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**MINUTES OF THE EXTRAORDINARY GENERAL MEETING AND ANNUAL MEETING
OF WINCHAM PARISH COUNCIL HELD ON THURSDAY 6 MAY 2021 at 7.30 PM
CONDUCTED VIA MEETS COMPUTER LINK DUE TO COVID-19**

Present:

**Parish Councillors: I Parr, K Barker, D May, R Casson, W Shirley and
P Fitzsimmons
Parish Clerk N Morris**

No concerns were expressed during the public forum.

Due to the COVID-19 pandemic, this meeting was conducted virtually, with the public invited to log on to watch and listen.

A. Election of Chairman

Cllr Parr was proposed by Cllr May and seconded by Cllr Barker and was duly unanimously elected as Chairman.



B

1. Election of Vice Chairman

Cllr Barker was proposed by Cllr Shirley and seconded by Cllr Casson and was duly unanimously elected as Vice Chairman.

2. Election of two Footpath Officers

- i. Cllr Shirley was proposed by Cllr Barker and seconded by Cllr Casson and was duly unanimously elected as a Footpath Officer.*
- ii. Cllr Parr was proposed by Cllr Barker and seconded by Cllr Casson and was duly unanimously elected as a Footpath Officer.*

3. Apologies for absence

*Apologies had been received from Cllrs Birbeck and Morgan and
and from PCSO Wiggins and from Unitary Councillors Gibbon, Wright and Marshall.*

Resolved to accept the apologies

Proposed: Cllr Barker

Seconded: Cllr Casson

4. Declarations of any

(a) disclosable pecuniary interests or

(b) other disclosable interests

As are required under Chapter 7 of the Localism Act 2011.

No declarations were made.

5. **Approval of the Minutes of the Parish Council Meeting on Wednesday April 2021 was heldover to the next Parish Council meeting.**
6. **There were no matters arising from Previous Meeting.**
7. **No Unitary Councillors were present.**
8. **Paul Fitzsimmons was welcomed as a new Parish Councillor.**
9. **There were no new Planning issues to discuss since the Previous Meeting.**
10. **The annual ROSPA inspection reports for the playing fields at Linnards Lane and Chapel Street were noted and discussed, including any repairs or remedial action needed.**
<http://playbase.rosaplaysafety.co.uk/Inspections/index.php?ID=EF5AE4BA-DFBC-FB43-AB6E-1C00DA94258A>

Both reports were noted.

Members of the Grounds Maintenance Working Party will visit both parks, note the points made and then the Working Party will discuss and bring recommendations for action back to full Council.

12.

i. No dates for any sub-committee meetings were known to be required before the next Council Meeting.

ii. The Grounds Maintenance Working Party will shortly hold a meeting to discuss:

- a) ROSPA reports*
- b) Climbing on the teen shelter and the new signs*
- c) The roof of the old teen shelter*
- d) The quotations for the play tunnel*

Once the Working Party have recommendations, they will bring them back to full Council for a decision.

iii. There was no update from the IT Working Party

iv. An update on the Pickmere Lake Working Party would be given at the next Parish Council meeting.

v. No updates were received from other Working Parties.

13. The rota was noted for the voluntary inspections of the playing fields at Linnards Lane and Chapel Street.

17/3/2021
21/4/2021
19/5/2021

Cllr Shirley
Cllr May
Cllr Barker

14. The position regarding the path around Pickmere Lake was discussed

Next Monday there is to be site visit including CWAC officers and the landowner to discuss the proposed route.

There are two options:

- a) A hard path, constructed by the landowner, using materials supplied by CWAC or*
- b) A new boardwalk made of recycled materials.*

Some of the questions to be addressed at the meeting are:

- a) The route of the path*
- b) When would the 50% cost of a new boardwalk be supplied by CWAC? Would the money be available? Would it match the money raised by the village? What would be the position if the costs increased?*
- c) Who would be responsible for the maintenance of any new boardwalk?*
- d) Who would be responsible for insurance and any accidents or liability?*

One important aim of the meeting is to ensure that, should the hard path option be taken, but the path then proves to be impassable or difficult to use during the winter, then alternative action would be needed. This might include building a boardwalk or moving the route of the path to higher/drier ground. This contingency must be agreed before any decision to build a hard path could be taken.

15. The present regulations regarding virtual meetings of the Parish Council were discussed, including future plans for meetings.

Parish Council meetings cannot legally be held virtually after 6 May, but the extensive list of COVID-19 requirements for what would constitute a safe meeting remain in force. The Council has a duty of care for its employee and for all its Councillors.

The usual room in the Community Centre is too small to accommodate the Councillors and clerk under the COVID guidelines. The large hall should be sufficiently large, but the Council would have to find a day when it was available. The rules would still require no persons sitting opposite each other and sharing paper must be kept to a minimum. This makes the usual practice of the Parish Council in checking invoices and signing cheques problematic.

Asking members of the public not to attend in person, but instead to view and listen online was discussed. This could be achieved, although the capabilities of the Parish Council are dependent upon its limited resources.

The Councillors noted the current situation. No decision could yet be made on whether the June meeting could take place. If the situation makes holding the meeting in the Community Centre impossible, consideration of holding the meeting outside in the park was possible. Alternatively, the meeting could be postponed until later in the year.

It was stressed that no one should be forced to attend a meeting if they felt uncomfortable or unsafe.

Seconded Cllr

16. Policing issues around Wincham, including the Spar were discussed.

It was noted that a meeting with local police officers was scheduled for the weekend.

When police officers had recently visited the Spar, they may have received an unrepresentative impression of the current situation.

17. The following report on the War Memorial and Memorial Garden was given to the meeting:

- a) Cllr May has held several recent meetings and conversations with the Friends.*
- b) The Friends intend to disband once they have:
 - ii. tidied up the Memorial Garden, including some new planting and adding extra bark;*
 - iii. instal a boulder with a sign acknowledging the donations that made creating the War Memorial and Memorial Garden possible;*
 - iv. erect a sign at the entrance to the Memorial Garden;*
 - v. possibly install an additional bench or an extension to the existing bench.**
- c) When the Friends disband, they will transfer their remaining funds to the Parish Council to be ring-fenced to be spent on the War Memorial and the Memorial Garden.*
- d) The Parish Council have been asked to consider the suggestion that the name of the late George Hitchin be added to the War Memorial. Mr Hitchin's story is very sad: he died, quite possibly having taken his own life, very shortly after enlisting into the army during World War I, but before joining his regiment. The Parish Council has been advised that the national guidelines (followed by the Commonwealth Graves Commission and at the National Arboretum) only provide for those who die whilst on active service to be included on a war memorial. On this basis, it was felt that Mr Hitchin's name should not be added to the War Memorial, but should be included on the planned Memorial Wall.*
- e) The clerk was asked to explain the decision relating to Mr Hitchin to the resident who had raised his case.*
- f) Enquiries will be made to ascertain if there are any other residents who should also be included on the Memorial Wall.*

18. The suggestion that CCTV be installed in the parks was discussed, but will be explored further by the Grounds Maintenance Working Party which will then report back to full Council.

19. Reports were invited of events attended by Councillors or the clerk in an official capacity.

- a) Cllr May represented the Parish Council in various discussions with the Friends of the Wincham War Memorial and Memorial Garden;*
- b) Cllr Parr has been approached by residents from Pickmere.*

20. Village Communication.

- i. The newsletter is being delivered. Roy Mainwaring's daughter has thanked the Parish Council for the piece written about her father.
- ii. The village website – the new website is nearly ready to go live.
- iii. Facebook is busy.

21. Accounts:

- i. The following payments were considered:

Resolved to settle the following accounts:

Accounts to settle

1. Changing Lives in Cheshire Payroll services for 2020/21	£140.00	
VAT	£28.00	£168.00
2. Playsafety Limited annual ROSPA reports	£175.50	
VAT	£35.10	£210.60
Unit 78 Shrivenham Hundred Business Park Watchfield SWINDON SN6 8TY		
3. Simon Roberts printing the Wincham Word		£418.00
4. Reimbursement of Cllr May:		
i. Prizes for the Scarecrow Trail	£86	
ii. Tulips in recognition of the Duke of Edinburgh	£8	£94.00
5. Clerk:		
i. salary for May 2021 35 hours @ £11.76/hour	£411.60	
ii. working from home allowance @ £26/month	£26.00	£437.60*

*This cheque will be held by the Chair until the end of the month before payment.

Proposed: Cllr Barker

Seconded: Cllr Casson

ii. The following balances were noted:

Current Net Balances

Current Account as at 1.4.2021	£200.00
Business Reserve Account 1. as at 1.4.2021	£26,324.33
Business Reserve Account 2. as at 1.4.2021	£12,046.39

22. Correspondence

1. Emails relating to the boardwalk at Pickmere Lake.
2. Emails and telephone calls relating to in person Parish Council meetings.
3. Telephone calls and emails relating to the Chapel Street play area.
4. Emails relating to a van parked on a grass verge.
5. Emails relating to the football pitch and goal posts.
6. Emails relating to the picnic benches.
7. Emails and telephone calls relating to policing in the area.
8. Emails relating to the wetpour repairs and basketswing and tunnel repairs.
9. Emails relating to the roof of the teen shelter.

23. Any Other Business.

- i. The clerk was requested to ask the price for white marker posts preventing parking on the opposite side from the main area where cars are parking on the verge on Chapel Street. Could CWAC instal drop-kerbs opposite this, together with a grass permeable surface? It would look less ugly than churned up grass and damaged pavements.*
- ii. The clerk was asked to thank Janet Boyd for all her contributions to the Wincham Word, which have been much-appreciated.*

The meeting was declared closed at 8.54pm

*Naomi Morris
6.06.2021*