**WINSFORD PARISH COUNCIL**

**DRAFT Minutes of the Ordinary Meeting of Winsford Parish Council**

**Held on Monday 30 September 2019 at 7.30pm in Winsford Village Hall**

**PRESENT:** Councillors: Colin Wilkins (CW) – Chair, Sarah Little (SL), Patrick Watts-Mabbott (PWM), Mel Mileham (MM), SWaT Cllr Steven Pugsley (part of meeting), and Parish Clerk Nic Kemp (NK)

CW opened the meeting at 7.35pm

**27.1 Public Question Time** – None

**27.2 Apologies for Absence** – Kevin Connell, John Bray, Co Cllr Frances Nicholson

**27.3 Declaration of Interests –** PWM – item 9.a – employee of Exmoor National Park

SP joined the meeting at 7.40pm

**27.4 Minutes of the Meetings held 10 June 2019, 29 July 2019 and 27 August 2019, and any outstanding actions**

CW signed the minutes as a true and accurate record of the meetings held on 10 June 2019, 29 July 2019 and 27 August 2019.

Outstanding actions from 29 July:

**25.7.b Hedge cutting** – JB and CW have not produced a list for the Clerk to write to. Many hedges have been cut.

**25.7.c HGV lorry in Ash Lane –** SL does not have reg but confirmed it is Gregory’s lorry, however it is now driving at appropriate speed.

**25.6 Salt bins –** CW reported audit of bins had taken place and been passed to Highways.

 **Porlock Fire Station –** Clerk submitted objection to closure**.**

 **Forum Structure –** Clerk submitted Council’s view that structure should remain as is.

**25.8 Rural Worker & Succession Farm Dwelling –** Clerk submitted response in consultation with KC

**25.6 Domestic Waste in public bin –** Clerk liaised with Exford PC and then wrote to household. CW

 reported issue resolved

 **Empty Property** – Clerk in monthly communication with Empty Homes Officer.

**25.10.d Financial Regulations** – date of adoption still to be identified

**25.10.e Additional signatory** – Clerk has completed paperwork and is awaiting confirmation from bank regarding PWM being added as signatory to Natwest accounts

**25.11.a Planning matters –** Clerk submitted further response to ENPA

**25.13 Co-option of member to Council** – Clerk reported not further communication from interested party

**25.14 Storage Unit** – agenda item 17

**25.15 Councillor Portfolios** – agenda item 12

**25.17 Correspondence** – letters sent by Clerk

**27.5 Reports from County and District Councillors** – Clerk read report from FN advising hedges must not be cut between 1 March and 31 August inclusive expect for where the hedge overhangs and obstructs, a highway, road or footpath, and that SCC are confirming with NFU and RPA requirements for farmers to maintain their hedges.

 SP reported the hedges and overhanging trees around Beulah Chapel had been raised with Highways at the recent Panel meeting, due to the hazard of lorries catching wing mirrors and the sudden darkness. SWaT may financially support the Lengthsman Scheme in future.

**27.6 Highways matters:**

 **27.6.a Cutting back of Verges and Hedges** – SCC have completed their cuts. Many landowners have cut their hedges. **Clerk to write to Highways querying why Exford Road has been marked for works to the verge and trees but no action taken**. Clerk reported an email from a member of the public concerned about the overhanging hedges in School Lane and The Steep. **CW to confirm which need cutting. Clerk to write if required.**

 **27.6.b Proposed signs for Halse Lane** – SP showed proposed signs. SCC Highways have quoted to replace the signs. Winsford PC has not agreed to fund any sign replacement cost. **SP to show proposed signs to relevant parties and seek their opinion.**

 **27.6.c Other Highway matters** – None

**27.7 Course of Action for Yellowcombe Leat** – Wall has been damaged by vehicle, debris has fallen into road. **Clerk to write to Highways again, highlighting new damage and requesting they address.**

**27.8 Financial Matters:**

 **27.8.a Financial Report** – Clerk presented financial report and highlighted concern over funds. Council to consider the need to draw on reserves, and to note the costs incurred by the Council on behalf of Winsford Charitable Trust. It was agreed to pay

* the Clerk £516.75 salary (2 months salary plus backpay plus additional hours for Trust) and to reimburse the Clerk £41.86 expenses
* HMRC £41.60 tax due

**27.8.b** It was retrospectively agreed to pay Mike Hillier £345 for Village Car Park Maintenance

**27.8.c** It was agreed the Clerk should attend a VAT course with the cost being shared between 3 parish councils

**27.8.d** It was agreed the **Clerk should purchase a removeable hard drive to back up the laptop**

**27.8.e** It was agreed the **Clerk would respond to the Local Government Audit Consultation**

**27.9 Planning Applications:**

**27.9.a Planning Application Appeal for Upcott Farm, Land at Quarme Bridge, Winsford – Appeal Ref APP/F9498/C/19/3225006** – **Clerk to submit Council’s support of ENPA’s position of the appeal, taking account of the Landscape Officer’s concerns**.

**27.9.b Response to 5G Mast Consultation** – **Clerk to submit response requiring planning permission to be required in protected landscapes**

CW thanked SP and gave him leave to retire. SP left the meeting at 9.30pm

**27.10 Update on Winsford Charitable Trust –** MM and Clerk gave update. Definitive advice from SALC is that Trust meetings must be separate from Council meetings, and Trust funds must be separate from Council funds. It was agreed that MM and Clerk to attend Legal Advice surgery at SALC on 10 October, and it was noted that this will incur further costs with Clerk’s hours and MM travel costs.

**27.11 Co-option of Councillor –** Clerk to continue to advertise unfilled seat.

**27.12 Councillor Portfolios** – the following areas of responsibility were agreed

**SR –** Defibrillator, Speed limit.

**PWM –** Village Hall, Housing.

**MM –** Water/Rivers, Archive, Footpaths/Bridlepaths.

**CW –** Panel.

**JB –** Highways, Panel – to be confirmed as not present

**KC –** Code of Conduct, Forum – to be confirmed as not present.

**27.13 Managing and Funding Village Website –** Council needs to provide certain data online – Google docs could provide this. Current village website works well, and includes all facilities of village. Council is not responsible for these areas. **CW to liaise with other parties in village to confirm their intentions and expectations.**

**27.14 Requirements for Archive –** deferred to next meeting.

**27.15 Christmas on the Green –** **CW to write to Shoots to ask for support with event, and to ask last year’s organiser to run event if Council supply tree**.

**27.16 Remembrance Sunday –** Council have a wreath and would like to lay it on behalf of villagers.

**27.17 Provision of Storage unit –** deferred to next meeting.

**27.18 Correspondence and Emails received –** All emails circulated as received. Clerk has annual report from South West Lakes Trust and will leave in Village Hall.

**27.19 Reports from committees and councillors, including:**

**27.19.a EA and WSFG Consultation** – Report circulated. **CW to place poster for Flood Event in noticeboard**. WSFG AGM is on 27 October, and Climate Emergency has been declared at County and District level.

**27.19.b Exmoor Panel** – Report circulated

**27.19.c Exmoor Consultative Forum** – No report

**27.19.d Empty Property** – covered under item 4

**27.20 Items for next agenda –** Archive, Storage Unit.

**27.21 Date of Next meeting – Monday 25 November at 7.30pm**.

There being no further business, the CW closed the meeting at 10.07pm

Date………………………………………………. Signed……………………………………………….