



**A Meeting of the Parish Council was held on
Monday, 25th February 2019,
Sandford Village Hall at 7.30 p.m.**

Those present at the meeting:

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

Clerk: Mrs L Rampton

Deputy Clerk: Ms C McGrath

Members of the public: Twelve

Parish Cllrs Absent: Mr C Ballard, Mr M Boddy, Mr C Lomas, Mr G Luckett and Mr V Slater

167. APOLOGIES FOR ABSENCE (*Agenda item 1*) Apologies for absence had been received from Parish Councillors Ballard and Slater along with NSC Ward Councillors Harley and O'Brien and NSC Parish Liaison Officer Mr J Kirby.

168. DECLARATIONS OF INTEREST (*Agenda item 2*). Cllr Williamson declared a non-pecuniary interest in agenda item 12 as a social member of Winscombe Cricket Club.

169. 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 Cllr Williamson for this meeting only as the non-pecuniary interest was not deemed significant enough to exclude the member from fully participating in the discussion and voting on the matter.

170. 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 G Lloyd Seconded: Cllr A Forbes

All members present at the last meeting were in favour.

171. MINUTE UPDATE FROM THE JANUARY PARISH COUNCIL MINUTES AND FEBRUARY CLERK'S REPORT – Annex 1 (*Agenda item 5*)

Min. 149, Woodborough Road overnight road closures – planned road closure for pre-surface dressing works and improvements to drainage issues from the railway bridge to the Church Road Triangle had yet again been postponed due to 'unforeseen circumstances'. Works to take services across Woodborough Road as part of the adjacent new development had taken place under traffic light control. The Parish Liaison Officer should be asked to enquire as to the reason for the further delay.

Min. 149, Traffic calming measures for the Church Road Triangle as part of the Woodborough Farm development – following discussion at the Parish Council Planning Committee, discussion and ideas for traffic calming/improvement works to the triangle were now taking place with NSC Officers.

Min. 157, Strongvox Community Football Pitch – the Parish Liaison Officer should be asked for an update on the current position regarding pitch drainage.

172. CRIME REPORT FOR THE LAST MONTH PERIOD Annex 2 (*Agenda item 6*)

In the absence of a police representative, the Chairman read a crime report for the period 28th January – 25th February 2019 to the meeting. A total of twenty-one calls had been made to the police from the parish and a breakdown of categories from fifteen of those calls were detailed. There had been an increase in theft of tools from motor vehicles.

173. RESPONSE TO MATTERS RAISED DURING PUBLIC PARTICIPATION AT THE PREVIOUS MEETING OF THE PARISH COUNCIL (*Agenda item 7*) There were none.

174. **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.*

- a. **To receive a presentation from National Grid Hinkley C – project update.** A public information drop-in event would to be held in Sandford Village Hall on Wednesday 13th March 2019, 2pm – 7pm and letters and information leaflets were being sent to all residents and businesses near the route of the underground cables. An overview and proposed timeline of the project for the undergrounding of a new high voltage electricity connection between Bridgwater and Avonmouth along with a Sandford sub-station was given to the meeting. Works were expected to conclude by 2025 and temporary roads constructed would be removed at that time. Key aspects explained included traffic management, vehicle identifiers and ecological reasons for hedge management at this time along with ways that National Grid proposed to invest in the community through community grant funding, working with schools, volunteering, planting and other schemes. A number of questions from Parish Councillors and members of the public were answered.
- b. **Extension to Cricket Club Lease.** The Cricket Club Chairman addressed the meeting. It was explained of difficulties in securing grant and loan funding to finance improvements to the clubhouse and kitchen facilities with only 5 years remaining on the current lease agreement. An early extension to the lease had been requested, and if agreed the Cricket Club would finance legal costs incurred by the Parish Council as a result of this.
- c. **Churchill and Langford Mini-bus Society.** A plea to the Parish was made on behalf of the society. Volunteer driver numbers were fast diminishing and the current Chairman was shortly to move away from the area. Volunteer drivers were desperately needed to allow the society to continue to operate the regular scheduled services operated from this parish.

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

175. **TO RECEIVE A WARD COUNCILLOR AND NSC PARISH LIAISON OFFICER UPDATE** (*Agenda item 9*) *In the absence of the Cllrs and Officer, no report was available.*

176. **TO AUTHORISE BILLS FOR PAYMENT Annex 3** (*Agenda item 10*)

Direct payments, direct debits and standing order payments as detailed totalling £9,484.08 (incl. vat) along with transfers between PC accounts were authorised for payment.

Proposed: Cllr I Kilpatrick Seconded: Cllr J Westlake All in favour

It was confirmed that the new contractor appointed to empty dog-waste bins was working out well.

177. **PARISH COUNCIL TO CONSIDER SUPPORTING THE CLIMATE EMERGENCY MOTION WHICH HAD BEEN PASSED BY NSC AND TO ENCOURAGE AND SUPPORT OTHER CARBON NEUTRAL INITIATIVES IN THE PARISH – Cllr C Boase** (*Agenda item 11*)

NSC, had at a meeting on 19th February resolved that the council

- (1) recognised the serious global Climate Challenge Emergency;*
- (2) asked officers to prepare a report on the actions NSC could take with the aim of achieving carbon neutrality by 2030 with an idea of costings, aiming to bring back a report to NSC around June; and*
- (3) ask the Chief Executive to write to the Government Minister on their achievements, asking for resources when they know what detailed proposals might be.*

Members were advised that the proposal was currently in draft form with NSC members to approve those minutes at the next full council meeting in March.

To support the NSC proposal, the Parish Council Environmental Working Group could explore suggestions that may be implemented at parish level. Suggestions included focusing on single use plastics, anti-litter and increased re-cycling. Schemes could be set-up in combination with parish schools.

Debate took place on what some considered to be emotive language used and the lengthy 11-year time-scale to achieve carbon neutrality. The council recognised the need for action, although it was suggested that the Parish Council should be aware of what the NSC proposals were in the first instance before choosing to support this.

It was proposed that the Parish Council support the NSC action toward meeting Climate Emergency Challenges. The Parish Council Environment Working Group should consider the issue at parish level and present initial suggestions back to the Parish Council for consideration at a future meeting.

Proposed: Cllr C Boase
5 in favour, 4 against, 1 abstention
MOTION CARRIED

Seconded: Cllr J Corry

- 178. 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** (*Agenda item 12*)

It was proposed that to provide security of tenure for the Cricket Club when making loan and grant applications, that Parish Council representatives enter into discussions with the Club Trustees with a view to either renew or extend the current freehold lease agreement. The Cricket Club to meet Parish Council legal costs incurred as part of the early review. A review of the rent charged (due under the current lease in 2019) would take place as part of those discussions.

Proposed: Cllr P Watkins

Seconded: Cllr G Lloyd

9 in favour, 1 abstention

- 179. WMRG CONSTITUTION – TO CONSIDER A PROPOSAL TO REVOKE THE CONSTITUTION WITH THIS BEING MERGED INTO THE COMMITTEE TERMS OF REFERENCE ON THE GROUNDS THAT IT IS REDUNDANT AND CAUSES CONFUSION. TO CONSIDER ANY AMENDMENTS OR UPDATES TO THE TERMS OF REFERENCE** (*Agenda item 13*)

With a reply to the legal confirmation yet to be received, members were advised that should they still wish to consider this item, to do so 'subject to receipt of satisfactory legal advice'.

Members had studied two almost identical documents – a War Memorial Recreation Ground Constitution and a War Memorial Recreation Ground Advisory Committee Terms of Reference. With the existence of both documents having created confusion, through no fault of its own the committee was not behaving in the same manner as other committees and working groups of the Parish Council.

A volunteer with considerable legal knowledge had studied deeds, historic papers and meeting notes. With it having been investigated, it was confirmed that the War Memorial Recreation Ground Advisory Committee had never been a separate entity to the Parish Council, always referring to the Parish Council for decision. Through the last two adopted constitutions, there had been closer working practices with the council, and its committee members bound by a code-of-conduct. There was no evidence of the WMRG Committee ever acting independently of the Parish Council.

It was proposed to revoke the current WMRG Constitution with this being merged into the WMRG Advisory Committee 'terms-of-reference' with immediate effect.

Proposed: Cllr G Lloyd

Seconded: Cllr G Paterson

An amendment was made to the proposal:

It was proposed that subject to receipt of legal confirmation that.....

Proposed: Cllr J Corry

Seconded: No second was received

Motion failed

It was proposed to revoke the current WMRG Constitution with this being merged into the WMRG Advisory Committee 'terms-of-reference' with immediate effect.

Proposed: Cllr G Lloyd

Seconded: Cllr G Paterson

8 in favour, 2 against

The majority of members of the public left the meeting at this point with 5 remaining.

At the Parish Council meeting held on 26th November 2018 (min 138 g), 'Terms of Reference' (TofR) for Committees and working Groups, **aside** from the WMRG Committee had been adopted by the Council. Discussion on this item did not fall within the six-month ruling for rescission of a previous resolution. Consideration on the current adopted WMRG Committee Terms of Reference therefore took place. Due to limited time that remained at this meeting, and concern that due consideration be given to the full document, it was suggested that discussion concentrated mainly on one point only within the TofR.

Point 5 (iii) gave the WMRG Advisory Committee responsibility for 'allocating pitches for use by sports clubs, giving preference should competing applications be received to clubs having the larger number of members resident in the Parish of Winscombe & Sandford.'

As a near mirror image of the now re-voked constitution adopted in 2009, this condition had not kept pace with the introduction of new legislation with regard to equal opportunities. This would place the

committee in an impossible situation when considering competing applications from clubs. With the introduction of GDPR in 2018 it would be difficult for clubs to prove like-for-like membership.

It was proposed that point 5 (iii) is removed from the Advisory Committee Terms of Reference with immediate effect.

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

It was proposed that the Terms of Reference for the WMRG Advisory Committee (excluding 5 (iii)) are now referred to the Employment, Finance and Policies Committee for a full review.

Proposed: Cllr A Forbes Seconded: Cllr G Lloyd All in favour

180. TO APPOINT A CONTRACTOR AND AGREE TENDER PRICE FOR THE REFURBISHMENT OF THE WOODBOROUGH ROAD PUBLIC CONVENIENCES (INCLUDING THE POSSIBLE VARIATION OF BUDGET HEADS FOR 2019/2020) (Agenda item 14)

A paper prepared by the Deputy Clerk had been circulated to members in advance of the meeting. Of the seven companies that had been sent specification details, three expressed an interest in the refurbishment of the public conveniences. One quotation had been received before the tender deadline date; one was late by 24 hrs. and the third company failed to deliver their quotation.

Information was provided for the company, known to the Council submitting their tender application within the specified time period:

Company A (1) To carry out works as per the specification provided £12,500 + vat

Advice from Company A after visiting site did not consider that all works were necessarily required, whilst additional works were, and had therefore submitted a second price based on the condition of the public conveniences at their time of viewing. This was based on the original specification with the following changes:

- (i) **Excluded. New flooring in the ladies and disabled toilets with these being chemically cleaned** to 'look near enough good as new'.
- (ii) It was suggested **not to change any grouting to a grey colour** – with the large amount of grouting the Council wished to change there was a high risk that a lot of tiles would be damaged whilst removing the old grout.
- (iii) The ceiling in the **Gents toilets** was beyond a 'repair and a coat of paint' as requested in the specification. The submitted second quotation included **the renewal of the ceiling by replacing the plasterboard and re-plastering works.**

Company A (2) To carry out specification works, with the above changes £10,200 + vat

In efforts to reduce 'single plastic use' in the parish, the contractor had also been asked by a member to submit costs for a drinking fountain (this had previously been considered and dismissed by the Parish Council, preferring a single outside 'push tap' to achieve the same objective). A separate price had been included for this of £1,800 + vat.

It was proposed that subject to 'Company A' listing all refurbishment works that would be carried out, was instructed to carry out revised specification works as detailed in (2) above at a cost of £10,200 + vat plus the addition of an outside 'push-tap' to enable filling of water bottles. Contract was awarded to RW Construction to commence in the 2019/2020 financial year.

Proposed: Cllr G Lloyd Seconded: Cllr A Forbes 8 in favour, 2 abstentions
Members were advised that the late tender submission received from Company B was considerably higher than that submitted by Company A (1).

Finance – with the Parish Council having previously anticipated refurbishment works to be significantly higher, budget headings for 2019/2020 had included loan repayments over a 5-year term of £4,725 along with a budget allocation for the improvement works of £2,500

It was proposed that budget heads be amended (vi-red). The Parish Council should no longer apply for a loan for the refurbishment works and the allocated repayment costs be allocated to the public convenience improvement works heading along with £3,000 to be deducted from the 'General Reserves' Heading. Any contingency spend should also be deducted from General Reserves.

Proposed: Cllr I Kilpatrick Seconded: Cllr K Joyce All in favour

181. ON RECEIPT OF PLANNING PERMISSION, TO APPOINT A CONTRACTOR FOR THE PURCHASE AND INSTALLATION OF A 6M HIGH PLAY SPACE NET AND SAFETY SURFACING AT THE WAR MEMORIAL RECREATION GROUND (Agenda item 15)

A report by the Clerk had been circulated to members in advance of the meeting. Play equipment suppliers had been asked to tender applications for the installation of a 6m high space net and mulch mat safety surfacing beneath. Mulch safety surfacing had been requested beneath the play piece to reduce the difficulty of grass cutting under the equipment.

Funding for the space net and safety matting would be met by s106 contributions from The Chestnuts development (£29,670 - £15,000 already allocated to the addition of a skate-park half pipe) plus £2,000 in 2019/2020 budget.

As at 22nd February, seven quotations had been received for the supply and installation of a 6m space net with safety surfacing:

	Safety Surfacing quoted	Total price (excl vat)
1	120sq/m blue raised mulch	£20,493.56
2	81sq/m Rhyno Mulch	£16,678
3	126sq/m Rhyno Mulch	£19,513
4	126sq/m Tiger mulch	£23,595.50
5	127sq/m grass mats	£21,000
6	127sq/m rubber mulch	£29,400
7	89sq/m Ecotumble surfacing	£23,165.82

In response to questions raised, play equipment companies all considered themselves compliant with regard to EN standards for safety surfacing for this play piece. A post-installation inspection would take place before release of any final payment to the awarded contractor.

It was proposed that instruction is given, on (possible) receipt of planning approval, to appoint contractor 2 to install a 6m high space net at the WMRG along with associated mulch matting surfacing beneath of 81sq/m at a cost of £16,678 + vat. Contract awardee to Vita Play.

Proposed: Cllr A Forbes Seconded: Cllr G Paterson
8 in favour, 1 against, 1 abstention

182. TO CONSIDER AND AUTHORISE THE PURCHASE OF EMPLOYEE AND VOLUNTEER SAFETY CLOTHING FOLLOWING ON FROM ADVICE RECEIVED AT A BRUSHCUTTER TRAINING COURSE HELD ON 22ND JANUARY 2019 (Agenda item 16)

Safety clothing comprising of 2 no. of each chainsaw boots, helmets with visor and ear defenders & chainsaw trousers was authorised for purchased at a total cost of £346 (incl vat).

Proposed: Cllr A Forbes Seconded: Cllr I Kilpatrick 9 in favour, 1 abstention

183. TO CONSIDER AND AUTHORISE THE PURCHASE OF LITTER PICKING EQUIPMENT FOR THE MARCH PARISH LITTER PICK (Agenda item 17)

With the parish litter pick to take place on 16th March and NSC no longer able to loan out litter picking equipment, additional high-vis vests, litter pickers and gloves should be purchased up to a maximum cost of £250

Proposed: Cllr G Lloyd Seconded: Cllr I Kilpatrick All in favour

184. TO RECEIVE A REPORT FROM A MEETING OF THE WAR MEMORIAL RECREATION GROUND ADVISORY COMMITTEE HELD ON 11TH FEBRUARY 2019 Cllr M Williamson (Agenda item 18)

Members received a report from the recent meeting. There were no recommendations made needing the authorisation of the council. In response to questions raised, it was confirmed that the Parish Council is seeking the replacement of two items of adult exercise equipment and that plans between sporting clubs to upgrade the current clubhouse, changing rooms and storage facilities were in abeyance.

185. A REMINDER THAT PARISH COUNCIL RELATED ARTICLES ARE REQUIRED FOR THE NEXT (JUNE) EDITION OF THE OCCASIONAL NEWSLETTER (Agenda item 19)

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

186. MATTERS FOR INFORMATION (*Agenda item 20*)

- *Annual Parish Assembly* – members were reminded that speakers were needed for the annual meeting of the Parish, along with one member to speak on ‘life as a Parish Councillor’.
- *Meeting Changes* – attention was drawn to change of date for two meetings – the Environment Working Group would now meet on 4th March and the Cemetery & Allotment Working Group on 1st April.

With no further business, the meeting concluded at 10.00 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.

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