



Winsham Parish Council

Notice of the Annual Council Meeting – 8th May 2019

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 8TH MAY 2019** at **7.30pm** in the **Jubilee Hall, Winsham**.

Teresa Pinder

Teresa Pinder, Clerk to the Parish Council
30th April 2019

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 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.

(5) 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.

(6) DECLARATIONS OF INTEREST

Council to receive any declarations of interest.

(7) TO APPROVE THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON THE 15TH APRIL 2019 (LGA 1972 sch 12, para 41(1))

Proposal: Members to approve the Minutes of the Ordinary Council Meeting held on the 15th April 2019.

(8) UNITED CHARITIES OF WINSHAM - TRUSTEES REVIEW

Proposal: Members:

- a) To approve the nomination of Mr Trevor Harris as a new Trustee to replace Mrs Anne Rose on her retirement.
- b) To nominate two of the existing Trustees to continue – Mr Brian Turner & the Vicar of St Stephen's.

(9) ALLOCATED RESPONSIBILITIES

Proposal: To discuss and provisionally approve the schedule of responsibilities which will be confirmed in the June meeting:

- 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. Winsham Playing Fields Working Group - a number of Councillors and the possibility of one resident being included if approved by Full Council.
- k. Finance and Precept Group
- l. Internal Auditor
- m. Responsible Financial Officer
- n. Web Sites Officer
- o. Annual Parish Meeting Organisation
- p. Appeal Panel
- q. Grievance and Disciplinary Panel
- r. Personnel Group
- s. Representative on the Playing Fields & Clubhouse Committee (compulsory/essential)
- t. Representative on St Stephens PCC (voluntary only)
- u. Representative on the Jubilee Hall Committee (requested)
- v. Representative on the Village Shop Committee (voluntary only)
- w. Representative on Winsham Community Resource Centre Committee (voluntary only)
- x. SALC representative
- y. Cemetery
- z. Planning
- aa. United Charities Winsham – Trustees
- bb. Emergency Planning Group
- cc. Parish Plan Review Group
- dd. Westernway Housing Development – Car Park & Green Space
- ee. Westernway Housing Development – Monitoring and Liaison with Developer

(10) INSURANCE REVIEW

Proposal: Review and agree the insurance quotation.

(11) ASSET REGISTER

Proposal: To review and agree the Asset Register.

(12) SOMERSET ASSOCIATION OF LOCAL COUNCILS (SALC)

Proposal: Members to approve the continued membership of SALC at an annual cost of £190.97 for the year commencing 24th May 2019.

(13) PLANNING MATTERS

Proposals: Members to resolve:

- a) Applications:
None
- b) Planning determinations received from SSDC
- c) Plans and determinations received after the posting of the agenda

(14) FINANCE

Proposal: Members:

- a) To note the schedule of cheques.
- b) To approve the Bank Reconciliation as at 2nd May 2019.

(15) PARISH COUNCIL ACCOUNT SIGNATORIES

Proposal: Members to review and agree the Account Signatories.

(16) POLICY REVIEW

Proposal: To review and adopt the following policies:

- a) Financial Regulations (no change)
- b) Information Data Protection Policy 2018 (no change)
- c) Legal & Technical Advice Policy (no change)
- d) Privacy Notice (no change)
- e) Privacy Policy for Website (no change)
- f) Retention Policy and Appendix A List of Documents (no change)
- g) Governance and Accountability for Smaller Councils – March 2019 (new)

(17) 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.

(18) ANNUAL RETURN FOR THE FINANCIAL YEAR ENDED 31ST MARCH 2019

Proposal:

- a) To consider and approve Section 1 – Annual governance statements 2018-19
- b) To consider and approve Section 2 – Accounting statements 2018-19
- c) To approve signing the Certificate of Exemption – AGAR 2018/19 Part 2

(19) JUNE MEETING DATE

Proposal: Members to consider amending the date of the June meeting to Wednesday 12th June 2019.

(20) WINSHAM PLAYING FIELDS TRUST

To receive updates from the Chairman.

Proposal: Members to discuss and approve/confirm:

- a) Following receipt of correspondence from the Parish Council's Solicitor – "With regards to appointing an independent auditor, this may be a good idea if it is done prior to completion." Members to consider appointing an independent auditor to audit the Winsham Playing Fields Trust Accounts or any associated organisation.
- b) Where to open a new Bank Account for the Winsham Recreational Trust.
- c) Who the signatories will be.

(21) TRAINING

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

- a) The Councillor Essentials Training on 13th June 2019 from 7.00 pm till 9.00 pm at Horton Village Hall. The cost per attendee is £28.50 with the 4th person free. An alternative date is the 18th June 2019 at West Buckland Village Hall with the same timings and cost.
- b) Responding to Planning Applications on 3rd July 2019 from 6.00 pm till 9.00 pm at Edgar Hall, Somerton at a cost of £30.00 per person with the 4th person free.
- c) The Chairman and Vice-Chair to attend Being a Successful Chairman on 6th June 2019 at Edgar Hall, Somerton, starting at 6.00 pm.

- d) The Clerk to attend The Essential Clerk – whole day intensive training course at a cost of £85.00 at The Edgar Hall, Somerton on the 15th June 2019, starting at 10.00 am.

(22) HIGHWAYS

Proposal: The Members to consider contacting County Highways regarding the “Village Cross” triangular strip of land, in front of The George to ascertain whether the Parish Council could take over ownership of the land.

(23) BARRIER/PLANTER FOR THE AREA BETWEEN THE CROSS & THE GEORGE

Proposal: Following receipt of a request from The Shop Committee, the Members to:

- a) Consider pursuing the licence application with County Highways, in line with their procedure, in liaison with owner of The George and County Highways to ensure an adequate barrier is in place.
- b) Consider paying the initial £165 application fee.
- c) Consider agreeing in principle to a planter barrier solution, subject to discussion with County Highways, and obtain costings for creation and installation.
- d) Discuss the project costs (as detailed in Shop Committee’s email).

(24) OUTSTANDING ITEMS UPDATE

Proposal: To receive updates, as required, on the following outstanding items:

- a) Action Plan Review
- b) Land Registry of Parish Council’s Land Assets
- c) Assets of Community Value – School
- d) Cemetery Tidy Up

(25) 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:
Jubilee Hall
Winsham Playing Fields/Sports and Social Club
Winsham Community Resource Centre
- g) Clerk’s report and correspondence – see Agenda Notes.
- h) Training

(26) 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.

(27) LEGAL PROCEEDINGS

Proposal: Members to review progress of proceedings and associated matters.

(28) PERSONNEL SUCCESSION

Proposal: The Members to:

- a) Review and approve the Contract of Employment for the new Clerk.
- b) Approve the current Clerk undertaking extra hours (for new Clerk induction and holiday cover) following this meeting up until mid-June 2019, at the current Clerk’s normal hourly rate.

(29) DATE OF THE NEXT MEETING – TO BE CONFIRMED