



An ORDINARY MEETING of the PARISH COUNCIL will be held on **Monday 13th October at 7.00pm** at Manor Hall Coalpit Heath (Newman Room) and the following business will be transacted. All Councillors are summoned to attend.

Rachel Davis

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

8th October 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
13th October 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 8th September 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)
Frome Vally Environmental Network presentation –TBC

FINANCE

6. To APPROVE September 2025 payments made in accordance with FR 6.9
7. To NOTE end of September 2025 Financial documents: Statements & Reconciliations, receipts
8. To NOTE half year budget monitoring report and net position report for 2025/26 and APPROVE any required actions.
9. To APPROVE updated bank mandate for Unity Trust savings account (to also apply to new Unity Trust Current account)
10. To NOTE conclusion of audit 2024/25 ([external auditor report and certificate](#)) and matters arising
11. To APPOINT Internal Auditor for 2025/26 financial year.
12. To NOTE preparations to meet requirements of assertion 10 (for AGAR 2025/26) and take a DECISION on required actions
13. To RECEIVE and take a DECISION on any other finance matters:
 - (i) To NOTE expenditure of £220 on essential Clerk training courses. (From training budget).
 - (ii) To NOTE expenditure on safety fencing for partial boundary wall collapse at Westerleigh Playing Field. (£69.89 excl. VAT – from WPF maintenance budget).

- (iii) To APPROVE Clerk to obtain quotes for legal support to register the following pieces of land with Land Registry; Westerleigh Village Hall [WCHPC - custodian trustee], Henfield Hall [WCHPC - custodian trustee], Kendleshire Triangle, and to update correspondence address for all PC registered land. APPROVE supplier (if quotes received in time).
 - (iv) To APPROVE quotation for repairs to eroded bank behind Bitterwell Lake accessible fishing platform. (From Bitterwell Lake maintenance budget).
 - (v) To APPROVE £150.98 contribution to 6 x troughs for Westerleigh village to be maintained by Westerleigh Bloomers. (From LNAF budget).
 - (vi) To APPROVE £3,345 expenditure for repairs to the Manor Hall. (From Manor Hall repairs budget).
 - (vii) To NOTE receipt of second PRECEPT payment from SGC for the amount of £50,610.
14. To consider and APPROVE any Grant Applications including:
- (i) Coalpit Heath Cricket Club £ 1088.90 for renovation of the cricket square at Westerleigh Playing Field
 - (ii) 3 x replacement pads for community defibrillators - £386.39 (£321.29 + £64.40 VAT)
 - (iii) Frampton Cotterell Parish Council – £720 contribution to blister pack recycling scheme based at Bickeridge Centre and potentially a Westerleigh venue.
 - (iv) Westerleigh Village Hall kitchen refurbishment - £11,483.86 (to be paid on invoices and completed works).
15. **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) [P25/01990/F](#) Partial demolition of existing dwelling and erection of 1 no. new dwelling with access, parking provision and other associated works. 286 And Land At 286 Badminton Road Coalpit Heath South Gloucestershire BS36 2NN
 - (ii) PLANNING APPEAL [P25/00309/F](#) Erection of 2no dwellings with access and associated works (resubmission of P24/00859/F). Land At South View Crescent Coalpit Heath South Gloucestershire - **APP/P0119/W/25/3372888**
16. To RECEIVE Parish Councillor Reports and any other Reports – written submissions, taken as read with questions taken as necessary
- ITEMS REQUIRING A RESOLUTION**
17. To discuss matters and take a DECISION on required actions arising from A432 Badminton Rd bridge closure
- (i) To NOTE arrangements for public meeting with South Gloucestershire Highways Officer at Henfield Hall (date TBC in November).
 - (ii) To NOTE updates on other actions from the September meeting.
18. To note progress with the South Gloucestershire Council A432 active travel project and take a DECISION on any required actions
- (i) To NOTE planned South Gloucestershire Council communications with Badminton Road residents re Frog Lane to Viaduct section of route.
 - (ii) To NOTE recent issues with traffic lights between Huckford Lane and Down Road.
19. To RECEIVE information on a proposed planning application for a replacement storage shed at Westerleigh Playing Field and take a DECISION on next actions
- (i) To review and APPROVE a quotation for the storage shed and APPROVE funding.
20. To CONSIDER an outline proposal for a weekly Citizens Advice drop-in session to serve the parish and take a DECISION on required action (paper circulated)

21. To nominate two representatives to lay Remembrance wreaths at St Saviours Church & Westerleigh Triangle (Sunday 9th November 2025)

22. To discuss any required CONSULTATIONS and COMMENT as necessary:

ITEMS TO NOTE

23. To NOTE progress of South Gloucestershire Highways review re speeding in Westerleigh (from Shorthill Road to the Nibley Lane junction)

24. To NOTE progress with E&L projects

25. Correspondence/Communication with Westerleigh & Coalpit Heath Parish Council:
From South Gloucestershire Council:

-Nibley Lane closure for street cleansing - 16 October 2025 between 09:30-15:30.

-Ram Hill closure for water connection works (length of Ram Hill which extends from its junction with Broad Lane in a westerly direction for a distance of 100 metres) – 15 November 2025 for 2 days.

-Advance notice of second round of Your Voice meetings relevant to WCHPC:

12th January (TBC) – Thornbury & Severn Vale – Coalpit Heath Miners Club

26th January (TBC) – Yate & Cotswold Edge – Marshfield Community Centre

Other received items

-M4 junction 18 - 19 WEEKEND CLOSURE (24 - 27 October): between junction 18 (Bath) and junction 19 (M32) from 7pm on Friday 24 October to 6am on Monday 27 October, to facilitate bridge works.

26. To NOTE items considered urgent by the Chairman

27. 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 consider & APPROVE the annual rent review for Bitterwell Chalet (exempt)

(ii) To consider & APPROVE the annual fishing licence fee from April 1st 2026 (exempt)

28. Dates of future Parish Council meetings

Nov 3 rd	Finance & General Purposes Committee	7pm Manor Hall, Red Brick Annexe
Nov 10 th	Full Council meeting	7pm Henfield Hall
Dec 8 th	Full Council meeting	7pm Westerleigh Village Hall

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