SALTFORD PARISH COUNCIL

Minutes of the ordinary meeting of the Council held in the Avon Room at Saltford Hall on Tuesday 6 October 2026 at 7.15pm.

PRESENT
Councillors: Jon Godfrey (Chair), Julie Austwick, Shayan Aziz, Dudley Bartlett, David Halton (Vice Chair), Phil Harding (Chair of Planning Committee), Andy Rice, Emma Swallow and Sally Turner.
Officer: Lottie Smith-Collins.

1. MINUTES

The Council resolved to accept the draft minutes of the Council meeting held on Tuesday 8 September 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 Gary Graveling and Paul Smith.

3. DECLARATION OF INTERESTS

Cllr Dudley Bartlett declared a non-pecuniary interest in Item 10.d Planning Matters '26/03491/FUL - 41 Norman Road, Saltford BS31 3BH', and stated that as he was friends with the applicant he would not take part in the discussion or vote.

4. CHAIR OF THE MEETING'S ANNOUNCEMENTS

Cllr Jon Godfrey shared that interviews for the Assistant Clerk position had taken place and that he was pleased to announce that an appointment had been made. Further details would be shared in due course.

5. PUBLIC TIME

There were 14 members of the public present.

A member of the public spoke in support of Item 10.d Planning Matters '26/03491/FUL - 41 Norman Road, Saltford BS31 3BH' and provided further information about the application and a previous application at the same address..

A member of the public addressed the Council on Item 16 'Traffic Regulation Order (TRO) request to B&NES Ward Councillors – parking bay, The Shallows'. Concerns were raised that the parking bay was frequently unavailable for public use due to vehicles remaining beyond the permitted period, and reference was made to difficulties experienced by B&NES Council's Parking Enforcement Team in enforcing the three-hour, no-return restriction. Additional related concerns were also

highlighted. The member of the public requested the Council's support for the proposed TRO.

A representative of Saltford Scouts addressed the Council to speak in support of 'Item 11.f - Grant application – Saltford Scouts', to thank the Council for its previous support for signage for the parade in 2025, and to explain why the grant had been made with regards to B&NES Council (the Highways Authority) requirements.

The same person then spoke in a personal capacity with regards to the B&NES Council Draft Local Plan (Item 10.a - Planning Matters) to express their concerns about the proposals, specifically the location of proposed housing developments along the Bath–Bristol corridor – such as at Saltford - in relation to employment centres, and the potential impact of such development on A4 capacity.

A member of the public addressed the Council with reference to the Bristol Airport reconsultation under 'Item 10.e - Planning Matters'. They shared their concern that any objection to the application could impact local employment. Environmental concerns incurred by travelling further distances to other airports were also shared.

Separately, the member of the public then spoke to support the concerns raised by the previous member of the public who addressed the Council on Item 16 'Traffic Regulation Order (TRO) request to B&NES Ward Councillors – parking bay, The Shallows'.

6. CLERK'S ANNOUNCEMENTS

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

- **WECA A4 Consultation Q&As - Saltford:** SPC had received a response from WECA, via B&NES officers, to questions raised following the A4 Bath to Bristol consultation in late 2025 and WECA's subsequent confirmation of proposals in July 2026, which included that the proposed bus lane from Broadmead Roundabout to Copse Road (Saltford) would proceed. The response received to SPC's questions confirmed that WECA had not carried out any specific modelling of the journey-time saving attributable to the Saltford bus lane (either at the time of consultation or ahead of the decision to proceed). WECA had also confirmed that construction was expected to take place from after May 2027 and that it could continue to March 2029. WECA further confirmed that the scheme would involve significant works on the A4 which included road widening, resurfacing, kerbing. To accommodate the new bus lane, WECA confirmed they intended to remove the right-turn filter lanes to Pixash Lane and the Esso garage on the A4. Three new traffic light controlled pedestrian crossings would also be created on the A4. SPC noted WECA's statement that their modelling indicated a potential increase of approximately 27 seconds in average vehicle journey times between Saltford and Broadmead Roundabout in each direction by 2042, although it was unclear whether this also included the impact of the proposed Keynsham Bypass works. SPC continued to seek publication of the detailed corridor-wide modelling and Full Business Case to enable the overall impacts of the

scheme on journey times, bus reliability, bus use and traffic movement to be assessed.

- **Meeting with B&NES Officers regarding the WECA Saltford Q&As:** Further to the response received from WECA to SPC's request for further information on its plans for Saltford (A4, village residential roads and the Greenway to the B2B Path) SPC had arranged a meeting with B&NES Officers to which B&NES Ward Councillors had been invited. This would be with a view to discuss the above receipt of WECA information and with a view to share local knowledge - and if appropriate concerns - via B&NES Officers (the Highways Authority).
- **WECA A4 Consultation Q&As – Keynsham Section**: Following SPC's consultation response, which included questions on the proposed scheme, SPC received a response from WECA's A4 Bath to Bristol Team (after the consultation had closed). WECA confirmed that the principal purpose of the proposed Keynsham bypass bus lane and stops was to increase X39 patronage by improving access to bus stops, rather than to deliver significant journey time or reliability improvements. It was noted that, pending publication of the detailed modelling and Full Business Case, the overall impact on journey times and reliability of their A4 Keynsham Bypass scheme could not yet be assessed. This included the extent to which benefits from the Saltford bus lane might be offset by the proposed crossings, speed restrictions and bus stopping activity on the Keynsham bypass. SPC subsequently updated its article to reflect WECA's responses and noted that the Full Business Case would be required to assess the scheme as a whole.
- **Saltford4Nature expression of thanks:** Further to the grant funding resolved at the September meeting, S4N had contacted SPC to state their heartfelt thanks for SPC's continued support for the group's work, aims and ambitions to support nature and contribute to making open spaces in Saltford more attractive.
- **SCA 'Warm Wednesdays':** A representative of the Saltford Community Association had shared that, in addition to the Sunday Afternoon Teas and Coffee Club, the weekly Warm Wednesdays group would be relocating to Saltford Hall. The group had previously met at Saltford Sports Club. SCA had agreed to host the group at the Hall free of charge and to provide complimentary Fairtrade tea and coffee.
- **St Mary's Churchyard safety maintenance inspection:** SPC intended to undertake a safety maintenance inspection in October, more under Item 18.
- **Churchyard West Gate Return works:** Repair works to the West Gate Return wall had been completed in late September, in accordance with the minutes as recorded under Item 15.ii, June 2026.
- **Churchyard walls faculty received for south wall:** The Diocese had given appropriate permissions for the remainder of the south wall works to take place. Thanks had been expressed to the Church Warden for their engagement with the Diocese. Quotes would be an item on a future agenda. Due to required weather conditions for works, it was anticipated that these may take place after the winter.

- **November agenda issued early:** It was shared that SPC's November agenda was likely to be issued early, likely by Monday 26 October.

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

Cllr Chris Warren, B&NES Ward Councillor for Saltford, was present at the meeting and addressed the Council. His comments included:

- His thanks to Saltford Parish Council for its extensive work in relation to the Draft Local Plan proposals and the WECA proposals affecting the village.
- Support for Licensing Application 26/01601/LAPRE (Saltford Sports Club), which he understood had since been withdrawn (see also Item 14 below).
- Confirmation he had submitted a response to WECA's Keynsham Section consultation, and his concerns that feedback received through consultations was not always reflected in subsequent outcomes.
- Concerns regarding the scale of previous student accommodation development in Bath and the potential implications for Green Belt land in Saltford, and encouragement to residents to respond to the B&NES Council Draft Local Plan consultation before its closing date of 30 October.

It was reported that Cllr Duncan Hounsell, B&NES Ward Councillor for Saltford, had circulated a written report to the Council in advance of the meeting. In Cllr Hounsell's absence, the Clerk highlighted that the report included:

- Information on the timetable for the emerging Local Plan.
- That Cllr Hounsell had arranged for Cllr Hirst, B&NES Cabinet Member, to attend SPC's November meeting to provide an update on B&NES Council's Electric Vehicle charging programme (also see Item 24, below).

8. REPORTS FROM LINK MEMBERS ON OUTSIDE BODIES

Cllrs Sally Turner and Jon Godfrey confirmed that they had enjoyed attending Saltford Fairtrade Group's 'Fairtrade Fortnight' coffee morning on 25 September. Further to Councillor Sally Turner's request for information at the previous meeting, the Council noted that contact had since been made with the Saltford Fairtrade Group regarding the Fairtrade sign, to share that there had been no change to the position previously reported.

The Parish Clerk reported that they had attended the B&NES Council Keynsham Area Forum meeting held on 24 September 2026, which had focussed on B&NES Council's Draft Local Plan consultation, and that information had been shared with Councillors.

The Clerk shared that the next Parish Council Airport Association (PCAA) meeting

would be held via Zoom at 7.30pm on Thursday 29th October.

9. FUTURE AGENDA ITEMS

The Clerk requested that a future agenda item be included to seek Council approval for expenditure of approximately £310 in relation to training for the new Assistant Clerk. The proposed expenditure comprised the SLCC membership and joining fee, together with the cost of the Introduction to Local Council Administration course (£140 plus VAT), as agreed during the recruitment process (August 2026, Item 12). The Council agreed that the matter should be included on a future agenda.

Cllr Jon Godfrey proposed that any further expenditure associated with the appointment of the Assistant Clerk, in addition to that referenced under Item 11.e (below), be included on a future agenda. The proposal was supported by the Council.

10. PLANNING MATTERS

a. Response to B&NES Council Draft Local Plan consultation:

Cllr Phil Harding, Chair of Planning Committee, introduced the draft Parish Council response to Bath & North East Somerset Council's Draft Local Plan (Regulation 19) consultation and provided a summary of the principal considerations that had informed the proposed submission.

The Council noted that, in accordance with the requirements of the Regulation 19 consultation process, representations should focus on whether the Draft Local Plan was legally compliant, had met the Duty to Cooperate, and was sound.

The Council considered the draft response, which included the proposed housing allocations at West Saltford (Policy 3.7) and South Saltford (Policy 3.8), together with the wider proposals contained within Chapter 3 of the Draft Local Plan which related to the Bristol to Bath Corridor.

The Council's draft response encompassed a range of issues and concerns, which included the proposed release of Green Belt land, landscape impacts, the cumulative scale of development proposed for Saltford and the wider corridor, transport implications associated with the A4, infrastructure capacity, the distribution of housing growth across Bath and North East Somerset, and the need for further evidence to support the proposed allocations.

Draft considerations concluded that that the proposals would result in significant and disproportionate impacts on Saltford. They also concluded that the proposed allocations were not legally compliant and were not sound.

Following consideration of the draft response, it was resolved:

1. To adopt in full and submit Saltford Parish Council's representation to Bath & North East Somerset Council's Draft Local Plan (Regulation 19) consultation. This included within the representation objections and comments that related

to Policy 3.7 (West Saltford) and Policy 3.8 (South Saltford), which concluded that in the Parish Council's view the development proposals for Saltford in the draft Local Plan were not justified, sound nor sustainable development, and that developing significant areas of Saltford's Green Belt would create considerable and disproportionate harm to the local community.

2. To request that Saltford Parish Council be invited to participate in any Planning Inspector examination hearing sessions relating to the Draft Local Plan where matters affecting Saltford were under consideration.

3. To submit the approved representation to B&NES Council before the consultation closing date of 5pm, 30 October 2026; and to copy the submitted representation to Saltford's B&NES Ward Councillors, the B&NES Cabinet Member for Built Environment, Housing and Sustainable Development, the Member of Parliament for North East Somerset and Hanham, Keynsham Town Council, and the Mayor of the West of England Combined Authority.

4. To publish SPC's final submitted representations to the B&NES Council Draft Local Plan Consultation on the Parish Council's website.

b. Decisions and appeals

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

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

26/02945/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

26/03037/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

c. Planning contraventions

i. No information had been received.
ii. No items were raised.

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):

26/03491/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

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

COMMENT: Saltford Parish Council considers the proposed design for the loft conversion preferable to the previous scheme proposed by application 26/02286/FUL; the new scheme as proposed should have less of an intrusive effect on privacy for adjacent properties.

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

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

COMMENT: Saltford Parish Council asks BaNES Council to actively encourage the applicant to use replacement shrubs or trees that are native to NE Somerset (for example a tree list is provided on Saltford Environment Group's website at www.saltfordenvironmentgroup.org.uk/wildlife.html#appropriate-trees). This would be to help provide ongoing valuable wildlife habitat in Saltford as well as maintaining the Conservation Area's longer-term tree/shrub cover.

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

The Council noted that a planning consultation had been received following the publication of the notice and the date of the meeting. The Clerk shared that a request for a time extension to respond after SPC's November meeting had been made to the Planning Authority.

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:

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, etc. Bristol Airport Limited.

The Council noted that the reconsultation included additional biodiversity information submitted by the applicant at the request of North Somerset Council. Following discussion, the Council considered that the information shared in the reconsultation had already been addressed in Saltford Parish Council's response to the original consultation (Item 10.d, June 2026). It was therefore resolved that no further comments be submitted.

g. Planning application 26/01700/out – Manor Road, Saltford:

supplementary representation following publication of the B&NES pre-submission Draft Local Plan 2025–2043

The Council considered whether to submit a supplementary representation to Bath & North East Somerset Council in relation to planning application 26/01700/OUT following publication of the B&NES Pre-Submission Draft Local Plan 2025–2043.

The Council noted that the draft supplementary representation presented to the meeting highlighted the relationship between the application and the emerging strategic allocations, including matters relating to comprehensive masterplanning, infrastructure provision, landscape character, green infrastructure, active travel connections and the proposed Manor Road Quiet Lane. The draft representation also requested that B&NES Council consider the cumulative impacts of development proposals in and around Saltford and address these matters before determining the application.

The Council further noted that its existing objection to the application, resolved at Item 10.c (June 2026), remained unchanged and was not under review. It was also noted that the proposed supplementary representation did not indicate support for either the application or the emerging strategic allocations at West Saltford and South Saltford.

The Council considered that the supplementary representation sought to address planning considerations arising from the publication of the Draft Local Plan and to ensure that, should the application be determined before adoption of the B&NES Local Plan, the implications of the emerging planning framework for Manor Road and the wider area were fully taken into account.

The Coucnil resolved to approve and submit the supplementary representation to B&NES Council prior to the determination of planning application 26/01700/OUT.

The Council also agreed that a representative of Saltford Parish Council may attend and address any meeting of the B&NES Planning Committee at which the application is considered.

h. **Planning items of urgent or important information**

The Council noted that a briefing for Parish and Town Councils on the Draft Local Plan was scheduled to take place on 21 October 2026 as part of the B&NES Council Parish Liaison meeting. B&NES Council had advised that officers from both the Planning Policy and Transport teams would attend the meeting. It was shared that SPC had raised concerns to B&NES Council regarding the timing of the briefing in relation to the consultation deadline (30 October). The Council noted that, should any significant new information arise from the briefing, Parish and Town Councils across B&NES would only have one or two date opportunities to convene a meeting before the close of the consultation period. It was confirmed that SPC representatives would attend the Parish Liaison Draft Local Plan briefing.

The Council noted that B&NES Council had offered a training session for Parish Councils on the National Scheme of Planning Delegation. Details of the session had been circulated to councillors, and Cllr Phil Harding had shared that he intended to attend.

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

(Item 16 was discussed next.)

11. FINANCIAL MATTERS

a. **Monthly Financial Report –** The Clerk presented the monthly financial report for September 2026, as recorded below. The report was accepted by members.

b. Annual Schedule of Expenditure 2026/27 – It was noted that the Council had previously authorised the expenditure set out in the Annual Schedule of Expenditure for 2026/27 under Item 11, September 2026 (as recorded below), and that no amendments had been made to the schedule since that decision.

c. 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: **30.09.2026** Amount: **£5,000.**

d. **Annual Fee for the Wick House Close Allotments** – The Council resolved 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** – The Council resolved to authorise a payment of up to £500 for a second SPC laptop, to be used by the Assistant Clerk. The Council resolved – if required - to exceed the Office Equipment budget line to accommodate spend. The Council further resolved 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** – The Council noted the circumstances of this request in consideration of the significant importance of Remembrance Sunday parade (an ongoing initiative) and resolved to award a grant of £100 to the 1st Saltford Scouts to purchase of two ‘Road Closed’ signs as required to meet the requirements of B&NES Council for road closure arrangements associated with the parade. (Budget heading: Community Events Misc. Grants.)

12. DRAFT BUDGET SETTING 2027/28

The Responsible Financial Officer (RFO) requested suggestions or matters for consideration ahead of SPC's draft budget modelling for the 2027/28 financial year be submitted to the RFO by mid-November. It was noted that SPC's budget and precept would be an item to resolve at its January 2027 meeting.

13. ANNUAL REVIEW OF FINANCIAL REGULATIONS

The Council acknowledged that SPC's Financial Regulations were subject to annual review and approval. The Council considered the proposed updates to its Financial Regulations and resolved to adopt the revised Financial Regulations 2026 as final.

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

The Council considered premises licence application 26/01601/LAPRE, submitted by Saltford Sports Club to B&NES Council (the Licensing Authority) as detailed on the agenda.

The Council noted recent information provided by Saltford Sports Club indicated that the application was intended to be withdrawn and may be resubmitted at a later date.

Having considered the limited information available on the B&NES Licensing Portal, the Council resolved to submit a representation under the licensing objective of 'The Prevention of Public Nuisance' by the 9 October end date as follows:

> **COMMENT**: The application is unclear and requires further clarification. Saltford Parish Council therefore considers that it should be resubmitted.

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

The Council considered a report regarding the design and operation of the West of England Mayoral Combined Authority (WECA) consultation questionnaire for the A4 Bath to Bristol Strategic Corridor – Keynsham Section (consultation response resolved: Item 14, October 2026).

The Council noted concerns that WECA's Keynsham Section consultation questionnaire did not provide explicit options for respondents to express opposition to proposals, that the consultation process appeared to be designed primarily for individual respondents rather than stakeholder organisations, and that mandatory questions relating to personal travel behaviour prevented organisational respondents from completing the online questionnaire without providing responses that were not applicable to them.

The Council noted particular concern that the questionnaire's principal response scale offered four options - "Very positive change", "Slightly positive change", "No positive change" and "No opinion" – therefore included two positive response options

but no explicit option by which respondents could indicate opposition to, or objection to, a proposal. The Council considered that this limited WECA's Keynsham Section questionnaire's ability to distinguish between neutral and negative views and to quantify the extent of any opposition.

The Council further noted concerns that these aspects of the questionnaire design may have affected organisational participation and the ability of the consultation to capture and distinguish the full range of stakeholder views, including neutral and negative responses.

The report also highlighted the absence of a 'not applicable' or equivalent response option for organisational respondents and noted that the Council had subsequently been required to submit its consultation response separately by email and post, as an online submission was not possible without answering mandatory questions related to personal travel behaviour.

The report proposed that clarification be sought from WECA regarding the rationale for the questionnaire design, the treatment of organisational responses, and how consultation responses would be analysed and reported.

The Council resolved to accept the report and submit it as a formal complaint to the West of England Mayoral Combined Authority, and to seek a response from WECA to address the matters identified within the report.

The Council also agreed to publish an article on the Parish Council's website, including a copy of its complaint to WECA and links to other articles detailing the Parish Council's concerns regarding WECA's approach to consultation.

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

The Council considered whether to formally request a Traffic Regulation Order (TRO) in relation to the existing three-hour, no-return parking bay at The Shallows, and whether to seek the action and support of Saltford B&NES Ward Councillors.

The Council noted ongoing concerns regarding persistent overstaying, reduced availability of the parking bay, and associated highway safety and access issues. The Council also noted the difficulties experienced by B&NES Council's Parking Enforcement Team in enforcing the existing 3hr no return 1hr restriction.

The Council considered the option of extending the existing double yellow line restrictions to the parking bay. It was noted that this would remove the formal parking provision at the location. However, the Council considered that the bay was already frequently unavailable to visitors due to persistent overstaying and that there would therefore be limited additional loss of parking amenity.

The Council also considered the highway safety and access issues associated with retaining a parking bay at this narrow section of The Shallows.

It was noted that double yellow line restrictions would rely primarily on road markings rather than signage.

The Council further considered that provision for those requiring longer-term parking should be considered by B&NES Council, noting that other local authorities had made alternative provision for such parking needs.

It was therefore resolved:

1. To formally request that B&NES Council extend the double yellow line restrictions to the existing parking bay at The Shallows through a Traffic Regulation Order (TRO).
2. To request that the B&NES Ward Councillors for Saltford support the proposal and also directly raise the same request with B&NES Council for consideration as part of a future TRO review.
3. To request that the B&NES Ward Councillors also support the Parish Council's request that B&NES Council consider alternative provision elsewhere for those requiring longer-term parking.
4. To submit the request directly to B&NES Council, in addition to requesting the support of the B&NES Ward Councillors.

17. REMEMBRANCE SUNDAY (8 NOVEMBER 2026)

The Council received an update about Remembrance Sunday 2026 in Saltford, as organised by the 1st Saltford Scouts.

It was confirmed that Cllr Jon Godfrey, Chair of SPC, would be present to represent the Parish Council at Saltford's commemorations.

The Council resolved to support the Remembrance Sunday commemorations through publicity support, as in previous years.

The Council also received an update about the Saltford Poppy Project (independent voluntary group initiative), which included the display of poppies on SPC's noticeboard and Norman Road phone box. A display on the War Memorial railings had been previously resolved. It was also agreed that SPC would support the project by seeking permissions to display Poppy Project wreaths at the homes of the fallen.

18. DATE FOR ST MARY'S CHURCHYARD SAFETY INSPECTION

Cllrs Dudley Bartlett and David Halton agreed to conduct the biennial Churchyard Safety inspection, with an aim to do so in October (weather permitting and based on availability). It was agreed that communications would be made following the meeting to confirm a suitable date for the inspection to take place.

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

The Council considered the matter further to its resolution at Item 17 at the September 2026 meeting which concerned the use of Saltford's residential roads, including the Saltford Conservation Area, by B&NES Council waste vehicles as diversionary routes during periods of congestion on the A4.

The Council noted that a substantive response from B&NES Council regarding the reported waste vehicle movements in July 2026 and the application of the management-controlled diversion process had not been received to SPC's enquiries, as submitted in July and September.

Cllr Jon Godfrey presented information prepared for a Freedom of Information (FOI) request to seek relevant data on waste vehicle movements through Saltford's residential areas to and from the Pixash Lane site, which accommodated scheduled waste collections. The information sought was intended to assist the Parish Council in understanding the extent and circumstances of waste vehicle movements using residential roads as diversionary routes during periods of A4 congestion.

The Council considered the proposed FOI request and the information to be sought. The Council resolved to approve the FOI request prepared by Cllr Jon Godfrey and submit it to B&NES Council for a response. It was further resolved that the same information be provided directly to the relevant B&NES Council officer to support the Parish Council's ongoing request for clarification regarding the use of Saltford's residential roads and the management of B&NES Council waste vehicle diversions.

(The Council resolved to continue the meeting past 9:15pm)

20. ANNUAL REVIEW OF GOVERNANCE AND MANAGEMENT RISK REGISTER

The Council acknowledged that SPC's Risk Register was subject to annual review and approval. The Council considered the proposed updates and additions to the Saltford Parish Council Governance and Management Risk Register and resolved to adopt the revised Register as final.

21. REVIEW OF SOCIAL MEDIA AND DIGITAL COMMUNICATIONS POLICY

The Council considered the reviewed Saltford Parish Council Social Media and Digital Communications Policy. Having noted the proposed amendments, the Council resolved to adopt the updated policy.

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 due to equipment availability. It was confirmed that works were planned to take place in

the autumn, and that an update would be provided at a future meeting.

23. PUBLICITY

The Council agreed the contents of SPC's Nov/Dec 2026 SCAN page (end date: 10 October).

24. CLIMATE EMERGENCY AND ENVIRONMENTAL INITIATIVES

As noted under Ward Councillor reports (Item 7, above) the Council welcomed that the B&NES Council Cabinet Member for Sustainable Transport Strategy would attend the next meeting of SPC to present on public EV charging funding and programmes across the district and answer Councillors' questions, which followed SPC's request as recorded under Item 18, September 2026 .

25. DATA PROTECTION AND GDPR UPDATES

Cllr Jon Godfrey advised that Councillors would be welcome to attend the GDPR training arranged for the Assistant Clerk.

26. DATE OF NEXT FULL COUNCIL MEETING

Notice was given that a meeting of Saltford Parish Council would be held on Tuesday 3 November 2026 starting at 7:15pm, at Saltford Hall, Wedmore Road, Saltford BS31 3BY. It was noted that the agenda would be issued by Monday 26 October 2026, and that the draft minutes would be published online around one week after the meeting, and displayed on the noticeboard around two weeks after the meeting (due to the Poppy display).

The meeting closed at around 9.25 pm.

Date confirmed ……/……/……

Signed……..

Next SPC meeting:
The next scheduled ordinary full council meeting is scheduled to take place at 7:15pm on 3 November 2026 in the Avon Room at Saltford Hall. Information about SPC's meetings available at www.saltfordparishcouncil.gov.uk

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……

Saltford Parish Council

Monthly Financial Report for September 2026 - Month 6

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		£225	£222	£450
Other Income:	Allotments	£118	£203	£235
VAT Reimbursements		£1,100	£1,200	£1,100
Other		£0	£0	£0
Subtotal without CIL		£38,578	£38,759.77	£76,056
CIL Payments		£0.00	£0	£0
Total Income		**£38,578**	**£38,760**	**£76,056**
PAYMENTS:				
General Administration		£1,250	£2,573	£2,500
Office accommodation		£1,500	£1,500	£1,500
Office Staff		£20,500	£19,731	£41,000
Office Equipment		£150	£0	£300
Training		£675	£948	£1,350
Auditing		£650	£630	£650
Insurance		£650	£407	£650
Publicity		£950	£1,533	£1,900
Subscriptions		£63	£95	£125
Chairmans Honorarium		£150	£150	£300
Councillors' expenses		£50	£0	£100
Hall / Room Hire		£350	£261	£700
Maintenance:	Church Yard Grounds	£1,250	£1,009	£2,500
	Allotments	£75	£21	£150
Churchyard Special Maintenance Projects		£3,000	£7,800	£6,000
Allotment site rent		£50	£0	£100
Council led schemes		£850	£96	£1,700
Environment schemes - SPC & grants		£125	£250	£250
Community events grants/misc		£250	£350	£500
Miscellaneous grants		£500	£52	£1,000
Green belt legal		£2,500	£0	£5,000
VAT		£550	£1,096	£1,100
Subtotal without CIL		**£36,087.50**	**£38,501.72**	**£69,375.00**
CIL-related expenditure		£0	£0	£3,547
Total Payments		**£36,088**	**£38,502**	**£72,922**

BALANCE AT END OF MONTH:

Current account	£2,826
Business Instant Access account	£67,351
Cash	£0
TOTAL CURRENT BALANCE	**£70,177**

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