

Westfield Parish Council

The Oval Office, St Peter's Business Park

Westfield, BA3 3BX

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



Established 2011

All Council Meetings are open to the Public and Press

25th April 2022

TO: All Members of Westfield Parish Council

Dear Councillor,

You are summoned to the Annual Meeting of Westfield Parish Council, on **Tuesday 3rd May 2022 at 7.00pm.**

Members of the public are invited to join the meeting by Zoom:

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

Meeting ID: 926 7826 4869

Passcode: 256045

Or dial in by phone 0203 481 5240, using the Meeting ID and Password above when prompted.

The meeting will consider the items set out below.

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. **Election of Chair**
2. **To receive the declarations of acceptance of office by the Chair of the Council and all Councillors or, if not then received, to resolve when this should be done.**
3. **Election of Vice Chair**
4. **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.
5. **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.
6. **Minutes of the Parish Council meeting – 4th April 2022.** To confirm and sign as a correct record the minutes of the Parish Council Meeting. **(Pages 1-3).**
7. **Committee and Working Group reports** – To note the minutes of the Committees and Working Groups below
 - Environment and Development – 11th April 2022 **(Pages 4-6)**
 - Finance and Personnel – 20th April 2021 **(Pages 7-13)**
 - Waterside Valley Working Group
8. **Approval of any items over £5,000 and consideration of any virement**
Swings at Norton Hill Recreation Ground £19,691.20, pending receipt of grants and CIL funding (Minute 115 F&P 20/4/22 refers)
9. **Review of delegation arrangements to committees, sub committees, employees and other authorities and the terms of reference of committees embodied therein.** Scheme of delegation, last reviewed May 2021 Please see <http://www.westfieldparishcouncil.co.uk/westfield-parish-council-policies/>
10. **Nominations to existing committees – Environment and Development Committee and Finance and Personnel Committee.**

Existing membership:

Finance and Personnel committee

Chair: Councillor Phil Wilkinson

Vice Chair: Councillor Pat Williams

Councillors D Cooper, R Hopkins, L Mansell, Chair (ex officio), Vice Chair (ex officio).

Environment and Development committee

Chair: Councillor B Wallbridge (ex officio)

Vice Chair: Councillor D Cooper,

Councillors J Honess, R Hopkins, E Jackson, S Pritchard, P Williams, Chair (ex officio).

11. Appointment of any new committees

12. Review and adoption of Standing Orders, Financial Regulations and Code of Conduct

<http://www.westfieldparishcouncil.co.uk/westfield-parish-council-policies/>

13. Review of arrangements with other local authorities and review of contributions made to expenditure incurred by other local authorities

Payments to B&NES: Office rates £1,933.63, Grass cutting of ownerless green spaces £1,307.90.

14. Review of representation on, or work with, external bodies and arrangements for reporting back - Current representation on outside bodies:

ALCA / NALC	Chair of the Council
Mardons Club Community Interest Organisation	Cllr Cooper (nominated 6/10/14)
Radstock, Midsomer Norton & District Museum Society	Cllr Lesley Mansell (nominated 4/5/21)
Somer Valley Forum	Cllr Bryan Wallbridge, and Cllr Ron Hopkins (nominated 6/2/17)
Big Local	Cllr Bryan Wallbridge (nominated 8/5/18) (Sarah Westell confirmed 8/3/17 that there is just one representative each from Radstock and Westfield.)
Chamber of Commerce	Cllr Diana Cooper
BANES Flood Rep	Cllr Ron Hopkins (nominated 1/6/15)
Healthwatch BANES	Cllr Bryan Wallbridge (nominated 4/9/17)

Parish Liaison	Cllrs Ron Hopkins (nominated 1/10/18) and James Honess (nominated 13/5/19)
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15. **Review of inventory of land and assets including buildings and office equipment** - Fixed Asset List agreed by Parish Council 7/3/22 (minute 141 refers) please see <http://www.westfieldparishcouncil.co.uk/westfield-parish-council-policies/>
16. **Review and confirmation of arrangements for insurance cover in respect of all insured risks** - To confirm that the Annual Review of the Insurance Schedule took place by the Finance and Personnel Committee on 20th January 2022. (minute 89). <http://www.westfieldparishcouncil.co.uk/agendas-minutes/>
17. **Review of the Council and employees' membership of other bodies**
NALC/ ALCA £949.63
SLCC £293.00
18. **Annual Review of policies and procedures** Please see <http://www.westfieldparishcouncil.co.uk/westfield-parish-council-policies/>
 - 18.1 **Complaints Procedure**
 - 18.2 **Council's procedures for handling requests made under the Freedom of Information and Data Protection Act 1998**
 - 18.3 **Council's policy for liaising with the press/media**
 - 18.4 **Pensions Discretion Policy**
 - 18.5 **Treasury Management Policy** – Treasury Management Policy recommended by Finance and Policy Committee 23/3/22.
 - 18.6 **Effectiveness of the Internal Control Environment** – recommended by Finance and Personnel Committee 23/3/22.
 - 18.7 **Child Protection Policy and Lost Children and Vulnerable Adults Policy**
 - 18.8 **Equalities and Diversity Policy**
 - 18.9 **Data Protection Policies** - Information Data Protection Policy including Retention of Documents Appendix A; Removable Media Policy
 - 18.10 **Training Policy and Statement of Intent**
 - 18.11 **Social Media Policy**
 - 18.12 **CCTV Policy**

- 18.13 Anti-Fraud and Corruption and Confidential Reporting Policy and Procedures** As recommended by the Finance and Personnel Committee 23/3/22
- 18.14 Grievance and Disciplinary Procedures**
- 18.15 Councillors' and Employees' expenses** As recommended by the Finance and Personnel Committee 23/3/22
- 18.16 Annual Grant Awarding Policy** As recommended by the Finance and Personnel Committee 20/4/22
- 19. Setting of dates, times and place for ordinary meetings of the Council in the year ahead - Calendar of meetings 2022**
<https://www.westfieldparishcouncil.co.uk/council/committees/full-council/>
- 20. Annual review of the Bank Mandate** - To confirm the signatories for the Parish Council's bank accounts – currently Phil Wilkinson, Pat Williams, Geoff Fuller, Diana Cooper, Ron Hopkins.
- 21. Outside Bodies Reports** – for reporting only
- 22. Creating Community Identity** – a standing item on the agenda
- 23. Chair's Report** - for reporting only
- 24. Bath and North East Somerset Councillors' reports** – for reporting only.
- 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.
- 25. Confidential minutes of the Parish Council meeting 4/4/22 (Page 14)**
- 26. Land at Waterside Valley** Verbal update

WESTFIELD PARISH COUNCIL

Minutes of the Meeting of the Council held at the Oval Office, Cobblers Way,
Westfield on Monday 4th April 2022

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

Absent: Cllrs J Honess, S Pritchard and B Wallbridge

Attending: Lesley Close, Clerk and Tracey Stephens, Admin Assistant.
Cllr Mansell attended by Zoom

153. Apologies for Absence

Apologies were received from Cllr Mansell who attended via Zoom.

154. Declarations of interest and dispensations

Cllrs Hopkins and Moss declared an interest in item 13 – Waterside Valley –
as the discussion involved the Big Local.

155. Minutes of the last Parish Council meeting – 7th March 2022

Resolved: to agree and sign the minutes of the Parish Council meeting on 7th
March as a true and accurate record.

156. Committee and working group reports

(a) Environment and Development Committee – 14th March 2022

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

(b) Finance and Personnel Committee – 23rd March 2022

Resolved: That the minutes of the Finance and Personnel
Committee meeting held on 23rd March be noted.

(c) Waterside Valley Working Group

This item was discussed in closed session

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

There were no items over £5,000.

158. Queen's Platinum Jubilee

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

Plaque at the Silver Birch Trees

Resolved: to purchase the plaque from the British Legion at £119.99 to be positioned near the new Silver Birch trees at Norton Hill Recreation Ground

Bunting and flags – to put flags that we have in storage at the shops and bunting at the railings at Jubilee Green.

159. Annual Parish meeting

The Annual Parish meeting had been held on Wednesday 30th March. Presentation was made to Westfield Inspirational Citizen 2022, Eddie and Rachael Liddiard, and Andy King from New Leaf Studios made a presentation about his work on the management plan for Waterside Valley.

160. Outside Bodies reports

Radstock Museum – Cllr Mansell presented her report by email before the meeting.

161. Creating Community Identity

Cllr Hopkins had been approached by someone asking where Westfield is. Cllr Moss to continue to lobby B&NES officers for road signage to be updated.

Resolved: to write to Will Godfrey asking for signage to Westfield to be put in place.

162. Chairman's report

Cllr Fuller thanked those Councillors that had attended the Annual Parish meeting and said that it had gone well.

Other discussion under this item was held in closed session.

163. B&NES Councillors' reports

Cllr Moss reported:

- The ongoing parking and traffic situation at St Peter's Road and Longfellow Road was constantly under review.
- Some of the trees on the batch at St Peter's Road are to be worked on by a tree surgeon
- The Hollies in Midsomer Norton – there had been a rumour that the B&NES office was to close. This is not the case – there will be officers on site who residents will be able to approach with issues with B&NES
- There is work underway to work with GPs in the area on Local Prescribing, which means helping people with their health and mental

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

health without the use of medication – so being outside and exercising more. He is working on this as part of his role on the Big Local. Cllr Jackson reported that she is on the steering group and the concept is that by encouraging more active living this will improve health and mental health.

Cllr Jackson reported:

- The page on the B&NES website that was offering residents the purchase of trees at the weekend was faulty – several people couldn't collect trees at the time. Also, this is discriminatory as not everyone can access a website to make the purchase.
- A resident of Longfellow Road had concerns about his wife's funeral cortege being able to get out of the street, as he had regular issues with cars parking across his drive. Cllr Jackson had managed to arrange a B&NES officer to be in place to make sure this didn't happen. The cortege went smoothly.
- The residents of St Peter's Road had been advised by B&NES that the gap in the hedge leading to Longfellow Road was not a PROW, so could be blocked. It was pointed out by other Councillors that it was, in fact, a PROW as it had been used as an access point for more than 20 years.
- She had been approached by residents of Shakespeare Road as trees had been planted in front of the bungalows, which would restrict viewpoints when mature.

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

151. Westhill Club

It was reported that the Club is making progress on becoming a registered charity and once that happens, they will have the freehold of the land the club is on, to be held for community purposes in perpetuity. It was pointed out there needs to be an asset lock, in case of the club folding in future, and that the organisation responsible should be the Parish Council.

152. Waterside Valley – Purchase of land

This discussion was held in closed session and is in confidential minutes

The meeting closed at 8:20pm.

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
11th April 2022 commencing at 7pm.**

Present: Cllrs Diana Cooper (Vice Chair, in the Chair), Geoff Fuller, Ron Hopkins, Eleanor Jackson and Pat Williams

Absent: Cllrs James Honess, Steve Pritchard and Bryan Wallbridge

Also attending: Lesley Close, Parish Clerk

141. Apologies for absence and to consider the reasons given
There were no apologies for absence.

142. Declarations of interest and dispensation

- Cllr Jackson in respect of Item 13 Tree Works at Waterside Valley in that she had undergone the process of trying to obtain trees from the B&NES Planting Programme.
- Cllr Diana Cooper declared an interest in item 11 Quotes for work on the pavilion, in that she knows an employee of Foundations Up.

143. Minutes of the last meeting

The minutes of the last meeting held on 14th March 2022 were agreed as a true record and signed by the Chair.

144. Planning applications for consideration

The Committee was happy to support the following application:

22/00607/FUL	Sun Chemicals, Old Pit Road	Creation of new open sided storage facility to follow demolition of existing flat roofed storage facility
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145. Planning Decisions

The Planning decisions were noted.

146. Recreation Ground – Norton Hill

Vandalism to the basket swing was noted. The Clerk would report it to the Police, get quotes for repair/replacement and make an insurance claim if it is under the excess.

147. Recreation Ground - Westhill

- **Proposed dog enclosure**

Resolved: that, after due consideration, a dog enclosure would not be practical and would not solve the problems with dogs at the site.

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council

- **Mobile CCTV at Ash Tree Court update**

It was noted that we are awaiting details of the make/model of the mobile CCTV so that Street Lighting can confirm whether it is possible to mount it on a lamppost.

148. **Waterside Valley update**

- **Feedback on the consultation at the Annual Parish meeting**

The Committee confirmed the feeling at the APM that paths should be for pedestrian/disabled access and not for bikes.

- **Bio Diversity net gain**

Resolved: to go ahead and register Waterside Valley as a site for bio diversity net gain and incorporate this into the emerging Management Plan. Advice on the procedure and schedule to be taken from Miriam Woolnough of Somer Valley Rediscovered.

149. **Allotments update**

Cllr Fuller reported on the recent Westfield Allotment and Garden Society AGM, where Bob Carver was appointed Chair of WAGS and Juliette Millard is Treasurer.

Advice had been requested regarding two small trees on the edge of the site. It was suggested that, since fence panels are being installed, that they are cut down to fence height and kept pruned.

It was noted that more ground is needed for allotments.

Resolved: to request a meeting with the Head of Bath College, Somer Valley Campus to explore their plans for the land and greenhouses formerly used by the horticulture students. Cllrs Fuller, Hopkins and Jackson to attend the meeting on behalf of the Parish Council.

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.

150. **Swing quotes at Norton Hill Recreation Ground**

Resolved: to accept the lowest of the three quotes for more contemporary forms of swings from Kompan, in the amount of £19,691.26, pending funding requests from Awards for All and Sperring Trust.

151. **Quotes for work on the pavilion/garage at Norton Hill Recreation Ground**

Resolved: to accept the quote from Foundations Up for work to the pavilion in the amount of £1956 +VAT and to the garage in the amount of £1880 +VAT

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council

and to put up and take down the flags to the existing brackets for the Jubilee in the amount of £50.

152. Rope swing quotes for Waterside Valley

Resolved: that given the difficulties in finding a company to install rope swings, to not install rope swings across the river. The necessary removal of the existing rope swings which do not meet safety standards was addressed in the item below.

153. Tree work quotes at Waterside Valley

Resolved: (1) to accept the quote from B&NES for the tree works as raised by the Tree Report at a total cost of £2000; (2) to ask B&NES if, whilst on site they would remove the remaining rope swings.

The meeting closed at 8.15pm.

Minutes subject to approval at the next meeting.

Signed **Dated**

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting

Held on Wednesday 20th April 2022 at 7pm at the Oval Office, St Peters Business Park,
Westfield

Present: Cllrs Philip Wilkinson (Chair), Pat Williams, Diana Cooper, Ron Hopkins and Robin Moss.

Absent: Cllrs Geoff Fuller and Bryan Wallbridge

Attending: Cllr Lesley Mansell attended on Zoom.
Lesley Close (Clerk)

111. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr Geoff Fuller and from Cllr Lesley Mansell who was on Zoom.

112. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest.

113. MINUTES OF THE LAST MEETING

Resolved: that the Minutes of the Finance & Personnel meeting held on 23rd March 2022 be agreed and signed as a correct record.

114. MONTHLY ACCOUNTS

Resolved:

- a) Current account held pending year end close down
- b) Corporate Treasury account held pending year end close down.
- c) Business Savings Account held pending year end close down.
Noted that the interest rate at 31 March is 0.55% variable.
- 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.

115. 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: (1) 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 Banking.

(2) that the replacement of the vandalised basket swing at Norton Hill in the amount of £850 be authorised and it was noted that an insurance claim had been made.

Minutes are draft until agreed at the next meeting.

Westfield Parish Council

(3) Noted that in respect of the new swings in the Norton Hill Recreation Ground, funding applications had been made to Awards for All (£10,000), Sperring Charity (£5,000) with the remainder being met by the Parish Council in the amount of £4,691.20.

116. 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.

117. COMMUNITY INFRASTRUCTURE LEVY AND SECTION 106

The report was noted.

Resolved: To check the payment dates and amounts of the CIL payments and report back.

118. CHAIR'S ALLOWANCE 2021/22

Resolved: As requested by the Chair, to pay the Chair's Allowance 2021/22 to Teddy Bear Nursery, PEOPLE Project, Trinity Methodist Church and St Peter's Church in the amount of £150 each.

119. WESTFIELD ACTION PLAN

Resolved: (1) To note the report.
(2) To extend the search for new office premises by contacting Parker Transport, the College and asking the Architect for a quote to extend above or adjacent to the Pavilion at Norton Hill.

120. GRANTS AWARDING POLICY AND CRITERIA

Resolved: To agree the policy and criteria 2022/23.

121. ANNUAL GRANT TO ST NICHOLAS CHURCH

Resolved: (1) To release, on receipt of feedback and a breakdown of costs on the spending of the 2021/22 grant, an award of £2,257 as the 2022/23 grant award to St Nicholas Church for the churchyard upkeep.
(2) To amend the 2018/19 resolution in respect of ongoing grant payments to St Nicholas Church so that it reads, "to budget one third of the costs of the St Nicholas Churchyard maintenance, with an annual increase as appropriate".

Minutes are draft until agreed at the next meeting.

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It was agreed to exclude the press and public on the grounds that in view of the confidential nature of the business to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.

122. FUNDING FOR THE POSSIBLE PURCHASE OF LAND AT WATERSIDE VALLEY

Resolved: To keep this item on the agenda pending more information.

123. TO LOG THE EXTRA WORKING HOURS OF THE STAFF

Resolved: To agree the extra working hours each month of the Clerk and Admin Assistant during this time without a third member of staff in place.

Parish Clerk	15 hours
Admin Assistant	8.5 hours

The meeting closed at 7:25pm.

Minutes are draft until agreed at the next meeting.

APPENDIX 1

Westfield Parish Council

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY

Report for F&P April
SHEET 2022-23-1

REF	DATE	SUPPLIER	DETAILS	TOTAL	postage 4022/1	Civic Expenses 4102/102	Subscriptions 4023/1	Parish Environment 4224/202	Flowers in Public Places 4230/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Community Projects 4232/202	Hospitality 4131/101
DC123	23/3/2022	Lidl	Refreshments APM	£13.27									£11.72
DC124	23/3/2022	High St DIY	Key for flappole	£5.00				£5.00					
DC125	06/04/2022	RBL Shop	Jubilee plaque	144.99				£120.82					
DC126	5/4/2022	Moneysoft	Payroll licence	£90.00			£75.00						
			TOTAL (NET)	£212.54	£0.00	£0.00	£75.00	£125.82	£0.00	£0.00	£0.00	£0.00	£11.72
			VAT:	£40.72			£15.00	£24.17					£1.55
			TOTAL (Gros)	£253.26	£0.00	£0.00	£90.00	£149.99	£0.00	£0.00	£0.00	£0.00	£13.27

Minutes are draft until agreed at the next meeting.

10 Signed Dated

APPENDIX 2

WESTFIELD PARISH COUNCIL PETTY CASHMONTH
SHEETApril
2022-23 - 1

IMPREST VALUE	DATE	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	consumables (Civic Exp) 4102/102	Parish Environment 4224/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Travel & Subsistence 4008/1	Hospitality 4131/101
94.75		Cash b/f	94.75								
	4/4/2022	Biscuits for meeting 29/3	£1.00								£1.00
		TOTAL (NET)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
		VAT:	£0.00								
		Ongoing balance	£93.75								

Minutes are draft until agreed at the next meeting.

Signed Dated

APPENDIX 3

Minutes are draft until agreed at the next meeting.

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APPENDIX 4

Supplier	Details	April	May	June	July	August	Sept	October	Nov	Dec	January	February	March	TOTAL TO DATE
Avon Pension Fund (BACS)	Superannuation	£837.60												£837.60
GPS Telecoms (DD)	Telephone and broadband	£75.35												£75.35
Greensward (BACS)	Grounds maintenance	£2,121.58												£2,121.58
HMRC (BACS)	PAYE and NI	£341.95												£341.95
Oval Commercial (SO-£587.70) the rest BACS	Office Rental	£839.75												£839.75
Oval Commercial (BACS)	Use of Boardroom	£60.00												£60.00
Net Salaries (and expenses) (BACS)	Office staff	£2,652.80												£2,652.80
Public Works Loans Board (DD)	Westhill Play Area	£0.00												£0.00
Ricoh (BACS)	Photocopier	£0.00												£0.00
Southern Electric (DD)	NH Pavilion	£0.00												£0.00
Southern Electric (DD)	Christmas Tree	£252.54												£252.54
SoVision IT (BACS)	IT Support	£169.20												£169.20
Total Gas & Power (DD)	NH Pavilion	£0.00												£0.00
Water2Business (DD)	Auto-watering systems	£91.41												£91.41
Water2Business (DD)	NH Pavilion	£0.00												£0.00
Zoom subscription (DD)	Meeting space	£11.99												£11.99
Monthly Total		£7,454.17	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	

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Signed Dated