



Winsham Parish Council

Notice of the Ordinary Council Meeting – 3rd June 2020

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 3rd June 2020 at 7.30 pm** held using **Zoom Video Conferencing**

Rose Richards

Rose Richards, Clerk to the Parish Council: 29th May 2020

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 4th March and 6th May 2020 (LGA 1972 sch 12, para 41(1))

Proposal: Members to approve the Minutes of the Ordinary Council Meeting held on 4th March and 6th May 2020.

(4) Outstanding Items Update

- a) Bus Shelter repairs
- b) Defibrillator funds to be transferred to the Council
- c) Cutting back of the holly growing out of graves in the cemetery
- d) Quotes for cutting back the cemetery hedges
- e) War Memorial Grant

(5) Finance

Proposals:

- a) To note the schedule of cheques
- b) To approve the latest bank reconciliations

(6) Planning Matters

a) Proposals: Members to resolve applications received Applications received:

- Application Reference: 20/01251/TCA
Applicant: Mr Woodland
Proposal: Notification of intent to carry out tree surgery works on No 2 trees within a Conservation Area
Location: Rose Cottage, Fore Street, Winsham, TA20 4DY
Determination Deadline: 16th June 2020
 - Application Reference: 20/01257/FUL
Applicant: CJ And RM Slade
Proposal: The erection of 1 no. dwelling
Location: Land North Of Court Cottage and Lane Cottage, Court Street, Winsham
Determination Deadline: Extended to 11th June 2020
- b) Planning determinations received from SSDC
- Application Details: 20/00379/REM – Land Adj to Garden House Back Street – Seeking approval of appearance, landscaping, layout and scale – Permitted with Conditions
 - Application Details: 20/00631/HOU – Brantford Cottage, Fore Street – Alterations to height of roof – Application Withdrawn
 - Application Details: 20/00458/FUL – Plots 3 and 4 Former Victory Garage, Church Street – Amended Design and extension of residential cartilage – Permitted with Conditions
- c) Plans and determinations received after the posting of the agenda

(7) Document Review

Proposal: Members to review and adopt the following policies:

- a) General Risk Assessment – Playground Assessments updated
- b) Councillors Guide on Finance & Transparency 2017
- c) Freedom of Information Policy – No Change
- d) Bee Policy – No Change
- e) Publication Scheme Model – No Change
- f) Legal & Technical Advice Policy
- g) Privacy Policy Notice
- h) Privacy Notice for Website
- i) Retention Policy and Appendix A
- j) Financial Regulations
- k) Information and Data Protection Act Policy
- l) Website Privacy Statement
- m) Reserves Policy
- n) Terms of Reference - Working Parties, groups and Task and Finish Groups
- o) Disciplinary Procedure
- p) Grievance Procedure
- q) Governance & Accountability for Smaller Authorities in England (March 2016)

(8) Cemetery Maintenance

Proposal: Members to discuss maintenance required in the cemetery including; staining of all woodwork, replacing missing latch on one of the gates, tidying up the trees and re-painting the iron railing fence.

(9) Items for Report

- a) Parish Assets:
Cemetery, Upper Rec/Lower Rec, Bus Shelter, War Memorial, Seating, Signage and Bins.
- b) Web Sites, Welcome Pack
- c) Public Rights of Way – Update
- 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

(10) Playing Field CIO Update

- a) Members to discuss the cause of the delay on the transfer of assets from Winsham Playing Field Trust to Winsham Recreational Trust
- b) Proposal: Members to resolve whether to engage a professional assessor to give a rebuild cost on the buildings at the Upper Recreation Ground
- c) Proposal: Members to resolve whether to instruct Came & Company to set up the insurance for Winsham Recreational Trust with Hiscox Insurance Company.

(11) Items Deferred until Normal Meetings Resume

- a) Allotment Charges for 2021/22
- b) Monthly Document Reviews
- c) Neighbourhood Watch volunteers
- d) Annual Council Meeting which includes election of Chairman, Vice Chairman
- e) Review of allocated responsibilities
- f) Review of Asset Register
- g) Approval of Annual Governance and Accountability Return (AGAR)
- h) Review of Charity Trustees
- i) Lack of awareness regarding County Lines
- j) Parish Survey Results

(12) 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

(13) Clerks Annual Pay Increase

Proposal: Members to consider the Clerks Annual Pay Increase and whether this should be back dated to 1st April 2020

(14) Legal Proceedings

- a) Members to review progress of proceedings and associated matters
- b) Members to obtain clarification according to the constitution in respect of conduct at meetings

(22) Date of the Next Meeting – 1st July 2020