



SALT FORD PARISH COUNCIL

Minutes of the extra ordinary meeting of the Council held in the Avon Room at Saltford Hall on Tuesday 3 December 2024 at 7.15pm

PRESENT

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

Officer: Lottie Smith-Collins.

It was recorded that there was a short delay to the start of the meeting.

1. MINUTES

The Council resolved to accept the draft minutes of the Full Council meeting held on 5 November 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 Cllrs Shayan Aziz, Julie Austwick, Emma Hughes and Sally Turner.

3. DECLARATION OF INTERESTS

Cllr Phil Harding declared an interest in Item 11.c 'Financial Matters - Saltford4Nature grant application'. Cllr Harding shared that the creation of Saltford4Nature had been supported by Saltford Environment Group, of which he was the Chair. Cllr Harding stated that he would not vote on the item.

4. REPORT FROM B&NES WARD COUNCILLORS

A B&NES Ward Councillor for Saltford shared that the Saltford B&NES Ward Councillors December 2024 report had been circulated to SPC Councillors in advance of the meeting. (A copy of the report could be requested by contacting Saltford's B&NES Ward Councillors using information on the [B&NES Council website](#)).

The B&NES Ward Councillor summarised points on his report that he wished to raise to the attention of the Parish Council.

This included mention of B&NES Council's Transport Action Plan, about all transport schemes that B&NES Council was looking to deliver by 2027. Specific reference was made that a map would include 'install a central pedestrian island refuge on Bath Road (hill) A4 Saltford to facilitate safer crossing', but that it may show as not being funded and instead as 'to be progressed in the next three years'. The Ward

Councillor shared that they had contacted B&NES Council officers to request stronger commitment to be expressed for the scheme in Saltford.

5. PUBLIC TIME

There were 2 members of the public present.

No members of the public spoke during Public Time.

(Item 11.c 'Financial Matters - Saltford4Nature grant application' was discussed next).

6. CHAIR'S ANNOUNCEMENTS

Cllr Jon Godfrey, Chair of Saltford Parish Council, wished everyone present and all residents his best wishes on behalf of the Council for Christmas and New Year.

Cllr Godfrey shared that he and some other Councillors had been present at the Saltford Santa Dash 2024 on Sunday 1 December, following SPC having given a grant of £275 to support the event (resolved item 9.c, June 2024). Cllr Godfrey complimented the organising team and volunteers for their efforts and congratulated the c.800 people who participated in the Saltford Santa Dash.

Cllr Godfrey also expressed his thanks to the Saltford Scouts and everyone involved with Remembrance Sunday commemorations on Sunday 10 November. He added that he had been honoured to lay SPC's wreath on behalf of the community during the Act of Remembrance at Saltford's War Memorial, which had followed the service at St Mary's Church. Cllr Godfrey added that he had welcomed engagement with members of Saltford Scouts following the parade, including discussion about future Remembrance Sunday commemorations.

Cllr Godfrey shared that Keynsham Dial a Ride had invited SPC Councillors to their annual Christmas Party to be held on Saturday 7 December, and that he intended to attend.

7. CLERK'S ANNOUNCEMENTS

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

- **Flood warning signs on the highway:** Following roads in Saltford being flooded following Storm Bert, B&NES Council (the Highways Authority) had informed SPC that residents needed to contact its 'Council Connect' to inform B&NES Council of flooding on the highway to achieve 'FLOOD' warning signs in the village. SPC had since requested that B&NES Highways proactively display 'FLOOD' warning signs in advance on roads known to regularly flood, to deter drivers from driving through flooded areas, for safety and in consideration of nearby properties. SPC awaited a response.

- **Wessex Water AI App:** Following Wessex Water and B&NES Council's engagement with the River Avon Users Consultative Committee which was due to take place later in December, an update about progressing Wessex Water's Water Quality AI app for the River Avon in Saltford would likely be received as a presentation to the Parish Council in spring 2024.
- **Request to WECA re. cycle path adjacent to Keynsham Bypass:** SPC had received a holding 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'.
- **A4 Bath Road highway safety and events:** SPC had been informed by the B&NES Council Events Team that further to the owners of a field adjacent to the A4 holding events being in the process of creating a Traffic Management Plan in liaison with B&NES Council's Traffic Management Team, that the owners were now working on appointing a company to take on responsibility for managing the plans on event days also. The B&NES Council Events Team had added that they had requested an update from the field's owners with regards to planned events held in December 2024.
- **New B&NES Public Right of Way officer appointed:** SPC had been made aware that a new Public Rights of Way officer was in post, following the retirement in January 2024 of the previous officer who covered the Saltford area. Updates from the newly appointed officer about PROW matters in Saltford, as raised over the past year, were expected in due course.
- **B&NES Council Better Moorings Project Newsletter:** SPC had received a copy of B&NES Council's Better Moorings Project quarterly newsletter, and had been informed that it had been shared with some Saltford residents and publicly displayed in Saltford by the B&NES Council Better Moorings Project manager.
- **SPC - Christmas and New Year:** The SPC office would be closed over the festive and New Year period, and that details were on SPC's website under 'News'. The Clerk added that any correspondence received during this period would be responded to after Thursday 2 January 2024, and that there may be a delay in communications following this period.

8. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

Cllr Phil Harding, SPC link member for Saltford Environment Group (SEG) (and independently of SPC, Chair of SEG) shared that SEG had held its AGM on 18 November. The AGM had focussed on defending the Green Belt, and that members had expressed support for a sub-regional approach to housing development.

Cllr Gary Graveling, SPC lead contact for the Parish Council Airport Association (PCAA), shared that the 'Bristol Airport Masterplan Consultation to 2040' had opened, and that more information would be made available to PCAA members in due course should member councils wish to respond.

Cllr Dudley Bartlett, link member for Saltford Sports Club, shared that he had been

invited to a meeting to take place later in December. It was agreed should Cllr Bartlett not be available on the given date that Cllr Andy Rice would look to attend on behalf of SPC.

The Clerk shared that they had attended the Keynsham Area Forum AGM and meeting on 28 November, and that minutes from the meeting would be circulated once received and also made available on the B&NES Council website.

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

The Council discussed and agreed items for future agendas, as follows:

- To look to respond to the 'Bristol Airport Masterplan Consultation to 2040' following contact by the PCAA (see item 8, above).
- To look to respond to the consultation on the Draft Management Plan for the City of Bath and Great Spa Towns of Europe World Heritage Site (2024 to 2030)
- To discuss and resolve any updates to SPC's Grants Policy.
- To discuss and resolve a response - if any and in line with previous resolutions - to the author(s) of a letter and petition relating to WECA proposals to introduce bus lanes on the A4 Keynsham By-pass, as received in the post by some residents in November.

(See also Item 10.g under Planning Matters, below).

10. PLANNING MATTERS

a. Decisions and appeals

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

24/01826/FUL - 14 Manor Road Saltford BS31 3DL. Erection of a 2-bed dormer bungalow adjacent to No.14 Manor Road, including forming a new access onto Claverton Road. Dr Charlie Vivian

24/03190/FUL - 7 Beech Road Saltford BS31 3BE. Erection of a garage with store and landscape works. Mr Steve Jenkins

24/03262/FUL - 42 High Street Saltford BS31 3EJ. Demolition of existing garage and erection of garage on existing footprint. Erection of a staircase to the rear of the kitchen. Mr Callum Sheridan

The Clerk reported that the following applications have been REFUSED by B&NES Council:

24/03118/FUL - 31 Claverton Road Saltford BS31 3DW. Conversion of existing roof space into living space including raising ridge and eaves heights. Mrs E Donaghy

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

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

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 Fracapane

b. Planning contraventions

- i. No updates were received on matters that had been referred to B&NES Council regarding possible contraventions.
- ii. The Council received the following report about a new possible and/or reported planning contravention:

SPC had been made aware that a possible planning contravention at 49 Manor Road had been reported to B&NES Council's Planning Enforcement team and that B&NES Council's Enforcement Team in response had opened a case (ref. no. 24/00410/UNDEV). SPC understood that the possible planning contravention related to an external front garden wall recently built at the property.

- iii. Information from Planning Enforcement with regards to potential actions open to SPC and residents relating to possible planning breaches.

It was shared that SPC had been given guidance by B&NES Council, the Planning Authority, about how to monitor potential planning contraventions. SPC had been informed that most temporary changes of use of land were permitted for up to 28 days in any calendar year under Schedule 2, Part 4, Class B of the Town and Country Planning (General Permitted Development) (England) Order 2015.

SPC had been advised by B&NES Council that if it suspected that a change of use of land went beyond the permitted amount allowed under the act, and that it wanted B&NES Council to investigate, it would be helpful for SPC to keep a record of all events to submit once/if the change of use surpassed the permitted days as part of an enforcement complaint. This would allow B&NES Council to potentially set up a case to look into the matter in more detail.

c. Planning items of important or urgent information

Cllr Phil Harding, SPC Chair of Planning Committee, stated that he had shared SPC's Executive Summary response to the National Planning Policy Framework consultation with a member of West Lancashire Borough Council, who had recently been quoted on national media with regards to the importance of the protection of agricultural land from built development.

For reference, it was shared that B&NES Council had clarified that a Temporary Events Notice (TEN) was required by venues, as applied for through B&NES Council's Licencing Team, for events where there were to be alcohol sales or live entertainment.

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

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

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

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

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

24/04368/FUL - 7 Chestnut Walk Saltford BS31 3BG. Erection of two storey side extension and single storey rear extension following removal of existing garage and existing storey rear extension and conservatory. Mrs Uddin

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)

The Council received an update from members of the Planning Policy Working Group (PPWG) following a meeting with senior B&NES Council Planning Policy officers in early November about SPC's bid for landscape designation protection for 'Saltford South of the A4'.

PPWG members shared that they had been informed that B&NES Council had engaged a landscape architects consultancy to look at SPC's landscape designation

bids, including its reaffirmation paper, and also at B&NES Council's own approach to landscape designations. It was shared that members of the PPWG had welcomed this news at the meeting and offered SPC's services to assist in any information that the consultant engaged may require, specifically with regards to the [Landscape and Heritage Assessment of Saltford South of the A4](#) as created by SPC (resolved July 2024).

It was shared that members of the PPWG intended to meet with B&NES Council's Planning Policy officers early in the new year to progress SPC's bid for additional landscape protection at 'Saltford South of the A4', following B&NES Council's receipt of initial information from the landscape architects consultancy. Planning Policy officers stated that the final outcome of the consultancy work would be made available as part of the next Local Plan Options Consultation.

f. Meeting with MP for North East Somerset and Hanham regarding SPC's response to the Government consultation on the National Planning Policy Framework (NPPF)

It was shared that in early November members of SPC's Planning Policy Working Group had met with the Member of Parliament for North East Somerset and Hanham, as requested by SPC to discuss key points made by SPC in its response to the NPPF consultation. Councillors had raised at the meeting matters regarding the significant detrimental impact of building on Green Belt land, specifically Green Belt used for farming. The Member of Parliament had stated in response that a regional approach to residential building was required, and indicated that regional Mayors would be given a significant input into this matter under the new Government. The Member of Parliament advised SPC to contact the West of England Combined Authority Mayor (WECA) following the May 2025 elections to discuss this matter further.

g. Discussion about sub-regional approach to new housing in WECA area and to resolve whether to have as a future agenda item

The Council considered the Member of Parliament's suggestion that there was a strong need for a sub-regional approach to identify where new housing in the West of England should be located.

The Council resolved to have as a future agenda item (following the publication of the updated NPPF, due late 2024 / early 2025) to discuss and agree to support a sub-regional approach to house building and any associated actions, including any views on the creation of a new town (or 'garden city'), as an alternative to housing provision on Green Belt in the WECA area.

The Council also stated that they would consider as part of the item how any actions with regards to a sub-regional approach to house building, should support for this be resolved, could support or align with SPC's primary aim for landscape designation for Green Belt at 'Salford South of the A4'.

11. FINANCIAL MATTERS

- a. **Monthly Financial Report** – The Clerk presented the monthly financial report for November 2024, as recorded below. The report was considered and accepted by members.
- b. **Schedule of Expenditure** – The expenditure listed in the schedule for December 2024 as recorded below was authorised and the schedule was signed by the Chair of the meeting.
- c. **(Resolved following Item 5) Salford4Nature grant application** – The Council authorised a grant of £114 to Salford4Nature, towards the cost of items required to enable a frame to support plants at a community fruit garden, to be located adjacent to the Salford Memorial Garden (Budget: Environment - Misc Grants).
- d. **Consultancy fee to stonemason** – The Council authorised a spend of up to £75 to Will Feay for a maximum of two hours consultancy work to provide guidance to the Council about Churchyard Maintenance and specifically a view on the condition of the Churchyard Walls, ahead of SPC formally commissioning a survey of the Churchyard walls in spring 2025. (Budget: Special Churchyard Maintenance Projects).
- e. **iTeam Solutions website maintenance, support and minor works** – The Council authorised a spend of £296+VAT (total £355.20) to iTeam Solutions for a block purchase of four pre-paid hours for support and maintenance of SPC's website (Budget heading: Publicity).
- f. **Replacement (refurbished) SPC laptop** – The Council authorised a spend of up to £500, likely £489.99 (£408.33 + £81.66 VAT), to Cllr Jon Godfrey for a new laptop purchased on behalf of SPC. (Budget heading: Office equipment).
- g. **Society of Local Council Clerks (SLCC) membership** – The Council authorised expenditure of up to £300 to renew the Clerk's membership of the Society of Local Council Clerks for 2024 (Budget heading: Training).

12. SPC INITIATIVE TO FUND 'BLEED KITS' FOR ORGANISATIONS AND/OR BUSINESSES THAT OWN DEFIBRILLATORS IN SALT FORD

Following the Council's resolution in [September 2024 \(Item 14\)](#) to purchase up to four Community Bleed Kits to gift to local organisations and businesses (£800+VAT, Budget heading: Council Led Schemes), SPC considered applications for Community Bleed Kits as received from Saltford Golf Club and Saltford Sports Club.

The Council resolved to gift Community Bleed Kits to both organisations, and welcomed that both would be located on publicly accessible external walls and would be recorded on the Bleed Kit map.

The Council also resolved to purchase Bleed Kits on SPC's two ex-BT phone boxes, with the first attached to the defibrillator at the Bird in Hand Pub (High Street) with the owner's permission, and the second at the Norman Road Phone Box. It was noted that the Norman Road Phone Box 'standalone' Bleed Kit could be relocated in the future if required, should a 'limpet' model be appropriate once a defibrillator had been installed (also see Item 17, below).

It was noted that SPC's funded Community Bleed Kits would be purchased from the Avon and Somerset Bleed Kit Partnership, meaning that the Partnership would maintain and replenish the Community Bleed Kits when required and at no cost to the hosts or SPC.

13. GOVERNMENT CONSULTATION 'ENABLING REMOTE ATTENDANCE AND PROXY VOTING AT LOCAL AUTHORITY MEETINGS'

The Council considered the content of the Government's ['Enabling remote attendance and proxy voting at local authority meetings'](#) consultation.

The Council resolved not to submit a response from Saltford Parish Council, and instead that Councillors who wished to respond to the Government consultation independently could do so by the end date of 19 December 2024.

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

Further to item 11.d (above, if resolved) it was resolved that an onsite meeting with the stonemason would take place with Cllr Gary Graveling (plus others if available), with information acquired about the Churchyard Walls utilised to identify areas for potential works, which would help direct SPC's approach when seeking wall survey quotes. It was agreed that the outcome of the meeting with the stonemason may be discussed further at a future meeting, with spend and the appointment of any company or individual to carry out the survey to be resolved at a future meeting.

15. IMPACT OF EVENTS HELD IN SALTFFORD ON RESIDENTS, INCLUDING TRAFFIC AND PARKING (H&S AND ACCESS) ISSUES, AND NOISE ISSUES

The Council discussed the negative the impact of some events held by venues in Saltford during 2024, which included Health and Safety concerns which related to dangerous and/or hazardous parking and noise issues.

It was agreed that SPC would continue to raise Health and Safety concerns to the appropriate authorities if deemed appropriate and further to resident complaints being made directly to the appropriate authority.

16. MARKING 130 YEAR ANNIVERSARY OF THE ORIGINAL SALT FORD PARISH COUNCIL (2 JANUARY 2025)

The Council resolved to mark the 130 year anniversary of the first (historic) Saltford Parish Council by arranging an informal gathering and photo of current and former SPC Councillors and staff who wished to attend. It was agreed for the photo to take place near the location of the first SPC meeting in 1895. Cllr Jon Godfrey kindly agreed to supply the necessary photography equipment.

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

Further to information in Item 12 above (Bleed Kits), Cllr Jon Godfrey shared that he and the owner of the business who had offered to purchase and maintain a defibrillator on the phone box planned to meet in the near future, to progress Phase 2 of the Norman Road phone box to install a battery powered defibrillator.

18. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

The Clerk shared that SPC had contacted the newly appointed B&NES Council Electric Vehicle Infrastructure Lead to request a meeting at Wedmore Road Car Park to discuss the potential for public EV chargers. SPC's offer of support for the initiative was also shared with the B&NES Council officer.

19. DATA PROTECTION AND GDPR UPDATES

No updates were received.

20. RESOLUTION TO EXCLUDE ALL MEMBERS OF THE PRESS AND PUBLIC

As no members of the public remained at the meeting at the time of the item taking place, a resolution in accordance with Standing Order 3.d for the public to be temporarily excluded was not required, and the Chair moved to the next agenda item.

21. B&NES COMMUNITY AWARD 2024 NOMINATION

The Council resolved to nominate a member of the Saltford community for the [B&NES Council Community Awards 2024](#), under the Willson Volunteer of the Year category, to recognise the positive contribution made by the nominated individual both in Saltford and across Bath and North East Somerset. It was agreed that SPC would contact the person it wished to nominate for their permission, as required as part of the submission, and that SPC would make the nomination by the end date of 31 December 2024.

22. RESOLUTION TO ALLOW ALL MEMBERS OF THE PRESS AND PUBLIC TO REJOIN THE MEETING

Further to Item 20 (above) no resolution was required and the Chair moved to the next item on the agenda.

23. PUBLICITY

The Council agreed the contents of SPC’s next SCAN page (Jan/Feb 2025 edition, deadline 10 Dec).

The meeting closed at 9:10 pm.

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

Signed.....

Next SPC meeting:

The next full council meeting will place at 7:15pm on Tuesday 7 January 2025 in the Avon Room at Saltford Hall.

Business Instant Access account	£74,298
Cash	£0
TOTAL CURRENT BALANCE	£75,554

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