

MINUTES OF FULL WESTERLEIGH PARISH COUNCIL MEETING

7pm December 12th 2022 Westerleigh Village Hall

Present: Cllr R McCullough (Chair) Cllr J Lean (Vice-Chair) Cllr Goddard Cllr Kelliher Cllr Taylor
Clerk: Mrs S Simmons **Deputy Clerk:** Mrs R Davis
Members of public (10)

3311. Welcome & Introduction

The Chairman welcomed everyone to the last meeting of 2022.

3312. Apologies for absence

Received and accepted from Cllr Hill, Cllr Clark, and District Cllr Young

3313. Declarations of Interest under the Localism Act 2011 relating to this meeting

Cllr McCullough declared an interest in P22/06832/HH so will not participate in that discussion.

3314. Reports from South Gloucestershire Councillors on matters relating to the Parish

Phase 2 Consultation on 2023/24 Budget Commences

The second phase of South Gloucestershire Council's 2023/24 budget consultation is now underway. An initial public consultation started on 15th October focused on the scale of the budget shortfall. That initial outline budget proposal has now been updated with greater detail and more questions for residents on the specific spending cuts and charge increases the Conservative administration are proposing. This includes increasing the green bin charge, cutting grants to community organisations (e.g. reducing Member Awarded Funding from £3k to £1k), scaling back Street Care operational and support teams, and reducing help with the council tax for those on low incomes.

This is the chance for residents to have their say on the Conservative proposals before the budget as to be formally approved by full council in February 2023. Further information can be found at <https://consultations.southglos.gov.uk/budget23/> and the closing date for comments is 15th January.

Warm Spaces Directory

South Gloucestershire Council has now published a directory of community welcome spaces this winter – <https://beta.southglos.gov.uk/community-welcome-spaces>. These warm spaces offer a friendly welcome to all and are free to use. Community welcome spaces grant funding is also available from the council for organisations and groups wanting to provide such a warm space for residents in need of one this winter. Grants of up to £500 are available, on a first come, first served basis to community groups who are running warm space projects as well as town and parish councils. More information on the grant process can be found at <https://beta.southglos.gov.uk/community-welcome-spaces-grant>.

Community Food Fund

South Gloucestershire Council has been launched community food fund for food aid organisations in response to the cost of living crisis. It can be used as a contribution towards or as match funding to buy food aid. Organisations can apply for up to £500 to fund things such as food supplies, running costs and volunteer expenses. The funding is available on a first come, first served basis.

Organisation can apply to the community food fund online at <https://beta.southglos.gov.uk/community-food-fund>.

School Holiday Clubs

This December the Department for Education are funding a wide range of holiday activities and food clubs for 5 – 16 year olds across South Gloucestershire. Activities range from archery, sports and games, dance or performing arts and seasonal-themed party days, to quieter activities like arts and crafts, cooking or forest school.

Places are free for children who get benefits-related free school meals (not universal infant free school meals). A healthy lunch is included. If your child does not get free school meals you may, depending on the activity, also be able to pay for your child to attend. Further information can be found at <https://beta.southglos.gov.uk/supporting-families-in-school-holidays>.

The report was NOTED with no questions arising.

3315. Pre-arranged items from members of Public

Members of the public were present to speak on 3 items:

- a) P22/06282/PIP – see 3316c (i) below;
- b) a planning application and the associated process earlier in the year (P22/05289F)
- c) a missing road sign and advertising at Kendleshire

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3315 (b) a planning application and the associated process earlier in the year (P22/05289F)

Further to several emails since October concerns were once again expressed by 3 residents relating to P22/05289F and the process followed by the Parish Council and the decision reached. In regard to the process, it was explained once again that that the Parish Council is governed by the 21 day consultation rule (details of this can be found on gov.uk under Consultation & Pre-decision matters) and the Parish Council has a standard published delegated process for where decisions have to be taken outside of meetings. In this case a 'No objection' decision was unanimous from the 6 Cllrs participating as one Cllr had declared an interest immediately the consultation was issued.

It was also explained that the Parish Council is just one Consultee and has equal weighting in terms of comments as any other resident who posts a comment with SGC. SGC and the Planning Officer on the case can take as long as they need to then request other reports. Only if the applicant supplies changes does the PC come back to reconsider the application after the initial period of consultation.

Where Cllrs have a difference of opinion or where they feel necessary due to written communications with the PC, in exceptional circumstances an extension can be requested (not always granted by SGC) enabling discussion at a meeting. This situation did not arise during the time scale.

As requested the Timeline is – consultation notice received by Westerleigh Clerk on 5.9.22 at 14.21pm; issued to Cllrs at 16.08pm; Declaration of Interest received at 16.14pm; other Cllr responses all received by 14.9.22 when the unanimous No Objection decision was reported to SGC planning department.

Any further concerns about the specifics of the planning application itself should be made to the Planning Officer at SGC. *The residents involved in this discussion left the meeting at this point.*

3315 (c) a missing road sign and advertising at Kendleshire

A resident reported that a sign showing left to Yate and right to Bristol is missing from its posts just before the junction of Down road and Badminton Road. He also reported that a large advertising sign for a solar company has appeared. The Clerk explained that SGC Planning Enforcement should be told about the sign and has sent the resident the contact details. The Chair offered to contact SGC highways about the missing sign. The Chair also reassured the resident that we are monitoring graffiti in the area.

3316. PLANNING:

(a) Council to NOTE comments submitted since last meeting
Attached as Appendix 2

(b) Council to NOTE planning decisions made by SGC since last meeting
Attached as Appendix 3

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

- i. P22/06282/PIP Permission in principle for the erection of up to 2 no. dwellings. | Bay Tree Cottage Ruffet Road Winterbourne South Gloucestershire BS36 1AN

Members of Public

Three residents raised a number of points in strong objection to the application. The primary concern was that the application is seeking an exemption from planning policy against development in the Green Belt by arguing that Kendleshire is a village and that the addition of two dwellings on the land surrounding Bay Tree Cottage constitutes infill development. The residents strongly argued that Kendleshire cannot be classed as a village and the plans would constitute inappropriate development in the Green Belt. The proposed access to the new dwellings via the existing entrance to Bay Tree Cottage on Ruffet Road would be unsafe, as the road is inadequate for existing traffic, too narrow for two vehicles in places and is increasingly used as a rat run to Lyde Green. The residents have recently requested a highways safety inspection of the entrance from South Gloucestershire Council. The proposed development was argued to be of inappropriate size and scale, upsetting the historical setting. The development would also have a negative impact on neighbouring Rose Cottage, with the proposed access to plot 2 between Bay Tree Cottage and Rose Cottage being too narrow and the dwelling blocking light to Rose Cottage. Finally, residents expressed concern that, should this application be approved, other similar applications would be encouraged from local properties in the Green Belt local to this site.

The Parish Council then discussed the application:

Westerleigh Parish Council strongly objects to the application on the following grounds.

The proposed development conflicts with South Gloucestershire Local Plan Core Strategy Policy CS 34 - Rural Areas - constituting inappropriate development in the Green Belt. It also conflicts with South Gloucestershire

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Local Plan Core Strategy Policy CS5 - Location of Development – which sets out exceptions to Green Belt policy. The proposed development falls outside a defined settlement boundary and does not constitute infill development because Gloucestershire cannot be classed as a village, as the applicant contends. It is a small rural collection of homes, less than even a hamlet, with no community facilities such as a village hall, pub or church.

The Parish Council supports the view of the Conservation Officer that the full design details of the proposed dwelling in the form of a full planning application are required to determine what the likely effect will be on development of the open field in the immediate setting of the grade II listed building adjacent to the southern site boundary. A full application is also required to determine the effect on any potential views of the listed building and the 19th century properties from the surrounding area.

Furthermore, the Parish Council has concerns about the suitability and safety of the proposed access from Ruffet Road. This narrow lane, single width in places, is increasingly used as a rat run to Lyde Green by commuters. In addition, the proposed access to plot 2 between Bay Tree Cottage and Rose Cottage is too narrow for most vehicles and totally unsuitable. The development would negatively impact the residential amenity of Rose Cottage. These issues should be considered as part of a full planning application at least or a complete refusal given.

For these reasons Westerleigh Parish council STRONGLY OBJECTS.

The residents involved in this discussion left the meeting at this point.

- ii. [P22/06531/HH](#) Erection of a single storey rear extension to form additional living accommodation. Bella Vista Westerleigh Road Westerleigh South Gloucestershire BS37 8QH

Westerleigh Parish Council has **NO OBJECTION** to the application. However, it wishes to make the following comments based on what is seen as a poor design to integrate with the existing house. The Parish Council requests that the planning officer checks the total increase in volume of the property, to ensure that it falls within the permitted range. Furthermore, the Parish Council requests that the proposed extension is assessed against the design guidelines set out in the Householder Design Guide Supplementary Planning Document.

- iii. [P22/06449/PNH](#) The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 7 metres, for which the maximum height would be 3.95 metres, and for which the height of the eaves would be 2.45 metres. | 13 Beesmoor Road Coalpit Heath BS36 2RS

Westerleigh Parish Council has **NO OBJECTION**

Note, the Parish Council agreed to retract its previous comment submitted to the planning portal, following confirmation from the planning officer that the property had not previously been extended as per application P84/1826 which had incorrectly been attributed to this property in error.

- iv. [Public engagement feedback re: BESS south of Westerleigh Rd at BS37 8RD](#)

The public meeting took place on Nov 28th 2022 at Westerleigh Village hall with a presentation and Q & A session. The Clerk and 3 Cllrs attended. Notes sent by the Clerk summarising the meeting are attached at Appendix 1.

- v. [P22/06840/Q](#) Demolition of 3 no. single storey buildings and erection of a three-storey building comprising of 6 no. office units (Class E) (Outline) with layout, scale, and access to be determined, all other matters reserved. Land And Buildings At Henfield Business Park Westerleigh Road Coalpit Heath S36 2UP

Westerleigh Parish Council agreed to submit a **NO COMMENT** comment on this application.

- vi. [P22/06832/HH](#) Erection of double-height extensions to south and east elevations to form additional living accommodation. Cloverlea The Hollows Coalpit Heath South Gloucestershire BS36 2UU

Cllr McCullough declared an interest and took no part in the discussion. Cllr Lean chaired the item. Westerleigh Parish Council has **NO OBJECTION** to the application.

3317. [Parish Councillor Reports – written submissions, taken as read with questions taken as necessary](#)
None

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3318. Council to APPROVE Minutes of Parish Council meeting held on November 14th 2022
APPROVED and duly signed by the Chair
3319. Council to NOTE receipt of November 2022 payments & income documentation
NOTED. The November list of payments is attached as Appendix 4.
A question arose about the interest rates on the Public Works Loans taken out in 2020. The Clerk confirmed that the loans were on fixed rates. (PMN Confirmed as 2.14% (£50,000) and 2.08% (£25000) for a 15 year term.)
3320. Council to review Council Tax Base information
Cllrs had received the Council Tax Base figures supplied by SGC. They indicate an increase of 1.3% on Band D equivalents.
3321. Council to APPROVE update to 2023/2024 provisional Budget

The Clerk supplied an updated draft budget using a figure of 1.3% as shown above, and which represents a net zero increase in the Parish precept payable by residents. If the S137 £15000 is to be funded by reserves, then the income/expenditure budget is within £536.
The Parish Council unanimously APPROVED this draft budget. It is attached as Appendix 5.
3322. Council to DISCUSS & APPROVE Precept for 2023/2024

Following the review of Tax Base information and approval of the draft budget the Parish Council unanimously APPROVED a precept of £93640. The Clerk will submit the request to SGC.
3323. Council to NOTE appointment of new External Auditor for 5 years from 2022/23 to 2026/27 and fee scales

The Clerk explained that the Smaller Authorities Audit Appointments board (SAAA) has appointed BDO LLP as the External Auditor for this Parish Council for the next 5 years, replacing PKF Littlejohn. Fees are similar and expected to be a maximum of £420 for a smooth audit process. This was NOTED.
3324. Council to APPROVE updated Scheme of Delegation
Councillors approved the [Scheme of Delegation](#) from the Council to the Clerk including a specific reference to delegating decisions relating to grant applications received between meetings, and the planning process. This is on the PC website at <https://www.westerleighparishcouncil.org.uk/wp-content/uploads/2020/05/WPC-Scheme-of-Delegation-Dec-2022.pdf>
3325. Council to consider/APPROVE any commemoration of the life of HM Queen Elizabeth II and/or the Coronation of King Charles III
The Deputy Clerk gave an update with progress on the Newman Field Memorial woodland project agreed by the E&L Committee earlier this year (min 232). On the advice of the tree-planting contractor the project has been scaled down to one large tree (hornbeam) and two smaller species (field maple), to be planted at the top of the field behind the zip wire.
The contractor will remove two diseased ash trees adjacent to the planting site and plant the three trees on Jan 13th 2023. The trees and protective tree guards have been ordered. The ash trees will be coronet cut to provide an important habitat, and the logs will be used to build habitat piles at the entrance to the woods behind the whips.

The E & L committee meeting will consider whether this should be a memorial woodland or whether the trees should commemorate Queen Elizabeth II and the coronation of King Charles III. A memorial sculpture at the edge of the top lake car park could be considered as an alternative memorial project.

Cllrs should consider any other ways to mark the Coronation that they would like to be submitted for consideration in January.
3326. Council to REVIEW progress with setting up Warm Welcome scheme in the Parish - ways to help vulnerable people during winter crisis and DISCUSS/APPROVE contributions to venues

Cllr Carol Goddard aided by the WI and Westerleigh Neighbourhood Watch are running a Warm Welcome lunch at Westerleigh Village Hall on January 13th. If successful then further events may be planned. £100 has been provided by the Parish Council and Carol thanked other contributors.

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POSTER ATTACHED as Appendix 6

3327. Correspondence/Communication with Westerleigh Parish Council:

From SGC:

Council Tax Base information

PT.7516 A432 Badminton Road, Yate - Temporary Road Closure between Nibley Rd and Vfrog Lane for around 3 weeks at some point after 1st January for resurfacing works, possibly a result of highlighted issues with the cycleway surfaces and edges.

Other received items

Resident query on road signs and advertising at Kendleshire crossroads – referred to SGC

ALCANALC subscription renewal – the estimate received shows an increase from £690.96 to £778. The Clerk has asked for an explanation of this 12.6% increase.

3328. Council to receive any other information from Clerk/Deputy Clerk regarding ongoing matters/required approvals

Clerk report

WPC e-Xmas card sent out today to suppliers, contractors, supporters etc

Fish re-stock at Bitterwell Lake: Tench were delivered last week. The Lake Manager commented positively on the number, sizes and good quality of the fish. £3000 invoice received leaving £500 for Crucians after Xmas.

New Unity Trust savings account – problems due to Royal Mail have delayed use of account. Hoping to sort this month.

Notice Board for Blackberry Park – ordered and Barratts asked for contribution. Should arrive in January.

Deputy Clerk report

Bitterwell Lake path – the path from the top car park down to the large fishing platform (previously a grass slope which was slipping in wet weather) has been completed by the Bristol Conservation Volunteers.

Update on planning application [P22/05906/E](#) 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 BS37 8RG [Adjoining Parish]. The agent will be sending monthly updates on progress with the application to Westerleigh and Doddington Parish Councils. An objection has been submitted due to the proximity to the Exolum pipeline, but this can be mitigated according to the agent. Subject to planning approval, construction is unlikely to start before 2026, as it is dependent upon National Grid carrying out upgrade work on the nearby substation. Community benefit - according to the agent, the community fund is based upon £2,000 per MW of installed capacity (£34-36K in one payment). The site operator is likely to set up a joint steering committee for the fund, that residents & local groups can bid into. This will be agreed with South Gloucestershire Council.

Blackberry Park Public Right of Way (PROW) improvements- Cllr McCullough and others met with the PROW Officer in November to discuss s106 funded improvements to PROW LWE 27/10 which runs from north of the Blackberry Park site through to the Badminton Road. Prior to the meeting there had been an assumption that the £10,000 S106 allocation would be spent upgrading the section of pathway which goes through the development itself. However, the developers are carrying out this work, so the meeting refocused funding on the stretch from the viaduct to the Badminton Rd, beyond the boundary of the development. The work will include laying to gravel and gate improvements and is scheduled to be carried out by SGC during winter/ spring 2022/23.

Blackberry Park open spaces -There are two open spaces on the site which will be managed for nature according to the landscape management plan provided by the developer: a field to the east of the site (where soil dumping has been cleared) and a field to the south, currently left wild. Matthew Lipton, South Gloucestershire Council Biodiversity Officer, has commented informally on the landscape plan and has made suggestions which will be passed to the developer. His main comment was that it was unnecessary to sow the south field with meadow mix, which would be better left wild as it now is and mowed every other year.

Regarding protecting the open spaces from future development, South Gloucestershire Council has confirmed that they are not being reconsidered as designated green spaces with additional planning protections, as part of the current Local Plan process. Instead, officers confirmed that the two areas of open space described are covenanted under planning permission PT17/0215/O as per the Section 106 agreement, with the final boundaries being established through planning permission PT18/6313/RM. Officers provided a map which shows the area to be transferred to a management company as per the approved Adoption & Management Strategy, providing protection from future development.

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The Deputy Clerk gave brief updates on projects/ issues which will be considered in detail at the next E&L Committee meeting on Jan 23rd 2023.

Bin project – 9 replacement bins have been delivered and installation should be completed by Jan 1st 2023, when South Gloucestershire Council will take over the bin emptying contract.

Local Nature Action Plan (LNAP) - A countywide hedgehog project will launch in Feb 2023 called South Gloucestershire Hedgehog Heroes. It will involve the 15 Town and Parish Councils developing LNAPs, but is open to all councils. The project has ambitious targets for hedgehog hole creation and awareness-raising activities.

Frampton End nature reserve - £1m of WECA funding has been secured by South Gloucestershire Council to develop this. The reserve will be adjacent to the Westerleigh and Iron Acton Parish boundaries and may cross into this parish depending on take up from local landowners. The core of the site is made up of South Gloucestershire Council-owned land.

Iron Acton Parish Council bench request – IAPC has asked Westerleigh Parish Council to consider installing two benches along a pathway on the Westerleigh side of the Frome Valley Walkway on the Iron Acton Parish boundary. The land is leased by South Gloucestershire Council, and adjacent to the proposed Frampton End Nature Reserve.

The winning name in the competition to name the Westerleigh Playing Field bug hotel was announced as 'Btingham Palace'. The winner was awarded a bird box.

3329. Council to DISCUSS/APPROVE submissions for any required CONSULTATIONS
SGC Clean Air Action Plan (CAAP) This will be for discussion at the January WPC meeting. See
<https://consultations.southglos.gov.uk/CAAP22/consultationHome>

Annual Council Budget 2023/2024

See <https://consultations.southglos.gov.uk/budget23/consultationHome> Cllrs have agreed to make individual submissions to this second stage of SGC budget setting.

3330. Council to NOTE, or APPROVE any required GRANT APPLICATIONS
Henfield Hall application for £1330 for new kitchen door to be installed.
The PC unanimously agreed to grant £1330 to Henfield Hall for this project.

3331. Items considered urgent or exempt by the Chairman
None

3332. Dates of upcoming public Parish council meetings www.westerleighparishcouncil.org.uk/meeting-dates/
Full Parish Council meeting Jan 9th 2023 7pm Westerleigh Village Hall
E & L Meeting Jan 23rd 2023 7pm, Red Brick Annexe, Manor Hall, Coalpit Heath

The meeting ended with the Chair wishing everyone present a Happy Christmas

The meeting closed at 8.30pm

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Appendix 1

Notes sent to RCA Regeneration and Immersa Ltd by the Parish Clerk following the Public Engagement event on Nov 28th 2022

Last night's public engagement event was interesting, and it was attended by around 15-20 local residents. As promised here is a summary of the points I noted from feedback and Q & A's in regard to the proposals for a £200million project to site a 200 MW BESS south of Westerleigh Rd at BS37 8RD:

- Residents of Sunnybank have genuine concerns about the impact on their homes, their views, the noise described as a 50 dB hum, and the effect on the value of their properties.
- Everyone highlighted the concerns of the dangerous stretch of road which would be the site for the main access point. It is suggested that you seriously look at an alternative access point down the road past Tulip Meats (Oakleigh Green Farm Lane).
- You were asked to check the updated plans for the Yate Spur footpaths and cycleways planned by South Glos Council
- From a Parish Council perspective should planning permission be given for this site we would want to look at a Community Benefit fund plan such as the one we have in place for the Says Court Farm renewable energy site.
- Also the Parish Council is involved in a Local Nature Action Plan to also contribute to the Climate Emergency with planting, wildlife, biodiversity etc and we would want to be involved in this with this site. At Says Court we also work with Avon Wildlife Trust.
- Generally there was real concern about the northern portion of your site proposal.

Other points that arose:

Should you get planning permission then you anticipate that construction of around 6 months duration would be in 2027/2028. This would be preceded by some of the landscaping mitigation.

BESS construction would be followed by roadside underground cabling westwards from the site and then north under fields to the required national grid pylon Point of Contact.

Please ensure that all my points are included in your public engagement feedback notes and as Clerk to the Parish Council please keep me informed of progress, changes to the proposal, or further information relating to this site.

Appendix 2 - Westerleigh PC planning comments submitted since the November 2022 meeting

[P22/06664/PND](#) Prior notification of the intention to demolish the bungalow on site. Marwood 6 Bell Road Coalpit Heath South Gloucestershire BS36 2SA [ADJOINING PARISH]

Westerleigh Parish Council has no objection.

[P22/06564/E](#) Demolition of existing workers dwelling and erection of 1 no. detached bungalow with associated works. Frog Lane Farm Woodside Road Coalpit Heath South Gloucestershire BS36 2QT

Cllr McCullough has declared an interest so will not comment.

Westerleigh Parish Council has no objection to this application provided that the agricultural tie is retained as a planning condition.

[P22/06521/CLP](#) Installation of 1 no. rear dormer and 2no. front rooflights. 261 Badminton Road Coalpit Heath South Gloucestershire BS36 2NL

Westerleigh Parish Council has no objection to this application.

[P22/06426/HH](#) | Erection of a single storey rear extension to form additional living accommodation. | 178 Badminton Road Coalpit Heath South Gloucestershire BS36 2SX

Westerleigh Parish Council has no objection to this application.

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[P22/06449/PNH](#) The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 7 metres, for which the maximum height would be 3.95 metres, and for which the height of the eaves would be 2.45 metres. 13 Beesmoor Road Coalpit Heath South Gloucestershire BS36 2RS

The following comment was submitted in advance of the Westerleigh Parish Council meeting at which this application will be considered (December 12th 2022) in order to meet the consultation deadline.

PLEASE NOTE that Westerleigh Parish Council has requested an extension to the consultation deadline from the case officer to enable it to consider this application at its meeting on 12th December 2022. No response has been given. Therefore the Parish Council is submitting these comments now, but may submit further comments after its meeting on 12th December. Westerleigh Parish Council OBJECTS to this application on the following grounds. The case officer's report for P21/04158/F omitted a planning application from the property's planning history. It doesn't list P84/1826 which, on 25th Jul 1984, granted approval for the 'Erection of two storey rear extension to form living room, dining room, hall with bathroom and bedroom over'. This is highly relevant to the current PNH application.

The government's technical guidance for permitted development rights states:

"A.1 Development is not permitted by Class A if – [...]

(h) the enlarged part of the dwellinghouse would have more than a single storey

and -

(i) extend beyond the rear wall of the original dwellinghouse by more than 3 metres"

*For this property the rear wall of the original dwellinghouse is therefore the rear wall of the property before P84/1826 was approved. The submitted plans show that the length of the proposed extension *and* the 1984 extension is 12.515 metres (5.205m + 0.310m + 6.660m + 0.340m). Part of the 1984 extension was two storeys. This significantly exceeds the length of extension allowed under PDR. Westerleigh Parish Council contends that this current application should be refused.*

PLEASE NOTE THIS RESPONSE WILL BE MODIFIED AS INCORRECT INFORMATION WAS SUPPLIED BY SGC RELATING TO A PREVIOUS APPLICATION WHICH WAS ACTUALLY NOT AT THIS ADDRESS

[P22/06163/F](#) Creation of opening on west elevation and installation of 1 no. roller shutter doors, installation of 2 no. safety bollards with associated works. Unit 8 Badminton Road Trading Estate Badminton Road Yate BS37 5NS

Westerleigh Parish Council has no objection to this application.

Appendix 3 Planning decisions from SGC since 4/1/22

Planning Number	Description	Westerleigh Parish Council Comment submitted	Notice	Decision	Decision Date
P22/05889/JH	Erection of single storey side extension to form additional living accommodation. 15 Ivy Terrace Westerleigh Road Westerleigh South Gloucestershire BS37 8QP	Westerleigh Parish Council has no objection to this application. It notes however, that removing the small protrusion to the front line of the building would maintain the aesthetic along the row of houses. (Delegated)	11/10/2022	Approve with conditions	24/11/20

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Appendix 4 List of November payments

Date	Description	Supplier	Net	VAT	Total
01/11/2022	Microsoft licence agreeme	Absolutely PC (GoCardles	35.00	7.00	42.00
02/11/2022	Storage unit rental fee	PE King (Bristol) Ltd	68.75	13.75	82.50
02/11/2022	Grass cutting	CPS Grounds Ltd	776.29	155.26	931.55
02/11/2022	Gas checks & boiler servic	Pass & Totterdell Ltd	85.00	17.00	102.00
08/11/2022	Localism charges	South Glos Council	65.40	13.08	78.48
08/11/2022	Localism charges	South Glos Council	399.99	80.00	479.99
09/11/2022	Loo hire	Andyloos	159.60	31.92	191.52
15/11/2022	Split supply completion at	BBM Plumbing & Heating	575.49	115.09	690.58
16/11/2022	Aerator at Bitterwell Lake	EON	18.48	0.92	19.40
21/11/2022	Council mobile phone	H3G (Three)	2.50	0.50	3.00
21/11/2022	Room hire	Manor Hall	18.00		18.00
21/11/2022	Clerk reimbursement	SWSimmons Parish Clerl	22.50		22.50
25/11/2022	PAYE	HMRC	872.05		872.05
25/11/2022	Monthly Pension payment	Avon Pension Fund	758.76		758.76
25/11/2022	Salary	SWSimmons Parish Clerl	1,617.56		1,617.56
25/11/2022	Salary	R Davis Deputy Clerk	1,547.91		1,547.91
29/11/2022	9 new bins	Broxap	2,889.00	577.80	3,466.80
29/11/2022	Notice Board for Blackberr	Signs of Cheshire Ltd (ak	942.50	188.50	1,131.00
30/11/2022	Clerk expenses	SWSimmons Parish Clerl	128.69		128.69
30/11/2022	Warm Welcome payment	Westerleigh Neighbourhc	100.00		100.00
30/11/2022	Deputy Clerk expenses	R Davis Deputy Clerk	89.10		89.10

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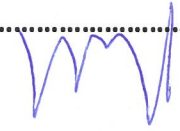
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Appendix 5 Draft Budget APPROVED 12.12.2022

INCOME	2022_2023	2023_2024	Budget setting notes
C/F end of 21/22			
PRECEPT	£ 92,438.00	£ 93,640.00	1.3% shown on CT BASE FIRM
Bitterwell Chalet Rental	£ 8,700.00	£ 9,300.00	Rental to increase on Dec 1st 2023; Less than 7% = 9309; £9300 is 775 pm
Fishing Rights	£ 5,000.00	£ 5,250.00	Increase agreed Nov 2022 Minute 3298
CIL/S106	£ 62,824.67	£ 20,000.00	Have asked Greg for estimates on expectations
Says Court Farm Solar Benefit	£ 19,800.00	£ 19,800.00	
Bank interest	£ 6.00	£ 900.00	
Hire of field by football teams		£ 360.00	Brimsham to continue? YES
INCOME BUDGET TOTAL	£ 188,768.67	£ 148,890.00	
EXPENDITURE BUDGET			
FINANCE & ADMIN	2022_2023	2023_2024	Budget setting notes
PWLB loan repayments loan 1	£ 1,948.74	£ 1,948.74	Split July & January
PWLB loan repayments loan 2	£ 3,914.48	£ 3,914.56	Split April & October
Staff costs (Salary/HMRC/Pension)	£ 940.29	£ 42,000.00	As on line 4 AGAR Salary/HMRC/Pension only; Include 1.4,22 increase (~6%) and 1.4,23 increase estimate of 10%. Have asked LGPS for estimates of employer costs for 2023/24 : Est NI 1800; Pension £5000; Salaries £35000; Est total £41800
Office & clerk expenses	£ 4,000.00	£ 4,500.00	increase in mileage allowance
Councillor costs (expenses/training)	£ 400.00	£ 320.00	
Chairmans Allowance	-	£ -	
Deputy Clerk CILCA costs	£ 530.00	£ -	Further fees before completion requested - should be in 22/23 or carry forward £530
Subscriptions/publications/tickets	£ 1,500.00	£ 1,500.00	required
Room Hire	£ 600.00	£ 500.00	
Insurance	£ 2,000.00	£ 2,000.00	A 10% increase in May 2023 (Yr 3 of 5) would be £1751 from £1523
Advertising & Communications & rebranding	£ 1,000.00	£ 500.00	Leaflets from individual budgets eg LNAF; Emergency Plan; Signs from site budgets; Technology budget;
Office equipment	£ 1,000.00	£ 300.00	Potentially a further printer after KM contract ends
Audit fees	£ 1,000.00	£ 736.00	2022 £640 add 15%
GDPR	£ -	£ 200.00	Potential new legislation?? Training
Legal fees/consultancy	£ 500.00	£ 500.00	
Elections	£ 4,000.00	£ 2,000.00	Costs - Contested £5000; Uncontested £350; Carry £5k of £6k forward. No need to add more. Then add £1500 pa in future years.
Manor Hall	£ 4,350.00	£ 5,000.00	Only £1406 left; Start with £8000 again??
Website design & host		£ 150.00	Change url & provider??
Technology requirements (Cloud/licences etc)		£ 650.00	Current £42 pm; example - IONOS for 5 £60 pm
Remembrance Day wreaths		£ 50.00	
FINANCE & ADMIN TOTAL	£ 9,290.29	£ 65,243.22	£ 67,939.30

MINUTES OF FULL WESTERLEIGH PARISH COUNCIL MEETING
7pm December 12th 2022 Westerleigh Village Hall

ENVIRONMENT & LEISURE		2022_2023	2023_2024	Budget setting notes
Westerleigh Playing Field Inspections	£ 1,500.00	£ 1,500.00		
Westerleigh Playing Field repairs/maintenance	£ 1,000.00	£ 1,000.00		
Newman Field play inspections	£ 1,500.00	£ 1,500.00		
Newman Field repairs/maintenance	£ 3,000.00	£ 3,000.00		
Dog & Litter Bins - emptying/repair	£ 8,000.00	£ 8,500.00		Increased to cover annual maintenance and zip wire;
Bus shelter inspections/repairs/maintenance	£ 500.00	£ 500.00		
Public seats inspections/repairs/maintenance	£ 500.00	£ 500.00		
Pansy Vale works	£ 500.00	£ 500.00		
The Pound works	£ 500.00	£ 500.00		
Mayshill works	£ 500.00	£ 500.00		
Ivory Wood works	£ 500.00	£ 500.00		
Genotaph repairs/maintenance	£ 500.00	£ 500.00		
Grass cutting: Parish contract & SGC contract	£ 12,000.00	£ 13,500.00		Current yr could reach £12500; Further increase expected
Tree works (Ash Die-back/other felling/replanting)	£ 5,000.00	£ 2,000.00		Reduced as under control; other tree projects from benefit funds
Bitterwell accessible toilet	£ 2,500.00	£ 2,750.00		increase expected
Bitterwell aerator electricity	£ 500.00	£ 1,000.00		big increase expected even though Paul being frugal
Bitterwell Lake repairs				From benefit funds
Bitterwell Lake CHALET	£ 4,514.83	£ 2,836.78	£ 3,436.70	Chalet rental minus loan repayments - surplus at eoy to be c/fwd; depends on rental above;
ENVIRONMENT & LEISURE BUDGET TOTAL	£ 4,514.83	£ 41,336.78	£ 41,686.70	
GRANTS & BENEFITS BUDGET	C/F	2022_2023	2023_2024	Budget setting notes
S137 Free resource fund	-	£ 15,000.00	15000	From reserves
CIL/S106 fund	£ 23,376.15	£ 62,824.67	£ 20,000.00	excludes 22/23 Carry fwd amount
LNAP	£ 4,685.00			excludes 22/23 Carry fwd amount
Says Court Solar Farm Community Benefit fund	£ 54,133.93	£ 19,800.00	19800	excludes 22/23 Carry fwd amount
GRANTS & BENEFITS BUDGET TOTAL	£ 82,195.08	£ 97,624.67	54800	
TOTAL EXPENDITURE BUDGET	£ 96,000.20	£ 204,204.67	£ 164,426.00	
Difference between Income & Expenditure budgets		-£ 15,436.00	-£ 15,536.00	£536 if £15000 funded from reserves

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 Signed.....

Date.....
 9.1.23

MINUTES OF FULL WESTERLEIGH PARISH COUNCIL MEETING
7pm December 12th 2022 Westerleigh Village Hall

Appendix 6 Westerleigh Warm Welcome event

WESTERLEIGH
Warm
WELCOME

Venue:
Westerleigh Village Hall

Date:
Friday 13th January 2023

Time:
10am - 2pm

FREE REFRESHMENTS
Tea
Coffee
Biscuits
Soup and a roll (vegetarian options available)

FREE - ALL WELCOME

To entertain you - Dominoes, playing cards, some board games. Meet new people, keep warm and have a nice time. Come for as long as you like. (Children must be accompanied.)


Westerleigh Parish Council

Any questions? Please contact
Cllr Carol Goddard Email: Cllrcagoddard@gmail.com
Tel: 07807 851978