

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

22nd December 2021

TO: All Members of Westfield Parish Council

Dear Councillor,

You are summoned to a Meeting of Westfield Parish Council, on **Wednesday 5th January 2022** at **9.30am** in the Car Park, The Oval Office, Cobblers Way, Westfield.

This will be preceded with a Consultation Meeting on Zoom on **Tuesday 4th January 2022** 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=UTJnaGdlK2Z1MUlid05hWHdzSWJUZz09>

Meeting ID: 926 7826 4869

Passcode: 256045

Or by phone: 0203 481 5240

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 – 7th December 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 – 16th December 2021 (Pages 4-7)**
 - **Finance and Personnel – 16th December 2021 (Pages 8-12)**
 - **Queen's Platinum Anniversary Working Group (Pages 13-15)**
 - **Waterside Valley Working Group**
 - **Climate Emergency Working Group**
5. **Approval of any items over £5,000 and consideration of any virement**
6. **To determine whether to hold February meetings in person or on Zoom**
7. **Feedback on the meeting with Will Godfrey, B&NES on 16/12/21**
8. **Outside Bodies reports – for reporting only**
9. **Creating Community identity – for reporting only**
10. **Chairman's report - for reporting only**
11. **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 7th December 2021 at 9:30am

Present: Cllrs E Jackson, B Wallbridge and P Williams.

Attending: Lesley Close, Clerk.

Cllr Jackson proposed and was seconded by Cllr Wallbridge 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 6th December 2021.

Present: Cllr Geoff Fuller (Chair), Cllrs, Ron Hopkins, Eleanor Jackson, Robin Moss, Steve Pritchard, Bryan Wallbridge, Phil Wilkinson and Pat Williams.

Absent: Cllrs Diana Cooper James Honess and Lesley Mansell

Attending: Lesley Close, Parish Clerk and Tracey Stephens, Admin Assistant.

98. **Apologies for Absence**

Apologies were received from Cllrs Cooper and Mansell.

99. **Declarations of interest and dispensations**

- Cllr Jackson declared an interest in item 6, Caravan at the back of the Railway Inn and green space outside 3 Ruskin Road, as she is on the B&NES Planning Committee.

100. **Minutes of the last Parish Council meeting – 2nd November 2021**

The minutes of the meeting on 2nd November were agreed as a true record and would be signed by the Chair.

101. **Committee and working group reports**

(a) Environment and Development Committee – 9th November 2021

Resolved: That the minutes of the Environment and Development Committee meeting held on 9th November be noted.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

(b) Finance and Personnel Committee – 18th November 2021

Resolved: That the minutes of the Finance and Personnel Committee meeting held on 18th November be noted.

(c) Queen’s Platinum Anniversary Working Group – the checklist of actions was noted. Cllr Fuller to contact Westhill Club about their involvement.

(d) Waterside Valley Working Group – the draft letter to residents was agreed for circulation.

(e) Climate Emergency Working Group – the notes regarding the ex-mines being a heat source for residences were discussed.

Resolved: (1) Cllr Hopkins to undertake further research and report to the Climate Emergency Working Group.
(2) Cllr Moss to join the Climate Emergency Working Group

102. Approval of any items over £5000 and consideration of any virement

There were no items over £5000.

103. Caravan at the back of the Railway Inn and green space outside 3 Ruskin Road

The response from Will Godfrey, Chief Executive B&NES, was noted.

Resolved: to respond to Mr Godfrey asking that he meets Councillors to discuss the items that have been under discussion:

- Caravan at the back of the Railway Inn
- 3 Ruskin Road
- Byfields
- Damage to grass at Waterside Crescent

104. Damage to grass at Waterside Crescent

Resolved: to include this in the letter to Will Godfrey. The Clerk to respond to the resident to this effect.

105. To determine whether to hold meetings in January in person or on Zoom

Resolved: to hold meetings in January on Zoom and revisit on a monthly basis.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

106. Outside Bodies reports

Cllr Jackson reported a conversation with Rev'd Ian Rousell where it was indicated that the church is proposing that the new combined parish of St Nicholas in Radstock and St Peter's in Westfield be named the Waterside Parish.

Westfield in Bloom – Cllr Jackson reported a positive meeting was held in November and a more formal one to be in January.

107. Creating Community Identity

There were no items to discuss.

108. Chairman's report

Cllr Fuller thanked everyone for their work on making the Christmas lights switch on a successful event.

He and Cllr Moss have been meeting residents of Longfellow Road and St Peter's Road to discuss their complaints about parking. The Police have been called on several occasions to witness inconsiderate parking by people dropping children to school or visiting the school.

109. B&NES Councillors' reports

Cllr Jackson reported on:

- Virgin Care being in the process of being taken over by private equity company Twenty20.
- The Local Plan Partial update
- A new RE Advisor for schools has been appointed
- Congratulations on a very successful Christmas lights switch on

Cllr Moss reported on:

- The Virgin Care takeover.
- The parking issues at Westfield Primary and Fosse Way Schools. He and Cllr Fuller have been meeting with residents, visited the schools and contacted the police and local PCSO's.
- The B&NES budget being prepared – no detail available yet.
- Lots of compliments received about the Christmas lights switch on.

The Chairman finished by wishing everyone a Merry Christmas.

The meeting closed at 8.07pm.

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 16th December 2021 commencing at 10:30am.

Present: Cllrs Ron Hopkins, Eleanor Jackson and Pat Williams

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 on Monday 13th evening be agreed. This was agreed unanimously.

Decisions made at the Zoom meeting held at 7pm on Monday 13th December 2021:

Present: Cllrs Bryan Wallbridge (Chair), Geoff Fuller, James Honess, Ron Hopkins, Eleanor Jackson,

Absent: Cllrs Diana Cooper, Steve Pritchard and Pat Williams.

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

87. Apologies for absence and to consider the reasons given

Apologies were received from Cllrs Cooper and Pritchard and accepted.

88. Declarations of interest and dispensation

There were no declarations of interest.

89. Minutes of the last meeting

The minutes of the last meeting held on 9th November 2021 were agreed as a true record and would be signed by the Chair.

90. Planning applications for consideration

There were no objections to the following application:

21/05045/FUL	19 Fosseway Gardens	Erection of a single storey rear extension
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21/05150/FUL – 13 St Peter's Road – Erection of dwelling

The committee objected to this application on the grounds that:

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council

It was noted that the stakeholders meeting had been cancelled due to the upsurge in covid cases in the area. Discussion was held around whether to have a stakeholders' meeting on Zoom or wait until we were able to do it face to face.

Resolved: (1) to wait until it was possible to meet face to face for the stakeholders meeting. This would push the Management Plan back for a few months, but it was felt that it was important to engage with people who had offered help.

(2) to keep all interested parties informed of the delays.

100. Mobile CCTV and Mosquito device

It was noted that the Clerk was meeting with PC Mark Graham at Norton Hill tomorrow to discuss the best position for the mobile CCTV.

101. Update on Westfield in Bloom

Cllr Jackson gave an update on Westfield in Bloom and It's Your Neighbourhood. There had been an initial meeting that was well attended, which will be followed by a more formal meeting to appoint officers.

102. Events

Christmas Lights Switch on

It was noted that the Christmas lights switch on had been very successful and feedback was excellent.

Youth Basketball

A resident had contacted Cllr Fuller regarding setting up a youth basketball club in Westfield, comprising predominantly Westfield young people, asking for a location to meet.

Resolved: Cllr Fuller to meet with Prattens to investigate the use of their hall.

Tree Planting

An email from a local resident suggesting locations for community tree planting was received and was being investigated via contact with Mark Cassidy of B&NES.

The meeting closed at 8:18pm.

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council

- It was not in keeping with the street scene.
- It is overlooking and significantly overshadows the neighbouring property, meaning loss of residential amenity for the neighbour.
- It does not comply with Policy 1 of the Westfield Neighbourhood Plan in that it does not reflect the character of the surrounding area and protect the amenity of neighbours. It does not reinforce the uniformity of the street by reflecting the scale, mass, height and form of its neighbours.

91. Planning application outside the Parish boundary at Beauchamps Drive.

The Committee objected to this application on the grounds that it would severely overload the infrastructure of Westfield – roads, doctors, dentists and schools and that it was an urban encroachment of housing onto open countryside and would be damaging to the environment. The impact on bio diversity, including swifts and hedgehogs had been highlighted by a local resident.

92. Planning Decisions

The Planning decisions were noted.

93. WECA consultation on the A367

The consultation was discussed

Resolved: to ask WECA for a full professional survey on the whole of the A367, taking into account access for public transport, commercial transport, cyclists and pedestrians and safety of crossings, particularly the crossing close to the industrial estate. Further, pages 71 and 72 of the Westfield Neighbourhood Plan outline the very many public comments and concern about safety issues on the A367.

94. Request for a lights crossing at the Pedestrian crossing where the trading estate meets the A367

This was discussed within minute 93.

95. Recreation Ground – Norton Hill

An email had been received from a resident advising that the lights had been left on in the pavilion on several occasions.

Resolved: to investigate the cost of sensor lighting.

The same email requested that something was done about footballs being kicked around on the tennis court and often going over the fence into private gardens. It was noted that there are signs barring the use of the courts for anything other than tennis.

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council

73. 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 (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;

74. 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 invoices and the BACS authorisation sheet (Appendix 3) be signed accordingly. That the BACS payments be made by two councillors remotely via online banking.

75. FORWARD PLANNING AND THREE-YEAR BROADCAST

The three-year broadcast was received by the majority of councillors and attendees. However, the broadcast was to be reviewed fully in the following month due to some councillors not receiving the documentation before and up to the time of the meeting.

76. INTERNAL AUDIT REPORT 2021/2022

The report of the Internal Auditor was noted. Thanks were extended to the officers for their hard work.

The meeting closed at 7:15pm.

Minutes are draft until agreed at the next meeting.

Signed Dated

APPENDIX 1

<u>WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY</u>													
Report for F&P - December													
SHEET													
2021-22 - 9													
REF	DATE	SUPPLIER	DETAILS	TOTAL	postage 4022/1	Grants 4203/20 2	Christm as 4223/20 2	Stationa ry 4023/1	VE Day event 4242/20 2	N/H mainten ance 4062/30 8	W/H Mainten ance 4062/30 7	Commu nity Projects 4232/20 2	Hospital ity 4131/10 1
DDR20	9/11/2021	Ornamental Trees	Tree Staking Kit	£286.47			£238.67						
DDR22	10/11/2021	Amazon	Christmas Tinsel	£14.99			£12.84						
DDR21	11/11/2021	Viking	Stationery for Office	£88.13				£84.19					
DDR23	11/11/2021	Amazon	Cable Ties for Christmas Lights	£15.99			£13.32						
			TOTAL (NET)	£349.02	£0.00	£0.00	£264.83	£84.19	£0.00	£0.00	£0.00	£0.00	£0.00
			VAT	£56.56			£52.62	£3.94					
			TOTAL (Gros)	£405.58			£317.45	£88.13					
Added since the agenda was published													

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Signed Dated

APPENDIX 2

Westfield Parish Council

Invoices for payment DECEMBER						
Invoice Date	Supplier	Details	Nom. code	Payment No.	£ net	£ gross
16/11/2021	Ammerdown Estate	Christmas Trees	4223/202	B#1797	£500.00	£500.00
18/11/2021	SoVision IT	IT Support Monthly Bill	4027/1	B#1799	£189.20	£203.04
19/11/2021	A&L Couriers	Delivery of Westfield Warbler	4212/102	B#1800	£400.00	£400.00
25/11/2021	Greensward Sports Consultancy Ltd	Monthly Grounds Maintenance	4039/307 & 308	B#1801	£2,121.58	£2,545.90
26/11/2021	Community Heartbeat Trust	Red Dynamo Torch	4231/202	B#1807	£9.00	£10.80
1/12/2021	Oval Commercial Investment Ltd	Suite 4 Office Rental	4013/1	B#1808	£350.00	£420.00
7/12/2021	SAS Event Barriers	Barriers for Christmas Switch On Event	4223/202	B#1809	£395.00	£474.00
26/11/2021	Rialtas Business Solutions Ltd	OMEGA Training Session	4005/1	B#1810	£200.00	£240.00
30/11/2021	Lamps & Tubes Illuminations Ltd	Christmas Lighting Display	4223/202	B#1811	£3,277.50	£4,414.50
7/12/2021	Robert Wicke	Heritage Trail Maps	4227/202	B#1812	£40.00	£40.00
22/11/2021	Trophies of Radstock	Engraved Christmas Decorations	4227/202	B#1813	£19.17	£23.00
8/12/2012	SoVision IT	Microsoft Office 365, Sharepoint	4027/1	B#1814	£1,400.00	£1,680.00
					TOTAL	£4,793.74
<i>Added since the agenda was distributed:</i>						
19/11/2021	The Journal - Tindle Newspapers	Advert for Christmas Lights	4223/202	B#1815	£145.08	£174.10
9/12/2021	MSN & Radstock Silver Band	Silver Band Attendance at Christmas Lights	4223/202	B#1816	£125.00	£125.00
10/12/2021	St John Ambulance	First Aid Cover for Christmas Lights	4223/202	B#1817	£96.00	£115.20
8/12/2021	Auditing Solutions Ltd	Internal Audit 2020/2021	4057/1	B#1818	£275.00	£330.00
					TOTAL	£619.30
This amount plus regular scheduled monthly payment						
Highlight if over £5000 as this requires full Parish Council approval						

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Signed Dated

Westfield Parish Council

APPENDIX 3

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	£30.00									£1,186.09
Avon Pension Fund	Superannuation	£879.56	£879.56	£879.56	£879.56	£1,155.54	£870.40	£870.40	£870.40	£1,006.11				£8,291.09
GFS Telecoms	Telephone and broadband	£67.93	£66.10	£68.56	£67.18	£67.07	£66.94	£71.68	£66.30	£66.49				£608.25
Greensward	Grounds maintenance	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58				£19,094.22
HMRC	PAYE and NI	£313.77	£313.97	£313.77	£313.97	£375.53	£305.17	£305.37	£305.37	£497.41				£3,044.33
Oval Commercial	Office Rental	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75				£7,537.75
Oval Commercial	Use of Boardroom	£0.00	£0.00	£0.00	£0.00	£0.00	£60.00	£60.00	£0.00	£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	£3,131.00				£26,544.15
Public Works Loans Board	Westhill Play Area	£0.00	£0.00	£0.00	£3,666.72	£0.00	£0.00	£0.00	£0.00	£0.00				£3,666.72
Ricoh	Photocopier	£148.41	£0.00	£0.00	£162.15	£0.00	£0.00	£160.03	£0.00	£0.00				£470.59
Southern Electric	NH Pavilion	£0.00	£0.00	£117.76	£0.00	£0.00	£104.08	£0.00	£0.00	£109.28				£331.12
Southern Electric	Christmas Tree	£0.00	£0.00	£28.29	£0.00	£0.00	£28.29	£0.00	£0.00	£30.60				£87.18
SoVision IT	IT Support/Provider				£169.20	£169.20	£169.20	£160.60	£169.20	£169.20				£1,026.60
Total Gas & Power	NH Pavilion	£0.00	£46.61	£0.00	£0.00	£47.52	£0.00	£52.91	£0.00	£0.00				£147.04
Water2Business	Auto-watering systems	£0.00	£0.00	£0.00	£0.00	£57.71	£23.17	£0.00	£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				£0.00
Zoom subscription	Meeting space	£11.99	£11.99	£11.99	£11.99	£11.99	£11.99	£11.99	£11.99	£11.99				£107.91
	Monthly Total	£7,204.61	£8,197.07	£7,202.88	£11,163.52	£8,590.85	£7,394.74	£7,468.28	£7,178.56	£7,983.41	£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	Clr Fuller has confirmed that the Club is willing to take part in the event 13/12/21	✓
	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	✓
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		

