

MINUTES OF FULL PARISH COUNCIL MEETING

Monday June 13th 2022 at 7pm, Henfield Hall, Ram Hill, Coalpit Heath

Present: Cllr J Lean Vice Chair (Chaired the meeting), Cllr Clark, Cllr Goddard, Cllr Hill, Cllr Kelliher, Cllr Taylor, Deputy Clerk R Davis, Clerk S Simmons

3184. Welcome & Introduction

Cllr Lean welcomed everyone to the June PC meeting and pointed out the Fire Escape route.

3185. Apologies for absence

Accepted from Cllr R McCullough and Cllr C Young

Cllr Lean apologised retrospectively for missing the E & L meeting on 23.5.22

3186. Declarations of Interest under the Localism Act 2011 relating to this meeting

Cllr Clark gave his standing DOI as a member of one of the SGC planning committees.

3187. Reports from South Gloucestershire Councillors on matters relating to the Parish

See Appendix 1

3188. Pre-arranged items from members of Public

None

3189. PLANNING:

(a) Council to NOTE comments submitted since last meeting

Cllr Lean summarised all the submitted comments since the last meeting decided by the email process in place for this Parish Council. They can be seen at Appendix 2 of these Minutes.

(b) Council to discuss/comment on any necessary Planning Applications or other Planning Matters

[P22/03005/F](#) Conversion and extension of existing club house. Windmill Golf Academy Henfield Road Westerleigh South Gloucestershire BS36 2FE (ADJOINING PARISH APPLICATION)

Westerleigh Parish Council OBJECTS to this application on the grounds that it conflicts with PSP7 (Development in the Green Belt). Furthermore, the proposed second storey will impact negatively on the openness of the Green Belt because it extends above the tree line. The Parish Council recognises that leisure facilities are valuable to the area but feels that the scale and size of the proposed two storey building is not proportionate to the outdoor nature of the facilities and needs for the size of the business.

(c) Council to discuss concerns raised and responses received regarding the planning process

See Appendix 3 and next agenda item which a member of public has asked to speak in regard to.

3190. Parish Councillor Reports – written submissions, taken as read with questions taken as necessary

(a) From Cllr Clark – See Appendix 3 - South Gloucestershire Council Planning Peer Review Meeting

A member of public echoed many of the points in Cllr Clarks report and spoke of his frustrations with the planning process particularly when submitting comments and trying to view other residents' comments on applications that really affect him in his local area. In his experience comments are very slow to be loaded, technical documents are very hard for residents to understand, and generally there is a lack of respect for any enquiries made to the department.

The Parish Clerk echoed the feeling of 'lack of respect' as experienced recently herself.

Cllr Clark reported that the Peer Review meeting was extremely short and was not well communicated to Parish Councils. This PC only found out the day before via a third party. It is not known what the review process is and how SGC intend to act upon the comments.

The Deputy Clerk reported that Comments seem to appear in two separate places now depending on how they are submitted.

The Deputy Clerk was asked to feed back to Cllr Steve Reade on all the above.

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(b) From Cllr Taylor – Wapley Solar Farm proposal engagement meeting

In my opinion - The choice of this position is an obvious one: close to the sub-station and under the 132 kv overhead lines. It is already well-shielded from surrounding roads and houses. They are already making contact with Avon Wildlife Trust about nature enhancement. The land is currently pasture, of little wildlife or agricultural value. I think the team has a good plan.

The Parish Clerk added that the proposal includes an intended upfront benefit payment to Dodington PC based on £2000 per Megawatt.

3191. Council to APPROVE Minutes of Parish Council meeting held on May 9th 2022

Approved by all and signed by the Chair

3192. Council to NOTE receipt of E & L Minutes of 23.5.2022

NOTED

3193. To consider matters arising from E & L Committee meeting and APPROVE where relevant including:

Picnic benches at Westerleigh Playing Field

Three picnic benches for WPF were suggested at the E & L however they really need ordering in pairs as they come two per pallet otherwise £100 extra.

After a site visit by Clerk & Deputy meeting with contractor the suggestion is to have two inside the toddler area and two along the rear wall making four. The Marmax quote for 4 is £2124 inc delivery. This would come from CIL funds held by this PC.

This was unanimously APPROVED.

Defibrillator at St Saviours Hall;

St Saviours have given go-ahead. (Contact is Mary Head)

Previous supplier AED Donate have quoted £1599 inc installation.

SWAST have quoted £1800 for a four year lease payable in advance, so min equivalent of £450 per year ongoing.

APPROVAL was given to place the order with the same provider as the three purchased previously – AED Donate.

Litter issue – meeting with Cllr S Reade;

Cllr Reade has offered to have a 6pm zoom call with Clerk/Cllr Taylor and anyone else. Date tba.

Accessible gate & radar key project at WPF

Following a site visit with our contractor CRB the proposal is to install an accessible gate which can be supplied by SGC and works completed to create an access ramp and other surrounding fencework.

The total cost is estimated at £1440 + VAT and this would come from the CIL funds held by this PC.

This was unanimously APPROVED by Cllrs.

3194. Council to consider Lake sub-group membership or take as part of E & L committee remit

It was agreed that there is no longer a need for a separate working group now that a settled arrangement is in place at Bitterwell Lake and the new Chalet works were completed in 2020/21. Anything to do with the Lake or Chalet will come under the E & L Committee and/or Full Council.

3195. Council to NOTE receipt of May 2022 payments & income documentation

NOTED with no questions arising. A list of May payments is included as Appendix 4

3196. Council to NOTE ZURICH INSURANCE POLICY renewal year 2 of 5

NOTED

3197. Council to receive any updates or discuss issues in relation to WESSEX WATER/Bitterwell Lake at Ram Hill

The Clerk reported that the Wessex works have been completed, the compound removed and the car park surface was made good last week with a new tarmac entrance and gravel areas where the compound had damaged the surface.

The Clerk and Deputy are meeting the Lake Manager on 15.6.22 to discuss his thoughts on a compensation claim for

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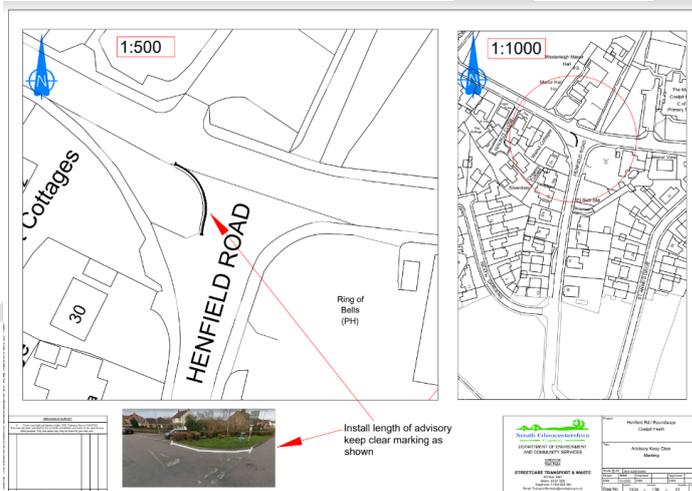
loss of business revenue and help him put the necessary justifications together to be sent in to Wessex Water.

3198. Council to receive information relating to underground water leak at The Chalet/Henfield Hall site
Further to the leakage notice served on the PC as landlord of The Chalet the leak has been fixed. This uncovered two aspects that have needed rectification – the splitting of a shared supply with Henfield Hall, and the removal of any lead piping. Because of lead the initial Bristol Water inspection did not give the green light for the new connection so further work needed by our contractor BBM should be completed on 14.6.22. The BW inspector will revisit and if happy will then book the connection in the road by BW under the Lead Replacement scheme which BW fund. This can take up to 3 months to happen and involves a road closure for around two hours. There is no loss of connection in the meantime, and just a short period without water when the connection actually happens. When invoices are received the Clerk will bill Henfield Hall for their share which they know is now increased due to the lead removal work. (The Chair of Henfield Hall was at this meeting)

3199. Council to receive update relating to a Housing Needs Survey for Westerleigh ward of this Parish Council
The Deputy Clerk reported that it is around two and a half weeks since the start of the survey period and she thanked the volunteers that helped deliver a large proportion of the surveys. Around 40 responses have been received. This is a combination of online, dropped in to Cllr Taylor, and Freepost to SGC mailbox. With around 5 weeks left it is hoped to reach the 25-33% target (80-100 responses).
Westerleigh Cllrs and residents present at the meeting were asked to share on Facebook groups, village WhatsApp groups to promote the survey which can be found on the home page of westerleighparishcouncil.org.uk

A drop-in event was held on 9th June. An item on the survey appears in the latest Westerleigh Newsletter.

3200. Council to NOTE Response & related information from Highways Investigation Scheme Request re Henfield Road/ Roundways Coalpit Heath waiting restrictions
The Deputy Clerk summarised the response from SGC which explained there was a very long queue of Traffic Management Schemes, and this wouldn't get any priority. Cllr Steve Reade tried to help and as a result there is an offer of a restricted waiting marking around the junction near the green triangle opposite Manor Hall.



The Parish Council would like to accept this proposal as an initial partial improvement whilst keeping the full request in the queue for future consideration of a TRO (Traffic Regulation Order).

The Deputy Clerk was asked to convey this message to Cllr S Reade and Rob Wiltsher.

3201. Correspondence/Communication with Westerleigh Parish Council:
From SGC:

- South Gloucestershire New Deal, PowerPoint slides and Q and A's.
- PT.7295 Serridge Lane, Westerleigh - Notice of 3 day closure of Serridge Lane some time after 20th June.
- Estimate of 2023 election costs
- Minutes Frome Valley CEF 11 May 2022
- PT.7310 Broad Lane, Westerleigh - Temporary Road Closure 2 days (after 11th July)
- PT.7301 - Besom Lane, Westerleigh (No.2) - Temporary Road Closure - 5 days some time after 1st August

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- Badminton Road Closure 23rd-25th June 8pm - 6am
- Green Space For Everyone survey <https://southglos.researchfeedback.net/s/wligpc> A public survey that allows comments on open spaces with or without specific designations such as the Manor Hall field.
- Invite to Housing Strategy pop up virtual meeting July 5th 5pm-6pm (Clerks/Cllrs)

Other received items

- From Bristol City Council – details of Clean Air Zone coming into effect
- From Cotswold Scouts – update on Mafeking building project
- Thank you messages from Manor School & Immanuel School for Platinum Jubilee mugs and trees
- Invite to Manor field meeting 3.30 Friday June 17th 2022
- Notes from FC PC Single Issue Joint Survey meeting held on June 9th. Received just before this meeting so will appear on next agenda.

3202. Council to REVIEW/APPROVE Standing Orders, Committee Terms of Reference and Financial Regulations
The Council APPROVED all the changes suggested by the Clerk to bring the policies up to date for 13.6.22

3203. Council to receive information/APPROVE an email/communications technology policy
The Council APPROVED the draft document prepared by the Clerk.

3204. Council to receive any other information from Clerk/Deputy Clerk regarding ongoing matters/required approvals
(a) Confirmation of details of Period for Exercise of Public Rights
The statutory period runs from 13.6.22 to 22.7.22 however it should be noted that all Accounts documents are available year round as part of adhering to the Transparency Code. Accounts documents are on the Parish Council website at <https://www.westerleighparishcouncil.org.uk/annual-accounts/> and were placed on Parish Council Noticeboards in Westerleigh & Coalpit Heath at the start of the period.

(b) Outcome of Casual Vacancy period
The Casual Vacancy period ran from 11th May to 31st May as approved by SGC Democratic Services. This has now passed so any new candidate for a Parish Councillor role could be co-opted.

3205. Council to discuss any required CONSULTATIONS
None for combined discussion however Cllrs were encouraged to attend the Housing Strategy virtual meeting on July 5th in readiness for the next stage of the Local Plan Consultation due later this year.

3206. Council to discuss/APPROVE any required GRANT APPLICATIONS
Summary of Edventure application
A grant application was received for the new Edventure home schooling support project. The Parish Council could not approve this particular application but wrote a letter of encouragement to the applicant and included the following suggestions for a future application:

- The PC would be more likely to consider an application for tangible equipment or supplies, or fixed costs, rather than subsidising specific pupil attendance.
- The PC would like to see evidence of grants from more of the Parishes that may use the facilities whilst recognising the site will be in this Parish so might consider slightly more than others. Once started a breakdown of where the pupils live will be important.
- The PC would like to know how the activities are regulated, eg Ofsted

3207. Items considered urgent or exempt by the Chairman
None

3208. Dates of upcoming public Parish council meetings <https://www.westerleighparishcouncil.org.uk/meeting-dates/>
Monday July 11th 2022 Full Parish Council meeting Westerleigh Village Hall 7pm
Monday 18th July 2022 Finance Committee meeting 7.30pm at red brick annex Manor Hall

The meeting closed at 8.10pm

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Appendix 1

Westerleigh Parish Council – District Councillors’ Report from Cllr Clark

Subsidised Bus Services Under Threat

An acrimonious extraordinary meeting of the West of England Combined Authority (WECA) on 26th May, called by the constituent authority leaders, to discuss how to address the current bus crisis ended in stalemate after Dan Norris, the West of England Mayor, and the leaders of the three authorities failed to agree a compromise. The meeting was adjourned and will reconvene on 14th June.

A total of 26 subsidised routes, that receive public money as they are not commercially viable, are at risk of being withdrawn. Additional funding is needed for subsidised routes because running costs have soared by 43% due to soaring fuel prices and driver shortages. Amongst those services is the 622 which provides the only regular bus service to Rangeworthy and Tytherington.

There is also a threat to the Y3 and Y5 which have only been given support in the short term from underspends in WECA’s 2021/22 budget. If both services were withdrawn Westerleigh, Rangeworthy, Tytherington, Iron Acton and Engine Common would all be left without any regular bus service. Residents who do not drive face being wholly reliant upon community transport providers, taxis and the assistance of their friends and neighbours. This neither acceptable nor sustainable as it would worsen inequality and social deprivation in our rural communities.

Dan Norris is due to attend the next meeting of South Gloucestershire Council’s Scrutiny Commission on 6th July to discuss and take questions on the current bus crisis. We are encouraging residents and parish councils impacted by changes to the bus services in their area to submit written statements and/or speak under public participation at the meeting (this can be done remotely or in person).

Additional information 13.6.22 From today’s SGC Cabinet meeting Cllr C Young reports that Bus services Y3 Y5 which were due to be suspended in Aug have been granted an extension to October 2022.

Fencing on the Manor School Playing Field

In September 2020 Cllrs Young and Clark had a site meeting with Sue Webber (School Projects Commissioning Officer at South Gloucestershire Council), Amanda Flanagan (headteacher of The Manor Church of England Primary School) and a member of the School Governors. The meeting was to discuss ongoing safeguarding problems that the school was experiencing when holding lessons on the playing field and the school’s wish to fence off a section of the playing field for the exclusive use of their pupils. At that meeting we stressed that, once detailed proposals had been drawn up, it was critically important for there to be a proper public consultation before any permission for fencing is granted. The playing field has been freely accessible to residents for decades and it could antagonise residents if they were presented with a *fait accompli*.

Despite regularly asking for updates on the school’s plans no such proposals were forthcoming until a few weeks ago when we were sent copies of the notices the school were due to put up in the area. These notices explained that the school owned the entirety of the playing field and that fencing would shortly be installed in the eastern corner of it. We sought clarification from senior officers at South Gloucestershire Council; we wanted to know whether permission had been granted, the process used to arrive at the decision (if the school did have permission) and clarification about the ownership of the field.

Officers were not aware of the school’s plans but confirmed that SGC does own the playing field (the school pays the council for the use and maintenance of the field). The school were instructed to halt their plans whilst further discussions/meetings took place. Officers have subsequently gotten back to us to acknowledge that the problems and the history of the field are complicated but, in their view, there should indeed be a public consultation before anything is agreed and installed. No timescales for a public consultation have been announced yet but, as soon as they have been, we will let the parish council and parishioners know how they can participate in it.

Additional information 13.6.22: A meeting is taking place on the Manor field at 3.30 on Friday June 17th with the School, SGC Cllrs and the school projects commissioning officer, Sue Webber. This Parish Councils Coalpit

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Heath Cllrs are invited and as well as Cllr Clark & Cllr Lean with two hats on Cllr Hill and Cllr Kelliher hope to attend.

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Appendix 2 Westerleigh Parish Council planning comments since the May 2022 meeting.

All comments can be viewed on the Parish Council website at

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

P22/02466/F External alterations to replace 11no windows and replace 1no window with bi-fold doors. Brook Farm Annexe Brook Farm Westerleigh Road Westerleigh BS37 8QH
Westerleigh Parish Council has no objection to this application.

P22/02458/LB Internal and external alterations to include replacement windows as detailed in the submitted design and access statement and changes to internal layout. Brook Farm Annexe Brook Farm Westerleigh Road Westerleigh BS37 8QH
Westerleigh Parish Council has no objection to this application.

P22/02736/F Erection of 1no. building to form driving bays and teaching facilities with associated works. Kendleshire Golf Club Henfield Road Coalpit Heath BS36 2XG
Cllr McCullough declared an interest so did not comment.
Westerleigh Parish Council has no objection to this application.

P22/02676/RVC Variation of condition no.17 attached to P21/01095/F to alter the access and internal layout to House 8. with submitted revised drawings Ivory Hill Farm Park Lane Winterbourne BS36 1AS
Westerleigh Parish Council has no objection to this application.
The proposed access is better than the previously consented one. This modification will reduce the required excavations and also remove a number of journeys from turning onto the steep part of Ivory Hill.

P22/02673/HH Erection of single storey rear extension to provide additional living accommodation. 8 South View Rise Coalpit Heath BS36 2LS
Westerleigh Parish Council has no objection to this application.

P22/02386/F Demolition of existing dwelling and outbuildings and erection of 1 no. dwelling with detached garage and associated works (Resubmission P21/06892/F). Hareswood Cottage Westerleigh Hill Westerleigh BS37 8RB

(Agreed at the Environment & Leisure Committee meeting 23/05/2022)

Westerleigh Parish Council OBJECTS to this application for the same reasons as the previous two applications (P21/06892/F and P21/01335/F) were OBJECTED to, and subsequently the reasons for REFUSAL of those applications by SGC.

The previous objections were as follows:

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 (calculated as the volume) 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).

PSP7 (Development in the Green Belt) para 4.7 states that: '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).'

ALSO: On P22/02386/F The Parish Council requests that the Planning Officer double checks the calculations for the volume of the proposed dwelling plus garage for compliance with policy PSP7 (Development in the Green Belt). For example, the plans quote the area of the garage as 50 sq m but this does not appear to include the

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intended first floor which adds another 30 sq m in area.

P22/02537/HH Demolition of existing conservatory. Erection of single storey rear extension to provide additional living accommodation. South Wood Ram Hill Coalpit Heath BS36 2UF
Westerleigh Parish Council has no objection to this application.

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Appendix 3 South Gloucestershire Council Planning Peer Review Meeting – Cllr Clark

On Wednesday 25th May I attended an online Planning Peer Review Meeting on behalf of the parish council. It was called to discuss how the planning system operates in South Gloucestershire and the experiences of town and parish councils. It is important to note that the peer review was an informal and not a statutory review.

South Gloucestershire Council invited representatives from other local authorities into the department to review how the planning system operates and to identify both strengths and weaknesses.

The meeting was only arranged a day or so beforehand, via the Town and Parish Council Forum, and the external reviewers only had half an hour allotted to them for the meeting. This unfortunately meant that each attendee only had the opportunity to speak for a few minutes. There was, however, a lot of common ground in the comments of each attendee. The following points were made:

- There is no formal training provided by South Gloucestershire Council to town and parish councillors, particularly those new to the planning process, to help them in their role as a consultee.
- There is little or no contact from planning officers, during or after the consultation period.
- There is no technical help or advice from either planning officers or formal consultees (e.g. highways officers, biodiversity officers, etc.) which makes it harder to engage with large planning applications. Large applications, including revisions, can sometimes have hundreds of submitted documents.
- Residents struggle to understand the different stages of the planning process and the various roles involved. They confuse the functions of the case officer, town/parish councils, and the three different planning committees at South Gloucestershire Council (the Development Management Committee, the Strategic Sites Delivery Committee and the Spatial Planning Committee).
- The online planning portal can be complicated, even for those with good computer skills, and tends to exclude residents without computer skills and/or internet access.
- Comments aren't uploaded onto the portal in a timely manner.
- Town and parish councils are not always notified in a timely manner when revised documents are submitted. This can mean they lose the opportunity to formally comment on those revisions.
- Consultations are often too frequent, too long, written in technical jargon and open for only a short period of time. They aren't written in a format that encourages residents to respond and feel like a mere tick box exercise.
- There's a lack of respect from officers for the role of town/parish councillors as community representatives and for the informative local knowledge they often provide.
- There's a lack of respect from officers for the views of residents and their comments are usually disregarded (even when a resident might have a lot of professional/technical experience on a subject they have raised).

See the further notes from discussions at the PC meeting in Minute 3190(a)

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Appendix 4 List of payments made during May 2022

Date	Description	Supplier	Net	VAT	Total
01/05/2022	Storage unit rental fee	PE King (Bristol) Ltd	68.75	13.75	82.50
03/05/2022	Childrens activity days	Swift Sports Coachin	1,600.00	320.00	1,920.00
03/05/2022	Microsoft licence agreeme	Absolutely PC (GoCar	35.00	7.00	42.00
03/05/2022	Grass cutting	CPS Grounds Ltd	776.29	155.26	931.55
03/05/2022	Clerk expenses	SWSimmons Parish C	93.25		93.25
03/05/2022	Deputy Clerk expenses	R Davis Deputy Clerk	131.54		131.54
03/05/2022	Deputy Clerk expenses	R Davis Deputy Clerk	24.98		24.98
03/05/2022	Deputy Clerk expenses	R Davis Deputy Clerk	10.00		10.00
03/05/2022	Repairs to fabric of buildin	Manor Hall	2,930.00		2,930.00
03/05/2022	Monthly Bin emptying	Hands Property Maint	472.00		472.00
09/05/2022	Loo hire	Andyloos	159.60	31.92	191.52
09/05/2022	Grant	Westerleigh Neighbo	100.00		100.00
11/05/2022	Room hire	Westerleigh Village H	15.00		15.00
11/05/2022	Room hire	Westerleigh Village H	45.00		45.00
12/05/2022	Clerk training	SLCC	85.00	17.00	102.00
17/05/2022	Annual Policy renewal	Zurich Insurance	1,523.19		1,523.19
17/05/2022	Grant	Avon Wildlife Trust	5,500.00		5,500.00
17/05/2022	Clerk reimbursement	SWSimmons Parish C	20.93		20.93
23/05/2022	Plaque for memorial benc	D & D Shoe Repairs	40.00		40.00
23/05/2022	Room hire	Manor Hall	18.00		18.00
23/05/2022	Youth feasibility study	FACE Youth charity	424.00		424.00
23/05/2022	Council mobile phone	H3G (Three)	2.50	0.50	3.00
23/05/2022	Localism charges	South Glos Council	399.99	80.00	479.99
23/05/2022	Memorial Bench	Marmax Products	379.00	75.80	454.80
24/05/2022	Aerator at Bitterwell Lake	EON	20.70	1.04	21.74
25/05/2022	Clerk reimbursement	SWSimmons Parish C	34.00		34.00
25/05/2022	PAYE	HMRC	602.71		602.71
25/05/2022	Salary				
25/05/2022	Monthly Pension payment	Avon Pension Fund	590.81		590.81
25/05/2022	Salary				
31/05/2022	Clerk expenses	SWSimmons Parish C	117.99		117.99
31/05/2022	Deputy Clerk expenses	R Davis Deputy Clerk	194.79		194.79
31/05/2022	Monthly Bin emptying	Hands Property Maint	472.00		472.00
		Total	19,484.98	702.27	20,187.25