



SALTFORD PARISH COUNCIL

Tuesday 4 February 2025, 7:15pm
Avon Room, Saltford Hall

AGENDA

1. MINUTES

To receive, update if required, and confirm as a correct record the minutes of the meeting of the Council held on Tuesday 7 January 2025 (draft copy available on the [website](#) and on the screen).

2. APOLOGIES FOR ABSENCE

To report any apologies received by the Clerk for inability to attend this meeting.

3. DECLARATIONS OF INTEREST

To receive any declarations of Members' interests in any item on the agenda. *The Council's Code of Conduct defines where a Member has a declarable interest and the effects of declarable interests on participation.*

(Items 1-3: 5 minutes)

4. CHAIR'S ANNOUNCEMENTS

To receive any announcements from the Chair of the meeting.

(3 minutes)

5. PUBLIC TIME

In accordance with Standing Orders, to receive any addresses or statements by members of the public on an item (or items) on the Parish Council agenda. Members of the public may address the Council on items that include 'TO RESOLVE' only. Speakers are limited to three minutes per person.

(Up to 15 minutes, at Chair's discretion)

6. CLERK'S ANNOUNCEMENTS

To receive a summary of announcements and information from the Clerk, following circulation of the Clerk's Report to Councillors ahead of the meeting.

(3 minutes)

7. INFORMATION FROM B&NES COUNCIL SALTFORD WARD COUNCILLORS

For the Council to receive information from B&NES Council's Saltford Ward Councillors.

If present, for Ward Councillors to have the opportunity to comment to the Council on any 'TO RESOLVE' items on the agenda.

If present, Parish Councillors may ask B&NES Ward Councillors questions relating to the information shared or ask for comment on or information about item(s) on SPC's agenda.

(Should members of the public wish to ask questions of Ward Councillors this must be done outside of the meeting. To request information from B&NES Council Salford Ward Councillor/s, including information shared at the meeting, please contact B&NES Council Salford Ward Councillor/s directly – contact information is available on the [B&NES Council website](#)).

(Up to 10 minutes, i.e. 5 minutes per Ward Cllr, at Chair's discretion)

8. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

To receive reports from SPC's Link Members about external organisations.

(3 minutes)

9. FUTURE AGENDA ITEMS

Further to any items already proposed outside of the meeting, to receive any further suggestions for item(s), including associated actions and information, as proposed for future agendas by Councillors.

(3 minutes)

10. PLANNING MATTERS

a. Decisions and Appeals:

To note any decisions by B&NES Council and any appeals to the Planning Inspector made in respect of Salford planning applications.

b. Planning contraventions:

- i. To receive updates on matters which have been referred to B&NES Council, the Planning Authority, regarding possible contraventions of planning controls in Salford (if any).
- ii. To receive any reports of other new possible or reported planning contraventions, and if required to agree to discuss at a future meeting.

c. Planning items of important or urgent information:

Further to above, to receive any reports of important or urgent information related to planning matters (including planning policy).

To share important or urgent information received from B&NES Council (the Planning Authority).

d. Planning applications:

TO RESOLVE as a statutory consultee responses – if any - to the following planning applications in respect of which B&NES Council has invited comments (Further information is [available online](#) on the B&NES Council planning portal):

25/00259/FUL - 20 Beresford Close Saltford BS31 3HU. Erection of rear and side single storey extension. Mr and Mrs Hitchcock

25/00283/TCA - 36 High Street Saltford BS31 3EJ. T1 Cotoneaster Cornubia - coppice to ground level. T2 Silver Birch, Betula Youngii - trim branches of 2.5m over the path. T3 Magnolia Grandiflora - trim by 750mm on both sides. Trim top by 750mm. Peter Philips

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

e. SPC's LETTER 'NEW HOUSING WITHOUT COMPROMISING FOOD SECURITY AND NATURE' TO DEPUTY PRIME MINISTER - TO RESOLVE to accept the contents of SPC's draft open letter 'New housing without compromising food security and nature' as SPC's resolved view, including to raise SPC's concerns that the Government's planning policy for building 1.5 million new homes has potential to cause considerable long-term harm to the nation's food security, economy and natural capital, and to request that the Government take action so that Green Belt and farmland can be protected from future development (Draft copy including annex available on Cllrs SharePoint). Key points in the draft letter include:

- i. To submit an explanation (annex to the letter) detailing SPC's cause for concern and why there is no need or justification for building any new homes, including affordable homes, that the nation needs on the Green Belt and/or farmland, and the considerable long-term harm such development would cause to the nation's food security leading to future hardship and food poverty for those on lower incomes, as well as harming the economy and natural capital.
- ii. To request the Government make an unequivocal policy statement that overrules any interpretation of the National Planning Policy Framework (NPPF, December 2024) and related planning policies that "*no previously developed land in the Green Belt and/or farmland during the current Parliament shall be permitted planning permission, including on appeal to the Secretary of State, for building new homes to meet national or local housing targets set by HM Government or Local Planning Authorities*" and that existing planning permissions for new housing developments that remain unbuilt (one million according to www.planningportal.co.uk, 5.12.2024), should be completed or well advanced by 2029, with steps taken by Government, as necessary, to make that happen.

Further, TO RESOLVE to publicly make the case to local and central government and others that there is no need or justification to build new housing on the Green Belt or farmland (Draft list and cover letter / information on Cllrs SharePoint). Specifically:

- iii. To send the letter to the Deputy Prime Minister Angela Rayner via Dan Norris MP (NE Somerset & Hanham) with supporting information as appropriate, including to request that Dan Norris MP make representations on behalf of Saltford Parish Council to the Deputy Prime Minister and to Steve Reed MP, Secretary of State for Environment, Food and Rural Affairs, and other MPs as appropriate.
 - iv. To share SPC's letter with the Leader of B&NES Council (c.c. Saltford B&NES Ward Councillors) and to include a cover letter with supporting information as appropriate to request that B&NES Council make a similar and supportive representation to the Deputy Prime Minister asking her to seriously consider supporting the request of Saltford Parish Council's letter.
 - v. To share a copy of SPC's letter with the President of the National Farmers' Union (NFU), and/or the President of CPRE (c.c. Director of CPRE Avon and Bristol), including a cover letter to request that the NFU and/or CPRE make a similar and supportive representation to the Deputy Prime Minister asking her to seriously consider supporting the request of Saltford Parish Council's letter.
 - vi. To share a copy of the letter with Keynsham Town Council.
 - vii. To share a copy of the letter with national media (including, for example, The Times, Telegraph, Guardian, and the BBC including Countryfile, etc.).
- f. **VIEW ON SUB-REGIONAL APPROACH TO NEW HOUSING IN THE WEST OF ENGLAND COMBINED AUTHORITY (WECA) AREA** - Further to SPC's meeting with Dan Norris MP in November 2024 and his suggestion that there was a strong need for a sub-regional approach to identify where new housing in the West of England Combined Authority area should be located, as resolved under 10.g at the December 2024 meeting:

TO RESOLVE the Council's view on whether there is a strong need for a sub-regional approach to identify where new housing in the WECA area should be located

and

TO RESOLVE the Council's view on the creation of a new town (or 'garden city') in the WECA area if statutory housing targets set by Government continue to require a significant new housing provision for the WECA area that cannot be absorbed by existing brownfield land with access to employment and services including transport or other means that meet sustainable development criteria.

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

Further to the actions above under items 10.e and 10.f (if resolved) to receive an update from members of the Planning Policy Working Group about SPC’s bid for landscape designation protection for ‘Saltford South of the A4’.

To update on any future planned meetings to progress SPC’s bid for additional designated landscape protection at ‘Saltford South of the A4’.

(Planning Matters - 25 minutes)

11. FINANCIAL MATTERS

a. **Monthly Financial Report** – To receive the monthly financial report for January 2025 (report is also available on the [Meetings – Agendas and Minutes](#) page of the website).

b. **Schedule of Expenditure** – TO RESOLVE to authorise all regular payments made or to be made during February 2025 as listed on the schedule of expenditure (the schedule is also on the [Meetings – Agendas and Minutes](#) page of the website).

c. For the purposes of the minutes, to note that spend to resolve is also under items 12 and 13, and that spend under the Scheme of Emergency delegation is to be reported under item 14.

(Financial Matters - 5 minutes)

12. CHURCHYARD GROUNDS MAINTENANCE MARCH 2025 TO FEBRUARY 2026 (INCLUDING TO RESOLVE SPEND)

TO RESOLVE a contractor to undertake the regular churchyard grounds maintenance for the year starting on 1 March 2024 according to the specification agreed in January. Quotes were invited from three companies. TO RESOLVE a spend of up to £6,080 + VAT (Budget heading: Churchyard Maintenance).

If agreed and if the quote to be accepted is above SPC’s Churchyard Maintenance budget for 2025/26, TO RESOLVE to exceed the ‘Churchyard Grounds Maintenance’ budget for the next financial year to accommodate agreed spend.

(5 minutes)

13. ST MARY’S CHURCHYARD WALLS SURVEY (INCLUDING TO RESOLVE SPEND)

TO RESOLVE to accept a quote and to commission a company to undertake the survey of the churchyard walls belonging to St Mary’s Church, Saltford. Quotes have been invited from four companies.

TO RESOLVE a spend of up to £1950 + VAT for the Churchyard walls survey (Budget heading: Special Churchyard Maintenance Projects).

If agreed, if the quote accepted exceeds SPC's Special Churchyard Maintenance Projects budget for 2024/25, TO RESOLVE to exceed the 'Churchyard Special Maintenance Project' budget to accommodate agreed spend.

Also, to receive guidance and feedback (if any) following an on-site meeting with the stonemason.

(5 minutes)

14. USE OF SCHEME OF EMERGENCY DELEGATION - CHURCHYARD WALL MAINTENANCE WORKS (INCLUDING TO ACCEPT EMERGENCY SPEND ON URGENT CHURCHYARD WALL WORKS UNDER THE SCHEME OF EMERGENCY DELEGATION)

Following the Parish Clerk's consultation with the Chair and members of the Council, to record the use of SPC's Emergency Scheme of Delegation for spend on urgent wall works at St Mary's Churchyard, following the collapse of a section of wall as reported at the January 2025 meeting (Item 21). To receive relevant information about use of delegated powers with regards to SPC's Safety Maintenance responsibilities from the Clerk. To accept an agreed spend of £1750 (Budget: Churchyard Special Maintenance Projects) for maintenance work to the section of collapsed churchyard wall, with works to be carried out by Stonemason Will Feay. (Accepted quote available on Cllrs SharePoint).

TO RESOLVE to exceed the 'Churchyard Special Maintenance Project' budget for the current financial year to accommodate agreed spend if required.

To receive an update on any further actions regarding wall maintenance matters and tree works at St Mary's Churchyard.

(5 minutes)

15. USE OF SCHEME OF EMERGENCY DELEGATION – WESTERN GATEWAY DRAFT STRATEGIC INVESTMENT PLAN (SIP) CONSULTATION

Following the Parish Clerk's consultation with the Council, to record the use of SPC's Emergency Scheme of Delegation to resolve SPC response to the Western Gateway Draft Strategic Investment Plan (SIP) consultation (end date: 2 February 2025) specifically with regards to priority 25 'Bus corridor package in Bath'.

(5 minutes)

16. B&NES COUNCIL LICENSING CONSULTATION – REVIEW OF STATEMENT OF LICENSING POLICY UNDER THE LICENSING ACT 2003

TO RESOLVE a response to B&NES Council's 'Review of Statement of Licensing Policy' consultation, as required by the Licensing Act 2003, to support B&NES Council's aim to ensure that the policy is comprehensive and supportive of both local and national strategies. Information along with the facility to submit comments is available on the B&NES Council website at <https://www.bathnes.gov.uk/revision->

[statement-licensing-policy-public-consultation](#) (End date: 28 February 2025).

SPC notes that responses will be reported to the Licensing Committee later in 2025, with the matter then referred to B&NES Council's Full Council for a decision.

(5 minutes)

17. SNAKE MEADOWS, BATH ROAD, SALTFORD BS31 3JS - APPLICATION FOR LICENCE FOR PERFORMANCE OF LIVE MUSIC (OUTDOORS), PERFORMANCE OF RECORDED MUSIC (OUTDOORS) AND SALE OF ALCOHOL (LICENCING APPLICATION REFERENCE 25/00176/LAPRE) INCLUDING ATTENDANCE OF UP TO 2000 PEOPLE PER EVENT

TO RESOLVE a response to the B&NES Council Licensing consultation for a New Premises Licence at 'Snake Meadows, Bath Road, Saltford BS31 3JS - Licensing Application Reference: 25/00176/LAPRE' (application available to view and for submission of comments via the [B&NES Council Licencing portal](#), as located by selecting date range '20/01/2025 to 26/01/2025' and 'Ward: Saltford').

The licence application lists the following activities:

- Performance of Live Music (Outdoors) Saturday, 10:30 to 23:00
- Performance of Recorded Music (Outdoors) Saturday, 10:30 to 23:00
- Sale of Alcohol Saturday, 10:30 to 23:00

Further Information on the application form includes a general description of the premises as follows: *'The premises consist of an outdoor site with a double gated sloped entrance, intended to host an annual festival on two separate occasions per year, each occurring on a Saturday. The event will feature live performances by tribute bands... There will also be a hot air balloon display. Attendance is expected to be no more than 2,000 people per event, with activities operating exclusively on the designated Saturdays'*.

A site plan is also available on the B&NES Council Licencing portal.

Last date for representations via the B&NES Council Licencing portal is 17/02/2025.

(5 minutes)

18. LETTER TO LEADER OF B&NES COUNCIL REGARDING LIBERAL DEMOCRAT LETTER AND PETITION TO SALTFORD RESIDENTS ABOUT A4 BUS LANES ON KEYNSHAM BYPASS

TO RESOLVE action(s) and/or response – if any – following receipt of a letter and petition by Saltford residents addressed from the Leader of B&NES Council as sent by the BathNES Liberal Democrats titled 'Say 'NO' to 24/7 bus lanes in Saltford'.

To note that the letter and petition was received by post in November 2024, and sought Saltford resident support for the BathNES Liberal Democrat's proposal for peak-time only bus lanes on the Keynsham Bypass, with 'local traffic' permitted to use the proposed bus lanes during off-peak periods. (A copy of the letter and petition

is available on Cllrs SharePoint).

To note (for clarity of the item) that the proposed bus lanes referred to in the title of the letter/petition are not in Saltford itself, with the letter contents relating to proposed bus lanes on the A4 Keynsham Bypass. For context, the BathNES Liberal Democrat's letter and petition was sent following the West of England Combined Authority's (WECA) proposals to introduce bus lanes on the A4 Keynsham By-pass, as detailed in the WECA public consultation of 21 August to 1 October 2023. SPC resolved its response to the WECA 'A4 Bath to Bristol' consultation at its [September 2023 meeting \(Item 9\)](#).

(5 minutes)

19. ASSET CHECKING OUTCOMES

To receive any outstanding reports on asset checking.

To receive and TO RESOLVE any actions arising from asset checking, including seeking quotes for any works required. Spend (if required) to be agreed at a future meeting.

(5 minutes)

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

To receive a report from the Working Group 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.

(5 minutes)

21. PUBLICITY

To discuss ideas for the contents of SPC's upcoming SCAN page (10 February deadline).

(3 minutes)

22. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

To receive any updates and information about environmental initiatives in Saltford.

(3 minutes)

23. DATA PROTECTION AND GDPR UPDATES

To receive an update on progress for data management and GDPR compliance.

(3 minutes)

[CLOSE OF MEETING]