



# Winsham Parish Council

Minutes of the Ordinary Meeting of the Parish Council held at The Jubilee Hall on Wednesday 2<sup>nd</sup> August 2017 at 7:30pm

Present: Cllrs M Haggard, R Miller, J Stevens, D Wallbridge, N Eastick, T Harris and A Simkins  
In attendance: Mrs Teresa Pinder, Clerk to The Council; and 1 resident.

## **3332 TO RECEIVE APOLOGIES FOR ABSENCE AND APPROVE REASONS GIVEN** (LGA 1972 s85 (1))

Apologies were received from Cllr S Davie due to work commitments.  
The reason given was approved.

Cllr R White was absent without apology. If Cllr R White is absent for another 2 months he will be disqualified from being a councillor.

## **3333 DECLARATIONS OF INTEREST**

None received.

## **3334 TO APPROVE THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON THE 5<sup>TH</sup> JULY 2017** (LGA 1972 sch 12, para 41(1))

**Resolved:** The minutes of the Ordinary Council Meeting held on the 5<sup>th</sup> July 2017 were approved as a correct and accurate record and were signed by the Chairman.

Proposed: Cllr R Miller    Seconded: Cllr A Simkins    6-0-1

The Members agreed to move item 15 (Winsham Christmas Tree) up the Agenda.

## **3335 WINSHAM CHRISTMAS TREE** (sections 8(2) and 235(2) of the Localism Act 2011(1))

Proposal: To consider and approve a grant of £100 to a resident towards the cost of refreshments for the Winsham Christmas Tree event.

**Resolved:** The Members agreed to donate £100 to a resident towards the cost of refreshments for the Winsham Christmas Tree event.

Proposed: Cllr N Eastick    Seconded: Cllr M Haggard    7-0-0

## **3336 PLANNING MATTERS**

### a) Applications

#### **Application No: 17/02797/FUL**

Applicant: Mrs Sian Davis

Proposal: Erection of polytunnel

Location: Dairy Cottage, Leigh Farm, Leigh, Winsham, Chard, Somerset, TA20 4HT

**Resolved:** Recommend Approval

Proposed: Cllr T Harris    Seconded: Cllr N Eastick    7-0-0

#### **Application No: 17/02909/S73**

Applicant: Mr R Smith

Proposal: Application to vary conditions 02 (approved plans), 04 (visibility splays), 05 (access improvements), 07 (existing access), 11 (car parking) of 16/02061/FUL to amend vehicular access

Location: Farm building at Whatley Farm, Winsham, Somerset

**Resolved:** Recommend Approval

Proposed: Cllr J Stevens    Seconded: Cllr R Miller    7-0-0

### **Application 17/02052/FUL – Amended Plans/Additional Information**

Applicant: Mr Woodland

Proposal: The erection of a single storey rear extension, erection of covered BBQ area and retrospective application for relocation of children's play house and retention of sheds.

**The amendments are:** Proposed erection of covered BBQ area and retention of sheds.

Location: Woodlands View, Fore Street, Winsham, Chard, Somerset, TA20 4DY

**Resolved:** No Objection

Proposed: Cllr N Eastick    Seconded: Cllr D Wallbridge    6-0-1

- b) Planning determinations received from SSDC  
Decisions were available to view at the meeting.

### **3337 REMEMBRANCE DAY WREATH**

Proposal: Members to approve the purchase of a Remembrance Day Wreath at a cost of £60.00.

**Resolved:** The Members approved the purchase of a Remembrance Day Wreath at a cost of £60.00.

Proposed: Cllr R Miller    Seconded: Cllr A Simkins    7-0-0

### **3338 FINANCE**

The schedule of cheques numbered 322324 to 322330 and a direct debit totalling £945.24 were noted. The cheques this month were signed by Cllrs R Miller and A Simkins.

### **3339 PARISH PLAN REVIEW**

Proposal: Members to:

- a) Review the Parish Plan and to check the progress against it
- b) Approve the councillor rota for the Parish Council Surgeries in the Bell and the Sports & Social Club.

**Resolved:** The Members

- a) Reviewed the Parish Plan and agreed that progress was good.
- b) Approved the councillor rota for the Parish Council Surgeries in the Bell and the Sports & Social Club.

Proposed: Cllr J Stevens    Seconded: Cllr N Eastick    7-0-0

### **3340 ASSETS OF COMMUNITY VALUE**

The Members received an update on the registration of the School and the School Playing Fields as ACVs. Details of where to obtain the Nomination Form on line had been passed to the School where the form will be completed as far as possible and passed back to the Parish Council for completion and submission.

### **3341 FREE NHS HEALTH CHECKS**

The Members received an update on the booking of the Jubilee Hall. A date had been arranged for the 25<sup>th</sup> October 2017, the Jubilee Hall is booked and appointments will be available from 9.00 am until 4.30 pm. The website is live to book appointments now and a promotional poster will be put onto the Parish Council's website, notice board and sent to the editor of the e-letter.

### **3342 INSTITUTE MEMBER AT SOCIETY OF LOCAL COUNCIL CLERKS (SLCC) FOR THE CLERK**

Proposal: To approve the Clerk applying for Institute Membership of the SLCC at an initial cost of £55.00.

**Resolved:** The Members approved the Clerk applying for Institute Membership of the SLCC at a cost of £55.00.

Proposed: Cllr D Wallbridge    Seconded: Cllr R Miller    7-0-0

### **3343 COUNCILLOR TRAINING**

Proposal: Members to decide on the next raft of training, and how it may be delivered. Either:

- a) A bespoke course delivered by SALC in Winsham, and/or
- b) To attend South Somerset District Council's free Planning Training on Thursday 5<sup>th</sup> October 2017 or Thursday 12<sup>th</sup> October in Yeovil and/or
- c) To attend one of SALC's regular courses, with these upcoming dates:  
13/09/2017 - Information Governance  
14/09/2017 - Being a Good Councillor- The Essentials  
28/09/2017 - Budget Setting and Broader Financial Management

**Resolved:** The Members agreed to ask SALC to deliver a course in Winsham where other local councils be invited to attend to cover being a Good Councillor. Light refreshments to be provided.

The free Planning training on the 5<sup>th</sup> October will be attended by Cllrs R Miller & A Simkins, or if the 5<sup>th</sup> October is unavailable then Cllrs R Miller, J Stevens & D Wallbridge will attend on the 12<sup>th</sup> October 2017.

The Clerk to attend the Budget Setting and Broader Financial Management Course on the 28<sup>th</sup> September 2017, via SALC.

The Clerk to also attend the General Data Protection Regulation (GDPR) webinar on Wednesday 23<sup>rd</sup> August 2017 via SLCC.

Proposed: Cllr D Wallbridge    Seconded: Cllr R Miller    7-0-0

#### **3344 MISSION STATEMENT**

Proposer: Cllr J Stevens

Proposal: To adopt a "Mission Statement" for publication on the Parish Council's website.

**Resolved:** The Members adopted the following "Mission Statement" for publication on the Parish Council's website and other Council Reports:

"The Parish Council seeks to foster true community spirit. We aim to encourage full co-operation between councillors - parish, district and county, and to residents and local businesses, thereby promoting a better quality of life for all residents and visitors alike, whilst improving local relationships to the betterment of all in Winsham Parish".

Proposed: Cllr J Stevens    Seconded: Cllr M Haggard    7-0-0

#### **3345 SOMERSET COUNTY COUNCIL - CHAIRMAN'S AWARDS FOR SERVICE TO THE COMMUNITY (SOUTH SOMERSET)**

Proposal: Members:

- a) To nominate one person
- b) To nominate the councillor who will complete the forms on behalf of the Council

**Resolved:** The Members:

- a) Agreed on a nomination for the Chairman's Awards for Service to the Community.

Proposed: Cllr A Simkins    Seconded: Cllr R Miller    7-0-0

- b) Cllr A Simkins was nominated as the councilor who will complete the forms on behalf of the Council.

Proposed: Cllr J Stevens    Seconded: Cllr M Haggard    7-0-0

#### **3346 DOCUMENT REVIEW**

Proposal: Members to review and adopt the following policies:

- a) Standing Orders
- b) Whistleblowing Policy (no change)

**Resolved:** The Members reviewed and adopted the following policies:

- a) Standing Orders

Proposed: Cllr T Harris    Seconded: Cllr R Miller    7-0-0

- b) Whistleblowing Policy

Proposed: Cllr J Stevens    Seconded: Cllr N Eastick    7-0-0

#### **3347 OUTSTANDING ITEMS UPDATE**

Proposal: To receive updates on the following outstanding items:

- a) Parks and Open Spaces Policy on the website
- b) Setting up On Line viewing of Parish Council Accounts
- c) War Memorial Cleaning
- d) Land Registry of Parish Council's Land Assets
- e) NALC Foundation Award
- f) Speedwatch – There are currently 8 residents who have said they would be happy to be involved but 12 to 15 are needed for the Somerset Speedwatch to organise the training for the scheme to proceed.
- g) Letter to SCC CEO regarding obstructed footpath CH30/7.
- h) ID Badges for the Councillors

Updates were received on the above items.

### 3348 ITEMS FOR REPORT

- a) **Parish Assets:**  
**Cemetery, Upper Rec/Lower Rec, Resource Centre, Bus Shelter, War Memorial, Seating, Signage & Bins.**  
Remedial works are still underway at the Upper Rec.
- b) **Web Sites, Welcome Pack**  
An update was received regarding the linkage of Facebook to the Parish Council's website, where it has been removed.
- c) **Public Rights of Way**  
The Liberty Trail footpath has recently been cut from the Cemetery towards Ammerham.  
Cllr J Stevens will be resigning from the role of PPLO (Parish Path Liaison Officer) with effect from the end of August 2017.
- d) **Grass Cutting Report**  
Nothing to Report
- e) **Highways and Bus Services**  
Nothing to Report
- f) **Reports from Member Representatives on Outside Bodies**  
Cllr J Stevens reported on the service for the new vicar of the benefice.
- g) **Clerk's report and correspondence**  
Nothing further to report.

### 3349 QUESTIONS TO THE CHAIRMAN

Cllr T Harris suggested the Parish Council has tea and coffee at the start of its meeting, which all Members agreed with.

*"Under Standing Orders 3d and 10xi the Council resolves that in view of the confidential nature of the business about to be transacted (legal, personal or commercial), the press and public be excluded and they are instructed to withdraw".*

### 3350 PERSONNEL GROUP

Proposal: Members to consider and approve:

- a) Increasing the Clerks hours for the month of August 2017 to 30 to clear outstanding items and prepare for the NALC Foundation.
- b) From September 2017 increase the Clerk's hours to 26 hours per month.

**Resolved:** The Members

- a) Approved increasing the Clerks hours for the month of August 2017 to 30 to clear outstanding items and prepare for the NALC Foundation.  
Proposed: Cllr M Haggard      Seconded: Cllr N Eastick 7-0-0
- b) Approved increasing the Clerks hours between 26 hours and 30 hours per month dependent on need, with effect from September 2017.  
Proposed: Cllr R Miller      Seconded: Cllr A Simkins 7-0-0

### 3351 DATE OF THE NEXT MEETING: WEDNESDAY 6<sup>TH</sup> SEPTEMBER 2017

The meeting closed at 9.55 pm