

Winsham Parish Council

Draft Minutes of The Ordinary Meeting of the Parish Council held at The Jubilee Hall on Wednesday 2nd October 2013 at 7:30pm

Present: Cllrs. S Abbey, T Baxter, J Chance (Chairman), B Goodman, M Haggard, R Miller, N Mode and J Sullivan

In attendance: Mrs Teresa Pinder, Clerk to The Council, and 1 resident

Apologies: Linda Vijeh, County Councillor & Sue Osborne, District Councillor

PUBLIC FORUM

(a) Questions from Residents

None

(b) District Councillor's Report

Cllr. Osborne had sent her apologies

(c) County Councillor's Report

Cllr. Vijeh had sent her apologies, although the County Councillor had submitted a written report to the meeting which the chairman summarised, and a copy is attached.

2582 Apologies for Absence

There were none.

2583 Declarations of Interest

Cllr. John Sullivan declared an interest in the Jubilee Hall, as Chairman of the Trustees, with regard to the item Parish Office. It was agreed that Cllr. Sullivan would not leave the room, although he would not be able to vote.

Cllr. Haggard declared an interest in the Allotments as an allotment holder.

2584 The minutes of the meeting held on 11th September 2013

Resolved: To approve the minutes as a correct and accurate record

2585 Planning Matters

a) Applications - None

- b) Planning determinations received from SSDC; 13/03147/FUL Installation of 2No. Microwave dishes on existing police radio tower, Windwhistle – permission granted.
- c) Plans and determinations received after the posting of the agenda – Nothing received.

2586 The Band Hut and Allotment Site

The Chairman summarised the situation as follows.

1. The site was valued at £20,000, and as WPC were not able to afford an outright purchase, in July 2012, the District Executive approved freehold transfer of the 'whole site' to the Parish at less than best consideration of £1, but with 'suitable overage provisions'.
2. Subsequently, the transfer became bogged down with the solicitors because the draft provided by SSDC did not provide for a full transfer of the land, and included onerous covenants.
3. The Chairman corresponded on this matter last October, warning SSDC of our concerns and we subsequently held meetings with officials to try and reach a resolution.
4. To try and get the negotiations back on track, the Vice-chairman, District Councillor and Chairman met the portfolio holder, Cllr Hobhouse, on 26th September to discuss the situation.
5. It was explained to him that the terms being presented to the Parish are not as the District Executive had agreed and not in the best interests of the Parish. It was also pointed out that unnecessary legal expense is occurring for which we are not responsible.
6. Cllr. Hobhouse readily understood the situation and appeared to sympathise with our frustrations on the matter. He promised action and an early response.

2587 Parish Plan

Cllr Sullivan updated the members on the current position.

1. The surveys are almost all delivered, only a small number left. The E-letter explained all.
2. There is a high level of coverage and there should be a high level of responses. To date, there are 3 on line responses and 25 handed in, which within 3 or 4 days of issue is excellent.
3. There is a mechanism in place to chase non-responders and the completion date can be expanded on.
4. It was suggested that the transferring of data be done after the completion date, although it was felt that this could be started beforehand, dependant on numbers of responses, and the availability of councillors in the first instance to input the data.
5. The committee have been congratulated on the survey by members of the parish.

2588 Minutes

(a) Report for Parish Magazine

The Chairman read out what was agreed previously in the February 2012 minutes. A discussion took place following this. Three councillors were in favour of doing an article. It was agreed the three councillors would each put an article together, circulate it before the next council meeting to the members, and for a discussion to take place at the next council meeting on the way forward.

(b) Should draft minutes be put on the website?

The Chairman read out what was agreed previously in the February 2012 minutes. Following a long discussion and to ensure the accuracy of the minutes it was agreed the Clerk should issue the draft minutes within 7 days of the date of the meeting to the councillors. The councillors would then have another 7 days to look at the minutes and to suggest any amendments.

Therefore 14 days from the date of the meeting Cllr Sullivan would then be able to publish the draft minutes to the website.

2589 Standing Orders, Financial Regulations and Council Policies

The Chairman reminded the Council that the Standing Orders, Financial Regulations and council policies should be periodically reviewed. It was proposed that a committee be formed to review the Standing Orders, Financial Regulations and council policies and that revised documents would in due course be agreed and signed off by full council.

It was agreed to have a committee consisting of Cllrs B Goodman, R Miller and N Mode and that initially they would prepare a list of items for review.

2590 Parish Office

Cllr. Sullivan reported on the up to date position. The suggested office room has now been emptied, but has two desks available. The Hall now has broadband installed and a telephone extension can be put in the office. The council would have sole access through the back door with access via a key kept in a key safe, access to the disabled toilet, but not the rest of the hall. The charge for this would be £300 per year (which would include cleaning and heating) but use of the utility room and hall would be additional. This charge would effectively cover the cost of the telephone bill. There is a desktop computer in the hall which is being updated. The cost for updating is £80 and it was suggested the council purchase this PC. The clerk will use the laptop but councillors could use the desktop. It was suggested it may be a good idea to install a scanner/printer. A fire proof cabinet could be installed to store statutory documents, although expensive. Alternatively a 30 minute fire resistant cabinet would cost approximately £400. Another 2 drawer filing cabinet would be beneficial to store normal documents. A carbon monoxide monitor would also be installed. A letter box could be added to the door, or alternatively a lockable tin box mounted on a wall with an approximate cost of £50. Correspondence could be viewed at the office, including planning. The costs would include the storage facility upstairs, although this filing cabinet needs to be gone through and any valuable items to be possibly relocated as they are currently not sufficiently protected.

In summary, set up costs of approximately £700 with annual running costs of approximately £450. A renewable and termination options hire agreement needs to be drawn up. Other people may need to have access to the room although when children's groups are using the hall the office would not be available for use.

It was proposed to go ahead with the office at the Jubilee Hall which was unanimously agreed and to proceed once the conditions have been received in writing.

2591 Finance

It was agreed to approve payments for the Clerk's Salary, Pro PC Services for the laptop, the Clerk's expenses, Grant Thornton in respect of the Annual Return, a Grant to Winsham Playing Fields to help towards the grass cutting in the upper recreation ground and the printing costs for the Survey.

The Chairman reported on the financial details of the Parish accounts. Following the recent problems with the current account and a cheque being returned, £5000 is to be transferred to the current account. The Bank has also been requested to send monthly statements as at 1st of the month. Following the recent changes in the Council, Mary Pye, the Internal Auditor, has been asked to undertake an interim 6 month audit. It was also agreed that once things settle down with the current Bank, to look to move the accounts to a Bank with a branch in Chard, for easier access.

2592 Items for Report

(a) Amenities, Rights of Way and Highways reports

The Chairman read a report from John Gapper on Rights of Way.

The Chairman reported on gully cleaning. A letter was received from the SCC which was read out at the meeting.

Amenities – Damaged concrete at The Lower Recreation Ground has now been repaired.

It was reported on how helpful Wayne Dowell was with regard to cutting back overgrown vegetation by the bridge. The council would like to thank Wayne for his public service.

The Parish has been awarded a 'Highly Commended' certificate from the Somerset Playing Fields Association; Cllr Goodman was thanked for organising the submission.

(b) Reports from member representatives on outside bodies.

None

(c) Clerk's report and correspondence

Precept Workshop in Yeovil.

The Chairman gave a brief report following receipt of the workshop slides, and details of the key dates for the process of fixing the precept were given. A full presentation on the workshop will be given in due course with the help of Cllr Sullivan.

Training courses available from SALC.

Three half day courses were identified as suitable for the Clerk to attend, and Tatworth & Forton Parish Council, who also employs the Clerk, had offered to share the cost, with WPC paying one third. Agreement to go ahead was proposed by Cllr Abbey and seconded by Cllr Miller.

Correspondence

Letter received from SCC regarding gulley cleaning which was read out previously.

Letter received from Milford and Dormer, solicitors, regarding the legacy from Miss Susan Mary Loaring. The letter confirmed the money is to be used for the Recreation Ground. The Clerk will respond to the solicitors with a request to convey our appreciation to the family and confirming that the money will be used in accordance with her wishes. It will be decided at a later date what to use the money for.

Letter received from Winsham Web Museum regarding a Donation to the Council of £250 to be used towards the cost of the survey.

2593 Questions to the Chairman

Cllr Abbey asked if it was necessary to put up the same Agenda on the Notice board as the one that is sent out to the members or whether a revised version could be put up without the summons. It will be kept the same.

Date of the next Meeting: Wednesday 6th November 2013