



OLD CLEEVE PARISH COUNCIL

NOTICE OF THE NEXT COUNCIL MEETING

8 April 2025

Members of Old Cleeve Parish Council, you are hereby summoned to a meeting to be held at 7.00pm on Monday 14 April 2025 at Roadwater Village Hall to transact the business on this agenda. If you are not able to attend, please advise the Clerk.

Andrea Johnson

Parish Clerk | clerk@oldcleeveparishcouncil.gov.uk

AGENDA

1. **To note apologies for absence and approve reason, where appropriate**
2. **Declarations of Interest/Dispensations in respect of matters on the agenda at this meeting**
3. **To sign as a correct record the minutes of the meeting held on 17 March 2025**
4. **Matters arising from the meetings held on 17 March 2025:**
 - a. Cllr Dutton – repairs to the MUGA fencing.
 - b. Verbal update - Annual Parish Meeting
5. **Local Government and Policing**
 - a. Somerset Council Councillors – for verbal report only
6. **Public participation**
7. **SALC:** to review ongoing membership and agree any actions
8. **Risk Management:** to **review** and **adopt** the Risk Management Report
9. **Planning:** to **agree** a response to the following Planning Applications

Number	Location	Proposal
3/26/25/002	The Coach House, Lower Bilbrook Lane to Monks Path, Old Cleeve, TA24 6HH	Application for a Lawful Development Certificate for the existing use of The Coach House as 1 dwelling
3/26/25/004	The Blue Anchor, Cleeve Hill, Watchet, TA24 6JP	Change of use of part of hotel to retail unit
3/26/25/003	78 Cleeve Park, Chapel Cleeve, Old Cleeve, Minehead, TA24 6JG	Erection of flue for a woodburning stove

10. Finance

- a. To **note** the Bank Reconciliation on 31 March 2025 and agree that a member of the Finance Committee should sign.
- b. To **note** expenditure against budget on 31 March 2025
- c. To verify the payments made since 17 March 2025 and resolve to make the payments shown on the schedule.



OLD CLEEVE PARISH COUNCIL NOTICE OF THE NEXT COUNCIL MEETING

- 11. Pop-up campsite:** to agree any actions (Cllr Smith)
- 12. Defibrillator checks:** to agree who should undertake the checks going forwards
- 13. Washford Recreation Ground Working Party:** verbal update (Cllr De'Ath)
- 14. Items for information only or future agendas**

Clerk's Report – for information

Date and venue of next meeting – To be held at 7pm on Monday 19 May 2025 at Church Rooms, Old Cleeve



OLD CLEEVE PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 17 MARCH 2025 at 7PM AT WASHFORD MEMORIAL HALL

Present: Cllr Williams (Chairman), Cllr Beaver, Cllr Eggar (from 7.04pm), Cllr Stabb, Cllr Gaskin, Cllr De’Ath, Cllr Smith, Cllr Dutton, Cllr Scofield and Cllr Baker (from 7. 01pm).

In attendance: Andrea Johnson (Clerk)

Absent: Cllr Gannon, Cllr Johnson-Smith and Cllr Hunt

Minute		Action
262/0325	<p>Co-option of Councillor</p> <p>Mr. Neil Scofield had submitted an expression of interest and was invited by the Chairman to speak. It was unanimously resolved that the vacancy in the Washford ward should be filled by Mr. Scofield, who made his Declaration of Acceptance of Office and took his seat on the Council.</p> <p>Cllrs. Baker and Eggar joined the meeting during this item.</p> <p>Proposed: Cllr. Williams Seconded: Cllr. Gaskin</p>	Clerk to forward Register of Interests form to Somerset Council
263/0325	<p>Absences</p> <p>Apologies have been received from Cllr. Hunt (ill-health) and Cllr. Gannon (out of the country). Cllr. Lawrence (Somerset Council) also gave her apologies (ill-health).</p>	
264/0325	<p>Declarations of Interest</p> <p>Cllr Gaskin declared a non-pecuniary interest in planning appeal APP/F9498/C/24/3357392.</p>	
265/0325	<p>Minutes of the meeting on 17 February 2025</p> <p>It was unanimously resolved by those Councillors present who had attended the meeting of the Parish Council on 17 February 2025 that the Chair should sign the minutes as a correct record.</p> <p>Proposed: Cllr. Stabb. Seconded: Cllr. Gaskin.</p>	Chair to sign the minutes
266/0325	<p>Communication outages in Roadwater</p> <p>The response from the Resilience Officer was noted. Cllr. Eggar suggested contacting Rachel Gilmour MP or Somerset Council.</p>	Clerk to arrange.



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Minute		Action
267/0325	<p>Tree Preservation Order (TPO) at Cleeve Park</p> <p>Cllrs. Smith, Williams, Stabb and Gannon had met with Somerset Council’s Arboricultural Officer. To amend the Tree Preservation Order (TPO), the current order would first need to be revoked, a survey conducted, and residents consulted. There was concern that residents might remove trees whilst the process was ongoing. There is no guarantee that a new TPO will be issued.</p> <p>The current TPO does not prevent residents from giving notice to the Arboricultural Officer and carrying out emergency maintenance. In the circumstances, it was resolved to take no further action.</p>	
268/0325	<p>Great British Spring Clean</p> <p>There was no update in Cllr Hunt’s absence.</p>	
269/0325	<p>Local Government</p> <p>No Somerset Councillors were present to report.</p> <p>At the LCN Highways Sub-Group, Cllr Williams spoke to a representative from Somerset Council Highways team about upgrading the road markings in Old Cleeve to deter speeding.</p>	
270/0325	<p>Meeting with Avon and Somerset Police</p> <p>Cllr. Williams gave an update on the presentation and subsequent question and answer session by PC Dan Cox at the LCN Highways Sub-Group. The Traffic Police are concentrating their resources on preventing driving whilst impaired (drink, drugs, mobile phone use) which is prevalent in the area. The speeding in Old Cleeve evidenced by the Speed Indicator Device is not a current priority and no targeted enforcement action should be expected. Mobile Speed Cameras will be concentrated on the main roads where they have proved effective. The public is encouraged to share dashcam footage of dangerous driving with the police via their website.</p>	
271/0325	<p>Public participation</p> <p>There were no members of the public present.</p>	
272/0325	<p>Polices</p> <p>It was unanimously resolved to adopt the Equality and Diversity Policy and Safeguarding Policy.</p> <p>Proposed: Cllr. Williams. Seconded: Cllrs. Beaver (Equality and Diversity Policy) and Baker (Safeguarding Policy).</p>	Clerk to add to the website



OLD CLEEVE PARISH COUNCIL

Minute		Action												
273/0325	<p>Orchard View, Rodhuish, Minehead, Having declared an interest, Cllr. Gaskin left the meeting.</p> <p>It was unanimously resolved to maintain the Council’s objection to the use of a Shepherd’s Hut for residential purposes, together with works to adjacent agricultural barn, for the reasons previously given.</p> <p>Proposed: Cllr. Williams. Seconded: Cllr. Eggar.</p>	Clerk to submit response.												
274/0325	<p>Bank Reconciliation Statement Cllr. Gaskin rejoined the meeting.</p> <p>Cllr. Stabb was appointed to sign the statement.</p>	Cllr Stabb to sign the statement												
275/0325	<p>Expenditure against budget The Report was noted, all exceptional items had previously been reported.</p>													
276/0325	<p>Payments made since the previous meeting The following payments were verified as in line with the authority granted on 20 May 2024 and the powers granted to the Parish Council by S111 Local Government Act 1972:</p> <table border="1" data-bbox="305 1104 1255 1293"> <thead> <tr> <th>Payee</th> <th>Description</th> <th>Amount £</th> </tr> </thead> <tbody> <tr> <td>A Johnson</td> <td>Salary & Homeworking allowance February 2025</td> <td>876.01</td> </tr> <tr> <td>Peninsula Pensions</td> <td>Pension Contributions</td> <td>237.41</td> </tr> <tr> <td>HMRC</td> <td>Employer NIC February 2025</td> <td>36.08</td> </tr> </tbody> </table> <p>A payment of £2,500 to Minehead Eye was verified as in line with the Service Level Agreement with Roadwater Youth Club dated 26 February 2025 and the powers granted to the Parish Council by S19 Local Government (Miscellaneous Provisions) Act 1976.</p> <p>A payment of £75 to West Monkton Parish Council was verified as in line with the resolution of the meeting on 17 February 2025 and the powers granted to the Parish Council by S137 Local Government Act 1972.</p>	Payee	Description	Amount £	A Johnson	Salary & Homeworking allowance February 2025	876.01	Peninsula Pensions	Pension Contributions	237.41	HMRC	Employer NIC February 2025	36.08	
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OLD CLEEVE PARISH COUNCIL

Minute		Action																		
277/0325	<p>Payments for authorisation</p> <p>It was unanimously resolved to make the following payment under the powers granted to the Parish Council by S111 Local Government Act 1972:</p> <p>Proposed: Cllr Gaskin. Seconded: Cllr Baker.</p> <table border="1" data-bbox="305 451 1255 663"> <thead> <tr> <th>Payee</th> <th>Description</th> <th>Amount £</th> </tr> </thead> <tbody> <tr> <td>SSE Energy</td> <td>Electricity- closing statement</td> <td>151.21</td> </tr> <tr> <td>SALC</td> <td>Councillor Training</td> <td>30.00</td> </tr> <tr> <td>A Johnson</td> <td>Mileage</td> <td>7.20</td> </tr> <tr> <td>A Johnson</td> <td>Batteries for defibrillator</td> <td>4.95</td> </tr> <tr> <td>Dan Stone Accountancy</td> <td>Payroll Services</td> <td>360.00</td> </tr> </tbody> </table>	Payee	Description	Amount £	SSE Energy	Electricity- closing statement	151.21	SALC	Councillor Training	30.00	A Johnson	Mileage	7.20	A Johnson	Batteries for defibrillator	4.95	Dan Stone Accountancy	Payroll Services	360.00	Clerk to arrange payments.
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278/0325	<p>Noticeboards</p> <p>It was unanimously resolved:</p> <ul style="list-style-type: none"> not to replace the noticeboards at Chapel Cleeve and Old Cleeve at the current time to remove the current noticeboard at the Post Office in Washford and replace it with a smaller lockable noticeboard solely for use by the Parish Council. The Postmaster will consider providing a separate noticeboard for public use to add a small lockable noticeboard solely for use by the Parish Council to Washford Memorial Hall in addition to the noticeboard already in place. <p>Proposed: Cllr. Stabb. Seconded: Cllr. Baker.</p>	Clerk to arrange the purchase of noticeboards, at a cost of no more than £500.																		
279/0325	<p>Washford Recreation Ground</p> <p>Cllrs De’Ath and Beaver have met potential suppliers on site and hoped to be in a position for the Working Group to meet and make a recommendation at the April meeting for</p> <ul style="list-style-type: none"> The purchase of new equipment to be funded through S106 monies; and The refurbishment of existing equipment to be funded through grant monies. <p>The new goals posts are in place, with the nets available on request.</p> <p>Cllr Dutton has prepared technical drawings have been prepared for the repairs to the MUGA fencing.</p> <p>The poor condition of the MUGA surface was noted. Historically, it had been suggested that a binding agent could be laid to improve this.</p>	<p>Working Group to meet and agree recommendation.</p> <p>Clerk to place note on website about nets</p> <p>Cllr Dutton to seek quotes for MUGA repairs, supported by the Clerk.</p> <p>Clerk to investigate binding agents for MUGA..</p>																		



OLD CLEEVE PARISH COUNCIL

Minute		Action
280/0325	Annual Parish Meeting It was proposed that invitations were extended to Dan Cox (Avon and Somerset police) and Rachel Gilmour MP and Cllr Marcus Kravis (Somerset Councillor).	Clerk to arrange and to ascertain the availability of the Lysaght Hall.
281/0325	Matters For Information only <ul style="list-style-type: none">• The Clerk's Report was noted.• Cllr Gaskin has trees and hedging available for planting at Puthills Copse.• The recent roadworks in Roadwater have obliterated the road markings.	
282/0325	Closing The Chairman thanked all councillors for their contributions, confirmed the date of the next meeting and declared the meeting closed at 8.12pm.	

Signed.....

Dated: 14 April 2025



SALC MEMBERSHIP 2025

Introduction

1. The parish council's total budget for all membership subscriptions in the current financial year (including SALC/NALC, SLCC, Exmoor Society, and the Flood Group) is £700.
2. The Somerset Association of Local Councils (SALC) has raised its fee for 2025 to £760.61, a significant 50% increase on the 2024 fee of £500.07.
3. There is no requirement for the parish council to be a member of SALC; therefore, this increase requires careful consideration regarding value for money.
4. This paper compares 3 options (see attached sheet):
 - No membership of a support organisation
 - Membership of SALC
 - Membership of an alternative support organisation - Norfolk Parish Training and Support (NPTS)

Key points for consideration

5. SALC provides products and services that offer value to the parish council and help mitigate legal risk. However, the substantial fee increase from SALC raises the question of whether the value of the service is commensurate with the cost, particularly given the limited use the parish council makes of its services.
6. If the council were to leave SALC and not join an equivalent organisation, the need to source training and draft documents will impact on the Clerk's time, although this is not expected to be significant. The main impact on the parish council of leaving SALC and not joining an equivalent organisation, would arise if advice was needed and had to be sourced on the open market. However, both SALC and NPTS also charge for specialist advice.
7. SALC does represent parish councils in interactions with Somerset Council. For instance, a representative attends the LCN. However, there is no guarantee that SALC's presence at the meetings will continue, although the latter is more likely if membership of SALC remains strong.
8. Similar services and training to those provided by SALC are available from NPTS at a reduced membership fee. Training courses are more expensive, but overall, the cost is still likely to be lower than SALC. NPTS is unlikely, however, to be as intimately familiar with the particular issues and pressures facing Somerset.



SALC MEMBERSHIP 2025

Option 1 - No membership

Advantages

- No subscription fee

Disadvantages

- Any specialist advice required would need to be sourced on the open market
- Any training required would need to be sourced on the open market, and costs will generally be higher. For example, Norfolk PTS charges 20% more for non-members
- Bespoke policies and documents would need to be prepared in-house, placing the responsibility on councillors to ensure legal compliance or sourced externally at a cost
- Sourcing training and drafting documents will have a time resource impact and may result in other tasks not being completed and/or additional hours being worked.

Option 2 – Membership of SALC

Advantages

- Access to advice services
- Access to a range of specialist information
- Training (primarily online). Average £25 - £35 per course
- Limited face to face training
- Access to NALC resources
- Familiar with local issues

Disadvantages

- Subscription fee of £760.61
- Free advice is limited in scope
- Specialist advice is on a costed basis
- Feedback from attendees has been variable, with some expressing concerns about relevance and delivery
- NALC model documents are one-size-fits-all and often unwieldy. NALC website is difficult to navigate

Option 3 - Norfolk Parish Training and Support

Advantages

- Access to advice services
- Access to a range of specialist information
- Training – primarily online
- Access to NALC equivalent resources, tailored to differing council sizes

Disadvantages

- Subscription fee of £447.50
- Free advice is limited in scope
- Specialist advice is on a costed basis
- Average costs are £35 - £50 per course
- Face to face training impractical due to distance
- Lack of familiarity with local issues



OLD CLEEVE PARISH COUNCIL

RISK MANAGEMENT POLICY & RISK REGISTER

Reviewed and agreed on 14 April 2025

What is Risk Management?

Risk is a threat that an event or action will adversely affect the council's ability to achieve its objectives, implement its strategies and provide its services.

Risk management is the process by which risks are identified, evaluated, addressed, and reviewed. The council recognises that it has a responsibility to take all reasonable and practical measures to safeguard its employees, the people it works with and provides services for; and to protect the natural and built environments for which it is responsible.

The council is aware that some risks cannot be eliminated fully and has in place a strategy that provides a structured, systematic and focused approach to managing risk and including where necessary, the introduction of internal controls and/or appropriate use of insurance cover.

Objectives

The objectives of the risk management policy are to:

- Integrate risk management into the culture of the council.
- Manage risk in accordance with best practice and legislative requirements.
- Minimise loss, disruption, injury and damages.
- Inform policy and operational decisions by identifying risks and their likely impact.
- Raise awareness of the need for risk management

These objectives will be achieved by:

- Identification of risk
- Undertaking risk assessments
- Managing the risk and recording actions
- Incorporating risk management considerations into council processes
- Providing appropriate training
- Establishing clear roles, responsibilities and reporting lines

Risk Register

The risks the council faces are identified, assessed and recorded on the following risk register and will be reviewed by the council not less than annually.

The risk register enables the parish council to assess the risks that it faces and confirm that it has taken appropriate steps to manage those risks.

The risks are identified, described and evaluated according to the risk they present if no controls are applied, the controls in place and the level of risk that remains with the controls in place.

	Risk	Uncontrolled Risk	Controls	Controlled Risk
Physical Assets	Injury to third parties Deterioration of asset	Medium	Assets checked visually on a regular basis Play equipment and MUGA inspected annually professionally Repairs carried out promptly when identified Ground maintenance work carried out professionally Bus shelter cleaning carried out professionally Insurance in place and reviewed annually	Low
	Damage to premises	Medium	Contracts entered into in relation to two of the defibrillators	Low
Banking	Inadequate controls Bank mistakes Loss Charges	High	All monies held in accounts at Unity Trust Bank, regulated by the FCA Precept and grants paid by BACS direct to bank account Monthly bank reconciliations reviewed by Council Bank reconciliations signed by member of Finance Committee	Low
	Records are wrongly destroyed	Low	Historical records stored at Somerset Heritage Centre Digital copies in cloud based software Paper records stored in locked metal fireproof filing cabinet	Low
Records	Records are inaccessible	Medium	Chair holds copy of passwords	Low
	Failure to budget appropriately	High	Draft detailed budget prepared by Finance Committee and ratified by full council Precept is recommended by Finance Committee and agreed by full Council Reserve levels are reviewed by the Finance Committee and ratified by full Council. Budget continuously monitored and reported monthly Independent internal and external audits take place	Low
Budget	Failure to claim VAT	Low	VAT payments and claims calculated annually by RFO	
	Incorrect or unauthorised payments made	High	Two Member signatories required All payments minuted in full and cross referenced to invoices RFO has been appointed External payroll company appointed Other payments to employees and officers governed by Expenses Policy	Low
Compliance	Meetings are not lawful	Low	Appointment of Clerk membership of NALC, SALC and SLCC	Low
	Data Protection	Low	GDPR data protection rules followed Privacy statement in place	Low
Councillors	Lack of propriety	Low	All Councillors agreed to abide by Code of Conduct All Councillors submit Register of Interests to Somerset Council	Low
	Loss of councillors	Medium	Vacancies are actively promoted	Low
	Lack of skills	Low	New councillors receive training	Low
Somerset Council	Services not provided	High	Monitoring watch being maintained	Medium
Governance	Inadequate internal oversight	Medium	Financial Regulations have been adopted and are regularly reviewed RFO has been appointed Financial Risk Assessment is reviewed annually by the Finance Committee and ratified by full Council.	Low
	Inadequate external oversight	Medium	Independent internal and external audits undertaken The RFO ensures that external audit deadlines are met and notices published	Low Medium
Grants	Not following the Grants Policy	Medium	Grants are budgeted for Grants Policy reviewed annually Grants reviewed by Finance Committee and ratified by full Council.	Low
Best Value	Services are overpriced	Medium	Financial Regulations specify how many quotes are required. All estimates/quotes are reviewed and approved by full Council. All orders for goods and services are submitted by the Clerk	Low

Summary of Receipts and Payments

Income

Code	Title	Receipts		
		Budgeted	Actual	Variance
12	Precept	37,000.00	37,000.00	
30	Interest		2,454.12	2,454.12
SUB TOTAL		37,000.00	39,454.12	2,454.12

Administration

Code	Title	Budgeted	Payments		
			Actual	Variance	
4	Homeworking allowance	312.00	286.00	26.00	8%
7	Insurance	600.00	748.32	-148.32	-24%
8	Member Subscriptions	700.00	724.79	-24.79	-3%
9	Election fees	100.00		100.00	100%
10	Audit fees	300.00	260.00	40.00	13%
11	Training	1,200.00	428.75	771.25	64%
14	Hall hire	600.00	241.00	359.00	59%
41	Expenses	100.00	172.89	-72.89	-72%
47	Defibrillator Consumables	400.00	257.92	142.08	35%
48	Bank service charge	100.00	71.40	28.60	28%
51	Personnel Costs	12,688.00	10,636.80	2,051.20	16%
52	Administration and Technology	1,500.00	738.72	761.28	50%
55	Freedom of the Parish Award c		135.50	-135.50	
SUB TOTAL		18,600.00	15,002.09	3,597.91	

Assets: maintenance

Code	Title	Budgeted	Payments		
			Actual	Variance	
18	Bus shelter cleaning and maint	1,000.00	950.00	50.00	5%
32	War Memorial	200.00	78.90	121.10	60%
35	Sand Stores and Sheds	100.00	96.95	3.05	3%
40	Grounds Maintenance and elec	3,000.00	2,541.52	458.48	15%
57	Emergency Blood Kits		796.00	-796.00	
SUB TOTAL		4,300.00	4,463.37		

Earmarked funds

Code	Title	Budgeted	Payments		
			Actual	Variance	
27	Washford Recreational Ground	4,000.00		4,000.00	100%
28	Bus shelter replacement	300.00		300.00	100%
33	Defibrillator	200.00		200.00	100%
56	Puthills Copse		1,200.00	-1,200.00	
SUB TOTAL		4,500.00	1,200.00		(100%)

Community facilities suppo

Code	Title	Budgeted	Payments		
			Actual	Variance	
26	Blue Anchor Toilets	3,600.00	3,600.00		0%
53	Recreational support	2,000.00	2,500.00	-500.00	-25%
SUB TOTAL		5,600.00	6,100.00		

Donations and support (S1)

Code	Title	Budgeted	Payments		
			Actual	Variance	
25	Donations fund	4,000.00	2,109.49	1,890.51	47%
SUB TOTAL		4,000.00	2,109.49		

Summary

NET TOTAL	37,000.00	39,454.12	2,454.12	37,000.00	28,874.95
V.A.T.		416.09			599.82
GROSS TOTAL		39,870.21			29,474.77



OLD CLEEVE PARISH COUNCIL

Schedule of Payments

Payments previously authorised

Payee	Description	£	Power to pay
A Johnson	Salary & Homeworking allowance March 2025	685.49	S111 Local Government Act 1972
Peninsula Pensions	Pension Contributions	184.20	
MH Goals	Goalposts and nets	2628.48	S19 Local Government (Misc Provisions) Act 1976
Street Solutions	Men at Work signs	84.97	Health and Safety at Work Act 1974

Payments to be authorised 14 April 2025

Payee	Description	£	Power to pay
SALC	Councillor Training - Cllr De'Ath	25.00	S111 Local Government Act 1972
	Councillor Training – Cllr Scofield	40.00	
	Membership Subscription 2025	760.61	
A Johnson	Mileage	7.20	S111 Local Government Act 1972
	Postage	3.50	
Exmoor Society	Membership Subscription	25.00	S142 Local Government Act 1972

Total payments to be authorised: £861.31



CLERK'S REPORT MARCH 2025

1. Planning Applications – awaiting decision

3/26/24/009 Chapel Cleeve Manor, Cleeve Park, Old Cleeve

3/26/24/010 Land north of Huish Lane, Washford

APP/W3330/W/24/3353593 Chapel Cleeve Manor, Cleeve Park, Old Cleeve

2. Washford Recreation Ground

Following reports of anti-social behaviour, including fires, graffiti and damage to play equipment, the police have agreed to increase their patrols.

3. Internal Audit Report

The year end accounts have concluded, and the internal audit is underway.

4. S137

Section 137 of the Act allows parish councils to incur expenditures for purposes that benefit their communities when no specific statutory power is available. The Ministry of Housing, Communities and Local Government has confirmed the Section 137 expenditure limit for the 2025/26 financial year is £11.10 per elector - up from £10.81 in 2024/25. The increase reflects the percentage rise in the retail price index between September 2023 and September 2024, in accordance with Schedule 12B of the Local Government Act 1972.

5. Validation Checklist

For a planning application to be considered valid, it must contain all the information necessary for the planning authority to make a fair decision. Following consultation, Somerset Council has introduced a new Local Validation Checklist (published 1 April 2025) providing guidance to help applicants submit the necessary supporting information to register a valid planning application. The checklist reflects both the national guidance on the validation of applications and the local requirements to meet adopted Local Plan policies. A copy of the Checklist is available on the Council's website.