

WESTFIELD PARISH COUNCIL

Minutes of the Meeting of the Council held at the Oval Office, Cobbler's Way,
Westfield on
Tuesday 8th May 2017 commencing at 7.00pm

Present: Chair: Cllr G Fuller
Cllrs: A Butcher, D Cooper, R Hopkins, E Jackson, L Mansell,
B Wallbridge and P Williams

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

Absent: Cllrs: K Docherty, P Wilkinson and J Honess

1. ELECTION OF CHAIR

Cllr Fuller was nominated by Cllr Wallbridge and seconded by Cllr Jackson

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

2. ELECTION OF VICE CHAIR

Cllr Hopkins was nominated by Cllr Wallbridge and seconded by Cllr Williams.

Resolved: That Cllr Hopkins be elected as Vice Chair of Westfield Parish Council

3. TO RECEIVE THE DECLARATIONS OF ACCEPTANCE OF OFFICE BY THE CHAIR OF THE COUNCIL AND COUNCILLORS, OR, IF NOT THEN RECEIVED, TO RESOLVE WHEN THIS SHOULD BE DONE.

The declaration of acceptance of office of Chair was signed by Cllr Fuller and received by the Council.

4. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

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

5. DECLARATIONS OF INTEREST AND DISPENSATIONS

- Cllr Hopkins declared an interest in item 14 – Review of work with external bodies as he has been approached by the Norton Radstock Regeneration Company to be included in the work of the Company.

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Signed Dated

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- Cllr Jackson declared an interest in item 14 – Review of work with external bodies as the secretary of Meadow View Residents, affected by the regeneration of Radstock.
- Cllr Williams declared an interest in item 29 – Larch Court allotments as her son lives at Larch Court.

6. MINUTES OF THE PARISH COUNCIL MEETING – 3rd April 2018

Resolved: the minutes of 3rd April 2018 were agreed and signed as a correct record.

7. COMMITTEE AND WORKING GROUP REPORTS

(a) Environment and Development Committee – 9th April 2018

A discussion was held about the phone box on Charlton Road. Cllr Hopkins has had no response from Dave Dixon at BaNES or the resident of 2 Fosseyway.

Resolved: That the Minutes of the Environment and Development meeting held on 9th April 2018 be noted.

(b) Finance and Personnel Committee – 18th April 2018

Resolved: That the Minutes of the Finance and Personnel meeting held on 18th April 2018 be noted.

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

There were no items over £5,000

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:

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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 Mansell	Cllr Hopkins
Cllr Williams	Cllr Honess
Cllr Wilkinson	Cllr Jackson
	Cllr Wallbridge
	Cllr Williams

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 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.

14. REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK

ALCA/NALC	Chair of the Council
Radstock and Westfield Development Agency Group	Cllr Ron Hopkins and Cllr Honess
Mardons Community Interest Organisation	Cllr Diana Cooper.
Radstock Museum Society	Cllr Lesley Mansell
Somer Valley Forum	Cllr Bryan Wallbridge and Cllr Ron Hopkins
The Big Local	Cllr Bryan Wallbridge
Chamber of Commerce	Cllr Diana Cooper
BANES Flood Rep	Cllr Ron Hopkins
JSP Working Group	Cllr Ron Hopkins
Healthwatch BaNES	Cllr Bryan Wallbridge

It was noted that there is no representation on the Norton Radstock Regeneration Company.

Resolved: to write to the Chair of the company to point out that Westfield as a neighbouring parish should be represented.

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15. REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT

Resolved: That the Fixed Asset list be agreed.

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 17th January 2018 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 £737.97 for ALCA/NALC, £165 for SLCC and £95 for AAT

18. REVIEW OF THE 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 DISCRETION POLICY

Resolved: That the Pensions Discretions Policy be agreed.

22. REVIEW OF THE CHILD PROTECTION POLICY

Resolved: That the Child Protection Policy be agreed

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23. REVIEW OF THE EQUALITIES AND DIVERSITY POLICY

Resolved: That the Equalities and Diversity Policy be agreed

24. TO ADOPT THE FOLLOWING DATA PROTECTION POLICIES

Resolved: To adopt the Data Protection policy as recommended by SLCC in light of the GDPR

25. SETTING OF DATES, TIMES AND PLACES FOR ORDINARY MEETINGS OF THE COUNCIL IN THE YEAR AHEAD

Resolved: That the Calendar of Meetings 2018 be agreed.

26. 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

27. TO NOTE THE INTERNAL AUDIT REPORT

The Internal Audit Report as circulated to the Finance and Personnel Committee 21/3/18 was noted

28. REVIEW OF THE GRANT AWARDING POLICY

Resolved: that the grant awarding policy be agreed

29. LARCH COURT ALLOTMENTS

There was a discussion on whether there is a high enough mandate to go ahead and put in allotments at Larch Court.

Resolved: Cllr Wallbridge proposed the Parish Council goes ahead and obtains the land from Persimmon Homes and s.106 funding from BANES for the purpose of allotments at Larch Court. And further to engage the residents in the process, reducing potential plots from 9 to 6. Cllr Jackson seconded the proposal. The motion was carried with 5 for, 2 against and 1 abstention.

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30. OUTSIDE BODIES REPORTS

Mardons: Cllr Cooper reported that Mardons are happy for Councillors to hold surgeries there.

Radstock Museum: The new display is to be on the history of RADCO with a book launch to celebrate its 150th anniversary.

31. CREATING COMMUNITY IDENTITY

COUNCILLORS' SURGERIES: Councillors were asked to let the Clerk know when they would be able to hold a surgery and where. Cllrs Cooper and Williams to hold a surgery at Mardons on Saturday 21st July

POST CODES IN WESTFIELD: it had been pointed out by a resident that addresses in Westfield are shown as being in Midsomer Norton or Radstock on the Royal Mail website.

Resolved: to write to the Head of Royal Mail to ask that addresses on their website contain Westfield in the line above Radstock, which is the postal town.

MAN ENGINE: arising from the letter sent to Bath College by Cllr Hopkins, the Principal of the College has asked that she meets with Westfield Parish Council to work together and set up a relationship between the Council and the College

Resolved: to write to the Principal, inviting her for a meeting with Councillors

32. CHAIRMAN'S REPORT

Cllr Fuller thanked Councillors for electing him Chair again for 2018-19. He also thanked the office staff for their hard work and he looks forward to making Westfield a bigger and better place than ever before.

33. BATH AND NORTH EAST SOMERSET COUNCILLOR'S REPORT

Cllr Jackson gave her apologies for not being at the Annual Parish Meeting in April, but she was away. She anticipated being made Vice Chair of BANES for the forthcoming year.

The meeting closed at 8.30pm.

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