



SALTFORD PARISH COUNCIL

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

PRESENT

Councillors: Jon Godfrey (Chair), Shayan Aziz, Dudley Bartlett, Gary Graveling, David Halton (Vice Chair), Phil Harding (Chair of Planning Committee), Andy Rice, and Paul Smith.

Officer: Lottie Smith-Collins.

1. MINUTES

The Council resolved to accept the draft minutes of the Full Council meeting held on Tuesday 4 November 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 Julie Austwick, Emma Swallow and Sally Turner.

3. DECLARATION OF INTERESTS

No interests were declared.

4. CHAIR'S ANNOUNCEMENTS

Cllr Jon Godfrey welcomed those present and offering seasonal greetings for the forthcoming festive period.

Cllr Godfrey reported that he would be taking the official photographs for the Saltford Santa Dash on Sunday 7 December in a voluntary capacity. He noted that SPC had awarded grant funding to the Saltford Santa Dash 2025, and encouraged local support for this annual festive fundraising event.

5. PUBLIC TIME

There were 5 members of the public present.

One member of the public addressed the Council. This was with regards to 'Item 14 - Request to apply for a Definitive Map Modification Order (DMMO) to create a Public Right of Way (PROW) on a section of path between the Bristol to Bath Railway Path and Mead Lane / High Street (referred to as the 'Green way' behind the Bird in Hand Pub)'. The resident explained that they had requested this matter to be included on SPC's agenda and stated that map evidence from the 1890s would support a potential application. They indicated that (should the Parish Council resolve to progress the item) they would be willing to assist SPC by providing required written

user evidence that demonstrated the route's use as a path for over 20 years. The resident also noted that the location in question had never formed part of the Bristol to Bath Railway Path. In addition, they advised that a DMMO application could be submitted as an urgent application - allowing B&NES Council to process it within a shorter timeframe - given the relevance of WECA's A4 Bath to Bristol consultation proposals potentially affecting this area.

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:

- **Christmas in Saltford 2025:** SPC had, for the first time, compiled known community Christmas events into a single news article titled ["Christmas in Saltford 2025: Events & information round-up for residents."](#) The website article included SPC-specific updates (such as office hours and meetings), key community events including the SCA Christmas Market and the Saltford Santa Dash, as well as practical information on seasonal changes to waste/recycling collections and PO/Library opening hours. If useful SPC could look to repeat in future years.
- **SPC representative at annual Carol Service:** A SPC representative had been invited by the Rector to give a reading at St Mary's Church annual Christmas Carol service on 21 December. SPC had responded to say that SPC Vice Chair Cllr David Halton would be pleased to do this.
- **SPC request for permanent TRO to introduce 'No Stopping / No Waiting' at Manor Road 'lane':** SPC had received confirmation that, following its request (Item 15, November 2025), B&NES Council would look to consult on introducing permanent 'No Stopping / No Waiting' restrictions at both ends of Manor Road 'lane' as part of the next Traffic Regulation Review for Keynsham and Saltford.
- **SPC request for 20mph on 'the lanes' between Saltford and Keynsham:** Following the TRO consultation based on SPC's request (as resolved at SPC's September 2023 meeting), B&NES Council had confirmed the speed limit on Manor Road and Courtnay Road would be reduced to 20mph and that the new speed limit would come into operation on 29 December 2025.
- **WECA 'A4 Bath to Bristol' – formal complaint and engagement:** As resolved under Item 11 at the November meeting, a formal complaint had been raised with WECA on 12 November about lack of direct consultation with Parish Councils in B&NES about WECA's 'A4 Bath to Bristol' consultation. On 28 November, SPC received acknowledgement from WECA and confirmation that its complaint was under review, and that a full and formal response would be sent to SPC as soon as possible. Further to this, it was noted that SPC was finally consulted on 19 November (following the consultation opening on

21 October) and Parish Council staff had been invited to the Saltford 'Councillors drop-in' on 6 November, ahead of the event on 7 November.

- **B&NES Council drainage works on The Shallows:** Following enquiries about ongoing issues, B&NES Council had advised SPC that the emergency drainage works carried out w/c 20 October were not fully complete (due to scheduled gully works on High Street w/c 27 October). B&NES Council had confirmed they would complete further works on the left (railway line) side of the road to improve inflow to the new drainage system and that an area of carriageway would be resurfaced. B&NES Council had shared that this work was best carried out in dry conditions and that it would be undertaken at a suitable opportunity.
- **The Outlook (area above The Shallows car park):** SPC had been made aware by Ward Cllr Chris Warren that B&NES Council was considering alternative approaches to vegetation management at the Outlook, and that SPC would await B&NES Council's actions and – if viewed as required - feedback comments to B&NES Council. SPC had also expressed to B&NES Ward Cllr Warren that the Parish Council would be happy to engage with B&NES Council about actions at the Outlook if invited to do so.
- **Wessex Water AI app:** Communication had been received to SPC that due to flooding issues alternative locations for AI app technology were being explored. The project team were currently assessing further sites that could offer better access for maintenance, calibration, and sampling, while still providing suitable water quality data for the main river user groups. SPC was informed that an update would be provided in due course, along with further requests for feedback.
- **SPC requests to meet with the (new) WECA Mayor:** SPC had previously resolved to request two meetings with the WECA Mayor: the first regarded WECA's plans for the A4 Bath to Bristol Corridor (including the A4 Keynsham Bypass), and the other sought a meeting to discuss the WECA Mayor's support for SPC's Green Belt based on the SPC letter sent to the Deputy Prime Minister earlier in 2025. SPC had since been advised - via communications between Ward Cllr Chris Warren and the Deputy WECA Mayor (also the Leader of B&NES Council) - that meetings between Parish Councils and the WECA Mayor were highly unlikely to occur due to pressures on the Mayor's time. Instead, engagement with senior WECA officers had been advised by the Deputy WECA Mayor as the more realistic route. (See Item 10 – Planning Matters for further detail.)
- **B&NES Council Community Awards 2025/26:** Nominations had opened for B&NES Council's Community Awards 25/26 and would be open until 2 January 2026. Information had been made available on B&NES Council's Newsroom page.
- **Norman Road Phone Box flowers:** Flourish had informed SPC that winter flowers would be planted by their gardener soon.

- **Annual CIL Report 2024/25:** It was confirmed that the Annual CIL Report 2024/25 was on SPC's website (end date for display: 31 Dec 2025).
- **SPC hours during Christmas and New Year period:** The SPC office would be closed from Wednesday 17 December. Any communications received during the Christmas and New Year period would be responded to from Monday 5 January. The first meeting for 2026 would take place on Tuesday 6 January (agenda issued by 30 December 2025), in the Avon Room at Salford Hall. Information was also on SPC's website.

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

Cllr Chris Warren, B&NES Ward Councillor for Salford, was present the meeting. Matters shared by Cllr Warren at the meeting included:

- Engagement with High Street Neighbourhood Watch residents who were looking to re-establish an annual Neighbourhood Watch meeting in Salford.
- Support of SPC's responses to the B&NES Council Local Plan consultation and WECA's A4 Bath to Bristol Consultation. With regards to the latter, he stated that he had again invited senior WECA officers to meet with him and SPC to discuss WECA proposals in Salford (no response to date).
- Further to the above, support specifically for SPC's response to the WECA consultation with regards to the 'Green way' and support for Item 14 on the agenda (see below).

It was shared that Cllr Duncan Hounsell, B&NES Ward Councillor for Salford, had circulated a report in advance to members of the Parish Council (and that copies of the report could be requested directly from Cllr Hounsell). Cllr Duncan Hounsell was present at the meeting and shared the following:

- A new Chief Executive had been appointed by B&NES Council, who would start in post on 1 January 2026. The new post-holder was currently an executive director at B&NES.
- Information was shared about relative deprivation, following information released by The Ministry of Housing, Communities and Local Government, which showed Salford (village, not Ward) to be relatively very advantaged. This information was coupled with key statistics from the ONS Census 2021 in Cllr Hounsell's report.
- As a correction for factual accuracy, Cllr Hounsell stated that he had seconded (rather than tabled, as in his report) the motion about the demolition of the existing Bath Fire Station at B&NES Council's Planning Committee meeting on 19 November 2025.

8. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

Cllr Phil Harding, Link Member for Saltford Environment Group (and independently of SPC, Chair of SEG), shared that the SEG website had received over 1300 downloads of its Local Plan Options Consultation response guide. Cllr Harding also shared that SEG would be 15 years old in 2026.

The Parish Clerk shared that they had attended the Keynsham Area Forum on Monday 17 November 2025, and that minutes had been circulated to Councillors along with the date of the next meeting (9 February 2026, 6.30pm start, online).

The Parish Clerk also shared that B&NES ALCA had met on Thursday 27 November, and that SPC had sent apologies ahead of the meeting and provided information and feedback as requested.

9. FUTURE AGENDA ITEMS

None requested.

10. PLANNING MATTERS

a. Decisions and appeals

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

25/01405/VAR - Rosemere Homefield Road Saltford BS31 3EQ. Description of Proposal: Revised information - Variation of condition 6 (Plans List (Compliance)) of application 24/00958/FUL (Erection of single storey front and rear extensions, internal refurbishment works, new corner windows to the master bedroom and sitting room, new detached garage and workshop building, external landscaping works and detached gatehouse). H Franklin

25/02164/FUL - 8 Copse Road Saltford BS31 3TH. Erection of a single storey timber clad garden building. Mr Christian Cropper

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

b. Planning contraventions

- i. It was shared that B&NES Council had shared an update with regards to planning enforcement case 'Parcel 8831 - 22/00363/UNAUTH. Further to SPC's awareness that B&NES Council had prosecuted the owner of the End of Life Vehicles/tyres site twice without compliance, it had been shared that B&NES Council was now preparing to pursue a Court injunction as the next step. SPC had welcomed an update from B&NES Council, and that information would continue to be shared with SPC about the ongoing legal process with regards to this enforcement case.

- ii. The Council received information that a possible planning contravention had been reported to B&NES Council by a member of the public, with regards to a possible breach regarding change of use. It was agreed that SPC would contact B&NES Council to request further information, including whether a case had been opened by the Planning Authority and - if so - the case reference number along with a request for SPC to be kept informed about actions and at this location as taken by B&NES Council and/or the outcome of any Planning Enforcement case.

- 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, information on the [B&NES Council Planning Portal](#)):

25/04158/FUL - 9 Uplands Road Saltford BS31 3JQ. Erection of first floor extension and double story side extension, extension to driveway and driveway entrance enlarged. Mr And Mrs White

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

COMMENT: The Parish Council recognises that the result of the proposed development would be a significant larger dwelling than the existing dwelling and that some neighbours have expressed their concerns. Although several other properties in this area of Uplands Road have been enlarged, the proposed outcome of this development may be disproportionately larger than its neighbouring dwellings. The Parish Council therefore asks BaNES Council to consider carefully whether the proposals are in accordance with Policies D2 and D3 of the Bath and North East Somerset Placemaking Plan 2017, which seek to ensure that development proposals are designed in context, reflect local proportions and character, and that contribute positively to local character and distinctiveness.

25/03530/FUL - 561 Bath Road Saltford. Change of use to storage / workshop space, and to replace the existing building (approx. 67.50m²), with horizontal corrugated metal sheet elevations. Mr R Jefferies

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

COMMENT: This is in Saltford's Green Belt and contrary to the claim in the application, the existing building is not screened by mature trees and a hedgerow, and it can be viewed from the highway, the A4 Bath Road. However, the existing building is very dilapidated and the proposed replacement building on the same footprint should be a visual improvement despite the increase in height which the Parish Council agrees is necessary for the building to be of a more useful height for the intended change of use purpose. Please see our attached recent photographs as

additional evidence supporting this response.

(The Council resolved to submit one JPEG showing two photos with the consultation response).

25/04408/REM - 506 Bath Road Saltford BS31 3JF. Removal of condition 2 of application 05/02141/FUL (Change of use from residential to specialist dental surgery). Gaston Gum Health Bath And Bristol Periodontal Clinic Ltd

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

24/02029/FUL - Former Brincliffe Nursery Bath Road Keynsham. Full planning application for demolition of existing buildings and construction of new foodstore (Use Class E) together with associated works including parking, sub-station, access, landscaping and highway (Revised information). Aldi Stores Limited

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

COMMENT: Saltford Parish Council refers to its original response to this application in July 2024 when we recognised that it was, and it remains, for Keynsham Town Council to reflect on the substance and breadth of the application. Our main concerns related to the further erosion and loss of green space between Keynsham and Saltford, and the traffic impact on the A4/Keynsham Bypass/B3116 Bath Road Roundabout and access from Waitrose, the industrial estates, Avon Valley Adventure Park and the Recycling Centre in Pixash Lane.

Peak time traffic congestion on the A4 has continued to worsen since the summer of 2024, whilst access and egress from the nearby Waitrose car park, for example, has also become significantly worse with long waits in the early evening on Broadmead Lane which will be a main access and exit route for the proposed Aldi store. Therefore, to provide confidence that this development will not worsen still further the traffic congestion or reduce road safety in the local area and in order to reassure the local community that the proposals for minimising road congestion, as well as safe access and egress to the site have been fully tested, the Parish Council wishes to strongly re-emphasise the importance of its original request that a full traffic impact survey and analysis be undertaken and that any additional recommended mitigation measures are incorporated in the plans before planning permission is given.

The WECA proposals recently consulted on for the A4 Bath to Bristol include proposals for new traffic management at the A4/Keynsham Bypass/B3116 Bath Road Roundabout; community feedback and decisions arising from that consultation should be factored into traffic management for this development.

For instance, SPC has raised significant concerns with regards to WECA's proposals at/near the Broadmead Roundabout, as these would materially affect traffic flow both in the immediate area and along the A4. In particular, the number of proposed signal-controlled pedestrian and cycle crossings would likely increase congestion, hinder vehicle movement, and create additional safety risks. SPC stressed that any

changes to traffic management by WECA must be supported by clear evidence, must not exacerbate existing congestion on the A4, and must recognise the sensitivity of the A4 corridor to even minor disruption. The same view applies with regards to this application, and SPC therefore recommends that any BaNES Council full traffic impact survey - as recommended above - also takes into account wider A4 transport considerations (to include WECA's recent 'A4 Bath to Bristol' proposals) prior to a decision being made on this application.

As both the Waitrose and Aldi food stores will be used for weekly shopping, BaNES Council should recognise that most customers will arrive by car; public transport will not be a practicable option for such shopping trips. Therefore, any changes by WECA to this area of the A4, and in particular between Hicks Gate roundabout and Saltford, should not hinder vehicular movements by the addition of traffic light controlled pedestrian crossings, bus lanes, or the positioning of bus stops in the main traffic lanes.

25/04481/FUL - 17 Uplands Road Saltford BS31 3JQ. Erection of single storey rear extension, first floor side and rear extension (over existing garage and swimming pool). Mr Paul Baxter

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

COMMENT: Saltford Parish Council is generally supportive of the application. However, the proposed 1st floor balcony across the rear of the property with its glass frameless balustrades will overlook the adjacent rear gardens of neighbouring properties resulting in some loss of rear garden privacy. This may contravene Placemaking Plan (2017) Policy D6 (privacy and overlooking). The use of opaque screening for the rear and side facing balustrades of a suitable height should mitigate that issue; it is noted that a screen higher than the balustrades, a 1.7m high opaque screen, is proposed for the north facing end of the balcony.

d. Consultation on planning applications in Saltford: Consultation(s) received after the meeting notice was issued (details available on the B&NES Council [B&NES Council Planning Portal](#)):

It was shared that the Parish Council had received one planning consultation after the December meeting notice had been published, but that B&NES Council had permitted a time extension for SPC to respond after its January meeting. As such no resolutions were required.

e. Letters to B&NES Council and the Secretary of State supporting a reduced housing target for Bath's UNESCO World Heritage status, citing Saltford as an example of local impact.

The Council resolved to write letters to (i) the Leader of B&NES Council and (ii) the Secretary of State for Housing, Communities and Local Government to express

support for B&NES Council's request for a lower housing target due to Bath's UNESCO World Heritage City status.

The letters referenced Saltford as an example of how the current high target could be harmful to local communities. The letters also provided suggestions for an alternative approach for BaNES Council, for where housing would be more suitably located and would also meet sustainable development objectives.

It was agreed that the letters would be sent by post and email to the relevant recipients.

It was also agreed that the email to the Leader of B&NES Council would be copied in to: B&NES Council's Cabinet Member for Built Environment, Housing and Sustainable Development; Saltford's B&NES Ward Councillors; and, the MP for North East Somerset and Hanham.

Copies of both letters would also be made available on SPC's website.

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

SPC's Chair of Planning Committee noted that 'Item 12 - Creation of budget line / allocation of up to £5k in 2026/27 for legal, training and other related costs to enable SPC to defend Saltford's Green Belt' would be discussed later in the meeting.

As resolved at the October and November 2025 meetings, Cllr Harding shared that a meeting had been arranged for early February with the Leader of B&NES Council, B&NES Council's Cabinet member for Built Environment, Housing and Sustainable Development, and officers from B&NES Council's Planning Policy team to discuss how to progress SPC's request for additional landscape protection for Saltford's Green Belt. The meeting would take place in Saltford.

Cllr Harding confirmed that the meeting would also be an opportunity to discuss SPC's letters to B&NES Council and the Secretary of State which supported a reduced housing target for Bath's UNESCO World Heritage status (See Item 10.e, above).

The Parish Clerk reported that Ward Cllr Chris Warren had sought support from the Leader of B&NES Council (also Deputy WECA Mayor) for an urgent meeting with the WECA Mayor regarding Saltford's Green Belt and other matters, and that SPC had been included in the correspondence. Separately, SPC had resolved in June 2025 to request its own meeting with the WECA Mayor. As noted under 'Item 5 – Clerk's Announcements' (above), correspondence from the Leader indicated that a meeting with the WECA Mayor on any matter was unlikely to be granted. Following this, and after discussion with Cllr Harding regarding SPC's earlier resolution, SPC wrote to WECA on 17 November to request a meeting instead with Senior Planning Officers, which the Leader had advised would be more feasible. A response from WECA had yet to be received. Cllr Harding requested that any future agenda item on this matter

be amended to state that SPC was seeking to meet with WECA officers rather than the WECA Mayor.

g. Planning items of urgent or important information

It was reported that SPC was aware that the Government intended to update the National Planning Policy Framework (NPPF), although the extent of any consultation remained unknown. The Parish Council acknowledged awareness of recent external reports which suggested that proposed NPPF changes could require local Planning Authorities, such as B&NES Council, to refer housing applications of more than 150 homes to the Government if they intended to refuse them, enabling the Secretary of State to call in and determine such applications. SPC noted such reports and agreed to monitor the situation regarding any updates to the NPPF. It was also acknowledged that potential changes to the NPPF were likely to include proposals relating to development near railway stations.

The Parish Clerk stated that B&NES Council had confirmed receipt of SPC's Local Plan Options Consultation response including attachments.

(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 November 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 December 2025, as recorded below. The schedule was signed by the Chair of the meeting.
- c. **Society of Local Council Clerks (SLCC) membership** – The Council resolved to authorise expenditure of up to £310 to renew the Clerk's membership of the Society of Local Council Clerks for 2026 (Budget heading: Training).

12. CREATION OF BUDGET LINE / ALLOCATION OF UP TO £5K IN 2026/27 FOR LEGAL, TRAINING AND OTHER RELATED COSTS TO ENABLE SPC TO DEFEND SALTFORD'S GREEN BELT

The Council discussed and resolved to introduce a new budget line for 'Green Belt defence' in the 2026/27 budget, and further resolved to allocate £5,000 from the 2026/27 precept demand to accommodate this budget line.

It was resolved that the 'Green Belt defence' budget line would be used for professional, legal, training and any other related costs required to enable SPC's work in defending Saltford's Green Belt from development in the context of the Local Plan and/or from speculative planning applications.

It was noted that following the decision to introduce a 'Green Belt defence' £5,000 budget line for 2026/27, that any expenditure from the budget line would be an item(s) to resolve on future agenda(s). It was also noted that information about SPC's precept for 2026/27 would be published on SPC's website in due course.

13. DONATION TO B&NES COUNCIL TOWARDS COSTS OF THROW ROPE AT MEAD LANE (INCLUDING SPEND)

The Council discussed SPC's request to B&NES Council for the potential installation of lifesaving equipment at Mead Lane, near the sailing club, and noted that SPC had been asked in response to consider a donation based on a B&NES Council quote of £2,495. The quote covered the cost of a throw rope, cabinet, and installation on B&NES Council land.

During discussion, it was suggested that SPC could recommend to B&NES Council that more cost-effective equipment might be available.

The Parish Council resolved to contribute £750 from its Community Infrastructure Levy (CIL) funds towards the project should it proceed. It was agreed that any donation from SPC would be made only upon confirmation from B&NES Council that the funds would be paid directly to B&NES Council and agreement that SPC would not own the throw rope or be responsible for its maintenance or replacement.

It was also agreed that there would be no obligation for SPC to fund similar installations elsewhere in Saltford.

It was shared that the matter would be discussed by B&NES Council's Health and Wellbeing Board in January and that any response or updates would be shared at a future meeting.

14. REQUEST TO APPLY FOR A DEFINITIVE MAP MODIFICATION ORDER (DMMO) TO CREATE A PUBLIC RIGHT OF WAY (PROW) ON A SECTION OF PATH BETWEEN THE BRISTOL TO BATH RAILWAY PATH AND MEAD LANE / HIGH ST (REFERRED TO AS THE 'GREEN WAY' BEHIND THE BIRD IN HAND PUB).

The Council resolved that SPC would apply to modify the Definitive Map and Statement with the aim to achieve Public Right of Way (PROW) status for the unsealed path located from under the Railway Path bridge on Mead Lane / High Street to the Bristol to Bath Railway Path (referred to as the 'greenway', approximately between What3Words /// <https://what3words.com/butlers.usages.belts> and <https://what3words.com/linked.practical.holdings>).

The Council noted viewed that the path met the criteria for a Definitive Map Modification Order, having been in unobstructed and continuous public use for over 20 years, with supporting map evidence from the late 19th Century and early 20th Century available.

It was agreed that SPC would, if required, seek evidence from residents for the path's use by the public for over 20 years to support its application to change the DMMO. Methods on approach by SPC to achieve this were discussed and agreed. In consideration of the time required to gather such evidence, it was acknowledged that SPC's application would likely be submitted to B&NES Council by late January 2026.

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

15. PARISH WALK – JUNE 2026 (SALTFORD FESTIVAL)

The Council resolved to organise a SPC Parish Walk during the week commencing 15 June 2026, in response to a request to arrange a Parish Walk from the Chair of the Saltford Festival (Saltford Festival dates: 12–21 June 2026).

The Council agreed that the Parish Walk 2026 would include the area of Green Belt at 'Saltford West – North of the A4', a site included in B&NES Council's Local Plan Options Consultation 2025.

Thanks were expressed by the Council to a local volunteer who had offered support to SPC with the Parish Walk 2026.

It was resolved that SPC would confirm the route, date and details of SPC's Parish Walk as part of the Saltford Festival programme in due course, and that SPC would have the Parish Walk risk assessment as an item on a future agenda.

16. ST MARY'S CHURCHYARD BIENNIAL INSPECTION

The Council received the biennial Churchyard and Memorial Safety Inspection report as carried out by Cllrs Dudley Bartlett and David Halton at St Mary's Churchyard on 7 November 2025.

In consideration of the information shared, together with previously resolved scheduled tree works (booked for January 2026) and scheduled south wall maintenance works (booked for February/March 2026), the Council resolved to accept the report presented and resolved that no actions - further to those identified to the trees and wall - were required following the inspection.

Further, it was noted that growth from a hawthorn on private land encroaching onto the Public Right of Way in the churchyard had been reported to the B&NES Council's PROW team.

Additional information included that St Mary’s Church had confirmed that a faculty for the tree works had been granted as sought by the Church Warden, which followed SPC’s approved application to B&NES Council for Planning Permission for Tree Works in a Conservation Area.

The next inspection Churchyard inspection was scheduled for spring 2026.

17. PUBLICITY

The Council agreed contents for SPC’s January/February 2026 SCAN page, which would be submitted by the 10 December deadline.

18. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

No updates were received.

19. 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 6 January 2026 in the Avon Room at Saltford Hall. Information about SPC’s meetings available at www.saltfordparishcouncil.gov.uk

SALTFORD PARISH COUNCIL

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

Description	Amount	Method	Budget heading
December staff costs total inc. salary, pension, HMRC tax and National Insurance.	3000 estimate, 3200 maximum	Online BACS	Office staff
December SCA Hall hire	40 estimate 75 maximum	Online BACS	Hall hire
December inTouch Communications Ltd phone system	27 (+ VAT) estimate 35 (+ VAT) maximum	Direct Debit	General Administration
December Ambience Landscapes churchyard maintenance	190 (inc VAT) estimate 210 (inc VAT) maximum	Online BACS	Churchyard Maintenance
December monthly One Drive	2 (inc VAT) 3 max	Direct Debit	General Administration
December stationary, IT supplies, printing & postage, office equipment + as appropriate	20 estimate 200 max	Online BACS / Clerks expenses	General Administration
December monthly bank account fee and electronic payments banking fee	5 estimated 15 maximum	Online BACS	General Administration
December Payroll services fee (to be paid quarterly)	15 estimated 25 maximum	Online BACS	General Administration
Chair's Allowance Oct-Dec 2025	75	Online BACS	Chair's Honorarium

The following sums have been transferred from the Business Instant Deposit Account into the Current Account to cover outstanding invoices and expenditure:

Date: 25.11.25 Amount: £5000

I certify that the above payments made or to be made have been authorised at the meeting of the Parish Council on 2 December 2025.

SIGNED.....
 CHAIR / VICE-CHAIR

DATE:.....

Business Instant Access account	£83,649
Cash	£0
TOTAL CURRENT BALANCE	£86,121

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