



WILLITON PARISH COUNCIL

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Dear Councillor

4th May 2022

You are hereby summoned to attend the Annual Meeting of the Williton Parish Council to be held on **Monday 9th May 2022** at 7.15 pm, at Parish Council Office, Williton for the purpose of transacting the following business. If there are no items from the public the meeting will commence at **7pm**.

There will be a period of public participation and members of the press and public are invited to address the Council 15 minutes prior to the commencement of the meeting at approximately 7.00pm, providing the notice period has been complied with. Please see Public Participation Notice.

Yours sincerely

Michelle Francis
Clerk to the Council

A G E N D A

To advise the recording of the meeting

22/01 Election of Chairman and receipt of declaration of acceptance of office

22/02 Declaration of Acceptance of Members - Declaration Forms and Register of Interest - attached –
(please bring completed forms to the meeting)

22/03 To note apologies for absence and approve reason, where appropriate

22/04 Declarations of Interest

22/05 Election of Vice Chairman

22/06 Appointment of Councillors to Committees and confirmation of days and dates of meetings (attached)

22/06.1 Finance and Administration Committee

22/06.2 Environment and Planning Committee

22/06.3 Personnel Committee (3 members)

22/06.4 Grievance Committee (3 members)

22/06.5 Appeals Panel (3 members)

22/07 Appointment of Representatives to Outside Bodies (attached last year's list)

22/08 To confirm eligibility and adopt the General Power of Competence – to consider (attached)

22/09 To agree process for Co-option of Councillors for remaining three seats – due to recent uncontested election the casual vacancy notices are not required, therefore, the vacancies will be advertised to invite applications for co-option at June 2022 meeting

22/10 Inspection of the Deeds in the custody of the Parish Council (available to view in the office prior to meeting)

22/11 To adopt Standing Orders and Somerset Code of Conduct in line with recommendations from SALC (attached)

22/12 Minutes of the last meeting held on 3rd April 2022 for approval (attached)

22/13 Matters from the Minutes – for the purpose of report only

22/13.1 (Item 21/356.3) A358 Road Closure had been postponed – date would be confirmed when known

22/14 Report from Avon and Somerset Constabulary

22/15 Report from Somerset County Councillor / Unitary County Councillors

22/16 Report from West Somerset District Councillors - Williton Ward

22/17 Clerk's/Chairman's Notices

22/17.1 Williton Window Report – Cllr required to write next article

22/18 Correspondence

22/18.1 To note contents of correspondence log (attached)

22/18.2 Quantock Food Bank Newsletter – (forwarded 25/04/2022) to note

22/18.3 West Somerset Flood Group – request to contribute annual fee of £5 towards the hosting of the groups website (attached)

22/19	Report from Environment & Planning held on 11th April 2022 and any recommendations for approval (attached)
22/20 22/20.1	Report from Finance & Admin Committee held on 17th April 2022 and any recommendations for approval (attached) To note the provisions as at 31 st March 2022 (attached)
22/21	Report from Events Committee held on 13th April 2022 and any recommendations for approval (attached)
22/22	To receive any accounts for payment not covered by Finance and Admin Committee
22/23	Insurance Renewal – to consider extension to current policy for a further year
22/24 22/24.1	Health and Safety (Item 21/89.1A) Second First Aider Required
22/25	Quantock Hills JAC Meeting – to note report from 26 th April 2022 (forwarded 24/04/2022)
22/26	Annual Parish Assembly to be held on Tuesday 10th May 2022
22/27 22/27.1 22/27.2 22/27.3 22/27.4	Amenity Area To elect members to Working Group to progress, including items below (Item 21/367.2) Damaged Tree – possible recommendation to remove leaning branches on Robinia (Item 21/367.3) No Dogs Signs – awaiting response from SWT Request for quotations to be sought for removal of heap in area – to consider specification
21/28	Community Speed Watch and Speed Indicator Device - update
21/29	Wildflower Project - update
21/30	Youth Council – update regarding contact with Danesfield School Headteacher
21/31	Unitary Authority - update
21/32	Matters for the next meeting to be held on Monday 6th June 2022 Review Council Policies and Procedures Volunteer Register – October 2022
21/33	To pass a resolution to exclude the Press and Public from the remainder of the meeting due to Commercial Sensitivity matters
21/34	Request from the village agents for support with additional room hire – to consider
21/35	Insurance Reinstatement Valuations – (to be given at meeting) to consider