



An ORDINARY MEETING of the PARISH COUNCIL will be held on **Monday 9th September at 7.00pm** at Henfield Hall and the following business will be transacted. All Councillors are summoned to attend.

Rachel Davis

Rachel Davis (Clerk to Westerleigh & Coalpit Heath Parish Council)
2nd September 2024

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety and Human Rights.

DRAFT AGENDA –WESTERLEIGH & COALPIT HEATH PARISH COUNCIL MEETING SEPTEMBER 2024

1. To NOTE apologies for absence
2. 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
3. To APPROVE **Minutes** of Parish Council meeting held on 5th August 2024.
4. To RECEIVE DRAFT **Minutes** of the Finance & General Purposes Committee meeting held on 22nd July 2024 and all decisions therein
5. To RECEIVE reports from South Gloucestershire Councillors on matters relating to the Parish
6. 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)
Mousewell Farm Solar Farm application briefing (TBC)

FINANCE

7. To APPROVE JULY and AUGUST 2024 payments made in accordance with FR 6.9
8. To NOTE end of July and end of August 2024 Financial documents: Bank Statements & Reconciliations, list of receipts
9. To consider and APPROVE any Grant Applications including:
 - (i) Application from Coalpit Heath Cricket Club - £925 for WPF cricket square end of season renovations
10. To consider & APPROVE the annual rent review for Bitterwell Chalet
11. To consider & APPROVE the annual fishing licence fee from April 1st 2025
12. To RECEIVE information and take a DECISION on any other finance matters
 - (i) Bitterwell Lake fishing audit and fish disposal quote – 17 February 2025
 - (ii) Bitterwell Lake summer portaloo requirements
 - (iii) Swift Sports Coaching – APPROVE ongoing plan for holiday activity days
 - (iv) Parish Information Guide update, circulation to Blackberry Park residents – quote 250 copies £229

13. To RECEIVE an update on issues at Bitterwell Lake Chalet and take a DECISION on required action
14. To NOTE Completion of External Audit and Matters Arising
15. To NOTE date of next Finance Committee Meeting Monday October 28th 2024
16. To APPROVE recommendations from the Staffing Sub Committee following annual staff appraisals

17. **PLANNING**

- a) To NOTE planning comments submitted since last meeting
- b) To NOTE planning decisions made by South Gloucestershire Council since last meeting
- c) To discuss and COMMENT on any necessary Planning Applications or other Planning Matters:
 - (i) [P24/01938/F](#) Erection of 1no. Polytunnel for agricultural use (retrospective). Land Off Of Park Lane Winterbourne South Gloucestershire
 - (ii) [P24/01973/HH](#) Erection of 2no. entrance gates to Laurelgate and Rosewood Cottage (resubmission of P23/02538/HH). Rosewood Cottage Huckford Lane Winterbourne South Gloucestershire BS36 1AP
 - (iii) [P24/02007/HH](#) Erection of a single storey rear extension to form additional living accommodation. Installation of cladding to existing dormer (re-submission of P24/01424/HH) 31 Station Road Coalpit Heath South Gloucestershire BS36 2TJ
 - (iv) [P24/02011/F](#) Erection of a single storey extension to form enlarged data centre with associated external plant and enclosures. 10 Goodrich Close Yate South Gloucestershire BS37 5YT
 - (v) [P24/02015/CLE](#) Continued use of buildings within the over arching title of Oakley Green Garden Centre as Class E (Commercial, Business and Service) and any of the uses falling within that class. Oakley Green Garden Centre Oakley Green Westerleigh South Gloucestershire BS37 8QZ
 - (vi) [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
 - (vii) Note appeal against refusal - [P24/00410/HH](#) Demolition of existing single storey rear extension. Erection of two storey rear extension to form additional living accommodation. The Cottage 8 Broad Lane Westerleigh South Gloucestershire BS37 8QX

18. To RECEIVE Parish Councillor Reports – written submissions, taken as read with questions taken as necessary
Cllr C Goddard- report on Westerleigh Speedwatch meeting 25/07/024

ITEMS REQUIRING A RESOLUTION

19. To discuss matters and take a DECISION on required actions arising from A432 Badminton Rd bridge closure:
 - (i) Update on parking issues on Henfield Road – letter to Manor Primary School, SGC white keep clear lines
 - (ii) Hambrook lights right turn – Update on letter to Cllr Chris Willmore (SGC Cabinet Member for Planning, Regeneration and Infrastructure) requesting consideration of alternative suggestion to enable reopening if right turn.
20. To discuss matters and take a DECISION on required actions arising from A432 Travel Improvements Aug 2024 consultation
 - (i) Update on Letter to Chris Willmore (SGC Cabinet Member for Planning, Regeneration and Infrastructure) - min 3789- to express concerns with the consultation process
21. To RECEIVE information from Clerk regarding ongoing matters and take a DECISION on required action

- (i) Westerleigh Playing Field Adventure Trail
 - (ii) Blackberry Park – Bin, Parisis signage
 - (iii) Bleed kit installation training
 - (iv) Bitterwell Lake stone memorial bench proposal
 - (v) Westerleigh Playing Field signage
22. To CONFIRM agreement to READOPT the Joint Parishes Consultative Committee terms of reference
23. To RECEIVE a memo from the Joint Parishes Consultative Committee and take a DECISION on a request to sign a joint letter to Claire Young MP, requesting a meeting with the Police and Crime Commissioner
24. To discuss any required CONSULTATIONS and COMMENT as necessary:
- (i) Resident Disabled Parking Bay Application - Ivy Terrace, Westerleigh (outside Ye Olde Inne Westerleigh)
 - (ii) Trail Escape: Bristol to Bath 2024 - comments on route through Coalpit Heath - Saturday 5th October ([Bristol-Bath | Trail Escape - Bristol to Bath Saturday 5th October 2024](#))
 - (iii) South Gloucestershire Council Regulation 18 Local Plan consultation - council's strategy for ensuring adequacy of its own housing land supply and whether it can assist with Bristol City Council's unmet housing need. <https://consultations.southglos.gov.uk/LP24HousingSupply> - deadline 13th September 2024
 - (iv) [National Planning Policy Framework Consultation](#) – deadline 24th September 2024
25. To consider and VOTE on co-option to Parish Councillor vacancies

ITEMS TO NOTE

26. To NOTE confirmation from Electoral Services that the council may co-opt to the vacancy for Coalpit Heath ward advertised from 11th – 31st July 2024 (three vacancies for co-option in total)
27. To NOTE progress with the South Gloucestershire Highways review re speeding in Westerleigh (route from Shorthill Road to the Nibley Lane junction), due September 2024
28. To NOTE tree condition surveys for Bitterwell Lake/ Newman's Field, Pansy Vale, Mays Hill Triangle and actions taken

29. Correspondence/Communication with Westerleigh & Coalpit Heath Parish Council:
From South Gloucestershire Council:
[-Highways Act 1980 - Confirmation - South Gloucestershire Council \(Footpath LWE 39 \(Part\) at Box Hedge Farm, Westerleigh\) Public Path Diversion and Definitive Map and Statement Modification Order 2024](#)

Other received items

-Invitation to ALCA South Gloucestershire Area Forum on Mon 2nd September, 18:30 - 20:00. (*Clerk & Chairman attended*)

-Notice of ALCA AGM on Sat 5th October 10.30 – 12pm, zoom

-ALCA training bulletin August 2024, ALCA August In-Short

-7th July 2024 Town & Parish Council Forum minutes

-Invitation to Cotswold Edge District Scout Council AGM and official opening of Mafeking Hall - Thurs 12th Sept, 7pm

30. To NOTE items considered urgent by the Chairman
31. To CONSIDER any exempt items including:

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.

Exempt matters arising from Staffing Sub Committee meetings – if applicable

32. Dates of future Parish council meetings

October 14th Full Parish Council meeting Westerleigh Village Hall (note change to previously advertised venue)

October 28th Finance & General Purposes Committee meeting 7pm Manor Hall, Red Brick Annexe

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