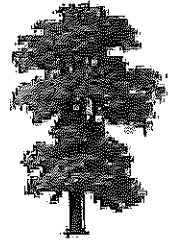


Westfield Parish Council

The Oval Office, St Peter's Business Park
Westfield, BA3 3BX
Phone: 01761 410669
Email: council@westfieldparishcouncil.co.uk

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



Established 2011

All Council Meetings are open to the Public and Press

31st August 2021

TO: All Members of Westfield Parish Council

Dear Councillor,

You are summoned to a Meeting of Westfield Parish Council, on **Monday 6th September 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=UTJnaGdIK2Z1MUlid05hWHdzSWJUZz09>

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 July 2021

To confirm and sign as a correct record the minutes of the Parish Council Meeting. (Pages 1-3)

4. COMMITTEE AND WORKING GROUP REPORTS

To note the minutes of the Committees and Working Groups below

- **Environment and Development – 13th July 2021 (Pages 4-7)**
- **Finance and Personnel – 22nd July 2021 (Pages 8-14)**
- **Climate Emergency Working Group - 7th July 2021. Next meeting is immediately after the Parish Council meeting 6/9/21. (Page15-16)**
- **Fun Day and Queen's Platinum Anniversary Working Group**
- **Waterside Valley Working Group (Page 17)**

5. APPROVAL OF ANY ITEMS OVER £5,000 AND CONSIDERATION OF ANY VIREMENT – £5210 +VAT for tree works at Westhill and Norton Hill Recs.

6. INTERNAL AUDITOR Mr Stuart Pollard, Auditing Solutions Ltd, 46 The Common, Bromham, Wilts – To confirm that there are no links between individual councillors and the internal auditor in a personal, professional or financial capacity. This is a requirement of the updated Practitioners Guide.

7. QUEEN'S PLATINUM JUBILEE - Invitation to join Midsomer Norton Town Council to create a joint celebration event. Meeting on 9th September (page 18)

8. CHRISTMAS LIGHTS SWITCH ON EVENT To consider holding the Christmas Lights Switch On Event (last Thursday of November – 25th Nov)

9. CARAVAN AT THE BACK OF THE RAILWAY INN AND PARKING AT RUSKIN ROAD Response from Will Godfrey, B&NES (Page 19)

10. HEALTH AND SAFETY POLICY REVIEW (Page 20)

11. OUSIDE BODIES REPORTS – for reporting only

- In Bloom (Cllr Jackson)

12. CREATING COMMUNITY IDENTITY – for reporting only

13. CHAIRMAN'S REPORT - for reporting only

14. BATH AND NORTH EAST SOMERSET COUNCILLORS' REPORTS – for reporting only

WESTFIELD PARISH COUNCIL

Minutes of the Meeting of the Council held at the Oval Homes car park,
Cobblers Way, Westfield on Tuesday 6th July 2021 at 9:30am

A consultation meeting was held on Zoom on Monday 5th July at 7pm with Cllrs Fuller, Cooper, Jackson, Moss, Pritchard, Wallbridge, Williams and Wilkinson in attendance. The following items were discussed and at the meeting on Tuesday 6th July it was agreed to translate the recommendations into decisions.

Present: Chair: Cllr G Fuller;

Cllrs D Cooper, R Moss and E Jackson

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

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

49. APOLOGIES FOR ABSENCE

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

50. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest.

51. MINUTES OF THE PARISH COUNCIL MEETING – 8th June 2021

Resolved: The minutes of the Parish Council meeting on 8th June 2021 were agreed as a correct record and signed.

52. COMMITTEE REPORTS

(a) Environment and Development Committee – 15th June 2021

Resolved: That the minutes of the Environment and Development Committee meeting held on 15th June be noted.

(b) Finance and Personnel Committee – 24th June 2021

Resolved: That the minutes of the Finance and Personnel Committee meeting held on 24th June be noted.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

(c) Climate Change Emergency Working Group

It was noted that the next meeting of the Climate Change working group would be on 7th July.

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

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

54. EQUALITY AND DIVERSITY POLICY

Within the Consultation Meeting the previous day, the comments of Cllr Mansell were noted. The vote was split 4 each and the Chair gave the casting vote to follow the advice from NALC.

Resolved: to retain the wording "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)

55. OUTSIDE BODIES REPORTS

Mardons – Cllr Cooper reported that Mardons are secure financially after the pandemic. Linden Homes have done the work to repair the leak in the roof and given compensation to the club.

Radstock Museum – Cllr Jackson advised that the funeral of Dr Nick Hall is to take place tomorrow. The museum will be fully open from August.

Somer Valley Walking Festival – With Cllr Fuller stepping down from leading the walk in Westfield, Cllrs Wallbridge and Moss offered to lead the walks in September. Cllr Jackson offered to lead a flat walk in the parish.

56. FUN DAY

Cllr Wilkinson advised that he is stepping down as the organiser for the Fun Day. Cllr Fuller thanked him for all his work in previous years.

Resolved: (1) All councillors to form the working party to create a Fun Day event that ties in with the Queen's Platinum Jubilee on Sunday 5th June 2022.
(2) to publish an article in the Warbler in August inviting residents to be part of the working group.

57. CREATING COMMUNITY IDENTITY

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

Westfield in Bloom - Cllr Jackson advised that judges of South West in Bloom are attending the allotments, Westfield Primary and Swallow in the next couple of weeks. She will be putting together a working party of volunteers to enter Westfield in Bloom next year.

Shakespeare Road – Cllr Wallbridge reported that a resident had approached him to ask if Council could provide some flower tubs for the area and they would be happy to maintain them. Cllr Jackson would look into it.

58. BOUNDARY COMMISSION REVIEW OF PARLIAMENTARY CONSTITUENCIES

Resolved: Parish Council to respond to the consultation with reservations about communities being separated – eg. Paulton being in a different constituency to Westfield and Midsomer Norton – and that there are no transport links or community links between the Mendip area and North East Somerset.

59. CHAIRMAN'S REPORT

Cllr Fuller requested that Councillors refrained from putting pressure on office staff in the current changing environment with the Finance Officer leaving.

60. B&NES COUNCILLORS' REPORTS

Cllr Moss reported:

- He had met with Andrew Snee of Curo with Cllr Fuller regarding Curo properties in the parish. Mr Snee was keen to have a monthly meeting to discuss any issues arising.
- Westfield Surgery is expanding with anticipation of extra patients from the new housing. They are working together to find funding.
- The Bath Christmas market is to be extended to 25 days from 18.

Cllr Jackson reported:

- The revision of the B&NES Local Plan is underway
- There is discussion to increase the Bath Clean Air Zone
- She is attending a meeting tomorrow regarding bus routes – in particular the route from Midsomer Norton to Frome.
- To commemorate NHS day she laid flowers at the memorial stone, joined by Andrew Snee of Curo

48. RETURN TO FACE-TO-FACE MEETINGS WITH EFFECT FROM 6TH SEPTEMBER

Resolved: to return to the Boardroom at the Oval Office from September in light of the amended risk assessment, Government guidance allowing.

The meeting closed at 9:35am

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 13th July 2021 commencing at 9:30am

A consultation meeting was held on Zoom the previous day on Monday 12th July with Cllrs Cooper, Honess, Hopkins, Jackson, Wallbridge and Williams in attendance. Also in attendance were 4 members of the public.

Present: Cllrs D Cooper (Chair), R Hopkins, E Jackson and P Williams

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

Mr Matt Bridges and Mr Chris Langdon gave a presentation regarding item 4 Planning Application 21/02891/FUL. The application was for Bridges Electrical to move their business to the Dickies site.

Mrs Rachael Liddiard gave information to the committee about item 6 Norton Hill Recreation Ground. She advised that she and a friend were hoping to provide a community café using the kitchen at the Pavilion at Norton Hill. She wanted to offer refreshments to users of the recreation ground, eg dog walkers, football supporters and families.

31. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

There were apologies from Cllrs Fuller, Honess, Pritchard and Wallbridge.

32. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest

33. MINUTES OF THE LAST MEETING

The minutes of the last meeting held on 15th June 2021 were agreed as a true record and signed by the Chair.

34. PLANNING APPLICATIONS FOR CONSIDERATION

There were no objections to the following applications:

21/0258 5/FUL	28 Birch Road	Erection of wooden gazebo in rear garden (retrospective)
21/0306 7/TCA	23 Wells Square	Tree 1 - Acer Pseudoplatanus/Sycamore - fell and stump kill.

Minutes subject to approval at the next meeting.

Signed Dated

Westfield Parish Council

		Tree 2 - Prunus spp/Spring Flowering Cherry - fell to below ground level, repair the hole left by the tree and grass over.
21/0247 3/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%

21/02891/FUL Dickies, 2nd Avenue Change of use from historic permission for factory/warehouse with ancillary offices to B2 and B8 uses with ancillary offices

The committee had no objections to this application and are delighted to support it as it promotes employment in Westfield.

21/01871/FUL Street Record, Linden Close Change of use of grass behind garages to parking space

Committee had no objections to this application provided the following items were addressed:

- Use of grasscrete, rather than tarmac, due to the water run off
- Check that the street drainage had capacity for any extra run off
- To establish that the owners of the garages had given consent for the use of their land

35. PLANNING DECISIONS

The Planning decisions were noted.

36. RECREATION GROUND – NORTON HILL

Barbeques

Resolved: To take no further action at the present time.

Cutting back the trees overhanging the roadway from A367 to Bowling Club gate and incidence of people on the Bowling Club roof Community Café

Resolved: (1) to accept the quote from Greensward to cut back the overhang from the trees of £575
(2) to write to NorWest Bowls club to let them know that advice is being taken from NALC to establish liabilities and to ask that they contact a safety / security expert for a report on how to address the issues raised.

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council

Community Café

Councillors were supportive of the plans of Mrs Liddiard to offer a community café service to users of the Recreation Ground. Cllr Honess said that he has experience in this field and, as there were many regulations to consider, he was happy to meet with Mrs Liddiard and offer advice.

Resolved: some councillors to meet with Mrs Liddiard and discuss further.

37. RECREATION GROUND – WESTHILL

It was noted that a further meeting with the Trustees of Westhill Club is to take place on 26th July.

38. WESTHILL CLUB FACILITIES FOR FOOTBALL

Resolved: to write to the football clubs advising that Council is currently not able to offer any solutions to the situation with the changing rooms but that discussions with the club were continuing.

39. ANNUAL KEY REVIEW

The annual key review was noted.

40. WESTFIELD HERITAGE TRAILS

The email from a resident regarding the signage on the Miner's Trail was noted.

Resolved: (1) Cllr Cooper to walk the trails picking up any amendments to signage that are needed.

(2) Cllr Jackson to establish any funding available from B&NES

41. BIODIVERSITY NET GAIN

Resolved: to investigate further the possibility of adding the Waterside Valley to the list of sites for bio diversity enhancement and to invite a representative to the next meeting in September.

42. EVENTS

Queen's Platinum Anniversary

Resolved: to add this item to the next Parish Council agenda on 6th September

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

Minutes subject to approval at the next meeting.

Signed Dated

Westfield Parish Council

Schedule 12A of the Local Government Act 1972, as amended.

43. LEGIONELLA AND WATER SAMPLING QUOTES

The acceptance of the quote from Legionella Control International was noted.

44. TREE WORKS AT THE RECREATION GROUNDS

Resolved: to accept the quote of £5210.00 from CT Samler and DJ Wyatt

The meeting closed at 9:42am

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 22nd July 2021

A consultation meeting was held on Zoom the previous day on Wednesday 21st July with Cllrs Cooper, Fuller, Wilkinson and Williams in attendance as well as the Clerk and Finance Officer. Cllrs Hopkins and Mansell sent apologies and Cllr Wilkinson chaired the meeting.

Present: Cllr Philip Wilkinson (Chair) and Cllrs Robin Moss and Pat Williams

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

As this was the Finance Officer's final meeting, the Chairman recorded his thanks for all her astounding work over the past years and wished her happiness and success for the future. The new Finance Officer was due to start the following week.

The meeting opened at 9.30am

25. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Hopkins and Mansell.

26. DECLARATIONS OF INTEREST AND DISPENSATIONS

The Clerk declared an interest in Minute 37 Internal Audit as she had worked previously with one of the tenderers.

27. MINUTES

Resolved: that the Minutes of the Finance & Personnel meeting held on 24th June 2021 be agreed and signed as a correct record.

28. BUDGET VARIATIONS

The report on variations in budgeted spending was noted.

29. MONTHLY ACCOUNTS

Resolved:

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

30. VERIFICATION OF BANK RECONCILIATIONS

As per Financial Regulation 2.2 the balances on the bank statements were being checked against the accounts and signed by Cllr Wallbridge.

31. SCHEDULE OF PAYMENTS REQUIRING AUTHORISATION

Minutes are draft until agreed at the next meeting.

Westfield Parish Council

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.

32. 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.

33. PAYMENTS IN AUGUST

Resolved: That Cllrs Wilkinson and Williams would approve payments on behalf of the Committee and that these would be ratified at the meeting in September.

34. REPORT ON COMMUNITY INFRASTRUCTURE LEVY (CIL) AND SECTION 106 FUNDS

The updated report on funds received and spending to date included the fees for the purchase of Waterside Valley which was due to complete on 23rd July. There was a small surplus of s106 grant for this project, which B&NES had confirmed could be used for initial maintenance work.

35. FEEDBACK ON 2020 GRANTS

The feedback was noted. Those who had not yet been able to spend the grant would be asked for further feedback later in the year.

36. OFFICE SPACE

The Committee was reluctant to consider office space at The Shambles or Radco developments as they were so far from the centre of Westfield. It was agreed that the most viable option at the present time was that offered by Trinity Methodist, although a number of practicalities would need to be considered before a final decision was made. The Clerk would arrange to visit and assess the premises with a view to reporting back further details.

CONFIDENTIAL MATTERS

It was resolved that, under Section 100A(4) of the Local Government Act, 1972, the press and public would be excluded from the meeting for the following item of business on the grounds that it involved 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.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

37. INTERNAL AUDIT 2021 ONWARDS

Resolved: to appoint Auditing Solutions Ltd as our Internal Auditor for 2021-22 with a view to extending this if satisfactory.

The meeting closed at 9.35am

Minutes are draft until agreed at the next meeting.

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	£90.00									£1,186.09
Avon Pension Fund	Superannuation	£879.56	£879.56	£879.56	£879.56									£3,518.24
GPS Telecoms	Telephone and broadband	£67.93	£66.10	£68.56	£67.18									£269.77
Greensward	Grounds maintenance	£2,121.58	£2,121.58	£2,121.58	£2,121.58									£8,486.32
HMRC	PAYE and NI	£313.77	£313.97	£313.77	£313.97									£1,255.48
Oval Commercial	Office Rental	£839.75	£839.75	£839.75	£839.75									£3,359.00
Oval Commercial	Use of Boardroom	£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									£11,286.08
Public Works Loans Board	Westhill Play Area	£0.00	£0.00	£0.00	£3,686.72									£3,686.72
Ricoh	Photocopier	£148.41	£0.00	£0.00	£162.15									£310.56
Southern Electric	NH Pavilion	£0.00	£0.00	£117.76	£0.00									£117.76
Southern Electric	Christmas Tree	£0.00	£0.00	£28.29	£0.00									£28.29
Total Gas & Power	NH Pavilion	£0.00	£46.61	£0.00	£0.00									£46.61
Water2Business	Auto-watering systems	£0.00	£0.00	£0.00	£0.00									£0.00
Water2Business	NH Pavilion	£0.00	£0.00	£0.00	£0.00									£0.00
Zoom subscription	Meeting space	£11.99	£11.99	£11.99	£11.99									£47.96
	Monthly Total	£7,204.61	£8,197.07	£7,202.88	£10,994.32	£0.00	£0.00	£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 Wednesday 7th
July 2021 at 7pm**

Present: Cllrs Geoff Fuller, Lesley Mansell, Steve Pritchard, Bryan Wallbridge

Attending: Lesley Close, Parish Clerk

1. Apologies

There were no apologies for absence.

2. Declarations of Interest and Dispensations

There were no declarations of interest.

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

The action notes were agreed as a true record.

4. Tree Planting

The swathe of land at Waterside Valley is nearing completion of the purchase and the Group discussed plans to plant trees.

Cllr Mansell reported back that the Woodland Trust, B&NES and the Institute of Chartered Foresters had been unable to help at this time. However, the Queen's Platinum Anniversary presented an opportunity to plant a selection of trees and young people might be encouraged to be involved - Free Trees for Schools and Communities - Woodland Trust

Cllr Pritchard raised the value of a community orchard in that it fits with the UK Biodiversity Action Plan, has value for insects and humans as well as possibly conserving heritage varieties of apples. There is a tradition in this area and he suggested a Westfield Cider Orchard Project to engage the community in orchard management, particularly the Somer Valley Campus which has a horticultural specialism and might involve students. There was also potential for an apple day to involve the community in pressing apples and making the most of dappled shade created by the trees for mixes of wildflower seeds.

Agreed to wait until the purchase of the land at Waterside Valley is complete and Cllr Pritchard to then contact the Somer Valley Campus on behalf of the Parish Council, and Cllr Mansell to investigate the trees available via the Queen's Platinum Anniversary. **Action –** Cllrs Pritchard and Mansell

5. Electric charging points for cars

Cllr Wallbridge reported on contact with Shell regarding the possibility of a rapid charging point at the Westfield petrol station. Shell has installed a charging point and is waiting for B&NES to turn it on.

Agreed Cllr Wallbridge alerts the office when this is going ahead for a press release to be written stating that the Parish Council is delighted this has been completed by Shell, being part of the Parish Council's Climate Emergency Plan. **Action** – Cllr Wallbridge and the Clerk to co-ordinate a press release.

6. Launch of the Climate Emergency

The purchase of land at Waterside Valley is nearing completion. As previously, **agreed** to then declare the Climate Emergency and its work soon to take place at Waterside Valley, inviting Westfield residents to form part of a Friends of Waterside Valley Group. To arrange a Zoom event, inviting Greta Thunberg to declare the Climate Emergency in Westfield.

Action – the Clerk to write a press release once the completion date is known and to invite Greta Thunberg.

7. Community Heating from Flooded Mine Works

Research by Cllr Pritchard highlighted the fact that not only would heat from the mine water supplant fossil fuel and go a long way to reducing the area's green house gas emissions, but the community could see reduced heating costs. The Heat Network Delivery Unit provides grant funding for technological and economic feasibility studies. Applications for funding are only accepted from Local Authorities. B&NES has already made successful applications in respect of the Riverside Development. Part of the feasibility study involves mapping heat demand. There are many variables but mine temperature data suggests Westfield has a renewable underground resource and it was **agreed** that a feasibility study was worth pursuing. **Action** – the Clerk to write to B&NES and contact Cllrs Eleanor Jackson and Robin Moss and ask that they pursue this with B&NES.

8. Save the Date – 29th September Parish Council Climate Emergency Network

Agreed that Cllr Pritchard attends on behalf of the Parish Council. **Action** – Cllr Pritchard.

9. Next meeting

Pencilled in for Monday 6th September immediately after the Parish Council meeting, pending Government Guidance at that time.

The meeting ended at 7.35pm.

Action Notes of the first meeting of the Waterside Valley Working Group
Held on Monday 9th August 2021 at 7pm at the Oval Office, Cobblers Way, Westfield

Present: Cllrs G Fuller, R Hopkins, E Jackson, S Pritchard and B Wallbridge

1. Specification with which to go out to tender for a consultant to write a Management Plan for the land purchased at Waterside Valley, to include the following:

1. Working in conjunction with Radstock Town Council to ensure continuity with Haydon Batch.
 2. Safety issues – risk assessment for public open space.
 3. Review and assess the paths – accessibility issues, routes, surfacing.
 4. Springs – a plan to make a feature of the natural springs, opening them up, diverting water under the path along the river.
 5. Maintenance Plan – for trees, vegetation, grass and hedges. Wildflower meadow and wild flower maze. Protection of oak saplings growing at the St Nicholas Church end of the land.
 6. Planting a Community Orchard
 7. Making the land secure in terms of its perimeter. Addressing fly tipping.
 8. A plan for signage and messaging.
 9. A plan for bins and dog waste / litter management
 10. Mapping the wildlife / ecology. Arranging the appropriate surveys.
 11. A plan for picnic areas.
 12. Creating Interest for children and young people.
 13. Consultation with local people, possibly in conjunction with Radstock Town Council's consultation relating to Haydon Batch.
 14. A plan for management of Volunteers.
2. The Clerk to circulate the draft spec above for comments, including consulting Miriam Woolnough at B&NES, and then to take it out to tender, reporting back to Parish Council.
3. To arrange another meeting of the Working Group when we have gone out to tender.

The meeting closed at 8.15pm.

tracey.stephens@westfieldparishcouncil.co.uk

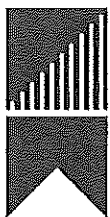
From: Amanda Hazell <deputyclerk@midsomernortontowncouncil.co.uk>
Sent: 24 August 2021 15:15
To: council@westfieldparishcouncil.co.uk
Subject: Queens Jubilee 2022

Hi Lesley,

We have set up a working party for the Queens Platinum Jubilee next year. The Chairman has asked me to contact you to enquire if Westfield Parish Council would like to work with Midsomer Norton Town Council in a joint celebration. We are holding our second meeting on Thursday 9th September at 7pm. Please let me know if you are interested in attending.

Kind regards

Amanda Hazell
Deputy Town Clerk
Midsomer Norton Town Council
Tel: 01761 418701
E mail: deputyclerk@midsomernortontowncouncil.co.uk
Web Site: www.midsomernortontowncouncil.co.uk



LOCAL COUNCIL
AWARD SCHEME
QUALITY GOLD

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Parish Clerk

From: Will Godfrey <Will_Godfrey@BATHNES.GOV.UK>
Sent: 12 July 2021 13:04
To: Parish Clerk
Cc: Geoff Fuller; Tracey Stephens; 'Finance Officer'
Subject: RE: Correspondence from Westfield Parish Council

Dear Lesley, Cllr Geoff Fuller

Apologies for the delay. Please see below our response to the 2 points you raised.

1) The Caravan at the back of the Railway Inn

The Enforcement Team is in the process of preparing a planning contravention notice to be issued in the next few weeks as a first step before issuing an enforcement notice.

The owner of the land has been informed that he was permitted to have the caravan on site so long as this was in connection with implementing the planning permission for the dwelling (subject of application 08/04344/FUL). The owner was also required to discharge certain conditions of the planning permission before carrying on with works and was therefore advised how to do this and given a timescale for submitting an application. The timescale was extended several times as a result of issues raised by the owner, however it has become apparent that the owner does not intend to submit an application. The owner could reasonably claim that the pandemic has caused a delay to the construction of the dwelling and the Enforcement Team therefore needs to be sure, before serving a notice, that he has been given reasonable time to progress the works and remove the caravan (as necessary).

I appreciate that this case has taken longer than usual to address, but the pandemic, along with unusually high workloads, has affected the ability of the Enforcement Team to pursue enforcement action in the way it normally would.

2) Ruskin Road – Parking and driving across the green space outside 3 Ruskin Road

Officers have reviewed the options and identified a solution which would allow the installation of a dropped crossing and drive access across the verge. This would enable reinstatement of the remaining grass verge and should prevent the ongoing damage. The Highway Inspector has written to the resident and visited the property to make contact with the owner without success. We will arrange for a further site and follow up correspondence if required. I have asked for an update to be provided to the Parish once contact has been made with the property owner. If the Parish has any alternative options for consideration please contact the Highway Team who will review.

Regards

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Westfield Parish Council

HEALTH AND SAFETY AT WORK

POLICY STATEMENT

Westfield Parish Council is committed to securing, as far as is reasonably practicable, the Health, Safety and Welfare of employees and other persons likely to be affected by the activities of the Council.

The Council recognises that effective Health and Safety performance can only be achieved through the support of its staff, and a management commitment to continuous improvement.

In addition, the arrangements of routine work activities within the workplace and these areas used for recreational purposes with a public audience require that hazards associated with these activities are systematically identified, assessed and controlled through a variety of system measures.

In order to adequately control the risks to staff and the public, the Council is committed to:

- a) The rigorous recruitment and selection of personnel
- b) A system of training based on the demonstration and maintenance of competence.
- c) The procurement, testing, maintenance and use of suitable equipment.
- d) The provision of information relating to hazards, their associated risks and appropriate control measures
- e) The competent supervision of all employees through training.
- f) Simple effective procedures and systems.
- g) The application of discipline and clear instructions at all workplaces.
- h) Risk assessments carried out at least annually by the people identified on the Health and Safety management structure.

It is the policy of the Council that the arrangements contained in this document are strictly adhered to.

Signed
Chair of the Council

Date

Signed
Parish Clerk

Date

Review History	To be reviewed annually
Parish Council	1/9/14
Parish Council	7/9/15
Parish Council	05/09/16
Parish Council	04/09/2017
Parish Council	3/9/18
Parish Council	7/10/19
Parish Council	2/11/2020
Parish Council	6/9/21
Next review	Sept 2022