



## Winsham Parish Council

### Notice of the Ordinary Council Meeting – 2<sup>nd</sup> August 2017

#### ALL COUNCIL MEETINGS ARE OPEN TO MEMBERS OF THE PUBLIC AND THE PRESS

(Public Bodies (Admission to Meetings) Act 1960)

Dear Councillors,

You are hereby summoned to attend the ordinary meeting of the **PARISH COUNCIL** on **WEDNESDAY 2<sup>ND</sup> AUGUST 2017** at **7.30pm** in the **Jubilee Hall, Winsham**.

*Teresa Pinder*

Teresa Pinder, Clerk to the Parish Council  
26<sup>th</sup> July 2017

#### **PUBLIC FORUM**

**This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate before the meeting by asking questions of, raising concerns and make comments, regarding the Parish Council. A speaker in the Public Forum may only represent his or her point of view, and may not claim to speak for other residents unless they are also present at the Forum and clearly affirm that they are prepared to allow the speaker to express their point of view for them. After the statement those involved should be asked to affirm that what was said represented their viewpoint. The Chair of the meeting has absolute discretion to request the speaker to stop, or adjourn the Public Forum at any time.**

**Criticism of Parish Council action or lack of action is acceptable, but serious complaints relating to alleged malfeasance or malpractice must be made using the proper complaints procedure. This is to protect the complainant and the Parish Council, in the event of concerns proving to be unfounded.**

**No decision can be taken on issues raised unless the matter is already an item on the agenda. As this is not part of the formal meeting minutes will not be produced.**

#### **Reports from County and District Councillors**

County and District Councillors may give short verbal reports on matters affecting Winsham as this is also not part of the meeting, minutes will not be produced.

#### **AGENDA**

*Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities, Crime and Disorder, Health & Safety, Bullying & Harassment and Human Rights*

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

Council to receive any apologies for absence and Members to approve reasons given.

#### **(2) DECLARATIONS OF INTEREST**

Council to receive any declarations of interest.

#### **(3) 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))

#### **(4) 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

**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

**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

b) Planning determinations received from SSDC

#### **(5) REMEMBRANCE DAY WREATH**

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

#### **(6) FINANCE**

Members to note the schedule of cheques.

#### **(7) 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.

#### **(8) ASSETS OF COMMUNITY VALUE**

To receive an update on the registration of the School and the School Playing Fields as ACVs.

#### **(9) FREE NHS HEALTH CHECKS**

To receive an update on the booking of the Jubilee Hall.

#### **(10) 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.

#### **(11) 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

#### **(12) MISSION STATEMENT**

Proposer: Cllr J Stevens

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

### **(13) 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

### **(14) DOCUMENT REVIEW**

Proposal: Members to review and adopt the following policies:

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

### **(15) 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.

### **(16) 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
- g) Letter to SCC CEO regarding obstructed footpath CH30/7
- h) ID Badges for the Councillors

### **(17) ITEMS FOR REPORT**

- a) Parish Assets:  
Cemetery, Upper Rec/Lower Rec, Resource Centre, Bus Shelter, War Memorial, Seating, Signage and Bins
- b) Web Sites, Welcome Pack
- c) Public Rights of Way
- d) Grass Cutting Report
- e) Highways and Bus Services
- f) Reports from member representatives on outside bodies.
- g) Clerk's report and correspondence – see attached Agenda Notes.

### **(18) QUESTIONS TO THE CHAIRMAN**

*"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".*

### **(19) 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.

### **(20) DATE OF THE NEXT MEETING – WEDNESDAY 6<sup>TH</sup> SEPTEMBER 2017**