



SALTFORD PARISH COUNCIL

Minutes of the ordinary meeting of the Council held in the Avon Room at Saltford Hall on Tuesday 31 March 2026 at 7.15pm.

PRESENT

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

Officer: Lottie Smith-Collins.

1. MINUTES

The Council resolved to accept the draft minutes of the Council meeting held on Tuesday 3 March 2026 at Saltford Hall as final. The minutes were confirmed as a correct record and signed by the Chair of the meeting.

2. ACCEPTANCE OF MEMBER APOLOGIES FOR ABSENCE

The Council agreed to note apologies for inability to attend the meeting from the following members: Cllrs Julie Austwick, Shayan Aziz and Dudley Bartlett.

[Note: Apologies for absence were sent prior to the meeting from Cllr Sally Turner but received after the commencement of the meeting, and were therefore not reported at the meeting].

It was noted that Cllr Emma Swallow was on a sabbatical.

3. DECLARATION OF INTERESTS

No interests were declared at the time of the item.

Note: Cllr David Halton, prior to a resolution being given on 'Item 20 – Noticeboard Policy – Update', declared an interest as Director of the Saltford Community Post Office and Library Hub, and stated that he would not (and had not) participated in the discussion or vote.

4. CHAIR'S ANNOUNCEMENTS

Cllr Jon Godfrey thanked those that attended the Parish of Saltford Annual Parish Meeting (APM) on Friday 13 March 2026, held at Saltford Hall.

5. PUBLIC TIME

There were 14 members of the public present.

Five members of the public addressed the Council to object to 'Item 10.c - Planning Matters - 26/01089/FUL – 22 Tynning Road, Saltford, BS31 3HL'. Concerns raised included: loss of privacy; proximity to site boundaries; inaccuracies in the application

information (as on the B&NES Council Planning Portal); overdevelopment of the site; layout and access road location; and issues relating planting sustainability and biodiversity loss.

A member of the public spoke to support 'Item 13. Legal advice – Protection of Saltford's Green Belt (including to resolve spend in principle)'. They stated that such advice would likely help defend Saltford's Green Belt should a planning application on Saltford's Green Belt go to appeal.

A representative of Saltford Community Association (SCA) spoke with regards to 'Item 17 – Big Thank You 2026'. It was shared that approximately 140 people had been welcomed to the event. Information was provided about refreshments. They indicated that SCA would look to co-host the event with SPC again in 2027.

6. CLERK'S ANNOUNCEMENTS

The Clerk shared that a report had been circulated to Councillors prior to the meeting, and summarised the following information:

- Community Poppy Project: Representatives of SPC had been invited to attend a meeting which would take place in April to find out more about the community 'Poppy Project', ahead of Remembrance Sunday. Following information from the meeting, SPC would look to discuss their proposal to have crafted poppies on the War Memorial Railings as a future agenda item.
- Weight/size limit on High Street request: Further to the 3 March update, a meeting between SPC representatives and with Ward Cllrs invited had been arranged with B&NES Highway officers for late April, to discuss - and hopefully progress - SPC's request as resolved in June 2025.
- Throw rope: SPC had been informed by B&NES Council that its request for a throw rope rescue cabinet at Mead Lane and associated funding now required a business case, which would be created and submitted as soon as possible. (SPC had resolved and offered in principle to part-fund this life-saving equipment).
- Churchyard wall – planned maintenance: Works were intended to commence on 20 April with details to be shared under Item 15 (below). Further information was available on SPC's website at <https://www.saltfordparishcouncil.gov.uk/st-marys-churchyard-planned-wall-maintenance-works-in-spring-2026/>, in an article titled 'St Mary's Churchyard - Planned wall maintenance works starting late April 2026'.
- WECA 'Next stop, better buses' engagement: SPC had been contacted by WECA in advance of their engagement exercise which launched on 30 March and which would run until 10 May. It was raised that SPC could look to have this as a future agenda item, should the nature of the engagement exercise be suitable for Parish Council response. SPC had also raised awareness of the engagement exercise via its website, social media and noticeboard.
- A4 Bath Road (Keynsham) Curo development works: It was shared that SPC had received information from Galtec on behalf of Curo, which included that the works project was now due to end on 26 May. Also, that temporary traffic

lights to allow works to the footpath to Grange Road would be in place from early April. SPC's article on its 'News' page had been updated.

- Next agenda issue date: The Tuesday 5 May agenda would be issued early due to the May Bank Holiday weekend, likely on Tuesday 28 April.

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

Cllr Chris Warren, B&NES Council Ward Councillor for Saltford, was present and provided a verbal update:

- Cllr Warren commended Saltford Parish Council and the Saltford Community Association on the 'Big Thank You' event, and noted the positive atmosphere.
- He confirmed his intention to attend a meeting with B&NES Highways Officers in late April (as referenced in Clerk's Announcements, above) to support the request for vehicle size and weight restrictions on the High Street and surrounding roads.
- Following recent works to the Public Right of Way at the Outlook (above The Shallows), he advised that he was seeking further improvements, including improvements to the path (e.g. gravel), and vegetation clearance.
- Cllr Warren reported that he would be deputising for a B&NES Councillor colleague on an interview panel for senior Council officer appointments in May.
- He advised that his invitation to the new Chief Executive of B&NES Council to visit Saltford had been accepted, with a meeting scheduled for late May. Representatives of Saltford Parish Council were invited to attend.
- Cllr Warren noted the outcome of a resident's Freedom of Information request to B&NES Council regarding waste vehicle movements through Saltford, and stated that an initial interpretation of the data suggested a significant increase in traffic volumes in Saltford following the redevelopment of the B&NES Council Waste and Recycling site at Pixash Lane, Keynsham.

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

- Cllr Hounsell confirmed that the Draft Local Plan would be on the agenda for the B&NES Council Cabinet meeting on 10 June (meeting papers were expected to be published in early June).
- Cllr Hounsell shared that he was aware that a developer had announced an intention to bring forward an outline planning application for up to 90 dwellings on land at Manor Road, Saltford, which was a site not included within the B&NES Council Local Plan Options consultation. He shared that any future application would likely be determined by the B&NES Council Planning

Committee, where decisions must be made without pre-determination. He also shared that previous proposals for the site were refused on appeal in 2014 by the Secretary of State due to harm to the Green Belt and visual impact.

- It was confirmed that the Better Moorings B&NES officer remained within B&NES Council (further to a previous update), and that they would be taking up a role within the Capital Delivery (Waterspace) team. An update from the officer regarding the Better Moorings Project would be shared soon. Cllr Hounsell shared that he had received ‘thank you’ comments from residents regarding B&NES Council’s allocation of £714,000 for the Better Moorings Project at Mead Lane.

SPC Councillors raised questions regarding the weight to be given to the Draft Local Plan in planning decision-making. Cllr Hounsell explained that the Draft Local Plan may be a material consideration for planning applications determined at or after its publication, and that its weight would likely increase as it progressed towards adoption. Cllr Hounsell also shared, following recent changes to national planning policy, that revised terminology (including references to NE2A and ‘landscapes’) may be reflected in the Draft Local Plan. Following a request by SPC, the Parish Council was permitted to use wording from Cllr Hounsell’s previous Ward Councillor reports, if helpful and where relevant, to explain the ‘tilted balance’ in relation to five-year housing land supply requirements.

8. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

Cllr Phil Harding – link member and independently of SPC, the Chair of Saltford Environment Group – provided an update on recent SEG actions with regards to the National Action Day for Nature, Parks and Green Spaces on 18 April.

Cllr David Halton shared that he had attended Saltford Community Association meetings, which most recently included the Saltford Community Association AGM on Thursday 26 March, alongside Cllr Julie Austwick and the Parish Clerk. Cllr Halton shared that the SCA had raised the need for significant maintenance requirements needed at Saltford Hall and the significant costs associated with such maintenance, and that SPC could look to consider support.

It was shared that Cllr Phil Harding and the Parish Clerk had attended the B&NES Council Parish Liaison meeting on Wednesday 18 March, as held at the Training Room at the Keynsham Recycling Centre. A summary of the meeting had been circulated (minutes yet to be published), and it was noted that it was a positive opportunity to engage directly with B&NES Council senior officers. It was shared that the next Parish Liaison meeting would take place on 22 July 2026 (6:30, The Space, Keynsham).

The Clerk mentioned that further to feedback from the B&NES ALCA meeting on 11 February 2026 meeting (online), they had agreed to represent B&NES ALCA’s views

and feedback to B&NES Council about B&NES Council consultation processes, with the aim of improving B&NES Council's engagement with Parish and Town Councils. Also shared was the date of the next B&NES ALCA meeting, which would be in-person in Peasedown St John on 23 June.

9. FUTURE AGENDA ITEMS

The Council agreed to have as a future item the pending Bristol Airport expansion planning consultation. It was noted that the Planning Authority for the application would be North Somerset Council, and that Parish Councils in the B&NES Council area may not be directly consulted. SPC awaited further information from the Parish Council Airport Association (of which SPC is a member).

Further to the mention under Clerk's Announcements (Item 6), the Council discussed and agreed that, in consideration of the nature of the WECA 'Better Buses' survey, that it was evident that WECA sought individual user and non-user responses and engagement (rather than responses from organisations). It also noted that responses were anonymous. As such it was agreed that SPC would continue to support raising awareness of the WECA 'Better Buses' engagement exercise to residents via its social media, noticeboard and website article, but that SPC would not look to respond directly to the survey. It was noted that the survey closes on 10 May (further information and link to survey at <https://haveyoursaywest.co.uk/betterbuses/>).

Cllr David Halton proposed as a future item a review of Churchyard Wall works, to include future plans and priorities for maintenance works. This was supported, and it was agreed that this would likely be an item on the June agenda (following the south wall maintenance works planned for late April).

10. PLANNING MATTERS

a. Decisions and appeals

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

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

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

26/00367/FUL - 12 Trenchard Road Saltford BS31 3DT. Erection of rear extension, extension at rear of garage and front porch. Tucker

The Clerk reported that the following application had received CONSENT by B&NES Council:

26/00420/TPO - Jolly Sailor Inn Mead Lane Saltford BS31 3ER. Oak T3 - crown raise to 5.2m, reduce limbs to give 2m clearance from wires. Beech T2 - fell to ground level. Maple T4 - crown raise over road and car park to 5.2m, deadwood. London Plane T6 & T7 - high pollard as illustrated in photographs Walnut T8 - fell to ground level. London Plane T9 - pollard by 50% to match T6 & T7 in height. Photograph attached. Lime T11 - crown raise as per attached photograph. Crown clean. Wadworth Ltd

The Clerk reported that an APPEAL has been made to the Planning Inspectorate in respect of the following application:

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. Appeal ref: 26/00016/RF

b. Planning contraventions

No updates or enquiries were raised or received.

- c. Planning applications (consultations)** – As a statutory consultee, the Council considered and resolved a view on the following planning application in respect of which Bath & North East Somerset (B&NES) Council had invited comment (text taken directly from information supplied by B&NES Council, information on the [B&NES Council Planning Portal](#)):

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 leaved hedging. Construction of new patio to side of garage and install garden shed on existing patio, with ancillary works. Mr & Mrs S MCarthy

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

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

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

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 ancilliary works following demolition of existing Block built construction to the east of the swimming pool. Barracuda Swimming

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

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

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

COMMENT: Saltford Parish Council is concerned that this general area of Saltford's Conservation Area has lost several mature trees in recent months and years, mainly due to disease. SPC therefore asks BaNES Council to encourage the applicant to plant a replacement tree of a species native to NE Somerset to provide ongoing valuable wildlife habitat in Saltford as well as maintaining the Conservation Area's tree cover in the longer term.

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

It was resolved that B&NES Council be advised that this Council **OBJECTS** to this application:

OBJECT: Saltford Parish Council refers to its detailed OBJECTION response in October 2025 to the previous planning application, 25/03496/FUL, to construct 5 bungalows on this site, i.e. an additional 4 to the existing bungalow. The reasons SPC gave for objecting to those proposals were that they represented an over-development of the site, which B&NES Council's Planning Committee agreed with. SPC recognises that these revised proposals are an improvement on that scheme. However, there are some remaining potential concerns as follows:-

a) SPC asks B&NES Council to satisfy itself that the design statement's claim that short-term visitor parking space will be provided on the proposed front garden parking spaces for each property and in the access road without blocking out emergency and other vehicles including those of visiting care/health workers, is correct and sufficient.

b) The provision of EV charging infrastructure and charging points appears to be omitted from the development.

c) Now that the site is less densely developed, a 10% biodiversity net gain should be even more achievable within the curtilage of the site to help protect Saltford's ecology. SPC asks that B&NES Council satisfies itself that this will be the case including taking account of any recent tree loss or removal and the proposed integrated (built-in) bat boxes as mitigation and compensation for bat roosting habitat that would be lost from demolition of the existing property.

d) That suitable protection of the retained hedgerows and trees, including

their root systems, and those of neighbouring properties is provided by both the design layout and the construction process. SPC is concerned that where the proposed plans for the site show boundary hedging and fencing lines, these may not be entirely accurate and therefore the established hedging may be at more risk to development damage than the plans suggest. SPC has serious concerns that the plans are inaccurate and inconsistent with statements within the application.

Therefore, if the above four requirements are not met and agreed during discussions between B&NES Council and the applicant and therefore become planning conditions for planning consent for the development, then the Parish Council **OBJECTS** to the application as the infill development would be harmful and considered by SPC to be over-development and inconsistent with protection of the local environment including its biodiversity.

SPC reminds B&NES Council that in its response to the previous planning application, 25/03496/FUL, SPC made the point that a reduction by one **or preferably two** of the proposed new additional dwellings from 4 to 3 or 2 should provide a more open, less cramped, layout with a less negative visual impact on neighbouring gardens. SPC asks B&NES Council to consider whether the plans would have a less negative impact on existing residents if the new access road is located on the south side of the site.

- 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 & ii: No matters required resolution.

- e. **Planning items of urgent or important information**

Cllr Phil Harding shared that a press release and Planning Policy email had been received from B&NES Council regarding progress on the Local Plan (2025–2043) process. Cllr Harding noted that the recent Local Plan Options Consultation (open 3 October and 14 November 2025) had received high levels of engagement although the number of responses from Saltford was not known, and that consultation responses would inform the Draft Local Plan. Key dates had been shared which included 10 June (special Cabinet meeting), and that from late June (TBC) a six-week public consultation would take place.

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 March 2026, as recorded below. The report was accepted by members.
- b. **End of Year summary** – The Council received a summary of SPC’s year-end financial position from the Parish Clerk and Responsible Financial Officer. It included that the Parish Council’s overall financial position was in line with expectations when budget setting in December 2025 once delayed south wall works – to now be spent in 26/27 rather than 25/26 - were considered, and that the Council would continue to maintain appropriate budgetary contingency to manage future predictable and unpredictable costs.
- c. **Schedule of Expenditure** – The Council resolved to authorise the expenditure listed in the Annual Schedule of Expenditure 2026-27, as recorded below. The schedule was signed by the Chair of the meeting. It was agreed that the Annual Schedule of Expenditure would be authorised as-and-when updates were made.
- d. **Date of transfer of funds** – To note transfer of funds from the Business Instant Deposit Account into the Current Account to cover outstanding invoices and expenditure: N/A – no transfers to note.

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

Further to Item 14 at the March meeting, the Council received an update from Cllr Jon Godfrey on in-house works on the Youth Shelter to address rust issues.

Cllr Godfrey shared that initial rust treatment had taken place to prevent or slow down further issues. Cllr Godfrey also shared information on the next steps to be taken and confirmed that following these actions the areas maintained would be repainted.

The Council resolved a spend of up to £100 on materials (epoxy, fibreglass, paint etc.), to be claimed via Cllrs Expenses (Budget line: Council Led Schemes).

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

The Council considered and resolved that Saltford Parish Council would seek four quotations for professional legal advice in relation to planning policy and the protection of Saltford’s Green Belt from development.

It was agreed that the objective of the advice would be to provide the Council with 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.

It was also agreed that all of Salford's Green Belt would be covered in the advice to be sought – including that surrounding Salford's Housing Development Boundary - with particular reference to the three sites currently under consideration in the B&NES Draft Local Plan: South Salford, West Salford (south of the A4), and West Salford (north of the A4).

It was further agreed that the advice sought would take into account and provide legal and planning commentary on SPC's previously resolved document [Grey Belt Assessment of Salford's Green Belt \(AGLV\)](#)' (resolved January 2025).

As part of the discussion, a specification for the work was updated and agreed, which included scope, objectives, output format, quotation requirements and key dates.

The Council resolved spend of up to £5,000 to be paid in the 2026/27 financial year (Budget line: Green Belt defence).

It was agreed that any quotations would be requested by email with the specification, to be submitted to SPC by 5pm on 20 April 2026 to the Parish Clerk, with any enquiries about the specification to be made to Cllr Jon Godrey (Chair). It was noted that any quotes received would be considered at a future meeting (likely May), with the future item to include acceptance of a quote and to record spend (Budget line: Green Belt defence).

(Item 17 was discussed next)

14. REGISTER OF ASSETS

The Council reviewed SPC's Register of Assets which listed the Parish Council's list of items valued over £100.

The Council resolved the asset register presented as final and agreed to seek insurance quotes for agreement at the May meeting, based on the agreed Register of Assets.

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

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

The Council resolved to accept the report given by Cllr David Halton, member of the Churchyard Working Group, following the biennial inspection of St Mary's Churchyard on 13 March 2026.

The Council noted that as part of the inspection it had been acknowledged that south wall maintenance works were scheduled for the w/c 20 April 2026.

Further to the wall works (spend previously resolved) there were no items from the report that required actions or quotes for maintenance, and as such no recommendations were required to be resolved.

The Clerk provided an update about the pending works on the south wall. This included that a site meeting had taken place with the stonemason the previous week; SPC had engaged with St Mary's Church with regards to the temporary relocation of personal items and markers; that signs had been displayed in the churchyard advising the public of the planned works; and that information about the upcoming works had been shared on SPC's 'News' page.

(At 9:15pm the Council resolved to extend the meeting).

16. PARISH WALK 2026 – RISK ASSESSMENT

The Council resolved to accept the risk assessment according to the previously agreed route for the Parish Walk 2026, as part of the Saltford Festival programme.

It was agreed that SPC would ensure that a First Aid kit would be available during the walk.

17. BIG THANK YOU 2026

The Council reviewed the event held on 13 March 2026, co-hosted with the Saltford Community Association (SCA), which approximately 140 residents - predominantly volunteers - attended. The event was held immediately following the Saltford Annual Parish Meeting 2026. It was noted that SPC and SCA had received several messages of thanks following the event, including one from the Chairman of Saltford Brass Mill, who had been invited to speak about volunteering opportunities.

The Council noted that an article about the Big Thank You 2026 is now available on the SPC website under the 'News' section.

SPC expressed its thanks to SCA for co-hosting the event, particularly recognising their time and effort in providing catering. It was shared that the event was delivered within the agreed budget of £500 each, with costs shared equally between SPC and SCA.

The Council discussed and agreed a revised approach to invitations for future events. This would include SPC inviting up to four representatives per volunteer group and seeking to expand the number of groups invited by SPC.

It was also noted that SPC annually considers and agrees the invitation list (typically at the January meeting), and that members of the public are welcome to attend and suggest additional volunteer groups for inclusion when this was an item on an agenda.

Cllr Godfrey proposed that, at future Big Thank You events, attending volunteers be given an opportunity to express their thanks to local groups and individuals. This suggestion was supported by the Council.

The Council resolved in principle to host the Saltford Annual Parish Meeting alongside the Big Thank You event again in 2027. It was therefore agreed to formally approach SCA to seek their views on co-hosting the 2027 Big Thank You event. It was also agreed that a proposed budget for the 2027 event (suggested at £700, to reflect an anticipated increase in invitations) would be considered at a future meeting.

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 following SPC not being contacted by the West of England Combined Authority (WECA) during the A4 Bath to Bristol consultation, the Council received 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.

Cllr Jon Godfrey shared that emails from the West of England Combined Authority sent to any SPC account would now be automatically forwarded to the Council's main email account, to ensure that no future consultations were missed.

The Council received information that the anticipated timescale for a response from the Local Government Ombudsman to the complaint raised (as resolved under Item 15 at the March 2026 meeting) would be approximately 22 weeks.

19. TERMS OF REFERENCE FOR SPC WORKING GROUPS

The Council resolved to adopt SPC Terms of Reference for Parish Council Working Groups. It was agreed that the Terms of Reference would apply to all current and future SPC working groups.

20. SPC NOTICEBOARD POLICY – UPDATE

Updates to SPC's Noticeboard Policy were discussed, including a request to display Saltford Community Post Office and Library Hub opening and location information.

The Council resolved to that it would permit this request in recognition of the key community function offered by the Hub, however that this would occur only when space allowed and that an A5 notice only would be acceptable (and that the sign

would need to be in line with all requirements included in SPC's noticeboard policy).

The Council resolved to adopt the updated policy.

21. PUBLICITY

The Council agreed the contents of SPC's next SCAN page (End date for submission: 10 April).

22. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

The Council noted information shared by Ward Cllr Duncan Hounsell from the B&NES Council Electric Vehicle Officer regarding the rollout of EV charging infrastructure. The B&NES Officer had conveyed thanks to the Chair of SPC for continued engagement on the issue and acknowledged concerns regarding the pace of delivery in Saltford and the wider ward. He had shared with the Ward Councillor that a number of operational issues were currently impacting timescales, that these were being addressed with partner authorities, and that no firm delivery dates were available at present, although a further update would be provided once more information was known.

The Council noted that SPC had yet to receive any direct correspondence from the B&NES Officer despite its attempts at communication followed by its complaint, with the last direct communication to SPC received in January 2025. The complaint had requested information on the roll out of the B&NES-wide EV charging installation programme, with specific reference to the Wedmore Road car park; and clarification on how the WECA Green Recovery Fund funding, confirmed as received by B&NES Council in July 2023, had been allocated or spent in relation to community EV charging hub installations within B&NES.

Cllr Godrey noted that B&NES Council could significantly reduce the costs of EV charging installation at B&NES Council's Wedmore Road car park, should they engage and coordinate with Curo with regards to their nearby development.

It was shared that SPC's complaint to B&NES Council, as resolved at the [February meeting \(Item 18\)](#) and submitted on 5 February 2026 to B&NES Council, had been followed up by SPC, with no response received.

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

Councillors who were not present at the 3 March meeting but present at the 31 March meeting completed and signed the SPC General Data Protection Awareness Checklist for Councillors.

Councillors were encouraged to read the National Protective Security Authority

Guidance as circulated by a B&NES Ward Councillor.

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

It was noted that the next full council meeting would take place on Tuesday 5 May and that no (ordinary) full council meeting was scheduled to take place in April 2026.

The meeting closed at 9:35pm.

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

Signed.....

Next SPC meeting:

The next scheduled ordinary full council meeting is scheduled to take place at 7:15pm on 5 May 2026 in the Avon Room at Salford Hall. Information about SPC's meetings available at www.salfordparishcouncil.gov.uk

SALTFORD PARISH COUNCIL

Schedule of annual expenditure from 1 April 2026 to 31 March 2027
 – for authorisation by the Council at its meeting on 31 March 2026.

Description	Amount per annum	Amount per calendar month	Method	Budget heading
Staff costs total inc. salary, pension, HMRC tax, National Insurance etc. (paid monthly)	£41,000 maximum	£3,000 estimate, £3,200 maximum	Online BACS	Office staff
SCA Hall hire (paid monthly)	£600 estimate £700 maximum	£45 estimate £150 maximum	Online BACS	Hall hire
inTouch Communications Ltd phone system (paid monthly)	£330 estimate £400 maximum (inc. VAT)	£27 estimate £35 maximum (inc VAT)	Direct Debit	General Administration
Ambience Landscapes churchyard maintenance (paid monthly)	£2,500 maximum (inc.VAT)	£205 maximum (inc. VAT)	Online BACS	Churchyard Maintenance
One Drive (paid monthly)	£25 estimated £50 maximum (inc VAT)	£2 estimate £3 maximum (inc. VAT)	Direct Debit	General Administration
Stationary, IT supplies, printing & postage, office equipment + as appropriate (paid monthly)	£500 estimated £2,000 maximum (inc. VAT)	£25 estimate £200 maximum (inc. VAT)	Online BACS / Clerks expenses	General Administration
Bank account fee & electronic payments banking fee (paid monthly)	£60 estimated £180 maximum	£5 estimated £15 maximum	Online BACS	General Administration
Payroll services (paid quarterly)	£180 estimated £350 maximum	£15 estimated £25 maximum	Online BACS	General Administration
Chair's Allowance (paid quarterly)	£300 maximum (paid quarterly)	£25 maximum	Online BACS	Chair's Honorarium

Sums that have been transferred from the Business Instant Deposit Account into the Current Account to cover outstanding invoices and expenditure will be noted on Full Council minutes.

I certify that the above payments made or to be made have been authorised at the meeting of the Parish Council on 31 March 2026.

SIGNED..... CHAIR / VICE-CHAIR DATE:.....

Saltford Parish Council

Monthly Financial Report for March 2026 - Month 12
Quarter period 4

	Budget to date	Actual to date	Budget Year end position
RECEIPTS:			
Precept & any grant	£59,417	£59,417	£59,417
Interest on Investments	£600	£515	£600
Other Income: Allotments	£235	£211	£235
VAT Reimbursements	£1,300	£1,189	£1,300
Other	£0	£0	£0
Subtotal without CIL	£61,552	£61,331.84	£61,552
CIL Payments	£0.00	£3,152	£0
Total Income	£61,552	£64,484	£61,552

PAYMENTS:			
General Administration	£1,500	£1,965	£1,500
Office accommodation	£1,500	£1,500	£1,500
Office Staff	£39,000	£38,054	£39,000
Office Equipment	£300	£42	£300
Training	£1,350	£1,175	£1,350
Auditing	£650	£620	£650
Insurance	£650	£497	£650
Publicity	£1,900	£1,462	£1,900
Subscriptions	£125	£105	£125
Chairmans Honorarium	£300	£300	£300
Councillors' expenses	£100	£0	£100
Hall / Room Hire	£700	£487	£700
Maintenance: Church Yard Grounds	£2,500	£1,847	£2,500
Allotments	£150	£0	£150
Churchyard Special Maintenance Projects	£2,500	£2,750	£2,500
Allotment site rent	£100	£100	£100
Council led schemes	£1,750	£500	£1,750
Environment schemes - SPC & grants	£500	£60	£500
Community events grants/misc	£500	£500	£500
Miscellaneous grants	£1,000	£370	£1,000
VAT	£1,000	£1,200	£1,000
Subtotal without CIL	£58,075.00	£53,533.04	£58,075.00
CIL-related expenditure	£0	£0	£1,971
Total Payments	£58,075	£53,533	£60,046

BALANCE AT END OF MONTH:

Current account £2,997

Business Instant Access account	£68,794
Cash	£0
TOTAL CURRENT BALANCE	£71,791

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