

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

22nd June 2022

TO: All Members of Westfield Parish Council

Dear Councillor,

You are summoned to a Meeting of Westfield Parish Council, on **Monday 4th July 2022** at 7pm at the **Oval Office Boardroom, Cobblers Way, Westfield.**

A handwritten signature in black ink, appearing to read 'L Close'.

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 – 6th June 2022**

To confirm and sign as a correct record the minutes of the Parish Council Meeting. **(Pages 1-5)**

4. Committee and Working Group reports

To note the minutes of the Committees and Working Groups below:

- **Environment and Development – 13th June 2022 (Pages 6-9)**
- **Finance and Personnel – 22nd June 2022 (Pages 10-16).**

5. Approval of any items over £5,000 and consideration of any virement

6. Outside Bodies reports – for reporting only

7. Creating Community identity – for reporting only

8. Chairman’s report - for reporting only

9. 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.

10. Purchase of land at Waterside Valley (Page 17)

WESTFIELD PARISH COUNCIL

Minutes of the Meeting of the Council held at the Oval Office
Monday 6th June 2022 commencing at 7.00pm

Present: Chair: Cllr G Fuller
Cllrs: D Cooper, J Honess, R Hopkins, E Jackson, B Wallbridge,
P Wilkinson and P Williams

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

Absent: Cllrs: L Mansell and R Moss

25. Apologies for absence and to consider the reasons give

- Apologies for absence were received and accepted from Cllrs Mansell and Moss.
- It was noted that Cllr Pritchard had resigned from the Parish Council and that the notice had been published to invite people to call for an election.

26. Declarations of interest and dispensations

There were no declarations of interest.

27. Minutes of the Parish Council meeting – 3rd May 2022

Resolved: the minutes of 3rd May 2022 were agreed and signed as a correct record.

28. Committee and Working Group reports

(a) Environment and Development Committee – 9th May 2022

Resolved: That the Minutes of the Environment and Development meeting held on 9th May 2022 be noted.

A request had been made for the use of the toilets at Norton Hill Pavilion during a protest with a local company.

Resolved: not to allow access to the toilets as they are a facility for use by hirers of the recreation ground and not a public facility.

(b) Finance and Personnel Committee – 18th May 2022

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

Resolved: That the Minutes of the Finance and Personnel meeting held on 18th May 2022 be noted. It was noted that Finance and Personnel meetings will be held at 10am instead of 7pm in future.

(c) Waterside Valley Working Group.

The discussion was held in section 2 (confidential).

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

There were no items over £5,000

30. Annual review of the Code of Corporate Governance

Resolved: to agree the Code of Corporate Governance as recommended by the Finance and Personnel committee

31. Fixed Asset Register

Resolved: to agree the Fixed Asset register as recommended by the Finance and Personnel committee

32. To receive the Internal Audit Report

It was noted that under the heading 'Overall Conclusion' the statement "...controls could and should be further strengthened to safeguard not only public funds, but individual members of staff" .

Resolved: (1) to check the meaning of that statement.
(2) To receive the Internal Audit Report as recommended by the Finance and Personnel Committee

33. Annual Governance Statement 2021-22

Resolved: To agree the assertions into the Annual Governance Statement, as recommended by the Finance and Personnel Committee.

34. To agree the Accounting Statements 2021-22

Resolved: To agree the Accounting Statements 2021/22 as recommended by the Finance and Personnel Committee.

35. To agree the year end accounts

Resolved: To agree the Year end accounts as recommended by the Finance and Personnel Committee.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

36. To agree the dates of the period for the exercise of public rights

Resolved: To agree the dates of the period for the exercise of public rights as 13th June 2022 to 22nd July 2022 as recommended by the Finance and Personnel Committee

37. Parish Charter Review

The comments made by the staff on the review were noted and agreed and there was nothing further to add.

Resolved: To send the comments to B&NES.

38. Waterside Valley draft management plan

The draft plan was laid out for Councillors to see before the meeting and points made by Miriam Woolnough were noted.

Resolved: (1) To make enquiries for a local farmer to cut the grass
(2) To agree the draft Plan goes out to public consultation – to add flyers or use the middle pages of the Westfield Warbler for delivery in August inviting people to consultation days/evenings.
(3) To include Youth Connect South West in the consultation process.

39. Fun Fair at Norton Hill Recreation Ground

Feedback was given on the response to the fun fair's visit in May. It was felt that it had been a very successful event, lifting people's spirits after the last two years.

It was noted that there had been an excessive number of posters going up in places that they shouldn't have been, according to the hire regulations. There had been minimal damage to the ground, resulting in the cost of £1,100 for field repair.

The Council thanked the Clerk for the work that she had done on facilitating the event.

Resolved: (1) to return the bond of £1300 in full, requesting that next year's posters read " Sponsored by Westfield Parish Council"
(2) A letter to be sent to the local town and parish councils with an apology for the profusion of posters that had been put up and assuring them that it will be reiterated next year that that cannot happen.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

(3) Cllr Jackson to provide a copy of the B&NES regulations regarding posters in conservation areas for the funfair organisers next year.

40. Outside Bodies reports

There were no Outside Bodies reports.

41. Creating Community Identity

There were no items to discuss.

42. Chairman's report

Cllr Fuller said that it was a pleasure to have been voted in as Chair again and he will continue to support Westfield Parish Council. He noted again the success of the Funfair, bringing people into Westfield from far and wide.

43. Bath and North East Somerset Councillors' reports

Cllr Jackson reported that:

- How excellent the service from the NHS is in emergency situations, from local GPs to the RUH
- She reported that the services of the contractors in our social care facilities are being taken back in-house at B&NES.
- She is continuing to campaign to retain the 82 bus service as WECA are looking to discontinue the service. She said it is heavily used by less able people in the parish.
- Planning –new staff in planning at B&NES started work this week.

Cllr Hopkins raised a question under planning asking why the officers have asked the developers at the Shambles to have a specific type of window, which is prohibitively expensive and has caused the development to come to a stop. Cllr Jackson advised that she is currently negotiating with the officer concerned.

Resolved: to write to Simon de Beer of B&NES Planning to advise that Westfield Parish Council find it unacceptable that a condition is added by an officer at such a late stage that makes the development unviable. That the building will be left as an unfinished eyesore on the edge of Westfield.

Cllr Hopkins raised the issue of speeding on the A367 and the fact that electronic devices register the speed limit as 20mph from the Co-op to the Recreation Ground.

Resolved: To write to the Police pointing out this anomaly.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

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.

44. Confidential minutes of the Parish Council meeting on 3rd May 2022

Resolved: the confidential minutes of the Parish Council meeting on 3rd May were agreed as a true record.

45. Purchase of land at Waterside Valley

The email from the owner of the land was noted.

Resolved: to respond advising that the previous offer is as much as the Parish Council is prepared to make as it is a true reflection of the value of the land.

46. Protocol for marking the death of a senior national figure

The B&NES Protocol was noted.

Resolved: (1) to purchase 2 x books of condolence.

(2) the flag be put at half mast with floral tributes invited around its base.

The meeting closed at 8:30pm

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 13th June 2022 commencing at 7pm.

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

Absent: Cllr James Honess

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

15. Apologies for absence and to consider the reasons given

Apologies were received from Cllr Honess and accepted.

16. Declarations of interest and dispensation

Cllr Hopkins declared an interest in item 14 on the agenda – allotments – as he lives across the road from the college.

17. Minutes of the last meeting

The minutes of the last meeting held on 9th May 2022 were agreed as a true record and signed by the Chair.

18. Planning applications for consideration

There were no objections to the following application:

22/01681/FUL	Integrity Print, First Avenue	Siting of 4 x 40ft containers and 3 x 20ft containers for long term storage on existing gravel area
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Cllr Jackson gave an update on progress on the development at RADCO.

19. Planning Decisions

There were no planning decisions to note.

20. The Shambles

Cllr Jackson reported that the planning issues have been resolved and Fishlock and King are to continue with the development.

21. Recreation Ground – Norton Hill

Minutes subject to approval at the next meeting.

Signed Dated

Westfield Parish Council

There were no items to discuss.

22. Recreation Ground - Westhill

- **Mobile CCTV update**

The Clerk reported that she had received the information required on the spec of the camera and would give that to B&NES to get authorisation to fit it.

- **Play inspections**

Resolved: (1) to accept the quote from Signefex for a new sign at the BMX track at a cost of £162.50 + VAT.

(2) to accept the quote from GB Sport and Leisure for repairs to the pick-up sticks of £1085.33 + VAT. It was noted that the item is becoming more expensive to repair and would reach end of life at some point.

- **Litter bin/dog bin audit**

Resolved: to accept the quote from Greensward for £875.75 + VAT for 5 bins for Westhill and Norton Hill.

23. Planter at Wesley Avenue

The quote from Foundations Up for a brick surround to the planter was discussed and a cost of around £4,500 was approved.

Resolved: to discuss further with Foundations Up

24. Noticeboards at Elm Tree Avenue and Nightingale Way

Resolved: to accept the quote from Jody Gillick of £445 for redecoration of two noticeboards

25. Waterside Valley

- **Request to bring digger onto land behind 22 Birch Road**

A request had been received to bring a digger onto Waterside Valley in order to build a retaining wall at 22 Birch Road, where the garden was falling into the valley.

Resolved: to allow the access providing the appropriate health and safety measures were taken into account and that no debris was left after the work.

- **Consultation Plan**

A proposed consultation plan was presented on the draft Master Plan:

Minutes subject to approval at the next meeting.

Signed Dated

Westfield Parish Council

JUNE/JULY

Liaise with Youth Connect South West for comments from the young people on the draft plan. Do this before the schools break up.

AUGUST

Centre pages of the Warbler to display the invitation to comment on the draft plan. The Warbler is being distributed w/c 15th August

Put up Facebook posts, Twitter, notices on the noticeboards, email the Waterside Valley Volunteer Group

SEPTEMBER

Two consultation session in the fortnight commencing 5th September. One morning at Mardons and the other in an event at the Methodist Church Hall. Arrange for Andy King to be at both events for an hour at each.

In the meantime, have the plan on display at the Parish Council office for drop in comments (unmanned)

Resolved: to approve the consultation plan.

- **Bristol Avon Catchment Market (BACM)**

It was noted that BACM were looking for pilot schemes and were offering free of charge Bio Diversity Gain surveys.

Resolved: to put in an Expression of Interest for BACM to undertake a Bio Diversity Net Gain survey of the water course.

26. Climate emergency

- **Re-wilding at Cobblers Way**

A suggestion had been received from a resident to re-wild the green area at Cobblers Way.

Resolved: Not to re-wild this particular area as it was felt that, while supporting the ethos of encouraging wildlife, the land at Upper Court was not an inappropriate area to do so.

- **Grass cutting of verges in Westfield**

A complaint had been received regarding the area at Wesley Avenue, junction with Ruskin Road. It was felt that the scheduling of cutting around this area was insufficient due to the likelihood of increased dog mess left and the aesthetic appearance of the patches of land.

Resolved: to pass on the complaint to B&NES with a request to increase the scheduling of cutting the area and to advise the resident that we had done so.

27. Allotments – update on meeting with college

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council

The meeting did not take place but the principal had forwarded an update of items of interest at the college which were noted. The meeting would be re-scheduled.

28. Events

- **Funfair**

Resolved: to approve the Letting Agreement for next year and to arrange to meet with Shaun Rogers around a month beforehand to discuss and reiterate the need to put the posters up according to the agreement.

- **Christmas lights** - there was no update available with regard to extending the lighting display along Wells Road

29. Condition of Lincombe Road

Cllr Jackson reported that Lincombe Road urgently needs resurfacing.

Resolved: to send a request to Highways for a new road surface.

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.

30. Westhill Club

Resolved: (1) to ask Neil Howlett to liaise directly with the Club's advisor regarding the Club's constitution.

(2) to instruct Neil Howlett to draw up a restrictive covenant for the land that the club agrees to enter into.

The meeting closed at 8:05pm

Minutes subject to approval at the next meeting.

Signed **Dated**

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting
held at The Oval Office on Wednesday 22nd June 2022 at 10am

Present: Cllr Phil Wilkinson (Chair), Cllrs Diana Cooper, Geoff Fuller, Ron Hopkins
Robin Moss and Patricia Williams (Vice Chair).

In Attendance: Lesley Close, Clerk

19. Apologies for absence

Apologies were received from Cllrs Lesley Mansell.

20. Declarations of interest and dispensations

There were no declarations of interest.

21. Minutes

Resolved: that the Minutes of the Finance & Personnel meeting held on 18th May 2022 be agreed and signed as a correct record.

22. Monthly Accounts

Resolved:

- a) that the April- May monthly statements for the Current Account be agreed with the amendment of £233.77 to Westfield Primary School which appeared to have been entered twice.
- b) that the April- May monthly statement for the Corporate Treasury accounts be agreed;
- c) that the April-May monthly statements for the Business Savings account be agreed;
- d) that the summary of debit card transactions since the last meeting (Appendix 1) be agreed.
- e) that the summary of petty cash spending since the last meeting be agreed. (Appendix 2)

23. Notification of the dates of the period for the exercise of public rights

Resolved:

- (1) To note that the notice for the dates of the period for the exercise of public rights had been advertised on the website and noticeboard.
- (2) It was further noted that the Internal Auditor had confirmed that all comments were included in the body of his report.

24. 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 (attached as Appendix 3), that the invoices and the BACS authorisation sheet be signed accordingly

Minutes are draft until agreed at the next meeting.

Westfield Parish Council

and that the BACS payments be made by two councillors remotely via online banking.

The Committee received the quote from B&NES for the conversion of three lampposts for Christmas Lights in the amount of £955.45.

Resolved: To accept the quote from B&NES in the amount of £955.45

25. **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 schedule of payments be agreed (attached as Appendix 4) and that the invoices and the BACS authorisation sheet be signed accordingly. That the BACS payments be made by two councillors remotely via online banking.

26. **Update on the insurance claim for the vandalised basket swing**

The claim had been paid in the amount of £725 with £125 excess.

27. **Funding for the swings at Norton Hill Recreation Ground**

Noted that evidence was being gathered to re-submit the application to Awards for All.

28. **Annual Review of IT and Cyber Security**

The stepped approach to achieving Cyber certification was discussed.

Resolved: To replace the two desktop computers and the laptop at a cost of £2,047 to enable the Parish Council to improve cyber security.

29. **Book of Condolences**

Four quotes were presented to the Committee.

Resolved: To purchase two Books of Condolences from John Lewis at £20 each.

30. **Office premises update**

The Architect had visited the office and the Pavilion. The costs of building upwards are likely to be much higher than a side extension and given that the office should be accessible, the cost of a lift would be significant. One option appeared to be to build the office on the footprint of the existing garage and create a storage area behind the pavilion for the items kept in the garage.

Resolved: To find a solution which includes a meeting room and therefore to ask the Architect to quote on the basis of a 20 person meeting room and office as a side extension to the pavilion, taking down the garage and building a storage to the back of the pavilion. This should be requested urgently.

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.

29. **Office Structure**

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

The report of the Clerk was received.

Resolved: That the proposed structure be agreed as follows

1. The Parish Clerk increases working hours from 20 to 25 to embody some of the finance items.
2. The Admin Assistant becomes the Deputy Clerk and increases her working hours from 16 to 18 per week at a salary scale of sp13 within the sp13 – 23 band.
3. An Admin Assistant be recruited for 12 hours a week at sp7 within the sp7-12 band.
4. The job descriptions be agreed.

The meeting closed at 10.45am.

Minutes are draft until agreed at the next meeting.

12 Signed Dated

Westfield Parish Council

APPENDIX 3

ayment JUNE

Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
25/05/2022	DCK Accounting Solutions	Year end accounts	4058/1	1936	£375.00	£75.00	£450.00
26/5/2022	Legionella Control	Water testing	4018/1	1937	£108.50	£21.70	£130.20
31/5/2022	Greensward	Ad hoc works at Trust Grounds	4062/307-308; 4227/202; 4039/307-	1938	£660.00	£132.00	£792.00
13/6/2022	B&NES	VAT on payment for grass cutting	4225/202	1941	£0.00	£261.58	£0.00
1/6/2022	GB Sport and Leisure	Remove old basket swing and fit new	4064/308	1942	£255.00	£51.00	£306.00
1/6/2022	GB Sport and Leisure	Purchase new basket swing	4064/308	1943	£595.00	£119.00	£714.00
10/6/2022	Foundations Up	Put up/take down flags for Jubilee	4227/202	1944	£50.00	£10.00	£60.00
6/6/2022	A F Denning	5 x Defib electric checks	4231/202	1945	£438.00	£87.60	£525.60
					TOTAL		£2,977.80

since

09/06/2022	Community Heartbeat Trust	Torch	4231/202	1946	£9.00	£1.80	£10.80
14/06/2022	Jack and Jill Solutions	Water irrigation repairs	4230/202	1947	£60.00	£0.00	£60.00
15/06/2022	Foundations Up	Pavilion and Garage work	4062/308	1948	£5,836.00	£767.20	£4,603.20
15/06/2022	Trophies of Rads Lock	3 Front Garden Composts	4231/202	1949	£58.60	£11.70	£70.30
					GRAND TOTAL		£7,692.00

This amount plus regular scheduled monthly payment

Added since agenda was distributed

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

already approved by Council

Minutes are draft until agreed at the next meeting.

15 Signed Dated

Westfield Parish Council

APPENDIX 4

Schedule of regular payments 2022-23 (All amounts are NET)

Supplier	Details	April	May	June	July	August	Sept	October	Nov	Dec	January	February	March	TOTAL TO DATE
Avon Pension Fund (BACS monthly)	Superannuation	£837.60	£780.33	£794.75										£2,412.68
GPS Telecoms (DD monthly)	Telephone and broadband	£75.35	£70.51	£68.45										£214.31
Greensward (BACS monthly)	Grounds maintenance	£2,121.58	£2,121.58	£2,121.58										£6,364.74
HMRC (BACS monthly)	PAYE and NI	£341.95	£507.64	£537.18										£1,386.77
Oval Commercial (SO-£587.70) the rest BACS -	Office Rental	£839.75	£839.75	£839.75										£2,519.25
Oval Commercial (BACS)	Use of Boardroom	£60.00	£60.00	£60.00										£180.00
Net Salaries (and expenses) (BACS monthly)	Office staff	£2,652.80	£2,344.00	£2,370.46										£7,367.26
Public Works Loans Board (DD - 6 monthly)	Westhill Play Area	£0.00	£0.00	£0.00										£0.00
Ricoh (BACS quarterly)	Photocopier	£188.00	£0.00	£0.00										£188.00
Southern Electric (DD - quarterly)	NH Pavilion	£0.00	£0.00	£118.55										£118.55
Southern Electric (DD quarterly)	Christmas Tree	£252.54	£0.00	£28.29										£280.83
SoVision IT (BACS monthly)	IT Support	£169.20	£169.20											£338.40
Total Gas & Power (DD - quarterly)	NH Pavilion	£0.00	£110.57	£0.00										£110.57
Water2Business (DD six monthly)	Auto-watering systems	£91.41	£0.00	£0.00										£91.41
Water2Business (DD six monthly)	NH Pavilion	£0.00	£0.00	£0.00										£0.00
Zoom subscription (DD - monthly)	Meeting space	£11.99	£11.99	£11.99										£35.97
	Monthly Total	£7,642.17	£7,015.57	£6,951.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	

This amount plus one off payments

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

added since 2019/2020 as a provision

Minutes are draft until agreed at the next meeting.

Signed Dated