

WESTFIELD PARISH COUNCIL

Minutes of the Meeting of the Council held at the Oval Homes car park,
Cobblers Way, Westfield on Tuesday 8th June 2021 at 9:50am

A consultation meeting was held on Zoom on Monday 7th June at 7pm with
Cllrs Fuller, Cooper, Honess, Hopkins, Jackson, Pritchard, Wallbridge,
Williams and Wilkinson in attendance.

Present: Chair: Cllr G Fuller;

Cllrs D Cooper, R Hopkins and E Jackson

Absent: Cllrs J Honess, L Mansell, R Moss, S Pritchard, B Wallbridge,
P Williams and P Wilkinson

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

29. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs J Honess, L Mansell, R Moss, S Pritchard,
B Wallbridge, P Williams and P Wilkinson

30. DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllr Jackson declared an interest in item 18 – Chairman’s Report – where
discussion was held regarding the planning application to convert the building
the Parish Council’s office is into residential units. Cllr Jackson is on the
B&NES Planning Committee.

31. MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL – 4th May 2021

Resolved: The minutes of the Annual Parish Council meeting on 4th May
2021 were agreed as a correct record and would be signed.

32. MINUTES OF THE ANNUAL PARISH MEETING – 4th May 2021

Resolved: That the minutes of the Annual Parish meeting held online on
Monday 4th May be noted.

33. COMMITTEE REPORTS

(a) Environment and Development Committee – 11th May 2021

Resolved: That the minutes of the Environment and Development
Minutes are draft until agreed at the next meeting.

Signed Dated

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Committee meeting held on 11th May be noted.

(b) Finance and Personnel Committee – 20th May 2021

Resolved: That the minutes of the Finance and Personnel Committee meeting held on 20th May be noted.

(c) Climate Change Emergency Working Group

There had been no meeting of the Working Group.

(d) Waterside Valley Working Group

The report from the solicitor had been sent to the Working Group members.

Resolved: (1) to continue with the purchase of the Waterside Valley land with any documentation regarding the sale to be signed by the Chair and Vice Chair of the Council

(2) the working group will consider any minor items via Zoom meeting /email correspondence.

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

There were no items over £5,000 for consideration.

35. TO NOTE THE INTERNAL AUDIT REPORT 2020/21

Resolved: To note the internal audit report 2020/21

36. TO AGREE THE ANNUAL GOVERNANCE STATEMENT 2020/21

Resolved: to agree the annual governance statement 2020/21

37. a. TO CONSIDER THE ACCOUNTING STATEMENTS 2020/21 BY THE PARISH COUNCIL AS A WHOLE, AS RECOMMENDED BY THE F&P COMMITTEE

The Accounting statements 2020-21, as recommended by the F&P committee were considered. Thanks were offered to the Finance Officer for her work in preparing the statements.

b. TO APPROVE THE ACCOUNTING STATEMENTS BY RESOLUTION

Resolved: to approve the accounting statements 2020-21

Minutes are draft until agreed at the next meeting.

Signed Dated

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

Resolved: The Chair to sign the accounting statements 2020-21

38. TO NOTE THE DATES FOR THE PROVISION OF PUBLIC RIGHTS TO INSPECT THE ACCOUNTS

The dates of 14th June to 23rd July for the provision of public rights to inspect the accounts was noted.

39. ANNUAL REVIEW OF THE CODE OF CORPORATE GOVERNANCE

Resolved: to agree the Code of Corporate Governance

40. EQUALITY AND DIVERSITY POLICY

Resolved: (1) In the absence of Cllr Mansell, who had requested that this should be discussed, to move this to the next agenda.
(2) to obtain advice from ALCA regarding the wording of the policy in respect of 'Protected Characteristics'.

41. COMMUNITY ENGAGEMENT POLICY AND ACTION PLAN, AS RECOMMENDED BY E&D

Resolved: to agree the Community Engagement Policy and Action Plan as recommended by E&D.

42. LETTER FROM WILL GODFREY, CHIEF EXECUTIVE B&NES

The response from Will Godfrey was noted.

Resolved: to reply to Will Godfrey asking that further measures be taken to address the issue as his earlier response was deemed unsatisfactory.

43. FEEDBACK ON A MEETING ON 28TH MAY WITH TRUSTEES OF WESTHILL CLUB

Cllrs Fuller, Wallbridge and Wilkinson were at the meeting with the Trustees and gave a report. The Trustees had asked that Westfield Parish Council

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leases the area that now contains the skittle alley and invests in the changing facilities. Westhill Club wished to develop an outside seating area, providing refreshments for users of the recreation ground.

Resolved: The Chairman to write to the Trustees advising that the suggestion was well received however Parish Council is only be in a position to invest funds in the club building if there is agreement on the ownership of the land.

44. OUTSIDE BODIES REPORTS

Mardons – Cllr Cooper reported that Mardons Committee meetings will be resuming from next week.

45. CREATING COMMUNITY IDENTITY

There were no items to discuss.

46.. CHAIRMAN'S REPORT

Cllr Fuller reported that the owners of the office building that contains Westfield Parish Council's office are again applying for permission to develop it into residential accommodation.

Resolved: to investigate options for office accommodation.

47. B&NES COUNCILLORS' REPORTS

Cllr Jackson reported:

- The WECA Mayor is settling in and hopes are that he will visit Westfield
- New cabinet members at B&NES are also settling in with some decisions being rescinded from the last administration.
- Dog walking paddocks in B&NES are becoming popular and going to planning.
- Senior officers are leaving B&NES, while there are several new junior planning officers
- She was about to restart her weekly surgeries, alternating between the Trinity Methodist churches in Westfield and Radstock.
- The Curo Liaison committee is to meet on Friday.

48. RETURN TO FACE-TO-FACE MEETINGS WITH EFFECT FROM 5TH JULY RISK ASSESSMENT

The Parish Council received the Clerk's Risk Assessment dated 5/5/21 in respect of a return to face-to-face meetings.

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Agreed: (1) that the risk assessment be amended to remove the suggested return to face-to-face meetings in July to a larger venue such as St Peters Church Hall, where social distancing can take place;

(2) instead, consultation meetings would continue on Zoom through July, with a quorum of Councillors meeting face-to-face the following day to agree the decisions;

(3) that a return to face-to-face meetings takes place in September at the Oval Office boardroom, providing government guidance allows. The laptop will be set up so that face-to-face meetings in the boardroom will make provision for the public to attend via Zoom if they wish. However, legislation is clear that Councillors should attend face-to-face if they wish to attend in the capacity of councillor;

(4) with the above amendments the risk assessment was agreed.

The meeting closed at 10:05am

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Signed Dated