

# MINUTES OF PILTON PARISH COUNCIL

## FULL COUNCIL MEETING

### held at Pilton Village Hall

### Wednesday 1 May 2024

**Present:** Cllrs R Noble, K Sumner, T Hollings, C Connock, R Woodhouse, T Moulder, N Hall, O Powell, L Roberts.

**In Attendance:** A number of members of the public. Cllr Sully (Somerset Council (SC)).

#### PUBLIC QUESTION TIME

- Road markings at bottom of Copse Hill. Chair and Vice-Chair plan to meet SC highways team leader the next day.
- Troughs opposite village hall. Thought to be on highways and will need to be removed.
- Any recognition for Ms Moon's 33 years as caterer in village?
- A GFEL representative noted that passes will not now be issued to people who only wish to visit the village shop.
- A member of the public expressed concern that parishioners are notified that the Green car park is allocated to parishioners only, but one third of the users are not parishioners. A GFEL representative stated that the letter to parishioners only covers parishioner parking, which would not exclude other users.

[Noted that the Clerk remains unwell. The meeting will be recorded and typed up by the Clerk.]

MEETING OPENED 7:02PM

#### AGENDA

1. **Elections of Chair and Vice Chair 2024-25**
  - a. **RESOLVED:** To elect Cllr Sumner as Chair of Pilton Parish Council 24/25. Proposed Cllr Moulder, 2<sup>nd</sup> Cllr Connock. Approved with one abstention - Cllr Hall.
  - b. **RESOLVED:** To elect Cllr Hollings as Vice Chair of Pilton Parish Council 24/25. Proposed Cllr Sumner, 2<sup>nd</sup> Cllr Powell. Approved with one abstention - Cllr Hall.
2. **Declarations of Acceptance of Office**
  - a. The Declaration of Acceptance of Office will be signed in the presence of the Clerk.
3. **APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

All Councillors present.
4. **DECLARATIONS OF INTEREST**

Cllr Noble declared an interest in item 20 - 2024/0553/LBC & 2024/0553/FUL.
5. **DISPENSATIONS**
  - a. No requests for dispensation received.
6. **MINUTES OF PREVIOUS MEETING**
  - a. **RESOLVED:** To confirm and sign minutes of the Pilton Parish Council meeting of 3 April 2024. Approved.
  - b. **RESOLVED:** To confirm and sign minutes of the Pilton Parish Council meeting of 7 February 2024. Deferred.
7. **EXTERNAL REPORTS**
  - a. Avon and Somerset Police - No report
  - b. Somerset Council - Cllr Sully reported that devolution is ongoing as part of the solution to dealing with the financial emergency. Highway Stewards could be contracted directly by Parish Councils, pricing will be available in July. Flood grant available of £5,000 available for parishioners / businesses, can be applied for via Somerset Council a link is available on the Parish Council website <https://www.piltonparishcouncil.org/post/flooding-support-resources>. Please continue to report potholes. Cllr Sully is working on on poor bus services and asks for feedback on any Pilton issues. SC year's achievements report will be sent later.

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Cllr Sully was asked to investigate drain clearance on Top Street. This has been reported, works are planned, and engineers will be meeting on-site tomorrow.

#### 8. REPORTS/RECOMMENDATIONS FROM WORKING GROUPS AND TRIADS

- a. ASBOs / Footpaths Triad - The ASBO team is led by Andrew Shaw; a vote of thanks to him for the co-ordination and work he puts into it. There have been complaints about horses on footpath near West Compton, allegedly four horses ganged up on residents walking a dog. It was felt the individual should contact the police and the footpath officer; Cllr Hall will communicate with them.
- b. Burial Ground Working Group - Work has continued through year - new fence, trees cut back, hedges laid, gates painted, concrete and water tap repaired. This year the group intends to improve the area around the water tap.  
[Meeting Closed]  
[Member of the public complained about the bin not being emptied. Someone does put the bin out. If this doesn't happen, the BWG empty the bin themselves.]  
[Meeting Opened]  
Some graves need levelling, which is on the list of things to be done. Need to get the long grass cut in the wild area. Suggestion that Council pays to have the waste emptied, however at the moment the status quo works for the majority of the time.
- c. Finance Triad - no report.
- d. Flooding Triad - a walk including the A361 and Shutwell Lane will be done tomorrow. Cllr Sumner will write to residents to clear accumulated debris in the stream.
- e. GFEL Liaison Triad - This is covered through the GFEL meetings. Notes from these are on the parish council website.
- f. Housing Working Group - now disbanded. To review final report - Councillors not on the HWG were asked to consider the report and its implications. Agreed to defer this to the next meeting.
- g. Parish Plan Steering Group - working with CCS to provide an opportunity for parishioners to have a say in the future of the parish. The survey will go live 3 September, it will be introduced at the Annual Parish Meeting 15 May. Flyers will be sent out. The survey can be completed at the Pilton Show. Really important that all the people from many different backgrounds in the parish complete the survey.
- h. Staffing Triad - Adopted a Sickness and Absence Policy, have taken advice from SALC on how to manage the clerk's sick leave.
- i. Traffic Plan Working Group - Platterwell Lane junction safety from John Thorne's there is no signage to alert to sharp left blind turning - SC will be asked to improve safety of junction with lines and/or signage. Please put in Roundabout to Report a problem on the road with WhatThreeWords, images and dimensions of potholes. Sign at top of Neat Lane is inadequate to deter large vehicles. The TRO contractors will be putting up the 20mph road signs. The parish council commissioned the 20mph scheme, however GFEL are paying for it and are the contracting partner. The parish council has no legal liability for the works or street furniture.

#### 9. TERMS OF REFERENCE REVIEW

- a. Burial Ground Working Group - Noted
- b. Parish Plan Steering Group - delete all square brackets. Cllr Hollings is stepping down from the group. Amend budget from £1,000 to £500. Amend number of councillors on PPSG to reflect the number on the group.
- c. Traffic Plan Working Group - Noted

#### 10. APPOINTMENTS TO WORKING GROUPS / TRIADS / SOMERSET COUNCIL

- a. ASBOs / Footpath Triad - **RESOLVED:** To appoint Cllr Hall and Andrew Shaw. Approved.
- b. Burial Ground Working Group - **RESOLVED:** To appoint Cllrs Noble, Woodhouse, and Hall. Approved.

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- c. Finance Triad - **RESOLVED:** To appoint Cllrs Woodhouse, Sumner & Powell. Approved.
  - d. Flooding Triad - **RESOLVED:** To appoint Cllrs Sumner, Hollings, Connock. Approved.
  - e. GFEL Liaison Triad - **RESOLVED:** To disband the GFEL Liaison Triad. Approved
  - f. Parish Plan Steering **RESOLVED:** To appoint Cllrs Woodhouse, Connock, Hall. Approved.
  - g. Staffing Triad - **RESOLVED:** To appoint Cllrs Sumner, Woodhouse, Connock. Approved.
  - h. Traffic Plan Working Group - **RESOLVED:** To appoint Cllrs Hollings, Cllr Hall. Approved.
  - i. Local Community Network - **RESOLVED:** To appoint Cllrs Sumner. Approved
- 11. REVIEW OF STANDING ORDERS, FINANCIAL REGULATIONS AAND FINANCIAL RISK ASSESSMENT.** Noted with no amendments.
- 12. APPOINTMENTS TO EXTERNAL BODIES**
- a. Pilton Playing Fields - **RESOLVED:** To appoint Cllrs Moulder, Powell and Hollings. Approved.
  - b. Gabriel's Orchard - **RESOLVED:** To appoint Joe King if he is willing to take the position. Approved. [Joe King accepts position.]  
Proposed Cllr Moulder, 2<sup>nd</sup> Cllr Woodhouse to all appointments items 10 & 12.
- 13. REVIEW OF ASSET REGISTER 24/25**
- a. Query that the Burial Ground is not included in the Asset Register. [Note the laptop has had the hard drive data cleared and will be donated to a charity.]  
**RESOLVED:** To approve the Asset Register and to investigate inclusion of the Burial Ground. Proposed Cllr Woodhouse, 2<sup>nd</sup> Cllr Sumner. Approved. [Note that the Burial Ground was a gift, as such, the parish council did not pay for it and there is no value to be placed on the asset register.]
- 14. CONFIRMATION OF INSURANCE ARRANGEMENTS AND INSURABLE RISKS** Noted that BHIB have changed the company name to Clear Insurance. The Pavilion and Playing Fields are removed, reducing premium from over £1,000 to £700. £400 will be repaid from the Playing Fields Trust for last year's premium. The schedule includes a section for items that the council does not own because it is a standard package for local authorities.
- 15. REVIEW OF COUNCIL AND STAFF SUBSCRIPTIONS TO OUTSIDE BODIES INCLUDING:**
- a. Somerset Association of Local Councils - Approved.
  - b. Society of Local Council Clerks - Approved
  - c. Institute of Cemetery and Crematorium Management - Approved.
  - d. War Memorial Association - Approved.

**16. POLICY REVIEWS**

Policy	Last Review	
Code of Conduct	August 2022	Approved
Complaints Procedure	May 2023	Approved
Email Contact Privacy Notice	May 2023	Approved
Press and Social Media policy	May 2023	Approved
Equal Opportunities policy	November 2023	Approved
Grant policy	December 2023	Approved
Publication Scheme	November 2023	Approved
Employment policies		
Disciplinary	July 2023	Approved
Grievance	July 2023	Approved
Sick Leave & Absence	March 2024	Approved
Accessibility statement	November 2022	Approved

**17. PROVISIONAL MEETING DATES**

- a. **RESOLVED:** To approve the provisional dates of meetings 2024-25

**18. FINANCE**

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- a. To approve, (or not), the end of year balance summary to 31 March '23 - deferred
- b. **RESOLVED:** To approve Cllrs Sumner, Woodhouse and the Clerk as bank signatories. Proposed Cllr Woodhouse, 2<sup>nd</sup> Cllr Hollings. Approved.
- c. **RESOLVED:** To approve Cllr Hollings as the Internal Review Officer. Proposed Cllr Woodhouse, 2<sup>nd</sup> Cllr Sumner. Approved.
- d. To approve regular payments to salary, hall hire and any others. Deferred.
- e. Precept payment - £25,90 from Somerset Council 25 April '24. Noted.
- f. Burial Ground fencing £2,133, below quote; £15 JetSet; Salaries £670.13; Meeting Hire £20. Proposed Cllr Woodhouse, 2<sup>nd</sup> Cllr Hollings. Approved.

#### 19. PARISH MEETING PREPARATIONS

- a. Annual Parish Meeting 15 May 6pm at the Village Hall. Speakers: Cllr Sully, Cllr Sumner - flooding, Steve Russel Yarde - festival; Cllr Woodhouse - Parish Plan; Cllr Hall will speak on the Burial Ground, Cllr Powell - Affordable housing; Cllr Hollings - speed reduction; Others will include Steve Barlow - Pilton Players; Cllr Hollings - Pilton table tennis; Mike Mayhew - Orchard; Jenny de Gex - Pilton Show. West Pennard will be invited. Cllr Sumner has written a letter that Cllr Connock will post to the new housing estate. The History Group will be asked to speak.

#### 20. PLANNING

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

[Meeting Closed] **Open discussion on 2024/0613/FUL.** The applicant spoke in support of the application a whole life home with eco values and looking to the future for old age care. Self-build applications may be considered. Have had positive meetings with neighbours and others in the community. The build should be completed within a year. The Chair noted a letter from a parishioner who states that the building is outside the building line.

[Meeting Opened]

Shared driveway rules should not be an issue. It is well designed. Roofline is not above neighbouring roof lines. Noted that it is a green field but that there are no objections online. The property would not be seen from the road. Legal advice regarding development outside the building line - because of the housing shortfall Planning Officers consider the balance of harm v. positive impact to the community when properties are proposed outside of the development area. The only consideration is the presence of great crested newts.

**RESOLVED:** To support application 2024/0613/FUL Erection of a Self-Build Whole Life Dwelling with Fully Disabled Access, Wynton, Higher Westholme Road - design appearance and positive impact on visual amenity, sustainability and positive ecological impact. Proposed Cllr Noble; 2<sup>nd</sup> Cllr Moulder. Approved.

**RESOLVED:** To support application 2024/0591/VRC Application to vary condition 2 (Drawings) of planning approval 2021/0252/FUL (Proposed conversion and extension of agricultural buildings to create a dwelling), Upper Westholme Farm, Perridge Hill. Proposed Cllr Powell 2<sup>nd</sup> Cllr Connock. Approved.

[Meeting Closed] **Discussion of 2024/0553/LBC & 2024/0553/FUL** The applicant explained that it is an old piggery, currently used as storage. It is very unstable. Need to bring to more substantial use. There was a pond in the 1970s that applicant proposes to reinstate. Intend that it is sympathetic, for use by people. All the surrounding houses have had similar development. Have taken local ecology into consideration. Hope that roofline is in keeping with the setting.

A parishioner was concerned at the dimensions - there are none apart from relating to the swimming pool. Materials - roof of zinc rather than terracotta tiles.

Biodiversity issue, flooding and archaeological concerns.

[Meeting Opened]

[Cllr Noble did not take part in the debate]

The applicant was questioned about flooding issues, which applicant has considered. The property is affected by flooding generated by road run-off. Flood

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water is not generated by the property. The lack of dimensions on the plans was an oversight. The swimming pool will be approximately 10m in length. The footprint is similar to existing, but the roof height is increased and there is an extension at the front. It is in a conservation area. Bridle path separates the farm from the adjacent field. It is next to a public highway that leads into a footpath.

Zinc roof - current nearby roof is slate - zinc was thought to be more of a similar colour to the slate than red roof tiles and thus more pleasing to the eye.

Extra parking - was not originally proposed, they are where the historical pond was sited, and it is not the intention of the owner to put parking there.

Intended use is to make it available for other members of the family initially, with potential for holiday lets.

[Meeting Closed]

Member of the public neighbouring the property spoke objecting to the application supported by a detailed letter. Objecting because the proposal would dramatically affect neighbouring residents and change the landscape. The piggery and stables cannot be seen outside of the context of the surrounding environment. The application lacks many crucial details. The Historical Building assessment emphasises the historical importance of the surrounding buildings. It is the community's responsibility to ensure that the East Compton environment is protected for the future.<sup>3+</sup>

[Meeting Opened]

**RESOLVED:** To object to applications 2024/0553/LBC & 2024/0553/FUL - Extension and alterations to the former stables and piggery for change of use of buildings to ancillary accommodation - creation of swimming pool and alterations to internal vehicle access, Former Stables and piggery East Compton House, East Compton on the grounds of Design and appearance & Effect on Listed Buildings. Proposed Cllr Hall, 2<sup>nd</sup> Cllr Woodhouse. Approved - two abstentions - Cllrs Moulder & Roberts.

## 21. CODE OF CONDUCT guidelines

- a. SALC guidelines to the Code of Conduct - Noted.

## 22. GFEL COMPLAINT

- a. The Chair announced that the GFEL complaint is not a formal complaint. The GFEL representative stated that the letter was not specifically a complaint but a request for information and now has no issue and has withdrawn the complaint. GFEL were asked to state this in writing. The Chair asked Cllrs to use personal email addresses when writing to outside bodies unless the content is parish council business.

## 23. PO BOX ADDRESS

- a. Cllrs Sumner and Woodhouse suggest that a PO Box address would be useful for the safety of the Clerk, when the Clerk moves or leaves post, the address would not need to change. Proposed Cllr Woodhouse, 2<sup>nd</sup> Cllr Moulder. Approved.

## 24. D-DAY

- a. Discussion around purchasing the D-Day flag of peace that may also require a flagpole. Prices range from £76 to £40 dependent upon size.

**PROPOSED:** To purchase/borrow a small pole to site at the War Memorial & flag. Proposed Cllr Hall, 2<sup>nd</sup> Cllr Moulder. Approved - one abstention - Cllr Hollings.

## 25. MATTERS OF REPORT

- a. Items for Roundabout June '24
  - i. Potholes link to Report a problem on the road and encouragement to photograph, give WhatThreeWords location and provide dimensions.
  - ii. Vegetation
  - iii. D-Day flag

**NEXT MEETING:** Annual Parish Council Meeting - 15 May, Village Hall, 6pm  
Full Council - 5 June 2024