

WILLITON PARISH COUNCIL

Minutes of the Annual Council Meeting held on 8th May 2018 at 7.00 pm
at the Parish Office, 2 Killick Way, Williton.

Attendees:

Councillors	Perrett (Chairman), Bennett, Doherty, Hooper, Howes, McDonald, Pearson (left after item 18/37), Peeks (left after item 18/37) and Vaughan
SCC	None
WSC	None
Avon and Somerset Constabulary	None
Press	None
Clerk	Mrs Michelle Francis
Public	One member
Other	None

Apologies:

Councillors	Aldridge, Burnett and Davies
Other	PC Munro

18/05 Cllr Perrett was elected as Chairman and duly signed the Declaration of Office.

18/06 **The Chairman advised that the meeting would be recorded**

18/07 **Apologies as noted above**

18/08 **Co-option of Councillor**

An application had been received by Mrs Dawn-Lesley Howes for the casual vacancy on the Council. After a proposal from Cllr Hooper, seconded by Cllr Pearson it was unanimously **resolved** to co-opt Mrs Howes to the Council. As Cllr Howes was in attendance she duly signed the Declaration of Acceptance, after which she was able to take part in the remainder of the meeting.

18/09 **Declarations of Interest**

Name	Agenda Item	Interest	Action
Cllr Peeks	18/34	Pecuniary	No participation
Cllr Peeks	18/38	Personal	Left meeting
Cllr Pearson	18/38	Prejudicial	Left meeting

18/10 **Election of Vice Chairman**

Cllr Peeks was unanimously elected as Vice Chairman.

18/11 **Appointment of Councillors to Committees**

18/11.1 Councillors Aldridge, Doherty, Hooper, Howes and Vaughan were duly elected to the Finance and Administration Committee with Cllrs Perrett and Peeks as ex officio members.

18/11.2 Councillors Bennett, Burnett, McDonald and Pearson were duly elected to the Environment and Planning Committee with Cllr Perrett and Peeks as ex officio members.

18/11.3 Councillors Bennett, Pearson and Perrett were duly elected to the Personnel Committee.

18/11.4 Councillors Doherty, Peeks and Vaughan were duly elected to the Grievance Committee.

18/11.5 Councillors Aldridge, Hooper and McDonald were duly elected to the Appeals Panel.

Meeting dates were agreed.

18/12 Appointment of Representatives to Outside Bodies

It was **resolved** to appoint representatives as follows:

Archie Project	Vaughan
Contractor Liaison Officers	Bennett, McDonald and Clerk
EDF/Hinkley Point	Peeks and Perrett
Flood Group	Aldridge, McDonald and Bennett
Health & Safety Representative	Bennett and Perrett
Highway Liaison Contact	Aldridge
Magna Housing Association	Perrett
Parish Plan	Peeks, Hooper and Mrs Cilla Webb
Press Officer	Vaughan
Pupil Parliament / Youth Groups	McDonald
Quantock Foodbank Management Committee	Pearson
Rights of Way Representatives	Peeks
SALC	Bennett
SCC Parish Paths Liaison Officer	Peeks
St Decumans Charity	Mr Derek Cridland
Speedwatch	Bennett, McDonald and Burnett
Twinning Association	Aldridge
Watchet/Williton/Quantocks Area Panel	Bennett and Perrett
Williton Library & Friends Group Officer	Bennett
West Somerset Voluntary Sector Forum	Burnett and McDonald
Wyndham Charity	Perrett

18/13 Inspection of the Deeds in the custody of the Parish Council

The Clerk reported the lease for the Copse had been renewed in 2012 for a period of 10 years. Doniford car park had been renewed in 2013 for a period of 30 years. The 6ft entrance strip and the play area were listed on Trustee deeds 1980 and 1954 respectively. The Parish Office deeds were held at the solicitors. The deeds relating to the land purchased by the Parish Council from Williton Doctors Surgery in 2017 for the widening of the entrance to the Memorial Ground were held at the solicitors. The lease on Bellamy's Corner had ended on 28th February 2018, it was unanimously **resolved** to request a new lease with Somerset County Council.

18/14 After a proposal from Cllr McDonald, seconded by Cllr Vaughan it was **resolved**, with two abstentions, to adopt the Standing Orders, subject to retention policy agreement. After a proposal from Cllr McDonald seconded by Cllr Bennett, it was **resolved**, with one abstention, to adopt the Code of Conduct.

18/15 Approval of the Minutes of the Meeting held on 3rd April 2018

It was **resolved** to approve the minutes of the meeting.

18/16 Approval of the Minutes of the Extra Ordinary Meeting held on 10th April 2018

It was **resolved** to sign the minutes stating the meeting had been cancelled.

18/17 Approval of the Minutes of the Extra Ordinary Meeting held on 16th April 2018

After a proposal from Cllr Peeks, seconded by Cllr Doherty, it was **resolved** to approve the minutes.

18/18 Approval of the Minutes of the Extra Ordinary Meeting held on 23rd April 2018

After a proposal from Cllr Peeks, seconded by Cllr McDonald, it was **resolved** to approve the minutes.

18/19 Approval of the Minutes of the Extra Ordinary Meeting held on 1st May 2018

After a proposal from Cllr Pearson, seconded by Cllr Doherty, it was **resolved**, with one abstention, to approve the minutes.

18/20 Matters from the Minutes – for the purpose of report only

18/20.1 (Item 17/334.1) Hinkley C Nuclear Power Station It was **resolved** to note the Washford Cross Park and Ride was scheduled to commence early May and it was expected to be operational in the autumn.

18/20.2 (Item 17/340.1) It was **resolved** to forward the replies from residents of Doniford Road regarding the revised proposed pedestrian crossing to Somerset County Council. Members noted the comments and whilst safety concerns were paramount, it was **resolved** to request single yellow lines and time restricted parking times during the start and end of school.

18/21 Report from Avon and Somerset Constabulary

It was **resolved** to note the report and the crime statistics that were now specific to Williton.

18/22 Report from Somerset County Councillor

Apologies had been received from Cllr Davies due to ill health. The comments passed to the Clerk were that Somerset County Council leader David Fothergill had announced he wanted to explore creating a unitary authority to replace the six existing councils in Somerset. Somerset County Council had received £40,000.00 in fines for occurrences such as over running road works or wrong signage.

18/23 Report from West Somerset District Councillors – Williton Ward

Apologies had been received from Cllr Aldridge. There was no report.

18/24 Clerk's/Chairman's Notices

- Williton Window – It was **resolved** Cllr Doherty would write the next article.
- NatWest Mobile bank - from 21st May 2018 the time would change to 2:15pm to 2:45pm, still on a Tuesday.
- The agenda for the Community Forum meeting on 17th May 2018 had been received.
- Temporary road closures new dates had been received.
- The Clerk and Cllr Bennett had been booked on the GDPR training on 22nd May 2018

18/25 Correspondence

18/25.1 It was **resolved** to note the contents of the correspondence log

18/25.2 It was **resolved** to note the Elgin Energy Public Exhibition at Washford Memorial Hall on Thursday 10th May 2018. After a proposal from Cllr Peeks, seconded by Cllr Pearson, it was unanimously **resolved** to write to Elgin Energy to request a consultation with the Parish Council as the proposed works was within the Williton Parish. A public exhibition would be requested in the Parish Office over a longer period or different dates to give plenty of opportunity for parishioners to attend.

18/25.3 It was **resolved** to forward the Grant Application form regarding the MRI Scanner Appeal.

18/25.4 It was **resolved** to note the document from Somerset Rivers Authority regarding council tax funded works. Cllr McDonald would request further information from West Somerset Flood Group regarding the Minehead, Watchet and Williton areas that had been previously earmarked for funding.

18/25.5 Cllr Pearson volunteered to become the Parish Council Representative to join the Quantock Foodbank Management Committee.

18/26 Report from the Environment and Planning Committee held on 9th April 2018

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

18/26.1 (Item 17/166.3B) A discussion took place regarding a proposed new siting of the gate. Confirmation would be requested from Somerset County Council regarding the statutory width of the pedestrian access. After a proposal from Cllr Bennett, seconded by Cllr McDonald it was unanimously **resolved** subject to confirmation from Somerset County Council regarding the width and the installation of signs both sides of the entrance, to proceed with the original location of the gate, being just past the entrance to Queen Bee bungalow.

18/27 Report from the Finance and Administration Committee held on 16th April 2018

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

18/27.1 It was **resolved** to note the provisions as at 31st March 2018.

18/27.2 (Item 17/136.1A) After a proposal from Cllr Vaughan, seconded by Cllr McDonald, it was unanimously **resolved** to close the expired Santander bond and deposit the funds in Nationwide.

18/27.3 (Item 17/141.2A) Cllr Peeks requested the funds were allocated in provisions under the heading 'Community Project' and not to ring fence the money for a specific purpose, such as a MUGA. After a proposal from Cllr Bennett, seconded by Cllr Peeks, it was **resolved** with one abstention to allocate the sum of £30,000.00 in provisions under the heading 'Community Project'.

18/28 Insurance Renewal

After a proposal from Cllr Peeks, seconded by Cllr McDonald, it was **resolved** the Insurance would be renewed upon clarification from Zurich regarding the removal of the Tractor Shed.

18/29

To receive accounts for payment not covered by Finance and Admin Committee

It was **resolved** to pay the following invoices.

Date	Details	Cheque No.	Invoice No.	Total Bank £	Cash £	VAT £
08 May 2018	West Somerset Academies Trust 4575 Hire of Hall	3172	DMSI 56	54.00		0.00
08 May 2018	Somerset County Council Pension Fund 4220 Pensions	3173	60705295	174.00		0.00
08 May 2018	Safety Synergy Ltd 4815 Consultants/H&S	3174	INV-11718	80.00		0.00
08 May 2018	Martin James Consultancy Ltd 4815 Consultants/H&S	3175	412	450.00		75.00
08 May 2018	SALC 6105 Affiliation Fees	3176	18/032	725.11		0.00
08 May 2018	Mervyn Hillier 4610 Computer Supplies	3177	1540	35.00		0.00
08 May 2018	Mervyn Hillier 4610 Computer Supplies	3177	1534	98.00		0.00
08 May 2018	CCS 6105 Affiliation Fees	3178	2018/19	40.00		0.00
08 May 2018	Chris Cooper (Locksmith) 4540 Maintenance of Building	3179	111517	42.00		7.00
08 May 2018	Chris Cooper (Locksmith) 4540 Maintenance of Building	3179	111510	138.00		23.00
08 May 2018	Minehead Eye 6635 Youth Provision	3180	MEYE18.104	2551.04		425.17
08 May 2018	West Somerset Free Press Ltd 4415 Advertising	3181	333263	48.00		8.00
08 May 2018	Function 28 Ltd 4605 Website	3182	3931	12.00		2.00
08 May 2018	Edward Martin Computer Services 4605 Website	3183	203784	12.00		2.00
08 May 2018	Canon UK Ltd 4505 Printing & Stationery	3184	401984896	63.04		10.51

18/30 Health and Safety

It was **resolved** to note a meeting would be held in June with Safety Synergy Ltd.

18/31 Report from Annual Parish Assembly held on 25th April 2018

It was reported the evening went well, however, the use of microphones might be needed in future.

18/32 (Item 17/345) Community Bus Service – Doniford to Williton & Employment Hub

Due to the absence of Cllr Aldridge it was **resolved** to defer this item.

18/33 Regional Youth Council – There was no update.

18/34 Purchase of Toilet Block - update

Members expressed ongoing concern regarding the cost implications. The Clerk advised she had made contact with West Somerset Council as requested and a representative had asked for an informal meeting on Monday 14th May at 11am. Cllr Aldridge would be advised.

18/35 E Car Club - update

The Clerk had contacted Cllr Pilkington as requested and had received an invitation for Councillors to attend a meeting at Bicknoller Village Hall on Thursday 17th May 2018 at 7.30pm to discuss electric car charge points further.

18/36 Food Bank Donation Point

A discussion took place regarding donation points at the Parish Office, Co-op and Spar. Cllr Peeks advised there was already a donation point at West Somerset Council and suggested working together. After a proposal from Cllr Peeks, seconded by Cllr Pearson it was **resolved**, with one abstention, to have a donation point in the Parish Office and contact the above with regards to working in connection with, subject to the Quantock Foodbank Management Committee agreement – Cllr Pearson to liaise.

18/37 After a proposal from Cllr Bennett, seconded by Cllr McDonald, it was **resolved** to exclude the press and public from the remainder of the meeting.
(Cllrs Peeks and Pearson left the meeting at this point).

18/38 Consideration of Appointment of HR Consultancy Services

Three proposals had been received and were discussed. After a proposal from Cllr Perrett, seconded by Cllr Bennett, it was unanimously **resolved** to appoint Martin James Consultancy Ltd.

18/39 Matters for the next Parish Council meeting to be held on Monday 4th June 2018, Parish Office

Audit

Meeting closed at 9.00 pm

Signed as a true and correct record Dated