



SALTORD PARISH COUNCIL

Minutes of the meeting of the Council held in the Wansdyke Room at Saltford Hall on Tuesday 9 January 2024 at 7.15pm

PRESENT

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

Officer: Lottie Smith-Collins.

1. MINUTES

The minutes of the Full Council meeting held on 5 December 2023 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 Cllr Sally Turner (recorded subsequently).

3. DECLARATIONS OF INTERESTS

None received.

4. PRESENTATION FROM WESSEX WATER: AI TECHNOLOGY APP - WATER QUALITY

SPC received a presentation from Wessex Water representatives about a proposal to introduce real-time water quality monitoring via equipment installation. The proposal followed an on-site meeting between Cllr Harding and the Parish Clerk with the Wessex Water representatives in October to discuss the introduction of water quality monitoring via a publicly available water quality app and website.

The presentation included location proposals (on a Canal River Trust jetty near Saltford Weir), timings (Spring 2024) and information about permissions required from CRT and B&NES Council. Details about environmental checks and processes required prior to proceeding were also received.

Following questions from Councillors, Wessex Water representatives clarified that the information to be recorded included data on bacteria (biological risk) rather than measuring pollution, and confirmed that that the information could be used for academic purposes. The Wessex Water representatives informed SPC that the technology to measure water quality would be in place for at least three years.

Cllr Halton gave a recommendation, as agreed by the Council, on the specific area of CRT's jetty for the equipment to minimise the risk of damage should SPC resolve

support for the proposal. The Wessex Water representatives agreed to accommodate this recommendation. They also confirmed that if the location was not possible, that SPC would be consulted prior to deciding a final location.

The Council indicated preferences for signage for the app if the proposal were to be resolved, favouring Wessex Water's suggestion of locating information on the B&NES Council 'The Shallows' car park sign. The Council viewed that additional new signage should not be displayed in river side areas (unless sympathetically added to existing permanent signage in the future) so as not to impact the aesthetics of the natural environment.

Due to safety concerns including overcrowding, SPC also requested that if the proposal was accepted that Wessex Water make clear in communications about the AI app that the river in Saltford was not a designated bathing site (and did not meet the criteria required to achieve such status) nor had e.g. lifeguards etc. The Wessex Water representatives reassured the Council that relevant information about this, including with regards to safety, would be made clear.

SPC Chair, Cllr Jon Godfrey, stated that the Council would resolve its view about the proposal under Item 18.

5. PUBLIC TIME

There were 11 members of the public present.

A representative of the Saltford Community Association (SCA) spoke in relation to Item 22 'SPC and SCA 'Big Thank You' event (following the Annual Parish Meeting) – Friday 1 March 2024'. SPC was informed of the groups and individuals who would be invited to the 'Big Thank You' by SCA.

The SCA representative also spoke with regards to Item 26 'B&NES Council Budget Consultation 2024-2025: Emission based charging', stating SCA's view was against the introduction of any new parking charges at B&NES car parks or in marked parking bays in Saltford, should these be part of any proposals. It was requested that SPC consider SCA's view when resolving its response to the B&NES Council consultation. The Clerk informed those present that it had been informed by a B&NES Officer that the consultation related to The Shallows car park only.

(Item 18 '*Wessex Water AI App to measure water quality*' was discussed and resolved following Item 5).

6. CHAIR'S ANNOUNCEMENTS

Cllr Jon Godfrey welcomed those present to SPC's first meeting of 2024 and wished everyone a Happy New Year.

Cllr Godfrey shared news from SCA that John Davies had stood down as Saltford Community Association's Chair, after holding the role since March 2016. Cllr Godfrey formally thanked Prof. Davies for his leadership and acknowledged the significant

contribution he had made to SCA during his time as Chair. Cllr Godfrey expressed SPC's best wishes to Richard Evans, who SPC had been informed had taken over as SCA Chair on 1 January 2024.

Cllr Godfrey stated that under Item 10 he intended to move to amend the wording from 'Resolution to exclude the press and public apart from Saltford B&NES Ward Cllr Duncan Hounsell' to 'Resolution to exclude the press and public apart from Saltford B&NES Ward Cllrs Duncan Hounsell and Alison Streatfeild-James'. In line with Standing Orders, Cllr Godfrey added that when he moved for the amendment under item 10, he would seek a seconder and take a vote, and if resolved that agenda item 11 would also be amended accordingly.

Cllr Godfrey provided a summary about the meeting he and Saltford B&NES Ward Cllr Duncan Hounsell had attended with WECA Mayor Dan Norris in December 2023 to discuss the case for a re-opened Saltford Station. Cllr Godfrey shared that the meeting with Mayor Norris had been very positive, and that the Mayor had spoken about all working together to make a Saltford Station happen, an approach Cllr Godfrey endorsed. Cllr Godfrey thanked Cllr Hounsell for setting up the meeting.

7. CLERK'S ANNOUNCEMENTS

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

- B&NES Council's Highways and Wales and West Utilities (WWU) had contacted SPC about significant roadworks planned on the A4 in or near Saltford during 2024. SPC had been informed that there would be three phases of work, and that Phase 1 had commenced between Pixash Lane in Keynsham and Grange Road in Saltford (off-peak and mainly near the pavement). The Clerk added that information received to date about gas mains works had been included in a [web article](#) for residents, and that further updates received would be shared via SPC's communication channels.
- B&NES Council's Clean and Green team would visit Saltford Ward for an 'action week' from 22 to 26 January 2024. Residents had been encouraged to report any tasks or 'fixes' e.g. graffiti removal, weeding, litter picking, sign cleaning etc., via the [FixMyStreet](#) website.
- SPC had contacted B&NES Council for an update on its request made in September for road resurfacing of the High Street following the Wessex Water Mead Lane site works (following completion of Wessex Water's bridge). SPC had also proposed B&NES Council carry out more frequent inspections of the road condition at this location due to the frequency of heavy plant vehicles using the High Street for access to the Wessex Water site. Residents had been reminded to report pot holes and any road condition concerns to B&NES Council via FixMyStreet.
- SPC had received a message of thanks from the Saltford Santa Dash team for its grant towards 'sum up' machines for online donations, with funds also being used for event signage. The Saltford Santa Dash had confirmed that £14,000+ was likely to have been raised for two charities through the event.
- SPC had requested B&NES Council update SPC on actions taken to address the area of The Shallows highway impacted by run-off / flooding caused by

water from Network Rail land onto a section of the highway. For safety reasons and due to the weather conditions, SPC had also requested that B&NES Council display 'ice' and 'flooding' warning signs on the highway at this location as appropriate.

- It was noted that areas in Saltford had experienced flooding during the recent storms, and that residents were reminded that B&NES Council was the responsible authority for flood response and the Highways Authority.
- The Clerk reported that [WECA's UKSPF 'Rural Fund'](#) had opened for applications and any submission by an eligible organisation in Saltford would first require a letter of support from SPC. SPC had requested that eligible organisations contact SPC by 29 January with a copy of their application form and that SPC would resolve which organisation to support (if any) at its 6 February meeting. The successful organisation would then need to submit their application to WECA by the 16 February end date (12noon).
- Residents and Councillors were reminded that they could sign up to receive weekly e-newsletters directly from the [West of England Combined Authority](#) and [B&NES Council](#).
- The Saltford Annual Parish Meeting and SPC and SCA's 'Big Thank You' event would take place on Friday 1 March 2024 at Saltford Hall (details under item 22).

8. REPORT FROM B&NES WARD COUNCILLORS

Cllr Duncan Hounsell stated that the Saltford B&NES Ward Councillors January 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:

- A B&NES Council Budget and Council Tax meeting would take place on 21 February, and that a short public consultation on B&NES budget proposals for 2024-2025 was open until 5pm on 15th January.
- That the Saltford Community Library user figures were 'outstanding'.
- A public meeting would take place on Friday 26th January at 7pm at Saltford Hall hosted by B&NES Ward Councillors and led by an independent chair. The topic would be the Local Plan, the options list, and the protection of Green Belt at Saltford.
- The Local Plan 'Options Consultation' was scheduled to start on 12 February until 25 March, and that there would be a dedicated web-address and postal address for responses.

(Item 22 'SPC and SCA 'Big Thank You' event (following the Annual Parish Meeting) – Friday 1 March 2024' was discussed and resolved following Item 8)

(Item 26 'B&NES Council Budget Consultation 2024-2025: Emission based charging' was discussed and resolved after Item 22).

9. PLANNING MATTERS

a. Decisions and appeals

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

23/03901/FUL - 15 Pepys Close Saltford BS31 3LS. Erection of a single storey front extension, incorporating a wrap around side canopy. Boardman

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

23/04319/TPO - St Marys Church Queen Square Saltford BS31 3EL. T6-Oak tree, remove three low hanging branches, identified as a potential risk. Saltford Parish Council

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

23/04433/TCA - 45 High Street Saltford BS31 3EJ. T1-Cypress, fell. JHS Tree Services

b. Planning contraventions

The Clerk stated that no new information had been received from B&NES Council's Planning Contraventions team.

c. Planning items of urgent information

No items of urgent information were reported.

d. Planning applications – As a statutory consultee, the Council considered the following planning applications in respect of which Bath & North East Somerset (B&NES) Council had invited comments (text taken directly from information supplied by B&NES Council):

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

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 the application taking account of height and coping design changes for the wall agreed between the applicant and the B&NES Planning Officer.

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

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

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

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 full width 1st floor balcony and near-full width loft balcony at the rear of the property will overlook and likely to have an overbearing effect on the adjacent rear gardens of neighbouring properties 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 balconies and the use of opaque screening for the balustrades of a suitable height could help mitigate that issue.

24/00011/FUL - 17 Morgan Close Saltford BS31 3LN. Erection of two storey side extension with rear dormer, new oak entrance porch and new dropped curb and driveway. Mr Jacob Owen

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

23/04776/FUL - Gas Governor Building Bath Road Saltford. Creation of a new vehicular access from the A4, Bath Road, to allow construction and operation of a new below ground storage tank, with associated below or at ground level infrastructure, to be installed as permitted development. The new access would replace the existing vehicular access to the field, which would be blocked up with a stone wall in line with the existing boundary wall. Wessex Water

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

e. **Parish Council Airport Association (PCAA) objection response to North Somerset Council (NSC) pre-submission Local Plan (runs until 2039) regarding suggestions to remove Bristol Airport from the Green Belt.**

SPC agreed to support the PCAA's proposed objection comment to be submitted to NSC's consultation, which included the suggestion to remove Bristol Airport from North Somerset's Green Belt. The support comment from SPC to the PCAA was resolved as follows:

Saltford Parish Council supports the proposed response by the Parish Council Airport Association (PCAA) to maintain Green Belt status for Bristol Airport and its surroundings for the reasons given by the PCAA and in particular to

strengthen the powers of North Somerset Council to maintain control over the impacts of development as the airport increases passenger throughput to 12mppa.

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

Cllr Harding shared that the Local Plan Working Group had held its first meeting in December. He reported that a recommendation from the working group - for SPC to reaffirm its 'Saltford South land designation request' to B&NES Council - would be discussed later in the meeting (Item 14).

Cllr Harding reminded SPC Councillors that B&NES Ward Councillors would be hosting a Local Plan public meeting at 7pm on Friday 26 January at Saltford Hall, at which Cllr Jon Godfrey would represent SPC.

10. RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC APART FROM SALTORD B&NES WARD CLLR DUNCAN HOUNSELL AND ALISON STREATFEILD-JAMES

SPC Chair, Cllr Jon Godfrey, moved to amend the wording of the item from 'Resolution to exclude the press and public apart from Saltford B&NES Ward Cllr Duncan Hounsell' to 'Resolution to exclude the press and public apart from Saltford B&NES Ward Cllrs Duncan Hounsell and Alison Streatfeild-James'. The move to amend the item was seconded and a vote taken. In line with Standing Orders, item 11 was also amended in line with the decision.

Following the amendments, the Council passed 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 public and press be temporarily excluded apart from B&NES Ward Cllr Duncan Hounsell Alison Streatfeild-James, and they were instructed to withdraw.

11. PLANNING POLICY UPDATE FROM WARD CLLRS DUNCAN HOUNSELL AND ALISON STREATFEILD-JAMES (CLOSED SESSION IF ITEM 10 RESOLVED)

The Council received information of a confidential nature with regards to Planning Policy from Saltford B&NES Ward Cllr Duncan Hounsell, which related to the B&NES Local Plan. (No decisions were resolved as part of this item).

12. 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 until after Item 13.

13. SPC DISCUSSION OF MATTERS RELATING TO THE B&NES COUNCIL LOCAL PLAN (CLOSED SESSION IF ITEM 12 RESOLVED)

The Council discussed confidential information with regards to the B&NES Council Local Plan as received from Saltford's B&NES Ward Councillors. No decisions were resolved as part of this item.

(Members of the public and press, if any, were invited to attend the meeting again).

14. REAFFIRMATION OF SPC'S SALTORD SOUTH LAND DESIGNATION REQUEST FOR SUBMISSION TO B&NES COUNCIL

Following a recommendation from the SPC Local Plan Working Group, the Council discussed and resolved to submit the requests made and contents of SPC's paper ['Landscape Designation for Saltford South: Reaffirmation of application with outcome options'](#). It was resolved that the paper would be submitted to B&NES Council's Cabinet Member for Planning and to B&NES Council's Planning Committee for consideration ahead of B&NES Council's Local Plan 'Options Consultation'.

The Council also agreed to share the paper in the public domain for wider awareness, including on [SPC's website](#) and social media, and to share the document with Jacob Rees-Mogg MP, Keynsham Town Council, and B&NES Council Planning Policy Officers.

15. FINANCIAL MATTERS

- a. **Monthly Financial Report** – The Clerk presented the report for December 2023, as recorded below. The report was considered and accepted by members.
- b. **Schedule of Expenditure** – The expenditure listed in the schedule for January 2024 as recorded below was authorised and the schedule was signed by the Chair of the meeting.
- c. **2024/25 budget and precept** – The Council resolved to accept the draft budget for 2024/25 as final, and resolved that the precept to be levied by Saltford Parish Council for 2024/25 as £56,320, an increase of 13.7% on the previous year. The Council acknowledged that this would mean an average Band D property would pay £30.69 p.a. (an increase of £3.61 p.a., or c.30p p.c.m in 2024/25). The Council noted that the tax base for Saltford had increased, so although SPC had agreed a 13.7% increase of its precept that this would translate to an increase of 13.3% per residence as stated on the Council Tax bill to be received by residents from B&NES Council in due course.

- d. **Level of reserves (excluding CIL Funds)** – The Council resolved to accept and minute SPC's projected level of budgeted reserves at the end of the 2024/25 year as £45,136 against an agreed recommended level of £50,750 (with a view to build to recommended levels of reserves by the end of 2025/26) as part of SPC's 2024/25 accepted budget.
- e. **Mini-pillar delivery** – The Council resolved to retrospectively authorise a spend of £75 to Charles Endirect paid via Clerks Expenses for delivery of the mini-pillar required for the Norman Road Phone Box project (Budget heading: Council Led Schemes).

16. DONATION TO CPRE (CAMPAIGN TO PROTECT RURAL ENGLAND)

The Clerk shared that the Council had not received a response from CPRE Avon and Bristol to its communications to request to make a donation in return for annual membership for 2024. Issues with regards to its membership in 2023 were also mentioned. The Council agreed that if SPC received communications from CPRE Avon and Bristol subsequently with new information about Parish Council membership, the Council would look to discuss (and resolve spend, if required) at a future meeting.

17. ALLOTMENT RENTS AND ALLOTMENT TENANTS' PUBLIC LIABILITY INSURANCE 2024/25 (INCLUDING SPEND)

The Council resolved to renew its insurance for the Wick House Allotment site as managed by SPC. The Council resolved to accept a quote from Chris Knott Insurance for an annual policy to commence in late January 2024, and authorised a total spend of £99.25 inc. VAT (Budget heading: Insurance).

The Council confirmed the level of allotment rents for 2024/25 to take effect from 1 April 2024 as £25 per year for a full plot and £15 per year for a half plot, as resolved under item 11 at the January 2023 meeting.

The Council discussed the level of allotment rents for 2025/26 and in consideration of the increase in allotment rents for 2024/25 (to take effect from 1 April 2024) resolved to not increase allotment rents for the year beginning 1 April 2025.

18. WESSEX WATER AI APP TO MEASURE WATER QUALITY

The Council recognised the AI App (and website) as a valuable resource for all those who had an interest in river water quality in Saltford, and particularly beneficial for recreational river users as a source of information. The Council expressed its hope that, if installed as proposed, the AI App remained available for longer than the three years indicated.

Following the presentation from Wessex Water (Item 4) the Council discussed and resolved to support the proposal from Wessex Water to install an AI app to measure water quality from Spring 2024, on the basis that SPC's recommendations to

Wessex Water were accepted as stated during Item 4, including with regards to equipment location, AI App signage and Wessex Water's publicity and communications about the app (including information relating to safety matters).

19. NORMAN ROAD PHONE BOX – PROJECT UPDATE

The Clerk shared that Mobius had installed the mini-pillar in early January.

It was confirmed that National Grid reconnection and been paid (spend resolved under item 12 at the November 2023 meeting) and that a date for works had been requested. It was understood that a MPAN from National Grid was pending.

Following these actions the Council agreed to seek quotes for an unmetered connection, with a quote to be considered and resolved at a future meeting.

20. CHURCHYARD INSPECTION AND MEMORIAL SAFETY CHECK

The Clerk updated the Council that a stonemason had viewed the area of wall for which SPC had requested a quote and that the quote would be considered at the February meeting.

The Clerk advised the Council that the next engineer's survey of the churchyard walls, due in February 2025, could be brought forward. The Council resolved to seek quotes for an engineer's survey of the Churchyard walls (with a quote or quotes to be resolved at a future meeting).

The Clerk stated that B&NES Council had granted planning permission to carry out tree works on the large oak (23/04319/TPO) and that SPC had informed St Mary's Church. The Clerk added that SPC awaited faculty permission from the church to proceed, and that once received SPC would seek a quote(s) for the work.

21. CHURCHYARD GROUNDS MAINTENANCE SPECIFICATION 2023/23

The Council agreed the specification for regular grounds maintenance at St Mary's churchyard for the year commencing 1 March 2024.

It was agreed that quotes would be sought, to be considered and resolved at the February meeting.

22. SPC AND SCA 'BIG THANK YOU' EVENT (FOLLOWING THE ANNUAL PARISH MEETING) – FRIDAY 1 MARCH 2024

The Council agreed invitations and actions relating to the joint SPC and SCA 'Big Thank You' community event on Friday 1 March 2024. It was noted that the event would follow the Annual Parish Meeting at 7pm on 1 March 2024.

23. ADOPTION OF SPC NOTICE BOARD POLICY

The Council discussed the contents of the draft Saltford Parish Council Notice Board policy presented and resolved to adopt the policy as final.

24. RE-ADOPTION OF SPC GRANT APPLICATION GUIDE AND POLICY

Following the adoption of the 2024/25 budget under Item 15.c, the Council agreed to update 'SPC's Grant Application Guide and Policy' to accommodate the new 'Miscellaneous Grants – Environment' line. The Council then resolved to readopt the updated policy.

25. ASSET CHECKING PROCEDURE AND ASSET CHECKING

The Council reviewed the asset checking procedure and assigned asset checking tasks.

26. B&NES COUNCIL BUDGET CONSULTATION 2024-2025: EMISSION BASED CHARGING

The Council agreed to respond to [B&NES Council's Budget Consultation 2024-2025](#) specifically relating to proposals to introduce 'inflationary price rises, alongside the introduction of emission-based parking charges for all vehicles to all locations in Bath (on and off street), Keynsham, Saltford' etc.

SPC resolved to submit the following response by the 15 January consultation end date:

Based on information received from B&NES Council on request regarding the B&NES Council Budget Consultation 2024/25, Saltford Parish Council understands that the consultation on emissions-based charges refers to B&NES Council's The Shallows car park only, as the sole location in Saltford where public parking charges apply. Should this not be the case (as parking locations for Saltford were not specified in the consultation), Saltford Parish Council wishes to make B&NES Council aware that it is strongly of the opinion that no parking charges should be introduced at any other B&NES Council car parks and/or marked parking bays in Saltford.

Saltford Parish Council acknowledges that cleaner (lower emission) vehicles are required. However it recognises that The Shallows car park in Saltford, unlike many other B&NES Council car parks, is primarily for recreational use by those seeking to enjoy Saltford's natural environment and historic conservation area. As such, charges should not discriminate against low-income residents and visitors who are less likely to drive newer vehicles with cleaner exhausts.

Saltford Parish Council views that by making users of vehicles with dirtier exhausts pay more to park at The Shallows car park (albeit a smaller

incremental amount due to the comparatively low charge compared to other B&NES Car Parks) this could increase visitor parking on the nearby narrow highway where permitted, which is already heavily in demand by residents (many of whom do not have access to off-street parking). This could also raise concerns about the impact on local air quality.

Saltford Parish Council views that it is for the Government to create the economic conditions and incentives for people to transition to cleaner vehicles, not local car parking policies at recreational locations.

27. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

The Clerk shared that B&NES Horticultural Participation officers had worked with children from Saltford Primary School to plant pollinator-friendly cherry trees adjacent to the Claverton Road play park, as part of the WECA funded environmental project at this location. It was shared that each Key Stage had planted a tree and that pupils had also sown seeds at the new wildflower meadow areas.

28. DATA PROTECTION AND GDPR UPDATES

No updates were received.

29. PUBLICITY

The Council agreed items to include in SPC's winter e-newsletter.

30. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

Cllr Phil Harding, independently Chair of Saltford Environment Group (SEG), informed the Council that it would meet in late January to discuss the B&NES Local Plan and Options Consultation information.

31. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

The recent flooding on sections of the highway near river side areas was identified as a concern by Councillors. The Council acknowledged B&NES Council as the responsibly authority for flood response and highways, and agreed that SPC would look to discuss the matter – and impact - of flooding in Saltford at a future meeting.

The meeting closed at 21.39pm

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

Signed.....

Next SPC meeting:

The next full council meeting will take place at 7:15pm on Tuesday 6 February 2024 in the Avon Room at Saltford Hall.

SALTFORD PARISH COUNCIL

Schedule of regular expenditure during January 2024
– for authorisation by the Council at its meeting on 9 January 2024.

Description	Amount	Method	Budget heading
January staff costs total inc. salary, pension, HMRC tax and National Insurance	2690 estimate, 2750 maximum	Online BACS	Office staff
January SCA Hall hire	40 estimate 60 maximum	Online BACS	Hall hire
January inTouch Communications Ltd phone system	27 (plus VAT) estimate 35 (plus VAT) maximum	Direct Debit	General administration
January Ambience Landscapes churchyard maintenance	175 (inc VAT) estimate 195 (inc VAT) maximum	Online BACS	Churchyard Maintenance
January monthly One Drive subscription	2 (inc VAT) 3 max	Direct Debit	General Administration
January stationary, IT supplies, printing & postage	10 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: 12.12.23 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 9 January 2024.

SIGNED.....
CHAIR / VICE-CHAIR

DATE:.....

Saltford Parish Council

Monthly Financial Report for December 2023 - Month 9

Quarter period 3

	Budget to date	Actual to date	Budget Year end position
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RECEIPTS:

Precept & any grant	£49,534	£49,534	£49,534
Interest on Investments	£23	£432	£30
Other Income: Allotments	£128	£79	£170
VAT Reimbursements	£800	£2,308	£800
Other	£0	£1,257	£0
Subtotal without CIL	£50,484	£53,610.45	£50,534
CIL Payments	£0.00	£0	£0
Total Income	£50,484	£53,610	£50,534

PAYMENTS:

General Administration	£938	£475	£1,250
Office accommodation	£1,125	£1,500	£1,500
Office Staff	£23,888	£24,180	£31,850
Office Equipment	£225	£162	£300
Training	£900	£1,089	£1,200
Auditing	£500	£600	£500
Insurance	£550	£4,100	£550
Publicity	£1,313	£1,042	£1,750
Subscriptions	£30	£85	£40
Chairmans Honorarium	£225	£225	£300
Councillors' expenses	£75	£0	£100
Hall / Room Hire	£413	£437	£550
Maintenance: Church Yard Grounds	£1,875	£1,266	£2,500
Allotments	£113	£408	£150
Churchyard Special Maintenance Projects	£750	£640	£1,000
Allotment site rent	£75	£100	£100
Miscellaneous Grants	£750	£1,000	£1,000
Council led schemes	£1,125	£477	£1,500
Environment schemes	£750	£116	£1,000
VAT	£750	£1,367	£1,000
Subtotal without CIL	£36,367.50	£39,267.85	£48,140.00
CIL-related expenditure	£0	£0	£2,582
Total Payments	£36,368	£39,268	£50,722

BALANCE AT END OF MONTH:

Current account	£5,103
Business Instant Access account	£55,396

Cash£0

TOTAL CURRENT BALANCE£60,499

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