

WESTERLEIGH and COALPIT HEATH PARISH COUNCIL

NOTICE OF ANNUAL PARISH COUNCIL MEETING

Tuesday May 9th 2022 at 7pm, Westerleigh Village Hall

S Simmons
Clerk to
Westerleigh &
Coalpit Heath
Parish Council
April 26th 2023

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.

AGENDA

All Acceptance of Office forms from Cllrs must be signed received by the Clerk prior to the start of the meeting. The first meeting of this new Parish Council is chaired initially by the previous Chairman as per Local Government Act 1972 15 (4,7,8) and 34 (4,7,8).

1. Welcome & Introduction
2. Apologies for absence
3. Election of Chair
4. Election of Vice Chair
5. Signing of Acceptance of Office as Chair of the Parish Council
6. Council to receive information from Parish Clerk on 2 post-election vacancies and potential co-options
7. Declarations of Interest under the Localism Act 2011 relating to this meeting
8. Reports from South Gloucestershire Councillors on matters relating to the Parish
9. Pre-arranged items from members of Public (Please contact the Clerk by May if you wish to speak at this meeting)

PLANNING:

10. (a) Council to NOTE comments submitted since last meeting
- (b) Council to NOTE planning decisions made by SGC since last meeting
- (c) Council to discuss/comment on any necessary Planning Applications or other Planning Matters including:
 - i. [P23/00067/F](#) Demolition of existing dwellings. Erection of 5no detached dwelling with associated access and parking Land At The Depot 22 Alexandra Road Coalpit Heath South Gloucestershire BS36 2PZ [ADJOINING PARISH]
 - ii. [P23/00652/HH](#) Erection of first floor extension over existing garage to form additional living accommodation and retrospective alterations to the fenestration and external materials of existing dwellinghouse (part retrospective). **Extension requested**
 - iii. [P23/01399/HH](#) Erection of two storey side extension to form additional living accommodation. Installation of 1no. front dormer. Erection of balustrading to side and rear of first floor sun deck. | Burma House Westerleigh Road Westerleigh South Gloucestershire BS37 8QH

10. Parish Councillor Reports – written submissions, taken as read with questions taken as necessary
11. Council to APPROVE Minutes of Parish Council meeting held on April 11th 2023

FINANCE:

12. Clerk/RFO to report on 2022/2023 Finances
13. Council to approve Section 1 of the Annual Return – Annual Governance Statement 2022/23 for Westerleigh PC
14. Council to receive Internal Audit report
15. Council to approve accounts for the year ending 31st March 2023

16. Council to approve section 2 of the Annual Return – Accounting Statement 2022/2023 for Westerleigh PC
17. Council to approve Period for the Exercise of Public Rights for 2022/2023 Accounts
18. Council to consider matters arising from internal audit
19. Council to NOTE receipt of April 2023 payments & income documentation
20. Council to NOTE FINAL BUDGET SHEET with April 2023 CIL included and final carry forward amounts
21. Council to consider/approve Zurich Insurance Policy renewal (Yr 3 of 5 contract)
22. Council to note receipt of VAT refund for 2022/2023

23. Council to consider requirements for Committees, Sub Committees or Advisory Groups

The Chair of a Committee is appointed at the first meeting of that Committee.

Appointment to:	Number required	Term of Office	Appointees
Planning Committee	All Councillors	To May 2024	All Councillors
Environment & Leisure Committee	Min of 5	To May 2024	
Finance & General Purpose Committee	Min of 5	To May 2024	
Staffing sub-group	Min of 3	To May 2024	
LNAP sub-group	Min of 3	To May 2024	
COMMS sub-group	Min of 2 + admin staff	To May 2024	

24. Council to consider appointments to outside bodies

Appointment to:	Number required	Term of Office	Appointees
Manor Hall Management Committee	1		
Henfield Hall Management	1	To May 2024	
Coalpit Heath Village Hall (Miners Club) Management Committee	1	To May 2024	
Westerleigh Village Hall Management Committee	2	To May 2024	
Youth working Group	2	To May 2024	
Avon Pension Fund	3 Authorised contacts in addition to RFO	Ongoing	<i>(ideally Chair of PC; Chairs of F&GP & Staff Committees)</i>
Avon Local Councils Associations (ALCA)	1 PC representative	To May 2024	<i>(ideally Chair)</i>

25. Correspondence/Communication with Westerleigh Parish Council:

From SGC:

Consultation: Landscape Character Assessment Supplementary Planning Document (LCA SPD) (see below)

Notification of S106/CIL contribution for 23/24

Other received items

Swift Sports Coaching – Easter holidays activity report

26. Council to receive updates on remedial works needed at Bitterwell Lake
27. Council to receive updates & consider/approve topics related to change to Westerleigh and Coalpit Heath PC including domain name, email addresses and logo
28. Council to receive information from Clerk/Deputy Clerk regarding ongoing matters and required approvals, including:
Clerk: Proposal from Green Community Travel to support transport options
Deputy Clerk: Play area update
29. Council to discuss any required CONSULTATIONS.
[Landscape Character Assessment Supplementary Planning Document \(LCA SPD\)](#)
30. Items considered urgent or exempt by the Chairman
31. Dates of future Parish council meetings
June Monday 12th Manor Hall, Newman Room
July Monday 3rd July Finance Committee meeting Red brick annex at Manor Hall 7pm
 Monday 10th July 7pm Westerleigh Village Hall
August There is no August meeting unless urgent or time limited matters arises.
September Monday 11th Henfield Hall, Ram Hill