



SALTORD PARISH COUNCIL

Minutes of the ordinary meeting of the Council held in the Avon Room at Saltford Hall on Tuesday 2 June 2026 at 7.15pm.

PRESENT

Councillors: Jon Godfrey (Chair), Julie Austwick, Shayan Aziz*, Dudley Bartlett, David Halton (Vice Chair), Phil Harding (Chair of Planning Committee), Paul Smith, Emma Swallow, Andy Rice and Sally Turner.

Officer: Lottie Smith-Collins.

*Cllr Aziz entered the meeting at 7:45pm (Item 16) and apologised for his late arrival due to tube strikes that day.

Cllr Jon Godfrey, Chair of Saltford Parish Council, shared the sad news that former Saltford Parish Councillor Jill Williams had passed away on 16 May 2026. Jill had served the parish as a longstanding member of the Council and had made a valued contribution to the local community through her public service. Cllr Godfrey proposed, and the Council agreed, to record the Parish Council's appreciation for Jill's contribution to the parish and to extend the Council's sincere condolences to her family and friends.

1. MINUTES

The Council resolved to accept the draft minutes of the Council meeting held on Tuesday 5 May 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 member: Cllr Gary Graveling.

3. DECLARATION OF INTERESTS

No interests were declared at the time of the item.

4. CHAIR OF THE MEETING'S ANNOUNCEMENTS

Cllr Jon Godfrey referred to the condolences offered by himself and the Council at the start of the meeting following the passing of former SPC Councillor Jill Williams.

Cllr Godfrey thanked B&NES Ward Councillor Chris Warren for setting up and inviting representatives of SPC to a meeting with the Chief Executive of B&NES Council on Friday 29 May. He added that the meeting had proved to be positive, with discussions on key local issues as well as it being an opportunity to show the Chief Executive key locations in the village.

5. PUBLIC TIME

There were 10 members of the public present.

Four members of the public addressed the Council to request that it object to Item 10, 'Planning consultation – 26/01700/OUT – Parcel 8966 Manor Road, Saltford'.

A representative of Saltford Santa Dash spoke in support of Item 11.e, 'Financial Matters: Saltford Santa Dash – grant application'.

A resident spoke in support of Item 10.d, 'Planning matters – Planning consultation: 26/P/0686/OU2 – Bristol Airport, North Side Road, Felton, Wrington'.

Three members of the public, including a Ward Councillor, spoke in support of the proposed diversion of Public Footpath BA27/47 (Item 16). With the Chair's permission, one speaker also read a statement of support from a resident who was not present at the meeting and referred to a comment in support of the proposal made by a B&NES Ward Councillor who was also not present.

6. CLERK'S ANNOUNCEMENTS

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

- **SPC Parish Walk (Saltford Festival):** Residents and Councillors were encouraged to join the SPC Parish Walk on Tuesday 16 June, which would start at 6:30pm at Queen Square. A [news article](#) was available.
- **A4 Curo roadworks:** SPC had again urged Curo to communicate effectively with SPC about planned delays on the A4 associated with the ongoing development works that commenced in September 2025. The works were not to continue until 6 July (previous end date: 26 May 2026).
- **Poppy Project:** SPC had been invited to attend the next 'Poppy Project' meeting in early June.
- **B&NES Waste vehicles using residential roads as a diversionary route:** A response from the B&NES Council Waste Team was shared which stated that further to SPC's request that B&NES Waste vehicles to stop using residential roads to bypass A4 congestion to/from the B&NES Pixash Lane site, that this would continue but that the decision would now be management controlled rather than driver-led and based on B&NES Council's service needs (e.g. impact on service delays elsewhere in B&NES). It was suggested that this was discussed under 'Future Items'.
- **B&NES Council Development Management Planning training:** The Clerk attended a B&NES Council Planning training session in Keynsham on 28 May, with an update to be provided under Planning Matters (Item 10.f).
- **Notice for the period for the exercise of public rights:** The notice would be displayed on 22 June with the period commencing on 23 June and ending on 3 August 2026. A copy would also be made available on SPC's website.
- **SPC presentation to B&NES effective consultation with Parish Councils:** On 19 May the Parish Clerk had presented to B&NES Council on effective consultation with Parish Councils on behalf of the B&NES ALCA group. The

Parish Clerk had also attended a meeting on 20 May with B&NES Council officers responsible for procuring a new consultation platform for B&NES Council. This followed concerns raised by SPC about B&NES Council's consultation processes. Reassurances about substantial improvements for both Parish Council and resident engagement had been received.

- **B&NES Parish Charter to feature SPC's photos:** SPC welcomed B&NES Council's request to use several SPC photographs in the updated Parish Charter.

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

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

- Cllr Warren reported that he had arranged a meeting with representatives of Curo to discuss congestion on the A4 arising from the Curo development and associated works. Concerns were also raised regarding the environmental impact of path widening works, including the removal of hedgerows.
- It was noted that the planning application for four bungalows on Tynning Road would be determined by B&NES Council's Planning Committee at Cllr Warren's request. Although unable to attend the meeting, Cllr Warren confirmed that his objections would be read out by the Committee.
- Cllr Warren advised that B&NES Council would add gravel to the newly widened Public Right of Way at the Outlook (above The Shallows), following his efforts to secure improvements at the site.
- Cllr Warren had met with the Tesco area manager to discuss concerns regarding anti-social behaviour and litter associated with users of the Saltford Tesco Express store, particularly during periods of hot weather. The manager confirmed that Tesco would install additional bins outside the store and provide signage. Cllr Warren had also contacted the Chief Executive of B&NES Council and the Police to request a meeting to discuss residents' concerns about anti-social behaviour in the village during hot weather and was awaiting a response.
- Cllr Warren reported that he was coordinating a local group seeking to protect the village's Green Belt, and that an SPC representative would be invited to participate.
- Saltford Sports Club had received a £1,000 grant from Cllr Warren's B&NES Ward Councillor Empowerment Fund to complete the refurbishment of its toilet facilities.

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 had submitted his

apologies, as he was unable to attend the meeting due to another Parish Council meeting being held the same evening.

(The Chair rearranged the order of the agenda and Item 16 ‘Public Footpath BA27/47, The Shallows, Saltford – Public Path Diversion Order 2026 (B&NES Council Public Rights of Way Consultation)’ was considered next.)

(The Chair rearranged the order of the agenda and Item 11(e) ‘Financial Matters: Saltford Santa Dash – Grant Application’ was considered after Item 16. Item 7 followed next.)

8. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

Cllr Phil Harding provided an update from the River Avon Users Consultative Committee (RAUCC), advising that the Committee intended to raise the issue of sunken boats in Saltford with B&NES Council.

The following upcoming meetings were shared for the awareness of Councillors:

- The Parish Council Airport Association (PCAA) AGM followed immediately by the next PCAA meeting would take place on Thursday 9 July.
- The next Keynsham Forum was scheduled for Monday 6 July at 6pm (instead of the previous date of 24 June). The meeting would be held at Somerdale Pavilion (Trajectus Way, Bristol, England, BS31 2FW), with further details to be shared. The main topic would be the Local Plan.
- The next B&NES Avon Local Council Association (ALCA) meeting would be held on 23 June, in Peasedown St. John.

9. FUTURE AGENDA ITEMS

The Council considered a report regarding alleged hedgerow destruction associated with the Curo development on the A4 in Keynsham. It was agreed that Keynsham Town Council and the B&NES Ward Councillors for Keynsham East be notified of the concerns raised. This would enable them, if they considered it appropriate, to bring any potential planning contravention to the attention of B&NES Council. It was not considered necessary to include the matter as a future agenda item.

The Council considered correspondence from B&NES Council regarding the use of the Saltford Conservation Area by waste and recycling vehicles as an alternative route during periods of congestion on the A4. It was agreed that the matter be included as a future agenda item to consider the information provided by B&NES Council, including proposed new management controls, and to determine whether any further representations should be made.

The Council considered concerns raised by residents regarding large vehicles associated with Wessex Water accessing the Mead Lane site via the High Street. It was noted that, following the construction of the access bridge to the Mead Lane

site, larger Wessex Water vehicles had been expected to use the new route and that a reduction in traffic through the old village had previously been anticipated. It was agreed that the matter be included as a future agenda item to consider whether the Council should engage with Wessex Water regarding these concerns.

10. PLANNING MATTERS

a. Decisions and appeals

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

25/03924/FUL - 568 Bath Road Saltford BS31 3JN. change of use from a (C3) dwelling house to HMO (C4) (Retrospective). Mr Graham Tomkins

26/01302/FUL - 15 Trenchard Road Saltford BS31 3DT. Erection of a single-storey rear extension, following demolition of the existing conservatory. Erection of a single-storey side extension, and extension to the existing garage to form a workshop. Mr & Ms Shepperd

26/01258/FUL - 10 Chelwood Road Saltford BS31 3BU. Erection of single storey side and rear extension. Mr and Mrs Edwards

26/01256/FUL - 21 Grange Road Saltford BS31 3AH. Demolition of existing Garage, and erection of double storey side and single storey rear extensions. Mr Lee Lukins

The Clerk reported that the following application had NO OBJECTION by B&NES Council:

26/01492/TCA - The Tunnel House High Street Saltford BS31 3BF. 2x Salix alba (willow) - fell. Mrs Helen Godfrey

The Clerk reported that the following applications had been referred to the B&NES Planning Committee for determination:

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

24/02029/FUL Revised Information - 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. Aldi Stores Limited

b. Planning contraventions

No updates or enquiries were raised or received under this item.

It was noted that under Item 9 (Future Agenda Items), it had been agreed that concerns regarding a possible planning contravention at a site in Keynsham would be brought to the attention of Keynsham Town Council and the B&NES Ward Councillors for Keynsham East.

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](#)):

26/01700/OUT - Parcel 8966 Manor Road Saltford. Outline planning application with all matters reserved except access, for residential development, creation of a new vehicular access with footways and cycleways from Manor Road, provision of informal and formal open space, together with associated highways works, landscaping, earthworks and level changes, foul and surface water drainage infrastructure, utilities provision and other associated and necessary infrastructure. Crest Nicholson Operations Ltd And The Landowner

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

The Council resolved a response for submission to the Planning Authority by the consultation deadline of 5 June 2026. Due to the length of the response, it was agreed that the full text would be published on the Council's website under the 'News' section rather than reproduced in the minutes.

In summary, SPC's resolved response raised concerns that related to the proposed development of Green Belt land, including the interpretation and application of Grey Belt policy, the potential impact on the openness and landscape setting of Saltford, biodiversity and wildlife considerations, housing need, transport matters including highway safety, access and traffic congestion, flood risk, land currently used for therapeutic activities, and the potential presence of archaeological remains. The response expressed serious concerns regarding the potential impacts on wildlife and biodiversity and strongly requested that the Planning Authority require a full Environmental Impact Assessment to be undertaken and consulted upon before determining the application.

The response also referred to a previous planning application for residential development on the site, which was refused by B&NES Council and subsequently dismissed on appeal by the Secretary of State in 2014. The response highlighted the conclusions reached at that time regarding the Green Belt status of the land and the impact of development on openness and encroachment into the countryside.

The response further noted that the site is not identified for development within the B&NES Council draft Local Plan Options process and argued that significant weight should be given to the reasons for its exclusion, including landscape considerations. The response also highlighted community concerns regarding the proposed development and referenced national

planning policy relating to the prioritisation of brownfield land.

It was agreed that SPC's objection response would be supported by previously submitted landscape and heritage evidence:

- ['The Saltford Area of Great Landscape Value - Planning Policy and Character Appraisal by Saltford Parish Council \(March 2024\) + Annex \(Photographic Record\)'](#) and;
- ['Landscape and Heritage Sensitivity Assessment of Saltford South of the A4' \(June 2024\)](#)

It was noted that Saltford Parish Council's 'OBJECT' response to planning consultation '26/01700/OUT - Parcel 8966 Manor Road Saltford' to B&NES Council (the Planning Authority) would be copied to Saltford's Ward Councillors for their information, and that this was standard for all SPC development management consultation responses.

26/01921/FUL - 70 Manor Road Saltford BS31 3AB. Erection of single storey side extension and associated works. Thompson

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

26/01903/TPO - Land At Rear Of 562 To 566 Bath Road Bath Road Saltford. 2no. European Ash (T01 and T02) - Fell to ground level. Woodland (W01) - Understorey clearance of small diameter trees and stumps as per Tree Management Strategy. Mr Daanyaal Ishaq

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

COMMENT: Saltford Parish Council reminds BaNES Council that in 2022 following the partial tree removal by the landowner for part of this landlocked parcel of land, a woodland area, between Uplands Road, The Folly and Bath Road, action was taken by BaNES Council to permanently protect this woodland by a TPO, TPO 549/12, which came into effect as a result of that action. The BaNES Council TPO was supported by Saltford Parish Council for the following reasons, as given in 2022 and that still remain:

- This area of woodland contributes towards the green infrastructure of the area and has ecological value, e.g., it provides a safe and secluded habitat for bats, and is protected by B&NES Placemaking Plan (2017) policies CP7 (Green Infrastructure), D2 (Local Character and Distinctiveness), NE5 (Ecological Networks) and NE6 (Trees and Woodland Conservation);
- it has an important visual amenity for this area of Saltford as approached from Bath on the Bath Road (A4) as well as for adjacent properties and in particular those with gardens that back onto and surround this woodland, whilst forming an important skyline feature and thus contributing to B&NES Placemaking Plan (2017) policy NE2 (a) (Conserving

and Enhancing the Landscape and Landscape Character) where that policy applies to landscape and visual settings of settlements; and

- to reduce the risk that trees may be removed as a precursor to a planning application for development infilling. Replacing this woodland area with a property development would adversely affect the character and setting for the Bath Road at this location, Uplands Road and The Folly as protected by B&NES Placemaking Plan (2017) policy D2 (Local Character and Distinctiveness) (a) (local character including spacing) and (d) (natural features including landscape, green infrastructure, skylines, topography and landform and views).

The Parish Council recognises the need for woodland management on safety grounds but, in view of the reasons for the 2022 TPO, SPC asks BaNES Council to take account of the need to protect the (native) woodland cover of this important area of green infrastructure in its response and any conditions or recommendations granted to the applicant and that special care is taken to ensure that other trees in this woodland are not damaged during tree works.

26/01940/FUL - 35 Claverton Road Saltford BS31 3DW. Erection of rear and part side extension. Mr Green

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

COMMENT: Saltford Parish Council is supportive in principle of the proposed extension, however it is not possible to ascertain from the plans the width of the apparently narrow gap between the extension and the boundary line with the neighbouring property, No. 37. In circumstances like this Saltford Parish Council considers that a gap of at least 1 metre, preferably more where space allows, between the outside wall of a proposed new extension and the adjacent boundary would be appropriate to avoid an otherwise unnecessary imposition and inconvenience for the neighbouring property when access from that property for future maintenance or repair of the extension would be required. As this is a single-storey extension that issue should be less problematic than a two-storey extension, nevertheless new extensions should be designed where possible to minimise any future imposition or inconvenience for a neighbouring property and its occupants.

d. Planning application(s) on which Saltford Parish Council has been consulted by planning authorities other than B&NES Council:

26/P/0686/OU2 - Bristol Airport, North Side Road, Felton, Wrington: Hybrid planning application (full and outline elements) with Environmental Statement for the expansion of Bristol Airport to enable a throughput of 15 million passengers per annum, operating within a rolling 12 month cap of 99,931 air transport movements and 4,974 night flights between the hours of 23:30 and 06:00. Full application elements comprising: extension of western apron for additional aircraft stands; reconfiguration of central and eastern aprons; construction of a passenger surface

level car park for approximately 2,000 vehicles; eastern extension of existing runway by approximately 170m, with repositioned and additional aircraft approach lighting within Felton Common; taxiway and fillet widening to Taxiway GOLF with a realignment at the western runway end; construction of two new taxiways; extension of surface level car rental parking area; expansion of existing Silver Zone car park to provide an additional circa 1,960 block parked vehicle spaces; construction of new surface level staff car park for approximately 1,720 vehicles; highway improvements to the A38, including upgrades to northern access roundabout, construction of a new southern roundabout and widening of the road to accommodate an additional bus lane with dedicated access onto the A38. Outline application elements comprising of 3no. extensions to terminal building on west, north and east sides; construction of new piers to the west and east of the terminal including an underground walkway; construction of ancillary support buildings; relocated and expanded aviation fuel farm; a pedestrian bridge link; erection of a new baggage building; erection of a maintenance repair and overhaul hangar and ground run up pen; construction of parking decks within Silver Zone car park and car rental facility; minor works within Silver Zone car park; construction of a bus maintenance and washing facility; site wide landscaping, drainage, lighting and other associated infrastructure. Bristol Airport Limited

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

COMMENT: Saltford Parish Council is a member of the Parish Councils Airport Association (PCAA) and concurs with submissions by the PCAA concerning the expansion of Bristol Airport with particular emphasis on:

- **GREEN BELT PROTECTION:** The unnecessary loss of Green Belt surrounding the airport associated with airport expansion should be avoided hence Saltford Parish Council supports the PCAA request that alternatives are prioritised, including the construction of decking or a multi-storey car park within the existing Silver Zone area, rather than expansion onto further Green Belt land;

- **BIODIVERSITY & LANDSCAPE PROTECTION:** Biodiversity protection is an appropriate response to the ecological emergency, therefore Saltford Parish Council shares PCAA's concerns regarding the impact of airport expansion on protected species, including the resilience of Greater and Lesser Horseshoe Bat populations. The visual relationship between the Mendip Hills AONB (now National Landscape) and the airport, particularly in relation to lighting, large-scale built form and parking infrastructure, is a regional issue of national importance, therefore negative impacts should be minimised. Likewise, Saltford Parish Council is concerned about the potential negative impact of lighting, to facilitate airport expansion, on the neighbouring 100 acre Local Nature Reserve, Feltham Common, and its diverse wildlife that is also a public open space that, Saltford Parish Council understands, is managed under a stewardship arrangement with DEFRA to encourage biodiversity;

- **NIGHT FLIGHTS:** It is unacceptable to increase night flights, in particular due to the fact that Saltford's housing area is immediately below the flight path. Due to the reduction in other background noise at night and when house windows are open for ventilation/cooling, night flights are even more intrusive than daytime flights. Despite previous requests from Saltford Parish Council, it is apparent that no attempts have been made to move the incoming flight paths a relatively short distance southwards away from residential housing. The current level of night flights should be reduced, not exceeded, and the flight path(s) adjusted to reduce unnecessary disturbance to residential areas like Saltford wherever possible;

- **MASS TRANSIT:** There is a clear need for a Mass Transit system before any further expansion towards 15 mppa and that this should not be bus based.

e. Consultation(s) received after the meeting notice was issued:

No matters required resolution.

f. Planning items of urgent or important information

Draft Local Plan update: The Council noted correspondence from B&NES Council advising that consideration of the Draft Local Plan by Cabinet had been deferred from 10 June 2026 to 2 July 2026. The Council was advised that, subject to B&NES Council's Cabinet approval and the timetable remaining unchanged, public consultation on the Draft Local Plan was expected to commence on 16 July 2026. Further details, including consultation dates and arrangements for submitting comments, would be circulated in due course and publicised through additional communication channels.

It was reported that SPC had raised concerns regarding consultation during a period when many parish councils did not meet and had recommended an extended consultation period. This recommendation was under consideration by B&NES Council.

Once the consultation timetable had been confirmed, details would be circulated and arrangements made for SPC to consider and agree its response to the Draft Local Plan.

B&NES Council Development Management training: The Clerk reported attending the B&NES Council Development Management training session held on 28 May. Key topics included the impact of the National Scheme of Planning Delegation on Planning Committee decision-making, which was due to take effect in the autumn. Round-table discussions also highlighted the value of referencing SEG's list of native trees, where relevant, in parish council responses relating to Tree Preservation Orders (TPOs) and trees within Conservation Areas.

The Clerk also reported having requested that B&NES Council provide additional training for parish councils following the May 2027 elections, particularly for those affected by major developments. The proposed training would focus on preparing effective responses to major planning applications, including influencing Section 106 (S106) expenditure and improving understanding of the Community Infrastructure Levy (CIL) process to support parish council budgeting and project planning.

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 May 2026, as recorded below. The report was accepted by members.
- b. **Schedule of Expenditure** – It was noted that the Council had previously authorised the expenditure set out in the Annual Schedule of Expenditure for 2026/27, as recorded below, and that no amendments had been made to the schedule since that decision.
- c. **Date of transfer of funds** – It was noted that a transfer of funds from the Business Instant Deposit Account into the Current Account to cover outstanding invoices and expenditure had taken place as follows: **Date:** 07.05.2026 **Amount:** £10,000.
- d. **Office rent at Saltford Community PO & Library Hub** – The Council authorised a payment of £1,500 to the Saltford Community PO & Library Hub for annual rent (until June 2027), according to the agreement held between SPC and the Saltford Community PO & Library Hub (Budget heading: Office rent).
- e. **Saltford Santa Dash – grant application:** The Council resolved to authorise a grant of £350 (Budget – Community Events grants) to the Saltford Santa Dash towards the costs of new on-field signage and route maps to clearly articulate planned changes for the 2026 event.
- f. **Clerk's expenses – Documentation management:** The Council noted in line with spend approved on the Annual Schedule of Expenditure, a spend via Clerk's expenses of up to £200, likely £150 total (budget line: General Administration). It was noted that spend was required for SPC's documentation management, to include costs associated with the secure shredding of information (to include a charity donation of up to £40 to MGM General Services Ltd, Keynsham – as donated to Cancer Research / MacMillian Nurses / Children's Mencap Society - in return for shredding services) and costs associated with the archiving of signed minutes (Annual Parish Meeting, Full Council, and Committee) at the South West Heritage Somerset Archives and Local Studies in Taunton.

12. LEGAL ADVICE – PROTECTION OF SALTFFORD’S GREEN BELT (INCLUDING SPEND)

Further to the resolution under Item 13 at the meeting held on 31 March 2026, the information presented on the May 2026 agenda, and the outcome of Item 19 at the May 2026 meeting, the Council resolved:

- i. Following the decision under Item 10.c with regards to SPC’s response to 26/01700/OUT - Parcel 8966 Manor Road Saltford, minor updates to the specification for the legal advice sought were resolved, which clarified the inclusion of specific reference to speculative development proposals affecting Saltford’s Green Belt.
- ii. that representatives of the Planning Policy Working Group (PPWG) would attend an initial meeting with Richard Buxton Solicitors to further clarify and refine the scope of any work to be undertaken on the Council’s behalf, with a view to ensuring proportionate and appropriate use of the Council’s Green Belt Defence budget following receipt of quotes.
- iii. should members of the PPWG be satisfied following the outcome of any meeting to confirm that Richard Buxton Solicitors are able to provide the advice sought by the Parish Council, and based on the quote received as considered at the May meeting (Item 19), that the Council would accept the quotation. Expenditure of up to £5,000 for the provision of legal advice was resolved (Budget: Green Belt Defence).

13. ASSET CHECKING OUTCOMES – TO INCLUDE DISCUSSION OF YOUTH SHELTER REPORT RECOMMENDATIONS

It was reported that all Council assets had been inspected and found to be in satisfactory condition, with the exception of the Youth Shelter.

The Council considered a report prepared by Cllr Godfrey identifying maintenance works required to the structure.

The Council considered a range of options for the future of the Youth Shelter, including repair and maintenance by a contractor or volunteer group, replacement with upgraded provision, and removal without replacement.

Having considered the likely costs and practicalities of each option, the Council favoured the establishment of a working group and the use of volunteers to undertake maintenance works.

It was agreed that the matter be included as a future agenda item for July to consider approval of the report and accompanying risk assessment, the creation of a working group, to resolve expenditure required for materials and insurance.

The Clerk was requested to contact the Council's insurers to establish whether volunteer-led maintenance activities would be covered under the existing policy or

whether additional cover would be required.

It was noted that it was hoped the expenditure required could be accommodated within the existing budget.

14. WICK HOUSE CLOSE ALLOTMENTS – VEGETATION (INCLUDING SPEND)

The Council resolved a spend of up to £500 (Budget: Allotments) for grounds maintenance at two plots and immediately adjacent areas to remove and dispose of vegetation and other waste from the plots at the Wick House Close allotment site, for which SPC has management responsibility. It was agreed that a contractor would be sought to carry out these works.

15. CHURCHYARD WALL MAINTENANCE – SOUTH WALL AND WEST GATE RETURN (TO INCLUDE SPEND FOR WEST GATE RETURN)

Further to the information in the agenda, and the Council's previous considerations in 2025, the Council considered and resolved the following:

i. Exceed spend on Special Churchyard Maintenance Projects budget line

The Council resolved to further exceed the Churchyard Special Maintenance Projects budget line during 2026/27 to undertake additional churchyard wall maintenance works at the south wall and/or at the west gate return. It was noted that the payment for the 2025/26 works had been made in the current financial year.

The Council then considered recommendations to complete works to the south wall section of the churchyard, as initially proposed in June 2025 as follows:

ii. West gate return:

The Council resolved to accept the specification for maintenance to the West Gate Return and resolved to accept an estimate of £780 From TM Masonry for maintenance and repair works to rebuild the West Gate return. The decision was made due to health and safety and to prevent further deterioration, and the likelihood of a more significant repair being required, and on the condition of acceptance of the specification attached by the stonemason. It was resolved that works would proceed once permissions had been granted – if required - for works at the west gate return. (Budget line: Churchyard Special Maintenance Projects)

iii. South wall (remainder):

The Council resolved to accept the specification for maintenance to a section of the south wall (indicatively, parts of section 0-36). The Council agreed to seek a faculty (or appropriate permissions) for works to section 0-36 of the south wall.

The Council resolved to seek quotes for maintenance and repairs to sections of the south wall in accordance with the specification for works. In consideration of the time required to receive permissions, it was agreed that quotes would be sought only after a faculty or permissions have been given. Following receipt of quote(s), to note that

any decisions for spend on wall maintenance and/or repairs will be an item to resolve on a future agenda (Budget line: Churchyard Special Maintenance Projects).

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

16. PUBLIC FOOTPATH BA27/47, THE SHALLOWS, SALT FORD – PUBLIC PATH DIVERSION ORDER 2026 – B&NES COUNCIL PUBLIC RIGHTS OF WAY CONSULTATION

The Council resolved to submit a 'SUPPORT' response to the B&NES Council Public Rights of Way Team in relation to the Public Path Diversion Order 2026 consultation concerning a short section of Public Footpath BA27/47 at The Shallows.

(Consultation period: 21 May to 18 June 2026.)

17. B&NES COUNCIL TRAFFIC REGULATION ORDER CONSULTATION ON PARKING CHARGES 2026-2027

The Council resolved not to submit a response to B&NES Council's Traffic Regulation Order consultation on Parking Charges 2026/27 before the consultation closing date of 18 June 2026. It was noted that no comments or representations had been received and that the Council had previously submitted views on the proposed parking charges to B&NES Council during an earlier engagement process.

18. DISSOLUTION OF WORKING GROUPS

The Council reviewed the Transport Working Group and the Local River Side Working Group. It was noted that the Transport Working Group had not met since its establishment, and that the Local River Side Working Group considered it had taken matters as far as it was able, with ongoing issues now falling within the responsibilities of the Police and B&NES Council. The Council therefore resolved to dissolve both working groups.

19. APPOINTMENTS TO COMMITTEES, WORKING GROUPS AND LINK MEMBER ROLES – CONFIRMATION OF APPOINTMENTS

Further to Items 13 and 15 of the May 2026 minutes, Councillors who had been absent from that meeting confirmed that they were content with the committee, working group and Link Member appointments made in their absence. Accordingly, no further appointments were required.

20. FORMAL INFORMATION REQUEST TO BANES COUNCIL REGARDING USE OF WECA GREEN RECOVERY FUND FUNDING (2023) – ELECTRIC VEHICLE CHARGING PROGRAMME (SALT FORD)

The Council resolved to submit a Freedom of Information request to B&NES Council and the West of England Combined Authority (WECA) regarding expenditure of the WECA Green Recovery Fund, having noted previous limited responses from B&NES Council and the Parish Council's upheld complaint regarding communication on the

matter. Information to be requested included:

- The total amount of WECA Green Recovery Fund (GRF) funding awarded to B&NES Council for rural publicly accessible EV charging infrastructure, together with the terms, conditions, objectives, and intended outcomes attached to the funding – either as part of a bid or as the entirety of a bid for GRF.
- Copies of the original bid/application and supporting documents submitted by B&NES Council to WECA in relation to the GRF funding as referred to in the July 2023 correspondence with Saltford Parish Council.
- A breakdown of how GRF funding has been spent or allocated from receipt to date, including expenditure on feasibility work, consultancy, staffing, procurement, infrastructure, and/or other related costs.
- Clarification of whether any publicly accessible rural EV charging infrastructure has been delivered through the GRF programme within B&NES, and if so, details of locations and delivery dates.
- Confirmation of whether any GRF funding remains unspent or has been reallocated, and if so, details of current intended use.

21. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

Further to Item 20 above, no updates or additional information regarding environmental initiatives in Saltford were received.

22. PUBLICITY

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

It was noted that Cllr Godfrey and the Parish Clerk would attend a meeting with SPC's website provider to discuss necessary improvements soon.

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

Councillors who were not present at previous recent meetings completed and signed the SPC General Data Protection Awareness Checklist for Councillors.

It was noted that an update had been received about SPC's information management in relation to general data protection under Item 11.f (Financial Matters – Documentation management).

24. DATE OF NEXT FULL COUNCIL MEETING

Notice was hereby given that a meeting of Saltford Parish Council would be held on Tuesday 7 July 2026 starting at 7:15pm, likely in the Avon Room at Saltford Hall, Wedmore Road, Saltford BS31 3BY.

The meeting closed at 9:30pm.

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

Signed.....

Next SPC meeting:

The next scheduled ordinary full council meeting is scheduled to take place at 7:15pm on 7 July 2026 in the Avon Room at Saltford Hall. Information about SPC's meetings available at www.saltfordparishcouncil.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 May 2026 - Month 2

Quarter period 1

Budget to
date

Actual to
date

Budget
Year end
position

RECEIPTS:

Precept & any grant	£37,136	£37,136	£74,271
Interest on Investments	£75	£84	£450
Other Income: Allotments	£39	£135	£235
VAT Reimbursements	£1,100	£1,200	£1,100
Other	£0	£0	£0
Subtotal without CIL	£38,350	£38,554.40	£76,056
CIL Payments	£0.00	£0	£0
Total Income	£38,350	£38,554	£76,056

PAYMENTS:

General Administration	£417	£128	£2,500
Office accommodation	£0	£0	£1,500
Office Staff	£6,833	£6,229	£41,000
Office Equipment	£50	£0	£300
Training	£225	£948	£1,350
Auditing	£650	£315	£650
Insurance	£650	£407	£650
Publicity	£317	£0	£1,900
Subscriptions	£21	£0	£125
Chairmans Honorarium	£50	£0	£300
Councillors' expenses	£17	£0	£100
Hall / Room Hire	£117	£86	£700
Maintenance: Church Yard Grounds	£417	£336	£2,500
Allotments	£25	£0	£150
Churchyard Special Maintenance Projects	£1,000	£7,020	£6,000
Allotment site rent	£17	£0	£100
Council led schemes	£283	£96	£1,700
Environment schemes - SPC & grants	£42	£0	£250
Community events grants/misc	£83	£0	£500
Miscellaneous grants	£167	£0	£1,000
Green belt legal	£833	£0	£5,000
VAT	£183	£166	£1,100
Subtotal without CIL	£12,395.83	£15,731.27	£69,375.00
CIL-related expenditure	£0	£0	£3,547
Total Payments	£12,396	£15,731	£72,922

BALANCE AT END OF MONTH:

Current account	£529
Business Instant Access account	£92,213
Cash	£0
TOTAL CURRENT BALANCE	£92,742

CIL-related cashflow	Balance at 31/03/26		CIL-income 26/27	CIL-expend 26/27	CIL balance
	£7,094		£0.00	£0	£7,094