



Chilton Polden Parish Council
Minutes of a Full Council Meeting of the Parish Council held on Wednesday 15th April 2026
in the Village Hall, Priory Road, Chilton Polden, Bridgwater, Somerset, TA7 9EH
at 7.00pm

Present: Cllrs, James (Chair), Smith (Vice Chair), Hamilton and Clatworthy

In attendance: Ms L Chilcott, Clerk to the Council,
3 Member of the public

- 26/27/001 **Apologies, Absence & Declarations of Interest and Dispensations:**
- Absent Holly Perfect-Porter (HPP), Michael Aylmer (MA)
- 26/27/002 **To confirm and sign the minutes of the Parish Council Meeting held 11th March 2026:**
- It was **resolved** to confirm and sign the minutes of the Parish Council Meeting held 11th March 2026
- Proposed: Cllr Clatworthy seconded: Cllr Smith.
- 26/27/003 **County Councillor Report:**
- None Received – Cllr James advised she has spoken with Mark Healy, and they have been sent to the previous chair. Clerk to email and update contact details.
- 26/27/004 **To receive a report from the Clerk to the Council to include payments, budget, and bank reconciliation:**
- March 2026 Bank reconciliation presented & signed by Chair & Clerk (appendix 1)
 - 2025/26 actual spend presented (appendix 2)
 - 2026/27 updated proposed spend presented (appendix 3), details provided of spend moved from 2025/26 into 2026/27
 - Confirmed Chilton Polden Playing Fields had not been reimbursed for 2025/26 insurance, it was **resolved** that we would re-imburse CPPFA the sum of £302.62 as per invoice 08.09.25
- Proposed: Cllr Clatworthy seconded: Cllr Smith.
- Somerset Grass Cutting Services have increased prices per cut from £93.60 (inc VAT) in March 2025 to £129.60 (inc VAT). Clerk to contact CPPFA to request 3 quotes for this service. Agenda item for May 2026.
 - Asset Register, clerk to email previous chair to find the location of the strimmer, secateurs and PPE. Agenda Item for May 2026
 - Invoices for payment:
 - Salaries – standard month
 - Somerset Council – 32016291 - £120.00 – Grass Cutting
 - Somerset Council – 32016224 - £304.20 – Bin Emptying

It was **resolved** to pay the above invoices.

Proposed: Cllr Hamilton, seconded: Cllr Clatwothy

- Update given on application for 32-day notice account. Clerk to chase unity Bank.
- Unity Bank signatory update given. Form given to Cllrs James, Smith & Clatworthy for signing. Cllr Clatworthy will arrange for the form to be signed by Cllr Perfect-Porter and then to be return to clerk to be sent to the bank.
- AGAR discussed, full timetable given to Cllr James. Clerk to process and send to Internal Auditor. Discussed possibility or having to have an extra meeting in June.

26/27/005 **Community Benches and Playing Fields Bins:**

- Cllr James confirmed receipt of Benches and bins on 15.04.26. Cllr James has contacted the church to arrange placement of one bench and will contact the Playing Fields Ass. To arrange collection of the bin. Cllrs James will also liaise with A.S. Baker for installation or both benches.

26/27/006 **Flooding of Goose Lane:**

- Cllr James will arrange visit with A.S. Baker to discuss the flooding and will report back to council.

26/27/007 **Annual Litter Pick Update:**

- The annual litter pick was well supported by the community and the whole of Chilton Polden was covered by the pick.
- Thanks go to Brian for the refreshments, to Cllr Clatworthy for arranging the pick and the necessary items for the pick to go ahead and to the community for coming together to clean the village.

26/27/008 **Church Lane Safety:**

- Discussions were held on the safety of the exit from Church Road onto Priory Road and speeding in the area. Cllr James will make contact with Highways to report the issues.

26/27/009 **Standing Orders/Polices:**

- Standing orders to be reviewed again against the NALC model to ensure they reflect the legal requirements. IT policy to be reviewed also in line with the new SALC issued IT Policy. Clerk to send to Cllr Smith for review.
- Finance standing orders to be reviewed/rewritten. It has been resolved that the following invoices can be set up for payment upon receipt (to be authorised by 2 councillors):
 - a) Somerset Council – Grass Cutting – No more than 12 annually (TBC if continuing)
 - b) Somerset Council – Bin Emptying
 - c) Village Hall Hire

Proposed: Cllr James, seconded: Cllr Clatworthy.

- 26/27/010 **Homes in Somerset – Broadway Garages.**
- No reply to clerks' email, will chase
- 26/27/011 **Employment Law Changes:**
- This will be carried forward to next meeting as Cllr Perfect-Porter not in attendance tonight and was requested to be raised by her.
- 26/27/012 **The Priory Trees:**
- Confirmed no reply to letter posted. Unable to cut until autumn now unless dangerous. It was **resolved** to contact Somerset Council regarding them
Proposed: Cllr James, seconded: Cllr Clatworthy.
- 26/27/013 **Land for Sale:**
- The land that has been for sale was discussed and is now believed to have been sold. There have been no formal planning applications received. Any planning application will be reviewed at full council meetings if received.
- 26/27/014 **CPRE Membership:**
- It was resolved that Chilton Polden Parish Council will apply for a membership.
Clerk to arrange
Vote: Yes – 4, No - 0
- 26/27/015 **Parking – Townsend Lane/Broadway:**
- The parking and amendments to council land at Townsend Land/Broadway has been discussed. It has been resolved that a letter is written to the owner of the vehicle.
Proposed: Cllr Smith, seconded: Cllr James
- 26/27/016 **Avalon & Poldens – Discover Nature Fortnight:**
- Email from Avalon & Poldens to be forwarded to attendee member of the public who will look to arrange a community walk. Cllr James to action.
- 26/27/017 **Next Meeting:**
- Wednesday 13th May 2026 will be the next annual council meeting and the annual parish meeting. Tasks and invitations have been split between councillors to action.
- 26/27/018 **Future Agenda Items:**
- Member of the public would like an extra bus stop to be discussed. Agreed this would be added to a future agenda.

There being no further business the meeting closed at 20:23

Signed..... Dated.....