



Clerk: Mrs. L Rampton
Parish Council Office,
Winscombe Community Centre,
11 Sandford Road, Winscombe,
North Somerset BS25 1JA
Telephone: 01934 844257

Members of the public and press are very welcome to attend this meeting.

Dear Councillor,

You are summoned to attend a meeting of the Parish Council which will take place as detailed below:

**A meeting of the Parish Council will be held on
Monday 22nd April 2024, at 7.30pm,
Winscombe Community Centre, Amesbury Room**

16.04.2023

Lynne Rampton Clerk to the Council

A G E N D A

1. To receive apologies for absence and to approve reasons for absence where appropriate.
2. Declarations of interest.
3. 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.*
4. To approve the minutes as a correct record of the parish council meeting held on 25th March 2024
5. Update from the March parish council meeting along with the April Clerk's report
6. Crime report – to receive a monthly police report for the parish
7. Response to matters raised during public participation at the previous parish council meeting
8. Public participation *A maximum time of 15 minutes will be allowed for a session open to the Public to present comments, observations, information, petitions, or lead deputations and is the only time members of the public may participate during the meeting.*
9. To receive a ward councillor update
10. To authorise monthly bills for payment and internal bank transfers
11. To consider and comment on current planning applications in the parish:
 - a. **23/P/2437/FUL - Land at Mead Lane, Sandford - revised details**
 - b. **24/P/0539/NMA - Winscombe Community Centre**
Non material amendment to application 21/P/1037/FUL (Erection of a purpose built two storey community centre building to replace 3no. existing temporary buildings) For information only.
 - c. **24/P/0502/FUL - Land Opposite Sandford Methodist Church**
Altered access, demolition of concrete base, construction of a 3-bed bungalow and detached double garage with associated refuse and cycle stores.

The applicant would like to evaluate based on Policy DM68d:

The local planning authority, through consultation with relevant Council departments, town/parish councils, service providers and voluntary groups, etc. is satisfied that there is no demand for any appropriate form of community facility in the vicinity.

- d. **24/P/0554/FUH - Quarry Close, Winscombe Hill**
Demolition of the existing conservatory garden room and proposed erection of a single storey extension to form a new garden room and kitchen.

- e. **24/P/0616/FUH - 33 Wimblestone Road**
Proposed erection of a porch to the East elevation.
- f. **24/P/0642/FUH – Rowington, Bridgwater Road**
Removal of the existing lightwell dormer and proposed erection of single storey rear, side and front extensions to the ground floor. Conversion of existing integral garage to living accommodation and 2no. new dormer roof extensions. Construction of a 4 bay timber frame detached garage with central passageway.
- g. **24/P/0688/FUH - 43 Sidcot Lane**
Provision of a new roof structure to create a first floor and erection of a replacement single storey rear extension following demolition of the existing single storey elements and associated works.
- h. **24/P/0535/FUL - 11 Sandford Road**
Proposed Change of Use of existing local community building (Class F2) known as the 'Headmasters House' to a dwelling (Class C3). Works to include the removal of existing wooden shed to allow for off-road parking and placement of solar panels on existing garage.

12. To note planning decisions and appeal notifications since the last parish council meeting

13. To receive a report from, and to approve the minutes and recommendations from a meeting of the Employment, Finance and Policies Committee held on 15th April 2024

- a. *To approve the minutes as a correct record of the meeting*
- b. *It is recommended that some funds in the 95-day notice account with Hampshire Trust Bank account are placed under 95-day notice and re-invested in the Redwood bank 95-day notice account taking the total amount invested with that bank to £80,000.*
- c. *Members to consider the findings of a review and accept the effectiveness of the system of internal control that has been in place for 2023/2024 for the Parish Council.*
- d. *To review and accept budget summary reports for 2023/2024 at year end.*
- e. *BDO LLP had been appointed as external auditor for the Limited Assurance Regime 2023-24 – to confirm no/any conflicts of interest due to this appointment.*
- f. *To review and re-adopt the Investment Strategy and Policy, this being the manner in which the Parish Council has previously invested monies.*
- g. *To consider and re-adopt a General Reserve Policy*
- h. *Annual Governance and Accountability Return 2023/2024 Part 3, p3 – Annual Internal Audit Report 2023/2024 has been completed and the end of year report/financial risk assessment is presented to the meeting for acceptance.*
- i. *Section 1 - Annual Governance Statement 2023/2024, 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.*
- j. *The accounting statements for the 2023/2024 financial year, prepared on a receipts and payments basis. To be considered by the meeting and recommended for acceptance.*
- k. *Section 2 – Accounting Statements for 2023/2024. The completed Accounting Statement is to be considered and recommended for acceptance by the meeting..*
- l. *Notification of the dates planned for the exercise of public rights to be confirmed on approval of the AGAR.*

Staffing matters – due to the confidential nature of the business to be transacted, members of the public and press may be excluded from the meeting during discussion of the following 2 items

- m. *To allow staff orderlies to carry forward the equivalent of 2 weeks annual leave to the 2024/25 holiday year?*
- n. *To consider and approve pay increase for Parish Orderlies*
- o. *To review, and to consider an increase to fidelity insurance cover at next policy renewal in August 2024.*
- p. *Local Council Award Scheme – parish council to consider registering an interest in taking part in the scheme?*

14. To approve increased hours for the Winscombe Orderly to cover Cemetery works following resignation of Cemetery Orderly

15. NSC Parking and Waste Consultations – to consider and comment on current consultations.

16. **D-Day celebrations – use of Sandford Sports Playing Field for the lighting of a beacon – request from Sandford Village Hall Committee**
17. **Unmetered electricity supply for parish street lighting – to delegate decision on renewal of contract to a meeting of the Chair's Committee.**
18. **To consider age and ability of current website and to consider quotations to upgrade this – further information following decision made by the Parish Council (26/02/24, Agenda Item 19).**
19. **Matters for information - please advise the Clerk of items 72 hours prior to the meeting.**
 - *Occasional Newsletter – content needed.*

All persons attending meetings are requested to turn mobile phones, pagers, and similar calling devices to silent so as not to cause a disturbance during meetings. The Chairman may approve an exception to this request in special circumstances.

Members are reminded that the Council has a 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.