

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

27th September 2021

TO: All Members of Westfield Parish Council

Dear Councillor,

You are summoned to a Meeting of Westfield Parish Council, on **Monday 4th October 2021 at 7.00pm** in the Board Room, The Oval Office, Cobblers Way, Westfield.

Members of the public are welcome to join on Zoom at the link below

Join Zoom Meeting

<https://us06web.zoom.us/j/92678264869?pwd=UTJnaGdlK2Z1MUlid05hWHdzSWJUZz09>

Meeting ID: 926 7826 4869
Passcode: 256045

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 – 6th September 2021

To confirm and sign as a correct record the minutes of the Parish Council Meeting. (Pages 1-4)

4. COMMITTEE AND WORKING GROUP REPORTS

To note the minutes of the Committees and Working Groups below

- **Environment and Development – 13th July 2021 (Pages 5-9)**
- **Finance and Personnel – 22nd July 2021 (Pages 10-16)**
- **Climate Emergency Working Group (Page 17)**
- **Queen's Platinum Anniversary Working Group – Checklist attached (Pages 18-20)**
- **Waterside Valley Working Group – to agree the tender for the Waterside Valley Management Plan – Item 11 in Part 2.**

5. APPROVAL OF ANY ITEMS OVER £5,000 AND CONSIDERATION OF ANY

VIREMENT – Items over £5,000: Cantilever Arm at Westhill Recreation Ground - £6,135.10 agreed as the lowest quote at E&D on 13/9/21. Plans and Project Management of the conversion of skittle alley to football changing rooms at Westhill - £4,158 as agreed at E&D on 13/9/21 but not to be commissioned until the legal work in relation to the ownership of the land is in place.

Virement – to be considered for the funding of the Waterside Valley Management Plan at item 12 in Part 2.

6. FEEDBACK ON THE REQUEST TO HOLD FUNDS FOR THE IN BLOOM GROUP AND PAY INVOICES VIA THE PARISH COUNCIL

At the last meeting there was a request under Outside Bodies for the independent In Bloom Group to have their funds held and invoices paid by the Parish Council. Advice from our year end accountants is that legally this is permissible. We have to be very careful not to claim back any VAT on their behalf because it would be a criminal offence to use our VAT status for the benefit of another body. In order that the In Bloom income and expenditure does not form part of the Parish Council's total income and expenditure a control account would need to be set up on the balance sheet and there would be a cost incurred in the accountants providing training in this respect. To consider whether (1) it is acceptable in principle for one specific community organisation to be offered the benefit of this facility; and (2) to agree the training costs.

7. OUTSIDE BODIES REPORTS – for reporting only

8. CREATING COMMUNITY IDENTITY – for reporting only

9. CHAIRMAN'S REPORT - for reporting only

10. **BATH AND NORTH EAST SOMERSET COUNCILLORS' REPORTS** – 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.

11. **TO AGREE THE TENDER FOR THE WATERSIDE VALLEY MANAGEMENT PLAN AND THE VIREMENT REQUIRED TO FUND THE PLAN** – as recommended by the Waterside Valley Working Group at its meeting scheduled 27/9/21.

WESTFIELD PARISH COUNCIL

Minutes of the Meeting of the Council held at the Oval Homes car park,
Cobblers Way, Westfield on Monday 6th September 2021 at 7.00pm

Members of the public were invited via Zoom

Present: Chair: Cllr G Fuller;

Cllrs D Cooper, R Hopkins, E Jackson, S Pritchard and
P Wilkinson.

Absent: Cllrs J Honess, L Mansell, B Wallbridge and P Williams.

Attending: Cllr R Moss via Zoom; Lesley Close, Clerk

The Chair welcomed everyone back after the summer break, including Cllr Moss, attending as a member of the public via Zoom.

61. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs J Honess, B Wallbridge and P Williams.

62. DECLARATIONS OF INTEREST AND DISPENSATIONS

- Cllr Hopkins declared an interest in item 9 Caravan at the back of the Railway Inn as he lives close by.
- Cllr Jackson declared an interest in item 14 B&NES report as a patient of the local doctor's surgery.

63. MINUTES OF THE PARISH COUNCIL MEETING – 6th July 2021

Resolved: The minutes of the Parish Council meeting on 6th July 2021 were agreed as a correct record and signed.

64. COMMITTEE REPORTS

(a) Environment and Development Committee – 13th July 2021

Resolved: That the minutes of the Environment and Development Committee meeting held on 13th July be noted.

(b) Finance and Personnel Committee – 22nd July 2021

Resolved: That the minutes of the Finance and Personnel Committee meeting held on 22nd July be noted.

(c) Climate Change Emergency Working Group - 7th July 2021

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

Resolved: That the minutes of the Climate Change Working Group meeting held on 7th July be noted.

(d) Fun Day and Queen's Platinum Anniversary Working Group – had not met but was discussed later in the agenda.

(e) Waterside Valley Working Group – 9th August 2021

Resolved: That the minutes of the Waterside Valley Working Group meeting held on 8th August be noted.

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

Tree work at Norton Hill and Westhill Recreation Grounds in the total amount of £5,210 was agreed.

66. INTERNAL AUDITOR

Resolved: to note that there are no links between individual councillors and the internal auditor, Mr Stuart Pollard of Auditing Solutions Ltd in a personal, professional or financial capacity.

67. QUEEN'S PLATINUM JUBILEE

The Parish Council was grateful for the suggestion that it combines in a celebration with Midsomer Norton, however since it falls on the weekend of the traditional Westfield Fun Day, the Parish Council agreed to continue in its arrangements for a Westfield event.

Resolved: To hold a tea party on Sunday 5th June 2022 2pm to 5pm at Westhill Recreation Ground. Cllr Wilkinson to make enquiries about the Bouncy Castles and book if possible. Cllr Cooper to confirm the booking of music and sound system with Strode Sound, Cllr Fuller to talk to Westhill Club, asking that they decorate the Club in the spirit of the event and the Clerk to arrange St Johns Ambulance, the security, one marquee for First Aid and Lost Children and trestle tables. To be brought back on every agenda.

68. CHRISTMAS LIGHTS SWITCH ON EVENT

Resolved: to hold a Christmas Lights Switch on event on Thursday 25th November, government guidance allowing and in a Covid aware capacity. This decision was made taking into account the fact that it may have to be cancelled if government guidance changes this winter, but balancing against Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

this the view that at this stage it is better to commit to arranging the event and risk a late cancellation. A Covid risk assessment will be written including marquees open on three sides and steps to mitigate the risk to Father Christmas. Cllr Cooper to arrange the sound system with Strode Sounds.

69. CARAVAN AT THE BACK OF THE RAILWAY INN AND PARKING AT RUSKIN ROAD

Correspondence from Will Godfrey, Chief Executive of B&NES was noted.

Resolved: To respond strongly stating the inactivity on both accounts was unacceptable. There has been no progress at Ruskin Road and the damage to the public open ground worsens weekly as does the danger to the public. The works to the rear to the Railway Inn resulted in water cuts, sewage damage and wall damage and to allow both issues to continue in this way is deeply damaging to the community.

70. HEALTH AND SAFETY POLICY REVIEW

Resolved: To agree the Health and Safety Policy.

71. OUTSIDE BODIES REPORTS

In Bloom – Cllr Jackson is going to the Awards Ceremony on 7th October and gave a round-up of steps to promote Westfield In Bloom. She asked if her Ward Councillor's initiative funding might be transferred to the Parish Council and used to pay expenses incurred by the group. The Clerk to check and report back.

Radstock Museum – is back to normal opening hours but with no café.

Christians Together in Radstock and Westfield – have consulted the Parish Council via Cllr Jackson about their arrangements for Remembrance Sunday. The Parish Council looks forward to hearing more.

72. CREATING COMMUNITY IDENTITY

Signage to Westfield – It was agreed that a letter be sent to B&NES requesting that Westfield is included in future signage.

73. CHAIRMAN'S REPORT

The Chair reported on a meeting with PCSO Paul Thatcher where anti-social behaviour at the Recreation Grounds was discussed.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

The Chair represented the Parish Council at a recent meeting of the Big Local where the final Plan for spending the last tranche of funding by 2026 was revealed. The establishment of a CIC so that the funding organisation might continue past 2026 was seen as a positive step.

74. B&NES COUNCILLORS' REPORTS

Cllr Moss reported via Zoom (1) that anti-social behaviour was noted in respect of speeding drivers and low-level vandalism; (2) Westfield Surgery is looking to expand; and (3) raising awareness that domestic violence has over doubled this year.

Cllr Jackson (1) gave a background to the application for funding to the Big Local by the Doctors surgery for its expansion; (2) the backlog of planning enforcement issues in Westfield and the suggestion that Cllr Samuel is invited to Westfield; and (3) a Local Plan Update meeting which she will be attending.

The meeting closed at 8.20pm

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

Minutes of the Environment and Development Committee Meeting held at the Oval Homes car park, Cobblers Way, Westfield on Monday 13th September 2021 commencing at 7pm

Members of the public were invited to join the meeting via Zoom.

Present: Cllrs B Wallbridge (Chair) D Cooper (Vice Chair), G Fuller, E Jackson and P Williams

Also attending: Lesley Close, Parish Clerk. Miriam Woolnough, B&NES. Via Zoom – Cllr James Honess and Karen Renshaw of B&NES

45. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

There were apologies from Cllrs Ron Hopkins, Lesley Mansell and Steve Pritchard.

46. DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllrs Fuller and Jackson declared non pecuniary interests in item 18 Westhill Club since they were acquainted with the owner of one of the tenderers, Radstock Building Design.

47. MINUTES OF THE LAST MEETING

The minutes of the last meeting held on 13th July 2021 were agreed as a true record and signed by the Chair.

48. BIODIVERSITY NET GAIN

The Chair welcomed Miriam Woolnough in person and Karen Renshaw on Zoom. Both had been invited to talk about the introduction from March 2022 of the requirement on developers to provide measurable net gain in habitat. This offers the potential to landowners to secure funding for habitat enhancement. A baseline survey, funded by Somer Valley Rediscovered, has been commissioned for five sites in this area, including Waterside Valley. Should the Parish Council then decide to register the baseline survey, it could, if it wished, accept payment (measured by credits) to enhance the biodiversity of that area via a 30-year management agreement. It is not required to do so and in any event the baseline survey will give a good indication of the existing biodiversity at Waterside Valley. The Chair thanked Karen and Miriam for answering the questions and explaining this new system. Miriam and Karen left the meeting at 7.30pm

49. PLANNING APPLICATIONS FOR CONSIDERATION

Minutes subject to approval at the next meeting.

Signed Dated

Westfield Parish Council

21/0401 3/COND	RADCO	Discharge of conditions 2, 5, 11, 13, 16, 17 and 18 of application 18/05623/OUT (Hybrid planning application for the mixed-use redevelopment of the Co-Operative store and associated car park in Radstock comprising - 1. Full planning permission for the demolition of existing store and construction of 1795sqm retail floorspace including replacement store (Class A1), 722sqm office floorspace (Class B1) and 28 dwellings (Class C3) with associated car and cycle parking, works to existing access, landscaping, public realm, drainage and infrastructure. 2. Outline planning permission for 26 dwellings with associated car parking, landscaping, drainage and infrastructure (access, scale, and landscaping determined, all other matters reserved)).
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The Committee strongly supported the application and trusted it would go ahead as soon as possible.

Wadderton Park, White Post – The Committee could not support this application because of the negative effect on Westfield in terms of lack of infrastructure to accommodate the traffic, doctors' surgeries etc. Further, in a time of Climate Emergency it is regrettable that housing is being built for commuting purposes.

50. PLANNING DECISIONS

The Planning decisions were noted.

51. ADOPTION OF LOCALLY LISTED HERITAGE ASSETS

Resolved: To contact B&NEs with a view to registering the pill boxes, the pit pony stables, the Methodist Church and the Baptist Church as locally listed heritage assets.

52. SOMER VALLEY ENTERPRISE ZONE – LOCAL DEVELOPMENT ORDER

Resolved: to ask Cllr Hopkins if he would consider attending the Webinar on 27th September 2021 to voice the Parish Council's objections. Cllr Jackson would endeavour to attend also.

53. LOCAL PLAN PARTIAL UPDATE AND SPD CONSULTATIONS

Resolved: (1) to respond to the Parking Consultation stating that the number of parking spaces per residence should be in line with the Westfield Neighbourhood Plan; (2) in relation to walking and cycling infrastructure to respond stating that maintenance of pavements, providing pavements where

Minutes subject to approval at the next meeting.

Signed Dated

Westfield Parish Council

there are none and cutting back vegetation are all vital elements of enhancing walking and cycling infrastructure.

54. RECREATION GROUND – NORTON HILL

(1) Climber – The annual play inspection highlighted early signs of timber decay on the climber. There is £11,285 in s.106 earmarked for play equipment at Norton Hill Recreation Ground to be used by 2024.

Resolved: to go out to tender for a new climber.

(2) Works as per the Annual Play Inspection

Resolved: to accept the quote from GB Sport and Leisure for essential safety items at both recreation grounds in the amount of £558.00.

(3) Trees – Following the removal of some of the Ash Trees, the Urban Tree package from the Woodland Trust was considered, consisting of 15 trees in a mix of three native species chosen to thrive in urban environments.

Resolved: to seek tenders for Silver Birch trees both as saplings and young trees.

55. RECREATION GROUND – WESTHILL

(1) Birds Nest Cantilever Arm – the basket swing was temporarily removed because the annual play inspection highlighted a weakness in the cantilver arm.

Resolved: to accept the lowest quote from Caloo in the amount of £6,135.10. Since this is unbudgeted it would need to come from reserves and would be referred to Finance and Personnel Committee accordingly.

(2) Balance Beams – the Annual Play Inspection recommended monitoring degradation of the timbers and removing this before the end of its operating life. The Committee considered a quote of £575 for a resistance wood drill test.

Resolved: Given the age of the balance beams to seek quotes for its replacement and not undertake the resistance wood drill test.

56. WESTHILL CLUB FACILITIES FOR FOOTBALL

The August meeting with the Trustees of Westhill Club was noted. Quotes to undertake the legal work to regularise a lease and ownership of the land and to appoint a consultant / project manager for the works to adapt the skittle alley into changing rooms were considered under Part 2.

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council

Resolved: (1) Given the statutory deadline for stamp duty is placing massive time constraints on solicitors, to go back out to tender in one month's time.

57. WESTFIELD HERITAGE TRAILS

Resolved: To accept the new route of the Miners' Trail and get quotes for signage accordingly.

58. WINTER MAINTENANCE

Resolved: To accept the quote of £306.25 for parts to get two of the gritters working again following corrosion. Thanks to the Snow Warden for agreeing to fit these parts free of charge.

59. MOBILE CCTV AND MOSQUITO DEVICE

The Committee was reminded of the shared mobile CCTV and mosquito device currently located in Midsomer Norton.

Resolved: (1) to contact the Police for an estimate of the cost of moving it to Norwest Bowls for a period of time and Midsomer Norton TC for the shared cost of the SIM card; and (2) contact Norwest Bowls to ask if they would like us to arrange this and suggest they might like to apply for funding for this security measure.

60. EVENTS

(1) Queen's Platinum Anniversary – There was an update on the arrangements for the Queen's Platinum Anniversary Tea Party at Westhill on 5th June 2022 2pm to 5pm. It was suggested that a crown making and fancy-dress competition be included in the event.

(2) Christmas Lights Competition – It was suggested that the next Warbler invites residents nominate the outdoor decoration of their homes into a Westfield Christmas Lights Competition.

Resolved: that Cllrs Diana Cooper and Geoff Fuller judge a Christmas Lights Competition on 21st December, with Father Christmas awarding the prize on 24th December. A cup to be purchased for this purpose.

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.

61. WESTHILL CLUB – QUOTES FOR LEGAL WORK
As outlined at minute 56.

Minutes subject to approval at the next meeting.

Signed Dated

Westfield Parish Council

62. WESTHILL CLUB – TENDERS FOR PLANS AND PROJECT MANAGEMENT OF NEW FOOTBALL CHANGING ROOMS

Resolved: to accept the quote from MJW Architects in the amount of £4,158, but not to commission the work until the legal items are in place in relation to the ownership of the land and the lease.

63. WESTHILL RECREATION GROUND – QUOTES FOR CANTILEVER ARM FOR BASKET SWING

As agreed at minute 55.

The meeting closed at 8.45pm.

Minutes subject to approval at the next meeting.

Signed Dated

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting

held at The Oval Office on Wednesday 22nd September 2021 in person with a Zoom link for the public

Present: Cllr Philip Wilkinson (Chair), Cllrs Diana Cooper, Ron Hopkins, Robin Moss and Pat Williams (Vice Chair). Cllr Lesley Mansell attending on Zoom.

In Attendance: Lesley Close (Parish Clerk) and Adam Faulkner (Finance Officer)

The meeting opened at 7:00pm.

38. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Fuller.

39. DECLARATIONS OF INTEREST AND DISPENSATIONS

40. MINUTES

Resolved: that the Minutes of the Finance & Personnel meeting held on 21st July 2021 be agreed and signed as a correct record.

41. MONTHLY ACCOUNTS

Resolved:

- a) that the July & August monthly statement for the Current Account be agreed;
- b) that the July & August monthly statement for the Corporate Treasury account be agreed;
- c) that the July & August 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.
- e) That the petty cash spending since the last meeting be approved (Appendix 2).

42. 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 3), 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.

43. GRANTS 2021-22

Resolved: That Cllrs D Cooper, G Fuller, P Wilkinson and P Williams be appointed to the sub committee to consider grant applications for the current year.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

44. 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 4) 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.

45. FUNDING FOR THE CANTILEVER ARM AT WESTHILL RECREATION GROUND

Resolved: that funding for the unbudgeted cantilever arm for the basket swing at Westhill be allocated from play equipment ear marked reserves in the amount of £6,135.10.

46. EXTERNAL AUDIT

Resolved: that the external audit certificate for 2020/21 be noted and it was confirmed that the notice of conclusion of audit had been displayed on the noticeboards and on the website.

The meeting closed at 7.15pm.

Minutes are draft until agreed at the next meeting.

Westfield Parish Council

APPENDIX 1

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY													
Report for F&P - August & September 2021-22 - 5-6 SHEET													
REF	DATE	SUPPLIER	DETAILS	TOTAL	Subscriptions 4024/1	printing & stationery 4023/1	Postage 4022/1	Parish Environment 4224/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Health & Safety 4018/1	Hire of rooms and Hospitality 4131/101	Christmas 4223/202
DC116	21/7/2021	Viking	Stationery awaiting paperwork from Tracey	£125.26	£50.63		£64.50				£7.37		
DC117	15/7/2021	St John Ambulance		£8.84									
DC118	29/7/2021	Post Office Ltd	Co-op Bank Form Postage	£4.70	£5.00		£4.70						
DC119	3/8/2021	Can Do for You	Duplicate Office Key	£6.00									
DC120	12/8/2021	Radstock Co-operative Society	Biscuits for Meeting	£3.00								£2.50	
DC121	7/9/2021	Thomsons Hardware	Two Keys - Car Park & Field at Westfield	£8.00	£8.00								
DC122	8/9/2021	B&NES	Temporary Event Notice for Xmas Lights Event	£21.00									£21.00
			TOTAL (NET)	£152.57	£0.00	£52.50	£69.20	£0.00	£0.00	£0.00	£7.37	£2.50	£21.00
			VAT:	£13.10		£11.13					£1.47	£0.50	£0.00
			TOTAL (Gros)	£176.80		£63.63					£8.84		£21.00

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

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

Invoices for payment SEPTEMBER

Invoice Date	Supplier	Details	Norm code	Payment No.	£ net	VAT	£ gross
18/8/2021	Community Heartbeat Trust	Replacement defib pads for Westfield Co-op	4231/202	B#1747	£39.00	£7.80	£46.80
19/8/2021	Kelvin Hawkins	Service / test gas, produce gas safety certificates, clean filters, test water temp.	4062/308	B#1749	£100.00	£20.00	£120.00
3/9/2021	A&L Couriers	Delivery of Westfield Warbler Autumn Edition	4212/102	B#1753	£400.00	£0.00	£400.00
3/9/2021	PKF Littlejohn LLP	External Audit Fee	4056/1	B#1754	£800.00	£160.00	£960.00
					TOTAL	TOTAL	£1,526.80

Added since the agenda was distributed:

13/9/2021	Community Heartbeat Trust	Replacement AED Battery for Elm Tree Pharmacy	4231/202	B#1760	£235.00	£47.00	£282.00
15/9/2021	Lamps & Tubes Illuminations Ltd	Festive Lighting Display	4223/202	B#1761	£5,130.00	£1,026.00	£6,156.00
20/9/2021	Glasdon	Replacement Parts for Snow Gritters	4227/202	B#1762	£306.25	£61.25	£367.50
20/9/2021	SoVision IT	Monthly Bill (Office 365, Cloub Back-up)	4027/1	B#1763	£169.20	£33.84	£203.04
					TOTAL	TOTAL	£7,008.54
					COMBINED TOTAL	COMBINED TOTAL	£8,535.34

This amount plus regular scheduled monthly payment

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

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

APPENDIX 3

Invoices for payment AUGUST

Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
27/7/2021	Greensward	Clear glass at Westhill	4062/307	B#1731	£45.00	£9.00	£54.00
		Clear glass at Norton Hill	4062/308		£45.00	£9.00	£54.00
		Tree works on access road to Bowls Club	4913/199		£575.00	£115.00	£690.00
22/7/2021	C & R Fencing Ltd	Repairs to Park fencing at NH Rec	4062/308	B#1732	£290.00	£58.00	£348.00
26/7/2021	Colin Thompson & Sons	Cleaning of Sports Store Door	4062/308	B#1733	£75.00	£15.00	£90.00
29/07/2021	Trophies of Radstock	Perpetual Engraving	4227/202	B#1741	£5.00	£1.00	£6.00
17/08/2021	soVision IT	New computer to replace broken	4027/1	B#1743	£611.50	£122.30	£733.80
16/8/2021	Ignyte Media	Westfield Warbler Autumn Edition	4212/102	B#1744	£1,000.00	£200.00	£1,200.00
16/8/2021	Samler Landscapes Ltd	Tree works as per tre survey	4913/199	B#1746	£5,210.00	£1,042.00	£6,252.00
25/8/2021	Kelvin Hawkins	Test gas appliances, clean mixer filters/tanks, test water temperatures	4062/308	B#1749	£100.00	£20.00	£120.00
17/8/2021	Community Heartbeat Trust	Replacement Defib Pads	4231/202	B#1747	£39.00	£7.80	£46.80
23/8/2021	Community Heartbeat Trust	Replacement Defib Pads	4231/202	B#1751	£39.00	£7.80	£46.80
						TOTAL	£9,641.40

Added since the agenda was distributed:

This amount plus regular scheduled monthly payment

Minutes are draft until agreed at the next meeting.

Signed Dated

APPENDIX 4

Westfield Parish Council

Schedule of regular payments 2021-22 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 costs	£0.00	£1,096.09	£0.00	£90.00									£1,186.09
Avon Pension Fund	Superannuation	£879.56	£879.56	£879.56	£879.56	£1,155.54	£870.40							£5,544.18
GPS Telecoms	Telephone and broadband	£67.93	£66.10	£68.56	£67.18	£67.07	£66.94							£403.78
Greensward	Grounds maintenance	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58								£10,607.90
HMRC	PAYE and NI	£313.77	£313.97	£313.77	£313.97	£375.53	£305.17							£1,936.18
Oval Commercial	Office Rental	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75							£5,098.50
Oval Commercial	Use of Boardroom	£0.00	£0.00	£0.00	£0.00	£0.00								£0.00
Net Salaries (and expenses)	Office staff	£2,821.62	£2,821.42	£2,821.62	£2,821.42	£3,744.96	£2,794.17							£17,825.21
Public Works Loans Board	Westhill Play Area	£0.00	£0.00	£0.00	£3,686.72	£0.00								£3,686.72
Ricoh	Photocopier	£148.41	£0.00	£0.00	£162.15	£0.00								£310.56
Southern Electric	NH Pavilion	£0.00	£0.00	£117.76	£0.00	£0.00								£117.76
Southern Electric	Christmas Tree	£0.00	£0.00	£28.29	£0.00	£0.00	£28.29							£56.58
SoVision IT	IT Support/Provider				£169.20	£169.20	£169.20							£507.60
Total Gas & Power	NH Pavilion	£0.00	£46.61	£0.00	£0.00	£47.52								£94.13
Water2Business	Auto-watering systems	£0.00	£0.00	£0.00	£0.00	£57.71	£23.17							£80.88
Water2Business	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£0.00								£0.00
Zoom subscription	Meeting space	£11.99	£11.99	£11.99	£11.99	£11.99	£11.99							£71.94
Monthly Total		£7,204.61	£8,197.07	£7,202.88	£11,163.52	£8,590.85	£5,109.08	£0.00	£0.00	£0.00	£0.00	£0.00	£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

**Action Notes of a meeting of the Climate Emergency Working Group held on Zoom on Tuesday 22nd
September 2021 at 7pm**

Present: Cllrs Geoff Fuller and Bryan Wallbridge

Attending: Lesley Close, Parish Clerk

1. Apologies

Apologies for absence were received from Cllr Steve Pritchard.

2. Declarations of Interest and Dispensations

There were no declarations of interest.

3. Action Notes of the last meeting – 7th July 2021

The action notes were agreed as a true record.

4. Tree Planting

Cllr Fuller outlined a suggestion from a member of the public to hold a community tree planting event, which was welcomed as a great idea and would be promoted in the Warbler.

5. Electric Car Charging Points

Grants for on street parking for those homes without access to a private drive, was noted as being available from B&NES and to be encouraged in this parish as a long-term aim.

6. Launch of the Climate Emergency

The article in the last Warbler had outlined all that the Group is doing and had included a quote from Cllr Sarah Warren. **Agreed** that the Group now moves on to highlight to the public all it is doing to in its Climate Campaign. The Group would envisage this takes the form of a steady build up of work eg, purchase of land a Waterside Valley, planting of trees etc.

7. Community Heating from Flooded Mine Works

Agreed to invite Micaela Basford, Corporate Sustainability Officer of B&NES to the next meeting to find out more about how community heating from flooded mine works might be pursued.

8. Next meeting

To be arranged to accommodate Micaela Basford.

The meeting ended at 7.30pm.

Queen's Platinum Jubilee Tea Party – Sunday 5th June 2022 – 2pm-5pm

Month	Task	Notes	Completed
September 2021	Agree the date and time	Sunday 5 th June 2pm to 5pm	✓
	Add as a standing item on the PC agenda until June 2022		✓
	Write a risk assessment		✓
	Inform the insurance company and send the risk assessment	7/9/21	✓
	Check the status of the event licence from BaNES.	Renewed 20/4/21. Will renew again April 2022.	✓
	Arrange security in line with the events licence	Enquiry to CALAS for 2 x SIA registered security operatives 9/9/21. Booked £102 2pm to 5pm.	✓
	Liaise with Archers Marquees for the installation of one marquee for First Aid / Lost Children. (2019 3mx3m marquees cost £90 + VAT) Plus trestle tables.	Enquiry for one 3x3m gazebo (one back cover only) and 50 trestle tables seating 6 – made 7/9/21. Booked marquee £160, trestle tables £5.50 each. 50 booked in 5 rows of 10.	✓
	Liaise with Archers for chairs to go with the tables	Enquiry made for 300 chairs to go with the tables 16/09/21.	
	Get in touch with Westhill Club to ask them to decorate the Club in the spirit of the event – Geoff Fuller		
	Get in touch with Strode Sounds for a good pa system – Diana Cooper	Booked by Diana 8/9/21	✓
	Make sure I gnyte know the date of the event so they can advertise on social media in advance		✓

	Ask St John Ambulance to attend – get quote. 2019 was £96 + VAT	9/9/21 SJA is not taking bookings yet for June 2022. They will contact us in due course.	
	Arrange the music ??		
	Make sure contact has been made with the schools and ask for it to go in their newsletter as a diary date		✓
	Contact for bouncy castles for the children – Phil Wilkinson?		
	Contact the Police to let them know full details of the event and how it is being stewarded.	Emailed Mark Graham and Paul Thatcher 13/9/21	✓
February 2022	Raise awareness of the event in the Warbler		
	Start Facebook posts about the event		
	Create the Event Management Plan to send to the Police		
	Confirm the 10 stewards (2 of which are registered SIA operatives already booked)		
	Make arrangements for a Crown making and fancy dress competition		
April	Tell Journal and Mendip Times about the event and ask if a photographer can attend.		
	Continue to post on Facebook about the event		
	Do a flyer for the shops/cafes to advise of the event		
	Do a letter for residents living around the recreation ground		
	Get the decorations for the trestle tables		
May	Put on the front page of the Warbler		
	Do some flyers and ask if they can go in book bags of Westfield Primary school children, and send electronically and they will put it on their newsletter again.		
	Articles and advert in the Journal		
	Confirm arrangements with pa hirers. Check they bring cable covers.		
	Arrange with B&NES for litter picked rubbish to be picked up from the Westhill Car Park after the event. Get litter pickers and black bags.		

On the day	<p>Some people to oversee the setting up of the tables and marquee, the sound system and music and to welcome St John's Ambulance and make sure they are set up. To put up the Lost Children and First Aid signage. To put out the bins which are stored in the Norton Hill Garage and line with black bags. To brief the security. To decorate the tables and liaise with Westhill Club. To clear up afterwards and litter pick the site and put the black bins back in the garage.</p> <p>People to welcome those attending the tea party</p> <p>Thank you letters</p>	
After the event	<p>Press release and photos on the web and local papers, including Mendip Times</p>	

