

PUXTON PARISH COUNCIL

Puxton & Hewish: in the North Somerset Council Ward of Congresbury & Puxton

Clerk: Donald Hill - 18 Mitford Slade Court, Mendip Road, Yatton, North Somerset BS49 4JG

Tel: 01934 835578 Mobile: 07774 125578 e-mail: clerk@puxtonparishcouncil.org.uk Website: puxtonparishcouncil.org.uk

You are Summoned to a Council Meeting in the Village Hall at 7.30pm on Thursday February 5th 2026

All are welcome, unless precluded by a procedural resolution. You will not be entitled to speak, except within the Public Session

Don Hill - Clerk

AGENDA & AGENDA NOTES

It is expected that members of the public attending Parish Council meetings will be respectful of the Councillors and of all attendees. Unacceptable behaviour will not be tolerated and the offender will be asked to leave. Parishioners will be invited to speak for 3 minutes in the Public Session. Their contribution must be to do with an agenda item or on current matters only and should be in the form of a statement; to be noted and followed up as necessary. It is at the discretion of the Chairman to suspend standing orders so that contributions from the public can be sought during the meeting if it is thought to be useful.

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS** (*Dispensations apply to Cllrs re percept setting, and Village Hall matters*)
3. **PUBLIC SESSION** 15 minutes - contributions limited to 3 minutes: they should be concise and to the point
4. **LAST MEETING MINUTES**
December 4th 2025 minutes to be agreed and signed.
5. **PLANNING** Details at <https://planning.n-somerset.gov.uk/online-applications/>
 - i. **New:** 25/P/2609/FULL Manor Farm Solar Farm, Wick Lane, West Hewish.
 - ii. **Decisions Due:**
 - a. 22/P/3067/OUT: Haybow Village (*Banwell PC*).
 - b. 25/P/1418/FUL: (*Kingston Seymour PC*) Solar Farm at Yew Tree Farm.
 - c. 25/P/1098/FUL: **Dolemoor L Solar Farm** (*Congresbury PC*).
 - d. 25/P/1932/FUL: Flavours North - Change of use to display of retail goods.
Revised to remove container and change Palmers Elm fencing from metal to wood has been.
 - iii. **Approved:** 25/P/1709/FUL: Stable View change of buildings to Class E (commercial).
 - iv. **Appeal:** 24/P/0143/FUL - gypsy/traveller site adjacent to Heathfield Park.
6. **FINANCE**
 - i. **2025-26 Accounts:** Accounts to be reviewed and reconciled against the bank statement.
 - ii. **2026-27 Budget:** Precept confirmed by NSC.
 - iii. **Payments to be approved:**
 - iv. **Bank Mandate:** **to be processed by Clerk.**
 - v. **Bank Deposit Account:** An account is now available to run with the charity current a/c.
7. **PARISH MATTERS**
 - i. **SpeedWatch:** More volunteers needed. Dates for training awaited.
 - ii. **Matters re the NSC Highways Portal. (* = awaiting response or no NSC action):**
 - a. * **Highway Verge Erosion on Puxton Lane:**

- b. * **Wick Lane Request for 30mph Limit:**
 - c. * **A370 Central Refuges:** at The Full Quart, Moorland Park, Puxton Lane.
 - d. **NSC's 20mph strategy for vulnerable roads:** This revives the plan for Maysgreen Lane and Puxton Village to be 20mph zones. NSC advice, suggests we apply via the Highways Portal. **Clerk will revise original paperwork.**
 - e. **Old Post Office Lay-by:** Central Refuge as damaged. **Details need to be established and reported to NSC.**
- iii. **NSC Parish Visits:** NSC Cabinet Member Cllr Mike Solomon will attend this meeting.
 - iv. **Wick St Lawrence SID Hire:** Update.

8. GOVERNANCE

- i. **Assertion 10 and email addresses for Councillors:** After the Clerks sessions per iii below, email addresses for all Councillors appear to be a future requirement. The cost - including that already agreed for Cllr Redding - will be £140 per year and will demand that all Council communications take place within these Council owned addresses. ANY communication that is not between these addresses is not the responsibility of the Council within the context of GDPR, Freedom of Information or Subject Access Request enquiries. and any communication that a Councillor sends via a non Council owned address will not be responded to. Each Councillor will need to confirm that they have cleared their devices of all Council related matter that is not via their Council email address. This will absolve the Council from responsibility for GDPR, SAC or FOC enquiry outside the ring-fence of its own email address profile. When a Councillor ceases to be a Councillor they will have 30 days to supply written confirmation that they have deleted all Council related business from their devices. For its own security, best practice advice suggests that PC's would be advised to mandate these rules.
- ii. **ALCA Training Course on Data Protection Principles:** Members to confirm their attendance. Cllr Corbett could not attend but will attend a future course if available.
- iii. **Clerk's 2 Courses re Assertion 10:** These courses have been completed and resulted, among other things, in the fuller information on Council email addresses at i above.
- iv. **ALCA's Essential Councillor Course:** Cllr MacFie to update the meeting.
- v. **Updated Accessibility Statement:** The need for an updated statement via our internet provider, VisionITC was agreed at the January meeting. **Clerk to progress.**
- vi. **Annual Governance Policy Documents Review:** Updated/corrected documents are provided to Members for scrutiny, prior to agreement at the March meeting. An IT policy is included as a requirement of the AGAR 10 assertion. A draft noticeboard policy is presented for consideration re long term noticeboard management, but may be considered 'overkill'.

9. COUNCILLORS' REPORTS

10. PPC COUNCILLOR/NSC ISSUES

11. NEXT MEETING

Thursday 5th March 2026 at 7.30pm in the Village Hall

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Minutes of the Meeting Held at 7.30pm on Thursday January 8th 2025

All meetings are held at 7.30pm in the Village Hall unless stated otherwise

Although under no obligation to, Dan Thomas, our NSC Ward Cllr, attends when possible

Present: Cllrs Jim Corbett (*Vice-Chair & Meeting Chair*), Christine MacFie, Clayton Penfold, Peter Penfold, Helen Riddell

In Attendance: Don Hill (Clerk)

Public Attendance: 0

001/26 APOLOGIES FOR ABSENCE

Cllrs Mel Ellis, Lynda Redding, Ward Cllr Dan Thomas

002/26 DECLARATIONS: (*Dispensations apply to Cllrs re precept setting, and Village Hall matters*)

None

003/26 PUBLIC SESSION (*15 minutes - contributions limited to 3 minutes: they should be concise and to the point*)

None

004/26 LAST MEETING MINUTES

December 4th minutes were agreed and signed.

005/26 PLANNING *Details at <https://planning.n-somerset.gov.uk/online-applications/>*

i. **New:** None

ii. **Decisions Due:**

a. **22/P/3067/OUT:** Haybow Village (*Banwell PC*).

b. **25/P/1418/FUL:** (*Kingston Seymour PC*) Solar Farm at Yew Tree Farm.

c. **25/P/1098/FUL: Dolemoor L Solar Farm** (*Congresbury PC*).

d. **25/P/1709/FUL:** Stable View change of buildings to Class E (commercial).

e. **25/P/1932/FUL:** Flavours Building North - Change of use from C3 (garden area) to Class E display of retail goods

iii. **Refused: 25/P/0246/FUL:** New Orchard Farm Change from agricultural to business use.

iv. **Appeal:** 24/P/0143/FUL - gypsy/traveller site adjacent to Heathfield Park.

006/26 FINANCE

- i. **2025-26 Accounts:** Accounts to date were reviewed and reconciled against the bank statement.
- ii. **Budget for 2026-27:** Final review of the budget as presented at the December meeting was agreed **and is attached below as an annexe to these minutes. Clerk to complete precept paperwork.**
- iii. **Payments approved:** ALCA Assertion 10 training course for all Councillors £132.00 **Clerk to pay.**
- iv. **Bank Mandate:** to be processed by Clerk.
- v. **Bank Deposit Account:** An account is now available to run with the charity current a/c. *Items iv. and v. To be progressed at February 5th meeting.*

007/26 PARISH MATTERS

- i. **SpeedWatch:** St Annes SpeedWatch scheme. Dates for training awaited.
- ii. **Matters re the NSC Highways Portal:**
 - a. **Highway Verge Erosion on Puxton Lane:** Responses awaited from two NSC online reports. These works require engineering support to shore up the verges. With curb breakup having become a serious issue around the lanes across North Somerset during the heavy rains this year, it is unlikely that we will see these projects being dealt with any time soon.
 - b. **Wick Lane Request for 30mph Limit:** NSC response awaited.
 - c. **NSC's 20mph strategy for vulnerable roads:** For Puxton this revives the aspiration for Maysgreen Lane and the Village section of Puxton Road to be 20mph zones. NSC advice, suggests that an application via the Highways Portal was the way forward. **Clerk will revise original paperwork.**
 - d. **A370 Central Refuges:** re bus stops at The Full Quart, Moorland Park, Puxton Lane. Progress on hold.
 - e. **Old Post Office Lay-by:** Cllr P Penfold reported the Central Refuge as damaged. **Details need to be established and reported to NSC.**
- iii. **NSC Parish Visits:** NSC are keen for the Leader and other cabinet members to attend meetings in parishes: Clerk confirmed our interest and awaiting response.
- iv. **Wick St Lawrence SID Hire:** Update.
- v. **Potholes in Maysgreen Lane:** Cllr Corbett told the Clerk who reported it to NSC via their online system. The work was done within 12 days. Thank you NSC Area Engineer?
- vi. **NSC Shared Cost Parish Maintenance Trial:** NSC sharing verge maintenance costs with PCs. We will watch the trial and study the outcome.

008/26 GOVERNANCE

- i. **Preparing for Assertion 10:** (AGAR 2025/26). Clerk progressing paperwork as part of 2026-27 Governance review. Under the new Assertion 10. Best practice suggests that the Clerk and the Chair both have parish email addresses: it was therefore agreed to add the Chair to the council email list at an annual cost of £20.00. **Clerk to progress**

- ii. **ALCA Certified Training Course on Data Protection Principles:** Course booked.
- iii. **Clerk's 2 Courses re Assertion 10:** These are £35.00 each. 1 to be paid for by Walton-in-Gordano PC: the other to be paid for by Puxton PC. Courses booked.
- iv. **ALCA's Essential Councillor Course:** Cllr MacFie will attend this Zoom course.
- v. **Updated Accessibility Statement:** An updated statement is needed from VisionITC; cost circa £200 inc VAT. A programme for fixing any reported shortcomings must then be put in place. It was agreed that our website provider, VisionITC should be asked to conduct this work. **Clerk to progress.**

009/26 COUNCILLORS' REPORTS

Cllr Riddell: Fly-tipping continues along Puxton Lane and has been reported.

Cllr Corbett: The off-highway verge by the Cheese Factory continues to be filled with tarmac chippings which last but days before turning into a quagmire again. A give-way system was suggested by Cllr MacFie. *(Clerk's note: bearing in mind it is on a bend, this may be costly. The original plan to extend the highway into the area to form a passing place was never progressed due to financial constraints).*

Cllr P Penfold: Members will want to mark a tribute to the recent passing of former Councillor Chris Redding, who has committed so much to the Council and to the community over many years. He will be sorely missed. **Cllr Riddell undertook to organise the flowers and will be reimbursed via the Clerk.**

010/26 NEXT MEETING

Thursday 5th February 2026 at 7.30pm in the Village Hall

The meeting closed at 7.55pm

Appendix to Minutes for January 8th 2026 - Budget & Capital Ringfencing

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PUXTON PARISH COUNCIL'S BUDGET FOR THE FINANCIAL YEAR 2026-2027

EXPENSES HEAD	25-26 BUDGET	26-27 BUDGET	% DIFFERENCE
Clerk's Pay	£4815.00	£4970.00	-3.1
Clerk's Expenses	£412.00	£412.00	0.0
Hall Hire Fee	£300.00	£300.00	0.0
Parish Maintenance	£3600.00	£3600.00	0.0
Insurance, Subscriptions, Audit, Legal	£650.00	£650.00	0.0
Publicity	£200.00	£200.00	0.0
Other Costs	£300.00	£300.00	0.0
Website	£400.00	£400.00	0.0
Bank Charges	£75.00	£20.00	275.0
Election Provision	£500.00	£500.00	0.0
Capital Provision	£1500.00	£1000.00	50.0
PRECEPT	£12752.00	£12352.00	3.2

NOTES

Clerk's Pay increase is +3.1%. This is based on NALC agreed scales retrospective from April 2025, but Puxton Clerk doesn't take it until April - 2026.

Clerk's Expenses have not increased since January 2016. This is a fixed sum and the Clerk bears the cost of any overrun.

Hall Fee has not increased since at least late 2015.

Parish Maintenance Includes costs the parish will have to bear relating to highways, footpaths, and other general maintenance costs due to the reduction of services via North Somerset Council.

Insurance, Subscriptions Audit and Legal remains the same at £650. The ALCA sub is dependant on parish population. If our internal auditor changes there is a provision for the negotiation of the fee. With insurance premiums rising, there is also margin for a possible increase of premium.

Publicity There has been none during 2025-26 (the Annual Parish Meeting Agenda is funded via the Clerk's monthly expenses). If we are to circulate flyers we will need the £200 budget, which remains unchanged from the 2025-26. The budget of £200 for publicity will allow a for one double sided leaflet per month. A new Clerk will expect all this work to be farmed out, which will increase this cost.

Other Costs covers day-by-day foreseen expenses. The annual maintenance charge for the proposed Village Hall defibrillator is made here in the same of £75.

Website budget remains the same - in addition to the annual charge there is a provision for an upgrade, and a cushion for additional charges, such as for acknowledging of significant events - jubilees, royal deaths etc.

Bank Charges ceased to be applied after July 2026. The £20 budget is to cover use of cheques or paying-in where necessary.

Election Provision in view of increasing costs this should be nearer £3000 for future elections. There is an election due in May 2027.

Capital Provision has stood budgeted at £1000 since its introduction. It takes years to build the fund, but just one highway project to decimate it. The capital provision is ring-fenced for highways projects. 2026-27 will include a ring-fenced provision towards new noticeboards plus a transfer from the General Fund - see 2nd page below.

The Precept: With Principal Authorities - NSC in our case - funnelling costs down to town and parish councils due to the squeezing of their own funding from Central Government and the annual government-imposed caps on their own precept increases, parishes like ours, that have no income generating assets, have to be realistic about how much they need to operate with and provision for from year to year.

PUXTON PARISH COUNCIL - CAPITAL FUND RING-FENCED BREAKDOWN WITHIN TOTAL FUNDS

FUND	ITEM	£		
CAPITAL FUND	Highway Projects	9,401		
	Noticeboards	1,000		
	Asset Maintenance	2,000		
	Contingency	2,000		
	Capital Fund Total	14401.00	14,401.00	
ELECTION FUND		3,130.14	3,130.14	
GENERAL FUND		4,543.59	4,543.59	
TOTAL OPERATING FUNDS			22,074.73	
TOTAL FUNDS FORWARD		22,074.73	22,074.73	

The figures above are based on Total Funds at November 20th 2025

PUXTON PARISH COUNCIL INCOME & EXPENDITURE: 1st April 2025 - 31st March 2026 (Precept £12752.00)

DATE	ITEM	BANK CH	IN	OUT	BALANCE	Stmnt	NOTES	GENERAL FUND EXPENSE ANALYSIS									TOTALS	VAT	OPERATING FUNDS				
								Clerk	Clk/Cltr	Hall	Parish	Ins/Subs	Pub-licity	Other Costs	Web Site	Bank Chrgs			Election	Capital	General	Total Op	
-2026		Minute															Pro	Prov	Fund	Funds			
Apr 1	Funds Bought Forward				13,444.84															2130.14	6401.00	4913.70	13444.84
	OPERATING BAL B/F				13,444.84	142														2,130.14	6,401.00	4,913.70	13444.84
Apr 1	ALCA Sub	BACS		116.16	13,328.68	143							116.16										116.16
	Clerk's Pay & Expenses	SO		355.30	12,973.38	143		321.00	34.30														355.30
	Village Hall Hire	SO		22.92	12,950.46	143				22.92													22.92
	NSC Precept		6376.00		19,326.46	143													500.00	1,500.00			4,376.00
	Bank Charges			5.00	19,321.46	143										5.00							5.00
	P Smith Internal Audit 2024-25	BACS		63.00	19,258.46	143	Agrees						63.00										63.00
					19,258.46																		0.00
May 1	Clerk's Pay & Expenses	SO		355.30	18,903.16	144		321.00	34.30														355.30
	Village Hall Hire	SO		22.92	18,880.24	144				22.92													22.92
	Bank Charges			5.00	18,875.24	144										5.00							5.00
					18,875.24																		0.00
Jun 5	HMRC PAYE Apr/Mau/Jun	BACS		240.60	18,634.64	144	Agrees	240.60															240.60
	Clerk's Pay & Expenses	SO		355.30	18,279.34	145		321.00	34.30														355.30
	Village Hall Hire	SO		22.92	18,256.42	145				22.92													22.92
	H Riddell refund Helping Hand Inv			368.99	17,887.43	145						368.99											368.99
	Bank Charges			5.00	17,882.43	145	Agrees									5.00							5.00
					17,882.43																		0.00
Jul 3	Village Hall Hire	SO		22.92	17,859.51	146				22.92													22.92
	Clerk's Pay & Expenses	SO		355.30	17,504.21	146		321.00	34.30														355.30
	No bank Charges after July				17,504.21	146																	0.00
	Bank Charges			5.00	17,499.21	146	Agrees									5.00							5.00
					17,499.21																		0.00
Aug 1	Village Hall Hire			22.92	17,476.29	147				22.92													22.92
	Clerk's Pay & Expenses			355.30	17,120.99	147	Agrees	321.00	34.30														355.30
					17,120.99																		0.00
Sep 4	HMRC PAYE Jul/Aug/Sep			240.60	16,880.39	147		240.60															240.60
	NSC Precept		6376.00		23,256.39	147	Agrees												500.00	1,500.00			4,376.00
	Clerk's Pay & Expenses			355.30	22,901.09	148		321.00	34.30														355.30
	Village Hall Hire			22.92	22,878.17	148				22.92													22.92
	ICO annual fee			47.00	22,831.17	148	Agrees						47.00										47.00
					22,831.17																		0.00
Oct 2	Clerk's Pay & Expenses			355.30	22,475.87	149		321.00	34.30														355.30
	Village Hall Hire			22.92	22,452.95	149	Agrees			22.92													22.92
					22,452.95																		0.00
Nov 6	Village Hall Hire			22.92	22,430.03	150	Agrees			22.92													22.92
	Clerk's Pay & Expenses			355.30	22,074.73	150		321.00	34.30														355.30
					22,074.73																		0.00
Dec 4	HMRC PAYE Oct/Nov/Dec			240.60	21,834.13	150		240.60															240.60
	Vision ITC			199.76	21,634.37	150	Agrees								199.76								199.76
	Village Hall Hire			22.92	21,611.45	151				22.92													22.92
	Clerk's Pay & Expenses			355.30	21,256.15	151	Agrees	321.00	34.30														355.30
					21,256.15																		0.00
	ALCA Training Col Q			132.00	21,124.15	RT									132.00								132.00
	Clerk's Pay & Expenses			355.30	20,768.85	RT		321.00	34.30														355.30
	Village Hall Hire			22.92	20,745.93	RT	Agrees			22.92													22.92
					20,745.93																		0.00
					20,745.93																		0.00

