

Westfield Parish Council

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

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



Established 2011

All Council Meetings are open to the Public and Press

26th September 2022

TO: All Members of Westfield Parish Council

Dear Councillor,

You are summoned to a Meeting of Westfield Parish Council, on **Monday 3rd October 2022 at 7pm at the Oval Office Boardroom, Cobblers Way, Westfield.**



Ms L Close
Parish Clerk

Before the meeting there will be a public session of up to 15 minutes to enable residents of Westfield to ask questions, and make comments on items on the agenda. Members of the Public are asked to restrict their comments, and/or questions to five minutes.

AGENDA

- 1. Apologies for absence and to consider the reasons given**
Council to receive apologies for absence and, if appropriate, to resolve to approve the reasons given.
- 2. Declarations of interest and dispensations**
Members to declare any interests they may have in agenda items, in accordance with the requirements of the Council's Code of Conduct. The Parish Council may consider agreeing a dispensation, providing the request is put in writing and the dispensation is allowed on the grounds set out in s.33 of the Localism Act 2011.
- 3. Minutes of the Parish Council meeting – 5th September 2022**

To confirm and sign as a correct record the minutes of the Parish Council Meeting. (Pages 1-4)

4. **To confirm the Committee membership of Cllr Paul Millard**
5. **Committee and Working Group reports**
To note the minutes of the Committees and Working Groups below:
 - **Environment and Development** – cancelled
 - **Finance and Personnel** – cancelled
6. **Approval of any items over £5,000 and consideration of any virement**
Lamps and Tubes:Christmas Lights (including the 3 new columns) £6,030
7. **Plans for the new office and meeting room at Norton Hill Recreation Ground for agreement prior to submission for Planning Permission (Pages 5-7)**
8. **Outside Bodies reports** – for reporting only
Request for a nominee to join the Police Independent Advisory Group (Page 8)
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

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.

WESTFIELD PARISH COUNCIL

Minutes of the Meeting of the Council held at the Oval Office
Monday 5th September 2022 commencing at 7.00pm

Present: Chair: Cllr G Fuller

Cllrs: D Cooper, R Hopkins, E Jackson, P Millard, R Moss,
P Wilkinson and P Williams

Attending: Lesley Close, Clerk; Tracey Stephens, Deputy Clerk; Cllr Shaun Stephenson-McGall, Chair of B&NES.

Absent: Cllrs: J Honess, L Mansell and B Wallbridge,

The Chairman welcomed Cllr Shaun Stephenson-McGall, Chair of B&NES

57. Apologies for absence and to consider the reasons given

Apologies for absence were received and accepted from Cllrs Honess, Mansell and Wallbridge.

58. Co-option to the Parish Council

Mr Paul Millard presented himself as a candidate, was voted in unanimously and he signed the Declaration of Acceptance of Office accordingly.

Resolved: That Paul Millard be co-opted as a Parish Councillor.

59. Declarations of interest and dispensations

Cllrs Hopkins and Moss declared an interest in item 15. Bath and North East Councillors' reports as representatives of the Big Local when discussion was held around the plans for the Trinity Methodist Church in Radstock.

60. Minutes of the Parish Council meeting – 4th July 2022

Resolved: the minutes of 4th July 2022 were agreed and signed as a correct record.

61. To welcome the Chair of B&NES, Councillor Shaun Stephenson-McGall

Cllr Shaun Stephenson McGall introduced himself and said he was pleased to be visiting as many parish or town councils in his year in office as possible, as

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

he felt that one of the roles of Chair of B&NES is to bring communities together. Councillors thanked him for visiting Westfield.

62. Committee and Working Group reports

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

Resolved: That the Minutes of the Environment and Development meeting held on 11th July 2022 be noted.

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

It was noted that Cllr Williams had offered apologies due to a visit to the dentist and that Cllr Fuller was absent.
Item 39.2 should read "grant application"

Resolved: That, with the above amendments, the Minutes of the Finance and Personnel meeting held on 20th July 2022 be noted.

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

There were no items over £5,000

64. Application for a silhouette and noticeboard on CURO land

It was noted that CURO had asked for an application form to put the silhouette and noticeboard on land close to the coal planter and bus stop on Wells Road.

Resolved: to send the application to CURO and accept the gift of the silhouette and noticeboard, putting them on the fixed asset list and insurance schedule once they are installed.

65. Annual review of the Health and Safety policy

Resolved: to agree the Health and Safety policy with no changes

66. Annual review of any links with the Internal Auditor

It was confirmed that there were no links with the Internal Auditor to declare.

67. Waterside Valley

A landholder pack had been received from Bristol Avon Catchment Market (BACM) and was circulated by email before the meeting and at the meeting. The pack invited Council to register as a Market Participant which would include a management plan for 30 years of grassland management.

Resolved: to apply to register as a Market Participant and work with BACM

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Signed Dated

Westfield Parish Council

**68. Outside Bodies reports
Visit to Frome Town Council to capture their experiences on regeneration**

Cllr Hopkins advised that this meeting had now been delayed until October.
Cllr Millard offered to attend with Cllr Hopkins.

Mardons

Cllr Cooper advised that Bill Stevenson had stood down as Chair of Mardons. She advised that a planning application had been submitted to put 14 flats on the first and second floors of the Mardons building – something that has been expected for some time. The planning application was to be discussed in detail at Environment and Development on 12th September.

Resolved: to write and invite a planning officer to attend E&D to see the strength of feeling in opposition of this project, letter to be sent recorded delivery.

69. Creating Community Identity

Cllr Hopkins claimed that there are several new road signs on the outskirts of Westfield that still have no mention of Westfield.

Resolved: to investigate further.

70. Chairman's report

Cllr Fuller thanked the office staff for their hard work over the summer break.

71. Bath and North East Somerset Councillors' reports

Cllr Jackson circulated a written report in advance and reported:

- There was significant concern over the reduction in bus services in the area.
- B&NES has a higher level of delayed discharge from hospital than nationally. Nationally it is 1 in 7 patients that cannot be discharged due to a lack of availability of care in the home. In B&NES it is 1 in 4.
- The Trinity Methodist Church in Radstock is to be purchased as a community space.

Cllr Moss reported:

- The Labour group at B&NES is submitting to WECA a document outlining proposals for the bus services.

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

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Westfield Parish Council

interest that the press and public be temporarily excluded and they are instructed to withdraw.

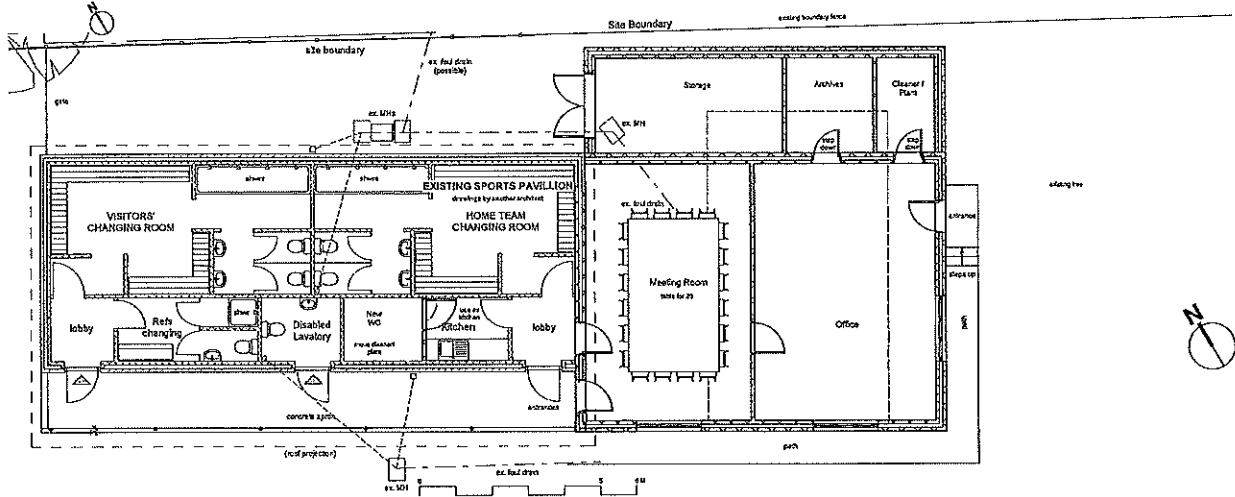
The meeting closed at 8:40pm

Minutes are draft until agreed at the next meeting.

Signed Dated

mjwarchitects

The Old Chapel
 Mendip Road
 Stoke St Michael
 Somerset
 BA3 6JZ
 T: 0145 849165
 E: info@mjwarchitects.com

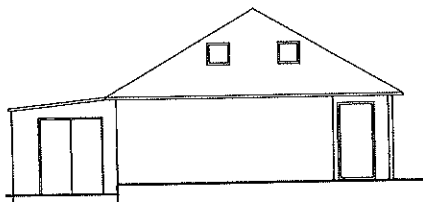


1 PROPOSED GROUND FLOOR PLAN
 Scale: 1:100

© 15/09/22 DETAIL DESIGN		
client: Westfield Parish Council		
project: Westhill Office Norton Hill Recreation Ground Fosseway, Westfield Midsomer Norton BA3 4BC		
title: Proposed Ground Floor Plan		
date: 17/06/22	scale: 1:100 @ A3	
job: 0534	drawing: 106	revision: 6
Invoiced company ref: 473264 www.mjwarchitects.com		

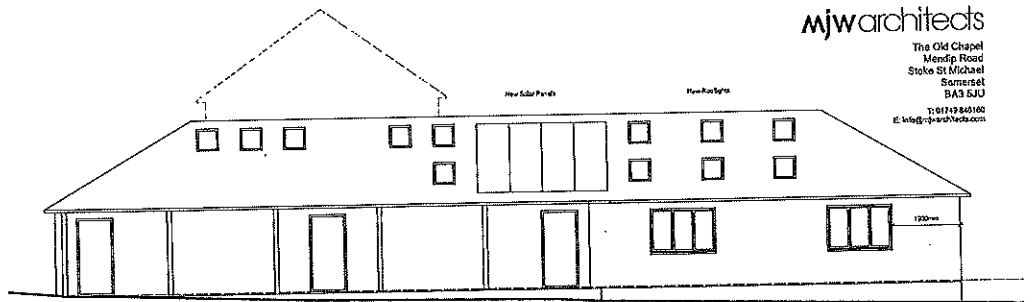
mjwarchitects

The Old Chapel
Mendip Road
Stoke St Michael
Somerset
BA3 5JU
T: 01749 840100
E: info@mjwarchitects.com



NORTH WEST ELEVATION

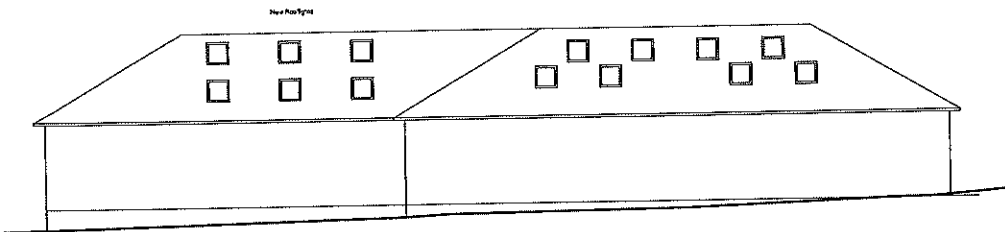
EXISTING SPORTS PAVILLION
drawn by: nathan edwards



SOUTH WEST ELEVATION

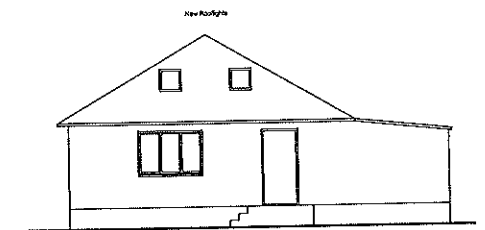
EXISTING SPORTS PAVILLION
drawn by: nathan edwards

PROPOSED OFFICE



NORTH EAST ELEVATION

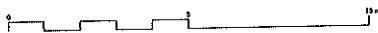
EXISTING SPORTS PAVILLION
drawn by: nathan edwards



SOUTH EAST ELEVATION

PROPOSED OFFICE

PROPOSED OFFICE



notes / key:
EXISTING AND PROPOSED MATERIALS

Proposed materials to match existing materials
Roof: concrete tile
Walls: masonry
Windows / Floorlights: metal
Doors: doors

1 EXISTING ELEVATIONS
Scale: 1:100

© 15/01/22 DETAIL DESIGN		
client: Westfield Parish Council		
project: Westhill Office Norton Hill Recreation Ground Fosseway, Westfield Midsomer Norton BA3 4BC		
title: Proposed Elevations		
date: 17/06/22	scale: 1:100 @ A3	
job: 0534	drawing: 107	revision: 6
mjwarchitects		limited company no: 4273384 www.mjwarchitects.com

Parish Clerk

From: BaNES IAG <banes.iag@gmail.com>
Sent: 06 September 2022 10:31
To: clerk@hintonblewettpc.co.uk; clerk@hintoncharterhousepc.org.uk;
Douglasajcreed@gmail.com; townclerk@keynsham-tc.gov.uk;
marksburyparishcouncilclerk@gmail.com;
townclerk@midsomernortontowncouncil.co.uk; clerk@monktoncombepc.org;
parishclerk@nempnettthrubwell-pc.org.uk; clerk@newtonstloe-pc.gov.uk;
northstokepm@btinternet.com; malrewardparish@hotmail.com;
clerk@paultonparishcouncil.org.uk; clerk@peasedownstjohnparishcouncil.gov.uk;
parishclerk@priston.org.uk; clerk@publow-with-pensford-pc.gov.uk;
George.clutten@radstock-tc.gov.uk; clerk@saltfordparishcouncil.gov.uk;
Thefossacecos@aol.com; clerk@southstokepc.org.uk; simongittens@outlook.com;
stantondrewparish@outlook.com; clerk@stoweystuttonpc.org;
www.clerk@swainswickparishcouncil.org; info@templecloud.org.uk;
timsbury.parish.clerk@gmail.com; parish-clerk@ubleyparish.co.uk;
clerk@wellowparish.info; westharptreepc@outlook.com; Council;
info@whitchurchvillagecouncil.co.uk
Subject: Parish Councils and Police Advisory Group

I've obtained your email from the BaNES website and hope you can help.

Local people are helping the Police shape their responses to current issues and future strategies by getting involved in 'Independent Advisory Groups' (IAGs) across the country.

IAGs are a positive attempt to involve local people in local policing issues and, through their networks, to spread the word to all residents. Members give up their time, usually once a quarter to discuss local issues and comment, sometimes critically, on Police procedures.

You can help shape local policing through an IAG and the BaNES group is looking to increase our membership. Through this partnership, you can help the Police to be the best that they can possibly be, working with us, for our communities, to protect all residents and keep you and your family safe.

At the moment our priorities are reducing Anti-social behaviour (ASB), Creating Safe Spaces and Violence Against Woman and Girls (VAWG).

We are looking for diverse opinions and advice so our aspiration is to put together a group of diverse volunteers including young people, people from seldom heard communities and people with protected characteristics as covered by the Equality Act 2000.

I hope that you can pass this on to the Council and, hopefully, send a representative to our quarterly meetings.

Thanks and regards

Ced Bufton
Chair
BaNES IAG
07802 251561