

MINUTES OF FULL PARISH COUNCIL MEETING
Monday 8th July 2024 at 7pm, Westerleigh Village Hall



MINUTES OF WESTERLEIGH & COALPIT HEATH FULL PARISH COUNCIL MEETING
Monday 8th July 2024 at 7pm, Westerleigh Village Hall

Present: Cllr R McCullough (Chair), Cllr C Goddard, Cllr K Kelliher, Cllr P King, Cllr J Lean (also ward cllr), Cllr T Clark (also ward cllr)

Clerk: R Davis **Finance Officer:** S Simmons (until end of min 3773)

Three members of the public, five representatives from promoters of Land at Frampton Cotterell, Park Lane site (see min 3774).

3764. To NOTE apologies for absence

Cllr A Hill did not attend – no apologies.

Ward Cllr Marilyn Palmer, Ward Cllr Claire Young

3765. 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 Goodard declared an interest in finance item (i) – min 3772 – she is a member of the Westerleigh Village Hall Management Committee.

Cllr R McCullough declared an interest in planning item e (iii) – min 3774 – the applicants are known to him.

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 3774) 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.**

3766. To APPROVE [Minutes](#) of Parish Council meeting held on 10th June 2024

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

3767. To RECEIVE reports from South Gloucestershire Councillors on matters relating to the Parish

The Chair congratulated the new Member of Parliament for Thornbury and Yate - Claire Young – and thanked her for her work as ward councillor.

Cllr T Clark gave a verbal report as follows:

New leader of South Gloucestershire Council – Cllr Claire Young has resigned as leader of South Gloucestershire Council. The Liberal Democrats will select a new group leader and the new leader of the Council will be confirmed/ approved at the next SGC Full Council meeting. She has not yet resigned as ward councillor for Frampton Cotterell, but is no longer taking up her allowance. If/ when she resigns there is likely to be a bi-election for the vacant ward councillor seat.

Upcoming planning consultations in July:

- (i) **Local Plan consultation on South Gloucestershire Council's position regarding Bristol City Council's unmet housing need.** South Gloucestershire's housing target figure includes a 10% buffer to allow for delayed delivery. Therefore, the SGC position is that there is no capacity to address the unmet need. The consultation, beginning in late July, will seek views from the public and community groups on this position. This is the final stage of the consultation process before submission of the preferred strategy.

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(ii) Central government consultation on amendments to the National Planning Policy

Framework – to be launched by the end of July. Amendments include re-introducing mandatory housing targets. Targets are currently advisory, although the status of advisory targets was never clarified/ tested.

3768. 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)
None

FINANCE

3769. To APPROVE June 2024 payments made in accordance with FR 6.9
The RFO explained that although split into 2 lines there was only one total payment to A & S police for the bleed kits.
RESOLVED: The list was APPROVED and is shown as Appendix 1.
3770. To NOTE end of June 2024 Financial documents: Bank Statements & Reconciliation, receipts
NOTED. Matters relating to Financial Compensation limits being reached will be addressed at the F & GP meeting (22nd July).
3771. To consider and APPROVE any Grant Applications
(i) To NOTE Decision and RFO comments regarding Frampton Festival grant application
The RFO explained that due to lack of responses in the given timeframe no grant was made to Frampton Festival. Both the RFO and Clerk reiterated the need to respond to emails.
3772. To RECEIVE information and take a DECISION on any other finance matters
(i) Westerleigh Village Hall/ WPF boundary railings
Cllr C Goddard declared an interest in this item and took no part in the discussion and subsequent vote.
RESOLVED: This project is expected to cost in the region of £900 and this will come from the GPoC fund.
It is supported by WVH committee, a representative thanked the PC.
- (ii) To decide/approve Communications – Blackberry Park leaflet drop, reprint WCHPC guide, Blackberry Park picnic 14th July 2024.
RESOLVED: To update and reprint a short run of the WCHPC guide first issued in 2018. Max cost £100 as delivery to Blackberry Park by hand. This is from advertising budget.
- (iii) To NOTE any progress or queries from BDO with External Audit
Three queries received and responded to.
- (iv) To APPROVE new EON electricity tariff for Bitterwell Lake aerator
Members were presented with 4 options: 1/2/3 year fixed (56p standing charge & 37/38.9/39.5p) or do nothing (£1 standing charge and 39.5p)
RESOLVED: It was APPROVED to renew on a 1 year basis.
- (v) To NOTE the next Finance & General Purposes Committee meeting (22nd July, 7pm Manor Hall, Red Brick Annex) and APPOINT an additional member to the committee.
Four members (RM, JL, TC & KK all confirmed they can attend). No additional member appointed.
- (vi) Outstanding invoice and purchase orders were checked.
The Clerk has cancelled the order for Absolutely PC to link westerleighparishcouncil.org.uk to the new site.
The D & D invoice for £50 is outstanding as plaque hasn't arrived yet.
An invoice from GB Sports for maintenance of the zipline is expected as work has been done.

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The SLCC invoice for H&S training should be paid in August.

- (vii) The Period for the Exercise of Public Rights finishes on Friday July 12th so after that papers can be removed from notice boards.

RESOLVED: To consider agenda item 14 (iii) Bitterwell Lake stone memorial bench proposal, at this point. See min 3777 (iii).

3773. To RECEIVE an update on issues at Bitterwell Lake Chalet and take a DECISION on required action

- (i) To NOTE progress with site visit and order with Prestige Developments for render work at Bitterwell Chalet
Following the site visit on 3rd July an official quote has been received for a total of £19785 inclusive of VAT. The RFO will send over a Purchase Order to proceed, and pay the deposit once amount & bank details have been received.
It will also be necessary to get a quote from CRBelcher for removing parts of fencing and decking and reinstating after the work is complete.
- (ii) To APPROVE which funding pot render rectification works will be funded from
RESOLVED: It was APPROVED that the Prestige Dev invoice will be paid from reserves and the CRBelcher costs from the Chalet maintenance fund. Further analysis of funds will take place at the F & GP meeting on July 22nd.

The RFO left the meeting.

3774. PLANNING

The Chair read out the following statement - **The Parish Council recognises that pre-application discussions play an important role in major planning applications and welcomes the desire of developers to consult WCHPC and the wider community. Pre-application discussions, communications and any comment given by the Parish Council will not bind the Council to making a particular decision on the final application. Any views expressed will be without prejudice and on the basis of the information available at the time. Where no views are expressed, this should not be seen as implicit support for the proposals.**

RESOLVED: To receive the presentation from Coalpit Heath Cricket Club at this point (see min 3774 b) then consider the associated planning application (see min 3774 e) ii).

a) To RECEIVE a presentation from developers/ promoters of Land at Frampton Cotterell, Park Lane (prior to submission of outline planning application for 90 dwellings)

Five representatives from the land promotion company (Richborough Developments), Avison Young (consultation) and the architects (Pegasus Group), gave a presentation about the proposals for the site. The site is 4.63 hectares (90 dwellings at a density of 35 per hectare), adjacent to the Blackberry Park estate. It is outside the Green Belt and is included in the emerging preferred strategy for the new Local Plan. Presenters confirmed that a design review panel with South Gloucestershire Council had been held in early June, with positive feedback received. A submission for pre-application advice is imminent and an outline planning application will be submitted around a month later. The site will be disposed of to developers once outline planning permission has been obtained.

Questions were posed and answered as follows:

- Cycling connections - There will be a cycle connection from the central street into the adjacent Blackberry Park estate.
- Housing mix – There will be a policy compliant number of two and three bed homes and 35% affordable homes. The exact mix, to meet local need, will be specified in the reserved matters application. Homes will be policy compliant for disabled access.
- Public open space – The topography of the site means a central public open space (like Blackberry Park has) is not possible, so this is located to the south of the site. It is likely that

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open space will be handed over to a management company for ongoing maintenance. Councillors expressed an interest in the Parish Council taking it on.

Councillors and a member of the public made several points:

- The application will be submitted before the new Local Plan is approved. Presenters confirmed feedback from South Gloucestershire Council had been positive and the site is preferred as it is adjacent to existing development and outside the Green Belt.
- There is no shop included and currently no shop in walkable distance for new residents. Concerns were expressed that this will lead to additional car journeys for shopping.
- Good connectivity between the site and the adjacent Blackberry Park is vital. This should be improved.
- Meeting needs of older people and those who want to downsize. There is a large older population in the area (above average) and the housing mix should meet their needs i.e. smaller homes with gardens and bungalows.

The five presenters left the meeting after the presentation.

- b) To RECEIVE a presentation from the Coalpit Heath Cricket Club re app P24/01250/F
A representative from Coalpit Heath Cricket Club addressed the meeting and explained the application. He responded to questions about the impact on the adjacent Dramway (currently in communication with the PROW Officer), two trees and the hedgerow.
- c) To NOTE planning comments submitted since last meeting None
- d) To NOTE planning decisions made by South Gloucestershire Council since last meeting
NOTED. See Appendix 2.
- e) To discuss and COMMENT on any necessary Planning Applications or other Planning Matters:
- (i) P24/01424/HH Erection of a single storey rear extension to form additional living accommodation. Installation of cladding to rear dormer. 31 Station Road Coalpit Heath South Gloucestershire BS36 2TJ
RESOLVED: Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application.
- (ii) P24/01250/F Installation of replacement septic tank, siting of shipping container for storage and installation of new boundary fencing and gate. Refurbishment of existing carpark to include 5no. extra parking spaces. Coalpit Heath Cricket Club Ram Hill Coalpit Heath South Gloucestershire BS36 2T
RESOLVED: Westerleigh & Coalpit Heath Parish Council supports this application on the grounds that the proposals will enhance sports facilities in the parish.
- (iii) P24/01574/HH Erection of 1no. carport. The Woodlands Ram Hill Coalpit Heath South Gloucestershire BS36 2UF
Cllr R McCullough declared an interest in this item. He vacated the chair and took no part in the discussion and subsequent vote. The Vice Chair Cllr J Lean chaired this item.
RESOLVED: Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application.
- (iv) To discuss and RESPOND to the consultation on the proposal for 90 dwellings on Land at Frampton Cotterell, Park Lane (prior to submission of outline planning application)
RESOLVED: To submit the following comments to the site promoters.

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Good connectivity between the site and the adjacent Blackberry Park estate is vital for the new community to integrate and to link it to the rest of the village. The current proposals should be improved upon to better connect the two sites spatially and for access.

The housing mix and type must meet the needs of the large older population in the area. The Parish Council would like to see provision suitable for this group, especially bungalows.

3775. To RECEIVE Parish Councillor Reports – written submissions, taken as read with questions taken as necessary
None

ITEMS REQUIRING A RESOLUTION

3776. To discuss matters and take a DECISION on required actions arising from A432 Badminton Rd bridge closure:

- (i) National Highways/ South Gloucestershire Council Highways proposals for surrounding roads (presented at 17th and 20th May events)

Noted a range of measures are proposed to alleviate local issues, in particular a white 'no waiting' line along the residential side of Henfield Road (adjacent to the Manor School field).

- (ii) Parking issues on Henfield Road (including parking for evening football training sessions on the Manor School Field)

Linked to above item, noted that proposed 'no waiting' line will help. Coalpit Heath Football Club is putting out cones again following a request/ reminder. The Manor School opens its car park for FitQuest evening sessions. A previous request to the school to open the car park for football parking (made before the bridge closure) was declined.

RESOLVED: The Clerk will write to the head/ chair of governors of the Manor Primary School to request they consider allowing access to the school car park during football training sessions, on a temporary basis for the duration of the bridge closure. This is to help alleviate congestion caused by parking during the sessions, plus increased A432 bridge closure traffic along Henfield Road. To emphasise the steps already taken (see above) and to request the school's help.

- (iii) Petition to reopen Hambrook lights right turn – response from Cllr Chris Willmore
The response was NOTED.

RESOLVED: Not to sign the petition on the basis that the explanation given is satisfactory. Instead to put forward a suggestion from Cllr McCullough to SGC which may enable the right turn to be reopened at the Hambrook lights, by instead preventing westbound traffic turning right into Frenchay for the duration of the bridge closure.

3777. To RECEIVE information from Clerk regarding ongoing matters and take a DECISION on required action

- (i) Briefing paper from South Gloucestershire Council on Ruffet Road junction design for summer 2024 consultation on the A432 Corridor project

NOTED. Noted that the PC's refusal of the request to adopt land at the Ruffet Road junction (min 3604) was taken because it was 'unable to make an informed decision without an understanding of the overall design of the wider project'. Once plans are available, the PC will be in a position to readdress the request.

RESOLVED: The Clerk to request plans for the relevant section of the route from the SGC project manager as soon as possible, to enable the council to readdress the Ruffet Road junction land request at the next meeting. Also to request the deadline date for the full business case to be submitted to WECA to secure funding.

Post Meeting Note – The [public consultation](#) on the A432 Travel Improvements went live on 10th July 2024 (deadline 20th August) and all plans are now available.

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- (ii) Bleed kit installation – publicity and checks

All five kits have now been installed.

RESOLVED: To add bleed kits to the Clerk's monthly defibrillator inspections. To publicise locations on the website, Facebook and an item in the Westerleigh village newsletter. Add bleed kit locations to the updated parish guide (min 3772 ii).

- (iii) Bitterwell Lake stone memorial bench proposal (discussed before RFO left the meeting)

The cost of this project is expected to be in the region of £2000. This will be paid from the GPoC pot of money.

RESOLVED: To obtain a formal quotation and final project proposals for approval at the next meeting.

Post Meeting Note - HMRC VATGPB8780 confirms that plaques for memorial benches or similar qualify as non-business and therefore there is no VAT implication in taking donations for plaque/install cost.

See <https://www.gov.uk/hmrc-internal-manuals/vat-government-and-public-bodies/vatgpb8780>

- (iv) Westerleigh Playing Field trim trail replacement update

NOTED that a revised quote for a linked trim trail has been received (amount £5899 + VAT maximum) and the order will be placed. The existing wooden equipment will be removed by CRBelcher at additional cost.

RESOLVED: To obtain a price for removal of the wooden equipment to be approved by the F&GP Committee (meeting 22nd July).

- (v) Parking issues outside St James the Great Church Westerleigh

RESOLVED: The Clerk to submit an application to South Gloucestershire Council for a white 'no waiting' line across the church entrance to help ensure access. Cllr C Goddard to approach the church to suggest adding signage to the gates (keep clear, access).

3778. To discuss any required CONSULTATIONS and COMMENT as necessary

None

ITEMS TO NOTE

3779. To NOTE Inspection reported for Newman Field aerial runway (July 2024) and action taken

NOTED. The Clerk will arrange replacement of the plastic cap for end of cable tube (has a hole in it).

3780. Correspondence/Communication with Westerleigh & Coalpit Heath Parish Council:
From South Gloucestershire Council:

-A432 Improvements Virtual Pop-up Meeting – Mon 29 July, 6pm, MS Teams **Join the A432**

Improvements Consultation Pop up here

-Closure of Nibley Lane for bridge inspection works – one night 10pm – 8am, 24 August

Other received items

-19/06/2024 Home Upgrade Grant scheme for homes with no gas connection - income eligibility criteria increased to £36,000 <https://warmandwell.co.uk/grants-and-funding/home-upgrade-grant/>

-24/06/2024 National Highways - M4 junctions 17 to 19: safety barrier improvements. Monday 15 July to Thursday 15 August. Sunday to Thursdays, 8.30pm to 4.30am. **During this time, there will be lane and hard shoulder closures on the M4 between junctions 17 and 19. A least one lane will remain open.**

-25/06/2024 REQUIRES RESPONSE – Invitation to cllrs to Great Western Air Ambulance Almondsbury Base Open Day 21 August 10am – 12pm (The Clerk and Cllr K Kelliher plus guest to accept invitation).

3781. To NOTE items considered urgent by the Chairman

None

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3782. To CONSIDER any exempt items
None

3783. Dates of future Parish council meetings
NOTED

Monday 22nd July Finance & General Purposes Committee Meeting 7pm Manor Hall, Red Brick Annex

Monday 9th September Full Council Meeting Henfield Hall

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

The meeting was closed at 9.10pm.

Appendix 1 List of payments June 2024

Date	Description	Supplier	VAT Type	Net	VAT	Total
01/06/2024	Storage unit rental fee	PE King (Bristol) Ltd		73.33	14.67	88.00
03/06/2024	6 Bleed Kits for defib locations	Avon & Somerset Police,		995.00	199.00	1,194.00
03/06/2024	6 Bleed Kits for defib locations	Avon & Somerset Police,		199.00	39.80	238.80
04/06/2024	Grass cutting	CPS Grounds Ltd		863.22	172.65	1,035.87
06/06/2024	Goalmouth reseeding	CPS Grounds Ltd		358.00	71.60	429.60
06/06/2024	Loo hire	Andyloos		174.80	34.96	209.76
06/06/2024	Memorial Bench	Marmax Products		433.00	86.60	519.60
06/06/2024	Holiday activity days	Swift Sports Coaching		800.00	160.00	960.00
10/06/2024	Room hire	Manor Hall		20.00		20.00
10/06/2024	Memorial Bench	C R Belcher Agricultura		75.00	15.00	90.00
10/06/2024	Memorial Bench	C R Belcher Agricultura		180.00	36.00	216.00
10/06/2024	Memorial Bench	C R Belcher Agricultura		180.00	36.00	216.00
11/06/2024	Grant	Green Community Trav		207.95		207.95
11/06/2024	Grant	Westerleigh Village Hal		500.00		500.00
11/06/2024	Grant	St Peters Hospice		1,500.00		1,500.00
18/06/2024	Aerator at Bitterwell Lake	EON		15.01	0.75	15.76
20/06/2024	Council mobile phone	H3G (Three)		2.50	0.50	3.00
25/06/2024	Monthly Pension payment	Avon Pension Fund		334.27		334.27
25/06/2024	Salary	SWSimmons				
25/06/2024	PAYE	HMRC		425.62		425.62
25/06/2024	Salary	R Davis Deputy Clerk				
28/06/2024	Bank charges	Natwest		6.65		6.65

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Appendix 2 Planning decisions since June 2024 Parish Council meeting (inc a decision from 09/02/2024 not previously reported)

Description	Westerleigh & Coalpit Heath Parish Council Comment submitted	Notice	Decision	Decision Date
(i) P23/02148/HH Erection of porch and conversion of existing outbuilding to form annexe ancillary to main dwelling. South Wood Ram Hill Coalpit Heath South Gloucestershire BS36 2UF	Westerleigh and Coalpit Heath Parish Council STRONGLY OBJECTS to this application on the grounds that it appears to contravene South Gloucestershire Council's Annexes and Outbuildings SPD. Specifically, the plans for the proposed annexe include two bedrooms, a bathroom and a kitchen. The building will not therefore be functionally dependent upon the main dwelling and could operate as a new independent dwelling. It should therefore be treated as a separate planning unit requiring a different type of application. If this application should be recommended for approval, the Parish Council requests that permitted development rights be removed.	06/09/2023	Approve with conditions	09/02/2024
(ii) P24/00327/HH Erection of single storey rear/side and first floor side extension to provide additional living accommodation. 158 Badminton Road Coalpit Heath South Gloucestershire BS36 2SZ	Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application.(Delegated)	08/02/2024	Approve with conditions	14/06/2024
(iii) P23/01233/NMA Non material amendments to permission P21/01095/F for the installation of mezzanine floor, alterations to the rooflight positions and the door and window locations. Ivory Hill Farm Park Lane Winterbourne South Gloucestershire BS36 1AS	Westerleigh Parish Council has no objection.	31/03/2023	Approve Non-Material Amendment	17/06/2024
(iv) P24/00620/F Erection of 1 no. new (self-build) dwelling with associated works. Plot 5 Blackberry Park Coalpit Heath Bristol Gloucestershire BS36 1AT	Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application.	07/03/2024	Approve with conditions	24/06/2024

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(v) P24/00410/HH Demolition of existing single storey rear extension. Erection of two storey rear extension to form additional living accommodation. The Cottage 8 Broad Lane Westerleigh South Gloucestershire BS37 8QX	Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application.(Delegated)	19/02/2024	Refusal	02/07/2024
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