

# WINSFORD PARISH COUNCIL

## Minutes of the Meeting of Winsford Parish Council Held on Monday 30<sup>th</sup> July 2018 at 7.30pm in Winsford Village Hall

**PRESENT:** Newly appointed Chairman: Colin Wilkins (CW), Vice-Chairman: Kevin Connell (KC)

Councillors: Mel Mileham (MM), Steve Hunt (SH), John Bray (JB), Sarah Little (SL), Patrick Watts-Mabbott (PWM) and Parish Clerk Caroline Moore (CM).

WSC N Thwaites (NT), B Heywood (BH) & SCC F Nicholson (FN)

In attendance: Mrs L Brown

The acting Chairman opened the meeting at 7.30pm, welcoming all to the meeting, including one member of the public, Mrs L Brown.

**18:60 Apologies for non attendance:** There were no apologies for non-attendance.

**18:61 Election of Chairman:** Colin Wilkins agreed to act as the next Chairman; this was proposed by Steve Hunt and seconded by all present. CW then took the chair and thanked everyone for their support, taking it as an honour to be Chairman, and explained that he hoped to offer a fair, transparent and trustworthy approach to all Parish Council issues in the future. Colin Wilkins and councillor, Mel Mileham, will also be cheque signatories on the Parish Council bank accounts, replacing David Godsall and Beverley Flanagan.

**18:62 Election of Members:** Sarah Little and Patrick Watts-Mabbott were formally co-opted onto the Parish Council, having already both completed the necessary Acceptance of Office and Declaration of Interests forms.

**18:63 Declaration of Interest:** MM expressed a declaration of interest for the planning application to her porch, and PWM declared that he was employed by the National Parks Office, and therefore would be unable to comment on any planning applications. There were no other declarations of interest.

At this point, the Chair paused the meeting for Mrs Brown to address the Council. Mrs Brown expressed serious reservations about the adverse effects of long vehicle signage on the campsite business, suggesting that any prohibitive signs would deter people from visiting the campsite and so have a detrimental effect on their business. Mrs Brown considered access to the campsite for all visitors and business-related deliveries essential. The Chairman thanked Mrs Brown and proposed to take item 18.66 next for Mrs Brown's convenience.

**18:66 Long vehicle signage:** Following an earlier letter from Mrs Brown received by the Council expressing concerns in connection with long vehicle signage, CW reported that SH and PWM had met with Mr and Mrs Brown earlier in the week to go through their concerns, and apologised that the Parish Council had not taken the opportunity to talk to them earlier, and all Parish Councillors present endorsed this apology. It was agreed that FN would write to Jo Sharp explaining that the Parish Council thought that a sign advising 'Unsuitable for HGVs' was not the way they wanted to go, and asked what is the length of vehicle that cannot get round the Royal Oak pub, with clarification of the exact length being required. Instead of signs at the cattle grid near Halse Farm and Spire Cross, the Council have asked if it would be possible to have a sign at Comers Cross facing traffic coming from Withypool advising vehicles over a certain length to turn left, and if this is not legally allowed, then what is. In addition, the Parish Council wished to have a sign above the brown sign in the village by the bridge, advising 'unsuitable for vehicles over a certain length', and again if this was not legally allowed, then what would be. CW thanked Mrs Brown for attending the meeting, and advised that she would be kept informed of outcomes to the afore-mentioned, at which point Mrs Brown left the meeting.

**18:64 Minutes of the previous meeting - 21<sup>st</sup> May 2018:** The minutes of the previous meeting held on 21<sup>st</sup> May 2018 were circulated at the present meeting, where there was found to be no corrections to the minutes, which were then duly signed by the former Acting Chairman, Kevin Connell.

**18:65 Actions from the previous minutes:**

- a. Defibrillator: CM advised the Parish Council that she had arranged for the defibrillator to be serviced, and had also ordered two new sets of defibrillator pads, as recommended in the service report. SH advised the Parish Council that the Village Hall Committee are happy to hand over ownership of the defibrillator to the Parish Council, and CM will write to the Village Hall Committee to ask for their confirmation of this in writing. SL is to investigate the possibility of younger people in the village who may be willing to receive training in how to use the defibrillator and CPR. CM advised that Exton and Bridgetown Parish Council were willing to share costs for a total of 12 people from both parishes to receive the necessary training for a total cost of £208.00; however, Winsford Parish Council considered this somewhat expensive in comparison with the costs of previous training. MM is to find the original list of people who were trained in the use of the defibrillator, and update accordingly.
- b. Dilapidated bungalow and caravan: BH had been in contact with the Empty Homes Officer, Steve Perry, and read out to the meeting an e-mail from the latter, in which he offered to attend a Parish Council meeting to discuss this matter further. The Parish Council were in favour of this, and therefore BH will invite him to the next Winsford Parish Council meeting.
- c. Grant for Across Exmoor Magazine: KC advised the meeting that funding was not required.

**18:67 Clerk's Pay:** KC reported that he and CW had met with the Clerk. At the meeting they had apologised for the fact that the Clerk was still being paid on an ad hoc basis and agreed to regularise the Clerk's pay in the following way. It was proposed that:-

- a. The Clerk be paid at SCP 18 on the NJC scale LC1 part LC2 in the range SCP15-22, backdated to 1<sup>st</sup> April 2018 - £9.81/hour
- b. The Clerk be awarded an additional increment immediately on completion of the Certificate in Local Council Administration, CiLCA and appropriate RFO training
- c. The Clerk will work flexibly, based on an average of 3 hours per week
- d. The Clerk will be paid monthly by standing order on the basis of 13 hours per month - £127.53
- e. The PAYE function be contracted out to DM Payroll Services, Kidderminster.

A-D were agreed unanimously. It was agreed that the PAYE function be contracted out for 1 year during which time the Clerk would seek to acquire the necessary skills and knowledge to take the function back in house.

**18:68 Village Green Refurbishment of Benches and Seats:** CW advised the meeting that in his opinion the village green benches, and the bench by the War Memorial, need to be power-washed and is to investigate the cost of this. CW also advised the meeting that George Strickland thought the benches were structurally sound.

**18:69 Dog Waste Bag Containers:** CW explained to the Parish Council the background to this item, namely that a resident had placed a plastic bag containing dog waste bags hanging from the gate on to the village green. CW had thanked the resident for her concern, but had felt this action was inappropriate; the Parish Council felt that a waste bag container would encourage people to use the village green more without their own poo bags and could contribute to more of a problem.

**18:70 Update on Maintenance of Play Equipment:** CW advised the Parish Council that Sue Hayes had raised £680.00 at her Easter Bingo evening, and this money was to be used to buy new seats for the play area swings. There was also discussion regarding the need for the rubber matting under the swings to be cleaned, and over-hanging trees by the swings to be cut back. MM is to ask Mike Hillier to quote for this work.

**18:71 Telephone Box:** CW advised the Parish Council that the telephone box is now working and lit up, and BT are to quote for possible refurbishment.

**18:72 Exmoor Panel Meeting, 5<sup>th</sup> July 2018:** CW advised the Parish Council that he had attended this meeting, and had already circulated his report to all. The next meeting will take place in Winsford Village Hall on 4<sup>th</sup> September 2018 at 6.30pm with a Highways Wardens Meeting. JB has agreed to attend and will report back, the main meeting will commence at 7.30pm which CW will attend unless any other Councillor would like to attend.

**18:73 Diseased trees including Ash dieback:** MM confirmed that a tree outside the Bridge Cottage tearoom has ash dieback, it is on SCC Highways land and they are dealing with it.

**18:74 Camping overnight, fires and litter:** MM advised the Parish Council that she and KC had recently met with the Exmoor National Park and National Trust and that information was available on the ENPA website giving advice in connection with overnight camping and fires. Winsford Parish Council are awaiting information from Exmoor National Park as to whether they intend to produce a 'flyer' that could be given to visitors.

**18:75 Winsford Flooding Issues Update:** MM updated the Parish Council on flood-related issues, in particular a leaking leat on Yellowcombe Lane/Halse Lane.

**18:76 Shooting:** CW advised the Parish Council that an e-mail had been received from a resident in connection with concerns about shooting, noise pollution and excessive numbers of pheasants. Following the undertaking by GESA (Greater Exmoor Shoots Assoc), at the Annual Assembly meeting, the Parish Council have been advised by Hugh Thomas, that if all of the following people are contacted, someone will deal with shoot related issues:-

Chris Jones: [chrisjones.withycombe@btinternet.com](mailto:chrisjones.withycombe@btinternet.com)

Daniel Reynolds: [Dan.Reynolds@roxtons.com](mailto:Dan.Reynolds@roxtons.com)

GESA: [hugh@elmsestateoffice.co.uk](mailto:hugh@elmsestateoffice.co.uk)

If e-mail is not possible, then contact should be made with the Parish Clerk, either by telephone or letter, and the Parish Council will then offer assistance.

**18:77 Electoral Review of Somerset West and Taunton: Draft Recommendations:** CW advised the Parish Council that a decision is awaited on this, which will be effective from May 2019.

**18:78 Local Community Advisory Service (LCAS) and Risk Assessments on Activities:** SH advised the Parish Council that he has received a 150-page article on risk assessment from Zurich Insurance, and is currently reading through this and will report his findings to a subsequent meeting.

**18:79 Financial Report:** CM advised that the following cheques have been written since the last meeting:

23 <sup>rd</sup> May 2018	Chq no 726, Mrs B Flanagan (for defibrillator cards)	
£25.78		
14 <sup>th</sup> June 2018	Chq no 727, S Hunt (repayment of Zurich Insurance)	
£487.08		
17 <sup>th</sup> July 2018	Chq no 724, Lifesaver Technology	£35.00
17 <sup>th</sup> July 2018	Chq no 724, Defib Store	
£77.94		
23 <sup>rd</sup> July 2018	Chq no 725, Mrs C Moore, June & July pay and expenses	
£316.78		
17 <sup>th</sup> July 2018	Chq no 13 (CAF Acct) Mr M Hillier, gardening services	
£224.00		
17 <sup>th</sup> July 2018	Chq no 14 (CAF Acct) Mr M Hillier, gardening services	
£260.00		

All expenditure was approved.

**18:80 Correspondence and E-mails:** CM advised the Parish Council that the Parish had received a letter from the Henry Leigh Educational Trust advising that Rosie Strickland had stepped down, and KC knew of someone who may be interested to take her place and would approach them direct and report back their response to the next meeting. Other correspondence received was letters from Mrs L Brown concerning the long vehicle signs and Ueli Zellweger concerning shooting.

**18:81 Reports from Committees:** There were no other Committee reports presented at the meeting.

**18:82 Planning Applications and Decisions:** 6/40/18/108 - Proposed erection of Porch at Little Ham - no objections.

**18:83 Other Business Directed to the Clerk/Chairman:** JB expressed concern to the Parish Council regarding the need for hedge trimming, and SL is to investigate the SCC Highways hedge-trimming timetable.

**18:84 Dates of Next Meeting:** Monday 24<sup>th</sup> September 2018, 7.30pm.

The Chair thanked everyone for attending the meeting, and closed it at 9.30pm.

Date.....

Signed.....