

**Full Meeting of Westerleigh Parish Council  
Monday June 1st 2020 7pm**

Zoom Ref:

<https://us02web.zoom.us/j/88498888555?pwd=M3NVRW9LL3N4YmNFb1hGNm11djEvQT09>

Meeting ID: 884 9888 8555

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**Present: Cllr Taylor (Chair); Cllr McCullough (Vice Chair); Cllr Di-Duca; Cllr Goddard;  
Cllr Clark; Cllr Lean; District Cllr Stokes was present for part of the meeting  
Clerk/RFO/Zoom Meeting host: S Simmons**

2763. Welcome by the Chairman to this online meeting of Westerleigh Parish Council

The Chairman welcomed Councillors and public and asked to mute if they experienced background noise.

2764. Apologies for absence

An apology was accepted from Cllr C Young

2765. Declarations of Interest under the Localism Act 2011

None

2766. Reports from South Gloucestershire Councillors on matters relating to the Parish

**Westerleigh Parish Council – District Councillors’ Report**

**Recycling Collection, Garden Waste Collection and Sort It Centres**

Recycling and food waste collection has now recommenced on a regular weekly basis. Garden waste collection has also recommenced once every fortnight. Mangotsfield, Thornbury and Yate Sort It Centres are now open for **essential use** only; residents can dispose of items that cannot be stored safely at home. They cannot currently take clothing or textiles for recycling as the council’s recycling supplier is closed due to coronavirus. Opening hours for these sites will temporarily be 6 a.m. to 6 p.m. every day of the week. The Little Stoke Sort It Centre and the Re-use Shop at the Thornbury site will remain closed until further notice. More information about waste and recycling services, including the social distancing rules in operation to keep staff and residents safe, can be found at <https://beta.southglos.gov.uk/waste-and-recycling-changes-due-to-coronavirus-covid-19/>

**South Gloucestershire Local Plan 2020**

At the virtual Cabinet meeting on Monday 27<sup>th</sup> April the Local Plan Delivery Programme (LPDP) was discussed. The LPDP Update April 2020 – March 2023 sets the council’s planning policy work programme for the next three years. It is hoped that, whilst the current COVID-19 pandemic may impact the delivery timetable, a series of public consultation stages will begin this year leading to a final version of the new Local Plan being submitted to the Government for inspection in 2023.

**Planning**

The Development Management Committee has begun having meetings using Microsoft Teams. PT18/4319/O (Demolition of existing dwelling and erection of 4 no. semi-detached dwelling and 1 no. detached dwellings (Outline) with access, appearance, layout and scale to be determined, all other matters reserved – 6 Bell Road, Coalpit Heath) will go before the DMC on Thursday 25<sup>th</sup> June. The site itself is within the parish of Frampton Cotterell but one of the central objections to the application will be the detrimental impact these proposals will have upon the setting of the Grade II listed St Saviour’s Church.

Members of the public, including parish councillors, will be unable to speak at the DMC meetings due to concerns about the limitations of the format. The public can, in lieu of speaking, submit a written statement for circulation to committee members. Written statements and any associated photos should be sent to [paul.johnson@southglos.gov.uk](mailto:paul.johnson@southglos.gov.uk) by lunchtime of the Wednesday before the meeting in question (i.e. 24<sup>th</sup> June) in time for them to be circulated to DMC members with the rest of their meeting papers.

**There were no questions arising from the report**

2767. Pre-arranged items from members of Public

None

2768. Council to approve Minutes of Full Parish Council meeting held on 4<sup>th</sup> May 2020

The Minutes were proposed as an accurate reflection of the meeting by Cllr McCullough, and unanimously approved, and signed by the Chair.

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2769. Clerk to introduce applicant for vacant Cllr role and the applicant to make statement of interest in role  
The Clerk introduced a potential Councillor and he said a few words to introduce himself. Further questions arising from attending the meeting will be via the Clerk prior to the next PC meeting.
2770. Clerk/RFO to report on 2019/2020 Finances  
The Clerk/Responsible Finance Officer gave an introduction and summary of the report which can be seen in full in Appendix 1 of these Minutes.
2771. Council to note receipt of the AGAR 2019-20 Addendum – Coronavirus emergency regulation changes  
All Cllrs noted the addendum giving changes to date extensions, however the Clerk stated that from the PC point of view progress was on par with a normal year.
2772. Council to approve Section 1 of the Annual Return – Annual Governance Statement 2019/20 for Westerleigh PC  
All Cllrs had received Section 1. Cllr Lean proposed approval of the document, seconded by Cllr Di-Duca, and unanimously approved. It was signed by the Chairman.
2773. Council to receive Internal Audit report April 2020  
All Cllrs noted receipt of the Internal Audit report.
2774. Council to approve accounts for the year ending 31st March 2020  
All Cllrs confirmed receipt of the accounts.  
Cllr Clark asked if Manor Hall could give an update on the progress with the play area for which money is earmarked and again carried forward. The Clerk said she would obtain this for the E & L meeting on 15<sup>th</sup> June.  
Cllr Taylor proposed approval of the full accounts, seconded by Cllr McCullough and unanimously approved by all. The Chairman signed the overall Accounts and the Balance Sheet.
2775. Council to approve section 2 of the Annual Return – Accounting Statement 2019/20 for Westerleigh PC  
The Section 2 Accounting Statement had been received by all Cllrs. Cllr Taylor proposed approval of the figures seconded by Cllr Goddard and unanimously approved by all. The Charman signed Section 2. It had been signed by the RFO when presented.
2776. Council to approve Period for the Exercise of Public Rights for 2019/20 Accounts  
The Clerk gave the intended dates for Period of Exercise of Public Rights as June 15<sup>th</sup> 2020 – July 24<sup>th</sup> 2020. These dates were unanimously approved. The approved Notice will be placed in the Accounts section of the website which is where the Finance documents will be in readiness for that period.
2777. Council to receive information or consider/approve matters relating to Bitterwell Lake  
The Clerk reported the following:
- The Lake re-opened on May 20<sup>th</sup> following the lockdown and demolition period at the site. The Clerk has asked the Lake Manager to complete the refurbishment of the Lake Office/tuck shop as soon as possible.
  - The aerator failed completely on May 6<sup>th</sup> and was removed from the Lake showing large amounts of damage. A new aerator, already planned, was ordered on May 11<sup>th</sup> after discussion around the Lake Manager being able to position it in the water using his boat. This saved £325. (PMN - It is due to be fitted on Friday June 5<sup>th</sup>)
  - Two bat boxes and two bird boxes have been ordered for trees around the Lake as part of the conditions of the planning approval for the new home at the Lake.
  - The accessible toilet has not yet been re-installed due to the fact that the Lake Manager has limited time and resources to ensure suitable sufficient cleaning. This will be reviewed regularly.
  - The Lake Manager has asked to increase numbers of anglers from the initial 15m spacing guidance (20 platforms) The PC agreed he could move to 75% capacity now and 100% as soon as the new aerator is in place and working.
2778. Council to receive information or consider/approve matters relating to the Chalet site  
The Clerk reported that demolition and site clearance was completed by 19<sup>th</sup> May and the invoice for david

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Horton Contractors has been paid. The Director of that company kindly agreed to leave the barrier fencing until our new home is installed. The Lake Manager has put his temporary caravan on the exposed slab inside the fencing.

2779. Council to receive update on PWLB loan application and approve any matters arising  
The initial paperwork for the application was submitted to ALCA and passed to the Dept. for Housing, Communities and Local Government. Enquiries were received and answered by the Clerk on 20/21 May. A further email today has indicated it is receiving its final checking for approval. The next steps once approval is received will be to firm up some of the rental detail with the tenants prior to placing the order for the new home.

2780. Council to receive information on matters relating to 20/21 Finance & Accounts  
End of May 2020 Bank statements, reconciliation, lists of payments and income:  
Cllrs noted receipt of all these documents with no questions arising.

Details of Grants approved/paid during April/May 2020

Grants have been paid to:

Coalpit Heath Cricket Club towards new nets - £3900

Great Western Air Ambulance - £2000

Mafeking Scouts for outdoor seating - £2974.80 – not yet paid

Details of Year 5 Annual Insurance renewal with Zurich

Cllrs noted receipt of all insurance documents for this final year of a five year contract with Zurich.

The Clerk reported that as The Chalet has been demolished a refund is due of £673.90 however this will be needed in the autumn to insure the new property.

2781. Council to consider RESOLUTION to continue with Delegated Powers to the Clerk  
This RESOLUTION was proposed by Cllr McCullough and seconded by Cllr Di-Duca and approved unanimously until being reviewed at the next PC meeting in July.

2782. Council to consider RESOLUTION to continue dealing with Planning Applications by email with the Clerk  
This RESOLUTION was proposed by Cllr Taylor and seconded by Cllr McCullough and approved unanimously until being reviewed at the next PC meeting in July.

Public should be aware that Planning Applications in the Parish are listed on:

<http://www.westerleighparishcouncil.org.uk/parishioners-planning/>

A list of all applications commented on by the Parish Council during April & May 2020 is attached as Appendix 2 to these Minutes

2783. Consultations  
Public Consultation: [Council Plan 2020](https://consultations.southglos.gov.uk/consult/ti/CP20/consultationHome) Deadline July 26<sup>th</sup> 2020  
<https://consultations.southglos.gov.uk/consult/ti/CP20/consultationHome>

Due to the nature of the survey Cllr agreed to make individual submissions to this Consultation prior to the July 26<sup>th</sup> deadline.

2784. Council to receive any other updates and consider/approve any other items the Clerk needs to discuss with Full Council

2784.1 As part of discussions with the Coalpit Heath/Frampton Cotterell Community COVID Aid group the PC have agreed to look at Emergency Planning. This will fall under the E & L Committee remit in due course.

The group are also considering any options they may have as a legacy from this time.

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2784.2 Ash Die Back Disease – Assessment Report

The Council have now received the Assessment Report from Wotton Tree Consultancy. An action plan will be looked at by the E & L Committee dedicated meeting on June 15<sup>th</sup> - with research on potential contractors being done by the Clerk.

2784.3 Request to recognise NHS & Key Workers

A resident of Westerleigh village has asked if she may provide a planter and rose to recognise workers during the COVID-19 crisis. This came via Cllr Goddard. Cllr Goddard has identified a position in Westerleigh Playing Field and has suggested a “Miss Edith Cavell” rose would be an appropriate shrub type. Cllrs were asked to approve the addition and purchase of a small plaque on the planter and this was unanimously approved.

2784.4 Reminder of memorial to Jim Kendall

Prior to lockdown the PC agreed to look at the possibility of contributing towards a memorial path in the Coalpit Heath (St Saviours) Garden of Remembrance, in memory of Jim Kendall a past Cllr of many years standing. The Clerk will action this as soon as visits and meetings are possible with staff there.

2785. Items considered urgent or exempt by the Chairman

The Chair asked if there is any progress with debt recovery and the Clerk reported that HMCTS is currently only dealing with very urgent cases so there is nothing to report.

2786. Dates of future Parish Council meetings and additional Committee meetings

Environment & Leisure Committee Monday June 15<sup>th</sup> 7pm (Zoom) – main item the Ash Die Back Disease Assessment & Action Plan

Finance & General Purposes Committee Monday 6<sup>th</sup> July 7pm (Zoom) to look at Finances after Q1 of 2020/21

Full Parish Council Meeting Monday July 20<sup>th</sup> 7pm (Zoom)

**The meeting closed at 7.55pm**

## RFO REPORT ON FINANCES & ACCOUNTS - JUNE 1<sup>ST</sup> 2020

### Introduction

The 2019/20 Annual Accounts for Westerleigh Parish Council have been finalised by the Clerk/RFO and an independent Internal Audit carried out. The internal 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 whether some reserves should be moved away from Natwest as total balances may be greater than the Financial Services Compensation Scheme (FSCS) limit. The FSCS deposit protection limit is £85,000 per authorised banking firm.

### Financial Performance vs Budgets

The actual income for 2019/20 was **£126764.31** which included a VAT refund from the previous year of £11177.30.

This was slightly less than the Budget Income figure of £129452.25 due to a debt of £3600 which is the subject of legal debt recovery action.

**£31930.97** had been carried over from 2018/19 predominantly for Community Benefit works.

This made the total funds for the 2019/20 budget £161,383.22.

The total budgeted expenditure was £160,069.92

Actual expenditure was significantly under budget at £92722.81

As can be seen in the accounts a total of £24860.96 was paid in grants. More money could have been awarded if suitable applications had been received by the Parish Council.

Some allocated funds were not used in the year such as:

- Finance & GP items were under budget by around £22000 which included:
  - Staff & office costs were £5,350 under budget
  - Money set aside for GDPR matters was not needed £1000
  - Election fees £8000 had been set aside but elections in both Parish wards were uncontested and therefore only £350 was needed.
  - £3500 of £8000 money set aside for repairs to fabric of Manor Hall was not needed
- Environment & Leisure items were under budget by around £45000
  - Earmarked maintenance money for Parish areas underspend - approx £8000
  - £3000 set aside for youth provision by FC PC was not needed
- There is a total of £41880.52 being carried forward into the 2020/21 budget.

Overall the Parish finances show sensible budgeting and prudent spending.

Fund balances in the bank at year end equal £146042.85 with a VAT refund due of a further £7082.54

Although Westerleigh Parish Council is on a sound financial footing there are some noticeable expected increases in the cost of services provided to, and by, the Council over the next year, and the requirement will increase with the occupation of Blackberry Park. After 2 years of zero increase in the Council Tax precept the Parish Council voted unanimously to increase by 4% in 2020.

### Moving into 2020/2021

Carried forward earmarked funds	£41880.52
Expected income	<u>£136609.75</u>
	<u>£178490.27</u>
<u>Total expenditure budget</u>	<u>£187693.64</u>

This shows that expected spends for 2020/21 are higher than income levels for the year by just £9203.37 but as has been shown above the Parish Council does have reserves of which this is a small percentage.

The Earmarked funds are predominantly Community benefit money and already include:

£16875.60 for Manor Hall Toddler Play Area

£3900 for Coalpit Heath Cricket Club toward new nets

£2974.80 for new outdoor equipment Scout Group at Mafeking Hall

Also £5150 has been carried forward for the clearance of the Chalet site at Bitterwell

2020/21 income provides a total budget in the region of £54000 for Parish Council projects and/or Grants to local community based projects.

**The PC would welcome more ideas and requests from local groups and organisations looking to improve their services to Parish residents – information can be found under Grants on the Parish Council website.**

### **Major Projects for 2020/21**

#### **Ash Die Back disease**

The Parish Council has allocated £10,000 to commission a survey of Ash Die Back disease on Parish land and to take remedial action where necessary.

#### **Bitterwell Lake**

A large area of improvement and investment since September 2019 has been Bitterwell Lake and on September 1<sup>st</sup> a new Lake Management team was appointed. Since then a lot of work has been carried out at the Lake and in April 2020 Planning Permission was finally received from SGC after many months to enable the Chalet site to be cleared and a new Lodge style home commissioned for the Lake Manager and his family. This has taken and will continue to take significant investment from the Parish Council. It is hoped that the capital part of this project will be enabled by a loan from the Public Works Loan Board, enabling the cost to be spread over 15 years. Costs have been incurred for planning, clearing, environmental impact reports & mitigation, and so on. It is hoped the majority of this work will be completed by the end of 2020.

### **Impact of COVID-19**

The Coronavirus situation has led to two months loss of Fishing Rights, a value of £834. The Lake re-opened on May 20<sup>th</sup> 2020 and so it is hoped that finances will now return to expected levels.

### **Summary**

The report above outlines the successful financial year just passed and an outline of the year to come 2020/21. I therefore commend the accounts for last year to the Parish Council for approval, and as Finance Officer I am comfortable that a sound budget is in place for the coming year and in the hope that the COVID -19 does not have further excessive impact on the finances.

S Simmons  
Parish Clerk/Responsible Financial Officer  
27.5.2020

## APPENDIX 2 (Relating to Minute 2782)

### **List of Westerleigh Parish Council Planning comments - April & May 2020**

**P20/08806/TRE** Works to fell 1no. Oak Tree (no.344) covered by Tree Preservation Order SGTPO 04/06 dated 15/08/2006 43 Greenacres Park Ram Hill Coalpit Heath South Glos BS36 2UB

*Westerleigh Parish Council accept the Tree Officers advice. It is understood a replacement tree with the continued TPO designation will be required as a Condition.*

**P20/08746/F** Erection of a single storey rear extension to form additional living accommodation. Henfield Farm The Hollows Coalpit Heath BS36 2UU

*Westerleigh Parish Council have no objection to this application in principle however rely on SGC Planners to check that the %age of floor plan that has been increased over the years is not in breach of policies.*

**P20/06762/F** Erection of a first floor extension over existing garage to form 1no attached dwelling with access and associated works. | The Forge Westerleigh Road Westerleigh South Gloucestershire BS37 8QH

**The Parish Council OBJECT to this application**

*This application describes a Proposed Garage conversion to a 2 bed dwelling however the garage was previously demolished to allow access for a rear extension, so this is misleading.*

*The application should therefore be for an attached building (a terraced house)*

*Under Policy **PSP43** (Private amenity space) and **PSP38** (Development within existing residential curtilages including extensions & new dwellings) the new and existing buildings would both subsequently have insufficient amenity space and inadequate parking, and therefore contravenes these policies.*

*The infilling of the space between the property and its neighbour would also affect building lines and street scene and remove functional rear access for maintenance.*

*Overall the design is considered by the Parish Council to be ill-contrived and therefore also contravenes Policy **CS1** for design points, hence the **OBJECTION** to this application.*

**P20/08420/F** | Erection of front porch and single storey rear extension to form additional living accommodation. | Barn 1 Huckford Lane Winterbourne South Gloucestershire BS36 1AP

*Westerleigh Parish Council has no objection to this application.*

**P20/07888/F** Demolition of existing sheds and workshop. Erection of detached double garage with workshop and store. Rosewood Cottage Huckford Lane Winterbourne BS36 1AP

*Westerleigh Parish Council has no objection to this application*

**P20/07884/LB** Internal and external alterations to existing barn and outbuildings to facilitate conversion to 1no dwelling. Coalsack Farm Coalsack Lane Winterbourne BS36 1AX

*Westerleigh Parish Council has no objections to this application.*

**P20/07890/F** Alterations to existing barn and outbuildings to facilitate conversion to 1no dwelling and associated works. Coalsack Farm Coalsack Lane Winterbourne BS36 1AX

*Westerleigh Parish Council has no objections to this application.*

**P20/05841/F** Demolition of existing 1 no. bungalow. Erection of 4 no. semi-detached dwellings with new vehicular accesses, parking, bin/bike stores, landscaping and associated works. Land At 51 Henfield Road Coalpit Heath BS36 2TG

*Westerleigh Parish Council considers that putting 4 properties on this site is overdevelopment and would create properties out of keeping with the bungalows along this section of the street. The exact dimensions of space between the houses is unclear and therefore may not allow sufficient room for access that is needed.*

**P19/15187/F** Demolition of existing detached dwelling. Erection of 1 No. detached dwelling, 1 no. double garage and associated works. Orchard Cottage Huckford Lane Winterbourne BS36 1AP  
*Westerleigh Parish Council have no objection to this application and hope that overall the plans for the remaining parts of the land are not detrimental to the Green Belt as they arise.*

**P20/07643/F** Extensions and alterations to existing double garage and office to form living accommodation ancillary to the main dwelling house (Resubmission of P19/2501/F). Oakley Green Cottage Kidney Hill Westerleigh BS37 8QY  
*Westerleigh Parish Council has no objections to this application.*

**P20/06778/F** Erection of front extension to form enlarged garage. 15 Bitterwell Close Coalpit Heath South Gloucestershire BS36 2UQ  
*Westerleigh Parish Council has no objection to this application.*

**P20/05733/F** Installation of doors, windows and timber cladding to facilitate conversion of workshop outbuilding to form 1 no. dwelling with new access and associated works. Bourne End, Down Road Winterbourne Down South Gloucestershire BS36 1AU  
*Westerleigh Parish Council has no objections to this application.*

**P19/16582/LB** Installation of internal secondary glazing to 7 no. windows and 3 no. doors. The Old Stores Westerleigh Road Westerleigh Bristol BS37 8QP  
*Westerleigh Parish Council has no objections to this application*

**P20/05923/F** Change of use of land from agricultural to residential amenity land (Class C3) and the erection of 1no. detached car port. Field House Huckford Lane Winterbourne BS36 1AP  
*Westerleigh Parish Council have no objections.*

**P19/19020/CLP** Erection of 1 no. incidental outbuilding and the installation of air source heat pump. The Woodlands Ram Hill Coalpit Heath Bristol BS36 2UF  
*Westerleigh Parish Council do not object to this but request that the site and noise level of the air source heat pump are checked in relation to neighbour concerns.*

**P20/05329/F** Erection of single storey rear extension to form additional living accommodation. 160 Badminton Road Coalpit Heath BS36 2SZ  
*Westerleigh Parish Council has no objections to this application.*

**P20/05399/F** Erection of single storey front side and rear extension to form additional living accommodation. 6 Ivy Terrace Westerleigh Road Westerleigh BS37 8QP  
*Westerleigh Parish Council OBJECT to this application as it contravenes Policy PSP1 (Local Distinctiveness) and PSP38 (Development within Existing Residential Curtilages, including Extensions and New Dwellings). PSP38 in particular specifies: "In the urban areas and rural settlements with defined settlement boundaries, development within existing residential curtilages, including extensions and new dwellings, and residential extensions elsewhere, will be acceptable where they [...] respect the building line, form, scale, proportions, window and door shape and reveals, alignment of openings, architectural style/detailing and external materials and boundary treatments, and hard and soft landscaping of the street and surrounding area"*  
*The side and front extension would ruin the uniformity, symmetry and proportion of the street scene. There would be no objection at all if this were merely for a rear extension;*  
*Other properties in the row of houses have rear extensions but this is largely screened from the street. The row of properties may be regarded as not particularly inspiring compared to some of the Graded/listed properties within the village of Westerleigh but, in terms of the street scene, at present you have an uncommon, unaltered row of post-war council houses.*  
*If there had already been front or side extensions to some of the neighbouring properties this application could possibly be justified but that is not the case here. Once that sense of relative symmetry and proportion are altered they are seldom, if ever, restored for the reason that what is good for the goose is good for the gander when it comes to development within neighbourhoods. There should be appreciation of such street scenes.*