



SALT FORD PARISH COUNCIL

Minutes of the ordinary meeting of the Council held in the Avon Room at Saltford Hall on Tuesday 1 July 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. MINUTES

The Council resolved to accept the draft minutes of the Full Council meeting held on Tuesday 3 June 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 Gary Graveling, Emma Swallow and Sally Turner.

It was noted that Cllr Shayan Aziz is on a six month sabbatical.

3. DECLARATION OF INTERESTS

No interests were declared.

4. CHAIR'S ANNOUNCEMENTS

To mark Local Council Clerk Week, the Parish Clerk was presented with flowers and wine by Councillors as a gesture of appreciation for the support provided to Saltford Parish Council in the role of Clerk. The Clerk expressed their thanks and gratitude for the kind gesture. (It was also stated that the gifts to the Clerk had been privately funded by Councillors).

Cllr Jon Godfrey reminded those present that the pre-election period was in effect for the B&NES Ward Councillor vacancy in Mendip Ward. As such, those intending to speak were reminded to be mindful of the pre-election period and that observation of pre-election period guidance would apply throughout the meeting.

A summary of the Parish Walk was provided by Cllr Godfrey, who highlighted how enjoyable it had been to see so many residents take part and who noted the range of interesting locations included on the route. Thanks were expressed to SPC's volunteer guides, Robin and Cheryl, for their valued support in planning and leading the walk.

Cllr Godfrey provided a reminder that SPC's Full Council would not meet in August

(SPC does not schedule a Full Council meeting in August as standard), and that SPC's Planning Committee was scheduled to meet, if required, at 7:15pm in the Avon Room at Saltford Hall on 5 August.

5. PUBLIC TIME

There were 4 members of the public present.

All four members of the public addressed the Council on 'Item 12 'Traffic Regulation Order (TRO) 24-031 A4 Bath Road – Proposal to reduce speed limit from 40mph to 30mph'.

Two members of the public spoke to express their support for the proposal. Both highlighted the potential safety benefits for both drivers (especially when negotiating junctions), cyclists and pedestrians (particularly school children) along the stretch of the A4 Bath Road through Keynsham and Saltford as identified in TRO 24-031. One person shared that reducing the speed limit to 30mph could help to deter vehicles from speeding into Saltford from the direction of Keynsham, which could result in the improvement of safety at the toucan crossing near Norman Road and at the Norman Road / A4 Bath Road junction.

A member of the public spoke to oppose the proposal. They stated that a reduced speed limit would hinder movement on the A4 Bath Road in Keynsham and Saltford, as would the pending traffic lights for the new Curo development adjacent to the A4 (near the Hygge Park development) once installed. The member of the public stated that Saltford's residents, due to living in a rural village, depended on good traffic flow on the A4 Bath Road and that a reduced speed limit would be restrictive.

One member of the public spoke to indicate that they did not oppose the proposal in principle. However, they described the traffic flow on the A4 from Saltford to Keynsham (towards the Broadmead Roundabout) as a 'funnel' and expressed concern that traffic congestion was gradually worsening due to increased development adjacent to this section of the A4 Bath Road, which included both existing and potential housing and commercial properties. The member of the public viewed that traffic volume, rather than speed limit, was the main factor affecting vehicle speeds and their primary concern was therefore the broader issue of rising traffic volumes and the potential for increased instances of gridlock on this stretch of highway.

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:

- **SPC request for size and weight restrictions on High St and nearby roads:** SPC had welcomed the support of Saltford's two B&NES Ward Councillors for its request to B&NES Council to implement size and weight restrictions on the High Street and surrounding roads (request resolved [June](#)

[2025, Item 16](#)). It was reported that B&NES Council (the Highways Authority) had confirmed the request had been added to its task register for future consideration as part of its programme. SPC had been advised that this request would be one of many under consideration and would therefore be assessed alongside similar proposals.

- therefore would be assessed alongside similar proposals. SPC's news article titled '[SPC requests vehicle size and weight limits on High Street and narrow roads nearby](#)' had been updated following B&NES Council's response.
- **Concern raised with B&NES Council regarding notification of permanent TRO consultations:** The Clerk reported that SPC had raised its concerns with B&NES Council regarding the lack of direct notification to SPC about recent Permanent Traffic Regulation Order (TRO) consultations affecting Salford. SPC had not been informed of TRO 25-027 by B&NES Council and only became aware of it through a Ward Councillor (see also item 12, below). A similar issue had occurred previously with TRO 24-031. SPC requested clarification on whether it had been inadvertently omitted from the mailing list or if Parish Councils were generally not being notified of Permanent TRO consultations. A request was made for this matter to be reviewed in line with the Parish Charter, and for reassurance that SPC would be included in future TRO consultation notifications so that it could respond - and share information with residents - in a timely manner. SPC had been informed that its concern had been forwarded to the Scheme Engineer at B&NES Council for a response.
- **Parish Walk 2025:** SPC's Parish Walk 2025 had taken place on Thursday 5 June. The Parish Council had expressed its thanks to Robin and Cheryl for leading the organisation of the event and the walk itself, which had included the preparation of the risk assessment. It was noted that, after many years of involvement, that Robin had stepped down from his role as a walk leader. The Parish Council had expressed its appreciation and thanks to Robin for his valued contribution to SPC's Parish Walks.
- **Salford Santa Dash – thanks expressed for grant:** SPC had received a message of thanks from the Salford Santa Dash following its grant of £370 to support the 2025 event (resolved June 2025, Item 11.d).
- **Salford Scouts – delivery of street furniture:** The organiser of the Remembrance Sunday parade at Salford Scouts had provided SPC with information which had included an image of the street furniture purchased using SPC's £500 community grant. They had thanked SPC on behalf of the Salford Scouts for its support for Salford's Remembrance Sunday parade 2025.
- **Highways maintenance at Beech Road:** Further to the update on the June 2025 minutes, SPC had thanked B&NES Council for the use of its Thermal Repair system to patch the remainder of the 'scarring' on Beech Road. Cllr

Andy Rice had also directly emailed the officer he had engaged with in 2024 to express the Council's gratitude for this action.

- **High Visibility vests:** SPC had offered its hi-vis vests to members of the Saltford community and nearby Parish Councils, but that no one had expressed that they would be of use. It was agreed that the hi vis vests would be donated to the Keynsham Re-cycling Re-use shop.
- **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 had been displayed on Monday 23 June and the period had commenced on Tuesday 24 June and would end on Tuesday 5 August 2025.
- **Wessex Water AI Water Quality App:** SPC had invited representatives from Wessex Water to present at the July meeting, however Wessex Water had informed SPC that they were still in the process of confirming outcomes following audience engagement. It was now hoped that an update would be provided to SPC in the summer. WW representatives had been invited to present to SPC about the potential for an AI app to be installed at the River Avon in Saltford at its September meeting.
- **Pedestrian island crossing installation:** SPC had been informed that the installation of the island had been postponed due to emergency works at other sections of the A4 Bath Road in Saltford and Keynsham. SPC had followed up with B&NES Council again to request information as to when the installation would be rescheduled. SPC had been informed that the contractor team were now located in a different area but that the island installation would take place as soon as possible as a priority, and that B&NES Council had apologised again for the delay.
- **Parish Council Airport Association contact:** It was shared that the Parish Clerk would be the Parish Council Airport Association contact for SPC for the 2025/26 year.
- **'Saltford' boundary sign:** SPC had informed B&NES Council of its decision ([June 2025, Item 14](#)) and requested that B&NES Council reinstall its sign, off-set from the highway if possible to prevent further damage. SPC had been informed that issues of 'sign swapping' persisted in the B&NES Council area, and that it would look to reinstall when possible.
- **WECA contact requested by SPC - update:** The Clerk confirmed that no responses had been received regarding SPC contact with the West of England Combined Authority. These included SPC's request for information about how WECA would support expanding the number of electric buses, and a request to meet the WECA Mayor to discuss WECA's proposals for the A4 Bath to Bristol Corridor (to include clarification on the proposal for bus lanes on the A4 Keynsham Bypass).

7. 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 Warren included:

- Complimentary comments about the Parish Walk, which Cllr Warren stated was a credit to all involved.
- That following the burst water main which had left residences in Saltford without water for several hours on 24 June, he had followed up with Bristol Water to find out how long the associated mains repairs works would take at the Broadmead Roundabout as concerns had been raised about the traffic congestion caused by the closed lane. He stated he would share any updates with SPC.
- That he continued to attempt to make contact with the West of England Combined Authority in relation to his enquiries about the A4 Bath to Bristol proposals (which had included proposals for bus lanes on the A4) and that he had yet to receive a response with regards to the matter or his request to meet with the WECA Mayor.
- (Cllr Warren had stated earlier in the meeting that he opposed the proposal under ref. no. TRO 24-031 to reduce the speed limit on the A4 Bath Road in Keynsham and Saltford from 40mph to 30mph).
- (Cllr Warren shared later in the meeting with a request to add under Item 7 that he had attended the Keynsham Area Forum meeting on 23 June).

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

- The options for housing developments in the next B&NES Council Local Plan Options Consultation would be made known on 3 September, in papers published in advance of the B&NES Council Cabinet meeting on 11 September. He added that to allow consideration of the information, that the options consultation would likely open in early October and run into November, with actual consultation dates to be confirmed nearer the time.
- He had booked Saltford Hall (Main Hall) for a public meeting to be held on Saturday 4 October starting at 7:15pm about the Local Plan Options for Saltford. Cllr Hounsell stated that Cllr Jon Godfrey, SPC Chair, had been invited to be on the panel of speakers, as had the Head of Planning at B&NES Council. It was clarified that the meeting would be for information sharing purposes.
- An update on WECA's progress with regards to the process for re-opening a railway station at Saltford, which included that further to the WECA feasibility

report that Saltford had been included as one of several stations in a business study being developed by WECA. Cllr Hounsell was unaware of a timescale for publication, but indicated that information would be unlikely to be made available by WECA before sometime in 2026.

- He had met with the Interim Deputy Vice-Chancellor at Bath Spa University (BSU) to ask that BSU re-affirm its support for the re-opening of a station at Saltford and to discuss the BSU Travel Plan which included an objective to reduce vehicle movements to BSU's Newton Park campus.
- He had attended a Wales and West Utilities (WWU) meeting about significant pending WWU roadworks at Mead Lane to replace metal pipes with plastic pipes. Works were due to take place from late September for an anticipated period of eight weeks. Cllr Hounsell added that WWU would carry out public engagement with residents in due course.
- He had supported the proposal made in TRO 24-031 to reduce the speed limit on the A4 Bath Road in Keynsham and Saltford from 40mph to 30mph.

8. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

Cllr Phil Harding, link member for the River Avon Users Consultative Committee, shared that he would attend the next meeting to be held on 15 July.

9. FUTURE AGENDA ITEMS

The Clerk reported that B&NES Council had sought informal views from Parish Councils on potential changes to the Housing Development Boundary (HDB), but the relevant information was initially unavailable and not received in time for SPC's July agenda. After raising this with B&NES Council and requesting a time extension, Parish Councils were granted access to the information along with a deadline time extension to 6 August 2025. The Council agreed to delegate any decision to respond and the nature of any response to SPC's Planning Committee. It was noted that no informal proposals for changes to Saltford's HDB had been received from B&NES Council and that any formal consultation on HDB changes would be included as part of the second B&NES Options Consultation (at which point SPC could resolve its formal view, if any).

(ITEM 12 WAS DISCUSSED AND RESOLVED NEXT).

(THE CHAIR SUSPENDED STANDING ORDERS FOR A FIVE-MINUTE BREAK. STANDING ORDERS WERE THEN REINSTATED AND THE MEETING CONTINUED).

10. PLANNING MATTERS

a. Decisions and appeals

The Clerk reported that the following application had been REFUSED by B&NES Council:

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.

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

24/00360/FUL - Staddle Stones 5 Saltford Court Saltford BS31 3EB. Erection of two storey side extension, new front gable facade, first floor rear balcony and associated works. Mr/s Selwood (Appeal Ref: APP/F0114/D/24/3350369).

b. Planning contraventions

i. It was reported that 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). SPC had been informed that due to continued non-compliance with the requirements, a second prosecution had been pursued by B&NES Council which had been brought before Bath Magistrates' Court in June. This prosecution had resulted in a higher fine for the defendant (£1,100), a victim surcharge (£440) and an order to pay B&NES Council's prosecution costs (£962). B&NES Council had stated that it would encourage the defendant to now comply with the Enforcement Notice and should non-compliance persist would consider further enforcement measures, which could include taking direct action to remedy the breach or consideration of injunctive action.

ii. No reports or information shared.

c. Planning items of important or urgent information

Further to Item 9 (above), the Clerk thanked Ward Cllr Duncan Hounsell for sharing that the options documents for the upcoming B&NES Council Local Plan Options Consultation would become available on 3 September ahead of the 11 September B&NES Council Cabinet meeting, and that the second Options Consultation would likely take place in October into November 2025. It was noted that this information had been shared by SPC on social media and also added to SPC's '[Protecting Saltford's Green Belt](#)' page for resident awareness.

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):

25/02120/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

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

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

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

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

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

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

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

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

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

COMMENT: Saltford Parish Council is supportive in principle for the change of use sought to support local employment and notes the applicant's claim that there is sufficient space on the former farmyard site to accommodate customer and staff parking associated with the proposal but should additional parking space be required, that would be the subject of a full planning application.

The Parish Council does, however, have concerns over the incremental and cumulative effect of recent and forthcoming new developments (housing, retail, leisure) along the A4 corridor between Keynsham and Saltford as this stretch of the A4 is subject to increasing periods of severe traffic congestion during peak or other periods and therefore asks BaNES Council to take this factor into account when making its decision.

The Parish Council notes the Preliminary Ecological Appraisal Report (Tyler Grange, 18th April 2024) associated with the application and in particular the potential impact on roosting bats associated with farm buildings of this nature. If BaNES Council is minded to give prior approval for change of use, the Parish Council asks BaNES Council to set a prior approval condition for mitigation/enhancement opportunities to be implemented before change of use and as specified in the ecological report (further bat surveys, mitigation to ensure no impacts to roosting bats occur during construction, and the inclusion of bat boxes). Likewise, any removal of bird nesting habitat should be avoided during the bird nesting season and the incorporation of

bird boxes integrated into the buildings should be a requirement to mitigate the loss of such habitat from farm buildings like these.

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

It was shared that SPC had received on the day of the meeting the following consultation:

25/02545/TPO - Avon County Rowing Club Saltford Rowing Centre Bath Road Saltford BS31 3JS. T3 poplar to reduce the tree canopy by 6 meters. T4 london plane 3 m reduction , lift lower branches to 4 m. T5 london plane 3 m reduction ,lift lower branches to 4 m. T6 london plane 3 m reduction , lift lower branches to 4 m. MH Landscaping.

The Council resolved to grant the Clerk delegated powers to respond to planning consultation 25/02545/TPO. This decision was made after the Council had reviewed consultation information on the B&NES Planning Portal, which had included photos showing property damage and fallen tree branches, information that indicated potentially damaged or diseased trees, and a location plan showing the trees' proximity to buildings and a Public Right of Way. Due to Health and Safety concerns and the possibility that emergency tree works were needed, the Council decided not to request a time extension to submit a response following the August Planning Committee in five weeks time, on the grounds of Health and Safety.

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

It was noted that SPC's response to '25/02545/TPO - Avon County Rowing Club Saltford Rowing Centre Bath Road Saltford BS31' and use of delegated powers would be recorded at a future meeting.

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

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](#)".

SPC had been informed since the June meeting that B&NES Ward Councillors for Saltford would be pleased to attend any meeting with the WECA Mayor. It was reported that no response had been received from the WECA Mayor, and it was agreed that SPC would again contact the WECA Mayor with regards to meeting.

It was shared that the Leader of B&NES Council had been away in recent weeks, and that in consideration of this a response to SPC's meeting request was expected in the near future.

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

It was reported that no response had been received to SPC's meeting request to the B&NES Council Planning Policy team to discuss SPC's 'Historic Fields' paper, likely due to the significant demand currently placed on the team due to the requirements and timeline of the reset Local Plan. SPC had received confirmation that Cllr Gary Graveling had looked to engage with the B&NES Council Landscapes Officer, and that following Cllr Graveling's information that SPC would look to approach B&NES Council's Planning Policy team again with a request to meet.

g. **PLANNING COMMITTEE SUPPORT FOR PLANNING CHAIR:**

It was agreed that, due to Cllr Shayan Aziz's sabbatical (resolved under Item 26, June 2025), in the absence of Cllr Aziz as SPC's Vice Chair for Planning Committee that other members of the Planning Committee would deputise for Cllr Phil Harding until December 2025 should this be required.

11. FINANCIAL MATTERS

- a. **Monthly Financial Report** – The Clerk presented the monthly financial report for June 2025, as recorded below. The report was considered and accepted by members. The Clerk also shared information as received from B&NES Council with regards to CIL receipts received to date.
- b. **Schedule of Expenditure** – The Council resolved to authorise the expenditure listed in the schedule for July 2025 and the schedule was signed by the Chair of the meeting.

It was noted that the Schedule of Expenditure for August 2025 was also presented (as displayed on SPC's website). It was noted that to retrospectively authorise August payments would be an item on the September agenda. The Council agreed in principle the spend listed on the August Schedule of Expenditure.

- c. **Morse Networks (formerly iTeam Solutions)** – The Council resolved to authorise 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. (Budget: Publicity).
- d. **Information Commissioners Office (ICO)** – The Council resolved to

authorise 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).

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

The Council resolved to respond 'SUPPORT – on safety grounds' to the consultation for TRO 24-031 which proposed to reduce the speed limit from 40mph to 30mph on a section of A4 Bath Road in Saltford and Keynsham.

Cllr Paul Smith requested that the vote be recorded. A unanimous vote for the 'support' response was made by Parish Councillors.

It was agreed that SPC would respond prior to the extended consultation end date of 2 July (extended date requested by SPC) and that SPC had shared information about the consultation on its website and social media once it had been made aware that a TRO consultation had opened.

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

The Council resolved to support the two proposals as listed for Saltford under Plan 5 and Plan 6 in TRO 25-027 by the 17 July end date. Plan 5 and Plan 6 included 'No parking at any time' (the installation of double yellow lines) at the Claverton Rd / Claverton Rd West junction (Plan 5) and 'No parking at any time' at the Manor Rd / Golf Club Lane junction (plan 6).

Both proposals were supported for safety and visibility reasons, specifically for children and young families accessing the school site and childcare business nearby during busy periods, and to support active travel to and from these locations. Double Yellow Lines at both locations had been requested by Saltford Parish Council in 2024 (see April 2024, Item 13 and June 2024, Item 16 minutes).

Further to [Item 17 at the June meeting](#), it was noted that the TRO consultation had opened in time to be considered at SPC's July meeting.

As B&NES Council had again not informed SPC about a permanent TRO consultation taking place in Saltford, thanks were expressed to Ward Cllr Hounsell for communicating information about TRO 25-027 to SPC. Information had been shared with residents via SPC's website and social media.

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

It was agreed that the Churchyard Working Group would support the Clerk in the production of specifications prior to the Council seeking quotes for works at St Mary's Churchyard. It was noted that quotes for wall works (as identified under Item 13, June 2025) and quotes for tree inspection works by a qualified arboriculturist would be an item for the Council to resolve on a future agenda (including spend).

15. UPDATE FOLLOWING ASSET CHECKING

Cllr Jon Godfrey shared that the Youth Shelter presented no Health and Safety concerns currently but that three areas of rust would benefit from treatment and that he would look to address. Cllr Godfrey recommended that the Parish Council consider when draft budget setting for 2026/27 to include costs for the entire repainting of the Youth Shelter as part of its ongoing general maintenance.

The Clerk shared that Cllr Emma Swallow had been in contact to confirm that the 'Fairtrade' sign on the Keynsham end of the village was still in place and with no concerns.

It was confirmed that all assets had been checked and further to above with regards to the Youth Shelter that no other action or spend was required.

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

Cllr Godfrey shared that there had been a delay to the installation of the battery powered defibrillator as funded and maintained by a private doner, and that he would share when installation had taken place at SPC's Norman Road Phone Box.

Consideration of the Bleed Kit at the Norman Road Phone Box was also discussed ahead of the defibrillator installation. Cllr Godfrey indicated that there would be space for both the defibrillator and the bleed kit, and that the existing bleed kit would be relocated to another accessible part of the phone box following the addition of the defibrillator. However should this not be possible, it was agreed that the Council would look to discuss a new location for the bleed kit at a future meeting, and to identify whether a 'limpet' style bleed kit could be added to the defibrillator at the Norman Road Phone Box instead (once installed).

17. WICK HOUSE CLOSE ALLOTMENTS

It was reported that the overhanging vegetation from a neighbouring property as reported at a previous meeting had been removed, as noted following a site visit.

It was reported that two unauthorised structures - a large water butt (connected via a pipe to a plot) and a large shed adjacent to a plot - had recently been installed on the communal space at the Wick House Allotment Site, near the gate where SPC had

previously funded grounds clearance. It was confirmed that no request for permission had been received from the tenant(s) involved. Due to access concerns, the limited size of the Wick House Close allotments, and insurance considerations, it was noted that SPC permission would likely not have been granted for the structures should this have been sought. The Council agreed that the installation of these structures constituted a breach of the tenancy agreement(s). It was resolved that the relevant allotment tenant(s) would be contacted and instructed to remove the items by 31 July 2025, and to reinstate the communal space to its original condition.

18. PUBLICITY

Items were discussed to potentially include on SPC's publicity and/or SPC's next SCAN page (to be submitted by 10 August 2025).

19. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

Information was received that B&NES Ward Councillor Chris Warren had engaged with the B&NES officer responsible for Electric Vehicle Charging Point installations following SPC's inquiry about planned charging points at Wedmore Road car park under a WECA-funded scheme. Cllr Warren confirmed that two charging points would be installed and awaited further details to share with SPC. At SPC's request, Cllr Warren also agreed to seek clarification on whether the WECA funding for the scheme has an expiration date, given the time elapsed since it had been awarded to B&NES Council.

20. DATA PROTECTION AND GDPR UPDATES

No updates were received.

The meeting closed at 9.05pm.

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

Signed.....

Next SPC meeting(s):

The next scheduled ordinary full council meeting is scheduled to take place at 7:15pm on 2 September 2025 in the Avon Room at Saltford Hall. SPC' Planning Committee was scheduled to meet on Tuesday 5 August 2025 at 7:15 in the Avon Room at Saltford Hall. Information about SPC's meetings available at www.saltfordparishcouncil.gov.uk

SALTFORD PARISH COUNCIL

Schedule of regular expenditure during July 2025
 – for authorisation by the Council at its meeting on 1 July 2025.

Description	Amount	Method	Budget heading
July staff costs total inc. salary, pension, HMRC tax and National Insurance	3000 estimate, 3200 maximum	Online BACS	Office staff
July SCA Hall hire	40 estimate 75 maximum	Online BACS	Hall hire
July inTouch Communications Ltd phone system	27 (+ VAT) estimate 35 (+ VAT) maximum	Direct Debit	General Administration
July Ambience Landscapes churchyard maintenance	190 (inc VAT) estimate 210 (inc VAT) maximum	Online BACS	Churchyard Maintenance
July monthly One Drive	2 (inc VAT) 3 max	Direct Debit	General Administration
July stationary, IT supplies, printing & postage + as appropriate	20 estimate 200 max	Online BACS / Clerks expenses	General Administration
July monthly bank account fee and electronic payments banking fee	£5 estimated £15 maximum	Online BACS	General Administration

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

Date: 25/06/25 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 1 July 2025.

SIGNED.....
 CHAIR / VICE-CHAIR

DATE:.....

SALTFORD PARISH COUNCIL

Schedule of regular expenditure during August 2025
 – for authorisation by the Council at its meeting on 2 September 2025.

(TO BE FORMALLY APPROVED AT THE SEPTEMBER MEETING)

Description	Amount	Method	Budget heading
August staff costs total inc. salary, pension, HMRC tax and National Insurance	3000 estimate, 3200 maximum	Online BACS	Office staff
August SCA Hall hire	40 estimate 75 maximum	Online BACS	Hall hire
August inTouch Communications Ltd phone system	27 (+ VAT) estimate 35 (+ VAT) maximum	Direct Debit	General Administration
August Ambience Landscapes churchyard maintenance	190 (inc VAT) estimate 210 (inc VAT) maximum	Online BACS	Churchyard Maintenance
August monthly One Drive	2 (inc VAT) 3 max	Direct Debit	General Administration
August stationary, IT supplies, printing & postage + as appropriate	20 estimate 200 max	Online BACS / Clerks expenses	General Administration
August monthly bank account fee and electronic payments banking fee	£5 estimated £15 maximum	Online BACS	General Administration

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

Date: N/A Amount: N/A

I certify that the above payments made or to be made have been authorised at the meeting of the Parish Council on 2 September 2025.

SIGNED.....

DATE:.....

CHAIR / VICE-CHAIR

Saltford Parish Council

Monthly Financial Report for June 2025 - Month 3
Quarter period 1

	Budget to date	Actual to date	Budget Year end position
RECEIPTS:			
Precept & any grant	£29,709	£29,709	£59,417
Interest on Investments	£150	£162	£600
Other Income: Allotments	£59	£189	£235
VAT Reimbursements	£1,300	£1,189	£1,300
Other	£0	£0	£0
Subtotal without CIL	£31,217	£31,248.33	£61,552
CIL Payments	£0.00	£1,255	£0
Total Income	£31,217	£32,503	£61,552

PAYMENTS:

General Administration	£375	£141	£1,500
Office accommodation	£1,500	£0	£1,500
Office Staff	£9,750	£9,208	£39,000
Office Equipment	£75	£0	£300
Training	£338	£922	£1,350
Auditing	£650	£305	£650
Insurance	£650	£381	£650
Publicity	£475	£500	£1,900
Subscriptions	£31	£95	£125
Chairmans Honorarium	£75	£75	£300
Councillors' expenses	£25	£0	£100
Hall / Room Hire	£175	£133	£700
Maintenance: Church Yard Grounds	£625	£462	£2,500
Allotments	£38	£0	£150
Churchyard Special Maintenance Projects	£625	£1,750	£2,500
Allotment site rent	£25	£0	£100
Council led schemes	£438	£0	£1,750
Environment schemes - SPC & grants	£125	£0	£500
Community events grants/misc	£125	£500	£500
Miscellaneous grants	£250	£370	£1,000
VAT	£250	£171	£1,000
Subtotal without CIL	£16,618.75	£15,013.12	£58,075.00
CIL-related expenditure	£0	£0	£1,971
Total Payments	£16,619	£15,013	£60,046

BALANCE AT END OF MONTH:

Current account £4,623

Business Instant Access account	£71,835
Cash	£0
TOTAL CURRENT BALANCE	£76,458

CIL-related cashflow	Balance at 31/03/25		CIL-income 25/26	CIL-expend 25/26	CIL balance
	£3,941		£1,254.58	£0	£5,196