

## WESTFIELD PARISH COUNCIL

Minutes of the Annual meeting of the Parish Council held at the Oval Office  
Monday 15<sup>th</sup> May 2023 commencing at 7.00pm

**Present:** Chair: Cllr G Fuller, Chairing the meeting in the absence of Cllr Wilkinson

Cllrs: D Cooper, J Honess, R Hopkins, E Jackson, P Millard and P Williams

**Attending:** Lesley Close, Clerk; Tracey Stephens, Deputy Clerk

**Absent:** Cllr P Wilkinson and R Moss

**1. To receive the declarations of acceptance of office from all Councillors or, if not then received, to resolve when this should be done.**

The declarations of acceptance of office were received from all Councillors present.

**Resolved:** to receive the declarations of acceptance of office from Cllrs Wilkinson and Moss on or before the next meeting.

**2. Election of Chair**

Cllr Wilkinson had indicated prior to the meeting that he would be happy to be nominated as Chair. He was nominated by Cllr Jackson and seconded by Cllr Williams.

**Resolved:** By unanimous vote that Cllr Wilkinson be elected as Chair of Westfield Parish Council.

Councillors wanted to offer thanks and gratitude to Cllr Fuller for his time in office as Chairman over the years.

**3. To receive the declarations of acceptance of office of the Chair of the Council**

**Resolved:** As Cllr Wilkinson had offered apologies for this meeting, to receive his acceptance of office on or before the next meeting

**4. Election of Vice Chair**

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

Minutes are draft until agreed at the next meeting.

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

**Westfield Parish Council**

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

**5. Apologies for absence and to consider the reasons given**

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

**6. Co-option to the Parish Council**

There were no applications to consider for co-option to the Parish Council.

**7. Declarations of interest and dispensations**

There were no declarations of interest.

**8. Minutes of the Parish Council meeting – 3<sup>rd</sup> April 2023**

**Resolved:** the minutes of 3<sup>rd</sup> April 2023 were agreed and signed as a correct record.

**9. Committee and Working Group reports**

**(a) Environment and Development Committee – 11<sup>th</sup> April 2023**

**Resolved:** That the Minutes of the Environment and Development meeting held on 11<sup>th</sup> April 2023 be noted.

**(b) Finance and Personnel Committee – 19<sup>th</sup> April 2023**

**Resolved:** That the Minutes of the Finance and Personnel meeting held on 19<sup>th</sup> April 2023 be noted.

**10. Approval of any items over £5000 and consideration of any virement**

**Resolved:** to accept the virement of £1,200, which is the predicted overspend due to price increases by Lamps and Tubes, from Ear marked reserve 330 Community Fund to Christmas Lights 4223/202 (recommended by F&P 19/4/23)

**11. 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 .....

**Westfield Parish Council**

**12. Nominations to existing committees – Environment and Development Committee and Finance and Personnel**

**Resolved:** That the Finance and Personnel and the Environment and Development Committees be made up as follows:

<b>Finance and Personnel</b>	<b>Environment and Development</b>
Cllr Cooper	Cllr Cooper
Cllr Hopkins	Cllr Fuller (ex officio)
Cllr Moss	Cllr Hopkins
Cllr Williams	Cllr Honess
Cllr Wilkinson	Cllr Jackson
	Cllr Williams

Cllr Jackson advised that she needed to check the days of B&NES Planning meetings before committing to the Environment and Development committee.

**13. Appointment of any new committees**

**Resolved:** That no new committees would be formed.

**14. 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.

**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 in the amount of Office Rates £2013.33 and grass cutting of ownerless land £1,438.69.

**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 (Nominated 6/10/14)
Radstock Museum Society	Cllr Jackson (Nominated 15/05/2023)
Somer Valley Forum	Cllr Ron Hopkins (Nominated 6/2/17) and Cllr Paul Millard (Nominated 15/5/23)
The Big Local	No representative
Chamber of Commerce	Cllr Diana Cooper
BANES Flood Rep	Cllr Ron Hopkins (Nominated 1/6/15)
Healthwatch BaNES	No representative

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**Westfield Parish Council**

Parish Liaison	Cllr Ron Hopkins (Nominated 1/10/18) and Cllr James Honess (Nominated 13/5/19)
Future Priorities of Somer Valley	Cllr Hopkins advised that this is now part of the Somer Valley Forum
Police Advisory Group	No representative – this meeting falls on the first Monday of the month, so clashes with Parish Council.

Cllr Cooper advised that the Chamber of Commerce was no longer in operation, but that she would investigate any replacement organisation and advise Council.

**16.2. Request for a nominee to the Avon Pension Fund Committee**

There was no nomination for this position.

**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 18<sup>th</sup> January 2023 by the Finance and Personnel Committee be noted.

**19. Review of the Council and employees' membership of other bodies**

**Resolved:** That membership of ALCA/NALC, SLCC and ILCM be agreed, in the amount of £1019.15 for ALCA/NALC and £319 for SLCC

**20. Annual review of policies and procedures**

The following policies and procedures were reviewed:

**20.1 Complaints procedure**

**Resolved:** That the Complaints Procedure be agreed.

**20.2 Council's procedures for handling requests made under the Freedom of Information and Data Protection Act 1998**

**Resolved:** That the Data Protection and Information Security Policy and the Freedom of Information Publication scheme be agreed.

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

**Westfield Parish Council**

**20.3. Council's policy for liaising with the press/media**

**Resolved:** That the Press/Media Policy be agreed.

**20.4. Pensions Discretion Policy**

**Resolved:** That the Pensions Discretions Policy be agreed.

**20.5 Treasury Management Policy**

**Resolved:** That the Treasury Management Policy be agreed.

**20.6. Effectiveness of the Internal Control Environment**

**Resolved:** That the Effectiveness of the Internal Control Environment as recommended by the Finance and Personnel committee be agreed

**20.7 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.

**20.8 Equalities and Diversity Policy**

**Resolved:** That the Equalities and Diversity Policy be agreed

**20.9 Data Protection Policies**

**Resolved:** That the Data Protection Policies be agreed

**20.10 Training Policy and Statement of Intent**

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

**20.11 Social Medial Policy**

**Resolved:** That the Social Media Policy be agreed.

**20.12 CCTV Policy**

**Resolved:** That the CCTV Policy be agreed.

**20.13 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.

**20.14 Grievance and Disciplinary Procedures**

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

**Westfield Parish Council**

**Resolved:** That the Grievance and Disciplinary Procedures be agreed.

**20.15 Councillors' and Employees' expenses**

**Resolved:** that the Councillors' and Employees' expenses policies be agreed

**20.16 Annual Grant Awarding Policy**

**Resolved:** That the Annual Grant Awarding Policy be agreed.

**20.17 Retention of documents**

**Resolved:** that the retention of documents schedule be noted

**20.18 Health and Safety Policy**

**Resolved:** that the Health and Safety policy be agreed

**20.19 Trusts Policy**

**Resolved:** that the Trusts policy be agreed

**20.20 Code of Corporate Governance**

**Resolved:** that the Code of Corporate Governance be agreed.

**21. Setting of dates, times and place for ordinary meetings of the Council in the year ahead**

**Resolved:** That the Calendar of Meetings 2023 be agreed.

**22. 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

**23. To re-affirm the Parish Council's eligibility to exercise the General Power of Competence (Financial Regulation 1.13)**

**Resolved:** to confirm the Parish Council's eligibility to exercise the General Power of Competence.

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

**Westfield Parish Council**

**24. To confirm there are no conflicts of interest with individual councillors and External Auditors BDO LLP**

There were no conflicts of interest.

**25. Fixed Assets**

**Resolved:** to agree the Fixed Assets list.

**26. Signage to Westfield**

The response from B&NES to the complaint raised by the Parish Council about the lack of directional signs to Westfield was discussed.

**Resolved:** to raise the issue to a Level 2 complaint. The Clerk to compose a letter to B&NES to include a request for a face-to-face meeting.

**27. Waterside Valley – purchase of land reports**

**Resolved:** to continue with the purchase of the land at Waterside Valley

**28. Outside Bodies reports**

**Mardons** - Cllr Cooper advised that they were still waiting to hear about the application for the lower floor to be an asset of community value. There had been no appeal against the decision to not allow the Change of Use of the building.

**29. Creating Community Identity**

**Westfield in Bloom** – Cllr Jackson gave an update on proceedings for Westfield in Bloom, with the judging being on 5<sup>th</sup> July and asked Councillors to forward her any photographs they may have to strengthen the application to It's Your Neighbourhood.

**30. Chairman's report**

Cllr Fuller thanked the officers for arranging the Big Lunch, which had received very good feedback, and the Councillors that helped out with the event on the day. He had received thanks from Marion Harrington for her invitation to open the event.

He said that he had thoroughly enjoyed his time as Chair and wished all the best to Cllr Wilkinson in his term of office.

**31. Bath and North East Somerset Councillors' reports**

Cllr Jackson had emailed her report:

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

## Westfield Parish Council

- I am delighted to be back, and also to be working with you again. I am grateful for your support, but also it needs to be said, you are so committed and hard-working, and pick up so many matters before they even reach my inbox, it makes my job so much easier.
- Your vision for Westfield complements mine, and I hope we will be able to enhance the community greatly in the next four years, but unfortunately we do not yet know what posts we will have under the new administration.
- Robin is back as well, and with our increased numbers, we are now the official 'opposition'. Robin, as group Leader, has negotiated the takeover from the Conservative Party as we (Labour) are now the largest opposition group. Unfortunately, we have lost senior councillors with expertise in health and adult social care matters, and planning.
- The casework keeps coming. It is very wrong to me that Cllrs Liz Hardman and Grant Johnson have been cut out of the BANES IT system because the Paulton election is delayed until 22 June (the last possible date available. Why?) and they are reduced to the Paulton parish council system.
- The first Full Council is on 25 May. Mrs Harrington will present the no. 82 bus petition, supported by Liz Hardman who will speak, while I am going to occupy the 'urgent matters' slot for councillors at the end of the meeting with my long term strategy for saving the supported buses.

The meeting closed at 8:17pm

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