

## PILTON PARISH COUNCIL

### SUMMONS

Public Notice is hereby given that a meeting of Pilton Parish Council Full Council, to which members are summoned to attend, will be held at Pilton Village Hall on **Wednesday 5 July 2023** at **7:00pm**.

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

30 June 2023



### 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.

### AGENDA

#### 53. 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\(1\)](#).

#### 54. 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).*

#### 55. DISPENSATIONS

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

#### 56. EXCLUSION OF THE PRESS AND PUBLIC

To agree any items to be dealt with after the Public and Press have been excluded from meeting within the requirements of the [Public Bodies \(Admission to Meetings\) Act \(as amended\) 1960](#)

- a. To approve items 20a. and 20b. to be excluded from Press and Public.

#### 57. MINUTES OF PREVIOUS MEETING *See Annex 1*

- a. To confirm and sign minutes of the Pilton Parish Council meeting of 7 June 2023
- b. To confirm and sign minutes of the Pilton Parish Council meeting of 19 June 2023

#### 58. CHAIRMAN'S ANNOUNCEMENTS

#### 59. LOCAL AUTHORITY REPORTS *See Annex 2*

- a. Avon & Somerset Police
- b. Somerset County Council

#### 60. GFEL - Debrief and feedback of Glastonbury Festival event in preparation for October GFEL/Pilton Parish Council liaison meeting. *See Annex 3*

#### 61. APPOINTMENTS / COMMITTEE

- a. To consider and approve, (or not), disbanding the Staffing Working Group and forming a Staffing Committee.
- b. To appoint members to the Staffing Committee if item 61a approved, OR to appoint a member to the Staffing Working Group if item 61a is not approved.
- c. To appoint a member(s) to the Burial Ground Working Group.
- d. To appoint an Executive representative to the ICCM.
- e. To approve the creation of the Finance Working Group.
- f. To appoint members to the Finance Working Group.

- g. To appoint a Council Trustee to Gabriel’s Orchard.

**62. WORKING GROUP REPORTS**

- a. ASBOs & Footpaths
- b. Burial Ground Working Group - Review of Burial Ground Rules and Regulations and Pricing  
**See Annex 4**
- c. Finance Working Group - To approve Finance Working Group Terms of Reference
- d. Flooding Working Group
- e. Housing Working Group - To approve Housing Working Group Terms of Reference. **See Annex 5**
- f. Staffing Working Group **See Annex 6**
  - i. To review and adopt Grievance and Disciplinary Policies
  - ii. To review and adopt amended Job Description.
- g. Traffic Plan Working Group
- h. Coronation event - final costs

**63. PARISH MEETING**

- a. Report on outcomes from the Parish Meeting deferred pending receipt of notes of meeting.

**64. PARISH PLAN**

- a. Feedback on calling for appointments to the Parish Plan Steering Group.

**65. PLAYING FIELD TRUST**

- a. Pending report from John Broxup, to consider administration and payment of Playing Field Trust insurance and action, (or not), any changes identified.

**66. PLANNING**

- a. To consider the planning applications below and any that arise before the meeting.

No. & Officer	Detail	Type
2023/1167 <a href="#">Documents (8)</a> Kirsty Black	<b><u>Erection of carport &amp; two porches &amp; alterations to openings.</u></b> Larkbarrow East Compton Road East Compton <b>Response Date</b> 20 July 2023 <b>Pilton PC Response .....</b> 5 July 2023	HSE
2023/1037 <a href="#">Documents (10)</a> Jennifer Alvis	<b><u>Application for a existing lawful development certificate for Use of land and existing building as residential garden.</u></b> Whyte Gables Top Street Pilton <b>Requested &amp; Expired Date</b> 15 June 2023 <b>Pilton PC Noted .....</b> 5 July 2023	CLE

**67. LOCAL COMMUNITY NETWORK **See Annex 7****

- a. To finalise parking arrangements and ferry service for attendees to the LCN Area 3 meeting to be held 7pm, 31 July.
- b. To consider Pilton Parish Council’s priorities for representation at the LCN

**68. FINANCE **See Annex 8****

- a. To approve, (or not), application for a Parish Council debit card to Lloyds bank.
- b. To consider and approve, (or not), an increase in discretionary spend, (items 4.1, 6.18, 11.1a.v, and 11.1h.) of the Financial Regulations, be increased from £500 to £600.
- c. To consider and approve, (or not), amending items 18a.5 and 18c of the Standing Orders from £30,000 to £30,000 incl. VAT.
- d. To consider and approve, (or not), amending items 11.1b and 11h of the Financial Standing Orders from £30,000 to £30,000 incl. VAT.
- e. Payments - To note payments listed; any further payments will be tabled.

Date	Narrative	VAT	Total
27-Jun-23	Salary Mth 3		61.79
27-Jun-23	Salary Mth 3		855.32
27-Jun-23	HMRC		590.31
27-Jun-23	Internal Audit	30.00	180.00
27-Jun-23	Shaw & Sons Grant Exclusive Right of Burial	25.60	153.60
27-Jun-23	LexisNexis Arnold Baker		164.99

**69. MATTERS OF REPORT**

- a. Items for Roundabout July '23

**70. CLOSED SESSION** See **CONFIDENTIAL Annex 9**

- a. Staffing Working Group
  - i. To receive report on the recent Clerk Appraisal.
  - ii. To receive recommendation and approve, (or not), that the clerk hourly working week be increased from 6hrs per week to 10 hours per week. That additional hours are allocated to specific projects within the budget. That any overtime above these hours will continue to be reviewed by the Staffing Working Group to bring recommendation to Full Council.
  - iii. To consider and approve, (or not), incremental pay rise back dated to April 2023 as recommendation by NALC, which represents an upgrade to LC1 (13-17) of the LGA/NALC National Pay Scales.
- b. Consideration of and approval, (or not), of staff overtime.
- c. To receive quotes received for Payroll services.

**NEXT MEETING:** Full Council - 2 August 2023.