

**Westerleigh Parish Council**  
**Minutes of Full Council Meeting Monday Sept 11th 2017**  
**Westerleigh Village Hall 7.15pm**

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Present: Cllr B Taylor (Chair) Cllr J Butler (Vice Chair) Cllr A Fay Cllr S Blackmore Cllr T Clark Cllr P King Cllr A Gibbs Cllr J Lean (after co-option)  
Locum Clerk S Simmons; Ward Councillor C Young;

2177. Apologies for absence

Received from Cllr D Boulton

2178. Declarations of Interest under the Localism Act 2011

NONE

2179. Council to consider applications to fill Casual Vacancy

The Chairman noted that there had been one applicant, Jon Lean, and he was asked to speak: Jon explained his desire to represent the parish he lives in by participating actively in a Parish Council role.

2180. Council to co-opt a new member (if applicable)

The Councillors withdrew to discuss the application and on return declared a unanimous decision to ask Jon to join the PC. Jon Lean was co-opted onto the PC

2181. New Councillor to sign Acceptance of Office (if applicable)

Jon Lean signed the Declaration of Acceptance of Office and it was co-signed by the Locum Clerk

2182. Reports from South Gloucestershire Councillors on matters relating to the Parish

**Report for Westerleigh Parish Council for September 2017 – Claire Young**

**Planning issues**

***Blackberry Park (Woodlands Farm)***

The application was refused on a split vote. The reasons given were firstly that the adverse impact on the landscape, lack of sustainability and loss of the best agricultural land would significantly and demonstrably outweigh the benefits and secondly one relating to the absence of a Section 106 legal agreement. The developer now has the option to appeal.

***JSP and Local Plan***

Emails sent out by South Gloucestershire Council regarding the housing drop-in events have unfortunately caused some confusion.

Further consultation on the West of England Joint Spatial Plan (JSP) will not now be happening until the winter. They will publish a final draft proposal later this year and then submit that along with the consultation responses to the Government for a public examination in spring 2018.

The previous consultation at the end of last year identified five locations in South Gloucestershire for new strategic development, including Coalpit Heath and Yate/Chipping Sodbury. Although final decisions on the scale and location of housing and employment growth will be confirmed through the JSP, alongside that South Glos are developing a new Local Plan. So while the scale and locations could still change through the JSP process, these consultation events are about how the council plans for the new communities in the locations previously proposed. Feedback given at these drop-in events will influence the work on the draft JSP and the new South Gloucestershire Local Plan.

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### **Parking around the Manor School**

It has been some time since the informal consultation on the proposed new parking restrictions around the Manor School. After a long delay they have now been formally advertised.

There are actually two consultations because two Traffic Regulation Orders are needed - one for the yellow zig zag lines, which will be shortened so that they are enforceable, and one for double yellow lines. Hopefully these will help prevent the dangerous parking that local people have often suffered at school times. Both consultations run until 22<sup>nd</sup> September.

### **South Glos ward boundary changes**

You should have received details from the Local Government Boundary Commission for England of their draft recommendations for the new South Gloucestershire Council wards, to be used at the next local elections in 2019. The consultation runs until 6<sup>th</sup> November 2017 and is the final chance to comment.

There has been some confusion locally. To clarify:

- The external boundary of South Gloucestershire remains unchanged.
- No external Parish Council boundaries are being changed. Westerleigh Parish would cover the same area it does now and would still have 9 councillors.
- Where it's necessary to make the numbers work for the South Gloucestershire wards, some boundaries inside Parishes are changing. Some parishes without wards are having wards created and some with Parish Wards, like Westerleigh Parish, are having those ward boundaries changed.

Under the proposals, Westerleigh ward would disappear. The Coalpit Heath ward of Westerleigh Parish would become part of a new 3-member Frampton Cotterell ward and the Westerleigh ward of the Parish would become part of a new 2-member Boyd Valley ward. The boundary between the two Parish wards would change slightly, so that all the houses on Henfield Road, The Hollows, Cook's Lane and Bitterwell Close are in the Coalpit Heath ward. There would still be 7 Parish Councillors for Coalpit Heath ward and 2 for Westerleigh ward.

This means that in future you could have 5 South Gloucestershire Councillors reporting to your meetings – though each of them would also be covering several other parishes, rather than just one other parish as I currently do.

Of course the proposals are subject to consultation so may still change. It's important to say which changes you agree with, not just those you don't.

### **Winterbourne International Academy update**

The uncertainty surrounding the future for Winterbourne International Academy has been resolved with news that the Department for Education has confirmed that "in principle" approval has been given for Winterbourne to join the Olympus Academy Trust. That means that the Ridings and Olympus trustees will work with the Department for Education to plan for a smooth transfer, likely to be in early 2018. The financial situation is also being brought back under control and the interim leadership are in discussion with the Education and Skills Funding Agency (ESFA) about removing the financial notice to improve as soon as possible.

On Friday 1st September Yate International Academy joined Greenshaw Learning Trust, as had already been agreed earlier this year.

### **Westerleigh smell**

I have been in further contact with the Environment Agency over the summer regarding odour complaints in and around Westerleigh village. They stress that if you experience an odour that you think may be caused by the abattoir, **please call the abattoir first on 0117 9571919**. It is much easier for Tulip to investigate the source of an odour while it is happening than afterwards. A new manager is dealing with the complaints. If the odour persists, please also contact the Environment Agency's hotline (**0800 807060**).

It is also really helpful if the Environment Agency can speak to complainants directly, rather than through a third party.

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I also arranged for South Glos Environmental Protection to supply some residents with odour logging sheets, as some suggested there was a sewage smell, but it appears these problems were all abattoir-related and therefore within the remit of the Environment Agency, not South Glos.

**Grants for community groups**

When the new Member Awarded Funding was introduced in place of the old Area Forum grants, it was agreed that money would be set aside for Area Wide Grants for projects that benefit people across South Gloucestershire, rather than in one local area. A scheme has now been introduced, with grants up to £3,000 unless there are exceptional reasons to justify more. You can find out more at [www.southglos.gov.uk/AWG](http://www.southglos.gov.uk/AWG)

For local projects, I have £3,000 to spend. This year I will be using up to half of that for small grants of £250 during the year and then making a decision on larger grants after 31<sup>st</sup> January. All money has to be allocated by the end of March.

**Minor Injuries Unit in Yate closing when busy**

The NHS are allowing Sirona, who operate the Yate Minor Injuries Unit, to close at busy times so that they meet their waiting time targets. I would be interested to hear of people's experiences of this.

2183. Councillor Reports – written submissions, taken as read with questions taken as necessary

**Cllr Blackmore update on:**

Joint Parish Youth Forum Steering Group

It looks like this group is going to fold. Current youth services worker was self employed but has now changed to employed by Yate Town council. Arranging a contract for her is proving troublesome. The aims and achievements of the group are unclear & it appears that the South Gloucestershire Youth Board is now doing what this group originally aimed to do. There will be some unspent funds which will be returned to each parish. Ideally I think this money (approx £700) should be reserved for youth services. I will forward the notes from this meeting for circulation to councillors.

**The Council resolved to allocate the returned money to Youth Services once received**

Youth Services Management Group (Brockridge Youth Club)

Lori Ramsey who was the youth worker for Southern Brooks that ran the sessions has a new job with Yate town council. Her position has now been advertised & filled. I will forward the minutes of the last meeting for circulation to all councillors.

**Cllr Blackmore also explained that there are Parish Councils whose Youths attend the group who do not contribute so the Frampton Cotterell Clerk is to contact them and provide numbers attending in the hope of obtaining contribution. This is due to the impact of Winterbourne International Academy catchment area.**

**Cllr Jean Butler update on:**

Library changes

I attended the August meeting of the Yate Library Management Board where we were given an update on the upcoming changes. As of October Chipping Sodbury

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library will be run by volunteers, supported by South Glos libraries, and the other local libraries will be changing to reduced hours with staff cover but increased opening via the open access system. All the required works are progressing well so this should all be ready to roll by October.

The mobile library will no longer be running but there is an option of having a community library instead, run by volunteers, if a suitable location can be found. Marshfield have started one in their community centre (opening for a couple of hours once a fortnight) which is working well and proving to be a good meeting point for the community as well.

Something to consider for our villages perhaps?

It was also decided that rather than the small management group currently operating it would be good to involve the public more, so the board as it stands will be disbanded after the AGM in October. Hopefully the Town and Parish Council reps will still be involved in the process so we should be kept informed of any developments via the Clerk.

**Cllr Butler clarified that any new library location must have wifi, volunteers, furniture and storage. SGC would supply the books. Cllr Taylor commented that the mobile library has small usage and the changes have been publicised in village newsletter. He believes there is little demand for a new location.**

2184. Council to Confirm Minutes of Full Council meeting held on July 10th 2017

The Minutes were unanimously agreed by all who had been present.

Proposed Cllr S Blackmore Seconded Cllr J Butler

2185. Council to consider input to consultation on M4 J18A and any other matters arising from Drop-In session 11.9.17

The Clerk reported that 119 people had attended the Drop In earlier .

Attendees continue to have concerns over the impact on their own area which doesn't seem to have been addressed.

Councillors went through the questions on the Consultation Survey and the Clerk will input the WPC responses online.

2186. Council to consider input to consultation on Boundary Review recommendations

Some clarification was given in response to concerns over proposed changes. Most changes are to Wards not to the Parish Council. Cllr Butler said there could be some benefits to moving some to Frampton Cotterell and that if the overall number of Ward Councillors is reduced it saves money, although WPC could find itself represented by up to 5 Ward Councillors.

Overall the Council felt that the proposed changes have little or no direct impact on residents, and the Clerk will respond to the Consultation with this broadly neutral comment.

2187. Council to consider response to WECA Strategy Discussion paper

Cllr Taylor summarised the ALCA notes on the discussion paper. The main WPC comments for the consultation are:

- that the discussion paper is very high level with little detail.

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- that the discussion paper focuses on the city – population and business, without recognising the amount of rural commerce and requirements.

**2188.** Council to consider any planning applications considered urgent that have been posted on South Gloucestershire Council planning list since the last Parish Council meeting

**a) PK17/3448/F | Change of use from detached double garage to 1 no detached dwelling with access and associated works. | Elmbarn Farm Westerleigh Road Westerleigh Bristol South Gloucestershire BS37 8QF**

WPC share the concerns of Mr Rob Nicholson regarding Conservation issues and the Transport Team regarding access and dangerous vehicle/traffic issues onto Westerleigh Road and would like these addressed before this application is allowed.

**b) PT17/3344/F | Alterations to roof to facilitate loft conversion and erection of a two storey side and rear extension to provide additional living accommodation and a two vehicle garage. | Ambleside 26 Beesmoor Road Coalpit Heath Bristol South Gloucestershire BS36 2RP**

Westerleigh Parish Council feel this development application is of a huge scale relative to the existing property not "modest" as described by the applicant. WPC support and share the Conservation Officer concerns due to the close proximity and view of the listed Old Vicarage

**c) PT17/3765/F | Erection of a detached garage. | The Firs The Hollows Coalpit Heath Bristol South Gloucestershire BS36 2US**

Westerleigh Parish Council have no objections to this application.

**d) PK17/3567/F | Change of use of buildings to Warehousing, Storage and Distribution (Class B1 and B8) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended) to include part demolition and extension of existing building to form commercial units (Unit A) Conversion and extension of exist... | Sunnymead Farm Codrington Road Westerleigh South Gloucestershire BS37 8RG**

Westerleigh Parish Council object to this application at this stage due to the lack of information regarding future vehicle movements for the warehousing and distribution businesses that the application plans to move to.

The application mentions vehicle parking for those working at the premises but the nature of the commercial activity means many additional vehicles will be coming and going. This needs investigation before granting this application in our view.

**e) PT17/3451/F | Change of Use of land from agricultural to mixed use agricultural (Sui Generis) and horticultural land and office (Class B1) as defined in the Town and Country Planning (Use Classes) Act 1987 (as**

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**amended) to include erection of office and portaloo. (Retrospective) | Land At Box Hedge Farm Boxhedge Farm Lane Coalpit Heath Bristol South Gloucestershire BS36 2UW**

Westerleigh Parish Council have no objection to this application and welcome the provision of allotments.

**f) PK17/3632/F | Creation of new gated access from highway for agricultural use. | Hill Farm Westerleigh Hill Westerleigh Bristol South Gloucestershire BS37 8RB**

No Objections

2189. Council to consider partial contribution to Henfield Hall car park resurfacing  
WPC debated the amount of contribution to offer and in principle agreed that they would pay for 50% of the cost. Cllr Gibbs would like to speak to the contractor, Thornbury Surfacing, to satisfy himself that the 'dense binder course' is the best option. He will call them this week. Clerk to discuss payment terms with Mrs Drake of Henfield Hall.

**All were in favour of this proposal**

2190. Council to consider provision of toilet facility at Bitterwell Lake  
(a) Notes following visit by Cllr D Boulton & Locum Clerk:  
Installation of WPC owned facility £20k-£25k – with no service or maintenance plan. Very complicated water/sewage piping & location issues – hence the high cost.

(b) Alide (current provider): To change existing loo to disabled access one will cost £60-£80 per week (£3120-£4160 pa) This is maintained and serviced.

**Cllr B Taylor proposed that a switch is made to an accessible disabled toilet paid monthly on contract from a supplier such as Alide.**

**7 of the 8 councillors present were in favour of this proposal.**

Clerk to get comparison quotes from other loo providers.

2191. Council to consider matters relating to travellers on Parish Council land and whether gates at Westerleigh Playing Field should be locked

There have recently been issues with travellers at Stoke Gifford and Yate and WPC need to consider any vulnerable pieces of land.

It was felt that the only vulnerable field that can be better secured is Westerleigh Playing Field.

**Cllr Taylor proposed a return to the practice of having a combination padlock and chain on the gate and the Clerk would notify all authorised users of the code**

**Proposed S Blackmore Seconded P King . All were in favour.**

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2192. Council to approve payment of accounts

INVOICE DATE	Payee	DETAILS	FINANCE £	S137 £	ENV & LEISURE £	TOTAL PAYMENTS £	VAT £
JULY							
1.7.17	CPS Grounds	Grass Cutting JULY			865	1,038.00	173.00
4.7.17	CPS Grounds	Grass Cutting AUGUST			865.00	1,038.00	173.00
3.7.17	nPOWER	Bitterwell Lake Aerator supply			55.65	58.43	2.78
4.7.17	ALCA	CIlr TRAINING (JB)	50.00			50.00	
5.7.17	KONICA MINOLTA	COPIER CHARGES	106.34			127.61	21.27
10.7.17	WESTERLEIGH NEIGHBOURHOOD WATCH	GRANT		100.00		100.00	
25.7.17	F THORNTON	JULY SALARY	848.81			848.81	
25.7.17	HMRC	PAYE NI	67.43			67.43	
25.7.17	APF	PENSION	221.83			221.83	
17.7.17	MARMAX RECYCLED PRODUCTS	PICNIC BENCHES BITTERWELL			1,153.00	1,383.60	230.60
21.7.17	KONICA MINOLTA	COPIER CHARGES	30.99			37.19	6.20
21.7.17	D & D SHOE REPAIRS	SIGNS FOR BITTERWELL LAKE			85.95	85.95	
21.7.17	nPOWER	Bitterwell Lake Aerator supply			76.04	79.84	3.80
25.7.17	KONICA MINOLTA	COPIER CHARGES	19.52			23.42	3.90
31.7.17	HANDS PROPERTY MAINTENANCE	DOG BINS LITTER BINS			348.00	348.00	
31.7.17	SIMMONS RESOURCES LTD	LOCUM CLERK SERVICES (STAFF)	928.90			928.90	
31.7.17	SPRINT PRINT	M4 J18A FLYERS (2000)	99.00			99.00	
31.7.17	Ian Summers	COALPIT HEATH FLYER DELIVERY	40.00			40.00	
31.1.17	ALIDE HIRE	PORTALOO AT BITTERWELL			84.00	100.80	16.80
		<b>TOTAL FOR MONTH</b>	2,412.82	100.00	3,532.64	6,676.81	631.35
AUGUST							
31.7.17	IMASS	Occupational Health services (staff)	97.50			117.00	19.50
9.8.17	Smart Trees	Bitterwell Lake tree work			645.83	775.00	129.17
9.8.17	Smart Trees	Bitterwell Lake tree work			291.67	350.00	58.33
25.8.17	F Thornton	August salary (final)	848.81			848.81	
25.8.17	Avon Pension Fund	FT Pension	221.83			221.83	
25.8.17	HMRC	FT PAYE	67.43			67.43	
24.8.17	SGC	Localism Grass Cutting July-Sept			388.53	466.24	77.71
22.8.17	nPower	Bitterwell lake aerator supply			38.00	39.90	1.90
25.8.17	C R Belcher	Fitting benches at Bitterwell			210.00	252.00	42.00
25.8.17	C R Belcher	Playground, Bus stop inspections & works			2,910.00	3,492.00	582.00

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26.8.17	Absolutely PC	Web Hosting	120.00			144.00	24.00
31.8.17	Alide Hire	Toilet at Bitterwell			92.00	110.40	18.40
31.8.17	Simmons Resources	Locum Clerk Services (Staff)	730.98			730.98	
31.8.17	Hands Property Maintenance	Dog/Litter bin emptying			348.00	348.00	
		<b>TOTAL FOR MONTH</b>	2,086.55	0.00	4,924.03	7,963.59	953.01
SEPTEMBER							
1.9.17	CPS Grounds	Grass Cutting September			865.00	1,038.00	173.00

Items shown in grey already authorised at July meeting

The nPower payment dates were questioned. Affected by switch to monthly Direct Debit. The Alide rates were queried – varies slightly month to month due to number of days or weeks

**The list of payments was proposed and accepted**

**Proposed: J Butler Seconded : S Blackmore: All councillors agreed.**

**2193. Correspondence/Communication with Parish Council:**

**Planning and associated notifications**

- i) Refusal - PT17/0215/O | Erection of up to 215no dwellings with public open space and associated infrastructure. Outline application with access for consideration - all other matters reserved. | Land East Of Park Lane Coalpit Heath South Gloucestershire - Submitted by Barratt Homes and David Wilson Homes
- ii) Notification of Road Closure for Westerleigh Remembrance Day Parade 2017, Sunday 12 November 11am
- iii) Traffic proposals for Manor School, Roundways, Coalpit Heath. Deadline for comments 22 Sept 2017  
**Cllr Butler will respond to consultation as she feels the yellow lines by the Ring O Bells public House do not extend far enough round the corner**
- iv) Note from Simon Penfold Tree Officer at SGC re Ivory Wood Tree work application. This has now been Approved with Conditions

**Consultations**

- i) Consultation on M4 Junction 18a (Closes Monday 16 October)
- ii) Consultation of Boundary Review draft recommendations (Closes on 6 November 2017)
- iii) West of England Combined Authority - Consultation - West of England Strategy Discussion Paper – Public engagement (Closes 27 September 2017)



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- iv) Pharmaceutical Needs Assessment for South Gloucestershire  
Monday 4th September 2017 and Monday 27th November 2017

<https://consultations.southglos.gov.uk/consult.ti/PNA2018/consultationHome>

**Engagement Events**

JSP/ New Local Plan Strategic Development locations: - Community Consultation  
Event:

Coalpit Heath Event – Coalpit Heath Village Hall/Miners Institute – Friday 22nd Sept  
– 2 – 8pm

**ALCA**

- i) Briefing note on Government Litter Strategy  
ii) Notes on West of England Strategy Discussion paper  
iii) Proposed revision of the ALCA constitution  
iv) ALCA AGM Oct 7th The Jubilee Centre, Savages Wood Road, Bradley Stoke  
BS32 8HL 10:30 – 12:00 **Locum Clerk S Simmons and Cllr Butler will attend**

**Meetings**

- i) "Public Rights of Way and Commons Registration Sub-Committee" Meeting  
Thursday 14th September 2017 2.00 pm, **Venue:** Council Chamber, Civic  
Centre, High Street, Kingswood.
- ii) Town & Parish Council Forum meeting MONDAY 2ND OCTOBER 2017 - 10AM -  
BRADLEY STOKE - JUBILEE CENTRE **Cllr B Taylor & Locum Clerk S Simmons  
will attend**
- iii) Community Engagement Meeting – Minutes of 4.7.17 and date for next meeting  
shown as Tuesday 7 November 2017 at 7.30pm at The Greenfield Centre  
Winterbourne **Cllr J Lean may attend**
- iv) Launch of NEXT LINK Domestic Abuse Services. Meeting Thurs 21 Sept 1pm-  
2.30pm The Link, Ground Floor, Coniston Community Centre, The Parade,  
Patchway BS34 5LP

**Other**

- i) Thank you letter for Grant from Westerleigh Neighbourhood Watch Association
- ii) Request from Pauls Place local group – asking PC to consider disabled toilet  
provision at Bitterwell Lake
- iii) Communication regarding pruning of trees at Ivory Wood
- iv) Information on Transparency Code for Parish Councils
- v) SGC information on contract awarded which will see improved broadband service  
in South Gloucestershire  
<http://sites.southglos.gov.uk/newsroom/business-and-economy/contract-awarded->

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[which-will-see-improved-broadband-service-in-south-gloucestershire/](#)

- vi) Request from Sunday football team – Yate Rangers to use Westerleigh Playing Field
- vii) Network Rail – A guide to the work between Parkway and Swindon (up to mid-September)
- ix) General Employer information from Avon Pension Fund
- ix) Query from resident requiring clarification on Bitterwell Lake closures for competitions
- x) 31/8 Network Rail Update - Ongoing electrification work in South Glos
- xi) Minutes of Joint Cycleways Group meeting 10.7.17  
Also – Cycle Route Map – inform updates by end of September  
<https://fourpointmapping.sustrans.org.uk/southgloscyclemap/southglos.html>
- xii) Report of rudeness towards resident near Bitterwell Lake

Council to receive any information from Clerk/RFO regarding ongoing matters (if applicable)

- Booked onto ALCA Clerk training and Finance training
- Info from Westerleigh PC held at Gloucestershire County Archives
- Storage options – Clerk has contacted FC Clerk re storage at Brockridge Centre; also contacted Thornbury Storage – smallest unit £72 a month – quite an expense when its long term.
- Clerk to chase D E Spencer re drainage work
- Clerk was asked about SGC and The Pound.  
Clerk had received call from Andrew Lane at SG Strategic Planning he confirmed that they recognise WPC as owners of The Pound and had not received further representation from Agent or resident of adjacent land. The issue will be reconsidered for Green Space list when SGC next consider the list.

2194. Items considered urgent or exempt by the Chairman (if any)  
None

2195. Dates of next meeting and additional Committee Meetings

Full Council - Monday October 9th at Manor Hall, Coalpit Heath	7.15pm
Full Council - Monday November 6th at Westerleigh Village Hall	7.15pm
Full Council - Monday December 4th at Manor Hall, Coalpit Heath	7.15pm

Clerk to arrange meeting of Finance & General Purposes Committee  
Meeting closed at 9.25pm

Signed..... Dated.....

DRAFT