

FULL MEETING OF WESTERLEIGH PARISH COUNCIL

7pm Oct 10th 2022 – Westerleigh Village hall

**Present: Cllr Rob McCullough (Chair), Cllr Bob Taylor, Cllr Carol Goddard, Cllr Tristan Clark
Clerk Sue Simmons Deputy Clerk Rachel Davis
3 members of public; 1 representing The Edventure Project and 1 representing Anchor Society**

3265. Welcome & Introduction

The Chair welcomed everyone to the October meeting of the Parish Council.

3266. Apologies for absence Cllr Kelliher, Cllr Lean, Cllr Hill and District Cllr Claire Young

The meeting is quorate.

3267. Declarations of Interest under the Localism Act 2011 relating to this meeting

None

3268. Reports from South Gloucestershire Councillors on matters relating to the Parish

Redundancies Touted to Address Budget Shortfall

Files published for the October meeting of South Gloucestershire Council's Conservative cabinet show that the council's budget gap is set to reach £29.3 million next year as the deteriorating financial situation is impacting its expenditure.

A key report attributes the shortfall to global events, rising inflation and increasing demand for services. Surging energy costs will add £2 million and inflation is expected to add another £10 – 15 million to running costs, with the nationally negotiated pay offer requiring the council to find an extra £6.4 million per annum. Rapidly growing demand on services, including adult social care, means that, despite South Gloucestershire Council adding an Adult Social Care Precept to council tax rises many years, the cost of delivering existing services is also likely to go up by £8.5 million every year. Additionally, capital costs – for building roads, schools and other one-off projects – have already escalated and may continue to grow if inflation is not brought under control.

The report, to be discussed by the council's Cabinet on Monday 10th October, flags that the council is having to look for possible service changes or reductions, some of which may result in redundancies at the council. Proposals for service reductions and income opportunities will be presented to Cabinet in December. A one per cent rise in Council Tax generates £1.6 million. Councils are allowed to increase rates by 1.99 per cent without holding a referendum and it is assumed that a further 1 per cent adult social care precept will be permissible for 2023/24. The report can be found at (<https://council.southglos.gov.uk/ieListDocuments.aspx?CId=134&Mid=16022>).

More information on the proposals will be shared through the autumn, and residents are being asked to help shape the council's future plans. This will be through a public consultation period, starting in October, with more information on potential savings added in early December. The draft budget published that has been published does not pre-empt or assume the outcome of the funding settlement expected from the government later in the year, which could improve the outlook, but after the council has received that updated information, it will publish detailed four-year budget proposals for further public comment. Final budget decisions will be made by the Council in February 2023.

Cost of Living Assistance

Many residents, following the fallout from the Chancellor of the Exchequer's recent contentious "mini-budget", will be concerned about the cost of living this winter. There is funding available locally to help, as well as expertise and information to assist residents in applying to national schemes and funds.

Community Resilience Fund – The community resilience fund can those whose income or outgoings have been impacted. There is emergency and long term financial support available through this fund. Read more and apply for the community resilience fund at <https://beta.southglos.gov.uk/community-resilience-fund>.

Pension Credit – Pension Credit gives residents extra money to help with their living costs if they are over State Pension age and on a low income. Pension Credit can also help with housing costs such as ground rent or service charges. Residents may be entitled to extra help if they are a carer, severely disabled, or responsible for a child or young person. Pension Credit is separate from the State Pension. Residents can get Pension Credit even if they have other income, savings or own their own home. Further information is available at <https://www.gov.uk/pension-credit>.

For further information about other help available to support people who are struggling, including energy payment discounts, Universal Credit and pensioner cost of living payments. This can be found at <https://helpforhouseholds.campaign.gov.uk/>

Contact the council – If residents are struggling or are not sure if they are eligible for support, pop into one of the council's One Stop Shops in Yate, Kingswood or Patchway or give the customer contact team a call on 01454 868009 for advice. They can

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help people understand which grants they may be eligible for and help them apply. They have both emergency and long-term financial support available. Residents do not have to be on means-tested benefits to qualify for some of the support packages available during this time. For more information visit www.southglos.gov.uk/CostofLiving.

Planning Service Report Published

South Gloucestershire Council has published a report following a non-statutory, independent peer review of SGC's planning department back in May. Two recommendations within the report relate specifically to frustrations raised by town and parish councils during their brief 30 minute remote meeting with the inspectors. The first of these recommendations is that there are regular meetings between council officers and the Town & Parish Council Forum to allow its members to raise any pressing issues that have arisen. The second is that South Gloucestershire Council provide an annual programme of planning training for town and parish councils. This would allow town and parish councillors to gain a deeper understanding of key planning terms and policies as well as enabling them to engage more fully with the various issues for planning applications in their parish.

Latest on the Upcoming Bus Service Cuts

First Bus have published a web page summarising all the cuts and changes to services from Sunday 9th October. Timetables can be found at the bottom of the page – <https://www.firstbus.co.uk/bristol-bath-and-west/news-and-service-updates/updates/service-changes-bristol-and-south>.

Autumn Covid Booster

This month the NHS starts the next phase of the Covid-19 vaccination programme with those most vulnerable and the oldest receiving their jab first so that they are protected this winter. Residents do not need to contact their GP as the NHS will contact people when it is their turn. Find out more at <https://www.england.nhs.uk/2022/08/nhs-to-roll-out-variant-busting-booster-jab-from-september-ahead-of-winter/>.

Question and additional info arising:

- (a) **What is likely to happen regarding the %age precept charge for Adult Social Care?**
Due to the £30m SGC deficit it is likely to be raised if allowed by central government. Will be announced during budgeting round over the winter. SGC has said it will write to Town & Parish Councils on this.
- (b) **SGC Local Plan – to press ahead next year after purdah and elections irrespective of WECA who have abandoned their combined plan (Spatial Development Strategy SDS). SGC will cooperate with Bristol & BANES as part of the statutory duty. What isn't known is how the new government will allocate regional housing required numbers.**

3269. Pre-arranged items from members of Public
None

3270. PLANNING:
(a) Council to NOTE comments submitted since last meeting See Appendix 1
(b) Council to NOTE planning decisions made by SGC since last meeting See Appendix 2
(c) Council to discuss/comment on any necessary Planning Applications or other Planning Matters including:
None

The Clerk has been advised that the recently discussed Solar Farm application at Wapley is due to go into planning in the next couple of weeks (Dodington Parish). The Deputy Clerk will pass on the application when it is issued.

3271. Parish Councillor Reports – written submissions, taken as read with questions taken as necessary
Cllr Goddard on Bus Services – covered in 3274

3272. Council to APPROVE Minutes of Parish Council meeting held on September 12th 2022
One amendment was required. 3245 (c) (iv) Matthew Lipton is not an SGC Councillor he is their Biodiversity Assets and Commons Manager. (He is a Parish Councillor at Tytherington but not a Cllr in the context of this point re SGC). The Minute was amended, and the full set then APPROVED and signed by the Chair.

3273. Council to NOTE receipt of September 2022 payments & income documentation
NOTED
It was asked if more funds could be moved to a higher rate account. The Clerk confirmed this is on the F & GP Agenda 17.10.22 and will be followed up at the November meeting of the full council.

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The list of September payments is at Appendix 3.

3274. Council to discuss and approve any BUS SERVICE related topics including Dan Norris meeting & WECA survey

WECA issued a survey with a very short deadline which was extended to allow for Parish Council discussion.

Cllr Goddard and Cllr Kelliher have attended meetings on this topic including one with Dan Norris the West of England Metro Mayor.

All the Cllrs points and suggestions will be included in the WECA survey response. Other points include the unhelpful way various stakeholders bat the problem of lack of drivers, or lack of users around rather than being constructive. This Parish Council does NOT see itself as a potential bus or minibus operator but will work to support those supplying any services particularly Green Community Travel.

The Parish Council survey response can be seen at <https://www.westerleighparishcouncil.org.uk/wp-content/uploads/2020/05/WECA-Parish-Council-Bus-Survey-260922-WPC-response.pdf>

3275. Council to consider ways to help vulnerable people during winter crisis - cold weather/fuel poverty/cost of living

The Council can promote the wide range of options offered within Yate. See [HERE](#) and Appendix 4.

Action – to contact local venues in this Parish to see if they would consider anything similar – free tea/coffee morning. They can approach this Council for support options if needed.

3276. Council to NOTE Swift Sports Coaching report on summer holiday activities and Discuss/Approve matters arising

Cllrs NOTED receipt of the statistical report from the Swift Summer holiday activity days which were very successful. The Clerk pointed out that a large administrative task is caused by out of Parish applicants. Suggestions have been made to reduce this by the Clerk to Swift. The remaining should not be seen as a problem so long as places are available for Parish children.

The Council APPROVED booking swift for 2023/2024 – 2 days each half term (Oct 2023 & Feb 2024), 4 days at Easter, 12 days in Summer holidays 2023.

3277. Council to receive update relating to the Housing Needs Survey for Westerleigh ward of this PC and APPROVE policy

The Council received a preliminary assessment of the survey data from the sub-group. 11 respondents completed the Housing Need section 2. A very small housing need is identified. We await the SGC assessment of housing need in the ward, so that the final policy will be approved hopefully in November.

A representative of Anchor Housing attended the meeting. He notified the PC that they are soon to submit an application to SGC for a site opposite Westerleigh Village Hall where they hope to build four apartments for over 55's on a shared ownership scheme.

3278. Council to REVIEW and APPROVE updates to suite of PC policies

The suite of Policies had been sent to the Parish Cllrs for review. A few suggested amends were notified to the Deputy Clerk who is working across these policies as part of her CILCA training. They were all APPROVED with the amends. They will be posted on the PC website in due course and dated October 2022.

<https://www.westerleighparishcouncil.org.uk/council-procedures-and-publications/>

3279. Council to Consider and Approve a resolution to sign up to the Civility and Respect Pledge

The Council APPROVED the resolution and signed up to the Civility & Respect Pledge. The full pledge can be seen under <https://www.westerleighparishcouncil.org.uk/council-procedures-and-publications/>

3280. Correspondence/Communication with Westerleigh Parish Council:

From SGC:

[Community Conversations briefing note](#) NOTED

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List of warm venues idea from Mark Pullin Service Director of Community Development NOTED

SGC Planning Peer Review report NOTED

Pop up meeting: Recommissioning of Domestic Violence & Abuse services 11th October 6pm-7pm

Other received items

- WECA Transport Survey (received 28/9 deadline 4/10 then extended by one week)
- CPRE Avon & Bristol AGM 20.10.2022 3-4.30pm in Bath contact Clerk for details.

3281. Council to receive any other information from Clerk/Deputy Clerk regarding ongoing matters/required approvals

(a) Re-enrolment required by The Pensions Regulator completed 28.9.2022

This has been completed and confirmation received>

(b) New equipment at WPF play area

The Council RATIFIED the allocation from the CIL pot of a £40k budget for WPF upgrades. Comparison quotes have now been received for the enclosed play area at WPF. Ideas were circulated. Discussion will continue at the next

E & L meeting.

Also arising from the E & L was a request NOT to plant ivy on the dry-stone walls at The Pound. This was agreed.

(c) Budget setting process - Preparation of forecasts and draft budget for F & GP Oct 17th

The Council agreed that the Clerk/RFO should prepare the first look at budgets in readiness for the meeting next Monday of the F & GP Committee.

(d) To report on condolence books and tributes following the death of Her Majesty The Queen.

These will be taken to Gloucestershire Archives, our official archive host, on Wednesday 12th October.

(e) Use of Westerleigh Playing Field by The Edventure Project

Kimberley Vallis of The Edventure Project answered some questions on staff/pupil ratios, activity types, use of a tent, and safeguarding concerns of using Westerleigh playing field along with the hall from November to April (approx) prior to Mafeking being ready.

Risk Assessments and Insurance details have been requested and Cllrs will then continue to consider the possibility of EP using the field.

(f) CPR Training

CPR training needs to take place at St Saviours following the installation of the fourth PC defibrillator. The trainer used at the other sites has given dates and Cllr Taylor offered to support this. Clerk to confirm hall availability and book.

(g) Bin emptying contractor

Our bin emptying contractor gave us notice of finishing on Dec 31st today. The Parish Council agreed that the best option would be to use SGC under our Localism services to take over. The Clerk will aim to ensure this happens and report at the next meeting.

3282. Council to discuss situation regarding parking in Henfield Rd for Manor school field

The Parish Council noted recent worsening in the parking situation when activities are taking place on the Manor Field. The football manager is trying to help and has acquired more cones to help more sensible parking but yellow lines are being ignored, entrances blocked etc. The Police have been informed and may do drive-bys and Parking Enforcement at SGC have also been informed. This is all whilst a Traffic Management Plan is being listed by SGC for consideration but is very low priority despite the Police request for action. Deputy Clerk is keeping a log. Community Tension team will also be notified as this could escalate. Tension between field users, hall management, residents and Manor school. The Parish Council thanks those trying to help and asks for common sense and patience along with legal parking.

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3283. Council to discuss/approve submissions for any required CONSULTATIONS

(a) Decision to bring into force a Direction made under Article 4(1) of the Town and Country Planning (General Permitted Development) (England) Order 2015 ('the GPDO')
Open from 29 Sep 2022 to 21 Oct 2022 <https://consultations.southglos.gov.uk/A4DDDecision/consultationHome>

It was agreed that this Consultation is not relevant for a Westerleigh PC response.

(b) WECA Parish Council Bus Survey
Covered under Minute 3274.

3284. Council to NOTE, APPROVE any required GRANT APPLICATIONS

(a) Yate & District Heritage Centre

This application for £300 was approved under the PC email process and has been paid.

(b) Henfield Hall application for new doors - awaiting further documentation as insufficient paperwork given so far.
No change.

(c) St Peters Hospice

The Parish Council have agreed to pay £2123 as requested. This will come from the S137 budget. St Peters are welcome to come back again for further funds if needed.

(d) Bitterwell fishery – restocking

The Parish Council felt the application for Tench & Carp lacked sufficient information about how and why the restocking fits into a longer term plan and details on volume of fish vs cost. It was felt that this should be discussed further after receiving the report from the netting and audit on the health and volume of existing stock.
The fishery manager should try and attend the meeting when it is next discussed to answer questions.

3285. Items considered urgent or exempt by the Chairman

The chair reported that a meeting is to be arranged to discuss the footpath on Blackberry Park and where the S106 money is to be used versus a new path the developers are putting in. The Chair and the Deputy Clerk will attend this with the SGC PROW officer.

3286. Dates of upcoming public Parish council meetings www.westerleighparishcouncil.org.uk/meeting-dates/

Finance Committee	October 17 th 2022	7pm Red Brick Annex, Manor Hall, Coalpit Heath
Full Parish Council meeting	November 14 th 2022	7pm Manor Hall, Coalpit Heath

The meeting closed at 8.50pm

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Appendix 1 - Westerleigh Parish Council planning comments submitted since the September 2022 meeting

P22/05178/HH | Alterations to existing garage workshop to create accessible bedroom and wet room. | The Byre Nibley House Badminton Road Yate South Gloucestershire BS37 5JE
Westerleigh Parish Council has no objection to this application.

P22/05180/LB | Alterations to existing garage workshop to create accessible bedroom and wet room. | The Byre Nibley House Badminton Road Yate South Gloucestershire BS37 5JE
Westerleigh Parish Council has no objection to this application.
The Council notes however, that it will defer to the conservation officer on the appropriateness of the materials and design (internal and external) relative to the building's historical significance.

P22/05360/ADV | Display of 2 no. fascia signs and individual letters put into a rock at entrance. | 3 Nibley Court Turner Drive Yate South Gloucestershire BS37 5YX
Westerleigh Parish Council has no objection to this application.

P22/05289/F | Erection of New Grounds Store and Associated Works | The Kendleshire Henfield Road Coalpit Heath South Gloucestershire BS36 2XG
Westerleigh Parish Council has no objection to this application.

P22/05008/PNHA | Enlargement of single storey dwellinghouse by the construction of 1 no. additional storey. | Sunnybrook Dodmore Crossing Westerleigh South Gloucestershire BS37 8QJ
Westerleigh Parish Council has no objection to this application.



14/11/22

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Appendix 2

Planning Application Decisions (Please follow the application link to read the full decision notice on the South Gloucestershire Council Planning Portal)

Agenda ref	Planning Number	Description	Westerleigh Parish Council Comment submitted	Notice	Decision	Decision Date
6 (b) (i)	P20/17345/RVC	Variation of condition 2 attached to planning permission PT17/1892/F to change the approved garage plans and site layout plan. Demolition of existing buildings. Erection of 4 no. dwellings, car port and associated works. Unit 1 Church Leaze Farm Henfield Road Coalpit Heath South Gloucestershire BS36 2UY	Westerleigh Parish Council has no further comments. (Response to original application was strong OBJECTION)	18/09/2020	Approve with Conditions	29/09/2022
6 (b) (ii)	P22/05008/PNHA	Enlargement of single storey dwellinghouse by the construction of 1 no. additional storey. Sunnysbrook Dodmore Crossing Westerleigh South Gloucestershire BS37 8QJ	Westerleigh Parish Council has no objection to this application. (Delegated)	30/08/2022	Prior Approval Granted with Conditions	28/09/2022
6 (b) (iii)	P22/05128/CLE	Continued use of building as 1no. dwelling (Class C3). The Old Stables At Box Hedge Farm Boxhedge Farm Lane Coalpit Heath South Gloucestershire BS36 2UW	Westerleigh Parish Council has no objection. (Delegated)	23/08/2022	Approve Certificate of Lawfulness	27/09/2022
6 (b) (iv)	P22/03005/E	Conversion and extension of existing club house. Windmill Golf Academy Henfield Road Westerleigh South Gloucestershire BS36 2FE (Adjoining Parish)	Westerleigh Parish Council OBJECTS to this application on the grounds that it conflicts with PS17 (Development in the Green Belt). Furthermore, the proposed second storey will impact negatively on the openness of the Green Belt because it extends above the tree line. The Parish Council recognises that leisure facilities are valuable to the area, but feels that the scale and size of the proposed two storey building is not proportionate to the outdoor nature of the facilities and needs for the size of the business.	06/06/2022	Approve With Conditions	16/09/2022
6 (b) (v)	P22/02736/E	Erection of 1no. building to form driving bays and teaching facilities with associated works. Kendleshire Golf Club Henfield Road Coalpit Heath South Gloucestershire BS36 2XG	Westerleigh Parish Council has no objection to this application. (Delegated)	23/05/2022	Approve with Conditions	13/09/2022

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Appendix 3

List of payments during September 2022

Date	Description	Supplier	Net	VAT	Total
01/09/2022	Storage unit rental fee	PE King (Bristol) Ltd	68.75	13.75	82.50
01/09/2022	Microsoft licence agreeme	Absolutely PC (GoCardless)	35.00	7.00	42.00
05/09/2022	Grass cutting	CPS Grounds Ltd	776.29	155.26	931.55
05/09/2022	Loo hire	Andyloos	174.80	34.96	209.76
06/09/2022	Signage	Sprint Print	15.00	3.00	18.00
08/09/2022	Childrens activity days	Swift Sports Coaching	4,800.00	960.00	5,760.00
20/09/2022	Council mobile phone	H3G (Three)	2.50	0.50	3.00
21/09/2022	Aerator at Bitterwell Lake	EON	26.68	1.33	28.01
23/09/2022	Monthly Pension payment	Avon Pension Fund	475.78		475.78
23/09/2022	Salary	R Davis Deputy Clerk	1,108.57		1,108.57
23/09/2022	PAYE	HMRC	232.88		232.88
23/09/2022	Salary	SWSimmons Parish Clerk	1,108.57		1,108.57
27/09/2022	Web page	Mediatube	75.00	15.00	90.00
27/09/2022	Graffiti removal	South Glos Council	150.00	30.00	180.00
27/09/2022	Signage	Sprint Print	7.50	1.50	9.00
28/09/2022	Youth feasibility study	FACE Youth charity	1,272.00		1,272.00
28/09/2022	Printing & copying charges	Konica Minolta	9.28	1.86	11.14
30/09/2022	Copier machine quarterly	Konica Minolta	38.67	7.73	46.40
30/09/2022	Monthly Bin emptying	Hands Property Maintenance	598.00		598.00
30/09/2022	Clerk expenses	SWSimmons Parish Clerk	96.21		96.21
30/09/2022	Deputy Clerk expenses	R Davis Deputy Clerk	165.41		165.41

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Appendix 4

WARM WELCOME VENUE SUMMARY		
WHEN	WHERE	WHEN
MONDAY	Armadillo Youth Cafe The Oasis at CSBC Pop Inn Cafe Poole Court Morrisons Cafe	10am - 12noon 10am - 12noon 10am - 2.30pm 1pm - 5pm 3pm - 5pm
TUESDAY	Pop Inn Cafe Yate & District Heritage Centre The Oasis at CSBC Morrisons Cafe	10am - 2.30pm 10am - 4pm 10am - 12 noon 3pm - 5pm
WEDNESDAY	Yate & District Heritage Centre The Oasis at CSBC Pop Inn Cafe Morrisons Cafe	10am - 4pm 10am - 12 noon 10am - 2.30pm 3pm - 5pm
THURSDAY	Armadillo Youth Cafe The Oasis at CSBC Pop Inn Cafe Yate & District Heritage Centre Poole Court	9am - 3pm 10am - 12 noon 10am - 2.30pm 10am - 4pm 1pm - 5pm
FRIDAY	Poole Court The Oasis at CSBC Pop Inn Cafe Grace Church	9am - 4.30pm 10am - 12 noon 11am - 1.30pm 1.30pm - 5pm
SATURDAY	Armadillo Youth Cafe Yate & District Heritage Centre	10am - 1pm 10am - 3pm

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Yate Town Council



