

Westfield Parish Council

The Oval Office, St Peter's Business Park

Westfield, BA3 3BX

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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

25th October 2021

TO: All Members of Westfield Parish Council

Dear Councillor,

You are summoned to a Meeting of Westfield Parish Council, on **Tuesday 7th December 2021** at **9.30am** in the Car Park, The Oval Office, Cobblers Way, Westfield.

This will be preceded with a Consultation Meeting on Zoom on **Monday 6th December 2021 at 7pm on Zoom**, details below.

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

Join Zoom Meeting

<https://us06web.zoom.us/j/92678264869?pwd=UTJnaGdIK2Z1MUlid05hWHdzSWJUZz09>

Meeting ID: 926 7826 4869

Passcode: 256045

Or by phone: 0203 481 5240

A handwritten signature in black ink, appearing to read 'L Close'.

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 – 2nd November 2021**
To confirm and sign as a correct record the minutes of the Parish Council Meeting. (Pages 1-3)
4. **Committee and working group reports**
To note the minutes of the Committees and Working Groups below:
 - **Environment and Development – 11th October 2021 (Pages 4-6)**
 - **Finance and Personnel – 20th October 2021 (Pages 7-10)**
 - **Queen's Platinum Anniversary Working Group – Checklist attached (Pages 11-13)**
 - **Waterside Valley Working Group – draft letter to those adjacent to the land circulated.**
 - **Climate Emergency Working Group (Pages 14-15)**
5. **Approval of any items over £5,000 and consideration of any virement**
6. **Caravan at the back of the Railway Inn and green space outside 3 Ruskin Road** Response from B&NES Chief Executive attached (Pages 16-17)
7. **Damage to grass area at Waterside Crescent (Page 18)**
8. **To determine whether to hold January meetings in person or on Zoom**
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 in the car park of the Oval Office,
Cobblers Way, Westfield on Tuesday 2nd November 2021 at 9:20am

Present: Cllrs R Hopkins, E Jackson, B Wallbridge and P Wilkinson.

Attending: Lesley Close, Clerk.

Cllr Jackson proposed and was seconded by Cllr Hopkins that all the decisions recorded below at the consultation meeting on Zoom the previous evening be agreed. This was agreed unanimously.

Decisions made at the Zoom meeting held at 7pm on Monday 1st November 2021.

Present: Cllr Geoff Fuller (Chair), Cllrs Diana Cooper, Ron Hopkins, Eleanor Jackson, Lesley Mansell, Bryan Wallbridge, Phil Wilkinson and Pat Williams.

Apologies: Cllrs James Honess, Robin Moss and Steve Pritchard.

Attending: Michael Auton, Village Agent and his colleague Denise Perrin.
Lesley Close, Parish Clerk.

The Chair welcomed Michael Auton and Denise Perrin, who outlined the role and remit of the Village Agent. Michael works two days a week (Monday and Thursdays) and can be contacted on 07392 700765 or 01275 333700 or michael@wern.org.uk

86. Apologies for Absence

Apologies were received from Cllrs Honess, Moss and Pritchard.

87. Declarations of interest and dispensations

- Cllr Jackson declared an interest in item 7, In Bloom, as the organiser of Westfield In Bloom.
- Cllr Wallbridge declared an interest in item 6 Grants, as his wife is in one of the groups receiving a grant.

88. Minutes of the last Parish Council meeting – 4th October 2021

The minutes of the meeting on 4th October were agreed as a true record and would be signed by the Chair.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

89. Committee and working group reports

(a) Environment and Development Committee – 11th October 2021

Resolved: That the minutes of the Environment and Development Committee meeting held on 11th October be noted.

(b) Finance and Personnel Committee – 20th October 2021

Resolved: That the minutes of the Finance and Personnel Committee meeting held on 20th October be noted.

(c) **Queen's Platinum Anniversary Working Group** – the checklist of actions was noted. Cllr Fuller to contact Westhill Club about their involvement and Cllr Wilkinson to liaise with the bouncy castle providers.

(d) **Waterside Valley Working Group – 12th October 2021** – the notes of the meeting with the Consultant were noted. The meeting with Stakeholders would be delayed.

Resolved: that in the meantime the Risk Assessment by RoSPA be arranged.

90. **Approval of any items over £5000 and consideration of any virement**
Items over £5,000 Christmas lights: Lamps and Tubes £5,130.

91. **Grants**

Resolved: that the grants as outlined in the report be agreed.

92. **In Bloom**

The report of the Clerk was received, giving three options for the way forward.

Resolved: to pursue option 3 whereby 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.

93. **Response from Will Godfrey, Chief Executive B&NES, to letter from Cllr Fuller**

The response was discussed and it was suggested that a Zoom meeting be arranged to discuss this in person with the Chief Executive and officers involved.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

Resolved: (1) In relation to 3 Ruskin Road, to ask when the letter was posted and if there was a response.

(2) In relation to Byfields, the Clerk to ask Richard Stott for a copy of the letter to the residents and the response.

94. **Outside Bodies reports**

Mardons -the possibility of placing the mobile temporary CCTV on the green area outside Mardons was raised. This was balanced against the merit of having it on the youth shelter side of Norton Hill Recreation Ground. Cllr Cooper will discuss it at the next Mardon's meeting to gauge the need for it there.

95. **Creating Community Identity**

Christmas Lights Switch On Event – The Clerk was asked to take advice from B&NES regarding whether to continue with the Lights Switch On event.

Remembrance - Cllr Wilkinson offered to put the poppies up on display in Westfield. Cllr Cooper to lay the Parish Council's wreath at Midsomer Norton, Cllrs Fuller and Wilkinson to attend the Westfield stone on Remembrance Sunday and 11th November respectively. The Clerk was asked to make enquiries about a knitted poppy display in Westfield next year.

96. **Chairman's report**

The Chairman outlined to arrangements for return to Zoom meetings for the time being in the light of covid levels.

97. **B&NES Councillors' reports**

Cllr Jackson reported on the following

- 1) **Planning Policy.** The Planning Policy team are working to get the Local Plan Policy Update finished within a very tight timeframe.
- 2) **Planning Enforcement** The team has lost some senior officers, and are busy training the new recruits. Cllr Jackson has asked for Oval Homes/Lincombe Road to be prioritized.
- 3) **Radstock Neighbourhood Plan.** This is going ahead
- 4) **Dan Norris** has plans for the double roundabout in Radstock, which will impact on the RADCO development.
- 5) **RADCO** has finally cleared all planning hurdles.
- 6) **Remembrance Sunday (14th November)** The Methodist Church congregation is proposing to come out round the memorial stone. Mrs Margaret West will read out the liturgy and organise the silence. Anyone welcome to join them. The British Legion event is in MSN morning, and Radstock at 2pm. Cllr Jackson has the schedule for 'dressing the graves'

The meeting closed at 8.36pm.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

Minutes of the Environment and Development Committee Meeting held in the car park of the Oval Office, Cobblers Way, Westfield on Tuesday 9th November 2021 commencing at 12pm.

Present: Cllrs Cooper, Hopkins and Jackson.

Attending:

Cllr Jackson proposed and was seconded by Cllr Hopkins that all the decisions recorded below at the consultation meeting on Zoom the previous evening be agreed. This was agreed unanimously.

Decisions made at the Zoom meeting held at 7pm on Monday 8th November 2021.

Present: Cllrs Bryan Wallbridge (Chair), Diana Cooper, Geoff Fuller, James Honess, Ron Hopkins, Eleanor Jackson, Steve Pritchard and Pat Williams.

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

76. Apologies for absence and to consider the reasons given

There were no apologies.

77. Declarations of interest and dispensation

- Cllr Jackson declared an interest in item 3 – Planning applications, 21/04792/TPO – as the tree surgeon is doing some work for her.
- Cllr Fuller declared an interest in item 3 – Planning applications because he works for one of the applicants.

78. Minutes of the last meeting

The minutes of the last meeting held on 11th October 2021 were agreed as a true record and would be signed by the Chair.

79. Planning applications for consideration

There were no objections to the following applications:

21/04637/FUL	46 Waterside Road	Erection of a first floor side extension over existing garage to create additional bedroom on first floor. Front and rear dormer extension to create head height for new first floor areas. Existing conservatory roof removed and replaced
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Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council

		with tiled roof at greater pitch. Various internal reconfigurations
21/04792/TPO	37 Nightingale Way	4-5 x Ash (G1) fell – Ash dieback
21/04837/VAR	26 Nightingale Way	Variation of condition 2 (Plans List) of application 21/02561/FUL (Erection of two storey rear extension)

80. Planning Decisions

The Planning decisions were noted. Cllr Jackson to make enquiries of B&NES regarding the variation on Condition 5 in application 21/03785/VAR at 39 Nightingale Way.

81. Recreation Ground – Norton Hill

Planting of Silver Birch trees

Resolved: (1) to go ahead with the installation of the Silver Birch Trees by Greensward and accept the quote for T-Bar stakes of £15.98 each from Ornamental Trees Nurseries

(2) to accept the quote for tree guards of £4.05 each from Ashridge Nurseries

82. Recreation Ground - Westhill

A member of the public had requested a tarmac path from Ash Tree Court to the running track.

Resolved: To advise the resident that we won't lay a track due to lack of funds.

83. Westfield Heritage Trails

The Heritage trail boards needed to be replaced due to one of the routes being diverted.

Resolved: to accept the quote from Colour Studios for £275 to print new boards, remove the old ones and install the new ones.

84. Waterside Valley

It was noted that the meeting on 10th November was cancelled due to high covid numbers in the area. The consultant would be working on the plan and meeting with interested parties in January.

85. Mobile CCTV and Mosquito Device

The Clerk was awaiting an answer from Mardons about whether the device would be useful to them. Cllr Cooper advised there would be a committee meeting on Thursday. If the device does not go to Mardons then it could

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council

usefully be used at the side of Norton Hill Recreation Ground not currently covered by CCTV.

86. EVENTS

Christmas Lights Switch on

There was some concern over the high number of covid cases in the area.

Resolved: The Clerk to send an email on Monday 15th to Councillors for a vote on a final decision on whether the event would take place.

The meeting closed at 8pm.

Minutes subject to approval at the next meeting.

Signed **Dated**

WESTFIELD PARISH COUNCIL

**Minutes of the Finance & Personnel Meeting
Held on Thursday 18th November at 10.30am at the Car Park, Oval Office**

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

**There was also a consultation meeting held remotely on Zoom on Wednesday 17th
November 2021 at 7pm**

Present: Cllr Philip Wilkinson (Chair) and Cllrs Geoff Fuller, Ron Hopkins, Robin Moss

Absent: Cllrs Diana Cooper, Lesley Mansell and Bryan Wallbridge & Patricia Williams

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

60. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Pat Williams.

61. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest.

62. MINUTES

Resolved: that the Minutes of the Finance & Personnel meeting held on 20th October 2021 be agreed and signed as a correct record.

63. MONTHLY ACCOUNTS

Resolved: That the monthly statements for November be omitted from November's agenda for the purpose of refinement and reconciliation updates. Work is underway to present these reports in December.

64. SCHEDULE OF PAYMENTS REQUIRING AUTHORISATION

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

Resolved:

- a) that the schedule of payments due be agreed (attached as Appendix 1), 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;
- b) That the Drainfast payment towards the cleaning of Norton Hill Pavilion's facilities in the amount of £145 be added to the schedule of payments.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

65. SCHEDULE OF PAYMENTS DUE ON A REGULAR BASIS

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

Resolved: that the schedule of payments be updated with £2121.58 to Greensward and £72 use of the boardroom at Oval Homes and agreed (attached as Appendix 2) 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.

66. BUDGET 2022-23

There were no further amendments required at this stage.

Resolved: that draft 2 of the budgets be approved. This includes the addition of a new budget heading, Waterside Valley with a budget of £10,000.

67. STANDING ORDERS, DIRECT DEBITS AND BACS PAYMENTS

Resolved: that the list of standing orders and direct debits be noted and the continued use of online banking and BACS payments was approved.

CONFIDENTIAL MATTERS

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

68. STAFF REVIEWS

The Committee reviewed the report on the Finance Officer and the Admin Assistant's appraisals and heard a verbal report from the Chair of the Council on the Clerk's appraisal.

Resolved: That (1) following the staff appraisal of the Admin Assistant, a spinal point increase is made, sp 10 to sp 11, in the 7-12 sp range, backdated to 1/4/21;
(2) That it is noted that the staff appraisal of the Finance Officer came only 3 months into post. In line with usual practice, a further appraisal and recommendation to be made after six months employment and thus diarised for January 2022.
(3) That following the staff appraisal of the Parish Clerk, a spinal point increase is made, sp 31 to 32, in the sp 29-32 range, backdated to 1/4/21.
(4) that additional training be available to the Finance Officer if required or deemed acceptable for further progression.

The meeting closed at 7:20pm.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

APPENDIX 1

Invoices for payment NOVEMBER

Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
21/10/2021	ALCA	VAT Training	4005/1	B#1778	£30.00	£0.00	£30.00
25/10/2021	Signefex Ltd	Signs for Westhill Recreation Ground	4064/307	B#1779	£77.00	£15.40	£92.40
25/10/2021	Signefex Ltd	Signage at Waterside Valley	4043/202	B#1780	£188.00	£37.60	£225.60
2/11/2021	Rialtas Business Solutions Ltd	RBS MTD Software License	4027/1	B#1787	£59.00	£11.80	£70.80
3/11/2021	GB Sport & Leisure	Repairs to Westhill & Norton Hill Equipment	4062/307 & 308	B#1793	£558.00	£111.60	£669.60
4/11/2021	Total Gas & Power	Gas Supply to Norton Pavilion	4015/308	B#1794	£52.91	£2.65	£55.56
5/11/2021	Ignyte Limited	Westfield Warbler Winter	4212/102	B#1795	£1,000.00	£200.00	£1,200.00
8/11/2021	Archers Marquees	Marquees for Christmas Lights	4131/202	B#1796	£285.50	£57.10	£342.60
						TOTAL	£2,686.56

Added since the agenda was distributed:

16/11/2021	Ammerdown Estate	Christmas Trees	4223/202	B#1797	£500.00	£0.00	£500.00
17/11/2021	DrainFast	Norton Hill Drain Clearing	4039/308	B#1798	£145.00	£0.00	£145.00
						TOTAL	£645.00

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 2

Schedule of regular payments 2021-22 amounts are all NET

Supplier	Details	April	May	June	July	August	Sept	October	Nov	Dec	January	February	March	TOTAL TO DATE
Apollo Technology	IT Support costs	£0.00	£1,096.09	£0.00	£90.00									£1,186.09
Avon Pension Fund	Superannuation	£879.56	£879.56	£879.56	£879.56	£1,155.54	£870.40	£870.40	£870.40					£7,284.98
GPS Telecoms	Telephone and broadband	£67.93	£66.10	£68.56	£67.18	£67.07	£66.94	£71.68	£66.30					£541.76
Greensward	Grounds maintenance	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£0.00					£14,851.06
HMIRC	PAYE and NI	£313.77	£313.97	£313.77	£313.97	£375.53	£305.17	£305.37	£305.37					£2,546.92
Oval Commercial	Office Rental	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75					£6,718.00
Oval Commercial	Use of Boardroom	£0.00	£0.00	£0.00	£0.00	£0.00	£60.00	£60.00	£0.00					£120.00
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	£2,793.97					£23,413.15
Public Works Loans Board	Westhill Play Area	£0.00	£0.00	£0.00	£3,686.72	£0.00	£0.00	£0.00	£0.00					£3,686.72
Ricoh	Photocopier	£148.41	£0.00	£0.00	£162.15	£0.00	£0.00	£160.03	£0.00					£470.59
Southern Electric	NH Pavilion	£0.00	£0.00	£117.76	£0.00	£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	£0.00	£0.00					£56.58
SoVision IT	IT Support/Provider				£169.20	£169.20	£169.20	£180.60	£169.20					£857.40
Total Gas & Power	NH Pavilion	£0.00	£46.61	£0.00	£0.00	£47.52	£0.00	£52.91	£0.00					£147.04
Water2Business	Auto-watering systems	£0.00	£0.00	£0.00	£0.00	£57.71	£23.17	£0.00	£0.00					£80.88
Water2Business	NH Pavilion	£0.00	£0.00	£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	£0.00					£83.93
	Monthly Total	£7,204.61	£8,197.07	£7,202.88	£11,163.52	£8,590.85	£7,290.66	£7,468.28	£5,044.99	£0.00	£0.00	£0.00	£0.00	£0.00

This amount plus one off payments

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

Minutes are draft until agreed at the next meeting.

Signed Dated

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

Month	Task	Notes	Completed
September 2021	Agree the date and time	Sunday 5 th June 2pm to 5pm	✓
	Add as a standing item on the PC agenda until June 2022		✓
	Write a risk assessment		✓
	Inform the insurance company and send the risk assessment	7/9/21	✓
	Check the status of the event licence from BaNES.	Renewed 20/4/21. Will renew again April 2022.	✓
	Arrange security in line with the events licence	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 Ignyte know the date of the event so they can advertise on social media in advance		✓
	Ask St John Ambulance to attend – get quote. 2019 was £96 + VAT	9/9/21 SJA is not taking bookings yet for June 2022. They will contact us in due course.	
	Arrange the music ??		

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

**Action Notes of a meeting of the Climate Emergency Working Group held on Zoom
on Tuesday 9th November 2021 at 7pm**

Present: Cllrs Geoff Fuller and Bryan Wallbridge
Attending: Mark Cassidy, B&NES, Micaela Basford, B&NES
Lesley Close, Parish Clerk

1. Apologies

Apologies for absence were received from Cllrs Lesley Mansell and Steve Pritchard.

2. Declarations of Interest and Dispensations

There were no declarations of interest.

3. Action Notes of the last meeting – 22nd September 2021

The action notes were agreed as a true record.

4. Tree Planting

Mark Cassidy was welcomed to the Working Group. There was a discussion on community tree planting and the minimum number of trees offered by organisations offering grants for tree planting. Mark agreed to send an email with links so that these can be investigated further, particularly in relation to a community orchard at Waterside Valley.

5. Low Carbon Energy

Micaela Basford was welcomed to the meeting and gave a very helpful overview of the Government White Paper investigating flooded mine works as a potential heat source. The highest temperatures appeared to be in the North, with the coolest in South Wales. The Somerset Coal mines appear to be not in the super high temperature bracket and it is worth being aware that this form of low carbon heat source is likely to have a very long lead in time. Research shows it to be most effective when used within 2km of the heat source and is most efficient when it is piped to a single place with high heat consumption such as a swimming pool or hospital. Trying to divert this heat to a number of domestic homes is much less efficient.

There are however other sources of low carbon energy which the Working Group might like to look into. Bath and West Community Energy helps communities install renewable energy projects. They raise investment from local people and the shareholders receive a benefit back, with a portion of the income raised going into a community fund for the local area. The Bath and West Community Energy would start by looking at viable places for solar panels, wind generation etc. For example, landowners looking to diversify, solar panels on buildings on the industrial estate.

For businesses, the West of England Green Business Grant Scheme is offering a free carbon survey in advance of a grant pot re-opening next year.

B&NES offers an Energy at Home Advice Service, with grants for households with a joint income under £30,000 and a lower EPC rating on their home.

Micaela offered to send some links for these schemes so that members of the Working Group can investigate further. And, if the Working Group would like some specialist advice from any B&NES officers, she can point us in the right direction.

6. Electric Car Charging Points

Fast charging points, such as those provided by Hotpoint were discussed for installation at the Trust car parks. Possible grants could be investigated in this respect.

7. Promoting Bio Diversity

B&NES Parks Department is promoting bio diversity by encouraging neighbourhoods to adopt a green space to develop it into an area of bio diversity.

8. Next steps

To take the pressure off the office, individual members of the Working Group to each follow the links on the emails to be sent by Mark Cassidy and Micaela Basford, research an area of interest to them and report back.

The meeting ended at 8.10pm.

From: Will Godfrey <Will_Godfrey@BATHNES.GOV.UK>
Sent: 26 November 2021 18:24
To: parishclerk@westfieldparishcouncil.co.uk
Cc: 'Geoff Fuller'; 'Tracey Stephens'; financeofficer@westfieldparishcouncil.co.uk
Subject: RE: Correspondence attached

Dear Cllr Geoff Fuller

Please see below update provided by the Planning Enforcement Team Manager, regarding the caravan at the back of the Railway Inn:-

We've still not progressed the caravan case. As I have previously advised the Ward Member and Parish this is not a priority enforcement case and we have been significantly understaffed in recent months – the Ward Councillor has been incredibly understanding and supportive of this position and I was of the understanding that she was in discussion with the Parish on this matter. All current cases that are not financially, legally or time sensitive have had to be deprioritised until we are fully staffed. My primary focus in recent months has been to secure a deal for a significant CIL payment on the development site in Westfield which will secure over £1.2m CIL for the Council; this has been incredibly resource intensive but has now been agreed and will directly benefit Westfield Parish Council as they are entitled to a portion of the CIL. I have been unable to prioritise matters such as the caravan over more significant issues such as the CIL case. I am happy to say however that as of this week I have a full team again and we are starting to work our way through the backlog but it will take some weeks before we are back up to speed.

With regard to the caravan, the site is not at risk of immunity from enforcement action so there is no time constraints as to when/if we were to enforce. That said I have visited the site on a couple of occasions in the past month and note the caravan is tucked at the back of the site and is not currently occupied. It is in a relatively discrete position on the site and not visible from the wider public realm. At one visit I also spoke to two adjoining residents who questioned why the enforcement team were looking into this matter and who advised that they are not affected by the presence of the caravan despite living next to it. Both residents stated that they felt it would be more intrusive and disrupting to them if the caravan were to be removed from site particularly given it will return once construction commences again and stated they have no issue with it remaining there. Purely from an expediency point of view for planning enforcement, these observations by adjoining residents significantly questions the necessity and proportionality of formal enforcement action and could undermine any appeal lodged against formal action if taken by the Council as we would be required to justify the harm.

In terms of the ability to enforce the caravan, caravans generally fall outside the scope of development as governed by planning legislation meaning the Council cannot simply issue a conventional planning enforcement notice. We have been considering this matter as a potential breach of condition of the General Permitted Development Order (in relation to caravans and temporary building associated with development sites) however this limits our formal abilities to serving a Breach of Condition Notice. Service of such a Notice may not result in the removal of the caravan and the only recourse for non-compliance would be prosecution or direct action. To prosecute would require the Council to satisfy the CPS public interest tests and in this instance the case would likely fail; it would also require a significant amount of resources and cost to pursue legal action. With regard to direct action this would involve the Council paying to have the caravan removed – we do not have sufficient budget to cover this cost and I could not justify an expense of this nature – particularly in light of the relevant harm the caravan is causing – over and above more significant cases we are dealing with and seeking to pursue including other more prominent cases in the Westfield Ward. Having spoken to our legal team I am advised that consideration of the impact on Council finances is a material factor when determining whether or not to pursue formal action. Given the landowner has stated his intention to re-commence development (and once under construction the caravan will not longer be in breach of condition) and given the fact that once developed, the caravan will be removed; having reviewed the case again I question the appropriateness and ability of formal action in this instance and am inclined to advise that it would not be proportionate or reasonable to enforce this matter. My professional view is that no further action

should (or could reasonably) be taken but that in the event the site owner has failed to re-commenced development, we will review the matter.

Please see below an update provided by the Deputy Group Manager for Highways & Traffic, regarding parking/driving across the green space outside 3 Ruskin Rd:-

Contact has been made with the resident of 3 Ruskin Road, who has explained their role as a Care Worker and the need to use their vehicle throughout the day and night and expressed the need to park their vehicle close to their property.

The resident appeared willing to fund the construction of a drive and officers consider it is feasible to construct the drive without impacting on the existing trees.

We would welcome your views on the option of a drive.

Regards

Will Godfrey

Chief Executive

Bath & North East Somerset Council

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Improving People's Lives



Please consider the environment before printing this email

From: Jo Hobbs

Sent: 08 November 2021 10:52

To: 'parishclerk@westfieldparishcouncil.co.uk' <parishclerk@westfieldparishcouncil.co.uk>

Cc: 'Geoff Fuller' <geoff.fuller@westfieldparishcouncil.co.uk>; 'Tracey Stephens'

<tracey.stephens@westfieldparishcouncil.co.uk>; financeofficer@westfieldparishcouncil.co.uk

Subject: RE: Correspondence attached

Thank you for your letter. Will is currently on annual leave, but I will flag this to him upon his return.

Regards

Jo Hobbs

Personal Assistant to

Will Godfrey, Chief Executive

Executive Support Team Leader

Bath & North East Somerset Council

Tel: 01225 477410

Email: Jo_hobbs@bathnes.gov.uk

www.bathnes.gov.uk

www.twitter.com/bathnes

Improving People's Lives

From: Ron Hopkins <ron.hopkins@westfieldparishcouncil.co.uk>
Sent: 25 November 2021 20:07
To: Lesley Close
Subject: Fwd: Damage to a grass area

Hi Lesley

Please see attached email from a resident [REDACTED].

Can we include this on the full council meeting agenda next week
I have sent him an acknowledgement response email and included you.

Kind regards
Ron Hopkins
Sent from my iPhone

Begin forwarded message:

From: [REDACTED]
Date: 25 November 2021 at 18:30:19 GMT
To: ron.hopkins@westfieldparishcouncil.co.uk
Subject: Damage to a grass area

Good evening

I am a resident at Waterside Crescent, Westfield. There is an area of grass at the Crescent starting at No 20 which is being damaged by visitors parking on the grass area as you round the corner to drive down the back slip road. I would ask if it would be possible to install a few wooden posts as I have seen B.A.N.E.S Council do before to protect the grass. As winter and wet weather is on us the damage will only get worse as it did last year.
If you wish to contact me I have sent my contact details.

Yours sincerely

[REDACTED]

[REDACTED]

Sent from [Mail](#) for Windows