

# 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

25<sup>th</sup> October 2021

TO: All Members of Westfield Parish Council

Dear Councillor,

You are summoned to a Meeting of Westfield Parish Council, on **Monday 1<sup>st</sup> November 2021** at **7.00pm** in the Board Room, The Oval Office, Cobblers Way, Westfield.

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

Join Zoom Meeting

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

Meeting ID: 926 7826 4869

Passcode: 256045

Ms L Close  
Parish Clerk

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

## AGENDA

1. **Apologies for absence and to consider the reasons given**  
Council to receive apologies for absence and, if appropriate, to resolve to approve the reasons given.

2. **Declarations of interest and dispensations**  
Members to declare any interests they may have in agenda items, in accordance with the requirements of the Council's Code of Conduct. The Parish Council may consider agreeing a dispensation, providing the request is put in writing and the dispensation is allowed on the grounds set out in s.33 of the Localism Act 2011.
3. **Minutes of the Parish Council meeting – 4<sup>th</sup> October 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 – 11<sup>th</sup> October 2021 (Pages 5-7)**
  - **Finance and Personnel – 20<sup>th</sup> October 2021 (Pages 8-15)**
  - **Queen's Platinum Anniversary Working Group – Checklist attached (Pages 16-18)**
  - **Waterside Valley Working Group – Meeting with the Consultant 12/10/21(Page 19)**
5. **Approval of any items over £5,000 and consideration of any virement**  
Christmas Lights, Lamps & Tubes - £5,130
6. **Grants** To agree the grant funding as recommended by the Finance and Personnel Committee **(Page 20)**
7. **In Bloom (Pages 21-22)**
8. **Response from Will Godfrey, B&NES Chief Executive, to letter from Cllr Fuller (Page 23)**
9. **Outside Bodies reports – for reporting only**
10. **Creating Community identity – for reporting only**
11. **Chairman's report - for reporting only**
12. **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 Monday 4<sup>th</sup> October 2021 at 7.00pm

Members of the public were invited via Zoom

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

Cllrs R Hopkins, E Jackson, R Moss and P Williams.

**Absent:** Cllrs D Cooper, J Honess, S Pritchard, B Wallbridge and P  
Wilkinson.

**Attending:** Cllr L Mansell by Zoom  
Lesley Close, Clerk, Tracey Stephens, Admin Asst and

### 75. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Cooper, Honess, Pritchard, Walbridge and  
Wilkinson.

### 76. DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllr Jackson declared an interest in item 6 – Feedback on the request to hold  
funds for the In Bloom Group and pay invoices via the Parish Council – as the  
organiser of Westfield In Bloom.

### 77. MINUTES OF THE PARISH COUNCIL MEETING – 6<sup>th</sup> September 2021

The minutes of the meeting on 6<sup>th</sup> September were agreed as a true record  
and signed by the Chair.

### 78. COMMITTEE REPORTS

#### (a) Environment and Development Committee – 13<sup>th</sup> September 2021

**Resolved:** That the minutes of the Environment and Development  
Committee meeting held on 13<sup>th</sup> September be noted.

#### (b) Finance and Personnel Committee – 22<sup>nd</sup> September 2021

**Resolved:** That the minutes of the Finance and Personnel  
Committee meeting held on 22<sup>nd</sup> September be noted.

Minutes are draft until agreed at the next meeting.

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

Westfield Parish Council

**(c) Climate Change Emergency Working Group – 22<sup>nd</sup> September 2021**

**Resolved:** That the minutes of the Climate Change Working Group meeting held on 22<sup>nd</sup> September be noted

**(d) Queen’s Platinum Anniversary Working Group – the checklist of actions was noted.**

**Resolved:** that due to the difficulty of obtaining chairs for the event coupled with their potential damage if the ground was wet, it would be a picnic event and for people to bring their own picnic rugs/chairs. Chairs and tables would therefore not be supplied.

**(e) Waterside Valley Working Group – 27<sup>th</sup> September 2021**

**Resolved: (1)** That the minutes of the Waterside Valley Working Group meeting held on 27<sup>th</sup> September be noted. Further agreed that item 11 on the agenda be brought forward and the meeting moved into Part 2, confidential.

It was resolved that, under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information falling within those paragraphs indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended.

**79. TO AGREE THE TENDER FOR THE WATERSIDE VALLEY MANAGEMENT PLAN AND THE VIREMENT REQUIRED TO FUND THE PLAN**

As recommended by the Waterside Valley Working Group at its meeting on 27/9/21,

**Resolved:** (1) to accept the lowest tender in the amount of £9,502.50 from New Leaf Studio Ltd on the understanding that the information in the Bio Diversity Baseline Survey be used to inform the Management Plan and the need for any further specialist ecological advice.

(2) that funding of £5,000 from Somer Valley Rediscovered for this project be gratefully received.

(3) that the balance of funding comes as a virement from either the rolling capital fund or the community centre fund.

The meeting moved back into public session.

Minutes are draft until agreed at the next meeting.

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

Westfield Parish Council

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

**Items over £5,000**

**Resolved:** (1) To accept recommendation from E&D for £6,135.10 for the Cantilever Arm at Westhill Recreation Ground.

(2) To accept recommendation from E&D for £4,158 for management of the conversion of skittle alley to changing rooms at Westhill Club – not to be commissioned until the legal work in relation to ownership of the land is complete.

**Virement**

**Resolved:** that funding would be sought from either the Rolling Capital Fund or the Community Centre Fund for the work on the Waterside Valley Management Plan.

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

It was felt that the Parish Council would like to support Westfield in Bloom and discussion was held around how the In Bloom group could be set up with a separate identity to the Parish Council, as it was felt that holding the funds for a separate body was not acceptable in terms of ensuring due diligence. Cllr Moss to approach the Big Local to assist with the setting up of the new community organisation.

**Resolved:** to be deferred to the next meeting. Cllr Jackson to bring papers to the next E&D meeting to clarify some issues on costings and regulations.

**82. OUTSIDE BODIES REPORTS**

Cllr Jackson reported that the Methodist Church has agreed that the Radstock church will close and activity will be moved to Westfield.

**83. CREATING COMMUNITY IDENTITY**

**Resolved:** The Clerk to chase up on the request to B&NES for improved road signage to Westfield.

**84. CHAIRMAN'S REPORT**

Cllr Fuller reported on a meeting with George Saunders of Youth Connect where he gave an update on work in Westfield with young people. George is

Minutes are draft until agreed at the next meeting.

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

**Westfield Parish Council**

to send a fortnightly update on the work that Youth Connect have been doing and prepare a piece for the next Westfield Warbler.

The Oval Office have given notice that the Parish Council's second office lease has come to an end and may continue month by month on the understanding that two months' notice can be given to vacate. Alternative office accommodation was discussed.

Cllr Hopkins asked that as an urgent item he could report on calls he has been receiving from the public regarding a van that has been parked on Nightingale Way that is apparently being lived in and causing a nuisance for residents. Cllr Jackson to contact the police commissioner, Cllr Moss to follow up with B&NES.

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

Cllr Moss reported:

- The report from the Planning Inspector on Mendip Council's intention to build 450 houses on the outskirts of Westfield was very disappointing as, despite objections from B&NES, it was upheld.
- There is currently a shortage of care workers in B&NES and recruitment is going at full strength.
- He has received an increase in requests for assistance from businesses that received grants during lockdown. B&NES are claiming they were paid in error and are now asking for retrieval of the money given.

Cllr Jackson reported:

- Demolition has not yet started on the RADCO site due to some conditions on planning and is unlikely to start before Christmas.
- She is working on some enforcement issues in Westfield that are still ongoing.
- She has been contacted by a parent with a child with special needs who has transport to school. The transport is very unreliable. B&NES has a legal responsibility to get our children to school and she is following that up.

The meeting closed at 8:17pm

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 Board Room, Cobblers Way, Westfield on Monday 11<sup>th</sup> October 2021 commencing at 7pm

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

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

**Also attending:** Lesley Close, Parish Clerk. Via Zoom – Cllr Ron Hopkins

**64. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**  
There were apologies from Cllr Ron Hopkins who was attending via Zoom.

**65. DECLARATIONS OF INTEREST AND DISPENSATIONS**  
Cllr Cooper declared an interest in item 4 Planning Applications, 21/04345/FUL as she lived close to the applicant.

**66. MINUTES OF THE LAST MEETING**  
The minutes of the last meeting held on 13<sup>th</sup> September 2021 were agreed as a true record and signed by the Chair.

**67. PLANNING APPLICATIONS FOR CONSIDERATION**  
There were no objections to the following applications:

21/0412 8/FUL	36 Bryant Ave	Single storey side and rear extension following demolition of existing conservatory
21/0434 8/FUL	Sawthum Place, Glebelands	Erection of conservatory
21/0434 5/FUL	7 Lynton Rd	Raise ridgeline of property and installation of rear dormer with Juliet balcony – there were no objections providing the amenity of the neighbours is not undermined

21/04070/CONSLT Mendip District Council Land at 366479 152724 Fosse Way – Outline planning permission for the erection of up to 270 dwellings, formation of vehicular accesses, open space, landscaping and associated works with all matters reserved except for access – the Parish Council strongly objects because of the negative effect on Westfield in terms of lack of infrastructure to accommodate the traffic, doctors' surgeries etc. Further, in a time of Climate Emergency it is regrettable that housing is being built for commuting purposes.

**68. PLANNING DECISIONS**  
The Planning decisions were noted.

**69. ADOPTION OF LOCALLY LISTED HERITAGE ASSETS**

Minutes subject to approval at the next meeting.

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

## Westfield Parish Council

**Resolved:** to note the advice of the Planning and Conservation Team Manager of B&NES that they have now adopted the Local Heritage Assets SPD and are now working on an implementation plan before launching the SPD and taking nominations. They are therefore keeping a record of the Parish Council's email listing assets it would like to nominate. If in the mean time we are concerned about these structures in relation to any planning application we can bring to attention the interest and the view that they should be considered as local heritage assets and this will be a material consideration in assessing any proposal.

### 70. SOMER VALLEY ENTERPRISE ZONE – LOCAL DEVELOPMENT ORDER

Cllr Hopkins summarised the meeting on 27<sup>th</sup> September and raised concerns about the lack of infrastructure to support the site and the impact of HGVs on the A367 through Westfield and through Midsomer Norton. The view was expressed that there is not the demand for a business hotel post Covid.

### 71. RECREATION GROUND – NORTON HILL

The meeting moved into Part 2 (confidential) to consider items 71 and 72 below.

It was resolved that, under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information falling within those paragraphs indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended.

(1) **Climber** – Tenders for the new climber were presented.

**Resolved:** To accept the lowest quote from Caloo in the amount of £7,230. The Clerk to apply for s.106 funding earmarked for this play area in the full amount of £11,285 with the request that the remainder be used to maintain the equipment over forthcoming years.

(2) **Trees** –Tenders for the replacement of 14 Ash Trees removed because of Ash die back were presented.

**Resolved:** To accept the lowest tender for 14 x 8-10cm girth standard bare root Silver Birch trees from Ashridge Nurseries in the amount of £49.95 each. The Clerk to contact Greensward for a quote for planting. This is unbudgeted and would be put to Finance and Personnel for funding consideration.

### 72. RECREATION GROUND – WESTHILL

(1) **Balance Beams** – Tenders to replace the balance beams which have suffered rot beyond repair were presented.

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

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



## Westfield Parish Council

**Resolved:** to accept the lowest tender for a steel alternative in the amount of £4,193.50 from GB Sport and Leisure. This was unbudgeted and would be funded through ear marked reserves for play equipment.

**(2) Rocker and Flymobile** – The play inspection raised issues with both pieces of equipment.

**Resolved:** to arrange repair via GB Sport and Leisure at a cost of £644.90.

**(3) Westfield Youth Football Teams** – The Committee agreed to allow the situation to continue for this football season relating to two teams being charged as one, but to let them know that next year this will be regularised.

### 73. WATERSIDE VALLEY SIGNAGE

**Resolved:** to arrange the signage as indicated at a cost of £188 for two including installation.

### 74. MOBILE CCTV AND MOSQUITO DEVICE

Noted that Norwest Bowls is arranging its own CCTV system. Other suggested places for the equipment were Norton Hill Play Area / Youth Shelter end (this would require the installation of a pole), area outside Mardons (Cllr Cooper to raise this possibility with the Club) and Shakespeare Road play area.

### 75. EVENTS

**(1) September Walking Festival** – Cllr Wallbridge reported that some people turned up for the walk which started at Shakespeare Road play area and followed the green route. More advertising required next year.

**(2) Christmas Lights Switch On** – Arrangements were in hand. Cllr Cooper to provide some wording for signage indicating no photos with Father Christmas this year due to social distancing.

**(3) Christmas Lights Competition** – Confirmed that it was not necessary for local people to nominate houses, the judges would tour the parish in the week before Christmas.

**(4) Westfield in Bloom** – As requested at Parish Council, Cllr Jackson provided an overview of the costs in the first year of entering In Bloom. £75 for insurance, £14 per hour for room hire. She had been given a donation of £500. The process would involve (1) calling a meeting; (2) the official launch inviting two South West In Bloom judges to attend. Local organisations had done outstandingly well in the Its Your Neighbourhood categories. This information to go back to Parish Council for consideration of a way forward. The meeting closed at 8.20pm.

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

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

## WESTFIELD PARISH COUNCIL

### Minutes of the Finance & Personnel Meeting

held at The Oval Office on Wednesday 20<sup>th</sup> October 2021 in person with a Zoom link for the public

Present: Cllrs Philip Wilkinson (Chair), Pat Williams (Vice Chair), Geoff Fuller, Diana Cooper and Robin Moss

In Attendance: Cllr Eleanor Jackson, Cllr Ron Hopkins attended via Zoom at 7:05pm  
Lesley Close (Parish Clerk) and Adam Faulkner (Finance Officer)

The meeting opened at 7:00pm.

#### 47. APOLOGIES FOR ABSENCE

There were no apologies.

#### 48. DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllr Fuller declared an interest in minute 55 Grants due to involvement with PEOPLE.  
Cllr Cooper declared an interest in minute 55 Grants in relation to Mardons.

#### 49. MINUTES OF THE LAST MEETING

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

#### 50. BUDGET VARIATION UPDATE

The variances to 30th September 2021 were noted.

#### 51. MONTHLY ACCOUNTS

**Resolved:**

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

#### 52. VERIFICATION OF BANK RECONCILIATIONS

Verification by a non-signatory Councillor had not yet been possible but would be done as soon as possible.

Minutes are draft until agreed at the next meeting.

Westfield Parish Council

**53. SCHEDULE OF PAYMENTS REQUIRING AUTHORISATION**

In accordance with item 5.2 of the Financial Regulations, the schedule of payments was considered at the meeting.

**Resolved:** that the schedule of payments due be agreed (attached as Appendix 2), that the invoices and the BACS authorisation sheet be signed accordingly and that the BACS payments be made by two councillors remotely via online banking.

**54. SCHEDULE OF PAYMENTS DUE ON A REGULAR BASIS**

In accordance with item 5.6 of the Financial Regulations, a 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 3) and that the invoices and the BACS authorisation sheet be signed accordingly that the BACS payments be made by two councillors remotely via online banking;

**55. GRANTS 2021-22**

Feedback on grants 2021/22 was discussed.

**Resolved:** To recommend the grants listed for approval, to include £750 grant requested by Mardons Carnival Club, which was originally queried upon receiving the submission.

**56. WESTFIELD ACTION PLAN 2021-22**

The Action Plan at October 2021 was noted and the projects currently ongoing were discussed. Cllr Jackson agreed to contact B&NES regarding adjustments to the pit path and its lighting.

**57. BUDGET 2022-23**

There was a discussion of the precept, given the changes to prices over the last few months.

**Resolved:** a) That provision be made for moving office  
b) That a prudent budget be drafted this year.

**58. ANNUAL REVIEW OF FEES AND CHARGES**

The Committee wanted the Council to continue to be seen as encouraging fitness and exercise and therefore wanted to ensure that the hire fees remained affordable and fair in the current climate.

- a) that the fee for football pitches be frozen at the 2020 prices, but that the Westhill hire charges would increase to the Norton Hill prices if changing rooms become available.
- b) that allotments, Fun Day and Fun Fair fees be frozen at the 2020 prices;
- c) that the Bowls Club rent increase for 2022-23 as per the lease agreement.

Minutes are draft until agreed at the next meeting.

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

Westfield Parish Council

59. CONFIRMATION OF PURCHASE OF WREATHS FOR REMEMBRANCE SUNDAY

**Resolved:** To purchase three wreaths for Remembrance Sunday.

The meeting closed at 8:05pm.

Minutes are draft until agreed at the next meeting.

10 Signed ..... Dated .....

APPENDIX 1

**WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY**

	Report for F&P - October	2021-22 - 7												
REF	DATE	SUPPLIER	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	Health & Safety 4018/1	Furniture & equipment 4036/1	Parish Environment 4224/202	Christmas 4223/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Community plan 4226/202	Hospitality 4131/101
DC123	30/9/2021	Thomsons Hardware	Tape Measure and Extension Cable	£12.88		£10.73								
					£0.00	£10.73	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>TOTAL (NET)</b>				<b>£10.73</b>	<b>£0.00</b>	<b>£10.73</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>VAT:</b>				<b>£2.15</b>		<b>£2.15</b>								
<b>TOTAL (Gros)</b>				<b>£12.88</b>		<b>£12.88</b>								

Minutes are draft until agreed at the next meeting.

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

## Westfield Parish Council

APPENDIX 2

<b>WESTFIELD PARISH COUNCIL PETTY CASH</b>											
<b>MONTH</b>		<b>August - Sept</b>									
<b>SHEET</b>		<b>2021-22 - 5-6</b>									
<b>IMPREST VALUE</b>	<b>DATE</b>	<b>DETAILS</b>	<b>TOTAL</b>	<b>postage 4022/1</b>	<b>printing &amp; stationary 4023/1</b>	<b>Travel and subsistence 4008/1</b>	<b>Parish Environment 4224/202</b>	<b>N/H maintenance 4062/308</b>	<b>Maintenance W/H 4062/307</b>	<b>Community Events 4232/202</b>	<b>Hospitality 4131/101</b>
£100.00	01/08/2021	Cash in Hand	£98.60								
	03/08/2021	Duplicate Key for Office	£6.00		£5.00						
	12/08/2021	Biscuits for Meeting	£3.00								£2.50
	06/09/2021	Two Keys - Car Park Field at Westfield	£8.00		£6.40						
	27/09/2021	Keys for Someryalley FC	£50.20		£49.00						
		<b>TOTAL (NET)</b>	<b>£27.10</b>	<b>£0.00</b>	<b>£60.40</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£2.50</b>
		<b>VAT:</b>	<b>£4.30</b>		<b>£3.80</b>						<b>£0.50</b>
		<b>Ongoing balance</b>	<b>£31.40</b>		<b>£64.20</b>						<b>£3.00</b>
		<b>top-up required</b>	<b>£68.60</b>								<i>previously reported</i>

Minutes are draft until agreed at the next meeting.

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



## Westfield Parish Council

## APPENDIX 3

Invoices for payment OCTOBER						
Invoice Date	Supplier	Details	Norm code	Payment No.	£.net	£.gross
13/9/2021	Community Heartbeat Trust	Replacement AED Battery for Elm Tree Pharmacy	4231/202	B#1760	£235.00	£282.00
15/9/2021	Lamps & Tubes Illuminations Ltd	Festive Lighting Display	4223/202	B#1761	£5,130.00	£6,156.00
20/9/2021	Glasdon	Replacement Parts for Snow Gritters	4227/202	B#1762	£306.25	£367.50
20/9/2021	SoVision IT	Monthly Bill (Office 365, Cloud Back-up)	4027/1	B#1763	£169.20	£203.04
18/9/2021	Youth Connect South West	Delivery of Youth Work Sessions	4237/202	B#1764	£2,750.54	£3,300.65
6/10/2021	Archers Marquees Ltd	Marquees for Jubilee Party - Deposit Only	4232/202	B#1771	£55.00	£66.00
6/10/2021	The Royal British Legion	3 x Poppy Wreaths	4232/202	B#1772	£62.25	£62.25
12/10/2021	Trinity Methodist Church	Hired Space at Trinity Methodist Church for Yoth Connect SW sessions (5 hrs)	4237/202	B#1773	£70.00	£70.00
13/10/2021	Ricoh UK Ltd	Photocopier quarterly rent bill	4026/1	B#1774	£160.03	£192.04
					<b>TOTAL</b>	<b>£10,699.48</b>
<i>Added since the agenda was distributed:</i>						
19/10/2021	SoVision IT	Monthly Bill (Office 365, Cloud Back-up, 18 Oct - 17 Nov)	4027/1	B#1775	£180.60	£216.72
					<b>TOTAL</b>	<b>£216.72</b>
This amount plus regular scheduled monthly payment						
Highlight if over £5000 as this requires full Parish Council approval						

Minutes are draft until agreed at the next meeting.

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



Westfield Parish Council

APPENDIX 4

Schedule of regular payments 2021-22 amounts are all NET														
Supplier	Details	April	May	June	July	August	Sept	October	Nov	Dec	January	February	March	TOTAL TO DATE
Aspic Technology	IT Support costs	£0.00	£1,096.09	£0.00	£90.00									£1,186.09
Avon Pension Fund	Superannuation	£879.56	£879.56	£879.56	£879.56	£1,155.54	£870.40	£870.40						£5,414.58
GPS Telecoms	Telephone and broadband	£67.93	£66.10	£66.56	£67.18	£67.07	£68.94	£71.68						£475.46
Greensward	Grounds maintenance	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58							£12,729.48
HMRC	PAYE and NI	£313.77	£313.97	£313.77	£313.97	£375.53	£305.17	£305.37						£2,241.55
Oval Commercial	Office Rental	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75						£5,878.25
Oval Commercial	Use of Boardroom	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00						£60.00
Net Salaries (and expenses)	Office staff	£2,821.62	£2,821.42	£2,821.62	£2,821.42	£3,744.96	£2,794.17	£2,793.97						£20,619.18
Public Works Loans Board	Washhill Play Area	£0.00	£0.00	£0.00	£3,686.72	£0.00	£0.00	£0.00						£3,686.72
Ricoh	Photocopier	£148.41	£0.00	£0.00	£162.15	£0.00	£0.00	£190.03						£470.59
Southern Electric	NH Pavilion	£0.00	£0.00	£117.76	£0.00	£0.00	£0.00	£0.00						£117.76
Southern Electric	Christmas Tree	£0.00	£0.00	£28.29	£0.00	£0.00	£28.29							£56.58
SoVision IT	IT Support/Provider	£0.00	£0.00	£0.00	£169.20	£169.20	£169.20	£180.60						£688.20
Total Gas & Power	NH Pavilion	£0.00	£46.61	£0.00	£0.00	£47.52	£0.00							£94.13
Water2Business	Auto-watering systems	£0.00	£0.00	£0.00	£0.00	£57.71	£23.17							£80.88
Water2Business	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00							£0.00
Zoom subscription	Meeting space	£11.99	£11.99	£11.99	£11.99	£11.99	£11.99	£11.99						£71.94
	<b>Monthly Total</b>	<b>£7,204.61</b>	<b>£8,197.07</b>	<b>£7,202.88</b>	<b>£11,633.52</b>	<b>£8,990.85</b>	<b>£7,290.66</b>	<b>£5,221.80</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	
	This amount plus one off payments													
	Highlight if over £5000 as this requires full Parish Council approval													

Minutes are draft until agreed at the next meeting.

15 Signed ..... Dated .....

## Queen's Platinum Jubilee Tea Party – Sunday 5<sup>th</sup> June 2022 – 2pm-5pm

Month	Task	Notes	Completed
September 2021	Agree the date and time	Sunday 5 <sup>th</sup> June 2pm to 5pm	✓
	Add as a standing item on the PC agenda until June 2022		✓
	Write a risk assessment		✓
	Inform the insurance company and send the risk assessment	7/9/21	✓
	Check the status of the event licence from BaNES.	Renewed 20/4/21. Will renew again April 2022.	✓
	Arrange security in line with the events licence	CALAS Security to cease trading. Another company to be sought	
	Liaise with Archers Marquees for the installation of one marquee for First Aid / Lost Children.	One 3x3m gazebo (one back cover only) Booked £220.	✓
	Liaise with Archers for chairs to go with the tables	Enquiry made for 300 chairs to go with the tables 16/09/21. Agreed not to progress with chairs and tables.	n/a
	Get in touch with Westhill Club to ask them to decorate the Club in the spirit of the event – Geoff Fuller		
	Get in touch with Strode Sounds for a good pa system – Diana Cooper	Booked by Diana 8/9/21	✓
	Make sure Ignite know the date of the event so they can advertise on social media in advance		✓
	Ask St John Ambulance to attend – get quote. 2019 was £96 + VAT	9/9/21 SJA is not taking bookings yet for June 2022. They will contact us in due course.	
	Arrange the music ??		

	Make sure contact has been made with the schools and ask for it to go in their newsletter as a diary date		✓
	Contact for bouncy castles for the children – Phil Wilkinson?		
	Contact the Police to let them know full details of the event and how it is being stewarded.	Emailed Mark Graham and Paul Thatcher 13/9/21	✓
<b>February 2022</b>	Raise awareness of the event in the Warbler		
	Start Facebook posts about the event		
	Create the Event Management Plan to send to the Police		
	Confirm the 10 stewards (2 of which are registered SIA operatives already booked)		
	Make arrangements for a Crown making and fancy dress competition		
<b>April</b>	Tell Journal and Mendip Times about the event and ask if a photographer can attend.		
	Continue to post on Facebook about the event		
	Do a flyer for the shops/cafes to advise of the event		
	Do a letter for residents living around the recreation ground		
	Get the decorations for the trestle tables		
<b>May</b>	Put on the front page of the Warbler		
	Do some flyers and ask if they can go in book bags of Westfield Primary school children, and send electronically and they will put it on their newsletter again.		
	Articles and advert in the Journal		
	Confirm arrangements with pa hirers. Check they bring cable covers.		
	Arrange with B&NES for litter picked rubbish to be picked up from the Westhill Car Park after the event. Get litter pickers and black bags.		
<b>On the day</b>	Some people to oversee the setting up of the tables and marquee, the sound system and music and to welcome St John's Ambulance and make sure they are set up. To put up the Lost Children and First Aid signage. To put out the bins		

	<p>which are stored in the Norton Hill Garage and line with black bags. To brief the security. To decorate the tables and liaise with Westhill Club. To clear up afterwards and litter pick the site and put the black bins back in the garage.</p>		
	<p>People to welcome those attending the tea party</p>		
<p><b>After the event</b></p>	<p>Thank you letters                  Press release and photos on the web and local papers, including Mendip Times</p>		

## Waterside Valley Update Report

### Timeline

1. Following the Parish Council's appointment of Andy King of New Leaf Studio as Consultant to create the Management Plan for Waterside Valley, the Chair and Clerk met Andy on 12<sup>th</sup> October 2021.
2. The first step is to consolidate the overall vision for the land and this will be followed by a Management Plan to take us to that vision.
3. Andy has suggested a meeting of stakeholders for thoughts on the overall vision. He will prepare a presentation to focus the thinking. I have made enquiries of the two church halls for availability of a meeting in November. The stakeholders identified were – the Parish Council, Bath College Somer Valley Campus, Youth Connect South West, WAGS, Somer Valley Rediscovered, Radstock Town Council, Environment Agency, Member of Parliament.
4. The overall vision will then go out to consultation in January 2022.
5. The Management Plan will be created January to March 2022.

### Other Items

*Motorcycles on the land* – We have talked with the Police about this issue and have put up signage.

*Encroachment of land* – following a discussion with the Chair, the Clerk is seeking a quote for a solicitor's letter to those backing on to the land.

*Rope swing across the stream* – the Clerk has sought advice on liability from the Insurance company. The insurance company has confirmed the Parish Council is liable for not taking action on the rope swing across the stream. I have asked Greensward to remove the rope swing. We are aware that the rope swing could easily go back up and I have therefore contacted ROSPA for some advice.

Westfield Grant Funding Recommendations at 12/10/21

Name of applicant	Amount requested	Notes
Avon and Somerset Police	£2,000	<b>Declined.</b> It is felt that funding of this statutory service is not within the remit of the Parish Council.
Citizen’s Advice	£1,000	<b>£1,000 agreed.</b> Feedback to CAB as follows 1. To consider advertising their telephone support in the Warbler. 2. We hope they will re-open locally soon. 3. There has been mixed feedback from the Panel on the quality of advice.
Mardons Carnival Club	£750	<b>Query raised pending a decision.</b> How much are the headsets costing? How many are they purchasing and is there any other funding source? Questions answered and £750 agreed by F&P 20 <sup>th</sup> October
MSN and Radstock Silver Band	£750	<b>£750 agreed.</b> However please note that the funding is for jackets and cannot be diverted without permission.
PEOPLE	£850	<b>Declined for now</b> but invite to re-apply when the grant pot re-opens later this financial year because the panel is unclear how the application fits with the charitable purposes of PEOPLE.
St Peter’s Church	£1,000	<b>£1,000 agreed.</b> However please note that the Parish Council does not usually fund retrospectively
WAGS	£1,000	<b>£630 agreed,</b> being 50% of the total project
Westfield Primary School	£500	<b>The cost of 250 crocus bulbs and 200 wildflower plug plants agreed up to the value of £500,</b> to be paid against sight of invoice or written quotation.
Westfield Voices	£600	<b>£600 agreed.</b>

## South West In Bloom

### 1. Background

Picking up on the thoughts expressed at Parish Council meetings relating to In Bloom in Westfield, it seems that the idea in principle is welcomed but that there are concerns relating to how such a group might operate in relation to the Parish Council.

### 2. Options

- (1) Westfield In Bloom might have a similar relationship to the Parish Council as the Big Local. In this scenario the In Bloom is entirely independent of the Parish Council and the Parish Council acts as its banker. This is permissible legally and would require a control account to be set up for the Group so that its income is not accounted for in the Parish Council's income. It should be noted that the Parish Council has never offered this service to any other community group. In relation to the Big Local the Parish Council was paid for the service. From time to time we did run across differences in how items should be handled and it was not always an easy working relationship because the Parish Council conforms to its own standing orders, financial regs, code of conduct etc which might not be those of the Group.
- (2) Westfield in Bloom might have a similar relationship to the Parish Council as the Fun Day. In this case In Bloom is set up by the Parish Council and comes entirely within the auspices of the Parish Council, with funding, insurance, risk assessments, actions and decisions going to the Parish Council in advance for agreement. All funding belongs to the Parish Council, albeit ring-fenced for community use.
- (3) In Bloom is encouraged to go independent from the outset. Set up its own bank account and start liaising with South West In Bloom and the Parish Council to present Westfield in the best possible way.

### 3. Preference

My concern about operating option 1, as we did with the Big Local, is that In Bloom is likely to be more hands-on and therefore due diligence, health and safety, risk assessments etc are all the more vital. The Parish Council would be seen to be taking responsibility for something over which it would have no control.

My preference would be option 3 but I understand that a volunteer group might not yet be established or feel ready for this.

My second preference therefore would be option 2, to operate as we do with the Fun Day for a limit of two years. The Parish Council would receive the funding of £500 grant and ring fence this for In Bloom. In Bloom would be part of the Parish Council (for two years). All decisions, actions and spending would be authorised in advance by the Environment and Development Committee. Cllr Jackson would set up a group of volunteers who would report to E & D. They would be informed at the start that this is not an independent group at this stage.

The remit of the volunteers in the first two years would simply be to liaise with South West In Bloom. The hanging baskets, planters etc would continue to be run by the Parish Council

as they are at the moment. This means that insurance, safety of volunteers, risk assessments etc would come within the remit of the Parish Council. So, it would be vital that all actions, decisions and spending of the volunteers comes to the E & D Committee in advance.

After 18 months (or before) the relationship between In Bloom and the Parish Council could be reviewed. At this time, it could be assessed whether the Volunteer Group can go independent with their own bank account and if so, they should set this up so that the group is independent at the two-year mark. The balance remaining from the £500 could be grant funded to the Group. If the volunteer group is not independently viable at 18 months, then the Parish Council would consider whether to stop with In Bloom or whether it has capacity within the office to take on the liaison role with South West In Bloom, producing portfolios, meeting the judges etc. at the two-year mark and beyond.

Lesley Close  
Parish Clerk



**From:** Will Godfrey <Will\_Godfrey@BATHNES.GOV.UK>  
**Sent:** 15 October 2021 11:43  
**To:** parishclerk@westfieldparishcouncil.co.uk  
**Cc:** Geoffrey Fuller; tracey.stephens@westfieldparishcouncil.co.uk;  
financeofficer@westfieldparishcouncil.co.uk  
**Subject:** RE: Your correspondence of 12th July 2021

Dear Cllr Geoff Fuller

Thank you for your letter dated 13<sup>th</sup> September and apologies for the delay in getting back to you.

In response to your view on the issues with the verge outside of 3 Ruskin Road, our area highway inspector has been closely monitoring the damage and although the verge is still driven across, it has not deteriorated significantly into an unsafe condition. We are however concerned as we go into the wetter months of the year the damage and mess will get worse again. We have tried to engage with the resident by regular visits to the property over the last few months and they do not appear to be in or choose not to answer the door to us. We will make one last attempt and post a letter through the door. As local highway authority our preference would be to amicably resolve the problem to the benefit of all, there is a route across the verge that will allow vehicular access without any risk of damage to the tree and would stop the damage to the verge that is currently happening. The other alternative is to install a forest of bollards which is not affordable and would only lead to vandalism and make the area even more unsightly, it would also make the area difficult to maintain in the future. As indicated before, if the Parish feel they have a better solution to the problem perhaps they would like to suggest a reasonable approach.

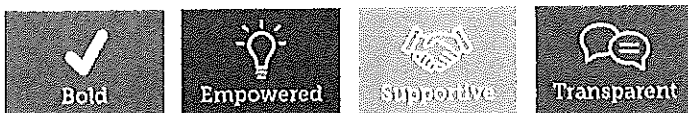
With regards to the caravan at the back of the Railway Inn. Unfortunately we have experienced some resource challenges in the Planning Enforcement Team and have not been able to progress action as intended. They did visit the site last weekend and spoke with several neighbours of the Railway Inn. The Ward Councillor is aware of the temporary staffing shortage and the resultant impact it is having on service delivery. The Team are hoping to be fully staffed again by mid-November.

Regards

**Will Godfrey**

Chief Executive  
Bath & North East Somerset Council  
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