



SALTFORD PARISH COUNCIL

Minutes of the (extra 'ordinary') meeting of the Council held in the Avon Room at Saltford Hall on Tuesday 6 August 2024 at 7.15pm

PRESENT

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

Officer: Lottie Smith-Collins.

1. MINUTES

The minutes of the Full Council meeting held on 2 July 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 Shayan Aziz, Gary Graveling and Emma Hughes.

3. DECLARATION OF INTERESTS

No interests were declared.

4. REPORT FROM KEYNSHAM BEAT TEAM

This item was postponed to a future meeting due to the significant demand on Avon and Somerset Police at the time of the meeting.

5. PUBLIC TIME

There were three members of the public present.

6. CHAIR'S ANNOUNCEMENTS

Cllr Jon Godfrey shared that he, B&NES Ward Cllr Duncan Hounsell and the Parish Clerk had attended an online briefing held by the West of England Combined Authority (WECA) on 18 July about the A4 Bath to Bristol Corridor consultation Engagement Report, and that the report had been published later the same day.

7. CLERK'S ANNOUNCEMENTS (TO INCLUDE INFORMATION SHARED WITH SPC FROM B&NES WARD COUNCILLORS REPORT FOR AUGUST)

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:

- **Two B&NES Council strategic transport consultations:** SPC would respond to B&NES Council's 'Creating Sustainable Communities in North East Somerset: Journey to net zero' and 'Active Travel Masterplan' consultations at its September meeting, following a time extension granted (further information under Item 9, below). It was noted that the end date was 5pm on 23 August for residents to respond.
- **SPC actions to protect Saltford's Green Belt and B&NES Council meeting request:** Following SPC's request made in June 2024, SPC had been invited to attend meetings with B&NES Council's Planning Policy officers (more information under Item 10.f).
- **WECA Engagement Report:** The West of England Combined Authority (WECA) had published its Engagement Report on 18 July, which followed the A4 Bath to Bristol Corridor consultation held by WECA in autumn 2023. The Engagement Report stated that WECA was no longer looking to remove parking availability on High St (Double Yellow Lines proposed near High Street's junction with The Shallows near the Bird in Hand) or Manor Road (removal of parking spaces near Saltford Community library, at the parking bay near Manor Road's junction with the A4 Bath Road). WECA also no longer proposed to remove the A4 pedestrian island crossing near The Crown on the A4 Bath Road or introduce 'shared paths' on pavements at Manor Road and Grange Road. The report stated that bus journey time modelling and air quality modelling had taken place since the consultation, and that WECA would proceed with consideration of proposals for bus lanes on the Keynsham Bypass. This was despite the high percentage of responses opposing such a scheme, including objections by SPC. SPC had signed up to join WECA's A4 Bath to Bristol Corridor Forum and would look to respond to the next consultation for the Full Business Case due in early 2025. SPC had also met with B&NES Ward Cllr Duncan Hounsell to discuss the contents of the Engagement Report. SPC had published an article following WECA's publication of its Engagement Report on the ['News' page](#) of its website.
- **Wessex Water Mead Lane site project inc. bridge:** SPC was aware that the new Wessex Water bridge was due to open to the public (as a pedestrian crossing) in 2026 following the completion of the wastewater recycling centre project at the Mead Lane site. SPC had since been informed by the Project Manager that Wessex Water may look to open parts of the access sooner if possible and that SPC would be contacted with further information in due course. The project was said to be progressing well and that information about the project was available on Wessex Water's dedicated ['Saltford water recycling centre'](#) webpage. Cllr Phil Harding had been invited by the Project Manager to take photos of the bridge in July.

- **Wessex Water water quality app.:** SPC had been informed by Wessex Water that consultation continued with regards to the development of an app to indicate water quality at the River Avon in Saltford. It was confirmed that a meeting between representatives from Wessex Water, B&NES Council and SPC would take place later in the month to aid progression of the initiative.
- **Mead Lane Moorings B&NES Council newsletter:** SPC had received a copy of the first B&NES Council Better Moorings Project newsletter dated July 2024 (available on request from B&NES Council and issued by B&NES Council directly to some residents, businesses and organisations). The newsletter stated that quarterly newsletters would be produced in October 2024, January 2025 and April 2025. The newsletter advised the use of the Mead Lane Enquiries inbox Meadlane_Enquiries@Bathnes.Gov.Uk for any Mead Lane mooring specific enquiries or concerns, and for all other B&NES Council related enquiries to contact B&NES Council's Council Connect on 01225 394041, council_connect@bathnes.gov.uk or via X at @ccbathnes.
- **Events held in field by A4 Bath Road:** Following safety concerns being raised about events held on a field on the Bath side of the village adjacent the A4 Bath Road, SPC had been informed by B&NES Council that a formal letter from the B&NES Safety Advisory Group for Events had been sent to the organiser and landowner. As SPC had no responsibility for such matters, any further enquiries would need to be directed to B&NES Council.
- **Message of thanks from Saltford Santa Dash:** SPC had received a message of thanks from the Saltford Santa Dash following receipt of a SPC grant for the 1 December event as resolved at SPC's July meeting. The volunteer organisers of the Saltford Santa Dash stated that they appreciated the Parish Council's continued support.
- **B&NES Council Community Resilience Day:** It was shared that B&NES Council's Emergency Management Team Community Resilience Day would take place on 6 September at Saltford Hall. This would include Cllr Phil Harding presenting a 'Community Case Study' on behalf of the volunteer Saltford Emergency Co-Ordinators Group about the village's emergency plan. Information for residents about how Saltford may respond in an emergency is hosted on SPC's website under '[Emergency planning and resilience – Saltford](#)'. Details about the B&NES Council event as hosted with the Environment Agency, is available on [SPC's 'News' page](#).

The Clerk stated that SPC had received a written report from Cllr Duncan Hounsell on behalf of B&NES Ward Councillors for Saltford in advance of the August meeting. The Clerk shared the following information from the report:

- 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](#)).
- Prior to the General Election the housebuilding target in B&NES was 717 a year equalling 14,340 over the 20 year Local Plan period, and that the new

Government's proposed target for housebuilding in B&NES was 1,466 a year equalling 29,320 over a 20 year plan period. The Ward Councillor's report highlighted information shared by the new Government as included in its eight-week [consultation on a revised National Planning Policy Framework](#) (NPPF), which stated that Local Planning Authorities '*with a more significant gap of over 200 dwellings per annum between the local planning authority's revised LHN [Local Housing Need] figure and the emerging housing requirement will need to revise its plan in line with the revised NPPF before submitting the plan for examination no more than 18 months after the publication of the revised NPPF*'. This indicated that the uplift in the housing target for B&NES, as proposed by the new Government, would likely impact on the development of the new B&NES Council Local Plan.

- Saltford B&NES Ward Cllr Alison Streatfeild-James had been chosen as Chair of the WECA (West of England Combined Authority) Oversight and Scrutiny Committee for the next 12 months, and that the role of the Committee was to scrutinise, monitor and challenge the work undertaken by WECA and the Metro Mayor of the West of England Combined Authority. The report noted that the Committee was composed of 11 Councillors from the three Unitary Authorities under the umbrella of WECA (B&NES Council, South Gloucestershire and Bristol City Council).

8. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

Cllr Phil Harding shared as Link Member (and independently of SPC, Chair of) Saltford Environment Group that the Saltford4Nature team had commenced a pollinator support project at green spaces on Claverton Road (near its junction with Manor Road) titled 'On the Verge'. The initiative had been supported by B&NES Council's 'Neighbourhood Nature Area' scheme.

Cllr Phil Harding (Chair of SPC's Planning Committee) also shared that he and the Parish Clerk, along with B&NES Ward Cllr Duncan Hounsell, had attended the B&NES Parish Liaison meeting on 17 July on the theme of 'Planning'. The next Parish Liaison meeting would take place on 18 September on the theme of 'Community Safety'.

Cllr David Halton, Link Member for the Saltford Business Network, shared that a SBN event was taking place at the nearby Saltford Sports Club at the same time as SPC's August meeting, and that if time permitted following the meeting that it would be positive for SPC Councillors to support the network and join the event.

Cllr David Halton, (independently of SPC, Chair of Saltford Community Post Office and Library Hub) shared on behalf of the Hub that there were now four free parking spaces (20 minutes max.) for users of the library and post officer, following a cost-free community agreement between National Grid and the Hub.

Cllr Dudley Bartlett, Link Member for Saltford Sports Club, shared that he had

attended the Saltford Sports Club's recent meeting in July and that he intended to attend the Club's AGM on 14 August.

9. FUTURE AGENDA ITEMS, INCLUDING THOSE PROPOSED BY COUNCILLORS AT THE MEETING

It was noted that SPC would respond to the two B&NES Council strategic transport public consultations '[Creating Sustainable Communities in North East Somerset: The Journey to Net Zero](#)' and '[Active Travel Masterplan](#)' at its September meeting, following Parish Councils being given a time extension to respond.

The Council resolved to respond to relevant aspects of the Government's consultation on '[Proposed reforms to the National Planning Policy Framework \(NPPF\) and other changes](#)' at SPC's September meeting, specifically questions that focussed on the Green Belt (consultation end date: 11:45pm, 24 September).

It was resolved that a SPC project including spend to provide 'Bleed Kits' to community organisations would be on the September agenda. SPC welcomed an offer from a member of the public present to arrange training on Bleed Kit use should the Council resolve to proceed with the project and if there was demand for such training locally.

The Clerk stated that SPC had approached SCA about a joint environmental project (including spend) to incorporate the Saltford Community Association Newsletter (SCAN), and should SCA agree with the proposal that this would be a future agenda item.

10. PLANNING MATTERS

a. Decisions and appeals

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

24/01272/FUL - 9 Justice Avenue Saltford BS31 3DR. Erection of side, rear and front extensions with widened drive and new garage. L Bignell

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. Mrs Vicki Cox

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

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

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

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

24/02464/TCA - The Dwelling Place High Street Saltford BS31 3EJ. Removal of pear tree and surrounding shrubs include stump grinding. Mr Joshua Templar

The Clerk reported that the following application has been REFUSED by B&NES Council:

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

b. Planning contraventions

It was reported that SPC had received an update on enforcement case '23/00215/UNAUTH – 10 Justice Avenue, Saltford (Allegedly unauthorised change of use from residential dwelling (C3) to large holiday let (sui generis))', following the information shared at its July meeting. SPC had been informed by B&NES Council's Planning Enforcement team that following alleged breaches of the Stop Notice (as issued by B&NES Council) that the Planning Enforcement team was investigating and would take appropriate action.

It was also reported that SPC had received an update on '22/00363/UNAUTH - Parcel 8831 Bath Road Saltford Bath And North East Somerset Re: Alleged unauthorised change of use' (located at the Green Belt field near the A4 on the east side of Saltford), further to the update at the July meeting. SPC had been informed by B&NES Council's Planning Enforcement Team that a new court date had been arranged for late August and that B&NES Council was also taking note of any further activity at this location.

c. Planning updates or items of urgent information

No planning updates or items of urgent information were received.

d. Planning application resolved using Scheme of Delegation – As a statutory consultee, it was reported that SPC had received a planning consultation with an end date that preceded SPC's August meeting for:

24/02464/TCA - The Dwelling Place High Street Saltford BS31 3EJ. Removal of pear tree and surrounding shrubs include stump grinding. Mr Joshua Templar

The Council resolved and submitted a decision in line with SPC's Emergency Scheme of Delegation. (B&NES Council's subsequent decision notification for the application is recorded under item 10.a, above).

Using the Scheme of Delegation, B&NES Council had been advised that this Council **COMMENTS ON** this application:

COMMENT: Saltford Parish Council notes that trees were also removed from the shared front garden area of this property and its adjoining neighbour "Y Deri", reference two TCAs in 2021: 21/00989/TCA and 21/00987/TCA, and therefore regrets the cumulative loss of tree cover that otherwise contributes to the character and associated wildlife support for this area of Saltford's Conservation Area. The Parish Council asks BaNES Council, as part of its response, to encourage the applicant to plant replacement trees/shrubs of a species native to NE Somerset to provide ongoing valuable wildlife habitat in Saltford as well as maintaining the Conservation Area's tree cover in the longer term.

- e. 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):

24/02570/FUL - 20 Manor Road Saltford BS31 3DN. Erection of two storey side extension. Mr & Mrs Wasey

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

OBJECT: Saltford Parish Council remains concerned about the impact of significantly increasing the size and massing of this property.

The Parish Council's response takes into account previous applications for this property from 2019 onwards and the comments made by the appeal inspector in 2022 (ref 22/00172/FUL) concerning plot size, albeit for an additional attached dwelling instead of a two-storey extension. Saltford Parish Council is of the opinion that these latest proposals continue to represent an over-development of the original plot and the setting of the 3 properties that are there at present. To reduce the outlook and enclose the setting (and reduce privacy) of those rear dwellings (20a and 20b Manor Road) by significantly increasing in size the site's original dwelling (20 Manor Road) in whose curtilage they were built compromises the site layout, characteristics, spatial setting and spatial design of the 3 properties now present. Those negative impacts on the rear properties are not obvious from the plans but can be seen from a site visit.

The Parish Council is of the view that the outcome would be contrary to B&NES Placemaking Plan (2017) policies D1 (d) (development should contribute positively to

the characteristics of the settlement); D2 (a) (site context, layout, spacing); D3 (m) (to not compromise adjoining sites); D6 (a) (appropriate levels of privacy and outlook); and policy D7 (a) (regard to the quality of the surrounding townscape). Although less than ideal, a single storey extension would be more appropriate and reduce the overbearing impact on 20a and 20b Manor Road.

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 by making this a single storey extension to thereby reduce massing of the extended property, 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.

24/02464/TCA - The Dwelling Place High Street Saltford BS31 3EJ. Removal of pear tree and surrounding shrubs include stump grinding (REVISED). Mr Joshua Templar

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

COMMENT: Saltford Parish Council's response of 16th July remains unchanged.

24/02907/TCA - 41 High Street Saltford BS31 3EJ. Prunus Avium T1 - crown reduce by 2m on top and 1m on sides leaving height of 7m and radial spread of 4m. Mrs Claire Hopkinson

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

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

Correspondence from B&NES Council's Senior Planning Officers was considered, which proposed a series of meetings between September and November (dates to be confirmed) to discuss the Local Plan. SPC had responded to B&NES Council to agree its participation in the meetings, and to state that SPC's request for designated landscape protection for the area referred to as 'Saltford South of the A4' be discussed as part of the meetings.

As resolved under item 8.e at the July meeting, and following consideration of the information above, the Council resolved not to contact the Local Government Ombudsman with regards to B&NES Council's handling of SPC's request for landscape designation. It was noted that should this be viewed as

a possible requirement in the future that SPC would have this as an item on a future agenda.

g. **Assessing landscape sensitivity at Saltford North: ‘Landscape and Heritage Sensitivity Assessment of Saltford North of the A4’ document.**

The Council resolved to adopt the Planning Policy Working Group’s proposed ‘Landscape and Heritage Sensitivity Assessment of Saltford North of the A4’ document. The document included consideration of criteria used for assessing landscape sensitivity under the same headings as the ‘Landscape and Heritage Sensitivity Assessment of Saltford South of the A4’, as resolved by SPC under Item 8.e.iii at its [July 2024 meeting](#)

It was agreed that the document could be utilised as appropriate to support SPC’s actions to protect Saltford’s Green Belt, including its use as evidence for SPC’s designation of Saltford’s Green Belt as an Area of Great Landscape value (AGLV), as resolved at SPC’s March 2024 meeting.

It was resolved that the ‘Landscape and Heritage Sensitivity Assessment of Saltford North of the A4’ document would be added to SPC’s new reference webpage titled [‘Protecting Saltford’s Green Belt’](#)

11. FINANCIAL MATTERS

- a. **Monthly Financial Report** – The Clerk presented the monthly financial report for July 2024, as recorded below. The report was considered and accepted by members.
- b. **Schedules of Expenditure** – It was noted that expenditure listed in the schedule for August 2024 was authorised and recorded at the July meeting and that the schedule had been signed by the Chair of the July meeting. It was noted that a copy would be included in the August minutes (below).

12. B&NES COUNCIL: 2024/25 PARKING CHARGE REVIEW CONSULTATION (INCLUDING EMISSIONS BASED CHARGING)

The Council resolved a view on the B&NES Council Parking Charge Review consultation which included proposals for the introduction of emission-based parking charges at B&NES Council-managed paid-for parking areas in Bath and North East Somerset. The Council resolved to focus its response on The Shallows car park as the only B&NES Council-managed paid-for parking car park in Saltford (seasonal parking charges apply between 1 April and 30 September).

The Council resolved to support proposals to increase parking charges at the car park by 10p p.h. (30p max) between 1 April and 30 September 2024 and by the same amount again in 2025. SPC viewed the increase as reasonable in consideration of the level of resource directed by B&NES Council to manage the car

park, including the high number of Parking Enforcement visits recorded at this location and also costs associated with the recently installed solar powered Pay-and-Display machine.

The Council resolved to object to proposed emission based charging at The Shallows car park to apply 7 days a week from 1 April to 30 September, a view in line with SPC's January 2024 response to the B&NES Council Budget Consultation ([January 2024, Item 26](#)). In its response to the open consultation, Saltford Parish Council acknowledged that cleaner (lower emission) vehicles were required but that charges should not discriminate against low income residents and visitors who were less likely to drive newer vehicles with cleaner exhausts. Saltford Parish Council viewed that it was for the Government to create the economic conditions and incentives for people to transition to cleaner vehicles, not local car parking policies.

13. B&NES COUNCIL TRAFFIC REGULATION ORDER CONSULTATION – 24-021 MANOR ROAD, SALTFORD (PROHIBITION OF MOTOR VEHICLES)

The Council resolved to support proposals for the Prohibition of Motor Vehicles at Manor Road, Saltford, as detailed in B&NES Council's Traffic Regulation Order (TRO) 24-021 consultation.

The decision to support the proposed TRO was resolved following consideration of safety concerns for all users at the location and also in recognition of good alternative highway provision nearby.

SPC viewed that the closure of Manor Road 'lane' would also encourage 'active travel' especially by under-represented groups due to its location adjacent to the Saltford Housing Boundary and in Saltford's Green Belt (as identified by SPC as part of the [Saltford Area of Great Landscape Value](#)).

The meeting closed at 8.25pm.

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

Signed.....

Next SPC meeting: 7:15pm Tuesday 3 September 2024, Avon Room at Saltford Hall.

Salford Parish Council

Monthly Financial Report for July 2024 - Month 4
Quarter period 2

	Budget to date	Actual to date	Budget Year end position
RECEIPTS:			
Precept & any grant	£28,160	£28,160	£56,320
Interest on Investments	£267	£277	£800
Other Income: Allotments	£78	£218	£235
VAT Reimbursements	£1,600	£1,901	£1,600
Other	£0	£1,329	£0
Subtotal without CIL	£30,105	£31,883.71	£58,955
CIL Payments	£0.00	£0	£0
Total Income	£30,105	£31,884	£58,955

PAYMENTS:

General Administration	£333	£190	£1,000
Office accommodation	£1,500	£1,500	£1,500
Office Staff	£12,383	£10,746	£37,150
Office Equipment	£333	£0	£1,000
Training	£450	£910	£1,350
Auditing	£650	£295	£650
Insurance	£650	£387	£650
Publicity	£367	£446	£1,100
Subscriptions	£33	£95	£100
Chairmans Honorarium	£100	£75	£300
Councillors' expenses	£33	£0	£100
Hall / Room Hire	£217	£189	£650
Maintenance: Church Yard Grounds	£833	£592	£2,500
Allotments	£50	£0	£150
Churchyard Special Maintenance Projects	£733	£0	£2,200
Allotment site rent	£33	£0	£100
Miscellaneous Grants	£333	£900	£1,000
Council led schemes	£500	£0	£1,500
Environment schemes - SPC	£167	£0	£500
Environment schemes - Misc	£167	£0	£500
VAT	£333	£535	£1,000
Subtotal without CIL	£20,200.00	£16,860.43	£55,000.00
CIL-related expenditure	£0	£1,222	£2,582
Total Payments	£20,200	£18,082	£57,582

BALANCE AT END OF MONTH:

Current account £1,599

Business Instant Access account	£60,905
Cash	£0
TOTAL CURRENT BALANCE	£62,505

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

(Approved at July meeting)

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.....
CHAIR / VICE-CHAIR

DATE:.....