

MINUTES OF FULL PARISH COUNCIL MEETING

Monday 11th March 2024 at 7pm, Henfield Hall



MINUTES OF WESTERLEIGH & COALPIT HEATH FULL PARISH COUNCIL MEETING

Monday 11th March 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)

Ward Councillors: Cllr M Palmer, Cllr B Stokes

Clerk: R Davis **Finance Officer:** S Simmons
Two representatives of RWE, four members of the public.

3644. To NOTE apologies for absence

Cllr P King, Cllr C Echegaray.

Cllr A Hill was absent and did not send apologies.

The Chairman read out the following statement as a reminder to cllrs:

Westerleigh Parish Council signed up to the Civility & Respect Pledge at its meeting on 10.10.2022. **This Council will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles.**

It is also worthwhile noting that Councillors are summoned by the Clerk to attend Meetings, and our attendance is expected.

We understand that circumstances won't always allow and if that is the case then please make sure you send apologies to the Clerk prior to the meeting.

Should you wish to have a particular point raised or mentioned during discussions at the meeting please feel free to pass to another Councillor to raise on your behalf.

We're a few years on from the pandemic now and it's become apparent that communication

could perhaps be improved in different ways. We have discussion points at items 7 (min 3650) and 8 (min 3651) regarding this.

3645. 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 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 and would only have to declare an interest if he had a pecuniary interest or an additional non-pecuniary interest (min3622). **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.**

3646. To APPROVE Minutes of Parish Council meeting held on 12th February 2024.

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

3647. To RECEIVE reports from South Gloucestershire Councillors on matters relating to the Parish

Westerleigh & Coalpit Heath Parish Council – District Councillors' Report
Monday 11th March 2024

Revised Plans for Filton Airfield Redevelopment Approved

On Thursday 29th February South Gloucestershire Council's Strategic Sites Delivery Committee voted to grant planning approval for the revised masterplan for Brabazon (the new neighbourhood being built by YTL Developments on the historic former Filton Airfield).

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The approved plans should see Brabazon grow to over 6,000 new homes of every type and tenure, from rental apartments to flats for first-time-buyers, open-market houses and properties for retirement living. There will be up to 2,000 beds for student accommodation, while high-quality affordable homes will make up 26.5% of properties, equating to over 1,700 houses and apartments. The proposed increase in housing density also adds security to South Gloucestershire Council's current Housing Land Supply figure and potentially reduces the number of new properties the new Local Plan must allocate elsewhere (including within the Green Belt)

Once YTL Developments, South Gloucestershire Council and National Highways have signed the Section 106 Agreement, Brabazon is forecast to create over £5 billion of added economic value for the local area. Crucially, the plans are based on a flexible framework so that development is phased alongside improved transport links. Three reviews stages are built into the approval to ensure that the number of homes built at Brabazon can only increase in line with the additional transport connections and community facilities needed to support those homes.

With three new schools and plans for a higher education or research campus alongside creative office spaces, laboratories and advanced manufacturing facilities, Brabazon will meet the regional need for more high-skilled employment sites. It will act as a centre of learning and a launchpad for every type of business, from leading global firms local start-ups shaping the latest technologies. And at its heart will be the new YTL Arena Bristol.

Over £100m is already being invested in the local transport network to connect Brabazon to Bristol city centre and beyond. A new rail station will connect the neighbourhood to Bristol Temple Meads in less than 15 minutes. Three MetroBus stops will link Brabazon with Bristol Parkway mainline train terminus, with the shops and restaurants at the South West's largest retail centre Cribbs Causeway, and with the University of the West of England.

Consultations and Engagement

In December 2023 the Government introduced new legislation which limits how much DIY waste (such as rubble, tiles, soil, plasterboard and concrete) householders can bring to recycling centres at no charge. Residents can now only dispose of two 50 litre rubble bags per visit at Sort It Centres and will not be allowed more than four visits over a four week period. Consequently, South Gloucestershire Council must introduce processes to record the DIY waste being disposed of at its sites and have a system in place to limit the number of visits made by residents disposing of this waste. The best way to do this at Sort It Centres in South Gloucestershire, whilst minimising disruption and delays to people using the sites, is to introduce a booking system.

Through this engagement survey SGC seeks to explain how such a scheme could work and give residents an opportunity to provide feedback to shape how (not if) a booking system will be introduced and operate. The survey and background information on the changes can be found at <https://consultations.southglos.gov.uk/BookingSystem/>. The survey will close on 1st April.

Best Value Notice Issued Against West of England Combined Authority

Last week the *Department for Levelling Up, Housing & Communities* issued a Best Value Notice to the West of England Combined Authority. It is a formal notice that the government has serious concerns about WECA's compliance with the Best Value Duty (as required by the Local Government Act 1999). The Best Value Duty is a statutory obligation that requires authorities and combined authorities to "*make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness*".

The Best Value Notice has identified the following issues:

- The poor state of professional relationships between the West of England Combined Authority Mayor and the representatives of the constituent members of the Authority which is impacting partnership working and potentially limiting the authority's ability to optimise strategic opportunities.

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- The Authority's constitution needs review and clarification to work in a more effective and agile way.
- The function and purpose of the Authority has not been collectively understood and the roles, responsibilities and 'powers' of a combined authority are not fully grasped, resulting in confusion between strategic governance and day to day transactional activity.
- The Authority lacks a clear, shared narrative regarding the West of England and how it will operate for the benefit of the wider region.

To address these specific issues WECA is required to:

- Reset the culture and relationships between the West of England Combined Authority Mayor and representatives of the constituent members of the Authority. In doing this, take advantage of external support in facilitating coaching and development for the political leadership of the West of England Combined Authority and the Unitary Authorities.
- Through strong partnership working, develop and agree strategic priorities for the West of England which will benefit local residents in the wider region.
- Review and update the Authority's constitution to enable more effective decision-making and scrutiny processes, making representations to the Department on any proposed changes.
- Engage with the Department on a range of ongoing issues with the aim to enhance the operation and structure of the West of England Combined Authority.
- Establish an independent improvement panel to support the authority in delivering the necessary improvements detailed in this notice, engaging with the Department in determining its timing, scope, membership, and terms of reference.

The BVN will remain in place for 12 months, after which time, should the government deem it necessary to continue to seek assurance through such a Notice, the Notice will be reissued. It may be withdrawn or escalated at any point based on the available evidence.

Updated Position on South Gloucestershire Council's Housing Land Supply

The council's latest Annual Monitoring Report Local plan monitoring demonstrated a Housing Land Supply (HLS) of 5.86 years. The council's 2023 Housing Delivery Test (HDT) score is 133%. There is no longer a blanket requirement for a 5% buffer, following changes made to the NPPF in December, as only a 20% buffer applies where the HDT shows delivery under 85% of the requirement over the previous 3 years. This does not therefore apply to South Gloucestershire Council.

In addition, in assessing HLS, the council benefits from the new provisions in paragraphs 77 and 226 of the December 2023 NPPF. These apply for 2 years from the date of publication of the NPPF (i.e. until December 2025) and state that a local planning authority need only deliver **a minimum of 4 years HLS** if they "have an *emerging local plan* that has either been submitted for examination or has reached *Regulation 18 or Regulation 19 (Town and Country Planning (Local Planning) (England) Regulations 2012) stage, including both a policies map and proposed allocations towards meeting housing need.*"

Accordingly, given the stage to which the council's emerging South Gloucestershire New Local Plan has reached, and that it includes both a policies map and proposed allocations towards meeting its housing need, (see section 5 Towards an Emerging Spatial Strategy), the council is only required to show a 4 year HLS.

The new provisions of the NPPF therefore act as a material change of circumstances justifying the HLS oversupply of 1.86 years. This is also capable of reducing the weight to be applied to the benefit of housing delivery (both general market and Affordable Homes), in any planning applications for housing on a case-by-case basis.

Cllr M Palmer – Continuing to address resident concerns regarding traffic and speeding in Westerleigh village.

Cllr B Stokes – A stretch of Henfield Road will be closed on 26th April due to work on overhead cables. South Gloucestershire Council's cabinet has agreed changes to the waste service model as follows: introduction of a booking system, for Sort-it centres during 2024, black bin (non-recyclables) collections

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to move to three-weekly from April 2026 (subject to government legislation setting minimum collection frequencies if it is introduced). Also, the annual green bin subscription charge (garden waste) will increase to £60 from April 2024.

3648. 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)

- i) Presentation from RWE renewables: Mousewell Solar Farm proposal – solar farm and battery energy storage scheme near Westerleigh

The project manager presented pre-application plans for two sites (total area 35 hectares) at Mousewell Farm. Approx 95% of the proposed development falls within Doddington Parish and 5% within this parish. The plans will deliver a 22MW solar farm plus battery storage for a period of 40 years. Pre-application feedback on the plans is invited from residents and interested parties - www.rwe.com/project-proposals/mousewell-solar-farm

A planning application will be submitted in summer 2024. If successful, construction will commence late 2025 at the earliest and will take 6 – 8 months.

Members of the public asked questions/ raised points relating to bridleways, lack of communication with immediate neighbours and the suitability of existing roads for construction traffic and access.

3649. PLANNING

- a) To NOTE planning comments submitted since last meeting

NOTED. See Appendix 1.

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

NOTED. See Appendix 2.

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

- i) **P24/00574/F** | Erection of a site office to facilitate a change of use of land to a scaffolding yard Use Class B8) (retrospective). Land At Oakley Green Garden Centre Oakley Green Westerleigh South Gloucestershire BS37 8QZ

RESOLVED: 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).

3650. To take a **DECISION** on a proposed change to the delegated process for commenting on planning applications.

RESOLVED: To revert to considering all planning applications at the next appropriate full council/ committee meeting for a period of three months, then review. To retain the delegated process for responding to planning applications requiring a response before the next council meeting.

3651. To request that Councillors provide timely responses to email communications from the Clerk &

RFO

NOTED.

FINANCE

3652. To **APPROVE** February 2024 payments made in accordance with FR 5.2.

RESOLVED: The list of payments was **APPROVED** with no questions arising. See Appendix 3.

3653. To NOTE end of February 2024 Financial documents: Bank Statements & Reconciliation, receipts

The February documentation was **NOTED** with no questions arising.

3654. To **NOTE** that mid-year performance appraisals were undertaken for the Clerk & RFO in February by the Staffing Sub-Committee. Full annual appraisals (and salary reviews) will be undertaken in September.

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ALL NOTED. The April 2024 Local Government pay settlement is awaited.

3655. To RECEIVE update information in relation to Bitterwell Lake outflow works and take a DECISION on any required action

The two main invoices for the outflow works have been paid. The additional £3000 invoice has been received. It was confirmed by the Clerk that the works are all complete and that this final invoice can now be paid.

3656. To consider and APPROVE funding for any grant applications
No applications received.

3657. To receive any other report or business from the RFO

The RFO reported that the amount of VAT due to be reclaimed in April 2024 now exceeds £27,500.

It was also reported that the manufacturer of the Chalet mobile home (Tingdene) has gone into liquidation and that there are questions to be investigated over the 10 year warranty. It is recommended to find a contractor who can deal with the render issues ASAP.

3658. To RECEIVE Parish Councillor Reports – written submissions, taken as read with questions taken as necessary

Feedback from A432 project and bridge closure briefing meeting with South Gloucestershire Cllrs Claire Young (ward cllr and Leader of the Council) & Chris Willmore (Cabinet Member for Planning, Regeneration and Infrastructure).
Cllr McCullough reported that a meeting was held on 26th February, with four parish councillors in attendance. All felt the meeting was helpful. Topics discussed were the A432 corridor scheme and the impact of the A432 bridge closure on local roads (Henfield Road, Ram Hill) and Westerleigh village. Following the meeting the Westerleigh Community Speedwatch group prepared a summary of traffic collisions and minor accidents in Westerleigh village since Sept 2021 (including those not recorded by the police). This was sent to Cllr Willmore on 11th March, to aid officers in planning any required action.

ITEMS REQUIRING A RESOLUTION

3659. To discuss matters and take a DECISION on required actions arising from A432 Badminton Rd bridge closure:

(i) Proposal to support Stoke Gifford Parish Council's request to South Gloucestershire Council to reinstate the right turn at the Hambrook lights for the duration of the closure. [Petition · Reinstate Traffic Lights at Hambrook Junction for Efficient Commuting · Change.org](#)

Noted the proposal would likely alleviate some of the additional traffic pressure on Henfield Road and Westerleigh Road caused by the A432 bridge closure. However, Cllr Lean explained that South Gloucestershire Council is legally prevented from reinstating the right turn because the resultant increase in traffic would negatively impact air quality, leading to a breach of the statutory NO limit at this location.

RESOLVED: The Clerk to write to South Gloucestershire Council to request an explanation as to why the right turn at the Hambrook lights cannot legally be reinstated.

(ii) Parking issues on Henfield Road

At the meeting noted above (min 3658) Cllr Willmore suggested introducing white 'keep clear' markings to help maintain a through-route along the stretch of road adjacent to the Manor School field. These do not require a Traffic Regulation Order and are therefore quicker/ easier to implement than waiting restrictions (which are the subject of a highways investigation scheme request submitted by this council in April 2022 to South Gloucestershire Council – ref FV228). Agreed this would be a positive step towards addressing parking issues.

RESOLVED: The Clerk to arrange a Teams meeting with South Gloucestershire Council Highways officers to discuss their concerns with the highways investigation scheme for waiting

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restrictions on Henfield Road (ref min 3634) and to progress the request for a single white keep clear line.

3660. To RECEIVE information from Clerk regarding ongoing matters and take a DECISION on required action

- (i) 29th February pre-consultation drop-in event on plans for the Coalpit Heath Village Badminton Road section of the South Gloucestershire Council A432 corridor project. Welcomed the event which had been well-attended and was seen as a good way to gain feedback from Coalpit Heath residents. Electronic copies of the plans have been received from the project manager and forwarded to councillors. These are not available online to the public as they are likely to change.

Cllrs supported the idea of further engagement events designed to gain feedback from Coalpit Heath residents, ahead of the formal consultation process. Cllrs encouraged to attend any further events to provide individual feedback. Depending on the dates of future events, a separate meeting for the council to discuss the proposals and formulate a corporate response will be considered.

RESOLVED: (i) To request that South Gloucestershire Council organise additional engagement events for Coalpit Heath residents prior to the formal consultation. (ii) Suggest the Miners/ Coalpit Heath Village Hall as a venue. (iii) To help promote any further engagement events on social media and by organising a wider letter drop encompassing properties along the relevant stretch of the Badminton Rd plus neighbouring roads.

- (ii) Feedback from South Gloucestershire Council/ police following fatal collision on the Westerleigh Rd on 5th March 2024.

Investigation is ongoing. Any further updates will be forwarded to cllrs.

3661. To RECEIVE an update on issues at Bitterwell Lake Chalet and take a DECISION on required action

- (i) Render issue – See min 3657.

3662. To discuss any required CONSULTATIONS and COMMENT as necessary:

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

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

Cllrs to respond individually. An online pop-up meeting for parish cllrs will take place on Thurs 14th March, 1pm or 5pm.

Sort It Centre booking system consultation [Sort It Centre booking system - South Gloucestershire Online Consultations \(southglos.gov.uk\)](#) Closing date 1st April 2024

Cllrs to respond individually.

ITEMS TO NOTE

3663. Frampton Cotterell Youth Service quarterly update (Q3 Oct – Dec 2023) from FACE NOTED.

3664. Correspondence/Communication with Westerleigh & Coalpit Heath Parish Council: From South Gloucestershire Council:

Temporary closure of Access to Mayshill Cemetery, Westerleigh. This closure is required in connection with emergency surfacing repair works. **These works are anticipated to occupy the highway on 14/03/24-15/03/24 between 07:30-16:30 only.**

Other received items

Email from FACE (19th Feb) requesting locations for detached youth work in the parish
Westerleigh Community Speedwatch summary of traffic incidents in Westerleigh Sept 2021 – March 2024.

3665. To NOTE items considered urgent by the Chairman

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Noted that Barratts have almost completed the Blackberry Park development. The Clerk will follow up provision of a bin and signage for the Parisis Path footpath with the developers (ref min 3580, 3581) before the site is handed over to the management company.

3666. To CONSIDER any exempt items
NONE.

3667. Dates of future Parish council meetings
Mon 25th March Finance & General Purposes Committee Manor Hall, Red Brick Annex
Mon 8th April Full Council Westerleigh Village Hall
Mon 13th May Annual Meeting of the Parish Council Mafeking Hall, Serridge Lane BS36 2UF
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 8.32pm.

Appendix 1 – Westerleigh & Coalpit Heath Parish Council planning comments submitted since the February 2024 meeting

[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

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

[P24/00393/HH](#) | Installation of air source heat pump. 10 Oakwood Gardens Coalpit Heath South Gloucestershire BS36 2NB

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

[P24/00359/HH](#) | Erection of single storey rear and side extension to provide additional living accommodation. Installation of rear dormer to facilitate loft conversion. | 9 Station Road Coalpit Heath South Gloucestershire BS36 2TJ

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

[P24/00327/HH](#) | Erection of single storey rear/side and first floor side extension to provide additional living accommodation. | 158 Badminton Road Coalpit Heath South Gloucestershire BS36 2SZ

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

[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.

[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.

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Appendix 2 – Planning decisions since February 2024 Parish Council meeting

Description	Westerleigh & Coalpit Heath Parish Council Comment submitted	Notice	Decision	Decision Date
i) P23/00143/F Erection of 4 no. flats (Class C3) with new vehicular access, parking, landscaping, and other associated works. Land At The Quadrangle Westerleigh South Gloucestershire BS37 8QL	Westerleigh & Coalpit Heath Parish Council remains in SUPPORT of this application and reiterates its previous response as follows. This development meets the small need for affordable housing in Westerleigh demonstrated by the housing needs survey conducted by WPC & SGC during 2022. The Parish Council strongly encourages the inclusion of a low carbon/ renewable heating solution for the proposed flats. In response to the revised plans, specifically the altered parking layout, the council is concerned that siting the disabled parking space next to the entrance would force the driver to reverse out into the road in order to exit the parking area. The council requests that the planning officer reviews the design of the proposed parking to take into account this concern.	18/01/20 23	Approved. Section 106 signed.	16/02/2024
ii) P24/00035/F Erection of 1 no. detached dwelling with associated works. Land Off Westerleigh Road Westerleigh South Gloucestershire BS37 8QH	Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to the proposed dwelling. However, it is concerned that its construction will leave only one access to the donor bungalow, which runs in front of the adjacent garage. The access does not appear to be safe and may be compromised should the ownership of the garage and the bungalow be separated in future.	04/01/20 24	Approve with conditions	16/02/2024
iii) P23/03279/F Demolition of existing outbuildings. Erection of single storey dwelling and ancillary parking. The Retreat 216 Badminton Road Coalpit Heath Bristol South Gloucestershire BS36 2QB	Westerleigh & Coalpit Heath Parish Council OBJECTS to this application on the grounds of overlooking by the donor property, 216 Badminton Road. The Parish Council also notes that the access to the new dwelling is unclear from the plans. Finally, if the development is approved, the Parish Council requests that permitted development rights be removed.	04/12/20 23	Refusal	04/03/2024
iv) P23/03476/TRE Works to fell 4 no. Oak all trees covered by SGTP0 03/97, dated 21/10/1997 Rear Of 280/290 Badminton Road Coalpit Heath South Gloucestershire BS36 2NB	Westerleigh & Coalpit Heath Parish Council has NO OBJECTION in principle to the felling of these trees to protect the adjacent dwelling. However, it has concerns over whether it is necessary to fell all four trees.	29/12/20 23	Approve with conditions (two trees, as only two have TPOs)	04/03/2024

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Appendix 3 – February 2024 payments list

			Net	VAT	Gross
01/02/2024	Storage unit rental fee	PE King (Bristol) Ltd	73.33	14.67	88.00
01/02/2024	Monthly Expenses	R Davis Deputy Clerk	108.76		108.76
02/02/2024	Grass cutting	CPS Grounds Ltd	830.92	166.19	997.11
07/02/2024	Clr training	South Glos Council	50.00		50.00
07/02/2024	Loo hire	Andyloos	174.80	34.96	209.76
08/02/2024	Localism charges	South Glos Council	1,464.93	292.99	1,757.92
08/02/2024	Localism charges	South Glos Council	466.77	93.35	560.12
12/02/2024	Youth provision via FC PC	Frampton Cotterell Par	1,137.50		1,137.50
14/02/2024	Grant	Coalpit Heath Village H	670.00		670.00
14/02/2024	Grant	Citizens Advice Bureau	2,000.00		2,000.00
16/02/2024	Aerator at Bitterwell Lake	EON	17.92	0.90	18.82
20/02/2024	Council mobile phone	H3G (Three)	2.50	0.50	3.00
23/02/2024	PAYE	HMRC	449.29		449.29
23/02/2024	Monthly Pension payment	Avon Pension Fund	339.89		339.89
23/02/2024	Salary				
23/02/2024	Salary				
26/02/2024	Tree works at Newman Fie	Woodstock Tree Servic	75.00	15.00	90.00
26/02/2024	Annual Pest Control contra	Venables Pest Control	800.00		800.00
26/02/2024	Childrens activity days	Swift Sports Coaching	800.00	160.00	960.00
27/02/2024	Room hire	Manor Hall	22.50		22.50
29/02/2024	Monthly Expenses	SWSimmons	80.70		80.70
29/02/2024	Monthly Expenses	R Davis Deputy Clerk	109.55		109.55
29/02/2024	Bank charges	Natwest	13.65		13.65