



SALTFORD PARISH COUNCIL

Minutes of the ordinary meeting of the Council held in the Avon Room at Salford Hall on Tuesday 6 May 2025 at 7.15pm.

PRESENT

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

Officer: Lottie Smith-Collins.

1. ELECTION OF CHAIR

Cllr Jon Godfrey was elected Chair for the year 2025/26. Following his election, Cllr Godfrey signed the Declaration of Acceptance of Office of Chair.

2. ELECTION OF VICE-CHAIR

Cllr David Halton was elected Vice Chair for the year 2025/26/ Following his election, Cllr Halton signed the Declaration of Acceptance of Office of Vice Chair.

3. MINUTES

The Council resolved to accept the draft minutes of the Full Council meeting held on Tuesday 1 April 2025 at Salford Hall as a correct record. The minutes were confirmed as final and signed by the Chair of the meeting.

4. APOLOGIES FOR ABSENCE

Apologies for inability to attend were received in advance of the meeting from Cllrs Shayan Aziz, Gary Graveling and Emma Hughes.

5. DECLARATION OF INTERESTS

Cllr Jon Godfrey declared an interest in planning consultation 'Item 16.e - 25/01223/FUL - 18 Beech Road Salford BS31 3BE' as he lived near the property, and stated that he would not participate in the discussion or vote for the consultation.

6. GENERAL POWER OF COMPETENCE

The Council agreed that SPC met the criteria to adopt the General Power of Competence, and as eligible, resolved to re-adopt the General Power of Competence for the Council year commencing May 2025.

7. PUBLIC TIME

There were 5 members of the public present.

A representative of Saltford Community Association (SCA) spoke in support of SCA's SCAN grant application (Item 17.k). They provided information that although the Saltford Community Association Newsletter (SCAN) achieved income through advertising, there was still a deficit in production costs for each edition.

8. CHAIR'S ANNOUNCEMENTS

Cllr Jon Godfrey, SPC Chair, shared that the Saltford Community Association with WI volunteers would be hosting an event to mark VE 80 Day, which would be held on Saturday 10 May at Saltford Hall. All Saltford residents were invited to attend this free event which would include afternoon tea and entertainment. Cllr Godfrey thanked the SCA for hosting this event in the village.

Cllr Godfrey expressed, on behalf of the Council, its congratulations to the new West of England Combined Authority (WECA) Mayor, Helen Godwin, following the election held on 1 May 2025.

9. CLERK'S ANNOUNCEMENTS

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

- **Parish Walk 2025:** Publicity for SPC's Parish Walk 2025 on Thursday 5 June would go out soon, with thanks expressed to the volunteer walk guides. The agreed route would include the new Wessex Water bridge.
- **A4 resurfacing works:** Road closures for overnight A4 resurfacing works had started on 6 May for c. two weeks. SPC had shared information on its website and social media.
- **A4 Pedestrian island crossing:** SPC's request for a pedestrian island crossing point on the A4 (near The Folly junction) had commenced and included two tactile dropped curbs having been installed. The island installation would be completed by B&NES Council following the resurfacing works, which was anticipated to be c.mid-late May.
- **Phone box flowers:** SPC and Flourish at Glenavon Farm had been in communication about new summer bedding plants including new soil in the containers at the Norman Road phone box, and that SPC hoped that new plants would be in place soon.
- **Police engagement with Parish Councils:** SPC and other Parish Councils in the Keynsham Neighbourhood Policing Team area had been informed by the team's lead that in-person or written reports at Parish Council meetings would no longer be available due to a reduction in PSCOs. The revised approach would be police attendance at quarterly Keynsham Area Forum meetings, which the police viewed as a more sustainable and effective way to remain accessible and engaged with Parish Council representatives. SPC had been informed that this would not prevent ongoing formal or informal communications between Parish Councils and their local policing teams.
- **How to report an issue relating to Temporary Event Notices (TENS):** Following confusion on which B&NES Council department to contact with regards to dangerous parking associated with events that have a Temporary

Events Notice (TEN), SPC had received reassurances from B&NES Council about a unified B&NES front and received guidance that any dangerous or inconsiderate parking due to a TEN event should be reported to B&NES Council's Licencing Team. The B&NES Council Licencing Team would then pass this information to the police (who lead on public safety). SPC had been informed that only the police and the Environmental Protection team had the ability to make representations on TENs and that through this process the police would have the option to consider the concern if/when any other events were planned at a location where a concern had already been raised to their attention.

- **New 'No Diving' signs:** At SPC's request, replacement 'no diving' safety signs had been added to the LMS bridge, in the interests of public safety awareness. SPC had thanked B&NES Council for their swift action to install the new signs.
- **Pending Traffic Regulation Order consultation (double yellow lines):** B&NES Ward Cllr Duncan Hounsell had raised awareness of a pending Traffic Regulation Order consultation for the Saltford and Keynsham area, which would likely include SPC's request for the Highways Authority (B&NES Council) to consider the installation of double yellow lines at two areas, in the interests of safety, as requested by SPC. SPC would look to respond to the TRO consultation should the 21 day period for consultation coincide with a Parish Council meeting, and also look to raise awareness of the consultation to residents once it had opened.
- **'Saltford' sign relocation request:** SPC had received a response from B&NES Council's Highways team about relocating the 'Saltford' sign due to damage by passing vehicles and associated safety concerns. SPC had been informed that higher posts or posts further away from the highway may not be viable options, and instead may look to move the sign to a different area of verge. SPC would share any further updates.
- **June agenda issuing date:** SPC's June agenda could be issued slightly earlier than usual, on Wednesday 28 May.

10. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

Cllr Phil Harding shared that the River Avon Users Consultative Committee (RAUCC) had postponed their latest meeting and that once rescheduled he intended to raise the need for a floating throw line to be located at/near the sailing club at Mead Lane.

The Clerk shared that SPC had been invited to attend the Saltford Scouts AGM on Thursday 5 June. The Clerk had sent their own apologies due to this being the same date as SPC's Parish Walk, and shared that any Councillor not able to attend the Parish Walk would be welcome to attend.

SPC had been informed that the Parish Council Airport Association Annual General Meeting would take place on Thursday 19 June, and that as a member representatives of SPC had been invited to attend.

11. 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 planned to request a meeting with the new WECA Mayor, Helen Godwin, to request clarity on 'A4 bus lanes' (as consulted on by WECA in 2023), and also to raise the matter of development and protecting Green Belt. Cllr Warren invited SPC representatives to attend the meeting, to which Cllr Godfrey (SPC Chair) and Cllr Harding (SPC Chair of Planning) confirmed they would be pleased to do.
- Cllr Warren shared that he was now part of an official group at B&NES Council named 'Independents for B&NES'.

Cllr Duncan Hounsell, B&NES Ward Councillor for Saltford, was also present at the meeting and had circulated a report to Councillors ahead of the meeting. Cllr Hounsell was invited by the Chair of the meeting to address the Council. Information shared by Cllr Hounsell included that:

- Planning permission had been granted by B&NES Council for a new Bath waste and recycling centre at Locksbrook Road which was anticipated to open in summer 2026. Cllr Hounsell explained that the new site in Bath would be able to take 80% of the waste that the Midland Road site was able to process, with the remaining 20% being (in general) types of waste that required disposal at the Pixash Lane site (possibly due to the special requirements for processing such waste being available only at the Pixash Lane site).
- Cllr Hounsell explained what 'titled balance' was in planning decisions and when it could apply. This was with reference to the policy approach in the National Planning Policy Framework (NPPF) within paragraph 11 (d), which could relate to development proposals received in the B&NES Council area during the period when B&NES Council moves from its current Local Plan to when it adopts its new Local Plan.
- It was shared that a trial by B&NES Council was currently underway to extend Bath Park and Ride operational hours, and that all three Bath Park and Ride sites were now operating until 11:30pm (last bus back from the centre) and that the trial would run until the end of August. Information from the trial would be shared in due course (timescale unknown).
- Resurfacing of Saltford High Street by B&NES Council was due to take place starting 26 August and ending 29 August.

12. FUTURE AGENDA ITEMS

No future agenda items were agreed under Item 12 (please see other items below).

(Item 17.k 'SCA SCAN grant application' was discussed and resolved next.)

(Item 18 'Saltford Annual Parish Meeting (APM) and 'The Big Thank You 2026' event (latter as co-hosted with SCA)' – Including spend' was discussed and resolved next.)

(Item 28 'Loan of old SPC laptop to Saltford Community Association's (SCA) Saltford Hall' was discussed and resolved next.)

13. CREATION OF SPC COMPLAINTS COMMITTEE

The Council resolved to create a SPC Complaints Committee, to address any complaints that may be received with regards to the Council's procedures and/or administration (further to any response from the Parish Clerk), and that the Committee would meet on an as-and-when required basis.

It was resolved that all Councillors would be appointed to the Committee and that the number of members to form the committee - should it be required to meet - would be three, where possible to include the Chair and/or Vice Chair.

14. APPOINTMENT OF COMMITTEES AND WORKING GROUPS AND MEMBERSHIP THEREOF

The Council resolved formation of committees and working groups, and membership of those committees and working groups for the year 2025/26, as follows:

- Planning Committee comprising up to eight councillor members: Cllrs Phil Harding, Shayan Aziz, Jon Godfrey, Gary Graveling, David Halton, Andy Rice, Paul Smith and Sally Turner.
- Staffing Committee, comprising four councillor members: Cllrs Jon Godfrey, Shayan Aziz, Emma Hughes and Julie Austwick.
- Churchyard and Allotments Working Group: Comprising of up to four Councillors and up to two members of the public at SPC's discretion: Cllrs Dudley Bartlett, David Halton, Emma Hughes and Andy Rice, and B&NES Council SPC Ward Cllr Chris Warren.
- Local River Side Working Group, comprising of up to two councillors as well as up to two members of the public at SPC's discretion: Cllrs David Halton, Phil Harding, Paul Smith and B&NES Council Saltford Ward Cllr Chris Warren.
- Planning Policy Working Group, comprising of up to four council members: Cllrs Jon Godfrey, Gary Graveling, David Halton and Phil Harding.

- SPC Phone Boxes Working Group, comprising of up to four council members: Cllrs Jon Godfrey, Gary Graveling and Emma Hughes.
- Complaints Committee – comprising of 11 Councillors, with three of the 11 required to form the Committee as-and-when required, to include the Chair and/or Vice Chair if available.

It was agreed that any Councillors not present at the meeting and appointed to committees and/or working groups as listed could contact the Clerk prior to the June meeting should they not wish to have been appointed in their absence, and if so that 'Appointments to Committees and Working Groups' could be an item on a future agenda.

15. DATES OF ORDINARY MEETINGS OF COUNCIL AND COMMITTEE MEETINGS

The Council resolved scheduled dates on which Full Council would meet for the year 2025/26. All ordinary meetings were agreed to be on Tuesdays starting at 7.15pm unless otherwise stated. Planning Matters would be an agenda item at Full Council meetings, and the Planning Committee would meet in August only if required, and otherwise as necessary. The Staffing Committee and Complaints Committee (and any sub-committees) would meet as-and-when necessary.

It was agreed that meetings would be held at Saltford Hall, usually in the Avon Room if available. Dates for Full Council meetings were agreed as follows:

- 3 June 2025
- 1 July 2025
- 2 September 2025
- 7 October 2025
- 4 November 2025
- 2 December 2025
- 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, if required, as follows:

5 August 2025

16. PLANNING MATTERS

- Election of Planning Committee Chair and Vice-Chair** – Cllr Phil Harding was elected as Chair of Planning Committee, and Cllr Shayan Aziz

as Vice Chair of the Planning Committee, for the year 2025/26.

b. Decisions and appeals

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

25/00742/FUL - 23 Grange Road Saltford BS31 3AH. Erection of a double storey side extension, single storey rear extension and front porch following demolition of existing garage and single storey extensions. Mrs Jasmin Grant

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

The Clerk reported that the following application had NO OBJECTION 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

The Clerk reported that the following appeal had been DISMISSED by the Planning Inspectorate:

(Planning Appeal Ref: APP/F0114/D/25/3362113) Planning ref: 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 Fraganane

c. Planning contraventions

- i. It was reported that B&NES Council had shared that the second prosecution for 22/00363/UNAUTH (field with end-of-life vehicles located south of the A4 Bath Road on the approach into Saltford from the direction of Bath) was due to take place on 7 May at Bath Magistrates Court and that the paperwork had been served. SPC would look to share the outcome of the second prosecution if/when informed by B&NES Council (the Planning Authority).
- ii. No reports of other new possible planning contraventions were received.

d. Planning items of important or urgent information

The Council noted that B&NES Ward Cllr Duncan Hounsell had shared in his Ward Councillor's report that the B&NES Council Local Plan Options document would be in the agenda papers for the 11 September B&NES Cabinet meeting, which was

slightly later than originally timetabled. Cllr Hounsell had also shared that the next public Local Plan Options Consultation would take place from mid-September until the end of October, and that the draft Local Plan would go to full B&NES Council in April/May 2026.

SPC had noted information from Cllr Hounsell that the mandatory government housing target for B&NES had increased further to 1489 dwellings per annum, and that the increase was a consequence of a change in the 'affordability factor' locally. The Council recognised that this increase could have implications for development proposals in the local area.

- e. 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):

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

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

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

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

COMMENT: This property is in a sensitive, elevated location adjacent to and overlooking Saltford's Conservation Area when viewed from the Conservation Area and/or from the Cotswolds National Landscape AONB. Saltford Parish Council therefore asks BaNES Council, in making its planning decision, to consider whether the visual prominence of the proposed protruding ground floor glazed extension facing the protected areas that this property overlooks will have a negative impact, or if the proposed changes are within acceptable limits for this development and would not adversely affect the character and appearance of the surrounding area.

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

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

COMMENT: Saltford Parish Council notes that BaNES Council's case officer was minded to approve the original unamended plan for planning application 24/03190/FUL for the then proposed larger garage (with a store) against the mature hedge immediately to the left of the entrance into the site by the front garden boundary before it was amended to placing the garage further back and closer to the dwelling.

The Parish Council remains concerned that the proposed front garden development would set an unwelcome precedent that could lead to a significant change to the street scene and character of Beech Road if such a precedent was replicated by other householders in Beech Road. However, the Parish Council acknowledges that the case officer has a different opinion on this matter and that the reduced size of the garage with the removal of the store element from the original application will lessen the visual impact.

The Parish Council considers that the longer-term retention of the front hedge is necessary for screening the proposed garage from the street scene and therefore welcomes and supports the proposal at paragraph 4.15 in the Planning, Design and Access Statement accompanying the application that "if the Council deems the screening and frontage hedge essential for preserving the character, and finds the outbuilding unacceptable without it, they can impose a condition to retain and maintain the hedge."

- ii. **Planning applications (consultations) received following the issuing of the agenda:** It was confirmed that to the Parish Council's awareness no further consultations required resolving at the meeting.

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

The Council considered responses received following [SPC's public letter to Angela Rayner MP](#) (resolved February 2025 Item 10.e) from the Parliamentary Under-Secretary of State for Housing and Local Government (Department for MHCLG), and a response from Cllr Kevin Guy, Leader of B&NES Council.

Following discussion of the letter received via the office of the North East Somerset and Hanham MP from Baroness Taylor of Stevenage, Parliamentary Under-Secretary of State for Housing and Local Government, the Council resolved the following view:

Saltford Parish Council acknowledges and is grateful for the response from the Ministry of Housing, Communities and Local Government. However, it remains deeply concerned that there has been no acceptance of the need to take a long-term stewardship approach to land use planning to simultaneously help

the recovery of nature and to improve the resilience of the nation's indigenous food supply by providing better safeguards for the Green Belt and farmland.

The Parish Council will be looking to Bath and North East Somerset and the newly elected West of England Mayor to set a national example by ensuring that no Green Belt or farmland in the area they control or influence is lost to development in the planning process and to therefore use other, more sustainable, means to meet genuine housing need and in the right places.

The Council also resolve to share a copy of the letter received from the Parliamentary Under-Secretary of State for Housing and Local Government on SPC's website (including any redactions if required) along with SPC's view on its contents.

It was shared that the response from Cllr Kevin Guy, Leader of B&NES Council, had stated his view that the 'involvement of Parish Councils in formulating the Local Plan is very much welcomed' and that SPC had been thanked by Cllr Guy for its contribution to policy development. SPC welcomed Cllr Guy's offer, as in his letter, to meet with SPC to discuss the matters raised by SPC. It was resolved that SPC would look to arrange a meeting with Cllr Guy in the early autumn, and that a copy of SPC's resolved view to the response from the Parliamentary Under-Secretary of State for Housing and Local Government (above) would be shared with him at the time of the invitation to meet.

The Council resolved that any further actions in relation to [SPC's open letter to Angela Rayner MP](#) would be considered by the Planning Policy Working Group, with recommended actions from the Working Group to be added to a future agenda for the Council's consideration.

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

Cllr Phil Harding on behalf of the Planning Policy Working Group shared that a supplementary report had been produced by the group on the 'Historic Fields area' accompanied by an annex paper. He explained that the documents highlighted areas and features specific to this area of Saltford South that exhibited characteristics which contributed to the distinctiveness of the village of Saltford. The documents had 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'.

The Council resolved 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. The Council also resolved to 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, Salford South' paper.

The Council resolved to send a copy of both documents to the B&NES Council Planning Policy team and also resolved to request to meet with the B&NES Council Planning Policy team to discuss the paper and annex. As part of the meeting request, a reminder would also be submitted about a meeting that had been agreed to take place between a SPC Councillor and B&NES Council's Landscapes officer.

It was agreed that a copy of the paper and annex document would be added to the 'Key documents' section of SPC's ['Protecting Salford'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), an update from members of the Planning Policy Working Group about SPC's bid for landscape designation protection for 'Salford South of the A4' was received, with members sharing that a meeting had taken place with B&NES Council's Planning Policy team in March.

At the meeting SPC Cllrs had been informed that B&NES Council was reviewing its methodology when considering Landscape Setting of Settlements and that B&NES Council's assessment of settlements in this new context would be taken into account as part of the re-set Local Plan process. SPC was made aware that the information B&NES Council would review would be made available during the second Local Plan Options Consultation. Updates about the Local Plan process were also provided at the meeting. It was shared that a summary of the meeting had been added to SPC's ['Protecting Salford's Green Belt'](#) page.

It was agreed that the Planning Policy Working Group would meet to discuss relevant matters for the attention of the new WECA Mayor, prior to an item on the next agenda to resolve to request a meeting with Mayor Helen Godwin.

17. FINANCIAL MATTERS

- a. **Monthly Financial Report** – The Clerk presented the monthly financial report for April 2025, as recorded below. The report was considered and accepted by members.
- b. **Schedule of Expenditure** – The Council resolved to authorise the expenditure listed in the schedule for May 2025 and the schedule was signed by the Chair of the meeting.
- c. **Internal audit of 2024/25** – The Council received the IA report and AGAR certificate of the internal audit of 2024/25 and noted that no concerns had been made.

- d. It was confirmed that the Internal Audit certificate and report had been displayed on SPC's website in accordance with Joint Panel on Accountability and Governance (JPAG) recommendations.
- e. **BDO LPP Conflict of interest form** – The Council resolved and confirmed that there were no conflicts of interest. The contents of SPC's BDO LPP Conflict of Interest form were then completed and signed, as required for submission as part of the external audit.
- f. **Annual Governance and Accountability Return (AGAR) 2024/25: Annual Governance Statement** – The Council resolved to accept the Annual Governance Statement 2024/25 and the Chair then signed the Annual Governance Statement 2024/25 (Section 1 of AGAR).
- g. **Annual Governance and Accountability Return (AGAR) 2024/25: Annual Accounting Statements** – The Council resolved to accept the Annual Accounting Statements 2024/25 as presented and the Chair then signed the Annual Accounting Statements 2024/25 (Section 2 of AGAR).
- h. **NALC and ALCA membership (subscription renewal)** – The Council resolved 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** – The Council resolved a spend of up to £1000, likely c.£500, from either Zurich Municipal or another company (pending quotes) for the Council's insurance policy starting 1 June 2025. The Council agreed delegated powers to the Clerk to accept an appropriate quote for Council insurance. (Budget: Insurance).
- j. **Membership of the Parish Councils Airport Association (PCAA)** – The Council resolved a spend of £95 for annual membership of PCAA (Budget: Subscriptions).
- k. **SCA SCAN grant application** – The Council resolved to award to Salford Community Association (SCA) a grant of £500 towards the costs of the Salford Community Association Newsletter (aka S.C.A.N.). (Budget: Publicity).

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

The Council resolved that the date for the Annual Parish Meeting 2026, as hosted by Salford Parish Council, would be Friday 13 March 2026.

The Council also resolved to co-host 'The Big Thank You 2026' with SCA, which

would take place immediately after the APM.

The Council resolved 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).

19. APPOINTMENT OF LINK MEMBERS FOR OUTSIDE BODIES

The Council appointed Members and staff to link with external organisations for the year 2025/26, as follows:

- B&NES Council Parishes Liaison Meeting - usually SPC Chair and the Parish Clerk, and any other members who may wish to attend.
- Connecting Communities Keynsham Area Forum - usually SPC Chair and the Parish Clerk, and any other members who may wish to attend.
- B&NES Avon Local Council Association (ALCA) – usually the Parish Clerk.
- Salford Community Association - Cllr David Halton.
- Salford Sports Club – Cllr Dudley Bartlett.
- River Avon Users Consultative Committee (RAUCC) – Cllr Phil Harding.
- Salford Environment Group – Cllr Phil Harding.
- Salford Business Network – Cllr David Halton and Cllr Emma Hughes.
- Salford Fairtrade Group – Cllr Sally Turner.

It was agreed that Cllr Gary Graveling would be SPC's contact point (rather than Link Member) for the Parish Councils Airport Association, and the contact point (rather than Link Member) for the Bristol East Fringe Cycling & Walking Group.

It was agreed that any Councillors not present at the meeting and appointed to be a Link Member could contact the Clerk prior to the June meeting should they not wish to have been appointed in their absence, and if so that 'Appointment of Link Members' (or contact point) would be a matter on a future agenda.

20. POLICY OVERVIEW REVIEW FOR 2025

The Council resolved to give this item further consideration, and agreed to move it to a future agenda.

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, the Council resolved to accept updates to SPC's Standing Orders. These followed updates made to the NALC model Standing Orders as circulated by ALCA.

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

The Clerk reported 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.

The Council resolved to readopt the revised asset register as final.

23. SCHEME OF EMERGENCY DELEGATION – ANNUAL REVIEW

The Council reviewed draft changes to the Scheme of Emergency Delegation and accepted proposed updates. The Council then resolved to re-adopt SPC's Scheme of Emergency Delegation.

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

SPC recognised that a closed section of Public Right of Way (PROW) identified as footpath BA27/47 (section located South East from the direction of The Shallows highway) was part of the official network of Public Rights of Way in the village, and as such that the public had a legal right to use it. SPC had previously been informed by the authority responsible for PROW (B&NES Council) that if a path was to be changed or diverted, that this required a legal process which required 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 (which held no legal right of way), of which B&NES Council's PROW team were aware, and with no action by B&NES Council nor any legal diversion consulted on since (to the Parish Council's awareness), the Council resolved to formally request that B&NES Council act according to their responsibilities in consideration of their awareness of the closed PROW. The Council also resolved to request that both Saltford B&NES Ward Councillors support SPC to achieve a response to the Parish Council should B&NES Council not address the matter of the closed PROW route.

The Council resolved to raise a formal complaint to B&NES Council should action or engagement on this matter by the responsible authority not take place within six weeks. The Council also noted that the section of PROW BA27/27 currently closed to the public is in, and/or marks, the boundary of the Saltford Conservation Area, and is also located in Saltford's Green Belt.

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

Following the outcome of the WECA Mayor elections on 1 May, the Council resolved to request that WECA provides to SPC a conclusive decision on whether proposals

for bus lanes (of any period / type) on the A4 Keynsham Bypass continued to be considered by the authority.

The Council also resolved to request an update from WECA with regards to any other proposals for the A4 Bath to Bristol Corridor, as consulted on by WECA in autumn 2023. These would specifically relate to the A4 between the Hicks Gate and The Globe Roundabouts, proposals for any residential areas in Saltford, and also the section of the Bristol to Bath Path in/near Saltford.

Further, the Council resolved to request information from WECA as to when Parish Councils, Ward Councillors and other stakeholders would be invited to WECA engagement sessions to be held regarding to proposals for the A4 Bath to Bristol Corridor. This followed SPC having been invited to join a stakeholder forum in July 2024 which was due to start in September 2024, with no further information received from WECA since.

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

It was confirmed that the small section of partially collapsed wall at the Churchyard, as identified in January 2025 as requiring maintenance, had been completed in mid-April (works had taken place once required minimum temperatures had been reached). Councillors had attended during the works, and it was shared that the Council viewed that the restored section of wall had been blended sympathetically to the older sections of wall, with positive comments also made about the consideration taken during the works due to the sensitive nature of the site. It was shared that following the repair, pollinator friendly seeds had been added by the stonemason and that memorials had been relocated by the Church Warden.

It was agreed that the Churchyard and Allotments Working Group would meet to discuss the walls survey in May (subject to availability), and that any recommendations for walls maintenance action would be presented to the Council at a future meeting.

27. WICK HOUSE CLOSE ALLOTMENTS – VEGETATION

It was noted that overhanging vegetation from a neighbouring property to the Wick House Allotment site was causing potential damage to property at the allotment site, and also impacting on light to allotment plots. It was shared that the Parish Council had written to the neighbouring property about the issue requesting they take action, with no response or action having been noted during the time of the last site visit.

The Council resolved to seek a quote to remove vegetation at the Wick House Close allotment site up to the boundary, and that this matter and any quote would be discussed at a future meeting.

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

The Council resolved to accept and sign the agreement between SPC and SCA detailing the loan agreement of SPC's old laptop and its parts (total value c.£60) to SCA for use by SCA's volunteers. It was shared that the agreement stated that neither party would be responsible for any costs, that SCA were not to loan or gift the laptop but to return it to SCA should its use no longer be required, and that SPC would not provide a replacement laptop to SCA should its loaned laptop be damaged, stolen or fail to function etc. SPC had received confirmation in advance of the meeting from SCA Trustees that they were satisfied with the contents of the document to be signed.

29. ASSET CHECKING

Asset checking tasks were delegated to Councillors and the Clerk. Assigned councillors agreed to submit information to be included on the Asset Checking Register either at or prior to the next meeting.

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

Cllr Jon Godfrey shared that the Landlord of The Crown had ordered the battery powered defibrillator for the Norman Road phone box. Cllr Godfrey added that he would be supporting its installation once it had been delivered, and that he hoped to provide an update on the project's progress at the next meeting.

31. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

No updates were received.

32. DATA PROTECTION AND GDPR UPDATES

The Council noted that its Unreasonable Behaviour Policy had not been updated since 2021, and it was agreed that the policy would be reviewed and readopted at a future meeting.

The meeting closed at 9.14pm.

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

Signed.....

Next SPC meeting: The next ordinary full council meeting is scheduled to take place at 7:15pm on Tuesday 3 June 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.

Business Instant Access account	£80,471
Cash	£0
TOTAL CURRENT BALANCE	£84,326

CIL-related cashflow	Balance at 31/03/25		CIL- income 25/26	CIL-expend 25/26	CIL balance
	£3,941		£0.00	£0	£3,941