Yeovil Without Parish Council
15 Heather Way,
Yeovil,
Somerset.
BA22 8DZ

Tel: 07586505864

E-mail: clerk@yeovilwithoutparishcouncil.gov.uk

# Parish Council Meeting

## Wednesday 16 September 2026

## Commencing 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**

**Barbara Appleby - YWPC Clerk**
**11/9/26**

**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 Jo Gill |
| | | | Cllr Evie Potts-Jones |
| | | | 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 tothe 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 MEETING

3.1 To **AGREE** and sign the minutes of the annual parish council meeting held on 29th July 26.

## 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:
Defib use – Marsh Lane, Online planning briefing 17 Sept 4pm.

## 6. PLANNING

### 6.1 PLANNING APPLICATIONS RECEIVED FOR CONSIDERATION: NONE

### 6.2 PLANNING APPLICATIONS RECEIVED FOR NOTING ONLY:

| | | |
|---|---|---|
| i. | **Application No.** | **25/02769/REM** |
| | **Location** | Land Os 3400 Mudford Road Yeovil Somerset |
| | **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 22/00695/OUT (appeal ref: APP/E3335/W/23/3328322); for the erection of up to 252 dwellings, public open space (including ommunity orchard and village green), woodland planting, ecological buffers, sustainable drainage systems, a biodiverse wetland habitat and other ancillary works. |
| | **Ward** | Adjacent parish – Mudford |

## 6.3 PLANNNG APPLICATIONS RECEIVED AFTER THE PUBLICATION OF THE AGENDA:

## 6.4 SOMERSET COUNCIL PLANNING DECISIONS

**To NOTE decisions published between 23 Jul 26 – 10 Sep 26**

| | | |
|---|---|---|
| i. | **Application No.** | 26/01411/HOU |
| | **Location** | 7 Adber Close, BA21 5XJ |
| | **Proposal** | Proposed First Storey Rear Extension to property |
| | **Somerset Council Decision** | Approved |
| | **YWPC Recommendation** | **Support** |
| ii | **Application No.** | 26/01328/HOU |
| | **Location** | 69 Thorne Lane, BA21 3LU |
| | **Proposal** | 1.5 storey extension and loft conversion |
| | **Somerset Council Decision** | Approved with conditions |
| | **YWPC Recommendation** | **Support** |
| iii | **Application No.** | 26/01490/COL |
| | **Location** | Greenacres Park, Coppits Hill, BA21 3PP |
| | **Proposal** | Application for a Lawful Development Certificate for the proposed use of land as a caravan site with a total of nineteen caravans. |
| | **Somerset Council Decision** | Refused |
| | **YWPC Recommendation** | **NOTED,** however have concerns no residents have been informed about the proposed additional 2 caravans on an area designated for community use. |

# 7. ONGOING MATTERS/REVIEWS/GOVERNANCE

## 7.1 3.3% NJC Pay Award 2026/27

**To NOTE:**

I. the announcement and publication of the National Joint Council (NJC) 3.3% pay award for 2026/27, effective from 1 April 2026

II. the Clerk's salary, which is subject to the NJC model contract terms, has been updated accordingly.

III. the revised salary and backdated pay due from 1 April 2026 have been calculated and included in the September 2026 payment schedule for approval and payment.

## 7.2 ICB Joint Working Group Update – Closure of the Hyper Acute Stroke Unit at Yeovil District Hospital

To note the correspondence sent and received since the previous meeting. (will be circulated separately prior to the meeting)

## 7.3 ENVIRONMENT & ALLOTMENTS COMMITTEE

To consider and adopt the proposed **Terms of Reference for the Environment & Allotments Committee** and the associated amendments to the Council's **Scheme of Delegation**.

### Background

The Council currently operates an Allotments Committee involving Parish Councillors and co-opted representatives of the Yeovil Marsh Allotment Society (YMAS).

It is proposed that the Committee be formally established as the **Environment & Allotments Committee**, with clear Terms of Reference and delegated authority from Full Council.

The principal purpose of the proposed arrangements is to enable the Committee to undertake the routine management and administration of the Council's allotments without the need for individual operational matters to be routinely referred to Full Council.

The proposed Terms of Reference also provide for the Committee to consider environmental matters within the Parish. In order to maintain appropriate democratic accountability, voting on environmental matters outside the Council's allotment sites will be restricted to the elected Parish Councillors appointed to the Committee. YMAS co-opted members will continue to have voting rights on matters relating to the Council's allotments.

The proposed amendments to the Scheme of Delegation provide the corresponding delegated authority required for the Committee to exercise its functions.

The existing specific delegation concerning the Council's ongoing legal matter relating to the allotments is expressly excluded from the remit of the Environment & Allotments Committee and remains with the persons specifically delegated by Full Council.

### Documents for Consideration

Members are asked to consider:

1. **Environment & Allotments Committee – Terms of Reference**; and
2. **Scheme of Delegation – proposed amendments relating to the Environment & Allotments Committee.** (attached separately with the agenda email).

### Recommendation

Full Council is recommended to:

1. **Adopt the Environment & Allotments Committee Terms of Reference** as presented.
2. **Approve the amendments to the Council's Scheme of Delegation** relating to the Environment & Allotments Committee, as presented.
3. Confirm that the Environment & Allotments Committee shall have delegated authority to manage and administer the Council's allotments within the limits set out in the Terms of Reference, Scheme of Delegation, Financial Regulations, Standing Orders and approved Council policies.
4. Confirm that **YMAS co-opted members shall have voting rights on allotment matters**, but that voting on environmental matters outside the Council's allotment sites shall be restricted to the elected Parish Councillors appointed to the Committee.

5. Confirm that the **existing specific delegation concerning the ongoing legal matter relating to the allotments remains outside the remit of the Environment & Allotments Committee** and is unaffected by the adoption of these documents.
6. Authorise the Parish Clerk to make any minor consequential amendments to Council documentation necessary to give effect to the above decisions.

### Proposed Resolution

**RESOLVED:** That Full Council adopts the Environment & Allotments Committee Terms of Reference and approves the associated amendments to the Council's Scheme of Delegation, with effect from 16 Sep 26, and that the existing specific delegation concerning the ongoing allotment legal matter remains unchanged and outside the remit of the Environment & Allotments Committee.

## 8. FINANCE

### 8.1 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)

### 8.2 YEOVIL MARSH ALLOTMENTS

**i. Yeovil Marsh Allotment Track – Autumn 2026 Hedge Cutting**
To consider arrangements for the autumn 2026 hedge cutting, including any estimate received.

**ii. Yeovil Marsh Allotment Track – Future Maintenance and Access Arrangements**
To consider proposals for the future maintenance of the track and hedge and arrangements for maintaining access to the allotments.

### 8.3 JOHNSON PARK SAFETY SURFACE

Members are asked to formally approval to proceed with the replacement of the deteriorating safety surface at Johnson Park and to note the decision previously approved in principle.

**Background**
The Parish Council previously approved, in principle, the replacement of the safety surface at Johnson Park at a quoted cost of **£14,345.00**, subject to two further quotations being obtained.

The condition of the existing safety surface has since deteriorated further, particularly around the roundabout, where a large hole has developed. This presents a significant safety concern and makes the replacement of the surface an urgent priority.

Two further quotations have now been obtained:

- **ESP – £36,970.00**
- **Pentagon Play – £27,259.00**
- **Redlynch – £14,345.00**

Both ESP and Pentagon Play provided their quotations without visiting the site. In contrast, Redlynch attended Johnson Park, inspected the condition of the existing surface and provided its quotation following that inspection. Redlynch has also previously undertaken work for the Parish Council.

Given the significant difference in cost, the urgency of the required works, and the fact that Redlynch has inspected the site and has previous experience of working for the Parish Council, approval was sought from the **Financial Scrutiny Members** to proceed with Redlynch.

The Financial Scrutiny Members approved proceeding with the Redlynch quotation of £14,345.00 and authorised the order to be placed prior to the September Parish Council meeting, in view of the safety implications and urgency of the works.

**Recommendation**

Members are asked to:

1. Confirm and formally **APPROVE** the appointment of Redlynch to replace the safety surface at a cost of **£14,345.00**.

2. **NOTE** that, due to the urgent nature of the repairs, the order was authorised to be placed prior to the September meeting following approval by the Financial Scrutiny Members.

## 8.4 INSURANCE RENEWAL

**To consider the renewal of the Council's insurance with Zurich Municipal for the final year of the existing three-year Long-Term Agreement.**

The Council entered into a three-year Long-Term Agreement with Zurich Municipal. The renewal for the period **1 October 2026 to 30 September 2027** is the **third and final year** of the agreement.

The renewal premium is **£2,849.09**, inclusive of Insurance Premium Tax. The policy schedule confirms that the Long-Term Agreement remains active until **1 October 2027**.

The current insurance schedule provides cover for the Council's assets, including playground equipment, MUGA, outdoor fitness equipment, street furniture, gates and fencing, and other equipment at Wyndham Park.

**Recommendation:**

That the Parish Council approves the renewal of the Zurich Municipal insurance policy for the period **1 October 2026 to 30 September 2027**, at a premium of **£2,849.09**.

## 8.5 HEARING LOOP INSTALLATION – YEOVIL SPORTS CLUB FUNCTION ROOM

**To consider the findings of the recent site visit and defer consideration of the most appropriate hearing assistance system pending a practical demonstration of alternative equipment.**

Following the previous decision to obtain quotations for the supply and installation of a hearing loop system in the Yeovil Sports Club function room, a site visit has been undertaken by a local specialist supplier to provide further clarification on the most appropriate solution. The site visit identified a number of matters which require further consideration before the Parish Council can determine the most suitable system. These include:

- a hearing loop system may only be compatible with certain hearing aids;
- the existing ceiling equipment within the function room is likely to interfere with the operation of a hearing loop system;
- a hard-wired hearing loop system may not provide the level of confidentiality required, as the signal could potentially be received by a compatible hearing aid outside the room; and
- alternative portable hearing assistance equipment may provide a more suitable solution.

The supplier is therefore putting forward alternative portable equipment with different possible configurations. It is proposed that the equipment will be made available to the Parish Council on a loan basis, free of charge, for use at a Parish Council meeting. This will allow Members to experience the different set-ups in practice and assist the Council in determining the most appropriate system for the function room.

For Members' financial guidance, a quotation previously received from Contacta Systems for a phased array hearing loop system was **£4,601.28 including VAT**. This figure provides an indication of the potential cost of a fixed hearing loop installation. A cost for the alternative portable system is expected to be available for Members to consider at the meeting on 16 September 2026, but was not available in time for inclusion in the agenda papers.
In view of the above, it is proposed that consideration of the hearing assistance system is deferred until the alternative equipment has been demonstrated and Members have had an opportunity to consider the available options and associated costs.

**Recommendation**

Council is asked to:

1. Note the findings arising from the recent site visit;
2. Note the Contacta Systems quotation of **£4,601.28 including VAT** (£3,834.40 net)
3. as a guide price for a fixed hearing loop installation;
4. Note the proposed demonstration of alternative portable hearing assistance equipment;
5. Consider any information and indicative cost for the alternative system available at the meeting;
6. Defer any decision on the purchase or installation of a hearing assistance system until the demonstration has taken place and the available options have been considered; and

7. Consider the matter again at a future meeting if further information or quotations are required before a decision can be made or alternatively delegate the matter to the Financial Scrutiny members, following confirmation of equipment requirements.

## 8.6 REMEMBRANCE WREATH

**To consider and approve:**

I. The purchase of a Remembrance Wreath, at an estimated cost of **£27**, to be funded from the **Chairman's Fund**; and
II. Whether, in addition to the wreath, the Parish Council wishes to make a donation to the **Royal British Legion**, and if so, to **agree the amount of the donation**.
III. **Previous year:** The wreath cost approximately **£25**, with a **£75 donation** made to the Royal British Legion.

## 8.9 CONCLUSION OF AUDIT

Members to **NOTE** the conclusion of audit has been published on 11 September 26 and that the external auditor states "no matters have come to our attention giving cause for concern the relevant legislation and regulatory requirements have not been met".

## 9. CORRESPONDENCE

## 9.1 DOUBLE YELLOW LINES:-

### i. LOWER FAIRMEAD ROAD / RUNNYMEDE ROAD JUNCTIONS – PROPOSED DOUBLE YELLOW LINES

To consider the results of the local consultation undertaken on behalf of the Parish Council regarding the proposed introduction of **No Waiting at Any Time (double yellow line) restrictions** at the Lower Fairmead Road/Runnymede Road junctions, and to determine whether the Parish Council wishes to confirm its support for the proposal.

### Consultation Results

A total of **40 consultation leaflets** were delivered to properties surrounding the two junctions.

**15 responses were received, with all 15 respondents supporting the proposed double yellow lines. No objections were received.**

The main issues raised by residents were:

- Concerns regarding visibility and road safety at the junctions.
- Reports of near misses associated with vehicles parked close to the junctions.
- Difficulties caused by parked vehicles restricting road space and visibility.
- Problems for buses, particularly around the bus stop during school times.
- Traffic build-up when vehicles are parked near the junctions.
- Concerns about vehicle speeds and suggestions for 20mph signage or traffic-calming measures.
- Possible displacement of parking into surrounding residential roads.
- A suggestion that the Lyde Road/Runnymede Road entrance should also be considered for restrictions.

- A request for clarification regarding enforcement.

The additional matters raised can be considered separately with Somerset Council Highways and/or the local Somerset Councillors.

### ii. **HIGH LEA/GLENTHORNE AVENUE (Eastern Junction)**

To receive the results of resident canvassing undertaken by Somerset Councillor David Woan following concerns raised by residents regarding visibility and parking at the eastern junction of High Lea and Glenthorne Avenue, and to consider the findings and any appropriate next steps.

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

## 10. DATE OF NEXT MEETING

The next parish council meeting will be held on Wednesday 21 October 2026 @ 6.30pm

**11. 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 legal and contractual nature of the business to be transacted.

## 11.1 FUTURE MANAGEMENT OF YEOVIL CEMETERY & CREMATORIUM

To **NOTE** the report received from Yeovil Town Council Chief Executive/Town Clerk and consider matters relevant to YWPC, including its ownership interest in the Cemetery and Crematorium. (confidential report attached with agenda email – councillors only)

## 11.2 LAND FOR FUTURE BURIAL PROVISION UPDATE

To receive a verbal report from the clerk on future burial provision.