

WILLITON PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on 5th May 2026 at 7.00 pm
In the Parish Office, 2 Killick Way, Williton

Attendees:

Councillors	Payne (Chairman), Aldridge, Hooper, Prince, Schmieder, Shattock and Vaughan
Somerset Council	Davies (arrived a 8.38pm and left at 8.49 pm, both during item 26/31)
Avon and Somerset Constabulary	None
Press	None
Clerk	Mrs Michelle Francis
Public	None
Other	None

Apologies:

Councillors	Peeks (personal reasons) and Whetlor (attending another meeting)
Somerset Councillor	Davies who would be attending late, due to a clash of meetings
Other	None

It was advised that the meeting would be recorded

26/01 Election of Chairman and receipt of Declaration of Acceptance of Office

- **Resolution** - Cllr Payne was unanimously elected as Chairman and duly signed the Declaration of Office
Proposed Cllr Hooper, seconded Cllr Prince

26/02 The Chairman reminded members of the expected conduct during the meeting, including Code of Conduct and respect for others, noting the long agenda

26/03 Health and Safety, including Housekeeping

It had been reported the fence at the Children's Play Area had fallen, due to a rotten post – The contractor would be on site next week to install the new the play equipment and would be asked to provide a quotation, in line with ROSPA guidance - noted

26/04 Apologies as noted above and reasons for absence approved

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

26/05 Declarations of Interest

There were none

26/06 Election of Vice Chairman

- **Resolution** - Cllr Aldridge was unanimously elected as Vice Chairman
Proposed Cllr Hooper, seconded Cllr Vaughan

26/07 Appointment of Councillors to Committees and confirmation of days and dates of meetings

As some Councillors were not present at the meeting, and if no prior confirmation had been received, it was unanimously **resolved** to obtain their preferences for which committee they wished to stand on, which would be presented for agreement at the June meeting, voting in their absence if necessary.
Proposed Cllr Hooper, seconded Cllr Vaughan.

26/07.1 Cllrs Hooper, Shattock and Vaughan were duly elected to the Finance and Administration Committee with Cllrs Aldridge and Payne as ex officio members.
Proposed Cllr Aldridge, seconded Cllr Hooper, **resolved**

26/07.2 Cllrs Peeks, Prince and Schmieder were duly elected to the Environment and Planning Committee with Cllrs Payne and Aldridge as ex officio members.
Proposed Cllr Shattock, seconded Cllr Vaughan, **resolved**

26/07.3 Cllrs Aldridge, Prince and Vaughan were duly elected to the Personnel Committee. It was **resolved** to amend to four members, with a quorum of three - one position vacant

26/07.4 Members would be elected as and if necessary to the Grievance Committee

26/07.5 Members would be elected as and if necessary to the Appeals Committee

26/07.6 Cllr Shattock was elected to the Events Committee; it was noted Cllrs Aldridge and Payne were ex officio members.
Proposed Cllr Prince, seconded Cllr Vaughan, **resolved**

26/07.7 Cllr Prince was elected to the Village Emergency Response Group; Cllr Rutter would be asked Proposed Cllr Shattock, seconded Cllr Aldridge, resolved

26/07.8 Cllr Payne was elected as the SALC Representative
Proposed Cllr Hooper, seconded Cllr Aldridge

Meeting dates had previously been agreed – noted

26/08 Appointment of Representatives to Outside Bodies

It was **resolved** to appoint representatives as follows:

Bus Users & Stakeholders Group	Aldridge
Contractor Liaison Officers	Clerk and Payne. Cllr Peeks would be invited
EDF/Hinkley Point Transport Forum	Cllr Whetlor would be invited
EDF/Hinkley Point Community Forum	Payne
Health & Safety Representative	Payne and Shattock
Highway subcommittee of LCN	Payne. Cllr Whetlor would be invited
LCN (Local Community Network)	Clerk and Payne
Magna Housing Association	Payne
Press Officer	Clerk
Pupil Parliament / Youth Groups	Shattock
Quantock Foodbank Management Committee	Payne
Rights of Way Representatives	Peeks
SALC (Somerset Association of Local Councils)	Hooper
Street Furniture	Peeks
The St Decumans Parish Trust and Mary Huxtable Trust Sutton Relief in Need Trust	Vaughan
Speed Watch	Cllr Denton would be invited
Twinning Association	Aldridge
Village Emergency Response Group	Prince. Cllr Rutter would be invited
Watchet/Williton/Quantock Area Panel	Office as corresponding notification
West Somerset Flood Group	Aldridge and Prince
West Somerset Voluntary Sector Forum	Payne
Williton Library & Friends Group Officer	Office
Wyndham Charity	Payne (Chairman)

26/09 Confirmation of continued Eligibility and re-adoption of the General Power of Competence

Williton Parish Council resolved that having met the conditions of eligibility as defined in the Localism Act 2011 and S1 965 The Parish Councils (General Power of Competence) (Prescribed Conditions Order 2012), resolves that the Council is eligible to adopt and to exercise the General Power of Competence due to having 2/3 elected members and a qualified Clerk.

- **Resolution:** To confirm and re-adopt the General Power of Competence.
Proposed by Cllr Hooper, seconded by Cllr Vaughan, unanimously **resolved**.

26/10 Re-adoption of Standing Orders

Advice would be obtained as to whether the Charity could become a standing committee, however, it was noted some councillors had concerns. Item 32C would be clarified. Item 42 would be altered to include the former library building. Personnel appendix would be amended to four members, with three for a quorum. Once these had been amended, it would be represent to Full Council for adoption

26/11 Review of Code of Conduct

- **Resolution:** To re-adopt the Code of Conduct
Proposed by Cllr Shattock, seconded by Cllr Aldridge, unanimously **resolved**

26/12 Review of Financial Regulations

- **Resolution:** To re-adopt the Financial Regulations
Proposed by Cllr Vaughan, seconded by Cllr Aldridge, unanimously **resolved**

26/13 Deeds in the custody of the Parish Council

It was noted copies of deeds were held at Risdon Solicitors

- 26/14 Approval of the Minutes of the Meeting held on 7th April 2026**
It was **resolved** to approve the minutes of the meeting.
Proposed Cllr Aldridge, seconded Cllr Prince, one abstention due to absence
- 26/15 Matters from the Minutes – for the purpose of report only**
There were none to report
- 26/16 Report from Avon and Somerset Constabulary**
The recent newsletter had been circulated – noted
- 26/17 Report from Somerset Councillors**
This item had been deferred until the arrival of Cllr Davies, who had sent apologies for being late, due to attending another meeting.
Cllr Davies had submitted a written report, which had been forwarded to members.
Cllr Davies arrived during item 26/31, which had been temporally adjourned to receive the following report:
Citizens Advice posters were distributed. Somerset Council had applied for funding to re-open the B3191. Cllr Davies had received a response from the Police regarding the vehicles entering Bridge Street through the no-entry, whilst roadworks were undertaken on High Street, which he felt was unsatisfactory.
Cllr Aldridge asked if Somerset Council had a costed scheme regarding the B3191, to explain the £40m funding request. Cllr Davies did not know what scheme was being proposed, but if successful they would attend Watchet Town Council to explain
Cllr Hooper had visited the footpath and cycle path link at Doniford Road with Cllr Davies, to highlight the issue and request that support is given; Cllr Davies although not on planning, would discuss with colleagues at Somerset Council and request this was addressed. It was noted at the Parish Assembly, St Peters First School had raised concern that there was no safe way for children to walk to school, so any support from Cllr Davies would be appreciated. Cllr Davies requested plans and a letter – EPC would be asked to provide.
- 26/18 Clerk's/Chairman's Notices**
At the previous meeting, the clerk had confirmed all had been emailed regarding GDPR with the request for training to be undertaken. To date, only Councillors Hooper, Payne and Peeks had done so, all were asked to undertake as soon as possible and confirm with the clerk, once completed
- 26/19 Correspondence**
26.19.1 It was **resolved** to note the contents of the correspondence log
- 26/20 Report from the Environment and Planning Committee held on 13th April 2026**
It was **resolved** to note the report
Councillors were reminded that the new play equipment was being installed week commencing 11th May 2026
- 26/21 Report from the Finance and Administration Committee held on 20th April 2026**
It was **resolved** to note the report
26/21.1 It was **resolved** to note the provisions as at 31st March 2026, as presented to FAC meeting
26/21.2 It was **resolved** to note the Receipts and Expenditure Analysis as at 31st March 2026, as presented to the FAC meeting
- 26/22 AGAR – End of Year Annual Governance Report**
The Clerk confirmed this was currently being actioned
- 26/23 Report from the Events Sub Committee held on 9th April 2026**
It was **resolved** to note the report

26/24 To receive accounts for payment

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

Invoice Date	Details	Payment method	Invoice No.	Total Bank £	Cash £	VAT £
30/04/2026	Countrywide Grounds Maintenance 4561 Weed spraying	FPO	686932	1,029.38		171.56
30/04/2026	Countrywide Grounds Maintenance 4555 WPC Ground Maintenance	FPO	687348	1,474.06		245.68
30/04/2026	Countrywide Grounds Maintenance 4560 SC Ground Maintenance	FPO	687344	496.84		82.81
15/04/2026	Minehead Eye CIC 6635 Youth Provision	FPO	4511	4,800.00		800.00
04/05/2026	Little Owl Cleaning Company 4590 Public Conveniences	FPO	164086	214.40		0.00
30/04/2026	Lyreco UK Limited 4505 Printing and Stationery	FPO	6290360964	62.06		10.34

26/25 Verbal Report from Annual Parish Assembly held on Tuesday 20th April 2026

It was agreed the new format had been well received and would be repeated next year.
There had been 58 attendees

26/26 Report from the Local Community Network (LCN) meeting

The draft minutes of the meeting had been forwarded on the 22nd April 2026 - noted

26/27 Flood / Village Response Group

A response was awaited from the office of Rachel Gilmour MP, after the recent meeting

26/28 Report from site meeting regarding the Closed Watchet Cemetery

Cllr Shattock gave a verbal report of the site meeting, which included:

- The groundsman advised they only cut the two closed churchyards 8-10 times a year, depending on the growing season, not every week as previously advised
- Each cut would take one man between Two to Two and a half days; again, depending on growth.
- A petrol mower was used, with at least a full day strimming, using battery powered trimmer – this raised a query with the cost of fuel that had been advised at £800
- Although closed in 1991, some graves had been reopened for a second family burial – this would have involved Watchet Town Council receiving revenue
- A discussion took place regarding allowing some of the boundary area to grow naturally / wild areas – it was felt this would reduce cutting times, in return reducing the overall cost

It had already been agreed to pay £1000 for this financial year 2026/27. WTC would be contacted to request a report of cutting times and costs, for April 2026 and expected for May 2026. The working group will continue to monitor and will hold a further meeting.

26/29 Former Library Building

Cllr Vaughan gave a verbal update. LED were working on design options

26/30 A resolution was passed to exclude the Press and Public from the remainder of the meeting, due to personnel sensitivity

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

26/31 Report from Personnel Committee held on Thursday 23rd April 2026

Cllr Aldridge apologised for a long overdue meeting and gave a verbal report.
This included, job re-evaluations, with advice being sought from the HR advisors, with whom a recent zoom meeting had taken place.

This item was adjourned at 8.38pm, due to the arrival of Cllr Davies – this was reported under 26/17. The meeting reconvened at 8.49pm, and discussion of Agenda Item 26/31 resumed.

The Clerk's appraisal would take place as soon as possible. Councillors were requested to undertake refresher courses, in particular code of conduct.

26/32 Members of the press and public were invited to return to the meeting

The meeting returned to open session; no members of the press or public were in attendance

26/33 Matters for the next Parish Council meeting to be held on Monday 1st June 2026

Report from meeting with Rachel Gilmour MP

Meeting closed at 9.04pm

Signed as a true and correct record Cllr P Payne Dated 1st June 2026