

WESTFIELD PARISH COUNCIL

Minutes of the Annual Meeting of the Council held at the Oval Office,
St Peters Business Park, Westfield on
Tuesday 7th May 2013 commencing at 7.00 pm

Present: Chair: Cllr G Fuller

Councillors: A Butcher, A Clarke, D Cooper, R Moss,
E Newman, S Russell and B Wallbridge and
P Wilkinson (Vice Chair)

Also Present: 2 Members of the Public
Robert Hendra, Police Community Support Officer

In Attendance: Mrs L Welch, Parish Clerk
Mrs B Burridge, (Administrative)

Mr Richard Hambleton asked Members when BANES would be putting in the yellow lines they had agreed to. He was advised that we will know more once BANES consultation has finished. Mr Hambleton also asked if the Council had received plans for the Fossey School extension and was advised that they had not been received.

Dan Corbett gave out copies of a map of local footpaths and told Members that 14 letters had been sent to the Public Rights of Way Officer at BANES on the official application form and no acknowledgements had been received. Another application had been sent by a group but still no acknowledgement. He asked if this could be chased by the BANES Officers. Cllr Moss agreed to chase this on his behalf.

The Chair, Cllr Geoff Fuller welcomed everyone to the meeting and gave a big thanks to Hazel, Brenda and Lesley for their support and thanked the Council for helping him through the year.

1. Election of Chair

Cllr G Fuller was nominated by Cllr Wilkinson and seconded by Cllr Wallbridge.

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.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

3. Election of Vice Chair

Cllr Wilkinson was nominated by Cllr Moss and seconded by Cllr Newman.

Resolved: That Cllr. Wilkinson be elected as Vice Chair.

4. Apologies for Absence

Apologies were received from Cllr Appleyard who had another engagement.

5. Declarations of Interest and dispensations

There were no Declarations of Interest.

6. Minutes of the Parish Council Meeting – 2nd April 2013

Resolved: That the Minutes of the Parish Council Meeting held 2nd April 2013 be signed as a correct record.

7. Committee and Working Group Reports

- Resolved:**
- a) That the Minutes and recommendations contained therein of the Environment and Development meeting held on 8th April 2013 be noted;
 - b) It was noted that the Finance and Personnel meeting which should have been held on 17th April 2013 was not quorate;
 - c) That the Minutes and recommendations of the Westfield Hub Working Group meeting of 8th April 2013 be noted.

8. 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.

9. Nominations to existing Committees

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

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Westfield Parish Council

10. Appointment of any new Committees

Resolved: That no new Committees were needed.

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

Resolved: a) A special motion be put to the next Council meeting that items 7 b,c, and d relating to the Code of Conduct be removed from the Standing Orders since they are no longer relevant.

b) That the Financial Regulations be agreed.

c) That the Code of Conduct be agreed.

12. 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 landscape contract work and other minor works such as the planting of the jubilee trees, be noted.

13. 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;
NR area Community Safety and Drugs Group Cllrs G Fuller
and Cllr S Hamilton as a second if required;
Parish Cluster Group 4: Chair of the Council;
Parish Forum: Cllr G Fuller;
Public Transport Liaison: Cllr E Newman;
Radstock Museum Society: Cllr A Clarke;
Radstock and Westfield Economic Development Forum: Cllr R
Appleyard;
SWAN: Cllr S Hamilton;
The Big Local: Cllr R Moss.

b) That the Parish Council dis-affiliates from the Somer Valley Partnership, since it is not serving the function for which it was intended.

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Westfield Parish Council

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

Resolved: That the Fixed Asset list, as agreed by the Finance and Personnel Committee on 19th March 2013, be agreed.

15. 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 28th January 2013 by the Finance and Personnel Committee be noted.

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

Resolved: That membership of NALC, SLCC and ILCM be agreed, in the amount of £643 for NALC and £221 for SLCC and ILCM.

17. Review of Complaints Procedure

Resolved: That the Complaints Procedure be agreed.

18. 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.

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

Resolved: That the Press/Media Policy be agreed.

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

Resolved: The Calendar of Meetings for this year was agreed.

21. Outside Bodies Reports

Resolved: There were no reports from Outside Bodies.

22. Chairman's Report

The Chair thanked the Council and Staff for their support over the last year and looked forward to the year ahead.

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23. Bath and North East Somerset Councillors' report

Cllr Moss reported that so far Sainsburys have not appealed against the refusal to build a supermarket in Westfield. BANES want a supermarket to be built on the South Road Car Park in Midsomer Norton with an underground car park.

24. Request for a Funfair

PCSO Robert Hendra was asked the views of the Police regarding the request for a Funfair. He advised that the Police would have no objection in principle but that it would need to finish at 9.00 pm and have good security measures in place i.e. security staff/marshalling, as the police would be unable to supply dedicated staff. There followed a lengthy discussion.

Resolved: That the request for a Funfair be declined on the grounds of proximity to adjacent houses, impact on the ground and security arrangements.

25. Consultation from BANES on the library service

Resolved: That the Clerk write to BANES requesting the library to stop in Westfield suggesting the following sites:

Westfield Club Car Park, Norton Hill Car Park, Kingfisher Drive and Nightingale Estate.

The Meeting finished at 8.09 pm.

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Signed Dated