



## Yeovil Without Parish Council

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## Parish Council Meeting

Wednesday 19<sup>th</sup> February 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  
14 Feb 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

**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 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

## 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 22<sup>nd</sup> Jan 2025

### 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

*Mudford verges - bus gate - WPCA mtg/BP mtg - steering group mtg*

### 6. DEFIBRILLATOR REPORT

#### 6.1 To NOTE the defibrillator report

Location	Go-Live Date	Frequency of access	
		up to 22/1/25	Since 22/1/25
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:

Application No.	Location	Proposal	Ward
25/00145/S73A	224 Mudford Rd, Yeovil, BA21 4NP	S73A Application to vary condition 2 (approved plans) to allow amended design including addition of rear balcony, conservatory, amended fenestration to rear elevation and porch in relation to previous approval 23/00081/HOU for Single storey rear extension and two storey side extension to replace existing single storey porch/utility/WC to rear and existing car port to side of the dwelling	Combe
25/00060/HOU	27 Wilton Rd Yeovil, BA21 5XP	Air source Heat pump to be installed on patio in back garden.	Lyde

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 16 Jan 25 – 12 Feb 25: **NONE**

7.5 **PLANNING CORRESPONDENCE: NONE**

## 8. FINANCE

8.1 To **NOTE** the payments paid under delegation and any receipts received – *to be circulated separately prior to the meeting*

8.2 To **APPROVE** payments above the scheme of delegation threshold (£2,500)

8.3 **YEOVIL MARSH PHONE KIOSK – BOOK SWAP TRIAL**

To consider the report and potential capacity increase

8.4 To **NOTE** Allotment track hedge trimming invoice received, to consider compliance to minute 387/24.4 below and further action.

### **387/24.4 ALLOTMENT TRACK HEDGE TRIMMING**

The council **RESOLVED** to approve up to £250 for the hedge trimming of the allotment track with the following conditions:

- i. *The track owner to inform the council when the trimming will take place.*
- ii. *The hedge cut back to an acceptable standard, following completion of the works an allotment committee member to inspect and report back to council.*
- iii. *A detailed invoice to be submitted to council giving a breakdown of the works completed, costs associated with each element and the time taken to complete the works.*

8.5 **BLEED CONTROL KITS**

To consider the purchase of bleed kits for location within the parish

## 9. ONGOING MATTERS/REVIEWS/GOVERNANCE

9.1 **RISK ASSESMENT REVIEW 25/26** – *circulated separately*

9.2 **SCHEDULE OF MEETING 25/26** – page 5

9.3 **INVESTMENT POLICY 25/26** – page 6 - 8

## 10. CORRESPONDENCE:

### 10.1 BRIMSMORE DEVELOPMENT UPDATE

To note the update and to consider meeting options – page 9

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	report 6 monthly Jun & Jan – SLA end date Jan 26
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)
Programme of meetings	Feb (annually)

## SUPPORTING INFORMATION

### 9.2 cont. Schedule of meetings

#### Yeovil Without Parish Council meeting schedule May 25- Apr 26

Full council meetings will usually commence at 6.30am on the 3rd Wednesday of the month unless noted otherwise\*

Meeting are usually held at Yeovil Sports and Social Club, meeting venue will be publicised on the meeting notice

#### Schedule of Meetings 2025 - 2026

YEAR	2025								2026			
MONTH	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR
Full Council	21	25*	23*		17	15	26*		21	18	18	15
Annual Parish Meeting												15
*Notes on meetings that are not the 3rd Wednesday of the month												
25/06/25	Moved to accommodate the possible delay in receiving Crem and Cem audit figures.											
23/07/25	Moved to accommodate the later meeting in June and no meeting in August.											
26/11/25	Moved to accommodate no meeting in December											
	No meeting in August and December, matters delegated to the clerk in consultation with the chair											

### 9.3 cont. Investment Policy 25/26



# Yeovil Without Parish Council

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## INVESTMENT POLICY

### 1. Introduction.

This 'Investment Policy' complies with the revised requirements set out in the Department of Communities and Local Government Guidance on Local Government Investments (3rd Edition) and takes into account Section 15(1)(a) of the Local Government Act 2003 and guidance within Governance and Accountability for Local Councils Practitioner's Guide 2018.

An investment strategy is required for all investments expected to exceed £100,000.00 at any time during the financial year.

The Local Government Act 2003 states that a local authority may invest:

- For any purpose relevant to its functions under any enactment.
- For the purpose of prudent management of its financial affairs.

Yeovil Without Parish Council acknowledges the importance of investing the temporary surplus funds held on behalf of the community as part of its fiduciary duty.

This policy establishes formal objectives, policies and practices and reporting arrangements for the effective management and control of the Parish Council's investment activities and the associated risks and should be read in conjunction with the Parish Council's Financial Regulations.

### 2. Investment Objectives & Principles.

The Parish Council aims to invest its reserves in order to maintain the value of these funds in real terms, to support future service delivery.

The Parish Council is required to consider investments in line with the following principles:

- (a) Security – protection of the investment sum from loss of value and to minimise risk; and,
- (b) Liquidity – how quickly the invested funds can be encashed if required.

Once principles (a) and (b) have been determined, the Parish Council can reasonably consider suitable investments to maximise the Parish Council's income (yield).

The Parish Council should consider the appropriate balance between security, liquidity and yield in relation to risk when making any investment decisions and in order to achieve the optimum return on investment.

All investments shall be made in the name of the Parish Council and be deposited in sterling.

The decision to invest funds to be recommended by the Finance Scrutiny Members to full Council.

The choice of institution and length of the deposit shall be decided by Full Council.

The Parish Council will consider spreading its investments across financial institutions to minimise risk and to protect its funds.

Should the Parish Council appoint an investment manager or financial advisor, this appointment shall be reviewed every five years. Advisors will be made aware of this policy as well as the regulatory and statutory framework applicable to Parish Councils.

All investments will be with financial institutions, banks and building societies registered in the UK.

The Investment Policy will be published on the Parish Council's website.

The Parish Council does not currently plan on investing in non-financial assets.

### **3. Short Term Specified Investments.**

Short term specified investments are defined as those offering high security and high liquidity, made in sterling and with a maturity of no more than 12 months. Short term investments made with the UK Government or to a local authority or Parish Council will automatically be defined as a specified investment.

For the prudent management of the Parish Council's balances and in order to maintain adequate levels of

security and liquidity the Parish Council may choose to invest short term funds with:

- Banks, building societies, local authorities or other public authorities who are all based in the UK;
- Other approved public sector investment funds.

### **4. Long Term Non-Specified Investments.**

Non-specified investments are defined as any investments that do not meet the criteria of short term specified investments detailed in section 3. In general, non-specified investments have greater risk potential and include investment in money markets, stocks and shares.

Funds may be invested for periods of more than 12 months. In specifying the length of the investment, the Parish Council's anticipated expenditure requirement over the proposed investment period will be assessed to ensure sufficient funds remain available.

The Parish Council may place investments not required for current expenditure with long term non-specified investments with a maturity period of up to 5 years, at which point the investment objectives should be fully reviewed to determine whether the investment should continue.

The Parish Council will determine the upper limits for the maximum amounts that can be held individually or accumulatively in non-specified investments and will confirm annually that the investments have remained within these limits.

The Parish Council will seek the advice of an independent financial advisor prior to making any long-term investments, as part of the risk management process.

### **5. Risk Management & Monitoring.**

Investments will be spread over different providers where appropriate to minimise risk.

The Parish Council will monitor the risk of loss on investments by reviewing credit ratings for the investment institutions at least annually. This will be achieved by asking the institutions to confirm their current credit rating.

The Parish Clerk, as Responsible Financial Officer, shall be the contact for the financial advisor and any other appointed counterparties and is authorised to deal with administrative matters and give instructions on behalf of the Parish Council as necessary to protect the Parish Council's investments.

## **6. End of Year Investment Report & Governance.**

At the end of the financial year the Parish Clerk will supply an annual report to the Finance Scrutiny Members.

The Parish Clerk is responsible for bringing to the Parish Council's attention any matters which may affect the security of the Parish Council's investments. The Full Council is responsible for agreeing any course of action required to safeguard its investments.

The Investment Policy will be reviewed annually by the Finance Scrutiny members and ratified by Full Council.

Any amendments required to the Investment Policy must be approved by Full Council prior to implementation. Amendments can be proposed at any time during the year, as required.

## **7. Investment Strategy 2025/26.**

The Parish Council will continue to use Unity Trust Bank as the primary banking provider. After the year end accounts have been prepared, the Parish Council may wish to consider investing a proportion of general reserves into the CCLA Public Sector Deposit Fund.

The Parish Council will ensure it has adequate cash resources or standby facilities to enable it at all times to have the level of funds available which are necessary for the achievement of its service objectives.

Long-term investments are defined in the Guidance as greater than 12 months. The Parish Council currently holds 2 Year fixed rate bond with Unity Trust Bank, (invested Jan 24 due to mature Jan 26) this investment represents ring fenced funds for Crematorium Maintenance, repairs.

For the financial year 2025/26 the Parish Council will invest as much of its balances as possible in low-risk products in order to achieve its investment objectives.

The investments will be split between:

- Unity Trust Account; current and instant access savings accounts and,
- Nationwide 95-day Saver account.



## 10.1 BRIMSMORE UPDATE FROM JOHN BISHOP

I am pleased to report that we were able to release a further 65 plots to Wyatt Homes just prior to Christmas, and construction is now underway on the North Oval Area. We were previously at a position where 272 plots were either built or under construction, so this figure has now increased to 337.

Viability going forward is still an issue, and we have agreed with the Council that we will undertake a new and full viability study of the whole site. I have commissioned a quantity surveyor and a cost consultant to carry out the basic analysis work, and I anticipate being in a position to negotiate with the Council in approximately three month's time.

Now that we have at least some progress on the site, I would be happy to meet with a group of Parish Councillors to discuss the current position with the Brimsmore site, if you feel this would be helpful. Alternatively, we could leave this meeting until the viability work is more advanced.