



SALT FORD PARISH COUNCIL

Minutes of the ordinary meeting of the Council held in the Avon Room at Saltford Hall on Tuesday 3 June 2025 at 7.15pm.

PRESENT

Councillors: Jon Godfrey (Chair), Shayan Aziz, Dudley Bartlett, David Halton (Vice Chair), Phil Harding (Chair of Planning Committee), Paul Smith, Emma Swallow (née Hughes) and Sally Turner.

Officer: Lottie Smith-Collins.

1. MINUTES

The Council resolved to accept the draft minutes of the Full Council meeting held on Tuesday 6 May 2025 at Saltford Hall as final. The minutes were confirmed as a correct record and signed by the Chair of the meeting.

2. APOLOGIES FOR ABSENCE

Apologies for inability to attend were received in advance of the meeting from Cllrs Julie Austwick, Gary Graveling and Andy Rice.

3. DECLARATION OF INTERESTS

No interests were declared.

4. CHAIR'S ANNOUNCEMENTS

Cllr Jon Godfrey, SPC Chair, shared that he looked forward to speaking as part of SPC's guided Parish Walk on Thursday 5 June, and welcomed residents to join the free walk.

Cllr Godfrey praised Saltford Community Association for their VE Day 80 event, as held at and in front of Saltford Hall, which was attended by many residents.

On behalf of Saltford Parish Council, Cllr Godfrey congratulated Cllr Emma Swallow, previously Cllr Emma Hughes, following her recent marriage. It was shared that Cllr Swallow's email address had been updated to reflect her new name and that SPC's website and noticeboard would also be updated.

5. PUBLIC TIME

There were 4 members of the public present.

A representative of Saltford Santa Dash spoke in support of 'Item 11.d – Financial Matters - Grant application from Saltford Santa Dash'. Additional information about B&NES Council's recommendations for the 2025 event was provided, in relation to the spend outlined in Saltford Santa Dash's grant application.

A member of the public spoke in support of 'Item 16 – Request for a vehicle weight and/or width limit on Saltford High Street and surrounding roads'. Concerns about large vehicle impact on the highway surface was expressed, as were the impact of access issues for large vehicles on narrower sections of road.

A member of the public spoke with regards to 'Item 12 – Wick House Close Allotments – Vegetation (including spend)' to express their concerns about the quote received, as well as to share their view that vegetation removal works were not required. The Clerk shared the Council's resolution at the previous meeting ([May 2025, Item 23](#)) for context.

6. CLERK'S ANNOUNCEMENTS

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

- **Parish Walk 2025:** SPC's Parish Walk 2025 would take place on Thursday 5 June, with all residents and members welcome to join the guided walk. An [article with details about the Parish Walk](#) was available under the 'News' section of SPC's website.
- **Update on May 2025 Item 24. 'Closure of Saltford Public Footpath (Public Right of Way) BA27/47 since c.October 2023) –** A response had been received from B&NES Council's PROW team regarding the obstruction of public footpath BA27/47, which included an apology for a delay in responding to SPC regarding the matter. SPC had been informed that site visits and internal meetings had taken place by B&NES Council's PROW team, and that B&NES Council was actively working to resolve the obstruction on footpath BA27/47 along with an another obstruction identified by B&NES Council on the continuation of the path adjacent to the river. It had been shared that the B&NES Council officer who leads on formal enforcement action would contact the parties involved and that SPC would be updated with progress.
- **SCA thanks for SCAN grant:** SPC had received a message of thanks from the Saltford Community Association (SCA) following its grant of £500 towards the costs of SCAN ([resolved April 2025, 12.e](#)).
- **A4 resurfacing works completed:** The Parish Council had expressed its thanks to B&NES Council's Highways team for the efficient and considerate resurfacing work carried out on the A4 Bath Road (from the Uplands Road junction to The Globe roundabout) in May, and had acknowledged the high quality of the work completed.
- **Highways maintenance at Beech Road:** SPC welcomed B&NES Council's use of its Thermal Repair system to patch a stretch of Beech Road. SPC had raised numerous concerns about the condition of the highway and associated safety implications, specifically for cyclists and wheelchair users, as noted in

previous minutes (June-Oct 2024). A message of thanks for SPC's efforts had been received from a resident following the works.

- **Mead Lane Mooring Relocation Update:** SPC along with residents and businesses had received the latest 'Mead Lane Mooring Relocation Update' letter from B&NES Council. Information included that B&NES Council's intention to create a new mooring provision to enable the closure of Mead Lane moorings continued to be progressed, however that B&NES Council had identified the requirement for additional finances. It had been shared that the next stage would involve the submission of a financial growth bid, and that any decision regarding additional B&NES Council financial support would not be made until later in the year.
- **WWU Mead Lane works:** SPC had been made aware that Wales and West Utilities intended to carry out mains replacement works on Mead Lane from w/c 29 September 2025. It was anticipated that works would take approximately seven weeks to complete. SPC had responded to ask for details and to ask questions about the impact of these works on Mead Lane residents, and awaited further engagement from WWU about the works to share with residents.
- **Update on May 2025 Item 20 'Policy Overview Review for 2025'** – It was agreed that a 'Policy Overview' was no longer required, as SPC's published minutes sufficiently reflected the Parish Council's current views and stance. The Council agreed to formally dispense with the 'Policy Overview'.
- **Throw rope at Mead Lane:** An update had been received from Cllr Phil Harding following his attendance at the River Safety Group meeting (15 May). Cllr Phil Harding, as SPC's Link Member for the River Avon Users Consultative Committee, had made a request to the River Safety Group for a throw rope to be installed at Mead Lane (at or near the sailing club area); a response about feasibility and costings was expected. It had been indicated that a potential contribution from SPC could be required to achieve lifesaving equipment at this location.
- **High Visibility vests:** SPC had c.25 good quality high visibility vests that it no longer required. These had been offered to local groups in the community. It was agreed that if there were no Saltford based not-for-profit groups that required the hi-vis vests that SPC would look to offer to donate more widely (e.g. in Keynsham / Saltford Ward / B&NES Parish Councils).
- **Notice for the Period for the Exercise of Public Rights 2025:** The Notice for the Period for the Exercise of Public Rights for SPC's external audit would be displayed on Monday 23 June and the period would commence on Tuesday 24 June and end on Tuesday 5 August 2025. It was confirmed that external audit information had been submitted, with completed AGARs (and Internal Audit report) available to view on SPC's website under '[Finance](#)'.
- **Keynsham Town Centre survey:** B&NES Council had opened an online survey about the regeneration of Keynsham High Street (end date: 20 June

2025), which included a shortlist of specific project ideas. The survey was aimed at residents and businesses. A link to the survey was available from B&NES Council's article '[Have your say on how Keynsham town centre could be regenerated](#)'.

- **BART 'RiverBlitz'**: SPC had shared information on its [website \(under 'News'\)](#) about the Bristol Avon Rivers Trust annual 'RiverBlitz', which called for 'Citizen Scientists' to carry out water quality testing of local rivers, streams etc. Registration had opened on 1 June, and the Riverblitz would take place between 4-11 July 2025.
- **Wessex Water AI Water Quality App**: SPC had invited representatives from Wessex Water to present at the June meeting, however as Wessex Water were still in the process of gathering information it was now hoped that a presentation would be given at SPC's July meeting about the potential for an AI app to be installed at the River Avon in Saltford.
- **Phone box flowers**: Flourish had changed the soil and plants at the Norman Road phone box. It was looking very colourful, and positive comments had been received. SPC had thanked Flourish for the replacement flowers.

7. INFORMATION FROM B&NES COUNCIL'S SALT FORD 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:

- There was a Ward Councillor vacancy for Mendip Ward, and that he would share any further information received.
- He viewed the resurfacing of the A4 (Uplands Rd to the Globe Roundabout) by B&NES Council as very good, and that he had sent a message of thanks to the B&NES Highways team.
- Information that following road resurfacing, major works were embargoed for two years bar essential emergency works, and that the pending Openreach works on the A4 that required temporary signals would require access via a pavement hatch and not the recently resurfaced highway.
- He had received a response from WECA to acknowledge his contact to set up a meeting with WECA Mayor Helen Godwin regarding the Bath to Bristol Corridor proposals (which had included bus lanes on the Keynsham Bypass), and that he would keep SPC informed on any progress.

The Chair invited the Clerk to share information from a report sent in advance by B&NES Ward Cllr Duncan Hounsell to Saltford Parish Council. Information shared by the Clerk included:

- Information that an updated list of B&NES Council Cabinet members and Cabinet project leads members had been provided, following internal

elections (as required as part of the Constitution two years into the four year term). Also, that following B&NES Council's AGM on 22 May that details of the new Chair of B&NES Council had been shared.

- Manor Road 'lane' (now closed to motor vehicles) south of Montague Road would be resurfaced by B&NES Council in July. Information about other works by the Highways Team that had taken place recently in Salford or were due in the summer were also summarised.
- A request that residents were encouraged to use FixMyStreet at <https://fix.bathnes.gov.uk/> (or via the FixMyStreet app) or email B&NES Council at council_connect@bathnes.gov.uk to report problems such as potholes, full litter bins, graffiti, blocked drains, etc., to B&NES. It was shared that B&NES Council had three 'Clean and Green teams' available to respond to reports and that it would be positive to direct this resource to our area.

The following agenda items were discussed and resolved next:

- **Item 11.d – 'Financial Matters - Grant application from Salford Santa Dash'**
- **Item 12 – 'Request for a vehicle weight and/or width limit on Salford High Street and surrounding roads'**
- **Item 16 – 'Wick House Close Allotments – Vegetation (including spend)'**

8. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

It was shared that the next Salford Fairtrade Group meeting would take place on 12 June.

Cllr Harding reported that he had attended the quarterly B&NES River Safety Group meeting on 15 May to explore options for the installation of a throw rope (lifesaving equipment) at Mead Lane. As SPC's Link Member for the River Avon Users Consultative Committee (RAUCC), Cllr Harding shared that he intended to seek RAUCC's support in identifying potential funding for the equipment at a future meeting.

9. FUTURE AGENDA ITEMS

No future items were suggested.

The Chair suspended the Standing Orders for a five-minute break. Standing Orders were reinstated and the meeting continued.

10. PLANNING MATTERS

a. Decisions and appeals

The Clerk reported that the following applications had been PERMITTED (with

conditions) by B&NES Council:

25/00887/FUL - 3 Justice Avenue Saltford BS31 3DR. Erection of two storey side extension. Ben Palmer

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

24/02956/FUL - 561 Bath Road Saltford. Erection of a storage area and workshop building, to follow demolition of existing building. Mr R Jefferies

b. Planning contraventions

- i. It was shared that following SPC's resolution at its March meeting (Item 10.c) to raise an enquiry with the Planning Authority, and that following B&NES Council having opened a planning enforcement case at 2 Grange Road, Saltford, BS31 3AR Re: Allegedly unauthorised erection of outbuilding, Ref No: 25/00084/UNDEV, that a retrospective planning application had been received to B&NES Council. SPC had been consulted by B&NES Council, and would look to respond under Item 10.d 'Planning applications (consultation)' (below).

SPC had received an update from B&NES Council with regards to 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). The Case Officer had shared that the hearing had not been able to take place on 7 May due to time demands on the Bath Magistrates Court, and that the case would likely return to court in June and/or July 2025.

c. Planning items of important or urgent information

- i. The Council received an update from Cllr Phil Harding, Chair of Planning Committee and the Parish Clerk following attendance at B&NES Council's Local Plan Pre-Options Engagement webinar for Parish Councils on 2 June.

The following information was shared:

- The reset Local Plan covered the period 2025-2043 (which was slightly less than the usual 20 year period), in which overall growth requirements had been identified by B&NES Council as c.25k homes and space to provide c.25k jobs.
- The next public Options Consultation would take place in the autumn. Only new options would be consulted on, as B&NES Council had already consulted on existing sites in their Local Plan Options Consultation in 2024.
- B&NES Council's strategy was focussed on growth in areas that were already, or could be better, connected to jobs. Also that sustainable modes of transport (e.g. active travel) were favoured over the development of any new roads.
- There would be a review of the Housing Development Boundary around

settlements, potentially to include all areas of garden in instances where the Housing Development Boundary was located in and/or through a garden or plot. Parish Councils would be approached by B&NES Council for an opinion about this review in the next few weeks.

- B&NES Council was required to have a supply of suitable and deliverable sites (e.g. sites with full planning or evidence sites could be delivered) to provide five years of strategic housing requirement, known as the Five Year Housing Land Supply. Due to the change in the NPPF, the way Five Year Housing Supply had been calculated had changed, which meant that B&NES Council no longer had a full supply of sites. This shortfall could result in the application of presumption in favour of sustainable development known as 'titled balance' e.g. that planning permission should be granted unless the adverse impact demonstrably and significantly outweighed the benefits. It was shared that B&NES Council viewed that development in unsuitable locations should still be refused.
 - It was mentioned that concerns had been raised by SPC at the time of the previous Options Consultation (e.g. 'click twice to submit' issue) and that SPC had sought reassurances that the next Local Plan Options Consultation would be accessible and that the technology supporting any webform was fit for purpose. Information about the delivery of the next Local Plan Options Consultation from B&NES Council shared, which included that it would encompass a bespoke digital engagement platform and that B&NES Council would test new methods. It was also shared that B&NES Council had stated its aim to engage more broadly and to diversify and expand their outreach including through social media and short form media content when conducting the Options Consultation.
- ii. Further to Item 10.c.i, the Council received information that it was aware that the Government would consult on the Revised National Planning Policy Framework (NPPF) later this year. The NPPF was last reviewed December 2024.

d. 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):

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

It was resolved that B&NES Council be advised that this Council **OBJECTS** to this application:

OBJECT: Saltford Parish Council does not support planning applications for high front garden walls or fences facing the highway or for the addition of garages or other outbuildings in front gardens where these are at variance with the pattern of development and/or the character, appearance and setting of residential roads in Saltford.

The use of a tall fence, in this case using feather-edge fence boards, looks incongruous compared to neighbouring properties and reduces the openness of the street scene at this location. The fence's overbearing effect on the street scene might be mitigated if a more open, lattice style, fence or iron railings is used as in other parts of Saltford's housing area. In this particular case, the high fence also blocks the view for vehicles exiting the neighbouring property, No. 52, that have to drive up a steep slope to enter the highway where this is also on a bend in the road so that oncoming vehicles will not see No. 52's emerging vehicles until the last moment, so this is also an issue of highway and footpath safety.

The new shed on this plot, where much of the front garden has been paved as a hard-standing for vehicles and the rear garden is very compact in size, appears to result in an over-development of the site. Front garden sheds or garages do not fit with the street scene in this part of Saltford; the Parish Council reminds BaNES Council that in October 2021 it refused a planning application, 21/04078/FUL, for a front garden garage immediately opposite this property at 73 Uplands Road as the development would "fail to preserve the character and appearance of the surrounding area, etc.". The applicant's appeal to that refusal was dismissed by the Planning Inspectorate as the proposal was determined to be "contrary to Policy CP6 of the Bath and North East Somerset Core Strategy 2014 and Policies D1, D2, D3 and D5 of the Bath and North East Somerset Placemaking Plan 2017, which together seek to ensure that development proposals are designed to a high quality that contribute positively to local character and distinctiveness".

Three photographic images are attached to help illustrate the points made in this objection from the Parish Council.

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

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

COMMENT: Saltford Parish Council does not support planning applications for the addition of garages or other outbuildings in front gardens where these are at variance with the pattern of development and/or the character, appearance and setting of residential roads in Saltford. Whilst the Parish Council recognises that some properties in Grange Road have added detached garages to their front gardens, the original layout and design for properties in Grange Road was for an open front aspect and therefore did not include front garden garages, including for properties at this end of the road. However, the Parish Council acknowledges that BaNES Council has recently approved an application for a front garden garage nearby at No. 16, despite concerns raised by the Parish Council.

The unauthorised construction of the large front garden garage in recent months at this property has nevertheless been a matter of concern to Saltford Parish Council, hence the Parish Council's referral to BaNES Council's Planning Enforcement team in March 2025, and in particular the use of green metal cladding of an industrial appearance that is out of keeping with the street scene. The Parish Council

welcomes the applicant's proposal to re-clad the garage with a traditional render finish to match the dwelling and this, together with the retention of low hedging on the north and east elevations of the garage should be a condition of planning consent if BaNES Council is minded to give consent to this retrospective application.

The hedging helps reduce the visual intrusion of the garage on the street scene and from the adjacent highway, but its height should be kept relatively low (no higher than the existing iron railings that border the property's northern and eastern boundaries) due to the regular use of the wide footpath on the northern side alongside the Bath Road (A4) as that is used as a dual use cycle path and pedestrian footpath by school students and others including recreational runners. An open field of view for vehicle drivers, cyclists, walkers and runners is particularly necessary for highway safety at this busy junction.

ii. **Planning applications (consultations) received following the issuing of the agenda:**

No further applications were required to be resolved at the meeting or delegated to the Clerk.

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), the Council resolved to send a copy of SPC's letter to WECA Mayor Helen Godwin.

The Council also resolved 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. It was agreed that B&NES Ward Councillors for Saltford would be welcome to attend.

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), the Council agreed to accept the offer from Cllr Kevin Guy, Leader of B&NES Council, to meet to discuss his considered response to SPC's letter to the Deputy Prime Minister. Members of the Planning

Policy Working Group were requested to inform the Clerk about their availability, with a view to set up a meeting between members and Cllr Guy in June or July.

11. FINANCIAL MATTERS

- a. **Monthly Financial Report** – The Clerk presented the monthly financial report for May 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 June 2025 and the schedule was signed by the Chair of the meeting.
- c. **Office rent at Salford Community PO & Library Hub** – The Council resolved to authorise a payment of £1,500 to the Salford Community PO & Library Hub for annual rent (until June 2026), in accordance with the agreement held between SPC and the Salford Community PO & Library Hub (Budget heading: Office rent).
- d. **Grant application from Salford Santa Dash (2025 event)** – The Council resolved to award grant funding of £370 to Salford Santa Dash for their 2025 event, with spend to be used towards the costs of feather flags, field signage and high visibility workwear (Budget line: Misc Grants).

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

The Council discussed the quote received 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. The Council resolved not to accept the quote, and also agreed not to proceed with any further actions to achieve the removal of overhanging vegetation.

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

Cllr David Halton and Cllr Dudley Bartlett provided a summary of priorities and recommendations on behalf of the Churchyard Working Group, following the Group's consideration of the wall survey at St Mary's Churchyard as commissioned by Salford Parish Council.

The Council resolved to accept the recommendations made by the Working Group to any planned maintenance works. The Council also discussed how it could to achieve these works due to the anticipated significant costs, and agreed with the Group that walls maintenance actions may need to take place over several years.

The Council resolved to seek quote(s) for the recommended works for the south wall, as agreed as the highest priority. Any quote(s) would be considered at a future

meeting, where the Council would also resolve whether all or part of the south wall works would be achievable in 2025/26. The Council viewed that spend of the new 'Earmarked reserves – Churchyard Walls' budget would likely be appropriate in 2025/26, as the amount remaining in the 'Churchyard Special Maintenance Projects' budget in the current financial year would be required for Churchyard tree maintenance actions.

The Council acknowledged that the safety maintenance of the Churchyard walls was a legal responsibility of the Council, and that the Churchyard walls would likely be a significant consideration when budget setting for 2026/27 and possibly when budget setting in the years following. It was agreed that the Churchyard Working Group would put forward suggested models for consideration ahead of budget setting for 2026/27.

The Council also resolved 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.

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

The Council considered information received from B&NES Council about the damaged 'Saltford' parish boundary 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).

Due to the cost implications of either relocating the sign (option 2) or relocating and creating new sign(s) (option 3), the Council resolved to accept option 1 i.e. that B&NES Council reinstall their damaged sign at the existing location, but that they look to slightly offset the sign to prevent further damage.

Following any action by B&NES Council to reinstate their 'Saltford' sign, SPC would then decide whether to add a new replacement 'Fairtrade Village' sign as an asset of the Council. Any decision would be made in consideration of any risk of damage to a new sign due to the location.

15. UPDATE FOLLOWING ASSET CHECKING

The Council received updates from Councillors and staff following the biannual asset checking tasks as assigned at the May meeting.

It was resolved that, as some assets still required checking and that the Youth Shelter required further consideration, that 'Update following asset checking' would be discussed again on a future agenda.

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

To prevent the highway on High Street from deteriorating following pending resurfacing works, and due to the Council's agreed view that the narrow highway at

High Street, The Shallows and Mead Lane was unsuitable for use by large and/or heavy vehicles (with consideration given to safety and access, including pedestrian safety due to narrow pavements or no pavements on these roads) the Council resolved to request that B&NES Council place an appropriate legal limit on both the weight and size of vehicles permitted to access the full length of the following roads:

- High Street, Saltford (e.g. from The Bird to its junction with Norman Road / Beech Road)
- The Shallows (e.g. from its junction with High Street / Mead Lane to the A4 Bath Road)
- Mead Lane (e.g. from its junction near The Bird to the end of the public highway by the Wessex Water site).

SPC acknowledged that should B&NES Council proceed with SPC's request, that the proposal would likely to be part of B&NES Council's annual Traffic Regulation Order process for Keynsham and Saltford, with the next public consultation to take place in spring 2026. Any consultation would be on a future SPC agenda to resolve.

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

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

The Council acknowledged that the consultation would likely 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 \(Item 16\)](#).

It was shared that the TRO consultation had not opened by the time of the meeting. The Council resolved that should the consultation period take place between SPC's scheduled Full Council meetings that the Parish Clerk had delegated powers to respond on behalf of SPC, with any response to be in line with decisions made at SPC's April and June 2024 meetings.

At 9:15pm the Council resolved to continue the meeting.

18. PARISH CHARTER SURVEY

It was shared that the Parish Charter provided a framework for B&NES Council and Parishes in B&NES to work together to serve the people of Bath and North East Somerset. Comments had been invited by the Parish Charter Liaison Working Group on a review of the Parish Charter, which was adopted in 2018.

Saltford Parish Council resolved to respond to the survey. This included the following:

- SPC requested that B&NES Council, as the responsible authority for Elections, inform Parish Councils as standard about any Ward Councillor vacancy and if relevant Notice of Election in B&NES.
- SPC also requested that any B&NES Council consultation was provided to Parish Councils with all questions listed (e.g. in Word or PDF format), rather than a webform format requiring forced answers to view all questions, as this would enable Parish Councils to better consider and discuss B&NES consultations at meetings.
- SPC also requested availability of B&NES Council staff team structures by job title.
- SPC welcomed the reviewed Parish Charter's inclusion of protection of the environment as a strategic objective.

19. PARISH LIAISON MEETING LOCATION SURVEY

SPC resolved its response to the Parish Liaison Meeting Location Survey. The Council suggested that Salford Hall be used as a location for meetings. SPC also made the case that more online meetings (e.g. in person once a year and online twice a year) would be the more environmentally friendly option and aid participation as more time efficient for attendees.

20. SPC UNREASONABLE BEHAVIOUR POLICY

The Council reviewed and agreed changes and updates to SPC's 'Unreasonable Behaviour Policy', which was last reviewed in 2021. The Council then resolved to adopt the updated document as final.

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

Cllr Jon Godfrey confirmed that the new defibrillator had been delivered to the landlord of The Crown who had purchased it, and that work on its installation (battery powered) at the Norman Road Phone Box would take place in due course.

22. PUBLICITY

The Council resolved the contents of SPC's next SCAN page.

23. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

It was reported that Ward Cllr Duncan Hounsell had shared recent correspondence from the new Electric Vehicle lead at B&NES Council with SPC, which had stated that B&NES Council was looking to install EV charging point(s) at the Wedmore Rd car park in the 2025/26 financial year. Cllr Hounsell had stated his support for this, and SPC's previously expressed support for the initiative was also noted by the B&NES Officer in their correspondence. It was shared that Cllr Chris Warren had requested further information from the B&NES Officer about the initiative. SPC had

been made aware that details about the initiative were to be confirmed, and it was stated that SPC hoped to be invited to engage with B&NES Council about EV installation.

It was also reported that SPC had actively promoted and shared [B&NES Council's Climate and Nature Survey 2025](#) (End date: 16 June 2025). The B&NES Council survey sought resident views about climate change and nature loss in our area, and it would be used to help shape the new Climate & Nature Strategy for B&NES.

24. DATA PROTECTION AND GDPR UPDATES

No updates were reported.

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

In accordance with Standing Order 3.d and in view of the confidential nature of the information to be shared under Item 26, it was resolved that it was advisable that the public and press be temporarily excluded.

26. SPC COUNCILLOR SABBATICAL

The Council resolved to grant a six-month sabbatical to Cllr Shayan Aziz, to end December 2025, with attendance next due at the January 2026 meeting.

The meeting closed at 9.25pm.

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

Signed.....

Next SPC meeting:

The next scheduled ordinary full council meeting is scheduled to take place at 7:15pm on 1 July 2025 in the Avon Room at Saltford Hall. Please note that extra ordinary meetings and committee meetings may be called at any point in the calendar year.

SALTFORD PARISH COUNCIL

**Schedule of regular expenditure during June 2025
– for authorisation by the Council at its meeting on 3 June 2025.**

Description	Amount	Method	Budget heading
June staff costs total inc. salary, pension, HMRC tax and National Insurance	3000 estimate, 3200 maximum	Online BACS	Office staff
June SCA Hall hire	50 estimate 60 maximum	Online BACS	Hall hire
June inTouch Communications Ltd phone system	27 (+ VAT) estimate 35 (+ VAT) maximum	Direct Debit	General Administration
June Ambience Landscapes churchyard maintenance	190 (inc VAT) estimate 210 (inc VAT) maximum	Online BACS	Churchyard Maintenance
June monthly One Drive	2 (inc VAT) 3 max	Direct Debit	General Administration
June stationary, IT supplies, printing & postage + as appropriate	20 estimate 200 max	Online BACS / Clerks expenses	General Administration
June monthly electronic payments banking fee	£0 estimated £10 maximum	Online BACS	General Administration
June-Sept Chair's Allowance	£75	Online BACS	Chair's Honorarium

The following sums have been transferred from the Business Instant Deposit Account into the Current Account to cover outstanding invoices and expenditure:

Date: 28/05/25 Amount: £5,000

I certify that the above payments made or to be made have been authorised at the meeting of the Parish Council on 3 June 2025.

SIGNED.....
CHAIR / VICE-CHAIR

DATE:.....

Business Instant Access account	£75,528
Cash	£0
TOTAL CURRENT BALANCE	£78,961

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