

## PILTON PARISH COUNCIL

### SUMMONS

Public Notice is hereby given of the Annual Council Meeting of Pilton Parish Council Full Council, to which members are summoned to attend, will be held at Pilton Village Hall on **Wednesday 1 May 2024 at 7pm**.

The Chair will begin the formal business of the Council which is open to the public to attend.

Before the meeting there is an opportunity for Members of the Public to speak. [Supporting papers](#) will be available on Google Drive when available.

CONFIDENTIAL papers are only sent to elected members and are not available online. All documents are PDF (or equivalent) and can be downloaded to a suitable device.

Gill Pettitt

Parish Clerk

26 April 2024



### AGENDA

#### PUBLIC QUESTION TIME

Members of the Public who would like to speak on any item are asked to email [clerk@piltonparishcouncil.org](mailto:clerk@piltonparishcouncil.org) and register their request. Public speaking time is normally restricted to 15 minutes in total (up to 3 minutes per speaker) at the discretion of the Chair. The Chair will call from those who have indicated that they would like to speak. Alternatively, written comments can be emailed and will be represented to the Council. As issues raised in public session may not relate to items on the agenda, no resolution for action can be taken.

**1. Elections of Chair and Vice Chair 2024-25**

- a. To elect Pilton Parish Council Chair.
- b. To elect Pilton Parish Council Vice Chair.

**2. Declarations of Acceptance of Office**

- a. The elected Chair and Vice Chair to sign Declaration of Acceptance of Office.

**3. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

Council to receive apologies for absence and, if appropriate, to resolve to approve the reasons given [LGA 1972 s85\(1\)](#).

**4. DECLARATIONS OF INTEREST**

Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the [Localism Act 2011 s33\(b-e\)](#).

*(NB this does not preclude any later declarations).*

**5. DISPENSATIONS**

- a. To consider any written requests for dispensation the Clerk may have received from Councillors.

**6. MINUTES OF PREVIOUS MEETING See Annex 1**

- a. To confirm and sign minutes of the Pilton Parish Council meeting of 3 April 2024
- b. To confirm and sign minutes of the Pilton Parish Council meeting of 7 February 2024

**7. EXTERNAL REPORTS**

- a. Avon and Somerset Police
- b. Somerset Council

**8. REPORTS/RECOMMENDATIONS FROM WORKING GROUPS AND TRIADS**

- a. ASBOs / Footpaths Triad
- b. Burial Ground Working Group
- c. Finance Triad
- d. Flooding Triad
- e. GFEL Liaison Triad

- f. Housing Working Group - now disbanded. To review final report.
- g. Parish Plan Steering Group
- h. Staffing Triad
- i. Traffic Plan Working Group

**9. TERMS OF REFERENCE REVIEW** See Annex 2

- a. Burial Ground Working Group
- b. Parish Plan Steering Group
- c. Traffic Plan Working Group

**10. APPOINTMENTS TO WORKING GROUPS / TRIADS / SOMERSET COUNCIL**

- a. ASBOs / Footpath Triad
- b. Burial Ground Working Group
- c. Finance Triad
- d. Flooding Triad
- e. GFEL Liaison Triad
- f. Parish Plan Steering Group
- g. Staffing Triad
- h. Traffic Plan Working Group
- i. Local Community Network

**11. REVIEW OF STANDING ORDERS, FINANCIAL REGULATIONS AAND FINANCIAL RISK ASSESSMENT.** See Annex 3

**12. APPOINTMENTS TO EXTERNAL BODIES**

- a. Pilton Playing Fields - three members to be appointed for a 3-year period
- b. Gabriel’s Orchard - appointment of Managing Trustee representative

**13. REVIEW OF ASSET REGISTER 24/25** See Annex 4

- a. To approve, (or not), the Asset Register 24/25.

**14. CONFIRMATION OF INSURANCE ARRANGEMENTS AND INSURABLE RISKS** See Annex 5

**15. REVIEW OF COUNCIL AND STAFF SUBSCRIPTIONS TO OUTSIDE BODIES INCLUDING:**

- a. Somerset Association of Local Councils
- b. Society of Local Council Clerks
- c. Institute of Cemetery and Crematorium Management

**16. POLICY REVIEWS** See Annex 6

Policy	Last Review
Code of Conduct	August 2022
Complaints Procedure	May 2023
Email Contact Privacy Notice	May 2023
Press and Social Media policy	May 2023
Equal Opportunities policy	November 2023
Grant policy	December 2023
Publication Scheme	November 2023
Employment policies	
Disciplinary	July 2023
Grievance	July 2023
Sick Leave	March 2024
Accessibility statement	November 2022

**17. PROVISIONAL MEETING DATES** See Annex 9

- a. To approve, (or not), the provisional dates of meetings 2024-25

**18. FINANCE** See Annex 10

- a. To approve, (or not), the end of year balance summary to 31 March '23 - deferred
- b. Approval of bank signatories
- c. Appointment of Internal Review Officer
- d. To approve regular payments to salary, hall hire and any others
- e. To note receipt of Precept payment - £25,90 from Somerset Council 25 April '24
- f. To approve, (or not), invoices to be tabled

**19. PARISH MEETING PREPARATIONS**

- a. To make final arrangements for the Parish Meeting.

**20. PLANNING**

- a. To consider the following Planning Application and any that arise before the date of the meeting.

<b>No. &amp; Officer</b>	<b>Detail</b>	<b>Type</b>
2024/0613 <a href="#">Documents (49)</a> Jennifer Alvis	<a href="#">Erection of a Self-Build Whole Life Dwelling with Fully Disabled Access</a> Wynton Higher Westholme Road Pilton <b>Response Date</b> 3 May 2024 <b>Pilton PC Response</b> ..... May 2024	FUL
2024/0591 <a href="#">Documents (15)</a> Anna Jotcham	<a href="#">Application to vary condition 2 (Drawings) of planning approval 2021/0252/FUL (Proposed conversion and extension of agricultural buildings to create a dwelling)</a> Upper Westholme Farm Perridge Hill Pilton <b>Response Date</b> 1 May 2024 Extension requested <b>Pilton PC Response</b> ..... 1 May 2024	VRC
2024/0553 <a href="#">Documents (15)</a> Lorna Elstob	<a href="#">Extension and alterations to the former Stables and Piggery for change of use of buildings to ancillary accommodation. Creation of swimming pool and alterations to internal vehicle access.</a> Former Stables And Piggery East Compton House East Compton Road East Compton <b>Response Date</b> 26 April 2024 Extension requested <b>Pilton PC Response</b> ..... 1 May 2024	LBC
2024/0553 <a href="#">Documents (15)</a> Lorna Elstob	<a href="#">Extension and alterations to the former Stables and Piggery for change of use of buildings to ancillary accommodation. Creation of swimming pool and alterations to internal vehicle access.</a> Former Stables And Piggery East Compton House East Compton Road East Compton <b>Response Date</b> 26 April 2024 Extension requested <b>Pilton PC Response</b> ..... 1 May 2024	FUL

**21. CODE OF CONDUCT guidelines**

- a. To note the SALC guidelines to the Code of Conduct.

**22. GFEL COMPLAINT**

- a. To consider complaint received from GFEL and to decide appropriate procedure to be adopted.

**23. PO BOX ADDRESS**

- a. To discuss and approve, (or not), obtaining a PO Box address for Pilton Parish Council.

**24. D-DAY**

- a. To discuss and approve, (or not), the purchase of a D-Day Flag and Flagpole.

**25. MATTERS OF REPORT**

- a. Items for Roundabout June '24

**NEXT MEETING:** Full Council - 5 June 2024