

WILLITON PARISH COUNCIL

Minutes of the Parish Council Meeting held on 4th August 2025 at 7.00 pm
In the Parish Office, 2 Killick Way, Williton

Attendees:

Councillors	Payne (Chairman), Aldridge, Denton, Hooper, Peeks, Rutter, Schmieder and Whetlor
Somerset Council	Davies (left at 8.40pm at item 25/132)
Avon and Somerset Constabulary	None
Press	None
Clerk	Mrs Michelle Francis
Public	One member (left at 7.15pm during 25/115)
Other	None

Apologies:

Councillors	Nye (for personal reasons)
Somerset Councillor	Woods
Other	None

Before the start of the meeting a member of the public addressed the council regarding the removal of flags

25/109 It was advised that the meeting would be recorded.

25/110 **Apologies as noted above and reasons for absence approved**

Proposed Cllr Whetlor, seconded Cllr Peeks – unanimously **resolved**

25/111 **Declarations of Interest**

Name	Agenda Item	Interest	Action
Cllr Whetlor	25/129	Other non-pecuniary	Informed meeting
Cllr Whetlor	25/130	Other non-pecuniary	Left meeting

25/112 **Approval of the Minutes of the Meeting held on 7th July 2025**

Cllr Hooper raised a query regarding the omission of her comments on item 25/86 from the minutes. The Chairman clarified that the minutes are not verbatim, but a verbatim note of all Councillors' comments had been prepared and was read out by the Chairman at the meeting

It was unanimously **resolved** to approve the minutes of the meeting, with the addition of the verbatim notes. Proposed Cllr Hooper, seconded Cllr Aldridge, with four abstentions due to absence

25/113 **Approval of the Extra Ordinary Minutes of the Meeting held on 21st July 2025**

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

Proposed Cllr Peeks, seconded Cllr Hooper, with one abstention due to absence

25/114 **Approval of the Extra Ordinary Minutes of the Meeting held on 28th July 2025**

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

Proposed Cllr Peeks, seconded Cllr Whetlor, with three abstentions due to absence

25/115 **Matters from the Minutes – for the purpose of report only**

Cllr Peeks commented on item 25/86 and the reasoning she had removed the flags, stating she had completed a risk assessment, but this had not forwarded. Cllr Peeks had emailed the clerk, on a day the clerk did not work, and had copied in the Chairman and Vice Chairman. After a discussion it was suggested that FAC consider options for future. The Chairman asked that in circumstances such as this, not to rely on emails, but to phone councillors.

25/116 **Report from Avon and Somerset Constabulary**

The recent newsletter had been circulated - noted

25/117 **Report from Somerset Councillors**

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

Cllr Davies highlighted the following items in his report:

1. New recycling dates; SEND have a classroom in Watchet; NHS closure of beds – Williton has no losses and is keeping the same number

Cllr Aldridge raised the issue with road closures not highlighting exactly where the closure was, causing unnecessary longer journeys around diversions and asked Cllr Davies to report this to Somerset Council Highways, requesting better information on signs. Cllr Payne would also raise at the LCN Highways meeting.

Cllr Payne raised an issue with the diversion route during the upcoming closure at Bridge Street, Williton, where residents will be unable to access their properties during the day, due to the one-way system – Cllr Davies asked for these comments to be sent in writing, so that he could address with Highways

25/118 Clerk's/Chairman's Notices

Item 25/131 - Members were advised the exclusion would be due to commercial and personnel sensitivity

The Chairman reminded members to adhere to the Code of Conduct, due to recent conduct of councillors at meetings.

25/119 Correspondence

25/119.1 It was **resolved** to note the contents of the correspondence log

25/119.2 (Item 25/80.2) A letter had been received from WWMRG advising that the Formation of a Management Committee for the day-to-day running operations for the Pavilion, Barn and parking areas on the Memorial Ground was being considered. Pending further information, advice would be taken from CCS

25/119.3 (Item 25/80.4) A reply had been received earlier in the day from the existing cleaning contractor, regarding the cost for cleaning the toilet in the Barn, but further clarification was required, therefore, this item would be referred to the next FAC meeting

25/119.4 Notification had been received from a parishioner regarding difficulty gaining insurance in Blacksmith Close, potentially due to the Environment Agency withdrawing watercourse maintenance. A discussion took place on how this could potentially affect the whole of the village,

Resolution: To undertake the following actions:

1. To contact Rachel Gilmour MP and Somerset Council and ask them to raise the question why the maintenance was being withdrawn
2. Contact the Environment Agency stating disappointment that the service was being withdrawn and asking for clarification whether they would continue to undertake emergency clearance work
3. To write to neighbouring parishes and enquire if they have experienced similar issues

25/119.5 A survey regarding Parish Preparedness had been received and was considered. Cllr Rutter would submit comments to the clerk who would forward a response.

25/120 Report from the Environment and Planning Committee held on 14th July 2025

It was **resolved** to note the report

25/121 Report from the Finance and Administration Committee held on 21st July 2025

It was **resolved** to note the report

25/121.1 It was **resolved** to note the provisions as at 30th June 2025.
FAC were asked to consider the provisions headings

25/121.2 It was **resolved** to note the Receipts and Expenditure Analysis as at 30th June 2025, as presented to the FAC meeting

25/121.3 (Item 25/28.1A) NALC Anti Bullying & Harassment Policy – the recommendation to adopt the policy and delete current Anti Bullying Policy and Work-Bullying Harassment Policy was considered. This would be referred back to FAC for further consideration

25/121.4 (Item 25/28.2A) Financial Regulations – the recommendation to accept highlighted amendments and adopt the policy was considered. Cllr Hooper requested a named vote.

Resolution: To accept the highlighted amendments and adopt the policy

Proposed Cllr Denton, seconded Cllr Whetlor, with Cllrs Aldridge, Payne, Rutter and Schmieder, in favour, Cllr Peeks abstained and Cllr Hooper against

25/122 Report from the Events Sub Committee held on 2nd July 2025

It was **resolved** to note the report. It was noted a VJ Day service would be held on the Memorial Ground on Sunday 17th August at 3pm, so as not to clash with the Burma Star Service at Minehead

25/123 Planning Application

Application No	Location	Details	Comment
3/39/25/011	65 Long Street, Williton, TA4 4RD	Erection of first floor extension on the north elevation	No objection Proposed Cllr Peaks Seconded Cllr Denton Unanimously Resolved

25/124 To receive accounts for payment not covered by Finance and Admin Committee

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

Date	Details	Cheque No.	Invoice No.	Total Bank £	Cash £	VAT £
04/08/2025	HM Revenue & Customs 4210 PAYE	4693	1-3	2451.20		0.00
04/08/2025	Aurora FE Ltd 6625 Care in the Community	4694	50016573	294.75		0.00
04/08/2025	Countrywide Grounds Maintenance 4560 SC Ground Maintenance	4695	643711	468.28		78.05
04/08/2025	Countrywide Grounds Maintenance 4555 WPC Ground Maintenance	4695	644280	1,389.31		231.55
04/08/2025	Core Synergy Ltd 4605 Website	4696	17499	12.00		2.00
04/08/2025	Danfo UK Ltd 4590 Cleaning public toilets	4697	8880	1102.66		183.78
04/08/2025	Elan City Ltd 4540 Maintenance of Equipment	4698	2697	140.00		23.33
04/08/2025	Enhanced Technology Solutions Ltd 4505 Printing & Stationery	4699	2565	39.30		6.55
04/08/2025	Lyreco UK Ltd 4505 Printing & Stationery	4700	6290342767	66.60		11.10

25/125 Health and Safety

The Police reported an indecent exposure incident on the Memorial Ground and had taken CCTV footage

25/126 Community Speed Watch

Cllr Denton advised the project was struggling, due to lack of volunteers and was in contact with PCSO Howe to discuss

25/127 Community Review Project – It was resolved to remove the item from the agenda, due to lack of support in actioning any issues raised**25/128 Local Community Network**

The papers from the last meeting had been forwarded to members. Due to time restraints, the issue with Somerset Council not accepting reports from Fix My Street was not raised but would be at a future meeting. Cllr Davies was asked to investigate why reports were not being accepted. Details of how to report issues on Somerset Council website, would be highlighted in the next Newsletter

25/129 Parish Newsletter

25/129.1 (Item 25/65.2) Responses had been received from neighbouring Parishes regarding the distribution of the newsletter within their parishes. Sampford Brett Parish Council had confirmed they had no objection. Watchet Town Council asked to refrain from delivering to properties within their parish, as they felt it could lead to resident confusion on council matters.

25/130 Watchet Cemetery - (Cllr Whetlor left the meeting for this item)

Cllrs Aldridge and Payne had attended a meeting with Watchet Town Council to discuss the closed churchyard, and a Service Level Agreement had subsequently been received from WTC.
Cllr Peaks raised various questions, including:

- Do WTC receive funds for the War Graves?
- Requirement to view past minutes from Williton Parish Council meetings to collaborate the copies of letters received
- S215 – requirement to clarify within remit to lawfully contribute
- Request definitive plan of the closed churchyard
- To confirm issue regarding maintenance of walls

It was further suggested to obtain quotations from other grounds maintenance contractors to enable comparison of costings and ensure best value.

Members were asked to forward any questions to the office to enable clarification to be sought and for FAC to discuss at their next meeting and make a recommendation back to Full Council

- 25/131 A resolution was passed to exclude members of the press and public from the remainder of the meeting, due to commercial and personnel sensitivity.
Proposed Cllr Denton, seconded Cllr Hooper**

The Chairman sought the agreement of the Council to continue the meeting beyond 9:00 p.m. - all Members present agreed to proceed.

- 25/132 Personnel meeting held on 21st July 2025, the following recommendations were considered:**

Staff Training recommendation:

- For the Assistant to the Parish Clerk undertake CILCA training, when the new course was available in 2026 and for 50% of coursework to be funded
- Upon completion, to promote the position to Deputy Clerk
- For the Clerk to undertake FILCA course at a cost of £120 + vat

Resolution: To agree the above recommendation

Proposed Cllr Whetlor, seconded Cllr Denton, unanimously **resolved**

Job Evaluations recommendation:

- To instruct Council HR and Governance Support to be undertake Job Evaluations for all staff.
- To retain Council HR and Governance Support on an annual contract, for 3 years
- For the Clerk and Personnel Committee to undertake HR training courses

Resolution: To agree the above recommendation

Proposed Cllr Aldridge, seconded Cllr Denton, unanimously **resolved**

Parish Maintenance Contract recommendation:

- Full Council to give authority to the clerk and personnel committee to select and appoint a contractor, on the above temporary basis
- To consider a 12-month contract from 1st April 2026, subject to performance and budget allowance
- If no companies tender, to start a process for individuals to apply, on a self-employed basis

Resolution: To agree the above recommendation

Proposed Cllr Denton, seconded Cllr Whetlor, unanimously **resolved**

- 25/133 Sale of Somerset Council Buildings**

The Chairman updated members on the Teams meeting that was held with Somerset Council on Wednesday 30th July 2025 and progress made since the last Extra Ordinary meeting. It had been confirmed there were no deeds for the library building and Somerset Council had submitted a first registration. A public meeting would be held on 26th August, 7pm in the pavilion, which would be advertised in the Parish Newsletter. A business case had been drafted and handed to members for comment.

Notification had been received earlier in the day, that the Parish Council's application for the current public toilet building to become an Asset of Community Value had been declined.

- 25/134 Members of the press and public were invited to re-enter the meeting**

There were no re-entries

- 25/135 Matters for the next Parish Council meeting to be held on Monday 6th October 2025**

Meeting closed at 9.15 pm

Signed as a true and correct record Dated