

An ORDINARY MEETING of the PARISH COUNCIL will be held on **Monday 14th April at 7.00pm** at Mafeking Hall, Serridge Lane and the following business will be transacted. All Councillors are summoned to attend.

Rachel Davis

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

9th April 2025

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 14TH APRIL 2025

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 10th March 2025
4. To APPROVE *Minutes* of Environment & Leisure Committee meeting held on 8th January 2024 (committee dissolved)
5. To NOTE F & GP Meeting on 7th April 2025 did not go ahead (inquorate)
6. To RECEIVE reports from South Gloucestershire Councillors on matters relating to the Parish
Westerleigh & Coalpit Heath Parish Council – District Councillors' Report
Monday 14th April 2025

Preparations Underway for the Introduction of Parking Charges

Preparatory work is underway in the council-owned car parks where charging is set to be introduced, ahead of the implementation of the scheme, which is expected to come into effect in the spring.

The scheme will include elements of free parking, with the cost of the first hour of a paid-for stop in a short stay space being only 70p.

Disabled Blue Badge holders will be able to park in any space for free, up to four hours and while the scheme will be cashless, contactless pay machines and other easy ways to pay will ensure that drivers with and without a smartphone will be able to use the system simply.

To find out if you are eligible for a Disabled Blue Badge and to apply, visit the council website:
<https://beta.southglos.gov.uk/get-a-blue-badge>.

While the scheme will go live later in the year, work to prepare for installation of machines that will accept contactless and chip and pin payments is being carried out now.

In the lead up to the scheme's launch, updated FAQs and more information about how it will work, as well as a list of the car parks that will be affected, have been published on the council website:
<https://beta.southglos.gov.uk/car-parks-south-gloucestershire>.

As preparations are taking place, data is also being collected in the streets surrounding the relevant car parks, allowing the council to have a clear picture of parking trends before the scheme begins. Data will also be collected after implementation, which will help support any changes to parking rules that could be needed in residential areas, if drivers park in dangerous or obstructive ways in other areas to avoid paying in off-street car parks.

Council Launches Good Neighbours Initiative with Age UK South Gloucestershire

South Gloucestershire Council has teamed up with Age UK South Gloucestershire to ask everyone to check in on vulnerable and isolated neighbours.

The 'Good Neighbours' initiative aims to tackle loneliness and help people who are struggling with the upkeep of their property or to make simple adjustments which will allow them to continue to live independently in their homes.

Age UK South Gloucestershire has already helped many people over the age of 50, some living in unsafe and unsanitary conditions. The charity picks up referrals from family members, social workers or visitors to properties such as heating engineers.

They turned life around for an elderly lady living in two inches of stagnant water who did not think anyone would want to help her and successfully applied for financial support for a couple who could only afford to eat vegetable soup. They have also supported a lonely gentleman who sat outside every day on a white plastic chair in the hope someone would speak to him.

Age UK chief executive Mark Flower said: "We all have parents, grandparents, elderly neighbours. We would not let them live in these conditions and we should not let other members of our community. We know there are more people out there struggling to live, to make ends meet or heat their homes. Many of our clients would never ask for help or they don't know help is available. We want to raise awareness that Age UK South Gloucestershire is here and whilst we don't expect you to knock on people's doors if you think something is wrong, we want people to know that we will."

Councillor John O'Neill, South Gloucestershire Council's cabinet member responsible for adults and housing, said: "Being a good neighbour isn't something we should aspire to be, it is something we all should be. It is about being part of a neighbourhood, a community and South Gloucestershire. Nobody should be living in damp, cold or unsafe conditions, especially older people on their own, and not feel they can ask for help. The Good Neighbours scheme gives us all an opportunity to do something for our older residents and we are so grateful to Age UK South Gloucestershire for all the work they already do to support our elderly population."

You can find out more about the Good Neighbours campaign by watching the videos on the council's [Facebook](#) page.

If you are concerned about someone who could benefit from Age UK South Gloucestershire's help call 01454 411707 or email info@ageuksouthglos.org.uk

Western Forest to Become a New National Forest

South Gloucestershire Council as part of a partnership has won a bid for Western Forest to become a new national forest. We are excited to share the news that the Western Forest is the new national forest.

The new national forest, announced by the Government on 21 March 2025, will serve over 2.5 million people in Wiltshire, Gloucestershire and West of England. The forest partnership will work with landowners, businesses and local communities to plant 2500 hectares of new woodland and other tree habitats in its first five years, with an aspiration to plant 20 million trees by 2050.

The Western Forest will be led by the Forest of Avon, one of England's Community Forests, and supported by Defra funding and National Forest Company. It is the result of a successful regional partnership with contributions from more than 40 organisations including the Natural History Consortium, the region's councils, the Great Western Community Forest and the West of England Combined Authority.

Over the first five years, new priority areas will be brought into scope through this new national forest to maximise social, economic and environmental benefits.

Five priority areas, from the rolling hills of the Cotswold National Landscape and Mendips to vibrant urban centres like Bristol, Gloucester and Swindon, embody the greatest opportunities and benefits for nature and people. Alongside accelerating tree-planting in local areas, the project will work to revitalise existing woodlands and other important habitats to create a forest network for people and wildlife at a truly landscape scale.

Planning

A planning appeal for application P23/02091/O, an application for 32 dwellings to the north of Thornbury, has been allowed by the government appointed Planning Inspector. Whilst the harm to Lower Moreton and to designated heritage assets was noted the Inspector concluded that, as South Gloucestershire Council cannot currently demonstrate a 5 Year Housing Land Supply, the harms of the proposals did not significantly and demonstrably outweigh the benefits.

7. 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)

Presentation from Bristol Energy Co-op re medium-scale, community-owned renewable energy project in Dodington Parish (solar and wind nr Spring Farm - 15 mins inc qus)

FINANCE

8. To NOTE receipt of Bank reconciliation and statements October 2024 to end of March 2025 (circulated)
9. To NOTE & APPROVE full list of payments for October 2024 to end of March 2025 (circulated)
10. To NOTE full list of receipts for October 2024 to end of March 2025 (circulated)
11. To NOTE details of internal and external audit processes including:
 - (i) Internal Audit
 - (ii) External audit: To CONFIRM Conflict of Interest with BDO statement
12. To discuss/approve any updates to 2025/2026 budget proposals including:
 - (i) To discuss and APPROVE carry forward/earmarked amounts at end of 24/25 to go into 25/26 from Net Position report (circulated)
 - (ii) To receive CIL/S106 receipt estimate for April 2024
13. Committee to note correspondence relating to Finance matters and any other matters required by the RFO
 - (i) Avon Pension Fund 25/26 contribution rates
 - (ii) To note update on VAT claim at start of April for full year 24/25
14. To review, update & APPROVE locations of funds with reference to the [WPC Investment Policy](#)
15. To APPROVE recharge of RFO's time at Charfield Parish Council as locum during sickness absence
16. To consider and APPROVE any Grant Applications including:
17. To CONSIDER and take a DECISION on Bitterwell Lake platform renewal/ replacement proposal and forward plan (if received)
18. To RECEIVE information and take a DECISION on any other finance matters including:

- (i) Suggested improvement works to Westerleigh bus shelter (painting, art project)
- (ii) Update on proposal for a replacement storage shed at Westerleigh Playing Field
- (iii) Renewal of Absolutely PC package of 2x Microsoft 365 NCE – Business Standard Gold 12 Month Commitment on 01-07-25

19. **PLANNING**

- a) To NOTE planning comments submitted since last meeting
(circulated)
 - b) To NOTE planning decisions made by South Gloucestershire Council since last meeting
(circulated)
 - c) To discuss and COMMENT on any necessary Planning Applications or other Planning Matters:
 - (i) [P24/02941/O](#) Erection of up to 90 no. dwellings, creation of access, open space, infrastructure and associated works (Outline) with access to be determined, all other matters reserved. Land East Of Park Lane Frampton Cotterell South Gloucestershire
 - (ii) [P25/00684/HH](#) Erection of detached garage. Frome Valley Farm Badminton Road Winterbourne South Gloucestershire BS36 1AW
 - (iii) [P24/02956/F](#) Demolition of existing annex and erection of a 1no dwelling and detached garage (Use Class C3) with associated works. The Willows 95 North Road Yate South Gloucestershire BS37 7PR [reconsultation]
 - (iv) [P25/00741/HH](#) Erection of single storey rear extension to form additional living accommodation. 6 Middle Leaze Coalpit Heath South Gloucestershire BS36 2FZ
 - (v) [P25/00892/HH](#) Demolish of existing store. Erection of two storey side extension to provide integral garage and additional living accommodation (Resubmission of P25/00120/HH) The Old Barn Woodlands Farm 103 Badminton Road Coalpit Heath South Gloucestershire BS36 2TA
20. To RECEIVE Parish Councillor Reports and any other Reports – written submissions, taken as read with questions taken as necessary

ITEMS REQUIRING A RESOLUTION

- 21. To discuss matters and take a DECISION on required actions arising from A432 Badminton Rd bridge closure
- 22. To discuss and take a DECISION on actions to promote councillor vacancies
- 23. To APPROVE Westerleigh Playing Field football & cricket [pitch hirer's agreement](#) for 2025 onwards (no changes) and confirm nil charge for teams based in the parish i.e. all three current users
- 24. To APPROVE requests for use of Westerleigh Playing Field (non-standard)
 - (i) For Westerleigh Fun Day 12th July 2025 (insurance being arranged, risk assessment requested)
 - (ii) Occasional use by Smile & Shine Friendship and Wellbeing Group - regular hirers of Westerleigh Village Hall Mon, Wed and Thursday between 11am and 2pm - on ad hoc basis (public liability insurance certificate requested, risk assessment?)
- 25. To discuss any required CONSULTATIONS and COMMENT as necessary:
NONE

ITEMS TO NOTE

- 26. To NOTE progress of South Gloucestershire Highways review re speeding in Westerleigh (from Shorthill Road to the Nibley Lane junction)

27. To NOTE progress with rectification works following utility works at Pansy Vale (Feb 2025)
28. To NOTE recent increase in antisocial behaviour incidents (since 1st March 2025) at Bitterwell Lake and actions taken by the Lake Manager
29. To NOTE progress with E&L projects
 - (i) Defib and bleed kit installed at Coalpit Heath Cricket Club (24th March 2025)
 - (ii) Verge licences signed with South Gloucestershire Council for two new bins, to be installed imminently: Roundways Coalpit Heath, Ruffet Rd/ Henfield Rd junction.
30. To NOTE receipt of signed pitch user agreements (and copies of public liability insurance certificates if received) for 2025 cricket season from Coalpit Heath Cricket Club and Westerleigh Cricket Club, and for 2025/26 football season from AFC Westerleigh.
31. To NOTE the continued use of Westerleigh Playing Field by Immanuel School pupils for PE sessions to April 2026 (and NOTE risk assessment and insurance certificate if received)
32. To NOTE planned maintenance of Westerleigh Playing Field football pitch, in preparation for 2025/26 season.
33. Correspondence/Communication with Westerleigh & Coalpit Heath Parish Council:
From South Gloucestershire Council:
-PT.8251 Public Footpath LWE/37/50, Westerleigh - Temporary Closure for three days from 28th April 2025. Bridle way from Broad Lane to Pansy Vale (opposite Wot Not) in connection with Yate Spur cycle way
-03.04.2025 Stronger Together Community Fund Launch

Other received items
20.03.2025 Thank you email from Paul's Place for £1000 grant.
25.03.2025 Iron Acton Parish Council response to Local Plan Regulation 19 consultation, for information – emailed
31.03.2025 ALCA In-Short March 2025
01.04.2025 Thank you letter for Brightwell West of England MS Therapy Centre for £2000 grant
01.04.2025 [Westerleigh United Charities – applications open](#) (deadline 1st May 2025)
08.04.2025 Thank you from Great Western Air Ambulance Charity for £6,600 grant
34. To NOTE items considered urgent by the Chairman
35. 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.
 - (i) To discuss/APPROVE staffing matters.
36. Dates of future Parish Council meetings

May 12 th	Full Council meeting	7pm Henfield Hall
June 9 th	Full Council meeting	7pm Westerleigh Village Hall

ANNUAL PARISH MEETING Monday 28th April 6.30pm @ Manor Hall, Newman Room

(Full list at www.westerleighcoalpitheathparishcouncil.gov.uk/meeting-dates)