

MINUTES OF FULL PARISH COUNCIL MEETING
Monday 9th June 2025 at 7pm, Westerleigh Village Hall



MINUTES OF WESTERLEIGH & COALPIT HEATH FULL PARISH COUNCIL MEETING
Monday 9th June 2025 at 7pm, Westerleigh Village Hall

Present: Cllr R McCullough (Chair), Cllr T Clark (also ward cllr), Cllr C Goddard, Cllr D Margetts, Cllr K Kelliher, Cllr P King
Ward Cllr M Palmer

Clerk: R Davis

Five members of the public.

4050. To NOTE apologies for absence
Cllr J Lean (also ward cllr)

4051. 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 declared an interest in the grant application from Westerleigh Village Hall (Min 4059 iii) – Westerleigh Village Hall committee member.
D Margetts declared an interest in the grant application from Westerleigh Village Hall (Min 4059 iii) – Westerleigh Village Hall treasurer.

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 4060 c) 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.**

4052. 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
NOTED.

4053. To APPROVE [Minutes](#) of Parish Council meeting held on 12th May 2025
RESOLVED: The minutes were approved and signed by the Chair.

4054. To RECEIVE reports from South Gloucestershire Councillors on matters relating to the Parish **Westerleigh & Coalpit Heath Parish Council – District Councillors' Report Monday 9th June 2025 Residents Warned of Scam QR Codes at Council Car Parks**

With the launch of the off-street parking payment scheme in South Gloucestershire, motorists are being warned to be careful of scams linked to fraudulent QR codes being placed on parking payment machines and signage that has been installed in some car parks in the district.

South Gloucestershire Council's parking scheme does not use QR codes. Payment can be made safely and securely by using the MiPermit app, MiPermit website or via the automated payment line on 0345 520 7007.

Unfortunately, it is a well-known scam that fraudsters use to direct members of the public to often cloned websites which request credit or payment card details and other personal data. Car park operators across the country have seen these attempts made by criminals to obtain money and personal information.

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A small number of suspect stickers have already been found on the new machines and signs that have been installed in the 22 car parks where charging has been introduced. These have been removed by council officers and the team will continue to be vigilant in looking for and removing them if they appear as they visit the districts car parks, in order to protect the public.

People using the car parks are being asked to remember to only use the approved payment methods and to never scan a QR code if they see one in a council car park.

There are a number of ways you can pay for your parking:

- by card or contactless at the machine in the car park
- download the MiPermit app
- visit the MiPermit website
(<https://secure.mipermit.com/southgloucestershire/application/home.aspx>)
- call the MiPermit automated payment line 0345 520 7007.

Expressions of Interest Invited for Operating Grimsbury Community Farm

After reviewing the different options for the future of Grimsbury Community Farm, South Gloucestershire Council has recognised that there are organisations better placed to partner with it to run the farm in a way which delivers the broadest benefits to the community.

SGC are therefore seeking a charitable or not-for-profit organisation with the background, resources and infrastructure to partner with us in running the farm in a way which supports its ethos of maintaining access to nature and the countryside for the local community.

SGC believe there are multiple organisations who would be interested in taking on the farm.

A formal Expression of Interest process is now underway until 28th May 2025. The opportunity is being advertised to charities, community and other suitable not-for-profit organisations who could take on the role of running this community asset together with the council. This will include managing all aspects of the facility, operating the food and drink facilities, as well as looking after the animals on the farm.

Potential operators can visit the site and receive advice and information from the council, so they understand the costs and community-focused requirements of taking it on.

The council will scrutinise potential operators' business plans to ensure they can provide stable management for the benefit of the local community. It is expected that a decision will be taken in June 2025 to appoint a new operator, based on these assessments.

Programme to Create New School Places Announced

A new primary school will be built at Ladden Garden Village in Yate, and the primary school at Charfield will benefit from a significant expansion, through South Gloucestershire Council's capital investment programme.

These new investments in education infrastructure are required for families moving into the communities to the new homes being built in the area.

In the case of Ladden Garden Village, the council is delivering on a promise made to local people when the construction of the new estate was first proposed. In Charfield, the expansion of the existing school is to meet increased need for school places arising from the new homes planned in the area.

A £12.6 million extension to the existing Charfield Primary school, operated by CSET (Castle School Education Trust), will provide an additional 217 places for primary-aged children. Building work is expected to begin in Summer 2027 and be complete, with the extra capacity available for pupils joining the school from September 2029.

The expansion of Charfield, coupled with the expansion of Manorbrook Primary in Thornbury, which was approved by the council in April, will mean children can access school places in their local area.

In Ladden Garden Village, a brand-new primary school will be built that can accommodate a single form entry, but designed to enable expansion to two forms of entry if more places are required in the future.

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Over the next year, design and planning work will continue to progress the project for a new school at Ladden Garden, including securing the land identified for the buildings, obtaining planning consents, and for the Department for Education (DfE) to identify the Academy Trust to run the school.

An update on progress will be brought to Cabinet in the next year, seeking approval for building work to commence on site in February 2027, to deliver the new school to open in September 2028. In planning and development terms, this is a relatively short timeframe, so an alternate timetable, which would see the new school open in September 2029 has also been produced. This would avoid any need for children to be taught in temporary classrooms, for example, if there are delays to the initial plans before construction begins.

Cabinet will make a final decision on the construction and delivery timetable for the new Ladden Garden Village primary school later this year.

All new buildings will be designed to be net zero in terms of carbon emissions, making them more efficient to run, in line with the council's commitment to using its powers in planning and to invest to make a positive impact on our local environment.

Funding for the projects will come from Section 106 contributions, which housing developers are required to make to support local communities where they build to make improvements to infrastructure in the area they build new homes. Additional funding will come from the Government, through the Basic Need Grant from the DfE, and from the council budget.

At the meeting a brief update on progress with the A432 active travel project was given. This was discussed in more detail at min 4064.

Cllr M Palmer highlighted power cuts in Westerleigh (also affecting Kendleshire) on 08.06.2025. There is an apparent issue with National Grid infrastructure in the parish – ageing and inadequate. Cllr Palmer suggested that the Parish Council contact National Grid to raise a concern. The Clerk will raise this via the relevant new SG Area Committee.

4055. 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)

A member of the public spoke in support of planning applications [P25/01096/HH](#) and [P25/01097/LB](#).

RESOLVED: To consider the above planning applications at this point in the meeting. See min 4060 c i & ii.

FINANCE

4056. To APPROVE May 2025 payments made in accordance with FR 6.9 (circulated)

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

4057. To NOTE end of May 2025 Financial documents: Statements & Reconciliations, receipts

NOTED. The Chair signed the bank reconciliation to 31st May 2025.

4058. To NOTE submission of AGAR to external auditor

NOTED. All documentation submitted on 13th May 2025 by email.

4059. To consider and APPROVE any Grant Applications including: (circulated)

- (i) Citizens Advice South Gloucestershire – 10% contribution of £1,170.96 towards desks and fire doors at new Yate office

RESOLVED: To approve a grant of £3,500 to fund one fire door (from CIL).

- (ii) Severn Area Rescue Association (SARA) - £2,000 contribution to lifeboat helmet headsets

RESOLVED: To request more detailed information from the applicants about the benefit to residents of the parish.

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(iii) Westerleigh Village Hall changing rooms refurbishment project - up to £16,159.00 dependent upon success of alternative grant application

Cllr C Goddard and D Margetts declared an interest, but remained in the room as members of the public to answer questions about the application. They did not vote.

RESOLVED: To approve a grant of up to £16,159, to include a contribution of £450 towards additional cleaning for one year. Grant to be paid in arrears upon receipt of invoices up to the maximum amount (except for cleaning contribution). If other grant funding is obtained, the total grant paid will be reduced accordingly. (From CIL).

4060. PLANNING

a) To NOTE planning comments submitted since last meeting

NOTED. See Appendix 2.

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

NOTED. See Appendix 3.

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

i) [P25/01096/HH](#) Erection of a single storey extension to form additional living accommodation. Ironstones Mays Hill Frampton Cotterell South Gloucestershire BS36 2NS

RESOLVED: Westerleigh & Coalpit Heath Parish Council SUPPORTS this application on the grounds that it will be a sympathetic extension of a listed building.

ii) [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

RESOLVED: Westerleigh & Coalpit Heath Parish Council SUPPORTS this application on the grounds that it will be a sympathetic extension of a listed building.

iii) [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

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

iv) [P25/01263/F](#) Widening of vehicular access onto classified road (Class A). 286 Badminton Road Coalpit Heath South Gloucestershire BS36 2NN

RESOLVED: Westerleigh & Coalpit Heath Parish Council SUPPORTS this application on the grounds that it will improve the visibility splay and hence safety.

v) Pre-application consultation: PROPOSED BASE STATION UPGRADE AT IVORY HILL FARM, PARK LANE, WINTERBOURNE, KENDLESHIRE, BRISTOL, BS35 1AT Removal of 1no existing 17.5m monopole and 3no existing antennas to be replaced with 1no new 20m monopole accommodating 6no new antennas with other associated ancillary works thereto. No comment.

4061. To RECEIVE Parish Councillor Reports and any other Reports – written submissions, taken as read with questions taken as necessary
None.

ITEMS REQUIRING A RESOLUTION

4062. To note retirement of the Finance Officer and to RATIFY appointment of the Clerk as Clerk & RFO (Responsible Financial Officer)

RESOLVED: To ratify the appointment from 1st June 2025. 28 hrs per week, SCP 27.

4063. To discuss matters and take a DECISION on required actions arising from A432 Badminton Rd bridge closure

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- (i) Consider whether to make a request to South Gloucestershire Highways to permanently close Coalsack Lane and a section of Ruffet Rd to vehicles

Noted that Cllr McCullough has received a message of support from the Kendleshire Neighbourhood Watch group and a message raising concerns from the Ram Hill Henfield Neighbourhood Watch group. Cllr C Willmore (SGC Cabinet Member for Planning, Regeneration and Infrastructure) has indicated informally, that she would be supportive of a public consultation on this proposal.

RESOLVED: The Clerk to draft a Highways Improvement Request form, for approval at the July meeting prior to submission to South Gloucestershire Highways. This should be forwarded to Cllr C Willmore to request her support (as well as ward cllrs).

4064. To note progress with the South Gloucestershire Council A432 active travel project and take a DECISION on any required actions

Update only, no decision required. The project team has met with representatives from St Saviours Church to discuss access via the Lychgate once the cycleway has been installed on Badminton Rd. Stopping space for two hearses was requested and designers are working on incorporating this. South Gloucestershire Council comms team will start to contact residents living along the Badminton Road, and directly affected by the planned cycleway, in the next few weeks. There will be a letter drop and face to face visits.

4065. 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

RESOLVED: To APPROVE policies with no changes.

- (ii) To APPROVE the following council HR policies with no changes:

Disciplinary Policy (for employees)
Grievance Policy (for employees)
Sickness Absence Policy (for employees)
Whistleblowing Policy (for employees)
Dignity at Work Policy (for all staff)

RESOLVED: To APPROVE HR policies with no changes.

- (iii) To APPROVE the following amended council policies:

Model Publication Scheme – link to members' Register of Interests on WCHPC website, postal correspondence address updated

Risk Assessment Schedule – including new appendix on staffing structure

Approval of the revised Risk Assessment Schedule deferred to the July meeting (after the F&GP Committee has considered/ approved new financial risk controls at its 7th July meeting).

RESOLVED: To APPROVE updated Model Publication Scheme.

- (iv) To APPROVE the following new council policies (to replace the existing communications policy to meet the requirements of the Practitioners Guide 2025: Governance and accountability for smaller authorities, re use of IT/ email)

IT and Email Policy
Social Media and Website Policy

RESOLVED: To APPROVE new policies.

4066. To CONSIDER and take a DECISION on the following proposed Environment & Leisure projects

- (i) Replacement 'no parking on the grass' signs in Westerleigh x 4, Coalpit Heath x 1

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RESOLVED: To prioritise replacing two large white signs with most damage. To approve up to £500 to replace these and any other signs as required around the parish. Clerk to organise. (From CIL).

(ii) Contribution towards turf for Bitterwell Lake - £120

RESOLVED: To approve £120 for turf (from Bitterwell Lake maintenance budget).

(iii) Request for parish litter bin outside Sainsbury's, Badminton Road and advice from South Gloucestershire Council Waste Management team

RESOLVED: Following advice, refer the Sainsbury's Store Manager to South Gloucestershire Council Waste Management team for advice on managing litter in the privately-owned car park.

4067. To RECEIVE information and take a DECISION the proposed location and design for a replacement storage shed at Westerleigh Playing Field, and next steps

Although not related to the project, noted that a manhole cover has become exposed on the football pitch. It provides access to a drainage pipe that pre-dates drains installed in 2018. As a health and safety risk, the Clerk will arrange removal/ covering over and report the cost to the Council.

The council considered two possible locations and four shed options suggested by Coalpit Heath Cricket Club.

RESOLVED: To submit a full planning application for a single steel garage 4m x 5.1m x approx. 2.2m eaves height (20.2m²) from supplier www.lifelongsteelsheds.co.uk on the site of the existing shed, with planting to screen. Clerk to liaise with Cllr McCullough, working group and cricket clubs to finalise submission before sign-off from the Council.

4068. To discuss any required CONSULTATIONS and COMMENT as necessary:

- (i) South Gloucestershire Council Dementia Strategy 2025 - <https://dem25.commonplace.is/> - closing 1st August 2025
Councillors encouraged to respond individually.

4069. To consider and VOTE on co-option to Parish Councillor vacancies

Geoff Williams confirmed his eligibility to stand and put himself forward for co-option.

RESOLVED: To co-opt Geoff Williams on to the Council, filling one of the two casual vacancies for the Coalpit Heath ward.

Signed the declaration of acceptance of office form, witnessed by the Clerk, and joined the meeting as a councillor.

ITEMS TO NOTE

4070. To NOTE progress of South Gloucestershire Highways review re speeding in Westerleigh (from Shorthill Road to the Nibley Lane junction)

Ward Cllr M Plamer confirmed that phase one (refreshing white lines) has been completed and phase two (speed camera enforcement) of three (see min 3925), is with the design team. A cllr asked why the zebra crossing markings had not been refreshed. This is included in a later phase.

4071. To NOTE progress with rectification works following utility works at Pansy Vale (Feb 2025)

As per min 4043 (May meeting) the Clerk contacted the contractor to request rectification or payment as per the wayleave agreement. No response has been received so payment will be requested.

4072. To NOTE progress with E&L projects

- (i) Render painting at Bitterwell Chalet completed 30/05/2025 (outstanding payment of £1,500 + VAT made 04.06.2025). NOTED. Awaiting outstanding invoice from C Belcher (contractor) for associated fencing works £300. Post-meeting note: Guarantee received – 10 years for multi-pro boards and two years for other materials and labour.
- (ii) Newman Field play area – installation of new wooden equipment began 09.06.2025. Likely to take two weeks. NOTED.

4073. Correspondence/Communication with Westerleigh & Coalpit Heath Parish Council:

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From South Gloucestershire Council:

-Latteridge Road, Latteridge. Resurfacing works 20th June - 2nd July 2025, 8.00pm until approximately 6.00am weekday nights. **These works will create a significant amount of noise.**

4074. To NOTE items considered urgent by the Chairman

None.

4075. 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) To note back pay due to Finance Officer for April – May 2025 (following annual pay award)
No need to exclude the press and public. NOTED.

4076. Dates of future Parish Council meetings

July 7 th	Finance & General Purposes Committee	7pm Venue TBC
July 21 st	Full Council meeting	7pm Manor Hall, Newman Room
September 8 th	Full Council meeting	7pm Westerleigh Village Hall

(The Yate Spur Cycle Path project team will attend this meeting to give a presentation)

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

The meeting was closed at 8.20pm.

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Appendix 1 - MAY 2025 payments list

May 2025 Payments List

11 June 2025 (2025-2026)

Date	Description	Supplier	Net	VAT	Total
01/05/2025	Storage unit rental fee	PE King (Bristol) Ltd	73.33	14.67	88.00
01/05/2025	Microsoft licence agreemen	Absolutely PC (GoCardless)	38.48	7.70	46.18
06/05/2025	Internal audit fee	Graham Smith Audit Services	500.00		500.00
06/05/2025	Loo hire	Andyloos	167.20	33.44	200.64
07/05/2025	Grass cutting	CPS Grounds Ltd	957.31	191.46	1,148.77
12/05/2025	Maintenance & Repairs	C R Belcher Agricultural/Maintenance Servi	934.00	186.80	1,120.80
12/05/2025	Maintenance & Repairs	C R Belcher Agricultural/Maintenance Servi	120.00	24.00	144.00
12/05/2025	Maintenance & Repairs	C R Belcher Agricultural/Maintenance Servi	90.00	18.00	108.00
13/05/2025	Insurance Policy	Zurich Insurance	1,559.39		1,559.39
13/05/2025	Goalmouth reseeding	CPS Grounds Ltd	224.00	44.80	268.80
17/05/2025	Localism charges	South Glos Council	1,746.06	349.21	2,095.27
17/05/2025	Localism charges	South Glos Council	506.73	101.35	608.08
21/05/2025	Council mobile phone	H3G (Three)	4.36	0.87	5.23
21/05/2025	Aerator at Bitterwell Lake	EON	33.66	1.68	35.34
23/05/2025	PAYE	HMRC	1,407.88		1,407.88
23/05/2025	Monthly Pension payment	Avon Pension Fund	663.90		663.90
23/05/2025	Salary	SWSimmons			
23/05/2025	Salary	Rachel Davis			
27/05/2025	Monthly Expenses	SWSimmons	79.30		79.30
30/05/2025	Bank charges	Natwest	7.70		7.70
Total			12,677.06	973.98	13,651.04

Appendix 2 - Planning comments submitted since 12th May 2025 Full Council meeting (using delegated powers)

[P25/01109/HH](#) Installation of 18no. ground-mounted solar photovoltaic (PV) panels sited within the rear garden. Foxfield Westerleigh Road Westerleigh South Gloucestershire BS37 8QQ
Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application.

[P25/01040/TRE](#) Works to 1no Oak Tree T1 to crown reduce by 2m in height and thin by 10%. Works to 1no Oak Tree T2 to crown reduce by 2m in height, thin by 10% and reduce lateral spread by 2m on building side, covered by Tree Preservation Order TPO 311 dated 12th September 1979. 97 Greenacres Park Ram Hill Coalpit Heath South Gloucestershire BS36 2UB
Westerleigh & Coalpit Heath Parish Council makes no comment on this application.

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Appendix 3 - Planning decisions since 29th April 2025

Description	Westerleigh & Coalpit Heath Parish Council Comment submitted	Notice	Decision	Decision Date
i) P24/02000/F Demolition of 4 no. existing industrial buildings. Erection of 2 no. commercial buildings (Class Use B2, E (g) ii and E (g) iii) with associated works including the provision of an electrical substation, parking, service yards, vehicle turning areas, landscaping, and modifications to access arran... Land North Of Millbrook Road And West Of Lawrence Drive Stover Trading Estate Yate South Gloucestershire	Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application.	28/08/2024	Approved - s106 signed	21/05/2025
ii) P25/00741/HH Erection of single storey rear extension to form additional living accommodation. 6 Middle Leaze Coalpit Heath South Gloucestershire BS36 2FZ	Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application. However, the Council queries whether the remaining private amenity space will be sufficient.	01/04/2025	Refusal	21/05/2025
iii) P25/01016/HH Erection of a two storey rear extension to form additional living accommodation. Erection of front porch. Creation of new vehicular access on to South Avenue. 442 Badminton Road Yate South Gloucestershire BS37 5HX	Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application.	25/04/2025	Approve with conditions	04/06/2025
iv) P24/02467/RM Demolition of 2no. single storey buildings. Erection of three storey building comprising of 15no. office units (Class E) with appearance and landscaping to be determined. (Approval of reserved matters to be read in conjunction with P21/03748/O) Units 9 - 11 Henfield Business Park Westerleigh Road Coalpit Heath South Gloucestershire BS36 2UP	Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application.	28/10/2024	Approve with conditions	04/06/2025
v) P25/00948/TRE Works to 1no. Oak to reduce by 1-2m (25-30%) spread of full canopy leaving standing height between 22-24m covered by TPO 0108 dated 24/07/2009. 11 Greenacres Park Ram Hill Coalpit Heath South Gloucestershire BS36 2UB	Westerleigh & Coalpit Heath Parish Council makes no comment on this application and defers to the decision of the Tree Officer.	22/04/2025	Approve with conditions	04/06/2025