

# 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

28<sup>th</sup> June 2021

TO: All Members of Westfield Parish Council

Dear Councillor,

You are summoned to a Meeting of Westfield Parish Council, on **Tuesday 6th July 2021** at **9.30am** at the Car Park, Oval Office, Cobblers Way, Westfield.

This meeting is preceded by a Consultation Meeting on Zoom on Monday 5<sup>th</sup> July at 7pm. 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 – 8<sup>th</sup> June 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** – 15<sup>th</sup> June 2021 (Pages 6-9)
  - **Finance and Personnel** – 24<sup>th</sup> June 2021 (Pages 10-15)
  - **Climate Emergency Working Group** - To be held 7<sup>th</sup> July 2021 7pm on Zoom
5. **APPROVAL OF ANY ITEMS OVER £5,000 AND CONSIDERATION OF ANY VIREMENT**
6. **EQUALITY AND DIVERSITY POLICY (Cllr Mansell)**  
Advice from ALCA requested at the last meeting and suggested wording update from Cllr Mansell (Pages 16-18)
7. **OUSIDE BODIES REPORTS** – for reporting only  
  
**Somer Valley Walking Festival** – to seek a Councillor to take over from Geoff to lead the walk in Westfield in September.
8. **FUN DAY** (Cllr Wilkinson)
9. **CREATING COMMUNITY IDENTITY** – for reporting only
10. **BOUNDARY COMMISSION REVIEW OF PARLIAMENTARY CONSTITUENCIES** [2023-Review-Partner-Pack.pdf \(independent.gov.uk\)](#)
11. **CHAIRMAN’S REPORT** - for reporting only
12. **BATH AND NORTH EAST SOMERSET COUNCILLORS’ REPORTS** – for reporting only.
13. **RETURN TO FACE TO FACE MEETINGS WITH EFFECT FROM 6<sup>TH</sup> SEPTEMBER**  
Revised risk assessment following the last Parish Council meeting. (Pages 19-21)

## WESTFIELD PARISH COUNCIL

Minutes of the Meeting of the Council held at the Oval Homes car park,  
Cobblers Way, Westfield on Tuesday 8<sup>th</sup> June 2021 at 9:50am

A consultation meeting was held on Zoom on Monday 7<sup>th</sup> June at 7pm with  
Cllrs Fuller, Cooper, Honess, Hopkins, Jackson, Pritchard, Wallbridge,  
Williams and Wilkinson in attendance.

**Present:** Chair: Cllr G Fuller;

Cllrs D Cooper, R Hopkins and E Jackson

**Absent:** Cllrs J Honess, L Mansell, R Moss, S Pritchard, B Wallbridge,  
P Williams and P Wilkinson

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

### 29. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs J Honess, L Mansell, R Moss, S Pritchard,  
B Wallbridge, P Williams and P Wilkinson

### 30. DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllr Jackson declared an interest in item 18 – Chairman’s Report – where  
discussion was held regarding the planning application to convert the building  
the Parish Council’s office is into residential units. Cllr Jackson is on the  
B&NES Planning Committee.

### 31. MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL – 4<sup>th</sup> May 2021

**Resolved:** The minutes of the Annual Parish Council meeting on 4<sup>th</sup> May  
2021 were agreed as a correct record and would be signed.

### 32. MINUTES OF THE ANNUAL PARISH MEETING – 4<sup>th</sup> May 2021

**Resolved:** That the minutes of the Annual Parish meeting held online on  
Monday 4<sup>th</sup> May be noted.

### 33. COMMITTEE REPORTS

#### (a) Environment and Development Committee – 11<sup>th</sup> May 2021

**Resolved:** That the minutes of the Environment and Development  
Minutes are draft until agreed at the next meeting.

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

**Westfield Parish Council**

Committee meeting held on 11<sup>th</sup> May be noted.

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

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

**(c) Climate Change Emergency Working Group**

There had been no meeting of the Working Group.

**(d) Waterside Valley Working Group**

The report from the solicitor had been sent to the Working Group members.

**Resolved: (1)** to continue with the purchase of the Waterside Valley land with any documentation regarding the sale to be signed by the Chair and Vice Chair of the Council

**(2)** the working group will consider any minor items via Zoom meeting /email correspondence.

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

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

**35. TO NOTE THE INTERNAL AUDIT REPORT 2020/21**

**Resolved:** To note the internal audit report 2020/21

**36. TO AGREE THE ANNUAL GOVERNANCE STATEMENT 2020/21**

**Resolved:** to agree the annual governance statement 2020/21

**37. a. TO CONSIDER THE ACCOUNTING STATEMENTS 2020/21 BY THE PARISH COUNCIL AS A WHOLE, AS RECOMMENDED BY THE F&P COMMITTEE**

The Accounting statements 2020-21, as recommended by the F&P committee were considered. Thanks were offered to the Finance Officer for her work in preparing the statements.

**b. TO APPROVE THE ACCOUNTING STATEMENTS BY RESOLUTION**

**Resolved:** to approve the accounting statements 2020-21

Minutes are draft until agreed at the next meeting.

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

**c. TO ENSURE THE ACCOUNTING STATEMENTS ARE SIGNED AND DATED BY THE PERSON PRESIDING AT THE MEETING AT WHICH THAT APPROVAL IS GIVEN**

**Resolved:** The Chair to sign the accounting statements 2020-21

**38. TO NOTE THE DATES FOR THE PROVISION OF PUBLIC RIGHTS TO INSPECT THE ACCOUNTS**

The dates of 14<sup>th</sup> June to 23<sup>rd</sup> July for the provision of public rights to inspect the accounts was noted.

**39. ANNUAL REVIEW OF THE CODE OF CORPORATE GOVERNANCE**

**Resolved:** to agree the Code of Corporate Governance

**40. EQUALITY AND DIVERSITY POLICY**

**Resolved:** (1) In the absence of Cllr Mansell, who had requested that this should be discussed, to move this to the next agenda.  
(2) to obtain advice from ALCA regarding the wording of the policy in respect of 'Protected Characteristics'.

**41. COMMUNITY ENGAGEMENT POLICY AND ACTION PLAN, AS RECOMMENDED BY E&D**

**Resolved:** to agree the Community Engagement Policy and Action Plan as recommended by E&D.

**42. LETTER FROM WILL GODFREY, CHIEF EXECUTIVE B&NES**

The response from Will Godfrey was noted.

**Resolved:** to reply to Will Godfrey asking that further measures be taken to address the issue as his earlier response was deemed unsatisfactory.

**43. FEEDBACK ON A MEETING ON 28<sup>TH</sup> MAY WITH TRUSTEES OF WESTHILL CLUB**

Cllrs Fuller, Wallbridge and Wilkinson were at the meeting with the Trustees and gave a report. The Trustees had asked that Westfield Parish Council

Minutes are draft until agreed at the next meeting.

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

**Westfield Parish Council**

leases the area that now contains the skittle alley and invests in the changing facilities. Westhill Club wished to develop an outside seating area, providing refreshments for users of the recreation ground.

**Resolved:** The Chairman to write to the Trustees advising that the suggestion was well received however Parish Council is only be in a position to invest funds in the club building if there is agreement on the ownership of the land.

**44. OUTSIDE BODIES REPORTS**

*Mardons* – Cllr Cooper reported that Mardons Committee meetings will be resuming from next week.

**45. CREATING COMMUNITY IDENTITY**

There were no items to discuss.

**46.. CHAIRMAN’S REPORT**

Cllr Fuller reported that the owners of the office building that contains Westfield Parish Council’s office are again applying for permission to develop it into residential accommodation.

**Resolved:** to investigate options for office accommodation.

**47. B&NES COUNCILLORS’ REPORTS**

Cllr Jackson reported:

- The WECA Mayor is settling in and hopes are that he will visit Westfield
- New cabinet members at B&NES are also settling in with some decisions being rescinded from the last administration.
- Dog walking paddocks in B&NES are becoming popular and going to planning.
- Senior officers are leaving B&NES, while there are several new junior planning officers
- She was about to restart her weekly surgeries, alternating between the Trinity Methodist churches in Westfield and Radstock.
- The Curo Liaison committee is to meet on Friday.

**48. RETURN TO FACE-TO-FACE MEETINGS WITH EFFECT FROM 5<sup>TH</sup> JULY RISK ASSESSMENT**

The Parish Council received the Clerk’s Risk Assessment dated 5/5/21 in respect of a return to face-to-face meetings.

Minutes are draft until agreed at the next meeting.

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

**Westfield Parish Council**

**Agreed: (1)** that the risk assessment be amended to remove the suggested return to face-to-face meetings in July to a larger venue such as St Peters Church Hall, where social distancing can take place;

**(2)** instead, consultation meetings would continue on Zoom through July, with a quorum of Councillors meeting face-to-face the following day to agree the decisions;

**(3)** that a return to face-to-face meetings takes place in September at the Oval Office boardroom, providing government guidance allows. The laptop will be set up so that face-to-face meetings in the boardroom will make provision for the public to attend via Zoom if they wish. However, legislation is clear that Councillors should attend face-to-face if they wish to attend in the capacity of councillor;

**(4)** with the above amendments the risk assessment was agreed.

The meeting closed at 10:05am

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 Tuesday 15<sup>th</sup> June 2021 commencing at 9:35am**

A consultation meeting was held on Zoom the previous day on Monday 14<sup>th</sup> June with Cllrs Cooper, Honess, Hopkins, Jackson, Pritchard, Wallbridge and Williams in attendance. Also attending for item 4 – Dressing of War Graves – was Graham Jagger of the Royal British Legion

**Present:** Cllrs B Wallbridge (Chair), D Cooper and E Jackson

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

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

There were apologies from Cllrs Fuller, Honess, Hopkins, Pritchard and Williams.

**15. DECLARATIONS OF INTEREST AND DISPENSATIONS**

There were no declarations of interest

**16. MINUTES OF THE LAST MEETING**

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

**17. DRESSING OF WAR GRAVES**

Mr Jagger outlined the dressing of war graves event on 13<sup>th</sup> November and asked that Council has a presence at the event.

**18. PLANNING APPLICATIONS FOR CONSIDERATION**

There were no objections to the following applications:

21/02473/TCA	Scout Hall, Wells Road	Sycamore (T43287) – fell; Ash (T828) – fell; Cypress (T885) – remove branch that has become detached from canopy; G5 – fell Ash and coppice old Sycamore stump; G4 – fell 2no. Sycamore, Alder and Ivy covered stem; G6 – thin by 30%
21/02561/FUL	26 Nightingale Way	Erection of two storey rear extension

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

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



**Westfield Parish Council**

21/02586/TCA	11 Welton Road	Multi stemmed Ash – remove stem

***21/01499/FUL – 4 Highfields, Erection of three bedroomed detached dwelling***

The Committee objected to this application as it was in direct contravention of Policy 1 of the Neighbourhood Plan.

***21/02117/FUL – 1 The Leaze, Remove 3m high 1m thick hedge from boundary and install 2.2m block and render wall***

The Committee had concerns about the height of the wall being out of character with the rest of the area. There were no objections provided the wall was in keeping with the height of those in the immediate vicinity.

***21/05479/ODCOU – The Oval Office, Cobblers Way, Prior approval request for change of use from offices (Use class B1) to 13no. Flats (Use class C3)***

Westfield Parish Council declared an interest in this item as its office is based in this building.

The Committee highlighted to the Planning Officers, as it had previously, that it contravenes Policy 12 of the Neighbourhood Plan. It was requested that this application is sent to the B&NES Committee for decision.

***21/01770/VAR - Jewsons Builders Merchants, Unit 1, St Peter's Park, Variation of condition 33 of application 05/01926/FUL (Redevelopment of St Peter's Factory and Jewson sites, comprising 107 new dwellings, commercial development, open space, landscaping and associated infrastructure)***

Westfield Parish Council declared an interest in this item as the office is base in this building.

The Committee highlighted to the Planning Officers, as it had previously, that it contravenes Policy 12 of the Neighbourhood Plan

**19. PLANNING DECISIONS**

The Planning decisions were noted.

**20. SUSTAINABLE CONSTRUCTION AND RETRO FITTING/HISTORIC BUILDINGS SPD – PARISH ENGAGEMENT WEBINAR ON 22<sup>ND</sup> JUNE**

It was noted that Cllr Jackson would be attending this event and would report back to Committee.

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

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

**21. RECREATION GROUND – NORTON HILL**

**Disable parking signage**

**Resolved:** To purchase 3 signs with the words "Please show respect. These spaces are for blue badge holders only" at a cost of £174 plus VAT and to accept Mr Moore's offer of installing the signs once his wall had been renovated.

**Barbeques**

**Resolved:** to purchase one metal bin for the disposal of single use barbeques at the cost of £264 plus VAT from Glasdon.

**Slabs removed from wall at tennis court:**

It was noted that the repair work was in hand.

**Vandalism reported by NorWest Bowls:**

The report of vandalism was noted.

**22. RECREATION GROUND – WESTHILL**

There were no items to discuss at Westhill

**23. WESTHILL CLUB FACILITIES FOR FOOTBALL**

Feedback on this item had been give at Parish Council on 8<sup>th</sup> June.

**24. DOG MESS AT RECREATION GROUNDS**

The clerk reported on a meeting with the dog warden. Signs have been erected advising that the dog warden patrols the area.

**25. BIO DIVERSITY NET GAIN/SOMER VALLEY**

**Resolved:** to attend a meeting between Karen Renshaw and the Waterside Valley Working Group

**26. B&NES TREE AND WOODLAND DELIVERY PLAN AND ETHOS**

**Resolved:** to establish whether this funding would be available to purchase trees to replace the Ash Trees at Norton Hill that have to be removed.

**27. NEW GOVERNMENT FUNDING TO INVEST IN SKILLS, LOCAL BUSINESS, COMMUNITY AND PLACE**

It was noted that the deadline had passed to apply for this funding.

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

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

**Westfield Parish Council**

**28. WESTFIELD IN BLOOM**

Cllr Jackson reported that she had several people interested in helping to prepare Westfield in Bloom for entry in March next year. She would start meeting them when restrictions allowed.

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.

**29. LEGIONELLA AND WATER SAMPLING QUOTES**

**Resolved:** to delegate authority to the Clerk to consult Greensward regarding collecting the water samples and picking an appropriate testing agency.

**30. CCTV AT NORTON HILL**

**Resolved:** to accept the quote from Apex Alarms for a new unit at the cost of £358 plus VAT.

The meeting closed at 9:40am

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

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

## WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting  
held at The Oval Office (car park) on Thursday 24<sup>th</sup> June 2021

A consultation meeting was held on Zoom the previous day on Wednesday 23<sup>rd</sup> June with Cllrs Cooper, Hopkins, Jackson, Mansell, Moss, Wilkinson and Williams in attendance as well as the Clerk and Finance Officer. Cllr Fuller sent apologies and Cllr Wilkinson chaired the meeting.

Present: Cllr Philip Wilkinson (Chair) and Cllrs Diana Cooper and Pat Williams

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

The meeting opened at 9.30am

### 17. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Hopkins, Jackson, Mansell, Moss and Fuller.

### 18. DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllr Cooper declared an interest in discussion of the boules banner as a member of the boules group.

### 19. MINUTES

**Resolved:** that the Minutes of the Finance & Personnel meeting held on 20<sup>th</sup> May 2021 be agreed and signed as a correct record.

### 20. PROVISION OF THE PERIOD FOR PUBLIC RIGHTS

It was noted that this had been advertised on the two community notice boards and on the Parish Council website, the period for inspection and representation being 14<sup>th</sup> June – 23<sup>rd</sup> July.

### MONTHLY ACCOUNTS

**Resolved:**

- a) that the May monthly statement for the Current Account be agreed;
- b) that the May monthly statement for the Corporate Treasury account be agreed;
- c) that the May 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 and cash withdrawal of £77.75 to top up the balance, be approved (Appendix 2).

### 21. 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:** a) that the schedule of payments due be agreed (attached as Appendix 3), that the invoices and the BACS authorisation sheet be signed

Minutes are draft until agreed at the next meeting.

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

**Westfield Parish Council**

accordingly and that the BACS payments be made by two councillors remotely via online banking.

- b) that a replacement boules banner be purchased to replace the damaged one and that the spend be taken from the Grants budget.

**22. 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.

**23. TRUST BANK ACCOUNTS**

**Resolved:** that the accounts be moved from Natwest to the Co-op Bank. Finance Officer to take this forward.

**24. INTERNAL AUDIT**

**Resolved:** to seek quotes ahead of July F&P in order to consider the appointment of an Internal Auditor for 2021-22 onwards.

The meeting closed at 9.05am.

Minutes are draft until agreed at the next meeting.

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



Westfield Parish Council

APPENDIX 2

WESTFIELD PARISH COUNCIL PETTY CASH

MONTH  
SHEET

June  
2021-22 - 3

IMPREST VALUE	DATE	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	Travel and subsistence 4008/101	Civic Expenses 4102/102	Parish Environment 4224/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Travel & Subsistence 4008/1	Hospitality 4131/101
£100.00	1/4/2021	Cash in hand	£100.00									
	06/04/2021	Batteries	£2.99		£2.39							
	6/4/2021	TalkTalk phone bill for Zoom meetings Clr Williams	£9.18			£9.18						
	19/5/2021	eyelet holes for flag	£15.58				£12.98					
	19/5/2021	Cable ties	£5.00				£4.17					
	15/6/2021	Eye sight test reimbursed	£45.00			£45.00						
		TOTAL (NET)	£73.72	£0.00	£2.39	£54.18	£17.15	£0.00	£0.00	£0.00	£0.00	£0.00
		VAT:	£4.03		£0.60		£3.43					
		Ongoing balance	£22.25									
		top-up required	£77.75									
												previously reported

Minutes are draft until agreed at the next meeting.

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

## Westfield Parish Council

## APPENDIX 3

## Invoices for payment JUNE

Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
20/5/2021	A F Denning	Move defib from Pharmacy to Co-op	4231/202	B#1695	£109.00	£21.80	£130.80
20/5/2021	Glasdon	Bin for Norton Hill Rec remove graffiti	4062/308 4062/307	B#1694	£101.26	£20.25	£121.51
27/5/2021	Greensward	move bin at Westhill	4062/307	B#1696	£75.00	£15.00	£390.00
26/05/2021	Merv's the Man	quarterly play inspections - Q1	4065/307&8		£170.00	£34.00	
24/5/2021	A&L Couriers	re-painting hopscotch at WH Rec	4062/307	B#1697	£378.34	£0.00	£378.43
4/6/2021	Jack & Jill Solutions	Distribution of Warbler	4212/102	B#1698	£400.00	£0.00	£400.00
11/6/2021	AF Denning	auto-watering repairs	4224/202	B#1699	£45.50	£0.00	£45.50
14/6/2021	Rob Wicke	Defib fixed electric tests	4231/202	B#1705	£221.00	£44.20	£265.20
11/6/2021	The Journal	Flowers 2021-22 payment 2of3 job advert	4230/202 4030/1 EMR 337	B#1707 B#1706	£1,431.00 £189.00	£0.00 £37.80	£1,431.00 £226.80

**Added since the agenda was distributed:**

16/6/2021	Legionella Control	Water testing for legionella	4012/308	B#1708	£108.50	£21.70	£130.20
22/6/2021	IAC	Internal Audit	4057/1	B#1709	£100.00	£20.00	£120.00
24/6/2021	Aviva Insurance	Overpayment of claim	4025/1	B#1711	£125.00	£0.00	£125.00
22/6/2021	Youth Connect SW	Youth Sessions	4237/202	B#1710	£2,615.54	£523.11	£3,138.65
24/6/2021	Mardons Social Club	Grant	4203/202	B#1712	£1,000.00	£0.00	£1,000.00
						<b>TOTAL</b>	<b>£7,903.09</b>

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 4

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										£1,096.09
Avon Pension Fund	Superannuation	£879.56	£879.56	£879.56										£2,638.68
GPS Telecoms	Telephone and broadband	£67.93	£66.10	£68.56										£202.59
Greensward	Grounds maintenance	£2,121.58	£2,121.58	£2,121.58										£6,364.74
HMRC	PAYE and NI	£313.77	£313.97	£313.77										£941.51
Oval Commercial	Office Rental	£839.75	£839.75	£839.75										£2,519.25
Oval Commercial	Use of Boardroom	£0.00	£0.00	£0.00										£0.00
Net Salaries (and expenses)	Office staff	£2,821.62	£2,821.42	£2,821.62										£8,464.66
Public Works Loans Board	Westhill Play Area	£0.00	£0.00	£0.00										£0.00
Ricoh	Photocopier	£148.41	£0.00	£0.00										£148.41
Southern Electric	NH Pavilion	£0.00	£0.00	£117.76										£117.76
Southern Electric	Christmas Tree	£0.00	£0.00	£28.29										£28.29
Total Gas & Power	NH Pavilion	£0.00	£46.61	£0.00										£46.61
Water2Business	Auto-watering systems	£0.00	£0.00	£0.00										£0.00
Water2Business	NH Pavilion	£0.00	£0.00	£0.00										£0.00
Zoom subscription	Meeting space	£11.99	£11.99	£11.99										£35.97
<b>Monthly Total</b>		<b>£7,204.61</b>	<b>£8,197.07</b>	<b>£7,202.88</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
This amount plus one off payments														

Minutes are draft until agreed at the next meeting.

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

## Parish Clerk

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**From:** Deborah White <avoncalc@gmail.com>  
**Sent:** 11 June 2021 17:38  
**To:** Parish Clerk  
**Subject:** Re: Equalities and Diversity Policy  
**Attachments:** equality-diversity-policy (3).docx

Hello Lesley

My reading of the situation is that the law has not changed and the wording of the protected characteristics remains the same, but what what has happened is that most recent case law has come down of the opinion that of non-binary and gender fluid are already recognised and protected under the current law as it exists (2020 ruling against Jaguar Landrover). Or in other words, my logic is, there is no need for a change in the wording - if there had been any ambiguity and the ruling went the other way, then it would have needed to change.

NALC commissioned an HR company to produce a suite of policies (D&E attached for information) and so I will flag it up to them for a response, but in the meantime I would suggest no action is required.

I hope this helps

Keep well.

Regards

Deborah White B.Ed (Hons), Cert.MS, CILCA,,  
Chief Officer  
Avon Local Councils' Association  
PHONE: 07496 514035

[www.avonlca.org.uk](http://www.avonlca.org.uk)

On Wed, 9 Jun 2021 at 10:09, Parish Clerk <[parishclerk@westfieldparishcouncil.co.uk](mailto:parishclerk@westfieldparishcouncil.co.uk)> wrote:

Hi Deborah

The Parish Council has asked for some advice please. We have an Equalities and Diversity Policy, attached. We list the protected characteristics by category as set out below. One of the Councillors has alerted us to the fact that Gender Fluid and Non Binary have been recognised since November. However, as you see, we do not break down the categories into that degree of detail. Is there a requirement to do so? And is there a better way of wording this? Any advice in this is much appreciated.

Westfield Parish Council is unreservedly opposed to any form of discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (defined as Protected Characteristics).

With many thanks,

*Lesley*

**Lesley Close FSLCC**

**Parish Clerk**

Westfield Parish Council

The Oval Office

Cobblers Way

Westfield

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## Parish Clerk

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**From:** Lesley Mansell <lesley.mansell@westfieldparishcouncil.co.uk>  
**Sent:** 23 June 2021 20:41  
**To:** Parish Clerk  
**Subject:** Amended Equality policy

Dear Lesley

Here are my suggested amendments.

It is correct to say that they are already covered under the law but there is a need to send out a positive message.

Neuro diversity runs at about 1 in 15 of the population. Within that dyslexia is at 20%. It is largely a hidden disability and it is often ignored by employers and organisations delivering **services**.

Non-binary and gender fluid - although numbers are small they are growing in the younger population.

It is one small thing we can do as a council to recognise this.

Westfield Parish Council is unreservedly opposed to any form of discrimination on the grounds of age, disability, including neuro diversity, gender reassignment including non-binary and gender fluid, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (defined as Protected Characteristics).

I hope this is helpful.

Thank you very much

Clr Lesley Mansell  
Westfield Parish Council

Mobile 07980 695117

## Risk Assessment Form

Activity: Return to Face-to-Face meetings on 6 <sup>th</sup> September 2021		Assessment Date: 14/6/21	Review Date: Nov 21			
Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Spread of Covid-19	All	Encouraging everyone to take Covid 19 tests at home in advance of meetings	<p>Staggering arrival and exit times for staff, councillors and members of the public.</p> <p>Hand sanitising upon entry downstairs in the reception area,</p> <p>Social Distancing is not possible for Parish Council meetings in the Boardroom.</p> <p>Ensuring everyone wears face masks in accordance with government guidance at the time.</p> <p>Holding paperless meetings i.e., avoiding handing around papers at the meeting.</p> <p>If papers are provided, people should be discouraged from sharing with others and asked to take the papers with them at the end of the meeting to minimise how many people handle the papers.</p> <p>Allowing for good ventilation, including opening windows and doors where possible.</p> <p>If a track and trace system is still</p>		Low to High depending on the current spread of Covid.	From 6 <sup>th</sup> September onwards it is suggested that we return to meeting in the board room, Oval Office, Cobblers Way, providing Government Guidance allows.

a government requirement, to put up an NHS QR code to support test and trace and request all attendees to register using that app. Those without access to the app should register their attendance via a written note of name and contact telephone number in

To set up a Zoom link using the laptop in the Boardroom in order to give the public another means of attending the meeting. Note: If Councillors access the meeting via Zoom then they do so in the capacity of a member of the public and are not allowed to take part in discussion or vote.

The council must understand and ensure it is acting in compliance with the latest government safer workplaces guidance

Managing staff:

Councils should consult with staff (ask for and consider their views to try and reach an agreement) about preparations for face-to-face meetings.

The council must make the workplace (including council meetings) as safe as possible for staff, this includes undertaking a risk assessment, taking reasonable steps to reduce risks identified in the risk assessment,

			and ensure it is acting in compliance with the latest Government <u>safer workplaces guidance</u>			
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<b>Assessor's signature:</b>	<b>Clerk's signature</b>
<b>Date:</b>	<b>Date:</b>

