



Chilton Polden Parish Council
Minutes of a Full Council Meeting of the Parish Council held on
Wednesday 14th October 2026
in the Village Hall, Priory Road, Chilton Polden, Bridgwater, Somerset, TA7 9EH
at 7.00pm

- 26/27/080 **Present:** Cllrs, James (Chair), Clatworthy, Aylmer & Hamilton
- 26/27/081 **Apologies:** Resignation letter received from Cllr Smith. Letter was read to the meeting, and the Parish Council would like to thank Cllr Smith for his contribution to Chilton Polden village via the parish council and wish him the best for the future.
- 26/27/082 **Declarations of Interest and Dispensations:** None Recorded
- 26/27/083 **In attendance:** Clerk present & 4 members of the public
- 26/27/084 **To Confirm and sign the minutes of the Parish Council Meeting held on 23^{rs} September 2026**
Minutes of the meetings were circulated to Cllrs prior to meeting. All in favour to be agreed and were signed by Cllr James.
- 26/27/085 **Councillor Reports:** Chair read monthly update from Mark Healey (Available on the Parish Council Website)
- 26/27/086 **Financial Reports**
- a) **2026 Bank Reconciliations:** September 2026 bank reconciliations were issued to cllrs. prior to the meeting to read. Bank Reconciliation agreed by all and signed by clerk & chair. Clerk has confirmed in meeting account balances, and interest received on the reserve account. Also discussed transferring some more into reserve from current account. This was approved by all to leave a min of £10,000 in the current account and all excess to be transferred to Reserve Account.
 - b) **2026/27 forecast:** Issued prior to meeting September 26 actual spend and forecast agreed.
 - c) **Invoices for payment:** Clerk Salary and SALC Invoices 3280 + 3262 confirmed for payment. Cllr James Proposed, Cllr Clatworthy Seconded, all in favour.
 - d) **Signatories:** Clerk received email from Unity and confirmed paperwork has been issued via post to Cllr Clatworthy. Issues with Royal Mail currently, so may be delayed in receiving them.

Louise Chilcott, Parish Council Clerk, can be contacted at clerk@chiltonpolden-pc.gov.uk

Initials.....

- e) **AGAR Update:** Clerk confirmed questions raised by PKF have been answered and interim external audit report has been issued by PKF (as they have not yet completed the audit) and has been displayed.
- f) **Grants:** Thank you from St Edwards Church received and read out regarding the grant award to them for grass cutting.

- 26/27/087 **Planning:**
 - a) None Received
- 26/27/088 **Standing Orders/ Policies:** Clerk apologised due to short time between meetings this has not been completed. Scheduled for next agenda.
- 26/27/089 **Payment & Purchase Policy:** Clerk has drafted policy and this was forwarded to cllrs. Prior to the meeting to read through. Chair read out in meeting and agreed. Cllr Clatworthy proposed acceptance of the policy and Cllr James Seconded. All in Favour
- 26/27/090 **Councillor Vacancy:** Cllr James advised the parish council requires more councillors. Clerk confirmed we have 2 vacancies that can be filled by co-option, and 1 that is to be advertised and reported to Somerset Council. It was discussed to advertise on the local Facebook page, website and noticeboard. Clerk to draft advert.
- 26/27/091 **Email – Coffee Horsebox Request:** Email read from business requesting location to trade from horsebox. Cllrs discussed and decided that due to lack of safe parking locations in the village there is no suitable location in the village. Clerk to respond to email and advise and suggest maybe contacting Eddington Village Hall as they have a large car park.
- 26/27/092 **Footpaths & Stiles:** TH advised she has written to the Ramblers Association but has not yet received a response. TH to email clerk with exact location, so that we can try and locate landowners to request clearance of the footpaths and also contact CPRE and see if they can offer any help & guidance.
- 26/27/093 **Noticeboard:**
 - a) Clerk highlighted that one of the AGAR forms has been removed and one has been pinned over with an advert (clerk is only one to have keys) and this has happened as the board is warped and is not bolting correctly. It was all agreed that it needs to be replaced as company it was purchased from has gone and it is also leaking badly.
 - b) 3 Quotes to be obtained and brought to next meeting. Cllr Aylmer to get one and Clerk to get 2.



- 26/27/094 **Preparedness Survey:** Cllrs had a look at the survey and decided it would be best for one cllr to look and complete as best as can and then pass on. Cllr Clatworthy will take a look forst. Clerk to resent electronically.
- 26/27/095 **Defib:**
- a) **Pads Expired,** Clerk to source replacement pads. Depending on cost and new purchase policy the expense may need to be approved at the next meeting.
 - b) **The Circuit offline:** We hope that getting new pads will bring the defib back online with the Circuit.
- 26/27/096 **Any comments for future meetings:**
- a) Residents from 72 Broadway attended the meeting regarding parking on the grass verge. The clerk confirmed email had been received and responded to asking for more time to look into their evidence of ownership of the land. Chair advised as a parish council we have a duty to protect the village and this is why the letter was issued. After reviewing the evidence provided by the residents it was clear the mapping software we used is incorrect and an apology was issued and accepted by the residents.
 - b) Chair of the Chilton Polden Playing Field Association advised that their Lottery application for funding to replace the wood trail has been approved, but they are still short of some funds and may apply to the Parish Council for further grant towards this as this is being replaced for community use. The CPPFA bonfire night is being held on 31st October 2026

Date of next Meeting: Wednesday 11 November 2026 at 7:00pm

There being no further business the meeting closed at 8:00pm

Signed.....

Dated.....

Louise Chilcott, Parish Council Clerk, can be contacted at clerk@chiltonpolden-pc.gov.uk

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