

## **BISHOPS LYDEARD & COTHELSTONE PARISH COUNCIL**

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### **Minutes of the Parish Council (PC) meeting held in the Village Hall, Bishops Lydeard on Wednesday 9<sup>th</sup> July 2025.**

**Present:** Cllrs Lewin-Harris (Chair), Allen, Roberts, Bainbridge, Hunt, Pattermore, Salter, Orr, Warmington, Bletcher and Rigby supported by David Richards (Clerk)

**Absent:** None

1 member of the public was present plus 1 part time.

#### **Agenda Item 1 – 169/25 Apologies: To receive apologies and to approve reasons for absence.**

None.

#### **Agenda Item 2 – 170/25 Declarations of Interest**

Cllr Warmington declared an interest in agenda item 27 Case Ref: 13/25/0004 - Reinstatement of chimneys on the east and west wing of Cothelstone Gatehouse which has been granted Conditional Approval.

Cllr Roberts disclosed a pecuniary interest in The Paper Shop – agenda item 18 payments.

#### **Agenda Item 3 – 171/25 To consider the approval of the draft minutes of the meeting held on 11<sup>th</sup> June 2025**

The minutes were proposed as an accurate record of the meeting by Cllr Roberts. This was seconded by Cllr Allen and received unanimous support.

#### **Agenda Item 4 – 172/25 Comments from members of the public**

There were no comments from the member of the public at the meeting.

#### **Agenda Item 5 – 173/25 Decision on ‘Expression of Interest’ for the Hither Mead Open Space**

After some discussion, Cllr Robers proposed that the council 'does not' express an interest in the Hither Mead Open Space. This was seconded by Cllr Bainbridge and received unanimous support.

**Action:** The clerk is to communicate the decision that council does not wish to express and interest in the Hither Mead Open Space to Somerset Council.

**Agenda Item 6 – 174/25 On Your Bike 2025 – decision to run two further events at a cost of £470.00 per event**

Cllr Hunt provided information about the previous On Your Bike sessions and associated costs. Cllr Orr proposed that two sessions (bike maintenance and smoothie bikes) are run again (spring and autumn) at a cost of £470 per session. Cllr Bainbridge proposed an amendment which was to run one event for the village in the spring and one at the school. This was seconded by Cllr Roberts, but this did not receive majority support. Cllr Hunt seconded Cllr Orr's original proposal and this then received majority support.

**Agenda Item 7 – 175/25 Approval to provide a mobile phone for the library at a cost of £84.99 per year**

Cllr Rigby said that the request from Somerset Council for the Parish Council to provide a dedicated telephone service to the library when Somerset Council already provide a phone/ broadband line for the library systems was unreasonable. This item is deferred until this issue is investigated further

**Action:** Cllr Rigby to follow up and request that Somerset Council continue to provide the telephone service as they do now.

**Agenda Item 8 – 176/25 Approval to replace the old digital communicator in the Library with a new Dualcom DigiAirsystem at a cost of £175.00 plus £175.00 per year**

This item is deferred until the item above is resolved.

**Agenda Item 9 – 177/25 Approval to shutdown the old email system and retain an archive of all to old emails at a cost of £150.00 plus VAT. NOTE: We will need to retain the old domain names at a cost of £40 per year**

Cllr Roberts proposed that the one-off cost of £150.00 to archive the old email system and shut it down plus the £40.00 per year cost to retain the DNS names is approved. This was seconded by Cllr Hunt and received unanimous support.

**Agenda Item 10 – 178/25 Approval to upgrade the Zoho email account storage from 5GB to 10GB at a cost of £24.00 plus VAT per year or 30GB at a cost of £42.00 plus VAT per year**

Cllr Orr proposed that the email storage limit is increased to 10GB at a cost of £24.00 per year. This was seconded by Cllr Bletcher and received unanimous support.

#### **Agenda Item 11 – 179/25 Approval for Parish Online Cloud Office Software at £42.00 plus VAT per year**

Cllr Orr proposed the approval of the Parish Online Cloud Office Software at a cost of £42.00 per year. This was seconded by Cllr Pattemore and received unanimous support.

#### **Agenda Item 12 – 180/25 Approval to deactivate/ delete the old Facebook and Instagram accounts**

After some discussion about the requirement for the Parish Council to have a social media presence, Cllr Orr proposed that the current Facebook and Instagram accounts are deleted (as they are using the old email and domain name details), and the requirement is looked at again at another Parish Council meeting. This was seconded by Cllr Hunt and received unanimous support.

**Action:** The clerk will delete the old social media accounts and add provision of new social media accounts to a future agenda.

**NOTE:** *The following Agenda Item was taken out of order as Cllr Rigby needed to leave the meeting shortly to attend to urgent business.*

#### **Agenda Item 23 – 181/25 Somerset Council Matters**

Cllr Rigby gave an update on the busses stating that the new electric busses will be in service soon and should be more reliable than the old diesel busses. He has also been chasing up the A358 woodland lease with the devolution team. He referred to the June report provided by Andy Sully. Cllr Warmington said that the first page of the report with information on how to report pothole problems had been provided to the Fiveways editor who will try to fit it in the next publication. It was suggested that future reports of interest could be sent to the Fiveways editor.

**NOTE:** *Cllr Rigby leaves the meeting at this point*

#### **Agenda Item 13 – 182/25 Decision on opening and closing toilets**

The clerk provided an overview of the options as follows:

- a. Open all the time (24 hours, 7 days a week)
- b. Permanently close them
- c. Pay Fairy Dust Cleaning & Care Services – they can open the toilets at 6:30am and close them at 7pm on a daily basis including weekends and bank holidays with the exception of Christmas Day and Boxing Day. It is expected that the maximum

charge would be ½ hour per day at £22.50 per hour (i.e. £11.25 per day) – Total cost £4,083.75

- d. Install new doors with automated system to lock and unlock the doors (cost is £7,975 plus VAT Plus electrician cost)

Cllr Orr proposed option a (Open all the time - 24 hours, 7 days a week) and then monitor the situation going forward. This was seconded by Cllr Roberts and received unanimous support. It was noted that there are several maintenance issues that will need to be addressed such as the existing doors, soffits and missing roof tile.

**Action:** The clerk is to obtain quotations for the maintenance issues of the public conveniences.

#### **Agenda Item 14 – 183/25 Approval to purchase three more lockable toilet roll holders for the Public Conveniences at a cost of £79.99 each incl. VAT -**

Cllr Pattemore proposed the purchase of three more lockable toilet roll holders at a cost of £79.99 each. This was seconded by Cllr Roberts and received unanimous support.

#### **Agenda Item 15 – 184/25 . Decision to award South West Heritage Trust, Chew Valley Hoard Project a grant of £1000**

After some discussion, Cllr Orr proposed a donation of £500.00. This was seconded by Cllr Roberts and received unanimous support.

#### **Agenda Item 16 – 185/25 Planning Applications**

**Application for a premises licence:** Podshavers Barn, Pound Lane, Bishops Lydeard.  
Licensing reference: MA/59743

**Response:** Cllr Orr proposed that the application is supported. This was seconded by Cllr Warmington and received unanimous support.

**Case Ref: 06/25/0016/T:** Proposal: Notification to fell two coniferous trees within Bishops Lydeard Conservation. Area to the rear of 2 Taunton Road, Bishops Lydeard.  
Application Type: Works to Trees in Con. Area inc. Felling

**Response:** The Parish Council wishes to leave the decision to the Tree preservation Officer.

**Case Ref: 06/25/0010:** Proposal: Change of use of land from agricultural to form a sports field (rugby pitch) with associated car parking area on land to the west of Dene Road and south of A358, Bishops Lydeard. NOW WITHDRAWN

#### **Agenda Item 17 – 186/25 Authorisation of Clerk's pay and expenses for July 2025**

Cllr Allen proposed that the clerk's pay for July 2025 (£1,590.68 plus £176.05 Employer NI) is approved. This was seconded by Cllr Hunt and approved by all.

It was noted that there was no expense claim for this month.

### Agenda Item 18 – 187/25 Finance

#### 18a – May 2025 Bank Reconciliation

The May bank reconciliation was reviewed and noted

#### 18b – Revised CIL Report

The report was reviewed and noted.

#### 18c – Revised Reserves Report

The report was reviewed and noted.

#### 18d – Scribe Summary Report (actual Vs budget)

The report was reviewed and noted.

### PAYMENTS:

Cllr Orr proposed that the invoices listed below were approved for payment. This was seconded by Cllr Bletcher and approved by all.

List 1						
From:	Number:	Date:	For:		£ Excl. VAT	£ Inc VAT
Zurich Insurance	545125370	05/06/2025	Insurance		£1,039.90	£1,039.90
Coombers Security	246597	05/06/2025	Fire Extinguisher Maintenance		£40.70	£48.84
SALC	2122	20/06/2025	Training - Being a Successful Chairperson		£35.00	£35.00
GTH	0000046660	23/06/2025	Sandhill Park wood valuation report		£937.10	£1,124.52
Jacks Garden Mtce	2239	28/06/2025	Lengthsman - May 2025		£1,170.70	£1,404.84
Fairy Dust Cleaning	0625	30/06/2025	Cleaning the Library		£146.25	£146.25
Fairy Dust Cleaning	0625	30/06/2025	Cleaning the toilets		£596.35	£596.35
Somerset Council	30116138	04/07/2025	Bins and Grass cutting -Q1		£2,115.68	£2,538.82
RK Bell Projects Ltd	IN983	30/06/2025	Streamside path		£29,207.20	£35,048.64

Cllr Roberts left the meeting at this point due to the declaration of interest.

Cllr Bletcher proposed that The Paper Shop invoice listed below is approved. This was seconded by Cllr Orr and approved by all.

List 2						
From:	Number:	Date:	For:		£ Excl. VAT	£ Inc VAT
The Paper Shop	1047-250621	21/06/2025	Newspapers		£8.12	£8.12

Cllr Roberts returned to the meeting at this point.

The **Direct Debits** listed below were noted:

Direct Debits						
From:	Number:	Date:	For:		£ Excl. VAT	£ Inc VAT
EDF	23704384	04/06/2025	Library electricity		£72.53	£76.16
Bristish Gas	810173348	01/07/2025	Electricity for Public Conviniences		£35.48	£37.25
Somerset Web Services	SWS117315	02/07/2025	Email support		£10.00	£12.00

The **Receipts** listed below were noted:

CCLA Investment Account Bank: Interest of £2,278.35 and £50,000 deposit from Unity Trust Bank was noted.

The **Bank Charges** below were noted:

Bank Charges						
From:	Number:	Date:	For:		£ Excl. VAT	£ Inc VAT
HSBC	N/A	29/06/2025	Bank Charges		£11.82	£11.82
Unity Trust Bank	N/A	30/06/2025	Bank Charges		£7.80	£7.80

### **Agenda Item 19 – 188/25 Library Update**

Cllr Pattermore said that the library update figures had not been provided in time for this meeting and will be presented at the next meeting. However, the library had recently been assessed by Somerset Council and the results provided in the Presentation Evaluation report. This report shows that Somerset Council were delighted with the library.

### **Agenda Item 20 – 189/25 Devil's Whispering Well Sign**

The Well situated in West Street is allegedly known as the Devils Whispering Well. Cllr Lewin-Harris said that she had not been able to find out a lot of information about it but had received suggestions that a sign should be installed. Cllr Bainbridge said that the sign should be a historic sign. Cllr Lewin-Harris asked if anybody could find out more about the history of the well before the next meeting and the wording for a sign can then be agreed.

### **Agenda Item 21 – 190/25 Draft Emergency Plan update**

Cllr Roberts presented the draft Emergency Plan paper. There will be a need to identify volunteers to fill the various roles outlined in the plan. She also has a list of items that she will provide at the next meeting for approval. The storage of these items in the village hall has been agreed. She asked for any advice, comments or inputs to the plan. She noted that Mr Durban has produced a separate plan in the event of Flooding but is similar in terms of responsibilities, evacuation locations, etc. Going forward it is planned to do a leaflet drop to the residents in the village to make people aware of the Emergency Plan, to encourage them to make their own household emergency plan and to inform us if they need assistance during an emergency. A draft leaflet will be prepared for the next meeting for review and approval.

### **Agenda Item 22 – 191/25 Correspondence List**

The clerk provided updates on the correspondence listed in the paper provided.

The responses to the member of the public's questions raised by email on 13 June 2025 were discussed and agreed.

**Action:** The clerk to provide the responses to the questions raised by email on 13 June 2025 to the member of the public.

### **Agenda Item 23 - Somerset Council Matters**

Agenda Item 23 was taken out of order to enable Cllr Rigby to provide an update before leaving the meeting. See after Agenda Item 12

### **Agenda Item 24 – 192/025 Lengthman's monthly report**

Lengthman's monthly report was noted.

Cllr Bainbridge said that litter picking in some of the paths and underpass could be done by volunteers rather than paying the Lengthsman to do it. Cllr Hunt noted that she was aware that Combe St. Nicholas Parish Council had volunteers cleaning road signs and posts. Cllr Bainbridge noted that specific training may be required for someone to supervise the volunteers depending on where they work. This will need to be looked at again in the future.

### **Agenda Item 24 – 193/025 Avon & Somerset Police Report**

The PCSO report was noted.

### **Agenda Item 26 – 194/25 Clerks Report and action tracker**

The report and tracker were noted.

### **Agenda Item 27 – 195/25 To note planning permissions granted**

**Case Ref: 13/25/0004** - Reinstatement of chimneys on the east and west wing of Cothelstone Gatehouse. Conditional Approval.

**Case Ref: 06/25/0009** - Erection of single storey extensions to the front and rear and a first-floor extension to the side of 8 Hobbs Mead, Bishops Lydeard. Conditional Approval.

### **Agenda Item 28 – 196/25 To note planning applications withdrawn**

None

### **Agenda Item 29 – 197/25 Any Other Business for report only**

Cllr Orr noted that the bench at Glenfield Close had been repainted. Cllr Bainbridge questioned whether this was done by the Lengthsman and if so, was it in the agreed schedule of works.

Cllr Bletcher noted that a member of the public had reported to him during the meeting that green waste at Millers Way needs to be removed. It was agreed that the Lengthsman should do this.

Cllr Bainbridge said that it was Road Safety week, and three Speed Watch sessions had been attended so far in support of this with Police in attendance.

Cllr Pattermore said that she had met Chris Briggs with the clerk at the Whisky Trail to look at the ruts and overgrown footpath. It was agreed to add the clearing of the Whisky Trail footpath to a future agenda. The clerk will clarify with the Lengthsman the list of paths that he does keep clear. The Parish Path Liaison Officer (Paul Partington) should also be involved in this.

Cllr Allen noted that the Flying Scotsman steam train had attracted a lot of visitors, and there had been some dangerous parking just over the bridge although no accidents reported. He also said that the Village Fete and Flower Show will be held on 19<sup>th</sup> July this year and it will also be the Village Hall AGM on 23<sup>rd</sup> July. He also noted that the Village Hall has received a £10,000 grant towards the playpark and furthermore Fiveways has contributed £2,000.00. Hence, there is a total of £22,000 in grants and the Village Hall will fund the rest. The work will probably start sometime in the Autumn.

Cllr Hunt said that she had spoken to one of the library volunteers to confirm if there would be a problem for the library if the local phone box was used as a Book Swap now that the Co-op is moving. It was confirmed that there would not be a problem as far as the library was concerned. Cllr Lewin-Harris said that there will be a new noticeboard going in there soon which will be used to display historic photographs of the village. However, that should not prevent the use of the phone box for other uses.

The following agenda item was held in a confidential session.

**Agenda Item 30 – 198/25 Sandhill Park Wood - decision to proceed with the purchase**

It was resolved to enter confidential session and exclude the press and public for this item due to the consideration of the purchase of an asset.

After some discussion it was proposed to make an offer for the Sandhill Park Wood. This was seconded and had majority support.

**Action:** The clerk is to liaise with the Sandhill Park Wood owners regarding the proposed offer.

**Action:** The clerk is to confirm with Somerset Highways if South Drive has been adopted by the council.

**The meeting closed at 21:50.**

**Date of next meeting:**

**Extraordinary Parish Council Meeting on Wednesday 16th July 2025 at 7pm  
Bishops Lydeard Village Hall.**

**Parish Council Meeting on Wednesday 13th August 2025 at 7pm Bishops  
Lydeard Village Hall.**