

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

9th May 2023

TO: All Members of Westfield Parish Council

Dear Councillor,

You are summoned to the Annual Meeting of Westfield Parish Council, on **Monday 15th May 2023** at **7.00pm**.

The meeting will consider the items set out below.

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. **To receive the declarations of acceptance of office from and all Councillors or, if not then received, to resolve when this should be done.**
2. **Election of Chair**
3. **To receive the declarations of acceptance of office of the Chair of the Council**
4. **Election of Vice Chair**
5. **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.
6. **Co-option to the Parish Council** To receive any applications for co-option to the two vacancies on the Parish Council.
7. **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.
8. **Minutes of the Parish Council meeting – 3rd April 2023.** To confirm and sign as a correct record the minutes of the Parish Council Meeting 3rd April 2023 (**Pages 1-2**) and to receive the minutes of the Annual Parish Meeting 29th March 2023. (**Pages 3-10**).
9. **Committee and Working Group reports** – To note the minutes of the Committees and Working Groups below
 - Environment and Development – 11th April 2023 (**Pages 11-14**)
 - Finance and Personnel – 19th April 2023 (**Pages 15-24**)
10. **Approval of any items over £5,000 and consideration of any virement**
Minute 124 F&P 19/4/23 - to propose to Parish Council the virement of £1,200, which is the predicted overspend due to price increases by Lamps and Tubes, from Ear marked reserve 330 Community Fund to Christmas Lights 4223/202.(recommended by F&P 19/4/23)
11. **Review of delegation arrangements to committees, sub committees, employees and other authorities and the terms of reference of committees**

embodied therein. Scheme of delegation, last reviewed May 2022 Please see <http://www.westfieldparishcouncil.co.uk/westfield-parish-council-policies/>

12. Nominations to existing committees – Environment and Development Committee and Finance and Personnel.

Existing membership:

Finance and Personnel committee

Chair: Councillor Phil Wilkinson

Vice Chair: Councillor Pat Williams

Councillors D Cooper, R Hopkins, L Mansell, P Millard, Chair (ex officio), Vice Chair (ex officio).

Environment and Development committee

Chair: Councillor B Wallbridge (ex officio)

Vice Chair: Councillor D Cooper,

Councillors J Honess, R Hopkins, E Jackson, P Millard, P Williams, Chair (ex officio).

13. Appointment of any new committees

14. Review and adoption of Standing Orders, Financial Regulations and Code of Conduct

<http://www.westfieldparishcouncil.co.uk/westfield-parish-council-policies/>

15. Review of arrangements with other local authorities and review of contributions made to expenditure incurred by other local authorities

Payments to B&NES: Rates £2013.33, Grass cutting of ownerless green spaces £1,438.69.

16. Review of representation on, or work with, external bodies and arrangements for reporting back - Current representation on outside bodies:

ALCA / NALC	Chair of the Council
Mardons Club Community Interest Organisation	Cllr Cooper (nominated 6/10/14)
Radstock, Midsomer Norton & District Museum Society	Cllr Lesley Mansell (nominated 4/5/21)
Somer Valley Forum	Cllr Bryan Wallbridge, and Cllr Ron Hopkins (nominated 6/2/17)

Big Local	Cllr Bryan Wallbridge (nominated 8/5/18) (Sarah Westell confirmed 8/3/17 that there is just one representative each from Radstock and Westfield.)
Chamber of Commerce	Cllr Diana Cooper
BANES Flood Rep	Cllr Ron Hopkins (nominated 1/6/15)
Healthwatch BANES	Cllr Bryan Wallbridge (nominated 4/9/17)
Parish Liaison	Cllrs Ron Hopkins (nominated 1/10/18) and James Honess (nominated 13/5/19)
Future Priorities of Somer Valley	Cllr Bryan Wallbridge (nominated 4/5/22)
Police Advisory Group	Cllr Diana Cooper (3/10/22)

16.2 Request for a nominee to the Avon Pension Fund Committee (Page 25)

17. **Review of inventory of land and assets including buildings and office equipment** - Fixed Asset List agreed by Parish Council 6/3/23 (minute 149 refers) please see <http://www.westfieldparishcouncil.co.uk/westfield-parish-council-policies/>

18. **Review and confirmation of arrangements for insurance cover in respect of all insured risks** - To confirm that the Annual Review of the Insurance Schedule took place by the Finance and Personnel Committee on 18/1/23. (minute 99). <http://www.westfieldparishcouncil.co.uk/agendas-minutes/>

19. **Review of the Council and employees' membership of other bodies**

NALC/ ALCA £1019.15
SLCC £319.00

20. **Annual Review of policies and procedures** Please see <http://www.westfieldparishcouncil.co.uk/westfield-parish-council-policies/>

20.1 **Complaints Procedure**

20.2. **Council's procedures for handling requests made under the Freedom of Information and Data Protection Act 1998**

20.3. **Council's policy for liaising with the press/media**

20.4 **Pensions Discretion Policy**

20.5 **Treasury Management Policy**

- 20.6 **Effectiveness of the Internal Control Environment**
- 20.7 **Child Protection Policy and Lost Children and Vulnerable Adults Policy**
- 20.8 **Equalities and Diversity Policy**
- 20.9 **Data Protection Policies** - Information Data Protection Policy including Retention of Documents Appendix A; Removable Media Policy
- 20.10 **Training Policy and Statement of Intent**
- 20.11 **Social Media Policy**
- 20.12 **CCTV Policy**
- 20.13 **Anti-Fraud and Corruption and Confidential Reporting Policy and Procedures**
- 20.14 **Grievance and Disciplinary Procedures**
- 20.15 **Councillors' and Employees' expenses**
- 20.16 **Annual Grant Awarding Policy**
- 20.17 **Retention of Documents**
- 20.18 **Health and Safety Policy**
- 20.19 **Trusts Policy**
- 20.20 **Code of Corporate Governance**
- 21. **Setting of dates, times and place for ordinary meetings of the Council in the year ahead** - Calendar of meetings 2023
<https://www.westfieldparishcouncil.co.uk/council/committees/full-council/>
- 22. **Annual review of the Bank Mandate** - To confirm the signatories for the Parish Council's bank accounts – currently Phil Wilkinson, Pat Williams, Geoff Fuller, Diana Cooper, Ron Hopkins.
- 23. **To re-affirm the Parish Council's eligibility to exercise the General Power of Competence (Financial Regulation 1.13)**
- 24. **To confirm there are no conflicts of interest with individual councillors and External Auditors BDO LLP**
- 25. **Fixed Assets (Pages 26-34)**
- 26. **Signage to Westfield (Pages 35-38)**

27. **Waterside Valley -Purchase of Land reports (Pages 39-43)**
28. **Outside Bodies Reports** – for reporting only
29. **Creating Community Identity** – a standing item on the agenda
30. **Chair’s Report** - for reporting only
31. **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 April 2023 commencing at 7.00pm

Present: Chair: Cllr G Fuller

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

Attending: Lesley Close, Parish Clerk and Tracey Stephens, Deputy Clerk

158. Apologies for absence and to consider the reasons given

Apologies for absence were received from Cllr Moss.

159. Declarations of interest and dispensations

There were no declarations of interest.

160. Minutes of the Parish Council meeting – 6th March 2023

Resolved: the minutes of 6th March 2023 were agreed and signed as a correct record.

161. Committee and Working Group reports

(a) Environment and Development Committee – 13th March 2023

The minutes of the Environment and Development Committee meeting of 13th March 2023 were noted.

(b) Finance and Personnel Committee – 22nd March 2023

The Finance and Personnel Committee meeting of 22nd had been inquorate, so no minutes were presented.

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

There were no items over £5000 to consider.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

163. Signage in Westfield

A response from Chris Major, Director of Place Management at B&NES was noted. It was felt that it disregarded the importance of signposting Westfield.

Resolved: to respond to Chris Major, copying in Will Godfrey, Chief Executive and Jacob Rees-Mogg, MP for Westfield, Dan Norris, Mayor of WECA and the local press. The response should point out that Westfield was created as a parish in its own right in 2011 and signage should have been put in place at the time.

164. Outside Bodies reports

Radstock Museum – Has an interesting talk on the history of mining in the area and an exhibition of construction toys on currently.

Westfield in Bloom - There had been a meeting recently to outline the way ahead for Westfield in Bloom and its entry into Its Your Neighbourhood. It was noted that getting volunteers to work on spare land in the parish was proving very difficult.

Mardons – It was noted that the application to register the Mardons building as an asset of community value had been declined, due to the fact that the whole building is not a community asset.

Resolved: to reapply for the ground floor only.

It was also noted that the club had received a grant from the Big Local for legal fees to become a Community Interest Company.

165. Creating Community Identity

There were no further items to discuss under this heading.

166. Chairman's report

There was no report from the Chairman

167. Bath and North East Somerset Councillors' reports

Cllr Jackson reported on various planning considerations in Mendip that had implications in Westfield.

The meeting closed at 7:46pm

Minutes are draft until agreed at the next meeting.

Signed Dated

WESTFIELD ANNUAL PARISH MEETING

Minutes of the Annual Parish meeting on 29th March 2023 at Trinity Methodist Church, Westfield, starting at 7pm.

Present: Cllr Geoff Fuller, Chair of Westfield Parish Council
Parish Councillors: Cllrs Diana Cooper, Ron Hopkins, Phil Wilkinson,
Pat Williams, Paul Millard
9 Members of the public.
Cllr Robin Moss, B&NES Councillor for Westfield
PC 3356 George Simpson

Attending: Tracey Stephens Deputy Parish Clerk and Caitlin Brown, Admin Assistant

Apologies: Cllr Eleanor Jackson, B&NES Councillor for Westfield
Lesley Close, Parish Clerk

Absent: Cllrs Bryan Wallbridge, Lesley Mansell, James Honess

1. **Welcome and introduction of Councillors**

Cllr Fuller welcomed all to the meeting and introduced the Councillors and officers.

2. **Minutes of the last meeting held on 30th March 2022**

The minutes of the meeting held on 30th March 2022 were agreed as a true record and were signed by the Chair.

3. **To present the 6th Westfield Inspirational Citizen award**

Cllr Fuller announced the winner of Westfield's Inspirational Citizen 2023 – Mrs Marion Harrington.

Mrs Harrington has tirelessly campaigned to keep the buses which serve Westfield running.

Mrs Harrington shared some words;

I am honoured, I am very passionate about the buses. The bus is my lifeline, I use it for shopping, post office, pharmacy, dentist, without it I would be stuck at home. I value my independence and I'm fighting to keep my independence.

I spoke with the manager at Tesco who has informed me he will pass this on to higher management. If they don't have the bus, they will lose income. Many people need the bus to get there.

A group of eight of us gathered to speak with Jacob Rees-Mogg about the 82 bus service. He was very understanding and said he would send us a petition form. It has been sent to (Cllr) Eleanor Jackson who has forwarded to (Cllr) Liz Hardman (Paulton Ward) who will re-write, jargon free.

We have a lovely bus driver.

Please get behind us and support our bus service.

4. The work of the Parish Council

Cllr Fuller gave a report on the work of the Parish Council in 2022 and what was coming up in 2023:

In a year with the cost of living increasing and soaring inflation the Parish Council has wanted to ease the tax burden, without jeopardizing the recreational facilities in the Parish. We have managed to keep the precept, which is the amount you pay within your Council Tax for the Parish Council, to an increase of only 5p per week on last year.

What's been happening?

Waterside Valley has been a key focus this last year, with several summer consultations and the ongoing purchase of a plot of land adjacent to the one the Parish Council already owns.

A management plan has been put in place and funding of £10,000 sourced from WECA, thanks to Somer Valley Rediscovered and B&NES. The main aspects needing work and funding are accessibility and bio diversity. Plans are in place encompassing paths, entrances, signage and grass cutting and ongoing work will be discussed with the lots of volunteers that have offered to help.

We continue to support local organisations and charities with grant donations.

Youth Connect are working hard with the young people of our Parish with meetings regularly in this church hall and at the recreation grounds. Some of the things that the young people have been tackling are Health, Nutrition and cooking, information, advice and guidance and sports and physical health. Numbers of young people in the groups are increasing, so this shows that word is getting out there about what a great group it is.

Each year we endeavour to recognise those within the community whose actions have had a positive impact on the lives of people in Westfield. Last year we were very grateful to Rachael and Eddie Liddiard for their care and consideration for their neighbours. This year we thank Marion Harrington for her tireless efforts to keep the buses running in Westfield.

What's next?

In May you will be asked to vote for your B&NES Councillors and, if there are more than 11 applications, your Parish Councillors. Please remember you will need photo identity in future to vote.

This coming year sees the coronation of our King, Charles III. Westfield are in the process of organising a 'Big Lunch' at Westhill Recreation Ground and information is being sent out on our website, Facebook, the Westfield Warbler and noticeboards.

There's a lot more to talk about under the banner of Environment and Development committee, so I will let the Vice Chair of that committee, Diana Cooper, give the updates on what's been happening in the environment. Then Cllr Phil Wilkinson, Chairman of the Finance and Personnel committee will give an outline of where we are financially.

To finish I would just like to thank all our Councillors for their work throughout the year.

Environment and Development Committee, Cllr Diana Cooper –

2022-2023

New play equipment at Norton Hill Recreation Ground has been installed to replace the old wooden swing frames. Thanks to Awards for All and the Sperring charity for their funding for that.

A new brick planter at Wesley Avenue is under construction. It is almost finished – just some final touches. The old planter was wooden and rotting, so some local stone has been sourced to keep it looking attractive through the years ahead.

Events through the year

First competition of the year is the Front Garden competition. This is for those whose gardens are visible to passersby and lift the environment of Westfield. Last year we had three categories to celebrate the Platinum Jubilee of Her Majesty Queen Elizabeth II. The main front garden category was won by Mr and Mrs Holcombe of Waterside Road for their beautiful garden. The best

Jubilee display was judged to have been from Mrs Helen Moon of Birch Road. The best container was a hanging basket in Highfields.

The annual Christmas lights switch on was back last year and as popular as ever. We had 3 more lampposts fitted with lights on the stretch through Westfield, making it extend virtually from start to finish of Westfield along the A367.

Along with the Christmas lights we had Santa judging the best home decorations. Last Christmas the award went to Mr and Mrs Holcombe in Waterside Road for their amazing display.

Then there is the Inspirational Citizen, which we have already awarded this evening. Thanks to Marion Harrington for her tireless work with the bus services.

Winter maintenance of pavements in Westfield is important and we would encourage anyone to help out with gritting pavements in their location. We have all the equipment – just get in touch if you would be able to help with this.

The flower displays through Westfield are updated each year with hanging baskets and coal truck planters. Thanks to our contractor, Rob Wicke, for his work on these, brightening up the journey through the centre of Westfield.

Planning

The Council have been fighting a planning application, The White Post, since 2015 and will continue to fight this. The development is actually situated in Mendip, however the impact on Westfield and its services will be huge.

Finance and Personnel, Cllr Phil Wilkinson

Cllr Wilkinson gave a brief overview of finance and personnel for the last year and invited questions. There were no questions from members of the public.

5. Bath and North East Somerset Councillors' reports

Cllr Jackson's report:

As I have said on previous occasions, it is an immense privilege to represent Westfield on Bath & North East Somerset Council, and I feel this the more strongly as an election fast approaches. I can only thank you for all the support you have given me in my efforts on behalf of the community over the past year, and indeed since I was first elected in 2015. I hope you will continue to do so. I hope also that the loss of physical vision I have had to contend with over the

past year has been compensated by a better insight into residents' aspirations and ambitions as well as by a greater understanding of their sufferings with the cost of living crisis, housing shortages and high rentals, and the decline of adult social services and the NHS. I can only apologise that I am not present tonight because of a nasty bout of covid-19 which has rendered me almost speechless. All I can say is, take care. According to the B&NES website, there were 90 cases reported in the area in the last week, but I would say that is massive under-reporting. Stay safe!

Going back to my Annual Report in 2019, just before the last election, is a humbling experience as there are still many on-going issues. I wrote: 'Trying to create a sense of community as well as an awareness of Westfield's tangible achievements, and combatting the attitude of those who think that the edge of the known world is Maple Drive, remains a challenge. I send endless emails about parking perils in Longfellow Road, the issues Mardon's Club has, and the problems at Elm Tree Avenue, and drag officers and cabinet members out here. Endless patience (and re-election) is needed for this. Think how many years it has taken to get the double yellow lines you wanted, or the K6 telephone kiosk removed! If I started on the saga of the broken gate beside this church, B&NES' responsibility, or the broken bollard at COSTCO, this would be a very long report indeed.'

The same is true now, though I would like to think that Westfield has a higher profile, even if there is a difficulty with the Welton Road 'Welcome to Westfield' sign. There is a string of unresolved enforcement cases up and down the A367, that I need to chase up with the new planning officers. We have lost the head of the enforcement team to another BANES department, and senior planners have departed in shoals as well.

Where we have made progress, thanks in no small part to the tenacity of our Clerk and Deputy Clerk and an alliance with certain MSN B&NES councillors, is with planning policy Mendip District Council (RIP) This is because of the plans for 505 houses at various sites around the White Post and Norton St Philip. There is no magical 'five year housing supply' established yet in their Local Plan because the process of consultation was flawed, as the residents of Norton St Philip proved in the high court. I have attended hearings on planning policy and planning applications to establish your view that the A367 and the B3355 will not take a greater volume of traffic, and the GP facilities and school places are lacking.

I have pressed for greater economic investment, though I am concerned that if the Old Mills development goes ahead some of the Westfield businesses may re-locate. Some do need larger facilities.

Going back to the 2019 report, I am glad that the youth work is now stablished in Youth Connect South West, and flourishes in Westfield. 'Holding the Health Commissioners to account is very hard work... Fighting to retain the 'community equipment' service free of charge for residents post-surgery has been another battle hopefully won, and I have worked, and am working to get better provision locally for those with mental health issues' I

wrote, but mental health provision remains woeful. Cllr Moss can say more about Adult Social Care.

With the closure of the Radstock Methodist Church for Methodist worship, I struck back with an exhibition at Radstock Museum on 'The History of Methodism in the Radstock Area'. This included a considerable amount of material on this church, first built in 1862 as a Primitive Methodist Church by miners using stone from the Waterside quarry, and then extended, and on the United Church which stood in front of Providence Bungalow on the Wells Hill. It demonstrated the truth of my earlier exhibition on the History of Westfield, that Westfield residents are 'ordinary people achieving extraordinary things.' We have also now organised proper Remembrance tide ceremonies, with a past chair of BANES laying a wreath at the memorial stone in 2022, and a service here, and the 11th hour of the 11th day observed.

Finally, I am proud that in the first year of Westfield in Bloom, we won 'Silver Gilt' while the 5 It's Your Neighbourhood entries were outstanding except for Fosseway School a grade lower, which is outstanding. This year we think we should concentrate on the concept of Neighbourhood. And entitle our entry 'It's Our Neighbourhood'.

Eleanor Jackson, 29/03/2023

Cllr Moss reported:

Locally, the issues that have been raised contacts from residents are largely similar to previous years. Many thanks to Parish councillors & officers for the work they do, as we are able to do a great deal more working together. Issues have included:

Anti-social behaviour. We do seem to have spates of vandalism particularly when the nights are long & the weather is good. Damage to play equipment & benches sadly still occur. Unfortunately speeding in residential streets by a small inconsiderate minority continues, as does the insistence by some that the school run can only happen in a car.

More general traffic problems. Housing is being built without the necessary transport infrastructure increases, so the pressure on the existing roads & streets mounts. As B&NES councillors Eleanor & I are always pressuring for planned housing, as do Parish councillors. B&NES are looking to introduce 'Liveable Neighbourhoods' mainly in Bath, which restricts & calms traffic, but with mixed views from residents. These are schemes that are worth watching (there are 15 at the moment) to see what might work in Westfield.

The lack of affordable housing for young families remains a problem, in both the rental & 'to buy' sectors, sadly not the first or last time it will appear as an

issue in a parish report. Housing developers always seem to be able to offer a percentage of affordable housing during the planning process, only to find they cannot deliver when it comes to actually building. There needs to be a more robust regime by B&NES planners to make sure developers do as they say (rather than be seen as an easy touch), but there is still the problem that 'affordable' is calculated in relation to average prices rather than average wages & income, which is a national problem.

I have made contact with some of the new Somerset Councillors to ensure we keep communicating regarding planning on borders.

My work with Big Local (the 10-year Lottery funding programme) continues. We are coming into the last few years of scheme & we are planning for the future beyond Lottery funding. Organisations in Westfield continue to benefit from support, whether from small grants to Dragons Den, as well as bigger improvements at local schools as well as the fitness track around Westhill Rec, which continue to be well used.

Case work, particularly people needing support with social care, continues to rise. Without a national policy on funding, payments & support this will continue, especially as recruitment & retention of care staff is such a problem.

As B&NES councillors we continue to make sure that Westfield is not forgotten & continually remind 'the powers that be' that Westfield is a distinct community in its own right, that residents pay for services & facilities & expect those to be forthcoming. I know how annoying it is to see reports & references that talk about 'Radstock' & 'MSN' when they should be saying 'Westfield'.

There is an ongoing campaign for local buses. The funding has been extended until July and we need to ensure this continues. I have been in contact with Metro Mayor, Dan Norris, to gain support and will be speaking with him again in the next few days.

In conclusion, another year with many challenges. Again, many thanks to councillors & officers of Westfield Parish for all their work.

Robin Moss, March 2023

6. PC 3356 George Simpson

Our local beat officer, PC George Simpson, attended the meeting. He reported that statistically Westfield is a safe place to live. There are some incidents of antisocial behaviour but this is being tackled.

Speeding in Westfield was raised, including Waterford Park and the A367. PC Simpson advised that creating a Community Speed Watch Group would help by recording data of speeding hotspots which can then be reported to the Speed Enforcement Officers who can target these areas. The Highway Agency will assess the data collected and determine the best deterrents to use. If anyone is interested in starting a Community Speed Watch Group, police can support this to happen.

7. Questions from the public

When will the seats be replaced on the bus stops?

Resolved: Cllr Moss will pass this on to appropriate department at B&NES.

When will those who signed up to volunteer at Waterside Valley be contacted? There have been reports of contractors completing works at Waterside Valley but no volunteers. Is this something the Parish Council still want local people to help with?

Tracey Stephens, Deputy Clerk, explained that the Management Plan for Waterside Valley had only recently been signed off and as a result the redevelopment of the site has only recently started. Contractors were required to complete specialist work however the Parish Council are very keen for members of the local community to be involved in the ongoing maintenance of the area. It was noted that volunteers could have been updated on progress and plans sooner.

Cllr Hopkins advised that there are plans to create a 'Friends of Waterside Valley' group in the future.

Resolved: The Parish Council will contact all those who signed up to volunteer with an update shortly.

8. SUMMING UP AND CLOSURE OF THE MEETING

Cllr Fuller closed the meeting, thanking those who attended.

The meeting closed at 19:45

Westfield Parish Council

Minutes of the Environment and Development Committee Meeting held in the boardroom at the Oval Office, Cobblers Way, Westfield on 11th April 2023 commencing at 7pm.

Present: Cllrs Bryan Wallbridge (Chair), Cllrs Diana Cooper (Vice Chair), Ron Hopkins, Eleanor Jackson, Paul Millard and Pat Williams

Also attending: Lesley Close, Parish Clerk

Absent: Cllrs Fuller and Honess

134. Apologies for absence and to consider the reasons given

Apologies were received and accepted from Cllrs Fuller and Honess.

135. Declarations of interest and dispensation

There were no declarations of interest

136. Minutes of the last meeting

The minutes of the last meeting held on 13th March 2023 were agreed as a true record and signed by the Chair.

137. Planning applications for consideration

There were no objections to the following:

23/00837/TPO	Land east of Fosseyway Cottages, Welton Rd	4no Larch tree remains – fell. Tree 5 Sycamore – crown thinning and reduction of 1.5m
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The Committee had no objections to the following application and commented that it would be an enhancement to the area:

23/01139/FUL	Byfields, Wells Rd	Replacement of new single storey side extensions, new gym building and car port following removal of single storey side extensions, part of existing swimming pool and remove garage outbuildings
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The Committee reinforced its previous objections in relation to the appeal on the following application:

22/03099/FUL	Aviemore, Fosseyway	Proposed residential development of 7no new dwellings with garages and associated parking spaces with adapted highway access and alteration to existing dwelling at Aviemore.
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138. Planning Decisions

The planning decisions were noted.

Minutes subject to approval at the next meeting.

Signed Dated

Westfield Parish Council

- Resolved:** (1) That the Clerk seeks clarification on variation on condition 33 of application 05/01926/FUL redevelopment of St Peters Factory and Jewson sites.
(2) the Impact of the Enterprise Zone in Westfield goes on the next agenda (Cllr Hopkins)

139. Meeting with the Police and Pit Bikes on Pathways

Following a query at the Annual Parish Meeting about whether the Speed Indicator Device stored data on speeds on the A367, it was confirmed by the Transport Monitoring Officer of B&NES that, whilst the SID does not store such data, they are happy to deploy a traffic monitoring radar to gather speed and traffic volume data.

- Resolved:** to accept the offer of the Transport Monitoring Officer with thanks and to highlight the following areas on the A367: (1) the downhill slope from the Somer Valley Campus to Radstock; (2) the section between Highfields and the Methodist Church; (3) Section between Charlton Road and the adjacent local shops; (4) section outside Westfield Primary School.

It was noted that physical barriers to restrict pit bikes could not be put up in the pathway between Wesley Avenue and Inner Elm Terrace by B&NES because it is not adopted highway.

- Resolved:** that the Clerk makes enquiries about who the landowner is, to ask permission for the barriers.

Another request for additional parking restrictions was received in Cobblers Way. This had been referred to B&NES Parking.

140. Recreation Ground – Norton Hill

(1) **New Office** – The tender is about to be advertised.

(2) **Additional Work to Pitches** – The request from one of the football teams to enhance maintenance of the pitches was received, along with a quote from Greensward in the amount of £4,000 per pitch.

- Resolved:** To go back to the Club stating that reasonable maintenance is carried out at the end of the season and we are sure this will suffice. We have had a quote of £4,000 from our pitch contractors for enhanced maintenance and are trying to avoid a corresponding hike in football pitch fees.

141. Recreation Ground - Westhill

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

Minutes subject to approval at the next meeting.

Signed Dated

Westfield Parish Council

142. Waterside Valley

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

(2) **Bridges**

The Rights of Way Officer and two contractors had been met on site.

Resolved: (1) To ask Dale Mynett of B&NES Structures for permission to renovate the brick bridge and possibly share costs.

(2) To ask Dale Mynett of B&NES Structures for permission to replace bridge 4 and improve the access to the bridge, possibly sharing costs.

(3) **Waterford Park Grass Cutting Contract** – agreed in the amount of £1,438.69, this being over the budget of £1,347 and consisting of 6 cuts per year.

143. Events

(1) **Coronation Celebration update – 7th May**

The Committee noted the £3million in public liability of the company providing the face painting.

Resolved: that alcohol in plastic glasses is allowed on the field.

(2) **Fun Day at Norton Hill**

The Committee discussed a Fun Day at Norton Hill Recreation Ground.

Resolved: to offer to Daniel Moyse that the event takes place on Friday 1st September 2023. The field would be hired to Daniel Moyse, and he would keep any income from stalls and rides. The Parish Council would simply check safety certificates in order to fulfil its duty of care to those entering the grounds but would not manage the event in any way and would not need to attend. The Committee queried whether any proceeds would be given to charity.

144. **Bleed Control Kits**

The South West Ambulance had not responded to the request to support Bleed Control Kits in the future.

145. **WESTLocal**

The request from the Metro Mayor to come up with new ideas for meeting transport needs in Westfield was noted.

Resolved: that Cllr Jackson comes back with more information and this is put on the next agenda.

It was agreed to exclude the press and public on the grounds that in view of the

Minutes subject to approval at the next meeting.

Signed Dated

Westfield Parish Council

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.

146. Quotes

(1) Christmas Trees

To be brought back to Committee when quotes are obtained.

(2) Plaque on the Coal Truck Planters

Two specialist quotes were received.

Resolved: To accept the quote from Signefex in the amount of £599 because they can do installation as well.

The meeting closed at 7.45 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 19th April 2023 at 10am

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

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

In Attendance: Lesley Close, Parish Clerk

113. Apologies for absence

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

114. Declarations of interest and dispensations

Declarations of interest were received from

- Cllr Millard in respect of Item 13 WAGS Grant as a Committee member of WAGS
- Cllr Hopkins in respect of Item 10 Youth Connect South West as a Committee member of this organisation.

115. Minutes

Resolved: that the Minutes of the Finance & Personnel meeting held on 22nd February 2023 be agreed and signed as a correct record. (March meeting not quorate).

116. Monthly Accounts

Resolved:

- a) that the February and March bank reconciliation and monthly income and expenditure statements for the Current Account be agreed.
- c) that the February and March bank reconciliation and monthly income and expenditure statements for the Corporate Treasury account be agreed;
- d) that the February and March bank reconciliation and 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 – March and April) be agreed.
- f) that the petty cash reconciliation (Appendix 2) be agreed.

117. 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 in April be agreed, and March payments agreed retrospectively (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.

118. 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.

The Clerk to check the spec in relation to litter picking and boules court maintenance at Norton Hill Recreation Ground and contact Greensward accordingly.

The Clerk to contact Land Registry to determine ownership of the pathway between Inner Elm Terrace and Wesley Ave in order to progress the proposal for physical barriers to slow down pit bikes.

119. Bad Debt / Creditors Report

Resolved: that the report be noted.

120. Grant Payments from the Trusts

Resolved: to note the grants from the Trusts: Norton Hill - £3,204.54
Westhill - £188

121. Insurance

Resolved: to ratify the acceptance of the lowest quote from Zurich in the amount of £2,493.06 for a three-year long-term contract.

122. Youth Connect South West

Resolved: to ratify the signing of the contract in the amount of £11,372.25.

123. New Office

Resolved: to ratify the decision to go out to tender on the new office following the explanation relating to the air source heat pump by the Architect.

124. Christmas Lights Contract

Resolved: to propose to Parish Council the virement of £1,200, which is the predicted overspend due to price increases by Lamps and Tubes, from Ear marked reserve 330 Community Fund to Christmas Lights.

125. WAGS Grant

Resolved: to agree the request to defer the spending of the grant to WAGS until later in the year, providing it is spent for the purpose for which it was allocated.

126. Quarterly bank reconciliation by a Councillor

It was noted that this was undertaken by Cllr Jackson 3/4/23.

127. Quarterly CIL and s.106 report

The report was noted.

128. IT

Quotes were received in relation to Cyber Security for (1) Spam Filtering and (2) Router

Resolved: (1) to accept the quotes in the amount of £450 plus VAT (router) and £432.60 plus VAT (Barracuda Spam Filtering).
(2) To note the increase in monthly IT support fees by 5% (we are on a 36 month contract which ends July 2024).
(3) The Clerk to check spending against budget for IT given the spending and price increase above.

129. Community Emergency Plan

The Plan is being drafted by the Deputy Clerk and will come to Committee shortly.

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.

130. Staff Appraisals and Payscale/Increments

Resolved: (1) that following the 6 months staff appraisal of the Admin Assistant, a spinal point increase is made from sp 7 to sp 8, backdated to 1/4/23.
(2) that following the staff appraisal of the Deputy Clerk a spinal point increase is made, sp 13 to sp 14, backdated to 1/4/23.

The meeting closed at 11.25am.

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY

Report for F&P April
SHEET 2023-24-1

REF	DATE	SUPPLIER	DETAILS	TOTAL	FF 4027/1	Civic Expenses 4102/102	Subscriptions 4023/1	Parish Environment 4224/202	Flowers in Public Places 4230/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Community Projects 4232/202	Hospitality 4131/101	Coronation Event 4227/202
DC163	27/3/2023	Workwear Exp	Hi Viz vests	£93.72										£78.10
DC164	28/3/2023	Amazon	Crayons for Big Lunch	£15.98										£13.32
DC165	29/3/2023	LIDL	Refreshments for APM	£19.12									£17.50	
DC166	5/4/2023	Moneysoft	Payroll software licence	£93.60	£78.00									
			TOTAL (NET)	£95.50	£78.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£17.50	£91.42
			VAT:	£17.22	£15.60								£1.62	18.28
			TOTAL (Gros)	£222.42	£93.60	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£19.12	£109.70

Date: 05/04/2023

Westfield Parish Council 2022-23

Page 1

Time: 16:06

Bank Reconciliation Statement as at 28/02/2023
for Cashbook 4 - Petty Cash

User: DRK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Petty cash	31/03/2023		72.71
			<u>72.71</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			72.71
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			72.71
		Balance per Cash Book is :-	72.71
		Difference is :-	0.00

APPENDIX 4 – Schedule of Regular Payments

Supplier	Details	April	May	June	July	August	Sept	October	Nov	Dec	January	February	March
Avon Pension Fund (BACS monthly)	Superannuation	£837.60	£780.33	£794.75	£988.95	£825.98	£825.98	£825.98	£978.00	£1,264.86	£1,224.49	£1,043.87	£1,043.87
DCK - BACS monthly	Accounting support	£0.00	£0.00	£268.75	£268.75	£268.75	£268.75	£268.75	£268.75	£268.75	£250.75	£537.50	£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	£70.87	£67.90	£69.46	£69.70
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	£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	£1,061.80	£554.04	£554.04	£554.04
Oval Commercial (SO-£587.70) the rest BACS -	Office Rental	£839.75	£839.75	£839.75	£839.75	£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	£90.00	£90.00	£0.00	£50.00
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	£3,040.65	£4,323.07	£3,196.02	£3,232.15	£3,262.15
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	£0.00	£0.00	£3,686.72	£0.00
Ricoh (BACS quarterly)	Photocopier	£188.00	£0.00	£0.00	£170.20	£0.00	£0.00	£158.87	£0.00	£0.00	£0.00	£159.06	£0.00
Southern Electric (DD - quarterly)	NH Pavilion	£0.00	£0.00	£118.55	£0.00	£0.00	£108.86	£0.00	£0.00	£95.57	£0.00	£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	£30.59	£0.00	£0.00	£31.36
SoVision IT (BACS monthly)	IT Support	£169.20	£169.20	£169.20	£169.20	£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	£0.00	£0.00	£44.81	£0.00
Water2Business (DD six monthly)	Auto-watering systems	£91.41	£0.00	£0.00	£0.00	£30.42	£138.56	£0.00	£0.00	£0.00	£0.00	£68.57	£0.00
Water2Business (DD six monthly)	NH Pavilion 70215504	£0.00	£0.00	£0.00	£0.00	£0.00	£335.04	£0.00	£0.00	£0.00	£0.00	£0.00	£160.04
Information Commissioners Officer (DD)	Data Protection Fee (annual)	£0.00	£0.00	£0.00	£0.00	£40.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Zoom subscription (DD - monthly)	Meeting space	£11.99	£11.99	£11.99	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

Supplier	Details	April	May	June	July	August	Sept	October	Nov	Dec	January	February	March	TOTAL TO DATE
Avon Pension Fund (BACS monthly)	Superannuation	£1,043.87												£1,043.87
DCK - BACS monthly	Accounting support	£287.85												£237.85
GPS Telecoms (DD monthly)	Telephone and broadband	£71.32												£71.32
Greensward (BACS monthly)	Grounds maintenance	£2,121.58												£2,121.58
HMRC (BACS monthly)	PAYE and NI	£553.84												£553.84
Oval Commercial (SO-£587.70) the rest BACS -	Office Rental	£839.75												£839.75
Oval Commercial (BACS)	Use of Boardroom	£50.00												£50.00
Net Salaries (and expenses) (BACS monthly)	Office staff	£3,232.35												£3,232.35
Public Works Loans Board (DD - 6 monthly)	Westhill Play Area	£0.00												£0.00
Ricoh (BACS quarterly)	Photocopier	£0.00												£0.00
Southern Electric (DD - quarterly)	NH Pavilion	£85.42												£85.42
Southern Electric (DD quarterly)	Christmas Tree	£0.00												£0.00
SoVision IT (BACS monthly)	IT Support	£169.20												£169.20
Total Gas & Power (DD - quarterly)	NH Pavilion	£0.00												£0.00
Water2Business (DD six monthly)	Auto-watering systems	£0.00												£0.00
Water2Business (DD six monthly)	NH Pavilion 70215504	£0.00												£0.00
Information Commissioners Officer (DD)	Data Protection Fee (annual)	£0.00												£0.00

Avon Pension Fund

Local Government Pension Scheme

Post: Avon Pension Fund, Bath & North East Somerset Council,
Lewis House, Manvers Street, Bath, BA1 1JG .

Web: www.avonpensionfund.org.uk

Email: avonpensionfund@bathnes.gov.uk

Tel: 01225 477000

Fax: 01225 395264

Bath & North East
Somerset Council



To the Clerks of the Town & Parish
Councils in the Avon Pension Fund

Enquiries to : APF_Governance@bathnes.gov.uk
Our Reference :
Date : 2nd May 2023

Dear Clerk of the Council,

Town and Parish Council Representative on the Avon Pension Fund Committee

The Avon Pension Fund Committee has been constituted to represent the broad range of stakeholders in the Fund. There are 16 members on the Committee, of which 12 are voting members and 4 non-voting members. One of the non-voting members is nominated by the Town and Parish Councils (T&PC) in order that the views of this group of employers are represented on the Committee. Cllr John Goddard of Hanham Parish Council was the T&PC representative but he has now resigned. Please see the attached terms of reference which sets out the Fund's Committee structure.

Following the local elections on 4 May 2023, a T&PC representative will need to be appointed to the new Committee. The Fund is inviting nominations be put forward for this role. If there is more than one nomination, a ballot will be organised for the T&PC by the Fund.

I attach an information pack for prospective representatives, which contains the Committee's Terms of Reference and a job description. The job description sets out the person specification, roles and responsibilities of non-voting members, plus a background note to the Fund. The next meeting of the Committee is on 23 June 2023.

I would appreciate if you could circulate this information to the councillors in your organisation and invite you to nominate a councillor (using the nomination form attached to this letter) by 5pm on 31st May 2023, by email to APF_Governance@bathnes.gov.uk.

Regards,

Carolyn Morgan

Carolyn Morgan
Government & Risk Advisor
Avon Pension Fund

Location Address: Avon Pension Fund, Keynsham Civic Centre, Market Walk, Keynsham, BS31 1FS
Keep in touch with your pension Visit "my pension online" at www.avonpensionfund.org.uk



<u>FIXED ASSETS to 31st March 2023</u>	TOTAL up to 31/03/2023	ADDITIONS AND REMOVALS 2022-23
--	---------------------------	---

£

£

Value

Value

Freehold Land and Buildings

Pavilion and garage – Norton Hill	136,385	
Norwest Bowls Club	71,800	
Waterford Park Allotments	0	
Larch Court Allotments	1,800	
Section of Waterside Valley	94,992	

FREEHOLD LAND AND BUILDINGS TOTAL 304,977

Vehicles and Equipment

Office Furniture & Equipment

Computer equipment, phones, shredder	1,503	-2000
Acer laptop - too slow to be of value - recommend disposal	0	-606
Toshiba Dynabook laptop	599	
2 x Lenovo desktop computer, Windows 11	998	599
Wireless router	206	998
Photocopier	0	
Sub total	3,306	
<u>Play Equipment – Norton Hill</u>		
Play Equipment inherited at the start of the PC	4,600	-4,000
Duck Springer	902	
Birds nest seat and multi play	19,997	
Table tennis table at Norton Hill	2,675	
Goal posts at Norton Hill	1,261	
Climber (Caloo) including surfacing	7,230	
Wetpour around the carousel	2,972	2,972

Swings (Kompan) including surfacing		23,312	23,312
Sub total		62,949	
<u>Play Equipment – Westhill</u>			
Westhill Play Equipment (Pathfinder loan)		60,635	
Clatterbridge	1		
Goalposts at Westhill (Nov 2015)	1,262		
Pick up sticks, flymobile, hopscotch and buddy board	16,002		
Accessible swing	0		
Fort	15,911		
Outdoor gym equipment plus signage	26,554		
Running track	69,583		
Vinci swings	3,717		
Birds nest swing	1,225		
Cantilever Swing	6,135		
Trim Trail	4,194		
Sub total		205,218	

Security Lighting at boules pitch, Norton Hill Recreation Ground (May 2016)	573
Other Maintenance Equipment (allotment site)	1,000
Earthquake rotatiller 3365PRO (purchased 22/05/13)	466
Time capsule with memorial plaque	1,761
Christmas Lights (Removed festive lights - see notes)	4,035
Sub total	7,835
<u>Snow Warden equipment</u>	
Turbocast 300 Grit spreader	0
Turbocast 300 Grit spreader	953
Icemaster Manual 50 Grit Spreader	250
Turbocast 300 Salt Spreader	986
Sub total	2,189
<u>Standpipes and Auto-watering systems</u>	
At hanging basket carousels - Wesley Ave & Ngale Way	8905

Standpipes at coal trucks and Jubilee Green	8474
Auto-watering system at shops and church	627
Auto-watering systems at two coal trucks	370
Auto watering and tap at Jubilee Green	728
Auto-watering to 4 x hanging basket trees around shops	923
Sub total	20027
VEHICLES & EQUIPMENT TOTAL	301,525

Infrastructure Assets

Flowers displays infrastructure

Planters and Coal Trucks (2)	2,156
Hanging basket carousels and planter at Wes Ave and Ngale Way	2,549
4 x basket trees at Elm Tree Ave shops (06/19)	7,469
New stone planter at Wesley Avenue - commenced 28/11/22	4,733

Fencing

Fencing - Westhill Recreation Ground	10,739
--------------------------------------	--------

Fencing to Christmas Tree, Elm Tree Ave	1,339
Fencing to allotments	3,500
Fencing at Norton Hill Play Area	6,335
Basket ball fence and extension	3,753
Fencing - Norwest Bowls and on side road	8,401
Fencing - Norton Hill pavilion end plus replacement gate	5,174
Access ramp at Norton Hill Rec	1,146
Fencing - at the tennis courts	13,284
Railings at Upper Court/Norton Hill Recreation Ground	900

Signage

Signage (Trust Land)	668
Gateway signage for Westfield - 1 sign @ £893 - 1 @ £825.82 (purchased 14/3/16 and 29/6/16)	2,523
Youth Shelter	2,250

Litter and Dog Bins	1,764
Petanque court at Norton Hill (5/14)	2,150
Tarmac of former tennis court, Norton Hill (03/7/14)	11,510
CCTV at Norton Hill	6,117
Noticeboards at local shops, allotments, Nightingale Way (26/2/15)	2,670

Benches

4 benches at Norton Hill b/ball/petange area	250
memorial benches at Wells Rd and Shakespeare Rd	2265
2 benches at Westhill Rec	869
Granite coloured benches and picnic tables at Norton Hill Rec	9155
Granite coloured picnic tables and benches at Westhill Rec	6393

Heritage Walk x 4 noticeboards + waymarker signs (Sept 2017)	3,055
<i>sub total</i>	21,987
INFRASTRUCTURE ASSETS TOTAL	123,117

Community Assets

Recreation Ground – Norton Hill – Sole Trustee	1
Recreation Ground – Westhill – Sole Trustee	1
Allotments at Waterford Park - leasehold	1

Community Public Access Defibrillators

Elm Tree shops	1
Mardons	1,870
Fire Station	1,670
Westfield Surgery	1,670
Norton Hill Pavilion	1,735

Whitstones Fish n Chips	1,735
MobileCCTV - Revised solar powered standalone 4G PTZ CCTV camera with sim card.	1
Chain of office (1/4/16)	313

COMMUNITY ASSETS TOTAL 8,998

738,617 26,008

Highlighted items denote items added this year
All assets on Trust land are purchased by the Parish Council with Parish Council funds therefore these remain assets of the Parish Council.*

** Parish Council funds include grants made by the two Trusts to the Parish Council as per the Trusts Policy.*



THE RT. HON. JACOB REES-MOGG M.P.
MEMBER OF PARLIAMENT FOR NORTH EAST SOMERSET

HOUSE OF COMMONS
LONDON
SW1A 0AA

Cllr. Geoff Fuller,
Chairman - Westfield Parish Council,
The Oval Office,
Cobblers Way,
Westfield,
Somerset, BA3 3BX.

02 MAY 2023 051001

27th April 2023

Jim Gannon,

Thank you for sending me a copy of your recent letter to Chris Major, Director of Place Management at Bath and North East Somerset Council.

Following your letter I made representations on your behalf to Mr. Major and as a consequence have received a copy of the response sent to you by Mandy Bishop, Chief Operating Officer of Bath and North East Somerset Council.

I realise that this may not be the response that you were hoping for but I hope it is helpful in clarifying Bath and North East Somerset Council's position. Please do keep me updated if you decide to request that your complaint be escalated to Stage 2 of their complaints process.

With every good wish,

To my,
Jacob Rees-Mogg

Enc.

Bath & North East Somerset Council

Improving People's Lives

Mandy Bishop
Chief Operating Officer
Bath & North Somerset Council
Email: mandy_bishop@bathnes.gov.uk

To: Cllr Geoff Fuller, Chairman of Westfield Parish Council
c/o Lesley Close
Parish Clerk
Westfield Parish Council
The Oval Office
Cobblers Way
Westfield BA3 3BX

25th April 2023

Dear Cllr Fuller,

Re: Stage 1 complaint – signage to Westfield (CP-54664)

Thank you for your letter to Chris Major (6 April) in which you outlined your complaint about the nature of his response to your clerk (Lesley) in his e mail of 22 March 2023, sent on behalf of the Chief Executive.

In his e mail to Lesley of 13 April, Chris advised that following receipt of your letter we have logged your concerns as a Stage 1 complaint. In the majority of circumstances a Stage 1 complaint is considered and addressed within the service area (in accordance with our complaints policy). However, in view of your response to Chris Major, as Place Management Director, I thought it more appropriate for me to conduct the Stage 1 review.

Cllr Fuller, at the end of your letter to Chris Major you advise "We are disturbed at your negative and contradictory response and formally request that this issue is reviewed in depth as a formal complaint. It has already taken far too long for B&NES to recognise Westfield and create appropriate signage."

To aid our discussions I thought that it would be helpful to confirm the basis on which I have considered your complaints:

- Have we have done something wrong?
- Have we failed to do something we should have done?
- Have we behaved unfairly or discourteously?
- Have we responded to a request for a service within stated timescales?

I note that, via Lesley, you raised the issue of directional signage with the Chief Executive through letter and e mail correspondence in and around April 2022. In his response of 27 April (2022) he advised that "directional signs are renewed on an as need basis, which is generally as a result of wear and tear or damage." Chris Major reconfirmed this position in his e mail of 22 March (2023). I am therefore satisfied that his response was appropriate and consistent. I have noted that to address your concerns, Chris Major did go further in his response by committing to including directions to Westfield on any replaced directional signs. I acknowledge and understand that you may have disliked the option put on the table to expedite signage changes through commitment of parish funds, it was appropriate for Chris to put all options to you and your parish. Chris's reply to your e mail to the Chief Executive (7 March 2023) was sent 11 working days after your enquiry. I apologise for this minor oversight as it fell 1 day outside our ten day response time.

In your letter of 6 April Cllr Fuller you articulate vividly the valuable role of Westfield and its importance as part of Bath & North East Somerset. Indeed, Chris Major acknowledges your position on the identity of Westfield and desire to raise the profile through additional signage (22 March). You also raised the matter of 'confusing' statements. I have looked at Chris's e mail, he was making a general statement about frameworks we are bound by concerning signage.

I do understand that you feel considerable frustration that the council is unable to meet your needs around signage. However, I do consider that Chris Major's reply of 22 March was appropriate. He advised that he was more than happy to continue the conversations and I would recommend that you take him up on his offer. I will also ask Chris to discuss your request post-election with the newly appointed Cabinet Member for Highways and Transport. We will add your request to our list of transport improvements, to be considered for 24/25. I have to advise that requests do outweigh available resources. However, I think it is important that your desire for directional signage is considered as part of our future budget planning.

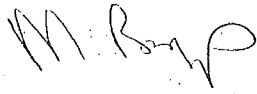
For the reasons outlined above, I am satisfied that you have received an appropriate response and that there was no intent to be negative.

I trust these clarifications have provided you with the information and reassurance required and that we have demonstrated how we have responded to your complaint detailed above. We trust we may therefore now agree the matter is closed.

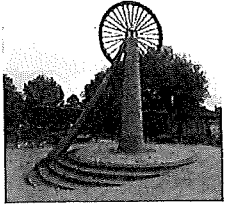
If you continue to be dissatisfied with the handling of your complaint, you may wish to consider making a request for your complaint to be reviewed at Stage 2 of the Council's procedures, as detailed on our web site at:
<https://beta.bathnes.gov.uk/policy-and-documents-library/complaints-and-customer-feedback-policy>

You must give clear reasons in writing for wishing to move to Stage 2 of the Council's complaints procedure and provide details of the outcome or remedy you are seeking.

Wishing you and your community the very best

A handwritten signature in black ink, appearing to read 'M. Bishop'.

Mandy Bishop
Chief Operating Officer
Bath & North East Somerset Council



CROSSMANS

S o l i c i t o r s

Our Ref: W00169.0002

Date: 4th May 2023

Address: Westfield Parish Council
The Oval Office
Cobblers Way
St Peters Business Park
Westfield
BA3 3BX

Dear Sirs,

Re: Land lying to the south east side of Waterford Park

I have arranged for the necessary searches to be undertaken and have written to the seller's solicitors with any further enquiries that I feel are necessary.

Please find below my findings. Please refer to the documents enclosed to assist you when working your way through the information below.

Please read this report carefully. Whilst every care is taken to ensure that all is in order, please remember I have not seen the property and cannot know whether the information given in the papers is consistent with what you or your surveyors have seen.

Office Copy Entries and Title Plan

The title to the property is registered at HM Land Registry. The enclosed copy of the register provides a description of the property by reference to the attached plans, the names of the registered owners, whether the property is freehold or leasehold and any other matters affecting the property.

Following completion of the sale I shall apply to HM Land Registry to have the title transferred to you and Westfield Parish Council will then be substituted for the name of the current owner.

First please check plans and ensure that it correctly shows the exact extent of the property you believe you are purchasing. It will be too late to remedy any discrepancy between the plan and the property on site, once contracts have been exchanged.

Land Registry plans are intended to be representative and do not contain measurements of the property.

Contracted with the Legal Aid Agency to Provide Criminal Legal Aid Services
2A Fortescue Road, Radstock, BA3 3PH. (t) 01761-431688
e-mail: office@crossmans-solicitors.co.uk www.crossmans-solicitors.com

Patrick V Crossman M.Sc.

Solicitors: Guen Browne B.A. (Hons), Susan Garnett B.A. (Hons), Ph.D. Catherine Lewin B.A. (Hons)

Family Associate: Wolf Ryan Conveyancing Associate: Kevin Sherrard

THIS FIRM IS REGULATED BY THE SOLICITORS REGULATION AUTHORITY 74354

The title of the property is freehold which is the highest form of land ownership available in England and Wales and basically means that you will be the absolute owner.

Please note the following matters in relation to the Registered Title: -

You purchase the property subject to all the provisions contained in the Registers of the title of the property and the conveyances referenced within. Copies of those which are available are enclosed.

A conveyance dated 20 March 1952 removed rights to the mines and minerals below the property as is common in the area

A conveyance dated 18 February 1963 is reproduced on the title register. The National Coal Board and their successors undertake to fence and maintain along unknown points A, B and C which should be a benefit to this land. I am informed that the intention is to permit open access to the batch and this title so these fencing obligations may no longer be an issue. If this is incorrect please report this back.

A transfer dated 7th June 1991 reserves any rights to run utilities that British Coal may have for the benefit of the property. Once again I presume these potential rights are not of interest given your use for the land. British Coal have the right to mine underneath the property but with the obligation to make good or pay compensation for any loss or damage caused.

A transfer dated 20 March 1952 is noted but with no details. I requested a missing particulars indemnity policy be provided to provide financial compensation should there be anything detrimental that is not known about but this was refused. I could arrange one if desired and the cost would probably be less than

A transfer dated 7th June 1991 reserves any rights of access that British Coal may have over the land. The building restrictions do not apply as there are no shafts nearby but clause 5 of the Fourth Schedule claims to prevent any subsidence claims against British Coal for damage to both the land and any buildings.

Unregistered Land

The attached Mapsearch shows a small triangular section of land between your existing title and this title. From Google Earth this appears not to be marked on the ground. If this is so are you able to give an opinion on whether you believe it lies within this title or your existing one in terms of boundary features? Once I have this I can report back, if desired, on what seems likely to be an anomaly.

Replies to Enquiries

The sellers have stated that no one other than the sellers have any rights to use or occupy the land and the land is not entered into any agricultural or woodland schemes.

Physical Condition of the Property

Broadly speaking there is no duty on the seller to disclose physical defects in the condition of the property. For all practical purposes you must rely on your own surveyor or valuer to be

satisfied that the purchase price reflects the current condition of the property and also to determine the likely costs of any remedial works the property may need.

I have not inspected the property and I cannot make comments on its state or condition.

Additional Enquiries

It is very important that you raise any questions you have about the property before exchange of contracts. Once contracts are exchanged you will be bound to purchase the property even if something comes to light which would have affected your decision to go ahead with the purchase.

Access

There is not a clear legal access confirmed in the title documents. However you may be able to gain access from your previous purchases quite apart from the public footpaths running across the land.

Local Search

The local search revealed a section 52 agreement under the Town and Country Planning Act 1971 dated 09.11.1983 between Avon County Council and Shale Distributions (Radstock) Ltd. The latter company is no longer trading. This was a planning agreement to regulate development or use of land. Unfortunately all that BANES have been able to provide is a notice of its existence from the now defunct Avon County Council. Despite enquiries of Radstock Town Council and the sellers no further details are available. It seems unlikely that your proposed use would cause action to be taken especially as there would not be any change of use and no construction is expected. If desired a bespoke indemnity policy could be arranged to cover any legal costs and loss to the valuation of the property which would probably cost less than £100. Given that any enforcement would be by BANES and they claim not to have the details it seems unlikely that this would occur.

Drainage Search

No drainage and water search was commissioned but my enquiries with Radstock Town Council produced an old enquiry for their purchase which indicates there was nothing present in 2018.

Environmental Search

I enclose a copy of the Environmental Search carried out by Groundsure. You should regard the search result as indicative only. The search company say they cannot guarantee the accuracy or completeness of the information and that they may not be able to identify all factors which might be relevant. What the search does is focus on the area of land within a 500 metre radius of the subject property, and provide details of any records held by the Environment Agency and of land use (past and present where appropriate records are available) within the area.

I would ask you to read through the search result and would suggest that if you have had, or are having the property surveyed, you should show a copy of the report to your surveyor, seeking his or her comments.

I would in particular draw your attention to the following pages, namely:

8 – The site should not have coal mining features on the surface.

14 – There is a moderate risk of ground instability/landslides as determined by geological and topographical mapping. Set against this at page 7 it is reported that satellite monitoring has not detected any notable ground movement in the vicinity. Your previous purchases also did not report any movement.

16 – The batch is shown to be just off the boundary of the property. Any debris landing on your land should not be your responsibility.

Chancelcheck Search

Some properties in England and Wales have a liability to contribute to the cost of repairing the parish church chancel. This is the area around the altar and the liability is historic relating back to the tithe responsibilities of land owners.

These costs can be very substantial. The chancel check search reveals whether the property has a potential liability to make such contributions. The search indicates that the property should not be liable to a chancel liability and it is backed by an insurance policy.

Contract

The property is being sold with vacant possession as you would expect.

Risk related to the property will pass to you on exchange. Thus it is important that you arrange insurance cover to take effect from the exchange date.

Please do not hesitate to contact me if you have any queries and I remind you that you must resolve all issues concerning the property prior to exchange of contracts, because you become legally bound to purchase the property from exchange of contracts.

Completion Arrangements

The completion date is agreed prior to exchange of contracts. It is the day on which vacant possession of a property is required.

On the day of completion I will instruct my bank to forward by faster payment the payment due to your seller's solicitors. The only guarantee the bank gives is that the money will arrive before the close of business

If completion does not take place on the appointed day or by the time specified in the contract then interest will be payable to your seller. In addition the contract may provide for other penalties such as additional removal costs and other incidental expenses. If completion does

not take place then you may not gain entry to your new property until the next working day. Delay in completion may arise for reasons outside my control, in particular, the lateness of the arrival of funds from your buyer. Consequently, there is always the possibility of a penalty payment if the funds do not arrive with the seller's solicitors before the contractual deadline.

If there is a balance of money due back to you I will endeavour to remit this to you on the day of completion, failing which on the next working day. Payment will be made by cheque. If you require an electronic transfer then there will be a deduction for the bank charges and you must give me the necessary details to effect a transfer (Bank name and address, sort code, account name and number) 48 hours in advance of the transfer date.

Finally, if you fail to complete on the agreed date, your seller may, at any time that date has passed (assuming that the delay is your fault and not the fault of the seller), serve you with a "Notice to Complete" which require you to complete within 10 days of the service of Notice. If you fail to comply with the notice the seller may forfeit your deposit and re-sell the property elsewhere. If they make a loss on the re-sale, they may recover the loss from you, having given you credit for the forfeited deposit. They may also sue you for breach of contract. It is therefore most important for all your financial arrangements to be in order before proceeding to exchange of contracts.

Please further note that under the Contract you are buying this property relying upon your own observation and inspection of the premises. You are not purchasing this property in reliance upon any representation made by the Seller except any replies that the Seller may provide via their solicitors in respect of enquiries raised.

Please look through the documents carefully and if you have any queries, please do not hesitate to contact me.

I look forward to hearing from you.

Yours faithfully



Kevin Sherrard