

# MINUTES OF PILTON PARISH COUNCIL

## ANNUAL FULL COUNCIL MEETING

### held at Pilton Village Hall

### Wednesday 3 May 2023

**Present:** Cllrs N Hall, R Noble, T Moulder, T Hollings, K Sumner, J King, L Roberts.

**In Attendance:** G Pettitt, (Parish Clerk), 8 members of the public.

#### PUBLIC QUESTION TIME

- Query as to whether members of the public are included in item 11, Working Group appointments. Council confirmed that they are.

#### 1. Elections of Chair and Vice Chair 2023-24

- a. **Proposal:** To nominate Cllr King to Chair of Council 2023/24. Proposed Cllr Noble, 2<sup>nd</sup> Cllr Hall. Cllrs Noble, Hall and King voted for the motion. Not approved.  
**Resolved:** To nominate Cllr Sumner to Chair Council 2023/23. Proposed Cllr Moulder, 2<sup>nd</sup> Cllr Hollings. Cllrs Moulder, Hollings, Sumner and Roberts voted for the motion. Approved.
- b. **Resolved:** To nominate Cllr Hollings to Vice Chair of Council 2023/24. Proposed Cllr Moulder, 2<sup>nd</sup> Cllr Roberts. Cllrs Roberts, Moulder, Hollings and Sumner voted for the motion. Approved.

#### 2. Declarations of Acceptance of Office

- a. Cllrs Sumner and Hollings signed the Declaration of Acceptance of Office in the presence of the Proper Officer.

#### 3. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

Apologies received from Cllrs Woodhouse and Powell - both on holiday.

**RESOLVED:** To accept apologies from Cllrs Woodhouse and Powell and reasons for absence. Approved.

#### 4. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

#### 5. DISPENSATIONS

There were no requests for dispensation.

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

**Resolved:** To exclude item 23. Payments, from Press and Public. Approved.

#### 7. MINUTES OF PREVIOUS MEETING

- a. **Resolved:** To confirm and sign minutes of the Pilton Parish Council meeting of 1 March 2023. Proposed Cllr Hollings, 2<sup>nd</sup> Cllr Hall. Approved.

#### 8. LOCAL AUTHORITY REPORTS

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

#### 9. REPORTS/RECOMMENDATIONS FROM WORKING GROUPS

- a. ASBOs / Footpaths Working Group - Andrew Shaw reported that he walks Pilton paths regularly. Noted that now the growing season has started, the team is ready. There is a plan of action for Weir Lane footpath. It is a small team and new members are welcome. Council thanked the team for their hard work. Cllr Sumner noted that the verge at St Mary's Lane at Co-op carpark had been cleared. Noted that an area of Fields Hill is badly overgrown. Cllr Hall will report to the ASBOs. Hedgerow at Shop Lane has grown over the pavement. Clerk to send letter to owners.
- b. Burial Ground Working Group - Cllr King reported that the clerk now deals with Burial Ground administration. Cllr King inspects weekly. Cllrs King and Noble

maintain the hedge and may lay it next winter. A rough estimate has been received for painting the gates, which will be followed through. The fence requires some maintenance and growth has been removed. No decision was made regarding placing a message on the Zimmer frame. Grass will need cutting in next couple of weeks.

- c. Flooding Working Group - No change from previous reports. Attention to the West Compton geezer is outstanding.
- d. Staffing Working Group - no report.
- e. Traffic Plan Working Group - Cllr King reported that three meetings had been held and that they are working with Cllr Sully (SC) to create an overall plan to lower speed limits, particularly in East Compton. To dig out ditches at West Compton to mitigate against road surface flooding. Working with Cllr Sully to introduce traffic calming at Conduit Square. Would like parishioners to consider options that they would like considered. Noted that the parish would need to raise funds to implement traffic calming measures.
- f. Wildflower Verges - no report.
- g. Coronation Events - Jenny de Gex reported that the marquee would go up the following day, licences are going through. She thanked the many helpers. Council thanked Jenny for the work she had put into the event.

#### 10. Adoption of Terms of Reference

- a. ASBOs / Footpath Working Group - deferred.  
A discussion was held around Working Groups / Committees.  
**Proposal:** To defer all Working Group Terms of Reference to the next meeting.  
Proposed Cllr Hollings, 2<sup>nd</sup> Cllr Hall. Withdrawn.  
**Resolved:** To adopt Burial Ground, Flooding, Staffing and Traffic Plan Working Groups' Terms of Reference and to review them in three months. Proposed Cllr Hall, 2<sup>nd</sup> Cllr Noble. Cllrs King, Sumner, Noble and Hall voted for the motion. There were three abstentions. Approved.

#### 11. Appointments to Working Groups / Somerset Council

- a. ASBOs / Footpath Working Group  
**Resolved:** That Cllr Hall be appointed as ASBO and footpaths liaison officer.  
Proposed Cllr Hall, 2<sup>nd</sup> Cllr King. Cllrs Moulder, Hall, Sumner, Hollings, King and Noble voted for the motion.
- b. Burial Ground Working Group  
**Resolved:** That Cllrs Noble, Hall and King be appointed to the Burial Ground Working Group. Proposed Cllr Moulder, 2<sup>nd</sup> Cllr Hall. Approved.
- c. Flooding Working Group  
**Resolved:** That Cllr Sumner, Carolyn Griffiths, Andrew Shaw and Liz Mayhew be appointed to the Flooding Working Group. Proposed Cllr Sumner, 2<sup>nd</sup> Cllr Moulder. Approved.
- d. Staffing Working Group  
**Resolved:** That Cllrs King, Woodhouse and Sumner be appointed to the Staffing Working Group. Proposed Cllr King, 2<sup>nd</sup> Cllr Sumner. Approved.
- e. Traffic Plan Working Group  
**Resolved:** That Cllrs Hall, King and Hollings, and Steve Russell-Yard, Mikar Nyblom, Cathy Lowe, Lyn Andrews and Harriet Ray be appointed to the Traffic Plan Working Group. Proposed Cllr King, 2<sup>nd</sup> Cllr Noble. Approved.
- f. Local Community Network  
**Resolved:** To Cllrs Sumner, Hollings and Hall to represent Pilton Parish Council to the Shepton Mallet LCN. Proposed Cllr Moulder, 2<sup>nd</sup> Cllr Sumner. Approved.

#### 12. Review of Standing Orders, Financial Regulations and Financial Risk Assessment.

- Resolved:** To approve amending 18a.5 and 18c of the Standing Orders from £25,000 to £30,000. Proposed Cllr Sumner, 2<sup>nd</sup> Cllr Hollings. Approved.
- Resolved:** To approve item 11.1b and 11h of the Financial Standing Orders from £25,000 to £30,000. Proposed Cllr Sumner, 2<sup>nd</sup> Cllr Hall. Approved.
- Resolved:** To approve to adopt and sign the Financial Risk Management as a living

document. Proposed Cllr Sumner, 2<sup>nd</sup> Hall. Cllrs Sumner, King, Noble and Hall voted for the motion.

**Resolved:** To amend item 3.x, Meetings of the Standing Orders from 3 hours to 2 hours. Proposed Cllr Hollings; 2<sup>nd</sup> Cllr Moulder. Cllrs Hollings, Sumner, Moulder and Roberts voted for the motion. Cllrs Noble, Hall and King voted against the motion. Approved.

**Proposal:** To defer decision on amendment of item 3.x, Meetings from 3 hours to 2 hours. Proposed Cllr Hall, 2<sup>nd</sup> Cllr Noble. Vote not taken.

Noted that Standing Orders item 10 xv. allows for vote to be taken to suspend standing orders.

### 13. Appointments to external bodies

#### a. Pilton Playing Fields

**Resolved:** To appoint Cllrs Moulder, Hollings and Powell to represent Pilton Parish Council to Pilton Playing Fields Trust in anticipation of the adoption of a new constitution for the Trust. Proposed Cllr Sumner, 2<sup>nd</sup> Cllr Hall. Approved.

#### b. Gabriel's Orchard

**Resolved:** To appoint Cllr King to represent Pilton Parish Council to Gabriel's Orchard. Proposed Cllr Moulder, 2<sup>nd</sup> Cllr Roberts. Approved.

### 14. Review of Asset Register 23/24

#### a. To approve, (or not), the Asset Register 23/24. A question regarding ownership of the Church wall confirmed that it belonged to Mendip District council, now transferred to Somerset Council. Noted that any changes regarding Playing Field management affecting the Asset Register will be brought to Council.

**Resolved:** To write off the second strimmer. Proposed Cllr Hollings, 2<sup>nd</sup> Cllr Moulder. Approved.

**Resolved:** To approve the Asset Register 23/24 with amendment to remove second strimmer and noting that Grit Bins will be added. Proposed Cllr Moulder, 2<sup>nd</sup> Cllr Hall. Approved,

### 15. Confirmation of Insurance arrangements and insurable risks

**Resolved:** To approve the insurance arrangements. Proposed Cllr Hall, 2<sup>nd</sup> Cllr Hollings. Approved.

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

#### a. Somerset Association of Local Councils

#### b. Society of Local Council Clerks

**Resolved:** - To approve subscriptions to SALC and SLCC. Proposed Cllr Hollings; 2<sup>nd</sup> Cllr Moulder. Approved.

### 17. Review of the Complaints Procedure

[Cllr Moulder left and re-entered the room.]

**Resolved:** To approve the Complaints Procedure review. Proposed Cllr Hollings; 2<sup>nd</sup> Cllr Roberts. Approved.

### 18. Review of Freedom of Information and Data Protection policies

**Resolved:** To approve the Freedom of Information and Data Protection policies review. Proposed Cllr Hollings, 2<sup>nd</sup> Cllr Hall. Approved.

### 19. Review of Press and Social Media policy

**Resolved:** To approve the Press and Social Media Policy. Proposed Cllr Hollings, 2<sup>nd</sup> Cllr Hall. Approved.

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

### 21. PROVISIONAL MEETING DATES

#### a. **Resolved:** To approve the provisional meeting dates 2023/24 with one amendment to move the January meeting from 3<sup>rd</sup> to 10<sup>th</sup>. Approved.

### 22. RECORD OF MEMBER VOTING

**Resolved:** To record member voting-ways within the minutes of meetings. Proposed Cllr Moulder, 2<sup>nd</sup> Cllr Noble. Approved.

### 23. FINANCE [This item was considered in closed session at the end of the meeting.]

#### a. **Resolved:** To approve the balance sheet 2022/23. Proposed Cllr Sumner, 2<sup>nd</sup> Cllr Hall. Approved.

- b. **Resolved:** To approve Cllrs Sumner, Woodhouse and King as bank signatories. Proposed Cllr Hollings, 2<sup>nd</sup> Cllr Sumner. Approved.
- c. **Resolved:** To approve Cllr Hollings to the post of Internal Review Officer. Proposed Cllr Sumner, 2<sup>nd</sup> Cllr Moulder. Approved.
- d. **Resolved:** To approve regular payment of basic salary with overtime to be approved the following month. Proposed Cllr Sumner, 2<sup>nd</sup> Cllr Hollings. Approved with Cllr Hall abstaining.
- e. Receipt of payment of £17,100 precept was noted.
- f. **Resolved:** To approve payments as listed. Proposed Cllr Sumner, 2<sup>nd</sup> Cllr King. Approved with Cllr Roberts abstaining.

Payments 2023-24	Treasurer's Account		
Balance b/f Current a/c 1-Apr-23	14,444.44		
<b>Payee</b>	<b>Narrative</b>	<b>VAT</b>	<b>Total</b>
<b>Q1</b>			
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. Poster has been produced, is on Facebook and will be put on noticeboard. Notice has gone to every member of the Parish and will go on the website. Agenda will go out shortly. 23 groups within Pilton have been asked to contribute to the handbook. Displays can be put on the walls including a Wailing Wall, gulley map from the Flooding working group, and from community groups. PVH is providing refreshments. Cllrs asked to arrive 3/4hr early to set up the room.

#### 25. PLANNING

- a. **Resolved:** To offer no objection to application 2023/0654 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. Proposed Cllr Noble, 2<sup>nd</sup> Cllr King. Approved.

#### 26. LCN PARISH PRIORITIES

- a. Some discussion of the LCN priorities from Pilton. Item will be deferred to the next meeting after discussion at the Parish Meeting.

#### 27. MATTERS OF REPORT

- a. Items for Roundabout June '23 - Considerate car parking, particularly around Shop Lane. Thanks to the co-ordinators of the Coronation event.  
**Resolved:** To suspend Standing Orders to extend the meeting to discuss item 23 in closed session. Proposed Cllr Hollings, 2<sup>nd</sup> Cllr Hall. Approved.  
 [Cllrs Hollings and Sumner left the room and returned.]
- b. Displeasure was expressed at the nature of emails to the clerk. Noted that council had not realised the extent of work that must be brought to council.
- c. Item 23 was considered by Council. See above.

**NEXT MEETING:** Full Council - 7 June 2023

Meeting Closed at 21:40

Signed .....

Date .....