



## Yeovil Without Parish Council

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## Parish Council Meeting

Wednesday 22<sup>nd</sup> January 2025

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  
17 Jan 25

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 Simon Hodder  
Cllr John Orchard  
Cllr Rani Panesar  
Cllr Sarah Setter  
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)*

*PUBLIC COMMENT (15 minutes)*

**OUTSIDE REPORTS FROM REPRESENTATIVES**

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

**Westfield Youth Report**

## **AGENDA**

### **1. APOLOGIES FOR ABSENCE**

**1.1 To receive apologies for absence**

### **2. 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).*

**2.1 To receive declarations of interest from councillors on items on the agenda**

### **3. MINUTES OF PREVIOUS MEETINGS**

**3.1 To AGREE and sign the minutes of the parish council meeting held on 20 Nov 24**

### **4. CHAIRS ANNOUNCEMENTS & ENGAGEMENTS**

**4.1 To receive any announcement & details of recent, or forthcoming engagements from the Chair of the Council and note the content.**

### **5. PARISH CLERK'S REPORT**

**5.1 To receive an update from the Clerk**

### **6. DEFIBRILLATOR REPORT**

**6.1 To NOTE the defibrillator report**

Location	Go-Live Date	Frequency of access	
		up to 20/11/24	Since 20/11/24
Greenwood Road shop	19/04/22	4	0
Wyndham Park Hub	19/04/22	2	0
Marsh Road Phone kiosk	19/10/23	3	0
Yeovil Marsh Church Hall	19/10/23	2	0
Brimsmore booster station	13/09/23	0	0
Lyde Road booster station	19/09/24	0	0

### **PLANNING**

**7.1 Planning Applications received for consideration: NONE**

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

**7.3** Planning applications received after the publication of the agenda:

**7.4** Somerset Council Planning Decisions for the period 13 Nov 24 – 15 Jan 25:

Application No.	Location	Proposal	SC Decision
20/00534/FUL	Land North of Combe Street Lane Yeovil	The erection of 6 No. dwellings along with associated, access, parking and landscaping	Refused
<b>YWPC Comments:</b> This planning application is considered a better scheme than 19/01901/FUL and more in keeping of the street scene. However, there is concern about Combe Street Lane in general, which has high volumes of traffic, localised flooding that occurs at Combe Street Lane roundabout during heavy rain and that element 7 of the Lyde Road Key Site (roundabout Mudford Road/Stone Lane/Combe Street Lane junctions) remains in doubt/not completed.  It is also noted that the road layout of the proposed site lends itself to future development into a rural area.			

**7.5** PLANNING CORRESPONDENCE: NONE

## 8. ONGOING MATTERS/REVIEWS/GOVERNANCE

### 8.1 CREMATORIUM AND CEMETERY COMMITTEE RECOMMENDATIONS

- i. To approve the revised Crematorium and Cemetery budget
- ii. To approve the revised cemetery deficit figure
- iii. To note the minutes of the Crematorium and Cemetery Committee meeting 19<sup>th</sup> Dec 8 January 2025.

### 8.2 RISK ASSESMENT REVIEW

All members are asked to review the existing risk assessment and consider if all risks to the parish council are covered and identify any new risks. Comments to be sent to the Clerk by 10<sup>th</sup> Feb 25.

## 9. FINANCE

**9.1** To consider and **NOTE** the payments (Dec & Jan , paid under delegation and any receipts received. - *payments will be sent out prior to the meeting.*

**9.2** To **APPROVE** payments above the scheme of delegation threshold (£2,500)  
Dec - Jan

**9.3** To **APPROVE** the quarterly bank reconciliation

**9.4** To **NOTE** the quarterly 2024/2025 budget review and approve any virements between budgets or reserves.

**9.5** **Octagon Arts Engagement Service –2025/2026 funding.**

**9.6** **25/26 BUDGET AND PRECEPT**

Members to approve the 25/26 budget and precept demand pages 6-12

## 10. CORRESPONDENCE:

### 10.1 Stroke Services in Yeovil

Members are asked to note the response received from The Department of Health and

Social Care and letter from Adam Dance MP requesting support and consider if there is further action/support that they wish to take.

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

## 11. FORWARD PLAN

- 11.1 To recommend any additions to the forward plan.

Item	Meeting Discussion/Decision
St Peter's Youth Club	6 monthly due Jun & Jan – SLA end date Jan 26
Brimsmore Key Site	Presentation document chased 16/7 – waiting for response
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
Financial Budget monitoring and bank reconciliation Risk management	Jan, April July, October review Jan – adopt Feb (annually)
Standing Orders/Grant Policy	Procurement act delayed, amended SO will be presented to council as and when needed
Programme of meetings	Feb (annually)
Yeovil Marsh Phone Kiosk	6-month book swap trial – review due Jan 25 – Report Feb 25 meeting

### CONFIDENTIAL ITEMS - Exclusion of the press and public

*The Council will be requested to pass a resolution excluding the press and public from the remainder of the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.*

## 12. SALE OF ALLOTMENT LAND

Verbal update from delegated officer and members.

### 2025/2026 Budget and Precept

Following the feedback received from members regarding the draft budget, a revised budget has been prepared. The details of the revised budget are provided on pages 6 to 12. It was noted that

there was a preference for the Band D charge to remain unchanged. In light of this, the proposed precept request reflects this preference, and to accommodate this, the grant allocation will be sourced from reserves.

Summary of Changes:

**Crematorium Funds Surplus Allocation – Budget title (Parish innovations/benefits within statutory powers (S137 limit 10.81 per elector))**

- An additional budget line has been established to accommodate the 2023/2024 Crematorium surplus funds, which will be used to support benefits and improvements within the parish. Of the surplus funds, 75% have been added to the budget for potential expenditure, while the remaining 25% has been allocated to the Crematorium Reserve Fund.
- It is recommended that the Crematorium Funds for expenditure be allocated two years in arrears. This approach will provide adequate time for YWPC to receive the funds and be informed of any potential significant capital expenditures related to the Crematorium in the future.
- Crematorium Reserve and Cremator replacement has been added to YWPC budget for completeness.

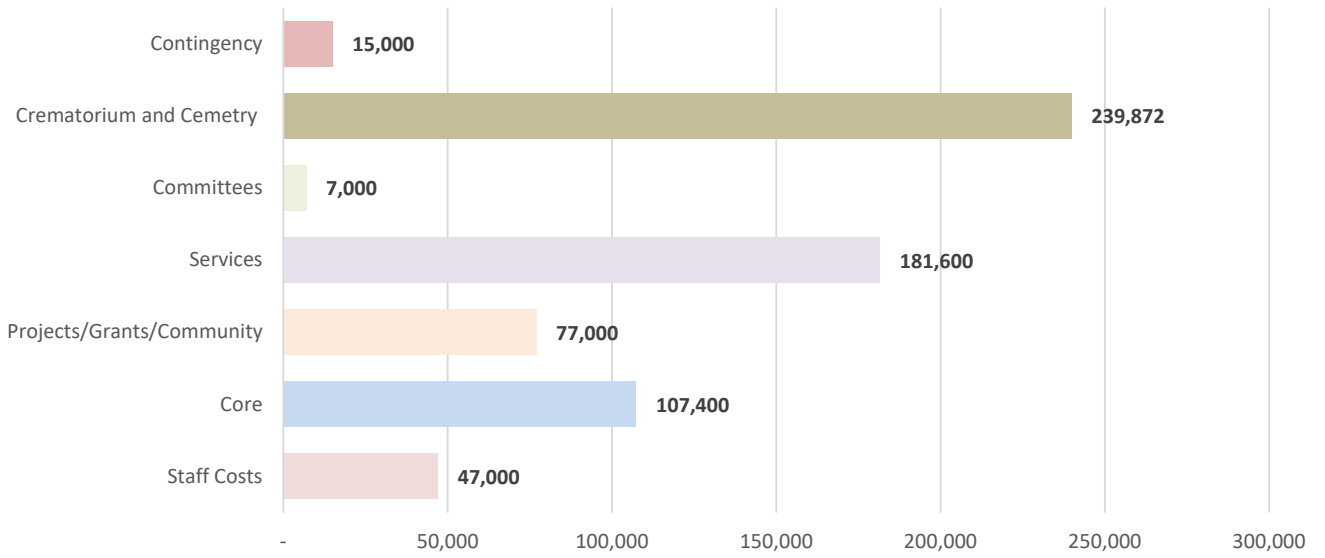
Budget Summary		Precept		Earmarked Reserves (funding received previous years)	
Staff Costs	47,000	Precept including Cemetery Deficit	134,632	Advice/Legal costs	82,000
Core	107,400	tax base 25/26	3,234	Elections	5,500
Projects/Grants/Community Services	77,000	25/26 Band D	41.63	WP Equipment Fund	4,500
Committees	181,600	Variation on previous year	-	WP Community Hub	5,000
Crematorium and Cemetery	7,000			Community Building Fund	5,000
Contingency	239,872			Play area maintenance/replacemer	15,000
	15,000	<b>25/26 cost per band</b>		Parish Ranger	5,000
<b>Total Budget</b>	<b>674,872</b>	Band A	27.75	Devolved Management	97,000
		Band B	32.38		<b>219,000</b>
		Band C	37.00	Crematorium Reserves	15,840
		Band D	41.63	Long Term Investment	200,000
		Band E	50.88	Total Crematorium Reseves	<b>215,840</b>
		Band F	60.13		
		Band G	69.38		
		Band H	83.25		

# YWPC

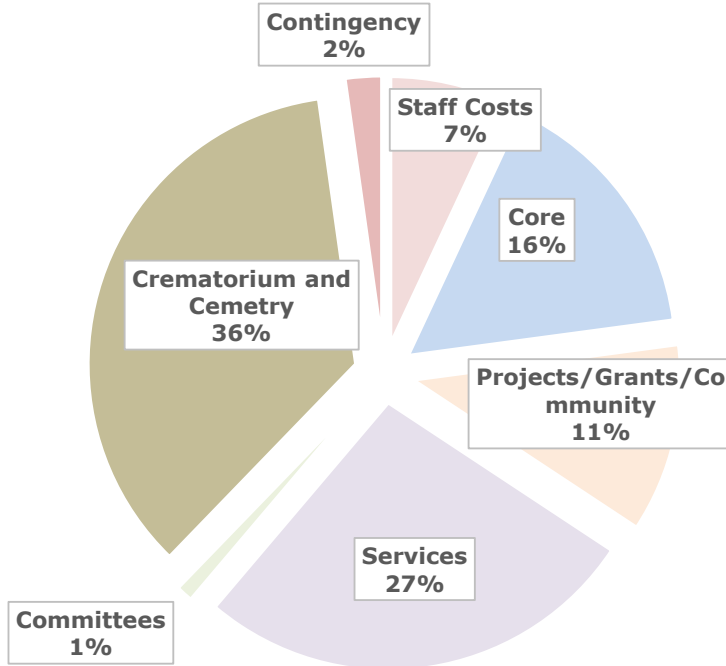
increase decrease

Actual 23/24	Budget 24/25	Budget 25/26	£	Variation on previous year	% variation
41,829	44,000	Staff Costs	47,000	3,000	6.8%
<b>Core</b>					
586	500	Clerks Mileage	650	150	30.0%
-	82,000	Advice/Legal Costs	82,000	0	0.0%
1,233	1,250	Office Expenses (phone/use of office/stationery)	1,200	-50	-4.0%
413	500	Meeting Room	500	0	0.0%
2,692	2,700	Insurance	2,000	-700	-25.9%
2,358	2,500	Subscriptions	2,650	150	6.0%
-	800	Office Equipment	1,000	200	25.0%
130	1,000	Training/Conferences	1,000	0	0.0%
93	100	Bank Fees	100	0	0.0%
1,364	1,500	Audit Charges	2,500	1,000	66.7%
-	5,500	Elections	13,250	7,750	140.9%
97	200	Chairs Fund	200	0	0.0%
533	220	Edge system software	-	-220	-100.0%
316	350	Website/communications	350	0	0.0%
<b>Projects/Community/Grants</b>					
4,000	8,000	Grants Section 137	6,000	-2,000	-25.0%
-	4,500	WP Equipment fund	5,000	500	11.1%
-	5,000	WP Community Hub	5,000		0.0%
192	1,600	Art & Culture	5,000	3,400	212.5%
-	5,000	Community Building Fund	5,000		0.0%
-	5,000	Celebrations	1,000	-4,000	-80.0%
330	-	Parish innovations/benefits within statutory powers S137 limit 10.81 per elector	50,000	50,000	
<b>Services</b>					
706	1,000	Recreation Inspections	1,500	500	50.0%
77	15,000	Play area maintenance/replacement	26,000	11,000	73.3%
125	2,000	Street Furniture Maintenance	2,000		0.0%
5,611	10,000	Street Furniture Purchase	10,000		0.0%
13,251	25,000	Parish Ranger	33,000	8,000	32.0%
157	1,000	Highway Safety	1,000		0.0%
3,100	3,100	Youth Services	3,100		0.0%
-	5,000	Defibrilators and maintenance	5,000		0.0%
-	97,000	Devolved Management	100,000	3,000	3.1%
<b>Committees</b>					
1,500	10,000	Environment Committee	5,000	-5,000	-50.0%
184	1,912	Allotment Committee	2,000	88	4.6%
<b>Crematorium and Cemetery</b>					
-	-	Cemetery Deficit	24,032	418	1.8%
23,284	23,614	Crematorium Reserve fund & Cremator replacement	215,840	215,840	
-	-	Contingency	15,000	15,000	
<b>TOTALS</b>					
			674,872		

### YWPC 25/26 Budget



### YWPC Budget 25/26





	% variation on previous years budget	Draft Budget 25/26	Precept	Reserves	Earmarked	Comments
STAFF COSTS	6.8%	47,000	47,000			2% increase on current gross salary + employer NI (15%) and employer pension (6%)
<b>CORE</b>		<b>Budget</b>	<b>Precept</b>	<b>Reserves</b>	<b>Earmarked</b>	
Clerks Mileage	30.0%	650	650			6 defibrillators located in the parish which require monthly checking and after any uses, these checks have increased the monthly mileage
Advice/Legal Costs	0.0%	82,000			82,000	Legal advice & minute no 53/22 (7) refers
Office Expenses (phone/use of office/stationery)	-4.0%	1,200	1,200			Ink cartridges will need to be purchased before end of year, will increase spend by £602 (ex VAT)
Meeting Room	0.0%	500	500			Current room charges, plus additional for ad hoc meetings if needed
Insurance	-25.9%	2,000	2,000			Current policy charge, additional cover may be needed if new equipment purchased
Subscriptions	6.0%	2,650	2,650			SALC, SLCC, parish online, ICO, Adobe & 365 cost + 6% increase on previous year
Office Equipment	25.0%	1,000	200	800		No immediate costs identified, previous years budget transferred across, funds allocated to cover printer & computer replacement
Training/Conferences	0.0%	1,000	500	500		Ongoing training required, budget adequate for needs
Bank Fees	0.0%	100	100			Approx annual cost
Audit Charges	66.7%	2,500	2,500			Transfer of Crematorium Reserves YWPC income pushed external auditor costs up two levels (cost is banded on income or expenditure levels. Increase in budget allows for internal auditor, consolidation of Crem & Cem accounts and external auditor set cost
Elections	140.9%	13,250	4,750	3,000	5,500	Postal costs for polling cards, hire of hall, administration staff electors 7,000 + 1st class post now 1.65p allow 1.80 per elector
Chairs Fund	0.0%	200	100	100		Chairs fund - discretionary fund e.g. Wreaths, flowers, condolences, cards etc
Edge system software	-100.0%	-	-			Contract terminated - no longer required
Website/communications	0.0%	350	350			Annual hosting cost + 5% increase = domain name biannual cost - approx. 100
<b>CORE TOTAL</b>	<b>8.4%</b>	<b>107,400</b>	<b>15,500</b>	<b>4,400</b>	<b>87,500</b>	

PROJECTS/COMMUNITY/GRANTS		Budget	Precept	Reserves	Earmarked	
Grants Section 137	-25.0%	6,000		6,000		Annual amount allocated to Grants - spend is dependant on applications received
WP equipment fund	11.1%	5,000	500		4,500	Top up of funds up to 5,000
WP Community Hub	0.0%	5,000			5,000	Annual contribution £5,000 agreed minute 234/16c - earmarked reserve until required. 2 x £5,000 paid since 2016
Art & Culture	212.5%	5,000		5,000		Art & Culture underspend and celebration underspend added together - funds allocated for consideration of supporting SLA with Octagon Arts Engagement Service
Community Building Fund	0.0%	5,000			5,000	Viability & demand has not been identified, Brimsmore key site may give an opportunity in the future for a community building within the parish. Long term project - upon viability, demand & location being established financing will be subject to a full review and finance project plan. No further funds to be added until project agreed to proceed by council.
Celebrations	-80.0%	1,000		1,000		There are no planned events, budget reduced by £4,000 underspend transferred to Arts and Culture Budget
Parish innovations/benefits within statutory powers S137 limit 10.81 per		50,000		50,000		75% of Crematorium 2023/2024 surplus profit - yet to be received 65,840
<b>PROJECTS/COMMUNITY/GRANTS TOTAL</b>	<b>164.6%</b>	<b>77,000</b>	<b>500</b>	<b>62,000</b>	<b>14,500</b>	

SERVICES		Budget	Precept	Reserves	Earmarked	
Recreation Inspections	50.0%	1,500	1,500			Legal requirement - current cost weekly inspections and annual inspection report - anticipation of additional play inspections following the council agreeing the responsibility for Wyndham Park MUGA & play area
Play area maintenance/replacement	73.3%	26,000	11,000		15,000	Original equipment installed 2003, some replacements made 2013 - equipment in the process of being painted, safety surface shrinking, no action required at present -increase in funds to cover council approving responsibility for Wyndham Park MUGA & play area
Street Furniture Maintenance	0.0%	2,000		2,000		The majority of items require replacement due to wear and tear and purchase budget would be used, therefore £2,000 of the previous year maintenance budget transferred to the street furniture budget for new purchases.
Street Furniture Purchase	0.0%	10,000	1,000	9,000		Grit bins, bus shelters, benches are items that may require purchase, either new or replacement. YWPC only own a few dog and litter bins, replacement of grit bins is the main purchase at present.
Parish Ranger	32.0%	33,000	28,000		5,000	Provision has been made to cover the devolved responsibility of this service, to date the service continues on the same basis, it is possible that the employment of the ranger may transfer Apr 25, however there has been no confirmation of this or recent discuss. Funds held to facilitate transfer and set up. The parish ranger is a valued service to this parish and needs to be maintained.
Highway Safety	0.0%	1,000		1,000		Covers small highway safety works and grit salt, additional funds would be required if a project is identified and how it would be funded would need to be considered
Youth Services	0.0%	3,100	3,100			YWPC are in the final year of the 3 year SLA for Westfield youth provision - annual cost £1,300
Defibrillators and maintenance	0.0%	5,000		5,000		Ongoing replacement of pads and batteries is required - funds cover cost of additional defibrillator and replacement parts for existing defibrillators - 6 defibrillators currently located in the parish
Devolved management of Somerset Council Assets (YWPC & shared assets)	3.1%	100,000	3,000		97,000	Support the devolvement of assets to parish councils over the forthcoming years. 40,000 YTC - rec & riverside walk
<b>SEVICES TOTAL</b>	<b>14.1%</b>	<b>181,600</b>	<b>47,600</b>	<b>17,000</b>	<b>117,000</b>	

COMMITTEES		Budget	Precept	Reserves	Earmarked	
Environment Committee	-50.0%	5,000		5,000		Budget reduced, last two years budget underspent, going forward projects/costs to be identified
Allotment Committee	0.0%	2,000		2,000		Income revenue streams other than precept support expenditure by the allotment committee to maintain and improve the allotments
<b>COMMITTEES TOTAL</b>	-41.7%	<b>7,000</b>	-	7,000	-	

CREMATORIUM AND CEMETERY		Budget	Precept	Reserves	Earmarked	
Cemetery Deficit	1.8%	£24,032	24,032			Figure tbc by Crematorium and Cemetery Committee budget.
Crematorium Reserves - approved capital expenditure		215,840		15,840		Remaining 25% previous years surplus profit + LTI - £200,000
<b>CREMATORIUM AND CEMETERY</b>	915.8%	<b>239,872</b>	24,032	15,840	-	

Contingency	#DIV/0!	15,000		15,000		
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<b>Totals</b>		674,872	134,632	121,240	219,000	
		Budget 25/26	Precept	Reserves	Earmarked	