



An ORDINARY MEETING of the PARISH COUNCIL will be held on **Monday 8th June at 7.00pm** at Henfield Hall and the following business will be transacted. All Councillors are summoned to attend.

Rachel Davis

Rachel Davis (Clerk to Westerleigh & Coalpit Heath Parish Council)

3rd June 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.

DRAFT AGENDA –WESTERLEIGH & COALPIT HEATH PARISH COUNCIL MEETING JUNE 2026

1. To NOTE apologies for absence
2. To RECEIVE Chair's signed declaration of acceptance of office (as per FC min 4350)
3. 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
4. To REMIND councillors to update their [Register of Interests](#) if circumstances have changed to comply with the Council's Code of Conduct for Members and the Localism Act 2011
5. To APPROVE [Minutes](#) of Parish Council meeting held on 11th May 2026.
6. To RECEIVE reports from South Gloucestershire Councillors on matters relating to the Parish
7. 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)
8. To review and APPROVE the [terms of reference for committees](#) (if required)
Increase maximum number of members of Finance & General Purposes Committee to 6.
9. To CONFIRM/APPOINT members to Finance & General Purposes Committee (if required)
10. **PLANNING**
 - a) To NOTE planning comments submitted since last meeting
[P26/00995/PIP](#) Permission in Principle for the erection of up to 9no. dwellings. Elmbarn Farm Westerleigh Road Westerleigh South Gloucestershire BS37 8QF: *Given the short consultation deadline for responses to PIP applications, the Parish Council was unable to meet to agree a response prior to the deadline. General comment- No objection. More detail is required to understand the access on to Westerleigh Road. (Delegated).*
 - b) To NOTE planning decisions made by South Gloucestershire Council since last meeting [\[report circulated\]](#)
 - (i) [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 – goes to SGC Spatial Planning Committee 11th June 2026

- c) To discuss and COMMENT on any necessary Planning Applications or other Planning Matters:
- (i) P26/01050/F Erection of new 2.5 storey self build dwelling with access, parking and associated works. Self Build Plot 10 Cow Leaze Blackberry Park Coalpit Heath South Gloucestershire BS36 2WB
- (ii) P26/01111/PIP Permission in principle for the erection of a minimum of 1no. self build dwelling and a maximum of 3no. self build dwellings. Land At 15 Badminton Road Winterbourne South Gloucestershire BS36 1AL
- (iii) P26/01192/PIP Permission in principle for the erection of a minimum of 1no. dwelling and a maximum of 3no. dwellings. Land Between 5 And 9 Badminton Road Winterbourne South Gloucestershire BS36 1AL

FINANCE

- 11. To NOTE end of May 2026 Financial documents: Statements & [Reconciliations](#), receipts
- 12. To NOTE all payments made in May 2026 in line with Financial Regulations
- 13. To APPROVE quote for Insurance Policy Renewal from 1st June 2026 (ratify delegated decision): Hiscox Insurance (via Gallagher Insurance Brokers) £ 1,538.96, three-year agreement
- 14. To APPROVE accounts for [payment June 2026](#)
- 15. To NOTE submission of AGAR to external auditor
- 16. To consider and APPROVE any Grant Applications including:
 - (i) Smile & Shine Friendship & Wellbeing Group - £5,400 for hall hire
- 17. To RECEIVE and take a DECISION on any other finance matters
 - (i) Approve quote for Newman's Field aerial runway inspection & repair: inspection £405 +VAT, replacement brake (if required) £118 +VAT
- 18. To RECEIVE Parish Councillor Reports and any other Reports – written submissions, taken as read with questions taken as necessary

ITEMS REQUIRING A RESOLUTION

- 19. 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)
 - (ii) Update on Westerleigh Rd/ Henfield Rd temporary traffic lights
- 20. To NOTE progress with the South Gloucestershire Council A432 active travel project and take a DECISION on any required actions
 - (i) Feedback from informal meeting with project team (4th June 2026, 12.30pm on MS Teams) re construction phase of Section 6 of project.
- 21. To receive information regarding waste in woods adjacent to Newman's Field and take a DECISION on any required action
- 22. To RECEIVE an update on replacement storage shed at Westerleigh Playing Field (installed 12th May 2026) and take any required DECISIONS.
 - (i) APPROVE quote for access ramp to garage door - £600
 - (ii) APPROVE solution to prevent water ingress under garage door and cost
 - (iii) APPROVE guttering solution and any related cost
 - (iv) Clerk to prepare 'shed user agreement' with cricket clubs, to be approved at July meeting

23. To RECEIVE a report on options for repairing/ replacing the Westerleigh Playing Field basketball hoop and take a DECISION on next steps.[report circulated]
24. To RECEIVE an update on the Council's new accessible website and take a DECISION on the Council website& email domain name [report circulated]
25. To RECEIVE an update on North of Lyde Green site - Invitation from Places to People to meet cllrs Wednesday 24th June, 6.30pm at Westerleigh Village Hall
26. To APPROVE proposed date for community litter pick to be arranged by Frome Valley Environmental Network – Sunday 28th June 2026 - and take any required DECISIONS
27. To REVIEW and APPROVE council policies as follows:
 - (i) To APPROVE the following council policies with no changes:
[Code of Conduct](#)
[Health & Safety Policy](#)
[Equality & Diversity Policy](#)
[Complaints Procedure](#)
[Information & Data Protection Policy](#)
[Freedom of Information Policy](#)
[Document Retention & Disposal Policy](#) and [Document Retention & Disposal Appendix](#)
[Risk Management Policy](#)
[Asset Register Policy](#)
[Reserves Policy](#)
[IT and Email Policy](#)
[Social Media and Website Policy](#)
[Model Publication Scheme](#)
 - (ii) To APPROVE the following council HR policies with no changes:
[Whistleblowing Policy \(for employees\)](#)
[Disciplinary Policy \(for employees\)](#)
[Grievance Policy \(for employees\)](#)
 - (iii) To APPROVE the following amended council HR policies:
[Sickness Absence Policy \(for employees\)](#) Updated to reflect Employment Rights Act changes to Statutory Sick Pay from NALC template (in yellow)
[Anti Bullying and Harassment Policy \(for all staff\)](#) Updated to reflect employer's enhanced preventative duty to prevent sexual harassment in the workplace (from Oct 2026) from NALC template (in yellow)
28. To discuss any required CONSULTATIONS and COMMENT as necessary:
 - (i) NIBLEY LANE AND WESTERLEIGH ROAD - Proposed parallel, toucan, zebra and mini zebra crossings - STATUTORY NOTICE
<https://consultations.southglos.gov.uk/PT.8827crossings/consultationHome> - Deadline 13th June 2026
 - (ii) South Gloucestershire Council consultation on updating its Climate and Nature Strategy for 2026.
<https://cns26.commonplace.is/> Deadline 19th July 2026
 - (i) Update on South Gloucestershire Council Special Expenses Policy consultation
<https://specialexpensespolicy.commonplace.is/> - Deadline 19th June 2026 (see min 4387 ii)

ITEMS TO NOTE

29. To NOTE progress of South Gloucestershire Highways review re speeding in Westerleigh (from Shorthill Road to the Nibley Lane junction)
30. To NOTE progress with E&L projects

31. Correspondence/Communication with Westerleigh & Coalpit Heath Parish Council:
From South Gloucestershire Council:
 10th June 2026 for 3 nights – Nibley Lane overnight closure (23:30 – 5:00) for works on adjacent fencing
- 10/06/2026 – 12/06/2026 between 09:30AM-15:30PM - bus lane suspension on A432 Badminton Road, Winterbourne. This will be a short section to allow for the bus shelter installations for the Cuckoo Lane bus stops in connection with active travel CRSTS.
- 07/06/2026 – 14/06/2026 between 8PM-6AM - Closure of A432 Badminton Road, Yate (between Nibley Lane and Culvert Avenue RAB). This is in connection with active travel CRSTS.
- 12th June 2026, 4pm – 8pm Dodington Parish Hall, Finch Road, Chipping Sodbury, BS37 6JZ – Public drop in for Bristol Energy Co-operative proposed solar and wind project at Codrington
- PT.8859 Westerleigh Road and Henfield Road, Coalpit Heath - Temporary Road Closures for removal of signal junction and road marking changes works
 10th July 2026 for 3 nights duration, between the hours of 8pm and 6am.
Westerleigh Road -that length which extends from a point 50 metres west of its junction with Henfield Road in an easterly direction for a distance of 100 metres
Henfield Road - that length which extends from its junction with Westerleigh Road in a northerly direction for a distance of 10 metres and a southerly direction for a distance of 10 metres
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.
34. Dates of future Parish Council meetings
- | | | |
|----------------------------|----------------------|------------------------------|
| July 13 th | Full Council meeting | 7pm Manor Hall, Newman Room |
| September 14 th | Full Council meeting | 7pm Westerleigh Village Hall |
- (Full list at www.westerleighcoalpitheathparishcouncil.gov.uk/meeting-dates)