

# Westfield Parish Council

The Oval Office, St Peter's Business Park  
Westfield, BA3 3BX  
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Chairman: Cllr P Wilkinson Parish Clerk: Ms L Close FSLCC



Established 2011

## All Council Meetings are open to the Public and Press

27<sup>th</sup> August 2024

**TO: All Members of Westfield Parish Council**

Cllrs K Biggs, D Cooper, M Curtis, G Fuller, R Hopkins, E Jackson, P Millard, R Moss, P Wilkinson and P Williams

Dear Councillor,

You are summoned to a Meeting of Westfield Parish Council, on **Monday 2<sup>nd</sup> September 2024 at 7pm at the Oval Office Boardroom, Cobblers Way, Westfield.**



Ms L Close  
Parish Clerk

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

## AGENDA

- 1. To consider co-opting to the vacancy on the Parish Council and to receive their Declaration of Acceptance of Office (Page 1)**
- 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 – 1<sup>st</sup> July 2024**  
To confirm and sign as a correct record the minutes of the Annual Parish Council Meeting. (Pages 2-5)
  5. **To welcome Michael Auton, Community Catalysts (Page 6)**
  6. **To confirm the Committee(s) on which Cllr Curtis would like to serve**
  7. **Committee and Working Group reports**  
To note the minutes of the Committees and Working Groups below:
    - **Environment and Development – 8<sup>th</sup> July (Pages 7-10)**
    - **Finance and Personnel – 17<sup>th</sup> July 2024 (Pages 11-15)**
  8. **Approval of any items over £5,000 and consideration of any virement**
  9. **To confirm there are no professional, personal or financial interests with the current auditors –**  
  

**Internal –**, Auditing Solutions Ltd. Clackerbrook Farm, 46 The Common, Bromham, WILTSHIRE SN15 2JJ  
**External -** BDO LLP, Arcadia House, Maritime Walk - Ocean Village, Southampton SO14 3TL
  10. **Meeting with the Police and Crime Commissioner Clare Moody on 7<sup>th</sup> November at 6pm – all welcome. Clare has asked for questions in advance.**
  11. **Outside Bodies reports – for reporting only**
  12. **Creating Community identity – for reporting only**
  13. **Chairman’s report - for reporting only**
  14. **Bath and North East Somerset Councillors’ reports – for reporting only**
- To resolve that, under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information falling within those paragraphs indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended.
15. **Purchase of Parish Council Office – verbal update on actions taken under delegated authority during August. Valuation (Page 16)**

## Parish Clerk

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**From:** Laura Lambell [REDACTED]  
**Sent:** 09 August 2024 21:26  
**To:** Deputy Clerk; Parish Clerk; Admin Assistant  
**Subject:** Parish Councillor Role

I am writing to confirm my interest in the role of Parish Councillor for the Westfield area. I am a 46 year old mother of two from Devon. I've lived most of my adult life in Bristol but we wanted to buy a home and found our project home here. It's taken some adjusting, having gotten so used to city life, but I've grown to love the calmer life and all that the area has to offer. My children are Teo age 9 and Lily age 2. My fiancé is a carpenter who currently has an ever growing business in camper vans in Warmley, Bristol. We are getting married in July next year. We moved to Westfield in 2021, just a few months before the arrival of our daughter Lily.

Things I love to do with my time, other than spending time with my loved ones, are walks in nature, singing, learning about health and healing, relaxing exercises like yoga and qi gong. I really love music, sang jazz in a band from the age of 18 and have been involved in various music projects since. I hope to get involved in helping make Westfield a strong community, and am particularly interested in the health and wellbeing of children, the elderly and struggling unsupported families. I believe strong communities are fundamental and hope to help others to form and/or cherish a positive relationship with their local community.

Kindest regards,  
Laura

## WESTFIELD PARISH COUNCIL

Minutes of the meeting of the Parish Council held at the Oval Office  
Monday 1<sup>st</sup> July 2024 commencing at 7.00pm

- Present:** Chair: Cllr P Wilkinson  
Cllrs: K Biggs, D Cooper, M Curtis, G Fuller, R Hopkins, E Jackson, P Millard
- Attending:** Lesley Close, Parish Clerk and Tracey Stephens, Deputy Clerk
- Also attending:** Neil Rogers of CURO
- Absent:** Cllrs R Moss and P Williams

Neil Rogers of CURO's resident engagement team attended the meeting to meet Councillors and advise on the work that CURO were doing for their customers. He advised that there will be a 'door knock', attending premises of all CURO customers, starting on 31<sup>st</sup> July. He invited Parish Councillors to join them. He said that CURO are trying to get their customers to engage on a high level, with panels made up of existing customers working on issues with residents. He would send the details of the door knock exercise to the Clerk to be disseminated among Councillors.

**42. To consider co-opting to the vacancy on the Parish Council and to receive the declaration of acceptance of office**

The resignation of Cllr James Cradock was noted.

Michelle Curtis attended the meeting to apply for the Councillor vacancy created by the resignation of Cllr James Honess.

**Resolved:** (1) to co-opt Michelle Curtis as Parish Councillor  
(2) to receive her declaration of acceptance of office.

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

Apologies for absence were received and accepted from Cllrs Moss and Williams.

**44. Declarations of interest and dispensations**

Cllr Jackson declared an interest in item 7, Westfield in Bloom, as convenor of Westfield in Bloom.

Minutes are draft until agreed at the next meeting.

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

Westfield Parish Council

45. **To confirm and sign the minutes of the Parish Council meeting – 3<sup>rd</sup> June 2024**

**Resolved:** that the minutes of the meeting on 3<sup>rd</sup> June were agreed and signed as a correct record.

46. **Committee and Working Group reports**

**(a) Environment and Development Committee – 10<sup>th</sup> June 2024**

**Resolved:** That the Minutes of the Environment and Development meeting held on 10<sup>th</sup> June 2024 be noted.

It was noted that the tenders for the pathways at Waterside Valley would need to be opened after the next Environment and Development meeting, but before the September meeting.

**Resolved:** to delegate authority to Cllrs Wilkinson and Hopkins to open the tenders for pathways at Waterside Valley and award the contract in liaison with Somer Valley Re-discovered who are funding the work.

**(b) Finance and Personnel Committee – 19<sup>th</sup> June 2024**

**Resolved:** (1) That the Minutes of the Finance and Personnel meeting held on 19<sup>th</sup> June 2024 be noted.  
(2) to agree the increase in the Clerk's payscale by one incremental point (sp 33-34)

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

There were no items to consider

Cllr Curtis left the meeting.

48. **Westfield in Bloom**

**Resolved:** to offer to pay the In Bloom entry fee, as a matter of civic pride, to be funded from the grants budget, as recommended by the Finance and Personnel Committee.

49. **Financial Regulations**

**Resolved:** to agree the Financial Regulations as revised by NALC and as recommended by the Finance and Personnel Committee.

Minutes are draft until agreed at the next meeting.

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

**Westfield Parish Council**

**50. Outside Bodies reports**

It was noted that a vacancy had arisen for a representative on the Parish Liaison committee, following the resignation of Cllr James Honess. Cllr Hopkins was on the Committee and no other Councillor volunteered. It was noted that one Councillor on the committee was sufficient.

**Mardons** – Cllr Cooper reported that the club is to be used as a polling station on 4<sup>th</sup> July. CCTV cameras had been stolen and now replaced. The committee at the club had said that they would like to meet with the new PCC when she visits Westfield. It was noted that the police representatives had changed for Westfield.

**Resolved:** to arrange a meeting for Councillors with PC George Simpson and the Westfield PCSO.

**51. Creating Community Identity**

There was no discussion under this heading.

**52. Chairman’s report**

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.

Cllr Wilkinson reported that an offer had been made for the purchase for the leasehold of an office on Cobblers Way. The offer of £100,000 had been made and accepted.

- Resolved:**
- (1) to ratify the decision to make an offer of £100,000 for an office premises.
  - (2) to accept the estimate of £1,500 +VAT from Thatcher and Hallam for the conveyancing.
  - (3) to accept the quote of £800 +VAT for the valuation from Cooper and Tanner
  - (4) to accept the quote of £650 +VAT for the condition survey from DP Paul of Wells.
  - (5) to delegate authority to Cllrs Wilkinson and Hopkins to progress the purchase.

Minutes are draft until agreed at the next meeting.

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

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

Cllr Jackson advised how she has spent her Ward Councillors' Empowerment grant:

- a. £500 to SWALLOW for their office garden
- b. £500 to Westfield Primary school for their outdoor initiative for children needing space.
- c. £865 to the Shakespeare Road flower chandelier.

She also reported:

- the planning application at Orchard Vale had been refused by committee.
- The Local Plan for B&NES was going out for consultation.
- She had been to a meeting of the RE Committee at B&NES to discuss documents for collective worship. At that meeting it had been noted that the inclusion of the children attending all the D Day commemoration services had been a success.

**Resolved:** to request a meeting for Cllr Hopkins to meet the new Head of Planning, Louise Davis, regarding enforcement issues.

The meeting closed at 8:28pm

Minutes are draft until agreed at the next meeting.

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

## Parish Clerk

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**From:** Michael Auton <michael.auton@communitycatalysts.co.uk>  
**Sent:** 20 August 2024 12:39  
**To:** Council  
**Subject:** Improving care and help a home provision for vulnerable residents in Westfield  
**Attachments:** Development programme for care providers Aug 2024.docx

Dear Lesley

### Improving care and home support for vulnerable people in your parish

I am writing on behalf of a national social enterprise called **Community Catalysts** to ask if it would be possible to attend a parish council meeting to present to your councillors about our vital work to improve care and home help support for older vulnerable residents in your parish.

(<https://www.communitycatalysts.co.uk/our-work/bath-and-north-east-somerset/>). I have recently met with Cllr Eleanor Jackson and she suggested that I might be able to attend a council meeting to present to the councillors about my work.

You will be aware that there is a huge need for care and support for older and disabled people at home and in the community

Community Catalysts has worked with dozens of councils over the last 12 years to support “micro enterprises”, which is effectively a sole trader delivering support to customers directly, a self-employed carer offering care or help at home support . There are lots of benefits to both parties in this model, as people choose their own working hours and customers, and set their own rates of pay.

Some offer personal care whilst others provide “help at home” support including companionship, shopping, light cooking and cleaning, helping clients attend hospital or GP appointments, or getting out in the community.

Since our programme was launched in BANES last year, 25 enterprises have completed our Development Programme, agreeing to work within our **Doing it Right Standards**. By committing to work in this way, they run their community enterprise or group in a safe, legal and sustainable manner.

Once through our Development Programme, we help to promote their enterprise through SmallGoodStuff, our national services directory - (<https://www.smallgoodstuff.co.uk/>).

All the support we support is **free** as we are contracted by Bath and North East Somerset Council to run this service.

We are keen to raise our profile in Westfield, and have the opportunity to talk to councillors who play such an important role to supporting families in the community.

Would it be possible to attend one of your meetings and explore how I can work with the council to improve care provision and quality of life of older members of your community.

I have attached some information about Community Catalysts. If you or any of the councillors have any questions also, please don't hesitate to get in touch.



Westfield Parish Council

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

**Present:** Cllrs Diana Cooper (Chair), Kit Biggs, Geoff Fuller, Ron Hopkins, Paul Millard, Phil Wilkinson and Eleanor Jackson.

**Also attending:** Lesley Close, Parish Clerk, Caitlin Brown, Admin Assistant

**Absent:** Cllrs Pat Williams

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

Apologies were received from Cllr Williams.

**30. Declarations of interest and dispensation**

Cllr Jackson declared she is on the Planning Policy Committee.

**31. Minutes of the last meeting**

**Resolved:** The minutes of the last meeting held on 10<sup>th</sup> June were agreed as a true record and signed by the Chair.

**32. Neighbourhood Plan Review working group**

Cllr Hopkins reported work is ongoing in relation to a rural exception site to develop property for people with a link to Westfield. Meetings with housing associations are planned.

It is expected that the Neighbourhood Plan Review first draft will be completed during August.

**33. Planning applications for consideration**

There were no objections to the following application:

24/02279/FUL	The Hewletts, Wells Road	Creation of wider access following demolition of existing wall and creation of new wall set back from road
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**34. Planning Decisions**

The planning decisions were noted.

**35. Planning Policy Updates**

Minutes subject to approval at the next meeting.

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

**Westfield Parish Council**

It was queried as to whether the Planning Policy Update is still relevant following the election results.

**Mendip Local Plan** – It was queried as to whether consideration for infrastructure such as medical provisions, roads and traffic has been made.

**B&NES Local Plan, Parish Sites Assessment Toolkit Introduction and Training Workshop** – taking place on Wednesday 24<sup>th</sup> July, 2.30pm – 5pm at Conygre Hall, Timsbury.

**Resolved:**

- (1) The Clerk will investigate the above queries.
- (2) The Clerk and Cllr Millard will attend the Training Workshop on 24<sup>th</sup> July.

**36. Recreation Ground – Norton Hill**

**Removal of Ash Trees** – The work has now been completed and trees affected by Ash Dieback have been felled. The verge now needs to be cleared and the fencing along the A367 replaced.

**Resolved:** The Clerk to get quotes for replacement chain link on the existing fencing poles.

**37. Recreation Ground – Westhill**

**Changing Rooms** – a Condition Survey is to be carried out following which advice will be sought from the Architect on how to proceed. Grant funding continues to be investigated.

**38. Waterside Valley**

**Countryside Stewardship Scheme** – It was agreed to become part of the scheme and to take Somer Valley Rediscovered up on their offer to fund the application. Applications must be submitted by February 2025.

**Footbridge** – Andy King will project manage the installation of the footbridge with work expected to start at the end of August. Once a start date has been confirmed the Clerk will write to notify homes adjacent to Waterside Valley, St Nicholas Church and Radstock Town Council.

**Footpaths** – the tender is live on Contracts Finder with a deadline of 2nd August. Somer Valley Rediscovered are funding the works.

**Dog bin emptying** – it has been reported that the dog waste bins are frequently becoming full.

**Filming in the Valley** – Somer Valley Rediscovered would like to undertake filming in the valley to share information about the 5 Somer Valley

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

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

**Westfield Parish Council**

Rediscovered green spaces and to highlight volunteering opportunities. This will include drone filming and filming on the ground. Cllrs are in favour of this but would like clarification on the area to be covered with drone filming. Delegated authority has been given to Cllrs Wilkinson and Hopkins to make a decision once the filming area has been identified.

**Resolved:**

- (1) to increase dog waste collection from monthly to fortnightly
- (2) to liaise with Somer Valley Rediscovered in relation to drone filming

**39. Noticeboard at Nightingale Way**

**Resolved:** to get quotes to replace the noticeboard.

**40. Highways**

The Clerk reported we are still awaiting an installation date from Westcotec for the speed indicator devices.

It was queried who owns the speed device next to the police station.

On-road parking review at the Industrial Estate – the proposed double yellow lines were agreed.

**Resolved:** The Clerk to investigate who owns the speed device.

**41. Events**

**30 Days Wild - June** – The Admin Assistant gave a verbal review. In-person events were well received and feedback was good. Engagement on social media was increased throughout June with visits to the Facebook page up by 245.3%.

**Love Parks Week July/Aug** – Events have been planned:

Thu 25/7	Somer Valley Rediscovered – Family Nature Walk and Music Workshop – Westhill Recreation Ground – 10:30-13:00 Dr Bike – Westhill Recreation Ground – 10:00-16:00
Sun 28/7	Tai Chi taster session – Westhill Recreation Ground – 11:00-12:00
Tue 30/7	Litter pick with MSN Wombles – Shakespeare Road – 10:30
Sat 3/8	Family pollinator and insect walk with Steve England – Waterside Valley – 10:30-12:30
Tue 13/8	Bath Area Play Project Play Day – Norton Hill Recreation Ground – 12:00-15:00

Thanks to the Admin Assistant for all her work in arranging these events.

**Minutes subject to approval 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.

**42. Quotes**

**Resolved:** to delegate authority to Cllrs Wilkinson and Hopkins in relation to the quote of £915 from M2 Civil and Structural Consulting and Engineering once the Condition Report has been completed.

**The meeting closed at 20:15**

**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 17<sup>th</sup> July 2024 at 10.30am**

Present: Cllr Robin Moss (Chair), Cllrs Curtis, Hopkins, Millard and Wilkinson.

Absent: Cllrs Diana Cooper, and Pat Williams

In Attendance: Lesley Close, Parish Clerk

**29. Apologies for absence**

Apologies for absence were received from Cllrs Cooper and Williams.

**30. Declarations of interest and dispensations**

There were no declarations of interest.

**31. Minutes**

**Resolved:** that the Minutes of the Finance & Personnel meeting held on 19<sup>th</sup> June 2024 be agreed and signed as a correct record.

**32. Monthly Accounts**

**Resolved:**

- a) that the bank reconciliation and monthly income and expenditure statements for the Current Account June be agreed.
- b) that the bank reconciliation and monthly income and expenditure statements for the Corporate Treasury account June be agreed
- c) that the bank reconciliation and monthly income and expenditure statements for the Business Savings account June be agreed.
- d) that the summary of debit card transactions since the last meeting (Appendix 1 – July) be agreed.
- e) that there were no petty cash items for July.

**33. 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 July be agreed, (attached as Appendix 2), that the invoices and the BACS authorisation sheet be signed accordingly and that the BACS payments be made by two councillors via online banking.

**34. 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 3) and that the invoices and the BACS authorisation sheet be signed accordingly. That the BACS payments be made by two councillors via online banking.

**35. Budget Variation Update**

The Committee received the Budget Variation report at 30/4/24.

**Resolved:** that the report be noted.

**36. Verification of Bank Statements**

**Resolved:** to note that the quarterly verification of bank statements had been undertaken by Cllr Millard on 1/7/24.

**37. Payments in August**

**Resolved:** that the August payments be made by two councillors and ratified at the September meeting.

**38. CIL and S.106 Funds**

**Resolved:** that the quarterly report of CIL and s.106 income and expenditure be noted.

**39. Feedback on Grants**

**Resolved:** that the 2023/24 feedback on grants be received. Noted that Westhill Club and Small Stuff Baby Bank had not given feedback despite chasing.

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.

**40. Quotes**

The defib fixed testing had highlighted two issues with the electrics of Westhill Club and Westhill Surgery.

**Resolved:** To agree the estimate of £350 for remedial works at Westhill Club and £580 for remedial works at Westfield Surgery.

**41. Office Move**

The Condition Survey and Valuation are in hand.

The meeting closed at 10.48am.







APPENDIX 3

Supplier	Details	April	May	June	July
Avon Pension Fund (BACS monthly)	Superannuation	£1,152.18	£1,185.75	£1,177.19	£1,238.61
DCK - BACS monthly	Accounting support	£0.00	£862.25	£0.00	£262.50
GPS Telecoms (DD monthly)	Telephone and broadband	£24.03	£65.81	£65.81	£63.45
Greensward (BACS monthly)	Grounds maintenance + Waterside dog bins	£2,176.58	£2,170.00	£2,165.42	£2,165.42
HMRC (BACS monthly)	PAYE and NI	£613.00	£651.05	£579.07	£705.44
Oval Commercial (SO-£587.70 + £420=) the rest BACS - monthly	Office Rental	£839.75	£839.75	£1,007.70	£1,007.70
Oval Commercial (BACS)	Use of Boardroom	£60.00	£50.00	£60.00	£60.00
Net Salaries (and expenses) (BACS monthly)	Office staff	£3,580.69	£3,670.08	£3,708.37	£3,820.64
Public Works Loans Board (DD - 6 monthly)	Westhill Play Area	£0.00	£0.00	£0.00	£3,686.72
Ricoh (BACS quarterly)	Photocopier	£152.40	£0.00	£127.00	£0.00
Eon Next wef 1/11/23 monthly	NH Pavilion - Electricity	£86.28	£81.97	£84.47	£76.14
Southern Electric d/d annually	Xmas Lights on lampposts	£0.00	£0.00	£0.00	£0.00
Southern Electric (DD quarterly)	Christmas Tree	£57.96	£0.00	£0.00	£53.80
SoVision IT (BACS monthly)	IT Support	£208.35	£226.23	£226.23	
Eon Next wef 1/11/23	NH Pavilion - Gas	£103.78	£93.17	£45.00	£92.01
Water2Business (DD six mnthly)	Auto-watering systems 2365915101 - Wesley Ave; 02- Coal Truck Jubilee Green; 03- Jubilee Green; 04- Coal	£0.00	£0.00	£0.00	£0.00
Water2Business (DD six mnthly)	NH Pavilion 70215504	£0.00	£0.00	£0.00	£0.00
Youth Connect South West (Bacs quarterly). Nom code 4237/202	Youth Work contract 1/4/23-31/3/25	£2,985.21	£0.00	£0.00	£2,985.21
Information Commissioners Officer (DD)	Data Protection Fee (annual)	£0.00	£0.00	£0.00	£49.00
<b>Monthly Total</b>		<b>£12,040.21</b>	<b>£9,896.06</b>	<b>£9,246.26</b>	<b>£16,257.64</b>

