the new Local Plan, with a request to be made by the B&NES Allotment Association to B&NES Council by the 14 July end date.

### **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):

23/01804/LBA - Mill Island The Shallows Saltford BS31 3EX. Proposed extensive reconfiguration and refurbishment of Mill Lodge and rewilding of Mill Island, we would like to submit this application under a PPA. Jordan and Phoebe Franklin

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

**COMMENT:** Saltford Parish Council recognises the importance of the Brass Mill and Brass Mill Island as part of the heritage of Saltford's Conservation Area and of the River Avon's industrial past whilst accepting the need for domestic dwellings to modernise and adapt with the times in ways that are sympathetic to the character of their setting and neighbouring buildings.

The Parish Council requests that in making its final decision B&NES Council satisfies itself through the Planning Performance Agreement (PPA) process that the extensive reconfiguration of Mill Lodge as proposed will not dominate, overbear, or detract from the scheduled monument, Saltford Brass Mill, with which it is co-located on Mill Island. As far as can be ascertained from the application, the Parish Council is reasonably satisfied that the setting of the Brass Mill when viewed from the Conservation Area should not be adversely affected by the reconfiguration of Mill Lodge as proposed and welcomes the anticipated overall improvement in appearance and slight reduction in size of the Mill Lodge compared to the existing building. The Parish Council also welcomes the proposed rewilding and additional tree planting for Mill Island and recommends the use of native plant and tree species appropriate to NE Somerset.

23/01803/FUL - Mill Island The Shallows Saltford BS31 3EX. Proposed extensive reconfiguration and refurbishment of Mill Lodge and rewilding of Mill Island, we would like to submit this application under a PPA. Jordan and Phoebe Franklin

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

**COMMENT:** The comment submitted by Saltford Parish Council for 23/01804/LBA applies in full to this application also. This is as follows: Saltford Parish Council recognises the importance of the Brass Mill and Brass Mill Island as part of the heritage of Saltford's Conservation Area and of the River Avon's industrial past whilst accepting the need for domestic dwellings to modernise and adapt with the times in ways that are sympathetic to the character of their setting and neighbouring buildings.

The Parish Council requests that in making its final decision B&NES Council satisfies itself through the Planning Performance Agreement (PPA) process that the extensive reconfiguration of Mill Lodge as proposed will not dominate, overbear, or detract from the scheduled monument, Saltford Brass Mill, with which it is co-located on Mill Island. As far as can be ascertained from the application, the Parish Council is reasonably satisfied that the setting of the Brass Mill when viewed from the Conservation Area should not be adversely affected by the reconfiguration of Mill Lodge as proposed and welcomes the anticipated overall improvement in appearance and slight reduction in size of the Mill Lodge compared to the existing building. The Parish Council also welcomes the proposed rewilding and additional tree planting for Mill Island and recommends the use of native plant and tree species appropriate to NE Somerset.

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

Cllr Phil Harding provided feedback following the meeting held on 3 July with B&NES Planning Policy Officers. Cllr Harding shared that he and Cllrs Gary Graveling, David Halton and Andy Rice had represented Saltford Parish Council at the meeting, with representatives from Keynsham Town Council also in attendance alongside B&NES Ward Councillors Duncan Hounsell (Saltford Ward) and Hal MacFie (Keynsham East Ward).

Cllr Harding reported that B&NES Officers had described SPC's bid for AGLV as 'thorough' and that they were considering SPC's and KTC's requests for landscape designation (LGS or AGLV) for 'Saltford South' and 'Keynsham East' respectively as part of the evidence-based stage of the development of the new Local Plan. SPC had been informed that B&NES Council would soon be moving towards the preparation of the options document, with the options paper open to public consultation in early 2024 and the new Local Plan adopted in 2025.

Cllr Harding added that the next step for SPC with regards to the B&NES Council Local Plan development process was engagement at a workshop for the Keynsham and Saltford area on 18 July, which Cllr Harding confirmed he would be attending.

Cllr Harding informed the council that SPC and KTC would be invited to a further meeting with the B&NES Council Planning Policy officers in the autumn (likely September / October) to receive information about progress for the options paper, as well as an indication as to whether SPC and KTC's

requests for LGS or AGLV landscape designation would be included in the options paper consultation.

## 10. FINANCIAL MATTERS

- a. **Monthly Financial Report** – The Clerk gave a summary of the report presented for June 2023, as recorded below. The report was considered and accepted by members.
- b. **Schedule of Expenditure** – The expenditure listed in the schedules for July and August 2023 as recorded below were authorised and the schedules were signed by the Chair.
- c. **iTeam Solutions website hosting** – The Council authorised expenditure to iTeam Solutions of £120+£24 taxes totalling £144 for annual webhosting of SPC’s website [www.saltfordparishcouncil.gov.uk](http://www.saltfordparishcouncil.gov.uk) between 26.08.23 and 25.08.24 (Budget heading: Publicity)
- d. **B&NES Council road booking form** – The Council authorised a spend of £35 (Clerks Expenses to B&NES Council) for the costs of the road booking form required as part of the Norman Road phone box installation (Budget heading: Insurance).
- e. **iTeam Solutions website changes (including improving accessibility)** – The Council authorised a spend of up to £700 to iTeam Solutions to apply recommended accessibility changes to SPC’s website and for other required website changes following its creation in 2020 (Budget heading: Publicity). It was acknowledged that SPC had budgeted for website update spend as part of its budget for 2023-24.
- f. **SPC Chain of Office update** – The Council resolved spend of up to £50 to update the medal name bars on SPC’s Chain of Office following the change in Chair of SPC (Budget heading: Council Led Schemes).
- g. **Office rent at Saltford Community PO & Library Hub** – The Council authorised a payment of £1,500 to the Saltford Community PO & Library Hub for annual rent, in line with the agreement held between SPC and the Hub (Budget heading: Office rent).

## 11. VEGETATION REMOVAL AT ALLOTMENTS (INCLUDING SPEND)

The Council resolved to accept a quote from Ambience Landscapes of £408+VAT to cut back and remove from site brambles, weeds and other vegetation debris at the Wick House Close allotment site adjacent to the gate and public path, and internal wall on the east wall of the allotments (Budget heading: Allotments).



It was noted that as a spend of up to £300 had been listed for consideration, that the Council had resolved to approve the remainder of the spend (£108) under Financial Regulation 4.5 and SPC's Scheme of Emergency Delegation, with spend to be reported and recorded at the September meeting. This decision was resolved based on risk of injury (health and safety) to tenants and members of the public using the public path.

The Council agreed to spend beyond the 'Allotments' budget line for 23/24, on the grounds of Health and Safety.

## **12. UPDATE ON NORMAN ROAD PHONE BOX: INCLUDING SPEND (NATIONAL GRID CONNECTION), DISPLAY OF BUSINESS LOGOS, AND DEFIBRILLATOR PLANS**

The Council received an update on the delivery and installation of the replacement Norman Road phone box on 23 June.

It was confirmed that the replacement K6 phone box was on SPC's asset register.

The Council resolved to proceed with National Grid connection for the Norman Road phone box at a total connection charge cost of £1047.82 ex VAT (Budget heading: Insurance).

The Council agreed to confirm with a local business their commitment to purchase and maintain a defibrillator on the Norman Road phone box.

The Council agreed external signage to display on the Norman Road phone box to acknowledge the generous contribution to the community by local businesses Mobius and Flourish, including the display of logos on the 'top slots' which would be laminate / vinyl and temporary (to be supplied by the businesses).

## **13. CLOSURE TO MOTOR TRAFFIC ON MANOR ROAD (LANE)**

The Council resolved to contact B&NES Council to express its support of Saltford B&NES Ward Cllr Duncan Hounsell's request (as included in B&NES Ward Councillors June 2023 report) for the closure to motor traffic of the Manor Road lane (immediately south of Montague Road i.e from Longwood Lane junction to Montague Rd junction) to make it 'pedestrian and cycle friendly' and to promote active travel.

## **14. DAMAGED VE75 OAK TREE ON BROADWAY**

Following significant damage to the VE75 Oak Tree (planted as part of a joint SCA, SPC and Curo project) on Broadway (Curo land), the Council discussed its viability.

It was agreed that the tree was unlikely to survive. It was resolved that SPC would approach Curo to provide a quote to remove the damaged tree and replace it with another c.12 foot tall oak tree, including a taller protection surround and post support to prevent similar damage occurring in the future. SPC thanked the Treasurer of the

Saltford Community Association for sharing that SCA would likely contribute to any costs.

The Council also agreed to approach Curo for a quote on behalf of SPC and SCA for a c.12 foot oak tree to plant on Broadway, to mark DDAY80 in 2024.

It was agreed that any quotes received would be considered at a future meeting.

## **15. SPC PARISH WALK – REVIEW**

The Council reviewed the SPC annual Parish Walk held in June, and noted that it was enjoyed by those who attended.

The Council resolved that in the future the event would likely take place every two years to coincide with the Saltford Festival, to encourage higher attendance.

Cllr David Halton suggested future parish walks could include the Saltford Parish boundary and offered to look into possible routes. Cllr Andy Rice offered to create event risk assessments for the Council to consider.

## **16. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES**

No updates were received.

## **17. DATA PROTECTION AND GDPR UPDATES**

Cllr Jon Godfrey shared information with the Council about the data protection principles of GDPR.

## **18. PUBLICITY**

The Council discussed and resolved the contents of SPC's Summer e-newsletter.

## **19. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES**

Cllr David Halton reported that as SPC's Saltford Business Network (SBN) link member he had attended the joint SBN and Keynsham Business Network walk event in June and the SBN and BS31 joint breakfast event in July. Cllr Halton shared his view on the benefits of joint events with Keynsham businesses, and in particular commented positively about the entrepreneurial zeal of younger Keynsham members he had had the opportunity to meet.

The Parish Clerk reported that they had attended the Saltford Scouts AGM in June, which included a tree planting celebration at the Saltford Sports Club's Community Orchard. It was shared that at the AGM the 1<sup>st</sup> Saltford Scout Group had adopted the model Scout Group constitution, and that the 'Executive Committee' would in future be named the 'Trustee Board'. It was also shared that the Saltford Scouts were keen to encourage more adult volunteers to join the group and that the Saltford Scouts were looking to improve the volunteer experience, as well as to continue to raise their profile in the village.

Cllr Phil Harding reported on behalf of the Saltford Environment Group (SEG) that bee orchids had been spotted in Saltford for the first time in about 10 years. Cllr Harding stated that this was one of the many positives of allowing grass to grow for longer compared to more regular mowing.

**20. ITEMS OF URGENT INFORMATION FROM COUNCILLORS**

No items were received.

The meeting closed at 9.45pm

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

Signed.....

**Next SPC meetings:**

SPC Planning Committee will take place at 7:15pm on Tuesday 1 August 2023 in the Avon Room at Saltford Hall

The next full council meeting will take place at 7:15pm on Tuesday 5 September 2023 in the Avon Room at Saltford Hall

# SALTFORD PARISH COUNCIL

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

<b>Description</b>	<b>Amount</b>	<b>Method</b>	<b>Budget heading</b>
July staff costs total inc. salary, pension, HMRC tax and National Insurance	2530 estimate, 2580 maximum	Online BACS	Office staff
June SCA retrospective Hall hire	40	Online BACS	Hall hire
July SCA Hall hire	40 estimate 60 maximum	Online BACS	Hall hire
July inTouch Communications Ltd phone system	27 (plus VAT) estimate 35 (plus VAT) maximum	Direct Debit	General administration
July Ambience Landscapes churchyard maintenance	175 (inc VAT) estimate 195 (inc VAT) maximum	Online BACS	Churchyard Maintenance
Information Commissioners office	35 estimate 45 maximum	Direct Debit	General Administration
One Drive monthly subscription for Apr-July 2023	8 estimate 10 maximum	Direct Debit	General Administration

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

**Date: 27/06/23      £ 5,000**

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

SIGNED.....  
 CHAIR / VICE-CHAIR

DATE:.....

# SALTFORD PARISH COUNCIL

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

<b>Description</b>	<b>Amount</b>	<b>Method</b>	<b>Budget heading</b>
August staff costs total inc. salary, pension, HMRC tax and National Insurance	2530 estimate, 2580 maximum	Online BACS	Office staff
August SCA Hall hire	40 estimate 60 maximum	Online BACS	Hall hire
August inTouch Communications Ltd phone system	27 (plus VAT) estimate 35 (plus VAT) maximum	Direct Debit	General administration
August Ambience Landscapes churchyard maintenance	175 (inc VAT) estimate 195 (inc VAT) maximum	Online BACS	Churchyard Maintenance
August One Drive monthly subscription	8 estimate 10 maximum	Direct Debit	General Administration

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**

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

SIGNED.....

DATE:.....

CHAIR / VICE-CHAIR

# Saltford Parish Council

Monthly Financial Report for June 2023 - Month 3

Quarter period 1

Budget to date      Actual to date      Budget Year end position

## RECEIPTS:

Precept & any grant	£24,767	£24,767	£49,534
Interest on Investments	£8	£111	£30
Other Income:      Allotments	£43	£79	£170
VAT Reimbursements	£800	£2,308	£800
Other	£0	£0	£0
<b>Subtotal without CIL</b>	<b>£25,617</b>	<b>£27,265.84</b>	<b>£50,534</b>
CIL Payments	£0.00	£0	£0
<b>Total Income</b>	<b>£25,617</b>	<b>£27,266</b>	<b>£50,534</b>

## PAYMENTS:

General Administration	£313	£162	£1,250
Office accommodation	£375	£0	£1,500
Office Staff	£7,963	£7,586	£31,850
Office Equipment	£75	£0	£300
Training	£300	£860	£1,200
Auditing	£500	£285	£500
Insurance	£550	£2,808	£550
Publicity	£438	£0	£1,750
Subscriptions	£10	£75	£40
Chairmans Honorarium	£75	£75	£300
Councillors' expenses	£25	£0	£100
Hall / Room Hire	£138	£188	£550
Maintenance:      Church Yard Grounds	£625	£422	£2,500
Allotments	£38	£0	£150
Churchyard Special Maintenance Projects	£250	£640	£1,000
Allotment site rent	£25	£0	£100
Miscellaneous Grants	£250	£275	£1,000
Council led schemes	£375	£0	£1,500
Environment schemes	£250	£0	£1,000
VAT	£250	£680	£1,000
<b>Subtotal without CIL</b>	<b>£12,822.50</b>	<b>£14,056.42</b>	<b>£48,140.00</b>
CIL-related expenditure	£0	£0	£2,582
<b>Total Payments</b>	<b>£12,823</b>	<b>£14,056</b>	<b>£50,722</b>

## BALANCE AT END OF MONTH:

Current account	£4,057
Business Instant Access account	£55,309

Cash £0  
**TOTAL CURRENT BALANCE** **£59,366**

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