



## Winsham Parish Council

Minutes of the Ordinary Meeting of the Parish Council held using Zoom Video Conferencing on Wednesday 3rd June 2020 at 7:30pm.

Present: Cllrs S. Davie, J. Everard, S. Love, K. Fowler, J. Hill, S. Weller and H. Beentje and L. Miller. In attendance: Mrs Rose Richards, Clerk to the Council; County Councillor Linda Vijeh, District Councillor Sue Osborne, and 3 residents.

It should be recorded that there were a number of interruptions to the meeting due to the Zoom technology which meant that although all councillors were present during the entire meeting not everyone else was.

### **4088 To Receive Apologies for Absence and to Approve the Reasons given** (LGA 1972 s85 (1))

Council to receive any apologies for absence and Members to approve reasons given.

Apologies were received from Cllr Clampett and the reason for absence approved.

**4089 Declarations of Interest** - Council to receive any declarations of interest. – None received.

### **4090 To Approve the Minutes of the Ordinary Council Meetings Held on Wednesday 4th March 2020 and Wednesday 6th May 2020** (LGA 1972 sch 12, para 41(1))

Proposal: Members to approve the Minutes of the Ordinary Council Meeting held on 4th March and 6th May 2020.

Resolved: Members resolved to approve the minutes of the Ordinary Council Meetings for both 4th March 2020 and 6th May 2020. **Prop:** Cllr Hill **Sec:** Cllr Beentje **Vote:** 8-0-0

### **4091 Outstanding Items Update**

- a) Bus Shelter repairs – Should be completed with the next few days (weather permitting)
- b) Defibrillator funds to be transferred to the Council – On hold until lockdown measure allow meetings
- c) Cutting back of the large holly growing out of one of the graves in the cemetery

Action: Working Party to be organised to deal with cemetery matters.

- d) War Memorial Grant

Action: Cllr Davie to discuss the next steps with Andrew Simkins – Cllr Love informed the meeting that she would be happy to liaise with Mr Simkins as she has also been looking into this.

### **4092 Finance**

Proposals:

- a) To note the schedule of cheques amounting to £1,033.92.
- b) To approve the latest bank reconciliations.

**Resolved:** Members resolved to approve both the current and deposit account bank reconciliations for 2nd May 2020

**Prop:** Cllr Davie **Sec:** Cllr Everard **Vote:** 8-0-0

### **4093 Planning Matters**

- a) Proposals: Members to resolve applications received Applications received:
  - Application Reference: 20/01251/TCA Applicant: Mr Woodland  
Proposal: Notification of intent to carry out tree surgery works on No 2 trees within a Conservation Area  
Location: Rose Cottage, Fore Street, Winsham, TA20 4DY  
Determination Deadline: 16th June 2020 - Application was permitted 2 weeks prior to Determination Deadline
  - Application Reference: 20/01257/FUL Applicant: CJ And RM Slade  
Proposal: The erection of 1 no. dwelling  
Location: Land North Of Court Cottage and Lane Cottage, Court Street, Winsham  
Determination Deadline: Extended to 11th June 2020

**Resolved:** Members resolved to recommend approval providing satisfactory clarification is received from SSDC Planning Department as to why the revised outline plans now include the footpath/track which do not form part of the plot.

**Prop:** Cllr Hill **Sec:** Cllr Davie **Vote:** 8-0-0

- b) Planning determinations received from SSDC
  - Application Details: 20/00379/REM – Land Adj to Garden House Back Street – Seeking approval of appearance, landscaping, layout and scale – Permitted with Conditions
  - Application Details: 20/00631/HOU – Brantford Cottage, Fore Street – Alterations to height of roof – Application Withdrawn
  - Application Details: 20/00458/FUL – Plots 3 and 4 Former Victory Garage, Church Street – Amended Design and extension of residential cartilage – Permitted with Conditions
- c) Plans and determinations received after the posting of the agenda
  - Application Reference: 20/01471/CLB (Certificate of Lawfulness for proposed works to a Listed Structure)  
Applicant: Mr Russell Adcock  
Proposal: Repairs to stone work of bridge and replacement of stone rip-rap river bed  
Location: Winsham Bridge, Church Street, Winsham  
Determination Deadline: 2nd July 2020 - Application was permitted 1 month prior to Determination Deadline

#### 4094 Document Review

Proposal: Members to review and adopt the following policies:

- a) General Risk Assessment – Playground Assessments updated
- b) Freedom of Information Policy – No Change
- c) Bee Policy – No Change
- d) Publication Scheme Model – No Change
- e) Legal & Technical Advice Policy
- f) Privacy Policy Notice
- g) Retention Policy and Appendix A
- h) Information and Data Protection Act Policy
- i) Website Privacy Statement
- j) Terms of Reference - Working Parties, groups and Task and Finish Groups
- k) Disciplinary Procedure
- l) Grievance Procedure
- m) Governance & Accountability for Smaller Authorities in England (March 2020)

**Resolved:** Reviewed and adopted en bloc with the exception of the Freedom of Information Policy which will be amended ready for the July meeting. **Prop:** Cllr Davie **Sec:** Cllr Beentje **Vote:** 8-0-0

#### 4095 Cemetery Maintenance

Proposal: Members to discuss maintenance required in the cemetery including; staining of all woodwork, replacing missing latch on one of the gates, tidying up the trees and re-painting the iron railing fence.

It was agreed that this would need to be deferred until after the lockdown restrictions have been lifted.

#### 4096 Items for Report

- a) Parish Assets:  
Cemetery, Upper Rec/Lower Rec, Bus Shelter, War Memorial, Seating, Signage and Bins.

Action: Cllr Everard reported that the seconded football field needs to be added to the Register of Assets. He clarified that this was transferred to the Council in 1995 and the Council holds the deeds.

- b) Web Sites, Welcome Pack
- c) Public Rights of Way –

Action: Cllr Davie to speak to Mr Pike with regards to the narrowing of the footpath towards Hazelwoods

- d) Grass Cutting Report

Councillors agreed that they were very pleased with the grass cutting carried out by BE Powell & Sons but were disappointed that they were refused access to the field by the Winsham Playing Field Trust current Trustees so they were unable to complete the cutting of the Upper Rec which would be of benefit to all residents.

Addendum - We apologise for this miscommunication as we understand the requirement for all contractors to show their public liability insurance and we failed to recognise that our contractor would cut the grass before we had concluded the lease transfer.

- 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

Cllr Weller reported that the Jubilee Hall committee had asked when the Council would like to start holding their meetings in the Hall again. It was agreed that the Council would not do so until the Hall re-opened in September. Cllr Beentje reported that he has responded to the request from SSDC for our 'Environmental Champion' to answer a shortish SurveyMonkey questionnaire regarding the Winsham environment and climate change responses. This was online and there was no possibility of keeping a copy.

- g) Clerk's report and correspondence – see Agenda Notes
- h) Training – Cllrs Hill and Love had attended the Neighbourhood Plan webinar

#### **4097 Playing Field CIO Update**

- a) Members to discuss the cause of the delay on the transfer of assets from Winsham Playing Field Trust to Winsham Recreational Trust.

Cllr Everard confirmed that the Councils last letter sent on 22nd April 2020 to Winsham Playing Field Trust Trustees asked them to give us a date for a meeting to formally transfer the assets to the new CIO. Arrangements set out in the letter included details of how the 2 metre Covid-19 rule could be observed.

**Resolved:** Members resolved to give Winsham Playing Field Trust Trustees a choice of three dates within the next two weeks to hold a meeting to transfer the assets. **Prop:** Cllr Davie **Sec:** Cllr Weller **Vote:** 8-0-0

- b) Proposal: Members to resolve whether to engage a professional assessor to give a rebuild cost on the buildings at the Upper Recreation Ground

**Resolved:** Members resolved to have a full survey carried out on the buildings after the assets had been transferred.

**Prop:** Cllr Davie **Sec:** Cllr Miller **Vote:** 8-0-0

- c) Proposal: Members to resolve whether to instruct Came & Company to set up the insurance for Winsham Recreational Trust with Hiscox Insurance Company.

**Resolved:** Members resolved that Came & Company would be instructed to set up the insurance for WRT using an estimated rebuild cost of £100k. **Prop:** Cllr Davie **Sec:** Cllr Love **Vote:** 8-0-0

#### **4098 Items Deferred until Normal Meetings Resume**

- a) Allotment Charges for 2021/22
- b) Monthly Document Reviews
- c) Neighbourhood Watch volunteers
- d) Annual Council Meeting which includes election of Chairman, Vice Chairman
- e) Review of allocated responsibilities
- f) Review of Asset Register
- g) Approval of Annual Governance and Accountability Return (AGAR)
- h) Review of Charity Trustees
- i) Lack of awareness regarding County Lines
- j) Parish Survey Results

#### **4099 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

#### **4100 Clerks Annual Pay Increase**

Proposal: Members to consider the Clerks Annual Pay Increase and whether this should be back dated to 1st April 2020

**Resolved:** Members resolved that the Clerks salary should be increased to the next pay grade and back dated to 1st April 2020. **Prop:** Cllr Davie **Sec:** Cllr Love **Vote:** 8-0-0

#### **4101 Legal Proceedings**

- a) Members to review progress of proceedings and associated matters

After a lengthy discussion a vote was taken as to whether or not the Council should apply for the Small Business Relief Grant for the Resource Centre (Band Hut). **Vote:** 1-6-1

#### **4102 Date of the Next Meeting – 1st July 2020**

**Meeting closed at 9.43pm**