

Date of Meeting:	Thurs 14 th May 2026	Time:	Following on from Annual Meeting
Location of Meeting:	Hembry Room, Westfield Church Hall		
Present:	Cllr. John Vassalli, Cllr. R. Leighton, Cllr. J. Johnstone, Cllr. G. Mansfield, Cllr. F. Smith		
In Attendance:	Tammy Roper (Clerk),		
Apologies:	Cllr. B. Bolt		

Ref:	Topic of Discussion
1-14/5/26	Election of Chairman and Chairman's Acceptance of Offer
	Cllr. Robin Leighton was nominated by Cllr. Johnstone, seconded by Cllr. Vassalli, all in agreement. Cllr. Leighton accepted the role and duly signed the Acceptance of Offer in the presence of the Clerk.
2-14/5/26	Election of Vice Chairman and Vice Chairman's Acceptance of Offer
	Cllr. Vassalli was nominated by Cllr. Leighton, seconded by Cllr. Johnstone, all in agreement. Cllr. Vassalli accepted the role and duly signed the Acceptance of Offer in the presence of the Clerk.
3-14/5/26	Chairman's Comments
	See meetings of Annual Assembly.
4-14/5/26	Public Question Time
	No members of public present.
5-14/5/26	Declarations of Interest
	All councillors declared Declarations of Interest in relation to The EIA Screening Opinion for the new secondary school, due to the proximity/location to their homes, and in relation to work.
6-14/5/26	Minutes of Last Meeting
	<u>March Parish Council Meeting</u> Minutes were approved as a true and accurate record of the meeting. Proposed by Cllr. Leighton, seconded by Cllr. Vassalli All agreed.
7-14/5/26	Update on Actions from Previous meeting
7.1	<u>Vacancy</u> – There has still been no interest, from persons eligible to become a councillor in the parish. Continue to push on website, social media and by word of mouth. Action: Include in newsletter.
7.2	<u>Grass cutting & Bin emptying</u> – Councillors are still happy with the grass cutting and bins are being emptied regularly. Cllr. Leighton reported that a tree fell over on Pyrland Walk, tree has now been taken down but root and stump still in ground. A number of trees are dead / dying in the area. Action: Cllr. Slocombe offered to follow this up.
7.3	<u>Durleigh Hill Drains</u> Letter was sent to the letting agent for the property, who have confirmed that they have asked the owner to undertake work. The work has not been undertaken yet, but it was agreed to allow further time before following this up with a second letter.

7.4	<p><u>Durleigh Hill Road Safety</u></p> <p>It was confirmed that the Clerk has written an email to Katherine Tyson at Somerset Highways. A reply has been received and they see a need for new/improved warning signs and they will see whether there is room to position new signs. They will report back once they have been to site to assess if this possible.</p>																					
<p>8-14/5/26 Matters Arising (Including Consultation Responses)</p>																						
	<p>The Clerk reported that she has been informed by the Chair that on last check of AED, the battery was at 25%. A Google search indicates that AED may not function properly on that battery life, so need to purchase battery immediately. It has been budgeted for this year.</p> <p>Action: Clerk to order battery immediately.</p> <p>Proposed by Cllr. Smith, Seconded Cllr. Mansfield, all in agreement.</p>																					
<p>9-14/5/26 Financial Matters</p>																						
9.1	<p>The Clerk reported that the Bank balance at 1st April (carry forward) was £13,298.46 and at 30th April the balance was £20,773.45.</p> <p>Expenditure since the last bank statement was detailed:</p> <table border="1" data-bbox="256 913 1481 1137"> <tr> <td>5/5/26</td> <td>Tracey Healy - Internal Audit</td> <td>D3</td> <td>Bank Transfer</td> <td>£150.00</td> <td>£0.00</td> <td>£150.00</td> </tr> <tr> <td>5/5/26</td> <td>HMRC - Employers NI</td> <td>B5</td> <td>Bank Transfer</td> <td>£42.17</td> <td>£0.00</td> <td>£42.17</td> </tr> <tr> <td>12/5/26</td> <td>HM Land registry – title Plan Search</td> <td>E3</td> <td>Debit card</td> <td>£7.00</td> <td>£0.00</td> <td>£7.00</td> </tr> </table> <p>This takes the bank balance down to £20,574.28</p> <p>9.2 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 2026-27' 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> <p>9.3 The Clerk referred to the Finance Reports both Year End 2025/26 and up to 30 April 2026, sent to all councillors prior to the meeting, which includes the cashbook showing expenditure & 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>Proposed by Cllr. Leighton, Seconded by Cllr. Vassalli. All in agreement.</p> <p>9.4 AGAR and End of Year Accounts – The Clerk referred to the AGAR and End of Year Account documents for 2025-26 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>Proposed by Cllr. Mansfield, Seconded by Cllr. Leighton. All in agreement.</p> <p>9.5 Dates for Notice of Public Rights – The Clerk proposed the dates 3rd June – 14th July, as per dates recommended by the external auditor.</p> <p>It was agreed that Cllr. Mansfield is to cover from 15-22 June in Clerks absence. Announcement date agreed as 28th May.</p>	5/5/26	Tracey Healy - Internal Audit	D3	Bank Transfer	£150.00	£0.00	£150.00	5/5/26	HMRC - Employers NI	B5	Bank Transfer	£42.17	£0.00	£42.17	12/5/26	HM Land registry – title Plan Search	E3	Debit card	£7.00	£0.00	£7.00
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<p>9.6</p> <p>9.7</p> <p>9.8</p>	<p>Proposed by Cllr. Leighton, seconded by Cllr. Vassalli. All in agreement.</p> <p>Internal Audit Report – 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> <p>Zoom renewal – The Clerk detailed that the Zoom renewal is due on 30th June. The annual renewal was approved.</p> <p>Proposed by Cllr. Vassalli, Seconded by Cllr. Johnstone. All in agreement.</p> <p>The council confirmed that they would like Tracey Healy to continue with doing the internal audit for 2026/27.</p> <p>Proposed by Cllr. Leighton, seconded by Cllr. Johnstone. All in agreement.</p>
<p>10-14/5/26</p>	<p>Planning Matters</p>
<p>Items for Discussion:</p>	<p>None</p>
<p>Items for Update:</p>	<p></p>
<p>23/26/00001</p>	<p>Land to the West of Broadlands Lane and North of, Spaxton Road - Request for EIA Screening Opinion for a new 7-form entry secondary school (replacement of the existing 7-form entry Haygrove School) which is up to 5,500sqm Gross External Area (GEA) of education space (Use Class F1). This will include a sports hall detached from the main school building, a Multi-Use Games Area (MUGA), sports courts and pitches, and a hardstanding social area including seating areas, a car park, and vehicular and pedestrian access. The Proposed Development will be up to 2 storeys (up to 12m from FFL). No further information available at this time.</p>
<p>11-14/5/26</p>	<p>Review of Policies</p>
<p></p>	<p>Code of Conduct Standing Orders Privacy Notice Data Protection Policy Financial Regulations Grant & Donation Policy (email sent to councillors 21st April 2026)</p> <p>Action: Biodiversity policy - change Durleigh Brook to ‘through boundary’</p> <p>Approved for continued use, proposed by Cllr. Leighton, seconded by Cllr. Vassalli. All in agreement</p>
<p>12-14/5/26</p>	<p>Roles & Responsibilities</p>
<p></p>	<p>Roles and responsibilities were discussed and it was agreed that no changes were needed and they will remain as: Personnel – Cllr. Leighton Finance – Cllr. Leighton (Lead), Cllr. Vassalli, Cllr. Mansfield Planning – Cllr. Leighton (Lead), Cllr. Johnstone, Cllr. Vassalli Digital Communications - Cllr. Smith (Lead), Cllr. Mansfield Highways, infrastructure & Assets – Cllr. Vassalli (Lead) LCN Representative – Cllr. Vassalli Children and Young People’s Representative – Cllr. Smith Footpaths – Cllr. Leighton (Lead), Cllr. Johnstone, Cllr. Mansfield Newsletter – Cllr. Johnstone</p>

13-14/5/26	Illegal Encroachment of PC Land
	<p>The encroachment of land at the site of the notice board in Luxborough Road was discussed.</p> <p>All in agreement that we immediately post letter to resident, requesting that fence is moved by the end of May 2026. Inspection to be carried out on 1st June and if not rectified, Clerk to immediately contact Solicitor with a view to commencing further action.</p> <p>Agreed that money to pay for solicitor will initially be taken from the 'General reserves' budget, but we will be seeking to recover the costs. Approval given that Clerk can action spend for the solicitor, without the need to wait until next meeting.</p> <p>All in Agreement.</p>
14-14/5/26	Road Sweeping Services
	<p>Clerk explained that an email had been received from Bridgwater Town Council that, unbeknown to Durleigh PC, they had been sweeping the roads through the estate to the west of Queenswood Lane, and were now seeking to charge for this. The Clerk contacted Somerset Council who confirmed that it is a statutory service and Somerset Council will take back responsibility of road sweeping in the area and there will be no charge to DPC.</p>
15-14/5/26	Donation
	<p>Councillors to submit suggestions for donations before next meeting.</p> <p>Chair to contact Citizen's Advice to consider them for donation.</p>
16-14/5/26	Meetings Attended
	None
17-14/5/26	Local Community Networks
	<p>31/3 – Cllr Vassalli reported that he had attended the last meeting at Stogursey on 31Mar2026. This included a presentation from the Police who reported that crime statistics are low for area. There was also a presentation from Somerset Local Nature Recovery Strategy who spoke on how they contribute to planning applications etc.</p> <p>Cllr Vassalli also attended the Highways Subcommittee meeting. This was better attended than the LCN meeting. It was reported that there are 38 gangs in Somerset repairing pot holes. Feedback included that repairs are not done quickly, causing frustration, as well as filling one pothole but not the one a couple of meters on.</p> <p>The Vice Chair thanked the Chair and Clerk for their work.</p>
18-14/5/26	Items for Next Agenda
	1. Consider donations
19-14/5/26	Date & Venue of Next Meeting
Date / Time:	Thurs 9 th July 2026
Venue:	Hembry Room, Westfield Church
Meeting Closed at:	20:45

Minutes Signed by: Date:
(Chairman)