

## WESTFIELD PARISH COUNCIL

Minutes of the Annual meeting of the Parish Council held at the Oval Office  
Monday 7<sup>th</sup> May 2024 commencing at 7.00pm

- Present:** Chair: Cllr G Fuller, Chairing the meeting in the absence of Cllr Wilkinson  
Cllrs: D Cooper, J Cradock, R Hopkins, E Jackson, P Millard, R Moss and K Biggs
- Attending:** Tracey Stephens, Deputy Clerk and Caitlin Brown, Admin Assistant
- Absent:** Cllr P Wilkinson, J Honess and P Williams

### 1. Election of Chair

Cllr Wilkinson was nominated as Chair by Cllr Hopkins and seconded by Cllr Cooper.

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

### 2. 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 as Chair on or before the next meeting on 3<sup>rd</sup> June 2024.

### 3. Election of Vice Chair

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

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

### 4. Apologies for absence and to consider the reasons given

Apologies for absence were received and accepted from Cllrs Wilkinson, Honess and Williams.

Minutes are draft until agreed at the next meeting.

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

**Westfield Parish Council**

**5. Declarations of interest and dispensations**

There were no declarations of interest.

**6. To confirm and sign the minutes of the Parish Council meeting – 2<sup>nd</sup> April 2024 and to receive the Annual Parish meeting 27<sup>th</sup> March 2024**

- Resolved:** (1) the minutes of the meeting on 2<sup>nd</sup> April were agreed and signed as a correct record.  
(2) to amend the Annual Parish meeting minutes 27<sup>th</sup> March 2024 - Cllr Jackson pronoun to 'her'  
(3) to amend the Annual Parish meeting minutes 27<sup>th</sup> March 2024 - 'Sussex' to 'Somerset' in Cllr Jacksons report

**7. Committee and Working Group reports**

**(a) Environment and Development Committee – 8<sup>th</sup> April 2024**

**Resolved:** That the Minutes of the Environment and Development meeting held on 8<sup>th</sup> April 2024 be noted.

**(b) Finance and Personnel Committee – 17<sup>th</sup> April 2024**

**Resolved:** That the Minutes of the Finance and Personnel meeting held on 17<sup>th</sup> April 2024 be noted.

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

There were no items to consider

**9. 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

**10. 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 D Cooper	Cllr K Biggs
Cllr G Fuller (ex officio)	Cllr J Cradock
Cllr R Hopkins	Cllr D Cooper
Cllr R Moss	Cllr G Fuller (ex officio)
Cllr P Williams	Cllr R Hopkins
Cllr P Wilkinson (ex officio)	Cllr J Honess

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

**Westfield Parish Council**

	Cllr E Jackson
	Cllr P Williams
	Cllr P Wilkinson (ex officio)

**11. Appointment of any new committees**

**Resolved:**

- (1) That no new committees would be formed.
- (2) That a working party to assist with the office move would be considered when the move date has been confirmed

**12. 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.

**13. 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 £1898.07 and grass cutting of ownerless land £1,438.69 with the acceptance that the value of the rates will change when the officers are in new accommodation.

**14. 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 – however Cllr Hopkins would report back
Parish Liaison	Cllr Ron Hopkins (Nominated 1/10/18) and Cllr James Honess (Nominated 13/5/19)
Police Advisory Group	No representative – this meeting falls on the first Monday of the month, so clashes with Parish Council.

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

**Westfield Parish Council**

Westfield in Bloom	Cllr Paul Millard and Cllr Eleanor Jackson (Nominated 07/05/24)
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**15. Review of inventory of land and assets including buildings and office equipment**

**Resolved:** That the circulated Fixed Asset list be agreed pending the Clerk sharing the recommendations regarding including professional fees in the amount allocated to the second section of Waterside Valley purchased on 06/06/23.

**16. 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 17<sup>th</sup> January 2024 by the Finance and Personnel Committee be noted.

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

**Resolved:** That membership of ALCA/NALC, SLCC be agreed, in the amount of £1019.15 for ALCA/NALC and £321 for SLCC

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

The following policies and procedures were reviewed:

**18.1 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.

**18.2 Biodiversity Policy**

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

**18.3 Code of Corporate Governance**

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

**18.4 CCTV Policy**

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

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

**Westfield Parish Council**

**18.5 Complaints procedure**

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

**18.6 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.

**18.7 Effectiveness of the Internal Control Environment**

**Resolved:** That the Effectiveness of the Internal Control Environment Policy be agreed.

**18.8 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.

**18.9 Data Protection Policies – Information and Data Protection Policy; Privacy Notices, Removable Data Policy; Cyber Security and Data Breach Policy**

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

**18.10 Equalities Policy**

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

**18.11 Emergency Procedure**

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

**18.12 Grievance and Disciplinary Procedures**

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

**18.13 Councillors' and Employees' Expenses**

**Resolved:** That Councillors' and Employees' expenses be agreed.

**18.14 Health and Safety Policy**

**Resolved:** That the Health and Safety Policy be agreed.

**18.15 Grant Awarding Policy**

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

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**Westfield Parish Council**

**18.16 Pensions Discretion Policy**

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

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

**Resolved:** That the Council's policy for liaising with press/media be agreed.

**18.18 Retention of documents**

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

**18.19 Training Policy and Statement of Intent**

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

**18.20 Social Media Policy**

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

**18.21 Treasury Management Policy**

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

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

**Resolved:** That the Calendar of Meetings 2024 be agreed.

**20. 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 Robin Moss

**21. To confirm there are no conflicts of interest with individual councillors and External Auditors BDO LLP. To reconfirm Auditing Solutions Ltd as the Internal Auditor**

There were no conflicts of interest

**Resolved:** to reconfirm Auditing Solutions Ltd as Internal Auditor.

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

## Westfield Parish Council

### 22. Outside Bodies reports

**Radstock Museum** – Cllr Jackson reported the museum is going from strength to strength and is being well used. School participation has been built up. Local people are exhibiting their interests in the museum. The museum is looking for more volunteers.

### 23. Creating Community Identity

Cllr Hopkins reported that the review of the Neighbourhood Plan continues to be stalled as housing assessment information isn't available for the Parish of Westfield alone. Cllr Hopkins invited Councillors to suggest ways to express dissatisfaction that Westfield is not recognised in its own right.

#### Resolved:

(1) Cllr Moss will apply for the Chair or Vice Chair to make a statement to the BaNES Council, on behalf of the Parish Council, in the July meeting.

(2) Cllr Hopkins to meet with the Clerk to establish the issues that need to be highlighted.

### 24. Chairman's report

#### Cllr Wilkinson's written report:

I was linked, recently, with the ALCA Chairs' Group, something that may be expanded to Vice Chair and all Councillors. It gives the opportunity to ask questions and seek opinions from other local councils with similar issues. The meeting gave me the opportunity to raise the issue of trying to get B&NES to recognise Westfield as a Parish Council that exists – e.g. the possibility of signposting etc for Westfield. As this is a subject B&NES appears to have no interest in resolving whatsoever, I will continue to try and find some way to get an acceptable answer. But we, I think, are aware we will struggle to resolve it, due to what appears to be B&NES' total reluctance. I will keep you updated on any progress or information on this.

### 25. Bath and North East Somerset Councillors' reports

There were no reports from the BaNES Councillors due to holiday and the Pre-Election Period as a result of the Police and Crime Commissioner's election.

The meeting closed at 19:58

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