

The ANNUAL MEETING of the PARISH COUNCIL will be held on **Monday 12th May at 7.00pm** at Henfield 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)

6th May 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.

DRAFT AGENDA –WESTERLEIGH & COALPIT HEATH ANNUAL PARISH COUNCIL MEETING MAY 2025

1. To ELECT the Chair of the Parish Council
2. Chair to SIGN the declaration of acceptance of office
3. To ELECT the Vice Chair of the Parish Council
4. To NOTE apologies for absence
5. 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
6. To APPROVE [Minutes](#) of Parish Council meeting held on 14th April 2025.
7. To RECEIVE reports from South Gloucestershire Councillors on matters relating to the Parish

Westerleigh & Coalpit Heath Parish Council – District Councillors' Report **Monday 12th May 2025**

Planning

Planning application P23/03430/F, a proposal for a 49.99MW solar farm in the parish of Almondsbury, was narrowly approved by members of the Development Management Committee at a meeting on Thursday 17th April at the Kingswood Civic Centre. The Development Management Committee voted by 5 votes to 4 to grant planning consent. Many of the planning considerations (e.g. whether the site constitutes Grey Belt, the impact on the Green Belt, the impact on the Landscape Character and the impact on Designated Heritage Assets) are likely to arise when the planning application (P24/03001/F) for a solar farm at Mousewell Farm is determined.

Family Hub Opens in Kingswood to Support Emotional Wellbeing and Mental Health

A new Kingswood Family Hub is now open to provide support for older children, young people and their families to understand and manage their emotional wellbeing and promote better mental health.

Established in the old caretaker's house in the grounds of the King's Oak Academy, the pilot project is a collaboration between South Gloucestershire Council, Cabot Learning Federation, which runs the King's Oak Academy, Kingswood Town Council and partners who provide support services on site. The building will be known as 'Martin's House' in recognition of the former caretaker whose home it was when employed by the school.

The type of support which young people and their families can access will include advice, guidance and services focused on all aspects of emotional wellbeing and strengthening relationships between young people and their parents and carers and help to build the resilience required by young people as they develop into young adults.

The council recognises that many young people and families are facing more challenges today than say, before the pandemic and due to financial hardship. So, it is important to create opportunities for young people and families to share concerns at the earliest stage, and for services to be able to respond in a timely way.

The Family Hub is part of the South Gloucestershire Council Children's Partnership Early Help Offer. By locating services closer to the community, teachers and other professionals will be able to point those who need help towards it more easily and support will be available in a familiar environment.

In addition to the councils and the school, partners include:

- Creative Youth Network, which employs a wellbeing practitioner and youth worker funded by the Town Council
- The local Mental Health Support Team, which will provide drop-in services and other support
- School nurses, who will offer support and guidance to young people and their parents
- Off The Record a mental health social movement by and for young people aged 11-25 who will provide support and guidance to young people and their parents
- Compass the Council's Early Help navigation team who make sure we can provide the right help, in the right way at the right time to help families understand other services designed to help them
- South Gloucestershire Care Leavers will also support and guidance on a drop-in basis for young people who are care experienced.

8. 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)

- Presentation from South Gloucestershire Project Team on Yate Spur Cycle Path project (TBC may move to June meeting)

9. To APPOINT members to existing committees

Appointment to:	Number required	Term of Office	Appointees
Finance & General Purposes Committee	5	To May 2026	<i>Chair (ex officio) + 4</i>
E&L/ LNAP working group	Min of 3	To May 2026	
COMMS working group	Min of 2 + staff	To May 2026	

10. To Review and APPROVE delegation arrangements to committees, sub-committees, staff and other local authorities

11. To Review and APPROVE the terms of reference for committees

12. To APPOINT representatives to outside bodies and APPROVE arrangements for reporting back

Appointment to:	Number required	Term of Office	Appointees
Westerleigh Village Hall Management Committee	2	April 2026 AGM	
Avon Pension Fund	3 Authorised contacts in addition to RFO	Ongoing	<i>(ideally Chair of PC; Chairs of F&GP Committee & Staffing Sub Committee)</i>
Avon Local Councils Associations (ALCA)	1 PC representative	To May 2026	<i>(ideally Chair)</i>

13. To REVIEW and APPROVE Standing Orders

14. To REVIEW and APPROVE Financial Regulations

15. To APPROVE the time and place of [ordinary meetings](#) of the full Council up to and including the next annual meeting of Full Council
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FINANCE

16. RFO to report on 2024/2025 Finances
17. To APPROVE Section 1 of the Annual Return – Annual Governance Statement 2024/25 for Westerleigh & Coalpit Heath PC
18. To receive Internal Audit report and NOTE matters arising
19. To APPROVE accounts for the year ending 31st March 2025 (including Asset Register)
20. To APPROVE section 2 of the Annual Return – Accounting Statement 2024/2025 for Westerleigh & Coalpit Heath PC
21. To APPROVE Period for the Exercise of Public Rights for 2024/2025 Accounts
22. To CONSIDER matters arising from internal audit
23. To APPROVE April 2025 payments made in accordance with FR 5.2
24. To NOTE end of April 2025 Financial documents: Bank Statements & Reconciliation, receipts
25. To NOTE CIL receipt
26. To NOTE FINAL BUDGET SHEET with April 2025 CIL included and final carry forward amounts
27. To APPROVE Zurich Insurance Policy renewal (Yr 5 of 5 contract)
(i) Cost of 5th year
(ii) New RFO to gather quotes in readiness for May 2026
28. To review, update & APPROVE locations of funds with reference to the [WPC Investment Policy](#)
29. To consider and APPROVE any Grant Applications including:
(i) Smile & Shine
30. To CONSIDER and take a DECISION on Bitterwell Lake platform renewal proposal and forward plan with quotation (deferred from April meeting)
31. To RECEIVE and take a DECISION on any other finance matters
(i) To APPROVE costs for suggested improvement works to Westerleigh bus shelter (painting, replace perspex window and frame if required) - £560
(ii) To note sign-off/handover of RFO role – final working day 28th May 2025
(iii) To APPROVE payment of remaining holiday (at 31st May) with final salary payment to retiring RFO on 25th May
(iv) To receive an update on proposal for a replacement storage shed at Westerleigh Playing Field (following cllr meeting on 8th May 2025)
32. **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) [P25/00921/F](#) Erection of 1no. self-build dwelling with associated works. Plot 7 Self Build Blackberry Park Coalpit Heath South Gloucestershire
 - (ii) [P25/00948/TRE](#) Works to 1no. Oak to reduce by 1-2m (25-30%) spread of full canopy leaving standing height between 22-24m covered by TPO 0108 dated 24/07/2009. 11 Greenacres Park Ram Hill Coalpit Heath South Gloucestershire BS36 2UB
 - (iii) [P25/01016/HH](#) Erection of a two storey rear extension to form additional living accommodation. Erection of front porch. Creation of new vehicular access on to South Avenue. 442 Badminton Road Yate South Gloucestershire BS37 5HX
 - (iv) [P25/00958/CLE](#) Confirmation of buildings and land as Class E commercial premises. Land And Buildings At Westerleigh Park Nurseries Westerleigh Road Westerleigh South Gloucestershire

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

ITEMS REQUIRING A RESOLUTION

34. To discuss matters and take a DECISION on required actions arising from A432 Badminton Rd bridge closure:
35. To discuss progress with land negotiations re Kendleshire Triangle with South Gloucestershire Council Property Services, and take a decision on any required actions.
36. To NOTE recent communications with South Gloucestershire Council members and officers re design and consultation process for A432 Active Travel Project (section through Coalpit Heath) village from Frog Lane to viaduct) and take a DECISION on any required action
37. To discuss any required CONSULTATIONS and COMMENT as necessary:

ITEMS TO NOTE

38. To NOTE progress of South Gloucestershire Highways review re speeding in Westerleigh (from Shorthill Road to the Nibley Lane junction)
39. To NOTE progress with rectification works at Pansy Vale following recent utility works
40. To NOTE annual play inspection reports for Westerleigh Play Area and Newman's Field Play Area (April 2025) and actions taken/ outstanding
41. To NOTE progress with E&L projects
- (i) Two new bins installed - Roundways Coalpit Heath, Ruffet Rd/ Henfield Rd junction.
 - (ii) Two Parisis Path signs installed at Blackberry Park (to celebrate friendship between Frampton Cotterell RFC and Parisis Rugby Club, France)
 - (iii) Two easy-latch gate openers fitted at Bitterwell Lake
42. Correspondence/Communication with Westerleigh & Coalpit Heath Parish Council: From South Gloucestershire Council:
 -Good Neighbours South Glos campaign toolkit (joint project with AgeUK)

Other received items

- Swift Sports April 2025 fun day report (4 dates)
- 28.04.2025 Brightwell West of England MS Therapy Centre end of grant report - £200 for extended opening hours

43. To NOTE items considered urgent by the Chairman

44. 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.

-To confirm staffing arrangements from 1st June 2025.

45. Dates of future Parish Council meetings

June 9th Full Council meeting 7pm Westerleigh Village Hall

July 21st Full Council Meeting 7pm Manor Hall, Newman Room (venue tbc)

PLEASE NOTE CHANGE OF DATE FROM JULY 14TH.

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