



## Yeovil Without Parish Council

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## Annual Parish Council Meeting

Wednesday 15 May 2024

Commencing at 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).*

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

Barbara Appleby - YWPC Clerk  
10 May 24

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

**BRIMSMORE (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 John Orchard  
Cllr Mary Snell  
Cllr Rob Stickland – Chair  
Vacant

**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)*

## **PUBLIC COMMENT (15 minutes)**

### **OUTSIDE REPORTS FROM REPRESENTATIVES**

- Police/PCSO
- Somerset Councillors – apologies received & report/updates.
- Outside Bodies

## **AGENDA**

- 1. TO ELECT A CHAIR**
  - 1.1 Call for nominations
  - 1.2 Signing of declaration of office
- 2. APOLOGIES FOR ABSENCE**
  - 2.1 To receive apologies for absence
- 3. 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).

  - 3.1 To receive declarations of interest from councillors on items on the agenda
- 4. TO ELECT A VICE CHAIR**
  - 4.1 Call for nominations
- 5. MINUTES**
  - 5.1 To **AGREE** and sign the minutes of the parish council meeting held on 17 April 24 and **NOTE** the draft minutes of the allotment committee meeting held on 22 April 24.
- 6. RESIGNATION OF COUNCILLOR**
  - 6.1 To **NOTE** the resignation of Kieta Marshall resulting in a vacancy in Lyde Ward. Update on filling the vacancy will be given at the meeting.
- 7. APPOINTMENTS OF COMMITTEES AND OTHER BODIES**
  - 7.1 To appoint members to the following committees and bodies as listed on page 6
- 8. DOCUMENT AND TOR REVIEWS**
  - 8.1 To review and adopt the Standing Orders  
[Standing Orders May 23 .docx](#)
  - 8.2 To review and adopt the Financial Regulations  
[Financial Regs adopted 17 May 23.docx](#)
  - 8.3 To review and adopt terms of reference for active committees.  
[Allotment TOR.docx](#)  
[Environment-Committee TOR.docx](#)  
[Staffing Committee TOR \(1\).docx](#)

8.4 To review and adopt the scheme of delegation.  
[Scheme of Delegations July - reaffirmed May 23.docx](#)

**9 POLICIES**

9.1

[Recording of Council Meetings Policy](#)

[Social Media and Electronic Communication Policy](#)

[Data Protection Policy](#)

[Complaints Policy & Procedure reviewed May 23 \(1\).docx](#)

[Publication Scheme](#)

[Retention of Documents and Records](#)

 [YWPC Grievance-Procedure.docx](#)

 [YWPC Disciplinary Policy.docx](#)

**10. STATEMENT OF INTERNAL CONTROL.**

10.1 To consider the statement of internal control for the year ending 31 Mar 24- pages 7,8 & 9

**11. PLANNING**

11.1 Planning Applications received for consideration:

Application No.	Proposal	Location	Ward
14/02554/OUT – (amended)	Outline application for development of Sustainable Urban Extension to comprise up to 765 dwellings, 65 bed care home, employment land (Use Class B1), retail units (Use Classes A1, A2, A3, A5), primary school, community building, health care facility, landscaping, open space and drainage infrastructure, access and associated highway works	Land OS 9330 Primrose Lane Mudford Yeovil	Mudford Parish
15/03942/FUL – (amended)	Engineering works comprising the installation of two attenuation ponds and a landscape buffer, and associated development	Land North Of Primrose Lane (Combe Bottom) Mudford	Mudford Parish

11.2 To **NOTE** planning applications considered under SO 15b xvi prior to this meeting to comply with planning officer deadlines: **NONE**

11.3 Planning applications received after the publication of the agenda:

11.4 Planning decisions and observations published up to 10 May 24 - **NONE**

11.5 Planning Correspondence: **NONE**

**12.. FINANCE**

12.1 To consider and **NOTE** the payments, paid under delegation and any receipts received.

12.2 The council to approve payments above the scheme of delegation threshold (£2,500)

- 12.3 To approve the regular payments for the financial year 2023/2024:  
**Standing Order** - Democratic services £2,200  
**Direct Debits** – NEST (monthly pension contribution), ICO annual data protection certificate.  
**Subscriptions Monthly** – pay as you go phone credit, virtual landline  
**Subscriptions Annually** - Adobe and Microsoft 365 software  
*Online subscriptions paid by the clerk and reimbursed via clerks expenses.*

**13. PARISH CLERKS REPORT**

Verbal update on ongoing matters that do not require a decision

**14. CORRESPONDENCE:**

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

**15 FORWARD PLAN**

- 15.1 To recommend any additions to the forward plan.

Item	Meeting Discussion/Decision
St Peter's Youth Club	6 monthly next update due Jun 23.
Defibrillator Training & PR	Wessex water have made contact, no further update at present.
Yeovil Marsh Phone Kiosk	Refurbishment completed, use to be confirmed
Brimsmore Key Site	Presentation and update from developer
Yeovil Marsh allotment track	Deferred item – waiting for proposal
Land at Brimsmore, Tintinhull Road, working group report	Planning - Submission of Reserved matters planning application or at the request of the working group
<b>Financial</b> Quarterly budget monitoring and bank reconciliation Risk management	Jan, April July, October  review Jan - adopt Feb (annually)
<b>Tommy signage and remembrance street furniture</b>	Mid-Year/ 2024 budget
<b>Programme of meetings</b>	Feb (annually)

**End of Agenda**

<b>7. APPOINTMENTS OF COMMITTEES AND OTHER BODIES</b>		
Organisation	Current representation	Representation 2024/2025
Staffing Committee (5)	Vice Chair, Iris Coton, John Snell, Simon Hodder, <b>Kieta Marshall</b>	
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, <b>Kieta Marshall</b>	
Grant Steering Group (6)	Financial Scrutiny Committee, <b>Kieta Marshall</b> , Vyvyenne Burt, Kevin Brown,	
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)	<b>Kieta Marshall</b> , Vyvyenne Burt	

### Outside bodies

Yeovil Sports Club Management Committee (2)	Howard Ashton & Kevin Brown	
Yeovil Crematorium and Cemetery Committee (3)	Chair, Vice Chair & Vyvyenne Burt	
SALC (Somerset Association of Local Councils)	Chair	
Yeovil in Bloom (2)	Chair & Charolotte Herbert	
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	
Devolution & asset transfer working group	New	

# YWPC - STATEMENT OF INTERNAL CONTROL YEAR ENDING 31/3/2024

## 1. Scope of Responsibility

Yeovil Without Parish Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards and that public money is safeguarded and properly accounted for and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions, and which includes arrangements for the management of risk.

## 2. The Purpose of the System of Internal Control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives. It can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively, and economically.

## 3. The Internal Control Environment Council

The Council has appointed a Chairman who is responsible for the smooth running of its meetings and for ensuring that all Council decisions are lawful. The Council reviews its obligations, objectives and budgets and the level of precept required for the following year at its January Meeting.

Prior to or at the council meeting the following are checked:

- Payment list and invoices checked by a scrutiny member, payments under £2,500 approved under the scheme of delegation and approved by scrutiny members. Payment list present to council for noting at the parish council meeting. Payments over £2,500 presented to council for approval.
- Monthly reconciliation of the bank statements against the reported balance completed by scrutiny member. Bank reconciliations presented to council on a quarterly basis for signing by the chairman – scrutiny member has checked the balances prior to presentation to council.

### Clerk

The Council is presented with quarterly budget reviews and bank reconciliations for signature.

### Financial Officer

The Council has appointed a Clerk of the Council who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Clerk is responsible for the day-to-day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to.

### Payments

All payments are approved by Scrutiny members Council and shown to council at the next meeting, payments above £2,500 are approved by full council. Scrutiny member signs to show payments against invoices have been completed. Following the council meeting the clerk inputs the payment details into the online banking software and authorises the payments, two councillors then authorise the payments (3 to authorise).

### Standing Orders:

The majority of the **Clerks salary** is paid by Standing Order on 25<sup>th</sup> of the month, the remaining balance along with any expenses is paid by BAS's and approved by a scrutiny member and shown as clerks emoluments on the payment list and paid after the council meeting has noted the payments. Approval of the Standing Order was given to ensure the Clerk is paid in a timely manner.

**Direct Debits:** Onecom DD finished Dec 23, ICO – annual DD (data protection certificate) which renews in February each year. **Monthly Nest DD** – pension contribution – amount check by scrutiny monthly – staff committee approves percentage of contribution. YWPC matches the employee’s contribution up to a maximum of 12%, it is currently set at 6%.

**Monthly:** payments – pay as you go phone top up £10 and virtual land line £6.50 payments are made by the clerk and reimbursed through monthly expenses and paid under clerk’s emoluments.

**Online annual subscription:** Office 365 software subscription and adobe software are paid online via the Clerk and reclaimed under expenses

**Approvals of regular payments – 17 May 23, minute 223/23 d.**

*“d. APPROVE the regular payments for the financial year 2023/2024 as follows:*

*SO – Democratic services £2,200 – DD Onecom – Business phone line & monthly £10 top up (mobile) – Adobe and Microsoft 365 subscription payable annually in March.”*

The reasons for all regular payments are still valid and current. Reaffirmation May 23.

### **Risk Assessments/Risk Management**

The Council annually reviews its risk assessments in respect of its activities and reviews its system and controls. Reviewed 21/2 24

### **Internal Audit**

The Council has appointed an independent Internal Auditor Rosie Darkin-Miller, Darkin Miller Limited for the financial year. The period of appointment is until 24/25 – Pc meeting 16 September 2020 minute no. 157/20.

The internal auditor provides reports to the council on the adequacy of its systems, procedures, internal controls and risk. The council considers the report submitted by the IA and any comments made.

### **External Audit**

The Council’s External Auditors (PKF Littlejohn) submits an annual Certificate of Audit which is presented to the Council.

## **4. Review of Effectiveness**

The review of the effectiveness of the system of internal control is informed by:

- The Council
- The Clerk/RFO who has responsibility for the design and maintenance of the internal control environment and managing risk.
- The independent Internal Auditor who reviews the Council’s systems of internal control
- The Council’s External Auditors who make the final check using the Annual Return, a form completed and signed by the RFO, the Chairman and Internal Auditor

**5. Significant Internal Control Issues:** No significant internal control issues were identified during the year; the Council strives for the continuous improvement of the system it had designed for internal control and has addressed any minor issues and weaknesses raised and reported during the review process.

### **Comments from IA and EA 2022/2023**

**EA** - Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

**IA** - Internal Auditor note on test N: Fail



The Council published all public rights documents within deadline but was unable to publish s3 and the notice of conclusion of audit as the external audit report was not issued until 12/10/22. The documents were published on 14/10/22.

External auditor challenged – Interim report published 29.9.22, following review they removed the ‘except for’ matter relating to the late publication of the conclusion of audit.

Chairman

Clerk of the Council

Date