



Yeovil Without Parish Council

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Parish Council Meeting

Wednesday 16th April 2025, commencing on completion of the annual parish meeting starting 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

A handwritten signature in black ink, appearing to read 'Barbara Appleby', is positioned above the printed name.

Barbara Appleby - YWPC Clerk
11 Apr 25

The information is also available on our website: 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

LCN 24/3

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 19th February 2025.
- 3.2 To NOTE the draft minutes of the Staffing Committee meeting held on 19 Mar 25

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

Internal Audit , Cemetery Deficit

6. DEFIBRILLATOR REPORT

- 6.1 To NOTE the defibrillator report

Location	Go-Live Date	Frequency of access	
		up to 19/2/25	Since 19/2/25
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
25/00652/HOU	52 Trent Close, BA21 5XG	Erection of a detached single garage (Retrospective).	Lyde
25/00687/HOU	123 Marsh Lane, BA21 3BZ	Erection of single storey rear extension to dwelling	Combe
25/00809/HOU	2 Brimsmore BA21 3NX	Proposed single and 2 storey Rear Extensions to Dwelling	Brimsmore

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 Mar 25 – 9 Apr 25: **NONE**

7.5 PLANNING CORRESPONDENCE:

8. FINANCE

8.1 To **NOTE** the Mar & April payments paid under delegation and receipts received (March details page 6, April's will be circulated prior to the meeting)

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

8.3 To **APPROVE** the bank reconciliation up until 31st March 2024 page 7

8.4 To review the Year End Budget monitoring report page 8

8.5 BLEED CONTROL KITS

To further consider the locating bleeds kits throughout the parish. It has been established that there is no cost savings in a joint procurement process with other councils.

8.6 VE DAY BUNTING - DECORATING YWPC ASSETS

To consider purchasing VE day bunting to be placed on YWPC assets as per 2023 Coronation bunting – approx. cost



10m VE Day Flags Bunting Banner with 30 Flags for 2025 VE Day 80th Anniversary Decorations, 80th Anniversary Flags Celebration Memorabilia Flag for 80 Years Victory In Europe WW2 1945-2025

6.99 per pack

9. ONGOING MATTERS/REVIEWS/GOVERNANCE

9.1 STATEMENT OF INTERNAL CONTROL YEAR ENDING Mar 2025

10. CORRESPONDENCE:

10.1 HIGHWAYS AND FOOTPATH RESIDENT CONTACT

- i. Lyde Road controlled pedestrian crossing (opposite Primrose Lane access) – more details page 9
- ii. Double yellow lines Larkspur Crescent - more details page 10
- iii. Highways and footpaths Lower Fairmead area, regarding spending on potholes and path with particular reference to Combe Street Lane improvements and why other areas are being neglected.

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

11. NEXT MEETING

11.1 Annual Parish Council Meeting 21 May 2025 @ 6.30pm

12. 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.

12.1 LAND AT ALVINGTON - LICENCE TO UNDERLET

12.2 STAFFING MATTERS

To agree staffing matters and the recommendations listed under Part B of the minutes of the staffing committee meeting held on 19 March 2025.

12.3 SALE OF ALLOTMENT LAND

Matter for noting

Supporting Documents

8.1 March payments and receipts

YWPC PAYMENTS APPROVAL LIST		Mar-25	Payments greater than > £500
EXPENDITURE		14,110.00	

Payment Method	Payment date	Details	above £2,500 *	Net - £	Vat - £	Gross - £
BACS	21-Feb	Poplars Farm (Autumn hedge trimming)		250.00	50.00	300.00
Auto	28-Feb	Service Charge		7.65	-	7.65
DD	12-Mar	ICO		47.00	-	47.00
BACS	20-Mar	Somerset Council - PR - Feb		1,776.00	355.20	2,131.20
BACS	20-Mar	St Peters Community Centre		3,100.00	-	3,100.00
BACS	20-Mar	Cartridge people		313.83	62.77	376.60
BACS	20-Mar	Community Heartbeat		270.00	54.00	324.00
BACS	20-Mar	Staff Emoluments - includes Adobe and allotment cameras		736.90	90.46	827.36
BACS	20-Mar	HMRC		2,978.55	-	2,978.55
SO	25-Mar	Democratic Services		2,200.00	-	2,200.00
DD	25-Mar	NEST		296.87	-	296.87
BACS	25-Mar	Mole Valley Farmers		1,058.38	211.68	1,270.06
BACS	25-Mar	365 subscription		202.80	40.56	243.36
Auto	31-Mar	Handling Charge		0.30		0.30
Auto	31-Mar	Service Charge		7.05		7.05
Total				13,245.33	864.67	14,110.00

INCOME		£71,477.72
Date	Description	Amount
6,7, 10 Mar	Allotment rent plots 21,22 & 23	£ 60.00
31-Mar-25	Crematorium Funds	£ 65,840.00
31-Mar-25	Intersect (Unity Access)	£ 2,866.35
31-Mar-25	Interest Nationwide	2,711.37
Total Income received		£ 71,477.72

Balances		Mar-25		Transfers between accounts		Current balance
	Previous Month Balance	In	Out			
Unity Current	73,254.08	£ 65,900.00	14,110.00			125,044.08
Unity Access	455,272.71	£ 2,866.35	£ -			458,139.06
Nationwide	64,833.49	£ 2,711.37	£ -			67,544.86
Totals	593,360.28	£ 71,477.72	14,110.00			650,728.00

YEOVIL WITHOUT PARISH COUNCIL - Period Apr 24 - Mar 25

Quarterly Bank Reconciliation for the period ending **31 Mar 25**

Prepared by B Appleby Clerk/RFO Date

Approved by Date

Balance per bank statements as at 31 Mar 25

Unity Current Account - 20445098	£	125,044.08
Unity Instant Access Account - 20445108	£	458,139.06
Nationwide 95 day Saver Account (annual interest)	£	67,544.86
Total cash at banks	£	<u>650,728.00</u>

Uncleared and unrepresented as at 31 Mar 25

Balance less unrepresented cheques at 31 Mar 25 **£ 650,728.00**

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

CASH BOOK

Opening Balance 1/4/24	£	512,931.29
Add: Income up until 31 Mar 25	£	239,952.66
Less: Expenditure up until 31 Mar 25	£	102,155.95
Total Balance as at 31 Mar 25	£	<u>650,728.00</u>
	£	- Diff

EXPENDITURE	Budget 24/25	Mar-25	Under/over spend	% of budget spend	Comments
CORE					
Staff Costs	44,000	44,644	-644	101%	Within tolerance
Clerks Mileage	500	510	-10	102%	Within tolerance - additional monthly defibrator checks have increased overall monthly mileage
Advice/Legal Costs	82,000	-	82,000	0%	Below - legal matters remain outstanding
Office Expenses (phone/use of office/stationery)	1,250	890	360	71%	Below - level adequate and allows for unforeseen costs
Meeting Room	500	225	275	45%	Within tolerance
Insurance	2,700	1,582	1,118	59%	Below - change of provider reduced annual cost
Subscriptions	2,500	2,434	66	97%	Within tolerance
Office Equipment	800	-	800	0%	Below - flexibility required to allow for unforeseen replacements/requirements
Training/Conferences	1,000	163	837	16%	Below - flexibility required to allow for additional training needs being identified
Bank Fees	100	91	9	91%	Within tolerance
Audit Charges	1,500	2,190	-690	146%	The overspend, resulting from the Crematorium surplus funds now held by YWPC, has automatically caused the cost of the external audit to move into a higher cost band.
Elections	5,500	-	5,500	0%	Amount cover by-election in largest ward, amount needs to be increased to ensure enough funds allocated for next ordinary election if all wards contested. Approx cost £1 per elector
Chairs Fund	200	97	103	48%	Below budget flexibility required to allow for unforeseen circumstance
Edge system software	220	186	34	85%	Within tolerance
Website/communications	350	228	122	65%	Within tolerance
99,120					
Projects/Grants					
Grants	8,000	5,350	2,650	67%	Within tolerance
Grants Section 137		5,350			
Other grants s.142(2A) of the Local Government Act 1972		-			
WP Equipment Fund	4,500	-	4,500	0%	Below - LGA 1972 Section 133 power to provide and equipment provision for future needs
WP Community Hub	5,000	-	5,000	0%	Below - LGA 1972 Section 133 power to provide and equipment - provision for future needs
Art & Culture	1,600	-	1,600	0%	Below - no need or project identified
Community Building Fund	5,000	-	5,000	0%	Below - earmarked reserve, future needs
Celebrations	5,000	-	5,000	0%	Below - no identified projects
29,100					
Services					
Recreation Inspections	1,000	706	294	71%	Within tolerance
Play area maintenance/replacement	15,000	165	14,835	1%	Below - earmark reserve for replacement of equipment and maintenance - paint purchased Oct 24
Street Furniture Maintenance	2,000	-	2,000	0%	Below - flexibility required to allow for requirements being identified
Street Furniture Purchase	10,000	387	9,613	4%	Below - flexibility for future projects
Parish Ranger	25,000	18,204	6,796	73%	Below - flexibility for transfer of service to YWPC
Highway Safety	1,000	-	1,000	0%	Below - flexibility for future projects
Youth Services	3,100	3,100	0	100%	On target
Defibrillators	5,000	600	4,400	12%	Below - flexibility for future projects/maintenance
Devolved Management	97,000		97,000	0%	Below - asset transfers yet to be identified
159,100					
Committees					
Environment Committee	10,000	-	10,000	0%	Below - dependant on forthcoming suitable projects & initiatives
Allotment Committee	2,000	1,720	280	86%	On target - material for repairs and additional security measures purchased
Joint Burial Committee	23,614	11,807	11,807	50%	agreed figure - delay in Somerset Council issuing invoice for payment, 11,807 due to be paid by March 25.
Total	366,934	95,278	271,656	27%	

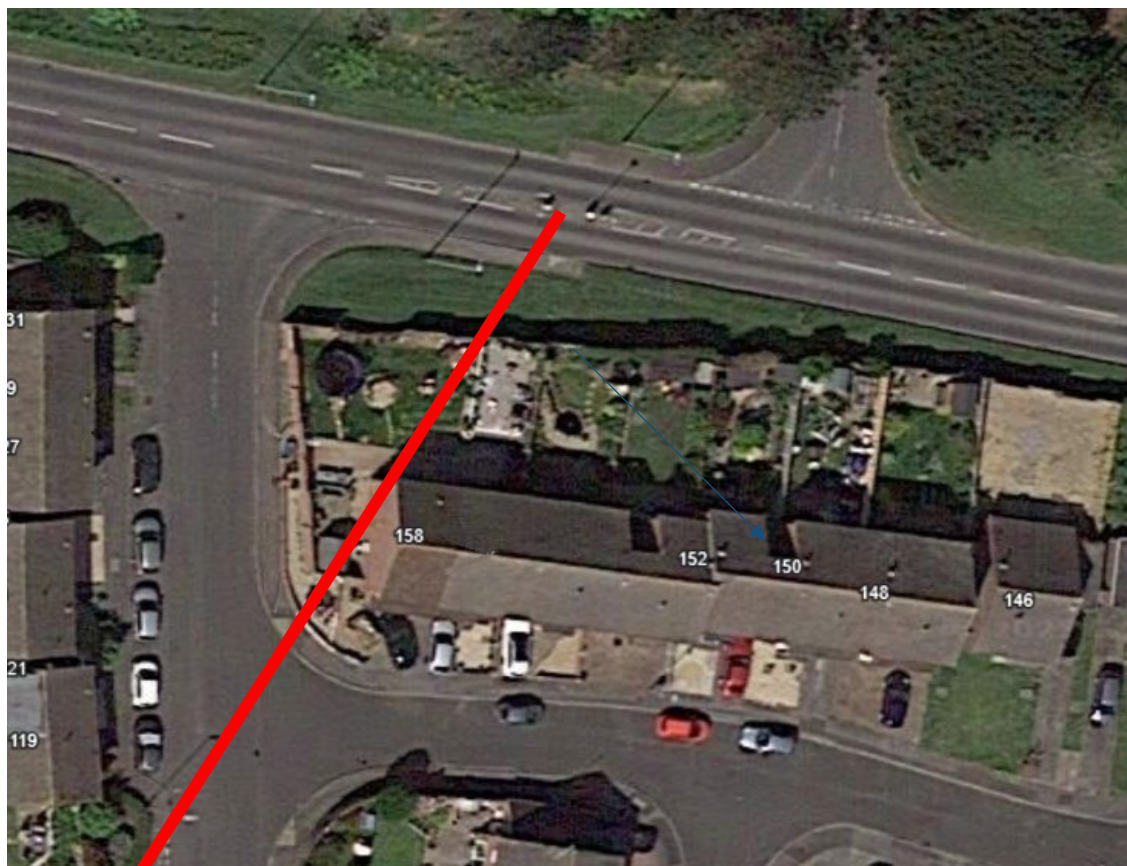
Highways and footpaths resident contact

Lyde Road Crossing

Resident initially contacted Mudford PC as The Grange and Tor View Close are within Mudford PC, they have supported a pedestrian crossing, due to Lyde Road being within YWPC have passed on the request for YWPC to consider.

Resident concerns regarding the safety of residents along Primrose Lane and adjacent developments of The Grange and Tor View Close when crossing Lyde Road especially with the ever increasing volume and speed of traffic along that particular section of highway.

For these reasons I would like to request that Mudford Parish Council approach Somerset Council to install a properly controlled Pedestrian Crossing on Lyde Road for access by residents to and from Primrose Lane. You may already be aware that the traffic island via which pedestrian access is currently gained was badly damaged by a vehicle collision some months ago and can no longer be considered as safe.



Crossing to replace bollard crossing

Larkspur Crescent



Double yellow lines on bend opposite junction

