

MINUTES OF FULL PARISH COUNCIL MEETING
Monday 8th September 2025 at 7pm, Westerleigh Village Hall



MINUTES OF WESTERLEIGH & COALPIT HEATH FULL PARISH COUNCIL MEETING
Monday 8th September 2025 at 7pm, Westerleigh Village Hall

Present: Cllr R McCullough (Chair), Cllr J Lean (also ward cllr), Cllr C Goddard, Cllr D Margetts, Cllr G Williams, Cllr P King.

Clerk: R Davis

Ward Councillors: Cllr M Palmer

17 members of the public.

4106. To NOTE apologies for absence

Cllr T Clark (also ward cllr) – attending Frampton Cotterell Parish Council meeting
Cll K Kelliher – illness

4107. 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 R McCullough read the following statement: 'Following the July meeting it was alleged by a member of the public that I had a conflict of interest in one of the agenda items. This can be a very serious allegation if found to involve a pecuniary interest. I can confirm I had no conflict of pecuniary interest in the agenda item. In order to seek further clarity, I have written to the Monitoring Officer at South Glos Council. While I await their response it is right for me to step out of the room for item 15 (min 4120) and Cllr J Lean will chair the item.'

4108. To APPROVE [Minutes](#) of Parish Council meeting held on 21st July 2025

NOTED that Cllr P King gave apologies ahead of 21st July 2025 meeting, but these were not noted in the minutes.

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

4109. To RECEIVE reports from South Gloucestershire Councillors on matters relating to the Parish

Westerleigh & Coalpit Heath Parish Council – District Councillors' Report
Monday 8th September 2025

South Glos Council Launches App to Help Residents Access Information

A new South Gloucestershire Council app has been launched, making it easier for residents to access council services from their smartphone or tablet.

As well as checking waste and recycling collection dates, residents will be able to add their address to the app and sign up for push notifications to get weekly reminders of what bins and boxes to put out and when. There is also a handy tool allowing you to search by product to see if something can be recycled and which container to put it in. Or residents can book a slot via the app to take things to the Sort It recycling centre.

The app can also be used to find out about planning applications nearby, review the plans and submit responses. Other localised information includes finding your nearest park, library or public toilet and other facilities in your area and view them on a map.

Users will be able to report things like potholes and flooded roads, apply for support including community meals and telecare devices, and people who have or set up a customer account, will be able to manage their council tax online. You will be able to search and contact your local councillor and read the latest council news.

MINUTES OF FULL PARISH COUNCIL MEETING
Monday 8th September 2025 at 7pm, Westerleigh Village Hall

The council will be adding new features over the coming months, including another way for residents to easily have their say on consultations, for example.

Other local authorities are beginning to introduce apps as a way of improving interactivity with residents. North Somerset launched theirs a few months ago and East Devon council has had a similar app for the past 18 months with thousands of local residents downloading and using the app every day. Over time they have added a range of information and functionality to it, and seen customer satisfaction improve as residents have found accessing information and contacting the council become even easier.

The free South Gloucestershire Council app is available to download from the Apple App Store, or Google Play Store for Android phone users.

Homes for Ukraine Campaign Appeal

South Gloucestershire residents are being asked to open their hearts and their homes to Ukrainians still fleeing the war on their country. The council is renewing its call for people with extra space in their homes to consider hosting an individual, mother and child or a family, providing a new temporary home for people escaping Ukraine.

The relaunched Homes for Ukraine campaign will feature a new plea – Open your heart and your home to a Ukrainian – and a series of videos featuring hosts who talk about the positive experience they have had hosting a Ukrainian guest. The first video (www.youtube.com/watch?v=Cyd3tN9IOx0) features Jeremy and Alison, from Yate, who have hosted four different families and say welcoming Ukrainians into their home as enriched their own lives.

More than 650 Ukrainians have already been matched with a host in South Gloucestershire since the full-scale invasion in February 2022. Most have gone on to live independently, found jobs and are contributing to our economy and our communities. Almost all school-aged children are in full time education.

Support is provided by Government funding and hosts will receive £500 a month to recognise their generous contribution and support, to encourage residents to join the scheme and find more homes in the local area for Ukrainians fleeing the war.

Hosts will also receive a comprehensive package of practical and emotional support from the council's Resettling Communities team. Hosts will receive regular visits and are also connected, if they wish to be, with other hosts, so they can support each other and share helpful, experience-based advice to each other. The council also runs regular events for hosts and guests to get together as a community.

Ukrainian guests are offered holistic, wrap-around support, which includes advice covering access to medical services, benefits, language lessons, employment, and re-housing. There are also drop-in sessions, activities and events available through the council's community hub network.

If you have a spare room, a liveable annex or a whole house that would be a comfortable space for a single person, a mum and child, or a larger family, then you could be a host. Your guest or guests can share communal space like a kitchen or bathroom with you, or have a separate space.

For more information, including how to become a host, visit <https://beta.southglos.gov.uk/ukraine-refugee-advice/> or email homesforukraine@southglos.gov.uk.

New Y2C Bus Route Starts

When Stagecoach cancelled the old 622 bus route a few years ago it was an awful blow to many of our rural villages as it was the only regular bus service they had. As ward councillors Jon, David and I welcome the news that, following hard work by Claire Young MP and council colleagues who have lobbied the West of England Combined Authority (WECA) and the bus operators, there will be a new bus route linking most of the settlements that were served by the former 622 service.

MINUTES OF FULL PARISH COUNCIL MEETING
Monday 8th September 2025 at 7pm, Westerleigh Village Hall

The new Y2C ('Yate to Cribbs') bus route will roughly run every 80 minutes from Yate, going up North Road in Engine Common, through Rangeworthy and Tytherington to Thornbury then down through Alveston, Olveston, Tockington, Lower Almondsbury and on to Cribbs Causeway. The timetable can be found at <https://www.westofengland-ca.gov.uk/news/new-bus-to-reconnect-yate-thornbury-and-cribbs-causeway>.

Construction Commences on Charfield Railway Station

Construction of a new train station at Charfield in South Gloucestershire will shortly get underway, following project approval and the release of £39.5 million of funding from the West of England Mayoral Combined Authority to the council.

Due to be completed by Spring 2027, it will be served by hourly trains in both directions, meaning local people can travel to the heart of Bristol in 32 minutes, stations in north Bristol in 18 minutes and to Gloucester in just 22 minutes.

Located in the centre of Charfield, it will be within easy walking and cycling distance for many residents, thanks to infrastructure improvements that will make access to the station easier. Facilities will include a pedestrian footbridge, bus stop, cycle parking and car parking facilities for those travelling from surrounding towns and villages.

Charfield and the surrounding area has not been well served by public transport for many years, with trains last stopping at the old station in 1965. Over time, as more people have relied on cars for work, education and leisure travel, Charfield has experienced increased levels of through-traffic and localised congestion.

The new station will serve a local population of around 14,500 people living within three miles. Opening the station provides an opportunity to make best use of local rail services whilst expanding sustainable travel choices for local people to get to local centres including Bristol, Yate and Gloucester.

The scheme is financed by the UK government through its City Region Sustainable Transport Settlement (CRSTS) funding, secured by the West of England Mayoral Combined Authority. The funding can only be used as capital funding for the delivery of sustainable transport infrastructure. The funding cannot be used for day-to-day (revenue) funding for other services, including bus services or any wider uses such as social care, education or health. More information about the project is available on the council website at www.southglos.gov.uk/CharfieldStation.

Local people are also being invited to attend a drop-in event about the construction of the project, which will take place after the school summer holidays to enable as many as possible to attend. The drop-in event will take place at Charfield Village Hall on Wotton Road on Thursday 18th September between 3 and 7 p.m. Representatives from the project team, including Network Rail, Octavius (Network Rail's lead contractor) and South Gloucestershire Council, will be available to discuss the construction phase and respond to any questions.

Ward Cllr M Palmer provided an update on average speed cameras for Shorthill Road in Westerleigh. See min 4127.

Cllr R McCullough (Chair) explained that item 15i would be considered at this point in the meeting (see min 4120 i), followed by item 4 (see min 4110), immediately followed by the remainder of item 15 (see mins 4120 ii - iv). He then left the meeting for the duration of these items, temporarily passing the chair to Vice Chair Cllr J Lean.

4110. 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)

MINUTES OF FULL PARISH COUNCIL MEETING

Monday 8th September 2025 at 7pm, Westerleigh Village Hall

Seven members of the public spoke in relation to item 15 (To discuss matters and take a DECISION on required actions arising from A432 Badminton Rd bridge closure – min 4120). The following points/ questions were raised that are not covered under min 4120:

- Can South Gloucestershire Council consider reopening local lanes before the A432 bridge is reopened, to allow access to properties and easier movement when Henfield Road floods (regular occurrence in autumn/ winter), even one way? *Ward Cllr Lean confirmed this was unlikely given the good reasons for closing the roads during the bridge closure and as South Glos Highways generally avoid one-way opening on the network.*
- Will traffic lights at the junction of Henfield Road/ Westerleigh Road be made permanent after the A432 bridge reopens, as they have improved safety? *Ward Cllr Palmer explained these were installed by National Highways as a mitigation measure during the A432 bridge closure. Negotiations are ongoing between South Glos Council and National Highways to retain these and another set at the Tormarton junction, but it will be a National Highways decision.*
- There is already a footpath from Badminton Road to the end of Coalsack Lane (PROW LWE77/20), so no need to create another traffic-free route by closing Coalsack Lane.

The relevant item was then discussed by councillors. See min 4120.

FINANCE

Cllr R McCullough rejoined the meeting and resumed as Chair.

4111. To APPROVE July and August 2025 payments made in accordance with FR 6.9

RESOLVED: To APPROVE all payments – attached as Appendix 1.

4112. To NOTE end of July and August 2025 Financial documents: Statements & Reconciliations, receipts

NOTED. The July and August statements for the Unity Trust savings account are awaited and will be circulated by email at the earliest opportunity.

4113. To APPROVE amended section 2 of the Annual Return – Accounting Statement 2024/2025 for Westerleigh & Coalpit Heath PC (submitted to the external auditor on 13.08.2025).

RESOLVED: To APPROVE amended section 2 of the Annual Return – Accounting Statement 2024/2025. Attached as Appendix 2.

4114. To consider & APPROVE the annual rent review for Bitterwell Chalet

RESOLVED: To defer to October meeting (under exempt items) due to time constraints.

4115. To consider & APPROVE the annual fishing licence fee from April 1st 2026

RESOLVED: To defer to October meeting (under exempt items) due to time constraints.

4116. RECEIVE and take a DECISION on any other finance matters:

- To note submission of re-declaration of compliance to The Pensions Regulator (3- yearly requirement) NOTED.
- To APPROVE new direct debit to Octopus Energy (Bitterwell Lake Aerator supply) from 24th August 2025 and note payment of security deposit - £136.98. (Direct debit to E.ON to be cancelled following final payment – credit of £52.83 due.)
RESOLVED: To APPROVE monthly direct debit to Octopus Energy (Bitterwell Lake Aerator supply) from 24th August 2025.
- To NOTE annual pay award for 2025/26 and new NJC pay scales, backdated to 1st April 2025. Backpay paid to all staff in Aug payroll, including leavers after 1st April 2025.
NOTED.

4117. To consider and APPROVE any Grant Applications including:

- Coalpit Heath Football Club £ 2365.20 for miscellaneous equipment

MINUTES OF FULL PARISH COUNCIL MEETING

Monday 8th September 2025 at 7pm, Westerleigh Village Hall

RESOLVED: To APPROVE a grant of £2365.20 from CIL (Community Infrastructure Levy).

- (ii) Brightwell Centre £200

RESOLVED: To APPROVE a grant of £200 from GPoC grant fund.

- (iii) Green Community Travel up to £400 for cordless vacuum cleaner

RESOLVED: To APPROVE a maximum grant of £400 (may be less depending on current price) from GPoC grant fund.

- (iv) Westerleigh Village Hall refurbishment project COMPLETED at total cost of £14,519 (allocated grant of £16,159, so £1,640 of not spent).

4118. PLANNING

- a) To NOTE planning comments submitted since last meeting

NOTED. Attached at Appendix 3.

- b) To NOTE planning decisions made by South Gloucestershire Council since last meeting

NOTED. Attached at Appendix 4.

- c) To discuss and COMMENT on any necessary Planning Applications or other Planning Matters:

- (i) P25/01772/F Change of Use from plant nursery potting shed to 1no. dwelling (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended), installation of 1no. ASHP, cycle and bin stores and associated works.). Former Potting Shed At Wentwood Nurseries Ram Hill Coalpit Heath South Gloucestershire
Council did not discuss this application as a decision notice was issued on 08.09.2025 – Refusal.

- (ii) P25/01696/HH Erection of replacement outbuilding incidental to main dwelling. The Retreat 216 Badminton Road Coalpit Heath South Gloucestershire BS36 2QB (no extension but can submit late)

RESOLVED: Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application.

- (iii) P25/01568/F Conversion of detached Annexe to form 1no dwelling with associated works. Annexe 218 Henfield Road Coalpit Heath South Gloucestershire BS36 2UJ

RESOLVED: Westerleigh & Coalpit Heath Parish Council has NO OBJECTION in principle to this application. However, it is concerned that insufficient private amenity space is allocated for the main dwelling at 218 Henfield Road in the plans submitted.

- (iv) P25/01870/F Erection of a 1no. self build dwelling (plot 2) with access, parking and associated works. 2 Cow Leaze Coalpit Heath South Gloucestershire BS36 2WB

RESOLVED: Westerleigh & Coalpit Heath Parish Council OBJECTS to this application on the grounds that the plans submitted appear to be inaccurate. They do not show the location and relationship to, the immediately adjacent dwelling at 52 Park Leaze.

- (v) P25/01763/HH Erection of single storey side extension to form additional living accommodation (Retrospective) 147 Roundways Coalpit Heath South Gloucestershire BS36 2LU

RESOLVED: Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application.

- (vi) P25/0173 e2/F Erection of 3no. commercial units (Class E), erection of 34no. dwellings with access alterations, ground level alterations, drainage, landscaping and associated works. Land At Weston Farm Westerleigh Road South Gloucestershire [ADJOINING PARISH]

RESOLVED: Westerleigh & Coalpit Heath Parish Council OBJECTS to this application on the grounds that it represents overdevelopment of the site. Furthermore, it questions the appropriateness of the sole vehicle access onto Westerleigh Road and is concerned that the development will lead to an unacceptable increase in traffic levels using this road.

- (vii) P25/01987/F Installation of external composite micro-rib cladding, removal and replacement of roof composite profiled metal sheet roof with integrated polycarbonate rooflights, new powder coated aluminium doors and windows and a new powder coated steel roller shutter door. Unit A Stover Trading Estate Millbrook Road Yate South Gloucestershire BS37 5PB

RESOLVED: Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application.

MINUTES OF FULL PARISH COUNCIL MEETING
Monday 8th September 2025 at 7pm, Westerleigh Village Hall

- (viii) [P25/01995/F](#) Installation of 5no. additional static caravan pitches with associated works (part retrospective). Land At Henfield Road Coalpit Heath South Gloucestershire
Two members of the public were permitted to speak about this application ahead of consideration by the Council. Concerns raised were:
- Overdevelopment of the site and limited private amenity space for each pitch.
 - Drains of adjacent properties regularly overflow and will not cope with additional connections from multiple pitches. Also concerned about additional connections to the mains electrical supply.
 - Other potential enforcement issues were raised. Members of the public were advised to report these as planning breaches to South Gloucestershire Council.

RESOLVED: Although Westerleigh & Coalpit Heath Parish Council acknowledges the continuing unmet need for Gypsy & Traveller pitches in South Gloucestershire, on balance it **OBJECTS** to this application on the following grounds. The proposal for a total of seven pitches on this compact site, represents overdevelopment of the site and allows for very limited private amenity space for each, plus loss of space for the previously approved day room. Furthermore, there are serious concerns that local drains do not have the capacity to accommodate connections from five additional pitches. Local residents report that currently, the drains of adjacent properties regularly overflow.

- (ix) [P25/01938/F](#) Erection of a single storey front extension and alteration of roofline, to facilitate change of use from office (Class E) to dwellinghouse (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended) with associated works. Land At Hill Farm Westerleigh Hill Westerleigh South Gloucestershire BS37 8RB
RESOLVED: Westerleigh & Coalpit Heath Parish Council has **NO OBJECTION** to this application.
- (x) [P25/02005/HH](#) Erection of single storey rear extension to form additional living accommodation. Installation of rear dormer with Juliet Balcony to facilitate loft conversion. Erection of a rear detached double garage with home office above and associated works. 26 Rathbone Close Coalpit Heath South Gloucestershire BS36 2TN
RESOLVED: Westerleigh & Coalpit Heath Parish Council **OBJECTS** to this application on the grounds that it represents overdevelopment of the site in the context of the other dwellings on Rathbone Close.

4119. To RECEIVE Parish Councillor Reports and any other Reports – written submissions, taken as read with questions taken as necessary

- (i) Update from Westerleigh Neighbourhood Watch meeting August 2025 – Cllr Goddard NOTED.

ITEMS REQUIRING A RESOLUTION

4120. To discuss matters and take a DECISION on required actions arising from A432 Badminton Rd bridge closure

Cllr R McCullough left the meeting for the duration of this item (i-iv), which was chaired by Cllr J Lean.

- (i) To **RESCIND** Council decision to submit a highways scheme request to South Gloucestershire Council in relation to Coalsack Lane, Ruffet Road and Cooks Lane (21.07.2025 min 4090 i), on grounds this is not the correct process to request a public consultation to take account of all views.

Cllr Lean read out the following statement, then answered questions from members of the public present relating to it. 'At its meeting on 21st July, Westerleigh and Coalpit Heath Parish Council discussed requesting that South Glos Council begin a public consultation regarding the roads in the parish affected by the A432 bridge closure, and resolved to submit a South Glos Highways Scheme Request to permanently close sections of Coalsack Lane, Ruffet Road and Cooks Lane - to begin this consultation process.

MINUTES OF FULL PARISH COUNCIL MEETING
Monday 8th September 2025 at 7pm, Westerleigh Village Hall

However, following further advice, it has become clear that the submission of a Highways Scheme is not the appropriate mechanism to start this consultation as it would imply Parish Council support for the scheme overall.

To be clear: the Parish Council neither supports nor opposes the road closures at this stage, nor is it the decision maker. It has only ever asked for a full public consultation.

The issue is now with South Gloucestershire Council. The Council will therefore now be asked to rescind the decision.'

Cllr Lean confirmed that as no request will be submitted to South Glos Council to consider changes to these lanes, the expectation is that all lanes temporarily closed in response to the A432 bridge closure, will be reopened as planned. South Glos Council has not given any indication otherwise.

Members of the public present reported that concerned residents organised a public meeting about possible lane closures on 11th August at Henfield Hall, attended by up to 70 people. Those attending were against possible closures. The Clerk confirmed that the Parish Council has received 56 emails/ phone calls from members of the public commenting on future plans for these lanes and surrounding local highways, expressing mixed views. She has replied to all, requesting all comments are forwarded directly to Ward Cllr Jon Lean (jon.lean@southglos.gov.uk), as the locally elected representative on South Glos Council. Anyone wishing to comment is encouraged to contact him directly. Ward Cllr Lean has committed to feedback all comments to South Glos Council officers planning for the reopening of the A432 bridge.

RESOLVED: To RESCIND the Council decision to submit a highways scheme request to South Gloucestershire Council in relation to Coalsack Lane, Ruffet Road and Cooks Lane (21.07.2025 min 4090 i)

- (ii) To NOTE information from the local highway authority (South Gloucestershire Council) re planned reinstatement works to affected local highways after the bridge reopens.

Cllr Lean reported that the Parish Council received confirmation from South Glos Council in Feb 2025 (noted at March meeting - min 3956 i) that funding would be allocated for reinstatement works to Henfield Road, to be carried out after the A432 bridge reopens. Members of the public asked if this would include Ram Hill and if there is an update on when the A432 bridge will reopen.

ACTION – Cllr Lean to contact South Glos Council officers to confirm if funding is allocated for reinstatement works to Ram Hill/ other affected local highways. Also to check on the outcome of flooding investigations on Henfield Road and planned action. To report back to the Council.

Post Meeting Note – The latest communication from [National Highways](#) indicates that work is on track to reopen the A432 bridge in early 2026. A final overnight closure of the M4 (junction 18-19) has been announced for 10th – 13th October 2025 to facilitate construction.

- (iii) To NOTE information from the local highway authority (South Gloucestershire Council) re the process to review solutions for locally affected highways after the bridge reopens.

Cllr Lean reiterated the expectation is that all lanes temporarily closed in response to the A432 bridge closure, will be reopened as planned. South Glos Council has not given any indication otherwise. As ward cllr, he has invited a South Glos Council Highways officer to attend a Parish Council meeting in Oct or Nov to answer questions and receive comments from members of the public about reinstatement works, planning for reopening of the A432 bridge and other relevant highways issues.

ACTION – Ward Cllr Lean to confirm date for visit from South Glos Council Highways officer to Council. Date to be widely publicised.

- (iv) To DISCUSS and AGREE suggestions to improve safety on Henfield Road (designated 'Quiet Lane') following the bridge reopening, to be fed back to the local highway authority (South Gloucestershire Council).

RESOLVED: The Parish Council to request that South Glos Highways carry out a highways review, like that carried out in Westerleigh village, due to significant concerns about speeding (all times of

MINUTES OF FULL PARISH COUNCIL MEETING

Monday 8th September 2025 at 7pm, Westerleigh Village Hall

day), overweight vehicle use and safety along the length of Henfield Road including under the viaduct. To make recommendations for appropriate mitigation measures including traffic calming.

4121. To note progress with the South Gloucestershire Council A432 active travel project and take a DECISION on any required actions

- (i) To NOTE feedback from South Gloucestershire Council re ownership of the Kendleshire Triangle (where land will be swapped to facilitate project) and DECIDE next actions. South Glos Council has confirmed the Kendleshire Triangle is unregistered land and that it does not have sufficient evidence to register it. The Parish Council owns and maintains the bus shelter on it and understands that the triangle is Parish Council land. Cllr Willmore (South Glos Council Cabinet member for Planning, Regeneration and Infrastructure) has indicated by email, that the land swap should be able to proceed whilst the land registration process takes place.

RESOLVED: To begin the process of registering the Kendleshire Triangle as Parish Council land as soon as possible, acknowledging this may not be successful. If successful, the land swap with South Glos Council will be placed on the correct legal footing.

4122. To APPROVE use of Westerleigh Playing Field by Coalpit Heath FC for 2025/26 season in accordance with the football & cricket [pitch hirer's agreement](#) (nil charge)

RESOLVED: To APPROVE use of Westerleigh Playing Field by Coalpit Heath FC.

4123. To RECEIVE information on a proposed planning application for a replacement storage shed at Westerleigh Playing Field and take a DECISION on next actions

The choice of shed must be finalised before the planning application can be submitted. Two options/ quotes have been obtained.

RESOLVED: The Clerk to obtain at least one more quotation, as per Financial Regulations, to enable the Council to select a shed/ contractor at the next meeting, then progress the planning application.

4124. To CONSIDER and take a DECISION on a request for the Council to investigate managing some public open space on the Blackberry Park estate

A member of the public was invited to speak about this item. He presented a case for the Council to take on maintenance of part/ all of the public open space and amenities on the Blackberry Park estate. Maintenance is currently carried out by Pinnacle Property Management Ltd (a private company) and paid for via a residents' service charge. Reasons include; a better standard of maintenance, not carried out by a for-profit company, greater accountability to residents.

Ward Cllr Lean fed back results of his research. He confirmed there should be a process by which Blackberry Park residents can be appointed as directors of the Blackberry Park Residents Management Company Limited (registered with Companies House). Once residents have majority control as directors, they may choose to retender some/ all aspects of estate maintenance. The Parish Council may be appointed to carry out some aspects if it is willing/ has capacity. The Autumn Brook (Yate) Management Company Limited has recently been through this process.

ACTION – Ward Cllr Lean to liaise with the member of the public to provide further details and advice on the process mentioned.

RESOLVED: If/ when the Blackberry Park Residents Management Company Limited is in a position to consider retendering aspects of estate maintenance, the Parish Council is prepared to be considered for maintaining the three large fields and possibly other parts of the estate.

4125. To CONSIDER and take a DECISION on the following proposed Environment & Leisure projects

- (i) Pansy Vale reinstatement work

RESOLVED: Clerk to arrange reseeding of grassed area damaged during wayleave works in spring 2025, as required. Also to arrange digging up of brambles along the boundary wall, to ensure adjacent footway is not obstructed. To be funded from the Pansy Vale maintenance budget.

MINUTES OF FULL PARISH COUNCIL MEETING

Monday 8th September 2025 at 7pm, Westerleigh Village Hall

4126. To discuss any required CONSULTATIONS and COMMENT as necessary:

- (i) Request for talking points for first '[Your Voice meetings](#)' (new name for Area Committees).
- a. Your voice...Thornbury and Severn Vale - Tuesday 30th September, Turnberries Thornbury, 18:30 – 20:30 **Wards:** Charfield, Frampton Cotterell, Pilning and Severn Beach, Severn Vale, Thornbury.
- b. Your voice...Yate and Cotswold Edge – Monday 13th October, Chipping Sodbury Town Hall, 18:30 – 20:30 **Wards:** Boyd Valley, Chipping Sodbury and Cotswold Edge, Dodington, Yate Central, Yate North.

RESOLVED: Clerk to submit 'planning for reopening of the A432 bridge' as a talking point for the Your Voice meeting on 30th September. Also to request a Yate venue is considered for future meetings.

RESOLVED: To continue the meeting beyond the two-hour limit set out in standing orders, to conclude business.

ITEMS TO NOTE

4127. To NOTE progress of South Gloucestershire Highways review re speeding in Westerleigh (from Shorthill Road to the Nibley Lane junction)

Ward Cllr Palmer reported that Shorthill Road has been approved as the first average speed camera site in the county. A full public consultation will take place before implementation.

4128. To NOTE receipt of signed pitch user agreement and copy of public liability insurance certificate for 2025/26 football season from Coalpit Heath FC.

NOTED.

4129. To NOTE Newman's Field zip wire inspection report (July 2025) and action taken

NOTED. Replacement cap being arranged.

4130. To NOTE FACE youth project report qu 1 (April -June 2025)

NOTED.

4131. To NOTE progress with E&L projects

The Clerk reported that 'no parking on the grass signs' (approved at June meeting min 4066 i) will be arranged where required, asap.

4132. Correspondence/Communication with Westerleigh & Coalpit Heath Parish Council: From South Gloucestershire Council:

- PT.8413 Park Lane, Winterbourne - Temporary Road Closure (length of Park Lane which extends from a point 230 metres north west of its junction with Badminton Road in a northerly direction for a distance of 195 metres.) 29 September 2025, **1 night** duration, between the hours of 10pm and 6am

Other received items

- Invitation to Police and Crime Commissioner's South Gloucestershire Public Forum 9th September 6pm-8pm, Chipping Sodbury Golf Course
- Invitation to launch of [South Gloucestershire Community Energy Network](#) - Thursday 11th September, 6pm to 9pm, Pop Inn Cafe in Yate ([Eventbrite](#) link)

4133. To NOTE items considered urgent by the Chairman

None.

4134. 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.

None.

4135. Dates of future Parish Council meetings

Oct 13 th	Full Council meeting	7pm Manor Hall, Newman Room
Nov 3 rd	Finance & General Purposes Committee	7pm Manor Hall, Red Brick Annexe
Nov 10 th	Full Council meeting	7pm Henfield Hall

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

MINUTES OF FULL PARISH COUNCIL MEETING
Monday 8th September 2025 at 7pm, Westerleigh Village Hall

The meeting was closed at 9.15pm.

Appendix 1 – JULY & AUGUST 2025 payments list

Date	Description	Supplier	Net	VAT	Total
01/07/2025	PWLB loan repayment	PWLB lending facility	£974.37	£0.00	£974.37
01/07/2025	Training - essential cllr for GW	ALCA	£45.00	£0.00	£45.00
01/07/2025	Storage unit rental fee	PE King (Bristol) Ltd	£73.33	£14.67	£88.00
01/07/2025	Groundworks & Inspections	C R Belcher Agricultural/Maintenance	£325.00	£65.00	£390.00
01/07/2025	Groundworks & Inspections	C R Belcher Agricultural/Maintenance	£325.00	£65.00	£390.00
01/07/2025	Monthly Expenses	Rachel Davis	£100.73	£0.00	£100.73
01/07/2025	Microsoft licence agreement	Absolutely PC (GoCardless)	£38.50	£7.70	£46.20
01/07/2025	Supply and replace Bitterwell Chalet	Pass & Totterdell Ltd	£268.16	£53.63	£321.79
01/07/2025	Groundworks & Inspections	C R Belcher Agricultural/Maintenance	£195.00	£39.00	£234.00
01/07/2025	Grant Smile & Shine WVH rental June	Westerleigh Village Hall	£468.00	£0.00	£468.00
02/07/2025	Room hire	Westerleigh Village Hall	£30.00	£0.00	£30.00
04/07/2025	Drain cover repair at WPF	C R Belcher Agricultural/Maintenance	£350.00	£70.00	£420.00
10/07/2025	Bitterwell Lake second aerator	P Isaacs	£1,059.60	£0.00	£1,059.60
11/07/2025	Grant - SARA	SARA Severn Area Rescue Association	£1,000.00	£0.00	£1,000.00
11/07/2025	Loo hire	Andyloos	£159.60	£31.92	£191.52
11/07/2025	Bitterwell Lake extra loo 01/05-25 -	Andyloos	£117.60	£23.52	£141.12
17/07/2025	Grass cutting	CPS Grounds Ltd	£957.31	£191.46	£1,148.77
17/07/2025	Blinds for Bitterwell Chalet	Harmony Blinds Ltd	£691.67	£138.33	£830.00
21/07/2025	Council mobile phone	H3G (Three)	£2.50	£0.50	£3.00
22/07/2025	Room hire	Manor Hall	£22.00	£0.00	£22.00
22/07/2025	Grant - WVH changing room refurb	Westerleigh Village Hall	£3,573.00	£0.00	£3,573.00
22/07/2025	Grant - WVH changing room refurb	Westerleigh Village Hall	£2,106.30	£0.00	£2,106.30
22/07/2025	Grant - WVH changing room refurb	Westerleigh Village Hall	£4,914.80	£0.00	£4,914.80
23/07/2025	Maintenance & Repairs	C R Belcher Agricultural/Maintenance	£40.00	£8.00	£48.00
23/07/2025	Maintenance & Repairs	C R Belcher Agricultural/Maintenance	£80.00	£16.00	£96.00
24/07/2025	Newman Field play equipment	GB Sports & Leisure	£26,439.10	£5,287.82	£31,726.92
24/07/2025	Grant - Yate Heritage Centre	Yate Town Council	£300.00	£0.00	£300.00
25/07/2025	Monthly Pension payment	Avon Pension Fund	£267.80	£0.00	£267.80
25/07/2025	PAYE	HMRC	£631.78	£0.00	£631.78
25/07/2025	Salary	Rachel Davis			
31/07/2025	Microsoft licence agreement	Absolutely PC (GoCardless)	£38.50	£7.70	£46.20
31/07/2025	Aerator at Bitterwell Lake	EON	£153.91	£7.70	£161.61
31/07/2025	Bank charges	Natwest	£11.90	£0.00	£11.90

Date	Description	Supplier	Net	VAT	Total
01/08/2025	Storage unit rental fee	PE King (Bristol) Ltd	£73.33	£14.67	£88.00
02/08/2025	Renew wchpc.org.uk hosted site	CLOUD NEXT	£15.98	£3.19	£19.17
02/08/2025	Renewal .gov.uk domain	CLOUD NEXT	£50.00	£10.00	£60.00
12/08/2025	Grant Smile & Shine WVH rental	Westerleigh Village Hall	£504.00	£0.00	£504.00
13/08/2025	Clerk expenses	Rachel Davis	£103.46	£0.00	£103.46
13/08/2025	Grass cutting	CPS Grounds Ltd	£957.31	£191.46	£1,148.77
13/08/2025	Loo hire	Andyloos	£174.80	£34.96	£209.76
13/08/2025	Bitterwell Lake extra loo 01/05-25 -	Andyloos	£128.80	£25.76	£154.56
13/08/2025	Youth provision via FC PC	Frampton Cotterell Parish Council	£1,116.75	£0.00	£1,116.75
13/08/2025	Blinds for Bitterwell Chalet	Harmony Blinds Ltd	£691.67	£138.33	£830.00
18/08/2025	Grant - WVH changing room refurb	Westerleigh Village Hall	£3,474.90	£0.00	£3,474.90
18/08/2025	Grant - WVH changing room refurb	Westerleigh Village Hall	£450.00	£0.00	£450.00
18/08/2025	Aerator at Bitterwell Lake	Octopus Energy Limited	£114.15	£22.83	£136.98
20/08/2025	Council mobile phone	H3G (Three)	£3.58	£0.72	£4.30
21/08/2025	Aerator at Bitterwell Lake	EON	£50.31	£2.52	£52.83
22/08/2025	PAYE	HMRC	£847.80	£0.00	£847.80
22/08/2025	Salary	SWSimmons			
22/08/2025	Salary	Rachel Davis			
26/08/2025	Monthly Pension payment	Avon Pension Fund	£367.08	£0.00	£367.08
28/08/2025	Zip Wire maintenance/assessment	GB Sports & Leisure	£375.00	£75.00	£450.00
28/08/2025	Localism charges	South Glos Council	£1,746.06	£349.21	£2,095.27
28/08/2025	Localism charges	South Glos Council	£506.73	£101.35	£608.08
29/08/2025	Bank charges	Natwest	£7.35	£0.00	£7.35
Total			£61,506.03	£6,997.95	£68,503.98

MINUTES OF FULL PARISH COUNCIL MEETING
Monday 8th September 2025 at 7pm, Westerleigh Village Hall

**Appendix 2 – amended section 2 of the Annual Return – Accounting Statement
2024/2025 for Westerleigh & Coalpit Heath PC (submitted to the external auditor on
13.08.2025)**

Section 2 – Accounting Statements 2024/25 for

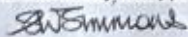
WESTERLEIGH & COALPIT HEATH PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	275 594	179 925	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	93 640	97 970	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	78 447	135 335	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	41 672	41 591	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	5 863	5 863	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	220 220	130 810	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	179 925	234 967	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	179 925	234 967	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1 611 802	1 623 248	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	61 075	56 483 56 483	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

 **SIGNED**

Date

12.5.2025/YYWW

I confirm that these Accounting Statements were approved by this authority on this date:

12/5/2025

as recorded in minute reference:

4024/12.5.2025

Signed by Chair of the meeting where the Accounting Statements were approved

 **SIGNED**

MINUTES OF FULL PARISH COUNCIL MEETING

Monday 8th September 2025 at 7pm, Westerleigh Village Hall

Appendix 3 - Planning comments submitted since 21st July 2022 meeting (using delegated powers)

[P25/01109/F](#) Installation of 18 no. ground-mounted solar photovoltaic (PV) panels. Foxfield Westerleigh Road Westerleigh South Gloucestershire BS37 8QQ

Westerleigh & Coalpit Heath Parish Council has no objection to this application.

[P25/01772/F](#) Change of Use from plant nursery potting shed to 1no. dwelling (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended), installation of 1no. ASHP, cycle and bin stores and associated works.). Former Potting Shed At Wentwood Nurseries Ram Hill Coalpit Heath South Gloucestershire

Westerleigh & Coalpit Heath Parish Council did not meet before the end of the consultation deadline for this application. The Parish Council has NO OBJECTION but makes the following observations.

1. The accuracy of the combined drawings is queried. The existing north elevation has some windows/openings that are not shown on the combined drawings. Will the existing windows/openings on the north elevation be retained? Will these then overlook the neighbouring plot?

2. Is the pedestrian access to the main entrance sufficient? The only door appears to open directly onto the vehicle access route for the two previously approved dwellings on the site.

Appendix 4 - Planning decisions since 14th June 2025

Description	Westerleigh & Coalpit Heath Parish Council Comment submitted	Notice	Decision	Decision Date
(i) <u>P25/01288/HH Erection of two storey side extension and installation of 1no front and 1no. rear dormers to provide additional living accommodation. Woodside Ram Hill Coalpit Heath South Gloucestershire BS36 2TZ</u>	Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application.		Approve with conditions	18/07/2025
(ii) <u>P25/01263/F Widening of vehicular access onto classified road (Class A). 286 Badminton Road Coalpit Heath South Gloucestershire BS36 2NN</u>	Westerleigh & Coalpit Heath Parish Council SUPPORTS this application on the grounds that it will improve the visual splay and hence safety.	30/05/2025	Approve with conditions	21/07/2025
(iii) <u>P22/06840/O Demolition of 3 no. single storey buildings and erection of a three-storey building comprising of 6 no. office units (Class E) (Outline) with layout, scale, and access to be determined, all other matters reserved. Land And Buildings At Henfield Business Park Westerleigh Road Coalpit Heath South Gloucestershire BS36 2UP</u>	Westerleigh Parish Council submits no comment on this application.	06/12/2022	Approve with conditions	28/07/2025

MINUTES OF FULL PARISH COUNCIL MEETING
Monday 8th September 2025 at 7pm, Westerleigh Village Hall

Description	Westerleigh & Coalpit Heath Parish Council Comment submitted	Notice	Decision	Decision Date
(iv) P25/00921/F Erection of 1no. self-build dwelling with associated works. Plot 7 Self Build Blackberry Park Coalpit Heath South Gloucestershire	Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application. However, it queries the inclusion of only one parking space and the lack of pedestrian access to the rear garden, contrary to the requirements of the self-build 'design guide' for the site.	15/04/2025	Approve with conditions	04/08/2025
(v) P25/01455/PN1 Prior notification of the intention to upgrade existing base station by removal of 1no existing 17.5m monopole and 3no existing antennas, to be replaced with 1no new 20m monopole accommodating 6no new antennas with associated ancillary works thereto. Telecommunications Site Ivory Hill Farm Park Lane Winterbourne South Gloucestershire	Westerleigh & Coalpit Heath Parish Council makes no comment on this application.	25/06/2025	Prior approval granted with conditions	05/08/2025
(vi) P25/01096/HH Erection of a single storey extension to form additional living accommodation. Ironstones Mays Hill Frampton Cotterell South Gloucestershire BS36 2NS	Westerleigh & Coalpit Heath Parish Council SUPPORTS this application on the grounds that it will be a sympathetic extension of a listed building.	14/05/2025	Approve with conditions	15/08/2025
(vii) P25/01097/LB Internal and external alterations to listed building alterations to external cladding, installation of replacement of windows, relocation of external door, installation of rooflights, removal of chimneys, works to facilitate the erection of an extension and other minor works. Minor adjustments to...Ironstones Mays Hill Frampton Cotterell South Gloucestershire BS36 2NS	Westerleigh & Coalpit Heath Parish Council SUPPORTS this application on the grounds that it will be a sympathetic extension of a listed building.	14/05/2025	Approve with conditions	15/08/2025
(viii) P25/01417/CLP Installation of 1no. rear dormer and 1no. front rooflight. 32 Vicarage Road Coalpit Heath South Gloucestershire BS36 2RU	Westerleigh & Coalpit Heath Parish Council queries the size/ scale of the proposed dormer and whether it requires planning permission.	24/06/2025	Approve Certificate of Lawfulness	15/08/2025
(ix) P25/01613/F Erection of two storey extension to existing sales/storage building, with associated works. Pearce Brothers	Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application.	10/07/2025	Approve with conditions	27/08/2025

MINUTES OF FULL PARISH COUNCIL MEETING
Monday 8th September 2025 at 7pm, Westerleigh Village Hall

Description	Westerleigh & Coalpit Heath Parish Council Comment submitted	Notice	Decision	Decision Date
Mobility Services LLP 2 Stover Road Yate South Gloucestershire BS37 5JN				
(x) P25/00447/F Demolition of existing body-repair workshop and erection of new body-repair workshop and storage area (Class B2) with associated works, including laying of hard surface area to form additional car parking. Pearce Bros 10-14 Stover Road Yate South Gloucestershire BS37 5JN	Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application. (Delegated)	10/03/2025	Approve with conditions	29/08/2025
(xi) P25/01109/F Installation of 18 no. ground-mounted solar photovoltaic (PV) panels. Foxfield Westerleigh Road Westerleigh South Gloucestershire BS37 8QQ	Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application. (Delegated)	22/07/2025	Approve with conditions	02/09/2025