



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: clerk@willitonpc.org.uk

www.willitonparishcouncil.org

Minutes of the Extraordinary Meeting held on 27th July 2026 at 6.30 pm at The Parish Office, 2 Killick Way, Williton

Attendees:

Councillors Payne (Chairman), Hooper, Peaks, Prince (arrived at 6.39pm), Shattock, Vaughan and Whetlor

Public Clerk None
Michelle Francis

Apologies:

Councillors Aldridge, Rutter and Schmieder

26/87 The Chairman advised the meeting would be recorded

26/88 Apologies as noted above and reasons for absence approved

26/89 Declarations of Interest

Resolved: Pursuant to Section 33 of the Localism Act 2011, a dispensation is granted to all members of the Council to speak and vote on all matters relating to the Former Library and Williton Council Chambers, concluding upon completion of the renovation of the project, due to the number of members with a declared interest impeding the transaction of business.

26/90 Williton Council Chambers

Planning Documents: The completed planning documents were reviewed, prior to submission to Somerset Council for planning permission

- It was noted that after the working group meeting, held earlier in the day, amended plans were presented to councillors, confirming the public toilets would be with the accessible toilet on the right-hand side (via a ramp), with the standard toilet to the left, accessed via the side of the building with no ramp.
- The existing glass wall and door, previously used for the registrar office, would be repurposed as the chamber entrance, if compliant with necessary regulations
- Plan 0104 – The architect would be requested to add 4 car parking spaces, in front of the bin store

(Cllr Prince arrived at 6.39pm)

- Plan 0301 - The fire exits were considered and queried, it was resolved the architect would be requested to add a door fire escape from the admin offices, in place of one of the windows.
- It was noted the cladding could be removed if too costly on the Parish Council side and relocate the noticeboard from the existing public toilets (which would close)
- If the planning officer did not agree with the removal of the dormer windows on the front elevation, it was agreed authority would be given to the Working Group, to retain on the front aspect and remove on the back, however, the preferred option would be for the removal of all.
- **Resolution:** To agree to the plans and points raised above and instruct the architect to submit for planning permission. Proposed Cllr Payne, seconded Cllr Peaks and unanimously **resolved**

Planning Statement – it was noted some slight alterations would be made to the wording

- **Resolution:** To agree slight alterations to the wording.
Proposed Cllr Vaughan, seconded Cllr Whetlor and unanimously **resolved**

Tenders – due to the time that could be incurred before permission is granted, the architect had asked if the Parish Council wished to proceed with the release of tender packs. After consideration it was resolved to release tender packs, four weeks after submission. This would enable time for the architect to liaise with planning and obtain any feedback.

- **Resolution:** Working Group to continue with data sheets; after four weeks request the architect liaises with the planning officer and if no major issues, to engage JHC Surveying Ltd to proceed with the tender process.

Proposed Cllr Payne, seconded Cllr Hooper and unanimously **resolved**

Parish Council as a statutory consultee

- **Resolution:** As a statutory consultee the Parish Council would receive the application for comment. It was resolved to reply 'No comment as the Parish Council is the applicant'

Proposed Cllr Payne, seconded Cllr Peeks and unanimously **resolved**

26/91 Water Supply to Office

Cllr Prince reported that he had contacted Wessex Water but had made no further progress, other than being advised that the water discolouration could be addressed by flushing the system. It was noted that this had been carried out several times over recent months. Cllr Prince will continue to pursue the matter and seek clarification regarding the water meter and whether the replacement of pipes would be the responsibility of the water company or the parish council.

Meeting closed at 7.15pm

Signed as a true and correct record ... Cllr Payne Dated ... 3rd August 2026