PRESENT:
Walton Parish Councillors: J. Harvey [chair], B. Collins [vice chair], L. Hardware, S. Loader, R. Vowles, [5]
H. Shearer & R. Crossman arrived during the meeting [7]
Members of the public: None **Other: D. Holway, Probation service UPW Manager**
Somerset Cllr: H. Shearer
Parish Clerk: H. Moore

2025.26.131 To receive and consider reasons for non-attendance.

a. Having considered the reason for non-attendance offered by Cllr. D. Harvey, It was ***Resolved [5/0]*** that the reason be accepted for this meeting.

2025.26.132 Councillors

a. Disclosure of any undeclared interests and notification of any dispensations granted.
   1. Cllr. B. Collins – Walton Trust items.
b. Training requests and feedback. None.
c. Councillor vacancy – to consider any applications received and/or co-opt to fill the current vacancy. No applications for the remaining vacancy have been received.

2025.26.133 Minutes of the previous meeting

a. After an amendment to record that planning application 2023/1137/Ful was approved, not withdrawn, It was ***Resolved [5/0]*** that the minutes of the meeting of 14th November 2025, were an accurate record. They were then signed as such by the Chair.

2025.26.134 Public Speaking and Correspondence

a. **Declaration if interest in speaking on agenda item[s]:** To speak for no more than 3 minutes on items on the agenda [Public participation shall not exceed 30 minutes in total]
   D. Holway on the Community payback scheme.
b. **Opportunity to raise issues/concerns not on this agenda:** To speak just for information. Council to agree if the item is to be added to the agenda of a future meeting or not. [Maximum of 5 speakers per meeting and 2 minutes per item]
   None raised.
c. **Correspondence received from members of the public:** Regarding issues/concerns not on this agenda – for information only. Council to agree if the item is to be added to the agenda of a future meeting or not.
   None raised.

2025.26.135 Presentation from the probation team regarding the community payback scheme

a. D. Holway spoke about the type of works that could be undertaken, the level of supervision provided, qualifications of the supervisors and the minimum level of works needed to be allocated.
Information was provided about what would need to be provided by Council, lists of tasks, local scheduling, space for welfare breaks etc.

Councillors R. Crossman & H Shearer arrived during the presentation

b. It was Agreed that this item would be placed onto the agenda of the January 2026 Parish Council meeting for discussion.

2025.26.136 Additional Defibrillator

a. It was ***Resolved [7/0]*** that the Council make a grant of £250 with its powers under section 137 of the Local Government Act 1972.
b. It was ***Resolved [7/0]*** that the expenditure would be allocated from the Harry Skinner reserve.

2025.26.137 Cycle racks

a. Council was in general agreement that the installation of cycle racks was a good idea, subject to cost. Prices of a range of cycle racks to be brought to the January 2026 Parish Council meeting to enable further consideration of the project.

Signed by Chairman

Date:

2025.26.138 Walton Neighbourhood Plan

a. To consider the Walton Village Views event and any action required.

I. To view and consider displays – design and content
It was noted that the displays were good, however a photograph of an example of a traditional blue lias home needed to be added.

II. To view and consider flyers – design and content
It was ***Resolved [7/0]*** to proceed with the design by Cllr. L. Hardware used in the village newsletter for the front of an A5 double sided flyer with the Chair to draft some simple text for use on the reverse alongside some photographs of a range of homes.

III. To consider quotes received for printing flyers
It was ***Resolved [7/0]*** to allocate a budget of a maximum of £150.00 for the production of 500 A5 double sided flyers.

IV. To consider flyer distribution
It was agreed that the flyers would be distributed during the second week of January 2026

V. To consider staffing the event and any further action required
This would be agreed at the January 2026 Parish Council meeting.

b. To consider any other neighbourhood planning reports and action required.
It was noted that a holistic view of general and specific areas was needed.

2025.26.139 Village Upkeep

a. Walton Trust Mower –

I. To consider a contribution toward the cost of service and maintenance of the Walton Trust mower to date.

*Councillors B. Collins and R. Crossman left the meeting at this point.

It was ***Resolved [7/0]*** that a one-off contribution of £900.00 would be made to the Walton Trust as a contribution toward service and maintenance of the mower. [village upkeep budget]

*Councillors B. Collins and R. Crossman rejoined the meeting at this point.

II. To receive a report regarding the request for clarification about the cost of Parish Council use of the Walton Trust's Kubota mower and to consider any action required.
It was reported that following communications and an informal meeting the Walton Trust were not happy with either of the proposals put forward by the Parish Council. The Walton Trust had made an alternative proposal.

*Councillors B. Collins and R. Crossman left the meeting at this point.

III. To consider a formal proposal from the Walton Trust regarding the ownership of the Trust's Kubota mower. The Walton Trust are in agreement that they are happy to transfer ownership of the mower to the Parish Council at no cost.
a. Following considerable discussion, it was agreed that an informed decision could not be made without more comparative costs.
b. Following receipt of hourly rate quotation from the ranger for the next financial year it was ***Resolved [5/0]*** to put the grass cutting out for tender for the next financial year to obtain comparative quotes.
c. It was noted that the Ranger had advised verbally that they have the training required to carry out the grass cutting and would provide sight of the

certificate.

*Councillors B. Collins and R. Crossman rejoined the meeting at this point.

b. Village Ranger - to receive reports and consider any action required
   I. allocation of tasks and hours for the next month.
   It was ***Resolved [6/0/1]*** that the Council allocate 3 days [24 hours].
   Tasks: Cutting back the brambles on the pavement from the bus stop to Quarry batch [South side of A39 Main Street]. Trimming of the hedges around the green area opposite the Church. Footpath trimming of the path near Huckham farm [Cllr. S. Loader / Cllr. R. Vowles have outline of exact trimming back needed]. Any spare hours to be allocated to play area maintenance.
   II. Additional costs due to grass cutting –
   It was noted that an additional cost of approximately £30 per month would be needed for official waste disposal by the Ranger.

2025.26.140 Budget 2026 – 2027

a. Following the presentation by the Chairman of the budget proposal from the finance working group it was ***Resolved [7/0]*** that a total budget of £49,523.00 be set for the 2026 2027 financial year. [Budget attached as appendix one]

2025.26.141 Planning

a. To receive any planning decisions reported - none
b. To consider planning applications received.
   I. 2025/2108/FUL Conversion of agricultural building to form 1no dwelling with associated works. Land Centered Coordinates 343166 134869 Butleigh Moor Drove Walton Street
   It was ***Resolved [7/0]*** that Council noted that this application will protect and retain a historical blue lias stone building and recommend approval of the application.
   II. 2025/2126/HSE Demolition of existing single storey garage and rear single storey extension, and erection of two storey and single storey extension with associated works. 96 Main Street Walton BA16 9QW
   It was ***Resolved [7/0]*** that Walton Parish Council recommend approval of this application.
c. General planning concerns **to note**.
   1. It was reported that the Councillor Tessa Munt online meeting about planning had been interesting.
   2. It was reported that the Somerset Plan was being developed – and noted that Councillors had concerns regarding business, employment, transport and infrastructure not being considered jointly with housing.

2025.26.142 Finances

a. To receive and consider approval of the monthly financial report.
   It was ***Resolved [7/0]*** that the monthly financial report, which included a bank reconciliation as of end of November 2025, was an accurate record and it was then signed as such. [attached as appendix two].
b. To consider authorisation of the monthly payments schedule.
   The monthly payments schedule [attached as appendix three] was ***Resolved [7/0]***to be authorised with payments to be made following this meeting.

2025.26.143 Telephone Box Library

a. It was ***Resolved [7/0]*** to approve expenditure of £37.98 to purchase shelving for children's books.

2025.26.144 Roads, Traffic & footpaths

a. Roads – due to time constraints this item was deferred to the January Parish Council meeting.

b. A39 Street signals recovery work – The Chairman summarised the information from the public meeting advising that the works would be including new lights, resurfacing and cycle lanes. It was noted that the Community liaison officer for the project would be attending the January Parish Council meeting.

c. Village Gateway signs - due to time constraints this item was deferred to the January Parish Council meeting.

d. Footpaths - due to time constraints this item was deferred to the January Parish Council meeting.

2025.26.145 Environment.

Due to time constraints this item was deferred to the January Parish Council meeting.

2025.26.146 Village Newsletter

Due to time constraints this item was deferred to the January Parish Council meeting.

2025.26.147 Reports for information but not decision

Due to time constraints this item was deferred to the January Parish Council meeting.

2025.26.148 Upcoming meetings and events

Due to time constraints this item was deferred to the January Parish Council meeting.

THE MEETING THEN CLOSED

Appendix One – 2026 2027 Budget

BUDGET AREAS	2025/2026 agreed budget	change	2026/2027 Proposed budget
staff costs	£ *17,231.78*	733.22	£ 17,965.00
office admin	£ *3,075.00*	0.00	£ 3,075.00
training	£ *500.00*	100.00	£ 600.00
mileage	£ *100.00*	0.00	£ 100.00
subscriptions	£ *650.00*	130.00	£ 780.00
members exp.		0.00	
newsletter	£ *1,400.00*	0.00	£ 1,400.00
competition exp.	£ *75.00*	0.00	£ 75.00
British Legion & wreath	£ *110.00*	0.00	£ 110.00
to play area reserve	£ *1,500.00*	-1,500.00	£ -
play area maintenance	£ *1,000.00*	100.00	£ 1,100.00
room hire - meetings	£ *250.00*	0.00	£ 250.00
insurance	£ *850.00*	550.00	£ 1,400.00
internal auditor	£ *400.00*	100.00	£ 500.00
external audit	£ *350.00*	-90.00	£ 260.00
village upkeep	£ *7,930.00*	-430.00	£ 7,500.00
village events	£ *2,100.00*	-100.00	£ 2,000.00
village project	£ *500.00*	-500.00	
consultations		300.00	£ 300.00
village hall	£ *3,000.00*	0.00	£ 3,000.00
environment		0.00	
loan repayment	£ *1,900.00*	0.00	£ 1,900.00
office fund		500.00	£ 500.00
election costs		1,250.00	£ 1,250.00
to village upkeep equipment reserve	£ *500.00*	1,500.00	£ 2,000.00
budget total	***£ 43,421.78***	2,643.22	**£ 46,065.00**
Plus precept grants:			
		Allot soc	£ 470.00
church	£ *850.00*	preschool	£ 608.00
pre school		church	£ 800.00
PTA	£ *600.00*	PTA	£ 380.00
air ambulance	£ *500.00*	St Margaret's Hosp	£ 600.00
		Air Ambulance	£ 600.00
grant total	£ ***2,598.92***	859.08	**£ 3,458.00**
precept total	***£ 46,020.70***	**3,502.30**	**£ 49,523.00**

Signed by Chairman

Date:

Appendix Two - Monthly Financial Report

1.Bank reconciliation as of 30th November 2025

Detail	Amount	Column1
Balance brought forward from 31st Oct 2025 Bank reconciliation	**£ 76,983.10**	
Less Payments authorised at November 2025 PCM:	£ -	
HMRC month 8	£ 176.06	
pre payment card re CANVA subscription	£ 100.00	
SLCC amendment to membership charge [frm admin res.]	£ 7.00	
SALC	£ 50.00	
Somerset Council [bin emptying] additional invoice	£ 507.00	
St Andrews Press	£ 439.00	
Michael Webb	£ 73.34	
The Walton Trust	£ 12.00	
H. Moore	£ 1,135.13	SO
NEST	£ 173.26	DD
EE	£ 22.20	DD
Bank service charge	£ 4.75	
sub total	**£ 74,283.36**	
Plus receipts:	**£ -**	
Bank interest general deposit	£ 27.83	
bank interest harry skinner deposit	£ 2.33	
Receipts and Payments Balance as of 30/11/2025	**£ 74,313.52**	
Balance to agree with bank statements:	**£ -**	
current account [Community account]	**£ 21,821.87**	
reserve account [general deposit]	**£ 48,068.36**	
Harry Skinner Reserve	**£ 4,423.29**	
Sub total	**£ 74,313.52**	
Less uncleared / outstanding, payments:	**£ -**	
none		
Bank Accounts Total as of 30/11/ 2025	**£ 74,313.52**	

Signed by Chairman

Date:

2. Balance of Reserves as of 29th October 2025

RESERVE	TYPE	BALANCE
Administration	*designated*	17,485.41
Election Expenses	*designated*	799.00
Play area	*designated*	12,477.71
East Mead Field	*restricted*	8,809.87
Community Benefit	*restricted*	846.91
Office Equipment	*designated*	791.68
Events	*designated*	2,125.07
Environment	*designated*	2,760.52
Village Improvement	*designated*	1,465.19
Village upkeep equipment	*designated*	500.00
TOTAL	*[balance of general deposit account]*	**48,061.36**

(Designated reserves are those agreed [ring fenced] by Council, restricted reserves are those restricted by grant conditions etc.)

3. Transfers made between accounts in November 2025 -

- None

4. Harry Skinner Reserve Account

Balance £4,423.29 *[restricted reserve]*

Appendix Three – Payments for authorisation

Walton Parish Council Payment sheet Financial year 2025 - 2026 **December 12th 2025**

Payments for authorisation

cheque number etc.	payee	budget area	budget set	balance	amount authorised	VAT	VAT reg.No.	budget remaining	invoice number	invoice date	total payment	notes	Column1
Standing order	**H Moore**	Staff costs	£ 17,231.78	£ 5,647.62	**£ 1,134.93**			£ 4,512.69	Month 9	December	**£ 1,134.93**	SO	
Direct Debit	**NEST**	Staff costs	£ 17,231.78	£ 4,512.69	**£ 173.26**			£ 4,339.43	Month 9	December	**£ 173.26**	DD	
Direct Debit	**EE**	Admin	£ 3,075.00	£ 1,806.27	**£ 22.20**	£ 3.70	245 7193 48	£ 1,787.77	December	December	**£ 22.20**	DD	
2025/11/p1	**HMRC**	Staff costs	£ 17,231.78	£ 4,339.43	**£ 176.26**			£ -		December	**£ 176.26**		
2025/12/p2	**Walton Trust**	room Hire	£ 250.00	£ 154.00	**£ 12.00**			£ 142.00	Month 9	November	**£ 12.00**		
2025/12/p3	**Walton Trust**	Admin	£ 3,075.00	£ 1,787.77	**£ 137.50**			£ 1,650.27	inv.154	November	**£ 137.50**		
2025/12/p4	**Walton Trust**	annual contribution	£ 3,000.00	£ 3,000.00	**£ 3,000.00**			£ -	agreed at previous meeting [Oct]	November	**£ 3,000.00**	**£ 3,149.50**	Single payment
2025/12/p5	**Michael Webb**	play area	£ 2,500.00	£ 1,661.82	**£ 73.34**			£ 1,588.48	Inv. WEG/MD34	December	**£ 73.34**		
2025/12/p6	**H. Moore**	admin	£ 3,075.00	£ 1,650.27	**£ 64.49**			£ 1,585.78	aug to dec 2025	November	**£ 64.49**		
2025/12/p7	**H. Moore**	travel	£ 100.00	£ 49.60	**£ 18.00**	£ 45.60	344 7625 85	£ 31.60	aug to dec 2025	December	**£ 18.00**	**£ 82.49**	Single payment
	BWP Creative Ltd	admin	£ 3,075.00	£ 1,585.78	**£ 273.60**			£ 1,357.78	Inv/4063	December	**£ 273.60**		
								£ -		£ -	**£ -**		
								£ -		£ -	**£ -**		
								£ -		£ -	**£ -**		
								£ -		£ -	**£ -**		
								£ -		£ -	**£ -**		
	TOTAL EXPENDITURE:				**£ 5,085.58**			£ -			**£ 5,085.58**		

online payments total: £ 3,755.19

NOTES:

Reference NUMBER:	NOTE:
2025/12/p1	Tax & NI
2025/12/p2	Room hire
2025/12/p3	office rent
2025/12/p4	annual contribution
2025/12/p5	play area grass cutting
2025/12/p5	2026 planner / newsletter
2025/12/p6	stamps /office supplies/travel re
	SLCC meeting
2025/12/p6	annual website hosting &
2025/12/p7	support [waltonsomerset-pc.gov.uk]

closed 10am on day of meeting

TWO COUNCILLORS TO SIGN CHEQUES, INITIAL CHEQUE STUBS / AUTHORISE PAYMENTS ONLINE,

INITIAL INVOICES AND SIGN THIS SCHEDULE PLEASE

Cllr.	Sign:	Date:

Notes

KEY:

DD or SO

Online payment

cheque