

Old Cleeve Parish Council

Annual Meeting of the Parish Council

Agenda Pack

Monday 18 May 2026 at 7.00pm
Lysaght Village Hall, Old Cleeve

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Prepared for circulation to Members. Original document page orientations have been preserved.

Agenda

Meeting summons and agenda



OLD CLEEVE PARISH COUNCIL NOTICE OF THE NEXT COUNCIL MEETING

Tuesday 12th May 2026

Members of Old Cleeve Parish Council, you are hereby summoned to a meeting to be held at 7.00pm on Monday 18th May 2026 at Lysaght Village Hall, Old Cleeve 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

AGENDA

- 1. Election of Chairman and receipt of the Chairman's Declaration of Acceptance of Office**
- 2. Election of Vice Chairman.**
- 3. To note apologies for absence and approve reason, where appropriate**
- 4. Declarations of Interest/Dispensations in respect of matters on the agenda at this meeting**
- 5. To sign as a correct record the minutes of the meetings held on 20th April 2026**
- 6. Public Participation**
- 7. Planning:** To agree a response to the following Planning Application(s):
 - a) To consider any planning applications after the agenda has been issued.

8. Committees and working groups

Review of the unchanged terms of reference for existing committees and working groups:

- Complaints Committee
- Finance Committee
- Personnel Committee
- Environment Working Group
- Asset Working Group

- a) Appointment of Councillors to the above Committees and working groups.
- b) To arrange meeting dates for the Finance Committee for the 2026-2027 Civic Year.

10. Appointment of Representative to Outside Bodies

- a. Sydenham Charity
- b. Local Community Network

11. Meetings: To determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

12. Policies and plans: to agree the schedule for reviewing policies and plans

- a) To re-adopt Standing Orders on an annual basis.
- b) To re-adopt Financial Regulations on an annual basis.

13. Finance

- a) Bank Reconciliation: to receive and note the bank reconciliation statement of 30th April 2026.



OLD CLEEVE PARISH COUNCIL NOTICE OF THE NEXT COUNCIL MEETING

- 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 a grant application received from Old Cleeve Orchard.
- e) To consider a grant application from South Coast Waves Cheerleading team.
- f) To consider the costs for Councillor training.
- g) To consider quotations for a replacement bench in Old Cleeve.

14. Parish Plan: to **review** progress and **agree** any actions (Cllr Dutton)

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

16. Washford Recreation Ground

- a) To consider any quotations for the CCTV for the recreation ground.
- b) To receive an update on the MUGA project.
- c) To approve the contractor for the MUGA project, as the preferred contractor was unable to deliver the project.

17. Speed Indicator Device (SID):

- a) To consider any updates in relation to this matter.

18. Environment Committee:

- a) To receive an update on the ecology survey provider for Puthills Copse.
- b) To receive an update on the Land at Belle Vue Play Area in Washford.
- c) To note that the contract for Puthills has now been signed by the Chair and Vice-CHAIR.

19. Old Cleeve Parish Assembly.

- a) To consider any items that need attention or action by the Parish Council.

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

- a) To note the Clerk's Report.
- b) To note the Sydenham Charity Report.
- c) Somerset Local Plan timetable.

21. Items for future agendas.

Item 1

Declaration of Acceptance of Office

**DECLARATION OF ACCEPTANCE OF OFFICE FOR PARISH AND
TOWN COUNCILLORS**

I, (insert name of person making
declaration)

Having been elected to the office of *chairman*

of

Old Cleeve Parish Council

**Declare that I take that office upon myself, and will duly and faithfully fulfil the
duties of it according to the best of my judgement and ability.**

Signed Dated

This declaration was made and signed before me

Signed (signature of the clerk)

Date

Proper Officer of the Council

Note: The Local Government Act 1972 s 83 (4) requires that:

“A person elected to the office of chairman of a parish council or to the office of parish councillor shall

(a) in the case of chairman, at the meeting at which he is elected

(b) in the case of a councillor, before or at the first meeting of the parish council after his election or

(c) in either case if the council at that meeting so permit, before or at a later meeting fixed by the council:

Make in the presence of a member of the council or of the proper officer of the council and deliver to the council a declaration of acceptance of office in a form prescribed by an order of the Secretary of State, and if he fails to do so his office shall thereupon become vacant.”

The form is in accordance with the following Order made by the Secretary of State: SI 2012 No. 1465 The Local Elections (Declaration of Acceptance of Office) Order 2012

The clerk retains the forms.

Item 5

Draft Minutes of the Meeting held on 20 April 2026



OLD CLEEVE PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 20th April 2026 at 7PM AT ROADWATER VILLAGE HALL.

| | | | | |
|-----------------------|---|-------------|---------------------------|--------------|
| Present: | Cllr Stabb (Chairman) | Yes | Cllr Gaskin | Yes (19:01) |
| | Cllr De'Ath (Vice-Chairman) | Yes | Cllr Johnson-Smith | Yes |
| | Cllr Short | Yes | Cllr Scofield | Yes |
| | Cllr Cridland | Yes | Cllr Baker | Yes (19:06). |
| | Cllr Dutton | Yes | Cllr Smith | Yes |
| | Cllr Strom | Yes | Cllr Eggar | No. |
| | Cllr Gannon | Yes | Cllr Buckle | Yes (19:06) |
| | Cllr Olivier | Yes (19:06) | | |
| In attendance: | Three members of the public and two applicants for Co-Option. | | | |

Minute

- 293/26 **To note apologies for absence and approve reason, where appropriate.**
The Council noted apologies from Cllr Eggar.
- 294/26 **Declarations of Interest/Dispensations in respect of matters on the agenda at this meeting.**
Cllr Gannon and Cllr Stabb declared their non-pecuniary interest in planning application 3/26/26/006 (this will be considered under planning applications item 'C'.)

Cllr Smith declared their non-pecuniary interest in planning application 3/26/26/003.
- 295/26 **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**
The Council considered the applications from the two applicants.
RESOLVED: It was unanimously agree to co-opt both applicants to the Parish Council for the Washford and Roadwater Wards respectively. The Clerk will circulate the paperwork after this meeting.
- 296/26 **To sign as a correct record the minutes of the meeting held on 16th March 2026.**
RESOLVED: It was unanimously agreed to approve the minutes as a true and accurate record.
- 297/26 **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 or comments were received.
- 298/26 **Somerset Councillor: To note the report from Cllr Strom (Somerset Council)**
The Council noted an update. She will circulate a written report to the Clerk so that this can be appended to the minutes.



OLD CLEEVE PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 20th April 2026 at 7PM AT ROADWATER VILLAGE HALL.

299/26

Planning:

- a) **3/26/26/007 - Erection of a single storey extension to the rear - Huish Cottage, Huish Lane, Old Cleeve, Watchet, TA23 0PA.**
The Council considered this application.
RESOLVED: It was unanimously agreed to support this planning application.
- b) **3/26/26/003 - Erection of a single storey extension on the north elevation - 61 Cleeve Park, Old Cleeve, Watchet, Minehead, TA24 6JF.**
The Council considered this application.
RESOLVED: It was unanimously agreed to object to this planning application on the grounds of alterations to a listed building and goes against the Article 4 that had been passed on this site, owing to no permitted development rights. The Parish Council would be recommending refusal on this application.
- c) **To agree a response to any planning applications received after the agenda had been issued.**
- i. **3/26/26/006 - Conversion and extension to garage to form annexe - Downstream, Lower Bilbrook Lane, Old Cleeve, Watchet, Minehead, TA24 6HE.**
The Council considered this application.
RESOLVED: It was agreed by a majority with one abstention to object to the planning application on the basis that the development does not meet the planning criteria for an annex, being completely separate from the main building, in effect creating a new dwelling . It was noted that there were no substantive statements of reasons for this application within the documents. There is also inadequate infrastructure of the roads within the area due to the single track lane and lack of turning space. The Council also objected on the grounds of the scale and mass of the development .
- d) **To consider the Parish Council's response to the West Somerset District Payphone removal proposals.**
No comment was passed on this application.

300/26

Finance

- a) **Bank Reconciliation: to receive and note the bank reconciliation statement of 31st March 2026.**
The Council received and noted the bank reconciliation to 31st March 2026.
- b) **To receive and note expenditure against budget for the year to date.**
The Council noted this report.
- c) **To resolve to make the payments shown on the schedule.**
RESOLVED: It was unanimously agreed to approve the payments as per the below. The Council noted the payments that already had been made.



OLD CLEEVE PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 20th April 2026 at 7PM AT ROADWATER VILLAGE HALL.

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

- d) **To note the closure of Citizen’s Advice, West Somerset and consider whether to request a return of grant funding.**
RESOLVED: It was unanimously agreed to not request the return of the £250.
- e) **To approve the Year End Accounts 2025/26.**
RESOLVED: It was unanimously agreed to approve the accounts.
- f) **To receive the report from the Internal Auditor.**
The Council noted the report. It was noted that the wrong financial year was on the letter of audit.
- g) **To note the Internal Audit section of the Annual Governance and Accountability Return.**
This was noted by the Council.
- h) **To consider and agree the Annual Governance Statement and authorise the Chair to sign.**
RESOLVED: It was unanimously agreed to give positive assurances to all assertions. This was duly signed by the Chair.
- i) **To consider and agree the Accounting Statement and authorise the Chair to sign.**
RESOLVED: It was unanimously agreed to approve the accounting statement. This was duly signed by the Chair.
- j) **To consider and agree the Notice of Public Rights.**
RESOLVED: It was unanimously agreed to approve the Notice of Public Rights.

301/26

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

Cllr Dutton provided an update on this item. There was an issue with the spreadsheet that the Clerk will investigate. The Council noted that positive progress had been made on the current plan and a meeting would be arranged for after the Annual Meeting to review the progress.

302/26

Highways: To note any updates on this matter.

Cllr D’Ath raised some issues with the developments on Huish Lane. He will send the Clerk and Cllr Strom the information.



OLD CLEEVE PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 20th April 2026 at 7PM AT
ROADWATER VILLAGE HALL.

303/26 **Washford Recreation Ground**

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

This item was deferred.

304/26 **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.**

RESOLVED: It was unanimously agreed to approve the Memorandum of Understanding.

- b) **To consider the costs relating to the installation of the new SID at Washford Station.**

The Council had not received any quotations for this but will pursue some further quotations. The Chair confirmed that she had contacted CJ Lynch who were suitably qualified. The Clerk will send them the details. It was agreed to check with other neighboring Council's to see if any resource can be shared to assist the Council. The Council will look into training opportunities for members to become 'Chapter Eight' trained for continuity purposes. Ian Aldridge at Willington Parish Council could be able to assist and the Clerk will look into this.

- c) **To consider the SID Proposal from Richard Hughes.**

The Chair invited Richard Hughes to speak to the meeting. Richard spoke on his proposals and the feedback from the residents in Old Cleeve. It was noted that there was no current budget for this but there were adequate Earmarked Reserves for community enhancements. It was noted that there was no current site agreed by Highways for this SID.

RESOLVED: It was agreed by a majority with four abstentions to agree this proposal in principle subject to permission from highways, funding and quotations being sourced.

- d) **To consider the SID Proposal from Cllr M Smith.**

The Chair invited Cllr Smith to speak on this proposal. Cllr Smith spoke on her proposal and information that had been gathered for a SID in Chapel Cleeve. It was noted that there was no current budget for this but there were adequate Earmarked Reserves for community enhancements. It was noted that there was no current site agreed by Highways for this SID.

RESOLVED: It was agreed by a majority with four abstentions to agree this proposal in principle subject to permission from highways, funding and quotations being sourced.

The Chair confirmed that it would be good to find a location in Roadwater for a SID in the future. The Vice-Chair confirmed that the locations can be added to the Memorandum of Understanding.

305/26 **Environment Committee:**

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

The quotation had been received just prior to the meeting starting and came in at £500 for two days work. The Locum Clerk will seek to agree this under delegated authority. Cllr Gaskin has a contact of an Ecology and Environment student who can undertake the ecology survey as part of their research. Cllr Gaskin will make the enquiries.



OLD CLEEVE PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 20th April 2026 at 7PM AT
ROADWATER VILLAGE HALL.

The Chair confirmed that she was in contact with the Wildlife Trust around a site visit. The Chair also confirmed that the Council has not heard from Amicus Law regarding the outstanding legal matter, despite the amount of chasing, and the Council may now be in a position to agree the legal documents. However, it was noted that there had not been much advice from the Solicitor in regards to the covenants. It was noted that the Council should press ahead with the eco-survey prior to signing anything.

With regards to the land At Belle Vue, the Chair has requested the Clerk look into the road surfacing issues. It was noted that the Council were not being chased to sign anything as of yet for this land.

306/26 **To receive the quotation report and proposal for the Multi-Use Games Area.**

a) **To consider the quotation report and proposal for the MUGA.**

The Council considered the report which had been done from the tender exercise with the three preferred contractors agreed at the previous meeting. Three quotations had been received and presented to the Council. The Council already had received £7,500 for these works with a further £5000 being considered in grant applications. It was noted that the Council had plenty of reserves to be able to fund this project.

RESOLVED: It was unanimously agreed to approve the below recommendations:

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

b) **To approve for the RFO to send off the grant application to Hinkley Point for the MUGA.**

Cllr Gaskin declared his interest.

RESOLVED: It was agreed by a majority, with one abstention, to send off the grant application for £10,000.

307/26 **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.**

Cllr D'Ath spoke on this item. A resident of Washford wants to mark out a small football pitch on the recreation ground and there would be no work involved for the Parish Council. The resident had requested for the nets to be left up. The Council raised no objections.

308/26 **To consider the Parish Council's response to the Somerset Bus Partnership's email regarding an additional stop on the existing route 28 service.**

The Council noted that this situation had been resolved and additional bus route had been added. The Chair confirmed that she would invite the Bus Champion to the Annual Assembly.

309/26 **Reports for information only – no decisions to be made**

a) **To note the Clerk's Report**

The report was noted.



OLD CLEEVE PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 20th April 2026 at 7PM AT ROADWATER VILLAGE HALL.

b) To note the agenda for the Annual Assembly of Parishioners which will be held on Wednesday 13th May 2026 at Washford Village Hall.

This was noted as a draft agenda.

c) To note the Wessex Water repairs in Old Cleeve.

This was noted and the Locum Clerk will add to the website.

Items for future agendas.

301/26 No items were received at the meeting.

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

302/26 It was agreed to fix a date after this meeting to arrange a date for this meeting.

To note that the Annual Meeting of Old Cleeve Parish Council will be held on Monday 18th May 2026 at 7pm.

303/26 This was noted by the Council. The Locum Clerk will circulate a list of all committees and memberships prior to the meeting.

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.

304/26 **RESOLVED:** It was unanimously agreed to exclude the public and press for the below agenda items.

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

305/26 The Council noted an update. The costs of placing a press advert were very prohibitive for the Parish Council. The Council expressed their thanks to the Locum Clerk and agreed to continue with the current arrangement.

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

306/26 **RESOLVED:** It was unanimously agreed to approve the contract continuation.

The meeting was closed by the Chair at 20:50.

Signed.....

Dated:

Item 8

**Complaints Committee and Appeals Committee Terms
of Reference**



OLD CLEEVE PARISH COUNCIL

COMPLAINTS COMMITTEE

Membership: 4 Councillors, supported by the Clerk.

Quorum: 3 Councillors. If 2 or more Councillors have to declare an interest and cannot take part, or have to send apologies, an appropriate substitution will be agreed by Full Council.

Remit: To decide and/or recommend action

To meet: As required

TERMS OF REFERENCE

- To appoint a Chairman
- If necessary, the committee will be responsible for deciding whether the allegations fall within the complaints procedure.
- To investigate and decide on the validity of any complaints in accordance with the Complaints Procedure as adopted by the Parish Council;
- To decide on any action to be taken regarding the complaint. Any decision on a complaint shall be announced at the full council meeting in public.
- In conjunction with the Appeals Committee to review annually the Complaints Procedure and recommend any necessary changes to the Parish Council



OLD CLEEVE PARISH COUNCIL

APPEALS COMMITTEE

Membership: 3 Councillors, supported by the Clerk.

Quorum: 3 Councillors. If a Councillor has to declare an interest and cannot take part, or has to send apologies, an appropriate substitution will be agreed by Full Council.

Remit: To decide and/or recommend action

To meet: As required

TERMS OF REFERENCE

- To appoint a Chairman
- To examine whether the Parish Council dealt with the complaint in accordance with the Complaints Procedure as adopted by the Parish Council;
- If the complaint was not handled correctly, to refer the complaint back to the Parish Council for consideration.
- In conjunction with the Complaints Committee, to review annually the Complaints Procedure and recommend any necessary changes to the Parish Council.

Item 8

Finance Committee Terms of Reference

OLD CLEEVE PARISH COUNCIL – FINANCE COMMITTEE

Membership: Chair, Vice Chair of the Parish Council + 3 other Councillors, supported by the Clerk.

(If not the Clerk) the Responsible Financial Officer shall attend meetings in an advisory capacity.

Remit: The Finance Committee oversees the financial management of the council, ensuring transparency, accountability, and adherence to statutory financial regulations.

It can decide and/or recommend action, but all decisions to be ratified at a full Council meeting

To meet: Quarterly, or as required

TERMS OF REFERENCE

- To appoint Chair of Finance Committee, who should not be the Chair of the Parish Council to maintain separation of duties.
- To review budget and recommend precept
- To own the Reserves Policy and review it at least annually, recommending any changes to the Parish Council
- To ensure reserves are maintained in compliance with the Reserves Policy
- To review insurance policy and cover to ensure:
 - Assets and risks are adequately covered
 - Cost of cover ensures adequate scope and value for money
- To review Council banking arrangements
- To review authorised signatories on the Council bank account
- To review the Council's accounting system [currently Scribe] to ensure:
 - It continues to meet the Council's needs
 - It remains cost effective and value for money
- To review existing contracts and services to ensure value for money and relevance

- To review and recommend donation requests in line with the Council's Grants Policy.
- To monitor actual spend against agreed budget
- To assess financial risks and ensuring appropriate controls are in place.
- To review internal and external audit reports and implementing recommendations as necessary.
- To ensure adherence to financial regulations and governance requirements.

Terms of Reference to be reviewed annually at Annual Meeting of the Parish Council
Last reviewed: May 2025

Item 8

Personnel Committee Terms of Reference

OLD CLEEVE PARISH COUNCIL – PERSONNEL COMMITTEE

Membership: Chair, Vice Chair of the Parish Council together with 2 other councillors, appointed by the full council.

The Clerk shall not be a member but may attend meetings in an advisory capacity when requested, except when matters relate to their own employment.

Remit: The Personnel Committee is established to oversee all employment matters relating to the council's employee(s), ensuring compliance with relevant employment legislation and best practices.

It can decide and/or recommend action but all decisions must be ratified at a full Council meeting.

To meet: Quarterly, or as required

All discussions and documentation relating to personnel matters shall remain confidential, in accordance with data protection legislation.

TERMS OF REFERENCE

- To appoint Chair of Personnel Committee who shall be responsible for
 - convening meetings with appropriate notice given; and
 - reporting minutes of those minutes to full Council, except when dealing with confidential personnel matters.
- To appoint the Chair of the Personnel Committee to consider appeal cases at stage 1 of the LGPS Internal Dispute Resolution Process
- To prepare, issue and review contract(s) of employment, job description and person specification for Clerk and Responsible Financial Officer
- To appoint Clerk and Responsible Financial Officer
- To review number of contracted hours to be worked
- To review the pay rate / scale for Clerk and Responsible Financial Officer
- To review performance of Clerk and Responsible Financial Officer
- To identify training needs and agree a training plan

- To consider any complaints or other concerns in respect of the Clerk and Responsible Financial Officer and implement any disciplinary procedures in line with the Council's policies on disciplinary and grievance procedures.
- To review and ensuring compliance with employment policies, including health and safety.
- To own the Employers Pensions Discretion Policy and review it at least annually, recommending any changes to the Parish Council
- To identify resources required to deliver the Council's priorities
- To consider complaints received against-Councillors made by the Clerk and/or Responsible Financial Officer.

Terms of Reference to be reviewed annually at Annual Meeting of the Parish Council
Last reviewed: May 2025

Item 8

Environment Committee Terms of Reference



OLD CLEEVE PARISH COUNCIL

ENVIRONMENT COMMITTEE

Terms of Reference

Membership

- The Committee shall comprise five Parish Councillors, appointed at the Annual Meeting of the Parish Council.

Meetings

- The Committee shall meet quarterly or more frequently if required.
- A quorum shall be three members.
- The Committee shall elect a Chair at its first meeting following the Annual Meeting of the Parish Council.

Remit and Authority

- The Committee has delegated authority to make recommendations to Full Council on all matters within its remit.
- No financial or policy decisions may be taken without resolution by Full Council.

Responsibilities

The Environment Committee shall:

- Represent the Parish Council in discussions and consultations on environmental matters.
- Identify and recommend actions to improve the natural environment within the Parish.
- Identify and propose measures to reduce carbon emissions and energy consumption by the Council and within the Parish.
- Identify opportunities for additional tree planting, habitat restoration, and rewilding projects.
- Advise the Council on appropriate maintenance regimes for environmental assets, including green spaces, footpaths, and biodiversity areas.
- Represent the Council on matters relating to flooding and liaise with relevant agencies as appropriate.
- Monitor and report on stock levels in Parish flood and salt stores.
- Own and review the Parish Council's Biodiversity Policy at least annually, recommending amendments as necessary.

Review

These Terms of Reference shall be reviewed annually at the Annual Meeting of the Parish Council. Last reviewed: July 2025

Item 8

Community Facilities Working Party Terms of Reference

OLD CLEEVE PARISH COUNCIL – COMMUNITY FACILITIES WORKING PARTY

Membership: At least 4 Councillors, supported by the Clerk. In addition to the Parish Council members, non-councillor members may be coopted onto the working party.

Remit: The Community Facilities Working Party oversees the management, maintenance, and strategic planning of parish council-owned assets, ensuring they remain safe, functional, and beneficial to the community.

It can recommend action, but all recommendations must be agreed at a full Council meeting.

To meet: Quarterly, or as required

TERMS OF REFERENCE

- To review the asset register [maintained by the Clerk]
- To undertake inspections of all assets and record findings
- To arrange immediate repairs in conjunction with the Chair and Clerk for any safety critical issues
- To recommend repairs or maintenance as required to ensure all assets remain safe and serviceable
- To consider action needed following regular checks of electrical safety and tree safety [inspection regime maintained by the Clerk using relevant experts]
- To identify future plans upgrading and/or replacement of assets
- To prepare and review asset-related risk assessments
- To monitor stock levels in the Parish flood and salt stores
- To own the Asset Management Policy and review it at least annually, recommending any changes to the Parish Council

Terms of Reference to be reviewed annually at Annual Meeting of the Parish Council

Last reviewed: May 2025

Item 11

Proposed Meeting Dates

Old Cleeve Parish Council

Proposed Meeting Schedule for Adoption

June 2026 to May 2027

Meeting pattern: Third Monday of each month, unless otherwise agreed at 7pm.

Venue rotation:

1. Washford Memorial Hall
2. Roadwater Village Hall
3. Lysaght Hall, Old Cleeve

| Date | Venue | Notes |
|--------------------------|--------------------------|--------------------------------------|
| Monday 15 June 2026 | Washford Memorial Hall | Ordinary Parish Council Meeting |
| Monday 20 July 2026 | Roadwater Village Hall | Ordinary Parish Council Meeting |
| Monday 17 August 2026 | Lysaght Hall, Old Cleeve | Ordinary Parish Council Meeting |
| Monday 21 September 2026 | Washford Memorial Hall | Ordinary Parish Council Meeting |
| Monday 19 October 2026 | Roadwater Village Hall | Ordinary Parish Council Meeting |
| Monday 16 November 2026 | Lysaght Hall, Old Cleeve | Ordinary Parish Council Meeting |
| Monday 21 December 2026 | Washford Memorial Hall | Ordinary Parish Council Meeting |
| Monday 18 January 2027 | Roadwater Village Hall | Ordinary Parish Council Meeting |
| Monday 15 February 2027 | Lysaght Hall, Old Cleeve | Ordinary Parish Council Meeting |
| Monday 15 March 2027 | Washford Memorial Hall | Ordinary Parish Council Meeting |
| Monday 19 April 2027 | Roadwater Village Hall | Ordinary Parish Council Meeting |
| Monday 17 May 2027 | Lysaght Hall, Old Cleeve | Annual Meeting of the Parish Council |

Item 12A

Standing Orders



OLD CLEEVE PARISH COUNCIL

STANDING ORDERS

| Version | Date | Changes |
|---------|------------------|--|
| 01 | 11 March 2019 | Reviewed and Adopted NALC version July 2018 |
| 02 | 20 January 2020 | Reviewed and Adopted NALC version July 2018 |
| 03 | 15 March 2021 | Reviewed and Adopted NALC version July 2018 |
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Introduction

Standing orders are the written rules of Old Cleeve Parish Council (the council). They are not the same as the policies of the council but may refer to them.

Parish councils operate within a wide statutory framework. It is not possible for these standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical to document all our obligations under data protection legislation. Where these standing orders incorporate and reference the statutory requirements to which the council is subject, they are shown in **bold type**. However, the statutory requirements to which the is subject apply whether or not they are incorporated in these standing orders.

These standing orders do not include the financial procedures the council must follow. Those requirements are set out in our Financial Regulations.

These standing orders will be reviewed annually, or more frequently if required.

1. Meetings

1.1. Meetings

- a. **Meetings shall not take place in premises which, at the time of the meeting, are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b. **The council must have an annual meeting in May, in an election year this meeting must take place on or within 14 days of councillors taking office.**
- c. **In an election year, if the current Chair has not been re-elected as a councillor, they shall still chair the first item at the annual council meeting. They do not have an original vote but must exercise their casting vote in the event of a tie.**
- d. **In addition, the council must meet on at least three other occasions during the year** and may hold further meetings as required.
- e. **If no other time is fixed, the annual meeting of the council shall take place at 6pm.**
- f. The council generally meets on the third Monday of every month at 7pm, the Clerk may call additional meetings as required including for the election of a new Chair as and when the role becomes vacant.
- g. Meeting dates for the following year are set at the Annual Meeting of the Council.
- h. **The Chair may convene, with three clear days' notice, an extraordinary meeting at any time. The public notice giving the date, time and place and the summons sent to councillors detailing the agenda for such a meeting shall be signed by the Chair.**
- i. **If the Chair does not call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene such a meeting. The public notice giving the date, time and place and the summons sent to councillors detailing the agenda for such a meeting shall be signed by the two councillors.**

- j. **The quorum for a meeting shall be at least one third of the whole number of members of the council (rounded up) and no less than three.** The quorum for the council is five members.
- k. **If a meeting is or becomes inquorate no business shall be transacted,** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- l. **All decisions at a meeting shall be decided by a majority of councillors, and non-councillors with voting rights, present and voting.**
- m. **Voting shall be by a show of hands. A councillor may ask for the vote to be recorded so that how each councillor voted is recorded in the minutes,** this should be done immediately prior to the vote.
- n. A meeting shall not exceed a period of 2.5 hours.

1.2. Agendas (and Summons)

- a. **All items to be decided at a meeting must be detailed on the agenda.**
- b. **The date, time and place of a council meeting must be published at least three clear days before a meeting of the council (excluding the day of issue and meeting date, Sundays and bank holidays a day of the Christmas break, a day of the Easter break and days appointed for public thanksgiving or mourning).**
- c. **The date, time and place of a committee meeting must be published at least three clear days before a meeting of the committee (excluding the day of issue and meeting date, unless the meeting is convened at shorter notice).**
- d. **Publication must be in a conspicuous place in the parish (noticeboards) and, if the receipts and payments of the council are both under £25,000, on the council's website.**
- e. **The summons, to include the agenda, must be sent to councillors at least three clear days before a meeting of the council (excluding the day of issue and meeting date, Sundays and bank holidays and days appointed for public thanksgiving or mourning).**
- f. **The agenda/summons must be signed by the clerk and dated.**
- g. Notices and agendas can be sent electronically where councillors' consent, in line with The Local Government (Electronic Communications) (England) Order 2015.
- h. Items for inclusion on the agenda should be given in writing to the Clerk by a councillor by 5pm on the Monday preceding the meeting.
- i. The final say on the content of the agenda rests with the Clerk.
- j. The agenda and supporting papers shall not disclose or undermine confidential information or personal data without legal justification.
- k. The agenda should be sent to the Unitary councillor(s) representing the division in which Old Cleeve sits. This is an invitation to attend but as a member of the public.
- l. The agenda will detail the following in this order:
 - Receipt or approval of apologies for absence

- Receipt of declarations of interest and consideration of requests for dispensations
 - Confirmation of the accuracy of the minutes of last meeting and matters arising
 - Public participation
 - Other items for discussion such as planning matters; financial reports; progress of projects etc.
- m. **The agenda for the annual council meeting must include, as a first item, the election of Chair.** Further items may include:
- Election of Vice-Chair
 - Review of delegation arrangements to committees and officers
 - Review of the terms of reference for committees
 - Appointment of councillors to committees and working parties
 - Review of policies
 - Review of membership of external bodies
 - In the year of an ordinary election the re-adoption of the General Power of Competence, if appropriate
- n. The following items can be considered at a meeting even if they are not on the agenda:
- to appoint a councillor to chair the meeting (if Chair and Vice-Chair are not present)
 - to defer consideration of an item until a future meeting
 - to exclude the public from a meeting in respect of confidential or other information which is prejudicial to the public interest
 - to temporarily suspend the meeting
 - to suspend a particular standing order (unless contrary to legislation)
 - to adjourn the meeting
 - to close the meeting
- o. An agenda item, that would result in a reversal of a decision made within the last six months, shall not be included unless requested in writing by three councillors.

1.3. Apologies

- a. A councillor, if unable to attend a meeting, must give their apologies and the reason to the Clerk.
- b. **If a councillor fails throughout six consecutive months to attend any meetings of the council, or its committees or sub-committees of which they are a member they cease to be a councillor unless there is a 'statutory' reason for the absence such as military service, or failure to attend is approved by the council. The period begins with the last meeting attended.**

1.4. Debate

- a. Items on the agenda shall be considered in the order that they appear, but the order can be changed at the discretion of the Chair.
- b. No speech on any item shall be longer than five minutes.
- c. An amendment to an item must not negate the original item. It will be voted upon separately and before the original item.
- d. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- e. A point of order shall be decided by the Chair of the meeting and their decision shall be final.
- f. Disturbance by any councillor or member of the public will be followed by a request from the Chair to desist. If ignored, any councillor or the Chair can move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- g. If the resolution is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include suspending or closing the meeting.

1.5. Press and Public

- a. When responding to the press on behalf of the council, officers and councillors must only report on agreed decisions or policies of the council.
- b. Members of the public (including Unitary councillors) have the right to attend all meetings of the council.
- c. Under the Public Bodies (Admissions to Meetings) Act 1960, members of the public can be required to leave if the council decides that the item is of a confidential nature for one of the following four reasons:
 - (i) engagement, terms of service, conduct and dismissal of employees
 - (ii) items of tenders and proposals and counter proposals in negotiation for contracts
 - (iii) preparation of cases in legal proceedings
 - (iv) the early stages of any dispute
- d. Public Participation time shall not exceed 15 minutes and no one person shall speak for more than 3 minutes, in both cases unless directed otherwise by the Chair.
- e. Members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend. A question does not require an answer at the meeting, if required, the Chair will advise when an answer will be given
- f. A person who speaks at a meeting, shall direct their comments to the Chair of the meeting. The Chair shall direct the order of speaking.
- g. A member of the public may film, photograph or make an audio recording of the meeting. This does not allow for oral commentary which would be disruptive.
- h. **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

1.6. Minutes

- a. Minutes shall include:
 - the date, time and place of the meeting
 - the names of councillors and officers who are present
 - interests declared
 - dispensations granted
 - when a councillor arrives late, leaves early, or is absent for period of time
 - the public participation session
 - the decisions made
- b. The minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data.
- c. If issued to councillor prior to the meeting, minutes shall be taken as read.
- d. The minutes of a meeting must be agreed at the same or next meeting of the council and signed by the person presiding at that meeting.
- e. Discussion on the minutes must relate to their accuracy and any amendment must be agreed by the council and signed by the councillor presiding.
- f. If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chair of this meeting does not believe that the minutes of the meeting of Old Cleeve Parish Council held on [insert date] in respect of (insert relevant item) were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- g. **If the receipts and payments of the council are both under £25,000, the minutes, if necessary, in draft form, must be published on the council’s website within one calendar month of the meeting.**

2. Chair, Councillors and Clerk

2.1. Chair

- a. **The council must elect a Chair who must be a member of the council.**
- b. **The appointment of Chair must be an annual appointment.**
- c. **At the moment when the new Chair accepts office the previous Chair automatically retires.**
- d. **Following their election, the Chair must sign a declaration of acceptance of office unless the council, at that meeting, permits the declaration to be made at or before a later meeting. The declaration must be made in the presence of a member or the council's proper officer and delivered to the council.**
- e. **The person presiding at a meeting may vote and if there is an equality of votes, they may use their second or casting vote. If the item is the election of a Chair, then the casting vote, if it is necessary, must be used.**
- f. The casting vote does not have to be used in the same way as the original vote.
- g. **The Chair or in their absence the Vice-Chair (if any) must preside. If both are absent the council must appoint some other councillor to preside.**
- h. The decision of the Chair regarding any standing order at a meeting is final (with the exception of an order which supports a legal requirement).

2.2. Clerk and Responsible Financial Officer

- a. **Employees must have a Contract of Employment supported by a Job Description on or before the first day of employment.** The contract must include details of grievance and disciplinary procedures or make reference to separate documents.
- b. The council is an employer, and any matters relating to staff members must be treated confidentially and in accordance with employment law.
- c. A council may appoint a proper officer (Clerk) for the discharge of the council's functions, and any other staff as required.
- d. **Duties of the Clerk include to**
 - **convene meetings of the council for the election of a new council Chair, occasioned by a casual vacancy in that office;**
 - **facilitate inspection of the minute book by local government electors;**
 - **receive and retain copies of bylaws made by other authorities;**
 - **serve on councillors in a manner agreed by them, a signed summons confirming the time, place and the agenda of a council meeting;**
 - **provide in a conspicuous place a public notice of the time, place and agenda of a council meeting.**

- Respond to requests made under freedom of information legislation and rights exercisable under data protection legislation,
 - Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary,
 - assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980),
 - arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its Financial Regulations,
 - respond to the local planning authority as resolved by the Council.
 - Manage access to information about the Council via the publication scheme.
- e. The Clerk may be given delegated authority to deal with matters, the detail may be included in their Job Description, a scheme of delegation or agreed at a meeting of the council (and minuted).
- f. The Clerk may have delegated authority to spend money in the event of an emergency and the detail of this is included in Financial Regulations.
- g. **A council must appoint a Responsible Financial Officer.**
- h. The personnel committee shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing to the Clerk and subject to approval by resolution by the personnel committee.
- i. Regarding the handling of grievance matters, the Clerk shall contact the Chair of the personnel committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the personnel committee.
- j. Regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the Chair of the personnel committee, this shall be communicated to another member of the personnel committee, which shall be reported back and progressed by resolution of the personnel committee.
- k. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- l. The council may appoint one or more of its councillors to be officers, but without remuneration. **A period of 12 months after leaving as a councillor, must elapse before payment can begin.**

2.3. Councillors

- a. No councillor (including the Chair) has the authority to issue instructions, or orders to any employee including the Clerk, or to act on behalf of the council.
- b. The council may delegate to a committee (see Committees, Sub-committees and Working Parties).

- c. **All councillors must complete their declaration of acceptance of office forms at or before the first meeting after they are elected or if they are co-opted before they take office, unless the council at that meeting permits the declaration to be made at or before a later meeting. The declaration must be made in the presence of a member or the council's proper officer and delivered to the council.**
- d. **All councillors must observe the Code of Conduct adopted by the Council, at all times whilst acting or perceived to be acting as a councillor.**
- e. **Code of Conduct complaints must be referred to the Unitary Council Monitoring Officer, their advice must be followed, and the complaint must not be investigated or considered by the council.**
- f. **All councillors must complete a Declaration of Interests Form within 28 days of taking office.**
- g. **Councillors are responsible for keeping their Declaration of Interest Form up to date and must complete a new form within 28 days of any changes.**
- h. A dispensation request should be sent to the clerk in writing, prior to the meeting starting.
- i. A dispensation will be decided by the council or the committee as appropriate.
- j. **If a dispensation is not granted, the councillor must not take part in the item and should consider leaving the room, returning to the meeting after the item has been concluded.**
- k. **A dispensation may be granted for the following reasons:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business**
 - ii. **granting the dispensation is in the interests of persons living in the council's area or it is otherwise appropriate to grant a dispensation.**
- l. **A councillor who wishes to resign must send their written resignation to the Chair of the council. The Chair resigns to the council. The Chair should send a copy of their written resignation to the Clerk.**
- m. **Any vacancy arising must be advertised for a period of 14 days, if a poll is claimed by ten electors a by-election takes place. If no poll is claimed the council must fill the vacancy by co-option as soon as practicable. It is not bound to do this if the vacancy has less than six months to run.**
- n. **The decision to co-opt, along with all decisions, must be made by the majority of councillors present and voting.** Councillors should follow the process set out in the Council's Co-option Policy.
- o. Where more than one vacancy is to be filled by co-option, each vacancy should be considered separately.
- p. **Co-option must be considered at a meeting and is not a valid reason to exclude the public under the Public Bodies (Admission to Meetings) Act 1960.**

3. Committees and Working Parties

- a. **The council may appoint committees and delegate many of their functions to them. Some items cannot be delegated to a committee, for example: setting the budget and precept, considering an auditor's report or signing AGAR, borrowing money, adopting the general power of competence, adopting or revising the code of conduct.**
- b. **The council decides terms of reference for the committee**, including the number of meetings, membership, functions, budget (if any), how the Chair of the committee shall be appointed.
- c. **A committee will have an agenda, be open to the public, and have minutes.**
- d. The quorum of a committee should be no less than three.
- e. **Non-councillors can be appointed to committees, unless that committee regulates and controls the finances of the council. Non-councillors only get a vote if the function of the committee is the management of land, tourism functions or the management of a festival.**
- f. Non-councillors must abide by the council's Code of Conduct.
- g. A committee may delegate any of its functions to a sub-committee.
- h. Standing Orders of the council shall apply to all committees and sub committees.
- i. The council may appoint a working party. The council decides the brief of the working party. A working party cannot make decisions. A working party need not have agendas, does not have to meet in public and there is no requirement for minutes, however 'notes' of meetings should be kept.

4. Contracts and Procurement ¹

- a. **A public contract with an estimated value more than £30,000 (including VAT) but less than the published relevant thresholds referred to below, must comply with the Procurement Act 2023 and the Procurement Regulations 2024 unless the Council proposes to use an existing list of approved suppliers.**
- b. Subject to additional requirements in the Financial Regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up; an invitation to tender shall be drawn up to confirm
 - (v) the council's specification,
 - (vi) the time, date and address for the submission of tenders,
 - (vii) the date of the council's written response to the tender and
 - (viii) the prohibition on prospective contractors contacting councillors or officers

¹ must be included in Standing Orders

to encourage or support their tender outside the prescribed process.

- ii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - v. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
 - vi. Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- c. **Where the value of a contract is likely to exceed the thresholds specified by the Cabinet Office from time to time, the Council must consider whether the Procurement Act 2023 or the Procurement Regulations 2024 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules.**
- d. A legal deed, on behalf of the council, must be authorised by a decision of the council and signed by two councillors, with the Clerk witnessing the signatures.

5. Information Management

5.1. Data Protection

- a. **The council must ensure that a written record of its processing activities is maintained.**
- b. **The council must have a Data Protection Policy and procedures in place to respond to data protection enquiries, as well as a privacy statement and a record of any data protection breaches.**
- c. **The council shall have in place, and keep under review, technical and organisational measures to keep secure, information relating to personal data held in both hard copy and electronic format, held either by the clerk or by councillors on council or privately owned devices.**
- d. **The council must have in place a Data Retention and Destruction Policy for the retention and safe destruction of all information including personal information which it holds.**
- e. **Councillors, officers and contractors must have regard to the legislation when considering the processing, sharing or disclosing of personal information.**

5.2. Freedom of Information Act

- a. **The council must have a Freedom of Information publication scheme displayed on its website and respond to requests for information in line with the Freedom of Information Act 2000.**

5.3. Transparency Requirements

- a. **The council must publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015 if the receipts and payments of the council are both under £25,000.**
- b. If the gross annual income or expenditure exceeds £200,000, the council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

Item 13A

Bank Reconciliation at 30 April 2026

Old Cleeve Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

| | | | | |
|----------|---|------------|-----------|-------------------|
| | Bank Reconciliation at 30/04/2026 | | | |
| | Cash in Hand 01/04/2026 | | | 104,009.34 |
| | ADD | | | |
| | Receipts 01/04/2026 - 30/04/2026 | | | 32,986.50 |
| | | | | 136,995.84 |
| | SUBTRACT | | | |
| | Payments 01/04/2026 - 30/04/2026 | | | 19,406.78 |
| A | Cash in Hand 30/04/2026 (per Cash Book) | | | 117,589.06 |
| | Cash in hand per Bank Statements | | | |
| | Petty Cash | 30/04/2026 | 0.00 | |
| | Unity Current Account | 30/04/2026 | 10,416.04 | |
| | Unity Reserve Account | 30/04/2026 | 79,840.19 | |
| | Unity Ringfenced Reserve Account | 30/04/2026 | 27,332.83 | |
| | | | | 117,589.06 |
| | Less unrepresented payments | | | |
| | | | | 117,589.06 |
| | Plus unrepresented receipts | | | |
| B | Adjusted Bank Balance | | | 117,589.06 |
| | A = B Checks out OK | | | |

Item 13B

April Budget Summary Report

Summary of Receipts and Payments

All Cost Centres and Codes

Administration & Technology

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|---------------------------------|--------------|--------|-------------|------------------|-----------------|------------------|------------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 4 | Homeworking allowance | -1.00 | | 1.00 | 312.00 | | 312.00 | 313.00 (100%) |
| 7 | Insurance | | | | 850.00 | | 850.00 | 850.00 (100%) |
| 8 | Member Subscriptions | | | | 210.00 | | 210.00 | 210.00 (100%) |
| 9 | Election fees | | | | 1,250.00 | | 1,250.00 | 1,250.00 (100%) |
| 10 | Audit fees | | | | 400.00 | 50.00 | 350.00 | 350.00 (87%) |
| 11 | Training | | | | 1,300.00 | | 1,300.00 | 1,300.00 (100%) |
| 14 | Hall hire | | | | 315.00 | 125.00 | 190.00 | 190.00 (60%) |
| 41 | Expenses | | | | 150.00 | | 150.00 | 150.00 (100%) |
| 47 | Defibrillator Consumables | | | | 500.00 | | 500.00 | 500.00 (100%) |
| 48 | Bank service charge | | | | 75.60 | 7.00 | 68.60 | 68.60 (90%) |
| 51 | Personnel Costs | | | | 19,592.00 | 2,319.01 | 17,272.99 | 17,272.99 (88%) |
| 52 | Administration and Technology | | | | 1,260.00 | | 1,260.00 | 1,260.00 (100%) |
| 55 | Freedom of the Parish Award co: | | | | | | | (N/A) |
| SUB TOTAL | | -1.00 | | 1.00 | 26,214.60 | 2,501.01 | 23,713.59 | 23,714.59 (90%) |

Assets: maintenance

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|---------------------------------|----------|--------|----------|-----------------|---------------|-----------------|-----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 18 | Bus shelter cleaning and mainte | | | | 825.00 | | 825.00 | 825.00 (100%) |
| 32 | War Memorial | | | | 100.00 | | 100.00 | 100.00 (100%) |
| 35 | Sand Stores and Sheds | | | | 100.00 | | 100.00 | 100.00 (100%) |
| 40 | Grounds Maintenance | | | | 5,000.00 | 800.00 | 4,200.00 | 4,200.00 (84%) |
| 57 | Emergency Blood Kits | | | | | | | (N/A) |
| 58 | Noticeboards | | | | | | | (N/A) |
| 59 | Speed Indicator Device | | | | 250.00 | | 250.00 | 250.00 (100%) |
| 60 | Defibrillator | | | | | | | (N/A) |
| SUB TOTAL | | | | | 6,275.00 | 800.00 | 5,475.00 | 5,475.00 (87%) |

Capital funds

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|---------------------------------|----------|------------|------------|-----------------|------------------|------------------|--------------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 27 | Washford Recreational Ground & | | -32,809.78 | -32,809.78 | 2,000.00 | | 2,000.00 | -30,809.78 (-1540%) |
| 28 | Bus shelter replacement | | | | 2,500.00 | | 2,500.00 | 2,500.00 (100%) |
| 29 | Reserves | | | | | | | (N/A) |
| 33 | Defibrillator | | | | | | | (N/A) |
| 56 | Puthills Copse | | -33,367.50 | -33,367.50 | | | | -33,367.50 (N/A) |
| 62 | Community Facilities Reserved F | | 66,177.28 | 66,177.28 | | 14,000.00 | -14,000.00 | 52,177.28 (N/A) |
| SUB TOTAL | | | | | 4,500.00 | 14,000.00 | -9,500.00 | -9,500.00 (-211%) |

Community facilities support

| Code | Title | Receipts | | | Payments | | | Net Position |
|------|-------|----------|--------|----------|----------|--------|----------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |

Summary of Receipts and Payments

All Cost Centres and Codes

| | | | |
|-------------------------------------|-----------------|-----------------|------------------------|
| 53 Roadwater Yoth Club - recreation | 2,500.00 | 2,500.00 | 2,500.00 (100%) |
| 61 20MPH Washford | 2,500.00 | 2,500.00 | 2,500.00 (100%) |
| SUB TOTAL | 5,000.00 | 5,000.00 | 5,000.00 (100%) |

Donations

| Code Title | Receipts | | | Payments | | | Net Position |
|------------------------|----------|--------|----------|------------------|---------------|-----------------|-----------------------|
| | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 25 Donations fund | | | | 4,000.00 | | 4,000.00 | 4,000.00 (100%) |
| 26 Blue Anchor Toilets | | | | 6,000.00 | 500.00 | 5,500.00 | 5,500.00 (91%) |
| SUB TOTAL | | | | 10,000.00 | 500.00 | 9,500.00 | 9,500.00 (95%) |

Income

| Code Title | Receipts | | | Payments | | | Net Position |
|------------------|------------------|------------------|-------------------|----------|--------|----------|--------------------------|
| | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 12 Precept | 44,750.00 | 25,486.50 | -19,263.50 | | | | -19,263.50 (-43%) |
| 30 Interest | 599.00 | | -599.00 | | | | -599.00 (-100%) |
| 34 VAT reclaim | | | | | | | (N/A) |
| 44 HMRC refund | | | | | | | (N/A) |
| 63 Grant Funding | | 7,500.00 | 7,500.00 | | | | 7,500.00 (N/A) |
| SUB TOTAL | 45,349.00 | 32,986.50 | -12,362.50 | | | | -12,362.50 (-27%) |

Services

| Code Title | Receipts | | | Payments | | | Net Position |
|----------------------------------|----------|--------|----------|----------|--------|----------|----------------------|
| | 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 | 45,348.00 | 32,986.50 | -12,361.50 | 51,989.60 | 17,801.01 | 34,188.59 | 21,827.09 |
| V.A.T. | | | | | 2,960.00 | | |
| GROSS TOTAL | | 32,986.50 | | | 20,761.01 | | |

Item 13D

Donation Request - Old Cleeve Community Orchard

Old Cleeve Parish Council

Request for donation

Old Cleeve Parish Council (OCPC) is committed to supporting projects which improve and enhance programs and services provided within and adjacent to the OCPC community. Please find below, the application form required to support your request for program funding. Please note that funding is disbursed based on a single application for one financial year. OCPC cannot commit to or consider multi-year funding requests. Please provide as much detail as possible so that the Councillors can assess your application fairly.

Name of Organisation: Old Cleeve Community Orchard

Name of Primary Contact

G M Williams
Treasurer

Address

Linton
Old Cleeve
Minehead
TA24 6HT

Email: geoff@somercoast.co.uk

Tel No: 01984640801

Mobile: 07771991735

What is your preferred method of contact? Email x
Phone Mobile

Reason for Application:

Parish donation for the rent of the Community Orchard in Old Cleeve

Within Old Cleeve Parish

YES

If no state location and postcode

Amount requested

£250

Financial Year

2026 / 2027

| | |
|---|-------------------------------------|
| Funds to be used for (use an itemised list to be as detailed as possible to ensure your project is properly funded): Payment of the annual rent of the Community Orchard that is leased from the Dunster Estate £250 | |
| Funds already raised From who/m | N/A |
| Additional funding applications outstanding From who/m | £NIL in respect of the orchard rent |
| Additional funding applications being considered From who/m | £NIL in respect of the orchard rent |

Old Cleeve Parish Council

| | |
|---|--|
| | |
| <p>Future sustainability plans:</p> <p>Old Cleeve Community Orchard is a public open space for all to visit as a haven of nature and tranquillity - a quiet space to benefit health and wellbeing. It is run by unpaid volunteers who manage the orchard to ensure that it remains sustainable for the future. In addition to the apple trees, areas have been set aside for wild flower planting to encourage biodiversity. In turn there is an excellent habitat for a diverse range of birds and small mammals. There is also a pond area that supports aquatic wildlife. Insects are accommodated in numerous 'bug hotels' dotted around the site and a number of bee hives are located in the orchard.</p> <p>The orchard has a number of well-maintained circular paths which are accessible to all visitors, enabling them to enjoy the natural peace of this sanctuary.</p> <p>Annual community events are held in the orchard – a summer picnic, apple day, and a wassail which are well supported and enjoyed by all.</p> <p>The trustees and committee are formulating plans for capital projects to benefit the active management of the orchard and are applying for a Lottery grant on a match funding basis.</p> <p>To date, the aims of the Old Cleeve Community Orchard have mirrored the environmental objectives of Old Cleeve Parish Council.</p> | |

From the commencement of our lease in 1996 the Parish Council has supported the Community Orchard with a donation for our annual rent of £250. We therefore submit this request for your continuing support and approval.

Details on how any donation made by Old Cleeve Parish Council will be referenced within any publications or other media:

The donation will be referenced in the Orchard's monthly article in the Parish magazine and on the Community Orchard Facebook page.

Additional Notes:

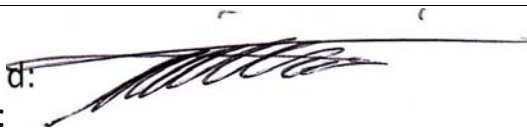
One off payment/Ongoing

On-going

Annual Review Date (if ongoing)

April 2026

Signed:



Dated: 9th April 2026

Agreed (Y/N insert meeting date and reasons):

| | |
|--------------------|--------|
| Signed (proposer): | Dated: |
| Signed (seconder): | Dated: |

Bank Payment Details:

Account: Old Cleeve Community Orchard

Sort Code: 52 30 42

A/c No.: 38107112

Old Cleeve Orchard

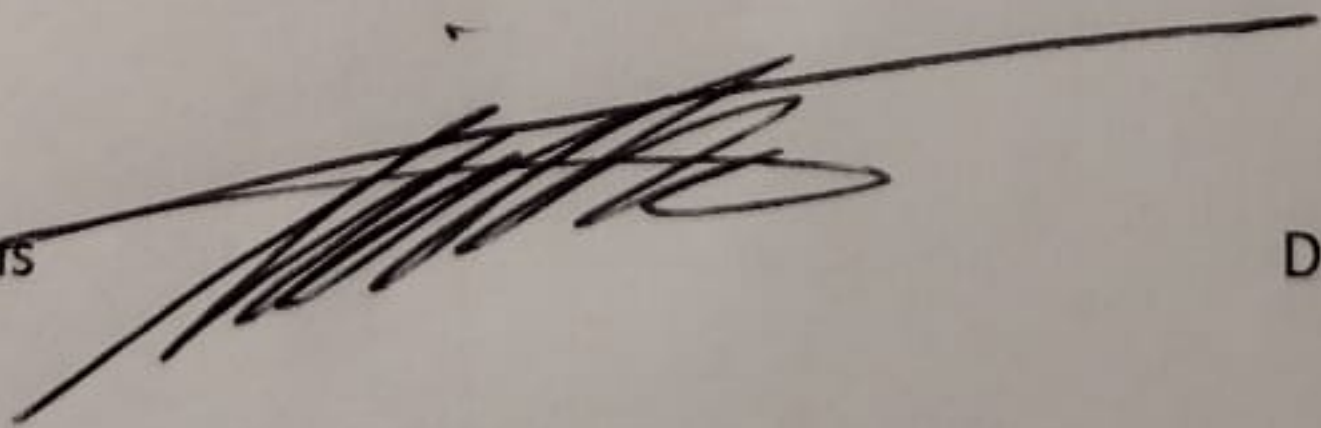
Accounts to 31st January 2026

| <u>Income</u> | £ | <u>Expenditure</u> | £ |
|-----------------------|-----------------------|-----------------------------|-------------------------|
| Wassail | ✓ 47.81 | Orchard Maintenance | 360.00 ✓ |
| Sale of Apples | ✓ 294.40 | Room Hire | 65.00 ✓ |
| Apple day | ✓ 245.40 | Insurance & Affiliation Fee | 147.00 ✓ |
| Bank account interest | ✓ 44.31 | Equipment | 295.15 ✓ |
| Parish Council | ✓ 610.00 | Bank Charges | 0.00 |
| Donations | ✓ 464.50 | Orchard Rent | 250.00 ✓ |
| | | Other expenses | |
| Total | <u><u>1706.42</u></u> | Total | <u><u>1117.15</u></u> ✓ |

BALANCE SHEET

| | £ | |
|-------------------------------|-------------------------|-----------------------------------|
| Funds brought forward: | | |
| Orchard Account | 971.50 ✓ | |
| Orchard Deposit Account | 4097.31 ✓ | |
| Income 2025 - 2026 | 1706.42 ✓ | |
| Less Expenditure 2025 - 2026 | <u>1117.15</u> ✓ | |
| | <u><u>5658.08</u></u> ✓ | |
| Bank Balances: | | |
| Orchard Account | 1516.46 ✓ | <u>1516.46</u> ✓ |
| Orchard Deposit Account | <u>4141.62</u> ✓ | |
| | <u><u>5658.08</u></u> ✓ | |
| | | Bank Reconciliation: |
| | | Closing Balance: 1416.46 ✓ |
| | | Plus Prepayments: |
| | | Insurance 100.00 ✓ |

Treasurer: G M Williams



Date:

1st February 2026

I have examined these accounts of the Old Cleeve Orchard and, in my opinion, the above is a true and fair statement of the Orchard's transactions for the year ended 31st January 2025

Auditor:

Ann Tucker

Date:

5th April 2026

OCCO

NatWest

Payments that need further action (1)

MHPF (UK) Ltd
 Dunster Estate Office
 Binham Grange
 Old Cleeve
 Minehead
 Somerset
 TA24 6HX

To :- Tim & Jeanne Webb
 Hybeck
 Old Cleeve
 Minehead
 Somerset
 TA24 6HW

Tel: 01984 641739
 Email: enquiries@dunsterestate.com
 VAT Reg GB 261727990

Rent Demand

| Invoice No. SI4285 | Invoice Date 01/12/25 | Due Date 24/12/25 | Demand Number 221 | | |
|--------------------|---|-------------------|-------------------|------------|--|
| Property | Description | Amount | VAT Rate | VAT Amount | |
| Old Cleeve Orchard | Rent Due For The Period 24/12/2025 - 23/12/2026 | 250.00 | 0.00 | 0.00 | |

Paid Bank Payment 23/12/25

Bank details
 MHPF (UK) Ltd
 Bank: Barclays
 Sort code: 206518
 Account number: 93106845

| | |
|----------------------|---------------|
| Amount Total | 250.00 |
| VAT | 0.00 |
| Invoice Total | 250.00 |

Item 13E

Donation Request - South Coast Waves

Old Cleeve Parish Council

Request for donation

In accordance with Section 137 of the Local Government Act 1972, Old Cleeve Parish Council (OCPC) is able to support charities, local groups or projects that will bring direct benefit to, or improve the services provided within and adjacent to, the OCPC community. Please note that funding is limited and is disbursed based on a single application for one financial year. OCPC cannot commit to or consider multi-year funding requests.

Please find below, the application form that must be completed in full to support your donation request. This information will be used by Councillors to assess your application.

Name of Organisation: South Coast Waves

Name of Primary Contact: Becky Smith

**Address: 40 Quantock Road, Watchet,
TA23 0DY**

(club based out of Washford Village Hall)

Email: SCWcheerleading@gmail.com

Tel No:

Mobile:

What is your preferred method of contact? Email

Email

Phone

Mobile

Reason for Application: The South Coast Waves cheerleading club, based at Washford Village Hall and the U14 and open teams have qualified for the world championships in Florida in 2027 and need support to get the team there.

Within Old Cleeve Parish

Y

If no state location and postcode

Amount requested

£ 500

Financial Year

2026/27

Funds to be used for (use an itemised list and be as detailed as possible):

£19,000 has already been fundraised to support the team with travel costs to get to Florida, this £500 donation would go towards this pot of money to support the club, many of the athletes would be unable to go to the world championships without this funding.

Funds already raised

From who/m

**£ Fundraising by the club
£19000**

Additional funding applications outstanding

From who/m

£

Additional funding applications being considered

From who/m

£

Old Cleeve Parish Council

Future sustainability plans:

The club has grown exponentially since its inception, supporting athletes from the Parish and in the local towns. The sport is providing a community for children, teaching them skills and giving them opportunities (like the World Championships) they'd otherwise never experience. For sustainable growth we hope that the teams presence in national championships and growing our teams (like the introduction of a mini's team) will continue sustainable growth and delivery of a club and sport in the form our our club (which is now a registered charity).

OCPC requires that any donation made will be referenced or promoted within any publications or other media. Please indicate how this will happen:

One of our trustees is a communications specialist who promotes the club and its activities, across social media, as well as through their contacts in local TV and radio.

Additional notes or information to support request:

This is potentially a once in a lifetime opportunity for athletes and we'd love the support of our Parish Council to enable this to happen.

Signed (applicant): A.V.PROLE

Dated: 6.5.26

For OCPC Use:

Agreed (Y/N insert meeting date and reasons):

Signed (proposer):

Dated:

Signed (seconder):

Dated:

Item 20A

Clerk's Report

Old Cleeve Parish Council

Clerk's Report

Meeting Date: Monday 18 May 2026

Report Author: Locum Clerk / RFO

Agenda Item: Clerk's Report

1. Purpose of Report

The purpose of this report is to provide Members with an update on actions progressed since the last meeting of the Parish Council and to confirm that all actions allocated to the Clerk from the previous meeting have either been completed or progressed as far as possible.

The previous meeting of the Parish Council was held on **20 April 2026 at Roadwater Village Hall**. The draft minutes record several actions for the Clerk, including co-option paperwork, planning responses, finance and year-end actions, SID-related actions, website updates, committee arrangements and venue/meeting arrangements.

2. Actions Completed from the Previous Meeting

Co-option Paperwork

Following the Council's resolution to co-opt **Lewis Buckle** and **Theo Olivier** to fill the vacancies, the relevant co-option paperwork has been circulated and progressed.

Planning Matters

The Clerk has dealt with the Council's planning responses arising from the April meeting, including the Council's resolved positions on the applications considered at the meeting. These included the Council's support for application **3/26/26/007**, and objections in respect of applications **3/26/26/003** and **3/26/26/006**, as set out in the draft minutes.

The Clerk has also handled parishioner queries relating to planning matters and provided procedural guidance where appropriate, ensuring that residents are signposted to the relevant planning process and that the Parish Council's role as a statutory consultee is properly explained.

Finance and Year-End Matters

All finance-related actions arising from the April meeting have been progressed. This included matters connected with the bank reconciliation, expenditure against budget, approval of payments, the year-end accounts, the Annual Governance and Accountability Return, the Annual Governance Statement, Accounting Statements and Notice of Public Rights, all of which were considered by Council at the April meeting.

The Council's year-end documentation and related finance records have therefore been progressed in line with the Council's resolutions.

Parish Plan

The Clerk has investigated the issue raised in relation to the Parish Plan spreadsheet and has progressed this matter as far as possible. The Council previously noted that positive progress

had been made on the Parish Plan and that a further meeting would be arranged after the Annual Meeting to review progress.

Highways

The Clerk has noted and progressed highways-related matters raised at the previous meeting, including the issues relating to Huish Lane. The relevant information has been followed up where available.

Environment Committee / Puthills Copse

The Clerk has progressed matters relating to the ecology survey for Puthills Copse. The April meeting noted that a quotation had been received shortly before the meeting and that the Locum Clerk would seek to agree this under delegated authority.

The Clerk has also continued to support the Council in relation to legal agreement matters connected with land and environmental issues, including providing advice where required on the status and implications of legal documentation.

Annual Assembly

The Clerk has progressed arrangements associated with the Annual Assembly of Parishioners, which was noted in draft form at the April meeting. The Clerk has also dealt with associated administrative matters arising from the agenda and arrangements.

Committee Memberships

The April meeting recorded that the Clerk would circulate a list of all committees and memberships prior to the Annual Meeting. This has been completed.

3. Other Work Undertaken

In addition to the actions arising directly from the previous meeting, the Clerk has undertaken the following work:

Councillor Vacancy

The Clerk has liaised with **Somerset Council** regarding the councillor vacancy process and the necessary administrative steps connected with the vacancy.

Parishioner Planning Queries

The Clerk has handled queries from parishioners relating to planning matters. This has included explaining the Parish Council's role within the planning process, signposting residents to Somerset Council as the local planning authority where required, and ensuring that any relevant comments or concerns are dealt with through the appropriate channels.

Legal Agreements

The Clerk has provided advice on legal agreement matters affecting the Council. This has included consideration of practical, governance and procedural implications, ensuring that Members are supported in understanding the Council's position before any legal documentation is progressed.

Land at Belle Vue Play Area, Washford

The Clerk has attempted to progress matters relating to the **Land at Belle Vue Play Area, Washford**, including the road surfacing issues referred to at the previous meeting. The April minutes recorded that the Chair had asked the Clerk to look into the road surfacing issues and that the Council was not currently being chased to sign anything in respect of the land.

This matter remains under review and will continue to be progressed as further information becomes available.

4. Summary

All actions allocated to the Clerk from the previous meeting have been completed or progressed as far as possible. Ongoing matters, including the Land at Belle Vue Play Area, Washford, SID arrangements, legal agreements and wider highways issues, will continue to be monitored and reported back to Council where a decision or further direction is required.

5. Recommendation

Members are asked to **note the Clerk's Report**.

Item 20C

Somerset Local Plan Timetable

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Somerset Local Plan timetable

View the Somerset Local Plan timetable, setting out key stages, consultation dates and milestones for preparing and adopting the Local Plan up to 2045.

Navigate this page



Local Plan timetable

The Somerset Local Plan timetable came into effect on 24 April 2026, when it was published on our website. It replaces the Local Plan timetable shown on page 9 of the [Local Development Scheme](#) (February 2025).

What the Local Plan will cover

The Local Plan will cover the whole of Somerset, except Exmoor National Park, which has its own Local Plan. The Minerals and Waste Plans for Somerset will be progressed separately.

It will set out a clear vision and spatial strategy for Somerset. It will explain how we plan for development and how we protect and improve the environment.

The new planning system

In November 2025, the government introduced a new system for preparing Local Plans. Under the new system, we are expected to prepare and adopt a Local Plan within 30 months.

Evidence gathering and consultation timing

Some early evidence for the Local Plan has already been completed or is underway. You can:

- sign up to the [Plan-it newsletter](#) for updates, or
- check the [evidence base](#) page on our website

Keeping the timetable up to date

The Local Plan timetable may change over time.

We will update it as required by the Regulations and publish any changes.

The “Regulation” references relate to the Town and Country Planning (Local Planning) (England) Regulations 2026 and “Act” refers to the Planning and Compulsory Purchase Act 2004.

The timetable

- **24 April 2026** – Publish Local Plan timetable (Regulation 4)
- **24 April 2026** – Give notice of intention to commence local plan preparation (Regulation 19(1))
- **19 June 2026** – Scoping consultation (give notice) including spatial strategy and draft vision, and consulting the statutory consultation bodies on the Sustainability Appraisal Scoping Report (Regulation 20(1)(b))
- **24 July 2026** – Scoping consultation closes (Regulation 20(4))
- **30 October 2026** – Pass through Gateway 1 (publish self-assessment summary) (Regulation 21(3))
- **6 November 2026** – Publish summary of scoping consultation (Regulation 22(1))
- **10 September 2027** – Local Plan content and evidence consultation (give notice) including draft Sustainability Appraisal + Habitat Regulations Assessment (Regulation 23(1)(a))
- **29 October 2027** – Consultation on proposed local plan content closes (Regulation 23(4))
- **19 November 2027** – Pass through Gateway 2 when observations and advice will be sought (Regulation 26)
- **10 March 2028** – Proposed Local Plan consultation (give notice) and on conformity with Spatial Development Strategy, including full Sustainability Appraisal and Habitat Regulations Assessment (Regulation 27(1)(a) and 28(1))
- **5 May 2028** – Consultation on proposed Local Plan and conformity with Spatial Development Strategy closes (Regulation 27(4) and 28(2) (b))
- **7 July 2028** – Pass through Gateway 3 (prescribed requirements assessment) (Regulation 31)
- **8 September 2028** – Submit for Examination with final Sustainability Appraisal and Habitat Regulations Assessment (Regulation 34, 35 and 37, and section 15D(1) of the Act)
- **16 March 2029** – Adoption (Regulation 39, and section 15EA of the Act)

Approved data standard

We must follow the approved data standard to publish our local plan timetable so that we meet the requirements of the Planning Data (England) Regulations 2026.

This data is provided under the Open Government Licence.



[Somerset Local Plan timetable](#)

CSV, 2.11KB



[Somerset Plan data](#)

CSV, 3.46KB

Last updated: **May 1, 2026**

Next review due: **November 1, 2026**

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