



SALTORD PARISH COUNCIL

Minutes of the ordinary meeting of the Council held in the Kelston Room at Saltford Hall on Tuesday 8 September 2026 at 7.15pm.

DRAFT MINUTES TO BE CONFIRMED AT THE NEXT FULL COUNCIL MEETING

PRESENT

Councillors: Jon Godfrey (Chair), Shayan Aziz, Dudley Bartlett, Gary Graveling, David Halton (Vice Chair), Phil Harding (Chair of Planning Committee), Andy Rice and Sally Turner.

Officer: Lottie Smith-Collins.

1. MINUTES

The Council resolved to accept the draft minutes of the Council meeting held on Tuesday 4 August 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 Julie Austwick, Paul Smith and Emma Swallow.

3. DECLARATION OF INTERESTS

Cllr Phil Harding declared an interest in Item 10.d 'Planning Consultations - 26/02992/FUL - 17 Witney Close Saltford BS31 3DX', for transparency, as he is friends with the owners. He stated he would vote on the item. (No pecuniary interest declared.)

Cllr Phil Harding also declared an interest in Item 12 – 'Saltford4Nature grant application', to state that the Saltford4Nature project launched from Saltford Environment Group (of which he is the Chairman) AGM, and as such he would not vote on the item.

Cllr Andy Rice declared an interest in Item 10.d 'Planning Consultations - 26/03126/FUL - 24 High Street Saltford BS31 3ED' as he is friends with the applicant, and stated that he would not vote on the item. (No pecuniary interest declared.)

Cllr Shayan Aziz declared an interest in Item 10.d 'Planning Consultations - 26/03234/VAR - Manor Cottage Manor Road Saltford BS31 3AF', for transparency as he is a resident of the same road. (No pecuniary interest declared.)

4. CHAIR OF THE MEETING'S ANNOUNCEMENTS

Cllr Jon Godfrey acknowledged the publication of the B&NES Council Draft Local

Plan papers and shared that the consultation was due to open w/c 14 September, and that SPC would look to resolve its response to the consultation at its October meeting.

5. PUBLIC TIME

There were 9 members of the public present.

No requests were made to address the Council.

6. CLERK'S ANNOUNCEMENTS

The Clerk reported that an update had been circulated to Councillors prior to the meeting and highlighted the following matters:

- **St Mary's Churchyard safety maintenance inspection:** SPC intended to undertake a safety maintenance inspection in October.
- **Churchyard wall works:** Repair works to the West Gate Return wall would commence in late September, in accordance with the Council's previous resolution (Item 15.ii, June 2026). Information had been published under 'News' on SPC's website and shared via the noticeboard and social media.
- **Website update:** Further to the resolution under Item 13 at the July meeting, it was reported that the update to SPC's website had been completed. The website had subsequently been reviewed for WCAG 2.2 AA compliance.
- **WECA A4 Consultation Outcome (Saltford):** WECA had published its report on 16 July following the A4 Bath to Bristol consultation undertaken in late 2025, which included proposals affecting Saltford. In its article, 'Work on the A4 Bath to Bristol progresses as investment to start this autumn', WECA had confirmed that the proposed bus lane from Broadmead Roundabout would proceed and two years work would take place from Autumn 2026.
- **Meeting with B&NES Officers regarding the WECA A4 report:** The Parish Clerk and Cllr Chris Warren had attended a meeting with B&NES officers to seek further information, and to raise concerns, with regards to the proposed WECA A4 Corridor works in and near Saltford. An article outlining SPC's questions to WECA had been published under 'News' on SPC's website. A response was expected from B&NES Officers by the end of the week.
- **X39 diversions away from Saltford in July:** SPC had engaged extensively with B&NES Council, First Bus and WECA to achieve the reinstatement of daytime bus services through Saltford during the WECA/Curo active travel path construction works on the A4. As a result, services were reinstated on 29 July, rather than on 3 August as originally planned. At the time of the diversion, First Bus had reported delays of more than one hour between Saltford and Keynsham due to the WECA/Curo works, which had affected services to Bridgwater and Yeovil and necessitated the diversion.
- **B&NES TRO communications:** Following further omissions from Traffic Regulation Order (TRO) consultation communications in 2026, in addition to

three similar occurrences during 2025, SPC had again raised concerns with B&NES Council. B&NES subsequently agreed to implement a new process proposed by SPC to ensure all Parish and Town Councils received timely TRO consultation notifications. The new arrangements commenced in August 2026.

- **Saltford Poppy Project:** SPC had been informed by the volunteer group (external to SPC) that the next Poppy Project meeting would take place on 16 September, and that the creation of displays using crafted poppies was underway in preparation for Remembrance Sunday.
- **Public Path Diversion Order near The Shallows:** In July SPC received confirmation of the outcome of the Public Path Diversion Order 2026 relating to Public Footpath BA27/47 at The Shallows, Saltford. The Order provided for the diversion of the footpath from its junction with The Shallows.
- **Wessex Water traffic in the old village:** Further to Item 16 of the July 2026 meeting, SPC welcomed confirmation from Wessex Water on 14 July that delivery instructions for its Water Recycling Centre had been updated to require all visiting HGVs to access the Mead Lane site via the new bridge. Wessex Water also advised that any routing errors had been addressed directly with the relevant supplier.
- **National Joint Council pay award:** The National Joint Council (NJC) for Local Government Services had announced the 2026/27 pay award for local government employees, providing a 3.3% increase in pay rates with effect from 1 April 2026.
- **Assistant Clerk recruitment:** SPC's recruitment advertisement for the post of Assistant Clerk had been published, with further information available under 'News' on the SPC website.

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

Cllr Chris Warren, B&NES Ward Councillor for Saltford, was present at the meeting and addressed those present. He expressed serious concerns regarding the information contained within the Draft Local Plan papers. These included the impact the proposals could have on the village, both now and in the future, and on its residents. He questioned the approach to planning policy in recent years. He also expressed his support for local residents and the Parish Council.

Cllr Duncan Hounsell, B&NES Ward Councillor for Saltford, had circulated a written report to the Council in advance of the meeting and was also present. He addressed those present and stated that the B&NES Local Plan had been prepared by council officers and was not subject to political interference. Cllr Hounsell summarised that development could still take place if B&NES Council did not have an adopted Local Plan, or if the current Local Plan process were abandoned. He noted that the draft Local Plan provided allocations amounting to approximately 80% of the housing

requirement set by the Government for B&NES. Cllr Hounsell stated that he did not support the Draft Local Plan in its current form.

8. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

Cllr Phil Harding, Link Member, and independently of SPC, Chairman of Saltford Environment Group reported that the Group had written to the Leader of B&NES Council to request that the Council reconsider the Draft Local Plan. As a separate matter, Cllr Harding also advised that Saltford Golf Club would shortly be undertaking the removal of some trees on its land, including within Longwood, for safety reasons associated with sooty bark disease.

Cllr Sally Turner reported that she had attended a meeting of the Saltford Fairtrade Group. During the meeting, a further update had been sought regarding the reinstatement of B&NES Council's 'Saltford' sign and the subsequent proposed replacement 'Fairtrade Village' sign. It was also suggested that members of the Saltford Fairtrade Group be invited to attend 'The Big Thank You' event in 2027.

The Parish Clerk reported on the B&NES Council Parish Liaison Meeting held on 22 July, as follows:

- A request was made for the appropriate WECA contact details for transport-related matters. Following advice to liaise through Ward Councillors, a contact email address was subsequently provided and publicly shared by SPC in response to residents' concerns regarding the A4 WECA/Curo active travel works.
- During discussion of B&NES Council's Nature Recovery Strategy survey, SPC queried why WECA funding for community electric vehicle charging infrastructure had not been pursued, given the Strategy's emphasis on increasing electric vehicle uptake across B&NES. B&NES Council Nature Recovery Officers present were unable to provide a response, as they were not familiar with the work of the Council's Electric Vehicle Team.
- The Clerk welcomed the reintroduction of weekly licensing application notifications from B&NES Council's Licensing Department to Parish Councils. SPC had previously raised concerns, on several occasions and as recorded in earlier minutes, that such notifications were being circulated only to Ward Councillors. Cllr Hounsell was thanked for sharing Licensing information with SPC in recent years.

9. FUTURE AGENDA ITEMS

It was agreed during Item 14 'WECA Consultation on the A4 Bath to Bristol Strategic Corridor – Keynsham Section' (below), that the Council would consider and resolve whether a formal complaint should be submitted to the West of England Mayoral Combined Authority (WECA) regarding SPC's concerns over the design and methodology of the consultation process and questionnaire. This would likely be an item on the October agenda.

10. PLANNING MATTERS

a. Decisions and appeals

The Clerk reported that the following applications had been **REFUSED** by B&NES Council:

26/02286/FUL - 41 Norman Road Saltford BS31 3BH. Creation of loft conversion by raising the roof line and alterations to front elevation. Mr & Mrs Mark Andrews

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

26/02862/TCA - Cleve Cottage 5 High Street Saltford BS31 3ED. Silver Birch - fell. Ed Prendeville

b. Planning contraventions

- i. Cllr Harding shared that an update was expected shortly from B&NES Council's Planning Enforcement team about Planning Contravention 'Parcel 8813 (between 'Ashton Leaze 586 Bath Rd Saltford' and 'Cash4Cars 584 Bath Rd Saltford) Nr A4 Bath Road, Saltford, BS31 3JS'.
- ii. No items raised.

c. Use of Scheme of Emergency Delegation - Planning consultation '26/02862/TCA – Cleve Cottage, 5 High Street, Saltford'

The Council noted the use of the Scheme of Emergency Delegation with regards to a planning consultation and SPC's response as submitted to B&NES Council, as follows:

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

COMMENT: Saltford Parish Council is concerned that Saltford's Conservation Area has lost several mature trees in recent months and years, mainly due to disease. If this mature tree is healthy, periodic pruning would be preferable to removal. However, if BaNES Council is minded to permit its removal, SPC asks BaNES Council to actively encourage the applicant to plant a replacement tree of a species native to NE Somerset (a tree list is provided on Saltford Environment Group's website at www.saltfordenvironmentgroup.org.uk/wildlife.html#appropriate-trees) to provide ongoing valuable wildlife habitat in Saltford as well as maintaining the Conservation Area's longer term tree cover.

The Council noted that the Scheme of Emergency Delegation had been resolved to be used under Item 7.d August 2026, as the Planning Authority was unable to grant

SPC a time extension to respond after the 21-day consultation period. It was shared that a decision had been made by B&NES Council on 3 September (see Item 10.a, above).

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](#)):

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

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 proposals subject to BaNES Council satisfying itself that the physical size and noise output of the external AC unit are within acceptable limits for this dwelling (no such data is provided with the application).

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

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

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

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

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

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

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

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

COMMENT: Saltford Parish Council is generally supportive of the proposed improvements to this property in Saltford's Conservation Area as the proposals are unlikely to have a material change to its external appearance or to the character of the High Street.

The existing timber front door is proposed to be replaced with a composite door; SPC suggests that it would be appropriate for the new door to be a close match in design and finish to the existing painted timber door to help retain the character of this dwelling within the High Street scene. As the plans appear to show only a modest raising of the garage roof's height to improve the garage's useable space, SPC has no objection to that change.

The proposal to remove the side wall and planting to form additional space for the vehicle parking area and a new bin store in the existing small space is a reasonable request as the distinct shortage of parking for High Street dwellings is a major factor.

Due to its small size, loss of some planting from the side garden should not adversely affect the character and appearance of the High Street, especially as the area is overlooked by a hedge on the border with the neighbouring property in Homefield Road. The "side wall" is assumed by SPC to refer to the internal lower side retaining wall that contains the small planting area and not the taller outer boundary wall alongside Homefield Road. The outer, boundary wall should be maintained for reasons of public safety and to protect the existing appearance of the side of the walled front garden area, to reduce the conspicuousness of the new bin store, and to maintain continuity with the similar stone walled boundaries of neighbouring properties.

Furthermore, in view of the differing height levels of Homefield Road, the front side garden and the rear neighbouring property (The Little Barn), BaNES Council should be satisfied, if necessary from appropriate professional advice provided via the applicant, that the proposed removal of the side wall and related changes including widening of the parking space will not undermine the stability of neighbouring land or Homefield Road's pavement. Suitable structural measures to prevent subsidence, if advice proves this necessary, should be a condition of planning permission.

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

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

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

No matters required resolution.

f. Planning items of urgent or important information

As shared under Chair's Announcements, B&NES Council had published documentation for the Draft Local Plan and that the consultation was expected to open during the week commencing 14 September 2026. SPC would look to resolve its view on the 'soundness' of the Draft Local Plan at its October 2026 meeting.

It was shared that the Government had published its response to National Planning Policy Framework (NPPF) consultation (open 16 December 2025 to 10 March 2026) on 17 August 2026, which detailed the next phase of planning reforms. The Council noted that the revised Framework included provisions that related to housing development in locations well served by public transport, including around 'well-connected railway stations', and also at strategic sites. The updated NPPF also included an updated approach to 'Grey Belt' land within the Green Belt, which included the circumstances in which such land could be considered for development. Cllr Harding shared that the NPPF stated that penalties would apply to Planning Authorities who presented allocations of 75% or less of the housing requirement set by the Government, and noted that B&NES Council's Draft Local Plan presented 80%.

The Government's announcement of 23 August 2026 about proposed new planning powers for mayors of strategic authorities was acknowledged, which included proposals for mayors of strategic authorities – such as WECA - to have 'call-in' powers for development schemes of over 150 houses.

11. FINANCIAL MATTERS

- a. **Monthly Financial Report** – The Clerk presented the monthly financial report for August 2026, as recorded below. The report was accepted by members.
- b. **Use of Emergency Scheme of Delegation for spend on Domain Hosting to Morse** – The Council noted the use of the emergency scheme of delegation to approve acceptance of a quote by the 28 August end date and also to authorise payment 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** - The Council resolved 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 were estimated based on recent charges. (Budget: Publicity).
- d. **Annual Schedule of Expenditure (revised)** – The Council considered proposed amendments and resolved to accept the updated Annual Schedule of Expenditure, which included 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. **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: **11.08.2026** Amount: **£5,000**.
Date: **27.08.2026** Amount: **£5,000**.
- f. **Conclusion of External Audit** – The Council resolved to receive SPC's external auditor report and certificate. The Council noted that no matters had arisen from the review therefore no actions were required. The Council confirmed publication of the Notice of Conclusion of Audit along with the certified AGAR (Sections 1, 2 and 3) were on SPC's noticeboard and website.
- g. **Fee for External Audit to BDO LLP** – The Council authorised 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** – The Council resolved 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 authorised the signing of the Letter of Engagement which included agreement of terms.

The Council resolved to confirm that Auditing Solutions was independent of the Council's decision-making processes and financial transaction recording functions.
- i. **Salford Community Association (SCA) affiliation fee** – The Council authorised 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** – The Council authorised a donation of up to £25 to the Royal British Legion, likely with payment made via the 1st Salford Scouts, for SPC's Remembrance Sunday Memorial Wreath to be laid by SPC on behalf of the Salford community (Budget heading: Council Led Schemes).
- k. **Allotments maintenance** – The Council authorised 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).

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

The Council considered the 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.

The Council resolved that exceptional circumstances applied in accordance with Section 3.4 of the Grants Policy.

The Council resolved to award a grant of up to £302.00 to Saltford4Nature. (Budget Lines: Environment Grants, and; Misc. Grants).

(The Chair suspended standing orders for a short break. Standing Orders were then reinstated and the meeting continued.)

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

The Council discussed that the anticipated commencement of the Draft Local Plan consultation during the week beginning 14 September 2026 would leave insufficient time for the sequential process of: (i) Councillors considering the consultation material; (ii) SPC commissioning and receiving specialist planning advice; (iii) obtaining any associated legal opinion; and (iv) allowing members of the Planning Policy Working Group adequate opportunity to consider that advice prior to the Council looking to resolve its response on 6 October 2026. Accordingly, the Council considered that the proposed advice could not reasonably be commissioned and utilised within the available timeframe.

The council resolved to accept neither of the quotes provided at the time of the meeting and no expenditure was authorised.

The Council agreed that Richard Buxton Solicitors and the quotations presented at the meeting could be revisited and reconsidered at a future meeting, should circumstances require, in line with the Council's previous resolutions.

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

The Council considered and resolved its response to the [West of England Combined Authority's \(WECA\) A4 Bath to Bristol consultation for the Keynsham Section](#) consultation.

The Council resolved to respond to Section 7 only, having raised concerns about the design of the consultation questionnaire for Section 4.

In adopting its response, the Council:

- Reiterated its concerns regarding the lack of published evidence, traffic

modelling, economic appraisal, environmental assessments and clearly defined success measures supporting the proposals;

- Requested that WECA publish the full evidence base and explain the specific objectives, anticipated benefits and cumulative impacts of the proposals before final decisions are made;
- Raised concerns regarding the potential impacts of the proposals on traffic flow, journey times, congestion, network resilience, road safety, air quality and the wider operation of the A4 corridor, including impacts on Saltford;
- Expressed concern regarding the cumulative effects of the Keynsham proposals when considered alongside proposals previously consulted upon for the Saltford section of the A4 corridor;
- Raised concerns regarding the design of the WECA consultation questionnaire, particularly the absence of response options enabling respondents to express opposition to proposals. (It was noted that these concerns, together with other matters relating to the consultation, would be considered at a future meeting.)
- Objected, in the absence of sufficient supporting evidence, to the following proposals:
 - Gaston Avenue access to the Keynsham Bypass;
 - Keynsham Bypass bus stops providing access to X39 services;
 - New and upgraded crossings at Hicks Gate Roundabout; and
 - The proposed reduction in the speed limit on the Keynsham Bypass;
- Confirmed that these objections were based on the current lack of evidence supporting the proposals as well as concerns regarding their potential adverse impacts on traffic flow, journey times, network resilience and the strategic function of the A4 corridor (specifically in and near Saltford); and
- Welcomed in principle the proposed shared-use path adjacent to the Keynsham Bypass as an active travel improvement, but resolved to reserve the Council's position pending publication of further information regarding its design, operation, anticipated usage and benefits.

The Council resolved to publish SPC's response to Section 7 (comment section) of the consultation on its website. It was also agreed that a copy of SPC's response would also be sent to the MP for North East Somerset and Hanham.

15. GOVERNMENT CONSULTATION ON FIREWORKS AND PYROTECHNICS IN THE UK

The Council considered the Government's consultation on fireworks and pyrotechnics in the UK and resolved to support tighter controls on fireworks available for purchase by the general public.

In particular, the Council supported restricting F2 (garden fireworks for home use) and F3 (larger display fireworks requiring more space) fireworks to licensed public events only, and in its response cited concerns about noise, disturbance, safety and the distress caused to residents, pets, wildlife and farm animals.

In line with previous resolutions, the Council also resolved to support reducing the maximum permitted noise level for fireworks available to the public to 90 dB (reducing perceived loudness by approximately seven-eighths). The Council considered this a proportionate measure that would retain the visual and celebratory aspects of fireworks while reducing disturbance, nuisance and potential harm to people and animals.

The Council supported the changes being introduced as soon as practically possible.

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

The Council considered its report regarding B&NES Council's continued provision of facilities that supported the use of barbecues at its green-space by the river in Saltford, including its facilitation of the use of disposable BBQs.

The report highlighted SPC's concerns relating to wildfire risk, environmental damage, littering, public safety, and the proximity of residential properties and heritage assets.

The report also noted the inconsistency between the management of green spaces in Saltford and the restrictions applied by B&NES Council at many parks and green spaces across the authority area which included in Bath.

The Council resolved to request that B&NES Council prohibit the use of BBQs, including disposable BBQs, by the river including at areas with B&NES BBQ benches; and remove the BBQ attachments from the existing benches and the dedicated disposable BBQ disposal bin, whilst retaining the benches as public seating; and install appropriate signage explaining the prohibition and associated fire and environmental risks.

The Council further resolved to request that the management of B&NES Council's green spaces by the river be brought into line with the approach adopted by B&NES Council at its other parks and green spaces where BBQ use is restricted, including where appropriate the use of signage.

The report and formal request were authorised for submission to B&NES Council.

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

The Council considered its report concerning the use of Saltford's residential roads, including the Saltford Conservation Area, by B&NES Council waste vehicles as a

diversionary route during periods of congestion on the A4 to/from the B&NES Council Keynsham Recycling Centre at Pixash Lane.

The Council noted - following B&NES Council consideration of SPC's concerns as raised earlier in the year – that B&NES Council had introduced a management-controlled authorisation process for any such diversions (rather than driver-led) during periods of A4 congestion. SPC had requested information from B&NES Council in July about decisions behind instances of several waste vehicles using Saltford's residential roads as a diversionary route once the management-led approach was in use, but received no response to its enquiries.

It was resolved that Saltford Parish Council would request a substantive response from B&NES Council regarding the reported waste vehicle movements in July 2026 and the application of the management-controlled process; progress a Freedom of Information request for relevant waste fleet telematics data; seek clarification of future diversion arrangements during periods of A4 congestion and forthcoming (specifically WECA) highway works; request further information on how pedestrian, cyclist and active travel considerations are assessed when diversions are authorised to include WECA's 'A4 corridor' proposals and B&NES Council's commitment to supporting Active Travel; reiterate its request that B&NES Council waste vehicles should not use Saltford's residential roads and Conservation Area as diversionary routes during periods of A4 congestion; and retain under review SPC's request for a 7.5-tonne weight restriction Traffic Regulation Order and/or appropriate advisory signage in/near the Conservation Area.

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

The Council considered a report summarising information obtained from B&NES Council and the West of England Combined Authority (WECA) through Freedom of Information requests concerning funding allocated for rural electric vehicle (EV) charging infrastructure, including the proposed installation of EV charging facilities at Wedmore Road car park, Saltford.

The Council noted that £932,813 WECA funding had been allocated to B&NES Council in 2023 to support the installation of public EV charging infrastructure, including a proposed scheme at Wedmore Road car park, and that B&NES Council had advised in May 2025 that installation was expected during the 2025/26 financial year. The Council further noted that, despite repeated requests for information, no substantive communication had been received from B&NES Council officers since January 2025, and that a complaint about shortcomings in communication had subsequently been upheld by B&NES Council following a formal complaint by the Parish Council (resolved February, complaint upheld as confirmed in May).

The information obtained through the Freedom of Information process indicated that £932,813 had been allocated to B&NES Council for the programme, but that no

expenditure had been incurred, no funding had been claimed, and no publicly accessible rural EV charging infrastructure had been delivered. The reason given by B&NES Council was that its chosen supplier had been unable to deliver the programme.

It was resolved that the report be adopted and published on the Parish Council website in the interests of transparency and public information.

It was also resolved that a copy of the report be provided to Saltford's B&NES Ward Councillors with a request that they seek clarification from B&NES Council regarding questions for B&NES Council in the report, which included why one the programme seemingly depended on one company, why alternative providers were not considered, project delivery, the status of the remaining funding allocation, and the future of EV charging infrastructure at Wedmore Road car park and other rural locations.

It was noted that Ward Councillors were being asked to assist in obtaining clarification due to the absence of responses from B&NES Council's EV team to Saltford Parish Council's information enquiries, and that similar had been the reasoning behind SPC's FOI requests.

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

The Council noted 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 occurred before SPC's next meeting.

The submitted response was in line with SPC's resolved response under [Item 15 November 2025](#), as follows:

'Saltford Parish Council supports Additional No Parking / No Loading At Any Time restrictions on Manor Road, Saltford, as listed in the Notice for TRO 26-051'.

The B&NES Council decision for TRO 26-051 was received on 3 September, which confirmed that B&NES Council (the Highways Authority) would impose Additional No Parking / No Loading At Any Time restrictions on Manor Road, Saltford (as requested by SPC in November 2025).

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

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

The Council agreed the following roads in Saltford to be prioritised and recommended for inclusion in the B&NES Highways Maintenance programme for 2026/27 (in no particular order):

- Manor Road and Montague Road, Saltford – from Manor Road junction with Golf Club Lane to Montague Road junction with Grange Road.
- Claverton Road West between the junctions of Boyd Road and Witney Close.
- Beresford Close.

It was noted that the roads requested to be maintained by B&NES Council were the same as those requested in September 2025.

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

The Council agreed the following pavements in Saltford to be prioritised and recommended for inclusion in B&NES Council's Pavement Maintenance programme for 2027/28 (in no particular order):

- Both sides of pavement adjacent to the Beech Road highway.
- Pavement on both sides of Manor Road from Manor Road's junction with the A4 Bath Road and Manor Road's junction with Golf Club Lane.
- Pavement on Grange Road, from its junction with Claverton Road West to Manor Road, particularly the 'odd number' side (e.g. left side of Grange Road if approaching from the A4 Bath Road).
- Claverton Road from Manor Road to the primary school entrance (both sides)

It was noted that the pavements requested to be maintained by B&NES Council were the same as those requested in September 2025.

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

Cllr Jon Godfrey shared that it had not been possible to commence the project, and it was agreed to move this item to the next agenda.

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

Further to the actions resolved under Item 19 on the July agenda, it was shared that the Council had updated its allotments waiting list and that vacant plots had subsequently been offered to those on the waiting list.

The Council resolved to reduce one tenant's rent in 2027/28 to £1, to reflect their time and effort to reduce and remove vegetation from the vacant plots. The Council's

appreciation to the tenant for this action was expressed.

24. FEEDBACK FROM CLERK'S APPRAISAL

Cllr Jon Godfrey reported that the Clerk's Appraisal had taken place on 3 September and that positive feedback had been given.

25. ENDORSEMENT OF WE ARE AVON PARTNERSHIP AVON BIOREGIONAL CHARTER

The Council resolved to endorse the 'We Are Avon' partnership's Avon Bioregional Charter as follows:

'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.'

26. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

Further to Item 12 (Saltford4Nature Grant) and Item 20 (EV charging infrastructure project, above), no updates or additional information regarding environmental initiatives in Saltford were received.

27. DATA PROTECTION AND GDPR UPDATES

The Clerk shared that they had attended an introductory meeting with Breakthrough Communications following the subscription approved at SPC's August meeting. Access to GDPR and associated training had been activated, and Cllrs Jon Godfrey and David Halton had also been added as sub-users to SPC's account.

28. DATE OF NEXT FULL COUNCIL MEETING

Notice was given that a meeting of Saltford Parish Council would be held on Tuesday 6 October 2026 starting at 7:15pm, at Saltford Hall, Wedmore Road, Saltford BS31 3BY.

The meeting closed at around 9:30pm.

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

Signed.....

Next SPC meeting:

The next scheduled ordinary full council meeting is scheduled to take place at 7:15pm on 6 October 2026 in the Avon Room at Saltford Hall. Information about SPC's meetings available at www.saltfordparishcouncil.gov.uk

DRAFT

Saltford Parish Council Annual Schedule of Expenditure

1 April 2026 to 31 March 2027

Amended and authorised by the Council on 8 September 2026.

Description	Amount per annum	Amount per calendar month	Method	Budget heading
Staff costs total inc. salaries, pensions, HMRC tax, National Insurance etc. (paid monthly)	£47,000 estimate £48,000 maximum	£4,700 estimate, £5,000 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) (inc. VAT)	£350 estimate £400 maximum	£29 estimate £35 maximum	Direct Debit	General Administration
Ambience Landscapes churchyard maintenance (paid monthly) (inc.VAT)	£2,500 maximum	£205 maximum	Online BACS	Churchyard Maintenance
One Drive (paid monthly) (inc VAT)	£25 estimated £50 maximum	£2 estimate £3 maximum	Direct Debit	General Administration
Stationary, IT supplies, printing & postage, office equipment + as appropriate (paid monthly) (inc. VAT)	£500 estimated £2,000 maximum	£25 estimate £200 maximum	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)	£300 estimated £400 maximum	£25 estimated £125 maximum	Online BACS	General Administration
Annual Morse website costs (estimated) (inc. VAT): Website hosting £195 Domain hosting £45 Accessibility plug-in £85 Security licence £180	£500 estimated £650 maximum	N/A (annual payments)	Online BACS	Publicity
Chair's Allowance (paid quarterly)	£300 maximum (paid quarterly)	£25 maximum	Online BACS	Chair's Honorarium
Information Commissioners Office (ICO) data protection fee (paid annually)	£47 estimated £55 maximum	N/A (annual payment)	Direct Debit	General Administration

I certify that the above payments made or to be made have been authorised at the meeting of the Parish Council on 8 September 2026.

SIGNED..... Chair / Vice Chair

DATE.....

DRAFT

Saltford Parish Council

Monthly Financial Report for August 2026 - Month 5

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	£188	£191	£450
Other Income: Allotments	£98	£195	£235
VAT Reimbursements	£1,100	£1,200	£1,100
Other	£0	£0	£0
Subtotal without CIL	£38,521	£38,721.45	£76,056
CIL Payments	£0.00	£0	£0
Total Income	£38,521	£38,721	£76,056

PAYMENTS:

General Administration	£1,042	£2,420	£2,500
Office accommodation	£1,500	£1,500	£1,500
Office Staff	£17,083	£15,510	£41,000
Office Equipment	£125	£0	£300
Training	£563	£948	£1,350
Auditing	£650	£315	£650
Insurance	£650	£407	£650
Publicity	£792	£1,496	£1,900
Subscriptions	£52	£95	£125
Chairmans Honorarium	£125	£75	£300
Councillors' expenses	£42	£0	£100
Hall / Room Hire	£292	£216	£700
Maintenance: Church Yard Grounds	£1,042	£841	£2,500
Allotments	£63	£0	£150
Churchyard Special Maintenance Projects	£2,500	£7,020	£6,000
Allotment site rent	£42	£0	£100
Council led schemes	£708	£96	£1,700
Environment schemes - SPC & grants	£104	£0	£250
Community events grants/misc	£208	£350	£500
Miscellaneous grants	£417	£0	£1,000
Green belt legal	£2,083	£0	£5,000
VAT	£458	£981	£1,100
Subtotal without CIL	£30,539.58	£32,268.59	£69,375.00
CIL-related expenditure	£0	£0	£3,547
Total Payments	£30,540	£32,269	£72,922

BALANCE AT END OF MONTH:

Current account	£4,052
Business Instant Access account	£72,320
Cash	£0
TOTAL CURRENT BALANCE	£76,372

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

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