



SALT FORD PARISH COUNCIL

Minutes of the ordinary meeting of the Council held in the Avon Room at Saltford Hall on Tuesday 1 April 2025 at 7.15pm.

PRESENT

Councillors: Jon Godfrey (Chair), Julie Austwick, Dudley Bartlett, Gary Graveling, David Halton (Vice Chair), Phil Harding (Chair of Planning Committee), 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 4 March 2025 at Saltford Hall as final. The minutes 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 and Emma Hughes.

3. DECLARATION OF INTERESTS

None declared.

4. CHAIR'S ANNOUNCEMENTS

Cllr Jon Godfrey, Chair of SPC, reminded those present that the meeting was taking place during the pre-election period for the West of England Combined Authority (WECA) Mayor elections, and that no political statements or references were to be made during the meeting by anyone present.

Cllr Godfrey shared that Cllr Phil Harding had been presented with a trophy and certificate by the Chair of B&NES Council at the B&NES Parish Liaison meeting. This B&NES Council's Community Awards judging panel awarding Cllr Harding with the 'The Peter Duppa-Miller Award' for Parish Councillor of the Year.

Cllr Godfrey added that he looked forward to representing SPC at a special reception at the Guildhall for award winners and nominators in April. This followed SPC's nomination of Graham Bush for a B&NES Council Community Award, who will receive the 'Willson Volunteer of the Year' award at the reception. He added that Cllr Phil Harding had also been invited, as had the person who nominated Cllr Harding.

Cllr Godfrey shared that 'The Big Thank You 2025' as co-hosted with SCA on Friday 7 March had been a success, with the highest number of residents attending to date,

and suggested that SPC should look to co-host the event again in 2026. Cllr Godfrey expressed his thanks to the representative of the SCA present at the meeting for their assistance with the event.

5. PUBLIC TIME

There were 6 members of the public present.

A representative of Saltford Community Association spoke with reference to 'Item 15 – Retirement and disposal of assets'. They requested that, should SPC resolve to dispose of or donate its old lap top, that SCA would be grateful of its use to assist a SCA volunteer with SCA's volunteer management.

A representative of 1st Saltford Scouts spoke in support of 'Item 12.e – Financial Matters - Grant application from 1st Saltford Scouts (Remembrance Sunday)'. They provided detail further to the application as to why road safety items (e.g. road barriers) were required. Information was provided which included detail about the parade route and the location of the safety items should funding be awarded. SPC was informed that the Saltford Scouts would also be willing to loan the road safety items to other community groups in the village on request if successful in their application.

6. PRESENTATION BY SALTFFORD FAIRTRADE GROUP

The Council received a presentation from the Saltford Fairtrade Group. The presentation included background context about Fairtrade which included the key aims of the organisation and its position in the UK. Information was also given on how Fairtrade status is achieved, and the role of the Saltford Fairtrade Group. An overview of the work of the Saltford Fairtrade Group was also shared, which included its origins in 2012 and its activity, which included engagement with residents and local businesses, in the years since.

The importance of the 'A Fairtrade Village' signs, as erected by SPC in 2013 under B&NES Council's 'Saltford' village signs, were emphasised by members of the group during the presentation. Their hope that SPC would replace the damaged sign (as recently removed for safety reasons) was shared, with the reasoning given that the sign physically demonstrated SPC's support for Saltford Fairtrade Group and also that both signs helped share the important message that the village held 'Fairtrade' status.

The Council then took the opportunity to ask questions following the presentation and thanked members for attending the meeting.

7. CLERK'S ANNOUNCEMENTS

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

- **WECA Mayor Election and pre-election period:** SPC had displayed the Notice of Election for the Mayor of the West of England Combined Authority on 25 March, which marked the start of the pre-election period. It was shared that the deadline to register to vote for this election (if not on the electoral role) was Friday 11 April 2025, and that The West of England Combined Authority Mayor polling day was 1 May 2025, with Saltford Hall as the polling station. Further information about the election, including how to apply for a Voter Authority Certificate by 23 April (if required and planning to vote at a Polling Station) was available on B&NES Council's '[Election of Mayor for West of England Combined Authority](#)' webpage.
- **Draft minutes from the April meeting:** It was noted that the April meeting draft minutes would be published later than usual, on c.24 April 2025.
- **Early issuing of May agenda and summons:** It was noted that the May agenda would likely be issued on 28 or 29 April ahead of the 6 May meeting, due to the Early Spring Bank Holiday weekend.
- **B&NES Council's new interactive Transport Action Map:** SPC had welcomed that four of the schemes for Saltford as on B&NES Council's new [interactive Transport Action Map](#) were those requested by Saltford Parish Council. These included: [A 20mph Speed Limit introduction on 'the lanes'](#) between Saltford and Keynsham (Courtenay Road/Manor Road), as initially requested by SPC and then in a joint request with Keynsham Town Council to B&NES Council in September 2023; An [Options Assessment of Saltford Railway Station](#); The [Installation of a central pedestrian refuge on Bath Road \(hill\) A4 Saltford](#) to facilitate safer crossing as first requested by SPC in 2019; and [the closure of Manor Road 'lane'](#) (stretch of road to south of Montague Road) to motor traffic, as achieved in 2024.
- **West of England travel survey:** Further to Item 14 at the March meeting, SPC had not received the West of England Travel to Work Survey and as such SPC had not been able to respond.
- **A4 resurfacing works in May (Uplands Rd junction to Globe Roundabout):** B&NES Council (the Highways Authority) had informed SPC that planned overnight road closures would take place for a two week period to enable the resurfacing of the A4 between Uplands Road, Saltford, and the Globe Roundabout. Works would commence on 6 May, with road closures in place between 8pm and 7am. A letter had been sent by B&NES Council to residents and businesses on this stretch of highway. SPC had shared information in a [website article](#) and on social media, and that resident enquiries about the works needed to be directed to B&NES Council.
- **Wessex Water presentation at future SPC meeting:** SPC had followed up to request an update on developments for a Wessex Water's AI Water Quality App and whether Saltford would be chosen as a location. SPC had been informed that the information would be ready by the summer. Representatives had been invited to present to SPC at a future meeting, which would also

include information about Wessex Water's ['Coast and River Watch'](#) interactive map.

8. INFORMATION FROM B&NES COUNCIL'S SALTFORD WARD COUNCILLORS

Cllr Chris Warren, B&NES Ward Councillor for Saltford, was present at the meeting and was invited by the Chair of the meeting to address the Council. Information shared by Cllr Chris Warren included that:

- He had attended the recent B&NES Council Cabinet meeting, and that an item of the agenda had been a motion opposing further Bristol Airport expansion. Cllr Warren stated that he had abstained from the vote, due to his personal position that he would continue to use the airport whether the expansion went ahead or not.
- He now had access to his portion of the Ward Councillors Empowerment Fund and was open to options for its use in Saltford Ward. He stated that he would welcome suggestions from the Parish Council.
- He had enquired about Council Tax paid by Saltford residents in 2024/25 and that he had been informed that it totalled c.£4.2 million.
- He had requested that B&NES Council look to unblock the drains on High Street (Saltford), following some being blocked for several months.

The Chair invited the Clerk to share information from a report sent in advance by B&NES Ward Cllr Duncan Hounsell to Saltford Parish Council. Information shared by the Clerk, on Cllr Hounsell's request, included that:

- At the B&NES Council Cabinet meeting B&NES Council had voted to oppose further Bristol Airport expansion and that he (Cllr Duncan Hounsell) had voted to support the motion to oppose expansion. The full text of the motion had been included in Cllr Hounsell's report for the information of the Parish Council.
- Major resurfacing works on the A4 from Saltford to The Globe roundabout would start on Tuesday 6 May and were expected to last 2 weeks. Work would be carried out under a road closure between 8pm and 7am (also see above under Clerk's Announcements).
- High Street (Saltford) had been added to B&NES Council's road resurfacing programme. The area to be resurfaced would be from the top section to the end of the narrow section before the Bird in Hand, and that it would take 3-4 days' work. B&NES Council would need to undertake coring in April (to establish the composition of the existing substructure e.g the existence of any carcinogenic material) before resurfacing work. The resurfacing work would likely take place in the summer holidays, with the date to be confirmed.

9. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

Cllr Phil Harding stated that he would attend the upcoming River Avon Users Consultative Committee (RAUCC), and that he would raise the possibility of a 'floating throw line' to be installed at a suitable location at the Jolly Sailor end of Mead Lane.

Cllr Dudley Bartlett stated that he had been unable to attend the recent Saltford Sports Club meeting, and shared that the minutes of the meeting had recorded that a kitchen refurbishment had been completed at the club which enabled them to offer hot food.

It was shared that Cllr Sally Turner had attended the Saltford Fairtrade Group meeting in March.

Cllrs Phil Harding and Julie Austick, and the Parish Clerk, had attended the B&NES Parish Liaison meeting on Wednesday 19 March. This had included a tour of the Keynsham Recycling Centre site. Following the tour, Cllr Phil Harding had been presented with a B&NES Council Community Award (see above under Chair's Announcements). Representatives of SPC had engaged with B&NES Council officers, which included the opportunity to provide feedback to the Green Transformation Team on Climate and Nature Emergency matters.

It was shared that the Saltford Community Association AGM would take place on Thursday 3 April at 8pm at Main Hall, Saltford Hall, and that the Hon. Chair of SCA had extended the invitation to all Parish Councillors.

Cllr Phil Harding, Link Member for Saltford Environment Group (and independently of SPC, Chair of SEG) requested later in the meeting to include under Item 9 that the Saltford Wombles had participated in the Great Avon Litter Pick on 29 March.

10. FUTURE AGENDA ITEMS

The Council agreed to have the date of the Saltford Annual Parish Meeting and proposals to co-host 'The Big Thank You 2026' with SCA (including spend) on a future agenda.

The Council agreed to have a Public Rights of Way matter as an item on a future agenda.

The Chair of the meeting reordered the agenda. After Item 10, the following items were discussed and resolved:

- ***Item 12.e – Financial Matters - Grant application from 1st Saltford Scouts (Remembrance Sunday);***
- ***Item 14 – Asset checking outcomes (including 'Fairtrade Village' sign actions);***
- ***Item 15 – Retirement and disposal of assets (Old laptop and damaged***

Fairtrade sign).

11. PLANNING MATTERS

a. Decisions and appeals

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

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

25/00537/FUL - 49 Manor Road Saltford BS31 3AB. Raise existing north facing boundary wall fronting Manor Road (Retrospective). Mr and Mrs Condon

25/00328/FUL - 77 Grange Road Saltford BS31 3AQ. Erection of single storey rear infill extension and single storey partial side extension. Mr & Mrs Daniel & Sarah Thomas

25/00520/FUL - 18 Manor Road Saltford BS31 3DN. Erection of single-storey rear extension, garage conversion and creation of new openings on side elevations. Mr Michael Franklin

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

25/00549/TCA - Woodland Belt To South Of 6 Mill Cottages The Shallows Saltford. Silver Birch - fell. Mandy Mabbs

The Clerk reported that an APPEAL had been made to the Planning Inspectorate in respect of the following application:

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 (Appeal Ref: 25/00015/RF).

b. Planning contraventions

- i. It was reported that following SPC's resolution at its March meeting (Item 10.c) to raise an enquiry with the Planning Authority, that B&NES Council had confirmed it had opened a planning enforcement case at 2 Grange Road, Saltford, BS31 3AR Re: Allegedly unauthorised erection of outbuilding, Ref No: 25/00084/UNDEV.
- ii. A report of a possible change of use that may require planning permission,

at a location on/near Norman Road, was raised. The Council agreed to discuss and resolve whether it would make an enquiry to the Planning Authority at a future meeting. It was noted that residents are also able to report possible planning contraventions directly to the Planning Authority.

c. Planning items of important or urgent information

It was shared that an update about the B&NES Council Licencing Sub-Committee hearing, as recorded under item '10.c Planning items of important or urgent information' at the March meeting, would be discussed under Item 19 (below).

The Clerk reported that a procedural issue had been raised by SPC to B&NES Council following one of its consultation responses ('OBJECT' response for 49 Manor Road - 25/00537/FUL, as resolved at the [March meeting under Item 10.d](#)) had not been acknowledged in the Case Officer's delegated report and therefore had not been taken into account as part of the Planning Authority's decision making process. B&NES Council's Development Management Team had apologised to SPC for this error, and reassured SPC that they would review their procedures in relation to the reporting of comments for staff. SPC was informed that unless legally challenged that the decision issued by the Planning Authority could not be changed.

d. Planning applications (consultations) – As a statutory consultee, the Council considered and resolved a view on 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):

25/00792/TCA - The Old Chapel The Shallows Saltford BS31 3EX. T1 Apple - Remove to near ground level. H1 Laurel - Remove to ground level to leave clearance of 4m to the side of extension. Mr Smith

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

25/00882/VAR - 47 Manor Road Saltford BS31 3AB. Variation of condition 3 (Plans List (Compliance)) of application 24/00306/FUL (Loft conversion with 2 storey balcony extension to rear elevation and erection of attached annex and garage). Avidlow Ltd

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

25/00887/FUL - 3 Justice Avenue Saltford BS31 3DR. Erection of two storey side extension. Ben Palmer

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

COMMENT: This property is located on a small triangular corner plot, that was almost certainly an infill development in the early days of Justice Avenue, resulting in the proposed extension being positioned relatively close to the

neighbouring property at No. 2. As the proposed extension is two-storey and close to the rear of No. 2 it will have an overbearing effect on No.2, with some loss of light for the north and west end corner of that property.

The small gap between the proposed extension and the boundary fence is just 90cms. In circumstances like this Saltford Parish Council considers that a gap of at least 1 metre between the outside wall of a proposed extension and the adjacent boundary would be appropriate to avoid an otherwise unnecessary imposition and inconvenience for the neighbouring property, No. 2, when access is required from No. 2 for future maintenance or repair of the extension.

Saltford Parish Council asks BaNES Council to consider whether the tight fit of the proposed extension into this corner plot is appropriate, will adversely affect the amenity of the neighbouring property, and if the plans represent over-development of the site unless they are revised. A site visit by the case officer would provide a more accurate understanding of the situation.

25/01049/VAR - 65 Norman Road Saltford Bath And North East Somerset BS31 3BH. Variation of condition 2 (Plans List (Compliance)) of application 23/03894/FUL (Erection of first floor extension to main bungalow to include dormer windows, two storey extension to front and rear, erection of double garage to front garden and replacement store within rear garden). Mr & Mrs A Sheppard

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

- ii. **Planning applications (consultations) received following the issuing of the agenda:** It was confirmed that no planning consultations had been received from the Planning Authority on or since the date the notice of the meeting was displayed and the time of the meeting.

12. FINANCIAL MATTERS

- a. **Monthly Financial Report** – The Clerk presented the monthly financial report for March 2025, as recorded below. The report was considered and accepted by members.
- b. **End of Year summary** – The Council received a summary of SPC's year-end financial position from the Clerk/RFO.
- c. **Schedule of Expenditure** – The Council resolved to authorise the expenditure listed in the schedule for April 2025 and the schedule was signed by the Chair of the meeting.
- d. **Internal Audit** – The Council resolved to appoint Auditing Solutions as Saltford Parish Council's named auditor for its internal audit for 2024/25, and resolved a spend to Auditing Solutions of up to £400 (inc. VAT) for provision

of services (Budget: Auditing).

- e. **Grant application from 1st Saltford Scouts (Remembrance Sunday)** – The Council resolved to award grant funding of £500 to Saltford Scouts, for road safety items as recommended to meet safety requirements to hold the village's Remembrance Sunday parade (to include eight reflective road barriers, three advance warning signs and a metal road closed sign). (Budget line: Misc Grants – Community Events).

13. REVIEW OF FINANCIAL REGULATIONS

The Council resolved to adopt changes to SPC's Financial Regulations as based on the model NALC Financial Regulations (published March 2025), to include adaptations specific to the Procurement Act 2024 which came into force in March 2025.

It was noted that as SPC's Financial Regulations were reviewed and accepted each Council year that they would next be reviewed in October.

It was also noted that SPC would update Standing Order 18.c (as relevant to the Procurement Act 2024) once model wording had been published but that should any decisions be resolved prior to this that they would be in line with the updated Financial Regulations (and Procurement Act 2024).

14. ASSET CHECKING OUTCOMES (INCLUDING 'FAIRTRADE VILLAGE' SIGN ACTIONS)

The Council noted that action had been taken in March, due to damage and for Health and Safety reasons, to remove SPC's 'Fairtrade' sign from the Highway (as recorded at SPC's March meeting, Item 17). It was noted that SPC's asset checking had recorded damage to the Fairtrade sign had occurred repeatedly over several years (which SPC had aimed to rectify), and images taken of B&NES Council sign above the removed Fairtrade show similar damage indicating vehicle contact with both signs.

The Council resolved, for Health and Safety reasons and to prevent further damage, to raise to B&NES Council's awareness that vehicle damage had occurred to its 'Saltford' sign that SPC requested B&NES Council change the location of the current 'Saltford' sign posts at the Bath end of the village, to prevent future vehicular traffic contact with the sign (e.g. further away from the highway or a different location nearby). SPC also agreed to approach B&NES Council to discuss working with the Parish Council to achieve a replacement 'Saltford' sign due to visible damage to the current sign.

The Council then resolved in principle for SPC to fund a replacement 'A Fairtrade Village' sign should B&NES Council relocate the Saltford sign posts. SPC

recognised that the purchase a replacement sign would need to await this action to be reassured that similar damage would not occur – nor risk to Health and Safety - following the purchase of any new sign. Following actions by B&NES Council, it was agreed that SPC would discuss sourcing a new sign, potentially with engagement with members of the Salford Fairtrade Group. Any spend would also be resolved at a future meeting.

15. RETIREMENT AND DISPOSAL OF ASSETS (OLD LAPTOP AND DAMAGED FAIRTRADE SIGN)

Further to item 14 (above), the Council resolved to retire and dispose of the damaged Fairtrade Village sign as no longer serviceable following permanent damage and subsequent removal. It was agreed that the sign would be offered to members of the Salford Fairtrade Group prior to disposal, and if refused, would dispose of the item.

The Council resolved to retain the old laptop (purchased 2012) but due to its low value (under £100 – estimated to be c.£60) remove it from the asset register. The Council recognised that though it was no longer serviceable for the purposes of the Parish Council that it could be of use to the community, and as such agreed to loan it to the Salford Community Association (following deletion of all data) for use by their volunteer(s) pending a loan agreement being signed between SPC and SCA to agree the terms of the loan.

16. REGISTER OF ASSETS

The Council reviewed its Register of Assets, a list of Salford Parish Council's items valued over £100.

Due to the remaining value of the remaining Fairtrade Village sign (Keynsham end of the village) it was agreed to remove it from the asset register but agreed that it would still be included in asset checking tasks.

The Council resolved to add SPC's new laptop to SPC's Register of Assets.

The Council resolved the asset register as final and to agreed to seek insurance quotes for agreement at the May meeting, based on the updated Register of Assets.

17. BIENNIAL INSPECTION OF ST MARY'S CHURCHYARD

The Council received and accepted the report from members of the Churchyard Working Group following the biennial inspection of St Mary's Churchyard in March 2025. No recommendations from members of the working group were made (further to those to be discussed under item 18, below).

18. UPDATE ON PENDING WORKS AND FOLLOWING SURVEY ON WALLS AT ST MARY'S CHURCHYARD

The Council received and considered the wall survey at St Mary's Churchyard as commissioned by Saltford Parish Council.

The Council agreed that the Churchyard Working Group would meet to discuss the report so that it could make recommendations to the Council, and that these may include agreeing priority actions, draft specifications for these actions, and consideration of the use of SPC's budget to fund any maintenance works.

It was resolved that any recommendations made by the working group would be discussed at a future meeting for the Council to resolve, including with regards to seeking quotes and any associated spend.

No further updates with regards to works on the small section of churchyard wall requiring repair were received.

(The Council voted to continue the meeting at 9:15pm, and resolved to close the meeting by 10pm).

19. OUTCOME - 25/00176/LAPRE SNAKE MEADOWS, BATH ROAD, SALTFORD

Cllr Phil Harding provided a summary following his attendance at the B&NES Council Licencing Sub-Committee hearing held in March, as noted under 10.C at the March meeting and following SPC's 'objection' comment as resolved under [Item 17 at the February 2025 meeting](#) (SPC response was based on information on the Licensing portal available at the time of the February meeting).

Cllr Harding shared that it had been an amicable and sensible hearing, with changes made by the event organisers in response to concerns and following their engagement with the police. These included that only advance tickets would be sold, under 16s would be accompanied by an adult, and right-hand vehicular access to/from the A4 would be prohibited. It had also been decided that only one licensable event per year would be permitted. The [minutes from the Licensing sub-committee](#) hearing were publicly available on the B&NES Council website should residents require more detail on the hearing and decision.

20. PARISH WALK 2025 – ROUTE TO INCLUDE NEW WESSEX WATER BRIDGE

The Council resolved to hold a 'Parish Walk 2025' – (although not a Saltford Festival year) – to enable residents to visit the newly opened Wessex Water bridge. It was shared that the volunteer walk leaders had offered to lead a circular walk on the evening Thursday 5 June (weather pending). The Council resolved to accept the risk assessment for the proposed route.

It was agreed that SPC would publicise the Parish Walk nearer the time of the event, and thanks were expressed by Councillors to the volunteers for offering to lead the

guided walk.

21. CLOSURE OF SPC'S 'X' ACCOUNT (FORMERLY TWITTER)

The Council resolved to permanently cease use of SPC's X account (formerly Twitter) due to low interaction coupled with consideration of use of SPC resource. It was acknowledged that SPC's Facebook interactions and number of followers was comparably a lot stronger (both accounts were opened at the same time) and that its Facebook page would continue to be used to share information. It was noted that SPC had also started using BlueSky.

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

Cllr Jon Godfrey stated that he would soon meet with the private donor who had offered to install a battery powered defibrillator at the Norman Road phone box, to discuss the progression of this aspect of the Norman Road Phone Box project.

23. PUBLICITY

Further to item 22 (above), the Council resolved the contents of SPC's next SCAN page and agreed to submit ahead of the 4 April end date.

24. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

It was shared that SPC had requested engagement with B&NES Council's EV Infrastructure Lead at the B&NES Council Parish Liaison meeting, which included raising that SPC continued to await contact from B&NES Council with regards to their proposals to introduce EV chargers at the Wedmore Road car park in Saltford.

25. DATA PROTECTION AND GDPR UPDATES

Cllr Jon Godfrey confirmed that SPC was in the process of observing aspects of its Documentation Retention Policy and that Councillors had been informed.

The meeting closed at 9.25pm.

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

Signed.....

Next SPC meeting:

The next scheduled ordinary full council meeting will place at 7:15pm on Tuesday 6 May 2025 in the Avon Room at Saltford 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 April 2025
 – for authorisation by the Council at its meeting on 1 April 2025.

Description	Amount	Method	Budget heading
April staff costs total inc. salary, pension, HMRC tax and National Insurance	3000 estimate, 3200 maximum	Online BACS	Office staff
April SCA Hall hire	50 estimate 60 maximum	Online BACS	Hall hire
April inTouch Communications Ltd phone system	27 (+ VAT) estimate 35 (+ VAT) maximum	Direct Debit	General Administration
April Ambience Landscapes churchyard maintenance	190 (inc VAT) estimate 210 (inc VAT) maximum	Online BACS	Churchyard Maintenance
April monthly One Drive	2 (inc VAT) 3 max	Direct Debit	General Administration
April stationary, IT supplies, printing & postage + as appropriate for business continuity	20 estimate 200 max	Online BACS / Clerks expenses	General Administration
April 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: 25/03/25 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 1 April 2025.

SIGNED.....
 CHAIR / VICE-CHAIR

DATE:.....

Business Instant Access account	£54,521
Cash	£0
TOTAL CURRENT BALANCE	£58,968

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