

An ORDINARY MEETING of the PARISH COUNCIL will be held on **Monday 9th December at 7.00pm** at Westerleigh Village Hall and the following business will be transacted. All Councillors are summoned to attend.

Rachel Davis

Rachel Davis (Clerk to Westerleigh & Coalpit Heath Parish Council)

4th December 2024

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety and Human Rights.

SUPPLEMENTARY AGENDA –WESTERLEIGH & COALPIT HEATH PARISH COUNCIL MEETING DECEMBER 2024

1. To NOTE apologies for absence
2. To RECEIVE Declarations of Interest relating to this meeting, as required by the Council's Code of Conduct for Members and the Localism Act 2011
3. To APPROVE [Minutes](#) of Parish Council meeting held on 11th November 2024.
4. To NOTE Environment & Leisure Committee meeting was not held on 2nd December 2024 (inquorate)
5. To RECEIVE questions and comments from members of the public present with respect to business on the agenda (in accordance with Standing Orders 3 e-3 i)

FINANCE

6. To APPROVE November 2024 payments made in accordance with FR 6.9
7. To NOTE end of November 2024 Financial documents: Statements & Reconciliations, receipts
8. To APPROVE V3 of the 2025/2026 Budget for this Parish Council and make any further amendments
9. To APPROVE submission of the S41 Precept Request to SGC
10. To consider/APPROVE continuing the contribution to FACE youth service with FCPC for 2025/26
11. To consider and APPROVE any Grant Applications including:
12. To RECEIVE information and take a DECISION on any other finance matters including:
 - (i) Konica Minolta Printer contract
 - (ii) Payroll arrangements for Xmas period
 - (iii) To approve revised budget for Newman's Field replacement play equipment (currently £20,000 - ref E&L Aug 2023 Min 259 i) and approve revised quotation.

13. To RECEIVE an update on matters at Bitterwell Lake or Chalet and take a DECISION on required action
- (i) Render project
 - (ii) Replacement of shower enclosure
 - (iii) Turf/stones
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14. **PLANNING**

- a) To NOTE planning comments submitted since last meeting
NONE
- b) To NOTE planning decisions made by South Gloucestershire Council since last meeting
- c) To discuss and COMMENT on any necessary Planning Applications or other Planning Matters:
 - (i) [P24/02731/PNA](#) Prior notification of the intention to erect 1no. agricultural building for storage of straw. Land At Says Court Farm Badminton Road Frampton Cotterell South Gloucestershire BS36 2NY
 - (ii) [P24/02516/F](#) Erection of extension and formation of first floor living accommodation with other associated works to facilitate change of use of building to 1 no. new dwelling. Land And Building East Of Ram Hill Coalpit Heath South Gloucestershire BS36 2UF

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

ITEMS REQUIRING A RESOLUTION

16. To APPOINT an additional member to the Environment & Leisure Committee

Environment & Leisure Committee	RM, CG, PK	Chair (ex officio) + 4 - at least one member required
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17. To APPROVE list of Environment & Leisure recommendations from councillor meeting on 2nd December 2024 (attached Appendix 1)
18. To discuss matters and take a DECISION on required actions arising from A432 Badminton Rd bridge closure:
- (i) Update on South Gloucestershire Council response to surface water flooding (late Sept/ early Oct, again 24th Nov) on Henfield Road and traffic impact on Ram Hill
 - (ii) Update on ongoing speeding on Ram Hill and speeding/ driver behaviour on the Badminton Road (Beesmoor Rd to viaduct)
19. To discuss any required CONSULTATIONS and COMMENT as necessary:
- (i) SGC budget consultation [Have Your Say Today - Council Budget 2025/26 - Commonplace](#) deadline 8th Jan
 - (ii) South Gloucestershire Council PT.8055 Off Street Car Parking Review – deadline 19th December 2024 [ALL SOUTH GLOUCESTERSHIRE COUNCIL CAR PARKS - Various changes - STATUTORY NOTICE](#)

ITEMS TO NOTE

20. To NOTE progress of South Gloucestershire Highways review re speeding in Westerleigh (from Shorthill Road to the Nibley Lane junction)
21. To NOTE finalised list of jobs for the South Gloucestershire Parish Team, due to visit the parish for one week in December 2024
22. Correspondence/Communication with Westerleigh & Coalpit Heath Parish Council:
- From South Gloucestershire Council:

- Bristol Rd & Whiteshill Hambrook- MAJOR MAINTENANCE WORKS 25TH NOVEMBER– 14TH DECEMBER 2024. The works will involve the planing off of the existing surface of the carriageway and the laying of a new surface. The work will start at 8.00pm and remain in place until approximately 6.00am weekday nights.
- SGC Christmas & New Year waste and recycling collections flyer
- SGC Community Engagement budget consultation pop-up meeting - Thurs 12th December 12pm or 6pm

Other received items

- Notes of 6th Nov Mousewell Solar Farm update meeting – between RWE, Cllr Chirs Willmore, Cllr Marilyn Palmer and reps from Yate TC, Dodington PC and Westerleigh & Coalpit Heath PC.
- 02.12.2024 Document from Save Our Green Spaces South Gloucestershire (SOGS-SG) re South Gloucestershire Local Plan
- Dodington Parish Council possible emergency planning working group (to be discussed 2nd Dec 2024 Planning & Transport Committee meeting)

23. To NOTE items considered urgent by the Chairman

24. To CONSIDER any exempt items:

Due to the nature of the business under consideration, a resolution to exclude the press and public may be required under the Public Bodies (Admission to Meetings) Act 1960 and the LGA 1972, s100.

25. Dates of future Parish Council meetings

January 13th Full Council meeting 7pm Westerleigh Village Hall
 February 10th Full Council meeting 7pm Manor Hall, Newman Room
 (Full list at www.westerleighcoalpitheathparishcouncil.gov.uk/meeting-dates)

Appendix 1 – List of Environment & Leisure recommendations from councillor meeting on 2nd December 2024

The E&L Committee meeting scheduled for 2nd December 2024 was inquorate so did not go ahead. Two councillors therefore met informally with the Clerk to discuss and progress E&L projects. The councillors put forward the following recommendations for approval by Full Council.

	Recommendation	Budget/ cost
1.	(See Item 13 iii) Newman’s Field Play equipment. Council to consider two quotations with tigermulch rubber surfacing under the climbing tower. The surfacing removes need for grass cutting under the tower (tricky due to min height of 600mm). Both quotations likely to require uplift of £20k agreed budget to allow for additional surfacing costs. Quotations to be circulated before meeting - agree at Item 13 iii Quotation 1 - Jungle Climber Burundi (steel feet) with tiger mulch surfacing Quotation 2 - Jungle Climber Burundi (steel feet) with tiger rubber mulch surfacing PLUS Playdale combo 10 adventure trail (or similar) with steel feet.	£20k from CIL agreed, but may need to be increased
2.	Bin project (£1392 budget remaining) New Blackberry Park bin installed Nov 2024 - £150 installation charge outstanding. 2.1 Do not replace existing Kendleshire Triangle bin. Likely to be moved as part of A432 corridor project (Ruffet Rd junction improvements). Await further news of project. 2.2 Install two new bins – already purchased- as follows (subject to utility checks and confirmation from SGC, who empty bins, that sites are suitable for collection). 1. Opp 143 Roundways. 2. Off Henfield Rd on Ruffet Rd triangle. Installation cost 2 x £150.	From Bin Project budget - £1392 remaining

	Recommendation	Budget/ cost
	2.3 Unallocated budget of approx £822 (£1392 – (£450 installations costs + £120 sticker fitting costs). RFO to confirm amount and recommend use of this.	
3.	Bitterwell Lane memorial bench 3.1 120mm x 60mm brass engraved plaques will be made available to purchase for around £70 - £80. Cost to include plaque purchase price of £50 (from D&D Chipping Sodbury) plus admin and fitting. 3.2 Plaques may be purchased to remember a resident of the parish or someone with a close connection to Bitterwell Lake. Application form to be completed. 3.3 Full quotation for bench to be requested from CR Belcher to include bench design previously agreed, plus stone dust surface underneath bench and sleepers, to reduce future maintenance. To be approved by Full Council. Summer 2025 installation.	£2k from GPoC budget agreed
4	Grant permission to Lake Manager to add crucians to Bitterwell Lake fish stock at a future date, at his own expense. This is on the proviso that all fish stock remains the property of Westerleigh & Coalpit Heath Parish Council.	Nil
5	5.1 Grant permission for installation of five bar gate across entrance to access route to 2 Park Lane via Ivory Wood . At cost of residents. Mutual benefits – discourage fly-tipping, discourage trespassing, camping etc, improve safety for MOPs as diseased ash trees in this area. ALSO request that residents of 2 Park Lane padlock the gate, take a photograph and provide a key to WCHPC. This is because Police can take action against trespassers if lock has been deliberately damaged/ removed. 5.2 Contribute to the project by purchasing and planting native whips to form infill hedging along access route. Spring 2025, maximum budget £300 from trees budget.	Up to £300 from Trees budget
6	Clerk to research feasibility/ cost of following potential community benefit projects for delivery in 2025/2026 and report back to Council / E&L Committee for approval. 6.1 Defibrillator and bleed kit for Blackberry Park. Clerk to contact Pinnacle (management company) to investigate possible site with power on Rowdell Avenue adjacent to flats. Continue with bleed kit only if no suitable defib location. 6.2 Contact Pinnacle to request they replace community library box and possibly re-site on central green space near WCHPC noticeboard. Consider WCHPC project to replace if Pinnacle do not. 6.3 War memorial cleaning 6.4 Replace Westerleigh Village noticeboard with three window board (subject to planning constraints) 6.5 LNAP project – bike rack for Westerleigh Village Hall. Project to be developed with VH committee (from LNAP budget). Projects from Project List (initially agreed Min 232 of E&L meeting 03.10.2022) 6.6 Westerleigh Playing Field additional picnic bench (7.) - investigate poss location and consult football and cricket clubs. 6.7 Parish road signs (15.) – three possible locations: Park Lane, Coalpit Heath (on Frampton Cotterell Parish sign), Church Road, Westerleigh Rd past Crematorium (reverse of Pucklechurch Parish sign) 6.8 Remove the following projects from project list 2 (initially agreed Min 232 of E&L meeting 03.10.2022) as not deliverable –2. solar panels on structures, 10. Retrofit solar panels to Bitterwell Lake aerator, 13. Mayawaki Mini Forest, 14. Water refill stations.	Costs to be confirmed- from Community Benefit or GPoC
7	When WCHPC comments at pre-application stage and on planning applications for new developments in the parish (above certain size), to request the following is provided: • An area for a community library, community noticeboard (with space for parish council notices), defibrillator and bleed kit. • All gardens to have hedgehog holes at boundary. • Swift bricks to be incorporated where appropriate. Suggest formalise into a policy statement to be approved by Full Council.	Nil

