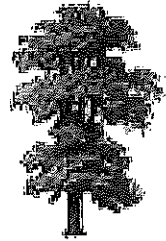


Westfield Parish Council

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

24th November 2022

TO: All Members of Westfield Parish Council

Dear Councillor,

You are summoned to a Meeting of Westfield Parish Council, on **Monday 5th December 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 – 7th November 2022**
To confirm and sign as a correct record the minutes of the Parish Council Meeting. **(Pages 1-3)**
4. **Active Travel Social Prescribing** To welcome Mohamed Essoussi of B&NES
5. **Committee and Working Group reports**
To note the minutes of the Committees and Working Groups below:
 - **Environment and Development – 15th November 2022 (Pages 4-8)**
 - **Finance and Personnel – 23rd November 2022 (Pages 9-13)**
6. **Approval of any items over £5,000 and consideration of any virement**
New Leaf Studio – Management Plan for Waterside Valley - £6,510.00
7. **Draft Budget 2023/24** as recommended for provisional approval by the Finance and Personnel Committee 23/11/22 **(Pages 14-22)**
8. **Waterside Valley** Update report of the Clerk **(Pages 23-24)**
9. **Coronation Event 6th May 2023** as discussed at E&D **(Page 25)**
10. **Community Engagement Policy and Action Plan** As agreed at E&D 15/11/22 **(Pages 26-29)**
11. **Outside Bodies reports** – for reporting only
12. **Creating Community identity** – for reporting only
13. **Chairman’s report** - for reporting only
14. **Bath and North East Somerset Councillors’ reports** – for reporting only

WESTFIELD PARISH COUNCIL

Minutes of the Meeting of the Council held at the Oval Office
Monday 7th November 2022 commencing at 7.00pm

Present: Chair: Cllr G Fuller

Cllrs: D Cooper, R Hopkins, E Jackson, L Mansell, P Millard,
B Wallbridge, P Wilkinson and P Williams

Attending: Lesley Close, Clerk; Tracey Stephens, Deputy Clerk; 2 members
of the public

Absent: Cllrs: J Honess and R Moss

Two residents of Bryant Avenue attended the meeting bringing the anti-social behaviour of a resident to the Parish Council's attention. B&NES Councillors agreed to bring this to the attention of CURO.

83. Apologies for absence and to consider the reasons given

Apologies for absence were received and accepted from Cllrs Honess and Moss.

84. Declarations of interest and dispensations

Cllrs Jackson and Millard declared an interest in item 9 – Grants, as members of two of the groups that had been recommended for awards, these being Trinity Methodist Church and Westfield Allotments respectively.

85. Minutes of the Parish Council meeting – 5th September 2022

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

86. Speeding on the A367

The police were unable to attend the meeting, so this item was deferred to either Environment and Development on 15th November or a stand-alone meeting with Councillors.

87. To confirm the committee membership of Cllr Paul Millard

Resolved: Cllr Millard will be a member of the Environment and Development and the Finance and Personnel Committees.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

88. Committee and Working Group reports

(a) Environment and Development Committee – 10th October 2022

The minutes of the Environment and Development Committee meeting of 10th October 2022 were noted.

(b) Finance and Personnel Committee – 19th October 2022

The minutes of the Finance and Personnel committee meeting of 19th October were noted.

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

Resolved: to approve the payment of £23,312.61 to Kompan for the new swings at Norton Hill Recreation Ground.

90. Waterside Valley

Resolved: (1) With regard to the funding of work at Waterside Valley, to work with Somer Valley Rediscovered with grateful thanks for their inclusion of Waterside Valley in their successful WECA bid. And, in two years' time to consider going forward for Bio Diversity Net Gain funding.
(2) to approve the draft Management Plan.

91. Grants 2022-23

Resolved: to accept the recommendations from Finance and Personnel.

92. Office space and the Charity Commission

To be considered was the use of land owned by Norton Hill Trust by the Parish Council for its office.

Resolved: (1) to contact the Charity Commission to request an Order of the Commission to allow a lease to be set up between Norton Hill Trust and the Parish Council as a connected person; (2) if necessary to appoint a qualified surveyor for a written report to allow this to progress; (3) if necessary to commission a solicitor, if the process is not straightforward.

93. Remembrance Day

The Councillors laying the wreaths at services in Westfield, Midsomer Norton and Radstock were agreed.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

94. Calendar of meetings

The calendar of meetings for 2023 was agreed.

95. Outside Bodies reports

Radstock Museum – Cllr Jackson reported that the museum had cancelled the Christmas Fayre, but that they were reviving the Dementia Café.

96. Creating Community Identity

Social prescribing was discussed as B&NES had stated that Westfield was part of a pilot scheme for GPs to prescribe walking, cycling and exercise.

Resolved: to contact Alison Wells for more information.

Westfield in Bloom – Cllr Jackson reported that several organisations had won certificates from Britain in Bloom. It was felt that a formal presentation of the certificates would help with creating community identity.

Resolved: to invite the recipients of the awards to the Christmas lights switch on and present them with the certificates.

Frome Town Council invited local authorities to a presentation of the work of their Council. Cllrs Jackson and Millard attended and gave a review of the day.

97. Chairman's report

Cllr Fuller reported that, although he was not able to visit the office more often he is still in daily contact.

98. Bath and North East Somerset Councillors' reports

Cllr Jackson reported that:

- She had had several visitors to her most recent surgery to discuss issues in the Parish. The main points were issues with Curo – it was felt that maintenance of properties and overcrowding was a problem.
- She had been in discussion with the new Head of Enforcement, Pippa Brown, with regard to the issues under enforcement in Westfield.
- The Local Plan Policy had no changes that would affect Westfield

The meeting closed at 8:45pm

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 15th November 2022 commencing at 7pm.

Present: Cllrs Bryan Wallbridge (Chair), Diana Cooper, James Honess, Ron Hopkins, Eleanor Jackson, P Millard and Pat Williams

Also attending: Lesley Close, Parish Clerk, Tracey Stephens, Deputy Clerk.

62. Apologies for absence and to consider the reasons given

There were no apologies for absence

63. Declarations of interest and dispensation

There were no declarations of interest

64. Minutes of the last meeting

The minutes of the last meeting held on 10th October 2022 were agreed as a true record and signed by the Chair.

65. Planning applications for consideration

There were no objections to the following applications:

22/03861/FUL	9 Carpenter's Way	Part conversion of a residential garage to commercial/business/service (Use Class E)
22/04483/TPO	St Peter's Glade	T1 and T2 - Crown lift over access track to 4m. Crown lift 2.5m over lawns. Remove crossing limbs and deadwood within canopy. T4 and T5 - Crown lift 2.5m over lawns. Prune back growth around street light to clear by 1m. Remove basal epicormic. Remove crossing limbs and deadwood within canopy. T6 - Crown lift 2.5m over lawns. Prune back canopy on east and southeast to create 3m clearance from building up to eaves height. Reduce several long lateral branches growing over roof line. Remove basal epicormic. Remove crossing limbs and deadwood within canopy.

66. Planning Decisions

The planning decisions were noted.

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council

Application 22/02932/FUL – Demolition of Nos.26 and 28 Orchard Vale and development of 60 new homes with open space, landscaping and all associated infrastructure (Cross boundary application with Mendip)

Westfield Parish Council had not been consulted on this application, but Councillors felt a comment should be sent to B&NES.

Westfield Parish Council would be grateful if these late comments on the above application might be taken into consideration. Since Westfield is not a statutory consultee in this case, we were not aware of the application. However, there are implications for the parish which we would like to raise.

Whilst this is a cross border planning application, it is recognised that the highways implications will be most severe within B&NES. This is true not just in the immediate vicinity of the application, but also within the wider highways infrastructure. In particular, Westfield Parish Council is concerned about the impact of this application on traffic on the A367. The Parish Council asks that this is examined in detail. The additional 60 houses will place an undue burden on this road which already suffers severe congestion and high levels of air pollution through the Westfield community.

67. Recreation Ground – Norton Hill

Quotes for the gap in wetpour around the carousel

Resolved: (1) To accept the response from GB Sport and Leisure that a more permanent answer may be the best option and to go to tender.

(2) to delegate responsibility to Cllrs Wallbridge and Fuller to authorise ongoing work.

Household waste - It was noted that letters had been sent to all properties adjacent to Norton Hill.

Memorial Bench – an email had been received from B&NES saying that a resident had asked to locate a memorial bench in one of the recreation grounds.

Resolved: to get more information about the person asking for the bench and find out where they want it established.

68. Recreation Ground - Westhill

Westhill Club update – it was noted that the solicitors had yet to contact each other

BMX Track

Resolved: to accept the quote for £225 + VAT from Greensward for repair of the bank around the top track.

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council

Defibrillators – an offer had been received from Waterside Carnival Club for more defibrillators in the Parish.

Resolved: (1) to suggest to Westhill Club that one could be placed on the car park side of the building.

(2) to establish whether the defibrillator by the Coop on Elm Tree Avenue was reaching the end of its life and to ask Waterside Carnival Club if they would use their funds to replace it.

69. Mobile CCTV

The optimum positioning of a new CCTV camera around Jubilee Green was discussed, following a response from PC Mark Graham.

Resolved: to discuss with PC George Simpson at the meeting with him on 7th December.

70. Proposed addition to the coal truck planters

It was noted that there had been no response from Bath College to our request that they create a plaque to commemorate those that lost their lives in the mining disaster of 1839.

Resolved: to look for quotes for a plaque to be situated on the Coal Truck planter.

71. Waterside Valley

An update was given following the Somer Valley Rediscovered steering group meeting.

72. Community Engagement and Action Plan

Resolved: to agree the Community Engagement and Action Plan

Daffodils at Glebelands – a resident had contacted the Parish Council asking if bulbs could be provided to plant on the green area in Glebelands. Paul Pearce at B&NES had advised that it was a possibility for next year and enquired as to whether trees would be suitable as well. It was noted that a meeting was to be held between the resident, Parish Council and Paul Pearce of B&NES.

73. Westfield Parish Council Action Plan

The Action Plan was agreed.

74. Annual review of the Snow Warden scheme

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council

It was noted that there are currently two snow wardens and that an article had been written for the Westfield Warbler to encourage residents to help.

75. To consider a review of the Westfield Neighbourhood Plan

Resolved: to bring the review of the Westfield Neighbourhood Plan back to Committee in January 2023 following the completion of the B&NES Local Plan update.

76. Events

Christmas Lights Switch On Thursday 24th November.

An update was given on arrangements for the event.

Christmas trees – Discussion was held regarding the difficulty of putting up the trees each year and the danger of them falling out of the brackets as the trunks have to be trimmed, making them unstable.

Resolved: to seek quotes for artificial trees for next year's display at the shops.

It was advised by the electricians who put up the lights that the living Christmas tree is getting to a height that is becoming unmanageable and that if it continues to get higher a cherry picker will be required to put the lights on each year.

Resolved: to keep the tree trimmed to its current height

Providing hot chocolate at the switch on event

Resolved: to purchase 2 additional flasks for hot chocolate to be provided by Cllr Honess at the event.

Household outside decorations competition - the date of 23rd December for judging by Cllrs Cooper and Fuller was noted.

To consider planning for 2023

Remembrance 2023

Resolved: Parish Council to liaise with Bridges Electrical on Westfield Industrial Estate who advised us late this year that they have an event on 11th November each year.

Summer event at a Trust Ground

Discussion was held around doing an event at a Trust Ground for the coronation of the King on 6th May 2023.

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council

Resolved: to find some costs for an event and to put on the agenda for the next Parish Council meeting on 5th December.

Awards and Grants presentation event

Resolved: to consider an evening for awarding Britain in Bloom certificates and grants awarded around November next year.

The meeting closed at 7:55 pm

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 23rd November 2022 at 10am

Present: Cllr Phil Wilkinson (Chair), Cllrs Diana Cooper, Ron Hopkins, Paul Millard, Pat Williams (Vice Chair).

Absent: Cllrs Geoff Fuller, Lesley Mansell, Robin Moss.

In Attendance: Lesley Close, Clerk, Caitlin Brown, Admin Assistant.

63. Apologies for absence

Apologies were received from Cllrs Geoff Fuller, Lesley Mansell and Robin Moss.

64. Declarations of interest and dispensations

There were no declarations of interest.

65. Minutes

Resolved: that the Minutes of the Finance & Personnel meeting held on 19th October 2022 be agreed and signed as a correct record.

66. Monthly Accounts

Resolved:

- a) that the combined bank reconciliation statements be agreed.
- b) that the October monthly income and expenditure statements for the Current Account be agreed.
- c) that the October monthly income and expenditure statements for the Corporate Treasury account be agreed;
- d) that the lack of bank statement for the October monthly income and expenditure statements for the Business Savings account be noted;
- e) that the summary of debit card transactions since the last meeting (Appendix 1) be agreed.
- f) that there had been no petty cash spending that month.

67. 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 (attached as Appendix 2), that the invoices and the BACS authorisation sheet be signed accordingly and that the BACS payments be made by two councillors via online banking.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

68. 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 3) and that the invoices and the BACS authorisation sheet be signed accordingly. That the BACS payments be made by two councillors via online banking.

69. Budget 2023-24 and Three-Year Forecast

The first draft of the 2023/24 budget and the three-year forecast was discussed. Estimating the cost of utilities at the pavilion is difficult because the situation is fluid. It has been budgeted as a 30% increase and will be monitored. Likewise, it is difficult to know how much the increase in the cost of diesel will impact the tenders for ground maintenance in 2024.

Resolved: to recommend the draft budget to the Parish Council for provisional approval, with the final budget coming to Parish Council in January with the precept calculation.

70. Standing Orders and Direct Debits

The list of standing orders and direct debits was reviewed and the changes to suppliers' details were noted.

Resolved: to approve the continued use of online banking and BACS payments.

71. Community Emergency Planning

The request from B&NES to set up a Community Emergency Planning Document was discussed.

Resolved: (1) to commence work on the Community Emergency Planning Document in the office; and (2) to invite Lucy Dyble, Emergency Management, B&NES to a meeting for a discussion on the scale and scope of the Plan.

72. Charity Commission and Office Space at Norton Hill Recreation Ground

The report of the Clerk was received.

Resolved: To move forward with Option 2 of the report whereby the Parish Council sets up a rental agreement year by year with Norton Hill Recreation Ground Trust for the new office and meeting room.

73. NALC 2022/23 Pay Awards

Resolved: To apply the NALC 2022/23 pay awards with effect from 1/4/22 and the increase in annual leave with effect from 1/4/23.

The meeting closed at 11.00am.

Minutes are draft until agreed at the next meeting.

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARYReport for F&P - November
SHEET 2022-23-8

REF	DATE	SUPPLIER	DETAILS	TOTAL	postage 4022/1	Christmas 4223/202	Stationary 4023/1	Furniture & Equipment 4036/1	Grants 4203/202	W/H Maintenance 4062/307	Defibrillator 4231/202	Hospitality 4131/101
DC140	25/10/2022	Thompsons	Combi Padlock Westhill	£14.29						£11.91		
DC141	25/10/2022	Amazon	Fairy lights for Switch On day Sandwiches for Interviews 18/10/22 and Grants Sub 11/10/22	£13.98		£13.98						
DC142	26/10/2022	Longfellows		£38.50								£32.09
DC143	31/10/2022	Lidl	Mince pies and final items for Xmas lights Switch On. And biscuits for SVR meeting	£43.01		£40.08						£2.93
DC144	15/11/2022	Amazon	Items for Lights Switch On	£24.99		£24.99						
DC145	15/11/2022	Viking	Stationery	£18.45			£15.37					
DC146	16/11/2022	Amazon	2 x flasks for Lights Switch On	£71.50		£59.59						
DC147	21/11/2022	Proper Job	5x certificate frames	£7.50								£6.25
			TOTAL (NET)	£207.19	£0.00	£138.64	£15.37	£0.00	£0.00	£11.91	£0.00	£41.27
			VAT:	£28.03		£14.91	£3.08			£2.38		£7.66
			TOTAL (Gros)	£232.22		£153.55						
added since the agenda was circulated												

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

Supplier	Details	April	May	June	July	August	Sept	October	Nov
Avon Pension Fund (BACS monthly)	Superannuation	£837.60	£780.33	£794.75	£988.95	£825.98	£825.98	£825.98	£978.00
DCK - BACS monthly	Accounting support	£0.00	£0.00	£268.75	£268.75	£268.75	£268.75	£268.75	£268.75
GPS Telecoms (DD monthly)	Telephone and broadband	£75.35	£70.51	£68.45	£67.80	£67.27	£65.57	£67.48	£68.94
Greensward (BACS monthly)	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
HMRC (BACS monthly)	PAYE and NI	£341.95	£507.64	£537.18	£808.05	£546.34	£545.94	£429.74	£494.93
Oval Commercial (SO-£587.70) the West BACS -	Office Rental	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75
Oval Commercial (BACS)	Use of Boardroom	£60.00	£60.00	£60.00	£0.00	£30.00	£0.00	£60.00	£165.00
Net Salaries (and expenses) (BACS monthly)	Office staff	£2,652.80	£2,344.00	£2,370.46	£2,865.69	£2,485.21	£2,510.61	£2,601.81	£3,040.65
Public Works Loans Board (DD - 6 monthly)	Westhill Play Area	£0.00	£0.00	£0.00	£0.00	£3,686.72	£0.00	£0.00	£0.00
Ricoh (BACS quarterly)	Photocopier	£188.00	£0.00	£0.00	£170.20	£0.00	£0.00	£158.87	£0.00
Southern Electric (DD - quarterly)	NH Pavilion	£0.00	£0.00	£118.55	£0.00	£0.00	£108.86	£0.00	£0.00
Southern Electric (DD quarterly)	Christmas Tree	£252.54	£0.00	£28.29	£0.00	£0.00	£28.29	£0.00	£0.00
SoVision IT (BACS monthly)	IT Support	£169.20	£169.20	£169.20	£169.20	£169.20	£169.20	£169.20	£169.20
Total Gas & Power (DD - quarterly)	NH Pavilion	£99.54	£110.57	£0.00	£0.00	£43.77	£0.00	£0.00	£48.38
Water2Business (DD six monthly)	Auto-watering systems	£91.41	£0.00	£0.00	£0.00	£30.42	£138.56	£0.00	£0.00
Water2Business (BACS six monthly)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£0.00	£335.04	£0.00	£0.00
Information Commissioners Officer (DD)	Data Protection Fee (annual)	£0.00	£0.00	£0.00	£0.00	£40.00	£0.00	£0.00	£0.00
from subscription rates are differentially agreed at the next meeting.		£11.99	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Signed	Monthly Total	£7,741.71	£7,015.57	£7,389.95	£8,299.97	£11,154.99	£7,958.13	£7,543.16	£8,195.18

Westfield Parish Council Proposed Budget 2023-24

DRAFT 1

CODE	ITEM	Current budget 2022-23	Actual at 6 months	Estimate to year end	Proposed 2023-24 budget
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EXPENDITURE

1 Central Services					
4001	Wages & Salaries	40,866	18,243	41,637	46,535
4002	Employer's NIC	1,842	1,288	2,819	2,819
4003	Employer's Superannuation	8,771	4,014	9,160	10,238
4005	Training	500	30	500	500
4006	Employment Services	80	0	0	0
4008	Travel & Subsistence	200	25	200	200
4011	Rates Payable	1,066	1,035	1,035	1,066
4012	Water	0	0	0	50
4013	Rent Payable (office premises)	10,080	4,639	1,080	1,112
NEW HEADING	Electricity	0	0	0	760
NEW HEADING	Gas	0	0	0	465
NEW HEADING	Cleaning	0	0	0	1,445

4018	Health and Safety	846	109	846	871
4021	Telephone	1,000	210	1,000	1,000
4022	Postage	220	0	220	220
4023	Stationery, Printing & Publications	500	288	500	515
4024	Subscriptions	1,289	0	1,289	1,328
4025	Insurance	2,877	3,830	3,830	3,945
4026	Photocopying charges	747	358	747	770
4027	Information Technology	4,682	1,147	4,682	5,480
4030	Recruitment	384	246	384	384
4036	Furniture & Equipment	250	0	250	250
4050	Bank charges	145	55	145	145
4056	Audit Fees - External	800	0	800	825
4057	Audit Fees - Internal	350	0	350	360
4058	Accountancy Support	460	1,011	3,688	4,146
6001	Trf to Earmarked Reserve	0	0	0	0
6000	Trf from Earmarked Reserve	0	0	0	0
Sub total		77,955	36,528	75,162	85,429

100 Corporate Management						
4061	Pension deficit funding		2,287	2,287	2,287	2,287
	Sub total		2,287	2,287	2,287	2,287

101 Democratic Process						
4005	Training		0	0	0	0
4007	Conference expenses		0	0	0	0
4008	Travel and subsistence		0	0	0	0
4032	Advertising APVI		0	0	0	0
4110	Election Costs		0	0	0	0
4131	Meeting rooms/hospitality		680	98	680	680
6001	Tf to Earmarked Reserves		0	0	0	0
	Sub total		680	98	680	680

102 Civic Support						
4101	Chairs allowance		600	600	600	600
4102	Civic expenses		290	0	290	290
4210	Website E&D		422	0	422	435
4212	Newsletter E&D		5,768	800	5,768	5,941
6000	Tf from Earmarked Reserve		0			
	Sub total		7,080	1,400	7,080	7,266

199 Capital and projects							
4901	Loan interest	631	338	676	442		
4902	Loan capital repaid	6,743	3,348	6,696	6,931		
4910	CAP new office	0	1,500	1,500	0		
4913	CAP Tree Works	0	0	0	0		
4917	CAP Fencing at NH Rec	0	0	0	0		
4918	CAP Lights on the Pit Path	8,000	0	0	0		
4930	CAP Waterside Valley	0	0	0	0		
4990	Rolling capital provision	5,000	0	5,000	5,000		
6000	Trns from Earmarked Reserve	0	0	0			
6001	Tff to Earmarked Reserves	0	0	0			
	Sub total	20,374	5,186	13,872	12,373		

202 Community Support							
4203	Grants	15,000	1,724	15,000	15,000		
4223	Christmas E&D	13,543	6,985	13,543	13,949		
4224	Parish Environment E&D	2,250	689	2,250	2,250		
4225	Green Spaces Maintenance	1,296	1,308	1,308	1,347		
4227	E & D Projects E&D	5,000	164	5,000	5,000		

4230	Flowers in Public Places E&D	5,955	4,211	5,955	6,098
4231	Defibrillator E&D	900	904	904	904
4232	Community projects E&D	2,481	1,065	2,481	0
4237	Youth Provision E&D	11,663	3,116	11,663	12,012
4241	St Nicholas Churchyard	2,259	2,257	2,257	2,485
NEW	Waterside Valley	10,000	0	10,000	10,000
6000	Trf from Earmarked Reserve	-			
	Sub total	70,347	22,423	70,361	69,045

303 Allotments

4039	Grounds maintenance E&D	100	100	100	100
	Sub total	100	100	100	100

307 Westhill Recreation Ground

4039	Grounds Maintenance contract E&D	11,376	5,404	11,376	11,661
4062	Grounds Maintenance ad hoc E&D	5,000	900	5,000	5,000
	Rates	0	0	0	953
	Water	0	0	0	640

	Electricity	0	0	0	760
	Gas	0	0	0	465
	Cleaning	0	0	0	1,445
	CCTV	0	0	0	100
4065	Play Area Inspections E&D	648	154	648	
	Sub total	17,024	6,458	17,024	21,024

308 Norton Hill Recreation Ground

4011	Rates	925	898	925	953
4012	Water	620	335	620	640
4014	Electricity	585	123	585	760
4015	Gas	358	144	358	465
4039	Grounds Maintenance contract E&D	14,092	5,389	14,092	14,445
4062	Grounds Maintenance ad hoc E&D	10,000	6,751	10,000	10,000
4063	CCTV E&D	100	0	100	100
4064	Play equipment	0	850	0	0
4065	Play Equip inspections E&D	593	154	593	611
6000	Tf from Earmarked Reserve	0			
	Sub total	27,273	14,644	27,273	27,974

	Total expenditure	223,119	89,124	213,839	226,178
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INCOME

1099	Miscellaneous income (Capital and Projects)	0	15,725	15,725	0
1176	Precept	218,590	109,295	218,590	0
1196	Interest received	300	647	1,000	500
1012	Allotments income - WAGS	100	100	100	100
1177	Grants received (Norton Hill Trust)	1,375	0	1,375	1,495
1177	Grants received (Westhill Trust)	206	0	206	206
1179	CIL income	0	18,695	18,695	0
	Total income	220,571	144,462	255,691	2,301

TRUST - Norton Hill Recreation Ground proposed budget 2023-24						
CODE	ITEM	Current budget 2022-23	Actual at 6 months	Estimate to year end	Proposed 2023-4 budget	NOTES
EXPENDITURE						
4601	Trust Grant to WPC	1,375	0	1,375	1,495	As per the Trust Policy the income from use of pitch and facilities is paid to the Parish Council as a grant towards cost of upkeep.
	Total expenditure	1,375	0	1,375	1,495	
INCOME						
1015	Pitch Hire	350	0	350	400	Teams are fluid at the moment so cautious on budget for next year.
1018	Bowling income -Norwest	1,025	0	1,041	1095	As per new rent agreement and Schedule of Fees & Charges. Rent year starts in October so calculate 6 months at this year's rent and 6 months at new rent.
	Total income	1,375	0	1,391	1,495	
	Deficit / surplus	0	0	16	0	

TRUST - Westhill Recreation Ground proposed budget 2023-24

CODE	ITEM	Current budget 2022-23	Actual at 6 months	Estimate to year end	Proposed 2023-24 budget	NOTES
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EXPENDITURE

4601	Trust Grant to WPC	206	0	285	206	As per the Trust Policy the income from use of pitch and facilities is paid to the Parish Council as a grant towards cost of upkeep.
Total expenditure		206	0	285	206	

INCOME

1015	Pitch hire	206	206	206	206	Teams are fluid at the moment so cautious on budget for next year.
Total Income		206	206	206	206	
Deficit / surplus		0	206	-79	0	

Waterside Valley Update Report of the Clerk

17/11/22

I met with Miriam Woolnough of Somer Valley Rediscovered and Andy King of New Leaf Studio to discuss how to go about implementing the Waterside Valley Management Plan.

1. **Scrub clearance** – As you know, this is the priority as it opens the way for grass cutting and it clears the space to allow us to remove pieces of redundant fence which have fallen over and been overtaken by vegetation over the years. This is scheduled for February 2023, with procurement work starting now.
2. **Springs** – Miriam is commissioning a Watercourse Study to investigate exactly how to work with the natural springs across the site. As we know, the springs make the bottom path very muddy, so it would be wise to have the recommendations from the study to hand and include them where relevant in the specification for the paths. The Watercourse Study is expected in the Spring.
3. **Accessible paths** – Andy to produce the specification and the list of contractors for the accessible paths.

The suggestion is that we go out to tender for all the paths, but prioritise which ones actually get done in 2023 according to the costings which come in and what the budget allows. It is unlikely that the existing funding will allow all the paths to be done at once. But once the tenders come in, I can look at other grant funding sources. The options for the Paths are most easily shown on the large-scale map which I shall bring to the meeting. **Please would the Parish Council give a steer on those they would like to see done first.**

4. **Footbridge repairs** – Over the next few months I shall do some research into volunteer groups who might undertake the repairs and how we might address the very large / muddy step up to the footbridges. I understand from Andy that permits might be required if ramps are installed.



5. **Entrances** – there is funding in the WECA budget for improvements to entrances. Whilst we may not want all the entrances to look the same, some uniformity might be helpful. When the purchase of the second piece of land at Waterside Valley goes through, then Linden Close might become a major entrance to both Waterside Valley and Haydon Batch. So, it is probably worth scheduling work on the entrances until later next year and in the meantime prioritise the start of the scrub clearance, grass cutting, springs, paths, footbridges and dog bins.
6. **Dog bins** – I shall start contacting suppliers and contractors who would empty dog bins. In the first instance bins at Chestnut Close and St Nicholas Church entrances to the site would be good.
7. **Certificate of Lawful Use** – Since the land at Waterside Valley is classified as agricultural land, Andy will look at applying for a Certificate of Lawful use to allow for the changes being made to adapt this land for public open space. I have asked Andy to quote for his time in this and the other work in which he is involved in the items above.

Coronation Event 6th May 2023

1. Background

At E&D there was a discussion on an event to mark the Coronation on 6th May. Whilst we do not have the resources to arrange a full Fun Day of the type previously held at Westhill, we have put together some ideas of things which could be arranged in a relatively straightforward way.

2. Suggestions

Inflatable slides, bouncy castles, face painting from a company such as Bouncers which supplies supervision for each item, to keep things safe. - Staff / Supervision - Bouncy Castle Hire in Bath, Frome, Midsomer Norton / Radstock, Wells / Shepton Mallet (bouncers-bouncycastlehire.co.uk)

Marquee – it would be useful to have a marquee, possibly with hay bales for seating in case it is raining. This would give somewhere informal for people to have refreshments. And we could decorate it to highlight the Coronation.

Catering – it was suggested at E&D that Whitstones or the Kebab shop might like to sell food. Additionally, we could ask the church groups if they would like to have a cake stall and we could invite a catering van for teas, coffees and other food items, ice creams, or indeed Westhill Club might like to offer this element.

Music – it would be good to have a sound system and some background music to help mark the event.

3. For decision

If this is agreed, then we shall go ahead and book the items whilst they are available. We would need to know the date and time of the event – 6th, 7th or 8th May? 12 noon- 4pm? I shall look at the costs of these items and try to set up a realistic budget. It would be helpful to delegate authority to a couple of councillors to agree the bookings and expenditure as we go along. We would then report back to E&D to keep everyone informed.

Community Engagement Policy and Action Plan

1. INTRODUCTION

Westfield Parish Council's Community Engagement Policy aims to outline the means of engagement with its residents and partners and how these might develop and improve over time.

In so doing it recognises that the services it provides must reflect the needs of its parishioners and the locality.

Westfield Parish Council strongly believes that its residents should be involved in decisions affecting them and their neighbourhood and in shaping the future of their Parish.

2. ENGAGEMENT WITH RESIDENTS AND PARTNERS

The Parish Council engages with its residents and partners by:

- informing, consulting and involving
- being inclusive and engaging with all of its residents and partners
- ensuring views are listened to and used to develop, enhance and improve services, the environment and the quality of life of those who live and work in Westfield.

3. OBJECTIVES

- To improve, plan and shape the future of the Parish according to local needs and priorities
- To improve the quality and delivery of services
- To use engagement to ensure decisions are fit for purpose and meet the needs of the Parish
- To be a stronger, more active and cohesive Parish

4. HOW THIS WILL BE ACHIEVED

Communication

Communicating with members of the parish will be achieved in a variety of ways to ensure all sections of the community are reached.

The Westfield Warbler, which is delivered to every house and business in Westfield. It updates local people on Parish events, invites involvement in its activities and is a vehicle for consultation when required.

The Parish website has a wealth of local information and is updated on a weekly basis. The home page consists of latest news and information to keep the site interesting. In 2020 the site was rejuvenated in compliance with Accessibility standards.

Press releases to the local press take place regularly, highlighting items which benefit from being communicated immediately.

Social media has increased in recent years and in 2020 we trialled boosting posts and using videos to increase viewings

Meetings of the Council and its Committees are open to the public and include an opportunity for members of the Parish to engage with councillors.

Forming Focus Groups – In 2022 we formed a Waterside Valley Focus Group of people with specific knowledge and enthusiasm for this land. Their specific input helped shape the Waterside Valley Management Plan.

Consultation

Consulting Parishioners on key issues is vital. It ensures those most affected are able to put forward an opinion and are given an opportunity to make a difference.

Ensuring consultations include all members of the Parish by identifying the hard-to-reach groups such as youths, the elderly, the housebound, the disabled, ethnic minorities etc. may require establishing different engagement channels. Developing strong links with schools and other agencies to help with consultations is important.

Support

Supporting local organisations and engaging with them will assist them in meeting their own aims and objectives. The Parish Council's grant policy is an excellent means of understanding the needs and aspirations of local groups.

Supporting local projects and participating in local events will raise the awareness of the Council and its aims and objectives.

Working with the community

Working with residents and partners in finding solutions to local problems will ensure that outcomes will be accepted and fit for purpose.

Working together to carry out agreed action plans, will engage the community in working with the Council to enhance the environment and the quality of their lives. The Neighbourhood Plan is an important part of this process and is due for review in 2023..

5. MEASURING SUCCESS

Success will be measured via the Action Plan by the Environment and Development Committee. The success of individual consultations will also be measured by the Committee to highlight any areas for improvements.

6. STRATEGY REVIEW

The Community Engagement Policy will be reviewed annually.

Review History	To be reviewed annually
First draft to Finance and Personnel Committee	18/3/15
Agreed by Parish Council	7/4/15
Agreed by E&D	9/5/16
Reviewed by E&D with one addition	12/6/17
Agreed by Parish Council	3 rd June 2019
Reviewed by E&D	11/5/21
To Parish Council	7/6/21
To E&D	15/11/22
To Parish Council	5/12/22
Next review	December 2023

7. ACTION PLAN

ACTION PLAN		
Activity	Action	Review details
To review the Grant making policy annually to ensure it is still relevant and funds are being spread across all aspects of Parish life.	To gather feedback on the grants made the previous year and annually review the grant making criteria to keep it relevant.	Reviewed annually by the Finance and Personnel Committee.
To raise the profile of the Parish Council at events such as the Christmas Lights Switch On Event, Annual Parish Meeting.	To continue to take part in these events.	For review by the E&D Committee as required.
To engage with residents on the maintenance of land at Waterside Valley, once the purchase is complete	To create a Waterside Valley Working Party for liaison and voluntary work at the site.	COMPLETE
Front Garden competition	To run the Front Garden competition annually.	To be reviewed via the E&D Committee annually.
Inspirational Citizen Award	To run the Inspirational Citizen Award annually	To be reviewed Parish Council annually.
Neighbourhood Plan Review 2023	To set up a Working Group for the five yearly review of the Neighbourhood Plan.	

