

## WESTFIELD PARISH COUNCIL

**Minutes of the Meeting of the Council  
held at the Boardroom, The Oval Office, Cobblers Way, Westfield  
on Monday 3<sup>rd</sup> September 2018 commencing at 7.00pm**

**Present:** Chair: Cllr G Fuller

Cllrs: D Cooper, J Honess, R Hopkins, E Jackson, L Mansell, B Wallbridge, P Williams and P Wilkinson

**Attending:** Emily Merko, Finance Officer  
1 member of the public

**Absent:** Cllrs: A Butcher and K Docherty

### **Comments from the public:**

A trustee of Westhill Club expressed concern at the lack of response from Big Local to his request for details of how the Big Local funds were being spent. Cllr Hopkins advised that a request be sent to himself via the Parish Council and that he would ensure a response.

The Parish Council was advised that the club had almost completed the process of changing its name and identity to Westfield Community Benefit Society, an organisation which would no longer require membership.

Cllr Jackson arrived at 7.10pm

### **65. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

### **66. DECLARATIONS OF INTEREST AND DISPENSATIONS**

There were no declarations of interest.

### **67. MINUTES OF THE PARISH COUNCIL MEETING – 2<sup>nd</sup> July 2018**

**Resolved:** the minutes of 2<sup>nd</sup> July 2018 were agreed and signed as a correct record.

### **68. COMMITTEE REPORTS**

#### **(a) Environment and Development Committee**

Cllr Mansell asked for it to be noted that she had been at a Trade Union Conference and that her absence had been unavoidable. It was noted that although other zebra crossings along the A367 had been painted, the crossing near the entrance to the Trading

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

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Estate had not and that it was particularly dangerous. This would be followed up on Fix My Street.

**Resolved:** That the minutes of the Environment and Development meeting held on 9<sup>th</sup> July 2018 be noted.

**(b) Finance and Personnel Committee**

**Resolved:** That the minutes of the Finance and Personnel meeting held on 19<sup>th</sup> July 2018 be noted.

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

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

**70. WESTFIELD NEIGHBOURHOOD PLAN UPDATE**

Cllrs were pleased at the good coverage of the forth-coming referendum in the press and had had many enquiries from the public. The office was asked to find out the arrangements for the count. A concern was raised over the late arrival of postal voting forms.

**71. GRASS CUTTING WORKING GROUP UPDATE**

The various items of correspondence on this issue were noted; in particular, the legal advice that the Parish Council should not to take on responsibility for upkeep and maintenance of areas it did not own. The Parish Council was particularly concerned about double/triple taxation of residents which could occur should this issue affect the Parish precept. However, it was agreed that Parish Council would continue to work with the residents to come up with a solution.

Four possible courses of action were noted for further investigation with pros and cons of each being discussed:

- 1) That the Parish Council take on full responsibility for the land to include upkeep, maintenance and public liability;
- 2) That the Parish Council use its funds to pay B&NES to maintain the area but refrain from taking on responsibility;
- 3) That the Parish Council work with B&NES to secure s106 funds to grass-crete the larger green areas for resident parking and to encourage residents to maintain the smaller areas;
- 4) To encourage the residents to form Residents' Associations and take over the maintenance of the areas on a street by street basis.

**Resolved:** to convene a meeting of the Grass Cutting Working Group on Thursday 13<sup>th</sup> September at 6.30pm

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**72. ADOPTION OF AMENITY LAND BY B&NES**

Discussion of this continued on from the previous item and it was agreed that the issue would be given greater weight if it came from a joint Parish perspective instead of in the isolated issues in Westfield.

- Resolved:**
- a) that the Parish Council contact all the other Parishes in B&NES to open discussion about areas of un-adopted land in their Parishes with a view to taking the issue forwards in terms of publicity;
  - b) that Cllr Jackson ask for adoption of amenity land be added as an agenda item for the Somer Valley Area Forum;
  - c) that the Grass Cutting Working Group meet on Thursday 13<sup>th</sup> September, 6.30pm to discuss the way forward in light of responses from other Parishes;
  - d) that the issue be raised, jointly, at the next Somer Valley Area Forum meeting on Thursday 20<sup>th</sup> September.

**73. YOUTH PROVISION**

The Council noted an update from Sam Plummer which advised that the start of youth provision by the new entity could be delayed until January pending a decision by B&NES at their Cabinet meeting on 31<sup>st</sup> October on whether to accept the business case and therefore on whether to consent to the formation of a legal entity. It was agreed that continued youth provision for the residents of Westfield was essential.

**Resolved:** to await further information from Sam Plummer before any decision be made.

**74. DATA PROTECTION**

Further to the report circulated with the agenda, Cllr Wallbridge recommended Google's Business package at approximately £1110pa, which offered unlimited storage, as a storage solution for all the Parish Council's documents linked to the provision of email addresses for Councillors and employees. Document folders could be secured with varying levels of access.

**Resolved:** that the Clerk be authorised to investigate the transfer of Parish Council storage to Google Drive as well as the creation of Councillor email addresses through G-Suite Business package at a cost of up to £1110 per annum.

**75. ANNUAL REVIEW OF THE HEALTH AND SAFETY POLICY**

**Resolved:** That the policy be agreed.

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

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**76. GRIEVANCE AND DISCIPLINARY POLICIES**

**Resolved:** That the policies be agreed.

**77. CREATING COMMUNITY IDENTITY – COUNCILLORS’ SURGERIES**

Cllrs Cooper and Williams reported a productive surgery at Mardons’ Club. The main issues raised related to the new housing development at Cobblers Way and were being investigated.

**78. OUTSIDE BODIES REPORT**

**Radstock Museum** – the museum would be supporting an interactive show based during the 1<sup>st</sup> World War, produced a young local drama group. The performances would take place at the museum in the first week of November.

**79. AVON POLICE REQUEST FOR ASSISTANCE**

It was asked that further information be sought and reported to F&P for a decision.

**80. WAR MEMORIAL**

This would be moved to the next agenda.

**81. OFFICE SPACE ABOVE MARDONS**

Further to discussion of the issue raised by a member of the public, it was reported that Enforcement were planning to investigate this and other examples of incomplete office space in one case load. Cllr Jackson would keep the member of the public informed.

**82. CHAIRMAN’S REPORT**

Cllr Fuller had opened WAGS’ annual Open Day on Sunday 2<sup>nd</sup> September which was on the theme of digging for victory. The Open Day had been a big success with many members of WAGS dressed in period costume and an appearance by two fire engines both old and new.

Cllr Fuller would be leading a walk around Westfield as part of the Somer Valley Walking Festival on Saturday 15<sup>th</sup> September starting from Westfield shops/Methodist Church at 2pm.

**83. B&NES COUNCILLORS’ REPORT**

Cllr Jackson gave apologies from Cllr Moss.

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

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Cllrs continued to promote the Neighbourhood Plan Referendum at every opportunity and pointed out that Westfield was leading the way as the first non-rural village in B&NES to complete a Neighbourhood Plan.

On the issue of air pollution, it was reported that the NOX machine would re-locate from Keynsham to Westfield on the A367 in October.

Following the recent review of Ward boundaries, the Westfield boundary would remain the same and retain two Ward Councillors. Meanwhile a possible merger of Mendip DC into B&NES was being resisted by the Labour Group.

It had been noted that despite enforcement action at Wells Square, two walls that had been required to be reinstated have not yet been so.

It was agreed to exclude the press and public on the grounds that in view of the confidential nature of the business to be transacted, it was advisable in the public interest that the press and public be temporarily excluded.

The meeting closed at 9pm.

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