



WINCANTON TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON MONDAY 22ND MARCH 2021 ONLINE VIA ZOOM AND LIVE STREAMED ON YOUTUBE

Present: Councillors Shelbourn-Barrow (Chair), Greening (from 19:34), Power, Ralph, Smith, Thomas, Tudgay, Vagg and Walters

Locum Clerk: Zöe Godden

There was one members of the public present at the start of the meeting.

The meeting started at 19:02.

The Chair welcomed everyone and confirmed that the meeting was quorate. All Councillors confirmed that they had received the supporting papers before the meeting.

19:02 – The Chair allowed a public open session.

A member of the public said that the recently adopted Standing Orders were not on the Town Council's website and that he had asked for other papers relating to this meeting to be forwarded to him but had not received a response. The member of the public asked why the May Full Council meeting had been scheduled for 4th May, before the 6th May by-election.

The Chair confirmed that the Locum Clerk had responded to the member of the public's first set of emails, that the Standing Orders would be uploaded to the website when a member of staff was available to do so and that the meeting dates had been approved by the Full Council at the December meeting.

19:05 – The Chair brought the public open session to a close.

Councillor Ralph confirmed that the Locum Clerk had responded to the emails from the member of the public as she had had sight of the responses.

The meeting starts at 19:06.

0218 APOLOGIES

To note those Councillors unable to attend.

Councillor Greening would arrive at the meeting late. No other apologies had been received.

0219 DECLARATION OF INTEREST

There were no declarations of interest.

0220 MINUTES OF PREVIOUS MEETINGS

- a. To receive and sign the minutes of the ZOOM Meeting held on Monday 22nd February 2021 in accordance with Standing Order 12c.

Councillor Tudgay reported that the electricity bill that had been queried at the previous meeting had been investigated. It had been found that it related to the Works Garage at the cemetery and had always been addressed to Laburnum Villas.

RESOLVED: It was proposed by Councillor Power, seconded by Councillor Smith and unanimously agreed to approve the minutes as presented.

- b. To note the draft minutes from the Governance and General Purposes Working Group meeting, held on 1st February 2021.

Noted.

- c. To note the draft minutes from the Planning Committee meeting held on 8th March 2021.

Noted.

0221 TO REVIEW ACTION POINTS FROM THE PREVIOUS MEETING.

The Locum Clerk reported that she was in the process of obtaining information on the potential savings that might be realised by the installation of LED lighting at the MUGA. All other action points had been completed.

19:13 –One member of the public left the meeting.

0222 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

Councillors noted receipt of a written report from County Councillor Anna Groskop.

The Locum Clerk was instructed to check that District Councillors were receiving agendas to meetings.

Action 210322/1: Locum Clerk

0223 COUNCIL MATTERS

- a. To agree one further Councillor to sit on the Open Spaces Committee.

RESOLVED: It was proposed by Councillor Ralph, seconded by Councillor Vagg and agreed that Councillor Power would sit on the Open Spaces Committee. Seven votes for; Councillor Power abstained from voting.

- b. To consider approving revised terms of reference for the Planning Committee

RESOLVED: It was proposed by Councillor Tudgay, seconded by Councillor Power and unanimously agreed to change the number of members of the Planning Committee from five to seven and to approve the revised terms of reference with that one amendment.

The Locum Clerk was instructed to add the revised Planning Committee terms of reference to the website.

Action 210322/2: Locum Clerk

c. To consider approving a Persistent and Vexatious Complainers and Correspondence Policy. The Chair explained that this policy had been recommended to the Full Council for approval by the Governance and General Purposes Working Group and that the minor amendments that the working group had requested had been made to the current draft.

RESOLVED: It was proposed by Councillor Ralph, seconded by Councillor Thomas and unanimously agreed to approve the Persistent and Vexatious Complainers and Correspondence Policy as presented. The Locum Clerk was instructed to add the policy to the website.

Action 210322/3: Locum Clerk

d. To consider a request from Cale Park Kitchen for permission to install sail shades to provide shelter to the outside seating area.

Councillors discussed the request. It was felt that the Council should support local businesses and that this was a light touch solution to providing shade and shelter to the outside area at Cale Park Kitchen. The Chair asked if there were any insurance implication and the Locum Clerk confirmed that the shades would be covered by the Council's public liability insurance without any additional cost to the premium.

RESOLVED: It was proposed by Councillor Power, seconded by Councillor Smith and unanimously agreed to give permission for the installation of the sail shades at the David Sharp Centre, the cost of which would be covered by the operators of Cale Park Kitchen.

19:34 – Councillor Greening joined the meeting.

e. To consider approving the March 2021 newsletter.

RESOLVED: It was proposed by Councillor Ralph, seconded by Councillor Smith and unanimously agreed to approve the March 2021 newsletter as presented. The Locum Clerk was instructed to add the newsletter to the website, social media and noticeboard.

Action 210322/4: Locum Clerk

The Chair suggested that a newsletter could be produced more regularly, either monthly or quarterly, and could include updates on Town Council activities and projects. The Chair further suggested that Councillors could take turns in leading on the production of the newsletter, which would be a one-page document. It would be important for the lead Councillor to liaise with the Project and Development Co-ordinator. Councillors discussed these ideas.

RESOLVED: It was proposed by Councillor Vagg, seconded by Councillor Smith and unanimously agreed that a newsletter would be produced quarterly in the first instance, that Councillors would take turns to lead on issues and that the newsletter would be added to the website, social media and noticeboard.

0224 PLANNING

To consider the following planning applications, as recommended by the Planning Committee on 8th March 2021:

a)	20/03363/FUL	Land rear White Horse Hotel, High Street, Wincanton BA9 9JP	Erection of 5 new dwellings houses to the rear carpark and garden of the former White Horse, including a new parking layout for the White Horse and new dwellings, landscaping and bin store and carport.	https://publicaccess.southsomerset.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QK1XYROWLSQ00
b)	20/03364/LBC	Land rear White Horse Hotel, High Street, Wincanton BA9 9JP	Erection of 5 new dwellings houses to the rear carpark and garden of the former White Horse, including a new parking layout for the White Horse and new dwellings, landscaping and bin store and carport.	https://publicaccess.southsomerset.gov.uk/online-applications/applicationDetails.do?keyVal=QK1XYROWLSR00&activeTab=summary

Councillor Tudgay, who had chaired the previous Planning Committee meeting, explained the reasons for the Committee's decision, which was to recommend refusal of the applications due to concerns regarding the lack of safety from the volume of traffic in/out using the narrow main entrance beside the White Horse onto the High Street, the over development of the area as there is another planning application at the White Horse for 14 apartments and maisonettes, and also the loss of privacy for adjacent homes and gardens due to being overlooked by the new dwellings.

Councillor Thomas noted that County Highways had not raised any objection to the applications and stressed that any development on the hotel site should take account of the historical importance of the frontage and main hotel building.

RESOLVED: It was proposed by Councillor Tudgay, seconded by Councillor Power and agreed to submit the Planning Committee's original comments to SSDC. Seven votes for; Councillors Power and Ralph abstained from voting and asked for this to be recorded in the minutes.

0225 FINANCE

a. To consider renewing the Town Council's insurance policy with Zurich Municipal at a cost of £630.19.

The Chair noted that this insurance policy related to the Council's works vehicle. Councillor Vagg felt that additional quotes should be sought. Councillor Ralph said the quote seemed reasonable and noted that, as the renewal date for the policy was 4th April, there would not be enough time for new quotes to be brought before the Council without holding an extraordinary meeting. The Chair agreed that it would be preferable to have obtained additional quotes but that it was important to ensure that the vehicle was insured. The Chair said that quotes would be obtained in time for next year's renewal date.

RESOLVED: It was proposed by Councillor Ralph, seconded by Councillor Power and agreed to accept the quote as presented. Seven votes for; One vote against.

b. To consider renewing the fire alarm, intruder alarm and emergency lighting maintenance contract for the David Sharp Centre at a cost of £490.00
Councillor Thomas noted that this is an annual cost that has been paid for some time. The cost in the previous year had been £485.99.

RESOLVED: It was proposed by Councillor Tudgay, seconded by Councillor Smith and unanimously agreed to renew the contract as presented.

c. To consider subscribing to the Rural Market Town Group at an annual charge of £130.
The Chair explained that membership of the group was free until September 2021, after which, the cost for membership of the rest of the year would be £65.

RESOLVED: It was proposed by Councillor Ralph, seconded by Councillor Power and unanimously agreed to take up the offer of free membership until September 2021 and to review the benefits before considering a paid membership.

Action 210322/5: Locum Clerk

d. To consider quotes for internal audit work for the 2020-21 financial year.
Three quotes had been received and shared with Councillors before the meeting. There was some discussion about the merits of entering into a three-year agreement.

RESOLVED: It was proposed by Councillor Tudgay, seconded by Councillor Ralph and unanimously agreed to choose the quote from Tim Light for internal audit work for the 2020-21 financial year.

e. To review the Financial Risk Assessment and Management document.
The Chair felt that the risk assessment should have a scoring matrix to quantify whether risks were low, medium or high but felt that the document presented was adequate to meet requirements.

RESOLVED: It was proposed by Councillor Ralph, seconded by Councillor Power and unanimously agreed to approve the Financial Risk Assessment and Management document as presented.

f. To hear an update on the switch to Unity Trust Bank.
The Locum Clerk reported that all of the application papers had been completed and the relevant identification obtained from people named on the account. The Council needed to send a cheque for £500, made out to Wincanton Town Council, to Unity Trust Bank with the application papers as an initial deposit. The Locum Clerk hoped that the new account would be active by the end of the month although this was not guaranteed. The Chair thanked the Locum Clerk for her work in arranging the new bank account and noted that online banking would be a big improvement.

RESOLVED: It was proposed by Councillor Tudgay, seconded by Councillor Vagg and unanimously agreed that a cheque for £500 should be prepared for submission to Unity Trust Bank as an opening deposit.

g. To hear an update on Stakeholder Group projects funded in 2020-21. It was **agreed** to defer this matter to the next Full Council meeting to ensure that a full year of transactions could be included.

h. To hear an update on possible section 106 contributions due to the Town Council. The Locum Clerk confirmed that she and the Chair had had acknowledgements to their enquiries for information on available S106 monies but the figures had not yet been received. It was **agreed** to add this matter to the next agenda for an update. Councillor Vagg noted that the monies might be lost if they were not accessed soon.

i. To consider a recommendation from the Open Spaces Committee that a phased repair to the damaged tarmac at the MUGA is undertaken at a cost of £660. Councillor Tudgay, Chair of the Open Spaces Committee, explained that a quote had been obtained to repair the damaged tarmac around several of the MUGA posts at a cost of around £4000. The Works Maintenance Supervisor had sought advice from a different contractor, who had suggested a phased repair approach. By repairing only two of the damaged areas, an assessment could be made as to the effectiveness of the repair before committing to the cost of repairing all of the areas. Councillor Ralph commended everyone involved in finding a more cost-effective solution.

RESOLVED: It was proposed by Councillor Smith, seconded by Councillor Ralph and unanimously agreed to undertake the phased repair approach as described.

Action 210322/5: Works Supervisor

j. To consider a recommendation from the Open Spaces Committee to purchase various pieces of machinery, needed by the Works Team, from Hunt Forest, at a total cost of £1225.33.

Councillor Tudgay explained that the Open Spaces Committee had considered three quotes for the supply of the required equipment, all of which had been very similar. The Town Council had dealt with Hunt Forest before and had an account with the company, so this was the preferred supplier.

RESOLVED: It was proposed by Councillor Power, seconded by Councillor Walters and unanimously agreed to accept the quote from Hunt Forest.

Action 210322/6: Works Supervisor

k. To consider a recommendation from the Open Spaces Committee that two companies are nominated as preferred suppliers, as follows:

- Machinery repairs – TJ Young for costs up to £500
- Play equipment repairs – Play UK for costs up to £1000

Councillor Tudgay explained that the preferred suppliers had been requested by the Works Supervisor to enable him to have certain smaller jobs completed without having to get three quotes every time. TJ Young had been used by the Council for some years and was based in Wincanton. Play UK had also been used by the Council on several occasions and was a Somerset-based company.

RESOLVED: It was proposed by Councillor Walters, seconded by Councillor Tudgay and unanimously agreed to approve the preferred suppliers and amounts as requested and that this arrangement should be reviewed annually.

I. To approve the March 2021 payment list and agree two Councillors to sign cheques. The Chair reported that the payments list had been generated from the new Scribe accounting software. Councillor Ralph asked if it had been easy to produce the list. The Locum Clerk confirmed that the process was much quicker as, previously, the list had to be typed into a separate document, whereas, Scribe was able to produce the list directly from the data originally entered.

RESOLVED: It was proposed by Councillor Ralph, seconded by Councillor Vagg and unanimously agreed to approve the payments list as presented. Councillors Vagg and Walters would sign the cheques, including the additional cheque for the opening deposit for Unity Trust Bank of £500.

0226 ITEMS FOR CONSIDERATION FOR THE NEXT AGENDA

The Locum Clerk was instructed to add the following items to the April agenda:

- Update from the Stakeholder Group and year-end report
- Update on S016 monies due to the Town Council
- Nomination of two additional members of the Planning Committee.

Councillor Ralph thanked the Clerk team for their work in preparing for the meeting.

0227 EXCLUSION OF PRESS AND PUBLIC

To consider exclusion of press and public for remainder of meeting under Public Bodies Admissions To Meetings Act 1960, Section 1 (2) on the grounds that discussion of the following business is likely to disclose confidential information relating to contracts.

RESOLVED: It was proposed by Councillor Tudgay, seconded by Councillor Ralph and unanimously agreed to exclude the press and public for the remainder of the meeting.

0228 To note receipt of a draft Car Park Compensation Agreement from SSDC and to agree a response and any action to be taken.

Councillors discussed the content of the draft agreement in depth.

RESOLVED: It was proposed by Councillor Ralph, seconded by Councillor Power and unanimously agreed that the Locum Clerk should ask SALC to recommend a solicitor who could advise the Council how best to proceed; that the Locum Clerk should write a holding letter to SSDC to inform them that the Council was seeking legal advice; that the Car Parking Committee should be reinstated.

Action 210322/7: Locum Clerk

0229 To note receipt of information from the letting agent in respect of the David Sharp building and agree any action to be taken.

Councillors discussed the issues at length and agreed a course of action.

21:22 – Councillor Tudgay left the meeting.

RESOLVED: It was proposed by Councillor Ralph, seconded by Councillor Power and unanimously agreed that the Locum Clerk should write to the letting agent, detailing the required course of action. The letter should be shared with Councillors before sending to the letting agent and Councillors were instructed to keep this letter in confidence and not to print it or share it in any way.

The meeting ended at 21:35.

A handwritten signature in blue ink, appearing to read 'Zöe Godden'.

Zöe Godden
Locum Clerk