



SALTFORD PARISH COUNCIL

Tuesday 6 May 2025, 7:15pm

Avon Room, Saltford Hall

AGENDA

1. ELECTION OF CHAIR

To elect a Chair of the Council for the year 2025/26. Upon his/her/their election, the Chair to sign a Declaration of Acceptance of that Office.

2. ELECTION OF VICE-CHAIR

To elect a Vice Chair of the Council for the year 2025/26. Upon his/her/their election, the Vice Chair to sign a Declaration of Acceptance of that Office.

3. MINUTES

To receive, update if required, and confirm as a correct record the minutes of the meeting of the Council held on Tuesday 1 April 2025 (draft copy available on the [website](#) and on the screen).

4. APOLOGIES FOR ABSENCE

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

5. 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.*

6. GENERAL POWER OF COMPETENCE

To resolve that SPC meets the criteria to adopt the [General Power of Competence](#) and, as eligible, to resolve to adopt the General Power of Competence.

(Items 1-6: 10 minutes)

7. 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)

8. CHAIR'S ANNOUNCEMENTS

To receive any announcements from the Chair of Saltford Parish Council.

9. 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.

10. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

To receive reports from Link Members about external organisations.

(Items 8-10: 10 minutes)

11. INFORMATION FROM B&NES COUNCIL SALTORD 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, and Parish Councillors may ask B&NES Ward Councillors questions relating to information shared or item(s) on SPC's agenda.

(Ward Cllrs do not take questions from the public during SPC meetings. To request information from B&NES Council Saltford Ward Councillor/s, including information shared at the meeting, please contact B&NES Council Saltford Ward Councillor/s, see [B&NES Council website](#)).

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

12. FUTURE AGENDA ITEMS

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

(3 minutes)

13. CREATION OF SPC COMPLAINTS COMMITTEE

To RESOLVE to create a SPC Complaints Committee, to address any complaints received with regards to procedures and administration (further to any response from the Parish Clerk if requested), to meet as-and-when required.

To RESOLVE that all members will be appointed to the committee and that the number of members to form the committee should it be required to meet as three members, where possible to include the Chair and/or Vice Chair.

(3 minutes)

14. APPOINTMENT OF COMMITTEES AND WORKING GROUPS AND MEMBERSHIP THEREOF

To agree the formation of committees and working groups and the membership of those committees and working groups for the year 2025/26.

- Planning Committee, comprising seven councillor members.

- Staffing Committee, comprising four councillor members.
- Churchyard and Allotments Working Group, comprising four councillor members and up to two public members.
- Transport Working Group, comprising seven councillor members
- Complaints Committee, comprising of all councillor members with three members required for the committee to meet.
- Local River Side Working Group, comprising of at least two councillors and a members of the public (likely to be a Saltford B&NES Ward Councillor).
- Planning Policy Working Group, comprising of four councillor members
- SPC Phone Boxes Working Group, comprising of three members.

Each committee will elect its Chair (and Vice Chair, if required) at its first meeting, unless elected at the meeting.

Working groups will elect their Chair if required (and Vice Chair, if required) at their first meeting.

(5 minutes)

15. DATES OF ORDINARY MEETINGS OF COUNCIL AND COMMITTEE MEETINGS

To agree the dates on which Full Council and SPC committees will meet for the year 2025/26. All ordinary meetings are intended to take place on Tuesdays starting at 7.15pm unless otherwise stated. When the full Council meets it acts as the Planning Committee and includes Planning Matters. The Planning Committee meets additionally in August if required and otherwise if necessary. The Staffing Committee and any sub-committee meet when necessary. Meetings will be held at Saltford Hall where possible, usually the Avon Room if available and unless otherwise stated.

Proposed dates are as follows:

- 3 June 2025
- 1 July 2025
- 2 September 2025
- 7 October 2025
- 4 November 2025
- 2 December 2025 (note: with a closed meeting for informal budget discussion at 6.30pm)
- 6 January 2026
- 3 February 2026
- 3 March 2026
- 7 April 2026
- 5 May 2026 (also known as the Annual Parish Council Meeting)

The date for Planning Committee was agreed as follows:

- 5 August 2025 (if required)

16. PLANNING MATTERS

a. Election of Planning Committee Chair and Vice-Chair – To elect a Chair and Vice Chair of the Planning Committee for the year 2025/26.

b. Decisions and Appeals:

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

c. Planning contraventions: Saltford Parish Council may, as can any member of the public, raise to the attention of the Planning Authority (B&NES Council) an enquiry with regards to a possible planning contravention. SPC may raise enquiries about what may be a potential breach if the Council views it as a significant or 'village-wide' concern (e.g. the Parish Council does not generally raise any possible minor infringements).

- i. To receive any updates on matters which SPC is aware have been referred to B&NES Council, the Planning Authority, regarding possible contraventions of planning controls.
- ii. To receive any reports of other new possible planning contraventions. TO RESOLVE to raise an enquiry with the Planning Authority (B&NES Council) about any new possible planning contraventions raised at the meeting.

d. Planning items of important or urgent information:

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

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

e. Planning applications:

- i. TO RESOLVE as a statutory consultee responses 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):

25/01223/FUL - 18 Beech Road Saltford BS31 3BE. Erection of single storey side extension following demolition of existing conservatory. Mr & Mrs Norman James

25/01405/VAR - Rosemere Homefield Road Saltford BS31 3EQ. Variation of condition 6 (Plans List (Compliance)) of application 24/00958/FUL (Erection of single storey front and rear extensions, internal refurbishment works, new corner windows to the master bedroom and sitting room, new detached garage and workshop building, external landscaping works and detached gatehouse). H Franklin

25/01423/VAR - 7 Beech Road Saltford BS31 3BE. Variation of condition 24/03190/FUL (Erection of a garage and landscape works). Mr Steve Jenkins

- ii. TO RESOLVE responses to any other planning consultation(s) received on or since the date the notice of the meeting was displayed, or TO RESOLVE that the Clerk in consultation with Councillors will determine any other planning consultation responses received on or since the date the notice of the meeting was displayed using delegated powers, both only in instances if the end date to respond to a planning consultation is prior to the date of the next meeting and a time extension has not been permitted. B&NES Council is the Planning Authority, details of applications including public consultation dates can be found on the [B&NES Council Planning Portal](#).

f. UPDATE FOLLOWING SPC PUBLIC LETTER ‘NEW HOUSING WITHOUT COMPROMISING FOOD SECURITY AND NATURE’ TO THE DEPUTY PRIME MINISTER ANGELA RAYNER MP

To receive information following [SPC’s public letter to Angela Rayner MP](#), and as raised to the attention of the Leader of B&NES Council, and others as listed under February 2025 Item 10.e.

TO RESOLVE a view following a letter received via the office of Dan Norris MP from Baroness Taylor of Stevenage, Parliamentary Under-Secretary of State for Housing and Local Government, following SPC's request to Dan Norris MP to make representations on its behalf. To agree to share a copy of the letter on SPC's website (including any redactions if required) along with SPC's view on its contents.

Following a response from Cllr Kevin Guy, Leader of B&NES Council, TO RESOLVE to meet with Cllr Kevin Guy to discuss the matters raised in SPC's public letter to the DPM and to resolve a view on any other matters in his response.

TO RESOLVE further actions in relation to SPC's [open \(public\) letter to Angela Rayner MP](#), if any.

g. SUPPLEMENTARY EVIDENCE REPORT: ‘LOCALLY DISTINCTIVE HISTORIC FIELDS SOUTH OF MONTAGUE RD / MANOR RD, SALTFORD SOUTH’ PAPER

TO RESOLVE to adopt the Supplementary Evidence Report titled ‘Locally Distinctive Historic Fields South of Montague Rd/Manor Rd, Saltford South’, as a support document to SPC's ‘Landscape and Heritage Assessment of Saltford South of the Bath Road (A4)’ as resolved July 2024. (Draft document available on Cllrs SharePoint).

If agreed, TO RESOLVE to also adopt the ‘PPWG Supplementary Evidence Report (March 2025) – ANNEX’, as produced as a pictorial record to support the ‘Locally Distinctive Historic Fields South of Montague Rd/Manor Rd, Saltford South’ paper.

The supplementary report on the 'Historic Fields area' and annex paper highlights areas and features specific to this area of Saltford South that exhibit characteristics which contribute to the distinctiveness of the village of Saltford. The documents have been produced to support SPC's landscape designation request for additional protection in the area referred to by SPC as 'Saltford South of the A4'.

TO RESOLVE to send a copy of both documents to the B&NES Council Planning Policy team and TO RESOLVE to request to meet with the B&NES Council Planning Policy team to discuss the paper and annex.

To agree to add a copy of the paper and annex to the 'Key documents' section of SPC's ['Protecting Saltford's Green Belt'](#) page.

h. PLANNING POLICY: SPC REQUEST FOR 'SALTFORD SOUTH OF THE A4' LANDSCAPE DESIGNATION BY B&NES COUNCIL (AGLV OR LOCAL GREEN SPACE)

Further to Items 16.f and 16.g (above), 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', if any.

To consider relevant information related to SPC's request to gain additional protection for Saltford's Green Belt (if any) and associated actions to be considered by the Planning Policy Working Group.

(Planning Matters - 25 minutes)

17. FINANCIAL MATTERS

- a. **Monthly Financial Report** – To receive the monthly financial report for April 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 May 2025 as listed on the schedule of expenditure (the schedule is also on the [Meetings – Agendas and Minutes](#) page of the website).
- c. **Internal audit of 2024/25** – To receive the report and AGAR certificate of the internal audit of 2024/25 and to note that no concerns or recommendations have been made (if the report has been received by the time of the May meeting).
- d. To confirm display of the internal audit report on SPC's website in accordance with Joint Panel on Accountability and Governance (JPAG) recommendations for 2025 (if the report has been received by the May meeting).
- e. **BDO LPP Conflict of interest form** – To RESOLVE and confirm if there

are any conflicts of interest and to complete the contents of SPC's BDO LPP Conflict of Interest form, as required for submission as part of the external audit, and for the Chair and Clerk to then sign the form.

- f. **Annual Governance and Accountability Return (AGAR) 2024/25: Annual Governance Statement** – To RESOLVE acceptance of and for the Chair to sign the Annual Governance Statement 2024/25 (Section 1 of AGAR in Cllrs SharePoint).
- g. **Annual Governance and Accountability Return (AGAR) 2024/25: Annual Accounting Statements** – To RESOLVE acceptance of the Annual Accounting Statements and the Chair to sign the Annual Accounting Statements 2024/25 (Section 2 of AGAR in Cllrs SharePoint).
- h. **NALC and ALCA membership (subscription renewal)** – To RESOLVE expenditure of £922.29 total for the Council's subscription to the National Association of Local Councils (NALC) and the Avon Local Councils' Association (ALCA) for the financial year 2025/26 (NALC subscription fee £282.14 and ALCA subscription fee £640.15) (Budget heading: Training).
- i. **Council Insurance** – To RESOLVE a spend of up to £1000, likely c.£500, from Zurich Municipal for the Council's insurance policy starting 1 June 2024. Available information on Cllrs SharePoint. (Budget: Insurance).
- j. **Membership of the Parish Councils Airport Association (PCAA)** – To RESOLVE a spend of up to £110, likely £95 for annual membership of PCAA (Budget: Subscriptions).
- k. **SCA SCAN grant application** – To RESOLVE on receipt of a grant application to SPC whether to award Saltford Community Association (SCA) a grant of £500 towards the costs of the Saltford Community Association Newsletter (aka S.C.A.N.). (Budget: Publicity).

(Financial Matters - 15 minutes)

18. SALTORD ANNUAL PARISH MEETING (APM) AND 'THE BIG THANK YOU 2026' EVENT (LATTER AS CO-HOSTED WITH SCA) – INCLUDING SPEND

To RESOLVE a preferred date for the Annual Parish Meeting, as hosted by Saltford Parish Council, likely on one of the following dates in 2026: Friday 13, Friday 27 or Saturday 28 March 2026. If possible, to confirm a date.

TO RESOLVE to co-host 'The Big Thank You 2026' with SCA to take place immediately after the APM, and if agreed TO RESOLVE a spend of up to £500 for costs towards food and hall hire for the APM and 'Big Thank You 2026' event (Budget: Council Led Schemes).

(5 minutes)

19. APPOINTMENT OF LINK MEMBERS FOR OUTSIDE BODIES

To appoint Members and staff to link with external organisations for the year 2025/26.

- B&NES Parishes Liaison (usually Chair and Clerk, and any other members who may wish to attend)
- Connecting Communities Keynsham Area Forum (usually Chair and Clerk, and any other members who may wish to attend)
- B&NES area Avon Local Councils Association (ALCA) (usually Clerk)
- Salford Community Association
- Salford Sports Club
- River Avon Users Consultative Committee (RAUCC)
- Salford Environment Group
- Salford Business Network
- Salford Fairtrade Group
- Parish Councils Airport Association (Contact point rather than Link Member)
- Bristol East Fringe Cycling & Walking Group (Contact point rather than Link Member)

(5 minutes)

20. POLICY OVERVIEW REVIEW FOR 2025

To discuss and RESOLVE to accept (to include any changes made at the meeting) the following draft policy overview for Salford Parish Council dated May 2025:

Salford Parish Council endorses the need to respond to the climate and ecological emergencies. SPC's decisions and policies will take account of whether they are good for the climate, the ecology of Salford including a cleaner, safer river for wildlife and users. SPC resolved in March 2024 that the landscape surrounding Salford is an Area of Great Landscape Value; SPC is therefore strongly in favour of protecting the Green Belt and the landscape surrounding Salford from development including from a road bypass (that would be infilled with housing).

SPC is also in favour of reopening the railway station on the existing site, but only on the basis that a new Salford station would be accompanied with incontestable planning safeguards to ensure that any reopened station in the village would not lead to development on any of Salford's Green Belt (including that recognised by SPC as an Area of Great Landscape Value). The Parish Council is resolute that Salford - as a rural village – has already undergone significant housing growth since the 1950s, more than doubling in size, and that a new Salford Railway Station should be established to serve and support the existing community.

SPC wants Salford to continue to be an inclusive and caring community, supporting Fairtrade principles.

(5 minutes)

21. UPDATE TO SPC STANDING ORDERS

To comply with new procurement legislation and to ensure consistency with SPC's Financial Regulations, and to better reflect Code of Conduct requirements, to RESOLVE to accept updates to SPC's Standing Orders in accordance with the new NALC model standing orders. (A draft copy of SPC's Standing Orders available on Cllrs SharePoint).

(5 minutes)

22. USE OF SCHEME OF EMERGENCY DELEGATION - FAIRTRADE SIGN ON ASSET REGISTER

To report the use of the Scheme of Emergency Delegation in consultation with Councillors, to re-add the remaining 'A Fairtrade Village' sign to the Asset Register prior to the Council having sought insurance quotes.

TO RESOLVE the revised asset register as final (copy available on Cllrs SharePoint).

(5 minutes)

23. SCHEME OF EMERGENCY DELEGATION – ANNUAL REVIEW

The Scheme of Emergency Delegation is reviewed annually. To RESOLVE to review and accept proposed updates and to re-adopt SPC's Scheme of Emergency Delegation (draft copy available on Cllrs SharePoint).

(5 minutes)

24. CLOSURE OF SALTFORD PUBLIC FOOTPATH (PUBLIC RIGHT OF WAY) BA27/47 SINCE c. OCTOBER 2023

SPC recognises that Public Right of Way (PROW) footpath BA27/47 located South East from the direction of The Shallows highway is part of the official network of Public Rights of Way in the area, meaning the public have a legal right to use it. If a path needs to be changed or diverted, SPC has been informed by the authority responsible for PROW (B&NES Council) that this requires a legal process which includes public consultation, including with the Parish Council.

Following the closure of access to the Public Right of Way in c. October 2023 and the opening of an alternative route as a permissive path nearby (with no legal right of way), of which B&NES Council's PROW team were aware at the time, and with no action by B&NES Council nor any legal diversion consulted on since (to the Parish Council's awareness), to RESOLVE to formally request that B&NES Council act according to their responsibilities and to request both Saltford B&NES Ward Councillors support SPC to achieve a response to the Parish Council.

To RESOLVE to raise a formal complaint to B&NES Council should action or engagement on this matter not take place by the responsible authority within six weeks.

It is noted that the section of PROW BA27/27 currently closed to the public is in, and/or marks, the boundary of the Salford Conservation Area, and is also located in Salford's Green Belt.

(5 minutes)

25. WECA VIEW ON A4 BATH TO BRISTOL CORRIDOR, SPECIFICALLY A4 KEYNSHAM BYPASS

Following the WECA Mayor elections on 1 May, to RESOLVE to request to WECA that it provides to SPC a conclusive decision on whether proposals for bus lanes (of any period / type) on the A4 Keynsham Bypass continue to be considered by the authority.

To RESOLVE to request an update from WECA with regards to any other proposals for the A4 Bath to Bristol Corridor, as shared in the WECA consultation of autumn 2023, specifically those relating to the area A4 between the Hicks Gate and The Globe Roundabouts, including any residential areas in Salford and also with regards to the section of the Bristol to Bath Path in/near Salford.

To RESOLVE to request information from WECA as to when Parish Councils, Ward Councillors and other stakeholders will be invited for engagement with regards to proposals for the A4 Bath to Bristol Corridor. This follows SPC being invited to join a forum in July 2024 which was due to start in September 2024, with no further information received from WECA since.

(5 minutes)

26. UPDATE ON WORKS AND SURVEYS ON WALLS AT ST MARY'S CHURCHYARD AND DATE FOR CHURCHYARD INSPECTION

To receive an update with regards to any works or surveys (if any) at St Mary's Churchyard as commissioned by Salford Parish Council.

To arrange a date for the Churchyard and Allotments Working Group to meet to discuss any recommendations to present to the Council at a future meeting.

(5 minutes)

27. WICK HOUSE CLOSE ALLOTMENTS – VEGETATION

To discuss and to RESOLVE whether to seek a quote to remove vegetation at the Wick House Close allotment site, for which SPC has management responsibility.

(5 minutes)

28. LOAN OF OLD SPC LAPTOP TO AT SALTFFORD COMMUNITY ASSOCIATION'S (SCA) SALTFFORD HALL

To RESOLVE to accept and sign the agreement between SPC and SCA detailing the loan agreement of SPC's old laptop and its parts (value c.£60) to SCA for use by SCA's volunteers. (Draft document on Cllrs SharePoint).

(5 minutes)

29. ASSET CHECKING

To assign asset checking tasks. The asset checking procedure is a twice-yearly check, to be done by specified councillors and the Clerk, of the community assets for which the Parish Council has responsibility. (Further information on Cllrs SharePoint).

(5 minutes)

30. 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)

31. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

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

(3 minutes)

32. DATA PROTECTION AND GDPR UPDATES

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

(3 minutes)

[CLOSE OF MEETING]