

PILTON PARISH COUNCIL

SUMMONS

Public Notice is hereby given of the Annual Meeting of Pilton Parish Council Full Council, to which members are summoned to attend, will be held at Pilton Village Hall on **Wednesday 7 May 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
1 May 2025



This meeting will begin with a playing of “I Vow to The My Country” in Celebration of VE Day 8 May 2025

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. No resolution for action can be taken if items are not within the agenda.

1. ELECTION OF CHAIR AND VICE CHAIR 2025-26

- a. To elect Pilton Parish Council Chair
- b. To elect Pilton Parish Council Vice Chair

2. DECLARATION OF ACCEPTANCE OF OFFICE

- a. The elected Chair and Vice Chair to sign the 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 Councillor requests for dispensation the Clerk may have received.
- b. To renew the dispensation for all Councillors to participate in the disbursement of the GFEL donation from the interest being in association with or neighbour of Worthy Farm or GFEL.

6. MINUTES OF PREVIOUS MEETING [Annex 1](#)

- a. To confirm and sign minutes of the Pilton Parish Council meetings of 2 April and 30 April 2025

7. EXTERNAL REPORTS [Annex 2](#)

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

8. CHAIRMAN'S ANNOUNCEMENTS

9. PLANNING

- a. To note the appeal decision to 2024/0591/VRC Upper Westholme Farm. Council had no objection to this application **Annex 3**
- b. To consider the Planning Applications below and any that arise before the meeting.

No. & Officer	Detail	Type
2025/0746 Documents (14) Lorna Elstob	Proposed Gypsy/Traveller pitch to include 1no. mobile home, 1no. touring caravan & parking. Installation of septic tank & hardstanding. Stump Cross Ridge Lane Pilton Response Date: 21 May 2025 Pilton PC Response 7 May 2025	FUL
2025/0762 Documents (7) Jane Thomas	Application for prior notification of agricultural development for a proposed building. Midsomer House East Compton Road East Compton Response Date: NOTIFICATION ONLY Pilton PC Response 7 May 2025	AGB
2025/0698 Documents (2) Lawrence Usherwood	T1-Ash-fell The Cot, Shop Lane, Pilton Response Date: NOTIFICATION ONLY Pilton PC Response 7 May 2025	TCA
2025/0728 Documents (3) Lawrence Usherwood	Willow – fell Barrow House, Ford Lane, Pilton Response Date: NOTIFICATION ONLY Pilton PC Response 7 May 2025	TCA
2025/0634 Documents (2) Lawrence Usherwood	T1 - Willow - Fell. T2 - Goat Willow - Fell. T3 - 4x Ash stems - Reduce x 3m. T4 - Mountain Ash - Lighten heavy limbs, reshape and balance. Stonecrest, Weir Lane, Pilton Response Date: NOTIFICATION ONLY Pilton PC Response 7 May 2025	TCA

10. TO RECEIVE REPORTS FROM WORKING GROUPS AND RESOLVE ANY ACTIONS ARISING

- a. Burial Ground Working Group
 - i. To approve (or not) requests for benches
 - ii. To discuss & approve (or not) action to make the Burial Ground more accessible i.e. through a Welcome Sign, or leaving the gates open during daylight hours
 - iii. To discuss & approve (or not) any action arising regarding plot allocation
- b. Traffic Planning Working Group
- c. Flooding Triad
- d. Parish Plan Steering Group
- e. **Footpaths Working Group**

11. To approve (or not) the creation of Triads

- a. Affordable Housing Triad
- b. Burial Ground Triad
- c. Highways Triad

12. To approve (or not) any Working Groups to be disbanded

- a. Traffic Plan Working Group
- b. Burial Ground Working Group

13. Review of Terms of Reference **See Annex 4**

- a. ASBOs / Footpath Working Group
- b. Burial Ground Working Group / Triad (subject to outcome of items 11 & 12)
- c. Parish Plan Steering Group
- d. Traffic Plan Working Group / Highways Triad (subject to outcome of items 11 & 12)

14. Appointments to Working Groups / Triads / Somerset Council

- a. Affordable Housing Triad (subject to item 11)
- b. ASBOs / Footpath Working Group
- c. Burial Ground Working Group / Triad (subject to outcome of items 11 & 12)
- d. Finance Triad

- e. Flooding Triad
- f. Staffing Triad
- g. Traffic Plan Working Group / Highways Triad (subject to outcome of items 11 & 12)
- h. Local Community Network

15. Appointments to external bodies

- a. Pilton Playing Fields - three members to be appointed
- b. Gabriel's Orchard - appointment of Managing Trustee representative

16. Review of Asset Register 25/26 See Annex 5

- a. To approve, (or not), the Asset Register 25/26.

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

- a. Somerset Association of Local Councils See Annex 6
- b. Society of Local Council Clerks
- c. Parish Online
- d. ICO

18. REVIEW / ADOPTION OF POLICIES See Annex 7

	POLICY	Amendments suggested Y/N
a	Standing Orders	Y
b	Financial Regulations	Y
c	Financial Risk Assessment	Y
d	Code of Conduct	N
e	Complaints Procedure	N
f	Freedom of Information and Data Protection Policies	N
g	Press and Social Media Policy	N
h	Publication Scheme	N
i	Grant Policy	N
j	Employment Policies	N
k	Biodiversity Conservation Policy	Y

19. BIODIVERSITY ACTION PLANS

- a. To approve (or not) the development of an Action Plan for the Parish Council for its Education, Information, and Facilitation roles within the parish and how that may be implemented.
- b. To approve (or not) the development of an Action Plan for Parish Council owned assets e.g. Bus Shelter, Burial Ground, and War Memorial and how that may be implemented.

20. FINANCE See Annex 8

- a. To approve, (or not), the end of year balance summary and bank reconciliation 31 March '25
- b. To approve (or not) the transfer of £30,000 to the Commercial Instant Access a/c
- c. Approval of bank signatories
- d. Appointment of Internal Review Officer
- e. To approve regular payments to salary, hall hire, Scribe, and any others
- f. To note receipt of Precept payment - £32,488 from Somerset Council 15 April '25
- g. To approve, (or not), payments listed; any further invoices to be tabled
- h. To approve (or not) the hire charge for SIDS from the Community Speed Watch at £25 for two 2-week periods.

21. NOTICEBOARDS - To discuss and approve (or not) actions arising from the disrepair of noticeboards

22. MATTERS OF REPORT

23. EXCLUSION OF THE PRESS AND PUBLIC

To agree item 24 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](#)

24. CLOSED SESSION

- a. Staffing Committee
 - i. Consideration of and approval, (or not), of staff overtime.

NEXT MEETING: Council Meeting - 4 June 2025