



Winsham Parish Council

Notice of the Annual Council Meeting – 2nd May 2018

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 annual meeting of the **PARISH COUNCIL** on **WEDNESDAY 2ND MAY 2018** at **7.30pm** in the **Jubilee Hall, Winsham**.

Teresa Pinder

Teresa Pinder, Clerk to the Parish Council
26th April 2018

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) ELECTION OF CHAIRMAN

Proposal: To elect a Chairman for the forthcoming year.

(2) TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

(3) ELECTION OF VICE CHAIRMAN

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

(4) 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.

(5) DECLARATIONS OF INTEREST

Council to receive any declarations of interest.

(6) TO APPROVE THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON THE 4TH APRIL 2018 (LGA 1972 sch 12, para 41(1))

(7) ALLOCATED RESPONSIBILITIES

Proposal: To discuss and approve the schedule of responsibilities:

- a. Allotment Officer(s)
- b. Amenities Officers (Bins, Bus Shelter, Lower Rec, Signage, St Stephens Churchyard, Upper Rec, War Memorial)
- c. Community Grants
- d. Highways and Public Transport Officers
- e. Neighbourhood Watch representative
- f. Parish Environmental Warden
- g. Parish Path Liaison Officer
- h. Public Rights of Way Officers
- i. Welcome Pack Officer
- j. Finance and Precept Group
- k. Internal Auditor
- l. Responsible Financial Officer
- m. Web Sites Officer
- n. Annual Parish Meeting Organisation
- o. Appeal Panel
- p. Grievance and Disciplinary Panel
- q. Personnel Group
- r. Representative on the Playing Fields & Clubhouse Committee (compulsory/essential)
- s. Representative on St Stephens PCC (voluntary only)
- t. Representative on the Jubilee Hall Committee (requested)
- u. Representative on the Village Shop Committee (voluntary only)
- v. Representative on Winsham Community Resource Centre Committee (voluntary only)
- w. SALC representative
- x. Cemetery
- y. Planning
- z. United Charities Winsham – Trustees
- aa. Emergency Planning Group
- bb. Parish Plan Review Group
- cc. Westernway Housing Development – Car Park & Green Space
- dd. Westernway Housing Development – Monitoring and Liaison with Developer

(8) INSURANCE REVIEW

Proposal: Review and agree the insurance quotation.

(9) ASSET REGISTER

Proposal: To review and agree the Asset Register.

(10) UNITED CHARITIES OF WINSHAM - TRUSTEES REVIEW

Proposal: To nominate the existing Trustees to continue.

(11) PLANNING MATTERS

- a) Applications:
Application No: 18/01023/S73
Applicant: Mr Nick Templeton-Smith

Proposal: Application to vary condition 02 (approved plans), 07 (stopping up of access) and 11 (parking) to alter internal access track and details provided for parking spaces and block up on access of 16/02061/FUL.

Location: Farm Building at, Whatley Farm, Whatley, Winsham, Chard, Somerset.

Application No: 18/00678/FUL

Applicant: Mrs Sally Lines

Proposal: The erection of a two storey side extension to dwellinghouse.

Location: 11 Bakersfield, Winsham, Chard, TA20 4JN

- b) Planning determinations received from SSDC
- c) Plans and determinations received after the posting of the agenda

(12) FINANCE

Proposal:

- (a) To note the schedule of cheques.
- (b) To approve the bank reconciliation at 31st March 2018.
- (c) To agree and approve the Summary Receipts and Payments for Year Ended 31st March 2018.
- (d) To approve movement of funds to earmarked reserves (EMR):
 - a. To amalgamate the following EMRs into one EMR called Depreciation Fund:
Bus Shelter £552.00, Seating £698.00, Office Equipment £247.00, Dog Bins £7.01, Grit Bins £144.00, Signage £42.00, making a total of £1690.01
 - b. To move £3,772 from the 2017-18 Budget (Depreciation Fund) to the new EMR called Depreciation Fund, making a grand total of £5462.01
 - c. To move the excess monies from the 2017-18 financial year of £573.00 as follows:
£173.00 to an EMR called Service Award
£400.00 to an EMR called WWI Commemorations

(13) POLICY/FORM REVIEW

Proposal: To review and adopt the following policies:

- a) Financial Regulations (one amendment)
- b) Information Data Protection Policy 2018 (new)
- c) Legal & Technical Advice Policy (no change)
- d) Governance and Accountability for Smaller Councils – March 2018 (new)
- e) Privacy Notice (new)
- f) Retention Policy and Appendix A List of Documents (new)
- g) Notice of Interment WEF May 2018 (amended to include GDPR requirements)

(14) INTERNAL AUDITOR'S 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.

(15) ANNUAL RETURN FOR THE FINANCIAL YEAR ENDED 31ST MARCH 2018

Proposal:

- a) To consider and approve Section 1 – Annual governance statements 2017-18
- b) To consider and approve Section 2 – Accounting statements 2017-18

(16) ANNUAL PARISH MEETING

To receive an update on the Annual Parish Meeting.

(17) 100TH ANNIVERSARY OF THE END OF THE FIRST WORLD WAR COMMEMORATIONS

To receive an update from Cllr A Simkins.

Proposal: To

- a) Discuss the format and funding for the Armistice Day Lunch/Bufferet, Sunday 11th November 2018.
- b) To approve a quotation received from a resident to provide a buffet at cost price of £3.00 per head and to agree on a number of 100, being a total cost of £300.
- c) To allocate £100 towards beverages for the WW1 commemorations.

(18) WINSHAM PLAYING FIELDS AND CLUBHOUSE

Proposal: Members to:

- a) Consider requesting a copy of the Winsham Playing Fields and Clubhouse Draft AGM Minutes, Annual Report, and a copy of their last three years Accounts.
- b) Consider a request from Winsham Playing Fields Management Committee for a grant of £750.00 for grass cutting.
- c) Consider purchasing a Grit Bin for outside the Clubhouse.
- d) Consider purchasing 2 Dog Fouling Signs for placement one on the gate and one near the sports club.

(19) EXTENSION OF 30 MPH LIMIT ON THE B3162

Proposal: Members to approve requesting the extension of the 30 mph limit on the B3162 to south of Bere Farm jointly with Thorncombe Parish Council.

(20) 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 – Update to be received from Cllr A Simkins
- f) War Memorial Cleaning
- g) Networking Event - Chard Business Voice

(21) 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.
- h) Parish Council Newsletter
- i) Councillor Surgeries
- j) Training

(22) 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".

(23) CLERK'S APPRAISAL FEEDBACK

To receive feedback on the outcomes of the Clerk's appraisal.

(24) CLERK'S OVERTIME

Proposal: To approve payment of 21 extra hours done between February 2017 and March 2018.

(25) DATE OF THE NEXT MEETING – WEDNESDAY 6TH JUNE 2018