

# 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

22nd February 2021

TO: All Members of Westfield Parish Council

Dear Councillor,

You are summoned to a Meeting of Westfield Parish Council, on **Monday 1st March 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 – 1st February 2021** To confirm and sign as a correct record the minutes of the Parish Council Meeting. **(Pages 1-5)**
4. **Committee and Working Group Reports –** To note the minutes of the Committees and Working Groups below
  - Environment and Development – 8<sup>th</sup> February 2021 **(Pages 6-8)**
  - Finance and Personnel – 17<sup>th</sup> February 2021 **(Pages 9-13)**
  - Climate Emergency Working Group – 2<sup>nd</sup> February **(Page 14)**
5. **Creation of Working Groups and updates** as per the E&D recommendations
  - Negotiations relating to the purchase of Waterside Valley
  - Negotiations relating to the possible transfer of Jubilee Green, Westfield
  - Westfield in Bloom **(Pages 15-16)**
6. **To prepare for the possible return to face to face meetings by 7th May**  
NALC advice circulated 15/2/21. To consider possible meeting venues and to agree the date and format of the Annual Parish Meeting which by law has to be held between 1st March and 1st June. To consider the NALC suggested wording for parish councils to write to their MP's: **Remote meetings for local councils**  
That legislation be drafted in due course to make permanent the right given in COVID-19 emergency legislation for local councils to be able to hold remote (and future hybrid) meetings. Recent evidence suggests an increase in attendance online from many local councillors, including those on local councils in remote rural areas. NALC would like a permanent extension of the ability for these councils to meet remotely after the COVID-19 legislation expires.
7. **Approval of any items over £5,000 and consideration of any virement**  
Purchase of Waterside Valley - £90,000
8. **To consider declaring a Climate Emergency in Westfield** as per the recommendation of the Climate Emergency Working Group **(Pages 17-18)**

9. **To consider the purchase of land adjacent to the land the Parish Council is in the process of purchasing at Waterside Valley as raised at F&P (Minute 113 refers)**
10. **Dogs at the Recreation Grounds (Cllr Hopkins)**
11. **Good Friday Walk stopping at Westhill Recreation Ground (Page 19) (Cllr Jackson)**
12. **To agree the Fixed Asset Register as agreed at F&P**
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.**

## WESTFIELD PARISH COUNCIL

Minutes of the Meeting of the Council held remotely on Zoom on  
Monday 1<sup>st</sup> February 2021 commencing at 7.00pm

- Present:** Chair: Cllr G Fuller;  
Cllrs D Cooper, J Honess, R Hopkins, E Jackson, L Mansell,  
R Moss, B Wallbridge, P Williams and P Wilkinson
- Absent:** Cllr V Cox
- Attending:** Lesley Close, Clerk and Tracey Stephens, Admin Assistant; Sarah Warren, B&NES Cabinet member for Climate Emergency and Neighbourhood Services; Lisa Wareham, Census Engagement Manager, North Somerset Bath and North East Somerset; 1 member of the public

A member of the public expressed their concern about the future of land at Waterside Valley which is for sale. This was backed up by an email, circulated to Councillors from another resident outlining the diverse ecology and wildlife on this land and what it means to local people in terms of recreation.

Lisa Wareham spoke to Council about the need to engage residents with the 2021 Census, which is taking place in March. She said that normally she would be visiting communities to encourage people to take part, but that as she was unable to this year she was relying on Parish and Town Councils to help with the engagement. The census can be done electronically or paper copies will be sent out to households.

### 112. CLIMATE EMERGENCY

The Chair brought this item to the top of the agenda. Sarah Warren had been invited to the meeting to advise how Westfield Parish Council could begin to work on combating climate change. She outlined the work that she had been doing with B&NES and other parishes/towns in the area. While the work was going on within B&NES, Sarah said that it was important that parishes and towns were coming on board as they are closer to the people and could engage with them. The restrictions on movement due to covid meant that she was unable to visit Westfield, but she assured Councillors that she would do so once restrictions were lifted. She outlined what is being done in B&NES and the parishes and pointed Council towards organisations that could help with funding or ideas.

Minutes are draft until agreed at the next meeting.

Signed ..... Dated .....

Westfield Parish Council

**113. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**114. DECLARATIONS OF INTEREST AND DISPENSATIONS**

Cllrs Hopkins and Moss declared an interest in item 7 Waterside Valley as they are on the board of the Big Local. Cllr Honess declared an interest in the same item in that he had put an offer in for the land in a personal capacity before deciding not to go ahead with the purchase.

**115. MINUTES OF THE PARISH COUNCIL MEETING – 4<sup>th</sup> January 2021**

**Resolved:** The minutes of 4<sup>th</sup> January 2021 were agreed as a correct record.

**116. COMMITTEE REPORTS**

**(a) Environment and Development Committee – 11<sup>th</sup> January 2021**

**Resolved:** That the minutes of the Environment and Development Committee meeting held on 11<sup>th</sup> January be noted.

**(b) Finance and Personnel Committee – 20<sup>th</sup> January 2021**

**Resolved:** That the minutes of the Finance and Personnel Committee meeting held on 20<sup>th</sup> January be noted.

**(c) Climate Change Emergency Working Group – next meeting 2<sup>nd</sup> February**

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

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

**118. WATERSIDE VALLEY**

Cllrs Hopkins and Moss left the meeting for this item only.

Discussion was held around the land for sale at the Waterside Valley, and whether Westfield Parish Council should purchase it as it was felt to be an asset in the community for biodiversity, an antidote to the toxins of the A367, an environment for learning about nature, sledging in winter, animal grazing, a place to combat issues of mental health and an outside space to walk especially for the increasing number of people working from home.

Funding was discussed and it was hoped that it could be sourced from s106 and the Big Local.

Minutes are draft until agreed at the next meeting.

Signed ..... Dated .....

**Westfield Parish Council**

The Financial Regulations state:

Financial Regulation 14.4 states that ..No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed conditions of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

Financial regulation 17.2 says that when considering a new activity the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

Cllr Jackson proposed putting in an offer for the land of £90,000, subject to the above regulations, Cllr Wilkinson seconded. The vote was unanimous.

**Resolved:** to put in an offer for the land at Waterside Valley of £90,000, subject to the conditions outlined in the Financial Regulations.

The Environment and Development Committee would agree the details of the project and the Clerk would put in an application for s.106 funding for 50% of the cost and contact would be made with the Big Local for the other 50%. Going forward, day to day maintenance of the land would be met by the Parish Council through the precept and any income from allowing grazing on the land.

Cllrs Hopkins and Moss rejoined the meeting

**119. JUBILEE GREEN**

Cllr Hopkins gave an update on the meeting with B&NES and Curo regarding the possibility of the land at Jubilee Green being transferred to Westfield Parish Council.

It was felt that this area is the centre of the Westfield community and should be maintained as such.

**Resolved:** to respond to B&NES (1) to advise that Westfield Parish Council is minded to take over the land subject to Financial Regulations, Risk Assessments and Public Consultation. (2) The transfer must be done with no cost to Westfield Parish Council, with B&NES meeting the necessary legal fees.

Minutes are draft until agreed at the next meeting.

Signed ..... Dated .....

Westfield Parish Council

**120. BUDGET 2021/22 AS RECOMMENDED BY THE F&P COMMITTEE**

Council offered a vote of thanks to the Finance Officer for her work on a very comprehensive budget.

**Resolved:** To agree the Budget 2021/22 as recommended by the F&P Committee

**121. PRECEPT 2021/22 AS RECOMMENDED BY THE F&P COMMITTEE**

**Resolved:** To agree the Precept 2021/22 as recommended by the F&P Committee in the amount of £207,650.

**122. PRECEPT LEAFLET 2021/22 AS RECOMMENDED BY THE F&P COMMITTEE**

It was felt that residents ought to be advised that the precept was being increased by 2p per week at Band D level.

**Resolved:** To agree the precept leaflet 2021/22 as recommended by the F&P Committee with the inclusion of the notice that the precept is being increased by 2p per week at Band D level.

**123. RISK MANAGEMENT 2021 AS RECOMMENDED BY THE F&P COMMITTEE**

**Resolved:** To agree the Risk Management Strategy, Financial Risk Assessment, Annual Review of the Insurance Schedule and Local Council Risk Survey Summary, as recommended by the F&P Committee

**124. OUTSIDE BODIES REPORTS**

There were no outside bodies reports

**125. CREATING COMMUNITY IDENTITY**

Cllr Jackson reported that she is still getting compliments about the Christmas lights in Westfield. Thanks were offered to Cllr Cooper for her part in choosing the lights.

**126. CHAIRMAN'S REPORT**

Cllr Fuller thanked the office staff and all Councillors for continuing to provide support during the pandemic.  
Minutes are draft until agreed at the next meeting.

Signed ..... Dated .....

**127. B&NES COUNCILLORS' REPORTS**

Cllr Jackson reported that clinically vulnerable people will be getting a letter advising of the covid vaccination this week.

Cllr Moss reported that residents had been getting letters regarding the vaccinations and that they were being advised to travel long distances. He said that local GP surgeries had been very quick to advise those affected that it wasn't necessary to travel a distance.

He reported on the B&NES budget – income from tourism and business rates has dropped significantly, but income from parking has increased.

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.

**128. TO NOTE THE RESPONSE FROM THE LAND AGENT IN RESPECT OF THE PROPOSED NATURE RESERVE**

Thanks were offered to the Clerk for her considerable amount of work on the project. Councillors were advised by the land agent that purchasing the land was looking unlikely.

**Resolved:** not to pursue any further for now.

The meeting closed at 8:41pm

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 8<sup>th</sup> February 2021 commencing at 7pm

**Present:** Cllrs B Wallbridge (Chair), D Cooper, G Fuller, J Honess,  
R Hopkins, E Jackson and P Williams

**Also attending:** Cllrs L Mansell and P Wilkinson, Lesley Close, Parish Clerk and  
Tracey Stephens, Admin Assistant.

**98. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

There were no apologies for absence.

**99. DECLARATIONS OF INTEREST AND DISPENSATIONS**

There were no declarations of interest.

**100. MINUTES OF THE LAST MEETING**

The minutes of the last meeting held on 11<sup>th</sup> January 2021 were agreed as a true record and would be signed by the Chair.

**101. PLANNING APPLICATIONS FOR CONSIDERATION**

There were no objections to the following applications:

21/00318/FUL	19 Westfield Terrace	Erection of a single storey garage after demolition of existing
21/00167/FUL	Westfield Surgery, Waterford Park	Extension and alteration to existing doctors' surgery to provide additional consulting rooms, a wheelchair accessible toilet and improvements to the parking area

***21/00068/VAR - Variation of condition 7 (Plans list) of application 19/01114/FUL (Erection of two storey, 3 bed dwelling attached to existing property at 12 Milton Road)***

The committee reiterated its objection to the original planning application 19/01114/FUL on the grounds that it contravenes Policy 1 of the Westfield Neighbourhood Plan - Residential infill and backland development. It was felt that there was overdevelopment of the site, it was out of keeping with the surrounding area and there was loss of amenity for neighbouring properties.

**102. PLANNING DECISIONS**

There were no planning decisions to note.

**Minutes subject to approval at the next meeting.**

**Signed .....** **Dated .....**

**Westfield Parish Council**

**103. RECREATION GROUND – NORTON HILL**

There were no items to note.

**104. RECREATION GROUND – WESTHILL**

There were no items to note.

**105. LOCAL PLAN PARTIAL UPDATE OPTIONS CONSULTATION**

Discussion was held about a response from the Parish Council to the consultation. Councillors wanted to avoid more commuting traffic and, as B&NES had declared a Climate Emergency, it seemed to make sense not to increase emissions.

**Resolved:** to respond to the consultation to say that economic development should go hand in hand with housing development and that no new housing should be added to the area without the jobs to go with them.

**106. JUBILEE GREEN**

The Committee discussed the potential transfer of land at Jubilee Green.

**Resolved:** To recommend to the Parish Council that a working group is set up for the negotiations with B&NES.

**Waterside Valley –**

- Resolved:**
- (1) to appoint Crossmans as Conveyancing Solicitors at £550 plus disbursements and £170 per hour to research and report on the anomalies relating to the land.
  - (2) to appoint Cooper and Tanner as surveyors at a cost of £600 for a valuation and basic survey.
  - (3) to recommend to the Parish Council that a working group is set up to oversee the negotiations.
  - (4) to ask the Finance and Personnel Committee to consider the funding of the purchase at its next meeting.

**107. DAMAGE TO GREEN SPACE AT 3 RUSKIN ROAD**

It was noted that Highways of B&NES were investigating solutions.

**108. SOMER VALLEY REDISCOVERED INITIATIVE OF POSTERS IN EMPTY SHOPS**

The feedback of the meeting on 19<sup>th</sup> January was noted, with sites in Westfield for the poster being investigated.

**Minutes subject to approval at the next meeting.**

**Signed .....**      **Dated .....**

**Westfield Parish Council**

**109. WESTFIELD IN BLOOM**

Cllr Jackson proposed that Westfield Parish Council enters South West in Bloom, Cllr Cooper seconded.

**Resolved:** to enter South West in Bloom and to recommend to the Parish Council that a working group is set up.

**110. LIVEABLE NEIGHBOURHOODS**

Cllr Jackson advised that this is a B&NES initiative and proposed that the Parish Council moves to explore the possibilities of achieving funding for some projects in Westfield. Cllr Honess seconded. Vote was 6 for, one against.

**Resolved:** Cllr Jackson to contact B&NES to explore working towards liveable neighbourhoods in the Westfield ward.

**111. WESTFIELD PARISH COUNCIL'S 10<sup>TH</sup> ANNIVERSARY**

Cllr Hopkins proposed that the Parish Council advertises heavily in the press and the Westfield Warbler that it is the 10<sup>th</sup> anniversary of the council this year, but that due to COVID the celebrations will be held back to a future date. Cllr Fuller seconded. Vote was unanimous.

**Resolved:** to put pieces in all areas of local media and social media to let people know about the anniversary.

**112. WESTFIELD FUN DAY**

**Resolved:** to postpone this year's Fun Day due to the covid pandemic and uncertainty of how soon restrictions will be lifted.

**113. WESTFIELD SNOW WARDEN SCHEME**

Councillors were given an update on the condition of gritters for snow wardens

**Resolved:** to accept the offer of a volunteer to repair one of the gritters held in the pavilion.

**114. RENEWAL OF THE YOUTH CONNECT CONTRACT 2021/22**

**Resolved:** to sign the contract for 2021/22 in the budgeted amount of £10,462.17.

The meeting closed at 8:17pm

**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 17<sup>th</sup> February 2021**

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

Absent: Cllrs Diana Cooper and Bryan Wallbridge

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

The meeting opened at 7.00pm.

**103. APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Diana Cooper.

**104. DECLARATIONS OF INTEREST AND DISPENSATIONS**

There were declarations of interest from Cllr Moss in relation to item 11, Funding the purchase of land at Waterside Valley and from Cllr Hopkins in relation to item 10, Youth Connect.

**105. MINUTES**

**Resolved:** that the Minutes of the Finance & Personnel meeting held on 22<sup>nd</sup> January 2021 be agreed and signed as a correct record.

**106. MONTHLY ACCOUNTS**

**Resolved:**

- a) that the January monthly statement for the Current Account be agreed;
- b) that the January monthly statement for the Corporate Treasury account be agreed;
- c) that the January 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.

There had been no petty cash transactions since the last meeting.

**107. 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.

**Resolved:** 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.

**108. 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.

Minutes are draft until agreed at the next meeting.

## Westfield Parish Council

**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.

### 109. EARMARKED RESERVES

The predicted reserves movements at year-end were noted.

**Resolved:** that any surplus from the budget at year-end be placed in the Earmarked Reserve for E&D projects in preparation for possible project works on the land at Waterside Valley.

### 110. FIXED ASSET REGISTER 2021

The Fixed Assets register was recommended for agreement to the Parish Council.

### 111. LANDSCAPE CONTRACT 2021-24

**Resolved:** that the contract with Greensward Sports Consultancy Ltd be confirmed to run until March 2023.

### 112. YOUTH CONNECT CONTRACT 2021-23

**Resolved:** that the contract agreed at E&D on 8<sup>th</sup> February be extended to a 2-year agreement at a cost of £10,462.17 per year.

Cllr Moss withdrew from the meeting before discussion of the next item.

### 113. FUNDING THE PURCHASE OF LAND AT WATERSIDE VALLEY

The Parish Council had made an offer and appointed solicitors. A draft contract was awaited and the vendor had specified completion within two months of receipt of the contract. A public consultation was underway to gather resident approval for the purchase. Once the results of the land survey were received a risk assessment would be compiled.

Big Local had confirmed that their time frames for grant processing would mean that it wasn't possible to be involved in this purchase with its tight deadline.

A draft application to the B&NES section106 fund for £93,000 to cover the full cost of purchase and legal fees had been circulated, this included a commitment from the Parish Council to meet any ongoing costs.

Amongst many positive comments from the public in support of the purchase, an offer of an adjoining section of land for purchase had been received.

Cllr Jackson confirmed that the B&NES budget included Ward Councillors' Initiative funds which would be available to apply for and that CIL payments that were overdue should be received soon.

**Resolved:** a) that the application for £93,000 from the s106 fund be approved;  
b) that further details on the offer of another section of land be considered in due course with a longer time frame and the possibility of discussing the costs with Big Local.

The meeting closed at 7.30pm

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	£286.74	£0.00	£0.00	£286.74	£0.00	£0.00	£0.00	£286.74	£0.00			£1,146.97
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			£626.40
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			£2,208.00
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			£23.88
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	£879.54		£9,675.03
GPS Telecoms (DD)	Telephone and broadband	£66.49	£64.65	£64.26	£64.45	£64.22	£64.49	£66.11	£66.48	£66.32	£65.24	£64.93		£717.64
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	£2,121.58		£23,349.38
HMRC	PAYE and NI	£271.88	£272.28	£272.28	£256.88	£268.88	£268.88	£268.68	£773.47	£282.04	£323.44	£323.43		£3,584.14
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	£839.75		£7,137.25
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		£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	£2,814.00		£30,952.95
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	£0.00		£7,373.44
Ricoh	Photocopier	£0.00	£186.07	£0.00	£141.72	£0.00	£0.00	£151.38	£0.00	£0.00	£0.00	£163.58		£642.75
Southern Electric	NH Pavilion	£0.00	£0.00	£54.20	£0.00	£0.00	£197.69	£0.00	£0.00	£61.34	£0.00	£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	£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	£46.92		£95.87
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	£0.00		£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	£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	£11.99		£95.92
	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	£8,283.23	£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 .....



**Action Notes of a meeting of the Climate Emergency Working Group held on Zoom on Tuesday 2<sup>nd</sup>  
February 2021 at 7pm**

Present: Cllrs Geoff Fuller (Chair), Lesley Mansell, Bryan Wallbridge

Attending: Lesley Close, Parish Clerk

1. **Action Notes** of the meeting on 8<sup>th</sup> December 2020 were agreed.

2. **Talk by Cllr Sarah Warren, Cabinet Member for Climate Emergency, B&NES**

The Group discussed the ideas highlighted by Cllr Warren in her talk to Parish Council on 1<sup>st</sup> February. Sustainable transport systems were highlighted in terms of community electric charging points in the Trust Ground car parks, encouraging the large local employers to install electric charging points in their own car parks for staff use, highlighting grants available for this purpose. Improvements to cycle tracks. Electric bikes – arranging a have a go day when restrictions allow.

Working with schools for tree and wildflower planting were highlighted. It was noted that the Allotments already have bee keeping in progress.

All members of the group to add any other items for inclusion in a list to go to Parish Council.

3. **Recommendation**

The Working Group recommends to the full Parish Council that it declares a Climate Emergency in Westfield and that a list of proposed actions be circulated at that meeting of how the Working Group, along with volunteers from the community, would look at progressing this.

The meeting closed at 7.35pm.

## **Westfield in Bloom**

### **What is the In Bloom competition?**

'Since it started in 1963, Britain in Bloom has grown into the biggest horticultural campaign in Europe. Communities across Britain combine horticultural skill, enthusiasm and fun to improve and regenerate our local environments through imaginative planting of trees, shrubs, flowers and landscaping, conservation and recycling projects, and to sweep away the eyesores that blight our streets such as litter, graffiti and vandalism. Under the auspices of the Royal Horticultural Society, the Britain in Bloom campaign judging criteria is being revised but is still focused around three core pillars: but with more emphasis on community Horticultural Achievement Environmental Responsibility Community Participation South West in Bloom is one of the eighteen regions/nations which make up Britain in Bloom. Cheques made payable to South West in Bloom We are hoping that the main SW in Bloom co-ordinators will assist judges in arranging the judging of the It's your neighbourhood entries in their area' especially if they are not judged on the same day. '

This is the blurb from [www.southwestinbloom.co.uk](http://www.southwestinbloom.co.uk) website, but paper copies of the newsletter (Spring and Autumn) are also available. I have circulated the entry form which has some information. I also have the marking sheets. The emphasis is now on community involvement and environmental projects, especially re climate change and sustainability, and much less on hanging baskets.

There is usually a 'Spring Seminar' to inform those entering about what is involved each year and to discuss problems, successes, community involvement etc. but this year it is on 3 June, in Beer, and the judging is 2-5<sup>th</sup> July for Radstock, so presumably we would be judged on the same day. It could be later because there is no national competition this year.

As we are a first time entry, there is absolutely no cost, except time, for volunteers, councillors and officers, and if we go into the main competition, we have to produce a portfolio, which used to cost Radstock about £50 at the Fosseyway Press, depending on whether they got the full copy or had to help me with the artwork. The entry fee is waived, for first time entries, and I think no extra insurance would be needed.

The prize-giving, sorry , awards ceremony is in October, in Weston-super-Mare. If our population is 5,850 (we need to check with Electoral Services) we might well be in a different class from Radstock

### **What does it involve, apart from a 28 page (max.) portfolio?**

Basically, stitching together the It's Your Neighbour entries with some add-ons and constructing a route for the judging. Plus some litter-picking It is very important to construct a narrative around a theme. I suggest Westfield, a community of ordinary people achieving extraordinary things.

The judging usually takes about three hours, starts with an introduction presentation and ends with a cup of tea. The aim is to introduce as many volunteers as possible, and generally showcase Westfield.

### **What would it consist of?**

Bath College horticultural department  
The Waterside Project  
Westfield Allotments and Garden Society /Larch Court.

That little verge the residents planted up.  
West Hill park  
Elm Tree Avenue shops  
Westfield Primary School  
Fosseway School  
Swallows HQ gardens  
Norton Hill recreation grounds  
And possibly Mardons.

### **Who would organise it?**

I suggest a working party answerable to E and D with representatives of all the component groups above. Muggins as secretary.

### **What do we get out of it?**

Lots of lovely publicity on the South West in Bloom website, twitter etc, and links to the RHS  
Lots of free horticultural advice – could be useful.  
Bath and North East Somerset Council do a spring clean for us. The ward will look immaculate as far as they can manage it.  
Leverage on Linden Homes and others we can ask 'not to let the side down'

But mainly community identity and a sense of pride in Westfield.

## Climate Emergency Working Group - A way forward

I went through the BENS document and I think the important thing is that Westfield needs to consider if it is going to declare the climate emergency.

“A key first step for a parish council seeking to take action would be to declare a climate emergency, make climate change a Parish Council priority and set up an action group to discuss ideas and initiatives.”

Any small steps I think would be helpful at this time.

What does BANE offer:

Centre for Sustainable Energy (CSE) Sustainable Neighbourhood Planning Support  
CSE is offering free, hands-on, tailored support and advice and assistance for neighbourhood planning groups, as follows:

- Initial advice on the relevant sustainability and climate issues and opportunities in your area
- Advice on gaining support for sustainability measures
- Support with policy drafting and wording for your neighbourhood plan
- Delivering public engagement events and workshops
- Research for developing an evidence base. They also have a range of online resources and guides to help, including this guide to policy writing and community engagement for low-carbon neighbourhood plans.

Bath and West Community Energy (BWCE) The BWCE Community Fund is used to support community projects that reduce the impact of peak oil, climate change and tackle fuel poverty in Bath and surrounding areas.

The BWCE Fund grant programme opens once a year and is due to open again in Autumn 2020. For more information on the fund and to see examples of past projects that have received funding see their webpage.

Community Solar 2020 – BWCE are installing free solar panels on businesses, schools and community buildings, cutting energy costs and combating the climate emergency. Suitable buildings in your parish would have a southerly facing pitched roof in good condition (ideally 300 square metres – around the size of a tennis court) or a shallow pitched roof which faces due East and West and a building that uses a significant amount of power year-round. For more information see here.

I also went to this link for Stroud District Council

<https://www.stroud.gov.uk/environment/draft-2030-strategy-limiting-adapting-recovering-and-responding-in-a-changing-climate>

This was interesting for the way it is set out. Including an online survey to ensure engagement with Community.

I think for a start this might be enough for Westfield. Even if we only promote these initiatives in the Warbler and on the website that would be a start.

**Cllr Lesley Mansell**

Request to congregate at Westhill Recreation Ground on 2/4/2021

Dear All

I am ashamed to say I keep forgetting to pass on this message to you from Christians Together in Radstock and Westfield. I think the cold must have got to my brain.

At our recent meeting I was asked to make a formal request. Normally we organise a Walk of Witness from the Tom Huyton Park in Radstock to Trinity Methodist Church Elm Tree Avenue where we have a service in the open air with the silver band playing and so on. If it rains we go in the church. Last year everything had to be cancelled, and we have no idea what the rules will be on 2 April., whether the church will be open or not.

So what we are planning is the walk, but that will be as a relay with one or two people passing the cross to the next two for the next stretch up the A367. we would like to finish in the West Hill park, if necessary one soul with the cross (very biblical!) or with a few socially distanced people around. Given our demographic I think we will probably all have been vaccinated by then. The service usually lasts about 30 minutes, but I doubt if we will be allowed to sing any hymns this year.

May we have the council's permission for that, please?

Best wishes

Eleanor