

# 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

25<sup>th</sup> February 2025

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

Cllrs K Biggs, D Cooper, G Fuller, R Hopkins, E Jackson, L Lambell, P Millard, R Moss,  
P Wilkinson and P Williams.

Dear Councillor,

You are summoned to a Meeting of Westfield Parish Council, on **3<sup>rd</sup> March 2025 at 7pm at the Oval Office Boardroom, Cobblers Way, Westfield.**

Ms L Close  
Parish Clerk

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

## AGENDA

- 1. Co-option to the Parish Council**  
To consider any applications for co-option to the vacancy on the Parish Council.
- 2. Declaration of Acceptance of Office**  
To receive the Declaration of Acceptance of Office of the new councillor.
- 3. 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.

4. **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.
5. **Minutes of the Parish Council meeting – 3<sup>rd</sup> February 2025**  
To confirm and sign as a correct record the minutes of the Parish Council Meeting. (Pages 1-3)
6. **Committee and Working Group reports**  
To note the minutes of the Committees and Working Groups below:
  - **Environment and Development** – 10<sup>th</sup> February 2025 (Pages 4-7)
  - **Finance and Personnel** – 19<sup>th</sup> February 2025 (Pages 8-12)
7. **Approval of any items over £5,000 and consideration of any virement**
8. **Inspirational Citizen Award**
9. **Outside Bodies reports** – for reporting only
10. **Creating Community identity** – for reporting only
11. **Chairman's report** - for reporting only
12. **Bath and North East Somerset Councillors' reports** – for reporting only

To resolve that, under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information falling within those paragraphs indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended.

13. **New Office Update**

## WESTFIELD PARISH COUNCIL

Minutes of the meeting of the Parish Council held at the Oval Office  
Monday 3<sup>rd</sup> February 2025 commencing at 7.00pm

**Present:** Chair: Cllr P Wilkinson  
Cllrs: K Biggs, D Cooper, G Fuller, R Hopkins, E Jackson,  
L Lambell, P Millard and P Williams.

**Attending:** Lesley Close - Parish Clerk, Caitlin Brown, Admin Assistant

**Absent:** Cllr R Moss

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

Apologies were received and accepted from Cllr Moss.

**123. Declarations of interest and dispensations**

There were no declarations of interest.

**124. Minutes of the Parish Council meeting – 6<sup>th</sup> January 2025**

**Resolved:** with two minor amendments the minutes of the meeting on 6<sup>th</sup> January 2025 were agreed and signed as a correct record.

**125. Committee and Working Group reports**

**Environment and Development – 13<sup>th</sup> January 2025**

**Resolved:** That the minutes of the Environment and Development meeting held on the 13<sup>th</sup> January 2025 be noted.

**Finance and Personnel – 22<sup>nd</sup> January 2025**

**Resolved:** That the minutes of the Finance and Personnel meeting held on 22<sup>nd</sup> January 2025 be noted

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

There were no items to consider.

Minutes are draft until agreed at the next meeting.

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

Westfield Parish Council

127. Budget and Precept 2025/26

**Resolved:** to agree

- a. Final Budget as circulated.
- b. Precept Option C which is a precept of £274,500, equating to £142.74 per annum for a band D property – an increase of £17.82 per year or £1.49 per month.
- c. The Precept leaflet, with some small additions.

128. Fixed Assets register

**Resolved:** to accept the Fixed Asset register as recommended by Finance and Personnel Committee on 22<sup>nd</sup> January 2025. Separately, the Clerk to clarify the local council regulations on valuing of buildings.

129. Financial Risk Management

**Resolved:** to agree the following documents on the recommendation of the Finance and Personnel committee on 22<sup>nd</sup> January 2025:

- a. The Risk Strategy document
- b. The Financial Risk Assessment for 2024/25
- c. The Annual Review of the Insurance Schedule
- d. The Risk Register 2025

130. Outside Bodies reports

**Mardons** – Cllr Cooper reported antisocial behaviour is frequent with regular vandalism including graffiti and damage to a car in the car park. CCTV has been sent to PC George Simpson.

*B&NES will use the club for the Mayoral Elections which take place on 1<sup>st</sup> May 2025.*

**Radstock Museum** – Cllr Jackson reported that the museum reopened on 1<sup>st</sup> February. The current exhibition is; Somerset Miners: Welfare and Health Care. The Bygone Days talks continue, with one on the Haydon Incline taking place 4/2. The museum continues to look for volunteers.

**Westfield In Bloom** – Cllr Jackson reported the Annual General Meeting (AGM) has been rearranged and will now take place on 4/2 at Swallows Café. A safeguarding policy is being worked on and will be displayed on the wall of

Minutes are draft until agreed at the next meeting.

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

**Westfield Parish Council**

*any venue when in use by Westfield In Bloom. A group of residents in Shelley Road have expressed an interest in tidying up the area and adding some tubs.*

**131. Creating Community identity**

Cllr Hopkins reported that he continues to communicate with B&NES regarding signage for Westfield.

**132. Chairman's report**

The Chairman had nothing to report.

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

**Cllr Moss** emailed his report prior to the meeting:

- The budget will be a 4.99% increase from B&NES, with no confirmation of final figure from Police & Fire as yet
- CIL & s106 payments – the head of planning at B&NES advised there will be a more transparent reporting system for where the B&NES portion of CIL is spent & on what projects
- Reports have been received of taxis from Bath to Westfield only accepting cash, not card, leaving some passengers vulnerable. In other areas accepting cards is compulsory, this will be followed up.

**Cllr Jackson** reported:

- The revised plans for the Radco site should be out in April for public consultation.
- Following a complaint from a local resident regarding dog faeces on pavements including outside the Co-op, Cllr Jackson discussed this with Radco and they advised that staff will clear any mess that is directly outside of the shop.
- Cllr Jackson shared the Somer Valley Links leaflet.

**Resolved:** The Clerk to contact Somer Valley Links to query why Westfield is not included in the leaflet.

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.

**134. New office**

A verbal update was given and the Fire Risk Assessment was agreed with thanks to Cllr Biggs.

**The meeting closed at 20:09**

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 10<sup>th</sup> February 2025 commencing at 7pm.**

**Present:** Cllrs Diana Cooper (Chair), Kit Biggs, Ron Hopkins, Paul Millard, Phil Wilkinson and Pat Williams.

**Absent:** Cllrs Geoff Fuller and Eleanor Jackson

**Also attending:** Lesley Close, Parish Clerk and Tracey Stephens, Deputy Clerk, Revd Ian Rousell of St Nicholas Church and 3 members of the public.

The members of the public were residents of Coxwynne Close and wanted the Committee to understand their concern about large trees adjacent to their properties. They had been in touch with Cllr Jackson, who had sent apologies for this meeting. They were advised by Committee that they should approach Land Registry, possibly through Cllr Jackson and B&NES, to ascertain the owner of the land before going any further.

Revd Rousell attended the meeting to advise on the wishes of St Nicholas Church to sell the land, on which currently stands their office and a café. The funds will be used to make the church a community hub, serving the public 7 days a week. He confirmed that the pathway to Waterside Valley would not be affected by the sale.

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

Apologies were received from Cllrs Fuller and Jackson and accepted.

**113. Declarations of interest and dispensation**

Cllr Millard declared an interest in item 12, Events as a committee member at WAGS.

**114. Minutes of the last meeting**

**Resolved:** The minutes of the last meeting held on 13<sup>th</sup> January 2025 were agreed as a true record and signed by the Chair.

**115. Neighbourhood Plan Review working group**

An update was given on the meeting with B&NES Neighbourhood Planning Officer.

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

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

**116. Planning applications for consideration**

There were no objections to the following applications:

25/00254/FUL	60 Wells Road	Erection of two storey, three bedroom dwelling
25/00379/TPO	Land East of Fosseway Cottages	9 x Ash – fell due to die back

**117. Planning Decisions**

The planning decisions were noted.

**118. Mendip Local Plan Part II**

**Resolved:** that Cllr Jackson represents the Parish Council at the consultation meeting regarding the Mendip Local Plan Part II.

**B&NES Local Plan** consultation had been circulated and consideration was given about the Parish Council’s response.

**Resolved:** to respond to the B&NES Local Plan consultation reiterating the message in the Parish Council’s draft revised Neighbourhood Plan regarding development in Westfield.

**119. Recreation Grounds Norton Hill**

**Boules Court surround** – It was noted that work was scheduled for late March, early April

**Tennis Court** – an update was given on quotes for resurfacing the tennis court.

**120. Recreation Grounds Westhill**

**Changing rooms** – a verbal update was given. It was noted that planning permission had been applied for.

**Entrance to the field on completion of the club’s patio** – the pictures of the entrance to the field were noted. It was accepted that this would change again when the building work started on the new changing rooms.

**121. Waterside Valley**

**Step to the new footbridge** – It was noted that TCV were to take on the work, with the cost of materials likely to be around £100

Minutes subject to approval at the next meeting.

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

**Meeting with Somer Valley Rediscovered re: BART Feasibility and Concept Report** – the plan from BART to develop ponds and wetlands in the valley was noted.

**Resolved:** to respond to BART offering the Parish Council's support, with a note of concern regarding the safety and the depth of the ponds.

**Art Based Entrance features** – a briefing from New Leaf Studio was circulated regarding features at some of the entrances to Waterside Valley. This was noted and Cllrs looked forward to seeing the suggestions. The possibility of the Miner's Trust offering a silhouette of a Pit Pony and lad was suggested.

**Resolved:** to put the suggestion to New Leaf Studio Somer Valley Rediscovered of the creation of a silhouette of a Pit Pony and lad to be positioned at one of the entrances to the Waterside Valley.

## 122 Highways

**Somer Valley Links Project** – Response to the consultation was discussed. It was agreed that a joint response was not the easiest way to approach this but that councillors should follow the electronic link or attend one of the consultation events.

## 123. Events

**Love Parks Week** – A verbal update was given on plans for Love Parks Week, 26<sup>th</sup> July to 3<sup>rd</sup> August

**VE Day and VJ Day commemorations** –

**Resolved:** to raise a flag to commemorate VE Day and VJ Day on the appropriate dates.

**Allotments:** an email had been received from the Chair of the Allotment Society requesting permission to have a beekeeper on site at Waterford Park, offering land for them to keep bees.

**Resolved:** to advise that permission had already been granted to keep bees and that WAGS could approach a beekeeper to keep bees on site, but that they were not permitted to sub let any land to do so.

The email from the Chairman also asked for some assistance with repairing the toilet on the site.

**Resolved:** to send an application form for a grant from the Parish Council in advance of the normal grant process.

To resolve that, under Section 100A(4) of the Local Government Act, 1972, the press and public **Minutes subject to approval at the next meeting.**

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



**Westfield Parish Council**

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.

**124. Quotes**

There were no quotes to consider.

The meeting closed at 8:28 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 19<sup>th</sup> February 2025 at 10.30am

**Present:** Cllr Robin Moss (Chair), Cllrs Diana Cooper, Ron Hopkins, Laura Lambell, Paul Millard, Phil Wilkinson and P Williams.

**In Attendance:** Lesley Close, Parish Clerk

Grant to Swallow – the Committee asked that Swallow be advised that the amendment to the usage of their grant had been given as a one-off and that grant funds would not normally be given for spending outside the parish. They should also be advised that if the soup lunches are not set up by the end of the financial year (31<sup>st</sup> March) then sadly the grant is no longer valid.

### 97. Apologies for absence

There were no apologies for absence.

### 98. Declarations of interest and dispensations

There were no declarations of interest.

### 99. Minutes

**Resolved:** (1) that the Minutes of the Finance & Personnel meeting held on 22<sup>nd</sup> January 2025 be agreed and signed as a correct record.

### 100. Monthly Accounts

**Resolved:**

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

### 101. 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 February 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;

**102. 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:** (1) 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.

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.

**103. Quotes – Flowers in Public Places**

The report of the Clerk was received.

**Resolved:** (1) to seek update quotes on the 2025/26 Flowers in Public Places contract with the removal in the spec of the hanging baskets on the Westfield Methodist Church and the removal of the hanging baskets at Nightingale Way.

(2) to make enquiries for public art to replace the hanging basket tree at Nightingale Way. For example, a small miners' wheel with 'Westfield'.

**104. Office Move – update**

An email was received from Oval Homes advising that the new office for rent, should we still require it, will be ready in 6 weeks' time. Cllr Wilkinson gave an update on a meeting the previous day with the vendor of Unit 3G.

**Resolved:** To delegate authority to Cllrs Moss, Cooper and Wilkinson to make the final decisions on the purchase of the new office when a response has been received from the vendor

The meeting closed at 11:25am.

Report for F&P - February													
	<b>SHEET</b>	2024-25 - 11											
REF	DATE	SUPPLIER	DETAILS	TOTAL	4022/1 postage	Stationary 4023/1	E&D Projects 4227/202	Parish Environment 4224/202	Hospitality 4131/101	N/H maintenance 4062/308	W/H Maintenance 4062/307	Grounds maintenance 4039/308/307	CAP Westhill Rec 4930/199
DC242	29/1/2025	MrFlag	VE Day flag	£11.99			£9.99						
DC243	3/2/2025	B&NES	Planning Permission	£648.00									£636.33
DC244	5/2/2024	Co-op	Coffee	£6.50					£6.50				
			TOTAL (NET)	£652.82	£0.00	£0.00	£9.99	£0.00	£6.50	£0.00	£0.00	£0.00	£636.33
			VAT:	£13.67			£2.00						£11.67
			TOTAL (Gros)	£666.49	£0.00	£0.00	£11.99	£0.00	£6.50	£0.00	£0.00	£0.00	£648.00



Appendix 3 Regular Payments

Supplier	Details	April	May	June	July	August	Sept	October	Nov	Dec	January	February
Avon Pension Fund (BACS monthly)	Superannuation	£1,152.18	£1,185.75	£1,177.19	£1,238.61	£1,192.54	£1,192.54	£1,192.54	£1,192.54	£1,605.02	£1,238.37	£1,238.37
DCK - BACS monthly	Accounting support	£0.00	£882.25	£0.00	£262.50	£183.75	£210.00	£189.00	£0.00	£0.00	£210.00	£0.00
GPS Telecoms (DD monthly)	Telephone and broadband	£24.03	£65.81	£65.81	£63.45	£65.81	£65.81	£65.81	£78.97	£65.81	£68.99	£68.99
Greensward (BACS monthly)	Grounds maintenance + Waterside dog bins	£2,176.58	£2,170.00	£2,165.42	£2,165.42	£2,165.42	£2,177.92	£2,177.92	£2,177.92	£2,117.92	£2,177.92	£2,177.92
HIMRC (BACS monthly)	PAYE and NI	£613.00	£651.05	£579.07	£705.44	£638.11	£638.11	£637.91	£638.11	£1,155.95	£694.61	£694.41
Oval Commercial (SO-£587.70 + £420=) the rest BACS - monthly	Office Rental	£839.75	£839.75	£1,007.70	£1,007.70	£1,007.70	£1,007.70	£1,007.70	£1,007.70	£1,007.70	£1,007.70	£1,007.70
Oval Commercial (BACS)	Use of Boardroom	£60.00	£50.00	£60.00	£60.00	£60.00	£20.00	£60.00	£90.00	£60.00	£50.00	
Net Salaries (and expenses) (BACS monthly)	Office staff	£3,580.69	£3,670.08	£3,708.37	£3,820.64	£3,713.49	£3,708.99	£3,709.19	£3,708.99	£4,805.93	£3,831.90	£3,832.10
Public Works Loans Board (DD - 6 monthly)	Westhill Play Area	£0.00	£0.00	£0.00	£3,686.72	£0.00	£0.00	£0.00	£0.00	£0.00	£3,686.72	£0.00
Ricoh (BACS quarterly)	Photocopier	£152.40	£0.00	£127.00	£0.00	£0.00	£127.00	£0.00	£0.00	£127.00	£0.00	£0.00
Eon Next wef 1/11/23 monthly	NH Pavilion - Electricity	£86.28	£81.97	£84.47	£76.14	£81.21	£67.98	£73.53	£86.47	£47.31	£49.20	£48.09
Southern Electric d/d annually	Xmas Lights on lampposts	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£55.40	£0.00
Southern Electric (DD quarterly)	Christmas Tree	£57.96	£0.00	£0.00	£53.80	£0.00	£0.00	£51.73	£930.33	£0.00	£0.00	£0.00
SoVision IT (BACS monthly)	IT Support	£208.35	£226.23	£226.23	£226.23	£226.23	£226.23	£226.23	£226.23	18.48 + 241.63	£226.23	£241.63
Eon Next wef 1/11/23	NH Pavilion - Gas	£103.78	£93.17	£45.00	£92.01	£0.00	£61.77	£75.86	£88.60	£102.58	£82.76	16.83 + 51.01
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	£43.73	£218.92	£0.00	£0.00	£0.00	£0.00	£0.00
Water2Business (DD six mnthly)	NH Pavilion 70215504	£0.00	£0.00	£0.00	£0.00	£0.00	£214.09	£0.00	£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	£0.00	£0.00	£2,985.21	£0.00	£0.00	£2,985.23	£0.00
Information Commissioners Officer (DD)	Data Protection Fee (annual)	£0.00	£0.00	£0.00	£40.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00