



SALTFORD PARISH COUNCIL

Tuesday 7 October 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 the meeting.

(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.

(3 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.

(3 minutes)

10. PLANNING MATTERS

a. 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.

b. 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.

c. 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):

25/03427/FUL - 79 Grange Road Saltford BS31 3AQ. Erection of front extension. Mr Jason Bjerre-Field

25/03445/FUL - 24 Montague Road Saltford BS31 3LA. Erection of a rear extension (part single and part two storey) to replace existing rear lean to, new entrance porch, external wall insulation. Victoria and John Critchley-Roper

25/03496/FUL - 22 Tynning Road Saltford BS31 3HL. Demolition of existing bungalow and construction of 5No. new bungalows including new access road off Tynning Road. Mrs Sandy Vear

25/03460/FUL - Barn And Buildings Adjacent To Queen Square Saltford. Conversion of barn and associated outbuildings to 1no. dwelling. Mr David Curnock

25/03721/TCA - St Marys Church Queen Square Saltford BS31 3EL. T09-Scots Pine (Pinus Sylvestris), remove branch stump. Saltford Parish Council

d. 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](#).

e. Information received to SPC from B&NES Council about the Local Plan Options Consultation 2025

To note that the B&NES Council Local Plan Options Consultation will be open 3 October to 14 November, and that responses can be submitted via B&NES Council's platform at <https://bathnesplaces.co.uk/localplan/>

To note that SPC will discuss and resolve its response to the B&NES Council Options Consultation at its November meeting (Tuesday 4 November, Avon Room, Saltford Hall – 7:15pm start. Members of the public are welcome to attend and speak under the 'Public Time' item at SPC's November meeting.

To note that SPC's response to the Options Consultation will be published on its website following SPC's November 2025 meeting.

To note that the Leader of B&NES Council and the Cabinet Member for Built Environment, Housing and Sustainable Development were invited to attend SPC's October meeting to discuss matters related to potential development in the B&NES area and the Local Plan Options Consultation, and to receive questions from SPC Cllrs.

To share information received at a meeting between SPC's Chair of Planning and SPC's Clerk and a B&NES Council Planning Policy Officer on Wednesday 1 October.

To share information received at the Public Meeting held by Ward Cllr Duncan Hounsell on Saturday 4 October at Saltford Hall.

To share information about B&NES Council's 'Roadshow' events in Saltford and the local area, likely to be held between 13-15 October.

To share information about published articles created by SPC for resident awareness about the Local Plan Options Consultation 2025, to encourage resident engagement and participation.

To share any further information as relevant at the time of the meeting in relation to the B&NES Council Local Plan Options Consultation.

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

Further to Item 10.e (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 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.

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.

g. 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 Report** – To receive the monthly financial report for September 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. **Conclusion of External Audit** – To receive SPC’s external auditor report and certificate. To note details of any matters arising from the review. To consider and to RESOLVE any matters or recommendations 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).
- d. **Annual hosting of domain name fee (website)** – To authorise a payment of £37.50 (plus VAT) to Morse Network for the costs of one year’s domain name hosting for SPC’s website (Budget heading: Publicity).
- e. **Annual fee for the Wick House Close allotments** – To authorise a payment of £100 for site rent to Curo, in accordance with to the licence held between SPC and Curo Places Limited (Budget heading: Allotment site rent).

(10 minutes)

12. DRAFT BUDGET SETTING 2026/2027

To receive any suggestions or matters for consideration from Councillors for the Responsible Financial Officer’s awareness ahead of SPC’s draft budget modelling for the 2026/27 financial year.

SPC’s budget and precept will be an item to resolve at its January 2026 meeting.

(5 minutes)

13. 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.

(3 minutes)

14. ST MARY’S CHURCHYARD: ARBORICULTURIST SURVEY, USE OF SCHEME OF DELEGATION, QUOTES FOR RECOMMENDED ACTIONS AND FREQUENCY OF FUTURE SURVEYS (INCLUDING TO RESOLVE SPEND)

Salford Parish Council is responsible for safety maintenance at St Mary’s (closed) Churchyard.

- i. To receive information following receipt of the arboriculturist survey. To receive information from the Clerk with regards to the use of the Scheme of Emergency Delegation, for Health and Safety reasons, to proceed with seeking quotes based on the recommendations in the survey and also to take action to apply for planning permission for tree works in a Conservation Area.
- ii. To RESOLVE to accept the recommendations in the survey to remove dead wood from three Scots Pine trees to include the removal of a branch stump from one Scots Pine tree, and to consider quotes received for the works. To note that no other tree

works were recommended. Based on quotes received to SPC, to RESOLVE a spend of up to £800 plus VAT for dead wood removal and branch stump removal at St Mary's Churchyard (Budget: Churchyard Special Maintenance Projects). To note that wood would be left onsite to create a bug hotel, in agreement with the Church.

iii. To RESOLVE to increase the frequency of tree surveys at St Mary's Churchyard from every three years to every two years, and to budget for this accordingly in future years.

iv. If required 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)

(TO INVITE MEMBERS OF THE PUBLIC TO RETURN TO THE MEETING)

15. DATE FOR ST MARY'S CHURCHYARD SAFETY INSPECTION

SPC is responsible for safety management of the closed churchyard at St Mary's Church, Salford. To agree who will attend (usually two members of the Churchyard Working Group) for the biennial churchyard inspection in October, and for those able to attend to indicate their availability to meet.

(5 minutes)

16. TRAFFIC REGULATION ORDER (TRO) 24-044: B&NES COUNCIL TRO CONSULTATION ON PROPOSED 20MPH SPEED LIMIT – MANOR ROAD / COURTENAY ROAD, KEYNSHAM / SALT FORD

B&NES Council has issued a Traffic Regulation Order (TRO) Notice of Intent proposing the introduction of a 20mph speed limit on Manor Road and Courtenay Road in Keynsham / Salford. (Information available on the B&NES Council website and in Cllrs SharePoint).

To note that SPC requested a TRO at this location to reduce the speed limit, as resolved under Item 15 at the September 2023 meeting, and further to resolutions under Item 12 at the April 2023 meeting and Item 15 at the June 2023 meeting, as well as engagement with Keynsham Town Council.

To RESOLVE a view on the TRO consultation for 24-044 and to submit the SPC's view by the 23 October end date.

(5 minutes)

17. WESSEX WATER – WATER QUALITY AI APP

Following earlier engagement with Wessex Water - including a presentation in January 2024 and an on-site meeting in summer 2025 - Salford Parish Council (SPC) provided feedback in support of the development of a proposed AI water quality app at the River Avon in Salford.

SPC has received further information from Wessex Water outlining the conditions required to progress the WI app, including that:

- 'Water Safety' is a standing item on all SPC agendas in recognition of previous incidents and fatalities in the river at Saltford.
- That SPC produce and review regularly a 'Water Safety Action Plan', working with RAUCC and relevant landowners, to mitigate risk to water users.
- The Parish Council to consider concerns with regards to potential increase in visitors and traffic on local roads.
- A view on an alternative location for the sonde, to be at The Shallows rather than at Mead Lane.

To share any further information as received to SPC by Wessex Water (if any), as requested by SPC ahead of the meeting.

To discuss and RESOLVE whether to meet the conditions (and to state a view on the location) as set by Wessex Water with regards to the WI App. Should the Council accept the conditions, to RESOLVE to set up a Working Group to meet the ongoing terms of the conditions set by Wessex Water.

To note that B&NES Council is the responsible authority for emergency safety, traffic and highways, and is also the riparian owner of the riverbank in Saltford.

(10 minutes)

18. ANNUAL REVIEW OF FINANCIAL REGULATIONS

Financial regulations must be reviewed and accepted annually. To discuss and agree any further changes to Saltford Parish Council's Financial Regulations as based on the model NALC Financial Regulations. (Draft version is available on Cllrs SharePoint).

To RESOLVE to adopt the updated Financial Regulations.

(5 minutes)

19. PAYROLL SERVICES - UPDATE

Following the resolution under Item 15 at the September 2025 meeting (that members of Staffing Committee would agree to appoint a payroll provider, and for this decision would be recorded at a future meeting), to receive an update with regards to an external payroll service provider and to note that spend would be recorded on Schedules of Expenditure.

(5 minutes)

20. PENSIONS DISCRETIONS POLICY

SPC's pensions provider has requested SPC to submit a Discretions Policy and also to name an Internal Dispute Resolution Process (IDPR) Appeals Officer.

To RESOLVE to delegate powers to Staffing Committee to complete the excel model Discretions Policy tool, or else to look to submit a policy response to state that any decision on Pensions Discretions, should they be required, would be considered and resolved at the next scheduled meeting of Full Council or Staffing Committee (if received 10 days before a meeting, if not, at the following scheduled meeting) and

that the outcome of any decision would be communicated to any employee within five working days of a Council decision (or Staffing Committee, if delegated) having been made.

Also, to RESOLVE that the IDPR Appeals Officer be sent FAO the SPC Chair and/or SPC Chair of Staffing Committee.

(5 minutes)

21. ANNUAL REVIEW OF GOVERNANCE AND MANAGEMENT RISK REGISTER

The Council's Risk Register must be reviewed and accepted annually. To discuss and agree any changes required to the Saltford Parish Council Governance and Management Risk Register. To resolve to adopt the updated Governance and Management Risk Register. (Draft version is available on Cllrs SharePoint).

(5 minutes)

22. REVIEW OF SOCIAL MEDIA AND DIGITAL COMMUNICATIONS POLICY

To review and resolve to make changes, if required, to SPC's Social Media and Digital Communications Policy. To RESOLVE to accept the updated policy. (Draft copy is available on Cllrs SharePoint).

(5 minutes)

23. REMEMBRANCE SUNDAY 2025 (9 NOVEMBER 2025)

To receive an update about Remembrance Sunday 2025 in Saltford, as organised by the 1st Saltford Scouts, and to agree a member of SPC to represent the Parish Council at Saltford's commemorations.

To RESOLVE to support the Remembrance Sunday commemorations through publicity support.

(3 minutes)

24. APRIL 2026 MEETING – DATE CHANGE OR STAFF COVER

To RESOLVE whether to move the scheduled 7 April 2026 meeting to a week earlier – Tuesday 31 March 2026 (Avon Room confirmed as available) – or to RESOLVE to look to agree spend on a future agenda for the cost and recruitment of a Cover Clerk (including training) for the 7 April 2026 meeting, or to RESOLVE to agree a Councillor to take the minutes at the 7 April 2026 meeting.

In any circumstance, the draft minutes from the meeting would be published w/c 20 April 2026.

To note for either date option, there would be a similar gap between SPC meetings (e.g. 4/5 weeks, or 5/4 weeks).

(5 minutes)

25. PUBLICITY

To consider future items for SPC's publicity, including SCAN (deadline for Nov/Dec

edition – 10 October).

(3 minutes)

26. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

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

(3 minutes)

27. DATA PROTECTION AND GDPR UPDATES

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

(3 minutes)

[CLOSE OF MEETING]