



An ORDINARY MEETING of the PARISH COUNCIL will be held on **Monday 9<sup>th</sup> June at 7.00pm** at Westerleigh Village 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)

4<sup>th</sup> June 2025

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.

### **SUPPLEMENTARY AGENDA –WESTERLEIGH & COALPIT HEATH PARISH COUNCIL MEETING 9<sup>TH</sup> JUNE 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 REMIND councillors to update their [Register of Interests](#) if circumstances have changed to comply with the Council's Code of Conduct for Members and the Localism Act 2011
4. To APPROVE [Minutes](#) of Parish Council meeting held on 12<sup>th</sup> May 2025
5. To RECEIVE reports from South Gloucestershire Councillors on matters relating to the Parish

#### **Westerleigh & Coalpit Heath Parish Council – District Councillors' Report Monday 9<sup>th</sup> June 2025** **Residents Warned of Scam QR Codes at Council Car Parks**

With the launch of the off-street parking payment scheme in South Gloucestershire, motorists are being warned to be careful of scams linked to fraudulent QR codes being placed on parking payment machines and signage that has been installed in some car parks in the district.

South Gloucestershire Council's parking scheme does not use QR codes. Payment can be made safely and securely by using the MiPermit app, MiPermit website or via the automated payment line on 0345 520 7007.

Unfortunately, it is a well-known scam that fraudsters use to direct members of the public to often cloned websites which request credit or payment card details and other personal data. Car park operators across the country have seen these attempts made by criminals to obtain money and personal information.

A small number of suspect stickers have already been found on the new machines and signs that have been installed in the 22 car parks where charging has been introduced. These have been removed by council officers and the team will continue to be vigilant in looking for and removing them if they appear as they visit the districts car parks, in order to protect the public.

People using the car parks are being asked to remember to only use the approved payment methods and to never scan a QR code if they see one in a council car park.

There are a number of ways you can pay for your parking:

- by card or contactless at the machine in the car park

- download the MiPermit app
- visit the MiPermit website  
(<https://secure.mipermit.com/southgloucestershire/application/home.aspx>)
- call the MiPermit automated payment line 0345 520 7007.

### **Expressions of Interest Invited for Operating Grimsbury Community Farm**

After reviewing the different options for the future of Grimsbury Community Farm, South Gloucestershire Council has recognised that there are organisations better placed to partner with it to run the farm in a way which delivers the broadest benefits to the community.

SGC are therefore seeking a charitable or not-for-profit organisation with the background, resources and infrastructure to partner with us in running the farm in a way which supports its ethos of maintaining access to nature and the countryside for the local community.

SGC believe there are multiple organisations who would be interested in taking on the farm.

A formal Expression of Interest process is now underway until 28<sup>th</sup> May 2025. The opportunity is being advertised to charities, community and other suitable not-for-profit organisations who could take on the role of running this community asset together with the council. This will include managing all aspects of the facility, operating the food and drink facilities, as well as looking after the animals on the farm.

Potential operators can visit the site and receive advice and information from the council, so they understand the costs and community-focused requirements of taking it on.

The council will scrutinise potential operators' business plans to ensure they can provide stable management for the benefit of the local community. It is expected that a decision will be taken in June 2025 to appoint a new operator, based on these assessments.

### **Programme to Create New School Places Announced**

A new primary school will be built at Ladden Garden Village in Yate, and the primary school at Charfield will benefit from a significant expansion, through South Gloucestershire Council's capital investment programme.

These new investments in education infrastructure are required for families moving into the communities to the new homes being built in the area.

In the case of Ladden Garden Village, the council is delivering on a promise made to local people when the construction of the new estate was first proposed. In Charfield, the expansion of the existing school is to meet increased need for school places arising from the new homes planned in the area.

A £12.6 million extension to the existing Charfield Primary school, operated by CSET (Castle School Education Trust), will provide an additional 217 places for primary-aged children. Building work is expected to begin in Summer 2027 and be complete, with the extra capacity available for pupils joining the school from September 2029.

The expansion of Charfield, coupled with the expansion of Manorbrook Primary in Thornbury, which was approved by the council in April, will mean children can access school places in their local area.

In Ladden Garden Village, a brand-new primary school will be built that can accommodate a single form entry, but designed to enable expansion to two forms of entry if more places are required in the future.

Over the next year, design and planning work will continue to progress the project for a new school at Ladden Garden, including securing the land identified for the buildings, obtaining planning consents, and for the Department for Education (DfE) to identify the Academy Trust to run the school.

An update on progress will be brought to Cabinet in the next year, seeking approval for building work to commence on site in February 2027, to deliver the new school to open in September 2028. In planning and development terms, this is a relatively short timeframe, so an alternate timetable, which would see the new school open in September 2029 has also been produced. This would avoid any need for children to be taught in temporary classrooms, for example, if there are delays to the initial plans before construction begins.

Cabinet will make a final decision on the construction and delivery timetable for the new Ladden Garden Village primary school later this year.

All new buildings will be designed to be net zero in terms of carbon emissions, making them more efficient to run, in line with the council's commitment to using its powers in planning and to invest to make a positive impact on our local environment.

Funding for the projects will come from Section 106 contributions, which housing developers are required to make to support local communities where they build to make improvements to infrastructure in the area they build new homes. Additional funding will come from the Government, through the Basic Need Grant from the DfE, and from the council budget.

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)

## **FINANCE**

7. To APPROVE May 2025 payments made in accordance with FR 6.9 (circulated)
8. To NOTE end of May 2025 Financial documents: Statements & Reconciliations, receipts (circulated)
9. To NOTE submission of AGAR to external auditor
10. To consider and APPROVE any Grant Applications including: (circulated)
- i) Citizens Advice South Gloucestershire – 10% contribution of £1,170.96 towards desks and fire doors at new Yate office
  - ii) Severn Area Rescue Association (SARA) - £2,000 contribution to lifeboat helmet headsets
  - iii) Westerleigh Village Hall changing rooms refurbishment project - up to £16,159.00 dependent upon success of alternative grant application

## **PLANNING**

- a) To NOTE planning comments submitted since last meeting (circulated)
- b) To NOTE planning decisions made by South Gloucestershire Council since last meeting (circulated)
- c) To discuss and COMMENT on any necessary Planning Applications or other Planning Matters:
- i) [P25/01096/HH](#) Erection of a single storey extension to form additional living accommodation. Ironstones Mays Hill Frampton Cotterell South Gloucestershire BS36 2NS
  - ii) [P25/01097/LB](#) Internal and external alterations to listed building alterations to external cladding, installation of replacement of windows, relocation of external door, installation of rooflights, removal of chimneys, works to facilitate the erection of an extension and other minor works. Minor adjustments to...Ironstones Mays Hill Frampton Cotterell South Gloucestershire BS36 2NS
  - iii) [P25/01288/HH](#) Erection of two storey side extension and installation of 1no front and 1no. rear dormers to provide additional living accommodation. Woodside Ram Hill Coalpit Heath South Gloucestershire BS36 2TZ
  - iv) [P25/01263/F](#) Widening of vehicular access onto classified road (Class A). 286 Badminton Road Coalpit Heath South Gloucestershire BS36 2NN
  - v) Pre-application consultation: PROPOSED BASE STATION UPGRADE AT IVORY HILL FARM, PARK LANE, WINTERBOURNE, KENDLESHIRE, BRISTOL, BS35 1AT Removal of 1no existing 17.5m monopole and 3no existing antennas to be replaced with 1no new 20m monopole accommodating 6no new antennas with other associated ancillary works thereto. (circulated)
12. To RECEIVE Parish Councillor Reports and any other Reports – written submissions, taken as read with questions taken as necessary

## **ITEMS REQUIRING A RESOLUTION**

13. To note retirement of the Finance Officer and to RATIFY appointment of the Clerk as Clerk & RFO (Responsible Financial Officer)
14. To discuss matters and take a DECISION on required actions arising from A432 Badminton Rd bridge closure
  - (i) Consider whether to make a request to South Gloucestershire Highways to permanently close Coalsack Lane and a section of Ruffet Rd to vehicles
15. To note progress with the South Gloucestershire Council A432 active travel project and take a DECISION on any required actions
16. To REVIEW and APPROVE council policies as follows:
  - (i) To APPROVE the following council policies with no changes:  
[Code of Conduct](#)  
[Health & Safety Policy](#)  
[Equality & Diversity Policy](#)  
[Complaints Procedure](#)  
[Information & Data Protection Policy](#)  
[Freedom of Information Policy](#)  
[Document Retention & Disposal Policy](#) and [Document Retention & Disposal Appendix](#)  
[Risk Management Policy](#)
  - (ii) To APPROVE the following council HR policies with no changes:  
[Disciplinary Policy \(for employees\)](#)  
[Grievance Policy \(for employees\)](#)  
[Sickness Absence Policy \(for employees\)](#)  
[Whistleblowing Policy \(for employees\)](#)  
[Dignity at Work Policy \(for all staff\)](#)
  - (iii) To APPROVE the following amended council policies:  
[Model Publication Scheme](#) – link to members' Register of Interests on WCHPC website, postal correspondence address updated  
Risk Assessment Schedule – including new appendix on staffing structure
  - (iv) To APPROVE the following new council policies (to replace the existing communications policy to meet the requirements of the Practitioners Guide 2025: Governance and accountability for smaller authorities, re use of IT/ email)  
[IT and Email Policy](#) (draft)  
[Social Media and Website Policy](#) (draft)
17. To CONSIDER and take a DECISION on the following proposed Environment & Leisure projects
  - (i) Replacement 'no parking on the grass' signs in Westerleigh x 4, Coalpit Heath x 1
  - (ii) Contribution towards turf for Bitterwell Lake - £120
  - (iii) Request for parish litter bin outside Sainsbury's, Badminton Road and advice from South Gloucestershire Council Waste Management team (info circulated)
18. To RECEIVE information and take a DECISION the proposed location and design for a replacement storage shed at Westerleigh Playing Field, and next steps (info to follow)
19. To discuss any required CONSULTATIONS and COMMENT as necessary:
  - (i) South Gloucestershire Council Dementia Strategy 2025 - <https://dem25.commonplace.is/> - closing 1st August 2025
20. To consider and VOTE on co-option to Parish Councillor vacancies

## ITEMS TO NOTE

21. To NOTE progress of South Gloucestershire Highways review re speeding in Westerleigh (from Shorthill Road to the Nibley Lane junction)
22. To NOTE progress with rectification works following utility works at Pansy Vale (Feb 2025)
23. To NOTE progress with E&L projects
  - (i) Render painting at Bitterwell Chalet completed 30/05/2025 (outstanding payment of £1,500 + VAT made 04.06.2025)
  - (ii) Newman Field play area – installation of new wooden equipment due from 09.06.2025
24. Correspondence/Communication with Westerleigh & Coalpit Heath Parish Council:  
From South Gloucestershire Council:  
-Latteridge Road, Latteridge. Resurfacing works 20<sup>th</sup> June - 2<sup>nd</sup> July 2025, 8.00pm until approximately 6.00am weekday nights. **These works will create a significant amount of noise.**  
  
Other received items
25. To NOTE items considered urgent by the Chairman
26. 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.
  - (i) To note back pay due to Finance Officer for April – May 2025 (following annual pay award)
27. Dates of future Parish Council meetings

|                           |                                      |                              |
|---------------------------|--------------------------------------|------------------------------|
| July 7 <sup>th</sup>      | Finance & General Purposes Committee | 7pm Venue TBC                |
| July 21 <sup>st</sup>     | Full Council meeting                 | 7pm Manor Hall, Newman Room  |
| September 8 <sup>th</sup> | Full Council meeting                 | 7pm Westerleigh Village Hall |

(Full list at [www.westerleighcoalpitheathparishcouncil.gov.uk/meeting-dates](http://www.westerleighcoalpitheathparishcouncil.gov.uk/meeting-dates) )