



Winsham Parish Council Annual Council Meeting – 11th May 2022

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 11th May 2022 at 7.30 pm** at Winsham Jubilee Hall
Rose Richards, Clerk to the Parish Council: 6th May 2022

PUBLIC FORUM

This provides an opportunity /for members of the public 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 shall not speak for more than 5 minutes. The Chair of the meeting has absolute discretion to request the speaker to stop, or adjourn the Public Forum at any time. 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. 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

0001 Election of Chairman

Proposal: To elect a chairman for the forthcoming year

0002 To receive the Chairman's Declaration of Acceptance of Office

0003 Election of Vice Chairman

Proposal: To elect a Vice Chairman for the forthcoming year.

0004 To receive Declarations of Acceptance of Office from all other Councillors

Proposal: All Members to sign their Declarations of Acceptance of Office if not already done so.

0005 To receive Apologies for Absence and Approve the Reasons given (LGA 1972 s85(1))

0006 To receive any Declarations of Interest

0007 Approve the Minutes of the Council Meeting Held on 6th and 13th April 2022 (LGA 1972 sch 12, para 41(1))

0008 General Power of Competence

Members to resolve that Winsham Parish council meets the following criteria for eligibility relating to the electoral mandate and relevant training of the clerk.

1. At least two thirds of the members of the council must hold office as a result of being declared elected. This means they should have stood for election, whether at an ordinary or by election, even if unopposed, and not been co-opted or appointed.
2. The clerk must hold an eligible qualification (Certificate in local Council Administration - CiLCA)

0009 Members to fill the vacant position on the Council by co-option (s21 Representation of the People Act 1985)

0010 Outstanding Items to Update

- a) Work being carried out at Chard Equestrian Centre

0011 Planning Matters

- a) Members to resolve Applications received
 - Application Reference: 22/00787/HOU
 - Applicant: J & D Cutts
 - Location: Ivy Cottage Back Street Winsham TA20 4ED

Proposal: Erection of two storey rear extension to dwelling
 Observations Required by: 28th April 2022 extended to 10th May 2022

- b) Applications Decisions received
- 22/00292/HOU re 9 Bakersfield – Permitted with conditions
 - 21/03717/S73A re Puthill Barn Limekiln Lane – Permitted with conditions
 - 21/03728/COL re Puthill Barn Limekiln Lane – Permitted
 - 22/00485/FUL re Fulwood Ebben Lane – Permitted with conditions

0012 Allocated Responsibilities

Proposal: To discuss and provisionally approve the schedule of responsibilities for confirmation at the June meeting:

Allotment Officer(s)	CLlr J Hill
Bins - Amenities Officers	S Weller
Bus Shelter - Amenities Officers	S Weller
Lower Rec - Amenities Officers	CLlrs J Hill and L Miller
Signage - Amenities Officers	CLlrs J Hill and L Miller
St Stephens Churchyard - Amenities Officers	CLlrs H Beentje and J Hill
Upper Rec - Amenities Officers	CLlrs H Beentje, J Hill and S Weller
War Memorial - Amenities Officers	CLlrs H Beentje, K Fowler and J Harding
Community Grants	All Councillors
Highways and Public Transport Officers	CLlrs J Everard and L Miller
Neighbourhood Watch Representatives	CLlrs K Fowler and J Harding
Parish Environmental Warden	CLlrs H Beentje, J Hill and J Everard
PPLO (Parish Path Liaison Officer)	Mr Paul Welters supported by CLlrs L Miller and J Harding
PROW (Public Rights of Way) Officers	CLlrs J Hill, L Miller and Harding
Welcome Pack Officer	?
Finance & Precept Group	CLlrs J Everard and S. Love
Internal Auditor	Need to appoint a new internal auditor
Responsible Financial Officer	The Clerk (Mrs R Richards)
Web Sites Officer	The Clerk (Mrs R Richards)
Annual Parish Meeting Organisation	CLlrs S Love and The Clerk (Mrs R Richards)
Appeal Panel	Appoint a panel only if the need arises
Grievance & Disciplinary Panel	Appoint a panel only if the need arises
Personnel Group	CLlrs S Love and J Everard
Representative on St Stephens PCC	?
Representative on the Jubilee Hall Committee	CLlr S Weller
Representative on Village Shop Committee	CLlrs J Everard and L Miller
Winsham United Football Club Representative	CLlr S Weller
SALC representative	The Clerk (Mrs R Richards)
Cemetery	CLlrs H Beentje and K Fowler and The Clerk (Mrs R Richards)
Planning	All Councillors, the chair will lead on planning matters
United Charities Winsham - Trustees	Mr Brian Turner, Mr Trevor Harris, Vicar of St Stephens. Councils Liaison CLlr Harding
Emergency Planning Group	CLlrs J Hill, K Fowler and The Clerk (Mrs R Richards)
Parish Plan Review Group	CLlrs J Hill, K Fowler, J Everard, S Love, H Beentje and S Weller
Web Museum and E-letter Liaison Group	CLlrs J Everard and J Harding
Westernway Housing Development - Car Park & Green Space	CLlrs J Everard, S Love, H Beentje and The Clerk (Mrs R Richards)
Westernway Housing Development - Monitoring & Liaison with Developer	CLlrs J Everard, S Love, H Beentje and The Clerk (Mrs R Richards)
Flood Emergency and Winter Warden Group	CLlrs S Weller, J Hill and L Miller

0013 Members to review and accept one of the Insurance quotes

0014 Members to review and agree the Asset Register

0015 Finance

- a) Members to note the schedule of cheques.
- b) Members to approve the Bank Reconciliation for May 2022
- c) Members to review and agree the Bank Account Signatories

0016 Members to consider quotes for car park sign posts

0017 Members to agree the rent for Allotment Plots 4a and 4b

0018 Members to approve the continued membership of SALC until May 2027

0019 Internal Auditors Report

Proposal:

- a) To receive and approve the Internal Auditor's Report.
- b) To confirm the Council is satisfied that the Internal Auditor has undertaken the audit satisfactorily.

0020 Annual Return for the Financial Year Ended 31st March 2022

Proposal:

- a) To consider and approve Section 1 – Annual governance statements 2021-22
- b) To consider and approve Section 2 – Accounting statements 2021-22
- c) To approve signing the Certificate of Exemption – AGAR 2021/22 Part 2

0021 Document Review

Members to review and adopt the following policies:

- a) Policy for Seeking Legal & Technical Advice
- b) Privacy Policy Notice
- c) Website Privacy Notice Statement
- d) Retention Policy and Appendix A
- e) Information and Data Protection Act Policy

All documents were checked for website accessibility

0022 Training

Proposal: Members to attend courses arranged by Somerset Association of Local Councils (SALC):

- a) Roles & Responsibilities - Councillor Essentials Training Part 1
- b) Finance & Governance – Councillor Essentials Training Part 2
- c) The Code of Conduct Explained
- d) Being a Successful Chairman
- e) Local Council Finance Explained
- f) The Council as an Employer – 10 Rules for Success
- g) Responding to Planning Applications (4 spaces for the price of 3)

0023 Update on preparations for the Queen's Platinum Jubilee

0024 Items for Report

- a) Parish Assets:
 - ◆ Cemetery and Churchyard
 - ◆ Lower Recreation Ground
 - ◆ Bus Shelter
 - ◆ War Memorial
 - ◆ Seating, Signage and Bins
 - ◆ Telephone Box
 - ◆ Allotments – Update on Allotments 4 and 7
 - ◆ Defibrillator – New sign, monthly checks and reporting to Defib Team
- b) Web Sites
- c) Public Rights of Way

- d) Grass Cutting Report
- e) Gardening Group
- f) Environmental Issues
- g) Flood Resilience
- h) Highways and Bus Services
- i) Reports from member representatives on outside bodies:
 - ◆ Jubilee Hall
 - ◆ Winsham Recreational Trust
 - ◆ Winsham Community Resource Centre
- j) Clerk's report and correspondence – see Agenda Notes
- k) Training

0025 Confidential Items

Proposal: Under Standing Orders 3d and 10xi the Parish 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.

0026 Legal Proceedings - Members to review progress of any legal proceedings and associated matters

0027 Date of the Next Meeting – Wednesday 1st June 2022