

WILLITON PARISH COUNCIL

Minutes of the Parish Council Meeting held on 1st July 2024 at 7.00 pm
In the Parish Office, 2 Killick Way, Williton

Attendees:

Councillors	Payne (Chairman), Aldridge, Angell, de Burgh-Thomas, Hooper, McDonald, Peeks and Rutter
Somerset Council	Woods (left after 24/89 at 7.15pm)
Avon and Somerset Constabulary	None
Press	None
Clerk	Mrs Michelle Francis
Public	None
Other	None

Apologies:

Councillors	Denton, Howes, Nye and Whetlor (personal reasons)
Somerset Councillor	Davies
Other	None

24/81 It was advised that the meeting would be recorded.

24/82 Conduct of Meeting including Code of Conduct and Respect for others at Meeting

The Chairman reminded members to speak only once, through the Chair and to respect others whilst they were speaking.

24/83 Apologies as noted above and reasons for absence approved

Proposed Cllr Aldridge, seconded Cllr de Burgh-Thomas – unanimously **resolved**

24/84 Declarations of Interest

Name	Agenda Item	Interest	Action
Cllr Peeks	24/100	Personal	Advised meeting

24/85 Co-option of Councillor

An application had been received by Mr Robert McDonald for the casual vacancy on the Council. After a proposal from Cllr Hooper, seconded by Cllr Aldridge, it was unanimously **resolved** to co-opt. Mr McDonald to the Council.

As Cllr McDonald was in attendance, he duly signed the Declaration of Acceptance, after which he was able to take part in the remainder of the meeting.

24/86 Approval of the Minutes of the Meeting held on 3rd June 2024

It was **resolved** to approve the minutes of the meeting.

Proposed Cllr Hooper, seconded Cllr Aldridge with abstentions from those members not present

24/87 Matters from the Minutes – for the purpose of report only

There were none

24/88 Report from Avon and Somerset Constabulary

The newsletter and crime statistics were noted

24/89 Report from Somerset Councillors

A written report had been received from Cllrs Davies and forwarded to members

Cllr Woods read out her report, which had been forwarded to members

Comments were made regarding the Civil Contingency plan and whether a standard plan could be followed.

24/90 Clerk's/Chairman's Notices

24/90.1 Cllr Angell would write the next article for Williton Window

24/91 Correspondence

24/91.1 It was **resolved** to note the contents of the correspondence log

- 24/91.2 Letter from Parishioner was discussed in detail
Resolution: Reply thanking the Parishioner for their letter, pointing them to the External Auditor, noting that if anything is highlighted, the Parish Council would act accordingly.
Proposed by Cllr Angell, seconded by Cllr Aldridge, unanimously **resolved**
- 24/91.3 Quantock Foodbank – an email had been received thanking the Parish Council for agreeing the use of the car park - noted
- 24/91.4 Invitation had been received to attend the Foxes Academy Graduation – Cllr Payne would attend - noted
- 24/92 Report from the Environment and Planning Committee held on 10th June 2024**
It was **resolved** to note the report
- 24/93 Report from the Finance and Administration Committee held on 17th June 2024**
It was **resolved** to note the report
- 24/93.1 It was **resolved** to note the provisions as at 31st May 2024.
- 24/93.2 (Item 24/21.1A) Legionella Testing for Parish Office and Public Conveniences – discussed under 24/109
- 24/93.3 (Item 24/27.1A) Recommendation to re-adopt The Code of Conduct Policy was considered
Resolution: To accept recommendation to re-adopt the policy
Proposed by Cllr Hooper, seconded by Cllr de Burgh-Thomas, unanimously **resolved**
- 24/93.4 (Item 24/27.2A) Recommendation to adopt amended Anti-Bullying Policy was considered
Resolution: To accept recommendation to adopt the policy, after additional slight amendments
Proposed by Cllr Hooper, seconded by Cllr Rutter, unanimously **resolved**
- 24/93.5 (Item 24/27.3A) Recommendation to re-adopt Audio/Visual Recording Policy was considered
Suggested amendments would be made and re-presented at the next meeting
- 24/93.6 (Item 24/30A) Recommendation to adopt amended Terms of Reference for Events sub-committee was considered
Agreement on the proposed amendments could not be reached, therefore it was agreed to re-present to the Trustee for re-consideration
- 24/93.7 (Item 24/33A) Cash Handling Protocol – to be discussed under 24/108
- 24/94 Report from the Events Sub Committee held on 12th June 2024**
It was **resolved** to note the report
- 24/95 To receive accounts for payment not covered by Finance and Admin Committee**
It was unanimously **resolved** to pay the following invoices.
Proposed Cllr Hooper, seconded Cllr de Burgh-Thomas

Date	Details	Cheque No.	Invoice No.	Total Bank £	Cash £	VAT £
01/07/2024	Aurora FE Ltd 6625 Care in the Community	4458	50010642	407.98		0.00
01/07/2024	Countrywide Grounds Maintenance 4560 SC Ground Maintenance	4459	578901	222.90		37.15
01/07/2024	Countrywide Grounds Maintenance 4555 WPC Ground Maintenance	4460	578899	1,312.99		218.83
01/07/2024	Function 28 Ltd 4605 Website	4461	15521	12.00		2.00
01/07/2024	Minehead EYE CIC 6635 Youth Provision	4462	2942	4,000.00		666.67
01/07/2024	SALC 4520 Training	4463	3282	140.00		0.00
01/07/2024	S Sherry 4810 Auditor	4464	2108	490.00		0.00

- 24/96 Verbal report from meeting with Cllr Revans, Leader of Somerset Council held on 10th June 2024**
The Chairman gave a verbal update which included the recycling centre – currently no decision, but all sites were being looked at. Sale of assets and closure of reception desk in West Somerset House, with impact on Parish Council office. The public toilets were discussed, and Cllr Revans advised no decision had been made, but there would be toilet facilities in the village. Longer free parking was requested.
- 24/97 Solar Farm**
- 24/97.1 A copy of the letter sent from the Parish Council to the Secretary of State had been circulated and subsequent reply received - noted.
- 24/97.2 The Chairman gave a verbal report from the meeting with Chairman of Parish Councils and possible judicial review being investigated by the CPRE. If the judicial review was an option, it would be suggested that donations are requested via posters and social media and outside bodies.
- Resolution:** To contact CPRE to advise the Parish Council would be interested to know what the advice was and suggest a meeting was held so all interested parties could be informed of the outcome. Williton Parish Council would be happy to host the meeting.
Proposed by Cllr Aldridge, seconded by Cllr Rutter, unanimously **resolved**
- 24/98 Health and Safety**
Nothing reported
- 24/99 Amenity Area**
It was noted the meeting did not take place, due to Cllr Payne being the only member who had attended. The working group were reminded it had been agreed for meetings to take place on the third Monday of the month, the day of the FAC meetings. Agendas would be forwarded as reminders
- 24/100 Williton Window**
A new editor was needed, if one is not found, it could be the end of the magazine. The current editor had offered to produce a newsletter for the Parish Council, but this would raise an issue with distribution.
- 24/101 Community Speed Watch - No report**
- 24/102 Speed Indicator Devices**
No update – reported at the last meeting that a reply was awaited from Somerset Council Highways although reported at a previous meeting that they agreed in principle with the proposed sites for new posts but would confirm after consulting with other departments.
- 24/103 To receive a SID (Speed Indicator Device) report**
Cllr Aldridge advised the SID had an impact on the reduction of speeding and would like to consider the possibility of purchasing a second device, solar powered, when setting the 2025-2026 budget.
- 24/104 Community Review Project**
- 24/104.1 A request had been received to sign a pre-election period statement.
Resolution: To sign the statement
Proposed by Cllr Hooper, seconded by Cllr Aldridge, unanimously **resolved**
- 24/104.2 Request to sign a Data Sharing agreement, with Williton Parish Council as an entity being the DPO
Resolution: To sign the Data Sharing agreement
Proposed by Cllr Peeks, seconded by Cllr de Burgh-Thomas, unanimously **resolved**
It was noted a meeting had been held, the date of the next meeting was Friday 5th July 2024
- 24/105 Youth Council - There was no update**
- 24/106 Local Community Network**
Grit bins would be filled on the same basis as last year. Concern regarding the cutting of roadside hedges had been raised. Road sweeping – prior notice would be given.
- 24/107 Flood / Village Response Group**
Cllrs Aldridge and Rutter, with two members of the public had attended the last meeting, but it was noted more volunteers were needed to make the group viable. The next meeting would be held on 11th July. Cllr Rutter suggested the group was broadened in line with Somerset Council and Somerset Water Authority to include Climate Adaption – it was agreed the group would consider and report back to Full Council.

24/108 Williton Chemist

There was no update, but it was reported a new resident pharmacist had recently been present

24/109 Matters for the next Parish Council meeting to be held on Monday 5th August 2024

A resolution was passed to exclude the Press and Public from the remainder of the meeting due to personnel and commercial sensitivity

24/111 (Item 24/33A) Cash Handling Protocol

Resolution: It was **resolved** to accept the recommendation to adopt the amended Cash Handling Protocol.

Proposed by Cllr Angell, seconded by Cllr Aldridge, with 2 against and 1 abstention

24/112 (Item 24/21.1A) Legionella Testing for Parish Office and Public Conveniences

Resolution: To accept quotation from Swift Clean as they had visited the premises and offered training, for one year

Proposed by Cllr Aldridge, seconded by Cllr Angell, unanimously **resolved**

Meeting closed at 9.07 pm

Signed as a true and correct record ... Cllr Payne Dated ... 5th August 2024