



Winsham Parish Council Minutes of the Ordinary Council Meeting held 3rd May 2023

Present: Cllrs J. Everard, S. Love, J. Harding, L. Miller, H. Beentje, S. Weller, C. Adams

In attendance: Clerk to the Council R. Richards and eight residents

0195 To Receive Apologies for Absence and to Approve the Reasons given (LGA 1972 s85(1))

Apologies were received from Cllrs Fowler and Love and the reasons given approved

0196 To receive any Declarations of Interest – None received

0197 Approve the Minutes of the Ordinary Council Meeting held 5th April 2023 (LGA 1972 sch 12, para 41(1))

Resolved: Members approved the Minutes of the Ordinary Council Meeting held 5th April 2023

Proposed: Cllr Everard **Seconded:** Cllr Harding **Vote:** 4-0-2

0198 Members to fill the council vacancy by co-option (s21 Representation of the People Act 1985)

Both candidates were considered suitable for the vacancy. Matter postponed until the June.

0199 Outstanding Items Update

- a) Update on the Enforcement Notice at the Old Farmhouse, Purtington – No update has been received from enforcement
- b) Update on plans for the Kings Coronation – A brief discussion of arrangements was held
- c) Update on the storage of the Book of Condolence – This has been received and is currently in the Fireproof cabinet awaiting transfer to Somerset Archiving
- d) Update on the follow up email to Cricket St Thomas Estates re War Memorial Funding – Messrs Taylor are looking at whether they can provide any funding
- e) Update on the Clerks Homeworking Risk Assessment recommendations – New office equipment has been purchased and an Emergency Fire Plan is now in place

0200 Planning Matters

- a) Members to resolve Applications received
 - Application Reference: 23/00711/FUL
Proposal: Proposed change of use of redundant barn to form one dwelling house
Location: Ammerham Barn Ammerham Lane Winsham Chard Somerset TA20 4LB
Applicant: Mrs Kennard

Resolved: Members resolved to support the application

Proposed: Cllr Miller **Seconded:** Cllr Beentje **Vote:** 6-0-0

- b) Application Decisions received
19/02711/REM Plot 2 Land at Church Street Winsham Chard – Refused
23/00263/FUL Fourways Winsham Chard – Application Withdrawn

0201 Internal Auditors Report

Proposal:

- a) To receive and approve the Internal Auditor's Report

Resolved: Members resolved to accept the Internal Auditor's Report

Proposed: Cllr Harding **Seconded:** Cllr Weller **Vote:** 6-0-0

- b) To confirm the Council is satisfied that the Internal Auditor has undertaken the audit satisfactorily.

Resolved: Members resolved to accept the Internal Auditor's Report

Proposed: Cllr Everard **Seconded:** Cllr Harding **Vote:** 6-0-0

0202 Annual Return for the Financial Year Ended 31st March 2023

Proposal:

- a) To consider and approve Section 1 – Annual governance statements 2022-23
- b) To consider and approve Section 2 – Accounting statements 2022-23
- c) To approve signing the Certificate of Exemption – AGAR 2022/23 Part 2 – Not applicable

Resolved: Members approved the AGAR for 2022-23

Proposed: Cllr Everard **Seconded:** Cllr Beentje **Vote:** 6-0-0

0203 Finance

Proposals:

- a) Members to approve reimbursement to the Clerk for the office chair, keyboard and laptop riser that were recommended at the April meeting

Resolved: Members approved the reimbursement **Proposed:** Cllr Miller **Seconded:** Cllr Adams **Vote:** 6-0-0

- b) To note the schedule of cheques as contained in the May List of Payments
- c) To approve the bank reconciliations for 2nd April 2023

Resolved: Members noted the scheduled of cheques for May and approved the bank reconciliations

Proposed: Cllr Everard **Seconded:** Cllr Harding **Vote:** 6-0-0

- d) Members to discuss increasing the Earmarked Reserves for the Playground Fund to £30,000 and the Bus Shelter to £500

Resolved: Members approved both increases to the Earmarked Reserves

Proposed: Cllr Everard **Seconded:** Cllr Adams **Vote:** 6-0-0

0204 Document Review

Proposal: Members to review and adopt the following policies:

- a) Retention Policy and Appendix A
- b) Information and Data Protection Act Policy
- c) Terms of Reference – Working Parties, groups and Task and Finish Groups

All documents have been checked for website accessibility

Resolved: Members reviewed and adopted all three policies

Proposed: Cllr Harding **Seconded:** Cllr Beentje **Vote:** 6-0-0

0205 Members to review and agree the Asset Register – Postponed until June Meeting

0206 Members to decide who will replace Emma Pike on the List of Responsibilities – Postponed until June Meeting

0207 Insurance Renewal due 1st June 2023

Proposal: Members to accept an insurance quote from either Zurich, BHIB or AJ Gallagher

Resolved: Members resolved to accept the insurance from Zurich

Proposed: Cllr Miller **Seconded:** Cllr Weller **Vote:** 6-0-0

0208 Members to consider the request from 1 Western Way in respect of placement of the fence that borders the Lower Rec

It was recommended that the chain link from the old fence should be removed. It was agreed the new fence should be 6-foot v mesh. Action: Clerk to check with Somerset Landscapes what type of fence they have quoted for. A further quote is also being sought. Residents of 1 Western Way to be invited to the June meeting to discuss the replacement fence.

0209 Lower Recreation Ground

Working Party to report back on their progress – Nothing further to report

0210 Items for Report

- a) Parish Assets:

- ♦ Cemetery and Churchyard – Following the results of the Topple test it was agreed with the Churchwarden that the damaged grave stone in the churchyard can be bound
- ♦ Bus Shelter – Nothing to report
- ♦ War Memorial – Already discussed
- ♦ Seating, Signage and Bins – Nothing to report
- ♦ Telephone Box – Still going well
- ♦ Allotments – Just two allotment rents outstanding
- b) Defibrillator – Replacement pads to be organised by the clerk before the end of June
- c) Web Sites – Nothing to report
- d) Public Rights of Way – Nothing to report
- e) Grass Cutting Report – First cut has been done and everything looks good
- f) Gardening Group – Nothing happening at the moment
- g) Environmental Issues – Nothing to report
- h) Highways and Bus Services – Drainage works on Western Way is due to be carried out in the third quarter.
- i) Reports from member representatives on outside bodies:
 - ♦ Jubilee Hall – We have received the Annual Rent invoice, nothing else to report
 - ♦ Winsham Recreational Trust – Things are progressing well. The WRT have two items for next month's agenda, firstly, replacing the WRT Lease including who should take responsibility for the car park which is tied in with the lease, secondly the placing of patio doors.
 - ♦ Winsham Community Resource Centre – The old catering unit is still being taken apart ready for disposal. The stanchions from the railings have been separated out from the fence in the hut. Possible uses for the fencing were discussed.
- j) Clerk's report and correspondence – see Agenda Notes
- k) Training – Nothing to report

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.

0211 Members to accept a quote for the Lower Rec Fencing – Postponed until June meeting

0212 Date of the Next Meeting – Wednesday 7th June 2023

Meeting closed at: 9.15pm

Minutes approved by Winsham Parish Council on: 7th June 2023 – Minute No. 0215

Signed: Chairman