



SALTFORD PARISH COUNCIL

Minutes of the ordinary meeting of the Council held in the Avon Room at Saltford Hall on Tuesday 7 October 2025 at 7.15pm.

PRESENT

Councillors: David Halton (Vice Chair), Shayan Aziz, Julie Austwick, Dudley Bartlett, Gary Graveling, Phil Harding (Chair of Planning Committee), Emma Swallow, Andy Rice and Sally Turner.

Officer: Lottie Smith-Collins.

(SPC Chair Cllr Jon Godfrey had submitted apologies in advance; therefore, SPC Vice Chair Cllr David Halton chaired the meeting).

1. MINUTES

The Council resolved to accept the draft minutes of the Full Council meeting held on Tuesday 2 September 2025 at Saltford Hall as final. The minutes were confirmed as a correct record and signed by the Chair of the meeting.

2. APOLOGIES FOR ABSENCE

Apologies for inability to attend had been received in advance of the meeting from Cllrs Jon Godfrey (SPC Chair), Paul Smith and Emma Swallow.

3. DECLARATION OF INTERESTS

No interests were declared.

4. CHAIR'S ANNOUNCEMENTS

Cllr David Halton, SPC Vice Chair and Chair of the meeting, shared that a byelection would take place for a vacancy in B&NES Council's Widcombe and Lyncombe Ward on Thursday 9 October, and as such those present would need to be mindful that SPC's meeting was taking place during the pre-election period.

Cllr Halton thanked B&NES Ward Cllr Duncan Hounsell for hosting the public meeting on the B&NES Council Local Plan Options Consultation 2025 on Saturday 4 October. He noted that the session had been informative and well attended, and that he, along with several other SPC Councillors, had been present.

Cllr Halton reported that SPC intended to discuss and resolve its response to B&NES Council's Local Plan Options Consultation at the November meeting. He added that SPC would also aim to respond to WECA's 'A4 Bristol to Bath Sustainable Corridor' consultation at the same meeting, and noted that further information from WECA on the pending consultation was awaited by the Council.

(The Chair of the meeting rearranged the agenda, Item 7 ‘Ward Councillors report’ took place next)

5. PUBLIC TIME

There were 18 members of the public present.

Five members of the public spoke to object to ‘Item 10.c Planning Matters (Planning Consultation) - 25/03496/FUL - 22 Tynning Road Saltford BS31 3HL’. Concerns expressed about the planning application included potential over-development of the site, impact on nature and biodiversity, effect on parking and highway access along Tynning Road, and the proximity of some of the proposed new properties to existing homes in relation to noise and privacy.

Following the public session, SPC addressed questions raised regarding procedural matters. It was explained that any concerns from residents about B&NES Council’s consultation letters not being sent on time should be raised directly with the Planning Authority. Similarly, concerns regarding the display of physical site notices should also be directed to B&NES Council. The Chair clarified that SPC is a statutory consultee, while B&NES Council is the Planning Authority and the decision-making body for planning consultations.

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:

- B&NES Ward Councillor vacancy and byelection: It was noted that SPC was aware that a byelection would take place at Widcombe and Lyncombe Ward for one Councillor vacancy, with a byelection to take place on Thursday 9 October.
- WECA Bath to Bristol Sustainable Corridor: SPC had been made aware that WECA’s next ‘Bath to Bristol Corridor’ public consultation would likely commence on 21 October 2025, and that SPC awaited information from WECA and would share with residents once received.
- Curo Works – development on A4 Bath Road, Keynsham: SPC had sought engagement with B&NES Council and Curo following the commencement of roadworks on 8 September. SPC had raised concerns with regards to extensive delays on 10 September and had welcomed the introduction of a contraflow system on 11 September. On 11 September, SPC had also raised awareness of concerns relating to pedestrian safety, especially for those walking or wheeling to/from Wellsway School. SPC had been made aware of subsequent adaptations to improve safety which included temporary lights at two pedestrian crossing points and also that a 20mph speed limit had been introduced through the works. SPC had been informed that temporary traffic lights to control traffic would be required in early February for kerbing works, and that more information would be shared nearer the time. A 24/7 Curo contact number (Sunbelt Rentals –

the contractors for the works) was available for concerns: 0370 050 0797. SPC had shared the above information via its website and social media.

- Considerate Use of Fireworks: SPC had shared reminders about considerate firework use, specifically around Bonfire Night, and during the winter period. Organisers of public displays were encouraged to share information about public displays in the village so residents could prepare.
- SPC request for highways maintenance: B&NES Council had responded following SPC's request (Item 18, September 2025) to acknowledge receipt of SPC's list of requests and recommendations for works.
- SPC request for pavement maintenance: B&NES Council had responded following SPC's request (Item 19, September 2025) to state that SPC's requests would be reviewed and prioritised for future works.
- Public Right of Way (PROW) BA27/47 (section from The Shallows): B&NES Council confirmed that two of the three landowners had reopened the previously obstructed section of Public Footpath BA27/47, with one obstruction remaining at the edge of The Shallows. The Council had engaged with the remaining landowner to remove the obstruction and fully reopen the legal route. B&NES Council had stated that PROW signage would be installed along this section in due course.
- Public Right of Way (PROW) BA27/47 (section from The Shallows) – Drainage works: B&NES Council had informed SPC of its intention to implement a temporary closure on a section of Public Footpath BA27/47 near The Shallows to carry out drainage works. The closure was scheduled to commence on 13 October 2025 and would remain in place until 9 November 2025, with the footpath reopening earlier if the works are completed ahead of schedule.
- Ash Dieback works near B2B Path: B&NES Council had shared that they had surveyed the trees on the greenway near the Bristol to Bath Path (section of path from under the Mead Lane bridge to the B2B Path) for Ash Dieback. B&NES Council had confirmed there were no immediate concerns, but that works to remove Ash trees would commence later in the autumn, and that signage would be displayed and SPC informed. SPC was also informed that B&NES Council was exploring the option for works along the main path of the greenway..

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 the information in his written report, included that the WECA 'Bristol to Bath Sustainable Corridor' consultation was due to open on 21 October 2025. Cllr Hounsell added that to his awareness, bus lanes on the A4 Keynsham Bypass would not be included in the consultation proposals.

(‘Item 5 – Public Time’ took place next)

8. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

Cllr Phil Harding, link member for Saltford Environment Group (and independently of SPC, Chair of Saltford Environment Group) reported that SEG would publish its response guidance to the Local Plan Options Consultation 2025 later in the week.

Cllr Harding also shared in his capacity as link member for the River Avon Users Consultative Committee (RAUCC) that their next meeting would take place on 23 October. Cllr Harding added that he had sent his apologies and alongside these recommended that RAUCC discuss the impact of the temporary Kelston Lock closure (following damage caused by a boat fire a few weeks previously).

Cllr Andy Rice reported that he had attended the Saltford Sports Club AGM, and shared that that a new Chair had been appointed, as well as a new Secretary and Treasurer. Cllr Rice recognised the positive, ongoing work of the Sports Club and encouraged Saltford residents to continue to support and make use of its facilities.

It was noted that the Saltford Fairtrade Coffee Morning to mark Fairtrade Fortnight had taken place at Saltford Hall on 3 October. SPC had supported by sharing information online and on its noticeboard, and several SPC Councillors had attended the event.

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.

The Clerk also shared that the next meeting of the Parish Councils Airport Association would take place via Zoom at 7.30pm on Thursday 20 November.

9. FUTURE AGENDA ITEMS

As noted under ‘Item 4 – Chair’s Announcements’ (above) SPC would look to resolve its responses to B&NES Council’s Local Plan Options Consultation and WECA’s A4 Bristol to Bath Sustainable Corridor’ consultation at its 4 November meeting (pending confirmation of dates for the latter consultation).

The Council agreed to have a request to B&NES Council for ‘No Stopping’ signs installed at either end of Manor Road ‘lane’ (as closed to motor vehicles) as a future item to discuss and resolve, following safety and access concerns being raised.

10. PLANNING MATTERS

a. Decisions and appeals

The Clerk reported that the following applications have been PERMITTED (with conditions) by B&NES Council:

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

extension. Mrs Leah Hicks

The Clerk reported that the following application has been referred to the B&NES Planning Committee for determination:

25/01551/FUL - 54 Uplands Road Saltford BS31 3HN. Erection of fence and shed (Retrospective). Mrs May Lan Ho

b. Planning contraventions

No updates from the Planning Authority had been received.

c. 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):

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

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

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

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

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

It was resolved that B&NES Council be advised that this Council **OBJECTS** to this application:

OBJECT: Saltford Parish Council accepts that infill development, where appropriate without adversely affecting the amenities and character of the existing area, is preferable to development in the Green Belt against a background of higher housing targets from Government. The Parish Council also accepts that the provision of new dwellings within Saltford's housing boundary that are suitable for retirement living will increase the options and availability of such dwellings for existing residents in family-sized homes wishing to downsize and stay in Saltford, thereby releasing family-sized homes onto the market.

The Parish Council is concerned, however, that the number of additional dwellings, 4, is too high for the size of plot, thereby creating a layout with minimal landscaping, in particular new bungalows No. 22A and No. 22B being too close to the hedge and boundary line making them too close to the gardens and hedges of existing

neighbouring dwellings, No. 24 and No. 24C Tynning Road. That results in an apparent over-development of the site at odds with the existing pattern of development. The proposed parking provision of 6 off-street spaces in total for 2x 4-bedroom dwellings and 3x 2-bedroom dwellings is an under provision for the development under BaNES Council's 'Transport & Development Supplementary Planning Document' (January 2023) and would therefore be likely to contribute to the shortage of on-street parking availability in Tynning Road that is exacerbated by weekday 'park and ride' commuter parking by commuters using the A4 Bath Road bus services. The private road for this development would be too narrow for parking by visitors, healthcare workers when required, and trades persons; as these properties are primarily intended for older residents that is an important factor in the design.

A reduction by one or preferably two of the proposed new additional dwellings from 4 to 3 or 2 should therefore provide a more open, less cramped, layout with a less negative visual impact on neighbouring gardens and allow for more off-street parking provision in line with BaNES Council's policy on parking provision.

The Parish Council's objection is therefore a result of the above points and concerns and remediation is considered necessary to prevent an over-development of the site.

If BaNES Council is minded to give planning consent, after taking into account the above proposed improvement of the site's design by requiring a reduction in the number of additional bungalows by one or preferably two and increasing off-street parking provision, the Parish Council asks BaNES Council to satisfy itself that

- (i) EV charging infrastructure and charging points will be included in the development;
- (ii) that a 10% biodiversity net gain will be achievable as claimed in the application within the curtilage of the site taking account of the mitigation and compensation for bat roosting habitat that would be lost from demolition of the existing property (as described in the Bat Survey Addendum to the Ecological Impact Assessment dated 16.9.2025); and
- (iii) that suitable protection of the retained hedgerows and trees, including their root systems, is provided by the design layout and the construction process.

25/03460/FUL - Barn And Buildings Adjacent To Queen Square Salford.

Conversion of barn and associated outbuildings to 1no. dwelling. Mr David Curnock

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

COMMENT: Salford Parish Council is supportive in principle of the proposed redevelopment of these buildings but makes a specific request that the development works adheres to the avoidance, mitigation and compensation measures recommended in the Ecological Assessment including the Biodiversity Net Gain Statement prepared by Avondale Ecology.

The Parish Council would not wish Salford's local ecology to lose bat roosting or bird nesting habitat from the redevelopment of the old buildings and development of the site and requests that a requirement of planning consent, if granted by BaNES

Council, is that compensatory habitats (i.e. bat roosting sites and appropriate bird nest boxes etc. to replace those lost) be incorporated within the development and that the site hosts as much of the biodiversity net gain as is possible, rather than outside the parish. This request is to protect and help re-establish the wildlife and rural nature of Saltford and the ecosystems supported within the parish boundary.

There is no available on-street or off-street parking nearby, a long-standing issue for the High Street in Saltford's Conservation Area; the 3 parking spaces proposed in the application for the dwelling are therefore reasonable to allow visitor access including deliveries without blocking the single-track access lane. The provision of EV charging infrastructure and charging point(s) should be a condition of planning consent as this is a change of use from agricultural use to a domestic dwelling.

As the barn and associated outbuildings are close to and nestled within an area of important historic buildings including other residential buildings in Saltford's Conservation Area, the Parish Council requests that the height of the converted building(s) does not exceed the original buildings' height. Due to the sensitivity of the location and its appearance, the Parish Council welcomes the proposed use or matching of the existing stone for re-build and repair, lime mortar, and clay double Roman tiles, the use of which should be a condition of planning consent, if granted. Furthermore, as this area of Saltford contains Saltford's oldest buildings, the construction management plan should include suitable archaeological investigations where appropriate.

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

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

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

None received.

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

It was shared that the B&NES Council Local Plan Options Consultation had opened on 3 October and would close on 14 November, with responses to be submitted via B&NES Council's platform at <https://bathnesplaces.co.uk/localplan/> or by post.

It was also noted that SPC would discuss and agree its response to the Options Consultation at its November meeting (Tuesday 4 November, Avon Room, Saltford Hall – 7:15pm), and that members of the public were welcome to attend and speak under 'Public Time' (at the Chair's discretion, time permitting). It was further noted that SPC's response to the Options Consultation would be published on its website following the November 2025 meeting.

As agreed at SPC's September meeting, the Leader of B&NES Council and the Cabinet Member for Built Environment, Housing and Sustainable Development had both been invited to attend SPC's October meeting. SPC had requested they provide a brief talk about potential development in the B&NES area and the Local Plan Options Consultation, to be followed by questions from SPC Councillors. It was noted that the Cabinet Member for Built Environment, Housing, and Sustainable Development had accepted the invitation to attend SPC's October meeting, but that SPC had been informed of this on the day of its October meeting. Due to the timing, the Chair of SPC's meeting had determined that, as SPC had been unable to include this on the agenda and residents had not been informed - and given that SPC had already received a briefing from a B&NES Planning Policy Officer on 1 October and attended the public meeting on 4 October as hosted by B&NES Ward Cllr Duncan Hounsell - the short notice meant that the Cabinet Member's attendance was not necessary. SPC had expressed its thanks to the Cabinet Member for his kind offer to attend.

It was agreed that SPC would instead seek to meeting with the Cabinet Member in the near future to discuss SPC's request for additional designated landscape protection for areas of Saltford's Green Belt, and that the nature of SPC's request would be an item to discuss on a future agenda in consideration of - and further to - its response to the B&NES Council Options Consultation 2025.

Information was shared from a briefing held on Wednesday 1 October between SPC's Chair of Planning, the SPC Clerk, and a B&NES Council Planning Policy Officer. The meeting provided SPC with an opportunity to seek clarification on various matters included in the B&NES Council Options Document as published on 17 September.

Key points included:

- The Options roadshow consisted of a van primarily intended for signposting and encouraging engagement, rather than displaying detailed information such as display boards. It would be at various Saltford locations on 15 October.
- A primary school location had not been included in the 2025 proposals; however, a new school might be considered if one to three options proceed, depending on other sites, birth rates, and related factors.
- The station site shown on the map for 'Saltford West – North of the A4' was indicative only of the general area.

Information was shared from the Public Meeting hosted by Ward Cllr Duncan Hounsell on Saturday 4 October at Saltford Hall. It was reported that clear and informative context had been given with regards to the need (and process for) a B&NES Council Local Plan. Further, praise was expressed for the Head of B&NES Council's clear and honest recognition of B&NES Council's position following new Government housing targets as well as the impact of these on B&NES Council's current five-year housing supply.

Information about SPC's recently published articles to raise resident awareness of the Local Plan Options Consultation 2025 was shared, which had been created to

encourage public engagement and participation. The article included practical step-by-step guides on how to complete the online consultation for Salford (e.g. how to navigate the website and leave feedback, not on feedback content).

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

Further to information shared under Item 10.e (above) and in the B&NES Council Options Consultation document under 'Green Belt', it was agreed that members of the Planning Policy Working Group would meet to discuss SPC's bid for landscape designation protection for areas of Salford's Green Belt following the publication of the Options document and specifically the 'Setting of Settlements' map reviewed for 2025. Recommendations from PPWG's meeting would be considered as a future item on a SPC agenda.

It was shared that B&NES Ward Cllr Chris Warren had updated SPC that his request to meet with the WECA Mayor as indicatively planned for October – to which he had extended the meeting invitation to SPC members – had not been confirmed, despite his recent and ongoing actions to secure a date. SPC had welcomed the opportunity to discuss the protection of Salford's Green Belt with the WECA Mayor as part of the Ward Councillor's meeting.

g. Planning items of urgent or important information

Further to above, no other reports of important or urgent information related to planning matters were received.

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

11. FINANCIAL MATTERS

- a. **Monthly Financial Report** – The Clerk presented the monthly financial report for September 2025, as recorded below. The report was accepted by members.
- b. **Schedule of Expenditure** – The Council resolved to authorise the expenditure listed in the schedule for October 2025, as recorded below. The schedule was signed by the Chair of the meeting.
- c. **Conclusion of External Audit** – The Council received SPC's External Audit report and certificate. The Council noted that the only matter arising was that the External Auditor had advised that SPC answer 'N/A' to 11b and not 'No', however following review of the previous year's report, it was noted that the Council had been advised the opposite (that 11b should be answered 'No' and not 'N/A'). The Council resolved to follow the most recent guidance for its next audit and resolved to accept the Conclusion of the External Audit. It was

confirmed that SPC had published 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)** – The Council authorised 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** – The Council authorised 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).

12. DRAFT BUDGET SETTING 2026/2027

Suggestions for the 2026/27 draft budget were made by Councillors. The Council acknowledged that the precept would likely need to accommodate Elections costs (as to be introduced by B&NES Council from April 2026) and funds for significant Churchyard wall works (as noted at previous meetings, following receipt of the walls survey) in future budgets.

The Clerk requested that Councillors consider any projects that may require significant spend in 2026/27, and to share information on these in good time prior to budget setting.

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

No members of the public remained present at the time of Item 13, and as such the Chair moved to the next item.

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)

The Council received an update following receipt of the arboriculturist's survey. It was noted that the only recommended works in their report was the removal of dead wood from three of the four Scots Pine trees, which included the removal of a branch stump from one Scots Pine tree.

The Clerk informed the Council that they had taken action using the Scheme of Emergency Delegation, which had included consultation with Councillors, on health and safety grounds. Actions had included obtaining quotes based on the tree survey recommendations and the submission of a planning application on behalf of SPC to B&NES Council for tree works within the Conservation Area, for the branch stump removal (no spend required). The Council acknowledged that these actions were necessary to avoid delays to the required tree works and to ensure Health and Safety, and retrospectively resolved to approve them.

The Council resolved to formally accept the survey.

The Council considered quotes received for the recommended tree works, and resolved a spend of £500 plus VAT to Woodsman Tree Care for dead wood removal and branch stump removal at St Mary's Churchyard (Budget: Churchyard Special Maintenance Projects).

It was noted that SPC had requested that the dead wood be left onsite so that members of St Mary's Church could create a bug hotel, as agreed following correspondence with members of the Church.

The Council also resolved to exceed spend on the Churchyard Special Maintenance Projects budget line for the tree works.

Following a recommendation on the tree survey, the Council resolved to increase the frequency of tree surveys at St Mary's Churchyard from every three years to every two years, and to note to budget for this accordingly in future years.

15. DATE FOR ST MARY'S CHURCHYARD SAFETY INSPECTION

It was agreed that Cllrs Dudley Bartlett and David Halton would conduct the biennial Churchyard Safety inspection, with an aim to do so in October (weather permitting). It was agreed that communications would be made following the meeting to confirm a suitable date for the inspection to take place.

16. TRAFFIC REGULATION ORDER (TRO) 25-044: B&NES COUNCIL TRO CONSULTATION ON PROPOSED 20MPH SPEED LIMIT – MANOR ROAD / COURTENAY ROAD, KEYNSHAM / SALT FORD

Saltford Parish Council resolved to confirm its support for Traffic Regulation Order (TRO) consultation 25-044 to introduce a 20mph speed limit on Manor Road and Courtenay Road in Keynsham / Saltford.

The Council noted that Saltford PC had requested that B&NES Council introduce a TRO at this location to reduce the speed limit as resolved under Item 15 at its September 2023 meeting, and following earlier resolutions under Item 12 (April 2023) and Item 15 (June 2023) at its Full Council meetings.

It also noted that Saltford PC had also sought to engage with Keynsham Town Council on this matter at the time, and had subsequently welcomed Keynsham TC's action to submit a similar TRO request to B&NES Council in 2023.

(For reference, was noted that B&NES Council had referred to this TRO as both '24-044' and '25-044' in its correspondence).

(During the next item, the Council resolved to continue the meeting past 9:15pm).

17. WESSEX WATER – WATER QUALITY AI APP

Following its previous engagement with Wessex Water, including a presentation in January 2024 and an on-site meeting in summer 2025, it was noted that Saltford Parish Council (SPC) had supported the development by Wessex Water of a proposed AI Water Quality App for the River Avon in Saltford.

The Council considered further information received from Wessex Water in August, which outlined conditions required to progress the AI App, which included:

- That 'Water Safety' be added as a standing item on all SPC agendas, in recognition of previous incidents and fatalities in the river at Saltford.
- That SPC produced and regularly reviewed a 'Water Safety Action Plan', in collaboration with RAUCC and relevant landowners, to mitigate risk to water users.
- That the Parish Council considered concerns regarding a potential increase in visitors and traffic on local roads as part of the above conditions.
- That SPC provides a view on an alternative location for the sonde, suggesting The Shallows rather than Mead Lane.

It was reported that SPC had sought further information from Wessex Water following the receipt of the above in August; however, no additional details had been received by the time of the meeting. It was also noted that SPC had invited Wessex Water to present at its meetings from January 2025 until the information outlined above was provided, following Wessex Water's user engagement outcomes.

The Council recognised that its engagement since January 2024 had been intended to provide Wessex Water with local knowledge and views, and that at no stage had it been informed that conditions would be imposed on the Parish Council to progress the AI App. The Council expressed its disappointment regarding this approach.

Further, the Council acknowledged that SPC holds no responsibility for water safety, nor is it the landowner at the relevant location. It noted that B&NES Council is the riparian owner of most of the riverbank in Saltford and is also the responsible authority for Highways, Emergency Planning, and public green spaces on the Saltford side of the River Avon. The existence of a River Safety Group was also acknowledged. Given the above, SPC resolved that it was neither qualified nor prepared (nor was it appropriate) to assume responsibility for Water Safety etc., nor would it look to meet the conditions set by Wessex Water. The Council agreed that it remained open to suggestions for the location of the sonde required for the AI App and would be pleased to discuss these with Wessex Water.

The Council also resolved that it continued to support the introduction of an AI Water Quality App and affirmed its willingness to continue to engage on the introduction of

the App and to meet with Wessex Water if required, and that this would be communicated to Wessex Water.

Due to ongoing communication issues with Wessex Water regarding this matter, the Council agreed that if no further information was received regarding the AI App, that it would assume that Wessex Water no longer intended to proceed.

18. ANNUAL REVIEW OF FINANCIAL REGULATIONS

The Council acknowledged that SPC's Financial Regulations were subject to annual review and approval. The Council considered the proposed updates to its Financial Regulations and resolved to adopt the revised Financial Regulations as final.

19. PAYROLL SERVICES - UPDATE

Further to Item 15 of the September 2025 meeting, where the Council resolved to delegate powers to members of the Staffing Committee to agree a payroll provider, it was confirmed that a payroll provider had been appointed.

In line with the spend approved at the September meeting, it was reported that, following the initial £50 set-up fee, the ongoing cost to the Council would be £12.45 per month, subject to additional charges should specific further actions or reports be requested by SPC.

The Council welcomed this information, noting the benefits in terms of risk mitigation, business continuity, and increased staff capacity.

20. PENSIONS DISCRETIONS POLICY

The Council was informed that SPC's pensions provider had requested submission of a Discretions Policy, a new legal requirement, and the naming of an Internal Dispute Resolution Procedure (IDRP) Appeals Officer.

The Council resolved that it was appropriate to develop an all-inclusive policy covering all relevant regulations, with any possible exceptions noted, and that a draft policy would be prepared for consideration at the November meeting. It was also resolved to delegate powers to Staffing Committee to resolve the Pensions Discretions Policy, should this be required.

The Council also resolved that the contact details for the IDRP Appeals Officer be requested and sent to SPC's main contact address, marked for the attention of the SPC Chair.

21. ANNUAL REVIEW OF GOVERNANCE AND MANAGEMENT RISK REGISTER

The Council acknowledged that SPC's Risk Register was subject to annual review and approval. The Council considered the proposed updates and additions to the Salford Parish Council Governance and Management Risk Register and resolved to adopt the revised Register as final.

22. REVIEW OF SOCIAL MEDIA AND DIGITAL COMMUNICATIONS POLICY

The Council considered the proposed updates to SPC’s Social Media and Digital Communications Policy and resolved to adopt the revised policy as final.

23. REMEMBRANCE SUNDAY 2025 (9 NOVEMBER 2025)

The Council received an update on Remembrance Sunday 2025 in Saltford, as organised by the 1st Saltford Scouts.

It was noted that SPC Chair, Cllr Jon Godfrey, had confirmed his attendance and would represent the Parish Council at the event on Sunday 9 November.

The Council resolved to support the commemorations through publicity assistance.

It was also shared that the Saltford Scouts required marshals for road closures and to accompany the parade, and that SPC would support this by sharing the request via its social media channels.

24. APRIL 2026 MEETING – DATE CHANGE OR STAFF COVER

The Council resolved to reschedule the previously arranged meeting of 7 April 2026 to Tuesday 31 March 2026 at 7:15pm in the Avon Room, Saltford Hall.

It was confirmed that the Avon Room was available on the revised date, and the change would be reflected on SPC’s website and noticeboard.

It was noted that the draft minutes from the meeting would be published during the week commencing 20 April 2026.

25. PUBLICITY

The Council agreed the contents of SPC’s Nov/Dec SCAN page (end date: 10 October).

26. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

No updates were received.

27. DATA PROTECTION AND GDPR UPDATES

No updates were received.

(The meeting closed at 9.25pm).

Signed.....

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

Next SPC meeting:

The next scheduled ordinary full council meeting is scheduled to take place at 7:15pm on 4 November 2025 in the Avon Room at Salford Hall. Information about SPC's meetings available at www.salfordparishcouncil.gov.uk

SALTFORD PARISH COUNCIL

Schedule of regular expenditure during October 2025
 – for authorisation by the Council at its meeting on 7 October 2025.

Description	Amount	Method	Budget heading
October staff costs total inc. salary, pension, HMRC tax and National Insurance.	3000 estimate, 3200 maximum	Online BACS	Office staff
October SCA Hall hire	40 estimate 75 maximum	Online BACS	Hall hire
October inTouch Communications Ltd phone system	27 (+ VAT) estimate 35 (+ VAT) maximum	Direct Debit	General Administration
October Ambience Landscapes churchyard maintenance	190 (inc VAT) estimate 210 (inc VAT) maximum	Online BACS	Churchyard Maintenance
October monthly One Drive	2 (inc VAT) 3 max	Direct Debit	General Administration
October stationary, IT supplies, printing & postage + as appropriate	20 estimate 200 max	Online BACS / Clerks expenses	General Administration
October monthly bank account fee and electronic payments banking fee	5 estimated 15 maximum	Online BACS	General Administration
October Payroll services fee	15 estimated 25 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: 15/09/25	Amount: £5,000
29/09/25	Amount: £5,000

I certify that the above payments made or to be made have been authorised at the meeting of the Parish Council on 7 October 2025.

SIGNED.....

DATE:.....

CHAIR / VICE-CHAIR

Business Instant Access account	£58,858
Cash	£0
TOTAL CURRENT BALANCE	£63,820

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