



SALTFORD PARISH COUNCIL

**Tuesday 6 January 2026, 7:15pm
Avon Room, Saltford Hall**

AGENDA

1. MINUTES

To receive, update if required, and confirm as a correct record the minutes of the meeting of the Council held on Tuesday 2 December 2025 (draft copy available on SPC's [website](#)).

2. APOLOGIES FOR ABSENCE

To report any apologies received by the Clerk for inability to attend this meeting.

3. DECLARATIONS OF INTEREST

To receive any declarations of Members' interests in any item on the agenda. *The Council's Code of Conduct defines where a Member has a declarable interest and the effects of declarable interests on participation.*

4. CHAIR'S ANNOUNCEMENTS

To receive any announcements from the Chair of the meeting.

(Items 1-4: 10 minutes)

5. PUBLIC TIME

In accordance with Standing Orders, to receive any addresses or statements by members of the public on an item (or items) on the Parish Council agenda. Members of the public may address the Council on items that include 'to RESOLVE' only. Speakers are limited to three minutes per person.

(Up to 15 minutes, at Chair's discretion)

6. CLERK'S ANNOUNCEMENTS

To receive a summary of announcements and information from the Clerk, following circulation of the Clerk's Report to Councillors ahead of the meeting.

(5 minutes)

7. INFORMATION FROM B&NES COUNCIL SALTFORD WARD COUNCILLORS

To receive a report from B&NES Council Saltford Ward Councillors (if present or should a report have been submitted in advance), and for Ward Councillors to comment on any 'TO RESOLVE' items on SPC's agenda. Parish Councillors may ask Ward Councillors questions following their report (if present).

Please note: members of the public, should they have questions for B&NES Council Ward Cllrs, should contact Ward Councillors directly and outside of the Parish Council meeting. Contact details are available on the [B&NES Council website](#).

(Up to 10 minutes i.e. 5 minutes per Ward Cllr, at Chair's discretion)

8. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

To receive reports from SPC's Link Members about external organisations.

(5 minutes)

9. FUTURE AGENDA ITEMS

Further to items proposed outside of the meeting by Councillors, to receive any additional item suggestions from Councillors for a future Parish Council agenda.

(5 minutes)

10. PLANNING MATTERS

a. Decisions and Appeals:

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

b. Planning contraventions:

Saltford Parish Council, as can any resident, can [report something to Planning Enforcement](#) (B&NES Council is the Planning Authority). Further information is on [SPC's Possible Planning Contraventions](#) page.

- i. To receive any updates or information on matters which have been referred by SPC to the B&NES Council Planning Enforcement Team, regarding possible contraventions of planning controls.
- ii. To RESOLVE to raise an enquiry with the Planning Authority (B&NES Council) about any new possible planning contraventions as raised at the meeting; Or, if a matter is raised at the meeting, to RESOLVE whether to instead discuss at a future meeting prior to a decision being made on any actions by SPC.

c. Consultation(s) on planning applications in Saltford: Planning consultations received ahead of the meeting notice being issued details available on the B&NES Council [B&NES Council Planning Portal](#)):

To RESOLVE, as a statutory consultee, responses to the following planning applications in respect of which B&NES Council has invited comments from Saltford Parish Council:

25/04508/FUL - 22 Grange Road Saltford BS31 3AG. Replacement of existing flat roof with pitched roof and gable end. J Fragapane

25/04587/VAR - 561 Bath Road Saltford. Variation of conditions 2 (Flood Risk

Assessment) and 3 (Floodplain Compensation) of application 24/02956/FUL (Erection of a storage area and workshop building, to follow demolition of existing building). Mr R Jefferies

25/04657/TCA - Rivals The Shallows Saltford BS31 3EX. Ash T1 - fell. Apple T2 - crown reduce by 1-2 metres and thin. Maple T3 - crown reduce 1-2 metres. JHS Tree Services

25/03234/FUL - Pound Cottage Queen Square Saltford BS31 3EL. Replace current damaged wooden windows. Mr Simon Rodway

25/03924/FUL - 568 Bath Road Saltford BS31 3JN. Change of use from a C3 dwellings to a sui generis 7-bedroom House of Multiple Application (Retrospective). Mr Graham Tomkins

25/04766/TPO - Folly Orchard The Folly Saltford BS31 3JW. Sycamore T1 - pollard to approximately 3m in height. Ash T2 - prune side lower limbs back from garden space to gain more light and less overhang. Sycamore T3 - crown lift by approximately 5m and remove lower overhanging limbs due to poor health, rot and squirrel damage. Fletcher

25/04856/FUL - 25 Manor Road Saltford BS31 3DN. Erection of single front and rear extensions and refurbishment works to the existing house and a new detached garage to the front garden. Mrs J Smith

- 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](#)):**
 - i. To RESOLVE any planning consultations received since the publication of the meeting notice, should no time extension to the consultation response deadline have been granted by the Planning Authority; or
 - ii. To RESOLVE that the Clerk shall submit responses to any such planning consultations using delegated powers prior to the consultation end date, in line with the Council's Scheme of Emergency Delegation.
- e. **Planning policy: SPC request for 'Saltford south of the A4' landscape designation by B&NES Council (AGLV or local green space) including associated matters**

To receive an update from members of SPC's Planning Policy Working Group about SPC's bid for landscape designation protection for Saltford's green belt including 'Saltford South of the A4'.

To discuss any matters in relation to the planned meeting to be held in early February with the Leader of B&NES Council, the B&NES Council Cabinet member for Built Environment, Housing and Sustainable Development, and members of B&NES Council's Planning Policy team, which will include discussion about how to

progress additional landscape protection for Saltford's Green Belt, SPC's Local Plan Options Consultation response and the issue of Bath's World Heritage Status.

To receive an update – if any - following SPC's 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. Copies can be viewed in SPC's article [SPC writes to Leader of B&NES Council and the Secretary of State: 'SPC Local Plan Options Consultation response & the issue of Bath's World Heritage Status'](#).

Further to SPC's previous resolutions to seek meetings to discuss SPC's public letter to the Deputy Prime Minister, Angela Rayner MP, titled "[New housing without compromising food security and nature](#)", to receive an update (if any) regarding SPC's requests to hold a meeting with WECA Officers.

f. Planning items of urgent or important information

Further to the items above, to receive any reports of important or urgent information related to planning matters, to include information received from B&NES Council (the Planning Authority).

(Planning Matters - 25 minutes)

11. FINANCIAL MATTERS (INCLUDING SPC BUDGET 2026 2027)

- a. **Monthly Financial Report** – To receive the monthly financial report for December 2025 (report also available on the [Meetings – Agendas and Minutes](#) page of the website).
- b. **Schedule of Expenditure** – To RESOLVE to authorise spend to be made during January 2026 as listed on the schedule of expenditure below (the schedules are also on the [Meetings – Agendas and Minutes](#) page of the website).
- c. **2026/27 budget and precept** – To RESOLVE the draft budget for 2026/27 (copy on Cllrs SharePoint) as final, and to agree that the precept to be levied by Saltford Parish Council for 2026/27 as £74,271, an increase of 25% on the previous year. If resolved, this will mean an average Band D property will pay £40.20 (an increase of c.£7.76 per year, or an increase of c.65p p.c.m in 2026/27). If resolved, to agree to update SPC's ['Precept'](#) webpage information including to note that as the tax base for Saltford has increased for 2026/27 that the percentage increase per household will be stated on the Council Tax bill as 23.9%.
- d. **New earmarked reserve 'Scheduled elections'** – To RESOLVE in line with item 11.c (if resolved) to create an earmarked reserve for 'Scheduled elections'. This follows notification from B&NES Council in 2025 that, from May 2027, SPC will be required to meet the cost of all future scheduled Parish Council elections, with each scheduled election for Saltford (every four years, next due May 2027) estimated to cost £4,800.

- e. **Re-named earmarked reserve 'Parish Poll and Byelections'** – To RESOLVE to rename the 'Parish Poll' earmarked reserve as 'Parish Poll and Byelections', to accommodate any potential 'Byelection' spend required from April 2026. This follows notification from B&NES Council that, from April 2026, SPC will be required to meet the cost of any byelections, with each byelection for Saltford estimated to cost £6,600.
- f. **Level of reserves (excluding CIL Funds)** – Should Items 11.c, 11.d, and 11.e be resolved, to RESOLVE to minute SPC's projected level of budgeted reserves at the end of the 2026/27 year as £63,717 against an agreed recommended level of £68,081 - as considered and approved as part of the 2026/27 budget agreement. The level of reserves is required to be minuted for audit purposes.
- g. **Allotment Insurance (annual policy)** – To RESOLVE a spend of up to £200, but likely £120, to Chris Knott Insurance for an annual policy for Allotment insurance (Budget heading: Insurance).

For reference, resolutions to approve spend are included under Item 12 (via the Scheme of Emergency Delegation) and Item 13.

(15 minutes)

12. USE OF SCHEME OF EMERGENCY DELEGATION FOR SPEND – WEBSITE SUPPORT

To note that the Clerk sought and received permission from Councillors to use the Scheme of Emergency Delegation to approve the purchase of an additional block of website support hours, following the remaining block balance reducing to less than 0.5 hours as of 1 December.

A quotation of £748.80 (including VAT) for a new block of 8 support hours was received from Morse Networks, with acceptance required by 15 December 2025.

The expenditure was approved to ensure continuity of essential website support prior to the next scheduled Council meeting on 6 January 2026. The purchase brought total website/publicity expenditure for the 2025/26 financial within the approved annual budget.

To note and to RESOLVE to ratify the use of the Scheme of Emergency Delegation to approve expenditure for website support (Budget heading: Publicity).

(5 minutes)

13. CPRE (CAMPAIGN TO PROTECT RURAL ENGLAND) AVON AND BRISTOL BRANCH - PARISH COUNCIL MEMBERSHIP (INCLUDING SPEND)

To discuss and RESOLVE whether to authorise a spend of £60 (Budget heading: Environment) as a donation to the CPRE Avon and Bristol branch for annual Parish Council membership. Parish Council membership information is available on the [CPRE Avon and Bristol branch](#) website.

(5 minutes)

14. B&NES COUNCIL BUDGET CONSULTATION 2026 2027 – TO INCLUDE PROPOSED CHANGES TO RECYCLING CENTRE OPENING HOURS IN BATH AND WELTON (MIDSOMER NORTON) AND IMPLICATIONS FOR USE OF PIXASH LANE (KEYNSHAM) WASTE AND RECYCLING CENTRE

To RESOLVE SPC's response, if any, to the [B&NES Council Budget consultation 2026 2027](#) (consultation end date: 5pm, 19 January 2026). Information is available in the B&NES Council Newsroom article: '[Council sets out early budget proposals](#)'.

Specifically, to discuss and RESOLVE a response to information on the B&NES Council [Budget consultation 2026 to 2027](#) page as listed under the Resources section titled: 'Review of Household Waste Recycling Centre site capacity and usage' where it states: 'Change opening hours of recycling centres in Bath and Welton, Midsomer Norton, ensuring people can always get to a recycling centre seven days a week [Read Equality Impact Assessment PM.S.07](#)'.

To consider SPC's response to this proposal with reference to – and potential impact on – the use of B&NES Council's waste and recycling centre at Pixash Lane, Keynsham. To consider incorporating in any response to the B&NES Council Budget consultation information on the B&NES Council Planning Portal regarding the 2021 planning application for the Pixash Lane waste and recycling site, 'Ref. No: 21/00435/ERE03 - Ministry Of Defence Storage And Distribution Centre Pixash Lane Keynsham BS31 1TP' to include SPC's planning consultation response (as resolved March 2021, [Item 10.e](#)).

To consider and RESOLVE a response to any other proposals outlined in the B&NES Council Budget Consultation 2026–27. (10 minutes)

15. ALLOTMENT RENT CHARGE AMOUNT 2026/27 AND 2027/28

To confirm the level of allotment rents for 2026/27 to take effect from 1 April 2026 as £25 per year for a full plot and £15 per year for a half plot (as resolved under [Item 14 at the January 2025 meeting](#)).

TO RESOLVE the level of allotment rents for 2027/28 to take effect from 1 April 2027, which may include an increase or decrease to the current amount charged.

(5 minutes)

16. REQUEST TO BANES COUNCIL TO NO LONGER PERMIT CYCLISTS TO USE THE 'GREENWAY' AND TO INSTEAD IMPROVE SAFETY AND ACCESS TO THE BRISTOL TO BATH RAILWAY PATH VIA AVON LANE

To discuss and RESOLVE whether to request that B&NES Council, as the landowner, no longer allow cyclists to use the 'greenway' located between Mead Lane and the LMS Bridge (adjacent to the Bristol to Bath Railway Path) on safety grounds.

Safety concerns to support this request are outlined in SPC's resolved response to WECA's A4 Bath to Bristol consultation (see p.6 at [Saltford Parish Council A4 Bath to Bristol Consultation Response 4 November 2025](#)).

Also, to discuss and RESOLVE whether to request that B&NES Council improve safety and access to and from the Bristol to Bath Railway Path via Avon Lane for all users. Further, to request that signage directing cyclists to and from the greenway be removed and replaced with signage directing cyclists via Avon Lane instead. To also agree any further safety recommendations to submit to B&NES Council in support of these measures.

This item is further to SPC's December 2025 Item 14 resolved decision to apply for a Definitive Map Modification Order (DMMO) to identify a Public Right of Way on the greenway between the Bristol to Bath Railway Path and Mead Lane/High Street (location approximately between <https://what3words.com/butlers.usages.belts> and <https://what3words.com/linked.practical.holdings>). SPC was advised by B&NES Council following its December meeting that the granting of PROW status on the greenway – should SPC be successful in its application - would not prevent cycling on the greenway or any of the proposed changes by WECA (with B&NES Council's permission) in its A4 Bath to Bristol consultation. (10 minutes)

17. B&NES COUNCIL PUBLIC RIGHT OF WAY (PROW) CONSULTATION ON PROPOSED DIVERSION OF PUBLIC FOOTPATH BA27/47 (NEAR THE SHALLOWS) & B&NES COUNCIL INFORMATION ABOUT BA27/47

To discuss and RESOLVE a response on the proposed diversion of Public Footpath BA27/47 on a section of PROW near The Shallows, following receipt of consultation from B&NES Council, by the end date of 8 January 2026. (B&NES Council is the responsible authority for Public Rights of Way).

B&NES Council has shared that the changes are proposed in the interests of the occupiers of the relevant land, to divert the public footpath away from the middle of their garden, to its edge (grid references available from the B&NES Council Public Rights of Way team) and that if permitted the changes would be achieved by way of a diversion order made under section 119 of the Highways Act 1980.

Further to the above and for awareness, additional information received from B&NES Council includes that the previously-used stoned path immediately to the right of the proposed new line, including the section through the garden of The Riverside public house, has never formed the legal line of Public Footpath BA27/47 and that the legal line has always been the recently re-opened route running along the riverbank.

(5 minutes)

18. SPC AND SCA 'BIG THANK YOU' EVENT (FOLLOWING THE ANNUAL PARISH MEETING) – FRIDAY 13 MARCH 2026

TO RESOLVE any actions and SPC invitations for the co-hosted SPC and SCA 'Big Thank You' event on Friday 13 March 2026 at Saltford Hall. (The event will take place immediately after the Saltford Annual Parish Meeting, as hosted by SPC.

Spend of up to £500 for the event was resolved under Item 18 at SPC's May 2025 meeting.) (5 minutes)

19. FORMAL COMPLAINT TO WECA VIA 'WECA COMPLAINTS PROCESS' REGARDING A4 BATH TO BRISTOL CONSULTATION ENGAGEMENT

At its November 2025 meeting ([Item 11](#) - 'Formal concern to WECA about A4 Bath to Bristol Consultation Engagement'), the Council resolved to submit a formal complaint to WECA regarding engagement on the A4 Bath to Bristol consultation, addressed to the WECA Mayor and Deputy Mayor.

The complaint stated SPC's concerns about the consultation process, including that WECA's failure to directly consult Parish Councils could give rise to an application for judicial review. SPC had included supporting correspondence evidencing the lack of consultation.

To consider the letter response to SPC's complaint as received from a senior WECA officer on behalf of the WECA Mayor.

To discuss and RESOLVE whether to raise a complaint via the [WECA Complaints Process](#) and, if viewed as required, to RESOLVE to seek assistance from the Local Government and Social Care Ombudsman. (5 minutes)

20. CHURCHYARD GROUNDS MAINTENANCE SPECIFICATION 2026/27

TO RESOLVE the specification for regular grounds maintenance at St Mary's churchyard for the year commencing 1 March 2026 (draft specification available on Cllrs SharePoint).

To agree to seek quotations for the annual grounds maintenance contract (to be considered and resolved at the February 2026 meeting). (5 minutes)

21. ASSET CHECKING PROCEDURE AND ASSET CHECKING

To review the asset checking procedure and to assign asset checking tasks. The asset checking procedure is a twice-yearly check, to be done by specified councillors and the Clerk, of the community assets for which the Council has responsibility.

(5 minutes)

22. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

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

(3 minutes)

23. DATA PROTECTION AND GDPR UPDATES

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

(3 minutes)

[CLOSE OF MEETING]