

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 3 May 2023 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

27 April 2023



AGENDA

PUBLIC QUESTION TIME

Members of the Public who would like to speak on any item are asked to email 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 2023-24

- 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. 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](#)

7. MINUTES OF PREVIOUS MEETING See Annex 1

- a. To confirm and sign minutes of the Pilton Parish Council meeting of 1 March 2023

8. LOCAL AUTHORITY REPORTS

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

9. REPORTS/RECOMMENDATIONS FROM WORKING GROUPS

- a. ASBOs / Footpaths Working Group
- b. Burial Ground Working Group
- c. Flooding Working Group

- d. Staffing Working Group
- e. Traffic Plan Working Group
- f. Wildflower Verges
- g. Coronation Events

10. Adoption of Terms of Reference See Annex 2

- a. ASBOs / Footpath Working Group
- b. Burial Ground Working Group
- c. Flooding Working Group
- d. Staffing Working Group
- e. Traffic Plan Working Group

11. Appointments to Working Groups / Somerset Council

- a. ASBOs / Footpath Working Group
- b. Burial Ground Working Group
- c. Flooding Working Group
- d. Staffing Working Group
- e. Traffic Plan Working Group
- f. Local Community Network

12. Review of Standing Orders, Financial Regulations and Financial Risk Assessment. See Annex 3

13. 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

14. Review of Asset Register 23/24 See Annex 4

- a. To approve, (or not), the Asset Register 23/24.

15. Confirmation of Insurance arrangements and insurable risks See Annex 5

16. Review of Council and Staff subscriptions to outside bodies including:

- a. Somerset Association of Local Councils
- b. Society of Local Council Clerks

17. Review of the Complaints Procedure See Annex 6

18. Review of Freedom of Information and Data Protection policies See Annex 7

19. Review of Press and Social Media policy See Annex 8

20. Review of Employment policies - [Note Employment Policies to be drafted within 23/24]

21. PROVISIONAL MEETING DATES See Annex 9

- a. To approve, (or not), the provisional dates of meetings 2023-24

22. RECORD OF MEMBER VOTING

- a. To consider and approve, (or not), recording member voting, for all resolutions.

23. FINANCE See Annex 10

- a. To approve, (or not), the end of year balance summary to 31 March '23
- 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 - £17,100 from Somerset Council 24 April '23
- f. To approve, (or not), payments listed; any further invoices to be tabled

Payments 2023-24	Treasurer's Account		
Balance b/f Current a/c 1-Apr-23	14,444.44		
Payee	Narrative	VAT	Total
Q1			
Pilton Working Men's Club 2078	Hall Hire 1 Mar 23		15.00
R England	Salary Mth 1 less 15.47 overpayment 22/23		57.79
G Pettitt	Salary Mth 1		763.95
Adams Marquees	Balance of Coronation Marquee	87.62	525.70
Purple Hire	Portable Toilet Hire	33.60	201.60

24. PARISH MEETING PREPARATIONS

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

25. PLANNING

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

No. & Officer	Detail	Type
2023/0654 Documents (3) Bo Walsh	T1 - Sycamore - Reduce x 4-5m on top and shaping sides to match. T2 - Willow - Reduce x 3m all over. G3 - Hazels - Coppice. Barrowfields House Barrow Lane Pilton NOTIFICATION ONLY Response Date 15 May 2023 Pilton PC Response 3 May 2023	TCA

26. LCN PARISH PRIORITIES See Annex 11

- a. To consider Parish Priorities for discussion at LCN.

27. MATTERS OF REPORT

- a. Items for Roundabout June '23

NEXT MEETING: Full Council - 7 June 2023