**WINSFORD PARISH COUNCIL**

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

**Held on Monday 27 January 2020 at 7.30pm in Winsford Village Hall**

**PRESENT:** Councillors: Colin Wilkins (CW) – Chair, John Bray (JB), Kevin Connell (KC), Sarah Little (SL), David Luscott (DL), Mel Mileham (MM), Patrick Watts-Mabbott (PWM), Parish Clerk Nic Kemp (NK), and 1 member of the public

Prior to opening the meeting, CW asked for a short silence in memory of Ann Le Bas who recently passed away, in recognition of her support of the village. CW opened the meeting at 7.33pm

**29.1 Public Question Time** – None

**29.2 Apologies for Absence** – Co Cllr Nicholson (FN) and SWaT Cllr Pugsley (SP)

**29.3 Declaration of Interests –** None

**29.11 To receive update on Village Website** – Taken out of order to allow the website manager to speak. The manager explained that the software was dated and several updates to it were needed to ensure the continued operation of the website. DL to investigate options with support from manager, PWM and KC, and report recommendations at next meeting.

CW thanked the manager for attending and they left the meeting at 7.50pm

**29.4 Minutes of the Meetings held 25 November 2019, and any outstanding actions**

CW signed the minutes as a true and accurate record of the meeting held on 25 November 2019.

28.14 – NK and MM have not yet met – to be reviewed at next meeting.

28.18.d – NK still to follow up with Empty Homes Officer

**29.5 Reports from County and District Councillors** – Not present.

**29.6 Highways matters:**

 **29.6.a Feedback from meeting with leader of Council Council** – CW reported main concerns raised at meeting were lack of response from Highways and their not taking notice of concerns of issues with road closures. Highways website reporting tool was highlighted at meeting. CW reports successful use of website - potholes were repaired within days of being reported on website. MM has reported bridge repairs with no success – no reference number received. **MM to report current issues (including Exford Road and Upcott Lane) on website**. (Not Yellowcombe)

 **29.6.b Letter received on Furzehill Lane** – letter received from resident highlighting non-locals following satnav along unsuitable lane, and requesting signage. **SL to report landslip, blocked drains and gullies, and potholes on website. Clerk to refer matter of road users and signage to FN and Highways, and inform resident of action**.

**29.7 Financial Matters:**

 **29.7.a Financial Report** – Clerk presented financial report. It was agreed to pay:

* The Exmoor Society £20 for annual membership
* Mike Hillier £114 for Village maintenance – mowing and strimming
* Cutcombe Parish Council £20 as contribution towards Clerk’s VAT Course
* Mrs N Kemp £271.62 Clerk’s salary (2 months salary) and to reimburse £21.16 expenses and £23.00 SLCC subscription

**29.7.b Proposed Budget for 2020-21** – KC prop (MM sec) approving the proposed budget including a precept increase of 12.5%. Unanimously agreed.

**29.8 Planning Applications:**

**29.8.a None received**

**29.8.b Other planning matters** – CW noted that the applications for mobile masts locally (GDO 19/14 - Torre Farm and other similar applications) had been withdrawn.

**29.9 VE Day Celebration 2020 –** No offers to organise celebrations received. Open meeting to be called inviting all residents to attend to discuss at 6pm on Tuesday 11 February in Village Hall. **DL to prepare and distribute flyers.**

**29.10 Date and Requirements for Annual Assembly** – Date to be Wednesday 22 April at 7pm. **CW to speak to local organisations including Village Hall, George Joyce Trust, Henry Leigh Trust to ask for reports.** Focus could be Climate Change/Climate Emergency. **KC to ask Hill Farm Network to speak.**

SP joined the meeting at 9.05pm

**29.5 Reports from County and District Councillors –** CW returned to item 5. SP reported signs at Halse Lane in progress. Noted that Highways had offered to pay as had residents if required. Update from meeting with leader of County Council 0 main issue that local knowledge not being used eg. for road closures and diversions. Clerk read report from FN confirming that works on Yellowcombe Leat are in progress.

CW thanked SP who left the meeting at 9.25pm

**29.12 Police Attendance at future meetings** – It was agreed that the police are welcome to attend if they have something to report or if Council have something to raise with them. Reports also given at Panel meetings.

**29.13 Adoption of model SALC documents –** it was agreed to adopt the following documents. **Clerk to post documents on website.**

**29.13.a –** Grievance Policy

**29.13.b –** Disciplinary Policy

**29.13.c –** Equal Opportunities Policy

**29.14 Contract of Employment for Clerk** – the contract was approved. CW signed the contract on behalf of the Council.

**29.15 Correspondence and Emails received –** All emails circulated as received. Clerk has thanked organisers of the Christmas Tree and Carol singing event, and the residents who donated the noticeboard for the bus shelter.

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

**29.19.a EA and WSFG Consultation** – Meeting due 28 January.

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

**29.16.c Exmoor Consultative Forum** – Report circulated

**29.16.d Review of Carol Evening** – CW gave report of successful evening, including amount raised for Children’s Hospice.

**29.17 Items for next agenda –** Assembly, Councillor Portfolis, Archive, Website, Furzehill Lane.

**28.20 Date of Next Meeting – Monday 30 March 2020 at 7.30pm**.

There being no further business, the CW closed the meeting at 9.35pm

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