

## BISHOPS LYDEARD & COTHELSTONE PARISH COUNCIL

**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 (new small hall) at **7:00pm on Wednesday 17<sup>th</sup> June 2026**.

The meeting will be held in public.

Members of the public and press are entitled to be at the 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.

### 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 13<sup>th</sup> May 2026:
  - a. To consider the approval of the draft minutes of the meeting held on 13<sup>th</sup> May 2026. See document at:  
<https://bishopslydeardparishcouncil.gov.uk/meetings/annual-meeting-of-the-council-13th-may-2026/>

4. Comments from members of the public.

*NOTE: Members of the public are invited to ask questions and raise issues pertinent to items on this agenda 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** (paper).
6. **AGAR Form 3 section 1** - Annual Governance Statement 2025/26 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. To consider a donation of Book Tokens for the Library Summer Reading Challenge event. The theme this year is Read to the Beat.
12. Approval to join the Open Spaces Society at £45.00 per year (papers).
13. Approval of estimate number 1023 from JK Grounds Maintenance for footpath maintenance twice a year at £1,180 plus VAT (paper).
14. To review and approve the minutes and recommendations from the Lengthsman Working Group (papers).
15. To review the CIL fund status and General Reserves and the grant application from James Dakin for an additional £50,000 for the renovation of the Old School House (papers).
16. Planning Applications:  
**Case Ref: 06/26/0014** Proposal: Demolition of conservatory and erection of a single storey garden room at Radlett, Church Road, Bishops Lydeard. Application Type: Full Planning Permission
17. Authorisation of Clerk's and RFO's expenses for June 2026 (papers)
18. Finance  
**To review and approve the Finance papers:**
  - 18a – May 2026 Bank Reconciliation and Cashbook reports (papers)
  - 18b – Scribe Summary Report (actual Vs budget)
  - 18c – To Approve the transfer of £1000 from General Reserves to the MUGA Reserve fund (budget not spent in 2025/26).
  - 18d – To review and approve the allocation of £50,000 from the General Reserves to a Sandhill Park Woodland Reserve.

**PARISH COUNCIL MEETING SUMMONS AND AGENDA**

18e – To review and approve the updated Regular Payments list (Paper).

**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>	
The Russet Cider Trail	N/A	14/05/2026	Grant for Russet Cider Trail	£1,000.00	£1,000.00	
Quality Service Printers	27089	26/05/2026	Job Vacancy Cards	£82.00	£82.00	
Hoblake Services	918	30/05/2026	Internal Audit	£700.00	£700.00	
Pete Miller Electrical Ltd	1848	21/05/2026	Replcement of lighting	£273.00	£327.60	
Fairy Dust Cleaning	0526	31/05/2026	Cleaning the Library	£148.75	£148.75	
Fairy Dust Cleaning	0526	31/05/2026	Cleaning the toilets	£636.85	£636.85	
Jacks Garden Mtce	1079	08/06/2026	Lengthsman - May 2026	£1,293.15	£1,551.78	
Clair James	N/A	12/06/2026	Delivery of Job Vacancy Cards	£72.00	£72.00	

To note 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	1047-260523	23/05/2026	Newspapers for the Library	£8.72	£8.72	

**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	EDF Invoice - 000027969188	06/05/2026	Library Electricity	£76.43	£80.25	
Bristish Gas	805709388	02/06/2026	Public Conveniences Electricity	£46.10	£48.40	
Biffa	308C100209	22/05/2026	Waste Transfer Notes	£6.90	£8.28	

**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		31/05/2026	Bank charges	£11.35	£11.35	

**Receipts:**

<b>From:</b>	<b>Number:</b>	<b>Date:</b>	<b>For:</b>	<b>£ Excl. VAT</b>	<b>£ Inc VAT</b>
CCLA Bank	3742-10801-20260605172027	05/06/2026	Interest Payment	£1,505.29	£1,505.29
Somerset Council	5	20/04/2026	Library Staffing Grant (Q1 & Q2)	£1,000.00	£1,000.00

**REPORTS AS FOLLOWS:**

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

**Application number : 06/26/0006** Erection of a single storey extension to the side and rear of Croft House, Cothelstone Road, Bishops Lydeard.

**Decision of Refusal** was made on 04/06/2026.

**Application number : 06/26/0008** Erection of car port at Croft House, Cothelstone Road, Bishops Lydeard.

**Decision of Conditional Approval** was made on 29/05/2026

**Application number : 06/26/0009** Change of use, with internal refurbishment, of the old school teacher house (Class C3) into a nursery (Class E) at Bishops Lydeard Primary School, Mount Street, Bishops Lydeard

**Decision of Conditional Approval** was made on 04/06/2026.

**Application number : 06/26/0010/T** Application to fell (down to 3 metres in height) one beech tree included in Taunton Deane Borough (Bishops Lydeard No.1) Tree Preservation Order 1977 at The Old Vicarage, Bishops Lydeard (TD90)

**Decision of Conditional Approval** was made on 08/05/2026.

25. To note planning applications withdrawn - None

26. Any Other Business – for report only

**Date of next meeting:** Wednesday 8<sup>th</sup> July 2026 at 7pm Bishops Lydeard Village Hall (new small hall).

David Richards  
Clerk to the Council

Date: 12/06/2026

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