

WESTERLEIGH and COALPIT HEATH PARISH COUNCIL
FULL PARISH COUNCIL MEETING
Monday June 12th 2023 - 7pm, Manor Hall, Coalpit Heath

Present: Cllr Rob McCullough (Chair), Cllr Tristan Clark, Cllr Jon Lean, Cllr Adam Hill, Cllr Carol Goddard.
District Cllrs: Cllr Marilyn Palmer, Cllr Ben Stokes, Cllr Claire Young
1 member of public (joined for item 3451 onwards)
Parish Clerk: Deputy Clerk Rachel Davis

3443. Welcome & Introduction

3444. Apologies for absence

Received from Cllr Kate Kelliher, Cllr Carolina Echegaray and Sue Simmons (Clerk/RFO).

3445. Declarations of Interest under the Localism Act 2011 relating to this meeting

Cllr Clark stated his position on the SGC Development Management Committee in relation to item 3448.

3446. Reports from South Gloucestershire Councillors on matters relating to the Parish

Westerleigh & Coalpit Heath Parish Council – District Councillors' Report for Monday 12th June 2023

New Council Administration

At the Annual Meeting of South Gloucestershire Council on Wednesday 24th May, following the successful conclusion of negotiations between the Liberal Democrat and Labour groups, a new joint administration was formally approved with Cllr Young as its leader.

The new cabinet consists of the following portfolios:

Leader of South Gloucestershire Council and Cabinet Member for Council Governance – Cllr Claire Young (Liberal Democrat)
Co-Leader of South Gloucestershire Council and Cabinet Member for Education, Skills, Employment and Business – Cllr Ian Boulton (Labour)

Cabinet Member for Planning, Regeneration, and Infrastructure – Cllr Chris Willmore (LD)

Cabinet Member for Cost of Living, Equalities and Public Health – Cllr Alison Evans (Lab)

Cabinet Member for Climate and Nature Emergency – Cllr Louise Harris (LD)

Cabinet Member for Children and Young People – Cllr Maggie Tyrell (LD)

Cabinet Member for Adults and Homes – Cllr John O'Neil (LD)

Cabinet Member for Resources – Cllr Adam Monk (Lab)

Cabinet Member for Communities and Local Place – Cllr Leigh Ingham (Lab)

On non-executive committees Cllr Lean has been appointed as Chair of the Audits and Accounts Committee whilst Cllr Clark has been appointed as Chair of the Development Management Committee.

Threatened 84/85 Bus Service Extended

South Gloucestershire Council (SGC) and Gloucestershire County Council (GCC) have worked in partnership to enable an 84/85 bus service to continue for a further three months whilst a longer-term solution is explored. A replacement 84/85 service will be delivered by bus operator The Big Lemon, and from Monday 5th June will operate to a limited timetable, every two hours in each direction.

This service will ensure communities in South Gloucestershire and Gloucestershire served by the route remain connected and provides time for a more permanent solution to be investigated. SGC will work with GCC, the West of England Combined Authority (WECA) and neighbouring authorities Stroud District Council, Wotton Under Edge Town Council, as well as the parish and town councils served by these routes, to develop a long-term plan to continue to deliver the service.

Due to the emergency arrangement, it has not been possible to update the existing bus timetable information, however, it will be available soon and will also be featured on <https://travelwest.info/>. At this stage it wasn't possible to find an exact like for like replacement for the previous 84/85 timetable, so the councils have focused on retaining a service. It is hoped the recently launched demand responsive transport will be able to help cover any gaps.

These negotiations could also be used as a starting point for retaining vital rural bus routes and to eventually restoring lost services. The Bus Service Improvement Plan (BSIP) funding that WECA was awarded cannot be used to support threatened routes. The government has, however, announced Bus Service Improvement Plan Plus (BSIP+) and Bus Service Operators Grant Plus (BSOG+) schemes will distribute the £300 million of funding that has been allocated to directly supporting bus services in England. If the terms of BSIP funding are subsequently relaxed to match the less restrictive terms of BSIP+ this could potentially lead to WECA recommissioning some services that have been cancelled in the last few years.

District councillors confirmed that the resurfacing of Church Road Frampton Cotterell, just over the parish boundary, will take



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place between July 6th and 13th 2023.

Cllr Palmer reported that she and Cllr Stokes had walked the footpath/ informal cycle track from Broad Lane Westerleigh to Coalpit Heath, with a resident on June 12th. The popular path can be waterlogged for almost half the year. The purpose of the walk was to identify the issues and potential drainage solutions. Cllr Palmer will contact the Clerk to discuss potential grant funding from the Parish Council.

3447. Pre-arranged items from members of Public NONE.

3448. Planning

(a) Council to NOTE comments submitted since last meeting

One delegated decision read out and NOTED, added as Appendix 1.

(b) Council to NOTE planning decisions made by SGC since last meeting

NOTED and added as Appendix 2.

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

(i) P23/01620/HH Erection of two storey front extension and side dormer provide additional living accommodation Orchard House Cooks Lane Coalpit Heath BS36 2UR

Westerleigh & Coalpit Heath Parish Council OBJECTS to this application on the following grounds. Firstly, the proposed extension will increase the volume of the original dwelling by more than 30% and therefore constitutes inappropriate development in the Green Belt, conflicting with PSP7 (Development in the Green Belt). Furthermore, the proposed extension does not comply with the Householder Design Guide SPD because the higher proposed roofline is not subservient to the existing dwelling. The proposal does not therefore constitute high quality design and conflicts with planning policies CS1 (High Quality Design) and PSP 38 (Development Within Existing Residential Curtilages).

(ii) P23/01658/HH Demolition of existing conservatory, garage, and outbuildings. Erection of two storey front and rear extension and raising of roofline to form additional living accommodation. Erection of detached garage with workshop. Ridgeway Bungalow Broad Lane Westerleigh BS37 8QX

Westerleigh & Coalpit Heath Parish Council OBJECTS to this application on the grounds that the proposed extension does not comply with the Householder Design Guide SPD as it is not subservient to the existing dwelling. The proposal does not therefore constitute high quality design and conflicts with planning policies CS1 (High Quality Design) and PSP 38 (Development within existing residential curtilages). Furthermore, the council requests that the planning officer clarifies the overall increase in volume to the existing dwelling to ensure that it is not more than 30% (which would constitute inappropriate development in the Green Belt, in conflict with PSP7 -Development in the Green Belt).

(iii) P23/01560/HH Demolition of existing garage. Erection of single storey side and rear extension to form additional living accommodation. Erection of outbuilding to form annexe ancillary to the main dwelling. 35 Vicarage Road Coalpit Heath BS36 2RT

Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to this application. However, the council requests that a planning condition is applied to any permission to ensure that the annexe remains ancillary to the main dwelling. Furthermore, the council requests that the planning officer checks the proposed outbuilding will not reduce the amount of private amenity space to less than is acceptable under PSP 43 (Private Amenity Space Standards).

(iv) P23/00143/F (REVISIONS 26th May) Erection of 4 no. flats (Class C3) with new vehicular access, parking, landscaping, and other associated works. Land At The Quadrangle Westerleigh 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.



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- (v) Council agreed to refer the following planning applications (received too late to consider at this meeting) to the next Full Council meeting on July 10th for consideration, subject to an extension to the consultation deadline being granted by the respective planning officers:
- [P22/05906/F](#) The construction and operation of a solar photovoltaic (PV) farm and associated infrastructure, including inverters, security cameras, fencing, access tracks and landscaping. Land At Codrington Road Westerleigh South Gloucestershire BS37 8RG (Reconsultation]
 - [P23/01682/F](#) Change of use of land to provide 6no. travelling showmans plots. Land North Of Oakleigh Green Farm Lane Westerleigh South Gloucestershire BS37 8RS

3449. Parish Councillor Reports – written submissions, taken as read with questions taken as necessary. NONE.

3450. Council to APPROVE Minutes of Parish Council meeting held on May 9th 2023
The Minutes of May 9th 2023 meeting were unanimously accepted as a true record and signed by the Chair. They can be found at [Minutes-Full-WandCH-PC-meeting-09.05.2023.pdf \(westerleighparishcouncil.org.uk\)](#)

3451. Council to NOTE receipt of MAY 2023 payments & income documentation.
NOTED & APPROVED. The payments list is added as Appendix 3.

3452. Council to NOTE receipt of RoSPA Play Safety annual reports for Newman Field & Westerleigh Playing Field
NOTED, along with post-installation inspection report of the new multi-play unit at Westerleigh Playing Field (dates May 12th 2023). The Deputy Clerk explained that the play equipment in the fenced area at Westerleigh Playing Field was excluded from the RoSPA report as it was due to be inspected with the new equipment. Due to an admin error it was not included. An inspection is being arranged.
The Deputy Clerk explained no high risk remedial actions were identified. Remaining low risk remedial actions will be carried out by the council's maintenance contractor.

3453. Council to approve purchase, installation, and ongoing emptying of new bin on Park Lane, adjacent to Blackberry Park
APPROVED. A utility search has been carried out and permission to install the bin has been obtained from SGC which owns the verge. Approximate purchase and installation cost of £500, to be funded from the Bin Project budget. Cllrs queried if SGC could install another bin on/ near Badminton Rd as part of the s106-funded PROW improvements (Blackberry Park to Badminton Rd). Agreed this will be investigated and added to next E&L meeting agenda.

3454. Council to consider funding & maintenance provision for a Defibrillator at the new Mafeking Hall
Purchase of a new defibrillator and funding of maintenance was APPROVED, to be delegated to the Clerk to arrange at an approximate cost of £3000, from community benefit funds.

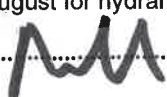
3455. Council to REVIEW and APPROVE Standing Orders and Financial Regulations
The updated Standing Orders and Financial Regulations were APPROVED.

3456. Council to REVIEW and APPROVE updates to suite of PC policies
The following policies were APPROVED and updated with the new name of this Council:

- (i) Code of Conduct- updated to reflect new SGC Code of Conduct (Approved December 2022, in effect from May 2023)
- (ii) Model Publication Scheme-NO CHANGE
- (iii) Committee Terms of Reference – NO CHANGE
- (iv) Scheme of Delegation – NO CHANGE
- (v) Investment Policy – NO CHANGE
- (vi) Communications Policy -NO CHANGE
- (vii) Complaints Procedure (for members of the public)- NO CHANGE
- (viii) Equality & Diversity Policy -NO CHANGE
- (ix) Health & Safety Policy – NO CHANGE
- (x) Risk Management Policy – NO CHANGE
- (xi) Risk Management Schedule – UPDATED

HR policies were APPROVED with no changes (Disciplinary Policy, Grievance Policy, Sickness Absence Policy, Whistleblowing Policy, Dignity at Work Policy.)

3457. Correspondence/Communication with Westerleigh Parish Council:
From SGC:
Notice of July closure of Broad Lane Westerleigh for water works
Notice that Nibley Lane (south of Badminton Rd to/from Westerleigh village) will be closed for 2 days around the end of July/start of August for hydrant works.



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SUEZ industrial action - potential impact upon domestic waste collections 12th – 18th June and 26th June – 9th July

Cllr Stokes referred the council to the SGC weekly e-news bulletin and events being held for 'Big Green Week', in particular: Thurs June 15th, 12noon to 2pm, Zion Church at Frampton Cotterell, Community Food Project and Energy Advice Session by the Feeding Fromside Food Hub. Details were circulated to councillors after the meeting.

Other received items

From Westerleigh United Charities – death of trustee

From Cotswold Edge District Scout Council: Invite to official opening on 9th Sept from 10am.

3458. Council to receive updates & consider/approve topics related to name change to Westerleigh and Coalpit Heath PC
Council APPROVED a proposed logo design, with the '&' to be in yellow. Attached at Appendix 4.

3459. Council to receive information from Deputy Clerk regarding ongoing matters and required approvals including:
Play area update (WPF) – The new Proludic multi-play equipment has been installed, inspected and reopened on May 13th. The independent inspector informally raised a concern about the longevity of the surfacing repairs, which is being progressed with Proludic. The surfacing element of the invoice will be paid once the concern has been resolved. The new birds nest swing will be installed soon, awaiting an installation date from GB Sports now that the swing beam has arrived.

Signage for ditch safety at WPF - An unmown area has been introduced behind the play area running down to the boundary ditch for biodiversity. However, the ditch (currently dry, but fills up in autumn/winter) is no longer visible and requires signage for safety reasons. In addition, a number of recent incidents with dogs off lead in the playing field have been reported formally and informally. There are two small 'dogs on leads' signs that are difficult to spot. Council APPROVED purchase and installation of two ditch warning signs at the points people might cross down to the ditch AND two larger information signs at the field entrances including new logo and request to keep dogs on leads, similar to those at Newman's Field. To be delegated to the Deputy Clerk to arrange at a total cost of up to £500, from the Local Nature Action Plan (LNAP) budget.

Lake outflow repairs - A specialist company (Ivel Aquatics) has been approached to prepare a report and quote, expected imminently.

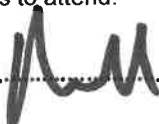
Aerator issues (Bitterwell Lake) - The aerator, required in current weather conditions to maintain oxygen levels, has broken down. It has been collected and returned to the supplier for servicing, to be delivered back within two weeks (£130 collection/ delivery cost, plus servicing/parts costs tbc). The Lake Manager has hired a temporary pump to maintain oxygen levels and protect fish stocks (cost of £65 per week), likely to be required for two weeks. The Lake Manager will arrange an electrician to wire the aerator cable back in when it is returned, at a small additional cost. In future the Lake Manager will remove the aerator in winter to prolong its life and enable servicing to be arranged when it is not needed.

Zipwire repair (Newman's Field) – Reported damaged May 30th. Chris Belcher visited promptly and made safe followed by GB Sports. Repair scheduled for w/c 19th June. Total cost up to £400, from existing play area maintenance budget.

3460. Council to discuss/approve any further Funding or Grant Applications
- (a) *Westerleigh Neighbourhood Watch - £200 paid on 1/6/23 for newsletter costs (delegated decision)*
 - (b) *Great Western Air Ambulance £5000 Grant Application paid after delegated unanimous email decision*
 - (c) Bristol & Weston Hospitals Charity £1000 request towards family food vouchers– APPROVED, to be paid from s137 funds.
 - (d) Coalpit Heath Cricket Club request for £700 for Westerleigh Cricket Pitch maintenance – Council deferred a decision. Requested the Clerk investigate whether a licence agreement would be an appropriate solution (setting out annual pitch hire and maintenance costs and who is responsible) or whether to invite a revised grant application with cost break down. Clerk to make a recommendation to the Parish Council.
 - (e) Henfield Hall – application for £2,970 for new main entrance door – APPROVED, to be paid from community benefit funds.
 - (f) Council to discuss and approve possible payment to Cotswold Edge Scouts to kit out the new Mafeking Hall - APPROVED grant up to £7,179.19 (or less dependent upon which quote is accepted by the applicant), to be paid from community benefit funds.

3461. Items considered urgent or exempt by the Chairman

A Kendleshire resident has requested that the council investigates with SGC what more may be done to reduce speeding/ improve road safety along the Henfield Road/ Ruffet Road/ Coalsack Lane/ The Hollows/ Cooks Lane 'quiet lanes' between Coalpit Heath viaduct and Westerleigh Road. Agreed to add to a future meeting agenda and invite PC Finbar Simmons to attend.



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Agreed to add discussion of potential improvements to Newman's Field Play Area, utilising Community Infrastructure Levy (CIL) funding, to next E&L meeting agenda (Aug 1st) .

3462. Dates of next Parish council meetings For full list see www.westerleighparishcouncil.org.uk/meeting-dates/

July	Monday 3 rd	PC Finance & General Purposes Committee Red Brick Annexe Manor Hall NOTE start time of 7.15pm
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July	Monday 10 th	Parish Council meeting Westerleigh Village Hall 7pm
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Aug	Tuesday 1 st	PC Environment & Leisure Committee Red Brick Annexe Manor Hall 7pm
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The meeting closed at 8.10pm.



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Appendix 1 Westerleigh & Coalpit Heath Parish Council planning comments submitted since the May 2023 meeting

[P23/01382/F](#) | Installation of 2.4m boundary fence. | Unit 4 Badminton Road Trading Estate Badminton Road Yate South Gloucestershire BS37 5NS

Westerleigh Parish Council has no objection to this application.

Appendix 2 South Gloucestershire Council Planning Decisions vs Westerleigh & Coalpit Heath Parish Council comments since 25th April 2023

Description	Westerleigh & Coalpit Heath Parish Council Comment submitted	Notice	Decision	Decision Date
P23/00652/HH Erection of first floor extension over existing garage to form additional living accommodation and retrospective alterations to the fenestration and external materials of existing dwellinghouse (part retrospective). 99 Badminton Road Coalpit Heath South Gloucestershire BS36 2TD	(Reconsultation) Westerleigh & Coalpit Heath Parish Council has no grounds to object to the application, however, following an approach by a neighbour of the site, the Parish Council wishes to refer a number of concerns to the Planning Officer for consideration. Firstly, the potential negative impact on the residential amenity of the neighbouring property, in particular daylight and privacy. Secondly, the visual impact of the proposal on the openness of the Green Belt, not simply assessed in terms of the volumetric increase in the size of the dwelling. Finally, there appear to be discrepancies between what has been approved through the planning process and the development that has taken place on the site. The assessment of the impact on openness of the Green Belt should take into account what has actually been built.	17/02/2023 - reconsultation	Refused	17/05/2023
P23/01031/CLE Continued use of annexe as separate dwelling in breach of condition 3 attached to permission P87/1443. Lamorna Heathcote Drive Coalpit Heath South Gloucestershire BS36 2PT	Westerleigh Parish Council has no further information to offer in respect of the application. It notes that a previous application for a Certificate of Lawfulness was refused in 2019 because insufficient evidence had been submitted to prove the claim at that time. (Delegated)	15/03/2023	Approve certificate of Lawfulness	22/05/2023
P23/01191/HH Demolition of rear extension. Erection of a single storey side and rear extension to form additional living accommodation. Erection of front porch and associated works. 278 Badminton Road Coalpit Heath South Gloucestershire BS36 2QW	Westerleigh Parish Council has no objection to this application. (Delegated)	30/03/2023	Approve with conditions	24/05/2023

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P23/00586/HH Erection of two storey rear extension and alterations to roofline with front and rear dormers to provide additional living accommodation. Kendleshire Farm Stables Down Road Winterbourne Down South Gloucestershire BS36 1AU	Westerleigh Parish Council has no objection to this application. (Delegated)	13/02/2023	Withdrawn	30/05/2023
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Appendix 3 Payments List May 2023

Date	Description	Supplier	Net	VAT	Total
01/05/2023	Microsoft licence agreeme	Absolutely PC (GoCar	35.00	7.00	42.00
22/05/2023	Council mobile phone	H3G (Three)	2.50	0.50	3.00
02/05/2023	Storage unit rental fee	PE King (Bristol) Ltd	73.33	14.67	88.00
02/05/2023	Deputy Clerk expenses	R Davis Deputy Clerk	137.16		137.16
02/05/2023	Clerk expenses	SWSimmons Parish C	86.32		86.32
03/05/2023	Internal audit fee	Graham Smith Audit :	240.00		240.00
03/05/2023	Grass cutting	CPS Grounds Ltd	830.92	166.19	997.11
09/05/2023	Localism charges	South Glos Council	1,413.54	282.71	1,696.25
09/05/2023	Localism charges	South Glos Council	466.77	93.35	560.12
09/05/2023	Room hire	Manor Hall	9.00		9.00
09/05/2023	Loo hire	Andyloos	152.00	30.40	182.40
31/05/2023	Bank charges	Natwest	7.00		7.00
27/05/2023	Aborted .gov.uk domain a	Absolutely PC (GoCar	60.00	12.00	72.00
22/05/2023	S137 grant	GWAAC	5,000.00		5,000.00
23/05/2023	Coronation medals	Tower Mint	1,196.04		1,196.04
22/05/2023	Frome river fish survey	South Glos Council	442.00		442.00
22/05/2023	Utility searches	South Glos Council	50.00	10.00	60.00
22/05/2023	Annual play inspections	Playsafety Ltd (RoSP/	75.00	15.00	90.00
22/05/2023	Annual play inspections	Playsafety Ltd (RoSP/	75.00	15.00	90.00
10/05/2023	Room hire	Westerleigh Village H	15.00		15.00
11/05/2023	Insurance Policy	Zurich Insurance	1,734.61		1,734.61
25/05/2023	PAYE	HMRC	466.32		466.32
25/05/2023	Monthly Pension payment	Avon Pension Fund	559.12		559.12
25/05/2023	Salary	SWSimmons Parish C			
25/05/2023	Salary	R Davis Deputy Clerk			
25/05/2023	WPF new play equipment	Proludic Ltd	29,329.90	5,865.98	35,195.88

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Appendix 4 Westerleigh & Coalpit Heath approved logo

Please note – ‘&’ will be changed to gold to match following lettering.

