

Westfield Parish Council

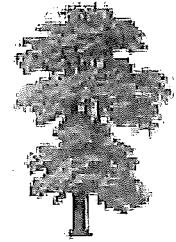
The Oval Office, St Peter's Business Park

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



Established 2011

All Council Meetings are open to the Public and Press

23rd February 2023

TO: All Members of Westfield Parish Council

Dear Councillor,

You are summoned to a Meeting of Westfield Parish Council, on **Monday 6th March 2023 at 7pm at the Oval Office Boardroom, Cobblers Way, Westfield.**

Ms L Close
Parish Clerk

Before the meeting there will be a public session of up to 15 minutes to enable residents of Westfield to ask questions, and make comments on items on the agenda. Members of the Public are asked to restrict their comments, and/or questions to five minutes.

AGENDA

- 1. Apologies for absence and to consider the reasons given**
Council to receive apologies for absence and, if appropriate, to resolve to approve the reasons given.
- 2. Declarations of interest and dispensations**
Members to declare any interests they may have in agenda items, in accordance with the requirements of the Council's Code of Conduct. The Parish Council may consider agreeing a dispensation, providing the request is put in writing and the dispensation is allowed on the grounds set out in s.33 of the Localism Act 2011.

3. **Minutes of the Parish Council meeting – 6th February 2023**
To confirm and sign as a correct record the minutes of the Parish Council Meeting. **(Pages 1-3)**
4. **Shaun Rodger of Shaun Rodgers Funfairs**
5. **Committee and Working Group reports**
To note the minutes of the Committees and Working Groups below:
 - **Environment and Development – 13th February 2023 (Pages 4-7)**
 - **Finance and Personnel – 22nd February 2023 (Pages 8-14)**
6. **Approval of any items over £5,000 and consideration of any virement**
£ 27,975.13 – Kompan, new swings at Norton Hill
7. **Fixed Asset Register As recommended by F&P 18/1/23 (Pages 15-24)**
8. **Coronation Big Lunch 7th May** – Sign up sheet for volunteers on the day to be circulated at the meeting.
9. **Inspirational Citizen Award** – to receive any nominations and confirm the recipient of the Award.
10. **Beat the Street** – to nominate a representative to the 9th March Meeting **(Page 25)**
11. **Supported Bus Services** – for information (Pages 26-27)
12. **Outside Bodies reports** – for reporting only
13. **Creating Community identity** – for reporting only
14. **Chairman’s report** - for reporting only
15. **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 6th February 2023 commencing at 7.00pm

Present: Chair: Cllr G Fuller

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

Attending: Tracey Stephens, Deputy Clerk

127. Apologies for absence and to consider the reasons given

There were no apologies for absence.

128. Declarations of interest and dispensations

Cllr Hopkins declared an interest in item 10. Representation and Support at B&NES as Vice Chair of the Somer Valley Forum.

129. Minutes of the Parish Council meeting – 3rd January 2023

Resolved: the minutes of 3rd January 2023 were agreed and signed as a correct record.

130. Committee and Working Group reports

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

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

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

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

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

There were no items over £5000

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

132. To consider and agree the draft budget as recommended by F&P Committee

Cllr Wallbridge proposed to agree the budget, Cllr Mansell 2nd. It was carried unanimously.

Resolved: (1) to agree the Budget for 2023/24 as recommended by Finance and Personnel.
(2) to put an article in the Journal about the Budget.

133. To consider and agree the precept in the amount of £225,148 (£117.66 pa for a Band D Property) as recommended by the Finance and Personnel Committee

Cllr Wallbridge proposed to agree the precept, Cllr Mansell 2nd. It was carried unanimously.

Resolved: to agree the precept in the amount of £225,148 (£117.60 pa for a Band D property) as recommended by the Finance and Personnel committee.

134. To consider and agree the Precept leaflet

Cllr Wallbridge proposed to agree the Precept leaflet., Cllr Moss 2nd. It was carried unanimously.

Resolved: to agree the precept leaflet for 2023/24

135. Financial Risk Assessment

Resolved: (1) to agree the Risk Management Strategy
(2) to agree the Financial Risk Assessment
(3) to agree the Annual Review of the Insurance Schedule
(4) to agree the Risk Register 2023

136. Representation and support at BaNES

This was to be taken no further by Cllr Hopkins. He felt that the Somer Valley Forum meeting was a place to discuss issues with B&NES and requested that any Councillor available should attend the next meeting on Zoom.

Resolved: to forward the email to all Councillors with information about the next Somer Valley Forum meeting.

137. Assets of Community Value

Council was advised that the application for Mardons had been submitted.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

138. Emergency Procedures

Item 3. Any other procedures required. It was felt that the wording should be 'have an obligation to assist' in place of 'might be able to help'.

It was felt that the defibrillators should be listed and location identified. Bleed prevention kits for stab wounds were discussed.

Resolved: (1) to add the location of the defibrillators to the Procedure
(2) to accept the Procedure with the amendments above
(3) to investigate Bleed Prevention Kits and bring to the next meeting.

139. Outside Bodies reports

Radstock Museum - There was a talk on Bygone Days on Tuesday 7th February at The Somer Centre, Midsomer Norton

Westfield in Bloom - The launch event for 2023 was to be held at the Trinity Methodist Church, Westfield on 27th February at 7pm.

Mardons - Cllr Cooper mentioned that they had been working on the application to become an Asset of Community Value, which was now submitted.

140. Creating Community Identity

The question was asked about whether the invitation to Kevin Guy, Chief Executive of B&NES, to visit Westfield and meet with Councillors had been accepted.

141. Chairman's report

The Chairman had nothing to report.

142. Bath and North East Somerset Councillors' reports

Cllr Jackson had emailed her report to Councillors.

Cllr Moss reported that the B&NES meeting to approve the budget is to be w/c 20th February.

The meeting closed at 8:13pm

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 13th February 2023 commencing at 7pm.

Present: Cllrs Bryan Wallbridge (Chair), Diana Cooper, James Honess (arr 7:05pm), Ron Hopkins, Paul Millard and Pat Williams

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

Absent: Cllrs Fuller and Jackson

107. Apologies for absence and to consider the reasons given

Apologies were received and accepted from Cllrs Fuller and Jackson

108. Declarations of interest and dispensation

There were no declarations of interest

109. Minutes of the last meeting

The minutes of the last meeting held on 12th December were agreed as a true record and signed by the Chair.

110. Planning applications for consideration

There were no applications to consider.

The appeal, 23/00004/RF, against the decision for 22/02438/FUL was noted.

111. Planning Decisions

The planning decisions were noted.

112. White Post Application – Mendip District Council

The response from the Parish Council, sent 18/01/23, was noted.

Resolved: to consult with Head of Planning at B&NES to ascertain if there is any other response from us that would be appropriate.

113. Bus Consultation

Resolved: to respond to the consultation noting that the Parish Council is very concerned that the elderly and infirm of Westfield would be highly inconvenienced by the removal of services in Westfield, particularly the number 82 service, making a considerable number of them housebound.

Minutes subject to approval at the next meeting.

Signed **Dated**

114. Parking issues at Cobblers Way

A complaint from a resident regarding parking on double yellow lines, especially at school and nursery drop off/pick up times was circulated.

Resolved: to request of B&NES that a traffic warden attends the most affected areas at least twice a year at the critical times of day. – 8am – 9am and 3pm – 4pm on school days.

115. Recreation Ground – Norton Hill

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

Resolved: to accept the quote for £2350+VAT obtained by MJW Architects

Fun Day – Daniel Moyes had asked if he could run a Fun Day at Norton Hill in the Summer.

Resolved: to invite Mr Moyes to a meeting to discuss further.

116. Recreation Ground - Westhill

Westhill Club update – an update was given.

Link from Ash Tree Court - a resident had requested that a path be put in place between Ash Tree Court and the running track.

Resolved: to obtain quotes for providing a path linking an access from Ash Tree Court and a path linking the play area with the running track.

117. Proposed addition to the coal truck planter

One quote was still to be received.

Resolved: to defer to the next meeting.

118. Waterside Valley

Dog Bins

Resolved: to purchase 2 x large capacity Dog Waste bins from Wybone Ltd at a cost of £424.99 + VAT each to be placed at the Radstock entrance and the Chestnut Close entrance to Waterside Valley. And to arrange emptying at a cost of £120+VAT per bin for a twice weekly empty with Greensward.

Purchase of the extra land

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council

It was noted that the interim report had been received from Crossman's Solicitors. There were no concerns raised.

Certificate of Lawful Use

It was noted that the application for Certificate of Lawful Use had been approved, meaning that work could go ahead on the Valley without further planning permissions.

119. Linking Somer Valley Councils/Beat the Street game

Resolved: to respond to Marc Harrison of B&NES supporting the initiative.

120. Planting new planters at Wesley Avenue

A proposal for planting had been received from Rob Wicke.

Resolved: (1) to ask for a breakdown of costs for the smaller planter between plants and soil
(2) ask for costs of surrounding the hydrangea with smaller plants until it is established.

121. Youth Connect

Jayne Lewis of Youth Connect had asked if Parish Council felt it would be of benefit to have a 'Cluster' meeting on a regular basis with Youth Connect and the parishes that they work with.

Resolved: to respond to Jayne Lewis to say that the regular reports that Parish Council receives from them is sufficient to update on activities in Westfield.

122. Events

Coronation Celebration update

An update was given on the planning for the event.

Christmas trees

To be deferred to the next meeting while obtaining more information.

Front Garden competition

It was noted that the Front garden competition will go ahead this year.

Safe and Sound

Minutes subject to approval at the next meeting.

Signed Dated

Westfield Parish Council

Safe and Sound Homecare Services had approached the Parish Council to advise that they would like to run a monthly social event in Westfield for the community of Westfield.

Resolved: to offer support for the event. Cllrs Cooper and Williams volunteered to help and Mardons Club had offered their premises, to be used free of charge.

The meeting closed at 7:55 pm

Minutes subject to approval at the next meeting.

Signed Dated

WESTFIELD PARISH COUNCIL
Minutes of the Finance & Personnel Meeting
held at The Oval Office on Wednesday 22nd February 2023 at 10am

- Present: Cllr Phil Wilkinson (Chair), Cllrs Diana Cooper, Paul Millard, Robin Moss, and Pat Williams (Vice Chair).
- Absent: Cllrs Geoff Fuller, Ron Hopkins and Lesley Mansell.
- In Attendance: Lesley Close, Parish Clerk
Daniel Noad, Lucy Dyble and Tracey Stephens for the first item.

Community Resilience – Emergency Planning

The Chairman welcomed Daniel Noad and Lucy Dyble of B&NES Community Resilience to talk about a Community Emergency Plan for Westfield. They outlined the reasons why such a Plan would make a difference in an emergency, how we can go about it and the support they can offer.

102. Apologies for absence

Apologies were received from Cllrs Geoff Fuller, Ron Hopkins and Lesley Mansell.

103. Declarations of interest and dispensations

There were no declarations of interest.

104. Minutes

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

105. Monthly Accounts

Resolved:

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

106. Schedule of payments requiring authorisation

In accordance with item 5.2 of the Financial Regulations, the updated schedule of payments was considered at the meeting.

Resolved: (1) that the schedule of payments due 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.

107. 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.

108. Visa Debit Card

The Committee noted the JPAG Accounts and Audit Guidance states, "where debit/credit cards are in use, establish the monthly and transaction limits and ensure appropriate controls over the physical security and usage of the cards is in place".

The Parish Council has a visa debit card, used to purchase items online, draw out petty cash and purchase items such as refreshments for meetings.

It is not possible to establish monthly and transactional limits on a debit card. The only limit in place is a £250 per day cash withdrawal limit. Credit cards have the facility to place monthly and transaction limits. A credit card is essentially a loan, which raises other risks.

Resolved: To continue with the debit card, documenting here the risk due to lack of monthly and transaction limits and mitigating this with the fact that the card is kept physically locked in a box which is locked in a cabinet, with the PIN code locked in a separate cabinet. The card is used by three members of staff, all of which have been employed with full references. We have a fidelity insurance limit of £750,000. This risk to be further documented and reviewed annually within the financial risk assessment.

109. Flowers in Public Places contract

Resolved: (1) To accept the quote for the continuation of the Flowers in Public Places Contract for 2023/24 in the amount of £6,330 (budgeted £6089 back in October).

(2) To ask Roma to quote for another two layers of stone on the smaller of the planters.

110. St Nicholas Church Grant

The 2022/23 grant feedback form was received with thanks.

Resolved: (1) To confirm the 2023/24 grant in the amount of £2,485, this being last year's grant of £2,257 plus inflation in the amount of 10.1% which was the CPI in September 2022 when the 2023/24 budget was drafted. Grant to be paid in April.

(2) To ask if volunteer work might be co-ordinated on the boundary of Waterside Valley, the churchyard and the scout land.

111. Parish Council Insurance query on Footbridges at Waterside Valley

The Committee received a response to its query on the insurance of the footbridges at Waterside Valley. BHIB has responded asking for further information in order to review and ensure that it is covered as a separate property damage item. In relation to public liability, it was noted that RoSPA looked at the footbridges in its risk assessment and graded the risk as low.

Resolved: (1) That Cllrs Cooper and Millard visit the site and gather the information required.

(2) That a replacement plan be created, to assess the condition of each bridge and incrementally replace (or repair if possible) the four bridges.

112. Parish Council Retention of Documents Policy

Resolved: To adopt the NALC Schedule for the retention of documents.

The meeting closed at 11.15am.

APPENDIX 1 – Debit Card

**Report for F&P - February
SHEET 2021-22 - 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	Coronation 4227/202	CAP Waterside Valley 4930/199
DC154	17/1/2023	Viking	Stationary	£55.18		£45.98							
DC155	18/1/2023	Viking	Stationary	£38.39		£31.99						£47.49	
DC156	1/2/2023	Amazon	Flags/bunting for Coronation	£47.49									
DC157	7/2/2023	Co op	Coffee	£3.85			£3.85						
			TOTAL (NET)	£129.31	£0.00	£77.97	£3.85	£0.00	£0.00	£0.00	£0.00	£47.49	£0.00
			VAT:	£15.60		£15.60							
			TOTAL (Gros)	£144.91	£0.00	£77.97	£3.85	£0.00	£0.00	£0.00	£0.00	£47.49	£0.00

APPENDIX 2 – Petty Cash

IMPREST VALUE	DATE	DETAILS	TOTAL	Westfield Exhibition 4240/202 4022/1	printing & stationary 4023/1	Health & Safety 4018/1	Parish Environment 4224/202	Postage 4022/1	N/H maintenance 4062/308	W/H Maintenance 4062/307	Hospitality 4131/101
			74.46								
	24/1/2023	Biscuits for meeting	£1.75								£1.75
		TOTAL (NET)	£1.75	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1.75
		VAT:	£0.00								
		Ongoing balance	£72.71								

February
2022-23-11MONTH
SHEET

APPENDIX 3

Invoices for payment FEBRUARY

Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
20/01/2023	Kevin Hawkins	Blown stop tap repair at planter	4230/202	2095	£60.00	£0.00	£60.00
19/01/2023	GB Sport and Leisure	Surfacing of carouse, NH	4062/308	2096	£2,972.40	£594.48	£3,566.88
10/01/2023	Lamps and Tubes Illuminations Ltd	Removal of christmas lighting	4223/202	2097	£1,226.25	£245.25	£1,471.50
		Grounds maintenance, removal and disposal of christmas trees, soil and turf BMX track bank	4039/308 _ + 307		£2,496.58	£499.32	
07/02/2023	GreenSward Sports Consultancy			3006			£2,995.90
	A F Denning Limited	PAT testings	4018/1	3007	£188.00	£37.60	£225.60
30/01/2023	Apex Alarms	New emergency lights at pavilion	4039/308	3008	£124.00	£24.80	£148.80
31/01/2023	Kompan	New swings at Norton Hill	4064/308	3009	£23,312.61	£4,662.52	£27,975.13
10/02/2023	Firesield MAS Fire Protection Ltd	Fire extinguisher servicing	4062/3089	3011	£90.00	£18.00	£108.00
		Ad hoc works at Trust Grounds - Turfing around new swings, mounting of sign, repair fence post and chain link, remove concrete post	4062/308 + 307		£735.00	£147.00	
10/02/2023	GreenSward Sports Consultancy			3012			£882.00
TOTAL							£36,443.81
Added since the agenda was distributed:							
16/02/2023	Jack and Jill Solutions	Extending irrigation to new planter	4227/202	3013	£50.00	£0.00	£50.00
						TOTAL	£50.00

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	£837.60	£780.33	£794.75	£988.95	£825.98	£825.98	£825.98	£978.00	£1,264.86	£1,224.49	£1,043.87
DCK - BACS monthly	Accounting support	£0.00	£0.00	£268.75	£268.75	£268.75	£268.75	£268.75	£268.75	£268.75	£250.75	£537.50
GPS Telecoms (DD monthly)	Telephone and broadband	£75.35	£70.51	£68.45	£67.80	£67.27	£65.57	£67.48	£68.94	£70.87	£67.90	£69.46
Greensward (BACS monthly)	Grounds maintenance	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58
HMRC (BACS monthly)	PAYE and NI	£341.95	£507.64	£537.18	£808.05	£546.34	£545.94	£429.74	£494.93	£1,061.80	£554.04	£554.04
Oral Commercial (SO-£587.70) the rest BACS -	Office Rental	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75
Oral Commercial (BACS)	Use of Boardroom	£60.00	£60.00	£60.00	£0.00	£30.00	£0.00	£60.00	£165.00	£90.00	£90.00	
Net Salaries (and expenses) (BACS monthly)	Office staff	£2,652.80	£2,344.00	£2,370.46	£2,865.69	£2,485.21	£2,510.61	£2,601.81	£3,040.65	£4,323.07	£3,196.02	£3,232.15
Public Works Loans Board (DD - 6 monthly)	Westhill Play Area	£0.00	£0.00	£0.00	£0.00	£3,686.72	£0.00	£0.00	£0.00	£0.00	£0.00	£3,686.72
Ricoh (BACS quarterly)	Photocopier	£188.00	£0.00	£0.00	£170.20	£0.00	£0.00	£158.87	£0.00	£0.00	£0.00	£159.06
Southern Electric (DD - quarterly)	NH Pavilion	£0.00	£0.00	£118.55	£0.00	£0.00	£108.86	£0.00	£0.00	£95.57	£0.00	£0.00
Southern Electric (DD quarterly)	Christmas Tree	£252.54	£0.00	£28.29	£0.00	£0.00	£28.29	£0.00	£0.00	£30.59	£0.00	£0.00
SoVision IT (BACS monthly)	IT Support	£169.20	£169.20	£169.20	£169.20	£169.20	£169.20	£169.20	£169.20	£169.20	£169.20	£169.20
Total Gas & Power (DD - quarterly)	NH Pavilion	£99.54	£110.57	£0.00	£0.00	£43.77	£0.00	£0.00	£48.38	£0.00	£0.00	£44.81
Water2Business (DD six monthly)	Auto-watering systems	£91.41	£0.00	£0.00	£0.00	£30.42	£138.56	£0.00	£0.00	£0.00	£0.00	£68.57
Water2Business (BACS six monthly)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£0.00	£335.04	£0.00	£0.00	£0.00	£0.00	£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
Zoom subscription (DD - monthly)	Meeting space	£11.99	£11.99	£11.99	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Monthly Total	£7,741.71	£7,015.57	£7,388.95	£8,299.97	£11,154.99	£7,958.13	£7,543.16	£8,195.18	£10,336.04	£8,513.73	£12,526.71

WESTFIELD PARISH COUNCIL FIXED ASSET REGISTER

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

Freehold Land and Buildings

Pavilion and garage – Norton Hill	136,385		Reinstatement cost assessment obtained May 2018 - Re-build cost = £250,000 - insurance cover increased June 2018
Norwest Bowls Club	71,800		Reinstatement cost assessment obtained May 2018 Re-build cost = £450,000 - insurance cover increased June 2018
Waterford Park Allotments	0		Land leased from B&NES. Repairing lease. Peppercorn rent.
Larch Court Allotments	1,800		Purchased from Persimmon in February 2019 (£1500). Land owned by Parish Council but managed and maintained by WAGS.
Section of Waterside Valley	94,992		Purchase completed 23.07.21

FREEHOLD LAND AND BUILDINGS TOTAL 304,977

Vehicles and Equipment

Office Furniture & Equipment

Computer equipment, phones, shredder	1,503	-2000	Inherited from start of PC
Acer laptop - too slow to be of value - recommend disposal	0	-606	Acer TM257 Intel Core i5 laptop (£605.70) Nov 2015 - this replaced two old laptops
Toshiba Dynabook laptop	599		Purchased 19/8/22
2 x Lenovo desktop computer, Windows 11	998	599	
Wireless router	206	998	£499 each. Purchased 19/8/22
Photocopier	0		Wireless router added Dec 2016
Sub total	3,306		Nov 2017 - new photocopier - old one disposed of but don't own new one
<u>Play Equipment – Norton Hill</u>			
Play Equipment inherited at the start of the PC	4,600	-4,000	NRTC cost price (£30,000 on insurance schedule)
Duck Springer	902		Duck springer April 2013 (902)
Birds nest seat and multi play	19,997		purchased April 2014 surface under birds nest swing replaced Nov 2018 - no change in value as it replaced old surface

Table tennis table at Norton Hill	2,675		Purchased May 2014
Goal posts at Norton Hill	1,261		Purchased June 2014
Climber (Caloo) including surfacing	8,676		Purchased February 2022
Weipour around the carousel	2,972	2,972	
Swings (Kompan) including surfacing	23,312	23,312	Installation 30/1/23
Sub total	64,395		
Play Equipment – Westhill			
Westhill Play Equipment (Pathfinder loan)	60,635		£50,000 BMX Track £21,231 junior multi-play, swings, grass mounds, balance beams, benches, bins, trees Multiplay fort removed December 2018 - estimated at £10,000 disposal value - but no monetary value received. New fort/multi-play purchased 2019 (see below) Basket swing vandalised and removed in Aug 2020 - cost of £596 to remove)
Clatterbridge	1		Clatterbridge donated Oct 2014 in return for use of car park by developer - actual value £2000
Goalposts at Westhill (Nov 2015)	1,262		Purchased Nov 2015. Part covered by insurance claim: £757
Pick up sticks, flymobile, hopscotch and buddy board	16,002		Purchased Apr/May 2016 Buddy Board removed April 2021 £2448
Accessible swing	0		Purchased Nov 2017 - stolen August 2020 and replaced (below)
Fort	15,911		Purchased April 2019
Outdoor gym equipment plus signage	26,554		Completed September 2020 (Wicksteed £26,246.09) (Signefex £308)
Running track	69,583		completed August 2020 (Northavon)

Vinci swings	3,717	Purchased and installed November 2020 (Caloo) Part covered by insurance claim of £675
Birds nest swing	1,225	To replace vandalised basket swing (see above) Installed November 2020. (Caloo) Part covered by insurance claim of £803.40.
Cantilever Swing	6,135	Purchased February 2022, for the arm of the bird's nest swing
Trim Trail	4,194	Installed February 2022
Sub total	205,218	
Security Lighting at boules pitch, Norton Hill Recreation Ground (May 2016)	573	
Other Maintenance Equipment (allotment site)	1,000	
Earthquake rotatiller 3365PRO (purchased 22/05/13)	466	
Time capsule with memorial plaque	1,761	Memorial plaque added Nov 2016 £273 inc installation.
Christmas Lights (Removed festive lights - see notes)	4,035	Christmas Trees lights (purchased 27/11/12 added to 11/14 - some sets replaced 11/20 but have not amended totals) Festive lights on lamposts have been removed because they are not an asset as they are leased not owned - but they are covered on the insurance as temporary festive lights for accidental damage etc whilst in our Parish

Sub total**7,835**Snow Warden equipment

Turbocast 300 Grit spreader	0	donated by B&NES 2011 (£986 for insurance purposes)
Turbocast 300 Grit spreader	953	purchased 28/11/2012
Icemaster Manual 50 Grit Spreader	250	purchased 6/1/2014
Turbocast 300 Salt Spreader	986	purchased Dec 2016

Sub total**2,189**Standpipes and Auto-watering systems

At hanging basket carousels - Wesley Ave & Ngale Way	8905	installed 22/04/2015 - replaced Oct 2019 (no change to asset value)
Standpipes at coal trucks and Jubilee Green	8474	installed Feb 2017 - 3776 + 950 (Pipeline) + 3748 (Bristol Water)
Auto-watering system at shops and church	627	installed May 2017 - system around the shops (8 baskets) taken down 2019 and installed on new hanging basket trees instead. System remains for church (5 baskets)
Auto-watering systems at two coal trucks	370	Installed May 2017 - replaced May 2020 (no change to asset value)
Auto watering and tap at Jubilee Green	728	Installed June 2017
Auto-watering to 4 x hanging basket trees around shops	923	Installed June 2019 - Used equipment that was taken down from the shops (see above)

Sub total**20027****VEHICLES & EQUIPMENT TOTAL****302,971****Infrastructure Assets**Flowers displays infrastructure

Planters and Coal Trucks (2)	2,156		
Hanging basket carousels and planter at Wes Ave and Ngale Way	2,549		purchased May 2014
4 x basket trees at Elm Tree Ave shops (06/19)	7,469		Installed June 2019 £2450 purchase price + £5019 installation cost
New stone planter at Wesley Avenue - commenced 28/11/22	4,733	4,733	

Fencing

Fencing - Westhill Recreation Ground	10,739		
Fencing to Christmas Tree, Elm Tree Ave	1,339		
Fencing to allotments	3,500		April 2013
Fencing at Norton Hill Play Area	6,335		Play area fence Oct 2013 High fence Oct 2016
Basket ball fence and extension	3,753		installed June 2014
Fencing - Norwest Bowls and on side road	8,401		Fencing - completed May 2016 £2682 Fencing - side road to Norwest Bowls (January 2017) £5719

Fencing - Norton Hill pavilion end plus replacement gate	5,174	Fencing at pavilion end Feb 2016 £4029 Replacement gate Oct 2017 £1145
Access ramp at Norton Hill Rec	1,146	installed Feb 2016
Fencing - at the tennis courts	13,284	installed January 2017
Railings at Upper Court/Norton Hill Recreation Ground	900	

Signage

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

Youth Shelter	2,250	
Litter and Dog Bins	1,764	new litter bin at Westhill Rec 11/6/13 £310 dog bin replaced July 2016 - cost remains the same (discard one and purchase new one)
Petanque court at Norton Hill (5/14)	2,150	
Tarmac of former tennis court, Norton Hill (03/7/14)	11,510	
CCTV at Norton Hill	6,117	Installed Feb 2015 £4865 Additional camera installed (June 2017) £1252

Noticeboards at local shops, allotments, Nightingale Way (26/2/15)	2,670	Jubilee Green Board (FOC + £143.27) (plus installation £390) WAGS Noticeboard (£922) (plus installation) Nightingale Way noticeboard (£1138) (plus installation)
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Benches

4 benches at Norton Hill b/ball/petange area	250	Installed May 2014 £1000. 3 moved to play area 1 put in garage Aug 2019
memorial benches at Wells Rd and Shakespeare Rd	2265	Installed June 2017. Benches £1240 + installation £1025
2 benches at Westhill Rec	869	Installed Dec 2018. £714+£155 installation
Granite coloured benches and picnic tables at Norton Hill Rec	9155	Installed Aug 2019. 7005+1400 installation+750 to account for benches moved from petanque court (see above) 11 benches, 3 picnic tables, 2 wheelchair access tables
Granite coloured picnic tables and benches at Westhill Rec	6393	4 x picnic table and 3 x accessible picnic table £5798.12 (Theme Bins) Installation £595 (Greensward) installed October 2020

Heritage Walk x 4 noticeboards + waymarker signs (Sept 2017)	3,055	Boards £305 + waymarker signs £498 + installation £1600 + artwork £653 (cost of artwork not included in insurance cover)
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sub total

21,987

INFRASTRUCTURE ASSETS TOTAL

123,117

Community Assets

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

Community Public Access Defibrillators

Elm Tree shops	1	donated June 2013 - register value £1, actual value £2500
Mardons	1,870	Installed October 2017
Fire Station	1,670	Installed Jan 2018
Westfield Surgery	1,670	Installed May 2018
Norton Hill Pavilion	1,735	Bought using donation from Waterside Carnival Club. Installed Feb 2020.
Whitstones Fish n Chips	1,735	

Share with Midsomer Norton and Radstock TCs.
Purchased by Avon and Somerset Police
26/6/2019 and donated to the three local councils to share.

MobileCCTV - Revised solar powered standalone 4G PTZ
CCTV camera with sim card.

Chain of office (1/4/16)	313	
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COMMUNITY ASSETS TOTAL 8,998

740,063 Net additions/disposals

Highlighted items denote items added this year
All assets on Trust land are purchased by the Parish Council with Parish Council funds* therefore these remain assets of the Parish Council.
* Parish Council funds include grants made by the two Trusts to the Parish Council as per the Trusts Policy.

updated: 27/2/2023

Parish Clerk

From: Mark Harrison <Mark_Harrison@BATHNES.GOV.UK>
Sent: 13 February 2023 16:01
Cc: Martin Pellow; Amy McCullough; Mohamed Essoussi
Subject: Invite to Somer Valley Beat the Street Steering Group

Dear all,

I hope you're well.

I'm writing to invite you to be part of the Somer Valley Beat the Street Steering Group and to see if you can attend the first of four meetings on Thursday 9th March at 10:00am (via Teams). I will be acting as the programme's Engagement Coordinator and the expertise you can offer will help make the impact of this project as great as possible.

Beat the Street is a mass participation outdoor game that aims to encourage active travel. It takes place over a six-week period and will be coming to the Somer Valley in May this year. Whilst anyone can take part, the game will be targeted at children in local primary schools. Players are provided with a special card and earn points by tapping it against sensors called "Beat Boxes" that will be spread out and installed across the Somer Valley area. Players travel between boxes by walking, running, cycling or wheeling and earn points for themselves and their school as they go which are added to the local online leader board.

I will send you all a Team meeting invite – I hope you can make it .

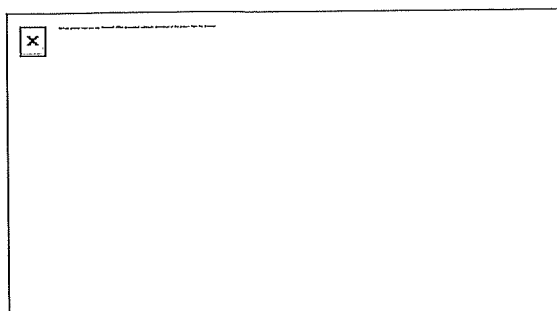
If you have any questions ahead of the meeting please let me know.

Many thanks,

Mark Harrison
Project Officer – Leisure
Public Health
Bath and North East Somerset Council

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www.bathnes.gov.uk
www.twitter.com/bathnes



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Improving People's Lives

To: All Parish and Town Councils
Bath and North East Somerset
Correspondence sent via email

:
:

Date : 15 February 2023

Dear Parish/Town Council Chair,

I wrote to you last month about decisions taken at the West of England Combined Authority Committee meeting on Wednesday 18th January regarding supported bus services.

Since then, we have continued to lobby the West of England Mayor to commit additional resources to invest in five new spinal routes, which will complement the introduction of DRT. These routes would ensure bus provision for Chew Valley, Keynsham, Midsomer Norton, Radstock and Timsbury.

I have this week written again to the Mayor to raise a number of concerns about the changes to public transport services in our region, which will take place in April 2023.

Firstly, I pressed the Mayor to urgently provide more details about his planned demand-responsive transport (DRT) minibus scheme, which launches in a few weeks' time.

Given the short timescales, we would like to be in a position to reassure our communities about the details of the plans and respond to queries we have received.

At our cabinet meeting last week, we received questions and public statements on the issue of buses, and we are limited in what we are able to say, although we stand ready to help share information and want to help make the scheme a success.

I particularly asked the Mayor to release more information regarding how the scheme will be delivered, when exactly it will be introduced, how the app will work, progress on securing vehicles and recruiting drivers, and other key information, including his plans to raise public awareness of the new service.

The DRT is a key piece of the transport jigsaw that the Mayor proposed for North East Somerset. To ease the transition, Bath & North East Somerset Council is planning to increase its funding for supported bus services budget by 36% and will

extend five bus services for two months in areas where DRT will operate from April. This will help with the transition to his proposed 'Westlink' services. The extra funding will also be used to continue existing supported bus services in areas of Bath which would be left without public transport services, as the Mayor has chosen not to offer either DRT or new BSIP routes in these areas.

Secondly, I pressed the Mayor to confirm funding for the vital, new bus services using the £50m Bus Service Improvement Plan fund he has at his disposal. These are 'lifeline' bus services that are needed, and which will complement, not compete with, the 'Westlink' demand-responsive minibuses. These routes were identified as needed by transport officers and tendered. The Mayor has not publicly announced which routes he will fund and I pressed him to do so urgently.

Thirdly, I again urged the Mayor to ensure effective engagement with communities on the final design of new BSIP bus routes and DRT and make all future meetings of the Transport Planning and Housing Board public, so people see the ongoing work being undertaken to achieve a successful transport network and hold us to account on the commitments we have jointly made.

Finally, I'd like to flag up that public transport and the DRT proposals will be on the agendas of forthcoming Area Forum and Parish Liaison Meetings. We are arranging for West of England Combined Authority officers to attend to ensure they can answer people's questions.

- Bath Area Forum 20 February, 6.00 pm, online
- Keynsham Area Forum 22 February, 6.00 pm, online
- Chew Valley Area Forum 23 February, 6.00 pm, online
- Somer Valley Area Forum 7 March, 6.00 pm, online
- Bathavon Area Forum 8 March, 6.00 pm, St Andrew's in Foxhill
- Parish Liaison Meeting 15 March, 6.30 pm, Somerdale Pavilion

As I mentioned before, anything you can do as community leaders to share your residents' views and comments with us and with the West of England Mayor will be very helpful. We want to work closely together moving forward making sure any concerns and suggestions are captured and to achieve the best possible public transport coverage across the area.

Yours sincerely



Councillor Kevin Guy
Leader of Bath and North East Somerset Council

