

# PAULTON PARISH COUNCIL

Minutes of the Parish Council meeting held on  
Tuesday 14 September 2021 at 7.00pm held in the meeting room at the Village Hall, Paulton.

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PRESENT: Councillors M Colliver, G Garlick (Chairman), L Hardman, G Johnson, A Lyons,  
P McSherry, A Meaton and H Warren.

IN ATTENDANCE: Carol Hall – Clerk

A minute's silence was observed in respect of the late Councillor Graham Dix.

## 21-74. APOLOGIES FOR ABSENCE

Apologies were received from Councillors T Bridgeman, D Garlick, C Mitchard, K Paul,  
A Pitt and R Wollacott.

No apologies were received from Councillor Z Escott.

## 21-75. PUBLIC PARTICIPATION

There were none.

## 21-76. DECLARATIONS OF INTEREST

There were none.

## 21-77. CONFIRMATION OF MINUTES

**Resolved** – that the minutes of the meeting held on 17<sup>th</sup> August 2021 were confirmed as a true record and signed by the Chairman of this meeting.

## 21-78. CHAIRMANS REPORT

The Chairman provided a verbal report covering the following:

- A thank you to Cllr A Lyons for stepping in as chairman for the August full Council meeting
- Acknowledgement of the 51-year service that the late Graham Dix has given to Paulton Parish Council as a Councillor
- Confirmation that the NALC young Councillor of the year will be announced at an online ceremony on the 8<sup>th</sup> October, Cllr G Johnson, a finalist, was wished luck
- Recognition of the work involved for the Clerk in completing our application for the Local Council Award Scheme

## 21-79. FINANCES

**Resolved** – that the following finances for month 5 (August) were approved:

- Bank Reconciliation as at the end of month 4
- Receipts and Payments
- 52 payments, totalling £15,981.82 (gross)

21-80. CIL PAYMENT

It was noted that a CIL payment of £1,197.22 had been received in respect of planning application 20/03648/VAR Britten's Close, Paulton.

21-81. MOTOR INSURANCE

**Resolved** – that the renewal of the insurance for the Kubota vehicle and lawn mower was approved at a cost of £606.53.

21-82. ANNUAL RETURN OF THE EXTERNAL AUDIT 2020/2021

**Resolved** – it was noted that the audited Annual Return for the year ending 31<sup>st</sup> March 2021 has been completed and advertised. There were no areas of concern and it was confirmed that all relevant legislation and regulatory requirements have been met.

21-83. MEMORIAL PARK WALL

A discussion was held about the merits of a partial repair or full repair to the Memorial Park wall and the quotes received to date were reviewed.

**Resolved** – that £20,000 would be allocated in the 2022/2023 budget to complete a full repair on the wall.

21-84. LOCAL COUNCIL AWARD SCHEME

It was noted that the application had been submitted for triage, feedback would be received by 1<sup>st</sup> October, the final deadline for submissions is the 29<sup>th</sup> October. Results would be announced on the 10<sup>th</sup> December.

**Resolved** – that the Council confirmed that at the time of submitting the application for triage on 8<sup>th</sup> September 2021 the criteria was in place for quality status in the Local Council Award Scheme.

21-85. REQUEST FROM THE CLERK

**Resolved** – it was approved that the additional 5 hours per week that has been agreed for the Clerk until a permanent member of staff had been recruited could be used by either the locum RFO or the Clerk as required.

21-86. COMMITTEE MEMBERSHIP

**Resolved** – that Councillor T Bridgeman has joined the Paulton Hub Management Committee.

21-87. TERMS OF REFERENCE

**Resolved** – that the following was approved:

- I. revised Terms of Reference as recommended by the Staffing Committee.
- II. revised Terms of Reference as recommended by the Parks and Amenities Committee.
- III. revised Terms of Reference as recommended by the Hub Committee.

21-88. REVIEW OF MEETINGS

**Resolved** – that the following was approved:

- I. Parks and Amenities is changed from bi-monthly to quarterly.
- II. Magazine Working Party is disbanded, the whole Council are asked to support with articles, volunteer proof-readers will be invited to check each edition, the final copy to be agreed by the Chairman and Vice Chairman along with the Clerk.
- III. Hub committee meetings are reduced from monthly to bi-monthly.
- IV. The Council has an August recess, the only meeting that will take place is Planning and Highways.

21-89. ELECTORS ENGAGEMENT EVENT 7<sup>th</sup> OCTOBER

The plans for the engagement event were discussed and the following plans noted:

- I. Cllr G Johnson would source the table tops if Cllr T Bridgeman was unable to.
- II. Resident suggestion cards would be made with both a display board and a box.
- III. The event would be advertised on social media.
- IV. Cllr L Hardman would place an article in the local press.
- V. Background music would be played.
- VI. New lanyards would be made for the Councillors.
- VII. An attendance register would be placed in the entrance.

21-90. PAULTON VILLAGE HALL QUARTERLY REPORT

The quarterly report was noted

**Resolved** – that it was approved to remove Jo Swift as a signatory on the Village hall bank account and to add Cllr G Johnson.

21-91. ENTERPRISE ZONE

An update from Cllr G Johnson was received following a recent stakeholder meeting.

**Resolved** – that Cllr G Johnson would seek permission to share the slides and plans with all members.

21-92. DATE OF NEXT MEETING

The next scheduled meeting of the Parish Council is on **Tuesday 12<sup>th</sup> October 2021 at 7:00pm.**

Meeting ended at 8.25pm

Signed: ..... Date: .....  
(Chairman)