



SALTFORD PARISH COUNCIL

Minutes of the extra ordinary meeting of the Council held in the Avon Room at Saltford Hall on Tuesday 7 January 2025 at 7.15pm

PRESENT

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

Officer: Lottie Smith-Collins.

1. MINUTES

The Council resolved to accept the draft minutes of the Full Council meeting held on Tuesday 3 December 2024 at Saltford Hall as final. The minutes were confirmed as a correct record of the meeting and signed by the Chair.

2. APOLOGIES FOR ABSENCE

Apologies for inability to attend were received in advance of the meeting from Cllr Sally Turner.

3. DECLARATION OF INTERESTS

None declared.

4. PUBLIC TIME

There were 3 members of the public present.

A Trustee from Saltford Community Association (SCA) spoke with regards to Item 20 'SPC and SCA 'Big Thank You' Event', to share SCA's information with SPC about the co-hosted event to be held on Friday 7 March.

5. REPORT FROM B&NES WARD COUNCILLORS

The B&NES Ward Councillor for Saltford shared that their January 2025 report had been circulated to SPC Councillors in advance of the meeting. (A copy may be requested by contacting Saltford's B&NES Ward Councillor directly, information on the [B&NES Council website](#)).

The B&NES Ward Councillor gave a short verbal report, which included the following information:

- An update had been received with regards to Planning Enforcement case reference 22/00363/UNAUTH (end-of-life vehicles and tyres on Green Belt on a field near the A4 Bath Road, to the east of the village), with the B&NES

Council Planning Enforcement Case Officer stating that preparations were being made for a second prosecution by B&NES Council further to its first prosecution in summer 2024.

- B&NES Council had published a revised Local Development Scheme (LDS) with updated information about its Local Plan preparation schedule. Information could be viewed on the [B&NES Council Local Development Scheme](#) webpage. The Ward Councillor commented that the next options consultation, which would include 'options' proposals for Saltford (that were likely to include 'South Saltford' and 'West Saltford', as in the Options Consultation of early 2024) would take place around August/September 2025.
- Carriageway resurfacing and major reconstruction works would take place on the A4 from near Uplands Road, Saltford, to The Globe Roundabout in summer 2025 (19,630 square metres). This would be at a cost to B&NES Council of £755,000, to be confirmed when B&NES Council sets its budget in February 2025. The Ward Councillor did not have further details about the works as yet, but indicated when asked that the works may be similar to those that were carried out on the A4 resurfacing works in Saltford, which took place overnight during a four or five day period.

6. CHAIR'S ANNOUNCEMENTS

Cllr Jon Godfrey, Chair of Saltford Parish Council, wished everyone his best wishes for 2025.

Cllr Godfrey reminded those present that the SPC meeting was taking place during the pre-election period, with the Polling Day for the vacant post of Saltford Ward B&NES Ward Councillor taking place on 16 January 2025.

Cllr Godfrey shared that he had been pleased to be present for a photo with other SPC Councillors, Saltford Community Association Trustees, and a representative from Curo, by the newly installed Bleed Kit at Saltford Hall (as funded by Curo following a funding application by SPC). Cllr Godfrey thanked those at SCA for their support also.

Cllr Godfrey shared his apologies in advance for inability to attend the February 2025 meeting, and stated that SPC Vice Chair Cllr David Halton, if available, would Chair the meeting.

7. EXTRA ORDINARY MEETING PRIOR TO FEBRUARY 2025 MEETING

The Council discussed if there was a requirement for an extra ordinary meeting to be held before its scheduled ordinary meeting on 4 February, due to matters arising during the pre-election period that required either postponement and/or a response prior to the next meeting.

The Council identified that most matters could be items on the February agenda, bar the [Western Gateway Sub-national Transport Consultation](#) about Western

Gateway's Draft Strategic Investment Plan (SIP), which was open for consultation until 2 February. It was agreed that SPC would resolve a response to the Western Gateway consultation using powers delegated to the Clerk, and that following the Clerk's consultation with Councillors a response would be submitted in line with Saltford Parish Council's previous resolutions. It was noted that a summary of the response to the Western Gateway consultation would also be recorded at SPC's February meeting.

(Item 20 'SPC and SCA 'Big Thank You' event – Friday 7 March' was discussed and resolved next).

8. CLERK'S ANNOUNCEMENTS

The Clerk shared that a report had been circulated prior to the meeting, and which included the following information:

- **Future agenda items:** Further to Item 7, Clerk shared that due to being in the pre-election period, some items intended for the January agenda had been moved to the February 2025 agenda.
- **B&NES Council Community Awards nomination:** Graham Bush had given SPC permission to nominate him for the B&NES Council 'Willson Volunteer of the Year' award, and that the nomination had been subsequently made. SPC thanked Graham and 1st Saltford Scout Group for support so that SPC could make the nomination.
- **Request to WECA re. cycle path adjacent to Keynsham Bypass:** SPC had received a response from the Head of Infrastructure Directorate Planning at WECA, following its request as resolved at the November 2024 meeting (Item 14) for WECA to re-introduce proposals for a cycle path adjacent to the A4 Keynsham Bypass as part of future consultation(s) for the 'Bath to Bristol A4 Strategic Corridor'. SPC had been informed that 'following a further design and optioneering exercise', the design team had 'identified an option which enables the cycle route connection between Broadmead Roundabout and Hicks Gate to run along the bypass. As such, design work continues on this basis'. No indication of when further engagement with SPC with regards to proposals was received however WECA stated that it would engage with SPC in due course.
- **SPC's Bleed Kit project update:** It was shared that the four new Community Bleed Kits as funded by Saltford Parish Council were 24/7/365 available as detailed on the [Heartsafe Bleed Kit map](#) (Saltford Golf Club, Saltford Sports Club, SPC's ex-BT phone box at The Bird pub High St., and SPC's ex-BT phone box at Norman Rd). SPC had received messages of thanks from those who had been given Bleed Kits by SPC. As mentioned under Item 6 'Chair's Announcements', it was shared that Community Bleed Kit funded by Curo (following a funding application from SPC) at SCA's Saltford Hall had also been installed and would show on the Bleed Kit map soon. It was noted that since October 2024 six Bleed Kits had been installed in Saltford. SPC expressed its thanks to the Avon and Somerset Community Bleed Kit Partnership for their support, and to local media for their coverage to help

raise awareness of the location of the Bleed Kits. SPC intended to add updated information about Bleed Kit locations to its website soon.

- **A4 Roadworks in/near Saltford:** SPC had shared B&NES Council information that Wales and West Utilities would carry out roadworks during some weekends in January and also during the February half-term holidays, as a continuation of gas pipe replacement works in the area. Information had been added to SPC's website article and had been shared on social media, with residents advised to view the One.Network website for up-to-date information about planned roadworks.
- **Ash trees felled at The Shallows:** SPC had been informed by B&NES Council that two ash trees had been felled at The Shallows in December for safety reasons, due to have Ash Dieback disease. Stumps had been left in situ. SPC had thanked B&NES Council for their engagement with SPC with regards to the works. SPC awaited information about B&NES Council's intention to re-plant trees following the impact of Ash Dieback.
- **Thank you message from Saltford4Nature:** SPC had received a message of thanks from Saltford4Nature, following SPC having resolved to grant funding for a project near the Saltford Memorial Garden (Manor Road) at its December 2024 meeting.
- **Pedestrian island crossing light (A4 Bath Hill):** It was noted that the light had been out-of-order since autumn 2023. B&NES Council had updated SPC that their recent attempt to repair the issue had been unsuccessful and that options including repairing cable or works to connect a better power supply were under consideration in the new year. Residents can report similar issues via the Fix My Street website/app (<https://fix.bathnes.gov.uk/>).
- **Manor Road 'lane' permanent road closure:** Bollards had been installed physically closing Manor Road 'lane' to motor vehicles (located either end of the 'lane', near its junctions with Manor Road and Avon Lane), following SPC's and B&NES Ward Councillors' requests to B&NES Council to close the lane to motor vehicles, and following the conclusion of the Traffic Regulation Order process in autumn 2024. The closure had been requested to enable safer active travel and leisure activity (walking, horse riding etc.) at this location adjacent to Saltford's Green Belt.
- **B&NES Council election fees to Parish Councils:** Parish and Town Councils in B&NES had been informed by the Avon Local Council Association (ALCA) that fees may apply to all Parish and Town Council by-elections from 1 April 2026. Details and amounts were yet to be confirmed. By-elections had previously been at no cost to Parish and Town Councils. SPC had been informed that B&NES Cabinet members had submitted an 'in principle' approval to progress this, with a Cabinet decision in May 2025. It had been indicated by ALCA that full elections may become chargeable in May 2027. A presentation is due to take place on 19 March 2025 at the B&NES Parish Liaison Meeting.
- **Marking 130 years of the historic SPC:** The Clerk shared that suggestions for an informal gathering of those involved with SPC for a photo had been postponed to later in the year, when the weather would likely be more favourable for an evening outside gathering.

9. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

Cllr Phil Harding, link member for Saltford Environment Group (and independently of SPC, Chair of SEG), shared that the Saltford4Nature group had recently commenced project work near the Saltford Memorial Garden to create a community fruit garden, as supported by SPC grant funding (resolved under Item [11.c at SPC's December 2024 meeting](#)).

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

Cllr Jon Godfrey raised that West of England Combined Authority (WECA) publicity had shared that WECA had spent £6.6 million on electric buses (74 fully electric First Bus buses by the end of 2025). It was agreed that SPC would have as a future agenda item to congratulate WECA, and to request further information about future plans for electric buses to achieve a fully electric fleet, and how it may be funded. This would likely be an item on the March agenda.

11. PLANNING MATTERS

a. Decisions and appeals

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

24/04296/FUL - 87 Grange Road Saltford BS31 3AQ. Erection of single storey rear extension and adaptation of existing openings on side elevation. Ms Kate Watts

24/04052/FUL - Maple House Chestnut Walk Saltford BS31 3BG. Erection of conservatory to rear elevation. Mr Cottrell

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

24/03722/FUL - 22 Grange Road Saltford BS31 3AG. Erection of two storey extension and garage with single storey rear extension following demolition of existing garage. External works to provide for carriage driveway with additional access to Grange Road and associated hard landscaping. Mrs Jessica Fragapane

The Clerk reported that the following application had been WITHDRAWN:

24/03024/FUL - Manor Cottage Manor Road Saltford BS31 3AF. Conversion of existing domestic garage building (Extant consent 23/03786/VAR) for use as a residential annex linked to the main house, with additional dormer windows. Mr David Roberts

b. Planning contraventions

- i. No updates were received on matters that had been referred to B&NES

Council regarding possible contraventions, further to the information shared by the B&NES Ward Councillor under Item 5 (above) with regards to Planning Enforcement case reference 22/00363/UNAUTH (end-of-life vehicles and tyres on Green Belt).

- ii. No reports of other new possible or reported planning contraventions were received.
- iii. No information from Planning Enforcement with regards to potential actions open to SPC and residents relating to possible planning breaches were received.

c. Planning items of important or urgent information

Cllr Phil Harding, SPC Chair of Planning Committee, commented on the decision outcome for '24/03722/FUL - 22 Grange Road' (as recorded under 11.a, above) to note that B&NES Council's Planning Committee had taken account of SPC's 'COMMENT' response and decided to resolve B&NES Council's view through their Planning Committee, further to the recommendation of the B&NES Council Case Officer to approve the application.

Cllr Harding also commented that the outcome for '24/03024/FUL - Manor Cottage Manor Road Saltford BS31 3AF' (also recorded under 11.a) indicated B&NES Council's welcome consideration of SPC's response to the consultation.

As raised by the B&NES Ward Councillor under Item 5, the Clerk confirmed that SPC had received communications from the B&NES Council Planning Policy team about the revised Local Development Scheme, which included information from B&NES Council that it reflected the Government's recent changes to the National Planning Policy Framework (NPPF) and that an updated timetable for the B&NES Council Local Plan had been shared.

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

24/04474/FUL - 16 Grange Road Saltford BS31 3AH. Proposed new detached double garage and ancillary works. Mr & Mrs David Jones

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

COMMENT: Saltford Parish Council does not support planning applications for the addition of garages or other outbuildings in front gardens where these are at variance with the pattern of development and/or the character, appearance and setting of residential roads in Saltford. Whilst the Parish

Council recognises that some properties at the southern end of Grange Road have added garages to their front gardens, the original layout and design for properties in Grange Road was for an open front aspect and therefore did not include front garden garages including properties at this, north, end of the road.

24/04526/FUL - 535 Bath Road Saltford BS31 3JG. Erection of two storey rear extension, single storey rear extension, hip to gable extension, and front dormer. Mr D Maggs

It was reported by the Clerk that the Scheme of Emergency delegation had been used - following consultation with Councillors - to respond to B&NES Council prior to the consultation end date of 5 January, and that a 'SUPPORT' comment had been submitted. A time extension from B&NES Council to respond to the consultation had subsequently been received, which permitted a response following SPC's January meeting.

The Council resolved no change to its response submitted using delegated powers, and **RESOLVED** that B&NES Council remain advised that this Council **SUPPORTS** this application.

24/04759/FUL - 19 Uplands Road Saltford BS31 3JQ. Demolition of existing detached garage. Erection of two storey front extension, two storey rear extension, single storey rear extension, single storey side extension, hip to gable roof extension and rear facing dormer. Internal reconfigurations to create modern family dwelling. Mr Ryan Gardner

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

COMMENT: Saltford Parish Council is broadly supportive of the proposed extensions to this property but has two concerns. Firstly, the proposed 1st floor balcony at the rear of the property with its rear and side-facing balustrades will overlook and likely to have an overbearing effect on the adjacent rear gardens of neighbouring properties resulting in an unreasonable loss of rear garden privacy. This may contravene Placemaking Plan (2017) Policy D6 (privacy and overlooking). The use of opaque screening for the balustrades of a suitable height could help mitigate that issue.

The Parish Council's other concern is that, at potentially considerable inconvenience to the neighbouring property, 21 Uplands Road, future access for maintenance or repair of the south side extension will be required from that neighbouring property as the plans for this application show that the new extension's side wall will be on the boundary line with No. 21. In circumstances like this Saltford Parish Council considers that a gap of around 1 metre between the outside wall of the proposed extension and the adjacent boundary would be appropriate to avoid such an unnecessary and avoidable imposition on the neighbouring property.

e. New National Planning Policy Framework (NPPF) and assessment of Saltford's Green Belt with regards to the new definition of 'Grey Belt'

After assessment by members of the Planning Policy Working Group following the new NPPF definition for Grey Belt, as discussed at the meeting, the Council RESOLVED that none of Saltford's Green Belt met the Government's definition of 'Grey Belt'.

The Council identified that its decision was supported by SPC's papers titled [Landscape and Heritage Sensitivity Assessment of Saltford South of the A4](#) (July 2024) and [Landscape and Heritage Sensitivity Assessment of Saltford North of the A4](#) (August 2024).

12. FINANCIAL MATTERS

- a. **Monthly Financial Report** – The Clerk presented the monthly financial report for December 2024, as recorded below. The report was considered and accepted by members.
- b. **Schedule of Expenditure** – The Council RESOLVED to authorise the expenditure listed in the schedule for January 2025 and the schedule was signed by the Chair of the meeting.
- c. **2025/26 budget and precept** – The Council RESOLVED the draft budget for 2025/26 as final, and agreed that the precept to be levied by Saltford Parish Council for 2025/26 as £59,417, an increase of 5.5% on the previous year. Following receipt of the tax base for Saltford, it was noted that an average Band D property would pay £32.44 p.a. (an increase of £1.75 per year, or an increase of c.15p p.c.m in 2025/26). It was also noted that as the tax base for Saltford had decreased for 2025/26, that the percentage increase would translate to a slightly higher percentage of c.5.7% per residence as displayed on the Council Tax bill when received by residents.
- d. **New earmarked reserve 'Churchyard Projects'** – The Council RESOLVED in line with item 12.c to create an earmarked reserve for 'Churchyard Projects' in case of intermittent significant spend as part of SPC's safety maintenance responsibilities at St Mary's Churchyard.
- e. **Renamed earmarked reserve 'Parish Poll and Elections'** – The Council RESOLVED to rename the 'Parish Poll' earmarked reserve as 'Parish Poll and Elections', to accommodate any potential 'Election' spend required.
- f. **Level of reserves (excluding CIL Funds)** – Following Items 12.c, 12.d, and 12.e having been resolved, the Council agreed to minute SPC's projected level of budgeted reserves at the end of the 2025/26 year as £58,046 against

an agreed recommended level of £58,056, which considered and approved as part of the 2025/26 budget agreement.

- g. **Allotment Insurance (annual policy)** – The Council RESOLVED a spend of up to £200, but likely £111, to Chris Knott Insurance for an annual policy for Allotment insurance (Budget heading: Insurance).
- h. It was noted for reference that resolution for spend was included under Item 13.

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

The Council RESOLVED a spend of £60 (Budget heading: Environment) to the CPRE Avon and Bristol branch to support their work in return for annual membership.

14. ALLOTMENT RENT CHARGE AMOUNT 2025/26 AND 2026/27

The Council confirmed the level of allotment rents for 2025/26 to take effect from 1 April 2025 as £25 per year for a full plot and £15 per year for a half plot (as resolved under [item 17 at the January 2024](#) meeting).

The Council RESOLVED the level of allotment rents for 2026/27 to take effect from 1 April 2026 as £25 per year for a full plot and £15 per year for a half plot (no change).

15. REVIEW AND RE-ADOPTION OF SPC GRANT APPLICATION GUIDE AND POLICY

Following the resolution to adopt the budget under item 12.c, the Council RESOLVED updates to SPC's Grant Application Guide and Policy, which included mention of SCA SCAN grant costs application(s) and SPC's new 'Community Events – Misc. Grants' budget line.

16. REVIEW AND READOPTION OF SPC STANDING ORDERS

The Council RESOLVED to update Saltford Parish Council's Standing Orders (SOs), specifically to make adaptations to improve clarity of the non-legislative and non-statutory SOs under 'Section 3 Meetings generally'.

17. B&NES COUNCIL CONSULTATION ON DRAFT CITY OF BATH AND GREAT SPA TOWNS OF EUROPE WORLD HERITAGE SITE MANAGEMENT PLAN (2024-2030)

The Council RESOLVED SPC's response to B&NES Council's Consultation on Draft City of Bath and Great Spa Towns of Europe World Heritage Site Management Plan (2024-2030) and agreed to submit its response by the end date of 17 January 2025.

SPC identified in its response that retaining the UNESCO World Heritage Status had become an unsustainable burden on the whole of Bath and NE Somerset and that its UNESCO World Heritage status was likely to increasingly be a hindrance to how Bath develops to meet the needs of the 21st Century. SPC's response also included reference to benefits should UNESCO status be withdrawn, such as increased provision for affordable housing. SPC recognised that this could be of particular benefit for the local workforce as it would result in less commuter traffic in/out of Bath. Loss of UNESCO status would also allow the ability to make decisions that suit Bath's needs unrestricted by UNESCO requirements that may not suit Bath.

18. B&NES COUNCIL BUDGET CONSULTATION

Following discussion, the Council RESOLVED not to respond to [B&NES Council's Budget Consultation 2025-2026](#) by the end date of 5pm on 20 January 2025, as no matters specifically relating to Saltford had been identified by the Council in the consultation information.

19. BRISTOL AIRPORT MASTER PLAN CONSULTATION

The Council agreed with the points raised in the Parish Council Airport Association's (PCAA) draft response as circulated to PCAA members, and RESOLVED SPC's response to [Bristol Airport's Master Plan Consultation](#) (end date of 31 January 2025) in line with the Parish Council Airport Association's draft Executive Summary.

This included the PCAA's view that further development beyond 15 million passengers per annum (mppa) would negatively impact on the rural landscape; that the Green Belt at or near Bristol Airport should be retained; that a non-bus based Mass Transit System was required prior to any further expansion beyond 15 mppa; that further consideration of the road network at or feeding in to the A38 was required; that further car parking spaces could be achieved by a single-deck storey over the Silver Zone car park rather than using green fields for parking; that proposals for 15 new aircraft stands would increase ground noise to an unacceptable level; that the increase of night flights by 25% (1000 additional flights) was unacceptable and that the current level should be maintained and preferably reduced; that there should be no arrivals or departures between 02:00-06.00 hrs; and that additional compensation to dwellings must be made for an increase in noise.

20. SPC AND SCA 'BIG THANK YOU' EVENT (FOLLOWING THE ANNUAL PARISH MEETING) – FRIDAY 7 MARCH 2025

The Council RESOLVED actions associated with the co-hosting of SPC and SCA's 'Big Thank You' community event on Friday 7 March 2025. It was agreed that the format for the entire evening would following that used in 2023 and 2024. It was noted that spend had been agreed at the [March 2024 meeting \(Item 10\)](#). Thanks were expressed by SPC to SCA for their support for the event.

21. ST MARY'S CHURCHYARD: UPDATE ON SAFETY MAINTENANCE AT ST MARY'S CHURCHYARD, INCLUDING WITH A VIEW TO THE WALLS SURVEY

The Clerk reported that a short section of wall needed urgent maintenance for safety reasons and to prevent further works being required. The Clerk consulted the Chair with regards to emergency spend in line with Financial Regulations, which was agreed. It was noted that spend agreed for emergency works would be reported at a future meeting.

It was reported that Cllr Gary Graveling would soon meet with the stonemason to discuss the condition of the Churchyard Walls, to help inform the Parish Council with regards to maintenance requirements.

The Council RESOLVED to request quotes for a structural or expert survey of the Churchyard walls, with spend to be agreed at a future meeting.

(The Council resolved to continue the meeting, following the 2hr period having passed).

22. CHURCHYARD GROUNDS MAINTENANCE SPECIFICATION 2025/26

The Council RESOLVED the specification for regular grounds maintenance at St Mary's churchyard for the year commencing 1 March 2025 . The Council agreed to seek quotes, to be considered and resolved at a future meeting (including spend).

23. ASSET CHECKING PROCEDURE AND ASSET CHECKING

The Council reviewed the asset checking procedure and assigned asset checking tasks, to take place by the next meeting.

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

Cllr Jon Godfrey gave a report with regards to Phase 2 of the Norman Road phone box project to install a battery powered defibrillator, as funded and maintained by a private donor.

He confirmed that the owner of The Crown pub had offered to purchase and maintain a defibrillator to be hosted on SPC's Norman Road phone box, and that it would be ordered soon.

This followed Cllr Godfrey's previous update that a means to power the defibrillator had been identified (battery powered). Cllr Jon Godfrey stated that he had – in a personal capacity and at no cost to SPC – assisted with procurement of the batteries and that he would also assist with their recharging via solar power.

Cllr Godfrey indicated that the owner of The Crown had expressed their intention to organise a group of staff and potentially local volunteers to carry out the necessary

checks of the defibrillator once installed. Thanks were expressed to him for his support with this initiative.

It was noted that a standalone Bleed Kit had been attached on the Norman Road phone box where the defibrillator would be mounted, and that the standalone Bleed Kit would be relocated to another publicly accessible location in the village (to be decided by SPC), and a 'limpet' Bleed Kit likely added to the defibrillator.

25. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

No updates were received.

26. DATA PROTECTION AND GDPR UPDATES

No updates were received.

The meeting closed at 9:30 pm.

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

Signed.....

Next SPC meeting:

The next scheduled ordinary full council meeting will place at 7:15pm on Tuesday 4 February 2025 in the Avon Room at Salford Hall. It is noted that extra ordinary meetings may be called at any point in the calendar year.

SALTFORD PARISH COUNCIL

Schedule of regular expenditure during January 2025
 – for authorisation by the Council at its meeting on 7 January 2025.

Description	Amount	Method	Budget heading
January staff costs total inc. salary, pension, HMRC tax and National Insurance	3000 estimate, 3200 maximum	Online BACS	Office staff
January SCA Hall hire	45 estimate 60 maximum	Online BACS	Hall hire
January inTouch Communications Ltd phone system	27 (+ VAT) estimate 35 (+ VAT) maximum	Direct Debit	General Administration
January Ambience Landscapes churchyard maintenance	180 (inc VAT) estimate 200 (inc VAT) maximum	Online BACS	Churchyard Maintenance
January monthly One Drive	2 (inc VAT) 3 max	Direct Debit	General Administration
January stationary, IT supplies, printing & postage + as appropriate for business continuity	20 estimate 200 max	Online BACS / Clerks expenses	General Administration
January monthly electronic payments banking fee	£0 estimated £10 maximum	Online BACS	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: 11/12/24 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 7 January 2025.

SIGNED.....
 CHAIR / VICE-CHAIR

DATE:.....

Salford Parish Council

Monthly Financial Report for December 2024 - Month 9

Quarter period 3

	Budget to date	Actual to date	Budget Year end position
RECEIPTS:			
Precept & any grant	£56,320	£56,320	£56,320
Interest on Investments	£600	£566	£800
Other Income: Allotments	£176	£218	£235
VAT Reimbursements	£1,600	£1,901	£1,600
Other	£0	£1,528	£0
		£60,532	
Subtotal without CIL	£58,696	.51	£58,955
CIL Payments	£0.00	£0	£0
Total Income	£58,696	£60,533	£58,955

PAYMENTS:

General Administration	£750	£423	£1,000
Office accommodation	£1,500	£1,500	£1,500
Office Staff	£27,863	£25,750	£37,150
Office			
Equipment	£750	£408	£1,000
Training	£1,013	£1,150	£1,350
Auditing	£650	£610	£650
Insurance	£650	£387	£650
Publicity	£825	£925	£1,100
Subscriptions	£75	£105	£100
Chairmans Honorarium	£225	£225	£300
Councillors' expenses	£75	£0	£100
Hall / Room			
Hire	£488	£396	£650
Maintenance: Church Yard Grounds	£1,875	£1,332	£2,500
Allotments	£113	£0	£150
Churchyard Special Maintenance			
Projects	£1,650	£900	£2,200
Allotment site			
rent	£75	£100	£100
Miscellaneous Grants	£750	£1,400	£1,000
Council led schemes	£1,125	£1,015	£1,500
Environment schemes - SPC	£375	£0	£500
Environment schemes - Misc	£375	£114	£500
VAT	£750	£1,147	£1,000
	£41,950	£37,887	£55,000
Subtotal without CIL	.00	.14	.00
CIL-related expenditure	£0	£1,222	£2,582

Total Payments	£41,950	£39,109	£57,582
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BALANCE AT END OF MONTH:

Current account	£771
Business Instant Access account	£69,355
Ca sh	£0
TOTAL CURRENT BALANCE	£70,127

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