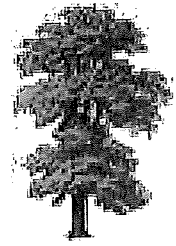


Westfield Parish Council

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Westfield, BA3 3BX
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Chairman: Cllr P Wilkinson Parish Clerk: Ms L Close FSLCC



Established 2011

All Council Meetings are open to the Public and Press

31st October 2023

TO: All Members of Westfield Parish Council

Dear Councillor,

You are summoned to a Meeting of Westfield Parish Council, on **Monday 4th December 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. Co-option**
To co-opt to the vacancy on the Parish Council and receive the Declaration of Acceptance of Office.
- 2. 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.
- 3. 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.

4. **Minutes of the Parish Council meeting – 6th November 2023**
To confirm and sign as a correct record the minutes of the Parish Council Meeting. **(Pages 1-4)**
5. **Committee and Working Group reports**
To note the minutes of the Committees and Working Groups below:
 - **Environment and Development – 14th November 2023 (Pages 5-8)**
 - **Finance and Personnel – 22nd November 2023 (Pages 9-14)**
6. **Approval of any items over £5,000 and consideration of any virement**
7. **2024/25 Budget (Pages 15-21)**
To consider the budget as recommended by Finance and Personnel
8. **Outside Bodies reports – for reporting only**
9. **Creating Community identity – for reporting only**
Community Engagement Plan, recommended by E&D 14/11/23 **(Pages 22-25)**
10. **Chairman's report - for reporting only**
11. **Bath and North East Somerset Councillors' reports – for reporting only**

To resolve that, under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information falling within those paragraphs indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended.

12. **To open tenders for Scrub Clearance, Somer Valley**

WESTFIELD PARISH COUNCIL

Minutes of the Meeting of the Council held at the Oval Office
Monday 6th November 2023 commencing at 7.00pm

- Present:** Chair: Cllr P Wilkinson
Cllrs: D Cooper, J Cradock, G Fuller, E Jackson, R Hopkins,
R Moss and P Williams
- Attending:** Lesley Close, Parish Clerk and Tracey Stephens, Deputy Clerk
- Absent:** Cllr J Honess, P Millard and P Williams

83. Co-option

There had been no applications for co-option.

84. Apologies for absence and to consider the reasons given

Apologies were received from Cllrs Honess and Millard.

85. Declarations of interest and dispensations

There were no declarations of interest.

86. Minutes of the Parish Council meeting – 2nd October 2023

Resolved: the minutes of 2nd October 2023 were agreed and signed as a correct record.

87. Committee and Working Group reports

(a) Environment and Development Committee – 9th October 2023

The minutes of the Environment and Development Committee meeting of 9th October 2023 were noted.

It was reported that an application has been made to the Road Safety Fund for two speed signs on the A367. B&NES have sent an Agreement outlining the responsibilities for the signs. This was agreed.

The Clerk is procuring scrub clearance for areas within the Somer Valey including Waterside Valley, all of which is being funded by Somer Valley Rediscovered. A plan was circulated to show the areas of scrub

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

clearance. Quotes are to be opened at the Parish Council meeting in December.

(b) Finance and Personnel Committee – 18th October 2023

The minutes of the Finance and Personnel Committee meeting of 18th October 2023 were noted.

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

There were no items over £5,000 to consider

89. Grants

Resolved: to accept the recommendations of the Finance and Personnel Committee for the recipients of grants.

90. Cyber Security Policy

Resolved: to agree the Cyber Security Policy.

91. Outside Bodies reports

Mardons – Cllr Cooper reported on communication between the solicitors of Linden Homes and Mardons advising that Linden Homes are considering taking over the management of the estate and appointing a management company of their choice.

Radstock Museum – Cllr Jackson reported that the Friends of Radstock Museum AGM is on 7th December.

92. Creating Community Identity

Cllrs Hopkins and Fuller gave a report on a meeting with officers at B&NES re: directional signs to Westfield.

Resolved: to follow up a request to Ordnance Survey to mark Westfield on maps of the area.

93. Chairman's report

Cllr Wilkinson reported on a meeting with George Blanchard and two other officers regarding the housing needs for Westfield people in the Neighbourhood Plan update. Another meeting is to be set up within the next few weeks with the Home Search Manager.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

94. Bath and North East Somerset Councillors' reports

Cllr Moss reported on the budget of B&NES, which is currently £6.5m overspent, predominantly in adult and children's social care. He reported a big rise in homelessness and number of children at risk or in care. The Somer Valley Enterprise Zone is to be put on hold until early next year. Case work – he has been getting a lot of people contact him to say they are paying the clean air zone charges for Bath but still getting penalty notices. He apologised for not being at the Westfield Christmas lights evening, but there is to be a B&NES Council meeting on the same night. A question was asked whether the parking charges in Bath are to differentiate older vehicles. He advised he knows of no plans to go ahead with this just yet.

Cllr Jackson reported on communication with residents of St Peters Road that want more double yellow lines. She has asked for the planning application for the Oval Office to go to Committee. She has spent quite a lot of time on various training modules this month. She also apologised for not being at the Christmas lights switch on. Together with Cllr Sean Hughes of Midsomer Norton she has been to meetings with Somerset CC regarding planning applications on the edge of Westfield. She asked that she be permitted to make the following statement:

Westfield Parish Council's response to Application 2022/1427/FUL Somerset Council Planning Committee. Shepton Mallet, 7 November

At a meeting of the Full Council of Westfield Parish Council held on 6 November the Council passed the following resolution *nem.com* While deploring building on a green field, instead of on a derelict industrial site such as Stones Cross, MSN, or RADCO, in our parish, and deploring the demolition of two perfectly good houses in a time of climate change and imperilled ecology, we urge Somerset Council to consider the 'backwash' effect on Westfield.

The roads are almost at saturation point, not being built for modern lorries. We also lack adequate medical and social facilities and do not have enough local employment opportunities for the new residents.

We ask that if this application is to be approved, there be substantial contributions made for public transport, play areas and green spaces. ' To explain, WPC feel strongly that there is little gain from such a development because the new residents will pay their council tax to Somerset, we presume, but use facilities in MSN and Westfield.

Westfield Parish Council has recently bought six fields for a nature reserve and recreational facility along the Waterside, behind Bath College, which the owner had thought could have consent for housing. It will act as a 'green lung' for future generations. The Council does not want to pass judgement on Somerset's Local Plan status and the consequences of not having a five-year housing supply in Somerset, or consider whether it is policy compliant for Somerset, when it would not be compliant with the Westfield Neighbourhood Plan. The Chair of Westfield Parish Council would simply like a direct response

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

to know you have considered mitigation, and measures to ease the burden for existing residents.

Eleanor Jackson (Cllr), WPC and Bath & North East Somerset Council

Councillors agreed unanimously to this comment.

Polling Stations – The B&NES Consultation on Polling Stations was received and it was noted that there are no changes suggested in Westfield. There were no objections to this.

To resolve that, under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information falling within those paragraphs indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended.

95. Revised spec and costings for the new office

The updated costing had not been available at the meeting.

Resolved: to delegate authority to E&D or F&P, according to when the quote came back, to make a decision.

The meeting closed at 8:10pm

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 14th November 2023 commencing at 7pm.

Present: Cllrs Diana Cooper (Chair), James Honess, Geoff Fuller, Ron Hopkins (Vice Chair), Eleanor Jackson, Pat Williams and Phil Wilkinson

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

Absent: Cllrs James Cradock and Paul Millard

82. Apologies for absence and to consider the reasons given

Apologies were received from Cllrs Cradock and Millard and accepted.

83. Declarations of interest and dispensation

There were no declarations of interest.

84. Minutes of the last meeting

Resolved: The minutes of the last meeting held on 9th October 2023 were agreed as a true record and signed by the Chair.

85. Neighbourhood Plan working group

Cllr Hopkins gave a report on the progress of the Neighbourhood Plan review. Discussions with B&NES continue in relation to creating a policy allocating affordable housing to people with a connection to Westfield.

86. Planning applications for consideration

There were no objections to the following:

App no	Location	Proposal
23/03513/FUL	Whitehaven Residential Home	Erection of extension to dining room following demolition of existing
23/03807/FUL	Whitehaven Residential Home	Extension of 1 st floor to create 2no. new en-suite bathrooms and associated works

87. Planning Decisions

The planning decisions were noted.

88. Speeding data collected on A367

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council

It was noted that a grant of £5,000 had been applied for from the Avon Police Road Safety fund. The balance to be paid, if the grant application is successful, would be £2,293.

Resolved: to bring to the next meeting.

89. Recreation Ground – Norton Hill

(1) New Office – the revised costing for the new office was brought to the meeting. The cost of materials has increased dramatically over the year, meaning that the quotation a very much above the original estimate. Given the forthcoming construction project at Westhill, running both projects would not be feasible and would create a cash flow issue.

Resolved: to shelve indefinitely the building of a new office

(2) Cutting of grass – Greensward had quoted £70 per cut to continue cutting the grass as it was, unusually, still growing because of the conditions.

Resolved: to advise Greensward that the Parish Council would prefer not to cut the grass due to the very wet condition of the football pitch.

(3) Play area – Greensward had quoted for the work recommended by the play inspection.

Resolved: to accept the quote of £285 from Greensward to rectify the risks.

(4) Vandalism – Two benches had been uplifted and put in different places.

Resolved: To accept the quote from Greensward for £55 to bolt the benches back in place.

90. Recreation Ground – Westhill

Changing Rooms – verbal update given. A meeting had been held with MJW Architects to record the boundary lines for Land Registry. A quote was received from MJW Architects for the work to prepare the plans for the changing room.

Resolved: to waive Financial Regulation 11 regarding procurement and accept the quote from MJW architects for preparing plans for the changing rooms and CDM work, given their existing work on site and familiarity with the grounds.

91. Waterside Valley

(1) Bridges – it was noted that two of the grants applied for had been turned down.

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council

Resolved: to put the work on hold temporarily.

(2) Scrub clearance – The Clerk reported that she is coordinating the tenders for the work on scrub clearance for each of the Somer Valley sites. Miriam Woolnough of Somer Valley Rediscovered was meeting with potential tenderers on site.

92. Events

- **Christmas Lights Switch On** – 30th November 6.30pm – agreed to accept the £1m public liability insurance of Soundcat.
- **Grant Presentation Event** – 12th December 2023 6.30pm – a verbal update given
- **Christmas Lights Competition** – a verbal update given.
- **Wreath for D-Day** – it was noted that the British Legion had advised that a wreath would be available for the Parish Council to lay on D-Day.

93. Community Engagement Policy and Action Plan

Resolved: To recommend the Community Engagement Policy and Action Plan to Parish Council.

It was resolved that, under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information falling within those paragraphs indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended.

94. Draft Specifications for approval to go out to tender

(1) Norton Hill Recreation Ground

Resolved: to accept the wording of the spec for tender for ground maintenance at Norton Hill.

(2) Westhill Recreation Ground

Resolved: to accept the wording of the spec for tender for ground maintenance at Westhill.

(3) Living Christmas Tree

Resolved: to accept the wording of the spec for tender for inspection of the living Christmas tree.

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council

(4) Flowers in Public Places

Resolved: to remove the itemisation of plants required and replace stating that the planters should be densely planted with bright colours. With this amendment, to accept the wording of the spec for Flowers in Public Places.

95. Quotes

Tree Works – three quotes were received.

Resolved: to accept the quote from B&NES of £566.30 for Westhill and £5,571.3.2 for tree work at Norton Hill.

The meeting closed at 8:11pm

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 22nd November 2023 at 10am

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

Absent: Cllrs Geoff Fuller (ex officio) and Paul Millard.

In Attendance: Tracey Stephens, Deputy Clerk

68. Apologies for absence

Apologies were received and accepted from Cllr Millard.

69. Declarations of interest and dispensations

There were no declarations of interest.

70. Minutes

Resolved: that the Minutes of the Finance & Personnel meeting held on 18th October 2023 be agreed and signed as a correct record.

71. Monthly Accounts

Resolved:

- a) that the bank reconciliation and monthly income and expenditure statements for the Current Account Oct/Nov to follow next month.
- b) that the bank reconciliation and monthly income and expenditure statements for the Corporate Treasury account Oct/Nov to follow next month.
- c) that the bank reconciliation and monthly income and expenditure statements for the Business Savings account Oct/Nov to follow next month.
- e) that the summary of debit card transactions since the last meeting (Appendix 1 – Nov) be agreed.
- f) that the petty cash reconciliation for Nov (Appendix 2) be agreed.

72. 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: that the schedule of payments due in November 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.

73. 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.

74. Budget 2024/25

There were no questions regarding the draft budget.

Resolved: To recommend the draft budget to Parish Council.

75. Standing Orders and Direct Debits

Resolved: (1) To accept the report of the Clerk outlining standing orders and direct debits and changes to suppliers' details.
(2) To approve the continued use of online banking and bacs.

76. Trust Policy Review

Resolved: (1) To agree the Trust Policy.

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.

77. Quotes

(1) **New Office** – this has now been shelved indefinitely.
(2) **Scrub Clearance at Waterside Valley** – tenders to be opened next month.

78. Training

Resolved: To agree the online training for the ILCA qualification by the Admin Assistant in the amount of £120.

79. Local Government Pay Agreement 2023

Resolved: To adopt the NALC recommended pay awards wef 1/4/23.

The meeting closed at 10.16am.

APPENDIX 1 – Debit Card

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY

Report for F&P - November
SHEET 2023-24-8

REF	DATE	SUPPLIER	DETAILS	TOTAL	postage 4022/1	Christmas 4223/202	Stationary 4023/1	Furniture & Equipment 4036/1	Health and safety 4018/1	W/H 4062/307	Defibrillator 4231/202	Hospitality 4131/101
DC190	19/10/2023	Amazon	Thermos flask for Christmas lights	£25.99		£21.66						
DC191	22/10/2023	Amazon	Cups for Christmas lights	£48.93		£40.74						
DC192	30/10/2023	Screwfix	P adlock for Westhill playground	£17.79						£14.82		
DC193	6/11/2023	Lidl	Mince pies; water; squash	£33.31		£32.74						
DC194	7/11/2023	Aldi	Mulled wine; choc lollies, candy canes	£103.46		£86.22						
DC195	7/11/2023	Amazon	Christmas lights for trees	£161.40		£161.40						
DC196	8/11/2023	Amazon	Burncare for 1st aid kit	£3.49					£2.91			
DC197	9/11/2023	Viking	Stationary	£84.89			£66.79					
DC198	16/11/2023	Viking	Lever Cutter	£71.93				£58.99				
			TOTAL (NET)	£486.27	£0.00	£342.76	£66.79	£58.99	£2.91	£14.82	£0.00	£0.00
			VAT:	£59.98		£30.29	£14.15	£11.99	£0.58	£2.97		
			TOTAL (Gros)	£546.25		£373.05						
added since the agenda was circulated												

APPENDIX 4 – Schedule of Regular Payments

Schedule of regular payments 2023-24 (All amounts are NET)

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	£1,060.18	£1,052.02	£1,127.92	£1,070.99	£1,070.99	£1,070.99	£1,070.99					£8,567.95
DCK - BACS monthly	Accounting support	£237.85	£375.00	£0.00	£306.00	£0.00	£306.00	£250.00	£0.00					£1,474.85
GPS Telecoms (DD monthly)	Telephone and broadband	£71.32	£70.92	£71.80	£69.37	£69.37	£74.46	£69.37	£69.37					£565.98
Greensward (BACS monthly)	Grounds maintenance	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.51	£2,121.58	£2,121.58	£2,121.58					£16,972.57
HMRC (BACS monthly)	PAYE and NI	£563.84	£559.34	£566.63	£688.46	£597.04	£596.84	£570.64	£590.44					£4,723.23
Oval Commercial (SO-£587.70) the rest BACS - monthly	Office Rental	£899.75	£899.75	£899.75	£899.75	£899.75	£899.75	£899.75	£899.75					£6,718.00
Oval Commercial (BACS)	Use of Boardroom	£50.00	£56.00	£70.00	£50.00	£50.00	£10.00	£50.00	£90.00					£426.00
Net Salaries (and expenses) (BACS monthly)	Office staff	£3,232.35	£3,288.04	£3,250.16	£3,423.16	£3,293.46	£3,293.66	£3,319.86	£3,300.06					£26,400.75
Public Works Loans Board (DD - 6 monthly)	Westhill Play Area	£0.00	£0.00	£0.00	£3,686.72	£0.00	£0.00	£0.00	£0.00					£3,686.72
Ricoh (BACS quarterly)	Photocopier	£0.00	£39.30	£254.00	£0.00	£140.10	£127.00	£0.00	£121.59					£675.99
Southern Electric (DD - quarterly), Eon Next.wef.1/11/23	NH Pavilion	£85.42	£0.00	£178.14	£0.00	£0.00	£113.57	£0.00	£105.27					£482.40
Southern Electric d/d annually	Xmas Lights on lampposts	£0.00	£0.00	£0.00	£0.00	£0.00	£384.01	£0.00	£0.00					£384.01
Southern Electric (DD quarterly)	Christmas Tree	£0.00	£0.00	£30.84	£0.00	£0.00	£37.57	£0.00	£0.00					£68.41
SoVision IT (BACS monthly)	IT Support	£169.20	£167.75	£167.75	£208.35	£208.35	£208.35	£208.35	£208.35					£1,546.45
Total Gas & Power (DD - quarterly) Eon Next.wef.1/11/23	NH Pavilion	£0.00	£47.88	£0.00	£0.00	£42.98	£0.00	£0.00	£0.00					£90.86
Water2Business (DD six mnthly)	Auto-watering systems 2365915101 - Wesley Ave; 02- Coal Truck Jubilee Green-03- Jubilee Green-04- Coal	£0.00	£0.00	£0.00	£0.00	£0.00	£227.16	£0.00	£0.00					£227.16
Water2Business (DD six mnthly)	NH Pavilion 70215504	£0.00	£0.00	£0.00	£0.00	£0.00	£222.94	£0.00	£0.00					£222.94
Youth Connect South West (Bacs quarterly)	Youth Work contract 1/4/23-31/3/25	£0.00	£2,843.06	£0.00	£0.00	£2,843.06	£0.00	£2,843.06	£0.00					£8,529.18
Information Commissioners Officer (DD)	Data Protection Fee (annual)	£0.00	£0.00	£0.00	£0.00	£40.00	£0.00	£0.00	£0.00					£40.00
Monthly Total		£8,405.18	£11,462.80	£8,602.67	£12,521.31	£11,316.61	£9,633.88	£11,343.60	£8,517.40	£0.00	£0.00	£0.00	£0.00	

Westfield Parish Council Proposed Budget 2024-25

DRAFT 1

CODE	ITEM	Current budget 2023-24	Actual at 6 months	Estimate to year end	Proposed 2024-25 budget
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EXPENDITURE

1 Central Services					
4001	Wages & Salaries	46,535	23,221	46,442	48,416
4002	Employer's NIC	2,819	1,439	2,878	2,964
4003	Employer's Superannuation	10,238	5,109	10,218	10,652
4005	Training	500	554	654	500
4008	Travel & Subsistence	200	0	200	200
4011	Rates Payable	1,066	1,202	1,202	1,120
4012	delete this heading Water	50	0	0	0
4013	Rent Payable (office premises)	11,120	5,200	11,120	11,120
4014	delete this heading Electricity	760	0	0	0
4015	delete this heading Gas	465	0	0	0
4017	delete this heading Cleaning	1,445	0	0	0
4018	Health and Safety	871	0	871	897

4021	Telephone	1,000	365	1,000	1,030
4022	Postage	220	3	220	220
4023	Stationery, Printing & Publications	515	363	515	530
4024	Subscriptions	1,369	1,375	1,375	1,455
4025	Insurance	3,945	2,493	2,863	3,945
4026	Photocopying charges	770	554	1,108	1,141
4027	Information Technology	5,480	3,622	7,244	5,644
4030	Recruitment	384	0	0	0
4036	Furniture & Equipment	250	0	250	250
4050	Bank charges	145	55	145	145
4056	Audit Fees - External	825	0	825	825
4057	Audit Fees - Internal	360	-80	360	370
4058	Accountancy Support	935	970	2,448	2,521
6001	Trf to Earmarked Reserve	0	28,781	28,781	0
6000	Trf from Earmarked Reserve	0	0	0	0
NEW HEADING	Office move	0	0	0	5,000
	Sub total	92,267	75,226	120,719	93,945
100 Corporate Management					
4061	Pension deficit funding	2,287	0	0	0

	Sub total		2,287	0	0	0
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101 Democratic Process

4005	Training		0	0	0	0
4007	Conference expenses		0	0	0	0
4008	Travel and subsistence		0	0	0	0
4110	Election Costs		0	0	0	0
4131	Meeting rooms/hospitality		680	54	680	700
6001	Trf to Earmarked Reserves		0	0	0	
	Sub total		680	54	680	700

102 Civic Support

4101	Chairs allowance		600	35	600	600
4102	Civic expenses		290	4	290	300
4210	Website E&D		435	0	465	480
4212	Newsletter E&D		5,941	2,800	5,941	5,941
6000	Trf from Earmarked Reserve		0	0	0	0
	Sub total		7,266	2,839	7,296	7,321

199 Capital and projects

4901	Loan interest		442	245	442	250
4902	Loan capital repaid		6,931	3,442	6,931	7,124
4910 - delete this heading	CAP new office		0	934	934	0

4930		CAP Waterside Valley	0	21,059	21,059	0
NEW HEADING		Changing Rooms, Westhill	0	0	0	0
4990		Rolling capital provision	5,000	0	5,000	5,000
6000		Trns from Earmarked Reserve	0	-21,195	-21,195	0
6001		Trf to Earmarked Reserves	0	0	0	0
		Sub total	12,373	4,485	13,171	12,374

202 Community Support

4203		Grants	15,000	2,706	15,000	15,000
4223		Christmas E&D	13,949	6,630	16,000	16,500
4224		Parish Environment E&D	2,250	579	2,250	1,000
4225		Green Spaces Maintenance	1,347	1,726	1,439	1,832
4227		E & D Projects E&D	5,000	6,521	12,658	5,000
4230		Flowers in Public Places E&D	6,098	2,790	6,330	6,870
4231		Defibrillator E&D	904	4,732	5,000	1,925
4237		Youth Provision E&D	12,012	6,071	12,012	12,650

4241	St Nicholas Churchyard	2,485	0	2,485	2,652
NEW	Waterside Valley	10,000	-420	10,000	10,000
6000	Trf from Earmarked Reserve	-	-5,522	-5,522	0
	Sub total	69,045	25,813	77,652	73,429

303 Allotments

4039	Grounds maintenance E&D	100	0	100	100
	Sub total	100			

307 Westhill Recreation Ground

4039	Grounds Maintenance contract E&D	11,661	5,576	11,661	12,011
4062	Grounds Maintenance ad hoc E&D	5,000	4,857	6,000	6,000
4011	Rates	953	0	953	953
4012	Water	640	0	640	640
4014	Electricity	760	0	760	760
4015	Gas	465	0	465	465
4017	Cleaning	1,445	0	1,445	1,445
4063	CCTV	100	0	100	100
4065	Play Area Inspections E&D		162	324	660
	Sub total	21,024	10,595	22,348	23,034

308 Norton Hill Recreation Ground

4011	Rates	953	811	811	836
4012	Water	640	264	640	640

4014	Electricity	760	260	818	988
4015	Gas	465	46	442	552
4039	Grounds Maintenance contract E&D	14,445	5,576	14,445	14,879
4062	Grounds Maintenance ad hoc E&D	10,000	2,807	9,000	10,000
4063	CCTV E&D	100	0	100	103
4065	Play Equip inspections E&D	611	162	611	1,650
6000	Trf from Earmarked Reserve				
	Sub total	27,974	9,926	26,867	29,648
	Total expenditure	233,016	128,938	268,733	240,451

INCOME

1099	Miscellaneous income (Capital and Projects)	0	165	165	0
1176	Precept	225,148	112,574	225,148	
1196	Interest received	500	4,347	5,000	500
1012	Allotments income - WAGS	100	100	100	100
1177	Grants received (Norton Hill Trust)	1,495	2,666	2,666	1,495
1177	Grants received (Westhill Trust)	206	0	206	206
1180	Donations rec'd	0	3,685	3,685	0
1179	CIL income	0	31,994	31,994	0

Community Engagement Policy and Action Plan

1. INTRODUCTION

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

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

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

2. ENGAGEMENT WITH RESIDENTS AND PARTNERS

The Parish Council engages with its residents and partners by:

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

3. OBJECTIVES

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

4. HOW THIS WILL BE ACHIEIVED

Communication

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

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

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

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

Social media has increased in recent years and in 2020 we trialled boosting posts and using videos to increase viewings. We post regularly on Facebook and in 2023 we opened an Instagram page to post photos showing how visually stunning Westfield can be. We have created two new hashtags – On Facebook #Respect Westfield and on Instagram #Wake up to Westfield

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

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

Being part of wider Groups – We work closely with Somer Valley Rediscovered to share expertise and knowledge on public open spaces.

Consultation

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

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

Support

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

Supporting local projects and participating in local events will raise the awareness of the Council and its aims and objectives. 2023 saw a well-attended Coronation Celebration at Westhill Recreation Ground hosted by the Parish Council.

We have also arranged community bulb planting events.

Working with the community

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

Working together to carry out agreed action plans, will engage the community in working with the Council to enhance the environment and the quality of their lives. The Neighbourhood Plan is an important part of this process and in 2023 came under Review, having been five years since it was agreed by referendum.

5. MEASURING SUCCESS

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

6. STRATEGY REVIEW

The Community Engagement Policy will be reviewed annually.

Review History	To be reviewed annually
First draft to Finance and Personnel Committee	18/3/15
Agreed by Parish Council	7/4/15
Agreed by E&D	9/5/16
Reviewed by E&D with one addition	12/6/17
Agreed by Parish Council	3 rd June 2019
Reviewed by E&D	11/5/21
To Parish Council	7/6/21
To E&D	15/11/22
To Parish Council	5/12/22
To E&D	14/11/23
To Parish Council	4/12/23
Next review	December 2024

7. ACTION PLAN

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

