



**WINCANTON TOWN COUNCIL**  
**MINUTES OF THE FULL TOWN COUNCIL MEETING**  
**HELD ON MONDAY 24 AUGUST 2020**  
**ONLINE & LIVE STREAMED ON YOUTUBE**

**MEMBERS OF THE PUBLIC:** 8

**MEMBERS OF THE LOCAL PRESS:** None

**PROPER OFFICER IN ATTENDANCE:** None. Locum Clerk in attendance to clerk the Full Council Meeting.

**MEMBERS PRESENT:**

Councillor Shelbourn-Barrow (Chair), Tudgay (Deputy Chair), Hinks, Old, Smith, Galitzine, Eadington, Power, Ralph, Vagg, Greening, Hearne and Rogers.

**PUBLIC PARTICIPATION**

Eight members of the public attended for Public Participation. The Chair noted the resident's comments and informed the residents any councillor who wished to resign that they must inform the Chair in writing dated and signed delivered to the Town Hall.

**0076 APOLOGIES**

Councillor Thomas and Walters.

**0077 DECLARATIONS OF INTEREST**

None.

**0078 MINUTES OF THE PREVIOUS MEETING**

Zoom Meeting Monday 10<sup>th</sup> August 2020 (Minute 063 – 075). The minutes had no questions raised. Proposed Councillor Power, Seconded Councillor Greening. Vote: 8 For. The minutes were approved.

**0079 PLANNING**

Councillor Greening reported application 20/01963/FUL. It was noted two extra employment positions once the auction room was established. It was not anticipated to cause any parking problems. Councillor Tudgay proposed the application be approved. Secunder Councillor Power. 8 For.

**0080 VERBAL REPORTS AND FEEDBACK**

- County Councillor Anna Groskop reported difficulty in parking, loading and unloading for customers at Jerry's Electrical Shop. She had spoken with Highway Officer Garry Warren who asked that Town Council make an application. Chair requested Town Council Planning to be involved.
- South Somerset District Councillor Colin Winder reported on problems at the rear of Boots the chemist in that parked cars make it almost impossible for prams to negotiate the entrance and door. He went on to report that the planning department in making procedures easier for themselves have made it almost impossible for the persons applying for planning. The District Council proposals for two unitary authorities, East and West, has been put forward however the final decision will come from Westminster.

- Chair reported since slowly moving out of lockdown she attended Wincanton Chamber of Commerce breakfast meeting talking about the Good Stuff Fund, town initiatives and other workstreams concentrating on as a council. Hope to attend the conference next year face to face. Attended and honoured to lay the wreath at Memorial Hall on behalf of Wincanton. Attended evensong at Wells Cathedral for Remembrance Service. Met with High Sheriff of Somerset which led to a further meeting in August which it is hoped to identify support in our town at this difficult time around mental health and hardship as we move through recession. Met members of public some new to the town who wish to offer their skills to help people in the community.
- Councillor representatives to outside bodies – None.

**0081 CHEQUE LIST**

Cheque list approved. Proposed Councillor Vagg, Seconded Councillor Power. Vote: 8 For. Councillor Vagg and Tudgay to sign the cheques Tuesday 25 August 2020.

**0082 TERMS OF REFERENCE PERSONNEL COMMITTEE**

Chair requested that each paper have an individual minute number. Councillor Ralph reported the document had been aligned where necessary with council Standing Orders and is now tabled before full council for approval. There were no questions from councillors. Proposed Councillor Power, Seconded Councillor Vagg. Vote: 8 For. To be reviewed by council in August 2021 or in 6 months if required.

**0083 TERMS OF REFERENCE COMPLAINTS COMMITTEE**

Councillor Ralph reported the document had been written with help from Southwest Councils is now tabled before full council for approval. There were no questions from councillors. Proposed Councillor Ralph, Seconded Councillor Greening. Vote: 8 For. To be reviewed by council in August 2021 or in 6 months if required.

**0084 CAPABILITY PROCEDURE**

Councillor Ralph reported the document written on the ACAS template is now tabled before full council for approval. It mentions the Absence Management Policy which will return to full council later. Councillor Power asked if documents had been sent out. Councillor Ralph stated they were on the Town website. There were no further questions from councillors. Proposed Councillor Greening, Seconded Councillor Vagg. Vote: 8 For. To be reviewed by council in August 2021 or in 6 months if required.

**0085 DISCIPLINARY PROCEDURE**

Councillor Ralph reported the document written on the ACAS template is now tabled before full council for approval. There were no questions from councillors. Proposed Councillor Smith, Seconded Councillor Power. Vote: 8 For. To be reviewed by council in August 2021 or in 6 months if required.

**0086 GRIEVANCE POLICY AND PROCEDURE**

Councillor Ralph reported the document now tabled before full council for approval. There were no questions from councillors. Proposed Councillor Tudgay, Seconded Councillor Greening. Vote: 8 For. To be reviewed by council in August 2021 or in 6 months if required.

**0087 COMPLIMENTS COMPLAINTS AND COMMENTS POLICY PROCEDURE**

Councillor Ralph reported the document now tabled before full council for approval. There were no questions from councillors. Proposed Councillor Greening, Seconded Councillor Power. Vote: 8 For. To be reviewed by council in August 2021 or in 6 months if required.

**0088 COMMUNITY ENGAGEMENT POLICY**

Councillor Ralph reported the document now tabled before full council for approval. There were no questions from councillors. Proposed Councillor Galitzine, Seconded Councillor Vagg. Vote: 8 For. To be reviewed by council in August 2021 or in 6 months if required.

**0089 CHRISTMAS TREE AND LIGHTS**

Chair reported procurement, erection, decorating, removal and disposal of a Christmas Tree capped at cost £3000. Three suppliers asked to quote. Received two. The cheapest quote is Super Plants at £2995 plus VAT. Councillor Tudgay proposed to accept the Super Plants quote. Seconded Councillor Power. Vote: 8 For. Councillor Greening declared an interest in Christmas Tree Lights. Clerk confirmed he remains in room for discussion. If a vote taken, he will leave room.

Councillor Greening reported on the requested meeting with Wincanton Primary School. The Head Teacher to clarify the health and safety procedures with regards to COVID. Councillor Greening to obtain written approval from the Primary School to bring to council.

Reported Councillor Thomas has withdrawn his Christmas light proposal.

Councillor Greening confirmed to proposed timescale for producing decorations. It consists of a three-day workshop for years 3,4,5 and 6. About 300 children. One day pre-production, 2-day post-production and 2 day install. Total 8 days of time. Costings £300 for lights. Project in November after half term. Resolved place on Next Agenda 28<sup>th</sup> September 2020.

**0090 CORRESPONDENCE AND CLERKS REPORT**

- Catch Information board. Installed the second information board in Cale Park. As with the rock berm we would like to gift this and the sign in the Memorial Wildflower Meadow, to the town and the town council and hope that they will provide interest to visitors to the park for many years to come. Chair thanked Catch on behalf of town council for the support given. Clerk write thank you letter.
- Repair Café supported through Good Stuff Fund. Volunteers required.
- NALC. PC 10/20. Changes to current planning system. Planning Committee to respond. Cllr Greening suggested professional input required. Chair to contact SALC to understand what support is available for Council to respond. Councillor Winder offered his support.
- Wessex Water night working restrictions in Park Street.
- Press Release: South Somerset District Council Regeneration Fund. Wincanton in receipt of £2 million. 'Forward-thinking council delivers for its communities yet again'.

No Clerks Report.

**0091 ITEMS FOR THE NEXT AGENDA**

1. Recreation Park, Cale Park re-instate meeting.
2. Sports Ground and Balsam Centre Funding 'second payment'
3. Sports Ground request for additional funding
4. Councillor Tudgay wished to see correspondence on the repair quote for the Bayford benches.
5. Skate Park longer lighting hours and Recycling bins. Initial consultation with groundsmen to be considered by Wincanton Ecological and Environmental Plan on 15<sup>th</sup> September 2020.
6. AGAR update to include Internal Audit report.
7. Terms of Reference for the Appeals Committee.
8. Extraordinary meeting of Finance Committee.
9. Stakeholder Group and the Good Stuff Fund status report.
10. Town Hall and Memorial Hall COVID risk assessment.
11. Outside bodies Councillors Duties agreement.

County Councillor Anna Groskop wished to make the following suggestions. Council requires IT development an enabling communication within council. Consider a website and for new councillors to sign the standing orders and the Nolan Principles. The Chair thanked Councillor Groskop.

The meeting was then closed 20:37:00 duration of meeting 01:37:00



Signed

Date 14<sup>th</sup> September 2020