

# WILLITON PARISH COUNCIL

Minutes of the Full Council Meeting held on 1<sup>st</sup> April 2019 at 7.00 pm  
at the Parish Office, 2 Killick Way, Williton.

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## Attendees:

<b>Councillors</b>	Perrett (Chairman), Aldridge (arrived at 7.05pm), Bramall, Hooper, Howes, Payne, Pearson and Vaughan
<b>SCC</b>	None – due to Purdah
<b>WSC</b>	None – due to Purdah
<b>Avon and Somerset Constabulary</b>	None
<b>Press</b>	None
<b>Clerk</b>	Mrs Michelle Francis
<b>Public</b>	One
<b>Other</b>	None

## Apologies:

<b>Councillors</b>	Cllrs Peeks and White
<b>Other</b>	SCC Davies

**18/278 The Chairman advised that the meeting would be recorded**

**18/279 Apologies as noted above**

**18/280 Declarations of Interest**

There were none

**18/281 Approval of the Minutes of the Meeting held on 4<sup>th</sup> March 2019**

After a proposal from Cllr Vaughan, seconded by Cllr Payne, it was **resolved** to approve the minutes, with three abstentions due to absence.

**18/282 Matters from the Minutes – for the purpose of report only**

**18/282.1** (Item 18/259.1) Hinkley C Nuclear Power Station There had been no update.

The Clerk advised a quotation had been received from Strictly Tables and Chairs, as requested by Cllr Vaughan, for the supply of 8 Folding Tables. It was **resolved** these would be purchased by the Parish Council for exchange with the 6 meeting room tables from the Pavilion.

**18/283 Report from Avon and Somerset Constabulary**

There was no report.

**18/284 Report from Somerset County Councillor**

There was no report, due to the period of Purdah

**18/285 Report from West Somerset District Councillors – Williton Ward**

There was no report, due to the period of Purdah

**18/286 Clerk's/Chairman's Notices**

**18/286.1** It was **resolved** to note the meeting dates for May 2019 – April 2020

- Williton Window – It was **resolved** Cllr Howes would write the article for May.
- Details of various Road Closures
- Notification Black Arch Bridge, Sampford Brett work had been carried out and the road re-opened, however, some work still outstanding to be carried out by temporary traffic control
- A request had been received from Graham Bigwood to use Bellamys Corner for his Toy Farm display. After a proposal from Cllr Pearson, seconded by Cllr Howes, it was unanimously **resolved** Mr Bigwood could use Bellamy's Corner.
- SALC had forwarded the latest update re Audit training – it was **resolved** the Clerk would attend.

**18/287 Correspondence**

**18/287.1** It was **resolved** to note the contents of the correspondence log.

**18/287.2** The annual 'Chair's Award Ceremony for Service to the Community' would be held on Thursday 4<sup>th</sup> July 2019 and the Parish Council were asked for a nomination. After a proposal from Cllr Payne, seconded by Cllr Aldridge, it was unanimously **resolved** to nominate Mr John Parsons.

- 18/287.3 Community Council for Somerset – no charge for membership for 2019/20 due to restructure of its membership – noted.
- 18/287.4 Somerset West and Taunton – details of new council existing contracts and invoices – noted.
- 18/287.5 A letter had been received from Love Musgrove confirming they had reached the £1 million target for the new MRI Scanner for Musgrove Park Hospital.
- 18/288 Report from the Environment and Planning Committee held on 11<sup>th</sup> March 2019**  
It was **resolved** to note the report.
- 18/289 Report from the Finance and Administration Committee held on 18<sup>th</sup> March 2019**  
It was **resolved** to note the report.
- 18/289.1 It was **resolved** to note the provisions as at 28<sup>th</sup> February 2019.
- 18/289.2 After a proposal from Cllr Vaughan, seconded by Cllr Aldridge, it was unanimously **resolved** to add the following wording to the current Grant Application Policy - *‘S137 money allocation will be considered to fund grants, depending upon available reserves’*.  
Cllr Vaughan expressed his opinion that the grant application submitted by WASPS had been unfairly treated as they had supplied the required information. It was **resolved** the application would be included in the May agenda for a final decision.  
Cllr Aldridge explained the view of FAC rather than capping grants to a limit in the budget, to use if funds were available, using the allocation of Section 137 spending limit for 2019/20 of £8.12.

**18/290 To receive accounts for payment not covered by Finance and Admin Committee**

Date	Details	Cheque No.	Invoice No.	Total Bank £	Cash £	VAT £
31/03/2019	Maitland Walker LLP 4805 Legal (Doniford Car Park)	3359		1020.00		
31/03/2019	Maitland Walker LLP 4805 Legal (Bellamys Corner)	3360		2000.00		
31/03/2019	Martin James Consultancy Ltd 4815 Consultants	3361	457	60.00		10.00
31/03/2019	Lyreco UK Ltd 4505 Printing, Stationery and Postage	3362	9934	87.66		14.61
31/03/2019	Function 28 Ltd 4605 Website	3363	5433	12.00		2.00
31/03/2019	Nadine Ridge 4510 Office Cleaning	3364	77	96.00		
31/03/2019	Countrywide Grounds Maintenance 6035 Playground Maintenance	3365	51147	152.10		25.35
31/03/2019	Vision Office Technical Services Ltd 4505 Printing, Stationary and Postage	3366	85974	114.00		19.00

**18/291 Health and Safety**

The Clerk advised the lock on the letting room needed to be replaced due to becoming faulty. Talking Newspapers had requested 6 keys, for which they would pay. A price of £105.00 fitted, with 8 keys had been received. After a proposal from Cllr Hooper, seconded by Cllr Vaughan it was unanimously **resolved** to authorise the replacement.

It had been reported the paving at the hard standing by the Memorial Shelter had become uneven. After a proposal from Cllr Aldridge, seconded by Cllr Hooper, it was unanimously **resolved** to obtain a price from B Walsh and Sons, who had installed the hardstanding, to rectify the problem and authorised the work up to a budget of £200.00.

**18/292 Annual Parish Assembly**

Due to Purdah the Parish Assembly had been postponed until Wednesday 29<sup>th</sup> May 2019

**18/293 Events Committee**

- 18/293.1 Easter Egg Hunt – 2pm, Sunday 21<sup>st</sup> April 2019. After a proposal from Cllr Howes, seconded by Cllr Hooper, it was unanimously **resolved** to hire the Pavilion for the event. Cllr Hooper volunteered to organise the refreshments, Cllr Aldridge would erect the orange tape around the area to be seeded.

**18/294 Williton Flood Group Meeting**

Cllr Aldridge gave a verbal report of the meeting. The next meeting would be held on Tuesday 8<sup>th</sup> May, 7pm in the Parish Office.

**18/295 Quantock Foodbank**

18/295.1 A copy of the Quantock Foodbank constitution had been forwarded to all Councillors. After a proposal from Cllr Payne, seconded by Cllr Aldridge, it was unanimously **resolved** Cllr Pearson, as the Parish Council representative, could sign the constitution on behalf of the Parish Council.

**18/296 E Car Club**

There had been no update. Cllr Aldridge requested the item was removed from the agenda.

**18/297 Street Lighting**

The Clerk advised notification had been received advising refreshed costs would be forwarded. Cllr Vaughan advised he had contacted HGA regarding solar lights and had been advised solar would not provide sufficient light.

**18/298 Purchase of Toilet Block**

This item had been deferred until June 2019 when further details regarding Somerset West and Taunton Council budget was obtained.

- 18/299**
- It was **resolved** to note the budget allocated to Youth Provision for 2019-2020 included the hire charges for the Pavilion.
  - Concern was raised on how the Youth Club were treating the Pavilion. Minehead Eye would be asked if volunteers could help support the paid workers and what requirements were needed for voluntary adult support.
  - The hire charges for The Talking Café would be funded out of the Care in the Community budget allocation.

**18/300 Matters for the next Parish Council meeting to be held on Tuesday 7<sup>th</sup> May 2019, Parish Office**

**18/301 To pass resolution to exclude the Press and Public from the remainder of the meeting**

After a proposal from Cllr Hooper, seconded by Cllr Howes, it was unanimously **resolved** to pass a resolution to exclude the Press and Public from the remainder of the meeting.

**18/302 To agree WPC and SCC Ground Maintenance Contract and Weed Spraying Contract**

The Clerk distributed copies of the tenders that had been received, with a brief report on each. After a proposal from Cllr Aldridge, seconded by Cllr Payne, it was **resolved** to award the WPC and SCC ground maintenance contract to Countrywide Grounds Maintenance for one year, at the cost of £10,149.95 plus vat on the basis they held the required valid qualifications.

After a proposal from Cllr Vaughan, seconded by Cllr Pearson it was unanimously **resolved** to award the weed spraying contract to Complete Weed Control at a cost of £720.00 plus vat for two treatments.

**18/303** Doniford Car Park – there had been no further update.

**18/304 Report from Personnel Committee held on 6<sup>th</sup> March 2019**

18/304.1 After a proposal from Cllr Hooper, seconded by Cllr Howes, it was unanimously **resolved** to offer Jo Holmes the permanent position of Assistant to the Parish Clerk.

18/304.2 The Clerk was asked to leave the room. The following notes were taken by Cllr Perrett.

A discussion took place regarding the recommendation to allow up to 5 extra hours per week for both the Clerk and Assistant to Parish Clerk.

The extra hours were proposed to take allowance of the fact that the Pavilion and its issues were taking up too much time.

Against using these extra hours is cost of 10 hours per week for two

Another suggestion is that Jo work on Wednesdays

Explanation of how PC Michelle was given extra 6 hours taken off previous deputy's hours

Extend Jo's hours by 4 on Wednesday 10 to 2, or 9 to 1

Michelle can work extra 2 hours per week if needed

Proposed by Cllr Vaughan, seconded by Cllr Pearson, all in favour

Meeting closed at 9.10 pm

Signed as a true and correct record .....Cllr Perrett..... Dated .....07.05.2019.....