

SHEPTON BEAUCHAMP PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE SHEPTON BEAUCHAMP PARISH COUNCIL

Held on Monday 19th May 2025 at 7.30 pm
in the village hall, Middle Street, Shepton Beauchamp TA19 OLQ

Councillors present: Cllr David Bourn (Vice-Chairman) Cllr Angie Joy
Cllr Andrew Rowswell Cllr Ed Wakely
Cllr Tim England Cllr Sally Burwood

In attendance: Stella Davies (Clerk)

County Councillors in attendance: Somerset Cllr Jo Roundell Greene (arrived 8.00 pm, left 8.15 pm)

Members of the public. There was one member of the public in attendance.

Report from Somerset Council

Cllr Roundell Greene reported that they had their annual meeting on Wednesday. From 1st April the new ways of working have now been started., so the new council has been slimmed down. There are still some vacancies. The budget is being looked at. Savings have been made, however there will be a deficit in school services of £100m by next year. The government have said they don't need to pay it back. There aren't enough places for all the children with special needs, so they go to independent schools. They have saved money on transport and are encouraging children with special needs to take the normal bus to school. The Maternity unit in Yeovil is being closed for 6 months, because of lack of staff. Adam Dance has launched a petition to sign.

Cllr Bourn asked if there were any updates on the electoral boundaries. Cllr Roundell Greene did not have any further update on this but said the downsizing of councillors will happen in 2027 – they will downsize from 110 to 95 councillors.

As the current Chairman, Cllr Wylie Carrick was not at the meeting, Cllr David Bourn took the chair.

Ser Item

1237. Election of Chairperson and acceptance of office (Chairperson to sign a declaration accepting the office of Chairperson) (LGA 1972, s15)

Resolved. Cllr Wylie Carrick was elected as Chairperson, but as he was absent will sign the Declaration of Acceptance of Office as soon as possible. This will be countersigned by the Proper Officer. This was agreed unanimously.

It was noted that although Cllr Wylie Carrick was willing to take on the role of Chairman, it was his intention to leave the Council at the end of August.

1238. Election of Vice-Chairman

Resolved. Cllr Bourn was re-elected as Vice-Chairman. This was agreed unanimously.

It was noted that while Cllr Bourn was willing to stand as Vice-Chairman, he would be stepping down from this role at the end of 2025, but would like to stay on the Council.

1239. To receive apologies for absence and to approve the reasons given (LGA 1972, s85(1))

Apologies were received from Cllr Wylie Carrick (unwell) and Cllr Howard (working)

Resolved. To accept and approve the apologies given.

1240. 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.

- 1241. To approve as a correct record the minutes/decisions of the Parish Council Meeting held on Tuesday 29th April 2025** (LGA 1972, sch 12, para 41(1)).
Resolved. That the minutes of the Parish Council meeting held on Tuesday 29th April be approved as correct.
- 1242. Approval of Internal Auditor Report**
 To receive and approve the Internal Audit Report for FY 2024/25
Resolved. That the Internal Audit Report be approved.
- 1243. Approval of Annual Governance Statement** (Section 1 of the Governance and Accountability Return 24/25) ([Accounts & Audit Regulations 2015](#))
Resolved. That the Annual Governance Statement be approved.
- 1244. Approval of Accounting Statement** (Section 2 of the Annual Governance and Accountability Return 24/25) ([Accounts & Audit Regulations 2015](#))
Resolved. That the Accounting Statement be approved.
- 1245. Consider if the Council can declare itself exempt** or if a basic or intermediate review is required
Resolved. That the Council cannot declare itself exempt and will need to undertake a basic review.
- 1246. Approve the period for the exercise of public rights** as 3rd June – 14th July 2025 (30 working days)
Resolved. That the period for the exercise of public rights is approved.
- 1247. Policies**
 To resolve to approve and re-adopt the following policies:
Operational - Standing Orders v5; Complaints procedure v3;
 Document Retention Policy v3
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; Sickiness 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. That the above policies be approved and re-adopted.
- It was noted that new Standing Orders had recently been issued, so they would need to be updated and be approved and adopted at a future council meeting. **Action – Parish Clerk**
- 1248. Working with FWAG regarding blocked drains**
 To discuss working with FWAG as Lopen have done and resolve the action to be taken.
- Resolved.** There is a meeting taking place with Lee from the Highways department on 28th May to identify the specific drains that were blocked, but it was agreed that we should contact Hugh from FWAG (the contact given by Lopen Parish Clerk) to seek advice on what plan we could put in place as a Council and Cllr Rowswell offered to contact him. **Action – Cllr Rowswell**
- This topic to be added to June's agenda for further discussion **Action – Parish Clerk**

1249. Recreation Field TOR

To appoint a chair for the next year and to resolve if the composition of the committee in version 3 should be changed.

Resolved. Cllr England was re-appointed as Chair of the Recreation Field Committee. It was agreed that the committee should be increased to 6 - 12 members and the composition should be changed to:

- Two – Three Parish Councillors
- Two – Three members of the Football Club
- Two – Six members of the public

The Clerk to update the TOR and issue as version 4.

Action – Parish Clerk

1250. Culvert Gate by Silver Springs

To resolve whether to reinstate the rope on the culvert gate at the entrance by Silver Springs, in light of the debris that washes down with heavy rainfall.

Resolved. It was agreed to re-instate the rope and that the Ranger should do it. Cllr England said he had nylon rope that could be used. Cllr Wylie Carrick to instruct the Ranger.

Action – Cllr Wylie Carrick

1251. Staffing Committee TOR

To review the composition of the committee in version 3 and resolve if this should be changed.

Resolved. The composition of the committee was changed to five Parish Councillors and Cllr Sally Burwood was nominated as the additional member of the committee. The Clerk to update the TOR and issue as version 4.

Action – Parish Clerk

1252. Erection of Garden Shed on the allotments

In accordance with the allotment rules to resolve to agree to the holder of plot 11 to erect a garden shed of maximum size 6' x 8' and to send written agreement to that effect.

Resolved. It was agreed that the allotment holder could erect a garden shed. The Clerk will write to her to confirm this.

Action – Parish Clerk

It was also mentioned that the water bowser needed filling and Ed would contact Sarah to see if she could do it. The pallets are broken, so will need to be replaced.

Action – Cllr Wakely

1253. Finance

To review the Bank Reconciliation as at 30th April 2025 (previously circulated).

To approve the schedule of payments totalling £48,935.93 (previously circulated)

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

1254. Allocation of Councillor Responsibilities

The responsibilities were allocated as follows: -

Planning - All councillors

Highways - Cllr Rowswell

Lethbridge Recreational Ground Committee – Cllr England / Cllr Wakely

Ranger - Cllr Wylie Carrick / Parish Clerk

Environment & Trees – Cllr Bourn

Allotments – Cllr Burwood

Cowleaze - Cllr Bourn

Footpaths – Cllr Rowswell / Cllr Wakely

SID – Cllr Wylie Carrick / Parish Clerk

Parish Online – Cllr Wylie Carrick

Communications/publicity – Cllr England / Cllr Joy / Cllr Howard

Emergency Contact – All councillors

Defibrillator – Cllr Joy

To resolve to exclude members of the press and public. To agree that item 1255 below be dealt with after the public have been excluded as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Resolved. The one member of the public left the meeting.

1255. Tender for Drain Clearance and Jetting

To review the tenders received and resolve which tender (if any) to accept

The tenders were reviewed and the clerk was asked to email one of the companies to ask them to break down the costs further.

Action – Parish Clerk

Unresolved. This will be carried forward to the June meeting once further information has been received.

Action – Parish Clerk

In closing, the Chairman proposed a vote of thanks to Stella for her hard work over the years.

Meeting closed: 9.00 p.m.