

# WESTERLEIGH PARISH COUNCIL



## NOTICE OF MEETING

The Annual Parish Council meeting will be held at:	Manor Hall, Coalpit Heath
On:	Monday May 13th 2019
Commencing:	7.15pm
Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety and Human Rights.	
<b><u>Emergency Evacuation Procedure</u></b> <b>In the event of a fire alarm or other emergency please exit the Hall via the nearest marked fire exit or safest evacuation route and meet at the designated assembly point outside the building.</b>	

## AGENDA

PLEASE NOTE: IN ACCORDANCE WITH COUNCIL MINUTE ITEM 1910 THIS MEETING MAY BE RECORDED AS AN AIDE MEMOIRE UNTIL SUCH TIME THE WRITTEN MINUTES ARE APPROVED. THIS RECORDING WILL THEN BE DELETED. [Ref: standing orders item 3j]

**NB All Acceptance of Office forms must be received by the Clerk before the start of the meeting. The first meeting of this new Parish Council is chaired initially by the previous Chairman: Local Government Act 1972 15 (4,7,8) and 34 (4,7,8).**

- Apologies for absence
- Election of Chair
- Election of Vice Chair
- Signing of Acceptance of Office by Chair and confirmation that all Councillors have signed AofO
- All Councillors to note new electronic format for Register of Interest requirements
- Declarations of Interest under the Localism Act 2011 relating to this meeting
- Clarification of coverage of South Gloucestershire Councillors relating to Parish wards
- Reports from South Gloucestershire Councillors on matters relating to the Parish
- Pre-arranged items from members of Public
- Parish Councillor Reports – written submissions, taken as read with questions taken as necessary
- Council to Approve Minutes of Full Council meeting held on April 8th 2018
- Council to consider co-option of new members
- Co-opted Councillors to sign Acceptance of Office
- Clerk/RFO to report on 2018/19 Finances
- Council to approve Section 1 of the Annual Return – Annual Governance Statement 2018/19 for Westerleigh PC
- Council to receive Internal Audit report
- Council to approve accounts for the year ending 31st March 2018
- Council to approve section 2 of the Annual Return – Accounting Statement 2018/19 for Westerleigh PC
- Council to approve Period for the Exercise of Public Rights for 2018/19 Accounts
  
- Council to consider requirements for Committees, Sub Committees or Advisory Groups

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	
Finance & General Purpose Committee	Min of 5	To May 2020	
Staffing Committee (Sub-committee of F & GP)	Min of 3	To May 2020	

21. Council to consider appointments to outside bodies

Appointment to:	Number required	Term of Office	Appointees
Joint Parishes Consultative Committee (JPCC)	2	To May 2020	
Joint Cycleways Group (JCG)	2	To May 2020	
Henfield Hall Management	1	To May 2020	
Coalpit Heath Village Hall (Miners Club) Management Committee	1	To May 2020	
Westerleigh Village Hall Management Committee	2	To May 2020	
Youth working Group	2	To May 2020	
Avon Pension Fund	3 Authorised contacts in addition to RFO	Ongoing	<i>(ideally Chair of PC; Chair of F&amp;GP; &amp; Chair of Staff Committee)</i>
Avon Local Councils Associations (ALCA)	1 PC representative	To May 2020	

22. 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

**P19/4482/F** Erection of a single storey front extension to form bay window and canopy. 117 Badminton Road Coalpit Heath Bristol BS36 2SY

**P19/4317/F** Erection of a detached double garage and associated works. Old Park Barn 309 Badminton Road Coalpit Heath Bristol BS36 2NT

**P19/4602/F** Erection of two storey side extension to form additional living accommodation. 3 Oakwood Gardens Coalpit Heath Bristol South Gloucestershire BS36 2NB

**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

**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

23. Council to note receipt of F & GP Committee Minutes from 29.4.2019 and ratify decisions where required

24. 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 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

25. Council to approve payment of accounts

26. Council to receive detail on income since 1.4.19

27. Council to consider matters arising from internal audit

28. Correspondence/Communication with Westerleigh Parish Council:

From SGC:

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

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

Meetings

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

Update on works

Update on bank signatory mandates

Plan for Cllr vacancies

Plan for new Councillor training

30. Items considered urgent or exempt by the Chairman

31. Dates of future meetings and additional Committee meetings

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

*S Simmons*

2.5.19