



Winsham Parish Council



Minutes of the Ordinary Meeting of the Parish Council held at The Jubilee Hall on Wednesday 4th October 2017 at 7:30pm

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

3373 TO RECEIVE APOLOGIES FOR ABSENCE AND APPROVE REASONS GIVEN (LGA 1972 s85 (1))

None received.

3374 DECLARATIONS OF INTEREST

Cllr J Stevens declared a personal interest on item number 5, Planning Application 17/03399/FUL.
Cllr A Simkins declared a personal interest in item number 5, Planning Application 17/03399/FUL.
Cllr M Haggard declared a personal interest on item number 8 Grant Applications.
Cllr S Davie declared a personal interest on items 13 Cemetery Maintenance and 14 Circular Table in the Lower Rec.

3375 TO APPROVE THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON THE 6TH SEPTEMBER 2017 (LGA 1972 sch 12, para 41(1))

Resolved: The minutes of the Ordinary Council Meeting held on the 6th September 2017 were approved as a correct and accurate record and were signed by the Chairman.

Proposed: Cllr T Harris **Seconded:** Cllr S Davie 6-0-2

3376 CHAIRMAN'S ANNOUNCEMENTS

Cllr J Stevens announced that the Parish Council had obtained the Foundation Level Award in the Local Council Award Scheme. Cllr A Simkins thanked Cllr J Stevens and the Clerk on their hard work on behalf of the Council. Cllr J Stevens also confirmed that the phone mast is now live in the Upper Rec and the NHS Health Checks are now fully booked.

3377 PLANNING MATTERS

a) Applications

Cllr J Stevens left the room

Application No: 17/03399/FUL

Applicant: Mr Robert Slade

Proposal: Retention and alterations to fence on existing wall.

Location: Foxhayes, Court Street, Winsham, Chard, Somerset, TA20 4JE

Resolved: Recommend Approval subject to the following conditions:

- The wood fence is stained and treated.
- The structure needs to be completed.
- The fence levelled off parallel to the wall.

Proposed: Cllr A Simkins **Seconded:** Cllr S Davie 7-0-0

Cllr J Stevens returned to the room

Application No: 17/03725/FUL

Applicant: Mr Stephen Taylor

Proposal: Erection of Agricultural Building for livestock Accommodation and Storage Use

Location: Land OS 4676 Part, Limekiln Lane, Winsham, Chard, Somerset, TA20 4DH

Resolved: Recommend Approval

Proposed: Cllr A Simkins Seconded: Cllr R Miller 8-0-0

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

3378 FINANCE

Proposal: Members to:

- a) Note the schedule of cheques.
- b) Approve the Spend Against Budget as at 30th September 2017.

Resolved: The Members:

- a) Noted the schedule of cheques numbered 322340 to 322345 and a direct debit totalling £931.53.
The cheques this month were signed by Cllrs N Eastick and R Miller.
- b) Approved the Spend Against Budget as at 30th September 2017.

Proposed: Cllr J Stevens Seconded: Cllr R Miller 8-0-0

3379 DOCUMENT REVIEW

Proposal: Members to review and adopt the following policies:

- a) Health & Safety at Work including Lone Working Procedures (no change)
- b) Press and Media Policy (no change)
- c) Risk Assessment General, amended to include all assets of the Council (amended)
- d) Scheme of Delegation (new)
- e) Standing Orders (one amendment)

Resolved: The Members reviewed and adopted the following policies:

- a) Health & Safety at Work including Lone Working Procedures (no change)
- b) Press and Media Policy (no change)
Policies a) and b) were agreed en bloc
Proposed: Cllr S Davie Seconded: Cllr A Simkins 8-0-0
- c) Risk Assessment General, amended to include all assets of the Council (amended)
Proposed: Cllr J Stevens Seconded: Cllr D Wallbridge 8-0-0
- d) Scheme of Delegation (new)
Proposed: Cllr A Simkins Seconded: Cllr R Miller 8-0-0
- e) Standing Orders (one amendment)
Proposed: Cllr R Miller Seconded: Cllr N Eastick 8-0-0

3380 GRANT APPLICATIONS

Proposal: Members to consider and approve the recommendations from the Grant Working Group for the first tranche of monies to be used for Grants.

Resolved: The Members considered and approved the recommendations from the Grant Working Group for the first tranche of monies to be used for Grants, being:

- a) £1,000 to Winsham Sports & Social Club on production of invoices
Proposed: Cllr A Simkins Seconded: Cllr N Eastick 7-0-1
- b) £2,000 to Winsham School for the purchase of laptops
Proposed: Cllr R Miller Seconded: Cllr S Davie 8-0-0
- c) £200 to St Stephen's Church for various items
Proposed: Cllr S Davie Seconded: Cllr T Harris 8-0-0
- d) The Grant applications received from Winsham United Football Club for £1,000 and from St Stephen's PCC for £1,000 were both declined.
Proposed: Cllr N Eastick Seconded: Cllr S Davie 6-1-1

3381 COUNCILLOR SURGERIES

To receive an update on the first surgery held on 16th September 2017.

Proposed: To relocate all future surgeries to the Bell Inn.

Resolved: The Members agreed for all future surgeries to be held at the Bell Inn, Winsham.

Proposed: Cllr J Stevens Seconded: Cllr R Miller 8-0-0

3382 SCC SMALL IMPROVEMENT SCHEMES

Proposal: To approve an application for a Small Works Improvement Scheme (Highways).

Resolved: The Members agreed to ask County Councillor Linda Vejih to submit an application for a Small Works Improvement Scheme (Highways) on behalf of the Parish Council based on the recommendations from Gary Warren to investigate through traffic and calming measures in Winsham village, with special regard for the School.

Proposed: Cllr R Miller Seconded: Cllr A Simkins 8-0-0

3383 FINANCE WORKING GROUP

Proposal: The Members of the Finance Group to agree on a date to meet to discuss the budget for 2018.

Resolved: The Members of the Finance Group agreed to meet towards the end of October/beginning of November to discuss the budget for 2018.

3384 FACEBOOK GROUP

Proposal: The Members to consider whether to run a Facebook Community Page.

Resolved: The Members agreed to not run a Facebook Community Page.

Proposed: Cllr J Stevens Seconded: Cllr R Miller 8-0-0

3385 CEMETERY MAINTENANCE

Proposal: The Members to approve the following Cemetery maintenance:

- a) Overhanging branch removal along the eastern boundary
- b) Vines and overgrowth on headstones
- c) General tidy up
- d) Circular seat repair and gate varnish
- e) Box by the gate – lid repair.
- f) Undertake a Topple Test in the Cemetery and Churchyard.

Resolved: The Members approved the following Cemetery maintenance:

- a) Overhanging branch removal along the eastern boundary
- b) Vines and overgrowth on headstones
- c) General tidy up
A quote had been received for items a) b) and c) for £515 which the Council approved
- d) Circular seat repair and gate varnish – deferred to the next meeting
- e) Box by the gate – lid repair – deferred to the next meeting
- f) Undertake a Topple Test in the Cemetery and Churchyard. Cllr N Eastick and the Clerk to undertake in the near future, following training.

Proposer: Cllr A Simkins Seconded: Cllr R Miller 8-0-0
Proposed: Cllr J Stevens Seconded: Cllr S Davie 8-0-0

3386 CIRCULAR TABLE IN THE LOWER REC

Proposal: To agree to obtain quotations to repair the circular picnic table in the Lower Rec.

Resolved: The Members agreed to obtain quotations to refurbish/repair the circular picnic table in the Lower Rec.

Proposed: Cllr J Stevens Seconded: Cllr N Eastick 8-0-0

3387 REMEMBRANCE DAY WREATH

Proposal: Members to agree who will lay the wreath on Remembrance Sunday.

Resolved: The Members agreed that Cllr A Simkins lay the wreath on Remembrance Sunday this year on behalf of the Parish Council.

Proposed: Cllr J Stevens Seconded: Cllr S Davie 8-0-0

3388 SAT NAV

Proposal: Members to approve contacting the Commercial Sat Nav companies to remove the narrow roads in this parish from their maps (Colham Lane and Winyards Lane).

Resolved: The Members approved contacting the Commercial Sat Nav companies to remove Colham Lane and Winyards Lane in the Parish from their maps which the Clerk will take forward.

Proposed: Cllr R Miller Seconded: Cllr T Harris 8-0-0

3389 TRAINING AND DEVELOPMENT

Proposal: To update and review training for:

- a) The Clerk
- b) Councillors

Resolved: The Members received an update on the Clerk's and Councillors Training.

- a) The Clerk has attended the Webinar on Data Protection on 12th September 2017 and the Information Governance Course on the 13th September and the Budget Setting Course on the 28th September. The Clerk also confirmed that she had registered to attend The Regional Training Seminar on Wednesday 22nd November 2017 being held at The Holiday Inn, Bristol Filton.
- b) The Clerk confirmed that she had forwarded the dates agreed at the last meeting to Somerset Association of Local Councils (SALC) (Tuesdays to Thursday weeks commencing 6th and 13th November 2017) for a local "Being a Good Councillor" course to be held in the evening. Following the Clerk's attendance on the Webinar on the new General Data Protection Regulation it was felt this should be included in the training for the Councillors. She is awaiting confirmation from SALC as on possible dates, but that this is likely to be in January/February 2018.

3390 COUNCILLOR RESPONSIBILITIES

Proposal: To update the councillor responsibilities.

Resolved: The Members agreed on the updates to the Councillor Responsibilities which will be published on the Parish Council's website.

Proposed: Cllr T Harris Seconded: Cllr A Simkins 8-0-0

3391 MEETING DATES FOR NEXT YEAR'S PARISH COUNCIL MEETINGS

Proposal: To agree the following dates for next year's Parish Council Meetings:

January 3rd, February 7th, March 7th, April 4th, May 2nd, June 6th, July 4th, August 1st, September 5th, October 3rd, November 7th and December 5th.

Resolved: The Members agreed the following dates for the 2018 Parish Council Meetings:

January 3rd, February 7th, March 7th, April 4th, May 2nd, June 6th, July 4th, August 1st, September 5th, October 3rd, November 7th and December 5th.

Proposed: Cllr J Stevens Seconded: Cllr S Davie 8-0-0

9.30 pm The Members agreed to continue the meeting, although 2 hours had passed.

3392 OUTSTANDING ITEMS UPDATE

Proposal: To receive updates on the following outstanding items:

- a) Action Plan Review
- b) Land Registry of Parish Council's Land Assets
- c) Letter to SCC CEO regarding obstructed footpath CH30/7
- d) Somerset County Council Chairman's Awards
- e) Assets of Community Value – School
No information has yet been received from the School.
- f) Bus Service meeting with Somerset County Council
Cllr A Simkins apologised that he had not made any inroads into arranging a meeting with the new Bus Services Manager but will be taking this forward in due course.
- g) Community Led Housing Survey – The form will be completed shortly and will be sent to District Councillor Sue Osborne in the first instance.

Updates were received on the above items.

3393 ITEMS FOR REPORT

- a) **Parish Assets:**
Cemetery, Upper Rec/Lower Rec, Resource Centre, Bus Shelter, War Memorial, Seating, Signage & Bins.
Cllr A Simkins updated the council on the current position with regard to the War Memorial Grant request.

Cllr A Simkins recommended leaving any comments on War Memorials.org in recommending the grant request.

b) **Web Sites, Welcome Pack**

Two welcome packs will shortly be delivered to new residents in the village.

c) **Public Rights of Way**

Nothing to report.

d) **Grass Cutting Report**

Nothing to report.

e) **Highways and Bus Services**

Nothing to report

f) **Reports from Member Representatives on Outside Bodies**

Cllr M Haggard updated the Members on the current position at the Upper Rec.

g) **Clerk's report and correspondence**

The Clerk informed the Members that the SALC AGM is being held on Saturday 28th October at Edgar Hall, Somerton. If anyone would like to attend to please inform the Clerk.

3394 QUESTIONS TO THE CHAIRMAN

Cllr S Davie asked if the current Parish Council logo would be sufficient in resolution for the newsletter. It looks like it will not be, so the Clerk advised this will need re-design and full discussion at a future council meeting.

3395 DATE OF THE NEXT MEETING: WEDNESDAY 1ST NOVEMBER 2017

The meeting closed at 9.48 pm