

MINUTES OF FULL PARISH COUNCIL MEETING
Monday October 9th 2023 at 7pm, Westerleigh Village Hall



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Present: Cllr Rob McCullough (Chair) Cllr C Goddard Cllr K Kelliher Cllr A Hill
Clerk: R Davis Finance Officer: S Simmons
3 members of public, 2 SGC officers (Minute 3516), Avon & Somerset Beat Officer (Frampton and Charfield Neighbourhood Team) PC Finbar Simmons

3506. Welcome & Introduction

Cllr McCullough opened the meeting.

3507. Apologies for absence

Cllr J Lean, Cllr C Echegaray, Cllr T Clark. Cllr P King did not send apologies.

Ward Councillors - Cllr C Young, Cllr M Palmer.

3508. Declarations of Interest relating to this meeting, as required by the Council's Code of Conduct for Members and the Localism Act 2011

None

3509. Council to APPROVE [Minutes](#) of Parish Council meeting held on Sept 11th 2023

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

3510. Council to NOTE internal appointments to position of Clerk and Finance Officer to the Parish Council.

NOTED. R Davis appointed to role of Clerk effective from 1st October 2023. S Simmons has stepped down from role of Clerk and appointed to role of Finance Officer effective from same date. The Chair thanked Sue for her hard work as Clerk.

3511. Reports from South Gloucestershire Councillors on matters relating to the Parish

NOTED.

Frampton Cotterell - District Councillors' Report Monday 9th October 2023

Cabinet to Consult on Budget Challenges

This week South Gloucestershire Council's Cabinet considers proposals for next year's budget. The papers include details of 'incredibly difficult' decisions to reduce spending and increase charges. The outline budget for 2024/25, which will be subject to formal public consultation in the autumn, does not yet propose to make new savings. It does, however, provide further details of cost-cutting that was approved by the previous Conservative administration in their 2023/24 budget, prior to this year's local elections, which are due to be implemented in the coming years. The Cabinet meets on Thursday 5th October to discuss the outline budget and to approve the public consultation. Feedback from residents will then be presented to Cabinet ahead of final decisions on the budget in February.

Since last year's budget was approved the financial situation for SGC has deteriorated by a predicted £3 million next year (2024/25) and a further £2 million in 2025/26. It will place further stress on the SGC's budget and force the authority to consider further savings if additional funding is not provided by Government. This mirrors the pressures being experienced by other councils across England; the Local Government Association (LGA) recently published an analysis which showed that, just to keep services standing still, councils face a funding gap of almost £3 billion nationwide. The outline budget, through use of the Council's remaining reserves and assuming all of the planned-for savings are made in full, would deliver a balanced position for the coming year. Some of these savings, including changes to the Local Council Tax Reduction Scheme and income targets, will be the subject of the coming consultation process.

South Gloucestershire will be open and upfront with residents about the extent of the financial challenges and the measures that will need to be considered in order to balance the books. It is also joining other authorities in pressing government ministers to do more to protect the vital services that can be provided through local government. This includes ending competitive processes, cutting the strings from government initiatives, and moving to multi-year settlements to give local councils more flexibility in meeting local residents' needs.

Consultations

Page 1 of 9 Signed..... Date.....

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Due to inflation and the rising costs of social care South Gloucestershire Council needs to find £50 million in the next four years to address shortfalls in the budget. One of the ways it has identified is to close One Stop Shops in Yate, Patchway and Kingswood at times when they are used least. SGC asked about this during its annual consultation on the council budget at the end of 2022 and local people agreed this was a reasonable way of reducing our overall spend. Relatively few people visit One Stop Shops early in the morning and in the late afternoon. SGC is therefore suggesting changing the opening hours to 9.00 until 16:30 Monday to Friday (current hours are 8.45 – 17.00 Monday to Wednesday 8.45 –16.30 Thursday to Friday).

Before making this change the council wants to talk to people who visit our One Stop Shops to check this doesn't cause them significant issues. Residents can find more information on the consultation at https://consultations.southglos.gov.uk/OSS_opening_times/. The consultation closes on 23rd November.

South Gloucestershire Council is asking residents for their views on the locations of polling stations and if they are accessible. The council has a statutory duty to undertake a full review of all polling districts and polling places for the whole of the district to ensure they have accessible and convenient facilities to vote from. This has no impact upon the current boundaries of Westminster constituencies, council wards or parish boundaries. Residents can find additional information at <https://consultations.southglos.gov.uk/Polling23/> and they have until 30th October to submit comments.

3512. Pre-arranged items from members of Public

To comment on P23/02538/HH below.

RESOLVED: To consider agenda item - Council to discuss and reach decision on Kendleshire triangle land for SGC traffic project- at this point. See min 3516.

3513. Parish to receive report from Avon & Somerset Police Officer Finbar Simmons

PC Simmons attended, apologised it has taken so long and outlined activity across the area. Noted Coalpit Heath is covered by Frampton and Charfield Neighbourhood Team. South of Bitterwell Lake and Westerleigh village covered by Boyd Valley, Emersons and Lyde Green Neighbourhood Team.

Resulting actions:

- Speeding in Westerleigh – Speed enforcement checks have been carried out along Shorthill Road. PC Simmons will request Boyd Valley Team provides support to Westerleigh Community Speedwatch – Clerk to provide contact details for PC Simmons to Cllr Goddard.
- Speeding along Henfield Road (Westerleigh Rd to Golf Club)– PC Simmons will arrange speed enforcement and a SpeedVisor to collect data.
- Door-to-door selling, online scams, seasonal crime – PC Simmons will send links/ information to the Clerk to publicise to residents.
- Next annual visit to Parish Council meeting - Clerk to invite representatives from five local neighbourhood watch organisations.

3514. PLANNING

(a) Council to NOTE comments submitted since last meeting

NOTED. See Appendix 1

(b) Council to NOTE planning decisions made by SGC since last meeting

NOTED. See Appendix 2.

(c) Council to discuss/comment on any necessary Planning Applications or other Planning Matters including:

- (i) [P23/02252/F](#) | Erection of 1no outbuilding to provide ancillary accommodation and siting of 2no additional static caravans with associated vehicles and storage of up to 5no touring caravans. | Henfield Paddock Henfield Road Coalpit Heath South Gloucestershire BS36 2UJ

RESOLVED:

Westerleigh & Coalpit Heath Parish Council OBJECTS to this application which seeks to allow for the existing development on the site without the constraint of a personal condition, in order to allow occupation by any Gypsy or Traveller.

The existing development is inappropriate development in the Green Belt which conflicts with Green Belt Policy set out in the NPPF and Policies CS5 and CS34 of South Gloucestershire's Core Strategy. This fact has been recognised in previous planning decisions. The original planning permission granted on the site was limited to the applicant, his wife and children. The permission as it stands allows for the site to be returned to open countryside in the Green Belt if the current family cease to occupy it. Granting this application will permanently remove the site from the Green Belt which is not acceptable.

- (ii) [P23/02538/HH](#) | Erection of 2m wall, stone piers and 2no. gates to Laurelgate and Rosewood Cottage | Rosewood Cottage Huckford Lane Winterbourne Bristol South Gloucestershire BS36 1AP

Member of Public

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The applicants provided contextual information relating to the application. The application has been submitted because South Gloucestershire Council has instructed them to remove the 13 year old laurel hedge at the boundary of the property. The hedge is on unregistered land which forms part of the Adopted Highway according to SGC. SGC has refused permission for the hedge to remain, which is what the applicants would prefer. The applicants explained that if the hedge must be removed, the proposed wall (and gates) will ensure the property's continued privacy and security, and act as a noise barrier. The design aims to blend in with other boundary walls along Huckford Lane.

The Parish Council then discussed the application:

RESOLVED:

Westerleigh & Coalpit Heath Parish Council has split its response into two parts.

- i) The Parish Council has NO OBJECTION to the proposal to install two metal framed gates with wooden inlay.
- ii) The Parish Council OBJECTS to the proposal to remove the existing laurel hedge and replace it with a 2m high rendered block work wall with stone pillars.

The Parish Council sees no reason to remove the existing laurel hedge which provides a wildlife habitat and contributes to local biodiversity, for example permeable access for hedgehogs. The applicants have explained to the Parish Council that they would prefer to retain the existing hedge, but South Gloucestershire Council has instructed its removal.

The proposed wall will have a harmful impact on the street scene and be out of keeping with the area, conflicting with Core Strategy Policy 1 (CS1)- High Quality Design. It also conflicts with Policies, Sites and Places Policy 1 (PSP1)- Local Distinctiveness. Unlike the existing hedge, a wall will not provide any wildlife habitat. The applicants clearly need to have a boundary treatment for safety, security and shielding their property from road noise and pollution. The existing hedge performs all of these functions, whilst also contributing to local biodiversity.

- (iii) [P23/02631/HH](#) | Erection of detached annexe ancillary to main dwelling. | Bungalow The Quarry Westerleigh Road Westerleigh Bristol South Gloucestershire BS37 8QH

RESOLVED:

Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to the application provided that the standard annexe condition (which states the annexe "shall not be occupied at any time other than for purposes ancillary to the residential use of the dwelling") is applied. Also permitted development rights in relation to any further annexe should be removed.

- (iv) [P23/02674/HH](#) | Erection of single storey rear extension to provide additional living accommodation. Erection of detached garage. | Ridge Barn Westerleigh Road Coalpit Heath Bristol South Gloucestershire BS36 2UP

RESOLVED:

Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to the application. However, it asks that the planning officer checks that the overall increase in volume of the building is acceptable and that sufficient private amenity space will be left.

- (v) [P23/02757/TRE](#) | Works to fell 1no. Holm Oak covered by tree preservation order TPO 432, dated 2nd October 1991. | The Arches Westerleigh Road Westerleigh Bristol South Gloucestershire BS37 8QQ

RESOLVED:

Westerleigh & Coalpit Heath Parish Council OBJECTS to this application on the grounds that the arboricultural report provided does not recommend the tree for removal. Nor does the report agree with the claim made in the application form, that the tree which is the subject of the application is suppressing the adjacent blue atlas cedar.

3515. Parish Councillor Reports – written submissions, taken as read with questions taken as necessary

None.

3516. Council to discuss and reach decision on Kendleshire triangle land for SGC traffic project – Andrew Di-Marco, SGC Project Manager to attend

Andrew Di-Marco gave a presentation on the A4174/A432 multi-modal corridor project and proposals for a two-way cycle path and segregated footpath between Coalpit Heath viaduct and Kendleshire junction. SGC is developing designs in preparation for a six-week public consultation on the A432 section (inc Kendleshire junction) in early 2024. He made the following points:

- Public consultation on the project in 2022, highlighted safety issues at Kendleshire junction for vulnerable users, due to junction alignment and lack of supporting infrastructure.
- The developing design addresses these with a segregated cycle path and footpath across the junction, leading to an improved crossing facility at Ruffet Road (southern branch), set back from the junction. The design meets relevant design standards and provides the safest option for cyclists and pedestrians.
- Additional land (to existing Adopted Highway) is required to segregate the cycle path and footpath across the junction.
- SGC is requesting that the Parish Council dedicates a parcel of land on the Kendleshire Triangle (behind the existing bus shelter) as Adopted Highway, allowing a segregated path to run across it. SGC would be responsible for

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construction and future maintenance of the path and cover legal costs for dedication. The Adopted Highway would not include the bus shelter (owned by the Parish Council). See plan at appendix 3.

In response to questions from councillors the following was confirmed:

- There is no room in front of the bus shelter to accommodate a segregated 3m wide cycle path and 2m wide footpath.
- The design is for a segregated cycle path and footpath from the A432 viaduct south to the Kendleshire junction, after which point the path becomes shared (and narrower). Councillors asked if a shared path could start at the northern branch of Ruffet Road, requiring no extra land on the Triangle. Confirmed that a segregated path across the Triangle (in accordance with design standards) is the safest option and will create a safer crossing point at the southern branch of Ruffet Road. However, if the Parish Council declines permission the design will be reconfigured working back to the next safest option (shared cycle path and footpath)
- Closure of the northern branch of Ruffet Road at the Kendleshire junction is being considered as part of the design.
- Improvements to the Down Road junction, including safer crossing for cyclists/ pedestrians to the Kendleshire junction, are part of the design.
- The cycle path and footpath will be stepped to ensure segregation from the carriageway (cycle path higher than foot path, which is higher than carriage way).
- Questioned whether an offline cycle route (not along the A432 but using the lanes from Coalpit Heath), is being investigated. Confirmed it is not because the route originates from the Local Transport Plan and is designed to have widest suitability for cyclists aged 8 – 80.
- 2027 is the end date for the funding and for designs to be built. Cllr Goddard raised concerns about the impact of construction work on traffic levels through Westerleigh village as drivers will divert to avoid it.

RESOLVED:

Given the complexity of the topic and the absence of three Coalpit Heath ward councillors from the meeting, it was agreed to consult all councillors by email and confirm to SGC when a decision will be taken.

3517. Council to discuss matters and required actions arising from A432 Badminton Rd bridge closure to include:

Speeding in Westerleigh

Increased traffic volume, speeding and collisions in Westerleigh village due to the closure, were reported at the Sept meeting (ref min 3490). A SpeedVisor has been deployed by the SGC Road Safety team near the Wot Not, Westerleigh Rd for three weeks (starting 27th September). It warns drivers of their speed and collects data to inform enforcement action. A community Speedwatch group has been set up in the village and support has been offered by PC Simmons (min 3513). A parent from Immanuel School has contacted the council to raise concerns about speeding along the the Westerleigh Rd from the school to the village, overhanging hedges and narrowing of the pavement due to vegetation growing on it. The route is used frequently by pupils walking to the playing field for lessons and after school clubs. Parents have cut back the overhanging hedge opposite the Besom Lane turning. SGC has not been able to (privately owned).

RESOLVED: Clerk to request that the SGC Parish StreetCare Team (due to visit during Oct 2023) clear vegetation from the pavement beside the Westerleigh Road (stretch running south from the viaduct to the Wot Not including worst affected area opposite Besom Lane turning.)

Cllrs reported that the closure has also led to increased speeding along Henfield Road and Badminton Road, Coalpit Heath. Noted PC Simmons will request a SpeedVisor on Henfield Road (min 3513)

RESOLVED: Clerk to request the SGC Road Safety team deploy a SpeedVisor on Badminton Road.

3518. Council to discuss matters and required actions arising from parking issues on Henfield Road

Ongoing problems caused by on-street parking during football training/ matches on the Manor School Field, are being exacerbated by increased traffic diverting along Henfield Road to avoid A432 bridge closure. The Clerk fed back that Coalpit Heath Football Club is working hard to manage the issue. Use of Ring O' Bells/ St Saviours car parks secured, although St Saviours car park unavailable on Sundays, so the problem tends to be worse then. Manor School cannot allow use of its car park on weeknights due to safeguarding concerns. Governors are considering a request for use at weekends. The Manor Hall Manager has been working with all parties to address the issue.

RESOLVED: Clerk to escalate the issue to Ward Cllr Claire Young, Cabinet Member Leigh Ingham, Pete Walley (SGC) and A432bridgeclosure@southglos.gov.uk to request support.

3519. Council to NOTE receipt of finance documentation relating to September 2023

NOTED with no questions arising. The September list of payments is attached as Appendix 4.

3520. Council to NOTE receipt of NOTICE OF COMPLETION OF AUDIT.

The completion certificate from BDO shows NO matters arising. All documents are available on the PC website at

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<https://www.westerleighcoalpitheathparishcouncil.gov.uk/annual-accounts/>

3521. Council to APPROVE amendments to Financial Regulations and other procedural documents following staff role changes
This will be sent in readiness for the next meeting.
3522. Council to consider provision of lamp post speeding signs
SGC Road Safety Team has confirmed that a SpeedVisor will be deployed on Park Lane (opposite Park Farm estate) during October. Data will be shared with the Parish Council. Clerk to contact SGC Asset Manager to confirm permissions required to install lamp post signage and report back to the next meeting.
3523. Correspondence/Communication with Westerleigh Parish Council:
From SGC:
-PT.7788 Wapley Hill, Westerleigh, short section - Temporary Road Closure (inc pedestrians) for 12 days effective from 20th November 2023, water service connection works (**Alternative route:** Westerleigh Road, Shorthill Road, Codrington Road and vice versa)
- Other received items
Thank you to Chairman for swift follow up on Kendleshire traffic issues caused by bridge closure
From Westerleigh United Charities – death of trustee
Email from Immanuel School parent re speeding and vegetation Westerleigh pavements (see Min 3517)
3524. Council to receive an update on issues at Bitterwell LAKE & CHALET and APPROVE actions where necessary
(i) Outflow works - Quote from Ivel Aquatics received (£54,196.29). Additional written information requested to supplement quotation. Ivel Aquatics agreed to provide this but have not yet done so. Once supplied the Clerk will forward to cllrs by email. To be considered at the November meeting.
(ii) Rat problem (lake chalet) – current expected cost of Pest Control measures around £170. Approved.
(iii) Render issue (chalet) – Bubbling render on three external walls (no water ingress as yet). Covered by 10 year warranty. Reported to Tingdene who will arrange an inspection and then schedule any remedial work.
(iv) Chalet Landlord actions – Gas Safety inspection - 1st Nov 2023. Landlord inspection - 6th November.
3525. Council to receive information from Clerk/Finance Officer regarding ongoing matters and required approvals
Clerk – Agree representatives to lay remembrance wreath at Westerleigh & Coalpit Heath
Cllr Goddard – Westerleigh War Memorial Cllr Hill – St Saviours War Memorial
3526. Council to discuss any required CONSULTATIONS
(i) Protecting & enhancing the common in Yate
https://consultations.southglos.gov.uk/Yate_Common/consultationHome
Individual cllrs to respond as appropriate. Clerk to publicise to residents and request updates on the project.
(ii) Polling District and Polling Place Review 2023 [Polling Districts and Polling Places Review 2023 - South Gloucestershire Online Consultations \(southglos.gov.uk\)](https://consultations.southglos.gov.uk/Polling_Districts_and_Polling_Places_Review_2023_-_South_Gloucestershire_Online_Consultations)
Individual cllrs to respond as appropriate.
(iii) [Cycle Hangars West](#) consultation for residential cycle storage hangars for multiple households
RESOLVED: Clerk to respond with request for hangar at Henfield Hall.
3527. Council to discuss/approve funding or grant applications
a. Westerleigh Warm Space, mid Jan 2024 – end of Feb 2024@ Westerleigh Village Hall
RESOLVED: £150 Initial allocation of funds. Being organised by WNW which Cllr Goddard is Chair of.
b. NOTED payment of £300 to Yate Heritage Centre on 25/9. Approval gained via delegated email process.
3528. Items considered urgent to note or exempt by the Chairman
None.
3529. Dates of future Parish council meetings
Tuesday 17th October Finance Committee meeting Manor Hall red brick annex 7pm
Monday 13th November Ful Parish Council meeting Manor Hall, Newman Room 7pm

The meeting was closed at 9.30pm.

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Appendix 1

Westerleigh & Coalpit Heath Parish Council planning comments submitted since the September 2023 meeting

[P23/02430/HH](#) Erection of single storey rear extension to provide additional living accommodation. 3 Oakwood Gardens Coalpit Heath Bristol BS36 2NB

Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application. However, it requests that Class E permitted development rights be removed in order to safeguard the property's private amenity space. Removing this Class of PDR will allow the Local Planning Authority to properly assess future proposals for incidental outbuildings against its adopted planning policies.

[P23/02561/FDI](#) Diversion of public footpath LWE/63. | Land Off Westerleigh Hill Westerleigh BS37 8RD

Westerleigh & Coalpit Heath Parish Council has NO OBJECTION.

[P23/02557/CLE](#) Replacement front porch. Highfield House 101 Badminton Road Coalpit Heath Bristol BS36 2TD

Westerleigh & Coalpit Heath Parish Council has no comment.

[P23/02547/HH](#) Removal of out-building and erection of 1no. replacement out-building in re-sited position. Oakley Green Cottage Kidney Hill Westerleigh Bristol BS37 8QY

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

[P23/02504/NMA](#) Non material amendments to permission P21/06772/F to change of the rear glass sliding doors into a set of glass patio doors, reinstatement of a roof window to ensuite 01 on the first floor within the south facing roof pitch, and repositioning of a ground floor roof window. Land To The North Of 35 Park Lane Winterbourne BS36 1AT

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

[P23/02492/F](#) Installation of composite micro-rib cladding to external walls, installation of new roller doors and windows. Unit X Wellington Drive Yate Bristol BS37 5NZ

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

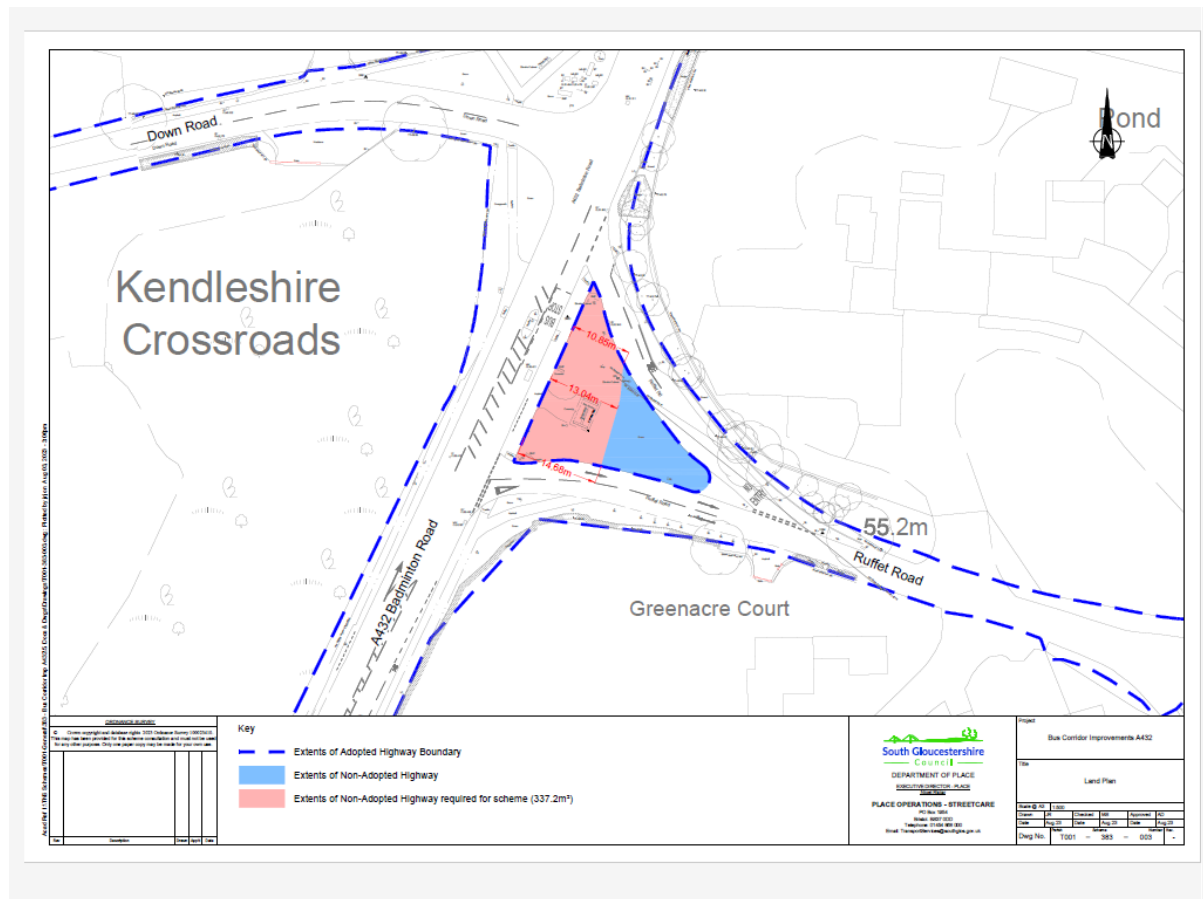
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Appendix 2 Planning decisions since 31/8/2023

Description	Westerleigh & Coalpit Heath Parish Council Comment submitted	Notice	Decision	Decision Date
P22/06210/F Erection of single storey extensions to stable block to facilitate change of use to 1 no. dwelling (Class C3) with associated works. Land At Henfield Cottage 2 The Hollows Coalpit Heath South Gloucestershire BS36 2UT	Westerleigh Parish Council has no objection to this application. However, the Council requests that permitted development rights for the new dwelling are removed due to the sensitivity of the surrounding area which forms part of the Green Belt.	28/10/2022	Approve with conditions	08/09/2023
P23/01955/F Erection of 1 no. detached dwelling with associated works. 52 Park Leaze Coalpit Heath South Gloucestershire BS36 2ue	Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application.	01/07/2023	Permit - with conditions.	14/09/2023
P23/02145/HH Erection of a two storey Side extension to form additional living accommodation. 165 Henfield Road Coalpit Heath South Gloucestershire BS36 2UH	Westerleigh and Coalpit Heath has NO OBJECTION to this application. Furthermore, the Parish Council requests that the recommendation in the bat survey to place seasonal constraints on construction or to take appropriate mitigation action, is adhered to. (Delegated).	18/07/2023	Refusal	22/09/2023
P23/02728/NMA Non Material Amendment to P22/03920/F to change the amount of increased electrical infrastructure required by Distribution Network Operator Says Court Farm Badminton Road Coalpit Heath Bristol South Gloucestershire BS36 2NY	No comment made - SGC approved before received.	26/09/2023	Approved	02/10/2023

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Appendix 3 Request to dedicate part of Kendleshire Triangle as Adopted Highway



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Appendix 4 Payments during September

Date	Description	Supplier	Net	VAT	Total		
01/09/2023	Microsoft licence agreement	Absolutely PC (GoCardless)	0			Using credit	
01/09/2023	Storage unit rental fee	PE King (Bristol) Ltd	73.33	14.67	88.00		
04/09/2023	Grass cutting	CPS Grounds Ltd	830.92	166.19	997.11		
05/09/2023	Loo hire	Andyloos	174.80	34.96	209.76		
06/09/2023	Tree work at Bitterwell Lake	Woodstock Tree Services	525.00	105.00	630.00		
06/09/2023	Youth provision via FC PC	Frampton Cotterell Parish C	1,137.50		1,137.50		
20/09/2023	Council mobile phone	H3G (Three)	2.50	0.50	3.00		
12/09/2023	Election costs	South Glos Council	350.00		350.00		
12/09/2023	Bitterwell Chalet taps leaking	Handyman Holmes	40.00		40.00		
25/09/2023	PAYE	HMRC	466.72		466.72		
25/09/2023	Monthly Pension payment	Avon Pension Fund	0			Using credit	
25/09/2023	Salary	SWSimmons Parish Clerk					
25/09/2023	Salary	R Davis Deputy Clerk					
18/09/2023	Repairs to fabric of building	Manor Hall	3,760.00		3,760.00		
18/09/2023	Holiday activity days	Swift Sports Coaching	4,800.00	960.00	5,760.00		
29/09/2023	Bank charges	Natwest	7.70		7.70		
26/09/2023	Printing & copying charges	Konica Minolta	8.54	1.71	10.25		
26/09/2023	Copier machine quarterly hire fee	Konica Minolta	38.67	7.73	46.40		
25/09/2023	Grant	Yate Heritage Centre	300.00		300.00		