

Westfield Parish Council

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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

27th February 2024

TO: All Members of Westfield Parish Council

Dear Councillor,

You are summoned to a Meeting of Westfield Parish Council, on **Monday 4th March 2024 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 – 5th February 2024**
To confirm and sign as a correct record the minutes of the Parish Council Meeting. **(Pages 1-3)**
5. **Committee and Working Group reports**
To note the minutes of the Committees and Working Groups below:
 - **Environment and Development – 12th February 2024 (Pages 4-7)**
 - **Finance and Personnel – 21st February 2024 (Pages 8-14)**
6. **Approval of any items over £5,000 and consideration of any virement**
7. **Inspirational Citizen Award 2024** To agree the recipient(s), nominations to be circulated at the meeting.
8. **To agree the grant to St Nicholas Church for 2024/25 in the amount of £2,652 as recommended by F&P** (minutes 113 refers).
9. **Outside Bodies reports** – for reporting only
10. **Creating Community identity** – for reporting only
11. **Chairman's report** - for reporting only
12. **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.

13. **Office Move**

WESTFIELD PARISH COUNCIL

Minutes of the Meeting of the Council held at the Oval Office
Monday 5th February 2024 commencing at 7.00pm

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

122. Co-option

There had been no applications for co-option.

123. Apologies for absence and to consider the reasons given

Apologies were received from Cllrs Honess, Millard and Williams.

124. Declarations of interest and dispensations

Cllr Jackson declared as a Director of Radco.

125. Minutes of the Parish Council meeting – 8th January 2024

Item 117. Outside Bodies Reports, Westfield in Bloom should read: Cllr Jackson reported that they are currently looking for funding for various items of work needed for this year's South West in Bloom.

Resolved: with this correction the minutes of 8th January 2024 were agreed and signed as a correct record.

126. Committee and Working Group reports

(a) Environment and Development Committee – 15th January 2024

The minutes of the Environment and Development Committee meeting of 15th January 2024 were noted.

(b) Finance and Personnel Committee – 17th January 2024

The minutes of the Finance and Personnel Committee meeting of 17th January 2024 were noted.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

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

Scrub Clearance at Waterside Valley by M&G Countryside Development Ltd was noted at £6768. This is paid for from a grant from Somer Valley Rediscovered.

The survey on Housing needs in Westfield, delivered by CNB Housing, was noted at £7766.40. This is paid for from a grant from Locality

128. To consider and agree the draft budget as recommended by F&P committee

Resolved: to agree the draft budget as recommended by F&P committee

129. To consider and agree the precept in the amount of £240,802 (£124.92 pa for a Band D Property) as recommended by the Finance and Personnel Committee

Resolved: to agree the precept in the amount of £240,802 (£124.92pa for a Band D property) as recommended by the F&P Committee.

130. To consider and agree the Precept leaflet

It was suggested that the allotments should be included in the leaflet.

Resolved: with this amendment to agree the Precept leaflet

131. To agree the Fixed Asset Register as recommended by the Finance and Personnel Committee

Resolved: to agree the Fixed Asset Register as recommended by the Finance and Personnel Committee.

132. Financial Risk Assessment

Resolved: to agree (1) The Risk Management Strategy
(2) The Financial Risk Assessment
(3) The Annual Review of the Insurance Schedule
(4) The Risk Register

133. Outside Bodies reports

Mardons – Cllr Cooper reported that the Elections Officer had visited Mardons with a view to using the club as a polling station. There was no decision yet.

Museum - Cllr Jackson reported that the museum has reopened after refurbishment

Minutes are draft until agreed at the next meeting.

Signed Dated

134. Creating Community Identity

There was nothing to report on this item.

135. Chairman's report

Cllr Wilkinson reported on an inaugural meeting with Chairs of parish and town councils with ALCA.

136. Bath and North East Somerset Councillors' reports

Cllr Moss reported:

- budget meetings within B&NES.
- A decision had been taken by B&NES to approve the Somer Valley Enterprise Zone in Paulton.

Cllr Jackson reported:

- The B&NES Local Plan is out for consultation and she encouraged Councillors to take part in the survey.
- She has been attending several scrutiny panels with regard to the budget where there has been strong representation from charities that are going to be affected.
- Dan Norris, Mayor of WECA, will be visiting Westfield to see how the change in the bus provision has affected Westfield.
- She is on the Knife Crime working party

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.

137. Minutes of the last meeting

The Chairman advised that Shaun Rogers, of Shaun Rogers Funfair, had been unable to attend the last meeting but had emailed a request to continue the funfair in Westfield. It was discussed at length. Councillors were reluctant to make the decision as it is a very popular event in Westfield, but it was felt that the safety of visitors to the fair was paramount and that this was prohibitively difficult to manage.

Resolved: to advise Shaun Rogers that the Parish Council would not give permission for use of an area in Westfield for the Fun Fair. This was agreed unanimously.

The meeting closed at 8:20pm

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 12th February 2024 commencing at 7pm.

Present: Cllrs Ron Hopkins (Vice Chair), Eleanor Jackson, and Phil Wilkinson

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

Absent: Cllrs Diana Cooper, James Cradock, Geoff Fuller, James Honess, Paul Millard and Pat Williams

125. Apologies for absence and to consider the reasons given

Apologies were received from Cllrs Cooper, Cradock, Honess, Millard and Williams and accepted.

126. Declarations of interest and dispensation

There were no declarations of interest.

127. Minutes of the last meeting

Resolved: The minutes of the last meeting held on 15th January were agreed as a true record and signed by the Chair.

128. Neighbourhood Plan Review working group

Cllr Hopkins advised that things were moving along slowly and that there would be more to report in the next meeting.

129. Planning applications for consideration

There were no objections to the following application:

24/00180/FUL	15 Cherry Tree Close	Erection of single storey rear extension
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24/00157/SOLPA - Bridges Electrical Engineers. Second Avenue Prior Approval request for the installation of 728no. roof mounted solar PV panels with total installed capacity of 323.96kWp

Committee commended the company for taking steps to use sustainable energy.

Minutes subject to approval at the next meeting.

Signed Dated

Westfield Parish Council

**24/00294/VAR – Variation of condition 2 (plans list) of application
21/01201/FUL (Erection of lean-to side extension and first floor rear
extension)**

Committee had no objections to this application but wanted to ask the Planning Officer to ensure against overdevelopment of the plot and wanted to be assured that the development would be in keeping with the surrounding properties.

130. Planning Decisions

The planning decisions were noted.

131. Recreation Ground – Norton Hill

It was noted that a date was set to remove the Ash trees at Norton Hill Recreation Ground – early May.

Resolved: to bring back on the next Committee agenda the question of whether to re-plant on the bank adjacent to the A367 and, if so, whether trees are appropriate at that location, or smaller plants. It could be that some specialist advice will be needed.

It was noted that the handle had been broken off the door at the home team entrance to the pavilion, but had been replaced.

The Legionella survey had been done the day of the meeting, so no report was available as yet.

132. Recreation Ground – Westhill

Changing Rooms – It was noted that the boundary agreement had been signed by both parties and sent to Land Registry. The average response time from the Land Registry is 6 months.

Surveys

- The asbestos survey had been done and found asbestos in the external soffits.
- The topographical survey had been done.....

Resolved: to ask for quotes to remove the asbestos from the external soffits.

133. Waterside Valley

Feedback on Scrub Clearance: It was noted that the scrub clearance had now been done.

Minutes subject to approval at the next meeting.

Signed Dated

Westfield Parish Council

Permission to close the Public Right of Way during installation of the new footbridge: As there had, as yet, been no tenders received for the replacing of the bridges this item was to be brought back to a future meeting when necessary.

Management of the grassland: There was concern over the cost of managing the grassland once the grant from Somer Valley Rediscovered was used. It was felt that the grass management report from FWAG SouthWest showed that funding was available from the Countryside Management Stewardship to cover future costs.

Resolved: (1) to meet with Miriam Woolnough of Somer Valley Rediscovered to discuss the project going forward
(2) to put this item on the next agenda for further discussion

Management of the overgrown hedge: Options were offered for the maintenance of the overgrown hedge.

Resolved: to discuss with Miriam from Somer Valley Rediscovered the possibility of assistance in getting quotes for the hedge to be professionally layered and bring to the next meeting.

Cllr Jackson asked if the Waterside Valley could be entered as an Its Your Neighbourhood entry into South West in Bloom.

Resolved: Waterside Valley to be entered into South West in Bloom this year.

134. Events

D-Day – 6th June: The suggestion from the Royal British Legion to involve the schools was brought to the meeting.

Resolved: to bring back to the next meeting for further discussion

135. Creating Town or Parish Nature Action Plan

There were concerns that this would overlap the work the Parish Council is doing at the Waterside Valley and with the Neighbourhood Plan. It was felt that the work in the Waterside Valley is doing what this plan is asking of the Parish Council already. Cllr Jackson to investigate further at B&NES to find out who is leading this initiative.

Resolved: to add to the next agenda

136. Rural EV charging

Resolved: to take no action currently.

Minutes subject to approval at the next meeting.

Signed Dated

137. Powering communities with renewables

Resolved: to email to Councillors to ascertain if someone would like to attend this training session on 22nd February.

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.

138. Quotes

Flowers in Public Places

Resolved: to accept the quote from Rob Wicke for £6,650

Grounds Maintenance contract

Three tenders for the grounds maintenance contract were opened at the meeting.

Resolved: the Clerk to analyse the quotes in detail and present to Finance and Personnel on 21st February.

Grass topping at Waterside Valley

The deadline for quotes is 19th February.

Resolved: to delegate authority to Cllrs Hopkins and Wilkinson to make decision, because the work needs to be done in March.

Footbridges at Waterside Valley

There had been no quotes received at the date of the meeting.

The meeting closed at 8:10pm

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 21st February 2024 at 10am

Present: Cllr Robin Moss (Chair), Cllrs Ron Hopkins, Paul Millard and Phil Wilkinson.

Absent: Cllrs Diana Cooper, Geoff Fuller (ex officio), and Pat Williams.

In Attendance: Lesley Close, Parish Clerk

105. Apologies for absence

Apologies were received and accepted from Cllrs Cooper and Williams.

106. Declarations of interest and dispensations

There were no declarations of interest.

107. Minutes

Resolved: that the Minutes of the Finance & Personnel meeting held on 17th January 2024 be agreed and signed as a correct record.

108. Monthly Accounts

Resolved:

- a) that the bank reconciliation and monthly income and expenditure statements for the Current Account January be agreed.
- b) that the bank reconciliation and monthly income and expenditure statements for the Corporate Treasury account January be agreed.
- c) that the bank reconciliation and monthly income and expenditure statements for the Business Savings account January be agreed and the change to interest rate noted.
- e) that the summary of debit card transactions since the last meeting (Appendix 1 – Feb) be agreed.
- f) that the petty cash reconciliation for Feb (Appendix 2) be agreed.

109. 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 February 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.

110. 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.

111. Physical Check of the Petty Cash

The Petty Cash was checked physically in the meeting and matched the February balance at Appendix 2.

112. Quarterly Budget Variation Report

Resolved: to accept the budget variation report.

113. St Nicholas Church

Resolved: (1) to accept the grant feedback form 2023/24; and
(2) to recommend to Parish Council the award of a grant for 2024/25 in the amount of £2,652, this being last year's grant of £2,481 plus inflation in the amount of 6.7% which was the CPI in September 2023 when the budget was drafted. Grant to be paid in April.

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.

114. Quotes

Changing Rooms at Westhill Recreation Ground

Asbestos Removal – it was agreed to delegate authority to Cllrs Wilkinson and Hopkins to agree a contractor for the removal of asbestos at the former skittle alley at Westhill Recreation Ground.

MJW Architects – the Agreement with the Architect for the building of the new Changing Rooms was agreed and signed accordingly.

Grounds Maintenance at Westhill and Norton Hill Recreation Grounds

The tenders were opened and logged at the Environment and Development Committee. The Clerk analysed the figures and the analysis was brought to Committee.

Resolved: to agree the lowest tender from Greensward in the total amount of £105,950 over four years.

Inspection of the Living Christmas Tree at the top of Elm Tree Avenue

Resolved: to accept the lowest quotation in the amount of £64 from Your Solution, providing they are willing to undertake the work. If not, to accept the second lowest quotation from Greensward in the amount of £120.

Grass Topping at Waterside Valley

Authority was delegated to Cllrs Wilkinson and Hopkins to accept the tender for grass topping at Waterside Valley. This expenditure to be reimbursed by a grant from Somer Valley Rediscovered.

Resolved: to accept the lowest tender from M&G Countryside Development in the amount of £2,920 +VAT.

Speed Indicator Devices on the A367

It was noted that the grant funding for £5,000 towards SIDS on the A367 was successful. The locations were agreed as (1) northbound on the two empty posts at the Highfields junction, pending agreement from BANES; and (2) southbound at the Westhill Road junction which would require a post to be installed. Costing are being sought and will be brought back to Committee.

Office Space

There was a full discussion on options for office space, which will be brought to full Parish Council.

The meeting closed at 11.15am.

APPENDIX 1 – Debit Card

Report for F&P - February
SHEET 2023-24 - 11

REF	DATE	SUPPLIER	DETAILS	TOTAL	postage 4022/1	Stationary 4023/1	Hospitality 4131/101	Parish Environment 4224/202	Flowers in Public Places 4230/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Grounds maintenance 4039/308/307	CAP Waterside Valley 4930/199
DC206	16/1/2024	Screwfix	Padlock for gate to Waterside Valley	£25.59									£21.32
DC207	19/1/2024	Tindle Newspapers	Advert for Grounds Maintenance contract	£92.40								£77.00	
			TOTAL (NET)	£98.32	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£77.00	£21.32
			VAT:	£19.67								£15.40	£4.27
			TOTAL (Gros)	£117.99	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£92.40	£25.59

APPENDIX 3 – Invoices for payment

Invoices for payment FEBRUARY

Invoice Date	Supplier	Details	Nom code	Payment No:	£ net	VAT	£ gross
29/01/2024	Spa Asbestos	Asbestos survey Westhill	4990/199	3211	£460.00	£0.00	£460.00
02/02/2024	M&G countryside development	Scrub Clearance Waterside Valley	4930/199	3212	£5,640.00	£1,128.00	£6,768.00
26/01/2024	CNB Housing Insights	Housing Needs Survey	4224/202	3213	£6,472.00	£1,294.40	£7,766.40
31/01/2024	Midsomer Norton and Radstock Silver Band	Christmas Lights performance	4227/202	3215	£75.00	£0.00	£75.00
06/02/2024	Robert Wicke	Edging around flower beds	4230/202	3218	£347.72	£0.00	£347.72
29/02/2024	GM Engineering	Hanging basket repairs	4230/202	3219	£190.00	£38.00	£228.00
				TOTAL	£15,645.12		

Added since the agenda was distributed:

12/02/2024	GreenSward Sports Consultancy	Repair to basket swing Westhill	4062/307	3221	£95.00	£19.00	£114.00
12/02/2024	GreenSward Sports Consultancy	Fly tipping at Larch Court Allotments	4224/202	3222	£95.00	£19.00	£114.00
12/02/2024	Levett Surveying Ltd	Topographical survey	4990/199	3223	£750.00	£150.00	£900.00
08/02/2024	Harris & Harris	Legal fees - Westhill	4227/202	3224	£600.00	£120.00	£720.00
09/02/2024	Firesfield MAS Fire Protection Ltd	Fire extinguisher checks	4062/308	3225	£90.00	£18.00	£108.00
13/02/2024	MJW Architects	Westhill Changing Rooms Fees	4990/199	3226	£1,290.00	£258.00	£1,548.00
15/02/2024	Zurich	Insurance 2024/25	4025/1	3227	£2,717.67	£0.00	£2,717.67
16/02/2024	Viking	Stationery	4023/1	3228	£74.15	£15.62	£93.72
16/02/2024	Colin Thompson	Pavilion door handle	4062/308	3230	£110.00	£22.00	£132.00
20/02/2024	Zonkey	Domain renewal	4210/1	3231	£25.00	£5.00	£30.00
				TOTAL	£6,477.39		

APPENDIX 4 – Schedule of Regular Payments

Supplier	Details	April	May	June	July	August	Sept	October	Nov	Dec	January	February
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	£1,663.79	£1,136.87	£1,152.18
DCK - BACS monthly	Accounting support	£237.85	£375.00	£0.00	£306.00	£0.00	£306.00	£250.00	£0.00	£250.00	£0.00	£175.00
GPS Telecoms (DD monthly)	Telephone and broadband	£71.32	£70.92	£71.80	£69.37	£69.37	£74.46	£69.37	£69.37	£70.37	£70.37	£387.85
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	£2,121.58	£2,121.58	£2,121.58
HMRC (BACS monthly)	PAYE and NI	£553.84	£559.34	£566.63	£688.46	£597.04	£596.84	£570.64	£590.44	£1,253.80	£629.90	£638.90
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	£899.75	£899.75	£899.75
Oval Commercial (BACS)	Use of Boardroom	£50.00	£56.00	£70.00	£50.00	£50.00	£10.00	£50.00	£90.00	£50.00	£50.00	£50.00
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	£4,937.16	£3,511.21	£3,554.79
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	£0.00	£3,686.72	£0.00
Ricoh (BACS quarterly)	Photocopier	£0.00	£33.30	£254.00	£0.00	£140.10	£127.00	£0.00	£121.59	£0.00	£127.00	£0.00
Southern Electric (DD - quarterly). Eon Next wef 1/11/23	NH Pavilion - Electricity	£85.42	£0.00	£178.14	£0.00	£0.00	£113.57	£0.00	£105.27	£0.00	£106.74	£89.92
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	£0.00	£0.00	£0.00
Southern Electric (DD quarterly)	Christmas Tree	£0.00	£0.00	£30.84	£0.00	£0.00	£37.57	£0.00	£0.00	£0.00	£55.77	£0.00
SoVision IT (BACS monthly)	IT Support	£169.20	£167.75	£167.75	£208.35	£208.35	£208.35	£208.35	£208.35	£208.35	£208.35	£208.35
Total Gas & Power (DD - quarterly) Eon Next wef 1/11/23	NH Pavilion - Gas	£0.00	£47.88	£0.00	£0.00	£42.98	£0.00	£0.00	£0.00	£44.16	£13.62	£0.00
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	£0.00	£0.00	£128.62
Water2Business (DD six mnthly)	NH Pavilion 70215504	£0.00	£0.00	£0.00	£0.00	£0.00	£222.94	£0.00	£0.00	£0.00	£0.00	£0.00
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	£568.61	£2,843.07	£0.00
Information Commissioners Officer (DD)	Data Protection Fee (annual)	£0.00	£0.00	£0.00	£0.00	£40.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	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	£12,007.57	£15,400.95	£9,346.94