

## BISHOPS LYDEARD & COTHELSTONE PARISH COUNCIL

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

Phone: 07774 541060 Email: [clerk@bishopslydeardparishcouncil.gov.uk](mailto:clerk@bishopslydeardparishcouncil.gov.uk)

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

07 November 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 12<sup>th</sup> November 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 10<sup>th</sup> October 2025:
  - a. To consider the approval of the draft minutes of the meeting held on 10<sup>th</sup> October 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. Approval to replace the toilet doors with new metal doors with an automated locking system at a cost of £7,975 plus VAT Plus electrician cost (paper).
6. Approval for Pete Miller Electrical Ltd to undertake an Electrical Installation Condition Report for the Library at a cost of £190.00 plus VAT (paper).
7. Approval of estimate 1047 for the Lengthsman to clear the Whisky Trail path at a cost of £1,332.50 plus VAT (paper).
8. Approval for new electricity tariff for the Public Conveniences (paper).
9. Review and approval of the CIL Working Group recommendations as follows:

Road & Traffic project:

- a. Site 14 proceeds as agreed at the parish Council meeting held on 8th October 2025; however, it is recommended that the full Parish Council authorise Somerset Council to proceed with the detailed design and build as there has been no response from request for quotations from the two contractors suggested. Also, involving additional contractors will significantly increase the risk and potentially the cost.
- b. Review and approval of MN004280 Bishops Lydeard Phase 2 - Sites 3,4, and 9 - Developed Brief at a cost of £25,734.00 (paper).
- c. It is recommended that the total earmarked budget for this project is reduced from the originally agreed budget of £375,000 to £160,000 (to be finalised when the cost of sites 3, 4 and 9 are known) as the scope has been significantly reduced.

Sandhill Park Woodland: This proceeds subject to access being confirmed by the solicitor. It is recommended that an earmarked budget of £130,000 is set aside to include the purchase price, solicitors' costs and initial land clearance.

School Nursery: It is recommended that a cost of £100,000 is earmarked for the school nursery project on the assumption that the DoE grant of £150,000 is awarded and the CIL request is for fit out only. If the DoE grant is not successful, then we understand that James Dakin will submit a new application.

Football Club: It is recommended that the football club car park application for £15,000 is not supported.

Other Applications: The other CIL projects including the Play Area by the station, Wheels/ Skatepark, A358 woodland walk are looked at again in future when we know the outcome of the recommended CIL projects and any remaining budget. It

was noted that grants may be available to support some of these projects in the future.

It is recommended that the clerk confirms with Somerset Council if the 5-year CIL spend period is waived. The working group's understanding that this is the case, but it needs to be clarified.

10. Review and approval of the Staffing Committee recommendations as follows:

- a. A new Clerk is recruited. It is recommended that the role is for 15 hours per week with a starting salary at SCP pay scale 18 to 23 depending on experience (£16.35 to £17.85 per hour).
- b. After suitable training of the new clerk the current Clerk/ RFO hands over the Clerk role and stays as RFO only at 5 hours per week. It is recognised the current clerk will need to work additional hours above the 5 hours per week during the handover period.
- c. It is agreed that the Staffing Committee has delegated power to undertake the recruitment process and agree the following:
  - i. Job Description and Person Specification
  - ii. Vacancy notices and methods of publication
  - iii. Application Form
  - iv. Recruitment Process including closing date, shortlisting arrangements, and interview date and establishment of a Recruitment and Selection Panel. (NOTE: The Recruitment and Selection panel was agreed as Cllrs Allen, Bainbridge and Roberts).

The Staffing Committee will review the recommendations from the Recruitment and Selection and then forward their final candidate recommendation to the Parish Council for approval before any job offer is made.

11. Review and recommendations regarding parking on Minehead Road (Gore Square).

12. Review and recommendations for Fiveways monthly report.

13. Planning Applications:

**Case Ref: 06/25/0026** Proposal: Erection of a two storey extension to the rear, single storey link extension to the side with construction of first floor over garage and erection of a two storey extension to garage at The Lilacs, Tithill Lane, Bishops Lydeard. Application Type: Full Planning Permission

**Case Ref: 06/25/0027** Proposal: Formation of arched opening in boundary wall with finish to adjacent wall with stone slips at 4 The Courtyard, South Drive Sandhill Park, Bishops Lydeard. Application Type: Full Planning Permission

**Case Ref: 06/25/0028/LB** Proposal: Formation of arched opening in boundary wall with finish to adjacent wall with stone slips at 4 The Courtyard, South Drive Sandhill Park, Bishops Lydeard. Application Type: Listed Building Consent: Works

**Case Ref: 06/25/0030/CQ** Proposal: Application for Prior Approval for proposed change of use from agricultural building to 1 No. dwelling house (Class C3) and associated building operations at Broom Farm, Dene Road, Norton Fitzwarren. Application Type: Class Q Notification

The following planning applications for tree works are **for notification** only:

**Case Ref: 06/25/0025/T** Proposal: Notification to carry out management works (crown-reduction and thinning) to one oak tree, one sycamore and one eucalyptus tree within Bishops Lydeard Conservation Area at 5 Taunton Road, Bishops Lydeard. Application Type: Works to Tree(s) in Conservation Area. This is for notification only.

**Case Ref: 06/25/0029/T** Proposal: Notification to fell one Pittosporum and to carry out management works to one Ginkgo tree, one birch and one maple within Bishops Lydeard Conservation Area at 10 Church Street, Bishops Lydeard. Application Type: Works to Tree(s) in Conservation Area.

**Case Ref: 06/25/0032/T** Proposal: Notification to carry out management works to two holly trees within Bishops Lydeard Conservation Area at 4 High Street, Bishops Lydeard. Application Type: Works to Tree(s) in Conservation Area

14. Authorisation of Clerk's pay, pay rise and expenses for November 2025 (papers)

15. Review of Draft 2026/27 budget (paper)

16. Finance

**To review and approve the Finance papers:**

16a – September 2025 Bank Reconciliation and Cashbook reports (papers)

16b – Scribe Summary Report (actual Vs budget)

**PAYMENTS:**

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

## PARISH COUNCIL MEETING SUMMONS AND AGENDA

<b>List 1</b>							
<b>From:</b>	<b>Number:</b>	<b>Date:</b>	<b>For:</b>	<b>£ Excl. VAT</b>	<b>£ Inc VAT</b>		
Somerset Council	32005761	03/10/2025	Bins and grass cutting	£1,607.62	£1,929.14		
Somerset Council	32005840	06/10/2025	Cycling Signs	£217.20	£260.64		
Coomber Security Systems Limited	251014	06/10/2025	Intruder maintenance & monitoring	£193.00	£231.60		
Coomber Security Systems Limited	251402	07/10/2025	Replacement Control Panel Battery	£30.00	£36.00		
Arien Signs Ltd	SI-731	15/10/2025	Noticeboards	£1,403.50	£1,684.20		
Somerset Council	32006422	15/10/2025	Road & Traffic Site 14	£12,506.00	£12,506.00		
Peter Miller Electrical Ltd.	INVOICE NO – 1763	25/10/2025	Toilet lighting and consumer unit	£1,625.16	£1,950.19		
SALC	INV-2272	24/10/2025	Data protection for councillor training	£40.00	£40.00		
Somerset Council	32007843	29/10/2025	Staffing Bishops Lydeard Library for Q2	£2,561.20	£3,073.44		
Somerset Web Services	SWS118053	01/11/2025	Domain name registration	£40.00	£48.00		
Jacks Garden Mtce	21102025_1596659	02/11/2025	Lengthsman - September 2025	£875.85	£1,051.02		
Fairy Dust Cleaning	1025	31/10/2025	Cleaning the Library	£159.49	£159.49		
Fairy Dust Cleaning	1025	31/10/2025	Cleaning the toilets	£572.40	£572.40		
SSH Conservation		07/11/2025	War Memorial Cleaning	£2,725.00	£3,270.00		

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	1047-251011	11/10/2025	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	000025348882	03/10/2025	Library Electricity	£72.52	£76.15		
British Gas	802385672	30/10/2025	Public Conveniences Electricity	£38.25	£40.16		

### Bank Charges:

<b>Bank Charges</b>							
<b>From:</b>	<b>Number:</b>	<b>Date:</b>	<b>For:</b>	<b>£ Excl. VAT</b>	<b>£ Inc VAT</b>		
Unity Trust Bank		31/10/2025	Bank charges	£8.10	£8.10		

### RECEIPTS:

Library Cash - £64.05 banked

CCLA Interest - £2,245.06

### REPORTS AS FOLLOWS:

17. COOP Planning Application Update – Cllr Hunt

18. Correspondence List (papers) – Clerk

19. Somerset Council Matters (paper) - Cllr Rigby

20. Lengthman's monthly report (paper)

21. Avon & Somerset Police Report (paper)

22. Clerks Report and action tracker (papers)

PARISH COUNCIL MEETING SUMMONS AND AGENDA

23. To note planning permissions granted - None

24. To note planning applications withdrawn - None

25. Any Other Business – for report only

**Date of next meeting:** Wednesday 10<sup>th</sup> December 2025 at 7pm Bishops Lydeard Village Hall