



OLD CLEEVE PARISH COUNCIL NOTICE OF THE NEXT COUNCIL MEETING

14 January 2026

Members of Old Cleeve Parish Council, you are hereby summoned to a meeting to be held at 7.00pm on Monday 19 January 2026 at Roadwater Village Hall, Roadwater 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 15 December 2025**
4. **Public Participation:** To receive questions and comments from members of the public and to respond if appropriate or to direct the Clerk to respond in writing after the meeting.
5. **Somerset Councillor:** To note the report from Cllr Strom (Somerset Council) including an update on
 - a. Earth movements through Washford
 - b. reducing the speed limit on the A39 through Washford
 - c. an improved bus service for Roadwater, Old Cleeve and Blue Anchor

6. Planning:

- a. To **agree** a response to the following Planning Application(s)

Number	Location	Proposal
3/26/25/017	Rock Cottage, Torre to White Horse Pub, Old Cleeve, Watchet	Erection of a single storey extension to the side and rear

7. Finance

- a. Bank Reconciliation: to **receive** and **note** the bank reconciliation statement of 31 December 2025
- b. To **receive** and **note** expenditure against budget for the year to date
- c. To **resolve** to make the payments shown on the schedule.
- d. To **consider** the request from Blue Anchor Toilets Community Interest Company for payments under the Service Level Agreement to be made monthly in arrears

8. Governance:

- a. to **consider** and **approve** the Statement of Internal Controls
- b. to **resolve** that the current system of internal control is effective.

9. Highways:

- a. To **agree** to request a copy of the Traffic Management Plan in respect of the proposed development on land north of Huish Lane, Washford
- b. To **resolve** to approach Nettlecombe Parish Council about additional signage for Woodadvent Lane

10. Washford Recreation Ground

- a. To **consider** replacing the spikes on the swings and **agree** any actions
- b. To **adopt** the proposed Children's Policy
- c. To **note** the proposed application to the Norman Family Trust and **agree** to apply



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11. Emergency Planning: to **consider** the offer from Somerset Prepared to facilitate a free workshop to develop an emergency response plan for the parish and **agree** any actions.

12. Speed Indicator Device (SID):

- a. To **consider** whether to accept donations for the purchase of a SID, including whether the Parish Council will be prepared to make up any shortfall if the funds raised are insufficient to purchase a SID
- b. To **consider** the quotes for a solar powered SID and **agree** any actions

13. Asset Management

- a. to **note** the letter from the Trustee of the War Memorial charity
- b. To **re-adopt** the Asset Management Policy without amendment
- c. To **consider** whether to re-value assets to ensure the appropriate level of insurance is held in accordance with the Asset Management Policy and **agree** any actions
- d. To **agree** responsibility for physical verification and inspection of assets in accordance with the Asset Management Policy

14. West Somerset Flood Group: to **note** that the Parish Council will be hosting the January meeting of the West Somerset Flood Group and to **agree** a donation of £25 to be made to the Blue Anchor Toilets Community Interest Company who have kindly agreed to provide refreshments for the meeting.

15. Meetings:

- a. To **resolve** to change the date of the next meeting to 23 February 2026
- b. To **resolve** to hold the Annual Parish Meeting in Washford and to **agree** the format, content and organisational arrangements, including authorisation for the Clerk to make any necessary preparations.

16. Reports for information only – no decisions to be made

- a Clerk's Report

17. Items for future agendas:

- Asset Register Review
- Recommendation on ecology survey provider for Puthills Copse– Environment Committee
- Parish Plan: quarterly review of progress
- Report from Roadwater Youth Club
- Tree Management Plan - Environment Committee

18. Exclusion of the Press and Public: To **resolve** that, under the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded from the remainder of the meeting due to the confidential nature of the employment matters to be discussed.

19. To ratify the decisions of the Personnel Committee regarding the interim appointment of a locum Clerk and the arrangements for the recruitment and appointment of a permanent Clerk, following the resignation of the current postholder.

20. To consider quotations for the installation of CCTV and **agree** any actions



OLD CLEEVE PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 15 DECEMBER 2025 at 7PM AT
WASHFORD MEMORIAL HALL, WASHFORD

Present:	Cllr Stabb (Chairman)	Yes	Cllr Gaskin	Absent
	Cllr De’Ath (Vice-Chairman)	Yes	Cllr Johnson-Smith	From 208/25 to 229/25.
	Cllr Short	Yes	Cllr Scofield	Absent
	Cllr Cridland	Yes	Cllr Baker	Absent
	Cllr Dutton	Yes	Cllr Smith	Yes
	Cllr Eggar	Yes	Cllr Strom	Yes
	Cllr Gannon	Yes		
In attendance:	Andrea Johnson (Clerk), Cllr Strom (Somerset Council) and 1 member of the public			

Minute

- 206/25 **Apologies for absence**
Apologies for absence were received from Cllr Scofield.
- 207/25 **Declarations of interest**
Cllr Smith declared an interest in respect of the Blue Anchor Toilets Community Interest Company. Cllr Eggar declared an interest in respect of planning application 6/26/25/015.
- 208/25 **Minutes of the meeting on 17 November 2025**
Cllr Johnson-Smith joined the meeting during this discussion.

It was unanimously **resolved** by those Members present at the meeting on 17 November 2025 that the draft minutes should be signed by the Chair as a correct record.
Proposed: Cllr Short **Seconded:** Cllr Gannon
Action: Chair to sign the minutes and Clerk to add to website.
- 209/25 **Public participation**
No members of the public wished to speak.
- 210/25 **Somerset Councillor**
Cllr Strom (Somerset Council) outlined the committees and groups she belongs to, and reported that:
- a response was awaited from the Planning Enforcement team at Somerset Council in relation to the movement of earth and mixed waste from the development at Doniford to Washford. A member of the public who lives below the site where the soil is being deposited had recently reported flooding during heavy rain, which might be partly attributable to topographical changes.



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- Somerset Council had advised that it was not prepared to consider reducing the speed limit on the A39 through Washford, as the historic collision and fatality statistics did not support a need for a 20mph speed limit. Councillors challenged this rationale, referencing Somerset Council’s Local Transport Plan 2025/26 which set out the intention to move beyond traditional reactive measures towards a more forward-looking, preventative approach. As traffic management is a persistent concern throughout neighbouring parishes, a group has been formed by Cllr Strom and Cllr Kravis (Somerset Council) which includes Cllr Richard Wilkins (Somerset Council portfolio holder for Transport) and Cllr Bill Revans (Somerset Council), so that the issue could be considered holistically.
- After receiving confirmation from the Bus Champion that Somerset Council declined to consider re-introducing an improved bus service through Roadwater, Old Cleeve and Blue Anchor, due to low usage historically, Cllr Strom has contacted Mike Rigby (the Somerset Council portfolio holder) to discuss the matter further.
- Cllr Strom was also campaigning for Blue Anchor to be introduced as a stop on the route of the bus run by Hinkley Point.

211/25 **Planning applications 6/26/25/013 & 6/26/25/014LB Foundry House, Roadwater**
 It was unanimously **resolved** to support the applications.
Proposed: Cllr Dutton **Seconded:** Cllr Johnson-Smith
Action: Clerk to submit response to planning authority.

212/25 **Planning application 3/26/25/016 Rock Cottage, Torre to White Horse Pub, Old Cleeve**
 Members noted that the cabin was erected without planning permission and has been used as holiday accommodation for approximately 10 years. In the circumstances, it was likely that retrospective Building Regulations consent is also required to ensure that the cabin is compliant with health and safety requirements. Insufficient information has been provided to demonstrate that the drainage arrangements are acceptable. Additionally, there were perceived anomalies in the information provided in relation to access and parking. It was **resolved**, with 5 members abstaining, to object to the application.
Proposed: Cllr Gannon **Seconded:** Cllr Eggar
Action: Clerk to submit response to planning authority.

213/25 **Planning application 6/26/25/015 10, Watersmeet Close, Roadwater**
 Having declared an interest, Cllr Eggar took no part in this discussion.

 Members noted that similar applications had already been granted for neighbouring properties. It was **resolved**, with Cllr Eggar abstaining, to support the application.
Proposed: Cllr Stabb **Seconded:** Cllr Strom
Action: Clerk to submit response to planning authority.



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214/25 **Bank Reconciliation Statement and expenditure against budget**
The bank reconciliation statement at 30 November 2025 and expenditure against budget was noted; there were no exceptional items to report. Members were advised that current indications were that the Council would have a small underspend against budget at year end.

215/25 **Payments made since the previous meeting**
The following payments were verified as in line with the Council’s contractual obligations and the powers granted to the Parish Council

Payee	Description	Amount£
A Johnson	Salary & Homeworking allowance November	1041.32
Peninsula Pensions	Pension Contributions	261.77
Unity Bank	Bank service charges	7.00

216/25 **Payments for authorisation**
It was unanimously **resolved** to make the following payment under the powers granted to the Parish Council, totalling £1636.41

Payee	Description	Amount£
Garden Care and Creation	Ground maintenance - November	756.00
A Johnson	Expenses	71.76
Peninsula Pensions	Pension Contributions	51.65
Amicus Law	Legal costs – Puthills Copse	757.00

Proposed: Cllr Gannon **Seconded:** Cllr De’Ath
Action: Clerk to arrange payments.

217/25 **Blue Anchor Toilets Community Interest Group (BATCIC)**
Having declared an interest, Cllr Smith took no part in this discussion.

Members considered a proposal to enter into a Service Level Agreement (SLA) with BATCIC for the delivery of agreed community services, with some basic Key Performance Indicators linked to matters such as compliance with health and safety requirements and publicity acknowledging the support of the Parish Council. Members reiterated their appreciation for the work of the volunteers in maintaining the toilets.

Following some discussion about the details, it was agreed in principle, with Cllr Smith abstaining, to offer BATCIC a 3-year Service Level Agreement with quarterly payments totalling £6,000 a year (linked to inflation) for 3 years, commencing in the financial year beginning 1 April 2026.

Proposed: Cllr Stabb **Seconded:** Cllr Short
Action: Clerk to prepare a draft Service Level Agreement, to be put forward to BATCIC as a formal offer.



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218/25

Public consultation

Given the agreement, in principle, to offer BATCIC a 3-year Service Level Agreement, it was agreed that there was no immediate need to consult with parishioners on future support to BATCIC. A review should be scheduled in two years, and any decisions regarding future support will be taken at that time.

219/25

Budget

Members noted the minutes of the Finance Committee meeting of 17 November 2025 and reviewed the proposed budget for 2026/27. It was agreed that £6,000 should be added to the Community Facilities budget line for BATCIC with a corresponding reduction in the donations budget. With those changes, it was unanimously **resolved** to adopt the budget for 2026/27.

Proposed: Cllr De'Ath **Seconded:** Cllr Cridland

Action: Clerk to amend budget

220/25

Precept

Members noted the revised tax base for 2026/27 and the precept options for 2026/27 based on reserves equal to 9 -12 months operating costs.

It was unanimously **resolved** to claim a precept of £50,973 for 2026/27, which equates to £67.93pa for a Band D property – a 41pence per month increase on the current year.

Proposed: Cllr Stabb **Seconded:** Cllr Short

Action: Clerk to advise Somerset Council

221/25

Grants Policy

Members reviewed the amended Grants Policy recommended by the Finance Committee. It was noted that the Finance Committee had considered whether the maximum grant available should be stated as a percentage of the grant budget, or as a figure, but Committee members decided to leave this open for the full parish council to debate.

Considering the earlier decision to reduce the donation budget to £4,000, it was proposed that the maximum grant available to any organisation should be £500. Subject to that change, it was unanimously resolved to adopt the Grants Policy, with an annual review.

Proposed: Cllr De'Ath **Seconded:** Cllr Strom

Action: Clerk to update the policy and add to the website.

222/25

Grant application from The Regal Theatre, Minehead

Members unanimously **resolved** to accept the recommendation of the Finance Committee to decline the application.

Proposed: Cllr Cridland **Seconded:** Cllr Smith

Action: Clerk to advise the applicants.



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- 223/25 **Grant application from Roadwater Cricket Club**
Members unanimously **resolved** to accept the recommendation of the Finance Committee to award a grant of £400 towards the cost of cutting the grass at Roadwater Recreation Ground and £500 towards the cost of replacing the gang mower.
Proposed: Cllr Johnson-Smith **Seconded:** Cllr Smith
Action: Clerk to arrange payment
- 224/25 **Bus Service:**
Members noted the update on an improved bus service for Roadwater, Old Cleeve and Blue Anchor provided earlier in the meeting.
- 225/25 **MUGA resurfacing, Washford Recreation Ground**
Members unanimously **resolved** to approve the grant application to Sports England for £15,000 towards the cost of resurfacing the Multi Use Games Area. Members were reminded to ensure that any contractor makes good any ancillary damage caused to the Recreation Ground which occurs during the resurfacing.
Proposed: Cllr Short **Seconded:** Cllr Dutton
Action: Clerk to submit application
- 226/25 **Speed Indicator Device:**
Members considered the quotes for the purchase and installation of a further speed indicator device. It was noted that the cost of the solar panels was not included in all of the quotes, and therefore the decision was deferred to allow for further information to be obtained.
Action: Clerk to arrange to obtain the missing information.

In the interim it was resolved to arrange for the installation of the post.
Proposed: Cllr De'Ath **Seconded:** Cllr Gannon
Action: Clerk to arrange the installation of the pole.

It was noted that a member of the public had proposed arranging a Go Fund Me page to raise funds for the purchase of a Speed Indicator Device to be positioned in the Old Cleeve ward.
- 227/25 **Website**
It was unanimously **resolved** to add a knowledge management section on the Parish Council website.
Proposed: Cllr Stabb **Seconded:** Cllr Gannon
Action: Clerk to arrange.



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- 228/25 **The Local Government Boundary Commission for England**
After discussion, it was **resolved** to respond to the consultation on proposed new division boundaries for Somerset Council stating members' strong preference for a multi-member division.
Proposed: Cllr Gannon **Seconded:** Cllr Stabb
Action: Clerk to arrange a response.
- 229/25 **Matters for Information only**
- The Clerk's Report was noted
 - In Cllr Gaskin's absence there was no update on the approach to the Somerset Wildlife Trust
 - Cllr De'Ath confirmed that it was hoped to have both sets of equipment installed at the same time to reduce inconvenience to residents. It had been pointed out that a licence might be required to install the equipment within proximity of the sewer, and therefore it was proposed to move the equipment further down the field.
- The Council's Proper Officer expressed her concern that the need for a licence was being raised so late in the process. Contractors have been appointed and the proposed contracts impose significant penalties for delays caused by the Parish Council. If delays were encountered due to the need to obtain a licence, it could put the Council in a very difficult position.
- Cllr Johnson-Smith left the meeting during this discussion.
- Members noted that a response was submitted to the Community Services and Open Space Questionnaire – Roadwater.
- 230/25 **Items for future agendas**
- Emergency Planning
 - Recommendation on ecology survey provider – Environment Committee
 - Tree Management Plan
 - CCTV in Washford Recreation Ground – Cllrs Dutton and Short
 - Treganna Traffic Management Plan
 - Earth movements
- 231/25 No resolution was made as no press or public were present.
- 232/25 **Ground Maintenance Contract**
It was unanimously **resolved** to renew the Ground Maintenance Contract with Garden Care and Creation on the same terms for 2026 – 2027.
Proposed: Cllr Short **Seconded:** Cllr Cridland
Action: Clerk to arrange a new contract.



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233/25 There being no further business, the meeting was closed at 8.22pm.

Signed.....

Dated: 19 January 2026

Old Cleeve Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

2 January 2026 (2025-2026)

Administration & Technology

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Homeworking allowance				312.00	234.00	78.00	78.00 (25%)
7	Insurance				1,000.00	796.31	203.69	203.69 (20%)
8	Member Subscriptions				700.00	89.40	610.60	610.60 (87%)
9	Election fees				100.00		100.00	100.00 (100%)
10	Audit fees				500.00	260.00	240.00	240.00 (48%)
11	Training				1,300.00	320.00	980.00	980.00 (75%)
14	Hall hire				600.00	189.00	411.00	411.00 (68%)
41	Expenses				250.00	124.80	125.20	125.20 (50%)
47	Defibrillator Consumables				850.00	122.00	728.00	728.00 (85%)
48	Bank service charge				100.00	54.00	46.00	46.00 (46%)
51	Personnel Costs				13,000.00	9,674.95	3,325.05	3,325.05 (25%)
52	Administration and Technology				1,500.00	614.76	885.24	885.24 (59%)
55	Freedom of the Parish Award co:							(N/A)
SUB TOTAL					20,212.00	12,479.22	7,732.78	7,732.78 (38%)

Assets: maintenance

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
18	Bus shelter cleaning and mainte				2,000.00	600.00	1,400.00	1,400.00 (70%)
32	War Memorial				200.00	21.99	178.01	178.01 (89%)
35	Sand Stores and Sheds				100.00	70.81	29.19	29.19 (29%)
40	Grounds Maintenance and electr				3,500.00	3,895.00	-395.00	-395.00 (-11%)
57	Emergency Blood Kits							(N/A)
58	Noticeboards					380.00	-380.00	-380.00 (N/A)
59	Speed Indicator Device					157.79	-157.79	-157.79 (N/A)
60	Defibrillator					75.00	-75.00	-75.00 (N/A)
SUB TOTAL					5,800.00	5,200.59	599.41	599.41 (10%)

Capital funds

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Washford Recreational Ground &		14,000.00	14,000.00	4,000.00	3,090.40	909.60	14,909.60 (372%)
28	Bus shelter replacement				300.00		300.00	300.00 (100%)
29	Reserves							(N/A)
33	Defibrillator				200.00	439.00	-239.00	-239.00 (-119%)
56	Puthills Copse					432.50	-432.50	-432.50 (N/A)
SUB TOTAL			14,000.00	14,000.00	4,500.00	3,961.90	538.10	14,538.10 (323%)

Community facilities support

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
53	Recreational support							(N/A)

Old Cleeve Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

2 January 2026 (2025-2026)

SUB TOTAL

(N/A)

Donations

Receipts

Payments

Net Position

Code Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
25 Donations fund				4,000.00	1,265.41	2,734.59	2,734.59 (68%)
26 Blue Anchor Toilets				6,000.00	6,000.00		(0%)
SUB TOTAL				10,000.00	7,265.41	2,734.59	2,734.59 (27%)

Income

Receipts

Payments

Net Position

Code Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
12 Precept	44,750.00	44,750.00					(0%)
30 Interest		1,850.12	1,850.12				1,850.12 (N/A)
34 VAT reclaim							(N/A)
44 HMRC refund							(N/A)
SUB TOTAL	44,750.00	46,600.12	1,850.12				1,850.12 (4%)

Services

Receipts

Payments

Net Position

Code Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16 MUGA maintenance and electric							(N/A)
17 Flood store and equipment							(N/A)
SUB TOTAL							(N/A)

Summary

NET TOTAL	44,750.00	60,600.12	15,850.12	40,512.00	28,907.12	11,604.88	27,455.00
V.A.T.		1,231.10			2,217.61		
GROSS TOTAL		61,831.22			31,124.73		



OLD CLEEVE PARISH COUNCIL

Schedule of Payments

Payments made pursuant to contractual obligations or agreed in previous meetings and to be verified

Payee	Description	£	Power to pay
Peninsula Pensions	Pension Contributions December	313.42	S111 Local Government Act 1972
Unity Trust Bank	Bank service charge December	6.00	
A Johnson	Salary & Homeworking allowance December	1041.32	
Lysaght Hall	Hall Hire – mature drivers	35.00	
Horner Farm	Washford Tree Surgery	240.00	
Roadwater Cricket Club	Donation x 2	900.00	
Defib Store	Batteries x 3	738.00	

Payments to be authorised

Payee	Description	£	Power to pay
A Johnson	Microsoft subscription	201.46	S111 Local Government Act 1972
	Mileage	10.35	

Total payments to be authorised: £211.81

Re: Service Level Agreement with Old Cleeve Parish Council

From clerk@oldcleeveparishcouncil.gov.uk <clerk@oldcleeveparishcouncil.gov.uk>

Date Fri 02/01/2026 4:14 AM

To

Dear Geoff,

Thank you for your email, I am sure the councillors will be pleased to hear that the Board of BATCIC has authorised the signing of the Service Level Agreement.

The quarterly payment arrangements currently set out in the agreement, were formally agreed by the Parish Council at its meeting in December. As a result, any change to those terms would need to be referred back to the Council for consideration and approval. I will therefore include this matter on the agenda for the Parish Council's January meeting so that Members can consider the proposed amendment. I am sure they will appreciate the reasoning behind the request and approach it constructively.

I will let you know the outcome as soon as possible after the meeting.

Kind regards,

Andrea Johnson

Clerk to Old Cleeve Parish Council

From: Geoffrey Williams ·

Sent: 31 December 2025 5:37 AM

Subject: RE: Service Level Agreement with Old Cleeve Parish Council

Dear Andrea

We are delighted to receive your confirmation that Old Cleeve Parish Council is offering us financial support for the next three financial years. This now provides us with a solid base to enable us to continue providing this vital public service.

The board of BATCIC have authorised me to sign the service level agreement on behalf of the company. Before returning it, I wondered if the payment terms could be altered slightly? At the moment it is proposed that payments are quarterly in arrears, which means the fourth payment will be made three months into the next financial year. I believe a simpler solution for all would be for Parish to pay monthly in arrears by standing order –

this will smooth out our cashflow and help towards our fixed monthly costs. If necessary, the Parish payments could simply be stopped in the event of our non-compliance with the SLA.

If you can let me know your thoughts in case the SLA requires amending. In the meantime we send our best wishes to all at OCPC for the New Year.

Geoff

From: clerk@oldcleeveparishcouncil.gov.uk <clerk@oldcleeveparishcouncil.gov.uk>

Sent: 28 December 2025 12:00

Subject: Service Level Agreement with Old Cleeve Parish Council

Dear Geoff, Alison and Margaret,

At their meeting on 15 December 2025, councillors agreed to offer BATCIC a 3-year Service Level Agreement, with quarterly payments totalling £6,000 per year (linked to inflation) for 3 years, commencing on 1 April 2026.

Please find attached the Service Level Agreement setting out the terms under which the Council will provide this financial support for the operation of the toilets. Please arrange for the agreement to be signed and returned to the Council; upon receipt, the Council will also sign a copy and provide this to BATCIC for its records.

In light of the decision to offer a 3-year Service Level Agreement councillors also agreed that there is no immediate need to consult parishioners on future support to BATCIC. A review of funding arrangements will be scheduled in two years, and any decisions regarding ongoing support will be made at that time.

The Council looks forward to the positive benefits this arrangement will bring to the community.

Regards

Andrea Johnson

Clerk to Old Cleeve Parish Council



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

Why Parish Councils Must Complete a Statement of Internal Controls

Parish councils must complete a Statement of Internal Controls to show that they have effective systems in place to manage public money, comply with the Accounts and Audit Regulations 2015, and support the Annual Governance and Accountability Return (AGAR).

The statement demonstrates that the council has proper checks, safeguards, and risk-management processes, helping prevent fraud, error, and financial mismanagement. It also provides transparency for residents and gives councillors the assurance they need to sign the Annual Governance Statement with confidence.

1. Legal Requirement

The Accounts and Audit Regulations 2015 require all local councils to have a sound system of internal control and arrangements for the “management of risk. Councils must review the effectiveness of those controls annually.

Completing a Statement of Internal Controls is the practical way a parish council demonstrates compliance with these legal duties.

2. Supports the Annual Governance and Accountability Return (AGAR)

Before signing the Annual Governance Statement (part of the AGAR), the council must confirm that it has:

- maintained effective financial management
- carried out risk assessments
- safeguarded public money
- taken steps to prevent fraud and error

The Statement of Internal Controls provides the evidence that allows councillors to sign the AGAR with confidence.



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 19 January 2026 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 lawfully, in accordance with proper standards, and that public money is safeguarded and properly accounted for. In fulfilling these responsibilities, the Council must maintain a sound system of internal control that supports the effective exercise of its functions and includes robust arrangements for managing risk.

2. The Purpose of the System of Internal Control

The Council's system of internal control is designed to manage risk to a reasonable level; it cannot eliminate all risk of failure. As such, it provides reasonable - rather than absolute - assurance of effectiveness.

The system is based on an ongoing process that identifies and prioritises risks to the achievement of the Council's objectives, evaluates the likelihood and potential impact of those risks, and ensures they are managed in an efficient, effective, and economical manner.

3. Responsibility for the Internal Control Environment

a. The Council:

The Council maintains, and regularly reviews, its Financial Regulations and Standing Orders. The system of internal control supports these documents and strengthens them, providing additional safeguards beyond their basic requirements.

The Council elects a Chairman who is responsible for ensuring meetings run smoothly and that all decisions taken are lawful. Each November or December, the Council reviews its objectives, statutory obligations, and the level of precept required for the following financial year. Once approved, the annual budget becomes the framework for financial control for the year ahead.

The Council meets twelve times a year.

b. The Clerk/Responsible Financial Officer:

The Council has appointed a Clerk who serves as its advisor and administrator. The Clerk also acts as the Responsible Financial Officer (RFO), with responsibility for managing the Council's finances. In addition, the Clerk oversees day-to-day compliance with all relevant laws and regulations, manages risks, and ensures that the Council's procedures, control systems, and policies are properly followed.



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

c. Councillors:

Each councillor must complete a Register of Interests form. Councillors are also responsible for declaring any relevant interest at the start of a meeting, or before the item in question is considered. The Council has adopted a model Code of Conduct to support these requirements.

d. Internal Audit:

The Council appoints an independent Internal Auditor to review the adequacy of its systems, procedures, internal controls, and risk-management arrangements. The Internal Auditor reports directly to the Council, and their findings are considered at a full Council meeting.

e. External Audit:

The Council's external auditor is appointed independently by Smaller Authorities' Audit Appointments (SAAA), the body responsible for procuring and allocating auditors to parish councils. The External Auditor reviews the Council's Annual Governance and Accountability Return (AGAR) and considers whether the Council has proper arrangements in place for financial management and the safeguarding of public funds. The External Auditor's conclusions are reported to the Council and are considered at a full Council meeting.

4. Financial and Accounting Procedures

a. Financial Regulations

The Council has adopted Financial Regulations. These are reviewed at least every two years to ensure they remain relevant and are amended where necessary. The Regulations set out the number of estimates, quotations, or tenders required, depending on the value and nature of the work.

b. Payment Signatories:

All payments are listed and presented at a Council meeting for approval. Copy invoices are provided for reference to those authorising payments.

Every cheque, online payment, or bank transfer must be authorised by two Members of the Council. Where payment is made by cheque, the signatories also initial the cheque stubs. Where online payments are made, a record is retained of the authoriser, date and time.

c. Payroll:

The Clerk is employed by the Council and paid monthly through PAYE. All salary payments are presented at a Council meeting for approval. The Council uses an external payroll provider to ensure that all required payroll returns are submitted to HMRC.

d. Expenses:

The Council has adopted an Expenses Policy that sets out clear guidance on the reimbursement of travel, training, and other out-of-pocket expenses. Claims for reimbursement are listed and presented at a Council meeting for approval. Receipts for goods or services purchased are provided for reference to those authorising payments.



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

e. VAT Repayment Claims:

The RFO ensures that all invoices are correctly addressed to the Council and that valid VAT invoices are obtained where VAT is payable. A VAT account is maintained to ensure the correct amount is reclaimed at least annually, and the repayment is reconciled when received by BACS.

f. Income:

The RFO checks that the precept received matches the amount requested from the Unitary Authority and ensures that the payment is received on time.

g. Cash Book/Bank Reconciliations

The cash book is maintained electronically using a cloud-based accounting system. It is reconciled to the bank statement each month. The monthly bank reconciliation is reported to the Council.

h. Budgetary Control

The RFO ensures that all cash book entries are allocated to the correct budget heading. A budget monitoring report is presented to the Council each month.

5. Asset Management

The Council has adopted an Asset Management Policy to ensure that its assets are properly managed, controlled, and recorded. The Council reviews its Asset Register annually, and the adequacy of insurance cover for all assets is considered each year ahead of the insurance renewal.

Councillors carry out regular risk assessments on assets and the Council engages a RoSPA-accredited inspection company to carry out an independent annual safety inspection of all play equipment annually.

6. Transparency and Accountability

Annual Governance and Accountability Return (AGAR), together with all supporting documents, is made available for public inspection each year. In addition, Council agendas, papers, minutes and financial reports are published on the Council's website to ensure that residents can easily access information about the Council's decisions and financial management.

7. Digital Compliance

The Council operates its website and email system on a secure .gov.uk domain. An external adviser is engaged to maintain digital security and to ensure that the Council's website continues to meet current accessibility standards (WCAG 2.2 AA). The Council has adopted an IT Policy that sets out clear expectations for email usage, cybersecurity, data protection, and digital communications. These arrangements support the Council's compliance with the digital and data requirements of the AGAR and form an integral part of its system of internal control.



OLD CLEEVE PARISH COUNCIL REPORT TO COUNCIL

Meeting Date: 19 January 2026

Proposer: Andrea Johnson, Clerk

Agenda Item: 9b

Purpose of Report

To ensure the Parish Council meets best practice and grant funding requirements, it is recommended that a Children's Policy is adopted for Washford Recreation Ground.

Summary of Recommendations

The Parish Council already has a Safeguarding Policy which covers all aspects of protecting vulnerable people (children, young people, adults at risk) from harm, abuse, or neglect. It sets out responsibilities for staff and volunteers, reporting procedures, recruitment checks, and training requirements.

The suggested Children's Policy is fairly brief, referencing the existing Safeguarding Policy but adding specifics for the MUGA and Washford Recreation Ground detailing supervision, safe use of facilities, codes of conduct, consent for participation, and how children's welfare will be promoted.

Parish Plan

Expanding and extending the play and leisure activities at Washford Ground is a priority in the Parish Plan. It is a condition of some grant funding bodies that the Parish Council has a Children's Policy.

Funding

There is no impact on the budget of introducing the policy, and it will assist the Parish Council in applying for funding.

Biodiversity

There is no biodiversity impact.

Background and Context

Although the Parish Council already has a Safeguarding Policy, having a clear Children's Policy demonstrates good governance, making it easier for schools and community groups to understand how the facility can safely be used by children. Some grant funding bodies ask for confirmation that the Parish Council has a Children's Policy.

Options for Council Consideration

Advantages	Risks/Considerations
Demonstrates good governance making it easier for schools and community groups to understand how the facility can safely be used by children	
Some grant funding bodies ask for confirmation that the Parish Council has a Children's Policy.	

Recommendation Option with Reasons

That the Council adopt a Children's Policy for Washford Recreation Ground.



OLD CLEEVE PARISH COUNCIL

CHILDREN'S POLICY

Dates Reviewed and Adopted:

Reviewed and adopted – 19 January 2026

1. Purpose

Old Cleeve Parish Council is committed to ensuring that children using Washford Recreation Ground including the Multi Use Games Area (MUGA) can do so safely and enjoyably. This policy complements the Council's Safeguarding Policy and provides guidance specifically for activities involving children.

2. Scope

This policy applies to all children and young people under the age of 18 using Washford Recreation Ground including the the MUGA, including those attending school sports lessons, informal play sessions, and community events.

3. Commitments

3.1 Safe Access and Use

- The Parish Council will ensure that Washford Recreation Ground including the MUGA is fit for use.
- The Parish Council is not responsible for supervising users of the facility.
- Any staff or volunteers directly supervising children during organised activities are encouraged to follow relevant safeguarding guidance and undertake training as appropriate.

3.2 Promotion of Positive Experiences

- Children will be encouraged to participate in physical activity in an inclusive, supportive, and respectful environment.
- Anti-bullying and positive behaviour are promoted in line with the Council's Safeguarding Policy.

3.3 Reporting and Concerns

- Any concerns about a child's welfare must be reported immediately in accordance with the Council's Safeguarding Policy.
- Contact details are clearly displayed at the site.

APPLICATION TO THE NORMAN FAMILY TRUST

Purpose

To propose that the Parish Council supports an application to the Norman Family Trust (NFT) for a grant towards resurfacing the Multi-Use Games Area (MUGA) at Washford Recreation Ground.

Background

The Norman Family Trust is a charitable grant-making organisation providing funding to charities, community groups and similar bodies operating within Devon, Cornwall and Somerset (TA postcodes). See <https://nfct.org/>.

Rationale for applying

The proposed works clearly align with the Trust's funding priorities, particularly under the categories of Young People (Sport) and Adults (Sport/Community), given the broad community benefit of a refurbished MUGA.

The Trust prefers to support specific capital projects. A grant from the Trust would contribute directly to resurfacing costs and reduce the financial burden on Council reserves while helping deliver a meaningful improvement to local facilities.

Funding Considerations

Grants are typically in the range of £1,000–£5,000, though larger awards may be considered where there is clear impact.

One application per organisation per financial year is permitted; therefore, this application would represent the Council's funding opportunity for 2025/26.

Recommendations

That the Parish Council:

- a. Approves in principle the submission of an application to the Norman Family Trust for funding towards the resurfacing of the Washford Recreation Ground MUGA;
- b. Delegates authority to the Clerk to prepare and submit the application, including supporting documents (project budget and quotes) and selection of the most appropriate funding categories.

SID OPTIONS

Options		Cost
SWARCO		£3710.00
SWARCO		£4115.00
Westcotec		£4377.00
Westcotec		£4150.00
Westcotec		£4150.00

SID OPTIONS

<p>Elan city (existing supplier)</p>		<p>£2039.99</p>
<p>Elan city (existing supplier)</p>		<p>£2500.00</p>

OLD CLEEVE WAR MEMORIAL

Charity no 239940

15 December 2025

Dear Parish Council,

RETROSPECTIVE AGREEMENT FOR OWNERSHIP AND MANAGEMENT OF LAND AND FIXTURES AT OLD CLEEVE WAR MEMORIAL

The Old Cleeve War Memorial Charity (the Charity) acknowledges and agrees to formalise the current and ongoing arrangements for the ownership, management, and financial responsibilities in respect of the War Memorial, Dragons Cross in accordance with its charitable purpose for the provision of facilities and open space or the benefit of the inhabitants of the parish of Old Cleeve.

Ownership

The land forming the Old Cleeve War Memorial is held under a conveyance dated 5 September 1921 and is to be regarded as held by the Parish Council as sole trustee of the Charity. The land title is or shall be registered with HM Land Registry in the name of the Parish Council as trustee for the charity in accordance with the Charities Act 2011.

Delegation of day-to-day management

The Charity confirms that day-to-day management and maintenance of the Old Cleeve War Memorial is delegated to Old Cleeve Parish Council in its administrative and service capacity, including but not limited to grounds maintenance, arranging insurance and maintenance of its status as an open space or the benefit of the inhabitants of the parish of Old Cleeve.

Finance Arrangements

The Charity acknowledges that the Parish Council may incur expenses in administering the Old Cleeve War Memorial including grounds maintenance and public liability and property insurance,

Administrative time of the Clerk

Where the Charity has no income, these costs may be borne by the Parish Council as a contribution to a charitable purpose (as permitted under s.137 of the Local Government Act 1972). Or under its statutory powers as appropriate.

Should the Charity acquire income in the future (e.g. via grants, donations, or charges), the Parish Council may recover reasonable costs incurred on behalf of the Charity.

Improvements and Alterations

The Charity grants permission for the Parish Council to carry out routine improvements, replacements or minor alterations to the Old Cleeve War Memorial site. For any substantial new installations or changes, or work to the Memorial itself, the Parish Council (acting as service provider) shall seek approval from the Charity to ensure such works are consistent with the charitable purpose.

Yours sincerely

Mrs Judith Stabb
Chair of the Trustees

ASSET MANAGEMENT

Purpose of the Asset Register and Asset Management Policy

The Asset Register is a statutory and governance requirement for parish councils. It provides a complete record of all land, property and other assets owned or managed by the Council, supporting transparency, accountability and effective stewardship of public assets. The register also underpins financial reporting, insurance arrangements and audit assurance.

The Asset Management Policy sets out how the Council will manage, maintain, review and protect its assets over time. It ensures assets are managed consistently, responsibly and in a way that represents value for money, while reducing risk and supporting long-term planning.

Asset valuation and accounting treatment

The method used by the Parish Council for valuing its assets, should be set out in its Asset Management Policy. For Parish Councils, the most appropriate and commonly used method is to record assets at their acquisition (historical cost) value. This approach is in line with proper practices for smaller authorities and ensures consistency and audit clarity.

Depreciation does not apply to parish councils because their assets are not held for commercial purposes and are generally expected to be maintained indefinitely for community benefit rather than consumed or realised for profit.

Recommendations and next steps

1. It is recommended that councillors re-adopt the existing Asset Management Policy without amendment, save for updating the reference to the Assets Working Group to the Community Facilities Working Group. The policy remains fit for purpose and continues to provide a sound framework for asset governance.
2. The Asset Management Policy states that the Council will ensure assets are valued accurately for insurance purposes to avoid under- or over-insuring. To support this, assets should be professionally valued every five to seven years. Councillors are therefore asked to consider whether they wish to undertake an asset valuation during the current year to ensure insurance cover remains appropriate.
3. The Asset Management Policy also requires that all assets listed on the Asset Register are physically verified, inspected and reported on at least annually by the Asset Inspection Working Party. Councillors are asked to agree responsibility for the physical verification and inspection of assets in accordance with the following inspection schedule.

Asset	Where	Responsible	Frequency
Benches	Old Cleeve	Cllr Stabb	Quarterly
Bus shelter	Roadwater	Cllr Eggar	Quarterly
Bus shelters	Washford	Cllr Short	After each clean
Bus shelters	Dragons Cross	Cllr De'Ath	After each clean
Defibrillator	Washford	Cllr De'Ath	Monthly
Defibrillator	Blue Anchor	Mr G M Williams	Monthly
Defibrillator	Old Cleeve	Mr G M Williams	Monthly
War Memorial	Dragons Cross	Cllr De'Ath	Bi-annually



OLD CLEEVE PARISH COUNCIL

ASSET MANAGEMENT POLICY

Version	Date	Changes
01	15 January 2024	New policy
02	20 January 2025	Assets Register to have a de minimis threshold of £150 except for assets with a nominal value recorded as £1.
03	19 January 2026	Reference to Asset Inspection Working Party updated to Community Facilities Working Group

1. INTRODUCTION

1.1 Old Cleeve Parish Council has a duty to ensure that its investments in assets are properly managed, controlled and recorded. If the assets the Parish Council owns, or for which it is responsible, are not being managed properly the Parish Council is exposed to the risk of financial loss relating to:

- improper asset management – outdated patterns of use may run on unchallenged or unnoticed;
- improper asset usage and maintenance – assets may not be fit for purpose, be underused or out-of-date; and
- asset ownership – the continued ownership of assets may be overlooked altogether and risks unmanaged.

1.2 The risk of financial loss can be greatly reduced by effective asset management. This policy defines how Old Cleeve Parish Council tracks, values, inspects, maintains, and disposes of its assets.

2. RECORDING OF ASSETS

2.1 The Parish Council must maintain a register of its fixed assets, long-term investments, and other non-current assets that it holds (the Asset Register). The term fixed assets mean the property, plant and equipment used by the Parish Council to deliver its services. A long-term investment arises where the Parish Council invests money in anything other than a short-term investment¹.

2.2 The Asset Register should be used to:

- Track and monitor the assets, ensuring that no asset is overlooked or underutilised and is therefore used most efficiently;
- Provide information for decision making purposes, for example about maintenance or disposal;
- Provide information for external reporting, insurance, and audit purposes, for example the Annual Governance and Accountability Return entry for capital assets; and
- forms a record of assets held for insurance purposes.

¹ Governance and Accountability for Local Councils: A Practitioner's Guide (England) 2023 published by the Joint Panel on Accountability and Governance

2.3 The Old Cleeve Parish Council's Asset Register will be maintained electronically by the Clerk and contain the following information:

- A description of all assets with an acquisition value in excess of £150 (with the exception of assets with a nominal value recorded as £1), including the date on which it was acquired (where known),
- The location of the asset,
- The market value, where known and appropriate,
- The replacement value for insurance purposes where known,
- The disposal amount realised from the sale (if applicable) and the use of those funds,
- The method of disposal, and
- The date of disposal.

3. VALUATION

3.1 Assets valuation will be recorded on the Asset Register at their acquisition cost. The recorded value of the asset will not change from year to year until disposal of the asset. The commercial concepts of depreciation, impairment adjustment and re-evaluation are not appropriate for Parish Councils².

3.2 Where the Parish Council receives a Fixed Asset as a gift at zero cost, for example by transfer from a principal authority under a community asset transfer scheme, the Fixed Asset should be included in the Asset Register with a nominal one-pound (£1) value as a proxy for the zero cost³.

3.3 Community assets are those assets owned by the Parish Council that do not have a functional purpose or any intrinsic resale value (for example, the remains of the Monks Path Cross or the war memorial). They should be recorded in the Assets Register in the same way as gifted assets⁴.

3.4 For the purpose of insurance, the value to be used is the replacement value of the item and not the purchase price or market value. Insurance valuations should also include any installation costs.

² Governance and Accountability for Local Councils: A Practitioner's Guide (England) 2023 published by the Joint Panel on Accountability and Governance

³ Governance and Accountability for Local Councils: A Practitioner's Guide (England) 2023 published by the Joint Panel on Accountability and Governance

⁴ Governance and Accountability for Local Councils: A Practitioner's Guide (England) 2023 published by the Joint Panel on Accountability and Governance

- 3.5 The Parish Council will ensure assets are valued accurately for insurance purposes to avoid under (or over) insuring. Assets should therefore be valued every five to seven years to ensure the appropriate level of insurance is held.

4. ASSET INSPECTION AND MAINTENANCE

- 4.1 All assets listed on the Asset Register will be physically verified, inspected and reported on at least annually by the ~~Asset Inspection-Community Facilities~~ Working Party.
- 4.2 Any assets which cannot be located within a reasonable time will be removed from the Asset Register and recorded in the Asset Disposals Record.
- 4.3 Assets are required to be maintained to a satisfactory standard to ensure serviceability, prolong usable life, and reduce the possibility of increased repair costs. Asset maintenance action will require the prior approval of the Parish Council, unless it is safety critical.
- 4.4 The Parish Council will ensure an adequate annual budget is set to cover anticipated maintenance of assets.

5. REVIEW OF THE ASSET REGISTER

- 5.1 The Asset Register will be reviewed annually by the Parish Council. As part of the review, the Parish Council will determine whether any current asset is surplus to needs and, if found to be so, will take appropriate action to dispose of the asset.
- 5.2 The Parish Council will consider ways to reduce the service costs of an asset, increase income from an asset and share assets or services for the benefit of the community wherever it is lawful, possible, and appropriate to do so.

6. DISPOSAL

- 6.1 The Parish Council will dispose of assets which are no longer needed, or which are beyond economic repair. No asset will be maintained beyond its reasonable useful life term.
- 6.2 The authority to dispose of assets either by destroying or selling the item, will lie with the Parish Council. Where possible the Parish Council will attempt to sell assets that require disposal. Any funds raised should be credited to the cost centre from which

the original asset was funded and put towards a replacement, if appropriate, or placed in General Reserves.

- 6.3 If an asset cannot be sold, then the Parish Council will endeavour to dispose of the asset in an environmentally appropriate way.
- 6.4 The asset will remain on the Asset Disposals Record for seven years after disposal, then it will be deleted.



CLERK'S REPORT January 2026

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
APP/F9498/C/24/3357392 Orchard View, Rodhuish
3/26/25/002 The Coach House Old Cleeve
6/26/25/003 Roadwater Methodist Church, Roadwater
6/26/25/009 Hill House, Brendon Hill, Watchet

2. Planning Applications and Appeals – decided or withdrawn

Planning application 3/26/25/001 for **land to the West of The Old Post Office, Washford** has been refused for two main reasons:

Highway safety: The development would rely on an existing access onto the A39 that is poorly aligned and offers limited visibility. Vehicles would need awkward manoeuvres to enter or exit, creating an unacceptable safety risk. This conflicts with Local Plan Policy TR2 and NPPF paragraphs 110–111, which require safe and suitable access.

Harm to protected trees and landscape: The proposed house and driveway would intrude into the root protection areas and canopy spread of Category B trees covered by a Tree Preservation Order. The applicant has not shown that the development could occur without damaging or removing these trees. Their loss would harm biodiversity and the character of the area, contrary to Local Plan Policies TW/1 and NH5 and NPPF paragraphs 131 and 180, which seek to retain important trees and protect biodiversity.

Appeal E3335/W/25/3372122 for **land to the south of 96 & 97 Cleeve Park, Chapel Cleeve** has been dismissed for the following reasons:

Location: the site would not provide a suitable location for the proposal, having regard to the local development strategy and the accessibility to services and facilities, and associated benefits would not outweigh the identified harm. The proposal would conflict with LP policies SD1, OC1, EC9, and TR2. These policies seek amongst other things, to promote sustainable tourism development and reduce reliance on the private car.

Protected species: the planning inspectorate was unable to conclude that the proposal would be able to satisfactorily avoid or mitigate harm to protected species and biodiversity. Consequently, it would conflict with LP Policy NH6, which requires amongst other things that development will not generate unacceptable adverse impacts on biodiversity.

3. Matters completed - not otherwise captured on agenda

- The precept demand for £50.973 for 2026/27 has been submitted to Somerset Council.
- New batteries have been ordered for the defibrillators.
- Meeting packs for the whole of 2025 have been uploaded to the website.

4. Matters in progress – not otherwise captured on agenda

- Somerset Council has been asked for permission to place the fossil signs on the railings at Blue Anchor.
- Despite reminders, a response is still to be received from Somerset Council to the request for them to adopt a Code of Conduct for fossil hunting.



- Old Cleeve School is yet to provide its response on the draft agreement proposed for the use of Washford Recreation Ground. The matter will be placed on the agenda for February.
- Quotes have been requested for signs for the MUGA as recommended in the RoSPA report.
- A response is awaited from Somerset Council to the reported issues in Golsoncott, to the request for rumble strips on the approach to Bilbrook and to progress on the introduction of a 20mph in Washford (excluding the A39).

5. Correspondence from Parishioners - not otherwise covered on the agenda

Subject matter	Action
Unhappy about extended decking and fencing erected without planning consent.	Confirmed Parish Council has no powers in respect of planning breaches and suggested matter is reported direct to Somerset Council. Also suggested contacting Somerset Councillors for support.