



## Winsham Parish Council

### Notice of the Ordinary Council Meeting – 1<sup>st</sup> November 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 1<sup>ST</sup> NOVEMBER 2017 at 7.30pm** in the **Jubilee Hall, Winsham**.

*Teresa Pinder*

Teresa Pinder, Clerk to the Parish Council  
24<sup>th</sup> October 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) COUNCILLOR CO-OPTION**

Proposal: To co-opt a Councillor onto Winsham Parish Council.

#### **(2) TO RECEIVE THE CO-OPTED COUNCILLOR'S DECLARATION OF ACCEPTANCE OF OFFICE**

The co-opted Councillor to sign the Declaration of Acceptance of Office.

#### **(3) 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.

#### **(4) DECLARATIONS OF INTEREST**

Council to receive any declarations of interest.

#### **(5) TO APPROVE THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON THE 4<sup>TH</sup> OCTOBER 2017** (LGA 1972 sch 12, para 41(1))

#### **(6) PLANNING MATTERS**

a) Applications:

**Application No: 17/03908/OUT**

Applicant: Mr & Mrs P Frecknall

Proposal: The erection of a dwelling house and detached double garage.

Location: Land Os 7216 Part, Church Street, Winsham, Chard, Somerset, TA20 4JY

**Application No: 17/03814/FUL**

Applicant: Mr Shane Partridge

Proposal: Demolish existing single storey side extension and erection of two storey side extension. Erection of detached garage and parking area to rear of dwelling house.

Location: 8 Fore Street, Winsham, Chard, TA20 4DY

b) Planning determinations received from SSDC

#### **(7) FINANCE**

Members to:

- a) Note the schedule of cheques.
- b) Note the Bank reconciliation for September 2017.

#### **(8) BANK ACCOUNT SIGNATORIES**

Proposal: Members to:

- a) Approve the removal of a former councillor from the bank account mandate.
- b) Approve an additional Member as signatory on the bank account mandate.

#### **(9) CHAIRMAN'S ANNOUNCEMENTS**

#### **(10) DOCUMENT REVIEW**

Proposal: Members to review and adopt the following policies:

- a) Filming, Photographing, Audio Recording and Reporting Policy (no change)
- b) Recording of Decisions made by Officers Policy (no change)
- c) Privacy Policy (new)
- d) Retention Policy (new)

#### **(11) GRANT APPLICATIONS**

Proposal: Members to appoint a councillor to review the grant award policy, application form and process; and to report back with recommendations at the December 2017 meeting.

#### **(12) LOWER REC PLAY EQUIPMENT**

Proposal: Members to consider whether to investigate adding a small piece of play equipment into the recreation ground for the younger children, and to seek out costs.

#### **(13) CEMETERY MAINTENANCE**

Proposal: Members to consider and approve the following Cemetery maintenance:

- a) Circular seat repair and gate varnish
- b) Box by the gate – lid repair

#### **(14) CIRCULAR TABLE IN THE LOWER REC**

Proposal: To consider the quotations received to repair the circular picnic table in the Lower Rec.

**(15) FACEBOOK PAGE FOR THE E-LETTER**

Proposal: The Members to consider supporting the publishing of the Winsham E-Letter onto Facebook.

**(16) DOG BIN BY LOWER REC**

Proposal: Members to approve lowering the bin to a more manageable height.

**(17) HALL HIRE COSTS**

Proposal: Members to consider covering the cost of two Jubilee Hall hire fees.

**(18) CHRISTMAS TREE RECYCLING 2018**

Proposal: Members to:

- a) Consider and approve a Christmas tree recycling compound at the Winsham Community Resource Centre
- b) To agree on a date for the removal of the compound, either week commencing 15<sup>th</sup> January 2018 or 22<sup>nd</sup> January 2018.

**(19) GRIT BIN FILLING**

Proposal: Members to:

- a) Consider if the Parish's Grit Bins need re-filling.
- b) Consider if the Parish Council needs to pick up 10 bags of grit for the Parish in preparation for Winter, on the District Council's Open Day on Saturday 25<sup>th</sup> November 2017 from it's depot in Yeovil.

**(20) TRAINING AND DEVELOPMENT**

Proposal: To update and review training for:

- a) The Clerk
- b) Councillors

**(21) 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) Assets of Community Value – School
- e) Bus Service meeting with Somerset County Council
- f) War Memorial Cleaning
- g) Councillor Surgery update

**(22) 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.

**(23) QUESTIONS TO THE CHAIRMAN**

**(24) DATE OF THE NEXT MEETING – WEDNESDAY 6<sup>TH</sup> DECEMBER 2017**