



SALTFORD PARISH COUNCIL

Minutes of the meeting of the Council held in the Avon Room
at Saltford Hall on Wednesday 3 April 2024 at 7.15pm

DRAFT MINUTES – TO BE CONFIRMED AT SPC'S MAY 2024 MEETING

PRESENT

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

Officer: Lottie Smith-Collins.

1. MINUTES

The minutes of the Full Council meeting held on 5 March 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, Gary Graveling, Emma Hughes and Sally Turner.

It was noted that Cllr Julie Austwick was on a six-month sabbatical.

3. DECLARATION OF INTERESTS

No interests were declared.

4. PUBLIC TIME

There were two members of the public present.

5. CHAIR'S ANNOUNCEMENTS

Cllr Jon Godfrey shared that he had represented SPC at the Saltford Community Association (SCA) AGM on 21st March 2024, and that the Parish Clerk and a Saltford B&NES Ward Councillor had also attended the meeting.

6. CLERK'S ANNOUNCEMENTS

The Clerk reminded those present that the pre-election period ('purdah') had started on 18 March and would end after 2 May 2024.

The Clerk shared that information from 'Clerk's Announcements' had been circulated to SPC Councillors in advance of the meeting, and highlighted aspects of the information shared which included that:

- SPC had made recommendations to B&NES Council's Planning Policy team to address a technical error when submitting information via the Local Plan

Options Consultation webform (online submission tool) which B&NES had subsequently addressed. The Clerk shared that more detail would be discussed under 'Planning Matters' - Item 8.f.ii (below).

- SPC had followed up again with the contractor appointed to relocate B&NES Council's VAS sign and awaited confirmation of when works would take place. It was agreed that SPC would contact B&NES Council for support with this action if required.
- The SPC Parish Walk (7pm, 12 June 2024) route and poster had been confirmed, and a risk assessment for the walk would be a May agenda item.
- The B&NES Clean & Green Team had confirmed that B&NES Council graffiti operatives had painted over graffiti on utility boxes in Saltford. SPC had followed up on graffiti on signs and the speed camera. Residents had been encouraged to log remaining fixes required via B&NES Council's usual channels e.g. FixMyStreet.
- B&NES Council had informed SPC that The Shallows public toilets were out-of-order due to suspected subsidence causing problems locking the doors, and that B&NES Council was looking to repair and would provide updates.
- The B&NES Council Pay & Display machine at The Shallows car park had been fixed.
- SPC had been informed by B&NES Council that the road resurfacing planned for Saltford on the A4 Bath Road and A4 Bristol Road from Uplands Road to the Globe roundabout, as previously included on the maintenance programme for 2024/25, had now been postponed until 2025/26 or later due to utility works required to take place on the same section of highway. B&NES Council stated that the £600,000 allocated for the A4 works had been 'diverted to address other challenges on the network'.
- Wales and West Utilities had informed SPC that planned works on Mead Lane had been postponed for a couple of years. They also had shared information about roadworks on the A4 Bristol Road (eight weeks commencing on 28 March) following SPC's request for information, which SPC had shared on its website. WWU had stated that further works were planned by WWU on the A4 during the summer holidays.
- Following cancellation of its Weekly List of licensing applications, Saltford Parish Council had recommended that the B&NES Licencing Team set up notifications via its portal – similar to planning notifications - so that Ward Councillors and Parish Councils could sign up for area notifications. The B&NES Licencing Team had responded to SPC to say that they would not look to do this and instead that Ward Cllrs and Parishes needed to actively check their system on a weekly (or more frequent) basis. SPC agreed to repeat its request for notifications to the Chief Operating Officer at B&NES Council.
- SPC had received an update from B&NES Council on the Public Engagement Report to be published by WECA following the A4 Bath to Bristol consultation (initially due early 2024) to share that the report would not be published until after the Bristol elections in May 2024.

- SPC would issue its next two agendas and summons slightly earlier than usual for its May (by 1 May) and June (possibly on 29 May) meetings. The Clerk also reminded those present that the next meeting in May was SPC's Annual Parish Council meeting.
- SPC's Internal Audit would take place in April, and that the IA's report would be an agenda item at a future meeting for the Council to consider.

7. REPORT FROM B&NES WARD COUNCILLORS

A Saltford B&NES Ward Councillor stated that the Saltford B&NES Ward Councillors April 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 the B&NES Ward Councillor for Saltford present at the meeting, which included information as follows:

- An overview of B&NES Council's Council Tax increase, including that B&NES Council's Council Tax was one of the lowest in the South West and that B&NES Council's income streams – including from Heritage Services – meant that B&NES Council was solvent.
- Rodney Road had been resurfaced by B&NES Council at a cost of £65,000.

SPC Councillors asked the B&NES Ward Councillor about the timeline for the B&NES Council Local Plan, including when the Draft Local Plan would be viewed by the Inspector. It was confirmed by the Ward Councillor that there would be a second consultation ahead of the Draft Local Plan being published in March 2025.

Concerns were expressed by SPC Councillors to the B&NES Ward Councillor about technical faults impacting B&NES Council's Local Plan Options Consultation webform and the potential outcome that resident submissions had not been received by B&NES Council (see also item 8.f ii below).

8. PLANNING MATTERS

a. Decisions and appeals

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

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

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

b. Planning contraventions

No new reports or updates on existing planning contravention cases were received.

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):

24/00923/FUL - 2 Roundmoor Close Saltford BS31 3AN. Remodelling of existing ground floor including conservatory replaced with insulated construction, garage converted to bedroom, windows and doors replaced. Insulated render installed to external walls. Drive/vehicle crossing extended. Leah Colbourn

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

24/00958/FUL - Rosemere, Homefield Road Saltford BS31 3EQ. Erection of single storey front and rear extensions, internal refurbishment works, new corner windows to the master bedroom and sitting room, new detached garage and workshop building and external landscaping works. MS H FRANKLIN

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

COMMENT: In view of the planning permissions granted in recent years for this site, in particular for the inclusion of a new gate house that is not yet built but is shown on the “proposed site plan and block plan” (drawing no. 200), and expansion of the main dwelling house, Saltford Parish Council has concerns that the cumulative effect arising from adding these proposals, if permitted, may result in an over-development of the site. Therefore, before B&NES Council makes its decision, the Parish Council asks B&NES Council to satisfy itself that the proposals do not represent an over-development of this site, i.e. adding a detached garage and workshop building along with the gate house to the plans, and that the proposed rear extension will not have an adverse impact on the skyline of this sensitive elevated location adjacent to and overlooking the Conservation Area when viewed from Saltford’s Conservation Area and/or from the Cotswolds National Landscape AONB.

24/01008/FUL - 13 Justice Avenue Saltford BS31 3DR. Erection of single storey rear extension. Sally & Graham Sneddon

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

24/00794/FUL - 51 Grange Road Saltford BS31 3AQ. Erection of single storey extension to the rear of an existing attached garage to the side of the property. Mr Howard Edgar

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)

Following SPC's submission of its ['Landscape designation request – Reaffirmation plus options from SPC' paper](#) (January 2024) which was sent to B&NES Council following SPC's original bid for designated landscape protection for Saltford south of the A4 (January 2023), the Council received an update and considered actions relating to its bid for landscape designation protection at Saltford south of the A4.

- i. Cllr Phil Harding, SPC Planning Committee Chair, summarised the meeting held between members of the Planning Policy Working Group and the MP for North East Somerset on 15 March 2024. This included SPC's request for support of SPC's bids to B&NES Council (January 2023 and January 2024) and SPC's request that the MP make appropriate representations on behalf of SPC to achieve protective landscape designation at the area described as Saltford South of the A4.
- ii. SPC discussed next-steps and options available to SPC following SPC's meeting with the MP for North East Somerset to achieve landscape protection at the area south of the A4. It was agreed that the Planning Policy Working Group would meet to discuss raising SPC's request for landscape designation, including a possible complaint about B&NES Council's management of SPC's request, in a letter to the Chief Executive of B&NES Council (copying in the B&NES Council Head of Planning), and that members of the working group would be likely to recommend an item for SPC to consider at the May meeting.

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

- i. The Clerk shared that SPC's response by post to the [B&NES Council Local Plan Options Consultation](#) (which included 'strongly object' comments for the ['West Saltford'](#) and ['South Saltford'](#) sections – [SPC's full response to the B&NES Local Plan Options consultation](#) was published on its website following the March 2024 meeting) had been received by B&NES Council following SPC seeking confirmation from B&NES Council of receipt.
- ii. Concerns were expressed by the Council about B&NES Council's Local Plan 'Options Consultation' process, specifically relating to webform (online submission) technical faults since rectified by B&NES Council following SPC recommendations, along with other technical issues and possible map

inaccuracies. Further to item 8.e ii, the Council agreed that the Planning Policy Working Group would discuss this matter further, and that members of the group would look to make recommendations for an item to be considered at its May meeting.

The Council noted that the Local Plan Options Consultation end date had been extended to 16 April following the webform concerns raised by SPC to B&NES Council, and that information about the consultation and how to respond by the new end date was available on the B&NES Council website at <https://beta.bathnes.gov.uk/local-plan-options-consultation>.

9. FINANCIAL MATTERS

- a. **Monthly Financial Report** – The Clerk presented the monthly financial report for March 2024, as recorded below. The report was considered and accepted by members.

The Clerk also provided an overview of the Council's financial position at the end of the 2023-24 financial year including earmarked spend resolved in 2023-24 to be paid in 2024-25.

- b. **Schedule of Expenditure** – The expenditure listed in the schedule for April 2024 as recorded below was authorised and the schedule was signed by the Chair of the meeting.
- c. **Internal Audit** – The Council resolved to appoint Auditing Solutions as Saltford Parish Council's named auditor for its Internal Audit 2023/24, and resolved a spend to Auditing Solutions of up to £335 for provision of services (Budget: Auditing).
- d. **New SPC laptop** – The Council noted that the current SPC laptop, purchased in 2012, required replacement and resolved a spend of up to £800 for a replacement (likely refurbished) SPC laptop including any associated software and/or equipment (Budget: Office equipment).

10. BIENNIAL INSPECTION OF ST MARY'S CHURCHYARD (INCLUDING SPEND)

The Council received and accepted a report from members of the Churchyard Working Group, Cllrs David Halton and Dudley Bartlett, following the biennial inspection of St Mary's Churchyard on 20 March 2024. This included that maintenance works were planned on a small section of wall by the oak tree and that minor branches of the oak tree would be removed in due course.

The Council considered a recommendation from members of the working group to seek a quote for maintenance work for a small section of churchyard wall near the

gate. The Council resolved not to proceed with seeking a quote(s), and instead resolved a spend of up to £700 for a structural engineer's report for all the churchyard walls (Budget heading: Churchyard Special Maintenance Projects).

The engineer's report was agreed to be brought forward from February 2025 in consideration of potential maintenance works identified following recent churchyard checks. The Council viewed that all the churchyard walls should be surveyed prior to SPC identifying priorities for any maintenance spend, to ensure any SPC actions and resource were directed appropriately and in consideration of professional and independent guidance.

11. REGISTER OF ASSETS

The Council reviewed the Council's Register of Assets which lists the Parish Council's assets valued over £100, and resolved to add the Badge of Office (AKA Chain of Office) to the Register of Assets.

The Council resolved to seek insurance quotes for agreement at the May meeting based on the updated Register of Assets.

The Council agreed to add the new laptop (as resolved under Item 9, above) to the insurance schedule once purchased.

The Clerk requested that following the meeting Councillors inform them of any declarations that may be relevant to any insurance quote(s) sought by Saltford Parish Council.

12. B&NES COUNCIL TRAFFIC REGULATION ORDER (TRO) CONSULTATION 24-003: INTRODUCTION OF DOUBLE YELLOW LINES ON JUNCTION OF JUSTICE AVENUE WITH CLAVERTON ROAD, AND AT MANOR ROAD OPPOSITE JUNCTION WITH CLAVERTON ROAD

The Council considered B&NES Council TRO proposals to introduce 'No waiting at any time' restrictions (AKA double yellow lines) on Justice Avenue at its junction with Claverton Road, and to introduce 'No waiting at any time' restrictions at Manor Road opposite its junction with Claverton Road.

The Council resolved for safety reasons to support B&NES Council's Traffic Regulation Order (TRO) 24-003 proposals for Saltford.

13. REQUEST TO BANES COUNCIL FOR DOUBLE YELLOW LINES ('NO WAITING AT ANY TIME') ON THE JUNCTION OF GOLF CLUB LANE AND MANOR ROAD, AND ON THE JUNCTION OF CLAVERTON ROAD WEST AND CLAVERTON ROAD

The Council resolved to request that B&NES Council introduce 'No waiting at any time' restrictions (AKA double yellow lines) at the following locations in Saltford:

- Junction of Golf Club Lane and Manor Road
- Junction of Claverton Road and Claverton Road West

The Council identified that both junctions required double yellow lines for safety reasons following recent and repetitive instances of dangerous parking, and viewed that such measures would improve safe access and visibility when travelling (by foot, bike/scooter or by vehicle) to and from Salford Primary School during busy periods.

SPC agreed that B&NES Council's Traffic Management Team should determine the exact location and length of double yellow line restrictions in accordance with the Highway Code (e.g. no parking on or within 10 metres of a junction) which would ensure that availability of safe parking options in the area would be maintained.

SPC acknowledged that its requests, should B&NES Council agree to proceed, would be subject to a B&NES Council Traffic Regulation Order (TRO) including public consultation, likely in Spring 2025.

14. ALLOTMENTS UPDATE INCLUDING MAINTENANCE

Following maintenance works carried out in summer 2023 (as resolved under item 14, June 2023), the Council considered whether any further maintenance works were required at the Wick House Close allotments. The Council resolved that no actions were required.

15. NORMAN ROAD PHONE BOX – PROJECT UPDATE

Cllr Jon Godfrey confirmed he had been given permission by the landlord of The Bird pub for access to measure electricity to SPC's phone box which hosts The Bird's defibrillator. Cllr Godfrey shared that he intended to carry out measurements soon, and following this SPC would be able to provide National Grid with the information required for unmetered connection works to enable SPC's Norman Road phone box to also host a defibrillator. Cllr Godfrey stated he hoped to provide an update at the May meeting.

The Clerk shared that SPC had been in contact with Flourish to provide new flowers for the Norman Road phone box, and thanked the local volunteer for tending to the flowers on behalf of SPC and as enjoyed by the community.

16. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

No updates were received.

17. DATA PROTECTION AND GDPR UPDATES

No updates were received.

18. PUBLICITY

The Council resolved the contents of SPC's next SCAN (Salford Community

Association Newsletter) page.

19. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

No reports were received.

Cllr Phil Harding (RAUCC representative) and Cllr Jon Godfrey (ALCA Chair’s Group representative) shared that they would be attending meetings in April and would provide feedback at the May meeting.

20. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

No reports of urgent information from Parish Councillors were received.

21. 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, that it was advisable to that the public and press be temporarily excluded and they were instructed to withdraw.

22. CHANGE IN STAFF CONTRACT (INC. SPEND)

The Council resolved to adopt the new NALC model employment contract.

The Council considered and resolved changes to the employment contract including an increase in staff hours commencing from 1 October 2024, including associated costs (Budget: Office Staff).

The meeting closed at 9.05pm.

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

Signed.....

Next SPC meeting:

The next full council meeting – SPC’s Annual Parish Council Meeting would take place at 7:15pm on Tuesday 7 May 2024 in the Avon Room at Saltford Hall.

SALTFORD PARISH COUNCIL

**Schedule of regular expenditure during April 2024
– for authorisation by the Council at its meeting on 3 April 2024.**

Description	Amount	Method	Budget heading
April staff costs total inc. salary, pension, HMRC tax and National Insurance	2690 estimate, 2750 maximum	Online BACS	Office staff
April SCA Hall hire	75 estimate 100 maximum	Online BACS	Hall hire
April inTouch Communications Ltd phone system	27 (plus VAT) estimate 35 (plus VAT) maximum	Direct Debit	General administration
April Ambience Landscapes churchyard maintenance	180 (inc VAT) estimate 200 (inc VAT) maximum	Online BACS	Churchyard Maintenance
April monthly One Drive subscription	2 (inc VAT) 3 max	Direct Debit	General Administration
April 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: 25/03/24 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 3 April 2024.

SIGNED.....
CHAIR / VICE-CHAIR

DATE:.....

Salford Parish Council

Monthly Financial Report for March 2024 - Month 12
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	£30	£604	£30
Other Income: Allotments	£170	£79	£170
VAT Reimbursements	£800	£2,308	£800
Other	£0	£1,327	£0
Subtotal without CIL	£50,534	£53,851.91	£50,534
CIL Payments	£0.00	£0	£0
Total Income	£50,534	£53,852	£50,534

PAYMENTS:			
General Administration	£1,250	£644	£1,250
Office accommodation	£1,500	£1,500	£1,500
Office Staff	£31,850	£32,239	£31,850
Office Equipment	£300	£162	£300
Training	£1,200	£1,089	£1,200
Auditing	£500	£600	£500
Insurance	£550	£6,369	£550
Publicity	£1,750	£1,042	£1,750
Subscriptions	£40	£85	£40
Chairmans Honorarium	£300	£300	£300
Councillors' expenses	£100	£0	£100
Hall / Room Hire	£550	£567	£550
Maintenance: Church Yard Grounds	£2,500	£1,689	£2,500
Allotments	£150	£408	£150
Churchyard Special Maintenance Projects	£1,000	£640	£1,000
Allotment site rent	£100	£100	£100
Miscellaneous Grants	£1,000	£1,000	£1,000
Council led schemes	£1,500	£819	£1,500
Environment schemes	£1,000	£152	£1,000
VAT	£1,000	£1,901	£1,000
Subtotal without CIL	£48,140.00	£51,304.95	£48,140.00
CIL-related expenditure	£0	£0	£2,582
Total Payments	£48,140	£51,305	£50,722

BALANCE AT END OF MONTH:

Current account	£3,135
Business Instant Access account	£45,568

Cash
TOTAL CURRENT BALANCE

£0
£48,703

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

DRAFT