



## Winsham Parish Council Minutes of the Annual Council Meeting held Wednesday 1st May 2024

**Present:** Cllrs S. Love (Chair), K. Fowler, H. Beentje, G. Earl, F. Vickers and J. Harding who joined later  
In attendance: Clerk to the Council R. Richards and four residents

### **0404 Election of Chair**

Proposal: To elect a Chair for the forthcoming year

**Resolved:** Members elected Cllr Everard as Chair **Proposed:** Cllr Beentje **Seconded:** Cllr Love **Vote:** 6-0-0

### **0405 To receive the Chair's Declaration of Acceptance of Office**

As Cllr Everard was not present this was held over until next meeting

### **0406 Election of Vice Chair**

Proposal: To elect a Vice Chair for the forthcoming year

**Resolved:** Members elected Cllr as Vice Chair **Proposed:** Cllr Vickers **Seconded:** Cllr Fowler **Vote:** 5-1-0

### **0407 To receive the Vice Chair's Declaration of Acceptance of Office**

Cllr Love signed the declaration

### **0408 To Receive Apologies for Absence and to Approve the Reasons given (LGA 1972 s85(1))**

Apologies were received from Cllrs Everard and Weller and the reasons given approved

### **0409 To receive any Declarations of Interest – None received**

### **0410 Approve the Minutes of the Ordinary Council Meeting held 3rd April 2024 (LGA 1972 sch 12, para 41(1))**

**Resolved:** Members approved the minutes of the Council Meeting held 3rd April 2024

**Proposed:** Cllr Vickers **Seconded:** Cllr Earl **Vote:** 6-0-0

### **0411 General Power of Competence**

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

*Cllr Harding joined the meeting*

### **0412 Outstanding Items Update**

#### a) Update on the appointment of the new Clerk/RFO

Three strong candidates were interviewed on Friday 19th April and the most suitable candidate Ms Larsson has accepted the position.

#### b) Update on the repairs needed to finger posts and possible funding from CPRE

Somerset Council have confirmed that they own the finger posts and insure them but will do nothing to maintain them. Further clarification needs to be obtained regarding liability if we clean or refurbish these.

#### c) Update on the changes required to the Biodiversity Policy, the Privacy Policy Notice and the Website Privacy Notice Statement

Cllr Mode will send round copies of the Privacy Policy Notice and the Website Privacy Notice Statement for approval ready for the next meeting

#### d) Update on the War Memorial repairs – Nothing has yet been done. Clerk to follow up.

#### e) Update on Planning enforcement for Chard Equestrian and Purtington

Clerk to chase Planning Inspectorate re Purtington and Planning Enforcement re Chard Equestrian

#### **0413 Planning Matters**

- a) Members to resolve Applications received

Application Reference: 24/00476/FUL

Proposal: Erection of rear and side extensions. Change of use of part of paddock to residential garden.

Location: Fourways Whatley Cross To Street Winsham Chard Somerset TA20 4JS

Applicant: Mr John Swetman

Comments Required by: 16th April 2024 – Extension granted until 2nd May

**Resolved:** Members resolved that they have no grounds for objection to Planning Application

**Proposed:** Cllr Beentje **Seconded:** Cllr Vickers **Vote:** 7-0-0

Application Reference: 24/00675/HOU

Proposal: Installation of 2 PV Solar Panel arrays (2 x 12 panels) to the SE facing roof slope

Location: Whatley Farm, Whatley Grange Whatley Cross To Street Winsham Chard TA20 4JS

Applicant: Raymond Rimes

Comments Required by: 23rd April 2024 – Extension granted until 2nd May

**Resolved:** Members resolved to support the Planning Application

**Proposed:** Cllr Vickers **Seconded:** Cllr Fowler **Vote:** 7-0-0

- b) Application Decisions/Notifications received –

24/00564/TCA: St Stephens Church, Church Street Winsham – Application Permitted

24/00565/TCA: The Old Vicarage 12 Church Street Winsham – Application Permitted

#### **0414 Allocated Responsibilities**

Proposal: To discuss and approve the schedule of responsibilities

**Proposed:** Cllr Love **Seconded:** Cllr Harding **Vote:** 7-0-0

#### **0415 Finance**

Proposals:

- a) To note the schedule of cheques as contained in the May List of Payments and approve the bank reconciliations for 2nd April 2024

**Resolved:** Members noted the schedule and approved the bank reconciliation

**Proposed:** Cllr Love **Seconded:** Cllr Beentje **Vote:** 7-0-0

#### **0416 Document Review** – All documents have been checked for website accessibility

Proposal: Members to review and adopt the following policies:

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

**Resolved:** Members adopted the Retention Policy and Appendix A and the Terms of Reference - Working Parties, groups and Task and Finish Groups policies **Proposed:** Cllr Mode **Seconded:** Cllr Beentje **Vote:** 7-0-0

#### **0417 Members to review and accept one of the insurance renewal quotes** – Held over until next meeting

#### **0418 Members to review and agree the Asset Register**

**Resolved:** Members accepted the Asset Register **Proposed:** Cllr Harding **Seconded:** Cllr Fowler **Vote:** 7-0-0

#### **0419 Members to agree the change of meeting day from the 1st Wednesday in the month to the 3rd Wednesday in the month**

**Resolved:** Members agreed to change the meeting date so the next meeting will be Wednesday 15th May

**Proposed:** Cllr Vickers **Seconded:** Cllr Beentje **Vote:** 7-0-0

**0420 Members to consider a Grant Application from the Horticultural Society towards the purchase of a Marquee for their Annual Flower Show**

Application withdrawn due to an update in information from the WRT

**0421 Members to consider a Grant Application from the Street Fair to cover 80% of the Punch & Judy Show** - More information is required before this application can be considered

**0422 To finalise arrangements for the Annual Parish Meeting**

Cllr Harding is creating the PowerPoint presentation and reported on how this is going. Organisations who have been given a grant in the past year need to provide a report. Cllr Love is organising the refreshments assisted by Cllr Vickers.

**0423 To discuss the what services Winsham PC will need to cover following the Devolution**

Held over until next meeting

**0424 Items for Report**

a) Parish Assets:

- ◆ Cemetery and Churchyard – Churchyard area where tree branch fell still needs tidying up. Concerns have been raised about a headstone that was laid down in the cemetery. This was done at the last ‘Topple Test’ for safety reasons.
- ◆ Lower Recreation Ground – Risk assessments are being carried out regularly. The area to the side of the new fence has been tidied and re-seeded.
- ◆ Upper Recreation Ground – Grass cutting and re-wilding of areas was discussed
- ◆ Bus Shelter – Nothing to report
- ◆ War Memorial – See Item 0412
- ◆ Seating, Signage and Bins – Clerk to check with the Play Inspection Co what signs we need
- ◆ Telephone Box – The door currently doesn’t close properly. Cllrs Beentje and Weller to inspect and make good
- ◆ Allotments – Currently have two vacant allotments. Further advertising to be done.
- ◆ Winsham Community Resource Centre – Pews have now been removed. Railings are still in need of a new home.

b) Defibrillator – Nothing to report

c) Web Sites – Nothing further to report

d) Public Rights of Way – The stile and gateway into the footpath directly opposite Bridge Farm in Whatley Lane is completely impassable

e) Grass Cutting Report – First cut has been carried out.

f) Gardening Group – Nothing to report

g) Environmental Issues – Nothing to report

h) Highways and Bus Services – Nothing to report

i) Reports from member representatives on outside bodies:

- ◆ Jubilee Hall – Nothing to report
- ◆ Winsham Recreational Trust

Cllr Harding reported there was good progress, new furniture, lots of events and lots of activity and they are in the process of purchasing a marquee

j) Clerk’s report and correspondence – see Agenda Notes

k) Training – Further training available

**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.

**0425 Members to consider quotes received**

a) Tree work – Still waiting for a quote

b) Safety Surfacing

**Resolved:** Members agreed to accept the quote from Andy Peters to remove and replace the safety surface for the roundabout in the Lower Rec **Proposed:** Cllr Fowler **Seconded:** Cllr Earl **Vote:** 7-0-0

**0426 Members to confirm the appointment of new Clerk/RFO**

Proposal:

a) Members to agree the decision for the new Clerk/RFO made by the Personnel Group

**Resolved:** Members agreed to the appointment of Kim Larsson as the new Clerk/RFO

**Proposed:** Cllr Love **Seconded:** Cllr Harding **Vote:** 7-0-0

b) To agree a start date for the new Clerk/RFO

**Resolved:** Members agreed the start date for the new Clerk/RFO as 7th May 2024

**Proposed:** Cllr Love **Seconded:** Cllr Fowler **Vote:** 7-0-0

c) To approve the Contract of Employment

d) To agree handover arrangements including expenses

**Resolved:** Members approved the Contract of Employment and handover arrangements including payment for non-standard travel **Proposed:** Cllr Love **Seconded:** Cllr Harding **Vote:** 7-0-0

**0427 Date of the Next Meeting – Wednesday 15th May 2024**

Meeting Closed at 9.40pm

Minutes approved by Winsham Parish Council on: 15th May 2024 – Minute No. 0430

Signed: ..... Chairman