



**A Meeting of the Parish Council was held on  
Monday 22<sup>nd</sup> July 2019,  
Winscombe Community Centre, Main Hall at 7.30 p.m.**

Those present at the meeting:

**Parish Cllrs Present:** Ms C Boase, Mr M Boddy, Mr A Forbes (Chairman), Mr K Joyce (Vice-Chairman), Mr G Lloyd, Mr T Nicholson, Mrs L Stephens, and Mr J Westlake.

**NSC Ward Councillors:** Mrs K Haverson

**NSC Parish Liaison Officer:** Mr J Kirby

**Clerk:** Mrs L Rampton

**Members of the public:** Three

**Parish Cllrs Absent:** Cllrs Lomas, Paterson, Kilpatrick, Slater, Taviner and Watkins

**45. APOLOGIES FOR ABSENCE** (*Agenda item 1*) were received from Parish Councillors Lomas, Paterson, Kilpatrick, Slater, Taviner and Watkins along with Police Representatives.

**46. DECLARATIONS OF INTEREST** (*Agenda item 2*). None declared

**47. 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.)*

As no interests had been declared, there were none.

**48. APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 24<sup>TH</sup> JUNE 2019** (*Agenda item 4*) *The minutes to the meeting were approved as a correct record.*

Proposed: Cllr K Joyce                      Seconded: Cllr L Stephens

All members present at the last meeting were in favour.

**49. MINUTE UPDATE FROM THE JUNE PARISH COUNCIL MINUTES AND JULY CLERK'S REPORT**  
**Annex 1** (*Agenda item 5*)

*Min 26 – Crime Report.* A response had been circulated to members on 28<sup>th</sup> June. The high number of road related calls were confirmed to be either parking complaints, road traffic collisions or obstructions to the highway.

*Min 32 – School Governor Vacancy.* The council was disappointed to learn that the PC nomination had not been successful.

*Min 35 – PC laptop and computer back-ups.* The laptop had been purchased and broadband strength was considered adequate to support the automatic back-up system.

*Min 39 – brushcutter.* The equipment had been purchased and collected.

*Min 40 – Street Lighting.* The fixed wire installation test was currently taking place.

*Min 42c. – Deep cleanse works at WMRG Changing Rooms.* The cleanse works had been carried out to a high standard and should be repeated bi-annually, budgets permitting.

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

A report was read to the meeting by the Chairman. It was noted with dismay, the high number of abandoned 999 calls from the parish. A number of speed operations had taken place, resulting in five local residents being issued with tickets for offences.

**51. RESPONSE TO MATTERS RAISED DURING PUBLIC PARTICIPATION AT THE PREVIOUS MEETING OF THE PARISH COUNCIL** (*Agenda item 7*)

There were none.

52. **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.*  
*With no members of the public wishing to speak, the Chairman re-convened the meeting.*
53. **TO RECEIVE A WARD COUNCILLOR & NSC PARISH LIAISON OFFICER UPDATE** (*Agenda item 9*) A Ward member reported of recent NSC appointments for staff vacancies, a new crisis recovery centre in WSM for mental health issues, temporary Citizen Advice Offices in the Sovereign Centre, and a reduction in the frequency of the NS Life printed publication. Disruptions were reported to some waste and recycle collection services due to staff holidays and sickness and the narrowing of footways due to overgrowing of vegetation on the A38 had been reported to the NSC Area Officer. A parishioner request to the Ward Member for a speed limit reduction on Church Road would be referred to the Parish Council Environment Group for initial consideration of Parish Council support. The Parish Liaison Officer updated the meeting on council works towards the 'Climate Change Emergency Motion' that would potentially feed into all NSC works and departments. A number of questions from Parish Councillors on a variety of topics were answered.
54. **TO AUTHORISE BILLS FOR PAYMENT Annex 3** (*Agenda item 10*)  
Direct payments, cheques, direct debits and standing order payments as detailed totalling £12,243.67 (incl. vat) were authorised for payment.  
**Proposed:** Cllr M Boddy                      **Seconded:** Cllr J Westlake                      **All in favour**
55. **PARISH COUNCILLOR VACANCY. TO CO-OPT A NEW MEMBER ONTO THE PARISH COUNCIL AND COMMITTEES** (*Agenda item 11*)  
An application had been received for the one Parish Councillor vacancy and a letter provided by that candidate had been circulated to councillors in advance of the meeting.  
**It was proposed that Emma Buckland be co-opted onto the Parish Council for the remaining term of office until May 2023.**  
**Proposed:** Cllr C Boase                      **Seconded:** Cllr T Nicholson                      **All in favour**  
With the agreement of the Council, Emma would sign her declaration of acceptance of Office in advance of the next Parish Council meeting  
  
Emma Buckland was duly co-opted onto the Employment, Finance & Policies Committee, along with the Environment and Occasional working Groups  
**Proposed:** Cllr M Boddy                      **Seconded:** Cllr G Lloyd                      **All in favour**
56. **CHRISTMAS – TO CONSIDER PARISH COUNCIL SPENDING FOR A LARGE CHRISTMAS TREE FOR BOTH WINSCOMBE AND SANDFORD, ALONG WITH DEADLINE DATES FOR THE LAST ORDERING OF THESE** (*Agenda item 12*)  
No financial commitment had been received to date from local traders or businesses towards the cost for the hire of fully dressed trees for the parish. Late ordering of the trees could mean that erection of these could not be guaranteed in time for the late night shopping event on 3<sup>rd</sup> December. Considerable discussion took place amongst members regarding the parish expectation for the provision of large tree versus the considerable cost to the Parish Council should the local traders/businesses/charitable organisations choose not to contribute financially.  
**It was proposed that the traders, local businesses and charitable organisations again be approached with a deadline date of 31<sup>st</sup> August for financial commitment towards trees for both Winscombe and Sandford. With the next Parish Council meeting scheduled for late September, decision regarding the Parish Council contribution, if any, was delegated to a meeting of the Chairman's Committee to enable the possible ordering of trees early September.**  
**Proposed:** Cllr T Nicholson                      **Seconded:** Cllr M Boddy                      **All in favour**
57. **STRONGVOX SITE SANDFORD JUNIOR FOOTBALL PITCH AND PLAY AREA – TO CONSIDER THE ON-SITE OPEN SPACES SPECIFICATION REPORT (OSSR) AND FORMULATE A RESPONSE TO BE SUBMITTED TO NSC** (*Agenda item 13*)  
With it having been confirmed that the Parish Council was not at this time being asked to consider details of any potential lease of land from NSC, comments were offered purely on practical details contained within the OSSR. The Sandford Primary School had been made aware of the existence of this report and offered no further comment to the Parish Council regarding this.  
**Junior Sports Pitch** - Whilst it had been verbally advised that the sports pitch had been constructed with good quality top-soil, no drainage was evident. The Parish Council was disappointed, that despite

several requests from NSC to the developers, a specification and drainage report for the pitch had not been supplied and it was therefore unknown if this would comply with standards as recommended by Sport England. In the absence of this report the Parish Council would recommend to NSC that approval of this aspect of the OSSR is withheld or objected to.

The Parish Council had previously expressed a preference for a low maintenance metal type fencing to four sides of the football pitch. What had been included in the OSSR was mesh fencing to three sides of the pitch, with wooden post and rail fencing to the fourth side of the pitch facing onto the road. For safety reasons, it was highly recommended that the pitch be contained on all four sides with mesh or metal fencing to stop stray balls (followed by children) rolling onto the highway.

**Play Area (LEAP details)** – The Parish Council had previously expressed a preference for metal play equipment installed onto a rubber crumb type matting, considering this to be more hygienic and lower in maintenance costs. What had been included as part of the ‘reserved matters planning approval’ was timber play equipment installed onto bark surfacing. The Parish Council, whilst not being asked to take over the management of this play area, was not in favour of his type of equipment or surfacing but if this was to be installed, would like to see the addition of an animal proof fence around the LEAP to deter animal fouling in the bark chippings that could go unnoticed.

**It was proposed that the above comments be submitted to NSC in response to the OSSR**

**Proposed: Cllr C Boase                      Secoded: Cllr M Boddy                      All in favour**

**58. ILEX LANE CEMETERY – TO CONSIDER QUOTATIONS AND INSTRUCT WORK FOR THE SURFACE DRESSING AND RE-LINING OF THE CARPARK (Agenda item 14)**

Despite quotations being requested from five companies included on the NSC approved contractors list for Highway works, two quotations had been received in advance of the meeting. Although the same specification had been issued to all contractors, these differed slightly in the depth of the dense wearing course and joints at the gateway.

Contractor 1:                      £6,320.88                      Contractor 2:                      £5,997

Both prices excluded vat.

**It was proposed that the contract is awarded to Contractor 1 with members favouring the deeper wearing course to the car park. Costs would be met from cemetery ‘ear-marked’ reserves.**

**Proposed: Cllr K Joyce                      Secoded: Cllr G Lloyd                      All in favour**

Contract awarded to CJL Construction

**59. TO CONSIDER THE REPLACEMENT OF, OR UPGRADE OF THE MAIN OFFICE PC (Agenda item 15)**

With the principle office computer having been purchased in 2012 and operating on the soon to be unsupported version of ‘Windows 7’, councillors were asked to decide if the costs associated to upgrading an old machine to ‘Windows 10’ was preferable to the purchasing of a new computer at this time? Some council packages such as the ‘Risk Assessment’ programme no longer operated with ‘Windows 7’. Costs to replace this computer had not been included in the 2019/2020 budget.

**It was proposed that a new mid-range HP computer be purchased at a cost in the region of £839 (incl vat)**

**Proposed: Cllr M Boddy                      Secoded: Cllr J Westlake                      All in favour**

**It was proposed that a virement be made of £500 from Parish Council ‘General Reserves’ to the ‘IT’ budget head towards unanticipated costs for IT equipment.**

**Proposed: Cllr K Joyce                      Secoded: Cllr C Boase                      All in favour**

**60. USEFUL TELEPHONE NUMBERS PAMPHLET – CLLRS TO CONSIDER UPDATING INFORMATION IN THE DOCUMENT (Agenda item 16)**

With the pamphlet last being updated in 2014, the document was now considered to be out of date. Although details on the PC website were as up to date as possible, a large number of parishioners still preferred a printed copy of the document with this being distributed at local fairs.

**It was proposed that each Parish Councillor be allocated a small section of the leaflet to check for up to date information and suggestions invited for contact details of Parish based businesses/clubs, not included in the last edition. Details of this should be fed back to Cllr Lloyd before 12<sup>th</sup> August.**

**Proposed: Cllr G Lloyd                      Secoded: Cllr J Westlake                      All in favour**

Copies of the updated document would be printed from the Parish Office.

**61. TO RECEIVE A REPORT FROM A MEETING OF THE ENVIRONMENT WORKING GROUP HELD ON 1<sup>ST</sup> JULY 2019, AND TO APPROVE THE RECOMMENDATIONS FROM THAT MEETING**  
*(Agenda item 17)*

With questions having been invited from members regarding the outlined recommendations, proposals from the Working Group were approved en-bloc

- a. **Order Mod 56, Sandmead Drove - to consider a proposal that an observation is sent to NSC along with photos showing some 'challenges' that may be encountered during the modification.**
- b. **It was proposed that the Parish Council shares total costs of around £525 for improvements on PROWS AX29/18 & 19 equally with NSC.**
- c. **It was proposed that works to replace a stile with a pedestrian gate on AX29/26 past Pond Cottage at a cost of £115 is also equally split with NSC**
- d. **NSC Free Summer Flowers for Parish Planters. It was proposed that in 2020, a bid should only be made to NSC for free geraniums or other plants suitable for dry conditions**
- e. **It was proposed that the Parish Council instruct and pay for a second weed control spray of the parish in September 2019 at a cost of £350**
- f. **For visibility and safety reasons, a request should be submitted to NSC for double yellow lines on Greenhill Road between the SPAR Shop and entrance to Russet Copse.**
- g. **It was recommended that a wall mounted litter bin is purchased to attach to the PC owned Sidcot bus shelter with the Orderly to empty this on a weekly basis. Costs £160 plus vat for a 50L bin.**
- h. **5 no. D of E Students - It was proposed to the Parish Council, that if the school or parents could provide the appropriate supervision, D of E students could water parish planters, litter pick at the Recreation Ground and clear some footpaths and bridleways (subject to NSC and land owner consent). A project for the period could also be to devise a plan for land to the rear of the public conveniences, present this plan to the October Environment Group meeting, then carry out those works.**

The recommendations of the Environment Working Group as listed above were approved by the Parish Council

Proposed: Cllr M Boddy                      Seconded:      Cllr T Nicholson      7 in favour, 1 abstention

**62. A REMINDER THAT PARISH COUNCIL RELATED ARTICLES ARE REQUIRED FOR THE NEXT EDITION OF THE OCCASIONAL NEWSLETTER** *(Agenda item 18)*

With the September Newsletter having now been finalised, articles were invited for the December edition

**63. MATTERS FOR INFORMATION** *(Agenda item 19)*

- **Bristol Airport Meetings** – Views of the Parish Council, if any, should be reflected rather than individual opinions. PC Representatives would be appointed as and when meetings were arranged.
- **NSC Reuse Events** – following the success of previous years events, another event should be arranged with NSC, in conjunction with the Winscombe Thursday Market. A suggested date of 12<sup>th</sup> September was given.

With no further business, the meeting concluded at 8.45 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.*