



# Winsham Parish Council

## Minutes of the Annual Council Meeting

### held 11th May 2022

**Present:** Cllrs S. Love (Chair), H. Beentje, L. Miller & J. Harding  
**In attendance:** Clerk to the Council R. Richards and four residents

#### **0001 Election of Chairman**

**Proposal:** To elect a chairman for the forthcoming year

**Resolved:** Members resolved to elect Cllr Everard as Chairman for 2022/23

**Proposed:** Cllr Love **Seconded:** Cllr Harding **Vote:** 4-0-0

#### **0002 To receive the Chairman's Declaration of Acceptance of Office**

As the Chairman was absent it was agreed that the Chairman could sign his Declaration of Office before the next meeting. **Proposed:** Cllr Love **Seconded:** Cllr Miller **Vote:** 4-0-0

#### **0003 Election of Vice Chairman**

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

**Resolved:** Members agreed to elect Cllr Love as Vice Chairman for 2022/23

**Proposed:** Cllr Miller **Seconded:** Cllr Harding **Vote:** 3-0-1

#### **0004 To receive Declarations of Acceptance of Office from all other Councillors**

Cllrs Beentje, Harding, Miller and Love all sign their Declarations of Acceptance of Office. All remaining members to sign their declaration as soon as possible.

#### **0005 To receive Apologies for Absence and Approve the Reasons given (LGA 1972 s85(1))**

Apologies were received from Cllrs Everard, Hill, Weller, and Fowler reasons given were approved.

#### **0006 To receive any Declarations of Interest - None**

#### **0007 Approve the Minutes of the Council Meeting Held on 6th and 13th April 2022 (LGA 1972 sch 12, para 41(1))**

**Resolved:** Members approved the Minutes of the Ordinary Council Meetings held 6th April and the Extraordinary Meeting held 13th April. **Proposed:** Cllr Miller **Seconded:** Cllr Beentje **Vote:** 4-0-0

#### **0008 General Power of Competence**

Members to resolve that Winsham Parish council meets the following criteria for eligibility relating to the electoral mandate and relevant training of the clerk.

1. At least two thirds of the members of the council must hold office as a result of being declared elected. This means they should have stood for election, whether at an ordinary or by election, even if unopposed, and not been co-opted or appointed.
2. The clerk must hold an eligible qualification (Certificate in local Council Administration - CiLCA)

**Resolved:** Members confirmed that they met the necessary criteria to be eligible to use the General Power of Competence for 2022/23 **Proposed:** Cllr Love **Seconded:** Cllr Beentje **Vote:** 4-0-0

#### **0009 Members to fill the vacant position on the Council by co-option (s21 Representation of the People Act 1985)**

**Resolved:** Members unanimously voted to accept Chloe Adams application to fill the vacant position

#### **0010 Outstanding Items to Update**

- a) Work being carried out at Chard Equestrian Centre

Cllr Beentje went for a site visit where major work was being carried out. An enormous bank has been built so that the showground can be extended, the ground is also being used by a number of helicopters. Planning permissions were investigated which only showed the erection of a steel barn for storing agricultural machinery. The land is no

longer being used for agricultural purposes. **Action:** Clerk to write to the Planning Officer regarding the concerns of residents and councillors. Letter to be cc'd to Marcus Fysh and Sue Osborne

**0011 Planning Matters**

- a) Members to resolve Applications received
  - Application Reference: 22/00787/HOU - Applicant: J & D Cutts  
Location: Ivy Cottage Back Street Winsham TA20 4ED  
Proposal: Erection of two storey rear extension to dwelling  
Observations Required by: 28th April 2022 extended to 10th May 2022

**Resolved:** Members resolved that they had no objection to the application

**Proposed:** Cllr Love **Seconded:** Cllr Beentje **Vote:** 4-0-0

- b) Applications Decisions received
  - 22/00292/HOU re 9 Bakersfield – Permitted with conditions
  - 21/03717/S73A re Puthill Barn Limekiln Lane – Permitted with conditions
  - 21/03728/COL re Puthill Barn Limekiln Lane – Permitted
  - 22/00485/FUL re Fulwood Ebben Lane – Permitted with conditions

**0012 Allocated Responsibilities**

Proposal: To discuss and provisionally approve the schedule of responsibilities for confirmation at the June meeting:

Allotment Officer(s)	Cllr J Hill
Bins - Amenities Officers	S Weller
Bus Shelter - Amenities Officers	S Weller
Lower Rec - Amenities Officers	Cllrs J Hill and L Miller
Community Resource Centre	Cllrs Fowler and Miller
Signage - Amenities Officers	Cllrs J Hill and L Miller
St Stephens Churchyard - Amenities Officers	Cllrs H Beentje and K Fowler
Upper Rec - Amenities Officers	Cllrs H Beentje, J Hill and S Weller
War Memorial - Amenities Officers	Cllrs H Beentje, K Fowler and J Harding
Community Grants	All Councillors
Highways and Public Transport Officers	Cllrs J Everard and L Miller
Neighbourhood Watch Representatives	Cllrs K Fowler and J Harding
Parish Environmental Warden	Cllrs H Beentje, J Hill and J Everard
PPLO (Parish Path Liaison Officer)	Mr Paul Welters supported by Cllrs L Miller and J Harding
PROW (Public Rights of Way) Officers	Cllrs J Hill, L Miller and Harding
Welcome Pack Officer	Paper copies no longer required
Finance & Precept Group	Cllrs J Everard and S Love
Internal Auditor	<i>Following the retirement of our current Internal Auditor two suggestions were discussed</i>
Responsible Financial Officer	The Clerk (Mrs R Richards)
Web Sites Officer	The Clerk (Mrs R Richards)
Annual Parish Meeting Organisation	Cllrs S Love and The Clerk (Mrs R Richards)
Appeal Panel	Appoint a panel only if the need arises
Grievance & Disciplinary Panel	Appoint a panel only if the need arises
Personnel Group	Cllrs S Love and J Everard
Representative on St Stephens PCC	<i>Appointment still to be decided</i>
Representative on the Jubilee Hall Committee	Cllr S Weller
Representative on Village Shop Committee	Cllrs J Everard and L Miller
Winsham United Football Club Representative	Cllr S Weller
SALC representative	The Clerk (Mrs R Richards)
Cemetery	Cllrs H Beentje and K Fowler and The Clerk (Mrs R Richards)

Planning	All Councillors, the chair will lead on planning matters
United Charities Winsham - Trustees	Mr Brian Turner, Mr Trevor Harris, Vicar of St Stephens. Councils Liaison Cllr Harding
Emergency Planning Group	Cllrs J Hill, K Fowler and The Clerk (Mrs R Richards)
Parish Plan Review Group	Cllrs J Hill, K Fowler, J Everard, S Love, H Beentje and S Weller
Web Museum and E-letter Liaison Group	Cllrs J Everard and J Harding
Westernway Housing Development - Car Park & Green Space	Cllrs J Everard, H Beentje and The Clerk (Mrs R Richards)
Westernway Housing Development - Monitoring & Liaison with Developer	Cllrs J Everard, H Beentje and The Clerk (Mrs R Richards)
Flood Emergency and Winter Warden Group	Cllrs S Weller, J Hill and L Miller

**Resolved:** Following minor changes made to the list the members resolved to accept the Allocated Responsibilities

**Proposed:** Cllr Love **Seconded:** Cllr Beentje **Vote:** 4-0-0

### **0013 Members to review and accept one of the Insurance quotes**

**Resolved:** It was proposed to use our current insurers providing the upper rec field is covered.

**Proposed:** Cllr Love **Seconded:** Cllr Harding **Vote:** 4-0-0

### **0014 Members to review and agree the Asset Register**

**Resolved:** Members resolved to accept the Asset Register **Proposed:** Cllr Harding **Seconded:** Cllr Miller **Vote:** 4-0-0

### **0015 Finance**

- a) Members to note the schedule of cheques
- b) Members to approve the Bank Reconciliations for 2nd May 2022
- c) Members to review and agree the Bank Account Signatories

**Resolved:** Members noted the schedule of cheques and approved the Bank Reconciliations

**Proposed:** Cllr Love **Seconded:** Cllr Beentje **Vote:** 4-0-0

**Resolved:** Members reviewed and approved the Bank signatories which included Cllrs Everard, Love, Hill and Beentje **Proposed:** Cllr Love **Seconded:** Cllr Harding **Vote:** 4-0-0

### **0016 Members to consider quotes for car park sign posts –**

**Action:** Working party to meet to discuss cost and size of sign posts to Cllrs Love, Miller, Hill and others

### **0017 Members to agree the rent for Allotment Plots 4a and 4b**

**Resolved:** Members resolved that the rent for Plot 4a should be £20 and the rent for Plot 4b £15

**Proposed:** Cllr Love **Seconded:** Cllr Harding **Vote:** 4-0-0

### **0018 Members to approve the continued membership of SALC until May 2027**

**Resolved:** Members approved the continued membership of SALC until May 2027

**Proposed:** Cllr Love **Seconded:** Cllr Beentje **Vote:** 4-0-0

### **0019 Internal Auditors 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:** Members approved the Internal Auditor's Report and were satisfied that the audit was undertaken satisfactorily. **Proposed:** Cllr Love **Seconded:** Cllr Harding **Vote:** 4-0-0

### **0020 Annual Return for the Financial Year Ended 31st March 2022**

Proposal:

- a) To consider and approve Section 1 – Annual governance statements 2021-22
- b) To consider and approve Section 2 – Accounting statements 2021-22
- c) To approve signing the Certificate of Exemption – AGAR 2021/22 Part 2

**Resolved:** Members approved all sections 1 and 2 of the Annual Return and agreed that it could be signed. The Certificate of Exemption does not apply this year as income and expenditure exceeded £25k

**Proposed:** Cllr Beentje **Seconded:** Cllr Harding **Vote:** 4-0-0

### **0021 Document Review**

Members to review and adopt the following policies:

- a) Policy for Seeking Legal & Technical Advice
- b) Privacy Policy Notice
- c) Website Privacy Notice Statement
- d) Retention Policy and Appendix A
- e) Information and Data Protection Act Policy

All documents were checked for website accessibility

**Resolved:** Members resolved to adopt the policies enbloc **Proposed:** Cllr Love **Seconded:** Cllr Miller **Vote:** 4-0-0

### **0022 Training**

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

- a) Roles & Responsibilities - Councillor Essentials Training Part 1
- b) Finance & Governance – Councillor Essentials Training Part 2
- c) The Code of Conduct Explained
- d) Being a Successful Chairman
- e) Local Council Finance Explained
- f) The Council as an Employer – 10 Rules for Success
- g) Responding to Planning Applications (4 spaces for the price of 3)

Courses available were discussed and will be booked by the clerk as and when requested by councillors

### **0023 Update on preparations for the Queen’s Platinum Jubilee**

288 mugs have been ordered and plans for how they would be distributed discussed. Cllr Love reported on the arrangements for celebrations over the weekend.

### **0024 Items for Report**

- a) Parish Assets:
  - ◆ Cemetery and Churchyard – The laurel corner has been cleared and the bed in the churchyard planted
  - ◆ Lower Recreation Ground – A meeting has been arranged with Sovereign and fencing to the Western Way side was discussed
  - ◆ Bus Shelter – Nothing to report
  - ◆ War Memorial – Nothing to report
  - ◆ Seating, Signage and Bins – Nothing to report
  - ◆ Telephone Box – Still being well used
  - ◆ Allotments – Update on Allotments 4 and 7 already covered in Item 0017
  - ◆ Defibrillator – New sign, monthly checks and reporting to Defib Team all need addressing
- b) Web Sites – Cllr Harding to look into this
- c) Public Rights of Way – The path from Western Way to the Cemetery has been tidied.
- d) Grass Cutting Report – Grass cutting looks good
- e) Cake and Compost Group – Cllr Hill had provided a report by email
- f) Environmental Issues – Nothing to report
- g) Flood Resilience – Nothing to report
- h) Highways and Bus Services – Nothing to report
- i) Reports from member representatives on outside bodies:
  - ◆ Jubilee Hall – Cllr Weller not at the meeting
  - ◆ Winsham Recreational Trust – A tree in the hedge needs looking at. Bookings at the clubhouse are picking up
  - ◆ Winsham Community Resource Centre – Cllr Miller reported that this is gradually getting sorted
- j) Clerk’s report and correspondence – see Agenda Notes
- k) Training – Already covered in Item 0022

**0025 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.

**0026 Legal Proceedings - Members to review progress of any legal proceedings and associated matters**

There were no legal proceedings discussed.

**0027 Date of the Next Meeting – Wednesday 1st June 2022**

Meeting closed at 9.26pm

Signed ..... Chairman