

**MINUTES OF THE WESTON-IN-GORDANO PARISH
COUNCIL MEETING HELD IN WESTON-IN-GORDANO
VILLAGE HALL AT 7pm ON THURSDAY 8th of JANUARY 2026**

PRESENT: Councillors: Pete Williams (Chairman), Neville Hall, Ian Holding, James Luton, Chris Saunders and Steven Sulley.

IN ATTENDANCE: Mrs Liz Shayler (Locum Clerk)
WARD COUNCILLOR: None
MEMBERS OF THE PUBLIC: None

Public Participation and Ward Councillor

In accordance with the Council's procedures, an opportunity was available for members of the public to address the Council prior to the meeting; no members of the public were present.

No Ward Councillor was in attendance. The Clerk confirmed that the Ward Councillor had been invited and provided with the meeting calendar, agenda, and associated papers.

The meeting was convened.

26/01 To receive apologies for absence (agenda item 1).

Apologies were received from Cllr Baulch.

26/02 To receive members' declarations of interest on any agenda item (agenda item 2)

No interests were declared.

26/03 To approve as a correct record, the minutes of the Parish Council Meeting held on the 4th of December 2025 (agenda item 3)

Resolved: to approve the minutes of the Parish Council Meeting held on the 4th of December 2025.

The resolution was correctly proposed and seconded (unanimous)

The minutes of the meeting to be signed by the Chairman as a correct record.

26/04 To note the training and events available and agree any attendance (agenda item 4)

i) **ALCA events and training from £30 each**

Resolved: that up to five members of the Council attend the Chairmanship training on the 3rd of February 2026 at a cost of up to £225.

The resolutions were correctly proposed and seconded (unanimous)

- ii) **ALCA e-learning on nimble £14 each**
- iii) **Breakthrough Communications Training via ALCA**
- iv) **Various 'Scribe' Finance FREE Training**
- v) **Various ALCA supported finance training via ALCA £30 each**
- vi) **Various NALC training from £30 each**

The training above was noted.

26/05 To receive the Clerk's report/Exchange of information (agenda item 5)

i) **Update on progression of new website**

The Council were advised that the new website remains under construction. Members had viewed the draft site and confirmed they were content with the colour scheme and overall layout.

It was requested that a clearer distinction be made between finance documents and policies and procedures.

ii) **Update on progression of Unity Bank Account**

The Unity Bank account is now live, with four councillors confirming access. Unity Bank has requested an authorisation letter to enable the transfer of the balance from the NatWest account and subsequent account closure. Payees have been notified of the switch to BACS payments, and all outstanding cheques have now been cashed.

iii) **Community Infrastructure Levy update**

A historic CIL receipt was identified that had not been earmarked or minuted. This has now been rectified within reserves. North Somerset Council has confirmed that the remaining balance of £446.91 must be spent by 16 April 2026. This item will be included on the next agenda.

iv) **Streetlighting update**

Responsibility for the streetlight on Cadbury Lane and the telephone box has been clarified. While the electricity supply was historically included within North Somerset Council's corporate energy contract, the assets themselves are not NSC street lighting assets and responsibility for safety and maintenance rests with the Parish Council. The Clerk will arrange appropriate safety checks, ensure the lights are recorded on the asset register, incorporate them into the inspection regime, and explore alternative energy tariffs.

v) **Highways update**

The Council were told that the Clerk had received a response today from the Senior Highways Officer outlining the following points:

- Speed & traffic data is derived from fleet vehicle data collected over a full year, with high traffic volumes through the village providing a reasonable indication of driver behaviour.
- Highway improvement proposals are assessed using a combination of speed data, officer experience, and collision records, which may inform future road safety schemes.
- A highway improvement request submitted in April 2023 was not progressed at the time due to missing supporting documentation; this has been acknowledged as an oversight and has been logged in the system and will be scored in the coming weeks.
- Additional submissions requested, following the previous Parish Council meeting, have been received and will be processed, with reference numbers to follow.
- Pedestrian crossing assessments require sufficient pedestrian demand; current volumes are unlikely to support a controlled crossing, though alternative measures such as a raised table may be considered.
- The planters referred to appear unchanged from their historic position.
- Responsibility for vegetation obscuring speed limit signage rests with the landowner and issues may be reported via the North Somerset Council online reporting system.
- Government guidance confirms a recommended minimum speed limit length of 600 metres, with limited scope for reductions in exceptional circumstances; the reduced speed limit length in Weston-in-Gordano was confirmed by the Highways Officer as falling within such an exception.

Additional information noted:

- A Councillor advised that photographs taken prior to 2021 appeared to show the planters in a different position. The Clerk requested that these be submitted for onward transmission to the Senior Highways Officer.
- It was noted that the vegetation obscuring the speed limit signage had subsequently been cut back by a local resident.

26/06 To agree the insurance premium of £444.55 for the 2nd year of the three-year agreement with AJG Insurance (agenda item 6).

Resolved: to approve the insurance premium of £444.55 for the 2nd year of the three-year agreement with AJG Insurance.

The resolutions were correctly proposed and seconded (unanimous)

26/07 To discuss exploring the installation of a Parish Council post box in the phone box outside the White Hart (agenda item 7).

The Clerk informed the Council, it had been clarified that Royal Mail would be unlikely to deliver to a telephone kiosk. Royal Mail normally requires delivery points to be either residential properties or commercial premises with a manned office, enabling queries relating to mail or deliveries to be dealt with in person. On this basis, both North Somerset Council and Royal Mail confirmed that a telephone kiosk would not meet the criteria for a registered delivery address.

As an alternative, North Somerset Council advised that the Village Hall address could potentially be used for Parish Council correspondence, subject to:

- Permission being obtained from the building owner; and
- Confirmation that a suitable letterbox is in place.

If these conditions are met, North Somerset Council has indicated that, despite the absence of a manned reception desk, they would be willing to approach Royal Mail to request that the Village Hall address be listed in Royal Mail's records as a delivery point for Parish Council mail.

Resolved: that the Clerk contact the Village Hall Committee to ascertain whether a post box could be installed. If agreed, the Clerk is authorised to liaise with North Somerset Council and Royal Mail to register the Village Hall address as a delivery address for Parish Council correspondence.

The resolution was correctly proposed and seconded (unanimous)

26/08 To discuss the historic paperwork and decide what should be destroyed, archived at the Archives Centre in Taunton, kept within current parish documents (agenda item 8).

Resolved: to approve the destruction of documents listed in Section 1, approve the transfer of documents listed in Section 2 to the Somerset Archives and note that those items in section 4 will be kept as part of parish records in the control of the Clerk.

Further resolved that the following actions be taken in respect of documents listed in Section 3:

- Neighbourhood Watch records (2006–2015): the Clerk to confirm with the Police whether the scheme remains active; if no longer active, the records to be destroyed in accordance with data protection requirements; if active, the records to be retained and included within the Parish Council's data audit.
- Fowler's Tip correspondence (1986–1994): to be retained as Parish Council documents.
- Black Rock Quarry correspondence (1987–1991): to be retained as current Parish Council documents.
- Tree Warden Scheme correspondence (2015): the Clerk to confirm whether the scheme remains active; if no longer active, the records to be destroyed in accordance with data protection requirements; if active, the records to be retained and included within the Parish Council's data audit.

26/09 To approve the following documents (agenda item 9).

- i) Appraisal Policy
- ii) Complaints Procedure
- iii) Scheme of Delegation
- iv) Dignity at Work / Antibullying & Harassment Policy
- v) Disciplinary Procedure inc. Hearing Procedure
- vi) Equal Opportunities Policy
- vii) Expenses – Travel & Subsistence Policy
- viii) Grievance Policy
- ix) Homeworking & Lone Working Policy
- x) Sickness Policy

Resolved: to agree the documents above.

The resolution was correctly proposed and seconded (unanimous)

26/10 To authorise bills for payment for January (agenda item 10).

Resolved: to authorise the bills for payment for January of £582.35. Cllr Luton and Cllr Hall to authorise the BACs payments once the NatWest balance has been transferred to Unity Trust Bank.

The resolution was correctly proposed and seconded (unanimous)

26/11 To note the Parish Council's end of December, net budget, bank balance and bank reconciliation (agenda item 11).

The Parish Council's end of December, net budget, bank balance and bank reconciliation were noted.

26/12 To discuss and agree the 2026/2027 budget and precept request (agenda item 12)

The Clerk informed the Council that this year a budget of £26911 was being recommended which was a precept requirement of £15709.

Resolved: to agree the 2026 / 2027 budget but that a precept requirement of £14851 be submitted to North Somerset which will result in 0% precept increase with a Band D property being £101.72.

The resolution was correctly proposed and seconded (unanimous)

26/13 To note the following planning decisions (agenda item 13)

i) **26/P/1863/CQA Barn South of Clevedon Road Weston-in-Gordano.**

Prior approval for the conversion of an agricultural barn to 1no dwelling with operational development including replacement roof covering, replacement and new windows and doors.
Prior approval - required and grant.

ii) **26/P/2441/ELE Old Pound House Clevedon Road Weston-in-Gordano BS20 8PZ.**

Notification of National Grid intention under the Electricity Act 1989 (Overhead Lines Exemption 2009) to refurbish pole mounted transformer on pole no. 18N8, including the replacement of existing 50kVa transformer with a 100kVa transformer. The existing 11.5m medium pole will be replaced with a 11.5m stout pole. **PN (Electricity) No objections**

26/14 Dates of the next meetings (agenda item 14)

Thursday 12th February 2026, 7pm Parish Council Meeting at the Village Hall.

The Chairman closed the meeting at 20:45

.....Chairman

.....Date