

MINUTES OF FULL PARISH COUNCIL MEETING
Monday 8th April 2024 at 7pm, Westerleigh Village Hall



MINUTES OF WESTERLEIGH & COALPIT HEATH FULL PARISH COUNCIL MEETING
Monday 8th April 2024 at 7pm, Westerleigh Village 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 P King

Clerk: R Davis **Finance Officer:** S Simmons
Three members of the public.

3668. To NOTE apologies for absence

Cllr C Echegaray resigned as a councillor on 8th April 2024 and did not attend. The chair thanked her for her contribution. The Clerk reported that a notice of a casual vacancy had been issued (dated 8th April).

Ward Cllrs Marilyn Palmer and Ben Stokes.

Cllr A Hill was absent and did not send apologies.

3669. 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 Westerleigh Fun Day grant application (min 3677 i) and did not take part in the vote.

Cllr 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 and would only have to declare an interest if he had a pecuniary interest or an additional non-pecuniary interest (min 3680). **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.**

3670. To APPROVE Minutes of Parish Council meeting held on 11th March 2024.

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

3671. To RECEIVE reports from South Gloucestershire Councillors on matters relating to the Parish

Westerleigh & Coalpit Heath Parish Council – District Councillors' Report
Monday 8th April 2024

Successful Prosecution for Obstructing Public Right of Way

A Thornbury resident has been ordered to pay a total of £8,155.60 in fines and costs after South Gloucestershire Council prosecuted him for the wilful obstruction of a public right of way. The resident, of Lower Morton in Thornbury, appeared at Bristol Magistrates Court on Monday 18th March after South Gloucestershire Council's Public Rights of Way team prosecuted him for blocking two public footpaths that crossed his land. He was found guilty of obstructing the public right of way, contrary to Section 137 of the Highways Act 1980, and handed a £5,000 fine, along with £1,155.60 in costs and a £2,000 victim surcharge.

MINUTES OF FULL PARISH COUNCIL MEETING
Monday 8th April 2024 at 7pm, Westerleigh Village Hall

The court heard that a report was sent to the council from a member of the public in February 2023 stating that the public footpaths had been blocked for several months (the property was purchased by in June 2021). The council's Public Rights of Way team investigated and found that he had blocked two public footpaths that crossed his land with Heras fencing and had put up a number of notices saying that the paths were temporarily closed. A temporary closure had not in fact been applied for. The team sent a letter in May 2023 informing him that this was an offence; it was, however, ignored and no attempt was made at any time to engage with the council regarding the offences. The council was left with no option other than to issue a court summons to the resident for the unlawful obstructions.

Mark King, Service Director of Place Operations at South Gloucestershire Council said: "We're pleased with this result, which is the first time the council has had to resort to a prosecution of this type. There are 783 miles (1257km) of public rights of ways across South Gloucestershire and we have a responsibility for making sure that they are usable, safe, legal and enjoyable, in partnership with town and parish councils, landowners and the public.

"Hopefully this will act as a deterrent for anyone breaking the law with regards to accessing land. Public rights of way are a legally protected right for the public to pass, giving access to the countryside and urban areas. They are classed as Highways and their obstruction without lawful authority is an offence that can result in up to 51 weeks in prison or an unlimited fine, or both."

To report a suspected issue to the council's Public Rights of Way team email rightsofway@southglos.gov.uk or telephone 01454 868004. More information can be found at www.southglos.gov.uk/prow.

Consultations

Getting About In Yate is a project being run by South Gloucestershire Council that aims to gather information about how people currently travel around Yate for local journeys (e.g. going to the shops, school, health appointments, etc.). It's not solely addressed at residents in Yate; it's also keen to hear from those who come to Yate to access local amenities available in the town. The council wishes to understand the barriers people may face which prevents them from making those journeys on foot, wheeling (use a wheelchair, mobility scooter or pushchair) or by bike. The information gathered will be used to help plan improvements which will make it easier and more pleasant for people to walk, wheel or cycle.

More information can be found at <http://www.southglos.gov.uk/getting-about-in-yate>. The closing date for responses is 10th April.

Cllr J Lean – Reported that the soft plastics kerbside collection trial scheme is due to be extended to cover additional areas. He will confirm if any parts of this parish are included.

3672. 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)
No members of the public spoke.

RESOLVED: To consider FINANCE agenda items 7 - 13 at this point.

FINANCE

3673. To RECEIVE the draft minutes of the Finance & General Purposes Committee meeting held on 25th March 2024 and APPROVE any decisions contained therein
The draft minutes were NOTED as received and all decisions APPROVED.

3674. To APPROVE March 2024 payments made in accordance with FR 5.2

Page 2 of 10 Signed..... Date..... 13/5/24

MINUTES OF FULL PARISH COUNCIL MEETING
Monday 8th April 2024 at 7pm, Westerleigh Village Hall

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

3675. To NOTE end of March 2024 Financial documents: Bank Statements & Reconciliation, receipts, EOY rec

The March documents, including a revised Bank Reconciliation and receipts list were NOTED. The revision was due to a £30 payment being posted initially by Natwest as 31st March and now appearing on 2nd April. As this affects end of year figures it had to be corrected. It was partly caused by Easter falling across the end of financial year weekend.

3676. To NOTE 24/25 Budget sheet with EOY carry forwards and CIL/S106 confirmation (if available)
This is deferred to the May meeting as the CIL/S106 payment is not yet known.

3677. To consider and APPROVE funding for any grant applications

(i) Westerleigh Fun Day 15th June 2024 from Westerleigh Neighbourhood Watch: £900
All Cllrs (except Cllr Goddard who declared an interest) voted to **APPROVE** the £900 payment.

(ii) The Brightwell (Multiple Sclerosis Clinic Bradley Stoke): £200
APPROVED by Cllrs.

RESOLVED: Both grants will be paid from Council reserves shown as GPoC funds (previously S137 funds).

3678. To receive any other report or business from the RFO

(i) To APPROVE funding for tree condition surveys of Newman's Field & Bitterwell Lake, Mayshill Triangle and Pansy Vale: total cost £800
The breakdown was requested and is £250 Bitterwell/Newman Field; £200 Mayshill triangle; £350 Pansy Vale (where first-time mapping is included).

RESOLVED: APPROVED and will be paid from the £4025 TREE budget.

(ii) To NOTE 23/24 audit processes and timescales

The draft annual accounts will be sent to the Chair of the Council and the Chair of the F & GP for a sanity check. Then those accounts and all financial files and information as well as details of all insurance, risk assessments, policies and procedures etc, will go to the Internal Auditor ready for April 22nd.

Following that APPROVALS for the internal audit report, all the accounts, and the AGAR (Annual Governance & Accountability Review) will be put in front of the full council at the May 13th meeting. Then the AGAR and all supplementary documents will be submitted to BDO LLP, the external auditor, for an Intermediate Limited Assurance Review.
At the May meeting dates will be agreed for the statutory Period of Public Rights.

(iii) To NOTE 2024_2025 Avon Pension Fund Employer Contribution & Surplus position

Details have been received showing the Employer Contribution rate for 24/25 is 14.6% as in 23/24. The surplus to be applied each month (reducing payments) has increased slightly from £208.33 to £216.67). NOTED.

(iv) To NOTE Annual Subscription increase for ALCA/NALC and APPROVE membership

The subscription increase of 14.3% was reported to Cllrs. The annual cost this year is £889.70 up from £778.45. (The previous year also increased by 12.6%)
The Clerk explained the usefulness of the sector specific services – these were accepted.

MINUTES OF FULL PARISH COUNCIL MEETING

Monday 8th April 2024 at 7pm, Westerleigh Village Hall

RESOLVED: The Council APPROVED the ALCA membership renewal. The RFO was asked to find out how many PC's are/are not members of ALCA. The Chair will raise the cost increase question at the ALCA AGM.

3679. To RECEIVE an update on issues at Bitterwell Lake Chalet and take a DECISION on required action

Render issue – After gaining 3 quotes the Clerk and RFO are recommending Clearview Park Home Surveyors - <https://www.clearviewphs.co.uk/> who can offer a full survey for £375, with a wait time of 2 – 3 weeks.

RESOLVED: To APPROVE an independent buildings survey of the chalet to be carried out by Clearview Park Home Surveyors, cost £375. Quotes for any required remedial works to be considered at the May meeting.

The RFO left the meeting.

3680. 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:

- (i) P24/00620/F Erection of 1 no. new (self-build) dwelling with associated works. | Plot 5 Blackberry Park Coalpit Heath Bristol Gloucestershire BS36 1AT

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

- (ii) P24/00567/HH Demolition of existing rear extension and 2 no. detached outbuildings. Erection of single storey rear extension, 2 no. side extensions and detached garage. 278 Badminton Road Coalpit Heath South Gloucestershire BS36 2QW

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

- (iii) P24/00574/F Change of use of land to scaffolding yard (Use Class B8) and the erection of a site office (retrospective). Land At Oakley Green Garden Centre Oakley Green Westerleigh South Gloucestershire BS37 8QZ

RESOLVED: To resubmit the Council's response to the previous application (P24/00574/F) agreed at the March meeting.

Westerleigh & Coalpit Heath Parish Council OBJECTS to this application on the grounds that it constitutes inappropriate development in the Green Belt and therefore conflicts with planning policies CS5 (Location of Development) and PSP7 (Development in the Green Belt).

- (iv) P24/00708/CLP Installation of 1no. rear roof dormer. 9 Station Road Coalpit Heath South Gloucestershire BS36 2TJ

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

- (v) P24/00758/HH Installation of 2no. front dormers, and erection of 1no. front bay window to form additional living accommodation. 10 Manor Close Coalpit Heath South Gloucestershire BS36 2RR

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

MINUTES OF FULL PARISH COUNCIL MEETING

Monday 8th April 2024 at 7pm, Westerleigh Village Hall

- (vi) P24/00740/F Erection of a single storey extension to form additional living accommodation. Change of use of land to residential (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended). Ironstones Mays Hill Frampton Cotterell South Gloucestershire BS36 2NS

RESOLVED: Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application. However, due to the volume of the proposed extension, the Council requests that permitted development rights are removed from the dwelling.

- (vii) P24/00734/LB Internal and external alterations with the demolition of conservatory, removal and replacement of doors on east elevation and replacement with windows, erection of single storey side extension, and demolition of 2no. chimneys. Ironstones Mays Hill Frampton Cotterell South Gloucestershire BS36 2NS

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

- (viii) P24/00832/F Erection of 1no. test rig. Unit X Wellington Drive Yate South Gloucestershire BS37 5NZ

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

3681. To RECEIVE Parish Councillor Reports – written submissions, taken as read with questions taken as necessary
None.

ITEMS REQUIRING A RESOLUTION

3682. To consider draft Westerleigh Playing Field football & cricket pitch user agreement (2024 onwards) and 2024/25 hire charges, and APPROVE

RESOLVED: To APPROVE the Westerleigh Playing Field football & cricket pitch user agreement with the addition of a note for teams to comply with any requests about parking made by the Westerleigh Village Hall bookings secretary. The Clerk to invite the four teams to the Annual Parish Meeting on 22nd April to sign the agreement.

3683. To discuss and take a DECISION on proposed advertising to attract additional councillors (one vacancy): Frome Valley Voice full page: £325, any other activities

RESOLVED: To APPROVE a full page ad/ article in the Frome Valley Voice May edition to highlight Council activities during 2023/24 and advertise councillor vacancies. Clerk to liaise with Cllr R McCullough and Cllr J Lean to produce a draft. The article will be shared on other platforms - website, Facebook (so that it may be reshared to local groups).

3684. To discuss matters and take a DECISION on required actions arising from A432 Badminton Rd bridge closure:

- (i) Parking issues on Henfield Road

Ward Cllr J Lean provided an update as follows. White 'keep clear' markings, to help maintain a through-route along the stretch of road adjacent to the Manor School field, are included in a package of mitigation measures for the bridge closure being put forward by South Gloucestershire Council. Confirmation of the mitigation measures/ timescale (to be funded by National Highways) is expected soon. Waiting restrictions (the subject of a highways investigation scheme request submitted by this council in April 2022 to South Gloucestershire Council - ref FV228) are being treated separately and remain on a waiting list of schemes.

MINUTES OF FULL PARISH COUNCIL MEETING
Monday 8th April 2024 at 7pm, Westerleigh Village Hall

The Clerk will arrange a Teams meeting with South Gloucestershire Council Highways officers to discuss their concerns with the highways investigation scheme for waiting restrictions on Henfield Road (ref min 3634 and 3659 ii)

(ii) Hambrook lights right turn petition.

Following discussion at the March meeting (min 3659 i) further information was sought on this matter as available details seemed unclear. The Council noted feedback received from the A432 bridge closure team at SGC to explain further ('in the absence of removing any measures the Council would have to come up with an alternative plan') ('the Council is under a government directive to implement measures to address air quality issues at Hambrook...there are no plans to change or remove the current restrictions.') as well as input from ward cllrs regarding the emissions testing data being collected in 12 month periods.

The Council discussed supporting the petition to reopen the right turn and after a vote was taken the councillors present were split. Instead it was agreed to write to the Cabinet Member expressing the Council's support for the principle of the petition in alleviating the current pressure on main roads in the parish, and to ask for further information to be published to aid in explaining to parishioners.

RESOLVED: The Clerk to write to the Cabinet Member for Planning, Regeneration and Infrastructure (Cllr Chris Willmore) to express this Council's view that reopening the right turn at the Hambrook lights would alleviate some of the additional traffic pressure on Henfield Road and Westerleigh Road caused by the A432 bridge closure.

Furthermore, to request further explanation regarding the emissions data (pre- and post-pandemic), timelines of the study and any other evidence which South Gloucestershire Council has used to justify its decision not to reopen the right turn during the A432 bridge closure, be made public.

3685. To RECEIVE information from Clerk regarding ongoing matters and take a DECISION on required action

(i) Feedback from pre-consultation on plans for the Coalpit Heath Village Badminton Road section of the South Gloucestershire Council A432 corridor project

Cllrs have provided feedback individually and the Council will respond to the formal consultation when it is issued. The Clerk will contact the project manager to request confirmation of the deadline for submitting the full business case for the project to WECA.

(ii) Bitterwell Lake memorial stone options

RESOLVED: To commission the Council's maintenance contractor to build a memorial bench using the stone, to be positioned on the grassed area at the entrance to Bitterwell Lake (nearest lake car park gates). Provide a solution to enable residents to purchase/ place memorial plaques on/ near the bench. Investigate options for planting a small tree nearby. Clerk to provide a design and costs for Council approval.

(iii) Memorial bench request- Bitterwell Lake car park

RESOLVED: To allow one further memorial bench in the Bitterwell Lake car park to be positioned to between the two existing benches. To regretfully refuse any further requests for memorial benches in the Bitterwell Lake car park or around Bitterwell Lake, due to lack of space.

3686. To discuss any required CONSULTATIONS and COMMENT as necessary:

(i) South Gloucestershire Council Plan 2024 -2028 Closing date 12th April 2024

<https://sgcouncilplan.commonplace.is/>

MINUTES OF FULL PARISH COUNCIL MEETING
Monday 8th April 2024 at 7pm, Westerleigh Village Hall

Cllrs to respond individually.

- (ii) West of England Local Nature Recovery Toolkit – Closing date 12th May 2024 [Local Nature Recovery Toolkit \(naturerecoverywest.co.uk\)](https://www.localnaturerecoverywest.co.uk/)

Cllrs to respond individually.

- (iii) South Gloucestershire Council - Getting about in Yate <http://www.southglos.gov.uk/getting-about-in-yate> Closing date 10th April 2024

Cllrs to respond individually.

ITEMS TO NOTE

3687. Correspondence/Communication with Westerleigh & Coalpit Heath Parish Council:

From South Gloucestershire Council:

- Invitation 17th April, 16:00 on Microsoft Teams - Pop-Up meeting for Town and Parish Councils on Asset-Based Community Development (ABCD) Framework for South Gloucestershire
- Temporary road closure cleansing works - Nibley Lane, Westerleigh (from junction Badminton Road to Westerleigh Road) – 14/05/2024 – 9:30-15:30

Other received items

- Westerleigh United Charities annual distribution of funds – applications invited from Westerleigh residents under age 21 by 1st May 2024
- ALCA April In-Short bulletin
- April report - Boyd Valley Neighbourhood Policing team
- Town & Parish Council forum invitation – 25th April, 16:00 – 18:00 on Microsoft Teams

3688. To NOTE items considered urgent by the Chairman

The Chairman asked if the Council would consider purchasing bleed kits to go in some/ all existing defibrillator cabinets in the parish (five plus one independent defib at Ye Olde Inne Westerleigh). To be considered at the May meeting.

3689. To CONSIDER any exempt items

NONE.

3690. Dates of future Parish council meetings

Mon 13 th May	Annual Meeting of the Parish Council	Mafeking Hall, Serridge Lane BS36 2UF
Monday 10 th June	Full Council Meeting	Newman Room, Manor Hall
Monday 22 nd July 7pm	Finance & General Purposes Committee Meeting	Red Brick Annex, Manor Hall

ANNUAL PARISH MEETING Mon 22nd April, 6.30pm Westerleigh Village Hall

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

The meeting was closed at 8.26pm.

MINUTES OF FULL PARISH COUNCIL MEETING
Monday 8th April 2024 at 7pm, Westerleigh Village Hall

Appendix 1 – March 2024 payments list

Date	Description	Supplier	Net	VAT	Total
04/03/2024	Storage unit rental fee	PE King (Bristol) Ltd	73.33	14.67	88.00
04/03/2024	Microsoft licence agreement	Absolutely PC (GoCardless)	36.74	7.35	44.09
04/03/2024	Microsoft licence agreement	Absolutely PC (GoCardless)			
04/03/2024	Loo hire	Andyloos	159.60	31.92	191.52
05/03/2024	Annual DP registration	Information Commissioners Off	35.00		35.00
05/03/2024	Outflow works at Bitterwell Lake	IVEL AQUATICS LTD	26,598.45	5,319.69	31,918.14
07/03/2024	Room hire	Manor Hall	13.50		13.50
07/03/2024	Youth provision via FC PC	Frampton Cotterell Parish Coun	1,137.50		1,137.50
12/03/2024	Outflow works at Bitterwell Lake	IVEL AQUATICS LTD	3,000.00	600.00	3,600.00
13/03/2024	Room hire	Westerleigh Village Hall	20.00		20.00
13/03/2024	Groundworks & Inspections	C R Belcher Agricultural/Mainte	325.00	65.00	390.00
13/03/2024	Groundworks & Inspections	C R Belcher Agricultural/Mainte	325.00	65.00	390.00
13/03/2024	bus stop inspections	C R Belcher Agricultural/Mainte	195.00	39.00	234.00
13/03/2024	General repairs	C R Belcher Agricultural/Mainte	25.00	5.00	30.00
13/03/2024	General repairs	C R Belcher Agricultural/Mainte	165.00	33.00	198.00
19/03/2024	Aerator at Bitterwell Lake	EON	15.68	0.78	16.46
22/03/2024	Council mobile phone	H3G (Three)	2.50	0.50	3.00
25/03/2024	PAYE	HMRC	449.09		449.09
25/03/2024	Monthly Pension payment	Avon Pension Fund	339.89		339.89
25/03/2024	Salary	SWSimmons			
25/03/2024	Salary	R Davis Deputy Clerk			
26/03/2024	Printing & copying charges	Konica Minolta	8.53	1.71	10.24
27/03/2024	Copier machine quarterly hire fee	Konica Minolta	38.67	7.73	46.40
27/03/2024	Monthly Expenses	SWSimmons	72.10		72.10
27/03/2024	Monthly Expenses	R Davis Deputy Clerk	112.92		112.92
28/03/2024	Bank charges	Natwest	7.35		7.35

MINUTES OF FULL PARISH COUNCIL MEETING
Monday 8th April 2024 at 7pm, Westerleigh Village Hall

Appendix 2 – Westerleigh & Coalpit Heath Parish Council planning comments submitted since the March 2024 meeting

[P24/00623/TRE](#) | Works to crown reduce 1no. Cedar tree by 1-1.5 metres. Covered by Tree Preservation Order SGTPO 42/14 dated 6th May 2015. | 53 South View Crescent Coalpit Heath South Gloucestershire BS36 2LR

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

[P23/02119/F](#) | Change of use of agricultural building to 1 no. residential dwelling (Class C3) with parking and associated works. Temporary use of a static caravan as a residential dwelling during the construction period (part retrospective). | Building At Frog Lane Farm Woodside Road Coalpit Heath South Gloucestershire BS36 2QT (Reconsultation)

Cllr McCullough declared an interest so did not comment.

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

[P24/00099/HH](#) | Removal of existing front porch and erection of a replacement UPVC porch. (retrospective) Highfield House 101 Badminton Road Coalpit Heath South Gloucestershire BS36 2TD

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

MINUTES OF FULL PARISH COUNCIL MEETING
Monday 8th April 2024 at 7pm, Westerleigh Village Hall

Appendix 3 – Planning decisions since February 2024 Parish Council meeting

Description	Westerleigh & Coalpit Heath Parish Council Comment submitted	Notice	Decision	Decision Date
(i) P24/00261/F Raising of roofline and installation of doors and windows to agricultural building (retrospective). Building Off Huckford Lane Winterbourne South Gloucestershire BS36 1AP	Westerleigh & Coalpit Heath Parish Council has no objection to this application.	05/02/2024	Approve with conditions	28/03/2024
(ii) P24/00276/HH Replacement of rear window with bi-fold doors Carne Cottage Westerleigh Road Westerleigh South Gloucestershire BS37 8QH	Westerleigh & Coalpit Heath Parish Council has no objection to this application. (Delegated)	13/02/2024	Approve with conditions	30/03/2024
(iii) P24/00277/LB Replacement of rear window with bi-fold doors. Carne Cottage Westerleigh Road Westerleigh South Gloucestershire BS37 8QH	Westerleigh & Coalpit Heath Parish Council has no objection to this application. (Delegated)	13/02/2024	Approve with conditions	30/03/2024



13/5/24