

## WESTFIELD PARISH COUNCIL

Minutes of the Annual meeting of the Parish Council held at the Oval Office  
Monday 3<sup>rd</sup> June 2024 commencing at 7.00pm

**Present:** Chair: Cllr P Wilkinson  
Cllrs: K Biggs, D Cooper, G Fuller, R Hopkins and E Jackson  
**Attending:** Lesley Close, Parish Clerk and Tracey Stephens, Deputy Clerk  
**Absent:** Cllrs J Cradock, P Millard, R Moss and P Williams

**26. To receive the Declaration and Acceptance of office of Chair**

**Resolved:** the declaration and acceptance of office of Chair was received from Cllr Wilkinson.

**27. Resignation**

**Resolved:** to note the resignation of Cllr James Honess from the Parish Council.

**28. Apologies for absence and to consider the reasons given**

Apologies for absence were received and accepted from Cllrs Cradock, Millard, Moss and Williams.

**29. Declarations of interest and dispensations**

There were no declarations of interest.

**30. To confirm and sign the minutes of the Parish Council meeting – 7<sup>th</sup> May 2024**

**Resolved:** that the minutes of the meeting on 7<sup>th</sup> May were agreed and signed as a correct record.

**31. Committee and Working Group reports**

**(a) Environment and Development Committee – 13<sup>th</sup> May 2024**

**Resolved:** That the Minutes of the Environment and Development meeting held on 13<sup>th</sup> May 2024 be noted.

Minutes are draft until agreed at the next meeting.

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

**Westfield Parish Council**

**(b) Finance and Personnel Committee – 22<sup>nd</sup> May 2024**

**Resolved:** That the Minutes of the Finance and Personnel meeting held on 22<sup>nd</sup> May 2024 be noted.

**32. Approval of any items over £5000 and consideration of any virement**

There were no items to consider

**33. To receive the Internal Audit report**

**Resolved:** to accept the Internal Audit report, as recommended by the Finance and Personnel Committee.

**34. Annual Governance and Accountability Return 2023/24**

**Resolved:** to agree the assertions in the Annual Governance Statement as recommended by the Finance and Personnel Committee and the accompanying explanation.

**35. To agree the Accounting Statements 2023/24**

**Resolved:** to agree the accounting statements 2023/24 as recommended by the Finance and Personnel Committee.

**36. To agree the year end accounts 2023/24**

**Resolved:** to agree the year end accounts 2023/24 as recommended by the Finance and Personnel Committee.

**37. Bleed kits in Westfield**

Cllr Moss had requested suggestions for locations for bleed kits to be provided by B&NES.

**Resolved:** to suggest locations for bleed kits to be where the defibrillators are: Whitstones Fish and Chip shop, Norton Hill Recreation Ground, Elm Tree Avenue shops, Westhill Recreation Ground, Westfield surgery and the fire station.

**38. Outside Bodies reports**

**Mardons** – Cllr Cooper reported that the club is to be used as a polling station for the general election.

**Westfield in Bloom** – Cllr Jackson had held a stall in Radstock raising funds for Westfield in Bloom.

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

**Westfield Parish Council**

**Resolved:** to add to the Finance and Personnel agenda an item about the possibility of Westfield Parish Council putting funding for Westfield in Bloom in the budget for next year.

**39. Creating Community Identity**

- (1) Cllr Hopkins had been in touch with land charges department in B&NES and found that Westfield was missed off their alphabetical list of parishes in the authority. He will pursue this with B&NES.
- (2) Somer Valley Rediscovered has asked for volunteers to give local historic information about Waterside Valley. Cllr Fuller to assist. Cllr Jackson to talk to people she knows who might also contribute.

**40. Chairman's report**

- (1) Cllr Wilkinson said that everyone was welcome to the D-Day commemoration service at the Memorial stone on Thursday 6<sup>th</sup> June at 2pm.
- (2) On Friday he is visiting Westfield Primary School to liaise with staff and look at work the children have been doing.

**41. Bath and North East Somerset Councillors' reports**

Cllr Jackson advised that there was little to report due to the pre-election period. She is attending the Planning committee meeting on 5<sup>th</sup> June to discuss the application at Orchard Vale in Midsomer Norton, 24/00062/FUL. The Parish Council felt that its comments sent to B&NES were sufficient to highlight concerns about level of traffic in Westfield as a result of this development.

The meeting closed at 7:55pm

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