



**A meeting of the Parish Council was held on.  
Monday 24<sup>th</sup> April 2023, 7.30pm,  
at Sidcot School Art Centre**

Those present at the meeting:

**Parish Cllrs Present:** Simon Crew, Archie Forbes (Chair), Kevin Joyce (Vice-Chair), Iain Kilpatrick, Tom Nicholson, Steve Pincher, Lynne Stephens (Vice-Chair), Jack Taviner, Larry van Haaren, Paul Watkins, and John Witcher

**Clerk:** Lynne Rampton **Members of the public:** Five

**Parish Cllrs Absent:** Zak Aravantinos, Mark Boddy, Chris Lomas, and Gerald Lloyd

- 191. TO RECEIVE APOLOGIES FOR ABSENCE AND TO APPROVE REASONS FOR ABSENCE WHERE APPROPRIATE** (*Agenda item 1*) Apologies had been received from Parish Cllrs Aravantinos, Boddy and Lloyd as well as NSC Cllr Harley.
- 192. DECLARATIONS OF INTEREST** (*Agenda item 2*). Pecuniary interests were declared in agenda item 11e. planning application for Sidcot School tennis courts by Cllrs Joyce (landowner) and Kilpatrick (school employee)
- 193. 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 (s101 of the Local Government Act 1972) to the Clerk or appointed Deputy (see PC meeting 23.07.12 min 52 iv.).* No dispensations were requested with members to leave the meeting at the appropriate time.
- 194. APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 27<sup>TH</sup> FEBRUARY 2023** (*Agenda item 4*)  
**Resolved** – That the minutes of the Parish Council Meeting held on the 27<sup>th</sup> March 2023 were approved as a correct record of the meeting.  
**The resolution was correctly proposed and seconded (unanimous with 2 abstentions due to absence).** The minutes of the meeting would be signed by the Chair as a correct record.
- 195. MINUTE UPDATE FROM THE MARCH PARISH COUNCIL MINUTES ALONG WITH THE APRIL CLERK’S REPORT** *Annex 1 (Agenda item 5)* None
- 196. CRIME REPORT – to receive a monthly police report for the parish** *Annex 2 (Agenda item 6)*  
No report was available.
- 197. RESPONSE TO MATTERS RAISED DURING PUBLIC PARTICIPATION AT THE PREVIOUS MEETING OF THE PARISH COUNCIL** (*Agenda item 7*) There were no matters requiring a response that had not already been addressed.
- 198. PUBLIC PARTICIPATION** (*Agenda item 8*) *The Chair 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.*  
**NSC planning matters.**  
**23/P/0585/FUH Mufflands Yadley Lane** – The applicant explained the application that would modernise their home. Questions were invited from councillors but there were none.  
**23/P/0729/TPO Tennis Courts 101m from The Barn The Lynch** – concern was expressed over the correct time of year to prune a walnut tree although it was acknowledged that the school arboriculturist and NSC Tree Officer had considered a correct course of action for any proposed works. It was suggested that one sided pruning could lead to odd shaped trees, and with the prevailing wind, leaf fall would always be an issue for the tennis courts.

With the courts being used for school and community use, good stewardship of the grounds and trees was an on-going matter addressed through a maintenance plan for continued safe use for all.  
 With no further members of the public wishing to address the meeting, the Chair re-convened the meeting.

**199. TO RECEIVE A WARD COUNCILLOR UPDATE (Agenda item 9)**

No ward members were present.

**200. TO AUTHORISE BILLS FOR PAYMENT AND TRANSFER BETWEEN PC BANK ACCOUNTS Annex 3 (Agenda item 10)**

**Resolved:** Direct payments, direct debits, and standing order payments as detailed totalling £12,778.59 (incl. vat) were authorised for payment along with bank transfers.

**The resolution was correctly proposed and seconded (unanimous)**

**201. TO CONSIDER AND COMMENT ON CURRENT PLANNING APPLICATIONS IN THE PARISH (Agenda item 11):**

**a. 23/P/0585/FUH Mufflands Yadley Lane Winscombe**

Proposed erection of a side and rear extension

**Resolved: That the council support approval of the application**

**The resolution was correctly proposed and seconded (unanimous)**

**b. 23/P/0592/RM Land East of Hillview Greenhill Lane Sandford**

Reserved matters application for approval of appearance, landscaping, layout and scale pursuant to outline application 20/P/1154/OUT allowed at appeal under reference APP/D0121/W/20/3262397 (outline application for the erection of 1 No. dwelling with the formation of vehicular access (appearance, landscaping, layout and scale reserved for subsequent approval)

**Resolved: That the council support approval of the application**

**The resolution was correctly proposed and seconded (9 in favour, 2 against)**

**c. 23/P/0253/FUL Coombe Cottages Barton Road Winscombe**

Proposed change of use from Agricultural to Equestrian and erection of a combined stable/store for private use

**Resolved: That the council support approval of the application**

**The resolution was correctly proposed and seconded (10 in favour, 1 abstention)**

**d. 23/P/0708/FUL Winscombe Lawn Tennis Club The Lynch Winscombe**

Proposed replacement of 6no. existing floodlight luminaires with new LED lighting on courts 1 to 4 and additional floodlighting to include 2no. new poles to courts 5 and 6

**Resolved: That the council support approval of the application**

**The resolution was correctly proposed and seconded (unanimous)**

*Due to a previously declared interest, Cllrs Joyce and Kilpatrick left the meeting.*

**e. 23/P/0729/TPO Tennis Courts 101m from The Barn The Lynch Winscombe**

Walnut (T1) - Cut back branches above on East side over tennis court by 1m to secondary branches. Reason - ongoing management of trees to limit the spread of the crowns over tennis courts. Monterey Cypress (T2) - Cut back branches on East side over tennis court by 1m to secondary branches. Reason - ongoing management of trees to limit the spread of the crowns over tennis courts. Sycamore (T3) - Raise crown to 6m on East side, cut back branches on East side by 2m (approx) to previous pruning points. Reason - ongoing management of trees to limit the spread of the crowns over tennis courts.

It was advised that the NSC Tree Officer considered works as detailed would have a limited affect on the trees and an application that would detrimentally affect the life of the trees would likely be refused. In discussion, health & safety issues for users along with maintenance issues through droppings and leaf litter were considered. Moderate pruning of all trees was considered to be sensible.

**Resolved: That the council support approval of the application for pruning of the three trees to an extent of 1m only.**

**The resolution was correctly proposed and seconded (4 in favour, 3 against, 2 abstentions)**

**Motion carried.**

*Cllrs Joyce & Kilpatrick returned to the meeting.*

**202. TO NOTE PLANNING DECISIONS AND APPEAL NOTIFICATIONS SINCE THE LAST PARISH COUNCIL MEETING (Agenda item 12)**

**Planning Approvals**

Application no	Address	Brief description
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23/P/0006/FUH	Holly Tree Cottage Barton Road	single storey rear extension and replacement front porch
23/P/0342/FUH	Sandford House Station Road	Part conversion of barn to home office
23/P/0263/FUH	Nut Tree Farm Puxton Lane	Conservatory demolition and erection of single storey garden room extension.
22/P/3027/FUL	Thatchers Cider Company Ltd Myrtle Farm	Extension to Jubilee building & erection of Roy Hunt building. Road realignment
22/P/2925/MMA	Watersmeat Max Mill Lane	Amendment to allow alterations to approved garage

#### Planning Appeal Notification

Application no	Address	Brief description
22/P/2937/FUH	48 Greenhill Road	Erection of a replacement garage

203. **TO RECEIVE A REPORT FROM, AND TO APPROVE THE MINUTES AND RECOMMENDATIONS FROM A MEETING OF THE EMPLOYMENT FINANCE AND POLICIES COMMITTEE HELD ON 17<sup>TH</sup> APRIL 2023 (Agenda item 14)**
- a. **To approve the minutes as a correct record of the meeting**  
**Resolved** – That the minutes of the committee meeting held on 17<sup>th</sup> April 2023 were approved as a correct record of the meeting.  
**The resolution was correctly proposed and seconded (of those present, 5 were in favour, 1 abstention).** The minutes of the meeting would be signed by the Chair as a correct record.
- b. **Members to consider the findings of a review and accept the effectiveness of the system of internal control that has been in place for 2022/2023 for the Parish Council.**  
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 from visits through 2022/23 was considered and accepted by the council.  
**Resolved: The council reviewed and accepted the effectiveness of the system of internal control. The resolution was correctly proposed and seconded (unanimous)**
- c. **To review and accept budget summary reports for 2022/2023 at year end.**  
Copies of the bank reconciliation and a summary of budget expenditure had been made available to members along with agenda meeting papers. A further paper detailing sub-heads for budgets and expenditure incurred along with budget over/under spends for the financial year had also been distributed and considered by members at the committee meeting. Areas of income and expenditure where set budgets had been exceeded had previously been reported to and agreed by members.  
**Resolved: Members accepted the budget summary reports for 2022/2023**  
**The resolution was correctly proposed and seconded (unanimous)**
- d. **BDO LLP had been appointed as external auditor for the Limited Assurance Regime 2022-23 – to confirm no/any conflicts of interest due to this appointment.**  
**Resolved:** No known conflicts of interest were declared, and the auditor should be notified accordingly.  
**The resolution was correctly proposed and seconded (unanimous)**
- e. **To review and re-adopt the Investment Strategy and Policy, this being the manner in which the Parish Council has 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.

Parish Council funds were currently invested in institutions covered under the Financial Services Compensation Scheme and balances are maintained below the required threshold.

**Resolved: The Parish Council had reviewed and would re-adopt the Investment Strategy and Policy, being the manner in which the Parish Council had previously invested monies.**

**The resolution was correctly proposed and seconded (unanimous)**

**f. *To consider and re-adopt a General Reserve Policy***

General Reserves are funds which do not have any restrictions on their use. They cushion the impact of uneven cash flows and contingency funds to offset budget requirements, if necessary, or can be held in case of unexpected events or emergencies. The generally accepted JPAG recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve. General reserves for this parish council remain low and would be reconsidered again in budget setting for 2024/25.

**Resolved: A General Reserve Policy had been prepared and previously adopted by the council and this was re-adopted with the level of General Reserves to be held by the Parish Council set at between three and six-months expenditure.**

**The resolution was correctly proposed and seconded (unanimous)**

**g. *Annual Governance and Accountability Return 2022/2023 Part 3, p3 – Annual Internal Audit Report 2022/2023 has been completed and the end of year report/financial risk assessment is presented to the meeting for acceptance.***

Internal audit inspections for the period 1<sup>st</sup> April 2022 to 30<sup>th</sup> September 2022 had previously been reported to council through meetings. Two reports for the periods to 31<sup>st</sup> January and final period to 31<sup>st</sup> March 2023 had been carried out 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 final inspections that the Internal Auditor wished to make the Council aware of.

It was drawn to the attention of the council that income and expenditure for 2022/23 had exceeded the £200,000 threshold and was considered unlikely to fall back below that level in future years..

**Resolved: The council noted and accepted the Annual Internal Audit Report along with the two letter reports of the final audit visits for the 2022/2023 financial year and the financial risk assessment.**

**The resolution was correctly proposed and seconded (unanimous)**

**h. *Section 1 - Annual Governance Statement 2022/2023, Box 1 - 8 of the Annual Governance Statement is recommended for completion as 'yes' and with box 9 completed as N/A. To be considered by the meeting and approved.***

**Resolved:** Section 1 - Annual Governance Statement 2022/2023, 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 should be duly signed by the Chair and Clerk.

**The resolution was correctly proposed and seconded (unanimous)**

**i. *The accounting statements for the 2022/2023 financial year, prepared on a receipts and payments basis. To be considered by the meeting and recommended for acceptance.***

**Resolved:** The accounts for the 2022/2023 financial year, prepared on a receipts and payments basis were considered and accepted by the Parish Council.

**The resolution was correctly proposed and seconded (unanimous)**

**j. *Section 2 – Accounting Statements for 2022/2023. The completed Accounting Statement is to be considered and recommended for acceptance by the meeting.***

**Resolved:** 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 should be duly signed by the Chair.

**The resolution was correctly proposed and seconded (unanimous)**

**k. *Notification of the dates planned for the exercise of public rights to be confirmed on approval of the AGAR.***

Resolved: The notice for the period for the exercise of public rights was set as 5<sup>th</sup> June – 14<sup>th</sup> July 2023  
**The resolution was correctly proposed and seconded (unanimous)**

### **Staffing matters**

**Resolved:** *Due to the sensitive and personal nature of the following agenda item, members of the public were asked to temporarily leave the meeting*

*The resolution was correctly proposed and seconded (unanimous)*

Members of the public left the meeting.

**I. To consider and approve pay increase and bonus for Parish Orderlies**

Members were mindful that it was beyond current budgets to award a pay-increase equal to current inflation levels to staff.

**Resolved:** That a pay increase of 5% is awarded to all Parish Council Orderlies, backdated to 1st April 2023.

**The resolution was correctly proposed and seconded (unanimous)**

**Resolved:** That a cost-of-living payment equating to one week's salary be awarded to all Orderlies.  
**The resolution was correctly proposed and seconded (9 in favour, 1 against, 1 abstention)**

**204. TO RECEIVE A REPORT FROM, AND TO APPROVE RECOMMENDATIONS FROM A MEETING OF THE CEMETERY AND ALLOTMENT WORKING GROUP HELD ON 3<sup>RD</sup> APRIL 2023**

**a. To approve an advance request to plant an ornamental size memorial tree at the cemetery with an agreed fee of £75 to be collected at this time, but tree detail and location to be agreed at a later date.**

**Resolved:** That the request be approved, and permission given to plant a memorial tree in the cemetery at time of interment on payment of a £75 fee. Details of tree type and location are reserved for future approval by the council.

**The resolution was correctly proposed and seconded (unanimous)**

**205. WINSCOMBE COMMUNITY ASSOCIATION (WCA) - TRANSFER OF ASSETS FROM AN UNINCORPORATED CHARITY TO A CHARITABLE INCORPORATED ORGANISATION (CIO) – to consider council position as current custodian trustee for the centre.**

Advance notification was given that the WCA wish to transfer its Charitable Undertaking from an Unincorporated Charity to a Charitable Incorporated Organisation (CIO), which has already been set up and registered with the charity Commission. As part of this the WCA wish to transfer the ownership of the WCA property asset (property) to the CIO.

Currently the Parish Council is custodian trustees for the property (although are not involved in the day-to-day running of the centre) on behalf of the WCA Trustees as the Unincorporated Charity cannot hold property assets in its own name. A vesting declaration and transfer document is being drafted and the WCA are seeking agreement from the charity commission for the transfer.

The Parish Council would be party to the transfer and independent legal advice is currently being sought in this regard. A member questioned who would be paying council legal costs?

**206. PARISH COUNCIL AND NSC COUNCILLOR ELECTIONS, THURSDAY 4<sup>TH</sup> MAY 2023**

Notice had been received that the Winscombe and Sandford Parish Council election was uncontested and therefore the twelve candidates would be duly elected. Three vacancies would be available that could be filled by co-option at the next council meeting.

An election would take place for District Councillors to represent the Banwell & Winscombe Ward with eight persons nominated for the two places.

All parish councillors were thanked for their service to the community over the last term of office with special note being made to those not standing again for election.

**207. MATTERS FOR INFORMATION (Agenda item 16)**

- *Tea & Tech* – working in partnership with the West of England Rural Network, the next digital/advice session would take place on 26<sup>th</sup> April 2-4pm at Winscombe Community Centre and then on the last Wednesday of each month through to September.
- *Occasional newsletter* – the last hard copy edition for 2023 would be issued early June and deadline for articles for inclusion was end April 2023. Cllr Pincher volunteered to take on editorship for the hardcopy and on-line newsletters.

- *Coronation celebrations* – the Flags and Festivals Group had arranged a weekend of events to mark the occasion.

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

Signed..... (Chair)

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.*