



WINCANTON TOWN COUNCIL

DRAFT MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON MONDAY 25TH JANUARY 2021 ONLINE VIA ZOOM AND LIVE STREAMED ON YOUTUBE

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

Also present: County Councillor Anna Groskop

Locum Clerk: Zöe Godden

There were three members of the public present at the start of the meeting.

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: 04 - The Chair allowed a public open session.

PUBLIC PARTICIPATION

A member of the public asked the Town Council to consider installing a grit bin at Kinklebury Street because the current grit bin in Peach Pie Street, which is located at the bottom of the hill, could not be safely reached when roads and pavements were icy. Water running onto the road from adjoining fields created thick ice during cold weather. There had been three road accidents. The member of the public also requested the installation of a grit bin at the junction of Common Road and Deansly Way. The member of the public said that a zebra crossing had been due to be installed on Common Road for six years and asked the Town Council to look into this. In addition, the member of the public felt that double yellow lines should be installed on Common Road near the blind bend at the junction to Manor Gardens to prevent parking and thereby improve visibility. Finally, the member of the public reported that there were several potholes in the Recreation Ground car park. The Chair thanked the member of the public for her comments and said the Clerk would be in touch in due course.

Action FC210125/1: Locum Clerk

A second member of the public thanked the Town Council for its help in withdrawing a grant application during the Finance and General Purposes Committee meeting on 18th January and went on to say that groups in receipt of CV-19 related Government grants still required grants from other sources because their ability to fundraise was negatively impacted by the crisis.

A third member of the public asked the Town Council to clarify any outstanding questions in relation to a specific grant application and asked when the second instalment of the grant from

2020-21 would be paid. The Chair said that the Locum Clerk would respond to these points in due course.

Action FC210125/2: Locum Clerk

19:14 – The Chair brought the public open session to a close.

The meeting started at 19:14.

1. APOLOGIES

Apologies had been received from Councillor Greening.

19:15 – Two members of the public left the meeting.

2. DECLARATION OF INTEREST

Members to declare any interest they may have in agenda items that accord with the requirements of the Council Code of Conduct.

There were no declarations of interest.

3. MINUTES OF PREVIOUS MEETINGS

a. To receive and sign the minutes of the ZOOM Meeting held on Monday 7th December 2021 in accordance with Standing Order 12c.

The Chair noted that the meeting had taken place on 7th December 2020, not 2021 as stated in the agenda.

RESOLVED: It was proposed by Councillor Ralph, 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 16th December 2020.

Noted.

c. To note the draft minutes from the Planning Committee meeting held on 11th January 2021.

Noted.

4. TO REVIEW ACTION POINTS FROM THE PREVIOUS MEETING.

The Locum Clerk reported that two minor actions were outstanding and confirmed that they would be completed by the end of January.

5. COUNCIL MATTERS

a. To agree five Councillors to sit on the Open Spaces Committee and approve its terms of reference.

19:26 – Councillor Thomas left the meeting due to a connection problem.

RESOLVED: It was proposed by Councillor Ralph, seconded by Councillor Shelbourn-Barrow and unanimously agreed that Councillors Smith, Tudgay, Vagg and Walters would sit on the Open Spaces Committee.

It was suggested that Councillor Greening might be willing to be the fifth member of the Committee but this would need to be considered at the next Full Council meeting because Councillor Greening was not present.

19:26 – Councillor Thomas re-joined the meeting.

RESOLVED: It was proposed by Councillor Smith, seconded by Councillor Vagg and unanimously agreed to approve the terms of reference for the Open Spaces Committee as presented.

The Locum Clerk was instructed to date and upload the terms of reference to the Town Council's website.

Action FC210125/3: Locum Clerk

b. To dissolve the Recreation Ground Working Group and transfer all responsibilities to the Open Spaces Committee.

Councillor Tudgay noted that the Recreation Ground Working Group had some outstanding work that would need to be transferred Open Spaces Committee.

RESOLVED: It was proposed by Councillor Tudgay, seconded by Councillor Smith and unanimously agreed to dissolve the Recreation Ground Working Group and transfer all outstanding work and responsibilities to the Open Spaces Committee.

c. To agree a Councillor to act as representative to SSDC's Market Town Investment Group. The Chair suggested that, as well as a main representative, it would be a good idea to agree a second Councillor to act as a substitute, should the main representative be unable to attend any meetings.

RESOLVED: It was proposed by Councillor Tudgay, seconded by Councillor Shelbourn-Barrow and unanimously agreed that Councillor Ralph would be the Town Council's main representative on the Market Town Investment Group.

RESOLVED: It was proposed by Councillor Vagg, seconded by Councillor Ralph and unanimously agreed that Councillor Power would act as the substitute representative to the Market Towns Investment Group.

The Locum Clerk was instructed to inform SSDC that Councillor Ralph and Power would represent the Town Council at MTIG meeting.

Action FC210125/4: Locum Clerk

d. To note Open Spaces Report from Work and Maintenance Supervisor
Noted.

Councillor Ralph reported that she had spoken to a resident who was concerned about a recent flooding incident at the Recreation Ground. Councillor Tudgay said he had spoken to the resident concerned and confirmed that they were happy with the work that had been done to eliminate the standing water.

5. FINANCE

a. To note the Q3 budget report.

Noted.

- b. To approve the second December 2020 payment list and the January 2021 payment list and agree two Councillors to sign cheques.

Councillor Ralph noted that direct debit payments were showing on the list and asked if these were new payments. The Locum Clerk said that, in the past, the Town Council had been presented with a list of cheques to be signed, whereas it was proper practice for the Town Council to approve all payments, including any direct payments, at a Full Council meeting. As such, the Town Council would be presented with a list of all payments, rather than just a list of the payments to be made by cheque.

RESOLVED: It was proposed by Councillor Tudgay, seconded by Councillor Ralph and unanimously agreed to approve the second December 2020 payment list.

RESOLVED: It was proposed by Councillor Power, seconded by Councillor Tudgay and unanimously agreed to approve the January 2021 payment list and that Councillors Vagg and Walters would sign the cheques.

- c. To consider three quotes for replacement bark needed for the zip wire surface at Cale Park Play Area and choose a preferred supplier.

The Locum Clerk explained that the three quotes were for identical products. Councillor Ralph noted that the company quoting the lowest price was also the most local.

RESOLVED: It was proposed by Councillor Ralph, seconded by Councillor Thomas and unanimously agreed to choose the quote from Woodland Horticulture Limited of £1416.00 for 20m³ of bark.

- d. To consider earmarking £5000 to cover the cost of employing locum staff and to delegate responsibility for spending to the Personnel Committee.

The Chair reminded Councillors that £5000 had been allocated towards the end of last year to cover the cost of locum staff to support the Town Council. Since that time, the funds had been spent so another amount was needed to cover the continuing cost of locum staff until a new Clerk could be recruited. It was noted that the salaries budget should be used for substantive staff only. Councillor Ralph confirmed that the additional £5000 would be offset by the underspend that would result from the current Town Clerk vacancy.

RESOLVED: It was proposed by Councillor Ralph, seconded by Councillor Smith and unanimously agreed to earmark a further £5000 to cover the cost of employing locum staff and to delegate responsibility for spending to the Personnel Committee.

- e. To consider 2021-22 grant applications made to the Town Council from outside organisations and groups.

The Chair noted that there had been a detailed discussion of grant applications at the Finance and General Purposes Committee meeting on 18th January and that The Word had withdrawn its application. It was **agreed** to consider the grant applications as part of the whole budget in the next agenda item.

- f. To consider a draft budget and precept request for 2021-22, agree any changes and recommend a final draft to the Full Council for approval.

The Chair asked if Councillors had any comments. Councillor Walters asked if the MHA grant application would be awarded in full, and the Chair confirmed that £2000 had been entered into the draft budget for this charity. The Chair also noted that the structure of the budget was more detailed than it had been in the past.

RESOLVED: It was proposed by Councillor Vagg, seconded by Councillor Walters and unanimously agreed to approve the budget and precept request as presented.

The Chair reminded Councillors that some S106 funding was due to the Council and that earmarked reserves would be examined at a future meeting.

g. To note a report prepared by the Locum Clerk regarding banking arrangements and to consider the recommendation to switch to Unity Trust Bank and to sign up to online banking. The Locum Clerk summarised her report, which had been considered by the Finance and General Purposes Committee on 18th January.

RESOLVED: It was proposed by Councillor Thomas, seconded by Councillor Power and unanimously agreed that the Town Council's current account should be switched to Unity Trust Bank and that the Locum Clerk should apply for online banking.

h. To note that the Council's insurance company has appointed DAC Beachcroft Claims Limited to deal with the claim in relation to damage caused to the plinth and lamp post in the Market Place.

Noted.

At this point in the meeting, the Chair asked **County Councillor Groskop** to give her report. Councillor Groskop reported that the CV-19 situation remained unchanged. Vaccinations for over 80s and over 70s were progressing well at Wincanton Memorial Hospital and it was hoped that death rates would fall by approximately 85% when these age groups had all been vaccinated.

6. CORRESPONDENCE

To consider responding to a Department for Transport published a consultation called "The Future of Transport: rural strategy" and to agree a Councillor(s) to respond on behalf of the Council.

It was **agreed** that Councillors Ralph, Tudgay and Vagg would review the consultation and share their proposed responses with Councillors before submission. The responses would be reported to the next Full Council meeting.

7. ITEMS FOR CONSIDERATION FOR THE NEXT AGENDA

The Chair asked for the following items to be added to the next Full Council agenda: Responses to the "Future of Transport: rural strategy" consultation; reports from SSDC and SCC councillors; earmarked reserves; Update on S106 contributions; Update on insurance claim for damage to the Town Hall; adoption of revised standing orders; Second payment to Sports Ground; Update on Stakeholder Group projects funded in 2020-21; Receipt of Planning Committee minutes from the meeting taking place on 8th February.

The meeting ended at 20:13.



Zöe Godden
Locum Clerk