SHEPTON BEAUCHAMP PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE SHEPTON BEAUCHAMP PARISH COUNCIL

Held on Monday 18th May 2026 at 7.30 pm
In the Village Hall, Middle Street, Shepton Beauchamp. TA19 OLQ

Councillors present: Cllr Paul Vacani (Chair), Cllr David Bourn (Vice-Chairman), Cllr Andrew Rowswell, Cllr Angie Joy, Cllr Dave Linten, Cllr Steven Fidgeon

In attendance: Stella Davies (Locum Clerk)

Unitary Councillors in attendance: There were no members of Somerset Council in attendance

Ser Item

1398. Election of Chairperson and acceptance of office (Chairperson to sign a declaration of acceptance of office (LGA 1972, s15)
Resolved. Cllr Vacani was elected as Chairperson until the end of July and signed a declaration of office. This was agreed unanimously.

1399. Election of Vice-Chairman
Resolved. Cllr Bourn was elected as Vice-Chairman. This was agreed unanimously.

1400. To receive apologies for absence and to approve the reasons given (LGA 1972, s85(1))
Apologies were received from Cllr England and Cllr Wakely (both working) and Cllr Burwood.
Resolved. To accept and approve the apologies given.

1401. Declarations of interest – Members to declare any interest, including Disclosable Pecuniary Interest they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for dispensations that accord with the Localism Act s33 (b-e). (NB this does not preclude any later declarations)
There were no declarations of interest.

1402. To approve as a correct record the minutes/decisions of the Parish Council Meeting held on Tuesday 21st April 2026 (LGA 1972, sch 12, para 41(1)).
Resolved. That the minutes of the Parish Council meeting held on Tuesday 21st April be approved as correct.

1403. Insurance
To review the quotes received from insurance companies and resolve to approve one of the companies to insure with either for an annual period commencing 1st June, or for a fixed term LTA (long term agreement).
Resolved. Zurich Insurance was approved as the company to insure with on a LTA.

1404. Cowleaze Gully and Culvert clearance
To review the quotes received and resolve which contractor to appoint to carry out the work.
Resolved. That the quote supplied by S & D Services be accepted and they be the nominated contractor. There will be some work on our side regarding the removal of the mud, which will incur a small additional cost. The contractor will give us a date for commencement of work.

1405. Website WCAG2.2 compliance audit

To review the various options sent by the website company and resolve which option, if any, to approve.

Resolved. That the quote of £150 to undertake a full audit of documents be accepted subject to further investigation by Cllr Linten. **Action – Cllr Linten**

1406. Internal Audit Report

To review the internal audit report and consider what can be put in place to rectify the issues found. To resolve whether an interim audit of the first six months would be advisable.
Resolved. That the Staffing committee be formed into a Staffing and Finance committee, who oversee the work of the Clerk on a quarterly basis. Additionally, that an interim audit be booked with the internal auditor.
The Clerk is to prepare draft TOR for the committee. **Action - Parish Clerk**

1407. Grant Awarding Policy.

To review the grant awarding policy in its current format and consider if any amendments are appropriate.
Resolved. The policy was discussed and some changes were suggested. The Clerk will draft a new version of the policy for review by the Councillors. **Action – Parish Clerk**

1408. Finance

To review the Bank Reconciliation as at 30th April 2026 (previously circulated).
To approve the schedule of payments totalling £9,265.21 (previously circulated)

Resolved. The Bank Reconciliation as at 30th April was approved and signed as correct by a non-bank signatory. The payments were approved.

1409. Staffing Committee TOR (Terms of Reference)

To review the composition of the committee and to confirm Cllr Linten as Chair.
Resolved. Cllr Linten was appointed as Chair. Cllr Joy stepped down from the committee and Cllr Fidgeon was proposed as the replacement.

1410. Recreation Field TOR

As per the TOR to appoint a chair for the next year.
Unresolved. This will be carried forward to the next council meeting.

1411. Policies

To resolve to approve and re-adopt the following policies:
Operational - Standing Orders v6; Complaints procedure v3;
Document Retention Policy v3; Risk Assessment v5; IT Policy v1.
Financial – Financial Regulations v3; Grant Awarding Policy v2
Communications – Information & Data Protection Policy v5;
Privacy Notice v2; Policy on recording of council meetings v3;
Publication Scheme v3
People – Disciplinary Policy v2; Equality & Diversity Policy v2;
Grievance Policy v2; Health & Safety Policy Statement v2;

Training & Development Policy v2; Sickness Absence Policy v2;
Dignity at Work Policy v1; Expenses Policy v2; Annual Leave Policy v2;
Councillor Co-Option Policy v1
Note for info - the LGA model councillor code of conduct v1 and the Dignity at work policy v1 remain as is until changed at county level

Resolved. All policies were approved except for the Grant Awarding Policy.

1412. Grant application from the Events Team
To review the grant application and resolve whether to give the grant of £876.01
Resolved. That the grant of £876.01 be approved (note - this applies to last financial year).

1413. Allocation of Councillor responsibilities
To discuss the rational for changing the areas of responsibilities below and introducing new areas/merging of some areas with allocation to take place at the June meeting.

Planning
Highways
Lethbridge Recreational Ground Committee
Ranger
Environment and trees
Allotments
Cowleaze
Footpaths
SID
Communications/publicity
Emergency contacts

The areas of responsibilities were discussed. Cllr Vacani proposed that some would be better merged, with a couple of Councillors taking responsibility for each section, one as a lead and one as a deputy. He suggested that Transport be a new area and possibly a Village Agent. He will forward a list of the proposed areas, so that Councillors can nominate an area they would be interested in taking responsibility for. This can then be discussed further at the next Council meeting. **Action – Cllr Vacani**

Meeting closed: 9.00 pm