

Westfield Parish Council

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Chairman: Cllr G Fuller Parish Clerk: Ms L Close FSLCC



Established 2011

All Council Meetings are open to the Public and Press

25th January 2021

TO: All Members of Westfield Parish Council

Dear Councillor,

You are summoned to a Meeting of Westfield Parish Council, on **Monday 1st February 2021** at **7.00pm** held remotely by Zoom, the signing in details being:

Join Zoom Meeting

<https://zoom.us/j/92678264869?pwd=UTJnaGdlK2Z1MUlid05hWHdzSWJUZz09>

Meeting ID: 926 7826 4869

Passcode: 256045

Or dial in by phone 0203 481 5240, using the Meeting ID and Password above when prompted.

The meeting will consider the items set out below.

Ms L Close
Parish Clerk

Before the meeting there will be a public session of up to 15 minutes to enable residents of Westfield to ask questions, and make comments on items on the agenda. Members of the Public are asked to restrict their comments, and/or questions to five minutes.

AGENDA

1. **Apologies for Absence and to consider the reasons given.** Council to receive apologies for absence and, if appropriate, to resolve to approve the reasons given.
2. **Declarations of Interest and Dispensations.** Members to declare any interests they may have in agenda items, in accordance with the requirements of the Council's Code of Conduct. The Parish Council may consider agreeing a dispensation, providing the request is put in writing and the dispensation is allowed on the grounds set out in s.33 of the Localism Act 2011.
3. **Minutes of the Parish Council Meeting – 4th January 2021** To confirm and sign as a correct record the minutes of the Parish Council Meeting. **(Pages 1-3)**
4. **Climate Emergency** - To welcome Cllr Sarah Warren, B&NES Cabinet Member for Climate Emergency and Neighbourhood Services
5. **Committee and Working Group Reports** – To note the minutes of the Committees and Working Groups below
 - Environment and Development – 14th January 2021 **(Pages 4-6)**
 - Finance and Personnel – 20th January 2021 **(Pages 7-11)**
 - Climate Emergency Working Group – next meeting 2nd February
6. **Approval of any items over £5,000 and consideration of any virement**
7. **Waterside Valley** - land for sale **(Page 12)**
8. **Jubilee Green** - update on a meeting on 19th January **(Page 13)**
9. **Budget 2021/22 as recommended by the F&P Committee** Minute 101 refers **(Pages 14-24)**
10. **Precept 2021/22 as recommended by the F&P Committee** Minute 101 refers **(Page 25)**
11. **Precept Leaflet 2021/22 as recommended by the F&P Committee** Minute 101 refers **(Pages 26-29)**
12. **Risk Management 2021 as recommended by the F&P Committee** Minute 102 refers (1) Risk Management Strategy (2) Financial Risk Assessment; (3) Annual Review of the Insurance Schedule; (4) Local Council Risk Survey Summary **(Pages 30-32)**

13. **Outside Bodies Reports** – for reporting only
14. **Creating Community Identity** – for reporting only
15. **Chairman’s report** - for reporting only
16. **Bath and North East Somerset Councillors’ report** – for reporting only.

Part 2 -To resolve that, under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information falling within those paragraphs indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended.

17. **To note the response from the Land Agent in respect of the proposed Nature Reserve (Page 33)**

WESTFIELD PARISH COUNCIL

Minutes of the Meeting of the Council held remotely on Zoom on
Monday 4th January 2021 commencing at 7.00pm

Present: Chair: Cllr G Fuller;
Cllrs E Jackson, L Mansell, R Moss, B Wallbridge, P Williams and
P Wilkinson

Absent: Cllrs D Cooper, V Cox, J Honess and R Hopkins,

Attending: Lesley Close, Clerk and Tracey Stephens, Admin Assistant

The Chairman started the meeting by wishing everyone a Happy New Year.

98. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Cooper and Hopkins.

99. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest.

100. MINUTES OF THE PARISH COUNCIL MEETING – 7th December 2020

Resolved: The minutes of 7th December 2020 were agreed as a correct record.

Cllr Mansell joined the meeting at 7:04pm

101. COMMITTEE REPORTS

(a) Environment and Development Committee – 14th December 2020

Resolved: That the minutes of the Environment and Development Committee meeting held on 14th December be noted.

(b) Finance and Personnel Committee – 16th December 2020

Resolved: That the minutes of the Finance and Personnel Committee meeting held on 16th December be noted.

(c) Climate Change Emergency Working Group – 8th December 2020

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

The report from the Climate Change Emergency Working Group meeting on 8th December 2020 was noted.

102. APPROVAL OF ANY ITEMS OF £5,000 AND CONSIDERATION OF ANY VIREMENT

There were no items over £5,000 for consideration.

103. BUDGET 2021/22

Resolved: To agree the Budget as recommended by the Finance and Personnel Committee

104. GRANTS

Resolved: To agree the grants as recommended by the Grants Committee and the Finance and Personnel Committee

105. DISCIPLINARY AND GRIEVANCE PROCEDURES

Resolved: To agree the Disciplinary and Grievance procedures with no changes.

106. OUTSIDE BODIES REPORTS

Radstock Museum - Cllr Jackson reported that she is standing down as a trustee of the museum

107. CREATING COMMUNITY IDENTITY

Cllr Jackson suggested that Westfield Parish Council enters South West in Bloom and would advise when she had more information.

108. STANDARDS MATTER 2: PUBLIC CONSULTATION AND PUBLIC SECTOR SURVEYS

The deadline of 15th January for comments was noted.

Resolved: Councillors to send their comments to the Clerk by Monday 11th January and she will collate and submit them.

Minutes are draft until agreed at the next meeting.

Signed Dated

109. CHAIRMAN'S REPORT

Cllr Fuller reported a feeling of positivity in Westfield currently, with many good comments regarding the Christmas lights and work that was done in Westfield last year

110. B&NES COUNCILLORS' REPORTS

Cllr Moss reported:

- The discussions around Covid in B&NES. There is pressure on hospitals in Bath and Bristol to relieve pressure elsewhere. Plans for the vaccine rollout are constantly under review. Cllr Mansell had heard that the B&NES vaccination hub was to be the racecourse and asked the B&NES Councillors to request more local hubs.
- Dickies. Work is being done to provide support to those that are losing jobs.

Cllr Jackson reported:

- Planning – the application for 5G masts in Larkhill have been rejected.
- The decision to close Midland Road recycling centre in Bath will lead to extra pressure on Keynsham and outside centres. Cllr Moss said he understood that there were to be a couple of smaller local centres in Bath. Cllr Jackson responded that the site near the Odd Down Park and Ride had been considered but there was non further information. No other planning applications had been received.
- Joint Spatial Plan – she will prepare a report and send it to Councillors
- Mendip Local Plan – the inspector carried out the survey and his report is awaited.

It was agreed to exclude the press and public on the grounds that in view of the confidential nature of the business to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.

111. CONFIDENTIAL MINUTES OF THE PARISH COUNCIL MEETING 7/12/20

Resolved: The confidential minutes of 7th December were agreed as a correct record

The meeting closed at 7:40pm

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

**Minutes of the Environment and Development Committee Meeting held
remotely on Zoom on
Monday 11th January 2021 commencing at 7pm**

Present: Cllrs B Wallbridge (Chair), G Fuller, J Honess, E Jackson and P Williams

Absent: Cllrs D Cooper and R Hopkins

Also attending: Lesley Close, Parish Clerk and Tracey Stephens, Admin Assistant.

82. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

Apologies were received and accepted from Cllrs Cooper and Hopkins.

83. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest.

84. MINUTES OF THE LAST MEETING

The minutes of the last meeting held on 14th December 2020 were agreed as a true record and would be signed by the Chair.

85. PLANNING APPLICATIONS FOR CONSIDERATION

21/00074/FUL - Erection of detached garage and store (retrospective)

The committee objected to this application due to the overdevelopment of the site, negative impact on neighbours and that the building should be subservient in size to neighbouring properties.

86. PLANNING DECISIONS

The Planning decisions were noted.

87. RECREATION GROUND – NORTON HILL

There were no items to discuss

88. RECREATION GROUND – WESTHILL

- An email had been sent asking for a pathway from the play area alongside the club to the running track in order to access the track from the play area without walking on the grass.

Minutes subject to approval at the next meeting.

Signed Dated

Westfield Parish Council

Resolved: to respond advising that there were no funds to complete this and that there were pathways to various areas of the track from the other entrances to the site.

- The play inspection report had highlighted a low risk issue with the spring mechanism of the buddyboard. Quotes received had indicated that repair of this would be £1017. This is not thought to be a popular item.

Resolved: not to repair the item, but to use it until it becomes medium risk, then remove it.

89. LOCAL PLAN PARTIAL UPDATE OPTIONS CONSULTATION

The options consultation was discussed.

Resolved: Councillors to study the consultation and bring thoughts to the next meeting.

90. JUBILEE GREEN

The meeting on 19th January was noted. Cllr Fuller invited all Councillors to the meeting.

Resolved: Clerk to distribute the link for the Zoom meeting to all Councillors

91. WATERSIDE CARNIVAL CLUB OFFER REGARDING DEFIBRILLATORS

The offer from Waterside Carnival Club was warmly received.

Resolved: to contact the Carnival Club to suggest the Westhill Car Park and if feasible, to then contact Westhill Club and establish whether a unit could be attached to the wall of the club by the car park, with use of their electrics.

92. CLIMATE EMERGENCY

The next meeting on Tuesday 2nd February was noted

93. SOMER VALLEY REDISCOVERED INITIATIVE OF POSTERS IN EMPTY SHOPS

The meeting on Zoom on Thursday 14th January at 10am was noted. Councillors were asked to consider where posters could be situated in Westfield.

94. ALLOTMENTS

The delay of the WAGS Annual General meeting for six months was noted.

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council

95. ITEMS FOR THE NEXT AGENDA

- Westfield in Bloom – Cllr Jackson
- Local Plan Update
- 10 year anniversary of Westfield Parish Council

It was agreed to exclude the press and public on the grounds that in view of the confidential nature of the business to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.

96. NATURE TRAIL AT SHAKESPEARE AVENUE

The draft letter from the registered valuer to the owners of the land required, was accepted.

97. QUOTE FOR REPAIRS TO HANGING BASKETS AT ELM TREE AVENUE

The quote from Gary Maundrill of £350 + VAT to make necessary repairs to the hanging basket trees was accepted.

The meeting closed at 7:56pm

Minutes subject to approval at the next meeting.

Signed **Dated**

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting
held remotely on Zoom on Wednesday 22nd January 2021

Present: Cllr Philip Wilkinson (Chair) and Cllrs Geoff Fuller, Ron Hopkins, Lesley Mansell, Robin Moss and Patricia Williams

Absent: Cllrs Diana Cooper, Eleanor Jackson and Bryan Wallbridge

In Attendance: Lesley Close (Parish Clerk), Emily Merko (Finance Officer)

The meeting opened at 7.00pm.

92. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Diana Cooper and Eleanor Jackson.

93. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest.

94. MINUTES

Resolved: that the Minutes of the Finance & Personnel meeting held on 16th December 2020 be agreed and signed as a correct record.

95. BUDGET VARIATION UPDATE

The variances to 31st December 2020 along with the report on the specific effects on the budget of the coronavirus pandemic, were noted.

96. MONTHLY ACCOUNTS

Resolved:

- a) that the December monthly statement for the Current Account be agreed;
- b) that the December monthly statement for the Corporate Treasury account be agreed;
- c) that the December monthly statement for the Business Savings account be agreed and the interest rate of 0.40% be noted;
- d) that the summary of debit card transactions since the last meeting (Appendix 1) be agreed.

97. VERIFICATION OF THE BANK RECONCILIATIONS

In accordance with Financial Regulation 2.2 the bank statements had been verified against the bank reconciliations by a Councillor that was neither a bank signatory nor Chair of the Council.

98. SCHEDULE OF PAYMENTS REQUIRING AUTHORISATION

In accordance with item 5.2 of the Financial Regulations, the updated schedule of payments was considered at the meeting. Small Stuff Baby Bank had asked a question regarding their grant: they had managed to source a printer for free so no longer needed to purchase this but asked if they could use the £50 to cover the purchase of nappies instead.

Minutes are draft until agreed at the next meeting.

Westfield Parish Council

- Resolved:** a) that the schedule of payments due be agreed (attached as Appendix 2), that the invoices and the BACS authorisation sheet be signed accordingly and that the BACS payments be made by two councillors remotely via online banking;
- b) that Small Stuff Baby Bank grant could be used for nappies instead of a printer, it was asked that receipts to cover this amount be received.

99. SCHEDULE OF PAYMENTS DUE ON A REGULAR BASIS

In accordance with item 5.6 of the Financial Regulations, an updated list of payments which arise on a regular basis as a result of a continuing contract, statutory duty or obligation was considered at the meeting.

- Resolved:** that the schedule of payments be agreed (attached as Appendix 3) and that the invoices and the BACS authorisation sheet be signed accordingly. That the BACS payments be made by two councillors remotely via online banking.

100. COMMUNITY INFRASTRUCTURE LEVY (CIL) AND SECTION 106 FUNDS

The report on income received, spending and the timescales for spending was noted.

101. BUDGET AND PRECEPT 2020/21

There was extended discussion of the precept given the unusual year that has passed and the uncertain year ahead. There was concern for residents that were struggling and the impact any rise in the precept could have on them in the face of likely rising precepts from B&NES and the Police/Fire as well as a general rise in the cost of living. However, the Committee was also mindful of the cost of services being devolved by B&NES, having taken over the cost of youth provision and some green areas in recent years. Whilst the Council did not want to be holding onto large reserves at the expense of a precept rise, there was concern too that dipping into reserves too much could mean a larger precept rise in future years to compensate.

- Resolved:** a) that the budget, as approved in principle at Parish Council, be recommended for final approval with no changes;
- b) that a precept of £207,650 be recommended, which represented a 1% (£1.09) increase to the Band D taxpayer and used £2739 of Council reserves to fund expenditure;
- c) that the precept leaflet be agreed, updated to include the recommended precept.
- All items for recommendation to Parish Council.

102. FINANCIAL RISK MANAGEMENT

- Resolved:** that the following be recommended to Parish Council for approval:
- Financial Strategy Management strategy 2021
 - Financial Risk Assessment for 2021
 - Annual Review of Insurance Schedule
 - Local Council Risk Survey summary report

The meeting closed at 7.40pm

Minutes are draft until agreed at the next meeting.

Signed Dated

APPENDIX 1WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY

Report for F&P - January
SHEET 2020-21 - 10

REF	DATE	SUPPLIER	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	Furniture & Equipment 4036/1	N/H maintenance 4062/308	W/H Maintenance 4062/307	Christmas 4223/202	Hospitality 4131/101
DC100	19/12/2020	Facebook	advert boost for Christmas post	£3.00						£3.00	
DC101	22/12/2020	Facebook	advert boost for Christmas post	£3.00						£3.00	
DC102	8/1/2021	UROCO LIMITED	mouse for laptop	£14.48		£12.81					
DC103	12/1/2021	Facebook	advert boost for Christmas post	£1.00						£1.00	
DC104	12/1/2021	Amazon	4-plug extension lead	£12.48			£10.40				
			TOTAL (NET)	£30.21	£0.00	£12.81	£10.40	£0.00	£0.00	£7.00	£0.00
			VAT:	£3.75		£1.67	£2.08				
			TOTAL (Gros)	£33.96							

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Signed Dated

Westfield Parish Council

APPENDIX 2

Invoices for payment JANUARY

Invoice Date	Supplier	Details	Norm code	Payment No.	£ net	VAT	£ gross
30/11/2020	Apollo	Cost of moving IT to new office	4027/1	B#1607	£525.00	£105.00	£630.00
6/1/2021	Lazy Days	path and renew fascia at Norton Hill pavilion	4062/308	B#1608	£1,360.00	£272.00	£1,632.00
5/1/2021	Greensward	Remove moss at tennis courts	4062/308	B#1609	£115.00	£23.00	£138.00
7/1/2021	Ammerdown Estate	8 x 5' and 3 x 7' Xmas trees	4223/202	B#1610	£500.00	£0.00	£500.00
20/1/21	1st Radstock Scout Group	Grant	4203/202	B#1611	£500.00	£0.00	£500.00
20/1/21	3rd Westfield Brownies	Grant	4203/202	B#1612	£750.00	£0.00	£750.00
20/1/21	Carers' Centre B&NES	Grant	4203/202	B#1613	£1,000.00	£0.00	£1,000.00
20/1/21	Citizens Advice B&NES	Grant	4203/202	B#1614	£750.00	£0.00	£750.00
20/1/21	Cruse Bereavement Care	Grant	4203/202	B#1615	£750.00	£0.00	£750.00
20/1/21	Enigma Twirl Team	Grant	4203/202	B#1616	£300.00	£0.00	£300.00
20/1/21	Midsomer Norton and Radstock Silver Band	Grant	4203/202	B#1619	£750.00	£0.00	£750.00
20/1/21	Small Stuff Baby Bank	Grant	4203/202	B#1620	£450.00	£0.00	£450.00
20/1/21	Somer Valley FM	Grant	4203/202	B#1621	£500.00	£0.00	£500.00
20/1/21	SWALLOW	Grant	4203/202	B#1622	£1,000.00	£0.00	£1,000.00
20/1/21	SWAN Advice Network	Grant	4203/202	B#1623	£800.00	£0.00	£800.00
20/1/21	Trinity Methodist Church	Grant	4203/202	B#1624	£1,000.00	£0.00	£1,000.00
20/1/21	The West of England MS Therapy Centre	Grant	4203/202	B#1625	£200.00	£0.00	£200.00
20/1/21	Westfield Alotments and Garden Society	Grant	4203/202	B#1626	£500.00	£0.00	£500.00
20/1/21	Westfield Primary School	Grant	4203/202	B#1627	£500.00	£0.00	£500.00
31/12/2020	Youth Connect SW	Youth work Jan-March	4237/202	B#1628	£2,165.54	£523.11	£3,138.65
31/12/2020	NEW TREES	4003/202			£35.00	£7.00	£42.00
31/12/2020	NEW TREES	4003/202			£85.00	£7.00	£92.00
31/12/2020	NEW TREES	4003/202			£60.00	£12.00	£72.00
31/12/2020	NEW TREES	4003/202			£93.00	£18.50	£111.50
31/12/2020	NEW TREES	4223/202			£1,246.25	£249.25	£1,495.50
					TOTAL	£17,647.75	

This amount plus regular scheduled monthly payment

has been agreed by the Council

Highlight if over £5000 as this requires full Parish Council approval

already approved by Council

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

APPENDIX 3

Schedule of regular payments 2020-21 amounts are all NET

Supplier	Details	April	May	June	July	August	Sept	October	Nov	Dec	January	February	March	TOTAL TO DATE
Apollo Technology	IT Support (quarterly)	£0.00	£286.75	£0.00	£0.00	£286.74	£0.00	£0.00	£0.00	£286.74	£0.00			£860.23
Apollo Technology	Cloud Back-up (quarterly)	£0.00	£151.20	£0.00	£0.00	£151.20	£0.00	£0.00	£0.00	£151.20	£0.00			£453.60
Apollo Technology	G-Suite (Quarterly)	£0.00	£552.00	£0.00	£0.00	£552.00	£0.00	£0.00	£0.00	£552.00	£0.00			£1,656.00
Apollo Technology	Wireless Cloud Controller	£0.00	£5.97	£0.00	£0.00	£5.97	£0.00	£0.00	£0.00	£5.97	£0.00			£17.91
Avon Pension Fund	Superannuation	£835.82	£835.82	£835.82	£835.82	£835.82	£835.82	£835.82	£1,185.63	£879.56	£879.56			£8,795.49
GPS Telecoms (DD)	Telephone and broadband	£66.49	£64.65	£64.26	£64.45	£64.22	£64.49	£66.11	£66.48	£66.32	£66.24			£652.71
Greensward	Grounds maintenance	£1,951.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,167.08	£2,167.08	£2,167.08	£2,167.08			£21,227.80
HMRC	PAYE and NI	£271.88	£272.28	£272.28	£258.88	£268.88	£268.88	£268.88	£773.47	£282.04	£323.44			£3,260.71
Oval Commercial (SO)	Office Rental	£489.75	£489.75	£489.75	£489.75	£489.75	£489.75	£839.75	£839.75	£839.75	£839.75			£6,297.50
Oval Commercial	Use of Boardroom	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			£0.00
Net Salaries (and expenses)	Office staff	£2,694.63	£2,694.23	£2,694.23	£2,707.63	£2,697.63	£2,722.63	£2,697.83	£3,560.70	£2,855.42	£2,814.02			£28,138.95
Public Works Loans Board (DD)	Westhill Play Area	£0.00	£0.00	£0.00	£3,686.72	£0.00	£0.00	£0.00	£0.00	£0.00	£3,686.72			£7,373.44
Ricoch	Photocopier	£0.00	£186.07	£0.00	£141.72	£0.00	£0.00	£151.38	£0.00	£0.00	£0.00			£479.17
Southern Electric	NH Pavilion	£0.00	£0.00	£64.20	£0.00	£0.00	£197.69	£0.00	£0.00	£61.34	£0.00			£323.23
Southern Electric	Christmas Tree	£0.00	£0.00	£28.29	£0.00	£0.00	£28.29	£0.00	£0.00	£30.59	£0.00			£87.17
Total Gas & Power	NH Pavilion	£0.00	£13.24	£0.00	£0.00	£16.49	£0.00	£0.00	£19.22	£0.00	£0.00			£48.95
Water2Business (DD)	Auto-watering systems	£0.00	£0.00	£0.00	£21.05	£127.03	£0.00	£0.00	£0.00	£0.00	£30.94			£179.02
Water2Business (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£213.19	£0.00	£0.00	£0.00	£0.00	£0.00			£213.19
Zoom subscription (DD)	Meeting space	£0.00	£0.00	£11.99	£0.00	£11.99	£11.99	£11.99	£11.99	£11.99	£11.99			£83.93
	Monthly Total	£6,310.15	£7,673.54	£6,582.40	£10,327.60	£7,842.49	£6,741.12	£7,026.65	£8,624.32	£8,190.00	£10,818.74	£0.00	£0.00	

This amount plus one off payments

Highlight if over £5000 as this requires full Parish Council approval

Minutes are draft until agreed at the next meeting.

Signed Dated

Email received from a local resident 19th January 2021

Please find a link to the land that is for sale

<https://www.onthemarket.com/details/9698502/>

As you can see its the whole valley. This is of great concern to locals as it would be terrible for this to fall into the hands of a developer, especially as it played a part in your Westfield Neighbourhood Plan.

Is it possible for the parish council to buy the land to secure it for the future?

As mentioned in the call there is a local messenger group where locals are discussing this, one of the ideas is for individuals to buy an acre for approx £3000, whilst this is an idea it could get very complicated quickly.

Please do let me know if the community can do anything to help prevent the sale to developers or if we can do something to raise the money through the council and through other means.

Kind Regards

Further email received 22nd January 2021

Hope you are all keeping well

It appears that the land has now been sold. The hope in the area is that the council bought it, are you able to confirm if this is the case?

If it was not the council, are we able to find out if it was a farmer, a good samaritan or a developer? If it has been purchased by someone with the intention to develop I think the community of Radstock and surrounding areas need to be publicly informed (leaflets, local journal, guardian etc) so that those involved in the granting of planning permission are aware of the strength of feeling for this space to be kept as it.

There is a sense of confusion that if this was not bought by the council how it was able to happen when the Westfield Neighbourhood Development Plan featured the area so prominently as a key part of the area that must be preserved.

Look forward to hearing from you

Summary of a Zoom meeting held on 19th January at 10am regarding Jubilee Green with Paul Pearce of B&NES, Carl McMurtry of CURO, Cllr Eleanor Jackson of B&NES and Westfield PC, Cllrs Geoff Fuller, Ron Hopkins and Pat Williams of Westfield Parish Council and Lesley Close, Parish Clerk.

1. This meeting arose following repeated attempts to have the gate replaced at Jubilee Green.
2. Jubilee Green is owned by CURO, adopted by BANES Highways and maintained by BANES Parks in terms of grass cutting.
3. Paul explained that whilst Parks maintain the grass, CURO maintain the trees, but B&NES Property Services will not maintain the infrastructure because it is not a designated Park. This area is therefore an anomaly in that it exists as a community garden but is designated as a Highways grass verge.
4. Paul proposed that the land is de-adopted as Highway (there is a cost which would be met through s.106 funding) and the land would revert to CURO who would then lease or transfer the land to Westfield PC. Westfield PC could then use s.106 funding to maintain the infrastructure of the land.
5. There is no reason why B&NES cannot address the issue which arose in the first instance by using s.106 to replace the gate and any future infrastructure. But they would prefer the long-term solution whereby their involvement in the land ceases.
6. CURO made it clear that they would charge for any grass cutting if the land reverted to them and would remove any infrastructure that required maintenance as they do not have the funds.
7. Cllr Jackson preferred a solution whereby both Jubilee Green and the land on the other side of Elm Tree Avenue transfers to the Parish Council.
8. If land was transferred to the Parish Council there was a preference expressed by Cllr Hopkins for it to be a permanent transfer.
9. If land was transferred it was requested that it be transferred in a good standard ie with the gate replaced and the trees in good condition. Paul agreed that this would be the case and he would look at replacing the gate for safety reasons using s.106.
10. Agreed that Paul would talk with CURO about the process of transferring land and come back to the Parish Council.

From F&P for Parish Council

101. BUDGET AND PRECEPT 2020/21

There was extended discussion of the precept given the unusual year that has passed and the uncertain year ahead. There was concern for residents that were struggling and the impact any rise in the precept could have on them in the face of likely rising precepts from B&NES and the Police/Fire as well as a general rise in the cost of living. However, the Committee was also mindful of the cost of services being devolved by B&NES, having taken over the cost of youth provision and some green areas in recent years. Whilst the Council did not want to be holding onto large reserves at the expense of a precept rise, there was concern too that dipping into reserves too much could mean a larger precept rise in future years to compensate.

- Resolved:**
- a) that the budget, as approved in principle at Parish Council, be recommended for final approval with no changes;
 - b) that a precept of £207,650 be recommended, which represented a 1% (£1.09) increase to the Band D taxpayer and used £2739 of Council reserves to fund expenditure;
 - c) that the precept leaflet be agreed, updated to include the recommended precept.

All items for recommendation to Parish Council.

Precept report and leaflet are in PDF in the PC Feb folder

102. FINANCIAL RISK MANAGEMENT

- Resolved:** that the following be recommended to Parish Council for approval:
- Financial Strategy Management strategy 2021
 - Financial Risk Assessment for 2021
 - Annual Review of Insurance Schedule
 - Local Council Risk Survey summary report

Saved in Policies folders

Westfield Parish Council Proposed Budget 2021-22

FINAL DRAFT approved in principle by Parish Council 4th January 2021

CODE	ITEM	Current budget 2020-21	Actual at 6 months	Estimate to year end	Proposed 2021-22 budget	NOTES
EXPENDITURE						
1 Central Services						
4001	Wages & Salaries	38,699	18,139	38,174	39,890	as per Salaries Budget includes £1000 contingency to be transferred to EMR at year end if unused
4002	Employers NIC	1,557	685	1,630	1,849	
4003	Employers Superan	8,294	3,991	8,398	8,776	
4005	Training	500	0	500	500	AAT Level 4 costs re-agreed but already held in EMR
4006	Employment Services	869	72	72	74	Ellis Whittam employment support agreement not renewed in April 2020 as it was agreed that the services offered were already covered by our membership of NALC.
4008	Travel & Subsistence	200	33	200	200	Moneysoft payroll software licence £74
4011	Rates	-	0	517	1,065	Rates apply on the office premises - small business relief means the charge on the first premises Suite 5 is £0 but we will incur a charge on the second office Suite 4. 2020-21: Suite 4 rates £516.29 2021-22: Rates for 2020-21 estimated at 1034 +3% There is also a charge on Pavilion (see 4011/308). Contract with Oval on Suite 5 until Dec 2022: £489.75pcm Contract on Suite 4 until September 2021: £350pcm (x 6months) Assume higher rent on Suite 4 (originally quoted) of £379.50pcm Oct-March NB. Possibility we may need to find a new office but F&P (16.12.20) felt that there was ample budget to cover this. PAT testing £110 + Fixed elects testing - Christmas tree (2020, 2025, 2030) £90 + fire extinguisher service £50 + Pavilion intruder alarm service £85, emergency lights, sounder, strobe £60 +3% Legionella survey £445 (every 2 years: 2019, 2021, 2023) (Annual tree survey (now budgetted under Recreation Grounds), Boiler service (now budgetted under NH Rec Gas))
4013	Rent Payable (office premises)	5,877	2,939	9,799	10,254	
4018	Health and Safety	299	140	299	846	
4021	Telephone	420	389	780	800	2020-21: line rental costs misinterpreted - was necessary to keep three lines therefore £65pcm not £35 2021-22: GPS line rental and fibre broadband £65pcm + calls NB. Telephone system updates package will require renewal in October 2023.

This shading denotes items in the remit of the E&D Committee

CODE	ITEM	Current budget 2020-21	Actual at 6 months	Estimate to year end	Proposed 2021-22 budget	NOTES
4022	Postage	220	58	220	220	Postage costs lower this year as meetings and agendas mostly electronic. Expect to return to normal postage costs next year.
4023	Stationery, Printing & Publications	750	204	750	500	Reduced as spend it has been low the last few years
4024	Subscriptions	1,200	1,103	1,200	1,348	SICC £265+3% (check 2021 rate) NALC & ALCA £921.54 (2021-22 confirmed); Data Protection £40; AAT £113
4025	Insurance	2,912	2,430	2,430	2,650	LTA with BHIB until April 2023 2021-22: current estimate to year-end + 6% to account for effect of insurance claims on premium
4026	Photocopying charges	725	328	725	725	5 year contract with Ricoh to Nov 2022. £127,200 plus copies (average £54pp).
4027	Information Technology	3,816	2,375	5,014	4,546	2020-21: additional G-Suite user and office move costs + computer upgrade works 2021-22: Apollo support £1147; Back-up £605, Wireless Cloud Control £24, G-Suite mailbox and file storage £2208; + 3% RBS Omega support and maint £383 plus MTD software £59 = £442 pa (confirmed) Broadband costs moved to 4021 Telephone&Internet
4030	Recruitment	-	-	-	-	Carry over any unspent into earmarked reserves (see 4998 below) Estimated cost of recruiting a single officer: adverts £250, possible benchmarking £250
4036	Furniture & Equipment	250	0	250	250	2021-22: with £1000 in EMR there is no need to budget for this at the moment duplicate banks statements = 2 per month a £5 per statement
4050	Bank charges	120	45	105	120	2020-21: slightly lower as fewer transactions = fewer statements during lockdown
4056	Audit Fees - External	637	-600	637	618	Current cost +3% - awaiting confirmation of 2021-22 cost
4057	Audit Fees - Internal	345	-10	325	335	Two visits at 162.50 each + 3%
4058	Accountancy Support	443	0	443	445	DCK year end slowdown £395 plus mileage £37 +3%
6001	Trf to Earmarked Reserve	-	-	300	-	Transfer of any unused salaries contingency of £300
6000	Trf from Earmarked Reserve	-	-	-	-	
	Sub total	68,133	32,321	72,768	76,010	
100						
4061	Pension deficit funding	2,287	6,860	2,287	2,287	2019 actuary's valuation sets the deficit as £6860 for the 3 years April 2020 - March 2023 - split into 3
	Sub total	2,287	6,860	2,287	2,287	
101	Democratic Process					
4005	Training	0	-	-	-	EMR balance is £7769 - suggest no need to budget more at present
4007	Conference expenses	0	-	-	-	EMR balance is £1107 - suggest no need to budget more at the moment

CODE	ITEM	Current budget 2020-21	Actual at 6 months	Estimate to year end	Proposed 2021-22 budget	NOTES
4008	Travel and subsistence	0	-	-	-	Levy balance £1,207 - suggest to need to budget more at the moment
4110	Election Costs	0	-	-	-	A budget for potential By-Elections as B&NES are likely to start charging Parishes for this. The projected cost of £5538 was received from Monitoring Officer in 2019 and has been placed in EMR. No further budget needed at present
4131	Meeting rooms/hospitality	1,030	50	150	1,000	Assuming return to physical meetings in May - Hire of boardroom for 3 meetings pcm for 10 months at £20 per meeting £600 + Zoom subscription in case of the continued need for virtual meetings £11,99pcm x12 + ad hoc expenses
6001	Trf to Earmarked Reserves	-	-	-	-	
	Sub total	1,030	50	150	1,000	
102 Civic Support						
4101	Chairs allowance	600	0	600	600	
4102	Civic expenses	280	3	100	280	Advert for Annual Parish Meeting = £142 and possible adverts eg. for new councillors. Inspirational citizen medal and engraving £10+3% APM unlikely to happen in 2020-21. 2021-22: budget on the assumption that the APM will happen
4210	Website E&D	4,880	1,248	4,880	409	Contract with Zonkey: £135pa hosting, £75pa SSL, £12pa domain, £175pa maintenance +3%
4212	Newsletter E&D	5,500	2,500	5,250	5,665	Contract with Ignite to Sept 2021 (potential to extend at annual reviews) £1000 per quarter +3% Delivery by A&L £375 per quarter +3%
6000	Trf from Earmarked Reserve	-	-1,000	-1,000	-	£1000 from Ward Cllr's Fund in EMR towards cost of additional advertising in the August Warbler
	Sub total	11,261	2,751	9,830	6,954	
199 Capital and projects						
4901	Loan interest	992	518	992	813	Fixed as per statement (see PWLB folder letter dated 11 July 2019)
4902	Loan capital repaid	6,382	3,169	6,382	6,560	
4918	CAP Lights on the Pit Path	8,000	0	0	8,000	F&P 11.12.19 agreed the total cost of this project to be paid from Rolling Capital Reserve and budgetted here at £8000 per year for four years 2020-2023 to replenish the reserve.
4928	CAP Pavilion at Westhill	-	-	-	-	
4929	CAP track & gym equipment at WH	-	69,638	96,259	-	
4990	Rolling capital provision	5,000	0	0	5,000	
6000	Trns from Earmarked Reserve	-	-47,909	-47,909	-	£106 money towards running track 4929
6001	Trf to Earmarked Reserves	-	-	13,000	-	£8000 Lights on Pit Path + £5000 to rolling capital reserve
	Sub total	20,374	25,416	68,724	20,373	

CODE	ITEM	Current budget 2020-21	Actual at 6 months	Estimate to year end	Proposed 2021-22 budget	NOTES
202 Community Support						
4203	Grants	15,000	0	15,000	15,000	
4223	Christmas E&D	13,511	5,187	13,511	13,148	£927 put up / take down trees + £500 for trees + £100 for tree electricity + £25 TEN + FC presents / refreshments £150 + £9500 for 38 lights on lampposts + £230 for electricity to lampposts + £143 advert for switch-on + £113 Sound system for event + £175 for Silver Band + £180 for marquees + £525 for lamps & Tubes to attend Switch-On Day + £15 christmas cards + £368 road barriers + £100 marshals + St John's Ambulance £97 2020-21: switch-on savings needed for replacement Christmas Lights 2021-22: budget in expectation of usual Christmas event in 2021.
4224	Parish Environment E&D	2,250	1,139	2,250	2,250	ad hoc maintenance and projects - eg. purchase of supplies, signage, repairs to irrigation system, misc snow gritter parts, volunteer flowers projects, climate emergency projects Ownerless amenity land: Grass cutting (1233+3%) Tree maintenance - tree survey every two years 2019, 2021, 2023, 2025 = £219+3% Plus £2000 contingency for funds towards EMR Street Scene Maintenance (F&P 20.11.19) Carry over any surplus to earmarked reserves (see below)
4225	Green Spaces Maintenance	4,000	1,233	1,233	3,496	
4227	E & D Projects E&D	5,000	198	500	5,000	Potential to reduce this as there is £16,000 in EMR Carry over any surplus to NEW earmarked reserve for tree works (see below)
4229	Play equipment renewal E&D	-	-	-	-	£24,000 in EMR - no need to budget this year
4230	Flowers in Public Places E&D	5,650	3,761	5,650	5,782	Flowers contractor 2020-21 £5225+3% plus water - 5 supplies plus church - estimate £400 based on previous years
4231	Defibrillator E&D	480	372	480	600	6 defibrillators - Shops, Mardons, Fire Station, Doctors' Surgery, Pavilion, Whitsones Bi-annual fixed electric check (£53 per defibrillator (2020 cost)) - due April 2022, 2024, 2026, 2028 plus sundry items such as replacement pads (£100 per defibrillator)
4232	Community projects E&D	2,351	271	351	2,351	2020 Fun Day budget unspent - move to NEW EMR for Nature Trail 2021 Fun Day budget £2286 as per 2020 Plus 3 x poppy wreaths for Remembrance (£65). The Fun Day spending over budget is balanced with funds from EMR
4237	Youth Provision E&D	11,662	7,847	10,463	11,977	2020-21: saving on hall hire costs 2021-22: YCSW £10463+3% plus hall hire £30pw for 40 weeks

CODE	ITEM	Current budget 2020-21	Actual at 6 months	Estimate to year end	Proposed 2021-22 budget	NOTES
4241	St Nicholas Churchyard	2,180	2,180	2,180	2,191	As approved by PC 03.12.18 - budget one third of total cost then increase each year by CPI rate from September of the current year. CPI rate in September 2020 was 0.5%.
4242	VE Day 70th Anniversary	3,000	45	45	-	move surplus to NEW EMR for Nature Trail
6001	Trf to Earmarked Reserve	-	-	11,900	-	£2500 to Street Scene maintenance EMR £4500 E&D projects to Tree Works EMR £2000 (Fun Day) and £2900 (VE Day) to Nature Trail EMR
6000	Trf from Earmarked Reserve	-	-	-	-	
	Sub total	65,084	22,233	63,563	61,794	
303 Allotments						
4039	Grounds maintenance E&D	100	0	100	100	
	Sub total	100	0	100	100	
307 Westhill Recreation Ground						
4011	Rates (car park)	-	-	-	-	Full rebate for charity relief NB. Once the new Pavilion is built there will be rates attached to this so we will need to budget - compare to rates for NH Pavilion
4039	Grounds Maintenance contract E&D	10,882	4,736	11,376	11,376	As per Greensward contract 2020-24: 2021-22 £11376, 2022-23 £11376, 2023-24 £11661
4062	Grounds Maintenance ad hoc E&D	5,000	3,033	5,000	5,000	All additional works above the maintenance contract. inc annual tree inspections £107 per recreation ground
4064	Play Equipment E&D	-	-	-	-	2020-21: annual inspection cost not anticipated as this had previously been part of insurance cover Annual inspection £164+3% 4 quarterly inspections £453.33 (play area and gym equipment agreed with Greensward)
4065	Play Area Inspection (BANES) E&D	249	164	347	622	Benches at Westhill
4043	s106 Spending	-	0	6,393	0	
	Sub total	16,131	7,933	23,116	16,998	
308 Norton Hill Recreation Ground						
4011	Rates	911	898	0	925	2020-21 rates were credited on account and will act as a pre-payment against next year.
4012	Water	620	213	620	620	Allocate this year's rates saving to EMR for Tree Works. Annual Legionella test in July £120 + water rates approx £500pa 2020 = estimate £524 for the year
4014	Electricity	630	262	630	525	Fixed electrics testing - £140 each: Garage - 2019, 2024, 2029, 2034 Pavilion plus security light at boules court - 2020, 2025, 2030, 2035 New gas contract average usage = 145kw pcm at 4.271per unit = £75 for the year plus 30p per day standing charge = £110 Boiler service £90
4015	Gas	160	120	196	275	

CODE	ITEM	Current budget 2020-21	Actual at 6 months	Estimate to year end	Proposed 2021-22 budget	NOTES
4039	Grounds Maintenance contract E&D	13,708	6,047	14,092	14,092	As per Greensward contract 2020-24: 2021-22 £14092, 2022-23 £14092, 2023-24 £14445
4062	Grounds Maintenance ad hoc E&D	10,000	583	5,000	10,000	All additional works above the maintenance contract including contingency for Fun Fair repairs. Inc annual tree inspections £107 per recreation ground Transfer surplus at year-end to EMR for future fun fair repairs.
4063	CCTV E&D	100	0	100	100	Annual service £85 + sundries 2020-21: annual inspection cost not anticipated as this had previously been part of insurance cover
4065	Play Equip inspection (BANES) E&D	246	164	347	396	Annual inspection £164+3% 4 quarterly inspections £226.67 (agreed with Greensward)
6000	Trf from Earmarked Reserve	-	-	-	-	£5000 Ad Hoc maintenance funds unspent to NH Maintenance EMR
6001	Trf to Earmarked Reserve	-	-	5,898	-	£898 surplus on rates to EMR for Tree Works
	<i>Sub total</i>	26,374	8,287	26,883	26,933	
	Total expenditure	210,775	105,851	267,421	212,449	

CODE	ITEM	Current budget 2020-21	Actual at 6 months	Estimate to year end	Proposed 2021-22 budget	NOTES
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INCOME

1099	Miscellaneous income (Central Services)	0	10,000	10,000	0	
1099	Miscellaneous income (Norton Hill Rec)	0	10,000	10,000	0	Small Business Covid Grants
1176	Precept	207,100	103,550	207,100		
1196	Interest received	1,020	302	470	300	Corporate Treasury account - £0
1032	Fun Day income	500	0	0	0	Budget cautiously as it is not certain that Fun Day 2021 will happen.
1012	Allotments income - WAGS	100	100	100	100	
1177	Grants Received (Big Local)	0	47,909	47,909	0	
1177	Grants received (Norton Hill Trust)	1,484	0	1,075	1,375	(see Norton Hill Trust budget)
1177	Grants received (Westhill Trust)	570	0	258	285	(see Westhill Trust budget)
1106	s106 income		6,393	6,393	-	for benches at Westhill
1179	CIL income	0	2,497	2,497	0	transferred to EMR
	Total income	210,774	180,751	285,802	2,060	

CODE	ITEM	Current budget 2020-21	Actual at 6 months	Estimate to year end	Proposed 2021-22 budget	NOTES
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Earmarked Reserves estimated at 01.04.2021

CODE	TITLE	PREDICTED BALANCE AT 01/04/2021				
322	Grants unpaid	0				for WPC Grants promised but not yet paid
324	Training	7,769				no change on last year
325	Legal Fees	6,000				no change on last year
326	Elections	5,538				To cover the costs of a By-Election if it arises
327	E&D projects	15,937				no change on last year
329	Play equipment	24,098				no change on last year
330	Community Fund	14,113				no change on last year
331	Community Centre	88,000				no change on last year
332	CCTV	4,375				no change on last year
333	Youth Provision	33,484				no change on last year
335	Conferences and travel	1,497				no change on last year
336	Street Scene Maintenance	2,948				£2500 budgeted to add to this reserve
337	Recruitment	923				no change on last year
343	NH maintenance repairs	9,258				topped up with any budget surplus from 4062/308 to cover cost of post-Fun Fair repairs
344	Salaries Contingency	1,252				To cover unexpected wages or locum costs - surplus from budget code 4001/1
NEW	Tree Works	5,398				EMR to cover one-off tree works expected in 2021-22 from 2019-20 surplus of E&D Projects and Pavilion Rates
NEW	Nature Trail	4,900				2020-21 surplus of Fun Day and VE Day
NEW	Lights on Pit Path	8,000				new code to build up over 4 years
	total:	233,490				

315	Rolling Capital Reserve	64,863				Nothing spent in 2020-21 - add £5000 budget for the reserve
328	Grants received in advance	725				Ward Cllr's initiative funds held for Cllr Moss. "Small Business support" £1000 spent in 2020 on Warbler advertising
334	£106 - funds rec'd in advance	2,740				Funds towards WH Pavilion
339	CIL 2019-20	0				to be spent on new swings at WH
340	CIL 2020-21	0				to be spent on new swings at WH
	total reserves	68,328				

TRUST - Norton Hill Recreation Ground proposed budget 2021-22
 FINAL DRAFT approved in principle by Parish Council 4th January 2021

CODE	ITEM	Current budget 2020-21	Actual at 6 months	Estimate to year end	Proposed 2021-22 budget	NOTES
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EXPENDITURE

4601	Trust Grant to WPC	1,484	0	1,075	1,375	As per the Trust Policy the income from use of pitch and facilities is paid to the Parish Council as a grant towards cost of upkeep.
	Total expenditure	1,484	0	1,075	1,375	

INCOME

1015	Pitch Hire	464	42	63	350	2020-21 teams: Meadow Rangers, Chilcompton Sports, Westfield FC Youth BUT all are returning teams so no fees charged this year Teams are fluid at the moment so cautious on budget for next year.
1018	Bowling income -Norwest	1,020	502	1,012	1025	As per new rent agreement and Schedule of Fees & Charges. Rent year starts in October so calculate 6 months at this year's rent and 6 months at new rent.
1019	Fun Fair	0	0	0	0	We don't budget for this income as the fee may be needed for repairs to the grounds.
1196	Interest received	0	1	1	0	NB: Interest received on Trust bank accounts is kept by the Trust and does not form part of the grant to the Parish Council
	Total income	1,484	545	1,076	1,375	

	<i>Deficit / surplus</i>	0	545	1	0	
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TRUST - Westhill Recreation Ground proposed budget 2021-22
 FINAL DRAFT approved in principle by Parish Council 4th January 2021

CODE	ITEM	Current budget 2020-21	Actual at 6 months	Estimate to year end	Proposed 2021-22 budget	NOTES
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EXPENDITURE

4601	Trust Grant to WPC	570	0	258	285	As per the Trust Policy the income from use of pitch and facilities is paid to the Parish Council as a grant towards cost of upkeep.
Total expenditure		570	0	258	285	

INCOME

1015	Pitch hire	570	258	258	285	2020-21 teams: Westfield FC A (no charge), Dunkerton FC, Westfield U13s Teams are fluid at the moment so cautious on budget for next year.
1196	Interest received	0	2	3	0	Interest received on Trust bank accounts is kept by the Trust and does not form part of the grant to the Parish Council
Total income		570	260	261	285	

Deficit / surplus		0	260	3	0	
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Westfield Parish Council Precept Report

As recommended at F&P 20.01.21

Budget Summary

to Parish Council 01.02.2021

Year Ending 31st March 2022

	<u>2020-21</u>		<u>2021-22</u>	<u>Budget</u>	
	Projected	Budgeted	Proposed	Incr/Decr	
REVENUE EXPENDITURE					
Reallocated Services	72768	68133	76010	7877	
Corporate and Democratic Services	12267	14578	10241	-4337	
Grant expenditure	107269	107689	105825	-1864	
	54302	0			
	<u>246606</u>	<u>190400</u>	<u>192076</u>	<u>1676</u>	
INCOME					
Reallocated Services (bank interest & misc income)	470	1020	300	-720	
Corporate and Democratic Services	2497	0	0	0	
Income Granted to WPC	100	600	100	-500	
	75635	2054	1660	-394	
	<u>78702</u>	<u>3674</u>	<u>2060</u>	<u>-1614</u>	
NET REVENUE EXPENDITURE	<u>167904</u>	<u>186726</u>	<u>190016</u>	<u>3290</u>	
CAPITAL EXPENDITURE (NET)					
Rolling Capital Fund	13441	13000	13000	0	
Loan charges	992	992	813	-179	
Loan Repayments	6382	6382	6560	178	
	<u>20815</u>	<u>20374</u>	<u>20373</u>	<u>-1</u>	
TOTAL NET EXPENDITURE	<u>188719</u>	<u>207100</u>	<u>210389</u>	<u>3289</u>	
Financed as follows					
General Reserve at 1st April 2020	57084	57084	75465		
Predicted General Reserve at 31st March 2021	75465	57084	72726 **		
Used to Fund Expenditure	-18381	0	2739		
PRECEPT	<u>207100</u>	<u>207100</u>	<u>207650</u>	<u>550</u>	0.27%
Total NET Expenditure	<u>188719</u>	<u>207100</u>	<u>210389</u>	<u>3289</u>	
Band D Equivalent Tax Base	1890.83	1890.83	1877.15		
Precept per Band D Equivalent	<u>£109.53</u>	<u>£109.53</u>	<u>£110.62</u>	<u>£1.09</u>	1.00%

**Note: the recommended minimum reserve is equal to 3 months net expenditure: 41976 3 months net expenditure: 46682 4 months net expenditure: 47504 63339 **

Earmarked Reserves	31/3/2020	31/3/2021 (Projected)	31/3/2021 (Available)
Rolling Capital Fund	59863	64863	64863
Other Earmarked Reserves	269141	236580	236580
	<u>329004</u>	<u>301443</u>	<u>301443</u>

Funds held in Trust (Westfield Parish Council is sole trustee)	31/3/2020	31/3/2021 (Projected)	31/3/2021 (Available)	
Westhill Recreation Ground Trust	6590	6591	6591	Held at NatWest
Norton Hill Recreation Ground Trust	3888	3889	3889	Held at NatWest
	<u>10478</u>	<u>10480</u>	<u>10480</u>	

NOTES: There was extended discussion of the precept given the unusual year that has passed and the uncertain year ahead. There was concern for residents that were struggling and the impact any rise in the precept could have on them in the face of likely rising precepts from B&NES and the Police/Fire as well as a general rise in the cost of living. However, the Committee was also mindful of the cost of services being devolved by B&NES, having taken over the cost of youth provision and some green areas in recent years. Whilst the Council did not want to be holding onto large reserves at the expense of a precept rise, there was concern too that dipping into reserves too much could mean a larger precept rise in future years to compensate. The precept recommended is a balance between a small rise and using some reserves to fund expenditure.

Westfield Parish Council

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Chairman: Cllr G Fuller Parish Clerk: Ms L J Close FSLCC

Precept Explanation Leaflet 2021/22

The purpose of this leaflet is to set out the main areas of the Parish Council's work and to highlight where the public money is spent within the parish.

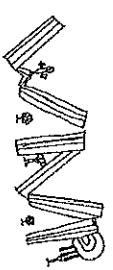
The precept is the levy raised by the Parish Council to fund its planned expenditure for the year. The Council deliberated hard over funding its budget in this exceptional year. Many families are struggling financially as a result of the coronavirus pandemic and the Council wanted to strike the balance between easing the tax burden for the uncertain year ahead and protecting its reserves in the face of future financial burdens which would avoid steep tax rises in future.

Conscientious monitoring of income and expenditure over the years has enabled Westfield Parish Council to create a stable financial base from which it can work towards delivering projects for the community.

We are aware that our unitary authority, Bath and North East Somerset Council, has faced some severe challenges to its finances over recent years and in 2020 in particular with the effect of the COVID pandemic. This has and will continue to impact the services in Westfield and with continued careful control of its finances the Parish Council can continue to support and mitigate this impact as much as possible.

What services does the Parish Council offer?

- The Parish Council is a statutory consultee on **planning applications** and provides a local voice on **highways** and **environmental matters**.
- It has a **Neighbourhood Plan** which directs future developments in the Parish ensuring the standards of development as well as affording the Parish a 25% portion of the community infrastructure levy which it uses to fund projects for the benefit of Westfield.
- It funds **youth services** in the Parish as part of a wider Cluster Group.
- It manages **sports and leisure facilities** at Norton Hill and Westhill Recreation Grounds on behalf of two Miners'



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Established 2011

Welfare Trusts as well as maintaining a few smaller areas of land.

- Our **recreation ground facilities** offer football pitches, a tennis court, play areas, a BMX track, gym equipment, a fitness track, table tennis, boules and basketball.



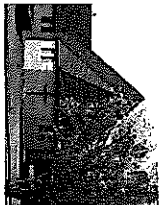
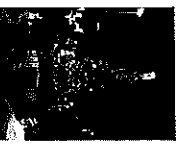
- It encourages **community spirit** by funding events such as the Christmas Lights Switch-on event, the summer Fun Day, the Front Garden competition and the Inspirational Citizen award.

- It supports the **parish environment** by funding the hanging baskets and the planting schemes in the decorative pit trucks and raised beds around the parish, as well as additions to the parish such as the Heritage Walking trails and campaigning to keep footpaths clear.



- The Parish Council supports **local organisations** through grant funding and makes provision in its budget to support **St Nicholas Churchyard** which is used and appreciated by many residents of Westfield.

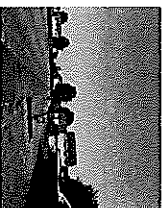
- The Parish Council provides and, in partnership with community organisations, maintains six **public access defibrillators** in the parish.



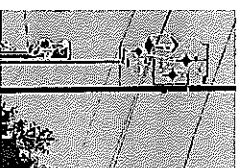
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How did the Parish Council perform in the last year?

2020 saw plans for many events and projects somewhat thwarted but the big success of the year was the installation of a **fitness track** around the outside of Westhill Recreation ground complemented by 12 pieces of **outdoor gym equipment**. This was the Parish Council's largest project to date and was generously funded by grants from Big Local and B&NES section 106.



Although it was not possible for the annual Christmas Lights switch-on event to go ahead, we were still able to enjoy a fresh new set of **festive lights** on lampposts the length of the parish thanks to a new 5-year contract.



A new set of **benches and picnic tables** were installed at Westhill Recreation ground following the success of the ones at Norton Hill the previous year, again funded by a section 106 allocation.

Plans for a **pavilion** at Westhill Recreation Ground had to be paused as so many grant funding pots closed during the pandemic, however, the Parish Council is delighted to have secured from B&NES, via section 106, the funds to re-allocate the **footpath status** from the old to the new path that links Pit Lane to Shakespeare



Established 2011

Road, paving the way for more **efficient clearing of vegetation** each year and, we hope, **adequate lighting** along the length of the path.

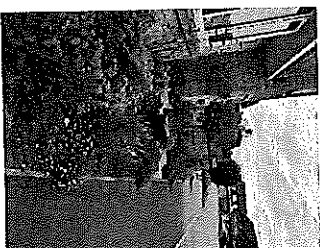
Youth Services continued despite the challenges of lockdown. The Parish Council, as part of the Youth Cluster, was pleased to continue to support the provision financially.

The Parish Council continued to support local organisations with **grant donations** as well as a grant given by the Parish Council Chairman from his Chair's Allowance to Teddy Bear Nursery for the provision of Christmas goods parcels.



The third annual **Inspirational Citizen Award** was awarded to Terracycle recycling champion, Catherine Cooper, for providing a facility for residents of Westfield and beyond to recycle items that are not able to be collected by the local authority.

Our freedoms may have been restricted in 2020 but the spring / summer weather was undeniably beautiful and we were delighted to be able to go ahead with the annual **Front Garden competition** judged by our very own flowers contractor and with prizes generously donated by Thomsons Hardware in Radstock.



This year we used our quarterly newsletter, **The Westfield Warbler**, to offer a free advert to any business based in and serving Westfield as a way of helping to boost business following the Spring/Summer lockdown. It was a bumper edition and we are grateful to B&NES Cllr Robin Moss for using Ward Councillor Initiative funds to part fund this.

Website accessibility is ever more important as we rely on the internet for communication. 2020 saw a lot of background work on a new website which meets accessibility requirements for local councils and it is expected to go live shortly.

The **Green and Open Spaces working group** continues to work on projects emanating from our work on the Neighbourhood Plan and welcomes any new members. The Parish Council would be delighted to hear from anyone that might have ideas or expertise in this area.



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Established 2014

What is new for 2021/22

The COVID pandemic took over a lot of things in 2020 but one thing that remains critical is the climate emergency facing our planet. Westfield Parish Council has formed a **Climate Emergency Working Group** and welcomes any new members who have an interest in this area and would like to share ideas or get involved. You do not have to be on the Parish Council to join the working group.

The Westfield Green and Open Spaces Working Group continues to work on projects to bring to fruition the **aspirations of our Neighbourhood Plan** and welcomes new members and ideas. Current projects include the creation of a **nature trail** and the installation of **lighting along the Pit Path** from Shakespeare Road.

The Parish Council continues to budget cautiously and to ensure it has contingency reserves to maintain a healthy financial balance of providing for the community whilst anticipating future demands on its resources. We positively encourage your views and suggestions for the future of our Parish. Residents are welcome to attend meetings of the Parish Council and you can view our 2021/22 budget at any time on our [website](#).

Frequently Asked Questions

How is the Parish Council funded?

The Parish Council raises a precept based on its budgeted spending for the year. The precept is added to your Council Tax bill and is shown alongside other additions such as Police & Fire and Social Care. In addition to the precept the Council seeks funding in the form of grants for some of its projects.

How much does the average household pay towards the Parish Council?

The precept total is apportioned per household according to Council Tax band and is presented in terms of a Band D equivalent. The 2021-22 precept of £207,650 will cost a band D household £2.13 per week or £9.22 per month. This is an increase of 9p per month from last year.

How is the Parish Council run?

The Parish Council is made up of 11 Councillors elected by the people of Westfield every four years. The Parish Council employs three part time members of staff to administer the work of the Council. Details of the Councillors and contact details for the office can be found on our website and in the back of each edition of our quarterly newsletter, The Westfield Warbler.

The Parish Council is governed by statute such as the Localism Act 2011. We are members of the National Association of Local Council (NALC) who advise on updates to the law and changes in legislation such as GDPR and website accessibility.



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Established 2011

Function	Duty	No of			Your action plan rank
		Responsibility risks	Number scored	uncontrolled Risks	
Duties	Duty to provide allotments.	20	19	0	<input type="text"/>
	Power to improve and adapt land for allotments, and to let graz	17	16	0	<input type="text"/>
Parks	Powers to provide	1	1	0	<input type="text"/>
	Duty to adopt a code of conduct	3	2	0	<input type="text"/>
Code of Conduct	Power to facilitate discharge of any function	4	3	0	<input type="text"/>
	Power to meet	4	3	0	<input type="text"/>
Council Meetings	Power to meet	4	3	0	<input type="text"/>
	Duty to disclose documents and to adopt publication scheme	10	10	0	<input type="text"/>
Council Property and Documents	Power to spend money on crime detection and prevention measures.	1	1	0	<input type="text"/>
	Duty of Notification and Duty to Disclose (subject access)	8	8	0	<input type="text"/>
Employment of Staff	Duty to Appoint	11	11	0	<input type="text"/>
	Duty to ensure responsibility for financial affairs	23	21	0	<input type="text"/>
Financial Management	Duty to comply with the regulations.	1	1	0	<input type="text"/>
	Power to accept gifts	4	4	0	<input type="text"/>
Investments	Power to participate in schemes of collective investment	14	14	0	<input type="text"/>
	Power to acquire by agreement, to appropriate, to dispose of land	7	7	0	<input type="text"/>
Cleaning of the Council	Power to provide receptacles. Power to take enforcement action against those that litter.	5	5	0	<input type="text"/>
	Duty to meet				<input type="text"/>

RS 6. Overall risk summary

Westfield Parish Council

Assessment year: 2019

Function	Duty	No of risks	Number scored	No of uncontrolled Risks	Your action plan rank
Letters	Power to provide information relating to matters affecting local government	7	7	0	<input type="text"/>
Planning & Development Control	Rights of consultation	1	1	0	<input type="text"/>
Areas	Power to provide	4	4	0	<input type="text"/>
Provision of Office Accommodation	Power to provide	6	6	0	<input type="text"/>
Provision of Website/Internet	Power to provide 'free resource'	2	2	0	<input type="text"/>
Services & Seats	Power to provide	6	6	0	<input type="text"/>
Recreation Park	Power to provide	6	6	0	<input type="text"/>
Planning and Country Planning	Right to be notified of planning applications	3	3	0	<input type="text"/>
Water Supply	Power to utilise well, spring or stream and to provide facilities for obtaining water from them	3	3	0	<input type="text"/>
Sites	Power for councils to have their own websites	19	19	0	<input type="text"/>

25 6. Overall risk summary

Assessment year: 2019

Function	Duty	Overall totals/s cores	No of risks scored	Number scored	No of uncontrolled Risks	Your action plan rank
		190	183	0		

Completed by: *JSW*

Date: *31/12/2020*

Location: *Parish Clerk*

How to complete:

Review each area and the number of uncontrolled risks. Decide which area is at most risk and should be actioned firstly mark this as number one.

Repeat on all areas until all uncontrolled areas are allocated.

