

**MINUTES OF WESTERLEIGH & COALPIT HEATH FULL PARISH COUNCIL MEETING
Monday 14th October 2024 at 7pm, Westerleigh Village Hall**

Present: Cllr R McCullough (Chair), Cllr J Lean (also ward cllr) [absent for min 3830 – 3837 i, but present for min 3835 i], Cllr C Goddard, Cllr T Clark (also ward cllr), Cllr D Margetts

Clerk: R Davis **Finance Officer:** S Simmons **Ward Councillor:** Cllr B Stokes (first part of the meeting)

3 members of the public.

3827. To NOTE apologies for absence

Cllr P King, Cllr K Kelliher. Ward Cllr M Palmer.

3828. 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 C Goddard declared an interest in grant applications for Westerleigh Village Hall (min 3835 i) as she is on the management committee, and for WVH Warm & Well project (min 3835 ii) as she is the co-ordinator. Cllr C Goddard declared an interest in planning applications [P24/02105/F](#) and [P24/02085/LB](#) (min 3840 c i,ii) as she knows the applicant.

Cllr D Margetts declared an interest in the grant application for Westerleigh Village Hall (min 3835 i) as he is the committee treasurer.

Cllr T Clark advised the Council that as he is a member of the South Gloucestershire Development Management Committee, that he is still permitted to speak and vote on planning items and issues (see min 3840) and would only have to declare an interest if he had a pecuniary interest or an additional non-pecuniary interest **Any contributions he makes are based upon the submitted documents available at this time and he retains an open mind should any application be subsequently referred to one of South Gloucestershire Council's planning committees for determination.**

3829. To APPROVE [Minutes](#) of Parish Council meeting held on 9th September 2024.

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

RESOLVED: To consider the grant application for Westerleigh Village Hall at this point, so that Cllr J Lean could vote. See min 3835 i.

3830. To RECEIVE reports from South Gloucestershire Councillors on matters relating to the Parish

Westerleigh & Coalpit Heath Parish Council – District Councillors' Report

Monday 7th October 2024

Details of Car Parking Charges Announced

Following consideration of a wide range of options to implement a scheme of charging for parking in council-owned car parks South Gloucestershire Council has begun publishing further details of how the scheme will operate. The proposals are currently being shared and discussed with local stakeholders, including Town and Parish Councils and Chambers of Commerce, in the areas where car park charging would be introduced. The scheme is expected to go live in Spring 2025.

Key features include:

- At least 10% of spaces in short stay car parks where charging will be introduced will remain free for 30-minute stays. This will help ensure turnover and easy access for more drivers making short trips to local shops.
- Short-stay parking will be charged at only 70 pence for the first hour. Other rates will apply to long stay, train station and Park and Ride car parks.
- A validation system is proposed for some car parks (e.g. those that have primarily and historically served health facilities) so patients visiting a GP will not be charged.

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- Disabled Badge Holders will be able to park for free in designated disabled bays for up to 4 hours in the council's short and long stay car parks.

Payments for parking will be cashless. Payments will be able to be made using the paperless pay and stay machines on site, using a debit or credit card or contactless, or by using the MiPermit app. Users will also be able to pay without the need for a smartphone as MiPermit allows payments to be made by phone call or text message. The scheme will not use cash as the cost of introducing and operating a cash handling and management system for the car parks would cost around £40,000 per year.

Current modelling for the scheme suggests it will generate an annual income of more than £800,000. This income will be essential in reducing the pressure to cut funding to other vital council services. It delivers on savings targets inherited from previous annual budgets. Introducing parking charges will help protect services that residents value.

Charges will apply between 8 a.m. and 6 p.m. Mondays to Saturdays, with parking remaining free on Sundays and Bank Holidays, excluding Park and Ride and train station car parks. While there are discussions currently underway with local councils and other stakeholders, the council is sharing outline plans with residents now, ahead of the formal processes that will need to be followed to implement the final scheme.

Not all council-owned car parks will have charging introduced. Detailed analysis showed some of the very smallest and some Park & Ride facilities would be unlikely to ever break even against the cost of installing charging facilities. Furthermore, charging for the latter would contradict policies to encourage more use of public transport.

The council will monitor any displacement parking on roads surrounding council owned car parks. It will work with residents should this occur to develop practical measures to counter it. This could include the introduction of resident parking schemes if there is proven local need and demand.

Implementation of the scheme will require changes to the council's existing Off Street Parking Places Order (OSPPO), which will be published later this year.

Further information can be found at www.southglos.gov.uk/parking-charges-faqs.

Weekend Closure of M4

National Highways is warning road users that the M4 north of Bristol will be closed for a full weekend in October as part of the work on the A432 Badminton Road Bridge. The M4 will be closed in both directions between junctions 18 and 19 from **7 p.m. Friday 18th October to 6 a.m. Monday 21st October** while National Highways dig a trench under the motorway. This will allow utilities to be diverted that are currently within the bridge before the structure is demolished next year.

With 3,000 to 4,000 vehicles using this section of the M4 every hour over peak weekend periods the closure is likely to cause substantial disruption, and drivers are advised, where possible, to avoid the area and plan journeys for alternative times.

National Highways route manager Sean Walsh said: "This is one of the busiest sections of motorway in the South West which is why we are giving drivers as much notice as possible so they're able to plan their journeys well in advance. We carefully plan our schemes to limit any inconvenience, but sometimes it's not possible to carry out the work that's needed without a closure. Our message for anyone who plans to travel on the M4 around Bristol is to avoid the area if you can – if that's not possible, allow yourself plenty of extra time to complete your journey via our signed diversion routes and expect delays."

Report from Cllr B Stokes, Boyd Valley ward (given verbally)

SGC Cabinet met on 7th October. There is an overspend of £5.5m, to be managed by a change to the policy on use of council reserves. The schools' budget is overspent by £8.3m. The Community Conversations Strategy (engagement and participation) was approved. This should lead to ongoing improvements in communications with parish councils. Recommendations were also accepted

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regarding heritage funding and storm overflow measures. Flood Action Week takes place from 14th – 20th October.

The Health Scrutiny Committee met on 9th October and the local impact of GP industrial action was discussed.

Full Council meets on 16th October. There are motions to oppose the Government's abolition of Winter Fuel Payments and for the Government to support air ambulance capital funding.

Hate Crime reporting events (online) are taking place during October.

The Police and Crime Plan survey closes on 21st October. The Avon & Somerset Police & Crime Commissioner has four plan priorities: neighbourhood policing policy, reducing violent crime, support for victims and improving policing standards.

World Mental Health Day was on 10th October. Please promote the following website to residents

<https://www.nhs.uk/every-mind-matters/>

Cllr J Lean temporarily left the meeting during this item.

3831. 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)

A member of the public noted the potential impact on local routes of the weekend closure of the M4 (junctions 18 – 19 from 7pm Fri 18th Oct – 6am Mon 21st Oct). The official diversion is via the A420 through Warmley and Wick. When this route becomes congested it has knock-on impacts north towards Pucklechurch and possibly this parish. Please alert residents.

FINANCE

3832. To APPROVE September 2024 payments made in accordance with FR 6.9

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

3833. To NOTE end of September 2024 Financial documents: Bank Statements & Reconciliations, list of receipts

All documents were NOTED with no questions arising.

3834. To NOTE receipt of second PRECEPT payment from SGC for the amount of £48985

NOTED with no questions arising.

3835. To consider and APPROVE any Grant Applications including:

Cllr C Goddard and Cllr D Margetts declared an interest and took no part in the discussion or subsequent vote.

(i) Westerleigh Village Hall – Gates £1225

RESOLVED: APPROVED and to be funded by the CIL community benefit.

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

(i) WVH Warm & Well project Jan/Feb 2025 - £150

RESOLVED: APPROVED and to be funded by the GPoC fund.

3836. To APPOINT an additional member to the Finance & General Purposes Committee (and Environment & Leisure Committee)

Finance & General Purposes Committee	JL (Chair), RM, TC, KK	Chair (ex officio) + 4 - one member required
Environment & Leisure Committee	RM, CG, PK	Chair (ex officio) + 4 - at least one member required

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Our newest Councillor David Margetts agreed to join both the above committees. He will also have a finance briefing on Nov 4th from the Finance Officer.

RESOLVED: To appoint Cllr D Margetts to the F&GP and E&L Committees.

3837. To RECEIVE information and take a DECISION on any other finance matters including

(i) Pre-approval or information relating to any new budget items for F & GP meeting
Cllrs were asked to consider any additional operational funding that may be required not covered in current budget. Possible web design training to have more control of the Wordpress site was suggested. Other ideas to be forwarded to RFO or brought to F & GP meeting on 28th October.

Cllr J Lean returned to the meeting.

(ii) Materials to repair surface water flooding damage at Bitterwell Lake (sustained 08/10/2024) and other repairs.
Stone/dust and turf is needed to repair washed away material. Lake Manager and HP Building to work together on this.

RESOLVED: A cost of £199.80 was APPROVED.

(iii) Second Portaloo at lake – it came to the attention of the RFO on 13th Oct that the second portaloo hired till end of September had not been removed. This has now been sorted and removal will be this week with no charge expected for October.

3838. To RECEIVE an update on issues at Bitterwell Lake Chalet and take a DECISION on required action

(i) Render project including possible help for tenants during works (w/c 28th Oct 2024)
The contractor has given assurances that mean the only issue for the tenants may be the ability to work at home during the works.

RESOLVED: Cllrs APPROVED the hire of work space at either the Manor Hall annex or Mafeking's Westerleigh Meeting room for up to 5 days with a max spend of £250. No other rent reduction is required as home will be completely habitable, waterproof, insulated etc during the works.

(ii) Replacement of shower enclosure

RESOLVED: The Council APPROVED up to £1000 from the Chalet repair fund to complete the enclosure replacement, with new aquaboards if needed.

3839. To NOTE date of next Finance Committee Meeting Monday October 28th

Cllrs McCullough, Lean, Clark and Goddard confirmed their availability for this meeting.

3840. PLANNING

a) To NOTE planning comments submitted since last meeting

NOTED. See Appendix 2.

b) To NOTE planning decisions made by South Gloucestershire Council since last meeting

NOTED. See Appendix 3.

c) To discuss and COMMENT on any necessary Planning Applications or other Planning Matters:

Cllr C Goddard declared an interest and took no part in the discussion or subsequent vote for applications (i) & (ii).

(i) P24/02105/F Carry out structural repairs to roof, reroof including installation of 4no. rooflights and convert roof spaces to rooms, installation of staircase to provide access to new rooms (resubmission of P24/00749/F). Ye Olde Inne Westerleigh Road Westerleigh South Gloucestershire BS37 8QP

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

- (i) [P24/02085/LB](#) Carry out structural repairs to roof, reroof including installation of 4No rooflights and convert roof spaces to rooms, installation of staircase to provide access to new rooms (resubmission of : P24/00744/LB) Ye Olde Inne Westerleigh Road Westerleigh South Gloucestershire BS37 8QP

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

- (ii) [P24/02179/HH](#) Erection of front porch. 43 Park Lane Winterbourne South Gloucestershire BS36 1AT

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

- (iii) [P24/02247/HH](#) Erection of single storey side extension to form additional living accommodation. 254 Badminton Road Coalpit Heath South Gloucestershire BS36 2QW

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

- (iv) [P24/02266/HH](#) Erection of single storey rear extension to provide additional living accommodation. 242 Badminton Road Coalpit Heath South Gloucestershire BS36 2QH

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

- (v) [P24/02280/RVC](#) Variation of condition 2 (approved plans) attached to planning consent P23/03226/F - Demolition of existing dwelling. Erection of 1no. dwelling with associated works. The Old Stables Boxhedge Farm Lane Coalpit Heath South Gloucestershire BS36 2UW

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

3841. To take a DECISION on whether to review all planning applications in meetings OR to reinstate the delegated process for commenting on planning applications (planned review)

RESOLVED: To revert to considering all planning applications at the next appropriate full council/ committee meeting. To continue to display electronic planning documents via projector to aid discussion. To retain the delegated process for responding to planning applications requiring a response before the next council/ committee meeting.

3842. To RECEIVE Parish Councillor Reports – written submissions, taken as read with questions taken as necessary

- (i) To RECEIVE Notes from 27th September 2024 meeting with reps from Yate TC, Westerleigh & Coalpit Heath PC and Dodington PC re Mousewell Farm Solar Project (attended by the Clerk) NOTED.

ITEMS REQUIRING A RESOLUTION

3843. To discuss matters and take a DECISION on required actions arising from A432 Badminton Rd bridge closure:

- (i) Update on parking issues on Henfield Road – NOTE response from Manor Primary School governors re request to open school car park for football hirers, SGC white keep clear lines The response from the Manor Primary School governors dated 25th September 2024 was NOTED and accepted. The request to open the school car park for football hirers was refused on the grounds that doing so will not resolve the issue of parked cars adjacent to the field restricting traffic flow. Providing off-road parking for football hirers will not prevent parking by the field, but

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will instead only reduce the radius of the impacted area. The governors suggested appealing for help from the police to stop unsafe parking.

RESOLVED: Cllr R McCullough to request a meeting with the governors or attend a governor meeting, to discuss other solutions/ mitigations to reduce parking along Henfield Road by football hirers, that restricts traffic flow. To request support from the South Gloucestershire Council Officer who spoke on behalf of the school at a public meeting on 29th June 2022 re enclosing part of the field for exclusive school use.

- (ii) Recent surface water flooding (late Sept/ early Oct) on Henfield Road and traffic impact on Ram Hill

Cllr R McCullough explained that when Henfield Road (a key diversion route for the A432 overbridge) is closed due to flooding, Ram Hill is used as an informal diversion route. It is unsuitable for such high traffic volumes. It was noted that South Gloucestershire Council is investigating flooding of land north of Lockyer's nursery which has contributed to recent flooding of Henfield Road. Queried whether Ram Hill could also be closed or South Gloucestershire Council Emergency Planning Department/ the A432 Bridge Team could initiate a co-ordinated response to manage the impact of any future closure on Ram Hill e.g. signage and social media communications.

RESOLVED: Cllr R McCullough to continue discussions with Cllr C Willmore (Cabinet Member for Planning, Regeneration & Infrastructure) regarding action South Gloucestershire Council can take to manage the impact on Ram Hill.

- (iii) Ongoing speeding on Ram Hill

Noted that A432 bridge closure mitigation measures funded by National Highways are being rolled out. These include 'check your speed' signs for Ram Hill. Frampton Cotterell ward cllrs confirmed that usual highways speed reduction measures are not suitable for this rural road e.g. speed tables require street lighting.

RESOLVED: Clerk to contact

- South Gloucestershire Council to request an update on 'check your speed' signage,
- the neighbourhood policing team to request an update on planned enforcement action.

3844. To nominate two representatives to lay Remembrance wreaths at St Saviours Church & Westerleigh Triangle (Sunday 10th November 2024)

RESOLVED: R McCullough to lay the wreath at St Saviours Church if Cllr K Kelliher is unavailable. Cllr C Goddard to lay the wreath at Westerleigh Triangle.

3845. To RECEIVE information from Clerk regarding ongoing matters and take a DECISION on required action

- (i) Bleed kits – Westerleigh familiarisation session, Tues 19th November 7 – 8.30pm, Westerleigh Village Hall
Avon & Somerset Bleed Kit Partnership is arranging community training but it is not yet available. The project officer supported this initiative in the interim. A bleed kit will be purchased for the familiarisation session.
- (ii) Blackberry Park - Parisis Path signage. The costs may have risen to £650
RESOLVED: APPROVED increased cost of £650.

3846. To discuss any required CONSULTATIONS and COMMENT as necessary:

None

ITEMS TO NOTE

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3847. To NOTE progress/ outcomes of South Gloucestershire Highways review re speeding in Westerleigh (from Shorthill Road to the Nibley Lane junction), expected to commence w/b 7th October 2024

Not clear whether the review has commenced. Local residents are discussing action that will require advice/ permission from SGC highways e.g. speed awareness signage. Noted that previous highways reviews have taken a long time to report. The Clerk will follow up regularly until the review is completed and outcomes are reported back to the Council and community.

3848. Correspondence/Communication with Westerleigh & Coalpit Heath Parish Council:
NOTED.

From South Gloucestershire Council:

- [Town and Country Planning Act 1990 - Section 257 South Gloucestershire Council \(Footpath LWE 63 \(Part\) at Westerleigh Hill, Westerleigh\) Public Path Diversion Order 2024](#) (consultation deadline 11th Oct 2024)

Other received items

- 11.09.24 Westerleigh United Charities – notice of death of trustee. Appointment of new trustee.
- 12.09.24 Brightwell Centre – update & thank for £200 grant Apr 2024
- 23.09.24 ALCA 51st AGM 5th Oct 2024 meeting papers (annual report, minutes of 50th AGM etc)
- 26.09.24 M4 closure junction 18-19, both directions **7pm Friday 18 October and reopening 6am Monday 21 October** - from National Highways (overbridge works)
- 30.09.2024 PT.8085 North Road, Yate - Temporary Road Closure 4 November 2024 for one day
- 01.10.24 ALCA In-Short October 2024

3849. To NOTE items considered urgent by the Chairman
None.

3850. To CONSIDER any exempt items:

RESOLVED: Due to the nature of the business under consideration – discussion of staffing matters relating to individuals - to exclude the press and public under the Public Bodies (Admission to Meetings) Act 1960 and the LGA 1972, s100.

The Clerk and Finance Officer also left the meeting.

RESOLVED: A revised staffing structure was APPROVED, to be implemented from the end of May 2025. The Staffing Sub Committee to oversee implementation.

3851. Dates of future Parish council meetings

October 28th Finance & General Purposes Committee meeting 7pm Manor Hall, Red Brick Annexe

November 11th Full Council Meeting 7pm Manor Hall, Newman Room

December 2nd Environment & Leisure Committee meeting 7pm Manor Hall, Red Brick Annexe

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

The meeting was closed at 8.23pm.

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Appendix 1

List of payments for September 2024

Date	Descript	Supplier	Net	VAT	Total
01/09/2024	Storage unit rental fee	PE King (Bristol) Ltd	73.33	14.67	88.00
02/09/2024	Microsoft licence agreemer	Absolutely PC (GoCardl	38.48	7.70	46.18
02/09/2024	Grass cutting	CPS Grounds Ltd	863.22	172.65	1,035.87
04/09/2024	Room hire	Manor Hall	18.00		18.00
09/09/2024	Loo hire	Andyloos	167.20	33.44	200.64
09/09/2024	Loo hire	Andyloos	97.20	19.44	116.64
11/09/2024	External audit	BDO LLP	630.00	126.00	756.00
17/09/2024	leak at Chalet shower	Pass & Totterdell Ltd	55.00	11.00	66.00
20/09/2024	Council mobile phone	H3G (Three)	2.50	0.50	3.00
23/09/2024	Room hire	Manor Hall	13.50		13.50
23/09/2024	Remembrance wreaths	Cllr C Goddard	39.98		39.98
23/09/2024	Tree works at WPF	Woodstock Tree Servio	150.00	30.00	180.00
24/09/2024	Cllr training	ALCA	45.00		45.00
25/09/2024	PAYE	HMRC	425.22		425.22
25/09/2024	Monthly Pension payment	Avon Pension Fund	334.27		334.27
25/09/2024	Salary	SWSimmons			
25/09/2024	Salary	Rachel Davis			
25/09/2024	Repairs to fabric of building	Manor Hall	8,510.93		8,510.93
25/09/2024	WPF new play equipment	GB Sports & Leisure	5,793.50	1,158.70	6,952.20
30/09/2024	Printing & copying charges	Konica Minolta	4.58	0.92	5.50
30/09/2024	Copier machine quarterly h	Konica Minolta	38.67	7.73	46.40
30/09/2024	Monthly Expenses	SWSimmons	101.30		101.30
30/09/2024	Monthly Expenses	Rachel Davis	136.64		136.64
30/09/2024	Bank charges	Natwest	5.60		5.60

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Appendix 2 - Planning comments submitted since 9th September 2024 Full Council meeting (using delegated powers)

[P24/02098/ADV](#) Display of 2no. internally illuminated fascia signs. Smurfit Kappa Corrugated Uk Ltd Woodward Avenue Yate South Gloucestershire BS37 5AP

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

Appendix 3 - Planning decisions since 5th September 2024

Description	Westerleigh & Coalpit Heath Parish Council Comment submitted	Notice	Decision	Decision Date
(i) P24/01294/HH Installation of raised rear timber decking and pergola. 9 Station Road Coalpit Heath South Gloucestershire BS36 2TJ	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. NOTE RECONSULTATION 07/08/2024	24/05/2024	Approve with conditions	13/09/2024
(ii) P24/01802/F Installation of a ground mounted photovoltaic array on land to the rear to provide a sustainable source of energy to support agricultural production on site. 377 Badminton Road Yate South Gloucestershire BS37 5JF	Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application. (Delegated)	31/07/2024	Approve with conditions	18/09/2024
(iii) P24/01792/CLP Installation of hip to gable roof extension to facilitate loft conversion. 10 St Annes Drive Coalpit Heath South Gloucestershire BS36 2TH	Westerleigh & Coalpit Heath Parish Council makes no comment.	24/07/2024	Approve certificate of lawfulness	17/09/2024