

## WESTFIELD PARISH COUNCIL

Minutes of the Meeting of the Council held remotely on Zoom on  
Monday 1<sup>st</sup> June 2020 commencing at 7.00pm

**Present:** Chair: Cllr G Fuller;  
Cllrs D Cooper, J Honess, R Hopkins, E Jackson, L Mansell, R Moss, B Wallbridge and P Wilkinson

**Absent:** Cllrs V Cox and P Williams

**Attending:** Lesley Close, Clerk and Tracey Stephens, Admin Assistant

### 14. APOLOGIES FOR ABSENCE

There were no apologies for absence.

### 15. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest

### 16. MINUTES OF THE PARISH COUNCIL MEETING – 4<sup>th</sup> May 2020

**Resolved:** The minutes of 4<sup>th</sup> May 2020 were agreed as a correct record.

### 17. COMMITTEE REPORTS

#### (a) Environment and Development Committee – 11<sup>th</sup> May 2020

**Resolved:** That the minutes of the Environment and Development Committee meeting held on 11<sup>th</sup> May be noted.

#### (b) Finance and Personnel Committee – 20<sup>th</sup> May 2020

**Resolved:** That the minutes of the Finance and Personnel Committee meeting held on 20<sup>th</sup> May be noted.

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

There were no items over £5,000 to discuss

Minutes are draft until agreed at the next meeting.

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

Westfield Parish Council

**19. REPORT OF THE CLIMATE EMERGENCY WORKING GROUP**

The group had been unable to meet, so there was no report.

**20. REPORT OF THE GREEN AND OPEN SPACES WORKING GROUP**

Cllr Fuller reported that work on Westhill running track had started. Cllr Jackson advised that she had circulated an email from B&NES with regard to keeping some open grass areas uncut to preserve the wildlife.

**Resolved:** To discuss grass cutting at E&D.

**21. TO AGREE THE ANNUAL GOVERNANCE STATEMENT 2019/20**

As the accounts had not yet been returned from the internal auditor this was to be moved to the next agenda.

**22a. TO CONSIDER THE ACCOUNTING STATEMENTS 2019/20 BY THE PARISH COUNCIL AS A WHOLE, AS RECOMMENDED BY THE F&P COMMITTEE**

As the accounts had not yet been returned from the internal auditor this was to be moved to the next agenda.

**22b. TO APPROVE THE ACCOUNTING STATEMENTS BY RESOLUTION**

As the accounts had not yet been returned from the internal auditor this was to be moved to the next agenda.

**22c. TO ENSURE THE ACCOUNTING STATEMENTS ARE SIGNED AND DATED BY THE PERSON PRESIDING AT THE MEETING AT WHICH THAT APPROVAL IS GIVEN**

As the accounts had not yet been returned from the internal auditor this was to be moved to the next agenda.

**23. TO NOTE THE CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS – 15<sup>TH</sup> JUNE TO 24<sup>TH</sup> JULY**

It was noted that the confirmation of the dates for the period for the exercise of public rights would now be 8<sup>th</sup> July to 18<sup>th</sup> August.

**24. TO AGREE THE UNAUDITED FINANCIAL STATEMENTS AS AGREED BY THE F&P COMMITTEE**

**Resolved:** to agree the unaudited financial statements as agreed by F&P.

Minutes are draft until agreed at the next meeting.

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

**Westfield Parish Council**

**25. OUTSIDE BODIES REPORTS**

**South West in Bloom** - Cllr Jackson was advised that It's Your Neighbourhood was to continue and that judging would be at the end of July. She advised that she will consult the primary school and WAGS about the possibility of them taking part this year.

**Railway Society** - Cllr Hopkins reported that he has still yet to be invited to a meeting of the group. It was felt that the Council should be represented in the group as it is on the Westfield border and has an impact on residents of Westfield.

**26. CREATING COMMUNITY IDENTITY**

Cllr Hopkins had noted that there was a new road sign by the White Post roundabout that had no mention of Westfield. It would have been put in place by Mendip Council. Cllr Moss said he would speak to B&NES Highways.

**27 CHAIRMAN'S REPORT**

Cllr Fuller reported that he had been on site today to see the start of the work on the running track and fitness equipment installation at Westhill Recreation Ground. In all the work will take around 10-12 weeks. He thanked everyone for persevering with the online meetings.

**28. B&NES COUNCILLORS' REPORTS**

Cllr Moss reported that B&NES had held its first online meeting, which was the AGM, at which the new Chair, Cllr Andrew Furze was elected and the Vice Chair, Lisa O'Brien. A cabinet meeting was held with a report on the state of finances and services in B&NES. The loss of tourism revenue is a major issue.

Cllr Jackson reported that council officers are starting to return to their normal jobs. She stepped down as Chair of B&NES at the AGM and was complimented for being an ambassador for Westfield during her time as Chair.

To resolve that, under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information falling within those paragraphs indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended.

Minutes are draft until agreed at the next meeting.

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

**Westfield Parish Council**

**29. TO RECEIVE THE CONFIDENTIAL MINUTES OF THE F&P COMMITTEE  
20/5/20**

**Resolved:** That the confidential minutes of the F&P committee meeting on 20<sup>th</sup> May 2020 be noted.

**30. FESTIVE LIGHTS**

**Resolved:** To accept the recommendations from F&P for the festive lights display in Westfield with a 5 year contract. The vote was unanimous.

**31. IT SUPPORT QUOTES**

**Resolved:** To give notice to Apollo and move IT support to Data Concept.

The meeting closed at 7:42pm

Minutes are draft until agreed at the next meeting.

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