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**Winsham Parish Council**

**Notice of the Ordinary Council Meeting – 12th June 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 12TH JUNE 2019 at 7.30pm** in the **Jubilee Hall, Winsham.**

Rose Richards

Rose Richards, Clerk to the Parish Council  
 7th June 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) 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.

**(2) DECLARATIONS OF INTEREST**Council to receive any declarations of interest.

**(3) TO APPROVE THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON THE 8TH MAY 2019** (LGA 1972 sch 12, para 41(1))

Proposal: Members to approve the Minutes of the Ordinary Council Meeting held on the 8th May 2019.

**(4) PLANNING MATTERS**

Proposals: Members to resolve:

1. Applications:

None

1. Planning determinations received from SSDC
2. Plans and determinations received after the posting of the agenda

**(5) WESTERN WAY DEVELOPMENT**

To receive an update on the CIL monies from this development.

**(6) FINANCE**

Proposal:

1. To note the schedule of cheques.
2. To approve the bank reconciliations as at 2nd May 2019.
3. To consider transferring money from the Current Account to the Reserve Account
4. To consider terminating the agreement with Tailored Auto Enrolment

**(7) WINSHAM PLAYING FIELDS TRUST**

To receive updates from the Chairman.

Proposal:

1. Members to discuss and approve/confirm the Working Group to include Cllr S Weller
2. To approve the Application form for the Charity Commission

**(8) CHANGE OF DATE OF JULY MEETING**

Proposal: Members to agree to change the date of the July Meeting to Wednesday 10th July 2019.

**(9) CEMETERY**

Proposal: To consider moving the top soil bag for grave infilling to another area of the cemetery or to construct a purpose built container

**(10) DOCUMENT REVIEW**

Proposal: Members to review and adopt the following policies:

1. Donations Policy
2. Terms of Reference Groups, Working Parities and Task and Finish Groups.
3. Disciplinary Procedure
4. Grievance Procedure

**(11) ALLOCATED RESPONSIBILITIES**

Proposal: To discuss and confirm the schedule of responsibilities which were provisionally agreed in the May meeting and to check all councillors are happy with their responsibilities

**(12) ALLOTMENTS**

Proposal: To discuss the overgrown allotment and consider the best way forward.

**(13) LOWER REC SWINGS**

To discuss the repairs required to the swings which have corrosion on the framework and eyelets on the chains are worn.

**(14) OUTSTANDING ITEMS UPDATE**

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

1. Action Plan Review
2. Land Registry of Parish Council’s Land Assets
3. Assets of Community Value – School

**(15) ITEMS FOR REPORT**

1. Parish Assets:  
   Cemetery, Upper Rec/Lower Rec, Resource Centre, Bus Shelter, War Memorial, Seating, Signage and Bins.
2. Web Sites, Welcome Pack
3. Public Rights of Way
4. Grass Cutting Report
5. Highways and Bus Services
6. Reports from member representatives on outside bodies:  
   Jubilee Hall  
   Winsham Playing Fields/Sports and Social Club  
   Winsham Community Resource Centre
7. Clerk’s report and correspondence – see Agenda Notes.
8. Training

**(16) 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.

**(17) BUS SHELTER REPAIRS**

Proposal: To consider whether a third quote should be obtained or if we should accept one of the two quotes already received.

**(18) LEGAL PROCEEDINGS**Proposal: Members to review progress of proceedings and associated matters.

**(19) CEMETERY TIDY UP**

Proposal: To review any quotations that have been received in relation to a large monkey puzzle tree that needs topping, another tree that needs removing from a grave/headstone and other trees that need tidying up

**(20) CLERKS HOURS**

**Proposal:** To approve the new Clerk’s pay can be increased by 4 hours per month in busy periods which replicate the agreement in place with the previous Clerk

**(21) DATE OF THE NEXT MEETING – 10TH JULY 2019**