

## WESTFIELD PARISH COUNCIL

Minutes of the Meeting of the Council held at the Boardroom, The Oval Office, Cobblers Way, Westfield on Tuesday 3<sup>rd</sup> April 2018 commencing at 7.00pm

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

**Apologies:** Cllrs P Wilkinson, A Butcher, K Docherty, L Mansell,

**Attending:** Mrs L Welch, Clerk and Mrs T Stephens, Admin Assistant

### 181. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs P Wilkinson, L Mansell, A Butcher and K Docherty.

### 182. DECLARATIONS OF INTEREST AND DISPENSATIONS

- Cllr Fuller declared an interest in item 18, Inspirational Citizen Award as he knows one of the nominees personally.
- Cllr Hopkins declared an interest in item 15, Outside Bodies report as he lives opposite the college where the Man Engine event is to take place.

### 183. MINUTES OF THE PARISH COUNCIL MEETING – 5<sup>th</sup> March 2018

**Resolved:** that the minutes of 5<sup>th</sup> March 2018 be signed as a correct record.

### 184. PLANS FOR RADCO

Mr Don Morris of Radco was unable to attend the meeting.

### 185. COMMITTEE REPORTS

#### (a) Environment and Development Committee – 12<sup>th</sup> March 2018

**Resolved:** That the minutes of the Environment and Development meeting held on 12<sup>th</sup> March 2018 be noted.

Minutes are draft until agreed at the next meeting.

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

**Westfield Parish Council**

**(b) Finance and Personnel Committee – 21<sup>st</sup> March 2018**

**Resolved:** (1) That the minutes of the Finance and Personnel meeting held on 21<sup>st</sup> March 2018 be noted.

(2) That the following policies be approved: Treasury Management policy, Expenses policy, Code of Corporate Governance, Effectiveness of the Internal Control Environment, Anti-Fraud and Confidential Reporting policies.

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

There were no items over £5,000

**187. WESTFIELD NEIGHBOURHOOD PLAN WORKING GROUP**

Cllr Hopkins reported that the Plan is up to date and currently with BaNES for the next part of the process.

**188. BIG LOCAL**

A verbal update was given on CFH taking on the role of LTO for the Big Local.

**189. GRASS CUTTING WORKING GROUP**

Cllr Fuller reported on the grass cutting schedules. It was noted that BaNES are due to stop cutting areas of grass in Westfield where the land does not belong to them.

**Resolved:** To write to residents immediately adjacent to the green spaces to advise them of the change and to offer them an opportunity to meet to discuss possible solutions.

**190. CREATING COMMUNITY IDENTITY**

An update was given on the signage to the Parish Council office from the A367.

**191. PARISH COUNCILLORS' SURGERY**

Councillors agreed with the principle of holding surgeries in pairs for residents.

**Resolved:** to organise a rota and establish dates and venues.

Minutes are draft until agreed at the next meeting.

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

**Westfield Parish Council**

**192. GENERAL DATA PROTECTION REGULATION**

The information on the new GDPR was noted and there was a discussion on the new regulation in practice.

Compliance with the GDPR in respect of CCTV had been examined. Compliance with regard to IT support was ongoing.

**Resolved:** that the General Privacy Notice, the Privacy Notice for staff, Councillors and Role Holders and the Consent Form be adopted.

**193. OUTSIDE BODIES REPORTS**

**Radstock Museum:** has produced a book of local walks which includes the Westfield Heritage walks

**Bath College:** Cllr Hopkins reported on the visit of the 'Man Engine' to the Bath College campus on Friday 6<sup>th</sup> April.

**194. CHAIRMAN'S REPORT**

The Chairman thanked Cllr Cooper for her work organising the litter pick in Westfield.

He asked all Councillors to think about whether they would like to stand as Chair for the coming year.

**195. B&NES COUNCILLOR'S REPORT**

Cllr Jackson gave a report on issues at BaNES.

**196. INSPIRATIONAL CITIZEN AWARD**

Councillors were presented with the nominees for the award.

**Resolved:** that John Reynolds be presented with the Inspirational Citizen Award due to his commitment to Westfield TT Running group that he created. He has inspired over 500 people to take part and improve their health and well-being and he promotes Westfield at every running event.

The meeting closed at 8:05pm

Minutes are draft until agreed at the next meeting.

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