

MINUTES OF FULL PARISH COUNCIL MEETING
Monday 11th May 2026 at 7.00pm, Westerleigh Village Hall



MINUTES OF WESTERLEIGH & COALPIT HEATH ANNUAL PARISH COUNCIL MEETING
Monday 11th May 2026 at 7.00pm, Westerleigh Village Hall

Present: Cllr G Williams (chaired meeting), Cllr C Goddard, Cllr K Kelliher, Cllr D Margetts, Cllr T Clark (also Ward Cllr), Cllr T Sarullo

Clerk: R Davis

6 members of the public.

Representative from Bristol Energy Co-operative – left after min 4356

4349. To ELECT the Chair of the Parish Council

RESOLVED: To elect Cllr G Williams to chair the meeting in the absence of Cllr R McCullough (Chair) and Cllr J Lean (Vice Chair).

RESOLVED: Cllr R McCullough (absent) was proposed, seconded and voted in as Chair of the Parish Council.

4350. Chair to SIGN the declaration of acceptance of office

RESOLVED: To permit Cllr R McCullough (absent) to sign the declaration at a later date, prior the next Full Council meeting.

4351. To ELECT the Vice Chair of the Parish Council

RESOLVED: Cllr J Lean (absent) was proposed, seconded and voted in as Vice Chair of the Parish Council.

4352. To NOTE apologies for absence

Cllr R McCullough – holiday

Cllr J Lean – work commitment

4353. 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

Cllr C Goddard and Cllr T Sarullo declared an interest in the grant application for the Westerleigh Fun Day as they are involved in running the event. Cllr T Sarullo's business may benefit indirectly from the event (see min 4377 i).

Cllr T Clark advised the Council that as he is a member of the South Gloucestershire Development Management Committee, that he is still permitted to speak and vote on planning items and issues (see min 4379) and would only have to declare an interest if he had a pecuniary interest or an additional non-pecuniary interest. **Any contributions he makes are based upon the submitted documents available at this time and he retains an open mind should any application be subsequently referred to one of South Gloucestershire Council's planning committees for determination.**

4354. To APPROVE [Minutes](#) of Parish Council meeting held on 13th April 2026.

RESOLVED: The minutes were approved and signed by the Chair.

4355. To RECEIVE reports from South Gloucestershire Councillors on matters relating to the Parish

Westerleigh & Coalpit Heath Parish Council – District Councillors' Report

Monday 11th May 2026

Improvements Introduced at South Gloucestershire Council Car Park

Drivers will be able to use any space to park for free for 30 minutes in council car parks where charges were introduced last year, as part of a range of improvements to the scheme to be rolled out in June.

MINUTES OF FULL PARISH COUNCIL MEETING
Monday 11th May 2026 at 7.00pm, Westerleigh Village Hall

The change is among a number of measures that will make the scheme easier to use and promote the use of local High Streets.

The updates are being unveiled following a series of face-to-face meetings, which has provided helpful feedback from local stakeholders, including Chambers of Commerce, Town and Parish Councils as well as individual traders and residents.

The mix of long and short stay tariffs will also be simplified, based on a years' worth of practical experience and user feedback. Since being introduced in May 2025, the scheme has brought in more than £750,000 in funds for the council, which has helped to maintain vital services.

The changes, in detail, will mean that:

- The 30 minutes of free parking will apply in all bays, not just those previously marked. The changes do not affect disabled blue badge holders who will continue to be able to park for free for up to four hours.
- All drivers will be required to register their vehicle either at the machine or via the app, even if they only intend to park for a 30-minute free stay.
- Drivers will be able to extend their stay at the machine, or by using the app so they do not have to return to the car park. If they do so, the first hour from when they arrived will be charged at 80p under the new tariff, which was agreed as part of this year's Council budget in February. Expanding the number of free spaces and giving drivers the chance to easily extend their stay is a change that local traders and businesses were particularly keen to see.
- All car parks where both long and short stay rates and spaces have been in place, will move to a simpler, single tariff.
- Car parks which were previously designated as long stay only, such as Boultons Road in Kingswood and Kennedy Way in Yate, will allow shorter stays.
- Most short stay car parks will allow drivers to park for longer than before, except at Bank Road in Kingswood and St Mary Street in Thornbury where short stay availability is in high demand.
- The price of long stay, weekly and season ticket charges will be reduced to support workers.

Occupancy rates in the car parks where charging has been introduced has varied as drivers have adapted to the new system. For example, in Kingswood, the Bank Road, Cecil Road, South Road and Kings Chase shopping centre car parks have had higher usage than was projected, while Boultons Road has seen fewer users. In Thornbury, Castle Court and St Mary's Street car parks have been used more than projected, while Rock Street car park has been used less. In Yate, the Kennedy Way car park has been used less than predicted, while the Leisure Centre car park has had more use than estimated prior to the scheme being introduced.

The validation scheme, which allows visitors to park for free in car parks close to GP surgeries and the Minor Injuries Unit and Leisure Centre in Yate, has also been effective. More than 190,000 visits have been registered across the six sites since the scheme was implemented.

The changes will come into effect once signage in the car parks, the council's website and the MiPermit app have been updated. This is expected to be implemented in mid-June and the exact date will be announced in due course.

The following page shows the current and updated car parking tariffs for all the South Glos car parks where the scheme is in place. The changes will not come into effect until mid-June. [Updated car parking tariffs for June 2026](#)

Hambrook Junction Re-opens Following Air Quality Improvements

South Gloucestershire Council has reinstated normal traffic movements at Hambrook Junction on the A4174, following confirmation from the Government's Joint Air Quality Unit (JAQU) that air quality at the site has met national standards for two years running.

MINUTES OF FULL PARISH COUNCIL MEETING

Monday 11th May 2026 at 7.00pm, Westerleigh Village Hall

A recent letter from the Department for Environment, Food and Rural Affairs (DEFRA) to the Council acknowledges the successful improvement in local air quality and confirms that Hambrook Junction is no longer required to operate under the Ministerial Direction in place.

The Ministerial Direction was issued after a national assessment identified the A4174 Ring Road at Hambrook as a location requiring action to reduce roadside nitrogen dioxide (NO₂) levels. To achieve compliance, the Council implemented several changes in 2019, including:

- Removing the right turn from the westbound A4174 onto the B4058
- Removing the right turn from the B4058 (Frenchay) onto the A4174
- Removing the straight ahead movement when leaving Frenchay on the B4058

Since then, the Council has closely monitored NO₂ levels by the A4174 Ring Road between the M32 and Bromley Heath roundabouts. Initially, monitoring data was significantly affected by reduced traffic volumes during the Covid 19 pandemic, so it did not provide a true representation of the usual traffic flows.

The latest Air Quality Assessment of the 2024 monitoring data undertaken by JAQU, shows that roadside NO₂ levels in the area have met the national standards. This represents the second year of compliance, following compliance already achieved in 2023, enabling the Government to formally revoke the Ministerial Direction in place.

With two years of compliant data now verified by the Government, the Council reinstated normal traffic movements at the end of April. The Council will continue to closely monitor NO₂ levels across the area as part of its Local Air Quality Management responsibilities.

Investing in Communities, Climate and Nature (ICaN) Initiative Launched

South Gloucestershire Council has today launched the Investing in Communities, Climate and Nature (ICaN) initiative as part of its efforts to help tackle the climate and nature emergency.

ICaN helps connect local businesses and individuals with projects that require funding to deliver nature recovery, community value, and climate resilience. The website <https://ican.southglos.gov.uk/> features information on a number of climate and nature projects across South Gloucestershire with options to donate to them individually or contribute to a general fund. There is also information on ways to volunteer or join community groups.

Donations to ICaN will fund a range of locally based, practical, on-the-ground projects designed to address habitat and biodiversity loss, the health of rivers and streams, flood risks, and the moderation of temperatures. Elements of projects delivered through ICaN will include habitat restoration, natural flood management, stormwater capture, carbon capture, and urban greening.

By contributing funding to ICaN projects, and supporting these local solutions, businesses will help protect communities, minimise environmental risks to their operations, and sustain a growing local economy.

To ensure spaces and places work better for nature, people, and the local economy, ICaN projects tackle three critical climate and nature goals:

- Delivering nature recovery and creating stronger more productive ecosystems
- Reducing the factors that contribute to climate change
- Making South Gloucestershire more resilient to the local impacts of climate change.

Nature across the UK is under increasing pressure, with many species in decline and natural habitats increasingly affected by extreme weather. ICaN projects seek to change that, by accelerating local nature recovery and increasing resilience to a changing climate.

For more information and to view the current projects in need of funding visit <https://ican.southglos.gov.uk/>

MINUTES OF FULL PARISH COUNCIL MEETING
Monday 11th May 2026 at 7.00pm, Westerleigh Village Hall

Planning

Planning application P24/03001/F, for the construction of a solar farm on land at Mousewell Farm and Pool Farm, was refused by South Gloucestershire Council's Development Management Committee at its meeting on Thursday 30th April.

The application will now be referred to the Spatial Planning Committee as this was a Major sites application and the decision was contrary to officer recommendation. If the Spatial Planning Committee also refuses the application there is a strong likelihood that the applicants will submit an appeal to the Planning Inspectorate. The Spatial Planning Committee meeting is likely to be in June as a fresh Sites Inspection will need to take place so that of the committee can see the site in context.

Additional Planning update (at the meeting) – Gleeson Land has announced via LinkedIn that it has been selected as the promotion partner for a 90 acre potential development site in South Gloucestershire. It is likely, but not formally confirmed, this is the Kendleshire Golf Course Annexe site submitted via the Local Plan 'call for sites' process reference SG966, but not selected for inclusion in the Plan. The site lies between Ruffet Road to the north, Badminton Road to the west and Coalsack Lane to the east and could accommodate 935 – 1,215 homes. Gleeson Land will be making representations at the forthcoming Local Plan Examination in Public (EiP), to promote the site.

Gleeson Land and other site promoters (e.g. for land east of Roundways and land at Frog Lane sites) are likely to argue at the EiP, that the Local Plan should/ can deliver additional housing to meet Bristol's unmet housing need through these sites. It should be noted the Local Plan Regulation 18 consultation concluded that South Gloucestershire Council was unable to address Bristol City Council's unmet housing needs, either wholly or in part. Since then a potential new town has been announced for South Gloucestershire at Brabazon and the West Innovation Arc – although its eventual capacity is currently unknown. It is possible the Local Plan examiners will conclude Bristol's unmet housing should/can be included. In this scenario South Gloucestershire Council will need to put forward appropriate amendments to the Plan before it can be adopted.

4356. 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)

- Presentation from Bristol Energy Co-operative
A representative from Bristol Energy Co-operative gave an update on proposals for a community-owned wind turbine and small solar farm at Springs Farm near Codrington (in neighbouring Dodington Parish). The project, which is dependent upon securing a grid connection, would be financed via ethical loans and community fundraising (via community shares or bonds). Feasibility work and community engagement is taking place now and the level of the support for the project will be assessed before submitting a planning application, likely to be in late 2026.
A public drop-in event will be held at **Dodington Parish Hall on Friday 12th June, 4pm**. Contact projects@bristolenergy.coop for more information or to sign up for project updates.
- Cllr Goddard took the opportunity to publicly thank a Westerleigh resident for recently cleaning the village post box and bus shelter. The Parish Council passes on its grateful thanks.

4357. To APPOINT members to existing committees

RESOLVED:

Appointment to:	Number required	Term of Office	Appointees
Finance & General Purposes Committee	5	To May 2027	Chair (ex officio) – RM DM, TC, GW, JL
COMMS working group	Min of 2 + staff	To May 2027	RM, JL

Cllr T Sarullo also expressed an interest in joining the F&GP Committee. As Cllr J Lean was absent, he will be asked to confirm if he wishes to stay on the committee at the next meeting. If he does not wish to stay on, Council will be asked to elect a replacement fifth member. If he wishes to stay on, Council will consider updating the committee terms of reference to allow a maximum of six members, and elect accordingly.

MINUTES OF FULL PARISH COUNCIL MEETING

Monday 11th May 2026 at 7.00pm, Westerleigh Village Hall

4358. To Review and APPROVE [delegation arrangements](#) to committees, sub-committees, staff and other local authorities

RESOLVED: To APPROVE with no changes.

4359. To Review and APPROVE the [terms of reference for committees](#)

RESOLVED: To APPROVE with no changes.

4360. To APPOINT representatives to outside bodies and APPROVE arrangements for reporting back

Appointment to:	Number required	Term of Office	Appointees
Westerleigh Village Hall Management Committee	2	April 2027 AGM	CG
Avon Pension Fund	3 Authorised contacts in addition to RFO	Ongoing	RM, JL, KK
Avon Local Councils Associations (ALCA)	1 PC representative	To May 2027	RM

4361. To REVIEW and APPROVE [Standing Orders](#)

RESOLVED: To APPROVE with no changes.

4362. To REVIEW and APPROVE [Financial Regulations](#)

RESOLVED: To APPROVE with no changes.

4363. To APPROVE the time and place of [ordinary meetings](#) of the full Council up to and including the next annual meeting of Full Council

RESOLVED: To APPROVE the time and place of Full Council to May 2027. Second Monday of the month (no meeting in August).

FINANCE

4364. To RECEIVE RFO report on 2025/2026 Finances

The Clerk (& RFO) gave her report on the 2025/2026 finances – see Appendix 1.

4365. To CONFIRM any conflict of interests with BDO (external auditor) and complete statement

RESOLVED: Cllrs present confirmed they have no conflicts of interest with BDO LLP. Cllr R McCullough confirmed he had no conflict of interest in writing to the Clerk prior to the meeting. The statement required by BDO was signed by the chair of the meeting.

4366. To RECEIVE Internal Audit letter and AGAR Annual Internal Audit Report and NOTE matters arising

RECEIVED and no areas of immediate concern to be noted.

4367. To APPROVE Section 1 of the Annual Return – Annual Governance Statement 2025/2026 for Westerleigh & Coalpit Heath Parish Council

RESOLVED: To APPROVE section 1 of the AGAR. Signed by the chair of the meeting and the clerk of the meeting (Clerk & RFO).

4368. To APPROVE accounts for the year ending 31st March 2026 (including Asset Register)

RESOLVED: To APPROVE accounts for the year ending 31st March 2026.

4369. To APPROVE section 2 of the Annual Return – Accounting Statement 2025/2026 for Westerleigh & Coalpit Heath Parish Council (included restated figures for 2024/2025)

MINUTES OF FULL PARISH COUNCIL MEETING

Monday 11th May 2026 at 7.00pm, Westerleigh Village Hall

RESOLVED: To APPROVE section 2 of the AGAR - Accounting Statement 2025/2026. Signed by the chair of the meeting.

4370. To APPROVE Period for the Exercise of Public Rights for 2025/2026 Accounts

RESOLVED: The Period for the Exercise of Public Rights was APPROVED as Wednesday 3rd June to Tuesday 14th July 2026.

The Notice and AGAR documents will be posted on Parish noticeboards and council website from 2nd June 2026.

4371. To APPROVE Earmarked Reserves and General Reserve for year ending 31st March 2026, in accordance with [Reserves Policy](#)

RESOLVED: To approve Earmarked Reserves totalling £123,0505.13 and a General Reserve of £101,143.20 (see Appendix 2).

4372. To CONSIDER matters arising from Internal Audit

Two minor recommendations were made:

- (i) Quarterly Internal Checks be implemented and carried out on a rotational basis (2 members each quarter) and reported back to either Finance Committee or Full Council. Check and sign bank reconciliations and statements.
- (ii) Payment schedules produced are signed each month by the 2 councillors that carry out online authorisation– and these filed with the payments (as well as in the minutes).

RESOLVED: Clerk to prepare Internal Controls policy for Council approval, setting out quarterly checks. Clerk to action ii.

4373. To NOTE end of April 2026 Financial documents: Statements & Reconciliations, receipts NOTED.

4374. To NOTE all payments made in April 2026 in line with Financial Regulations NOTED – attached as Appendix 3.

4375. To APPROVE accounts for payment May 2026

RESOLVED: To APPROVE accounts for payment – attached as Appendix 4.

4376. To CONSIDER insurance quotes and APPROVE Insurance Policy renewal

Council considered two quotes. A third was requested by the Clerk, but not received in time for the meeting.

RESOLVED: To APPROVE quote from Zurich Municipal (three-year long term agreement) - £2,062.42 for year 1, unless a more competitive third quote is received. Delegate authority to accept a lower quote (if received) to the Clerk.

4377. To consider and APPROVE any Grant Applications including:

- (i) Westerleigh Fun Day additional grant - £235
Cllr C Goddard and Cllr T Sarullo declared an interest and did not take part in the vote.
RESOLVED: To APPROVE a grant of £235 from the General Power of Competence grant pot.
- (ii) Green Community Travel – retrofit age adjustable seatbelts x 30 & golf umbrellas x 14 £394.86
RESOLVED: To APPROVE a grant of £394.86 from the General Power of Competence grant pot.
- (iii) Frampton Festival - paramedics and waste management £894
RESOLVED: To APPROVE a grant of £894 from the General Power of Competence grant pot.

4378. To RECEIVE and take a DECISION on any other finance matters

- (i) To NOTE receipt of VAT reclaim for 2025/2026 - £16,137.48 on 22/04/2026
NOTED.
- (ii) To NOTE CIL receipt 2026/2027 - £6,728.52

MINUTES OF FULL PARISH COUNCIL MEETING
Monday 11th May 2026 at 7.00pm, Westerleigh Village Hall

NOTED.

4379. PLANNING

- a) To NOTE planning comments submitted since last meeting
None.
- b) To NOTE planning decisions made by South Gloucestershire Council since last meeting
- (i) Committee decision - [P24/03001/F](#) Construction of a solar farm and battery storage containers together with associated works, equipment and infrastructure. Land At Mousewell Farm And Pool Farm Chipping Sodbury South Gloucestershire
NOTED. See Appendix 5.
- c) To discuss and COMMENT on any necessary Planning Applications or other Planning Matters:
- (i) [P26/00784/O](#) Erection of 4no. self build dwellings (Outline) with all matters reserved. Land At The Oaks Down Road Winterbourne Down South Gloucestershire
RESOLVED: Westerleigh & Coalpit Heath Parish Council OBJECTS to this application on the basis of issues/ concerns raised by other consultees which have not been resolved. E.g. proposed methods of foul sewage and surface water disposal, significant concerns raised by the Self Build Officer due to the lack of supporting detail and regarding the marketability and quality of the plots.
- (ii) [P26/00803/F](#) Alterations to existing barn to facilitate conversion to facilitate a change of use to dwellinghouse (Use Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended). Hillside Barn Huckford Lane Winterbourne South Gloucestershire BS36 1AP
RESOLVED: Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application.
- (iii) [P26/00790/F](#) Installation of replacement sewerage treatment plan, with outflow pipe and soakaway. Coalpit Heath Cricket Club Ram Hill Coalpit Heath South Gloucestershire BS36 2TT
RESOLVED: Westerleigh & Coalpit Heath Parish Council SUPPORTS this application on the grounds that the improvements will ensure the retention of community and recreational facilities on the site.
- (iv) [P26/00910/CLP](#) Erection of single storey rear extension. 5 The Quadrangle Westerleigh South Gloucestershire BS37 8QL
RESOLVED: Westerleigh and Coalpit Heath Parish Council makes no comment.
- (v) [P26/00493/HH](#) Demolition of existing single storey rear extension. Erection of two storey side extension to form additional living accommodation. 115 Roundways Coalpit Heath South Gloucestershire BS36 2LU
RESOLVED: Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application.
- (vi) [P26/00952/HH](#) Erection of single storey side extension to form garage. 442 Badminton Road Yate South Gloucestershire BS37 5HX
RESOLVED: Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application.

4380. To RECEIVE Parish Councillor Reports and any other Reports – written submissions, taken as read with questions taken as necessary
None.

ITEMS REQUIRING A RESOLUTION

4381. To NOTE date for reopening of A432 Badminton Rd bridge (Fri 19th June pm for non-motorised vehicles, Sat 20th June from 7am all vehicles) and take a DECISION on any required actions
- (i) Update on reopening of closed lanes (Ruffet Road, Coalsack Lane, Cooks Lane)
RESOLVED: As no formal announcement has been made by South Gloucestershire Council, the Clerk to write to the Place Operations (Streetcare) Service Director to request i) confirmation of the reopening date for all three roads, ii) confirmation of the reinstatement work planned prior to

MINUTES OF FULL PARISH COUNCIL MEETING

Monday 11th May 2026 at 7.00pm, Westerleigh Village Hall

the roads being reopened, iii) any update on whether temporary traffic lights at the Westerleigh Rd/ Henfield Rd junction will remain in place after the bridge reopens.

4382. To NOTE progress with the South Gloucestershire Council A432 active travel project and take a DECISION on any required actions

- (i) Progress with reinstatement works to grassed area of Kendleshire Triangle
NOTED South Gloucestershire Council has committed to roll the grass area and level and seed the new grass area.

Two members of the public requested to speak and raised concerns about the road width of completed sections south of the viaduct. This was raised at the April meeting and South Gloucestershire Council has confirmed the width is policy compliant. Concerns were also raised re design of the Ruffet Rd junction, specifically safety of bus passengers who will have to cross the cycle lane and potential delays caused by the on-road bus stop.

RESOLVED: Clerk to request the next information-sharing meeting date between parish councillors and the project operational lead at South Gloucestershire Council (promised every 6 weeks), so concerns may be passed on. Also suggest the communications team update FAQs on the project website to answer most recent common questions e.g. road width concerns <https://a432improvements.commonplace.is/> .

4383. To take a DECISION on proposed twice-weekly collections for 2 bins serving Blackberry Park

RESOLVED: To APPROVE twice weekly collections from the 2 bins at a cost of £227.16 per bin per year. To start ASAP.

4384. To receive information regarding waste in woods adjacent to Newman's Field and take a DECISION on any required action

RESOLVED: Clerk to report to Environmental Health and contact the Council's insurers for advice re any appropriate risk management actions.

4385. To RECEIVE an update on installation of replacement storage shed at Westerleigh Playing Field (scheduled for 12th May 2026) and take any required DECISIONS.

RESOLVED: The Clerk to liaise with the Council's contractor to provide a ramp from the concrete base to facilitate access for the roller.

4386. To RECEIVE letter re North of Lyde Green from Places for People - Invitation to meet - and take a DECISION on response

RESOLVED: To accept the meeting invitation from Places for People and request a joint meeting with Pucklechurch Parish Councillors. The purpose of the meeting is to gather information. A report of proceedings will be shared at the following Parish Council meeting, for openness and transparency. Attendance by councillors voluntary.

4387. To discuss any required CONSULTATIONS and COMMENT as necessary:

- (i) Average Speed Camera consultation for Westerleigh Village www.bit.ly/4uaUxYE - Deadline 21st May 2026

RESOLVED: The Council notes the Westerleigh Community Speedwatch group has collated extensive evidence, and collected its own, demonstrating the prevalence and seriousness of speeding through the village and impacts in terms of vehicle collisions and demand placed on emergency services. This Council fully supports the introduction of average speed cameras to improve safety. The Clerk to respond accordingly to the consultation.

- (ii) South Gloucestershire Council Special Expenses Policy consultation <https://specialexpensespolicy.commonplace.is/> - Deadline 19th June 2026

NOTED under the draft Special Expenses policy, an indicative charge of £1,919 (based on 2026/27 figures) will be passed to the Council in 2027/28 and added to the precept, to pay for additional open space maintenance. The additional open spaces are owned and currently maintained by South Gloucestershire Council. This charge is currently paid via a Special

MINUTES OF FULL PARISH COUNCIL MEETING

Monday 11th May 2026 at 7.00pm, Westerleigh Village Hall

Expenses charge made directly to parish residents. The figure equates to an indicative Band D precept rise of £1.14 (1.8%) next year. However, the Special Expenses map/ list used to calculate the indicative charge, is incorrect. I.e. Westerleigh Triangle is included, but is owned and maintained by the Parish Council. The indicative charge should be reduced accordingly, although not yet confirmed by South Gloucestershire Council.

RESOLVED: To submit a response raising the following comments/ concerns:

- The Special Expenses list/ map for Westerleigh & Coalpit Heath Parish used to calculate costs to be transferred, is incorrect. It includes an open space maintained by the Parish Council. A revised map/ list has not been provided and other queries about services provided have not been answered (requested on 23rd April). No timescale has been given for provision of this information.
- The list/ map does not list what assets (if any) are located on open spaces and their condition e.g. fences, walls, paths, mature trees. For example, the open space adjacent to Oakwood Gardens has a wooden post and rail fence that was replaced by South Gloucestershire Council two years ago (at its cost). The consultation FAQ document indicates that under the new policy replacement (capital) costs will be met by the Parish Council in future. If this is the case, specific information about all assets on open spaces and their current condition must be provided to the Council, so full ongoing costs of transferring open space maintenance responsibilities can be estimated. Capital replacement costs are a hidden cost of the proposed policy.
- Clear information about the legal responsibilities and liabilities that will be retained by South Gloucestershire Council as continuing owners of open spaces, must be provided as soon as possible e.g. insurance liability.
- This Council supports the proposal for bus shelter costs to be met from South Gloucestershire Council general expenditure i.e. these costs will not be charged to parish residents as a Special Expense and will not be passed to this Council.
- It is likely this Council will opt to pay South Gloucestershire Council to continue to maintain listed open spaces, but this cannot be confirmed until full and accurate information (requested above) has been provided.

Consultations relating to A432 Active Travel Project

- (iii) PT.8771 A432 Badminton Road, Winterbourne (Lay-by east of Park Lane) Waiting Restrictions <https://consultations.southglos.gov.uk/PT.8771WR/consultationHome> - Deadline 16th May 2026
 - (iv) PT.8772 A432 Badminton Road, Coalpit Heath (Lay-by north of viaduct) Waiting Restrictions - <https://consultations.southglos.gov.uk/PT.8772WR/consultationHome> - Deadline 16th May 2026
- NOTED. No response to be submitted. Individual cllrs may respond.

ITEMS TO NOTE

4388. To NOTE progress of South Gloucestershire Highways review re speeding in Westerleigh (from Shorthill Road to the Nibley Lane junction)
Covered earlier in the meeting (min 4387 i).

4389. To NOTE [First Aid for Seniors training session](#) – Sat 23rd May 10am – 1pm at Westerleigh Village Hall
NOTED. Cllr C Goddard has been promoting this event to encourage more registrations. The Clerk will advertise again and share details with Pucklechurch Parish Council.

4390. To NOTE annual play inspection reports for Westerleigh Play Area and Newman's Field Play Area (April 2026) and actions taken/ outstanding
NOTED. No urgent / high risk actions identified. The Clerk will arrange 'low risk' maintenance tasks to be completed by the Council's contractor.

4391. To NOTE required actions in relation to the Renters' Rights Act 2025 (applicable from 1st May 2026) re Bitterwell Chalet

MINUTES OF FULL PARISH COUNCIL MEETING

Monday 11th May 2026 at 7.00pm, Westerleigh Village Hall

NOTED. The Clerk will write to the Council's tenants to provide information required under the Act by the specified deadline (31st May 2026).

4392. To NOTE progress with E&L projects

No update.

4393. Correspondence/Communication with Westerleigh & Coalpit Heath Parish Council:

From South Gloucestershire Council:

11th May 2026 for two weeks (excluding weekends) overnight resurfacing of Badminton Rd cycle lanes (Frog Lane to Nibley Lane). 8pm- 6am.

10th June 2026 for 3 nights – Nibley Lane overnight closure (23:30 – 5:00) for works on adjacent fencing

4394. To NOTE items considered urgent by the Chairman

None.

4395. 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
No update.

4396. Dates of future Parish Council meetings

June 8 th	Full Council meeting	7pm Henfield Hall
July 13 th	Full Council meeting	7pm Manor Hall, Newman Room

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

The meeting was close at 8.58pm.

MINUTES OF FULL PARISH COUNCIL MEETING
Monday 11th May 2026 at 7.00pm, Westerleigh Village Hall

Appendix 1 - Report on Westerleigh & Coalpit Heath Parish Council finances 2025/2026

Prepared by Clerk & RFO

6th May 2026

Introduction

This report covers the financial year April 2025- end of March 2026. The Annual Accounts have been prepared by me and an independent Internal Audit was carried out by H Saunders over two visits in January and April 2026.

The internal auditor stated in her letter "I would like to thank your Clerk for her assistance and the quality of documentation presented for the audit, that took place on 23 April 2026. The excellent standards set by outgoing RFO have been maintained in what has been a challenging year (reinstatement of accounts, investigating VAT registration and Assertion 10)."

Financial Performance vs Budget

At the start of 2025/2026 the follow earmarked reserves were brought forward:

EARMARKED BALANCES		
At 31st March 2025 Council earmarked £122,595.71 to carry forward		
Advertising	£	475.00
Office equipment	£	300.00
Tree works	£	870.92
Election costs	£	2,650.00
Manor Hall repairs	£	461.07
The Pound	£	125.00
Cenotaph	£	500.00
Chalet repair fund	£	7,694.28
Says Court solar benefit	£	13,477.93
CIL/S106 monies	£	64,641.26
CIL/S106 monies for Newman Field play equipment]	£	26,439.10
CIL/S106 monies for BIN PROJECT	£	1,192.00
LNAP (from Says Court monies)	£	3,769.15
TOTAL carry forward amount	£	122,595.71

Income

The 2025/2026 budget for expected income was £161,813.12, including £23,961.12 of Community Infrastructure Levy from developers and the annual payment of £19,800 from the Says Court Community Benefit fund. Actual income was £164,760.46.

The over-budget income was from higher than expected bank interest earned, after moving funds to savings products with better rates of interest.

PWLB Loan

During 2020 the Parish Council received two tranches of a £75,000 PWLB loan over 15 years to enable the complete replacement of the Chalet at Bitterwell Lake. The loan repayments are wholly financed by the rental income with the excess income forming a Chalet Maintenance fund for works required. All required repayments, totalling £5863.30, were paid to the PWLB during this year. At the end of the year the outstanding agreement balance is £51,793.

Operational Expenditure: Staff costs & Administration

The budget for salaries, staff costs and all administrative elements of the Parish Council was £67,500. The actual expenditure across the operational admin and staff cost section was £51,539.95.

Actual staff costs were lower than budgeted (by almost £6,500) as the Finance Committee decided against recruiting an additional assistant staff member during the financial year. This was because external CIL funding has effectively ended and CIL reserves have been much-reduced. This requires less staff time for project management. The staffing structure will be reviewed again during the coming financial year, with any changes implemented from 2027/2028.

MINUTES OF FULL PARISH COUNCIL MEETING
Monday 11th May 2026 at 7.00pm, Westerleigh Village Hall

Elements of the unused administrative costs will be carried forward into earmarked reserves as follows; Future Elections £1,500, Office equipment £1,500 (as a replacement lap top will be required this coming year), £6,655 of the Manor Hall fund for repairs to the fabric of the building which this Council is responsible for, has also been carried forward to be added to their new year fund. The wet weather in the spring delayed a substantial external painting project which will be funded from the reserve in 2026/2027.

Operational Expenditure: Environment & Leisure

The 2025/2026 budget for Environment & Leisure operational expenditure was set at £41,688.70. Actual expenditure on E & L operational costs was £37,529.24. The year was one where only small amounts for additional repairs and works were needed across the Parish at green spaces, play areas and war memorials. Additional funds have been moved into an earmarked reserve for 2026/2027 for specialist cleaning of both war memorials (£2,000).

Costs at Bitterwell Lake for the portaloos, aerator and chalet were all slightly over budget. Two portaloos were provided from May to end of August to cope with increased demand and costs for the second had increased more than anticipated this year. This has been allowed for in the 2026/27 budget. A long period of warm, dry weather over the summer caused lake oxygen levels to dip to dangerous levels, hence higher than expected electricity costs for the aerator. A second aerator was purchased during the year to safeguard against future plummeting oxygen levels. Electricity costs are anticipated to remain high this coming year, especially if we have a similar summer. The aerator budget has therefore been increased this year to cover extra costs. There was investment in new blinds for the chalet during 2025/26 which accounted for this year's budget and a small amount of the earmarked reserve for chalet repairs.

The largest expenses were £13,514.64 for grass cutting, £7,118.91 for bin emptying, and £5,362.90 for maintenance and inspection of play equipment. During the year we received quotes for a new three-year grass-cutting contract for our largest open spaces. Against expectation we have secured a 30% reduction in the contract price for the same service level for 2026/2027 onwards.

The finances show accurate budgeting, and spending on administration & operational items was largely as expected.

Community Benefit pots, grants & projects

During 2025/26 external funds were received and council reserves were allocated to make up our community benefit pots as followed:

- Parish Council General Power of Competence Grants - £10,000 for grants to local organisations (allocated from Council reserves). £5,755 was awarded to local organisations, with the remainder being 'carried forward' into an earmarked reserve for the 2026/2027 grant fund. This means that almost £4,250 of available funding wasn't accessed by local groups this year. It is important to continue attracting grant applications from a diverse range of groups.
- The 2025/2026 CIL amount of £23,961.12 was added to unspent CIL, bringing the total amount of CIL left to spend to £116,233.48. This is money from developers paying S106 to SGC – predominantly from the Blackberry Park development, and with a rolling five-year window to spend. This was the last year of CIL payments from Blackberry Park, with very limited amounts of additional CIL expected for the next few years.

It has been a good year for CIL expenditure, as shown by the list of projects delivered directly by the Parish Council and by our partner organisations, through grants – see below. The total expenditure from the CIL pot this year has been £78,136.23. This means that at the end of the year the amount of CIL left to spend (in earmarked reserves) has reduced to £38,097.25.

This amount has been allocated to deliver a number of projects in 2026/2027, including; £15,000 to deliver a replacement cricket storage shed on Westerleigh Playing Field, £7,400 to refurbish more fishing platforms at Bitterwell Lake, and smaller projects to deliver a memorial bench at Bitterwell Lake and a replacement noticeboard for Westerleigh village.

- Says Court Solar Farm benefit – after receiving the start of year top up (£19,800) the total stood at £33,277.93 plus £3,769.15 for the Local Nature Action Plan. This money funds the School Holiday Activity days provided by Swift Sports Coaching which during 2025/26 cost £9,275 including a Christmas party for the second year running.

A full list of projects and grants completed during 2025/26 are included in the annual accounts totalling £94,309.23. See also below.

MINUTES OF FULL PARISH COUNCIL MEETING
Monday 11th May 2026 at 7.00pm, Westerleigh Village Hall

GRANTS AWARDED & COMMUNITY PROJECTS			
General Power of Competence (GPoC) PAYMENTS 2025/2026			
	Verti-drain treatment of Westerleigh football pitch	£	350.00
	Installation of Parisis Path signs at Blackberry Park	£	300.00
GRANT	SARA Severn Area Rescue Association	£	1,000.00
GRANT	The Brightwell MS Therapy Centre	£	200.00
GRANT	Green Community Travel (vacuum cleaner)	£	211.65
GRANT	Coalpit Heath Cricket Club (Westerleigh cricket square mainter	£	1,088.90
GRANT	St Peters Hospice	£	1,398.00
GRANT	Westerleigh Community Speedwatch	£	456.15
GRANT	Westerleigh Fun Day 2026	£	751.12
	TOTAL	£	5,755.82
SAYS COURT FARM COMMUNITY BENEFIT ITEMS 2025/2026			
	Swift Children's holiday activity days	£	8,800.00
	Swift Childrens Xmas Party	£	475.00
GRANT	Yate Heritage Centre	£	300.00
GRANT	Frampton Cotterell Parish Council - blister pack recycling schen	£	691.20
LNAP	Westerleigh Bloomers grant	£	150.98
	Total	£	10,417.18
FROM S106/CIL BENEFIT 2025/2026			
GRANT	Westerleigh Village Hall fire doors	£	4,080.00
GRANT	Westerleigh Village Hall - changing rooms refurbishment	£	14,519.00
GRANT	Westerleigh Village Hall - kitchen	£	10,201.10
GRANT	Citizens Advice Bureau - fire doors	£	3,500.00
GRANT	Coalpit Heath Football Club (equipment)	£	2,365.20
GRANT	Coalpit Heath Cricket Club female changing facilities	£	5,000.00
GRANT	Smile & Shine group grant	£	4,836.00
	Westerleigh bus shelter refurbishment	£	560.00
	Signage (no parking)	£	895.00
	Westerleigh cricket shed planning application	£	294.83
	Newman Field Play Equipment	£	26,439.10
	Bin replacements	£	979.00
	Youth Club Provision at FC PC	£	4,467.00
	Total	£	78,136.23
Total Grants & Community Benefits IN 2025/2026		£	94,309.23

Bank balances and Reserves

Having switched to income and expenditure accounting for 2025/2026, the Council's closing balance at 31st March 2026 was calculated as £225,193.33.

The Council's Reserves Policy, adopted during 2025/2026, states that the General Reserve is a balance on the Council's revenue account which is not held for any specific purpose. This reserve can be used to smooth the impact of uneven cashflows or can be held in case of unexpected events or emergencies. This Council's policy is that the General Reserve should not exceed the value of the current year's precept.

The Council also sets aside Earmarked Reserves to meet known or predicted liabilities. For this Council Earmarked Reserves include substantial grant pots funded from community benefit income which must be accounted for separately to the Council's general funds (i.e. Community Infrastructure Levy and the Says Court Solar Farm annual community benefit payment).

The accounts include a breakdown of Earmarked Reserves at the end of 2025/26 totalling £124,050. This leaves a General (unallocated) Reserve of £101,143.20, compliant with the Council's policy. These will be the opening reserve values for the new financial year 2026/2027.

Precept

The Parish Council budget for 2026/2027 enabled the Council to keep the precept increase down to 1.2%, lower than the previous year's 2025/2026 increase of 3.3%.

MINUTES OF FULL PARISH COUNCIL MEETING
Monday 11th May 2026 at 7.00pm, Westerleigh Village Hall

Summary

The report above outlines the 2025/2026 financial year just passed and an outline of the 2026/2027 year to come. The Parish Council has recognised the difficulties faced with cost of living increases and set the smallest precept it can to maintain services. The Internal Audit has found the standards of the Council's financial procedures to be consistently high with no significant areas of concern.

The Council has a healthy General Reserve available for unplanned emergencies plus substantial Earmarked Reserves to provide grant funding and to meet future liabilities. I therefore commend the accounts for last year to the Parish Council for approval, and I am comfortable that a sound budget is in place for the coming year.

MINUTES OF FULL PARISH COUNCIL MEETING
Monday 11th May 2026 at 7.00pm, Westerleigh Village Hall

Appendix 2 - Westerleigh & Coalpit Heath Parish Council Reserves and transfers
31.03.2026 (approved)

Earmarked Reserves	Reserve 31.03.2025	Reserve Total 31.03.2026	Transfer from General Reserve (carry forward)
Advertising	£ 475.00	£ 475.00	£ -
Office equipment	£ 300.00	£ 1,800.00	£ 1,500.00
Tree works	£ 870.92	£ 895.92	£ 25.00
Election costs	£ 2,650.00	£ 4,150.00	£ 1,500.00
Manor Hall - Listed building repairs	£ 461.07	£ 7,116.07	£ 6,655.00
Repairs to historic POUND	£ 125.00	£ 125.00	£ -
War memorial works	£ 500.00	£ 2,500.00	£ 2,000.00
Chalet repair fund	£ 7,694.28	£ 7,638.48	£ -
Solar farm community benefit	£ 13,477.93	£ 23,011.73	£ -
Local Nature Action Plan (from Solar farm community benefit)	£ 3,769.15	£ 3,618.17	£ -
Community Infrastructure Levy benefit	54,774.26	£ 37,320.25	£ -
CIL/S106 monies for Newman Field play equipment	£ 26,439.10	CLOSED	£ -
Bins (from Community Infrastructure Levy benefit)	£ 1,192.00	£ 213.00	£ -
Smile and shine legacy grant (from Community Infrastructure Levy benefit)	£ 5,400.00	£ 564.00	£ -
Youth Provision (from Community Infrastructure Levy benefit)	£ 4,467.00	CLOSED	
GPoC Grant Fund	£ 10,000.00	£ 9,622.51	£ 5,378.33
NEW Defib/ bleed kit supplies & replacement		£ 5,000.00	£ 5,000.00
NEW Play equipment renewal & replacement		£ 20,000.00	£ 20,000.00
Total Earmarked Reserves		£ 124,050.13	
General Reserve		£ 101,143.20	
Total reserves		£ 225,193.33	

MINUTES OF FULL PARISH COUNCIL MEETING
Monday 11th May 2026 at 7.00pm, Westerleigh Village Hall

Appendix 3 – April 2026 payments list

Date	Description	Supplier	Net	VAT	Total
01/04/2026	Storage unit rental fee	PE King (Bristol) Ltd	£ 73.33	£ 14.67	£ 88.00
09/04/2026	PWLB loan repayment	PWLB lending facility	£ 1,957.28	£ -	£ 1,957.28
14/04/2026	Clerk training	SLCC	£ 85.00	£ 17.00	£ 102.00
14/04/2026	Citizens Advice Drop-In Service	Citizens Advice Bureau	£ 9,363.00	£ -	£ 9,363.00
14/04/2026	ALCA Annual Subscription	ALCA	£ 927.67	£ -	£ 927.67
14/04/2026	Loo hire	Andyloos	£ 167.20	£ 33.44	£ 200.64
14/04/2026	WPF cricket shed project	Hanson Buildings	£ 7,865.00	£ 1,573.00	£ 9,438.00
14/04/2026	Bin installations	C R Belcher Agricultural/Maintenance Services	£ 200.00	£ 40.00	£ 240.00
14/04/2026	Room hire	Westerleigh Village Hall	£ 24.00	£ -	£ 24.00
14/04/2026	Printer	Printerland.co.uk	£ 247.94	£ 49.59	£ 297.53
14/04/2026	Grant Smile & Shine WVH rental	Westerleigh Village Hall	£ 432.00	£ -	£ 432.00
20/04/2026	Council mobile phone	H3G (Three)	£ 2.50	£ 0.50	£ 3.00
24/04/2026	Cobmined salary, PAYE, pension		£ 2,963.88	£ -	£ 2,963.88
24/04/2026	Grass cutting	CPS Grounds Ltd	£ 957.31	£ 191.46	£ 1,148.77
24/04/2026	Grass cutting	CPS Grounds Ltd	-£ 304.52	-£ 60.90	-£ 365.42
24/04/2026	Verti Drain on Westerleigh pitch	CPS Grounds Ltd	£ 400.00	£ 80.00	£ 480.00
24/04/2026	Bitterwell Lake maintenance	C R Belcher Agricultural/Maintenance Services	£ 2,000.00	£ 400.00	£ 2,400.00
24/04/2026	WPF cricket shed project	Mark Haskins prefab buildings	£ 4,250.00	£ -	£ 4,250.00
30/04/2026	Bank charges	Natwest	£ 2.10	£ -	£ 2.10
30/04/2026	Bank charges	Unity Trust Bank	£ 10.90	£ -	£ 10.90
		TOTAL	£ 31,624.59	£ 2,338.76	£ 33,963.35

Appendix 4 – May 2026 payments for approval

Description	Supplier	Net	VAT	Total
Monthly Expenses		£ 190.20	£ -	£ 190.20
Printing	Sprint Print	£ 40.00	£ 8.00	£ 48.00
Internal audit fee	H.C. Saunders Internal Auditing & Locum Services	£ 407.88	£ -	£ 407.88
Room hire	Westerleigh Village Hall	£ 18.00	£ -	£ 18.00
Grass cutting	CPS Grounds Ltd	£ 652.79	£ 130.56	£ 783.35
Loo hire	Andyloos	£ 167.20	£ 33.44	£ 200.64
Holiday activity days	Swift Sports Coaching	£ 1,800.00	£ 360.00	£ 2,160.00
Annual play inspections	Playsafety Ltd (RoSPA)	£ 95.00	£ 19.00	£ 114.00
Annual play inspections	Playsafety Ltd (RoSPA)	£ 95.00	£ 19.00	£ 114.00
Materials for chalet repair	P Isaacs	£ 30.75	£ -	£ 30.75
Grant Smile & Shine WVH rental	Westerleigh Village Hall	£ 468.00	£ -	£ 468.00
	TOTAL	£ 3,964.82	£ 570.00	£ 4,534.82

MINUTES OF FULL PARISH COUNCIL MEETING
Monday 11th May 2026 at 7.00pm, Westerleigh Village Hall

Appendix 5 - Planning decisions since 1st April 2026

Description	Westerleigh & Coalpit Heath Parish Council Comment submitted	Notice	Decision	Decision Date
i) P26/00299/HH Demolition of existing garage. Erection of two storey side and single storey rear extension to form additional living accommodation. Erection of single storey front extension to form porch and garage. 19 Church Road Frampton Cotterell South Gloucestershire BS36 2NJ	Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application.	12/02/2026	Approve with conditions	09/04/2026
ii) P23/01915/HH Erection of single storey log store to front garden (retrospective) Brices Farm Westerleigh Road Westerleigh South Gloucestershire BS37 8QU	Westerleigh and Coalpit Heath has NO OBJECTION to this application.(Delegated).	03/08/2023	Refusal	17/04/2026
iii) P26/00216/F Creation of new vehicular access onto classified highway (Class C) 220 Badminton Road Coalpit Heath South Gloucestershire BS36 2QE	Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application.	20/02/2026	Approve with conditions	22/04/2026
iv) P26/00648/PIP Permission in principle for the erection of up to 3no dwellings. Land At 17 Badminton Road Winterbourne South Gloucestershire	Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application.	26/03/2026	Approve	27/04/2026
v) P26/00769/PNA Prior notification of the intention to erect 1no. steel framed agricultural building. Land Adjacent To Oakley Green Garden Centre Oakley Green Westerleigh South Gloucestershire BS37 8QZ	No comment submitted- deadline before meeting.	10/04/2026	Refusal Prior Approval	27/04/2026
vi) P26/00768/PNA Prior notification of the intention to an create access track for agricultural purposes. Land Adjacent To Oakley Green Garden Centre Oakley Green Westerleigh South Gloucestershire BS37 8QZ	No comment submitted- deadline before meeting.	10/04/2026	Refusal Prior Approval	27/04/2026
vii) P26/00767/PNA Prior notification of the intention to create a fish breeding lake for agricultural purposes. Land Adjacent To Oakley Green Garden Centre Oakley Green Westerleigh South Gloucestershire BS37 8QZ	No comment submitted- deadline before meeting.	10/04/2026	Refusal Prior Approval	27/04/2026
viii) P26/00581/HH Erection of garage extension. The Hawthorns Rose Oak Lane Coalpit Heath South Gloucestershire BS36 2QZ	Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application.	17/03/2026	Approve with conditions	28/04/2026
ix) P26/00734/PNRE Prior notification of the intention to install roof mounted solar panels. Apex House Turner Drive Yate South Gloucestershire BS37 5YX	Westerleigh & Coalpit Heath Parish Council SUPPORTS this application on the grounds that it will reduce the carbon footprint of the Special Educational Needs school housed in the building.	02/04/2026	Prior approval not required	28/04/2026

MINUTES OF FULL PARISH COUNCIL MEETING
Monday 11th May 2026 at 7.00pm, Westerleigh Village Hall

x) P26/00355/HH Erection of single storey rear extension to form additional living accommodation and creation of raised ramp. 6 Sunnybank Westerleigh South Gloucestershire BS37 8RA	Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application.	23/02/2026	WITH-DRAWN	30/04/2026
xi) P26/00342/F Erection of 1no. self build dwelling with access and associated works. Plot SB-3 Park Leaze Coalpit Heath South Gloucestershire BS36 2UE	Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application. However, it queries the positioning/ inclusion of windows on the eastern elevation, facing the adjacent vacant plot.	25/02/2026	Approve with conditions	06/05/2026