



# Winsham Parish Council

Minutes of the Ordinary Meeting of the Parish Council held at The Jubilee Hall on Wednesday 6<sup>th</sup> September 2017 at 7:30pm

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

In attendance: Mrs Teresa Pinder, Clerk to The Council; District Councillor Sue Osborne and 1 resident.

## **3352 TO RECEIVE APOLOGIES FOR ABSENCE AND APPROVE REASONS GIVEN** (LGA 1972 s85 (1))

Apologies were received from Cllrs A Simkins and N Eastick due to personal reasons.

The reasons given were approved.

Cllr R White was absent without apology. If Cllr R White is absent for 1 more month he will be disqualified from being a councillor.

## **3353 DECLARATIONS OF INTEREST**

Cllr R Miller declared a personal interest on item number 13 Community Shop & Post Office as she is on the shop committee.

Cllr M Haggard declared a personal interest on item number 12 Grant Applications Working Party.

## **3354 TO APPROVE THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON THE 2<sup>ND</sup> AUGUST 2017** (LGA 1972 sch 12, para 41(1))

**Resolved:** The minutes of the Ordinary Council Meeting held on the 2<sup>nd</sup> August 2017 were approved as a correct and accurate record and were signed by the Chairman.

Proposed: Cllr R Miller    Seconded: Cllr T Harris    5-0-1

## **3355 PLANNING MATTERS**

- a) Applications  
None Received
- b) Planning determinations received from SSDC  
Decisions were available to view at the meeting.

## **3356 FINANCE**

Members noted:

- a) The schedule of cheques numbered 322331 to 322339 and a direct debit totalling £1553.15.  
The cheques this month were signed by Cllrs M Haggard and R Miller.
- b) The Bank Reconciliation Statements as at quarter end 30<sup>th</sup> June 2017 (statements as at 3-7-17) as agreed by Cllr R Miller.

## **3357 PARISH ACTION PLAN REVIEW**

Proposal: Members to review the Parish Plan and to check the progress against it.

**Resolved:** The Members reviewed the Parish Plan and agreed on the progress to date.

Proposed: Cllr T Harris    Seconded: Cllr R Miller    6-0-0

## **3358 DOCUMENT REVIEW**

Proposal: Members to review and adopt the following policies:

- a) Complaints Code of Practice – no change
- b) Disciplinary Procedure – no change

- c) Bullying and Harassment Policy – no change
- d) Grievance Procedure – no change
- e) Equality Policy
- f) Community Engagement Policy

Resolved: The Members reviewed and adopted the following policies:

- a) Complaints Code of Practice – no change  
Proposed: Cllr T Harris    Seconded: Cllr R Miller    6-0-0
- b) Disciplinary Procedure – no change  
Proposed: Cllr T Harris    Seconded: Cllr R Miller    6-0-0
- c) Bullying and Harassment Policy – no change  
Proposed: Cllr T Harris    Seconded: Cllr R Miller    6-0-0
- d) Grievance Procedure – no change  
Proposed: Cllr T Harris    Seconded: Cllr R Miller    6-0-0
- e) Equality Policy – New  
Proposed: Cllr T Harris    Seconded: Cllr D Wallbridge    6-0-0
- f) Community Engagement Policy  
Proposed: Cllr J Stevens    Seconded: Cllr M Haggard    6-0-0

### **3359 GRANT FOR COMMUNITY LED HOUSING SURVEY**

Proposal: To consider whether the Parish Council should apply to SSDC for a grant to undertake a Community Led Housing Survey.

Resolved: The Members agreed to apply to South Somerset District Council (SSDC) for a grant to undertake a Community Led Housing Survey and to contact SSDC to inform them of the Parish Council's interest in applying.

Proposed: Cllr S Davie    Seconded: Cllr R Miller    6-0-0

### **3360 TRAFFIC CALMING MEASURES**

Members to be updated on the meeting with Somerset County Council Traffic Engineer.

Proposal: Members to consider:

- a) Either installation of electronic traffic counting kit or a manual survey on vehicle movements on Back, Fore & Church Streets. The purpose of which is to assist in decision making in any traffic calming measures that could be introduced. Proposed by a parishioner.
- b) To investigate the costs and timescales involved.

**Resolved:**

- a) Members agreed to not proceed with the installation of electronic traffic counting kit or a manual survey on vehicle movements on Back, Fore and Church Streets.
- b) The Members will investigate further the advice from Gary Warren, Traffic Engineer for Somerset County Council and to consider removing the white lines, relocating the school warning signs, investigating the solar school warning signs and speed signs and dropped curbs. The Members will investigate further the Somerset County Council Small Improvement Scheme for traffic calming for Highways in conjunction with County Highways Officers and with the support of our local County Councillor.

Proposed: Cllr S Davie    Seconded: Cllr R Miller    6-0-0

### **3361 CHARD BUSINESS VOICE**

Proposal: Members to agree that the Parish Council will host an evening CBV Networking Event in the Jubilee Hall on Thursday 15<sup>th</sup> February 2018. This will cover the cost of hall hire and provision of refreshments.

**Resolved:** The Members agreed that the Parish Council will host an evening CBV Networking Event in the Jubilee Hall on Thursday 15<sup>th</sup> February 2018 and will cover the cost of the hall hire and provision of refreshments.

Proposed: Cllr J Stevens    Seconded: Cllr T Harris    6-0-0

### **3362 WAR MEMORIAL**

Proposer: Cllr A Simkins

Proposal: Members to confirm

- a) That the Winsham and Cricket St Thomas War Memorial is owned by Winsham Parish Council and that permission is granted for the Memorial to be cleaned in preparation for Remembrance Sunday, 2018, for which an Application is pending with the War Memorial Trust.
- b) That the Memorial is and will remain readily accessible to the public.

**Resolved:** The Members confirmed:

- a) That the Winsham and Cricket St Thomas War Memorial is owned by Winsham Parish Council and that permission is granted for the Memorial to be cleaned in preparation for Remembrance Sunday, 2018, for which an Application is pending with the War Memorial Trust.
- b) That the Memorial is and will remain readily accessible to the public.

Proposed: Cllr R Miller      Seconded: Cllr S Davie 6-0-0

### **3363 GRANT APPLICATIONS WORKING GROUP**

**Proposal:** Members to agree to a temporary working group to assess the grant applications received up until 31<sup>st</sup> August 2017, with recommendations to the members at the October meeting.

**Resolved:** The Members agreed to have a temporary working group to assess the grant applications received up until 31<sup>st</sup> August 2017, with recommendations to the Members at the October meeting. The Members in this group will be Cllrs J Stevens, S Davie, D Wallbridge and T Harris

Proposed: Cllr J Stevens      Seconded: Cllr S Davie 6-0-0

### **3364 COMMUNITY SHOP & POST OFFICE**

The Members received an update on the current position.

### **3365 COMMUNITY ENGAGEMENT**

**Proposal:**

- a) Members to agree on the budget for the remainder of this tax year for community engagement.
- b) Members to agree to a Parish Council Quarterly Newsletter.

**Resolved:**

- a) The Members agreed on a budget of £750 for the remainder of this tax year for community engagement.

Proposed: Cllr J Stevens      Seconded: Cllr S Davie 6-0-0

- b) The Members agreed to have a Parish Council Quarterly Newsletter.

Proposed: Cllr S Davie      Seconded: Cllr M Haggard 6-0-0

### **3366 FOUR YEAR FINANCIAL ACTION PLAN**

**Proposal:** Members to formally adopt the 4 year Financial Action Plan.

**Resolved:** The Members adopted the 4 Year Financial Action Plan with one amendments which is to include an Asset Management Strategy .

Proposed: Cllr S Davie      Seconded: Cllr D Wallbridge 6-0-0

### **3367 LOCAL GOVERNMENT BOUNDARY COMMISSION**

**Proposal:** To submit feedback to the Local Government Boundary Commission on the boundaries of Winsham Parish in the Windwhistle Ward.

**Resolved:** The Members agreed to respond to the Local Government Boundary Commission in that the Parish Council is happy with the current boundary of the Windwhistle Ward. Cllr J Stevens to take this forward.

Proposed: Cllr J Stevens      Seconded: Cllr R Miller 6-0-0

### **3368 TRAINING AND DEVELOPMENT**

**Proposal:** To update and review training for:

- a) The Clerk
- b) Councillors

**Resolved:** The Members received an update on the Clerk's and Councillors Training.

- a) The Clerk has been registered for the Webinar on Data Protection on 12<sup>th</sup> September 2017 and is attending an Information Governance Course on the 13<sup>th</sup> September and a Budget Setting Course on the 28<sup>th</sup> September, both being held in Somerton.

The Clerk also wished to attend The Regional Training Seminar on Wednesday 22<sup>nd</sup> November 2017 being held at The Holiday Inn, Bristol Filton, at a cost of £69.00 plus VAT which the Members approved.

Proposed: Cllr J Stevens    Seconded: Cllr M Haggard    6-0-0

- b) The Councillors agreed on a some dates to give to Somerset Association of Local Council for a local “Being a Good Councillor” course to be held in the evening. The options are Tuesdays to Thursday weeks commencing 6<sup>th</sup> and 13<sup>th</sup> November 2017. Dependent on numbers the cost should be lower than if everyone attended this course individually in Somerton.

Proposed: Cllr R Miller    Seconded: Cllr D Wallbridge    6-0-0

### 3369 OUTSTANDING ITEMS UPDATE

Proposal: To receive updates on the following outstanding items:

- a) Land Registry of Parish Council’s Land Assets
- b) Speedwatch
- c) Letter to SCC CEO regarding obstructed footpath CH30/7
- d) Somerset County Council Chairman’s Awards
- e) Assets of Community Value – School
- f) Bus Service meeting with Somerset County Council

Updates were received on the above items.

### 3370 ITEMS FOR REPORT

- a) **Parish Assets:**

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

Following an email to SSDC regarding the number of dog wardens in the area, SSDC has confirmed that there are only two enforcement officers whose duties include dealing with dog fouling.

A representative from Shared Access is coming to look at the rectification of faults caused during the construction of the telephone mast.

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

Winsham Community Facebook page has nothing to do with Winsham Parish Council.

- c) **Public Rights of Way**

Nothing to report.

- d) **Grass Cutting Report**

Andy Partridge has now already done the 12 cuts for the year and thinks 3 more will be needed. The Parish Council are happy for him to proceed on this basis.

- e) **Highways and Bus Services**

An articulated trailer got stuck on Colham Lane on Monday 3rd September, causing considerable damage to the road surface and banks. The matter was reported to the police by a member of public, and by Cllr R Miller to Highways. Subsequently Highways have cleared some of the damage, but not all. This will need further investigation.

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

Cllr J Stevens reported that he had resigned from St Stephen’s PCC, effective from 15<sup>th</sup> August 2017.

- g) **Clerk’s report and correspondence**

An email has been received from one of the allotment holders stating that produce had been stolen from the Allotments.

The Clerk reported that she had received the Completed External Audit Forms, together with Notice of Conclusion of Audit for the year ended 31<sup>st</sup> March 2017, which have been uploaded to the Parish Council’s website.

### 3371 QUESTIONS TO THE CHAIRMAN

### 3372 DATE OF THE NEXT MEETING: WEDNESDAY 4<sup>TH</sup> OCTOBER 2017

The meeting closed at 10.16 pm

Signed: ..... Chairman    Date: 4<sup>th</sup> October 2017