

WESTFIELD PARISH COUNCIL

Minutes of the Meeting of the Council held at the Boardroom, The Oval Office,
Cobblers Way, Westfield on
Monday 2nd July 2018 commencing at 7.00pm

- Present:** Chair: Cllr G Fuller
- Cllrs: D Cooper, J Honess, R Hopkins, E Jackson, B Wallbridge,
P Williams and P Wilkinson
- Attending:** Lesley Welch, Clerk to the Council; Tracey Stephens, Admin
Assistant
- Absent:** Cllrs: A Butcher, K Docherty and L Mansell,

51. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs Butcher,
Docherty and Mansell

Discussion was held around Councillors not attending meetings on a long
term basis. A number of Finance and Personnel meetings have almost not
been quorate. It was also noted that the Council's Quality Status will be
retained until it comes up for renewal in October 2019 and at that time it is
reasonable to expect that a minimum of 8 Councillors will have been elected
in May 2019 and not co-opted.

Resolved: The Clerk to have a conversation with a Councillor that has been
absent for some time due to work commitments, to establish
whether it's a long term situation, or likely to be resolved shortly.

52. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest

53. MINUTES OF THE ANNUAL PARISH COUNCIL MEETING – 4th June 2018

Resolved: the minutes of 4th June 2018 were agreed and signed as a
correct record.

54. COMMITTEE REPORTS

(a) Environment and Development Committee – 11th June 2018

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

Resolved: That the Minutes of the Environment and Development meeting held on 11th June 2018 be noted.

(b) Finance and Personnel Committee – 20th June 2018

Resolved: That the Minutes of the Finance and Personnel meeting held on 20th June 2018 be noted.

55. APPROVAL OF ANY ITEMS OF £5,000 AND CONSIDERATION OF ANY VIREMENT

There were no items over £5,000 for approval.

56. WESTFIELD NEIGHBOURHOOD PLAN UPDATE

Cllr Hopkins advised that the external Inspection had now been completed and that we are now waiting for a date for the referendum. Councillors thanked Lesley, the Clerk, for all of her hard work on the Neighbourhood Plan, saying they were awestruck by the amount of effort that it had taken.

57. GRASS CUTTING WORKING GROUP

Cllr Fuller gave a report on meetings that had been held with residents of May Tree Avenue, Holly Walk and Cherry Tree Close and officers from BaNES Parks and Grounds Services. It was noted that the grass in these areas had now been cut and was due to be cut again at the end of the year. It was also noted that residents were more understanding of the problems that BaNES face through major cuts in funding and that therefore the meetings had had a positive outcome. There was concern for what would happen to the areas next year as the officers had made it clear that it would not be cut by BaNES after the end of this summer. The Clerk has contacted NALC for legal advice and is waiting for a reply.

Resolved: (1) to obtain quotes for the cutting of grass at May Tree Avenue, Holly Walk, Cherry Tree Close and Chestnut Close while waiting for a reply from NALC;
(2) to write to the residents affected once the legal advice is received

Discussion was held around the issue of grass cutting and grounds maintenance through the whole of the parish, which was shown to have high priority for residents at a recent Councillors' surgery.

Resolved: to be added to the Environment and Development agenda in September to consider setting up a specification for ground works across the parish.

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Signed Dated

58. YOUTH PROVISION

Cllr Fuller gave a report on a meeting with Youth Services in Paulton in June. The Youth Services budget had been halved to £500,000. A proposal had been made at the meeting that the parishes of Westfield and Paulton and the town of Radstock make up a cluster for the ongoing provision of youth services. It was noted that there is to be a cluster meeting in Westfield on 17th July.

59. VALUATION OF BUILDING ASSETS

Information about the increase in insurance costs for the Norwest Bowls Club was circulated. It was felt that the current rent that the club pays is very low.

Resolved: to contact Thatcher and Hallam for a quote for advice on whether the means by which the rent is levied can be reviewed in the lease.

60. DATA PROTECTION

Policies as advised by NALC to comply with GDPR were proposed. Discussion was held around Councillors keeping information secure.

Resolved: (1) to adopt the following policies:

- Data Breach Policy
- Records Retention Policy
- Subject Access Request Procedure

(2) to investigate the use of web based email addresses and online storage for Councillors.

61. CREATING COMMUNITY IDENTITY

Cllr Jackson reported on the first Parish Councillors' surgery held at St Peter's Church fete in June. The main causes for concern were parking on Longfellow Road, and on grass verges and pavements, Litter bins, the defective gate at the car park of Trinity Methodist Church and the parking near the new houses at the top of Hazel Terrace.

The college is looking at creating a project for students to design a piece of street art to be situated on the ground behind the Christmas Tree at Elm Tree Avenue.

62. OUTSIDE BODIES REPORT

Radstock Museum – the exhibition of Radco is still underway.

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NRR – Cllr Fuller reported that a representative from NRR has been invited to address Council in September

Mardons – Cllr Cooper reported that the parking signs and road direction signs have finally been installed.

63. CHAIRMAN’S REPORT

The Chairman had nothing to report that hadn’t already been discussed.

64. B&NES COUNCILLOR’S REPORT

Cllr Jackson pointed out that some of the zebra crossings on the A367 have been painted.

She is concerned about youth services and has been to meetings at a local primary school to discuss the cut in funding in education. She is concerned that children of Sirona employees in Westfield will be affected by the cut in salaries at Sirona.

She has met in Westfield with the Associate Director for Housing at BaNES to discuss housing needs.

The meeting closed at 8:45pm.

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Signed Dated