



SALTFORD PARISH COUNCIL

Minutes of the meeting of the Council held in the Avon Room
at Saltford Hall on Tuesday 2 July 2024 at 7.15pm

PRESENT

Councillors: David Halton (Vice Chair and Chair of the July meeting), Shayan Aziz, Phil Harding (Chair of Planning Committee), Emma Hughes, Andy Rice, Paul Smith and Sally Turner.

Officer: Lottie Smith-Collins.

Cllr David Halton, SPC Vice Chair, opened the meeting. Following apologies having been received in advance from Cllr Jon Godfrey (SPC Chair) it was resolved by the Council that Cllr David Halton would chair the meeting.

Cllr David Halton reminded those present that the meeting would be taking place during the pre-election period (ahead of the General Election on 4 July) and as such observation of pre-election period guidance would apply throughout.

1. MINUTES

The minutes of the Full Council meeting held on 4 June 2024 at Saltford Hall were confirmed as a correct record and signed by the Chair of the meeting.

2. APOLOGIES FOR ABSENCE

Apologies for inability to attend were received in advance of the meeting from Cllrs Jon Godfrey (SPC Chair), Julie Austwick, Dudley Bartlett and Gary Graveling.

3. DECLARATION OF INTERESTS

No interests were declared.

4. PUBLIC TIME

There were 4 members of the public present.

A member of the public spoke to express concerns about Item 8.d 'Planning Matters - planning application 24/02087/FUL - 2 Manor Road Saltford BS31 3DL'.

A representative of the Saltford Santa Dash committee spoke in support of item 9.f 'Financial Matters – Saltford Santa Dash Grant Application'.

(Item 7 'Report from B&NES Ward Councillors' was discussed next).

5. CHAIR'S ANNOUNCEMENTS

Cllr Halton congratulated the team behind the Saltford Festival 2024 for a fantastic and successful 10 day festival (held 7th – 16th June), and directly thanked a member of the SCA Management Committee present at the meeting, with the request for them to pass on SPC’s compliments at SCA’s upcoming committee meeting. Cllr Halton acknowledged the huge amount of volunteer time that had contributed to a total of over 60 events taking place during the festival, and highlighted the festival as a great example of Saltford’s special community spirit.

Cllr Halton also expressed his thanks to everyone who had contributed or attended Saltford Festival events, and specifically thanked the residents involved in organising SPC’s Parish Walk on 12 June.

6. CLERK’S ANNOUNCEMENTS

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 which included that:

- SPC had been made aware that some B&NES Council consultations had been delayed due to the pre-election period. These included:
 - The B&NES Council strategic transport consultation titled “Creating Sustainable Communities in North East Somerset” which would include an “Active Travel Masterplan”, which was likely to open on 9 July and close on 5 September. SPC had noted this consultation for its 3 September agenda.
 - The Traffic Regulation Order (TRO) consultation 24-021 Manor Road, Saltford (Prohibition of Motor Vehicles) for Manor Road ‘lane’ which was likely to open during the summer, following SPC’s request to B&NES Council to close this section of highway to vehicular traffic to aid safety and encourage active travel.
 - A B&NES Council consultation on emissions-based charging which would include proposed changes to car parking charges in Bath and North East Somerset.
- SPC had again raised concerns about the condition of the road surface at Beech Road to B&NES Council, specifically to highlight safety concerns for cyclists and wheelchair users, and to request action. B&NES Council had responded to say that SPC’s comments had been passed to the Highway Inspector and that the response sent to SPC previously remained unchanged. B&NES Council had further clarified its stance, stating that although the road looked unsightly and the surface was ‘stripping’, that the Highway Inspector had looked for defects that reached intervention levels and that no interventions were required. B&NES Council informed SPC that Beech Road would continue to be monitored closely by the inspector.
- Following concerns raised by residents to B&NES Council as copied to SPC about dangerous (obstructive) and unpermitted parking (on Double Yellow Lines, on private property and at Resident Parking Zones) generated by

events at a business on The Shallows, which had resulted in gridlock and unsafe obstruction on the highway on the late Bank Holiday Monday in May, it had been shared that B&NES Council had engaged with the venue and that any Temporary Events Notices applied for by the venue would be shared with Parking Services in the future. B&NES Council had also informed SPC that the police and Environmental Health could look to object to Temporary Event Notices should ongoing issues arise at the location. Residents had been encouraged to contact the police should any instances of future dangerous parking occur, and also to report similar issues to B&NES Council (e.g. Environmental Health, Licencing and Parking Services) for awareness.

- Following information shared with SPC following the above matter, SPC had also contacted B&NES Council to request information about any traffic management schemes planned for The Shallows which might support increased use of public transport and safer pedestrian access, and help reduce traffic and parking issues at river side locations.
- B&NES Parking Enforcement had confirmed they had visited Salford's river side locations 73 times since the beginning of May to 20 June 2024, including on the date that issues had arisen during an event at the venue mentioned above. B&NES Council had confirmed that Salford's river side areas remained a priority area for Parking Enforcement visits.
- SPC had been informed by B&NES Council about significant roadworks by Wales and West Utilities (WWU), which would take from 24 July to 30 August for essential mains sewer works (further to works carried out in two phases by WWU earlier in 2024). SPC had been informed that delays would be likely due to the use of two way lights, and that more information would be shared nearer the time of the works. SPC had created an [article on its website](#) to advise residents of the information shared, and would look to share any further details received about the WWU works. SPC shared that WWU had informed SPC that a future set of WWU works would be required outside of term time to complete connection between the two areas of work (Uplands Road and Grange Road. B&NES Council had confirmed that should the Wales and West works be completed as planned, that the resurfacing of the A4 originally planned for 2024/25 would be scheduled for 2025/26.
- Further safety concerns on the highway had been raised to SPC's attention following Hot Air Balloon events on a field adjacent to the A4 Bath Road, which included parking on the A4 Bath Road and road safety. The concerns had been forwarded to B&NES Council. Any updates or responses from B&NES Council's events or highways teams would be shared.
- B&NES Council had confirmed that SPC's request for further Double Yellow Lines on Manor Road near its junction with Golf Club Lane had been added to SPC's previous request and that it would be considered in the next Traffic Regulation Order area review, likely to take place in early 2025. As such changes required a Traffic Regulation Order, there would be a public

consultation should B&NES Council choose to proceed with SPC's request.

- Flourish had added colourful new summer flowers to SPC's phone box on Norman Road.
- SPC had been made aware that a dead Willow Tree in Mead Lane had recently been cut down by B&NES Council, for Health and Safety reasons.
- SPC's website update (spend resolved at the [June meeting under item 10.d](#)) had been completed.

7. REPORT FROM B&NES WARD COUNCILLORS

A Saltford B&NES Ward Councillor stated that the Saltford B&NES Ward Councillors July 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:

- B&NES Council's Local Plan latest working figures for housing needs had shown a reduction in the previous number shared, and that around 4,700 to 4,900 in general housing (including smaller allocations and a 10% buffer) would be allocated to strategic sites.
- B&NES Council had relocated a litter bin (LB0564) from the pavement on the corner of the junction of the A4 Bath Road and Rodney Road, to the pavement near The Crown garage and The Crown public house, as the nearest suitable space. This action followed the bin's original location having been identified as restricting safe access (due to inadequate space on a dangerous camber) for those using mobility scooters etc. on the pavement.
- B&NES Council had amalgamated their list of anticipated and pending transport actions into a document titled the 'Transport Action Plan'. Ward Councillors had received sight of the document, and shared that it included consideration of a reduced speed limit and traffic calming measures in the 'lanes' between Saltford and Keynsham, as requested by SPC and Keynsham Town Council in September 2024. Cllr Hounsell also stated that the pedestrian island refuge to aid safer crossing of the A4 Bath Road near the two 'The Shallows' bus stops, as requested by SPC and B&NES Ward Councillors, had been included in the document under 'studies in the next 3 years'.

Following the report, the matter of parking on pavements was raised by Councillors. Members of the public were encouraged to report any instances of pavement parking that hindered safe access on pavements to the Police via the [Keynsham Beat Team](#) (or if an emergency on 999). It was shared that recent reports to the police of

pavement parking forcing pedestrians into the A4 Bath Road in Saltford (at the bottom of the hill) had resulted in owners of vehicles having received visits from members of the Keynsham Beat Team.

(Item 9 ‘Financial Matters’ was discussed next).

8. PLANNING MATTERS

a. Decisions and appeals

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

24/01119/FUL - Garages To South Of 4 Stratton Road Saltford. Demolition of existing garages and the erection of 4 No. dwellings, parking and associated works. Curo

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

24/01444/FUL - Saltford Sports Club Wedmore Road Saltford BS31 3BY. Installation of 2no 40ft shipping containers following removal of existing and ancillary works. Saltford Sports & Social Club

The Clerk reported that the following application had been referred to the B&NES Planning Committee for determination:

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

(SPC noted that 24/00360/FUL had been originally referred to the B&NES Planning Committee’s June meeting, and that the item had been deferred to its July meeting).

b. Planning contraventions

The Clerk reported that SPC had received correspondence from B&NES Council’s Planning Enforcement Team about enforcement case ref. no. ‘22/00363/UNAUTH - Parcel 8831 Bath Road, Saltford (agricultural land on the approach to Saltford from Bath where end-of-life vehicles and tyres are situated)’. Further to the update recorded at the [June meeting \(Item 9.b\)](#) SPC had since been informed by the Enforcement Case Officer that the landowner had not been present at the court hearing in June and that a new court date would be set. The Enforcement Officer had shared that should the landowner be absent again that the court could issue a decision in the landowner’s absence.

SPC had also received new information about enforcement case ‘23/00215/UNAUTH – 10 Justice Avenue, Saltford (Allegedly unauthorised change of use from residential dwelling (C3) to large holiday let (sui generis))’, which SPC had

previously understood to have been closed (as recorded under [item 9.b at the November 2023](#) meeting). It was shared that the B&NES Council Planning Enforcement Case Officer had contacted SPC in June with an update which stated that B&NES Council had recently issued an Enforcement Notice requiring the use of the property for commercial leisure accommodation (which included, but was not limited to, hen parties) to cease. SPC was informed that B&NES Council had also issued a Stop Notice to require the use to stop pending any appeal against the Enforcement Notice. The Case Officer had explained that an appeal could be made against the Enforcement Notice (and that SPC would be informed should an appeal be lodged), but that the Stop Notice could only be challenged by Judicial Review. It had been confirmed by the Case Officer that the action taken by B&NES Council did not prevent the lawful use of the property as a residential dwellinghouse. The Case Officer had been in touch subsequently, to inform SPC that should further commercial leisure accommodation use occur at the property following the notices having been issued, that this would be in breach of the Stop Notice and B&NES Council would investigate further. This would include B&NES Council taking appropriate action should a breach of the Stop Notice be found to have occurred.

c. Planning updates or items of urgent information

No planning updates or items of urgent information were received.

d. Planning applications (consultations) – 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):

24/02051/FUL - 2 Collingwood Close Saltford BS31 3HZ. Erection of a new self-build dwelling with three bedrooms. Teresa Anthony

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

OBJECT: Saltford Parish Council is supportive in principle of infill housing within Saltford's housing boundary. Although this proposed new dwelling will have a relatively small garden, this pattern of infill development is of a similar nature to other existing infill developments in this area of Saltford. However, the inclusion of dormer windows and making this a two-storey dwelling is out of keeping with the existing character and pattern of development in Collingwood Close where the properties are single storey, shallow-roofed bungalows, and there may be some negative impact on the privacy of neighbouring properties. Therefore, the proposals appear to contravene the BaNES Council Placemaking Plan (2017) policy D2 (Local Character and Distinctiveness - appreciation of local context) and in particular D2 (a) site context, and roofscapes, and policy D6 (appropriate levels of privacy). A redesign of the plans that removes the 2nd storey and dormer windows etc. would therefore be appropriate before a planning decision is made.

If the case officer is unable to reach agreement with the applicant on appropriate revisions to the proposals that would overcome the concerns

raised in this response, that is the removal of the 1st floor rooms and windows, or is minded to approve this planning application as currently presented, Saltford Parish Council requests that it be referred to the Planning Committee for determination.

24/02064/FUL - 23 Uplands Road Saltford BS31 3JQ. Erection of two storey side extension. Cladding to single storey extension and installation of new windows and roof tiles. Side shed in matching timber cladding. Demolition of existing garage and side outbuilding to facilitate works. Eleanor Blake

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

24/02087/FUL - 2 Manor Road Saltford BS31 3DL. Erection of two storey side extension, one storey rear extension and one storey front extension and hip to gable extension with rear dormer. HBK Building Contractors

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

OBJECT: Saltford Parish Council is broadly supportive of the proposed extensions to this property but has concerns over the large design of the new 2nd floor rear dormer bi-folding glazed doors (that each open to a Juliet Balcony) which overbear neighbouring rear gardens and adversely affect privacy through overlooking; for example, No. 6 in particular that is set further back loses privacy from most of its patio area due to height and the 45 degree angle (approx.) involved.

The Parish Council notes that construction is already well advanced and from a site visit to a neighbouring property the impact of the implementation of these proposals is apparent, made more so by the fact that the dormer bi-folding doors behind the Juliet Balconies are approximately 650cms rearward of the rear dormer windows for the adjoining property, No. 4, and significantly larger. That aspect is not shown on the plans accompanying this planning application. The overlooking affect is therefore not apparent from the plans but requires a site visit to see the negative impact of the design.

Reducing the size of the proposed bi-folding doors and the use of opaque glass or screening for a raised height level for the Juliet Balconies and/or for the glazing on the bi-folding doors, could help mitigate the issue of overlooking and loss of privacy for neighbouring properties.

24/02229/FUL - 11 Trenchard Road Saltford BS31 3DT. Conversion of existing garage into kitchen and utility. J Bond

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

24/01575/FUL - 4 Collingwood Close Saltford BS31 3HZ. Demolition of existing garages and erection of new bungalow adjacent to No.4 Collingwood including

construction of new single garage and pavement crossover for No.4 Collingwood (REVISED). Mrs Vicki Cox

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

COMMENT: Further to Saltford Parish Council's response of 5 June 2024, the Parish Council supports the revised design of the proposed bungalow that will be more consistent with existing properties and maximise power generation from the roof-top solar PV panels.

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, external landscaping works and detached gatehouse (REVISED). MS H FRANKLIN

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

COMMENT: Saltford Parish Council remains concerned that the proposed development including the inclusion of a new gate house, may result in an over-development of the site; the concerns raised by the BaNES tree officer on 7th May and 17th June 2024 underline an important potential negative consequence of the proposed development to established trees on this site. The Parish Council therefore supports BaNES Council's tree officer's request for a revised arboricultural method statement and tree protection plan and asks that planning consent is not given until the concerns over the risk to the health of protected tree(s) raised by the tree officer are addressed by the applicant to the satisfaction of the tree officer. Tree cover is, and remains, an important aspect of the character and setting of Saltford's Conservation Area (The Shallows) that this site directly overlooks.

24/02029/FUL - Former Brincliffe Nursery, Bath Road, Keynsham. Demolition of existing buildings and erection of new foodstore (Use Class E) together with associated works including parking, access and landscaping. Aldi Stores Limited

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

COMMENT: Saltford Parish Council recognises that it is for Keynsham Town Council to reflect on the substance and breadth of this planning application. Thus, the Parish Council's main concerns relate to two aspects of the application, the further erosion and loss of green space between Keynsham and Saltford, and the traffic impact on the A4/Keynsham Bypass/B3116 Bath Road Roundabout and access from Waitrose, the industrial estates, Avon Valley Wildlife Park and the Recycling Centre in Pixash Lane.

So that the local community can be reassured that the proposals for minimising road congestion, as well as safe access and egress to the site have been fully tested, the Parish Council requests that a full traffic impact survey and analysis be undertaken and that any additional recommended mitigation measures are incorporated in the plans before planning permission is given to provide confidence that this development will not worsen traffic congestion or reduce road safety in the local area.

24/02423/FUL - 63 Grange Road Saltford BS31 3AQ. Erection of hip to gable loft conversion and part conversion of garage. Randal Stronge

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

e. **Planning Policy: SPC request for ‘Saltford South of the A4’ landscape designation (AGLV or LGS)**

- i. **Resubmission of information to B&NES Council:** Following the appointment of a new Head of Planning at B&NES Council, it was recorded that SPC would look to send relevant information and/or a summary of SPC’s contact since January 2023 to the newly appointed B&NES Council Head of Planning detailing Saltford Parish Council’s request for AGLV or LGS landscape designation at the area referred to as ‘Saltford South of the A4’.
- ii. **Complaint to B&NES Council and request to meet with senior planning officers:** Following SPC’s official complaint to B&NES Council as addressed to the Chief Executive Officer (resolved May 2024, [Item 13.g](#)) including a request to meet with Senior Planning Policy officers to discuss SPC’s AGLV, and a repeat of SPC’s request to the Head of Planning (resolved [June 2024](#), Item 9.e) that a meeting date had not been received. The Council resolved to approach the new Head of Planning at B&NES Council to request a meeting at a time and place convenient to B&NES Council’s senior planning officers.

The decision to resolve whether to contact the Local Government Ombudsman with regards to B&NES Council’s handling of SPC’s request for landscape designation protection, and the lack of meeting date as requested with B&NES Council’s senior planning officers by SPC, was moved to the August agenda.

iii. **Assessing landscape sensitivity at Saltford South: To agree SPC’s ‘Landscape and Heritage Sensitivity Assessment of Saltford South of the A4’ document:**

On the recommendation of the Planning Policy Working Group, the Council adopted the group’s proposed document titled ‘[Landscape and Heritage Sensitivity Assessment of Saltford South of the A4](#)’.

The document gave consideration of the criteria for assessing landscape sensitivity under the headings: Landform, Openness and Enclosure, 'Natural' character, Landscape pattern and time depth, Historic features, Settlement form and edge, Recreational value, Perceptual character, Visual character, and Setting of the Cotswolds National Landscape. SPC agreed the levels of sensitivity for each criterion with all receiving a 'Higher' level of sensitivity except Medium/Higher for Historic features, as supported by the accompanying text for each criterion in the document. The methodology used for the report was based on B&NES Council's report on West of Bath as commissioned by Land Use Consultants Ltd titled '[West of Bath Landscape and Heritage Assessment](#)' (see p.30-36).

The Council resolved to share the document with B&NES Council senior planning officers, as well as other relevant individuals and organisations/groups if required in the future, to further support for SPC's request to B&NES Council for '[Saltford South of the A4' landscape designation \(AGLV or LGS\)](#)' as reaffirmed at the January 2024 meeting ([Item 14](#)). The Council also agreed to share a copy of the 'Landscape and Heritage Sensitivity Assessment of Saltford South of the A4' document publicly and that it would add an [article to SPC's website](#).

f. **Cancellation of Planning Committee meeting on 6 August 2024 (to be replaced by a full council meeting)**

It was noted that the Council would consider cancelling SPC's Planning Committee meeting on Tuesday 6 August, and instead hold an extra 'ordinary' full Council meeting at the same date and time (to include 'Planning Matters'), under item 10.

(Item 10 'Extra ordinary (full Council) meeting on Tuesday 6 August 2024' was discussed next).

9. FINANCIAL MATTERS

- a. **Monthly Financial Report** – The Clerk presented the monthly financial report for June 2024, as recorded below. The report was considered and accepted by members.
- b. **Schedules of Expenditure** – The expenditure listed in the schedules for July 2024 and August 2024 as recorded below were authorised and the schedules were signed by the Chair of the meeting.
- c. **iTeam Solutions website hosting** – The Council authorised expenditure to iTeam Solutions of £150 + £30 VAT (total £180) for annual webhosting of SPC's website www.saltfordparishcouncil.gov.uk between 26.08.24 and 25.08.25 (Budget heading: Publicity).

- d. **iTeam Solutions website maintenance and support** – The Council authorised a spend of up to £325+VAT (total up to £390, likely £356 inc VAT total) to iTeam Solutions for a block purchase of four pre-paid hours for IT Support (Budget heading: Publicity).
- e. **Information Commissioners Office (ICO)** – The Council authorised a payment of up to £40 (£35 if paid by Direct Debit) to the ICO for SPC’s annual renewal of the Data Protection registration fee (Budget heading: General Admin).
- f. **Salford Santa Dash Grant Application** – The Council authorised a grant of £400 as requested by the Salford Santa Dash 2024 towards the costs of promotional materials (£200 for feather flags / exhibition stand) and additional and/or replacement signage (£200). (Budget heading: Misc. Grants).
- g. **Great Western Air Ambulance Charity Grant (GWAAC) Application** – The Council resolved not to award grant funding following a funding application request from GWAAC for a grant of £1000 towards the costs of one full set of operational kit.
- h. **To resolve to exceed Misc. Grants budget line (if required)** – No decision was required under this item (as the Council had not exceeded spend on the ‘Misc Grants’ budget).

10. EXTRA ‘ORDINARY’ (FULL COUNCIL) MEETING ON TUESDAY 6 AUGUST 2024 (IN PLACE OF PLANNING COMMITTEE MEETING ON 6 AUGUST 2024).

The Council resolved to cancel SPC’s Planning Committee meeting planned for Tuesday 6 August (7.15pm, Avon Room, Salford Hall) and to hold a Full Council extra ‘ordinary’ meeting at the same date, time and place. The Council resolved that the extra ‘ordinary’ meeting would be held with a view to accommodate matters that had been delayed due to the pre-election period, such as B&NES Council consultations and a presentation by the police. It was confirmed that the agenda would also include Planning Matters.

11. REVIEW OF WORKING GROUP NAMES

For clarity and scope, the Council resolved to update the names of two of its working groups, for ease of recognition and to better reflect current function.

Name changes included:

- The ‘Churchyard Safety, Churchyard and Allotments Maintenance Working Group’ renamed as the ‘Churchyard and Allotments Working Group’.

- The 'Norman Road Phone Box Working Group' renamed as the 'SPC Phone Boxes Working Group'.

12. SAFETY MAINTENANCE AT ST MARY'S CHURCHYARD (INCLUDING SPEND)

The Clerk reported that quotes had been sought for a survey of the churchyard walls. The Clerk thanked Cllr Gary Graveling for his guidance on this matter. The Clerk shared that SPC was in the process of engaging with the companies approached with regards to the Parish Council's requirements. It was confirmed that consideration of any quotes received would be on a future agenda.

The Clerk added that it was likely that any survey of the churchyard walls may require the removal of some vegetation on the walls in advance, and that any vegetation removal would need to take place following the end of the nesting season. Should vegetation removal be required, SPC would consider its impact on the walls and if resolved to proceed, would seek quotes the work. This matter would be resolved at a future meeting (including any spend).

The Clerk shared that it awaited a quote for the removal of two branches on a tree in the churchyard.

13. NORMAN ROAD PHONE BOX – PROJECT UPDATE AND WORKING GROUP RECOMMENDATIONS

The Council noted its appreciation of the new flowers planted by Flourish in the window boxes on the Norman Road phone box.

Due to the absence of some members of the working group at the meeting, it was resolved to revisit the item at the September meeting.

14. SPC PARISH WALK – REVIEW

The Council received a summary from Cllrs Phil Harding and Sally Turner following SPC Parish Walk held in June. It was noted that a much higher number of participants than usual (30+ residents) had attended, which could be attributed to the weather on the day, though may also have been due to the shorter and more level route compared to previous Parish walks, which would be noted for the future.

Cllr Phil Harding suggested SPC look to hold the next Parish Walk during the Saltford Festival 2026 (should organisers go ahead with a festival) at Saltford Golf Club. This suggestion was welcomed by the Council, and it was agreed that the Council would consider approaching Saltford Golf Club when planning the next Parish Walk.

15. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

It was reported that SPC's ['Hedgehog Highways'](#) project had concluded following the

remainder of SPC's signs being distributed at Saltford Open Gardens during the Saltford Festival, with thanks expressed to Cllr Julie Austwick for her support. In total it was confirmed that 50 signs were distributed to residents to create Hedgehog Highways in Saltford.

The Council discussed ideas for its next environmental project, with suggestions to be formally discussed (including any spend) at a future SPC meeting.

16. DATA PROTECTION AND GDPR UPDATES

No updates were received.

17. PUBLICITY

It was resolved to delegate the contents of SPC's next SCAN (Saltford Community Association Newsletter) page to the Clerk in time for the 10 August copy deadline.

18. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

Cllr David Halton, SPC Link Member for the Saltford Business Network (SBN), shared that he had attended the SBN event at Flourish on 25 June.

Cllr Phil Harding, SPC Link Member for Saltford Environment Group (SEG), and independently of SPC the Chair of SEG, shared that SEG had held a display about Saltford's history and SEG's Online Museum as part of the Saltford Festival at Saltford Hall on Sunday 15 June. Cllr Harding added that as SEG Chair he would be giving a talk about the life and legacy of 'Admiral Kelly – Saltford's Unlikely Hero' at Bath Royal Literary and Scientific Institution (BRLSI) on 22 July.

The Clerk shared that Cllr Dudley Bartlett had attended the Saltford Sports Club committee meeting on 17 June as SPC's Link Member.

The Clerk reported that the Parish Liaison meeting had been rescheduled for 17 July and would focus on Planning. The Clerk also shared that the B&NES ALCA meeting and Keynsham Area Forum had been rescheduled due to the pre-election period, with next dates to be confirmed.

19. ITEMS OF URGENT INFORMATION FROM COUNCILLORS

No reports of urgent information from Parish Councillors were received.

Councillors discussed some local matters, with information provided by the Clerk. These related to how to report overgrown vegetation in public spaces owned by Curo, Public Rights of Way near the Keynsham Bypass, ownership of defibrillators in the village by groups and businesses and [The Circuit](#) defibrillator network (it was noted that SPC does not own any defibrillators), and how to report matters at the playing fields to Saltford Sports Club.

The meeting closed at 9.15pm.

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

Signed.....

Next SPC meeting:

The next full council meeting – an extra ‘ordinary’ meeting – to take place at 7:15pm on **Tuesday 6 August** 2024 in the Avon Room at Salford Hall.

SALTFORD PARISH COUNCIL

**Schedule of regular expenditure during July 2024
– for authorisation by the Council at its meeting on 2 July 2024.**

| Description | Amount | Method | Budget heading |
|--|---|-------------------------------|------------------------|
| July staff costs total inc. salary, pension, HMRC tax and National Insurance | 2690 estimate, 2750 maximum | Online BACS | Office staff |
| July SCA Hall hire | 75 estimate 100 maximum | Online BACS | Hall hire |
| July inTouch Communications Ltd phone system | 27 (plus VAT) estimate 35 (plus VAT) maximum | Direct Debit | General administration |
| July Ambience Landscapes churchyard maintenance | 180 (inc VAT) estimate 200 (inc VAT) maximum | Online BACS | Churchyard Maintenance |
| July monthly One Drive subscription | 2 (inc VAT) 3 max | Direct Debit | General Administration |
| July 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: 25/06/24 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 2 July 2024.

SIGNED.....
CHAIR / VICE-CHAIR

DATE:.....

SALTFORD PARISH COUNCIL

Schedule of regular expenditure during August 2024
 – for authorisation by the Council at its meeting on 2 July 2024.

| Description | Amount | Method | Budget heading |
|--|---|-------------------------------|------------------------|
| August staff costs total inc. salary, pension, HMRC tax and National Insurance | 2690 estimate, 2750 maximum | Online BACS | Office staff |
| August SCA Hall hire | 75 estimate 100 maximum | Online BACS | Hall hire |
| August inTouch Communications Ltd phone system | 27 (plus VAT) estimate 35 (plus VAT) maximum | Direct Debit | General Administration |
| August Ambience Landscapes churchyard maintenance | 180 (inc VAT) estimate 200 (inc VAT) maximum | Online BACS | Churchyard Maintenance |
| August monthly One Drive subscription | 2 (inc VAT) 3 max | Direct Debit | General Administration |
| August stationary, IT supplies, printing & postage | 15 estimate 60 max | Online BACS / Clerks expenses | General Administration |
| Information Commissioners Office – annual payment | 35 estimate 40 max | Direct Debit | 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: N/A Amount: N/A

I certify that the above payments made or to be made have been authorised at the meeting of the Parish Council on 2 July 2024.

SIGNED.....

DATE:.....

CHAIR / VICE-CHAIR

Saltford Parish Council

Monthly Financial Report for June 2024 - Month 3
Quarter period 1

| | Budget to date | Actual to date | Budget Year end position |
|-----------------------------|----------------|-------------------|--------------------------|
| RECEIPTS: | | | |
| Precept & any grant | £28,160 | £28,160 | £56,320 |
| Interest on Investments | £200 | £211 | £800 |
| Other Income: Allotments | £59 | £218 | £235 |
| VAT Reimbursements | £1,600 | £1,901 | £1,600 |
| Other | £0 | £1,329 | £0 |
| Subtotal without CIL | £30,019 | £31,818.38 | £58,955 |
| CIL Payments | £0.00 | £0 | £0 |
| Total Income | £30,019 | £31,818 | £58,955 |

| | | | |
|---|-------------------|-------------------|-------------------|
| PAYMENTS: | | | |
| General Administration | £250 | £155 | £1,000 |
| Office accommodation | £1,500 | £1,500 | £1,500 |
| Office Staff | £9,288 | £8,060 | £37,150 |
| Office Equipment | £250 | £0 | £1,000 |
| Training | £338 | £910 | £1,350 |
| Auditing | £650 | £295 | £650 |
| Insurance | £650 | £387 | £650 |
| Publicity | £275 | £0 | £1,100 |
| Subscriptions | £25 | £95 | £100 |
| Chairmans Honorarium | £75 | £75 | £300 |
| Councillors' expenses | £25 | £0 | £100 |
| Hall / Room Hire | £163 | £147 | £650 |
| Maintenance: Church Yard Grounds | £625 | £444 | £2,500 |
| Allotments | £38 | £0 | £150 |
| Churchyard Special Maintenance Projects | £550 | £0 | £2,200 |
| Allotment site rent | £25 | £0 | £100 |
| Miscellaneous Grants | £250 | £500 | £1,000 |
| Council led schemes | £375 | £0 | £1,500 |
| Environment schemes - SPC | £125 | £0 | £500 |
| Environment schemes - Misc | £125 | £0 | £500 |
| VAT | £250 | £412 | £1,000 |
| Subtotal without CIL | £15,850.00 | £12,979.81 | £55,000.00 |
| CIL-related expenditure | £0 | £1,222 | £2,582 |
| Total Payments | £15,850 | £14,202 | £57,582 |

BALANCE AT END OF MONTH:

Current account £5,480

| | |
|---------------------------------|----------------|
| Business Instant Access account | £60,840 |
| Cash | £0 |
| TOTAL CURRENT BALANCE | £66,320 |

| CIL-related cashflow | Balance at 31/03/24 | | CIL-income 24/25 | CIL-expend 24/25 | CIL balance |
|----------------------|---------------------|--|------------------|------------------|-------------|
| | £5,163 | | £0.00 | £1,222 | £3,941 |