



An ORDINARY MEETING of the PARISH COUNCIL will be held on **Monday 10th November at 7.30pm** **[NOTE LATER START TIME]** at **HENFIELD ROOM, The Kendleshire, Henfield Rd, Coalpit Heath, Bristol BS36 2UY [NOTE VENUE CHANGE FROM DRAFT AGENDA]** and the following business will be transacted. All Councillors are summoned to attend.

Rachel Davis

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

5th November 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 10th November 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 13th October 2025
4. To RECEIVE DRAFT [Minutes](#) of Finance & General Purposes Committee meeting held on 3rd November 2025
5. To RECEIVE reports from South Gloucestershire Councillors on matters relating to the Parish
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 October 2025 payments made in accordance with FR 6.9
8. To NOTE end of October 2025 Financial documents: Statements & Reconciliations, receipts
9. To NOTE progress with 2026/27 budget preparation (considered at 3rd November Finance & General Purposes Committee meeting) and APPROVE any required recommendations/ decisions
10. To APPROVE proposals for location of funds with reference to [WCHPC Investment Policy](#) and upcoming payments
11. To RECEIVE and take a DECISION on any other finance matters:
 - (i) To APPROVE procurement process for grass cutting contract (from Spring 2026)
 - (ii) To NOTE confirmed cost of 3 x replacement defibrillator pads (approved min 4149 ii, from Says Court Solar Farm fund EMR)
12. To consider and APPROVE any Grant Applications including:
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) [P25/02325/HH](#) Erection of two storey rear extension to provide additional living accommodation. 19A Park Lane Winterbourne South Gloucestershire BS36 1AT
 - (ii) [P25/02053/HH](#) Erection of an aluminium frame greenhouse and wooden shed. The Forge Mays Hill Frampton Cotterell South Gloucestershire BS36 2NS
 - (iii) [P25/02169/LB](#) Internal and external alterations to remove and replace 3no. front windows, 1no. side door, 1no. rear entrance door and 1no set of rear French doors. The Old Stores Westerleigh Road Westerleigh South Gloucestershire BS37 8QP
 - (iv) [P25/02455/CLE](#) Continued use as garden centre (Class E) and residential dwelling (Class C3). Lanbury 70 Henfield Road Coalpit Heath South Gloucestershire BS36 2UZ

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

ITEMS REQUIRING A RESOLUTION

15. To discuss matters and take a DECISION on required actions arising from A432 Badminton Rd bridge closure
16. To note progress with the South Gloucestershire Council A432 active travel project and take a DECISION on any required actions
- (i) To NOTE latest construction timetable and plans for South Gloucestershire Council communications with Badminton Road residents re Frog Lane to Viaduct section of route.
17. To RECEIVE an update on planning application for a replacement storage shed at Westerleigh Playing Field and take any required DECISIONS
18. To RECEIVE feedback from Frampton Cotterell Parish Council regarding outline proposal for a weekly Citizens Advice drop-in session (potential to provide for both parishes). Take a DECISION on next actions.
19. To discuss any required CONSULTATIONS and COMMENT as necessary:
- (i) [South Gloucestershire Council 2026/27 budget consultation](#) - Deadline 21st December 2025.

ITEMS TO NOTE

20. To NOTE progress of South Gloucestershire Highways review re speeding in Westerleigh (from Shorthill Road to the Nibley Lane junction)
21. To NOTE receipt of tree condition reports (biannual) for Westerleigh Playing Field and Ivory Hill Wood and actions taken (Ivory Hill Wood - removal of dead elder, removal of deadwood from ash trees overhanging neighbouring property)
22. To NOTE progress with E&L projects
23. Correspondence/Communication with Westerleigh & Coalpit Heath Parish Council:
From South Gloucestershire Council:
 - Your voice... Thornbury and Severn Vale Pop-Up Meeting for potential agenda Items – 20th November 1– 2pm MS Teams
 - Your voice... Yate and Cotswold Edge Pop-Up meeting for Potential Agenda items – 25th November 1-2pm MS Teams
- Other received items
24. To NOTE items considered urgent by the Chairman

25. 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 APPROVE arrangements for Bitterwell Lake business review.

26. Dates of future Parish Council meetings

Dec 8th Full Council meeting 7pm Westerleigh Village Hall

January Full Council meeting – date TBC (depending on date of January Your Voice meeting)

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