



SALTFORD PARISH COUNCIL

**Tuesday 3 February 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 6 January 2026 (draft copy available on SPC's [website](#)).

2. ACCEPTANCE OF MEMBER APOLOGIES FOR ABSENCE

To RESOLVE to accept any apologies received by the Clerk for inability to attend this meeting from Members.

3. DECLARATIONS OF INTEREST

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

(Items 1-3: 5 minutes)

4. CHAIR OF THE MEETING'S ANNOUNCEMENTS

To receive any announcements from the Chair of the meeting.

(5 minutes)

5. PUBLIC TIME

In accordance with Standing Orders, to receive any addresses or statements from members of the public relating to agenda items marked 'to RESOLVE' only. Each speaker is limited to three minutes, in line with the [Public Engagement Guidelines](#).

(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 (if present) questions following their report.

Should members of the public have questions please contact Saltford's B&NES Ward Councillors directly and outside of the Parish Council meeting. Contact details 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.

(3 minutes)

9. FUTURE AGENDA ITEMS

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

(3 minutes)

10. PLANNING MATTERS

a. Decisions and Appeals:

To note any decisions by B&NES Council and any appeals to the Planning Inspector made in respect of 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 application consultation as received from B&NES Council (the Planning Authority):

25/04871/FUL - 69 Norman Road Saltford BS31 3BJ. Erection of Single Storey Extension & Detached Garage. Mr James Allen

- 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 responses to 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 feedback following meeting 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.**

To receive feedback following a meeting as requested by SPC 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, to include information (if any) on SPC's progress to achieve additional landscape protection for Saltford's Green Belt, SPC's Local Plan Options Consultation response, and the issue of Bath's World Heritage Status (letter to Leader of B&NES Council as linked in the article below).

To receive information following a response received to SPC's letter to the Secretary of State which supported a reduced housing target for Bath's UNESCO World Heritage status, and which cited Saltford as an example of local impact. (A copy of the letter 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 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.

To receive any other updates or information about SPC's bid for landscape designation protection for Saltford's green belt including 'Saltford South of the A4'.

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

- a. **Monthly Financial Report** – To receive the monthly financial report for January 2026 (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 February 2026 as listed on the schedule of expenditure below (the schedules are also on the [Meetings – Agendas and Minutes](#) page of the website).
- c. **Internal Auditor (appointment)**: To RESOLVE to appoint Auditing Solutions to carry out Salford Parish Council's 2025/26 Internal Audit.
- d. **Internal Auditor (spend)**: If 11.d is resolved, to RESOLVE a spend of up to £420 inc VAT (likely c.£380) to Auditing Solutions for SPC's Internal Audit 2025/26. (Budget: Auditing).

(5 minutes)

12. CHURCHYARD GROUNDS MAINTENANCE: 1 YEAR CONTRACT MARCH 2026 TO FEBRUARY 2027; OR 3 YEAR CONTRACT MARCH 2026 TO FEBRUARY 2029 (INCLUDING TO RESOLVE SPEND)

TO RESOLVE a contractor to undertake the regular churchyard grounds maintenance for the year starting on 1 March 2026 according to the specification agreed in January. Quotes were invited from four companies. Quotes were requested for a 1 year period and a three year period, as recommended at the January meeting.

To RESOLVE a spend of up to £2220+VAT (Budget heading: Churchyard Maintenance), over a 12 month period commencing 1 March 2026

Or,

To RESOLVE a spend of up to £6,660+ VAT (Budget heading: Churchyard Maintenance), over a 36 month period commencing 1 March 2026.

If agreed and if the quote to be accepted is above SPC's Churchyard Maintenance budget for 2026/27, TO RESOLVE to exceed the 'Churchyard Grounds Maintenance' budget for the next financial year to accommodate agreed spend if required.

(10 minutes)

13. ASSET CHECKING OUTCOMES

To receive any outstanding reports on asset checking.

To receive and to RESOLVE any actions arising from asset checking, including to seek quotes for works required. Spend (if required) to be agreed at a future meeting.

(5 minutes)

14. A4 BATH TO BRISTOL WECA CONSULTATION: FEEDBACK FOLLOWING ONSITE MEETING WITH WECA OFFICER

To receive feedback following the onsite meeting requested by SPC with a WECA Officer, as arranged by Ward Cllr Chris Warren, with regards to WECA's A4 Bath to Bristol Consultation 2025 proposals. SPC's response to WECA's 2025 proposals can be found under 'News' on SPC's website.

To provide any further information as shared by WECA at the meeting.

(5 minutes)

15. SPC COUNCILLOR ATTENDANCE AT PUBLIC MEETING HELD BY CLLR CHRIS WARREN

To note Saltford B&NES Ward Cllr Chris Warren's formal invitation to SPC to attend a public meeting he has convened for Friday 13 February at 7pm, at Saltford Hall. The leaflet circulated by the Ward Councillor states that it will be an opportunity for residents to voice their opinions about housing and transport proposals, as consulted on by B&NES Council and WECA respectively in 2025.

To agree any members of SPC to attend the public meeting to represent and speak on behalf of the Parish Council, if requested by Cllr Warren.

(5 minutes)

16. B&NES COUNCIL PRELIMINARY CONSULTATION ON PARKING CHARGES 2026-2027 (INCLUDING RESIDENT'S PARKING PERMITS)

To RESOLVE a response, if any, to B&NES Council's preliminary consultation on parking charges 2026-2027. Information available on the B&NES Council website at <https://www.bathnes.gov.uk/preliminary-consultation-parking-charges-2026-27>

Proposals include:

- Linking Resident's Parking Zone (RPZ) permit costs to a vehicle's size.
- Increase in the cost of RPZ visitors' parking permits, introduced over three years.
- The introduction of Saturday parking charges at Bath Hill East car park, Keynsham.
- An increase in the 24-hour parking charge at Park & Ride (P&R) sites from £3 to £4 for motorists not using the bus service.

(10 minutes)

17. FURTHER CONSIDERATION OF RESPONSE TO B&NES COUNCIL FOLLOWING NEW MATERIAL INFORMATION AND AT B&NES COUNCIL'S REQUEST: PUBLIC RIGHT OF WAY (PROW) CONSULTATION ON PROPOSED DIVERSION OF PUBLIC FOOTPATH BA27/47 (NEAR THE SHALLOWS) & B&NES COUNCIL INFORMATION ABOUT BA27/47

Further to, and not in reversal of, the Council's response as resolved under Item 17 at the January meeting, to RESOLVE a supplementary response to the consultation (if any) taking into account new material information that was not available at the

time of the original decision and following a request from B&NES Council for clarification of SPC's formal position.

New material information provided by B&NES Council includes that:

- Action taken by B&NES Council was in line with its Adopted Public Path Policy (as the Highways Authority) meaning that B&NES Council refused to accept any application from the landowners to divert the relevant section of the public footpath onto any new line for as long as its existing PROW line remain obstructed.
- The existing line of the public footpath (PROW) needs to remain open for the full duration of the application process (to which the landowners have agreed), and,
- In addition, that the landowners have decided to make the newly-constructed stoned path (as opposed to the stoned route which had previously been constructed, but which had subsequently transpired to be on land owned by a different landowner) available for public use as a 'permissive alternative' to the public footpath while their application runs its course.

B&NES Council has stated that it is unclear whether SPC's objection resolved in January related solely to the recent obstruction of the footpath (e.g. the locked gate erected on the PROW prior to any diversion application etc.), or whether it also applied to the current application to permanently divert the PROW.

Further to its previously resolved response and in light of the new material information, to RESOLVE specifically whether SPC does or does not object to the current proposal to permanently divert the line of the public footpath onto the newly-constructed (currently permissive) path.

(5 minutes)

18. FORMAL LETTER OF CONCERN OR COMPLAINT WITH REGARDS TO BANES COUNCIL'S EV CHARGING INSTALLATION PROGRAMME AS FUNDED BY THE WEST OF ENGLAND COMBINED AUTHORITY

To RESOLVE whether to write a letter of concern or complaint to B&NES Council regarding its EV charging installation programme.

The Parish Council was first advised in February 2023 that funding from the West of England Combined Authority (WECA) Green Recovery Fund (GRF) would be used by B&NES Council to install EV charging points at its Wedmore Road car park. In 2023, B&NES Council stated:

“One of the main goals for the GRF project is to build community hubs for EV charging in rural areas. These hubs will be groups of fast chargers at the heart of rural communities, located off-street and available for public use day and night.”

Despite numerous requests from SPC for updates, the last direct contact from B&NES Council's EV Officer was in January 2025. SPC was subsequently informed via Ward Councillor correspondence in May 2025 that installation at Wedmore Road was expected within the current financial year. No further information has been

provided, despite further requests, most recently in January 2026.

In light of the continued lack of response, concerns regarding the apparent lack of progress, and the unknown use of WECA Green Recovery Fund funding allocated to B&NES Council for EV charging hubs, the Council is asked to RESOLVE whether to raise a formal concern or complaint with B&NES Council.

If agreed, the concern or complaint letter would request that Saltford Parish Council be provided with:

- An update on progress of the B&NES-wide EV charging installation programme, with specific reference to the Wedmore Road car park; and
- Clarification on how the Green Recovery Fund funding awarded by WECA to B&NES Council, as confirmed as received in July 2023, has been allocated or spent with regards to community hub EV charging installation in B&NES.

(5 minutes)

19. B&NES COUNCIL WASTE AND RECYCLING VEHICLES USING RESIDENTIAL ROADS TO BYPASS A4 ROADWORKS AND CONGESTION

To RESOLVE to request that B&NES Council ensure their Waste and Recycling vehicles do not use Saltford's residential roads, including the narrow roads of the Saltford Conservation Area, as a diversionary through-route ('rat running') during periods of A4 roadworks or similar congestion, unless these roads are part of an official signed diversion.

To note that photographic evidence has been provided showing B&NES Council waste vehicles using residential roads on multiple occasions between 30 December and 6 January (during Wales & West Utilities A4 works), on days outside scheduled waste collections.

Concerns raised include:

- The frequency of large waste vehicles (often travelling in convoy) using Saltford's narrow historic roads to avoid A4 congestion;
- Congestion for motorists, cyclists and pedestrians particularly at the Bird / High Street junction (near the Bristol to Bath Railway Path) and on narrow sections of highway on High Street
- Safety risks for cyclists and pedestrians due to restricted access, especially on narrow roads of the Conservation Area including areas without pavements;
- Potential additional impacts such as noise pollution for residents.

To RESOLVE to raise this matter formally with B&NES Council, requesting that, for safety and resident wellbeing, large waste services vehicles avoid using residential roads in Saltford as diversionary routes during A4 roadworks and congestion.

(5 minutes)

20. PUBLICITY - INCLUDING TO CLOSE MAILCHIMP ACCOUNT

To RESOLVE whether to close SPC's MailChimp account to include deletion of all data. SPC's MailChimp account was previously used for its e-newsletter. The Council decided to stop producing the e-newsletter around two years ago, having moved to other, more effective methods of communication.

To agree the contents of SPC's next SCAN page (end date: 10 February).

(3 minutes)

21. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

Further to Item 18, above (EV charging installation programme), to receive any updates and information about environmental initiatives in Saltford.

(3 minutes)

22. ADOPTION OF ICO MODEL PUBLICATION SCHEME

To RESOLVE to adopt the Information Commissioners Officer (ICO) Model Publication Scheme. If agreed, to publish the adopted scheme on SPC's website.

(3 minutes)

23. DATA PROTECTION AND GDPR UPDATES

Further to Item 20 and Item 22, to receive any further updates on actions for data management and GDPR compliance.

(3 minutes)

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

To RESOLVE that in accordance with Standing Order 3.d, in view of the nature of the information to be shared, whether the public and press be temporarily excluded. If resolved, to inform the public and press that they are instructed to withdraw.

(2 minutes)

25. RESOLUTION TO GRANT A MEMBER A LEAVE OF ABSENCE

To RESOLVE to grant a SPC Member a leave of absence, and in principle for their sabbatical to last until ahead of the June meeting, with attendance to recommence in June 2026.

(3 minutes)

[CLOSE OF MEETING]