

WINSTER PARISH COUNCIL

Acting Clerk & Financial Officer Lesley Brown

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**Minutes of a meeting of Winster Parish Council held on Monday 4th
October 2021 in the Burton Institute, Winster,**

Present: Cllr Frederickson (Chair); Cllrs Gill, Brown, Hatfield, Robinson, Wood, Cooper, Randles. Lesley Brown (Acting Clerk). 1 member of the public.

| No. | Item | Action | | | | | | | | | | | | | | | | | | |
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| 10/21/1 | Apologies None | | | | | | | | | | | | | | | | | | | |
| 10/21/2 | Declaration of Interests None | | | | | | | | | | | | | | | | | | | |
| 10/21/3 | <p>Public Speaking The person present informed Council that a hole in the ground in Woodhouse Lane had become exposed when the grass was cut and also pointed out that the tarmac path between West Bank and Woolley's Yard was difficult to pass along due to a fence hanging down. Cllr Randles said she would speak to the owners. The Chairman asked councillors if they wished to say anything. Cllr Cooper asked about arrangements for cutting the grass on the Common next year. Cllr Robinson replied that the work would go out to tender once the work had been detailed and affected residents had been consulted. Cllr Robinson also reported that the non functioning street light outside Carpenter's Cottage had been reported.</p> | MR | | | | | | | | | | | | | | | | | | |
| 10/21/4 | <p>Approval and Ratification of the Minutes of the previous meeting The Council resolved to accept the minutes of the meeting held on Monday 6th September 2021 as a true record of that meeting.</p> | | | | | | | | | | | | | | | | | | | |
| 10/21/5 | <p>Finance & Administration a) Authorisation and payment of invoices Councillors had received a list of income and payments due. The following payments were approved.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>DALC (Bespoke Councillor Training)</td> <td style="text-align: right;">275.00</td> </tr> <tr> <td>HMRC</td> <td style="text-align: right;">117.75</td> </tr> <tr> <td>F.Purslow (Maintenance Sept;+ £42 expenses)</td> <td style="text-align: right;">377.92</td> </tr> <tr> <td>Emily Smith</td> <td style="text-align: right;">60.00</td> </tr> <tr> <td>David Robinson (reimburse scaffold/ladder)</td> <td style="text-align: right;">180.00</td> </tr> <tr> <td>Lesley Brown (Locum Clerk salary Sept)</td> <td style="text-align: right;">396.00</td> </tr> <tr> <td>Lesley Brown (Expenses)</td> <td style="text-align: right;">32.00</td> </tr> <tr> <td>PWLB (Loan repayment)</td> <td style="text-align: right;">331.89</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">1,770.56</td> </tr> </tbody> </table> <p>b) External Audit Queries A number of queries had been raised by PKF Littlejohn, not all of which could be clarified as the Clerk did not have the required documentation. Council were informed of the situation which will have to be fully addressed in the very near future.</p> | DALC (Bespoke Councillor Training) | 275.00 | HMRC | 117.75 | F.Purslow (Maintenance Sept;+ £42 expenses) | 377.92 | Emily Smith | 60.00 | David Robinson (reimburse scaffold/ladder) | 180.00 | Lesley Brown (Locum Clerk salary Sept) | 396.00 | Lesley Brown (Expenses) | 32.00 | PWLB (Loan repayment) | 331.89 | TOTAL | 1,770.56 | |
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| | <p>c) Review of External Audit Documents The Audit documents were submitted late and the period for the exercise of public rights had to be set with an expiry date beyond the deadline of 30th September. The external auditor is unable to certify completion of their review work until this period has elapsed.</p> <p>d) Review & Approval of Winster PC Financial Regulations Councillors had all received copies of the revised document, which was duly approved and signed by the Chairman.</p> <p>e) Changeover to on-line banking Council had been advised that the current RBS bank account required two signatories, both of whom must be current Parish Council members. It was resolved that the Authorised Signatories in the current mandate, for the accounts detailed in section 1.3, be changed in accordance with section Authorised Signatories. This will allow the process of moving to on-line banking to proceed. Council agreed that Cllr Simon Wood should remain as signatory and that Cllr David Frederickson should become the second.</p> <p>f) The purchase of a wreath for Armistice Day was agreed by the Council.</p> | |
| 10/21/6 | <p>Planning NP/DDD/0721/0788 Decision Notification. Wynstead House, 2 Woolley's Yard, Winster. Installation of 2 roof lights to front roof elevation. Granted with conditions. Forwarded to Councillors before the meeting.</p> | |
| 10/21/7 | <p>Chairman's Report Cllr Frederickson reported that the DALC Training Session had been very helpful and that all councillors had attended and taken part in the meeting on September 15th at the Burton Institute. The Budget is being worked on. Cllr Frederickson expressed the wish that ideas for funding projects from parishioners should be considered. Cllr Frederickson proposed that the word 'Committee' should apply only to Finance and that all other groups should be known as 'Working Groups'. This was agreed by all councillors. It was suggested that the arrangement for the purchase of the Christmas Tree should remain a partnership with the Entertainments Group, as in previous years.</p> | |
| 10/21/8 | <p>Clerk's Report & Correspondence Dealings with Vertas have been finalised and all accounts settled. An e mail from a resident had listed some things for consideration; i) One seat in the village is broken and others are in need of repair. Cllr Robinson responded to this stating that the forthcoming Asset Register would review all seats. ii) Repair work and cleaning of the War Memorial is needed. iii) The payment of Peppercorn Rents was queried. The Clerk was asked to make enquiries in order to discover the origin of these. West Bank Closure 28th & 29th October between 9.30 & 3.30 for repairs to a BT Cable fault had been notified. An enquiry from a resident of East Bank regarding a possible planning infringement was noted. The planning department have responded negatively.</p> | Clerk |

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| 10/21/9 | <p>Finance Committee A meeting was held on 29th September and minuted by the Clerk. Due to an error in e mailing the Minutes were not available for approval, but will be forwarded and approved at the November meeting.</p> <p>Environment Working Group Cllr Robinson gave details of the NALC Digital Mapping service and had received a quote from Parish On Line for £60.00 per year + VAT including asset mapping. A 30 day free trial period was agreed by Council. A schedule for tree works is being finalised and will be presented at the November meeting. A list of expenditure items is being prepared for consideration in the budget.</p> <p>Communication Working Group Cllr Gill asked the Clerk to complete Section 2 of the set up for the new website. This will involve the uploading of documents and important phone numbers. Council was asked if they wished the website to have a Logo. No response had been forthcoming following the request for a design put in the recent village magazine.</p> <p>Road & Traffic Working Group Cllr Brown said no response had come from Highways regarding the agreed plan to widen the pavement opposite the school and placing a mirror opposite the Market House. The Clerk offered to phone for some information. A meeting to enlist more people into the group was needed and Cllr Brown requested that this could take place following the Drop In Day on 27th October. Cllr Gill gave agreement. Parking remains a problem and Cllr Brown suggested that Resident's Parking would only push the problem elsewhere in the village.</p> | <p>DR</p> <p>DR</p> <p>Clerk</p> <p>Clerk</p> |
| 10/21/10 | <p>Parish Matters & Maintenance</p> <p>a) Drop In Days Cllr Gill informed Council that the first of these would take place on 27th October from 6.30 until 8pm at the Bowling Green Pub.</p> <p>b) Allotment Agreement This is being finalised. It was agreed that bills should be sent out to plot holders in April. Fencing is nearly finished and Cllr Wood is to arrange to meet people to discuss the position of their plots. Queries regarding the erection of sheds and greenhouses have to be resolved.</p> <p>c) Quote for Works within the Parish Cllr Wood submitted a 2nd quote for work including fencing and placing a gate at the Woodhouse Lane Play Area. This was more expensive than that submitted by JH Fencing and it was agreed that JH Fencing should be asked to carry out the work at a cost of £2,100 + VAT.</p> | <p>SW</p> |
| 10/21/11 | <p>Advertisement for the position of Clerk/RFO to the Council A job evaluation had been carried out by DALC and the details of the advert and person specification had been compiled by Cllrs Hatfield and Randles. This had been circulated to all councillors and it was agreed that the position should be placed on the DALC website with a closing date of 29th October.</p> | |

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| 10/21/12 | Date of next meeting The next meeting of Winster Parish Council will take place on Monday November 1 st 2021 at 7pm in the Burton Institute. | |
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