

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 March 2022

TO: All Members of Westfield Parish Council

Dear Councillor,

You are summoned to a Meeting of Westfield Parish Council, on **Monday 4th April 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=UTJnaGdIK2Z1MUlid05hWHdzSWJUZz09>

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 March 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 March 2022 (Pages 5-8)**
 - **Finance and Personnel – 23rd March 2022 (Pages 9-16)**
 - **Waterside Valley Working Group – Part 2**
5. **Approval of any items over £5,000 and consideration of any virement**
6. **Queen's Platinum Jubilee**
 - **Plaque at the Silver Birch Trees** – the company who did the plaques on the time capsule stone, Co-op Funeralcare, are unable to provide a plaque within the timescale. There have been no responses from other stonemasons. To consider the attached plaque **(Pages 17-18)**
 - **Bunting and Flags** – the flagpoles at the local shops have been weight tested and we are putting arrangements in place for the flags and bunting to go up. Street lighting response has come in on the day of issuing this agenda **(Page 19)**
7. **Annual Parish Meeting 30/3/22 – feedback**
8. **Outside Bodies reports – for reporting only**
 - **Museum Society (Page 20) (Cllr Mansell)**
9. **Creating Community identity – for reporting only**
10. **Chairman's report - for reporting only**

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

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.

12. Westhill Club – update

13. Waterside Valley – purchase of land – update

WESTFIELD PARISH COUNCIL

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

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

Absent: Cllrs J Honess, L Mansell, R Moss and P Wilkinson.

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

135. Apologies for Absence

Apologies for absence were received and accepted from Cllr Moss.

136. Declarations of interest and dispensations

- Cllr Hopkins declared an interest in item 15 Chairman's report in relation to a meeting with the College Principal. He lives across the road from the College.
- Cllr Fuller declared an interest in item 18 Purchase of Land at Waterside Valley, since he knows the landowners.

137. Minutes of the last Parish Council meeting – 7th February 2022

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

138. Committee and working group reports

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

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

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

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

(c) Waterside Valley Working Group – 2nd March 2022

Feedback was given on the Zoom working group meeting on 2nd March with Andy King of New Leaf Studios and Miriam Woolnough of Somer Valley Rediscovered. It was noted that the next consultation will be at the Annual Parish meeting on 30th March.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

- 139. Approval of any items over £5000 and consideration of any virement**
There were no items over £5,000.

140. Grants

Resolved: to accept the report from Finance and Personnel and award the grants accordingly.

141. Fixed Assets

Resolved: To approve the fixed asset list as recommended by Finance and Personnel on 23rd February.

142. Fun Fair

The two options from the fun fair operators were noted.

Resolved: to accept the Fun Fair to be set up at Norton Hill Recreation Ground for one week from 15th May 2022. Set up will take place from 15th – 17th May and the fair will operate from 18th – 22nd May.

143. Fun Day

Discussion was held around the payment of the licence for the Fun Day, whether to pay the licence despite the fact that there will be no Fun Day this year, as to surrender the licence and renew next year would be more expensive. The question was whether there would be a Fun Day next year. After much discussion it was decided to review the holding of a Fun Day at a future date.

Resolved: it was reluctantly agreed to suspend the licence for a year.

There was a discussion around commemorating the Platinum Jubilee.

Cllr Cooper reported that

- An extra category had been added to the Front Garden Competition of a commemorative garden,
- The flower display in Westfield would be red, white and blue
- A plaque to commemorate the planting of Silver Birches at Norton Hill Recreation Ground to be confirmed.

Cllr Cooper proposed the purchase of flags for the lampposts and bunting for the railings at Elm Tree Avenue. Cllr Hopkins seconded.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

Resolved: to investigate the costs of flags and bunting to be displayed in Westfield.

Cllr Jackson advised that she had been told there would be no service in any of the Westfield churches to celebrate the occasion. She is to check further for any updates.

144. Inspirational Citizen Award

The nominations for Inspirational Citizen had been circulated by email. It was noted that one couple had received 11 nominations from neighbours for their generosity and care and that was the only nomination.

Resolved: to make the Inspirational Citizen award to Mr and Mrs Liddiard.

145. Feedback on the meeting with Will Godfrey of B&NES 22nd Feb

Councillors gave feedback on the tour of Westfield with Will Godfrey on 22nd February and felt that the meeting had been very positive.

Resolved: to write a letter of thanks to Mr Godfrey for his time and interest in the parish.

146. Public Rights of Way maintenance

An offer had come from B&NES for the Bath Ramblers Volunteer Group to help with the maintenance of some of the public rights of way, eg repair of gates or stiles, installation of sign posts, waymarking.

Resolved: to highlight Waterside Valley as an area that could be improved by this group of volunteers and use their services.

Council had been advised by Stephen Burrell of B&NES that installation of the lighting on the Pit Path towards Midsomer Norton was to begin. The map was shared of where B&NES were putting the lights.

Resolved: to respond to Stephen Burrell with a map showing where the Parish Council thought the lights should be. Cllr Fuller to advise.

147. Outside Bodies reports

Radstock Museum - Cllr Jackson reported that there is to be an exhibition of the history of Methodist Churches from September to November.

Somer Valley Forum - Cllr Jackson gave a report from the recent meeting, advising that one thing to look out for was that the Fire Service gave a report advising that arson is on the increase in the area.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

Mardons - Cllr Cooper reported that the space above Mardons was being marketed as residential units. It was noted that there had been no submission to planning at B&NES for change of use.

148. **Creating Community Identity**

There was nothing to discuss under this item.

149. **Chairman's report**

Cllr Fuller reported on the meeting with himself, the Principal of Bath College, Jayne Davis, a resident that lived adjacent to the college and Cllr Jackson. The resident had complained about students using the private road to cut through to the college grounds. There was a fence that had fallen and had been down for some time. It was noted that that fence had been restored by the time of this meeting.

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

Cllr Jackson reported there to be a Full Council meeting at B&NES on 24th March.

She advised councillors of Radstock Town Council's efforts to save the Trinity Methodist Church building and asked Councillors to support this by signing an online petition.

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**

Resolved: to accept the recommendation from the Environment and Development Committee to take on board the advice of the solicitor and to assist the Club via grant funding if necessary. To meet with Trustees to offer that assistance.

152. **Waterside Valley – Purchase of land**

The surveyor's report on the parcel of land was noted.

Resolved: to meet with the current owners to discuss the purchase.

The meeting closed at 8.25pm.

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 March 2022 commencing at 7pm.

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

Also attending: Sam Plummer Youth Connect South West; Lesley Close, Parish Clerk and Tracey Stephens, Admin Assistant

127. Apologies for absence and to consider the reasons given

There were no apologies for absence.

128. Declarations of interest and dispensation

There were no declarations of interest.

129. Minutes of the last meeting

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

130. To welcome Sam Plummer, Youth Connect South West

Sam gave an overview of the work of Youth Connect in the whole area. In Westfield the group is now meeting again, since the covid lockdown, in the Trinity Methodist church hall. There was a drive to engage young people in the age group 11-13 which has been successful. Sessions usually see between 20 -25 people attending.

131. Planning applications for consideration

There were no objections to the following applications:

22/00408/FUL	22 Highfields	Ground floor infill, front elevation dormer extension and internal alterations
22/00807/FUL	1 The Dring	Erection of side extension, replacement porch and replacement garage
22/003832/FUL	95 Waterford Park	Single storey front extension
22/00890/FUL	66 Waterford Park	Erection of rear conservatory
22/01035/FUL	15 St Peter's Road	Erection of single story rear extension

22/01029/CONSLT – Consultation request for Mendip Council application 2021/1480/OTS. The following response was agreed:

Westfield Parish Council raises the following strong objections to the proposed 270 dwellings which are within half a mile of its boundary.

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council

1. Lack of highways infrastructure to support this level of housing. The A367 is already at capacity, as evidenced in the Westfield Neighbourhood Plan. On a good day when there are no rubbish collections or works on the highway, traffic on the A367 crawls in a stop / start fashion for at least three hours a day. Once a week when the rubbish collection lorries are out, this narrow stretch of the A367 is gridlocked for any length of time. And when there is a traffic jam in Radstock, or works to the highway in the vicinity, then the entire length of the A367 from Radstock to the White Post roundabout is at a stand still.
2. A major result of the stop / start traffic is the high level of pollution through Westfield. Westfield Primary School has a playground directly adjacent to the A367. The impact on children's health is a deep concern, which gets ignored when planning applications of this type are submitted.
3. Lack of wider infrastructure to support this level of housing. Doctors / Dentists / Hospitals are all at capacity.
4. This is not a sustainable location for housing. The work opportunities are not local and residents of these houses would be commuting to Bristol.
5. In terms of education, there is not capacity in the special needs schools to accommodate this level of housing.

Finally, please would you consider these strong objections not only in relation to the proposed 270 dwellings, but also in the context of the proposed housing developments alongside this one which will result in over 345 homes in total – nearly an extra one thousand cars travelling through Westfield daily.

22/01075/FUL – 3 Ruskin Road

Committee objected to the application on the grounds of safety – the vehicle access crosses a public footpath, potential damage to the nearby tree and loss of grass amenity.

132. Planning Decisions

The Planning decisions were noted.

133. Recreation Ground – Norton Hill

- **Quotes for swings**

Resolved: to wait for a third quote and consider at the next meeting.

- **Replacement of 2 swing joints**

Resolved: to accept the quote from GB Sports and Leisure for £391.90

- **Update on Silver Birch tree planting**

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council

Resolved: to bring this year's tree reports forward and ask B&NES for a long-term view on the health of the Ash trees and then make a decision to remove them or move the Silver Birch trees.

134. Recreation Ground - Westhill

- **Proposed dog enclosure**

Discussion was held around if there was to be a dog enclosure, what size the enclosure would be and where it would be situated.

Resolved: To take a presentation board to the Annual Parish meeting to get the views of residents that attend.

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

It was reported that B&NES hadn't yet answered the questions around putting the mobile CCTV on a lamppost at Ash Tree Court.

135. Waterside Valley update

It was reported that the trampoline and goal posts that were left on the land had now been removed by residents.

Andy King had asked committee to consider a couple of questions for the draft Management Plan:

Grazing v grass cutting

It was felt that grazing is really not an option on the site. Therefore, the only option is grass cutting and the Committee was aware that with dogs running through the valley it would not be possible to sell the grass for hay – so there would therefore be a cost implication on the Parish Council. The Committee started thinking about cost effective means of cutting the grass twice a year and the possibility of working with a farmer, producing haylage / silage. The opportunity to purchase a cutting machine with neighbouring towns/parishes was thought to be a good idea and thoughts were raised at the uneven state of the ground and the type of machine which would be required to handle it.

Pathways and cyclists

The Committee was strongly in favour of an accessible route through the valley. There was concern that sharing a cycle and pedestrian footpath could lead to accidents and a suggestion that cycles are not allowed through the valley.

136. Request for a planter at Shakespeare Road

Cllr Jackson advised that this was in hand with permission from B&NES and two planters had been provided.

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield 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.

137. Swing quotes at Norton Hill Recreation Ground

Resolved: to wait for a third quote and consider at the next meeting

138. Quote for replacement of two swing joints on the basket swing

Resolved: to accept the quote from GB Sports and Leisure for £391.90

139. Rope swing quotes for Waterside Valley

It had been proving difficult to find a company that would quote for the items and the work.

Resolved: to investigate further and consider at the next meeting

140. Tree work quotes at Waterside Valley

There had not yet been any interest in the work there.

Resolved: to investigate further and consider at the next meeting

The meeting closed at 8:25pm.

Minutes subject to approval at the next meeting.

Signed **Dated**

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting

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

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

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

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

99. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs Geoff Fuller and Ron Hopkins and from Cllr Robin Moss who was on Zoom.

100. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest.

101. MINUTES OF THE LAST MEETING

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

102. MONTHLY ACCOUNTS

Resolved:

- a) that the February monthly statement for the Current account be agreed;
- b) that the February monthly statement for the Corporate Treasury account be agreed;
- c) that the February 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.

103. 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 Banking.

Minutes are draft until agreed at the next meeting.

Westfield Parish Council

104. 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.

105. ANNUAL CREDITORS AND BAD DEBT REPORTS

The report was noted.

107. REVIEW OF FINANCIAL CONTROLS

Resolved: That the updated Treasury Management Policy and the Code of Corporate Governance be agreed and recommended to the Parish Council at the meeting in May

108. REVIEW OF OTHER POLICIES

Resolved: That the Expenses Policy Anti-fraud and Confidential Reporting policies be agreed and recommended to the Parish Council at the meeting in May.

109. OFFICE PREMISES

In preparation for the potential need to move offices, the Clerk has looked at a possible office on the trading estate and is awaiting more information regarding the division of the space and the cost.

110. SALARY SCALES FOR 2021-22

Resolved: That the salaries be increased in line with the NALC cost of living award notice and back-dated to April 2021, with the appropriate back pay for the former Finance Officer, Emily Merko.

The meeting closed at 7:25pm.

Minutes are draft until agreed at the next meeting.

Signed Dated

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY

Report for F&P - March
SHEET 2021-22 - 12

REF	DATE	SUPPLIER	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	Subscripti on	Parish Environment 4024/1	Flowers in planters 4025/1	N/H maintenance	W/H Maintenance 4026/1	Community projects 4232/202	Hospitality 4131/101	Gas & Heating Oil
DC120	3/3/22	B&NES	Non-Domestic Business Rates	£82.26								£82.26		
DC121	8/3/2022	Viking	Stationary	£201.31		£201.31								
DC122	17/3/2022	Total Gas & Power	Norton Hill Pavilion Gas Bill	£99.54										£94.80
DC123	23/3/2022	Lidl	Refreshments APM	£13.27									£11.06	
DC124	23/3/2022	High St DIY	Key for flagpole	£5.00				£5.00						
			TOTAL (NET)	£287.58	£0.00	£189.26		£5.00				£82.26	£11.06	£94.80
			VAT:	£14.26		£12.05						£0.00	£2.21	£4.74
			TOTAL (Gross)	£301.84		£201.31						£82.26	£13.27	£99.54

Minutes are draft until agreed at the next meeting.

Signed Dated

APPENDIX 2

WESTFIELD PARISH COUNCIL PETTY CASH

MONTH March
SHEET 2021-22 - 12

IMPREST VALUE	DATE	DETAILS	TOTAL	printing & stationary	Health & Safety	Parish Environment	Postage	N/H maintenance	W/H Maintenance	Hospitality
£98.00	1/3/2022	Cash in Hand	£98.00							
	14/3/2022	Biscuits for Westhill Club Meeting	£1.75							£1.75
	24/3/2022	Pat William's postage for F&P Agenda	£1.50				£1.50			
		TOTAL (NET)	£2.96	£0.00	£0.00	£0.00	£1.50	£0.00	£0.00	£1.46
		VAT:	£0.29				£0.00			£0.29
		Ongoing balance	£94.75				£1.50			£1.75

previously reported

added since agenda was
circulated

Minutes are draft until agreed at the next meeting.

Signed Dated

APPENDIX 3

Invoices for payment MARCH

Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
24/02/2022	Ignyte Media Ltd	Westfield Warbler	4212/102	B#1861	£1,000.00	£200.00	£1,200.00
28/02/2022	Signefex Ltd	Waymarker Signs for Heritage Walks	4227/202	B#1862	£181.80	£36.36	£218.16
03/01/2022	Oval Commercial Investments Ltd	Boardroom Hire February	4131/101	B#1863	£80.00	£16.00	£96.00
28/02/2022	Greensward Sports Consultancy	Monthly Grounds Maintenance February	4039/307 & 4039/308	B#1864	£2,121.58	£424.32	£2,545.90
03/01/2022	Oval Commercial Investments Ltd	Suite 4 Office Rent	4013/1	B#1865	£350.00	£70.00	£420.00
23/02/2022	Water2Business	Water to Norton Hill Pavillion	4012/308	B#1866	£247.45	£0.00	£247.45
28/02/2022	A F Denning Ltd	Portable Appliance Testing at Norton Hill Rec, garage & offices	4018/1	B#1867	£78.00	£15.60	£93.60
02/03/2022	Colin Thompsons & Sons	Open Jammed Changing Room Door	4062/308	B#1868	£150.00	£30.00	£180.00
08/02/2022	Ashridge Nurseries	14 x Silver Birch Trees for Norton Hill Recreation Ground	4227/202	B#1869	£756.00	£151.20	£907.20
04/03/2022	Fireshield MAS Fire Protection Ltd	Fire Extinguisher services at Norton Hill Recreation Ground	4018/1	B#1870	£44.00	£8.80	£52.80
03/09/2022	A & L Couriers	Westfield Warbler Delivery	4212/102	B#1883	£400.00	£0.00	£400.00
						TOTAL	£6,361.11

Added since the agenda was distributed:

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

17/3/2022	Apex Alarms	Replacement of Emergency Lights in Norton Hill Pavilion	4062/308	B#1884	£148.00	£29.60	£177.60
22/03/2022	ALCA	Membership Renewal	4024/1	B#1885	£589.44	£0.00	£589.44
18/03/2022	SoVISION IT	IT Support Monthly Bill	4027/1	B#1886	£169.20	£33.84	£203.04
20/03/2022	Youth Connect South West	Youth Work Sessions in Westfield - Year 2	4237/202	B#1887	£2,660.54	£532.11	£3,192.65
22/03/2022	ALCA	Annual Subscription to ALCA	4024/1	B#1888	£949.63	£0.00	£949.63
21/03/2022	Zonkey	Domain Renewal	4210/102	B#1889	£24.00	£4.80	£28.80
					TOTAL	£5,141.16	

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

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	£1,096.09	£0.00	£90.00									£1,186.09
Avon Pension Fund	Superannuation	£879.56	£879.56	£879.56	£879.56	£1,155.54	£870.40	£870.40	£870.40	£1,006.11	£887.36	£887.36	£1,078.62	£11,144.43
GPS Telecoms	Telephone and broadband	£67.93	£66.10	£68.56	£67.18	£67.07	£66.94	£71.68	£66.30	£66.49	£65.14	£66.70	£0.00	£740.09
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	£2,121.58	£0.00	£23,337.38
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	£562.41	£4,262.38
Oval Commercial	Office Rental	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£10,077.00
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	£0.00	£80.00	£200.00
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	£3,341.28	£35,560.75
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	£0.00	£0.00	£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	£156.68	£0.00	£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	£0.00	£147.19	£478.31

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Signed Dated

Westfield Parish Council

Southern Electric	Christmas Tree	£0.00	£0.00	£28.29	£0.00	£0.00	£0.00	£0.00	£30.60	£0.00	£0.00	£31.36	£118.54
SoVision IT	IT Support/Provider	£0.00	£169.20	£169.20	£169.20	£169.20	£169.20	£169.20	£169.20	£169.20	£169.20	£169.20	£1,534.20
Total Gas & Power	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£47.52	£52.91	£0.00	£0.00	£0.00	£0.00	£99.54	£246.58
Water2Business	Auto-watering systems	£0.00	£0.00	£0.00	£0.00	£57.71	£23.17	£0.00	£0.00	£0.00	£25.12	£91.41	£197.41
Water2Business	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£247.45	£247.45
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	£143.88
Monthly Total		£7,204.61	£8,197.07	£7,202.88	£11,163.52	£8,590.85	£7,394.74	£7,468.28	£7,178.56	£7,983.41	£10,947.22	£7,443.86	£6,700.20

This amount plus one off payments

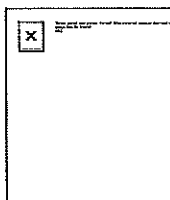
Highlight if over £5000 as this requires full Parish Council approval

Minutes are draft until agreed at the next meeting.

Signed Dated

Parish Clerk

From: Royal British Legion Industries <PlatinumJubilee@rbli.co.uk>
Sent: 22 March 2022 09:07
To: Parish Clerk
Subject: Planting a Tree for the Jubilee



Planting a Tree for the Jubilee

Dear Ms Close,

I hope this email finds you well. I am writing to you from **Royal British Legion Industries** about getting your council involved in **The Queen's Green Canopy** project.

The Queen's Green Canopy is a unique tree planting initiative created to mark Her Majesty's Platinum Jubilee in 2022, with organisations, local authorities, schools and individuals across the country being invited to **'Plant a Tree for the Jubilee'**.

As you may already know, RBLI provides stable, permanent employment for the country's most disadvantaged veterans and those with disabilities. We feel honoured to announce that our social enterprise factory, Britain's Bravest Manufacturing Company, has been **selected as an approved supplier of plaques** to commemorate the planting of trees (pictured below):



As part of their employment, our veterans will be producing and fulfilling these Corten Steel plaques, and in doing so, will learn vital metalwork skills that they can take with them when seeking further employment in their career.

As the nation prepares to honour Her Majesty's Platinum Jubilee, I am hoping that your council will join the hundreds of others across the country in planting a tree and displaying a veteran-made plaque to commemorate.

Not only will you be supporting a fantastic green initiative, but every penny of your purchase will fund the employment and support for veterans, their families and people with disabilities.

You can buy a plaque [through our online shop](#), or if you wish to pay by cheque or BACs, you can do so by [downloading our order form](#).

ROYAL BATH LONDON

https://bathshop/products/queen-green-canopy-plaque

HOME OF THE TOMMY

All Products ▾ Special Edition Collections ▾ Platinum Jubilee 2022 Queen's Green Canopy Council & Business ▾ Join the Tommy Club

The Queen's Green Canopy Plaque

£110.99


Tax included. Shipping calculated at checkout.

Size: A5 (148.5mm x 210mm) ▾ Stakes: Without Stakes ▾

Quantity: 1

ADD TO CART

BUY IT NOW



THE QUEEN'S GREEN CANOPY
THE PLATINUM JUBILEE 2022

PLANT A TREE FOR THE JUBILEE

Made and fulfilled by veterans

FREE SHIPPING

100% of proceeds fund RBL's work to support veterans and those with disabilities.

We use cookies and similar technologies to provide the best experience on our website. [Privacy Policy](#)

Get it

ROYAL BATH LONDON

https://bathshop/products/queen-green-canopy-plaque

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Get it

Parish Clerk

From: Stephen Burrell <Stephen_Burrell@BATHNES.GOV.UK>
Sent: 25 March 2022 15:35
To: Parish Clerk; Jessica Weymouth
Subject: RE: Banner Flags on lampposts for the Jubilee
Attachments: ETA603 Signs_Westfield.doc

Hi Lesley

Please see link <https://www.bathnes.gov.uk/services/streets-and-highway-maintenance/lighting/street-lighting/attachment-banners-street-lighting> which details the process involved.

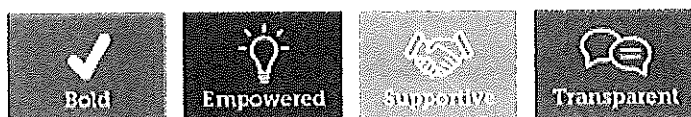
In the first instance can Westfield Parish provide details of the proposed banner installation on the attached form, with a list of the proposed lamp columns to be used and provide details of the proposed fixings and company to be engaged for this project. Once these details are received Highways will assess the proposal and advise if additional structural testing of the lamp columns is required prior to the banners being fitted. Please note that 3 months lead in time is required to allow for any necessary structural testing.

Kind regards

Stephen Burrell
Principal Engineer Street Lighting
Highways Maintenance & Drainage, Environmental Services
Bath & North East Somerset Council

Email: stephen_burrell@bathnes.gov.uk
Phone: 01225 39 5157
Mobile 07530 263613
www.bathnes.gov.uk
www.twitter.com/bathnes

Improving People's Lives



Please consider the environment before printing this email

From: Parish Clerk <parishclerk@westfieldparishcouncil.co.uk>
Sent: 23 March 2022 09:59
To: Jessica Weymouth <Jessica_Weymouth@BATHNES.GOV.UK>; Stephen Burrell <Stephen_Burrell@BATHNES.GOV.UK>
Subject: FW: Banner Flags on lampposts for the Jubilee

Morning Jess and Stephen

Please would you kindly advise on using lampposts for banner flags for the Queen's Jubilee, as per the email below?

Many thanks,

Radstock, Midsomer Norton and District Museum Society

Trustees AGM 3 March 2022

This is the first meeting to take place face to face since February 2020.

Chair It was announced that Dennis is standing down after 8.1/2 years the role. He was thanked for his service.

Election of chair – Steve Clews was elected unopposed.

Chairs Report – It was announced that funding had been received for education purposes.

Money had also been left as legacies and the Society can claim back tax paid on the estate for this. It was uncertain how this could be done.

LM found there is an online form that needs to be completed for HMRC.

Donations – A number of books have been left to the society.

There are also 102 folders of old newspapers which are disintegrating.

There are copies on microfish in the Bath Record Office who originally donated them to the Society.

There is a process to follow in that these must be offered to other organisations if they are no longer required.

It was uncertain if there is storage space for them at this point.

Storage Space - There was a discussion about how to create more space in the building. This will be costly and the estimate is for around £12,000.

Insurance – This needs to be reviewed. Loan items are usually covered by the lender's insurance.

The Society needs to determine what level of cover is required for its specialist items. This is complex. The treasurer will bring back a report on this.

Cllr Lesley Mansell

Westfield Parish Council

March 2022

