



Winsham Parish Council

Minutes of the Ordinary Council Meeting held 4th January 2023

Present: Cllrs J. Everard, S. Love, K. Fowler, L. Miller, H. Beentje, S. Weller, J. Harding, C. Adams and E. Pike
In attendance: Clerk to the Council R. Richards and one resident

0114 To Receive Apologies for Absence and to Approve the Reasons given (LGA 1972 s85(1))

No apologies were received as all councillors were present

0115 To receive any Declarations of Interest – None received

0116 Approve the Minutes of the Ordinary Council Meeting held on 2nd Nov 2022 (LGA 1972 sch 12, para 41(1))

Resolved: Members approved the Minutes of the Ordinary Council Meeting held 2nd November 2022

Proposed: Cllr Miller **Seconded:** Cllr Harding **Vote:** 9-0-0

0117 Outstanding Items Update

- a) Update on order for two round picnic tables – The tables are ready for delivery, decision on where to position the tables to be made by Lower Rec Working Party
- b) Update on Grass cutting contract for 2023 – All agreed

0118 Planning Matters

- a) Members to resolve Applications received – None received
- b) Application Decisions received
22/02385/COL Land to the Rear of Cornerstones Back Street Winsham – Permitted
22/01621/FUL Whatley Farm Whatley Cross to Street Winsham – Permitted with conditions

0119 Finance

Proposals:

- a) To note the schedule of cheques as contained in the December and January List of Payments
- b) To approve the bank reconciliations for 2nd November 2022
- c) Members to review and approve the 3rd Quarter Spend to Budget
- d) Members to review and approve the 2023/24 Budget and Precept requirement

Resolved: Members noted the schedule of cheques and approved the bank reconciliations

Proposed: Cllr Beentje **Seconded:** Cllr Love **Vote:** 9-0-0

Resolved: Members reviewed and approved the 3rd Quarter Spend and the 2023/24 Budgets and precept requirement which showed a small annual increase of 3.65% or £2.67 for a Band D Household

Proposed: Cllr Everard **Seconded:** Cllr Love **Vote:** 9-0-0

0120 Members to pass a resolution to sign up to the civility and respect pledge

Resolved: Members resolved to sign up to the civility and respect pledge

Proposed: Cllr Harding **Seconded:** Cllr Miller **Vote:** 8-0-1

0121 Document Review

Proposal: Members to review and adopt the following policies:

- a) Statement of Internal Control – No change
- b) Reserves Policy – Updated
- c) Allotment Tenancy Agreement – Updated to prohibit selling goods or undertaking a business from the allotment in line with NALC model document
- d) Dignity at Work Policy

- e) Social Media Policy
- f) Winsham Cemetery – Fees and Regulations

All documents have been checked for website accessibility

Resolved: Members reviewed and adopted all policies and agreed to increase the cemetery fees for residents by approximately 10% from 1st April 2023 **Proposed:** Cllr Beentje **Seconded:** Cllr Love **Vote:** 9-0-0

0122 Risk Management Plan

Proposal: A Risk Management Plan has been created by Cllr Harding. A copy will be sent out to all members ready for approval at the February meeting. Review of Risk Management Plan to be added to the agenda every quarter starting in March 2023.

0123 Members to consider the grant application for Toilet Twinning

An anonymous donation has been made on behalf of the council. The accessible toilet in the Jubilee Hall has been twinned with a toilet on the Ivory Coast. The Parish Council declared their thanks to the donor.

0124 Members to carry out a review of the Allocated Responsibilities

Action: List to be sent around to members who will consider which responsibilities they will take on

0125 Members to consider nominations for the Somerset Emergency Community Contacts database

Resolved: Members nominated Cllr Everard with Cllr Love as second contact for the SECC

Proposed: Cllr Love **Seconded:** Cllr Weller **Vote:** 9-0-0

0126 Members to approve the meeting dates for 2023/24 and agree a date for the Annual Parish Meeting

Resolved: Members approved the meeting dates for 2023/24. The date for the APM is still to be agreed.

0127 Members to determine if they will agree to a further request to reserve a burial plot in Row M

Resolved: Members approved the request to reserve plot M38

Proposed: Cllr Fowler **Seconded:** Cllr Pike **Vote:** 9-0-0

0128 Update on the Enforcement notice at The Old Farm House Purtington

Cllrs Beentje met with Nathan Mode and a response has been sent to the Planning Inspectorate.

0129 Update of the foul water jetting and inspection report for Winsham

Cllr Everard reported that it has been established Winsham's foul water system is the worst in Somerset and Highways do not have enough in their entire budget to rectify this. All incidents of flooding to be recorded, photographed and reported to SCC. Flood Action Sub-Committee set up including Cllr Pike, Weller, Harding and Everard

0130 Lower Recreation Ground

- a) Working Party to report back on their progress – Cllr Miller will send out a report from their latest meeting to all councillors
- b) Members to discuss repairs required to the fence along the footpath next to the rec. A quote for galvanised pipes has been requested and cutting back the hedge was discussed.

0131 Items for Report

- a) Parish Assets:
 - ♦ Cemetery and Churchyard – Churchyard Cllr Beentje trimmed the Millennium tree
 - ♦ Bus Shelter – No further issues to report
 - ♦ War Memorial – Quote accepted for repairs to base – Cllr Beentje to look into possible funding
 - ♦ Seating, Signage and Bins including Dog bin signs – Signs have been done, additional Dog waste bins to be purchased. **Action:** Clerk to chase SCC as to whether they will empty the addition bin and to arrange an site visit to decide the location of the three new waste bins.
 - ♦ Telephone Box – Nothing to report

- ♦ Allotments – Members discussed a request to lay the rest of the trees behind the Community Centre. No response has been received from Allotment 7 tenant so this has now been recorded as vacant.
- ♦ Defibrillator – Pads expire at the end of January. It was agreed that these should be replaced at a cost of around £80.
- b) Web Sites – Back up drive has been given to J. Sullivan to update
- c) Public Rights of Way – Cllr Harding has walked a number of the footpaths
- d) Grass Cutting Report – Last cut for the season has been done
- e) Gardening Group – Nothing to report
- f) Environmental Issues – Already covered
- g) Highways and Bus Services – Nothing further to report
- h) Reports from member representatives on outside bodies:
 - ♦ Jubilee Hall – Nothing to report
 - ♦ Winsham Recreational Trust – Cllr Harding reported that a successful AGM was held in November. Broadband is being installed and new carpet laid. Potential building improvements/extension plans are at initial stages and will be brought to the Parish Council for approval in due course. The club continues to be very successful, with multiple well-attended events. The interior of the club is due to be redecorated in the next few weeks.
 - ♦ Winsham Community Resource Centre – Nothing to report
- i) Clerk's report and correspondence – see Agenda Notes. Efforts have been made to find a new Internal Auditor, Scribe Accounts has been looked into a dismissed due to the high cost, a new printer has been purchased to replace the broken one, a letter was sent to the Planning Inspectorate re Appeal Number APP/R3325/C/22/3304227
- j) Training

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.

0132 Clerk's salary to be increased to reflect the 2022/23 LGA Pay agreement

Proposal: Members to increase the clerk's rate of pay back dated to 1st April 2022

Resolved: Members resolved to increase the clerk's rate of pay in line with the next scale point on the 2022/23 LGA Pay agreement, back dated to 1st April 2022

Proposed: Cllr Everard **Seconded:** Cllr Love **Vote:** 9-0-0

0133 Members to discuss quotes for cutting back the Yew in the graveyard above the Lych-gate

Resolved: Members resolved to accept the quote from ARB to cut back the Yew. Also to ask them to quote to dismantle the Holly Tree in the cemetery **Proposed:** Cllr Everard **Seconded:** Cllr Harding **Vote:** 8-0-1

0134 Members to approve the cost of assembling the new picnic tables

Resolved: Members resolved to approve the quote from Stuart Davie to a maximum of £150 for assembling the tables **Proposed:** Cllr Everard **Seconded:** Cllr Miller **Vote:** 8-0-1

0135 Date of the Next Meeting – Wednesday 1st February 2023

Meeting Closed at: 10.00pm

Minutes approved by Winsham Parish Council on: 1st February 2023 – Minute No. 0138

Signed: Chairman