

WESTFIELD PARISH COUNCIL

Minutes of the Annual Meeting of the Council held at the Oval Office,
St Peters Business Park, Westfield on
Tuesday 6th May 2014 commencing at 7.00 pm

Present: Chair: Cllr G Fuller
Councillors: R Appleyard, A Butcher, A Clarke, R Moss (Vice Chair),

Also Present: One Member of the Public

In Attendance: Mrs L Welch, Parish Clerk

1. Election of Chair

Cllr G Fuller was nominated by Cllr Butcher and seconded by Cllr Clarke.

Resolved: That Cllr Fuller is elected Chair of Westfield Parish Council.

2. Declaration of Acceptance of office of Chair

Cllr Fuller signed the declaration of acceptance of office of Chair.

3. Election of Vice Chair

Cllr Moss was nominated by Cllr Appleyard and seconded by Cllr Clarke.

Resolved: That Cllr Moss be elected as Vice Chair.

4. Apologies for Absence

Apologies were received from Cllrs Cooper and Wilkinson who had another engagement, Cllr Wallbridge who had a work engagement and Cllrs Hamilton, Newman and Russell who were unwell.

5. Declarations of Interest and dispensations

There were no Declarations of Interest.

6. Minutes of the Parish Council Meeting – 7th April 2014

Resolved: That the Minutes of the Parish Council Meeting held 7th April 2014 be signed as a correct record.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

7. Committee and Working Group Reports

Resolved: a) that the minutes of the Environment and Development meeting held on 14th April 2014 be noted;

That Planning Application 14/01221/OUT for 2 semi detached dwellings to the rear of 33 Elm Tree Avenue be considered by the Parish Council because BANES would not allow an extension to the deadline.

That objections to the above planning application be made on the grounds of (1) the Parish Council do not want to set a precedent for this type of back land development – it reduces the number of houses with gardens for future families; (2) overdevelopment of the site, creating high density of population; and (3) loss of amenities for the neighbours.

That contact be made with BANES regarding the timing of planning applications in general. Cllr Appleyard mentioned that all applications have 8 weeks consultation from the date of registering and the question was therefore why the Parish Council was only given 21 days to respond. This 21 day deadline meant that every month the final week of planning applications which came in required extensions.

b) That the minutes of It was noted that the Finance and Personnel meeting held on 16th April 2014 be noted.

That it be noted that Cllr Moss had contacted the Land Registry regarding registering an interest in the land on which Westhill Club stands and that it was possible to put in an application in this respect. This was supported by the Parish Council and would be progressed by the Finance and Personnel Committee.

8. Request for a grant from Midsomer Norton and Radstock Community Service Vehicle Trust (minute 121 of Finance and Personnel refers)

Cllr Appleyard proposed that the Parish Council looks favourably on an award of £2,000 to the Midsomer Norton and Radstock Community Service Vehicle Trust subject to a satisfactory application form in line with procedure. This was seconded by Cllr Moss and agreed 4 for and 1 against.

9. Review of delegation arrangements to Committees, Sub Committees, employees and other authorities and the terms of reference embodied therein

Resolved: That the Scheme of Delegation be agreed.

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Signed Dated

Westfield Parish Council

10. Nominations to existing Committees

- Resolved:** a) That Cllrs Appleyard, Clarke, Cooper, Fuller, Hamilton, Moss and Wilkinson would form the Finance and Personnel Committee.
- b) That Cllrs Appleyard, Butcher, Clarke, Cooper, Fuller, Wilkinson and Wallbridge would form the Environment and Development Committee.

11. Appointment of any new Committees

Resolved: That no new Committees were needed.

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

- Resolved:** a) That a special motion for the new NALC Model Standing Orders with amendments as attached to these minutes be agreed, and in accordance with standing orders be put to the next Parish Council meeting for confirmation.
- b) That the review of Financial Regulations by the Finance and Personnel Committee be noted.
- c) That the Code of Conduct be agreed.

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

Resolved: a) That the list of payments to BANES for minor works be noted.

14. Review of representation on or work with external bodies and arrangements for reporting back

Resolved: a) That the representatives on outside bodies be agreed as follows:

ALCA/NALC Chair of the Council;
Bath CAB Cllr R Appleyard;
BEMS Patients Forum Cllr E Newman;
Community Plan for Westfield: Chair of the Council, Cllrs E Newman and B Wallbridge;
Parish Cluster Group 4: Chair of the Council;
Parish Forum: Cllr G Fuller;
Public Transport Liaison: Cllr E Newman;
Radstock Museum Society: Cllr D Cooper;
Radstock and Westfield Economic Development Forum: Cllr R Appleyard;

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SWAN: Cllr S Hamilton;
The Big Local: Cllr R Moss.

b) That the NR Area Community Safety and Drugs Group was now no longer operating in that form and was removed from the list of outside bodies.

c) That the Somer Valley Partnership was now operating in a new format and the Parish Council might like to consider appointing a representative at a future meeting.

15. Review of inventory of land and assets including buildings and office equipment

Resolved: That it be noted that the Fixed Asset list had been agreed by the Parish Council on 3rd March 2014.

16. Review and confirmation of arrangements for insurance cover in respect of all insured risks

Resolved: That the annual review of the Insurance Schedule which took place on 12th February 2014 by the Finance and Personnel Committee be noted.

17. Review of the Council and Employees memberships of other bodies

Resolved: That membership of NALC, SLCC and ILCM be agreed, in the amount of £648 for NALC and £226 for SLCC and ILCM.

18. Review of Complaints Procedure

Resolved: That the Complaints Procedure be agreed.

19. Establishing the Council's procedures for handling requests made under the Freedom of Information Act and Data Protection Act 1998

Resolved: That the Procedure Note be agreed.

20. Review of the Council's policy for dealing with the press/media

Resolved: That the Press/Media Policy be agreed.

21. Pensions Discretions Policy Review

Resolved: That the Pensions Discretions Policy be agreed.

22. Child Protection Policy Review

Resolved: That the Child Protection Policy be amended with the addition of DBS checks in place of CRB checks.

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Westfield Parish Council

23. Setting of dates, times and place for ordinary meetings of the Council in the year ahead

Resolved: That the Calendar of Meetings for this year be agreed.

24. Outside Bodies Reports

There were no reports from Outside Bodies.

25. Chairman's Report

The Chairman reported on a forthcoming meeting with members of the Carnival Association and Midsomer Norton Town Council to discuss the finish point of the Carnival which should be at least as far as Westfield School. The Parish Council was supportive of this meeting.

The Chairman reported that sadly the Finance Officer was to retire at the end of August, and would be much missed.

The Fun Fair at Norton Hill was due to arrive on 12th May to set up and would leave on 18th May.

1st June 2-5pm would see the Open Day at Norton Hill Recreation Ground. Cllr Cooper had put in a lot of work in this respect and the Bath League of Petanque was to be on site to encourage people to try the Boules.

26. Bath and North East Somerset Councillors' report

Cllr Appleyard reported that BANES was considering another layer of governance in Bath as they do not currently have a Town/Parish layer of governance. This raised some concerns which would need to be looked at in greater detail.

The Meeting finished at 7.35 pm.

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Signed Dated