

## WESTFIELD PARISH COUNCIL

Minutes of the Meeting of the Council held at the Oval Office, Cobbler's Way,  
Westfield on  
Tuesday 2<sup>nd</sup> May 2017 commencing at 7.00pm

**Present:** Chair: Cllr G Fuller  
Cllrs: A Butcher, D Cooper, K Docherty, R Hopkins, E Jackson,  
B Wallbridge and P Williams

**Attending:** Lesley Welch, Clerk, Tracey Stephens, Admin Assistant

**Absent:** Cllrs: L Mansell, P Wilkinson and J Honess

### 1. ELECTION OF CHAIR

Cllr Fuller was nominated by Cllr Cooper and seconded by Cllr Williams

**Resolved:** That Cllr Fuller be elected as Chair of Westfield Parish Council.

### 2. ELECTION OF VICE CHAIR

Cllr Hopkins was nominated by Cllr Williams and seconded by Cllr Cooper.

**Resolved:** That Cllr Hopkins be elected as Vice Chair of Westfield Parish Council

### 3. TO RECEIVE THE DECLARATIONS OF ACCEPTANCE OF OFFICE BY THE CHAIR OF THE COUNCIL AND COUNCILLORS, OR, IF NOT THEN RECEIVED, TO RESOLVE WHEN THIS SHOULD BE DONE.

The declarations of acceptance of office were received.

### 4. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

Apologies for absence were received and accepted from Cllrs Mansell and Wilkinson.

### 5. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest

Minutes are draft until agreed at the next meeting.

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

**Westfield Parish Council**

**6. MINUTES OF THE PARISH COUNCIL MEETING – 3<sup>rd</sup> April 2017**

**Resolved:** the minutes of 3<sup>rd</sup> April 2017 were agreed and signed as a correct record.

**7. COMMITTEE AND WORKING GROUP REPORTS**

**(a) Environment and Development Committee – 10<sup>th</sup> April 2017**

**Resolved:** That the Minutes of the Environment and Development meeting held on 10th April 2017 be noted.

**(b) Finance and Personnel Committee – 19<sup>th</sup> April 2017**

**Resolved:** That the Minutes of the Finance and Personnel meeting held on 19<sup>th</sup> April 2017 be noted.

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

There were no items over £5,000

**9. REVIEW OF DELEGATION ARRANGEMENTS TO COMMITTEES, SUB COMMITTEES, EMPLOYEES AND OTHER AUTHORITIES AND THE TERMS OF REFERENCE OF COMMITTEES, EMBODIED THEREIN**

**Resolved:** That the Scheme of Delegation be agreed

**10. NOMINATIONS TO EXISTING COMMITTEES – ENVIRONMENT AND DEVELOPMENT COMMITTEE AND FINANCE AND PERSONNEL COMMITTEE**

**Resolved:** That the Finance and Personnel and the Environment and Development committees be made up as follows:

<b>Finance and Personnel</b>	<b>Environment and Development</b>
Cllr Cooper	Cllr Butcher
Cllr Docherty	Cllr Cooper
Cllr Fuller (ex officio)	Cllr Docherty
Cllr Hopkins (ex officio)	Cllr Fuller
Cllr Mansell	Cllr Hopkins
Cllr Williams	Cllr Honess
Cllr Wilkinson	Cllr Jackson
	Cllr Wallbridge
	Cllr Williams

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

**Westfield Parish Council**

**11. APPOINTMENT OF ANY NEW COMMITTEES**

**Resolved:** That no new committees were needed

Cllr Jackson proposed a vote of thanks to all those working on the Neighbourhood Plan. Councillors agreed unanimously

**12. REVIEW AND ADOPTION OF STANDING ORDERS, FINANCIAL REGULATIONS AND CODE OF CONDUCT**

**Resolved:** That the Standing Orders, Financial Regulations and 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:** That the review of expenditure to BaNES be noted.

**14. REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK**

ALCA/NALC	Chair of the Council
Development Agency Group	Cllr Andrew Butcher, Cllr Ron Hopkins and Cllr Honess as alternate
Mardons Community Interest Organisation	Cllr Diana Cooper.
Radstock Museum Society	VACANCY
Somer Valley Forum	Cllr Bryan Wallbridge and Cllr Ron Hopkins
SWAN	Cllr Eleanor Jackson, Cllr Pat Williams
The Big Local	Cllr Ron Hopkins
Chamber of Commerce	Cllr Diana Cooper
BANES Flood Rep	Cllr Ron Hopkins
Joint Access Local Forum	Cllr Andrew Butcher
Midsomer Norton Railway	Cllr Ron Hopkins
JSP Working Group	Cllr Ron Hopkins

It was noted that Cllr Butcher had been nominated to the Joint Access Local Forum, but the appointment had never been confirmed. Application forms were available for the Forum and Councillors were invited to apply if they were interested. It was also noted that Cllrs Jackson and Williams have not heard from SWAN.

**Resolved:** to contact SWAN again to ask if they want any representation from the Parish Council

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

**Westfield Parish Council**

**15. REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT**

**Resolved:** (a) That the Fixed Asset list be agreed.  
(b) That the park at Shakespeare Road be added to the next agenda

**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 18<sup>th</sup> January 2017 by the Finance and Personnel Committee be noted.

**17. REVIEW OF THE COUNCIL AND EMPLOYEES' MEMBERSHIPS OF OTHER BODIES**

**Resolved:** That membership of ALCA/NALC, SLCC and ILCM be agreed, in the amount of £716.70 for ALCA/NALC, £214 for SLCC and ILCM and £90 +£41 admission fee for AAT

**18. REVIEW OF THE COMPLAINTS PROCEDURE**

**Resolved:** That the Complaints Procedure be agreed.

**19. REVIEW OF THE COUNCIL'S PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT AND DATA PROTECTION ACT 1998**

**Resolved:** That the Data Protection and Information Security Policy and the Freedom of Information Publication scheme be agreed.

**20. REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA**

**Resolved:** That the Press/Media Policy be agreed.

**21. REVIEW OF THE PENSIONS DISCRETION POLICY**

**Resolved:** That the Pensions Discretions Policy be agreed.

**22. REVIEW OF THE CHILD PROTECTION POLICY**

**Resolved:** That the Child Protection Policy be agreed

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

**Westfield Parish Council**

**23. REVIEW OF THE EQUALITIES AND DIVERSITY POLICY**

**Resolved:** That the Equalities and Diversity Policy be agreed

**24. SETTING OF DATES, TIMES AND PLACES FOR ORDINARY MEETINGS OF THE COUNCIL IN THE YEAR AHEAD**

**Resolved:** That the Calendar of Meetings 2017 be agreed.

**25. ANNUAL REVIEW OF THE BANK MANDATE**

**Resolved:** That the following signatories be agreed for the Parish Council's bank account.

Cllr Phil Wilkinson
Cllr Geoff Fuller
Cllr Ron Hopkins
Cllr Diana Cooper
Cllr Pat Williams

**26. ANNUAL REVIEW OF THE EFFECTIVENESS OF THE INTERNAL CONTROL ENVIRONMENT**

**Resolved:** That the Annual Review of the effectiveness of the Internal control environment, as adopted by Council on 3<sup>rd</sup> April 2017 be agreed.

**27. ANNUAL REVIEW OF THE CODE OF CORPORATE GOVERNANCE**

**Resolved:** That the Code of Corporate Governance, as agreed by Council on 3<sup>rd</sup> April 2017 be agreed

**28. ANTI FRAUD AND CORRUPTION POLICY**

**Resolved:** That the Anti-Fraud and Corruption policy, as agreed by Council on 3<sup>rd</sup> April 2017 be adopted.

**29. CONFIDENTIAL REPORTING POLICY**

**Resolved:** That the Confidential Reporting Policy, as agreed by Council on 3<sup>rd</sup> April 2017 be agreed

**30. COUNCILLOR AND EMPLOYEE EXPENSES POLICY AND PROCEDURE**

**Resolved:** That the Councillor and Employee Expenses Policy and Procedure, as agreed by Council on 3<sup>rd</sup> April 2017 be agreed.

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**Westfield Parish Council**

**31. REVIEW OF THE GRANT AWARDING POLICY**

**Resolved:** That the Grant Awarding Policy be agreed

**32. WESTFIELD CONTRIBUTION TO THE FUNDS REMAINING FROM THE FREDERICKS FOUNDATION**

Cllr Jackson reported on discussions with BaNES about monies held with the Fredericks Foundation for small businesses in Westfield and Radstock. The funds are now with BaNES and the question was how to access those funds.

**Resolved:** (a) to put on to the Environment and Development committee agenda for further discussion  
(b) to write to John Wilkinson at BaNES to ask for advice on how the funds can be accessed.

**33. AT THE LAST MEETING COUNCILLORS WERE ASKED TO CONSIDER A GOOD WAY TO NOTE THE ENTRANCE TO WESTFIELD AT THE BOTTOM OF THE PATH PAST FOSSEWAY COTTAGES AND BRING IDEAS TO THIS MEETING**

**Resolved:** to get quotes for signs that would fit at the bottom of the pathway

**34. TO NOTE THE INTERNAL AUDIT REPORT AND APPROVE THE ACTIONS TAKEN ON THE RECOMMENDATIONS**

It was noted that the Internal Audit was signed off on 28<sup>th</sup> April 2017

**35. OUTSIDE BODIES REPORTS**

**Mardons** - It was reported that another tree in the area was vandalised recently, but that the CCTV had enabled identification of the culprit and he paid for the damage done.

**36. CREATING COMMUNITY IDENTITY**

Cllr Jackson gave an update on the progress of the History of Westfield exhibition at Radstock Museum, for which there was a substantial amount of material available. There will be boards showing Westfield past and present and hopefully a leaflet asking people what they would like to see in the future. This information would be very useful for the Neighbourhood Plan as well.

**37. CHAIRMAN'S REPORT**

Cllr Fuller said that he was honoured to take the Chair again and he looked forward to Council working together to get the best for the community. He noted that it would be a busy year ahead and he thanked all Councillors and staff for their work this year.

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**Westfield Parish Council**

He also passed around a volunteer rota for the Fun Day on 4<sup>th</sup> June, asking Councillors for some of their time on the day.

**38. BATH AND NORTH EAST SOMERSET COUNCILLOR'S REPORT**

Cllr Jackson said it had been a privilege to work with Westfield Parish Council and offered a vote of thanks to the office staff for their assistance. She said that the principal concern of residents is always parking and there were a few issues that she is dealing with currently.

She is continuing to pursue the issue of play equipment at Shakespeare Road play area and working on getting the gate at the Methodist Church properly working.

She wanted to bring attention to the fate of The Potting Shed – a group working with people with mental health/learning difficulties or physically handicapped people, some of whom are Westfield residents.

**Resolved:** Cllr Hopkins to discuss with WAGS the possibility of the Potting Shed members being able to use their raised beds.

The meeting closed at 8.09pm.

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