

# WILLITON PARISH COUNCIL

Minutes of the Parish Council Meeting held on 4<sup>th</sup> December 2023 at 7.00 pm  
In the Parish Office, 2 Killick Way, Williton

## Attendees:

|                                       |                                                                                                                                                                 |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Councillors</b>                    | Payne (Chairman), Aldridge, Angell (arrived at 7.13pm during item 23/195), de Burgh-Thomas (arrived at 7.13pm during item 23/195), Hooper, Howes, Nye and Peeks |
| <b>Somerset Council</b>               | Woods (left at 7.07pm after item 23/198)                                                                                                                        |
| <b>Avon and Somerset Constabulary</b> | None                                                                                                                                                            |
| <b>Press</b>                          | None                                                                                                                                                            |
| <b>Clerk</b>                          | Mrs Michelle Francis                                                                                                                                            |
| <b>Public</b>                         | Two members                                                                                                                                                     |
| <b>Other</b>                          | None                                                                                                                                                            |

## Apologies:

|                            |                                                        |
|----------------------------|--------------------------------------------------------|
| <b>Councillors</b>         | Denton (Work Commitments) Whetlor and White (Personal) |
| <b>Somerset Councillor</b> | Davies                                                 |
| <b>Other</b>               | None                                                   |

**23/189** The Chairman advised that the meeting would be recorded

## **23/190 Conduct of Meeting**

The Chairman reminded members to comply with standing orders and code of conduct during the meeting

## **23/191 Apologies as noted above and reasons for absence approved.**

Proposed Cllr Aldridge, seconded Cllr Howes – **resolved** with one vote against

## **23/192 Declarations of Interest**

| Name       | Agenda Item | Interest | Action          |
|------------|-------------|----------|-----------------|
| Cllr Peeks | 23/201      | Personal | left meeting    |
| Cllr Payne | 23/198      | Personal | Advised meeting |

*At the request of Cllr Woods, it was unanimously **resolved** to move to item 23/198 – proposed Cllr Aldridge, seconded Cllr Hooper*

## **23/198 Report from Somerset Councillors**

Written reports had been received from Cllrs Davies and Woods and forwarded to members - noted Cllr Davies had included in his report a query regarding Williton Allotments – the Clerk had replied to the email to ask for clarification and advising a contact for the Allotments.

Cllr Woods advised that Somerset Council budget meeting would be held on 6<sup>th</sup> December 2023 and encouraged members to attend online.

*(Cllr Woods left the meeting at 7.07pm)*

## **23/193 Co-option of Councillors** - No applications had been received

## **23/194 Approval of the Minutes of the Meeting held on 6<sup>th</sup> November 2023**

After a slight amendment, it was **resolved** to approve the minutes of the meeting.  
Proposed Cllr Aldridge, seconded Cllr Hooper, two abstentions (one due to absence)

## **23/195 Approval of the Minutes of the Extra Ordinary Meeting held on 27<sup>th</sup> November 2023**

After a slight amendment, it was **resolved** to approve the minutes of the meeting.  
Proposed Cllr Hooper, seconded Cllr Peeks, two abstentions due to absence

## **23/196 Matters from the Minutes – for the purpose of report only**

There were none

## **23/197 Report from Avon and Somerset Constabulary**

It was **resolved** to note the newsletter which had been forwarded and an email regarding security whilst Christmas shopping, a copy of which had been displayed in the office window.

## **23/198 Item had been resolved to be moved to after 23/192**

## **23/199 Clerk's/Chairman's Notices**

23/199.1 Cllr Payne volunteered to write the article for the next edition of Williton Window, to meet the deadline of the 8<sup>th</sup> December 2023 - noted

23/199.2 Cllr Payne advised he had attended the open day at Orchard Brooks and gave a verbal report which included 67 houses were owned by Magna Housing, split between full rental and shared ownership. It was noted this would have an impact on the Tax Base.

Cllr Payne had attended the SALC AGM on 2<sup>nd</sup> December 2023 and gave a verbal report.

Cllr Peeks had submitted an email earlier in the day, which had been forwarded to all Councillors, regarding a request for temporary storage of West Somerset Free Press archive files. After a discussion it was agreed to send the request to the next FAC meeting to consider any associated issues/liabilities. The Clerk would investigate how much area would be needed and any special requirements, such as racking.

## **23/200 Correspondence**

23/200.1 It was **resolved** to note the contents of the correspondence log. It was noted any queries relating to the log should be addressed to the Clerk before the meeting and not during the meeting.

23/200.2 A letter had been received from Somerset Council regarding Service and Asset Devolution – it was discussed under item 23/206.1

## **23/201 Formal Complaint**

23/201.1 Cllr Aldridge gave a verbal report from the Complaints Committee. It was unanimously **resolved** to accept the report. Proposed Cllr Howes, seconded Cllr Aldridge.

## **23/202 Report from the Environment and Planning Committee held on 13<sup>th</sup> November 2023**

It was **resolved** to note the report

23/202.1 Cllrs de Burgh-Thomas and Payne had attended Watchet Town Council Planning Meeting, where planning application 3/37/23/026 was discussed. It was confirmed that Watchet TC were happy with comments from Williton PC and vice-versa. The comments would be submitted to the Planning Portal, with the inclusion that Watchet and Williton have equal share of affordable housing and that the S106 agreement is altered to ensure Williton residents have first choice on houses in Williton parish. Proposed Cllr Payne, seconded Cllr Howes, unanimously **resolved**.

## **23/203 Report from the Finance and Administration Committee held on 20<sup>th</sup> November 2023**

It was **resolved** to note the report

23/203.1 It was **resolved** to note the provisions as at 31<sup>st</sup> October 2023.

23/203.2 Office opening times over the Christmas period – closed from 21<sup>st</sup> December 2023 until 4<sup>th</sup> January 2024

23/203.3 (Item 23/105.1A) Recommendation to re-adopt the Financial Regulations with no amendments. Proposed Cllr Howes, seconded Cllr de Burgh-Thomas, unanimously **resolved**.

23/203.4 (Item 23/106.1A) Recommendation to adopt Terms of Reference for EPC. Proposed Cllr de Burgh-Thomas, seconded Cllr Aldridge, unanimously **resolved**.

## **23/204 Report from the Events Sub Committee held on 8<sup>th</sup> November 2023**

It was **resolved** to note the report. The Parish Council events had previously been agreed

The Christmas Festival would be held on Thursday 7<sup>th</sup> December 2023

Cllr Hooper hoped to be able to help with the ~~Open Gardens~~ Garage Sale

## **23/205 To receive accounts for payment not covered by Finance and Admin Committee**

**Resolved** to pay the following invoices, Cllr Payne abstained from personal re-imbursement, but agreed with the remainder, one abstention for the whole list. Proposed Cllr Howes, seconded Cllr de Burgh-Thomas

| Date       | Details                                                   | Cheque No. | Invoice No. | Total Bank £ | Cash £ | VAT £ |
|------------|-----------------------------------------------------------|------------|-------------|--------------|--------|-------|
| 04/12/2023 | Aurora FFE<br>6650 Welcome Back Fund                      | 4327       | 50007287    | 332.12       |        | 0.00  |
| 04/12/2023 | AM PAT Testing & Services<br>4525 Health and Safety       | 4328       | 00064-4     | 85.00        |        | 0.00  |
| 04/12/2023 | Coomber Security Systems Ltd<br>4540 Building Maintenance | 4329       | 227943      | 88.80        |        | 14.80 |

| Date       | Details                                                       | Cheque No. | Invoice No. | Total Bank £ | Cash £ | VAT £  |
|------------|---------------------------------------------------------------|------------|-------------|--------------|--------|--------|
| 04/12/2023 | Countrywide Ground Maintenance<br>4560 SC Ground Maintenance  | 4330       | 543341      | 197.70       |        | 32.95  |
| 04/12/2023 | Countrywide Ground Maintenance<br>4555 WPC Ground Maintenance | 4331       | 543097      | 1242.37      |        | 207.06 |
| 04/12/2023 | Enhanced Group<br>4505 Printing                               | 4332       | 1190        | 99.23        |        | 16.54  |
| 04/12/2023 | Function 28 Ltd<br>4605 Website                               | 4333       | 14415       | 12.00        |        | 2.00   |
| 04/12/2023 | Idverde<br>4590 Public Conveniences                           | 4334       | 10899120    | 1,485.00     |        | 247.50 |
| 04/12/2023 | Lights4fun<br>6720 Christmas Lighting                         | 4335       | 925210      | 485.48       |        | 80.91  |
| 04/12/2023 | N Ridge<br>4510 Office Cleaning                               | 4336       | 18          | 97.03        |        | 0.00   |
| 04/12/2023 | Lyreco UK Ltd<br>4505 Printing & Stationery                   | 4337       | 36427       | 55.92        |        | 9.32   |
| 04/12/2023 | Somerset Council<br>4220 Pensions                             | 4338       | Nov         | 1,146.52     |        | 0.00   |
| 04/12/2023 | HBC Builders<br>4535 Hire of Equipment                        | 4339       | 28929       | 906.28       |        | 151.05 |
| 04/12/2023 | Cllr Payne<br>4735 Fuel Costs                                 | 4340       |             | 57.60        |        | 0.00   |

## 23/206 Budget Considerations 2024 - 2025

- 23/206.1 The Chairman gave a verbal report from the SLCC and SALC meetings recently attended. The letter received from Somerset Council regarding Service and Asset Devolution was also discussed and what impact this might have on Williton Parish. Somerset Council Executive Meeting would take place on 6<sup>th</sup> December 2023, where their financial emergency would be discussed. Due to this, the Parish budget would be set in January 2024, however, the recommendation from FAC for a 50% increase was noted. The potential problems would be highlighted in the Williton Window report.

## 23/207 Health and Safety

- 23/207.1 It was **resolved** to accept the price for the Memorial Tree on Bellamy's Corner to be re-staked and cleared. It was further **resolved**, the work to the trees on the Copse would not be undertaken. Hi-Line could be contacted remove vegetation from the power lines. Proposed Cllr Peeks, seconded Cllr Howes.  
An electrician would be contacted to look at the lights on Bellamy's Corner.

## 23/208 Community Speed Watch

No report

## 23/209 Local Community Network

- 23/209.1 Noted the next meeting would be held on 5<sup>th</sup> December 2023. Cllr Aldridge would attend as the Parish Council representative. Answers to questions raised had been received and read out at the meeting.

## 23/210 Speed Indicator Devices

- 23/210.1 The request for the use of the post opposite Roughmoor Industrial Estate, or if not possible, opposite Sir Gilbert Scott, had been submitted to Highways and a response was awaited.
- 23/210.2 Cllrs Aldridge would arrange the installation of the device as soon as possible. It was noted the post at Raglands Cross had been replaced and was available for use.

## 23/211 Amenity Area

- 23/211.1 There had been no update from the Solicitors

## 23/212 Bellamy's Corner

- 23/212.1 An email had been received from Maitland Walker with a request to close the client account and return funds. It was unanimously **resolved** to agree to the closure and hold returned funds in provisions in case the option of buying Bellamy's Corner was readdressed by Somerset Council. Proposed Cllr Peeks, seconded Cllr Nye.

**23/213 Williton's Postal Service**

23/213.1 Letters had been sent to Royal Mail and Ian Liddell-Grainger MP and replies were awaited from both

**23/214 Children's Play Area**

23/214.1 A request had been received from WWMRG to work collaboratively to purchase additional play equipment following their Co-op funding. It was unanimously resolved to accept the request, noting that WWMRG Charity were taking advice regarding ownership. Proposed Cllr Peeks, seconded Cllr Angell.

Open meetings would be held on 17<sup>th</sup> January 2024, 4pm – 7pm and Saturday 20<sup>th</sup> January 2024 10.30 – 12 noon, in the Parish Office to engage with members of the public to ascertain what equipment would be preferred. Costings and possibilities would be on display.

**23/215 Flood / Village Response Group**

23/215.1 The report from the recent meeting was noted and deemed successful with four members of the public attending. An article had been submitted to the West Somerset Free Press and Williton Window. A meeting would be held in February, where outside stakeholders, such as the Environment Agency, would be invited to attend.

23/215.2 Terms of Reference – deferred to January 2024 meeting

**23/216 Youth Council**

Cllr Angell reported he had contacted St Peters School and Danesfield Middle School and was awaiting replies

**23/217 Matters for the next Parish Council meeting to be held on Monday 8<sup>th</sup> January 2023**

CCTV

Cllr Howes tendered her apologies for this meeting

Proposal a letter is sent to MP stating increase in houses was a burden on Parish that cannot be sustained

Meeting closed at 8.58 pm

Signed as a true and correct record ... Cllr Payne ..... Dated ... 8<sup>th</sup> January 2024 .....