



# OLD CLEEVE PARISH COUNCIL NOTICE OF THE NEXT COUNCIL MEETING

11 February 2025

**Members of Old Cleeve Parish Council**, you are hereby summoned to a meeting to be held at 7.00pm on Monday 17 February 2025 at Church Rooms, Old Cleeve 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](mailto:clerk@oldcleeveparishcouncil.gov.uk)

## AGENDA

1. **To note the resignation of Cllr. Ensor**
2. **To note apologies for absence and approve reason, where appropriate**
3. **Declarations of Interest/Dispensations in respect of matters on the agenda at this meeting**
4. **To sign as a correct record the minutes of the meeting held on 20 January 2025**
5. **Matters arising from the meeting held on 20 January 2025:**
  - a. National & Commonwealth WW1 Memorial: to agree the plaque wording
  - b. Chapel Cleeve noticeboard: to consider taking responsibility/ownership
  - c. Goalposts: to resolve to purchase and agree any actions
6. **Local Government and Policing**
  - a. Somerset Council Councillors – for verbal report only
  - b. To **ratify** the Parish Council's endorsement of a letter sent to Somerset Council objecting to the decision to remove 'face to face' service from West Somerset House, Williton
  - c. To discuss Somerset Council's online issue reporting portal and agree any actions
7. **Public participation**
8. **Highways:**
  - a. To **note** the data from the Speed Indicator Device and **agree** any actions
  - b. To **note** the next location of the Speed Indicator Device and **agree** any actions
  - c. To **resolve** to purchase 2 "Men at Work" signs for use when moving the SID for £25.12 each
  - d. To **consider** other speeding and anti-social driving issues in the parish and **agree** any actions.
9. To **review** and adopt the following:
  - a. Internal Controls
  - b. Standing orders (no change recommended)
  - c. Asset Register



# OLD CLEEVE PARISH COUNCIL NOTICE OF THE NEXT COUNCIL MEETING

**10. Planning:** to **agree** a response to the following Planning Applications

Number	Location	Proposal
3/26/25/001	Land to the West of The Old Post Office, Washford	Application for Outline Planning with all matters reserved, except for access, for the erection of 1 No. detached dwelling
6/26/24/006	Land at Chidgley Cottage - x:304746, y:136543, Chidgley, Watchet	Proposed erection of 1no 1 bed replacement dwelling, detached garage & plant room together with change of use of land to residential.

**11. Finance**

- a. To **note** the Bank Reconciliation on 31 January 2025 and agree that the Chair of the Finance Committee should sign.
- b. To **note** expenditure against budget on 31 January 2025
- c. To verify the payments made since 20 January 2025 and resolve to make the payments shown on the schedule
- d. To approve the payment of overtime to the Clerk for 13 additional hours worked in January.
- e. To approve the appointment of Mr. R Young as internal auditor.

**12. Somerset Rivers Authority:** to consider applying for a Community Flood Action grant and agree any actions

**13. Blue Anchor**

- a. To **consider** the request from Carhampton Parish Council in relation to placing signs on the seawall and **agree** any actions.
- b. To **consider** replacing the defibrillator cabinet with a corrosion proof unit and **agree** any actions.

**14. Cleeve Park:** To **consider** asking Somerset Council to review the Tree Preservation Order

**15. Washford Recreation Ground Working Group** – to **receive** a verbal update

**16. Great British Spring Clean** (21 March - 6 April): to **consider** taking part in the and **agree** any actions

**17. Items for information only or future agendas**

Clerk's Report – for information

For March agenda: Belle Vue - to agree next steps  
Data Retention and Deletion Policy

**Date and venue of next meeting** – To be held at 7pm on Monday 17 March 2025 at Washford Memorial Hall.



# OLD CLEEVE PARISH COUNCIL

## MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 20 JANUARY 2025 at 7PM AT ROADWATER VILLAGE HALL.

**Present:** Cllr Williams (Chairman), Cllr Ensor (Vice Chairman), Cllr Gaskin, Cllr Beaver, Cllr Eggar, Cllr Stabb, Cllr Gannon, Cllr Johnson-Smith (from 7.02pm), Cllr De’Ath, Cllr Smith

**In attendance:** Andrea Johnson (Clerk)

**Absent:** Cllrs Dutton, Hunt, and Baker

Minute	Action
<p>192/0125 <b>Absences</b></p> <p>Apologies for absence were received from Cllrs Dutton, Hunt, and Baker.</p>	
<p>193/0125 <b>Declarations of Interest</b></p> <p>As a resident of Cleeve Park, Cllr Smith declared a non-pecuniary interest in the appeal which had been submitted to the Planning Inspectorate for the retention of works already undertaken at Chapel Cleeve Manor.</p> <p>Cllr Johnson-Smith joined the meeting.</p>	
<p>194/0125 <b>Minutes of the meeting on 9 December 2024</b></p> <p>It was unanimously <b>resolved</b> by those Councillors present who had attended the meeting of the Parish Council on 9 December 2024 that the Chair should sign the minutes as a correct record. Proposed Cllr Gaskin, seconded Cllr Eggar.</p>	Chair
<p>195/0125 <b>Matters Arising</b></p> <p>It was <b>noted</b> that a Freedom of Information Request had been made, but Somerset Council had been unable to provide the cost of the Validation Checklist consultation. Cllr Gannon stated that he had yet to receive an acknowledgement or response to his submission to the consultation.</p> <p>It was resolved that the Clerk should maintain a record of all requests submitted to Somerset Council for assistance or information, specifically noting those instances where the responses provided are unhelpful or no response is given.</p>	Clerk
<p>196/0125 <b>Local Government</b></p> <p>Councillors expressed their disappointment that there were no Somerset Councillors present to provide a report.</p>	



# OLD CLEEVE PARISH COUNCIL

Minute	Action
<p>197/0125    <b>Local Community Network (LCN)</b></p> <p>Cllr Williams provided a verbal report on the two recent LCN meetings he had attended. The proposed reduction in the number of Somerset councillors was noted. A police representative is due to attend the next Minehead and Watchet LCN Highways subgroup, which may provide an opportunity to discuss concerns about speeding in Old Cleeve.</p>	
<p>198/0125    <b>Police</b></p> <p>The Report on the website was noted.</p>	
<p>199/0125    <b>Public participation</b></p> <p>No members of the public were present.</p>	
<p>200/0125    <b>Power failures in Roadwater</b></p> <p>Several residents had contacted the Parish Council concerned that the failure of the local mobile power mast during storm Darragh which, coupled with the failure of the electricity supply, had left residents in Roadwater without communications for a significant period.</p> <p>Councillors agreed that an Uninterruptible Power Supply (UPS) was required for the power mast in order to maintain reliability and protect the equipment in critical or high-risk scenarios. Following a proposal by Cllr Gaskin, seconded by Cllr Eggar, it was unanimously <b>resolved</b> to contact the Resilience Officer at Avon &amp; Somerset Police for support. Cllr Eggar will provide the Clerk with the relevant contact details. If a satisfactory response is not received, consideration will be given to escalating the matter through other channels.</p>	Cllr Eggar Clerk
<p>201/0125    <b>Asset Management Policy</b></p> <p>The Asset Management Policy was reviewed. Following a proposal by Cllr Stabb, seconded by Cllr Gannon, it was unanimously resolved to amend the policy to introduce a de minimis threshold of £150 – except for assets such as land which have been acquired at a nominal £1 value.</p> <p>It was noted that one of the assets is a projector, which is held by Cllr Gannon and loaned out at no cost to local organisations. It was suggested that the availability of the projector should be made more widely known.</p>	Clerk
<p>202/0125    <b>Nursery Cottage, Roadwater</b></p> <p>Planning application 6/26/24/007 for the proposed replacement of windows and front door at Nursery Cottage, Roadwater was discussed. Following a proposal by Cllr Johnson-Smith, seconded by Cllr Ensor, it was unanimously <b>resolved</b> to respond confirming that councillors had no objection to the proposal.</p>	Clerk



# OLD CLEEVE PARISH COUNCIL

Minute	Action
203/0125 <b>River Cottage, Lower Bilbrook Lane, Old Cleeve</b> Planning applications 3/26/24/011 and 3/26/24/012 for the Installation of flue to chimney stack with the addition of a 900mm terracotta pot to raise the total height of the chimney at River Cottage, Lower Bilbrook Lane, Old Cleeve were discussed. Following a proposal by Cllr Eggar, seconded by Cllr Stabb, it was unanimously <b>resolved</b> to support the proposal, there being no material planning reasons not to do so.	Clerk
204/0125 <b>Old Nursery development in Washford</b> The response from Somerset Council was noted. The sign on the footpath has been amended to clarify that use is permissive.	
205/0125 <b>Planning request</b> The councillors <b>noted</b> the request from a parishioner for the Council to make enquiries of a resident about a potential planning breach. It was unanimously agreed that it would be inappropriate to do so.	
206/0125 <b>Chapel Cleeve Manor, Cleeve Park</b> The councillors <b>noted</b> that an appeal had been submitted to the Planning Inspectorate in respect of the erection of woven hazel fences to the north of the access drive (retention of works already undertaken) at Chapel Cleeve Manor, Cleeve Park. Following discussion, Councillors concluded that they had nothing to add to their previous comments.	
207/0125 <b>Finance Committee</b> The draft minutes of the Finance Committee held on 7 January 2025 were <b>noted</b> .	
208/0125 <b>Precept</b> Following a proposal by Cllr Williams, seconded by Cllr Gannon, it was unanimously <b>resolved</b> to claim a precept of £44,750 from Somerset Council as recommended by the Finance Committee.	Clerk
209/0125 <b>Reserves Policy</b> Following a proposal by Cllr Stabb, seconded by Cllr Gaskin, it was unanimously resolved to re-adopt the Reserves Policy without amendment as recommended by the Finance Committee.	Clerk
210/0125 <b>Earmarked reserves</b> The need to ensure that the earmarked reserves remain appropriate was noted. Following a proposal by Cllr Williams, seconded by Cllr Ensor, it was unanimously <b>resolved</b> to make the changes recommended by the Finance Committee.	



# OLD CLEEVE PARISH COUNCIL

Minute		Action																											
211/0125	<p><b>War Memorial</b></p> <p>It was <b>noted</b> that there was a fallen tree on the verge below the War Memorial, together with a road sign originally used to mark a road closure. Cllr Smith is to provide a photograph of the orphaned sign and together with Cllr Williams will report it to Somerset Council.</p>	Cllr Smith Cllr Williams																											
212/0125	<p><b>Bank Reconciliation Statement</b></p> <p>Following a proposal by Cllr Gannon, seconded by Cllr Beaver, it was unanimously <b>resolved</b> that the Chair of the Finance Committee should sign the statement.</p>	Cllr Ensor																											
213/0125	<p><b>Expenditure against budget</b></p> <p>The Report was <b>noted</b>, all exceptional items had previously been reported.</p>																												
214/0125	<p><b>Payments made since the previous meeting</b></p> <p>The following payments, made since the previous meeting, were <b>verified</b> 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 and the Local Government (Miscellaneous Provisions) Act 1953:</p> <table border="1" data-bbox="268 1120 1295 1518"> <thead> <tr> <th style="background-color: #d9ead3;">Payee</th> <th style="background-color: #d9ead3;">Description</th> <th style="background-color: #d9ead3;">£</th> </tr> </thead> <tbody> <tr> <td>A Johnson</td> <td>Salary – December 2024</td> <td>659.49</td> </tr> <tr> <td></td> <td>Home Working Allowance</td> <td>26.00</td> </tr> <tr> <td></td> <td></td> <td>685.49</td> </tr> <tr> <td>Peninsula Pensions</td> <td>Pension Contributions – employer December 2024</td> <td>153.84</td> </tr> <tr> <td></td> <td>Pension Contributions – employee December 2024</td> <td>30.36</td> </tr> <tr> <td></td> <td></td> <td>184.20</td> </tr> <tr> <td>HMRC</td> <td>Employer NIC December 2024</td> <td>17.98</td> </tr> <tr> <td>Tyron Barrett</td> <td>Bus shelter cleaning</td> <td>75.00</td> </tr> </tbody> </table>	Payee	Description	£	A Johnson	Salary – December 2024	659.49		Home Working Allowance	26.00			685.49	Peninsula Pensions	Pension Contributions – employer December 2024	153.84		Pension Contributions – employee December 2024	30.36			184.20	HMRC	Employer NIC December 2024	17.98	Tyron Barrett	Bus shelter cleaning	75.00	
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215/0125	<p><b>Payments for authorisation</b></p> <p>Following a proposal by Cllr Eggar, seconded by Cllr Gannon, it was unanimously <b>resolved</b> to make the following payment under the powers granted to the Parish Council by S111 Local Government Act 1972 and the Open Spaces Act 1906:</p> <table border="1" data-bbox="268 1787 1279 2063"> <thead> <tr> <th style="background-color: #d9ead3;">Payee</th> <th style="background-color: #d9ead3;">Description</th> <th style="background-color: #d9ead3;">£</th> </tr> </thead> <tbody> <tr> <td>S Eggar</td> <td>Travel expenses</td> <td>30.60</td> </tr> <tr> <td>SALC</td> <td>7 x Code of Conduct training</td> <td>143.75</td> </tr> <tr> <td>A Johnson</td> <td>Mileage</td> <td>18.81</td> </tr> <tr> <td></td> <td>Microsoft subscription renewal</td> <td>201.46</td> </tr> <tr> <td></td> <td></td> <td>220.27</td> </tr> </tbody> </table>	Payee	Description	£	S Eggar	Travel expenses	30.60	SALC	7 x Code of Conduct training	143.75	A Johnson	Mileage	18.81		Microsoft subscription renewal	201.46			220.27	Clerk									
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# OLD CLEEVE PARISH COUNCIL

Minute	Action
<p>216/0125 <b>Trees at Washford Recreation Ground</b></p> <p>It was <b>noted</b> that tree branches from neighbouring properties are overhanging the Recreation Ground. Following a proposal by Cllr Williams, seconded by Cllr Beaver, it was unanimously <b>resolved</b> to write to the adjoining landowners whose gardens back onto the Recreation Ground asking them to trim the overhanging tree branches before the start of the bird nesting season.</p> <p>It was <b>reported</b> that the fence at the bungalow bordering the Recreation Ground had recently been replaced and the remains of the old fence have been left on the Recreation Ground. The Clerk will contact the owner of the bungalow to ask for this to be removed.</p> <p>It was also noted that along the river there are several saplings which need cutting back or removing. Following a proposal by Cllr Williams, seconded by Cllr Ensor, it was unanimously <b>resolved</b> to seek quotes to cleanse the area.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>217/0125 <b>Washford Recreation Ground Working Group</b></p> <p>Cllr Ensor confirmed that a quote had now been received for new play equipment, but this did not include any remedial work to the existing swings. The Washford Recreation Ground Working Group was asked to obtain a revised quote including the removal and replacement of the swings, following which further comparative quotes could be sought.</p> <p>A quote had also been obtained for a local contractor for solid wood picnic benches. This is to be included in the proposal from the Working Group.</p> <p>The Working Group recommended that the damaged football goalpost be replaced with a pair of fixed nets measuring 12ft x 6ft (suitable for the age group under sevens to under elevens). Following discussion about the advantages and disadvantages of fixed or portable football goalposts, it was agreed that quotes for both should be obtained.</p>	<p>Washford Recreation Ground Working Group</p>
<p>218/0125 <b>MUGA Repairs</b></p> <p>It was noted that the repairs to the corroded fencing at the MUGA remained outstanding. Following a proposal by Cllr Dutton, seconded by Cllr Eggar, it was unanimously <b>resolved</b> to authorise Cllr Dutton to produce engineering drawings and work with the Clerk to obtain quotes.</p>	<p>Cllr Dutton Clerk</p>
<p>219/0125 <b>Noticeboards</b></p> <p>Following discussion, it was agreed that the new noticeboards should be maintenance free, magnetic and of sufficient size to allow a balance of community and parish council use. The Clerk was asked to obtain quotes to replace the noticeboards at Old Cleeve and Washford Memorial Hall.</p> <p>There was also discussion about replacing the noticeboard at Cleeve Park. Cllr Smith is to provide details to the Clerk so that quotes can be obtained.</p>	<p>Cllr Smith</p>



# OLD CLEEVE PARISH COUNCIL

Minute		Action
220/0125	<p><b>National &amp; Commonwealth WW1 Memorial</b></p> <p>It was noted that the Parish Council had previously declined to contribute to the National &amp; Commonwealth WW1 Memorial because the Parish had its own war memorial. However, it was noted that contributions also go towards the upkeep of the arboretum in which the WW1 memorial sits.</p> <p>Following a proposal by Cllr Stabb, seconded by Cllr Beaver, it was unanimously <b>resolved</b> to purchase a plaque at the National &amp; Commonwealth WW1 Memorial at a cost of £75. Cllr Gaskin agreed to propose some wording for consideration at the next meeting.</p>	Cllr Gaskin
221/0125	<p><b>Check Your Speed signs</b></p> <p>The Check Your Speed signs erected by the police in Old Cleeve were noted. Following a proposal by Cllr Smith it was unanimously <b>resolved</b> to ask the police to erect additional signs in Old Cleeve and Roadwater. If necessary, if the police could supply the signs, residents could put them up themselves.</p>	Clerk
222/0125	<p><b>Roadwater Defibrillator</b></p> <p>It was <b>noted</b> that the current defibrillator cabinet in Roadwater, owned and managed by the Village Trust, is more than 10 years old and is now rusting through. Following a proposal by Cllr Ensor, seconded by Cllr Johnson-Smith, it was unanimously resolved to purchase a replacement cabinet for the Village Trust.</p>	Clerk
223/0125	<p><b>Matters For Information only</b></p> <p>The Clerk’s Report was noted. Somerset Council’s Rights of Way team had requested more information in relation to the proposal to resurface the right of way to Washford Recreation Ground. They had also advised that they would be clearing the fallen tree at Castlemead.</p> <p>Cllr Williams advised that he would not be standing for re-election as Chairman again in May for personal reasons and suggested that councillors begin to consider whether they wish to put themselves forward for election.</p>	
224/0125	<p><b>Matters for the next meeting</b></p> <p>To consider requesting Somerset Council to review the Tree Preservation Order at Cleeve Park.</p>	
225/0125	<p><b>Confidential session</b></p> <p>Following a proposal by Cllr Stabb, seconded by Cllr Eggar, it was unanimously resolved to exclude the press and public from the meeting in view of the confidential and commercially sensitive nature of the business about to be transacted.</p>	



# OLD CLEEVE PARISH COUNCIL

Minute	Action
226/0125 <b>Legal Advice</b> It was noted that the Parish Council is the Trustee of two charities, for the Recreation Ground and the War Memorial respectively. Following a proposal by Cllr Ensor, seconded by Cllr Beaver, it was unanimously <b>resolved</b> to obtain legal advice on certain aspects of the Parish Council’s responsibilities, from Wellers Law Group, at a cost of approximately £500 plus VAT.	
227/0125 <b>Roadwater Youth Club</b> The proposed Service Level Agreement with Roadwater Youth Club was reviewed. Following a proposal by Cllr Ensor, seconded by Cllr Johnson-Smith, it was unanimously <b>resolved</b> to enter into the agreement.	Clerk
228/0125 <b>Insurance Claim</b> No claim was required as the fallen tree had been removed.	
229/0125 <b>Closing</b> The Chairman thanked all councillors for their contributions, confirmed the date of the next meeting and declared the meeting closed at 8:54 pm.	

Signed.....

Dated: 17 February 2025

## 5a Wording for the plaque at the National & Commonwealth WW1 Memorial

1. *To live in the hearts of those we love is to never die.*  
*In memory of the fallen of Old Cleeve Parish*  
  
(79 Characters, 11 spare) (Quote Thomas Campbell)
  
2. *Our debt is immeasurable, our gratitude without end.*  
*In memory of the fallen of Old Cleeve Parish.*  
  
(73 Characters, 16 spare) (original R.Gaskin)
  
3. *For those who gave the gift of tomorrow, our debt is immeasurable.*  
*In memory of the fallen of Old Cleeve Parish.*  
  
(90 Characters) (original R.Gaskin)
  
4. *To those who gave the gift of tomorrow, our gratitude has no end.*  
*In memory of the fallen of Old Cleeve Parish.*  
  
(83 Characters, 7 spare) (original R.Gaskin)
  
5. *When our perils are past, shall our gratitude sleep?*  
*In memory of the fallen of Old Cleeve Parish.*  
  
(80 Characters, 10 spare) (Quote Maya Angelou)
  
6. *To honour and remember the fallen from Old Cleeve Parish who sacrificed their lives for our freedom.*

## 5c Goalposts and nets

	MH Goals			ITSA Goal			Forza		
	Cost	Delivery	Total	Cost	Delivery	Total	Cost	Delivery	Total
Fixed position goals and nets	587.20	75.00	666.20	1424.17	281.25	1705.42			
Wheeled goals and nets	1857.60	140.00	1997.60	2221.08	281.25	2502.33			
Wheeled goals and nets with weights	2050.40	140.00	2140.90	2329.48	281.25	2610.73			

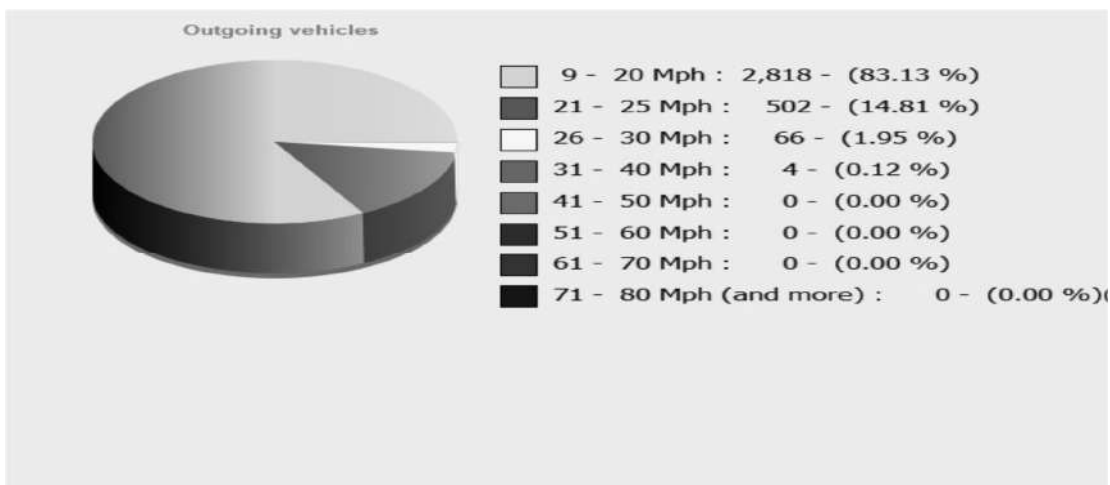
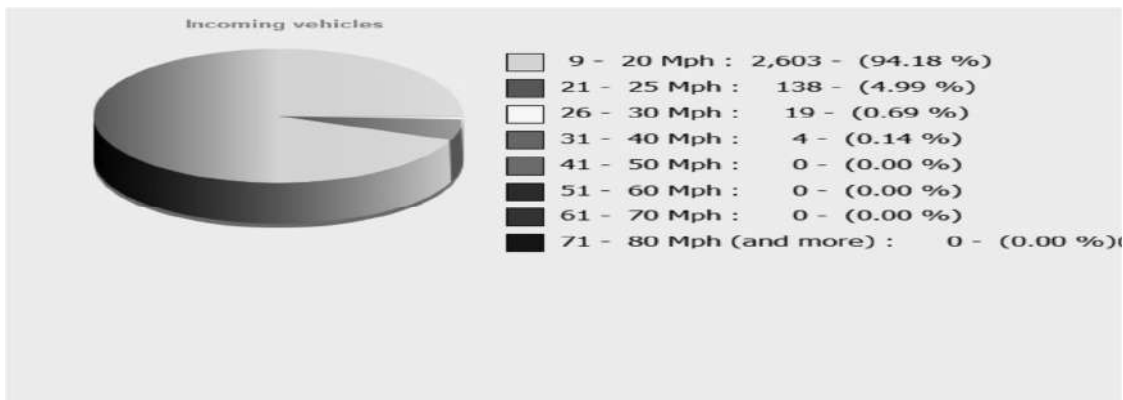


## SID RESULTS

Dates	1 - 29 January 2025
Location	Myrtle Cottage, Old Cleeve

<b>Incoming Traffic – 2764 vehicles</b>	
Average speed	14.88mph
Maximum speed	36mph
V50 The median speed at or below which 50% of vehicles were travelling.	13mph
V85 The speed at or below which 85% of vehicles are travelling. Commonly used to assess whether speeding is an issue.	17mph

<b>Outgoing Traffic – 3390 vehicles</b>	
Average speed	17.01mph
Maximum speed	38mph
V50 The median speed at or below which 50% of vehicles were travelling.	16mph
V85 The speed at or below which 85% of vehicles are travelling. Commonly used to assess whether speeding is an issue.	20mph

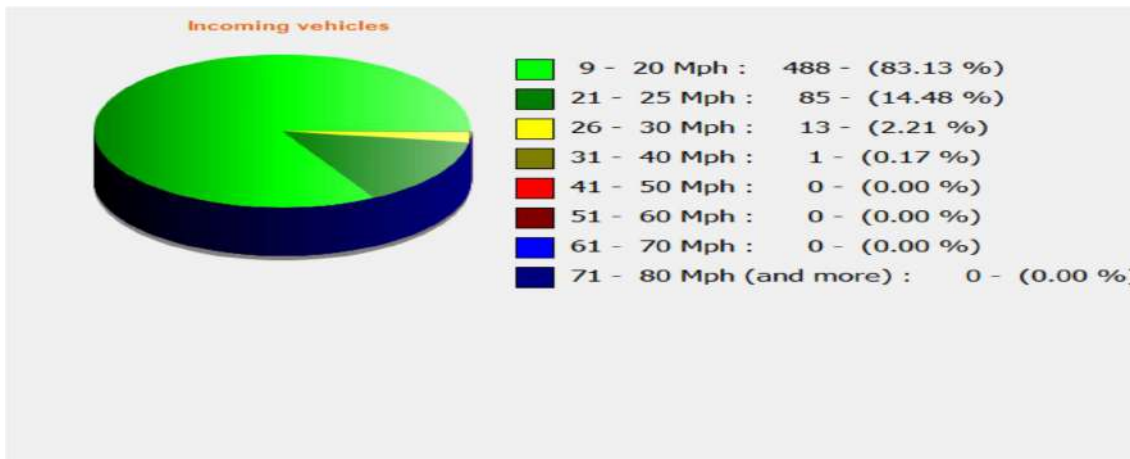
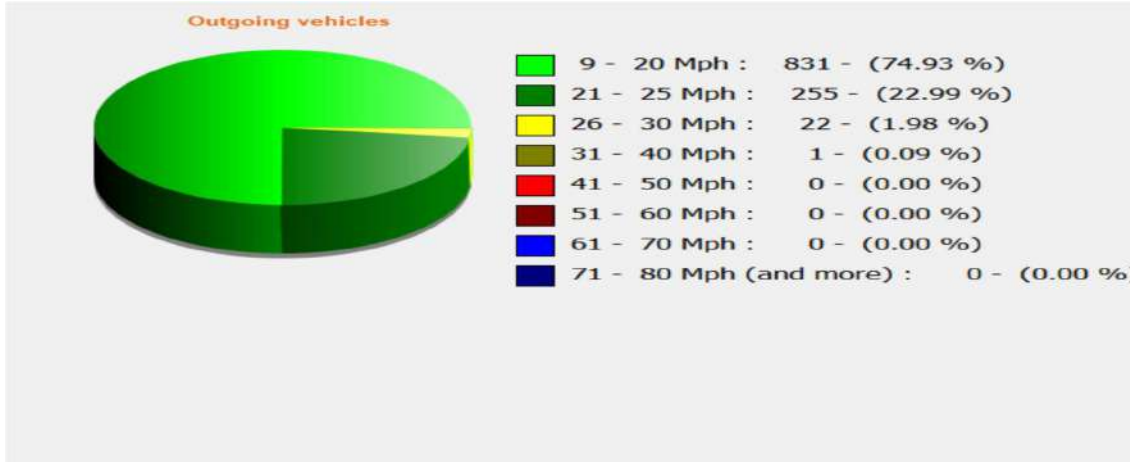




Dates	31 January – 5 February 2025
Location	Myrtle Cottage, Old Cleeve

<b>Incoming Traffic – 587 vehicles</b>	
Average speed	18.26mph
Maximum speed	34mph
V50 The median speed at or below which 50% of vehicles were travelling.	16mph
V85 The speed at or below which 85% of vehicles are travelling. Commonly used to assess whether speeding is an issue.	20mph

<b>Outgoing Traffic – 1109 vehicles</b>	
Average speed	18.97mph
Maximum speed	32mph
V50 The median speed at or below which 50% of vehicles were travelling.	18mph
V85 The speed at or below which 85% of vehicles are travelling. Commonly used to assess whether speeding is an issue.	21mph





# OLD CLEEVE PARISH COUNCIL STATEMENT OF INTERNAL CONTROL AND ANNUAL REVIEW OF EFFECTIVENESS OF INTERNAL CONTROL

The following Statement of Internal Control was considered by Old Cleeve Parish Council at its meeting on 17 February 2025 and approved by the Council as a true statement. Having reviewed the Statement of Internal Control, it was RESOLVED that Old Cleeve Parish Council considers the current system of internal control to be effective.

## 1. Scope of Responsibility

Old Cleeve Parish Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards and that public money is safeguarded and properly accounted for and used economically, efficiently, and effectively. In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions, and which includes arrangements for the management of risk.

## 2. The Purpose of the System of Internal Control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risks of failure to achieve policies, aims and objectives. It can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively, and economically.

## 3. Responsibility for the Internal Control Environment

### a. The Council:

The Council has made and will keep under review Financial Regulations and Standing Orders. The Council's system of Internal Control is ancillary to and underpins the Financial Regulations and Standing Orders but goes beyond their requirements.

The Council has appointed a chairman who is responsible for the smooth running of its meetings and for ensuring that all Council decisions are lawful. The Council reviews its obligations and objectives and budgets at the level of precept required for the following year at its November or December Meeting. The approved annual budget forms the basis of financial control for the ensuing year.

The Council meets twelve times each year.

### b. The Clerk/Responsible Financial Officer:

The Council has appointed a Clerk of the Council who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer (RFO) and is responsible for administering the Council's finances. The Clerk is responsible for the day-to-



## **OLD CLEEVE PARISH COUNCIL STATEMENT OF INTERNAL CONTROL AND ANNUAL REVIEW OF EFFECTIVENESS OF INTERNAL CONTROL**

day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to.

### **c. Councillors:**

Each member must complete a Register of Interest form. Members ensure that any interest is declared at the beginning of the meeting or before the matter is discussed.

A model Code of Conduct has been adopted.

### **d. Internal Audit:**

The Council agrees the appointment of an independent Internal Auditor who reports to the Council on the adequacy of its systems and procedures, internal controls and risk management and its reviews of these matters. The reports of the Internal Auditor are considered at a full council meeting.

### **e. External Audit:**

The Council's External Auditors submit an annual Certificate of Audit which is presented to the Council.

## **4. Financial and Accounting Procedures**

### **a. Financial Regulations**

The Council has adopted financial regulations, based on the model version prepared by NALC/SLCC. The Financial Regulations will be reviewed for continued relevance and amended where necessary by the Council at least biennially. The Financial Regulations list the number of estimates, quotes or full tenders that must be invited depending on the value and nature of the work.

### **b. Payment Signatories:**

Payments are listed and presented at the council meeting and approved by Council. Copy invoices are provided for reference and initialled by the Chair of the Finance Committee.

Two Members of Council must sign every cheque or authorise any online bank payment or transfer. Where payment is made by cheque, the signatories also initial the cheque stubs.

### **c. Payroll:**

The Clerk is paid under PAYE as an employee monthly. All salary payments are presented at the council meeting and approved by Council. The Council has engaged an external payroll provider who ensures that all the necessary payroll returns are made to HMRC.

### **d. Expenses:**

The Council has approved an Expenses Policy to provide clear guidance on the reimbursement of travel, training and out-of-pocket expenses. Requests for reimbursement of monies are listed and presented at the council meeting and approved by Council. Copy receipts for goods or services purchased are provided for



## **OLD CLEEVE PARISH COUNCIL STATEMENT OF INTERNAL CONTROL AND ANNUAL REVIEW OF EFFECTIVENESS OF INTERNAL CONTROL**

reference and initialled by the Chair of the Finance Committee.

### **e. VAT Repayment Claims:**

The RFO ensures that all invoices are addressed to the Council and proper VAT invoices are received where VAT is payable. The RFO maintains a VAT account to show that the correct amount of VAT is reclaimed at least once a year and reconciles the VAT payment when received by BACS payment.

### **f. Income:**

The RFO ensures that the precept received is correct in accordance with the request sent to the Unitary Authority and ensures that the precept payment is received when due.

### **g. Cash Book/Bank Reconciliations**

The cash book is kept electronically on a cloud-based accounts software package. The cash book is reconciled to the bank statement monthly. The bank reconciliation statement is reported to the Council monthly and signed by the Chair of the Finance Committee.

### **h. Budgetary Control**

The RFO ensures that all entries in the cash book are endorsed within the correct budgetary centre. A budget report is reported to the Council monthly.

## **5. Asset Management**

The Council has adopted an Asset Management Policy to ensure that its investments in assets are properly managed, controlled and recorded. The Council's Asset Register is reviewed on an annual basis by the Council. The adequacy of insurance of the Council's assets is considered annually in advance of the insurance renewal.

## **6. Risk Assessments/Risk Management:**

An Asset Inspection Working Party carries out regular risk assessments in respect of its assets. The inspection schedules are updated as required.

**Old Cleeve Parish Council**  
**Fixed Assets and Long Term Investments**

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Bicycle Racks	August 2023	1.00		Washford Recreational G			
Bicycle Racks	August 2023	1.00		Roadwater			
Bus Shelter		2,200.00		A39 Opposite Abbey Roa			
Bus Shelter		2,200.00		A39 Station Road, Washf			
Bus Shelter		2,250.00		A39 Quarry Road, Washf			
Bus Shelter		559.00		Roadwater			
Bus Shelter x 2		4,450.00		Dragon's Cross, Bilbrook			
Defibrillator	November 2021	1,062.00		Blue Anchor Toilets			
Defibrillator	February 2022	1,104.00		Lysaght Hall, Old Cleeve			
Defibrillator	November 2021	1,062.00		Washford Memorial Hall,			
Defibrillator cabinet		624.00		Blue Anchor Toilets			
Defibrillator cabinet		503.00		Lysaght Hall, Old Cleeve			
Defibrillator cabinet	June 2022	549.00		Washford Memorial Hall,			
Filing cabinet		210.00		Clerk's home			
Flagpole and flags		273.00		Dragon's Cross, Bilbrook			
Gate	October 2023	200.00		Washford Recreational G			
Gates x 4		6,000.00		Washford Recreational G			
Goal ends and gates				Washford Recreational G			
HP Omen laptop		1,149.00		Clerk's home			
Litter picking equipment	January 2022	163.00		Cllrs Duncan and Baker			
MUGA			17,000.00	Washford Recreational G			
MUGA floodlights				Washford Recreational G			
MUGA Perimeter Fencing			30,000.00	Washford Recreational G			
Netball posts				Washford Recreational G		Not in use	
Noticeboard		200.00		Washford Memorial Hall,			
Noticeboard		200.00		Washford Post Office, We			

**Old Cleeve Parish Council**  
**Fixed Assets and Long Term Investments**

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Noticeboard		200.00		Church Room, Old Cleev			
Noticeboard		180.00		Bilbrook Lodge Wall			
Noticeboard	February 2021	180.00		Roadwater Shop, Roadw			
Remains of Monks Path Cross		1.00		Monk's Path, Old Cleeve			
Safety surface under Toddler's Kingdom		1,750.00		Washford Recreational G			
Sand Store x 2		4,750.00		Washford Memorial Hall/I			
Seat		250.00		Viewpoint, Old Cleeve			
Seat		250.00		Dragon's Cross, Bilbrook			
Seats x 2		500.00		Washford Recreational G			
Seats x 2		500.00		Viewpoint at top of Bilbro			
Speed Indicator Device	October 2023	1.00		Linton			
Storage Shed		450.00		Washford Memorial Hall,			
Swings		1,500.00		Washford Recreational G			
Tennis net		299.00		Cllr Baker			
Toddler's Kingdom		2,850.00		Washford Recreational G			
War Memorial		1.00		Dragon's Cross, Bilbrook			
Washford Recreational Ground		1.00		Washford Recreational G			
WI Seat		250.00		Top of Bilbrook Lane, Old			
		<b>38,873.00</b>	<b>47,000.00</b>				
<b>Grand Total:</b>		<b>38,873.00</b>	<b>47,000.00</b>				

**To:** Old Cleeve Parish Council

**Subject:** Planning Application for Replacement Dwelling at Chidgley Cottage

Dear Counsellors,

I have lived at Chidgley Cottage for 25 years and have been an active member of the local community. Through my small business, I have contributed to the local economy by employing residents. Chidgley is a close-knit hamlet where we support one another, and I am grateful to have the backing of my neighbours regarding this planning application.

While I have cherished my home, its thatched structure has become increasingly difficult to maintain. Persistent leaks, despite the efforts of a professional thatcher, have led to ongoing water ingress issues. The cost of insurance (£4,000 per year) and general maintenance (£5,000 per year) is financially burdensome, and the house remains inefficient to heat due to single glazing and draughts. As I approach retirement, I am faced with the reality that continuing to live in this house long-term is neither practical nor sustainable, particularly given my personal circumstances.

Beyond being my home, Chidgley Cottage is also at the heart of our smallholding, where we farm livestock and produce hay for local horse owners. This is an important part of our lifestyle, and selling up and relocating would mean giving up both our way of life and the local agricultural connections we have built over the years. The proposed replacement dwelling is not intended for resale or development purposes—it is simply a means to continue living and working in the community in a more sustainable way.

Both of my elderly parents, who live locally, have dementia. While they remain physically well, their mental health is deteriorating rapidly, requiring daily support. I currently provide them with evening meals and check on their well-being while professional carers assist during the day. It is essential for me to remain in the local area to continue supporting them. The proposed new build would enable me to downsize, reduce my living costs, and release funds to help cover their ongoing and increasing care needs.

### **Compliance with West Somerset Local & National Planning Policies**

This proposal is fully in line with West Somerset's Local Plan and the National Planning Policy Framework (NPPF), particularly in the following areas:

- **Replacement of an Existing Dwelling:** The proposal does not introduce new development into the open countryside but instead seeks to replace an existing lawful dwelling, as established by the Certificate of Lawfulness for the mobile home on site. This aligns with local policies that allow for the replacement of existing residential buildings.
- **Sustainability & Energy Efficiency:** The new home will be built to modern energy efficiency standards, incorporating solar panels, an air source heat pump, and SIPs (Structural Insulated Panels) timber-framed construction to reduce environmental impact and heating

costs. This supports both local and national policies promoting energy-efficient and low-carbon housing.

- **Meeting Local Housing Needs & Supporting the Community:** This application enables me to remain in the local area while caring for my elderly parents, contributing to community stability and continuity. The NPPF emphasizes the importance of housing policies that support families and allow residents to remain within their established communities, particularly in rural areas where support networks are essential.

### **Commitment to Sustainability & Environmental Responsibility**

We have taken extensive steps to ensure that the new dwelling will be significantly more sustainable and energy-efficient than the existing structure. Key features of the build include:

- **Renewable energy sources,** including solar panels and an air source heat pump to provide sustainable heating and electricity.
- **Highly insulated, low-energy construction,** using SIPs timber-framed panels to reduce heat loss and lower energy consumption.
- **A private water supply** from a borehole, which we have already installed and which will be shared with Chidgley Cottage.
- **A modern, eco-friendly septic tank system** for responsible wastewater management.

These measures ensure compliance with NPPF sustainability objectives and demonstrate our commitment to reducing our carbon footprint.

### **Commitment to Local Wildlife Conservation**

We have invested £4,000 in bat and ecology surveys to ensure that our plans protect local wildlife. Key conservation measures incorporated into our proposal include:

- **A large, dedicated bat roost** to support the lesser and greater horseshoe bats, which currently roost in the stables that are deteriorating. This ensures their habitat is preserved and enhanced.
- **Man-made swallow nests,** as swallows return to nest in the stables each year. These nests will provide a long-term solution for their continued presence.
- **A landscape strategy** that promotes biodiversity and maintains essential wildlife corridors, ensuring that existing species continue to thrive.

This approach aligns with local and national environmental protection policies that emphasize the need for sustainable development that enhances biodiversity.

### **Commitment to the Local Economy**

We are committed to using local tradespeople and businesses for the construction of our new home. This means:

- All building work will be carried out by local contractors, suppliers, and craftsmen.
- Materials will be sourced locally wherever possible, minimizing transport emissions and supporting West Somerset's economy.

This approach keeps investment within the community and supports local employment, further reinforcing the application's alignment with economic development policies at both the local and national levels.

### **Planning Considerations & Response to Previous Concerns**

I understand that Councillor Gann has expressed frustration regarding the lack of enforcement action to remove the mobile home before the 10-year threshold was reached. However, this situation was not of my making, and while it may be regrettable from a planning enforcement perspective, it has presented me with an opportunity to remain in the community in a more suitable home. It is important to clarify that when the mobile home was originally placed on the site, it was not with the intention of securing a future dwelling.

At the previous review, the primary concerns raised were that the Certificate of Lawfulness applied only to the mobile home and that the proposed new build would be considered development in open countryside. However, as the Certificate of Lawfulness establishes the mobile home as a lawful dwelling, the site already has an approved residential use. This means the principle of a dwelling in this location has already been accepted, and this application simply seeks to replace that structure with a modern, energy-efficient home.

In response to feedback from the council, my architect and I have revised the plans to reduce the height of the proposed dwelling. While the original design was in line with policy, we have taken your concerns regarding size and massing into account to ensure the new build is more in keeping with its surroundings. The revised plans, now under review, reflect this effort.

### **Final Considerations**

I appreciate that council policy generally seeks to restrict new builds within the National Park, and I understand that Mr Chairman stated at the meeting on November 18<sup>th</sup> 2024 that it is policy to refuse new builds at their first application in each case. However, I hope that upon reviewing the merits of this specific application—including its sustainability improvements, personal necessity, and the fact that the site is already lawfully designated as a dwelling—you will consider supporting this proposal.

Thank you for your time and consideration. I look forward to your response.

Yours sincerely,

Sally Holmes



## Summary of Receipts and Payments

### Income

Code	Title	Receipts		
		Budgeted	Actual	Variance
12	Precept	37,000.00	37,000.00	
30	Interest		1,911.51	1,911.51
<b>SUB TOTAL</b>		<b>37,000.00</b>	<b>38,911.51</b>	<b>1,911.51</b>

### Administration

Code	Title	Budgeted	Payments		
			Actual	Variance	
4	Homeworking allowance	312.00	260.00	52.00	16%
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	398.75	801.25	66%
14	Hall hire	600.00	81.00	519.00	86%
41	Expenses	100.00	158.49	-58.49	-58%
47	Defibrillator Consumables	400.00	252.97	147.03	36%
48	Bank service charge	100.00	59.40	40.60	40%
51	Personnel Costs	12,688.00	9,531.28	3,156.72	24%
52	Administration and Technology	1,500.00	720.15	779.85	51%
55	Freedom of the Parish Award c		135.50	-135.50	
<b>SUB TOTAL</b>		<b>18,600.00</b>	<b>13,330.65</b>	<b>5,269.35</b>	

### Assets: maintenance

Code	Title	Budgeted	Payments		
			Actual	Variance	
18	Bus shelter cleaning and maint	1,000.00	775.00	225.00	22%
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	2,397.51	602.49	20%
57	Emergency Blood Kits		796.00	-796.00	
<b>SUB TOTAL</b>		<b>4,300.00</b>	<b>4,144.36</b>	<b>155.64</b>	

### 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				
<b>SUB TOTAL</b>		<b>4,500.00</b>		<b>4,500.00</b>	<b>(100%)</b>

### 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		2,000.00	100%
<b>SUB TOTAL</b>		<b>5,600.00</b>	<b>3,600.00</b>	<b>2,000.00</b>	

### Donations and support (S1)

Code	Title	Budgeted	Payments		
			Actual	Variance	
25	Donations fund	4,000.00	2,034.49	1,965.51	49%
<b>SUB TOTAL</b>		<b>4,000.00</b>	<b>2,034.49</b>	<b>1,965.51</b>	

### Summary

<b>NET TOTAL</b>	<b>37,000.00</b>	<b>38,911.51</b>	<b>1,911.51</b>	<b>37,000.00</b>	<b>21,588.54</b>	<b>15,411.46</b>	<b>(23%)</b>
<b>V.A.T.</b>		416.09			426.89		
<b>GROSS TOTAL</b>		<b>39,327.60</b>			<b>22,015.43</b>		



## OLD CLEEVE PARISH COUNCIL

### Schedule of Payments

#### Payments previously authorised and to be verified

Payee	Description	£	Power to pay
A Johnson	Salary – January 2025 Home Working Allowance	659.49 <u>26.00</u> 685.49	S111 Local Government Act 1972
Peninsula Pensions	Pension Contributions – employer January 2025 Pension Contributions – employee January 2025	153.84 <u>30.36</u> 184.20	
HMRC	Employer NIC January 2025	17.98	

#### Payments to be authorised 17 February 2025

Payee	Description	£	Power to pay
Scribe	Finance software	414.72	S111 Local Government Act 1972
SLCC	Clerk's Membership subscription	95.00	S111 Local Government Act 1972
A Johnson	Mileage Ink Laminates Stamps	7.20 10.99 7.21 <u>3.40</u> 21.60	S111 Local Government Act 1972
Old Cleeve PCC	Church Rooms bookings Jan – May 2025	60.00	
Washford Memorial Hall	Washford Memorial Hall – 2024 bookings	100.00	S111 Local Government Act 1972

**Total payments to be authorised: £691.32**



## CLERK'S REPORT FEBUARY 2025

### 1. Planning Applications – awaiting decision

3/26/24/009 Chapel Cleeve Manor, Cleeve Park, Old Cleeve  
 3/26/24/003 Land to the south of 96 and 97 Cleeve Park, Chapel Cleeve  
 3/26/24/010 Land north of Huish Lane, Washford  
 APP/W3330/W/24/3353593 Chapel Cleeve Manor, Cleeve Park, Old Cleeve

### 2. Planning decisions

The following applications have been granted:

- 3/26/24/011 and 3/26/24/012 for the Installation of a flue to the chimney stack and the addition of a terracotta pot to raise the total height of the chimney at River Cottage, Lower Bilbrook Lane, Old Cleeve; and
- 6/26/24/007 for the replacement of windows and front door at Nursery Cottage, Roadwater.

### 3. Washford Recreation Ground

Alternative quotes for the basket swing have been obtained and forwarded to the Working Group for consideration and to enable a final recommendation to be made to the Council.

### 4. Dog Waste Bin, Old Cleeve

Following the decision at the December meeting, the Corporate Equalities Team was asked to review the decision that the bin is safe and accessible. Having done so, the team has confirmed that the bin will be moved around the corner next to the Dairylands sign.

### 6. Check Your Speed signs

The PCSOs have confirmed that any areas where there are concerns about speeding should be reported to them, and they will perform checks and pass the data to the speed enforcement team. That team will then decide whether it is appropriate to put up signs. The police do not provide or allow the signs to be put up by others.

### 7. Bleed Kits

The final bleed kit for Roadwater has been made available but details of the pouch number are required to complete the registration.

### 8. Correspondence from parishioners

Subject matter	Action
Speeding in Chapel Cleeve	Explained our use of the SID. Advised to report all speeding issues to the police.

### 9. Correspondence with Somerset Council

Recipient	Nature of enquiry	Date	Chased	Response date
Corporate Equalities team	Concerns about siting of dog waste bin in Old Cleeve	06/01/2025	01/02/2025	07/02/2025