

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 17th June 2026.

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

Absent: Cllrs Salter and Rigby.

3 members of the public were present.

Agenda Item 1 – 129/26 Apologies: To receive apologies and to approve reasons for absence.

Cllr Roberts stated that Cllr Salter has resigned from the council with immediate effect. The clerk will follow up the process to elect a new councillor.

No apology was received from Cllr Rigby. As no reason for absence was received it could not be approved.

Agenda Item 2 – 130/26 Declarations of Interest.

Cllr Roberts declared a Disclosable Pecuniary Interest (DPI) in The Paper Shop.

Agenda Item 3 – 131/26 To consider the approval of the draft minutes of the meeting held on 13th May 2026.

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

Agenda Item 4 – 132/26 Comments from members of the public.

No Comments.

Agenda Item 5 – 133/26 To consider and note the Internal Auditor's reports.

The Internal Auditor Reports were reviewed and noted. The clerk explained that the three new actions have been added to the action log and will be reviewed monthly.

Agenda Item 6 – 134/26 AGAR Form 3 section 1 - Annual Governance Statement 2025/26 review and approval.

a. Review the wording of all the assertions in Section 1.

The council reviewed the wording of all the AGAR Annual Governance Statement assertions in Section 1. All assertions were answered as 'Yes' except for Box 9 which is N/A.

Cllr Lewin-Harris proposed that the completed form was approved. This was seconded by Cllr Pattemore and received majority support.

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

Agenda Item 7 – 135/26 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.

The council considered the AGAR Accounting Statements. It was agreed to mark Box 11 as Yes. Cllr Orr proposed that Accounting Statement was approved. This was seconded by Cllr Bletcher and received majority support.

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

Agenda Item 8 – 136/26 AGAR - confirmation of dates of period for the provision of public rights form approval.

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

Agenda Item 9 – 137/26 AGAR - Bank reconciliation form approval.

The AGAR Bank reconciliation form was reviewed. Cllr Lewin-Harris proposed that it was approved. This was seconded by Cllr Bletcher and unanimously supported.

Agenda Item 10 – 138/26 AGAR – To note the explanation of any significant variances form.

The AGAR explanation of significant variances was reviewed and noted.

Agenda Item 11 – 139/26 To consider a donation of Book Tokens for the Library Summer Reading Challenge event. The theme this year is Read to the Beat.

It was agreed to provide the same book tokens as last year.

Post meeting note: These were £20, £15 and £10 (reference Parish Council meeting held on 13th August 2025 - Agenda Item 14 – 212/25).

The provision of library book tokens at the same cost as last year was proposed by Cllr Pattermore. This was seconded by Cllr Orr and unanimously supported.

Agenda Item 12 – 140/26 Approval to join the Open Spaces Society at £45.00 per year.

Cllr Bainbridge proposed that the council subscribe to the Open Spaces Society at £45 per year. This was seconded by Cllr Hunt and unanimously supported.

Agenda Item 13 – 141/26 Approval of estimate number 1023 from JK Grounds Maintenance for footpath maintenance twice a year at £1,180 plus VAT.

Cllr Roberts proposed that the estimate for footpath maintenance at £1,180 plus VAT was approved. This was seconded by Cllr Orr and unanimously supported.

Agenda Item 14 – 142/26 To review and approve the minutes and recommendations from the Lengthsman Working Group.

Cllr Hunt provided feedback from the working group meeting. It was agreed that the Lengthsman's contract will need to go out to tender based on the new schedule of works. However, there are some questions that will need to be resolved first. Cllr Bainbridge suggested that the open space areas that the council are responsible for such as Station View and the War Memorial gardens are identified separately.

It was noted that we should find out how often Somerset Council mow the open space grass and where.

Action: The clerk is to arrange a meeting with the lengthsman to resolve to open questions raised by the working group and get confirmation that all staff working for the council have the required training and insurances.

There was some discussion around the possibility of a sponsor for the roundabout at the crossing of the A358 and Station Road. However, Cllr Orr explained that this is not possible and sponsorship funds would not be used towards maintenance of it.

Agenda Item 15 – 143/26 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.

The clerk provided an explanation of the status of the CIL Reserve fund and General Reserve fund. He stated that the council could provide a grant of £50,000 from the General Reserve fund and it would still leave 12 months in reserve.

There was some discussion about the Roads and Traffic project which is funded from CIL Reserves. Cllr Bletcher noted that we will need further cost estimates from Somerset Council before any decisions can be made.

Cllr Lewin-Harris noted that General Reserves will also need to fund future projects following devolution of the play area near the station and the woodland walk near the A358.

Cllr Hunt proposed that a £50,000 grant is provided to the school from General Reserves. This was seconded by Cllr Warmington and was carried with a casting vote from the chair Cllr Roberts.

Agenda Item 16 – 144/26 Planning Applications.

The following planning application was reviewed:

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

Response: No Comment.

Agenda Item 17 – 145/26 Authorisation of Clerk's pay and expenses for June 2026.

Cllr Allen proposed that the clerk's pay of £1,570.80 plus £173.07 NI for June 2026 and was approved. This was seconded by Cllr Roberts and approved by all.

Cllr Allen proposed that the clerk's expenses of £13.80 for June 2026 and was approved. This was seconded by Cllr Lewin-Harris and approved by all.

Agenda Item 18 – 146/26 Finance.

18a – May 2026 Bank Reconciliation and Cashbook reports.

The bank reconciliation and cashbook reports were reviewed and noted.

18b – Scribe Summary Report (actual Vs budget)

The summary report was reviewed and noted.

18c – To Approve the transfer of £1000 from General Reserves to the MUGA Reserve fund (budget not spent in 2025/26).

The transfer of £1,000 from General Reserves to the MUGA reserves was reviewed and approved.

18d – To review and approve the allocation of £50,000 from the General Reserves to a Sandhill Park Woodland Reserve.

Cllr Warmington proposed that the allocation of £50,000 from General Reserves to a Sandhill Park Woodland Reserve was approved. This was seconded by Cllr Hunt and received majority support.

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

The updated Regular Payments list was approved and duly signed by the chair in the meeting.

PAYMENTS:

The invoices in **List 1** below were approved for payment.

List 1							
From:	Number:	Date:	For:			£ Excl. VAT	£ Inc VAT
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

The invoices in **List 2** below were noted.

List 2							
From:	Number:	Date:	For:			£ Excl. VAT	£ Inc VAT
The Paper Shop	1047-260523	23/05/2026	Newspapers for the Library			£8.72	£8.72

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

Direct Debits							
From:	Number:	Date:	For:			£ Excl. VAT	£ Inc VAT
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

The **Bank Charges** below were noted:

Bank Charges							
From:	Number:	Date:	For:			£ Excl. VAT	£ Inc VAT
Unity Trust Bank		31/05/2026	Bank charges			£11.35	£11.35

The **Receipts** listed below were noted:

From:	Number:	Date:	For:			£ Excl. VAT	£ Inc VAT
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

The clerk stated that an additional £154.80 from the library cash had been received and would be listed next month.

Agenda Item 19 – 147/26 Correspondence List.

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

The clerk highlighted that the recording of the Somerset Council Local Plan meeting held on 10th June 0226 will be made available to everyone. The clerk will send this out when available.

A WhatsApp group has been set up to inform members of traveller incursions in Somerset. It was agreed that the clerk should seek to join that group.

The clerk noted that there is an opportunity to apply for a Wildlife Trust grant of up to £25,000. He thought that this could be an opportunity to apply for a grant for Sandhill Park Woodland, and this was agreed.

Action: The clerk to apply for a grant from the Wildlife Trust.

Agenda Item 20 – 148/026 Somerset Council Matters.

The report was noted. Unfortunately, Cllr Rigby was not in attendance to provide further information.

Agenda Item 21 – 149/026 Lengthman's monthly report.

Lengthman's monthly report was reviewed and noted.

Agenda Item 22 – 150/026 Avon & Somerset Police Report.

No PCSO report was available this month.

Agenda Item 23 – 151/26 Clerks Report and action tracker.

The report and action tracker were noted.

Agenda Item 24 – 152/26 To note planning permissions granted or refused.

The following planning permissions were noted:

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.

Agenda Item 25 – 153/26 To note planning applications withdrawn – None.

Agenda Item 26 – 154/26 Any Other Business for report only.

Cllr Allen said that the MUGA storeroom has now been divided to make space for the emergency equipment. An invoice for the work will be sent to the Parish Council for approval and payment. Cllr Roberts said that this cost would be covered by a grant she has applied for.

Cllr Roberts said that a member of the public asked if the yellow lines outside the school can be repainted. She had messaged Somerset Council who said that these are not enforceable and therefore not highways responsibility. It was suggested that Cllr Rigby could help, however, Cllr Roberts said it was that team she had emailed. The clerk offered to register this again with Somerset Council.

Cllr Roberts said that a member of the public had complained about weeds on Hither Mead bridge and sent photographs to show the problem. Cllr Hunt said that the weeds will die back naturally.

Date of the next meetings:

Parish Council Meeting on Wednesday 8th July 2026 at 7pm at Bishops Lydeard Village Hall (new small hall).

The meeting closed at 20:45

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