

WILLITON PARISH COUNCIL

Minutes of the Parish Council Meeting held on 3rd March 2025 at 7.00 pm
In the Parish Office, 2 Killick Way, Williton

Attendees:

Councillors	Payne (Chairman), Denton, Hooper and Rutter
Somerset Council	Woods
Avon and Somerset Constabulary	None
Press	None
Clerk	Mrs Michelle Francis
Public	None
Other	None

Apologies:

Councillors	Aldridge, Angell, Nye, Peeks, Schmieder and Whetlor (personal reasons);
Somerset Councillor	Davies
Other	None

24/289 It was advised that the meeting would be recorded.

24/290 Conduct of Meeting including Code of Conduct and Respect for others at Meeting

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

24/291 Apologies as noted above and reasons for absence approved

- **Resolution:** To accept apologies listed above
Proposed by Cllr Hooper, seconded by Cllr Denton, unanimously **resolved**

24/292 Declarations of Interest

There were none

24/293 Approval of the Minutes of the Meeting held on 3rd February 2025

It was unanimously **resolved** to approve the minutes of the meeting.
Proposed Cllr Hooper, seconded Cllr Rutter

24/294 Matters from the Minutes – for the purpose of report only

24/294.1 (Item 24/278.1) Bleed Kit had arrived and would be installed on the Parish Office - noted

24/295 Report from Avon and Somerset Constabulary

It was advised that PCSO Howe would trail monthly 'Pop Up' surgeries in the Parish Office

24/296 Report from Somerset Councillors

Written reports had been received from Cllr Davies and Cllr Woods and forwarded to members

Councillor Woods asked if any feedback had been received by the Parish Council regarding the proposed changes to car parking charges, which none had been, but the Chairman advised he had heard there were plans to make charges the same across the county. Confirmation would be awaited. It was agreed a consistent policy would be required

Somerset Council were looking at selling off the Library, Children's Centre – it was requested that the development proposal should include that public toilets have to be provided. It was also requested that Parish and Town Councils should have the opportunity to purchase these buildings in the first instance, before the open market, as they were built using public funds

The library would be shut for 2 weeks, from 24th March – 7th April 2025, prior to moving to West Somerset House. The Parish Council had received no communication regarding this closure.

Somerset Council had been told by auditors they had to make more effort in getting regular income – it was noted this would have been received via Roughmoor industrial units, if they were not selling them.

24/297 Clerk's/Chairman's Notices

24/297.1 It was noted the process of co-option of Councillors could commence

24/298 Correspondence

24/298.1 It was **resolved** to note the contents of the correspondence log.

- 24/298.2 A letter had been received from Watchet Town Council objecting to the closure of West Somerset House and requested support for their letter
- **Resolution:** To support Watchet Town Council with the request for face-to-face contact at West Somerset House to be maintained; to also write to Somerset Council objecting to the removal of this facility and copy Watchet Town Council into letter
Proposed by Cllr Hooper, seconded by Cllr Rutter, unanimously **resolved**
- 24/298.3 SALC Training dates had been received for upcoming training sessions. Consideration was given for Cllrs Denton and Whetlor to attend the HR Training and consider other courses for councillors who had not attended the offered training.
- **Resolution:** To agree for Cllrs Denton and Whetlor to attend the HR training
Proposed by Cllr Hooper, seconded by Cllr Rutter, unanimously **resolved**
 - **Resolution:** The Clerk would email all Councillors who had not previously attended training to encourage them to enrol on the Councillor Essentials Part 1 – Roles and Responsibilities, and the Code of Conduct and Councillors Interests, being held at Williton Pavilion.
Proposed by Cllr Hooper, seconded by Cllr Rutter, unanimously **resolved**
- 24/298.4 An email had been received from a local business requesting an update regarding Somerset Council plants for selling off assets, namely the Library, Children's Centre and Beckett House – this would be discussed under item 24/307
- 24/299 Report from the Environment and Planning Committee held on 10th February 2025**
It was **resolved** to note the report
- 24/300 Report from the Finance and Administration Committee held on 17th February 2025**
It was **resolved** to note the report
- 24/300.1 It was **resolved** to note the provisions as at 31st January 2025
- 24/300.2 It was **resolved** to note the detailed receipts and expenditure analysis as at 31st January 2025
- 24/300.3 (Item 24/205 November 2024) CAWS (Citizens Advice West Somerset) had applied for a grant to the sum of £4,000.00. At the November 2024 meeting, it was **resolved** to grant the budgeted amount of £2,000.00 and then re-consider the remaining balance at the end of the financial year, if there were underspent budget lines. After a discussion the following was **resolved**:
- **Resolution:** To grant the additional £2,000.00 from underspent budget lines, to continue to provide service to Williton parishioners.
Proposed by Cllr Denton, seconded by Cllr Rutter, one abstention
- 24/300.4 A request for a meeting had been received from Watchet Town Council to discuss maintenance fees at Watchet Cemetery. It was **resolved** Cllrs Denton and Payne would attend and report back to a future meeting
- 24/301 Report from the Events Sub Committee held on 12th February 2025**
It was **resolved** to note the report and agree to Parish Council events
- **Resolution:** To hire the Pavilion Hall and kitchen on VE Day, to cover inclement weather, to provide refreshments on a donation basis
Proposed by Cllr Denton, seconded by Cllr Rutter, unanimous
- 24/301.1 Consideration was given to a request to fund Christmas Trees to ensure a better display for parishioners.
- **Resolution:** To defer decision until later in the year when support from businesses and the business federation would be known
Proposed by Cllr Denton, seconded by Cllr Rutter, unanimous

24/302 To receive accounts for payment not covered by Finance and Admin Committee

It was **resolved** to pay the following invoices. Proposed Cllr Hooper, seconded Cllr Denton

Date	Details	Cheque No.	Invoice No.	Total Bank £	Cash £	VAT £
03/03/2025	Countrywide Grounds Maintenance 4560 SC Ground Maintenance	4653	619236	222.90		37.15
03/03/2025	Countrywide Grounds Maintenance 4555 WPC Ground Maintenance	4653	619239	1,312.99		218.83

Date	Details	Cheque No.	Invoice No.	Total Bank £	Cash £	VAT £
03/03/2025	Aurora Group Ltd 6625 Care in community	4654	50014224	115.70		0.00
03/03/2025	Aurora Group Ltd 6625 Care in community	4654	50014399	279.84		0.00
03/03/2025	Function 28 Ltd 4605 Website	4655	16785	12.00		2.00
03/03/2025	Function 28 Ltd 4605 Website	4655	16641	12.00		2.00

24/303 Health and Safety

24/303.1 A date for the Annual Health and Safety Audit had been booked

24/304 Williton Window

24/304.1 Consideration was given to the production of a single sheet newsletter, an example of which had been forwarded, on a bi-monthly basis. It was noted it was currently a single, double-sided sheet, but this may increase to two A4 sheets. Distribution volunteers would be contacted to ask if they would still be willing to deliver around the village. The bingo dates would be included

- **Resolution:** To produce the newsletter, as discussed above, in colour, with Cllr Payne writing the Councillor report.
Proposed by Cllr Denton, seconded by Cllr Rutter, unanimously **resolved**
- **Resolution:** To purchase the proposed folding machine at a cost of £227.00 inc. vat
Proposed by Cllr Hooper, seconded by Cllr Rutter, unanimously **resolved**

24/305 Community Speed Watch

Cllr Denton advised a recent speed watch had been undertaken near Danesfield School. Two cars had been speeding, overall, it had been effective at slowing the speed of traffic

24/306 Community Review Project

24/306.1 The final report had been received, Cllr Denton advised a meeting of the Steering Group was still to be arranged

24/307 Local Community Network / Somerset Council

24/307.1 A report on the recent teams meeting with Somerset Council regarding communication, in conjunction with the written report that had been forwarded

24/307.2 A response had been received from Somerset Council regarding various concerns that the Parish Council had raised with Cllr Revans, which had been forwarded to members. Concern was raised again regarding the lack of communication with the Parish Council and the sale of buildings that were built with public money

- **Resolution:** To write to Rachel Gilmour MP to request the issue of lack of transparency of selling public assets is raised with the Local Government Minister
Proposed by Cllr Denton, seconded by Cllr Payne, unanimously **resolved**

24/307.3 An email from a local business requesting an update regarding Somerset Council plans for selling assets, namely the Library, Children's Centre and Beckett House. It was **resolved** to relay the information received

24/308 Flood Resilience Workshop

Cllr Rutter gave an update regarding the upcoming workshop of Tuesday 11th March 2025. It was noted unfortunately Somerset Rivers Authority were no longer able to attend but would forward leaflets and information

24/309 Annual Parish Assembly

24/309.1 Confirmation that the Parish Assembly would be held on Tuesday 22nd April 2025 at Williton Pavilion. Any questions would be requested, through the Clerk, two weeks before the meeting, to enable a reply. It may be necessary for questions tabled at the meeting to be answered when information gathered and confirmed

24/309.2 Rachel Gilmour MP had confirmed she would attend the meeting as guest speaker - noted

24/310 Councillor Surgeries

24/310.1 The clerk would forward dates for councillors to consider and volunteer for, possibly in conjunction with the Police Pop Up Surgery and Talking Café, to include a weekday and a Saturday, on a monthly basis

24/311 A resolution was unanimously passed to exclude members of the press and public from the remainder of the meeting, due to commercial sensitivity

Proposed Cllr Denton, seconded Cllr Hooper

24/312 Consideration of quotations for the cleaning of Williton Public Conveniences

Four quotations had been received, to clean the Williton Public Conveniences and were considered

- **Resolution:** To award the cleaning contract to Danfo and if good service received, to consider a 2-year contract from 2026-2027. A break clause would be added to cover any end of lease by Somerset Council, giving one month notice
Proposed by Cllr Hooper, seconded by Cllr Denton, unanimously **resolved**

24/313 Members of the press and public were invited to return to the meeting – none returned

24/314 Matters for the next Parish Council meeting to be held on Monday 7th April 2025

Meeting closed at 8.35 pm

Signed as a true and correct record Cllr Payne Dated ... 7th April 2025