



SALT FORD PARISH COUNCIL

**Minutes of the meeting of the Council held in the Avon Room
at Saltford Hall on Tuesday 5 March 2024 at 7.15pm**

PRESENT

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

Officer: Lottie Smith-Collins.

1. MINUTES

The minutes of the Full Council meeting held on 6 February 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 Shayan Aziz and Emma Hughes.

It was noted that Cllr Julie Austwick was on a six-month sabbatical as resolved by the Council under Item 27 at its February meeting.

3. DECLARATIONS OF INTERESTS

Cllr Phil Harding declared an interest in 'Item 8.d Planning Matters – 24/00471/FUL – 56 Claverton Road' as he is a neighbour of the applicant. Cllr Harding stated that he would discuss and vote on the item.

4. PUBLIC TIME

There were two members of the public present.

5. CHAIR'S ANNOUNCEMENTS

Cllr Jon Godfrey shared that SPC's 'Big Thank You' event, held on Friday 1 March immediately following the Saltford Annual Parish Meeting 2024, had been well attended and very successful.

6. CLERK'S ANNOUNCEMENTS

The Clerk stated that Clerk's Announcements had been circulated to Councillors in advance of the meeting, and highlighted information from the report at the meeting including:

- Draft minutes from Saltford's Annual Parish Meeting (APM) 2024, as chaired by SPC Chair Cllr Jon Godfrey, were available on SPC's website.

- The Clean and Green Team had confirmed that B&NES Council graffiti operatives had visited Saltford w/c 19 February to remove or paint over the numerous areas of graffiti on or close to the A4 Bath Road and that they would return to address outstanding areas of graffiti when correct weather conditions allowed. Residents had been encouraged to log remaining fixes required via B&NES Council's usual channels e.g. FixMyStreet.
- Saltford Parish Council had been approached by B&NES Age UK for help with regards to an initiative to improve communities for older people. SPC thanked SCA for engaging with B&NES Age UK on this on behalf of the Saltford community.
- B&NES Council's Parking team had informed SPC that the pay and display machine at The Shallows had been damaged and that B&NES Council was looking to repair as soon as possible.
- SPC had requested an update from B&NES Council about the ongoing flooding from Network Rail land onto The Shallows highway, and that SPC awaited a response.
- SPC had been informed by B&NES Council that as part of its maintenance programme for 2024/25, road resurfacing would take place in Saltford during on the A4 Bath Road and A4 Bristol Road from Uplands Road to the Globe roundabout. It was anticipated that works would take c.2 weeks at night to complete. SPC had also been informed that road resurfacing would also take place the full length of Rodney Road including Harcourt Close cul-de-sac the week commencing Monday 25 March, with works anticipated to take four days. B&NES Council had written to residents regarding the latter, with a copy of the letter available on SPC's website.
- Saltford Parish Council had requested that the B&NES Licencing Team send their 'weekly list' to SPC and consider sending to all Parish Councils for their information.
- B&NES Council had shared information about two new policies at its waste and recycling sites. The first included the introduction of limits to (free) DIY waste disposal by residents from 4 March, and the second policy included information about how B&NES Council would encourage residents disposing of general waste to split bags to recycle contents where possible on-site. SPC had shared this information on its [website](#).
- SPC had followed up on its request for the prioritisation of a pedestrian refuge to aid safe crossing of the A4 near the junction of The Glen (e.g. near the Bristol-bound 'The Shallows' bus stop location). SPC had been informed that B&NES Council was aware of SPC's request and would follow up on progress towards achieving it but that such requests were subject to funding resource availability.
- Following SPC's decision under item 17 at the February meeting (to lobby Saltford Ward Councillors to oppose removal of green belt from Bristol Airport North Somerset Council Proposed Local Plan), due to the end date for submissions having passed by the time that SPC could approach Ward Councillors with the Parish Council Airport Association's (PCAA) request for Parish Councils to lobby ward and district Councillors, SPC shared the

PCAA's objection (which SPC had supported) with Ward Cllrs for their awareness should similar be consulted on in the future.

- SPC will issue agendas and summons earlier than the usual 'Thursday before a Tuesday meeting' for the following full council meetings: April (by 25 March), May (by 1 May) and June 2024 (possibly 29 May), mainly due to upcoming Bank Holidays. The Clerk confirmed that SPC's agendas would be displayed on SPC's website and noticeboard (and shared on social media) as usual.
- SPC is grateful to the two Saltford residents who have agreed to lead SPC's 'Parish Walk' as part of the Saltford Festival, on Wednesday 12 June. The walk will be based on Saltford Environment Group's (SEG) 'Saltford South' walk. Further details will be shared nearer the time.

7. REPORT FROM B&NES WARD COUNCILLORS

Cllr Duncan Hounsell stated that the Saltford B&NES Ward Councillors March 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 Budget 2024/25 will include in its 2024/25 Highways Maintenance Capital programme:
 - Resurfacing of the A4 from Uplands Road junction to the Globe roundabout £600,000 (Night-time working over 2 weeks)
 - Resurfacing of Rodney Road and Harcourt Close £65,000 (4 days, 7am to 7pm, starting Monday 25th March)
- Awareness of the B&NES Strategic Evidence Base document which could be accessed via the following link: <https://beta.bathnes.gov.uk/strategic-evidence/document-library/strategic-evidence-base-summary-and-full-report>

Cllr David Halton raised the issue of the damage and wear-and-tear to the High Street highway by construction and large vehicles accessing Wessex Water's Mead Lane site and associated bridge works site, and requested that B&NES Council - in liaison Wessex Water - look to resurface the High Street now that construction vehicles were using the new bridge. Cllr Hounsell responded that he would follow up on this matter with B&NES and that he would request an update from Wessex Water with regards to a site visit to view the Mead Lane works by SPC and Ward Councillors.

Cllrs Phil Harding and Gary Graveling raised concerns that the B&NES Local Plan Options Consultation maps were inaccurate, with reference to the Curo 'Withies Green' site showing construction in green belt and also the Longwood Lane highway not being shown. Cllr Hounsell responded to the query with regards to 'Withies

Green' stating that the area in green belt would be for use other than residential which is why it had not been marked on the map.

Cllr Andy Rice questioned the impact of B&NES Council's limitations of DIY waste disposal, raising that increases in fly tipping could be a likely outcome. He also raised that frustrations had been expressed to him by residents, who viewed that they have had to accommodate the disruption of the Pixash Lane site works and many vehicles using the B&NES Waste and Recycling hub on the A4 through Saltford, and have now had the benefit of disposing of their DIY waste as frequently as they require removed. Cllr Hounsell responded that B&NES Council would monitor fly-tipping. The Clerk added that SPC would encourage residents to report fly-tipping via FixMyStreet so that B&NES could be made aware of any impact from the policy change.

The Clerk asked Cllr Hounsell for clarification about 'Item 12 – B&NES Council intention to revoke 'Saltford Air Quality Management Area (AQMA) Order 2013'. Cllr Hounsell explained that following a set period of monitoring lower levels, AQMAs must be revoked by law and that the consultation sent to SPC and residents was a formality associated with this process.

8. PLANNING MATTERS

a. Decisions and appeals

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

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

The Clerk reported that the following application has been WITHDRAWN:

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

b. Planning contraventions

The Clerk reported that SPC had received an update from the Case Officer about Enforcement Notice Parcel 8831 - 22/00363/UNAUTH (land on the approach to Saltford from Bath where end-of-life vehicles and tyres are situated) to state that B&NES Council are pursuing prosecution proceedings to require compliance with the Enforcement Notice issued by B&NES Council previously. SPC had been informed that updates would be provided as this matter is moved forward. B&NES Council had also stated that they are working to try get the vehicles and other items removed from the land as soon as practically possible.

c. Planning items of urgent information

No items of urgent information were raised.

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):

24/00471/FUL - 56 Claverton Road West Saltford Bath And North East Somerset BS31 3DS. Erection of single storey rear extension, single storey side extension following demolition of existing conservatory. Brickwork boundary fence to be removed and replaced with timber fence. Mrs Janet Scott

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

24/00563/FUL - 5 Tynning Road Saltford BS31 3HL. Erection of single storey rear extension. Mr and Mrs J&P Goad

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

24/00580/FUL - 1 Somerville Close Saltford BS31 3HT. Erection of single storey rear extension following demolition of existing rear lean-to extension. Mr and Mrs Alan and Anita Martinovic

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

COMMENT: Saltford Parish Council is generally supportive of the proposed rear extension. However, the Parish Council has concerns that the design provides insufficient space for future maintenance and repairs with just 300mm between the side of the extension and boundary fence that is also very close to the neighbouring property's side wall.

24/00627/FUL - 470 Bath Road Saltford BS31 3DJ. Erection of two storey side extension and single storey rear extension with new front porch and rendering to existing brick work. Mr Ross King

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

24/00720/FUL - 38 Uplands Road Saltford BS31 3JJ. New single storey entrance following removal of porch. Also re-cladding of existing dormer windows to the front and back. Mr Tony Riddle

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

e. Planning Policy: Saltford's Green Belt Landscape following SPC's request for 'Saltford South' landscape designation (AGLV or LGS)

(i) Further to the response received from B&NES Council's Cabinet Member Cllr Matt McCabe following SPC's submission of its ['Landscape designation request – Reaffirmation plus options from SPC' paper](#), the Council discussed the contents of a paper on Saltford Green Belt landscape planning policy and character appraisal presented titled ['The Saltford Area of Great Landscape Value – Planning Policy and Character Appraisal by Saltford Parish Council'](#) dated March 2024 and resolved to adopt and publish the document as an official SPC document. The Council agreed that 'The Saltford Area of Great Landscape Value' paper would serve as a reference document for SPC planning policy purposes, specifically in relation to future proposal responses that may affect or seek to develop Saltford's Green Belt landscape area.

(ii) The Council discussed whether to expand SPC's landscape designation request to B&NES Council to cover all of Saltford's Green Belt landscape as described in the ['The Saltford Area of Great Landscape Value – Planning Policy and Character Appraisal by Saltford Parish Council'](#) March 2024 document. The Council resolved not to proceed with this action and instead resolved to continue its request for the Council's original bid for landscape designation as made to B&NES Council in January 2023 ([Area of Great Landscape Value \(AGLV\) or Local Green Space \(LGS\) designation for Saltford South](#)) which was reaffirmed in January 2024 (['Landscape designation request – Reaffirmation plus options from SPC' paper](#)). It was recognised that 'The Saltford Area of Great Landscape Value – Planning Policy and Character Appraisal by Saltford Parish Council' March 2024 document would be used as supporting evidence for SPC's original request to B&NES Council if required. (See also Item 8.f, below).

For the purpose of clarity, the Council agreed to refer in the future to the area it termed 'Saltford South' in the two documents dated January 2023 and January 2024 as 'Saltford South of A4'.

(iii) The Council resolved to publish 'The Saltford Area of Great Landscape Value – Planning Policy and Character Appraisal by Saltford Parish Council' dated March 2024 paper on its website. It was also agreed that Cllr Harding would send a copy of the paper to selected local groups and organisations for awareness and endorsement (It was later resolved under Item 8.f, below, that the paper would be submitted as supporting information to SPC's Local Plan Options Consultation response).

Also:

(iv) The Council discussed and resolved to adopt as a SPC document ['Saltford's Area of Great Landscape Value – A Photographic Record'](#) as dated March 2024. The Council recognised that the document supported information in 'The Saltford Area of Great Landscape Value – Planning Policy and Character Appraisal by Saltford Parish Council', as well as being a stand-alone document.

(v) The Council resolved to add SPC document 'Saltford's Area of Great Landscape Value – A Photographic Record' dated March 2024 to its website as an official SPC record.

Also:

(vi) It was resolved that the name of the SPC 'Local Plan Working Group' would be changed to the 'Planning Policy Working Group' to better reflect the purpose of the working group.

The Council was informed that members of the Planning Policy Working Group would meet prior to an arranged meeting with Sir Jacob Rees-Mogg MP later in the month.

It was resolved that the Planning Policy Working Group, on behalf of SPC, would request Sir Jacob Rees-Mogg's support for SPC's original bid to B&NES Council as detailed in its 'Area of Great Landscape Value (AGLV) or Local Green Space (LGS) designation for Saltford South' paper dated January 2023 and SPC's 'Landscape designation request – Reaffirmation plus options from SPC' January 2024 paper (noted that both papers referred to 'Saltford South of the A4'). It was also resolved that SPC would request that Sir Jacob Rees-Mogg make appropriate representations on behalf of SPC to achieve protective landscape designation at the area described as Saltford South of the A4.

(vii) It was agreed that should recommendations for SPC, including any proposed actions, arise following the meeting with Sir Jacob Rees-Mogg, that these would be brought to the attention of Full Council at SPC's April meeting, with any actions to be discussed and resolved as outlined in an agenda item.

f. B&NES Council Local Plan 'Options Consultation' response:

The Council resolved its response to the [B&NES Council Local Plan Options Consultation](#) following consideration of the information shared by B&NES Council.

The Council resolved to compile its response into a document titled '[B&NES Local Plan Options Consultation 12 February to 8 April 2024 - Response from Saltford Parish Council \(resolved by SPC on 5.3.2024\)](#)'.

As in the document, Saltford Parish Council resolved to respond to the following sections of the B&NES Council Local Plan Options Consultation as follows:

Chapter & Section	Response from SPC
Chapter 5 "Bath (Area 1)" Section: South of Burnett, next to A39 (potential site)	Comment

Chapter 6 “Keynsham, Saltford, Hicks Gate and Whitchurch Village (Area 2)” Section: Keynsham and Saltford: Area overview	Partially Object
Chapter 6 “Keynsham, Saltford, Hicks Gate and Whitchurch Village (Area 2)” Section: Keynsham and Saltford: Transport opportunities	Partially Object
Chapter 6 “Keynsham, Saltford, Hicks Gate and Whitchurch Village (Area 2)” Section: Keynsham and Saltford: Site options - Site Option: North Keynsham	Partially Object
Chapter 6 “Keynsham, Saltford, Hicks Gate and Whitchurch Village (Area 2)” Section: Keynsham and Saltford: Site options - Site Option: West Saltford	Strongly Object
Chapter 6 “Keynsham, Saltford, Hicks Gate and Whitchurch Village (Area 2)” Section: Keynsham and Saltford: Site options - Site Option: South Saltford	Strongly Object
Chapter 6 “Keynsham, Saltford, Hicks Gate and Whitchurch Village (Area 2)” Section: Keynsham and Saltford: Site options - Site Option: SE Keynsham	Strongly Object
Chapter 9: “Development management policy options” Section: Green Belt	(Option B)

Saltford Parish Council resolved to submit comments relating to the sections (listed above) as detailed in the document.

As taken from SPC’s resolved response document, this included SPC’s robust comments in reference to proposals at ‘South Saltford’ (800 residences + primary school) and ‘West Saltford’ (500 houses + primary school) to support SPC’s ‘Strongly Object’ stance to the proposals, including that:

- The unwelcome precedent from the creation of new housing developments on Saltford’s Green Belt land would undermine that important planning constraint that helps Bristol and Bath maintain their unique identities and provides surrounding green open spaces that are essential for protecting the quality of life for city dwellers.
- Further new housing developments on Saltford’s Green Belt land would contravene policy RA1

- Losing local green space and footpaths to development would cause considerable harm to the health and wellbeing of residents whilst increasing demand for a limited resource.
- The overall increased demand for the remaining open green space would place further harmful pressure on local wildlife habitat.
- The Bath Road A4, cannot take more housing. Recent new housing developments had resulted in prolonged periods of heavy traffic congestion which harmed the economy and made local travel increasingly difficult and unreliable.
- The narrow lanes between Keynsham and Saltford used for rat-running to avoid congestion on the Bath Road A4 would become less safe or usable for walkers and cyclists (including school children).
- Saltford's Green Belt rich mix of habitat for nature was important for a wide-ranging richness of wildlife, and that in the ecological emergency it should be protected and enhanced, not built on.
- Losing agricultural land to development would show a lack of foresight and be irresponsible during the ecological emergency and when the UK obtains 40% of its annual net food requirements from overseas.
- Saltford, now a large rural village, had already undergone significant development since the 1950s and 1960s, and that since 1961 Saltford had grown by 36% from a population of 3,044 in 1961 to 4,133 in 2021. Saltford grew by a significant 58% between 1951 (at 1,928) and 1961 (at 3,044) and by a massive 114% from 1951 to 2021 (source: census data).
- Saltford had reached the peak of its growth potential if it is to retain its rural countryside setting without drastically reducing the quality of life for existing and potential new residents moving into new housing developments whilst having a negative impact on neighbouring settlements (including Keynsham, Corston, and Newton St Loe), as well as further reducing the open green spaces outside the city boundaries desired by Bristol and Bath residents alike.

Further to the above, the Council resolved to submit 'The Saltford Area of Great Landscape Value - Planning Policy and Character Appraisal by Saltford Parish Council' dated March 2024, as evidence to support its response to the B&NES Council Local Plan Options Consultation. It was noted that the document included reference to SPC's original bid to B&NES Council for designated landscape protection at Saltford South of the A4 (in its 'Area of Great Landscape Value (AGLV) or Local Green Space (LGS) designation for Saltford South' paper dated January 2023).

The Council resolved to submit SPC's 'B&NES Local Plan Options Consultation 12 February to 8 April 2024 - Response from Saltford Parish Council (resolved by SPC on 5.3.2024)' response by post by the 5pm end date on 8 April 2024, and that it would include a copy of 'The Saltford Area of Great Landscape Value - Planning Policy and Character Appraisal by Saltford Parish Council' dated March 2024 as

supporting information to SPC's response. This approach was resolved according to the options given on the B&NES Council Local Plan Options Consultation '[Submit Your Feedback](#)' page.

As a courtesy, the Council resolved to submit by email a copy of SPC's 'B&NES Local Plan Options Consultation 12 February to 8 April 2024 - Response from Saltford Parish Council (resolved by SPC on 5.3.2024)' Options Consultation response with a copy of 'The Saltford Area of Great Landscape Value - Planning Policy and Character Appraisal by Saltford Parish Council' dated March 2024 to the B&NES Council Planning Policy Team, copying in Saltford's B&NES Ward Councillors.

It was also resolved that SPC would send the same documents to Keynsham Town Council.

9. FINANCIAL MATTERS

- a. **Monthly Financial Report** – The Clerk presented the report for February 2024, as recorded below. The report was considered and accepted by members.
- b. **Schedule of Expenditure** – The expenditure listed in the schedule for March 2024 as recorded below was authorised and the schedule was signed by the Chair of the meeting.

10. 'BIG THANK YOU 2024' EVENT REVIEW AND 'BIG THANK YOU 2025' EVENT (INCLUDING SPEND)

The Council reviewed the 'Big Thank You' event as co-hosted by SPC and SCA on Friday 1 March following the Annual Parish Meeting.

The Council viewed the event as a success and noted that it had been enjoyed by the c.100 residents who had attended. SPC resolved to co-host the event in 2025, alongside the Annual Parish Meeting between 1 March and 1 June (date TBC), should SCA be in agreement.

It was resolved that SPC would approach SCA to request, including a 50/50 proposed split of the costs of hosting the event, as in previous years.

SPC resolved a spend of up to £500 for costs towards food and hall hire for the APM and 'Big Thank You 2025' event (Budget: Council Led Schemes).

11. DATE FOR CHURCHYARD INSPECTION

Cllrs Dudley Bartlett and David Halton, members of the Churchyard Working Group, agreed to carry out the next biannual inspection of St Mary's closed churchyard (of which SPC has safety management responsibility). It was resolved that the Council

would aim to inspect the churchyard in March and that the Clerk would liaise with Cllr Barlett and Cllr Halton to confirm a date (pending weather conditions), with the intention for an inspection report and any recommended actions to be provided at the April meeting.

12. B&NES COUNCIL INTENTION TO REVOKE 'SALTFORD AIR QUALITY MANAGEMENT AREA (AQMA) ORDER 2013'

B&NES Council had consulted SPC with regards to its intention to revoke the 'Saltford Air Quality Management Area Order 2013' ([a map of the Air Quality Management Area](#) was available on the B&NES Council website, with further [details about revoking the Saltford AQMA](#) also on the B&NES Council website). It was noted that SPC had shared this information via its website for resident awareness.

SPC acknowledged that though it was proposed that the AQMA Order was to be revoked, that B&NES Council would continue to monitor air quality on the A4 in Saltford at the same two locations.

Following the information that the consultation was a formality and that by law the AQMA would be revoked, the Council resolved not to make any representations to B&NES Council with regards to the proposals by the consultation's midday 11 March end date.

13. NORMAN ROAD PHONE BOX – PROJECT UPDATE

Cllr Jon Godfrey stated his intention to discuss power supply details of the proposed defibrillator with the Landlord of The Crown and Bird in Hand pubs, who had offered to purchase and install a defibrillator at the Norman Road phone box.

Cllr Godfrey shared that once this information had been received, he would liaise with National Grid regarding the unmetered connection works required at the Norman Road phone box.

14. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

The Clerk provided an update about SPC's '[Hedgehog Highways](#)' environmental initiative. It was shared that many signs had been distributed to Saltford residents since the start of the initiative in December 2023, and that about 10 signs remained for distribution at future SPC meetings. As such, no further discussion was required with regards to the distribution of surplus signs.

The Clerk shared that SPC had attempted contact with B&NES Council about EV charging points being installed at the B&NES Wedmore Road car park, but that no response had been received. It was agreed that SPC would await information from B&NES Council about the WECA funded project.

15. DATA PROTECTION AND GDPR UPDATES

Cllr Jon Godfrey shared information and advice following recent Microsoft updates.

16. PUBLICITY

The Council reviewed the SPC quarterly e-newsletter, including its time resource requirement relative to recipient reach and subsequent engagement. It was resolved that as the information in the e-newsletter was replicated on SPC's '[News](https://www.salfordparishcouncil.gov.uk/news/)' section of its website (<https://www.salfordparishcouncil.gov.uk/news/>) that the e-newsletter would no longer be produced. It was agreed that the future use of SPC's newsletter mailing list would be used for sharing information with residents about specific key matters (e.g. elections or major consultations), at SPC's discretion.

17. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

Cllr Sally Turner, Link Member for Salford Fairtrade Group, reported that she had attended the Salford Fairtrade Meeting on 7 February, and contributed to discussions about raising awareness of Fairtrade and the promotion of Fairtrade products in Salford.

Cllr Phil Harding, Link Member (and independently of SPC, the Chairman of) Salford Environment Group shared that SEG had produced a leaflet about how residents could respond to the B&NES Local Plan Options Consultation, and that this would be delivered to all Salford residences in early March.

18. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

No items of urgent information were received.

The meeting closed at 9.10pm

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

Signed.....

Next SPC meeting:

The next full council meeting will take place at 7:15pm on Tuesday 2 April 2024 in the Avon Room at Salford Hall.

SALTFORD PARISH COUNCIL

**Schedule of regular expenditure during March 2024
– for authorisation by the Council at its meeting on 5 March 2024.**

Description	Amount	Method	Budget heading
March staff costs total inc. salary, pension, HMRC tax and National Insurance	2690 estimate, 2750 maximum	Online BACS	Office staff
March SCA Hall hire	75 estimate 100 maximum	Online BACS	Hall hire
March inTouch Communications Ltd phone system	27 (plus VAT) estimate 35 (plus VAT) maximum	Direct Debit	General administration
March Ambience Landscapes churchyard maintenance	180 (inc VAT) estimate 200 (inc VAT) maximum	Online BACS	Churchyard Maintenance
March monthly One Drive subscription	2 (inc VAT) 3 max	Direct Debit	General Administration
March stationary, IT supplies, printing & postage	15 estimate 60 max	Online BACS / Clerks expenses	General Administration
Chair's Allowance Jan-Mar	£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: N/A Amount: £0

I certify that the above payments made or to be made have been authorised at the meeting of the Parish Council on 5 March 2024.

SIGNED.....

DATE:.....

CHAIR / VICE-CHAIR

Salford Parish Council

Monthly Financial Report for February 2024 - Month 11
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	£28	£548	£30
Other Income: Allotments	£156	£79	£170
VAT Reimbursements	£800	£2,308	£800
Other	£0	£1,257	£0
Subtotal without CIL	£50,517	£53,726.94	£50,534
CIL Payments	£0.00	£0	£0
Total Income	£50,517	£53,727	£50,534

PAYMENTS:			
General Administration	£1,146	£561	£1,250
Office accommodation	£1,375	£1,500	£1,500
Office Staff	£29,196	£29,553	£31,850
Office Equipment	£275	£162	£300
Training	£1,100	£1,089	£1,200
Auditing	£500	£600	£500
Insurance	£550	£6,369	£550
Publicity	£1,604	£1,042	£1,750
Subscriptions	£37	£85	£40
Chairmans Honorarium	£275	£225	£300
Councillors' expenses	£92	£0	£100
Hall / Room Hire	£504	£527	£550
Maintenance: Church Yard Grounds	£2,292	£1,548	£2,500
Allotments	£138	£408	£150
Churchyard Special Maintenance Projects	£917	£640	£1,000
Allotment site rent	£92	£100	£100
Miscellaneous Grants	£917	£1,000	£1,000
Council led schemes	£1,375	£477	£1,500
Environment schemes	£917	£152	£1,000
VAT	£917	£1,868	£1,000
Subtotal without CIL	£44,215.83	£47,904.35	£48,140.00
CIL-related expenditure	£0	£0	£2,582
Total Payments	£44,216	£47,904	£50,722

BALANCE AT END OF MONTH:

Current account	£1,466
Business Instant Access account	£50,513

Cash £0
TOTAL CURRENT BALANCE £51,979

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