Chair: Mrs Niru Linsley, Newell House, Bayford Hill, Bayford, Wincanton
Clerk: Kate Fullerton, 25 Helena Road, Yeovil, Somerset BA20 2HQ
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Draft Minutes of the Annual Stoke Trister with Bayford Parish Council Meeting held at The Bayford Mission Hall, Bayford Hill, Bayford, Wincanton **Thursday 8th of May 2025, 7pm**

Present:
Cllrs N Linsley (Chair), M Grant (Vice Chair), J Garrett, R Webb-Bowen, Mel Rushe.

In attendance:
Clerk: K Fullerton, one member of the public.

i. Public Forum:
No public session items.

ii. To receive reports from Somerset Council Councillors.
A report was received by email.

iii. To receive the Chairman's Report 2024/25.
A copy of the report is available on the parish council website: www.stoketristerbayford.net

7:30pm Meeting opened.

1/25/001 To elect the Chair.
RESOLVED: To elect Cllr Niru Linsley as Chair for another term.

2/25/002 To elect the Vice-Chair.
RESOLVED: To elect Cllr Mac Grant as Vice-Chair for another term.

3/25/003 To receive apologies for absence.
None.

4/25/004 To receive declarations of interest.
None.

5/25/005 To consider any applications for the casual vacancy on the parish council.
RESOLVED: To co-opt Fiona Macpherson onto the parish council.
Fiona Harvey signed the declaration of acceptance of office in the presence of the Clerk. A copy of the register of interests' form was provided, for completion at a later date.

6/25/006 To conduct the annual parish council meeting matters:
a) To allocate roles and responsibilities.
- Rangers – Cllr Jo Garrett
- Footpaths – Cllr Jo Garrett
- Defibrillator – Cllr Jo Garrett
- LCN Representative – Cllr Mel Rushe
- Speed Indicator Devices – Cllr Niru Linsley
- Staffing Committee – Cllr Niru Linsley and Cllr Fiona Harvey
- Highways Bayford – Cllr Niru Linsley
- Highways Stoke Trister – Cllr Mac Grant
- Risk Management – Cllr Robert Webb-Bowen

Chairman's signature:__________________________ Date: __________________________

b) To adopt the Standing Orders.
RESOLVED: To adopt the Standing Orders.
c) To adopt the Financial Regulations.
RESOLVED: To adopt the Financial Regulations.
d) To adopt the NALC Code of Conduct .
e) RESOLVED: To adopt the NALC Code of Conduct.
f) To receive any amended /updated Register of Interest Forms.
None.
g) To receive and adopt the Asset Register value.
The Clerk has been unable to complete the Asset Register in time for the internal audit but has calculated the additional assets and added them to last years asset figure on the AGAR.
RESOLVED: To approve the new asset figure of £18,573.00.
h) To review the Risk Policy and Risk Register.
RESOLVED: To approve the Statement of Control.

7/25/007 To agree the Minutes as a true representation of the matters discussed at the parish council meeting held on the 13th of March 2025.
RESOLVED: To approve the Minutes as a true and accurate record of matters discussed.

8/25/008 Planning Matters

a) To note receipt of an invitation to attend a pre-planning site meeting with Decorative Art Design, regarding the development of land at Leigh Common to accommodate a studio and various buildings.
Cllr Linsley stated that the developer has contacted the parish council to say the development is not within Stoke Trister with Bayford Parish. No further comments required.

b) To consider new planning applications:
None.

c) To consider any recent planning applications from Somerset Council (South), received in the days after the agenda had been circulated and prior to this meeting. Interested public and parish councillors: please refer to (South) Somerset Council planning portal for full details of planning items that might be discussed under this item:
https://www.somerset.gov.uk/planning-buildings-and-land/view-and-comment-on-a-planning-application/

i. 25/01026/COL – Riding Gate House, Riding Gate, Stoke Trister, Wincanton, Somerset BA9 8NQ – Application for a Lawful Development Certificate for the proposed siting of a glamping pod in the garden for ancillary use.
RESOLVED: No comment.

ii. 25/01040/FUL – Land at Cucklington, Wincanton, Somerset – The proposed works include the widening of the existing agricultural vehicle access to 10m, and the creation of a 'waiting area' for vehicles to stop off the road whilst opening the gate (10m deep). The existing metal gate will be replaced with two new gates , one of which will have a 2 in 1 pedestrian access gate to serve the existing public Right of Way. The track will consist of compacted type 1 aggregate, with a concrete finish. The site will remain agricultural use, and the widening of the gate is intended to improve access and safety.
RESOLVED: No comment.

d) To note any planning decisions from Somerset Council.
25/00263/FUL – Application refused.
24/02969/DPO – Application permitted
22/03235/FUL – Application permitted with conditions.

9/25/009 Highways

a) *Horse Safety signs – to receive an update on the arrangements for installation.*
Andy Barron is in the process of confirming prices for the installations.

ACTION: Clerk

b) *To discuss any issues with the Speed Indicator Devices (SIDs) and any maintenance work required.*
Cllr Linsley suggested asking the Ranger to clear the overgrowth from around the SID as it hinders the visibility of it and the solar charging process.

c) *To note any road safety concerns.*
None.

10/25/010 Footpaths

a) *To receive a report from Cllr Garrett.*
Cllr Garrett reported that a finger post (just the upright post) is required. Cllr Garrett and the Clerk will ask Rights of Way if they have any available.

ACTION: Clerk/Cllr Garrett

11/25/011 Financial and Regulatory Matters

a) *To receive a bank reconciliation for all parish council accounts.*
A bank reconciliation was approved for the date 31st March 2025 and the 6th of May 2025.

b) *Annual Governance and Accountability Return (AGAR) for the year ended 31st March 2025.*

i. *To receive and note the Internal Auditor's Report.*
Received, reviewed, and noted.

ii. *To approve the Annual Governance Statement – Section 1 of the AGAR.*
RESOLVED: To complete section 1 of the AGAR with positive responses and for the Chair to sign the document.

iii. *To receive the Accounting Statements, certified by the Responsible Financial Officer, and to consider, approve and sign the Certificate of Exemption.*
RESOLVED: To approve the accounting statement and for the Chair to sign the document.

iv. *To approve and sign the Certificate of Exemption for year ended 31st March 2025.*
RESOLVED: To approve and sign the Certificate of Exemption.

v. *To note the dates set for the public rights of inspection of the unaudited accounts.*
RESOLVED: To approve the dates set for the public rights of inspection, being the 3rd of June 2025 to the 14th of July 2025.

c) *To adopt the Pension Exemption Policy.*
RESOLVED: To adopt the pensions exemption policy.

d) *Chairman's Allowance – update on progress with request to SIRP.*
RESOLVED: To provide a Chairman's Allowance of up to £150.00 on provision of receipts.

e) *To seek a resolution to make the following payments:*

i.	*K Fullerton – Clerk salary March 2025 – PAID*	*£ 523.41*
ii.	*Somerset Council Pension Fund – Pension March 25 - PAID*	*£ 139.14*
iii.	*K Fullerton – Clerk salary April 2025 - PAID*	*£ 378.57*
iv.	*Somerset Council – Pension Fund April 2025 - PAID*	*£ 139.14*
v.	*K Fullerton – Clerk expenses April/May 2025*	*£ 122.34*
vi.	*J Garrett – Reimburse bulbs for the defibrillator*	*£ 10.27*
vii.	*Premier Landscaping – Ranger Oct, Nov and Jan*	*£ 1140.00*
viii.	*N Linsley – Reimburse Annual Residents' Meeting expenses*	*£ 44.85*
ix.	*P Russel – Internal Audit 2024/25*	*£ 165.00*
x.	*Zurich Insurance – Annual Insurance policy*	*£ 300.00*

RESOLVED: To make the above BACS payments.

ACTION: Clerk, Cllr Linsley

Chairman's signature:__________________________ Date: __________________________

12/25/012 **Defibrillator – to receive a report from Cllr Garrett**

Cllr Garrett confirmed the current pads are out of date. Cllr Garrett suggested that spare pads are not purchased in future due to the likelihood of them expiring before needed.

13/25/013 **LCN Matters – to receive a report on any LCN matters since the last parish council meeting.**

Nothing to report.

14/25/014 **Ranger Work – to list potential work for the Ranger**

Cllr Garrett suggested waiting for the replacement finger post to arrive before the Ranger's next visit. Upcoming work to include outstanding tasks on the current list, plus clearing vegetation from around the SIDs. Additionally, the Ranger should provide a quote to repair the footbridge.

ACTION: Cllr Garrett/Ranger

15/25/015 **To note correspondence received**

All correspondence had been emailed prior to the meeting.

16/25/016 **To note items for the next agenda**

- Noticeboard repairs – Cllr Rushe
- Ratify Zurich Insurance

ACTION: Clerk

17/25/017 **To note the date of the next meeting**

17th July 2025, 7pm, Mission Hall, Bayford

Meeting closed at 20:44.

Chairman's signature:____________________________ Date: ___________________________