



SALT FORD PARISH COUNCIL

Minutes of the ordinary meeting of the Council held in the Avon Room at Saltford Hall on Tuesday 5 May 2026 at 7.15pm.

PRESENT

Councillors: Jon Godfrey (Chair), Julie Austwick, Dudley Bartlett, Gary Graveling, David Halton (Vice Chair), Phil Harding (Chair of Planning Committee) and Paul Smith.

Officer: Lottie Smith-Collins.

1. ELECTION OF CHAIR

Cllr Jon Godfrey was elected Chair for the year 2026/27 (Cllr Godfrey signed the Declaration of Acceptance of Office of Chair later in the meeting).

2. ELECTION OF VICE-CHAIR

Cllr David Halton was elected Vice Chair for the year 2026/27 (Cllr Halton signed the Declaration of Acceptance of Office of Vice Chair later in the meeting).

3. MINUTES

The Council resolved to accept the draft minutes of the Council meeting held on Tuesday 31 March 2026 at Saltford Hall as final. The minutes were confirmed as a correct record and signed by the Chair of the meeting.

4. ACCEPTANCE OF MEMBER APOLOGIES FOR ABSENCE

The Council agreed to note apologies for inability to attend the meeting from the following members: Cllrs Shayan Aziz and Andy Rice. It was noted that Cllr Emma Swallow was on a sabbatical.

5. DECLARATION OF INTERESTS

Cllr Jon Godfrey declared an interest in 'Planning Matters: Item 17.d - 26/01492/TCA - The Tunnel House High Street Saltford BS31 3BF' as the owner of the property, and stated that he would not participate in the discussion or vote for 26/01492/TCA.

Cllr Phil Harding declared an interest in 'Planning Matters: Item 17.d - 26/01302/FUL - 15 Trenchard Road Saltford BS31 3DT' as he was a neighbour of the applicant, and stated that he would read out a proposed response and answer questions but would not participate in the vote for 26/01302/FUL.

6. GENERAL POWER OF COMPETENCE

The Council agreed that SPC met the criteria to adopt the General Power of Competence, and as eligible, resolved to re-adopt the General Power of Competence for the Council year commencing May 2026.

7. CHAIR'S ANNOUNCEMENTS

Cllr Jon Godfrey noted that SPC's May meeting was the Annual Parish Council Meeting and, as a result, the agenda was longer than usual due to annual council business. He stated that he would rearrange the agenda to bring forward items, to include Item 20 (APM and Big Thank You) and Item 17 (Planning Matters).

8. POPPY PROJECT PRESENTATION

A volunteer from the Poppy Project gave a presentation on plans to create displays of crafted poppies at various locations around the village for Remembrance Sunday 2026.

The Parish Council was asked to grant permission for a poppy backdrop to be attached to the War Memorial railings behind the 'Lest We Forget' section, using plastic netting and reusable cable ties, with assurances given that the lettering would remain visible.

The displays – including at the War Memorial railings - were proposed to be installed approximately two weeks before Remembrance Sunday and removed around two weeks afterwards, weather permitting.

It was shared that more than nine village organisations were already involved in creating the poppies, with around 1,500 already completed, and that the project had received strong community support which had included an offer from Cllr Chris Warren to cover volunteer expenses.

The presentation received strong positive support from those present at the meeting, and the volunteers from the Poppy Project were thanked for their time presenting to the Parish Council.

9. PUBLIC TIME

There were 11 members of the public present. Four members of the public spoke to address the Parish Council.

A resident addressed the Council to object to Item 17.d 'Planning Consultation 26/01302/FUL - 15 Trenchard Road'. Reasons for their objection included concerns about an overbearing appearance and that the workshop could be used for trade or business purposes.

A representative of Saltford Community Association (SCA) addressed the Council on item 17.f 'Local Plan 2025-2043: Settlement Boundary Review – Informal consultation with Parishes'. They commented that no clear reasoning had been provided for the proposed change for the Settlement Boundary to include Saltford

Hall and nearby areas, though noted that it did include the area of the new Curo development on Wedmore Road. The proposed boundary line was also considered inconsistent with the short description provided by B&NES Council.

A representative of Saltford Tennis Club addressed the Council regarding item 17.f, 'Local Plan 2025–2043: Settlement Boundary Review - Informal Consultation with Parishes'. They stated that the Tennis Club provided an important recreational facility at a time when access to tennis courts in the wider area was limited, and that the Club had a strong focus on inclusive tennis provision. They shared that the Club had recently approached B&NES Council to seek space for a fourth court. Concern was expressed that the proposed settlement boundary changes, if approved, could restrict the future expansion of local sports facilities and have a negative impact on parking provision.

The Chair of Saltford Community Association addressed the Council regarding Item 20 (Annual Parish Meeting and Big Thank You 2027 evening). Support was expressed for the proposal that the SCA AGM form part of the overall event, with the view that a 20-minute period would be sufficient for the AGM and would provide a positive opportunity for SCA to engage with residents in a similar way to SPC's presentation during the Annual Parish Meeting. A proposed date of Friday 19 March 2027 for the event was also suggested.

10. 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: The Clerk had attended a meeting in April to find out more about the community 'Poppy Project', and thanks were expressed to the project's volunteers for sharing more about their proposal with regards to a display at SPC's War Memorial Railings (also see Items 8 and 21).
- Weight/size limit on High Street request: On 30 April the Parish Clerk had attended a meeting with two B&NES Highways Officers and both B&NES Council Saltford Ward Councillors. Proposals for signage at the A4 / The Shallows junction and the Beech Road / High Street junction to state 'unsuitable for large vehicles' (or similar) had been agreed as an initial measure, and it had been confirmed that SPC's request of June 2025 for a size/weight limit remained on B&NES Council's TRO list for consideration in 27/28 - and that data gathering would be required. Further, proposals for road markings at the Beech Rd / High Street junction to direct traffic to the A4 were discussed, with any proposals to be an item on a future agenda for consideration.
- A4 Bath Road (Keynsham) Curo development works: SPC had followed up on recent use of temporary traffic lights associated with the new development that had caused significant delays through the village, and had been informed these were due to the current footpath works - as previously advised, with no

further information to add – and that delays were to be expected until the end of the works. SPC's article on its 'News' page had been updated.

- Update following B&NES Council consultation on PROW BA27/47: Further to SPC's responses as resolved at the January and February 2026 meetings (both Item 17), SPC had been informed by the B&NES Council PROW Team that they had recommended for approval the old (current PROW route) to be closed and for the new (currently permissive path) to be the PROW route. SPC had been informed that B&NES Council was now proceeding to make the order. SPC had requested information about the ongoing process, in case of resident queries or as any future items for an agenda.
- B&NES Council Planning Training meeting: Representatives from Parish Councils had been invited to attend a B&NES Council Planning training evening in Keynsham in late May, and the Clerk had confirmed their intention to attend. Feedback would be provided to Cllrs following the meeting.
- Saltford Festival 2026 - Parish Walk: SPC welcomed publication of the Saltford Festival brochure, and confirmed that an online article about SPC's Parish Walk would be updated soon. Councillors were reminded about supporting the Parish Walk on Tuesday 16 June at 6:30-8pm (as the Clerk would be on leave).
- West of England Combined Authority's 'Next stop, better buses' engagement: A reminder was shared that residents could respond by 10 May, and that SPC had publicised WECA's engagement exercise.

11. INFORMATION FROM B&NES COUNCIL'S SALTORD WARD COUNCILLORS

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 referred to the 'Poppy Project' presentation under Item 8, and expressed his support.
- Cllr Hounsell shared information about the next stage of the B&NES Council Local Plan process, which included information about timings of the Draft Local Plan (information on B&NES Council's website at <https://www.bathnes.gov.uk/local-plan>). He outlined that following the Draft Local Plan consultation a public examination hearing would be conducted by a Planning Inspector, and noted that those who submitted objections as part of the consultation would be permitted to speak at the hearings. He advised that any views expressed would need to focus on why the proposed plan was not considered 'sound'. Cllr Hounsell shared that he would be hosting a public meeting to provide more detailed information about the Draft Local Plan and the wider Local Plan process, to be held on Friday 26 June at Saltford Hall

(7:15pm start).

- Cllr Hounsell referenced the Bristol Airport planning application as submitted to North Somerset Council, about expanding the airport site to enable it to accommodate 15 million passengers per annum. He stated his strong objection to the planning application. Cllr Hounsell referenced the potential impact of noise from night time flights on Saltford's residents, particularly those living in the south of the village.

With reference to Cllr Hounsell's mention of the Bristol Airport planning consultation, Cllr Jon Godfrey shared that Saltford Parish Council would respond to the Bristol Airport planning application at its June 2026 meeting.

Cllr Chris Warren, B&NES Council Ward Councillor for Saltford, was also present at the meeting and gave a verbal report:

- Chris Warren shared that, following his formal objection to B&NES Council in respect of planning application 26/01089/FUL (22 Tynning Road), he had confirmed - following contact from the Case Officer - that he had requested that the application be determined by the B&NES Council Planning Committee, and that he awaited a further update.
- Cllr Warren advised that he had contacted a B&NES Council Public Rights of Way Officer requesting chippings and a membrane for the recently widened path above The Shallows (at 'The Outlook'), and awaited a response.
- Cllr Warren referred to the recent meeting held with B&NES Council's Highways Officers (see Item 10 above), and described it as positive. He expressed his hope that suggested measures as out forward at the meeting to reduce HGV traffic within the Conservation Area would be progressed in the near future.
- Cllr Warren raised that he had arranged a meeting in Saltford with the Chief Executive of B&NES Council on 29 May, and noted that any attendance from representatives of SPC would be discussed later in the meeting (see Item 25).

THE CHAIR REARRANGED THE ORDER OF THE AGENDA. ITEMS 20 (APM AND BIG THANK YOU), 21 (POPPY PROJECT) AND 17 (PLANNING MATTERS) WERE DISCUSSED NEXT.

After Item 17 'Planning Matters' had concluded, the Chair suspended standing orders for a short break.

Standing Orders were then reinstated and the meeting continued.

12. FUTURE AGENDA ITEMS

It was agreed that the Parish Council would respond to the B&NES Council Draft Local Plan consultation, expected summer 2026

[Future items were agreed later in the meeting under Item 13 'Appointment of Committees and Working Groups', Item 19 'Legal advice – protection of Saltford's Green Belt' and Item 26 'Climate emergency and environmental initiatives'].

13. APPOINTMENT OF COMMITTEES AND WORKING GROUPS AND MEMBERSHIP THEREOF

The Council resolved formation of committees and working groups, and membership of those committees and working groups for the year 2026/27, as follows:

- Planning Committee comprising up to eight councillor members: Cllrs Phil Harding, Shayan Aziz, Jon Godfrey, Gary Graveling, David Halton, Andy Rice, Paul Smith and Sally Turner.
- Staffing Committee, comprising four councillor members: Cllrs Jon Godfrey, Shayan Aziz, Emma Hughes and Julie Austwick.
- Churchyard and Allotments Working Group: Comprising of up to four Councillors and up to two members of the public at SPC's discretion: Cllrs Dudley Bartlett, David Halton, Gary Graveling and Andy Rice, and B&NES Council SPC Ward Cllr Chris Warren.
- Transport Working Group, comprising of seven members: It was noted that the Transport Working Group had not met in recent years, and it was agreed that SPC would have as a future agenda item to consider dissolving the Working Group. As such no members were appointed.
- Local River Side Working Group, comprising of up to two councillors as well as up to two members of the public at SPC's discretion: It was noted that the Local River Side Working Group had not met in the past year, and it was agreed that SPC would have as a future agenda item to consider to dissolve the Working Group. As such no members were appointed.
- Planning Policy Working Group, comprising of up to four council members: Cllrs Jon Godfrey, Gary Graveling, David Halton and Phil Harding.
- Complaints Committee – comprising of 11 Councillors, with three of the 11 required to form the Committee as-and-when required, to include the Chair and/or Vice Chair if available.

It was agreed that any Councillors not present at the meeting and appointed to committees and/or working groups as above could contact the Clerk prior to the June meeting should they not wish to have been appointed in their absence, and if so that 'Appointments to Committees and Working Groups' could be an item on a future agenda.

14. DATES OF ORDINARY MEETINGS OF COUNCIL AND COMMITTEE MEETINGS

The Council resolved scheduled dates on which Full Council would meet for the year 2026/27. All ordinary meetings were agreed to be on Tuesdays starting at 7.15pm unless otherwise stated. Planning Matters would be an agenda item at Full Council meetings, and the Planning Committee would meet in August if required, and otherwise as necessary. The Staffing Committee and Complaints Committee (and any sub-committees) would meet as-and-when necessary.

It was agreed that meetings would be held at Saltford Hall, usually in the Avon Room if available. Dates for Full Council meetings were agreed as follows:

- 2 June 2026
- 7 July 2026
- 1 September 2026
- 6 October 2026
- 3 November 2026
- 1 December 2025 (note: with a closed meeting for informal budget discussion at 6.30pm)
- 5 January 2027
- 2 February 2027
- 2 March 2027
- 6 April 2027
- 18 May 2027 (also known as the Annual Parish Council Meeting)

The date for Planning Committee to be resolved as follows:

4 August 2026 (if required)

15. APPOINTMENT OF LINK MEMBERS FOR OUTSIDE BODIES

The Council appointed Members and staff to link with external organisations for the year 2026/27, as follows:

- B&NES Council Parishes Liaison Meeting - usually SPC Chair and the Parish Clerk, and any other members who may wish to attend.
- Connecting Communities Keynsham Area Forum - usually SPC Chair and the Parish Clerk, and any other members who may wish to attend.
- B&NES Avon Local Council Association (ALCA) – usually the Parish Clerk.
- Saltford Community Association - Cllr David Halton.
- Saltford Sports Club – Cllr Dudley Bartlett.
- River Avon Users Consultative Committee (RAUCC) – Cllr Phil Harding.
- Saltford Environment Group – Cllr Phil Harding.
- Saltford Business Network – Cllr David Halton and Cllr Emma Hughes.
- Saltford Fairtrade Group – Cllr Sally Turner.

It was agreed that the Parish Clerk would be SPC's contact point (rather than Link Member) for the Parish Councils Airport Association, and that Cllr Gary Graveling would be the contact point (rather than Link Member) for the Bristol East Fringe Cycling & Walking Group.

It was agreed that any Councillors not present at the meeting and appointed to be a Link Member could contact the Clerk prior to the June meeting should they not wish to have been appointed in their absence, and if so that 'Appointment of Link Members' (or contact point) would be a matter on a future agenda.

16. REPORTS FROM LINK MEMBERS ON EXTERNAL BODY MEETINGS AND EVENTS

No updates with regards to Link Member meetings or events were received.

17. PLANNING MATTERS

- a. Election of Planning Committee Chair and Vice-Chair** – Cllr Phil Harding was elected as Chair of Planning Committee, and Cllr Shayan Aziz as Vice Chair of the Planning Committee, for the year 2026/27.

- b. Decisions and appeals**

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

26/00389/FUL - 47 High Street Saltford BS31 3EJ. Installation of Air to Water Heatpump in front garden. John Adkins

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

26/00520/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 leylandii 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 Mcarthy

26/00272/FUL - 28 Witney Close Saltford BS31 3DX. Erection of double storey side extension and porch with new boundary fence. Tom Briscoe

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

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

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

c. Planning contraventions

No updates or enquiries were raised or received.

d. 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](#)):

26/01256/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

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

COMMENT: Saltford Parish Council is supportive of the planning application for the rear single storey extension but has concerns over the proposed new side extension that will be on the boundary line and overbear the neighbouring property, No. 19. 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 two-storey 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. Furthermore, if the neighbouring property was to seek and gain approval for a similar two-storey extension the properties would become terraced, not semi-detached, representing a distinct change of character for this part of Grange Road.

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

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

COMMENT: The published plans are lacking in detail for the Parish Council to make a full SUPPORT comment, but as far as can be ascertained from the application submitted, the Parish Council has no reason to suggest that any material adverse effect on the amenities of neighbouring dwellings should

arise from the proposals.

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

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

COMMENT: The Parish Council supports the planning application on the understanding and condition that the workshop will be used for purposes incidental to the enjoyment of the main house (e.g., hobbyist woodworking) rather than as a primary commercial workspace, as this is a residential road and the property is relatively close to other dwellings on all sides.

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

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

COMMENT: Saltford Parish Council refers to its original response to this application in July 2024 when we recognised that it was, and it remains, for Keynsham Town Council to reflect on the substance and breadth of the application. Our main concerns related to the further erosion and loss of green space between Keynsham and Saltford, and the traffic impact on the A4/Keynsham Bypass/B3116 Bath Road Roundabout and access from Waitrose, the industrial estates, Avon Valley Adventure Park and the Recycling Centre in Pixash Lane.

Saltford Parish Council reminds BaNES Council that in our previous response to the proposals in December 2025, we stressed that as both the Waitrose and Aldi food stores will be used for weekly shopping, BaNES Council should recognise that most customers will arrive by car; public transport will not be a practicable option for such shopping trips.

With these revised proposals, peak time traffic congestion on the A4 remains of great and serious concern to Saltford Parish Council, including in particular, congestion at the A4/Keynsham Bypass/B3116 Bath Road Roundabout which has a significant knock-on effect for the bypass, the Bath Road A4 through Saltford and then minor back lanes that quickly become clogged as drivers try to avoid gridlocks and very lengthy delays that can have serious implications for important appointments (employment, medical, childcare, etc.) caused by the existing high levels of congestion at peak times or during roadworks on the A4. The significant economic cost of the congestion we now face appears to continue to be ignored.

This increase in local congestion is why residents in Saltford increasingly feel trapped in their own village by the effect of recent new housing and related developments, including the re-developed and enhanced Pixash Lane Recycling Centre, between Bristol and Bath, the incremental effect of which has been totally over-looked by traffic modelling and/or ignored by the planning system, to the detriment of the quality of life for existing and future residents.

Saltford Parish Council notes in the traffic modelling for the Aldi store that for the 2032 traffic scenario with or without the Aldi store "Broadmead Lane reaches saturation and queues go beyond the model extent. Aldi's traffic would contribute to this". This provides real cause for concern and brings into question the suitability of local infrastructure for access to the proposed store and therefore whether a re-think on new development between Saltford and Keynsham including the industrial estate at Pixash Lane, is now necessary before the known or new plans for retail outlets or housing in this area are permitted to be taken forward in the Local Plan or via planning applications.

Any new developments or transport infrastructure changes by WECA or BaNES Council between Bristol and Bath on the A4 corridor and, in particular, between Hicks Gate roundabout and Saltford, should improve not hinder vehicular movements for this area of the A4 for the reasons and concerns given in this response.

26/01351/FUL - 67 Grange Road Saltford BS31 3AQ. Erection of single storey rear extension and rear decking. John & Lindsey Milshines

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

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

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

26/01210/FUL - 336 Bath Road Saltford BS31 3TQ. Erection of single storey rear extension following demolition of existing single storey structures. Mr Jack Stiff

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

26/01516/FUL - 22 Chestnut Walk Saltford BS31 3BG. Erection of single storey side extension and front garage extension. Mr and Mrs Mike Oliver

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

OBJECT: Saltford Parish Council supports in principle the proposed single storey side extension which should have no material adverse effect on neighbouring properties. However, the Parish Council is concerned that the proposed front garden garage would in its entirety be ahead of the front building line of the dwelling. Such a development would set an unwelcome precedent for Chestnut Walk, a residential road with an established layout and character that is not intruded upon by front garden garage buildings.

It was noted that Cllr Phil Harding abstained from the vote for 26/01302/FUL - 15 Trenchard Road.

It was noted that Cllr Jon Godfrey abstained from the discussion and vote for 26/01492/TCA - The Tunnel House High Street.

- e. **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.

- f. **Local Plan 2025-2043: Settlement Boundary Review – Informal consultation with Parishes**

The Council considered information received from B&NES Council's Planning Policy Team regarding its informal consultation with Parish and Town Councils on proposed changes to Housing Development Boundaries (HDBs), including the redefinition of HDBs as 'Settlement Boundaries' within the emerging Local Plan 2025–2043.

The Council noted that the only proposed amendment affecting Saltford related to an area described by B&NES Council as: "Drawn tightly to include the built extent of Saltford Hall, Wedmore Road Car Park, and associated sports facilities."

Following discussion, the Council resolved to object to the proposed amendment insofar as it would include Saltford Hall, Saltford Tennis Club, and the Wedmore Road car park within the proposed Settlement Boundary. The Council agreed to support the proposal for the inclusion of the new Curo development at Wedmore Road within the revised Settlement Boundary.

The Council agreed that its response to B&NES Council would include the submission of an annotated map prepared by Cllr Jon Godfrey to illustrate SPC's proposed amendments. It was agreed that the map would show SPC's resolved view that the Settlement Boundary should continue along Wedmore Road (from the direction of Chelwood Road), around the new Curo development, and then continue

along Wedmore Road towards Kelston Close. The map would also identify the areas which SPC considered should be removed from B&NES Council's Settlement Boundary proposal, e.g. Saltford Hall, Saltford Tennis Club, and the Wedmore Road car park.

The Council resolved to submit its response, together with the annotated map, to B&NES Council by the consultation deadline of 12 May 2026.

g. Planning items of urgent or important information

It was shared that the Parish Council had been made aware that papers detailing the B&NES Council Draft Local Plan would be published in the summer, ahead of a B&NES Council's Cabinet meeting to discuss approval to publish the Draft Local Plan for formal public consultation. Information from Cllr Hounsell's report was noted, which included that the Draft Local Plan consultation would likely commence the day after the Cabinet meeting.

The Council also acknowledged Ward Cllr Duncan Hounsell's information that he intended to hold a public meeting to share information about the Draft Local Plan Consultation meeting on 26 June, at Saltford Hall (starting at 7:15pm).

Cllr Phil Harding shared information that as of March 31 2026, the Ministry of Housing, Communities and Local Government had introduced a new direction requiring Local Planning Authorities (LPAs) to consult the Secretary of State before refusing planning permission for housing schemes of 150 dwellings or more.

18. FINANCIAL MATTERS

- a. **Monthly Financial Report** – The Clerk presented the monthly financial report for April 2026, as recorded below. The report was accepted by members.
- b. **Annual Schedule of Expenditure** – It was noted that the Council had resolved to authorise the expenditure listed in the Annual Schedule of Expenditure 2026-27, as recorded below, at its 31 March meeting and that no updates had been made to the schedule following this date.
- c. **Date of transfer of funds** – The Council recorded transfer of funds from the Business Instant Deposit Account to the Current Account to cover outstanding invoices and expenditure as follows: Date 28.04.26. Amount: £5000
- d. **Internal audit of 2025/26** – The Council received the report and AGAR certificate of the internal audit of 2025/26. The Council resolved to have as a future item to formally review and sign-off bank reconciliations quarterly, further to existing practices. The Council acknowledged that no concerns or other recommendations had been made by the Internal Auditor. The Council

resolve to accept the internal audit report and AGAR certificate of 2025/26.

- e. **Display of Internal Audit Certificate 2025 2026:** Further to Item 18.d, it was confirmed that the Internal Audit certificate 2025 2026 (and Internal Audit report 2025 2026) had been displayed on SPC's website in accordance with requirements.
- f. **BDO LPP Conflict of interest form** – The Council resolved to confirm that there were no conflicts of interest. The contents of SPC's BDO LPP Conflict of Interest form were then completed and signed by the Chair and Clerk, as required for submission as part of the external audit.
- g. **Annual Governance and Accountability Return (AGAR) 2025/26: Annual Governance Statement** – The Council resolved to accept the Annual Governance Statement 2025/26 and the Chair then signed the Annual Governance Statement 2025/26 (Section 1 of AGAR).
- h. **Annual Governance and Accountability Return (AGAR) 2025/26 Annual Accounting Statements** – The Council resolved to accept the Annual Accounting Statements 2025/26 as presented and the Chair then signed the Annual Accounting Statements 2025/26 (Section 2 of AGAR).
- i. **NALC and ALCA membership (subscription renewal)** – The Council resolved expenditure of £947.88 total for the Council's subscription to the National Association of Local Councils (NALC) and the Avon Local Councils' Association (ALCA) for the financial year 2026/27 (NALC subscription fee £288.53 and ALCA subscription fee £659.35) (Budget heading: Training).
- j. **Council Insurance** – The Council resolved a spend of £407.40 to Zurich Municipal for the Council's insurance policy starting 1 June 2026. (Budget: Insurance).
- k. **Membership of the Parish Councils Airport Association (PCAA)** – The Council resolved a spend of up to £120, likely £110 for annual membership of PCAA (Budget: Subscriptions).
- l. **Payment of Councillors expenses for SPC asset maintenance** – Further to spend resolved under Item 13.d, November 2025 (Specialist paint for SPC's War Memorial railings) and Item 12, 31 March 2026 (Youth Shelter maintenance materials) the Council noted the amount paid via Councillors Expenses to Cllr Jon Godfrey as £95.63 + VAT total to date (Budget line: Council Led Schemes).

19. LEGAL ADVICE – PROTECTION OF SALT FORD’S GREEN BELT (INCLUDING TO RESOLVE SPEND)

No decisions or spend was resolved. Further to the decision made under [Item 13 at the 31 March 2026 meeting](#), the Council considered the two quotations received. It was agreed that further consideration was required before committing to any expenditure, including the possibility of reviewing the specification, and/or seeking additional clarification from those that had quoted, and/or obtaining further quotations.

It was agreed that the Planning Policy Working Group would meet to review the matter and make recommendations ahead of the June 2026 meeting. The item would then be brought back for further consideration and/or any additional actions.

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

20. DATE FOR THE SALT FORD ANNUAL PARISH MEETING (APM) AND DATE FOR THE ‘BIG THANK YOU 2027’ EVENT (LATTER CO-HOSTED WITH SCA) – INCLUDING TO AGREE SPEND

The Council resolved to agree to SCA’s suggestion that the SCA Annual General Meeting be incorporated into the evening event. The date for the Annual Parish Meeting, SCA AGM and the Big Thank You evening was agreed as Friday 19 March 2027.

The Council resolved a spend of up to £650 for costs towards food and hall hire for the APM, SCA AGM and Big Thank You 2027 event (Budget: Council Led Schemes), noted as 50% of the evening’s costs as shared with SCA.

21. ‘POPPY PROJECT’ DISPLAY ON SPC’S WAR MEMORIAL RAILINGS (‘LEST WE FORGET’ SECTION)

The Council acknowledged the importance and sensitivity of the War Memorial area.

The Council resolved to permit the ‘Poppy Project’ to oversee the creation of a poppy display - as created by the Saltford Scouts and Guides groups - and its temporary installation mounted behind SPC’s War Memorial Railings in accordance with the information shared under Item 8.

The Council expressed its positive support for the ‘Poppy Project’ initiative and again thanked all the volunteers involved.

22. UPDATE ON WALL WORKS AT ST MARY'S CHURCHYARD

It was reported that maintenance works to rebuild and reconsolidate sections of the Churchyard's south wall 37-63 (not including c.41.44, as repaired 2025) had been completed in accordance with the specification.

It was noted that repairs to the West Gate Return would be an item on the June agenda and that a faculty had been sought, and that future (more significant) wall maintenance works would be an item on a future agenda.

23. ASSET CHECKING AND UPDATE ON YOUTH SHELTER AND FAIRTRADE SIGN

Further to [Item 14 at the 3 March meeting](#) and [Item 12 at the 31 March meeting](#), Cllr Jon Godfrey provided an update on in-house works at the Youth Shelter to address rust issues. It was shared that the repair to an area of significant rust had been completed (bar minor works e.g. sanding and painting) and that the affected area was now as strong as required. A further update would be provided following asset checking, in June.

It was reported that no further updates had been received from B&NES Council regarding the reinstallation of the B&NES-owned 'Saltford' village sign, as usually located at the Bath end of the village. SPC had previously been advised by B&NES Council that the sign would only be reinstated once the ongoing issue of sign swapping within the B&NES Council area had ceased, and it was noted that this issue was understood to still be continuing. It was further noted that SPC had previously indicated it would consider installing a new 'Fairtrade Village' sign as an SPC asset once the B&NES Council 'Saltford' sign had been reinstated and also subject to consideration being given to repositioning the signposts (to help prevent repeat damage to any signage). The Council also noted that a nearby business had installed a small bollard adjacent to the signposts to help protect any future sign(s) from damage.

Asset checking tasks were then assigned to Councillors and staff, with updates to be provided to the Clerk before or at the June meeting.

24. SCHEME OF EMERGENCY DELEGATION – ANNUAL REVIEW

The Council considered suggested updates and resolved to adopt the updated SPC Scheme of Emergency Delegation 2026 (copy available on SPC's website).

25. INVITATION FROM B&NES WARD CLLR CHRIS WARREN TO ATTEND MEETING IN SALTORD WITH CHIEF EXECUTIVE OF BANES COUNCIL

In response to B&NES Ward Cllr Chris Warren's invitation ([Item 7 at the 31 March meeting](#)) for SPC representatives to attend a meeting he had arranged in Saltford with the new Chief Executive of B&NES Council, it was agreed that Jon Godfrey would attend if available, and that Cllr Phil Harding and the Parish Clerk would

confirm their attendance with Cllr Warren.

26. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

It was shared that SPC's complaint to B&NES Council on 5 February regarding the lack of progress and communication on the proposed EV charging installation at Wedmore Road car park (resolved [February meeting \(Item 18\)](#)) had been followed up for the third time by SPC, with a response received on 5 May.

The response had acknowledged that there were significant communication failures, including delays and misrouting of correspondence since January 2025, and this aspect of the complaint was upheld with an apology from B&NES Council.

B&NES Council had stated that the Green Recovery Fund (GRF) EV charging programme had encountered unforeseen issues with its original delivery model, which had resulted in a pause while alternative options were explored. While this had accounted for the lack of progress, B&NES Council accepted that this had not been communicated clearly, and this element of SPC's complaint was therefore partially upheld. It was further noted that B&NES Council had stated that there were currently no confirmed timescales for delivery at Wedmore Road car park, and that funding constraints meant additional car park installations could not be committed to under the GRF. B&NES Council had shared that although this reflected programme limitations rather than a breach of policy, it acknowledged that earlier informal indications had not been updated when circumstances had changed. B&NES Council's response had advised that it was exploring potential future funding opportunities, including the Local Electric Vehicle Infrastructure (LEVI) programme, but that no commitments, locations, or delivery timescales had been agreed.

As a result of the complaint, B&NES Council had reviewed its internal processes for handling correspondence, reminded officers of the need for timely and proactive communication, and committed to providing clearer updates where delivery timescales were uncertain. Overall, SPC's complaint had been upheld in part, primarily due to shortcomings in communication rather than policy failure.

The Parish Council considered the response from B&NES Council and agreed to have as a future agenda item to re-approach B&NES Council for the previously requested information regarding West of England Combined Authority (WECA) Green Recovery Fund (GRF) expenditure, potentially via a Freedom of Information request in view of previous limited responses and correspondence issues on the matter. The request could include clarification of how the 2023 funding had been allocated if not used for the installation of public EV charging points in rural areas (including B&NES Council car parks such as Wedmore Road car park in Saltford); the total amount received by B&NES Council from WECA's GRF and a breakdown of expenditure to date; the terms and conditions attached to the funding; and details of the original application submitted by B&NES Council to WECA for GRF support. The Council also agreed to consider making a similar request directly to WECA.

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

Further to regular maintenance checks carried out on SPC's website by its service provider, it was agreed that Jon Godfrey and the Parish Clerk would attend a meeting to discuss recommended future developments to the website.

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

No resolution was required (no members of the press or public were present by the time of the item).

29. REQUEST TO B&NES COUNCIL TO UNDERTAKE THEIR STATUTORY RESPONSIBILITIES FOLLOWING WELFARE CONCERNS RAISED

It was agreed that SPC would continue to direct any residents with welfare concerns to raise these with B&NES Council, as the appropriate responsible authority, or else with any relevant external organisation(s) working in partnership with B&NES Council to address such matters. No further discussion was required in relation to the concerns raised, and no future agenda items were agreed.

The meeting closed at 9:50pm.

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

Signed.....

Next SPC meeting:

The next scheduled ordinary full council meeting is scheduled to take place at 7:15pm on 2 June 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 April 2026 - Month 1

Quarter period 1

Budget to date	Actual to date	Budget Year end position
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RECEIPTS:

Precept & any grant	£37,136	£37,136	£74,271
Interest on Investments	£38	£32	£450
Other Income: Allotments	£20	£15	£235
VAT Reimbursements	£1,100	£0	£1,100
Other	£0	£0	£0
Subtotal without CIL	£38,293	£37,182.11	£76,056
CIL Payments	£0.00	£0	£0
Total Income	£38,293	£37,182	£76,056

PAYMENTS:

General Administration		£208	£46	£2,500
Office accommodation		£0	£0	£1,500
Office Staff		£3,417	£3,152	£41,000
Office Equipment		£25	£0	£300
Training		£113	£0	£1,350
Auditing		£0	£315	£650
Insurance		£0	£0	£650
Publicity		£158	£0	£1,900
Subscriptions		£10	£0	£125
Chairmans Honorarium		£25	£0	£300
Councillors' expenses		£8	£0	£100
Hall / Room Hire		£58	£86	£700
Maintenance:	Church Yard Grounds	£208	£168	£2,500
	Allotments	£13	£0	£150
Churchyard Special Maintenance Projects		£500	£0	£6,000
Allotment site rent		£8	£0	£100
Council led schemes		£142	£96	£1,700
Environment schemes - SPC & grants		£21	£0	£250
Community events grants/misc		£42	£0	£500
Miscellaneous grants		£83	£0	£1,000
Green belt legal		£417	£0	£5,000
VAT		£92	£121	£1,100
Subtotal without CIL		£5,547.92	£3,983.55	£69,375.00
CIL-related expenditure		£0	£0	£3,547
Total Payments		£5,548	£3,984	£72,922

BALANCE AT END OF MONTH:

Current account	£2,157
Business Instant Access account	£100,961
Cash	£0
TOTAL CURRENT BALANCE	£103,118

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