

The ANNUAL MEETING of the PARISH COUNCIL will be held on **Monday 13th May at 7.00pm** at **Mafeking Hall, Serridge Lane, Coalpit Heath** 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 2024

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 ANNUAL MEETING MAY 2024

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 8th April 2024.
7. To RECEIVE reports from South Gloucestershire Councillors on matters relating to the Parish
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)
9. To APPOINT members to existing committees

Appointment to:	Number required	Term of Office	Appointees
Environment & Leisure Committee	5	To May 2025	<i>Chair (ex officio) + 4</i>
Finance & General Purposes Committee	5	To May 2025	<i>Chair (ex officio) + 4</i>
LNAP working group	Min of 3	To May 2025	
COMMS working group	Min of 2 + staff	To May 2025	

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 2025 AGM	<i>Cllr C Goddard appointed by AGM</i>
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 2025	<i>(ideally Chair)</i>
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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

FINANCE

16. RFO to report on 2023/2024 Finances
17. To APPROVE Section 1 of the Annual Return – Annual Governance Statement 2023/24 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 2024 (including Asset Register)
20. To APPROVE section 2 of the Annual Return – Accounting Statement 2023/2024 for Westerleigh & Coalpit Heath PC
21. To APPROVE Period for the Exercise of Public Rights for 2023/2024 Accounts
22. To CONSIDER matters arising from internal audit
23. To APPROVE April 2024 payments made in accordance with FR 5.2
24. To NOTE end of April 2024 Financial documents: Bank Statements & Reconciliation, receipts
25. To NOTE FINAL BUDGET SHEET with April 2024 CIL included and final carry forward amounts
26. To CONSIDER/ APPROVE Zurich Insurance Policy renewal (Yr 4 of 5 contract)
27. To NOTE receipt of £28,391.49 VAT refund for 2023/2024 (if received)
28. To consider and APPROVE any Grant Applications
 - (i) Pauls Place Coalpit Heath £4229.90
29. To RECEIVE and take a DECISION on any other finance matters
 - (i) To NOTE 1st July 2024 renewal of 2 x Microsoft 365 licences at £19.24 each up from £18.37 each (4.7%)
 - (ii) To APPROVE request to purchase turf (60 sq m) and edging board to restore areas at Bitterwell Lake disturbed during outflow repair works –maximum £400
 - (iii) To APPROVE a revised quote for replacement trim trail equipment at Westerleigh Playing Field
 - (iv) To APPROVE recommendation to install bleed kits across parish defibrillators
 - (v) To NOTE installation of dog signage at Pansy Vale: cost £15 + installation
 - (vi) To APPROVE further proposed advertising to attract additional councillors (one vacancy): Additional Frome Valley Voice advert, Blackberry Park noticeboard poster
30. To RECEIVE an update on issues at Bitterwell Lake Chalet and take a DECISION on required action
 - (i) Note purchase of replacement washing machine by tenant

- (ii) Render issues – outcome of survey and next steps including APPROVAL of quotes

31. **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) [P24/00749/F](#) Carry out structural repairs to roof, reroof including installation of 6No rooflights and convert roof spaces to rooms, installation of staircase to provide access to new rooms. Ye Olde Inne Westerleigh Road Westerleigh South Gloucestershire BS37 8QP
 - (ii) [P24/00744/LB](#) Carry out structural repairs to roof, reroof including installation of 6No rooflights to rear roof slope and convert roof spaces to rooms, installation of staircase in existing to provide access to new rooms. Ye Olde Inne Westerleigh Road Westerleigh South Gloucestershire BS37 8QP
 - (iii) [P24/00993/F](#) Erection of 1no. self build dwelling with parking, cycle and bin storage, and associated works. Self Build Plot 11 Cow Leaze Blackberry Park Coalpit Heath
 - (iv) [P24/00244/HH](#) Demolition of detached garage to facilitate erection of side extension and raising of roofline including front and rear dormers to accommodate living space in the roof. Oakleigh Mays Hill Frampton Cotterell South Gloucestershire BS36 2NS [Reconsultation]

32. To RECEIVE Parish Councillor Reports – written submissions, taken as read with questions taken as necessary

ITEMS REQUIRING A RESOLUTION

33. To discuss matters and take a DECISION on required actions arising from A432 Badminton Rd bridge closure:
- (i) Parking issues on Henfield Road
 - (ii) Petition to reopen Hambrook lights right turn – response from Cllr Chris Willmore
34. To RECEIVE information from Clerk regarding ongoing matters and take a DECISION on required action
- (i) Bitterwell Lake stone memorial bench
 - (ii) Westerleigh Playing Field signage
35. To discuss any required CONSULTATIONS and COMMENT as necessary:

ITEMS TO NOTE

36. To NOTE Frampton Cotterell Youth Service quarterly update (Q4 Jan – March 2024) from FACE
37. To NOTE confirmation from Electoral Services that the council may co-opt to the vacancy for Coalpit Heath ward (two vacancies in total)
38. To NOTE annual play inspection reports for Westerleigh Play Area and Newman's Field Play Area (April 2024) – Actions taken to be reported at next meeting
39. Correspondence/Communication with Westerleigh & Coalpit Heath Parish Council: From South Gloucestershire Council:
- Prior notice of formal advertisement - Badminton Arms/Sainsburys, Badminton Road - Proposed Waiting Restrictions 23/04/24
 - Confirmation from Electoral Services that no election has been requested and the council may co-opt to the councillor vacancy for Coalpit Heath ward (two vacancies in total) – 29th April 2024
 - A432 overbridge drop-in consultation events (National Highways & SGC)
 - o Friday 17 May, from 4pm to 7.45pm at Henfield Hall, Coalpit Heath, BS36 2TZ
 - o Monday 20 May from 3.30pm to 7.15pm at Downend Library, BS16 5TW

Other received items

40. To NOTE items considered urgent by the Chairman

41. To CONSIDER any exempt items

42. Dates of future Parish council meetings

Monday 10th June Full Council Meeting Newman Room, Manor Hall

Monday 8th July Full Council Meeting Westerleigh Village Hall

Monday 22nd July Finance & General Purposes Committee Meeting Manor Hall, Red Brick Annex

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