

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

24th March 2021

TO: All Members of Westfield Parish Council

Dear Councillor,

You are summoned to a Meeting of Westfield Parish Council, on **Tuesday 6th April 2021 at 7.00pm** held remotely by Zoom, the signing in details being:

Join Zoom Meeting

<https://zoom.us/j/92678264869?pwd=UTJnaGdIK2Z1MUlid05hWHdzSWJUZz09>

Meeting ID: 926 7826 4869
Passcode: 256045

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

The meeting will consider the items set out below.

Ms L Close
Parish Clerk

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

AGENDA

1. **Apologies for Absence and to consider the reasons given.** Council to receive apologies for absence and, if appropriate, to resolve to approve the reasons given.
2. **Declarations of Interest and Dispensations.** Members to declare any interests they may have in agenda items, in accordance with the requirements of the Council's Code of Conduct. The Parish Council may consider agreeing a dispensation, providing the request is put in writing and the dispensation is allowed on the grounds set out in s.33 of the Localism Act 2011.
3. **Minutes of the Parish Council Meeting – 1st March 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 – 8th March 2021 **(Pages 5-7)**
 - Finance and Personnel – 17th March 2021 **(Pages 8-13)**
 - Climate Emergency Working Group – To meet 7th April 2021
 - Negotiations relating to the possible transfer of Jubilee Green, Westfield
5. **Councillor Vacancy** - verbal update
6. **To prepare for the possible (temporary) end of remote meetings on 7th May**
7. **Approval of any items over £5,000 and consideration of any virement**
8. **Inspirational Citizen Award** Nominations to be circulated separately
9. **Report of the Internal Auditor** To consider and respond to the report. Comments from F&P committee. **(pages 14-18)**
10. **Trinity Methodist Church Consultation (Pages 19-21)**
11. **Waterside Valley** To receive the Valuation/ Survey report by Cooper and Tanner, the Risk Assessment of the Clerk and to note the responses to the public consultation **(Pages 22-30)**
12. **Air Quality Reporting** To receive feedback on the meeting of 23rd March with B&NES Air Quality Monitoring Officers and take suggestions for locations for measuring devices in Westfield
13. **Outside Bodies Reports** – for reporting only

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

WESTFIELD PARISH COUNCIL

Minutes of the Meeting of the Council held remotely on Zoom on Monday 1st March 2021 commencing at 7.00pm

- Present:** Chair: Cllr G Fuller;
Cllrs D Cooper, J Honess, R Hopkins, E Jackson, L Mansell, R Moss, P Williams and P Wilkinson
- Absent:** Cllrs V Cox and B Wallbridge
- Attending:** Lesley Close, Clerk and Tracey Stephens, Admin Assistant;

129. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Wallbridge and accepted.

130. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest.

131. MINUTES OF THE PARISH COUNCIL MEETING – 1st February 2021

Resolved: The minutes of 1st February 2021 were agreed as a correct record and would be signed.

132. COMMITTEE REPORTS

(a) Environment and Development Committee – 8th February 2021

Resolved: That the minutes of the Environment and Development Committee meeting held on 8th February be noted.

(b) Finance and Personnel Committee – 17th February 2021

Resolved: That the minutes of the Finance and Personnel Committee meeting held on 17th February be noted.

(c) Climate Change Emergency Working Group – 2nd February 2021

The points from the Climate Emergency Working Group were noted.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

133. CREATION OF WORKING GROUPS AND UPDATES

Waterside Valley Working Group – It was agreed that this group would be made up of Cllrs Fuller, Hopkins, Jackson, Honess and Mansell.

Jubilee Green – It was agreed that this group would be made up of Cllrs Fuller and Hopkins.

Westfield in Bloom – Discussion was held regarding entering Britain in Bloom this year. It was felt that with the purchase of Waterside Valley it would be a project too far this year and that Council should look to enter next year. Cllr Hopkins proposed, Cllr Wilkinson seconded. Vote was 8 for and 1 against.

Resolved: Not to enter Britain in Bloom this year, but to consider entering next year.

134. TO PREPARE FOR THE POSSIBLE RETURN TO FACE TO FACE MEETINGS BY 7TH MAY

It was noted that the current legislation on holding remote meetings expires on 7th May and that it hadn't been extended beyond that. NALC had outlined a suggestion of wording for a letter to the local MP to request an extension to this date, or to allow hybrid meetings so that all councillors would have the opportunity to attend meetings.

Resolved: (1) to write to The Right Hon Jacob Rees-Mogg MP outlining concerns about holding exclusively face to face meetings in light of the current restrictions and requesting hybrid or online meetings be allowed to continue.

(2) to hold the Annual Parish meeting online on 4th May at 7pm, before the start of the Annual Meeting of the Council – also online.

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

Resolved: To approve expenditure of £90,000 plus fees and disbursements on land at Waterside Valley

136. TO CONSIDER DECLARING A CLIMATE EMERGENCY

The report of the Climate Change Emergency Working Group was received.

Resolved: Westfield Parish Council to declare a Climate Emergency, as recommended by the Climate Change Emergency Working Group.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

137. TO CONSIDER THE PURCHASE OF LAND ADJACENT TO THE LAND THE PARISH COUNCIL IS IN THE PROCESS OF PURCHASING AT WATERSIDE VALLEY AS RAISED AT F&P (Minute 113 refers)

Resolved: to work with the current application and consider purchasing this land at a later date.

138. DOGS AT THE RECREATION GROUNDS (Cllr Hopkins)

It had been noted that dogs are frequently being allowed to run free on the recreation grounds, despite signs saying dogs should be kept on leads, and they were leaving mess.

Resolved: to write an article for the Journal asking owners to respect the rules at the recreation grounds with their dogs and to strongly point out the health risks that are linked with dog mess.

139. GOOD FRIDAY WALK, STOPPING AT WESTHILL RECREATION GROUND (Cllr Jackson)

Cllr Jackson advised that the churches in Westfield and Radstock hadn't yet decided whether to do the walk. It was agreed that, if they do so, should they wish to finish at Westhill Recreation Ground then they have the same rights and responsibilities as other members of the public.

140. TO AGREE THE FIXED ASSET REGISTER AS AGREED AT F&P

Resolved: to agree the fixed asset register as agreed at F&P, with thanks to the Finance Officer for her work.

141. OUTSIDE BODIES REPORTS

There were no outside bodies reports.

142. CREATING COMMUNITY IDENTITY

There were no reports on Community Identity.

143. CHAIRMAN'S REPORT

Cllr Fuller reported on the huge positive feedback he had received regarding purchasing the land at Waterside Valley. Cllr Hopkins suggested he feeds back that positivity to B&NES via Cllr Moss.

Minutes are draft until agreed at the next meeting.

Signed Dated

144. B&NES COUNCILLORS' REPORTS

Cllr Jackson reported:

- Concerns over the B&NES budget which would mean some planning officers were to be made redundant.
- Local Plan update is still ongoing.
- She was working on Liveable Neighbourhoods and trying to find a way to use the funding in Westfield.
- Youth Club is going from strength to strength.
- She is doing a lot of case work and feels that more needs to be done to get the word to people about the help that is available to them.

Cllr Moss reported:

- An 5% rise in the B&NES budget. He felt some of the suggestions for savings were worrying – eg charging for leaving building materials at recycling centres will lead to more fly tipping. There was to be a loss of planning enforcement officers and a public health officer. Council Tax and Business Rates are crucial to B&NES income, but that is going to reduce.
- Liveable Neighbourhoods was about encouraging people to walk or cycle to places of work or school, which he felt is fine in cities, but not in outlying areas.
- There is considerable extra case work for Councillors. He reiterated Cllr Jackson's point about getting the message to people about what help is out there for them eg Citizens Advice

Cllr Mansell asked if money from the Government for work with domestic abuse sufferers is to be filtered down to Westfield. Cllr Moss said he will investigate.

The meeting closed at 8:39pm

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

**Minutes of the Environment and Development Committee Meeting held
remotely on Zoom on
Monday 8th March 2021 commencing at 7pm**

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

Also attending: Lesley Close, Parish Clerk and Tracey Stephens, Admin
Assistant. 1 member of the public

Mr Ellis Grubb spoke to the committee regarding the Olympic Torch that he was awarded after having carried it for the Games in 2012. He said he was honoured to have been chosen for his work with young people in sport over many years. He said that he wants to use it in projects in Westfield to encourage young people to be active and engage in sports and creative arts. Committee replied that there would be an item on the next agenda to discuss how that could be achieved.

115. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

There were no apologies for absence.

116. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest.

117. MINUTES OF THE LAST MEETING

The minutes of the last meeting held on 8th February 2021 were agreed as a true record and would be signed by the Chair.

118. PLANNING APPLICATIONS FOR CONSIDERATION

There were no objections to the following applications:

| | | |
|---------------|------------------------|--|
| 21/00615/FUL | 19 Highfields | Erection of porch to front door entrance |
| 21/00843/CLEU | 24 Westhill Gardens | Removal of a garden wall. Lowering current level of the hard standing driveway. Erection of a 7x4 metre flat roof garage with the height of 2.5 metres (Certificate of lawfulness of existing use) |
| 21/00977/FUL | 70 Waterford Park | Erection of single storey side extension |

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council

21/00564/FUL - 16 Linden Close – Erection of two storey detached dwelling on land adjacent to 16 Linden Close

Committee objected to this application on the grounds that the access to the property would be difficult due to congestion of vehicles parked in the area and that the ground would be unstable, with local knowledge indicating that a massive amount of concrete was poured there during the initial construction of neighbouring properties. Committee also was keen to see the hydrology report as the area is renowned for springs, the water table is high and drainage in the light of all the concrete deposits is unknown.

21/00514/FUL – 16 May Tree Avenue – Erection of an attached 2.5 storey dwelling

Committee objected to this application on the grounds of overdevelopment of the site.

21/00875/FUL – 43 Welton Road – Erection of a single storey rear flat roof extension (Retrospective)

Committee asked that an adequate set of plans was provided before being able to make comment on this application.

119. PLANNING DECISIONS

The Planning decisions were noted.

120. MENDIP LOCAL PLAN PART II

The update was noted.

121. RECREATION GROUND – NORTON HILL

It was noted that a vehicle had recently crashed through the fence and caused considerable damage. Committee was advised that the insurance company have been notified and that a temporary fence had been erected at a cost of £47 per week, while waiting for quotes to permanently repair the fence.

122. RECREATION GROUND – WESTHILL

Resolved: to accept a quote from Greensward for a post-winter clean up of the gym equipment of £85 plus VAT.

123. SOMER VALLEY REDISCOVERED INITIATIVE OF POSTERS IN EMPTY SHOPS

Committee was advised that the Chemist at Elm Tree Road had given permission for the posters to be displayed on the outside of their side windows.

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council

Resolved: once the draft posters had been distributed to Councillors and the Chemist to contact Miriam Woolnough to advise of positioning.

124. LITTER BINS AT FIVE ARCHES CYCLE TRACK AND SALT BOXES ON THE PIT PATH

Cllr Fuller had been approached by residents who were asking for more rubbish bins on the pit path as the ones there are regularly overflowing.

Resolved: to write to B&NES requesting sight of the emptying schedule and to ask for more bins, suggesting use of s106 money from the RADCO development copying Midsomer Norton Town Council.

125. GOOD FRIDAY WALK

There was no further action required.

126. MAY WESTFIELD WARBLER

Resolved: to include an update of the Business Directory giving free advertising to Westfield businesses at a cost of £395 plus VAT.

127. FLOWERS IN PUBLIC PLACES CONTRACT FOR 2021-22

Resolved: to accept the quote of £5362 from Rob Wicke

128. EVENTS

- **Request for a Fun Fair at Norton Hill Recreation Ground in May**

Resolved: to respond to this request advising that due to government restrictions there will be no fun fair possible in Westfield in May.

- **Closure of Trinity Methodist Church in Westfield or Radstock**

Resolved: to request more time for consideration of the question of how the Parish Council would use the facility in Westfield

The meeting closed at 8:38pm

Minutes subject to approval at the next meeting.

Signed **Dated**

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting
held remotely on Zoom on Wednesday 17th March 2021

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

Absent: Cllrs Eleanor Jackson and Bryan Wallbridge

In Attendance: Emily Merko (Finance Officer)

The meeting opened at 7.00pm.

114. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Eleanor Jackson.

115. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest.

116. MINUTES

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

117. MONTHLY ACCOUNTS

Resolved:

- a) that the February monthly statement for the Current Account be agreed;
- b) that the February monthly statement for the Corporate Treasury account be agreed;
- c) that the February 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 year-end reconciliation of petty cash be noted and top up of £35.64 be approved (Appendix 2).

118. 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.

119. SCHEDULE OF PAYMENTS DUE ON A REGULAR BASIS

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

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

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.

120. YEAR-END REPORT ON DEBTORS AND CREDITORS

The Committee noted that there were no debtors and no creditors other than invoices expected. The Committee noted and approved of the decision relating to Trust income not to invoice the second tranche of pitch hire until it was known how or if the season would proceed.

121. INTERIM INTERNAL AUDIT REPORT 2020-21

The Committee discussed the report of the Internal Auditor, noting in particular the issues of non-compliance in relation to the Festive Lights tender. The Committee was unhappy that there was no reference to the context of a particularly difficult year given the circumstances of lockdown, a global pandemic and the lack of advice at that time of how to follow financial regulations in such circumstances.

Thanks were extended, once again, to the officers for their hard work in this context. Further clarification would be sought on a couple of the points raised and full comments would be forwarded to Parish Council for further discussion and response.

Cllr Moss joined the meeting at 7.20pm

122. REVIEW OF FINANCIAL CONTROLS

Resolved: that the following policies be recommended to Parish Council for approval:

- Treasury Management Policy
- Effectiveness of The Internal Control Environment
- Code of Corporate Governance

123. REVIEW OF POLICES

Resolved: that the following policies be recommended to Parish Council for approval with no changes on the previous year:

- Expenses Policy
- Anti-fraud and Confidential Reporting policies

The meeting closed at 7.30pm

Minutes are draft until agreed at the next meeting.

Westfield Parish Council

APPENDIX 2

| WESTFIELD PARISH COUNCIL PETTY CASH | | | | | | | | | | | |
|-------------------------------------|-----------|--|------------------|----------------|------------------------------|-------------------------------|------------------------|--------------------------|--------------------------|---------------------------|--|
| | | MONTH | March - YEAR-END | | | | | | | | |
| | | SHEET | 2020-21 - 12 | | | | | | | | |
| IMPREST VALUE | DATE | DETAILS | TOTAL | postage 4022/1 | printing & stationary 4023/1 | Travel and subsistence 4008/1 | Health & Safety 4018/1 | N/H maintenance 4062/308 | W/H Maintenance 4062/307 | Community Events 4232/202 | Hospitality 4131/101 |
| £100.00 | 1/4/2020 | Cash in hand | £100.00 | | | | | | | | |
| | 28/7/2020 | Reimburse phone costs to Clr Williams | £8.16 | | | £8.16 | | | | | |
| | 28/7/2020 | Tape for distancing markers | £11.98 | | £9.98 | | | | | | |
| | 16/9/2020 | Key cutting for new padlock | £4.00 | | | | | | £3.33 | | |
| | 6/10/2020 | Key cutting - new office key | £7.00 | | £5.83 | | | | | | |
| | 6/10/2020 | Tissues and anti-bac wipes for office | £4.50 | | | | £3.75 | | | | |
| | | TOTAL (NET) | £31.05 | £0.00 | £15.81 | £8.16 | £3.75 | £0.00 | £3.33 | £0.00 | £0.00 |
| | | VAT: | £4.59 | | £3.17 | | £0.75 | | £0.67 | | |
| | | Ongoing balance top-up required | £64.36 | | | | | | | | |
| | | | £35.64 | | | | | | <i>already reported</i> | | |
| Counter signature | | | | Date | | | | | | | |
| Signed: | | | Signed: | | | | | | | | Top-Up Required |
| Date: | | | Date: | | | | | | | | Approval to withdraw £35.64 to the bank account using the Parish Council debit card. |

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

APPENDIX 3

Invoices for payment MARCH

| Invoice Date | Supplier | Details | Norm code | Payment No: | £ net | VAT | £ gross | |
|---|-----------------------|--|-----------|-------------|-----------|--------|-----------|------------|
| 19/2/2021 | BHIB Insurance | Insurance premium 2021-22 | 4025/1 | B#1650 | £2,774.58 | £0.00 | £2,774.58 | |
| 18/2/2021 | Small Stuff Baby Bank | Grant for new laptop - promised on receipt of purchase made - now received | 4203/202 | B#1652 | £499.00 | £0.00 | £499.00 | |
| 01/03/21 | ALCA/NALC | Annual subscription | 4024/1 | B#1654 | £917.38 | £0.00 | £917.38 | |
| 2/3/2021 | B&NES | Premises Licence fee for Fun Day | 4232/202 | debit card | £70.00 | £0.00 | £70.00 | |
| 9/2/2021 | GM Engineering Ltd | strengthen hanging basket stands | 4224/202 | B#1655 | £350.00 | £70.00 | £420.00 | |
| | | Part 3 of flowers contract 2020-21 | 4230/202 | | £1,612.50 | £0.00 | £1,612.50 | |
| 10/3/2021 | Rob Wicke | | | B#1656 | | | | |
| 10/3/2021 | Greensward | Emergency clean up of grass and paths following incident at North Hill Rec | 4062/508 | B#1662 | £140.00 | £28.00 | £168.00 | |
| | | Repairs missing fences on take-up site at North Hill | 4062/507 | | £75.00 | £15.00 | £90.00 | |
| 10/3/21 | Greensward | fix base of bin a BMX track | 4062/307 | B#1662 | £65.00 | £13.00 | £78.00 | |
| | | | | | | | TOTAL | £11,984.08 |
| This amount is required monthly payment | | | | | | | | |
| Highlight if over £5000 as this requires full Parish Council approval | | | | | | | | |

Minutes are draft until agreed at the next meeting.

12 Signed Dated

Westfield Parish Council

APPENDIX 4

Schedule of regular payments 2020-21 amounts are all NET

| Supplier | Details | April | May | June | July | August | Sept | October | Nov | Dec | January | February | March | TOTAL TO DATE |
|-------------------------------|---------------------------|-----------|-----------|-----------|------------|-----------|-----------|-----------|-----------|-----------|------------|-----------|-----------|---------------|
| Apollo Technology | IT Support (quarterly) | £0.00 | £286.74 | £0.00 | £0.00 | £286.74 | £0.00 | £0.00 | £0.00 | £286.74 | £0.00 | £286.74 | £0.00 | £1,146.97 |
| Apollo Technology | Cloud Back-up (quarterly) | £0.00 | £151.20 | £0.00 | £0.00 | £151.20 | £0.00 | £0.00 | £0.00 | £151.20 | £0.00 | £172.80 | £0.00 | £626.40 |
| Apollo Technology | G-Suite (Quarterly) | £0.00 | £552.00 | £0.00 | £0.00 | £552.00 | £0.00 | £0.00 | £0.00 | £552.00 | £0.00 | £552.00 | £0.00 | £2,208.00 |
| Apollo Technology | Wireless Cloud Controller | £0.00 | £5.97 | £0.00 | £0.00 | £5.97 | £0.00 | £0.00 | £0.00 | £5.97 | £0.00 | £5.97 | £0.00 | £23.88 |
| Avon Pension Fund | Superannuation | £835.82 | £835.82 | £835.82 | £835.82 | £835.82 | £835.82 | £835.82 | £1,185.63 | £879.56 | £879.56 | £879.54 | £879.56 | £10,554.59 |
| GPS Telecoms (DD) | Telephone and broadband | £66.49 | £64.65 | £64.26 | £64.45 | £64.22 | £64.49 | £66.11 | £66.48 | £66.32 | £65.24 | £64.93 | £66.20 | £783.84 |
| Greensward | Grounds maintenance | £1,951.58 | £2,121.58 | £2,121.58 | £2,121.58 | £2,121.58 | £2,121.58 | £2,167.08 | £2,167.08 | £2,167.08 | £2,167.08 | £2,167.08 | £2,167.08 | £25,470.96 |
| HMRC | PAYE and NI | £271.88 | £272.28 | £272.28 | £258.88 | £268.88 | £268.88 | £268.88 | £773.47 | £282.04 | £323.44 | £323.43 | £323.44 | £3,907.58 |
| Oval Commercial (SO) | Office Rental | £489.75 | £489.75 | £489.75 | £489.75 | £489.75 | £489.75 | £489.75 | £839.75 | £839.75 | £839.75 | £839.75 | £839.75 | £7,977.00 |
| Oval Commercial | Use of Boardroom | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Net Salaries (and expenses) | Office staff | £2,694.63 | £2,694.23 | £2,694.23 | £2,707.63 | £2,697.63 | £2,722.63 | £2,697.63 | £3,560.70 | £2,855.42 | £2,814.02 | £2,814.00 | £2,857.87 | £33,790.82 |
| Public Works Loans Board (DD) | Westhill Play Area | £0.00 | £0.00 | £0.00 | £3,686.72 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £3,686.72 | £0.00 | £0.00 | £7,373.44 |
| Rlooh | Photocopier | £0.00 | £186.07 | £0.00 | £141.72 | £0.00 | £0.00 | £151.38 | £0.00 | £0.00 | £0.00 | £163.58 | £0.00 | £642.75 |
| Southern Electric | NH Pavilion | £0.00 | £0.00 | £64.20 | £0.00 | £0.00 | £197.69 | £0.00 | £0.00 | £61.34 | £0.00 | £0.00 | £113.86 | £437.09 |
| Southern Electric | Christmas Tree | £0.00 | £0.00 | £28.29 | £0.00 | £0.00 | £28.29 | £0.00 | £0.00 | £30.59 | £0.00 | £0.00 | £31.40 | £118.57 |
| Total Gas & Power | NH Pavilion | £0.00 | £13.24 | £0.00 | £0.00 | £16.49 | £0.00 | £0.00 | £19.22 | £0.00 | £0.00 | £46.92 | £0.00 | £95.87 |
| Water2Business (DD) | Auto-watering systems | £0.00 | £0.00 | £0.00 | £21.05 | £127.03 | £0.00 | £0.00 | £0.00 | £0.00 | £30.94 | £0.00 | £102.52 | £281.54 |
| Water2Business (DD) | NH Pavilion | £0.00 | £0.00 | £0.00 | £0.00 | £213.19 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £169.82 | £383.01 |
| Zoom subscription (DD) | Meeting space | £0.00 | £0.00 | £11.99 | £0.00 | £11.99 | £11.99 | £11.99 | £11.99 | £11.99 | £11.99 | £11.99 | £11.99 | £107.91 |
| | Monthly Total | £6,310.15 | £7,673.54 | £6,582.40 | £10,327.60 | £7,842.49 | £6,741.12 | £7,026.65 | £8,624.52 | £8,190.00 | £10,818.74 | £8,283.23 | £7,497.99 | |

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

Minutes are draft until agreed at the next meeting.

Signed Dated



Internal Audit Summary 2020-21

Interim Audit

| | | | |
|-------------------------|----------------------|--------------------------|------------------|
| Client | | Westfield Parish Council | |
| Clerk: | Lesley J Close FSLCC | Name | Date |
| Prior Year Audit Signed | Paula Snelth | Andrew Adam | 26 June 2020 |
| Pre Audit | Paula Snelth | Andrew Adam | 6 January 2021 |
| Visit 1 Auditor: | Paula Snelth | Andrew Adam | 11 February 2021 |
| Year End Auditor | | | |
| Reviewed by: | | | |

Complete
 Yes
 Yes
 Yes
 No
 No

| Annual Return | Compliance with Requirements | Not checked | Not applicable | Positive | Negative | Overall % Positive | Statutory Non-Compliance | High | Medium | Low |
|---------------|---|-------------|----------------|----------|----------|--------------------|--------------------------|------|--------|-----|
| Box A | Appropriate accounting records have been kept properly throughout the year. | 0 | 0 | 5 | 0 | 100.00% | 0 | 0 | 0 | 0 |
| Box B | This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. | 2 | 3 | 32 | 4 | 88.89% | 2 | 2 | 0 | 0 |
| Box C | This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | 1 | 1 | 9 | 0 | 100.00% | 0 | 0 | 0 | 0 |
| Box D | The present or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | 5 | 3 | 16 | 0 | 100.00% | 0 | 0 | 0 | 0 |
| Box E | Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | 0 | 19 | 4 | 0 | 100.00% | 0 | 0 | 0 | 0 |
| Box F | Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. | 0 | 1 | 8 | 0 | 100.00% | 0 | 0 | 0 | 0 |
| Box G | Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied. | 11 | 6 | 0 | 0 | 0.00% | 0 | 0 | 0 | 0 |
| Box H | Asset and investments registers were complete and accurate and properly maintained. | 6 | 2 | 1 | 0 | 100.00% | 0 | 0 | 0 | 0 |
| Box I | Periodic and year-end bank account reconciliations were properly carried out. | 9 | 1 | 6 | 0 | 100.00% | 0 | 0 | 0 | 0 |
| Box J | Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. | 6 | 0 | 2 | 0 | 100.00% | 0 | 0 | 0 | 0 |
| Box K | IF the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. | 0 | 2 | 0 | 0 | 0.00% | 0 | 0 | 0 | 0 |
| Box L | During summer 2020 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations. | 0 | 0 | 4 | 0 | 100.00% | 0 | 0 | 0 | 0 |
| Box M | Trust funds (including charitable) - The council met its responsibilities as a trustee. | 1 | 0 | 4 | 0 | 100.00% | 0 | 0 | 0 | 0 |
| Total | | 41 | 38 | 91 | 4 | 95.79% | 2 | 2 | 0 | 0 |

Westfield Parish Council Financial Year 2020-21

Visit date: 11 February 2021

Interim Internal Audit Observations - update received 23/03/2021

Box B This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. Comments and suggestions from F&P 17.03.21 and from the Finance Officer following revised report received 23.03.21

| Ref | Observation | Comments | Priority | Resolution |
|-----|--|--|----------|--|
| 1 | <p>" The Credit/Debit Card is in the Clerk's name which is used by Parish Council Officers of the Council. "</p> | <p>" Reported 2019-20 Interim Audit: The Co-operative Debit Card is in the Clerk's name in line with 6.18 of the Financial Regulations. However the card is used by the appointed RFO (Finance Officer). "</p> <p>It is understood that the Council considered the Observation report 2019-20 and updated the 6.18 of the Financial Regulations as follows; Any Debit Card issued for use will be restricted to use by the Parish Council officers as authorised by the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by council or Finance and Personnel committee in writing before any order is placed. "</p> | High | <p>" The Council to note. "</p> <p>To be minuted as noted. And perhaps re-visited from time to time to re-consider the risk.</p> |
| 2 | Bank mandates were not available at the time of interim Audit review. | The Council could not locate the bank mandates on the Council site during the Interim Audit visit. It is understood that the Council will contact the bank to confirm the current bank signatories. | High | <p>The Council must obtain bank signatory confirmation letter from the Council bank. A copy to be forwarded to Internal Audit prior to Year End.</p> <p>A current mandate has now been obtained and forwarded to the Auditor. Signatories have not changed for a number of years hence it was felt good practice to obtain a recently dated letter.</p> |
| 3 | The Council has not carried out a review of the bank signatory arrangements as at Interim Audit review. | The Council last reviewed the bank signatory arrangements May 2019, it is understood that these are due to be reviewed March 2021. The Council omitted the review in May 2020. | High | <p>Council to provide the auditor with a copy of the Council Minute confirming bank signatory arrangements once they have been completed.</p> <p>The Council is satisfied that FRs 1.4 and 5.1 which require "regular review" of the bank signatory arrangements are being followed and that, in an exceptional year with other more urgent priorities, the decision not to review these in 2020-21 is not of concern. The signatories will next be reviewed at the annual meeting of the Parish Council in May.</p> |

| | | | | |
|--|---|--|---|--|
| 4 | Tenders have not been obtained as required under the Council's Financial Regulations | <p>The Council tendered for Festive Lights Display for Westfield Parish Council. The tender specification was issued 20 February 2020. The 20 May 2020 Finance & Personnel Committee considered the tenders for the Festive Lights Display in confidential sessions. Meeting minute reference 16. The Finance & Personnel Committee Meeting minutes were approved 1 June 2020 Full Council Meeting minute reference 17. b).</p> <p>It is noted that the Council did not comply with Part 11.1 of the Financial Regulations. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.</p> <p>It was noted that the Council did not comply with the requirements for the opening of the tenders due to the lock down restrictions. The 5 tender bids were not opened in the presence of a Councillor.</p> | <p>The Council must ensure that it obtains tenders as set out in its Financial Regulations.</p> <p>The Council Must give a 'Negative' response to Assertion 3 on the 2020-21 Annual Governance Statement.</p> | <p>Non Compliance</p> <p>The Finance Officer accepts the omission to follow FR11 correctly in omitting to present the tender specification to Council before publication and in failing to advertise the tender on the Contracts Finder website.</p> <p>The failure to open tenders in the presence of a Councillor due to extenuating circumstances is acknowledged. In the absence of any guidance on how to interpret the Financial Regulations at this time the Chair of F&P and the Finance Officer discussed the matter and agreed that the tenders should be opened by the FO and a list of tenders received be reported to the next F&P meeting (22.4.20) for detailed discussion at the next meeting on 20.5.20.</p> <p>The Council accepts that a negative response must be given to Assertion 3 of the AGAR and the Finance Officer will ensure close adherence to FR11 for future procurement contracts.</p> |
| 5 | The Council has not complied with the requirements of the Public Contract Regulations# | <p>It was noted that the Council did not use the Contract Finder to source a contract. Instead the Council publicity published the tender specification on the Council website, social media and directly approached suppliers.</p> | <p>The Council must ensure that it complies with the requirements of the Public Contract Regulations.</p> <p>The Council Must give a 'Negative' response to Assertion 3 on the 2020-21 Annual Governance Statement.</p> | <p>The Council accepts this omission and will answer No to Assertion 3 of the Annual Governance Statement.</p> <p>The Council will ensure that this platform is used for future tenders over £25K.</p> |
| <p>Box C This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</p> | | | | |
| 1 | As at the date of the Interim Audit visit the Council had not signed the Meeting minutes. | <p>The 1 February 2021 Full Council Meeting minute reference 123 reviewed and formally approved the Risk Register. The Meeting minutes had not been signed as at Interim Audit review.</p> | <p>The Council to provide the Internal Auditor with a signed copy of the 1 February 2021 Full Council Meeting minutes.</p> | <p>The minutes were signed at the next meeting of the Council on 1st March 2021.</p> <p>COMPLETE</p> <p>Medium</p> |

From: Kevin Rose
Sent: 23 March 2021 10:44
To: Emily Merko
Subject: Procurement

Emily

I hope you are well

I had a chat with Paula yesterday regarding the issue of the procurement of the Christmas Lights.

To clarify what we would expect to see in future.

The Councils Financial Regulation 11 sets out the requirements in respect of 'Contracts'.

11.1 a) sets out circumstances when the regulation 'need not apply' and lists in i-iv when that may be. In terms of our discussion it's clear that i-iv do not cover the circumstances of this particular contract. Therefore this procurement is covered within Fin Reg 11.

11.1 b) and c) set out the requirements in respect of Public Supply Contracts over £25,000. c) states (my emphasis) "The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract"

The Public Contract Regulations 2015 define "public supply contracts as "...public contracts which have as their object the purchase, lease, rental or hire-purchase, with or without an option to buy, of products, whether or not the contract also includes, as an incidental matter, siting and installation operations;"

This definition clearly includes the Christmas lights and, in fact, most procurement a council might make.

Regulation 110 (2) of The Public Contract Regulation 2015 states (my emphasis)

"In those circumstances, the contracting authority shall publish information about the opportunity on Contracts Finder, regardless of what other means it uses to advertise the opportunity."

What this all means, in short, is that if the Council wishes NOT to tender for a supply not already listed in 11.1.a) the Council must resolve to waive its Financial Regulations in this regard. It does not appear that this was done. From an Internal Audit perspective we would want to see a reason for a decision to waive Fin Reg 11 recorded in the Minutes.

If the Council does not waive Financial Regulations and intends to tender for a contract over £25,000 then the Council MUST use the Contracts Finder website per Regulation 110 (2), irrespective of whatever method of publication the Council chooses. Again this does not appear to have been done.

(Note that the £25,000 limit refers to the contract value, so a three year £9,000 p.a. contract (total value £27,000) would need to be procured on this basis.)

So we have two particular issues here.

1. Did the Council agree to the procurement strategy which, in effect, required it to waive the Councils Financial Regulation 11?
2. Did the Council otherwise comply with the Public Contract Regulations?

I think, in both regards, the answer to these is No.

In future the Council should

a) determine the procurement strategy - whether to go for a 'public contract', or whether, instead, to directly approach an approved short list of suppliers. If a short list we would expect to see the agreement to waive Fin Reg 11. and the approval of the shortlisted suppliers in the Minutes.

b) if the Council decides to procure on the basis of a 'Public Contract' then it must use Contract Finder, in addition to any other methods of publication the Council may choose.

I hope this clarifies

--

Kevin Rose ACMA

Director

IAC Audit & Consultancy Ltd



The Methodist Church

The Revd Martin Slocombe

Methodist Minister at

Chew Stoke, Paulton and Trinity (Radstock & Westfield) Methodist Churches

North East Somerset & Bath Circuit

46 LUDWELLS ORCHARD

PAULTON

BRISTOL

BS39 7XW

Monday, 22 February 2021

Tel : 01761 411858

Email : martin.slocombe@methodist.org.uk

Dear Friends of Trinity Methodist Church

I trust you are well, and we miss seeing you at Trinity Methodist Church. Hopefully there is now some light at the end of a long tunnel, and we look forward to reopening our premises when we are able to do so.

You may, or may not, be aware, that as Trinity Methodist Church, we operate from two separate buildings, one in Radstock and one in Westfield. The pandemic restrictions over the last months have highlighted how we use our buildings, and it is clear that we are struggling to keep both buildings running. Whilst finances are a factor, the practical issues of maintaining such large premises with a declining and increasingly elderly congregation, mean that the sustainability of continuing to use both buildings has to be seriously considered. As a congregation, we are therefore entering into a period of discussion relating to the medium and long-term future of both buildings.

We remain committed to serving the local community, and wish to continue the relationship we have formed with your group over the recent years. I can confirm that no decisions have yet been made, but it would be very helpful to us to know your thoughts, as part of our discussions. As such, I have enclosed a simple form for you to complete, and ask that you return it to me, at the above address, no later than Sunday 14th March 2021.

We would like to receive your thoughts on the following questions:-

- a) Is your group planning to return to meeting in our premises when the Covid restrictions permit?
- b) If you meet in Radstock, would you be prepared to meet in Westfield instead, and vice versa?
- c) What would you need in order to make b) above possible?
- d) Any other thoughts you have in relation to our premises, both in how we use them, or how they could be better used by someone else.

2020 was a difficult year, and 2021 looks no easier as it starts, but we are reminded of God's constant presence beside us, especially when times seem difficult and insurmountable.

²⁸Peter answered him, 'Lord, if it is you, command me to come to you on the water.' ²⁹He said, 'Come.' So Peter got out of the boat, started walking on the water, and came towards Jesus. ³⁰But when he noticed the strong wind, he became frightened, and beginning to sink, he cried out, 'Lord, save me!' ³¹Jesus immediately reached out his hand and caught him, saying to him, 'You of little faith, why did you doubt?' ³²When they got into the boat, the wind ceased. ³³And those in the boat worshipped him, saying, 'Truly you are the Son of God.'
Matthew 14: 28-33

It is time for us to step out of the boat, and to reach for God's outstretched hand.

I will continue to hold you all in prayer during this period, and ask that you pray for us in the coming weeks as we tackle this challenging situation. I am available at any time to discuss this matter, and your concerns, so please ring me if you have something you want to discuss.

May God give you peace as we struggle together to find a way forward, and may we have the courage to be open to his guiding of our thoughts and actions.

With love and the blessing of Christ

A handwritten signature in cursive script that reads "Martin". The signature is written in dark ink and has a horizontal line underneath it that ends in a small arrow pointing to the right.

Revd Martin Slocombe

Trinity (Radstock and Westfield) Methodist Church

Responses of Building Users

Please use this form to return your comments to us. We value everyone's point of view, and your help in moving forward a new vision for Trinity Methodist Church will be greatly appreciated. Please consider what you have read, and send your thoughts back on this form.

| |
|---|
| Name |
| Telephone number |
| Name of Group |
| I would like to make the following comments:- |

Thank you for spending your time helping us with this exercise.

Please return this form to Revd Martin, no later than Sunday 14th March 2021.

Our Ref: MPHJ/ps/110301

11th March 2021

Email only: parishclerk@westfieldparishcouncil.co.uk

Lesley Close FSLCC
Parish Clerk
Westfield Parish Council
The Oval Office
Cobblers Way
Westfield
Midsomer Norton
BA3 3BX

Dear Lesley

LAND AT WATERSIDE, RADSTOCK
PROPOSED ACQUISITION
ASSESSMENT ADVICES

I am grateful to the Parish Council for their kind instructions on the above matter. Further to my recent site visit and inspection of the land, I please now provide my assessment advices under the following headings, as below:-

1. PLANS AND AREA EXTENT

My understanding of the extent of the land is as edged in red on the attached identification plan which is produced from the OS Promap database at a plotted scale of 1:5000. This overall extent is based on the combined curtilages of Land Registry (HMLR) titles AV2549, ST240022 and AV210916 and copies of the relevant title entry plans are also attached (please note that the title plan for AV2549 is on 3 pages). There appears to be a minor anomaly in respect of the registered titles in that a small triangular area between the southern boundary of title ST240022 and the north east boundary of title AV210916 is unregistered.

From Promap digital aera calculations the land has an estimated overall gross extent (including sections of watercourse and bank margins) of circa 31.5 acres (12.75 hectares). As the majority of the land comprises valley slope, the actual physical surface area will be somewhat greater than this horizontal equivalent calculation.

Cont/.....

2. SUMMARY DESCRIPTION

2.1 Situation

The Parish Council will be fully conversant with the location of the land and the surrounding vicinity.

2.2 Topography and Soil

The land forms the major part of the north western valley profile of the Waterside watercourse, which is a tributary of the Willow Brook. General moderately steep gradients declining south east and east from an altitude of circa 95m – 100m above sea level along the north west/west escarpment edge boundary down to approximately 75m along the watercourse margin at the south east. The average overall gradient is broadly 1:5 (20%). The terrain is more irregular at the south west end of the land extent.

The Soil Survey of England and Wales (map sheet 5) indicates the general soil type as Worcester (Permo-Triassic reddish mudstone), being slowly permeable non-calcareous and calcareous reddish clayey soils over mudstone, shallow on steeper slopes.

Some natural springs at locations towards to the base of the valley slope issue to ground surface and flow/percolate into the watercourse.

2.3 Boundaries

Tall living hedge on north east end boundary against churchyard and adjoining land. Ownership of this boundary is unknown.

Mature trees along line of former hedgerow at north end of north east boundary against the Somer Valley Campus of Bath College, with substantial security fencing belonging away to the Campus. Main central section of the north east/east boundary against the developed envelope of Westhill Gardens comprising away belonging residential boundary retaining walls/fences of various type against the adjoining dwelling plot gardens at higher level. Post and wire (barbed and stock netting) fencing sections along the south end of the east boundary.

Various part sections of post and wire fencing against the south west boundary against the neighbouring woodland compartment (Grove Wood). The main part of the south west/west boundary comprises the natural watercourse and including some small areas of bank margin on the far side of the brook. Mature deciduous trees along both bank margins.

The internal parcel divisions are tall and wide unmanaged living hedges with mature trees and having sections of post and wire fencing.

Cont/.....

2.4 Cultivation, User and Condition

The land comprises valley side sloping pasture rough grazing in three enclosures. The current grazing sward is coarse stale grass and has clearly been under-grazed for several seasons. Evidence of widespread dock and nettle infestations and it is likely that other common weeds are present.

It is understood that the land has been last utilised for grazing of horses. The remnant sections of post with barbed wire and stock netting fences on certain boundaries suggests that the land has been previously grazed with cattle and/or sheep.

There does not appear to be any water or other services connected to the land, but stock watering is available to the brook.

The slope and topography of the land effectively limits its agricultural use (including accommodation of horses) to rough grazing only and precludes the taking of mowing crops or crop cultivation. The limitations on livestock grazing are the restricted access (as referenced below), natural watering only (with contamination risk to stock) and the level of public access and intrusion as a consequence of the edge of town location and presence of several footpaths. Current further disadvantages are the present poor state of the grass sward and the need to make several boundary sections stockproof.

As an area of natural amenity landscape for public use and recreation, the land has the obvious merits of an interesting valley profile with open views to south east, natural watercourse boundary feature and a rough grazing habitat which has not been intensively managed in the recent past.

3. TITLE, TENURE AND POSSESSION

The land has freehold absolute titles and is registered under HMLR title numbers AV2549, ST24022 and AV210916. Copies of the title entries taken from the HMLR website portal are attached. These titles together with any associated documents filed with HMLR and any other original deed documents will be part of the legal searches for examination by the Parish Council's solicitor as part of the formal acquisition process.

There is no evidence of recent occupational use and full vacant possession is assumed for the purposes of this assessment.

4. ACCESS

Access at the north east corner of the land from the public highway at Church Street via the tarmacadamed lane leading to St Nicholas' Church Hall and then via the part hardcore track adjoining the southern boundary of the churchyard. It is understood that right of way access exists along this route in favour of the subject land. The section of track narrows to a width of circa 9ft - 10ft. At the entrance to the land part derelict access pen/coral with concrete base.

Cont/.....

Further access on the west boundary with field entrance gate from the hardcore track running between the residential curtilages from the public highway estate road known as Waterford Park. This access track is fenced on both sides and has a width of approximately 9ft –10ft. There is no dropped kerb at the entrance onto Waterford Park. The legal status of this access route is not known.

The narrow width of the above access routes is a limitation to the scale and size of agricultural or other machinery and equipment that can be brought onto the land.

5. PLANNING

The Local Plan Core Strategy Policies Map on the Bath & North East Somerset (BANES) planning portal website indicates that the land is outside the Housing Development Boundary of Radstock, but within the following current Policy designations:

Green Infrastructure Network – Policy NE1
Landscape Setting of Settlement – Policy NE2A
Site of Nature Conservation Interest – Policy NE3
Ecological Networks – Policy NE5
Sports and Recreational Areas – Policy LCR5

A Neighbourhood Plan has not yet been submitted for the locality of the subject land.

6. MINERALS AND MINING

The HMLR title entries state that mines and minerals are excepted from the freehold title and these appear to be generally reserved to the National Coal Board or its residuary body. Extraction of any minerals from this site would be contrary to regional local planning policy and also commercial unviable.

The land lies within an historic mining area. The UK Coal Authority interactive website map does not appear to indicate any mine entry locations or other mining installations within the curtilage of the land. Legal searches may reveal additional detailed information and land close to the south end of the subject property is indicated on the Coal Authority website map as a Development High Risk Area.

7. RIGHTS OF WAY, EASEMENTS AND WAYLEAVES

A number of public footpath routes traverse the land and these are shown on the BANES website Rights of Way map. Good quality and fairly new galvanised steel pedestrian kissing gates are installed at the locations where these path routes cross the physical boundary and parcel divisions.

Two twin pole supported low/medium voltage overhead electricity transmission lines cross over the land. These do not have a significant visual impact and it is assumed that standard wayleave agreements are in place.

Cont/.....

Several rights and covenants are referenced in the HMLR title entries, chiefly relating to historic covenants in favour of the National Coal Board, and an examination of these would be part of the legal searches during the acquisition process. For the purposes of this assessment it is assumed that there are no unusually onerous or burdensome restrictions or covenants.

8. PUBLIC INTRUSION AND HEALTH & SAFETY

In addition to the formal public footpath there are a number of other regularly used informal paths.

There are numerous examples of minor public intrusion and trespass along the centre section of the west boundary against the residential curtilages of the dwellings on the east side of Waterford Park and Birch Road. These include unofficial gates and/or steps leading down from rear gardens onto the subject land, evidence of small bonfires and of chattels and garden waste placed on the land.

At locations adjoining the watercourse on the east boundary rope swings and other amateur play apparatus had been attached to the limbs of mature trees on the edge of the watercourse. These provide potential allurements to children and thus a possible health & safety risk.

9. APPRAISAL AND MARKET ASSESSMENT

9.1 Comparable Market Information

The specific characteristics of the subject land differ from the average typical type of agricultural grazing land block, and in addition to those characteristics, the area extent is larger than the typical amenity plot or equestrian paddock offered for sale on the open market. Therefore, direct comparable market evidence is very limited.

The two open market transactions referenced on the brief schedule annexed to this letter are considered to be of some assistance in informing the assessment of the subject property. The referenced sale of 19.57 acres at Haydon; Kilmersdon is pertinent as that land adjoins the south end of the subject property. A summary of the relative comparison factors as between the subject property and the lands referenced at Lower Writhlington and Haydon is as under:-

The subject property has the advantage of natural soil and topography whilst the comparables are re-landscaped former colliery land and colliery spoil heaps.

The subject property has a more open landscape setting.

Both the subject property and the comparables have right of way access from public highway, but the comparables appear to have access routes of greater width and which provide better practical access.

Cont/.....

Both the subject property and the comparables are traversed by several public footpaths, but the subject property appears to be more affected by general public intrusion/trespass.

Whilst public intrusion would be considered a detrimental factor by an average purchaser in the open market, the Parish Council would in fact seek to establish and encourage managed public access and recreational enjoyment of the land as a local public asset.

9.2 Prices Stated on Title Entries

The HMLR title entry for title number AV210916 records that the price stated to have been paid for that land in May 2007 was £12,500. That title extent amounts to an estimated 2.8 acres and thus the 2007 transfer sum equated to £4,464/acre.

The combined price stated to have been paid in November 2007 for HMLR titles AV2549 and ST240022 was a total sum of £80,000. Those combined HMLR titles amount to circa 28.7 acres gross. Therefore, the 2007 transfer sum equated to £2,787/acre. The combined total price for the 2007 transfers was £92,500, equating to £2,936/acre on gross area.

The above transfers took place almost 14 years ago and are thus historical. It is also assumed that the transfers were the result of open market transactions without any special or abnormal factors affecting the prices paid.

9.3 Appraisal Estimate

Having regard to the characteristic and regard to the characteristics and current condition of the land, available comparable market information and all other relevant factors, my appraisal opinion of the land is in the region of £2,500 - £3,000 per acre, which gives a range for the total area extent, taken at say 30 acres net of circa £75,000 - £90,000.

My view is that for acquisition on the open market by the average class of purchaser the likely achievable price might be closer to £2,500 per acre (total £75,000). However, given the Parish Council's desired purpose of securing the land as an open space natural landscape environment asset for the use and enjoyment of the local community, the opportunity to acquire any similar size extent of land within the local area at a price that did not significantly exceed £3,000 per acre would be very restricted.

9.4 Market Uncertainty

It should be noted that this appraisal opinion is given at a time when the medium and long term impacts of the Covid-19 economic consequences, implementation of Brexit and implications of the Agriculture Act 2020 are as yet unknown. Therefore, an element of market uncertainty exists at current date.

Cont/.....

11th March 2021
Westfield Parish Council
Land at Waterside, Radstock

I trust that the above advices and comments are sufficient for the Parish Council's requirements at this stage. Should you require any further information, then please let me know. I further attach for the Council's kind attention when convenient my fee note for providing the assessment.

Kind regards.

Yours sincerely

Michael.

M P H Joyce
For and on behalf of Cooper & Tanner LLP

Encs

Data MJ2021 March. Westfield Parish Council Assessment letter

Risk Assessment - Purchase of land at Waterside Valley Westfield Parish Council

| Activity: Purchase of land at Waterside Valley | | Assessment Date: 22.03.2021 | Review Date: Nov 2021 | | | |
|---|--------------------|-----------------------------|--|---------------------|------------|---|
| Hazard and Risk | People at risk | Optional Controls | Our Controls | Our Future Controls | Risk Level | Target date & by whom |
| Purchase made without due diligence | The Parish Council | | Financial Regulations have been followed in respect of this purchase. Valuation and survey by Cooper and Tanner; Solicitor appointed for conveyancing and searches; Public Consultation undertaken by Westfield Parish Council. AICA consulted in respect of the small piece of land outside the parish council boundary. Radstock Town Council informed as a courtesy about this piece of land. | | LOW | |
| Ongoing pressure on the budget | The Parish Council | | Whilst the purchase of the land is met through s.106 funds, the ongoing maintenance will be down to the Parish Council. At the moment this is an unknown quantity, however the response to the public consultation would indicate support even if it means a slight rise to the precept.. | | LOW | To monitor spending in 2021/22 and create a budget heading for the 2022/23. - Clerk and RFO - Nov 2021. |
| Extra work on the office | The Parish Council | | Whilst the steps above have been time consuming, the day to day management of the land is an unknown in terms of time allocated by office staff. | | MEDIUM | To monitor - the Clerk |
| Overgrown vegetation - Personal injury | Public | | Annual condition survey required? Possibly in order to create an annual plan for volunteer work. | | LOW | |
| Trees - Personal injury | Public | | Annual Tree Survey required? In the meantime, Council responds to complaints if concern raised about tree condition. | | LOW | |
| Unauthorised activities - Personal injury - Vandalism - Noise nuisance | Public | | Clear plan published on website which sets out what is allowed on site, including a statement on 'public' events and the addition of the rope swing over the river. | | MEDIUM | E&D Committee - June 2021 |
| Fencing | Public | | Condition plan of the various sections of fencing required | | LOW | |

| | | | | | |
|--|--------|---|--|--|--------|
| Minor public intrusion from the adjacent residential buildings | Public | | | | LOW |
| Pandemic Spread of virus | Public | Govt guidance set to lift in June 2021, however if it is delayed, to arrange social distancing signage similar to that at the recreation grounds. | | | MEDIUM |
| Assessor's signature: | | Clerk's signature | | | |
| Date: | | Date: | | | |

