



Winsham Parish Council Annual Council Meeting – 1st May 2024

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 1st May 2024 at 7.30 pm** at Winsham Jubilee Hall
Rose Richards, Clerk to the Parish Council: 26th April 2024

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 their own 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 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

0404 Election of Chair

Proposal: To elect a Chair for the forthcoming year

0405 To receive the Chair's Declaration of Acceptance of Office

0406 Election of Vice Chair

Proposal: To elect a Vice Chair for the forthcoming year

0407 To receive the Vice Chair's Declaration of Acceptance of Office

0408 To Receive Apologies for Absence and to Approve the Reasons given (LGA 1972 s85(1))

0409 To receive any Declarations of Interest

0410 Approve the Minutes of the Ordinary Council Meeting held 3rd April 2024 (LGA 1972 sch 12, para 41(1))

0411 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)

0412 Outstanding Items Update

- a) Update on the appointment of the new Clerk/RFO
- b) Update on the repairs needed to finger posts and possible funding from CPRE
- c) Update on the changes required to the Biodiversity Policy, the Privacy Policy Notice and the Website Privacy Notice Statement
- d) Update on the War Memorial repairs
- e) Update on Planning enforcement for Chard Equestrian and Purtington

0413 Planning Matters

- a) Members to resolve Applications received

Application Reference: 24/00476/FUL

Proposal: Erection of rear and side extensions. Change of use of part of paddock to residential garden.

Location: Fourways Whatley Cross To Street Winsham Chard Somerset TA20 4JS

Applicant: Mr John Swetman

Comments Required by: 16th April 2024 – Extension granted until 2nd May

Application Reference: 24/00675/HOU

Proposal: Installation of 2 PV Solar Panel arrays (2 x 12 panels) to the SE facing roof slope

Location: Whatley Farm, Whatley Grange Whatley Cross To Street Winsham Chard TA20 4JS

Applicant: Raymond Rimes

Comments Required by: 23rd April 2024 – Extension granted until 2nd May

- b) Application Decisions/Notifications received –

24/00564/TCA: St Stephens Church, Church Street Winsham – Application Permitted

24/00565/TCA: The Old Vicarage 12 Church Street Winsham – Application Permitted

0414 Allocated Responsibilities

Proposal: To discuss and approve the schedule of responsibilities

0415 Finance

Proposals:

- a) To note the schedule of cheques as contained in the May List of Payments and approve the bank reconciliations for 2nd April 2024

0416 Document Review – All documents have been checked for website accessibility

Proposal: Members to review and adopt the following policies:

- a) Retention Policy and Appendix A
- b) Terms of Reference - Working Parties, groups and Task and Finish Groups
- c) Information and Data Protection Act Policy

0417 Members to review and accept one of the insurance renewal quotes

0418 Members to review and agree the Asset Register

0419 Members to agree the change of meeting day from the 1st Wednesday in the month to the 3rd Wednesday in the month

0420 Members to consider a Grant Application from the Horticultural Society towards the purchase of a Marquee for their Annual Flower Show

0421 Members to consider a Grant Application from the Street Fair to cover 80% of the Punch & Judy Show

0422 To finalise arrangements for the Annual Parish Meeting

0423 To discuss the what services Winsham PC will need to cover following the Devolution

0424 Items for Report

- a) Parish Assets:
- ◆ Cemetery and Churchyard
 - ◆ Lower Recreation Ground
 - ◆ Upper Recreation Ground

- ◆ Bus Shelter
 - ◆ War Memorial
 - ◆ Seating, Signage and Bins
 - ◆ Telephone Box
 - ◆ Allotments
 - ◆ Winsham Community Resource Centre
- b) Defibrillator
 - c) Web Sites
 - d) Public Rights of Way
 - e) Grass Cutting Report
 - f) Gardening Group
 - g) Environmental Issues
 - h) Highways and Bus Services
 - i) Reports from member representatives on outside bodies:
 - ◆ Jubilee Hall
 - ◆ Winsham Recreational Trust
 - j) Clerk's report and correspondence – see Agenda Notes
 - k) Training

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.

0425 Members to consider quotes received

- a) Tree work
- b) Safety Surfacing

0426 Members to confirm the appointment of new Clerk/RFO

Proposal:

- a) Members to agree the decision on the new Clerk/RFO made by the Personnel Group
- b) To agree a start date for the new Clerk/RFO
- c) To approve the Contract of Employment
- d) To agree handover arrangements including expenses

0427 Date of the Next Meeting – Wednesday 15th May 2024