



WILLITON PARISH COUNCIL

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Minutes of the Extraordinary Meeting held on 23rd April 2018 at 7.00 pm at The Parish Office, Williton

Attendees:

Councillors	Perrett (Chairman) Aldridge, Bennett, Doherty, Hooper, McDonald, Pearson, Peeks and Vaughan
Public	One member
Clerk	Mrs Michelle Francis

Apologies:

Councillors	Burnett
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17/361 **Apologies as noted above**

17/362 **Declarations of Interest**

Name	Agenda Item	Interest	Action
Cllr Aldridge	17/369	Member of District Council Planning Committee	Left Room
Cllr Hooper	17/369 (3/39/18/005 and 3/39/18/006)	Personal	Informed meeting
Cllr McDonald	17/369 (3/39/18/006)	Personal	Informed meeting. Did not vote
Cllr Pearson	17/369 (3/39/18/006)	Prejudicial	Left Room
Cllr Peeks	17/369	Pecuniary	

A resolution was passed to move to item 17/369 to enable public session.

17/363 After a proposal from Cllr Peeks, seconded by Cllr Hooper, it was **resolved** to exclude the press and public from the remainder of the meeting due to personnel matters.

17/364 To consider appointment of Human Resources Company

After a proposal from Cllr Aldridge, seconded by Cllr Peeks, it was unanimously **resolved** to obtain three quotations for the provision of Human Resource Services.

A resolution was passed to move to item 17/368 to enable Mr Griffiths to address members due to time sensitivity.

17/365 To consider extra hours for Parish Clerk

A discussion took place. After a proposal from Cllr Pearson, seconded by Cllr Hooper, it was unanimously **resolved** to allow the Clerk up to an extra 10 hours per week to cover the current situation. The Clerk advised her hours were already over by approximately 16 hours; after a proposal from Cllr Hooper, seconded by Cllr Pearson, it was unanimously **resolved** to pay the extra hours that had been incurred.

It was **resolved** to place an advertisement in the window to advertise for a cleaner, 1 hour per week on a self-employed basis at the rate of £10.00 per hour.

17/366 To consider temporary appointment of Administrative Assistant

A discussion took place. It was unanimously **resolved** not to appoint a temporary assistant at the present time. The Clerk advised members that as per her contract; unused holiday entitlement of 20 hours had been carried over to the current year and was due to be used within the first 3 months. After a proposal from Cllr Aldridge, seconded by Cllr Hooper, it was unanimously **resolved** the 20 hours could be either paid or extended for use within this leave year. If the Clerk wanted to take holiday, the office would remain closed.

17/367 To consider SALC training on GDPR Regulations for Parish Clerk and/or Councillors

After a proposal from Cllr Aldridge, seconded by Cllr Peeks, it was unanimously **resolved** the Clerk and Cllr Bennett would attend the training to be held on 22nd May 2018 at Somerton. It was further **resolved** to request a training session be held in West Somerset to enable Councillors to attend.

17/368 To consider response from ACAS

A discussion took place regarding the communication from ACAS and advice was sought from Martin Griffin, who was in attendance. The Council listened to advice from the Council's HR advisor in regard to making a response to the ACAS conciliator. It was **resolved** to respond in line with the advice given.

It was **resolved** to move back to item 17/365.

17/369 Planning Applications for consideration

Application No	Location	Details	Comment
3/39/18/005	31 Long Street	Erection of detached bakery building to the rear	No Objection
3/39/18/007	Swillbridge House, Doniford	Creation of vehicular access	Objection on safety Grounds due to Poor visibility
3/39/18/006	Rifle Range, Bridge Street	Erection of firing point building, formation of carpark and associated works	No objection

It was **resolved** to move back to item 17/363

The meeting closed at 8.20pm

Signed as a true and correct record Dated