



## Minutes 2025

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| <b>Date of Meeting:</b>     | 8th May 2025   | <b>Time:</b> | Following on from Annual Meeting |
| <b>Location of Meeting:</b> | Hembry Room, Westfield Church Hall   |              |                                  |
| <b>Present:</b>             | Cllr. John Vassalli, Cllr. R. Leighton, Cllr. J. Johnstone, Cllr. G. Mansfield, Cllr. F. Smith |              |                                  |
| <b>In Attendance:</b>       | Tammy Roper (Clerk)  |              |                                  |
| <b>Apologies:</b>           |  |              |                                  |

| Ref:            | Topic of Discussion   |
|-----------------|---|
| <b>1-8/5/25</b> | <b>Election of Chairman and Chairman's Acceptance of Offer</b>  |
|                 | Cllr. Robin Leighton was nominated by Cllr. Vassalli, seconded by Cllr. Johnstone, all in agreement.<br><br>Cllr. Leighton accepted the role and duly signed the Acceptance of Offer in the presence of the Clerk.  |
| <b>2-8/5/25</b> | <b>Election of Vice Chairman and Vice Chairman's Acceptance of Offer</b>  |
|                 | Cllr. Vassalli was nominated by Cllr. Leighton, seconded by Cllr. Johnstone, all in agreement.<br><br>Cllr. Vassalli accepted the role and duly signed the Acceptance of Offer in the presence of the Clerk.  |
| <b>3-8/5/25</b> | <b>Chairman's Comments</b>  |
|                 | Thank you for electing me and I hope to do better than last year.<br><br>Cllr Johnstone commented that road resurfacing, recently completed in the parish, has been done well.  |
| <b>4-8/5/25</b> | <b>Public Question Time</b>   |
|                 | None, no members of public present.   |
| <b>5-8/5/25</b> | <b>Declarations of Interest</b>   |
|                 | None  |
| <b>6-8/5/25</b> | <b>Minutes of Last Meeting</b>  |
|                 | Minutes were approved as a true and accurate record of the meeting.<br><br>Proposed by Cllr. Vassalli, Seconded by Cllr. Mansfield<br><br><b>All agreed.</b>  |
| <b>7-8/5/25</b> | <b>Update on Actions from Previous meeting</b>  |
| 1.              | <b><u>Survey for Young People</u></b> – Cllr. Smith reported that there are no updates. Another route may be thinking about how we can collect views in another way. Cllr. Smith will give it some thought through the summer. Possibly concentrate on social media.                                      |
| 2.              | <b><u>Councillor Vacancy</u></b> – No applications, keep pushing on website, Facebook and word of mouth.  |
| 3.              | <b><u>Grass Cutting &amp; Bin emptying</u></b> – Cllr. Mansfield reported that grass being cut regularly and bins are being emptied. Queenswood Lane has been tidied since the complaints, but still needs work and Bridgwater Town Council (BTC) have said they will do it when the nesting season over. |

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| 4.       | <p>Cllr. Leighton mentioned dead elms in the lane and asked Cllr. Slocombe whether BTC will be doing. She said she has put this to them but she hasn't had feedback. She will follow this up and feed back to us.</p> <p><b>Action: If we have not heard within a month, then we will follow up with an email/letter to Scott Mason at BTC</b></p> <p>Cllr. Johnstone said that grass cutting has destroyed the cowslips that previously had been 'protected'.</p> <p><b>Action: Will follow up with BTC to ask them to save them next year. Cllr. Johnstone will mark area on a map.</b></p> <p><b>Wessex Water Wetlands</b> – Cllr. Leighton has visited the Wetlands and all looking good. Notice boards going up, offered a bench, but they have said not until work is finished.</p> <p><b>Action: Cllr. Leighton to follow up in June.</b></p> |         |                                |         |       |        |        |                               |         |       |         |
| 8-8/5/25 | Matters Arising (Including Consultation Responses)   |         |                                |         |       |        |        |                               |         |       |         |
|          | There were none.   |         |                                |         |       |        |        |                               |         |       |         |
| 9-8/5/25 | Financial Matters  |         |                                |         |       |        |        |                               |         |       |         |
| 1.       | <p>The Clerk reported that the Bank balance at <b>1<sup>st</sup> April (carry forward)</b> was <b>£12,630.96</b> and at <b>30<sup>th</sup> April</b> the balance was <b>£26,887.82</b></p> <p>The carry forward was slightly more than anticipated when drafting the budget back in December, so as noted on the approved budget, the extra has been added to the HR contingency and General Reserve earmarked funds.</p> <p>Expenditure since the last bank statement was detailed:</p> <table><tr><td>1/5/25</td><td>HMRC Cumberland - Employers NI</td><td>£38.88</td><td>£0.00</td><td>£38.88</td></tr><tr><td>6/5/25</td><td>Tracey Healy - Internal Audit</td><td>£135.00</td><td>£0.00</td><td>£135.00</td></tr></table> <p>The clerk explained with the payments made, the bank balance has reduced to <b>£26,713.94</b>.</p>                | 1/5/25  | HMRC Cumberland - Employers NI | £38.88  | £0.00 | £38.88 | 6/5/25 | Tracey Healy - Internal Audit | £135.00 | £0.00 | £135.00 |
| 1/5/25   | HMRC Cumberland - Employers NI   | £38.88  | £0.00                          | £38.88  |       |        |        |                               |         |       |         |
| 6/5/25   | Tracey Healy - Internal Audit  | £135.00 | £0.00                          | £135.00 |       |        |        |                               |         |       |         |
| 2.       | <p>The Clerk reported that there are no payments waiting to be paid. It was explained that all payments that have been made are either all pre-approved on the 'Schedule of Payments 2025-26' authorised at the March meeting, or are within the levels for delegated authority as detailed in the Financial Regulations. Therefore, these do not need further approval, but are just to note.</p>   |         |                                |         |       |        |        |                               |         |       |         |
| 3.       | <p>The Clerk referred to the Finance Reports both Year End 2024/25 and up to 30 April 2025, sent to all councillors prior to the meeting, which includes the cashbook showing expenditure &amp; income, the actual expenditure/income against budget and the bank recs @31Mar and @ 30Apr respectively. There were no questions or queries in regards to the finance reports and they were approved as accurate and complete.</p> <p><b>Proposed by Cllr. Leighton, Seconded by Cllr. Vassalli, all in agreement.</b></p>  |         |                                |         |       |        |        |                               |         |       |         |
| 4.       | <p><b>AGAR and End of Year Accounts</b> – The Clerk referred to the AGAR and End of Year Account documents for 2024-25 circulated to all councillors with the agenda. There were no queries in regards to the documents. Approved for sign off by the Chair.</p> <p><b>Proposed by Cllr. Mansfield, Seconded by Cllr. Leighton, all in agreement</b></p>   |         |                                |         |       |        |        |                               |         |       |         |

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| 5.                           | <p><b>Dates for Notice of Public Rights</b> – The Clerk proposed the dates 3<sup>rd</sup> June – 14<sup>th</sup> July, as per dates recommended by the external auditor. It was agreed that Cllr. Mansfield is to cover from 16-23 June in Clerks absence. Announcement date agreed as 29<sup>th</sup> May.</p> <p><b>Proposed by Cllr. Leighton, seconded by Cllr. Smith</b></p>   |
| 6.                           | <p><b>Internal Audit Report</b> – The Clerk referred to the both the AGAR Internal Audit, which was fully signed off as compliant and the detailed Internal Audit Report. There were no reportable findings from the internal audit. The councillors had no queries.</p>  |
| 7.                           | <p><b>Zoom renewal</b> – The Clerk detailed that the Zoom renewal is due on 30<sup>th</sup> June. The annual renewal was approved.</p> <p><b>Proposed by Cllr. Vassalli, Seconded by Cllr. Johnstone. All in agreement.</b></p>   |
| 8.                           | <p>The council confirmed that they would like Tracey Healy to continue with doing the internal audit for 2025/26.</p> <p><b>Proposed by Cllr. Leighton, seconded by Cllr. Johnstone. All in agreement.</b></p>  |
| 10-8/5/25                    | <b>Planning Matters</b>   |
| <b>Items for Discussion:</b> |   |
| 23/19/00002                  | <p><i>This item was delayed until the end of the meeting and Cllr. Slocombe left before any planning was discussed.</i></p> <p>Hybrid (full and outline) application. Full application for the erection of 111 dwellings, formation of signal controlled access off Quantock Road with associated infrastructure, landscaping and open space (phase 1). Outline application with all matters reserved for the erection of up to 212 residential dwellings with associated infrastructure, landscaping and open space (phase 2)</p> <p><b>NOTE:</b> notification of significant changes was received after the agenda was published, but due to the response being required by 16<sup>th</sup> May, the decision was made to include in the meeting.</p> <p>Discussions took place about the proposed changes, which fundamentally is a reduction in the number of affordable homes.</p> <p>Discussions also took place about the Transport link (public RoW) as nothing has been done to address previous objections to join up the development with the established links.</p> <p><b>Unanimous agreement to object.</b></p> <p><b>Action: Cllr. Vassalli to draft wording for objection and circulate for approval. Clerk to submit.</b></p> |
| <b>Items for Update:</b>     |   |
| 23/25/00002                  | 136 Holford Road – single storey rear extension. <b>Responded ‘no comment’</b>  |
| 11-8/5/25                    | <b>Review of Policies</b>   |
|                              | <p>Code of Conduct</p> <p>Standing Orders</p> <p>Privacy Notice</p> <p>Data Protection Policy</p> <p>Financial Regulations</p> <p>Grant &amp; Donation Policy</p> <p>(email sent to councillors 8<sup>th</sup> April 2025)</p> <p><b>Approved for continued use, proposed by Cllr. Leighton, seconded by Cllr. Smith</b></p>  |



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| <b>12-8/5/25</b>    | <b>Roles &amp; Responsibilities</b>   |
|                     | <p>Roles and responsibilities were discussed and it was agreed that no changes were needed and they will remain as:</p> <p>Personnel – Cllr. Leighton</p> <p>Finance – Cllr. Leighton (Lead), Cllr. Vassalli, Cllr. Mansfield</p> <p>Planning – Cllr. Leighton (Lead), Cllr. Johnstone, Cllr. Vassalli</p> <p>Digital Communications - Cllr. Smith (Lead), Cllr. Mansfield</p> <p>Highways, infrastructure &amp; Assets – Cllr. Vassalli (Lead)</p> <p>LCN Representative – Cllr. Vassalli</p> <p>Children and Young People’s Representative – Cllr. Smith</p> <p>Footpaths – Cllr. Leighton (Lead), Cllr. Johnstone, Cllr. Mansfield</p> <p>Newsletter – Cllr. Johnstone</p> |
| <b>13-8/5/25</b>    | <b>Queenswood Lane Maintenance</b>  |
|                     | <p><b>Doug fouling signs</b> - Cllr. Slocombe reported that has already broached this with the town council for new signage.</p> <p><b>Banks</b> – Cllr. Mansfield reported that nothing can be done until rest of elms removed and logs removed.</p> <p><b>Action: to review at September meeting and follow up if necessary.</b></p>  |
| <b>14-8/5/25</b>    | <b>Local Community Networks</b>   |
|                     | Cllr. Vassalli reported that the AGN for Dowsborough LCN is next month at Wembdon. Highways working group sometime in early June. No meetings since last parish council meeting.  |
| <b>15-8/5/25</b>    | <b>Meetings Attended</b>  |
|                     | Cllr. Vassalli reported that he had attended the funeral of John Bates, a previous Chair.   |
| <b>16-8/5/25</b>    | <b>Items for Next Agenda</b>  |
|                     |   |
| <b>17-8/5/25</b>    | <b>Date &amp; Venue of Next Meeting</b>   |
| <b>Date / Time:</b> | 10 <sup>th</sup> July 2025  |
| <b>Venue:</b>       | Hembry Room, Westfield Church   |

|                           |       |
|---------------------------|-------|
| <b>Meeting Closed at:</b> | 20:25 |
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Minutes Signed by: ..... Date: .....  
(Chairman)