

# WILLITON PARISH COUNCIL

Minutes of the Full Council Meeting held on 2<sup>nd</sup> February 2015 at 7.00 pm  
at the Parish Council Office, 2 Killick Way, Williton.

## Attendees:

<b>Councillors</b>	McDonald (Chair), Bigwood, James, Koch, Peeks (left at 9pm during item 14/202), Stiven, Vaughan and Woods
<b>SCC</b>	None
<b>WSC</b>	Cllr May (left at 8.05pm after item 14/188)
<b>Avon and Somerset Constabulary</b>	PSCO Thompson (left at 7.05pm)
<b>Press</b>	Mrs C Webb
<b>Clerk</b>	Mrs Michelle Francis
<b>Public</b>	One member
<b>Other</b>	None

**Apologies:**

**Councillors** Bennett, Denton and Davies

14/178 **Apologies as noted above.**

14/179 **Declarations of Interest**

Name	Agenda Item	Interest	Action
Cllr Peeks	14/197	Personal	No Comment

14/180 **Approval of the Minutes of the Meeting held on 5<sup>th</sup> January 2015**

It was unanimously **resolved** to approve the minutes after amendments were made to item 14/176.1.

14/181 **Matters to Report from the Minutes**

- 14/181.1 (Item 14/158.1) Hinkley C Consultation It was **resolved** to note that no further correspondence had been received.
- 14/181.2 (Item 14/158.2) Flood Plan Cllr McDonald reported there had been a meeting of the West Somerset Flood Group and it had been successful. Two new Parishes wanted to join the group, making eleven Parish Councils represented. The group then reports to the District Council Flood Board who has the ability to look for funding. Cllr McDonald praised the volunteers that have carried out the work and encouraged those present to look at the Leat and the area between Mamsey House and the Bakelite Museum. It was **resolved** to note a tree and fallen down by the Paddocks and volunteers were asked to help clear the branches. It was further **resolved** to note that the fields had been cleared which would now give a clear run in the event of high water levels.
- 14/181.3 (Item 14/158.3) Weekend Car Park Charges It was **resolved** to note a meeting had been booked for Friday 6<sup>th</sup> February, 12 noon, with Cllr Karen Mills and Chris Hall, although confirmation was awaited for the later. Cllr Peeks gave apologies as unable to attend the meeting but asked that the 15-minute free parking was clarified as it was unclear which space this related to, as the signs gave the impression it was the whole of the car park. Cllr McDonald reported concerns from parishioners that 15 minutes was not long enough. It was **resolved** to note by Cllr James, that a letter had been sent to District Council regarding the matter of free parking and a letter had been sent to local traders asking for their comments.
- 14/181.4 (Item 14/158.4) Youth Council It was **resolved** to note the Youth Grant had been submitted.
- 14/181.5 (Item 14/158.5) Meeting to look at public Toilets It was **resolved** to note the meeting to be held on Friday 6<sup>th</sup> February. It was **resolved** the toilets and car park would be discussed jointly at that meeting.
- 14/181.6 (Item 14/158.7) Mobile Youth Projects Due to absence of Cllr Denton it was **resolved** to defer this item to the next meeting.
- 14/181.7 (Item 14/158.8) Traffic Wardens It was **resolved** to note that the Clerk had been advised there would be more of a presence from the Traffic Wardens.
- 14/181.8 (Item 14/158.9) Pedestrian lighting by Danesfield School It was **resolved** to note a letter had been received from Danesfield School supporting the initiative.
- 14/181.9 (Item 14/158.9) Defibrillator It was **resolved** to note that the Fire Station had agreed to run further training courses, probably in early March. Anyone wishing to take part was asked to contact the Parish Office.

- 14/181.10 (Item 14/172) School Zebra Crossing – It was noted a letter, with tear-off slip, would be sent to parents asking for their views from the schools. It was **resolved** when the replies had been received they would be used towards making a request for permanent crossings outside both Danesfield and St Peters School.
- 14/181.11 (Item 14/163.3) Transport Consultation for Kingsmeade School  
This item was noted. It was **resolved** to remove this item from the agenda.
- 14/181.12 (Item 14/163.4) Consultation to Modernise Parish Polls  
This item was noted. It was **resolved** to remove this item from the agenda.
- 14/182 Report from Avon and Somerset Constabulary**  
This item was brought forward after item 14/179.  
PSCO Thompson apologised for not attending the previous meeting but this was due to shortage of staff. It was **resolved** to note the latest crime statistics. It was **resolved** to note that Beat Manager Dave Masters had been moved to Hinkley Point and was due to be replaced but there was no further news as yet. Cllr Woods thanked PSCO Thompson for her help on Speed Watch.
- 14/183 Report from Somerset County Councillor**  
It was **resolved** to note the report circulated before the meeting, which included confirmation that an inspection team from Highways would check the road condition on the A39 between Wibble Farm and West Quantoxhead. It was reported the County Council would freeze the Council Tax for the 6<sup>th</sup> year in a row. It was **resolved** to note the road at Five Bells was breaking up by the 30-mile an hour limit.
- 14/184 Report from West Somerset District Councillors**  
It was **resolved** to note the report circulated before the meeting. Cllr McDonald confirmed the fly-tipping had been removed and asked Cllr May to pass on the Councils thanks for clearing so promptly. Parking in North Street was discussed and it was **resolved** the Clerk would write again to highways to request clear clarification on parking restrictions. It was reported the manholes at the Long Street / Brook Road junction had started to sink. Concern was also raised regarding the entrance to Roughmoor Industrial Estate. It was **resolved** to note a meeting was due to take place that week to discuss the road surfaces along Long Street.
- 14/185 Clerk's/Chairman's Notices**  
The Clerk reminded the Council that the Watchet, Williton & Quantock Vale Area Panel had changed their meeting to Tuesday 3<sup>rd</sup> March. The Clerk asked if any Councillors wanted to attend a Social Media workshop, it was **resolved** to note there would be no attendees.
- 14/186 Correspondence**
- 14/186.1 It was **resolved** to note the contents of the correspondence log.
- 14/186.2 It was **resolved** to note a letter from John Parsons had been received regarding street lighting. It was **resolved** the Clerk would reply stating that the lighting is not affordable by the Parish Council, but to inform Mr Parsons that the Council were seeking funding for pedestrian crossings outside Danesfield and St Peters First School's and the pedestrian lighting would be included as a combined project. Cllr May would look into the issue of the street lighting at Five Bells being on during the day and off at night.
- 14/186.3 It was **resolved** to note a petition had been handed into the Clerk regarding opposition to 44-tonne lorries driving down North Street and North Road and safety issues regarding this matter. It was **resolved** the Clerk would forward the petition to County Council. It was **resolved** that Cllr Woods would report the petition to the Transport Forum. It was further **resolved** to note a request for the 20 mile an hour zone to be extended.
- 14/186.4 It was **resolved** to note a letter had been received from Nigel Johnson from Danesfield School and Zoe Bond, St Peters First School regarding the pedestrian crossing and lighting. It was **resolved** to report back to Finance to look at applying to the EDF mitigation fund. Cllr Denton to liaise with Cllr Woods. It was **resolved** the Clerk would obtain the grant application form.
- 14/187 Report from the Environment and Planning Committee**
- 14/187.1 It was **resolved** to note the report.
- 14/188 Report from the Finance and Administration Committee**
- 14/188.1 (Item 14/89.2SA) It was **resolved** to note the provisions as at 31<sup>st</sup> December 2014.
- 14/188.2 At the recent Trustee meeting it was discussed that the Community Hall provision should be targeted towards the pavilion. After a proposition from Cllr Peeks, seconded by Cllr McDonald it was unanimously **resolved** to leave the provision as it is until such time that the charity status of the Community Hall was altered.
- 14/188.3 (Item 14/92.2A) It was **resolved** to move this item to the end of the meeting.

**14/189 To receive accounts for payment not covered by Finance and Admin Committee**

There were none.

**14/190 Report from Personnel Sub-Committee**

It was **resolved** to note the report.

**14/191 Williton Pavilion Project**

A meeting had taken place with Colin Johnson from SASP regarding potential funding for the project. It was noted the EDF impact fund had a deadline of 1<sup>st</sup> March 2015. It was **resolved** after a proposal from Cllr Peeks that before the application is submitted it must be forwarded to all on the working party, (to include Cllr Bennett who was out of the country at the time). The next Working Group meeting would be held on Tuesday 10<sup>th</sup> February at 7pm.

**14/192 Report from Community Speed Watch Group**

It was **resolved** to note the report that had been forwarded.  
A request was made for more volunteers. Cllr Woods thanked Lew Newman for all his work.

**14/193 Report from Voluntary Sector Forum meeting**

It was **resolved** to note Cllr McDonald had attended the meeting, which is where volunteering groups get together. It was reported a lot of groups had suffered from funding cuts. Cllr McDonald praised the amount of people who are involved with charity work and he recommended that the Parish Council should continue to show support by attending the meetings.

**14/194 Report from SALC West Area Meeting**

It was **resolved** to note this meeting had been postponed.

**14/195 Paul Foster Memorial Bench**

The unveiling of the bench would take place on Thursday 5<sup>th</sup> February 2015 at 2.30pm. Teas would be served to Paul's family in the Parish Office after the unveiling and Councillors were asked to attend. Cllr Peeks gave her apologies due to work commitments.

**14/196 Prince of Wales Award**

It was **resolved** to note this item

**14/197 Planning applications for consideration**

Application No	Location	Details	Comment
3/39/14/037	Land and Buildings, Bank Street	Lawful development certificate for the existing use of the land as retail, workshop. mixed light industrial use and storage	Not in a position to comment because the Parish Council were unable to look at it, although a site meeting had been requested.

**14/198 Matters for the next meeting to be held on 2<sup>nd</sup> March 2015**

Report from Transport Forum held on 26<sup>th</sup> February 2015

Report from Quantock Hill Joint Advisory Committee meeting, 3<sup>rd</sup> February 2015

Parish Assembly – To book the date and Chamber (with power point)

**14/199 It was resolved to exclude the press and public from the remainder of the meeting**

**14/188.3 Proposal to purchase chippings for Doniford car park.**

(Item 14/92.1A) A proposal was put forward from Finance and Administration Committee to recommend the purchase of chippings for Doniford car park. Cllr Peeks voiced her concern that this matter should have been referred to EPC and that this caused a blurring of committees. The Clerk presented a breakdown of three quotations that had been obtained. It was **resolved** after a proposal from Cllr James, seconded by Cllr Woods that 3 tonnes of 20mm chippings, would be purchased from CRS Building Supplies. After a vote of 6 in favour, 2 against it was **resolved** to carry the motion. The Clerk would contact Dougie Edwards to obtain a quotation to spread and roll the chippings, it was **resolved** on the condition the quotation was under £200.00 the Clerk would authorise for the work to be carried out.

**14/200 Approval of Assistant Clerks' Overtime and increase in hours**

Further to an email forwarded on the 6<sup>th</sup> January 2015 from Cllr James it was unanimously **resolved** after a proposal from Cllr Koch, seconded by Cllr Peeks to agree the Assistant Clerk's increase of hours to 20 hours a week. It was further **resolved** to pay the Assistant Clerk up to 20 hours overtime for January 2015 at the rate of time and a half. It was reported both the Clerk and Assistant Clerk would undertake training, date to be confirmed, with a view to both undertaking the CILCA qualification later in the year. It was **resolved** a review of pay scales would be looked at in committee by the Finance and Admin Committee.

The Clerk left the room and a discussion took place regarding offering her the position. It was unanimously **resolved** the Personnel Sub Committee could offer the Clerk the permanent position at the end of the month which would be the end of the trial period. The next meeting would be held on 24<sup>th</sup> February.

**14/201 Land Acquisition update**

It was **resolved** to note no further correspondence had been received.

**14/202 Pavilion Project – Budgetary estimate and Funding Requirements**

It was reported a budgetary estimate and been received which would be discussed at the Working Group meeting on Tuesday 10<sup>th</sup> February, Cllr James gave her apologies but would comment by email. It was noted that the costings that had been received included all of the project management – it was felt this was not needed as some could be covered elsewhere. A list of possible grant funding was discussed such as EDF, 106, Big Lottery, Sport England and Football Foundation. It was **resolved** to obtain three quotations as per the Financial Regulations for any expenditure. It was further **resolved** this should become a community project and local companies should be used if possible. It was **resolved** to spend time looking at the structure of the working group and to include other groups and members of the public.

**14/203 Risdon Hosegood – Estimate of Costs**

It was **resolved** to note the costings had been received from Risdon Hosegood Solicitors. The Clerk advised three quotations should be obtained as per recommendation in the financial regulations. After a proposal from Cllr Koch, seconded by Cllr James, it was unanimously **resolved** by Councillors present that, as Risdon Hosegood are the Parish Councils current solicitors, they would be used to represent the council again on this occasion. It was further **resolved** the Clerk would obtain the scale of charges from Thorne Segar and Maitland Walker for future reference.

**14/204 Pavilion Funding – Appointment of Bid Manager**

It was **resolved** to note during a recent meeting with Colin Johnson a suggestion of Louise Treecher was given. It was noted an email had been forwarded with a copy of Louise's C.V. Cllr Vaughan had spoken to Louise before the meeting and reported she would be happy to do the whole funding process however if the Parish Council advises what they would like done she will advise costs. Cllr James recommended the groundwork is carried out by the Councillors, especially the EDF and 106 grant applications, so to keep the cost down. It was **resolved** to ask the Assistant Clerk to contact the Football Foundation. It was **resolved** to ask Louise her percentage on success and to obtain written costs for agreement at Full Council before any work commences.

Meeting closed at 9.20 pm