



# Winsham Parish Council

Minutes of the Annual Meeting of the Parish Council held at The Jubilee Hall on Wednesday 3<sup>rd</sup> May 2017 at 7:30pm

Present: Cllrs M Haggard, R Miller, J Stevens, N Eastick, D Wallbridge, S Davie, T Harris, and A Simkins

In attendance: Mrs Teresa Pinder, Clerk to The Council; District Councillor, Sue Osborne; County Councillor, Linda Vijeh, and 0 residents.

Cllr T Harris arrived at 7.34pm

## **3276 ELECTION OF CHAIRMAN**

Proposal: To elect a Chairman for the forthcoming year.

**Resolved:** Cllr J Stevens was elected for the forthcoming year.

Proposed: Cllr R Miller    Seconded: Cllr A Simkins    7-0-1

## **3277 TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr J Stevens signed the Chairman's Declaration of Acceptance of Office.

## **3278 ELECTION OF VICE CHAIRMAN**

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

**Resolved:** Cllr A Simkins was elected for the forthcoming year.

Proposed: Cllr J Stevens    Seconded: Cllr R Miller    7-0-1

## **3279 TO RECEIVE APOLOGIES FOR ABSENCE AND APPROVE REASONS GIVEN** [\(LGA 1972 s85 \(1\)\)](#)

Cllr R White was absent without apology.

## **3280 DECLARATIONS OF INTEREST**

None received.

## **3281 TO APPROVE THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON THE 12<sup>TH</sup> APRIL 2017** [\(LGA 1972 sch 12, para 41\(1\)\)](#)

**Resolved:** The minutes of the Ordinary Council Meeting held on the 12<sup>th</sup> April 2017 were approved as a correct and accurate record and were signed by the Chairman.

Proposed: Cllr N Eastick    Seconded: Cllr R Miller    6-0-2

## **3282 WINSHAM SPEEDWATCH**

Proposal: To investigate the possibility of initiating a Speedwatch programme for Winsham Church Street.

**Resolved:** The Members agreed that the Parish Council wishes to pursue Speedwatch and that Cllr T Harris should continue with this initiative. Posters will be put up around the village and in the shop and an article will be published in the e-letter and the parish magazine encouraging residents to volunteer. A group of no less than 10 but optimally 12 people (with more preferred) would need to be found to undertake the setting up of Speedwatch. This will then be followed by training if sufficient volunteers are found. The Police will then need to make an assessment of where the Speedwatch will be located, but ideally on the road entering the village from the Chard direction.

Proposed: Cllr J Stevens    Seconded: Cllr N Eastick    7-1-0

## **3283 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 St Stephens PCC
- s. Representative on the (Upper) Recreation Ground Committee
- t. Representative on the Jubilee Hall Committee
- u. Representative on the Village Shop Committee
- v. Representative on Winsham Community Resource Centre Committee
- w. SALC representative
- x. Cemetery
- y. Planning
- z. United Charities Winsham – Trustees
- aa. Emergency Planning Group
- bb. Parish Plan Review – Investigating Youth Club Facilities and Opportunities
- cc. Parish Plan Review – Investigating the possibility of a MUGA
- dd. Parish Plan Review – Investigating further options on dog fouling and speeding
- ee. Parish Plan Review Group
- ff. Shared Access Working Group
- gg. Westernway Housing Development – Car Park & Green Space
- hh. Westernway Housing Development – Monitoring and Liaison with Developer

**Resolved:** The Members discussed and approved the schedule of responsibilities as follows:

- a. Allotment Officer(s) – Cllrs M Haggard & S Davie
- b. Amenities Officers (Bins, Bus Shelter, Lower Rec, Signage, St Stephens Churchyard, Upper Rec, War Memorial) – Cllrs D Wallbridge, N Eastick, A Simkins, S Davie and M Haggard
- c. Community Grants - All Councillors
- d. Highways and Public Transport Officers – Cllrs D Wallbridge, A Simkins & S Davie
- e. Neighbourhood Watch representative – PCSO Julie Middleditch (delegated)
- f. Parish Environmental Warden -
- g. Parish Path Liaison Officer – Cllr J Stevens
- h. Public Rights of Way Officers - Cllrs N Eastick, T Harris & R Miller
- i. Welcome Pack Officer – Cllr D Wallbridge
- j. Finance and Precept Group – Cllrs J Stevens, A Simkins, R Miller & T Harris
- k. Internal Auditor – Mr Phil Smith
- l. Responsible Financial Officer – The Clerk (Mrs T Pinder)
- m. Web Sites Officer – The Clerk (Mrs T Pinder)
- n. Annual Parish Meeting Organisation – Vice Chairman and the Clerk
- o. Appeal Panel – Appoint a panel only if the need arises
- p. Grievance and Disciplinary Panel – Appoint a panel only if the need arises
- q. Personnel Group – Chairman (Cllr J Stevens) and Vice Chairman (Cllr A Simkins)
- r. Representative on St Stephens PCC – Cllr J Stevens
- s. Representative on the (Upper) Recreation Ground Committee – Cllr M Haggard
- t. Representative on the Jubilee Hall Committee – Cllr T Harris
- u. Representative on the Village Shop Committee – Cllr R Miller
- v. Representative on Winsham Community Resource Centre Committee – Cllr M Haggard
- w. SALC representative – The Clerk (Mrs T Pinder)

- x. Cemetery – The Clerk, together with Cllrs R Miller, J Stevens, N Eastick & T Harris
- y. Planning – All Councillors
- z. United Charities Winsham – Trustees – Mrs A Rose and Mr B Turner
- aa. Emergency Planning Group -
- bb. Parish Plan Review – Investigating Youth Club Facilities and Opportunities – Cllrs S Davie & R White
- cc. Parish Plan Review – Investigating the possibility of a MUGA – Cllrs S Davie, R White, J Stevens & A Simkins
- dd. Parish Plan Review – Investigating further options on dog fouling and speeding – Cllrs T Harris & M Haggard
- ee. Parish Plan Review Group – Chairman (Cllr J Stevens) & Cllrs M Haggard & S Davie
- ff. Shared Access Working Group – Cllrs R White, M Haggard & J Stevens
- gg. Westernway Housing Development – Car Park & Green Space – Will be allocated in due course
- hh. Westernway Housing Development – Monitoring and Liaison with Developer – Will be allocated in due course.

Proposed: Cllr J Stevens    Seconded: Cllr N Eastick    8-0-0

### **3284 INSURANCE REVIEW**

Proposal: Review and agree the insurance quotation.

**Resolved:** As the Renewal quotation had not been received by the time of the meeting, the Members agreed that the Clerk should proceed with the quotation once received (as the Council is on a fixed 3 year term insurance), provided it is not increased by more than 10%.

Proposed: Cllr S Davie    Seconded: Cllr R Miller    8-0-0

### **3285 ASSET REGISTER**

Proposal: To review and agree the Asset Register.

**Resolved:** The Members reviewed and approved the Asset Register for 2017.

Proposed: Cllr T Harris    Seconded: Cllr A Simkins    8-0-0

### **3286 PLANNING MATTERS**

- a) Applications  
None
- b) Planning determinations received from SSDC  
Decisions were available to view at the meeting.
- c) Plans and determinations received after the posting of the agenda  
None.

### **3287 FINANCE**

Proposal:

- (a) To note the schedule of cheques.
- (b) To approve the bank reconciliation at 31<sup>st</sup> March 2017.
- (c) To agree and approve the Summary Receipts and Payments for Year Ended 31<sup>st</sup> March 2017.
- (d) To approve movement of funds to earmarked reserves:
  - a. To move £541.91 to a new Youth Provision Ear Marked Reserve
  - b. To move £846.09 to War Memorial Maintenance Ear Marked Reserve
  - c. To move £5,000 to a new Ear Marked Reserve called Shared Access Grant Fund
  - d. To move £15,000 to a new Ear Marked Reserve called Shared Access Unallocated Funds

**Resolved:** The Members:

- a) The schedule of cheques numbered 322297 to 322304 totalling £2142.91 were noted.  
The signatories this month were Cllrs N Eastick & A Simkins.
- b) The Members approved the bank reconciliation as at 31<sup>st</sup> March 2017.  
Proposed: Cllr J Stevens    Seconded: Cllr D Wallbridge    8-0-0
- c) The Members agreed and approved the Summary Receipts and Payments for Year Ended 31<sup>st</sup> March 2017.  
Proposed: Cllr N Eastick    Seconded: Cllr M Haggard    8-0-0
- d) The Members approved the following movement of funds to earmarked reserves:
  - a. To move £541.91 to a new Youth Provision Ear Marked Reserve
  - b. To move £846.09 to the War Memorial Maintenance Ear Marked Reserve
  - c. To move £5,000 to a new Ear Marked Reserve called Shared Access Grant Fund

- d. To move £15,000 to a new Ear Marked Reserve called Shared Access Unallocated Funds  
Proposed: Cllr R Miller    Seconded: Cllr S Davie    8-0-0

### **3288 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.

**Resolved:**

- a) The Members approved the Internal Auditor's Report.  
Proposed: Cllr M Haggard    Seconded: Cllr D Wallbridge    8-0-0
- b) The Members confirmed the Council is satisfied that the Internal Auditor has undertaken the audit satisfactorily. The Members wished to give special thanks to the Clerk for her efforts with this.  
Proposed: Cllr J Stevens    Seconded: Cllr R Miller    8-0-0

### **3289 ANNUAL RETURN FOR THE FINANCIAL YEAR ENDED 31<sup>ST</sup> MARCH 2017**

Proposal:

- a) To consider and approve Section 1 – Annual governance statement 2016-17
- b) To consider and approve Section 2 – Accounting statements 2016-17

**Resolved:** The Members:

- a) Considered, discussed and approved Section 1 of the Annual Return – Annual Governance Statement 2016-17  
Proposed: Cllr J Stevens    Seconded: Cllr N Eastick    8-0-0
- b) Considered, discussed and approved Section 2 of the Annual Return – Accounting Statements 2016-17. The Chairman then signed and dated Section 2 – Accounting Statements 2016/17.  
Proposed: Cllr S Davie    Seconded: Cllr D Wallbridge    8-0-0

### **3290 ANNUAL PARISH MEETING**

The Members received an update on the Annual Parish Meeting.

The Clerk informed members that Marcus Fysh would still like to attend the Annual Parish Meeting in his capacity as prospective Conservative Candidate for Yeovil, which the Members confirmed they were happy with this. He is no longer the MP for the Yeovil constituency with effect from midnight on the 2<sup>nd</sup> May 2017.

### **3291 POLICY REVIEW**

Proposal: To review and adopt the following policies:

- a) Financial Regulations (no change)
- b) Data Protection Act Policy (no change)
- c) Legal & Technical Advice Policy (no change)

**Resolved:** The Members reviewed and adopted the following policies:

- a) Financial Regulations (no change)  
Proposed: Cllr T Harris    Seconded: Cllr R Miller    8-0-0
- b) Data Protection Act Policy (no change)  
Proposed: Cllr T Harris    Seconded: Cllr R Miller    8-0-0
- c) Legal & Technical Advice Policy (no change)  
Proposed: Cllr T Harris    Seconded: Cllr R Miller    8-0-0

### **3292 UPDATE ON THE 2017-18 TAX YEAR ACTION PLAN**

Proposal: To receive an update on

- a) Investigating Youth Club facilities and opportunities
- b) Investigating further options on dog fouling and speeding

**Resolved:** Updates were received as follows:

- a) Youth Club facilities are still being investigated and will be discussed again at next month's meeting.
- b) The Members have already agreed on agenda item (number 3282) to proceed with investigating the possibility of introducing a Speedwatch programme. With regard to the Public Space Protection Order (PSPO) the Members felt it was difficult to enforce. It should be noted that the number of dog bins in the community are at capacity to be emptied by SSDC. The Members agreed to purchase three new dog signs

for the Parish. One to be sited in the Lower Rec, one on the Bus Shelter by Davies Close and one in Pooles Lane, which Cllr J Stevens will action.

Proposed: Cllr M Haggard    Seconded: Cllr S Davie    8-0-0

### **3293 SPONSORSHIP OF THE WINSHAM SIGNS**

Proposal: To consider the offer of potential sponsorship of Winsham Village Signs from Karmarama Ltd on behalf of Go Compare.

**Resolved:** The Members agreed not to proceed with the offer of Sponsorship of the Winsham Village Signs from Karmarama Ltd on behalf of Go Compare.

Proposed: Cllr R Miller    Seconded: Cllr A Simkins    6-2-0

### **3294 IPAD TRAINING**

Proposal: To consider whether to set up more I-pad training for the Parish.

**Resolved:** The Members agreed not to set up more I-pad training at the current time.

Proposed: Cllr S Davie    Seconded: Cllr M Haggard    8-0-0

### **3295 OUTSTANDING ITEMS UPDATE**

Proposal: To receive updates on the following outstanding items:

- a) Parks and Open Spaces Policy on the website
- b) Setting up On Line viewing of Parish Council Accounts.
- c) War Memorial Cleaning
- d) Biographies from Councillors
- e) Land Registry of Parish Council's Land Assets.

Updates were received on the above items.

### **3296 ITEMS FOR REPORT**

#### **a) Parish Assets:**

**Cemetery, Upper Rec/Lower Rec, Resource Centre, Bus Shelter, War Memorial, Seating, Signage & Bins.**

Upper Rec – Cllr M Haggard updated the Members on the state of the Upper Rec following the installation of the Telecommunications Mast. Western Power are returning to the site on the 22<sup>nd</sup> May and on the 23<sup>rd</sup> May for the installation of a meter. The Lower Rec gate clasp is broken again. Cllr S Davie will repair it. Confirmation has been received that the phone box in the village is not going to be removed by BT.

#### **b) Web Sites, Welcome Pack**

Nothing to report

#### **c) Public Rights of Way**

Cllr J Stevens updated the members on the current situation regarding the current closed footpath CH30/7. If an update has not been received shortly from the Area Warden Right of Way, Cllr Stevens will write to SCC as agreed at April's meeting.

#### **d) Grass Cutting Report**

Nothing to Report

#### **e) Highways and Bus Services**

Cllr A Simkins has not written to Linda Vijeh about the Parish Council's concerns regarding the local bus service, as detailed in the previous Minutes, as he believed it best to see the Somerset Transport Officer first. Cllr A Simkins is meeting with Tom Main, Somerset Transport Officer, on 9<sup>th</sup> May in Winsham, together with two residents from the Parish.

#### **f) Reports from Member Representatives on Outside Bodies**

Nothing to report.

#### **g) Clerk's report and correspondence**

The Clerk confirmed that all Allotment rent monies had been received from Tenants for this growing season. The Clerk also confirmed that she had registered Winsham Parish Council in the Local Council Award Scheme, where confirmation and an invoice should be received within 2 weeks.

The village has been entered into the Village of the Year, which is a TV programme hosted by Penelope Keith.

### **3297 QUESTIONS TO THE CHAIRMAN**

No questions received.

**3298 DATE OF THE NEXT MEETING: TUESDAY 6<sup>TH</sup> JUNE 2017**

The meeting closed at 10.00 pm

Signed: ..... Chairman Date: 6<sup>th</sup> June 2017