



SALTFORD PARISH COUNCIL

Tuesday 3 June 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 6 May 2025 (draft copy available on the [website](#)).

2. APOLOGIES FOR ABSENCE

To report any apologies received by the Clerk for inability to attend this meeting. To RESOLVE to accept any apologies received for the 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 Saltford Parish Council.

(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 item(s) 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

To receive information from B&NES Council's Saltford Ward Councillors.

If present, for Ward Councillors to have the opportunity to comment on any 'to RESOLVE' item(s) on the agenda.

If present, Parish Councillors may ask B&NES Ward Councillors questions.

(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 Ward Councillor/s directly - information 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 Link Members about external organisations.

Further to the decision resolved on Link Member appointments at the May 2025 meeting under Item 19, following new information, to confirm the Parish Clerk as the contact point for the Parish Councils Airport Association (PCAA).

(3 minutes)

9. FUTURE AGENDA ITEMS

In addition to those submitted to the Clerk prior to the meeting, to receive further item proposals from Councillors, including any supporting information and recommended actions, to agree for inclusion on a future agenda.

(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: Salford Parish Council, as can any resident, can [report something to Planning Enforcement](#) (B&NES Council is the Planning Authority). Further information is available on [SPC's Possible Planning Contraventions](#) page.

- i. To receive any updates on matters which have been referred to B&NES Council, the Planning Authority, regarding possible contraventions of planning controls.
- ii. To receive reports of and/or to raise any new possible planning contraventions.

To RESOLVE to raise an enquiry with the Planning Authority (B&NES Council) about any new possible planning contraventions as raised at the meeting; Or, if preferred, to RESOLVE that a matter raised at the meeting be discussed as an item at a future meeting.

c. Planning items of important or urgent information:

- i. To receive an update following SPC's attendance at B&NES Council's Local Plan Pre-Options Engagement webinar for Parish Councils.
- ii. Further to Item 10.c.i, to receive any reports of important or urgent information related to planning matters, to include information received from B&NES Council (the Planning Authority).

d. Consultation(s) on planning applications in Saltford:

- i. **Planning applications (consultations) received ahead of the issuing of the meeting notice:** 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):

25/01551/FUL - 54 Uplands Road Saltford BS31 3HN. Erection of fence and shed (Retrospective). Mrs May Lan Ho

25/01910/FUL - 2 Grange Road Saltford BS31 3AR. Erection of single storey garage (retrospective). Mr James Mizen

- ii. **Planning applications (consultations) received following the issuing of the meeting notice:** If required, to RESOLVE a response(s) any planning consultations received to the Council since the publication of the meeting notice, provided that no time extension to the consultation response deadline has been granted by the Planning Authority; Or, to RESOLVE that the Clerk shall submit a response(s) to any such planning consultation(s) using delegated powers prior to the consultation end date. Details of planning applications can be viewed on the [B&NES Council Planning Portal](#).

e. MEETING REQUEST WITH WECA MAYOR, FOLLOWING SPC PUBLIC LETTER 'NEW HOUSING WITHOUT COMPROMISING FOOD SECURITY AND NATURE' TO THE DEPUTY PRIME MINISTER ANGELA RAYNER MP

At its [February 2025 meeting \(Item 10.e\)](#) Saltford Parish Council (SPC) resolved to write a public letter addressed to the Deputy Prime Minister, Angela Rayner MP, titled "[New housing without compromising food security and nature](#)". In its letter SPC requested that during this Parliament no planning permissions – to include appeals - be granted for new homes on undeveloped Green Belt or farmland to meet housing targets.

Following the West of England Combined Authority Mayoral (WECA) election (1 May 2025), to RESOLVE to send a copy of SPC's letter to WECA Mayor Helen Godwin. Also, to RESOLVE to request a meeting to discuss the WECA Mayor's view and response to SPC's letter, and to also seek the Mayor's views and intentions on future housing allocations and locations within the WECA area.

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

Further to Items 10.c and 10.e (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'.

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

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)

11. FINANCIAL MATTERS

- a. **Monthly Financial Report** – To receive the monthly financial report for May 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 June 2025 as listed on the schedule of expenditure (the schedule is also on the [Meetings – Agendas and Minutes](#) page of the website).
- c. **Office rent at Saltford Community PO & Library Hub** – To RESOLVE to authorise a payment of £1,500 to the Saltford Community PO & Library Hub for annual rent (until June 2026), according to the agreement held between SPC and the Saltford Community PO & Library Hub (Budget heading: Office rent).
- d. **Grant application from Saltford Santa Dash (2025 event)** – To consider an application to award grant funding of £370 to Saltford Santa Dash for their 2025 event, towards the costs of feather flags, field signage and high visibility workwear. To RESOLVE whether to award grant funding and, if resolved, the amount awarded (Budget line: Misc Grants).

(Financial Matters - 10 minutes)

12. WICK HOUSE CLOSE ALLOTMENTS – VEGETATION (INCLUDING SPEND)

To discuss and to RESOLVE whether to accept a quote from Ambience for £1,026.00 + VAT (Total: £1,231.20) (Budget: Allotments) to remove and dispose of overhanging vegetation from a neighbouring property adjacent to the Wick House Close allotment site, for which SPC has management responsibility.

(5 minutes)

13. UPDATE ON FOLLOWING SURVEY ON WALLS AT ST MARY'S CHURCHYARD PLUS CHURCHYARD TREE SURVEY

To receive and consider the wall survey at St Mary's Churchyard as commissioned by Salford Parish Council (copy of the walls survey on Cllrs SharePoint).

To discuss and RESOLVE whether to accept recommendations from the Working Group following receipt of the survey, and to discuss and agree how to achieve resolved actions based on available resource.

To RESOLVE to seek quotes for recommended works in 2025/26. Any decisions for spend on wall maintenance and/or repairs will be an item to resolve on a future agenda.

To RESOLVE to seek quote(s) for the inspection of trees at St Mary's Churchyard by a qualified arboriculturist, as carried out every three years, with any quotes received to be considered at a future meeting.

(10 minutes)

14. SALT FORD SIGN ON A4 BATH ROAD (BATH END OF VILLAGE)

To consider information received from B&NES Council on the damaged Salford sign as usually located at the Bath end of the village and as owned by B&NES Council (sign currently in B&NES Council storage).

To consider and to RESOLVE any of the following options (all or in part):

- Option 1: B&NES Council reinstalls their damaged sign at its existing location, slightly offset. B&NES to continue to be responsible for and to maintain ownership of the sign. SPC to decide whether to add its own replacement 'Fairtrade' sign to the existing sign posts, as a SPC asset, in consideration of damage that may occur to any new sign due to the location of the sign posts. (Option 1 could also be a holding measure should SPC look to proceed with Option 2 or 3).
- Option 2: SPC to enquire about costs for B&NES Council to move the existing sign posts and to use the existing (damaged) Salford sign at the new location, to avoid future damage to B&NES Council's 'Salford' sign, including to clarify that B&NES Council would still maintain and be responsible for the sign. SPC to look to pay to install a new 'A Fairtrade Village' sign below the relocated 'Salford' sign, as an SPC asset. In view of possible costs, to agree whether SPC would look to fund Option 2 in its entirety in 2025/26, or fund sign relocation in 2025/26 and a new Fairtrade sign in 2026/27.
- Option 3: SPC work with B&NES Council to replace, and enhance, its village boundary signage at either one or both ends of the village (possibly to include the new SPC logo, and a separately detachable 'A Fairtrade Village' sign on each). This would include the need for SPC to pay for new sign(s), signposts, and installation costs in their entirety. This option would also require SPC accept the responsibility for the sign(s) and posts, including ongoing maintenance and future replacement if required, as assets of the Council.

This option would also require consideration of the appropriate location(s) for any new signs, to prevent damage occurring to them. Should the Council view to proceed with Option 3, due to the time resource required of such an initiative and likely significant costs, should Option 3 be chosen, to agree to have on a future agenda the need for a Working Group to create a project plan and to make recommendations to the Council on how to proceed (and if relevant, to include costs information when budget setting for 2026/27).

(5 minutes)

15. UPDATE FOLLOWING ASSET CHECKING

To receive any updates from Councillors and staff following the biannual asset checking tasks as assigned at the May meeting.

To receive a summary following asset checking from the Clerk and to resolve any future actions or agenda items related to SPC's assets.

(5 minutes)

16. REQUEST FOR A VEHICLE WEIGHT AND/OR WIDTH LIMIT ON SALT FORD HIGH STREET AND SURROUNDING ROADS

B&NES Council will resurface High Street, Saltford, in August 2025.

To prevent the new surface structure from deteriorating, and due to the questionable suitability of the narrow road for use by large and/or heavy vehicles (including with consideration to safety, including pedestrian safety) to discuss and RESOLVE whether to request that B&NES Council put a legal limit on the weight and/or width of vehicles on High Street, and if so and required, any similar restrictions that may be similarly required on roads nearby.

Should a request be considered by B&NES Council, SPC acknowledges that this would likely to be part of B&NES Council's annual Traffic Regulation Order process for Keynsham and Saltford, estimated to take place in spring 2026.

(5 minutes)

17. TRAFFIC REGULATION ORDER (TRO) CONSULTATION / REVIEW 25-027: PARKING RESTRICTIONS IN SALT FORD AND KEYNSHAM (INCLUDING DOUBLE YELLOW LINES)

Saltford Parish Council has been made aware that a consultation on parking restrictions for Keynsham and Saltford (TRO review 25-027) is due to open soon for a 21 day period.

The Consultation will include TRO requests made by SPC to B&NES Council as resolved at its [April 2024 meeting \(Item 13\)](#) and as adapted at its [June 2024 meeting \(Item 16\)](#). Should the consultation open by the time of SPC's June meeting, to RESOLVE SPC's view on some or all of the TRO proposals and to submit SPC's views to B&NES Council prior to the consultation end date.

Should the consultation period be when the Council is not scheduled to meet, to

RESOLVE whether to hold an extra ordinary meeting or to RESOLVE to delegate powers to the Clerk to respond, with specific references to responses for consultations in Saltford and if these are to be in line with decisions made at SPC's April and June 2024 meetings.

The B&NES Council TRO consultation once open will be publicised by SPC for resident awareness.

(5 minutes)

18. PARISH CHARTER SURVEY

The Parish Charter provides a framework for the Council and its Parishes to work together to serve the people of Bath and North East Somerset. This is supported by the Parish Liaison meeting which is held three times a year.

The latest Parish Charter was adopted in 2018 and a review has taken place by the Parish Charter- Liaison Working Group. The Group is now inviting comments on the draft, to be received by 27 June.

To discuss and RESOLVE Saltford Parish Council's response to B&NES Council's Parish Charter survey, where applicable (Parish Charter and survey questions are available on Cllrs SharePoint).

(5 minutes)

19. PARISH LIAISON MEETING LOCATION SURVEY

A representative of Saltford Parish Council aims to attend B&NES Council's Parish Liaison meetings which take place three times a year.

To RESOLVE SPC's response to the online survey about the proposed location(s) of meetings by 27 June (survey questions are available on Cllrs SharePoint).

(2 minutes)

20. SPC UNREASONABLE BEHAVIOUR POLICY

To review and agree changes and updates SPC's 'Unreasonable Behaviour Policy', as last reviewed in 2021, and to RESOLVE to adopt the updated document as final. (Draft available on Cllrs SharePoint).

(5 minutes)

21. 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)

22. PUBLICITY

To discuss and to RESOLVE publicity from the Parish Council, including SPC's next

SCAN page.

(5 minutes)

23. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

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

(3 minutes)

24. DATA PROTECTION AND GDPR UPDATES

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

(3 minutes)

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

To RESOLVE that in accordance with Standing Order 3.d, in view of the confidential nature of the information to be shared under Item 26, it is advisable that the public and press be temporarily excluded and that they are instructed to withdraw.

(1 minute)

26. SPC COUNCILLOR SABBATICAL

To discuss and RESOLVE to agree a six-month sabbatical to a SPC Councillor, if required, to end December 2025.

(5 minutes)

[CLOSE OF MEETING]