

WESTERLEIGH PARISH COUNCIL
Annual Full Council Meeting Monday May 13th 2019
Newman Room, Manor Hall, Coalpit Heath 7.15pm

Present: Cllr Taylor, Cllr Clark, Cllr Mc Cullough, Cllr King
After co-option: Cllr Goddard & Cllr Di-Duca
Boyd Valley Ward Cllr: S Reade
Clerk: S Simmons

This first meeting of the new Parish Council was chaired initially by the previous Chairman: Cllr Taylor
The new Council was introduced to the audience.

2544. Apologies for absence

Apologies received from Cllr Young, Cllr Stokes and Cllr Lean – all had to attend other Council meetings to avoid non-quorate situations following the elections.

2545. Election of Chair

Cllr King proposed that Cllr Taylor continue as Chair. Cllr Taylor accepted the nomination for one year. The vote for Cllr Taylor was unanimous from the other 3 Councillors.

2546. Election of Vice Chair

Cllr King proposed Cllr McCullough after he put himself forward as Vice Chair, and this was accepted by the other Councillors

2547. Signing of Acceptance of Office by Chair and confirmation that all Councillors have signed AofO

The Chairman signed the Acceptance of Office of Chair and the Clerk handed the Chair the Badge of Office.

The Clerk confirmed that all 5 Councillors had signed their Acceptance of Office forms prior to this meeting.

2548. All Councillors to note new electronic format for Register of Interest requirements

The Clerk will collect forms and ensure that all forms are completed and returned together to Registerofinterests@southglos.gov.uk before the deadline (28 days after elections), as per SGC instructions received.

2549. Declarations of Interest under the Localism Act 2011 relating to this meeting

Cllr Clark declared an interest in one co-option candidate

Cllr McCullough declared an interest in the Appeal at White Xmas Tree Farm

2550. Clarification of coverage of South Gloucestershire Councillors relating to Parish wards

Cllr Reade & Cllr Stokes: Boyd Valley SGC Ward – cover Westerleigh village

Cllr Reade said that one of the two Boyd Valley ward councillors would try to attend WPC meetings whenever possible.

Cllr Young, Cllr Lean & Cllr Clark: Frampton Cotterell SGC Ward – cover Coalpit Heath. Since Cllrs Clark & Lean are also WPC Parish Councillors we should have someone in attendance.

2551. Reports from South Gloucestershire Councillors on matters relating to the Parish

From Cllrs Young/Lean & Clark (Frampton Cotterell ward) - Report for Westerleigh Parish Council for May 2019

We are delighted to have been elected to represent the new Frampton Cotterell ward on South Gloucestershire Council, which includes the Coalpit Heath ward of Westerleigh Parish. We will occasionally have clashes with the meetings of other Parish Councils in the ward and that is the case this Monday, when Tytherington Parish Council are also meeting.

We have all been issued with new IT equipment and in some cases are experiencing some teething problems so please bear with us. Please also note that Claire's council landline (01454 864086) is being removed and we are all being issued with council mobile phones instead.

Due to the local election "purdah" period there have not been many significant announcements from the council and that is continuing because of the European elections.

Planning issues

Woodlands Farm – revised plans

Residents have made a number of additional comments. There is still concern about how the design relates to the existing houses along the boundary with The Meads. Concern is also expressed about the revised route for the main pathway/cycleway through the site and the potential for anti-social behaviour in the area by the pond under the trees.

Clarification re Broadband

At the last meeting Claire reported on the de-scoping and re-scoping process, which is happening because some of the properties that were included in the Broadband UK scheme have been delivered commercially. She said at the time that we'd probably know in mid-May but it is actually estimated to complete end of May/beginning of June.

Henfield Road safety issues

We have been contacted about ongoing concerns about safety on Henfield Road, around the sharp bend near the Henfield crossroads end. A site meeting planned for 3rd May had to be postponed because of the European election purdah period and will now take place on 24th May.

WESTERLEIGH WARD

Message from Cllr Ben Stokes

Our positive plan as a Conservative administration at South Gloucestershire Council for the coming four years, will include:
Record investment into services and invaluable extra support for our local economy, our high streets, our most vulnerable residents and our lowest paid workers. This was laid out in our budget, which was unanimously supported and approved by Conservative members in February 2019.

Following the elections on 2nd May the Conservative led administration in South Gloucestershire is standing on three key pledges:

- **To deliver the Conservative-led £78million investment to support local schools and raise standards** – Our schools are cornerstones in the foundations of our communities and the first step in giving our children and young people the best possible start in life. We will not only ensure that our schools get the financial support to maintain and improve their facilities, but will further our efforts in lobbying Government for fairer funding.
- **To ensure our streets are clean, green and safe streets, backed by £35million in road resurfacing funding** – Every resident deserves to be proud of the area they live in when they look out their front door. Under Conservatives, South Gloucestershire Council has developed an enviable record for highways and local road maintenance, as well as in promoting recycling and tackling fly-tipping. We plan to further those efforts and push for even better outcomes.
- **To back our High Streets, our local economy and keep car parking free** – Supporting local traders and our social hubs are at the forefront of our work in transforming our communities, with work already progressing to rejuvenate Kingswood and Yate. We are committed to keeping parking free in Council owned car parks. Unfortunately, this is not supported by the Liberal Democrat and Labour groups.

Our group's pledges to residents are underpinned by our continued commitment to offering value for money This was illustrated recently in a cross-party report that stated South Gloucestershire Council "currently has excellent financial management" under the Conservatives.

We have opened more libraries - for longer than ever - invested more than £9million on public open spaces and protected the Green Belt from inappropriate development. We are exceeding all expectations for building new homes and new communities and have found new and innovative ways to fund services, including the purchase of the Bristol and Bath Science Park in 2018.

Work by Conservatives has seen recycling levels at an all-time high, without raising the cost to residents. We have taken a zero-tolerance approach to fly tipping, for which we have a 100% record for successful prosecutions and have also completed the purchase of a brand-new recycling facility.

While these are all positives that have come from the past four years, we will not rest on our laurels, and our work will continue to provide better services to the residents of South Gloucestershire in the years to come.

Questions arising for Cllr Stokes will be forwarded by the Clerk via email

Cllr Steve Reade

To raise a question and give information in regard to a footpath from Westerleigh to Yate

Cllr Reade was able to gain some further insight from WPC and the public in attendance and will follow up on this with a view to putting the matter on the SGC Task List (wish list).

2552. Pre-arranged items from members of Public

There were none.

2553. Parish Councillor Reports – written submissions, taken as read with questions taken as necessary

There were no reports mainly due to the election period meaning meetings haven't taken place in that period.

2554. Council to Approve Minutes of Full Council meeting held on April 8th 2018

All four Councillors had attended and they approved the Minutes and they were signed by the Chair with no amendments.

2555. Council to consider co-option of new members

Two new residents have emerged as possible candidates for co-option and they gave a short introduction. The four Councillors agreed unanimously to co-opt them and they were invited to join the table. Our new Councillors are Councillor Carol Goddard (Westerleigh Ward) and Councillor Alice Di-Duca (Coalpit Heath Ward). This leaves two vacancies for Parish Councillors in Coalpit Heath.

2556. Co-opted Councillors to sign Acceptance of Office

The two new Cllrs signed their Acceptance of Offer and were issued with copies of the booklet The Good Councillor Guide, by the Clerk.

2557. Clerk/RFO to report on 2018/19 Finances

The Annual Accounts for Westerleigh Parish Council have been prepared and an independent Internal Audit carried out. The audit gave WPC's finances and accounting procedures a clean bill of health and stated that the standard of procedures in the Council are 'exceptionally high'. The only comment was a 'food for thought' item on using bespoke software at some point in the future.

Financial Performance vs Budgets

The actual income for 2018/19 was **£122195.07** which included a VAT refund from the previous year of £10305. This was a slight increase over expected revenue due to receiving a CIL/S106 sum of £3876.85, also considering at year end there was an outstanding amount of £2500 which was paid on April 1st 2019.

£44153 had been carried over from 2017/18 predominantly for Community Benefit works.

The total budgeted expenditure was £165,000.

Actual expenditure was under budget at £109,329.

This was due to some allocated funds not being used in the year such as:

- Manor Hall Play Area £18000 – this will be carried forward
- Staff & office costs were £10,500 under budget
- Fees for legal/GDPR matters were not needed £1500
- Election fees not required £6000
- Earmarked maintenance money for Parish areas underspend - approx £7000

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- £1200 of S137 grant budget wasn't used
- £1000 allocated for a web re-design wasn't used

There is a total of £31,930 being carried forward of which £6749 is Community benefit money.

Overall the Parish finances show sensible budgeting and prudent spending.

Fund balances in the bank at year end equal £132,761.19

So with a sound financial footing WPC had no reason to increase the Parish Precept for 2019.

Moving into 2019/2020

For 2019

Carried forward earmarked funds	£31930.97
Expected income	£129146.25

	<u>£161077.22</u>
Total expenditure budget	£159975

This shows that expected spends for 2019/20 are within income levels for the year without touching reserves. Reserves are important for unforeseen issues within the Parish Council.

Once 2019/2020 income is received the figures include a total in the region of £43000 for Parish Council projects and/or Grants to local community based projects. The PC would welcome more ideas and requests.

I am happy to recommend the accounts for last year to the PC for approval and comfortable that a sound plan is in place for the coming year.

2558. Council to approve Section 1 of the Annual Return – Annual Governance Statement 2018/19 for Westerleigh PC

Section 1 was approved by all four Councillors that had reviewed the finances, and the document duly signed by the Chair.

2559. Council to receive Internal Audit report

The PC noted receipt of the Internal Audit reports and thanked the Clerk for the diligence shown in procedures and reports throughout the year which led to receiving such a good audit report for the Parish Council

2560. Council to approve accounts for the year ending 31st March 2018

The Annual Accounts had already been seen by the F & GP Committee and were approved by the four Councillors at this meeting. The Chair signed a copy of the accounts.

2561. Council to approve section 2 of the Annual Return – Accounting Statement 2018/19 for Westerleigh PC

Section 2 was approved by all four Councillors that had reviewed the finance and the document duly signed by the Chair.

2562. Council to approve Period for the Exercise of Public Rights for 2018/19 Accounts

The PC approved the period 3rd June 2019 to 12th July 2019 for the Exercise of Public Rights. Details will appear on Parish notice boards and on the Parish Council website at that time.

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2563. Council to consider requirements for Committees, Sub Committees or Advisory Groups

Councillors were happy to be allocated roles as follows:

Appointment to:	Number required	Term of Office	Appointees
Planning Committee	All Councillors	To May 2023	All Councillors
Environment & Leisure Committee	Min of 5	To May 2020	Cllr Taylor (ex officio) Cllr McCullough, Cllr King, Cllr Goddard, Cllr Di-Duca
Finance & General Purpose Committee	Min of 5	To May 2020	Cllr Taylor (ex officio) Cllr Lean, Cllr Clark, Cllr King, Cllr McCullough, Cllr Di-Duca
Staffing Committee (Sub-committee of F & GP)	Min of 3	To May 2020	Cllr Di-Duca, Cllr Lean, Cllr Clark

2564. Council to consider appointments to outside bodies

Councillors were happy with the following arrangements:

Appointment to:	Number required	Term of Office	Appointees
Joint Parishes Consultative Committee (JPCC)	2	To May 2020	Chair & Vice-Chair
Joint Cycleways Group (JCG)	2	To May 2020	Cllr King
Henfield Hall Management	1	To May 2020	The E & L Committee will consider the appointment of two non-Council representatives on these two hall committees as per Standing Orders 4(b)
Coalpit Heath Village Hall (Miners Club) Management Committee	1	To May 2020	
Westerleigh Village Hall Management Committee	2	To May 2020	Cllr Taylor, Cllr Goddard
Youth working Group	2	To May 2020	Cllr Clark – the PC will review this as progress is made with current issues.
Avon Pension Fund	3 Authorised contacts in addition to RFO	Ongoing	Chair of PC & Chair of F & GP (and possibly Chair of Staff Committee)
Avon Local Councils Associations (ALCA)	1 PC representative	To May 2020	Dependent on dates of meetings 1 Cllr will attend (plus Clerk)

2565. Council to consider any planning applications considered urgent that have been posted on South Gloucestershire Council planning list including:

BLACKBERRY PARK

[PT18/6313/RM](#) Erection of 204 no dwellings with landscaping, appearance, layout, scale and associated works. (Reserved matters application to be read in conjunction with Outline Planning Permission PT17/0215/O). Land to the East of Park Lane Coalpit Heath Bristol South Gloucestershire BS36 1AT

As well as previously expressed concerns WPC have concerns regarding junctions – within the development, at the Park Lane exit of development, and at Park Lane/Badminton Road. Within the development one concern is the layout of junctions – they are very angular and narrow and once high volume of parking is put in the mix there will be issues for emergency vehicles as they will be impeded and therefore take longer to get anywhere.

Also, the PC feels even more trees should be included in the plan. The full comments can be seen on the South Glos planning portal.

P19/4482/F Erection of a single storey front extension to form bay window and canopy. 117 Badminton Road Coalpit Heath Bristol BS36 2SY
The PC have no objections to this development.

P19/4317/F Erection of a detached double garage and associated works. Old Park Barn 309 Badminton Road Coalpit Heath Bristol BS36 2NT
The PC have no objections to this development.

P19/4602/F Erection of two storey side extension to form additional living accommodation. 3 Oakwood Gardens Coalpit Heath Bristol South Gloucestershire BS36 2NB
The PC have no objections to this development.

P19/1634/F Conversion of existing detached hay barn into 1no. detached dwelling with parking and associated works (resubmission of PK18/3506/F). | Elmbarn Farm Westerleigh Road Westerleigh Bristol South Gloucestershire BS37 8QF
The PC have no objections to this development and feel that SGC officers are being inconsistent to object on the basis of listed building status when SGC previously suggested large industrial buildings here.

Appeal letter for COM/18/0778/OD/2

White Christmas Tree Farm, Down Road, Winterbourne Down South Gloucestershire BS36 1AU
DESCRIPTION OF BREACH: Without planning permission, the erection of a large building/warehouse on agricultural land.

WPC have sent a representation to the Planning Inspector dealing with this appeal as follows:
Since the initial planning application in 2010 the situation in and around Westerleigh Parish which includes the site in this case has changed and become of much greater sensitivity to residents due to large scale development already granted and the future as a Strategic Development Location once (or if) the JSP is confirmed. This means that the current situation is such that building on Green Belt is not wanted unless there are special circumstances and in such cases building should be of limited size and impact on the surrounding area. This building is much too large and out of character with its surroundings and the Parish Council object to it being given retrospective permission.

2566. Council to note receipt of F & GP Committee Minutes from 29.4.2019 and ratify decisions where required
The Minutes were noted and the decision to make as many Cllrs signatories on the bank mandate ratified. The Clerk asked 3 further Cllrs to take the relevant paperwork, which they were given, to NatWest, so they can be added.

2567. Council to approve annual insurance schedule

WPC have cover with Zurich Insurance which is a 5 year policy running to 1.6.2021

SUMMARY OF CURRENT INSURANCE SCHEDULE

Items insured – as per revised Parish Council Asset List
Money – limit of one loss £250,000, in transit or premises or safe £5000
Public liability £10,000,000
Employers liability £10,000,000
Libel and Slander £250,000 excess of 10% of every claim or £1000 whichever is lower
Fidelity Guarantee - £100,000 with £100 excess
Personal accident - £500,000 limited to any one person and £2,000,000 any one accident
Legal expenses - £50,000 limit

The Clerk confirmed that Zurich have the updated Asset Register.
The Parish Council unanimously approved the renewal of this policy.

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2568. Council to approve payment of accounts

Zurich Insurance	Annual PC insurance year 4 of 5 (ren date 31/5)	1,790.71
nPower	Aerator at Bitterwell Lake	31.98
Yate Storage	Storage at Backfield Farm	75.00
CPS	Grass cutting Many 2019	1,094.88
Andyloos	Disabled access loo at Bitterwell Lake	200.64
Marmax Recycled Products	Memorial Bench for Bitterwell Lake	376.92
Graham Smith	Internal Audit fee	225.00
ALCA	2 x Good Councillor Guide	8.52

All the payments were unanimously approved and the paperwork completed as per WPC Financial Regulations.

2569. Council to receive detail on income since 1.4.19

Fishing Rights (1.11.18-30.4.19)	2,500.00
Chalet rental April 2019	395.00
VAT refund for 2018/19	11,177.30
Memorial bench donation	594.00
CIL/S106 benefit	9,674.95
Precept	39,327
LCTR grant	153
Interest	8.07
NATWEST With apologies (Complaints payment)	100.00
AEE Renewables Says Court Community Benefit	19800
TOTAL	83,729.32

The Clerk reported that £1395 of income is overdue.

2570. Council to consider matters arising from internal audit

There are no urgent matters arising, however it is suggested that the PC consider use of a bespoke Software package. This is to make the transition of a new Clerk at some point in the future easier as independent training would be available and they may have used it in a previous role. Clerk to investigate options and report at future meeting.

2571. Correspondence/Communication with Westerleigh Parish Council:

From SGC:

- New protocol for gypsy/traveller encampments
- Request to Trial new Declaration of Interests system

- Details of Westerleigh speed reduction hump

Cllr Reade asked if this was generally accepted and he was told the planned hump was seen as acceptable.

- Notice of Intent - Temporary Traffic Order - Westerleigh Road, Lyde Green and Westerleigh Road, Pucklechurch - Temporary Road Closures (PT.6283)

Parish Council to consider making a representation to SGC on this matter.

This involves the month long closure of the motorway crossing and the subsequent formal and informal diverted journeys that will arise.

The Clerk has forwarded a report (originally from Cllr McCullough) to all the Ward Councillors and asked if they help represent the views and concerns of the residents of the Kendleshire area.

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Other received items

- Notes from Environmental Link meeting 19.3.2019
- Avon Wildlife Trust – change of main contact for Says Court Farm – now Nicole Daw
- From Manor Hall – regarding their application to replace bathroom in Manor House which involves an extractor fan in a listed building roof and the requirements arising.
- Complaint handling letter from NatWest – ongoing, in regard to errors in handling change of signatories
- Local Government Pension Scheme (LGPS) Consultation on Local Valuation cycle and management of employer risk policy – Clerk to liaise with Cllrs Taylor & Lean on this.

Meetings

Wednesday June 12th Avon Pension Fund - Cllr Taylor & Clerk to attend

2572. Council to receive information from Clerk regarding ongoing matters and approval where relevant

Update on works – the path and revetment works at Bitterwell are proceeding well. The sign for Pansy Vale should be available this week.

Update on bank signatory mandates – still in progress and being tracked by NatWest Complaints team.

Plan for Cllr vacancies – Clerk has updated website and will create signs for Coalpit Heath Notice Boards.

Plan for new Councillor training – Clerk to book Being A Good Councillor for June 22nd for two new Cllrs. Clerk to meet to cover information needed for the role.

Progress with Fishing Licence – draft to be forwarded to Cllrs and meeting set up for signature.

Tent dumped by bin on Roundways removed by bin emptier – extra £4 charge arising.

2573. Items considered urgent or exempt by the Chairman

See separate Exempt Minutes

2574. Dates of future meetings and additional Committee meetings

- Parish Council Meeting June 10th 7.15pm Westerleigh Village Hall
- Parish Council Meeting July 8th 7.15pm Manor Hall, Coalpit Heath
- Finance & General Purposes Committee meeting Monday August 12th 2019 7.15pm Manor Hall red brick annex

The meeting closed at 9pm