



# **SALT FORD PARISH COUNCIL**

**Minutes of the ordinary meeting of the Council held in the Avon Room at Saltford Hall on Tuesday 2 September 2025 at 7.15pm.**

## **PRESENT**

**Councillors:** Jon Godfrey (Chair), Julie Austwick, Gary Graveling, Phil Harding (Chair of Planning Committee), Paul Smith, Emma Swallow, Andy Rice 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 1 July 2025 at Saltford Hall as final. The minutes were confirmed as a correct record and as final, 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 Dudley Bartlett and David Halton (Vice Chair)

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**

Cllr Jon Godfrey, Chair of Saltford Parish Council, congratulated Saltford Sports Club on the success of their music festival as held on 24 August, and recognised its value as a community event.

He also thanked the Landlord and team at The Crown in Saltford, for their generosity in funding and installing a defibrillator at SPC's Norman Road Phone Box. Cllr Godfrey noted that SPC had shared publicity marking the completion of this project, and that further matters related to this would be addressed under 'Item 17 - Norman Road Phone Box – Project conclusion and to dissolve Phone Boxes Working Group'.

## **5. PUBLIC TIME**

There were five members of the public present.

No requests were made by those present to address the Council.

## 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:

- On-Street Permit Review 2025 (TRO 25-051): SPC had been included in B&NES Council's preliminary consultation regarding a potential increase in annual on-street parking permits from £100 to £120, among other changes. SPC would respond formally once the consultation opens and would add this to a future agenda, depending on timings.
- Emergency Alert Test – 7 Sept 2025: B&NES Council had advised of a nationwide Emergency Alert Test on Sunday 7 September, to familiarise the public with alerts for life-threatening emergencies.
- A4 Bath Road Pedestrian Island: Installation of the long-requested pedestrian island had taken place on 14–15 August. SPC had thanked B&NES Council and its contractors for delivery of this project, first requested in 2019.
- Speed Camera Road Markings: Following SPC's engagement with police and B&NES, speed camera markings (removed during May resurfacing) were reinstated in early August. It was clarified that B&NES is responsible for markings and vegetation clearance; and the police are responsible for enforcement.
- Wessex Water AI Water Quality App: Correspondence had been received regarding the development of an AI-powered water quality app, including conditions presented by Wessex Water. Details had been shared with Councillors for consideration and possible resolution at a future meeting.
- B&NES Active Travel Masterplan & Transport Action Plan Map: SPC welcomed that feedback from its September 2024 response was reflected in B&NES's outcomes. A news article, "*SPC influences B&NES strategic transport plans to benefit Saltford,*" had been published on SPC's website.
- Road Resurfacing in Saltford: SPC welcomed resurfacing works on Manor Road (21 July) and High Street (from 26 August), both as previously requested by Parish Council.
- Curo Works – development on A4 Bath Road, Keynsham: B&NES Council had confirmed 35-week roadworks to begin 8 September related to the Curo development. Curo had also contacted SPC with further information, which included that works would improved pedestrian and cycling infrastructure, and that there would be a 24/7 contact number: 0370 050 0797.
- Parish Election Charges (from April 2026): B&NES informed SPC that election costs would be charged to Parish Councils from 1 April 2026. SPC's estimated costs were: £4723.31 (scheduled elections) and £6624.85 (by-elections). SPC had anticipated this change and begun budget planning accordingly ahead of the current financial year, with further decisions to be made during the 2026/27 budget process.
- Meeting with WECA Mayor: SPC had accepted an invitation via Cllr Chris

Warren for representatives to attend a future meeting with the WECA Mayor regarding transport, Green Belt, and Saltford Station. No direct response had yet been received from WECA to SPC's own requests to meet with the WECA Mayor.

- St Mary's Churchyard Safety Inspection: Members of SPC intended to undertake a safety maintenance inspection in October, with outcomes to be discussed at a subsequent meeting.
- Updated NJC Pay Scales (2025/26): A 3.2% NJC pay increment, backdated to April 2025, had been implemented and was reflected in the August Schedule of Expenditure.
- TRO 24-031 – A4 Speed Limit Reduction: SPC was not initially notified that TRO 24-031 (reducing the A4 speed limit to 30mph) had been sealed in July. Upon enquiry, SPC received confirmation but had then subsequently raised concerns over inadequate signage and public awareness of the change in speed limit from 40mph to 30mph and associated safety concerns, and requested that B&NES Council use its formal communication channels to share this information. SPC had also again raised concern about B&NES Council's engagement with Parish Councils on TROs, specifically with regards to 24-031.
- SPC Query to WECA re. Electric Bus Fleet: No response had been received to SPC's March 2025 query regarding full electrification of the bus fleet. However, confirmation of First Bus's ambitions for a fully electric fleet had subsequently been shared by the B&NES Leader (and Deputy WECA Mayor).
- Upcoming WECA A4 Bath to Bristol Consultation: SPC had been advised by the B&NES Leader (and Deputy WECA Mayor) that the next WECA A4 Bath–Bristol consultation would occur this autumn. In response, SPC had emphasised the need for timely communication to support resident engagement and raised concerns over previous poor engagement by WECA.
- Public Right of Way (PROW) BA27/47 (section from The Shallows): SPC was aware that B&NES Council had confirmed that the legal line of the footpath had been established, and that B&NES Council's Public Rights of Way team had been in contact with landowners and that landowners had been instructed to remove blockages. No information about the resolution of nearby and ongoing highway flooding concerns had been received from B&NES Council.
- Considerate Use of Fireworks: SPC would look to share its reminder about considerate firework use, usually around Bonfire Night, over a longer winter period. Organisers of public displays were encouraged to notify SPC for wider sharing so residents could prepare.
- Keynsham Area Forum – Saltford Showcase: SPC had been invited to suggest local features to showcase and it was suggested that the work of Saltford Community Association, Saltford Tennis Club and Saltford Sports Club be highlighted.

## **7. INFORMATION FROM B&NES COUNCIL'S SALTFORD WARD COUNCILLORS**

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 at the meeting, further to comprehensive information in his written report, included that:

- The B&NES Council budget had allocated spend in Saltford for highways resurfacing at A4 Bath Road, Manor Road and High Street, as well as the installation of the pedestrian island crossing on the A4 Bath Road (near The Glen junction).
- Curo works relating to the development on the A4 Bath Road, Keynsham, would begin on 8 September. It was shared that these would include LCWIP (Local Cycling Walking Infrastructure Plan ) Improvements to which Curo had made a £120k contribution as part of a S106 agreement linked to its planning permission for new homes, with the remainder of LCWIP costs funded by the West of England Combined Authority (WECA). The Council was informed that the LCWIP actions and maps - as shared in recent communications from Curo to SPC - had been generated and decided in 2020, and which included detail on the segregation of the shared path on the A4 Bath Road, Keynsham.
- Information was shared regarding two upcoming planning consultations of significant public interest, both to be decided by B&NES Council. Cllr Hounsell noted that application '24/02489/EFUL - Parcel 1463, Middle Piece Lane, Burnett – Solar Farm' was scheduled to be considered at a B&NES Council Planning Committee meeting, and that he supported the B&NES Council Case Officer's recommendation to refuse. Further, and although Cllr Hounsell did not usually serve on the Planning Committee, he explained that – due to conflicts of interest by regular committee members which reduced the number of eligible participants – he would sit on the committee for the consideration of application '23/03558/EFUL - Bath Rugby Stadium redevelopment'.
- An update on Local Plan Options Consultation papers was shared, which included a revised date for their publication on 17 September, and that a special B&NES Council Cabinet meeting would be held on 25 September. Proposed consultation period dates had not changed.

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:

- That he had requested B&NES Council to support 'Small Business Saturday' with information at <https://smallbusinesssaturdayuk.com/> , to take place on the first Saturday in December. He hope that this would support and shine a light on small local businesses in Saltford.

- Enquiries had been made with regards to the upcoming Curo development works on the A4 Bath Road, with reference to how a bus lane - should one be proposed in the upcoming WECA consultation - work in practical terms with the new development's entrance.
- He had been made aware that the newly installed pedestrian island on the A4 Bath Road had been hit twice by passing vehicles, and that he would raise safety concerns with B&NES Council and seek improvements to increase driver awareness of the recent highway change.
- That the resurfacing work on High Street was of a very high standard, with the team carrying out the works on behalf of B&NES Council described as efficient and professional throughout. Cllr Warren welcomed this investment in Saltford as a positive use of taxpayer funding.
- He had donated £500 to the Saltford Brass Mill Project from his Ward Councillors Empowerment Fund allowance and that it would be spent on equipment to assist the Brass Mill volunteer team to clean the historic site following increased instances of flooding during the winter period.
- He would seek to propose the addition of a railway link to the Keynsham Recycling Centre at Pixash Lane, aiming to significantly reduce lorry traffic to and from the site, including along the A4 Bath Road. He highlighted the environmental benefits of this proposal in support of B&NES Council's Net Zero targets.
- A meeting would take place with the WECA Mayor to discuss re-opening Saltford Railway station, Saltford's Green Belt, and the A4 Bath to Bristol transport corridor with specific reference to previous proposals for bus lanes, and that Cllr Warren had invited members of Saltford Parish Council to attend (date to be confirmed).

## **8. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES**

Cllr Phil Harding, link member (and independently of SPC, Chair of Saltford Environment Group) shared that the 2026 SEG and Saltford Community Association calendar was now on sale, and that funds raised would be shared between the two organisations and also with Saltford Community Post Office and Library.

Cllr Phil Harding confirmed that he had attended the River Avon Users Consultative Committee (RAUCC) meeting on 15 July and that the next meeting would take place on 14 October. He added that the Chair of RAUCC had recently raised safety concerns associated with recent damage to Kelston Lock to the attention of the Canal River Trust and B&NES Council, and that the RAUCC Chair had requested a repair to take place as soon as possible.

The Clerk shared that the ALCA AGM would take place on Saturday 25 October 2025 via Zoom, and that a representative from SPC was invited to attend.

## **9. FUTURE AGENDA ITEMS**

The Council discussed concerns about the impact of loud fireworks on residents, pets, and livestock. Building on its 2022 actions to lobby the Local Government Association and Government to limit the sale of fireworks over 90dB, SPC agreed to share messages promoting the considerate use of fireworks throughout the autumn and winter, not just around Bonfire Night. SPC also encouraged organisers of local public displays to inform the Parish Council in advance so that dates and times could be shared with residents.

It was shared that an update had been received from Wessex Water regarding the proposed water quality AI app for the river. New conditions for its introduction had been proposed, which had not been mentioned in prior communications. SPC resolved to add this to a future agenda as an item.

It was agreed to invite the Leader of B&NES Council and the Cabinet Member for Built Environment, Housing and Sustainable Development to a future SPC meeting, following their offer. SPC would request a short talk on the Local Plan Options Consultation, with an opportunity for Councillors to ask related questions to follow.

It was welcomed that Curo Works had offered to meet with Councillors regarding the upcoming development works on the A4 Bath Road, scheduled to begin on 8 September. In recognition of busy upcoming agendas, the Council agreed to maintain communication with Curo outside of meetings, with any updates to be recorded at a future meeting if required. It was noted that further to Ward Cllr Duncan Hounsell's information under Item 7 (above), that the recent communication from Curo about the development works had listed actions in relation to LCWIP (Local Cycling Walking Infrastructure Plan ) Improvements, which had differed from the information in the WECA LCWIP 2021 report and instead aligned with the requests made by Saltford Parish Council in its response to B&NES Council's Active Travel consultation dated September 2024 as available on SPC's website. The Council agreed that further information would be sought for clarification on the matters raised in Curo's correspondence to SPC.

## **10. PLANNING MATTERS**

### **a. Minutes of the August 2025 Planning Committee meeting**

The Council resolved to accept the draft minutes of the Planning Committee meeting held on Tuesday 5 August 2025 at Saltford Hall as final. The minutes were confirmed as a correct record and signed by the Chair of Planning Committee.

### **b. Decisions and appeals**

**The Clerk reported that the following applications have been PERMITTED (with**

**conditions) by B&NES Council:**

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

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

25/02662/FUL - 451 Bath Road Saltford BS31 3AZ. Erection of annexe to provide ancillary accommodation. Shane Davis

**The Clerk reported that the following applications had received CONSENT by B&NES Council:**

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

25/02722/AR - Saltford Primary School Claverton Road Saltford BS31 3DW. Removal of 3nr existing signs on the building. To be replaced by 3nr new signs and the addition of 1nr New fence sign and 1nr new gate sign. Happy Days Nursery

25/02721/AR - 480 Bath Road Saltford BS31 3DJ. The erection of 3nr new signs,1nr on the east elevation, and 2nr on the North of the Building at the entrance. There will be 1nr rewrap which is like-for-like dimensionally of the existing fascia sign on the North elevation of the building. Specified signage to be illuminated externally either via trough lighting or built in and covered. Happy Days Nursery

**The Clerk reported that the following application had received an APPROVE response by B&NES Council:**

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

**The Clerk reported that the following applications have been WITHDRAWN:**

23/01804/LBA - Mill Island The Shallows BS31 3EX. Proposed extensive reconfiguration and refurbishment of Mill Lodge and rewilding of Mill Island, we would like to submit this application under a PPA. Jordan and Phoebe Franklin

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**c. Planning contraventions**

It was noted that Planning Enforcement case ref. no. '25/00084/UNDEV - 2 Grange

Road Saltford Bath And North East Somerset BS31 3AR. Erection of single storey garage (retrospective)' had been submitted as Planning Application Ref. No. 25/01910/FUL (to which SPC had responded), and that the decision of B&NES Council was 'PERMIT', as recorded above.

Following information recorded under Item 8.ii of the Planning Committee minutes, it had been confirmed that a Planning Contravention had not been opened by B&NES Council following it having been shared during Public Time that an enforcement enquiry had been raised with regards to a development at Homefield Road.

- 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):

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

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

**COMMENT:** Saltford Parish Council is supportive in principle of the proposed extension. The Parish Council notes from the proposed plan that the new extension is not built right up to the boundary line with the neighbouring property which is to be welcomed. It is not possible to ascertain from the proposals the width of the gap between the extension and the neighbouring property, No.12. In circumstances like this Saltford Parish Council considers that a gap of at least 1 metre between the outside wall of a proposed extension and the adjacent boundary would be appropriate to avoid an otherwise unnecessary imposition and inconvenience for the neighbouring property when access from that property for future maintenance or repair of the extension would be required.

**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

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

**COMMENT:** Saltford Parish Council considers that this application addresses the main concern associated with the previously refused planning application, 24/03722/FUL. That was for a two-storey side extension that if permitted would overshadow and be overbearing on the neighbouring property, No. 20. This revised application is largely successful in reducing that impact with the new proposals. There remains, however, a lack of clarity in the plans on the gap between the new side extension, which is a relatively long structure, and the boundary line with No. 20. At potential considerable future inconvenience to the neighbouring property (No. 20), access for maintenance or repair of the extension will be required from the

neighbouring property. In circumstances like this Saltford Parish Council considers that a gap of at least 1 metre, preferably more where space allows, between the outside wall of a proposed extension and the adjacent boundary would be appropriate and asks BaNES Council to take account of this in its decision so that the end result, should planning consent be granted, is not an over-development of the site and of the space between the two properties.

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

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

**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

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

COMMENT: Saltford Parish Council is broadly in favour of the proposed variation to the landscape bund and woodland planting on the basis of the following two points:-

1. That BaNES Council is satisfied that there will be no net loss in habitat gain from the consented plans (21/05626/FUL) arising from this variation, and
2. That BaNES Council satisfies itself that, due to the proximity of Saltford airfield, the requirements of Civil Aviation Authority safety regulations are considered by the applicant before the revised planting and associated landscaping work for the new planting commences as well as including any maximum tree height requirements to meet those safety regulations in the Landscape and Ecological Management Plan.

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

None received.

**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**

Cllr Harding reported that members of Saltford Parish Council had welcomed the opportunity to meet with the Leader of B&NES Council, in August 2025 at the Guildhall, following SPC's letter to the Deputy Prime Minister regarding 'New housing

without compromising food security and nature.’ The meeting had been attended by SPC’s Planning Policy Working Group (Cllrs Godfrey, Harding, and Graveling), the B&NES Cabinet Member for Built Environment, Housing and Sustainable Development), two B&NES Planning Policy Officers and SPC’s Parish Clerk.

Key discussion points had included Green Belt and Landscape Protection. SPC had reiterated the importance of maintaining Saltford’s village integrity and Green Belt setting, and raised its actions to seek stronger protections including NE2a designations where applicable.

SPC had been informed that B&NES Council recognised the need to maintain Green Belt around the village, and that Saltford was viewed by WECA as ‘regionally important’ and that in WECA’s view that the A4 corridor was a sustainable link between Bristol and Bath.

SPC had expressed concern over the village being referred to jointly with Keynsham as a potential ‘vibrant hub’ and stressed the need to preserve and retain Saltford’s distinct rural character, which was acknowledged by the Leader of the Council and other B&NES representatives.

It was shared that a more detailed summary of SPC’s meeting and a copy of the letter to the Deputy Prime Minister was available on SPC’s website under ‘News’ in its article titled [‘Protecting Saltford’s Green Belt’](#).

**g. 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 SPC had not received a response following its request to meet with B&NES Council’s Planning Policy Officers to discuss SPC’s ‘Historic Fields’ paper, and attributed this to the significant demand currently placed on the team due to the requirements and timeline of the reset Local Plan.

Similarly, SPC’s requested engagement with the B&NES Council Landscapes Officer had also not taken place. In consideration of the Options Consultation due to open in October, it was agreed that SPC would respond positively should meetings be offered by the B&NES Council Planning Policy team but that it acknowledged that these were now unlikely to occur prior to the consultation.

**h. Planning items of important or urgent information**

It was shared that SPC had received a communication the evening of the meeting that the Reset Local Plan Options document - due to be considered by Cabinet on 11 September with the Options document due to be published on 3 September - had been delayed. B&NES Council’s Planning Policy team had shared that Reset Local Plan Options document would now be considered by B&NES Council’s Cabinet at a special meeting on 25 September. This meant that the Cabinet Report and Options document would be published on 17 September.

SPC had been informed that the dates for the public consultation on the Reset Local Plan Options document had not changed, and would still take place from 2 October to 13 November 2025. Information on the consultation would be set out in B&NES Council's communications and engagement plan, a copy of which would be attached to the Cabinet Report published on 17 September.

It was noted that SPC had requested B&NES Council arrange a 'drop in' session at Saltford Hall for residents during the Options Consultation period, and that B&NES Council had not confirmed whether this would take place as part of their engagement plan.

**(The Chair suspended standing orders for a five-minute break. Standing Orders were then reinstated and the meeting continued).**

## **11. FINANCIAL MATTERS**

- a. **Monthly Financial Reports** – The Clerk presented the monthly financial reports for July and August 2025, as recorded below. The reports were accepted by members.
- b. **Schedules of Expenditure** – The Council resolved to retrospectively authorise the expenditure listed in the schedule for August 2025, as recorded below and as updated following in principle authorisation at the July meeting.

The Council also resolved to authorise the schedule for September 2025. Both schedules were signed by the Chair of the meeting.

- c. **Introduction of Annual Schedule of Expenditure (from April 2026)** - The Council resolved that, starting from April 2026, Saltford Parish Council would 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 would be added to an updated (and Council approved) Annual Schedule of Expenditure, with any changes to be noted under 'Financial Matters' at a SPC meeting at the time of any update. It was agreed that 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 recorded under 'Financial Matters'.
- d. **Saltford Community Association (SCA) affiliation fee** – The Council authorised expenditure of £10 to SCA for annual affiliation fee renewal for 2026/27 (Budget heading: Subscriptions).
- e. **Remembrance Sunday Memorial Wreath** – The Council authorised a donation of up to £25 to the Royal British Legion, likely with payment made

via the 1st Saltford Scouts, for SPC's Remembrance Sunday Memorial Wreath to be laid by SPC to represent the Saltford community (Budget heading: Council Led Schemes).

- f. **Conclusion of External Audit** – It was shared that the conclusion of SPC's External Audit had yet to be received, as due by 30 September 2025. It was agreed to carry this item forward to the October meeting.
- g. **EXTERNAL AUDIT FEE BDO LLP** – The Council 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).

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

No resolution was required (no members of the public were present at the start of Item 12).

## **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)**

Saltford Parish Council acknowledged its responsibility for safety maintenance at St Mary's (closed) Churchyard. Three quotes had been sought by SPC for an arboriculturist tree survey and three (sets of) quotes had been sought by SPC for wall maintenance works, based on specification information agreed by the Churchyard Working Group.

- i. The Council considered and resolved to accept a quote for an arboriculturist tree survey at St Mary's Churchyard. The quote from Silverback was accepted, and spend authorised at £500 plus VAT for the survey (Budget: Churchyard Special Maintenance Projects).
- ii. The Council considered and resolved 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 had been sought, in which four separate quote options had been requested.

Based on quotes received to SPC, the Council resolved to accept an estimate from T M Masonry for rebuild works according to the engineers survey, on the length of section of wall either side to where a collapse had occurred in January 2025, pending a faculty from St Mary's Church and a request by for an indicative date for works.

The Council resolved a spend of £7,020 (Budgets: Churchyard Special Maintenance Projects, Churchyard Projects reserve (earmarked funds), and (general reserves). In consideration of the spend approved, discussion took place with regards to future

budget planning and how SPC might look to accommodate spend for further churchyard wall maintenance requirements as identified in the engineer's report. It was recognised that SPC would give considerable consideration to this matter when setting the budget for the next financial year.

iii. As required following the decision under 13.ii. (above) the Council formally resolved to exceed spend on the Churchyard Special Maintenance Projects budget, and resolved to spend the entire Churchyard Projects reserve (earmarked funds), and resolved spend using general reserves, to accommodate the estimate resolved for the wall maintenance works.

**(It was noted that, due to the time elapsed, a vote was taken during Item 13 and the Council resolved to continue the meeting).**

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

The Council considered a proposal to engage professional support for managing Salford 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.

Information was shared following a meeting that had been held with Cllr Jon Godfrey and the Parish Clerk and representatives of One West, a trading arm of B&NES Council specialising in GDPR compliance.

The Council resolved that SPC enter into a Service Level Agreement with an initial 20-hour support package. The Council authorised spend of £1,200 + VAT to be used on an as-and-when required basis with no time expiry for use. (Budget line: General Administration).

It was also agreed that this item would be considered during future budget setting discussions, with potential creation of a dedicated GDPR support budget line for transparency on spend in this area.

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

The Council considered a proposal for Salford Parish Council to engage an external payroll service provider to ensure consistent monthly payroll processing.

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

The Council resolved to outsource SPC's payroll to an external provider, and resolved a spend of up to £300 p.a. for payroll services (Budget: General Administration). Should the cost exceed this amount following quotes being sought, it was agreed that this would be an item on a future agenda.

It was resolved that members of Staffing Committee would agree to appoint a payroll provider, and for this decision to be recorded at a future meeting.

#### **16. TRAFFIC REGULATION ORDER (TRO) 25-044 - PRELIMINARY CONSULTATION ON PROPOSED 20MPH SPEED LIMIT – MANOR ROAD / COURTENAY ROAD, KEYNSHAM (AHEAD OF FORMAL PUBLIC CONSULTATION)**

It was shared that B&NES Council had issued a Traffic Regulation Order (TRO) report which proposed the introduction of a 20mph speed limit on Manor Road and Courtenay Road in Keynsham. SPC (as a stakeholder) had been invited to submit comments as part of a preliminary consultation stage. It was shared that if progressed, a 21-day public consultation would follow, which SPC will resolve a formal response to as an item on a future agenda.

The Council acknowledged and approved the Clerk's response, submitted on behalf of Saltford Parish Council (SPC) and shared with Keynsham Town Council and Saltford Ward Councillors within the timeframe given to respond, to correct factual inaccuracies in the preliminary TRO consultation information. SPC's response had 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.

The response had also stated that SPC welcomed the consultation, in line with SPC's September 2023 resolution to request B&NES Council conduct a TRO consultation.

No further comment was viewed as necessary by the Parish Council. It was agreed that SPC would look to have the formal consultation for TRO 25-044 on a future agenda.

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

Cllr Jon Godfrey provided an overview and report on behalf of the Phone Boxes 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 The Crown in Saltford team and at no cost to SPC.

It was confirmed that the battery powered defibrillator had been installed on SPC's phone box, therefore concluding the project. An article with details of the phone box project had been made available on SPC's website, and widely publicised by SPC.

The Council then resolved to dissolve SPC's Phone Boxes Working Group following the completion of the Norman Road project, and also agreed to remove it as a standing item from SPC's full council agendas.

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

SPC welcomed that B&NES Council had carried out significant maintenance works on Beech Road (as formally requested and recorded by SPC in September 2024) and High Street (as formally requested and recorded by SPC in September 2023 and September 2024).

The Council agreed the following roads in Saltford to be prioritised and recommended for inclusion in the B&NES Highways Maintenance programme for 2026/27 (in no particular order):

- Manor Road and Montague Road, Saltford – from Manor Road junction with Golf Club Lane to Montague Road junction with Grange Road.
- Claverton Road West between the junctions of Boyd Road and Witney Close.
- Beresford Close.
- Also; to flag to B&NES Council's attention a structural issue impacting the bottom of Golf Club Lane.

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

It was noted that no pavement maintenance actions had been taken following SPC's 2024 or previous recommendations, to the awareness of the Parish Council.

The Council agreed the following pavements in Saltford to be prioritised and recommended for inclusion in B&NES Council's Pavement Maintenance programme for 2026/27 (in no particular order):

- Both sides of pavement adjacent to the Beech Road highway.

- Pavement on both sides of Manor Road from Manor Road’s junction with the A4 Bath Road and Manor Road’s junction with Golf Club Lane.
- Pavement on Grange Road, from its junction with Claverton Road West to Manor Road, particularly the ‘odd number’ side (e.g. left side of Grange Road if approaching from the A4 Bath Road).
- Claverton Road from Manor Road to the primary school entrance (both sides).

**20. WICK HOUSE CLOSE ALLOTMENTS**

Further to Item 17 from the July meeting, it was reported that SPC’s Chair and Parish Clerk had conducted a site visit to confirm the removal of unauthorised structures, as requested by the Council by 31 July. It was noted that the structures had been removed, and the Council expressed its thanks to the tenants for their cooperation.

**21. FEEDBACK FROM CLERK’S APPRAISAL**

Cllr Jon Godfrey reported that the Clerk’s Appraisal had taken place on 7 July and that positive feedback had been given. The issue of increasing – and at times unpredictable - demand on existing staff resource had been discussed, and had resulted in items 14 and 15 to support the Clerk. Cllr Emma Swallow made the welcome suggestion that the Council explore training opportunities specifically related to the use of AI to aid efficiencies. It was agreed that relevant training would be sought. The Clerk thanked Councillors for their ongoing support.

**22. PUBLICITY**

The Council acknowledged SPC’s published SCAN page, and noted that items for its next SCAN page would be considered at the October meeting.

**23. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES**

No updates were received.

**24. DATA PROTECTION AND GDPR UPDATES**

No updates were received.

The meeting closed at 9:50pm.

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

Signed.....

**Next SPC meeting:**

The next scheduled ordinary full council meeting is scheduled to take place at 7:15pm on 7 October 2025 in the Avon Room at Salford Hall. Information about SPC's meetings available at [www.salfordparishcouncil.gov.uk](http://www.salfordparishcouncil.gov.uk)

# SALTFORD PARISH COUNCIL

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

<b>Description</b>	<b>Amount</b>	<b>Method</b>	<b>Budget heading</b>
August staff costs total inc. salary, pension, HMRC tax and National Insurance inc. NJC Award 2025/2026 increase and backpay as confirmed July 2025	3500 estimate, 3700 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: 23/07/25                      Amount: £5000**

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.....  
 CHAIR / VICE-CHAIR

DATE:.....

# SALTFORD PARISH COUNCIL

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

<b>Description</b>	<b>Amount</b>	<b>Method</b>	<b>Budget heading</b>
September staff costs total inc. salary, pension, HMRC tax and National Insurance.	3200 estimate, 3500 maximum	Online BACS	Office staff
September SCA Hall hire	40 estimate 75 maximum	Online BACS	Hall hire
September inTouch Communications Ltd phone system	27 (+ VAT) estimate 35 (+ VAT) maximum	Direct Debit	General Administration
September Ambience Landscapes churchyard maintenance	190 (inc VAT) estimate 210 (inc VAT) maximum	Online BACS	Churchyard Maintenance
September monthly One Drive	2 (inc VAT) 3 max	Direct Debit	General Administration
September stationary, IT supplies, printing & postage + as appropriate	20 estimate 200 max	Online BACS / Clerks expenses	General Administration
September monthly bank account fee and electronic payments banking fee	£5 estimated £15 maximum	Online BACS	General Administration
Chair's Allowance Jun-Sept	£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: 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.....  
                                          CHAIR / VICE-CHAIR

DATE:.....



Business Instant Access account	£73,776
Cash	£0
<b>TOTAL CURRENT BALANCE</b>	<b>£78,386</b>

CIL-related cashflow	Balance at 31/03/25		CIL-income 25/26	CIL-expend 25/26	CIL balance
	£3,941		£3,152.23	£0	£7,094



Business Instant Access account	£68,820
Cash	£0
<b>TOTAL CURRENT BALANCE</b>	<b>£69,614</b>

CIL-related cashflow	Balance at 31/03/25		CIL-income 25/26	CIL-expend 25/26	CIL balance
	£3,941		£3,152.23	£0	£7,094