

WESTFIELD PARISH COUNCIL

Minutes of the Meeting of the Council held at the Oval Office, Cobbler's Way,
Westfield on
Monday 13th May 2019 commencing at 7.00pm

Present: Chair: Cllr G Fuller

Cllrs: L Barnes, D Cooper, V Cox, J Honess, R Hopkins,
E Jackson, B Wallbridge and P Williams

Attending: Lesley Close, Clerk; Tracey Stephens, Admin Assistant

Also attending: Cindy Carter of the Green and Open Spaces working group and
two members of the public

Absent: Cllrs: P Wilkinson and R Moss

Before the start of the meeting Cindy Carter gave an overview of the projects that the Green and Open Spaces Working Group had highlighted and their work so far. She outlined the proposals which were being put to the Parish Council for agreement to proceed.

The Chair thanked Ms Carter for the report and her work with the group. He then introduced Cllr Vincent Cox to the Council.

1. ELECTION OF CHAIR

Cllr Fuller was nominated by Cllr Jackson and seconded by Cllr Williams.

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

2. 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 declaration of acceptance of office of Chair was signed by Cllr Fuller and received by the Council. Councillors present gave their declarations of acceptance of office. Cllrs Moss and Wilkinson were not present.

Resolved: to accept the declarations of acceptance of office from Cllrs Moss and Wilkinson at or before the next Parish Council meeting on 3rd June.

3. ELECTION OF VICE CHAIR

Cllr Wallbridge was nominated by Cllr Jackson and seconded by Cllr Cooper.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

Resolved: That Cllr Wallbridge be elected as Vice Chair of Westfield Parish Council.

Grateful thanks were given to Cllr Hopkins for all his work as Vice Chair in previous years.

4. CO-OPTION TO FILL THE VACANCY ON THE PARISH COUNCIL AND TO RECEIVE THE DECLARATION OF ACCEPTANCE OF OFFICE OR, IF NOT THEN RECEIVED, TO RESOLVE WHEN THIS WILL BE DONE.

Two people stood for co-option – Margaret Bridges and Lauren Barnes. A paper vote was taken and the position went to Ms Barnes in a vote of 6 to 2.

5. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

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

6. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest.

7. MINUTES OF THE PARISH COUNCIL MEETING – 1st April 2019

Resolved: the minutes of 1st April 2019 were agreed and signed as a correct record.

8. COMMITTEE AND WORKING GROUP REPORTS

(a) Environment and Development Committee – 8th April 2019

Resolved: That the Minutes of the Environment and Development meeting held on 8th April 2019 be noted.

(b) Finance and Personnel Committee – 17th April 2019

Resolved: That the Minutes of the Finance and Personnel meeting held on 17th April 2019 be noted.

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

There were no items over £5,000

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

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Resolved: That the Scheme of Delegation be agreed

11. 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, with Cllr Barnes joining one or both once she had had a chance to consider further:

Finance and Personnel	Environment and Development
Cllr Cooper	Cllr Cooper
Cllr Fuller (ex officio)	Cllr Cox
Cllr Hopkins	Cllr Fuller (ex officio)
Cllr Moss	Cllr Hopkins
Cllr Williams	Cllr Honess
Cllr Wilkinson	Cllr Jackson
Cllr B Wallbridge (ex officio)	Cllr Wallbridge (ex officio)
	Cllr Williams

12. APPOINTMENT OF ANY NEW COMMITTEES

Resolved: That F&P appoint a new sub-committee at the meeting in May to review the Grants criteria.

13. 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 with no changes.

14. REVIEW OF THE GENERAL POWER OF COMPETENCE

Resolved: That the Parish Council meets the criteria for eligibility for the General Power of Competence.

15. 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.

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

ALCA/NALC	Chair of the Council
Mardons Community Interest Organisation	Cllr Diana Cooper.
Radstock Museum Society	Cllr Lauren Barnes
Somer Valley Forum	Cllr Bryan Wallbridge and Cllr

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	Ron Hopkins
The Big Local	Cllr Bryan Wallbridge
Chamber of Commerce	Cllr Diana Cooper
BANES Flood Rep	Cllr Ron Hopkins
JSP Working Group	Cllr Ron Hopkins
Healthwatch BaNES	Cllr Bryan Wallbridge
Parish Liaison	Cllr Ron Hopkins and Cllr James Honess

It was noted that RAWDAG was abolished in November 2018.

17. REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT

Resolved: That the Fixed Asset list be agreed.

18. 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 23rd January 2019 by the Finance and Personnel Committee be noted.

19. 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 £737.97 for ALCA/NALC, £260 for SLCC and £94 for AAT

20. REVIEW OF THE COMPLAINTS PROCEDURE

Resolved: That the Complaints Procedure be agreed.

21. 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.

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

Resolved: That the Press/Media Policy be agreed.

23. REVIEW OF THE PENSIONS DISCRETION POLICY

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Resolved: That the Pensions Discretions Policy be agreed.

24. REVIEW OF THE CHILD PROTECTION POLICY

Resolved: That the Child Protection Policy be agreed

25. REVIEW OF THE EQUALITIES AND DIVERSITY POLICY

Resolved: That the Equalities and Diversity Policy be agreed

26. REVIEW OF THE DATA PROTECTION POLICIES

Resolved: That the Data Protection Policies be agreed as set out in the agenda.

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

Resolved: That the Calendar of Meetings 2019 be agreed.

28. 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

29. TO NOTE THE INTERNAL AUDIT REPORT

The Internal Audit Report as circulated to the Finance and Personnel Committee 20/03/2019 was noted

30. REVIEW OF THE GRANT AWARDING POLICY

Resolved: that the grant awarding policy be agreed

31. EXPO 2019 ON 21ST JUNE IN GLOUCESTERSHIRE.

Resolved: Expo 2019 to be attended by Cllr Hopkins, Cllr Cox and a member of staff.

32. RUSKIN ROAD

Discussion was held about the lack of support from BaNES to resolve the issue at Ruskin Road.

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Resolved: to write to the Chief Executive, Ashley Ayre, to ask for a meeting

33. STAND ALONE PAVILION AT WESTHILL RECREATION GROUND

An update was given on the invitation to architects to tender. The update was noted.

34. OUTSIDE BODIES REPORTS

Mardons: Cllr Cooper reported that Mardons are waiting for the report promised by the Enforcement Officer.

35. CREATING COMMUNITY IDENTITY

Green and Open Spaces Working Group – following the report given by Cindy Carter the Council discussed the proposals outlined. It was noted that the full costs of each proposal would be brought to Council for decision. Cllr Wallbridge proposed that the Working Group continue with their research on the proposals, Cllr Williams seconded. All in favour.

Resolved: to move ahead with the proposals.

Fun Day – Cllr Cooper updated the Council on the Fun Day on 2nd June and circulated a rota for volunteers on the day.

36. CHAIRMAN'S REPORT

Cllr Fuller thanked Councillors for electing him Chair again for 2019-20. He noted that this is the third term for Westfield Parish Council and hoped that it would be one that sees some major projects get underway and enhance the community.

37. BATH AND NORTH EAST SOMERSET COUNCILLOR'S REPORT

Cllr Jackson said that she will write a report on her meeting with Cllr Goodman of BaNES and his visit to Westfield last month. She noted that Bath in Bloom are now looking for competition entries. She anticipates becoming Chair of BaNES Council this year and that there will be a civic reception on 21st July at 3pm at the Methodist Church in Radstock. She welcomed any Westfield Parish Councillor to attend.

The meeting closed at 8.15pm.

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