



SALTORD PARISH COUNCIL

Minutes of the meeting of the Council held in the Avon Room
at Saltford Hall on Tuesday 6 February 2024 at 7.15pm

PRESENT

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

Officer: Lottie Smith-Collins.

1. MINUTES

The minutes of the Full Council meeting held on 9 January 2024 at Saltford Hall were confirmed as a correct record and signed by the Chair.

2. APOLOGIES FOR ABSENCE

Apologies for inability to attend were received in advance of the meeting from Cllrs Julie Austwick and Shayan Aziz.

3. DECLARATIONS OF INTERESTS

Cllr Jon Godfrey declared an interest in item '8.d Planning Applications: 24/00360/FUL - Staddle Stones 5 Saltford Court Saltford BS31 3EB' as he is a neighbour of the applicant, and stated that he would abstain from voting on this planning consultation.

4. PUBLIC TIME

There were 15 members of the public present.

Two members of the public spoke to express concerns and object to 24/00360/FUL - Staddle Stones 5 Saltford Court Saltford BS31 3EB (Item 8.d - Planning Matters).

One member of the public spoke to state their concerns and object to planning consultation 24/00135/EODPA - 2 Roundmoor Close Saltford BS31 3AN (Item 8.d - Planning Matters).

A member of the public spoke to address the Council with regards to Item 8.e 'Planning Policy: B&NES Council Local Plan including SPC's request for 'Saltford South' landscape designation (AGLV or LGS)', to urge the Council to consider its future steps following the Local Plan Options Consultation. Suggestions included that SPC could look to engage with all B&NES Ward Councillors by contacting them with more detail about the areas of Saltford's green belt included in the 'options consultation' and to consider inviting all B&NES Councillors to Saltford for a site visit.

A representative from Saltford Community Association (SCA) spoke in support of SCA's funding application towards the costs of the Saltford Festival 2024 programme and events (Item 9.d - Financial Matters).

A representative from Saltford Community Association spoke in support of SCA's request for a letter of support from SPC for their funding bid to the West of England Combined Authority's (WECA) UKSPF fund (Item 14).

A representative from Saltford Sports Club spoke in support of the Club's request for a letter of support from SPC for their funding bid to the West of England Combined Authority's (WECA) UKSPF fund (Item 14).

5. CHAIR'S ANNOUNCEMENTS

Cllr Jon Godfrey expressed the Council's best wishes to King Charles III and family, following the recent news of his ill health.

Cllr Godfrey shared that he had spoken on behalf of SPC at the B&NES Local Plan Options Consultation Public Meeting hosted by B&NES Ward Councillors on 26 January. Cllr Godfrey stated that he had encouraged residents to respond to the consultation once it had opened, and that he had emphasised the need for individuals to do respond, further to any responses by local groups and organisations. Cllr Godfrey stated that SPC intended to respond to the 'Options Consultation' at its 5 March meeting.

Cllr Jon Godfrey shared that he had attended the B&NES Avon Local Councils Association (ALCA) Chair's Network meeting on 29 January.

6. CLERK'S ANNOUNCEMENTS

The Clerk stated that Clerk's Announcements had been circulated to Councillors in advance of the meeting, and had included the following information:

- SPC's intention for the biannual inspection and safety check of St Mary's Churchyard would take place in March, and that a date with members of the Churchyard working group would be agreed at (or following) SPC's March meeting.
- Saltford Parish Council had informally been consulted by B&NES Council with regards to a pending Traffic Regulation Order public consultation to introduce Double Yellow Lines at sections Justice Avenue and Manor Road (near junctions) with Claverton Road, and that SPC had responded to state that it would respond to the public consultation once open.
- SPC was aware that B&NES Council's Local Plan Options Consultation would open for public response on 12 February. The Clerk shared that SPC had approached B&NES Council's Planning Policy team in advance of the consultation opening to request specific access requirements regarding the webform and postal submissions for residents and Parish Councils, which the Planning Policy team had taken into account.

- Saltford Parish Council had responded to the B&NES Budget 2024 consultation by post to meet the 15 January end date (item resolved under Item 26 at the January meeting) as the webform would not permit unanswered questions. SPC had requested an email confirmation of receipt, which was yet to be received.
- Ways to improve the approach and process of B&NES Council's consultations, to improve access and to standardise approach, had been raised to the attention of the B&NES Avon Local Council Association (ALCA). B&NES ALCA had agreed to contact B&NES Council to request improvements and standardisation of consultations for the benefit of both Parish Councils and residents.
- Saltford Parish Council's precept demand had been submitted to B&NES Council, with information about the precept added to SPC's website, social media and other communications channels for resident awareness.
- Saltford's Annual Parish Meeting (APM), to be chaired by SPC Chair Cllr Jon Godfrey, would take place at 7pm on Friday 1 March at Saltford Hall (Main Hall) and that the public were welcome to attend. The Clerk added that the SPC and SCA 'Big Thank You' event would take place immediately after the APM.
- Ward Cllr Duncan Hounsell had shared with SPC a response from the Clean and Green Team that stated that the planned 'Saltford Clean and Green Action Week' due to commence 22 January had been cancelled (along with other Clean and Green Action Weeks) due to the 'current financial restrictions' B&NES Council was facing. Residents were encouraged to log fixes via B&NES Council's usual channels e.g. FixMyStreet.
- Ward Cllr Duncan Hounsell had shared communications from B&NES Council's Highways Team that SPC's request for the closure of Manor Road 'lane' to vehicles (precise details and location to be confirmed) had reached B&NES Council's Transport Improvement Programme (TIP) stage, the step required prior to being potentially considered for a Traffic Regulation Order (TRO) as needed to make such changes to the highway. It was noted that as part of the TRO process – should the request reach the TRO stage – that a public consultation would take place.
- Saltford Parish Council had been approached by B&NES Council to help identify retired members in the community who could help turn research on food insecurity into action (carried out by Bath University). SPC had thanked SCA for identifying a volunteer to be the contact person for Saltford, and that SPC had contacted Keynsham Town Council who were also interested in being involved, with the intention that there would be a joint Saltford and Keynsham response to enable a wider profile of economic circumstances to inform discussions (as only one area in B&NES could be selected). SPC had since submitted an expression of interest on behalf of both communities to B&NES Council.
- SPC's Internal Audit had been booked to take place on Friday 19 April 2024.

7. REPORT FROM B&NES WARD COUNCILLORS

Cllr Duncan Hounsell stated that the Saltford B&NES Ward Councillors February 2024 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](#)).

Aspects of the report were summarised by Cllr Duncan Hounsell, which included information as follows:

- The B&NES Local Plan Options Consultation would open on 12 February and run until 8 April 2024. Cllr Hounsell added that he had engaged with Saltford Primary School about the Local Plan Options Consultation, and that Governors would look to share awareness of the consultation with parents and carers.
- Cllr Hounsell had spoken at the B&NES Cabinet Meeting on 1 February (available on the B&NES Council YouTube channel) and that his comments had included information about the importance of permissive paths and resident access to green spaces. Cllr Hounsell noted that 2024 marked the 10 year anniversary of the permissive path agreement entered into between the SCA and the landowner.
- Cllr Hounsell shared information about vehicle movements to/from the Keynsham Recycling Centre, information about other waste and recycling facilities in B&NES including the Midland Road site in Bath, and added that Keynsham Waste and Recycling Centre official opening would take place on 26 February.

8. PLANNING MATTERS

a. Decisions and appeals

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

23/04503/FUL - 494 Bath Road Saltford BS31 3HG. Demolition of existing garage and construction of new single storey annexe, plus demolition of existing conservatory and construction of new single storey kitchen extension. Mrs Angela Rice

23/04325/FUL - 434 Bath Road Saltford BS31 3DH. Install Daikin EDLA11DA3V3 Air source heat pump at ground level in front of the property. The size of the unit is 1380mm wide 460mm deep and 870mm high with a sound power of 62dBA. Mr Graham Johnstone

23/02047/FUL - Saltford Lawn Tennis Club Wedmore Road Saltford. Installation of a replacement floodlighting system consisting of 18no LED floodlights fitted to 12No. existing 6m columns. Saltford Lawn Tennis Club

23/04448/FUL - 65 Norman Road Saltford BS31 3BH. Erection of a wall to the front boundary following demolition of existing fence. Mr & Mrs A Sheppard

23/04628/FUL - 27 Uplands Road Saltford BS31 3JQ. Erection of two storey rear extension with extension at first floor over existing single storey elements and conversion of loft. Mr and Mrs Creed

23/03786/VAR - Manor Cottage Manor Road Saltford BS31 3AF. Variation of condition 6 (Plans List (Compliance)) of application 22/02332/FUL (Demolition of existing outbuildings and swimming pool and the erection of a new single-storey garage / storage building and alterations and extensions to the main house). Mr David Roberts

b. Planning contraventions

The Clerk reported that SPC had been made aware that B&NES Council had opened a planning enforcement case 'Ref. No. 24/00037/NONCOM - Land And Buildings North Of 29 Kelston Mills Kelston - Possible non-compliance with approved plans for ancillary storage building'. It was noted that the possible planning contravention was in Kelston but visible from Saltford.

The Clerk shared that following B&NES Council's giving 'CONSENT' to planning application '23/03333/LBA - 2 Mill Cottages The Shallows Saltford BS31 3EY - internal alterations for re-roofing, timber repairs and replacement of felt and battens (Regularisation)' that works had since taken place. This action followed SPC's request to be kept informed following a planning enforcement case opened at the property in June 2023 (Ref. No. 23/00230/LBWORK), with details recorded under item 8.b at SPC's June 2023 meeting and item 9.b at SPC's July 2024 meeting.

c. Planning items of urgent information

Cllr Phil Harding, Chair of SPC's Planning Committee, informed the Council that the Government had updated the National Planning Policy Framework (NPPF) in December 2023, further to a previous update in September 2023, and that the Council would be aware of this new information regarding any future planning policy responses.

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):

24/00135/EODPA - 2 Roundmoor Close Saltford BS31 3AN. Application for prior approval of a proposed enlargement of a dwellinghouse by construction of an additional storey. Leah Colbourne

It was resolved that B&NES Council be advised that this Council **OBJECTS** to this application:

OBJECT: Saltford Parish Council objects to these proposals as the additional storey would be overbearing and out of character and balance with the existing single-storey bungalows that comprise and contribute to the character of Roundmoor Close. This would contravene Placemaking Plan 2017 policies D2 (local context, building forms, local vernacular); and D3 (continuity of street frontage and the need to relate positively to the street).

24/00155/RES - Land Parcel 0005 Bath Road Keynsham. Reserved Matters for the development of 208 homes, replacement sports pitch to facilitate expanded primary school, open space, landscaping and all associated infrastructure pursuant to planning permission ref: 20/02673/OUT. Curo Enterprise Ltd

It was resolved that B&NES Council be advised that this Council **OBJECTS** to this application:

OBJECTION SUSTAINED: In acknowledging receipt of this consultation, Saltford Parish Council refers to its objection in 2020 to the original planning application, 20/02673/OUT, and has no further comments to add.

24/00306/FUL - 47 Manor Road Saltford BS31 3AB. Loft conversion with 2 storey balcony extension to rear elevation and erection of attached annex and garage. Mr S Coombs And Ms K Fegan

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

COMMENT: Saltford Parish Council is supportive of the proposed enlargement of this property in principle but is concerned that the proposed 1st floor balcony at the rear of the property will overlook and likely to have an overbearing effect on the adjacent rear garden of the neighbouring property (No. 49 Manor Road) resulting in an unreasonable loss of rear garden privacy. This would contravene Placemaking Plan (2017) Policy D6 (privacy and overlooking). Reducing the size of the proposed balcony and/or the use of opaque screening for the balustrades of a suitable height could help mitigate that issue.

24/00360/FUL - Staddle Stones 5 Saltford Court Saltford BS31 3EB. Erection of two storey side extension, new front gable facade, first floor rear balcony and associated works. Mr/s Selwood

It was resolved that B&NES Council be advised that this Council **OBJECTS** to this application:

OBJECT: Saltford Parish Council notes that the proposed extension for this property would be in the Green Belt, as it would extend out into Green Belt land that is currently within the curtilage of the neighbouring property Selwood Farm, whilst the main building itself is not in the Green Belt but is within Saltford's Conservation Area, immediately behind the Grade II listed Georgian property Saltford House. Whilst a proportionate increase of the original

building is allowable in NPPF (para 154c) for dwellings located in the Green Belt, the relative size of the original plot within the property's original curtilage at this sensitive location should be considered in the planning balance, whilst also taking into account that the extension would be an incursion into the Green Belt. Generally, the Parish Council is opposed to loss of Green Belt land to development as that undermines the purposes of the Green Belt.

The Parish Council also has some concern that the proposed 1st floor balcony at the rear (west side) of the property will overlook and likely have an overbearing effect on the privacy of the adjacent property (Selwood Farm) resulting in an unreasonable loss of privacy, regardless of who the current or future owners may be and whether vegetation is retained or lost in the future. This may contravene Placemaking Plan (2017) Policy D6 (privacy and overlooking). Reducing the size of the proposed balcony and/or the use of opaque screening for the balustrades of a suitable height could help mitigate that issue.

For the reasons described in this response, the Parish Council asks that B&NES Council takes professional heritage, environment and design specialist advice before reaching its decision on the appropriateness of this enlargement and design change in such a sensitive location and to ascertain whether the proposed changes would represent overdevelopment of the site that may set an unwelcome precedent. The decision by B&NES Council should be consistent with national and local planning policies that are intended to protect sensitive locations like this.

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

- The Council noted that the B&NES Council Local Plan Options Consultation would be open from 12 February to 8 April, and that it would look to resolve its response to the consultation its 5 March 2024 meeting
- The Council discussed the response received from B&NES Council's Cabinet Member for Built Environment and Sustainable Development Cllr Matt McCabe to decline SPC's request for landscape designation at 'Saltford South', following SPC's submission of its ['Landscape designation request – Reaffirmation plus options from SPC' paper](#) as resolved at SPC's January meeting.
- The Council resolved to respond to B&NES Council's Cabinet Members, with the response addressed to Cllr McCabe, with a request for B&NES Council to reconsider the basis of its views and decision. Included in SPC's response were questions regarding the process taken by B&NES Council following SPC's requests. The Council agreed to copy SPC's response to B&NES Council's Planning Policy officers, Saltford's B&NES Ward Councillors, and Keynsham Town Council. It was agreed that a [full copy of SPC's response](#) would be shared on SPC's website.
- It was resolved that SPC would request a meeting between SPC's Local Plan Working Group and Sir Jacob Rees-Mogg MP regarding this matter, and that the Local Plan Working Group would meet prior to the meeting.

9. FINANCIAL MATTERS

- a. **Monthly Financial Report** – The Clerk presented the report for January 2024, as recorded below. The report was considered and accepted by members.
- b. **Schedule of Expenditure** – The expenditure listed in the schedule for February 2024 as recorded below was authorised and the schedule was signed by the Chair of the meeting.
- c. **Great Western Air Ambulance Charity (GWAAC) grant funding application** – Due to budgetary constraints, the Council resolved to not grant funding of £1,000 as requested by GWAAC for support towards patient monitors which also doubled as defibrillators. The Council noted that it had given GWAAC funding on two previous occasions and stated that it would welcome funding applications from GWAAC for future projects.
- d. **Saltford Community Association Saltford Festival grant funding application** – The Council resolved a request for grant funding of £500 towards the promotion and advertising costs of the Saltford Festival 2024, following a request by SCA for £1000. So as not to exceed its 2023/24 budget, the Council resolved that the funding would be granted in April 2024 (Budget: Misc. Grants).

(ITEM 14 'WECA UKSPF - LETTER OF SUPPORT' WAS DISCUSSED AND RESOLVED NEXT).

(ITEM 16 'PARISH WALK' WAS DISCUSSED AND RESOLVED FOLLOWING ITEM 14).

10. DONATION REQUEST FROM CPRE (CAMPAIGN TO PROTECT RURAL ENGLAND) (INCLUDING TO RESOLVE SPEND).

Following new information received from CRPE, the Council authorised a spend of £36 for Parish Council annual membership to the CPRE Avon and Bristol branch (Budget heading: Environment).

11. REQUEST TO FUND THE RELOCATION AND MAINS CONNECTION FOR B&NES COUNCIL'S VEHICULAR ACTIVATED SIGN (VAS) ON A4 BATH ROAD (INCLUDING TO RESOLVE SPEND).

The Council considered Ward Cllr Duncan Hounsell's suggestion that the VAS sign on the A4 Bath Road (near The Glen Junction) be funded by SPC to be relocated and connected to mains power (currently solar powered). This suggestion followed the failure of the VAS sign to function adequately in the winter months and during periods of poor weather. The Council resolved a spend of £1466.40 for the works as

in the quote forwarded by B&NES Council (Budget: CIL Funds).

12. CHURCHYARD GROUNDS MAINTENANCE MARCH 2024 TO FEBRUARY 2025 (INCLUDING TO RESOLVE SPEND)

The Parish Clerk shared that three quotations had been sought for grounds maintenance according to the specification agreed in January.

The Council resolved to contract Ambience Landscapes to undertake the regular churchyard grounds maintenance for the year starting on 1 March 2024 at a cost of £1776.34 +VAT (Budget heading: Churchyard Maintenance).

13. CHURCHYARD INSPECTION AND MEMORIAL SAFETY CHECK (INCLUDING TO RESOLVE SPEND FOR CHURCHYARD WALL WORKS)

The Council resolved a spend of £600 following a quote provided by Will Feay (Budget: Churchyard Special Maintenance Projects) for maintenance work to a section of churchyard wall as identified requiring attention during the last Churchyard inspection (October 2023). The Council also resolved to exceed the 'Churchyard Special Maintenance Project' budget for the current financial year to accommodate agreed spend.

It was agreed that quotes would be sought for the Oak tree works once the tree was back in leaf, identifying that due to the nature of the three low hanging branches that tree works required would not impact on wildlife during the nesting season.

The Council also agreed to commission an engineer's survey report for the churchyard walls, with quotes to be sought in the new financial year. Any quote and spend would be on a future agenda to resolve.

14. WEST OF ENGLAND COMBINED AUTHORITY UK SHARED PROSPERITY FUND (WECA UKSPF) RURAL ENGLAND – REQUESTS FOR SALT FORD PARISH COUNCIL LETTER OF SUPPORT

The Council noted that WECA's UKSPF Rural England Prosperity Fund was a new scheme for rural communities, and that SPC was permitted to support only one application for WECA UKSPF funding, with a letter of support from the Parish Council required by WECA should a community organisation look to make an application by WECA's end date of midday 16 February.

The Council received copies of application forms from two eligible Saltford organisations. The Saltford Community Association (SCA)'s application for £16,500 towards the costs for the provision of battery storage for Saltford Hall's solar panel system was discussed alongside Saltford Sports Club (SSC)'s application for £40,000 to update and modernise the Saltford Sports Club.

Following discussion of both projects, the Council resolved to write a letter of support for Saltford Sports Club's project and a signed copy was provided to representatives present at the meeting.

Following the Council's recognition of the merits – especially the environmental credentials - of SCA's proposed project, Cllr Jon Godfrey offered to assist SCA in identifying other means to achieve their proposed project at Saltford Hall.

15. B&NES COUNCIL NOTICE OF INTENT FOR PROPOSED CHANGES TO PARKING RESTRICTIONS NEAR A4 BATH ROAD, KEYNSHAM (NI TO LIST – 23-025 PIXASH LANE, ASHMEAD ROAD AND ELLSBRIDGE CLOSE, KEYNSHAM)

The Council resolved its response to B&NES Council's Notice of Intent consultation as follows: Saltford Parish Council supports proposed changes to 'Introduce No Parking At Any Time in lengths of Bath Road, Ellsbridge Close and Ashmead Road, Keynsham' and to 'Remove No Parking At Any Time in lengths of Pixash Lane, Keynsham', for safety reasons.

16. PARISH WALK

The Council resolved that SPC's Parish Walk would take place every two years, on a date during the Saltford Festival, to benefit from the publicity provided as part of the Saltford Festival programme.

It was agreed that the SPC Parish Walk would take place at 7pm on Wednesday 12 June 2024. It was agreed that the proposed route would incorporate areas of 'Saltford South' as included in SPC's request for landscape designation to B&NES Council (Item 8.e). Cllrs Dudley Bartlett and Gary Graveling offered to assist with the walk if required.

17. LOBBY SALTORD WARD COUNCILLORS TO OPPOSE REMOVAL OF GREEN BELT FROM BRISTOL AIRPORT (NORTH SOMERSET COUNCIL PROPOSED LOCAL PLAN)

The Council resolved to lobby Saltford's B&NES Ward Councillors to oppose removal of green belt from Bristol Airport as in the North Somerset Council proposed Local Plan to 2039 (section LP9), at the request of the Parish Council Airport Association (PCAA).

It was noted that this was further to the resolution made by SPC at its January meeting (Item 9.e) to support the Parish Council Airport Association's objection to this proposal in North Somerset Council's pre-submission Local Plan.

18. NORMAN ROAD PHONE BOX – PROJECT UPDATE

The Clerk provided an update on the replacement Norman Road phone box project, including information about National Grid reconnection and unmetered connection

works. It was agreed that Cllr Jon Godfrey would approach the local business providing the defibrillator for the information required for an unmetered connection so that the National Grid reconnection could then take place.

19. ASSET CHECKING OUTCOMES

The Council received a summary from the Parish Clerk following asset checking tasks being completed. It was noted that Cllr Gary Graveling had responded to state that a fabric net had been added to SPC's Basketball hoop, and that he would inspect it further but that it was not a cause for concern. It was resolved that no other actions regarding SPC's assets were required.

It was agreed that SPC would include the Chair's Chain of Office when asset checking in the future.

20. FLOODING OF SALTFFORD'S RIVERSIDE AREAS INCLUDING HIGHWAY

Following the impact of flooding on Saltford's riverside areas as experienced in January 2024, the Council noted that B&NES Council was the [Lead Local Flood Authority](#) and also as the Highways Authority, and that SPC had informed B&NES Council of flooding on Saltford's roads at the time.

It was agreed that B&NES Council's responsibility for (and powers relating to) flood risk, coupled with the Environment Agency's responsibilities, could be discussed if required at any future meeting of SPC's Local Riverside Working Group. Any recommendations by the Working Group would be resolved at a future meeting.

21. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

Cllr Godfrey stated that he had requested SPC follow up with the B&NES Officer responsible for the EV Charging Hub initiative at the Wedmore Road car park, following receipt of WECA Green Recovery Funding by B&NES Council. The Clerk confirmed that a request for information had been sent including an invitation for a site meeting.

The Council resolved to distribute 'Hedgehog Highways' signs to residents attending the Annual Parish Meeting and 'Big Thank You' on Friday 1 March 2024.

22. DATA PROTECTION AND GDPR UPDATES

No updates were received.

23. PUBLICITY

The Council discussed and agreed the contents of SPC's upcoming SCAN page.

24. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

Cllr Phil Harding, Link Member for Saltford Environment Group (and also independently of SPC the Chair of SEG), shared that SEG would add information about how to respond the Local Plan Options Consultation on its website for the awareness of residents.

Cllr Harding also added that he had attended a meeting of the River Avon Users Consultative Committee (RAUCC) as Link Member on 25 January.

Cllr Sally Turner, Link Member for Saltford Fairtrade Group, shared that she would attend a meeting of the group on 7 February.

25. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

No items of urgent information were received.

26. RESOLUTION TO EXCLUDE ALL MEMBERS OF THE PRESS AND PUBLIC

The Council resolved to pass a resolution that, in accordance with Standing Order 3.d, in view of the confidential nature of the information to be shared, it was advisable that the remaining member of the public be temporarily excluded and they were instructed to withdraw.

27. SPC COUNCILLOR SABBATICAL REQUEST

The Council resolved a six-month sabbatical to Cllr Julie Austwick, as requested due to increased employment commitments, to end in June 2024.

The meeting closed at 9.55pm

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

Signed.....

Next SPC meeting:

The next full council meeting will take place at 7:15pm on Tuesday 5 March 2024 in the Avon Room at Saltford Hall.

SALTFORD PARISH COUNCIL

Schedule of regular expenditure during February 2024
– for authorisation by the Council at its meeting on 6 February 2024.

Description	Amount	Method	Budget heading
February staff costs total inc. salary, pension, HMRC tax and National Insurance	2690 estimate, 2750 maximum	Online BACS	Office staff
February SCA Hall hire	40 estimate 60 maximum	Online BACS	Hall hire
February inTouch Communications Ltd phone system	27 (plus VAT) estimate 35 (plus VAT) maximum	Direct Debit	General administration
February Ambience Landscapes churchyard maintenance	175 (inc VAT) estimate 195 (inc VAT) maximum	Online BACS	Churchyard Maintenance
February monthly One Drive subscription	2 (inc VAT) 3 max	Direct Debit	General Administration
February stationary, IT supplies, printing & postage	15 estimate 60 max	Online BACS / Clerks expenses	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: 30.01.24 Amount: £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 February 2024.

SIGNED.....
CHAIR / VICE-CHAIR

DATE:.....

Saltford Parish Council

Monthly Financial Report for January 2024 - Month 10

Quarter period 4

		Budget to date	Actual to date	Budget Year end position
RECEIPTS:				
Precept & any grant		£49,534	£49,534	£49,534
Interest on Investments		£25	£489	£30
Other Income:	Allotments	£142	£79	£170
VAT Reimbursements		£800	£2,308	£800
Other		£0	£1,257	£0
Subtotal without CIL		£50,500	£53,667.67	£50,534
CIL Payments		£0.00	£0	£0
Total Income		£50,500	£53,668	£50,534

PAYMENTS:

General Administration	£1,042	£525	£1,250
Office accommodation	£1,250	£1,500	£1,500
Office Staff	£26,542	£26,866	£31,850
Office Equipment	£250	£162	£300
Training	£1,000	£1,089	£1,200
Auditing	£500	£600	£500
Insurance	£550	£6,369	£550
Publicity	£1,458	£1,042	£1,750
Subscriptions	£33	£85	£40
Chairmans Honorarium	£250	£225	£300
Councillors' expenses	£83	£0	£100
Hall / Room Hire	£458	£485	£550
Maintenance: Church Yard Grounds	£2,083	£1,407	£2,500
Allotments	£125	£408	£150
Churchyard Special Maintenance Projects	£833	£640	£1,000
Allotment site rent	£83	£100	£100
Miscellaneous Grants	£833	£1,000	£1,000
Council led schemes	£1,250	£477	£1,500
Environment schemes	£833	£116	£1,000
VAT	£833	£1,835	£1,000
Subtotal without CIL	£40,291.67	£44,930.45	£48,140.00
CIL-related expenditure	£0	£0	£2,582
Total Payments	£40,292	£44,930	£50,722

BALANCE AT END OF MONTH:

Current account	£4,440
Business Instant Access account	£50,453

Cash£0

TOTAL CURRENT BALANCE£54,894

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