

MINUTES OF PILTON PARISH COUNCIL

ANNUAL FULL COUNCIL MEETING

held at Pilton Village Hall

Wednesday 7 June 2023

Present: Cllrs R Noble, T Moulder, T Hollings, K Sumner, L Roberts, O Powell, R Woodhouse.

In Attendance: G Pettitt, (Parish Clerk), 9 members of the public.

PUBLIC QUESTION TIME

- Cllr Sumner invited members of the public for questions on any items not on the agenda. He may invite people to speak during the meeting.
- Query re putting a mirror at a concealed entrance. Noted that Highways Dept. do not install these any longer. Advice also that at the location in mind it may not be suitable.

28. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

Apologies received from Cllr Hall -unwell.

RESOLVED: To accept apologies from Cllr Hall and reasons for absence. Proposed Cllr Moulder, 2nd Cllr Woodhouse. Approved.

The Chair informed the meeting that Joe King has resigned giving thanks for all his hard work not just in the past year but historically, and voiced disappointment that he will no longer contribute to council. Member of the public wished to thank Joe King who has been a stalwart for the council for many years, his wisdom, local knowledge and integrity are second to none. He will be greatly missed.

29. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

30. DISPENSATIONS

There were no requests for dispensation.

31. EXCLUSION OF THE PRESS AND PUBLIC

Resolved: To exclude item 47. Closed Session. Approved.

32. MINUTES OF PREVIOUS MEETING

- a. **Resolved:** To confirm and sign minutes of the Pilton Parish Council meeting of 3 May 2023. Proposed Cllr Hollings, 2nd Cllr Moulder. Approved.

33. CHAIRMAN'S ANNOUNCEMENTS The Chair declared that there is now a vacancy. Notice of a Casual Vacancy has been posted. This notice gives the opportunity for members of the public to call an election if they wish. An election is called if 10 members of the public notify the Somerset Council Elections Officer of their wish to call an election. It was noted that if an election is called, which is unopposed, the cost would be approx. £100; if opposed, the cost would be in the region of £1,000. Whether an election is called will be known on 28 June. If an election is not called, the post will be advertised for co-option which will be voted on by Council. Information will be available on the website. Chair also asked members of Council to respond to the Information Commissioner's questions that were sent to them recently by the Clerk.

Noted that there had been a complaint about noise of early morning deliveries to the Co-op, which the Chair is mediating, also noted that later deliveries would impact on public access to morning newspapers.

34. LOCAL AUTHORITY REPORTS

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

Also noted that the SALC notification of funding had been forwarded to the Village Hall Trust and the Playing Field Trust.

35. WORKING GROUP REPORTS

- a. ASBOs / Footpaths Working Group - Andrew Shaw reported that there had been three days of work this year. The group is open to new members. Cllr Hollings voiced an interest in joining the ASBOs. Noted that an advert could be put in Roundabout again and that groups could be invited to Council meetings to present their work to members of the public.
- b. Burial Ground Working Group - Noted that there is now a vacancy in the group - this will come to the next meeting. Cllr Noble reported that it is a great loss that Joe King will no longer be on the group. The Clerk reported that, after attending Burial Ground Management training, she will be bringing the regulations for review to the next meeting as well as asking Council to review the pricing structure. Noted that the grass is needing to be cut, Cllrs will give the Clerk H Bailey's contact details. Cllr Woodhouse will review cemetery costs and obtain comparative quotes.
- c. Flooding Working Group - No report. Noted that drain clearance is expected soon.
- d. Staffing Working Group - Will be meeting 16 June.
- e. Traffic Plan Working Group - No report. Cllr Hollings will convene a meeting.
- f. Wildflower Verges - no report.
- g. Coronation Events - Jenny de Gex reported that the event went well. The expenditure is being assessed. There will be an article in Roundabout.

36. PARISH MEETING

This was well attended. Several points were raised that Council will review once the minutes have been drawn up. One request was that the Booklet of Pilton Groups be published and made available to inform parishioners of availability.

RESOLVED: To publish a booklet of Pilton Community Groups and Establishments to be made available to parishioners to introduce them to all the societies and clubs within the village. Proposed Cllr Sumner, 2nd Cllr Hollings. Approved.

37. PARISH PLAN

- a. To appoint Cllr members to the Steering Group.
Resolved: To appoint Cllrs Hollings, Noble and Woodhouse to the Parish Plan Steering Group Proposed Cllr Sumner, 2nd Cllr Moulder. Approved.
- b. To call for parishioner members to the Steering Group. The Clerk described the requirements needed for the Parish Plan Steering Group - skills required could range from analytical to photography to an interest in Pilton and its future. With the Plan in place, the council can move forward with confidence knowing that its decisions are reflective of the views of parishioners, it will also be instrumental in attracting funding for any projects that arise from it. The steering group may meet every month or 6 weeks, especially in the beginning, to devise the survey questions.
- c. To consider purchasing consultant support to produce the Parish Plan.
Resolved: To obtain quotes for consultation support from SMART Communities and any other companies in the field, with a focus on support with the development of the survey. Proposed Cllr Sumner. Approved.

38. PLAYING FIELD TRUST Cllrs Moulder and Sumner declared an interest and did not participate in debate or vote.

- a. **Resolved:** To deposit the Playing Field Trust Deed with Chubb Bullied Solicitors on behalf of the Playing Field Trust and to create two certified copies, one held on behalf of Pilton Parish Council at Chubb Bullied and the other to be held on file for reference. Proposed Cllr Hollings, 2nd Cllr Woodhouse. Approved.
Resolved: To note that only one Cllr is required to represent the Council to the Playing Field Trust and that Cllrs Moulder and Powell would stand down. Cllr Hollings is the appointed representative to the PFT. Approved.
- b. To receive report on administration and payment of PFT insurance. No report.

39. PLANNING

2023/0903/PAF - Notification for Prior Approval for a Proposed Change of use of an agricultural building to Use Class B8 (Storage or Distribution). Summerhill Summerhill Lane West Compton. Insufficient information at the moment but would hope a fuller application will be put forward. Query: There are already Class E and

Class Q approvals - what is the reason for requiring a Class B8 approval on top of these?

Noted that the Strawberry Line passes the site and crosses the road, which could lead to potential danger.

Resolved: 2023/0607/HSE - Single storey side extension as wood store. Old Worthy Ford Lane Pilton Shepton Mallet Somerset BA4 4BT. Noted that replanting will take the place of felled trees. The building is in keeping with the area. No Objection. Proposed Cllr Noble, 2nd Cllr Sumner. Approved with Cllr Hollings abstaining.

40. LOCAL COMMUNITY NETWORK

- a. To note that the first LCN meeting will be held 31 July, 7pm, at Pilton Village Hall. Cllr Sumner will not be able to attend. Cllr Hollings will represent Pilton Parish Council. Concern that parking will be adequate - potentially parking could be offered off-site with a minibus organised by Cllr Moulder to bring people to the Hall. Clerk will enquire as to numbers expected.
- b. To consider Pilton Parish Council's priorities for representation at the LCN. Deferred to next meeting.

41. GFEL

To consider the number of passes issued and consider how Council may assist in reducing the number of passes issued. The Green Park is provided for villagers who would normally park on-road. It is not for local villages or town residents. It creates a considerable movement of traffic. Noted that movement has reduced from 2000 to 12000 as GFEL groups are now using minibuses. The majority is now non-GFEL traffic. Monitoring of movement will help inform a strategy to reduce traffic. GFEL carpark teams will car-count at set times of day.

42. FINANCE- Payments -

Date	Narrative	Total
	Wix 1051556359 to May 2024	136.80
	Hall Hire 5 Apr 23	15.00
	Hall Hire 3&11 May; refreshments	120.00
	Website & email changes	15.00
	Coronation Electrical services	408.00
	Salary Mth 2 Burial Ground Maintenance	61.99
	Salary Mth 2	264.78
	Crisis Communication 2229 Training	30.00
	Cemetery Management Training	30.00
	Payroll	470.40
21-Jun-23	Information Commissioner	35.00

The annual payroll was thought to be high. Cllrs will obtain three quotes and may renegotiate future fees with Chalmers. To be brought to the next meeting.

Query as to whether Council needs Zoom any longer, parishioners have not been logging in to meetings. Zoom will be reviewed at the September meeting.

The final invoice brings the Coronation event over budget by £152.10. Once final costs are established a grant can be applied for from the Pilton Show to cover overspend.

Payments were noted.

43. SHEPTON MALLET NEIGHBOURHOOD PLAN - noted that there is a large housing development on the east side of Shepton - it is not clear that the plan will affect Pilton parish. There was no comment to the Shepton Mallet Neighbourhood Plan.

44. PILTON HOUSING - A member of the public spoke on the allocation system where a family that had to move out of the village for a few months was thus ineligible for allocation to the new build estate. Noted that the Parish Council had some input into the original allocation system.

Resolved: To appoint a Housing Working Group to research allocation systems of Hastoe

Housing Association and the Guinness Trust. Proposed Cllr Sumner, 2nd Cllr Roberts.
Approved.

Resolved: To appoint Cllr Powell, Cllr Roberts, John Boucher and Jos Spenceley as members of the Housing Working Group. Parishioners are welcome to join the group and can be co-opted. The Clerk will prepare Terms of Reference with objectives “To gain a full understanding of allocation processes, consistency and transparency”. Proposed Cllr Sumner, 2nd Cllr Moulder. Approved.

- 45. COUNCILLOR TELEPHONE NUMBERS** - To consider availability of Councillor telephone numbers to the public and ask Councillors for confirmation of their favoured means of communication with the public. Chair asked Cllrs to let the Clerk know if they are happy for their telephone numbers to be made available to members of the public.

46. MATTERS OF REPORT

- a. Items for Roundabout June '23 - Calling for members of the public to join the Housing Working Group. Calling for members of the public to join the Parish Plan Steering Group.
- b. Discussion about verge growth and maintenance to improve vision for traffic. Clerk advised Cllrs and members of the public to report on the Somerset Council 'Report a Problem on the Road' portal - there is a specific section for verges. Privately owned verges are the landowners' responsibility, the ASBO team has had permission from some of these to clear vegetation.

47. CLOSED SESSION

- a. Consideration of and approval, (or not), of staff overtime. Cllr Woodhouse reported that the Clerk contracted working hours will be reviewed by the Staffing Working Group on 16 June. Noted that the Clerk has picked up workload which is finite, whereas a proportion of the time is not allocated adequately. Would like to create a Finance Working Group to support some of the work.

Resolved: To suspend Standing Orders to extend the meeting. Proposed Cllr Hollings, 2nd Cllr Sumner. Approved.

Resolved: To approve overtime of 58hours for the 6-week period to 4 June '23.
Approved.

- b. To approve, (or not), quote for publication of Community Groups booklet.
Resolved: To approve the St Andrews Press quote of £91.00 for 100 copies of a 16 page booklet of Pilton Community Groups and Establishments. Proposed Cllr Powell.
Approved.

NEXT MEETING: Full Council - 5 July 2023

Meeting Closed at 21:06

Signed Date