



## Winsham Parish Council Minutes of the Annual Parish Council Meeting held on the 21st May 2025

### 0589 Election of Chair

Cllr Everard was proposed by Cllr Love, seconded by Cllr Fowler. No further nominations were made and councillors voted unanimously in favour of the proposal. RESOLVED to elect Cllr Everard as Chair.

### 0590 Declaration of Acceptance of Office by the Chair

In the absence of Cllr Everard, the council RESOLVED to allow deferral of signing of the Declaration of Acceptance of Office to the next meeting.

### 0591 Election of Vice Chair

Cllr Love was proposed by Cllr Fowler, seconded by Cllr Beentje. No further nominations were made and councillors voted unanimously in favour of the proposal. RESOLVED to elect Cllr Love as Vice-Chair.

### 0592 Attendance, Apologies for Absence, and to Approve the Reasons given

**Present:** Cllrs Love, Mode, Fowler, Beentje, Harding, Earl, Rich, Beer and Mrs Larsson (Clerk)

**Apologies:** Cllrs Everard, Earl and Harding. RESOLVED to accept the reasons given.

### 0593 Declarations of Interest

None.

### 0594 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 of the meeting. Note 1 abstention from due to absence from the last meeting.

### 0595 Planning Matters

#### a) New applications:

- i) 25/00827/FUL: Land Os 9928 Part Cow Down Lane Whitegate Forton Chard TA20 4HW - Erection of a Replacement Dwelling (*consultation as adjoining parish*)  
RESOLVED unanimously to submit a “no objection” response to the application.
- ii) 25/00937/HOU: Hen House Forton Chard TA20 4HW - Single storey rear extension  
RESOLVED unanimously to submit a “no objection” response to the application.
- iii) 25/01048/HOU: The Granary Whatley Winsham Chard TA20 4JS - Conversion of an existing carport and the loft storage space above, into a residential annexe ancillary in use and sensitively linked to the existing dwelling.  
RESOLVED unanimously to submit a “no objection” response to the application on the understanding that use remains as ancillary to the existing building and is not used for commercial purposes at any time in the future.
- iv) 25/01049/LBC: The Granary Whatley Winsham Chard TA20 4JS - Conversion of an existing carport and the loft storage space above, into a residential annexe ancillary in use and sensitively linked to the existing dwelling.  
RESOLVED unanimously to submit a “no objection” response to the application on the understanding that use remains as ancillary to the existing building and is not used for commercial purposes at any time in the future.
- v) 25/01084/PAMB: Land Adjoining Laurel House Ammerham Winsham Chard Somerset - Conversion and Change of Use of Agricultural Buildings to 1 No. Dwelling (*Notification only in line with Somerset Council scheme of delegation*)  
The council expressed concern with the increasing amount of this type of application and the lack of consultation required prior to approval. The council wish to further look into the conditions of the change of use to ensure that this application meets the criteria. An extension to submit comments until after the next full council meeting will be requested.

- b) Planning updates and enforcement issues:
  - i) 25/00739/S73A - Land Rear Of The Bell Inn Church Street Winsham TA20 - Application Permitted
  - ii) 25/00780/DOC1 - Land At Swandown Cricket St Thomas Chard – Closed

#### **0596 Finance**

Proposals:

- a) To receive the latest financial report: The latest report with reconciliation to 02/05/25 was circulated in advance of the meeting. There were no queries raised.
- b) Payments: RESOLVED by majority to approve the schedule of cheques as contained in the list of payments. Note 1 abstention due to not having reviewed the list prior to the meeting.

#### **0597 To review any council and/or staff subscriptions**

RESOLVED unanimously to continue with council membership of the Somerset Association of Local Councils, to support the clerk's membership of the Society of Local Council Clerks and to the parish magazine.

#### **0598 To consider any amendments and adoption of the following policies and documents**

Policies were circulated to councillors in advance of the meeting for review.

- a) Standing Orders: Some minor amendments were recommended by the clerk in relation to the recording motions on the agenda, policy reviews and updates to the financial controls, in line with current legislation and council processes.
  - b) Financial Regulations: Updated Financial Regulations were adopted in April. No further amendment recommended.
  - c) Code of Conduct: No changes have been made to the model document and hence no amendments were proposed.
  - d) Complaints procedure: Updated to replace reference to "District Council" to become "Unitary".
  - e) Information and Data Protection Act Policy: Recommended monitoring of diversity was removed as this is not currently undertaken.
  - f) Terms of Reference - Working Parties, groups and Task and Finish Groups: Recommended removal of the reference to the parish emergency plan.
- RESOLVED unanimously to adopt all policies with the proposed amendments as circulated.

**The meeting was temporarily closed at this point to allow Somerset Council Cllr Sue Osborne to give her report.**

#### **0599 Members to review and agree the Asset Register**

DEFERRED to the next meeting.

#### **0600 Members to review insurance cover and consider renewal quotes**

Having received the renewal quote from Zurich, the clerk identified that the previous insurance schedule did not identify cover for the resource centre. The renewal date falls before the next meeting and due to the limited time, it was agreed for the clerk to obtain and circulate the renewal quotes by email and instruct the most appropriate insurer.

#### **0601 To consider the quotation for Somerset Council to empty parish council owned waste and dog waste bins for 2025/26**

RESOLVED Unanimously to accept the quotation from Somerset Council for emptying of the 5 parish owned bins.

#### **0602 To consider accepting a donation made from community fundraising for the refurbishment of the fingerpost at the Church Street/Back Street and for the council to arrange the works and fund any shortfall required**

Funds have been raised towards the costs of refurbishment of the fingerposts at both Church Street/Back Street and Purtington. CPRE have also confirmed that parish council can apply for grant funding to help towards the refurbishments. Any additional funds will be held in a reserve for further refurbishments. RESOLVED unanimously to accept the donation to arrange the refurbishments, to cover the shortfall in funds raised, which is the vat element and apply to CPRE for the grant funds conditional on the following:

- (1) Confirmation from donors that any excess funds could be used for a different finger post.
- (2) Confirmation from Somerset Forge of appropriate insurance and licences.

### **0603 Items for Report**

#### **a) Parish Assets:**

- ♦ Cemetery and Churchyard: No updates.
- ♦ Lower Recreation Ground: Following report of issues with recent repairs, it was discussed that some of the repairs to surfacing had been tampered with and damage caused before the surfacing had fully set. The equipment stability has not been affected but it was noted that if there are future works the area will need to be securely fenced off to prevent similar instances.
- ♦ Upper Recreation Ground: Recently planted whips are doing well, bracken has been removed. Further review of whether the tree planted near the goal needs to be undertaken. There is some concern over the condition of an ash tree on adjacent land and feel the large lime tree would benefit from inspection. It was suggested to look into arrangements for the previously discussed tree safety inspection which will be added to the next agenda.
- ♦ Bus Shelter: No updates.
- ♦ War Memorial: Following discussion at the last meeting, photos and information have been sent to the clerk to take up the issues of the quality of previous repairs. The retaining wall around the lower rec is also reported to be in poor condition, which Cllr Beer will inspect and provide information for the council to consider.
- ♦ Seating, Signage and Bins: As discussed under 0602. Concern regarding lack of signage indicating the low bridge on the B3162 was raised, which the clerk will follow up with highways.
- ♦ Telephone Box: No updates.
- ♦ Allotments: No updates.
- ♦ Winsham Community Resource Centre: No updates.

#### **b) Defibrillator: No updates.**

#### **c) Web Sites: No updates.**

#### **d) Public Rights of Way: Gate along the path adjacent to the cemetery requires attention. To be referred to Cllr Harding.**

#### **e) Grass Cutting Report: An additional one-off cut was requested in advance of awarding the contract as the growth had become significant.**

#### **f) Gardening Group: No updates.**

#### **g) Environmental Issues: No updates.**

#### **h) Highways and Bus Services: No updates:**

#### **i) Reports from member representatives on outside bodies:**

- ♦ Jubilee Hall: No updates.
- ♦ Winsham Recreational Trust: No updates.

#### **j) Clerk's report and correspondence: Communications received have been circulated. No items to note.**

#### **k) Training: No updates or requests.**

### **0604 Items for Report: None. Agreed to remove from future agendas.**

### **0605 To confirm dates for future meetings**

RESOLVED to continue holding meetings on the third Wednesday each month, except August. Meetings will continue to be held at the Jubilee Hall, commencing at 7.30pm unless stated otherwise on the agenda.

**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.

**0606 Members to consider quotes received**

a) Grass Cutting & Grounds Maintenance

The council considered the submissions from three contractors. After lengthy discussion and debate, it was RESOLVED to award the contract for the remainder of the grass cutting season to B.E. Powell. Councillors felt that with the delay having not appointed a contractor in advance of the start of the growing season, it was sensible to continue with the previous contractor who was familiar with the requirements and who had already carried out the first two cuts of the season. The scope and tender process will be agreed much earlier for the 2026 season to ensure appointment in good time.

Minutes approved by Winsham Parish Council on: 18th June 2024 – Minute No.

Signed: ..... Chairman

DRAFT