

## WINSFORD PARISH COUNCIL

### Minutes of the Ordinary Meeting of Winsford Parish Council Held on Monday 29<sup>th</sup> July 2019 at 7.30pm in Winsford Village Hall

**PRESENT:** Councillors: Colin Wilkins (CW) – Chair, Kevin Connell (KC) – Vice Chair, John Bray (JB), Sarah Little (SL), Patrick Watts-Mabbott (PWM), County Councillor Frances Nicholson (FN) – (part of meeting), SWT Councillor Steven Pugsley (SP), Parish Clerk Nic Kemp (NK), and three members of the public (a fourth member of the public joined later in the meeting)

**25.1 Public Question Time** – CW noted that comments could be made by members of the public during the relevant item on the agenda

**25.2 Apologies for Absence** – Mel Mileham (MM), County Councillor Frances Nicholson (FN) – hoping to join meeting

**25.3 Declaration of Interests** – None

**25.4 Minutes of the Meetings held 20 May 2019 and any Outstanding Actions** – CW signed the minutes as a true and accurate record of the meetings held on 20 May 2019. Actions covered in agenda items.

**25.5 Course of Action for Yellowcombe Leat** – a member of the public, who is a qualified Water Engineer, outlined installing pipe along the length of the leat as the required repairs. **Clerk to obtain written confirmation from both ENPA and SCC/Highways that they are not responsible and will not repair the leat, and that it is not of historical significance. Clerk also to enquire if ENPA can identify who does own leat.** Repair needs to be completed during a dry period so may need to wait until next year. Quotes and funding are required.

A member of the public left the meeting at 7.50pm.

**25.7 Highway Matters** – Taken out of order to allow parishioners to comment

**25.7.a Vehicle Length Signs** – The members of the public reported the sign at White Cross deters visitors from driving across Winsford Hill. The sign in Winsford states a max vehicle length of 22ft, but does not differentiate between fixed or articulated vehicle. The members of the public report that these signs are having an adverse effect on their business. SP reported he is liaising with Highways who have offered to add a sign at Spire Cross stating “Access to Halse Farm”. The members of the public requested the same be added in Winsford, and added they would pay for the sign if necessary. The members of the public also added regarding item 25.11, that their understanding was the site was chosen for height, and proximity to road and electricity.

The two members of the public left the meeting at 8.05pm

**25.7.b Verge and Hedge Trimming** – All hedges and verges have received one swathe. Concern as vegetation growing and falls into road when rains.

FN joined the meeting at 8.10pm

FN confirmed policy is 1 swathe on unclassified roads, 2 swathes on A and B roads (1 early, 1 late summer). Higher and additional cuts are landowner responsibility. **CW and JB to identify list of landowners for Clerk to write to, requesting verges and hedges are maintained.**

**25.7.c Other Highway Matters** – Tanker has been seen driving fast down Ash Lane. **SL to get registration and livery. Clerk to write to company requesting vehicles be driven with care through village.**

**25.6 Reports from County and District Councillors** – FN confirmed that salting routes and the provision of salt to parishes had been re-instated, although 25kg bags would not be available, and bins will be filled on request rather than automatically. Introduction of Snow-wardens at the Highway Wardens meeting on 3 September. **SL to confirm which salt bins need filling prior to Highway meeting.** FN explained concerns with regards to the consultation on the Fire Service. Closure of Porlock fire station places additional strain on other stations. Also fire service are first responders. **Clerk to write stating Council’s objection to closure of Porlock Fire Station.** Consultation in progress on Consultative Forum, which proposes to reduce the number of meetings and hold all meetings in daytime. KC has already responded that his preference is against the proposed changes. **Clerk to respond confirming view of the Council is to leave Forum structure as is.**

**25.8 Response to Rural Worker and Succession Farm Dwelling Consultation** – KC concerned definition of rural worker is too restrictive. **Clerk to submit response in consultation with KC.**

**25.9 Use of village car park by walking groups** – Winsford Parish Council does not own the car park, so has no say in how it is managed.

**25.6 Reports from County and District Councillors** – returned to item 25.6. CW enquired of SP how to deal with household waste being deposited in a public waste bin. **Clerk to contact Exford PC to ask how they dealt with a similar situation.** CW asked SP for support regarding an empty property in Winsford. **Clerk to continue to liaise with Empty Homes Officer to progress, and to copy SP on all correspondence.**

CW thanked FN and SP, who left the meeting at 9.10pm

#### **25.10 Finance**

**25.10.a** – Clerk gave financial report. Clerk reminded Council of the need to obtain quotes for ongoing contracts to ensure continued value for money. Clerk informed Council of the Business Reserve account containing 2p. It was agreed to close the account and transfer the balance to the current account. It was agreed to pay

- Somerset Association of Local Councils £75 Councillor Essentials Training and £80.45 Affiliation Fee (total £155.45)
- the Clerk £252.22 salary (2 months), and to reimburse the Clerk £43.32 expenses (Total £295.54)
- HMRC £1.80 tax due

A member of the public joined the meeting at 9.20pm

**25.10.b** – It was retrospectively agreed to pay £493.58 to Zurich for insurance cover, and £20 to West Somerset Advice Bureau in lieu of Internal Audit fee

**25.10.c** – Winsford Recreational Trust and review of work completed on Play Area – the member of the public explained the history of the Trust of which the Council is the Sole Managing Trustee. Clerk recommends finances are separated from Council funds. Council to review at a separate Trust meeting and decide how to proceed. Play equipment work has largely been carried out, but Clerk and CW have requested contractors return to complete. **Clerk not to pay invoice until work completed.**

The member of the public left the meeting at 9.45pm

**25.10.d** – Financial Regulations – **KC to identify date of adoption of regulations**

**25.10.e** – Additional signatory for bank account – It was agreed that PWM be added to current account as signatory. Current signatories CW, MM and Clerk. As MM away, Clerk to sign cheques with CW. **Clerk to arrange paperwork to add PWM as signatory.**

**25.10.f** – Cost of weekly empty of dog waste bin – awaiting proposal from Cricket Club.

**25.11 Planning Applications – None received**

**25.11.a** – Other planning matters – KC proposed that Council support the letter submitted by Campaign for Rural England on the proposed Halse Farm mas (planning application 6/40/19/101).  
**Clerk to action.**

**25.12 Proposed Changes to Devon and Somerset Fire and Rescue** – covered under item 25.6.

**25.13 Co-option of Member to Council** – Clerk has been contacted by a resident, who is currently away, but is interested in joining Council. **Clerk to talk to resident on their return.**

**25.14 Provision of Storage Unit for Equipment** – It appears that Village Hall owns the land behind the toilets. CW has confirmed they are happy for a unit to be placed. Clerk has document from ENPA indicating a storage unit would be covered by permitted development. **CW to obtain price for suitable unit.**

**25.15 Councillor Portfolios** – CW explained how Council could formalise the areas of responsibility – Highways, Flooding, Defibrillator, etc. **All Councillors to put forward the areas they cover/would like to cover for next meeting.**

**23.16 Performance and Salary Review of Clerk** – KC reported that he and the Chairman had met with the Clerk to carry out a performance appraisal and salary review. He noted that they were very pleased with Clerk’s work, and are interested in the Clerk carrying out further training. It was agreed to increase salary to SCP 19 as of 1<sup>st</sup> November (after 1 year’s service), with an annual review in March of each year in future. It was also agreed that the Clerk correct pay to date as has been paid (by the Clerk) at a lower rate than contracted.

**25.17 Correspondence and Emails**

**25.17.a** – VE Day Celebration 2020. **Clerk to forward copy of letter to all Councillors to approach parishioners who can organise events.**

**25.17.b** – Civic Service Invitation – CW will attend.

**25.17.c** – Village Green Clearance – Councillors very grateful for clearance work completed on Village Green. **Clerk to write and thank Mike and Liz Hillier, Dave and Mel Mileham.**

**25.18 Reports from Committees and Councillors**

**25.18.a** – Defibrillator – SL is completing monthly updates online. Caretaker checks regularly.

**25.18.b** – EA and WSFG Consultation – MM has previously circulated report.

**25.18.c** – Empty Property Update – Covered under item 25.6.

**25.19 Items for Next Agenda** – Website, PC Archive

**Date of Next Meeting** – the next meeting of Winsford Parish Council will be at 7.30pm on Monday 30 September 2019.

There being no further business, the CW closed the meeting at 10.10pm

Date.....

Signed.....