

# North Cadbury & Yarlington Parish Council

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## **“Draft” Minutes of Annual Parish Council Meeting**

held on Monday 19<sup>th</sup> May 2025 in

The Reading Room, North Cadbury, commencing at 7.15pm

### **Councillors Present:**

Nick Garrett (Chairman)  
Caroline Bowen  
Chris Jose  
John Rundle  
Maria Viney

John Whitehead (Vice Chairman)  
Malcolm Hunt  
Andy Keys-Toyer  
Richard Rundle

**Councillors Absent:** Nerissa Northover

**In Attendance:** the Clerk and nine members of the public.

### ❖ **Public Question and Comments:**

Accessibility of Meetings. A member of the public (MOP) commented that she found it difficult to hear proceedings of PC meetings and asked if the PC would consider using microphones. The Chairman agreed that there were audio issues in the village halls with certain frequencies, especially for those who have reduced hearing. North Cadbury Village Hall were currently looking at improving the sound system in the main hall and the PC could consider funding options to extend and improve the system into the Reading Room.

A MOP followed up by asking if the PC would consider live streaming/recording meetings to improve accessibility for those who were unable to attend. The Chairman agreed that this was another option the PC could look into to improve communication with its parishioners.

Brookhampton Development. A member of the public (MOP) asked if there was an update on the proposed development for thirty six houses on land north of Brookhampton, following the recent WG meeting. Cllr R Rundle confirmed that an update would be given at the meeting and circulated with the minutes. Updates would also be posted on the parish website under latest news via the following link. <https://www.northcadbury.org.uk/news.php>

❖ **Report from The Newt and Emily Estate:** Apologies received from Zoe Young, The Newt Community Liaison Officer.

❖ **Reports from Somerset Council:** None present.

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### **25/67. Election of the Chairman of the Council and receive his/her Declaration of Acceptance of office:**

To elect a chairman to serve until May 2026. The retiring 2024/25 chairman Cllr A Keys-Toyer called for nominations.

**RESOLVED:** One nomination was received for Cllr N Garrett, who agreed to hold the office of Chairman. He was elected unanimously and duly signed his DAO as Chairman.

**25/68. Election of the Vice Chairman of the Council:**

The Council may choose to elect a Vice-Chairman to serve until May 2026. The Chairman called for nominations.

**RESOLVED:** One nomination was received for Cllr John Whitehead who agreed to hold the office of Vice Chairman and was elected unanimously.

**25/69. Apologies for absence:**

To receive any apologies for absence.

**RESOLVED:** Apologies were received and approved from Cllr Clare Leavold. Somerset Councillor Kevin Messenger also tendered his apologies.

**25/70. Declarations of Interests:**

Members are reminded of their obligation to declare any Pecuniary or Other interests they may have under the Localism Act 2011 and NALC Model Code of Conduct adopted May 2022. (NB this does not preclude any later declarations).

**RESOLVED:** None declared.

**25/71. Minutes:**

To approve the minutes of the ordinary PC meeting held on Wednesday 23<sup>rd</sup> April 2025 and on site planning meeting held on Wednesday 14<sup>th</sup> May 2025.

**RESOLVED:** The minutes were confirmed as a true record and signed by the Chairman.

**25/72. Appointment of Parish Council Representatives for 2025/26:**

**RESOLVED:** Councillors appointed as follows:

- a. Village Hall Committee representatives – Cllrs Whitehead, Northover, Viney and Leavold.
- b. Parish Path Liaison Officer and Footpath Warden – Mrs S Fone and Cllr Garrett.
- c. Internal Auditor – Paul Russell, Parish and Town Auditing Services.
- d. North Cadbury Allotment Association Representative – Cllr Keys-Toyer
- e. Precept / Finance Committee – The Clerk and Cllrs Garrett, J Rundle and Whitehead.
- f. Highways and Byways – Cllrs Garrett and Jose.
- g. Personnel Committee – Cllrs Bowen, Keys-Toyer, Northover and Viney.
- h. Environmental, Climate Change and Sustainability – Cllrs Jose, Keys-Toyer and Viney.
- i. Neighbourhood Plan Monitoring Group – Cllrs Garrett, Keys-Toyer, Viney and R Rundle.
- j. Emergency Planning Working Group – Cllrs Northover, Leavold and Viney.
- k. Flood Warden – Mareike Beyer.
- l. Media and Communication – The Clerk and Cllrs R Rundle and Whitehead.
- m. Parish Strimmer – Vacancies for volunteers from the parishes.

**25/73. Appointment of Bank Account Signatories 2025/26:**

To confirm the Council's bank signatories.

**RESOLVED:** Cllrs Garrett, Keys-Toyer, Leavold and Whitehead to remain as signatories.

**25/74. Council Policies, Terms of Reference, Risk Assessments:**

To receive, review and adopt the following:

- a. General and Financial Risk Assessment – adopted 22 May 24, minute Ref 24/68.a.

**RESOLVED:** The Clerk previously circulated a revised Risk Assessment, which was received, reviewed and approved.

- b. Assets Register – adopted 22 May 24, minute Ref 24/68.b.

**RESOLVED:** The Clerk previously circulated the Assets Register for review, which was adopted.

**25/75. Planning:**

- a. **Somerset Council Decisions:** None received.

## **25/76. Finance:**

### **a. Balance of the Council's Bank Account & Bank reconciliation:**

To receive the full council accounts and bank reconciliation.

**RESOLVED:** The Clerk previously circulated the PC's Accounts, which were agreed and Lloyds Bank balances at 14<sup>th</sup> May 2025 in the Community Account £1,229.31 and Business Bank Instant Account of £54,892.44, reconciled, approved and signed.

### **b. Accounts for payment:**

To review and approve a schedule of items of expenditure:

- |                                                                |         |
|----------------------------------------------------------------|---------|
| i. Mr A Moore – NC Telephone box refurbishment materials       | £240.21 |
| ii. SALC training Inv 2034 – 2 x planning applications 22/4/25 | £60.00  |
| iii. Clerk's allowances & expenses                             | £47.29  |
| iv. NC Rdg RM & V Hall hire 30 Apr & 14 May 25                 | £58.50  |
| v. Mr P Russell – Parish and Town Council Auditing Services    | £165.00 |

**RESOLVED:** Items of expenditure approved unanimously. The PC wished to record their thanks to Mr A Moore for his excellent work in refurbishing the NC telephone box.

### **c. Parish Council Insurance:**

To receive and consider Zurich Municipal Parish Council Insurance Renewal Premium £361.86.

**RESOLVED:** Renewal schedule received and approved.

### **d. Grant Application North Cadbury Village Hall:**

To consider expenditure from Community Infrastructure Levies (CIL) towards the purchase of new audio visual equipment for community events.

**RESOLVED:** The Clerk reported that the Hall committee had withdrawn their application and would resubmit it when they had the full details for the whole project, including projector and lights.

## **25/77. End of Year Audit 2024/25:**

### **a. Internal Audit Report for 2024/25:**

To receive report and resolve on any recommendations.

**RESOLVED:** The Annual Internal Audit Report, carried out by Paul Russell, Parish and Town Auditing Services, was received with comments and recommendations discussed and noted:

- Standing Orders (SO) would be reviewed, Section 18 updated to reflect the new Procurement Act 2023 and ensure both SOs and Financial Regulation limits match.
- Petty Cash. £1.47 remaining and no payments have been made from petty cash for several years. Recommendation to close the petty cash account.

### **b. Annual Governance Statement 2024/25:**

Members to resolve upon the response to the annual governance statement.

**RESOLVED:** The Annual Governance Statement was considered, approved and signed.

### **c. Annual Accounting Statement 2024/25:**

To approve the annual accounting statement.

**RESOLVED:** The Accounting Statements were considered, approved and signed.

### **d. Confirmation of Public Rights Period:**

To confirm the dates for the public rights as Tuesday 3<sup>rd</sup> June – Monday 14<sup>th</sup> July 2025

**RESOLVED:** The Clerk, as RFO, set the date for the exercise of public rights to commence on 3<sup>rd</sup> June 2025 and end on 14<sup>th</sup> July 2025, which would be published on the parish website with details of the arrangements for the exercise of public rights.

## **25/78. North Cadbury and Yarlington Neighbourhood Plan Monitoring:**

Update.

**RESOLVED:** Cllr Keys-Toyer reported that he had reviewed the policies within the NP and forwarded his findings to the rest of the WG for comment.

## **25/79. Highways and Rights of Way (RoW) Report:**

PC Representatives to provide progress reports.

### **RESOLVED:**

a. Highways. Cllr Rundle had nothing further to report following the April meeting, other than more potholes had appeared. Emily Estate had carried out repairs to Pound Lane, Yarlington and it was anticipated/hoped that the repairs would continue into the centre of the village; this would be requested if not. Emily Estate had now tarmacked Rag, the lane leading up to Longbourn, Galhampton and it is believed that they have done the same with the lane leading to Marylands Farm.

b. Rights of Way. The Chairman had little to report, with the exception that some of the Newt fields where crop have not been cut for RoW. This had been raised with Zoe Young, who is having this dealt with.

New stiles, which are very sturdy and solid, have been built on the two footpaths out of the Rag field as a part of the replacement of the stock fencing there by the Newt. This is greatly appreciated.

Additionally, because of the current weather the undergrowth around footpaths, bridlepaths, stiles and gates continues to grow at great speed and volume, walkers are requested to assist in clearing any upgrowth whilst out walking, if at all possible. If there are major issues, please continue to report at <https://www.somerset.gov.uk/roads-travel-and-parking/report-a-problem-with-a-public-right-of-way/>

## **25/80. Emergency Planning and Flood Mitigation:**

Update on the formation of a Community Emergency Plan and flood mitigation.

**RESOLVED:** Mareike Beyer, Flood Warden reported on a meeting on 7th May, which included herself, Lorne Thompson, Yeovil Rivers Community Trust (YRCT), Zoe Young, and Cllr Viney, who pointed out changes in the Yarlington landscape and concerns about these. Zoe suggested a tour with Paul Rawson explaining effects of installed features. Paul Rawson is also to visit Sandbrook Lane to assess problems and proposed mitigation measures there.

Somerset Rivers Authority (SRA) organised a meeting on 9th May for representatives of parishes affected by the 2023 Cam flooding. Funding for natural flood mitigation (NFM) features is to be made available. Attendees are asked to identify areas of flooding of properties and highways and potential for NFM features. Further meetings will follow.

A community group called 'Cam Catchment River Project' (CCRP) is being set up by Lorne and Mareike under the umbrella and administered by the YRCT. Objectives are to address flooding issues, reduce phosphate levels and increase biodiversity in our parish. First meeting is on 20th May; Cllrs Viney and Whitehead are invited.

The Chairman asked if CCRP can address the issue of debris downstream of Brookhampton. Mareike mentioned river debris at the SRA 9th May meeting, help with funding for clearance might be available, this would require a professional assessment. Lorne Thompson might be able to help with this. Mareike will bring this up at the CCRP. Addressing the debris issues needs to be a joint effort. Lorne could potentially provide assessments and recommendations, though the first contact with the landowners should ideally be made through the PC.

a. Liaison with Flood Warden. To appoint two people to liaise with the Flood Warden on behalf of the PC.

**RESOLVED:** Cllrs Viney and Whitehead agreed to liaise with Mareike Beyer, Flood Warden.

b. Flood Risk Brookhampton. To discuss how to address the removal of the debris in the Cam downstream of Brookhampton.

**RESOLVED:** CCRP would meet on 20<sup>th</sup> May to discuss the issues.

## **25/81. Local Community Networks LCNs:**

Reports.

**RESOLVED:** Cllr Keys-Toyer gave a brief report on the last LCN meeting held on 30<sup>th</sup> April 2025. Matters discussed were as follows:

Awaiting a date/time for the next Queen Camel Flooding Group Meeting.

Footpath working group - not much interest now.

Communication is an ongoing problem.

Gaps in services - not enough Police Community Support Officers (PCSOs)

Antisocial behaviour, not getting responses from the PCSOs; Castle Cary Town Council having exactly the same problem. The advice is to contact Heather Shearer, Avon and Somerset Police and Crime Panel at [heather.shearer@somerset.gov.uk](mailto:heather.shearer@somerset.gov.uk)

Bleed Kits - do we need them?

Somerset Association of Local Council (SALC) increase in annual fee - Apparently the present committee inherited a mismanaged and neglected financial situation that they had to put right, in the light of an increased demand for their advice etc. although the courses are in fact self funding. Strong request / demand that Somerset Council publish the results of the call for sites at an early stage.

The next meeting would be held on 16<sup>th</sup> July 2025 in Queen Camel Village Hall.

## **25/82. Items for Report and Future Business:**

a. Update from Wessex Water (WW) re Sewage Overflow - Mitchells Row, Brookhampton.

The Clerk would continue to hasten WW for a response.

b. Email from Galhampton Resident – speeding vehicles through the village. To be discussed at the next meeting, which will be held in Galhampton. Cllr Viney would also like to discuss the speed of vehicles/tractors through Yarlinton at the next meeting.

c. Avalon Farm Visit. Councillors reported on their visit to The Newt's Avalon Farm, Galhampton following their tour of the food production area, butchery, shop, cattle herd etc. One hundred and fifty people were employed at the Farm itself, which has excellent staff options and benefits. The tour was informative, interesting and very impressive. Cllrs commented on the quality of everything The Newt do and produce. Another date would be set for those councillors who were unable to attend. There would also be two sessions for residents.

d. Brookhampton Development. The report from the WG can be found at Attachment 1, which would also be included in the news section of the parish website. A further meeting would be arranged with the Agent and the WG/residents to identify topics for discussion/consideration.

e. Model Publication Scheme – agenda item next meeting.

f. Revised SOs and Finance Regulations – agenda item next meeting.

**Next meetings:** On site planning meeting/s to be held if required at 4.30pm on Wednesday 25<sup>th</sup> June 2025 and to be followed by ordinary Parish Council meeting at 7.00pm in Galhampton Village Hall.

There being no further matters for discussion, the meeting closed at 9.00pm.

Signed .....

Dated .....

Chairman