

# WINSFORD PARISH COUNCIL

## Minutes of the Meeting of Winsford Parish Council

Held on Monday 21<sup>st</sup> May 2018 at 7.30pm in Winsford Village Hall

**PRESENT:** Acting Chairman: Kevin Connell (KC),  
Councillors: Mel Mileham (MM), Steve Hunt (SH), John Bray (JB) and Parish Clerk Caroline Moore (CM).  
WSC N Thwaites (NT), B Heywood (BH) & SCC F Nicholson (FN)  
In attendance: Sarah Little (SL)

The clerk opened the meeting at 7.30pm, welcoming all to the meeting.

**18:37 Apologies for non attendance:** Apologies had been received from Colin Wilkins.

**18:38 Election of Officers:** There were no proposals for Chairman so this office remains unfilled, though there was some thought that a councillor who was not present might accept nomination at the next meeting. Kevin Connell was proposed as vice Chairman by Mel Mileham and seconded by Steve Hunt. He accepted and took the chair for the meeting. Kevin Connell welcomed a new councillor, Sarah Little, to the meeting. However, neither Sarah Little nor the second new Councillor, Patrick Watts-Mabbott (also absent from the meeting) had completed the necessary joining forms - Declaration of Acceptance of Office Form and Register of Interests Form, and the Clerk offered to print off a set for Sarah Little to complete.

**18:39 Declaration of Interest:** There were no declarations of interest.

**18:40 Minutes of the previous meeting - 26<sup>th</sup> March 2018:** There were no corrections to the minutes of the last meeting, which were duly signed on behalf of the Acting Chairman

**18:41 Actions from the previous minutes:**

- a. Insurance update and decision: Steve Hunt pointed out to the meeting that the current Parish Council insurance with Aon expires at the end of May 2018, and that this company are no longer offering Parish Council insurance, suggesting BHIB from Leicester are used instead. However, Steve Hunt has spent some considerable time researching different insurance companies and obtaining quotes from them, in particular Zurich (used by Exton and Bridgetown Parish Council) and Came and Company, and produced a spreadsheet detailing what was covered by each company which he shared with the meeting. After some discussion, it was agreed to insure Winsford Parish Council with Zurich, including product liability insurance. Kevin Connell offered Steve Hunt a huge vote of thanks for all his hard work in connection with this complex and challenging project
- b. Website: The Clerk reported that she was awaiting a date for website training from a former councillor, Beverley Flanagan, and would chase this up with her. In the meantime, items for inclusion on the website continue to be sent to Beverley.

In addition, Kevin Connell commented on the smart new defibrillator cabinet installed on the Village Hall wall, but pointed out that whilst the Parish Council owns the cabinet, the defibrillator is owned by the Village Hall Committee. Steve Hunt recommended that the cabinet and defibrillator should both be owned by the same body, and would make the necessary arrangements for the Village Hall Committee to transfer ownership of the defibrillator to the Parish Council. The Parish Council agreed to take full responsibility for the defibrillator including insurance and maintenance. Steve Hunt also pointed out that the defibrillator will need regular maintenance every six months, and will pass on relevant contact details for this to the Parish Clerk to arrange, and that the warranty on the defibrillator expires in June 2018. Kevin Connell thanked all for their hard work in connection with this.

The Council also expressed concern regarding the dilapidated bungalow and caravan in Ash Lane, which are becoming increasingly dangerous. Bruce Heywood advised that the property is owned by someone currently living in Manchester, and will speak to the Officer for Empty Homes to establish whether anything can be done, but was doubtful, and would report back at the next meeting. Following a question from Steve Hunt, Bruce Heywood said he would ask the Empty Homes Officer to write to Winsford Parish Council to say what he was able to do or not do. (Subsequent note: the Empty Homes Officer, Steve Perry, has offered to attend the next meeting).

Mel Mileham advised the 'litter pick' had taken place on the re-scheduled date of 14<sup>th</sup> April 2018 and Kevin Connell thanked all those involved.

Kevin Connell advised that some sign painting had been undertaken by Colin Wilkins and Beverley Flanagan, and that Halse Farm had asked for a quote for a new finger arm on the signpost.

Kevin Connell also advised that Sue Hayes had raised in excess of £600.00 for funds towards the maintenance/replacement of swing seats, for which he offered a vote of thanks. Colin Wilkins is to ask George Strickland to check the condition of the swing seats and frames.

**18:42 Across Exmoor Magazine:** Caroline Moore had previously circulated to the Parish Council an e-mail requesting a small grant of £100.00 per annum towards the production of the Across Exmoor magazine. After some discussion, it was agreed that the Clerk should ask David Godsall for some financial information such as the cost of printing 150 copies for Winsford and how much is usually collected towards this from subscriptions and report back to the next meeting.

**18:43 Trustee to the Henry Leigh Trust - Rosie Strickland:** Caroline Moore had previously circulated to the Parish Council an e-mail requesting the Parish Council to nominate Rosie Strickland for the position of Trustee to the Henry Leigh Trust, to which all present agreed. The Clerk will advise the Trust and Rosie accordingly.

**18:44 DEFRA Consultation Letter:** Mel Mileham explained the content and background to this letter to the Parish Council, which all present endorsed, and Kevin Connell thanked Mel Mileham for all her hard work in connection with this.

**18:45 Reports from Exmoor Society/ENP Conference:** Mel Mileham had already circulated a report to Winsford Parish Council and this led to the Parish Council's decision to respond to the Defra Consultation, 'Health and Harmony: the future for food, farming and the environment in a green Brexit'.

**18:46 Report from West Somerset Flood Group:** Mel Mileham advised the Parish Council that David Mitchell had been appointed as a new Senior Manager for Somerset Rivers Authority and will be looking for extra funding for the maintenance of drains and gullies on Exmoor. Mel Mileham also has a meeting arranged with WSFG and FWAG, to explore possible help with future flood prevention initiatives.

**18:47 Large Vehicle Signage:** Steve Hunt advised the Parish Council that some progress had been made in connection with vehicle signage in the village, as County Roads had now agreed to support long vehicle signage, rather than HGV. Frances Nicholson advised that it was highly unlikely that ENP would agree to any sign being erected at Spire Cross. She was more hopeful of agreement to a siting at the cattle grid at the top of Halse Lane. Further, to have signs which displayed a specific vehicle length would require a submission to central government, which would require funding which was not currently available.

With these inputs, it was agreed that Steve Hunt would contact County Roads (Jo Sharp) to request the siting of an 'unsuitable for long vehicles' sign in the centre of the village on the signpost (at cab height) by the tearooms, together with a sign at the cattle grid at the top of Halse Lane. Steve Hunt advised that he had spoken to Roy and Teresa Thomson (tearoom proprietors) who raised no objection to this proposal providing the sign is not over obtrusive. Kevin Connell thanked Steve Hunt for all his hard work in connection with this.

**18:48 Financial Report:** Caroline Moore advised that the following cheques have been written since the last meeting:

3 <sup>rd</sup> April 2018	Chq no 721, Mrs B Flanagan (for defibrillator cabinet)	£446.59
4 <sup>th</sup> May 2018	Chq no 722, Mrs M Mileham (conference fee)	£20.00
21 <sup>st</sup> May 2018	Chq no 723, Somerset Association of Local Councils	£80.10
21 <sup>st</sup> May 2018	Chq no 724, Mrs C Moore, April pay and expenses	£131.58
21 <sup>st</sup> May 2018	Chq no 725, Mrs C Moore, May pay and expenses	£139.63

All expenditure was approved.

The Chairman did not think it was appropriate to discuss the Parish Clerk's pay award, monthly standing order for salary and payment under PAYE at the Parish Council meeting, and is to arrange a separate meeting with the Clerk.

**18:49: Approval of Exemption Certificate from Limited Assurance Review:** Approved.

**18:50 Approval of Annual Governance Statement:** Approved.

**18:51 Review of Internal Auditor's Report:** Approved.

**18:52 Approval of Accounting Statements 2017/18:** Approved.

**18:53 General Data Protection Regulations 2017/18:** Kevin Connell advised the Parish Council that in his opinion this did not really affect a small Parish Council who did not have a database with personal details.

**18:54 Somerset Unitary Authority:** Deferred.

**18:55 Correspondence and E-mails:** None.

**18:56 Reports from Committees:** None.

**18:57 Planning Applications and Decisions:**

a. 6/40/17/1 Time extension for approved surface application to Howtown concrete track

b. 6/40/18/102 Proposed installation of dormer window, sink unit, removal of door and

plasterboard studwork, Royal Oak

c. 6/40/18/103LB Listed building consent to accompany above application

d. 6/40/18/104 Solar panels to existing Trap Cottage Roof

e. 6/40/18/105LB Listed building consent to accompany above application

f. 6/40/18/106 Lawful Development Certificate for proposed extension from rear elevation,

Howtown Cottage

The Council raised no issues with any of the above.

**18:58 Other Business Directed to the Clerk/Chairman:** Mel Mileham advised the Parish Council that Ian Brooks had attended a National Park meeting on the maintenance of footpaths and bridleways and volunteered to keep an eye on the state of local footpaths and bridleways. In addition, Mel advised that the leat wall at Yelloowcome Track was damaged and a drain collapsed outside Winn Cottage, and that both these points were being addressed.

**18:59 Dates of Next Meeting:** Monday 30<sup>th</sup> July 2018, 7.30pm, to which Steve Hunt offers his apologies.

The Chair thanked everyone for attending the meeting, and closed it at 9.10pm.

Date.....

Signed.....

DRAFT