



**A Meeting of the Parish Council was held on
Monday, 28th January 2019,
Sidcot School Art Centre at 7.30 p.m.**

Those present at the meeting:

Cllrs Present: Mr C Ballard, Ms C Boase, Ms J Corry, Mr A Forbes (Vice-Chairman), Mr K Joyce, Mr G Lloyd, Mr C Lomas, Mr G Paterson, Mr V Slater, Dr P Watkins, and Mr M Williamson (Chairman)

NSC Parish Liaison Officer:	Mr J Kirby	Members of the public:	Eight
Clerk:	Mrs L Rampton	Deputy Clerk:	Ms C McGrath

Parish Cllrs Absent: Mr M Boddy, Mr I Kilpatrick, Mr G Luckett and Mr J Westlake

Parish Councillor Paterson and the Deputy Clerk were welcomed to their first meeting of the Parish Council. Cllr Paterson had signed his declaration of acceptance of office in advance of the meeting.

- 142. APOLOGIES FOR ABSENCE** (*Agenda item 1*) were received from Parish Councillor Boddy and Westlake along with NSC Ward Councillor Mrs A Harley.
- 143. DECLARATIONS OF INTEREST** (*Agenda item 2*). Non-pecuniary interests were declared by Cllrs Ballard and Williamson in agenda item 10 e. as social members of Winscombe Cricket Club.
- 144. TO CONSIDER & DECIDE UPON ANY REQUESTS FOR DISPENSATION FROM MEMBERS TO ALLOW THEM TO PARTICIPATE IN A DISCUSSION OR VOTE ON A MATTER IN WHICH HE/SHE MAY HAVE A DISCLOSABLE PECUNIARY OR NON-PECUNIARY INTEREST** (*Agenda item 3*).
Dispensations are granted to Parish Councillors under section 33 of the Localism Act 2011 and the Parish Council delegated the power to grant dispensations (s 101 of the Local Government Act 1972) to the Clerk or appointed Deputy (see PC meeting 23.07.12 min 52 iv.)
Dispensation was granted to Cllrs Ballard and Williamson for this meeting only as the non-pecuniary interest was not deemed significant enough to exclude either member from fully participating in the discussion and voting on the matter.
- 145. APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 26TH NOVEMBER 2018** (*Agenda item 4*)
The minutes to the meeting were approved as a correct record.
Proposed: Cllr A Forbes Seconded: Cllr K Joyce
All members present at the last meeting were in favour.
- 146. MINUTE UPDATE FROM THE NOVEMBER PARISH COUNCIL MINUTES AND DECEMBER & JANUARY CLERK'S REPORTS – Annex 1** (*Agenda item 5*)
Min. 136, Woodborough Road Public Conveniences – tender applications from contractors had now been invited, with a closure date for submissions of 11th February 2019.
Min. 139 b. WMRG constitution – a response was awaited from Parish Council Solicitors regarding the possibility of merging the constitution into a committee terms of reference.
- 147. CRIME REPORT FOR THE LAST MONTH PERIOD Annex 2** (*Agenda item 6*)
In the absence of a police representative at the meeting, the Chairman read a crime report for the period 26th November 2018 – 28th January 2019 to the meeting. A total of eighty-two calls had been made to the police from the parish and a breakdown of categories from twenty-eight of those calls were detailed. Clarification should be sought as to what activity was deemed as 'suspicious' in the report.
- 148. RESPONSE TO MATTERS RAISED DURING PUBLIC PARTICIPATION AT THE PREVIOUS MEETING OF THE PARISH COUNCIL** (*Agenda item 7*) There were none.

149. **PUBLIC PARTICIPATION** (*Agenda item 8*) *The Chairman suspended the meeting to allow public participation and stated that this was the only time during the meeting members of public present would be allowed to address the Council.*

Woodborough Road, overnight road closures – it was reported that the scheduled closures had been postponed until 18th February.

Axe and Cheddar Valley Sea Cadets – the Chairman of the group reported on membership and works carried out by the Sea Cadets and volunteers of the organisation. Publicity for the recruitment of new volunteers to accommodate increased member numbers was requested. It was suggested that an article in the June edition of The Occasional Newsletter could be included along with a short presentation at the annual Parish Assembly.

Traffic calming measures, Woodborough Farm development – concern was expressed that approved planned changes to the Church Road ‘triangle’ (agreed as part of the original outline planning application) were no longer to be progressed. The item would be listed for discussion at the next meeting of the Planning Committee.

Purchase of Parish Council Christmas Trees 2019 – a parishioner advised that Sandford Stores would be pleased to receive a Christmas tree for display outside the store.

With no further members of the public wishing to address the committee, the Chairman reconvened the meeting.

150. **TO RECEIVE A WARD COUNCILLOR AND NSC PARISH LIAISON OFFICER UPDATE** (*Agenda item 9*)

Parish Liaison Officer, Mr Kirby reported of road closures on the A38 and A368 outside the parish at the Churchill traffic lights that could impact on local roads and popular routes. Although not previously accepted by NSC due to on-going maintenance costs as well as Health & Safety implications, a reported offer of ‘free’ water fountains from Bristol Water was being investigated. The new Chief Executive Officer for NSC had commenced her employment with the authority and NSC were in the process of interviews/recruitment for a Financial Officer, Director of Development and Control Director of Public Health. In her absence, a report from Cllr Harley was read to the meeting.

In response from a question from a Cllr, it was confirmed that National Grid would attend the February 2019 Parish Council meeting to provide an update for planned works in the parish.

151. **TO RECEIVE A REPORT FROM A MEETING OF THE EMPLOYMENT, FINANCE & POLICIES COMMITTEE HELD ON 14TH JANUARY AND TO APPROVE THE MINUTES AND RECOMMENDATIONS FROM THAT MEETING** *Cllr M Williamson Annex 3 (Agenda item 10)*

The minutes to the committee meeting were approved as a correct record.

Proposed: Cllr G Lloyd Seconded: Cllr V Slater

All members present at the meeting were in favour.

- a. **To approve the budget and set a parish precept demand for 2019/2020**

The projected forecast figures (2018/19) and the council approved budget (2019/20) was detailed. This would result in a Precept figure for the 2019/2020 financial year to be increased from £134,000 to £143,000 and would mean a Local Council Element of Headline Council Tax per D Band property increase from £68.28 to £70.25 which was equivalent to a 2.9% increase per ‘D’ band property on the current financial year.

Proposed: Cllr A Forbes Seconded: Cllr C Ballard All in favour

- b. **To approve payment of small grant applications (3no.) received for the current financial year:**

1. Great Western Air Ambulance Charity £250

Proposed: Cllr K Joyce Seconded: Cllr C Lomas All in favour

2. Winscombe Luncheon Club £100

Proposed: Cllr V Slater Seconded: Cllr J Corry 10 in favour, 1 against

Notice that the luncheon club was now open to Sandford Residents should be made through an article in The Occasional Newsletter.

3. MS Therapy Centre £250

Proposed: Cllr K Joyce Seconded: Cllr C Lomas All in favour

- c. **To confirm the appointment of a new contractor to empty Parish Council owned dog bins on a weekly basis at a cost of £5 per bin per empty**

Proposed: Cllr C Boase Seconded: Cllr A Forbes All in favour

- d. **Regular payments already made by direct debit or standing order – to reaffirm for 2019/20**
Proposed: Cllr A Forbes Seconded: Cllr V Slater All in favour
- e. **With the Cricket Club having consulted with other sports clubs, to consider a request from Winscombe Cricket Club to extend/renew the current ground lease for the clubhouse building – to provide security of tenure to allow them to invest into an improvement programme**
With the Chairman advising that a meeting was yet to take place between sports club representatives, the matter was deferred to a future meeting of the Parish Council for consideration.
Proposed: Cllr G Lloyd Seconded: Cllr C Ballard 10 in favour, 1 abstention
- f. **To approve a contribution of £1,000 to Banwell Parish Council to be made in April 2019 towards running costs for the Banwell, Winscombe and Sandford Children’s Centre**
Proposed: Cllr C Boase Seconded: Cllr J Corry 9 in favour, 2 against
Applications for future funding should be made by way of a completed grant application form.
- g. **It was proposed that annual leave for the Finance Assistant could be carried forward into the 2019/20 holiday year. Consideration could be given to reimbursing the staff member at the appropriate rate for the unused entitlement due to the limited time available to take leave.**
Although not wishing to set a precedent, on this occasion it was proposed that the Finance Assistant was financially re-imbursed for unclaimed holiday entitlement at end of March 2019.
Proposed: Cllr C Lomas Seconded: Cllr K Joyce All in favour
- h. **With effect April 2019 it is recommended that the Clerks salary is increased in line with the NJC salary award at SPC 39 and that all staff members also receive a 2% increase in salary.**
Proposed: Cllr G Lloyd Seconded: Cllr C Lomas All in favour
152. **TO AUTHORISE BILLS FOR PAYMENT Annex 4 (Agenda item 11)**
Direct payments, direct debits and standing order payments as detailed totalling £14,427.17 (incl. vat) along with transfers between PC accounts were authorised for payment.
Proposed: Cllr C Lomas Seconded: Cllr V Slater All in favour
Questions were answered in relation to speed tests carried out on Greenhill Road and the installation of grips on a public right of way to aid drainage.
153. **TO CO-OPT CLLR G PATERSON ONTO PARISH COUNCIL COMMITTEE AND WORKING GROUPS (Agenda item 12)**
With the agreement of the council, Cllr Paterson was co-opted onto the Employment, Finance and Policies Committee along with the Environment and Occasional Newsletter Working Groups.
Proposed: Cllr C Boase Seconded: Cllr C Lomas All in favour
154. **SOCIETY OF LOCAL COUNCIL CLERKS REGIONAL TRAINING SEMINAR 2019 – to authorize booking of the South West Regional event to take place in Cheltenham on 30th October 2019 at £80 (plus vat) per attendee (Agenda item 13)**
Places should be booked on the annual regional conference for the Clerk and Deputy Clerk. Additional places for Parish Councillors could be booked nearer to the conference date.
Proposed: Cllr A Forbes Seconded: Cllr C Lomas All in favour
155. **TO CONSIDER A REQUEST FROM THE COMMITTEE OF CHURCHES TOGETHER IN WINSCOMBE AND SANDFORD TO HOLD THE 2019 ANNUAL GOOD FRIDAY SERVICE ON THE VILLAGE GREEN ON 19TH APRIL AROUND 10.10AM (Agenda item 14)**
Although not required by legislation to do so, out of courtesy an application for permission to hold an annual fair on the village green had been received from the Churches Together in Winscombe and Sandford. Contact with the landowners and police had also been made. It was proposed that permission is granted for the Churches to hold their annual event on the village green.
Proposed: Cllr A Forbes Seconded: Cllr C Ballard 9 in favour, 2 abstentions
156. **TO CONSIDER AND AUTHORISE THE PURCHASE OF EMPLOYEE AND VOLUNTEER SAFETY CLOTHING FOLLOWING ADVICE RECEIVED AT A BRUSHCUTTER TRAINING COURSE HELD ON 22ND JANUARY 2019 (Agenda item 15)**

Whilst the principle of safety clothing and equipment for employees and volunteers was agreed, the current quotation for some items was considered to be excessive. Further quotations should be obtained for agreement at the February Parish Council meeting

Proposed: Cllr C Lomas Seconded: Cllr C Boase All in favour

157. STRONGVOX COMMUNITY FOOTBALL PITCH – TO CONSIDER LACK OF DRAINAGE – Cllr C Boase (Agenda item 16)

Concern was expressed for the irregular shape and lack of drainage on the junior football pitch that was intended for school and community use. NSC had previously approached the Parish Council to offer a lease of the pitch for use outside usual school hours. It was suggested that without adequate drainage being installed, the pitch would be of little use to the school or community and therefore should NSC and Sandford Primary School be in agreement, consideration could be given to the installation of a Multi Use Games Area (MUGA) on the land?

At a meeting held between NSC and Parish Council Representatives along with a Governor from the primary school in August 2018, it was advised that NSC would request drainage reports for the 2018/19 Winter season and then assess the situation. Parish Liaison Officer Mr Kirby would investigate the current position regarding drainage and report back to the council.

158. WINSCOMBE CHRISTMAS TREE – PLANS FOR FUTURE YEARS? – Cllr C Ballard (Agenda item 17)

A Parish Councillor expressed disappointment with the sparse, or lack of lighting to the Parish Council Christmas tree in Winscombe over the past three years. Lighting and electricity supply had been provided by a local business. In discussion the location, on the village green was considered to be the preferred location as being central and a focal point in the village, although an alternate location was suggested.

Discussion on the agenda item was deferred to a future meeting of the Parish Council whilst investigations took place into companies that could provide a professional/commercial service to deliver and dress trees for both Winscombe and Sandford.

Proposed: Cllr C Lomas Seconded: Cllr K Joyce All in favour

159. REQUEST FOR FUNDING OF CASE REPORTS RELEVANT TO AURORA MATERIAL ISSUES - £200 – Cllr C Boase (Agenda item 18)

The agenda item had been withdrawn by the member.

160. PARISH COUNCIL TO CONSIDER COMMENTING ON MOD 56 SANDMEAD DROVE - NOTIFICATION OF APPEAL AGAINST NSC DECISION NOT TO MAKE AN ORDER TO MODIFY THE DEFINITIVE MAP AND STATEMENT (Agenda item 19)

An appeal had been lodged against the NSC decision (NSC decision supported by the Parish Council) not to make an order to modify the definitive map and statement to upgrade AX29/76, Sandmead Drove to a Byway Open to All Traffic (BOAT).

Information provided to the Parish Council by a local historian referred to evidence contained within the 1650 Parliamentary Survey for the parish of Winscombe which concerned the lands owned by the Dean and Chapter of Wells, who were Lords of the Manor. This evidence had previously been accepted at the Yadley Lane Enquiry (order decision FP/D0121/7/8 21/6/2005). At the Yadley Lane enquiry the Inspector had accepted that the survey made it clear that use of the routes was then confined to certain people only and not the general public. Only those that had Old Auster Rights had a right to use the track, and no other and this principle should be similarly applied to this appeal.

It was proposed that a Parish Council response, in a letter agreed at this meeting was submitted to the Planning Inspectorate and NSC. The Planning Inspectorate should also be referred to previous comments of the Parish Council regarding the modification order.

Proposed: Cllr C Boase Seconded: Cllr K Joyce All in favour

Thanks were conveyed to the local historian for providing background information to the council.

161. TO CONSIDER THE REGISTRATION OF SANDFORD PRIMARY SCHOOL AS AN ASSET OF COMMUNITY VALUE – Cllr C Boase (Agenda item 20)

It was proposed that an application is made to register Sandford Primary School as an asset of community value by the Parish Council

Proposed: Cllr C Boase Seconded: Cllr C Ballard All in favour

162. TO RECEIVE A REPORT FROM A MEETING OF THE ENVIRONMENT WORKING GROUP HELD ON 3RD DECEMBER 2018 Cllr J Corry (Agenda item 21)

The Group Chairman gave a verbal report of the meeting. Main points included highway issues, volume and speed of traffic (as recorded by the Vehicle Activated Road Sign) and dog fouling. Another parish litter pick had been arranged for March 2019 to coincide with the 'Keep Britain Tidy' Great British Spring Clean and it was pleasing to note that over thirty volunteers litter picked around the parish on a regular basis.

163. TO RECEIVE A REPORT FROM A MEETING OF THE CEMETERY AND ALLOTMENT WORKING GROUP HELD ON 17TH DECEMBER 2018 AND TO APPROVE RECOMMENDATIONS MADE *Cllr C Ballard (Agenda item 22)*

It was reported that parishioners continued to comment in a favourable manner on the cemetery improvement works carried out in 2018.

a. To consider clearance of the cemetery and allotment ditch at a cost of £292

Having given notice to affected allotment holders; instruction should be given to clear the ditch at a cost of £292. Maintenance of the ditch that served both the cemetery and allotment site was essential.

Proposed: Cllr C Ballard Seconded: Cllr C Lomas All in favour

b. To approve recommended cemetery fee increase for 2019/20

It was proposed that the cemetery fees, as recommended, increase with effect April 2019.

Proposed: Cllr C Ballard Seconded: Cllr G Lloyd All in favour

164. TO RECEIVE THE MINUTES OF A MEETING OF THE CHAIRMAN'S COMMITTEE HELD ON 3RD JANUARY 2019 AND TO APPROVE THOSE AS A CORRECT RECORD OF THE MEETING – *Cllr M Williamson Annex 5 (Agenda item 23)*

The minutes to the committee meeting were approved as a correct record.

Proposed: Cllr A Forbes Seconded: Cllr K Joyce

All members present at the meeting were in favour.

The office equipment had now been purchased and installed.

165. A REMINDER THAT PARISH COUNCIL RELATED ARTICLES ARE REQUIRED FOR THE NEXT (JUNE) EDITION OF THE OCCASIONAL NEWSLETTER *(Agenda item 24)*

Members were reminded that articles should be submitted to the Editor by mid-April for inclusion in the June 2019 edition of the newsletter.

166. MATTERS FOR INFORMATION *(Agenda item 25)*

- *New Parish Council website* – it was advised that the new website accessed at www.winscombeandsandford-pc.gov.uk was shortly to go live. A link from the old website address would remain in place for the majority of 2019. All Parish Councillors and staff now had access to individual and dedicated .gov.uk email accounts.
- *Winscombe Hall Care Home – open invitation, Wednesday 13th February, 3pm – 7pm.* An open day event to celebrate the refurbishment of the Halls (part of the Cedars Care Group) had been extended to the local community.

With no further business, the meeting concluded at 9.30 pm

Signed..... (Chairman)

Date.....

Winscombe and Sandford Parish Council acknowledge the general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, race, gender, gender reassignment, sexual orientation, marital status, religion & belief, pregnancy & maternity and disability) Crime and Disorder, Health & Safety and Human Rights.