Yeovil Without Parish Council
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Parish Council Meeting

Wednesday 19 November 2025

6.30pm

Yeovil Sports & 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

Barbara Appleby - YWPC Clerk
14 November 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)	BRIMSMORE (2)	COMBE (3)	LYDE WARD (7)
Cllr Kevin Brown	Cllr Howard Ashton	Cllr Mike Lock	Cllr Vyvyenne Burt
Cllr Iris Coton	Cllr David Knight	Cllr John Snell	Cllr Rani Panesar
Cllr Colin Rose – Vice Chair		Cllr Kate Stevenson	Cllr Simon Hodder
			Cllr Sarah Nutland
			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)

PUBLIC COMMENT (15 minutes)

OUTSIDE REPORTS FROM REPRESENTATIVES

- Police/PCSO
- Somerset Councillors
- 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 MEETING**

3.1 To **AGREE** and sign the minutes of the parish council meeting held on 15 October 25.

4. **CHAIR'S REPORT**

4.1 To receive and note a report from the Chair

5. **PARISH CLERK'S REPORT**

5.1 To receive an update from the Clerk with items to note:
Wyndham Park Play equipment engagement event 11 Nov 25.

6. **PLANNING**

6.1 Planning Applications received for consideration:

Application No./Proposal	Location	Ward
25/00943/FUL - The proposal is to construct a steel-framed agricultural storage barn for hay, straw, machinery and feed stuff	Trough Farm Shop Café, Stone Lane	Adjacent parish - Mudford

6.2 Planning applications received after the publication of the agenda:

6.3 Planning decisions and observations to NOTE:

Application No/ proposal	Location	Decision	YWPC Recommendation
25/02324/HOU - Proposed Single Storey Side Extension	188 Mudford Rd	Approved	Object - Too close to boundary
Change of use of the already approved Garden Room and Home Office in the rear garden to be used as a Garden Room and Nail Studio	22 Combe Close	Approved	Support
20/01398/FUL – Change of use of land from paddock to residential and the erection of two single storey dwellings with associated access & formation of new vehicular access to serve the existing dwelling	4 Combe Street Lane	Withdrawn	Support

6.5 Planning Correspondence:
To NOTE the following:

- **25/02634/TPO** - Application to carry out Tree Surgery Works to No. 1 Tree as shown within the Yeovil District Council (YEWI 1) 1979 Tree Preservation Order.T1 - Copper Beech Tree - removing 1.5 to 3 metres of growth from the South side of the tree - 10% crown thin within the interior crown of the Beech Tree - Brimsmore House Brimsmore, Yeovil
- **Appeal outcome** - 20/00534/FUL - The erection of 6 No. dwellings along with associated, access, parking and landscaping - Land North Of Combe Street Lane Yeovil Somerset – **Allowed subject to conditions.**

7. FINANCE

7.1 PAYMENTS & RECEIPTS

a. To consider and **NOTE** the payments, paid under delegation and any receipts received. – payments will be circulated prior to the meeting
b. The council to **approve** payments above the scheme of delegation threshold (£5,000)

7.2 DRAFT BUDGET 2026/2027

To consider the draft budget report – circulated to councillors on 7th Nov 25.

A key point for consideration in the budget discussions is the potential amalgamation of the current Environment Committee and Allotment Committee.

The Draft Terms of Reference (TORs) for the proposed combined committee are provided on **pages 6 – 8**

If agreed any changes to committee structure, including the amalgamation of these two committees, will not take place until the Annual Parish Council Meeting in May 2026, when new appointments to committees are made.

7.3 UNITY COPORATE PURCHASING CARD

To consider approval to apply for and implement a Unity Corporate Purchasing Card to improve financial control, efficiency, and transparency in managing council expenditure, particularly for online and day-to-day purchases. **Report pages 9 – 11**

7.4 SLCC MEMBERSHIP

To consider renewal of the Clerk's Society of Local Council Clerks (SLCC) membership. The clerk's current membership is due to expire on 31/12/25, the annual subscription cost align with a clerks' annual gross salary. Previous years cost £298 - **25/26 cost £360**

7.5 GRANTS

To consider recommendations from the Grant Steering Group details of applications received details **page 11**

7.6 DAMAGED TREE ADJACENT TO BIRCHFIELD OPEN SPACE

Yeovil Town Council (YTC) have advised us of an unsafe tree that is situated on the boundary of YTC & YWPC. They have agreed to cover the approximate £5,500 cost to make this tree safe. Although this land is not part of the registered Birchfield Open Space and is on unregistered land it is in close proximity and poses a safety risk to public users. YTC has resolved to complete the necessary works and is now seeking contributions from **YWPC** and the homeowner adjacent to the tree.

8. CORRESPONDENCE

8.1 **YEOVIL STROKE UNIT – 2nd CALL IN LETTER dated 20 Aug 25**
To **NOTE** that the Secretary of States has confirmed the following:

- He has **reconsidered** the matter but remains satisfied with his original decision (dated **13 December 2024**) **not to call in** the proposal.
- He found **no new evidence or change in circumstances** that would materially affect his earlier decision.
- He believes the **ICB is best placed** to determine locally whether any further trials or reviews of consultant-led stroke services at Yeovil District Hospital are appropriate.
- While acknowledging concerns about a possible **future increase in stroke cases**, he cannot take into account circumstances that have not yet occurred.
- His **original decision is final**, and no further Ministerial intervention will take place.

The Secretary of State encourages those concerned to continue engaging directly with **NHS Somerset ICB** to discuss outstanding issues and seek local resolution.

8.2 **WYNDHAM PARK CHRISTMAS FAYRE**
Invitation to attend the Wyndham Park Christmas Fayre to be held in conjunction with Primrose Lane Primary School from 1.00pm - 4.00pm on 29th November 2025.

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

9. DATE OF NEXT MEETING

The next meeting of the Parish Council will be held on **Wednesday, 15th January 2026**

10. CONFIDENTIAL

EXCLUSION OF PRESS AND PUBLIC The Council will consider passing a resolution to exclude the press and public from the next items 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.

10.1 **LAND AT ALVINGTON – LICENCE TO CHARGE** (This licence is supplemental and collateral to the Lease)

7.2 Draft Terms of Reference for the proposed Environment & Allotment Committee

1. Constitution

Yeovil Without Parish Council ("the Council") hereby resolves to establish a committee of the Council to be known as the **Environment & Allotments Committee** ("the Committee"). The Committee shall have no executive powers other than those specifically delegated in these Terms of Reference.

2. Authority

The Committee is authorised by the Council to manage and approve activities within its terms of reference. It is empowered to make recommendations to the full Council on matters concerning both environmental issues and the management of Yeovil Marsh allotments.

The Committee may request information from any officer or member of the Council, and all officers and members of the Council are required to cooperate with such requests. The Committee will comply with Yeovil Without Parish Council Standing Orders.

The Committee will not take on functions that belong specifically to the Council or other committees.

3. Membership

3.1. **Composition**:

- The Committee shall consist of **14 co-opted members**, which shall include:
    - **6 Parish Council members** (appointed annually at the Annual Parish Council meeting in May), *(N.B 2 councillors from the current allotment committee and 4 councillors from the current Environment Committee)*
    - **8 Allotment tenants** who have been elected to the Yeovil Marsh Allotment Society Committee (YMAS).

3.2. **Chairmanship**:

- The Chair of the Committee will be decided by the Committee members at the start of each year. The Committee has delegated authority to determine the Chair and vice-chair at its discretion.

4. Frequency of Meetings and Conduct

- The Committee will meet at least three times per year, with additional meetings held as necessary. Meetings will be scheduled and publicly announced in accordance with the Council's Standing Orders. The agenda will be published and the public notified at least three clear working days before meetings.
- Public Participation: As with other committees, members of the public may attend and speak during the public participation segment of meetings, in line with the Council's standing orders.

5. Functions (Delegated Authority)

5.1. **Delegated Authority on Allotments**:

- The Committee has delegated authority to make decisions concerning the detailed operation and management of the allotments and relationships with individual tenants. However, this does **not** include final decisions on the following matters, which are outside the Committee's delegated powers and will require referral to the Full Council:
    - **Major improvements to the allotment site.**
    - **Changes to services affecting all tenants.**
    - **Any works or projects over £1,000**

5.2. **Expenditure Authority**:

- The Committee has delegated authority to incur expenditure on behalf of the Parish Council for items of a routine and repetitive nature, which have already been accounted for within the agreed budget or were previously minuted decisions of the Council. Any expenditure must be in accordance with the Council's Financial Regulations.

5.3. **Clerk's Emergency Power**:

- In emergency situations of a **maintenance** or **Health and Safety** nature, the Clerk may utilise emergency powers to incur expenditure, subject to prior consultation with the Committee Chair. Any such expenditure will be reported to the next meeting of the Committee.

5.4. **Matters Requiring Full Council Approval**:

- The Committee will make recommendations to Full Council on those matters excluded from the Committee's full delegated authority as described in clause **5.1**. These matters will be referred to Full Council for final approval.

6. Duties and Key Responsibilities

The Committee shall have the following duties and responsibilities, combining the environmental and allotment-related objectives of the original committees:

1. **Environmental Responsibilities**:
    - To propose ways in which the Council can promote awareness of environmental issues within Yeovil Without Parish.
    - To research, adopt, and share best practices on environmental matters.
    - To design, implement, and monitor projects that contribute to environmental sustainability and local improvements.
    - To liaise with local government bodies, environmental organisations, and other relevant entities.
    - To support and collaborate with local environmental groups and initiatives.
    - To advise the Council on policy matters and decisions relating to climate change and environmental issues.

2. **Allotment Responsibilities**:
    - To manage and oversee the general administration, maintenance, and operations of Yeovil Marsh Allotments.
    - To liaise with allotment holders and ensure their needs are addressed, including reviewing tenancy agreements and fees.
    - To adjudicate complaints or disputes related to allotment matters.
    - To maintain a list of allotment holders and vacant plots and ensure proper allocation.
    - To oversee annual inspections of allotment plots and recommend necessary improvements.
    - To determine requests from allotment holders in accordance with the allotment tenancy agreements.
    - To manage the allotment budget and ensure expenditure is in line with the Council's regulations.
    - To implement and monitor health and safety practices in relation to allotments.

7. Reporting and Monitoring Responsibilities

- The **Chair** of the Committee shall report annually in April to the full Council, providing updates on the Committee's activities, including progress on environmental and allotment projects.
- The Committee shall refer matters outside its scope to the full Council with appropriate recommendations.
- All minutes of Committee meetings will be published and made available to the public.

8. Meeting Arrangements and Frequency

- The Committee will meet at least **three times annually**, with additional meetings held as necessary.
- In the absence of the elected Chair or Vice Chair, the Committee members will elect a temporary Chair for the meeting.

9. Quorum

The quorum for meetings of the Committee shall be **four Committee members, two of which shall be parish councillors**

10. Delegation of Powers

The Committee has the authority to manage and make decisions on all activities within its terms of reference, subject to approval by the full Council for budgetary decisions or matters outside its remit.

Notes on Changes:

- The **membership** structure now consists of 14 co-opted members (6 councillors and 8 allotment tenants), and the quorum is set at **four** members.
- The Committee has **delegated authority** over operational matters but excludes certain decisions, like major site improvements, which will need **Full Council approval**.
- The **Clerk's emergency powers** are included for handling urgent maintenance or safety matters.

7.3 Consideration of a Unity Corporate Purchasing Card

1. Purpose of Report

To seek Council's approval to apply for and implement a **Unity Corporate Purchasing Card** to improve financial control, efficiency, and transparency in managing council expenditure, particularly for online and day-to-day purchases.

2. Background

Currently, online payments for council goods and services are made by the Clerk using a personal debit or credit card, with reimbursement subsequently claimed through the council's expenses process.

While this arrangement ensures that online purchases can be made promptly, it presents several administrative and audit challenges, including:

- Delays in reimbursement.
- Limited real-time visibility of transactions.
- Blurring of personal and council expenditure.
- Increased administrative burden for the Clerk

To address these challenges, the **Unity Corporate Purchasing Card** offered by Unity Trust Bank provides a secure and transparent mechanism to manage authorised council expenditure within defined controls and spending limits.

3. Relevant Financial Regulation

Financial Regulation 9 – Payment Cards outlines the conditions under which the Council may issue and manage payment cards. The relevant sections are as follows:

9.1 Any Debit Card issued for use will be specifically restricted to the Clerk/RFO and will also be restricted to a single transaction **maximum value of £500** unless authorised by the Financial Scrutiny Committee in writing before any order is placed.

9.2 A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council, and authority for topping-up shall be at the discretion of the council.

9.3 Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk/RFO and **any balance shall be paid in full each month.**

The proposed Unity Corporate Purchasing Card is consistent with **Regulation 9.3**, as it constitutes a controlled corporate credit facility, restricted to authorised officers and settled in full each month.

4. Key Features and Benefits

Improved Control of Spend and Day-to-Day Purchases

- Individual cardholder limits and transaction caps can be set to align with Council Financial Regulations.
- Merchant category blocking available to restrict purchases to approved suppliers or categories.
- Greater visibility and audit trail for all card transactions.

Online Account Management

- Single secure portal for managing all card activity.
- Facility to amend limits, update details, and extract transaction data.
- Role-based access controls to support internal and external audits.

Security and Compliance

- Unique passwords for Programme Administrators and cardholders.
- Subject to Unity Trust Bank and Lloyds Bank verification processes.
- Enhanced transparency and control in accordance with the Council's financial procedures.

5. Application Process

If approved, the following steps will be taken:

1. **Business Application Form** – to establish the corporate card account and assign Programme Administrator(s).
2. **Cardholder Application Form(s)** – for each authorised user (limited to the Clerk/RFO in accordance with Regulation 9.3).
3. **Corporate Purchasing Indemnity Agreement** – to confirm Council's acceptance of terms and liability.

All documentation must be signed in accordance with the Unity Trust Bank mandate and submitted to Unity Trust Bank by email or post.
Processing typically takes **15–28 working days** from receipt of completed forms.

6. Financial Implications

The card will operate under the Council's existing Unity Trust Bank account.

- Card spending limits will comply with **Financial Regulation 9**, including a £500 transaction limit unless otherwise approved by the Financial Scrutiny Committee.
- Balances will be cleared monthly, ensuring no ongoing debt.
- Any card fees will be reported to Council and budgeted accordingly.

7. Risk Management and Internal Controls

Adopting the Unity Corporate Purchasing Card strengthens governance and compliance by:

- Reducing personal financial exposure of staff.
- Providing real-time oversight and reporting of expenditure.
- Allowing Council to enforce spend limits, merchant restrictions, and transaction controls.
- Ensuring all usage complies with **Financial Regulation 9** and audit requirements.

8. Recommendation

That Council:

1. **Approves** the application for a **Unity Corporate Purchasing Card** in accordance with **Financial Regulation 9.3**.
2. **Authorises** the Clerk/RFO to act as Programme Administrator and cardholder.
3. **Sets** the single transaction limit at £500, with any higher spend requiring prior written authorisation from the Financial Scrutiny Committee.

4. **Requires** monthly reconciliation and reporting of card transactions to the Council as part of routine financial oversight.
5. **Directs** the Clerk/RFO to complete and submit the application form and authorise signing in accordance with the Unity Trust Bank mandate

7.5 Grants

Organisation	Purpose	Amount Requested	Recommendation
Say Aphasia	Newly formed group in Yeovil area – support set-up costs and ensure sustainability first meeting 25.9.25	1969.78	£500
Wessex MS Therapy Centre	Support for 2026 Yeovil Outreach project (room hire, craft materials, lunch & refreshments for participants.	1356.00	£500

- Following receipt of additional information from both organisations about the amount of grant sought from YWPC, YTC and Brympton PC, the recommended amounts reflect a more proportionate contribution toward the total funding required by each organisation.