

WESTFIELD PARISH COUNCIL

Minutes of the Meeting of the Council held at the Boardroom, The Oval Office,
Cobblers Way, Westfield on
Monday 1st April 2019 commencing at 7.00pm

- Present:** Chair: Cllr G Fuller
Cllrs: D Cooper, J Honess, R Hopkins (Vice Chair), E Jackson,
L Mansell, B Wallbridge, P Williams and P Wilkinson
- Attending:** Tracey Stephens, Admin Assistant;
- Absent:** Cllrs: A Butcher, K Docherty

181. APOLOGIES FOR ABSENCE

There were no apologies for absence.

182. DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllr Wilkinson declared an interest in item **12 Community Identity**
b. Westfield Warbler as the person doing the delivery in May is his brother

183. MINUTES OF THE PARISH COUNCIL MEETING – 4th March 2019

Resolved: The minutes of 4th March 2019 were agreed and signed as a correct record.

184. COMMITTEE REPORTS

(a) Environment and Development Committee – 11th March 2019

Resolved: That the minutes of the Environment and Development meeting held on 11th March be noted.

(b) Finance and Personnel Committee – 20th March 2019

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

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

Review of policies agreed by F&P:

Resolved: to accept the recommendation of Finance and Personnel committee to approve the following policies:

**TREASURY MANAGEMENT POLICY
EXPENSES POLICY
CODE OF CORPORATE GOVERNANCE
ANNUAL REVIEW OF THE EFFECTIVENESS OF THE
INTERNAL CONTROL ENVIRONMENT
ANTI-FRAUD POLICY
CONFIDENTIAL REPORTING POLICY**

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

Resolved: to approve expenditure as follows:

- Installation of new hanging basket trees at Elm Tree Avenue shops - £5,019 + VAT
- Play Fort at Westhill play area - £15,911 + VAT
- Flowers contract 2019 – 2020 - £5,097 (no VAT)
- Big Local return of funds, final amount - £6,757.10

186. WESTFIELD'S GREEN AND OPEN SPACES WORKING GROUP

It was noted that Sarah Heathcote of BaNES is coming along to talk to the working group on 8th April regarding the Naturally Active Somer Valley project and that the next working meeting of the group is on 29th April.

187. ANNUAL PARISH MEETING

The minutes of the Annual Parish meeting, held on 12th March, were noted

188. LARCH COURT ALLOTMENT

It was noted that the transfer of land is now complete and work has started on the development of the land for allotments

189. GDPR: EMAILS AND FILE STORAGE

It was noted that work is underway with the IT provider to set up the Google Drive. Councillors agreed that the way forward was for Councillors to have limited access to one account which will be under the control of the Clerk and not one account each for Councillors.

Resolved: to reiterate the requirement to Apollo.

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190. AMENITY LAND AT RUSKIN ROAD

Cllr Jackson advised that there has not yet been a suitable opportunity to discuss this issue with BaNES and that she is now unable to do so due to purdah. She had drawn Cllr Shelford's, Cabinet member for Environment and Transport, attention to it when he visited recently.

Resolved: to bring back to Council after the election.

191. FEASIBILITY STUDY FOR A STAND ALONE PAVILION AT WESTHILL RECREATION GROUND

Andrew Barnes had been unable to attend a meeting with Councillors prior to this meeting. It was recommended that Council should approach BaNES planning department to assess the likelihood of planning being permitted before doing a feasibility study on the building itself.

Resolved: (1) to contact BaNES to establish whether the application would benefit from pre-application advice before taking the feasibility study further.
(2) to add to the next agenda

192. CREATING COMMUNITY IDENTITY

a. HAYDON BATCH

Cllr Fuller reported on a meeting with Radstock Town Council, who have purchased land at the batch, regarding their request to put a dog mess bin and a gate on land which is in the parish of Westfield.

Resolved: to advise Radstock Town Council that Westfield Parish Council has no objections to putting a dog mess bin and a gate on the land

b. WESTFIELD WARBLER

It was noted that Ignyte will no longer be delivering the Warbler, and that Mr Bob Wilkinson has agreed to deliver the May issue. The Chair thanked Mr Wilkinson.

The Clerk is currently looking for person(s) to take on the delivery from August.

c. POSTAL ADDRESSES IN WESTFIELD

The result of the consultation was noted, along with a letter from Royal Mail outlining the main reasons that objectors to the project gave.

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These objections fell mainly into three categories:

- a. The address has always been Midsomer Norton or Radstock and consultees do not want an address change
- b. Consultees saw the cost and inconvenience of informing contacts and updating stationery, signage and livery etc.
- c. It was felt that any change will lead to confusion for people trying to locate the area.

Councillors considered the objections, which related to 7.26% of those contacted. The threshold for the Post Office to uphold objections is 20%.

Resolved: to contact the Post Office and ask to go ahead with the locality change for addresses in Westfield.

193. OUTSIDE BODIES REPORT

Mardons – Cllr Cooper reported that Mardons were pleased to have had a meeting with an enforcement officer from BaNES and were waiting for his report.

194. CHAIRMAN'S REPORT

Cllr Fuller noted that this was the last meeting of the current Council, before the election in May. He thanked all Councillors for their work over the time they had been in office, and thanked the office staff for their support. Cllr Mansell advised that she would not be standing for election in Westfield, but thanked all Councillors for their support, saying the Council had been a pleasure to work with.

195. BaNES COUNCILLORS' REPORTS

Cllr Jackson gave apologies from Cllr Moss, who had been hoping to attend this evening. She praised the Council for everything that had been achieved, with special regard to the Neighbourhood Plan and said that it had been a delight to work with Westfield Parish Council. The Chair thanked Cllr Jackson for all her work as BaNES Councillor.

196. ITEMS FOR THE NEXT AGENDA

- Feasibility study for a stand-alone pavilion at Westhill Recreation Ground
- Amenity land at Ruskin Road

The meeting closed at 7:40 pm.

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Signed Dated