

MINUTES OF PILTON PARISH COUNCIL

FULL COUNCIL MEETING

held at Pilton Village Hall

Wednesday 5 July 2023

Present: Cllrs R Noble, L Roberts, R Woodhouse, N Hall, T Moulder, O Powell, K Sumner (part).

In Attendance: G Pettitt, (Parish Clerk), Cllr Clair Sully (SC). Ten members of the public.

PUBLIC QUESTION TIME

- Concern expressed at recent sale of social housing within the parish and request to apply to Somerset Council to intervene. Suggest that Council ask SC for information.
- Concern expressed at cost of by-election.

ELECTION OF CHAIR OF MEETING - In the absence of both the Chair and Vice Chair at the start of the meeting, Cllr Richard Woodhouse was elected to take the Chair.

53. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

Cllr Sumner sent apologies for lateness; Cllr Hollings sent apologies as unwell.

Resolved - To accept apologies and reasons given from Cllrs Sumner & Hollings. Proposed Cllr Moulder, 2nd Cllr Powell. Approved.

54. DECLARATIONS OF INTEREST

Cllrs Powell and Moulder declared an interest in item 65.

55. DISPENSATIONS

No requests for dispensation were received.

56. EXCLUSION OF THE PRESS AND PUBLIC

Resolved: To exclude item 70 from the Press and Public. Approved.

57. MINUTES OF PREVIOUS MEETING

Resolved: To approve and sign minutes of Pilton Parish Council meetings of 7 & 19 June 2023. Proposed Cllr Powell. Approved.

58. CHAIRMAN'S ANNOUNCEMENTS

The Chair informed the meeting that a by-election for the Parish Council vacancy will be held on 10 August. The Clerk can provide access to nomination papers.

59. LOCAL AUTHORITY REPORTS

- a. Avon & Somerset Police - no report
- b. Somerset County Council - Cllr Sully spoke to her report. Noted potential Somerset Waste Partnership strike [subsequently averted]. She offered to participate in the feedback to Glastonbury Festival. Noted Somerset Prepared event to be held 5 October. She encouraged Council to complete Winter Emergency Plan by August e.g. community resilience to cover roads that are not within SC gritting schedule; working with farmers to identify roads that require attention. Cllr Moulder will inspect bins and provide Clerk with report of salt levels. Local Community Network meeting - members of local community groups are encouraged to participate - first meeting will be held 31 July. [Note venue has changed to Shepton Mallet Town Hall offices].

60. GFEL

- Debrief and feedback of Glastonbury Festival event in preparation for October GFEL/Pilton Parish Council liaison meeting.

The Chair thanked Steve Russel-Yarde for his work. A report from of comments from members of the public has been prepared providing an overview of concerns. Concern was expressed that smaller stages have no noise curfew. Council will meet informally to discuss feedback prior to the debrief meeting with GFEL in October.

[Cllr Sumner arrived.]

61. APPOINTMENTS / COMMITTEE

- a. **Resolved:** To approve the disbanding of the Staffing Working Group and to form a Staffing Committee. Proposed Cllr Woodhouse, 2nd Cllr Sumner. Approved.

- b. **Resolved:** To approve the appointment of Cllrs Roberts, Sumner and Woodhouse to the Staffing Committee. Proposed Cllr Sumner, 2nd Cllr Hall. Approved.
- c. **Resolved:** To appoint Cllr Woodhouse to the Burial Ground Working Group. Proposed Cllr Noble; 2nd Cllr Moulder. Approved.
- d. **Resolved:** To appoint the Clerk as Executive representative to the ICCM. Proposed Cllr Woodhouse, 2nd Cllr Sumner. Approved.
- e. **Resolved:** To approve the creation of the Finance Working Group. Proposed Cllr Woodhouse, 2nd Cllr Sumner. Approved.
- f. **Resolved:** To appoint Cllrs Powell, Sumner and Woodhouse to the Finance Working Group. Proposed Cllr Woodhouse, 2nd Cllr Moulder. Approved.
- g. To appoint a Council Trustee to Gabriel's Orchard. After representations from a member of the public this item was deferred to review the legal position.

[Cllr Sumner took the Chair]

62. WORKING GROUP REPORTS

- a. ASBOs & Footpaths - Cllr Hall reported that the group meets once a week - the fallen tree at Weir footpath is now stabilised.
- b. Burial Ground Working Group - The Burial Ground Rules and Regulations will be reviewed by the BGWG to bring recommendations to a future Council meeting. One stone has been raised; maintenance and care of the Burial Ground will be brought to the next meeting. Review of Burial Ground pricing is deferred. Noted the Council is now a member of the Institute of Cemeteries and Crematoria, (ICCM).

c. Finance Working Group

Resolved: To approve the Finance Working Group Terms of Reference. Proposed Cllr Woodhouse, 2nd Cllr Sumner. Approved.

- d. Flooding Working Group - Drain clearance is in-hand. FWG will meet 17 July.
- e. Housing Working Group - The group has held first meeting. The approval of the ToR is deferred to next meeting.
- f. Staffing Committee
 - i. **Resolved:** To adopt the Grievance and Disciplinary Policies. Proposed Cllr Woodhouse, 2nd Cllr Hall. Approved.
 - ii. To review and adopt amended Job Description. This item deferred.
- g. Traffic Plan Working Group - The TPWG will be meeting to discuss a variety of options for the adoption of 20mph speed limits.
- h. Coronation event - final costs. This item deferred.

63. PARISH MEETING

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

64. PARISH PLAN

- a. Feedback on calling for appointments to the Parish Plan Steering Group. There has been some interest. Appointments will be made at the next meeting.

65. PLAYING FIELD TRUST

- a. The report on administration and payment of the Playing Field Trust insurance and actions arising is not yet finalised. Deferred to next meeting.

66. PLANNING

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

Resolved: To offer no objection to application 2023/1167/HSE. Proposed Cllr Noble, 2nd Cllr Sumner. Approved.

Resolved: Application 2023/1037/CLE noted. Noted that Council could decide in principle its stance on protection of Green Spaces. Also noted that all Councils now have a Duty to conserve Biodiversity.

67. LOCAL COMMUNITY NETWORK

- a. Parking arrangements for the LCN meeting were made. [Subsequently the meeting venue was moved to Shepton Mallet Council offices.]
- b. Council agreed the top three priorities for representation at the LCN as 1 - Establish Somerset Council service levels for Parish level services; 2 - Reducing traffic speed; 3 - Participating in reducing impact of Environment and Climate Change.

68. FINANCE

- a. **Resolved:** To approve application for a Parish Council debit card to Lloyds bank. Proposed Cllr Woodhouse, 2nd Cllr Sumner. Approved.
- b. **Resolved:** To approve 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. Proposed Cllr Woodhouse, 2nd Cllr Sumner. Approved.
- c. **Resolved:** To approve amending items 18a.5 and 18c of the Standing Orders from £30,000 to £30,000 incl. VAT. Proposed Cllr Woodhouse, 2nd Cllr Powell. Approved.
- d. **Resolved:** To approve amending items 11.1b and 11h of the Financial Standing Orders from £30,000 to £30,000 incl. VAT. Proposed Cllr Woodhouse, 2nd Cllr Powell. Approved.
- e. Payments - Payments were noted.

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 Aug '23 - reminder to remove posters from telegraph poles.

70. CLOSED SESSION - Members of the public left the meeting.

- a. Staffing Committee
 - i. To receive report on the recent Clerk Appraisal. Noted.
 - ii. **Resolved:** To approve 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 Committee to bring recommendation to Full Council. Proposed Cllr Sumner, 2nd Cllr Woodhouse. Approved.
 - iii. To approve incremental spinal point 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. Proposed Cllr Sumner, 2nd Cllr Sumner. Approved.
- b. Approval of staff overtime for the month to 2 July 2023 of 51 hours. Proposed Cllr Woodhouse, 2nd Cllr Sumner. Approved.
- c. Quotes for Payroll services. Cllrs Powell and Sumner will send the Clerk suggested organisations and contact details to quote.

NEXT MEETING: Full Council - 2 August 2023
 Meeting Closed at 21.14

Signed Date