



A Meeting of the Parish Council was held on Monday, 18th May 2020, remotely via zoom at 7.30pm

Those present at the meeting:

Parish Cllrs Present: Ms C Boase, Mr M Boddy, Mrs E Buckland, Mr A Forbes (Chairman), Mr K Joyce (Vice-Chairman), Mr I Kilpatrick, Mr G Lloyd, Mr C Lomas, Mr T Nicholson, Mr G Paterson (Vice-Chairman), Mr V Slater, Mrs L Stephens, Mr J Taviner and Mr L Van Haaren.

Members of the public: Eight
NSC Ward Cllr: Dr K Haverson
Clerk: Mrs L Rampton
Deputy Clerk: Ms C McGrath

Parish Cllrs Absent: Cllr P Watkins

Legislation had been passed under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") that enabled local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May 2021. The requirement to hold an annual meeting before May 2021 had also been removed. The 2020 Regulations applied to local council meetings, committee, and sub-committee meetings in England.

With the Parish Council having resolved to do so (PC minute 180d.27.04.2020), the Annual Parish Council meeting had been convened.

1. TO ELECT A CHAIRMAN (Agenda item 1)

Vice-Chairman Cllr G Paterson took the Chair for this agenda item.

Nominee Mr A Forbes (1 nomination received for Mr Forbes)

Proposed: Cllr G Paterson Seconded: Cllr V Slater

Mr Forbes was unanimously elected as Parish Council Chairman.

The Declaration of Acceptance of Office was duly signed and shown to the meeting.

Cllr Paterson stood down and Cllr Forbes took the Chair.

Cllr Forbes welcomed all to the meeting and thanked the council for their vote of confidence.

2. TO ELECT TWO VICE-CHAIRMEN (Agenda item 2)

Nominee Mr K Joyce (1 nomination received for Mr Joyce)

Proposed: Cllr G Paterson Seconded: Cllr V Slater

Mr Joyce was unanimously elected as joint Parish Council Vice-Chairman.

Nominee Mr G Paterson (1 nomination received for Mr Paterson)

Proposed: Cllr J Taviner Seconded: Cllr E Buckland

Mr Paterson was unanimously elected as joint Parish Council Vice-Chairman.

The Declarations of Acceptance of Office were duly signed and shown to the meeting.

3. APOLOGIES FOR ABSENCE (Agenda item 3) were received from Parish Councillor P Watkins.

4. COUNCIL TO RE-ADOPT STANDING ORDERS AND FINANCIAL REGULATIONS (Agenda item 4).

Parish Council Standing Orders, Financial Regulations and associated documents were re-adopted by the council.

Proposed: Cllr G Lloyd Seconded: Cllr E Buckland All in favour

5. **PARISH COUNCIL TO ADOPT A NEW SUPPLEMENTARY STANDING ORDER TO MANAGE 'VIRTUAL MEETINGS' OF THE COUNCIL AND A PROTOCOL TO MANAGE THOSE MEETINGS Annex 1**
 With one amendment, the new supplementary Standing Order and Protocol was adopted.
 Proposed: Cllr J Taviner Seconded: Cllr L Stephens All in favour

6. **TO APPOINT PARISH COUNCIL REPRESENTATIVES TO OUTSIDE BODIES Annex 2 (Agenda item 6) The representatives to Outside Bodies named in Annex 2 were duly elected en-masse.**
 Proposed: Cllr G Lloyd Seconded: Cllr I Kilpatrick All in favour

7. **TO APPOINT MEMBERS TO COMMITTEES Annex 3 (Agenda item 7)**
 Membership as outlined in 'The Committee Structure' document including Parishioner volunteers attached as Annex 3 to the minutes was duly elected en-masse.
 Proposed: Cllr M Boddy Seconded: Cllr E Buckland All in favour

8. **DECLARATIONS OF INTEREST (Agenda item 8).** Cllr Stephens declared a non-pecuniary interest in agenda item 18a. with her husband being Chairman of the Cricket Club.

9. **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 9).**
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 not sought by Cllr Stephens, with the member to leave the meeting at the appropriate time.

10. **APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 27TH APRIL 2020 (Agenda item 10)**
The minutes to the meeting were approved as a correct record.
 Proposed: Cllr K Joyce Seconded: Cllr J Taviner
 All members present at the last meeting were in favour.

11. **MINUTE UPDATE FROM THE MARCH PARISH COUNCIL MINUTES AND APRIL CLERK'S REPORT – Annex 4 (Agenda item 11)** There were none.

12. **CRIME REPORT FOR THE LAST MONTH PERIOD Annex 5 (Agenda item 12)**
 A report for the last month period was read to the meeting by the Chairman.

13. **RESPONSE TO MATTERS RAISED DURING PUBLIC PARTICIPATION AT THE PREVIOUS MEETING OF THE PARISH COUNCIL (Agenda item 13)** With no members of the public having been present, there was none.

14. **PUBLIC PARTICIPATION (Agenda item 14)** *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.*
Greener Church Road Group – a new action group of local residents had been formed to deal with issues affecting their local community. An immediate priority in road traffic matters had been identified with the group wishing to involve Ward Councillors as well as the Parish Council before submitting an 'expression of interest' application to NSC for a reduction in the road speed limit to 20mph.

COVID-19 issues for Winscombe Cricket Club – with the loss of income for the club through the enforced closure of the clubhouse and bar facilities along with the delayed/cancellation of the cricket playing season for 2020, an application for financial assistance had been submitted to the Parish Council for consideration.

Winscombe and Sandford Remembers Team – with the project team now having disbanded, a flag hanging team of volunteers wished to continue Remembrance works by hanging flags through prominent street locations each November for the foreseeable future. Two requests for assistance had been submitted to the Parish Council for consideration.

With no further members of the public wishing to speak, the Chairman re-convened the meeting.

- 15. TO RECEIVE A WARD COUNCILLOR & NSC PARISH LIAISON OFFICER UPDATE** (*Agenda item 15*) Following the withdrawal of the four West of England Councils (Bath and North East Somerset, Bristol City, North Somerset, and South Gloucestershire) from the Joint Local Spatial Plan, Cllr Haverson spoke on updated local planning proposals to 2036 with a new plan likely to be formulated by NSC through two public consultation periods.

Other matters reported included the re-opening of the Weston-Super-Mare recycling centre, additional funding allocated to the improved provision of dedicated cycling and walking areas/lanes, the delivery to North Somerset of PPE equipment for nursing homes and the issue of domestic abuse during the COVID-19 lockdown period. The Parish Council were thanked for their works to support the community.

- 16. TO AUTHORISE BILLS FOR PAYMENT Annex 6** (*Agenda item 16*)

Direct payments, cheques, direct debits, and standing order payments as detailed totalling £7,447.33 (incl. vat) were authorised for payment.

Proposed: Cllr I Kilpatrick **Seconded:** Cllr V Slater **All in favour**

- 17. TO CONSIDER CO-OPTION OF A NEW PARISH COUNCILLOR TO FILL THE ONE VACANT MEMBER POSITION** (*Agenda item 17*)

One application had been received for the current Parish Councillor vacancy (that had been properly advertised in the required manner before the period of lock-down) and an application provided by that candidate had been circulated to councillors in advance of the meeting.

It was proposed that Mr L Van Haaren was co-opted onto the Parish Council for the remaining term of this council until May 2023.

Proposed: Cllr J Taviner **Seconded:** Cllr G Lloyd **All in favour**

Mr Larry Van Haaren secured the majority number of votes from those present and was duly co-opted onto the Parish Council.

Cllr Van Haaren signed his declaration of acceptance of Office and this was shown to the meeting. Cllr Van Haaren joined Parish Councillors for the voting on remaining agenda business.

- 18. COVID-19. TO IDENTIFY AND AGREE POSSIBLE ADDITIONAL MEASURES TO ASSIST THE PARISH** (*Agenda item 18*)

Due to a previously declared interest, Cllr Stephens left the meeting.

- a. To consider a request for the suspension of monthly lease payments for the sports changing rooms and the lease for land on which the clubhouse is located, along with the annual contribution for land used by the sports clubs.**

Further to discussion at the April 2020 PC meeting (min 180 a.), Cricket Club representatives had met virtually with the PC Chairman and WMRG Committee Chairman for a constructive meeting as well as providing financial information as requested by the council.

In what had transpired to be a fast-changing situation, members considered a deferral period for the term requested to be a long-term commitment from the Parish Council that may not be necessary. However, to support the Cricket Club through the current financial situation a shorter deferral period was favoured. Members had been provided with financial implications for the Parish Council when considering all three proposals.

It was proposed that

- i. A deferment of the lease repayments from the sports clubs for the changing rooms until end August 2020. The six months unpaid lease payments would be added to the end of the lease term in 2030.
- ii. A deferment of ground rent lease payments from the Cricket Club for the land on which the clubhouse is located. The six-month lease payment, if not repaid sooner would be repaid at the end of the lease term in 2044.
- iii. Football, rugby and cricket clubs should pay their share of the utility bills for the changing rooms for the period 1st April 2019 to 31st March 2020 – expenditure already paid for by the Parish Council. At this time as no sport was currently being played on the grounds, and the changing rooms closed, contributions for pitch rent and changing room maintenance would not be requested at this time.

The Parish Council would review the situation for points i-iii at the September Parish Council meeting.

Proposed: Cllr M Boddy Seconded: Cllr T Nicholson All in favour
 Cllr Stephens was re-admitted to the meeting

b. To consider the requirements of providing/assisting with a food bank locally.

It was reported that very few people from Winscombe and Sandford visit the local food bank in Cheddar, and it was not considered worthwhile setting a bank up in this parish. Should the Parish Council be aware of families that may need assistance, they would be welcome to use the Cheddar facility. This did not just apply to those currently receiving Universal Credit, but to anyone struggling due to having additional family members at home and having to find more food than usual.
No further action was considered necessary.

c. Award Land Volunteers. Volunteers permitted to return to the land to carry out maintenance works, whilst observing social distancing rules?

With the volunteers being keen to return to the Award Land to carry out maintenance works, the Parish Council was in agreement with this so long as social distancing guidance was observed and the volunteers remained in visual contact with their partner at all times. Tools would not be shared.
 Proposed: Cllr I Kilpatrick Seconded: Cllr J Taviner All in favour

d. To consider the re-opening of the skate park at the War Memorial Recreation Ground.

The Government announced that some outdoor sporting and recreation activity could be resumed with effect 13th May 2020 so long as this was carried out alone or within a household group, or socially distancing from one other person from another household. Two leading skateboard associations believed that the Government announcement applied to the re-opening of outdoor skateparks, although advised it would be for the local authority that owned the parks to make that decision.

In discussion, members were concerned that many lives had already been lost to the COVID-19 pandemic and social distancing between skaters would be almost impossible to maintain. Since the Winscombe skatepark had been locked and closed, skaters continued to ignore signage and climbed over fencing to gain access to the ramps – a fact confirmed by our local Police as well as many neighbours to the Recreation Ground. Whilst wishing to encourage active sport it was debated that if the park were opened it would encourage many more users as opposed to the smaller numbers that ignored the closure notices?

It was proposed that the skatepark remains closed at this time, with the situation to be monitored and reviewed by a meeting of the Chairman's Committee in two weeks' time. Confirmation should be sought from the Parish Council Insurance Company that should the skatepark re-open, full insurance cover would be maintained.

Proposed: Cllr G Lloyd Seconded: Cllr V Slater 11 in favour, 3 against

19. TO RECEIVE AND APPROVE FINANCIAL MATTERS IN RELATION TO THE 2019/2020 FINANCIAL YEAR Annex 6 (Agenda item 19)

a. To carry out a review and accept the effectiveness of the system of internal control for the Parish Council for the 2019/2020 financial year

The Parish Council is responsible for reviewing the Annual Governance Statement, reviewing, and approving other aspects of the Council's governance framework and for approving, monitoring, and reviewing the outcome of audit activity. The review was reported to be about the effectiveness of internal control rather than the process and based on the assurance of the Parish Council internal

controls and management of risk along with the Accounts and Audit (England) Regulations 2015 and the requirement to review the system of internal control. The review of subject areas covered by the internal audit report and risk assessment of financial systems of internal controls along with previously reported external auditor opinion was considered and accepted by the council.

The council reviewed and accepted the effectiveness of the system of internal control.

Proposed: Cllr G Paterson

Seconded: Cllr C Boase

All in favour

b. To review budget summary reports for 2019/2020

Copies of the bank reconciliation and a summary of budget expenditure had been circulated to members along with agenda meeting papers. A further paper detailing sub-heads for budgets and expenditure incurred along with % budgets spent for the financial year had also been distributed and was explained to members at the meeting. Areas of expenditure where set budgets had been exceeded had previously been reported to and agreed by members.

Members accepted the budget summary reports for 2019/2020

Proposed: Cllr G Paterson

Seconded: Cllr V Slater

All in favour

c. To review and re-adopt the Investment Strategy and Policy, this being the manner in which the Parish Council had previously invested monies.

All Town and Parish Councils with investments over £100,000 must have and publish an Investment Strategy. Guidance defines investments as all financial and non-financial investments. Cash in bank qualifies as an investment for these purposes and therefore Winscombe and Sandford Parish Council must adopt and publish such a policy as required under s15 (1) (a) para 14 of the Local Government Act 2003 for local authorities. The current adopted Investment Strategy and Policy had been circulated to members in advance of the meeting.

Questions were answered by the Clerk from members with regard to the risk to Parish Council funds.

The Parish Council reviewed and re-adopted the Investment Strategy and Policy, being the manner in which the Parish Council had previously invested monies.

Proposed: Cllr G Paterson

Seconded: Cllr V Slater

All in favour

d. Annual Governance and Accountability Return 2019/2020 Part 3, p3 – Annual Internal Audit Report 2019/2020 had been completed and the end of year report and financial risk assessment presented to the council for acceptance.

Physical internal audit inspection visits for the period 1st April 2019 to 31st January 2020 had previously been reported to council through meetings. The final period 1st February – 31st March had been carried out remotely with the Internal Auditor having access to the Parish Council accounting package, along with meeting minutes and other reports. There were no recommendations or matters arising from the inspection that the Internal Auditor wished to make the Council aware of.

The council noted and accepted the Annual Internal Audit Report along with the letter report of the final audit visit for the 2019/2020 financial year and financial risk assessment.

Proposed: Cllr G Paterson

Seconded: Cllr K Joyce

All in favour

e. The accounts for the 2019/2020 financial year, prepared on a receipts and payments basis were presented to the Parish Council for approval.

The accounts for the 2019/2020 financial year, prepared on a receipts and payments basis were approved by the Parish Council.

Proposed: Cllr G Paterson

Seconded: Cllr J Taviner

All in favour

f. Section 1 - Annual Governance Statement 2019/2020, Box 1 - 8 of the Annual Governance Statement is recommended for completion as 'yes' and with box 9 completed as N/A.

Section 1 - Annual Governance Statement 2019/2020, Box 1 - 8 of the Annual Governance Statement was completed as 'yes' and with box 9 (relating to Trust funds) completed as N/A and duly signed by the Chairman. The Clerk would collect and sign the return before submitting to External Auditors.

Proposed: Cllr G Paterson

Seconded: Cllr V Slater

All in favour

g. Section 2 – Accounting Statements for 2019/2020. The completed Accounting Statements is recommended for approval.

The completed accounting statement, having been signed by the Responsible Finance Officer and presented to the council in advance of the meeting was approved and duly signed by the Chairman.

Proposed: Cllr G Paterson

Seconded: Cllr K Joyce

All in favour

20. TO INSTRUCT REPLACEMENT RAMP SURFACE WORKS FOR THE SKATE PARK AT A COST OF £2,200 (Agenda item 20)

Radi Ramps should be instructed to carry out replacement ramp surfacing works at a cost of £2,200 to one flat-bank skate ramp (play area end) of the skatepark when carrying out annual maintenance works in the Winscombe skatepark.

Proposed: Cllr G Lloyd Seconded: Cllr T Nicholson All in favour

21. ENVIRONMENT GROUP RECOMMENDATIONS FROM A MEETING HELD ON 16TH MARCH (Agenda item 21)

a. Parish Planter – to consider replacement of one parish planter with a self-watering planter (made from recycled plastic) in time for summer planting season.

On re-inspection, it was considered that the parish planters could last another planting season and new planters would not be purchased at this time.

With a number of flower planting volunteers self-isolating, additional volunteers would be needed to plant parish tubs with the free NSC flowers likely to arrive week commencing 8th June.

22. TO CONSIDER AND DECIDE UPON A REQUEST FROM THE WINSCOMBE AND SANDFORD REMEMBERS TEAM FOR (Agenda item 22):

a. Public Liability Insurance Cover for flags and volunteers

Having checked with Parish Council Insurers, liability insurance for the volunteers could be added to our policy without additional cost.

It was proposed that public liability insurance for the flags and volunteer flag hanging team is added to the current insurance policy

Proposed: Cllr E Buckland Seconded: Cllr I Kilpatrick All in favour

b. A donation of £100 to the Winscombe and Sandford Festival Fund for the acquisition of a further 20 memorial flags.

The meeting was advised that a conditional gift had been made by the 'Winscombe and Sandford Festival Fund' that should the 'Winscombe and Sandford Remembers Team' make a profit from activities carried out in 2018/19, the cost of the flags would be repaid to the Fund. Whilst members considered the work of the Remembers Team to be very worthy, as the Team had not made a profit, there was no liability to the Festival Fund and the request should be refused.

It was proposed that a donation of £100 is paid to the Winscombe and Sandford Festival Fund for the ownership of a further 20 Remembrance Flags.

Proposed: Cllr G Lloyd Seconded: Cllr V Slater
2 in favour, 11 against, 1 abstention MOTION FAILED

23. MATTERS FOR INFORMATION (Agenda item 23)

There were none

With no further business, the meeting concluded at 9.20 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.