



WILLITON PARISH COUNCIL

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Dear Councillor

28th June 2023

You are hereby summoned to attend the Meeting of the Williton Parish Council to be held on **Monday 3rd July 2023** 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

- 23/64 To advise the recording of the meeting**
- 23/65 To note apologies for absence and approve reason, where appropriate**
- 23/66 Declarations of Interest**
- 23/67 Co-option of Councillors – (no applications to date)**
- 23/68 Minutes of the last meeting held on 5th June 2023 for approval (attached)**
- 23/69 Minutes of the Extra Ordinary meeting held on 26th June 2023 for approval (attached)**
- 23/70 Matters from the Minutes – for the purpose of report only**
- 23/71 Report from Avon and Somerset Constabulary**
- 23/72 Report from Somerset Councillor**
- 23/73 Clerk's/Chairman's Notices**
 - 23/73.1 Williton Window Report – Cllr Aldridge to be asked to write next article
 - 23/73.2 Register of Member's Interest Forms – request for outstanding forms to be submitted to Clerk
- 23/74 Correspondence**
 - 23/74.1 To note contents of correspondence log (attached)
 - 23/74.2 Somerset Council Dog Restrictions West Somerset – to consider response (attached)
 - 23/74.3 Invitation to zoom meeting regarding Wansborough Paper Mill with officer and Watchet Town Council
- 23/75 Report from Environment & Planning held on 12th June 2023 and any recommendations for approval (attached)**
- 23/76 Report from Extra Ordinary Environment & Planning held on 19th June 2023 (attached) – to note**
- 23/77 Report from Finance & Admin Committee held on 19th June 2023 and any recommendations for approval (attached)**
 - 23/77.1 To note the provisions as at 31st May 2023 (attached)
 - 23/77.2 (Item 23/22.1A) Correspondence Log – “recommendation to log third party correspondence and councillor emails, only when specifically requested”
 - 23/77.3 (Item 23/27A) Recommendation regarding funding of ‘one off’ hires – (attached)
 - 23/77.4 (Item 23/28A) IT and Electronic Communication Policy – recommendation to adopt (attached)
 - 23/77.5 (Item 23/29A) Recommendation continued use of Cllr email address (attached)
 - 23/77.6 (Item 23/30A) Recommendation to adopt Scheme of Delegation (attached)
 - 23/77.7 (Item 23/37A) Parish Office Window (to be discussed under item 23/94)
- 23/78 To receive any accounts for payment not covered by Finance and Admin Committee**
- 23/79 Health and Safety**
 - 23/79.1 Children's Play Area - update
 - 23/79.2 Tree Risk Assessment - update
- 23/80 CAWS – Citizens Advice West Somerset**
 - 23/80.1 Performance Figures (attached) – to note
 - 23/80.1 To consider level of support

23/81	Community Speed Watch – to receive report from Cllr Denton
23/82	Local Community Network
23/82.1	To note date of meeting and confirmation that Chairman will attend to represent Parish Council
23/83	Speed Indicator Device
23/83.1	Update regarding installation of extra post along the stone wall, between the 2 bakery accesses
23/83.2	Confirmation Training had been booked for Cllrs Aldridge and White
23/84	Youth Council – report from Cllr Angell
23/85	CCTV
23/85.1	Notification had been received the grant could be applied for from the Parish Council, agreement signed and forwarded
23/86	Community Payback Scheme – update
23/87	Amenity Area - update
23/88	Matters for the next meeting to be held on Monday 7th August 2023
23/89	To pass a resolution to exclude the Press and Public from the remainder of the meeting due to commercial and personnel sensitivity
23/90	Lease on Bridge Green (The Copse) – to consider renewal (attached)
23/91	Grant Application - Williton Rockets – to consider (attached)
23/92	(Item 23/60) To consider quotations on Play Equipment to remove Item 9 and repairs to Item 12 (to be forwarded)
23/93	Verbal Report from Personnel Committee held on 20th June 2023 and to confirm response from WWMRG regarding Lengthsman
23/94	Parish Office Windows – to consider recommendation from FAC to accept quotation and apply for funding (to be forwarded)