



An ORDINARY MEETING of the PARISH COUNCIL will be held on **Monday 8th September at 7.00pm** at Westerleigh Village Hall and the following business will be transacted. All Councillors are summoned to attend.

Rachel Davis
3rd September 2025

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

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 8th SEPTEMBER 2025

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 21st July 2025
4. To RECEIVE reports from South Gloucestershire Councillors on matters relating to the Parish
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 July and August 2025 payments made in accordance with FR 6.9
7. To NOTE end of July and August 2025 Financial documents: Statements & Reconciliations, receipts
8. To APPROVE amended section 2 of the Annual Return – Accounting Statement 2024/2025 for Westerleigh & Coalpit Heath PC (submitted to the external auditor on 13.08.2025).
9. To consider & APPROVE the annual rent review for Bitterwell Chalet
10. To consider & APPROVE the annual fishing licence fee from April 1st 2026
11. RECEIVE and take a DECISION on any other finance matters:
 - (i) To note submission of re-declaration of compliance to The Pensions Regulator (3- yearly requirement)
 - (ii) To APPROVE new direct debit to Octopus Energy (Bitterwell Lake Aerator supply) from 24th August 2025 and note payment of security deposit - £136.98. (Direct debit to E.ON to be cancelled following final payment.)
 - (iii) To NOTE annual pay award for 2025/26 and new NJC pay scales, backdated to 1st April 2025. Backpay paid to all staff in Aug payroll, including leavers after 1st April 2025.
12. To consider and APPROVE any Grant Applications including:
 - (i) Coalpit Heath Football Club £ 2365.20 for miscellaneous equipment
 - (ii) Brightwell Centre £200

- (iii) Green Community Travel up to £400 for cordless vacuum cleaner
- (iv) Westerleigh Village Hall refurbishment project COMPLETED at total cost of £14,519 (allocated grant of £16,159, so £1,640 of not spent).

13. **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) [P25/01772/F](#) Change of Use from plant nursery potting shed to 1no. dwelling (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended), installation of 1no. ASHP, cycle and bin stores and associated works.). Former Potting Shed At Wentwood Nurseries Ram Hill Coalpit Heath South Gloucestershire (note formal consultation deadline has passed).
 - (ii) [P25/01696/HH](#) Erection of replacement outbuilding incidental to main dwelling. The Retreat 216 Badminton Road Coalpit Heath South Gloucestershire BS36 2QB (no extension but can submit late)
 - (iii) [P25/01568/F](#) Conversion of detached Annexe to form 1no dwelling with associated works. Annexe 218 Henfield Road Coalpit Heath South Gloucestershire BS36 2UJ
 - (iv) [P25/01870/F](#) Erection of a 1no. self build dwelling (plot 2) with access, parking and associated works. 2 Cow Leaze Coalpit Heath South Gloucestershire BS36 2WB
 - (v) [P25/01763/HH](#) Erection of single storey side extension to form additional living accommodation (Retrospective) 147 Roundways Coalpit Heath South Gloucestershire BS36 2LU
 - (vi) [P25/01732/F](#) Erection of 3no. commercial units (Class E), erection of 34no. dwellings with access alterations, ground level alterations, drainage, landscaping and associated works. Land At Weston Farm Westerleigh Road South Gloucestershire [ADJOINING PARISH]
 - (vii) [P25/01987/F](#) Installation of external composite micro-rib cladding, removal and replacement of roof composite profiled metal sheet roof with integrated polycarbonate rooflights, new powder coated aluminium doors and windows and a new powder coated steel roller shutter door. Unit A Stover Trading Estate Millbrook Road Yate South Gloucestershire BS37 5PB
 - (viii) [P25/01995/F](#) Installation of 5no. additional static caravan pitches with associated works (part retrospective). Land At Henfield Road Coalpit Heath South Gloucestershire
 - (ix) [P25/01938/F](#) Erection of a single storey front extension and alteration of roofline, to facilitate change of use from office (Class E) to dwellinghouse (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended) with associated works. Land At Hill Farm Westerleigh Hill Westerleigh South Gloucestershire BS37 8RB
 - (x) [P25/02005/HH](#) Erection of single storey rear extension to form additional living accommodation. Installation of rear dormer with Juliet Balcony to facilitate loft conversion. Erection of a rear detached double garage with home office above and associated works. 26 Rathbone Close Coalpit Heath South Gloucestershire BS36 2TN

14. To RECEIVE Parish Councillor Reports and any other Reports – written submissions, taken as read with questions taken as necessary

- (i) Update from Westerleigh Neighbourhood Watch meeting August 2025 – Cllr Goddard

ITEMS REQUIRING A RESOLUTION

15. To discuss matters and take a DECISION on required actions arising from A432 Badminton Rd bridge closure
 - (i) To RESCIND Council decision to submit a highways scheme request to South Gloucestershire Council in relation to Coalsack Lane, Ruffet Road and Cooks Lane (21.07.2025 min 4090 i), on grounds this is not the correct process to request a public consultation to take account of all views.
 - (ii) To NOTE information from the local highway authority (South Gloucestershire Council) re planned reinstatement works to affected local highways after the bridge reopens.
 - (iii) To NOTE information from the local highway authority (South Gloucestershire Council) re the process to review solutions for locally affected highways after the bridge reopens.
 - (iv) To DISCUSS and AGREE suggestions to improve safety on Henfield Road (designated 'Quiet Lane') following the bridge reopening, to be fed back to the local highway authority (South Gloucestershire Council).
16. To note progress with the South Gloucestershire Council A432 active travel project and take a DECISION on any required actions
 - (i) To NOTE feedback from South Gloucestershire Council re ownership of the Kendleshire Triangle (where land will be swapped to facilitate project) and DECIDE next actions.
17. To APPROVE use of Westerleigh Playing Field by Coalpit Heath FC for 2025/26 season in accordance with the football & cricket [pitch hirer's agreement](#) (nil charge)
18. To RECEIVE information on a proposed planning application for a replacement storage shed at Westerleigh Playing Field and take a DECISION on next actions
19. To CONSIDER and take a DECISION on a request for the Council to investigate managing some public open space on the Blackberry Park estate
20. To CONSIDER and take a DECISION on the following proposed Environment & Leisure projects
 - (i) Pansy Vale reinstatement work
21. To discuss any required CONSULTATIONS and COMMENT as necessary:
 - (i) Request for talking points for first ['Your Voice' meetings](#) (new name for Area Committees).
 - a. Your voice...Thornbury and Severn Vale - Tuesday 30th September, Turnberries Thornbury, 18:30 – 20:30 **Wards:** Charfield, Frampton Cotterell, Pilning and Severn Beach, Severn Vale, Thornbury.
 - b. Your voice...Yate and Cotswold Edge – Monday 13th October, Chipping Sodbury Town Hall, 18:30 – 20:30 **Wards:** Boyd Valley, Chipping Sodbury and Cotswold Edge, Dodington, Yate Central, Yate North.
- ITEMS TO NOTE**
22. To NOTE progress of South Gloucestershire Highways review re speeding in Westerleigh (from Shorthill Road to the Nibley Lane junction)
23. To NOTE receipt of signed pitch user agreement and copy of public liability insurance certificate for 2025/26 football season from Coalpit Heath FC.
24. To NOTE Newman's Field zip wire inspection report (July 2025) and action taken
25. To NOTE FACE youth project report qu 1 (April -June 2025)
26. To NOTE progress with E&L projects
27. Correspondence/Communication with Westerleigh & Coalpit Heath Parish Council: From South Gloucestershire Council:

- PT.8413 Park Lane, Winterbourne - Temporary Road Closure (length of Park Lane which extends from a point 230 metres north west of its junction with Badminton Road in a northerly direction for a distance of 195 metres.) 29 September 2025, **1 night** duration, between the hours of 10pm and 6am

Other received items

- Invitation to Police and Crime Commissioner's South Gloucestershire Public Forum 9th September 6pm-8pm, Chipping Sodbury Golf Course
- Invitation to launch of [South Gloucestershire Community Energy Network](#) - Thursday 11th September, 6pm to 9pm, Pop Inn Cafe in Yate ([Eventbrite](#) link)

28. To NOTE items considered urgent by the Chairman

29. 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.

30. Dates of future Parish Council meetings

Oct 13th	Full Council meeting	7pm Manor Hall, Newman Room
Nov 3 rd	Finance & General Purposes Committee	7pm Manor Hall, Red Brick Annexe
Nov 10 th	Full Council meeting	7pm Henfield Hall

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