

North Cadbury & Yarlington Parish Council

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“Draft” Minutes of the North Cadbury and Yarlington Annual Parish Council and Ordinary Meeting held on Wednesday 27th May 2026 in North Cadbury Village Hall following the North Cadbury Annual Parish Assembly, commencing at 7.00pm

Councillors Present:

Nick Garrett (Chairman)

Caroline Bowen

Clare Leavold

John Rundle

Maria Viney

John Whitehead (Vice-Chairman)

Andy Keys-Toyer

Nerissa Northover

Richard Rundle

In Attendance: Somerset Councillors Henry Hobhouse and Kevin Messenger, the Clerk and five members of the public (MOP).

- ❖ **Public Question and Comments:** No further comments following the Annual Parish Assembly.
 - ❖ **Report from The Newt and Emily Estate:** Apologies received from Zoe Young, The Newt Community Liaison Officer.
 - ❖ **Reports from Somerset Council:** Cllr Hobhouse reported that the Environment Agency (EA) was supposed to police the River Cam, however, there was not one Enforcement Officer left as the EA had made them all redundant.
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26/57. Election of the Chairman of the Council and receive his/her Declaration of Acceptance of office:

To elect a chairman to serve until May 2027. The 2025/26 chairman, Cllr N Garrett, called for nominations.

RESOLVED: One nomination was received for Cllr N Garrett, who was re-elected unanimously and duly signed his DAO as Chairman.

26/58. Election of the Vice Chairman of the Council and receive his/her Declaration of Acceptance of office:

The Council may choose to elect a Vice-Chairman to serve until May 2027.

RESOLVED: One nomination was received for Cllr John Whitehead who was re-elected unanimously.

26/59. Apologies for absence:

To receive any apologies for absence.

RESOLVED: Apologies were received and approved from Cllrs Chris Jose and Cameron Knee.

26/60. 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 received.

26/61. Minutes:

To approve the minutes of the ordinary PC meeting held on Wednesday 22nd April 2026.

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

26/62. Appointment of Parish Council Representatives for 2026/27:

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 Bowen.
- 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 Garrett, Bowen, R Rundle and Viney.
- h. Environmental, Climate Change and Sustainability - Cllrs Jose and Viney.
- i. Neighbourhood Plan Monitoring Group - Cllrs Garrett, Viney and R Rundle.
- j. Media and Communication - The Clerk and Cllrs R Rundle and Whitehead.
- k. Flood Warden - Mareike Beyer.

26/63. Appointment of Bank Account Signatories 2026/27:

To confirm the Council's bank signatories.

RESOLVED: Cllrs Garrett, Leavold and Whitehead to remain as signatories. The Clerk agreed to add John Rundle and remove Andy Keys-Toyer, who was retiring from the Council.

26/64. Council Policies, Terms of Reference, Risk Assessments:

To receive, review and adopt the following:

- a. General Standing Orders – adopted 25 Sep 25, minute Ref 25/117 (due for review in 2027).
- b. Financial Regulations – adopted 25 Sep 25, minute Ref 25/116.a. (due for review in 2027).
- c. General and Financial Risk Assessment – adopted 19 May 25, minute ref 25/74.a.

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

- d. Assets Register – adopted 19 May 25, minute ref 25/74.b.

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

- e. IT Policy – adopted 22 Apr 26, minute ref 26/50.a.
- f. Grant Awarding Policy – adopted 22 Apr 26, minute ref 26/50.b. (due for review in 2027)

26/65. Planning:

a. For Consultation:

- i. **PA 26/00906/HOU.** New single storey extensions at the back of the house with a terrace above, demolition of existing garage, replaced with new carport/ store/ workshop, new garden wall with gate and new solar panels at Horseshoe Cottage, Woolston Road, North Cadbury, BA22 7BJ.

RESOLVED: Councillors agreed unanimously to recommend **APPROVAL**.

- ii. **Licensing reference: 076371** - Application for a premises licence - Yarlington Lodge, Lodge Hill, Yarlington, BA9 8DJ.

RESOLVED: No observations received from councillors or residents, therefore, no representation required from the PC.

b. **Somerset Council Decisions:**

- i. **PA 26/00542/HOU & PA 26/00543/LBC** - Creation of a swimming pool at the rear of the property at Woolston Manor Farmhouse, Woolston Road, North Cadbury, BA22 7BL – **APPROVED**.

26/66. 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 26th May 2026 in the Community Account £2,084.99 and Business Bank Instant Account of £43,177.55, reconciled, approved and signed.

b. **Accounts for payment:**

To review and approve a schedule of items of expenditure:

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|--|--------|
| i. NALC Training R Rundle – Social Media | £42.00 |
| ii. Yarlington Village Hall hire 22 Apr 26 | £25.00 |
| iii. SALC training Inv 3184 – Cllr Essentials Part 2 11 May 26 | £25.00 |

RESOLVED: Items of expenditure approved unanimously.

26/67. End of Year Audit 2025/26:

a. **Internal Audit Report for 2025/26:**

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 as follows:

- i. *"The Clerk to the Council has been appointed as RFO (LGA1972 s151); recommend that this be added to the Parish Clerk details on the website."* The Clerk advised that she had asked the website provider to add this to the website and this should be clear on the new/revised website.
- ii. *"Recommend that the footnote that references Contracts Finder be deleted from Financial Regulations as this has now been replaced with Find a Tender."* The Clerk reported that this has since been deleted and website updated.
- iii. Check Employers NI - The Clerk reported that she had checked HMRC online and the Employers NI contributions showed no balance outstanding.
- iv. The Parish Council agreed to review and undertake the following data protection requirements:
 1. Data Protection Lead – Confirm DP Lead
 2. Data Audit: To be undertaken.
 3. Data Protection Policy: To be updated.
 4. Document Retention Policy: Not in place

b. **Annual Governance Statement 2025/26:**

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 2025/26:**

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 June – Monday 14 July 2026.

RESOLVED: The Clerk, as RFO, set the date for the exercise of public rights to commence on 3rd June 2026 and end on 14th July 2026, which would be published on the parish website with details of the arrangements for the exercise of public rights.

26/68. Parish Website:

To check progress of councillors reviewing working paper for new or improved parish website.

RESOLVED: Only four responses received to date, therefore, Cllr R Rundle agreed to recirculate his working paper to those who had not responded and councillor progress will be checked at the next meeting on 24th June 2026.

26/69. Highways and Rights of Way (RoW) Report:

a. PC Representatives to provide progress reports:

RESOLVED:

i. Highways. The Chairman read out the report on behalf of Cllr Jose, which can be found at Attachment 1. Cllr Hobhouse reminded councillors of the upcoming South East LCN Highways Working Group meeting, which would be held on Tuesday 2nd June 2026 at 10.30am in the Market Place, Castle Cary. Cllr Whitehead asked Cllr Hobhouse for clarity on the provision of the gutter sweeping service; Cllr Hobhouse agreed to talk to Tracy Harris, SC Assistant Highway Services Manager.

Cllr Northover reported that only three out of the four potholes had been repaired on Frog Lane, despite being marked up for repair four times previously.

ii. RoW. The Chairman reported that following last month's meeting the footpath on WN19/8 was cleared of vegetation. The two broken stiles on that same footpath were also reported to Somerset for repair. Somerset Council (SC) responded that since they no longer serve any purpose that they would not be reinstated or repaired.

A MoP reported that the lower footplate on the stile on RoW WN19/48 (located on the border of Paul Longman's land and Newt land) is wobbly and unsafe. Additionally, the stile at the junction of WN 19/51 and 19/49 (North Leaze Lane), again Paul Longman's land, is also unstable. The wire fence over the stile is high and difficult to get over. Both were recorded by the MoP on the Explore Somerset website. SC followed up on the issue with the first stile on WN19/48 stating that it had closed the issue since the wobbly step had been removed.

Please can all members of the parish continue to report any issues via the Explore Somerset website - <https://roam.somerset.gov.uk/roam/map#>

Cllr Northover reported that the handrail on 'Sleeper Bridge' was unsafe. There was also the issue of the 'wobbly' lower step on land owned by the Longmans at North Town, the bottom step having been removed between 1948-51, leaving a very high step, which was also very narrow. The PC agreed to email Eve Wynn, SC RoW Area Officer and the Parish Paths Liaison Officer as these defects should be rectified by the landowner.

b. Road Closure Pilot:

To discuss proposed agreement to enable parishes to control the highways in their parishes. The Clerk previously circulated an email from Cllr Hobhouse with attached MoU regarding a pilot scheme that will see trained flood warden community volunteers operating under delegated powers from Somerset Highways to be able to close and open local roads when they are flooded.

RESOLVED: Councillors agreed in principle that the scheme would be of interest and would await the outcome of the pilot.

26/70. Cam Catchment Resilience Project (CCRP) reports:

PC representatives to provide progress reports.

RESOLVED: Cllr Whitehead advised that there was nothing to report since the last meeting.

26/71. North Cadbury and Yarlington Neighbourhood Plan (NCYNP) Monitoring:

Update.

RESOLVED: Cllrs Keys-Toyer reported on SC's 'Call for Sites'. As the PC's NCYNP is to influence what is built and where across North Cadbury, Galhampton, Yarlington and Woolston for the period 2018 – 2033, he recommended that the PC considers whether it needs to be updated or not and how it sits with the SC Local Plan (LP)/National Planning Policy Framework; bearing in mind that the three year consultation on the SC LP will finish in March 2029 when it is due to be adopted.

All councillors wished to express their gratitude to Cllr Keys-Toyer for his legacy/work on the development of the NCYNP.

26/72. Local Community Networks LCNs:

Reports.

RESOLVED: Cllr Keys Toyer reported that the last LCN meeting scheduled for 7th May 2026, at which the Avon and Somerset Police Crime Commissioner was due to attend, was cancelled at the last minute. The next LCN meeting would be the Highways Working Group meeting on 2nd June 2026, 10.30am in the Market Place, Castle Cary. The South East LCN AGM would be held on Wednesday 15th July, 7.00pm in Bruton Community Hall.

26/73. Items for Report and Future Business:

a. Provision of a new parish website - June meeting to check councillor progress on reviewing the working paper.

b. Yarlington Water Quality. Cllr Viney reported that residents had commented on the poor water quality in Yarlington. It was suggested that this could be due to a burst old fashioned lead pipe? It was recommended that this issue was reported to Wessex Water at its upcoming drop in event on 4th June 2026, 3.00pm to 7.00pm in North Cadbury Village Hall.

Next meeting: Ordinary meeting to be held at 7.00pm on Wednesday 24th June 2026 in Galhampton Village Hall. [Re-scheduled to Thursday 25th June 2026 in The Reading Room, North Cadbury]

There being no further matters for discussion, the meeting closed at 8.45pm.

Signed
Chairman

Dated

