

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 12th August 2026.

Present: Cllrs Roberts (Chair), Allen, Pattemore, Bletcher, Hunt, Warmington, Rigby and supported by David Richards (Clerk)

NOTE: Cllrs Warmington and Rigby arrived late at 7:30pm and sent apologies for this.

Absent: Cllrs, Orr, Lewin-Harris and Bainbridge.

There were no members of the public present.

Agenda Item 1 – 173/26 Apologies: To receive apologies and to approve reasons for absence.

Cllr Orr sent an apology due to being on holiday. Cllrs Lewin-Harris and Bainbridge sent apologies due to prior family commitments. The apologies were accepted.

Agenda Item 2 – 174/26 Declarations of Interest.

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

Cllrs Allen and Pattemore declared a DPI in the village hall.

Cllr Pattemore also declared an interest regarding agenda item 13 – Greenway Farm planning application.

Agenda Item 3 – 175/26 To consider the approval of the draft minutes of the meeting held on 8th July 2026.

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

Agenda Item 4 – 176/26 Comments from members of the public.

There were no members of the public present.

Agenda Item 5 – 177/26 Appointment of new Clerk and initial training at a cost of £180.00.

Cllr Allen said that following interviews on 15th Jul 2026 Alison Dunphy had been offered the position of clerk to the council at 15 hours per week subject to satisfactory reference checks and approval by the Parish Council. The reference checks have all been confirmed as satisfactory.

Cllr Allen proposed that Alison Dunphy is appointed at a start pay rate of SCP 19 (£16.62 per hour) with a pay review in April 2027. A budget of £180 is required for initial training and it was also accepted that additional hours would be required for this training. This proposal was seconded by Cllr Hunt and approved by all.

Alison Dunphy confirmed she is available to start on Monday 5th October 2026.

Agenda Item 6 – 178/26 Appointment of RFO.

Cllr Allen proposed that the current clerk/ responsible finance officer (RFO) - David Richards – is appointed as RFO at 5 hours per week with additional hours initially to ensure a smooth handover to the new clerk. This proposal was seconded by Cllr Hunt and approved by all. The start date will be 5th October 2026.

Agenda Item 7 – 179/26 Review and approval of the updated Risk Assessment and MUGA Risk Assessment documents.

The clerk presented the changes in the updated risk assessment documents. It was noted that the main risk assessment document now includes MUG risks as requested by the Internal Auditor (open action). Cllr Hunt proposed that the risk assessment documents were approved. This was seconded by Cllr Pattemore and unanimously supported.

In addition, it was agreed that the clerk should check the MUGA accident book and processes (i.e. who checks the accident book, how often and who does anything about the accidents reported).

Action: The clerk to review the MUGA accident book and processes.

Agenda Item 8 – 180/26 Review and approval of a fan and blinds for the Library at a cost of £300.00

The clerk noted that the Community Library Partner manager at Somerset Council had requested blinds for the window by the children's reading area and a fan to keep the library cool during the summer. Cllr Pattemore proposed that the library fan and blind at a cost of £300 was approved. This was seconded by Cllr Bletcher and unanimously supported.

Action: The clerk s to order the blind and fan for the library (when fans are available).

Agenda Item 9 – 181/26 Review and approval of CCTV quotations for the Public Conveniences.

The clerk explained the three quotations received. It was noted that the costs did not include the work required by an electrician to install an electrical socket for the new equipment or the monthly cost of a 4G mobile phone sim card which will be required (circa £5 per month). Cllr Roberts proposed that the quotation from Coomber Security Systems Ltd at a cost of £1,085 plus VAT and £80 plus VAT per year maintenance was approved. This was seconded by Cllr Pattemore and unanimously supported.

Action: The clerk to liaise with Coomber Security Systems Ltd, the electrician and Lebara (for mobile phone SIM card) to install the CCTV system at the public conveniences and provide suitable signage.

It was noted that the disabled toilet door is rotten and needs replacing.

Action: The clerk is to get quotations to replace the disabled toilet door.

Agenda Item 10 – 182/26 Review and recommendations for the Complaint received about the Councils contractor and the contractor's response.

The complaint and responses were reviewed. It was proposed that the council should instruct the contractor (JK Grounds Maintenance Ltd) to complete the memorial garden tidy-up under the existing lengthsmen agreement and finish the remaining work under the existing footpath contract. It was also requested that Jack Council completes this work and it is not delegated to any other individual.

It was noted that the scope of work for the lengthsmen is being reviewed with an expectation that some of the existing tasks can be removed. It was also noted that the lengthsmen cuts grass areas and hedges that are the responsibility of Somerset Council. The Parish Council are only responsible for the maintaining the War Memorial and Station Green areas. It was agreed that the new scope of work should also include moving the Speed Indicator Devices. The new scope of work will be sent out for quotations in the next few months. The impact will be that the council will not have a lengthsmen until a new contract is awarded.

Cllrs Warmington and Rigby joined the meeting at this point.

The clerk appraised Cllrs Warmington and Rigby of the discussion and the proposed response which was agreed by all.

Agenda Item 11 – 183/26 Review and decision on the Pension Provider for the council.

The clerk presented the paper outlining three pension providers. Cllr Roberts proposed that the Nest pension scheme should be adopted for the council. This was seconded by Cllr Bletcher and unanimously supported.

Action: The clerk is to register the council with the Nest pension scheme.

Agenda Item 12 – 184/26 Review and Approval of Sandhill Park Woodland working group actions.

The working group paper was reviewed and the following remaining actions agreed:

Action: The Clerk to obtain the number for the padlock on the front gate.

Action: The Clerk to share the previous owner's Woodland Management Plan with the Working Party. **COMPLETED**

Action: The Clerk to check out who owns the green 'field' between the solar farm and the wood (thought to be owners/ lessee of the Solar Farm) and request permissive access along this path.

Action: The working group to obtain three quotes to undertake path clearance. Suggested those approached include Jarrod Barsby, Kingfisher Tree Services and Stump Grinders (all local and equipped to undertake such work to clear the path).

Agenda Item 13 – 185/26 Planning Applications.

Cllr Pattemore left the room at this point due to her declaration of interest.

The Preliminary Information documents about the Residential development on land at Greenway Farm were reviewed. These specify the housing deployment will include:

- 1 bed – 2 units
- 2 bed – 6 units
- 3 bed – 8 units
- 4 bed – 2 units

Six of the plots will be affordable housing, to be secured by way of a Section 106 agreement. Each plot will be provided with on-plot parking with additional visitor parking bays throughout the development.

In addition, the Housing and Economic Land Availability Assessment (HELAA) plan for Bishops Lydeard was reviewed and it was noted that one of the proposed sites is for 8.79 hectares between the Station and Greenway Farm, so adjacent to the proposed site. Given the HELAA guide of 30 houses per hectare on suburban/rural sites, we would be looking at perhaps 300 houses on the two sites.

Cllr Rigby stated that none of the sites identified in the Call for Sites have been accepted yet by Somerset Council. It is anticipated that some housing developments will be required at Bishops Lydeard to meet the housing targets. However, the view we have held in the past has been that the principal developments should be on the east side of the A358 where the village is.

Cllr Rigby said that the proposed development at Greenway Farm should be objected to. The development is on the west side of Bishops Lydeard whereas the main village is on the east. Residents on the west side will drive across to the east across the A358 where the facilities

are and then cause additional parking problems and congestion. Parking is already a problem for the village. This is not a sustainable development for the village.

The Parish Council accepts that Bishops Lydeard village will grow through the next local plan, but we don't see the expansion being on the west side when all the services are on the east side.

Response: The clerk to reply to GTH that the Parish Council will object to this development when it goes through the planning application process.

Cllr Pattemore returned to the room at this point.

Agenda Item 14 – 186/26 Authorisation of Clerk's pay and expenses for August 2026.

Cllr Allen proposed that the clerk's pay of £1,570.80 plus £173.07 Employer NI and expenses of £84.99 for August 2026 was approved. This was seconded by Cllr Rigby and approved by all.

Agenda Item 15 – 187/26 Finance.

15a – July 2026 Bank Reconciliation and Cashbook reports.

The bank reconciliation and cashbook reports were reviewed and noted.

15b – Scribe Summary Report (actual Vs budget)

The summary report was reviewed and noted.

The clerk noted that the £50,000 grant to the school is allocated against cost code 37 - other donations. As this was not budgeted for in 2026/27 and therefore shows as an overspend, however, it was agreed at a previous meeting that this amount was within the General Reserves and approved.

PAYMENTS:

The approval of the payments in List 1 was proposed by Cllr Roberts. This was seconded by Cllr Rigby and received unanimous support. Therefore, the invoices in **List 1** below were approved for payment.

List 1						
From:	Number:	Date:	For:	£ Excl. VAT	£ Inc VAT	
Road and Traffic Management	1112	10/07/2026	White & Yellow Car Park m	£990.00	£990.00	
Somerset Council	32030245	28/07/2026	Library Staffing - Q1 2026/z	£2,600.21	£3,120.25	
Parish Online	40UE006-0010	09/04/2026	Website and Workplace	£532.00	£638.40	
Abbie Cook/ Arcadia	N/A	01/07/2026	Library Q2 lease	£800.00	£800.00	
Fairy Dust Cleaning	0726	31/07/2026	Cleaning the Library	£164.50	£164.50	
Fairy Dust Cleaning	0726	31/07/2026	Cleaning the toilets	£607.50	£607.50	
JK Grounds Maintenance Ltd	1132	04/07/2026	Whisky Trail Posts	£322.05	£386.46	
JK Grounds Maintenance Ltd	1151	29/07/2026	Lengthsman - July 2026	£910.90	£1,093.08	
Healthmatic	15663	05/08/2026	Supply & Installation of flus	£4,110.00	£4,932.00	

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

List 2					
From:	Number:	Date:	For:	£ Excl. VAT	£ Inc VAT
The Paper Shop	1047-260801	01/08/2026	Newspapers for the Library	£10.35	£10.35
Village Hall	1070	29/07/2026	Village Hall hire	£63.75	£63.75
Village Hall	1069	19/03/2026	Alterations to MUGA store	£595.00	£595.00

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

From:	Number:	Date:	For:	£ Excl. VAT	£ Inc VAT
EDF	000028795242	06/07/2026	Library Electricity	£88.75	£93.19
Bristish Gas	805763520	30/07/2026	Public Conveniences Electri	£41.46	£43.53
Biffa	308C112495	24/07/2026	Waste Transfer Notes	£6.90	£8.28

The **Bank Charges** below were noted:

From:	Number:	Date:	For:	£ Excl. VAT	£ Inc VAT
Unity Trust Bank		31/07/2026	Bank charges	£9.70	£9.70

The **Receipts** listed below were noted:

From:	Number:	Date:	For:	£ Excl. VAT	£ Inc VAT
CCLA Bank	1-20260805172428	02/07/2026	Interest Payment	£1,243.99	£1,243.99
Library Cash	ng_08.07.2026_RH	08/07/2026	Library cash	£72.70	£72.70
HMRC	N/A	23/07/2026	VAT Refund - Q1 2026/27	£21,754.91	£21,754.91

Agenda Item 16 – 188/26 Library Quarterly Review Report.

The Library Quarterly Review report was noted. It was again another very positive report.

Agenda Item 17 – 189/26 Correspondence List.

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

The complaint about greasy smells that are coming from the Chinese Takeaway in Gore Square was discussed. It was agreed that this is not a Parish Council matter and it should be reported to the Environmental Health department of Somerset Council.

Agenda Item 18 – 190/026 Somerset Council Matters.

Cllr Rigby confirmed that stage 1 of the plan to resolve the flooding issue across the A358 road at Norton Manor camp has now been completed. This involved making the ditch beside the road longer and deeper. It is now 5 times longer than it was and significantly deeper. The second stage will require working with the landowner to create a pond and this may take some time. Cllr Rigby also mentioned a gully on the A358 that discharges water which is unhelpful and all part of the problem. He hopes this will also be fixed soon.

Cllr Hunt mentioned the traffic chaos in Taunton due to the ongoing roadworks and the protests that have been taking place in the town. Cllr Rigby reassured her that these issues are being monitored and managed.

Cllr Pattemore asked when the Co-op planning application will be approved. Cllr Rigby said he would follow that up and provide a response.

Agenda Item 19 – 191/026 Lengthman’s monthly report.

Lengthman’s monthly report was noted.

Agenda Item 20 – 192/26 Clerks Report and action tracker.

The report and action tracker were noted.

The clerk requested that councillors complete the new **Register of Interest form** and return it as soon as possible if not already completed.

The clerk noted that the election date for the councillor vacancy is set for 10th September 2026 and he will notify everyone when we know how many candidates there are.

The clerk said that the Asset of Community value application for the library was completed and submitted to Somerset Council so this will be added to the register. The two public house applications still need to be completed.

The clerk said that the SAAA AGAR submission will be via the digital portal next time (in 2027). He has already been on an awareness session hosted by Scribe Accounts which was a free event.

Agenda Item 21 – 193/26 To note planning permissions granted or refused.

The following planning permission was noted:

Application number: 06/26/0013 Change of use from Class C2 (residential institution) to Class C3 (dwelling) at 2 Greenway Road, Bishops Lydeard
Decision of Approval was made on 17/07/2026.

Agenda Item 22 – 194/26 To note planning applications withdrawn – None.

The Council resolved to enter confidential session and exclude the press and public at this point due to the item being confidential due to personal data (Reference -Local Government Act 1972 Schedule 12A – Information relating to an individual).

It was noted that there had been no members of the public or press at the meeting.

Agenda Item 23 – 195/26 Review and respond to a claim for compensation received from a member of the public.

Cllr Rigby removed himself from contributing to this agenda item as the person is known to him.

The claim was reviewed and a response agreed which the clerk will send.

Agenda Item 24 – 196/26 Any Other Business for report only.

The clerk read out the following email regarding the Community Speedwatch (CSW) locations which he had received ahead of the meeting from the Bishops Lydeard Community Speedwatch Scheme Coordinator:

'At my request as Speedwatch Coordinator, potential sites for roadside CSW sessions at Darby Way have been investigated and the police say they cannot approve a site at Darby Way at present because the signage is poor. We have previously been informed that there are insufficient repeater signs to enforce the 20mph limit in the village.'

We can only operate at sites approved by the police. Our earlier request for a site at Delta Rise was also turned down as unsafe.

In the meantime, the Bishops Lydeard Community Speedwatch team continues to operate at four sites in the village: Hither Mead, Mount Steet (outside the Village Hall), Taunton Road and Greenway Road. We have completed a total of 38 sessions so far this year (as at the start of week 33).'

Cllr Rigby said that site at Delta Rise had previously been approved and can't understand that now the speed limit has been reduced to 20mph it is no longer accepted.

Cllr Pattemore mention the parking issue at Gore Square which had been previously mentioned when the PCSO was at the meeting. Someone keeps parking on the end of the road, and it is dangerous. It is understood that cars parking close to the road junction are illegally parked. The previous PCSO said she would issue parking tickets for car parked illegally. Cllr Rigby said he would request yellow lines on that side of the road by the Lethbridge Arms.

Action: Cllr Rigby to request yellow lines on Minehead Road at the junction next to the Lethbridge Arms.

Date of the next meetings:

Parish Council Meeting on Wednesday 9th September 2026 at 7pm at Bishops Lydeard Village Hall (new small hall).

The meeting closed at 20:56

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