

WESTFIELD PARISH COUNCIL

Minutes of the Meeting of the Council held online on Zoom on
Tuesday 4th May commencing at 7.10pm

Present: Chair: Cllr G Fuller

Cllrs: J Honess, R Hopkins, E Jackson, L Mansell, S Pritchard,
B Wallbridge and P Williams

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

Absent: Cllrs: D Cooper, R Moss and P Wilkinson

1. ELECTION OF CHAIR

Cllr Fuller was nominated by Cllr Hopkins and seconded by Cllr Wallbridge.

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.

Due to the meeting being held online declarations of office could not be signed at the meeting.

Resolved: to accept the declarations of acceptance of office from all Councillors before the next Parish Council meeting on 7th June.

3. ELECTION OF VICE CHAIR

Cllr Wallbridge was nominated by Cllr Mansell and seconded by Cllr Williams.

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

4. CO-OPTION TO THE PARISH COUNCIL

Stephen Pritchard introduced himself to Council as a candidate for the role of Councillor.

Resolved: To accept Mr Pritchard's application. The vote was unanimous.

Cllr Fuller welcomed Cllr Pritchard to the Council.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

5. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

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

6. DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllr Jackson declared an interest in item 22 – Draft Nomination form for an asset of community value – as Secretary of the Trinity Methodist Church Council.

7. MINUTES OF THE PARISH COUNCIL MEETING – 6th April 2021

Resolved: the minutes of 6th April 2021 were agreed and signed as a correct record.

8. COMMITTEE AND WORKING GROUP REPORTS

(a) Environment and Development Committee – 12th April 2021

Resolved: That the Minutes of the Environment and Development meeting held on 12th April 2021 be noted.

(b) Finance and Personnel Committee – 21st April 2021

Resolved: That the Minutes of the Finance and Personnel meeting held on 21st April 2021 be noted.

(c) Climate Emergency Working Group – 7th April 2021

Resolved: that the minutes of the Climate Emergency Working Group meeting held on 7th April 2021 be noted

(d) Waterside Valley Working Group.

A verbal update was given from the Waterside Valley Working Group to advise that a response is still awaited from the vendor's solicitor but that things were moving along well.

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

There were no items over £5,000 to consider.

10. 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
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Signed Dated

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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:

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

12. APPOINTMENT OF ANY NEW COMMITTEES

Resolved: That no new committees would be formed.

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 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.

15. 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 Lesley Mansell
Somer Valley Forum	Cllr Bryan Wallbridge and Cllr Ron Hopkins
The Big Local	Cllr Bryan Wallbridge
Chamber of Commerce	Cllr Diana Cooper
BANES Flood Rep	Cllr Ron Hopkins
Healthwatch BaNES	Cllr Bryan Wallbridge
Parish Liaison	Cllr Ron Hopkins and Cllr James Honess

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

Resolved: That the Fixed Asset list be agreed.

17. 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 20th January 2021 by the Finance and Personnel Committee be noted.

18. 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 £781.31 for ALCA/NALC, £287 for SLCC and £113 for AAT

19. ANNUAL REVIEW OF POLICIES AND PROCEDURES

The following policies and procedures were reviewed:

19.1 REVIEW OF THE COMPLAINTS PROCEDURE

Resolved: That the Complaints Procedure be agreed.

19.2 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.

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

Resolved: That the Press/Media Policy be agreed.

19.4. REVIEW OF THE PENSIONS DISCRETION POLICY

Resolved: That the Pensions Discretions Policy be agreed.

19.5 REVIEW OF THE TREASURY MANAGEMENT POLICY

Resolved: That the Treasury Management Policy be agreed.

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19.6. ANNUAL REVIEW OF THE EFFECTIVENESS OF THE INTERNAL CONTROL ENVIRONMENT

Resolved: That the Effectiveness of the Internal Control Environment as recommended by the Finance and Personnel committee on 18th March 2021 be agreed

19.7 REVIEW OF THE CHILD PROTECTION POLICY AND LOST CHILDREN AND VULNERABLE ADULTS POLICY

Resolved: That the Child Protection Policy and the Lost Children and Vulnerable Adults Policy be agreed.

19.8 REVIEW OF THE EQUALITIES AND DIVERSITY POLICY –

Cllr Mansell asked if the updates in the Equality Policy have been incorporated into the Equalities and Diversity Policy.

Resolved: That the Equalities and Diversity Policy be accepted as recommended by Finance and Personnel Committee 22nd April 2021 once it has been checked for the updates.

19.9 REVIEW OF DATA PROTECTION POLICIES

Resolved: That the Data Protection Policies be agreed as recommended by Finance and Personnel Committee 22nd April 2021.

19.10 TRAINING POLICY AND STATEMENT OF INTENT

Resolved: That the Training Policy and Statement of Intent be agreed.

19.11 SOCIAL MEDIA POLICY

Resolved: That the Social Media Policy be agreed.

19.12 CCTV POLICY

Resolved: That the CCTV Policy be agreed.

19.13 ANTI-FRAUD AND CORRUPTION AND CONFIDENTIAL REPORTING POLICY AND PROCEDURES

Resolved: That the Anti-Fraud and Corruption and Confidential Reporting Policy and Procedures be agreed.

19.14 GRIEVANCE AND DISCIPLINARY PROCEDURES

Resolved: That the Grievance and Disciplinary Procedures be agreed.

19.15 REVIEW OF THE ANNUAL GRANT AWARDING POLICY

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Resolved: That the Annual Grant Awarding Policy be agree with amendments from the Finance and Personnel Committee.

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

Resolved: That the Calendar of Meetings 2021 be agreed.

21. 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

Cllr Jackson joined the meeting at 7:51pm

22. DRAFT NOMINATION FORM FOR AN ASSET OF COMMUNITY VALUE

Councillors agreed the form to apply for the Trinity Methodist Church to be an asset of Community Value.

Resolved: Clerk to forward the form to B&NES.

23. OUTSIDE BODIES REPORTS

There were no Outside Bodies reports

24. CREATING COMMUNITY IDENTITY

Cllr Jackson congratulated the Clerk on her work on the purchase of the Waterside Valley and said that, judging by the number of responses, it is definitely an aid to creating community identity.

25. CHAIRMAN'S REPORT

Cllr Fuller thanked Councillors for electing him Chair again for 2021-22. He thanked the office staff for their work and said it was great that Councillors and staff could pull together in difficult times and keep the Council moving on. He advised that a representative from Curo would be coming to Westfield to view the properties that have been picked out as in some disrepair.

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He was looking forward to the Waterside Valley project and felt that the purchase of the land would work towards creating the community identity of Westfield residents.

26. BATH AND NORTH EAST SOMERSET COUNCILLOR'S REPORT

Cllr Jackson said that Westfield Parish Council had been a joy to work with and gave details of the new B&NES Committees.

27. CONFIRMATION OF ARRANGEMENTS FOR MEETINGS FROM 6TH MAY ONWARDS

It had been agreed that, in the event of Government not changing the legislation on holding of meetings online, Council meetings would still take place as consultations online and that a quorum of Councillors would meet outside the following morning to ratify any decisions.

Resolved: Meetings in May and June to be held online. To be reviewed in the Parish Council meeting on 5th July.

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.

28. CONFIDENTIAL MINUTES OF THE FINANCE AND PERSONNEL COMMITTEE MEETING ON 22ND APRIL 2021.

Resolved: That the confidential minutes of the Finance and Personnel committee meeting on 22nd April 2021 be noted.

The meeting closed at 8.15pm.

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