

WESTFIELD PARISH COUNCIL

Minutes of the Meeting of the Council held at the Oval Office,
St Peters Business Park, Westfield on
Tuesday 3rd May 2016 commencing at 7.00pm

Present: Chair: Cllr G Fuller

Cllrs: A Butcher, D Cooper, K Docherty, R Moss, R Hopkins,
E Jackson, B Wallbridge and P Wilkinson

Apologies: Cllr P Williams and Cllr A Seaman-Moss

Attending: Lesley Welch, Parish Clerk, Tracey Stephens, Admin Assistant

1. Election of Chair

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

Resolved: That Cllr Fuller be elected Chair of Westfield Parish Council

The Chairman thanked Cllr Moss for the work he had done over the last year.

2. Election of Vice Chair

Cllr Hopkins was nominated by Cllr Moss and seconded by Cllr Butcher

Resolved: That Cllr Hopkins be elected Vice Chair

3. Declarations of Acceptance of office of Chair and Councillors and, if not then received, to resolve when this should be done

Cllr Fuller signed the declaration of acceptance of office of Chair.

4. Apologies for Absence

Apologies for absence were received from Cllr Pat Williams who was unwell and Cllr Seaman-Moss who had other commitments.

5. Declarations of Interest and Dispensations

Cllr Jackson declared an interest in item 8 Approval of an items over £5,000, as she had put a bid in to the Big Local for Radstock in Bloom.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

6. Minutes of the Parish Council Meeting – Monday 4th April 2016

Resolved: That the minutes of the Parish Council Meeting held on 4th April 2016 be agreed and signed as a correct record.

7. Committee Reports

(a) Environment and Development Committee – 11th April 2016

It was noted that work needs to start now to find contractors for Flowers in public places in 2017

Resolved: That the Minutes of the Environment and Development meeting, held on 11th April 2016 be noted.

(b) Finance and Personnel Committee – 20th April 2016

Resolved: That the Minutes of the Finance and Personnel meeting, held on 20th April 2016 be noted.

8. Approval of items over £5,000 and consideration of any virement

Further clarity was required regarding the payment of £26,470 of Big Local funding.

Resolved: Authority was delegated to Cllrs Moss, Fuller and Hopkins to arrange payment.

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 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 Butcher
Cllr Docherty	Cllr Cooper
Cllr Fuller (ex officio)	Cllr Docherty
Cllr Hopkins (ex officio)	Cllr Fuller
Cllr Moss	Cllr Hopkins

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Cllr Seaman-Moss	Cllr Moss
Cllr Williams	Cllr Jackson
Cllr Wilkinson	Cllr Wallbridge

11. Appointment of any new Committees

Resolved: that no new committees were needed.

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.

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.

14. Review of representation on or work with external bodies and arrangements for reporting back

ALCA/NALC	Chair of the Council
Development Agency Group	Cllr Andrew Butcher, Cllr Ron Hopkins
Mardons Community Interest Organisation	Cllr Diana Cooper.
Radstock Museum Society	Cllr Eleanor Jackson who is a Trustee in her own right to give feedback to the Parish Council.
Somer Valley Forum	Cllr Bryan Wallbridge
SWAN	Cllr Eleanor Jackson, Cllr Pat Williams
The Big Local	Cllr Robin Moss, Cllr Ron Hopkins
Chamber of Commerce	Cllr Diana Cooper
BANES Flood Rep	Cllr Ron Hopkins
Joint Access Local Forum	Cllr Andrew Butcher
Midsomer Norton Railway	Cllr Ron Hopkins
JSP Working Group	Cllr Ron Hopkins

15. Review of inventory of land and assets including buildings and office equipment

Resolved: That the Fixed Asset list be agreed.

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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 20th January 2016 by the Finance and Personnel Committee be noted.

17. 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 £653.56 for ALCA/NALC and £242 for SLCC and ILCM.

18. Review of Complaints Procedure

Resolved: That the Complaints Procedure be agreed.

19. 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.

20. Review of the Council's policy for dealing with the press/media

Resolved: That the Press/Media Policy be agreed.

21. Review of the Pensions Discretions Policy

Resolved: That the Pensions Discretions Policy be agreed.

22. Review of the Child Protection Policy

Resolved: That the Child Protection Policy be agreed with the following wording added: If the issue is against the Parish Clerk or Chair of the Council, the issue should be reported to Bath and North East Somerset Council's legal department.

23. Review of the Equalities and Diversity Policy

Resolved: That the Equalities and Diversity Policy recommended by the Finance and Personnel Committee be adopted.

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

Resolved: That the Calendar of Meetings 2016 and 2017 be agreed.

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25. 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

26. Annual Review of the Effectiveness of the Internal Control Environment

Resolved: That the Annual Review of the effectiveness of the Internal control environment, as recommended by the Finance and Personnel Committee be agreed.

27. Annual Review of the Code of Corporate Governance

Resolved: That the Code of Corporate Governance, as recommended by the Finance and Personnel committee be agreed

28. Anti Fraud and Corruption Policy

Resolved: That the Anti Fraud and Corruption policy, as recommended by the Finance and Personnel Committee, be adopted.

29. Confidential Reporting Policy

Resolved: That the Confidential Reporting Policy be agreed with the changes made by the Finance and Personnel Committee.

30. Councillor and Employee Expenses Policy and Procedure

Resolved: That the Councillor and Employee Expenses Policy and Procedure be agreed.

31. Review of the Grant Awarding Policy

Resolved: That the Grant Awarding Policy be agreed

32. Outside Bodies Reports

Mardons - Mardons is in contact with the Finance Director at Linden Homes with a view to actioning the items still outstanding with the building. At the

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next meeting of Mardons, Cllr Cooper will raise the issue of parking on the Janes estate, as brought up in the Annual Parish Meeting.

Radstock Museum -- It was advised that the museum is having difficulties attracting volunteers. There is a lottery bid to fund work on the clock. In October 2017 there will be an exhibition on the history of Westfield.

33. Creating Community Identity

Resolved: (1) Cllrs Moss and Jackson to contact Highways at BaNES to ask if there is a possibility of having road signs that indicate Westfield.

(2) Chairman to contact BaNES to ask them to mention Westfield where appropriate

(3) To make this a rolling agenda item for Council meetings

34. Chairman's report

Cllr Fuller thanked Cllr Moss for his year as Chairman. He said he will have great joy in representing Westfield again and he will do his best to keep promoting Westfield.

35. Bath and North East Somerset Councillors' report

Cllr Moss reported that most of the questions in last week's Annual Parish meeting revolved around parking and traffic in Westfield. He will ask at Cabinet if a traffic warden could be appointed to work in Westfield permanently. He will also raise the issue of fly tipping in Westfield. There is to be a meeting with Mendip Planning authority next week regarding the application around the White Post and with the Police tomorrow to discuss anti-social behaviour.

Cllr Jackson reported that she has suggested that any Mendip planning applications that have an impact on Westfield should be sent to the Environment and Development Committee for comment. She has asked for clarification on what happens with the space created by the care home being moved to Silver Street.

It was resolved 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.

The meeting closed at 8:20pm.

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