

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**

30th April 2024

TO: All Members of Westfield Parish Council

Dear Councillor,

You are summoned to the Annual Meeting of Westfield Parish Council, on **Tuesday 7th May 2024 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. **Election of Chair**
2. **To receive the declaration of acceptance of office of the Chair of the Council, or, if not then received, to agree when it will be received.**
3. **Election of Vice Chair**
4. **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.
5. **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.
6. **Minutes of the Parish Council meeting – 2nd April 2024.** To confirm and sign as a correct record the minutes of the Parish Council Meeting 2nd April 2024 (**Pages 1-3**) and to receive the minutes of the Annual Parish Meeting 27th March 2024. (**Pages 4-12**).
7. **Committee and Working Group reports** – To note the minutes of the Committees and Working Groups below
 - Environment and Development – 8th April 2024 (**Pages 13-15**)
 - Finance and Personnel – 17th April 2024 (**Pages 16-21**)
8. **Approval of any items over £5,000 and consideration of any virement**
9. **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 2023 Please see <http://www.westfieldparishcouncil.co.uk/westfield-parish-council-policies/>
10. **Nominations to existing committees – Environment and Development Committee and Finance and Personnel and to agree the Committee membership of Cllr Kit Biggs.**

Existing membership:

Finance and Personnel Committee

Chair: Councillor Robin Moss

Vice Chair: Councillor Pat Williams

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

Environment and Development Committee

Chair: Councillor D Cooper

Vice Chair: Councillor R Hopkins,

Councillors J Craddock, J Honess, E Jackson, P Millard, P Williams, Chair (ex officio), Vice Chair (ex officio).

11. Appointment of any new committees

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

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

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

Payments to B&NES: Rates £1,898.07, Grass cutting of ownerless green spaces £1,438.69.

14. 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 Eleanor Jackson (nominated 15/5/23)
Somer Valley Forum	Cllr Paul Millard (nominated 15/5/23), and Cllr Ron Hopkins (nominated 6/2/17)
Big Local	No nominee, but Cllr Ron Hopkins reporting back
Parish Liaison	Cllrs Ron Hopkins (nominated 1/10/18) and James Honess (nominated 13/5/19)
Police Advisory Group	No rep because it meets on the first Monday of the month.

15. **Review of inventory of land and assets including buildings and office equipment** - Fixed Asset List agreed by Parish Council 5/2/24 (minute 131 refers) please see <http://www.westfieldparishcouncil.co.uk/westfield-parish-council-policies/>
16. **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 17/1/24. (minute 102). <http://www.westfieldparishcouncil.co.uk/agendas-minutes/>
17. **Review of the Council and employees' membership of other bodies**
NALC/ ALCA £1019.15
SLCC £321.00
18. **Annual Review of policies and procedures** For 2024, policies have been updated by the Clerk in small ways for example to check links still work, update HMRC rates, include reference to Waterside Valley. Last year's policies are at the following link should you wish to recommend any other changes. <http://www.westfieldparishcouncil.co.uk/westfield-parish-council-policies/>
- 18.1 **Anti-Fraud and Corruption and Confidential Reporting Policy and Procedures**
- 18.2 **Biodiversity Policy**
- 18.3 **Code of Corporate Governance**
- 18.4 **CCTV Policy**
- 18.5 **Complaints Procedure**
- 18.6. **Council's procedures for handling requests made under the Freedom of Information and Data Protection Act 1998**
- 18.7 **Effectiveness of the Internal Control Environment**
- 18.8 **Child Protection Policy and Lost Children and Vulnerable Adults Policy**
- 18.9 **Data Protection Policies – Information and Data Protection Policy; Privacy Notices, Removable Media Policy; Cyber Security and Data Breach Policy**
- 18.10 **Equalities Policy**
- 18.11 **Emergency Procedure**

- 18.12 **Grievance and Disciplinary Procedures**
- 18.13 **Councillors' and Employees' Expenses**
- 18.14 **Health and Safety Policy**
- 18.15 **Grant Awarding Policy**
- 18.16 **Pensions Discretion Policy**
- 18.17 **Council's policy for liaising with the press/media**
- 18.18 **Retention of Documents**
- 18.19 **Training Policy and Statement of Intent**
- 18.20 **Social Media Policy**
- 18.21 **Treasury Management Policy**
- 19. **Setting of dates, times and place for ordinary meetings of the Council in the year ahead** - Calendar of meetings 2024
<https://www.westfieldparishcouncil.co.uk/council/committees/full-council/>
- 20. **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, Robin Moss.
- 21. **To confirm there are no conflicts of interest with individual councillors and (1) External Auditors BDO LLP and (2) Internal Auditor, Stuart Pollard of Auditing Solutions Ltd. To re-confirm Auditing Solutions Ltd as the Internal Auditor.**
- 22. **Outside Bodies Reports** – for reporting only
- 23. **Creating Community Identity** – a standing item on the agenda
- 24. **Chair's Report** - for reporting only
- 25. **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 2nd April 2024 commencing at 7.00pm

- Present:** Chair: Cllr P Wilkinson
Cllrs: D Cooper, J Cradock, E Jackson,
R Hopkins, R Moss, P Millard and P Williams
- Attending:** Tracey Stephens, Deputy Clerk, 1 member of the public
- Absent:** Cllrs G Fuller and J Honess

151. Co-option

Mr Kit Biggs was co-opted to the Parish Council.

152. Apologies for absence and to consider the reasons given

There were no apologies for absence.

153. Declarations of interest and dispensations

There were no declarations of interest.

154. Minutes of the Parish Council meeting – 4th March 2024

Resolved: the minutes of 4th March 2024 were agreed and signed as a correct record.

155. Committee and Working Group reports

(a) Environment and Development Committee – 11th March 2024

The minutes of the Environment and Development Committee meeting of 11th March 2024 were noted.

(b) Finance and Personnel Committee – 20th March 2024

The minutes of the Finance and Personnel Committee meeting of 20th March 2024 were noted.

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

There were no items over £5,000 to consider.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

157. Outside Bodies reports

Westfield allotments – Cllr Millard reported on the allotments AGM and advised that the new Chairman was Mr Jack Savage.

Churches – Cllr Jackson reported on the Good Friday services and walk of witness.

158. Creating Community Identity

There were no items to discuss.

159. Chairman's report

Cllr Wilkinson reported on work ongoing with the Royal British Legion to have a D-Day anniversary service at the memorial stone.

160. Bath and North East Somerset Councillors' reports

Cllr Jackson reported on:

- She thanked the office staff for putting on the Annual Parish meeting that she felt had gone well.
- A debate at B&NES with regard to the safety of women, employees and Councillors
- She is involved in two working parties, currently – 1. Prevention of knife crime and 2. food sufficiency

Cllr Moss reported on:

- The cost of Home to School transport in B&NES last year was double the budget. A review is taking place in the context of a national review.
- He attended a meeting of South West Councils where there was a discussion on water quality and sewerage. It was noted that some South Devon councils have successfully challenged plans for large planning developments on the basis that the sewerage system does not have the capacity. A question was raised about putting a request to Somerset County Council regarding the developments near the White Post – 2021/1480/OTS.

Resolved: to write to Somerset County Council asking for copies of reports on the following items that were carried out before permission was granted:

- a. Traffic density survey on the A367
- b. Infrastructure capacity (police and medical)
- c. Sewerage capacity
- d. Refuse and recycling capacity

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

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.

161. Office move

Recommendation of the Finance and Personnel committee

Resolved: to accept the recommendation of the Finance and Personnel committee of acceptance of the office space from Oval in the building adjacent to the current premises.

The meeting closed at 7:43pm

Minutes are draft until agreed at the next meeting.

Signed Dated

WESTFIELD ANNUAL PARISH MEETING

Minutes of the Annual Parish meeting on 27th March 2024 at Trinity Methodist Church, Westfield, starting at 7pm.

Present: Cllr Phil Wilkinson, Chair of Westfield Parish Council
Parish Councillors: Cllrs Diana Cooper, James Cradock, Geoff Fuller, Ron Hopkins, Paul Millard, Pat Williams
9 Members of the public.
Cllrs Robin Moss and Eleanor Jackson, B&NES Councillors for Westfield
PC Paul Sheppard, PCSO Lana Washbourne

Attending: Lesley Close, Parish Clerk and Caitlin Brown, Admin Assistant

Apologies: Tracey Stephens, Deputy Parish Clerk

Absent: James Honess

1. Welcome and introduction of Councillors

Cllr Wilkinson, Chair of the Parish Council welcomed all to the meeting.

2. Minutes of the last meeting held on 29th March 2023

The minutes of the meeting held on Wednesday 29th March 2023 were agreed as a true record and signed by the Chair.

3. To present the 7th Westfield Inspirational Citizen award

Cllr Wilkinson announced the winner of this year's Inspiration Citizen – Mrs Sally Hicks.

Sally was nominated in recognition of her fundraising efforts for Swallow, the local charity that supports teenagers and adults with learning disabilities.

Cllr Wilkinson thanked Sally on behalf of the Parish Council for her continued support of the local charity.

4. Somer Valley Rediscovered – an update of their work at Waterside Valley

Miriam Woolnough, Project Manager for Somer Valley Rediscovered gave an overview of the work of Somer Valley Rediscovered and an update on developments taking place at Waterside Valley.

Somer Valley Rediscovered work on five key spaces within Bath and North East Somerset, covering 34 hectares. Their work includes habitat management, access improvements, volunteer opportunities and working alongside health professionals for social prescribing.

Work at Waterside Valley continues, in January this year scrub was cleared to redress the balance between scrub and grassland, both of which are important to the habitat.

There is further work planned, such as grass topping and hay making – contractors are on standby to complete this once the weather improves.

There are many events taking place at Waterside Valley, such as wellbeing walks, bird wanderers, bat walks and foraging workshops. These events are free to join.

Positive relationships with other local organisations such as Youth Connect South West have been developed and workshops in bushcraft and film making have taken place.

Details of all events can be found on the Somer Valley Rediscovered website.

5. Review of the Westfield Neighbourhood Plan

Westfield's Neighbourhood Plan was completed in November 2018 following years of consultations and surveys. It documents Westfield's needs and desires in the categories of housing, green spaces, heritage, economy and jobs, as well as amenities, infrastructure and highways.

Over the past five years it has been used to advise the parish council and lend weight to our responses to planning applications (large and small).

The Neighbourhood Plan also provided the evidence the parish council needed to support our grant and CIL applications for funds to purchase the Waterside Valley and for the creation of the much-loved outdoor running and gym facilities at Westhill Recreation Ground.

We are very proud that our original plan, which was one of the first produced nationwide, received a very positive response after it was issued and indeed was used as the format basis for many other councils Neighbourhood plans nationwide.

There is no formal requirement, nor time restrictions, about monitoring or reviewing neighbourhood plans, but it is good practice and helps to ensure that the neighbourhood plan remains relevant and effective, so, in line with Westfield's progressive and forward-thinking approach to local governance, five years after its completion, in November 2023, Westfield Parish Council decided to begin the long process of reviewing its Neighbourhood Plan.

Early in the process we started to gather much anecdotal evidence that young people leaving home for the first time and older people wishing to downsize did not necessarily have the choice of housing types and locations in Westfield that they needed.

This led the parish council to believe that there was a significant drift and potentially damaging breakdown in, sometimes, historical family location in the parish and this required deeper investigation. To that end we secured a grant from Localities which has funded the recent Housing Needs Survey that you will all have seen, to see if the anecdotal evidence could be confirmed.

Of course, the housing needs survey will also clarify many other issues about housing requirements and facility and infrastructure management within Westfield, so many thanks to everyone who completed the survey and congratulations to the winners of £100 who were randomly selected after completing the survey. The data gathered will inform the type and location of housing that we will request if housing developments are agreed in our area.

The results of the housing needs survey will be available to us in the next few days, and we will be calling on residents to join us to discuss the revision of the Neighbourhood Plan in order to bring it to a rapid conclusion.

Be assured that the finished, revised, neighbourhood plan will be available for everyone to read, and it will be used to ensure that wherever possible the new BANES Local Plan will be guided to Westfield's best advantage.

6. Overview of the work of the Parish Council

Chairman's report

What's going on in Westfield?

Between Councillor Cooper, Chair of the Environment and Development committee, and I we will try to explain what's been happening in Westfield this last year and outline some of the projects going forward. Councillor Moss will give an outline of the finances.

The Neighbourhood Plan that was created in 2018 is due for updating. Cllr Ron Hopkins chairs the Neighbourhood Plan Review group and will give more information about this.

Youth Services continue to thrive and the Parish Council is pleased to continue to support the provision financially. Groups are regularly held here in the church hall and at the Recreation Grounds.

Grants were given to several local organisations and we had a presentation evening at Westhill Club to celebrate the work of the recipients in our community. Most of the

same organisations apply each year, but last year we were happy to give a grant to some not so regular applicants and one new one.

Recipients were: Citizens Advice Bureau, Dial-a-Ride, HeartTalks, Jesters Carnival Club, MSNRSB, Prattens Bowls Club, Radstock Baptist Church, Small Stuff Baby Bank, SWAN, Trinity Girls Brigade, Westhill Club, Westfield Primary School and Westfield Voices.

The Parish Council welcomed the installation of a silhouette of a miner next to the coal truck planter at the top of Elm Tree Avenue. Funded and installed by the Somerset District Miners' Trust, this is an imaginative way of preserving this important aspect of our heritage. There is a further silhouette to be situated by the Memorial stone at Elm Tree Avenue to commemorate D Day 80th anniversary on June 6th.

Dogs on Leads was a key message to all visiting our recreation grounds this year and the message remains important as ever. Over the summer holidays we invested in a Park Attendant who spoke with those exercising their dogs and encouraged them to use Waterside Valley for off lead exercise and keep dogs on leads in the recreation grounds.

The two allotments sites are kept up to date beautifully. There is constant work going on at both sites – Waterford Park and Larch Court – and the Parish Council is very grateful to the allotmenters for their work.

What is new for 2024/25?

Speeding on the A367 continues to be an issue and we are pleased to say that we have received funding for two speed indicator devices, like the one outside St Peter's church, which will be positioned on Wells Road around Westhill Road/Highfields, Northbound and Southbound. We had a report on speeds on the main road done for us a few months back and it was clear that people took note of how fast they are travelling, so hopefully the new ones will help to standardise the speeds through Westfield.

The Parish Council is working to create changing rooms at Westhill Recreation Ground in order that the football pitch can be used by teams who need changing facilities.

We are working towards the renovation of the brick footbridge at the Radstock end of Waterside Valley and a new footbridge at the opposite end of join Waterside Valley and Haydon Batch. The process is long but we are addressing each step of the process.

The 80th anniversary of D Day is on 6th June this year. The Parish Council has been working with the Royal British Legion for a small commemorative service at the memorial stone at the top of Elm Tree Avenue. This will begin at 2pm and all are welcome.

The Parish Council is made up of 11 Councillors elected by the people of Westfield every four years. We have one vacancy on the council. If anyone is interested in joining us, please speak to any one of the Councillors and staff here this evening.

Cllr Cooper, Chair of the Environment and Development Committee gave an update:

The ever-popular Christmas Lights Switch On event goes from strength to strength. We have been holding this event now for 11 years and it is a very popular event. It is always a pleasure to see local children switching on the lights and listening to the Silver Band getting us in the Christmas mood.

The annual Front Garden competition is now in its ninth year and was won by Mr and Mrs Morgan of Waterford Park last year for their front garden bursting with colour with many plants grown themselves from seed. The winning container was a stunning display by Kay Pera of Magnolia Road. As an extra this year we awarded a cup for the garden at Fosse Way School, managed beautifully by a former student of the school, Darren Hickling.

For the last few years, we have been doing a competition to find the best of the Christmas home/garden decorations in Westfield, judged by Santa himself with the aid of Cllr Wilkinson and myself. In 2023 the winner was Mr Rabbitts of Ruskin Road. His display was very bright and had a wow factor!

Last year we planted out over 900 daffodil and camassia bulbs on the green at Glebelands with the aid of a few volunteers. Flowers are showing now and it looks lovely.

There is lots going on in the Waterside Valley in conjunction with Somer Valley Rediscovered, who are holding events some of which support Green Social Prescribing, such as Bird Wanders – learning about the birds that are present in our everyday lives, Spring Nature group – helping to make connections with nature and an introduction to early Spring foraging. Bath College is making use of the space to carry out volunteering as well. We are also doing lots of work on the habitat there –and Miriam will have given details of this earlier in the meeting. Dog waste bins were installed at two entrances so hopefully they will be well used. We have also recently received news that we have been awarded grant funding to rebuild two bridges.

We manage the Miners' Trust recreation grounds at Norton Hill and Westhill. At Norton Hill, unfortunately, we have had to have the Ash trees removed as they are all showing signs of Ash Die Back. Discussion on a way forward to keep this area looking good is ongoing. The main problem with putting trees there is that they need an enormous amount of care as saplings and the cost of watering them is out of the reach of the Parish Council budget. We tried with some Silver Birch trees a few years ago, but unfortunately, they failed. If anyone has any ideas, they are welcome to put them to Council for discussion.

Cllr Moss, Chair of the Finance and Personnel Committee gave an update:

The committee oversees the Parish Council's finance and staffing and all is running as it should be. Thanks go to the office staff for maintaining accurate records and keeping the accounts in order.

This year, we were tasked with finding new office space after being given notice on our current property. I am pleased to say we have found new premises and will be moving just along the road from where we are currently situated. A moving date is to be confirmed.

7. Bath and North East Somerset Councillors' Reports

Cllr Robin Moss gave their report:

Housing

Recent & hopefully positive news is that Somerset Council (previously Mendip District) have taken the Fossefield site (opposite the White Post) off their list of preferred housing locations. This is not inside the parish boundary, but would still have a major impact on traffic as well as local services if built, especially on top of the building already taking place. It's not the end of the story, as a developer has put in an application to build 220 houses, but in a 'non designated' site this hopefully will be easier to resist.

The problem is that we do need housing, affordable housing with the infrastructure & services to go with it. Unfortunately, too often development proposals are for very expensive 'executive' housing. Some 'affordable' housing will be included in the initial plans but often abandoned part way through by builders (as they say they can't afford to build them, ironically). Infrastructure & services will follow, we are told, but as anyone who has tried to get an NHS dentist, for example, will tell you, they don't seem to follow at all.

Council Tax

The BaNES council tax went up by 4.99%, mainly because of the continuing increase in social care, for both adults and children. You will have probably seen reports that many councils are in severe financial difficulty & on the point of bankruptcy (such as Somerset Council) but fortunately BaNES is not among them, mainly because of income from tourist assets such as the Roman Baths. However the continuing crisis in local government finance cannot rule out a collapse in services, as is happening elsewhere.

Congratulations to Westfield Parish in keeping their rise down. Many parishes are having to put their precepts up to keep up with costs of providing services, especially as the BaNES is doing less, but prudent housekeeping has made the PCs decision an easier one on local residents.

Traffic & Transport

Continues to be a problem through the parish. Recently there were 2 major road works scheduled in MSN & Radstock at the same time, which was going to be difficult on their own. However gas leak in Radstock meant an emergency closure that caused gridlock throughout the district, including the A367 at a standstill. I contacted BaNES about emergency diversions, as I'm sure did many other residents. I also brought it up at a BaNES cabinet meeting, suggesting that when more than one road repair planned in the same area at the same time then a risk assessment should be done, to look at 'what if'. Hopefully that idea sunk in!

Buses, or the lack of them, continues to be a real problem for some residents. Discussions with both BaNES & the Metro Mayor's office continue & the recent announcement of a service being run by Paulton Parish Council is good, positive, news.

Cllr Eleanor Jackson gave their report:

Context: local and regional

Looking at the piles of paper on my office desk, all positioned to remind me to do something fairly important in the Council for Westfield residents, on subjects as diverse as the Knife Crime Task and Finish Group reporting to a scrutiny panel, the research into Growing Food (allotment provision etc) for both health and climate and environment panels, WEGA and the campaign to restore the rural bus services, and of course the Religious Education provision as required by law (SACRE), I am reminded what a privilege it is to have been re-elected to represent Westfield residents again on both B&NES Council and the parish council. My father used to say that I had a butterfly mind, flitting from one subject to another, but I like to think of myself as a pollinator, essential for creating seeds for future growth. I'm absolutely delighted with the parish council's successful application for funding for the bridges across the stream in the Waterside Project. Well done! Apart from all the direct benefits, it reminds me that a councillor should be a bridgebuilder between organisations, action groups and individual residents. I also see myself as a champion for Westfield, generally, as well as for the homeless, the young people, especially those with disabilities, and the 'battling grannies and grampies' who are losing their sight but not their marbles. I always say that being a councillor is about potholes, planning and parking. This year we have had furrows on grass verges, gas main renewal and issues with ash trees, planning problems by the shedload and the continued problems of parking, as residents acquire ever larger vehicles which won't fit their garages, and new sets of double yellow lines which are then totally ignored.

The first 12 months after an election are always a strange time. We (Labour) settled comfortably into the Official Opposition desks and proposed some radical changes to the Budget even though councillors were starved of in-depth information. The Greens became a proper party with three members as opposed to the one woman show before. The Conservatives shrank to three, with no Bath councillors at all. Meanwhile, re-structuring continued apace, and the officer force shrank considerably, as some posts were frozen. With 41 councillors, the Lib Dems did some re-structuring of their

own, splitting portfolios and handing out titles, and taking over chairs where there ought to be an opposition scrutiny. Whatever the political reasons for this, the fact of the matter is that we have a far higher proportion of young councillors, some with small children and all with 'day jobs', so they are not available to do the donkey work, even on the Planning Committee.

Regionally we have big changes as the Mayor of Bristol becomes extinct, the WECA mayor looks for a new job (BBC1 announcement) as he does not have the powers of other mayors, and he runs into problems over the bus services, and Westfield is thrown into the new Frome and East Sussex parliamentary constituency.

Community identity

Creating an identify for Westfield is an important part of the parish council's agenda, as well as mine. Rather than going on about how council officers and Bath councillors do not know where Westfield is, and fail to respond to problems, I would like to focus on the positive. We not only have the excellent stewardship of community facilities by parish council officers, and the way they act as a helpline, and refer residents to the right agencies, we also have groups of residents in certain roads campaigning to improve their neighbourhoods. We have Westfield Primary School and the Fosseyway School engaging with the community through the parents' activities such as gardening projects, and we have Youth Connect South West, as well as Swallows, as well as football teams. I was pleased to be able to give a new resident, a mother, a string of possible activities for her teenager, which would not cost much money. The vandals are not going to be beaten without constructive alternatives being available.

The Remembrance tide ceremonies at the memorial stone in Elm Tree Avenue are now an established event, though we could do to improve, and get more musicians involved. The D-Day commemoration on 6 June will be a quieter event for us, but we should remember the Westfield navy veterans who only five-six years ago gave me vivid accounts of their experiences. I remain involved with Radstock Museum.

Secondly, Westfield in Bloom was very successful in July 2023, the first time we entered the Ayre Cup section. The theme, 'It's Our Neighbourhood' linked the 'outstanding' entries in the 'It's Your Neighbourhood' section of the competition and put Westfield on the Royal Horticultural Society map via South West in Bloom. The gardening club at Westfield Primary School won a cup for having the best compost heap in the South West. They surely had the best pumpkin, too. Swallows' office garden (Old Pit Lane) won the prize for 'inclusivity'.

This year our theme is, 'gardening is good for you', focussing on the health benefits of community gardening. We need more volunteers, and more funding. However, the project dovetails well with the parish council's 'flowers in public places'. The joint bulb planting in Bryant's Avenue went very well

The way forward

More volunteers, of course. At all levels and in all places, whether it is the odd litter pick, helping out the parish council with its response to the Neighbourhood Plan update, emailing 'Fix my Street', campaigning or writing to the Journal.

The Local Plan consultation is about to close. There will be further rounds, no doubt. I continue to represent what I hear to Mendip Local Plan officers, and there is also the question of having a Westfield Conservation area, and the relationship to Radstock and its energetic town council. parish councillors are always needed...

Most importantly, thank you for coming.

8. PC Paul Sheppard

PC Sheppard gave an update on local crime statistics and stated the figures are stable.

9. Questions from the public

There were no questions from members of the public.

10. Summing up and closure of the meeting

Cllr Wilkinson closed the meeting and thanked everyone who attended, stating, 'Westfield belongs to the people who live here, Councillors are just the guardians.'

The meeting closed at 20:15

Westfield Parish Council

Minutes of the Environment and Development Committee Meeting held in the boardroom at the Oval Office, Cobblers Way, Westfield on 8th April 2024 commencing at 7pm.

Present: Cllrs Diana Cooper (Chair), Kit Biggs, Geoff Fuller, Ron Hopkins (Vice Chair), Eleanor Jackson, Paul Millard and Pat Williams

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

Absent: Cllrs James Cradock, James Honess and Phil Wilkinson

153. Apologies for absence and to consider the reasons given

Apologies were received from Cllrs Cradock, Honess and Wilkinson.

154. Declarations of interest and dispensation

- Cllr Millard declared an interest in item 13 WAGS Cultivation Standards and Review Process - as a member of the WAGS committee
- Cllr Jackson declared an interest in item 5 – Planning applications for consideration - as a member of the B&NES Planning Committee

155. Minutes of the last meeting

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

156. Neighbourhood Plan Review working group

Cllr Hopkins reported on a meeting with George Blanchard and Alice Barnes of B&NES. The final Housing Needs report had been received. The Clerk had prepared a draft response to the B&NES Local Plan, for which the Committee thanked her.

Resolved: to agree the response to the B&NES Local Plan with emphasis on the Westfield Housing Needs survey.

157. Planning applications for consideration

There were no objections to the following application:

24/00877/FUL	Lilliput House, Fosseway	Erection of garage/workshop for domestic use only
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Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council

158. **Planning Decisions**

The planning decisions were noted.

159. **Recreation Ground – Norton Hill**

There were no items to discuss.

160. **Recreation Ground – Westhill**

Changing Rooms – An email from the architect was discussed.

Resolved: to accept any items on the plan needed to comply with Building Regulations.

Suggestions for fencing around the football pitch – an email from Westfield FC offering to help with the cost of fencing at the pitch was discussed.

Resolved: not to put a fence around the football pitch as the Recreation Ground is for use by everyone.

161. **Waterside Valley**

It was noted that there are still a lot of scrambler motorbikes using the valley as a racetrack.

Resolved: (1) to discuss this with Somer Valley Rediscovered at a meeting scheduled later in April.

(2) to investigate a way of installing a barrier at the entrance near St Nicholas Church

162. **Highways**

Speed indicator devices – verbal update

Committee were advised that the speed indicators had now been ordered as B&NES had confirmed they would do the amendment to the electrics at the Highfields side of the road at a cost to B&NES.

163. **Hanging basket and flag/Christmas tree poles weight testing -**

Committee were advised that there was work needed doing to some of the hanging basket trees and flagpoles and that RHC Lifting had been contracted to do the work.

Minutes subject to approval at the next meeting.

Signed Dated

Westfield Parish Council

164. Events

D-Day – 6th June: The Risk assessment was noted.

Resolved: to discuss with a contractor the anchoring of the soldier silhouette as a permanent installation.

Easter Egg Hunt, March /April – It was reported that there had been some entries from the Easter Egg Hunt carried out at Westhill.

30 Days Wild – there was no further information on this item.

Love Parks Week – there was no further information on this item.

165. Creating a Town or Parish Nature Action Plan

Resolved: to agree the Parish Nature Action Plan.

WAGS had circulated an appendix to the Tenancy Agreement relating to cultivation standards and review process.

Resolved: to agree the appendix.

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.

166. Quotes

- It was noted that the noticeboard at Elm Tree Avenue is deteriorating at the base of the legs.

Resolved: to get quotes for:

- a. a way of fixing the current noticeboard with a ground fixing kit
- b. a new noticeboard

- Some information had been received about the coal mining disaster of 1908 at Norton Hill Pit.

Resolved: to get a quote for a plaque for the Norton Hill coal truck planter to match the one on the Wellsway planter.

The meeting closed at 8:16pm

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 17th April 2024 at 10.30am

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

126. Apologies for absence

Apologies for absence were received from Cllrs Cooper, Millard and Williams.

127. Declarations of interest and dispensations

There were no declarations of interest.

128. Minutes

Resolved: that the Minutes of the Finance & Personnel meeting held on 20th March 2024 be agreed and signed as a correct record.

129. Monthly Accounts

Resolved:

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

130. 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 April 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.

131. 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.

132. Quarterly Bank Reconciliation by a Councillor

Resolved: to note this was undertaken by Cllr Millard on 4th March 2024.

133. Quarterly Infrastructure LIVY (CIL and Section 106 Report

Resolved: to agree the report of the Clerk.

134. Westfield Action Plan

Resolved: to accept the report of the Clerk.

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.

135. Quotes

There were no quotes to receive this month.

136. Office Space

There was nothing further to report this month on the office move.

The meeting closed at 10.37pm.

APPENDIX 1 – Debit Card

Report for F&P April
SHEET 2024-25-1

REF	DATE	SUPPLIER	DETAILS	TOTAL	£	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	Event 4227/202
DC212	13/3/2024	Mr Flag	D-Day flag	£13.61										£11.34
DC213	20/3/24	Tesco	Easter Egg prizes	£9.80				£8.17						
DC214	26/3/2024	Co-op	Refreshments for APM	£19.70									£18.05	
DC215	4/4/2024	Moneysoft	Payroll software	£98.40	£82.00									
DC216	10/4/2024	Thompsons	2 x carabiners	£3.58				£2.98						
DC217	16/4/2024	Co op	Biscuits and tea bags	£5.00									£50.00	
			TOTAL (NET)	£161.20	£82.00	£0.00	£0.00	£11.15	£0.00	£0.00	£0.00	£0.00	£68.05	£11.34
			VAT:	£22.55	£16.40			£2.23					£1.65	£2.27
			TOTAL (Gros)	£136.48	£98.40	£0.00	£0.00	£13.38	£0.00	£0.00	£0.00	£0.00	£69.70	£13.61

APPENDIX 3 – Invoices for payment

Supplier	Invoice Date	Details	Nom code	Payment No.	£ net	VAT	£ gross
Safe:Environment	28/03/2024	Asbestos removal - Westhill	4990/199	3261	1370	274	1644
ALCA	04/04/2024	Planning courses x 2 councillors	4005/1	3271	£80.00	£0.00	£80.00
ALCA	02/04/2024	Subs 2024/25	4024/1	3273	£1,073.86	£0.00	£1,073.86
Rialtas Business Solutions Limited	01/04/2024	Omega software support 2024/25	4027/1	3274	£549.00	£109.80	£658.80
Rialtas Business Solutions Limited	01/04/2024	Making Tax Digital software	4027/1	3275	£110.00	£22.00	£132.00
St Nicholas Church	01/04/2024	Grant 2024/25	4203/202	3277	£2,652.00	£0.00	£2,652.00
B&NES Council	08/03/2024	Pavilion changing rooms - rates	4011/308	3278	£810.88	£0.00	£810.88
B&NES Council	08/03/2024	Office rates	4011/1	3279	£1,195.91	£0.00	£1,195.91
Trinity Methodist Church	31/03/2024	Hall Hire - APM	4102/102	3280	£32.00	£0.00	£32.00
Trinity Methodist Church	31/03/2024	Hall Hire - Youth Club	4237/202	3281	£480.00	£0.00	£480.00
Robert Wicke	08/04/2024	1st inst - flowers in public places	4230/202	3282	£2,500.00	£0.00	£2,500.00
						TOTAL	£9,615.45

APPENDIX 4 – Schedule of Regular Payments

Supplier	Details	April
Avon Pension Fund (BACS monthly)	Superannuation	£1,152.18
DCK - BACS monthly	Accounting support	£0.00
GPS Telecoms (DD monthly)	Telephone and broadband	£24.03
Greensward (BACS monthly)	Grounds maintenance + Waterside dog bins	£2,176.58
HMRC (BACS monthly)	PAYE and NI	£613.00
Oval Commercial (SO-£587.70) the rest BACS - monthly	Office Rental	£839.75
Oval Commercial (BACS)	Use of Boardroom	£60.00
Net Salaries (and expenses) (BACS monthly)	Office staff	£3,580.69
Public Works Loans Board (DD - 6 monthly)	Westhill Play Area	£0.00
Ricoh (BACS quarterly)	Photocopier	£152.40
Eon Next wef 1/11/23 monthly	NH Pavilion - Electricity	£86.28
Southern Electric d/d annually	Xmas Lights on lampposts	£0.00
Southern Electric (DD quarterly)	Christmas Tree	£57.96
SoVision IT (BACS monthly)	IT Support	
Total Gas & Power (DD - quarterly) Eon Next wef 1/11/23	NH Pavilion - Gas	£109.78
Water2Business (DD six mnthly)	Auto-watering systems 2365915101 - Wesley Ave; 02- Coal Truck Jubilee Green - 02- Jubilee Green - 04- Coal	£0.00
Water2Business (DD six mnthly)	NH Pavilion 70215504	£0.00
Youth Connect South West (Bacs quarterly)	Youth Work contract 1/4/23-31/3/25	£2,985.21
Information Commissioners Officer (DD)	Data Protection Fee (annual)	£0.00
Monthly Total		£11,831.86