



SALTFORD PARISH COUNCIL

Tuesday 1 July 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 3 June 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 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 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

To receive a report from B&NES Saltford Ward Councillors (if present or should a report have been submitted in advance), and for them to comment on any agenda items. Parish Councillors may then ask B&NES Ward Councillors any questions.

Please note: members of the public, should they have questions for B&NES Council Ward Cllrs, should contact Ward Councillors directly and outside of the Parish Council meeting. Contact details are 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.

(3 minutes)

9. FUTURE AGENDA ITEMS

Further to items proposed outside of the meeting by Councillors, to receive any additional item suggestions from Councillors for a future agenda, to include proposed actions and information.

(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 Saltford planning applications.

b. Planning contraventions: Saltford Parish Council, as can any resident, can [report something to Planning Enforcement](#) (B&NES Council is the Planning Authority). Further information 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 a matter is raised at the meeting, to RESOLVE whether to instead discuss at a future meeting prior to a decision being made on any actions.

c. Planning items of important or urgent information: 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) as 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 from Saltford Parish Council (Further information is [available online](#) on the B&NES Council planning portal):

25/02120/TCA - The Old Chapel The Shallows Saltford BS31 3EX. T1 Bay Tree - reduce height by 3 m, to leave height of 4 m, reduce circumference by 2 m to leave circumference of 8 m. Dr Adam Smith-Collins

25/02164/FUL - 8 Copse Road Saltford BS31 3TH. Erection of a single storey timber clad garden building. Mr Christian Cropper

25/02200/TCA - 1 The Batch Saltford BS31 3EN. Holly - fell. 4x Bay - trimming main trunks back to around 3 meters in height. Mr James Hathaway

25/02301/FUL - Orchard Lea The Glen Saltford BS31 3JP. Installation of 8.01kWp ground mounted PV array on land at rear of property. Mr Christopher Cox

25/02347/PACOU - Glenavon Farm 331 Bath Road Saltford BS31 3TJ. Prior approval request for change of use from agricultural use to flexible commercial use and associated works. Glenavon Farm Partnership

- ii. **Planning applications (consultations) received after the issuing of the meeting notice:** To RESOLVE a response to any additional planning consultations received 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 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 REQUESTS: UPDATE ON REQUESTS TO MEET WITH WECA MAYOR AND LEADER OF B&NES COUNCIL, FOLLOWING SPC PUBLIC LETTER 'NEW HOUSING WITHOUT COMPROMISING FOOD SECURITY AND NATURE' TO THE DEPUTY PRIME MINISTER ANGELA RAYNER MP**

Further to SPC's previous resolutions to seek meetings to discuss SPC's public letter to the Deputy Prime Minister, Angela Rayner MP, titled "[New housing without compromising food security and nature](#)", to receive any updates regarding SPC's requests to hold (separate) meetings with the WECA Mayor and the Leader of B&NES Council.

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

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 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.

g. PLANNING COMMITTEE SUPPORT FOR PLANNING CHAIR:

Following the Council's approval for Cllr Shayan Aziz's six month sabbatical (Item 26, June 2025), as Cllr Aziz is SPC's Planning Vice Chair, to discuss and agree any actions or support required to SPC's Chair of Planning (Cllr Phil Harding) during Cllr Aziz's leave of absence.

(Planning Matters - 25 minutes)

11. FINANCIAL MATTERS

- a. **Monthly Financial Report** – To receive the monthly financial report for June 2025 (report is also available on the [Meetings – Agendas and Minutes](#) page of the website). To receive information about CIL receipts as part of the report.
- b. **Schedule of Expenditure** – TO RESOLVE to authorise all regular payments made or to be made during July 2025 as listed on the schedule of expenditure (the schedule is also on the [Meetings – Agendas and Minutes](#) page of the website).
- c. **Morse Networks (formerly iTeam Solutions)** – To RESOLVE a payment of £180 (inc. VAT) for annual webhosting of SPC's website (Basic Website Hosting Package) for the 12 month period to August 2026.
- d. **Information Commissioners Office (ICO)** – To RESOLVE a payment of up to £55 (likely £47 if paid by Direct Debit) to the ICO for SPC's annual renewal of the Data Protection registration fee (Budget heading: General Admin).

(Financial Matters - 10 minutes)

12. TRAFFIC REGULATION ORDER (TRO) 24-031 A4 BATH ROAD – PROPOSAL TO REDUCE SPEED LIMIT FROM 40MPH TO 30MPH

To RESOLVE SPC's response to the TRO consultation (TRO 24-031) on the proposal to reduce the speed limit from 40mph to 30mph on the A4 Bath Road in Saltford and Keynsham.

TRO 24-031 documents are on B&NES Council's website at <https://www.bathnes.gov.uk/traffic-order/24-031-a4-bath-road-0>

To note that due to lack of notification when the consultation for TRO 24-031 opened on 29 May, at SPC's request B&NES Council agreed to extend the consultation end date from 19 June to 2 July 2025 for all respondents. Further information about TRO 24-031 is available on [SPC's website](#) under 'News'.

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

Further to the resolution at the June meeting (Item 17), Saltford Parish Council has been made aware that the B&NES Council TRO consultation on parking restrictions for Keynsham and Saltford (TRO review 25-027) opened on 26 June 2025, enabling the Parish Council to have the matter as an agenda item.

Information about TRO 25-027 is available on the B&NES Council website at <https://www.bathnes.gov.uk/traffic-order/25-027-various-roads-keynsham-and-saltford-prohibition-stopping-waiting-loading-and> . The consultation end date is 17 July.

The TRO consultation includes two TRO requests made by SPC to B&NES Council as resolved at SPC's [April 2024 meeting \(Item 13\)](#) and as adapted at its [June 2024 meeting \(Item 16\)](#). These requests include requests for Double Yellow Lines - for safety and visibility reasons - at the Manor Rd / Golf Club Lane junction, and at the Claverton Rd / Claverton Rd West junction.

To RESOLVE SPC's view on any or all of the TRO proposal(s) in TRO 25-027 and to submit SPC's views to B&NES Council prior to the consultation end date.

(5 minutes)

14. UPDATE FOLLOWING SURVEY OF WALLS AT ST MARY'S CHURCHYARD PLUS CHURCHYARD TREE SURVEY

To receive an update on actions related to the Churchyard walls and trees, following the resolution at SPC's June meeting (Item 13).

To RESOLVE to permit the Churchyard working group to agree specifications for wall and trees quotes on behalf of the Council prior to quotes being sought.

(5 minutes)

15. UPDATE FOLLOWING ASSET CHECKING

To receive any updates from Councillors and staff following any outstanding asset checking tasks as assigned at the May meeting and following the update given at the June meeting (Item 15).

To receive a summary following asset checking from the Clerk, and an update about the Youth Shelter from Cllr Jon Godfrey.

To resolve any future actions or agenda items related to SPC's assets. Any spend will be discussed at a future meeting.

(5 minutes)

16. NORMAN ROAD PHONE BOX – PROJECT UPDATE AND WORKING GROUP RECOMMENDATIONS (INCLUDING BLEED KIT)

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.

To consider future provision of a Bleed Kit at the Norman Road Phone Box, in the event that the existing Bleed Kit needs to be relocated to accommodate the new defibrillator. To discuss whether the purchase of a limpet-style Bleed Kit for the new defibrillator should be included on a future agenda (including approval for spend). If so, to also consider alternative locations for the existing Bleed Kit and potential options for its relocation (and how to relocate).

(5 minutes)

17. WICK HOUSE CLOSE ALLOTMENTS

To receive an update about the Wick House Allotment site, as managed by SPC, to include matters relating to access and vegetation.

(5 minutes)

18. PUBLICITY

To discuss and TO RESOLVE publicity from the Parish Council, including SPC's next SCAN page (End date: 10 August 2025).

(5 minutes)

19. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

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

(3 minutes)

20. DATA PROTECTION AND GDPR UPDATES

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

(3 minutes)

[CLOSE OF MEETING]