



SALTFORD PARISH COUNCIL

Minutes of the meeting of the Council held in the Avon Room
at Saltford Hall on Tuesday 5 September 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, Paul Smith and Sally Turner.

Officer: Lottie Smith-Collins.

1. MINUTES

The minutes of the Full Council meeting held on 4 July 2023 at Saltford Hall were confirmed as a correct record and signed by the Chair of the meeting.

2. APOLOGIES FOR ABSENCE

As all Councillors were present, no apologies for inability to attend the meeting were received.

3. DECLARATIONS OF INTEREST

Cllrs Julie Austwick, Andy Rice and Sally Turner declared an interest in Item 10.e 'Planning Matters - 23/03101/TPO - 50 Grange Road Saltford BS31 3AG' as they are friends with the applicant. The Councillors confirmed they would participate in the discussion and vote.

4. PRESENTATION BY B&NES COUNCIL OFFICER ON 'A4 BATH TO BRISTOL' WEST OF ENGLAND COMBINED AUTHORITY (WECA) TRAVEL CONSULTATION

The Council received a presentation from the B&NES Council Strategic Transport Projects Manager and the WECA Project Manager on WECA's 'A4 Bath to Bristol' travel consultation (<https://b2b.haveyoursaywest.co.uk/>). The presentation focussed on proposals for the Saltford area. It was shared that following the current consultation, a second public consultation would take place in 2024 which would include refined proposals, and that the timescale for the start of construction for some parts of the project would be 2025/26.

Following the presentation Councillors expressed concerns and challenged the perceived benefit of the proposals, specifically those for Saltford and the Keynsham Bypass and for Double Yellow Lines on the High Street. (SPC's resolved response to the consultation under item 9).

In response to Councillor questions about the potential for shorter and peak period only bus lanes on the bypass, it was expressed by those presenting that WECA was

awaiting information relating to traffic modelling, with information (which would include traffic levels at different times of the day and cost/benefit information for other proposals) would be available to WECA around the time of the end of the current consultation. It was confirmed that the modelling information would be included in the next A4 Bath to Bristol consultation.

The need for the re-opening of Saltford Railway Station to be a consideration for any integrated mass transit scheme was expressed by SPC Chair Cllr Jon Godfrey to those presenting. SPC was informed by the WECA Project Manager that WECA intended to conduct a 'new station study' in 2024 subject to funding, which would include consideration of a station in Saltford. The B&NES Council Strategic Transport Project Manager stated that B&NES Council supported the re-opening of a station at Saltford, and that B&NES Council would work closely with WECA with regards to this matter.

5. PUBLIC TIME

There were c.55 members of the public present.

A representative from the Saltford Community Association spoke in support of Item 11.c 'Financial Matters – Saltford Community Association (SCA) SCAN grant application'.

Eleven members of the public spoke to strongly oppose proposals made in the 'A4 Bath to Bristol' travel consultation. Concerns expressed included:

- increased congestion on the bypass, A4, and residential roads in Saltford;
- increased 'rat running' on residential roads to avoid A4 increased congestion (including on proposed 'quiet roads');
- pollution arising from congestion;
- the £120 million cost of the A4 Bath to Bristol project;
- negative environmental impact (loss of grass verges etc);
- lack of understanding in the proposals of the need for car/vehicle use by some residents and businesses;
- lack of current reliable public transport (both bus and train);
- Double Yellow Lines near the Bird in Hand junction (High St / The Shallows) resulting in loss of parking in the Saltford Conservation Area for no perceived access benefit and concerns DYLS would result in an increase in accidents due to vehicles travelling at higher speeds.

At the direction of the Chair the agenda was reordered. The following items were discussed and resolved next:

Item 11.c 'Financial Matters – Saltford Community Association (SCA) SCAN grant application'.

Item 11.d 'Financial Matters – Saltford Community Association (SCA) Santa Sleigh grant application'.

Item 18 ‘Update on Norman Road phone box: Including flowers, National Grid connection, and defibrillator plans’.

Item 17 ‘Electric vehicle public charging point location’.

Item 9 ‘A4 Bath to Bristol West of England Combined Authority (WECA) Travel Consultation’ response.

6. CHAIR’S ANNOUNCEMENTS

No announcements were made.

7. CLERK’S ANNOUNCEMENTS

The Clerk stated SPC’s intention for the biannual inspection and safety check of St Mary’s Churchyard to take place in October, and that a date with members of the Churchyard working group would be agreed at SPC’s October meeting.

The Clerk shared that trees on The Outlook had been felled due to condition and one due to Ash Die Back disease, by B&NES Council in late August. B&NES Council notices displayed stated that B&NES Council would look to replace the trees in the planting season. The Clerk added that SPC has contacted B&NES Council to request that Saltford be considered for any future tree planting projects if applicable, including around The Shallows car park. The Clerk also shared that the damaged VE75 Oak tree on Broadway had been removed by Curo, and that it and another tree removed by Curo at Broadway would be replaced by Curo in the dormant season.

The Clerk informed the Council that updates to improve access and the usability of SPC’s website had been completed over the summer, and that these were the first major changes to the website since its development in late 2020.

The Clerk shared that a response from B&NES Council to its request that Manor Road ‘lane’ be closed to motor traffic (Item 13 at the July meeting) had been received. The Traffic Management Team had informed the Parish Council that its request would require a Traffic Regulation Order (TRO), including formal and informal consultation, and the cost would also need to be considered in view of other priorities. SPC was informed that the potential closure of Manor Road ‘lane’ would be added to the list of schemes and locations assessed for possible inclusion in the 2024/25 Transport Improvement Programme (TIP) as required prior to being considered for a TRO.

Following SPC’s request for further ‘Keep Clear’ lines behind Saltford Primary School (on Manor Road) and the subsequent B&NES Council Traffic Regulation Order, the Clerk reported that SPC was pleased to see that the lines had been installed ahead of the new school year following the order being sealed in June.

The Clerk shared that SPC had followed up with B&NES Council its line repainting request at the parade of shops close to the A4 Bath Road, following some minor repainting having taken place earlier in the summer.

The Clerk stated that Wessex Water's Project Manager for the Wellsway sewer network project (to alleviate sewer flooding in Keynsham) had contacted SPC to say that the project was progressing well and due for completion by early October. The Project Manager shared that variable messaging signs (VMS) had been added to existing signs to ensure the diversion route continued to be clearly marked following reports of congestion on Chandag Road in Keynsham.

8. REPORT FROM B&NES WARD COUNCILLORS

Cllr Jon Godfrey shared that the Saltford B&NES Ward Councillors September 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](#)).

9. A4 BATH TO BRISTOL WEST OF ENGLAND COMBINED AUTHORITY (WECA) TRAVEL CONSULTATION

Further to the presentation received under Item 5 and the information available at <https://b2b.haveyoursaywest.co.uk/>, the Council resolved its response to WECA's 'A4 Bath to Bristol' travel consultation. It was agreed that SPC would submit its response by email rather than the questionnaire. It was agreed that the [full response](#) would be published on SPC's website in due course. The conclusion of SPC's views were noted as follows:

Overall, Saltford Parish Council strongly objects to the proposals for changes to the highway as outlined for Saltford and the Keynsham Bypass (bar the Esso garage crossing) and its view is that they provide no transport benefit to Saltford residents.

The proposals would result in a significant loss of amenity, worsening of air quality, significant safety issues (for those in vehicles, cyclists and pedestrians), increased congestion on the A4 in Saltford and residential roads, negatively impact 'active travel' incentive, and come at huge expense to residents of Saltford and its businesses.

Saltford Parish Council specifically opposes the proposal for two bus lanes the length of the Keynsham Bypass due to the negative impact on Saltford for a theoretical minimal gain in speed for some buses along the bypass which would be more than offset by other impacts of the proposal.

Saltford Parish Council also reiterates its strong objection to further Double Yellow Lines on the High Street.

Saltford Parish Council recognises the value of measures to reduce the volume of vehicles on the A4 and to support the use of public transport. However, the proposals as put forward in the consultation would both fail to

significantly contribute to these aims and would measurably disadvantage Saltford residents as well as commuters from Bristol, Bath, Keynsham, etc.

The Parish Council would welcome a greater overall and sustainable commitment to the provision of affordable public transport, especially for commuters and young people. This would entail the continued provision of a regular, reliable X39 bus service at affordable prices to encourage and maintain greater use. It also welcomes proposals to fully upgrade existing bus stops, but this should apply to all bus stops in the Saltford area and not restricted to the ones selected in the proposals.

Saltford Parish Council would also value information from WECA on its plans for investment in e-mobility, including both financial support for electric buses and associated infrastructure required. SPC views e-buses as faster and better for air quality, achieving aspects aimed for in the proposals. SPC views lack of inclusion on proposed e-mobility infrastructure, and clearly stated engagement with key partners e.g. National Grid, as a glaring omission.

For a true scalable and integrated transport system, Saltford Parish Council is resolute that a greater utilisation of the GWR and MetroWest railway service is the obvious choice and solution to achieving the aims the proposals seek, supported by the re-opening of stations like Saltford Station and offering train travel at affordable prices. Reopening Saltford Station must be an integral part of any consultation and package to address road congestion and pollution on the A4 Bath to Bristol Corridor.

10. PLANNING MATTERS

- a. **Minutes** – The minutes of the Planning Committee Meeting held on 1 August 2023 were received and confirmed as a correct record. The minutes were signed by Cllr Phil Harding, Chair of SPC's Planning Committee.

- b. **Decisions and appeals**

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

23/02397/FUL - Lemsford The Glen Saltford BS31 3JP. Erection of balcony following the demolition of existing balcony. Refurbishment of the existing raised patio, construction of new retaining walls with balustrades and remodelling of staircases. Mr Chris Beer

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

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

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

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

23/02365/TCA - The Old Rectory The Shallows Saltford BS31 3EU. Yew - T3 - Fell, the canopy of this tree has now collided with the lower canopies of trees T2 and T4. Mr Chris Westcott

23/02564/TCA - Saltford House High Street Saltford BS31 3ED. T1- Sycamore, repollard to ensure structural integrity. (Original wording on consultation: T1-Beech Tree, pollard to ensure structural integrity. Ivor Ford)

c. Planning contraventions

The Clerk shared that an update on enforcement case 22/00363/UNAUTH (parcel 8831, unauthorised change of use from agriculture to storage) had been sought from the Case Officer, following B&NES Council's enforcement deadline for the removal of stored vehicles, tyres and other miscellaneous items by 29 August having passed. The Clerk reported that SPC had been informed that it was an offence to not comply with an enforcement notice, and that B&NES Council would send the occupier of the land a letter under caution asking questions regarding compliance with the enforcement notice. SPC had been informed that once a response has been received about information about how the occupier will proceed, B&NES Council would then decide whether to proceed with prosecution, and that SPC would continue to be kept informed.

The Clerk also reported that SPC has been informed that a planning enforcement case has been opened by B&NES Council with regards to a newly erected outbuilding on Homefield Road in the Saltford Conservation Area, Ref No: 23/00360/UNDEV. B&NES Council had shared that the reason for opening the case was to identify the location of the outbuilding in relation to the position of the property, and as such whether the outbuilding is likely to be considered permitted development or not. SPC has been informed that no consideration would be given to any impact on views of the AONB.

d. Planning items of urgent information

No urgent items were received.

e. 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):

23/03101/TPO - 50 Grange Road Saltford BS31 3AG. T1-Blue Atlas Cedar, interfering with a telephone line, cut back to free the telephone wire. T2-Copper Beech, overhanging the highway causing danger, reduce and re-shape, reduce height by 6-8 feet. T3-Copper Beech, overhanging the driveway and close to

house, shorten it back away from the house building. Andrew Banks

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

23/03159/FUL - Rockside Mead Lane Saltford BS31 3EP. Erection of double storey front extension and replacement garage. Ian and Virginia Campbell

It was resolved that B&NES Council be advised that this Council **SUPPORTS with COMMENT ON** this application:

SUPPORT with COMMENT: Saltford Parish Council supports this planning application. The proposals represent a reduction in size of the dwelling compared to the previous application, 22/00928/FUL, therefore the Parish Council remains of the opinion that this would not have a negative impact on the openness of the Green Belt or cause substantial harm to the openness of the Green Belt at this location compared to the existing dwelling and therefore meet the requirements of paragraph 149 (g) of NPPF (2021) concerning limited infilling of previously developed land in the Green Belt. The overall changes compared to the existing dwelling would provide a dwelling in keeping with the modern appearance of neighbouring properties that have similarly been updated and/or extended since original construction.

If the case officer has remaining concerns over the impact of these revised proposals of the same nature that were raised by B&NES Council for the previous application, 22/00928/FUL, the Parish Council urges the case officer to seek to negotiate an agreement with the applicant on any further revisions required by B&NES Council for the proposals that would overcome those concerns, and thereby avoid the need for another full application.

We repeat the request in our response to 22/00928/FUL that the new enlarged front garden driveway should take account of the requirements of current building regulations regarding surface water drainage, particularly as Mead Lane is a combined highway for vehicles and a pedestrian footpath where significant surface water pooling after heavy rainfall can be problematic for pedestrians.

23/03212/TCA - 22 High Street Saltford BS31 3ED. T1-Conifer, removal of dead parts of tree and removal of ivy. Mr Jared Batchelor

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

- f. **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 stated that SPC anticipated a meeting to be arranged with B&NES Council's Planning Policy officers in late September or October, and that SPC would follow up on this if required.

Cllr Harding also shared that the Saltford Environment Group (SEG) had

created a free guide to compliment SPC's request for landscape designation, to enable residents to walk the footpaths of 'Saltford South' to aid greater familiarity and appreciation of the area. Cllr Harding added that the walk was available to download from the SEG website.

11. FINANCIAL MATTERS

- a. **Monthly Financial Reports** – The Clerk gave a summary of the reports presented for July and August 2023, as recorded below. The reports were considered and accepted by members.
- b. **Schedule of Expenditure** – The expenditure listed in the schedule for September 2023 as recorded below was authorised and the schedule was signed by the Chair.
- c. **Saltford Community Association (SCA) SCAN grant application** – The Council authorised a grant of £500 to the SCA to support the production costs of the Saltford Community Association Newsletter (SCAN) (Budget heading: Misc grants).
- d. **Saltford Community Association (SCA) Santa Sleigh grant application** – The Council resolved to authorise a grant of £225 to the SCA towards the costs of improving the safety and environmental function of the SCA's Santa Sleigh, used for external fundraising as well as at community events (Budget heading: Misc grants).
- e. **SCA affiliation fee** – The Council authorised expenditure of up to £15 (but confirmed as £10) to SCA for annual affiliation fee renewal 2023/24 (Budget heading: Subscriptions).
- f. **BDO LLP external audit fee 2022-23** - The Council authorised expenditure of up to £300+VAT (but likely £250+VAT) to BDO LLP for the limited assurance review of Annual Governance and Accountability Return for the year ending 31 March 2023 (Budget heading: Auditing).
- g. **Office equipment - shredder** – The Council retrospectively authorised the expenditure of £35.99 to Amazon made via Clerks Expenses for an office shredder (Budget heading: Office equipment).
- h. **Remembrance Sunday Memorial Wreath** – The Council authorised a donation of up to £20 to the Royal British Legion with payment made via the 1st Saltford Scouts for SPC's Remembrance Sunday Memorial Wreath, made on behalf of the Saltford Community (Budget heading: Council Led Schemes).
- i. **Retrospective approval of spend for allotment vegetation removal works** – Further to item 11 at the July 2023 meeting, the Council retrospectively approved a spend of £108 (as part of the quote accepted for £408+VAT from Ambience Landscapes) for vegetation removal works at the Wick House

Close allotment site. Spend was initially approved under the terms of Financial Regulation 4.5 and SPC's Scheme of Emergency Delegation, based on the risk of injury and access issues for residents and allotment tenants. (Budget heading: Allotments maintenance).

- j. **VPN software** – Further to Item 17.h at the May meeting, due to lack of monthly offer anticipated, the Council resolved to authorise an annual spend of up to £50 by Direct Debit (using SPC's Debit Card if possible) to AtlasVPN for Virtual Private Network software for SPC's devices, to enhance SPC's online security (Budget heading: General Administration).

12. RECOMMENDATIONS FROM LOCAL RIVER SIDE WORKING GROUP: RIVER ACCESS, PARKING AND A 'SAFER, CLEANER RIVER'

Following a meeting of the Local River Side Working Group on 18 July, the Council considered and resolved recommendations from the working group as follows:

The Council resolved that no further action should be taken with regards to a slipway / steps / pontoon (or similar) at The Shallows due to concerns especially during busy periods (overcrowding/safety, parking capacity, etc) and that it would inform the WaterSpace Project and RAUCC of the Council's view.

The Council considered measured that B&NES Council could look to implement to prevent dangerous parking 'beyond' the Double Yellow Lines on the section of The Shallows highway between the toilets and resident driveways. The Council resolved that any placement of, e.g. boulders, an earthen bank etc was for the Highways Authority to decide on including consideration of safety, and only if land ownership could be established.

The Council resolved to approach B&NES Council again for a more detailed response to its request for a 'safer, cleaner river' following a response in August from B&NES Cllr Sarah Warren indicating that SPC had received a response already from B&NES Cllr Tim Ball and the B&NES Officer for the WaterSpace Project.

13. WECA LOCAL NATURE RECOVERY STRATEGY SURVEY

It was shared that a West of England Local Nature Recovery Strategy (LNRS) was being developed to coordinate efforts to restore nature across the region, as required by legislation, and that the West of England Combined Authority's (WECA) aimed to have this strategy in place by spring 2024.

The Council resolved its response to the [WECA Local Nature Recovery Strategy Survey](#) (end date 7 September 2023), stating that it welcomed the opportunity to comment on the priorities and principles for a West of England Local Nature Recovery Strategy (LNRS) and that it supported in principle the 10 listed priorities.

As part of its [response](#), SPC suggested the LNRS encourage and require Local Planning Authorities in the West of England to identify and use the “Area of Great Landscape Value” (AGLV) designation and/or the Local Green Space designation to publicly and permanently signal that specific areas are to be protected as potential priorities for nature from development or other harm as well as for providing open green space for local communities. SPC also stated in its response that protection of the West of England’s Green Belt is essential for achieving that objective.

SPC shared its view that construction of new housing developments in the West of England in recent years without new green recreational space for the inhabitants of the new housing put unsustainable pressure on the existing green spaces and wildlife. SPC viewed the LNRS as providing an opportunity for the creation of large new areas of green recreational space to become a requirement for recent and future new housing developments.

14. SALTFRD SPORTS CLUB SUPPORT REQUEST FOR B&NES COUNCIL WARD CLLR EMPOWERMENT FUND BID

The Council resolved its strong support of the Salford Sports Club’s bid to the B&NES Council Ward Councillor Empowerment Fund for £1000. SPC welcomed the Sports Club’s aim to use any funding towards the costs of improving facilities to enable more female teams and female umpires/referees to use the Sports Club. The Council also supported the Club’s proposal to achieve funds towards the costs of keypad access to a toilet at the Sports Club for users of the park, playing fields and pétanque courts.

15. LOWER SPEED LIMIT ON MANOR ROAD AND COURTNEY ROAD (SECTIONS OF HIGHWAY BETWEEN SALTFRD AND KEYNSHAM)

Further to resolutions under Item 12 at the April 2023 meeting and Item 15 at the June 2023 meeting, and following Cllr Dudley Bartlett and the Clerk’s onsite meeting with Keynsham Town Council (KTC) representatives in July, the Council resolved to approach B&NES Council for a Traffic Regulation Order (TRO) to lower the speed limit in ‘the lanes’ between Salford and Keynsham to 20mph. The decision by SPC echoed that of KTC, who resolved the same at their July meeting and who had contacted B&NES Council. It was noted that should B&NES Council agree to KTC and SPC’s request, any TRO would include a public consultation, likely to take place in spring 2024.

16. LOWER SPEED LIMIT AND WIDTH RESTRICTION ON LONGWOOD LANE

Due to concerns with regards to vehicles travelling at higher speeds being a danger to pedestrians and cyclists, as well as larger vehicles causing damage to verges, the Council resolved to submit a TRO request to B&NES Council to reduce the speed limit to 30mph and to set a vehicle width restriction on Longwood Lane (highway). This would be in addition to the weight limit already in place. It was noted that a

Traffic Regulation Order by B&NES Council would be required, and that a public consultation would be part of the TRO process should B&NES Council take action following SPC's request.

17. ELECTRIC VEHICLE PUBLIC CHARGING POINT LOCATION

Following B&NES Council's successful bid to the West of England Combined Authority (WECA) for funds for EV charging points, the Council resolved that the B&NES Council owned car park at Wedmore Road was the most appropriate location for EV charging point installation based on the funding criteria.

18. UPDATE ON NORMAN ROAD PHONE BOX: INCLUDING FLOWERS, NATIONAL GRID CONNECTION, AND DEFIBRILLATOR PLANS

The Clerk provided an update on the Norman Road phone box project, stating that following the installation of the phone box in late June, Flourish at Glenavon Farm had added flowers during August with thanks expressed to a local volunteer for watering and caring for them. The Clerk added that a press release had been sent out with print coverage in the Keynsham Voice and The Week In. The Clerk provided an update on National Grid works, which had been postponed in late August subject to a parts requirement, and shared that the works would be rescheduled soon following an onsite meeting. The Clerk added that a spend for a meter board to achieve National Grid connection would be on the October agenda to approve (c.£85). SPC expressed its appreciation to Mobius Works for its support with this aspect of the project. The Clerk also shared that a local business had again been approached to install and maintain a defibrillator, and that SPC awaited a response on this.

19. MAINTENANCE AT ALLOTMENT SITE

As resolved under item 14 at the June 2023 meeting, the Council agreed a spend to remove vegetation e.g. brambles and weeds at the Wick House Close allotment site (adjacent to the gate and public path, and the east wall of the allotments) and to then review any further maintenance works following completion.

Following completion of the works, the Council resolved that no further maintenance or grounds works were immediately required, and that maintenance and grounds work at the allotment site would be reviewed again in the future, likely in April 2024.

20. RECOMMENDATIONS TO B&NES COUNCIL FOR HIGHWAYS MAINTENANCE 2024/25

The Council agreed the following roads in Saltford to be prioritised and recommended for inclusion in the B&NES Highways Maintenance programme for 2024/25 (in no particular order):

- High Street

- Claverton Road West – from the post box on the corner of 30 Claverton Road West to its junction with Trenchard Road
- Rodney Road

21. RECOMMENDATIONS TO B&NES COUNCIL FOR PAVEMENT MAINTENANCE 2024/25

The Council agreed that the following pavements in Saltford should be prioritised and recommended for inclusion in the B&NES Council repair and maintenance programme for 2024/25 (in no particular order):

- High Street
- Beech Road (particularly on left-hand side from junction with A4)
- The top of Grange Road to Montague Road to Manor Road to its junction with the A4 Bath Road
- Claverton Road from Manor Road to the primary school entrance (both sides)

22. FEEDBACK FROM CLERK’S APPRAISAL

SPC Chair and Chair of Staffing Committee, Cllr Jon Godfrey, provided positive feedback from the Clerk’s annual appraisal which took place in early September, and thanked the Clerk for their work.

23. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

The Clerk shared that SPC had been informed that, following the B&NES Parks drop-in event in July to discuss pollinator project ideas for Saltford (following receipt of WECA funding by B&NES Council, of which SPC was a named partner in the bid), that B&NES Council planned to plant three pollinator friendly trees by the park. The Clerk added that trees would likely be planted in December with the involvement of pupils from Saltford Primary School and that other outcomes from the initiative would include the creation of two areas of wildflower meadow near the play park.

24. DATA PROTECTION AND GDPR UPDATES

Cllr Jon Godfrey informed the Council of the benefits of VPN, and briefed the Council on upcoming security measures to be considered at the October meeting.

25. PUBLICITY

The Council agreed the contents of SPC’s free page in The Week In.

26. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

Cllr Phil Harding, link member for the Saltford Environment Group (and independently of SPC, SEG Chair) shared that a photo from 1960 including the Claverton Road and Claverton Road West area had been added to the SEG Online Museum, and that it showed the tree coverage in the village at this time as well as it

demonstrating the amount of house building that had subsequently taken place in Salford.

Cllr Jon Godfrey shared that he had met the Chair and Secretary of Salford Sports Club and been informed of some of the Club's future aims, which would be of long-term benefit to the Salford community and those using Salford Sports Club.

27. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

No items were received.

The meeting closed at 10.20pm

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

Signed.....

Next SPC meeting:

The next full council meeting will take place at 7:15pm on Tuesday 3 October 2023 in the Avon Room at Salford Hall.

SALTFORD PARISH COUNCIL

Schedule of regular expenditure during September 2023
 – for authorisation by the Council at its meeting on 5 September 2023.

Description	Amount	Method	Budget heading
September staff costs total inc. salary, pension, HMRC tax and National Insurance	2530 estimate, 2580 maximum	Online BACS	Office staff
September SCA Hall hire	40 estimate 60 maximum	Online BACS	Hall hire
September inTouch Communications Ltd phone system	27 (plus VAT) estimate 35 (plus VAT) maximum	Direct Debit	General administration
September Ambience Landscapes churchyard maintenance	175 (inc VAT) estimate 195 (inc VAT) maximum	Online BACS	Churchyard Maintenance
September monthly One Drive subscription	2 (inc VAT) 3 max	Direct Debit	General Administration
Stationary, IT supplies, and postage	10 estimate 60 max	Online BACS / Clerks expenses	General Administration
Chair's Allowance Jul–Sept	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: 26/07/23	£5,000
31/08/23	£5,000

I certify that the above payments made or to be made have been authorised at the meeting of the Parish Council on 5 September 2023.

SIGNED.....
 CHAIR / VICE-CHAIR

DATE:.....

Saltford Parish Council

Monthly Financial Report for July 2023 - Month 4

Quarter period 2

	Budget to date	Actual to date	Budget Year end position
RECEIPTS:			
Precept & any grant	£24,767	£24,767	£49,534
Interest on Investments	£10	£151	£30
Other Income: Allotments	£57	£79	£170
VAT Reimbursements	£800	£2,308	£800
Other	£0	£0	£0
Subtotal without CIL	£25,633	£27,305.27	£50,534
CIL Payments	£0.00	£0	£0
Total Income	£25,633	£27,305	£50,534

PAYMENTS:			
General Administration	£417	£198	£1,250
Office accommodation	£500	£1,500	£1,500
Office Staff	£10,617	£10,115	£31,850
Office Equipment	£100	£0	£300
Training	£400	£860	£1,200
Auditing	£500	£285	£500
Insurance	£550	£3,890	£550
Publicity	£583	£120	£1,750
Subscriptions	£13	£75	£40
Chairmans Honorarium	£100	£75	£300
Councillors' expenses	£33	£0	£100
Hall / Room Hire	£183	£228	£550
Maintenance: Church Yard Grounds	£833	£563	£2,500
Allotments	£50	£0	£150
Churchyard Special Maintenance Projects	£333	£640	£1,000
Allotment site rent	£33	£0	£100
Miscellaneous Grants	£333	£275	£1,000
Council led schemes	£500	£25	£1,500
Environment schemes	£333	£0	£1,000
VAT	£333	£946	£1,000
Subtotal without CIL	£16,746.67	£19,795.91	£48,140.00
CIL-related expenditure	£0	£0	£2,582
Total Payments	£16,747	£19,796	£50,722

BALANCE AT END OF MONTH:

Current account	£3,317
Business Instant Access account	£50,348

Cash £0
TOTAL CURRENT BALANCE **£53,666**

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

Saltford Parish Council

Monthly Financial Report for August 2023 - Month 5
Quarter period 2

Budget to date Actual to date Budget Year end position

RECEIPTS:

Precept & any grant	£24,767	£24,767	£49,534
Interest on Investments	£13	£190	£30
Other Income: Allotments	£71	£79	£170
VAT Reimbursements	£800	£2,308	£800
Other	£0	£0	£0
Subtotal without CIL	£25,650	£27,344.36	£50,534
CIL Payments	£0.00	£0	£0
Total Income	£25,650	£27,344	£50,534

PAYMENTS:

General Administration	£521	£249	£1,250
Office accommodation	£625	£1,500	£1,500
Office Staff	£13,271	£12,644	£31,850
Office Equipment	£125	£0	£300
Training	£500	£860	£1,200
Auditing	£500	£285	£500
Insurance	£550	£3,890	£550
Publicity	£729	£120	£1,750
Subscriptions	£17	£75	£40
Chairmans Honorarium	£125	£75	£300
Councillors' expenses	£42	£0	£100
Hall / Room Hire	£229	£279	£550
Maintenance: Church Yard Grounds	£1,042	£704	£2,500
Allotments	£63	£408	£150
Churchyard Special Maintenance Projects	£417	£640	£1,000
Allotment site rent	£42	£0	£100
Miscellaneous Grants	£417	£275	£1,000
Council led schemes	£625	£25	£1,500
Environment schemes	£417	£0	£1,000
VAT	£417	£1,065	£1,000
Subtotal without CIL	£20,670.83	£23,093.90	£48,140.00
CIL-related expenditure	£0	£0	£2,582
Total Payments	£20,671	£23,094	£50,722

BALANCE AT END OF MONTH:

Current account	£5,019
Business Instant Access account	£45,387

Cash £0
TOTAL CURRENT BALANCE **£50,407**

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