



Winsham Parish Council

Minutes of the Ordinary Council Meeting on the 19th February 2025

0547 Attendance and apologies

Present: Cllrs Everard, Mode, S. Love, Fowler, Harding, Earl, Rich and Beer; Mrs Larsson (Clerk)

Apologies: Cllr Beentje, RESOLVED unanimously to approve the reasons given.

0548 Declarations of Interest

None

0549 Minutes of the previous council meeting

RESOLVED by majority to approve the minutes as a true record of the previous meeting, which were signed by the Chair. Noted 1 abstention due to absence at the last meeting.

0550 Planning matters

- a) New applications:
 - i. 25/00059/S73A - Land Os 7216 Part Church Street Winsham Chard Somerset TA20 4JY - S73A Application to vary Condition 01 (approved plans) relating to planning consent 19/02710/REM; Application for approval of Reserved Matters with respect of appearance, landscaping, layout and scale, following approval of 16/02521/OUT (Plot 1); The erection of 1 No. dwellinghouse and detached double garage (Outline).
The council were supportive of amendments and RESOLVED unanimously to support the application.
 - ii. 24/02797/FUL - Street Farm Forton Chard TA20 4JU - Erection of a new farm workers dwelling with garage using the existing vehicular access to serve the new dwelling and Street Farm Cottage.
RESOLVED to support the application on the basis that the accommodation was needed to enable the farm to continue to operate effectively.
- b) Application Decisions/Notifications received:
 - i. 25/00242/TCA - Lockwood Colham Lane Winsham Chard TA20 4EP - Notification of intent to fell No. 1 tree within a Conservation Area. There were no comments to note on the application.
 - ii. 24/02900/TCA - Court Farmhouse Church Street Winsham Chard Somerset TA20 4JE - Notification of intent to carry out tree surgery work to No. 3 trees within a Conservation Area. APPLICATION PERMITTED.
- c) Planning updates and enforcement issues
None in addition to the above.

0551 Finance

- a) Finance Report: The latest report with reconciliation to 3/2/25 was circulated in advance of the meeting. There were no queries raised.
- b) Payments: RESOLVED unanimously to approve the schedule of cheques as contained in the February List of Payments.
- c) Banking: RESOLVED unanimously to transfer banking arrangements to Unity Trust Bank with a monthly service fee of £6.
- d) Internal Audit: RESOLVED unanimously to appoint Paul Russell of Parish and Town Audit Services (Formerly Microshade) who carried out the previous years internal audit as this year's internal auditor.

Initial

0552 Councillor responsibilities

A full review of responsibilities was carried out, with councillors appointed to the agreed areas as follows:

Responsibility	Who	Type
Allotment Officer(s)	Cllrs K Fowler, G Earl and L Rich	Amenities
Amenities - Bins, Bus Shelter, Signage, Telephone Box	Cllrs K Fowler & H Beentje	Amenities
Lower Rec - Amenities Officers	Cllrs K Fowler	Amenities
Community Resource Centre	Cllrs K Fowler and J Everard	Amenities
St Stephens Churchyard - Amenities Officers	Cllrs H Beentje and K Fowler	Amenities
Upper Rec - Amenities Officers	Cllrs H Beentje, G Earl and L Rich	Amenities
War Memorial - Amenities Officers	Cllrs J Harding and G Earl	Amenities
Community Grants	All Councillors	Community
Highways and Transport Officers	Cllrs J Everard and N Mode	Community
Neighbourhood Watch Representatives	None - no scheme in operation	Community
Ecology, Biodiversity and Sustainability	Cllrs H Beentje and L Rich	Community
Public Rights of Way Officers and Parish Path Liason Officer	All Councillors, PPLO - Mr P Welters	Community
Risk Assessment Monitoring	Cllrs J Harding	Procedural
Finance & Precept Group	Cllrs J Everard and S Love	Finance & Governance
Internal Auditor	Parish and Town Audit Services (PATAS)	Finance & Governance
Responsible Financial Officer	The Clerk	Finance & Governance
Web Sites Officer	The Clerk & Cllr N Mode	Finance & Governance
Facebook Coordinator	Cllr N Mode	Community
Annual Parish Meeting Organisation	Cllr S Love and The Clerk	Procedural
Personnel Group	Cllrs S Love and J Everard	Procedural
Grievance & Disciplinary Panel	Appoint a panel only if the need arises	Procedural
Appeal Panel	Appoint a panel only if the need arises	Procedural
Representative on St Stephens PCC	Parish Council representative declined by the PCC.	Representative
Representative on the Jubilee Hall Committee	Cllr K Fowler	Representative
Representative on Village Shop Committee	Parish Council representative declined by the shop.	Representative
SALC representative	The Clerk	Representative
LCN	Cllrs N Mode, S Love and T Beer	Representative
Cemetery	Cllrs H Beentje and K Fowler and The Clerk	Statutory
Planning	All Councillors, the chair will lead on planning matters	Statutory
United Charities Winsham - Trustees	Mr Brian Turner, Mr Trevor Harris, Vicar of St Stephens. Council Liaison Cllr J Harding	Statutory
Emergency Planning Group including Flood Emergency	Cllrs K Fowler, L Rich, N Mode, J Everard and The Clerk	Community
Parish Plan Review Group	Cllrs K Fowler, J Everard, S Love and J Harding	Community
Web Museum and E-letter Liaison Group	Cllrs J Everard, J Harding and N Mode	Community
Westernway Housing Development	Cllrs J Everard and The Clerk	Temporary Project
Blue fill box	is where a post or responsibility is not fulfilled by a Parish Councillor	

0553 Social Media and Communications Policy

A draft update of the existing policy was circulated to councillors in advance of the meeting. After discussion and explanation of the key changes, it was RESOLVED unanimously to adopt the updated policy as circulated. A copy of the policy will be published on the council website.

0554 Proposal to move and refurbish fingerpost by the telephone kiosk on Fore Street

Having considered the work involved and estimated costs, Cllr Beer suggested that the fingerpost remain in its current position and be refurbished. He also suggested a bollard could be installed on the pavement edge to protect the post from future vehicle damage, but it was noted that this would require approval by Somerset Council Highways. Councillors were concerned at the cost, which would use a large proportion of the budget set aside for street furniture for the next financial year. It was suggested that local fundraising may be an alternative way to raise the funds and there may also be an opportunity to apply for grants. Cllr Beer offered to run the fundraising initiative as an individual and keep the council updated.

0555 Allotment plot 6 tenancy arrangements

Following discussion, it was agreed that the plot would not be required for temporary planting of whips and could be re-let to a new tenant.

0556 Open spaces grounds maintenance scope

After discussion, the following revision to existing grass cutting arrangements were agreed:

Cemetery: 12 no. cuts of the actively used area, with a 3ft perimeter path to the rear of the last row of occupied plots. 6 no. cuts of the remaining area behind.

Churchyard: 6 cuts with nature area left to encourage wildlife and plant species.

Upper Recreation Ground: The area is being split into 3 separate zones. Zone 1 (which includes the football pitch) to have 10 no. cuts. Zones 2 & 3 to have 6 cuts.

Lower Recreation Ground: No change.

Being mindful of the unpredictability of growth, potential contractors will be asked to provide costs for extra cuts as necessary.

0557 Updates and any actions on the following areas:

a) Parish Assets:

i) Cemetery and Churchyard: No updates.

ii) Lower Recreation Ground: To be discussed under item 0560a.

iii) Upper Recreation Ground: Costs have been obtained for planting at £286.40, which is within the previously agreed amount of £500. The order is being placed this week. ACTION – Clerk/Cllr Rich

iv) War Memorial: No updates to report

v) Seating, Signage and Bins: The second dog waste bin at Bakersfield has not been emptied. Somerset Council do not currently include on their scheduled collections, but will be asked to empty as a one-off collection and the parish council will then remove the bin until it can be included in the chargeable service. ACTION – Clerk.

vi) Telephone Box: No updates.

vii) Allotments: As per minute 0555.

viii) Winsham Community Resource Centre: Quotes for door to be obtained by the Clerk.

b) Defibrillator: The Clerk is awaiting feedback from Abri for installation of a defib at Davies Close.

c) Web Sites: No updates.

d) Public Rights of Way: No updates.

e) Grass Cutting Report: No updates.

f) Gardening Group: The Horticultural Society are looking to hold a craft workshop at the Lower Rec. They will be in touch with details to seek permission from the council.

g) Environmental Matters: No updates.

h) Highways and Bus Services: It was commented that the drains appeared to cope well during recent heavy rainfall. An issue with the road collapsing from Crewkerne Hill to Mellow View was noted and will be reported by Cllr Beer. ACTION – Cllr Beer

i) Reports from member representatives on outside bodies:

i) Jubilee Hall: No updates.

ii) Winsham Recreational Trust: No updates.

j) Training: Training dates will be circulated when received. Requests to attend training should initially be sent to the clerk.

k) Clerk's report and correspondence: No items in addition to those already covered.

l) Outstanding items not covered by another agenda item: None raised.

0558 Items for the next meeting.

a) Marking of VE Day 2025

b) Review of council risk assessment

Motions for inclusion should be submitted by members to the Clerk in line with the councils adopted standing orders.

0559 Date of the Next Meeting – Wednesday 19th March 2025

0560 Members to consider quotes received

- a) Lower recreation ground equipment remedial works: The Clerk advised that additional quotations had been sought and that there was a significant difference in costs between suppliers. The Clerk advised that other alternative suppliers were either unable to quote or wanted to charge for an additional inspection, which seemed unnecessary as the full inspection report from August had been made available to each supplier. The Clerk also commented that the level of service and response provided so far by Inspect and Repair Services, based locally in Ilminster, has been exceptionally good and felt this was as important as their costs and recommended proceeding with their quotation which totalled £10,064.46 + vat. RESOLVED unanimously to proceed with the quotation from Inspect and Repair, noting that this will not involve replacement of the three wooden benches, but removal only as there are a number of other benches in the area. The council would review replacement in future if it was felt necessary.
- b) Churchyard Trees: As previously agreed, the council revisited quotes obtained for works to the trees following completion of the felling of the lawson cypress. RESOLVED unanimously to proceed with the quotation received from Fern Garden and Tree Services. It was noted that the lawson cypress stump height hadn't been reduced as much as previously agreed, and the contractor will be asked to re-visit this.

The chair closed the meeting at 9.46pm.

Minutes approved by Winsham Parish Council on: 19th March 2025 – Minute No. 0561

Signed:*S. Love, Vice Chair*.....