



**MINUTES OF WESTERLEIGH & COALPIT HEATH FULL PARISH COUNCIL MEETING**  
**Monday 9<sup>th</sup> September 2024 at 7pm, Henfield Hall**

**Present:** Cllr R McCullough (Chair), Cllr J Lean (also ward cllr), Cllr C Goddard, Cllr K Kelliher, Cllr T Clark (also ward cllr), Cllr D Margetts (from minute item 3819 onwards)

**Clerk:** R Davis **Finance Officer:** S Simmons **Ward Councillor:** Cllr M Palmer  
7 members of the public.

3795. To NOTE apologies for absence  
Cllr P King.

3796. 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 the consultation on a resident disabled parking bay application (min 3818 i) as she knows the applicant.  
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 3811) 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.**

3797. To APPROVE [Minutes](#) of Parish Council meeting held on 5<sup>th</sup> August 2024.  
**RESOLVED:** The minutes were approved and signed by the Chair.

3798. To RECEIVE DRAFT [Minutes](#) of the Finance & General Purposes Committee meeting held on 22<sup>nd</sup> July 2024 and all decisions therein  
RECEIVED with no questions arising.

3799. To RECEIVE reports from South Gloucestershire Councillors on matters relating to the Parish

**Westerleigh & Coalpit Heath Parish Council – District Councillors' Report**  
**Monday 9<sup>th</sup> September 2024**

**National Planning Policy Framework Consultation Commences**

On Tuesday 30<sup>th</sup> July Angela Rayner, the *Secretary of State for Housing, Communities & Local Government*, announced in parliament the start of a consultation on the government's proposed changes to the National Planning Policy Framework (NPPF). The 8-week consultation will run from 30<sup>th</sup> July until 24<sup>th</sup> September. An informative summary of the proposed changes can be found at <https://www.lsh.co.uk/explore/research-and-views/view-points/2024/july/government-kick-starts-much-anticipated-nppf-consultation-and-planning-reform>. More detailed information on the consultation and the proposed changes can be found at <https://www.gov.uk/government/consultations/proposed-reforms-to-the-national-planning-policy-framework-and-other-changes-to-the-planning-system/proposed-reforms-to-the-national-planning-policy-framework-and-other-changes-to-the-planning-system>.

It is still too early to know what the proposed changes will mean for South Gloucestershire Council's work on a new Local Plan. The removal of the '*Urban Uplift*' would reduce the housing requirement that Bristol City Council was struggling to meet for their new Local Plan. The proposed changes to Standard Method for assessing housing need, however, would increase the housing targets for South Gloucestershire Council and for Bath & Northeast Somerset Council. The proposed changes for South Gloucestershire alone would be an additional 6,000 dwellings over the 15-year lifetime of the Local Plan.

 14/10/24

## MINUTES OF FULL PARISH COUNCIL MEETING

Monday 9<sup>th</sup> September 2024 at 7pm, Henfield Hall

A comparison of the existing and proposed new standard method housing targets per annum for the West of England authorities is as follows:

| Authority          | Current fig | Revised fig | Difference | Percentage |
|--------------------|-------------|-------------|------------|------------|
| B&NES              | 717         | 1,466       | 749        | +104%      |
| Bristol            | 3,378       | 3,057       | -321       | -10%       |
| South Glos         | 1,317       | 1,717       | 400        | +30%       |
| Combined Authority | 5,412       | 6,240       | 828        | +15%       |
| North Somerset     | 1,324       | 1,587       | 263        | +20%       |
| West of England    | 6,736       | 7,827       | 1,091      | +16%       |

### South Gloucestershire Council Announces Children's Home Partnership

An important milestone has been reached in the council's project to increase the number of homes for children in its care and enable them to live within their own community. In addition to the purchase of three properties, which will provide support and stability for young people in need, the council has appointed *Phoenix Learning & Care Group* as a partner to operate and staff them.

Phoenix has outstanding experience in providing qualified and compassionate team members, who will work with young people in these homes. The new homes will help the council provide support to more children, who cannot live with their families for various reasons, giving them a stable home and appropriate help, when they need it and where they need it, to enable them to get the best start in life. Data consistently shows that if children within the care system can stay living locally, they will have much better outcomes as they can maintain links with their family, friends, school and other services they receive.

The council acts as Corporate Parents to children in its care. It has a responsibility to support them in much the same way as any other family. There have not been enough places for them to stay and be supported locally, meaning that too often they can be placed a long way away from their communities. This can cause major disruption to their education, support networks and family connections. The new homes will allow more of these children to remain close to their own areas.

The three properties are all pre-existing family houses, and their appearance won't change. Each house will be for up to three children, aged between 7 – 17 years old. They will be nurturing, warm, welcoming spaces, with typically two or three team members present at any time. The support model the council will follow, working with Phoenix, is designed to give young people the closest experience as possible to anyone else's family set-up. Neighbours will notice very little difference regardless of who will now live there.

The houses will be owned by the council, but managed by Phoenix, who will support children through trained carers, who will aim to give them the safe home environment which they may not have had in the past.

### Planning

Cllr Palmer has requested that planning application P23/01682/F, a change of use application for 6 travelling showpeople plots on land off of Oakleigh Green Farm Lane in Westerleigh, be determined by South Gloucestershire Council's Development Management Committee (DMC). The referral request has been authorised but the September meeting of DMC has been stood down due to lack of business. The Site Inspection will therefore occur on Friday 11<sup>th</sup> October (time tbc) with the subsequent DMC meeting in Kingswood scheduled to start at 11 a.m. on Thursday 24<sup>th</sup> October.

### Report from Cllr M Palmer, Boyd Valley ward (given verbally)

I have been involved with a number of issues in Westerleigh Parish during August. The Westerleigh odour returned with a vengeance. It was particularly bad for a few weeks and affected the whole

## MINUTES OF FULL PARISH COUNCIL MEETING

Monday 9<sup>th</sup> September 2024 at 7pm, Henfield Hall

village. After receiving complaints, I made contact with the Abattoir who responded in a very positive and open manner. They allowed me to pass on their contact details to residents and they encouraged people to let them know whenever the smell was bad so that they could investigate the possible cause. I also spoke to SGC's Environment Protection team, who have limited responsibility but work with the Environment Agency who have a good line of contact with the Abattoir. I provided residents with the EA 24 hour Odour reporting line so that residents could report smells as they occurred. The problem is nowhere near as bad as it was, but some residents were affected as recently as last Tuesday. Claire Young MP met the EA to discuss the problem.

I receive an update today, that the EA visited on 14 August and substantiated the odour issues. Investigations are ongoing into the specific causes of the odour within the plat, and a comprehensive assessment is being conducted into whether the best available techniques for odour mitigation are in place. The results are due towards the end of this month.

The other Westerleigh issue is highways related. SGC are currently carrying out a review of Westerleigh and the problems of the huge volume of traffic they are experiencing with the closure of the A432. I have passed on several concerns from residents which I hope will be addressed during this review, including the need for a pedestrian crossing from the bus stop by the New Inn to the old Post Office. I have also stressed the concerns that residents have about the impact that the Station Road scheme could have on Westerleigh, if drivers choose to avoid the 20mph speed limit and come through Westerleigh.

In response to requests made at consultation meetings, National Highways agreed to fund a short trial to put traffic lights at the junction of Westerleigh Road and Nibley Lane. SGC were doubtful but it was agreed to try it during a quiet time in August. The predicted chaos resulted and the lights were removed the following day. Learning by doing is a powerful tool!

3800. 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)  
Mousewell Solar Farm briefing (moved to before the meeting)

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### FINANCE

3801. To APPROVE JULY and AUGUST 2024 payments made in accordance with FR 6.9  
**RESOLVED:** APPROVED with no questions arising. The list of payments for July and August can be seen at Appendix 1.
3802. To NOTE end of July and end of August 2024 Financial documents: Bank Statements & Reconciliations, list of receipts  
NOTED with no questions arising.
3803. To consider and APPROVE any Grant Applications including:  
(i) Application from Coalpit Heath Cricket Club - £925 for WPF cricket square end of season renovations  
**RESOLVED:** To APPROVE a grant to CHCC for up to £925 for renovation of the pitch at Westerleigh Playing Field. This will come from CIL funds as it supports sport activities for a large number of individuals across the Parish.
3804. To consider & APPROVE the annual rent review for Bitterwell Chalet  
The annual rent review was considered within the criteria set in the rental agreement and using the July 2024 CPI figure of 2.2%.  
**RESOLVED:** APPROVED to increase on Dec 1<sup>st</sup> 2024 from £774.00 up to £791.00 per calendar month. The RFO will notify the tenants.

## MINUTES OF FULL PARISH COUNCIL MEETING

Monday 9<sup>th</sup> September 2024 at 7pm, Henfield Hall

### 3805. To consider & APPROVE the annual fishing licence fee from April 1<sup>st</sup> 2025

The Fishery Licence fee is due for review in time for budgeting. The payment will increase from April 1<sup>st</sup> 2025. Using the latest CPI figure of 2.2%.

**RESOLVED:** APPROVED to increase the fishery licence from £460 per month to £470 per month (£5640 per annum).

### 3806. To RECEIVE information and take a DECISION on any other finance matters

#### (i) Bitterwell Lake fishing audit and fish disposal quote – 17 February 2025

The fishery manager has requested funds to enable a fish audit to take place early in 2025 using Andrew Ellis as on 2 previous occasions in 2019 and 2023. Removed fish need to be buried in a pit dug on site. The cost has been estimated as £895 for the audit and £200 for the digger hire.

**RESOLVED:** This expenditure was APPROVED and this will come from CIL funds as it supports sport activities for a large number of individuals across the Parish. The RFO asked the fishery manager to supply invoices (or ask for them to be sent direct to [finance@wchpc.org.uk](mailto:finance@wchpc.org.uk)) when available, for direct payment to the service providers.

#### (ii) Bitterwell Lake summer portaloo requirements

The RFO reported that due to environmental, health & safety, and safeguarding it had been necessary to provide a second portaloo during the busy summer months (to end of September) at a cost of £27 per week (significantly less than an extra clean a week at £75 per week)

This was NOTED as a necessary action.

#### (iii) Swift Sports Coaching – APPROVE ongoing plan for holiday activity days

The Parish Council currently funds free child places on activity days during school holidays. During all holiday weeks except the Christmas holidays 2 days are fully funded making a total of approximately 22 days and a cost of £400 per day. It was NOTED that Mafeking site is being used FOC.

**RESOLVED:** The Parish Council APPROVED ongoing funding up to and including the summer holidays of 2026 to enable Swift Sports Coaching to plan their resources.

#### (iv) Parish Information Guide update, circulation to Blackberry Park residents – quote 250 copies £229

**RESOLVED:** It was APPROVED that funds for this will come from the General Power of Competence fund (paid by the PC not Precept) and that an additional councillor recruitment flyer would be printed on the main council colour printer (2.1p per colour copy).

#### (v) The RFO reported a decrease in the interest rate paid by Unity Bank on one of the PC's savings accounts to 2.6%.

### 3807. To RECEIVE an update on issues at Bitterwell Lake Chalet and take a DECISION on required action

The re-cladding project to be carried out by Prestige Developments has been moved to w/c 4 Nov 2024. The Clerk will notify the tenants. The deposit was paid in July 2024.

The RFO confirmed that in order to be ready for payment funds would need to be requested from the 35 day notice account with Redwood Bank at the start of October.

The annual inspection noted a leak from one shower which has been sealed by Pass & Totterdell on a visit 9/9/2024, however their report notes that the shower enclosure is poorly fitted and may need replacement to stop further leaks.

**RESOLVED:** APPROVED quotes to be sought and recognised that up to £1000 may need to be spent ideally BEFORE the re-cladding date above.

### 3808. To NOTE Completion of External Audit and Matters Arising

BDO LLP notified the RFO of successful completion of audit on 9/9/2024. The Notice of

## MINUTES OF FULL PARISH COUNCIL MEETING

Monday 9<sup>th</sup> September 2024 at 7pm, Henfield Hall

Completion can be seen at Appendix 2 and the certificate and all associated accounts documents are available on the Parish Council website at

<https://www.westerleighcoalpitheathparishcouncil.gov.uk/annual-accounts/>

3809. To NOTE date of next Finance Committee Meeting Monday October 28<sup>th</sup> 2024

As this will be the start of the 2025/2026 budgeting process as many Cllrs as possible were requested to attend. The meeting starts at 7pm at the red brick annexe at Manor Hall.

3810. To APPROVE recommendations from the Staffing Sub Committee following annual staff appraisals

**RESOLVED:** The recommendations re staff salary increases following annual appraisals were APPROVED, with no exempt discussion needed.

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3811. **PLANNING**

a) To NOTE planning comments submitted since last meeting

NOTED. See Appendix 3.

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

NOTED. See Appendix 4.

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

- (i) P24/01938/F Erection of 1no. Polytunnel for agricultural use (retrospective). Land Off Of Park Lane Winterbourne South Gloucestershire

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

- (ii) P24/01973/HH Erection of 2no. entrance gates to Laurelgate and Rosewood Cottage (resubmission of P23/02538/HH). Rosewood Cottage Huckford Lane Winterbourne South Gloucestershire BS36 1AP

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

- (iii) P24/02007/HH Erection of a single storey rear extension to form additional living accommodation. Installation of cladding to existing dormer (re-submission of P24/01424/HH) 31 Station Road Coalpit Heath South Gloucestershire BS36 2TJ

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

- (iv) P24/02011/F Erection of a single storey extension to form enlarged data centre with associated external plant and enclosures. 10 Goodrich Close Yate South Gloucestershire BS37 5YT

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

- (v) P24/02015/CLE Continued use of buildings within the over arching title of Oakley Green Garden Centre as Class E (Commercial, Business and Service) and any of the uses falling within that class. Oakley Green Garden Centre Oakley Green Westerleigh South Gloucestershire BS37 8QZ

**RESOLVED:** Westerleigh & Coalpit Heath Parish Council makes no comment on this application.

- (vi) P24/02000/F Demolition of 4 no. existing industrial buildings. Erection of 2 no. commercial buildings (Class Use B2, E (g) ii and E (g) iii) with associated works including the provision of an electrical substation, parking, service yards, vehicle turning areas, landscaping, and modifications to access arran... Land North Of Millbrook Road And West Of Lawrence Drive Stover Trading Estate Yate South Gloucestershire

## MINUTES OF FULL PARISH COUNCIL MEETING

Monday 9<sup>th</sup> September 2024 at 7pm, Henfield Hall

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

- (vii) Note appeal against refusal - [P24/00410/HH](#) Demolition of existing single storey rear extension. Erection of two storey rear extension to form additional living accommodation. The Cottage 8 Broad Lane Westerleigh South Gloucestershire BS37 8QX  
NOTED.

3812. To RECEIVE Parish Councillor Reports – written submissions, taken as read with questions taken as necessary

Cllr C Goddard reported that a meeting took place between Westerleigh Community Speedwatch volunteers and a Speed Enforcement Officer (from Avon & Somerset Police) on 25<sup>th</sup> July 2024. Actions and requests came out of the meeting requiring guidance and support from South Gloucestershire Council. Following the meeting SGC Highways confirmed that a review of speeding in Westerleigh will be undertaken (starting September 2024). See min 3821. She reported that a recent Speedwatch session recorded 900 vehicles travelling along Shorthill Road in one hour, highlighting the volume of traffic.

Cllr K Kelliher reported that Bristol Water is carrying out mains checks in the vicinity of Badminton Road/ Coalpit Heath village, which are causing temporary low water pressure for some properties.

### ITEMS REQUIRING A RESOLUTION

3813. 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 – letter to Manor Primary School, SGC white keep clear lines  
No update. The Clerk will contact the school again now that term has resumed.
- (ii) Hambrook lights right turn – Update on letter to Cllr Chris Willmore (SGC Cabinet Member for Planning, Regeneration and Infrastructure) requesting consideration of alternative suggestion to enable reopening if right turn.  
No update. The Clerk will contact Cllr Willmore again.

3814. To discuss matters and take a DECISION on required actions arising from A432 Travel Improvements Aug 2024 consultation

- (i) Update on Letter to Chris Willmore (SGC Cabinet Member for Planning, Regeneration and Infrastructure) - min 3789- to express concerns with the consultation process.  
NOTED contents of letter. No update, but Cllr Willmore has responded to the Council's consultation response asking for further information, supplied by Cllr McCullough, which was seen as positive.

3815. To RECEIVE information from Clerk regarding ongoing matters and take a DECISION on required action

- (i) Westerleigh Playing Field Adventure Trail  
Installation of the new equipment is scheduled for 10<sup>th</sup> September 2024.
- (ii) Blackberry Park – Bin, Parisis signage  
The Management Company, Pinnacle, has confirmed permission to install a parish litter bin (previously agreed by the developer Barratts prior to the site being handed over). The Clerk will check the proposed location is still suitable and agree a final site with Pinnacle prior to installation.

## MINUTES OF FULL PARISH COUNCIL MEETING

Monday 9<sup>th</sup> September 2024 at 7pm, Henfield Hall

The Clerk will send a proposed design (consulting with the rugby club representative) for two Parisis Path signs to Pinnacle. Pinnacle needs to agree the design and location before installation.

(iii) Bleed kit installation training

Six bleed kits have recently been installed in the parish. The Clerk will design a poster showing locations for the website, Facebook and village noticeboards. A local GP has offered to run a training session on using the bleed kit at Westerleigh Village Hall in October. If the take-up is good, the council will ask if they could run a second session in Coalpit Heath e.g. at the Miners. **RESOLVED:** Clerk to arrange a bleed kit training session as above. Maximum cost of £100 approved for venue and training kit (although should be less).

(iv) Bitterwell Lake stone memorial bench proposal

In progress, full proposal to be approved at a future Environment & Leisure Committee meeting or Full Council.

(v) Westerleigh Playing Field signage

Designs have been finalised. Signs will be ordered and installed following a meeting between Cllr R McCullough and Cllr C Goddard to confirm the location and number.

**RESOLVED:** Clerk to arrange an Environment & Leisure Committee meeting for November to progress these and other projects.

3816. To CONFIRM agreement to READOPT the Joint Parishes Consultative Committee terms of reference

**RESOLVED:** To READOPT the Joint Parishes Consultative Committee terms of reference. Attached at Appendix 4.

3817. To RECEIVE a memo from the Joint Parishes Consultative Committee and take a DECISION on a request to sign a joint letter to Claire Young MP, requesting a meeting with the Police and Crime Commissioner

**RESOLVED:** To sign a joint letter to Claire Young MP, requesting a meeting with the Police and Crime Commissioner and Chief Inspector at Avon and Somerset Police, to raise concerns about staffing to address ASB in Yate and Dodington and application for funding for installation of ANPR cameras in Yate.

3818. To discuss any required CONSULTATIONS and COMMENT as necessary:

(i) Resident Disabled Parking Bay Application - Ivy Terrace, Westerleigh (outside Ye Olde Inne Westerleigh)

Cllr C Goddard had declared an interest so did not take part in the discussion or subsequent vote.

**RESOLVED:** To SUPPORT the resident disabled parking bay application.

(ii) Trail Escape: Bristol to Bath 2024 - comments on route through Coalpit Heath - Saturday 5th October ([Bristol-Bath | Trail Escape - Bristol to Bath Saturday 5th October 2024](#))  
No comments.

(iii) South Gloucestershire Council Regulation 18 Local Plan consultation - council's strategy for ensuring adequacy of its own housing land supply and whether it can assist with Bristol City Council's unmet housing need. <https://consultations.southglos.gov.uk/LP24HousingSupply> - deadline 13<sup>th</sup> September 2024

The Council noted that some aspects of the consultation have been superseded by the latest consultation on the National Planning Policy Framework e.g. increased housing target for South Gloucestershire (min 3799).

## MINUTES OF FULL PARISH COUNCIL MEETING

Monday 9<sup>th</sup> September 2024 at 7pm, Henfield Hall

**RESOLVED:** To submit the following responses to the consultation questions.

### 2. Emerging Spatial Strategy - Site Selection Process

In its response to the previous Local Plan consultation the Council broadly supported the Emerging Spatial Strategy, with the notable exception of the inclusion of the Green Belt site Land North of Lyde Green (BV13), which will result in the loss of highly sensitive Green Belt land and the breaching the M4 boundary north of Bristol. It argued that the breaching of this boundary will significantly weaken the Green Belt, fundamentally undermining its purposes as set out in the current NPPF.

The Council broadly supports the process used to select sites in the ESS, although it disagrees with the conclusion reached regarding site BV13.

### 3. South Gloucestershire's Housing Need

The Council supports the approach of providing some additional supply to ensure greater flexibility to meet South Gloucestershire's housing need. It recognises however, that proposed changes to the NPPF are likely to increase the housing target for South Gloucestershire, so that the proposed buffer of 8.66% will be insufficient.

None of the proposed additional sites fall within this parish, so the Council makes no comment on specific sites. It welcomes the prioritisation of brownfield sites. It also recognises that further Green Belt sites will need to be released to achieve additional supply, but welcomes the fact that no additional Green Belt sites north of the M4 boundary have been included. The Council strongly opposes the inclusion of additional Green Belt sites in this area for the reasons set out above.

### 4. Council's approach to whether it can assist with BCC's Unmet Housing Need

The Council strongly supports South Gloucestershire Council's position that it is not able to address BCC unmet needs, either wholly or in part. It recognises that proposed changes to the NPPF are likely to increase the housing target for South Gloucestershire, strengthening this position.

#### (iv) National Planning Policy Framework Consultation – deadline 24<sup>th</sup> September 2024

Ward Cllr T Clark explained that South Gloucestershire Council as the local planning authority, will be responding to this consultation. The Council will not respond separately but will take note of SGC's response.

#### 3819. To consider and VOTE on co-option to Parish Councillor vacancies

David Margetts confirmed his eligibility to stand and put himself forward for co-option.

**RESOLVED:** To co-opt David Margetts on to the Council, filling one of the casual vacancies for the Coalpit Heath ward.

He signed the declaration of acceptance of office form, witnessed by the Clerk, and joined the meeting as a councillor.

### ITEMS TO NOTE

3820. To NOTE confirmation from Electoral Services that the council may co-opt to the vacancy for Coalpit Heath ward advertised from 11<sup>th</sup> – 31<sup>st</sup> July 2024 (three vacancies for co-option in total)  
Noted. Two vacancies remain following one co-option (min 3819).

3821. To NOTE progress with the South Gloucestershire Highways review re speeding in Westerleigh (route from Shorthill Road to the Nibley Lane junction), due September 2024  
NOTED that a review has been promised. Ward Cllr M Palmer will update the Council once completed.

## MINUTES OF FULL PARISH COUNCIL MEETING

Monday 9<sup>th</sup> September 2024 at 7pm, Henfield Hall

3822. To NOTE tree condition surveys for Bitterwell Lake/ Newman's Field, Pansy Vale, Mays Hill

Triangle and actions taken

NOTED.

Bitterwell Lake/ Newman's Field – two ash trees have deteriorated due to Ash Dieback.

Recommendation to monolith both to 3m and coronet cut.

Mays Hill Triangle – one ash tree has deteriorated due to Ash Dieback. Recommendation to monolith and coronet cut. RFO advised this tree is probably not the Council's, so the Clerk will check. Group of dead elms identified for removal. RFO advised these are South Gloucestershire Council's responsibility.

Pansy Vale- recommendation to apply sugar solution to one apple tree in the spring. Clerk noted several trees are overhanging the adjacent footway, but not obstructing it. Clerk will seek advice from the South Gloucestershire Council Tree Officer regarding whether/ when they should be cut back.

Clerk to arrange all works required, funded from the trees budget.

3823. Correspondence/Communication with Westerleigh & Coalpit Heath Parish Council:

From South Gloucestershire Council:

-Highways Act 1980 - Confirmation - South Gloucestershire Council (Footpath LWE 39 (Part) at Box Hedge Farm, Westerleigh) Public Path Diversion and Definitive Map and Statement Modification Order 2024

Other received items

-Invitation to ALCA South Gloucestershire Area Forum on Mon 2<sup>nd</sup> September, 18:30 - 20:00.

*(Clerk & Chairman attended)*

-Notice of ALCA AGM on Sat 5<sup>th</sup> October 10.30 – 12pm, zoom

(Cllr R McCullough cannot attend. Cllr J Lean may be able to attend instead, with the Clerk.)

-ALCA training bulletin August 2024, ALCA August In-Short

-7<sup>th</sup> July 2024 Town & Parish Council Forum minutes

-Invitation to Cotswold Edge District Scout Council AGM and official opening of Mafeking Hall -

Thurs 12<sup>th</sup> Sept, 7pm (S Simmons & Cllr C Goddard attending on behalf of the Council)

3824. To NOTE items considered urgent by the Chairman

None

3825. To CONSIDER any exempt items including:

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.

Exempt matters arising from Staffing Sub Committee meetings – if applicable.

None.

3826. Dates of future Parish council meetings

October 14<sup>th</sup> Full Parish Council meeting Westerleigh Village Hall (note change to previously advertised venue)

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

(Full list at [www.westerleighcoalpitheathparishcouncil.gov.uk/meeting-dates](http://www.westerleighcoalpitheathparishcouncil.gov.uk/meeting-dates) )

The meeting was closed at 8.34pm.



14/10/24

# MINUTES OF FULL PARISH COUNCIL MEETING

## Monday 9<sup>th</sup> September 2024 at 7pm, Henfield Hall

### Appendix 1

### List of payments for July and August 2024

| Code                                          | Date       | Description                 | Supplier                | Net      | VAT    | Total    |
|-----------------------------------------------|------------|-----------------------------|-------------------------|----------|--------|----------|
| PWLB loan repayment                           | 01/07/2024 | PWLB loan repayment         | PWLB lending facility   | 974.37   |        | 974.37   |
| Office Costs & clerk expenses                 | 01/07/2024 | Printing & copying charges  | Konica Minolta          | 10.72    | 2.14   | 12.86    |
| Office Costs & clerk expenses                 | 01/07/2024 | Copier machine quarterly l  | Konica Minolta          | 38.67    | 7.73   | 46.40    |
| Office Costs & clerk expenses                 | 01/07/2024 | Monthly Expenses            | SWSimmons               | 61.69    |        | 61.69    |
| Office Costs & clerk expenses                 | 01/07/2024 | Monthly Expenses            | Rachel Davis            | 120.12   |        | 120.12   |
| Advertising                                   | 01/07/2024 | Advert in FVV               | Brigstowe Media         | 200.00   | 40.00  | 240.00   |
| Technology requirements (eg MS365)            | 01/07/2024 | Microsoft licence agreemei  | Absolutely PC (GoCardl  | 38.48    | 7.70   | 46.18    |
| Technology requirements (eg MS365)            | 01/07/2024 | Renew .gov.uk hosting       | CLOUD NEXT              | 99.99    | 19.99  | 119.98   |
| Technology requirements (eg MS365)            | 01/07/2024 | Renew wchpc.org.uk hoste    | CLOUD NEXT              | 6.00     | 1.20   | 7.20     |
| Pansy Vale works                              | 01/07/2024 | Monthly Expenses            | Rachel Davis            | 19.12    | 3.83   | 22.95    |
| LNAP Local Nature Action Plan                 | 01/07/2024 | Monthly Expenses            | Rachel Davis            | 149.09   |        | 149.09   |
| Office Costs & clerk expenses                 | 02/07/2024 | Storage unit rental fee     | PE King (Bristol) Ltd   | 73.33    | 14.67  | 88.00    |
| Grass cutting                                 | 02/07/2024 | Grass cutting               | CPS Grounds Ltd         | 863.22   | 172.65 | 1,035.87 |
| Westerleigh Playing Field Inspections         | 08/07/2024 | Groundworks & Inspection:   | C R Belcher Agricultura | 325.00   | 65.00  | 390.00   |
| Newman Field inspections                      | 08/07/2024 | Groundworks & Inspection:   | C R Belcher Agricultura | 325.00   | 65.00  | 390.00   |
| Bus shelter inspections & repairs             | 08/07/2024 | Groundworks & Inspection:   | C R Belcher Agricultura | 195.00   | 39.00  | 234.00   |
| Pansy Vale works                              | 08/07/2024 | Groundworks & Inspection:   | C R Belcher Agricultura | 50.00    | 10.00  | 60.00    |
| The Pound works                               | 08/07/2024 | Groundworks & Inspection:   | C R Belcher Agricultura | 75.00    | 15.00  | 90.00    |
| Grass cutting                                 | 08/07/2024 | Groundworks & Inspection:   | C R Belcher Agricultura | 100.00   | 20.00  | 120.00   |
| Bitterwell Lake Disabled Loo                  | 08/07/2024 | Loo hire                    | Andyloos                | 152.00   | 30.40  | 182.40   |
| Memorial Benches                              | 16/07/2024 | Plaque for memorial bench   | D & D Shoe Repairs      | 50.00    |        | 50.00    |
| Office Costs & clerk expenses                 | 22/07/2024 | Council mobile phone        | H3G (Three)             | 2.50     | 0.50   | 3.00     |
| Bin Emptying                                  | 22/07/2024 | Localism charges            | South Gos Council       | 1,472.76 | 294.55 | 1,767.31 |
| Grass cutting                                 | 22/07/2024 | Localism charges            | South Gos Council       | 486.33   | 97.27  | 583.60   |
| Bitterwell Lake Chalet Maintenance & Repairs  | 22/07/2024 | Re-cladding of Bitterwell C | Prestige Developments   | 1,666.67 | 333.33 | 2,000.00 |
| TREE WORKS                                    | 23/07/2024 | Annual tree report          | Wotton Tree Consultan   | 800.00   | 160.00 | 960.00   |
| Bitterwell Lake Aerator                       | 23/07/2024 | Aerator at Bitterwell Lake  | EON                     | 23.17    | 1.16   | 24.33    |
| Meeting room hire                             | 24/07/2024 | Room hire                   | Manor Hall              | 24.75    |        | 24.75    |
| Staff Costs (Line4 AGAR- PAYE Pension Salary) | 25/07/2024 | PAYE                        | HMRC                    | 425.42   |        | 425.42   |
| Staff Costs (Line4 AGAR- PAYE Pension Salary) | 25/07/2024 | Monthly Pension payment     | Avon Pension Fund       | 334.27   |        | 334.27   |
| Staff Costs (Line4 AGAR- PAYE Pension Salary) | 25/07/2024 | Salary                      | SWSimmons               |          |        |          |
| Staff Costs (Line4 AGAR- PAYE Pension Salary) | 25/07/2024 | Salary                      | Rachel Davis            |          |        |          |
| Youth Provision (from CIL)                    | 29/07/2024 | Youth provision via FC PC   | Frampton Cotterell Pari | 1,268.62 |        | 1,268.62 |
| Office Costs & clerk expenses                 | 30/07/2024 | Monthly Expenses            | SWSimmons               | 114.77   |        | 114.77   |
| Office Costs & clerk expenses                 | 30/07/2024 | Monthly Expenses            | Rachel Davis            | 118.10   |        | 118.10   |
| Technology requirements (eg MS365)            | 31/07/2024 | Microsoft licence agreemei  | Absolutely PC (GoCardl  | 38.48    | 7.70   | 46.18    |
| Bank charges                                  | 31/07/2024 | Bank charges                | Natwest                 | 6.65     |        | 6.65     |
| Office Costs & clerk expenses                 | 01/08/2024 | Storage unit rental fee     | PE King (Bristol) Ltd   | 73.33    | 14.67  | 88.00    |
| Clerk/RFO training                            | 05/08/2024 | Training                    | SLCC                    | 174.00   |        | 174.00   |
| Bitterwell Lake Disabled Loo                  | 05/08/2024 | Loo hire                    | Andyloos                | 174.80   | 34.96  | 209.76   |
| Newman Field repairs & maintenance            | 06/08/2024 | Zip Wire maintenance/assr   | GB Sports & Leisure     | 350.00   | 70.00  | 420.00   |
| BIN PROJECT                                   | 06/08/2024 | Stickers for all bins       | Sprint Print            | 139.00   | 27.80  | 166.80   |
| Grass cutting                                 | 12/08/2024 | Grass cutting               | CPS Grounds Ltd         | 863.22   | 172.65 | 1,035.87 |
| NF & WPF NEW PLAY EQUIPMENT                   | 17/08/2024 | Removal of obsolete trim t  | C R Belcher Agricultura | 500.00   | 100.00 | 600.00   |
| Office Costs & clerk expenses                 | 20/08/2024 | Council mobile phone        | H3G (Three)             | 2.50     | 0.50   | 3.00     |
| Staff Costs (Line4 AGAR- PAYE Pension Salary) | 23/08/2024 | PAYE                        | HMRC                    | 425.62   |        | 425.62   |
| Staff Costs (Line4 AGAR- PAYE Pension Salary) | 23/08/2024 | Monthly Pension payment     | Avon Pension Fund       | 334.27   |        | 334.27   |
| Staff Costs (Line4 AGAR- PAYE Pension Salary) | 23/08/2024 | Salary                      | SWSimmons               |          |        |          |
| Staff Costs (Line4 AGAR- PAYE Pension Salary) | 23/08/2024 | Salary                      | Rachel Davis            |          |        |          |
| Office Costs & clerk expenses                 | 27/08/2024 | Monthly Expenses            | SWSimmons               | 54.10    |        | 54.10    |
| Office Costs & clerk expenses                 | 27/08/2024 | Monthly Expenses            | Rachel Davis            | 88.58    |        | 88.58    |
| Community Benefit Says Court inc Hol Activity | 27/08/2024 | Holiday activity days       | Swift Sports Coaching   | 4,400.00 | 880.00 | 5,280.00 |
| Bank charges                                  | 30/08/2024 | Bank charges                | Natwest                 | 11.55    |        | 11.55    |

**MINUTES OF FULL PARISH COUNCIL MEETING**  
**Monday 9<sup>th</sup> September 2024 at 7pm, Henfield Hall**

**Appendix 2**  
**Notice of Completion of Audit**



**Notice of conclusion of audit**

Annual Governance & Accountability Return for the year ended 31 March 2024

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p>1. The audit of accounts for WESTERLEIGH &amp; COALPIT HEATH PARISH COUNCIL for the year ended 31 March 2024 has been completed and the accounts have been published.</p> <p>2. The Annual Governance &amp; Accountability Return is available for inspection by any local government elector of the area of WESTERLEIGH &amp; COALPIT HEATH on application to:</p> <p>(a) THE ACCOUNTING DOCUMENTS ARE AVAILABLE ON THE PARISH COUNCIL WEBSITE AT <a href="https://www.westerleighcoalpitheathparishcouncil.gov.uk/">https://www.westerleighcoalpitheathparishcouncil.gov.uk/</a> or by application to: FINANCE OFFICER SUE SIMMONS <a href="mailto:FINANCE@WCHPC.ORG.UK">FINANCE@WCHPC.ORG.UK</a> OR <a href="mailto:FINANCEOFFICER@WESTERLEIGHCOALPITHEATHPARISHCOUNCIL.GOV.UK">FINANCEOFFICER@WESTERLEIGHCOALPITHEATHPARISHCOUNCIL.GOV.UK</a></p> <p>(b) If printouts are requested there will be a fee of £10 to cover printing and postage.</p> <p>(c) Announcement made by : SWSIMMONS FINANCE OFFICER</p> <p>(d) Date of announcement: Sept 9<sup>th</sup> 2024</p> |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|



14/10/24

## MINUTES OF FULL PARISH COUNCIL MEETING

Monday 9<sup>th</sup> September 2024 at 7pm, Henfield Hall

### Appendix 3 - Planning comments submitted since 5th August 2024 Full Council meeting (using delegated powers)

[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.*

[P24/01851/TRE](#) Works to 1no. Oak to crown reduce by 2m and crown lift by 2m, as covered by Tree Preservation Order SGTPO 05/04 dated 3rd August 2004. Orchard Cottage Huckford Lane Winterbourne South Gloucestershire BS36 1AP

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

[P24/01868/HH](#) Installation of replacement roof to existing front extension, extended to form front porch canopy. Insulated cladding to external walls. 3 Manor Close Coalpit Heath South Gloucestershire BS36 2RR

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

[P24/01294/HH](#) Installation of raised decking, pergola and 2.11-2.26 metre high close board timber fencing in rear garden (retrospective). 9 Station Road Coalpit Heath South Gloucestershire BS36 2TJ

*Westerleigh & Coalpit Heath Parish Council reiterates its comments on the previous version of this application. It 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.*

[P24/01906/RVC](#) Variation of condition 12 attached to permission P23/02119/F to extend the time period for the removal of the mobile home from 1 year to 30 months. Change of use of agricultural building to 1 no. residential dwelling (Class C3) with parking and associated works. Temporary use of a static caravan...Building At Frog Lane Farm Woodside Road Coalpit Heath South Gloucestershire BS36 2QT

*Cllr R McCullough declared an interest and did not comment.*

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



14/10/24

**MINUTES OF FULL PARISH COUNCIL MEETING**  
**Monday 9<sup>th</sup> September 2024 at 7pm, Henfield Hall**

**Appendix 4 - Planning decisions since 2nd July 2024**

| Description                                                                                                                                                                                                             | Westerleigh & Coalpit Heath Parish Council Comment submitted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Notice                 | Decision                          | Decision Date |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----------------------------------|---------------|
| (i) <a href="#">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</a>      | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 29/05/2024             | Approve with conditions           | 12/07/2024    |
| (ii) <a href="#">P24/01313/CLP Erection of outbuilding incidental to the enjoyment of the dwellinghouse. 13 Beesmoor Road Coalpit Heath South Gloucestershire BS36 2RS</a>                                              | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 29/05/2024             | Approve Certificate of Lawfulness | 19/07/2024    |
| (iii) <a href="#">P23/01180/F   Construction of a battery energy storage compound, with fencing, CCTV, access and associated infrastructure.   Land Off Westerleigh Hill Westerleigh South Gloucestershire BS37 8RD</a> | <p>Westerleigh &amp; Coalpit Heath Parish Council repeats its response to the previous iteration of this application. Westerleigh &amp; Coalpit Heath Parish Council SUPPORTS this application on the grounds that it supports the principle of battery energy storage systems to facilitate the use of renewable energy sources. The Council notes that the concerns raised in its previous response appear to have been addressed. However, these are repeated below for completeness.</p> <p>The Council is concerned about the close proximity of the proposed northern battery units on the site to the adjacent ancient Dewshill Wood. The Council seeks reassurance that a sufficient gap will be left to protect the ancient woodland from damage in the event of an accident. Secondly, the Council is concerned about the potential disruption to the Westerleigh Road that will result from future connection of the site to the grid, at a pylon approximately 1.5km away. The Council requests that a construction management plan is put in place in advance of this stage. (Delegated)</p> | 29/03/2023 revised app | Approve with conditions           | 19/07/2024    |
| (iv) <a href="#">P24/01329/PNRE Prior notification of the intention to install roof mounted solar PV panels. Tulips Fresh Meats Ltd 2 Oakley Green</a>                                                                  | Westerleigh & Coalpit Heath Parish Council makes NO COMMENT on this application.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 30/05/2024             | Prior Approval Not Required       | 24/07/2024    |

# MINUTES OF FULL PARISH COUNCIL MEETING

Monday 9<sup>th</sup> September 2024 at 7pm, Henfield Hall

| Description                                                                                                                                                                                                                                                                                                                                                  | Westerleigh & Coalpit Heath Parish Council Comment submitted                                                                                                                                                                                   | Notice     | Decision                | Decision Date |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------------|---------------|
| <a href="#">Cottages Oakleigh Green Farm Lane Westerleigh South Gloucestershire BS37 8QZ</a>                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                |            |                         |               |
| (v) <a href="#">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</a> | Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application.                                                                                                                                                               | 29/05/2024 | Approve with conditions | 30/07/2024    |
| (vi) <a href="#">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</a>                                                 | Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application.                                                                                                                                                               | 17/05/2024 | Approve with conditions | 02/08/2024    |
| (vii) <a href="#">P24/01424/HH Erection of a single storey rear extension to form additional living accommodation. Installation of cladding to rear dormer. 31 Station Road Coalpit Heath South Gloucestershire BS36 2TJ</a>                                                                                                                                 | Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application.                                                                                                                                                               | 12/06/2024 | Refusal                 | 07/08/2024    |
| (viii) <a href="#">P24/00821/HH Alteration of garage door to double doors, addition of 2no. windows to eastern elevation, installation of 1no. door and 1no. window to rear elevation, and alteration of window locations to side elevation (Retrospective) Rosewood Cottage Huckford Lane Winterbourne South Gloucestershire BS36 1AP</a>                   | Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application provided that permitted development rights are removed and the planning officer attaches a condition to restrict the building to ancillary usage. (Delegated). | 04/04/2024 | Approve with conditions | 08/08/2024    |
| (ix) <a href="#">P24/00859/F Erection of 2no dwellings with access</a>                                                                                                                                                                                                                                                                                       | Westerleigh & Coalpit Heath Parish Council STRONGLY OBJECTS to this                                                                                                                                                                            | 23/05/2024 | Refusal                 | 09/08/2024    |

# MINUTES OF FULL PARISH COUNCIL MEETING

Monday 9<sup>th</sup> September 2024 at 7pm, Henfield Hall

| Description                                                                                                                                                                                                                                                                                                                 | Westerleigh & Coalpit Heath Parish Council Comment submitted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Notice     | Decision                | Decision Date |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------------|---------------|
| <a href="#">and associated works. Land To The Rear Of 9 South View Crescent Coalpit Heath South Gloucestershire BS36 2LW</a>                                                                                                                                                                                                | 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.                                                                                                                                                                                                                                                                                                                                                                                                                               |            |                         |               |
| (x) <a href="#">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</a>                                  | Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 16/04/2024 | Refusal                 | 20/08/2024    |
| (xi) <a href="#">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</a> | Westerleigh & Coalpit Heath Parish Council has NO OBJECTION and trusts that the Conservation Officer will check the application.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 16/04/2024 | Refusal                 | 20/08/2024    |
| (xii) <a href="#">P24/01574/HH Erection of 1no. carport. The Woodlands Ram Hill Coalpit Heath South Gloucestershire BS36 2UF</a>                                                                                                                                                                                            | Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 03/07/2024 | Approve with conditions | 22/08/2024    |
| (xiii) <a href="#">P24/01621/F Erection of 1no. dwelling with associated works (resubmission of planning application P23/02813/F) 363 Badminton Road Yate South Gloucestershire BS37 5JF</a>                                                                                                                                | Westerleigh & Coalpit Heath Parish Council OBJECTS to this application on the same grounds that it objected to the previous submission. This is a contrived design constituting inappropriate development in the Green Belt. It conflicts with South Gloucestershire Local Plan Core Strategy policies CS34 Rural Areas and CS5 Location of Development, and also Policies Sites and Places Plan policy PSP7 Development in the Green Belt. The proposed development does not fall under any of the exceptions identified in this policy. A secondary issue is that the allocation of private amenity space between the proposed new dwelling and the existing dwelling does not | 09/07/2024 | Refusal                 | 28/08/2024    |

# MINUTES OF FULL PARISH COUNCIL MEETING

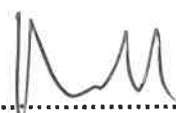
Monday 9<sup>th</sup> September 2024 at 7pm, Henfield Hall

| Description                                                                                                                                                                                                                                                  | Westerleigh & Coalpit Heath Parish Council Comment submitted                                                                                                                                                                       | Notice     | Decision                          | Decision Date |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------------------------------|---------------|
|                                                                                                                                                                                                                                                              | appear to be adequate and may conflict with Policies Sites and Places Plan policy PSP43 private amenity space standards. Finally, the proposed drainage does not appear to be adequate.                                            |            |                                   |               |
| (xiv) <a href="#">P24/01690/HH Erection of a side and rear conservatory. Hillcrest Shorthill Road Westerleigh South Gloucestershire BS37 8QN</a>                                                                                                             | Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application. However, it requests that the Planning Officer checks that the overall increase in volume to the original dwelling complies with planning policy. | 17/07/2024 | Approve with conditions           | 28/08/2024    |
| (xv) <a href="#">P24/01671/CLE Erection of incidental garage/outbuilding. Highfield House 101 Badminton Road Coalpit Heath South Gloucestershire BS36 2TD</a>                                                                                                | Westerleigh & Coalpit Heath Parish Council makes no comment.                                                                                                                                                                       | 16/07/2024 | Approve certificate of lawfulness | 29/08/2024    |
| (xvi) <a href="#">P23/02103/F   Conversion of outbuilding to form 1 no. detached dwelling with associated works. (Resubmission of lapsed permission P19/16605/F).   Building At Woodland Cottage Ruffet Road Winterbourne South Gloucestershire BS36 1AN</a> | Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application. (Delegated)                                                                                                                                       | 11/07/2023 | Approve with conditions           | 30/08/2024    |
| (xvii) <a href="#">P24/01613/HH Erection of single storey rear extension and extension to existing front dormer to provide additional living accommodation. 450 Badminton Road Yate South Gloucestershire BS37 5HX</a>                                       | Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application. However, it requests that the Planning Officer checks that the overall increase in volume to the original dwelling complies with planning policy. | 08/07/2024 | Approve with conditions           | 30/08/2024    |
| (xviii) <a href="#">P24/01851/TRE Works to 1no. Oak to crown reduce by 2m and crown lift by 2m, as covered by Tree Preservation Order SGTP0 05/04 dated 3rd August 2004.   Orchard Cottage Huckford Lane Winterbourne South Gloucestershire BS36 1AP</a>     | Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application. (Delegated)                                                                                                                                       | 02/08/2024 | Refusal                           | 04/09/2024    |

**MINUTES OF FULL PARISH COUNCIL MEETING**  
**Monday 9<sup>th</sup> September 2024 at 7pm, Henfield Hall**  
**Appendix 5 - TERMS OF REFERENCE FOR THE JOINT PARISHES CONSULTATIVE COMMITTEE**

**Adopted 20 June 2019**

1. Membership of the JPCC will be representatives from each parish, Dodington, Sodbury, Westerleigh (to be updated to add & Coalpit Heath) and Yate as notified to the clerk of the JPCC.
2. The quorum will consist of 3 parishes being represented.
3. Decisions will be taken by consensus.
4. The JPCC will consider and discuss matters of common interest, such as cross boundary issues and initiatives. Where appropriate, the JPCC may set up working groups to examine issues in more detail (e.g, N50 Night Bus Working Group). These working groups may include members from other parishes or other organisations.
5. The JPCC will receive recommendations on courses of action arising from (4) above and make recommendations to its member councils.
6. The JPCC may make co-ordinated representations and responses to South Gloucestershire Council and other relevant bodies on matters of common interest. It is recognised that individual councils will have the right to make their own recommendations.
7. Where there is common interest but there are likely to be local variations, for example in dealing with planning and consultation documents, the JPCC may provide drafts for its member councils to adjust according to their own circumstances.
8. The JPCC may appoint a representative to appear at public enquiries to make joint representation on behalf of member councils.
9. The JPCC will facilitate joint liaison with local bodies such as the police and the health services, in order to make discussion and consultation processes more efficient.
10. The JPCC will be 'owned' by its member councils, who will proactively set its agenda – a 'bottom up' approach rather than being driven by 'top down' initiatives from larger bodies.
11. The Terms of Reference to be reviewed and re-adopted every fourth year following local elections, or at other times as necessary.



14/10/24