

Westfield Parish Council

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Westfield, BA3 3BX
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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

31st October 2022

TO: All Members of Westfield Parish Council

Dear Councillor,

You are summoned to a Meeting of Westfield Parish Council, on **Monday 7th November 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 – 3rd October 2022**
To confirm and sign as a correct record the minutes of the Parish Council Meeting. (Pages 1-3)
4. **Speeding on the A367.** Invitation to the Police to the Parish Council meeting (Page 4)
5. **To confirm the Committee membership of Cllr Paul Millard**
6. **Committee and Working Group reports**
To note the minutes of the Committees and Working Groups below:
 - **Environment and Development – 10th October 2022 (Pages 5-8)**
 - **Finance and Personnel – 19th October 2022 (Pages 9-15)**
7. **Approval of any items over £5,000 and consideration of any virement**
Kompan – new swings at Norton Hill Recreation Ground – £23,312.61+VAT
8. **Waterside Valley (1)** To consider funding work at Waterside Valley (Pages 16-18); **(2)** To receive the final draft Management Plan (to be circulated)
9. **Grants 2022/23** To receive the recommendations of the F&P Committee (Page 19)
10. **Office Space and the Charity Commission (Pages 20-26)**
11. **Remembrance Day** – to confirm who is laying wreaths and where. (The Midsomer Norton and Radstock wreaths are being taken to the events by the RBL. The Westfield wreath was delivered to the office)
12. **Calendar of Meetings 2023 (Pages 27-28)**
13. **Outside Bodies reports** – for reporting only
14. **Creating Community identity** – for reporting only
15. **Chairman’s report** - for reporting only
16. **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 3rd October 2022 commencing at 7.00pm

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

Attending: Lesley Close, Clerk; Tracey Stephens, Deputy Clerk;

Absent: Cllrs: P Millard and B Wallbridge,

72. Apologies for absence and to consider the reasons given

Apologies for absence were received and accepted from Cllrs Millard and Wallbridge.

73. Declarations of interest and dispensations

There were no declarations of interest.

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

Resolved: the minutes of 5th September 2022 were agreed and signed as a correct record.

75. To confirm the committee membership of Cllr Paul Millard

As Councillor Millard was absent this is moved to the next agenda.

76. Committee and Working Group reports

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

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

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

Resolved: to approve the expenditure of £6030 for the Christmas lights

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

Discussion was held around the length of time that the lights should be illuminated. It was felt that the lights display is important for the community but, in the current climate, Councillors understood the need to reduce costs where possible.

Resolved: (1) to reduce the illumination time from 3pm – 12pm to 4pm – 10pm
(2) To post on Facebook, the website and the Warbler that we are reducing these times due to the extra financial burden.

78. Plans for the new office and meeting room at Norton Hill Recreation Ground for agreement prior to submission for planning permission

Resolved: to submit the plans as they stood for planning permission.

79. Outside Bodies reports

Request for a nominee to join the Police Independent Advisory Group

Resolved: Cllr Cooper to join the Police Independent Advisory Group

Mardons

Cllr Cooper reported that the AGM had taken place and that Bill Stevenson had stood down and been replaced by Jamie Long.

The target decision date was now passed for the planning application at Mardons with no decision yet publicised. Cllrs Moss and Jackson advised that they have been lobbying the officer frequently asking that this application be put into open debate, as it is highly contentious.

Resolved: to write to the head of planning reiterating that it is a highly contentious case with much of the community of Westfield affected and asking that it be put into open debate.

80. Creating Community Identity

Cllr Hopkins had been checking every route into Westfield for directional signs to Westfield and had found none.

Resolved: to invite Kevin Guy, Leader of the Council, B&NES to a meeting in Westfield to impress the importance of recognising Westfield as a parish.

Cllr Jackson said that the Lighthouse Academy Trust was operating from the Fosse Way School and advertising its address as in Radstock. She is to write to the Trust to advise that the address is in Westfield.

Cllrs were advised that the closing date for the WECA bus survey had been extended to 12th October and they were invited to respond.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

Cllr Hopkins highlighted the three major accidents on the A367 in this area over three months.

Resolved: To write to the Police to ask if speed monitoring was still taking place and whether there is a speed plan in place.

81. Chairman's report

Cllr Fuller had nothing to report, but welcomed Cllr Mansell back.

82. Bath and North East Somerset Councillors' reports

Cllr Jackson reported:

- Most of her time in the last month had been spent on cases for individual residents. One issue was the difficulty with provision of blue badges.
- Covid was rising in the area. The vaccine was now available at Westfield Surgery.
- She has been working in B&NES on the consultation for the Local Planning Policy update and the Spatial Plan has been halted which involved South Gloucester, B&NES and Bristol.

Cllr Moss reported:

- Heat and Eat – a number of community organisations were keen to open their doors over the winter, so that people can get meals and meet others. This was proving difficult, though, due to the cost of heating the venues and a lack of volunteers. There was to be a stakeholders meeting mid-November, and he would like the Parish Council to be involved

The meeting closed at 8:10pm

Minutes are draft until agreed at the next meeting.

Signed Dated

Parish Clerk

From: George Simpson <George.Simpson@avonandsomerset.police.uk>
Sent: 21 October 2022 09:29
To: Parish Clerk
Subject: FW: Speeding on the A367 through Westfield

Hi Lesley

Thank you for your e-mail about the accidents and speeding on the A367. I have searched back for 90 days from the date of your e-mail and can only find 2 reported RTCs on the A367 (Fosseway) Both of these were in September and relatively low level with details exchanged between parties once police arrived. Obviously, I can only search for collision that the police were contacted about.

In terms of the speeding, as far as I am aware there is no active community speed watch in the Westfield area, though if this something the council would like to establish, I am happy to arrange for someone who could come and chat about how it works and what is expected etc. In terms of controlling speeding, there is no current active plans in place. I'm happy to arrange for limited speed monitoring to take place but the scope of this will be limited. I will also have a chat with our speed enforcement officer who goes out on his motorcycle to see if he can cover the Westfield part of the A367. But he is guided by the evidence of speeding with is normally generated by community speed watch schemes.

Thank you

George

PC 3356 George Simpson
Neighbourhood Constable (Radstock & Westfield)
Radstock Police Station
Wells Road
Radstock
BA3 3SG

Tel: 07889658531 or 101
Email: george.simpson@avonandsomerset.police.uk



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Avon and Somerset Police
SERVE. PROTECT. RESPECT.

From: Lee Humphreys (Radstock NPT) <LeeA.Humphreys@avonandsomerset.police.uk>
Sent: 04 October 2022 11:38
To: George Simpson <George.Simpson@avonandsomerset.police.uk>
Subject: FW: Speeding on the A367 through Westfield

From: Parish Clerk <parishclerk@westfieldparishcouncil.co.uk>
Sent: 04 October 2022 11:27
To: Lee Humphreys (Radstock NPT) <LeeA.Humphreys@avonandsomerset.police.uk>

Westfield Parish Council

Minutes of the Environment and Development Committee Meeting held in the boardroom at the Oval Office, Cobblers Way, Westfield on 10th October 2022 commencing at 7pm.

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

Absent: Cllrs Geoff Fuller and Bryan Wallbridge

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

47. Apologies for absence and to consider the reasons given

Apologies were offered by Cllrs Fuller and Wallbridge and accepted.

48. Declarations of interest and dispensation

Cllr Jackson declared an interest in 22/03532/OUT – 34 St Peters Road – Erection of detached dormer bungalow. She did not vote.

49. Minutes of the last meeting

The minutes of the last meeting held on 11th July 2022 were agreed as a true record and signed by the Chair.

50. Planning applications for consideration

22/03532/OUT – 34 St Peters Road – Erection of detached dormer bungalow

There were no objections to the application, on the condition that (1) the conditions set by Highways were adhered to; and (2) the decision takes into account the Planning Inspector's Judgement on 13 St Peters Road.

51. Planning Decisions

The planning decisions were noted.

52. Planning Appeal decision – The Vicarage, St Peter's Road

The planning appeal decision on The Vicarage, St Peter's Road was noted.

53. Public consultation on Local Plan partial update

Cllr Jackson gave an overview of the updates.

Minutes subject to approval at the next meeting.

Signed Dated

Westfield Parish Council

Resolved: no response from the Parish Council was required.
In respect of the new Local Plan, it was noted that representatives from the Parish Council were required to attend a workshop in January.

Resolved: that Cllrs Diana Cooper and Ron Hopkins represent the Parish Council, with alternates if the date of the workshop is not convenient.

54. Recreation Ground – Norton Hill

- **New swings**

Resolved: to accept the quote from Kompan for £23,312.61 + VAT.
£15,000 is met from grant funding and the balance from Parish Council reserves.

- **Wetpour around carousel**

Resolved: The Clerk to check that both quotes were like for like. And, if they are, then to accept the lowest quote from GB Sport and Leisure in the amount of £1,309 + VAT to fill the gap in the wetpour around the carousel.

- **Wetpour around multi play**

Resolved: to accept the quote from Greensward for £275+VAT to build the grass turf up to the edge of the wetpour around the multi play.

55. Recreation Ground - Westhill

- **Corrosion to the Carousel Bowl**

Resolved: To accept the quote from GB Sport and Leisure for £704.80+VAT for repair of the carousel bowl.

- **Westhill Club update**

Councillors were advised that the club had received its constitution and we were waiting for a copy.

Resolved: to delegate authority to Cllrs Cooper, Moss and Wilkinson to check the document, in conjunction with Harris and Harris, to allow work to go ahead between meetings.

- **BMX Track**

In the annual review the damage to the turf around the track was highlighted as medium risk. A quote had been received for £225 to returf the area but it was noted that this was a regular occurrence.

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council

Resolved: to investigate the possibility of artificial turf being more robust.

- **Benches in the play area**

Resolved: to remove the wooden benches in the play area, highlighted as a concern in the play inspection.

56. Mobile CCTV

The mobile CCTV purchased by the Police and shared between Westfield, Midsomer Norton and Radstock was currently being used in Midsomer Norton. The cost of moving it to Westfield was shown as being £1,527.

Resolved: to look for quotes to purchase a CCTV camera to be positioned to the left of the Trinity Methodist Church on Wells Road, after confirming with the police that it would be a suitable location.

57. Proposed addition to the coal truck planters

Cllr Mansell had requested discussion be held around adding the names of the miners that perished in the Wellsway Pit disaster in 1849 to the coal truck dedicated to that pit.

Resolved: To ask the college if they would be interested in designing a plaque to be attached to the side(s) of the planter and speak to a local company for the laser printing on the plaque.

58. Waterside Valley

The results of the consultations with members of the public were circulated and noted.

59. WECA Pollinator Fund

It was felt that there weren't any areas in Westfield suitable for pollinator rich habitats, other than the Waterside Valley, which already has significant funding to increase bio-diversity.

Resolved: to respond to Paul Pearce thanking him for his interest in Westfield, but advising that the residents of Westfield would prefer to have the grass verges cut.

60. Events

Midsomer Norton Carnival – 14th November

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council

Resolved: to change the date of the Environment and Development meeting to Tuesday 15th November to avoid a clash with the carnival.

Remembrance Sunday.

Cllr Jackson outlined events that were being prepared by the two churches, Trinity Methodist and St Peters, on 11th November and Sunday 13th. Wreaths from Westfield Parish Council will be laid at the memorial stone in Westfield, in Midsomer Norton and in Radstock.

The Clerk asked if either of these were Parish Council events because if so risk assessments, insurance etc would need to be arranged. The Committee confirmed that neither of these events are Parish Council events.

Christmas Lights Switch On Thursday 24th November.

An update was given on arrangements for the event.

Household outside decorations competition

Resolved: to do the competition again this year and to award the prize on the same night as the judging.

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.

61. Planter at Wesley Avenue

Two quotes had been received to build the new planter at Wesley Avenue.

Resolved: (1) to seek references for Roma Construction
(2) pending good references for Roma Construction to delegate authority to Finance and Personnel to accept their quote for £4,733

The meeting closed at 8:51pm

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 19th October 2022 at 10am

Present: Cllr Phil Wilkinson (Chair), Cllrs Diana Cooper, Robin Moss, Pat Williams.
Absent: Cllrs Geoff Fuller, Ron Hopkins and Lesley Mansell.
In Attendance: Lesley Close, Clerk

45. Apologies for absence

Apologies were received from Cllrs Geoff Fuller and Ron Hopkins.

46. Declarations of interest and dispensations

There were no declarations of interest.

47. Minutes

Resolved: that the Minutes of the Finance & Personnel meeting held on 20th July 2022 be agreed and signed as a correct record.

48. Monthly Accounts

Resolved:

- a) that the combined bank reconciliation statements be agreed.
- b) that the July, August and September monthly income and expenditure statements for the Current Account be agreed.
- c) that the July, August and September monthly income and expenditure statements for the Corporate Treasury accounts be agreed;
- d) that the July, August and September monthly income and expenditure statements for the Business Savings account be agreed;
- e) that the summary of debit card transactions since the last meeting (Appendix 1) be agreed.
- f) that the summary of petty cash transactions since the last meeting be agreed (Appendix 2).

49. Verification of Bank Statements

It was noted that Cllr Moss signed the quarterly statements on 5/9/22.

50. 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 3), 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

51. 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 via online banking.

52. Community Infrastructure Levy / S. 106 Funds

The report was noted. The reviews for Roma Construction were received.

Resolved: (1) To accept the lowest quote for the new planter at Wesley Avenue in the amount of £4,733 + VAT. This to be funded via CIL.
(2) To continue to fund expenditure relating to the new office via CIL

53. Office at Norton Hill

The Committee ratified the decision to appoint the Architect over the summer and agreed the costs of £8,365, with additional work at £70 per hour.

54. External Audit

The External Audit certificate was received, with no issues arising. Thanks were expressed to the office staff

55. Office computers / photocopier

Over the summer the new laptop and computers were installed, which means that the whole IT system is now at a level where it can accommodate the cyber security measures outlined a few months back.

Resolved: To accept the quote in the amount of £565.60+VAT plus £40.60+ VAT monthly for Barracuda spam filtering, multi factor authorisation (MFA) and £1,412.50 plus VAT for the cyber essentials certification.

It was noted that the five-year agreement with Ricoh for the photocopier comes to an end in November 2022. The contract will continue automatically at the same rate.

56. Christmas Illuminations

The cost of the three new illuminations was ratified as £415.00 per unit / per annum, this being £300 per unit/pa rental plus £115 per unit/pa installation and removal.

57. Grants 2022/23

Resolved: To accept the grant recommendations from the Grants Sub Committee and recommend them for agreement at Parish Council.

58. Westfield Action Plan 2022/23

Resolved: (1) To accept the Westfield Action Plan. This would also go to E&D.
(2) To add a combination lock to the car park to field gate at Westhill for the purposes of emergency services.

Minutes are draft until agreed at the next meeting.

Westfield Parish Council

59. Budget 2023-24

- The 2022/23 budget variation report was noted.
- There were no specific items raised for the 2023/24 budget. A draft would be brought to the next meeting.

60. Annual Review of Fees and Charges

Resolved: For 2023/24 to increase the Football fees as follows:

	2022/23	2023/24
Norton Hill Adult Hire	£350	£400
Norton Hill Junior Hire	£114	£150
Norton Hill Casual Adult/Junior (with facilities)	£47	£60
Norton Hill Casual Adult/Junior (without facilities)	£21	£30
Westhill Adult Hire	£285	*
Westhill Junior Hire	£94	*
Westhill Casual Adult/Junior	£21	*

* To increase these in line with Norton Hill once the new changing rooms are built.

The Allotments fee was confirmed as £100 pa and the Norwest Bowls Club fee was calculated as set out in the lease.

61. To confirm the purchase of wreaths for Remembrance Sunday

Resolved: to purchase the wreaths at £65.25 for 3 wreaths (VAT not applicable)

62. To confirm the appointment of the Administrative Assistant

Resolved: to confirm the appointment of the Administrative Assistant as Caitlin Brown, who would be invited to commence work on 1st November 2022.

The meeting closed at 11.00am.

Minutes are draft until agreed at the next meeting.

Signed Dated 11

APPENDIX 1

Westfield Parish Council

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY

October

REF	DATE	SUPPLIER	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	Health & Safety 4018/1	Furniture & equipment 4036/1	Parish Environment 4024/003	Christmas 4223/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Ad hoc	Hospitality 4131/101
DC137	6/10/2022	Post Office	Postage for condolence books	£3.35	£3.35									
DC138	12/10/2022	Lidl	Christmas Lights refreshments	£88.26						£73.55				
DC139	17/10/2022	B&NES Planning	Planning application fee	£494.20									£488.83	
			TOTAL (NET)	£565.73	£3.35	£0.00	£0.00	£0.00	£0.00	£73.55	£0.00	£0.00	£488.83	£0.00
			VAT:	£20.08						£14.71			£5.37	
			TOTAL (Gros)	£585.81										

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Signed Dated

Westfield Parish Council

APPENDIX 3

Invoices for payment OCTOBER

Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
22/9/2022	GB Sport and Leisure	Replace rotten timbers - pick up sticks	4062/307	2009	£1,085.33	£217.07	£1,302.40
24/9/2022	Youth Connect South West Ltd	Quarterly contract fee	4237/202	2010	£2,660.54	£532.11	£3,192.65
30/9/2022	Trinity Methodist Church, Westfield	Youth Club hire	4237/202	2015	£420.00	£0.00	£420.00
30/9/2022	Trinity Methodist Church, Westfield	Consultation hire	4131/101	2016	£14.00	£0.00	£14.00
30/9/2022	Greensward	Quarterly Play Inspection	4062/307+308	2011	£210.00	£42.00	£252.00
30/9/2022	DCK	Monthly Accounts	4058/1	2017	£268.75	£53.75	£322.50
					TOTAL	£5,503.55	
<i>Added since the agenda was distributed:</i>							
17/10/2022	MJW Architects	Stages 1 + 2 New Office	990/111 CIL EM	2018	£2,485.00	£497.00	£2,982.00
13/10/2022	Community Heartbeat Trust	Battery etc for defib	4231/202	2019	£368.00	£73.60	£441.60
6/10/2022	Ricoh UK Ltd	Photocopying	4026/1	2020	£158.87	£31.77	£190.64
17/10/2022	Harris & Harris	Fees - Westhill changing rooms	4227/202	2021	£800.00	£160.00	£960.00
19/10/2022	Sovision IT	New computers	4027/1	2022	£2,047.00	£409.40	£2,456.40
19/10/2022	Sovision IT	Lead for the overhead-laptop	4027/1	2023	£10.00	£2.00	£12.00
					TOTAL	£7,042.64	

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

Appendix 4

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	£988.95	£825.98	£825.98	£825.98						£5,879.57
GPS Telecoms (DD monthly)	Telephone and broadband	£75.35	£70.51	£68.45	£67.80	£67.27	£65.57	£67.48						£482.43
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						£14,851.06
HMRC (BACS monthly)	PAYE and NI	£341.95	£507.64	£537.18	£808.05	£546.34	£545.94	£429.74						£3,716.84
Oval Commercial (SO-£587.70) the rest BACS -	Office Rental	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75						£5,878.25
Oval Commercial (BACS)	Use of Boardroom	£60.00	£60.00	£60.00	£0.00	£30.00	£0.00	£60.00						£270.00
Over 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						£17,830.58
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						£3,686.72
Ricoh (BACS quarterly)	Photocopier	£188.00	£0.00	£0.00	£170.20	£0.00	£0.00	£158.87						£517.07
Southern Electric (DD - quarterly)	NH Pavilion	£0.00	£0.00	£118.55	£0.00	£0.00	£108.86	£0.00						£227.41
Southern Electric (DD quarterly)	Christmas Tree	£252.54	£0.00	£28.29	£0.00	£0.00	£28.29	£0.00						£309.12
SoVision IT (BACS monthly)	IT Support	£169.20	£169.20	£169.20	£169.20	£169.20	£169.20	£169.20						£1,184.40
Total Gas & Power (DD - quarterly)	NH Pavilion	£99.54	£110.57	£0.00	£0.00	£43.77	£0.00	£0.00						£253.88
Water2Business (DD six mnthly)	Auto-watering systems	£91.41	£0.00	£0.00	£0.00	£30.42	£138.56	£0.00						£260.39
Water2Business (BACS six monthly)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£0.00	£335.04	£0.00						£335.04
Information Commissioners Officer (DD)	Data Protection Fee (annual)	£0.00	£0.00	£0.00	£0.00	£40.00	£0.00	£0.00						£40.00
Zoom subscription (DD - monthly)	Meeting space	£11.99	£11.99	£11.99	£0.00	£0.00	£0.00	£0.00						£35.97
Monthly Total		£7,741.71	£7,015.57	£7,120.20	£8,031.22	£10,386.24	£7,689.38	£7,274.41	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

Minutes are draft until agreed at the next meeting.

15 Signed Dated

Funding for Waterside Valley

1. Introduction

As you know, B&NES and Somer Valley Rediscovered were successful in their bid for funding for green infrastructure improvements across five sites, Waterside Valley being one of them.

Alongside this, I have reported on meetings with the Bristol Avon Catchment Market for funding via a Bio Diversity Net Gain bid. BACM created a landholder pack for Waterside Valley which includes a specification for establishment work for the grassland in year 1 work and then maintenance spec for the following 29 years. By putting in a bid for funding, the Parish Council commits to 30 years of maintaining the land to the standard set out in the BACM spec.

With these two possible streams of funding, the purpose of this report is to reach a consensus of how to move ahead in terms of funding the work at Waterside Valley. This very much hinges on what we want to achieve. The recent consultations have helped inform the vision for Waterside Valley and are incorporated in the Management Plan, which should be complete by the end of October.

2. WECA funding

Below is a breakdown of the Waterside Valley element of the successful B&NES bid:

Grassland Restoration - mowing regime	20000
Grassland Restoration - scrub clearance	1800
Scrub Management	2400
Watercourse Improvements - coppicing	14000
Watercourse Improvements - wetland	13100
Hedgerow improvements	1600
Tree Planting	6160
Access paths	22000
Interpretation Boards	22500
Entrance Improvements	1125
Seating	8169
	112854

It is envisaged that the WECA funding would be spent within three years. In terms of grassland management, it is hoped that some scrub can be cleared this winter, with grass cutting starting next year. B&NES is currently waiting for the final paperwork before they can start spending.

The spec for grassland management in the WECA funding is not prescriptive. The idea would be to clear some of the scrub, start cutting the grass twice a year and assess the wildflowers that appear as a result.

The WECA funding does not include scope for planting wildflower seeds. So, there is no funding for scarifying the ground, purchasing and planting the wildflower seeds. To give an indication of this cost – to purchase wildflower seeds for the full 94,300 metres square of grassland at Waterside Valley would cost £20,217.92 alone. However, there are other funding sources such as round 2 of the WECA Pollinator Fund and Somer Valley Rediscovered are also looking at ways of harvesting seeds from other local wildflower meadows to avoid purchasing seed from a supplier. And, we could start small by planting up a wildflower meadow in say just 2 hectares of the grassland and assess the results as we go along.

3. Bio Diversity Net Gain Funding

By contrast, the BNG funding is much more prescriptive. Below is a copy of the spec which we would have to adhere to for 30 years. Whilst we could put in a bid for the costs of year 1 ourselves, the following 29 years funding is worked out on an equation of £450 per hectare per year, indexed over the 29 years. This would work out as £4,243 in the first maintenance year. There is a big question mark over whether this would be enough to fulfil the very exact maintenance spec which involves, for example, three grass cuts per year, allowing the grass to remain on the ground before collecting it a few days later and the selective cutting of undesirable plant species before they set seed.

In year 1, to support initial establishment and control negative indicator species seen onsite (thistle, nettle etc.), the following cutting regime should take place:			
ACTIVITY YEAR 1 POST SEEDING	GOAL	FREQUENCY	EVIDENCE
Several 'hay cuts' required during year 1 post seeding. Area to be cut, with cuttings immediately removed from site.	Reduces growth of competitive species and ensures good root establishment of wildflower species.	Minimum 3 hay cuts between March and September, Year 1 post seeding.	Record of cutting activities with supporting photographs.
No grazing during year 1 post seeding.	Protect from poaching and damage to young vegetation.	Year 1 post seeding.	No evidence required.

Most of the sown meadow species are perennial and are slow to establish. If you get a flush of weeds, take a cut before they set seed at the end of summer (year 1). Dig out any residual perennial weeds such as docks.

Following this period, the management activities below should be adhered to for the remaining 29 years of the projects lifespan.

Year 2 onwards				
ZONE	ACTIVITY	GOAL	FREQUENCY	EVIDENCE
Created grassland areas	Summer: Essential: annual main mid-summer hay cut to a height of 10cm~. Cuttings should be left for several days (up to 7) to allow for drying and seed drop. Following the drying period, all cuttings must be removed.	Reducing competitive plant groups and generating natural bare soil and open sward for germination.	July – August each year.	Record of cutting activities with supporting photographs.
Autumn and Winter: Grazing from August – December (where conditions allow without poaching of ground); OR Mowing of the regrowth 'aftermath' in late summer and autumn	Bare ground should not exceed 5% across the entire grassland. Grazing helps to create a varied sward height. Where only mowing is possible, this ensures competitive species are reduced and controlled prior to the following flowering season.		Annual activity	Record of grazing livestock used including stocking densities and timings Record of cutting activities with supporting photographs.
Spring: Where grazing livestock have not reduced sward height to 10cm or below over winter, an early cut will be required. All cuttings to be removed immediately after cut.	To reduce competitive plant growth and establish stronger rooting.		One cut around February each year. Must be before March when flowering species begin to germinate.	Record of cutting activities with supporting photographs.
Undertake grassland quality checks to identify any issues with establishment, excessive weed development or bare ground.	Early identification of risks to grassland development.		Monthly checks within year 1 then 6 monthly thereafter	Photographs of 'problem areas' pre and post mitigation activity.
Cover of bracken less than 20% and cover of scrub (including bramble) less than 5% of entire project area.	Prevention of grassland transition to full scrub or woodland.		Monthly checks within year 1 then 6 monthly thereafter	Additional photographs to be provided of any

4. For decision

The deadline to put in a bid for BNG funding this year is 30th November.

I am thinking that a more cautious way forward would be to work with Somer Valley Rediscovered in the spending of the WECA funding for the next three years. As the scrub diminishes and the grass is cut, to continually monitor and assess to come to a view in years 2 and 3 as to whether wildflower seed planting might start.

I would suggest that we put the BNG funding bid on hold for up to two years and re-visit it as a possible funding source in year 3.

Grant Applications 2022					
Organisation	2020 grant awarded	2021 grant awarded	2022 amount requested	2022 amount suggested	Purpose of Grant
1st Radstock Scout Group	£500.00	N/A	£1,000.00	£1,000.00	New doors for the scout hall. This was agreed in full
Bath Area Play Project	N/A	£1,000.00	£1,000.00	£1,000.00	For a play day at Westfield in the summer. It was felt that this was always a very successful event and attracted many people from Westfield.
Citizen's Advice - B&NES	£750.00	£1,000.00	£1,000.00	£0.00	Help fund recruitment, training and supervision of new advisers. Last year they received the full award and were asked to do a piece for the Warbler. They were reminded twice and did not respond. They also haven't completed any feedback. It was felt that they weren't targetting residents of Westfield as it was a national number to contact and could be anywhere in the country.
Jesters Carnival Club (formerly Mardons CC	£800.00	£750.00	£750.00	£0.00	For new sound system. The application was very short on information required - no accounts, no detail on what they would like to buy.
Midsomer Norton and Radstock Dial-a-Ride		£1,000.00	£1,000.00	£1,000.00	Towards ongoing running costs. This was felt to be a very worthwhile initiative, used extensively by people of Westfield.
Midsomer Norton and Radstock Silver Band	£750.00	£750.00	£1,000.00	£500.00	Music, stands and ties for training band. While this was felt to be a worthwhile initiative, bringing young people into the band, it was felt that new, heavy duty, music stands can be bought for considerably less than £35 each and that members should contribute more to the cost of the ties.
Radstock Museum	N/A	N/A	£1,000.00	£500.00	Towards costs of running café. This was awarded to reflect the number of Westfield residents that was felt would be helped.
Small Stuff Baby Bank	£1,000.00	N/A	£1,000.00	£500.00	Towards Utility bills. This was awarded as it was felt that it was not clear where the focus of the work was. There are too many other organisations mentioned that would take on a lot of what the baby bank initially set out to do. The thought was that they are spreading themselves too thinly, with the best of intentions.
Swallow	£1,000.00	N/A	£975.00	£975.00	Storage Cupboard in meeting room. This was awarded in full as it was felt that it is a worthwhile project to keep things running smoothly at the charity.
SWAN Advice Network	£800.00	N/A	£900.00	£900.00	Contribution to running costs. This was felt to be a very worthwhile cause and committee were happy to contribute what was requested.
Trinity Girls Brigade	N/A	N/A	£1,000.00	£600.00	Residential camp for girls. This contribution was towards the transport for the residential camp. It was seen as a worthwhile cause, but felt that the full amount asked for was too much
Trinity Methodist Church	£1,000.00	N/A	£1,000.00	£400.00	Refurbishment and new noticeboard. The award was for the community noticeboard. It was felt that considerable money had already been awarded for refurbishment in the past.
West of England Rural Network	N/A	N/A	£1,000.00	£600.00	To run a 'Reminiscence' course in Westfield. £600 was awarded for a staff member as it was felt that there are a couple of venues in Westfield that can be hired free of charge
WAGS	£500.00	£630.00	£775.00	£775.00	Repair of boundary fence and tree line. This was awarded in full as it was properly costed and clear that amount would get the work done.
Westfield Voices	N/A	£600.00	£600.00	£400.00	Contribution to running costs. The amount awarded was a contribution to performance and rehearsal fees.

Office Space and the Charity Commission

1. Background

The purpose of the report is to consider the permission the Parish Council will require to use land owned by the Norton Hill Trust for its office space.

This question was raised with the Charity Commission in 2012 when we considered building an office on the then derelict land behind the tennis court. At the time we envisaged that it would also include a few offices to rent out to local companies. I attach a copy of the very helpful advice from the Charities Commission.

2. Detail

As you will see from the attached advice, since the Parish Council is (1) not a charity and (2) cannot be described as 'primarily recreational in nature', then Norton Hill Recreational Trust should give a lease to the Parish Council and charge full market rent for the office.

Because the Parish Council is the sole Trustee of the Norton Hill Trust, the Parish Council would be a 'connected person' and therefore, understandably require an Order of the Commission to allow this transaction to go ahead.

3. Financial details

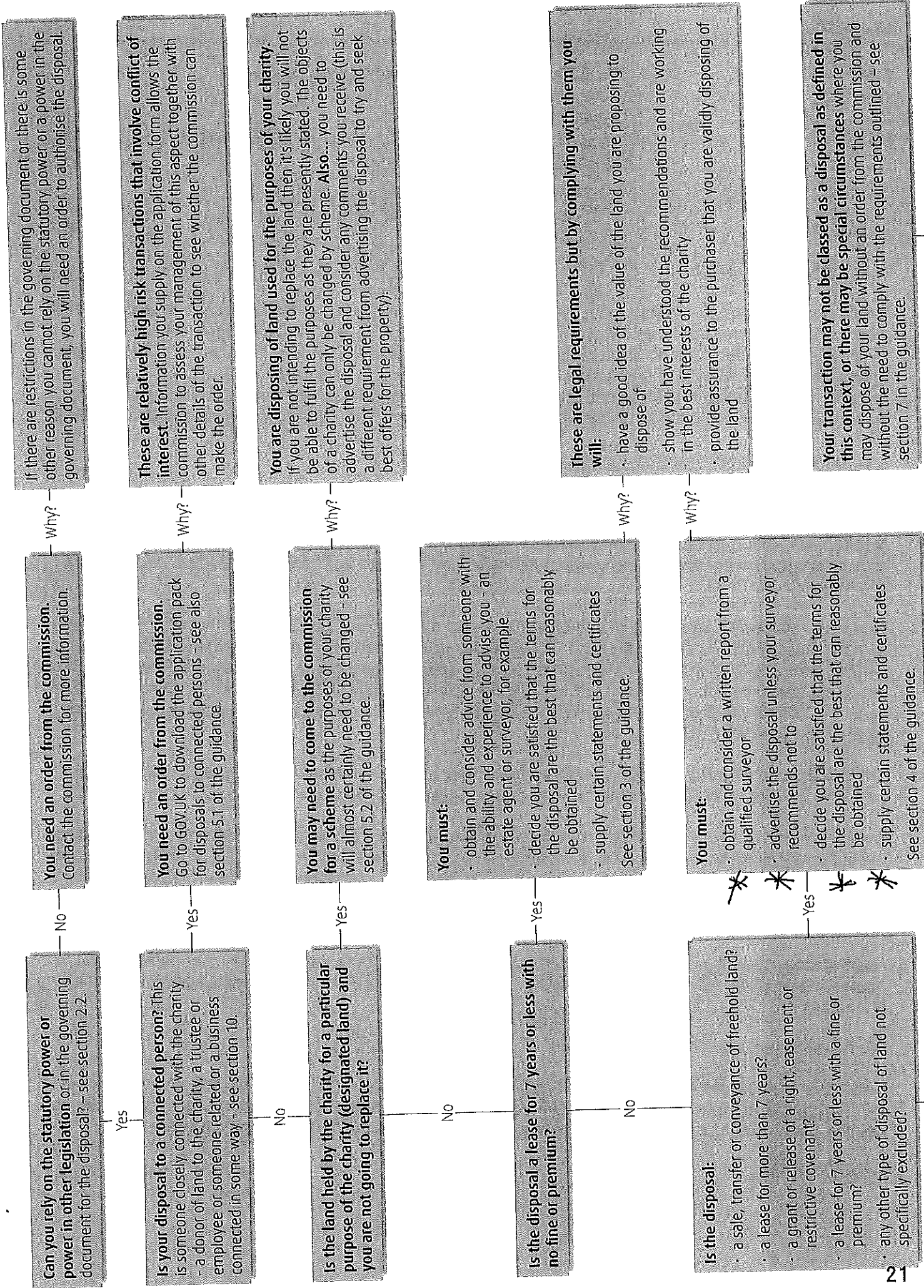
Our Trusts Policy outlines the arrangement whereby the Parish Council pays for the upkeep of the Trust Grounds. The Trusts take the income. Then, at the year end, the Trusts pay the income they have received that year to the Parish Council in the form of a grant.

If this policy continues, then the rent the Parish Council pays to the Trust for the office space would be returned to it at year end. As an example, if the Parish Council were to pay Norton Hill Trust the same market rent it is paying at the moment to Oval, then over 12 months it would pay £10,007 (£839.75 x 12). This would combine with the football income and the rent from Norwest which together come to £1,391 pa, and the total income of Norton Hill Recreation Ground Trust would come to **£11,468**.

Looking at what the Parish Council pays annually for the upkeep of Norton Hill Recreation Ground, the expenditure covers rates and utilities for the pavilion, play area maintenance, CCTV, grounds maintenance contract and ad hoc grounds maintenance in the total amount of **£27,273**. So, the grant being paid to the Parish Council by Norton Hill Recreation Ground Trust would not exceed the Parish Council's expenditure on the grounds. And therefore, I would hope that this arrangement would be acceptable to the Charity Commission.

4. Next Step

If the Parish Council is in agreement I would suggest that (1) I contact the Charity Commission to request an Order of the Commission to allow the lease to be set up between Norton Hill Recreation Ground and the Parish Council as a connected person; (2) If the Parish Council requires a lease of over 7 years then we will require a written report from a qualified surveyor; (3) If it turns out that the issue is more complicated than the original advice from the Charity Commission would suggest, then the Parish Council commissions a solicitor to act on its behalf.



Lesley Welch

From: FC Email Team <enquiries@charitycommission.gsi.gov.uk>
Sent: 02 October 2012 13:05
To: lesley.welch@westfield-pc.gov.uk
Subject: RE: Miners Recreation or Pleasure Ground at Westfield - 304619 [Proposed Multi-use Building] CC:04684029

Dear Ms Welch.

Thank you for your email.

If a charity is disposing of its interest in land then this would usually result in a loss of the amenity in which it can carry out its objects. Most disposals of charity land should be able to proceed without our involvement, provided that the charity trustees can comply with the provisions of sections 117-123 of the Charities Act 2011. Details of the requirements can be found in our publication CC28: Sales, leases, transfers or mortgages: What trustees need to know about disposing of charity land which should be considered carefully by the charity trustees and their professional advisers. It is available upon our website.

<http://www.charitycommission.gov.uk/Publications/cc28.aspx>

If a charity disposes of its interest in land to an organisation which is "primarily recreational in nature" this could allow for recreational activities to be continued on the site and for the amenity not to be lost to the beneficiaries. The trustees can then consider a disposal at less than market rate as the activities of the acquiring body can be seen as being within the objects of the charity. The CC28 guidance also refers to this issue.

If however a charity is disposing of its interest in land to a non charitable body, such as a Parish Council, then full market value is usually required unless the surveyor makes reference to a specific transaction as part of his report. (For example – the report refer to a reserved use of a part of a new build for the charity's own purposes in lieu of construction costs.) When a charity trustee is also the purchaser of the interest in land, an Order of the Commission would be required as they would constitute a "connected person", as referred to within the guidance.

Before we could offer further advice here, we would first require full details of the actual proposals and copies of the legal and other professional advice, eg surveyor taken upon them.

It is important to emphasise that although the Commission's functions include encouraging and facilitating the better administration of charities, and taking remedial action to tackle misconduct or mismanagement, the law prohibits the Commission from acting directly in the administration of a charity. Trustees are the managers of their charities and it is their job to make the administrative and strategic decisions necessary for their charities' proper and effective management.

Any decision regarding the most appropriate charity to carry out the proposals, has to be taken by the trustees themselves. The Commission cannot direct charity trustees to take one particular course of action or another.

We hope that this information assists you.

Very often the quickest way to answer any enquiries that you have is to look on our website, especially the [frequent questions](#) covering the main issues that we are being asked about. You will also find the latest news, together with our publications and guidance. You can even [sign up for email updates](#).

Yours sincerely,

John Dearden.
Charity Commission – First Contact.

----- Original Message -----

From: WELCH, LESLEY
Sent: 10/09/2012
To: FC Email Team
Subject: RE: Miners Recreation or Pleasure Ground at Westfield - 304619 [Proposed Multi-use Building]
CC:07415195

Dear Mr Rogers

Many thanks for your e mail. We understand the reasons why an open or conference telephone call is not feasible and therefore outline the in depth queries below. Thank you for taking the time to consider these queries and I look forward to hearing from you in due course.

1. It would be helpful to have a deeper understanding on the condition that the building should be 'primarily recreational in nature'. The building would include a community hall which would certainly be set up to meet the recreational needs of the community and we would envisage dance groups, karate clubs etc all taking place there. To fund the building there would be offices which would be let to small businesses. These are obviously not directly recreational, but their income would fund the building, which would allow the community hall to be included. Our Parish Council offices would also be within the building in order to better manage the site. Would this be acceptable and please would you explain the significance of sections 117 to 123 of the Charities Act in this respect.
2. Of the two charities in question, would the Charity Commission say that such a scheme would fall more easily into one of their remits than the other?
3. We envisage the building would be part funded by s.106 funding and a loan from the PWLB to the Parish Council. For this reason therefore the building would be the property of the Parish Council as we doubt the PWLB would give a loan to the Parish Council for a building which it did not then own. This is an area which we will have to discuss further with the PWLB. However it would be helpful to clarify with the Charity Commission at this stage whether the conflict of interest created by the Parish Council building on Charity land is likely to be overcome by an Order of the Charity Commission?
4. The Parish Council is the Sole Trustee of both charities. We recognise the importance of the Charity granting a lease to the Parish Council at full commercial rent – would this lease be for the whole building? And if so, is the Parish Council then free to use any income derived from small businesses taking office space, for the benefit of the whole parish? Would it be possible as an alternative for the Parish Council to pay a commercial rate only for the office it occupies itself, with all the rest of the income going to the Charity and being used to benefit the charity's recreational land only.
5. Finally, you mention a second layer of consent one to build on the land and the other to occupy the offices. Would the consent for occupation of the office be for the Parish Council office alone, or would it be required for all businesses taking an office?

With best wishes,

Lesley

Lesley Welch
Parish Clerk
Westfield Parish Council
The Oval Office
Cobblers Way
St Peters Park
Westfield
BA3 3BX

Tel: 01761 410669

Lesley Welch

From: Rogers, Kenneth <kenneth.rogers@charitycommission.gsi.gov.uk>
Sent: 30 July 2012 15:18
To: lesley.welch@westfieldparishcouncil.co.uk
Subject: RE: Miners Recreation or Pleasure Ground at Westfield - 304619 [Proposed Multi-use Building] CC:07415038

Dear Mrs Welch

Thank you for your email of 3 July 2012, in connection with both the above charity and the Norton Hill Recreation Ground charity - 304583.

Based on the provisions within the governing documents of each charity and the details provided in your enquiry, I can advise as follows:

1. In the case of charity 304619, ^{Westfield} the trustee would first be obliged to obtain the agreement of CISWO (as the successor body to the Miners Welfare Committee referred to at clause 1(2) of the Conveyance dated 30 January 1942. Assuming that consent was granted, the trustees would then need to satisfy themselves that the proposed new facilities were primarily recreational in nature and therefore consistent with the trusts of the charity. If so satisfied they would be free to proceed at their discretion, subject where applicable to compliance with the requirements of sections 117 to 123 of the Charities Act 2011.
2. In the case of charity 304589, the trustees would be able to proceed under the provisions of clause 4(2) of the charity's governing Scheme - subject to compliance with sections 117 to 123 of the Charities Act 2011 and their satisfaction that the new facilities were primarily recreational in nature and consistent with the trusts of the charity.
3. In both cases above, the assumption is that the proposed new facilities would be the property of the charity on whose land they were erected - the role of the Parish Council in each case simply being that of charity trustee. If the intention is that the Parish Council would establish these facilities in its separate capacity as Local Authority, then a conflict of interests would exist preventing them from proceeding without a Order of the Commission. Unless the intention was for the Council to fund the new facilities via a grant to the charity concerned, with the facilities then being part of the property of that charity, it would otherwise be necessary for the charity to grant a lease to the Council to enable it to occupy the charity's property at a full commercial rate. Clearly, in those circumstances the Council would be both Landlord and Tenant, a conflict of interests it could not resolve except under an Order of the Commission.
4. The granting of a lease by either charity to the Council as Local Authority would be considered a disposal of interest - and as such fall under sections 117 to 123 of the Charities Act 2011 and the relevant disposal provisions within each charity's own governing document.

For us to advise in any greater detail, the Council will need to be more specific over what its proposals are (in what capacity it proposes to act) and the resulting ownership of the proposed new building. If the offices referred to would be used/occupied by the Council then the same conflict of interests would exist and any authorised agreement would again need to be at a full commercial rate, unless authorised otherwise by the Commission - meaning a second 'layer' of consent (the first to build on the land, the second to occupy the offices).

I hope the trustee will find this initial response of some assistance.

Yours sincerely

Kenneth Rogers

Charity Commission - First Contact

Very often the fastest way to answer your enquiries will be to look on our website www.charitycommission.gov.uk, especially the [Frequently Asked Questions](#) covering the main issues that we are being asked about. You will also find the latest news, together with our publications and guidance. You can even [sign up for email updates](#).

----- Original Message -----

Lesley Welch

From: Vernon Jones <Vernon.Jones@ciswo.org.uk>
Sent: 05 July 2012 15:40
To: lesley@westfieldparishcouncil.co.uk
Subject: Norton Hill and Westhill Gardens Trust Grounds

I refer to your e-mail of 3 July and would advise as follows.

Both charities are recreational charities and therefore what is allowed must come within the definition of both charitable and recreational. In addition to being constrained by what is charitable there may also be covenants in relation to the land determining usually what cannot be done on the property.

The difficulty I perceive is your reference to offices. Unless these offices are exclusively involved in the administration of the charity/charities they will have to be viewed as a non-charitable commercial arrangement which means that the trustees may lease office space on a commercial basis in order to raise income for the charity. This actually is a little difficult if it is the Parish Council who wish to establish a Council office because this will require a lease/licence between the Council as trustee and the Council as municipal organisation. It is not impossible for such arrangements to proceed but you would need the prior approval of the Charity Commission as such an arrangement would be what the Charity Commission term a related transaction.

If you would like to develop the proposals in greater detail please feel free to contact me by telephone on 01709 728115.

I hope this has been of assistance.

Vernon Jones

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From: WELCH, LESLEY
Sent: 03/07/2012
To: FC Email Team
Subject: Other

USER QUESTION

Title : Mrs
First Name : Lesley
Last Name : Welch
Email Address : lesley.welch@westfieldparishcouncil.co.uk
Daytime Telephone : 01761 410669
Evening Telephone :
Registered Charity Number: 304619
Postcode : BA3 3BX
Topic : Other
Subtopic :
Subject : Permitted use of Trust Land

Question : The Parish Council came into being in May last year and is the sole Trustee for Norton Hill Recreation Ground (Charity no 304583) and Westhill Recreation Ground (Charity no 304619), both of which are Miners Welfare Trusts. The Parish Council is looking at establishing a small multi use building to include offices and recreational facilities. At this very early stage in its considerations the Parish Council would like to consult the Charity Commission on whether it would be permissible to build such a facility on one of the Trust grounds. Your advice would be very much appreciated. I attach a copy of the Secretary of States Scheme in relation to Norton Hill Recreation Ground and the conveyance in respect of Westhill Gardens. I look forward to hearing from you and many thanks, Lesley

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CALENDAR OF MEETINGS 2023

JANUARY

Tuesday 3rd Council

9th Environment and Development

18th Finance and Personnel

FEBRUARY

6th Council

13th Environment and Development

22nd Finance and Personnel

MARCH

6th Council

13th Environment and Development

22nd Finance and Personnel

29th Annual Parish Meeting 7pm

APRIL

3rd Council

Tues 11th Environment and Development

19th Finance and Personnel

MAY

15th Council – Annual Meeting of the Parish Council. (Later in the month than usual to comply with the regulation to hold the first Parish Council meeting within 14 days of the election.)

22nd Environment and Development

24th Finance and Personnel

JUNE

5th Council

12th Environment and Development

21st Finance and Personnel

JULY

3rd Council

10th Environment and Development

19th Finance and Personnel

SEPTEMBER

4th Council

11th Environment and Development

20th Finance and Personnel

OCTOBER

2nd Council

9th Environment and Development

18th Finance and Personnel

NOVEMBER

6th Council

13th Environment and Development

22nd Finance and Personnel

DECEMBER

4th Council

11th Environment and Development

13th Finance and Personnel