# WINSFORD PARISH COUNCIL

**DRAFT Minutes of the Ordinary Meeting of Winsford Parish Council**
**Held on Monday 26 July 2021, at 7.30pm in Winsford Village Hall**

**PRESENT:** Councillors: Colin Wilkins (CW) – Chair, John Bray (JB), Kevin Connell (KC), David Luscott (DL), Mel Mileham (MM), Cllr Steven Pugsley (SP), and Parish Clerks Jennifer Yates (JY) and Nic Kemp (NK)

This meeting was recorded for the benefit of the Parish Clerk

CW opened the meeting at 7.34pm after allowing the two clerks to set up.

**45.1 Public Question Time.** No members of the public attended the meeting.

**45.2 Apologies for non-attendance.** Sarah Little (SL), Patrick Watts-Mabbott (PWM), SCC Cllr Frances Nicholson (FN), SWT Cllr Steven Pugsley (ST) (who will join later if he is able)

**45.3 Declaration of Interests.** None

**45.4 To approve the appointment of Jennifer Yates as Clerk to Council.** KC proposed, MM seconded. Unanimously agreed. The Council welcomed Mrs Yates to her new role. The Council wished to put on record how much they appreciated the work of Nic Kemp. Lots of work has been done by/with her in moving things forward greatly for the council, and also the Trust. NK expressed her thanks for the gifts presented.

**45.5 To agree minutes of the Extra-Ordinary Meeting held 21 June 2021, and any outstanding actions** – DL prop, KC sec approving the minutes of 21 June 2021.
**44.1** DL advised that no complaint has been made.
**44.4** DL advised that the cards are now ready to circulate and shared samples.
**44.13** CW advised that the public meeting re the Jubilee will now be held in August due to the delay in Covid Regulations. This will not be a Council meeting. Plans include a beacon on Winsford Hill in the first week of June 2022 (date to be confirmed). JB to arrange and liaise with Mr Thomas-Everard.
**44.15** MM advised that the Ash tree was spared although some cutting back had taken place. CW advised that the Dieback would still be present in the tree, so at a future point it is likely the tree will still need to be removed.

**45.6 To receive update reports from County and District Councillors –** No Councillors in attendance
SP retrospectively reported at 20.27pm

- Unitary Governance arrangements have been approved by the Secretary of State, a challenge/judicial review is anticipated but unlikely to succeed.
- Approval has been given for a local community network for highways pilot – Winsford Parish will be included. SP has already discussed this with FN. This may lead to the Parish Council having more decision-making opportunities re Highways.
- Discussion was held re issues with recycling which has not taken place on schedule in Winsford. CW asked that this be reported back to Somerset West and Taunton Council.

**45.7 Highways Matters –** MM reported that there was no update with either Yellowcombe or Furze Hill. She will remind FN and ask her to follow up.
JB expressed concern that roadside hedges needed to be cut back. Tall/Wide vehicles are being pushed out into the middle of the road putting other road users at risk. It was agreed that we need to remind private landowners of their responsibilities in this matter and KC agreed to draft a letter, with JB/CW identifying who the landowners would be. Clerk to contact FN and the Highways department re the Parish Council's concerns about the hedges, particularly problems caused by the use of the roads by large agricultural vehicles, and also visibility issues re growth on

verges. It is understood that mowing has been reduced to one cut per year, however this is causing health and safety concerns where visibility at junctions and corners is poor, and we will request that this policy is reviewed to reinstate the second swipe. MM to contact FN. Clerk to write to Highways department and copy in FN. KC to draft letter to landowners with JB/CW identifying appropriate recipients.

SP joined the meeting at 20.19pm

**45.8 Planning Matters:**

**45.8.a 6/40/21/109 – The Glebe, Winsford: Proposed replacement of domestic sewage system with sewage treatment plant –** Council supports the application providing that the plans are compliant with ENPA planning and Environmental Agency guidance. KC proposed, CW seconded, unanimously agreed.

**45.8.b 6/40/21/110 – Lyncombe Farm, Exford, TA24 7PD: Lawful development certificate for the proposed drilling of a borehole and digging a trench to connect it to the plant within an existing building -** Council support the application providing that the plans are compliant with ENPA planning and Environmental Agency guidance. MM proposed, KC seconded, unanimously agreed.

**45.8.c Other planning applications and Matters –** no further information has been received re the masts, it is likely to go to the committee in September.

NK left the meeting at 20.35

**45.9 Finance:**

**45.9.a To receive financial report and agree to pay amounts due –** Council noted the financial report circulated by the Clerk. KC prop, MM sec, approving payment to Netwise £360.00 (£300 + £60 VAT) for 12 month's website support and maintenance (winsfordexmoor.org.uk); Mike Hillier £240 for strim/mow village car park; SALC £88.70 for Affiliation Fee 2021/2022; Cllr David Luscott £35.24 for purchase of website postcards; Mrs N Kemp £110.85 Clerk's salary, £27.58 expenses – Total £138.43; Mrs J Yates £74.09 Clerk's Salary; HMRC £46.60 tax due; Unanimously agreed

**45.9.b To note the receipt of notification of exempt status from External Auditor –** KC prop, MM sec. Unanimously agreed

**45.9.c To approve bank account change of address and update of signatories –** Unanimously agreed that the account address will move to the new clerk's home address, and that she be added as a signatory with N. Kemp being removed.

**45.9.d To consider increase to Clerk's weekly hours –** This was not in the financial plan and will be deferred to the next meeting

**45.9.e To consider training courses for the clerk –** JY had received paperwork from SLCC encouraging her to train on ILCA first. KC prop, DL sec. Unanimously agreed on the basis the clerk approaches Exford PC to share the cost.

**45.9.f To consider purchase of fireproof lock box and location for it to be sited –** This would be used to store Deeds currently held by CW, with more Deeds to follow from the bequest by Miss Le Bas. The solicitor no longer wishes to hold the Deeds. Two options were discussed; firstly, storage in a fireproof box in a locked cupboard in the meeting room of the village hall which has a fireproof door, secondly to approach the PCC re using the Church safe to store the Deeds (in a box file). CW agreed to approach the PCC and if the outcome is negative CW to research the purchase of a lock box up to the cost of £50. KC proposed, JB seconded. Unanimously agreed.

**45.9.g To consider the provision of a payment card –** Clerk to contact the bank and explore the options available (prepaid/credit/debit card with spend limits)

**45.9.h To consider the purchase of a recording device for meetings –** CW to approach Exford PC to request sharing theirs and taking it in turns to purchase batteries.

CW thanked SP who left the meeting at 20.59

**45.10 Website:**

**45.10.a To approve contribution of £30 towards village website –** DL proposed raising the contribution to £50 (approx. 50% of full cost). No seconder.
Motion previously amended to pay £30 contribution was proposed by KC as a vote on the substantive motion. Vote carried with 4 for and 1 against.

**45.10.b To consider correspondence received regarding background and build of village website and determine any response –** The comments were received and noted. Other points of view were expressed. It was agreed that the appropriated time for the correspondent to address this would be at the next Assembly meeting as the concern is with the minutes of the last Assembly meeting. The Parish Council could not address the issue as Council meetings are separate from Assembly meetings. Clerk to write to Mr Pickard when sending the contribution cheque explaining the situation. Unanimously agreed.

**45.10.c To consider correspondence received regarding request to combine village website with parish council website and determine any actions or response –** following discussion it was agreed that an agreement can't be reached and that both websites should be maintained until the next assembly meeting. Vote taken to continue with both for 12 months. Unanimously agreed. KC suggested providing links from the Parish Council site to the other site with the aim to bring the two closer together. KC proposed, DL seconded. Vote carried with 3 for and 2 against. CW will meet with Mr Pickard when the opportunity arises.

**45.11 To consider reviewing the maintenance and presentation of Winsford and the welcome provided –** DL raised the issue of unkempt hedges and verges within the village, including outside private properties. Discussion was held re the use of volunteers however MM raised the issue of legal liability re health and safety for them if they were to undertake clearing around village signs etc. Clerk asked to explore whether the insurance covers public liability. Ideas such as car park signs re overnight stays and keeping the village litter free were discussed, also whether to extend the maintenance contract to support clearance. However, it needs further discussion so it was agreed to make this an agenda item at the next meeting.
Clerk to review insurance arrangements. Agenda item for next meeting**.**

**45.12 To receive update on sale and advertising of Ann Le Bas artwork –** MM gave a summary of the plans. MM has obtained recommended pricings from a local art dealer Miss Le Bas used. CW proposed a 25% discount for residents of Winsford Parish who wish to purchase the artwork. JB seconded, vote unanimously agreed. It was suggested that an arrangement such as 'from 10am – 1pm locals could view the artwork, then 2 – 5pm for people from outside the parish' should be put in place. It was suggested that a maximum purchase of two pieces would be appropriate, with the option to register interest in other pieces in case they were not sold. MM has an agreement with 'Somerset Artworks' to advertise the sale, also 'Across Exmoor'. West Somerset Free Press charges £80 for an advertisement – CW proposed, KC seconded, unanimously agreed.

**45.13 Record of Correspondence and Emails Received –** none received

**45.14 Reports from Councillors on meetings attended –** MM stated that the West Somerset Flood group are due to meet in September.

**45.15 Items for Next Agenda –** Maintenance and Presentation of Winsford; Clerk's hours.

**44.16 Date of Next Meeting –** Monday September 27 2021 – 7.30pm – in the Village Hall.

There being no further business, CW closed the meeting at 10.00pm.

Date……. Signed…….