

WESTERLEIGH and COALPIT HEATH PARISH COUNCIL
ANNUAL PARISH COUNCIL MEETING
Tuesday May 9th 2023 - 7pm, Westerleigh Village Hall

Present: Cllr Rob McCullough, Cllr Kate Kelliher, Cllr Tristan Clark, Cllr Jon Lean, Cllr Carolina Echegaray, Cllr Adam Hill. District Cllr Marilyn Palmer.

3 members of public

Parish Clerk: Sue Simmons Deputy Clerk Rachel Davis

All 7 Acceptance of Office forms from Parish Cllrs were signed and witnessed by the Clerk prior to the start of the meeting. The first meeting of this new Parish Council is chaired at the start by the previous Chairman as per Local Government Act 1972 15 (4,7,8) and 34 (4,7,8).

3412. Welcome & Introduction

Cllr McCullough welcomed everyone and all Cllrs were introduced including our new Parish Councillor Carolina Echegaray and District Councillor Marilyn Palmer. He explained that this is the first meeting of this Parish Council with its official new name. Cllr McCullough thanked Bob Taylor for all his hard work on the Parish Council.

3413. Apologies for absence

Received from District Cllr Claire Young and Parish Cllr Carol Goddard

3414. Election of Chair

Cllr McCullough stated he was happy to put himself forward again – there were no other offers so Cllr McCullough was proposed by Cllr Lean and seconded by Cllr Kelliher with unanimous support.

3415. Election of Vice Chair

Cllr Lean stated that he was happy to be Vice Chair again – there were no other offers so he was proposed by Cllr Clark and seconded by Cllr McCullough with unanimous support.

3416. Signing of Acceptance of Office as Chair of the Parish Council

Cllr Rob McCullough signed the Acceptance of Office of Chair and was given the Chairmans regalia by the Clerk.

3417. Council to receive information from Parish Clerk on 2 post-election vacancies and potential co-options

The Clerk explained that after an uncontested election there remain 2 vacancies one for each ward of the Parish Council which can now be filled by co-option of a suitable candidate following Parish Cllr selection and voting. The Clerk has been approached by 3 potential co-optees and will speak with them in coming weeks. Co-option will happen at a full Parish Council in June or July.

3418. Declarations of Interest under the Localism Act 2011 relating to this meeting

Cllr Lean has a representation to make on planning item 10c(ii)

Cllr Clark stated his position on the SGC Development Management Committee.

3419. Reports from South Gloucestershire Councillors on matters relating to the Parish

There was no normal report due to purdah/elections.

The Clerk named our Boyd Valley District Councillors as Marilyn Palmer and Ben Stokes and our Frampton Cotterell District Councillors remain as Claire Young, Tristan Clark and Jon Lean.

The Clerk and Chair thanked Steve Reade for all his work with this Parish Council and hope works in progress can be passed on to the new team.

Cllr Clerk explained that SGC is currently in a position of 'no overall control' since no party has the required majority of 31 members of the 61. There are 23 Conservative, 20 Liberal Democrats, 17 Labour and 1 Independent.

Preliminary discussions between the political parties have commenced. Under the current cabinet system, the alternatives would be a minority executive administration with formal agreement between at least two of the parties (such as a 'confidence and supply' agreement) or a joint administration consisting of at least two of the parties. Under the cabinet system the majority of decisions are taken either collectively by a cabinet of 8 executive members or as delegated decisions taken by an executive member in conjunction with officers.

3420. Pre-arranged items from members of Public

No members of public had asked to speak. Cllr Lean has a statement for planning item c(ii)

The Deputy Clerk has a letter to be read out on the same item.

3421. (a) Council to NOTE comments submitted since last meeting

Two delegated decisions read out and NOTED and added as Appendix 1

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(b) Council to NOTE planning decisions made by SGC since last meeting
NOTED and added as Appendix 2

(c) Council to discuss/comment on any necessary Planning Applications or other Planning Matters including:

- i. [P23/00067/F](#) Demolition of existing dwellings. Erection of 5no detached dwelling with associated access and parking Land At The Depot 22 Alexandra Road Coalpit Heath South Gloucestershire BS36 2PZ [ADJOINING PARISH]
Westerleigh and Coalpit Heath Parish Council OBJECTS to this application on the same grounds that have been put forward in the response from Frampton Cotterell Parish Council.
Namely:
- overdevelopment of the site,
 - concerns about the parking layout, as the turning bay seems inadequate,
 - the land being a safeguarded site under SGC Core Strategy Policy CS22.

Additionally, it should be clarified whether or not it has been proven that there is no longer a need for the land to be safeguarded under CS22.

Finally, this Parish Council is concerned that the proposed dwellings will negatively impact the residential amenity of neighbouring properties in Wayleaze with gardens backing on to the site. These properties fall within the Westerleigh and Coalpit Heath Parish boundary. Specifically, the height and proximity of the proposed dwellings will result in overlooking, loss of privacy/ visual amenity and loss of daylight to gardens.

- ii. [P23/00652/HH](#) Erection of first floor extension over existing garage to form additional living accommodation and retrospective alterations to the fenestration and external materials of existing dwellinghouse (part retrospective) 99 Badminton Road Coalpit Heath South Gloucestershire BS36 2TD

Cllr Lean spoke on behalf of the immediate neighbours after which he took no further part in the discussion of the application and did not vote on the response.

He raised the following points:

- the applicant has not built the attached garage in accordance with the previously approved plans,
- the proposed extension will be overbearing and dominant, having a detrimental impact on the residential amenity of the neighbouring property, unacceptable under PSP8 (Residential Amenity),
- the site is washed over by Green Belt and the extension will have an unacceptable visual impact on the openness of the Green Belt. The impact should not simply be considered in terms of the volumetric increase in size of the dwelling, but a planning judgement of the visual impact.

The Deputy Clerk also read out a letter from the neighbour to the Planning Officer and copied to the Parish Council, which made similar points. The Council then agreed the following response.

Westerleigh & Coalpit Heath Parish Council has no grounds to object to the application, however, following an approach by a neighbour of the site, the Parish Council wishes to refer a number of concerns to the Planning Officer for consideration. Firstly, the potential negative impact on the residential amenity of the neighbouring property, in particular daylight and privacy. Secondly, the visual impact of the proposal on the openness of the Green Belt, not simply assessed in terms of the volumetric increase in the size of the dwelling. Finally, there appear to be discrepancies between what has been approved through the planning process and the development that has taken place on the site. The assessment of the impact on openness of the Green Belt should take into account what has actually been built.

- iii. [P23/01399/HH](#) Erection of two storey side extension to form additional living accommodation. Installation of 1no. front dormer. Erection of balustrading to side and rear of first floor sun deck. Burma House Westerleigh Road Westerleigh South Gloucestershire BS37 8QH

Westerleigh and Coalpit Heath Parish Council OBJECTS to this application on the grounds that the proposed increase in size to the original building, calculated as volume, appears to be disproportionate and thus constitutes inappropriate development in the Green Belt. Although details do not appear on the portal, the dwelling seems to have been extended previously, following an application made in 1984. The application is therefore likely to conflict with PSP7 Development in the Green Belt.

Furthermore, the Parish Council is concerned that, given its proximity to the boundary, the proposed sun deck will overlook the neighbouring property, negatively impacting its privacy and thus residential amenity.

3422. Parish Councillor Reports – written submissions, taken as read with questions taken as necessary NONE



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3423. Council to APPROVE Minutes of Parish Council meeting held on April 11th 2023
The Minutes of 11/4/23 were unanimously accepted as a true record and signed by the Chair.
They can be found at www.westerleighparishcouncil.org.uk/full-council-minutes/
3424. Clerk/RFO to report on 2022/2023 Finances
The Parish Clerk gave a full report on the finances. This can be found at Appendix 3.
3425. Council to approve Section 1 of the Annual Return – Annual Governance Statement 2022/23 for Westerleigh PC
Unanimously APPROVED and Signed by the Chair & the Parish Clerk
3426. Council to approve accounts for the year ending 31st March 2023
Unanimously APPROVED and signed by the Chair.
3427. Council to approve section 2 of the Annual Return – Accounting Statement 2022/2023 for Westerleigh PC
Unanimously APPROVED and signed by the Chair.
3428. Council to approve Period for the Exercise of Public Rights for 2022/2023 Accounts
The Clerk explained the Period of Public Rights.
Cllrs APPROVED the dates as follows: Date of Notice 2nd June 2023, Inspection period commences 5th June 2023, Inspection period ends 14th July 2023. Accounts will be posted on the PC website, and noticeboards at Westerleigh, Coalpit Heath and Blackberry Park.
3429. Council to consider matters arising from internal audit
The PC has been advised
(a) to explain the increase in staff costs – this is included in the Finance report in Appendix 3.
(b) even though only a small number of invoices are generated each year they should go through SCRIBE software to ensure correct numbering – NOTED by RFO
(c) The PC should try to spend more of its grant allocations. NOTED for future discussion of how to attract more applications.
3430. Council to NOTE receipt of April 2023 payments & income documentation
NOTED with no questions arising. The April payments list is included at Appendix 4.
3431. Council to NOTE FINAL BUDGET SHEET with April 2023 CIL included and final carry forward amounts
Final budget sheet includes actual amount of CIL this year (received in April) of £46844.09 and EOY carry fwd amounts. The income (£157334.09) and expenditure (£157570.09) budgets are within £236 of each other.
The FINAL approved budget sheet is shown as Appendix 5.
3432. Council to consider/approve Zurich Insurance Policy renewal (Yr 3 of 5 contract)
Summary of cover:
Buildings £162410 (Chalet); All items on Asset Register; Cash; £10million Public liability; £10million Employers liability; £250,000 Libel & slander liability; Members and employees Fidelity £100,000; Personal accident/assault £50,000 plus £200 per week; Legal expenses £100,000;
The PC unanimously APPROVED the continuation of the 5 yr contract and payment of the invoice for £1734.61.
3433. Council to note receipt of VAT refund for 2022/2023
NOTED Vat 126 form submitted 4th April 2023 and payment received 14th April 2023 for £12796.42.

3434. Council to consider requirements for Committees, Sub Committees or Advisory Groups

The Chair of a Committee is appointed at the first meeting of that Committee.

Appointment to:	Number required	Term of Office	Appointees
Planning Committee	All Councillors	To May 2024	All Councillors at main meeting
Environment & Leisure Committee	Min of 5	To May 2024	CG/RM/JL/CE/AH
Finance & General Purpose Committee	Min of 5	To May 2024	JL/KK/RM/TC/AH
Staffing sub-group	Min of 3	To May 2024	JL/RM/KK
LNAP sub-group	Min of 3	To May 2024	JL/CE/CG
COMMS sub-group	Min of 2 + admin staff	To May 2024	JL/RM/SS/RD

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3435. Council to consider appointments to outside bodies

Appointment to:	Number required	Term of Office	Appointees
Henfield Hall Management	1	To May 2024	Not required – Ann Fay and Sue Drake liaise if needed
Coalpit Heath Village Hall (Miners Club) Management Committee	1	To May 2024	Not required – J O'Donahue liaise if needed
Westerleigh Village Hall Management Committee	2	To May 2024	CG & poss other Westerleigh Cllr when appointed
Youth working Group/liaison with youth group	2	To May 2024	CE
Avon Pension Fund	3 Authorised contacts in addition to RFO	Ongoing	RM + Chairs of F&GP & Staff Committees)
Avon Local Councils Associations (ALCA)	1 PC representative	To May 2024	RM

3436. Correspondence/Communication with Westerleigh Parish Council:

From SGC:

Consultation: Landscape Character Assessment Supplementary Planning Document (LCA SPD) (see below)

Notification of S106/CIL contribution for 23/24

Other received items

Swift Sports Coaching – Easter holidays activity report

3437. Council to receive updates on remedial works needed at Bitterwell Lake

As previously reported to Cllrs a small partial ground collapse occurred in March behind the lake outflow. This was caused by a leak around the side of the outflow, due to unusually high rainwater levels. Since the levels have stabilised this leak has stopped, but a further leak/s has been identified beneath the level of the outflow pipes. The outflow pipes were installed in 2013 to replace a wider open outflow. The low level of the leak is concerning because it will lead to unwanted water loss during the drier months, which may impact the lake's fish stocks and the fishery business. The Environment Agency has confirmed the leak is the council's responsibility. The Coal Authority visited in April and confirmed that the lake pre-dates coalmining in the area and the collapse is not mining related. A local neighbour has provided detailed information about the history and location of inflows and outflows to the lake which has been documented to help inform future work on the lake. A number of contractors have been approached for advice. A visit from a specialist contractor to provide advice and to quote for the work is being arranged. The work is likely to involve damming the corner of the lake to enable repair of the leak and possible replacement of the existing outflow arrangement.

3438. Council to receive updates & consider/approve topics related to change to Westerleigh and Coalpit Heath PC including domain name, email addresses and logo

The situation in relation to not now having a .gov.uk domain was explained. A .org or .org.uk will be obtained and an email set to match will be created for Cllrs with the advantage of being under the control of the Clerk once a Cllr leaves or if any FOI request is received.

Ideas on logos were shown and the Chair will develop some more ideas for a two colour combination.

3439. Council to receive information from Clerk/Deputy Clerk regarding ongoing matters and required approvals, including:

Clerk: Proposal from Green Community Travel to support transport options

A proposal which arose from a meeting with GCT by Cllr Goddard and the Clerk were explained. These will be developed and presented at the village fun day and the July meeting of the PC.

Coronation medals - these have been distributed to all children at Immanuel School, Manor Primary, Edventure Project participants at Henfield, Buddies and other children in the Parish. All Cllrs were also given one.

The Clerk also explained she would not be present at the June meeting which will be clerked by the Deputy Clerk.

Deputy Clerk: Play area update –

The installation of the new play unit has been completed. The surfacing will be completed on 11th May and is likely to take two days (weather dependent). An independent sign off inspection is due w/b 15th May and the play area will reopen after that. PMN – A separate contractor will fit the new basket swing and swing beam plus replacement swing seats, within the next few weeks (date tbc). This will require a further one-day closure of the play area.

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3440. Council to discuss any required CONSULTATIONS.

[Landscape Character Assessment Supplementary Planning Document \(LCA SPD\)](#)

Cllrs have made individual submissions.

3441. Items considered urgent or exempt by the Chairman

Bank mandate amendments

The Council RESOLVED that the RFO can make the necessary amendments to the bank signatory arrangements necessitated by the changes from the May 4th elections and also the updated name of the Parish Council.

3442. Dates of future Parish council meetings

June Monday 12th Manor Hall, Newman Room 7pm

July Monday 3rd July Finance Committee meeting Red brick annex at Manor Hall 7pm

Monday 10th July 7pm Westerleigh Village Hall

August There is no August meeting unless urgent or time limited matters arises.

September Monday 11th Henfield Hall, Ram Hill

The meeting closed at 8.40pm

Appendix 1 W & CH PC comments submitted since last meeting (April 2023)

[P23/01233/NMA](#) | Non material amendments to permission P21/01095/F for the installation of mezzanine floor, alterations to the rooflight positions and the door and window locations. | Ivory Hill Farm Park Lane Winterbourne South Gloucestershire BS36 1AS

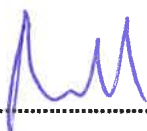
Westerleigh Parish Council has no objection.

[P23/01191/HH](#) | Demolition of rear extension. Erection of a single storey side and rear extension to form additional living accommodation. Erection of front porch and associated works. | 278 Badminton Road Coalpit Heath South Gloucestershire BS36 2QW

Westerleigh Parish Council has no objection to this application.

Appendix 2 SGC decisions vs Parish Council submissions since 30th March 2023

Description	Westerleigh & Coalpit Heath Parish Council Comment submitted	Notice	Decision	Decision Date
P22/05289/F Erection of New Grounds Store and Associated Works The Kendleshire Henfield Road Coalpit Heath South Gloucestershire BS36 2XG	Westerleigh Parish Council has no objection to this application.(Delegated)	02/09/2022	Approve with Conditions.	13/04/2023
P23/00672/HH Erection of a single storey rear extension to form additional living accommodation (Resubmission of P22/06531/HH). Bella Vista Westerleigh Road Westerleigh South Gloucestershire BS37 8QH	Westerleigh Parish Council has no objection to this application. (Delegated)	20/02/2023	Approve with conditions	24/04/2023



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P23/00981/RVC Variation of condition 2 attached to permission P20/14987/F to alter the approved plans, replacing plans BHF/PL/45,46,47,49,50,51 and 52 with plans BHF/PL/55,56,57,58,59 and 60. Conversion and refurbishment of 4no. buildings to form 7no. dwellings with landscaping and associated works. Change of... Box Hedge Farm Boxhedge Farm Lane Coalpit Heath South Gloucestershire BS36 2UW	Westerleigh Parish Council has no objection to this application. (Delegated)	10/03/2023	Approve with conditions	25/04/2023
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APPENDIX 3 Report on the Westerleigh Parish Council finances 2022/2023

Prepared by Sue Simmons - Parish Clerk & Responsible Finance Officer

Introduction

This report covers the financial year April 2022 - end of March 2023. The Annual Accounts have been prepared by Sue Simmons the Clerk/RFO and an independent Internal Audit carried out by G Smith on April 25th/26th 2023.

The auditor rated "our standards of procedures as 'exceptionally high' and our website documentation as 'exemplary'. There are only small matters arising from the internal audit. The need to spend more on grants, the need to use SCRIBE for all invoices, and to explain increased staff costs – which I have included later in this report.

Financial Performance vs Budgets

Carried forward amounts at start of year

At the start of 2022/23 the following amounts were carried forward:

Staff costs	£940.29
Manor Hall repairs to fabric of the building	£4350
Election costs for May 2023	£4000
Bitterwell Chalet Maintenance & repairs fund	£4514.83
CIL/\$106 funds	£23376.15
LNAP	£4685
Says Court Farm Solar Benefits	£54133.93
Total brought forward into 2022/23	£96000.20

Income

The 22/23 budget for expected income was £188768.67 and actual income was £215354.86

There was an excess over budget of £26586.19 some of which is made up as follows:

£19800 was received a month early for the 2023 Says Court Solar Benefit.

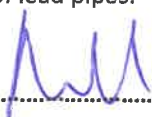
£599 was donated to fund a memorial bench.

£1784.61 Additional interest was received due to moving funds to two additional bank accounts.

£510 was received from the hire of the football pitch at Westerleigh.

£750 was received from Barratt Homes towards a new Noticeboard at Blackberry Park

£3524.83 was received from Henfield Hall for the splitting of the water supply previously shared between the hall and the Chalet and replacement of lead pipes.



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PWLB Loan

During 2020 the Parish Council had received two tranches of a £75000 PWLB loan over 15 years to enable the complete replacement of the Chalet at Bitterwell Lake. The loan repayments are wholly financed by the rental income with the excess income forming a Chalet Maintenance fund for works required. All required repayments, totalling £5863.30 were paid to the PWLB during this year. At the end of the year the outstanding agreement balance is £65571.99.

Operational Expenditure

Staff costs & Administration

The budget for salaries, staff costs and all administrative elements of the Parish Council was £59380 (plus £9290.29 carried forward) and the actual expenditure here was £59586.33.

It should be noted that 2022/2023 was the first full year with a Parish Clerk/Finance Officer AND a Deputy Clerk on 20 hours per week. This staffing situation was agreed to safeguard the Parish Councils activities across two members of staff, and to enable a wider range of projects to be undertaken with the large amounts of CIL, especially those in the Local Nature Action Plan, and other Community Benefit projects. It is also a transition towards a Parish Clerk and Finance Officer arrangement, as the current Clerk works towards retirement.

The transition is taking slightly longer than anticipated hence the increase in Staff costs - which include the employer contributions to pensions and National Insurance so do not purely represent salaries.

The only element of the administrative costs needing an amount to carry forward is £1406 for Manor Hall repairs.

Environment & Leisure

The 22/23 budget for Environment & Leisure operational expenditure was set at £41336.78 (plus £4514.83 of the Chalet maintenance fund carried forward from 21/22), a total of £45851.61. Expenditure was £31640.15. The year was one where only small amounts for additional repairs and works were needed across the Parish at green spaces, play areas, war memorials and on tree works. One of our bus stops did need money spent on graffiti removal. Costs at the Lake for the Portaloo, Aerator and Chalet were all under budget.

The largest expenses were £10915 for grass cutting, £6062 for bin emptying, £3290 for maintenance and inspection of play equipment, £2314.02 for Chalet inspections and water supply works, and £2078 for tree works.

A total of £7598 will be carried forward for tree works and the Chalet maintenance fund.

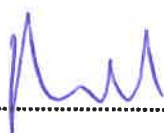
The finances show good budgeting, and spending on administration & operational items was largely as expected.

Community Benefit pots, grants & projects

During 22/23 benefit funds were received which meant the Community Benefit pots swelled to £199619.75 pots made up of:

- S137 £15000 – for grants to local organisations
- The CIL/S106 total rose to £86200.82– money from developers paying S106 to SGC – predominantly for Blackberry Park
- Says Court Solar Farm benefit total rose to £98418.93 from adding the annual £19800 plus a second payment of £19800 in March 2023 (early payment of 23/24)

A full list of projects and grants are included in the annual accounts totalling £42379 with the largest grant being £5000 for the Great Western Air Ambulance and our largest community grants of £14900 going on childrens activities with Swift Holiday Activity days and Avon Wildlife Trust events. Once again the S137 pot put aside from Parish Council reserves (not from precept) has been underspent due to lack of Grant applications. **We really would like more requests!**



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GRANTS AWARDED & COMMUNITY PROJECTS		
S137 PAYMENTS 2022/2023		
GRANT	GWAAC	£ 5,000.00
GRANT	Westerleigh Neighbourhood Watch	£ 100.00
GRANT	Green Community Travel	£ 500.00
GRANT	Yate Heritage Centre	£ 300.00
GRANT	St Peters Hospice	£ 2,123.00
GRANT	WNW Warm spaces project	£ 105.95
GRANT	Henfield Hall Management Committee	£ 1,330.00
GRANT	Adventure Project	£ 100.00
	TOTAL	£ 9,558.95
SAYS COURT FARM COMMUNITY BENEFIT ITEMS 2022/2023		
	Childrens activity days	£ 9,400.00
	Youth feasibility study	£ 1,696.00
	Cricket pitch renovation at WPF	£ 839.60
	Tench restocking at Bitterwell (part 1)	£ 3,000.00
	Sleepers in lake car park	£ 1,520.00
	Signage	£ 15.00
	Lake audit	£ 895.00
	Pit for fish	£ 154.00
	New top path at Bitterwell Lake	£ 2,722.50
	Avon Wildlife Trust activities 22/23	£ 5,500.00
	LNAP (Local nature action plan)	£ 195.47
	Total	£ 25,937.57
FROM S106/CIL BENEFIT 2022/2023		
	2 x picnic tables for WPF	£ 1,462.00
	Signage	£ 1,469.00
	Side path at Bitterwell Lake	£ 924.00
	New kissing gate at WPF	£ 1,440.00
	Defib at St Saviours church hall	£ 1,332.50
	Noticeboard for Blackberry Park	£ 1,735.00
	BINS replacement project	£ 7,779.00
	Total	£ 16,141.50
Total Grants & Community Benefits IN 2022/2023		£ 42,379.07

It is quite normal that projects and expenditure span more than one year and it is prudent to 'save' and plan in order to avoid 'shocks' to expenditure budget that could impact on residents through the precept.

Included in the Parish Councils bank balances of £275000 at year end there was £141791 of grant & community benefit pots being carried forward with a further £64k expected to be added during 23/24 and includes almost £47k more from s106 predominantly the final Blackberry Park payment.

We encourage local community groups and organisations to contact us with their project funding needs, and why the Parish Council will be embarking on further projects.

Benefit Projects for 2023/24

From the pots mentioned above plans include:

- Childrens Holiday Activity Days run by Swift Sports Coaching £9570 allocated
- Possible additional defibrillators at Parish locations
- Continued improvements at Bitterwell Lake £3350 approved for 8 new platforms and path
- Local Nature Action Plan - £4 ½ K allocated
- Bins – completion of replacement project and new bins where needed - £4221 allocated
- New play equipment at Westerleigh Playing Field £40000 allocated

Reserves

The figures above when looked at alongside the starting bank balances of around £275k indicate that the Parish Councils free reserves are in the region of £133k. These are for emergencies, and staff cover for sickness absence or redundancies, and other unforeseen circumstances such as the remedial works currently needed for Bitterwell Lake.

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Precept

The Parish Council budget for 23/24 shows increases in several areas – however there are also areas where money has been saved or more interest has been gained by moving reserves into higher interest accounts. In 2022/23 the Parish Council voted for a nett zero increase in the precept, the amount of Council Tax that comes to the Parish. This was because the actual increase was covered by the additional payments of Council Tax from new homes. The same principle has been applied for 23/24. The Parish will get £93,640 from the Precept this year. However, it should be noted that this is possibly the last year of high s106 payments from Blackberry Park.

Summary

The report above outlines the 22/23 financial year just passed and an outline of the year to come. The Parish Council has recognised the difficulties faced with cost of living increases and set a nett zero precept. The Internal Audit has found the standards of the Councils financial procedures to be extremely high. This PC has money available for suitable grant applications or for unplanned emergency works or situations.

I therefore commend the accounts for last year to the Parish Council for approval, and as Finance Officer I am comfortable that a sound budget is in place for the coming year.

S Simmons Parish Clerk/Responsible Financial Officer

May 2023

Appendix 4 List of April payments

Date	Description	Supplier	Net	VAT	Total
05/04/2023	Grass cutting	CPS Grounds Ltd	830.92	166.19	997.11
03/04/2023	Microsoft licence agreeme	Absolutely PC (GoCar	35.00	7.00	42.00
20/04/2023	Council mobile phone	H3G (Three)	2.50	0.50	3.00
03/04/2023	Storage unit rental fee	PE King (Bristol) Ltd	73.33	14.67	88.00
11/04/2023	PWLB loan repayment	PWLB lending facility	1,957.28		1,957.28
05/04/2023	Annual subscription	CPRE	60.00		60.00
05/04/2023	Loo hire	Andyloos	174.80	34.96	209.76
12/04/2023	S137 grant	Westerleigh Neighbor	800.00		800.00
19/04/2023	Childrens activity days	Swift Sports Coachin	1,600.00	320.00	1,920.00
25/04/2023	PAYE	HMRC	466.32		466.32
25/04/2023	Monthly Pension payment	Avon Pension Fund	559.13		559.13
25/04/2023	Salary				
25/04/2023	Salary				
24/04/2023	Annual subscription	ALCA	778.45		778.45
28/04/2023	Bank charges	Natwest	9.80		9.80

Appendix 5 Final 2023/2024 BUDGET

	C/F end of 21/22	2022_2023	C/F end of 22/23	2023_2024
INCOME				
PRECEPT		£ 92,438.00		£ 93,640.00
Bitterwell Chalet Rental		£ 8,700.00		£ 8,900.00
Fishing Rights		£ 5,000.00		£ 5,250.00
CIL/S106		£ 62,814.67		£ 46,844.09
Says Court Farm Solar Benefit		£ 10,300.00		£ -
Bank Interest		£ 500		£ 2,700.00
Hire of field by football teams				£ 360.00
INCOME BUDGET TOTAL				£ 157,334.09

EXPENDITURE BUDGET				
FINANCE & ADMIN			C Fwd	2023_2024
PWLB Loan repayments Loan 1		£ 1,948.74		£ 1,948.74
PWLB Loan repayments Loan 2		£ 3,914.48		£ 3,914.56
Staff costs (Salary/HMRC/Pension)	£ 40,250.39	£ 39,000.00		£ 42,000.00
Office & clerk expenses		£ 4,000.00		£ 4,500.00
Councillor costs (expenses/training)		£ 400.00		£ 320.00
Chairmans Allowance				£ -
Deputy Clerk CILCA costs		£ 520.00		£ -
Subscriptions/publications/tickets		£ 1,500.00		£ 1,500.00
Room Hire		£ 500.00		£ 500.00
Insurance		£ 2,000.00		£ 2,000.00
Advertising & Communications & rebranding		£ 500.00		£ 500.00
Office equipment		£ 300.00		£ 300.00
Audit fees		£ 736.00		£ 736.00
GDPR				£ 200.00
Legal fees/consultancy		£ 500.00		£ 500.00
Elections	£ 1,406.00	£ 1,500.00		£ 1,500.00
Manor Hall	£ 8,000.00	£ 8,000.00	£ 1,406.00	£ 8,000.00
Website design & host		£ 250.00		£ 250.00
Technology requirements (Cloud/licences etc)		£ 720.00		£ 720.00
Remembrance Day wreaths		£ 50.00		£ 50.00
FINANCE & ADMIN TOTAL	£ 42,950.39	£ 40,000.00	£ 1,406.00	£ 69,439.30

ENVIRONMENT & LEISURE			C Fwd	2023_2024
Westerleigh Playing Field Inspections		£ 1,500.00		£ 1,500.00
Westerleigh Playing Field repairs/maintenance		£ 1,000.00		£ 1,000.00
Newman Field play inspections		£ 1,500.00		£ 1,500.00
Newman Field play repairs/maintenance		£ 3,000.00		£ 3,000.00
Dog & Litter Bins - emptying/repair		£ 8,500.00		£ 8,500.00
Bus shelter inspections/repairs/maintenance		£ 500.00		£ 500.00
Public seats inspections/repairs/maintenance		£ 500.00		£ 500.00
Pansy Vale works		£ 500.00		£ 500.00
The Pound works		£ 500.00		£ 500.00
Mayhill works		£ 500.00		£ 500.00
Ivory Wood works		£ 500.00		£ 500.00
Cenotaph repairs/maintenance		£ 500.00		£ 500.00
Gross cutting: Parish contract & SGC contract		£ 13,500.00		£ 13,500.00
Tree works (Ash Die-back/other felling/replanting)		£ 2,000.00	£ 2,921.92	£ 2,000.00
Bitterwell accessible toilet		£ 2,750.00		£ 2,750.00
Bitterwell aerator electricity		£ 1,000.00		£ 1,000.00
Bitterwell Lake repairs				
Bitterwell Lake CHALET	£ 3,036.70	£ 3,036.70	£ 5,036.71	£ 3,036.70
ENVIRONMENT & LEISURE BUDGET TOTAL	£ 34,246.39	£ 28,336.70	£ 7,958.63	£ 41,286.70

GRANTS & BENEFITS BUDGET			C/Fwd	2023_2024
S137 Free resource fund		£ 15,000.00		£ 15,000.00
CIL/S106 Fund	£ 46,844.09	£ 46,844.09	£ 25,338.92	£ 46,844.09
CIL/S106 sub fund for BINS		£ 4,221.00		£ -
CIL/S106 sub fund for WPF PLAY EQUIPMENT		£ 40,000.00		
UNAP	£ 4,469.53		£ 4,469.53	
Says Court Solar Farm Community Benefit fund	£ 67,991.83	£ 14,000.00	£ 67,991.83	0
GRANTS & BENEFITS BUDGET TOTAL	£ 124,135.45	£ 100,000.00	£ 142,540.68	£ 61,844.09

TOTAL EXPENDITURE BUDGET	£ 151,905.31	£ 151,905.31	£ 151,905.31	£ 172,570.09
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Difference between Income & Expenditure budgets		-£ 15,236.00		-£ 15,236.00
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12/6/23