



Clerk to the Council: Caron Potts
Withy Lane Farmhouse, Silver Street, Barton St David, Somerton, TA11 6DD.
Telephone 01458 850875 Email clerk@baltonsboroughparish.gov.uk

Minutes of the Parish Council meeting held on 7th May 2026

PRESENT: Cllrs A Wotton (chair), M Phillips, M Dykes, F Maddock and M Godfrey.

IN ATTENDANCE: Caron Potts (Clerk) and 1 member of the public (part)

PUBLIC QUESTIONS: The poor state of road markings on Ham Street was raised. Cllr Dykes said that he had already requested that they be redrawn. Action Clerk to follow up

SOMERSET COUNCIL REPORT: none

FOOTPATH REPORT: PPLO Phil Bradshaw reported that the Somerset County Bridges Team had replaced 2 sleeper bridges at Gilberts Corner. He was asked to request the reinstatement of the Way Marker at Tilham Farm.

VILLAGE HALL AND PLAYING FIELD TRUST REPORT: Cllr Phillips passed on thanks for the grant.

AGENDA

Meeting commenced at 7.48pm

49.26 APOLOGIES FOR ABSENCE

Received from Cllrs A Clarke, R Clapp and R Proctor

50.26 DECLARATION OF INTERESTS - none

51.26 EXCLUSION OF THE PUBLIC AND PRESS - none

53.26 ADOPTION OF THE PREVIOUS COUNCIL MINUTES

Confirmed and signed as a correct record, the minutes of the Parish Council meeting held on 2nd April and confirmed the Draft Annual Parish Meeting minutes as a correct record for signing at the next meeting .

54.26 NEW PLANNING APPLICATIONS SUBMITTED TO OR DECIDED BY SOMERSET COUNCIL

a) Applications - To receive for comment

b) Decisions given by Somerset Planning

2026/0456/APP. Address: Le Garde Freinet 1A Mansfield Way. Proposal: Approval of details reserved by conditions 3 (Construction Environmental Management Plan) and 6 (Hard Landscaping) on planning consent 2025/1850/VRC. Decision: Approval.

2026/0210/FUL. Address: Tilham Farm Tilham Lane. Proposal: Erection of new carport, stone wall, fence & hedge. Relocation of access & driveway utilising existing field access & relocation of public right of way. Decision: Refusal.

c) Other

2020/1874/FUL. Address: Butleigh Landscaping Wood Lane Butleigh. Proposal: Change of Use of land to 3 no traveller pitches and retention of Landscaping business offices. (part-retrospective). Council decided not to comment.

55.26 MATTERS TO BE RESOLVED

1. Roles and Responsibilities – Carry forward to next meeting

2. Sluice gates and water quality monitoring

The Clerk had circulated the response from the Environmental Agency – see appendix. It was felt that our questions had not been answered. RESOLVED follow up with an appeal. Action Chair and Clerk.

3. Flood training and Somerset Prepared Grant application

The Chair attended a meeting with EVAG, they have offered to visit residents who have been or think they are at risk of flooding where they will assess their needs and provide prevention equipment for a 20% of the cost donation. RESOLVED PC to support. Action Chair and Clerk to coordinate.

We have received our £497 grant from Somerset Prepared, this can be used to pay for the first aid course and the other items listed.

4. Baltonsborough Shop signpost

We have been approached by the shop to see if we would help locate a sign in the middle of the village pointing to the shop. RESOLVED the PC would like to help. Action Cllr Wotton to look at options.

5. Workplan update – Carry forward to next meeting

6. Any updates requiring Resolutions

Paul Jordain is keen to refresh the herb planter, Cllr Wotton has put him in touch with Ali Blackburn who is happy to help.

The application process for the 106 monies looks quite complicated. RESOLVED some clarification would be useful. Action Clerk to make enquires at Glastonbury TC.

56.26 ACTIONS FROM PREVIOUS MINUTES NOT ALREADY COVERED

Cllr Dykes has analysed the data from the speed cameras, he believes it is now the average speed Highways uses to gauge limits. RESOLVED send information to Highways for review. Action Cllr Dykes.

PARISH COUNCIL FINANCE

57.26 APPROVAL OF PAYMENTS

Reviewed and approved items of expenditure

1. Clerks salary for April including 2 bank holidays, first aid refreshments £18.25 and £3.99 phone contract Total £476.27.
2. Sara Saunders Internal Audit fee £120
3. Tracy Wise for first aid training course £250
4. Zurich Insurance £929.26
5. SALC and NALC subscription fee £494.21
6. Part of the grant to the Village Hall kitchen payable to JJ Martin for the cooker £4502.39 (£3751.99 exc VAT). Total grant £5640

58.26 PAYMENTS MADE SINCE LAST MEETING AND BANK RECONCILIATION

Received and signed as a correct record, the payments list and the bank reconciliation figures against the bank statements as detailed on the monthly financial information report (see attached).

Current account £1481.48, Savings account £54829.18 – Total £56310.66

59.26 BUDGET VS SPEND TO DATE

Received and signed as a correct record, the latest budget vs spend to date in the cashflow spreadsheet which correlates to the bank reconciliation figures.

60.26 ITEMS FOR THE NEXT MEETING ON 4th June

Roles and responsibilities, workplan update

Meeting closed at 8.52pm

Signed

Date

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creating a better place
for people and wildlife



Caron Potts

clerk@baltonsboroughparish.gov.uk

Our ref: EIR2026/13889

Your ref:

Date: 09 April 2026

Dear Caron

RE: Environmental Information Regulations: EIR2026/13889

Thank you for your request for information regarding Sluice gates at Flights and Tootle Bridge Baltonsborough, which we received on 16 March 2026.

We respond to requests for information that we hold under the Environmental Information Regulations 2004 (EIR). The Regulations requires that we respond to requests by advising you whether information is held or not, and if so by providing you with that information.

Information provided

Could you please advise the last time you deemed it necessary to open this sluice gate?

We have not operated the sluice structure for the last 12 months.

What level it needs to be at Lovington station for it to trigger the gate to be opened?

We have several warning and trigger levels from Lovington Gauging Station for the surrounding area and various water level control structures:

- 1.9m AOD (general warning of river rising)
- 2.16m AOD (enhanced warning of river rising)
- 2.4m AOD (Awareness to consider operation of various small, minor structures, if not already open and are safe to access)

Who advises on the local systems and back ditches.

There is combined oversight and responsibility from the Environment Agency (EA) for designated "Main Rivers", The Internal Drainage Board (IDB) for designated "Viewed Rhynes", Somerset County Council and local landowners for "Ordinary Watercourses"

How is this going to be a priority when it is likely to occur at periods of flooding when manpower will be prioritised elsewhere?

Following the exceptionally wet winter months of Jan/Feb 2026 we are instigating a review of the operating protocols of some of our structures. This is to coincide with

customer service line 03708 506 506
[gov.uk/environment-agency](https://www.gov.uk/environment-agency)

recent internal operator safety instruction changes. We have concerns about operator safety at Flights Hole Weir. Alongside this, we are reviewing the telemetry alarms at some locations to ensure they are providing optimal information and warnings to duty staff to then respond accordingly to try and reduce possible flooding.

We had properties flooding again this winter when the Millstream flooded, there is a strong feeling within the village that if the sluice gates were more closely monitored and opened at times of flooding these incidences would not occur.

We are not aware of any properties flooding in the recent weather event. This has not been reported to the Environment Agency for logging and further investigation. As stated above, the operating protocol of Flights Hole Sluice will be reviewed in the coming months.

Likewise, could you please answer the above questions for the Sluice gate at Tootle Bridge, where Mill Cottage was flooded again this winter.

Tootle Bridge Sluice is a water level control structure typically operated twice a year, this is called Summer Pen and Winter Pen:

- 1st April the sluice will be lowered to pen the Mill Stream and provide water feeds to adjacent rhynes and ditches – including an IDB Viewed Rhyne.
- 1st December the sluice will be raised to drop the river level, and find a natural, low winter level.

Note – these dates are used as a guide, and we always change the Pen in agreement with or at the request of the IDB who own and control the Water Level Management Plans that guide water management across Somerset. We also raise or lower structures in a pre-emptive manner on the receipt of significant weather warnings – this is more relevant in the summer months – again with agreement of the IDB. Structures and water levels are checked regularly throughout summer and winter, and the frequency can depend on available resources and whether we are already in “incident”.

We did not receive any reports of flooding at Mill Cottage this winter, though we have had frequent contact with the owner over previous years.

We would be very happy to meet with Parish Council members in the coming months following our review of the structure and operating protocols. We would also welcome any information that you or local residents are happy to share with us about any recent local flooding. This will greatly help us to ensure we have the best local warnings and triggers in place to better respond to weather incidents.

We can also collaborate with our contacts at the IDB to ensure our operating protocols are clear and relevant for the structures in the area.

Please continue to contact me and share information via the Wessex Customer & Engagement Team to ensure all correspondence is properly logged for the time being, and we can set an appropriate date and time for a future meeting.

Please refer to the [Open Government Licence](#) which explains the permitted use of this information.

Rights of appeal

If you are not satisfied with our decision, you can contact us within two calendar months to ask for the decision to be reviewed. We will then conduct an internal review of our response to your request and give you our decision in writing within 40 working days.

If you are not satisfied with the outcome of the internal review, you can then make an appeal to the Information Commissioner Office, the statutory regulator for the Environmental Information Regulations 2004 and the Freedom of Information Act 2000. Please follow this link to the [ICO online complaints portal](#). The address is: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate) | Fax: 01625 524 510 Email: icocasework@ico.org.uk | Website: www.ico.org.uk

Yours sincerely,

Kathryn Hall
Brue Catchment Manager
North Somerset Asset Performance

To report environmental problems please visit www.gov.uk/report-environmental-problem or call the incident hotline on 0800 80 70 60

Please tell us how we did

To help improve your experience as a customer we are currently gathering feedback. If you would like to take part in a short customer satisfaction survey, please click the link below:
[Environment Agency FOI Customer Satisfaction Survey](#)