



SALTFORD PARISH COUNCIL

Tuesday 31 March 2026, 7:15pm
Avon Room, Salford 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 3 March 2026 (draft copy available on SPC's [website](#)).

2. ACCEPTANCE OF APOLOGIES FOR ABSENCE

To note 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 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 Salford 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.

Please note: Should members of the public have questions for B&NES Council Ward Cllrs, please 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 Salford planning applications.

b. Planning contraventions:

Salford Parish Council can, as can anyone, [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 discuss at a future meeting prior to a decision being made on any actions by SPC.

c. Consultation(s) on planning applications in Salford: 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 Salford Parish Council:

26/00520/FUL - The Little Barn Homefield Road Saltford Bath And North East Somerset BS31 3EG. Removal of front door surround and replacement with a lean-to tiled and pitched roofed porch with new rustic style front door. Widen existing drive gateway and install new gates and posts, including widened dropped kerb and driveway upgrade. Replace leylandi hedging with native broad leafed hedging. Construction of new patio to side of garage and install garden shed on existing patio, with ancillary works. Mr & Mrs S Mearthy

26/00715/FUL - 470 Bath Road Saltford BS31 3DJ. Demolition of garage and rear conservatory. Erection of two storey side extension, and single storey rear extension with alterations and extensions to roof to form habitable accommodation within. Mr Ross King

26/00752/FUL - Saltford Primary School Claverton Road Saltford Bath And North East Somerset BS31 3DW. Erection of new single storey timber framed changing room with showers, toilets and aux plant room plus ancillary works following demolition of existing Block built construction to the east of the swimming pool. Barracuda Swimming

26/00906/TCA - Belvedere The Shallows Saltford BS31 3EX. Laburnum T1 - fell. Lilac T2 - crown reduce by 1-2 metres. JHS Tree Services

26/01089/FUL - 22 Tynning Road Saltford BS31 3HL. Demolition of existing bungalow and construction of 4 No. bungalows including new access road off Tynning Road. Mrs Sandy Vear

- 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 by the time of the meeting; or
 - ii. To RESOLVE that, should a time extension not be permitted by B&NES Council, 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 items of urgent or important information**

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 - 20 minutes)

11. FINANCIAL MATTERS

- a. **Monthly Financial Report** – To receive the monthly financial report for March 2026 (report also available on the [Meetings – Agendas and Minutes](#))

page of the website).

- b. **End of Year summary** – To receive a summary of SPC's year-end financial position (report on Cllrs SharePoint).
- c. **Annual Schedule of Expenditure** – TO RESOLVE to authorise all regular payments made or to be made during April 2026 as listed under the amount per calendar month on the schedule of expenditure (the schedule is also on the [Meetings – Agendas and Minutes](#) page of the website).
- d. **Transfer of funds** – To note that following sums have been transferred from the Business Instant Deposit Account into the Current Account to cover outstanding invoices and expenditure: N/A

(10 minutes)

12. ASSET CHECKING OUTCOMES - UPDATE ON YOUTH SHELTER (INCLUDING TO RESOLVE SPEND)

Further to Item 14 at the March meeting, to receive an update on in-house works on the Youth Shelter to address rust issues.

To RESOLVE a spend of up to £100 on materials and items to address rust on the Youth Shelter, to be claimed via Cllrs Expenses (Budget line: Council Led Schemes).

(5 minutes)

13. LEGAL ADVICE – PROTECTION OF SALTFFORD'S GREEN BELT (INCLUDING TO RESOLVE SPEND IN PRINCIPLE)

To consider and RESOLVE that Saltford Parish Council seeks quotations for professional legal advice in relation to planning policy and the protection of Saltford's Green Belt from development. (A specification for this work is available on Cllrs SharePoint, including scope, objectives, output format, and quotation requirements).

The objective of the advice is to provide a robust written legal opinion/report supporting SPC's position that Saltford's Green Belt should not be classified as 'Grey Belt', taking into account the latest National Planning Policy Framework and relevant planning precedents.

The advice will cover all of Saltford's Green Belt – including that surrounding Saltford's Housing Development Boundary - with particular reference to the three sites currently under consideration in the B&NES Draft Local Plan: South Saltford, West Saltford (south of the A4), and West Saltford (north of the A4).

The advice sought will also take into account and provide legal and planning commentary on SPC's previously resolved document [Grey Belt Assessment of Saltford's Green Belt \(AGLV\)](#)' (resolved January 2025).

The Council has made provision for up to £5,000 within the 2026/27 budget (Budget line: Green Belt defence).

If resolved, quotations will be requested to be submitted by 20 April 2026 to the Parish Clerk with any enquiries about the specification made to Cllr Jon Godrey (Chair).

Quotes received will be considered at a future meeting (to include spend to be resolved).

(10 minutes)

14. REGISTER OF ASSETS

To note that following the meeting and if relevant, Councillors acknowledge that they must inform the Clerk/RFO of any declarations that may be relevant to any insurance quote sought.

To review the Council's Register of Assets which lists the Parish Council's list of items valued over £100.

TO RESOLVE the asset register as final and to agree to seek insurance quotes for agreement at the May meeting based on the agreed Register of Assets. (A proposed revised Register of Assets is on the Councillors SharePoint Page).

(5 minutes)

15. BIENNIAL INSPECTION OF ST MARY'S CHURCHYARD (AND UPDATE ON PENDING WORKS AT ST MARY'S CHURCHYARD)

To RESOLVE to receive and accept the report from members of the Churchyard Working Group following the biennial inspection of St Mary's Churchyard on 13 March 2026 (a copy of the March 2026 inspection record is available on Cllrs SharePoint).

To note as part of the inspection that it was acknowledged that south wall maintenance works were scheduled for the w/c 20 April 2026, and that SPC had engaged with the Church with regards to the temporary relocation of personal items and markers; signs had been displayed in the churchyard; a risk assessment produced; and information was available on SPC's 'News' page.

TO RESOLVE to act on any recommendations from members of the working group, including to seek quotes for maintenance work if relevant. Any quotes received and potential spend will be considered at a future meeting.

To receive any other updates relevant to the inspection and upcoming wall works.

(5 minutes)

16. PARISH WALK 2026 – RISK ASSESSMENT

To RESOLVE to accept the risk assessment for the Parish Walk 2026, an event hosted by SPC as part of the Salford Festival programme. (A copy of the risk assessment is available on Cllrs SharePoint, with thanks to the volunteer Parish Walk leader for creating it).

(5 minutes)

17. BIG THANK YOU 2026

To review the event held on 13 March 2026 as co-hosted with SCA and to which c.140 residents – mostly volunteers - were invited (following the Saltford Annual Parish Meeting 2026).

To thank Saltford Community Association for co-hosting and especially their time and efforts catering the event.

To thank the Chairman of Saltford Brass Mill for speaking at the event.

To note that an article about the Big Thank You 2026 is now available on SPC's website.

To RESOLVE whether to host the Saltford APM with the Big Thank You in 2027, and if so, to agree to approach Saltford Community Association for a view and also to agree that a spend for the 2027 event (proposed as £600) will be an item on a future agenda.

(5 minutes)

18. UPDATE FOLLOWING SPC COMPLAINT TO WECA REGARDING THE A4 BATH TO BRISTOL CONSULTATION, AND REFERRAL TO THE LOCAL GOVERNMENT OMBUDSMAN

Further to previous Council resolutions (listed below) following SPC not being contacted by the West of England Combined Authority (WECA) during the A4 Bath to Bristol consultation, to:

- Receive confirmation that WECA has agreed to SPC's request that, in future, WECA officers will use B&NES Council's published Parish Council contact list when contacting Parish Councils in Bath & North East Somerset regarding consultations and engagement.
- Receive an update on the anticipated timescale for a response from the Local Government Ombudsman, as resolved under Item 15 at the March 2026 meeting.
- Note that any proposal to reverse SPC's previous decision to raise a complaint with the Ombudsman, if requested, would require five Councillors to request in writing to the Clerk for the matter to be placed on a future agenda.

Previous resolutions:

- November 2025 (Item 11) – Formal concern raised to WECA regarding engagement on the A4 Bath to Bristol consultation
- January 2026 (Item 19) – Formal complaint submitted through the WECA complaints process regarding consultation engagement
- 3 March 2026 (Item 15) – Consideration of WECA Stage 2 complaint response and agreement to raise the matter with the Local Government Ombudsman

(5 minutes)

19. TERMS OF REFERENCE FOR SPC WORKING GROUPS

To RESOLVE to adopt SPC Terms of Reference for Parish Council Working Groups and that if adopted that the Terms of Reference will apply to all current and future SPC working groups (draft available on Cllrs SharePoint).

(5 minutes)

20. SPC NOTICEBOARD POLICY – UPDATE

To discuss updates to SPC's Noticeboard Policy.

To RESOLVE to include to permit only when space allows an A5 notice stating Saltford Community Post Office and Library opening hours and location.

To RESOLVE to adopt the updated policy (draft available on Cllrs SharePoint).

(5 minutes)

21. PUBLICITY

To agree the contents of SPC's next SCAN page (End date for submission: 10 April).

(5 minutes)

22. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

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

To share any response to SPC's complaint to B&NES Council and request for information about its EV charging installation programme (resolved Item 18, February 2026).

(5 minutes)

23. DATA PROTECTION AND GDPR UPDATES (TO INCLUDE SIGNING OF SPC GENERAL DATA PROTECTION AWARENESS CHECKLIST FOR COUNCILLORS)

For Councillors not present at the 3 March meeting to complete and sign the SPC General Data Protection Awareness Checklist for Councillors.

To receive any further updates on actions for data management and GDPR compliance.

(5 minutes)

24. DATE OF NEXT FULL COUNCIL MEETING – 5 MAY (ANNUAL PARISH COUNCIL MEETING 2026)

To note that the next full council meeting will take place on Tuesday 5 May and that no (ordinary) full council meeting is scheduled to take place in April 2026.

(2 minutes)

[CLOSE OF MEETING]