

WILLITON PARISH COUNCIL

Minutes of the Parish Council Meeting held on 3rd July 2023 at 7.00 pm
In the Parish Office, 2 Killick Way, Williton

Attendees:

Councillors	Payne (Chairman), Angell, de Burgh-Thomas, Denton, Hooper (left after 23/91 at 8.59pm), Nye, Peeks, Whetlor and White
Somerset Council	Woods (left during item 23/77.5 at 7.58pm)
Avon and Somerset Constabulary	None
Press	None
Clerk	Mrs Michelle Francis
Public	None
Other	None

Apologies:

Councillors	Aldridge (personal) and Howes (personal)
Somerset Councillor	Davies
Other	None

23/64 The Chairman advised that the meeting would be recorded

23/65 **Apologies as noted above and reasons for absence approved**

23/66 **Declarations of Interest** - There were none

23/67 **Co-option of Councillors** - No applications had been received

23/68 **Approval of the Minutes of the Meeting held on 5th June 2023**

It was unanimously **resolved** to approve the minutes of the meeting, by those members present.
Proposed Cllr de Burgh-Thomas, seconded Cllr White

23/69 **Approval of the Minutes of the Extra Ordinary Meeting held on 26th June 2023**

It was unanimously **resolved** to approve the minutes of the meeting, by those members present.
Proposed Cllr Whetlor, seconded Cllr Hooper

23/70 **Matters from the Minutes – for the purpose of report only** – None reported

23/71 **Report from Avon and Somerset Constabulary**

It was resolved to note the Newsletters that had been received and forwarded to members

23/72 **Report from Somerset County**

Written reports had been received from Cllrs Davies and Woods and forwarded to members.
Cllr Woods stated there was currently a period of purdah but had been advised it was out of her area, so no concern raised. Cllr Woods would continue to monitor the B3191 due to the possible impact on Watchet and Williton. The planning committee meeting to discuss the Solar Farm had been postponed; it had been requested the meeting be held at West Somerset House, but no confirmation had been received. Cllr Payne stated he had attended the planning meeting online and was very disappointed for everyone who had journeyed to Taunton, to be told that the item had been deferred.

After a proposal from Cllr Peeks, seconded by Cllr Hooper, it was unanimously **resolved** the Parish Council would request that the meeting be held in West Somerset House, Williton.

23/73 **Clerk's/Chairman's Notices**

23/73.1 Cllr Aldridge would be asked to write the next article for Williton Window, to be submitted via the Clerk

23/73.2 Outstanding Register of Member's Interest Forms were requested, to enable the clerk to forward to Somerset Council

23/74 **Correspondence**

23/74.1 It was **resolved** to note the contents of the correspondence log

23/74.2 Somerset Council had requested comments regarding Dog Restrictions in West Somerset. After a discussion, it was **resolved** to respond on the following areas on the Memorial Ground:
Children's Play Area – Dog Exclusion – proposed Cllr Hooper, seconded Cllr Whetlor – unanimous
Amenity Area – Dog Exclusion – proposed Cllr White, seconded Cllr de Burgh-Thomas – unanimous
Memorial Ground – Dogs on leads – proposed Cllr Peeks, seconded Cllr Hooper, 5 in favour, 4 against

23/74.3 An invitation had been received to attend a zoom meeting regarding the Wansborough Paper Mill planning application, with an officer and Watchet Town Council. Cllr Payne hoped to attend. Cllr Denton gave his apologies, but asked for the following questions to be raised: 1) Was the roundabout still being considered? 2) Funding – through S106 or Highways? 3) Request for a proper traffic survey to be undertaken; 4) Planning was granted before Cleeve Hill closed – need to know the impact of traffic and possible diversion route if A39 closed. It would be requested if the meeting could be recorded.

23/75 Report from the Environment and Planning Committee held on 12th June 2023

It was **resolved** to note the report

23/76 Report from the Extra Ordinary Environment and Planning Committee held on 19th June 2023

It was **resolved** to note the report

23/77 Report from the Finance and Administration Committee held on 19th June 2023

It was **resolved** to note the report

23/77.1 It was **resolved** to note the provisions as at 31st May 2023.

23/77.2 (Item 23/22.1A) Correspondence Log – the recommendation to “log all third-party correspondence and councillor emails, only when specifically requested” was considered. Cllr Peeks requested the inclusion “not to log Somerset Council Press Releases”.

Resolved to accept the proposal. Proposed by Cllr Peeks, seconded Cllr Whetlor with one abstention.

23/77.3 (Item 23/27A) The committee had recommended the following, regarding funding of “one-off hires” –

- That a simplified form was produced for requests under £50.00, noting that political parties would be excluded.
- The FAC committee would have the authority to approve requests, by email if necessary and ratified at their next meeting.
- One application per organisation per financial year, however, this may be altered at the discretion of the FAC committee.

Resolved to accept the proposal. Proposed Cllr White, seconded Cllr Whetlor, with one against.

23/77.4 (Item 23/28A) The committee had recommended the adoption of the IT and Electronic Communication Policy. Cllr Hooper requested a named vote was undertaken.

Resolved to accept the policy. Proposed Cllr Denton, seconded Cllr de Burgh-Thomas, with Cllrs Angell, de Burgh-Thomas, Denton, Whetlor and Payne voting in favour; Cllrs Hooper, Nye, Peeks and White voting against.

With 5 in favour and 4 against, the proposal to accept the policy passed.

23/77.5 (Item 23/29A) The committee had recommended the continued use of Cllr email addresses only.
(Cllr Woods left during this item)

Resolved to accept the proposal, but for FAC to look at software used and arrange for training to be undertaken. Proposed Cllr Denton, seconded Cllr Angell, 6 in favour, 2 against and 1 abstention.

23/77.6 (Item 23/30A) The committee had recommended the adoption of the Scheme of Delegation.

Unanimously **Resolved** to accept the proposal, Proposed Cllr Denton, seconded Cllr de Burgh-Thomas

The Financial Regulations would be amended to reflect the above Scheme of Delegation

Proposed Cllr Payne, seconded Cllr Denton and unanimously **resolved**

23/77.7 (Item 23/37A) Parish Office Window – discussed under item 23/94

23/78 To receive accounts for payment not covered by Finance and Admin Committee

Unanimously **resolved** to pay the following invoices. Proposed Cllr Whetlor, seconded Cllr Denton

Date	Details	Cheque No.	Invoice No.	Total Bank £	Cash £	VAT £
03/07/2023	Countrywide Ground Maintenance 4555 Ground Maintenance	4236	520077 + C10130	935.17		155.86
03/07/2023	Countrywide Ground Maintenance 4560 SC Ground Maintenance	4236	520162	197.70		32.95

Date	Details	Cheque No.	Invoice No.	Total Bank £	Cash £	VAT £
03/07/2023	Enhanced Group 4505 Printing	4237	929	54.37		9.06
03/07/2023	Function 28 Ltd 4605 Website	4238	13643	12.00		2.00
03/07/2023	Idverde 4590 Public Conveniences	4239	10885456	1,485.00		247.50
03/07/2023	Minehead Eye 6635 Youth Provision	4240	1169	4,000.00		666.67

23/79 Health and Safety

- 23/79.1 Children's Play Area – it was reported children had accessed the cordoned off equipment by breaking the Herras Fencing. Members were asked to monitor the area and report any further incidents
- 23/79.2 Tree Risk Assessment had been undertaken and would be reported to EPC. A bough had fallen off the Copper Beech – the grounds maintenance team would be asked to remove it.

23/80 CAWS – Citizens Advice West Somerset

- 23/80.1 Performance figures had been received - noted
- 23/80.2 A Service Level Agreement and details of when they could be contacted in Williton would be requested, upon Full Council approval, the full amount set aside in the budget would be released.
Proposed Cllr Denton, seconded Cllr de Burgh-Thomas, one abstention

23/81 Community Speed Watch

Cllr Denton reported the site at Danesfield School had been authorised, other sites were awaiting confirmation. Two new members would shortly be trained

23/82 Local Community Network

- 23/82.1 The inaugural meeting would be held on the 13th of July 2023, 7pm at Crowcombe – Cllr Payne would attend as WPC representative. Noted that anyone could attend.

23/83 Speed Indicator Devices

- 23/83.1 Glenmore Bakery had been contacted as a courtesy after Highways confirmed they had not spoken to the owners regarding the installation of a post.
- 23/83.2 Training had been booked for Cllrs Aldridge and White

23/84 Youth Council

Cllr Angell advised the email to Minehead Eye had been resent and hoped to have an update shortly.

23/85 CCTV

- 23/85.1 Notification had been received the grant could be applied for from the Parish Council, the agreement had been signed and returned.

23/86 Community Payback Scheme

A request for specific projects was requested, which EPC would be asked to consider. It was noted there would be a cost to remove any arisings from the work undertaken.

23/87 Amenity Area

Work was due to commence on Monday 10th July 2023. Cllr White would attend to ensure the Memorial Stone is set aside. A reply was awaited from the solicitors.

23/88 Matters for the next Parish Council meeting to be held on Monday 7th August 2023

Cllrs Angell, de Burgh-Thomas and Peeks tendered their apologies

- 23/89 A resolution was passed to exclude the Press and Public from the remainder of the meeting due to commercial and personnel sensitivity. Proposed Cllr Whetlor, seconded Cllr Peeks

23/90 Lease of Bridge Green (The Copse)

A discussion took place regarding the renewal of the lease and the current commitment of grass cutting. It was **resolved** to sign and return the lease with an amended end date of 31st March 2024, to coincide with the ground's maintenance contract. Proposed Cllr Denton, seconded Cllr White with one against.

23/91 Grant Application

It was noted some parts of the application form had not been answered or signed. A discussion took place regarding the level of funding - members felt the club should undertake some fundraising. Cllr Denton proposed the sum of £313.75 was awarded, subject to a fully completed form being received, seconded by Cllr de Burgh-Thomas. An amendment was proposed by Cllr Hooper to grant a sum of £300.00, subject to a fully completed form being received, seconded by Cllr Whetlor, a vote was taken on the amendment, eight in favour, one against. The vote replaced the previous motion as substantive motion. As no further amendment was proposed, a vote was taken on the substantive motion, to grant the sum of £300.00, subject to a fully completed form being received, which passed with all votes in favour.

23/92 (Item 23/60) To consider quotations on Play Equipment to remove item 9 and repairs to item 12

Deferred as no quotations received

23/93 Verbal report from Personnel Committee held on 20th June 2023 and to confirm response from WWMRG regarding Lengthsman

The Parish Council had asked the WWMRG Charity to part fund the position, on a 50/50 basis, however, they had replied agreeing to pay based upon the hours worked for the Charity. Proposed by Cllr Peeks, seconded by Cllr Whetlor to agree to this proposal, that the Parish Council and the Charity would each pay for work undertaken under each different entity. Cllr White proposed that the applicants were interviewed and engaged, seconded by Cllr Denton and unanimously resolved. Councillor training and job evaluations would be undertaken.

23/94 Parish Office Windows

Quotation one would be accepted, subject to funding being sought. This would be referred to FAC to form a working group to apply for grants. The company would be written to, explaining funding was being sought.

Meeting closed at 9.17 pm

Signed as a true and correct record Cllr Payne Dated 7th August 2023