SALTFORD PARISH COUNCIL

Tuesday 6 October 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 8 September 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 discussed, proposed or supported 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. Response to B&NES Council Draft Local Plan consultation:

To discuss and RESOLVE Saltford Parish Council's response to B&NES Council's Draft Local Plan (Regulation 19) consultation (draft response information available on Cllrs SharePoint).

According to Government legislation for Regulation 19 consultations, SPC's representation will focus on whether the Draft Local Plan is legally compliant, has met the Duty to Cooperate, and is sound.

To agree to include as part of its response SPC's representations regarding West Saltford (Policy 3.7) and South Saltford (Policy 3.8) as detailed under 'Chapter 3 – Bristol to Bath Corridor' in the consultation information, further to including a response on any other aspect of the consultation information viewed as required.

If applicable, to RESOLVE to request when submitting the Council's representation that a representative(s) of Saltford Parish Council participate in the Planning Inspector hearing sessions (anticipated to take place in spring 2027).

To agree to submit the Parish Council's response by email to B&NES Council prior to 30 October end date (5pm).

To agree to publish SPC's response on its website.

Consultation information – including to submit a representation – can be found on the B&NES Council 'Have Your Say' page available at https://haveyoursay.bathnes.gov.uk/localplan/

b. 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**.**

c. **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.

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:

26/03491/FUL - 41 Norman Road, Saltford BS31 3BH. Proposed loft conversion by raising the roof line & modernising the front elevation with a more contemporary vista. Mr & Mrs Mark Andrews

26/03472/TCA - Greystones Homefield Road Saltford BS31 3EG. Cherry - fell. Mr John Blake

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 application(s) on which Saltford Parish Council has been consulted by planning authorities other than B&NES Council – the following consultation has been received from North Somerset Council:

To RESOLVE, as a consultee, responses to the following planning application in

respect of which North Somerset Council has invited comments from Saltford Parish Council:

26/P/0686/OU2 - Bristol Airport, Northside Road, Felton, Wrington. (Reconsultation) Hybrid planning application (full and outline elements) with Environmental Statement for the expansion of Bristol Airport to enable a throughput of 15 million passengers per annum, operating within a rolling 12 month cap of 99,931 air transport movements and 4,974 night flights between the hours of 23:30 and 06:00.

Full application elements comprising: extension of western apron for additional aircraft stands; reconfiguration of central and eastern aprons; construction of a passenger surface level car park for approximately 2,000 vehicles; eastern extension of existing runway by approximately 170m, with repositioned and additional aircraft approach lighting within Felton Common; taxiway and fillet widening to Taxiway GOLF with a realignment at the western runway end; construction of two new taxiways; extension of surface level car rental parking area; expansion of existing Silver Zone car park to provide an additional circa 1,960 block parked vehicle spaces; construction of new surface level staff car park for approximately 1,720 vehicles; highway improvements to the A38, including upgrades to northern access roundabout, construction of a new southern roundabout and widening of the road to accommodate an additional bus lane with dedicated access onto the A38.

Outline application elements comprising of 3no. extensions to terminal building on west, north and east sides; construction of new piers to the west and east of the terminal including an underground walkway; construction of ancillary support buildings; relocated and expanded aviation fuel farm; a pedestrian bridge link; erection of a new baggage building; erection of a maintenance repair and overhaul hangar and ground run up pen; construction of parking decks within Silver Zone car park and car rental facility; minor works within Silver Zone car park; construction of a bus maintenance and washing facility; site wide landscaping, drainage, lighting and other associated infrastructure. Bristol Airport Limited.

g. Planning application 26/01700/out – Manor Road, Saltford: supplementary representation following publication of the B&NES pre-submission Draft Local Plan 2025–2043

To consider and to RESOLVE whether the Parish Council should submit a supplementary representation in relation to planning application 26/01700/OUT following publication in September of the B&NES Pre-Submission Draft Local Plan 2025–2043 and B&NES Council Draft Local Plan consultation (draft supplementary representation is available on Cllrs SharePoint.)

The purpose of this item is solely to determine whether SPC should make a supplementary representation in light of new planning policy information as published subsequently to the Council's resolution on application 26/01700/OUT (Item 10.c, June 2026). The Council's existing objection to the application is not under review and remains unchanged.

The proposed supplementary representation is intended to address planning

considerations arising from the publication of the Pre-Submission Draft Local Plan and to ensure that, if application 26/01700/OUT is determined before adoption of the Local Plan, the implications of the emerging planning framework for the Manor Road corridor are fully considered and addressed.

The proposed supplementary representation would not alter or replace the Parish Council's existing objection to the application. Nor would it indicate support for the emerging strategic allocations at West Saltford or South Saltford. Rather, it would request that B&NES Council addresses the relationship between the Manor Road proposal and those emerging allocations, including matters relating to comprehensive masterplanning, infrastructure provision, landscape character, green infrastructure, active travel connections and the proposed Manor Road Quiet Lane.

To RESOLVE to submit the supplementary representation to B&NES Council before application 26/01700/OUT is determined by the Planning Authority.

h. **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 - 35 minutes)

11. FINANCIAL MATTERS

a. **Monthly Financial Report –** To receive the monthly financial report for September 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 October 2026 as listed on the Annual Schedule of Expenditure 2026/27 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. **Transfer of funds –** To note the following sum has been transferred from the Business Instant Deposit Account to the Current Account to cover outstanding invoices and expenditure:
Date: **30.09.2026** Amount: **£5,000.**

d. **Annual fee for the Wick House Close allotments –** To RESOLVE to authorise a payment of £100 for site rent to Curo, in accordance with to the licence held between SPC and Curo Places Limited (Budget heading: Allotment site rent).

e. **Laptop purchase** – To discuss and RESOLVE whether to authorise a payment of up to £500 for a (second) SPC laptop, to be used by the Assistant Clerk and if agreed to RESOLVE to exceed the Office Equipment budget line to accommodate spend. To also RESOLVE for Cllr Jon Godfrey to purchase the laptop on behalf of SPC, with payment to be

claimed via Cllrs Expenses. (Budget heading: Office Equipment).

f. **Grant application – Saltford Scouts** – To note the exceptional circumstances of this request and to discuss and RESOLVE whether to award a grant of up to £100 to the 1st Saltford Scouts towards the purchase of two 'Road Closed' signs. The signs would be used primarily to facilitate the village's Remembrance Sunday parade from 2026 onwards to meet the requirements of B&NES Council, as Highway Authority, for the road closure arrangements associated with the parade. (Grant application form available on Councillors' SharePoint.) (Budget heading: Community Events Misc. Grants.)

(10 minutes)

12. DRAFT BUDGET SETTING 2027/28

To receive any suggestions or matters for consideration from Councillors for the Responsible Financial Officer's (RFO) awareness ahead of SPC's draft budget modelling for the 2027/28 financial year. Further, to request that any suggestions for matters to consider for 2027/28 not raised at the meeting are submitted to the RFO by mid-November. To note SPC's budget setting discussion will take place in December, and that SPC's budget and precept will be an item to resolve at its January 2027 meeting.

(5 minutes)

13. ANNUAL REVIEW OF FINANCIAL REGULATIONS

Financial regulations must be reviewed and accepted annually. To discuss and agree any further changes to Saltford Parish Council's Financial Regulations as based on the model NALC Financial Regulations. (Draft version available on Cllrs SharePoint).

To RESOLVE to adopt the updated Financial Regulations.

(5 minutes)

14. LICENSING APPLICATION 26/01601/LAPRE (SALTFORD SPORTS CLUB)

To discuss licensing application 26/01601/LAPRE made to B&NES Council (the Licensing Authority) by Saltford Sports Club.

The application seeks a premises licence for the sale of alcohol, live and recorded music, indoor sporting events, late night refreshment, and boxing or wrestling entertainment.

The proposed operating hours are generally between 10:00 and 23:00 Monday to Thursday, until midnight on Fridays and Saturdays, and until 22:00 on Sundays. Some activities are proposed to continue until 02:00 on Friday and Saturday nights.

To RESOLVE a response to licensing application 26/01601/LAPRE, to be submitted to B&NES Council (the Licensing Authority) by the 9 October consultation end date.

(5 minutes)

15. COMPLAINT TO WECA REGARDING CONSULTATION QUESTIONNAIRE DESIGN A4 BATH TO BRISTOL 'KEYNSHAM SECTION'

To consider a report (available on Cllrs SharePoint) regarding the design and operation of the West of England Mayoral Combined Authority (WECA) A4 Bath to Bristol Strategic Corridor – Keynsham Section consultation questionnaire, including concerns relating to the response framework, organisational participation and mandatory questions, and to determine whether the Council wishes to submit a formal complaint to WECA.

To RESOLVE whether to accept the report including concerns with regards to:

- the questionnaire response scale;
- organisational participation; and
- mandatory questions within the online consultation process;

Further, to RESOLVE to submit the report as part of a formal complaint to the West of England Mayoral Combined Authority and to seek a response from WECA addressing the matters identified in the report.

(5 minutes)

16. TRAFFIC REGULATION ORDER (TRO) REQUEST TO B&NES WARD COUNCILLORS – PARKING BAY, THE SHALLOWS

To consider whether Saltford Parish Council should formally request that the B&NES Ward Councillors for Saltford support the inclusion of a Traffic Regulation Order (TRO) proposal for the parking bay at The Shallows (currently subject to a free 3-hour maximum stay with no return period).

The proposal arises from concerns regarding persistent overstaying, subsequent displacement parking and reduction in parking availability, associated access and highway safety issues, and the practical enforcement of parking restrictions by B&NES Council. A TRO could enable options such as extending the existing double yellow lines, introducing pay-and-display parking, or implementing other measures that require a TRO.

B&NES Council has advised SPC that requests for changes of this nature should be raised with Saltford's B&NES Council Ward Councillors, who may in turn request that the proposal be put forward by the Highways Team as part of a future TRO review programme in Saltford. Requests can also be submitted by residents directly to B&NES Council Ward Councillors.

To RESOLVE whether Saltford Parish Council should formally request that Saltford Ward Councillors support the submission of a TRO proposal for the parking bay at The Shallows to B&NES Council and the details of this.

(5 minutes)

17. REMEMBRANCE SUNDAY (8 NOVEMBER 2026)

To receive an update about Remembrance Sunday 2026 in Saltford, as organised by the 1st Saltford Scouts, and with engagement with St Mary's Church and the Saltford Guides.

To note that Cllr Jon Godfrey, Chair of SPC, will be present to represent the Parish Council at Saltford's commemorations.

To RESOLVE to support the Remembrance Sunday commemorations through publicity support, as in previous years.

To receive an update about the Saltford Poppy Project (independent voluntary group) for Councillor awareness, to include the display of poppies on SPC's noticeboard and Norman Road phone box (a display on the War Memorial railings has been previously resolved).

(5 minutes)

18. 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 agree who will attend (usually two members of the Churchyard Working Group) for the biennial churchyard inspection in October, and for those able to attend to indicate their availability to meet.

(3 minutes)

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

To discuss any response received from B&NES Council further to SPC's request under Item 17 at the September 2026 meeting. Should no response have been received, to request Ward Councillor support to facilitate engagement with the Parish Council.

To agree FOI data to submit to B&NES Council on waste vehicle movements through Saltford's residential areas to/from the Pixash Lane site (e.g. excluding scheduled collections).

(5 minutes)

20. ANNUAL REVIEW OF GOVERNANCE AND MANAGEMENT RISK REGISTER

The Council's Risk Register must be reviewed and accepted annually. To discuss and agree any changes required to the Saltford Parish Council Governance and Management Risk Register.

To RESOLVE to adopt the updated Governance and Management Risk Register. (Draft version is available on Cllrs SharePoint).

(5 minutes)

21. REVIEW OF SOCIAL MEDIA AND DIGITAL COMMUNICATIONS POLICY

To review and resolve to make changes, if required, to SPC's Social Media and Digital Communications Policy. To RESOLVE to accept the updated policy. (Draft copy available on Cllrs SharePoint).

(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. PUBLICITY

To consider future items for SPC's publicity, including SCAN (deadline for Nov/Dec edition – end date: 10 October).

(5 minutes)

24. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

To note that B&NES Council's Cabinet Member for Sustainable Transport Strategy will attend the next meeting of SPC to present on public EV charging funding and programmes across the district and answer Councillors' questions. SPC thanks Cllr Duncan Hounsell for facilitating this B&NES Council engagement.

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

(5 minutes)

25. DATA PROTECTION AND GDPR UPDATES

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

(5 minutes)

26. DATE OF NEXT FULL COUNCIL MEETING

Notice is hereby given that a meeting of Saltford Parish Council will be held on Tuesday 3 November 2026 starting at 7:15pm, at Saltford Hall, Wedmore Road, Saltford BS31 3BY. The public are welcome to attend. The agenda will be issued by Monday 26 October 2026. The draft minutes will be published online c.one week after the meeting, and displayed on the noticeboard c. two weeks after the meeting.

(1 minute)

[CLOSE OF MEETING]