



YEOVIL WITHOUT PARISH COUNCIL

Minutes of the Annual Parish Council meeting held at Yeovil Sports and Social Club, Johnson Park, Yeovil on 20 May 26 at 6.30pm

Present: (11) Cllrs: Howard Ashton, Kevin Brown, Vyvyenne Burt, Iris Coton, David Knight, John Orchard, John Snell, Mary Snell, Colin Rose, Kate Stevenson and Rob Stickland

In attendance:

Clerk: Barbara Appleby

Somerset Councillors: Wes Read and Graham Oakes - members **NOTED** the comments made by Somerset Councillors

Katherine Beverley, Arts Engagement & Outreach Manager

Members of the Public: NONE

Police/PCSO: NONE —any matters to be raised to the Clerk

Outside Reports: NONE

559/26 — ELECTION OF CHAIR

Cllr Rob Stickland was unanimously **ELECTED** Chair of Yeovil Without Parish Council. The acceptance of office was signed.

560/26 — APOLOGIES FOR ABSENCE (2)

Council received apologies from: Cllr Jo Gill – work commitment - Cllr Mike Lock – conflicting engagement

Council **RESOLVED** to accept these apologies.

Not Present: (2) Rani Panesar and Sarah Nutland

561/26 — DECLARATIONS OF INTEREST

- Cllrs Iris Coton - Personal – 569/26.5 Hearing Loop

562/26 — ELECTION OF VICE CHAIR

Cllr Colin Rose was unanimously **ELECTED** Vice Chair of Yeovil Without Parish Council

563/26 — MINUTES OF PREVIOUS MEETING

The minutes of the Parish Council meeting held on 15 April 2026, the minutes were **APPROVED** as a true record.

564/26 — APPOINTMENTS OF COMMITTEES AND OTHER BODIES

RESOLVED: The council to appoint members to committees, working groups and representatives of the Council to outside bodies as detailed on **page 6**.

565/26 — ARTS & ENGAGEMENT – REQUEST FOR 3 YEAR SLA

RESOLVED: That, with the agreement of Members, the Chair brought this item forward on the agenda to enable Katherine Beverley, Arts Engagement & Outreach Manager, to provide an overview of the Arts Engagement and Outreach Programme, including the projects delivered and the benefits to residents of Yeovil Without Parish.

Following consideration of the information provided and Members' questions, Council agrees to enter into a three-year Service Level Agreement with Yeovil Arts and Entertainment and approves a contribution of **£2,500 per annum for three years**, commencing in June 2026 and continuing until May 2029, subject to the terms of the SLA agreement.

566/26 — ANNUAL REVIEW OF GOVERNANCE DOCUMENTS AND COUNCIL POLICIES

RESOLVED: That Council **NOTED** the circulated policy review checklist, reviewed the status of all governance documents and council policies listed on Page 16 of the agenda, and approves and adopts the governance documents and policies, including the amendments presented, for the Municipal Year 2026/27, having determined them to be current and fit for purpose.

567/26 — COMMITTEE TERMS OF REFERENCE (TOR) REVIEW

RESOLVED: That Council reviewed the Terms of Reference for its active committees; approves and adopts the Staffing Committee Terms of Reference as presented; and **NOTED** the review of the Environment and Allotment Committee Terms of Reference. It was **AGREED** to make the minor amendments and present the revised Terms of Reference to a future meeting of Council for consideration and adoption.

568/26 — PLANNING

568/26.1 – PLANNING APPLICATIONS RECEIVED FOR CONSIDERATION:

Application No.	26/01009/HOU
Location	12 Rivers Rd
Proposal	Proposed front and side elevation
Ward	Lyde
YWPC comments:	SUPPORT

Application No.	25/02769/REM
Location	Land North Of Mudford Road
Proposal	Reserved Matters application for the appearance, landscaping, layout and scale for Phase 1 comprising 109 residential dwellings and associated infrastructure and green space, excluding the main site access relating to planning application 2/00695/OUT (APP/E3335/W/23/3328322); for the erection of up to 252 dwellings, public open space (including community orchard and village green), woodland planting, ecological buffers, sustainable drainage systems, a biodiverse wetland habitat and other ancillary works.
Ward	Adjacent Parish – Mudford
YWPC comments:	NOTED

568/26.2 — TO NOTE planning applications considered under SO 15b xvi prior to this meeting to comply with planning officer deadlines 25/01367/S73 - Members NOTED the submitted comments

568/26.3 — PLANNING APPLICATIONS RECEIVED AFTER PUBLICATION OF THE AGENDA: NONE

568/26.4 — SOMERSET COUNCIL PLANNING DECISIONS

Members **NOTED** Somerset Council planning decisions for period 9 Apr 26 – 14 May 26

569/26 FINANCE

569/26.1 — PAYMENTS & RECEIPTS

RESOLVED:

a. to **NOTE** receipts and the payments made under delegation for May 26

YWPC PAYMENTS APPROVAL LIST		20-May-26		Payments greater than > £500		
EXPENDITURE		5,918.92				
Payment Method	Payment date	Details	above £5,000 *	Net - £	Vat - £	Gross - £
DD	23-Apr	Lloyds Bank - Corporate Card Fee		£3.00		3.00
Auto	30-Apr	Service Charge		£8.05		8.05
BACS	21-May	Somerset Council - PR		£1,889.66	£377.93	2,267.59
BACS	21-May	YMAS - (refund of plant payments received in error)		£37.00		37.00
BACS	21-May	BWP Creative Limited		£258.00	£51.60	309.60
BACS	21-May	Staff Emoluments		346.98		346.98
BACS	21-May	The Cartridge People Ltd (printer)		178.10	35.63	213.73
SO	25-May	Democratic Services		2,200.00		2,200.00
DD	25-May	NEST		532.97		532.97
Total				3,516.05	87.23	5,918.92

INCOME		£7,389.52	
Date	Description	Amount	
16/04/2026	HMRC - refund (part error included Mar 26 payment)	£	1,567.58
27-Apr-26	YMAS - payment error	£	37.00
13-May	VAT repayment	£	5,784.94
Total Income received		£	7,389.52

b. Payments above the scheme of delegation threshold (5,000) – **NONE**

569/26.2 BANK RECONCILIATION

RESOLVED: to **APPROVE** the end of year bank reconciliation (Mar 26)

569/26.3 25/26 BUDGET MONITORING REPORT

RESOLVED: to **NOTE** the review of the end-of-year budget monitoring report, no comments were made.

569/26.4 REGULAR PAYMENTS FOR THE FINANCIAL YEAR 26/27

RESOLVED: to **APPROVE** the following payments:

Standing Order – Democratic Services £2,200

Direct Debits – **NEST** (pension contribution) **ICO** (annual data protection certificate), **Corporate Card** (monthly settlement of corporate card transactions) **HMRC** (PAYE contributions)

Subscriptions – Adobe, Microsoft 365 software, pay as you go phone credit and virtual landline to be paid via the corporate card 1 May 26 onwards

569/26.5 ANNUAL PLAY INSPECTION – JOHNSON PARK

RESOLVED: That Council **NOTED** that the Annual Play Inspection and Disability Access Assessment for the Johnson Park play area has been booked in conjunction with Yeovil Town Council's annual inspections and will be undertaken in August 2026 at a cost of £79 plus VAT.

569/26.6 HEARING LOOP INSTALLATION – YEOVIL SPORTS CLUB FUNCTION ROOM

RESOLVED: That Council considers the proposal for the installation of a hearing loop system in the Yeovil Sports Club function room and recognises the potential benefits for accessibility and inclusion. Council agrees that formal quotations be obtained for the supply and installation of an appropriate hearing loop system and that the matter be brought back to a future meeting of Council for further consideration and determination once detailed costings have been received.

569/26.7 BUS SHELTERS

RESOLVED:

- a. to **APPROVE** the replacement of all panels to the damaged Ilchester Rd bus shelter at a cost of £1,202.60 (ex VAT) and Council further agrees that, where feasible, anti-vandal panels should be used in place of the standard materials as the preferred specification, and approves expenditure of up to **£3,500** for the upgraded replacement works.

- b. to **APPROVE** the appointment of a contractor to undertake twice-yearly cleaning and maintenance of all eight parish bus shelters at a cost of £1040 per annum (ex VAT), with the expenditure to be met from the Street Furniture Maintenance budget.

570/26 PARISH CLERKS REPORT

Members **NOTED** the parish clerks verbal report.

571/26.1 LOWER FAIRMEAD AND RUNNYMEAD ROAD JUNCTION

RESOLVED: That Council supports undertaking a local consultation regarding the potential introduction of “No Waiting at Any Time” parking restrictions (double yellow lines) at the junction of Lower Fairmead Road and Runnymead Road. The Clerk will carry out a leaflet consultation with residents in the immediate vicinity of the junction to ascertain local views.

Council further agrees that, should the consultation demonstrate sufficient resident support for the proposal, the Clerk be authorised to provide Somerset Council Traffic Management with the consultation results and evidence of support, and to request that the location be considered for inclusion within a future Traffic Regulation Order programme.

571/26.2 EXPIRY OF ASSETS OF COMMUNITY VALUE LISTINGS

RESOLVED: The council **NOTED** the expiry of the Assets of Community Value listings for the Great Lyde Public House and Yeovil Sports and Social Club and **AGREED** to submit applications to Somerset Council for both assets to be listed as Assets of Community Value for a further five-year period.

571/26.3 Any further correspondence received since preparation of the agenda which does not require a financial decision: **NONE**

572/26 NEXT MEETING

The next meeting of the parish council meeting will be held on Wednesday 24 June 26 – meeting 1 week later than usual to allow additional time to receive the Crematorium and Cemetery figures required to complete the 25/26 AGAR.

Meeting closed: 7.56pm

Chair: _____ Date: _____

COUNCIL COMMITTEES 26/27

Committee	Membership
Staffing Committee (6)	Vice Chair, Kevin Brown, Iris Coton, Jo Gill (subject to acceptance) David Knight and John Snell
Financial Scrutiny Committee (3)	Iris Coton, Rani Panesar and Colin Rose
Allotment & Environment Committee (4)	Howard Ashton, Iris Coton, Colin Rose and Kate Stevenson
Grant Steering Group	Iris Coton, Vyvyenne Burt, Kevin Brown, John Snell and Chair of the Financial Scrutiny Committee
Appeals Committee (3)	Chair plus two Councillors appointed by the Chair upon notice of an appeal

OUTSIDE BODIES AND COUNCIL REPRESENTATIVES 26/27

Organisation / Committee	Representative(s)
Yeovil Crematorium Management Board	Colin Rose and the Clerk
Highways and Footpaths	Mike Lock, John Snell and Kate Stevenson
Woburn Almshouse Committee	Chair
Bus Back Better	Vyvyenne Burt
Westfield Community Association (Honorary Trustee)	Chair
Wyndham Park Community Association (2)	Chair and Vice Chair
Yeovil Sports Club Management Committee (2)	Howard Ashton and Kevin Brown
Yeovil Crematorium and Cemetery Committee (3)	Chair, Vice Chair and Vyvyenne Burt
Somerset Association of Local Councils (SALC)	Chair
Local Community Network (LCN)	Chair (Vice Chair as substitute)
Birchfield Action Group	Vyvyenne Burt

WORKING GROUPS 26/27

Working Group	Membership
Allotment Sale	Chair and Colin Rose
Land at Brimsmore/Tintinhull – water runoff and drainage	Mike Lock and Howard Ashton
Devolution and Asset Transfer	Financial Scrutiny Committee
Closure of Yeovil HASU	Iris Coton and Colin Rose (appointed April 2026)