



Cannington Parish Council

Minutes of the annual meeting of Cannington Parish Council held at
7.00pm on Tue 13th May 2025 in Cannington Village Hall

MINUTES Draft

Present:

Parish Councillors: John Addison, Michael Andison, Shaun Ryall, Colin Allen, Carole Taylor, Steve Pettitt, Michael Featherstone.

Chair: Ian Dyer

Somerset Councillors: Mike Caswell

Clerk: Tina Gardener, Rebecca Gaylor (Clerk Designate)

Members of the Public: 10

Council Session

01/05/25 Declaration of Members Interests

02/05/25 Election of Chairman and signing of Office

The Chairman invited nominations for the position of Chairman. Cllr Steve Pettitt proposed Cllr Ian Dyer and this was seconded by Cllr Mike Andison, then agreed unanimously.

03/05/25 Election of Vice Chairman

The Chairman then invited nominations for the position of Vice Chairman. Cllr Steve Pettitt proposed Cllr John Addison and this was seconded by Cllr Mike Andison, then agreed unanimously.

Public Session

- Fly-parking continues to be an ongoing issue in the village, despite the presence of six members of the fly-parking team regularly patrolling the area. Unfortunately, their efforts have not significantly deterred workers from parking illegally or inappropriately. A key challenge in addressing this issue is related to data protection regulations. If the vehicle is not registered to HPC, we are unable to identify or follow up with the owner. This makes the enforcement more difficult and reduce the effectiveness of the patrols.
- It has been reported that Church Street, Bowling Green, Oak Tree way, Browning's Road and Brook Street residents are in 99% in agreement to have residents only signs in place to deter Fly-Parking and allow residents to be able to park easily.
- The Council has advised that they will follow up with EDF regarding the current parking arrangements to explore the possibility of introducing an alternative scheme, as the existing one is not proving effective. A request was also made for the council to arrange a meeting with HPC and to raise the ongoing fly-parking issues at the Transport Forum.
- Wembdon Football Club have requested to have a pitch setup at the playing fields, starting from September next year. The proposed layout change would include a rotation of the pitch by 90 degrees to enable two pitches to go down side by side. A proposal was made to arrange a meeting. Proposed by Steve Pettitt and seconded by Michael Andison.
- The garden of a property in Mill Lane has been frequently broken into and windows have damaged. This incident has been reported to the police and also raised to the council. It was agreed that this should be posted on Facebook and an email sent to the head of Cannington School in order to provide further awareness.

Council Session

04/05/25 Apologies for Absence

Apologies for absence were received from David Greenslade, Jack Popham, Brian Bolt and Mike Caswell

05/05/25 Minutes of Meeting held on 8th April 2025

The minutes held on the on the 8th April 2025 were approved.

06/05/25 Matters Arising

There were no matters arising not covered by separate agenda item

07/05/25 Posts of Responsibilities

The posts of responsibilities were reviewed and Cllr Steve Pettitt proposed to agree the posts of responsibilities. This was seconded by Cllr Carole Taylor and agreed unanimously.

Current responsibilities

Allotments – Clerk, Shaun Ryall and Mike Andison

Brook – Ian Dyer

Bus User Group - Jack Popham

Cannington in Bloom – Clerk and Steve Pettitt

Cemetery – Clerk, Ian Dyer and Mike Andison

College – Ian Dyer

Defibrillator – Carole Taylor

EDF – *Community Forum* – Steve Pettitt, Shaun Ryall and Michael Featherstone.

EDF – *Transport Forum* – John Addison

Hinkley Point SSG – Colin Allen

Footpaths and Highways – Clerk, John Addison (highways), Graham Bell and Shaun Ryall (footpaths)

Jubilee Gardens – John Addison

08/05/25 Committee and Advisory Group membership

Cllr Steve Pettitt proposed to agree the memberships as listed below. This was seconded by Cllr Carole Taylor and agreed unanimously.

Current membership

Disciplinary – Steve Pettitt, Mike Andison and John Addison -It was discussed that disciplinaries would be done by the finance and staffing committee. Finance and Staffing responsibilities are to be reviewed in line with SALC recommendations over the forthcoming months as from recent training completed by Cllr Carole Taylor the need for a separate disciplinary committee appears to be unnecessary. The structure, policies and terms of reference for this area within the Council will be brought to a Council meeting for approval once the review is completed.

Emergency planning including flooding – Colin Allen, David Greenslade, Mike Phillips and Ian Dyer

Finance and Staffing Committee – Ian Dyer, John Addison, Carole Taylor and Jack Popham

Grievance – David Greenslade, Shaun Ryall and Michael Featherstone

Planning – Steve Pettitt, Carole Taylor and Michael Featherstone

Alms Houses – Colin Allen, Michael Featherstone, Carole Taylor, Steve Pettitt and Mike Andison

09/05/25 Review of risk register

The risk register was reviewed by Chairman Ian Dyer and Vice Chairman John Addison. There was nothing to bring to the council's attention. A copy will be sent to all councillors.

10/05/25 Review of Procedures

- Standing Orders. After the agenda was set new guidance has been received from SALC. This will be reviewed and presented to the council at a future meeting.
- Financial Regulations. These have been reviewed and updated in accordance with the SALC publication. These were formally adopted by all councillors present.
- Code of Conduct. There were no amendments to be made.

11/05/25 Planning matters

New planning

1. **13/25/0010**-Lead repairs, replacement to Clifford Hall roof and lantern cupola roof repairs, replacement and extension at Cannington Court, Church Street, Cannington. Cllr Michael Featherstone proposed to support this application, this was seconded by Cllr Carole Taylor and agreed unanimously.
2. **13/25/00011**-Resurfacing hardcore car park with tarmac. As this is the Parish Councils application councillors did not feel they could offer an opinion *post meeting note -previous applications have been supported by councillors.*

Planning decided

1. **13/2500007**- Demolition of existing single storey side extension and erection of 1no. 3 bed detached self-build dwelling including parking, access, landscaping and associated works. **Permission Granted**

12/05/25 Reports (as applicable)

1. Highways and Parking Issues
 - Fly Parking – It has been noted that a vehicle in Clifford Park has been ticketed, photographed and reported.
2. Speed Indicator Device
 - There have been reports that the speed indicator has been working to a small degree. Referring to reports it shows that incoming traffic in a week shows 1,400.00 vehicles, 913 of these were under the speed limit however speeds of up to 57mph were reached.
3. Defibrillator
4. Village Maintenance
 - The Council have requested that grass cutting should be completed every 10 days during summer months.
5. NHP
 - The Parish Council has carried out the required amendments and upon receipt of amended maps, will submit the neighbourhood plan to Somerset Council.
6. Henry Roger Almshouse
 - A meeting took place on the 07/04/2025 a chairman was elected Cllr Collin Allen. A discussion took place in regards to procedures and what processes need to be put into place.
7. Otters Brook
8. Play area
 - Quotes have now been received for the replacement of the play tunnel. The Council has agreed to proceed with the removal and replacement of the existing tunnel to improve safety and usability for children. This was proposed by Cllr Colin Allen and seconded by Cllr Carol Taylor, then agreed unanimously.

13/05/25 Capital/CIM fund projects

1. Footbridge between Otters Brook and the play area
2. Northbrook Garages
3. Rodway Car Park

14/05/25 Financial Matters

1. **The Payments** - The following transactions were approved for payment

Name of Payee	Description of cheque	Cheque	Amount
Additional payments made since the last meeting: -			
Cannington Village Hall	Hire of Parish Community Room (£230.00) and Council monthly meeting (£20.00) May 2025	S/O	£250.00
Heart Internet	Exchange mailbox May 2025	DD	£12.00
BT	Phone & broadband services (May)	DD	£71.11

Lloyds Bank	Bank charges	DD	£4.25
HMRC	Employers PAYE and National insurance	Tfer	£245.13
Carol Taylor	Planter for Cannington in Bloom	Tfer	£362.40
Avalon Landscapes	Grounds maintenance for (March)	Tfer	£870.00
Aly Prowse	Clerk's salary (April)	Tfer	£469.51
Tina Gardener	Clerk's salary (April)	Tfer	£908.42
Rebecca Gaylor	Clerk's salary (April)	Tfer	£1,321.87
Blackmoore Farm	Bread rolls for VE Day	Tfer	£140.80
EDF	Electricity for Pavilion Playing Fields (January-March)	Tfer	£1,058.54
RT Signs	Pump track Signs	Tfer	£100.39
Shaun Ryalls	Allotments number posts and USB for SID	Tfer	£25.64
Rainbow plants Ltd	Plants	Tfer	£526.02
Currypool Mill Caravan	Can of Gas for VE Day	Tfer	£30.00
Tina Carter	Posters and Postcards for VE Day	Tfer	£72.98
The following payments are due:			
EDF	Electricity for Pavilion Playing Fields (01 April-30-April)	Tfer	£100.39
SALC	Councillor training course	Tfer	£30.00
David Howe	Watering of tubs and barrier baskets.	Tfer	£170.00
Greenslades	Grounds maintenance for the village and Rodway playing fields.	Tfer	£1,988.88
Rebecca Gaylor	Batteries for Defibrillator and folders for Alms House documents.	Tfer	£13.19
Tina Gardener	VE Day flag and office stationery.	Tfer	£58.71
Burnham Toilet Hire	Portaloos for playing fields (April)	Tfer	£116.16
Avalon Landscapes	Grounds maintenance for (April)	Tfer	£720.00
DM Payroll Services Ltd	Administration of payroll for 2025/26	Tfer	£216.00
SALC	Councillor training course	Tfer	£120.00

- 2. The accounts for April 2025** were previously circulated to all councillors and were agreed as a true record.
- 3. Review of Insurance provision.** It was agreed that the current insurance policy has adequate cover and will continue and will be reviewed when the 3-year fixed term runs out.

15/05/25 Annual Audit Return

- The Internal audit has been completed and there were no items to bring to the council's attention.
- Section 1 -Annual Governance Statement for 2024/25 has previously been circulated to all councillors. Cllr John Addison read the statements which were agreed by all councillors and signed by the chairman
- Section 2 -Accounting Statements for 2024/25 has also previously been circulated to all councillors. It was agreed as a true record and signed by the chairman

16/05/25 Correspondence and matters to discuss

- VE Day event
 - As VE Day was such a success it has been proposed by the Council for summer celebration to be held annually. Possibly more towards the May bank holiday. It was also agreed for Cllr Steve Pettitt and Clerk Rebecca Gaylor to attend a first aid course, in preparation for forth coming public events.
- Thomas Poole Library – a letter was received thanking the parish council for the £100 donation.

17/05/25 Posts of Responsibility – reports where applicable

- Allotments –Clerk
 - A skip is due to be ordered along with more dog fowling signs.
- Brook – Cllr Ian Dyer
- Bus Partnership – Cllr Jack Popham
- Cannington in Bloom – Clerk and Cllr Steve Pettitt
 - Cannington in Bloom will be looking to book into the Britain in Bloom gardening competition in July.
- Cemetery – Clerk and Cllrs Ian Dyer and Mike Andison
- College – Chairman Ian Dyer.
 - Annual meeting will be on the 02/06/2025
- Jubilee Gardens– Cllr John Addison
- Playing fields/amenities – Cllrs Jack Popham and Mike Andison
 - It appears that the playing field requires some attention. The pavilion is in need of painting, and the Community Payback Team will be consulted to determine whether they can undertake this work. Additionally, a new public bin needs to be ordered, and a section of the wire fencing is broken and will require repairs.

18/05/25 Matters of Report

- BTC annual meeting to be held on 2nd June 2025
- Transport forum meeting to be held on 3rd June 2025
- LCN Highways meeting to be held 6th June 2025
- EDF Community Forum to be held on 15th May 2025
- Dowsborough LCN AGM to be held on 18th June 2025
- Deputy Clerk Aly Prowse retired 28th May 2025

19/05/24 Items for the next meeting

20/05/24 Date and Time of next meeting

The next Parish Council meeting will be held at 7.00pm on Tuesday 10th June 2025

The meeting closed at 9.15pm

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