

WESTERLEIGH PARISH COUNCIL
Full Parish Council Meeting Monday December 13th 2021
Newman Room, Manor Hall 7pm

Present: Cllr Rob McCullough (Chair) Cllr Tristan Clark Cllr Bob Taylor Cllr Carol Goddard Cllr Kate Kelliher District Cllr Stephen Reade

Clerk: Sue Simmons

4 members of public were in attendance.

3079. Welcome & Introduction

Cllr McCullough welcomed everyone to the last meeting of 2021. Due to the increase in Covid levels and the new Omicron variant he asked that everyone follow government guidance to keep their masks on unless involved in a discussion.

3080. Apologies for absence

Received and accepted from Cllr Jon Lean, Cllr Alice Di-Duca and from District Cllrs Claire Young and Ben Stokes

3081. Declarations of Interest under the Localism Act 2011 relating to this meeting

Cllr Clark declared a non-pecuniary interest in the Copp Hill pre-development discussion (Agenda item 9a/Minute 3087) due to his position on the SGC Development Management Committee.

3082. Reports from South Gloucestershire Councillors on matters relating to the Parish

Frampton Cotterell District Councillors' Report

Latest Government Announcements on the Omicron Variant of Covid-19

The Government has announced new 'Plan B' measures to combat the spread of the new Covid-19 Omicron variant and buy more time so that scientists can understand more about it.

The most recent information can be found at <https://www.gov.uk/coronavirus>

- You must wear a face covering in most indoor public places, at large venues and events, and on public transport, unless exempt.
- Secondary school pupils are strongly advised to wear face coverings in communal areas, as are staff and visitors at all schools and childcare settings.
- Isolation changes – if you are a contact of a suspected or confirmed Omicron case, you must self-isolate, regardless of your vaccination status or age. You will be contacted by NHS Test and Trace.
- International arrivals into England from a country that is not on the red list must quarantine at home or in the place you are staying and take a PCR test before the end of Day 2. Residents can end quarantine if the result is negative.
- From today office workers who can work from home should do so.
- From 15th December, certain venues and events will be required by law to check that all visitors aged 18 years or over are fully vaccinated, have proof of a negative test in the last 48 hours, or have an exemption.

The Government has announced its intention to replace self-isolation with daily testing for some contacts of people who have tested positive for Covid-19. Further details will be set out shortly. Until then, current rules continue to apply and you **must** self-isolate if instructed to do so by NHS Test and Trace. This remains the law. The Government is also accelerating the Covid-19 booster rollout. It's important that we all get our jabs as soon as we are invited to do so as this will increase our level of protection against the Omicron variant.

The NHS is working on plans to offer:

- a booster dose to everyone aged 18 years old and over
- a booster dose to people aged 16 years old and over with a severely weakened immune system
- booster doses from 3 months after the last dose (currently it's from 6 months after the previous dose)
- a 2nd dose to all children aged 12 to 15 years old who are not already eligible

Please note that this is not yet available. Operationally, our local NHS has a lot of work to do and there will be no immediate changes to the Vaccination Programme, so please don't contact the NHS until more information is released about how these recommendations will be rolled out.

The council has updated their 'Guidance for events and celebrating occasions' to minimise the risk of spreading Covid-19 (<https://beta.southglos.gov.uk/guidance-for-events-and-celebrating-occasions>). It includes a list of simple precautions to keep yourself and others safe.

South Gloucestershire Council Local Plan Delays

Page 1 of 7 **Signed**..... **Date**.....

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Meeting papers published for the meeting of South Gloucestershire Council's Cabinet on Monday 13th December show there have been significant delays in the drafting of South Gloucestershire's Local Plan 2020. Revisions to the *South Gloucestershire Council Local Plan Delivery Programme 2022 – 2025* reveal the Phase 2 Local Plan Document is due to go out to public consultation between February and March next year with analysis of the responses to occur between April and November. The proposed Strategic Development Locations will now not be known until the Phase 3 Local Plan Consultation following that. Phase 3 has been inserted into the programme. These delays are partly due to delays in the drafting of the WECA's *Spatial Development Strategy* (SDS) as the respective new local plans of the constituent council's must be consistent with this regional planning document.

Cllr Clark noted delays are also due to the Governments' white paper on planning being frozen. Cllr Reade added that there is a key meeting in April 2022 at WECA in regard to publishing/launching the SDS consultation.

Badminton Road Cycle Lane Upgrade to Begin in January

Overnight road closures, to prepare for stage 1 of the cycle lane upgrade between Nibley Road to Coalpit Heath, will take place from Monday 3rd January 2022 (8 p.m. to 6 a.m. for seven nights Monday to Sunday). South Gloucestershire Council's StreetCare team will remove all the existing road markings and install narrow lanes which will avoid the need to use temporary traffic signals during the first phase of the roadworks (although they will be required later on). The total length of the works will be five months. The A432 Badminton Road is a key link between the A4174 Avon Ring Road and Yate that has been identified for improvement. The existing on-carriageway cycle facilities are well below the standards set out in the Government's most recent Local Transport Note and the upgrade is vital for keeping all road users safe.

South Gloucestershire Council's Budget for 2022/23

South Gloucestershire Council has published its draft budget for 2022/23. The proposals, which opened to public consultation on Monday 18th October 2021 to Sunday 9th January 2022, include increases in funding to children's services worth more than £10 million over the next four years, as part of the Council's focus on supporting South Gloucestershire residents as the country emerges from the Covid-19 pandemic. The budget proposes in a 1.99 % increase in council tax with an additional 2% increase ring fenced as an Adult Social Care Levy (which will contribute towards the Council meeting the increasing demand for social care services). This overall increase of 3.99% in 2022/23 compares to overall council tax increases of 4.99% in 2021/22 (with 3% as a Social Care Levy) and 3.99% in 2020/21 (with 2% as a Social Care Levy). Next year's council tax increase would happen at the same time as the government introduces its new, controversial Health and Social Care Levy. This latter Levy will take form of a 1.25% increase in employee national insurance contributions (which in 2021/22 was paid by all those who earned more than £9,568). The consultation process forms an important part of how the Council budget gets approved, with residents' feedback being presented in the decision-making report to Councillors. The consultation on next year's budget went live on 18th October and can be found at <https://consultations.southglos.gov.uk/Budget202223/>.

Cllr Clark also added that the Yate Town Masterplan has been adopted by SGC and whilst largely aspirational in parts he has voiced within SGC that Westerleigh Parish Council (along with Iron Acton) should be seen as a Key Stakeholder in some elements – the Link Rd near Badminton Road Council offices in particular. Plans for the Shopping Centre will largely depend on a partnership with any new owner as it is currently up for sale.

3083. Pre-arranged items from members of Public
None – other than under Minute 3087.

3084. Council to discuss update of liaison with SGC over severe traffic & parking in Henfield Road/Roundways
Prior to this meeting there was a discussion outside on Henfield Road in regard to the parking issues. Present were Cllr Steve Reade (SGC Cabinet for Traffic) District Cllr Claire Young, Parish Cllrs Rob McCullough & Tristan Clark & Kate Kelliher, and the Parish Clerk and a Manor Hall representative.
Rob Wiltsher
at SGC has also supplied feedback received from the Police asking for measures to be considered.

The issue means that the Parish Council should submit some plans and options using the Highways Investigation Request scheme. This was agreed and the Clerk was asked to prepare this in conjunction with Cllr McCullough and Cllr Clark. Cllr Reade asked to be kept informed of what was submitted. This was agreed.

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3085. Parish Councillor Reports – written submissions, taken as read with questions taken as necessary
Report & published Guide from Cllr Taylor following attendance at a Rural Housing seminar leading to thoughts on a Housing Needs Survey to be discussed later in this meeting.

3086. Council to Approve Minutes of Parish Council meeting held on November 8th 2021
Both sets of Minutes were approved by all 5 Cllrs present and signed by the Chair.

3087. Council to report & consider any necessary Planning Applications or other Planning Matters and note comments since last meeting
Parish Council comments made since the last meeting are shown in Appendix 1 of these Minutes.

(a) Land at Copp Hill, Westerleigh - Erection of 9 Dwellings – Proposed Rural Housing Exception Site Scheme
Chris Dance - an Associate of LPC(Trull) Ltd - the agent for this landowner has asked to speak to the Parish Council.

He outlined a proposal to work towards a Rural Exception Scheme to enable 9 affordable units to be built on land at Copp Hill north of Westerleigh village outside the settlement boundary and in the Green Belt. It is recognised that the support of the Parish council is required as well as a current Housing Needs Survey. He asked if the Parish Council would consider working towards supporting this and said that his company or client would consider funding the HNS (Housing Needs Survey). LPC Trull hope to make a Pre-Application submission to SGC soon.

Cllrs felt that the next item will cover the first step in considering this.

3088. Council to consider the principle/process/approval of obtaining an independent Housing Needs Survey

It was proposed that Westerleigh Parish Council should investigate the methodology and cost of conducting an independent HNS for the Westerleigh village section of the Parish ie not funded or led by a developer. The Clerk confirmed that an HNS can be done for one ward of the Parish.

Cllr Reade suggested looking at the Marshfield Community Land Trust project. (PMN now circulated to Cllrs)
The Clerk (along with Cllr Taylor) will investigate options of how the HNS could be facilitated by a rural housing enabler such as WERN, and by utilising our new member of staff early in 2022.

It was noted that the topic of development in and around the village is a very emotive subject and the result of a Housing Needs Survey could mean more developer interest dependant on the results.

3089. Council to receive update on IT requirements and costs and approve any necessary items

The Clerk reported that the contract with Absolutely PC for two laptops and Microsoft Office 365 from January has been signed. Back ups will be done before the changeover in January as a precaution.

No printers have yet been purchased as the existing printer needs to be retained due to contract cancellation clauses. A second printer can be obtained relatively fast in January.

3090. Council to NOTE receipt of end of November finance documentation
NOTED with no questions arising.

The list of November payments is attached to these Minutes as Appendix 2.

3091. Council to receive further information relating to 2022/2023 budgets

(a) The Clerk has received indicative Council Tax Base figures which show an increase in CTB for this Parish of 5.89% and it is expected these figures will be confirmed at a meeting today at SGC. (PMN They were confirmed)
This means the Precept figure as already agreed by a principle of net zero increase would rise by 5.89% only, to £92438.

(b) Clerks have been advised that due to the outstanding April 2021 pay agreement an amount should be carried forward from the salary budget into next year when this is likely to be agreed. The Clerk has advised a carry forward figure of £500.

3092. Council to approve any decisions relating to 2022/2023 budgets

The two points above were NOTED and it was proposed they be incorporated into the 2022/23 Budget. This amended budget was unanimously APPROVED. Attached as Appendix 3.

3093. Council to agree and approve Precept request

It was PROPOSED (as previously approved by the Finance Committee and Full Council), that the increase in Council Tax Base of 5.89% is taken as the amount to increase the Precept over last year's amount.

This means that an increase of 5.89% from £87296 to £92438 will be used. This was unanimously APPROVED as the 2022/23 PRECEPT amount. The Clerk was authorised to submit this Precept request.

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3094. Council to consider and APPROVE update to LGPS membership to allow for two members of staff

The Parish Council unanimously approved the membership of the LGPS administered by APF, by two members of staff from January 2022.

3095. Correspondence/Communication with Westerleigh Parish Council:

From SGC:

PT.7098 Ram Hill, Coalpit Heath - Temporary Road Closure 1 month closure sometime after Feb 14th 2022

Other received items including those needing APPROVAL:

SLCC Renewal notice £186 – up from £185 last year APPROVED

SCRIBE accounts package Renewal £381.70 plus VAT (Due Jan 31st 2022) up from £347 last year APPROVED

New Frome Valley ward environmental online group facilitated by District Cllr Young – Membrs of the LNAP subgroup agreed to participate in this.

3096. Council to receive information from Clerk regarding ongoing matters and approval where relevant including:

The Chalet

Tingdene snagging & Annual Inspection £195 inc VAT

Snagging visit will take place on Jan 11th. Still awaiting pro-forma and news of Annual Inspection.

Projects & works update

All annual tree works completed last week when Mayshill was finished. Wildlife friendly hedging planted at Newman Field last week.

External work on Westerleigh bus stop completed.

2 oak trees expected this week from Queens Canopy project by Lord Lieutenant of Gloucestershire. Agreed that these would be planted at Westerleigh Playing Field and Kendleshire triangle.

Two benches for Westerleigh – one Pansy Vale, one Mill Crescent delivered today – will be installed early in New Year. Will meet to discuss Pansy Vale location.

Use of Westerleigh Playing Field by Brimsham Green FC – not received any feedback since putting plan to team.

Update on plans for CPR training – 4 sessions planned – two in Westerleigh Village Hall and two at Miners Club-further promotion to take place straight after Xmas. 15 places booked so far.

3097. Council to consider Youth Provision and decide any proposed resolutions or approvals

Discussion took place on the FACE proposal received and the news that SGC may be carrying out a consultation on Youth provision in 2022.

It was suggested that FACE should be asked to cost a Research/Feasibility exercise around Blackberry Park and Coalpit Heath Badminton Road area to identify needs and desires of young people. Also by liaising with Yr6 at Manor School. Clerk asked to communicate this to FACE.

3098. CONSULTATIONS – Council to consider response to:

There are no Consultations relevant to WPC to consider at this meeting.

3099. Items considered urgent or exempt by the Chairman

The Chair PROPOSED that with the increased levels of risk associated with the new Omicron Covid variant it would be wise to consider re-instating the previous COVID Standing Order amendments. This would enable remote Zoom meetings if the Government provides the necessary legislation, and powers to decide planning, grants and spending via email, if needed. This proposal was unanimously accepted and APPROVED.

3100. Dates of future Full Parish council meetings

Monday January 10th 2022 Westerleigh Village Hall 7pm

Thursday February 10th 2022 Manor Hall, Newman Room 7pm

The meeting ended at 8pm and the Chair wished everyone a very Happy Christmas!

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APPENDIX 1 Planning comments from Westerleigh Parish Council since last meeting

P21/07555/F | Erection of 2 no. detached dwellings with new access and associated works (amendment to previously approved scheme P21/03217/F). | Land Adjacent To Ashwick Westerleigh Road Westerleigh South Gloucestershire BS37 8QU

Westerleigh Parish Council has no objections to this application.

P21/07523/F | Erection of rear extension and alterations to roofline to provide additional living accommodation. | Kendleshire Farm Stables Down Road Winterbourne Down South Gloucestershire BS36 1AU

Neutral with possible objection if increase in floor space is too large for green belt designation and constitutes over development. To be checked by SGC as no application form available at time of decision.

P21/06892/F Demolition of existing dwelling and outbuildings and erection of 1 no. dwelling with detached garage and associated works (Resubmission of P21/01335/F). Hareswood Cottage Westerleigh Hill Westerleigh South Gloucestershire BS37 8RB

Westerleigh Parish Council OBJECT to this application for the same reasons the previous application (P21/01335/F) was OBJECTED to and subsequently the reasons for REFUSAL of that application by SGC. Westerleigh Parish Council does not object in principle to the idea of replacing the building but does OBJECT on the grounds that the proposed increase in size is disproportionate and thus constitutes inappropriate development in the Green Belt. The concern being that it conflicts with policies CS5 (Location of Development), PSP7 (Development in the Green Belt) and PSP40 (Residential Development in the Countryside).

"4.7 The term original building in the Policy refers to the volume of a building when the original planning permission for its construction was given, or, for older buildings, the volume of the building on July 1st 1948 (when the Town Planning Act was introduced)

P21/07518/LB Proposed internal alterations including installation of window shutters, insertion of a new door, removal and replacement of modern partition and skimming of existing ceilings. External works comprising fixing of Listed Building plaque to north elevation. The Old Stores Westerleigh Road Westerleigh South Gloucestershire BS37 8QP

Westerleigh Parish Council supports this application.

P21/07161/HED Removal of 1 no. 4-6 metre section of hedgerow to facilitate the installation of gas pipeline. Land off Ram Hill Coalpit Heath South Gloucestershire BS36 2UQ

Westerleigh Parish Council does not have an objection to this PROVIDING THAT there is an element of re-planting in the conditions.

P21/07077/FDI Diversion of public footpath LWE/39. | Land At Box Hedge Farm Boxhedge Farm Lane Coalpit Heath South Gloucestershire BS36 2U

Westerleigh Parish Council would accept the views and advice of the SGC PROW team

P21/07035/F Conversion of existing stable building to form one 1no.bedroom dwelling with associated works Elmbarn Farm Westerleigh Road Westerleigh South Gloucestershire BS37 8QF

Westerleigh Parish Council OBJECT to this application on the basis that (a) this stable building is a very new building itself not a rural style barn, and (b) the proximity of the dwellings does not meet the space required to provide privacy and sufficient space.

When the stables were rebuilt (P20/08360/F) they were moved away from the dwelling to the north of it (PK17/3448/F) by a further two metres. The separation distance between the two buildings now stands at 3.17 metres according to the submitted documents which the PC consider to be both overbearingly close and invasive in terms of privacy (both for the potential occupant and the neighbours) should this application be granted.

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Appendix 2 List of Payments November 2021

Date	Description	Supplier	Net	VAT	Total
01/11/2021	Signage	Sprint Print	54.00	10.80	64.80
01/11/2021	Grass cutting	CPS Grounds Ltd	725.40	145.08	870.48
01/11/2021	Monthly Bin emptying	Hands Property Mai	467.00		467.00
01/11/2021	Clerk expenses	SWSimmons Parish C	105.79		105.79
02/11/2021	Storage unit rental fee	PE King (Bristol) Ltd	68.75	13.75	82.50
08/11/2021	Gas checks & boiler serv	Pass & Totterdell Lt	85.00	17.00	102.00
08/11/2021	Childrens activity days	Swift Sports Coachi	600.00	120.00	720.00
08/11/2021	Loo hire	Andyloos	159.60	31.92	191.52
08/11/2021	Room hire	Kendleshire Golf Clu	39.08	7.82	46.90
11/11/2021	Room hire	Westerleigh Village	10.00		10.00
11/11/2021	Grant	Yate Heritage Centri	300.00		300.00
15/11/2021	Localism charges	South Glos Council	415.59	83.12	498.71
15/11/2021	Localism charges	South Glos Council	53.25	10.65	63.90
16/11/2021	Aerator at Bitterwell Lak	EON	19.04	0.95	19.99
17/11/2021	Bin installations	C R Belcher Agricult	370.00	74.00	444.00
22/11/2021	Council mobile phone	H3G (Three)	2.50	0.50	3.00
25/11/2021	Bus stop refurbishment	C R Belcher Agricult	820.00	164.00	984.00
25/11/2021	Monthly Pension paymer	Avon Pension Fund	361.84		361.84
25/11/2021	PAYE	HMRC	418.92		418.92
25/11/2021	Salary	SWSimmons Parish C	1,492.19		1,492.19
29/11/2021	Monthly Bin emptying	Hands Property Mai	464.00		464.00
30/11/2021	Clerk expenses	SWSimmons Parish C	124.19		124.19
		Tot	7,156.14	679.59	7,835.73

Appendix 3 – Westerleigh Parish Council Budget 13.12.2021

INCOME	2021_2022	C/F end of 21/22	2022_2023	Budget setting notes
PRECEPT	£ 87,296.00		£ 92,438.00	5.89% increase equal to CTB increase
Bitterwell Chalet Rental	£ 7,975.00		£ 8,700.00	
Fishing Rights	£ 5,000.00		£ 5,000.00	
CIL/S106	£ 53,293.81		£ 24,000.00	This figure could be anywhere between £2k and £43k
Says Court Farm Solar Benefit	£ 19,800.00		£ 19,800.00	
Bank interest	£ 12.00		£ 6.00	
INCOME BUDGET TOTAL	£ 173,376.81		£ 149,944.00	
TOTAL 2022_2023 FUNDS including carried forward				
EXPENDITURE BUDGET				
FINANCE & ADMIN	2021_2022		2022_2023	Budget setting notes
PWLB Loan repayments Loan 1	£ 1,948.74		£ 1,948.74	Split July & January
PWLB Loan repayments Loan 2	£ 3,914.56		£ 3,914.48	Split April & October
Staff costs (Salary/HMRC/Pension)	£ 32,000.00	£ 500.00	£ 39,000.00	As on line 4 AGAR Salary/HMRC/Pension only); Assumes reduction to 15 hrs in June 2022;
Office & clerk expenses	£ 3,000.00		£ 4,000.00	Includes mobile/printer/storage/postage/mileage/
Councillor costs (expenses/training)	£ 420.00		£ 400.00	
Chairmans Allowance	£ -		-	
Deputy Clerk ILCA/CILCA costs	£ -		£ 530.00	Candidate may be part qualified and this not be needed in full or some done in 21/22
Subscriptions/publications/tickets	£ 1,500.00		£ 1,500.00	ALCA/NALC/SLCC/CPRE/
Room Hire	£ 600.00		£ 600.00	
Insurance	£ 2,500.00		£ 2,000.00	
Advertising & Communications	£ 1,000.00		£ 1,000.00	
Office equipment	£ 1,000.00		£ 1,000.00	In case of new laptop/printer requirement
Audit fees	£ 1,000.00		£ 1,000.00	
GDPR	£ -		£ -	
Legal fees/consultancy	£ 500.00		£ 500.00	
Elections	£ 4,000.00	£ 4,000.00	£ 2,000.00	Elections 2023 - £2000 pa since 2019 elections to build up sufficient
Manor Hall	£ 9,320.00	£ 5,380.00	£ 5,000.00	? To make total around £8k
Website host	£ 200.00		£ 150.00	
Technology requirements (Cloud/licences etc)	£ -		£ 650.00	
Remembrance Day wreaths	£ 50.00		£ 50.00	
FINANCE & ADMIN TOTAL			£ 65,243.22	
ENVIRONMENT & LEISURE	2021_2022		2022_2023	Budget setting notes
Westerleigh Playing Field Inspections	£ 1,500.00		£ 1,500.00	
Westerleigh Playing Field repairs/maintenance	£ 1,000.00		£ 1,000.00	
Newman Field play inspections	£ 1,500.00		£ 1,500.00	
Newman Field repairs/maintenance	£ 2,000.00		£ 3,000.00	Increased to cover annual maintenance;
Dog & Litter Bins - emptying/repair	£ 6,500.00		£ 7,000.00	New bins from Community benefits
Bus shelter inspections/repairs/maintenance	£ 500.00		£ 500.00	
Public seats inspections/repairs/maintenance	£ 500.00		£ 500.00	
Pansy Vale works	£ 500.00		£ 500.00	
The Pound works	£ 500.00		£ 500.00	
Mayshill works	£ 500.00		£ 500.00	
Ivory Wood works	£ 500.00		£ 500.00	
Cenotaph repairs/maintenance	£ 500.00		£ 500.00	
Grass cutting: Parish contract & SGC contract	£ 11,500.00		£ 12,000.00	
Tree works (Ash Die-back/other felling/replanting)	£ 10,160.00		£ 5,000.00	
Bitterwell accessible toilet	£ 2,400.00		£ 2,500.00	
Bitterwell aerator electricity	£ 600.00		£ 500.00	Fixed price EON deal to Aug 2023; consider solar options?
Bitterwell Lake repairs	£ -			Works would come from Community benefit pots
Bitterwell Lake CHALET	£ 4,762.33	£ 4,762.33	£ 2,836.78	Chalet rental minus loan repayments - surplus at eoy to be c/fwd;
ENVIRONMENT & LEISURE BUDGET TOTAL			£ 40,336.78	
GRANTS & BENEFITS BUDGET	2021_2022	C/F	2022_2023	Budget setting notes
S137 Free resource fund	£ 15,000.00	-	£ 15,000.00	*To be funded from Reserves
CIL/S106 fund	£ 66,766.57	£32,500.00	£ 24,000.00	
Angling Trust Grant	£ 5,000.00	-	-	
Says Court Solar Farm Community Benefit fund	£ 69,246.93	£59,000.00	£ 19,800.00	
GRANTS & BENEFITS BUDGET TOTAL	£ 156,013.50	£91,500.00	£ 58,800.00	Carried fwd figure will change at EOY
TOTAL EXPENDITURE BUDGET (2021/22 INC c/f AMOUNTS)	£ 156,013.50		£ 164,380.00	
Difference between Income & Expenditure budgets			-£ 14,436.00	*