



## Yeovil Without Parish Council

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## Annual Council Meeting

Wednesday 17<sup>th</sup> May 2023

6.30pm

Yeovil Sports and Social Club, Johnson Park, Coronation Ave,  
Yeovil, BA21 3DY *(in the large function room, the entrance is to the left of the main building).*

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For further information on the items to be discussed, please contact  
[clerk@yeovilwithoutparishcouncil.gov.uk](mailto:clerk@yeovilwithoutparishcouncil.gov.uk)

Barbara Appleby - YWPC Clerk  
11<sup>th</sup> May 23

The information is also available on our website: [www.yeovilwithoutparishcouncil.gov.uk](http://www.yeovilwithoutparishcouncil.gov.uk)

To all members of Yeovil Without Parish Council are summoned to attend:

**SUMMERLANDS (3)**

Cllr Kevin Brown  
Cllr Iris Coton  
Cllr Colin Rose (Vice Chair)

**BRISMORE (2)**

Cllr Howard Ashton  
Cllr David Knight

**COMBE (3)**

Cllr Mike Lock  
Cllr John Snell  
Cllr Kate Stevenson

**LYDE WARD (7)**

Cllr Vyvyenne Burt  
Cllr Charlotte Herbert  
Cllr Simon Hodder  
Cllr Kieta Marshall  
Cllr John Orchard  
Cllr Mary Snell  
Cllr Rob Stickland – Chair

**Equality Act 2010**

*Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Gender Equality, Crime & Disorder, Biodiversity, Health & Safety and Human Rights.*

**Recording of Council Meetings**

*The Local Audit and Accountability Act 2014 allows both the public and press to take photographs, film and audio record the proceedings and report on all public meetings (including on social media).*

*Any member of the public wishing to record or film proceedings must let the Chairman of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e. clearly visible to anyone at the meeting), but non-disruptive. This permission does not extend to private meetings or parts of meetings which are not open to the public.*

*Members of the public exercising their right to speak during the time allocated for Public Comment who do not wish to be recorded or filmed, need to inform the Chairman who will instruct those taking a recording or filming to cease doing so while they speak.*

**Public Comment**

*This section (at the Chairman's discretion may last up to 15 minutes) is not part of the formal meeting of the Council and minutes will not be produced. Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 1972 s 100*

***Yeovil Without Parish Council will be discussing all the items listed overleaf:***

*The Agenda specifies the business that it is proposed to transact (Local Government Act 1972 Sch.12 para 10 (2)(b)) and the Council cannot lawfully decide any matter which is not specified in the Agenda (Longfield Parish Council v Wright (1918) 88 LJ Ch 119)*

# AGENDA

## Public Comment (15 minutes)

### Outside reports

Reports will be received by representatives from the Police, Somerset Councillors, as well as outside bodies, if present, on items relating to Yeovil Without and the wider area.

#### 1. ELECTION OF CHAIR

- 1.1 Call for nominations - Chair to be elected
- 1.2 Chair to sign Declaration of Acceptance of Office

#### 2. ELECTION OF VICE CHAIR

- 2.1 Vice chair to be elected

#### 3. APOLOGIES FOR ABSENCE

- 3.1 To receive apologies for absence

#### 4. DECLARATIONS OF INTEREST

*Members are asked to declare any interests, including Disclosable Pecuniary Interests (DPI) and any personal interests (and whether or not such personal interests are also "prejudicial") that they may have in agenda items that accord with the Yeovil Without Parish Council's Code of Conduct, and to consider any requests from members for Dispensations that accord with Localism Act 2011 S33 (NB this does not preclude any later declarations).*

- 4.1 To receive declarations of interest from councillors on items on the agenda

#### 5. MINUTES OF PREVIOUS MEETINGS

- 5.1 To agree and sign the minutes of the parish meeting held on 19<sup>th</sup> April 2023.
- 5.2 To agree and sign the minutes of the Planning Committee meeting held on 19<sup>th</sup> April 2023.

#### 6. CHAIRS RECENT AND FORTHCOMING ENGAGEMENTS

Chair's Engagements 2023 – 2024	
Date & Time	Event
Mon 8 May 23 @ 1pm	Coronation Avenue Street Party held at St Peters Church & Community Centre
Saturday 20 May @ 10am	Allotment plant sale and social - Yeovil Marsh allotment – councillors welcome to attend.
Tue 27 June 23 @ 13:30	Wyndham Park community garden opening afternoon and fund raising event in aid of Yeovil Hospital Charity (Breast Cancer Unit).

## 7. APPOINTMENT OF COMMITTEE MEMBERS & OUTSIDE BODIES REPRESENTATIVES

- 7.1 To appoint members to the following:  
**Previous year representatives for Committee/Organisations with no changes to numbers or structure**

Organisation	2022/23 representative
Staffing Committee (5)	Vice Chair, Iris Coton, John Snell, Simon Hodder, Kieta Marshall
Financial Scrutiny Committee (3)	Colin Rose, Iris Coton, Simon Hodder
Allotment Committee (2)	Iris Coton, Colin Rose
Environment Committee (4)	Iris Coton, Kate Stevenson, Vyvyenne Burt, Kieta Marshall
Grant Steering Group (6)	Iris Coton, Simon Hodder, Kieta Marshall, Vyvyenne Burt, Kevin Brown, chair of scrutiny
Yeovil Crematorium Management Board (2)	Colin Rose and the Clerk
Highways and footpaths (3)	Mike Lock, John Snell, Kate Stevenson
Woburn Almshouse Committee	Chair
Bus Back Better	Vyvyenne Burt
Westfield Community Association (1)	Chair
Wyndham Park Community Association (2)	Kieta Marshall, Vyvyenne Burt

### **Committee and organisations that have either not been represented before or have had a change/under represented – require new appointment**

Yeovil Sports Club Management Committee (2)	Howard Ashton + 1 member
Yeovil Crematorium and Cemetery Committee (3)	Chair, Vice Chair + 1 member
SALC (Somerset Association of Local Councils)	Chair
Yeovil in Bloom (2)	Chair + 1 member
Planning Committee (15)	All YWPC councillors
Appeals Committee (3)	Chair + 2 councillors appointed by the chair upon notice of an appeal
LCN – Local Community Network(1)	Chair - Vice Chair (sub)

### **Active Working Groups**

Allotment Sale Working Party	Chair, Colin Rose
Land at Brimsmore/Tintinhull – Water runoff/drainage	Mike Lock, Howard Ashton

## 8. DOCUMENT AND TOR REVIEWS

- 8.1 To approve and adopt the Standing Orders for YWPC
- 8.2 To approve and adopt the Financial Regulations for YWPC
- 8.3 To note the appointment of the Internal Auditor Darkin Miller until 24/25 (min157/20)
- 8.4 To approve all terms of reference for active committees:-
- 8.5 To approve and adopt the scheme of delegation

## 9. POLICIES

- 9.1 To review and reaffirm all other documents and polices of the council

## 10. PLANNING

- 10.1 Planning Applications received for consideration:

Application No.	Proposal	Location	Ward
23/00859/HOU	Garage Conversion and single storey rear extension to form an Annexe.	54 Combe St Lane	Combe <i>Cllrs ML, JS KS</i>
23/00422/HOU	Addition of new enclosed stairway against gable end of the garage wing, to provide new access to upper floor rooms over garage as additional private access (to take priority over the existing internal staircase)	119 Marsh Lane	Combe <i>Cllrs ML, JS, KS</i>

- 10.2 Planning applications considered under SO 15b xvi prior to this meeting to comply with planning officer deadlines: **NONE**

- 10.3 Planning applications received after the publication of the agenda:

- 10.4 Planning decisions and observations:

Application No.	Proposal	Location	Decision
23/00617/HOU	Install conservatory to rear of property	12 Hillrick Crescent,	permitted with conditions
<b>YWPC recommendation: Objection – Reason: Detrimental to the street scene and creates a precedent for this type of installation</b>			
22/03165/FUL	Erection of a Farm Building for additional Feedstuffs Storage and Straw	Land At Longcroft Farm Stone Lane, Yeovil	permitted with conditions
<b>YWPC recommendation: Support – Reason: Supports established business</b>			
23/00418/HOU	Replacement of a wooden fence with a brick wall (Retrospective)	75 Raleigh Road, Yeovil	Refused
<b>YWPC recommendation: Objection – Reason: Height of boundary wall (6ft 3”), the wooden fence appears to be a parking space, access to this is across tactile paving.</b>			
19/00057/DPO	Application to modify a S106 Agreement between Yeovil Development Ltd, BDW Trading Ltd, South Somerset District Council and Somerset County Council dated 12th June 2015 in relation to Highways Agreement (including the omission of highway improvement works Element 6 Mudford Road/Lyde Road junction and Element 7	Key Site Lyde Road Yeovil Somerset BA215HR	Refused
<b>YWPC recommendation: Refusal</b>			

- 10.5 Planning correspondence and information:  
i. **Email from the chair to Somerset Councillors concerning decision notices**  
ii **Remote Planning Training – all councillors**

**11. FINANCE**

- 11.1 To consider and note the payments, paid under delegation and any receipts received  
11.2 To approve payments above the scheme of delegation threshold (£2,500)  
11.3 To approve the bank reconciliation up until 30 April 2023  
11.4 To note the budget to date and approve any virements between budgets and/or reserves:  
11.5 To approve the regular payments for the financial year 2023/2024:

**12. ONGOING MATTERS:**

**12.1 LAND AT BRISMORE TINTINHULL ROAD WORKING GROUP (Water drainage/runoff/waste**

To receive an update from the working group and to note that Gillian Sanders, Planning Liaison Manager for Wessex Water will be attending the Environment Committee meeting to be held on 31<sup>st</sup> May 2023 at 6pm and will be there to speak and discuss about water runoff and drainage, north of Yeovil and Yeovil Marsh.

**12.2 TRAFFIC REGULATOR ORDER (TRO) – WYNDHAM PARK BUS GATE**

Traffic management have confirmed the pre-consultation process has been undertaken and that the Police authorities Traffic Management officer and the Crime Reduction officer have indicated that they are content to proceed with the formal statutory consultation process and the proposed TRO has been forwarded Somerset Councils Traffic Regulation Order officers to add this scheme to their programme of works. Progression date of scheme to follow.

**It should be noted that the status of the bus gate has not change and contravening a bus gate can still result in a fine, by means of a fixed penalty notice.**

**13. CORRESPONDENCE:**

**13.1 INTERNAL AUDITORS REPORT 22/23**

To consider and note the internal auditors report (will be deferred if report hasn't been received by meeting date)

**13.2 HIGH LEA/ST MICHAELS FOOTPATH ACCESS ISSUES**

Following YWPC requesting a handrail to be installed at the St Michaels end of the High Lea footpath. Somerset Councillor David Woan included the clerk in correspondence that had already taken place regarding this matter. Lack of funding is the main reason that improvements haven't progressed. An enquiry has been made about the cost of these works, of which the council could consider.

*Highways Act 1980, ss43, 50 – Power to repair and maintain public footpaths and bridleways*

**13.3 PARISH RANGER REPORT**

i. To note that the plaque on the bench in Johnson Park has been removed, a replacement plaque will be obtained.

ii. To note the replacement door and other items to refurbish the Marsh Lane phone kiosk have been received at the Lufton yard and the parish ranger has commenced the works required.

iii. To note that the ranger reported a lamp post had been located next to the SID post on St Michaels Ave and that it was now difficult to locate the solar panel in the right direct, potentially the power to the SID may be effected over the two week

period that it is located. – Further enquires have been made and Highways are aware of the situation.

- 13.4 Any further correspondence received since preparation of the agenda which does not require a financial decision.

## 14. FORWARD PLAN

To recommend any additions to the forward plan.

Item	Meeting Discussion/Decision
Brimsmore Presentation	Later in the year onsite, JB to advise of dates
St Peter's Community Youth Club	June 2023
Defibrillator Sites	Waiting for confirmation
Yeovil Marsh Phone Kiosk	Following the installation of the defibrillator at Yeovil Marsh Church Hall
Land at Brimsmore, Tintinhull Road, working group report	Monthly agenda item

End of meeting

## Finance: Payment Lists/Bank Reconciliation/Budget

### YWPC PAYMENTS APPROVAL LIST

Payments greater than > £500

Expenditure								
Expenditure 21/4/23 - 30/4/23								
Payment Method	Invoice Date	Invoice No.	Payment date	Details	above delegation threshold (£2,500)	Gross - £	Vat - £	Net - £
SO	18-Apr	M1	25-Apr-23	Democratic Services		2,200.00		2,200.00
DD	18-Apr	771318	28-Apr-23	Onecom		46.80	7.80	39.00
BACS	21-Apr	Min. 208 i	21-Apr-23	Westfield Community Associatio		250.00		250.00
Total						2,496.80	7.80	2,489.00

Income						
Receipts 19/4 - 30/4/23						
Method	Date received	Account	Details	Gross	Vat	Net
BACS	Various	Unity Current Account	Allotment rent	55.00		
BACS	24-Apr	Unity Current Account		132,934.00		
				£ 132,989.00		

Balances					
b/f Unity Current	41,774.17		<b>All accounts</b>	<b>b/f</b>	
Income	132,989.00		Unity Current Account	172,266.37	
Expenditure -	2,496.80		Unity Instant Access	95,776.12	
<b>Balance 31/3/23</b>	<b>172,266.37</b>		Nationwide	62,635.50	
b/f Unity Access	95,776.12		<b>Total</b>	<b>330,677.99</b>	
Income	-				
<b>Balance 31/3/23</b>	<b>95,776.12</b>		<b>Crematorium Reserves</b>	<b>as @ 31/3/22</b>	<b>22/23</b>
b/f Nationwide	62,635.50		Reserve fund balance	403,731	392,453
Income	-		Cremator Replacement Reserve	62,037	62,037
<b>Balance 31/3/23</b>	<b>62,635.50</b>		<b>Total</b>	<b>465,768</b>	<b>454,490</b>

## YWPC PAYMENTS APPROVAL LIST

Payments greater than

> £500

### Expenditure

#### Expenditure 1/5/23 - 18/5/23

Payment Method	Invoice Date	Invoice No.	Payment date	Details	above delegation threshold (£2,500)	Gross - £	Vat - £	Net - £
BACS	02-May	30009197	18-May-23	Somerset Council - Parish Ranger		1,536.60	256.10	1,280.50
BACS	09-May	gb230509	18-May-23	Catridge People		494.90	82.48	412.42
Total						2,031.50	338.58	1,692.92

### Income

#### Receipts 16/5/23

Method	Date received	Account	Details	Gross	Vat	Net
BACS	Various	Unity Current Account	Allotment rent	55.00		
BACS	24-Apr	Unity Current Account		132,934.00		
				£ 132,989.00		

### Balances

			All accounts	b/f	
b/f Unity Current	41,774.17		Unity Current Account	172,731.67	
Income	132,989.00		Unity Instant Access	95,776.12	
Expenditure -	2,031.50		Nationwide	62,635.50	
<b>Balance 31/3/23</b>	<b>172,731.67</b>		<b>Total</b>	<b>331,143.29</b>	
b/f Unity Access	95,776.12				
Income	-		<b>Crematorium Reserves</b>	<b>as @ 31/3/22</b>	<b>22/23</b>
<b>Balance 31/3/23</b>	<b>95,776.12</b>		Reserve fund balance	403,731	392,453
b/f Nationwide	62,635.50		Crematorium Replacement Reserve	62,037	62,037
Income	-		<b>Total</b>	<b>465,768</b>	<b>454,490</b>
<b>Balance 31/3/23</b>	<b>62,635.50</b>				

### Expected payments/invoices/receipts up to 31/5/23

Democratic Services SO - 25/5 - £2,200 .00

Onecom - phone bill 31/5 - 46.80



## BANK RECONCILIATION for the period ending 30 Apr 23

Prepared by ..... B Appleby Clerk/RFO Date .....

Approved by ..... Date .....

### Balance per bank statements as at 30 Apr 23

Unity Current Account - 20445098	£	172,266.37
Unity Instant Access Account - 20445108	£	95,776.12
Nationwide 95 day Saver Account (annual interest)	£	62,635.50
<b>Total cash at banks</b>	<b>£</b>	<b><u>330,677.99</u></b>

### Uncleared and unrepresented as at 30 Apr 23

Balance less unrepresented cheques at 30 Apr 23 £ 330,677.99

The net balances reconcile to the Cash Book for the year, as follows

### CASH BOOK

Opening Balance 1/4/23	£	200,119.16
Add: Income up until 30 Apr 23	£	133,341.50
Less: Expenditure up until 30 Apr 23	£	2,782.67
<b>Total Balance as at 30 Apr 23</b>	<b>£</b>	<b><u>330,677.99</u></b>
	£	- Diff

<b>EXPENDITURE</b>	<b>Budget 23/24</b>	<b>Apr</b>	<b>Actual YTD</b>	<b>Variance</b>
Staff Costs	41,000	2,298	2,298	- 38,702
Clerks Mileage	250	45	45	- 205
Advice/Legal Charges	82,000	-	-	- 82,000
Office Expenses (phone/use of Meeting Room	1,500	76	76	- 1,424
Insurance	300	-	-	- 300
Subscriptions	2,000	-	-	- 2,000
Office Equipment	2,200	-	-	- 2,200
Training/Conferences	800	-	-	- 800
Bank Fees	1,500	-	-	- 1,500
Audit Charges	100	-	-	- 100
Elections	1,500	-	-	- 1,500
Chairs Fund	5,500	-	-	- 5,500
Edge system software	200	-	-	- 200
Website/communications	500	-	-	- 500
Grants Section 137	700	88	88	- 612
WP Equipment Fund Annual	6,000	-	-	- 6,000
WP Community Hub	4,500	-	-	- 4,500
Recreation Inspections Play area maintenance/replacement	2,000	-	-	- 2,000
Street Furniture Maintenance	1,000	-	-	- 1,000
Street Furniture Purchase	10,000	-	-	- 10,000
Parish Ranger	4,000	-	-	- 4,000
Highway Safety	4,500	1	1	- 4,499
Youth Services	25,000	-	-	- 25,000
Planning - Local Plan	1,000	-	-	- 1,000
Art & Culture	5,000	-	-	- 5,000
Community Building	6,000	-	-	- 6,000
Defibrilators	6,000	-	-	- 6,000
Celebrations	5,000	250	250	- 4,750
Environment Committee	10,000	-	-	- 10,000
Cemetery Deficit	23,284	-	-	- 23,284
Allotments Land Management	2,000	-	-	- 2,000
Allotment Improvements	-	-	-	-
Devolved Management	74,500	-	-	-
<b>Total</b>	<b>332,534</b>	<b>2,757</b>	<b>2,757</b>	