



Winsham Parish Council

Notice of the Ordinary Council Meeting – 6th September 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 6TH SEPTEMBER 2017 at 7.30pm** in the **Jubilee Hall, Winsham**.

Teresa Pinder

Teresa Pinder, Clerk to the Parish Council
28th August 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 2ND AUGUST 2017 (LGA 1972 sch 12, para 41(1))

(4) PLANNING MATTERS

- a) Applications:
None Received.
- b) Planning determinations received from SSDC

(5) FINANCE

Members to note:

- a) The schedule of cheques.
- b) The Bank Reconciliation Statements as at quarter end 30th June 2017 (statements as at 3-7-17) as agreed by Cllr R Miller.

(6) PARISH ACTION PLAN REVIEW

Proposal: Members to review the Parish Plan and to check the progress against it

(7) DOCUMENT REVIEW

Proposal: Members to review and adopt the following policies:

- a) Complaints Code of Practice – no change
- b) Disciplinary Procedure – no change
- c) Bullying and Harassment Policy – no change
- d) Grievance Procedure – no change
- e) Equality Policy
- f) Community Engagement Policy

(8) GRANT FOR COMMUNITY LED HOUSING SURVEY

Proposal: To consider whether the Parish Council should apply to SSDC for a grant to undertake a Community Led Housing Survey.

(9) TRAFFIC CALMING MEASURES

Members to be updated on the meeting with Somerset County Council Traffic Engineer.

Proposal: Members to consider:

- a) Either installation of electronic traffic counting kit or a manual survey on vehicle movements on Back, Fore & Church Streets. The purpose of which is to assist in decision making in any traffic calming measures that could be introduced. Proposed by a parishioner.
- b) To investigate the costs and timescales involved.

(10) CHARD BUSINESS VOICE

Proposal: Members to agree that the Parish Council will host an evening CBV Networking Event in the Jubilee Hall on Thursday 15th February 2018. This will cover the cost of hall hire and provision of refreshments.

(11) WAR MEMORIAL

Proposer: Cllr A Simkins

Proposal: Members to confirm

- a) That the Winsham and Cricket St Thomas War Memorial is owned by Winsham Parish Council and that permission is granted for the Memorial to be cleaned in preparation for Remembrance Sunday, 2018, for which an Application is pending with the War Memorial Trust.
- b) That the Memorial is and will remain readily accessible to the public.

(12) GRANT APPLICATIONS WORKING GROUP

Proposal: Members to agree to a temporary working group to assess the grant applications received up until 31st August 2017, with recommendations to the members at the October meeting.

(13) COMMUNITY SHOP & POST OFFICE

To receive an update.

(14) COMMUNITY ENGAGEMENT

Proposal:

- a) Members to agree on the budget for the remainder of this tax year for community engagement.
- b) Members to agree to a Parish Council Quarterly Newsletter.

(15) FOUR YEAR FINANCIAL ACTION PLAN

Proposal: Members to formally adopt the 4 year Financial Action Plan.

(16) LOCAL GOVERNMENT BOUNDARY COMMISSION

Proposal: To submit feedback to the Local Government Boundary Commission on the boundaries of Winsham Parish in the Windwhistle Ward.

(17) TRAINING AND DEVELOPMENT

Proposal: To update and review training for:

- a) The Clerk
- b) Councillors

(18) OUTSTANDING ITEMS UPDATE

Proposal: To receive updates on the following outstanding items:

- a) Land Registry of Parish Council's Land Assets
- b) Speedwatch
- c) Letter to SCC CEO regarding obstructed footpath CH30/7
- d) Somerset County Council Chairman's Awards
- e) Assets of Community Value – School
- f) Bus Service meeting with Somerset County Council

(19) 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.

(20) QUESTIONS TO THE CHAIRMAN

(21) DATE OF THE NEXT MEETING – WEDNESDAY 4TH OCTOBER 2017