

**Full Meeting of Westerleigh Parish Council  
Monday July 20th 2020 7pm**

**Zoom Ref:**

<https://us02web.zoom.us/j/85021691959?pwd=WjQrUzBQb2xjMG5iTkdkdHRTaHN1QT09>

Meeting ID: 850 2169 1959

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**Present:** Cllr Taylor (Chair), Cllr McCullough (Vice-Chair), Cllr Clark, Cllr Lean, Cllr Goddard, Cllr Di-Duca  
District Cllrs Stokes; Clerk S Simmons;

New Councillor P Whitfield after co-option (2794).

4/5 members of public

2787. Welcome by the Chairman to this online meeting of Westerleigh Parish Council

Cllr Taylor welcomed those who had joined the meeting

2788. Apologies for absence

No apologies received.

2789. Declarations of Interest under the Localism Act 2011

Cllr Lean declared an interest in the Grant Application from the COVID Community group as he is a member of that group.

2790. Reports from South Gloucestershire Councillors on matters relating to the Parish

**Westerleigh Parish Council – Frampton Cotterell Ward District Councillors’ Report**

**Libraries Reopening**

Libraries in South Gloucestershire will reopen in two phases with Emersons Green, Kingswood, Patchway Thornbury and Yate Libraries opening with bookable services on 6<sup>th</sup> July and the rest following on 13<sup>th</sup> July. The opening hours will be 10 a.m. until 4 p.m. on weekdays when the library would be open. Saturday morning opening times will vary according to the branch. Due to the need to observe social distancing customers will not be able to just drop in to visit a library and use the services at any time. Instead customers need to book in advance so the safety of staff and our customers can be ensured.

The service will be offering a click and collect service for books, DVDs and audiobooks. Library members will need to select an appointment online or call the libraries **01454 865022**. Members will need to provide some basic information (such as title, genre, author, etc.), a time they can collect and the library they wish to use. Members will need to call **01454 868006** to book an appointment to either use a computer or a designated area to access the free wi-fi with their own device. Sessions will be limited to one hour to manage demand.

For those who are unable to make alternative arrangements (e.g. family, using Click and Collect) the Home Library Service will continue to provide support using both staff and volunteers. During the last three months this has continued to deliver services to over 600 vulnerable people and families who are reliant on reading for their wellbeing.

**Revisions to the Planning System in South Gloucestershire**

Following a review of the operation of the planning committee and delegation arrangements, to assess changes introduced in September 2018, proposed revisions to the current system were discussed at the virtual meeting of South Gloucestershire Council on 15<sup>th</sup> July. A number of significant revisions were adopted. Firstly, town and parish councils will be allotted their own 5 minutes to present arguments to members of the planning committees. At present they must share a maximum of 5 minutes with any residents wishing to speak. The number of district councillors required to refer an planning application from the Circulated Schedule to one of the planning committees has been reduced from three to one although the Chair of the planning committee in question, after discussion with opposition Lead Members, will have the power to veto the referral to committee if, in their opinion, it does not meet a set of criteria (which are yet to be determined). Finally, when the Development Management Committee (DMC) is not determining a ‘major application’ (as defined by statute), they will be able to overturn the case officer’s recommendation without that decision needing to go before the Spatial Planning Committee for confirmation or rejection. In those circumstances the only way that applicants could reverse the decision of the DMC would be to lodge an appeal with the Planning Inspectorate and successfully convince a Planning Inspector that it was unsound. The Conservative administration successfully voted down a Liberal

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Democrat amendment, supported by both opposition groups that would have restored the right of residents to speak at Site Inspections.

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

Mangotsfield, Thornbury, Little Stoke and Yate Sort It Centres are now all open for **essential use** only; residents can dispose of items that cannot be stored safely at home. Sort It Centres still cannot accept clothing or textiles for recycling as the council's recycling supplier is not currently operating due to coronavirus. From Monday 13<sup>th</sup> July all Sort It Centres will revert to normal hours (from 8:30 a.m. to 4:30 p.m.). 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/>

### Consultations

South Gloucestershire Council is consulting on its new Council Plan 2020 (not to be confused with the Local Plan that is due to be drafted). The new Council Plan 2020 will build on and deliver the Council's vision to make South Gloucestershire a great place to live and work. It provides a framework for what it will focus on and how it will work, and includes an Action Plan which sets out what it plans to do, how it will do it, and how it will measure its performance. The consultation ends on 26<sup>th</sup> July and can be found at <https://consultations.southglos.gov.uk/consult.ti/CP20>.

South Gloucestershire Council has drafted two new Supplementary Planning Guidance documents. The first is on householder extensions and the second concerns barn conversions. The consultation for these documents closes on 18<sup>th</sup> October. Further information can be found at [https://consultations.southglos.gov.uk/consult.ti/SPD\\_HH\\_20/](https://consultations.southglos.gov.uk/consult.ti/SPD_HH_20/) and [https://consultations.southglos.gov.uk/consult.ti/SPD\\_BC20](https://consultations.southglos.gov.uk/consult.ti/SPD_BC20).

The Statement of Community Involvement (SCI) sets out the way South Gloucestershire Council will involve the local community, stakeholders, and statutory bodies in the preparation of new planning policy documents and in consultation on planning applications.

The SCI was last updated in January 2015. A refresh of the 2015 SCI is in the process of being undertaken, which takes account of updated regulations, new digital solutions, benchmarking of other authorities and the COVID-19 pandemic. This consultation ends on 18<sup>th</sup> October and can be found at <https://consultations.southglos.gov.uk/consult.ti/SCI2020>

### Planning

South Gloucestershire Council have announced they are undertaking a 'call for sites' for the preparation of the South Gloucestershire Local Plan 2018-36. The Local Plan will allocate sites for the new homes, jobs, infrastructure, services, and facilities that will be needed within South Gloucestershire. The purpose of the 'call for sites' is to provide an opportunity for people to identify sites they think may have the potential for development (for housing or economic purposes) through the Local Plan. It is important to note any landowner can submit a site for consideration; this does not indicate that a site is capable of being development. The call for sites closes on 20<sup>th</sup> October. Details about the call for sites can be found at [https://consultations.southglos.gov.uk/consult.ti/Call\\_for\\_sites\\_2020](https://consultations.southglos.gov.uk/consult.ti/Call_for_sites_2020)

In the past month we took a planning application concerning 6 Bell Road (PT18/4319/O) before the Development Management Committee. We opposed this application in part due to the impact it would have on the Grade II\* listed St. Saviour's Church which is one of the two parochial parish churches within the civil parish of Westerleigh. Regrettably, despite pressing the objections of residents and Frampton Cotterell Parish Council in this case, we were not successful and the planning committee voted to approve the application.

### **Additional points covered by Cllr Stokes of Boyd Valley ward**

Cllr Stokes explained that as the government moves vulnerable people out of the "shielding" period of the COVID crisis there will be some issues including around food poverty. Food banks may need more support. SGC is keen to support moves to help the situation.

Cllr Stokes explained that care homes in SGC have "solid outbreak management plans" and are approximately 10% below full occupancy. SGC has a website giving detail of the Outbreak Management Plans. See

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<https://beta.southglos.gov.uk/care-home-support-plan/>

Cllr Stokes explained the importance of the Local Strategic Partnership in particular in relation to the Climate Emergency – he has more information available if needed.

Finally Cllr Stokes reported that WECA (West of England Combined Authority) is investing £13m in cycling & walking infrastructure and SGC will get a good proportion of this.

**2791. Pre-arranged items from members of Public**

Mr C Burton - a planning agent, spoke in relation to a possible development plan under a Rural Housing Exception Scheme that is being investigated for land at Bella Vista on Westerleigh Road (opposite Wot Not). The aim was to involve the Parish Council at an early stage. Contact has been made by the agent/landowner with the Housing Enabling Team at SGC to establish if there is evidence of 'need'. A Housing Needs Survey may be required.

A briefing note will be forwarded to Westerleigh Parish Council in the next week or so by the agent.

**2792. Parish Councillor Reports – written submissions, taken as read with questions taken as necessary**

**(a) Cllr Taylor ALC AGM Notes**

This item is superseded by the arrival of the Minutes for this meeting

**(b) Cllr Clark to update on FC Youth Provision**

**Youth Services Committee**

The Youth Services Committee (YSC), which was formerly a working group, held its first meeting on 19th May. I was nominated to Chair the YSC due to a recent resignation and accepted this role. The meeting had two principal items of business. The first item was to discuss the results of a consultation that the youth services provider Foundation for Active Community Engagement (FACE) carried out on behalf of Frampton Cotterell Parish Council. The second item was to receive FACE's reports on their activity within the parish since the start of their temporary contract (the youth club reopened in December 2019) and discuss how the YSC wished to proceed with regards to youth provision for the remainder of the 2020/21 financial year.

Both of these items were understandably impacted by the onset of the Covid-19 pandemic in March and the resulting restrictions that were introduced in England. The final few weeks of the consultation period were impacted, as FACE were still due to receive some responses from pupils at Winterbourne International Academy, but the consultation itself still provided a number of valuable insights into what types of youth provision different age groups would like to see in the area. The consultation report will inform the ongoing discussions of the YSC as it explores a long-term vision for youth provision against the evolving background of the Covid-19 pandemic.

FACE were contracted to run a weekly junior youth club (ages 10-13) running out of the Bockeridge Centre on one night a week. This had just got up and running when Covid-19 restrictions put a stop to physical meetings. FACE have kept in contact with young people who had been attending the club and been providing online support and activities in lieu of the youth club night. The YSC felt that it would be futile to issue an invite to tender for youth provision for the remainder of 2020/21 due to the impact of Covid-19 and that it was vital to continue supporting young people at this difficult time. It therefore resolved to extend FACE's contract to the end of this financial year. The YSC will continue to engage with the young

people attending the youth club, FACE and South Gloucestershire Council with the hope of issuing an invite to tender for 2021/22 followed by a three year contract running from April 2022 until the end of March 2025. That three year period would coincide with South Gloucestershire Council's triennial funding cycle for youth provision.

Following the meeting the YSC's terms of reference were reviewed and updated at the virtual full council meeting of Frampton Cotterell Parish Council on 13th July.

Matters arising The Clerk will ask the FC PC RFO for how the YP costs for 2020/21 have been impacted.

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2793. Council to Approve Minutes of Parish Council meeting held on June 1<sup>st</sup> 2020

The Minutes were approved and signed by the Chair.

2794. Council to consider co-option of new members

Mr Peter Whitfield has put himself forward as a Parish Councillor. He left the meeting whilst the Cllrs discussed his co-option. All were in favour. He returned to the meeting and was welcomed to the Parish Council.

2795. Any co-opted Councillors to sign Acceptance of Office and to note direction from Clerk in regard to dedicated email and Register of Interests

Peter Whitfield signed an Acceptance of Office form which the Clerk will countersign and send to Democratic Services at SGC. He noted the other requests to complete a Register of Interests and set up an email. (PMN Email confirmed as cllrpeterwhitfield@gmail.com)

2796. Council to consider new Councillor involvement on Committees

In order to bring the numbers back to the required level Cllr Whitfield joins the E & L Committee.

2797. Council to note receipt of draft Minutes of E & L Meeting 15<sup>th</sup> June 2020

Noted as received by all.

2798. Council to note receipt of draft Minutes of F & GP meeting 6<sup>th</sup> July 2020

Noted as received by all.

2799. Council to receive information or consider/approve matters relating to the Lake/Chalet site

Following the approval and advance of the PWLB loan the order for the new home was placed on July 1<sup>st</sup> 2020 and the deposit paid. An estimated delivery date has been given of w/c 19<sup>th</sup> October 2020.

A site visit outlined the position of the new home and the contractor who is extending the base will carry out the concrete work required in the next few weeks.

Fencing, decking & garden works cannot happen until after delivery.

For the LPG provision a site meeting with a surveyor from Flogas took place to look at the viability of a tank rather than bottles. Due to the limitations of the site (boundaries, overhead cables, underground pipes, etc) a tank option is unrealistic. The Lake Manager has been informed of a good value offer by Flogas for bottles. The Parish Council will start the account in order to commission the boiler and other equipment in the new home then transfer the account to the tenants.

2800. Council to consider/approve matters relating to Tree works across the Parish

Quotes for the required tree works are still being collected and a summary and proposal will be sent to Cllrs by the Clerk once received.

2801. Committee to consider/approve any Grant Applications

Frampton Cotterell & Coalpit Heath COVID support group – request £3000

More clarity is sought on the amount requested versus the proposed costs and grant already received from FC PC. Clerk to ask for more information. The Council wish to support once clarity is obtained and under COVID Standing Order amendment this can be done by email consideration and approval.

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2802. Council to consider RESOLUTION to continue with Delegated Powers to the Clerk

Cllr Taylor proposed a continuation of these COVID-19 delegated powers and this was seconded by Cllr Lean with all Cllrs in favour.

2803. Council to consider RESOLUTION to continue dealing with Planning Applications by email with the Clerk  
Applications & comments are listed on: <http://www.westerleighparishcouncil.org.uk/parishioners-planning/>

Cllr Lean proposed a continuation of these COVID-19 delegated powers for Planning Applications and this was seconded by Cllr McCullough with all Cllrs in favour.

The Clerk will list all decisions made since June 1<sup>st</sup> as an appendix to these Minutes.

2804. Committee to receive information from Clerk regarding ongoing matters and approval where relevant  
Payment to Manor Hall

Manor Hall has taken the opportunity to carry out work on the fabric of the building during the lockdown period. An invoice has been received and a payment of £4300 towards this has been approved by a majority of Cllrs over email. (A small deduction for non 'fabric' elements was suggested by the MH treasurer) This will be paid tomorrow and comes from the £8000 budget for work at Manor Hall.

2805. Correspondence/Communication with Westerleigh Parish Council  
From SGC

2020 Planning documentation for Consultation before 20 October 2020

From Cotswold Edge Scouts – invitation to Mafeking site in Serridge Lane from 10am on Saturday 1<sup>st</sup> August to hear about plans for new building

From ALCA – Councillor training 28<sup>th</sup> July 6.30-9pm on Zoom  
Minutes of ALCA AGM July 2<sup>nd</sup> 2020

2806. Items considered urgent or exempt by the Chairman

Formal Full Council approval of the Westerleigh Parish Council 2020/2021 Budget

At the last face-to-face meeting of the F & GP Committee on 23<sup>rd</sup> March 2020 the Committee approved the 2020/2021 budget. (Minute 228). At the following Full Parish Council meeting those Minutes were noted without questions however a specific Minute for the Full Council to approve the budget wasn't made.

This urgent item is therefore for the Full Parish Council to approve the 2020/2021 budget.

This was proposed by Cllr Taylor and seconded by Cllr Lean and unanimously passed by all Council members.

2807. Dates of future Parish Council meetings/Committee meetings

Sept 14<sup>th</sup> 2020 Full Parish Council Meeting (7pm on Zoom)

October 5<sup>th</sup> 2020 Finance & General Purposes Committee meeting (7pm on Zoom)

The current situation is that meetings will still continue on Zoom. As WPC have no planned August meeting so responses to emails to enable the Clerk to process business will be vital. Please notify any periods of absence to Clerk to avoid being chased.

**The meeting closed at 7.55pm**

**APPENDIX**

**Applications considered by Westerleigh PC June 1<sup>st</sup> – July 20<sup>th</sup>**

**P20/11910/F Demolition of existing log store. Conversion of existing garage building to form 1 no. dwelling with associated works. The Cottage The Hollows Coalpit Heath South Gloucestershire BS36 2US**

**P20/11256/F Conversion and extension of the existing detached garage to form 1no new dwelling with parking and associated works (amendment to previously approved scheme P20/04416/F) 24 Bitterwell Close Coalpit Heath South Gloucestershire BS36 2UQ**

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

**P20/07926/F Raising of roof line, installation of first floor and external alterations to facilitate Change of Use from storage (Class B8) to 1 no dwelling (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended). | Redundant Storage Building Besom Lane Westerleigh**

*Westerleigh Parish Council have no objections in general to this application however the provision of private amenity space for this new dwelling is unclear and the Parish Council would like to see clarification of that on a plan.*

**P20/10493/F Demolition of existing dwelling. Erection of 1 No. detached dwelling with parking and associated works (Resubmission P19/14567/F) 187 Henfield Road Coalpit Heath South Gloucestershire BS36 2UH**

*Westerleigh Parish Council has no objection to this application*

**P20/10157/F Erection of a single storey side/rear extension to form additional living accommodation (resubmission P20/04009/F) 14 Heath Gardens Coalpit Heath South Gloucestershire BS36 2TQ**

*Westerleigh Parish Council would ask the planning officer to look at the following:*

- the percentage floor plan increase, including massing by adding to the side aspect*
- impact on the adjoining property*
- impact of the public sewer/pipes running beneath the property*

*Other than these points being checked Westerleigh Parish Council has no objections.*

**P20/10148/TRE Works to no. 1 oak tree to crown raise to a height of 5 metres and works to no. 1 oak tree to remove secondary branches to give 3 metre clearance covered by TPO 311 dated 11/07/1979. 61 Greenacres Park Ram Hill Coalpit Heath South Gloucestershire BS36 2UB**

*Westerleigh Parish Council has no objection to this application subject to the conditions that SGC Tree Officers will require.*

**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 South Gloucestershire BS36 2TG**

*Initial application: 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.*

**Revised application dated 3rd June 2020**

***Westerleigh Parish Council wish to lodge a STRONG OBJECTION to the revised plans which they consider significantly worse than the original application plans. The revision now consists of a block of 4 terraced properties – an even more complete overdevelopment of the single site and not in keeping at all with the surrounding street scene. There is little provision of access to the rear of each of the four properties and very little provision for waste bins or the parking of vehicles that four families would use for themselves and their visitors. Westerleigh PC hope that SGC will uphold this STRONG OBJECTION and refuse planning permission.***

**P20/08973/LB Internal alterations to include the installation of a wooden partition wall in first floor bedroom and replacement of existing window seat cladding. The Old Stores Westerleigh Road Westerleigh South Gloucestershire BS37 8QP**

*Westerleigh Parish Council has no objections to this application*