

MINUTES OF FULL PARISH COUNCIL MEETING
Monday 14th April 2025 at 7pm, Mafeking Hall



MINUTES OF WESTERLEIGH & COALPIT HEATH FULL PARISH COUNCIL MEETING
Monday 14th April 2025 at 7pm, Mafeking Hall

Present: Cllr R McCullough (Chair), Cllr J Lean (also ward cllr), Cllr T Clark (also ward cllr), Cllr C Goddard, Cllr D Margetts, Cllr K Kelliher, Cllr P King (from min 3975)

Clerk: R Davis **Finance Officer:** S Simmons

Four members of the public, two guests from Bristol Energy Co-op.

3969. To NOTE apologies for absence
Ward Cllr Marilyn Palmer

3970. 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 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 3987c) 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.**

3971. To APPROVE [Minutes](#) of Parish Council meeting held on 10th March 2025
RESOLVED: The minutes were approved and signed by the Chair.

3972. To APPROVE [Minutes](#) of Environment & Leisure Committee meeting held on 8th January 2024 (committee dissolved)
RESOLVED: The minutes were approved and signed by the Chair.

3973. To NOTE F & GP Meeting on 7th April 2025 did not go ahead (inquorate)
NOTED

3974. To RECEIVE reports from South Gloucestershire Councillors on matters relating to the Parish
Westerleigh & Coalpit Heath Parish Council – District Councillors' Report
Monday 14th April 2025

Preparations Underway for the Introduction of Parking Charges

Preparatory work is underway in the council-owned car parks where charging is set to be introduced, ahead of the implementation of the scheme, which is expected to come into effect in the spring.

The scheme will include elements of free parking, with the cost of the first hour of a paid-for stop in a short stay space being only 70p.

Disabled Blue Badge holders will be able to park in any space for free, up to four hours and while the scheme will be cashless, contactless pay machines and other easy ways to pay will ensure that drivers with and without a smartphone will be able to use the system simply.

To find out if you are eligible for a Disabled Blue Badge and to apply, visit the council website:
<https://beta.southglos.gov.uk/get-a-blue-badge>.

While the scheme will go live later in the year, work to prepare for installation of machines that will accept contactless and chip and pin payments is being carried out now.

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In the lead up to the scheme's launch, updated FAQs and more information about how it will work, as well as a list of the car parks that will be affected, have been published on the council website: <https://beta.southglos.gov.uk/car-parks-south-gloucestershire>.

As preparations are taking place, data is also being collected in the streets surrounding the relevant car parks, allowing the council to have a clear picture of parking trends before the scheme begins. Data will also be collected after implementation, which will help support any changes to parking rules that could be needed in residential areas, if drivers park in dangerous or obstructive ways in other areas to avoid paying in off-street car parks.

Council Launches Good Neighbours Initiative with Age UK South Gloucestershire

South Gloucestershire Council has teamed up with Age UK South Gloucestershire to ask everyone to check in on vulnerable and isolated neighbours.

The 'Good Neighbours' initiative aims to tackle loneliness and help people who are struggling with the upkeep of their property or to make simple adjustments which will allow them to continue to live independently in their homes.

Age UK South Gloucestershire has already helped many people over the age of 50, some living in unsafe and unsanitary conditions. The charity picks up referrals from family members, social workers or visitors to properties such as heating engineers.

They turned life around for an elderly lady living in two inches of stagnant water who did not think anyone would want to help her and successfully applied for financial support for a couple who could only afford to eat vegetable soup. They have also supported a lonely gentleman who sat outside every day on a white plastic chair in the hope someone would speak to him.

Age UK chief executive Mark Flower said: "We all have parents, grandparents, elderly neighbours. We would not let them live in these conditions and we should not let other members of our community. We know there are more people out there struggling to live, to make ends meet or heat their homes. Many of our clients would never ask for help or they don't know help is available. We want to raise awareness that Age UK South Gloucestershire is here and whilst we don't expect you to knock on people's doors if you think something is wrong, we want people to know that we will."

Councillor John O'Neill, South Gloucestershire Council's cabinet member responsible for adults and housing, said: "Being a good neighbour isn't something we should aspire to be, it is something we all should be. It is about being part of a neighbourhood, a community and South Gloucestershire. Nobody should be living in damp, cold or unsafe conditions, especially older people on their own, and not feel they can ask for help. The Good Neighbours scheme gives us all an opportunity to do something for our older residents and we are so grateful to Age UK South Gloucestershire for all the work they already do to support our elderly population."

You can find out more about the Good Neighbours campaign by watching the videos on the council's [Facebook](#) page.

If you are concerned about someone who could benefit from Age UK South Gloucestershire's help call 01454 411707 or email info@ageuksouthglos.org.uk

Western Forest to Become a New National Forest

South Gloucestershire Council as part of a partnership has won a bid for Western Forest to become a new national forest. We are excited to share the news that the Western Forest is the new national forest.

The new national forest, announced by the Government on 21 March 2025, will serve over 2.5 million people in Wiltshire, Gloucestershire and West of England. The forest partnership will work with

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landowners, businesses and local communities to plant 2500 hectares of new woodland and other tree habitats in its first five years, with an aspiration to plant 20 million trees by 2050.

The Western Forest will be led by the Forest of Avon, one of England's Community Forests, and supported by Defra funding and National Forest Company. It is the result of a successful regional partnership with contributions from more than 40 organisations including the Natural History Consortium, the region's councils, the Great Western Community Forest and the West of England Combined Authority.
maximise social, economic and environmental benefits.

Five priority areas, from the rolling hills of the Cotswold National Landscape and Mendips to vibrant urban centres like Bristol, Gloucester and Swindon, embody the greatest opportunities and benefits for nature and people. Alongside accelerating tree-planting in local areas, the project will work to revitalise existing woodlands and other important habitats to create a forest network for people and wildlife at a truly landscape scale.

Planning

A planning appeal for application P23/02091/O, an application for 32 dwellings to the north of Thornbury, has been allowed by the government appointed Planning Inspector. Whilst the harm to Lower Moreton and to designated heritage assets was noted the Inspector concluded that, as South Gloucestershire Council cannot currently demonstrate a 5 Year Housing Land Supply, the harms of the proposals did not significantly and demonstrably outweigh the benefits.

3975. To RECEIVE questions and comments from members of the public present with respect to business on the agenda (in accordance with Standing Orders 3 e-3 i)
Presentation from Bristol Energy Co-op re proposed medium-scale, community-owned renewable energy project in Dodington Parish (solar and wind nr Spring Farm)
Action - Clerk to recirculate introductory document to Cllrs.

FINANCE

3976. To NOTE receipt of Bank reconciliation and statements October 2024 to end of March 2025
All Cllrs NOTED receipt of all Bank Reconciliations and bank statements.

3977. To NOTE & APPROVE full list of payments for October 2024 to end of March 2025
RESOLVED: All Cllrs NOTED receipt of, and APPROVED, all lists of payments to end of March 2025. Payment confirmations were all countersigned by two members.
The March payments list is shown at Appendix 1. All other Payment lists have appeared on previous Minutes.
All payments are made under General Power of Competence.

3978. To NOTE full list of receipts for October 2024 to end of March 2025
NOTED with no questions arising.

3979. To NOTE details of internal and external audit processes including:
(i) Internal Audit
The RFO confirmed that Graham Smith has been appointed as internal auditor. Graham is an experienced, recommended, Clerk & RFO and is completely independent of this Parish Council.
(ii) External audit: To CONFIRM Conflict of Interest with BDO statement
The RFO confirmed that a Smaller Authorities INTERMEDIATE audit has been assigned by BDO to this Parish Council. After presenting all the documents at the May meeting the RFO will submit everything required to BDO.

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Cllrs confirmed that none of them have any conflict of interest with BDO LLP (all Cllrs were present). The RFO and the Chair signed the statement required by BDO.
 There were no questions regarding the audit process.

3980. To discuss/approve any updates to 2025/2026 budget proposals including:

- (i) To discuss and APPROVE carry forward/earmarked amounts at end of 24/25 to go into 25/26 from Net Position report
 The Net Position report shows a healthy year 24/25 which will be reported on at the May meeting.
RESOLVED: After recommendation from the RFO, with no additional suggestions from Cllrs, the following amounts were earmarked to be carried forward to the 25/26 budget which is available at Appendix 2:

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

- (ii) To receive CIL/S106 receipt estimate for April 2024
 No further information has been received from SGC about the amount of CIL to be paid to the PC in the next month. The last estimate, which is shown on the current budget sheet, received in Sept 24, is £16902.27.

3981. Committee to note correspondence relating to Finance matters and any other matters required by the RFO

- (i) Avon Pension Fund 25/26 contribution rates
 The RFO reported that the Employer Contribution rate is confirmed at 14.6% which is the same as last year. No questions arising.
- (ii) To note update on VAT claim at start of April for full year 24/25
 The RFO submitted a full year VAT reclaim on 1st April 2025, totalling £15191.30. Payment of that amount owed as a refund was received into the current account on 4th April 2025.
 No questions arising.

3982. To review, update & APPROVE locations of funds with reference to the [WPC Investment Policy](#)
 The end of March 2025 Bank Reconciliation shows the location of funds at that point:

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Cash in hand per Bank Statements			
Petty Cash	31/03/2025	0.00	
Natwest Current	31/03/2025	25,355.64	
Natwest Reserve	31/03/2025	50,321.10	
Deposit Protection Scheme (DPS)	31/03/2025	836.00	
Redwood Bank 35 day notice Savin	31/03/2025	75,184.66	
Unity trust Bank Instant Access Sa	31/03/2025	83,269.60	
			234,967.00

During April/May 2025 there will be the main income receipts of Precept (£50610), Says Court Solar Farm benefit (£19800) and CIL (at least £16902.27). This total of at least £87312 will boost the current account and therefore this same agenda item should be included on the May agenda to consider moving funds to one of the accounts paying interest.

3983. To APPROVE recharge of RFO's time at Charfield Parish Council as locum during sickness absence

RESOLVED: The PC APPROVED the invoicing to Charfield PC for the RFO's locum clerk hours. The invoice included Employer NI and Pension payment related to the hours worked. This will be paid through PAYE in April 2025.

3984. To consider and APPROVE any Grant Applications including:

None for consideration here, however a grant application has been received from Smile & Shine for £5400 which will be circulated and added to the May agenda for consideration.

3985. To CONSIDER and take a DECISION on Bitterwell Lake platform renewal/ replacement proposal and forward plan (if received)

No proposal has been received from the Lake Manager so this is deferred for discussion once received.

3986. To RECEIVE information and take a DECISION on any other finance matters including:

(i) Suggested improvement works to Westerleigh bus shelter (painting, art project)
 No costs were given so no decision made. Defer to next meeting.

(ii) Update on proposal for a replacement storage shed at Westerleigh Playing Field
RESOLVED: Westerleigh Cllrs (CG, PK, DM) will form a sub-group to look at this and include location, planning advice, etc for recommendation to the Council. It was agreed that any new structure on the field should be owned as an asset by the Parish Council.

(iii) Renewal of Absolutely PC package of 2x Microsoft 365 NCE – Business Standard Gold 12 Month Commitment on 01-07-25
RESOLVED: APPROVED.

3987. PLANNING

- a) To NOTE planning comments submitted since last meeting
 NOTED. See Appendix 3.
- b) To NOTE planning decisions made by South Gloucestershire Council since last meeting
 NOTED. See Appendix 4.
- c) To discuss and COMMENT on any necessary Planning Applications or other Planning Matters:

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- (i) [P24/02941/O](#) Erection of up to 90 no. dwellings, creation of access, open space, infrastructure and associated works (Outline) with access to be determined, all other matters reserved. Land East Of Park Lane Frampton Cotterell South Gloucestershire
RESOLVED: Westerleigh & Coalpit Heath Parish Council has NO Objection to this application relating to a site outside of the Green Belt and included within the draft Local Plan. However, the following comments/ requests were made.
- Concern about the impact on local roads, especially Park Lane, and the need for mitigating infrastructure improvements.
 - The Landscape Officer has queried whether the outline application delivers a truly landscape led design for this sloping site. The Parish Council supports these comments.
 - The plans should include provision for community and wildlife infrastructure as follow; an area for a community library, community noticeboard (with space for parish council notices), emergency defibrillator (with dedicated power supply) and bleed kit. Hedgehog holes at garden boundaries and swift bricks where appropriate.
 - Support for Frampton Cotterell Parish Council's request to include a pump track on the site.
 - The Parish Council wishes to be considered to manage the public open space.
- The Clerk to formulate an appropriate response to the application including these points.
- (ii) [P25/00684/HH](#) Erection of detached garage. Frome Valley Farm Badminton Road Winterbourne South Gloucestershire BS36 1AW
RESOLVED: Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application.
- (iii) [P24/02956/F](#) Demolition of existing annex and erection of a 1no dwelling and detached garage (Use Class C3) with associated works. The Willows 95 North Road Yate South Gloucestershire BS37 7PR [reconsultation]
RESOLVED: Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application.
- (iv) [P25/00741/HH](#) Erection of single storey rear extension to form additional living accommodation. 6 Middle Leaze Coalpit Heath South Gloucestershire BS36 2FZ
RESOLVED: Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application. However, the Council queries whether the remaining private amenity space will be sufficient.
- (v) [P25/00892/HH](#) Demolish of existing store. Erection of two storey side extension to provide integral garage and additional living accommodation (Resubmission of P25/00120/HH) The Old Barn Woodlands Farm 103 Badminton Road Coalpit Heath South Gloucestershire BS36 2TA
RESOLVED: Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application.

3988. To RECEIVE Parish Councillor Reports and any other Reports – written submissions, taken as read with questions taken as necessary
None.

ITEMS REQUIRING A RESOLUTION

3989. To discuss matters and take a DECISION on required actions arising from A432 Badminton Rd bridge closure

Noted that, following the bridge demolition last month, a signed diversion has been put in place to direct cyclists to the temporary cycle path alongside the A4174 once they have crossed the motorway. The usual A4174 cycle path is closed during active travel scheme works. No decisions required.

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3990. To discuss and take a DECISION on actions to promote councillor vacancies

RESOLVED: The following actions were agreed:

- Publish Frome Valley Voice full page advert (after May meeting) summarising the council's activities during 2024/25, paired with a vacancy advert.
- Re-post vacancy advert on Council Facebook page and website home page and review website information on what the council does.
- Consider posters at different locations – local shops, Citizens Advice bureau office, Pop-In Café Yate.
- Advertise vacancies at all council events – table with fliers at monthly meetings, Annual Parish meeting (28th April @ Manor Hall).
- Advertise vacancies at local events – Westerleigh Fun Day (12th July), Blackberry Park summer picnic (Clerk to check date).
- Mention vacancies whenever communicating with grant recipients and partner organisations, especially face-to-face.

3991. To APPROVE Westerleigh Playing Field football & cricket [pitch hirer's agreement](#) for 2025 onwards (no changes) and confirm nil charge for teams based in the parish i.e. all three current users

RESOLVED: To APPROVE the pitch hirer's agreement for 2025. Nil charge for teams based in the parish.

3992. To APPROVE requests for use of Westerleigh Playing Field (non-standard)

- (i) For Westerleigh Fun Day 12th July 2025 (insurance being arranged, risk assessment requested)

RESOLVED: To APPROVE use of the field for this event on 12th July 2025. Insurance certificate to be requested. There is a clash with a CHCC fixture, which the club will move.

- (ii) Occasional use by Smile & Shine Friendship and Wellbeing Group - regular hirers of Westerleigh Village Hall Mon, Wed and Thursday between 11am and 2pm - on ad hoc basis (public liability insurance certificate requested, risk assessment?)

RESOLVED: To APPROVE use of the field for the coming year. Public liability insurance certificate received.

3993. To discuss any required CONSULTATIONS and COMMENT as necessary:

None

ITEMS TO NOTE

3994. To NOTE progress of South Gloucestershire Highways review re speeding in Westerleigh (from Shorthill Road to the Nibley Lane junction)

Ward Cllr Marilyn Palmer provided a written update prior to the meeting. Phase 1 of the works (see Min 3925 – refreshing road marking and improving signage) has been chased with officers and contractors. Dates to be notified as soon as possible.

POST-MEETING NOTE – Road closure notice received from SGC for Westerleigh Road & Shorthill Road, Westerleigh 06/05/25 – 09/05/25 between 20:00-06:00 only. For line marking work.

3995. To NOTE progress with rectification works following utility works at Pansy Vale (Feb 2025)

Noted that reseeded of the filled soil area and making good damaged verge areas/ area used as compound, has not been completed by the contractor as yet. A neighbour is concerned that the top soil layer of the refilled area may not be deep enough. The weather is now suitable for re-seeding. The Clerk will follow up as per the wayleave agreement.

3996. To NOTE recent increase in antisocial behaviour incidents (since 1st March 2025) at Bitterwell Lake and actions taken by the Lake Manager

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The Lake Manager has reported an increase in antisocial behaviour incidents (at least two reported to the police) since 1st March e.g. drug use, late night noise. This is normal as evenings become lighter. As a preventative measure, the Lake Manager is locking Henfield Hall car park gates in the evenings (after hires). The Clerk notified the hall management committee of this action by email on 20th March. The Council NOTED its full support for this action.

3997. To NOTE progress with E&L projects

- (i) Defib and bleed kit installed at Coalpit Heath Cricket Club (24th March 2025)
NOTED. The defib has been registered by CHCC on [The Circuit](#), so is visible to the Ambulance Service.
- (ii) Verge licences signed with South Gloucestershire Council for two new bins, to be installed imminently: Roundways Coalpit Heath, Ruffet Rd/ Henfield Rd junction. NOTED.

3998. To NOTE receipt of signed pitch user agreements (and copies of public liability insurance certificates if received) for 2025 cricket season from Coalpit Heath Cricket Club and Westerleigh Cricket Club, and for 2025/26 football season from AFC Westerleigh.

NOTED. The Clerk is awaiting receipt of all public liability insurance certificates.

3999. To NOTE the continued use of Westerleigh Playing Field by Immanuel School pupils for PE sessions to April 2026 (and NOTE risk assessment and insurance certificate if received)
No response received yet, as the school is on Easter holidays.

4000. To NOTE planned maintenance of Westerleigh Playing Field football pitch, in preparation for 2025/26 season.

NOTED. Clerk will arrange verti-drain treatment (quoted cost of £350 +VAT) and goalmouth re-seeding for one goal only (quoted costs of £448 +VAT for both, so figure will be lower). Work to be carried out by CPS Grounds Ltd, grass-cutting contractor, ahead of the new football season. Maintenance of the football pitch has previously been paid for from benefit funds. No additional budget under WPF maintenance has been included in the 25/26 budget, so again it will be funded from one of the benefit pots.

4001. Correspondence/Communication with Westerleigh & Coalpit Heath Parish Council: From South Gloucestershire Council:

- PT.8251 Public Footpath LWE/37/50, Westerleigh - Temporary Closure for three days from 28th April 2025. Bridle way from Broad Lane to Pansy Vale (opposite Wot Not) in connection with Yate Spur cycle way
- 03.04.2025 Stronger Together Community Fund Launch
- Overnight closure 15th – 17th April 2025 20:00 – 6:00: Badminton Road from its junction with Down Road, extending for approximately 80m

Other received items

- 20.03.2025 Thank you email from Paul's Place for £1000 grant.
- 25.03.2025 Iron Acton Parish Council response to Local Plan Regulation 19 consultation, for information – emailed
- 31.03.2025 ALCA In-Short March 2025
- 01.04.2025 Thank you letter for Brightwell West of England MS Therapy Centre for £2000 grant
- 01.04.2025 [Westerleigh United Charities – applications open](#) (deadline 1st May 2025)
- 08.04.2025 Thank you from Great Western Air Ambulance Charity for £6,600 grant

4002. To NOTE items considered urgent by the Chairman
None.

4003. 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.

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(i) To discuss/APPROVE staffing matters.

RESOLVED: The staffing sub group to meet with the Clerk and submit recommendations for approval as required, to the next Full Council meeting.

4004. Dates of future Parish Council meetings

May 12th	Full Council meeting	7pm Henfield Hall
June 9 th	Full Council meeting	7pm Westerleigh Village Hall

ANNUAL PARISH MEETING Monday 28th April 6.30pm @ Manor Hall, Newman Room

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

The meeting was closed at 9.15pm.

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Appendix 1 - MARCH 2025 payments list

Date	Description	Supplier	Net	VAT Tot	
01/03/2025	Storage unit rental fee	PE King (Bristol) Ltd	73.33	14.67	88.00
03/03/2025	Microsoft licence agreement	Absolutely PC (GoCardl	38.48	7.70	46.18
05/03/2025	Annual DP registration	Information Commissio	47.00		47.00
06/03/2025	Monthly Expenses	Rachel Davis	116.57		116.57
06/03/2025	Grass cutting	CPS Grounds Ltd	863.22	172.65	1,035.87
06/03/2025	Loo hire	Andyloos	152.00	30.40	182.40
06/03/2025	Fallen tree	Woodstock Tree Servic	750.00	150.00	900.00
11/03/2025	Annual Pest Control contract	Venables Pest Control	800.00	160.00	960.00
11/03/2025	Fun Day Grant	Westerleigh Village Hal	900.00		900.00
11/03/2025	Grant	Cllr C Goddard	30.59		30.59
13/03/2025	Newman gate and fence repairs	C R Belcher Agricultura	420.00	84.00	504.00
17/03/2025	fish audit and digger hire	NPH Hire n Sales	172.00	34.40	206.40
17/03/2025	fish audit and digger hire	AE Fisheries	895.00	179.00	1,074.00
17/03/2025	Easy latch gate openers	McVeigh Parker	92.30	18.46	110.76
18/03/2025	Aerator at Bitterwell Lake	EON	74.26	3.71	77.97
18/03/2025	Youth provision via FC PC	Frampton Cotterell Pari	2,529.38		2,529.38
19/03/2025	Groundworks & Inspections	C R Belcher Agricultura	325.00	65.00	390.00
19/03/2025	Groundworks & Inspections	C R Belcher Agricultura	325.00	65.00	390.00
19/03/2025	Groundworks & Inspections	C R Belcher Agricultura	195.00	39.00	234.00
24/03/2025	Council mobile phone	H3G (Three)	2.50	0.50	3.00
24/03/2025	Repairs to fabric of building	Manor Hall	1,028.00		1,028.00
24/03/2025	Utility searches	South Glos Council	50.00	10.00	60.00
25/03/2025	PAYE	HMRC	686.20		686.20
25/03/2025	Monthly Pension payment	Avon Pension Fund	366.24		366.24
25/03/2025	Salary	SWSimmons			
25/03/2025	Salary	Rachel Davis			
26/03/2025	Monthly Expenses	SWSimmons	71.55		71.55
27/03/2025	Monthly Expenses	Rachel Davis	101.94		101.94
27/03/2025	Monthly Expenses	Rachel Davis	344.00	68.80	412.80
31/03/2025	Microsoft licence agreement	Absolutely PC (GoCardl	38.48	7.70	46.18
31/03/2025	Bank charges	Natwest	8.75		8.75

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Appendix 2 - APPROVED BUDGET FOR 2025/2026 showing carry forward amounts.

INCOME	C/F 23/24	2024_2025		2025_2026
General Parish income				
PRECEPT		£ 97,970.00		£ 101,220.00
Bitterwell Chalet Rental	(£774 owing)	£ 9,288.00		£ 9,492.00
Fishing Rights		£ 5,520.00		£ 5,640.00
Bank interest		£ 2,000.00		£ 1,700.00
Hire of field by football teams		£ 120.00		£ -
SUB-TOTAL		£ 114,898.00		£ 118,052.00
Grant income				
CIL/S106	SEE BELOW	£ 64,872.73		£ 16,902.27
Says Court Farm Solar Benefit	SEE BELOW	£ 19,800.00		£ 19,800.00
SUB-TOTAL		£ 84,672.73		£ 36,702.27
INCOME BUDGET TOTAL		£ 199,570.73	£ -	£ 154,754.27
EXPENDITURE BUDGET				
FINANCE & ADMIN	C/F 23/24	2024_2025	C/F from 24/25	2025_2026
Bank charges		£ 180.00		£ 150.00
PWLB Loan repayments Loan 1		£ 1,948.74		£ 1,948.74
PWLB Loan repayments Loan 2		£ 3,914.56		£ 3,914.56
Staff costs (Salary/HMRC/Pension)		£ 47,000.00		£ 46,000.00
Office expenses		£ 1,700.00		£ 1,500.00
Clerk & RFO expenses		£ 2,300.00		£ 2,300.00
Councillor costs (expenses/training)		£ 320.00		£ 400.00
Chairmans Allowance		£ -		£ -
Clerk/RFO/assistant training	£ 177.75	£ 200.00		£ 750.00
Subscriptions/publications/tickets		£ 1,600.00		£ 1,700.00
Room Hire		£ 300.00		£ 300.00
Insurance		£ 2,000.00		£ 2,100.00
Advertising & Communications/Public engagement	£ 500.00	£ 500.00	475	£ 500.00
Office equipment		£ 300.00	300	£ 300.00
Audit fees		£ 1,000.00		£ 1,300.00
GDPR		£ 200.00		£ 200.00
Legal fees/consultancy		£ 500.00		£ 500.00
Elections	£ 1,150.00	£ 1,500.00	2650	£ 1,500.00
Manor Hall		£ 10,000.00	461.07	£ 10,000.00
Website design & host		£ 250.00		£ 250.00
Technology requirements (Cloud/licences etc)		£ 700.00		£ 700.00
Remembrance Day wreaths		£ 50.00		£ 50.00
FINANCE & ADMIN TOTAL	£ 1,827.75	£ 76,463.30	£ 3,886.07	£ 76,363.30

MINUTES OF FULL PARISH COUNCIL MEETING
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ENVIRONMENT & LEISURE	C/F end 23/24	2024_2025	C/F from 24/25	2025_2026
Westerleigh Playing Field Inspections		£ 1,500.00		£ 1,500.00
Westerleigh Playing Field repairs/maintenance		£ 1,000.00		£ 1,000.00
Newman Field play inspections		£ 1,500.00		£ 1,500.00
Newman Field play repairs/maintenance		£ 3,000.00		£ 1,500.00
Dog & Litter Bins - emptying/repair		£ 7,500.00		£ 7,000.00
Bus shelter inspections/repairs/maintenance		£ 810.00		£ 960.00
Public seats inspections/repairs/maintenance	£ 500.00			£ 500.00
Pansy Vale works	£ -			£ 500.00
The Pound works	£ -	£ 1,000.00	125	£ 500.00
Mayhill works	£ -			£ 500.00
Ivory Wood works	£ -			£ 500.00
Cenotaph repairs/maintenance		£ 500.00	500	£ 500.00
Grass cutting: Parish contract & SGC contract		£ 13,500.00		£ 13,600.00
Tree works (Ash Die-back/other felling/replanting)	3025.92	£ 1,000.00	870.92	£ 1,000.00
Bitterwell accessible toilet		£ 2,200.00		£ 2,400.00
Bitterwell aerator electricity & repairs		£ 1,500.00		£ 600.00
Bitterwell Lake repairs		£ -		£ 4,000.00
Bitterwell Lake CHALET	5990.61	£ 3,424.70	7694.28	£ 3,628.70
ENVIRONMENT & LEISURE BUDGET TOTAL	£ 9,516.53	£ 38,434.70	£ 9,190.20	£ 41,688.70
GRANTS & BENEFITS BUDGET	C/Fwd	2024_2025	C/F from 24/25	
S137 free resource OR General Grant Fund (GPoC)		£ 20,000.00		10000
CIL/S106 fund	£ 23,238.41	£ 59,806.11	64641.26	£ 16,902.27
CIL/S106 sub fund for BINS	2451	£ -	1192	
CIL/S106 sub fund for FC Youth provision		£ 5,066.62		
CIL/S106 sub fund for WPF & Newman EQUIPMENT	25000		26439.1	
Says Court Solar Farm Community Benefit fund	£ 2,552.93	£ 9,800.00	13477.93	9800
Says Court sub fund for LNAP	£ 4,168.24	£ -	3769.15	
Says Court sub fund for activity days	0	£ 10,000.00		10000
GRANTS & BENEFITS BUDGET TOTAL	£ 57,410.58	£ 104,672.73	£ 109,519.44	£ 46,702.27

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**Appendix 3 - Planning comments submitted since 10th March 2025 Full Council meeting
(using delegated powers)**

[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.

[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 arrang...Land North Of Millbrook Road And West Of Lawrence Drive Stover Trading Estate Yate South Gloucestershire

Westerleigh & Coalpit Heath Parish Council restates its previous NO OBJECTION comment.

[P25/00582/CLP](#) Erection of single storey side extension to provide additional living accommodation. 147 Roundways Coalpit Heath South Gloucestershire BS36 2LU

Westerleigh & Coalpit Heath Parish Council makes no comment on this application.

[P25/00377/F](#) Construction of a solar farm with associated works, equipment and infrastructure. Land At Oakley Green Farm Oakleigh Green Farm Lane Westerleigh South Gloucestershire

Westerleigh & Coalpit Heath Parish Council makes no comment on this application.

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Appendix 4 - Planning decisions since 5th March 2025

Description	Westerleigh & Coalpit Heath Parish Council Comment submitted	Notice	Decision	Decision Date
(i) P24/02862/HH Erection of first floor and raising of roofline to form additional living accommodation. 282 Badminton Road Coalpit Heath South Gloucestershire BS36 2NN	Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application.	16/12/2024	Approve with conditions	05/03/2025
(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 2TT	Westerleigh & Coalpit Heath Parish Council supports this application on the grounds that the proposals will enhance sports facilities in the parish.	14/06/2024	Approve with conditions	11/03/2025
(iii) P25/00120/HH Demolish of existing store. Erection of two storey side extension to provide integral garage and additional living accommodation. The Old Barn Woodlands Farm 103 Badminton Road Coalpit Heath South Gloucestershire BS36 2TA	Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application.	21/01/2025	Refusal	12/03/2025
(iv) P25/00435/TRE Works to 1no Field Maple Tree to to crown reduce by 1.5-2.0m height and radial spread to previous points and thin canopy by 15% covered by tree preservation order SGTPO 03/97 dated 21st October 1997. 3 Oakwood Gardens Coalpit Heath South Gloucestershire BS36 2NB	Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application.	25/02/2025	Approve with conditions	19/03/2025

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Description	Westerleigh & Coalpit Heath Parish Council Comment submitted	Notice	Decision	Decision Date
(v) P24/02991/MW Variation of condition 4 attached to PT15/3875/MW to allow for storage of materials up to 7m in height. Removal of condition 2 attached to planning permission PT11/0214/MW dated 16 February 2011 to allow the change of use from agricultural land to use for 'in-vessel' composting of biodegradable g...Mays Hill Industrial Estate Mays Hill Frampton Cotterell South Gloucestershire	Westerleigh & Coalpit Heath Parish Council OBJECTS to this application on the grounds that it has a negative impact on the visual amenity of the surrounding Green Belt area. The 7m heaps are/ will be visible from the Yate to Coalpit Heath road.	02/01/2025	Approve with conditions	21/03/2025
(vi) P25/00309/F Erection of 2no dwellings with access and associated works (resubmission of P24/00859/F). Land At South View Crescent Coalpit Heath South Gloucestershire	Westerleigh & Coalpit Heath Parish Council STRONGLY OBJECTS to this application on similar grounds to its objection to the previous submission. It is overdevelopment of the site, there is poor access and insufficient turning space and the dwellings will overlook neighbouring properties. Furthermore, the Parish Council questions the accuracy of the plans submitted, which appear to be out of date and do not correctly represent the boundary lines.	11/02/2025	Refusal	28/03/2025
(vii) P25/00472/HH Erection of two storey side extension to form additional living accommodation. 2B Rose Oak Drive Coalpit Heath South Gloucestershire BS36 2AS	Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application.	27/02/2025	Approve with conditions	08/04/2025
(viii) P24/01792/CLP Installation of hip to gable roof extension to facilitate loft conversion. 10 St Annes Drive Coalpit Heath South Gloucestershire BS36 2TH	Westerleigh & Coalpit Heath Parish Council makes no comment.	24/07/2024	Approve certificate of lawfulness	17/09/2024