

## BISHOPS LYDEARD & COTHELSTONE PARISH COUNCIL

Clerk to the Council: David Richards, 37 Stawell Road, Bishops Lydeard, TA4 3FA

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<http://www.bishopslydeardparishcouncil.gov.uk>

06 June 2025

Members of the public and press are entitled to be at the following meeting in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by the Local Government Act 1972 Section 100 unless the Parish Council by resolution(s) enters confidential session, when the public are lawfully excluded. Such entitlement to attend does not include the right to speak on any matter except at the commencement of the meeting given over specifically for that purpose.

Please note that this meeting will be recorded. The recording will be retained until the minutes of the meeting are approved.

To: The Chairman and all members of Bishops Lydeard & Cothelstone Parish Council.

You are summoned to attend a Parish meeting of Bishops Lydeard & Cothelstone Parish Council in the Village Hall at **7:00pm on Wednesday 11<sup>th</sup> June 2025**.

The meeting will be held in public.

David Richards  
Clerk to the Council

### AGENDA

1. Apologies: To receive apologies and to approve reasons for absence.
2. Declarations of Interest in relation to items on the agenda.
3. Minutes of the meeting held on 14<sup>th</sup> May 2025:
  - a. To consider the approval of the draft minutes of the meeting held on 14<sup>th</sup> May 2025.  
See document at:  
[https://bishopslydeardparishcouncil.gov.uk/meetings/full\\_council](https://bishopslydeardparishcouncil.gov.uk/meetings/full_council)

4. Comments from members of the public.

*NOTE: Members of the public are invited to ask questions and raise issues, but please note, this is not a discussion forum. Please make your wish to speak known to the Chairman or the Clerk before the start of the meeting. When called, please give your name. You have three minutes in which to speak. The total time allowed for this agenda item is 15 minutes.*

## DECISIONS:

5. To consider and note the **Internal Auditor's reports** (papers)
6. **AGAR Form 3 section 1** - Annual Governance Statement 2024/25 review and approval
  - a. Review the wording of all the assertions in Section 1
7. **AGAR Form 3 section 2** - Accounting Statements review and approval
  - a. Consider the Accounting Statements
  - b. Approve the Accounting Statements by resolution
  - c. Accounting Statements signed and dated by the person presiding at the meeting
8. **AGAR - confirmation of dates of period for the provision of public rights form** approval (papers)
9. **AGAR - Bank reconciliation form** approval (paper)
10. **AGAR – To note the explanation of any significant variances form** (paper)
11. **AGAR – Intermediate Level Review** (paper):
  - a. Consider the relevant minutes and agenda papers from the meetings at which the annual review of **risk management arrangements** during 2024/25 were discussed
  - b. 2023/24 external auditor report 'except for' matters
12. Insurance renewal review and approval (paper)
13. Sandhill Park Wood update and decision (paper) – Clerk
14. On Your Bike 2025 events proposal for approval – Cllr Hunt
15. Planning Applications:

**Case Ref: 13/25/0004/LB** Proposal: Reinstatement of chimneys on the east and west wing of Cothelstone Gatehouse, Cothelstone Manor, Cothelstone Road, Bishops Lydeard - (retention of works already undertaken)  
Application Type: Listed Building Consent: Work

**Case Ref: 06/25/0013/LB** Proposal: Various internal alterations at 34 High Street, Bishops Lydeard  
Application Type: Listed Building Consent: Works

**Case Ref: 06/25/0015** Proposal: Erection of single storey extensions to the front and rear of 75 Quantock View, Bishops Lydeard  
Application Type: Full Planning Permission

16. Authorisation of Clerk's pay and expenses for June 2025 (paper)

17. Authorisation of Vice Chair as a Signatory to Unity Bank account

18. Finance

**To approve the Finance papers:**

18a – April 2025 Bank Reconciliation (paper)

18b – Scribe Summary Report (actual Vs budget) and Reserves Report (papers)

18c – Approval to close the HSBC bank account and transfer remaining funds to the CCLA bank

18d – Approval to transfer £50,000 from the Unity Trust Bank to the CCLA bank

**PAYMENTS:**

To approve the invoices and payments set out in the "purchase invoice log" as follows:

<b>List 1</b>							
<b>From:</b>	<b>Number:</b>	<b>Date:</b>	<b>For:</b>	<b>£ Excl. VAT</b>	<b>£ Inc VAT</b>		
Aries Signs Ltd	SQ-587	08/04/2025	50% deposit for noticeboards	£1,403.50	£1,684.20		
A J Raucki & Sons	SI-1407	12/05/2025	Library water heater & call out	241.00	289.20		
Elan City	SAJ-UK/2025/02530	23/05/2025	SID Solar panels and brackets	£769.60	£923.52		
Macrium via Neal Gossage	Reference 500819057	24/05/2025	Backup software for laptop	£36.99	£36.99		
Hoblake Services	871	30/05/2025	Internal Audit	£700.00	£700.00		
Fairy Dust Cleaning	0525	31/05/2025	Cleaning the Library	£157.50	£157.50		
Fairy Dust Cleaning	0525	31/05/2025	Cleaning the toilets	£607.50	£607.50		
Jacks Garden Mtce	2215	04/06/2025	Lengthsman	£981.15	£1,177.38		

To approve the additional invoices and payments as follows:

<b>List 2</b>							
<b>From:</b>	<b>Number:</b>	<b>Date:</b>	<b>For:</b>	<b>£ Excl. VAT</b>	<b>£ Inc VAT</b>		
The Paper Shop	1047-250524	24/05/2025	Newspapers	8.12	8.12		

**Direct Debits:**

<b>Direct Debits</b>							
<b>From:</b>	<b>Number:</b>	<b>Date:</b>	<b>For:</b>	<b>£ Excl. VAT</b>	<b>£ Inc VAT</b>		
EDF	000023318408	06/05/2025	Electricity supply for Library	£80.09	£84.09		
Bristish Gas	805343457	30/05/2025	Electricity for Public Conveniences	£36.08	£37.91		
Somerset Web Services	SWS117125	02/06/2025	Email support	£10.00	£12.00		

**RECEIPTS:**

Library Cash - £87.95

Bank Interest: £2,263.14 (CCLA Investment Account)

## REPORTS AS FOLLOWS:

19. Correspondence List (papers)
20. Road and Traffic Project Update – Clerk
21. Somerset Council Matters (paper) - Cllr Rigby
22. Lengthman’s monthly report (paper)
23. Avon & Somerset Police Report (paper)
24. Clerks Report and action tracker (papers)
25. To note planning permissions granted

**Application number: 06/25/0009**

Correspondent :PROPERTY PLANS (SW) LTD; Applicant : MR G HEATH; Erection of single storey extensions to the front and rear and a first floor extension to the side of 8 Hobbs Mead, Bishops Lydeard.

Decision of Conditional Approval was made on 04/06/2025.

**Application numbers: 06/25/0011/T and 06/25/0012/T**

Correspondent : MR R PHILIPSON; Applicant :MR R PHILIPSON; Notification to fell one hawthorn tree and one maple tree within Bishops Lydeard Conservation Order at 7 Mount Street, Bishops Lydeard.

Decision of No Objection - Trees was made on 20/05/2025.

26. To note planning applications withdrawn - None
27. Any Other Business – for report only

**Date of next meeting:** Wednesday 9<sup>th</sup> July 2025 at 7pm Bishops Lydeard Village Hall