



SALTFORD PARISH COUNCIL

Minutes of the ordinary meeting of the Council held in the Avon Room at Saltford Hall on Tuesday 4 November 2025 at 7.15pm.

PRESENT

Councillors: Jon Godfrey (Chair), Julie Austwick, Dudley Bartlett, Gary Graveling, David Halton (Vice Chair), Phil Harding (Chair of Planning Committee), Andy Rice, Paul Smith 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 7 October 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 Cllr Emma Swallow.

(It was noted that Cllr Shayan Aziz was on sabbatical).

3. DECLARATION OF INTERESTS

No interests were declared.

4. CHAIR'S ANNOUNCEMENTS

Cllr Jon Godfrey thanked the Saltford Scouts for arranging the village's upcoming Remembrance Sunday commemorations, and St Mary's Church for their services of Remembrance. Cllr Godfrey also thanked Saltford4Nature volunteers who had tended the beds at Saltford Memorial Garden. Thanks were also expressed to former SPC Cllrs Chris W and Rob T, who had repainted the War Memorial railing letters ahead of Sunday's commemorations. Cllr Jon Godfrey shared that he would be laying a wreath on behalf of the village at the Saltford War Memorial on Remembrance Sunday.

5. PUBLIC TIME

There were 11 members of the public present.

Three members of the public addressed the Council.

The first resident spoke to object to proposals under both 'Item 10.b – B&NES Council Local Plan Options consultation' and 'Item 12 – West of England Combined Authority (WECA) A4 Bath to Bristol consultation'. The resident's concerns focused

on the potential impact of additional development and WECA proposals on traffic levels and congestion along the A4. They stated that B&NES Council should reconsider the location of proposed developments and explore more suitable areas elsewhere within the district.

The second member of the public to speak shared that they were a Newton St Loe Parish Councillor. They spoke with regards to 'Item 10.b – B&NES Council Local Plan Options consultation' with specific reference to objecting to the proposed 'West of Bath' option. They cited for SPC's consideration traffic concerns on both the A4 and Pennyquick, as well as potential detrimental impact on local infrastructure and amenity provision for existing residents, including at the Royal United Hospital.

The third member of the public to speak objected to proposals for Saltford in the Local Plan Options consultation (Item 10.b). They highlighted the privilege of living in Saltford which included the value of good countryside access. They expressed concerns that proposed development would lead to severe congestion on the A4 and increase journey times for Saltford residents, as well as the detrimental impact of development on the existing local community.

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:

- **Remembrance Sunday:** Further to Chair's Announcements (Item 4, above) it was shared that information was available about Remembrance Sunday in SPC's website article titled 'Lest We Forget: Saltford's plans for Remembrance Sunday 2025'. The Parish Council's thanks were expressed again to former SPC Cllr Chris W and Rob T for repainting the War Memorial railing letters, to Saltford4Nature for tending the Saltford Memorial Garden beds, those at St Mary's Church, and particularly Paul G at the Saltford Scouts for arranging the village's Remembrance Sunday commemorations.
- **Wessex Water – Water Quality App:** Further to Item 17 at the October meeting, SPC had confirmed support for the Mead Lane location and water quality app, and added it would be pleased to discuss and provide feedback on any other location(s) proposed and/or equipment proposed should WW approach the Parish Council on this. It was shared that Wessex Water had recognised that B&NES Council was the responsible authority to engage with on this matter (as riparian owner) and not Saltford Parish Council. Wessex Water had stated that it would continue discussions with SPC and that it would also approach B&NES Council about the recommendation for a 'Water Safety Plan' and 'Water Safety' as a standing agenda item, and that SPC would be copied into communications on this.

- **Churchyard inspection:** Due to availability, the Churchyard inspection would take place in November, with the report from the Working Group to be presented at the December meeting. (Also see Item 18, below)
- **WECA 'A4 Bristol to Bath' consultation drop-in session:** SPC had shared information from WECA that a drop-in session for Cllrs and members of the public would be held at St Mary's Church Hall on Friday 7 November, and that public drop-in session would take place between 2:30-8:30pm. (Also see Item 12, below).
- **B&NES Council Movement Strategy for Bath consultation:** SPC had shared information about the B&NES Council Movement Strategy consultation (end date: Friday 28 November 2025) for the awareness of residents, particularly those who travel in/out of Bath (it was noted that the consultation did not include Saltford). It was shared that B&NES Council had stated that the strategy aimed to improve travel options for walking, wheeling, cycling, and public transport in Bath, as well as to reduce car dependency and tackle congestion in Bath. Information about the public consultation was available at <https://banestransport.co.uk> , with B&NES Council having stated that the final strategy was due to be adopted in 2026.
- **Longwood Lane TRO request (Sept 2023):** SPC had again followed up with B&NES Council's TRO team following its request for a lower speed limit and width restrictions on Longwood Lane, as first requested in September 2023. This was further to having followed up in August 2025. A location map of Longwood Lane had been forwarded from SPC to B&NES Council following comments by a B&NES Planning Officer that 'Longwood Lane' does not show as labelled on all maps (and does not have physical street signage), in case of any confusion by B&NES Council about the location of SPC's TRO request.
- **Draft budget setting meeting:** Councillors were reminded that a draft budget setting meeting would take place in December, and that any further considerations with regards to the 2026/27 budget were required as soon as possible.

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

Cllr Chris Warren, B&NES Ward Councillor for Saltford, was present at the meeting.

Matters shared by Cllr Warren at the meeting included:

- **B&NES Council Local Plan Options Consultation:** Cllr Warren had written to local media to publicly express his concerns and objections to the proposals. Cllr Warren highlighted issues with the Local Plan leaflet and map, particularly regarding the level of detail and clarity. (Later in the meeting, following discussion of item 10.b, Cllr Warren thanked SPC for its work on the Local Plan and offered his support and assistance to the Parish Council.)
- **WECA A4 Bath to Bristol Consultation:** Cllr Warren stated his intention to

attend the WECA 'drop-in' Councillors session at St Mary's Church Hall on Friday 7 November. (Following item 12, Cllr Warren offered to facilitate a meeting between SPC, Ward Councillors and WECA Officers - with a view to gain more detail on WECA's proposals.)

- The Outlook: Cllr Warren reported that he had liaised with B&NES Council regarding improvements to the Outlook (green space area above The Shallows car park). He had also engaged with a resident who had contacted B&NES Council's Public Rights of Way team about improving PROW access as located along the top of the Outlook.

It was shared that Cllr Duncan Hounsell, B&NES Ward Councillor for Saltford, had circulated a report in advance to members of the Parish Council. The Council acknowledged receipt of the report and expressed its thanks to Cllr Hounsell.

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 SEG AGM had taken place on 29 October 2025, and that a key focus of the meeting had been the B&NES Council Local Plan Options Consultation. He stated that SEG had encouraged residents to respond to the consultation and that SEG had provided response guidance on its website. Cllr Harding added that the SEG AGM had been well-attended, and included the presence of both Saltford B&NES Ward Councillors.

It was shared that the next Keynsham Area Forum would take place via Teams at 6:30pm on Monday 17 November 2025, and that the agenda was available online.

9. FUTURE AGENDA ITEMS

The Council agreed to have as an item on its December agenda to discuss whether to resolve to write a letter to the Leader of B&NES Council and a separate letter to the Secretary of State for Housing, Communities and Local Government, to express support B&NES Council's request for a lower housing target due to Bath's UNESCO World Heritage City status - using Saltford as an example of how the current high target could be harmful to local communities - along with other associated matters.

The Council also agreed to have as a future item to discuss whether to apply for a Definitive Map Modification Order to achieve Public Right of Way designation on the 'greenway' path located from under the bridge at Mead Lane / High Street to the Bristol to Bath Railway Path.

As proposed by the Planning Policy Working Group, the Council agreed to discuss a new budget line for 'Legal Fees' (or similar) at its December meeting.

10. PLANNING MATTERS

a. Historic Fields paper – update

The Council resolved to adopt an updated version of the 'Supplementary Evidence Report - Locally Distinctive Historic Fields South of Montague Rd/Manor Rd, Saltford South' – as originally dated March 2025.

It was agreed that a copy of the updated document would be submitted as part of the Parish Council's response to the Local Plan Options Consultation 2025 and that it would also be added to SPC's website article 'Protecting Saltford's Green Belt'.

b. B&NES Council Local Plan Options consultation 2025

Saltford Parish Council resolved its response to the B&NES Local Plan Options Consultation. This followed a summary given by Cllr Phil Harding of the Planning Policy Working Group's consultation considerations.

SPC resolved to object to the three 'options' proposed in Saltford: 'West Saltford - north of the A4', 'West Saltford – South of the A4', and 'South Saltford'. Reasons as to why the sites were unsuitable for development included that they would represent overdevelopment of a rural village, cause further traffic congestion, and result in the loss of valued landscape and recreational space.

The Council viewed that rural communities like Saltford should not be expected to continually absorb additional housing or lose their distinct character and identity.

SPC resolved to strongly oppose any further encroachment into the Green Belt and to request stronger protection status for this landscape, which included the designation of the Green Belt between Areas 1 and 2 in South Saltford as NE2a "Landscape Setting of Settlements."

It was agreed that SPC's response would be accompanied by five supporting evidence documents and landscape assessments as submitted to BaNES Council during 2024 and 2025.

SPC resolved to submit a copy of its response and attachments to B&NES Council by email, by the 14 November end date.

It also agreed to share a copy of its full response to the Local Plan Options Consultation (including attachments) in its dedicated website article and on its 'Protecting Saltford's Green Belt' page.

c. Decisions and appeals

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

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

demolition of existing garage. J Fragapane

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

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

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

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

The Clerk reported that the following application has NO OBJECTION by B&NES Council:

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

d. Planning contraventions

No updates received.

e. 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):

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

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

COMMENT: Saltford Parish Council has no evidence to suggest that 568 Bath Road has not been used continuously as an HMO for the past 9 years and 5 months as claimed in the application. The Parish Council notes that the applicant has a tenancy agreement with Network Rail for use of the old Saltford Station site nearby for car parking; an obvious necessity due to the lack of off-street or on-street parking at this location. The availability of the station site for residential car parking may be subject to change should the station be reopened in the future. This possibility is currently under review by the West of England Combined Authority as part of efforts to expand public transport services and enhance rail connectivity.

If BaNES Council is minded to retrospectively approve the change of use from a (C3) dwelling house to HMO (C4), Saltford Parish Council asks BaNES Council to satisfy itself that the property meets the necessary health and safety (including fire) regulations and energy performance certification associated with HMOs when

planning permission is sought before such a change of use or new HMO development is permitted.

25/04120/FUL - 46 Manor Road Saltford 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

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

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

None received.

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

Cllr Gary Graveling shared that in October he, B&NES Ward Cllr Duncan Hounsell and the Parish Clerk had walked the permissive paths of option site 'South Saltford' with B&NES Council's Landscape Officer. It was shared that this had been a positive opportunity to raise to the B&NES Officer's awareness the value and importance of the landscape and the unique setting of this area of Green Belt. Follow-up correspondence had included sharing photos of the landscape and current use of Manor Road 'lane' (as closed to motor vehicles).

Further to B&NES Ward Cllr Chris Warren's request and the subsequent invitation from the WECA Mayor to meet with Cllr Warren and SPC Councillors to discuss protection of Saltford's Green Belt (amongst other matters), SPC had been informed by Cllr Warren that no progress to arrange a date for the meeting had been achieved despite his ongoing efforts to make contact with WECA.

The Council agreed to request a meeting in late January between members of SPC's Planning Policy Working Group and the Leader of B&NES Council, the Cabinet Member for Built Environment, Housing and Sustainable Development, and B&NES Planning Policy Officers. The purpose of the meeting would be to advance SPC's request for additional landscape designation for Saltford's Green Belt, following engagement in August and in consideration of information – and SPC's response to – the B&NES Council Local Plan Options Consultation.

h. Planning items of urgent or important information

Cllr Phil Harding shared that he had updated SPC's Defence of Saltford's Green Belt reference document, and that a copy was available on Cllrs SharePoint.

The Clerk informed the Council that 'advice packs' had not been shared 'so Town and Parish Councils could run their own events' - as claimed in a B&NES Council media release about the Local Plan Options Consultation Roadshow ('Van with a Plan'), and that SPC had approached B&NES Council's Planning Policy team in case it had not been sent an 'advice pack'. In response, SPC had been informed by B&NES Council that this statement had been 'a little misleading'.

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

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

In consideration of the information shared on the agenda, the Council resolved to raise a formal complaint to WECA - addressed to the WECA Mayor and the Deputy WECA Mayor (also the Leader of B&NES Council), as sent by both post and email, c.c. to the Avon Local Council Association (ALCA), B&NES ALCA, the MP for North East Somerset and Hanham, and B&NES Council Saltford Ward Councillors.

It was agreed that the Council's complaint would state that the lack of action to directly consult Parish Councils could lead to an application for judicial review. It was agreed that copies of correspondence between WECA and SPC as sent immediately after the consultation opened to alert WECA to the fact it had not directly consulted Parish Councils, and also that Proper Officers had been excluded from briefings and had not received resident-facing materials about the consultation, would be sent with the complaint.

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

Saltford Parish Council (SPC) resolved its formal response to the WECA A4 Bath to Bristol Corridor consultation. The Council supported the principle of improvements for pedestrians, cyclists, and buses but raised concerns about several proposals.

In its response SPC amended WECA's proposals at Broadmead Roundabout to improve safety and traffic flow. The Council questioned the need for a new Bath-bound bus lane and the cost/benefit of this, and highlighted the importance of reliable bus services and lower fares to residents over minor journey time savings.

Concerns were raised about the number of pedestrian-controlled traffic lights between Saltford and Broadmead Roundabout on traffic flow to accommodate a bus lane.

Regarding Norman Road to the Bird in Hand proposals, SPC objected to proposed raised surfaces, excessive markings, and tactile paving within the Conservation

Area. It also raised concerns about proposals for these adjacent to the War Memorial, and the necessity or requirement of these at any of the locations proposed. SPC requested a site meeting with WECA officers to understand better their perceived benefits of the proposals.

The Council partially objected to proposals for the 'greenway' path behind the Bird in Hand pub for safety reasons, and stated that it – and any sympathetic improvements to the surface - should be for use by pedestrians and mobility aid users only.

SPC supported improvements to the Avon Lane route for cyclists and stated that this should be the signposted route for cyclists to/from Saltford and the Railway Path.

SPC considered proposed lighting on the Railway Path, and requested a wildlife survey and stated that any lighting be limited, motion-sensor activated, and sympathetic to the rural setting. The Council resolved to seek full technical details before supporting or objecting to lighting due to lack of detailed information from WECA.

The Council welcomed the feasibility study into reopening Saltford Railway Station, subject to strong Green Belt protections. It also supported upgraded bus stops with safe set-back locations and digital displays, but objected should any new or existing bus stops be added directly to the highway - for safety and traffic flow reasons.

SPC agreed to note concerns about WECA's consultation process (as in Item 11, above) and also agreed to seek a meeting with WECA officers and B&NES Ward Councillors to 'walk through' WECA proposals and SPC's response.

It was resolved that SPC's full response would be published on its website and submitted via email by 2 December 2025.

13. 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 November 2025, as recorded below. The schedule was signed by the Chair of the meeting.
- c. **Website security (annual – ends Dec 2026)** – The Council resolved 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** – The Council resolved 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. It was noted that repainting had been carried out by volunteers at no labour cost to SPC, in preparation for the Remembrance Sunday commemorations on 9 November. (Budget: Council Led Schemes).

(The Council resolved to continue the meeting past 9:15pm)

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

SPC resolved to respond to B&NES Council's TRO consultation 'Review of on-street parking permit charges (2025-26)' to state that it objected to proposals for emissions-based charging in RPZs. While acknowledging the need for cleaner vehicles, the Council considered that such charges could unfairly penalise lower-income residents and their visitors, and potentially displace parking onto nearby streets. SPC stated that the transition to cleaner vehicles should be supported through national policies and incentives rather than local parking charges.

The Council resolved not to respond to the Preliminary Consultation on Parking Charges 2026-27, and would look to receive future information on related consultation(s).

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'

The Council resolved to request that B&NES Council, as the Highways Authority, implement 'No Stopping / Waiting / Loading' restrictions on the highway either side of the section of Manor Road Lane closed to motor vehicles.

The Parish Council viewed that such restrictions would improve safety and access for pedestrians, cyclists, and horse riders by preventing obstruction of the lane and enhancing visibility.

The Council noted that requests for Traffic Regulation Orders are considered by B&NES Council on an approximately annual cycle, with the next review scheduled for spring 2026.

16. PENSIONS DISCRETIONS POLICY

The Council resolved to accept and adopt SPC's Discretions Policy as presented at the meeting, and agreed to submit the policy by the 10 December end date.

17. IT POLICY

In line with next year's (2025/26) new external audit requirements for smaller authorities (excluding Parish Meetings), the Council resolved to accept and adopt the

SPC IT Policy as presented at the meeting. It was agreed that the policy would be reviewed on an as-and-when and annual basis.

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

The Council received an update on safety maintenance actions at St Mary’s Church which included planned tree works and wall works as booked for January and February/March 2026 respectively.

It was noted that SPC had received Planning Permission from B&NES Council for tree works in a Conservation Area, and that it awaited a response from the church with regards to a faculty for the wall works.

Further to the above, it was noted that the Churchyard inspection would take place in early November by members of the Churchyard Working Group, and that any actions required following the inspection would be considered as an item on a future agenda (likely at the December meeting).

19. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

No updates were received.

20. DATA PROTECTION AND GDPR UPDATES

No updates were received.

The meeting closed at 9.25pm.

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

Signed.....

Next SPC meeting:

The next scheduled ordinary full council meeting is scheduled to take place at 7:15pm on 2 December 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 November 2025
 – for authorisation by the Council at its meeting on 4 November 2025.

Description	Amount	Method	Budget heading
November staff costs total inc. salary, pension, HMRC tax and National Insurance.	3000 estimate, 3200 maximum	Online BACS	Office staff
November SCA Hall hire	40 estimate 75 maximum	Online BACS	Hall hire
November inTouch Communications Ltd phone system	27 (+ VAT) estimate 35 (+ VAT) maximum	Direct Debit	General Administration
November Ambience Landscapes churchyard maintenance	190 (inc VAT) estimate 210 (inc VAT) maximum	Online BACS	Churchyard Maintenance
November monthly One Drive	2 (inc VAT) 3 max	Direct Debit	General Administration
November stationary, IT supplies, printing & postage + as appropriate	20 estimate 200 max	Online BACS / Clerks expenses	General Administration
November monthly bank account fee and electronic payments banking fee	5 estimated 15 maximum	Online BACS	General Administration
November Payroll services fee (to be paid quarterly)	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: 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 4 November 2025.

SIGNED.....
 CHAIR / VICE-CHAIR

DATE:.....

Business Instant Access account	£88,602
Cash	£0
TOTAL CURRENT BALANCE	£89,779

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