

WESTERLEIGH PARISH COUNCIL
MINUTES OF FULL PARISH COUNCIL MEETING 7pm Nov 14th 2022 at Manor Hall

Present: Cllr R McCullough (Chair), Cllr Hill, Cllr Clark, Cllr Kelliher, Cllr Taylor, Cllr Goddard,
Clerk: S Simmons **Deputy Clerk:** R Davis
7 members of public

3287. Welcome & Introduction

Cllr McCullough welcomed everyone and pointed out the fire escapes

3288. Apologies for absence

Accepted from District Cllrs C Young S Read and B Stokes, and Parish Cllr J Lean

3289. Declarations of Interest under the Localism Act 2011 relating to this meeting

Cllr Clark has a standing D of I relating to his SGC Planning role

3290. Reports from South Gloucestershire Councillors on matters relating to the Parish

Avian Influenza

Following a change in the risk levels and an increase in the number of detections of avian influenza (bird flu) in kept and wild birds, the Chief Veterinary Officers from England, Scotland, Wales and Northern Ireland have declared a UK wide Avian Influenza Prevention Zone (AIPZ) to mitigate the risk of the disease spreading amongst poultry and captive birds. Residents should inform Defra if they find a single dead bird of prey, 3 or more dead wild waterfowl (such as swans, geese or ducks) or gulls, or 5 or more dead birds of any species. Under no circumstances should residents touch any deceased birds. On Monday 31st October the government announced that mandatory housing measures for all poultry and captive birds are to be introduced to all areas of England on Monday 7th November. The housing measures legally require all bird keepers to keep their birds indoors and to follow stringent biosecurity measures to help protect their flocks from the disease (regardless of type or size). More information, including on the responsibilities of bird owners, can be found at <https://www.gov.uk/guidance/avian-influenza-bird-flu>.

Badminton Road cycle lanes

We have been raising concerns from cyclists, horse riders and motorists about the safety of the upgraded Badminton Road cycle lanes. We understand that the Stage 3 Road Safety Audit requires a number of actions. This includes the application of green surfacing on the edges (as shown on the consultation plans), more cycle symbols and an adjustment to the approach at the start of the cycle track at the Nibley end. We shall update residents once we have received an informed response from officers.

Chair's Community Awards

Residents can now nominate community heroes – individuals or groups – for a Chair's Community Award at <https://www.southglos.gov.uk/council-and-democracy/councillors-democracy-and-elections/council-chair/chairs-community-awards/>. Choose the appropriate form for an individual or a group, complete and return it either by email or post by Friday 18th November 2022. The chosen nominees will be notified in December and invited to a prestigious awards evening on 18th January 2023 to receive their awards.

Consultations

Following the recent announcement of a £29.3 million funding gap in South Gloucestershire Council's budget for 2023/24 residents are being asked to help shape the council's future plans. The draft outline of the budget that has been published does not pre-empt or assume the outcome of the funding settlement expected from central government later in the year. This could potentially improve the outlook so, 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. An initial public consultation has started (<https://consultations.southglos.gov.uk/budget23/>) and will close on 15th January 2023. A second consultation phase, opening in December, will ask about options to tackle the shortfall currently being developed by the council's Conservative administration and will be shared once the council has detailed information on Government's funding proposals.

Additional comments:

Cllr Clark reported that Cllr Young had raised some issues with Cabinet member Cllr Reade regarding cycle lanes at today's SGC Cabinet meeting. The issues include: the fact that horses are not allowed on the cycle lanes and are they meant to use the road or the footpath; the height and lack of visibility of the kerbs in the wet and dark;

Cllr McCullough also commented on the poor surface and lines which cause cars with a lane assist function to swerve.

3291. Pre-arranged items from members of Public

No members of public had asked to speak separately but representatives were at the meeting from Edventure and from Bitterwell Fishery to answer any questions on the items relating to their activities.



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3292. PLANNING:

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

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

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

(i) 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 BS37 8RG [Adjoining Parish]

Westerleigh Parish Council has no objection to this application as it is considered a suitable site close to existing infrastructure.

The Deputy Clerk was asked to write to the developer to request a community benefit to the parish.

(ii) P22/06037/HH Demolition of existing garage. Erection of two storey side and rear extension and single storey front and rear extensions to provide additional living accommodation and integral garage. 14 Rushton Drive Coalpit Heath BS36 2PJ

Westerleigh Parish Council objects to the application on the grounds that the proposed extension is substantial and the size, position and design does not appear to comply with the standards sets out in PSP 38 Development within existing residential curtilages, including extensions and dwellings and the Householder Design Guide Supplementary Planning Document.

(iii) P22/06210/F Erection of single storey extensions to stable block to facilitate change of use to 1 no. dwelling (Class C3) with associated works. Land At Henfield Cottage 2 The Hollows Coalpit Heath South Gloucestershire BS36 2UT

Westerleigh Parish Council has no objection to this application.

However, the Council requests that permitted development rights for the new dwelling are removed due to the sensitivity of the surrounding area which forms part of the Green Belt.

(iv) 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

This application was notified to WPC today and therefore too late to be discussed at this meeting. Permission has been gained from the Planning Officer to submit WPC comments on 13th December. It will be listed on the 12th December Parish Council agenda. **Any member of public wishing to speak on this matter should contact the Clerk by November 30th if possible.**

3293. Parish Councillor Reports – written submissions, taken as read with questions taken as necessary

(a) **Cllr McCullough REPORT ON BLACKBERRY PARK TEAMS CALL 1.11.2022**

A Teams call was held with myself, the Clerk & Deputy, and Matthew Ogle of Barratt Homes regarding topics at Blackberry Park. It was a very productive 35 minutes covering 5 topics:

A Parish Noticeboard Barratt's are more than happy for us to have a Notice Board, have suggested the location and on being told the cost was likely to be £2000 Matthew said he would ask for a contribution for us from Barratts. We would pay the remainder and arrange purchase, delivery & installation. **update: we have heard from Matthew since the meeting and Barratts are happy to contribute £750 towards a noticeboard.*

Understanding the developer/maintenance company/residents transition process Matthew hopes that by late 2023/early 2024 Barratts will be almost finished and maintenance of the site hands to Pinnacle and to a Management Committee of residents. That committee can use Pinnacle OR tender for other suppliers for services such as grass cutting and this could be divided between different areas. At that point the Parish Council could offer to get involved but a discussion would then need to be had regarding the payment of such services by the Committee or via the PC precept.

The natural field areas There is a field (divided almost in two) and we were pleased to hear Barratts aim to leave wild and add trees and wild seed mix. They will let grass grow with mown pathways, as per the planning approval. We highlighted there is already a great deal of wildlife in and around this space. **Matthew suggested that he's seen spaces** like this have information boards installed to explain the wildlife measures to visitors.

Naming the path We asked if they could install a path sign as it was named Paris Path. Matthew said he would look to sort this.

Bins Rachel asked if any bins were to be installed and we gave Matthew examples of SGC costs for emptying so he will look into this. We pointed out that any bin should be a dual bin not just for dog waste. Matthew also suggested we talk

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again in the Spring to see how things are progressing generally.

(b) Cllr McCullough also reported that a meeting had taken place on wild fields at Blackberry Park with himself, a member of the SGC PROW team, Cllr Hill, Ward Cllr Young, and our Deputy Clerk. He will circulate notes from this and add to next agenda reports.

3294. Council to APPROVE Minutes of Parish Council meeting held on October 10th 2022
Approved with no issues and signed by the Chair.

3295. Council to NOTE receipt of October 2022 payments & income documentation
Approved with no questions arising. The list of October payments can be found at Appendix 1.

3296. Council to NOTE receipt of F & GP Minutes 17th October 2022 and to APPROVE all decisions taken therein
NOTED with no questions arising.

3297. Council to NOTE Statement of Custodian Trusteeship for Westerleigh Village Hall
NOTED. This shows the Parish Council holds the Deeds but takes no further part or responsibility in the Management of the hall which is run by the Management Committee. Cllr Taylor stated that there are no plans to change the arrangement by the Hall Committee.

3298. Council to DISCUSS/APPROVE new Fishing Licence fees effective 1st April 2023
The latest CPI figure is 10.1% so discussion was had on an increase up to this level. It was unanimously agreed to increase the Fishing Licence fee by 5% on April 1st, 2023.
This makes the annual fee £5250 and the monthly payment £437.50 from that date. The Clerk will issue an update to be attached to the Licence documentation.

3299. Council to NOTE pricing information from SCRIBE accounts software for Feb 2023, 2024, and 2025
The Clerk reported that following negotiation there would be a no increase in Feb 2023, 10% in Feb 2024 and 10% in Feb 2025. This remains an annual contract.

3300. Council to NOTE the SGC summary of the Westerleigh Housing Needs Survey and APPROVE policy

Further to Minute 3277 of October 2022 we have now received a summary from SGC:

There were 11 responses to Part 2 of the survey. The purpose of this part of the survey is to indicate the level and type of Affordable Housing required for those households that need to move house within Westerleigh Parish ward within the next five years. Data provided for Part 2 also helps to identify the number of households who wish to move and who can meet their own housing needs in the private market. The analysis of the Part 2 responses was as follows:

- Six cases provided no data for relevant questions to determine affordable housing need.
- Five cases provided valid responses. Of these, three provided information which indicated their housing needs could be met on the open market.
- The remaining two cases (households) can be classed as being in affordable housing need as follows:
 - One or two-bed social rent property (dependent on precise age) suitable for over 55s. Note, if the members of the household are 60 or over they could qualify for a two-bed property.
 - One-bed shared ownership property (at SGC S106 terms - 40% purchase and 1.5% rent)

POLICY - WPC agreed to consider the SGC level of identified need (2 households) when looking at future development applications in Westerleigh village.

The Deputy Clerk was asked to write to Peter Heffernan to thank him and his team for the help and guidance provided to WPC throughout this process. A full report of the results of the survey will be published on the website.

3301. Council to DISCUSS/APPROVE which bank(s) to use for investing funds to gain more interest and amounts to transfer

The Clerk (with some checks from the Deputy) researched possible savings accounts providers for around £84k of PC funds, looking at Unity Trust Bank, United trust Bank, Secure Trust Bank, Charity Bank and Nationwide Building Society.

For a number of reasons including situations with online banking vs postal, and signatories the recommendation is to open an Instant Access account with Unity Trust Bank for £84k as shown in the report for the F & GP Committee. This

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was unanimously approved.

3302. Council to DISCUSS use of Parish public open spaces by The Edventure Project and make necessary APPROVALS

A lot of discussion was had over the use of Parish council fields in Westerleigh and at Newman Field for The Edventure Project outdoor activities. It was agreed by 5 of the 6 Cllrs present to allow the use of the fields with reassurances given over the staffing levels, risk assessments and insurance, as well as parental agreement, by the Edventure team present at the meeting. Cllr McCullough wished it to be noted that he did not agree and has concerns but recognised he was outvoted.

It was also agreed that this would be a trial until Easter 2023 and the Edventure team were asked to report progress and any incidents and attend the March 2023 Parish council meeting to update the situation, by which time the progress with Mafeking may be clearer. (Monday 13th March at Westerleigh village hall). It was also made clear that no fires are to be lit at either site.

3303. 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

The Deputy Clerk previously emailed community venues in the parish to explain the concept of a Warm Welcome scheme and to advertise the availability of Parish council and other funding pots (e.g. South Gloucestershire Council) to fund local schemes.

St Saviours Church Hall responded explaining that they currently run a soup lunch on Fridays from 12-1.30pm for a donation (all welcome) and the church is open on Wednesdays from 1 – 3.30pm, although this may move to the church hall as the heating is not working.

The Manor Hall responded to explain that they do not have sufficient hall capacity or volunteers to run a scheme, but there are local churches running schemes.

The Miners Club responded to explain that they are interested in setting up a scheme and requested more information.

The Clerk suggested that on receipt of a plan from the Miners Club or other venues a £100 upfront Warm Welcome payment could be made with further claims accepted retrospectively. This was unanimously APPROVED.

The Deputy Clerk will draft an email to the venues that have shown potential for this scheme, giving ideas and examples of costs that can be claimed. Eg refreshments, newspapers, heating and lighting

3304. Council to APPROVE joint letters to SGC relating to the Local Nature Action Plan as follows:

(i) To endorse shared wildlife corridors map with Yate, Doddington and Sodbury parishes

Approved. Cllr Clark highlighted an additional opportunity to work with Frampton Cotterell and Iron Acton Parish Councils in relation to the proposed Frampton End Nature Reserve. The reserve will be immediately adjacent to the parish boundary with Frampton Cotterell Parish and may include some land from the parish. A bid has been submitted to WECA by South Gloucestershire Council, for £1.1m to secure land and develop the reserve. The reserve is likely to include a mix of South Gloucestershire Council owned land (currently own approximately 40% of the area) and private land, to create a coherent area.

(ii) To express interest in joining a wet woodland pilot project with Yate, Doddington and Sodbury parishes

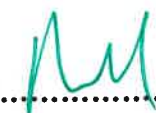
Approved.

3305. Correspondence/Communication with Westerleigh Parish Council:

From SGC:

SGC Budget information – request for partnership suggestions

Yate Mini Holland Pop Up meeting – attended by 2 Parish Cllrs. The bid and feasibility study is being overseen by SGC's Bid Officer, Andy Whitehead, to try to gain this status and investment.



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SGC Local Plan Delivery Programme (LPDP) – includes dates of future SPD's (Supplementary Planning Documents)

SGC Localism charges – the Clerk noted that the charges include SGC taking on the contract for ALL Parish bin emptying after the notice period given by our current provider of 31.12.2022, and due to the review of bins and combining of some dog/litter bins may result in a slight cost saving for the PC.

Other received items

- St Peters Hospice thank you letter for grant
- NALC New agreed 2022 Pay scales effective from 1.4.22. To be used from Nov 2022 with back pay included.
- Bank Holiday for Coronation May 8th. Change of date for Parish Council Annual Meeting to Tuesday May 9th.
- RCA Regeneration Ltd – BESS (Battery Energy Storage System) near Rail head and Tulip - Public engagement at Westerleigh village hall 28.11.22 approx 5pm-7pm but details to be confirmed. Deputy Clerk, and at least two Parish Councillors (Westerleigh Ward) will attend.

3306. Council to receive any other information from Clerk/Deputy Clerk regarding ongoing matters/required approvals
(a) CPR training session 19.11.2022 at St Saviour's Hall 11am.

There are 9 people signed up for this with a couple of spaces remaining. To be run by Robert Cole and Cllr Taylor.

(b) To note progress with Henfield Road parking issues

Further information has been passed to the relevant departments and police, and in particular parking was an issue (and illegal) on Sunday November 13th. Details to be passed on to all departments dealing with this.

(c) Scout hut delays

Due to a failed pile, and movement in the structure, there is a big delay at Mafeking.

(d) Graffiti at Kendleshire bus stop

Despite more graffiti being added, nothing is obscene and so cleaning will not be done yet.

3307. Council to discuss/approve submissions for any required CONSULTATIONS

(a) SGC Annual Council Budget 2023/2024 <https://consultations.southglos.gov.uk/budget23/consultationHome>
Cllrs agreed to complete individual submissions to this Consultation

(b) A new Compact for South Gloucestershire <https://consultations.southglos.gov.uk/Compact/consultationHome>
Cllrs agreed that the clerk should respond to this Consultation as the one with the most experience of the effect of the Compact agreement.

3308. Council to NOTE, APPROVE any required GRANT APPLICATIONS

Bitterwell Fishery - Lake restocking application for £3500

Following further information from the Fishery Manager, clarification on the type of fish which used to be present in the Lake, and after discussion it was unanimously agreed to spend £3500 for restocking with Tench & Crucian Carp.

The Lake Manager, Paul, was present and thanked the PC for the agreeing to fund the fish. It should be noted that the fish remain the property of the Parish Council who own the Lake. The Clerk clarified that funds will come from the Community Benefit money from the Solar energy company at Says court Farm.

3309. Items considered urgent or exempt by the Chairman

None

3310. Dates of upcoming public Parish council meetings www.westerleighparishcouncil.org.uk/meeting-dates/

Full Parish Council meeting Dec 12th 2022 7pm Westerleigh Village Hall

Cllr Clark asked if another F & GP meeting had been planned. The Clerk stated that until Council Tax Base figures are received a further budget planning meeting isn't required and it may be that the full PC meeting on 12.12.22 can cover this.

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The meeting ended at 8.45 pm



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Appendix 1 List of October payments

Date	Description	Supplier	Net	VAT	Total
01/10/2022	Storage unit rental fee	PE King (Bristol) Ltd	68.75	13.75	82.50
03/10/2022	Microsoft licence agreement	Absolutely PC (GoC)	35.00	7.00	42.00
04/10/2022	Grass cutting	CPS Grounds Ltd	776.29	155.26	931.55
04/10/2022	Grant	Yate Heritage Cent	300.00		300.00
10/10/2022	PWLB loan repayment	PWLB lending faciliti	1,957.28		1,957.28
10/10/2022	Loo hire	Andyloos	167.20	33.44	200.64
10/10/2022	Repairs to fabric of building	Manor Hall	954.00		954.00
10/10/2022	Repairs to fabric of building	Manor Hall	1,280.00		1,280.00
10/10/2022	Room hire	Manor Hall	36.00		36.00
14/10/2022	Remembrance wreaths	Cllr C Goddard	34.00		34.00
14/10/2022	Room hire	Westerleigh Village	35.00		35.00
14/10/2022	Zip wire maintenance & parts	GB Sports & Leisure	250.00	50.00	300.00
14/10/2022	Grant	St Peters Hospice	2,123.00		2,123.00
17/10/2022	Cricket pitch preparation	CPS Grounds Ltd	839.60	167.92	1,007.52
18/10/2022	Aerator at Bitterwell Lake	EON	40.68	2.03	42.71
20/10/2022	Council mobile phone	H3G (Three)	2.50	0.50	3.00
25/10/2022	PAYE	HMRC	422.85		422.85
25/10/2022	Salary				
25/10/2022	Monthly Pension payment	Avon Pension Fund	547.18		547.18
25/10/2022	Salary				
31/10/2022	Clerk reimbursement	SWSimmons Parist	24.99		24.99
31/10/2022	Clerk expenses	SWSimmons Parist	112.59		112.59
31/10/2022	Deputy Clerk expenses	R Davis Deputy Clei	97.92		97.92
31/10/2022	Monthly Bin emptying	Hands Property Ma	472.00		472.00
31/10/2022	OS map for LNAP	R Davis Deputy Clei	18.99		18.99
31/10/2022	Groundworks & Inspections	C R Belcher Agricul	396.00	79.20	475.20
31/10/2022	Groundworks & Inspections	C R Belcher Agricul	396.00	79.20	475.20
31/10/2022	Groundworks & Inspections	C R Belcher Agricul	198.00	39.60	237.60
31/10/2022	Groundworks & Inspections	C R Belcher Agricul	60.00	12.00	72.00

Appendix 2 - Westerleigh Parish Council planning comments submitted since the October 2022 meeting

P22/05942/PNH The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 4.46 metres, for which the maximum height would be 2.9 metres, and for which the height of the eaves would be 2.9 metres. | 15 South View Crescent Coalpit Heath South Gloucestershire BS36 2LW

Cllr Kelliher has declared an interest so will not comment.

Westerleigh Parish Council has no objection.

P22/05861/CLP Extension of existing rear dormer and internal alterations. | 15 South View Crescent Coalpit Heath South Gloucestershire BS36 2LW

Cllr Kelliher has declared an interest so will not comment.

Westerleigh Parish Council has no objection. However, given that the property already has a front and rear dormer, the Parish Council requests that the Planning Officer clarifies the total increase in volume, to ensure that it falls within the permitted range.

P22/05889/HH Erection of single storey side extension to form additional living accommodation. | 5 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

Appendix 3

Planning Application Decisions

Since 29/09/2022

Planning Number	Description	Westerleigh Parish Council Comment submitted	Notice	Decision	Decision Date
<u>P22/05861/CLP</u>	Extension of existing rear dormer and internal alterations. 15 South View Crescent Coalpit Heath South Gloucestershire BS36 2LW	Westerleigh Parish Council has no objection. However, given that the property already has a front and rear dormer, the Parish Council requests that the Planning Officer clarifies the total increase in volume, to ensure that it falls within the permitted range. (Delegated.)	11/10/2022	Approve with Conditions	04/11/2022
<u>P22/03920/E</u>	Erection of Battery Energy Storage Site, substation compound with associated infrastructure, fencing, drainage and landscaping. Says Court Farm Badminton Road Coalpit Heath South Gloucestershire BS36 2NY	Westerleigh Parish Council SUPPORTS this application on the grounds that it supports the principle of battery energy storage systems to facilitate the use of renewable energy sources, and it recognises that the site is suitable for the proposed facility. The Council notes however that the application does not refer to the proximity of local coal seams nor the presence of small coal deposits in the soil, and any potential impact these may have on the construction/ operation of the facility.	20/07/2022	Approve with Conditions	02/11/2022
<u>P22/05178/HH</u>	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. (Delegated)	06/09/2022	Approve with Conditions	01/11/2022
<u>P22/05180/LB</u>	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. (Delegated)	06/09/2022	Approve with Conditions	01/11/2022
<u>P22/02051/F</u>	Demolition of 2 no. buildings and erection of 5 no. new dwellings with associated works. Land At 125 Badminton Road Coalpit Heath South Gloucestershire BS36 2SY	Westerleigh Parish Council has no objections to this application. However, it wishes to make the following comments. The Parish Council supports the request from the Planning Ecologist for a Preliminary Ecological Appraisal (PEA) to be undertaken and submitted pre determination, with the aim of achieving biodiversity net gain. The Parish Council notes that Plot 2 has very little private amenity space and therefore permitted development rights for this property should be restricted to ensure that no further bedrooms/accommodation are added. Finally, the Parish Council notes that one shared visitor parking space for 6 properties is insufficient and below SGC standards, therefore another should be provided. The visitor space is likely to be seen as Plot 1 parking so should be marked as a visitor space.	28/04/2022	Approve with Conditions	28/10/2022
<u>P22/05097/HH</u>	Demolition of existing garage. Erection of two storey outbuilding to form garage and hobby room. 22 Heath Gardens Coalpit Heath South Gloucestershire BS36 2TQ	Westerleigh Parish Council OBJECTS to this application on the grounds that the neighbours would be overlooked.	22/08/2022	Approve with Conditions	28/10/2022
<u>P22/05360/ADV</u>	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. (Delegated)	12/09/2022	Approve with Conditions	11/10/2022