



# OLD CLEEVE PARISH COUNCIL

## NOTICE OF THE NEXT COUNCIL MEETING

Wednesday 15<sup>th</sup> April 2026

**Members of Old Cleeve Parish Council**, you are hereby summoned to a meeting to be held at 7.00pm on Monday 20<sup>th</sup> April 2026 at 7pm at Roadwater Village Hall to transact the business on this agenda. If you are not able to attend, please advise the Clerk.

Jack Turner, Locum Parish Clerk | [clerk@oldcleeveparishcouncil.gov.uk](mailto: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 receive an application for co-option to the Parish Council for the following individuals and to resolve to co-opt to fill the two vacancies:**
  - a) Lewis Buckle
  - b) Theo Olivier
4. **To sign as a correct record the minutes of the meeting held on 16<sup>th</sup> March 2026.**
5. **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.
6. **Somerset Councillor:** To note the report from Cllr Strom (Somerset Council)
7. **Planning:**
  - a) 3/26/26/007 - Erection of a single storey extension to the rear - Huish Cottage, Huish Lane, Old Cleeve, Watchet, TA23 0PA.
  - b) 3/26/26/003 - Erection of a single storey extension on the north elevation - 61 Cleeve Park, Old Cleeve, Watchet, Minehead, TA24 6JF.
  - c) To **agree** a response to any planning applications received after the agenda had been issued.
  - d) To consider the Parish Council's response to the West Somerset District Payphone removal proposals.
8. **Finance**
  - a) Bank Reconciliation: to **receive** and **note** the bank reconciliation statement of 31<sup>st</sup> March 2026
  - 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 note the closure of Citizen's Advice, West Somerset and consider whether to request a return of grant funding
  - e) To approve the Year End Accounts 2025/256
  - f) To receive the report from the Internal Auditor
  - g) To note the Internal Audit section of the Annual Governance and Accountability Return.
  - h) To consider and agree the Annual Governance Statement and authorise the Chair to sign.
  - i) To consider and agree the Accounting Statement and authorise the Chair to sign.
  - j) To consider and agree the Notice of Public Rights.
9. **Parish Plan:** to **review** progress and **agree** any actions (Cllr Dutton)
10. **Highways:** To note any updates on this matter.



## OLD CLEEVE PARISH COUNCIL NOTICE OF THE NEXT COUNCIL MEETING

### **11. Washford Recreation Ground**

- a) To consider any quotations for the CCTV for the recreation ground.

### **12. Speed Indicator Device (SID):**

- a) To consider and approve the proposed Memorandum of Understanding (MoU) and associated documentation, including authorising its signing and adoption of a formal application process for future requests.
- b) To consider the costs relating to the installation of the new SID at Washford Station.
- c) To consider the SID Proposal from Richard Hughes.
- d) To consider the SID Proposal from Cllr M Smith.

### **13. Environment Committee:**

- a) To receive an update on an ecology survey provider for Puthills Copse.

### **14. To receive the quotation report and proposal for the Multi-Use Games Area.**

- a) To consider the quotation report and proposal for the MUGA.
- b) To approve for the RFO to send off the grant application to Hinkley Point for the MUGA.

### **15. To consider a proposal to provide a temporary football pitch on the recreation ground during the summer holidays, including liaison with the school and local football club, for which permission has already been granted by the school.**

### **16. To consider the Parish Council's response to the Somerset Bus Partnership's email regarding an additional stop on the existing route 28 service.**

### **17. Reports for information only – no decisions to be made**

- a) To note the Clerk's Report
- b) To note the agenda for the Annual Assembly of Parishioners which will be held on Tuesday 13<sup>th</sup> May 2026 at Washford Village Hall.
- c) To note the Wessex Water repairs in Old Cleeve.

### **18. Items for future agendas.**

### **19. To set a date for the next meeting of the Finance Committee.**

### **20. To note that the Annual Meeting of Old Cleeve Parish Council will be held on Monday 18<sup>th</sup> May 2026 at 7pm.**

### **21. 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.

### **22. To receive an update on the recruitment of a permanent Parish Clerk.**

### **23. To agree the contract continuation of the Responsible Financial Officer from April 2026.**



# OLD CLEEVE PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 16<sup>th</sup> March 2026 at 7PM AT WASHFORD MEMORIAL HALL.

<b>Present:</b>	<b>Cllr Stabb (Chairman)</b>	Yes	<b>Cllr Gaskin</b>	Yes
	<b>Cllr De'Ath (Vice-Chairman)</b>	Yes	<b>Cllr Johnson-Smith</b>	Yes (19:04).
	<b>Cllr Short</b>	Yes	<b>Cllr Scofield</b>	Yes
	<b>Cllr Cridland</b>	Yes	<b>Cllr Baker</b>	No.
	<b>Cllr Dutton</b>	Yes	<b>Cllr Smith</b>	Yes
	<b>Cllr Strom</b>	No	<b>Cllr Eggar</b>	Yes
	<b>Cllr Gannon</b>	Yes		
<b>In attendance:</b>	Two members of the public.			

## Minute

- 273/26 **To note apologies for absence and approve reason, where appropriate.**  
The Council noted apologies from Cllr Cara Strom.
- 274/26 **Declarations of Interest/Dispensations in respect of matters on the agenda at this meeting.**  
Cllr Margaret Smith declared an interest in the Cleeve Park planning application.  
  
Cllr Chris Dutton declared an interest in the Road Water House planning application.
- 275/26 **To sign as a correct record the minutes of the meeting held on 23 February 2026.**  
**RESOLVED:** It was unanimously agreed to approve the minutes as a true and accurate record of the meeting held with the following addendums:  
  - *That the 'River Pile' is changed to the 'River Pill'.*
  - *That the location is updated to Old Cleeve.*
  - *That two members of the public were present.*
These were duly signed by the Chair.
- 276/26 **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.**  
No questions were received from the Members of Public present.
- 277/26 **Somerset Councillor: To note the report from Cllr Strom (Somerset Council)**  
The Council noted the written report from Cllr Strom, supplied in her absence. It was noted that a report on the Earth Movements and Billbrook site was to be supplied to the Council at the previous meeting. The Chair would take this up with Cllr Strom. It was noted that it was disappointing that the Highways Committee have lost the correspondence from November 2025 about the 20mph scheme.
- 278/26 **Planning:**

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

Number	Location	Proposal
<b>3/26/26/004</b>	Caravan, The Blue Anchor, Cleeve Hill, Watchet, TA24 6JP	Removal of Condition No's 01 (time limit), 02 (landscaping), 04 (log pile), 05 (invertebrates)



# OLD CLEEVE PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 16<sup>th</sup> March 2026 at 7PM AT  
WASHFORD MEMORIAL HALL.

		<p>hotel), 06 (parking and turning) and 08 (drainage) of application 3/26/021/022</p> <p><b>RESOLVED:</b> It was unanimously agreed to raise an objection to this planning application on the grounds that the land is unstable and therefore unsuitable for any permanent development.</p>
<b>EXM/26/064/LBC</b>	Roadwater House Roadwater Road Roadwater Watchet TA23 0RG	<p>Listed building consent for the proposed removal of existing render and replace with lime render along with the installation of 6no. replacement first floor windows.</p> <p><b>RESOLVED:</b> It was unanimously agreed to support this planning application.</p>
<b>3/26/26/003</b>	61 Cleeve Park, Old Cleeve, Watchet, Minehead, TA24 6JF	<p>Erection of a single storey extension on the north elevation</p> <p><b>RESOLVED:</b> It was unanimously agreed to raise an objection to this planning application on the grounds that the scale and mass of the development is not in keeping with other applications and that Article Four of the Town and Country Planning Act should be taken into consideration.</p>
<b>3/26/26/002</b>	45 Cleeve Park, Old Cleeve, Watchet, Minehead, TA24 6JF	<p>Erection of single storey rear extension and front porch</p> <p><b>RESOLVED:</b> It was unanimously agreed to raise an objection to this planning application on the grounds of Article Four of the Town and Country Planning Act.</p>
<b>3/26/26/005</b>	Ottos Cottage, 21 Lower Bilbrook Lane to Monks Patk, Old Cleeve, Watchet, TA24 6HJ	<p>Various repairs and refurbishment to windows and render</p> <p><b>RESOLVED:</b> It was unanimously agreed to support the planning application.</p>

## Finance

- a. **Bank Reconciliation: to receive and note the bank reconciliation statement of 28<sup>th</sup> February 2026.**

The Council noted the bank reconciliation statement of 28<sup>th</sup> February 2026.

- b. **To receive and note expenditure against budget for the year to date**

The Council received the expenditure against budget for the year to date and noted that there would be a small underspend in the current financial year.

- c. **To resolve to make the payments shown on the schedule.**

279/26



# OLD CLEEVE PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 16<sup>th</sup> March 2026 at 7PM AT WASHFORD MEMORIAL HALL.

**RESOLVED:** It was unanimously agreed to approve the payments as below.

### 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 February	59.61	S111 Local Government Act 1972
Unity Trust Bank	Bank service charge February	6.00	
A Johnson	Salary February 2026	306.78	
J Turner	Locum charges February 2026	800.00	
Elan City	Speed Indicator Device	2447.99	S30 Local Government and Rating Act 1997
Roadwater Youth Club	Service Level Agreement	2500.00	S19 of the Local Government (Miscellaneous Provisions) Act 1976.

#### Payments to be authorised

Payee	Description	£	Power to pay
J Turner	Reimbursement of SID Pole	119.54	S30 Local Government and Rating Act 1997
A Johnson	Overtime Claim	56.28	

Total payments to be authorised: £175.82

- d. **To note the award of a grant from Sport England and the next steps in this process.**  
The Council noted the award of £7,500 of a grant. It was proposed that the Chairman and the RFO sign the agreement.  
**RESOLVED:** It was unanimously agreed to approve for the Chairman and the RFO to sign the agreement.

#### Governance:

- a. **to consider and approve the Risk Management Report 2025 – 2026.**  
**RESOLVED:** It was unanimously agreed to approve the Risk Management report, that was unchanged from the previous financial year.
- b. **to review and approve the Asset Register,**  
Cllr D’Ath provided an update on the Asset Register. A query was raised on the bus shelters and grit bins and this would be raised with the RFO.  
**RESOLVED:** It was unanimously agreed to approve the Asset Register.

280/26

#### Parish Plan: to review progress and agree any actions (Cllr Dutton)

Cllr Dutton provided an update to the Council on progress being made. The progress being made is good and is moving in the right direction. Cllr Dutton and the Locum Clerk will update the spreadsheet in advance of the next meeting. It was noted that a discussion on the Parish Plan should be held at the Annual Parish Assembly.

281/26

#### Highways: To note any updates on this matter.

It was noted earlier in the meeting that the Parish Council wished to go ahead with the 20mph scheme in Washford, as agreed in November 2025, and more pressure will be put on to get a definitive answer on this.



# OLD CLEEVE PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 16<sup>th</sup> March 2026 at 7PM AT WASHFORD MEMORIAL HALL.

282/26

The 30mph scheme was going ahead but there has been no firm date for implementation.

It was noted that Wessex Water will be carrying out repair work between the White Horse and Roadwater in the next week, meaning that the road will be closed. The Locum Clerk will check to see if the Council received any correspondence on this matter that could be shared on the website and social media for this event and any future events. It was noted that school transport will be an issue.

It was noted that there items in Cllr Strom’s report that needed to be chased and reported on. The Chair and Vice-Chair will take this up with Cllr Strom ahead of the next meeting.

## Washford Recreation Ground

### a. To consider any information relating to CCTV for this area.

283/26

The Council considered the feedback from Watchet Parish Council around their own arrangements for the provision of CCTV. There was discussion around the benefits of having CCTV to protect the new play equipment investment and there was also a discussion around the quality of the proposed CCTV cameras. It was noted that if it was not required in this location then it could be moved to serve a more beneficial purpose in the future.

**RESOLVED:** It was agreed by a majority, with one against, to task the working group to source further quotations and costs within a budget of £1,500 for CCTV, to be brought back to the next meeting.

## Speed Indicator Device (SID):

### a. To make a decision relating to the installation of the new SID at Washford Station.

284/26

The Council noted the SID and pole had been received. Cllr Steve Eggar will erect this on behalf of the Council.

## Environment Committee:

### a. To consider the recommendation on an ecology survey provider for Puthills Copse.

285/26

Cllr Rick Gaskin provided an update to the meeting. Cllr Gaskin did make contact but the phone call was not returned. It was noted that the Council instructed Solicitors around 18 months ago and last week, the legal agreement was sent to the Clerk and Chairman, with no guidance on the new covenants that had been included and what insurance requirements would be required for this asset. The Chair has asked the Locum Clerk to ask the Parish Council’s insurers how much this will cost and what cover is needed to be put into place prior to entering into the contract. The land survey has not been done as of yet. Cllr Johnson-Smith will circulate details for an ecology surveyor to the Locum Clerk.

### b. To receive an update on the Tree Management Plan.

It was noted that this had already been actioned and the Clerk will provide evidence to that effect.

## To receive a proposal relating to the re-surfacing of the MUGA.

The Council noted the proposal. Cllr Mick D’Ath spoke about the proposal and the need to comply with the Council’s Financial Regulations around procurement. The Council noted that the three suppliers



# OLD CLEEVE PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 16<sup>th</sup> March 2026 at 7PM AT  
WASHFORD MEMORIAL HALL.

286/26 that had quoted had visited the site and were recommended by Officers to carry out this work. It was proposed that subject to Financial Regulation 5.6, to approve that these contractors are approached to re-quote for the works to be carried out and that a formal tender pack be issued.

**RESOLVED:** That the Council, having considered the proposal and the requirements of the Council's Financial Regulations relating to procurement, notes that three suppliers have previously visited the site and provided quotations, and have been recommended by Officers as suitable contractors to undertake the works. In accordance with Financial Regulation 5.6, the Council agrees that these three suppliers be invited to submit formal tenders for the works. The Clerk and Vice-Chair is authorised to issue a formal tender pack and request revised submissions from the three agreed contractors for consideration by the Council.

**To consider joining the Private and Community Nature Reserves Network and Somerset Wildlife Trust and to ratify any costs associated with this.**

287/26 The Chair provided an update. There was no fee to join the Private and Community Nature Reserves Network however it would be beneficial to be a member of the Somerset Wildlife Trust for £42 per year.

**RESOLVED:** It was unanimously agreed to become a member of both entities.

**To consider the report on the Licence Agreement for Use of Washford Recreation Ground and to ratify any actions deemed necessary to progress this agreement.**

288/26 The Council noted the detailed report from the Locum Clerk which sets out the issues that the Parish Council faces and puts forward some recommendations to the Council as below:

*Resolve in principle to formalise the School's use of Washford Recreation Ground through a written Licence Agreement.*

*Request confirmation of the School's Public Liability Insurance (minimum £5 million).*

*Seek clarification from the Council's insurer regarding risk categorisation and the effect of a formal agreement.*

*Consider the financial implications separately, including the appropriate rental figure if the Council assumes maintenance responsibility.*

**RESOLVED:** It was unanimously agreed to approve the recommendations and for the Locum Clerk to act upon the first three recommendations. It was further unanimously resolved for the Finance Committee to consider the financial implications at a future meeting of the Finance committee.

**Reports for information only – no decisions to be made**

a **Clerk's Report.**

289/26 The report was noted.

**Items for future agendas.**

- Speed Indicator Device (Cllr Margaret Smith).

290/26 **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.**

**RESOLVED:** It was unanimously agreed to exclude the Press and Public for the following agenda item.



# OLD CLEEVE PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 16<sup>th</sup> March 2026 at 7PM AT  
WASHFORD MEMORIAL HALL.

291/26

**To receive an update on the recruitment of a permanent Parish Clerk.**

The Council received an update from the Chair of the Personnel Committee. It was noted that an article could be placed in the local 'West Somerset Free Press' or 'The County Gazette' publication which will attract interest locally. The Locum Clerk will look into the costs for placing this advertisement. The advert should be placed on the Job Centre too.

292/26

**The meeting was closed by the Chair at 20:27.**

Signed.....

Dated:

Notice date:



# We're planning to remove this payphone

Unfortunately, it just isn't used enough for us to carry on running it.

If you think it should stay, please contact your local authority within 90 days of the date on this notice.

Call **0800 661 610** (option 1) to find out how to contact your local authority.

## Old Cleeve Parish Council

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 31/03/2026</b>			
	Cash in Hand 01/04/2025			86,296.15
	<b>ADD</b>			
	Receipts 01/04/2025 - 31/03/2026			92,414.61
				178,710.76
	<b>SUBTRACT</b>			
	Payments 01/04/2025 - 31/03/2026			74,701.42
<b>A</b>	<b>Cash in Hand 31/03/2026</b> (per Cash Book)			<b>104,009.34</b>
	Cash in hand per Bank Statements			
	Petty Cash	31/03/2026	0.00	
	Unity Ringfenced Reserve Account	31/03/2026	52,835.52	
	Unity Reserve Account	31/03/2026	18,702.30	
	Unity Current Account	31/03/2026	35,031.13	
				<b>106,568.95</b>
	Less unrepresented payments			2,559.61
				104,009.34
	Plus unrepresented receipts			
<b>B</b>	<b>Adjusted Bank Balance</b>			<b>104,009.34</b>
	<b>A = B Checks out OK</b>			



# 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 March	96.83	Local Government Act 1972, s.111
Unity Trust Bank	Bank service charge March	7.00	
A Johnson	Salary - March	243.22	
J Turner	Locum charges	1000.00	
Garden Care & Creation	Ground maintenance - March	576.00	Open Spaces Act 1906, ss.9-10
Roadwater Youth Club	Donation	2,500.00	Local Government (Miscellaneous Provisions) Act 1976, s.19
Washford Memorial Hall	Hall hire	125.00	Local Government Act 1972, s.111

Payments to be authorised

Payee	Description	£	Power to pay
A Johnson	Overtime	68.34	Local Government Act 1972, s.111
R Young	Internal Audit fee	50.00	Local Government Act 1972, s.111
Redlynch	Play equipment	16,800.00	Open Spaces Act 1906, ss.9-10

**Total payments to be authorised: £16,918.34**



# OLD CLEEVE PARISH COUNCIL

17 November 2025

To: Citizens Advice, West Somerset  
By email to [Ian.Atkinson@citizensadvicewestsomerset.org.uk](mailto:Ian.Atkinson@citizensadvicewestsomerset.org.uk)

Dear Ian,

## Agreement to Conditions of Grant Award

Following your application for a grant from Old Cleeve Parish Council, I am pleased to confirm that a grant of £250 has been awarded in recognition of the valuable work you do for Old Cleeve parishioners.

As a condition of this award, the Parish Council requires all recipients to formally agree to abide by the terms of its Grants Policy, adopted on 9 December 2024. A copy of the policy is available on our website.

By signing this letter, your organisation agrees to the following:

1. The grant will be used solely for the purpose stated in your application and must directly benefit Old Cleeve Parish or its residents.
2. The grant will be spent during the financial year ending 31 March 2026 and will not be added to general reserves.
3. Where the grant is for equipment, payment will only be made upon submission of an invoice or satisfactory equivalent evidence.
4. You will provide a report on the use of the grant and the outcomes achieved, if requested by Old Cleeve Parish Council.
5. Old Cleeve Parish Council's support will be acknowledged in your annual report and other relevant publicity.
6. You confirm that your organisation remains properly constituted, with independent accounts and a bank account with at least two joint signatories.
7. If your organisation ceases to operate, is dissolved, or is otherwise unable to fulfil the purpose for which the grant was awarded, any unspent funds must be returned to Old Cleeve Parish Council, and the Council reserves the right to request repayment of the grant in full or in part.

Please sign and return the attached acknowledgement to confirm your acceptance of these terms.

Yours sincerely,

*Andrea Johnson*

Clerk to Old Cleeve Parish Council



# OLD CLEEVE PARISH COUNCIL

## Acknowledgement and Acceptance

We confirm that we have read and understood the terms and conditions of the grant as set out in the Old Cleeve Parish Council Grants Policy and the letter dated 17 November 2025 and agree to comply fully.

Signed: 

Name: JAN ATKINSON

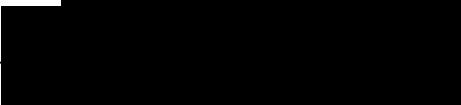
Position: CHIEF OFFICER

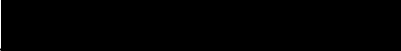
For and on behalf of: Citizens Advice, West Somerset

Date: 20 NOVEMBER 2025

Payments to be made to:

Name of Account: 

Sort Code: 

Account number: 

**Old Cleeve Parish Council**  
**STATEMENT OF ACCOUNTS**

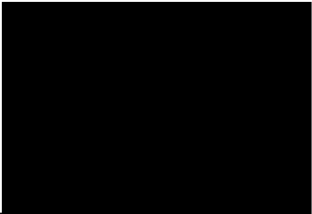
	RECEIPTS	PAYMENTS
Balance at Bank	86,296.15	
Homeworking allowance		260.00
Insurance		796.31
Member Subscriptions		89.40
Audit fees		260.00
Training		320.00
Precept	44,750.00	
Hall hire		189.00
Bus shelter cleaning and maintenance		775.00
Donations fund		2,190.41
Blue Anchor Toilets		6,000.00
Washford Recreational Ground & MUGA	37,146.20	31,033.40
Reserves		2,139.61
Interest	2,326.87	
War Memorial		21.99
Defibrillator		644.00
Sand Stores and Sheds		70.81
Grounds Maintenance and electricity		3,895.00
Expenses		135.15
Defibrillator Consumables		122.00
Bank service charge		73.00
Personnel Costs		12,226.36
Administration and Technology		1,058.76
Recreational support		2,500.00
Puthills Copse		432.50
Noticeboards		380.00
Speed Indicator Device		157.79
Defibrillator		485.00
VAT	8,191.54	8,445.93
	<b>92,414.61</b>	<b>74,701.42</b>
<b>Closing Balances:</b>		
Balances in Bank Account		104,009.34
<b>TOTAL</b>	<b>178,710.76</b>	<b>178,710.76</b>

The above statement represents fairly the financial position of the council as at 31 Mar 2026

Signed \_\_\_\_\_  
Responsible Financial Officer

Date \_\_\_\_\_

**Richard Young**



**Your Ref:**

Old Cleeve Parish Council,  
c/o 7 North Street,  
Williton,  
Somerset  
TA4 4SL

Dear Madam

6 April 2026

**INTERNAL AUDIT 2025/26**

I confirm that I have completed the Internal Audit for 2019/20.

There are no matters to draw to the attention of Members.

I found that Old Cleeve Parish Council have robust internal controls in place in respect of their accounts and financial procedures and comply with the requirements of Assertion 10.



**RICHARD YOUNG**

# Annual Internal Audit Report 2025/26

## OLD CLEEVE PARISH COUNCIL

ENTER [www.Oldcleeveparishcouncil.gov.uk](http://www.Oldcleeveparishcouncil.gov.uk) ADDRESS

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			✓ NB Petty cash
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

06/04/2026

DD/MM/YYYY

RICHARD YOUNG

INTERNAL AUDITOR

Signature of person who carried out the internal audit

Date

06/04/2026

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

# Annual Governance and Accountability Return 2025/26 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
  - **Sections 1 and 2 must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2026**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2026** Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2026
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2025/26

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Return **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities **must** publish the following information on the authority website/webpage:

Before 1 July 2026 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

# Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2025/26

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection ( this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2026</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2025/26

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i>			
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2024/25 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.			
<b>P. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY

DD/MM/YYYY

DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report **must** explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.			<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2025/26 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures <b>must</b> agree to underlying financial records.</i>
<b>1.</b> Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value <b>must</b> agree to Box 7 of previous year.</i>
<b>2.</b> (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
<b>3.</b> (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
<b>4.</b> (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
<b>5.</b> (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
<b>6.</b> (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
<b>7.</b> (=) Balances carried forward			<i>Total balances and reserves at the end of the year. <b>must</b> equal (1+2+3) - (4+5+6).</i>
<b>8.</b> Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
<b>9.</b> Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
<b>10.</b> Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
<b>11</b> Do the figures in the accounting statements above exclude any trust transactions?			<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval.**

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



## Section 2 – Accounting Statements 2025/26 for

### OLD CLEEVE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures <b>must</b> agree to underlying financial records.</i>
1. Balances brought forward	75,901	86,297	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value <b>must</b> agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	37,000	44,750	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	2,870	47,664	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	10,636	12,226	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	18,838	62,475	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	86,297	104,010	<i>Total balances and reserves at the end of the year. <b>must</b> equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	86,297	104,010	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
9. Total fixed assets plus long term investments and assets	40,730	64,271	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
<b>For Local Councils Only</b>	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval.**

SIGNATURE REQUIRED

DD/MM/YYYY

Date

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



# OLD CLEEVE PARISH COUNCIL REPORT TO COUNCIL

**Meeting Date:** 20<sup>th</sup> April 2026

**Proposer:** Judi Stabb – Parish Councillor, with Richard & Jan Hughes – residents of Old Cleeve.

**Agenda Item:** Permanent solar powered SID camera for Old Cleeve

## **Purpose of Report**

Due to much increased traffic from the B3191 closure, we now have a ongoing safety hazard in Old Cleeve to pedestrians, cyclists, horse riders. As this lane forms part of the steam coast trail it is essential that the parish council purchase a ELAN CITY SID camera with solar power and a new 2m post for placement in the Old Cleeve community to reduce speeding traffic and protect pedestrians and other road users on the narrow lane between Myrtle Cottage and Old Cleeve farm.

## **Summary of Recommendations**

*Provide a short, action-focused summary of what Council is being asked to decide or note.*

Purchase Elan City SID camera with solar panel with 2m pole.

Excavate land to place 2m pole in place of existing shorter pole at junction with Rectory Road 20 mph signpost.

## **Parish Plan**

Safety of ALL road users- vehicles, pedestrians, cyclists, walkers, horse riders.

This proposal meets the parish plan's stated objectives to protect our parish by supporting and improving safety.

The involvement of some community fundraising volunteers meets the objective of building a more resilient community

## **Funding**

Part by residents of Old Cleeve funding initiative, balance by parish council funds from reserves.

Richard and Jan Hughes residents of Old Cleeve plan via a fund raising survey of the village will gather feedback as to the potential of funds that can be raised by the Old Cleeve community and will report back to the parish council with the findings.

## **Biodiversity**

The visual impact of a SID camera makes drivers think about their driving action creating a better environment for all road users.

Slower speed of traffic creates improved safety for all, and reduces vehicle emissions, encouraging more people to get out of their cars to walk, cycle etc. This is also in line with Somerset Council's draft Transport Strategy

## **Background and Context**

Since closure of B3191 early 2023 we have seen a huge increase in traffic movements on the road between Dragons Cross to Blue Anchor. It is being used as a rat run, as well as the main access route for holiday makers and car booters and anyone else coming from the direction east of Old Cleeve , and Blue Anchor as there no longer remains access through Watchet.

With Spring arriving and the many holiday makers and locals heading to Blue Anchor seafront to walk the promenade, walk the coast path, visit the Driftwood café, the Bay café, Smugglers Inn and of course the West Somerset railway and twice weekly carboot sales, the traffic using the lane will increase drastically, so need road safety protocols in place at the earliest time possible.

In addition, when the road is closed at Dragons Cross / Bilbrook, highways divert traffic directly down this lane to Blue Anchor.

Based on data received from the only parish SID camera we have, when placed at Old Cleeve many months ago showed very high levels of speeding traffic initially but this level improved considerably over a very short period of time with the awareness of the SID in place.

## Options for Council Consideration

Present realistic options, including the “do nothing” option, and note implications for each.

Option	Cost	Advantages	Disadvantages/Risks
Do Nothing	Potential human life !	None	Further increase in traffic flows = increased chance of accidents and injury
Permanent siting of SID in Old Cleeve	£2.5k + £0.4k Pole	Reduced risk of injury or fatality. Improved environment for all	None

### Recommendation Option with Reasons

1. That Old Cleeve Parish Council having acknowledged the traffic problems associated with the lane between Dragons Cross and Blue Anchor since the closure of the B3191 agrees to allocate sufficient funds up to a maximum of £3000 to purchase and install a permanent SID in the village of Old Cleeve, noting that there is the opportunity to offset some of the cost through community fundraising.
2. That the necessary funds be identified from reserves which are allocated for community enhancements.

Reasons:-

1. Evidence supports permanently sited SIDs in communities reduces speeding and accidents, along with improved environment for all.
2. The lack of pavements means that pedestrian are at risk from both the speed and increase in traffic. It needs to be remembered that well over 100 vehicles now use this lane to gain access to the boot sales twice weekly from the end of March and tend to be in a huge rush to get there.

Other drivers enter Blue Anchor from Eastbury Hill where there is now a fixed SID to control the speed, and speaking to some residents there say there has been a very noticeable reduction in speeding drivers, so proves the point that these active visual warning signs do make a difference.

3. The Parish Plan emphasizes Protect and Enhance as its main objectives, with particular reference to speed camera and road safety. Although not in the 2026/2027 budget, it is considered that this is a legitimate use of reserves.



# OLD CLEEVE PARISH COUNCIL REPORT TO COUNCIL

**Meeting Date:** 20<sup>th</sup> April 2026

**Proposer:** Margaret Smith – Parish Councillor

**Agenda Item:** Permanent solar powered SID camera for Chapel Cleeve

## Purpose of Report

Solar powered SID machines are needed at sites along the section of road from the A39 to Blue Anchor. And the unclassified section from Cedar House to the A39 is of particular concern re the 30mph sign, for it provides no safe separation between vehicles and all those that use it walking, cycling, horse riders. This should also be 20mph.

## Summary of Recommendations

Purchase Elan City SID camera with Solar power with 2m pole.

Replace existing 1.75m pole with new 2m pole at the site of South Lodge.

## Parish Plan

Safety of ALL road users- vehicles, pedestrians, cyclists, walkers, horse riders. This proposal meets the parish plan's stated objectives to protect our parish by supporting and improving safety.

## Funding

Cleeve Park road system is funded by its residents who form the 'Cleeve Park Association'. So, I am afraid they feel SCC or the Parish Council (whichever) has a responsibility to keep (the or Their) communities safe as possible.

## Biodiversity

A Police vehicle was recently parked in the lay-by at Dragons Cross on the A39, I saw drivers rapidly decrease from 50 mph to the 30 mph. Visual measures can and do help keep us safe.

## Background and Context

Those of us who live here no longer consider walking a safe exercise since the closure of the B3191, the extra and ever increasing traffic on the lane from Blue Anchor to Dragons Cross is a direct hazard, and the risk of a serious accident or worse is not hypothetical... its foreseeable.

The road closure of the B3191 was instigated and carried out by SCC for safety, I was told they have an obligation now to keep us safe by implementing our request.

Everyone knows the ancient signage still in use on the nearby A39 at Dragons Cross and elsewhere showing a camera is completely false but a bright flashing solar SID is eye catching similar to a Belisha beacon, which enhances visibility.

Blue Anchor is a very popular seaside resort hosting Hoborne caravan park, Home farm camping area, the Steam railway station. A twice weekly car boot is held at Blue Anchor, and Bank holidays, when traffic numbers increase dramatically.

Along with the holiday season bringing motor homes, towing caravan etc coming to Blue Anchor using our lane as a rat run rather than turning through the wider Carhampton exit road to Blue Anchor. To which they then encounter farm traffic from Binham Grange farm and Old Cleeve farm, not a good mix on the narrow lane !

I am told in such circumstances failure to implement the necessary safety measures may well bring issues of liability as the dangers have been formerly raised to SCC on several occasions. It is of paramount importance for the residents that a Solar Sid be permanently situated at the South Lodge corner.

This location on the bend is the entrance to the south side of Cleeve Park it also serves as an entrance to Farmland. This stretch of road although 30 mph, encourages vehicle acceleration. Therefore, it is a vital and necessary safety measure.

## Options for Council Consideration

Present realistic options, including the “do nothing” option, and note implications for each.

Option	Cost	Advantages	Disadvantages/Risks
Do Nothing	Potential human life !	None	Further increase in traffic flows = increased chance of accidents and injury
Permanent siting of SID in Chapel Cleeve	£2.5k + £0.4k Pole	Reduced risk of injury or fatality. Improved environment for all	None

### Recommendation Option with Reasons

1. That Old Cleeve Parish Council having acknowledged the traffic problems associated with the lane between Dragons Cross and Blue Anchor since the closure of the B3191 agrees to allocate sufficient funds up to a maximum of £3000 to purchase and install a permanent SID in the village of Chapel Cleeve.
2. That the necessary funds be identified from reserves which are allocated for community enhancements.

#### Reasons:-

1. Evidence supports permanently sited SIDs in communities reduces speeding and accidents, along with improved environment for all.
2. The lack of pavements means that pedestrians are at risk from both the speed and increase in traffic. It needs to be remembered that well over 100 vehicles now use this lane to gain access to the boot sales twice weekly from the end of March and tend to be in a huge rush to get there.
3. The other route into Blue Anchor via Eastbury Hill there is a clear 20 mph sign, a few yards further on permanent Solar powered SID set at 20 mph. I have evidence that a number of drivers who have exceeded that limit have incurred a £90 fine / attended a Speed Awareness Course. Either way it stays recorded on a database for 3 years.

4. The Parish Plan emphasizes Protect and Enhance as its main objectives, with particular reference to speed camera and road safety. Although not in the 2026/2027 budget, it is considered that this is a legitimate use of reserves.



# OLD CLEEVE PARISH COUNCIL REPORT TO COUNCIL

**Meeting Date:** *Monday 20<sup>th</sup> April 2026*

**Proposer:** *Mick De'Ath (Vice Chair)*

**Agenda Item:** *To place order for Washford MUGA Re-surfacing*

## **Purpose of Report**

*To seek full Council approval to proceed with the re-surfacing of the Washford Multi-Use Games Area (MUGA), subject to a review of the proposed methodology by Cllr Phil Gannon.*

## **Summary of Recommendations**

- *Approve the quotation from **Chiltern Sports Contractors Ltd** for £32,683, with a 10% contingency of £3,268.*
- *Request Cllr Phil Gannon to review the supplier's proposed schedule and methodology.*
- *Authorise the Clerk, following that review, to place the order in order to meet Summer 2026 delivery requirements.*

## **Parish Plan**

*This proposal supports the Parish Plan objective **Protecting and Enhancing Our Environment** and contributes to the provision of safe, high-quality community facilities.*

## **Funding**

*The project will be funded through a combination of Earmarked Reserves and external grant funding:*

- *£7,500 grant awarded from Sport England.*
- *£5,000 grant application submitted to the Norman Family Trust (decision pending).*
- *A further application is intended to the Hinkley C Community Fund, subject to eligibility and funding limits.*

	A	B	C	D	E
1					<b>Balance</b>
2					
3	Total Earmarked Funds as of 31st March				<b>72,243</b>
4					
5	Payments due for Play Equipment		- 14,000		
6					
7	Receipt Due from Sport England			7,500	
8	Receipt to Earmarked Reserves due from 2026/27 Budget			5,750	
9	Excess in General Reserves above 75% target			8,086	
10					
11	Potential Earmarked Funds Available				<b>79,579</b>
12					
13	Quoted costs for Muga		- 32,683		
14	Project Contingency 10%		- 3,268		
15					
16	Balance of Earmarked Reserves after project (incl 10%)				<b>43,628</b>
17	Balance of Earmarked Reserves after project (excl 10%)				<b>46,896</b>
18					
19	Funding Request to Norman Family Charitable Trust (TBC)			5,000	
20	Funding Request to Hinkley Point (TBC)			TBC	

### Supplier Quotes that were considered:-

Quote Comparisons	Total	10% Contingency
Chiltern Sports	£32,643.00	£ 3,264.30
Courtstall Services	£35,940.00	£ 3,594.00
Devon Tarmaster	£49,352.00	£ 4,935.20

**Biodiversity** N/A.

## Background and Context

*The MUGA has been identified for re-surfacing for several years while funding was secured. A recent RoSPA inspection has confirmed that the surface is now unsuitable for safe sporting use. As a result, the facility is underused despite its importance to residents, visitors, and the local primary school.*

*The Head Teacher of Washford Primary School has highlighted the importance of the MUGA as a safe and inclusive space for physical activity and community engagement, noting that the current surface presents safety concerns that restrict its use.*

*Further support has been received from the Chair of Somerset Pickleball Club, who has expressed interest in using the facility for this growing and inclusive sport and has offered to run free taster sessions for parish residents.*

*The works are weather-dependent and must be undertaken outside of school term time due to vehicle movements and site safety. The preferred delivery window is the Summer 2026 school*

*holidays. To secure a place in the contractor's programme, an order must be placed promptly; otherwise, delivery may be delayed until Spring 2027.*

## Options for Council Consideration

Option	Cost	Advantages	Disadvantages/Risks
<i>Do Nothing</i>	<i>Nil but potential liability</i>	<i>Preserves funds</i>	<i>Safety issues for users with potential liability for council as RoSPA report has identified as unsuitable for purpose. Dissatisfaction from local community as MUGA will continue to deteriorate.</i>
<i>Minor repairs</i>		<i>Preserves funds</i>	<i>Surface has degraded to such a degree that this is not a recommended course of action as results cannot be guaranteed</i>
<i>Full replacement</i>	<i>Circa £36,000</i>	<i>High quality installation. Will enable safe use and introduction of new sports, e.g. Pickleball Community benefit with better facilities for sports activities.</i>	<i>Risk of unforeseen complications once excavation starts, but scrutiny of Schedule of Works should mitigate this risk. A 10% contingency should be adopted to cover unforeseen issues.</i>


### Recommendation Option with Reasons





*Three quotations were obtained: two from specialist MUGA contractors and one from a general surfacing provider. Chiltern Sports Contractors Ltd is recommended based on their specialist experience, competitive pricing, and the quality and practicality of their proposed methodology. Their approach demonstrated sensitivity to the local environment and included innovative solutions not identified by other bidders.*

*Subject to a final review of the methodology by Cllr Phil Gannon, it is recommended that the Council proceed with this supplier.*



## Minehead and Watchet LCN Meeting - Thursday 9 April 2026

 **From** Minehead and watchet LCN <Mineheadandwatchetlcn@somerset.gov.uk>  
**To** Michelle Brooks <michelle.brooks@somerset.gov.uk>, Laura Smedley <laura.smedley@somerset.gov.uk>, Sam Murrell <sam.murrell@somerset.gov.uk>, Exmoor LCN <Exmoorlcn@somerset.gov.uk>  
**Cc** Cllr Mandy Chilcott <mandy.chilcott@somerset.gov.uk>, Brenda Maitland Walker <brendamw49@gmail.com>  
**Date** 2026-04-13 13:10

 Template Document for Parish Town Councils.docx (~26 KB)  FACT SHEET about closure.pdf (~96 KB)  
 Enhanced Maintenance Pilot New Process Letter 080426 - Final (1).docx (~273 KB)  
 Additional funding for Highway and Environmental Maintenance Activity.pdf (~177 KB)

Dear members of the Minehead and Watchet LCN,

Thank you to those of you who joined the meeting last week or submitted apologies. Despite a late finish, it was an interesting meeting with a focus on the voluntary, community, faith and social sector. I am extremely grateful to the partners and stakeholders who came along and presented to the meeting. This included Somerset Activity Sports Partnership (SASP), Spark Somerset, The West Somerset Foodbank, Somerset Association of Local Councils (SALC) and a trustee from West Somerset Citizens Advice.

I will be getting detailed notes out to you shortly, but there were some time limited notices that were distributed in the meeting, which need to be shared as soon as possible.

### Somerset Council Electoral Boundary Revision

<https://www.lgbce.org.uk/all-reviews/somerset>

This is the link to view the new electoral divisions which will come into effect for the next Somerset Council election in 2027. Please click on the map and you should be able to view the information on the website.

### Spark and SALC

**A joint roadshow will be taking place at the EMN Hall, Monksilver on Wednesday 15 April at 6-9pm.**

Do you work for or volunteer with a Somerset-based charity, community group, or organisation? Would you like to build links with local Councils to help ensure better outcomes for the people in your area?

Join Spark for a Community Health & Wellbeing Roadshow event, hosted in partnership with [Somerset Association of Local Councils](#) (SALC), and find out how the voluntary, community, faith and social enterprise (VCFSE) sector can strengthen their collaborative working with parish, town and city Councils.

They will explore how Councils and VCFSEs can work together to:

- Strengthen engagement with communities
- Increase external funding into local areas
- Better understand and meet local community needs

They will also look at:

- The Somerset VCFSE Insights Hub; understanding local data and need
- Partnerships that unite organisations to collaborate, spark innovation, and deliver meaningful impact, such as the Somerset Youth Alliance
- Funding opportunities – beyond the precept
- Community Health & Wellbeing Programme and beyond
- Community engagement and knowing your community

To join this roadshow please view details on the website here: [Training Events - The Somerset Association of Local Councils \(SALC\)](#)

### West Somerset Foodbank

The West Somerset Foodbank is looking for larger premises as it has outgrown its current home at St Michael the Archangel Church in Alcombe. It is also looking for new Trustees with an urgent request for a Treasurer role. More information can be obtained from the Chair of Trustees, Katrina Midgely. [News - West Somerset Food Cupboard](#).

### Somerset Council Highways

Please find attached 2 documents that were referenced in the meeting. One is the Executive report agreed on the 1 April 2026, allocating 2million pounds of additional funding to the Highway and Environmental budget for the coming year. The other is a letter to parishes outlining the process for commissioning their own highways maintenance projects. I will be diarising a meeting to discuss this further in the coming weeks.

### Somerset Bus Partnership

David Northy from the Somerset Bus Partnership is working with First Bus to add in a request stop on the Route 28 Service. This campaign is being led by the **Somerset Bus Partnership** and has been endorsed and supported by the LCN. We are asking every council to submit a letter of support to First Bus requesting that Route 28 services allow a request stop at Market House (The Parade) in Taunton.

This is to assist users who need to access Musgrove Park Hospital. A template letter is attached, and it is requested that towns and parishes send a copy to [Rebecca.Mantyck@first.co.uk](mailto:Rebecca.Mantyck@first.co.uk) by the 30 April.

## **West Somerset Citizens Advice (WSCA)**

Bruce Lang has provided a Fact Sheet which outlines the challenges faced by the WSCA, and the reasons for the closure at the end of April.

### **Finally....**

Can I also extend my thanks to my colleagues, [@Michelle Brooks](#) and [@Laura Smedley](#) who helped with the technical set up and troubleshooting on the night. It was a true team effort.

Some of you requested catch up, and follow up meetings with me, and I will be diarising these for the coming weeks shortly. Please keep a look out for outlook invitations over the next few days.

I will be getting the formal notes and presentation slides over to you as soon as possible, but in the meantime, if there are any comments or queries, please let me know.

Kind regards

### **Samantha Murrell**

LCN Link Officer (Exmoor, Minehead & Watchet)

**Somerset Council**

01984 600167 / 07919 076187



Cc – Exmoor LCN for information only.

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## **Old Cleeve Parish Council**

### **Clerk's Report**

#### **Actions Arising from the Meeting Held on 16 March 2026**

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##### **1. Minutes – Item 275/26**

**To sign as a correct record the minutes of the meeting held on 23 February 2026**

**Resolution:**

The minutes were approved subject to the following amendments:

- 'River Pile' amended to 'River Pill'
- Location updated to Old Cleeve
- Inclusion of two members of the public present

**Action Taken:**

The Clerk has made all required amendments to the minutes.

**Status:** Completed

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##### **2. Planning Applications – Item 278/26**

**To agree a response to planning applications**

**Action Taken:**

The Clerk submitted responses to all five planning applications as resolved by Council.

**Status:** Completed

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##### **3. Highways and Road Closures – Item 281/26**

**Resolution Context:**

- 30mph scheme progressing (no confirmed implementation date)
- Wessex Water road closure anticipated between White Horse and Roadwater
- Clerk to check for correspondence to share publicly

**Action Taken:**

The Clerk reviewed all correspondence and confirms that no formal notification was received from Wessex Water regarding the works.

**Status:** Completed (no further action possible at this time)

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##### **4. Puthills Copse Ecology Survey – Item 284/26**

**Resolution Context:**

To progress appointment of an ecology survey provider

**Action Taken:**

The Locum Clerk contacted and followed up with the identified surveyor. No response has been received to date.

**Status:** Ongoing

**Next Steps:**

Further follow-up or consideration of alternative providers may be required.

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**5. Memberships – Item 287/26****To consider joining relevant environmental networks****Action Taken:**

The Parish Council has successfully joined both:

- Private and Community Nature Reserves Network
- Somerset Wildlife Trust

**Status:** Completed

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**6. Washford Recreation Ground Licence – Item 288/26****Resolution:**

- Formalise the School's use via a Licence Agreement
- Obtain Public Liability Insurance confirmation
- Seek advice from Council's insurer
- Refer financial implications to Finance Committee

**Action Taken:**

The Locum Clerk has:

- Progressed the Licence Agreement discussions
- Requested insurance documentation
- Sought clarification from the Council's insurer

**Status:** Partially Completed

**Next Steps:**

- Matter to be referred to the Finance Committee for consideration of financial implications, including any rental arrangement.
- 

**7. Recruitment of Permanent Clerk – Item 291/26**

**Action Taken:**

- The Clerk contacted two press organisations regarding recruitment advertising
- The Chair of the Staffing Committee reviewed costs and determined they were prohibitive
- It was agreed that the Council is currently sufficiently resourced with two officers

**Status:** Completed (no further action at this stage)

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**8. Additional Actions Outside of Council Meeting**

The Clerk has undertaken the following additional duties:

**Legal and Property**

- Liaised with the Council's solicitor regarding the **purchase of land adjoining Belle Vue, Washford, Watchet**
- Legal documentation has now been received for further review

**Projects and Procurement**

- Provided procurement advice in relation to the MUGA project
- Chased quotations for installation of SID following member availability issues

**Governance and Administration**

- Circulated general correspondence to members
- Drafted the Annual Parish Assembly agenda
- Provided advice regarding co-option procedures

**Member and Public Engagement**

- Responded to and forwarded resident queries to relevant members or external organisations
- 


**9. Summary of Key Outstanding Actions**

- Ecology survey provider for Puthills Copse (follow-up required)
- Washford Recreation Ground licence – financial review by Finance Committee
- Ongoing legal review of Belle Vue land purchase

## Wessex Water Sewer Rehabilitation in Old Cleeve - C01989 Minehead S29



**From** Tom Walker <Tom.Walker@wessexwater.co.uk>  
**To** clerk@oldcleeveparishcouncil.gov.uk <clerk@oldcleeveparishcouncil.gov.uk>  
**Cc** Customer Relations <Customer.Relations@wessexwater.co.uk>  
**Date** 2026-04-10 09:46

 C01989 - Minehead S29 - Old Cleeve RC PR letter.docx (~34 KB)

Dear Jack,

### Essential sewer rehabilitation in Old Cleeve

Wessex Water will be carrying out sewer repairs in Old Cleeve and I wanted to advise the parish council about this work and how we are informing local customers about it.

Relining and sealing sewers in this way helps protect the environment, preventing foul water escaping and groundwater entering sewers, which can lead to flooding or storm overflows automatically discharging into rivers or the sea if the system becomes overwhelmed.

You can read more about the work we're carrying out to protect the environment at [wessexwater.co.uk/overflows](https://www.wessexwater.co.uk/overflows)

This work will be carried out on **Thursday 7** and **Friday 8 May 2026**, using 'no-dig' techniques, which are quicker and less intrusive than replacing the pipe in a conventional manner.

- **Thursday 7 - Friday 8 May 2026 – Blue Anchor Bay Road, from Lower Bilbrook Lane to Old Cleeve Farm, will be closed to through traffic, with a signposted diversion in place.** Access will be maintained for residents within the closure, although it may be delayed at times and our on-site team will work with them with regard to any specific access requirements.

There may be some noise disruption while this work, some of which may last into the evening, is carried out but every effort will be made to keep this to a minimum.

Local water and sewerage services can be used as normal unless we advise otherwise.

We will shortly be writing to local customers to tell them about this work and I attach a copy of that letter for your information. In the meantime, should you have any further questions about this work, please do not hesitate to contact me via this email address.

Yours faithfully,

**Tom Walker**

Sewer Rehabilitation Project Manager



**Wessex Water**

Operations Centre, Claverton Down, Bath BA2 7WW

Email: [tom.walker@wessexwater.co.uk](mailto:tom.walker@wessexwater.co.uk)

Mobile: 07785 723785

Web: [ytl.com](https://www.ytl.com) | [wessexwater.co.uk](https://www.wessexwater.co.uk)



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