



You are requested to attend the Chilton Polden Parish Council Meeting to be held at the Village Hall commencing at **7pm Wednesday 14<sup>th</sup> January 2026**

Louise Chilcott, Clerk, 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.

## **DRAFT AGENDA**

1. Those Present
2. Apologies for Absence and Declarations of Interest and Dispensations
3. Statements by County Councillors
4. Minutes of the meeting held on: 10<sup>th</sup> December 2025
5. Matter arising (including matters of report from the minutes not itemised below)
6. Election for new Chair
7. Election for new Vice Chair
8. New Councillor Advert
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
  - 9.3 - Clerk's January 2026 Salary: HMRC due £58.40

- 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)

## 10.Planning Matters

10.1 - None

- 11. PKF – 2024/2025 AGAR not submitted
- 12. Homes in Somerset Response
- 13. South West Ambulance Service – Defib check/Update
- 14. Unity Bank Access
- 15. Unity Bank Fee increases
- 16. Dog Warden/ PSCO update
- 17. Councillor Training events
- 18. Parish Information Sheet
- 19. Clerks Meeting – LEVI – The Local Electric Vehicle Infrastructure [Electric vehicle charging https://www.somerset.gov.uk/roads-travel-and-parking/electric-vehicle-charging/](https://www.somerset.gov.uk/roads-travel-and-parking/electric-vehicle-charging/)
- 20. Change to gov.uk website & email addresses

## MATTERS OF REPORT

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