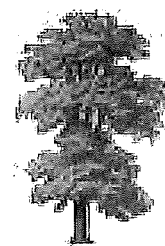


# Westfield Parish Council

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



Established 2011

## All Council Meetings are open to the Public and Press

30<sup>th</sup> March 2023

TO: All Members of Westfield Parish Council

Dear Councillor,

You are summoned to a Meeting of Westfield Parish Council, on **Monday 3<sup>rd</sup> April 2023 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 – 6<sup>th</sup> March 2023**  
To confirm and sign as a correct record the minutes of the Parish Council Meeting. **(Pages 1-3)**
4. **Committee and Working Group reports**  
To note the minutes of the Committees and Working Groups below:
  - **Environment and Development** – 13<sup>th</sup> March 2023 **(Pages 4-7)**
  - **Finance and Personnel** – 22<sup>nd</sup> March 2023 – not quorate
5. **Approval of any items over £5,000 and consideration of any virement**
6. **Signage in Westfield (Page 8)**
7. **Outside Bodies reports** – for reporting only
8. **Creating Community identity** – for reporting only
9. **Chairman’s report** - for reporting only
10. **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 6<sup>th</sup> March 2023 commencing at 7.00pm

**Present:** Chair: Cllr B Wallbridge, Vice Chair, in the Chair  
Cllrs: D Cooper, R Hopkins, E Jackson, L Mansell, P Millard, R Moss, and P Williams

**Attending:** Shaun and Krystal Rogers for item 4. Lesley Close, Parish Clerk

**143. Apologies for absence and to consider the reasons given**

Apologies for absence were received from Cllrs Honess, Fuller and Wilkinson.

**144. Declarations of interest and dispensations**

There were no declarations of interest.

**145. Minutes of the Parish Council meeting – 6<sup>th</sup> February 2023**

**Resolved:** the minutes of 6<sup>th</sup> February 2023 were agreed and signed as a correct record.

**146. Shaun Rogers of Shaun Rogers Funfairs**

Following the decision by the Parish Council to cease having the fun fair on site due to a ride being brought on site last year against the direction of the Parish Council because it was apparently without a safety certificate, Shaun and Krystal attended the meeting to outline what had happened. There was a full discussion.

**Resolved:** to investigate further and delegate authority to the Environment and Development Committee to make a decision the following week. In the meantime, the Clerk was asked to contact the Health and Safety Executive for more information.

**147. Committee and Working Group reports**

**(a) Environment and Development Committee – 13<sup>th</sup> February 2023**

The minutes of the Environment and Development Committee meeting of 13<sup>th</sup> February 2023 were noted.

Minutes are draft until agreed at the next meeting.

Signed ..... Dated .....

Westfield Parish Council

**(b) Finance and Personnel Committee – 22<sup>nd</sup> February 2023**

The minutes of the Finance and Personnel Committee meeting of 22<sup>nd</sup> February were noted.

**148. Approval of any items over £5000 and consideration of any virement**  
£ 27,975.13 – Kompan, new swings at Norton Hill – was approved.

**149. Fixed Asset Register as recommended by F&P Committee**

**Resolved:** to agree the Fixed Asset Register as circulated.

**150. Coronation Big Lunch**

A sign-up sheet for volunteers on the day was circulated.

**151. Inspirational Citizen Award**

**Resolved:** to delegate authority to the Environment and Development Committee to make a decision the following week. In the meantime, Cllr Jackson was asked to follow up on a suggested nominee.

**152. Beat the Street**

There were no councillors available for the Beat the Street meeting on 9<sup>th</sup> March.

**153. Supported Bus Services**

Feedback from the Leader of B&NES was received.

**154. Outside Bodies reports**

**Mardons** – Cllr Cooper gave an update on the legal situation which Mardons now finds itself following a possible sale of the building. The Club is looking to set up as a Community Interest Company.

**Radstock Museum** – Cllr Jackson gave an update which outlined plenty of people now visiting this attraction.

**155. Creating Community Identity**

Concern was raised that articles in the Journal and in Midsomer Norton Life still refer to clubs and organisations within Westfield as being in neighbouring towns. However, it is good to see that Swallow now has Westfield in its address on its letterhead.

**Resolved:** to write again to B&NES regarding the lack of street signage to Westfield and to chase the missing Welcome to Westfield sign at Welton Road.

**156. Chairman's report**

There was no report.

Minutes are draft until agreed at the next meeting.

Signed ..... Dated .....

Westfield Parish Council

**157. Bath and North East Somerset Councillors' reports**

Cllr Jackson's written report and Cllr Moss's verbal report were received with thanks.

- A decision on the future of the 82 Bus is awaited in B&NES.
- B&NES is creating a Health and Wellbeing Policy.

The meeting closed at 8:25pm

Minutes are draft until agreed at the next meeting.

Signed ..... Dated .....

Westfield Parish Council

Minutes of the Environment and Development Committee Meeting held in the boardroom at the Oval Office, Cobblers Way, Westfield on 13<sup>th</sup> March 2023 commencing at 7pm.

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

**Also attending:** Lesley Close, Parish Clerk

**Absent:** Cllr Walbridge

**123. Apologies for absence and to consider the reasons given**

Apologies were received and accepted from Cllr Wallbridge.

**124. Declarations of interest and dispensation**

There were no declarations of interest

**125. Minutes of the last meeting**

The minutes of the last meeting held on 13<sup>th</sup> February 2023 were agreed as a true record and signed by the Chair.

Following the Parish Council meeting the previous week, under delegated authority the Committee discussed the Inspirational Citizen award and made the following resolution:

**Resolved:** that the 2023 Inspirational Citizen Award should go to Mrs Harrington for her campaign to save the 82 bus, which is a life line for Westfield residents.

**126. Planning applications for consideration**

|              |                  |  |
|--------------|------------------|--|
| 23/00751/OUT | 10 Waterside Way | Outline planning application with all matters reserved for the erection of a dormer bungalow following the demolition of the existing garage |
|--------------|------------------|--|

The Committee objected to the application on the grounds of overdevelopment and that it is out of character with the neighbouring properties. For these reasons it contravenes policies 1 and 3 of the Westfield Neighbourhood Plan.

|              |             |  |
|--------------|-------------|--|
| 23/00871/FUL | 2 Pine Walk | Construction of a garage in rear garden and relocation of existing garden shed |
|--------------|-------------|--|

The Committee had no objections in principle but raised concern about the adequacy of the access.

*2021/1480/OTS Outline planning permission (Mendip DC) for the erection of up to 270 dwellings, formation of vehicular accesses, open space,*

**Minutes subject to approval at the next meeting.**

**Signed .....** **Dated .....**

## Westfield Parish Council

*landscaping and associated works with all matters reserved except for access-* The Committee raised serious concerns about the infrastructure in Westfield to support such a development.

**Resolved:** (1) that Cllr Jackson would circulate the comments that B&NES is making on this application. (2) authority delegated to Cllr Jackson and the Clerk to send a response.

### 127. Planning Decisions

There were no planning decisions to note.

### 128. Recreation Ground – Norton Hill

(1) **New Office** – A further specialist report on sustainability was needed to be sent to Building Regulations at B&NES before any further work could be done.

**Resolved:** to accept the quote for £950.00+VAT obtained by MJW Architects

Plans to go out to tender on the new office were projected on the screen.

**Resolved:** (1) to query the Air Source Heat Pump with regard to running costs, insulation and its location just outside the fence line. (2) Pending the response to the above query, to accept the plans and go out to tender.

(2) **Fun Day at Norton Hill** – the meeting with Daniel Moyles is being re-arranged.

(3) **Vandalism, Graffiti and litter** – the spate of vandalism, graffiti and litter at both recreations grounds was noted. Correspondence from the Police outlining how they are addressing this was circulated and had been discussed with the Police at a meeting immediately prior to this Committee meeting.

**Resolved:** To pay for extra litter picks at both recreation sites for April and May at a cost of £300 pcm.

### 129. Recreation Ground - Westhill

**Westhill Club update** – there was no further update this month.

### 130. Waterside Valley

(1) **Dog Bins** – Noted that the dog bins had been ordered.

**Resolved:** To change the bin emptying to once per week in the first instance.

Minutes subject to approval at the next meeting.

Signed ..... Dated .....

**Westfield Parish Council**

**(2) Bridges**

Cllrs Cooper and Millard had assessed the site and the information on the bridges had been sent to the insurance company. Quotes were received for the replacement of the bridges.

**Resolved:** To agree the following phased plan for the bridges:

- (1) To make the renovation of Bridge 1 (the brick bridge) the priority and to seek quotes from builders accordingly.
- (2) To remove Bridges 2 and 3.
- (3) To renovate/replace bridge 4, ensuring there is a generous step at both ends to address the mud and flood water which tends to accumulate.

**(3) Consultation on bike hangars in Westfield**

B&NES had consulted the Parish Council about the possible location of bike hangars. The Committee did not identify any suitable sites.

**131. Events**

**(1) Coronation Celebration update – 7<sup>th</sup> May**

The Committee noted the advice from the insurance company in respect of the public liability level of the company providing the bouncy castle.

**Resolved:** to accept the fact that the company has £5 million public liability and note that risk is mitigated by two stewards on duty at the bouncy castles whilst it is in operation.

**(2) Christmas Lights Display**

The Committee received the quote for next year's Christmas Lights Display.

**Resolved:** to accept the quote providing it is within budget. To ask Lamps & Tubes to ensure the lights are tested, including the timers, when they are put up.

**(3) Fun Fair at Norton Hill**

The Committee reviewed the paperwork in relation to the Fun Fair.

**Resolved:** to stand by the decision to not allow the Fun Fair back on site.

**(4) Charity Soap Box Race**

A request to run a charity soap box race was received. Whilst the idea of getting involved and running this for the community was welcomed, the Committee stated that it has to be guided by B&NES.

**132. Bleed Control Kits**

The information about Bleed Control Kits was received. It was noted that this has not been taken on board by the South West Ambulance Service.

**Minutes subject to approval at the next meeting.**

**Signed .....** **Dated .....**



**Westfield Parish Council**

**Resolved:** to ask the South West Ambulance Service where they stand on bleed control kits. Is support for these kits something they might include in the future?

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.

**133. Quotes**

**(1) Wesley Avenue Planter**

A quote was received for two final courses of stone on the small planter.

**Resolved:** To ask the building company to meet councillors on site.

**(2) Extension to the Fitness Track**

Quotes from three companies were received for the extension of the fitness track.

**Resolved:** Since the costs were beyond the Parish Council's budget, not to go ahead with these works.

**(3) To stabilise the hanging basket trees**

**Resolved:** To contact a further contractor for the stabilisation of the hanging basket tree.

The meeting closed at 9.15 pm

**Minutes subject to approval at the next meeting.**

**Signed .....** **Dated .....**

## Parish Clerk

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**From:** Chris Major <Chris\_major@bathnes.gov.uk>  
**Sent:** 22 March 2023 10:36  
**To:** Parish Clerk; Geoff Fuller  
**Cc:** Bryan Wallbridge; Diana Cooper; Eleanor Jackson (Cllr); James Honess; Lesley Mansell; Pat Williams; Phil Wilkinson; Robin Moss; Ron Hopkins; Paul Millard; Deputy Clerk; Admin Assistant; Jo Hobbs  
**Subject:** RE: Letter from Westfield Parish Council

Dear Lesley,

Further to your email below, to which Will has asked me to respond as the relevant director for the Highways Service, I appreciate your position regarding the identity of Westfield as a parish and the desire to make this identity more prominent on the signs. As I am sure you are aware, the rules around highway signage are closely regulated nationally to ensure there is no confusion on behalf of motorists and decisions taken on what can be displayed must be considered within this framework.

As set out previously at this stage we have no plans to replace the signage in question. We are facing many pressures on the highways budget which must always be prioritised towards keeping all road users safe. Any signage changes are completed on an as needed basis when wear and tear or damage is apparent rather than for more cosmetic or presentational changes. I am however able to commit to agreeing that when the relevant signs are replaced, we will include Westfield on the directional sign where appropriate.

Alternatively, and trying to consider this issue differently, if Westfield Parish would like to fund the total costs of us delivering the work needed to replace the signage through our usual term contractor we would be happy to consider this approach as it may bring forward the upgrades significantly. This change would still need to be scheduled into the fully committed programme of works and this may not be completed in the next financial year but may still give an opportunity that hasn't been raised before. To take this different approach forward it would be helpful to understand if there are any specific signs you would prioritise and the locations.

I accept this is not the response you may wish to receive but it is a reflection of the current position. Happy to discuss further, please feel free to give me a call.

Yours sincerely

**Chris Major**  
Director of Place Management  
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