

# 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

22<sup>nd</sup> June 2023

TO: All Members of Westfield Parish Council

Dear Councillor,

You are summoned to a Meeting of Westfield Parish Council, on **Monday 3<sup>rd</sup> July 2023** at 7pm at the Oval Office Boardroom, Cobblers Way, Westfield.

A handwritten signature in black ink, appearing to be 'L Close'.

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-options**  
To co-opt to the two vacancies on the Parish Council
- 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 – 5<sup>th</sup> June 2023**

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 – 12<sup>th</sup> June 2023 (Pages 4-7)**
- **Finance and Personnel – 21<sup>st</sup> June 2023 (Pages 8-13)**

**6. Approval of any items over £5,000 and consideration of any virement**

**7. Outside Bodies reports – for reporting only**

**8. Creating Community identity – for reporting only**

**9. Chairman's report - for reporting only**

**10. 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 5<sup>th</sup> June 2023 commencing at 7.00pm

**Present:** Chair: Cllr P Wilkinson  
Cllrs: D Cooper, G Fuller, J Honess, R Hopkins and P Williams  
**Attending:** Lesley Close, Parish Clerk and Tracey Stephens, Deputy Clerk

**32. To receive the declaration of acceptance of office of Chair**

**Resolved:** the declaration of acceptance of office of Chair had been received from Cllr Wilkinson.

**33. Co-options**

There had been no applications for co-option.

**34. Apologies for absence and to consider the reasons given**

Apologies for absence were received from Cllrs Jackson, Millard and Moss.

**35. Declarations of interest and dispensations**

There were no declarations of interest.

**36. Minutes of the Parish Council meeting – 15<sup>th</sup> May 2023**

**Resolved:** the minutes of 15<sup>th</sup> May 2023 were agreed and signed as a correct record.

**37. Committee and Working Group reports**

**(a) Environment and Development Committee – 22<sup>nd</sup> May 2023**

The minutes of the Environment and Development Committee meeting of 22<sup>nd</sup> May 2023 were noted.

**(b) Finance and Personnel Committee – 24<sup>th</sup> May 2023**

The minutes of the Finance and Personnel Committee meeting of 24<sup>th</sup> May were noted.

Minutes are draft until agreed at the next meeting.

Signed ..... Dated .....

Westfield Parish Council

**38. Approval of any items over £5000 and consideration of any virement**

The purchase of land at Waterside Valley was approved for payment in the amount of £20,000 for the land, £680 plus VAT solicitors' fees and £379.19 for searches. £21,195.19 in total.

**39. To receive the Internal Audit report**

The Internal Audit report was noted.

**40. Annual Governance Statement 2022-23**

The Annual Governance Statement 2022-23 was considered.

**Resolved:** that the Annual Governance statement be agreed and signed by the Chairman.

**41. To agree the Accounting Statements 2022-23**

**Resolved:** that the accounting statements 2022-23 be agreed and signed by the Chairman.

**42. To agree the year end accounts**

**Resolved:** that the year-end accounts be agreed and signed by the Chairman.

**43. Purchase of land at Waterside Valley**

The Contract to purchase the land had been received.

**Resolved:** that the contract be signed on behalf of the Parish Council and by the Chair and Vice Chair.

**44. Outside Bodies reports**

**Mardons** – It was noted that the ground floor of the Mardons building had been listed by B&NES as an asset of community value.

**45. Creating Community Identity**

Request for directional highways signage to Westfield - The response to the complaint raised to level 2 was noted. There had been a comment that we could pursue through the Ombudsman, but it was felt that the Parish Council didn't have the grounds to do that.

**Resolved:** to write an open letter to the press outlining B&NES reluctance to install directional signs to Westfield.

Minutes are draft until agreed at the next meeting.

Signed ..... Dated .....

Westfield Parish Council

**46. Chairman's report**

Cllr Wilkinson reported on the Somerset Lord Lieutenant event he attended, which was focussed on the King's Voluntary Service Award. He asked Councillors to think of any voluntary organisation in Westfield that may qualify to be nominated.

He also reported on a walkabout meeting where he met with Mark Shelford of B&NES and Cllr Jackson to report on anti-social behaviour in Westfield and the demise of the 82 bus.

**47. Bath and North East Somerset Councillors' reports**

There were no B&NES Councillors present.

The meeting closed at 7:32pm

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 12<sup>th</sup> June 2023 commencing at 7pm.

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

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

**Absent:** Cllrs Geoff Fuller and Paul Millard

Phoebe Webster of Somer Valley Rediscovered and Emily Malik of EcoWild attended to present the work they were undertaking on Social Prescribing. Attendees would be given activities outside all year around – six times six week sessions - and they were requesting permission to use a fire bowl on the land at Waterside Valley. A full draft risk assessment had been sent and it was proposed that the fire bowl would be used to keep people warm in the colder weather as this prescription was to get people moving around outside in all weathers.

**19. Apologies for absence and to consider the reasons given**

Apologies were received and accepted from Cllrs Fuller and Millard.

**20. Declarations of interest and dispensation**

There were no declarations of interest.

**21. Minutes of the last meeting**

**Resolved:** The minutes of the last meeting held on 22<sup>nd</sup> May 2023 were agreed as a true record and signed by the Chair.

**22. Neighbourhood Plan working group**

Cllr Hopkins reported on the resolution to form a working group and put forward a proposed amended Neighbourhood Plan.

**23. Planning applications for consideration**

There were no objections to the following:

23/01956/FUL	1 Shelley Road	Erection of a single storey side extension, erection of wall to south-west boundary and increase height of south-east boundary
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**30.05.2023 22/02932/FUL CURO Orchard Vale, Midsomer Norton Isabel Daone Demolition of Nos.26 and 28 Orchard Vale and development of 60 new homes with open space, landscaping and all associated infrastructure (Cross boundary application with Mendip).**

Minutes subject to approval at the next meeting.

Signed ..... Dated .....

## Westfield Parish Council

Committee reiterated previous comments. " Whilst this is a cross border planning application, it is recognised that the highways implications will be most severe within B&NES. This is true not just in the immediate vicinity of the application, but also within the wider highways infrastructure. In particular, Westfield Parish Council is concerned about the impact of this application on traffic on the A367. The Parish Council asks that this is examined in detail. The additional 60 houses will place an undue burden on this road which already suffers severe congestion and high levels of air pollution through the Westfield community."

Committee also commented that there would be considerable extra pressure on local services

### 24.Planning Decisions

There were no planning decisions to note

### 25.Local Green Space review

**Resolved:** There were no spaces in Westfield to put forward under this review.

***Parking Restrictions Consultation*** – there were two proposed parking restriction notices applying to Westfield. The restriction on Wells Road was not clear. There were no comments relating to proposed restrictions at St Peters Road.

**Resolved:** Clerk to clarify the length of the restriction proposed on Wells Road.

***WESTlocal*** – A fund was available from WECA with the view to help communities design and run their own version of new public transport in their area. How to access this fund was discussed.

**Resolved:** The Clerk to contact a coach company in the area to discuss further.

### 26.Meeting with the Police

An update was given on the meeting with the Police, Sam Plummer of Youth Connect and a local parent.

**Resolved:** (1) to obtain a quote for a barrier at Inner Elm Terrace and Lynton Road to Woodpecker Avenue to prevent bikes from travelling at speed in the area.  
(2) to consult with residents near these pathways.  
(3) to then seek funding from the PCC Road Safety Fund and the High Sheriff's Neighbourhood and PCSP Policing Fund.  
(4) to try to arrange the next meeting at 6pm on 10/7/23.

Minutes subject to approval at the next meeting.

Signed ..... Dated .....

**27. Recreation Ground – Norton Hill**

**New Office** – It was noted that the closing date for tenders had been extended to the end of June.

**Damage to coping stones by tennis court**

**Resolved:** to accept the quote from Foundations Up for £660 to repair and replace the coping stones by the steps to the tennis court.

**Football at Norton Hill and Westhill –**

A report was given on a meeting with representatives from Westfield A and Somer Valley Reserves, who both use Norton Hill currently and would like to use Westhill when facilities are available. The meeting was to discuss obtaining funding to repair the football pitches.

**Resolved:** Office to submit a grant application to the Football Foundation with the assistance of Simon Cox of Westfield Football Club and Tim Wells of Somer Valley Football Club.

**28. Recreation Ground - Westhill**

**Dogs on leads** – Comments from concerned residents were received.

**Resolved:** The Clerk to discuss with the Dog Warden at B&NES to investigate a way of encouraging dog walkers to abide by the rule to keep dogs on leads.

**29. Waterside Valley**

**Hedgerow improvements** – communication had been received from Sonia Parsons of CPRE regarding the possibility of training volunteers to manage the hedgerows at Waterside Valley.

**Resolved:** to set up a meeting with Sonia Parsons and any volunteers that may be interested.

**Motorbikes** – an email had been received from a resident about motorbikes between Westfield and Haydon Batch. This had been discussed with the police and the resident encouraged to discuss further with the police.

**Resolved:** to respond to the resident advising action is being taken.

**Fire bowl used by EcoWild** – Committee discussed the proposition given by Phoebe Webster and Emily Malik at the start of the meeting.

**Resolved:** to allow the use of a fire bowl by EcoWild with the proviso that it was used in one designated area and the risk assessment

**Minutes subject to approval at the next meeting.**

**Signed .....** **Dated .....**



**Westfield Parish Council**

ensured proper disposal after sessions had completed, by a vote of 6 for and 1 against.

**30. Events**

**Possible Fun Day at Norton Hill** – No further communication had been received from Dan Moyse so no further action to be taken.

**Remembrance –**

**Resolved:** (1) to thank Chris Maddox of Bridges for the invitation to join them at their Remembrance service on Friday 10<sup>th</sup> November.  
(2) Cllr Jackson reported that the Methodist Church would include the laying of wreaths at the Memorial Stone on Remembrance Sunday. No event for Remembrance is to be organised by the Parish Council.

**Grant presentation event** – Cllr Cooper was to discuss this further with Mardons.

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.

**31. Quotes**

**Fencing at Ash Tree Court –**

**Resolved:** to accept the quote from C&R Fencing for £583 to repair the fencing at Ash Tree Court/Westhill Recreation Ground with chain link fencing, asking if a different colour would make the fence more visible. Should this be the case and more expensive, to delegate authority to the Chair of the Committee and Chair of the Council to decide whether to go ahead.

The meeting closed at 8.27pm

**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 21<sup>st</sup> June 2023 at 10am**

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

Absent: Cllrs Diana Cooper, Geoff Fuller (ex officio), Paul Millard

In Attendance: Lesley Close, Parish Clerk

**1. Apologies for absence**

Apologies were received from Cllrs Diana Cooper, Geoff Fuller and Paul Millard.

**2. Declarations of interest and dispensations**

There were no declarations of interest.

**3. Minutes**

**Resolved:** that the Minutes of the Finance & Personnel meeting held on 24<sup>th</sup> May 2023 be agreed and signed as a correct record.

**4. To discuss the monthly accounts reports going forward**

The Internal Auditor had confirmed that quarterly reports were acceptable, but queried whether the software would accommodate this. Further investigation revealed that the software allows for entry only in the current month and the following month. Quotes were therefore received from Rialtas and DCK for closing down the monthly accounts every two months, instead of every quarter and running the monthly reports. Rialtas had quoted £275 every second month for half a day, using remote access. The quote from DCK outlined a full day's work on site and the Clerk had queried whether it could be accommodated in half a day.

**Resolved:** to delegate authority to the Clerk to accept the lowest quote once clarification has come in from DCK.

**5. Monthly Accounts**

**Resolved:**

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

A query had been raised with the Public Works Loan Board (PWLB) in relation to paying off in one tranche the remaining 2.5 years of the play area loan. The PWLB had sent an analysis of the payment due should the Parish Council decide to do this.

**Resolved:** Not to pay the loan off early because of there is no clear financial benefit in doing so.

#### 6. **Schedule of payments requiring authorisation**

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

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

#### 7. **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.

#### 8. **Annual Review of the Treasury Management Policy**

**Resolved:** that the policy be accepted.

The Committee noted that the vandalised wall at Norton Hill Recreation Ground had been repaired at a cost of £660. The person responsible had been identified on CCTV. Feedback from the local Police suggested financial compensation would not be available but that they would be willing to do some work for the Parish Council.

**Resolved:** to respond to the Police stating that their idea of the person involved taking responsibility for their action and doing some work for the Parish Council is good, but not practical from a health and safety perspective unless it is done under the full responsibility of the Police. Are there any alternatives because the Parish Council is fully supportive of restorative justice even if it simply means a letter from the person involved stating why they did this. If the Police are willing to take responsibility, one idea is that, under the supervision of the Police the young person waters the young trees which line the A367 at Norton Hill Recreation Ground.

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.

#### 9. **Staff Appraisal of the Clerk**

**Resolved:** that the salary of the Clerk moves into Scale LC3, from SCP 32 to Scp 33 with effect from 1/4/23. The meeting closed at 10.20am.







APPENDIX 4 – Schedule of Regular Payments

Supplier	Details	April	May	June
Avon Pension Fund (BACS monthly)	Superannuation	£1,043.87	£1,060.18	£1,052.02
DCK - BACS monthly	Accounting support	£237.85	£375.00	£0.00
GPS Telecoms (DD monthly)	Telephone and broadband	£71.32	£70.92	£71.80
Greensward (BACS monthly)	Grounds maintenance	£2,121.58	£2,121.58	£2,121.58
HMRC (BACS monthly)	PAYE and NI	£553.84	£559.34	£566.63
Oval Commercial (SO-£587.70) the rest BACS -	Office Rental	£839.75	£839.75	£839.75
Oval Commercial (BACS)	Use of Boardroom	£50.00	£56.00	£70.00
NET SALARIES (and expenses) (BACS monthly)	Office staff	£3,232.35	£3,288.04	£3,250.16
Public Works Loans Board (DD - 6 monthly)	Westhill Play Area	£0.00	£0.00	£0.00
Ricoh (BACS quarterly)	Photocopier	£0.00	£33.30	£254.00
Southern Electric (DD - quarterly)	NH Pavilion	£85.42	£0.00	£178.14
Southern Electric (DD quarterly)	Christmas Tree	£0.00	£0.00	£30.84
SoVision IT (BACS monthly)	IT Support	£169.20	£167.75	£167.75
Total Gas & Power (DD - quarterly)	NH Pavilion	£0.00	£47.88	£0.00
Water2Business (DD six monthly)	Auto-watering systems	£0.00	£0.00	£0.00
Water2Business (DD six monthly)	NH Pavilion 70215504	£0.00	£0.00	£0.00
Information Commissioners Officer (DD)	Data Protection Fee (annual)	£0.00	£0.00	£0.00
<b>Monthly Total</b>		<b>£8,405.18</b>	<b>£8,619.74</b>	<b>£8,602.67</b>

