



Tim Hayne, Parish Council Chair, can be contacted at [clerk@chiltonpoldenpc.co.uk](mailto:clerk@chiltonpoldenpc.co.uk)

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability) Crime and Disorder, Health and Safety and Human Rights.

Members of the public are welcome to attend and will be given time to speak during the meeting, in an open public session.

## **Minutes of Chilton Polden Parish Council Meeting 14<sup>th</sup> January 2026**

Meeting opened: 18:58

1. **Those Present:** T Hayne (TH), A Clatworthy (AC), R James (RJ), Holly Perfect-Porter (HPP), Nick Smith (NS) and Clerk L Chilcott (LC), there were also 2 members of the public
2. **Apologies for Absence Declarations of Interest and Dispensations:** Apologies received from Geraldine Baker (GB) and Mike Aylmer (MA)
3. **Statements by County Councillors:** No Local Councillor statement, but update received from Bill Revans and this was forwarded to the councillors prior to the meeting
4. **Minutes of the meeting held on 10<sup>th</sup> December 2025:** TH approved as a true copy, all in agreement
5. **Matter arising (including matters of report from the minutes not itemised below):** Somerset invoice received invoice32012039 Bin Emptying added to 9.10 below
6. **Election of New Chair:** TH resigned. Email from MA read thanking Tim for his contribution and long service to the Parish Council. TH left the meeting at 19:10  
NS proposed RJ for Chair, all voted in favour. RJ took the chair & signed declaration of acceptance of office
7. **Election of New Vice Chair:** GB Resigned in writing prior to meeting. HPP nominated NS, all voted in favour. NS signed declaration of acceptance of office
8. **New Council advert:** Member of public has agreed for this to be placed in Gwilliams of Edington; it is also on the notice board and website.

## 9. Financial Matters

- 9.1 - Clerk's Salary: Clerk has been paid Gross since starting as no access to HMRC PAYE details. These have now been set up from scratch with HMRC. Clerk has submitted payroll for the period 01.07.25 – 31.12.25. There is HMRC PAYE due to be paid of £350.40 for this period
- 9.2 – Clerk's January 2026 Salary due on 30.01.26, Net pay: £233.60 (no to be paid as above)
- 9.3 - Clerk's January 2026 Salary: HMRC due £58.40 (to be paid)
- 9.4 – Somerset Council invoice 32010471 - £240.00 – Grass Cutting
- 9.5 – SALC Invoice 2562 - £35.00 – NS Planning Training
- 9.6 – Shapwick PC Invoice 1 & 2 - £12.50 + £17.50 for 50% of Clerk Training
- 9.7 – ICO £52.00 - £52.00
- 9.8 - Flexmedia Invoice 4012B £193.50 – Webhosting July – Dec 2025
- 9.9 – PKF Outstanding invoice 17.01.2025 - £600.00 for AGAR (see point 11)
- 9.10 – Somerset Council Invoice 32012039 Bin emptying - £304.20  
HPP Proposed, NS 2<sup>nd</sup>, all in favour, see below for 9.9

## 10. Planning Matters

- 10.1 – None

- 11. **PKF – 2024/25 AGAR Not Submitted:** Councillors discussed the oversight of the requirement to submit AGAR reports for both 23/24 and 24/25 due primarily to the lack of a Parish Clerk/RFO for those periods. Clerk to contact PKF and
  - a) Ask for reduction in fee (9.9)
  - b) Ask if exemption can be submitted now
  - c) If none of the above, then pay the £600.00 invoice in 9.9 for the 2023/24 none submission of AGAR
- 12. **Homes in Somerset Response:** Homes in Somerset no longer pursuing developing land on Broadway. They are exploring options but may put it on the open market and if they do, they will let the Parish Council know in case we wish to purchase. We will bring back to the meeting once we hear again.
- 13. **Southwest Ambulance Service – Defib checks:** HPP will look into sourcing new pads for when they expire in July 2026. All in favour to confirm Defib has been checked recently by TH
- 14. **Unity Bank Access:** TH gave Clerk signed account management form. Just have to wait for Unity to process. NS to email 2025 bank statements to clerk
- 15. **Unity Bank Fee increase:** RJ read letter from unity bank, standard increase of £1 per month from Feb 26
- 16. **Dog Warden/PCSO:** Clerk updated council that dog wardens only deal with lost & found dogs. The Council encourage any issues of Dogs not being controlled then to call 101 and report to local PCSO with dates and times.
- 17. **Councillor Training events:** New Chair unable to attend as prior engagement. Will look to complete later in the year. Clerk will continue to report to meetings so all councillors aware of training available.
- 18. **Parish information sheet:** Regarding Charges for elections for combined polls, if no Parish election being held at the same time there will be no charge. Budget for this will be discussed at the precept/Budget meeting.

- 19. Clerks meeting:** Clerk to arrange for links to LEVI (Local Electric Vehicle Infrastructure) to be posted on the website.
- 20. Change to gov.uk website & email addresses:** HPP proposed and NS 2<sup>nd</sup>, chiltonpolden-pc.gov.uk to be used. Clerk will make arrangements

**Matters of Report:**

- Annual Litter Pick – February Agenda, AC will contact TH for details
- Tree on the Priory has been reported and clerk to issued overgrown letter by post to The Priory
- Confirmed Precept working party date for 21<sup>st</sup> January 2026
- Goose Lane, getting like ice rink, highways not repairing and water is running and eroding the bottom Barton Rise, all councillors to report via highway online
- Whatapp, new group
- Find minutes detailing bench & bin purchase and arrange.

**Date of next meeting – Wednesday 11<sup>th</sup> February 2026 STARTING AT 7:00PM**

Meeting Closed: 20:34