



SALTFORD PARISH COUNCIL

**Tuesday 4 November 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 7 October 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 the meeting.

(5 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 30 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.

(5 minutes)

9. FUTURE AGENDA ITEMS

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

(3 minutes)

10. PLANNING MATTERS (INCLUDING LOCAL PLAN OPTIONS CONSULTATION 2025)

a. Historic Fields paper – update

To RESOLVE to adopt an updated version (minor text changes) of the 'Supplementary Evidence Report Locally Distinctive Historic Fields South of Montague Rd/Manor Rd, Saltford South (18 March 2025)' in readiness for submitting the Parish Council's response to the Local Plan Options Consultation 2025. (Draft version of updated document available in Cllrs SharePoint).

b. B&NES Council Local Plan Options consultation 2025

To consider and discuss the contents of B&NES Council's Local Plan Options Consultation 2025, as available on the B&NES Council consultation website at <https://bathnesplaces.co.uk/>

To RESOLVE Saltford Parish Councils response to all or any part of the B&NES Council's Local Plan Options Consultation 2025 (Draft response available in Cllrs SharePoint).

To agree to submit SPC's response by the 14 November 2025 end date and to decide what format in which to submit a response. To agree to share SPC's response to the Local Plan Options Consultation on its website.

c. Decisions and Appeals:

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

d. 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.

e. 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):

25/03924/FUL - 568 Bath Road Salford BS31 3JN. Change of use from a (C3) dwelling house to HMO (C4) (Retrospective). Mr Graham Tomkins

25/04120/FUL - 46 Manor Road Salford BS31 3AB. Erection of new single storey rear extension, additional velux rooflights to main roof, new bathroom window opening to rear of main house following removal of existing conservatory. Julie & Rita Brewer

f. Consultation(s) on planning applications in Salford - 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](#).

g. Planning policy: SPC request for 'Salford south of the A4' landscape designation by B&NES council (AGLV or local green space)

Further to Item 10.e at the October meeting and in consideration of SPC's response to the Local Plan Options Consultation (Item 10.b, above), 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 receive information from Cllr Gary Graveling following his and B&NES Ward Cllr Duncan Hounsell's walk around parts of south Saltford with B&NES Council's Landscape Officer in October.

To RESOLVE whether to request a meeting with B&NES Council's Planning Policy team and/or the B&NES Council Cabinet member for Built Environment, Housing and Sustainable Development, to discuss how to progress additional landscape protection for Saltford's Green Belt. If agreed, to discuss when to request the 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.

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 - 45 minutes)

11. FORMAL CONCERN TO WECA ABOUT A4 BATH TO BRISTOL CONSULTATION ENGAGEMENT

SPC acknowledges that the formal complaint submitted to WECA regarding the 2023 A4 Bath to Bristol Consultation (as detailed and resolved in [October 2023, Item 13](#)) appears to have been addressed in the current consultation.

However, it is noted that, both prior to and at the opening of the consultation, Saltford Parish Council, along with other Parish Councils in B&NES, was not directly consulted by WECA on the A4 Bath to Bristol Consultation, nor was SPC provided or informed about supporting materials for residents.

To consider next steps and to RESOLVE whether to raise a formal concern regarding WECA's consultation process on the following grounds:

- i. Lack of direct consultation with Parish Councils
 - o WECA did not directly consult Saltford Parish Council or other Parish Councils in B&NES (as listed on the [B&NES Council Parish Council Contact Details page](#)), instead choosing to consult only individual Ward and Parish/Town Councillors.
- ii. Continued exclusion despite notification

- The day after the consultation opened, SPC notified WECA of the omission and provided a list of Parish Council email addresses along with standard procedures for consultation engagement. Despite this, WECA continued not to consult or engage with Parish Councils directly.
- iii. Exclusion of Proper Officers and Parish Council staff
- Parish Council staff were not informed or invited to any briefings or engagement sessions on the A4 Consultation, including:
 - WECA's pre-consultation briefing for Ward and Parish/Town Councillors.
 - Councillor-only 'drop-in' sessions held during the consultation period.
 - No relevant materials (e.g., posters, social media content, or resident-facing information) were sent to the Proper Officer or Parish Councils; instead, materials were sent only to individual Councillors, without advising them that Parish Councils had not received information.
 - This generally excluded Parish Council staff from communications that would normally be appropriate for the Proper Officer to receive, particularly for a major local consultation.

If SPC agrees that some or all of the above issues are significant, to RESOLVE to:

- Inform ALCA (Avon Local Council Association), and/or the WECA Mayor, and/or the Leader of B&NES Council (& Deputy WECA Mayor) to seek support for improved WECA engagement with Parish Councils specifically with regards to consultations; and
- Inform B&NES Ward Councillors and any other relevant individuals or organisations as appropriate.

(5 minutes)

12. WEST OF ENGLAND COMBINED AUTHORITY (WECA) 'A4 BATH TO BRISTOL' CONSULTATION

SPC has shared information about WECA's A4 Bath to Bristol Consultation on its website and social media. To note this consultation follows a previous WECA 'A4 Bath to Bristol Corridor' consultation to which SPC responded in [September 2023 \(Item 9\)](#).

To consider and discuss the contents of WECA's A4 Bath to Bristol Sustainable Corridor 2025 consultation, as available on the WECA consultation [Have Your Say West](#) website.

To receive feedback from Councillors who were invited to attend WECA's Councillors briefings for the A4 Bath to Bristol consultation.

To RESOLVE Saltford Parish Councils response to WECA's 'A4 Bath to Bristol

Sustainable Corridor' Consultation 2025 (all or any part). (Draft response available in Cllrs SharePoint).

To agree to submit SPC's response by the 2 December 2025 end date, and in which preferred format. To agree to share SPC's response on its website.

(20 minutes)

13. FINANCIAL MATTERS

- a. **Monthly Financial Report** – To receive the monthly financial report for October 2025 (report also available on the [Meetings – Agendas and Minutes](#) page of the website).
- b. **Schedule of Expenditure** – to RESOLVE to authorise spend to be made during October 2025 as listed on the schedule of expenditure below (the schedules are also on the [Meetings – Agendas and Minutes](#) page of the website).
- c. **Website security (annual – ends Dec 2026)** – To RESOLVE to authorise a payment of £150 (plus VAT – total £180) to Morse Network for the costs of one year's Wordfence Premium service for SPC's website (Budget heading: Publicity).
- d. **Specialist paint for SPC's War Memorial railings** – To RESOLVE to authorise a payment of £60 to Jon Godfrey via Councillors' Expenses, for the cost of paint used for maintenance of the lettering on SPC's War Memorial railings (not painted since installation by SPC in 2018). To note that repainting has been carried out by volunteers at no labour cost to SPC, in preparation for the Remembrance Sunday commemorations on 9 November (this action does not commit the Council to any authorisation of spend). (Budget: Council Led Schemes).

(10 minutes)

14. B&NES COUNCIL TRAFFIC REGULATION ORDER CONSULTATION - REVIEW OF ON-STREET PARKING PERMIT CHARGES (2025-2026) TRO 25-051 AND PRELIMINARY CONSULTATION ON PARKING CHARGES 2026-27

B&NES Council has opened two public consultations to comment on proposals it states are aimed at improving road safety, supporting sustainable travel, and ensuring the financial sustainability of its parking services in two public consultations.

i. [B&NES Council's Traffic Regulation Order Consultation: Review of on-street parking permit charges \(2025-26\)](#).

One proposal is to increase the baseline cost of an on-street parking permit for residents parking zones (RPZs). There would also be a proportional uplift across the emission-based bands for residents which support cleaner air.

Proposals include:

- An increase in the baseline charge for on-street parking permits from £100 to £120 for an annual permit (20%), with corresponding increases across bands

where permit charges are emission based.

- Where an on-street permit charge does not align to the £100 baseline charge its charge will be increased by an equivalent 20%.
- Removal of the 50% discount for EV vehicles.

ii. [B&NES Council's Preliminary consultation on parking charges, 2026-27.](#)

B&NES Council is seeking views on potential updates to RPZ tariffs for 2026/27, which would be subject to formal consultation later this year. B&NES Council proposes to introduce an annual review of permit charges, linked to inflation, into the Fees and Charges process as part of B&NES Council's annual budget setting to be agreed by Full Council from April 2026.

B&NES Council is also consulting on introducing:

- An increase in the cost of RPZ visitors' parking permits, introduced over three years
- The introduction of Saturday parking charges at Bath Hill East car park, Keynsham
- An increase in the 24-hour parking charge at Park & Ride sites from £3 to £4 for motorists not using the bus service to free up space for bus users

To RESOLVE the Council's view on any aspect of the public consultation for 'On-Street Parking Permit Charges (2025-2026)' TRO 25-051 and to RESOLVE the Council's view on any aspect of 'Preliminary consultation 2026-27' by the 7 November end date.

(10 minutes)

15. SPC REQUEST TO BANES COUNCIL FOR PERMANENT TRAFFIC REGULATION ORDER TO INTRODUCE 'NO STOPPING' AREAS ON THE HIGHWAY AT EITHER END OF MANOR ROAD 'LANE'

To discuss and, if agreed, to RESOLVE to request that B&NES Council (as the Highways Authority) install 'No Stopping / Waiting / Loading' restrictions on the highway either side of the closed (to motor vehicles) section of Manor Road lane, to enhance safety and access for pedestrians, cyclists, and horse riders by preventing vehicles from blocking the lane and improving visibility.

If resolved: To note that TRO requests are considered by B&NES Council on an approximately annual cycle, with the next review due in spring 2026.

(5 minutes)

16. PENSIONS DISCRETIONS POLICY

SPC's pensions provider has requested SPC to submit a Discretions Policy.

To RESOLVE to accept SPC's Discretions Policy and to submit this by the 10 December end date (draft copy available on Cllrs SharePoint).

(5 minutes)

17. IT POLICY

SPC's requires an IT Policy to meet the upcoming requirements for the external audit (2025/26 Audit in spring 2026).

To discuss and RESOLVE to adopt SPC's IT Policy (draft copy available on Cllrs SharePoint), which will be reviewed on an as-and-when and annual basis.

(5 minutes)

18. ST MARY'S CHURCHYARD: UPDATE ON SAFETY MAINTENANCE

To receive an update about safety maintenance actions at St Mary's Church with regards to planned tree works and wall works.

To note that the Churchyard inspection is due to take place in November, with any actions to be resolved on a future agenda.

(5 minutes)

19. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

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

(3 minutes)

20. DATA PROTECTION AND GDPR UPDATES

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

(3 minutes)

[CLOSE OF MEETING]