

## WESTFIELD PARISH COUNCIL

Minutes of the Meeting of the Council held at the Boardroom, The Oval Office,  
Cobblers Way, Westfield on  
Monday 5<sup>th</sup> November 2018 commencing at 7.00pm

**Present:** Chair: Cllr G Fuller

Cllrs: D Cooper, J Honess, R Hopkins (Vice Chair), E Jackson, L Mansell, B Wallbridge and P Williams

**Attending:** Lesley Close, Parish Clerk; Mr M Woodhouse (Neighbourhood Plan Working Group)

**Absent:** Cllrs: A Butcher, K Docherty and P Wilkinson

Mike Woodhouse highlighted the congestion charge to Bath. He asked the Parish Council to push for more employment outside Bath to save pollution and indicated the importance of encouraging employment in Westfield given the number of new houses. Cllr Hopkins referred to the Neighbourhood Plan which had been adopted on 31<sup>st</sup> October and has a lot of emphasis on employment and he thanked Mr Woodhouse for his work on the Working Group.

### 100. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Butcher and Wilkinson.

The Parish Council shared concerns about the repeated lack of apologies from absent Councillors.

### 101. DECLARATIONS OF INTEREST AND DISPENSATIONS

- Cllr Jackson declared an interest in item 6, Grants as a member of Trinity Methodist Church, a Radstock Museum Trustee and an acquaintance of Catherine Whybrow.
- Cllr Fuller declared an interest in item 6, Grants in relation to PEOPLE and WAGS.

### 102. MINUTES OF THE PARISH COUNCIL MEETING – 1<sup>st</sup> October 2018

**Resolved:** the minutes of 1<sup>st</sup> October 2018 were agreed and signed as a correct record.

### 103. COMMITTEE REPORTS

#### (a) Environment and Development Committee – 8<sup>th</sup> October 2018

Minutes are draft until agreed at the next meeting.

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

**Westfield Parish Council**

**Resolved:** That the Minutes of the Environment and Development meeting held on 8<sup>th</sup> October 2018 be noted.

**(b) Finance and Personnel Committee – 17<sup>th</sup> October 2018**

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

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

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

**105. GRANTS**

The recommendation of Finance and Personnel Committee was discussed.

**Resolved:** (1) that £729.75, this being the balance of grant funds potentially available at the start of the meeting, be awarded to Dial a Ride, with the advice that had they applied on time their application would have been considered in the light of the full funds available and not simply the balance of funds left after allocation and that in future their application should be much more specific about the needs of Westfield residents. This was proposed by Cllr Hopkins, seconded by Cllr Cooper and carried with 5 for, 1 against and 2 abstentions;  
(2) the recommendation of £990 to Somer Valley FM be not agreed as it was felt this was not viable to Westfield;  
(3) with the above amendments the recommendations of the Finance and Personnel Committee in the allocation of grants be agreed.

It was requested that the principle of funding going to an organisation rather than a personal bank account be looked at for inclusion in next year's grants criteria.

**106. S.106 FUNDING ON GREEN SPACES IN WESTFIELD**

The Parish Council discussed s.106 funds available for spending in Westfield. Cllr Jackson agreed to check the s.106 figures supplied by BANES.

**Resolved:** That a Working Group be set up consisting of Cllrs Fuller, Hopkins and Wallbridge (with Cllr Cooper as a second if Cllr Wallbridge is unavailable) and two members of the Neighbourhood Plan Working Group, with the remit of prioritising and taking forward the spending of the s.106 funds for

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green spaces. The Working Group to make recommendations to the Parish Council.

**107. ACTION PLAN**

There was a discussion on the aspiration for a community facility at Westhill Recreation Ground in the form of stand alone changing rooms.

**Resolved:** To agree in principle stand alone changing rooms at Westhill Recreation Ground and the setting up of a Working Group to further this aim. The Working Group to make recommendations to Parish Council.

**108. WESTFIELD NEIGHBOURHOOD PLAN**

The Neighbourhood Plan went to BANES Cabinet on 31st October, where it was recognised as the first urban Neighbourhood Plan of the area and a brilliant achievement for the Neighbourhood Plan Working Group chaired by Cllr Hopkins and reflecting the work of the Clerk and the office team.

**109. CHARLTON ROAD PHONE BOX**

The Parish Council took into consideration the lack of action from BANES in maintaining the derelict phone box and its worsening state. It was noted that BANES has no evidence suggesting that the cause of any damp in the adjacent house was caused by the phone box. The Clerk suggested that if the Council was minded to take responsibility for the Phone Box then the public have simply asked that it be made safe and clean. It might therefore simply be boarded as attractively as possible.

**Resolved:** That Cllr Hopkins contacts BANES for the cost of removing the phone box and reports back.

**110. VEHICULAR ACCESS ACROSS AMENITY LAND AT RUSKIN ROAD**

Advice from the BANES Traffic Management Team was noted and there was a discussion on options available to stop vehicular traffic across amenity land.

**Resolved:** (1) the Clerk to ask Cllr Moss if he would pursue this in BANES; (2) the Clerk to write to BANES asking for other options to be considered such as hedging around the amenity land.

**111. WESTFIELD PARISH COUNCIL EMAIL ADDRESSES AND ONLINE STORAGE OF DOCUMENTS FOR COUNCILLORS**

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

## Westfield Parish Council

The report of the Clerk was noted. There was a discussion on changing to a Google business account to give online storage and email addresses. Cllr Wallbridge offered to give a training session to all Councillors who required it once the system was up and running.

**Resolved:** That the Parish Council moves to a G-suite business package at a cost of £1,100 p.a with individual email addresses for all Westfield Parish Councillors. All Councillors to separate their personal emails from their Parish Council emails with the use of their new Westfield Parish Council email address and only store Parish Council files on Google Drive, with no downloading to their home computer/devices.

### 112. CREATING COMMUNITY IDENTITY

Cllrs Williams and Hopkins reported that no one had approached them at their Councillors surgery at Longfellows Café.

The Remembrance Service in Westfield is an opportunity to remember those in Westfield who gave their lives.

### 113. OUTSIDE BODIES REPORT

Radstock Museum – Cllr Jackson recommended the forthcoming play, At the Going Down of the Sun.

Parish Liaison Meeting – Cllr Hopkins reported on a helpful meeting in Keynsham.

Mardons – Cllr Cooper reported that Mardons had flooded again. There was a discussion on the sale of the offices above it for flats. Cllr Jackson to find out whether rates are being paid. Mardons do not want the premises used as a polling station.

### 114. CHAIRMAN'S REPORT

The Chairman thanked Cllr Hopkins for the large poppy which is to be staked by the time capsule/ Remembrance stone.

### 115. B&NES COUNCILLOR'S REPORT

Cllr Jackson reported on a meeting that day with local parishes and Youth Connect. Cabinet did not authorise the setting up of the staff mutual which means that plans are put back until April 2019 and another temporary Agreement to deliver youth services in this area will be put in place from January to April.

In addition, she reported that

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**Westfield Parish Council**

- The Renal Unit at the RUH is closing.
- Hospital transport is an issue with missed appointments.
- An update on the local plan is coming soon.

**116. DATE OF 2019 MEETINGS AND CHANGE OF DATE OF NOVEMBER 2018 ENVIRONMENT AND DEVELOPMENT COMMITTEE MEETING**

It was noted that the November E&D Meeting was scheduled for 13<sup>th</sup> November due to the carnival.

**Resolved:** To agree the 13<sup>th</sup> November for the next E&D meeting and to agree the 2019 meeting schedule with the exception of the Annual Parish Meeting which would be moved to w/c 11<sup>th</sup> March in order to avoid Purdah, the period of sensitivity about publicity before the elections.

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 is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.

**117. FLOWERS IN PUBLIC PLACES – TENDER OPENING**

One tender received from Rob Wicke: £3,065 to deliver the flower bed contract and £2,032 to deliver the hanging basket contract.

The meeting closed at 9:05pm.

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