

An ORDINARY MEETING of the PARISH COUNCIL will be held on **Monday 10th June at 7.00pm** at **Manor Hall (Newman Room), Coalpit Heath** and the following business will be transacted. All Councillors are summoned to attend.

Rachel Davis

Rachel Davis (Clerk to Westerleigh & Coalpit Heath Parish Council)

3rd June 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 JUNE 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 13th May 2024.
4. To RECEIVE reports from South Gloucestershire Councillors on matters relating to the Parish
No report this month
5. 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)

FINANCE

6. To APPROVE May 2024 payments made in accordance with FR 5.2 (FR 6.9 in revised version)
7. To NOTE end of May 2024 Financial documents: Bank Statements & Reconciliation, receipts
8. To consider and APPROVE any Grant Applications
 - (i) St Peter's Hospice £1500
 - (ii) Frampton Festival Committee £1000
 - (iii) Westerleigh Village Hall £500
 - (iv) Green Community Travel £207.95
9. To NOTE progress with submission of external audit/AGAR
10. To CONFIRM there are no conflicts of interest with BDO LLP
11. To REVIEW and APPROVE Financial Regulations
12. To REVIEW and APPROVE Standing Orders
13. To NOTE possible incoming funds from closed down Coalpit Heath Neighbourhood Watch
14. To RECEIVE information and take a DECISION on any other finance matters

- (i) To APPROVE request to purchase turf (60 sq m) and edging board to restore areas at Bitterwell Lake disturbed during outflow repair works –maximum £400
- (ii) To APPROVE a revised quote for replacement trim trail equipment at Westerleigh Playing Field
15. To RECEIVE an update on issues at Bitterwell Lake Chalet and take a DECISION on required action
- (i) Render issues – outcome of survey and next steps including APPROVAL of quotes
-
16. **PLANNING**
- a) To NOTE planning comments submitted since last meeting NONE
- 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) [P24/01184/RVC](#) Variation of condition 15 attached to permission P22/05289/F to alter the approved floor plan and include an additional elevation drawing (Erection of New Grounds Store and Associated Works). Land At The Kendleshire Henfield Road Coalpit Heath South Gloucestershire
- (ii) [P24/00859/F](#) Erection of 2no dwellings with access and associated works. Land To The Rear Of 9 South View Crescent Coalpit Heath South Gloucestershire BS36 2LW
- (iii) [P24/01294/HH](#) Installation of raised rear timber decking and pergola. 9 Station Road Coalpit Heath South Gloucestershire BS36 2TJ
- (iv) [P24/01314/HH](#) Raising of roofline and installation of 3no. side and 1no. rear velux rooflights to facilitate loft conversion. Silverdale Kidney Hill Westerleigh South Gloucestershire BS37 8QY
- (v) [P24/01313/CLP](#) Erection of outbuilding incidental to the enjoyment of the dwellinghouse. 13 Beesmoor Road Coalpit Heath South Gloucestershire BS36 2RS
- (vi) [P24/01329/PNRE](#) Prior notification of the intention to install roof mounted solar PV panels. Tulips Fresh Meats Ltd 2 Oakley Green Cottages Oakleigh Green Farm Lane Westerleigh South Gloucestershire BS37 8QZ
- (vii) [P24/01324/RVC](#) Variation of condition 2 attached to planning permission PT18/1317/RVC to substitute approved site plan for proposed site plan 18.016-010B. Variation of condition 2 no. attached to planning permission PT17/1892/F to substitute plans. Churchleaze Farmhouse Henfield Road Coalpit Heath South Gloucestershire BS36 2UY
- d) To NOTE Planning appeal re [P23/02246/O](#) | Erection of 1 no. dwelling (Outline) with access to be determined, all other matters reserved. | Land At Bay Tree Cottage Ruffet Road Winterbourne South Gloucestershire BS36 1AN
17. To take a DECISION on whether to reinstate the delegated process for commenting on planning applications (three-month review)
18. To RECEIVE Parish Councillor Reports – written submissions, taken as read with questions taken as necessary
- ITEMS REQUIRING A RESOLUTION**
19. To REVIEW and APPROVE delegation arrangements to committees, sub-committees, staff and other local authorities
20. To REVIEW and APPROVE the terms of reference for committees
21. To APPROVE the time and place of [ordinary meetings](#) of the full Council up to and including the next annual meeting of Full Council

22. To REVIEW and APPROVE all other council policies
23. To APPROVE the continued use of Westerleigh Playing Field by Immanuel School pupils for PE sessions (and NOTE receipt of risk assessment and insurance certificate)
24. To RECEIVE information from Clerk regarding ongoing matters and take a DECISION on required action
 - (i) Bitterwell Lake stone memorial bench
 - (ii) Westerleigh Playing Field signage
25. To discuss any required CONSULTATIONS and COMMENT as necessary:
 - (i) [COALPIT HEATH - BADMINTON ROAD, THE CAUSEWAY and WOODSIDE ROAD - Proposed prohibition of waiting and loading restrictions - Badminton Arms area - STATUTORY NOTICE](#) 28 May 2024 to 22 Jun 2024
 - (ii) [Highways Act 1980 - South Gloucester shire Council \(Footpath LWE 39 \(Part\) at Box Hedge Farm, Westerleigh\) Public Path Diversion and Definitive Map and Statement Modification Order 2024](#) 22 May 2024 to 22 Jun 2024

ITEMS TO NOTE

26. To NOTE Brimsham Green Football Club no longer requires Westerleigh Playing Field football pitch for 2024/25 season
27. To NOTE annual play inspection reports for Westerleigh Play Area and Newman's Field Play Area (April 2024) – Actions taken
28. Correspondence/Communication with Westerleigh & Coalpit Heath Parish Council:
From South Gloucestershire Council:
 -13/05/2024 Ruffet Road junction briefing note from Andy Whitehead (project manager for A432 corridor project)
 -30/05/2024 Homes for Ukraine Host Campaign – for circulation to partners and community
 -05/06/2024 From 22/07/2024 for a period of six weeks - Temporary closure to vehicles of length of Park Lane which extends from its junction with Park Avenue in a southerly direction for a distance of 200 metres (gas main upgrade works)

Other received items
 Westerleigh United Charities – distribution notice 22/06/2024
 29/05/24 Letter of introduction from Avon and Somerset's Police and Crime Commissioner, Clare Moody
29. To NOTE items considered urgent by the Chairman
30. To CONSIDER any exempt items
31. Dates of future Parish council meetings

Monday 8 th July	Full Council Meeting	Westerleigh Village Hall
Monday 22 nd July	Finance & General Purposes Committee Meeting	Manor Hall, Red Brick Annex
Monday 9 th September	Full Council Meeting	Henfield Hall

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