



# Winsham Parish Council



Minutes of the Annual Meeting of the Parish Council held at The Jubilee Hall on Wednesday 8<sup>th</sup> May 2019 at 7:30pm

Present: Cllrs J Hill, D Wallbridge, S Love, K Fowler, J Everard, H Beentje, S Davie, and D Checkley  
In attendance: Mrs Teresa Pinder, Clerk to The Council (existing Clerk); Mrs Rose Richards (new Clerk); County Councillor Linda Vijeh, District Councillor Sue Osborne and 10 residents.

## 3823 ELECTION OF CHAIRMAN

Proposal: To elect a Chairman for the forthcoming year.

**Resolved:** Cllr S Davie was elected as Chairman for the forthcoming year.

Proposed: Cllr D Checkley    Seconded: Cllr J Everard    8-0-0

## 3824 TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

The Chairman signed his Declaration of Acceptance of Office.

## 3825 ELECTION OF VICE CHAIRMAN

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

**Resolved:** Cllr J Everard was elected as Vice Chairman for the forthcoming year.

Proposed: Cllr J Hill    Seconded: Cllr D Checkley    8-0-0

## 3826 TO RECEIVE DECLARATIONS OF ACCEPTANCE OF OFFICE FROM ALL OTHER COUNCILLORS

Proposal: All Members to sign their Declarations of Acceptance of Office if not already done so.

**Resolved:** All Members signed their Declarations of Acceptance of Office prior to the start of the meeting, apart from Mr S Weller. The Members agreed his Declaration of Acceptance of Office could be signed prior to the start of the next meeting in June 2019.

Proposed: Cllr J Hill    Seconded: Cllr H Beentje    8-0-0

## 3827 TO RECEIVE APOLOGIES FOR ABSENCE AND APPROVE REASONS GIVEN (LGA 1972 s85 (1))

Apologies were received from Cllr S Weller, due to holiday commitments.

The reason given was accepted.

## 3828 DECLARATIONS OF INTEREST

None received.

## 3829 TO APPROVE THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON THE 15<sup>TH</sup> APRIL 2019 (LGA 1972 sch 12, para 41(1))

**Resolved:** The minutes of the Ordinary Council Meeting held on the 15<sup>th</sup> April 2019 were approved as a correct and accurate record and were signed by the Chairman.

Proposed: Cllr S Davie    Seconded: Cllr J Hill    8-0-0

## 3830 UNITED CHARITIES OF WINSHAM - TRUSTEES REVIEW

Proposal: Members:

- a) To approve the nomination of Mr Trevor Harris as a new Trustee to replace Mrs Anne Rose on her retirement.
- b) To nominate two of the existing Trustees to continue – Mr Brian Turner & the Vicar of St Stephen's.

**Resolved:** The Members:

- a) Approved the nomination of Mr Trevor Harris as a new Trustee to replace Mrs Anne Rose on her retirement. The Members requested a letter be sent to Mrs Rose to thank her for her 30 years of service as a Trustee of the United Charities of Winsham.

Proposed: Cllr J Hill    Seconded: Cllr K Fowler    8-0-0

- b) Reconfirmed the two existing Trustees to continue, being Mr Brian Turner and the Vicar of St Stephen's.  
Proposed: Cllr H Beentje    Seconded: Cllr D Checkley 8-0-0

### **3831 ALLOCATED RESPONSIBILITIES**

Proposal: To discuss and provisionally approve the schedule of responsibilities which will be confirmed in the June meeting:

- 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. Winsham Playing Fields Working Group - a number of Councillors and the possibility of one resident being included if approved by Full Council.
- k. Finance and Precept Group
- l. Internal Auditor
- m. Responsible Financial Officer
- n. Web Sites Officer
- o. Annual Parish Meeting Organisation
- p. Appeal Panel
- q. Grievance and Disciplinary Panel
- r. Personnel Group
- s. Representative on the Playing Fields & Clubhouse Committee (compulsory/essential)
- t. Representative on St Stephens PCC (voluntary only)
- u. Representative on the Jubilee Hall Committee (requested)
- v. Representative on the Village Shop Committee (voluntary only)
- w. Representative on Winsham Community Resource Centre Committee (voluntary only)
- x. SALC representative
- y. Cemetery
- z. Planning
- aa. United Charities Winsham – Trustees
- bb. Emergency Planning Group
- cc. Parish Plan Review Group
- dd. Westernway Housing Development – Car Park & Green Space
- ee. Westernway Housing Development – Monitoring and Liaison with Developer

**Resolved:** The Members approved the following Member responsibilities:

- a. Allotment Officer(s) – Cllr J Hill
- b. Amenities Officers (Bins, Bus Shelter, Lower Rec, Signage, St Stephens Churchyard, Upper Rec, War Memorial) – Cllrs S Davie, H Beentje and J Hill
- c. Community Grants – All Councillors
- d. Highways and Public Transport Officers – Cllrs D Checkley, J Everard, and H Beentje
- e. Neighbourhood Watch representatives – Cllrs J Hill and S Davie
- f. Parish Environmental Warden – Cllrs H Beentje, J Hill and J Everard
- g. Parish Path Liaison Officer – Mr P Welters and supported by Cllr K Fowler
- h. Public Rights of Way Officers – Cllrs J Hill and K Fowler
- i. Welcome Pack Officer – Cllr K Fowler
- j. Winsham Playing Fields Working Group - a number of Councillors and the possibility of one resident being included if approved by Full Council – Cllrs S Love, J Everard, J Hill, S Davie, and D Checkley
- k. Finance and Precept Group – Cllrs D Wallbridge, J Everard and S Davie
- l. Internal Auditor – Mr Phil Smith
- m. Responsible Financial Officer – The Clerk (Mrs R Richards)
- n. Web Sites Officer – The Clerk (Mrs R Richards)

- o. Annual Parish Meeting Organisation – Cllrs D Wallbridge, S Love and the Clerk
  - p. Appeal Panel – Appoint a panel only if the need arises
  - q. Grievance and Disciplinary Panel – Appoint a panel only if the need arises
  - r. Personnel Group – Cllrs S Davie, S Love and D Checkley
  - s. Representative on the Winsham Playing Fields Trust (compulsory/essential) – Cllrs J Everard and S Love
  - t. Representative on St Stephens PCC (voluntary only) – Cllr S Davie
  - u. Representative on the Jubilee Hall Committee (requested) – Cllr D Checkley
  - v. Representative on the Village Shop Committee (voluntary only) – Cllrs S Davie and J Everard
  - w. Representative on Winsham Community Resource Centre Committee (voluntary only) – Cllr J Hill
  - x. SALC representative – The Clerk (Mrs R Richards) and Cllr S Love
  - y. Cemetery – The Clerk and Cllrs H Beentje and S Davie
  - z. Planning – All Councillors
  - aa. United Charities Winsham – Trustees – Mr Brian Turner, Mr Trevor Harris and the Vicar of St Stephens
  - bb. Emergency Planning Group – Cllrs S Davie, J Hill, K Fowler and the Clerk
  - cc. Parish Plan Review Group – To be confirmed at the next meeting
  - dd. Westernway Housing Development – Car Park & Green Space – Clerk and Cllrs S Davie, J Everard and S Love
  - ee. Westernway Housing Development – Monitoring and Liaison with Developer – Clerk and Cllrs S Davie, J Everard and S Love
  - ff. Twitter Account – to be confirmed at the next meeting
- Proposed: Cllr S Davie Seconded: Cllr S Love 8-0-0

### **3832 INSURANCE REVIEW**

Proposal: Review and agree the insurance quotation.

**Resolved:** Of the three quotations received via Came and Company the Members approved the quotation from Hiscox at a cost of £758.31 on a Long Term Agreement of 3 years.

Proposed: Cllr S Davie Seconded: Cllr J Everard 8-0-0

### **3833 ASSET REGISTER**

Proposal: To review and agree the Asset Register.

**Resolved:** The Members reviewed and approved the Asset Register.

Proposed: Cllr S Davie Seconded: Cllr H Beentje 8-0-0

### **3834 SOMERSET ASSOCIATION OF LOCAL COUNCILS (SALC)**

Proposal: Members to approve the continued membership of SALC at an annual cost of £190.97 for the year commencing 24<sup>th</sup> May 2019.

**Resolved:** The Members approved the continued membership of SALC at an annual cost of £190.97 for the year commencing 24<sup>th</sup> May 2019.

Proposed: Cllr S Davie Seconded: Cllr J Hill 8-0-0

### **3835 PLANNING MATTERS**

- a) Applications:  
None
- b) Planning determinations received from SSDC  
Planning determinations received from SSDC were available to view at the meeting.
- c) Plans and determinations received after the posting of the agenda  
None received.

### **3836 FINANCE**

Proposal:

- a) To note the schedule of cheques.
- b) To approve the bank reconciliations as at 2<sup>nd</sup> May 2019.

**Resolved:**

- a) The Members noted the schedule of cheques and direct debits, numbered 322464 to 322470, totalling £2503.28.  
This month the signatories were Cllrs S Davie & D Wallbridge.

- b) This item was deferred until the June meeting as the relevant statements had not been received.

### **3837 PARISH COUNCIL ACCOUNT SIGNATORIES**

Proposal: Members to review and agree the Account Signatories.

**Resolved:** The Members reviewed the account signatories and agreed Cllrs S Davie, D Wallbridge, J Everard and J Hill will be the signatories to the Bank Account Mandate.

Proposed: Cllr D Checkley Seconded: Cllr K Fowler 8-0-0

### **3838 POLICY REVIEW**

Proposal: To review and adopt the following policies:

- a) Financial Regulations (no change)
- b) Information Data Protection Policy 2018 (no change)
- c) Legal & Technical Advice Policy (no change)
- d) Privacy Notice (no change)
- e) Privacy Policy for Website (no change)
- f) Retention Policy and Appendix A List of Documents (no change)
- g) Governance and Accountability for Smaller Councils – March 2019 (new)

**Resolved:** The following policies were reviewed and adopted:

- a) Financial Regulations (no change)
- b) Information Data Protection Policy 2018 (no change)
- c) Legal and Technical Advice Policy (no change)
- d) Privacy Notice (no change)
- e) Privacy Policy for Website (no change)
- f) Retention Policy and Appendix A List of Documents (no change)

Agreed en bloc by Members a) through to f)

Proposed: Cllr S Davie Seconded: Cllr H Beentje 8-0-0

- g) Governance and Accountability for Smaller Councils – March 2019 (new), which although not a policy document was noted.

### **3839 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:** Members:

- a) Received and approved the Internal Auditor's Report.

Proposed: Cllr D Checkley Seconded: Cllr S Davie 8-0-0

- b) The Members confirmed the Parish Council is satisfied that the Internal Auditor has undertaken the audit satisfactorily.

Proposed: Cllr S Davie Seconded: Cllr J Hill 8-0-0

### **3840 ANNUAL RETURN FOR THE FINANCIAL YEAR ENDED 31<sup>ST</sup> MARCH 2019**

Proposal:

- a) To consider and approve Section 1 – Annual governance statements 2018-19
- b) To consider and approve Section 2 – Accounting statements 2018-19
- c) To approve signing the Certificate of Exemption – AGAR 2018/19 Part 2

**Resolved:** The Members:

- a) Considered and approved Section 1 – Annual governance statements 2018-19, by approving each Statement. The Clerk and Chairman then signed and dated the document.

Proposed: Cllr S Davie Seconded: Cllr D Wallbridge 8-0-0

- b) Reviewed and approved Section 2- Accounting statements 2018-19. The Chairman signed and dated the document.

Proposed: Cllr H Beentje Seconded: Cllr S Davie 8-0-0

- c) Following agreement at the April Meeting, the Members approved the signing of the Certificate of Exemption – AGAR 2018-19 Part 2. The Chairman and Clerk signed and dated the document.

Proposed: Cllr S Davie Seconded: Cllr J Hill 8-0-0

### 3841 JUNE MEETING DATE

Proposal: Members to consider amending the date of the June meeting to Wednesday 12<sup>th</sup> June 2019.

**Resolved:** The Members agreed to change the date of the June meeting to Wednesday 12<sup>th</sup> June 2019.

Proposed: Cllr S Davie Seconded: Cllr D Checkley 8-0-0

### 3842 WINSHAM PLAYING FIELDS TRUST

To receive updates from the Chairman.

Proposal: Members to discuss and approve/confirm:

- a) Following receipt of correspondence from the Parish Council's Solicitor – "With regards to appointing an independent auditor, this may be a good idea if it is done prior to completion." Members to consider appointing an independent auditor to audit the Winsham Playing Fields Trust Accounts or any associated organisation.
- b) Where to open a new Bank Account for the Winsham Recreational Trust.
- c) Who the signatories will be.

**Resolved:** The Members discussed and approved/confirmed:

- a) Agreed appointing an independent auditor to audit the Winsham Playing Fields Trust Accounts. It was agreed that Phil Smith would undertake the Audit, being the Parish Council's Internal Auditor at a cost of £10 per hour.  
Proposed: Cllr S Davie Seconded: Cllr J Everard 8-0-0
- b) Agreed that the Clerk will investigate the options available and that this item is deferred to next month.
- c) Agreed the signatories for the Winsham Recreational Trust Account will be Cllrs S Love, H Beentje and Dave Checkley.  
Proposed: Cllr K Fowler Seconded: Cllr J Hill 8-0-0

### 3843 TRAINING

Proposal: Members to attend courses arranged by Somerset Association of Local Councils (SALC):

- a) The Councillor Essentials Training on 13<sup>th</sup> June 2019 from 7.00 pm till 9.00 pm at Horton Village Hall. The cost per attendee is £28.50 with the 4<sup>th</sup> person free. An alternative date is the 18<sup>th</sup> June 2019 at West Buckland Village Hall with the same timings and cost.
- b) Responding to Planning Applications on 3<sup>rd</sup> July 2019 from 6.00 pm till 9.00 pm at Edgar Hall, Somerton at a cost of £30.00 per person with the 4<sup>th</sup> person free.
- c) The Chairman and Vice-Chair to attend Being a Successful Chairman on 6<sup>th</sup> June 2019 at Edgar Hall, Somerton, starting at 6.00 pm.
- d) The Clerk to attend The Essential Clerk – whole day intensive training course at a cost of £85.00 at The Edgar Hall, Somerton on the 15<sup>th</sup> June 2019, starting at 10.00 am.

**Resolved:** The Members agreed the following training for the Councillors and Clerk:

- a) Cllrs J Hill, H Beentje, S Weller and J Everard will attend The Councillor Essentials Training on 13<sup>th</sup> June 2019 from 7.00 pm till 9.00 pm at Horton Village Hall at a cost of £28.50 per attendee, with the 4<sup>th</sup> person free. Cllrs S Love, D Checkley, K Fowler & S Davie will attend the Councillor Essentials Training on 18<sup>th</sup> June 2019 at West Buckland Village Hall from 7.00 pm till 9.00 pm at a cost of £28.50 per attendee with the 4<sup>th</sup> person free.  
Proposed: Cllr S Love Seconded: Cllr S Davie 8-0-0
- b) Cllrs S Love, J Hill, S Davie and S Weller will attend the Responding to Planning Applications course on 3<sup>rd</sup> July 2019 from 6.00 pm till 9.00 pm at Edgar Hall, Somerton at a cost of £30.00 person with the 4<sup>th</sup> person free.  
Proposed: Cllr S Davie Seconded: Cllr S Love 8-0-0
- c) Cllrs S Davie & J Everard will attend the Being a Successful Chairman on 6<sup>th</sup> June 2019 at Edgar Hall, Somerton, starting at 6.00 pm at a cost of £30.00 per person.  
Proposed: Cllr H Beentje Seconded: Cllr J Hill 8-0-0
- d) The new Clerk will attend The Essential Clerk, a whole day intensive training course at a cost of £85.00 at Edgar Hall, Somerton on the 15<sup>th</sup> June 2019, starting at 10.00 am.  
Proposed: Cllr S Love Seconded: Cllr H Beentje 8-0-0

### 3844 HIGHWAYS

Proposal: The Members to consider contacting County Highways regarding the "Village Cross" triangular strip of land, in front of The George to ascertain whether the Parish Council could take over ownership of the land.

**Resolved:** The Members agreed not to take this forward at the present time.

### **3845 BARRIER/PLANTER FOR THE AREA BETWEEN THE CROSS & THE GEORGE**

Proposal: Following receipt of a request from The Shop Committee, the Members to:

- a) Consider pursuing the licence application with County Highways, in line with their procedure, in liaison with owner of The George and County Highways to ensure an adequate barrier is in place.
- b) Consider paying the initial £165 application fee.
- c) Consider agreeing in principle to a planter barrier solution, subject to discussion with County Highways, and obtain costings for creation and installation.
- d) Discuss the project costs (as detailed in Shop Committee's email).

**Resolved:** The Members:

- a) Agreed to pursuing the licence application with County Highways, in line with their procedure, in liaison with the owner of The George and County Highways to ensure an adequate barrier is in place. Cllrs S Davie & J Everard will take this forward.

Proposed: Cllr J Hill    Seconded: Cllr H Beentje    8-0-0

- b) Approved paying the initial £165 application fee.  
Proposed: Cllr K Fowler    Seconded: Cllr J Everard    8-0-0
- c) Agreed to defer this item to a future meeting.
- d) Agreed to defer this item to a future meeting.

### **3846 OUTSTANDING ITEMS UPDATE**

Proposal: To receive updates, as required, on the following outstanding items:

- a) Action Plan Review – will be included on the agenda for June
- b) Land Registry of Parish Council's Land Assets
- c) Assets of Community Value – School
- d) Cemetery Tidy Up

Updates were received on the above items.

### **3847 ITEMS FOR REPORT**

- a) Parish Assets:  
Cemetery, Upper Rec/Lower Rec, Resource Centre, Bus Shelter, War Memorial, Seating, Signage and Bins
- b) Web Sites, Welcome Pack
- c) Public Rights of Way
- d) Grass Cutting Report
- e) Highways and Bus Services
- f) Reports from member representatives on outside bodies:  
Jubilee Hall  
Winsham Playing Fields/Sports and Social Club  
Winsham Community Resource Centre
- g) Clerk's report and correspondence – see Agenda Notes.  
The Parish Council's Accounts have been closed for the year ended 31-3-19 and a VAT refund claim has been made on the 2<sup>nd</sup> May 2019 for £749.63.
- h) Training – already discussed

Updates were received on the above items.

### **3848 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.

**Resolved:** Under Standing Orders 3d and 10xi the Parish Council resolved 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 were instructed to withdraw.

Proposed: Cllr S Davie    Seconded: Cllr J Everard    8-0-0

### **3849 LEGAL PROCEEDINGS**

Proposal: Members to review progress of proceedings and associated matters.

**Resolved:** Nothing further to report.

### **3850 PERSONNEL SUCCESSION**

Proposal: The Members to:

- a) Review and approve the Contract of Employment for the new Clerk.
- b) Approve the current Clerk undertaking extra hours (for new Clerk induction and holiday cover) following this meeting up until mid-June 2019, at the current Clerk's normal hourly rate.

**Resolved:** The Members:

- a) Reviewed and approved the Contract of Employment for the new Clerk.  
Proposed: Cllr S Davie    Seconded: Cllr S Love    8-0-0
- b) Approved the current Clerk undertaking extra hours (for new Clerk induction and holiday cover) following this meeting up until mid-June 2019, at the current Clerk's normal hourly rate.  
Proposed: Cllr J Hill    Seconded: Cllr S Love    8-0-0

### **3851 DATE OF THE NEXT MEETING – WEDNESDAY 12<sup>TH</sup> JUNE 2019**

Meeting closed at 10.30 pm