

WESTERLEIGH PARISH COUNCIL
MINUTES OF FULL COUNCIL MEETING
14th NOVEMBER 2016
MANOR HALL, COALPIT HEATH

PRESENT:

Councillors: J Butler (Chair), A Gibbs, A Fay, S Blackmore, D Boulton
Officer: Interim Clerk V Anderson

2036. Apologies for Absence

Apologies were received from Councillors B Taylor and M Crumpton. Apologies were also received from South Gloucestershire Councillor C Young.

Cllr J Butler (Vice Chair) assumed the role of Chair.

2037. Declarations of Interest under The Localism Act 2011

None declared.

2038. Reports from South Gloucestershire Councillors on matters relating to the parish
Cllr C Young reported:-

Planning issues

Joint Spatial Plan and Transport Study

The consultations on the JSP and JTS started on Monday 7th November and run until 19th December. There is a drop-in being held on Monday 21st November in Coalpit Heath Village Hall (The Miners) from 1pm to 7pm.

There are a number of points worth noting. Firstly, the consultation document differs in places from the one that went before South Gloucestershire Council's Policy and Resources Committee, which I referred you to in a previous report. For example, in the list of transport mitigations likely to be needed for development at Coalpit Heath, the "Coalpit Heath Distributor road" has been replaced with a "Winterbourne Frampton Cotterell bypass".

Secondly, although the JSP and JTS are being consulted on in parallel, they are two separate documents. The JTS talks about a package of transport schemes for our area, including a new junction on the M4 and link road from that to Yate. Neither of those is included in the list of transport mitigations for development at Coalpit Heath in the JSP, the extension to the Metrobus is. However the JTS says: "The new road to Yate and the MetroBus extension form a package, with road space on the A432 prioritised for public transport and cycling."

Thirdly, every time we have asked for more information on locations, because local people want to know before they respond, we have been told that this is a high level planning document talking about broad locations only, more detail would come in future consultations. However, when I attended the Yate/Chipping Sodbury drop-in, they had a map on display with the countryside around the towns divided into sections and text headed "Potential Development Areas". On further investigation, we found that maps were available for all the broad locations identified for housing.

These are also available online, but not in the main document. To find them, go to the main JSP consultation page, then click on "A range of technical documents and reports have been prepared to support this consultation." Scroll down the next page and click on "[Towards the Emerging Spatial Strategy: Assessment of Strategic Development Locations Beyond Settlement Boundaries Location Dashboards](https://www.jointplanningwofe.org.uk/gf2.ti/-/756738/23264517.1/PDF/-/Towards_the_Emerging_Spatial_Strategy_Assessment_of_Strategic_Development_Locations_Beyond_Settlement_Boundaries_Location_Dashboards.pdf)." This is a pdf file containing all the maps, with Coalpit Heath at the end of it.

Alternatively, if you are reading an electronic version of this report you can click on the following link to go straight there:

https://www.jointplanningwofe.org.uk/gf2.ti/-/756738/23264517.1/PDF/-/Towards_the_Emerging_Spatial_Strategy_Assessment_of_Strategic_Development_Locations_Beyond_Settlement_Boundaries_Location_Dashboards.pdf

WESTERLEIGH PARISH COUNCIL
MINUTES OF FULL COUNCIL MEETING
14th NOVEMBER 2016
MANOR HALL, COALPIT HEATH

On the page for Coalpit Heath it says:

Given good proximity to employment opportunities and other services in the North & North East Bristol Fringe, Yate rail station & the Badminton Road, there is considered potential on relatively unconstrained land from the rail line northwards, west of Roundways to Frog Lane at Coalpit Heath for up to 1,500 dwellings and supporting facilities

Given that west of Roundways is in the existing village, I can only assume that is a typo and they mean east.

On the page for Yate/Chipping Sodbury it says:

- *Northwest Yate has good proximity to the rail station, Badminton Road and existing employment areas, hence there is considered potential in a broad band sweeping from fields north of Yate Town Football Club & south of Mission Road around to the B4059 and turning south to Nibley Lane and the river Frome and continuing south across the Badminton Road including fields west of the Business Park.*
- *Chipping Sodbury remains relatively compact with good proximity to the High Street from the periphery. Fields either side of Trinity Lane (north of St.Johns Way) but respecting the common and recreational facilities, and south of the railway between Dodington Road/Claypit Hill and north of Kingsgrove Common are therefore also considered to offer potential.*
- *In total it is considered up to 2,600 dwellings could be delivered in these 3 locations within the plan period.*

The proposals in the first bullet point would include land in Westerleigh Parish.

As well as attending the Yate/Chipping Sodbury drop-in on Thursday, I attended the Strategic Leaders Board of the West of England, to which I submitted questions and a statement, and the briefing for Councillors on 19th October. I held a public meeting for local people on 20th October.

“Blackberry Park” proposals at Woodlands Farm

Last Monday I attended the whole of the drop-in exhibition on Barratt Homes' proposals for up to 215 homes at Woodlands Farm. The drop-in was well attended and it was useful to hear people's views. There was some concern that the illustrative master plan on display at the event differed from that in the flyer that went through the doors of local residents. If you go to www.barrattbristolcommunity.com and click through to the page for this development, there are links to PDF versions of both the flyer and the exhibition boards. Barratt Homes are hoping to submit the application by the end of the month.

Top Yard

The Inspector dismissed the appeal against the Council's decision to refuse planning permission for the change of use of the land to a residential caravan site comprising five plots for travelling show people. The Inspector also upheld the Enforcement Notice, subject to some variations, the most notable of which was amending the time for compliance to 12 months. That is therefore now in effect and must be complied with by 19th September 2017.

M4 Junction 18a Feasibility Study

At Wednesday's Environment and Community Services committee, it was agreed that South Gloucestershire Council would accept £500,000 funding from the Government to carry out a feasibility study into linking the M4 with the Avon Ring Road (A4174) with a new junction 18a. The study has to be completed by Spring 2018.

Ahead of the meeting, we sought clarification about whether this would also look at the link road to Yate proposed in the JTS. We were advised that the offer of funding from the Department for Transport is very specifically for a new motorway junction and link to the ring road, but the study would consider interaction with other potential schemes emerging from the JTS, such as a link to Yate. We tried unsuccessfully to get an amendment clarifying this, but at least this point will have been minuted.

Devolution

On Monday 14th November, South Gloucestershire Council will be voting on the establishment of the West of England Combined Authority (which is why I have to send my apologies for this Parish Council meeting). If approved, the draft statutory instrument and report of the Secretary of State will be laid before Parliament in the week commencing 21st November. The election for the directly elected Mayor would be held on 4th May 2017.

WESTERLEIGH PARISH COUNCIL
MINUTES OF FULL COUNCIL MEETING
14th NOVEMBER 2016
MANOR HALL, COALPIT HEATH

South Gloucestershire Council budget consultation

The consultation on the budget has started. It is available on the Council's consultation page and runs until 23rd January.

Libraries consultation

The consultation on the revised proposals for libraries (which I covered in my September report) is open and runs until 2nd January.

Bromley Heath viaduct work

The Clerk should have received information about the Bromley Heath viaduct scheme. Although this might not immediately appear to be relevant to this Parish, it will have a major impact on roads in our area. It would involve the closure of one carriageway of the ring road at Bromley Heath, with a contraflow on the other carriageway, possibly for a year. Without the maintenance work, the viaduct would become unusable so it has to be done. If the Clerk has not received this information, please let me know and I will arrange for it to be sent on.

Grants for community projects

The old Community Grants have been scrapped and replaced with a scheme where each Councillor has a pot of money to spend on projects that benefit communities in their ward. Each Councillor has £3,000 to spend this financial year. If you've got an idea for a project, please contact me.

Community Engagement Forum

Last Tuesday I attended the latest Community Engagement Forum meeting covering Westerleigh Parish. I raised two issues on behalf of residents, late night speeding on Badminton Road and pavement parking. The next meeting is on 7th March 2017.

2039. Councillor Reports – written submissions taken as read with questions taken as necessary

Cllr J Butler reported on matters arising from the meeting of the Henfield Hall Committee and the Library Review. It was noted that matters arising in the Henfield Hall Committee report are to be referred to the next meeting of the Environment & Leisure Committee.

2040. Confirm the minutes of the meeting held 3rd October 2016

Proposed by Cllr S Blackmore, seconded by Cllr A Fay and agreed that the minutes be approved and signed.

2041. Correspondence/Communication with Council

1. Notice of major maintenance works on Hill Street, Kingswood – Highways SGC
2. Heritage Partnership Briefing on 21st Septembers presentations – Museum & Heritage Office, SGC
3. Notice of Environmental Forum meeting (27th Oct) – Judy Law
4. Community based support consultation document – Pete Heffernan, Corporate Research & Consultation, SGC
5. Tree Health & Resilient Woodland South West England seminar 30th Nov – Forestry Commission via ALCA
6. The Positive Activities Subsidy (PAS) grant scheme – Sharon Adams, Partnership & Commissioning, SGC
7. Notice announcing the launch of 'know your place in Wiltshire, Bath & NE Somerset and Gloucestershire – Felicity Davies, Project Officer 'Know your Place, West of England'
8. Community Engagement poster for the forthcoming Community Engagement Forum – Nessa Jarman, Community Engagement, SGC
9. Notice of public consultation on Children & Young Peoples Mental Health and Emotional Wellbeing (11Oct – 6 Dec) – SGC
10. Development Control (East) agenda, 3pm 20th October – SGC
11. Invitation for Challenge Fund A4174 Bromley Heath Viaduct Briefing 2nd Nov – Mark King, Street Care & Transport, SGC

WESTERLEIGH PARISH COUNCIL
MINUTES OF FULL COUNCIL MEETING
14th NOVEMBER 2016
MANOR HALL, COALPIT HEATH

12. Poster for free Energy Event at Old Sodbury Village Hall 5th November
13. Youth Services Management Group minutes for 26th October.
14. Complaint regarding playground surface being slippery with algae/moss. Immediate action taken to scrape and clean.
15. Report from Joint Cycleways Forum.
16. Poster on South Gloucestershire Mines Research Group – 7:30pm 7th December 2016 – Museums & Heritage Officer.
17. Poster on the Battle of the Somme film screening – 11th November 2016, Yate – Museums & Heritage Officer
18. Track at Pansy Vale – Reschedule notice for w/c 16 November 2016 – David Boff, Highways Maintenance Officer.
19. Neighbourhood Planning Bill bulletin by LAIS– Via ALCA

2042. Payment of Accounts

To Whom	Details	Net (£)	Gross (£)	VAT (£)
STAFFING	COSTS NOVEMBER 2016	2236.35	2236.35	0.00
HEAD GROUNDSMAN	GROUNDS MAINTENANCE NOVEMBER 16	865.00	865.00	0.00
MRS F THORNTON	OFFICE EXPENSES – ALLOW/PHONE/POST	67.42	67.42	0.00
ANDERSON PARTNERSHIP	LOCUM CLERK SERVICES OCTOBER	1635.10	1635.10	0.00
ANDERSON PARTNERSHIP	REIMBURSE PURCHASE OF HIGH VIZ VESTS	5.97	5.97	0.00
HANDS PROPERTY MAINT.	EMPTY DOG/LITTER BINS OCTOBER	435.00	435.00	0.00
KONICA MINOLTA	COPIER CHARGES	15.63	18.76	3.13
KONICA MINOLTA	QUARTERLY LEASE CHARGE	30.99	37.19	6.20
CPS GROUNDS LTD	SPRAYING OF POUND X 2 AS PER QUOTE	112.00	134.40	22.40
DAVIS JAMES	VALUATION OF MANOR HALL	150.00	180.00	30.00
SOUTH GLOS COUNCIL	LOCALISM CHARGES – AMENITY GRASS	404.01	464.87	60.86
ABSOLUTELY PC	WEBSITE HOSTING & DOMAIN NAME	120.00	144.00	24.00
WESTERLEIGH VILLAGE HALL	ROOM HIRE	10.00	10.00	0.00
MANOR HALL	ROOM HIRE	27.00	27.00	0.00
MANOR HALL	ROOM HIRE	58.50	58.50	0.00

Proposed by Cllr S Blackmore and seconded by Cllr D Boulton, all in favour, the above payments were approved.

2043. Request for Traffic Management to investigate closing Nibley Lane (the length between Badminton Road and Iron Acton Village).

Council reconsidered a request from local residents to close this section of road which had been received by Tracey Hamblett, Assistant Engineer for SGC Traffic Management. Before Ms Hamblett enters this request on the Local Transport Priority List as an investigation scheme she needs to know if the parish Council are supporting the request to add the item to the priority list.

At the previous Council meeting a number of concerns were raised but it was recognised that there was a lack of supporting evidence such as road usage and accident statistics. South Gloucestershire Councillor Claire Young agreed to contact Traffic Management to determine the accident record over the past five years for this section of

WESTERLEIGH PARISH COUNCIL
MINUTES OF FULL COUNCIL MEETING
14th NOVEMBER 2016
MANOR HALL, COALPIT HEATH

Nibley Lane which was later reported as nil. It was also noted that there is only a very small section of road inside the parish boundary. Mindful of these facts the Council decided that it would not oppose the request but would leave it to the Highways Engineers to determine the outcome.

It was agreed to allow experienced Highways Engineers to determine if there is a need to prioritise an investigation for closing Nibley Lane (the length between Badminton Road and Iron Acton Village).

2044. Council to consider including a Media section to the Council Code of Conduct.

This matter was considered at the Council meeting held on the 3rd October 2016 and was deferred to this meeting as a request was made to add text to that originally presented so that it is clear that it only applies to members speaking or communication to the public on behalf of Westerleigh Parish Council.

The Clerk was suggesting further amendments to the Council Code of Conduct (to include a new media policy section) to help protect the Council's reputation which should include a reference to the social media policy that currently exists. The additional codes considered were:

- I will not speak as a Councillor to the media or in a public forum without prior knowledge or approval of Westerleigh Parish Council when it is on behalf of the Westerleigh Parish Council.
- When I am speaking as a Councillor, on behalf of the Westerleigh Parish Council, my comments will reflect current Parish Council policy even when these do not agree with my personal views.
- When speaking as a private citizen I will strive to uphold the reputation of the Parish Council and those who work in it.
- I will respect the Parish Council's public image and individual confidentiality whilst taking an active interest in news articles, books, television programmes and the like.

Once members had considered each section of the code it was suggested that bullet point three should be removed and bullet point four amended.

Proposed by D Boulton, seconded by S Blackmore it was unanimously agreed to include the following code into a new media policy section of the Council's Code of Conduct:

- **I will not speak as a Councillor to the media or in a public forum without prior knowledge or approval of Westerleigh Parish Council when it is on behalf of the Westerleigh Parish Council.**
- **When I am speaking as a Councillor, on behalf of the Westerleigh Parish Council, my comments will reflect current Parish Council policy even when these do not agree with my personal views.**
- **I will respect the Parish Council's public image and individual confidentiality.**

2045. Joint Night Bus Contract – Cllr B Taylor

The Chairman of the Night Bus Group Cllr Paul Hulbert suggested that the Group does not need to meet until First have carried out their review, and that member Councils should budget on the same amounts for next financial year, plus perhaps add a small contingency figure (say 15%) in view of rising fuel costs due to the falling value of the pound.

The current annual contributions are as follows:

Sodbury Town Council £400
Dodington Parish Council £900
Downend & Bromley Heath £900
Frampton Cotterell Parish Council £700
Westerleigh Parish Council £800
Yate Town Council £4,300

WESTERLEIGH PARISH COUNCIL
MINUTES OF FULL COUNCIL MEETING
14th NOVEMBER 2016
MANOR HALL, COALPIT HEATH

Council decided if it is content to have a Night Bus meeting around March next year, or whether they wish the Chairman to call a meeting of the Night Bus Group in the near future, e.g. to propose a change in the current arrangements, or to ask for further information from South Glos.

The report was noted with no request for an earlier meeting, the proposed increase in contribution is to be considered by the Finance & General Purposes Committee whilst preparing the 2017-2018 budget recommendations.

2046. Notice of second Casual Vacancy for the Coalpit Heath Ward.

Council formally accepted Mrs Charlotte Nicholls resignation and noted the indicative timetable for recruiting to the ward vacancy.

Although formal public notice was recently issued for a prior vacancy for the ward of Coalpit Heath, and there was no call for election but Council is still required to issue a further formal public notice for the second vacancy that has arisen.

SGC have confirmed that if no election called for on the second vacancy this Council is free to co-opt two new members at the same time. The second public notice is to be advertised effective from 15th November and will close on the 5th December.

Consideration was given to the immediate knock on effect of the vacancy arising within the Finance and General Purposes Committee, Cllr T Gibbs agreed to step in until co-option and/or elections had taken place to find new Councillors who then can take up the post.

Proposed by Cllr D Boulton, seconded by Cllr J Butler and unanimously agreed that the 2nd casual vacancy be publicly advertised with effect 15th November; and that Cllr T Gibbs be appointed as a member of the Finance & General Purposes Committee until one of the new Councillors is formally appointed.

2047. Consideration of proposed tourist signs for 'Wapley Buses' and 'Historic Church'

A completed signing application form has been received from Dodington Parish Council to erect a tourist information sign for two destinations i.e. 'Wapley Buses' and 'Historic Church' which are both based in Besom Lane.

The completed application form from the Parish complies with the Council's signing policy in that the church is of significant historic importance and attracts visitors from outside the Council's area. Similarly the Wapley Buses nature reserve can account for a large number of the public using this facility. The signs are being funded by Dodington Parish Council.

One sign location at the junction of Besom Lane and Westerleigh Road is in the parish of Westerleigh and Westerleigh Parish Council is asked to consider the request to erect the sign.

Following a site visit (by South Gloucestershire Council) to assess the location and size of the proposed signs it was noted that a sign has been erected opposite the junction of Besom Lane which states 'Apache Rose Studios'. This sign does not comply with the SG Council's signing policy requirements in that SGC would not sign an individual business, plus it is not the correct colour brown and it does not appear to have been erected on the post by the Council. They have checked through the traffic management records and can find no details of a signing application form having been received from Apache Rose Studios.

The proposals include removing the Apache Rose Studio sign.

Proposed by Cllr S Blackmore, seconded by Cllr A Fay it was agreed by majority (1 against) to support the proposed siting of new signs and the proposed removal of the non-compliant sign.

2048. Frampton Youth Club Report – Cllr S Blackmore

Council noted the Frampton Youth Club report and considered if it wished to continue funding for the forthcoming financial year given the apparent low attendance numbers for young parishioners.

WESTERLEIGH PARISH COUNCIL
MINUTES OF FULL COUNCIL MEETING
14th NOVEMBER 2016
MANOR HALL, COALPIT HEATH

Councillors were concerned that the capture of demographics for Westerleigh and Coalpit Heath may be skewed due to postcode reporting issues, Cllr Blackmore agreed to ask the Youth Club to drill down into this in greater detail to ascertain more accurate detail of young parishioners so that the level of future funding is proportional. It is hoped that this updated information is available in time for the next meeting of the Finance & General Purposes Committee prior to making future commitments on the relevant budget.

It was recommended that the Finance and General Purposes Committee, in preparing future budgets, continue to support funding on an annual basis and that the existing level of funding is to be continued for the forthcoming year to encourage growth and sustainability of the Frampton Youth Club.

2049. St Peter's Hospice Grant Application

A grant application requesting £1,200 was received from St Peter's Hospice to continue with specific projects which directly support Westerleigh and Coalpit Heath parishioners.

Proposed by Cllr D Boulton, seconded by Cllr A Gibbs and unanimously agreed to grant St. Peter's Hospice £1,200 in support of the projects outlined in their application.

2050. Items considered urgent by the Chairman (if any)

None arising.

2051. Calendar of Meetings for 2017.

The following list of meeting for 2017 was approved:

FULL COUNCIL MEETINGS		COMMITTEE MEETINGS (ALL AT MANOR HALL, COALPIT HEATH)	
9 TH JAN.	MANOR HALL	23 RD JAN.	FINANCE & GP
6 TH FEB.	WESTERLEIGH VILLAGE HALL	20 TH FEB.	ENVIRON.& LEISURE
6 TH MAR.	MANOR HALL	20 TH MAR.	ENVIRON. & LEISURE
3 RD APR.	WESTERLEIGH VILLAGE HALL (TO INCL. ANNUAL PARISH MEETING)	17 TH APR.	FINANCE & GP
8 TH MAY	MANOR HALL (AGM COUNCIL)	22 ND MAY.	ENVIRON. & LEISURE
5 TH JUN.	WESTERLEIGH VILLAGE HALL	19 TH JUN.	ENVIRON. & LEISURE
3 RD JUL.	MANOR HALL	17 TH JUL.	FINANCE & GP
4 TH SEPT.	WESTERLEIGH VILLAGE HALL	18 TH SEPT.	ENVIRON. & LEISURE
2 ND OCT.	MANOR HALL	16 TH OCT.	ENVIRON. & LEISURE
6 TH NOV.	WESTERLEIGH VILLAGE HALL	20 TH NOV.	FINANCE & GP
4 TH DEC.	MANOR HALL	11 TH DEC.	ENVIRON. & LEISURE

WESTERLEIGH PARISH COUNCIL
MINUTES OF FULL COUNCIL MEETING
14th NOVEMBER 2016
MANOR HALL, COALPIT HEATH

2052. Date of Next Meeting 5th December 2016, Westerleigh Village Hall.

It was agreed that Deborah White, Chief Officer Avon Local Council's Association, will be the proper officer in attendance for this meeting.

Signed:

Date: 5th December 2016

DRAFT