

WILLITON PARISH COUNCIL

Minutes of the Parish Council Meeting held on 1st June 2026 at 7.00 pm
In the Parish Office, 2 Killick Way, Williton

Attendees:

Councillors	Payne (Chairman), Aldridge, Gatti, Hooper, Peeks, Prince, Rutter, Schmieder, Shattock and Vaughan and Whetlor
Somerset Council	Davies (arrived at 7.08pm during item 26/42.1 and left at 8.34pm during item 26/56)
Avon and Somerset Constabulary	None
Press	None
Clerk	Mrs Michelle Francis
Public	None
Other	None

Apologies:

Councillors	Denton (work commitments)
Somerset Councillor	None
Other	None

- 26/34** It was advised that the meeting would be recorded
- 26/35** The Chairman reminded members of the expected conduct during the meeting, including Code of Conduct and respect for others, noting the long agenda
- 26/36** **Health and Safety, including Housekeeping**
Somerset Council had closed the public footpath between Catwell and Townsend, however, it was noted that it was still being used. Cllr Davies would be informed of this for reporting to Somerset Council
- 26/37** **Apologies as noted above and reasons for absence approved**
Proposed Cllr Whetlor, seconded Cllr Shattock, **resolved** with three abstentions
- 26/38** **Declarations of Interest**
There were none
- 26/39** **Appointment of Councillors to Committees**
- 26/39.1 Cllr Whetlor was elected to the Finance and Administration Committee
Proposed Cllr Gatti, seconded Cllr Shattock, unanimously **resolved**
- 26/39.2 Cllrs Gatti and Rutter were elected to the Environment and Planning Committee
Proposed Cllr Peeks, seconded Cllr Prince, unanimously **resolved**
- 26/39.3 Cllrs Whetlor was duly elected to the Personnel Committee
Proposed Cllr Gatti, seconded Cllr Hooper, unanimously **resolved**
- 26/40** **Personnel Meeting**
The date of the next meeting was agreed, as Thursday 4th June 2026 at 9.30am
- 26/41** **Approval of the Minutes of the Meeting held on 5th May 2026**
It was **resolved** to approve the minutes of the meeting.
Proposed Cllr Prince, seconded Cllr Vaughan, two abstentions due to absence
- 26/42** **Matters from the Minutes – for the purpose of report only**
- 26/42.1 (Item 26/20) The new playground equipment had been installed and had been well received - noted
- 26/43** **Report from Avon and Somerset Constabulary**
None received
- 26/44** **Report from Somerset Councillors**
Cllr Davies gave a verbal report, which included:
- Request from Somerset Waste for batteries and gas canisters to be disposed of in the correct manner, due to recent fires

- Somerset Council had held a full council meeting recently and the motion regarding holiday tax was withdrawn
- It was reported that the Planning Department were aware of the footpath at Doniford Road, as reported last month, but it had been delayed due to an error at Somerset Council, so an outcome was awaited. Cllr Davies was asked to keep abreast of this issue
- It was highlighted the signs advising of the closed footpath between Catwell and Townsend had been vandalised – Cllr Davies would contact the officer at Somerset Council to advise – it was noted a physical barrier would be required
- No reply had been received regarding Bellamys Corner; Cllr Davies advised he would follow this up

Cllr Aldridge acknowledged the closed footpath was on land that was eroding and enquired if the path would be restored or moved. Cllr Peeks advised the footpath had already been moved once and 'once a highway, always a highway'; Cllr Peeks would also report under her Path Liaison Officer role

Cllr Whetlor highlighted that currently the area was only being covered by one Somerset Council representative. Cllr Payne acknowledged the pressure that caused and proposed the leader of the council, Cllr M Best, and the Monitoring Officer, was contacted to highlight concern that the area was being underrepresented.

- **Resolution** – to contact Cllr Best and the Monitoring Officer with the above concerns
Proposed Cllr Payne, seconded Cllr Whetlor, resolved with one abstention

26/45 Clerk's/Chairman's Notices

26/45.1 The Clerk reminded members of outstanding GDPR training and that Personnel had requested all councillors undertake refresher Code of Conduct training – dates would be forwarded

26/46 Correspondence

26.46.1 It was **resolved** to note the contents of the correspondence log

26/47 Report from the Environment and Planning Committee held on 11th May 2026

It was **resolved** to note the report

Cllr Vaughan asked if EPC would be reporting overgrown hedges by Risdons Solicitors and Croft House – Cllr Peeks advised it had previously been advised that Councillors were to report directly on the Somerset Council website, including photographs where possible.

26/48 Report from the Finance and Administration Committee held on 18th May 2026

It was **resolved** to note the report

Cllr Aldridge advised of issues submitting content of the Williton Window to the printers, due to software. A discussion took place regarding a subscription to Canva, which after a 30-day free trial period, would be £100 per licence for one year.

- **Resolution** – To trial Canva for the 30-day free trial period, and if the editors were happy with the software, to purchase two licences, one for each editor
Proposed Cllr Shattock, seconded Cllr Hooper – unanimously **resolved**

26/48.1 It was **resolved** to note the provisions as at 30th April 2026, as presented to FAC meeting

26/48.2 It was **resolved** to note the Receipts and Expenditure Analysis as at 30th April 2026, as presented to the FAC meeting

26/48.3 Insurance Renewal

- **Resolution** – To renew insurance policy with Zurich, noting the former library building would be added
Proposed Cllr Aldridge, seconded Cllr Hooper – unanimously **resolved**

26/49 End of Year Internal Audit 2025-2026 - noted

26/50 Consideration of Annual Governance Statement 2025-2026

- **Resolution:** To note the Annual Governance Statement had been considered. It was noted that GDPR training was outstanding by some councillors and this was expected to be undertaken and completed as soon as possible
Proposed by Cllr Whetlor, seconded by Cllr Prince, unanimously **resolved**

26/51 Approval of Annual Governance Statement 2025-2026

- **Resolution:** To approve the Annual Governance Statement
Proposed by Cllr Gatti, seconded by Cllr Peeks, unanimously **resolved**

26/52 Signing of the Accounting Statement 2025-2026

- **Resolution:** To approve the Accounting Statement be signed
Proposed by Cllr Whetlor, seconded by Cllr Gatti, unanimously **resolved**

The Chairman thanked the Clerk for the completion of the accounts

26/53 Report from the Events Sub Committee held on 14th May 2026

It was **resolved** to note the report

26/54 To receive accounts for payment

It was unanimously **resolved** to pay the following invoices.

Proposed Cllr Peeks, seconded Cllr Gatti

Invoice Date	Details	Payment method	Invoice No.	Total Bank £	Cash £	VAT £
21/05/2026	AM PAT & Fire Safety 4525 H&S	FPO	00012-2	363.00		0.00
28/05/2026	Core Synergy Ltd 4605 Website	FPO	19007	12.00		2.00
31/05/2026	Countrywide Grounds Maintenance 4555 WPC Ground Maintenance	FPO	393266	1,474.06		245.68
31/05/2026	Countrywide Grounds Maintenance 4560 SC Ground Maintenance	FPO	692186	496.84		82.81
26/05/2026	Eljet Exterior Cleaning 4510 Office Cleaning	FPO	1779	24.00		4.00
26/05/2026	Little Owl Cleaning Company 4590 Public Conveniences	FPO	175205 & 992311	187.60		0.00
31/05/2026	S Sherry 4810 Audit/Accountancy	FPO	2145	495.00		0.00
19/05/2026	WWMRG – Foxes Lunches 6625 Room Hire	FPO	81/26-27	465.00		0.00
19/05/2026	WWMRG – Talking Café 6625 Room Hire	FPO	82/26-27	80.00		0.00
19/05/2026	WWMRG – Foxes Afternoon Tea 6625 Room Hire	FPO	83/26-27	414.00		0.00
19/05/2026	WWMRG – Youth Club 6635 Youth Provision – Room Hire	FPO	89/26-27	144.00		0.00
01/06/2026	Zurich Insurance 4530 Insurance	FPO	169124631	4,623.81		0.00

26/55 Report from the Local Community Network (LCN) meeting

Nothing to report

26/56 Former Library Building

Cllr Vaughan gave a verbal update on the recent meeting with LED Architects and JHC Surveying Ltd, with suggestions which would be for Tender. No firm costings were available at the present time.

26/57 Flood / Village Response Group

26/57.1 A response was still awaited from the office of Rachel Gilmour MP, after the meeting with Cllrs Rutter and Prince

26/58 Report from HPC Community Forum held on 14th May 2026

It was **resolved** to note the report which had been circulated from Cllr Payne

26/59 Matters for the next Parish Council meeting to be held on Monday 6th July 2026

Cllr report for Williton Window for August edition

Meeting closed at 8.42 pm

Signed as a true and correct record Cllr Payne Dated 6th July 2026