

Westfield Parish Council

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

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



Established 2011

All Council Meetings are open to the Public and Press

31st January 2022

TO: All Members of Westfield Parish Council

Dear Councillor,

You are summoned to a Meeting of Westfield Parish Council, on **Monday 7th February 2022 at 7pm at the Oval Office Boardroom, 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=UTJnaGdIK2Z1MUIid05hWHdzSWJUZz09>

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 – 5th January 2022**
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 January 2022 (Pages 4-6)**
 - **Finance and Personnel – 20th January 2022 (Pages 7-12)**
 - **Queen's Platinum Anniversary Working Group (Pages 13-16)**
 - **Waterside Valley Working Group. (1) Update (Pages 17-18). (2) To consider action on two items of medium risk in the RoSPA report (Pages 19-21); (3) to note the Bio Diversity Net Gain Baseline Survey and consider arranging a meeting with Somer Valley Rediscovered to explore the significance of the results. (Pages 22-23)**
5. **Approval of any items over £5,000 and consideration of any virement**
6. **To consider and agree the final budget as recommended by the Finance and Personnel Committee (Pages 24-34)**
7. **To consider and agree the precept in the amount of £218,590 (£114.71 pa for a Band D Property) as recommended by the Finance and Personnel Committee (Page 35)**
8. **To consider and agree the Precept leaflet (Pages 36-39)**

9. **Financial risk assessment** to consider and agree the Annual Review of the Internal Control Environment, Risk Management Strategy, the Financial Risk Assessment, the Annual Review of the Insurance Schedule and the Local Council Risk Survey summary report, as recommended by the Finance and Personnel Committee.
<https://www.westfieldparishcouncil.co.uk/council/committees/finance-personnel/>

10. **Update on a walking meeting with Will Godfrey of B&NES** Monday 14th February 3.30pm-4.30pm. To confirm who is leading the walk, where to meet and the walking route.

11. **Outside Bodies reports** – for reporting only

Somerset Valley Walking Festival 10th and 11th September 2022 – to confirm if the Parish Council would like to take part on Saturday 10th September and if so, who will lead the walk and liaise with the Somerset Valley Walking Festival.

12. **Creating Community identity** – for reporting only

13. **Chairman's report** - for reporting only

14. **Bath and North East Somerset Councillors' reports** – for reporting only

WESTFIELD PARISH COUNCIL

**Minutes of the Meeting of the Council held in the car park of the Oval Office,
Cobblers Way, Westfield on Wednesday 5th January 2022 at 11am**

Present: Cllrs D Cooper, R Hopkins, E Jackson and B Wallbridge.

Apologies: Cllrs G Fuller, J Honess, L Mansell, R Moss, S Pritchard, P Wilkinson and P 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 the previous evening be agreed and that the apologies listed above be accepted. This was agreed unanimously.

Decisions made at the Zoom meeting held at 7pm on Tuesday 4th January 2022

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

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

110. Apologies for Absence

There were no apologies.

111. Declarations of interest and dispensations

Cllr Hopkins declared an interest in item 113 (e) as he lives across the road from the college.

112. Minutes of the last Parish Council meeting – 9th December 2021

It was noted that the Christmas lights referred to in item 109 – B&NES Councillors' reports should have been referred to as Westfield Christmas lights.

With this amendment the minutes of the meeting on 9th December 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

113. Committee and working group reports

(a) Environment and Development Committee – 14th December 2021

Resolved: That the minutes of the Environment and Development Committee meeting held on 14th December be noted.

(b) Finance and Personnel Committee – 16th December 2021

Resolved: That the minutes of the Finance and Personnel Committee meeting held on 16th December be noted.

(c) **Queen’s Platinum Anniversary Working Group** – the checklist of actions was noted. Cllr Fuller reported that Westhill Club will be pleased to join in with the event.

(d) **Waterside Valley Working Group** – it was noted that RoSPA have confirmed they will undertake the risk assessment and officers are awaiting a date from them.

(e) **Climate Emergency Working Group** – Councillors were concerned that the report from B&NES on the air pollution along the A367, specifically past Westfield Primary school and Bath College, did not reflect the extent of the problem.

Resolved: Cllr Hopkins to investigate the possibility of undertaking a survey independently.

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

There were no items over £5000.

115. To determine whether to hold meetings in February in person or on Zoom

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

116. Feedback on the meeting with Will Godfrey of B&NES on 16th December

The discussion with Mr Godfrey was reported. It was noted that Mr Godfrey had offered to visit Westfield. The date was being organised by the Clerk and Mr Godfrey’s PA.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

117. Outside Bodies reports

Westfield in Bloom – Cllr Jackson reported that there is to be a formal meeting of Westfield in Bloom on Tuesday 18th January at 7:30pm at the Trinity Methodist Church. The speaker will be Mr Steve Clampin, judge in South West in Bloom.

118. Creating Community Identity

Resolved: to enquire with B&NES if there are any plans to formally roadsign Westfield.

119. Chairman’s report

The Chairman thanked Cllr Cooper and her husband for judging the Christmas lights decorations competition in Westfield with him. The winner was in Ruskin Road and press release had been sent to the Journal.

Resolved: to also send the press release to the Mendip Times

120. B&NES Councillors’ reports

Cllr Moss reported:

- The headline is still about Covid, but with a different emphasis – the Omicron variant, which seems to be more virulent but less severe.
- The takeover of Virgin Care by HCRG Care Group.
- He has been in discussion with B&NES about the trees at St Peter’s Road that are concerning a resident as they are very close to her house. B&NES have done an assessment and claim that there is no subsidence.

Cllr Jackson reported:

- Her surgeries will be starting on 8th January at Westfield Trinity Methodist Church and continuing each Saturday from Westfield or Radstock.
- She continues to represent Westfield residents’ views on planning matters and to champion Westfield within B&NES. The immediate housing crisis is the lack of availability of 1 – 2 bedroom properties. The question was asked about whether that is due to influx of people from Bristol. She offered to investigate.
- The B&NES enforcement team have been very depleted in numbers for some time, but there has been some recruitment so hopefully they’ll be able to catch up with several enforcement issues in Westfield.

The meeting closed at 7:49pm.

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 11th January 2022 commencing at 10:30am.

Present: Cllrs Bryan Wallbridge, Eleanor Jackson and Pat Williams

Attending: Lesley Close, Clerk

Cllr Wallbridge proposed and was seconded by Cllr Jackson that all the decisions recorded below at the consultation meeting on Zoom on Monday 10th evening be agreed. Apologies for absence from this meeting were received and accepted from Cllrs Diana Cooper, Geoff Fuller, James Honess, Ron Hopkins and Steve Pritchard. This was agreed unanimously.

Decisions made at the Zoom meeting held at 7pm on Monday 10th January 2022:

Present: Cllrs Bryan Wallbridge (Chair), Diana Cooper (arrived at 7:08 due to technical difficulties), Geoff Fuller, James Honess, Ron Hopkins, Eleanor Jackson (arrived at 7:06 due to technical difficulties), Steve Pritchard and Pat Williams

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

103. Apologies for absence and to consider the reasons given

There were no apologies for absence.

104. Declarations of interest and dispensation

Cllr Fuller declared an interest in item 12. Waterside Valley as he works for the owner of the land in discussion.

105. Minutes of the last meeting

The minutes of the last meeting held on 14th December 2021 were agreed as a true record and would be signed by the Chair.

106. Planning applications for consideration

There were no planning applications to discuss.

107. Planning Decisions

The Planning decisions were noted.

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council

108. Submission of the B&NES Local Plan Partial Update

The submission of the B&NES Local Plan partial update was noted.

109. Recreation Ground – Norton Hill

An update was given on the addition of sensor lighting at the Pavilion. A quote was awaited.

Resolved: to take the quote to the next Parish Council meeting on 7th February, if received in time.

Resolved: to accept the quote of £86.20 plus VAT from Signefex for 2 signs for the tennis court: "This court is for tennis only – any other ball games are prohibited."

Resolved: to accept the quote of £148 plus VAT from Apex Alarms to supply and fit 3 x LEF emergency lights following discharge test for the Pavilion.

110. Recreation Ground - Westhill

There were no items to discuss concerning Westhill.

111. Mobile CCTV

The positioning of the mobile CCTV offered by Avon and Somerset Constabulary was discussed.

Resolved: to make enquiries to try to position the CCTV camera at the edge of Westhill Recreation Ground at the end of the Ash Tree Court cul-de-sac.

112. Sponsoring of a truck planter by the British Legion

Cllr Williams advised Councillors of a request from the Royal British Legion to sponsor one of the planters in Westfield. It was felt that the trucks should remain a legacy to the mining history of Westfield, though Cllr Jackson pointed out that many miners died during the 2 World Wars and that the British Legion sponsorship would maintain that legacy.

Resolved: Cllr Williams to report to the British Legion with the suggestion of a plaque in the ground in front of the coal truck planter and to establish whether they would contribute to the cost of the flowers in the planter.

113. Request for a planter at Shakespeare Road

Cllr Jackson advised of a request from a resident of Shakespeare Road for planters along the verge by the play area. The resident had offered to water and maintain the planters. She advised of funding available. It was felt that any planters in Westfield should be of the same standard as current planters

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council

and have an automatic watering system in place, thus establishing a permanent watering system.

Resolved: (1) Cllr Jackson to investigate the type of planters available and present to the next meeting.

(2) Councillors to visit the site for ideas for discussion at the next meeting.

Part 2 To resolve that, under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information falling within those paragraphs indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended.

114. Waterside Valley

The email from the owner of the land adjacent to the area purchased by the Parish Council was noted, offering the land for sale.

Resolved: to investigate further with an independent valuation.

It was noted that an email had been sent to the respondents to the purchase of Waterside Valley consultation and that 25 people had responded saying they were still interested in being consulted on the future plans and possibly undertaking voluntary work.

Resolved: to suggest to Andy King that he might form a Focus Group of these 25 people and undertake a remote consultation.

The meeting closed at 7:53pm.

Minutes subject to approval at the next meeting.

Signed **Dated**

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting
Held on Thursday 20th January at 9am at the Car Park, Oval Office

Present: Cllr Philip Wilkinson (Chair) and Cllrs Ron Hopkins and Patricia Williams.

Attending: Adam Faulkner, Finance Officer and Lesley Close, Clerk

Cllr Wilkinson proposed and was seconded by Cllr Hopkins that all the decisions recorded below at the consultation meeting on Zoom on Wednesday 19th January be agreed. Apologies for absence were received and accepted from Cllrs Diana Cooper, Geoff Fuller, Lesley Mansell and Robin Moss. This was agreed unanimously.

Consultation meeting held remotely on Zoom on Wednesday 19th January 2022 at 7pm

Present: Cllr Philip Wilkinson (Chair), Cllrs Ron Hopkins, Diana Cooper and Patricia Williams

Absent: Cllrs Geoff Fuller, Eleanor Jackson, Robin Moss and Bryan Wallbridge

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

77. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Lesley Mansell.

78. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest.

79. MINUTES OF THE LAST MEETING

Resolved: that the Minutes of the Finance & Personnel meeting held on 15th December 2021 be agreed and signed as a correct record.

80. BUDGET VARIATION UPDATE

Resolved: The variances to December 31st were noted.

81. MONTHLY ACCOUNTS

Resolved: a) that the December monthly statement for the Current account be agreed;
b) that the December monthly statement for the Corporate Treasury account be agreed;
c) that the December 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.
There had been no petty cash transactions since the last meeting.

Minutes are draft until agreed at the next meeting.

Westfield Parish Council

82. VERIFICATION OF BANK RECONCILIATIONS

Resolved: As there had been no non-signatory present to verify the bank statements this task would be taken forward and verified at the next meeting.

83. SCHEDULE OF PAYMENTS REQUIRING AUTHORISATION

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

Resolved: that the schedule of payments due be agreed (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.

84. 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.

85. COMMUNITY INFRASTRUCTURE LEVY (CIL) and Section 106 FUNDS

Resolved: The report on income received, spending and the timescales for spending was noted.

86. BUDGET AND PRECEPT 2022/23

The budget required no further amendments and was approved for recommendation to the Parish Council.

There was discussion of the precept and the options for management of the general reserve.

Resolved: a) to recommend the budget, with no further changes, for approval by Parish Council;
b) to recommend to Parish Council a precept figure of £218,590 for 2022/23 which would ensure that the Council did not need to use its earmarked reserve to fund budgeted expenditure. The recommended precept represented a 4.46% / £4.89 per annum increase on a Band D council tax property, bringing it to £114.71 per annum;
c) to put the Precept Leaflet to the Parish Council for consideration.

87. FIXED ASSET REGISTER

Resolved: The Fixed Assets register was recommended for agreement to the Parish Council.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

88. ANNUAL REVIEW OF INTERNAL CONTROL ENVIRONMENT

Resolved: that the internal control environment policy be approved for recommendation to the Parish Council.

89. FINANCIAL RISK MANAGEMENT 2022

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

- Financial Management Strategy 2022
- Financial Risk Assessment for 2022
- Annual Review of Insurance Schedule
- Local Council Risk Survey summary report

The meeting closed at 7:45pm.

Minutes are draft until agreed at the next meeting.

9 Signed Dated

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY

Report for F&P - January
SHEET
2021-22 - 10

REF	DATE	SUPPLIER	DETAILS	TOTAL	postage 4022/1	printing & stationery 4023/1	Furniture & Equipm ent 4036/1	N/H mainten ance 4062/30 8	W/H Mainten ance 4062/30 7	Christm as 4223/20 2	Hospital ity 4131/10 1
DC125	5/1/2022	Viking	Office Paper, Postage Stamps and Envelopes	£113.08	£64.50	£40.48					
			TOTAL (NET)	£104.98	£64.50	£40.48	£0.00	£0.00	£0.00	£0.00	£0.00
			VAT	£8.10		£8.10					
			TOTAL (Gros)	£113.08		£48.58					

Finance Officer signature _____

Counter signature _____

Signed: _____

Date: _____

Signed: _____

Date: _____

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

APPENDIX 2

Invoices for payment JANUARY						
Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	£ gross
13/12/2021	WCS Services Ltd	Legionella Risk Assessment	4018/1	B#1819	£500.00	£600.00
16/12/2021	Youth Connect South West	Delivery of Youth Work Sessions	4237/202	B#1820	£2,660.54	£3,192.65
21/12/2021	Greensward Sports Consultancy	Monthly Maintenance and Ad Hoc	4062/307 & 308, 4225/202, 4062/199, 4039/307 & 308	B#1821	£2486.58	£2983.90
7/12/2021	Colour Studios Ltd	Heritage Trail Map Signs	4227/202	B#1822	£275.00	£330.00
20/12/2021	SoVision IT	Monthly IT Support (December - January)	4027/1	B#1823	£189.20	£203.04
22/12/2021	Apex Alarms	Annual Routine Services at NH: Alarm system, CCTV system, Emergency Lighting	4062/308	B#1824	£230.00	£276.00
30/11/2021	Apollo Technology	G-Suite Accounts August- December 2021	4027/1	B#1825	£690.00	£828.00
1/1/2022	Oval Commercial Investments Ltd	Suite 4 Office Rent	4019/1	B#1826	£350.00	£420.00
31/12/2021	Apollo Technology	G-Suite Accounts January 2022	4027/1	B#1827	£138.00	£165.60
6/1/2022	Mardons Carnival Club	Mastrelling at Christmas Lights Switch On.	4223/202	B#1833	£120.00	£120.00
					TOTAL	£6,135.29
<i>Added since the agenda was distributed:</i>						
14/01/2022	Tindle Newspapers	Advert for Second Round of Grants In Journal	4203/202	B#1834	£98.35	£118.02
1/12/2022	A F Denning Ltd	Installation of Christmas Trees & removal of christmas lights and trees	4223/202	B#1835	£947.00	£1,136.40
1/14/2022	Zorkey	Annual Website Maintenance Cost	4210/102	B#1836	£417.50	£501.00
1/18/2022	Lamps & Tubes Illuminations Ltd	Christmas Lights Display (Second Invoice)	4223/202	B#1837	£1,532.55	£1,838.18
1/18/2022	SoVision IT	Monthly IT Support (January - February)	4027/1	B#1838	£169.20	£203.04
16/01/2022	Kelvin Hawkins	Norton Hill Rec Shower Maintenance	4062/308	B#1840	£25.00	£30.00
					TOTAL	£3,827.64
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 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	£1,098.09	£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	£1,006.11	£887.36			£9,178.45
GPS Telecoms	Telephone and broadband	£87.99	£66.10	£68.58	£87.18	£67.07	£66.94	£71.68	£66.30	£66.49	£65.14			£673.99
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	£2,121.58			£21,215.80
HMRC	PAYE and NI	£313.77	£313.97	£313.77	£313.97	£375.53	£305.17	£305.37	£305.37	£497.41	£327.92			£3,372.25
Oval Commercial	Office Rental	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75			£8,397.50
Oval Commercial	Use of Boardroom	£0.00	£0.00	£0.00	£0.00	£0.00	£60.00	£60.00	£0.00	£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	£2,837.56			£29,381.71
Public Works Loans Board	Westhill Play Area	£0.00	£0.00	£0.00	£3,686.72	£0.00	£0.00	£0.00	£0.00	£0.00	£3,686.72			£7,373.44
Ricoh	Photocopier	£148.41	£0.00	£0.00	£162.15	£0.00	£0.00	£160.03	£0.00	£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	£108.28	£0.00			£331.12
Southern Electric	Christmas Tree	£0.00	£0.00	£28.29	£0.00	£0.00	£28.29	£0.00	£0.00	£30.60	£0.00			£87.18
SoVision IT	IT Support/Provider	£0.00	£0.00	£169.20	£169.20	£169.20	£169.20	£180.60	£169.20	£169.20	£169.20			£1,195.80
Total Gas & Power	NH Pavilion	£0.00	£46.61	£0.00	£0.00	£47.52	£0.00	£52.91	£0.00	£0.00	£0.00			£147.04
Water2Business	Auto-watering systems	£0.00	£0.00	£0.00	£0.00	£67.71	£23.17	£0.00	£0.00	£0.00	£0.00			£90.88
Water2Business	NH Pavilion	£0.00	£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	£11.99			£119.90
	Monthly Total	£7,204.61	£3,197.07	£7,202.88	£11,163.52	£8,580.85	£7,394.74	£7,468.28	£7,178.56	£7,983.41	£10,947.22	£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	Clir 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 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. 10/1/22 - please could you state whether you will be able to	

	<p>provide a private area such as gazebo/spare room for the volunteers to use as a treatment space? Along with this in your request you stated the event is "open to the community" is the highest capacity possible 2000 people, as we need to know so we can set a safe level of cover. We cant confirm cover this early on as its so far in advance, however once we begin to process your event I can then make the volunteers aware of your event. Hope this makes sense any questions please let me know.</p> <p>12/1/22 - Thank you for getting back to me. Above I have attached your quote for 4 first aiders, please send this back signed if you are happy along with a risk assessment document. Just to inform you this is not confirmation as it is to early due to no volunteers being booked on as of this point but we will then make the local teams aware of it.</p>	
	<p>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. Raise awareness of the event in the Warbler Start Facebook posts about the event</p>	<p>✓</p> <p>✓</p> <p>Emailed Mark Graham and Paul Thatcher 13/9/21</p>
<p>February 2022</p>		

	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 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.	
	People to welcome those attending the tea party	
After the event	Thank you letters	

	Press release and photos on the web and local papers, including Mendip Times		
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Parish Clerk

From: Parish Clerk
Sent: 19 January 2022 12:09
To: 'Bryan Wallbridge'; 'Diana Cooper'; 'Eleanor Jackson'; 'Geoff Fuller'; 'James Honess'; 'Lesley Mansell'; 'Pat Williams'; 'Phil Wilkinson'; 'Robin Moss'; 'Ron Hopkins'; 'Steve Pritchard'
Cc: Tracey Stephens; Finance Officer
Subject: Waterside Valley Working Group - Update Report
Attachments: WPC740 Drg01 Site Anaylsis A0 full size.pdf

Dear All on the Waterside Valley Working Group (and all Councillors copied in for information),

This is an update on work so far at Waterside Valley.

Management Plan - Consultation

1. At E&D this month it was agreed that we would take the 25 people who responded to the invitation to be consulted and possibly volunteer at Waterside Valley and form a Focus Group for consultation purposes on the Management Plan.
2. Our Consultant, Andy King, has suggested that this Focus Group be expanded to include some local groups who also know and use the land. He suggested that we start with a questionnaire (electronic and paper) and this forms the spring board which starts the discussion in a Zoom consultation meeting.
3. Andy King is therefore drafting up the questionnaire which I shall bring to this group for final agreement before sending out.
4. Following that, Andy King will facilitate the Zoom consultation meeting.

Site Analysis Plan

5. From his work so far on site, Andy King has drawn up the attached Site Analysis Plan. At full scale, this is an A0 size drawing. To view on screen I suggest zooming to 100% and panning around to read the detail.

RoSPA Risk Assessment

6. The RoSPA Risk Assessment is taking place tomorrow (20th Jan). When the results come back, Andy King will update the Site Analysis Plan to include the issues raised.

Tree Survey

7. Andy King has arranged the Tree Survey on 27th January.

Bio Diversity Net Gain Survey

8. My understanding is that this survey has taken place and that we will get the results from Somer Valley Rediscovered shortly.

Going forward

9. The consultations and the surveys listed above will all inform the draft Management Plan, which will then go out to final consultation with the public before being adopted by the Parish Council.
10. I have agreed the revised programme below, for the creation of the Management Plan with Andy King.

Task	Timescale
Tender process	August / September 2021
Contract awarded	October 2021
Contract commencement	October 2021
Focus Group Consultation electronically with the 25 people	January/ February 2022
Draft Management Plan produced	1 March 2022
Community Consultation on the Draft Plan	March 2022
Final Management Plan produced	29 th April 2022
Project completion	29 th April 2022

I hope this is acceptable and kind regards,

Lesley

Lesley Close
Parish Clerk
Westfield Parish Council
01761 410669

Please note my working hours are Monday to Thursday 9am to 2pm.

www.westfieldparishcouncil.co.uk
Twitter: @westfield_pc
www.facebook.com/westfieldparishcouncil

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Rope Swings



Risk level:

Medium

Risk score as low as possible

No remedial tasks

Innate risk level: [Bar chart showing a high level]

Actual risk level: [Bar chart showing a low level]

Maintenance Finding

Description

Risk assessment.

Tasks

No Tasks for this Finding

Note

Rope swings have been added (2 at the weir end in the NE corner, 1 near the electricity pylon, 1 remnant due east of the end of Chestnut Close. These present a significant risk due to the unknown nature of the ropes and the rocks in the water which could be fallen upon. The risks can be reduced to low thus: a) obtain a satisfactory arboricultural assessment on the trees, b) use proper strops to attach the ropes to the trees, c) use ropes of a known good quality and strength, d) remove the rocks which could be fallen upon, e) check and maintain on a routine basis.

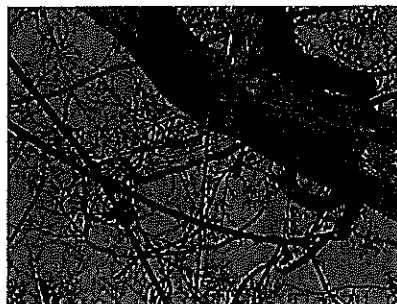
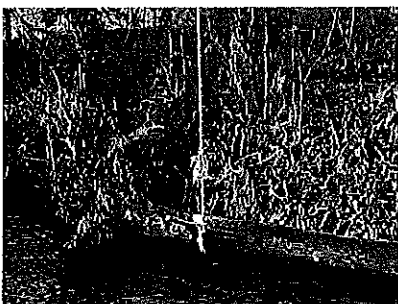
Risk level:

Medium

Risk score:

12

Finding Photos



Maintenance Finding

Description

Risk assessment.

Tasks

Read the notes for further action.

Note

There are two domestic trampolines located behind 23 Waterford Park. These present a significant risk to users on Parish Council land. Remove the trampolines.

Risk level:

Medium

Risk score:

12

Finding Photos



Maintenance Finding

Description

Risk assessment.

Tasks

No Tasks for this Finding

Note

There is a lightweight football goal stowed behind 50 Birch Road, which is presumably used on the adjacent grass area. It has a lock, but it is currently unlocked and could be used or misused by anyone.

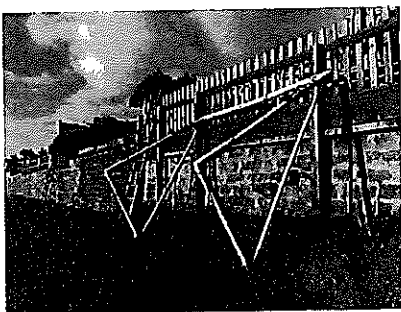
Risk level:

Low

Risk score:

6

Finding Photos



Parish Clerk

From: David Yearley <dyearley@rospaplaysafety.co.uk>
Sent: 25 January 2022 12:17
To: Parish Clerk
Subject: Re: RoSPA Play Safety Inspection Reports

Dear Lesley,

The frequency of monitoring depends upon the level of use.

In the first instance I suggest that a fortnightly visual check be conducted and recorded. This should check visually for any obvious defects to the rope assembly and for rocks in the falling area. As the weather improves and more children are likely to use the ropes it may be prudent to increase the checks to weekly. Findings should be recorded and repairs carried out where defects are noted. After a period of some months, or as circumstances dictate, you can review the inspection frequency to see if you can either elongate the time between inspections, or increase the frequency.

Secondly I suggest that a more thorough inspection of the rope assembly and trees be conducted. It probably makes sense to undertake these every six months to start with, and these should be a dismantling inspection to ensure you know the condition of the rope assembly and the tree support in its entirety. If the ropes show significant deterioration which affects their structural integrity within this timescale then you can consider increasing the frequency, changing the rope or both.

Yours sincerely,

David Yearley
Head of Play Safety
RoSPA Play Safety
78 Shrivenham Hundred Business Park
Watchfield
SWINDON
SN6 8TY
Phone: 01793 317470
www.rospa.com/play-safety

<https://www.rospa.com/play-safety/Advice/Play-value>



Parish Clerk

From: Miriam Woolnough <Miriam_Woolnough@BATHNES.GOV.UK>
Sent: 27 January 2022 10:12
To: Parish Clerk; Midsomer Norton Town Council; George Clutten
Cc: Karen Renshaw
Subject: BNG Baseline Survey
Attachments: Final Version Somer Valley BNG assessment December 2021.pdf; summary of BNG report.docx

Dear all

Please find attached the Somer Valley BNG Baseline Survey covering Haydon Batch, Waterside Valley, Midsomer Norton Town Park, Wellow Brook Walk and Staddlestones.

The report provides a first look at what might be feasible for these sites, and should be treated as rough workings to guide initial thinking.

BNG is not yet mandatory and the government are currently consulting on what criteria would be used to judge eligibility for inclusion on the sites register, what information would be required, and what information would be made public. Once these details have been agreed then any sites that were put forward would need to be on this register.

Karen Renshaw has kindly created some info on each site which I have attached, however the key points which are relevant to all the sites are:

- If sites are put forward as formal net gains sites they will be subject to public scrutiny as they have to be on the national gain site register.
- They have to have an appropriate site management and monitoring plan, and be subject to a conservation covenant or planning agreement. The commitment would be for a minimum of 30 years. So budgets are needed for any habitat creation or enhancement works to achieve habitat conditions proposed, and then must be sufficient to maintain & monitor those interests for at least 30 years.
- For those sites where these BNG assessments are based upon existing site management plans it could be a relatively pain free way to get financial support for site management if there is a buyer for the credits.
- The issue to how to manage grassland, particularly in relation to the cuttings will be an issue for all sites (although less so for Haydon Batch)

There are different options for taking this forward; there are habitat bank organisations being set up and Avon Wildlife Trust are looking into this. It's also an option to wait and see how things pan out and just keep records of management undertaken from now.

This has very much been a learning process for Karen and myself and I think we are still very much at the beginning if all of this. Hopefully the report will be useful in that it shows what kind of gain can be achieved from different types of management. We are both very happy to answer questions that arise and can keep you updated when we have more information on how the BNG system will work. If it would be useful to have a meeting after you have digested the report then I am happy to set that up.

Kind regards
Miriam

Miriam Woolnough

Somer Valley Rediscovered

the secondary legislation is in place and then register. For a site to be used as an off-set site it does need to be on that register and must be subject to a conservation covenant or planning agreement to secure the agreed enhancements and management & monitoring plan. As presented the approach could secure approx. £5000 per annum to supplement or off-set planned management expenditure. The approach requires a change to the grassland management with some areas being cut much less often to reflect hay cut. This would generate “hay crops” for disposal that may not be useful as hay if the area is subject to significant dog walking, and so may represent a “waste” product that would need to be disposed of.

The **MSN Town Park** assessment is based upon the *Midsomer Norton Town Park Potential Future Works to complete masterplan (New Leaf Studio, October 2020)* and so should be a reasonable assessment of what could be achieved with current proposals and so would seem worth considering as a means to supplement and/or off-set planned management expenditure. The only real change would be a long-term commitment to management along those lines for at least 30 years. A slight re-write / update of the habitat management would be worth considering therefore to tie-in very overtly with BNG condition assessments and longer term management objectives. When BNG is mandatory and / or its support systems are in place the site would need to register on the Gain Sites register. The government are currently consulting on what criteria would be used to judge eligibility for inclusion on the register, what information would be required, and what information would be made public. So, the town council would be advised to look at those details, but equally I think could wait until all the secondary legislation is in place and then register. For a site to be used as an off-set site it does need to be on that register and must be subject to a conservation covenant or planning agreement to secure the agreed enhancements and management & monitoring plan. As presented the approach could secure approx. £4000 per annum to supplement or off-set planned management expenditure. The approach involves some areas being cut for hay. This would generate “hay crops” for disposal that may not be useful as hay if the area is subject to significant dog walking, and so may represent a “waste” product that would need to be disposed of.

The **Waterside Valley** assessment is not based upon any known plans for the site, and just represents considered site management that focusses on grassland habitat enhancements. As presented, this could potentially achieve approx. £22395 per year as a net gain site. The approach requires grassland management through some overseeding and hay cuts. This would generate “hay crops” for disposal that may not be useful as hay if the area is subject to significant dog walking, and so may represent a “waste” product that would need to be disposed of. If taken forward as a Net Gain site there would be a long term commitment to specific management for at least 30 years, and a clear management and monitoring plan would be needed. When BNG is mandatory and / or its support systems are in place the site would need to register on the Gain Sites register. The government are currently consulting on what criteria would be used to judge eligibility for inclusion on the register, what information would be required, and what information would be made public. So, the parish council would be advised to look at those details, but equally I think could wait until all the secondary legislation is in place and then register. For a site to be used as an off-set site it does need to be on that register and must be subject to a conservation covenant or planning agreement to secure the agreed enhancements and management & monitoring plan.

Westfield Parish Council Proposed Budget 2022-23

DRAFT 1

CODE	ITEM	Current budget 2021-22	Actual at 6 months	Estimate to year end	Proposed 2022-23 budget
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EXPENDITURE

1 Central Services					
4001	Wages & Salaries	39,890	20,057	40,114	40,866
4002	Employer's NIC	1,849	801	1,602	1,842
4003	Employer's Superannuation	8,776	4,413	8,826	8,771
4005	Training	500	60	500	500
4006	Employment Services	74	74	74	80
4008	Travel & Subsistence	200	54	100	200
4011	Rates Payable	1,065	1,035	1,035	1,066
4012	Water	0	53	53	0
4013	Rent Payable (office premises)	10,254	6,046	12,092	10,080
4014	Electricity	0	140	140	0
4018	Health and Safety	846	17	756	846

4021	Telephone & Fax	800	484	970	1,000
4022	Postage	220	69	120	220
4023	Stationery, Printing & Publications	500	170	400	500
4024	Subscriptions	1,348	1,245	1,348	1,289
4025	Insurance	2,650	2,877	2,877	2,877
4026	Photocopying charges	725	311	725	747
4027	Information Technology	4,546	2,778	3,800	4,682
4030	Recruitment	0	384	384	384
4036	Furniture & Equipment	250	0	250	250
4050	Bank charges	120	70	140	145
4056	Audit Fees - External	618	200	800	800
4057	Audit Fees - Internal	335	-10	335	350
4058	Accountancy Support	445	38	445	460
6001	Trf to Earmarked Reserve	0	0	0	0
6000	Trf from Earmarked		384	384	0
	Sub total	76,010	41,750	78,270	77,955

100 Corporate Management

4061	Pension deficit funding	2,287	4,573	2,287	2,287
	Sub total	2,287	4,573	2,287	2,287

101 Democratic Process						
4005	Training	0	0	0	0	0
4007	Conference expenses	0	0	0	0	0
4008	Travel and subsistence	0	0	0	0	0
4110	Election Costs	0	0	0	0	0
4131	Meeting rooms/hospitality	1,000	94	190	680	
6001	Trf to Earmarked Reserves	0	0	0	0	0
	Sub total	1,000	94	190	680	

102 Civic Support						
4101	Chairs allowance	600	0	600	600	
4102	Civic expenses	280	87	280	290	
4210	Website E&D	409	0	409	422	
4212	Newsletter E&D	5,665	3,195	6,000	5,768	
6000	Trf from Earmarked Reserve	0	375	375	0	
	Sub total	6,954	3,657	7,664	7,080	

199 Capital and projects						
4901	Loan interest	813	0	813	631	
4902	Loan capital repaid	6,560	0	6,560	6,743	
4913	CAP Tree Works	0	10,995	10,995	0	
4917	CAP Fencing at NH Rec	0	5,997	5,997	0	

4918		CAP Lights on the Pit Path	8,000	0	8,000	8,000
4930		CAP Waterside Valley	0	91,579	91,579	0
4990		Rolling capital provision	5,000	0	5,000	5,000
6000		Trns from Earmarked Reserve	0	107,788	107,788	0
6001		Trf to Earmarked Reserves	0	2,401	13,000	13,000
		Sub total	20,373	218,760	249,732	33,374

202 Community Support

4203		Grants	15,000	1,088	15,000	15,000
4223		Christmas E&D	13,148	5,236	13,148	13,543
4224		Parish Environment E&D	2,250	46	2,250	2,250
4225		Green Spaces Maintenance	3,496	1,343	3,496	1,296
4227		E & D Projects E&D	5,000	395	5,000	5,000
4230		Flowers in Public Places E&D	5,782	4,117	5,782	5,955
4231		Defibrillator E&D	600	903	903	900

4232	Community projects E&D	2,351	70	70	2,481
4237	Youth Provision E&D	11,977	8,052	10,820	11,663
4241	St Nicholas Churchyard	2,191	2,191	2,191	2,259
NEW	Waterside Valley	0	0	0	10,000
6000	Trf from Earmarked Reserve	-	1,000	1,000	0
	Sub total	61,794	24,441	59,660	70,347

303 Allotments					
4039	Grounds maintenance E&D	100	0	100	100
	Sub total	100	0	100	100

307 Westhill Recreation Ground					
4039	Grounds Maintenance contract E&D	11,376	5,684	11,376	11,376
4062	Grounds Maintenance ad hoc E&D	5,000	1,453	3,120	5,000
4065	Play Area Inspections E&D	622	376	629	648
	Sub total	16,998	7,513	15,125	17,024

308 Norton Hill Recreation Ground					
4011	Rates	925	674	674	925

4012	Water	620	265	550	620
4014	Electricity	525	222	525	585
4015	Gas	275	92	275	358
4039	Grounds Maintenance contract E&D	14,092	7,046	14,092	14,092
4062	Grounds Maintenance ad hoc E&D	10,000	1,440	10,000	10,000
4063	CCTV E&D	100	358	458	100
4065	Play Equip inspections E&D	396	406	600	593
6000	Trf from Earmarked Reserve	0	358	358	0
	Sub total	26,933	10,861	27,532	27,273
	Total expenditure	212,449	311,649	440,560	236,120

INCOME

1099	Miscellaneous income (Capital and Projects)	0	240	240	0
1176	Precept	207,650	103,825	207,650	
1196	Interest received	300	199	300	300

1012	Allotments income - WAGS	100	100	100	100	100
1177	Grants received (Norton Hill Trust)	1,375	0	1,375	1,375	1,375
1177	Grants received (Westhill Trust)	285	0	285	285	206
1179	CIL income	0	2,401	7,782		
	Total income	209,710	106,765	217,732		1,981

<u>TRUST - Norton Hill Recreation Ground proposed budget 2022-23</u>						
DRAFT 1						
CODE	ITEM	Current budget 2021-22	Actual at 6 months	Estimate to year end	Proposed 2022-23 budget	NOTES
<u>EXPENDITURE</u>						
4601	Trust Grant to WPC	1,375	0	1,375	1,375	As per the Trust Policy the income from use of pitch and facilities is paid to the Parish Council as a grant towards cost of upkeep.
	Total expenditure	1,375	0	1,375	1,375	
<u>INCOME</u>						
1015	Pitch Hire	350	42	350	350	2021-22 teams: Meadow Rangers, Chilcompton Sports, Westfield FC Youth Teams are fluid at the moment so cautious on budget for next year.
1018	Bowling income -Norwest	1,025	511	1,025	1025	As per new rent agreement and Schedule of fees & Charges. Rent year starts in October so calculate 6 months at this year's rent and 6 months at new rent.
	Total income	1,375	553	1,375	1,375	
	<i>Deficit / surplus</i>	<i>0</i>	<i>553</i>	<i>0</i>	<i>0</i>	

TRUST - Westhill Recreation Ground proposed budget 2021-22

DRAFT 1

CODE	ITEM	Current budget 2020-21	Actual at 6 months	Estimate to year end	Proposed 2021-22 budget	NOTES
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EXPENDITURE

4601	Trust Grant to WPC	285	0	285	206	As per the Trust Policy the income from use of pitch and facilities is paid to the Parish Council as a grant towards cost of upkeep.
Total expenditure		285	0	285	206	

INCOME

1015	Pitch hire	285	206	206	206	2021-22 teams: Westfield FC A, Dunkerton FC, Westfield U13s Teams are fluid at the moment so cautious on budget for next year.
Total income		285	206	206	206	

Deficit / surplus	0	206	-79	0
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Summary Sheet for the 2022-23 budget

	Current budget 2021-22	Actual at 5 months	Estimate to year end	Proposed 2022- 23 budget
Total expenditure	212,449	311,649	440,560	236,120
Total income	209,710	106,765	217,732	1,981
Surplus / deficit	-2,739	-204,884	-222,828	-234,139

Earmarked Reserves

at 01.04.11	0
at 01.04.12	21,210 (noticeboard 2441 + play equipment loan 18769)
at 01.04.13	23,789 (noticeboard 2441 + play equipment loan 18769 + 2579 unspent grants)
at 01.04.14	45,132
at 01.04.15	34,823 (noticeboard 15), Play Equip (Loan) (18769), Community Plan (4740), Training (428), Legal fees (2000), E&D projects (365), Grants (3374), Play Equipment (5132)
at 01.04.16	44,514 (Play Equip (Loan) (8709), Neighbourhood Plan (7380), Training (928), Legal fees (4000), E&D projects (2365), Play Equipment (15132) Community Fund EMR (6000)add Community Fund EMR (6000)
at 01.04.17	103,541 (Play Equip (Loan) (7746), Grants (1289) Neighbourhood Plan (3220), Training (4668), Legal fees (6000), E&D projects (9881), Play Equipment (25132), Community Fund (13740), CCTV (4865), Community Centre (80000)
at 01.04.18	225,681 (see record in C:\Shared\Data\SHARED\FINANCE\Year End Accounts\Accounts 2017-18)
at 01.04.19	272,051 (see record in C:\Shared\Data\SHARED\FINANCE\Year End Accounts\Accounts 2018-19)
at 01.04.20	329,379 (see record in C:\Shared\Data\SHARED\FINANCE\Year End Accounts\Accounts 2019-20)
at 01.04.21	425,517 (see record in C:\Shared\Data\SHARED\FINANCE\Year End Accounts\Accounts 2020-21)

Cashflow reserves (note: the recommended minimum reserve is equal to 3/4 months net revenue expenditure)

4 months net revenue exp is:

3 months net rev exp:

EMRs estimated at 01.04.2022 - see EMR notes in last year's year-end folder (SHARED\FINANCE\YEAR-END) and also run the EMR report in OMEGA and/or run nominal ledger reports

320 Tree Works	5398	EMR to cover one-off tree works expected in 2021-22 from 2019-20 surplus of E&D Projects and Pavilion Rates
322 Grants unpaid	800	for WPC Grants promised but not yet paid
324 Training	7,769	no change on last year
325 Legal Fees	6,000	no change on last year
326 Elections	5538	To cover the costs of a By-Election if it arises
327 E&D projects	16,187	no change on last year
329 Play equipment	24,058	no change on last year
330 Community Fund	14,113	no change on last year
331 Community Centre	88,000	no change on last year
332 CCTV	4,017	no change on last year
333 Youth Provision	33,484	no change on last year
335 Conferences and travel	1,497	no change on last year
336 Street Scene Maintenance	2,948	£2500 budgeted to add to this reserve
337 Recruitment	559	no change on last year
343 NH maintenance repairs	9,258	topped up with any budget surplus from 4062/308 to cover cost of post-Fun Fair repairs
344 Salaries Contingency	1,252	To cover unexpected wages or locum costs - surplus from budget code 4001/1
345 Lights on Pit Path	8000	to build up over 4 years to cover the cost
346 Nature Trail	4120	2020-21 surplus of Fun Day and VE Day
347 Waterside Valley	23000	
	256,018	

315 Rolling Capital Reserve	64,863
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328	Grants received in advance	0	
334	51.06 - funds rec'd in advance	4,779	Funds towards WH Pavilion
339	CIL 2019-20	0	
340	CIL 2020-21	947	
341	CIL 2021-22	2,401	
TOTAL RESERVES		325,008	

Budget Summary**Year Ending 31st March 2023**

	<u>2021-22</u>		<u>2022-23</u>	<i>Budget</i>	
	Projected	<i>Budgeted</i>	Proposed	<i>Incr/Decr</i>	
REVENUE EXPENDITURE					
Reallocated Services	78270	76010	77955	1945	
Corporate and Democratic Services	9766	10241	10047	-194	
Services	101059	105825	114744	8919	
Grant expenditure	0	0	0		
	<u>189095</u>	<u>192076</u>	<u>202746</u>	<u>10670</u>	
INCOME					
Reallocated Services <i>(bank interest & misc income)</i>	.540	300	300	0	
Corporate and Democratic Services	0	0	0	0	
Income Granted to WPC	100	100	100	0	
	<u>1581</u>	<u>1660</u>	<u>1581</u>	<u>-79</u>	
	<u>2221</u>	<u>2060</u>	<u>1981</u>	<u>-79</u>	
NET REVENUE EXPENDITURE	<u>186874</u>	<u>190016</u>	<u>200765</u>	<u>10749</u>	
CAPITAL EXPENDITURE (NET)					
Rolling Capital Fund	23995	13000	13000	0	
Loan charges	6560	6560	6743	183	
Loan Repayments	813	813	631	-182	
	<u>31368</u>	<u>20373</u>	<u>20374</u>	<u>1</u>	
TOTAL NET EXPENDITURE	<u>218242</u>	<u>210389</u>	<u>221139</u>	<u>10750</u>	
Financed as follows					
General Reserve at 1st April 2021	63332	63332	52740		
Predicted General Reserve at y/e 31st March 2022	52740	60593	50191 **		
Used to Fund Expenditure	10592	2739	2549		
PRECEPT	207650	207650	218590	<u>10940</u>	5.27%
Total NET Expenditure	<u>218242</u>	<u>210389</u>	<u>221139</u>	<u>10750</u>	
Band D Equivalent Tax Base	<u>1890.83</u>	<u>1890.83</u>	<u>1905.53</u>		
Precept per Band D Equivalent	<u>£109.82</u>	<u>£109.82</u>	<u>£114.71</u>	<u>£4.89</u>	4.46%

**Note: the recommended minimum reserve is equal to 3 months net expenditure:

46719

47504

3 months net expenditure: 50191 **

4 months net expenditure: 66922 **

Earmarked Reserves	<u>1/4/2021</u>	<u>31/3/2022</u> <i>(Projected)</i>	<u>31/3/2022</u> <i>(Available)</i>
Rolling Capital Fund	64863	64863	64863
Other Earmarked Reserves	354447	247517	247517
	<u>419310</u>	<u>312380</u>	<u>312380</u>

Funds held in Trust (Westfield Parish Council is sole trustee)

	<u>1/4/2021</u>	<u>31/3/2022</u> <i>(Projected)</i>	<u>31/3/2022</u> <i>(Available)</i>	
Westhill Recreation Ground Trust	6811	6812	6812	<i>Held at NatWest</i>
Norton Hill Recreation Ground Trust	4650	4651	4651	<i>Held at NatWest</i>
	<u>11461</u>	<u>11463</u>	<u>11463</u>	

Model A - Increasing the precept by 5.27% in order to ensure we have the required 3 months net expenditure as a cash flow reserve.

Westfield Parish Council

The Oval Office, Cobblers Way, Westfield, BA3 3BX
Phone: 01761 410669 council@westfieldparishcouncil.co.uk
www.westfieldparishcouncil.co.uk @westfield_pc

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

Precept Explanation Leaflet 2022/23

The purpose of this leaflet is to set out the main areas of the Parish Council's work and to highlight where the public money is spent within the parish.

The precept is the levy raised by the Parish Council to fund its planned expenditure for the year. The Council deliberated hard over funding its budget in this exceptional year. Many families are struggling financially as a result of the continuing challenges posed by the coronavirus pandemic and the Council wanted to strike the balance between easing the tax burden for the uncertain year ahead and protecting its reserves in the face of future financial burdens which would avoid steep tax rises in future.

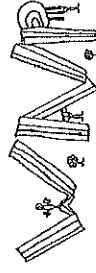
Conscientious monitoring of income and expenditure over the years has enabled Westfield Parish Council to create a stable financial base, from which to deliver projects for the community.

We are aware that our unitary authority, Bath and North East Somerset Council, has faced some severe challenges to its

finances over recent years. This has and will continue to impact the services in Westfield and with continued careful control of its finances the Parish Council can continue to support and mitigate this impact as much as possible.

What services does the Parish Council offer?

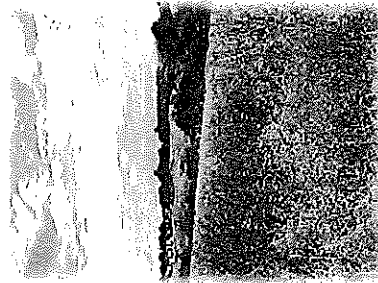
- We are a statutory consultee on **planning applications** and provides a local voice on **highways** and **environmental matters**.
- We have a **Neighbourhood Plan** which directs future developments in the Parish ensuring the standards of development as well as affording the Parish a 25% portion of the community infrastructure levy which it uses to fund projects for the benefit of Westfield.
- We fund **youth services** in the Parish.
- We manage **sports and leisure facilities** at Norton Hill and Westhill Recreation Grounds on behalf of two Miners' Welfare Trusts.
- Our **recreation ground facilities** offer football pitches, a tennis court, play areas, a BMX track, gym equipment, a fitness track, table tennis, boules and basketball.
- Public open space at **Waterside Valley** is a new feature this year and we are committed to managing this land for its bio diversity and accessibility.



- We encourage **community spirit** by funding events such as the Christmas Lights Switch-on, the summer Fun Day, the Front Garden competition and the Inspirational Citizen award. New in 2021 was the award for the best residential Christmas decorations.
- We support the **parish environment** by funding the hanging baskets and the planting schemes in the decorative pit trucks and raised beds around the parish, as well as additions to the parish such as the Heritage Walking trails and campaigning to keep footpaths clear.
- We support **local organisations** through grant funding and make provision in our budget to **support St Nicholas Churchyard** which is used and appreciated by many residents of Westfield.
- In partnership with community organisations, we provide and maintain six **public access defibrillators** in the parish.

How did the Parish Council perform in the last year?

The purchase of land at **Waterside Valley**, to be held in perpetuity as public open space, is a landmark moment in the history of the parish. Funded with s.106 funds the public consultation beforehand was the strongest yet in terms of numbers of people responding and the strength of feeling that this land should be bought. Grateful thanks to Somer Valley Rediscovered for funding a bio diversity



survey of the site which will help shape the Management Plan going forward.

New play equipment is to be installed at both Norton Hill and Westhill Play areas this year, due to existing equipment reaching end of life. This includes the trim trail and basket swing at Westhill and the climber at Norton Hill.

It was sad to see the demise of **14 Ash trees** lining the A367 at Norton Hill Recreation Ground due to Ash die back. These have been replaced with Silver Birch saplings.

After the cancellation of the **Christmas Lights Switch On** in 2020, it was great to see the return of this event in 2021, supported by more people than ever before.

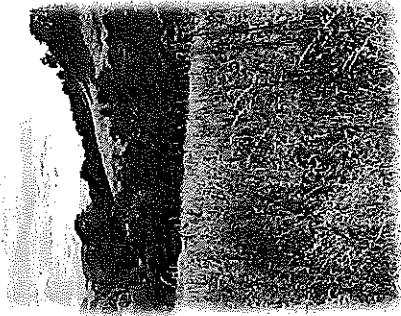
Mindful of the importance of the Westfield Methodist Church and Hall to the community, the Parish Council had it registered as **an asset of community value**. This means that if the church had to sell the property, the Parish Council would have a specified window of time to look at purchasing it for the community.

Youth Services continued despite a number of challenges. The Parish Council was pleased to continue to support the provision financially.

We continued to support local organisations with **grant donations**, including Citizens Advice Bureau, Mardons Carnival Club, MSN and Radstock Silver Band, St Peter's Church, Westfield Allotment and Garden Society and Westfield Voices.



The Westfield Heritage Trails were revisited with some slight changes to the routes and new information boards installed. Why not take a look at them on the Parish Council's website – www.westfieldparishcouncil.co.uk



The fourth annual **Inspirational Citizen Award** was awarded to three people this year: Debbie Maggs spent time organising

events within her street for residents to socialise – barbeque, coffee morning and even a fish and chip supper. Nigel Swift has spent several years making sure the pathways through a section of the Waterside Valley are passable and he mows them regularly. He has also cleared vegetation from a length of the river, keeping it all in check and healthy. Mike Chivers is seen almost on a daily basis in Westfield in his high viz jacket with bags to collect litter that has thoughtlessly been discarded. Mike actually invents and makes equipment that he can use to get to litter that has been swept into bushes and brambles. He leaves nothing behind. All three are truly inspirational.

The annual **Front Garden competition** was won by Mr Keith Dalley of Longfellow Road for his diverse, attractive front garden. He said how lovely it is to hear people walking past and commenting on the lovely flowers in his garden. It adds to the enjoyment of planning the garden and makes the hard work worthwhile! Mrs Jade Kerton of Waterford Park won the

container prize for two beautiful hanging baskets. She was very touched to have been nominated for the award and happy that her beautiful hanging baskets had given pleasure to passers-by. Judged by our very own flowers contractor, the prizes were generously donated by Thomsons Hardware in Radstock.

The new **Christmas Decorations** award went to Mr Kevin Rabbits of Ruskin Road who was really made up to have won something and said that he just wanted to cheer people up and put a smile on their faces. Well, he did just that!

This year we continued to use our quarterly newsletter, **The Westfield Warbler**, to offer a free advert in the Business Directory to any business based in and serving Westfield.

Website accessibility is ever more important as we rely on the internet for communication. 2021 saw our new website go live and it is good to see that it meets the new accessibility standards for local councils.

Winter maintenance of the pavements is as important as ever and our heartfelt thanks to the unsung heroes who voluntarily go out in the severest of weather to grit some of the pavements in the parish. Thank you for looking after our community. If you can join this lovely group of people and give a few hours in the cold weather, please contact the Parish Council office – council@westfieldparishcouncil.co.uk



What is new for 2022/23

A Management Plan for Waterside Valley is a key element of work in 2022/23 to see the land managed effectively. A public consultation is a vital part of the process.

The **Climate Emergency Working Group** welcomes any new members who have an interest in this area and would like to share ideas or get involved. You do not have to be on the Parish Council to join the working group. This year the Working Group liaised with Shell Garage for the installation of an electric charging point, looked at grants available for community tree planting for a community orchard at Waterside Valley and started investigating low carbon heat sources for the community.

The Queen's Platinum Jubilee is to be marked in Westfield on the afternoon of **Sunday 5th June 2022** with a community picnic at Westhill Recreation Ground. We hope that residents will come along and enjoy the afternoon.

We continue to budget cautiously and to ensure we have contingency reserves to maintain a healthy financial balance of providing for the community whilst anticipating future demands on its resources. We positively encourage your views and suggestions for the future of our Parish. Residents are welcome to attend meetings of the Parish Council and you can view our 2022/23 budget at any time on our [website](#).

Frequently Asked Questions

How is the Parish Council funded?

The Parish Council raises a precept based on its budgeted spending for the year. The precept is added to your Council Tax bill and is shown alongside other additions such as Police & Fire and Social Care. In addition to the precept the Council seeks funding in the form of grants for some of its projects. We also receive Community Infrastructure payments.

How much does the average household pay towards the Parish Council?

The precept total is apportioned per household according to Council Tax band and is presented in terms of a Band D equivalent. The 2022-23 precept of £218,590 will cost a band D household £114.71 per year or £2.21 per week. This is an increase of 10p per week from last year.

How is the Parish Council run?

The Parish Council is made up of 11 Councillors elected by the people of Westfield every four years. The Parish Council employs three part time members of staff to administer the work of the Council. Details of the Councillors and contact details for the office can be found on our website and in the back of each edition of our quarterly newsletter, The Westfield Warbler.

The Parish Council is governed by statute, such as the Localism Act 2011. We are members of the National Association of Local Council (NALC) who advise on updates to the law and changes in legislation such as GDPR and website accessibility.

