

An additional ORDINARY MEETING of the PARISH COUNCIL will be held on **Monday 13th April at 7.00pm** at [Mafeking Hall, Serridge Lane](#) and the following business will be transacted. All Councillors are summoned to attend.

Rachel Davis Rachel Davis (Clerk to Westerleigh & Coalpit Heath Parish Council)
8th April 2026

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety and Human Rights.

AGENDA –WESTERLEIGH & COALPIT HEATH PARISH COUNCIL MEETING 13th April 2026

1. To NOTE apologies for absence
2. To RECEIVE Declarations of Interest relating to this meeting, as required by the Council's Code of Conduct for Members and the Localism Act 2011
3. To APPROVE [Minutes](#) of Parish Council meeting held on 9th March 2026
4. To NOTE [DRAFT Minutes](#) of Finance & General Purposes Committee Meeting 16th March 2026
5. To RECEIVE reports from South Gloucestershire Councillors on matters relating to the Parish
6. To RECEIVE questions and comments from members of the public present with respect to business on the agenda (in accordance with Standing Orders 3 e-3 i)
7. **PLANNING**
 - a) To NOTE planning comments submitted since last meeting
None
 - b) To NOTE planning decisions made by South Gloucestershire Council since last meeting [\[report circulated\]](#)
 - c) To discuss and COMMENT on any necessary Planning Applications or other Planning Matters:
 - (i) [P26/00186/HH](#) Installation of garden gates (Retrospective) 181 Henfield Road Coalpit Heath South Gloucestershire BS36 2UH
 - (ii) [P26/00581/HH](#) Erection of garage extension. The Hawthorns Rose Oak Lane Coalpit Heath South Gloucestershire BS36 2QZ
 - (iii) [P26/00527/F](#) Demolition of existing rear extension and stable block. Erection of a two storey front extension with glazed gable, a two storey and loft level side (east) extension, a single storey side extension and rear parapet extensions with integrated terraces. Raising of ridge height and replacement of th... Bay Tree Cottage Ruffet Road Winterbourne South Gloucestershire BS36 1AN
 - (iv) [P26/00648/PIP](#) Permission in principle for the erection of up to 3no dwellings. Land At 17 Badminton Road Winterbourne South Gloucestershire
 - (v) [P26/00536/HH](#) Erection of 1no. carport. The Old Dairy Mays Hill Frampton Cotterell South Gloucestershire BS36 2NS

- (vi) [P26/00744/CLP](#) Erection of single storey side extension. 7 Station Road Coalpit Heath South Gloucestershire BS36 2TJ
- (vii) [P26/00734/PNRE](#) Prior notification of the intention to install roof mounted solar panels. Apex House Turner Drive Yate South Gloucestershire BS37 5YX

FINANCE

- 8. To NOTE end of March 2026 Financial documents: Statements & [Reconciliations](#), receipts [reports circulated]
- 9. To NOTE all payments made in March 2026 in line with Financial Regulations [[report circulated](#)]
- 10. To NOTE full list of payments from 1st April 2025 to 31st March 2026 [report circulated]
- 11. To NOTE full list of receipts from 1st April 2025 to 31st March 2026 [report circulated]
- 12. To NOTE full year budget monitoring report and net position report for 2025/26 and APPROVE any required actions [[reports circulated](#)]
- 13. To APPROVE [accounts for payment](#)
- 14. To NOTE details of internal and external audit processes including:
 - (i) Internal Audit
 - (ii) External audit: To CONFIRM any conflict of interests with BDO and complete statement
- 15. To RECEIVE and take a DECISION on any other finance matters:
 - (i) APPROVE SLA with Citizens Advice South Gloucestershire for one-year weekly drop-in service (Fridays 1-3pm from 10th April 2026) [report circulated].
 - (ii) NOTE purchase of new printer - £247.94 + VAT
 - (iii) Renewal of Absolutely PC package of 2x Microsoft 365 NCE – Business Standard 12 Month Commitment on 01-07-26 (£129.02 per licence, per year, total £258.04.)
 - (iv) NOTE progress with closing NatWest current account (awaiting confirmation of updated direct debit for PWLB). APPROVE transfer of outstanding balance to Unity Trust at end of April (if confirmed) and account to be closed.
 - (v) NOTE submission of VAT reclaim for 2025/26 and any update.
- 16. To consider and APPROVE any Grant Applications including:
 - (i) Henfield Hall grant for audio system (if updated proposal received)

ITEMS REQUIRING A RESOLUTION

- 17. To discuss matters and take a DECISION on required actions arising from A432 Badminton Rd bridge closure
- 18. To NOTE progress with the South Gloucestershire Council A432 active travel project and take a DECISION on any required actions
- 19. To NOTE South Gloucestershire Local Plan examination in public timetable and guidance and take a DECISION on any required actions
- 20. To APPROVE council support for a community litter pick organised by Frome Valley Environmental Network and any required budget (date TBC)
- 21. To RECEIVE an update on progress with project for a replacement storage shed at Westerleigh Playing Field and take any required DECISIONS - confirmed cost of shed £10,786 (inc guttering £300) excl VAT, building work £4,250 no VAT.

22. To APPROVE Westerleigh Playing Field football & cricket [pitch hirer's agreement](#) for 2026 onwards and confirm charge for teams based in the parish i.e. all four current users, and review arrangements
23. To NOTE progress towards meeting AGAR Assertion 10 requirements and APPROVE the following documents:
 - (i) Updated website [Accessibility Statement](#)
 - (ii) Data Asset Register [report circulated]
24. To consider and VOTE on co-option to Parish Councillor vacancies
25. To discuss any required CONSULTATIONS and COMMENT as necessary:
 - (i) National consultation on New Towns Programme (Brabazon and the West Innovation Arc New Town includes part of the parish) 23rd March to 19th May 2026 - <https://www.gov.uk/government/consultations/new-towns-draft-programme/new-towns-draft-programme>
 - (ii) Next stop, better buses. West of England Combined Authority (WECA) bus survey. Engagement closes 10th May 2026. <https://haveyoursaywest.co.uk/betterbuses/index.php>

ITEMS TO NOTE

26. To NOTE progress of South Gloucestershire Highways review re speeding in Westerleigh (from Shorthill Road to the Nibley Lane junction)
27. To NOTE revised [First Aid for Seniors training session](#) – Sat 23rd May 10am – 1pm at Westerleigh Village Hall
28. To NOTE receipt of signed pitch user agreements and copies of public liability insurance certificates for 2026 cricket season from Coalpit Heath Cricket Club and Westerleigh Cricket Club, and for 2026/27 football season from AFC Westerleigh and Coalpit Heath FC.
29. To NOTE approval of updated Clerk & RFO Contract of employment by Finance & General Purposes Committee (16th March 2026)
30. To NOTE progress with E&L projects
31. Correspondence/Communication with Westerleigh & Coalpit Heath Parish Council:
From South Gloucestershire Council:
6th May 2026 - Nibley Lane closure for street cleansing works (09:30-15:30)
Other:
[Westerleigh United Charities Distribution](#) – applications open (closing date 1st May 2026)
32. To NOTE items considered urgent by the Chairman
33. To CONSIDER any exempt items:
Due to the nature of the business under consideration, a resolution to exclude the press and public may be required under the Public Bodies (Admission to Meetings) Act 1960 and the LGA 1972, s100.
 - (i) Update on Bitterwell Chalet tenancy agreement and lake licence
34. Dates of future Parish Council meetings

Annual Parish Meeting - 27th April 6.30pm Westerleigh Village Hall

May 11 th	Full Council meeting	7pm Westerleigh Village Hall
June 8 th	Full Council meeting	7pm Henfield Hall

(Full list at www.westerleighcoalpitheathparishcouncil.gov.uk/meeting-dates)