



SALTFORD PARISH COUNCIL

**Tuesday 2 September 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 1 July 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.

(5 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 'TO RESOLVE' agenda items. Parish Councillors may ask questions or request clarification.

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.

(5 minutes)

10. PLANNING MATTERS

- a. To receive, update if required, and confirm as a correct record the minutes of the meeting of SPC Planning Committee held on Tuesday 5 August 2025 (draft copy available on the [website](#) and on the screen).

b. Decisions and Appeals:

To note any decisions by B&NES Council and any appeals to the Planning Inspector made in respect of Salford planning applications.

c. Planning contraventions:

Salford 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.

To receive any updates on matters which have been referred to B&NES Council, the Planning Authority, regarding possible contraventions of planning controls.

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.

d. Consultation(s) on planning applications in Salford - 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 Salford Parish Council (Further information is [available online](#) on the B&NES Council planning portal):

25/02981/FUL - 11 Witney Close Saltford BS31 3DX. Erection of double storey side extension. Mrs Leah Hicks

25/03198/FUL - 22 Grange Road Saltford BS31 3AG. Erection of single storey extension to provide garaging and garden room, additional vehicular access to Grange Road to form carriage driveway, associated hard landscaping following demolition of existing garage. J Fragapane

25/03245/FUL - 549 Bath Road, Saltford, BS31 3JG. Erection of two storey rear extension and first floor side extension. Mr/s Jones

25/03284/VAR - Sewage Purification Works Mead Lane Saltford BS31 3ER. Variation of condition 9 (Plans List (Compliance)) of application 21/05626/FUL (Five glass reinforced plastic kiosks containing control equipment for wastewater treatment plant on Saltford Water Recycling Centre. Creation of a landscaping bund on an existing agricultural field adjacent to Saltford Water Recycling Centre to mitigate the visual impact of proposed new wastewater treatment plant). Wessex Water

e. Consultation(s) on planning applications in Saltford - Planning applications (consultations) received after the issuing of the meeting notice:

To RESOLVE to consider 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 responses to any such planning consultations using delegated powers following the meeting (and prior to the consultation end date). Details of planning applications can be viewed on the [B&NES Council Planning Portal](#).

f. Update on requests to meet with WECA Mayor and the Leader of B&NES Council, following SPC's public letter 'New housing without compromising food security and nature' to the Deputy Prime Minister – including offer for B&NES Council Cabinet Members to attend a future SPC meeting

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 a meeting with the WECA Mayor.

To receive a summary from members of the SPC Planning Policy Working Group following their meeting on 12 August with the Leader of B&NES Council and the B&NES Council Cabinet Member for Built Environment, Housing and Sustainable Development, plus officers from B&NES Council's Planning Policy Team.

To RESOLVE whether to invite the Leader of B&NES Council and/or the Cabinet Member for Built Environment, Housing and Sustainable Development to attend a

future Saltford Parish Council meeting, including a Q&A session, to discuss matters related to potential development in the B&NES area and the Local Plan Options Consultation. *Note: A separate public meeting hosted by Ward Cllr Duncan Hounsell is scheduled for Saturday 4 October 2025 at Saltford Hall, where residents can learn more about the Local Plan Options Consultation process.*

g. 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.

To note that SPC would have the opportunity to respond to the next Local Plan Options Consultation (six week consultation commencing early October) and to agree which meeting to discuss and resolve SPC’s response.

To note that the Leader of B&NES Council and the B&NES Council Cabinet Member for Built Environment, Housing and Sustainable Development had offered to attend a SPC meeting.

h. Planning items of urgent or important information

Further to above, to receive any reports of important or urgent information related to planning matters, to include information received from B&NES Council (the Planning Authority).

(Planning Matters - 25 minutes)

11. FINANCIAL MATTERS

- a. **Monthly Financial Reports** – To receive the monthly financial reports for July and August 2025 (reports are also available on the [Meetings – Agendas and Minutes](#) page of the website).
- b. **Schedules of Expenditure** – TO RESOLVE to retrospectively authorise all regular payments made in August on the updated August Schedule of Expenditure (below) and to RESOLVE to authorise spend to be made during September 2025 as listed on the schedule of expenditure below (the schedules are also on the [Meetings – Agendas and Minutes](#) page of the website).
- c. **Introduction of Annual Schedule of Expenditure (from April 2026):** To RESOLVE that, starting from April 2026, Saltford Parish Council will adopt an annual Schedule of Expenditure, in line with SPC’s Financial Regulations, to cover regular and anticipated payments. The Annual Schedule of Expenditure would replace the existing practice of approving

monthly Schedules of Expenditure for regular and anticipated payments. Any new regular payments resolved after April 2026 may be added to an updated (and Council approved) Annual Schedule of Expenditure, with any changes to be noted under 'Financial Matters' at the time. The Annual Schedule of Expenditure would be included in the minutes of each meeting. Any transfers between SPC's accounts as currently recorded on the monthly Schedule of Expenditure would be noted under 'Financial Matters'.

- d. **Salford Community Association (SCA) affiliation fee** - To authorise expenditure of up to £15 (likely £10) to SCA for annual affiliation fee renewal for 2026/27 (Budget heading: Subscriptions).
- e. **Remembrance Sunday Memorial Wreath** – To authorise a donation of up to £25 to the Royal British Legion, likely with payment made via the 1st Salford Scouts, for SPC's Remembrance Sunday Memorial Wreath to be laid by SPC to represent the Salford community (Budget heading: Council Led Schemes).
- f. **Conclusion of External Audit** – The conclusion of SPC's External Audit is due by 30 September 2025. If received, to receive SPC's external auditor report and certificate. To note details of any matters arising from the review. To consider any matters and decide what, if any, action is required. To confirm publication of the Notice of Conclusion of Audit along with the certified AGAR (Sections 1, 2 and 3).
- g. **EXTERNAL AUDIT FEE TBC BDO LLP** – To authorise expenditure of up to £400+VAT to BDO LLP for the limited assurance review of Annual Governance and Accountability Return for the year ending 31 March 2025 (Budget heading: Auditing).

(10 minutes)

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

To RESOLVE that in accordance with Standing Order 3.d, in view of the nature of the information to be shared under Item 13, to discuss and RESOLVE whether it is advisable that the public and press be temporarily excluded for Item 13 only and if so that they are instructed to withdraw.

(2 minutes)

13. ST MARY'S CHURCHYARD: QUOTE FOR ARBORICULTURIST SURVEY AND QUOTE FOR WALL MAINTENANCE WORK(S) ON THE SOUTH WALL(S) (INCLUDING TO RESOLVE SPEND FOR BOTH, AND IF REQUIRED TO EXCEED SPEND ON CHURCHYARD SPECIAL MAINTENANCE PROJECTS BUDGET)

Salford Parish Council is responsible for safety maintenance at St Mary's (closed) Churchyard. Three quotes have been sought by SPC for an arboriculturist tree survey and three (sets of) quotes have been sought by SPC for wall maintenance works. (Information is on Cllrs SharePoint).

i. To consider and to RESOLVE to accept a quote for an arboriculturist tree survey at St Mary's Churchyard. Three quotes for the Council's consideration were sought. Based on quotes received to SPC, to RESOLVE a spend of up to £700 plus VAT (Budget: Churchyard Special Maintenance Projects).

ii. To consider and to RESOLVE to accept a quote for wall maintenance works on the south wall(s) at St Mary's Churchyard. Three quotes for the Council's consideration were sought, in which four separate quote options were sought. Based on quotes received to SPC, to RESOLVE a spend of up to £39,000 plus VAT (Budget: Churchyard Special Maintenance Projects and/or Churchyard Projects reserve (earmarked funds), and/or general reserves).

iii. If required following decisions under 13.i. and/or 13.ii. (above) to RESOLVE to exceed spend on the Churchyard Special Maintenance Projects budget, and/or to RESOLVE to spend on the Churchyard Projects reserve (earmarked funds), and/or to RESOLVE spend using general reserves.

(10 minutes)

14. EXTERNAL SPC SUPPORT FOR DATA PROTECTION AND GDPR COMPLIANCE (INCLUDING TO RESOLVE SPEND)

To consider a proposal to engage professional support for managing Saltford Parish Council's data protection and GDPR compliance obligations, due to increasing pressure on SPC resource and its impact on business continuity, and mitigation of business risk.

Following a positive meeting with representatives of One West, a trading arm of B&NES Council specialising in GDPR compliance (information available on Cllrs SharePoint), to RESOLVE that SPC enter into a Service Level Agreement with an initial 20-hour support package at £1,200 + VAT to be used on an as-and-when required basis with no time expiry for use. (Budget line: General Administration).

If resolved, to agree that this item be considered during future budget setting discussions, with potential creation of a dedicated GDPR support budget line for transparency on spend in this area.

If resolved, to look to update SPC's Governance and Management Risk Register with the above support (updated annually, next due October 2025).

(5 minutes)

15. EXTERNAL SPC SUPPORT FOR PAYROLL SERVICES (INCLUDING TO RESOLVE SPEND)

To consider a proposal for Saltford Parish Council to engage an external payroll service provider to ensure consistent monthly payroll processing.

Benefits of the proposal include to free up staff capacity for other council priorities; provide continuity of service in the event of staff changes or absence; reduce business risk and support compliance with payroll legislation, and; to enhance data protection for SPC staff by limiting internal handling of sensitive information.

To RESOLVE to outsource SPC's payroll to an external provider, and to RESOLVE a spend of up to £300 p.a. for payroll services (Budget: General Administration).

To RESOLVE Staffing Committee to have the power to appoint a payroll provider, and for this decision to be recorded at a future meeting.

If resolved, to look to update SPC's Governance and Management Risk Register with the above external support (updated annually, next due October 2025).

(5 minutes)

16. TRAFFIC REGULATION ORDER (TRO) 24-044 - PRELIMINARY CONSULTATION ON PROPOSED 20MPH SPEED LIMIT – MANOR ROAD / COURTENAY ROAD, KEYNSHAM (AHEAD OF FORMAL PUBLIC CONSULTATION)

B&NES Council has issued a Traffic Regulation Order (TRO) report proposing the introduction of a 20mph speed limit on Manor Road and Courtenay Road in Keynsham. This is part of a preliminary consultation stage and SPC (as a stakeholder) has been invited to submit comments. Feedback received will inform a decision on whether to proceed, amend, or abandon the proposals. If progressed, a 21-day public consultation will follow, which SPC will resolve a formal response to as an item on a future agenda.

To RESOLVE acknowledgement and approval of the Clerk's response, submitted on behalf of Saltford Parish Council (SPC) and shared with Keynsham Town Council and Saltford Ward Councillors on 12 August, to correct factual inaccuracies (rather than a SPC view on the proposals as included in the preliminary consultation) in the TRO consultation information. The response highlighted:

- The omission of 'Saltford' in the location description, despite parts of Manor Road and Courtenay Road falling within Saltford Parish boundaries (boundary map also submitted to B&NES Council);
- The inaccurate Statement of Reasons, which failed to acknowledge - and as such was not factual due to omission of information - that the TRO had originated from Saltford Parish Council following its formal resolutions and requests, as recorded in the Parish Council's minutes under Item 12 (April 2023), Item 15 (June 2023), and Item 15 (September 2023) and as publicly available on the Saltford Parish Council website - as well as its inclusion in SPC's responses to B&NES Council's 2024 strategic transport consultations (Items 15 and 16, September 2024) - and;
- That SPC's request followed a site meeting arranged by SPC with representatives from Keynsham Town Council (KTC), and that KTC subsequently submitted a similar TRO request to B&NES Council at the time.

Further to the above, to consider the information received from B&NES Council as part of its preliminary consultation for TRO 25-044 (available on Cllrs SharePoint) and to RESOLVE to submit any further comments.

(5 minutes)

17. NORMAN ROAD PHONE BOX – PROJECT CONCLUSION AND TO DISSOLVE PHONE BOXES WORKING GROUP

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 receive information about the end of the Norman Road Phone Box project, including publicity.

To RESOLVE to dissolve SPC's Phone Boxes Working Group following completion of the Norman Road Phone Box project.

(5 minutes)

18. RECOMMENDATIONS TO B&NES COUNCIL FOR HIGHWAYS MAINTENANCE 2026/27

To agree which roads in Saltford should be prioritised and recommended for inclusion in the B&NES Highways Maintenance programme for 2026/27.

(5 minutes)

19. RECOMMENDATIONS TO B&NES COUNCIL FOR PAVEMENT MAINTENANCE 2026/27

To agree which pavements in Saltford should be prioritised and recommended for inclusion in the B&NES Council repair and maintenance programme for 2026/27.

(5 minutes)

20. WICK HOUSE CLOSE ALLOTMENTS

Further to Item 17 at the July meeting, to receive an update about the Wick House Allotment site, as managed by SPC, to include matters relating to access and vegetation.

(5 minutes)

21. FEEDBACK FROM CLERK'S APPRAISAL

To receive feedback from the Clerk's annual appraisal.

(5 minutes)

22. PUBLICITY

To consider future items for SPC's publicity, including SCAN.

(5 minutes)

23. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

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

(3 minutes)

24. DATA PROTECTION AND GDPR UPDATES

To receive an update on data management and GDPR compliance.

(3 minutes)

[CLOSE OF MEETING]