



SALTFORD PARISH COUNCIL

**Tuesday 3 November 2026,
7:15pm, Avon 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 6 October 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.*

4. APPOINTMENT OF ASSISTANT CLERK

To note following Item 12, August 2026 the appointment of the Assistant Clerk, and to welcome the new staff member to Saltford Parish Council.

(Items 1-4: 5 minutes)

5. CHAIR'S ANNOUNCEMENTS

To note the arrangements for Remembrance Sunday 2026 commemorations and to receive any further announcements from the Chair of the meeting.

(5 minutes)

6. PRESENTATION ON B&NES COUNCIL ELECTRIC VEHICLE COMMUNITY CHARGING PROGRAMME BY CLLR JOEL HIRST, B&NES COUNCIL CABINET MEMBER FOR SUSTAINABLE TRANSPORT STRATEGY

Further to [Item 18, September 2026](#) and previous resolutions as detailed in SPC's article '[New EV charging funding announced as Saltford Parish Council seeks answers from B&NES on previous undelivered scheme](#)', to receive a short presentation from the B&NES Council Cabinet Member for Sustainable Transport Strategy on public EV charging funding and programmes across the district and to answer Councillors' questions.

(15 minutes)

7. 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)

8. 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)

9. INFORMATION FROM B&NES COUNCIL SALTFOURD 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)

10. 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)

11. 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)

12. 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. 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:

26/03729/FUL - 3 Pepys Close Saltford BS31 3LS. Erection of front porch extension. Mr Conrad Ford

26/03899/FUL - Kiki Cottage The Shallows Saltford BS31 3DA. Erection of first floor extension to Kiki Cottage and Rosie Cottage following demolition of existing garage, installation of first floor balconies and installation of solar panels and green roof. Nicholas Selwood

d. 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.

e. 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).

(Planning Matters - 20 minutes)

13. SPC REVIEW OF APPROACH: RESPONDING TO PLANNING APPLICATION CONSULTATIONS

To review and agree SPC's approach to responding to consultations received from a planning authority on planning applications, in light of the introduction of the National Scheme of Delegation for planning authorities, effective from 31 October 2026.

- 1. To receive feedback from Cllr Phil Harding following his attendance at B&NES

Council's training session on the National Scheme of Delegation.

2. To consider Cllr Harding's paper, 'SPC – Material Considerations for Planning Applications', alongside B&NES Council's guidance on the National Scheme of Delegation, available on Councillors' SharePoint.
3. To discuss and agree SPC's approach to responding to planning applications, with particular regard to the focus on material planning considerations, the preparation of concise reports for Councillors, and the implications of the National Scheme of Delegation.
4. To RESOLVE to adopt the approach set out in the paper, subject to any amendments agreed at the meeting, and to have regard to B&NES Council's guidance, 'Planning Training for Parishes: How to Respond to Planning Applications', when formulating responses to planning consultations from B&NES Council and, where relevant, other planning authorities.
5. To RESOLVE that the agreed approach will be followed at future SPC meetings and, where applicable, when responses are made under the Scheme of Emergency Delegation.

(10 minutes)

14. FINANCIAL MATTERS

- a. **Monthly Financial Report** – To receive the monthly financial report for October 2026 (report also available on the [Meetings – Agendas and Minutes](#) page of the website).
- b. **Annual Schedule of Expenditure** – To note all payments made or to be made during November 2026 as listed on the Annual Schedule of Expenditure 2026/27 (updated) were authorised at the September 2026 meeting and signed by the Chair. (Copy available on the [Meetings – Agendas and Minutes](#) page of SPC's website).
- c. **Quarter 2 2026/27 Bank Reconciliation** – To RESOLVE to accept the Quarter 2 Bank Reconciliation (should statements be received by the time of the meeting).
- d. **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: **23.10.2026** Amount: **£5,000**.
- e. **SLCC membership and ILCA training – Assistant Clerk** – To discuss and RESOLVE whether to authorise spend of up to £350 in total, likely £320, in relation to training for the new Assistant Clerk. The proposed expenditure comprises of SLCC membership (£152) and a joining fee (£12), together with the cost of the Introduction to Local Council Administration course (£140 plus VAT), and any other relevant SLCC, NALC or ALCA training requirements appropriate to the new appointment.

To RESOLVE to exceed the Training budget to accommodate spend, if required. (Budget heading: Training).

- f. **SCA room hire for new officer training** – To discuss and RESOLVE, further to the spend agreed on the Annual Schedule of Expenditure, a spend of up to £100 for room hire costs associated with new officer training. (Budget: Room hire).
- g. **SPC Office printer** – To discuss and RESOLVE whether to replace the existing SPC Officer printer (purchased 2018) due to age and associated inefficiencies, and to spend up to £200 inc. VAT (likely £189.99 inc. VAT) on a new printer. If agreed, to RESOLVE to exceed spend on the 'Office Equipment' budget.

(10 minutes)

15. B&NES COUNCIL PRELIMINARY TRAFFIC REGULATION ORDER (TRO) CONSULTATIONS ON WECA'S PROPOSALS IN OR NEAR SALTFRD INCLUDING TRO 26-058 A, B and C; TRO 26-067 A, B and C; 26-059 A, B and C:

- **A4 BATH ROAD (BROADMEAD ROUNDABOUT - COPSE ROAD);**
- **NORMAN RD, HIGH ST, PATH BEHIND BIRD ('GREENWAY'), AND;**
- **A4 BRISTOL RD INC. GLOBE ROUNDABOUT - TWERTON FORK**

USE OF THE SCHEME OF EMERGENCY DELEGATION AND TO NOTE SPC RESPONSES. NOTE: THIS IS NOT A PUBLIC CONSULTATION

To note the use of delegated authority under SPC's Emergency Scheme of Delegation) to respond to B&NES Council's preliminary Traffic Regulation Order (TRO) consultations within the required deadlines, and to record the principal concerns raised by SPC.

The TRO preliminary consultations relate to the West of England Combined Authority's (WECA) A4 corridor transport proposals in or near Saltford. Public TRO consultations will follow the preliminary consultation, and be subject to a 21 day consultation period (see next item).

B&NES Council has issued SPC with preliminary consultations with a 10-working-day response period for:

- TRO 26-058 A, B and C: A4 Broadmead Roundabout to Norman Road, Keynsham and Saltford. (Consulted: 15 October 2026.)
- TRO 26-067 A, B and C: Norman Road, High Street and Bird in Hand Greenway connection, Saltford. (Consulted: 15 October 2026.)
- 26-059 A, B and C: Globe Roundabout to Twerton Fork (including from Corston Lane and Pennyquick). (Consulted: 19 October 2026.)

As the deadlines fell before the next SPC meeting, to note that delegated authority under the Emergency Scheme of Delegation (May 2026) has been used to submit

SPC's responses.

To note detail on the responses, to include SPC's view that the consultation information is not fit for purpose and that SPC has requested clearer justification of proposals in the Statement of Reasons, further supporting evidence for the proposals, and more accessible and clearer maps showing proposals ahead of formal public consultation.

To note concerns were raised in line with SPC's resolved response to the WECA 2025 consultation as well as in consideration of the preliminary consultation material provided by B&NES Council (copies of responses available on Cllrs SharePoint).

To note concerns were raised by SPC about limitations regarding the 10 day preliminary consultation periods for local stakeholders and the pending 21-day public consultation periods, and to consider the response received from B&NES Council.

(10 minutes)

16. CONTINGENCY ARRANGEMENTS FOR FORMAL TRAFFIC REGULATION ORDERS (TRO) PUBLIC CONSULTATIONS 26-058, 26-067 AND 26-059 — ONLY IF DEADLINES PREVENT CONSIDERATION AT A SCHEDULED SPC MEETING

To RESOLVE contingency arrangements only, should B&NES Council issue formal public consultations for TROs 26-058A, B and C; 26-067A, B and C; and/or 26-059A, B and C, where the 21-day consultation period does not allow SPC to consider and agree a response at a scheduled monthly Parish Council meeting before the deadline.

The Council is asked to RESOLVE that, if a formal consultation deadline falls before SPC's next scheduled meeting and B&NES Council does not grant a time extension to respond, that the Emergency Scheme of Delegation may be used.

Also, to RESOLVE that should these circumstances arise, that any response may be submitted that includes relevant concerns and requests as included in SPC's preliminary TRO consultation responses.

Where sufficient time is available, SPC will consider formal public TRO consultations at a scheduled meeting and resolve its response(s) in the usual way.

(5 minutes)

17. REQUEST TO B&NES COUNCIL: BICYCLE STANDS ON THE SHALLOWS

To RESOLVE to request that B&NES Council install bicycle stands adjacent to The Shallows car park, further to current provision.

To discuss and RESOLVE whether SPC would look to part fund any initiative by B&NES Council to install bicycle stands at this location. Any spend would be an item on a future agenda.

(5 minutes)

18. UPDATE: DATE FOR ST MARY'S CHURCHYARD SAFETY INSPECTION

SPC is responsible for safety management of the closed churchyard at St Mary's Church, Saltford. To note that staff and members of the Churchyard Working Group have arranged the biennial churchyard inspection for November, and that a report would be presented to the Council at its December meeting.

(3 minutes)

19. MEETING ATTENDANCE POLICY

To discuss and RESOLVE to adopt the proposed new SPC Meeting Attendance Policy. (Draft policy is available on Cllrs SharePoint.)

(5 minutes)

20. EQUALITIES AND DIVERSITY POLICY

To consider and RESOLVE any proposed amendments to SPC's Equalities and Diversity Policy (formerly 'Equalities Policy') based on the NALC model policy, and to approve its adoption. (The draft policy is available on Cllrs SharePoint.) The policy will be reviewed as required.

(5 minutes)

21. IT AND EMAIL POLICY

To consider and RESOLVE any proposed amendments to SPC's IT and Email Policy (formally 'IT Policy'), and to approve its adoption. (The draft policy is available on Cllrs SharePoint.) The policy will be reviewed as required and annually.

(5 minutes)

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

To receive an update on 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. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

To receive any updates and information about environmental initiatives in Saltford.

(5 minutes)

24. DATA PROTECTION AND GDPR UPDATES

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

(5 minutes)

25. DATE OF NEXT FULL COUNCIL MEETING

Notice is hereby given that a meeting of Saltford Parish Council will be held on

Tuesday 1 December 2026 starting at 7:15pm, at Saltford Hall, Wedmore Road, Saltford BS31 3BY. The public are welcome to attend.

(1 minute)

[CLOSE OF MEETING]