

Westfield Parish Council

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



Established 2011

All Council Meetings are open to the Public and Press

28th February 2022

TO: All Members of Westfield Parish Council

Dear Councillor,

You are summoned to a Meeting of Westfield Parish Council, on **Monday 7th March 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=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 February 2022**
To confirm and sign as a correct record the minutes of the Parish Council Meeting. (Pages 1-4)
4. **Committee and working group reports**
To note the minutes of the Committees and Working Groups below:
 - **Environment and Development** – 14th February 2022 (Pages 5-8)
 - **Finance and Personnel** – 23rd February 2022 (Pages 9-14)
 - **Waterside Valley Working Group**. Feedback on the Focus Group meeting of 2nd March and progress of the draft Management Plan.
5. **Approval of any items over £5,000 and consideration of any virement**
6. **Grants** As recommended by the F&P Committee (Page 15)
7. **Fixed Assets** As recommended by the F&P Committee (Pages 16-25)
8. **Fun Fair Proposal** from the Fun Fair below:

2 week visit

Coming onto site

9th May

Setting up dates

9th – 11th May

Operating

12th – 22nd May

Or if a 2 week visit is not suitable

1 week visit

Coming onto site

15th May
Setting up dates
15th – 17th May
Operating
18th – 22nd May

9. **Fun Day** To consider whether to renew the premises licence. **(Page 26)**
10. **Inspirational Citizen Award** Nominations circulated by email separately.
11. **Feedback on the meeting with Will Godfrey of B&NES** 22nd Feb
12. **Public Rights of Way Maintenance (Pages 27-28)**
13. **Outside Bodies reports** – for reporting only
14. **Creating Community identity** – for reporting only
15. **Chairman's report** - for reporting only
16. **Bath and North East Somerset Councillors' reports** – for reporting only

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.

17. **Westhill Club** – legal documentation. To receive the advice requested by the Environment and Development Committee and to decide whether to move ahead as per the executive summary **(Pages 29-33)**
18. **Waterside Valley – purchase of land (Pages 34-41)**
Financial regulation 14.1 No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

WESTFIELD PARISH COUNCIL

Minutes of the Meeting of the Council held at the Oval Office, Cobblers Way, Westfield on Monday 7th February 2022

Present: Cllrs G Fuller (Chair), D Cooper, R Hopkins, E Jackson, R Moss, B Wallbridge (Vice Chair), P Wilkinson and P Williams.

Absent: Cllrs J Honess, L Mansell, S Pritchard. Cllrs Honess and Mansell attempted to join the meeting via Zoom but due to a breakdown of internet connection at the Parish Council, Zoom was not operating alongside this meeting.

Attending: Lesley Close, Clerk

121. Apologies for Absence

Apologies for absence were received from Cllr Pritchard due to a 24 day custodial sentence.

Resolved: (1) not to accept the reason for absence by Cllr Pritchard;
(2) to write to B&NES Standards Committee stating that regardless of the reason for the custodial sentence, Cllr Pritchard's actions are bringing the Parish Council into disrepute which is contrary to the Code of Conduct for Councillors. Cllr Moss to also contact B&NES separately for any further advice in this.
(3) to write to Cllr Pritchard asking him to reconsider his position on the Parish Council.

122. Declarations of interest and dispensations

There were no declarations of interest.

123. Minutes of the last Parish Council meeting – 5th January 2022

The minutes of the Parish Council meeting on Wednesday 5th January were amended at minute 120, first bullet point, with the deletion of 'more virulent but'. With this amendment it was agreed as a true record and signed by the Chair.

124. Committee and working group reports

(a) Environment and Development Committee – 11th January 2022

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

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

(b) Finance and Personnel Committee – 20th January 2022

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

(c) Queen's Platinum Anniversary Working Group –Following a full discussion, it was agreed not to go ahead with the Queen's Platinum Anniversary celebration at Westhill Recreation Ground due to difficulties in confirming entertainment and contractors. This to be published in the Warbler.

(d) Waterside Valley Working Group – (1) the update was noted;

(2) the RoSPA report was received and it was agreed (a) to write to all residents backing on to the grounds, stating that the trampoline and football goals would be removed from the site in line with RoSPA recommendations at the end of February; and (b) to make enquiries regarding the costs involved in retaining a rope swing across the river;

(3) It was agreed to note the Bio Diversity Net Gain Survey and hold this in abeyance until the Government Guidance about the scheme is clearer;

(4) The quote of £520+VAT for a valuation of the land adjoining Waterside Valley was agreed.

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

There were no items over £5,000.

126. To consider and agree the final budget as recommended by the Finance and Personnel committee

Resolved: to agree the final budget as recommended by the Finance and Personnel Committee.

127. 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

Resolved: to agree the precept in the amount of £218,590 for 2022/23. This equates to £114.71 pa for a Band D Property.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

128. To consider and agree the Precept leaflet

Resolved: to agree the precept leaflet 2022/23, with thanks to the office staff for all their work on the precept this year.

129. Financial Risk Assessment

Resolved: to agree, as recommended by F&P:

- a. Internal Control Environment
- b. Risk Management Strategy
- c. Financial Risk Assessment
- d. Annual Review of the Insurance Schedule
- e. Local Council Risk Survey summary report

130. Update on walking meeting with Will Godfrey of B&NES

Mr Will Godfrey, CEO of B&NES will be joining Councillors in Westfield on Monday 14th February at 3:30pm. It was agreed to meet at the Parish Council office, where Cllr Hopkins would drive Will Godfrey and Cllrs Cooper and Jackson on a route to include Ruskin Road, Byfields and the Caravan at the Railway Inn.

131. Outside Bodies reports

Somer Valley Walking Festival 10th and 11th September – It was agreed that Cllr Wallbridge would lead this walk again on 10th September and liaise with the Walking Festival accordingly.

Mardons Club – Cllr Cooper reported that the Club was coping well in the circumstances.

Westfield In Bloom – Cllr Jackson gave an update. Concern was raised about (1) the lack of support at the public meeting; (2) the impact on the grass cutting by putting a planter on B&NES land at Shakespeare Road;

Air Pollution on the A367 – Cllr Hopkins had contacted several major companies as requested at a previous meeting for quotes on undertaking air pollution surveys. The lowest was £14,800 for a 10-day air sampling test, which the Parish Council can not justify at this time.

132. Creating Community Identity

Christmas Lights Display – The Parish Council was glad to see the lights have been taken down, but 10 or 12 sockets have been left with the flaps open at the top, letting in water. The Clerk to contact Lamps and Tubes.

Road Signage to Westfield – Cllrs Moss and Jackson to continue to raise with B&NES the lack of road signage to Westfield.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

133. Chairman's report

The Chairman was pleased to see a return to face-to-face meetings. He raised the issue of increased dog fouling at the Trust Grounds. It was agreed to refer this to the Trusts Meetings that evening.

134. B&NES Councillors' reports

Cllr Moss reported

- A 2% rise in the general budget at B&NES plus a 3% rise in social care creating a 5% increase in precept.
- A proposal in the budget for a £4 million SEND Residential Unit at the Somer Valley Campus of Bath College.
- Grounds for enforcement is being investigated due to the fact that there is plenty of evidence that the top floor of Mardons is not being made available for office use, despite clear demand.
- A joint letter from himself and Cllr Fuller as Chair of the Parish Council had been sent to residents of St Peters Close, updating on the traffic problems. Residents would like double yellow lines at the entrance to the road.
- The state of the trees on the batch was raised. Cllr Moss to continue to chase enforcement and to pass details to the Clerk so that a letter can be sent from the Parish Council.

Cllr Jackson reported

- Proposed car parking charges in Midsomer Norton and Radstock are going to Cabinet for decision shortly.
- She had attended a parking and clean air zone webinar at B&NES
- At a webinar on the West of England Transport Strategy she had stated that Westfield needs to be included in the proposed improvements to the A367.
- The capacity of the bus services was noted.
- Mendip planning applications in this area were likely to go ahead.
- Bristol overspill in this area is affecting Bath student accommodation.
- Radco is being demolished on 22nd April.

The meeting closed at 8.40pm.

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 boardroom at the Oval Office, Cobblers Way, Westfield on 14th February 2022 commencing at 7pm.

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

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

115. Apologies for absence and to consider the reasons given

Apologies were received and accepted from Cllr Wallbridge due to emergency surgery on his dog. Apologies from Cllr Pritchard, due to a custodial sentence were received, but his reasons for absence were not accepted.

116. Declarations of interest and dispensation

Cllr Williams declared an interest in item 123, Sponsoring a truck planter by British Legion as she is bringing the item to the meeting. Cllrs Cooper and Jackson are members of the British Legion

117. Minutes of the last meeting

The minutes of the last meeting held on 11th January 2022 were agreed as a true record and signed by the Chair.

118. Planning applications for consideration

There were no objections to the following applications:

22/00049/FUL	44 Glebelands	Extension to front of existing side single storey addition to form level access shower room
22/00244/TCA	Endersley, Welton Road	2no. Goat Willow – cut and trim diseased, overhanging branches and reduce height by 2m. 4no. Lawson Cypress Pine trees – remove.
22/00302/FUL	11 Wells Square	Erection of single storey extension to front elevation following demolition of existing conservatory
22/00475/TCA	Greenwood, Welton Road	T1 Leylandi – remove to ground level as out of proportion to surroundings. T2 Cedar – Lower height by 2m to balance form
22/00482/FUL	2 Fosseway	Erection of replacement garage and extension to existing annexe

119. Planning Decisions

The Planning decisions were noted.

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council

An invitation from Sophie Broadfield, Director of Sustainable Communities, B&NES, to a virtual briefing of the B&NES Local Plan was brought to the meeting. Cllr Hopkins to attend and Cllr Cooper hoped to.

120. Recreation Ground – Norton Hill

- **Lighting at the Pavilion**

Resolved: to accept the quote from AF Denning for £429 + VAT to install a key switch to control lights

- **Play equipment**

Resolved: (1) To investigate grant funding to replace the swings at Norton Hill.

(2) To get quotes to replace the two swing joints on the crossbar of the basket swing as this had been picked up as low priority in the recent inspection.

- **Plaque to commemorate the Queen's Platinum Jubilee**

It was agreed that the Parish Council should mount a plaque at the end of the line of Silver Birch trees to commemorate the Jubilee.

Resolved: to contact local stone masons for quotes for the work

121. Recreation Ground - Westhill

- **Proposed dog enclosure**

Resolved: (1) in the absence of a response from Peasedown St John to our enquiry, Clerk to contact other councils that have set up dog enclosures.

(2) to obtain quotes to fence off an area at Westhill Recreation Ground that was once the old play area.

(3) to obtain quotes for very large signs at each entrance to the Recreation grounds advising dogs are to be kept on leads.

- **Mobile CCTV update**

The Clerk has been trying to contact street lighting at B&NES for permission to mount the camera on a light at Ash Tree Court without success. The situation has been escalated to Cllr Moss, who is making enquiries.

Minutes subject to approval at the next meeting.

Signed Dated

Westfield Parish Council

- **Play equipment**

The report on the decay of the pick-up sticks was noted. The Clerk is waiting for more detail on the report.

- **Cancellation of the Queen's Jubilee event**

The Clerk had been in touch with B&NES regarding the licence for the annual Fun Day. The costs of keeping the licence current, despite no event this year, was discussed versus the cost of renewing. It was agreed that discussion needed to take place regarding whether the Fun Day was to go ahead in 2023.

Resolved: to discuss Fun Day 2023 at the next Parish Council meeting.

122. Waterside Valley update

It was noted that there had been a very good response to the initial consultation of the 25 people that had shown interest in being involved.

Resolved: to set up a Zoom focus group meeting on Wednesday 2nd March at 7pm.

123. Sponsoring of a truck planter by the British Legion

Cllr Williams reported that the British Legion had offered to pay for plants, full maintenance and watering of the sponsored planter.

One quote had been received for the flowers in public places contract from Rob Wicke. It was felt that one truck planter was 1/13 of the specification, therefore to ask for that for the sponsorship.

Resolved: (1) To accept the quote from Rob Wicke for £5630 for the flowers in public places contract and to request a colour theme to represent the Queen's Platinum Jubilee

(2) To ask the British Legion for £433 for the sponsorship of one truck, plus a plaque with wording, design and material to be agreed by the Parish Council.

124. Request for a planter at Shakespeare Road

Cllr Jackson advised that she is in conversation with B&NES regarding a watering system and would have more information at the next meeting.

Resolved: To add to the agenda for the next meeting.

Part 2 To resolve that, under Section 100A(4) of the Local Government Act, 1972, the press and

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council

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.

125. Tree quotes for land at Chestnut Close and Cherry Tree Close

Resolved: (1) to accept the quote from CJ Samler for £465 to carry out work recommended in the latest tree survey.

(2) To ask for Mr Samler's advice on the life span of the Ash trees at Norton Hill and the positioning of the new Silver Birch trees

126. Westhill Club

Solicitors, Harris and Harris, had been asked to provide recommendations on the ownership of the land containing Westfield Sports and Social Club. An executive summary from Harris and Harris was distributed by email before the meeting.

Resolved: (1) To investigate what would happen to the land should the Club fold.

(2) To put this item to Parish Council

The plans offered by the Club for the proposed changing area and extending their outside seating were considered.

Resolved: To advise the Club that Option 2 was the preferred option.

The meeting closed at 8:24pm.

Minutes subject to approval at the next meeting.

Signed Dated

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting

Held on Wednesday 23rd February at 7pm at the Oval Office, St Peters Business Park,
Westfield

Present: Cllrs Philip Wilkinson (Chair), Patricia Williams, Diana Cooper, Robin Moss.

Absent: Cllrs Geoff Fuller, Eleanor Jackson, Ron Hopkins and Bryan Wallbridge

Attending: Cllr Lesley Mansell attended via Zoom.
Adam Faulkner, (Finance Officer) and Lesley Close (Clerk)

90. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Geoff Fuller and from Lesley Mansell who attended via Zoom but not in person.

91. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest.

92. MINUTES OF THE LAST MEETING

Resolved: that the Minutes of the Finance & Personnel meeting held on 19th January 2021 be agreed and signed as a correct record.

93. MONTHLY ACCOUNTS

Resolved:

- a) that the January monthly statement for the Current account be agreed;
- b) that the January monthly statement for the Corporate Treasury account be agreed;
- c) that the January monthly statement for the Business Savings account be agreed and the interest rate of 0.40% be noted;
- d) that the summary of debit card transactions since the last meeting (Appendix 1) be agreed.
- e) that the updated summary of petty cash transactions since the last meeting (Appendix 2) be agreed.

94. VERIFICATION OF BANK RECONCILIATIONS

As per Financial Regulation 2.2 the balances on the bank statements had been checked against the accounts and signed by Cllr Wallbridge.

95. 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 3), that the invoices and the BACS authorisation sheet be signed accordingly and that the BACS payments be made by two councillors remotely via online

Minutes are draft until agreed at the next meeting.

Westfield Parish Council

Banking.

96. 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 4) be signed accordingly. That the BACS payments be made by two councillors remotely via online banking.

97. FIXED ASSETS

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

98. GRANTS 2021-22

The Committee considered the recommendations of the Grants sub-Committee.

Resolved: to recommend to Parish Council all the grant applications recommended by the Grants Sub Committee. In respect of Prattens to recommend a grant to Prattens (not the suppliers) for the materials for the ramp on sight of invoices/receipts up to the value of £500;

The meeting closed at 7:25pm.

Minutes are draft until agreed at the next meeting.

Signed Dated

APPENDIX 1

Westfield Parish Council

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY													
Report for F&P - February													
SHEET 2021-22 - 11													
REF	DATE	SUPPLIER	DETAILS	TOTAL	postage 4022/1	Subscriptions 4024/1	Health & Safety 4018/1	Parish Environment 4224/202	Flowers in Public Places 4230/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Conferences 4007/101	CAP Waterside Valley 4930/199
DC119	2/2/2022	Survey Monkey	Advantage Annual Plan	£384.00		£320.00							
			TOTAL (NET)	£320.00	£0.00	£320.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
			VAT	£64.00		£64.00							
			TOTAL (Gros)	£384.00		£384.00							

Minutes are draft until agreed at the next meeting.

Signed Dated

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Westfield Parish Council

Invoices for payment FEBRUARY						
Invoice Date	Supplier	Details	Norm code	Payment No.	£ net	£ gross
7/1/2022	Ricoh UK Ltd	Photocopier Rental Bill	4026/1	B#1841	£156.68	£31.34
16/01/2022	Kelvin Hawkins	Removal and installation of two pipes for Pavilion disabled toilets	4062/308	B#1842	£70.00	£84.00
25/01/2022	RoSPA Playsafety Ltd	Annual Inspection of Waterside Valley	4227/202	B#1843	£450.00	£90.00
1/2/2022	Oval Commercial Investments Ltd	Suite 4 Office Rent February	4013/1	B#1849	£350.00	£70.00
31/01/2022	Cabo Ltd	NH Rec Climbing Frame	4064/308	B#1850	£7,230.00	£1,446.00
31/01/2022	Cabo Ltd	WH Rec Cardleaver Basket Swing	4064/307 (EMR 329)	B#1851	£6,135.10	£1,227.02
28/01/2022	Greensward Sports Consultancy	Monthly Maintenance & Ad Hoc	4065/307, 4039/307 & 4039/308, 4227/202, 4223/202	B#1852	£2,716.58	£543.32
7/2/2022	Signetex	2 x Signs for Tennis Court	4062/308	B#1853	£111.20	£22.24
10/2/2022	Harris & Harris	Lease of Westfield Club Transfer to Parish Council	4059/1 (EMR 331)	B#1854	£1,038.00	£207.60
11/2/2022	New Leaf Studios Ltd	Waterside Valley Management Plan	4930/199	B#1855	£2,898.50	£578.50
					TOTAL	£22,120.18
Added since the agenda was distributed:						
16/02/2022	Cooper & Tamer LLP	Purchase of Land at Waterside Valley	4930/199 (EMR 347)	B#1856	£520.00	£104.00
16/02/2022	GB Sport & Leisure	Works to Rucker and Fly Mobile at Westhill Recreation Ground	4062/307	B#1857	£644.90	£128.98
17/02/2022	Community Heartbeat Trust	2 x Defib pads for Whitstones	4231/202	B#1858	£94.00	£18.80
18/02/2022	SoVision IT	IT Support Monthly Bill	4027/1	B#1859	£169.20	£33.84
21/02/2022	GB Sport & Leisure	Removal/Replacement of Balance Beam at Westhill Rec	4064/307 (EMR 329)	B#1860	£4,193.50	£838.70
					TOTAL	£8,745.92
This amount plus regular scheduled monthly payment						
Highlight if over £5000 as this requires full Parish Council approval						

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

APPENDIX 4

Schedule of regular payments 2021-22 amounts are all NET														
Supplier	Details	April	May	June	July	August	Sept	October	Nov	Dec	January	February	March	TOTAL TO DATE
Apollo Technology	IT Support costs	£0.00	£1,066.09	£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	£887.36		£10,065.82
GPS Telecoms	Telephone and broadband	£67.93	£66.10	£68.56	£67.18	£67.07	£66.94	£71.68	£66.30	£66.49	£66.14			£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	£327.72		£3,699.97
Oval Commercial	Office Rental	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75			£8,997.50
Oval Commercial	Use of Boardroom	£0.00	£0.00	£0.00	£0.00	£0.00	£80.00	£80.00	£0.00	£0.00	£0.00			£220.00
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	£2,837.76		£32,219.47
Public Works Loans Board	Westhill Play Area	£0.00	£0.00	£0.00	£3,886.72	£0.00	£0.00	£0.00	£0.00	£0.00	£3,886.72			£7,573.44
Ricoh	Photocopier	£148.41	£0.00	£0.00	£162.15	£0.00	£0.00	£160.03	£0.00	£0.00	£0.00	£156.88		£627.27
Southern Electric	NH Pavilion	£0.00	£0.00	£117.76	£0.00	£0.00	£104.08	£0.00	£0.00	£109.28	£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	Support/Provider				£188.20	£169.20	£169.20	£180.60	£169.20	£189.20	£169.20	£169.20		£2,565.00
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			£247.04
Water2Business	Auto-watering systems	£0.00	£0.00	£0.00	£0.00	£57.71	£23.17	£0.00	£0.00	£0.00	£0.00	£25.12		£106.00
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	£11.99		£131.89
Monthly Total		£7,204.61	£8,197.07	£7,202.88	£11,163.52	£8,990.85	£7,984.74	£7,468.28	£7,178.56	£7,983.41	£10,947.22	£4,415.83	£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.

1 Signed Dated

Grant Applications Jan 2022 - to Parish Council 7th March 2022

Organisation	2018 grant awarded	2019 grant awarded	Jan 2022 amount requested	Purpose of the grant	Notes from the Grants Sub-Committee meeting 15th February	Jan 2022 amount suggested
Bath Area Play Project	£500.00	£961.66	£1,000.00	Playday in Westfield in summer holidays	Councillors were very impressed with the event the last time it was run. It was good to see people of Westfield have a chance to take part locally. It was felt that this is a very professional organisation.	£1,000.00
Dial-a-Ride	£729.75	£0.00	£1,000.00	Towards operating costs of the very well used service	The question was raised about the percentage of users of this service being from Westfield, but also it was felt that it would be very difficult to numerate and that the service was frequently seen in the parish.	£1,000.00
Mardons Carnival Club	£0.00	£1,000.00	£750.00	To purchase materials to replace those that had perished.	This organisation had received £750 in the last round before Christmas. Therefore it was felt that a second grant wasn't feasible.	£0.00
Midsomer Norton Cricket Club	£0.00	£0.00	£380.00	Towards costs of equipment and coaching for junior teams. There has been significant growth of youth members since Covid. The club estimated 20%- 25% of members live in Westfield	The committee felt that this is a very well run club and happy to see they had offered numbers of Westfield people that will benefit.	£380.00
PEOPLE	£500.00	£892.00	£1,000.00	For a new boiler at a premises on Elm Tree Avenue	It was agreed that as this premises is in Westfield the committee is happy to help with the costs of the new boiler.	£1,000.00
Prattens Bowls Club	£0.00	£0.00	£800.00	For a ramp from car park to clubhouse for disable visitors.	We went back to Prattens to say that the Council is happy in principle with the funding of the ramp, and asked the question about what the £1200 operation costs refers to. Decision at F&P was to offer up to £500 for materials on receipt of invoice	£500.00
SWALLOW	£1,000.00	£1,000.00	£1,000.00	To purchase a new greenhouse for members to use as recreation	Committee felt that they were happy to contribute to this cause.	£1,000.00
Westfield Sports and Community Centre	£500.00	£0.00	£1,000.00	To upgrade current and purchase new CCTV cameras for the rear of the property	It was felt that the improvement of the CCTV would also be of benefit to the parish.	£1,000.00
TOTAL REQUESTED: £6,930.00				TOTAL SUGGESTED left in the pot		£4,880.00 £3,002.00

WESTFIELD PARISH COUNCIL FIXED ASSET REGISTER

<u>WESTFIELD PARISH COUNCIL FIXED ASSET VERIFICATION 2022</u>				
<u>FIXED ASSETS to 31st March 2022</u>	TOTAL up to 31/03/2022	ADDITIONS AND REMOVALS 2021-22	NOTES	<u>Verification of assets</u>

Freehold Land and Buildings

Pavilion and garage – Norton Hill	136,385		Reinstatement cost assessment obtained May 2018 - Re-build cost = £250,000 - insurance cover increased June 2018	Reinstatement cost assessment obtained May 2018 - Re-build cost = £250,000 - insurance cover increased June 2018	
Nonwest Bowls Club	71,800		Reinstatement cost assessment obtained May 2018 Re-build cost = £450,000 - insurance cover increased June 2018	Reinstatement cost assessment obtained May 2018 Re-build cost = £450,000 - insurance cover increased June 2018	
Waterford Park Allotments	0		Land leased from B&NES. Repairing lease. Peppercom rent.	Overseen by WAGS with whom the Parish Council has a good working relationship.	
Larch Court Allotments	1,800		Purchased from Persimmon in February 2019 (£1500). Land owned by Parish Council but managed and maintained by WAGS.	Overseen by WAGS with whom the Parish Council has a good working relationship.	
Section of Waterside Valley	90,000	90,000	Purchase completed 23.07.21		

FREEHOLD LAND AND BUILDINGS TOTAL 299,985

Vehicles and Equipment

Office Furniture & Equipment					
Computer equipment, phones, shredder	3,503		Inherited from start of PC	Office frequently weekly.	
Acer laptop	606		Acer TM257 intel Core i5 laptop (£605.70) Nov 2015 - this replaced two old laptops	used for meetings	
Wireless router	206		Wireless router added Dec 2016	Internet used regularly - issues reported to Apollo Technology	
Photocopier	0		Nov 2017 - new photocopier - old one disposed of but don't own new one	Photocopier used daily.	

Play Equipment – Norton Hill

Play Equipment inherited at the start of the PC	8,600		NRTC cost price (£30,000 on insurance schedule)	Play equipment checked weekly by Greensward
Duck Springer	902		Duck springer April 2013 (902)	
Birds nest seat and multi play	19,997		purchased April 2014 surface under birds nest swing replaced Nov 2018 - no change in value as it replaced old surface	
Table tennis table at Norton Hill	2,675		Purchased May 2014	
Goal posts at Norton Hill	1,261		Purchased June 2014	
New Climber	8,676		Purchased February 2022	

Insurance value 2021/22	Insurance value 2020/21	Insurance value 2019/20
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check completed 07/03/2019

£873,852	£865,200	257,500 (plus £1812.49 for contents)
Public Liability: £10,000,000 - no contents cover	covered under Public Liability only - no contents cover	covered under Public Liability only - no contents cover
Public Liability: £10,000,000 - no contents cover	covered under Public Liability only - no contents cover	463,500 covered under Public Liability only - no contents cover
Informed the insurance 23/07/21 however, they confirmed that they don't need to put anything on the policy as there are no assets on the land. Public Liability £10,000,000 covers ALL land owned / maintained by the Parish Council.		

£108,000 "Contents"	£108,000 "Contents"	8438.7 "Contents of The Oval Office"
n/a		

£314,259 "playground equipment"	£274,068 "playground equipment"	228,390.69 "Various play equipment"
£36,000 "Sport equipment"	£36,000 "Sport equipment"	
£314,259 "playground equipment"		

Play Equipment – Westhill	
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Westhill Play Equipment (Pathfinder loan)	60,635	£50,000 BMX Track £21,231 junior multi-play, swings, grass mounds, balance beams, benches, bins, trees Multiplay fort removed December 2018 - estimated at £10,000 disposal value - but no monetary value received. New fort/multi-play purchased 2019 (see below) Basket swing vandalised and removed in Aug 2020 - cost of £596 to remove)	Play equipment checked weekly by Greensward
Clatterbridge	1	Clatterbridge donated Oct 2014 in return for use of car park by developer - actual value £2000	
Goalposts at Westhill (Nov 2015)	1,262	Purchased Nov 2015. Part covered by insurance claim: £757	
Pick up sticks, flymobile, hopscotch and buddy board	16,002	Purchased Apr/May 2015 Buddy Board removed April 2021 Purchased Nov 2017 - stolen August 2020 and replaced (below)	
Accessible swing	0	Purchased April 2019	
Fort	15,911	Completed September 2020 (Wickstead £26,246.09) (Signefex £308)	
Outdoor gym equipment plus signage	26,554	completed August 2020 (Northavon)	
Running track	69,583	Purchased and installed November 2020 (Caloo) Part covered by insurance claim of £675	
Vinci swings	3,717	To replace vandalised basket swing (see above) installed November 2020.	
Birds nest swing	1,225	(Caloo) Part covered by insurance claim of £803.40.	
Security Lighting at boules pitch, Norton Hill Recreation Ground (May 2016)	573		Issues raised by Boules group or residents adjacent to the pitch are dealt with on a case by case basis. Recreation Ground checked weekly by Greensward.
Other Maintenance Equipment (allotment site)	1,000		Oversen by WAGS with whom the Parish Council has a good working relationship. In addition the condition of the equipment is checked with WAGS once a year as
Earthquake rotatiller 3365PRO (purchased 22/05/13)	466		
Time capsule with memorial plaque	1,761	Memorial plaque added Nov 2016 £273 inc installation.	The area at the top of Elm Tree Avenue is visited regularly by staff and Councillors for defib checks, noticeboard, flowers etc. Any issues are dealt with on a case by case basis.
Christmas Lights (Removed festive lights - see notes)	4,035	Christmas Trees lights (purchased 27/11/12 added to 11/14 - some sets replaced 11/20 but have not amended totals) Festive lights on lamposts have been removed because they are not an asset as they are leased not owned - but they are covered on the insurance as temporary festive lights for accidental damage etc whilst in our Parish	The lights are checked annually by Tony Denning before they are put up and any issues are rectified at that time.
Can'tilever Swing	7,362	Purchased February 2022, for the aim of the bird's nest swing	
Trim Trail	5,033	Installed February 2022	Play equipment checked weekly by Greensward
Snow Warden equipment	0	donated by B&NES 2011 (£985 for insurance purposes)	All gritters except one are now stored in the garage. Any issues are raised on a case by case basis.
Turbocast 300 Grit spreader	953	purchased 28/11/2012	Price Thudat changed the half on his order in 2017
Turbocast 300 Grit spreader	250	purchased 6/1/2014	

<p>£314,259 "playground equipment"</p>		<p>£274,068 "playground equipment"</p>	<p>228,390.69 "Various play equipment"</p>
	<p>added to insurance 16th September</p>		
	<p>£100,890 "ground surfaces"</p>	<p>added to insurance 7th July "ground surfaces"</p>	
	<p>£314,259 "playground equipment"</p>	<p>added to insurance 23rd Dec "play equipment"</p>	
	<p>added to insurance 23rd Dec "play equipment"</p>		
<p>£7989 "CCTV Equipment"</p>	<p>£7911 "CCTV"</p>		<p>657.99</p>
<p>£30,000 "mowers and machinery"</p>	<p>£30,000 "mowers and machinery"</p>		<p>1114.89 "Allocments Equipment"</p>
<p>£90,000 "war memorials"</p>	<p>£90,000 "war memorials"</p>		<p>1891.54</p>
<p>Street furniture (£120,000) when up on the trees, Contents (£108,000) when stored in the garage.</p>	<p>Street furniture when up on the trees, Contents when stored in the garage.</p>		<p>4497.78 and 5868.00 for 36 temporary festive lights</p>
<p>£314,259 "playground equipment"</p>			
<p>£30,000 "mowers and machinery"</p>	<p>£30,000 "Mowers and machinery"</p>		<p>3025.05</p>

Turbocast 300 Salt Spreader		986	purchased Dec 2015	
Standpipes and Auto-watering systems				
At hanging basket carousels - Wesley Ave & Ngale Way	8905	installed 22/04/2015 - replaced Oct 2019 (no change to asset value)	Checked regularly throughout the summer/Autumn by the flowers contractor. Auto-watering timers removed for the winter to avoid frost damage.	
Standpipes at coal trucks and Jubilee Green	8474	installed Feb 2017 - 3776 + 950 (Pipeline) + 3748 (Bristol Water)		
Auto-watering system at shops and church	627	installed on new hanging basket trees instead. System remains for church (5		
Auto-watering systems at two coal trucks	370	installed May 2017 - replaced May 2020 (no change to asset value)		
Auto-watering and tap at Jubilee Green	728	installed June 2017		
Auto-watering to 4 x hanging basket trees around shops	923	installed June 2019 - Used equipment that was taken down from the shops (see above)		

VEHICLES & EQUIPMENT TOTAL 283,761

Infrastructure Assets

Flowers displays infrastructure				
Planters and Coal Trucks (2)	2,156			The area is visited and passed regularly by staff, flowers contractor and Councilors. Any issues are dealt with on a case by case basis.
Hanging basket carousels and planter at Wes Ave and Ngale Way	2,549	purchased May 2014		Checked throughout the summer/Autumn by the flowers contractor.
4 x basket trees at Elm Tree Ave shops (06/19)	7,469	installed June 2019 £2450 purchase price + £5019 installation cost		Checked throughout the summer/Autumn by the flowers contractor.
Fencing				
Fencing - Westhill Recreation Ground	10,739			Recreation grounds checked weekly by Greensward
Fencing to Christmas Tree, Elm Tree Ave	1,339			The area at the top of Elm Tree Avenue is visited regularly by staff and Councilors for defib checks, noticeboard, flowers etc. Any issues are dealt with on a case by case basis.
Fencing to allotments	3,500	April 2013		Recreation grounds checked weekly by Greensward
Fencing at Norton Hill Play Area	6,335	Play area fence Oct 2013 High fence Oct 2016		Recreation grounds checked weekly by Greensward
Basket ball fence and extension	3,753	installed June 2014		Site overseen by Northwest Bowls Club with whom the Parish Council has an good working relationship.
Fencing - Northwest Bowls and on side road	8,401	Fencing - completed May 2016 £2682 Fencing - side road to Northwest Bowls (January 2017) £5719		Issues are raised and dealt with on a case by case basis.
Fencing - Norton Hill pavilion end plus replacement gate	5,174	Fencing at pavilion end Feb 2016 £4029 Replacement gate Oct 2017 £1145		Recreation grounds checked weekly by Greensward
Access ramp at Norton Hill Rec	1,146	installed Feb 2016		Recreation grounds checked weekly by Greensward
Fencing - at the tennis courts	13,284	installed January 2017		Recreation grounds checked weekly by Greensward
Railings at Upper Court/Norton Hill Recreation Ground	900			
Signage				
Signage (Trust Land)	668			Recreation grounds checked weekly by Greensward

£120,000	£120,000	21655.09
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£120,000	£120,000 "Street furniture"	12719.63 "street furniture"
		7469

£66,882 "Gates and fences"	£66,220 "Gates and fences"	11970.67
		1449.09
		3901.42
		6868.84
		228,390.69 "Various play equipment"
		9001.75
		6759.79
		6759.79
		14233.93
		1003.22

£100,000	£100,000 "Street furniture"	12719.63 "street furniture"
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Gateway signage for Westfield - 1 sign @ £893 - 1 @ £825.82 (purchased 14/3/16 and 29/6/16)	2,523		The signs are passed regularly by staff and Councillors and any issues are dealt with on a case by case basis.
Youth Shelter	2,250		Play equipment checked weekly by Greensward
Litter and Dog Bins	1,764		Recreation grounds checked weekly by Greensward
Petisque court at Norton Hill (5/14)	2,150		Recreation grounds checked weekly by Greensward
Tarmac of former tennis court, Norton Hill (03/7/14)	11,510		Recreation grounds checked weekly by Greensward
CCTV at Norton Hill	6,117		Footage checked on a incident by incident basis. Probably once every two months on average. Recreation grounds checked weekly by Greensward
Noticeboards at local shops, allotments, Nightingale Way (26/2/15)	2,670		Noticeboards visited regularly by staff and volunteers putting up notices.

Benches			Recreation grounds checked weekly by Greensward
4 benches at Norton Hill b/ball/petange area	250		The memorial benches are passed regularly by staff and Councillors, residents also raise issues where necessary. Any issues are dealt with on a case by case basis.
Memorial benches at Wells Rd and Shakespeare Rd	2265		Recreation grounds checked weekly by Greensward
2 benches at Westhill Rec	859		
Granite coloured benches and picnic tables at Norton Hill Rec	9155		
Granite coloured picnic tables and benches at Westhill Rec	6393		
Heritage Walk x 4 noticeboards + waymarker signs (Sept 2017)	3,055		The signs are passed regularly by staff and Councillors, residents also raise issues where necessary. Any issues are dealt with on a case by case basis.

INFRASTRUCTURE ASSETS TOTAL 118,384

Community Assets

Recreation Ground - Norton Hill - Sole Trustee	1		Recreation grounds checked weekly by Greensward. Norwest Bowls Club with whom the Parish Council has an good working relationship oversee the site of the bowls club and issues are raised and dealt with on a case by case basis.
Recreation Ground - Westhill - Sole Trustee	1		Recreation grounds checked weekly by Greensward
Allotments at Waterford Park - leasehold	1		Maintained by WAGS with whom the Parish Council has an good working relationship.

£120,000 "street furniture"	£120,000 "street furniture"	2598.69
£120,000 "street furniture"	£120,000 "street furniture"	228,390.69 "Various play equipment"
£100,890 "ground surfaces"	£99,891 "Ground Surfaces"	12719.63 "street furniture"
£7989 "CCTV Equipment"	£7911 "CCTV"	228,390.69 "Various play equipment"
£120,000 "street furniture"	£120,000 "street furniture"	12719.63 "street furniture"
£120,000 "street furniture"	£120,000 "street furniture"	12719.63 "street furniture"
	added to insurance 23rd Dec "street furniture"	£8405 added Sept 2019
£120,000 "street furniture"	£120,000 "Street furniture"	2549.34
Public Liability: £10,000,000	Public Liability: £10,000,000	100,000

Community Public Access Defibrillators				All defibrillators are checked weekly.
	1	donated June 2013 - register value £1, actual value £2500		
Elm Tree shops	1,870	Installed October 2017		
Mardons	1,670	Installed Jan 2018		
Fire Station	1,670	Installed May 2018		
Westfield Surgery	1,735	Bought using donation from Waterside Carnival Club. Installed Feb 2020.		
Norton Hill Pavilion	1,735			
Whitstones Fish n Chips				
Chain of office (14/16)	313			The Chain of Office is stored in the office.

COMMUNITY ASSETS TOTAL 8,997
711,121 87,552 Net additions/disposals

Highlighted items donate items added this year.
 All assets on Trust land are purchased by the Parish Council with Parish Council funds* therefore these remain assets of the Parish Council.
 * Parish Council funds include grants made by the two Trusts to the Parish Council as per the Trusts Policy.

updated: 24/2/2022

£108,000 "Contents"	£108,000 "Contents"	6880.4
£490 "Regalia"	£486	405.84

Parish Clerk

From: Licensing <Licensing@BATHNES.GOV.UK>
Sent: 09 February 2022 12:17
To: Parish Clerk
Cc: Tracey Stephens; Finance Officer
Subject: RE: Licence no 19 01424 LAPRE

Good afternoon Lesley,

Thank you for your email. If you were to surrender the premises licence for Westhill Recreation Ground (19/01424/LAPRE) then you would need to submit a new premises licence application should you wish to hold this licence again.

A new premises licence would cost £100, would be subject to a 28 day consultation period, and would require you to advertise the application in a local newspaper as well as at the premises. There would be a fee to advertise the application in a newspaper but you would need to contact the publications directly as we don't deal with this. I believe advertising can cost up to £200 depending on which publication you were to use.

If the annual fee isn't paid but the licence isn't surrendered, the licence status will change from issued to suspended. This means the licence cannot be used until any outstanding annual fees are paid.

Kind Regards
Lauren

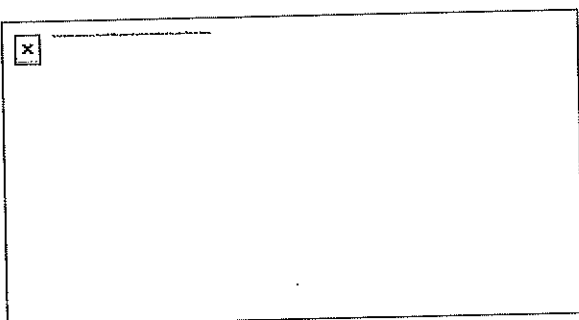
Lauren Latta
Licensing Support Officer
Development & Public Protection
Bath & North East Somerset Council
Email: licensing@bathnes.gov.uk
www.bathnes.gov.uk
www.twitter.com/bathnes

Our offices are closed and all staff are working remotely during the Coronavirus (COVID-19) pandemic. Guidance for licensees during this time is available on our webpage at [Covid-19 Information for Licensees](#)

Improving People's Lives



Please consider the environment before printing this email



*Annual licence
fee is
£70.*

Telephone: 01225 394943
Email:
sheila_petherbridge@bathnes.gov.uk

Date: 14th February 2022

To Parish Councils of:

Camerton, Cameley with Temple Cloud, Chew Stoke, Chew Magna, Chelwood, Clutton, Compton Martin, Dunkerton, East Harptree, Farmborough, Farrington Gurney, High Littleton, Hinton Blewett, Marksbury, Midsomer Norton, Nempnett Thrubwell, Norton Malreward, Paulton, Priston, Publow and Pensford, Peassedown St John, Radstock, Shoscombe, Stanton Drew, Stowey Sutton, Timsbury, Ubley, West Harptree, Westfield.

Dear Parish Council,

PUBLIC RIGHTS OF WAY MAINTENANCE

I wrote to you all in January 2019 asking you all to look out in your Parishes for work needed on the network. Some of the Parishes came up with some suggestions and we were able to organise the work in partnership with the Bath Ramblers.

There may be an interested person in your Parish not on the Parish Council that may wish to report any findings, please would you give them a copy of this letter to act on your behalf if Councillors do not wish to be involved.

I repeat the letter of 2019.

I am writing to you all with regard any jobs that you would like done in your parish on Public Rights of Way. We are very fortunate to have the Bath Ramblers Volunteer Group working for us every Thursday and we are struggling to find jobs/ projects every week. We seem to have achieved a very high percentage of gates, (pedestrian/ kissing gates and bridleway gates), that have now replaced stiles in most communities, and we are looking for areas that we have not covered where the parish would like to see a change for easier access.

There are some areas where the landowner will not agree with replacement gates, in which case we cannot change without their agreement as furniture such as stiles and gates are ultimately their responsibility, but I have no problem resurrecting the subject in some cases as they may change their mind. We do not replace stiles with stiles.

Would you all mind having a look round your parish and report back any small jobs or projects that you would like done this summer. This can include the following:

- Change of stiles to gates, either pedestrian or kissing gates on public footpaths. (Needs landowners' permission.
- Repair of bridges- entire bridge replacement or replacement of bridge treads.
- Installation or re-installation of signposts.
- Clearances
- Flights of or single steps.
- Waymarking.

If you are taking to landowners, there is no cost for either the furniture of the labour and the removal of old and dangerous furniture helps in their liability, should someone have an accident and claim damages. It is in their interest and the full offer may not always be there as it is subject to budget.

Larger projects such as drainage problems would be looked at with a professional contractor.

As I travel round the parishes I am always looking out to improve. I am happy to meet with anyone from your parish to discuss any proposals that you may have, but please bear in mind that some things will be down to the landowners themselves. You can either report back by email or by phoning the landline 01225 394943 or my mobile 07972 335040.

I look forward to hearing from your parish should you have anything to report.

Yours sincerely

Sheila Petherbridge MIPROW

Public Rights of Way Officer.

