

MINUTES OF FULL PARISH COUNCIL MEETING
Monday 10th June 2024 at 7pm, Manor Hall (Newman Room)



MINUTES OF WESTERLEIGH & COALPIT HEATH FULL PARISH COUNCIL MEETING
Monday 10th June 2024 at 7pm, Manor Hall (Newman Room)

Present: Cllr R McCullough (Chair), Cllr C Goddard, Cllr K Kelliher, Cllr P King (from min 3740 ii)
Ward Cllr M Palmer

Clerk: R Davis **Finance Officer:** S Simmons

No members of the public.

3733. To NOTE apologies for absence

Cllr J Lean (also ward cllr), Cllr T Clark (also ward cllr).

Cllr A Hill did not attend – no apologies.

Ward Cllr Claire Young.

3734. 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

Cllr R McCullough declared an interest in planning item c) i) – min 3748 – he is employed by The Kendleshire.

Cllr K Kelliher declared an interest in planning item c) ii) – min 3748 – she is a direct neighbour.

Cllr C Goddard declared an interest in grant application item iii) – min 3740 – she is a member of the Westerleigh Village Hall Management Committee.

3735. To APPROVE [Minutes](#) of Parish Council meeting held on 13th May 2024.

RESOLVED: The Minutes were approved and signed by the Chair.

3736. To RECEIVE reports from South Gloucestershire Councillors on matters relating to the Parish

Written report submitted by Cllr T Clark.

As we're now in the pre-election period, anything that could potentially influence the outcome in any way is in pause. As a result, Cabinet was called off for June, as was Scrutiny Commission.

Day-to-day functions like planning and licensing carry on as normal. We're unlikely to have anything to report in July either, as it'll take time for the Council to catch up. July cabinet has been rearranged and all business held over from the June meeting will be decided at that meeting.

3737. 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)

None

FINANCE

3738. To APPROVE May 2024 payments made in accordance with FR 5.2 (FR 6.9 in revised version)

RESOLVED: The list of payments was APPROVED with no questions arising. See Appendix 1.

3739. To NOTE end of May 2024 Financial documents: Bank Statements & Reconciliation, receipts

NOTED and that CIL payment of £64872 and Solar benefit of £19800 are included in receipts.

3740. To consider and APPROVE any Grant Applications

(i) St Peter's Hospice £1500

RESOLVED: To APPROVE a grant of £1500 to St Peters' Hospice from the GPoC budget.
Cllr P King joined the meeting.

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- (ii) Frampton Festival Committee £1000

RESOLVED: To seek clarification on why FCPC aren't paying more than £2000 when this PC asked for £1000 and where rest of cost is coming from; to check insurance for event is in place. Once clarification is gained an email delegated decision will be possible.

- (iii) Westerleigh Village Hall £500

Cllr C Goddard declared an interest in this item and took no part in the discussion and subsequent vote.

RESOLVED: To APPROVE a grant of £500 for car park improvements to WVH committee.

- (iv) Green Community Travel £207.95

RESOLVED: To APPROVE a grant of £207.95 to GCT for a steam cleaner.

3741. To NOTE progress with submission of external audit/AGAR

NOTED - All intermediate review documents submitted to BDO on 21st May 2024.

3742. To CONFIRM there are no conflicts of interest with BDO LLP

All present confirmed they have no conflicts of interest.

3743. To REVIEW and APPROVE Financial Regulations

RESOLVED: To APPROVE amended Financial Regulations.

3744. To REVIEW and APPROVE Standing Orders

RESOLVED: To APPROVE amended Standing Orders.

3745. To NOTE possible incoming funds from closed down Coalpit Heath Neighbourhood Watch

NOTED - A frozen account amount of around £400 is awaited from the closed down group. Exact amount to be confirmed when received.

3746. To RECEIVE information and take a DECISION on any other finance matters

(i) 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

RESOLVED: To APPROVE a contribution of £200 towards these works.

(ii) To APPROVE a revised quote for replacement trim trail equipment at Westerleigh Playing Field Discussion took place of various '2 piece' options – metal £3322, wood £4172 and a 'linked 4 piece system £5k-£6k. The RFO confirmed that as more than expected CIL had been received, there was budget available to increase the £5k limit set for this last year.

RESOLVED: To gain a further quote for the 'linked' trim trail option and, if under £6000 net of VAT, to place the order and proceed.

(iii) Payment for Bleed Kits has been made and installation expected before end of June.

(iv) The peppercorn rent for Manor Hall has been received this evening from their Treasurer.

(v) Initial information is being put together for a grant application for Yate Library children's events.

3747. To RECEIVE an update on issues at Bitterwell Lake Chalet and take a DECISION on required action

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

Following the survey by Clearview Park Home Surveyors (dated 3rd May 2024) full replacement of external cladding boards is needed. Quotes have been obtained as follows:

Clearview £18975 + VAT

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Homeview Innovations £21262 + VAT

Prestige Developments £16667 + VAT

The Clerk has looked at reviews and experience with acting on the Tingdene issue and Prestige are the one being recommended to the PC.

RESOLVED: To place the order for the works with Prestige and plan in for September. Once the RFO has the quote a purchase order will be raised and a 10% deposit is expected to be required with balance on completion. **At the July meeting discussion should take place on which budget (or reserves) this will come from.**

3748. PLANNING

- a) To NOTE planning comments submitted since last meeting None
- b) To NOTE planning decisions made by South Gloucestershire Council since last meeting
NOTED. See Appendix 2.
- c) To discuss and COMMENT on any necessary Planning Applications or other Planning Matters:
 - (i) P24/01184/RVC Variation of condition 15 attached to permission P22/05289/F to alter the approved floor plan and include an additional elevation drawing (Erection of New Grounds Store and Associated Works). Land At The Kendleshire Henfield Road Coalpit Heath South Gloucestershire

Cllr R McCullough declared an interest in this item. He vacated the chair and took no part in the discussion and subsequent vote.

RESOLVED: Cllr C Goddard to chair this item in the absence of the vice chair.
Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application.

- (ii) P24/00859/F Erection of 2no dwellings with access and associated works. Land To The Rear Of 9 South View Crescent Coalpit Heath South Gloucestershire BS36 2LW

Cllr K Kelliher declared an interest in this item. She left the room for the item, taking no part on the discussion and subsequent vote.

RESOLVED: Westerleigh & Coalpit Heath Parish Council STRONGLY OBJECTS to this application on the grounds that it is overdevelopment of the site, there is poor access and insufficient turning space, the dwellings will overlook neighbouring properties, there is insufficient parking and insufficient private amenity space.

- (iii) P24/01294/HH Installation of raised rear timber decking and pergola. 9 Station Road Coalpit Heath South Gloucestershire BS36 2TJ
RESOLVED: Westerleigh & Coalpit Heath Parish Council has NO OBJECTION in principle to this application. However, it has strong concerns about a possible change to the boundary fence and possible overlooking of the neighbouring property, as these points are unclear in the application.
- (iv) P24/01314/HH Raising of roofline and installation of 3no. side and 1no. rear velux rooflights to facilitate loft conversion. Silverdale Kidney Hill Westerleigh South Gloucestershire BS37 8QY
RESOLVED: Westerleigh & Coalpit Heath Parish Council makes NO COMMENT on this application. It defers to the assessment of the planning officer regarding the % volume increase and the impact on the Green Belt.
- (v) P24/01313/CLP Erection of outbuilding incidental to the enjoyment of the dwellinghouse. 13 Beesmoor Road Coalpit Heath South Gloucestershire BS36 2RS

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RESOLVED: Westerleigh & Coalpit Heath Parish Council makes NO COMMENT on this application. It defers to the assessment of the planning officer regarding whether the criteria for permitted development are met.

- (vi) P24/01329/PNRE Prior notification of the intention to install roof mounted solar PV panels. Tulips Fresh Meats Ltd 2 Oakley Green Cottages Oakleigh Green Farm Lane Westerleigh South Gloucestershire BS37 8QZ

RESOLVED: Westerleigh & Coalpit Heath Parish Council makes NO COMMENT on this application.

- (vii) P24/01324/RVC Variation of condition 2 attached to planning permission PT18/1317/RVC to substitute approved site plan for proposed site plan 18.016-010B. Variation of condition 2 no. attached to planning permission PT17/1892/F to substitute plans. Churchleaze Farmhouse Henfield Road Coalpit Heath South Gloucestershire BS36 2UY

RESOLVED: Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application.

- d) To NOTE Planning appeal re P23/02246/O | Erection of 1 no. dwelling (Outline) with access to be determined, all other matters reserved. | Land At Bay Tree Cottage Ruffet Road Winterbourne South Gloucestershire BS36 1AN
NOTED.

3749. To take a DECISION on whether to reinstate the delegated process for commenting on planning applications (three-month review)

RESOLVED: To trial displaying electronic planning documents via projector at the July meeting, to aid discussion. To extend the review period by three months and defer a decision to the October meeting.

3750. To RECEIVE Parish Councillor Reports – written submissions, taken as read with questions taken as necessary

None

ITEMS REQUIRING A RESOLUTION

3751. To REVIEW and APPROVE delegation arrangements to committees, sub-committees, staff and other local authorities

RESOLVED: To APPROVE amended delegation arrangements to committees, sub-committees, staff and other local authorities.

3752. To REVIEW and APPROVE the terms of reference for committees

RESOLVED: To APPROVE amended terms of reference for committees.

3753. To APPROVE the time and place of ordinary meetings of the Full Council up to and including the next annual meeting of Full Council

RESOLVED: To APPROVE the time and place of ordinary meetings of Full Council to May 2025. Second Monday of the month (no meeting in August).

3754. To REVIEW and APPROVE all other council policies

RESOLVED: (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

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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

Risk Assessment Schedule

Communications Policy

3755. To APPROVE the continued use of Westerleigh Playing Field by Immanuel School pupils for PE sessions (and NOTE receipt of risk assessment and insurance certificate)
Thanks from the headteacher were noted. Risk assessments have been received by the Clerk – NOTED. The insurance certificate is outstanding, but the headteacher has confirmed insurance is in place.
RESOLVED: To APPROVE the continued use of Westerleigh Playing Field for this purpose, to be renewed annually.

3756. To RECEIVE information from Clerk regarding ongoing matters and take a DECISION on required action

(i) Bitterwell Lake stone memorial bench

RESOLVED: To APPROVE a proposed design (provided by Cllr R McCullough) to mount the stone on two stone pillars to face the lake and install up to 9 sleepers in a curve and at staggered heights, in the grass behind the bench. Memorial plaques (purchased by parishioners) to be mounted on the sleepers, with one sleeper reserved for past councillors who have passed away. The Clerk will obtain an estimated cost and present a project proposal to the July meeting for discussion and approval.

(ii) Westerleigh Playing Field signage

RESOLVED: The Clerk and Cllr R McCullough to meet with Cllr C Goddard to agree the position/ number of signs and the design for the play area sign (see min 3759). (If possible to be done at the Westerleigh Fun Day on 15th June).

3757. To discuss any required CONSULTATIONS and COMMENT as necessary:

(i) COALPIT HEATH - BADMINTON ROAD, THE CAUSEWAY and WOODSIDE ROAD - Proposed prohibition of waiting and loading restrictions - Badminton Arms area - STATUTORY NOTICE 28 May 2024 to 22 Jun 2024

RESOLVED: To submit the following comments:- Westerleigh & Coalpit Heath Parish Council supports the waiting and loading restrictions that are proposed immediately adjacent to the Sainsbury's store. However, it is concerned about the impact on neighbouring properties, of the waiting restrictions that extend beyond the Sainsbury's store site. It questions whether the restrictions need to extend as far as they do.

(ii) Highways Act 1980 - South Gloucester shire Council (Footpath LWE 39 (Part) at Box Hedge Farm, Westerleigh) Public Path Diversion and Definitive Map and Statement Modification Order 2024 22 May 2024 to 22 Jun 2024

RESOLVED: To submit no comments.

ITEMS TO NOTE

3758. To NOTE Brimsham Green Football Club no longer requires Westerleigh Playing Field football pitch for 2024/25 season
NOTED.

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3759. To NOTE annual play inspection reports for Westerleigh Play Area and Newman's Field Play Area (April 2024) – Actions taken

Newman Field

- Wooden balance beams too close to fence and cap missing – ACTION remove and replace with timber/ metal feet linked trim trail. (In progress).
- Wooden framed hammock, wooden bridge & stilts have shakes, decay and missing caps – ACTION continue to monitor via weekly and annual inspections. To be removed at end of useful life, as additional timber/ metal feet clamber stack to be installed this year.
- Aerial runway requires additional inspection – ACTION GB Sports commissioned to carry this out.

Westerleigh Playing Field

- Play area signage required to indicate ownership – ACTION to be installed as part of WPF signage project (see min 3756 ii).
- Goal areas have worn grass – ACTION COMPLETED. Goalmouths reseeded May 2024.
- Wooden trim trail items require replacement of decayed timber parts – ACTION Remove and replace with new trim trail equipment. (In progress - see min 3746 ii).
- Basketball hoop backboard to be treated for corrosion – ACTION to be arranged by the Clerk.

3760. Correspondence/Communication with Westerleigh & Coalpit Heath Parish Council:
From South Gloucestershire Council:

NOTED

-13/05/2024 Ruffet Road junction briefing note from Andy Whitehead (project manager for A432 corridor project)

-30/05/2024 Homes for Ukraine Host Campaign – for circulation to partners and community

-05/06/2024 From 22/07/2024 for a period of six weeks - Temporary closure to vehicles of length of Park Lane which extends from its junction with Park Avenue in a southerly direction for a distance of 200 metres (gas main upgrade works)

Other received items

Westerleigh United Charities – distribution notice 22/06/2024

29/05/24 Letter of introduction from Avon and Somerset's Police and Crime Commissioner, Clare Moody

Consultation flyer - proposals for 90 homes on land next to Blackberry Park (sent by resident)

3761. To NOTE items considered urgent by the Chairman

Nightingale Bridge path is closed for six months. Clerk to contact SGC to confirm the alternative route, especially for students travelling to Winterbourne Academy.

3762. To CONSIDER any exempt items

None.

3763. Dates of future Parish council meetings Noted.

Monday 8th July Full Council Meeting

Westerleigh Village Hall

Monday 22nd July Finance & General Purposes Committee Meeting

Manor Hall, Red Brick Annex

Monday 9th September Full Council Meeting

Henfield Hall

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

The meeting was closed at 8.49pm.

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Date.....8/7/24.....

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Appendix 1 List of payments May 2024

Date	Description	Supplier	Net	VAT	Total
01/05/2024	Storage unit rental fee	PE King (Bristol) Ltd	73.33	14.67	88.00
01/05/2024	Microsoft licence agreement	Absolutely PC (GoCardless)	36.74	7.35	44.09
01/05/2024	Grass cutting	CPS Grounds Ltd	863.22	172.65	1,035.87
07/05/2024	Room hire	Westerleigh Village Hall	30.00		30.00
07/05/2024	Loo hire	Andyloos	167.20	33.44	200.64
20/05/2024	Insurance Policy	Zurich Insurance	1,843.78		1,843.78
20/05/2024	Grant	Paul's Place Charity	1,000.00		1,000.00
21/05/2024	Council mobile phone	H3G (Three)	2.50	0.50	3.00
24/05/2024	PAYE	HMRC	425.42		425.42
24/05/2024	Monthly Pension payment	Avon Pension Fund	334.27		334.27
24/05/2024	Salary	SWSimmons			
24/05/2024	Salary	R Davis Deputy Clerk			
28/05/2024	Monthly Expenses	SWSimmons	73.39		73.39
28/05/2024	Monthly Expenses	R Davis Deputy Clerk	82.14		82.14
28/05/2024	Verti Drain on Westerleigh pitch	CPS Grounds Ltd	300.00	60.00	360.00
29/05/2024	Aerator at Bitterwell Lake	EON	24.59	1.23	25.82
31/05/2024	Microsoft licence agreement	Absolutely PC (GoCardless)	36.74	7.35	44.09
31/05/2024	Bank charges	Natwest	12.25		12.25

Appendix 2 – Planning decisions since May 2024 Parish Council meeting

Description	Westerleigh & Coalpit Heath Parish Council Comment submitted	Notice	Decision	Decision Date
i) P24/00567/HH Demolition of existing rear extension and 2 no. detached outbuildings. Erection of single storey rear extension, 2 no. side extensions and detached garage. 278 Badminton Road Coalpit Heath South Gloucestershire BS36 2QW	Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application.	15/03/2024	Approve with conditions	10/05/2024
ii) P23/03226/F Demolition of existing dwelling. Erection of 1no. dwelling with associated works. The Old Stables Boxhedge Farm Lane Coalpit Heath Bristol South Gloucestershire BS36 2UW	Westerleigh & Coalpit Heath Parish Council OBJECTS to this application on the grounds that the proposed dwelling represents a disproportionate addition to the original dwelling, in the Green Belt. It therefore conflicts with Policies Sites and Places Plan policy PSP7 – Development in the Green Belt.	27/11/2023	Approve with conditions	13/05/2024

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Description	Westerleigh & Coalpit Heath Parish Council Comment submitted	Notice	Decision	Decision Date
iii) P24/00758/HH Installation of 2no. front dormers, and erection of 1no. front bay window to form additional living accommodation. 10 Manor Close Coalpit Heath South Gloucestershire BS36 2RR	Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application.	25/03/2024	Approve with conditions	16/05/2024
iv) P24/00734/LB Internal and external alterations with the demolition of conservatory, removal and replacement of doors on east elevation and replacement with windows, erection of single storey side extension, and demolition of 2no. chimneys. Ironstones Mays Hill Frampton Cotterell South Gloucestershire BS36 2NS	Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application.	26/03/2024	WITHDRAW N	16/05/2024
v) P24/00740/F Erection of a single storey extension to form additional living accommodation. Change of use of land to residential (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended). Ironstones Mays Hill Frampton Cotterell South Gloucestershire BS36 2NS	Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application. However, due to the volume of the proposed extension, the Council requests that permitted development rights are removed from the dwelling.	26/03/2024	WITHDRAW N	17/05/2024
vi) P24/00244/HH Demolition of detached garage to facilitate erection of wrap around 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	Westerleigh & Coalpit Heath Parish Council has no objection to this application.	01/02/2024 Reconsultation 18/04/2024	Approve with conditions	21/05/2024
vii) P24/00832/F Erection of 1no. test rig. Unit X Wellington Drive Yate South Gloucestershire BS37 5NZ	Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application.	28/03/2024	Approve with conditions	22/05/2024
viii) P24/00574/F Change of use of land to scaffolding yard (Use Class B8) and the erection of a site office (retrospective). Land At Oakley Green Garden Centre Oakley Green Westerleigh South Gloucestershire BS37 8QZ	Westerleigh & Coalpit Heath Parish Council OBJECTS to this application on the grounds that it constitutes inappropriate development in the Green Belt and therefore conflicts with planning policies CS5 (Location of Development) and PSP7 (Development in the Green Belt).	04/03/2023	Refusal	29/05/2024