



Tim Hayne, Parish Council Chair, can be contacted at clerk@chiltonpoldenpc.co.uk or 07900 242114.

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 20th November 2025

Meeting opened: 19:01

1. **Those Present:** T Hayne (TH), G Baker (GB), A Clatworthy (AC), M Alymer (MA), R James (RJ) 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 Nick Smith (NS), Holly Perfect-Porter (HPP)
Declarations of Interest and Dispensations: TH 9.3 & 15, RJ 9.2
3. **Statements by County Councillors:** No Local Councillor statement, but update received from T Munt, on surgeries she has been holding.
4. **Minutes of the meeting held on 20th November:** GB Approved as a true copy, all in agreement
5. **Matter arising (including matters of report from the minutes not itemised below):**
6. **Election of New Chair:** It was agreed due to councillor apologies TH has agreed to stay on until the January 2026 meeting where a vote will be held for a new chair – All in agreement
7. **Election of New Vice Chair:** It was agreed due to councillor apologies GB has agreed to stay on until the January 2026 meeting where a vote will be held for a new vice chair – All in agreement
It was also agreed that we would put notice out for new councillors. Recommended 7-9 councillors and need to have been living in the village for 12 months, 18+ and on the electoral register
8. **Arrange Precept Meeting:** Next monthly meeting 14 January 2026, so precept meeting has been agreed to take place on 21st January 2026
9. **Financial Matters**
 - 9.1 **Clerk's Salary: £292 per month (December):** Proposed: GB, Second: MA – All in favour
 - 9.2 **Reimbursement to RJ for Christmas Tree - £40.00:** Proposed: GB, Second: MA – All in favour

- 9.3 Reimbursement to TH for increased cost of Clerk laptop - £21.01:** Proposed: GB, Second: MA – All in favour
- 9.4 Flexmedia Invoice 4012 £367.49:** TH believes this invoice has been paid in Feb 2025, there was also another email on day of meeting with invoice 0045 for 2025 costs £717.19, again TH feels this needs to be investigated further before approval for payment made. All in agreement.

10. Planning Matters

10.1 None

- 11. CPPC Website – Timeline update (RJ), Can CPPC clerk/Councillors update website? (LC) Page on CPPC website for local groups who do not have website for updates, or reply on Poldens today? (LC):** RJ has kindly made website and council thank RJ for time taken to action this. LC to provide link to One Drive for Meeting Agendas. Cost will be around £9.00 per month for the Website. It was decided that once new website is launched, we will look at need for any additional pages.
- 12. Councillors’ council email addresses update (LC):** LC advised on email sent to councillors regarding domain name. All agreed in meeting on chiltonpoldenpc@ LC to take further and report back at next meeting
- 13. Courses for Verge cutting/working (TH):** TH will look back through minutes and emails and report back
- 14. Risk Assessments (MA/TH):** TH will find previous Risk Assessment and pass to Clerk. Believe there to be around 8, and 2 actioned each 1/4
- 15. Has letter been sent to St Edwards Church – Sept 25 Meeting:** TH advised email has also come in regarding Grass cutting for cemetery. 2025/26 Precept checked and it was agreed on £850.00 donation, GB proposed, MA Seconded – All in favour
- 16. Christmas Tree updates (RJ/NS/AC):** All trees are up; AC was thanked for decorating. Christmas Tree Service had around 78 adults and 14 children in attendance and 25 Christmas Trees. The council would like to send special thanks to Anita & Suzie for their work.
- 17. Do CPPC use an accounting package? (LC):** LC explained that Scribe completes the AGAR report automatically, but councillors feel there is insufficient transactions to warrant the spending of a monthly fee for the number of transactions processed. TH advised to enter line into precept for future use. LC to see if any other do AGAR automatically and cost.
- 18. Speed limit signs obscured/rotated:** Priory Road, Coombe lane. TH to send LC locations and LC to report to Highways
- 19. Poldens Today Requesting Consent:** All in favour of CPPC details being added to Poldens Today Website.

MATTERS OF REPORT

- a) Notice Board not watertight – TH to email company and advise
- b) Smallways Lane/Goose Lane Metal rails knocked down on the bridge over the brook.
- c) Dog Control Email – TH read email from anonymous resident advising of issue with lack of dog control in the village. Members of the public agreed there is an issue. LC to contact dog wardens and see if there is any printed material we can obtain. All look to get some pick us dog mess stickers.
- d) Bank Account – TH in process of adding Clerk to bank account and needs to look at getting access for other councillors due to TH/GB stepping down in January 2026.
- e) Some letters have been posted to resident regarding over hanging hedgerows.
- f) Clerk does have photos of the parking issues in Broadway.

Date of next meeting – Wednesday 14th January 2026 STARTING AT 7:00PM

Meeting Closed: 20:23