

**MINUTES OF FULL PARISH COUNCIL MEETING**  
Monday April 11<sup>th</sup> 2022 Manor Hall

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**Present:**

**Cllr B Taylor (Appointed Chair), Cllr T Clark Cllr K Kelliher Cllr C Goddard Cllr A Hill  
Deputy Clerk R Davis  
District Cllr C Young & District Cllr S Reade**

3147. Welcome & Introduction

Neither the Chairman nor Vice Chairman were present. The Council RESOLVED that Cllr B Taylor would chair the meeting. Cllr Taylor welcomed everyone to the April Parish Council meeting.

3148. Apologies for absence

Received and accepted from Cllr R McCullough (Chairman), Cllr J Lean (Vice Chairman) and Cllr A DiDuca. The Clerk, S Simmons, was also absent due to illness.

3149. Declarations of Interest under the Localism Act 2011 relating to this meeting

No interests were declared.

3150. Reports from South Gloucestershire Councillors on matters relating to the Parish

The report is attached as Appendix 1.

Regarding the Yate Spur Path consultation, Parish Councillors asked who will prepare the outline business case and whether lighting and dog bins will be included on the route. Cllr S Reade confirmed that SGC (South Gloucestershire Council) officers will prepare the business case, which will be validated by WECA (West of England Combine Authority) officers before it goes to the WECA committee for approval. Cllr Reade also explained that it is too early to confirm whether lighting and dog bins will be included. He stressed that the Parish Council should restate questions and comments such as these at every consultation, and not assume that comments are automatically carried forward to the next consultation.

3151. Pre-arranged items from members of Public

None.

3152. PLANNING:

(a) Council to NOTE comments submitted since last meeting

None.

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

None.

3153. Parish Councillor Reports – written submissions, taken as read with questions taken as necessary

None.

3154. Council to Approve [Minutes of Parish Council meeting held on March 14th 2022](#)

APPROVED and signed by the Chair of this meeting.

3155. Council to NOTE receipt of E & L draft Minutes from 28.3.2022

NOTED.

3156. Council to NOTE monthly end of March Finance documents

Due to late circulation of the end of March Finance documents, the item was DEFERRED to the next meeting.

3157. Council to receive update of Traffic Management Request Scheme submission for Henfield Road/Roundways parking issues

The Deputy Clerk reported that the Traffic Management Request will be submitted to SGC w/c 18<sup>th</sup> April. The manager of the pre-school based at the Manor Hall has asked to submit a comment in support of the scheme. The Deputy Clerk is still awaiting the comment and will submit the Request once it is received (or by 22<sup>nd</sup> April if it is not received).

3158. Council to receive any updates or discuss issues in relation to WESSEX WATER/Bitterwell Lake at Ram Hill

The Deputy Clerk reported that the works have moved away from the lake as of Monday 28<sup>th</sup> March, and the Henfield Hall and Bitterwell Lake car parks are both accessible from Henfield Road. There continues to be some noise disturbance at the lake and the presence of the Wessex Water compound in the Bitterwell Lake car park means that heavy vehicles are entering and exiting frequently. The works are on course to finish on time and the Clerk is liaising with the Lake Manager to submit a compensation claim to Wessex Water once they are concluded.

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3159. Council to receive update relating to a Housing Needs Survey for Westerleigh ward of this Parish Council  
The Deputy Clerk reported that the survey and cover letter have been drafted with support from SGC (Peter Heffernan). SGC will prepare the survey in SNAP and provide a link to an online version for the website, as well as paper copies to be delivered to every household in the Westerleigh ward. SGC is preparing a list of addresses for the Westerleigh ward. The survey should be delivered by 2<sup>nd</sup> May 2022 with a closing date of 11<sup>th</sup> July 2022, although this timetable may slip a little due to the Easter break. Councillors agreed that the closing date should be before the end of July (avoiding the summer holiday period) to maximise the response rate.
3160. Council to receive update and consider AWT funding proposals for future years from Says Court Farm agreement following Zoom call 7.4.22  
The Zoom call was postponed due to illness at AWT therefore the item was DEFERRED to the next meeting.
3161. Correspondence/Communication with Westerleigh Parish Council:  
From SGC:  
PT.7251 Henfield Road, Coalpit Heath - Temporary Road Closure from end of May 2022  
LICENSING: Notification of Hearing for The South Glos Show, Windmill Fishery, Westerleigh Road, BS37 8QZ. 27<sup>th</sup> April Those wishing to make a representation need to notify by 19<sup>th</sup> April
- Following discussion Councillors agreed that it was not necessary to send a representative to the Licensing Sub-Committee hearing as the written objection previously submitted covers the relevant points. Following a suggestion from Cllr S Reade, the Parish Council RESOLVED that the Deputy Clerk contact the chairman of the Licensing Sub-Committee to request that its objection be read out at the hearing.
- Other received items  
Notification of Western Power £500,000 fund for tackling loneliness - Community Matters Fund  
Deputy Clerk report on Town & Parish Council Forum – SEE APPENDIX 2
3162. Council to consider/approve the subject of Councillor email addresses  
Cllr T Clark outlined the potential benefits of standardised Councillor email addresses linked to the Westerleigh PC domain. These would remain under the control of the Clerk and could be shut down after a Councillor leaves the Parish Council, ensuring that ex-Councillors do not retain access to data covered by the UK General Data Protection Regulations. Furthermore, phishing emails using fake addresses would be flagged as 'external' providing a first line of defence against email scams. Cllr Clark reported that a number of parish councils in the local area have switched to standardised councillor email addresses.  
As the Clerk was absent no recommendation was made, and the item was DEFERRED to the next meeting.
3163. Council to receive information from Clerk regarding ongoing matters and approval where relevant  
The Deputy Clerk read out information provided by the Clerk.  
Progress with EOY accounts  
The end of year accounts have been prepared and the Chairman and Vice Chairman have seen copies prior to the files being transferred to the internal auditor (w/e 15<sup>th</sup> April). The internal audit and all finance documents will be approved at the Annual Parish Council meeting in May.  
The 2022/23 budget will be finalised and the budget sheet issued once SGC confirms the amount of CIL (Community Infrastructure Levy)/ S106 funding due for the coming year.
- E & L progress points  
The Clerk and Deputy are finalising plans for the LNAP (Local Nature Action Plan) engagement event at Westerleigh Village Hall on 19<sup>th</sup> April 2pm.– 6.30 pm. Flyers advertising the event were delivered to all households in the village last week.
- Renewal of free WERN membership  
Free membership of WERN (West of England Rural Network) for 2022/23 has been renewed.
- Manor Hall planned works  
Approx £5.5k of works are scheduled to take place at the Manor Hall between now and July 2022. The works will predominantly be covered by the Parish Council's 'repairs to the fabric of Manor Hall' budget for 2022/23.
3164. CONSULTATIONS  
(a) Yate, Chipping Sodbury, A432 and A4174 improvements  
<https://consultations.southglos.gov.uk/YCSWWW/consultationHome>  
As three of the Coalpit Heath ward Parish Councillors were absent the Council RESOLVED to hold an extra ordinary meeting of the Parish Council on Wednesday 20<sup>th</sup> April (at a suitable venue in Coalpit Heath) to discuss and agree the Council's response to this important consultation.

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(b) Yate Spur Transport Consultation <https://consultations.southglos.gov.uk/YateSpur/consultationHome>

Councillors noted that provision of an off-road cycle/ pedestrian route between Westerleigh and Yate will make the village a more sustainable location for future development and would also provide a number of benefits. The Council agreed to support the proposed Yate Spur Path and made the following comments.

- There is currently no suitable off-road connection between Yate and Westerleigh and the proposed cycle path will provide a much-needed safe off-road route.
- However, the bus service connecting Yate and Westerleigh must also be improved as there are many people who cannot walk/ cycle. The bus service must be improved to complement the Yate Spur Path.
- The Council requests more detailed information about the proposed crossing point for pedestrians and cyclists at Nibley Lane. The safety and effectiveness of this crossing point is crucial to the success of the scheme as a whole. Specifically, how will the crossing point be made safe for people with limited mobility and people using the path with young children?

In addition the Council requests that:

- The surface is suitable for use by mobility scooters.
- The path be lit so that it is safe to use in the dark.
- Dog bins be provided along the path as it is likely to be popular with dog walkers.

3165. Items considered urgent or exempt by the Chairman  
None.

3166. Dates of future Full Parish council meetings  
Wednesday 20<sup>th</sup> April (extra ordinary) Full Parish Council meeting Coalpit Heath Village Hall (the Miners Social Club) 7pm  
Monday May 9<sup>th</sup> Annual Parish Council meeting Westerleigh Village Hall 7pm  
Monday June 13<sup>th</sup> Full Parish Council meeting HENFIELD Hall 7pm

## **Appendix 1** **Westerleigh Parish Council – District Councillors’ Report**

### **Bus Service Cuts and Timetable Changes**

The Government has announced that financial support provided under the Bus Recovery Grant (BRG) scheme will finish in October. The West of England Combined Authority (WECA) were notified by local bus operators of many service changes, coming into effect from Sunday 24<sup>th</sup> April 2022, as operators adjust to the government’s announcement. Bus operators have provided the following update on the pressures they are experiencing:

*In recent months we have experienced significant driver shortage across the West of England – we have seen increased numbers of leavers, due primarily to drivers being tempted into the HGV industry by significantly inflated wages for haulage companies (following the HGV crisis). [...] As well as increased leavers we also continue to experience driver sickness at approximately 9% (normally at this time of year this would be around 3%) some of which is COVID related.*

*Recruitment has also been significantly challenging in recent months. [...] With our current levels of attrition and sickness we are approximately 120 drivers short of our required establishment.*

WECA will be supporting a number of bus services, using underspends from their 2021/22 budget, that would have been withdrawn for being commercially unviable. This includes the Y3 that serves Iron Acton and the Y5 that serves Westerleigh village. As the ongoing financial support from WECA cannot be guaranteed in the long term replacement services will be put out to tender at the end of August.

<b>Y1 (Bristol)</b>	Chipping Sodbury – Yate – Nibley – Coalpit Heath – Frenchay – Bristol Bus Station	Timetable amendment.
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<b>Y2 (Bristol)</b>	Yate – Nibley – Coalpit Heath – Downend – Fishponds – Eastville - Bristol Bus Station	Service Withdrawn. Passengers can use services Y1, Y4, Y6, 86 and 680 an alternative.
<b>Y3 (Bristol)</b>	Yate – Iron Acton – Frampton Cotterell – Winterbourne – Hambrook – Bristol Bus Station	Timetable Changes: WECA is funding the full service as it is no longer commercially viable. It will include a replacement service within the tender round to start from 28 <sup>th</sup> August 2022.
<b>Y4 (Bristol)</b>	Yate – Nibley – Coalpit Heath – Frampton Cotterell – Winterbourne – Hambrook – Frenchay – Broomhill – Stapleton – Eastville - Bristol Bus Station	Route amendment, service will now terminate at Yate Park and Ride. Frequency reduction to every 90 minutes.
<b>Y5 (Bristol)</b>	Chipping Sodbury – Yate – Westerleigh – Pucklechurch – Shortwood – Mangotsfield – Staple Hill – Fishponds – Eastville – Bristol Bus Station	Timetable Change: WECA is funding the full service as it is no longer commercially viable. It will include a replacement service within the tender round to start from 28 <sup>th</sup> August 2022.
<b>Y6 (Bristol)</b>	Chipping Sodbury – Yate – Nibley – Coalpit Heath – Frampton Cotterell – Winterbourne – Stoke Gifford – Little Stoke – Patchway – Cribbs Causeway – Filton – Southmead Hospital	Timetable changes.

**Completion on the Yate Spur Cycleway Consultation**

South Gloucestershire Council is seeking the views of residents and stakeholders on its proposals to finish the Yate Spur Cycle Path. This will provide a safe cycle connection from Yate to the Bristol and Bath Railway Path and the wider cycle network. This will give residents and visitors better options for walking, cycling and horse riding.

The purpose of this scheme is to provide a new walking and cycling route segregated from motor vehicles which will make it safer and more attractive to walk or cycle between Westerleigh and Yate. These facilities will be designed to be suitable for use by people of all abilities, will encourage walking, and enhance safety for cyclists. The proposals include completing the sections of route between Westerleigh village and Yate that do not currently have off road provision for cyclists. The scheme will also include a section of segregated equestrian path.

Funding for the improvements will be provided by the West of England Combined Authority's (WECA's) funding from Central Government. Any new infrastructure will not be funded from South Gloucestershire Council's budget for capital projects and so will not take money away from other council services or projects. Funding is subject to business case approval by WECA. An outline business case is due to be submitted later this year. Following approval of the outline business case, further opportunity will be provided to comment as part of a planning application for the scheme. A full business case will be submitted once detailed design and planning consent has been completed/granted. Estimated start date would be spring 2023.

[This consultation runs until 20<sup>th</sup> April. More details can be found at https://consultations.southglos.gov.uk/YateSpur/.](https://consultations.southglos.gov.uk/YateSpur/)

**Member Award Funding for 2022/23**

Do you know of any local community group that is looking for funding for a project? If they mainly serve people in Frampton Cotterell ward (Frampton Cotterell, Coalpit Heath, Iron Acton, Rangeworthy, Tytherington and surrounding areas), get in touch with us about Member Awarded Funding (MAF). Between us we have a total of £9,000 to allocate to local projects in the coming year. We are particularly keen to hear from groups and communities that haven't applied to us before.

If your project benefits people from a much wider area, covering much of South Gloucestershire, you can apply for an Area Wide Grant (AWG). The deadline for the first round of applications for 2022/23 is 9<sup>th</sup> May 2022.

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For both grants, your group needs to be registered with the council's grants system. You can find more information on AWG at [www.southglos.gov.uk/AWG](http://www.southglos.gov.uk/AWG) and about all community grants available through the council at [www.southglos.gov.uk/grants](http://www.southglos.gov.uk/grants)

**Appendix 2**

**Summary of T & PC Forum 5.4.22**

Cllr McCullough & the Deputy Clerk attended the Town & Parish Council Forum meeting.

Update from Community Cohesion rep

Over the weekend a number of cars were burned out in the local area (including Bradley Stoke, Stoke Gifford, Little Stoke, Patchway) - <https://www.bbc.co.uk/news/uk-england-bristol-60972632> Rachel Williams-Lock from SGC fed back that the incidents are thought to be linked to patriotic groups, and patriotic leaflets may be circulating in the local area. **If you are aware of such leaflets being circulated locally please report this to Rachel or the police.**

- Update from ALCA (Avon Local Councils Association)

-The Bath and North East Somerset ALCA group is carrying out some work around improving its relationship with WECA (or lack thereof). There is scope for the South Glos ALCA group to learn from this/ do something similar.

- ALCA has received feedback from clerks about lack of recent police engagement with parish council meetings. ALCA is looking into solutions.

-ALCA has launched a FREE one hour e-learning course for councillors (and officers) 'An Introduction to Local Councils'. Our Chairman Rob McCullough is going to try it out and will let us know how he finds it. ALCA would like all councillors to complete it. <https://www.avonlca.org.uk/events/e-learning-courses/872-an-introduction-to-local-councils>

- South Glos Housing Strategy – public consultation from 1<sup>st</sup> July 2022 for 9 weeks

South Glos is developing a (non-statutory) housing strategy which will set out a broad vision for how good housing could be in the next 30 years (Brian Glasson's words – it was somewhat unclear at the meeting what outcomes the strategy will deliver over and above what the Local Plan and its planning policies will deliver).

- South Glos Planning Service review May (24-26th)

Brian Glasson informed the meeting of the following... the Planning Service will be having a review in May (24-26th) where external reviewers will come and look at how the service is performing -what do we do well? what could we do better? as part of an on-going process of seeking to improve service delivery: we will be forming stakeholder groups and would very much like one of these to be parish and town councils, who would have the opportunity to feedback directly to the review panel members. We will send more details out soon, but I just wanted to start to sow the seed.

- Ukraine refugees – Homes for Ukraine and SGC involvement

Mark Pullin from SGC informed the meeting of the work SGC will be carrying out to support the national Homes for Ukraine scheme (whereby 'sponsors' are matched with Ukrainian 'guests' and submit a joint visa application). Separately from the visa application process SGC has responsibility for schooling, carrying out safeguarding/ DBS checks for the sponsors, and the Private Sector Housing Team will be doing accommodation inspections e.g. gas safety, smoke alarms etc. Wraparound care will also be provided by a partner to organise essentials for guest - £200 emergency cash, a smartphone, library access. In the longer term SGC will be looking at how to involve guests with the local community and the Ukrainian community in the area. At the moment SGC is relying on sponsors informing them of guest arrival dates. **If a sponsor has not heard from SGC and is expecting a family to arrive they should make contact via the dedicated email address [homesforukraine@southglos.gov.uk](mailto:homesforukraine@southglos.gov.uk) PCs can signpost sponsors to this address.** Watch this space for more information.

- Open Forum

Cllrs raised concerns about short deadlines for SGC consultations, lack of notice and the number of consultations happening in quick succession. Rob gave the consultation on the Yate, Chipping Sodbury A432 corridor to A4174

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Cold Harbour lane as an example. The relationship between WECA and town and parish councils, i.e. lack thereof, was also raised. SGC will request an appropriate WECA rep attend a future meeting or pop-up event.

The next meeting in July will be in person (@ Bradley Stoke Town Council) and Dave Perry SGC CEX will be attending.

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