



SALT FORD PARISH COUNCIL

Minutes of the extra ordinary meeting of the Council held in the Avon Room at Saltford Hall on Tuesday 4 August 2026 at 7.15pm.

PRESENT

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

Officer: Lottie Smith-Collins.

1. MINUTES

The Council resolved to accept the draft minutes of the Council meeting held on Tuesday 7 July 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 accept apologies for inability to attend the meeting from the following members: Cllrs Shayan Aziz and Gary Graveling.

3. DECLARATION OF INTERESTS

None declared.

4. CHAIR OF THE MEETING'S ANNOUNCEMENTS

Cllr Jon Godfrey, SPC Chair, stated that he welcomed SPC being invited to a special event on the morning of 4 August to view the expansion of Saltford Water Recycling Centre, following the completion of Wessex Water's two-year project at the Mead Lane site.

5. PUBLIC TIME

There were 4 members of the public present.

(No members of the public requested to address the Council during 'Public Time'.)

6. 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. This included the following information:

- Cllr Warren attended the special event at Wessex Water's Saltford Water Recycling Centre on 4 August.
- He had arranged a meeting for 6 August with the B&NES Council officer responsible for liaison with WECA on A4-related projects. Representatives of

Saltford Parish Council (SPC) were invited to attend.

- Cllr Warren continued to engage with Avon & Somerset Police regarding concerns about anti-social behaviour, particularly on behalf of residents living on boats. Cllr Warren shared that the police had stated a willingness to use a Dispersal Order if necessary. He stated that he had observed an increased police presence in the village since the concerns were raised and that he continued to seek a meeting with the Police Superintendent for Bath and North East Somerset.
- Cllr Warren noted the completion of the shared cycling and pedestrian path works alongside the A4 in Saltford, as linked to the new Curo development in Keynsham. He reported that several local business owners had informed him of the significant adverse impact the works had had on trade, with one business having stated that redundancies had resulted due to the severe daytime delays. Cllr Warren added that he had observed limited use of the shared path since its opening. He welcomed the postponement of the Keynsham section of WECA's Cycling and Walking scheme works (Memorial Park to Wellsway Sports Centre) which had been due to commence in August 2026 and were now scheduled to start in early 2027.
- Cllr Warren had written to WECA's A4 Bath to Bristol Project Team to express his strong concerns regarding the A4 Corridor project in Saltford and the wider area, including its perceived negative impact on residents and businesses.

Cllr Duncan Hounsell, B&NES Ward Councillor for Saltford, had circulated a written report to the Council in advance of the meeting and provided a verbal update, including the following:

- Cllr Hounsell attended the special event at Wessex Water's Saltford Water Recycling Centre on 4 August.
- He reported that he had walked the newly completed shared-use path adjacent to the A4 and had observed it being well used. He considered the path to be a valuable asset for Saltford, commented positively on the quality of its surface, and welcomed Cllr Dudley Bartlett's similar observations. He also raised that he had reported stress cracks in the new path to B&NES Council.
- Cllr Hounsell drew attention to the current WECA consultation on the Keynsham section of the A4 Bath to Bristol scheme. He stated that he considered a cycle path alongside the Keynsham Bypass to be a positive proposal. He added that he was continuing to consider other aspects of the scheme, including proposals for bus stops on the Keynsham Bypass, before submitting his response to the consultation.
- Cllr Hounsell reported that B&NES Council had passed a motion to adopt the Avon Bioregional Charter, developed by We Are Avon. He noted that Corston Parish Council and Keynsham Town Council had also endorsed the Charter

and suggested that Saltford Parish Council consider doing so at a future meeting.

7. PLANNING MATTERS

a. Decisions and appeals

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

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

26/02244/FUL - 17 Lansdown Road Saltford BS31 3BB. Demolition of existing rear room and conservatory. Erection of single story rear extension, internal remodelling and associated external works. Mr & Mrs Stacy

26/02180/FUL - 4 Lansdown Road Saltford BS31 3BB. Installation of replacement dormer to front elevation and new dormer to rear elevation of existing dwelling roof. Internal alterations including new doors and windows to rear elevation. Mr & Mrs Danny Halliday

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

26/02186/TCA - 71 High Street Saltford BS31 3EW. Laurel T1 - reduce by 1-2 metres. Ash self-seed T2 - fell. Conifer T3 - reduce hedge by 3-4 metres. Ash T4 - fell. Laurel and Bay T5 - reduce hedge by 3-4 metres. Ash T6 - cut back branches encroaching property. Hawthorne T7 - fell. JHS Tree Services

b. Planning contraventions

- i. No items were received.
- ii. No items were resolved.

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](#)):

It was confirmed that no consultation(s) on planning applications in Saltford had been received from the planning authority for the Council's consideration.

d. Consultation on planning applications received after the meeting notice was issued

The Council noted that planning application **26/02862/TCA – Cleve Cottage, 5 High Street, Saltford BS31 3ED (Silver Birch – fell)** had been received on 4 August.

The Council noted the 21 day period given to respond and agreed that SPC would request an extension of time from the Planning Authority to allow the application to

be considered at – and responded to following - SPC's September meeting.

The Council resolved that if an extension was unable to be granted by B&NES Councils that the Clerk, following consultation with Councillors, would submit SPC's response to B&NES Council using delegated powers (and prior to the end of the 21-day consultation period - 24 August). If delegated powers were used, it was noted that this would be recorded at the next meeting alongside a copy of SPC's response.

e. Planning items of urgent or important information

The Council noted correspondence from B&NES Council confirming that, following previous postponements, the Draft Local Plan was scheduled to be considered by the Cabinet on 10 September 2026. The associated papers were expected to be published in early September.

A public consultation on the soundness of the Draft Local Plan was anticipated to begin shortly after the 10 September B&NES Council Cabinet meeting.

Saltford Parish Council expected to consider its response on the soundness of the Draft Local Plan at its October meeting.

8. FINANCIAL MATTERS

- a. **Monthly Financial Report** – The Clerk presented the monthly financial report for July 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 reported that no transfer of funds from the Business Instant Deposit Account to the Current Account to cover outstanding invoices and expenditure had taken place in July. (**Date:** N/A. **Amount:** £0.)
- d. **Quarter 1 2026/27 Bank Reconciliation** – The Council resolved to accept the Quarter 1 2026/27 Bank Reconciliation.
- e. **Information Commissioners Office (ICO) data protection fee** – The Council resolved a spend of up to £52 (£47 if paid by Direct Debit, as intended) to the ICO to renew the Council's annual data protection fee (Budget: General Administration).
- f. **ICO fee to be added to Annual Schedule of Expenditure** – The Council noted that under the Data Protection Regulations 2018 all organisations must pay the fee (unless exempt). The Council resolved that it would add the annual ICO data protection fee payment to its Annual Schedule of Expenditure when next revised.

9. APPROVAL OF BREAKTHROUGH COMMUNICATIONS COUNCIL HIVE PACKAGE (INCLUDING SPEND)

The Council resolved to approve expenditure of up to £2200 plus VAT, likely £1,997 plus VAT (as quoted July 2026) for a 12 month subscription to Breakthrough Communications Council Hive premium package. The Council viewed that a premium subscription would provide SPC with specialist communications and compliance support in relation to GDPR, FOI and SAR requests, plus wider governance matters and relevant audit requirements (including AGAR Assertion 10).

The Council also resolved to approve an overspend of the General Administration budget in the future to accommodate this expenditure during the 2026/27 financial year.

10. DATE OF NEXT FULL COUNCIL MEETING

Further to Item 12 at the July 2026 meeting, the Council resolved that the date of the next meeting of Saltford Parish Council - previously scheduled to be held on Tuesday 1 September 2026 - would be moved to Tuesday 8 September 2026.

The meeting would likely take place in the Kelston Room (rather than the Avon Room) at Saltford Hall, and would start at 7:15pm.

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

The Council resolved that pursuant to the Public Bodies (Admission to Meetings) Act 1960 and in accordance with Standing Order 3.d, the press and public be temporarily excluded from the meeting during consideration of Item 12 due to the confidential nature of the business to be transacted as it concerned staffing matters. The public and press were then informed that they were instructed to withdraw.

The Council requested the Clerk to remain for part of Item 12 to provide information and answer questions. The Clerk shared their intention to withdraw from the meeting before the Council discussed and made any decisions under Item 12.

12. STAFFING REVIEW AND ASSOCIATED BUDGET CONSIDERATIONS (CONFIDENTIAL)

The Clerk presented a report on the staffing review and the associated budget implications and then withdrew from the meeting for the Council's consideration of the matter.

Following consideration of the information provided, the Council resolved:

- To expand the Council's staffing structure through the creation of a part-time Assistant Clerk post, including approval of the role description, responsibilities, hours of work, and salary scale.
- To revise the Clerk's responsibilities in consideration of the expanded staffing structure and to amend the Clerk's salary, with future salary reviews to be

undertaken annually.

- To update staff contracts using the latest National Association of Local Councils (NALC) model contract (published in July 2026).
- To exceed the approved 2026/27 Staffing budget allocation to implement the decisions made as part of the staffing review.
- To authorise and delegate to the Clerk and members of the Staffing Committee to prepare the recruitment documentation and undertake the recruitment process for and including the appointment of an Assistant Clerk, in accordance with the role responsibilities, hours, and salary scale approved by the Council.

The meeting closed at c.8:30pm

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

Signed.....

Next SPC meeting:

The next scheduled ordinary full council meeting is scheduled to take place at 7:15pm on 8 September 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 July 2026 - Month 4

Quarter period 2

Budget to
date

Actual to
date

Budget
Year end
position

RECEIPTS:

Precept & any grant	£37,136	£37,136	£74,271
Interest on Investments	£150	£155	£450
Other Income: Allotments	£78	£195	£235
VAT Reimbursements	£1,100	£1,200	£1,100
Other	£0	£0	£0
Subtotal without CIL	£38,464	£38,685.38	£76,056
CIL Payments	£0.00	£0	£0
Total Income	£38,464	£38,685	£76,056

PAYMENTS:

General Administration	£833	£381	£2,500
Office accommodation	£1,500	£1,500	£1,500
Office Staff	£13,667	£12,408	£41,000
Office Equipment	£100	£0	£300
Training	£450	£948	£1,350
Auditing	£650	£315	£650
Insurance	£650	£407	£650
Publicity	£633	£160	£1,900
Subscriptions	£42	£95	£125
Chairmans Honorarium	£100	£75	£300
Councillors' expenses	£33	£0	£100
Hall / Room Hire	£233	£171	£700
Maintenance: Church Yard Grounds	£833	£673	£2,500
Allotments	£50	£0	£150
Churchyard Special Maintenance Projects	£2,000	£7,020	£6,000
Allotment site rent	£33	£0	£100
Council led schemes	£567	£96	£1,700
Environment schemes - SPC & grants	£83	£0	£250
Community events grants/misc	£167	£350	£500
Miscellaneous grants	£333	£0	£1,000
Green belt legal	£1,667	£0	£5,000
VAT	£367	£276	£1,100
Subtotal without CIL	£24,991.67	£24,873.48	£69,375.00
CIL-related expenditure	£0	£0	£3,547
Total Payments	£24,992	£24,873	£72,922

BALANCE AT END OF MONTH:

Current account	£1,447
Business Instant Access account	£82,284
Cash	£0
TOTAL CURRENT BALANCE	£83,731

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