



Winsham Parish Council



Minutes of the Annual Meeting of the Parish Council held at The Jubilee Hall on Wednesday 2nd May 2018 at 7:30pm

Present: Cllrs R Miller, N Eastick, B Lewsey, A Simkins and S Davie

In attendance: Mrs Teresa Pinder, Clerk to The Council; and 5 residents.

3540 ELECTION OF CHAIRMAN

Proposal: To elect a Chairman for the forthcoming year.

Resolved: Cllr J Stevens was elected as Chairman for the forthcoming year.

Proposed: Cllr B Lewsey Seconded: Cllr R Miller 3-2-0

3541 TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

The Chairman will sign the Declaration of Acceptance of Office before the next meeting.

3542 ELECTION OF VICE CHAIRMAN

Proposal: To elect a Vice Chairman for the forthcoming year.

Resolved: Cllr A Simkins was elected as Vice-Chairman for the forthcoming year.

Proposed: Cllr R Miller Seconded: Cllr N Eastick 5-0-0

3543 TO RECEIVE APOLOGIES FOR ABSENCE AND APPROVE REASONS GIVEN (LGA 1972 s85 (1))

Cllrs J Stevens & D Wallbridge for work reasons. Cllr D Clark for personal reasons.

The Members were happy with the reasons given.

3544 DECLARATIONS OF INTEREST

None received.

3545 TO APPROVE THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON THE 4TH APRIL 2018 (LGA 1972 sch 12, para 41(1))

Resolved: The minutes of the Ordinary Council Meeting held on the 4th April 2018 were approved as a correct and accurate record and were signed by the Chairman.

Proposed: Cllr R Miller Seconded: Cllr S Davie 4-0-1

3546 ALLOCATED RESPONSIBILITIES

Proposal: To discuss and approve the schedule of responsibilities:

- a. Allotment Officer(s)
- b. Amenities Officers (Bins, Bus Shelter, Lower Rec, Signage, St Stephens Churchyard, Upper Rec, War Memorial)
- c. Community Grants
- d. Highways and Public Transport Officers
- e. Neighbourhood Watch representative
- f. Parish Environmental Warden
- g. Parish Path Liaison Officer
- h. Public Rights of Way Officers
- i. Welcome Pack Officer
- j. Finance and Precept Group
- k. Internal Auditor
- l. Responsible Financial Officer

- m. Web Sites Officer
- n. Annual Parish Meeting Organisation
- o. Appeal Panel
- p. Grievance and Disciplinary Panel
- q. Personnel Group
- r. Representative on the Playing Fields & Clubhouse Committee (compulsory/essential)
- s. Representative on St Stephens PCC (voluntary only)
- t. Representative on the Jubilee Hall Committee (requested)
- u. Representative on the Village Shop Committee (voluntary only)
- v. Representative on Winsham Community Resource Centre Committee (voluntary only)
- w. SALC representative
- x. Cemetery
- y. Planning
- z. United Charities Winsham – Trustees
- aa. Emergency Planning Group
- bb. Parish Plan Review Group
- cc. Westernway Housing Development – Car Park & Green Space
- dd. Westernway Housing Development – Monitoring and Liaison with Developer

Resolved: The Members were appointed to the following roles:

- a. Allotment Officer(s) – Cllr S Davie
- b. Amenities Officers (Bins, Bus Shelter, Lower Rec, Signage, St Stephens Churchyard, Upper Rec, War Memorial) – Cllrs D Wallbridge, N Eastick, A Simkins and S Davie
- c. Community Grants – All Councillors
- d. Highways and Public Transport Officers – Cllrs D Wallbridge, A Simkins & S Davie
- e. Neighbourhood Watch representative – PCSO Julie Middleditch (delegated)
- f. Parish Environmental Warden – Mr Bill Lewsey
- g. Parish Path Liaison Officer – Mr Paul Welters
- h. Public Rights of Way Officers – Cllrs N Eastick & R Miller
- i. Welcome Pack Officer – Cllr D Wallbridge
- j. Finance and Precept Group – Cllrs J Stevens, A Simkins, R Miller & B Lewsey
- k. Internal Auditor – Mr Phil Smith
- l. Responsible Financial Officer – Mrs Teresa Pinder, Clerk
- m. Web Sites Officer – Mrs Teresa Pinder, Clerk
- n. Annual Parish Meeting Organisation – Vice Chairman (Cllr A Simkins) and the Clerk
- o. Appeal Panel – Appoint a panel only if the need arises
- p. Grievance and Disciplinary Panel – Appoint a panel only if the need arises
- q. Personnel Group – Chairman (Cllr J Stevens) and Vice Chairman (Cllr A Simkins)
- r. Representative on the Playing Fields & Clubhouse Committee (compulsory/essential) – Cllr N Eastick
- s. Representative on St Stephens PCC (voluntary only) - Vacant
- t. Representative on the Jubilee Hall Committee (requested) – Cllr D Clark
- u. Representative on the Village Shop Committee (voluntary only) – Cllr R Miller
- v. Representative on Winsham Community Resource Centre Committee (voluntary only) – Cllr N Eastick
- w. SALC representative – The Clerk (Mrs T Pinder)
- x. Cemetery – The Clerk, together with Cllrs R Miller, J Stevens & N Eastick
- y. Planning – All councillors
- z. United Charities Winsham – Trustees – Mrs A Rose and Mr B Turner
- aa. Emergency Planning Group - TBC
- bb. Parish Plan Review Group - TBC
- cc. Westernway Housing Development – Car Park & Green Space - TBC
- dd. Westernway Housing Development – Monitoring and Liaison with Developer – TBC

Proposed: Cllr A Simkins Seconded: Cllr N Eastick 5-0-0

3547 INSURANCE REVIEW

Proposal: Review and agree the insurance quotation.

Resolved: The Members approved the renewal quotation from Came & Company of £716.91 at the renewal date of 1st June 2018. The Parish Council is in a 3 year term with the insurance company that expires on 31st May 2019.

Proposed: Cllr S Davie Seconded: Cllr R Miller 5-0-0

3548 ASSET REGISTER

Proposal: To review and agree the Asset Register.

Resolved: The Members approved the Assist Register.

Proposed: Cllr A Simkins Seconded: Cllr S Davie 5-0-0

3549 UNITED CHARITIES OF WINSHAM - TRUSTEES REVIEW

Proposal: To nominate the existing Trustees to continue.

Resolved: Mrs A Rose and Mr B Turner were approved to continue as the Trustees of the United Charities of Winsham Charity.

Proposed: Cllr R Miller Seconded: Cllr S Davie 4-0-1

3550 PLANNING MATTERS

a) Applications:

Application No: 18/01023/S73

Applicant: Mr Nick Templeton-Smith

Proposal: Application to vary condition 02 (approved plans), 07 (stopping up of access) and 11 (parking) to alter internal access track and details provided for parking spaces and block up on access of 16/02061/FUL.

Location: Farm Building at, Whatley Farm, Whatley, Winsham, Chard, Somerset.

Resolved: Recommend Approval

Proposed: Cllr R Miller Seconded: Cllr N Eastick 5-0-0

Application No: 18/00678/FUL

Applicant: Mrs Sally Lines

Proposal: The erection of a two storey side extension to dwelling house.

Location: 11 Bakersfield, Winsham, Chard, TA20 4JN

Resolved: Recommend Approval

Proposed: Cllr A Simkins Seconded: Cllr N Eastick 5-0-0

b) Planning determinations received from SSDC

c) Plans and determinations received after the posting of the agenda

Members agreed to bring forward item number 14 Internal Auditor's Report on the Agenda.

3551 INTERNAL AUDITOR'S REPORT

Proposal:

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

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

Resolved: The Members:

a) Approved the Internal Auditor's Report.

Proposed: Cllr A Simkins Seconded: Cllr S Davie 5-0-0

b) Confirmed the Parish Council is satisfied that the Internal Auditor has undertaken the audit satisfactorily.

Proposed: Cllr A Simkins Seconded: Cllr R Miller 5-0-0

The acting Chairman expressed his thanks and appreciation to the Clerk to the Council for the maintenance of highly professional standards of documentation and financial management.

3552 FINANCE

Proposal:

(a) To note the schedule of cheques.

(b) To approve the bank reconciliation at 31st March 2018.

(c) To agree and approve the Summary Receipts and Payments for Year Ended 31st March 2018.

(d) To approve movement of funds to earmarked reserves (EMR):

- a. To amalgamate the following EMRs into one EMR called Depreciation Fund:
Bus Shelter £552.00, Seating £698.00, Office Equipment £247.00, Dog Bins £7.01, Grit Bins £144.00, Signage £42.00, making a total of £1690.01
- b. To move £3,772 from the 2017-18 Budget (Depreciation Fund) to the new EMR called Depreciation Fund, making a grand total of £5462.01
- c. To move the excess monies from the 2017-18 financial year of £573.00 as follows:
£173.00 to an EMR called Service Award
£400.00 to an EMR called WWI Commemorations

Resolved: The Members:

- a) Noted the schedule of cheques numbered 322388 to 322394 and a direct debit totalling £3878.59.
The members signing the cheques this month were Cllrs R Miller and S Davie.
- b) Approved the Bank Reconciliations as at 31st March 2018.
Proposed: Cllr A Simkins Seconded: Cllr R Miller 5-0-0
- c) Approved the Summary Receipts and Payments for Year Ended 31st March 2018.
Proposed: Cllr S Davie Seconded: Cllr N Eastick 5-0-0
- d) Approved the following movement of funds to earmarked reserves (EMR):
 - a. To amalgamate the following EMRs into one EMR called Depreciation Fund:
Bus Shelter £552.00, Seating £698.00, Office Equipment £247.00, Dog Bins £7.01, Grit Bins £144.00, Signage £42.00, making a total of £1690.01
Proposed: Cllr R Miller Seconded: Cllr S Davie 5-0-0
 - b. To move £3,772 from the 2017-18 Budget (Depreciation Fund) to the new EMR called Depreciation Fund, making a grand total of £5462.01
Proposed: Cllr A Simkins Seconded: Cllr S Davie 5-0-0
 - c. To move the excess monies from the 2017-18 financial year of £573.00 as follows:
£173.00 to an EMR called Service Award
£400.00 to an EMR called WWI Commemorations
Proposed: Cllr S Davie Seconded: Cllr R Miller 5-0-0

3553 POLICY/FORM REVIEW

Proposal: To review and adopt the following policies:

- a) Financial Regulations (one amendment)
- b) Information Data Protection Policy 2018 (new)
- c) Legal & Technical Advice Policy (no change)
- d) Governance and Accountability for Smaller Councils – March 2018 (new)
- e) Privacy Notice (new)
- f) Retention Policy and Appendix A List of Documents (new)
- g) Notice of Interment WEF May 2018 (amended to include GDPR requirements)

Resolved: The Members reviewed and adopted the following policies:

- a) Financial Regulations (one amendment)
- b) Information Data Protection Policy 2018 (new)
- c) Legal & Technical Advice Policy (no change)
- d) Governance and Accountability for Smaller Councils – March 2018 (new)
- e) Privacy Notice (new)
- f) Retention Policy and Appendix A List of Documents (new)
- g) Notice of Interment WEF May 2018 (amended to include GDPR requirements)

Members voted en block

Proposed: Cllr A Simkins Seconded: Cllr N Eastick 5-0-0

3554 ANNUAL RETURN FOR THE FINANCIAL YEAR ENDED 31ST MARCH 2018

Proposal:

- a) To consider and approve Section 1 – Annual governance statements 2017-18
- b) To consider and approve Section 2 – Accounting statements 2017-18

Resolved: The Members:

- a) Considered and approved each individual statement of Section 1 Annual Governance Statements 2017-18.
Proposed: Cllr N Eastick Seconded: Cllr R Miller 5-0-0

- b) Considered and approved Section 2 – Accounting statements 2017-18
Proposed: Cllr B Lewsey Seconded: Cllr R Miller 5-0-0

3555 ANNUAL PARISH MEETING

The Members received an update on the Annual Parish Meeting.

3556 100TH ANNIVERSARY OF THE END OF THE FIRST WORLD WAR COMMEMORATIONS

To receive an update from Cllr A Simkins.

Proposal: To

- a) Discuss the format and funding for the Armistice Day Lunch/Buffer, Sunday 11th November 2018.
- b) To approve a quotation received from a resident to provide a buffet at cost price of £3.00 per head and to agree on a number of 100, being a total cost of £300.
- c) To allocate £100 towards beverages for the WW1 commemorations.

Resolved: The Members:

- a) Discussed and approved the format and funding for the Armistice Day Lunch/Buffer, Sunday 11th November 2018.
Proposed: Cllr A Simkins Seconded: Cllr R Miller 5-0-0
- b) Agreed and accepted a quotation from Mrs Chloe Bevis to provide a buffet lunch at cost price of £3.00 per head. Numbers to be confirmed in due course.
Proposed: Cllr A Simkins Seconded: Cllr S Davie 5-0-0
- c) Agreed to allocate £100 towards beverages for the WW1 commemorations.
Proposed: Cllr S Davie Seconded: Cllr R Miller 3-2-0

3557 WINSHAM PLAYING FIELDS AND CLUBHOUSE

Proposal: Members to:

- a) Consider requesting a copy of the Winsham Playing Fields and Clubhouse Draft AGM Minutes, Annual Report, and a copy of their last three years Accounts.
- b) Consider a request from Winsham Playing Fields Management Committee for a grant of £750.00 for grass cutting.
- c) Consider purchasing a Grit Bin for outside the Clubhouse.
- d) Consider purchasing 2 Dog Fouling Signs for placement one on the gate and one near the sports club.

Resolved: The Members:

- a) Following a vote (2-3-0) the Members decided to not request copies of the Winsham Playing Fields and Clubhouse Draft AGM Minutes, Annual Report and copies of their last three years Accounts to support the request of a grass cutting grant for the 2018 season. Therefore the motion fell.
Proposed: Cllr B Lewsey Seconded: Cllr R Miller 2-3-0
- b) Following a lengthy debate the Members agreed a grant of £650 for the Winsham Playing Fields Management Committee towards grass cutting. The Clerk did advise that the budget for grants was £500 for the year.
Proposed: Cllr N Eastick Seconded: Cllr B Lewsey 5-0-0
- c) Approved purchasing a Grit Bin for outside the Clubhouse.
Proposed: Cllr N Eastick Seconded: Cllr B Lewsey 5-0-0
- d) The dog fouling signs will be purchased directly by the Winsham Playing Fields Committee.

3558 EXTENSION OF 30 MPH LIMIT ON THE B3162

Proposal: Members to approve requesting the extension of the 30 mph limit on the B3162 to south of Bere Farm jointly with Thorncombe Parish Council.

Resolved: The Members approved requesting an extension of the 30 mph limit on the B3162 towards the railway bridge jointly with Thorncombe Parish Council.

Proposed: Cllr A Simkins Seconded: Cllr R Miller 5-0-0

3559 OUTSTANDING ITEMS UPDATE

Proposal: To receive updates on the following outstanding items:

- a) Action Plan Review
- b) Land Registry of Parish Council's Land Assets

- c) Letter to SCC CEO regarding obstructed footpath CH30/7
- d) Assets of Community Value – School
- e) Bus Service meeting with Somerset County Council – Update to be received from Cllr A Simkins
- f) War Memorial Cleaning
- g) Networking Event - Chard Business Voice – Cllr Andrew Simkins will take this on.

Resolved: Updates were given on the above items.

The Members were happy for the meeting to continue as 9.30pm had been reached.

3560 ITEMS FOR REPORT

- a) Parish Assets:
Cemetery, Upper Rec/Lower Rec, Resource Centre, Bus Shelter, War Memorial, Seating, Signage and Bins
The new sign at Davies Close has been erected.
- b) Web Sites, Welcome Pack
Nothing to Report
- c) Public Rights of Way
Nothing to Report
- d) Grass Cutting Report
Nothing to report.
- e) Highways and Bus Services
Nothing to Report
- f) Reports from member representatives on outside bodies.
Nothing to report.
- g) Clerk's report and correspondence – see attached Agenda Notes.
 - The Clerk reported that a letter had been received from Winsham Sports and Social Club confirming acceptance of the £1,000 grant towards the refurbishment of the Social Club toilets. As was agreed previously, payment will be made upon receipt of an invoice on completion of the works.
 - The Clerk also reported that she had received an email regarding entering Winsham into a Somerset Village of the Year competition and asked if anyone wanted to take this forward.
 - Information has been received from Gigaclear to let the residents know that there has been a delay in their ultrafast fibre network reaching this community due to it taking longer than planned to mobilise the specialised resources required to build the network. They will keep the residents informed of progress.
 - Bishop Ruth will be visiting Winsham on Thursday 17th May. She will be visiting: Winsham Shop - Meet & Greet, Jubilee Café, The Bell (private event) and the School.
 - The Clerk reported that the date for the re-run of the Winsham PC by-election has now been set for Wednesday 6th June. The deadline for submission of nomination forms is 4.00pm on Wednesday 9th May. The Notice of Election has been displayed on the notice board and on the Parish Council's website. I have hard copies the nomination pack for candidates if anyone is interested and this is also available on the Parish Council's website.
 - The Clerk informed the members that she will be on annual leave from Monday 7th May, returning to work on Wednesday 16th May
- h) Parish Council Newsletter
Nothing to report
- i) Councillor Surgeries
Nothing to report
- j) Training
Nothing to report.

3561 QUESTIONS TO THE CHAIRMAN

Cllr B Lewsey asked who is responsible for putting out "mud on road" signs. This will be looked into and Cllr Lewsey advised of the outcome.

Cllr R Miller will be resigning from the Council before the next meeting. The Members thanked Rita for all her hard work over the past 6 years. Her contributions and enthusiasm will be greatly missed.

"Under Standing Orders 3d and 10xi the 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".

3562 CLERK'S APPRAISAL FEEDBACK

The Members received feedback on the outcomes of the Clerk's appraisal.

3563 CLERK'S OVERTIME

Proposal: To approve payment of 21 extra hours done between February 2017 and March 2018.

Resolved: The Members approved the 21 extra hours undertaken between February 2017 and March 2018.

Proposed: Cllr S Davie Seconded: Cllr N Eastick 5-0-0

3564 DATE OF THE NEXT MEETING – WEDNESDAY 6TH JUNE 2018

The meeting closed at 9.50 pm

Signed: Chairman Date: 6th June 2018