



SALTFORD PARISH COUNCIL

**Tuesday 8 September 2026,
7:15pm, Kelston Room, Saltford
Hall**

AGENDA

1. MINUTES

To receive, update if required, and confirm as a correct record the minutes of the meeting of the Council held on Tuesday 4 August 2026 (draft copy available on SPC's [website](#)).

2. ACCEPTANCE OF APOLOGIES FOR ABSENCE

To accept apologies for absence received by the Clerk from Members unable to attend this meeting.

3. DECLARATIONS OF INTEREST

To receive any declarations of Members' interests in any item on the agenda. *The Council's Code of Conduct defines where a Member has a declarable interest and the effects of declarable interests on participation.*

(Items 1-3: 5 minutes)

4. CHAIR'S ANNOUNCEMENTS

To receive any announcements from the Chair of the meeting.

(5 minutes)

5. PUBLIC TIME

In accordance with Standing Orders, to receive any addresses or statements by members of the public on item(s) on the Parish Council agenda. Members of the public may address the Council on items that include 'to RESOLVE' only. Speakers are limited to three minutes per person.

(Up to 15 minutes, at Chair's discretion)

6. CLERK'S ANNOUNCEMENTS

To receive a summary of announcements and information from the Clerk, following circulation of the Clerk's Report to Councillors ahead of the meeting.

(5 minutes)

7. INFORMATION FROM B&NES COUNCIL SALTFORD WARD COUNCILLORS

If present, to receive a report from B&NES Council Saltford Ward Councillors. Parish Councillors may ask Ward Councillors questions following their report.

Should members of the public have questions for B&NES Council Ward Councillors, please make contact outside of the Parish Council meeting - contact details for Saltford B&NES Ward Councillors are available on the [B&NES Council website](#).

(Up to 10 minutes i.e. 5 minutes per Ward Cllr, at Chair's discretion)

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

To receive updates from SPC Link Members on meetings and events for external organisations they represent.

(5 minutes)

9. FUTURE AGENDA ITEMS

Further to items proposed outside of the meeting by Councillors, to receive any additional item suggestions from Councillors for a future Parish Council agenda.

(5 minutes)

10. PLANNING MATTERS

a. Decisions and Appeals:

To note any decisions by B&NES Council and any appeals to the Planning Inspector made in respect of Saltford planning applications.

b. Planning contraventions:

Saltford Parish Council can, as can anyone, [report something to Planning Enforcement](#) (B&NES Council is the Planning Authority). Further information is on [SPC's Possible Planning Contraventions](#) page.

- i. To receive any updates or information on matters which have been referred by SPC to the B&NES Council Planning Enforcement Team, regarding possible contraventions of planning controls.
 - ii. To RESOLVE to raise an enquiry with the Planning Authority (B&NES Council) about any new possible planning contraventions as raised at the meeting; Or, if a matter is raised at the meeting, to RESOLVE whether to discuss at a future meeting prior to a decision being made on any actions by SPC.
- c. **Use of Scheme of Emergency Delegation - Planning consultation '26/02862/TCA – Cleve Cottage, 5 High Street'** - To record the use of the Scheme of Emergency Delegation as resolved under Item 7.d, August 2026, and SPC's response as submitted to B&NES Council in relation to planning application:

26/02862/TCA – Cleve Cottage, 5 High Street, Saltford BS31 3ED
(Silver Birch – fell). Ed Prendeville

d. 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](#)):

To RESOLVE, as a statutory consultee, responses to the following planning applications in respect of which B&NES Council has invited comments from Saltford Parish Council:

26/02945/FUL - Cherry Tree Cottage 2A Claverton Road Saltford BS31 3DP. Proposed installation of Split Air Conditioning Unit and Battery for PV Storage. Ms Sarah Marshall

26/02992/FUL - 17 Witney Close Saltford BS31 3DX. Erection of single storey rear extension and upgraded roof to existing conservatory. Mr Nigel Coombs

26/03031/FUL - Hay Tor The Folly Saltford BS31 3JW. Reinstatement in positioning of entrance door to side and replacement windows. Hendon Wood Limited

26/03037/VAR - 24 Montague Road Saltford BS31 3LA. Variation of condition 2 (Plans List) of application 25/03445/FUL (Erection of a rear extension (part single and part two storey) to replace existing rear lean to, new entrance porch, external wall insulation.) Victoria and John Critchley-Roper

26/03126/FUL - 24 High Street Saltford BS31 3ED. Raising of garage roof, change colour to front and side windows, moving side door, change two windows to french doors and new window to en suite. Removal of side wall and planting to form additional parking with new bin store. L Bignell

26/03234/VAR - Manor Cottage Manor Road Saltford BS31 3AF. Variation of condition 6 (Plans List) of application 23/03786/VAR (Variation of condition 6 (Plans List (Compliance)) of application 22/02332/FUL (Demolition of existing outbuildings and swimming pool and the erection of a new single-storey garage / storage building and alterations and extensions to the main house)). Mrs Annie Gibbons

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

To RESOLVE, should a planning application consultation have been received after the meeting notice has been issued and a time extension to respond has not been permitted by the Planning Authority, that in line with the Council's Scheme of Emergency Delegation, the Council shall agree and the Clerk submit response(s) to any planning consultation(s) received.

f. Planning items of urgent or important information

To receive any reports of important or urgent information related to planning matters, to include information received from B&NES Council (the Planning Authority).

11. FINANCIAL MATTERS

- a. **Monthly Financial Report** – To receive the monthly financial report for August 2026 (report also available on the [Meetings – Agendas and Minutes](#) page of the website).
- b. **Use of Emergency Scheme of Delegation for spend on Domain Hosting to Morse** - To record the use of the Scheme to meet the 28 August payment deadline for one-year domain hosting (£37.50 + VAT) as made to Morse Networks for SPC's website (Budget line: Publicity).
- c. **Annual website costs to be added to Annual Schedule of Expenditure**
To RESOLVE to add the annual website costs to the Annual Schedule of Expenditure, comprising annual website hosting (£160 + VAT), a one-year accessibility plug-in (£68 + VAT), one-year domain hosting (£37.50 + VAT), and an annual website security licence (£150 + VAT). All amounts estimated based on recent charges. (Budget: Publicity).
- d. **Annual Schedule of Expenditure (revised)** – To consider amendments and RESOLVE to accept the updated Annual Schedule of Expenditure, including to authorise all regular payments made or to be made during September 2026 as listed. (Copy available on the [Meetings – Agendas and Minutes](#) page of SPC's website).
- e. **Transfer of funds** – To note the following sums have been transferred from the Business Instant Deposit Account to the Current Account to cover outstanding invoices and expenditure:
Date: **11.08.2026** Amount: **£5,000**.
Date: **27.08.2026** Amount: **£5,000**.
- f. **Conclusion of External Audit** – To RESOLVE to receive SPC's external auditor report and certificate. To note details of any matters arising from the review. If any matters raised, to decide what, if any, action is required. To confirm publication of the Notice of Conclusion of Audit along with the certified AGAR (Sections 1, 2 and 3) on SPC's noticeboard and website.
- g. **Fee for External Audit to BDO LLP** – To authorise expenditure of £315+VAT to BDO LLP for the limited assurance review of Annual Governance and Accountability Return for the year ending 31 March 2026 (Budget heading: Auditing).
- h. **Appointment of Auditing Solutions for the 2026/2027 Internal Audit and confirmation of independence** – To RESOLVE to appoint Auditing Solutions as the Council's Internal Auditor for the 2026/2027 internal audit (scheduled to take place in approximately April 2027) and to authorise the signing of the Letter of Engagement which includes agreement of terms (copy available on Cllrs SharePoint). Further, to RESOLVE that the Council confirms that Auditing Solutions is independent of the Council's decision-making processes and financial transaction recording functions.

- i. **Saltford Community Association (SCA) affiliation fee** - To authorise expenditure of up to £15 (likely £10) to SCA for annual affiliation fee renewal for 2026/27 (Budget heading: Subscriptions).
- j. **Remembrance Sunday Memorial Wreath** – To authorise a donation of up to £25 to the Royal British Legion, likely with payment made via the 1st Saltford Scouts, for SPC's Remembrance Sunday Memorial Wreath which will be laid by SPC to represent the Saltford community (Budget heading: Council Led Schemes).
- k. **Allotments maintenance** – To authorise a spend of £8.99 for plot markers and £14.99 for 2 x 1 Ton waste bags to the Parish Clerk (Clerk's Expenses) (Budget Heading: Allotments).

(10 minutes)

12. SALTORD4NATURE (S4N) GRANT APPLICATION (INCLUDING RESOLUTION TO APPROVE EXPENDITURE)

To consider a grant application from Saltford4Nature for £302 towards the purchase of 1,080 bulbs for a community planting project on B&NES Council land behind Anson Close. S4N has confirmed permission has been granted by B&NES Council.

To note Saltford4Nature approached SPC before submitting its application to share that, due to supplier lead times, bulk purchase availability, a discounted price as a volunteer project (approximately 25% below the standard cost), and the need to receive the bulbs in time for the autumn planting season, the order would need to be placed before the Parish Council was able to consider the application.

In accordance with Section 3.4 of the Grants Policy, to RESOLVE whether these circumstances constitute 'exceptional circumstances' that justify consideration of a grant application where expenditure has already been incurred. If the Council does not resolve that exceptional circumstances apply, the application shall be rejected.

If the Council determines that exceptional circumstances apply, to consider the grant application and to RESOLVE whether to award a grant of up to £302.00 to Saltford4Nature. (Budget Line: Environment Grants and, if required, Misc. Grants).

(5 minutes)

13. LEGAL ADVICE – PROTECTION OF SALTORD'S GREEN BELT (INCLUDING RESOLUTION TO APPROVE EXPENDITURE)

Following discussions and resolutions under Item 13 (31 March 2026), Item 19 (May 2026), Item 12 (June 2026) and Item 12 (July 2026), the Council is asked to RESOLVE whether to approve expenditure from the Green Belt Defence budget for specialist planning and legal advice concerning the protection of Saltford's Green Belt in relation to the emerging Local Plan.

Any engagement of Richard Buxton Solicitors and/or their contractors would be subject to their ability to provide the requested advice by the proposed deadline of 28 September 2026.

The Council is also asked to consider whether this deadline is achievable, having regard to the time required to commission the advice, receive it, and allow Members adequate opportunity to consider it before the Council's meeting on 6 October 2026, at which it will determine its response on the soundness of the Draft Local Plan.

Options as follows:

Option 1 – Planning Review and Legal Opinion

- James Bailey Planning: £1,500 + VAT – review of the PPWG January 2025 note, Green Belt Study and relevant site evidence, with an independent report.
- Richard Buxton Solicitors: estimated £2,000–£2,500 + VAT – legal review and opinion.

Estimated total cost: £3,500–£4,000 + VAT.

Option 2 – Transport Planning Advice and Legal Opinion

- Jen Roberts Town Planning Ltd: £2,500 + VAT fixed fee – review of Local Plan transport evidence, including transport modelling, infrastructure delivery, viability, accessibility, development constraints and appropriate levels of growth in Salford.
- Richard Buxton Solicitors: estimated £2,000–£2,500 + VAT – legal review and opinion. *Estimated legal fees for Options 2 is based on the fee range provided for Option 1 and yet to be confirmed.*

Estimated total cost: £4,500–£5,000 + VAT.

The Council is asked to RESOLVE whether to approve expenditure for Option 1, Option 2, both options, or neither option.

If expenditure is approved, to RESOLVE the deadline for receipt of the legal advice as a condition of accepting any quotation(s).

Further, to RESOLVE that, if the agreed deadline cannot be met by Richard Buxton Solicitors and/or their contractors, SPC will not proceed with the instruction, and the matter may be referred to a future meeting if required.

If the approved expenditure exceeds the current Green Belt Defence budget allocation, to RESOLVE whether to authorise the additional expenditure.

(10 minutes)

14. WECA CONSULTATION ON A4 BATH TO BRISTOL - KEYNSHAM SECTION

To consider information in the [West of England Combined Authority's \(WECA\) A4 Bath to Bristol consultation for the Keynsham Section](#) To discuss draft considerations for section 7 in relation to proposals in section 4 of the consultation (available on Cllrs SharePoint).

To RESOLVE the Council's response to any of the proposals to be submitted by the end date of 22 September 2026.

Specifically, to consider sections 4 and 7 in WECA's 'Have Your Say' [online questionnaire](#) to include WECA's proposals for the A4 in Keynsham as follows: Two new 200m bus lanes with bus stops on the A4 Keynsham Bypass, with a signalised crossing between them; A reduction in the speed limit on the Keynsham Bypass from 70 mph to 40 mph; A new 2.1 mile (3.45 kilometre) active travel path along the full length of the southern side of the bypass, segregated from the A4 and; A reduction in the speed limit on Hicks Gate roundabout, from 40 mph to 30 mph.

To RESOLVE to published SPC's response to Section 7 of the consultation on its website.

(10 minutes)

15. GOVERNMENT CONSULTATION ON FIREWORKS AND PYROTECHNICS IN THE UK

The Government has opened a consultation on fireworks and pyrotechnics in the UK. Further information is available at [Fireworks and pyrotechnics in the UK - GOV.UK](#).

The consultation seeks views on proposals to:

- restrict the availability of noisier fireworks to the general public, with louder products available only to professional users;
- add products considered to pose unacceptable risks to the existing list of banned pyrotechnic products; and
- review the regulations for fireworks and pyrotechnic products currently classified as lower risk, to better reflect the different levels of risk they pose.

To RESOLVE whether SPC wishes to submit a response to the consultation and, if so, agree SPC's response to any of the relevant proposals, specifically Questions 6, 7 and 8, for submission by the consultation closing date of 7 October 2026.

(5 minutes)

16. REQUEST TO BANES COUNCIL TO CEASE FACILITATING BBQs (INCLUDING DISPOSABLE BBQs) IN SALT FORD

To consider the report and images (available on Cllrs SharePoint) regarding disposable BBQ use in Saltford. To ask the Council to RESOLVE whether to request that B&NES Council remove its disposable BBQing facilities in Saltford (whilst retaining the existing benches and public seating) and whether restrictions should

extend to other portable BBQ equipment.

The request reflects concerns regarding wildfire risk, damage to the environment, harm to wildlife, littering, safety, together with the proximity of residential properties and important heritage assets to B&NES Council's BBQing facilities. It also reflects B&NES Council's differing approaches to BBQ management in Saltford compared to its other green spaces in B&NES.

To RESOLVE that Saltford Parish Council:

- Agrees to request that B&NES Council cease encouragement of, and permanently prohibit the use of, disposable BBQs in Saltford.
- Requests the removal of the BBQ attachments from B&NES Council's existing benches and the removal of B&NES Council's dedicated disposable BBQ bin in areas by the river, whilst retaining the benches as public seating.
- Requests that B&NES install appropriate signage explaining the prohibition and associated fire and environmental risks.
- Asks B&NES to consider extending the restriction to other portable BBQ equipment, given the additional fire risk from larger BBQs.
- Authorises the report and formal request to be submitted to B&NES Council.

(5 minutes)

17. SALTORD CONSERVATION AREA AND RESIDENTIAL ROADS – USE AS DIVERSIONARY ROUTES BY B&NES COUNCIL WASTE VEHICLES

To consider the report (available on Councillors' SharePoint) concerning the use of Saltford's Conservation Area and residential roads by B&NES Council waste vehicles as diversionary routes during periods of congestion on the A4.

Following B&NES Council's most recent response, which stated that the use of residential roads by waste HGVs during A4 congestion would be subject to management authorisation rather than driver discretion, the report includes correspondence relating to SPC's request for information on waste vehicle movements through the old village on 7 and 21 July 2026.

The report also includes SPC's request for an explanation of how this approach aligns with the West of England Combined Authority's active travel proposals for Saltford's residential roads, particularly High Street and Norman Road, published on 16 July 2026. No response has been received to date.

The report further considers the submission of a Freedom of Information request seeking monitoring and telematics data relating to waste vehicle movements.

To consider and RESOLVE the recommendations set out in the report, including any or all of the following to:

1. Request a substantive response from B&NES Council regarding the reported waste vehicle movements in July 2026 and how the management-controlled

process was applied;

2. Progress the previously proposed Freedom of Information request for relevant B&NES waste fleet telematics data;
3. Request clarification of how B&NES Council's waste diversion arrangements will operate during forthcoming A4 congestion (To include WECA proposals for Saltford due autumn 2026 for two years, and; Keynsham proposals from 2028 for two years);
4. Request clarification of how pedestrian and cyclist safety and active travel considerations are assessed when waste HGV diversions are authorised; and
5. Reiterate SPC's request that B&NES Waste vehicles do not use Saltford's residential roads as a diversionary route to/from the Pixash Lane site during periods of congestion on the A4;
6. Reiterate SPC's request for a 7.5-tonne weight restriction TRO and/or; appropriate advisory signage in the Conservation Area;

To RESOLVE any further action considered appropriate.

(5 minutes)

18. REGARDING WECA EV CHARGING INFRASTRUCTURE FUNDING ALLOCATED TO B&NES COUNCIL (PROPOSALS FOR EV CHARGERS AT WEDMORE ROAD CAR PARK, SALTORD) - FREEDOM OF INFORMATION (FOI) REQUESTS TO BANES AND WECA FINDINGS

To receive the report (available in Cllrs SharePoint) titled 'Saltford Parish Council Report on Freedom of Information Findings Regarding WECA EV Charging Infrastructure Funding Allocated to B&NES Council prepared following FOI requests submitted by SPC to Bath & North East Somerset Council (B&NES) and the West of England Combined Authority (WECA).

The report summarises information that in June 2023 WECA allocated £932,813 Green Recovery Fund funding to B&NES Council for the delivery of public EV charging infrastructure (to include EV chargers at B&NES Council's Wedmore Road car park, Saltford). A formal Grant Offer Letter had been issued by WECA in August 2024 and accepted by B&NES in December 2024. Milestones were 13 charge points installed by March 2026 and 23 charge points installed by March 2027. As of July 2026, none of the funds had been spent by B&NES Council (with £243,485 of the original funding allocation remaining available under the grant profile until March 2027).

To consider this information in relation B&NES Council's proposed EV charging installation at Wedmore Road car park, Saltford.

The Council is invited to consider the report and to RESOLVE whether:

- To adopt the report and publish it on the Parish Council website in the interests of transparency and public information;

- In consideration of B&NES Council's EV team's lack of communication to SPC (complaint upheld by B&NES Council), to provide a copy of the report to B&NES Council's Saltford Ward Councillors and to request that they seek clarification from B&NES Council regarding the matters identified within the report, including project delivery, funding utilisation, future EV charging provision and the status of the remaining funding allocation;
- To request that any response received from B&NES Council Ward Councillors be reported back to the Parish Council;
- To determine any further action considered appropriate.

(5 minutes)

19. B&NES COUNCIL TRAFFIC REGULATION ORDER (TRO) CONSULTATION 26-051 MANOR ROAD, SALTORD (INCLUDING USE OF EMERGENCY SCHEME OF DELEGATION)

To record the use of the Scheme of Emergency Delegation and SPC's response to B&NES Council's TRO 26-051 relating to 'Additional No Parking / No Loading At Any Time' restrictions on Manor Road, Saltford. The Scheme was used as the consultation deadline of 27 August fell before SPC's next scheduled meeting and in line with SPC's resolved response under [Item 15 November 2025](#).

(5 minutes)

20. RECOMMENDATIONS TO B&NES COUNCIL FOR HIGHWAYS MAINTENANCE 2027/28

To agree which roads in Saltford should be prioritised and recommended for inclusion in the B&NES Highways Maintenance programme for 2027/28.

(5 minutes)

21. RECOMMENDATIONS TO B&NES COUNCIL FOR PAVEMENT MAINTENANCE 2027/28

To agree which pavements in Saltford should be prioritised and recommended for inclusion in the B&NES Council repair and maintenance programme for 2027/28.

(5 minutes)

22. UPDATE ON YOUTH SHELTER REFURBISHMENT PROJECT (INCLUDING APPROVAL OF EXPENDITURE)

To receive an update regarding the Youth Shelter Refurbishment project from the working group.

To note that, upon completion of the project, the working group shall present an update to the Council including the total expenditure incurred, following which the Youth Shelter Working Group shall be dissolved.

(5 minutes)

23. ALLOTMENTS – UPDATE AND REDUCTION OF RENT FOR ONE TENANT

Further to the resolution under Item 19 at the July meeting, to receive an update on the management of the allotments.

To RESOLVE the reduction to £1 of a tenant's rent for the 2027/28 year following their actions to clear overgrown areas of the allotment site.

(5 minutes)

24. FEEDBACK FROM CLERK'S APPRAISAL

To receive feedback from the Clerk's annual appraisal.

(5 minutes)

25. ENDORSEMENT OF WE ARE AVON PARTNERSHIP AVON BIOREGIONAL CHARTER

To consider and RESOLVE whether Saltford Parish Council wishes to endorse the 'We Are Avon' partnership's Avon Bioregional Charter and, if so, to RESOLVE the following endorsement as follows in its entirety:

That Saltford Parish Council endorses the Avon Bioregional Charter and supports its aims and principles, whilst recognising that responsibility for river management, regulation and enforcement rests with the relevant statutory authorities, landowners and partner organisations.

(5 minutes)

26. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

To receive any updates and information about environmental initiatives in Saltford (further to Items 18 and 24).

(5 minutes)

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

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

(5 minutes)

28. DATE OF NEXT FULL COUNCIL MEETING

Notice is hereby given that a meeting of Saltford Parish Council will be held on Tuesday 6 October 2026 starting at 7:15pm, at Saltford Hall, Wedmore Road, Saltford BS31 3BY. The public are welcome to attend.

(1 minute)

[CLOSE OF MEETING]