

## PILTON PARISH COUNCIL

### SUMMONS

Public Notice is hereby given that a meeting of Pilton Parish Council (PPC) Full Council, to which members are summoned to attend, will be held at Pilton Village Hall on **Wednesday 1 November 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

27 October 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

**123. 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\(1\)](#).

**124. 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 s31](#).

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

- a. To consider any written requests for dispensation that the Clerk may have received from Councillors. [Localism Act 2011 s33\(b-e\)](#)

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

- a. To confirm and sign minutes of the Pilton Parish Council meeting of 4 October 2023

**126. CHAIRMAN'S ANNOUNCEMENTS**

**127. LOCAL AUTHORITY REPORTS See Annex 2**

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

**128. WORKING GROUP / COMMITTEE REPORTS**

- a. Burial Ground Working Group (BGWG) - to receive report.  
b. Parish Plan Steering Group - to receive progress report. **See Annex 3**  
    i. To approve, (or not), the Agreement with CSS.  
    ii. To approve, (or not), the Parish Plan Steering Group Terms of Reference.  
c. Traffic Plan Working Group - To receive report and to consider and approve, (or not), research into the inclusion of East Compton speed reduction in the application to Somerset Council.  
d. Flooding Working Group - to receive report.

**129. ENGAGING YOUNG PEOPLE**

To receive feedback on recent Engaging Young People training and to consider next steps.

**130. PLANNING**

- a. To note that Licensing information will now be available to Parish Councils.

b. To consider/note the application below and any applications that arise before the meeting:

| No. & Officer  | Detail   | Type |
|--|--|------|
| 202301932<br><a href="#">Documents (19)</a><br>Lyndsey<br>Bradshaw | <a href="#">Conversion of 3no. barns into 4no. 4-bed semi-detached houses and a separate outbuilding.</a><br>Barns At Wellhayes Farm Lower Westholme Road Pilton<br><b>Response Date</b> 16 November 2023<br><b>Pilton PC Response</b> ..... 1 November 2023 | FUL  |

**131. GLASTONBURY FESTIVAL FEEDBACK (GFEL)**

- a. To receive feedback from the GFEL / PPC liaison meeting.
- b. To consider the following proposal for approval (or not): **See Annex 4**  
 Regarding the routine water quality in the Whitelake River over the Festival period that:
  - i. Pilton Parish Council (PPC) write to Glastonbury Festival Events Ltd (GFEL) to recognise the improvement that has been made in 2023 after the ammonia pollution incident in 2022.
  - ii. PPC write to the Environment Agency thanking them for their 2023 Festival report and requesting that they do the same for the council for subsequent years.
 Regarding the Bangor report on levels of drugs in the Whitelake River that:
  - iii. PPC continues to have concerns about the impact on wildlife and wishes to see clarification of the risks (if any).
  - iv. PPC continues to liaise with government agencies including the Environment Agency.

**132. POLICIES **See Annex 5****

- a. To adopt the Pilton Publication Scheme
- b. To adopt the Document Retention and Disposal Policy
- c. To review the Equal Opportunities Policy
- d. To consider first draft of Biodiversity Policy

**133. FINANCE - **See Annex 6****

- a. To approve, (or not) the Grant Application Policy and Application Form.
- b. Payments - To note payments listed; any further payments will be tabled.

| Narrative                           | Total    |
|-------------------------------------|----------|
| Viking - Staples                    | 1.43     |
| Payroll services                    | 96.00    |
| Engaging with young people training | 50.00    |
| Viking - 1st Aid Kit, Accident book | 60.83    |
| West Pennard School grant           | 2,000.00 |
| Staff expenses                      | 146.81   |
| Salaries Mth 7                      | 843.25   |
| Councillor Essentials PtII          | 25.00    |
| Councillor Essentials Ptl           | 25.00    |

- c. To note that the 24/25 Budget will be considered at the next meeting.
- d. To approve reconciliation to 30 September 2023.
- e. To receive quotes for payroll services.

**134. MEETING START TIME** - To consider bringing forward the start time of Full Council meetings from 7:00pm to 6:30pm. To be deferred.

**135. PILTON PLAYING FIELDS TRUST (PPFT)**- To receive update on progress with the Playing Field pavilion insurance.

- a. To consider the following motion for approval (or not):
  - i. Pilton Parish Council (PPC) notes the work Pilton Playing Fields Trust (PPFT) is accomplishing to ensure its responsibilities and Trustees are adequately insured and looks forward to the early conclusion of their efforts.

- ii. PPC notes that the PPFT insurance policy is expected to be in place by 31 October. If the PPFT insurance policy is not in place by that date PPC wishes to meet with PPFT on a monthly basis to assist in whatever way it can to separate the insurance of Pilton Playing Fields from those of the Parish Council.
  - iii. PPC notes that it will be minded to remove the Pilton Playing Fields pavilion from its scope at the next insurance renewal date in March 2024.
  - iv. Once the PPFT policy is in place the Council will confirm that the residual risk from custodian ownership of the playing fields has been minimised.
- 136. ACCESS TO PILTON BUILDINGS** - To consider requesting that the Tithe Barn and Church be re-opened to the public.
- 137. REMEMBRANCE DAY**
- a. Final arrangements: including to note that a member of the public will provide the car block for the top of Totterdown.
- 138. OCTOBER LITTER PICK** - to receive report on the October 2023 litter pick.
- 139. LOCAL COMMUNITY NETWORK (LCN) OCTOBER MEETING** - To receive report on the October 2023 LCN meeting.
- 140. MATTERS OF REPORT**
- a. Items for Roundabout December '23
- 141. 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 item 142 to be excluded from Press and Public.
- 142. CLOSED SESSION**
- a. Staffing Committee
    - i. Consideration of and approval, (or not), of staff overtime.

**NEXT MEETING:** Full Council - 6 December 2023.