

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

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

Email address: [clerk@bishopslydeardparishcouncil.gov.uk](mailto:clerk@bishopslydeardparishcouncil.gov.uk)

Website: [bishopslydeardparishcouncil.gov.uk](http://bishopslydeardparishcouncil.gov.uk)

### **Minutes of the Parish Council (PC) meeting held in the Village Hall, Bishops Lydeard on Wednesday 11<sup>th</sup> June 2025.**

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

**Absent:** Cllr Warmington, Cllr Bletcher

10 members of the public were present.

#### **Agenda Item 1 – 142/25 Apologies: To receive apologies and to approve reasons for absence.**

Cllr Warmington sent an apology due to a family commitment. Cllr Bletcher sent an apology as he had been delayed returning from holiday. The reasons were approved by all.

#### **Agenda Item 2 – 143/25 Declarations of Interest**

Cllr Pattemore stated that she no longer owns the land at Station Farm and had submitted a new Register of Members Interests form to the clerk which will be sent to the Monitoring Officer.

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

#### **Agenda Item 3 – 144/25 To consider the approval of the draft minutes of the meeting held on 14<sup>th</sup> May 2025**

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

#### **Agenda Item 4 – 145/25 Comments from members of the public**

A member of the public stated that she had sent the council an email in support of the Sandhill Park woodland acquisition. The email provided an explanation of the benefits, and this had been circulated to the councillors ahead of the meeting. She felt it was really important that we support the initiative, protect our green spaces and stop future building but did understand that there were future maintenance issues to consider. She also

requested that the Community Speed Watch initiative is added to a future agenda for discussion as it had been going on for over a year now. However, although there had been some support, there had also been some abuse towards some of those involved. It was suggested that information from the Speed Indicator Devices should be made available.

A member of the public acknowledged that the streamside path upgrade had now started this week which shows there can be good cooperation and engagement with the community for this two year old project. He also noted that the local primary school was very popular which was putting pressure on space for the nursery classes. This had also been raised by parents of children at the school, and he is actively pursuing this matter in his role of constituency case worker for the local MP in the coming weeks.

A member of the public stated that she would be interested to know the cost of clearing the Sandhill Park woodland to make it feasible for people to visit. She was not in favour of the Parish Council buying the Sandhill Park woodland as it is overgrown and the pond is extremely dangerous for children but is willing to hear more.

The owner of the Sandhill Park woodland explained the reasons she would like the Parish Council to buy the woodland. She explained that it could be put up for auction and sold privately. However, she had bought the woodland with an inheritance from her mother and if the Parish Council owned it, she would still feel part of it. She feels like she would like to walk round it whenever visiting which she would not be able to do if sold privately and not open to the public.

#### **Agenda Item 5 – 146/25 To consider and note the Internal Auditor’s reports**

The auditors’ reports were noted. Cllr Bainbridge questioned the PAYE process and the chasing letters from HMRC last year. The clerk said that would be covered under correspondence. Cllr Bainbridge wanted to know why a lease agreement had still not been put in place for the library. The clerk said that it is on the action plan and noted in the internal audit. Cllr Pattermore said that the owner had recently died, and it will be sorted out with the estate and there will be a new lease. We have assurances that the lease will continue, and we will get it done as soon as we can.

#### **Agenda Item 6 – 147/25 AGAR Form 3 section 1 - Annual Governance Statement 2024/25 review and approval**

The council reviewed the wording of all the AGAR Annual Governance Statement assertions in Section 1.

All assertions were answered as ‘Yes’.

The Annual Governance Statement (Form 3 Section 1) was duly signed and dated.

#### **Agenda Item 7 – 148/25 AGAR Form 3 section 2 - Accounting Statements review and approval**

The council considered the AGAR Accounting Statements. Cllr Roberts proposed that they were approved. This was seconded by Cllr Orr and unanimously supported.

The Accounting Statements (Form 3 Section 2) was duly signed and dated.

**Agenda Item 8 – 149/25 AGAR - confirmation of dates of period for the provision of public rights form**

The AGAR dates for the provision of public rights were reviewed and agreed.

**Agenda Item 9 – 150/25 AGAR - Bank reconciliation form approval**

The AGAR Bank reconciliation form was reviewed. Cllr Roberts proposed that it was approved. This was seconded by Cllr Allen and unanimously supported.

**Agenda Item 10 – 151/25 AGAR – To note the explanation of any significant variances form**

The AGAR explanation of significant variances was noted.

**Agenda Item 11 – 152/25 AGAR – Intermediate Level Review**

The clerk presented the paper with responses to the following questions:

- 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

The council considered the responses provided in the paper and were satisfied for these to be returned to the external auditor.

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

**Agenda Item 21 – 153/25 Somerset Council Matters**

It was noted that the Somerset Council Matters paper was not yet available. This will be added to the website when available.

Cllr Rigby provided an update on the A358 road closure that was required and is now complete. He also outlined the upcoming road closures for the M5 J26 roundabout and approach road, the Silk Mills Road for gas works and a new road required for a housing development off Staplegrove Road. He stated that Somerset Council’s finances are now stable. He also explained that the devolution process may take a couple of years to complete due to the volume of demands and limited resources. It was suggested that we get official confirmation of what is in scope for devolution.

## **Agenda Item 20 – 154/25 Road and Traffic Project Update**

The clerk explained that the key message from Somerset Council is that due to urgent priority tasks for their team: 'at present we don't anticipate being able to issue the design package until July.' The date provided is 9<sup>th</sup> July 2025 which is the same at the next Parish Council meeting. Hence an emergency Parish Council meeting will be needed to review the information to minimise any further delays.

## **Agenda Item 13 – 155/25 Sandhill Park Wood update and decision (paper)**

The clerk stated that the owners of Sandhill Park Wood would like to express that the cost of the woodland is negotiable and to that end, they would like to offer the Parish Council the woodland for £100,000, with the reimbursement of up to £4,000 costs incurred for the valuation of the land and other costs if the sale goes ahead, making the final cost circa £96,000. However, to comply with financial regulations the land first needs to be valued by a chartered surveyor.

Cllr Hunt proposed that the land valuation is completed provided the cost does not exceed £1,600. This was seconded by Cllr Roberts and received majority support.

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

## **Agenda Item 12 – 156/25 Insurance renewal review and approval (paper)**

Cllr Hunt proposed that the insurance cost of £1,039.90 is approved. This was seconded by Cllr Orr and unanimously supported.

Cllr Bainbridge noted that the War Memorial itself is not covered on the schedule, only the gate and bench. Cllr Lewin-Harris will try to establish the valuation so it can be added to the insurance schedule.

**Action:** Cllr Lewin-Harris to establish a valuation for the War Memorial for insurance purposes.

## **Agenda Item 14 – 157/25 On Your Bike 2025 events proposal for approval**

Cllr Hunt said that the legacy grant from SALC had now been used up. Two events are planned for March and September each year. The cost of these is £470 per session. She has reserved Saturday 20<sup>th</sup> September 2025 and Saturday 28<sup>th</sup> March 2026 for the next two sessions. Cllr Bainbridge asked for more information such as the number of attendees and the support these get before a decision can be made. It was agreed to bring this back to the next meeting. However, it was agreed in principle that this should be supported.

**Action:** Cllr Hunt to prepare a OYB paper including costs for the next meeting in July.

## **Agenda Item 15 – 158/25 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

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

**Case Ref: 06/25/0013/LB** Proposal: Various internal alterations at 34 High Street, Bishops Lydeard

Application Type: Listed Building Consent: Works

**Response:** The Parish Council response is no comment.

**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

**Response:** The Parish Council response is no comment.

#### **Agenda Item 16 – 159/25 Authorisation of Clerk’s pay and expenses for June 2025**

Cllr Allen proposed that the clerk’s pay for June 2025 (£1,452.36) is approved. This was seconded by Cllr Roberts and approved by all.

Cllr Allen proposed that the clerks’ expenses for June 2025 (£25.94) is approved. This was seconded by Cllr Hunt and approved by all.

#### **Agenda Item 17 – 160/25 Authorisation of Vice Chair as a Signatory to Unity Bank account**

Cllr Orr proposed that the Vice Chair is added as a Signatory to Unity Bank account. This was seconded by Cllr Allen and received majority support.

It was agreed that bank signatories should be reviewed.

**Action:** The clerk to add a bank signatory review as an Agenda Item to a suitable Parish Council meeting.

#### **Agenda Item 18 – 161/25 Finance**

18a – April 2025 Bank Reconciliation (paper)

The April bank reconciliation was reviewed and noted.

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

The Scribe Summary report showing actual versus budget was reviewed and noted.

The reserves report shows £1,000 being transferred from the General Reserves to the MUGA Reserve as £1,000 had been budgeted in 2024/25 for MUGA maintenance and not spent. Cllr Pattemore noted that it was prudent to build up the MUGA reserve for any future issues.

Cllr Orr proposed that the £1,000 transfer to the MUGA reserve was approved. This was seconded by Cllr Roberts and received unanimous support.

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

Cllr Orr proposed that the HSBC account is closed, and the funds transferred to the CCLA account and the transfer £50,000 from the Unity Trust Bank to the CCLA bank. This was seconded by Cllr Allen and received unanimous support.

**PAYMENTS:**

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

<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	

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

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

<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	

Cllr Roberts returned to the meeting at this point.

The Direct Debits listed below were noted:

<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** listed below were noted:

Library Cash - £87.95 (banked)

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

**Agenda Item 19 – 162/25 Correspondence List**

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

**Agenda Item 20 was taken after Agenda Item 11**

**Agenda Item 21 was taken after Agenda Item 11**

**Agenda Item 22 – 163/025 Lengthman’s monthly report**

Lengthman’s monthly report was noted. Cllr Lewin-Harris noted that the Lengthsman invoices were within budget.

**Agenda Item 23 – 164/025 Avon & Somerset Police Report**

The PCSO report was noted.

**Agenda Item 24 – 165/25 Clerks Report and action tracker**

The report and tracker were noted.

**Agenda Item 25 – 166/25 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.

**Agenda Item 26 – 167/25 To note planning applications withdrawn**

None

**Agenda Item 27 – 168/25 Any Other Business for report only**

Cllr Hunt noted that the Head of the local school Mr Dakin is in touch with SASP who are planning to run four Holiday Scheme events with one in July and three in August.

Cllr Bainbridge noted that the garage in Mount Street is due to close and is another business lost to the village. As they open and close the toilets this will need to be added to a future agenda.

Cllr Orr said that a member of the public had complained that a tree was overhanging the streamside path. He will send details to the clerk so it can be reported to Somerset Council.

**The meeting closed at 20:50.**

**Date of next meeting: Wednesday 9th July 2025 at 7pm Bishops Lydeard Village Hall.**