

LEIGH ON MENDIP PARISH COUNCIL

To all Members of Leigh on Mendip Parish Council

You are hereby summoned to attend a meeting of Leigh on Mendip Parish Council for the purpose of transacting the following business.

Joe McGhee, Clerk to the Council

Agenda for the Meeting of LEIGH ON MENDIP PARISH COUNCIL

**To be held on Monday, 20th April, 2026, in the Memorial Hall
Starting at 7:00pm**

- 1. Welcome by the Chairman**
- 2. Apologies for absence**
- 3. Absent**
- 4. Councillor Cooption**
- 5. (a) To receive declaration of interest from Councillors on items on the agenda
(b) To receive written requests for dispensations for disclosable pecuniary interests**

Cllr Vicki Taylor has an approved request for dispensation in relation to Leigh On Mendip Memorial Hall until June 2027.

Cllr Vicki Trundle has an approved request for dispensation in relation to Leigh On Mendip Recreation Field Committee until March 2029.

(c) To grant any requests for dispensation as appropriate.

- 6. Public Session**
- 7. County Councillor Reports**
- 8. Monthly update from Tom Kemp – Parish Tree Officer**
- 9. To confirm the minutes of the Full Council Meeting held on 16th March, 2026, previously circulated (Attachment 1).**
- 10. Matters arising from the minutes but not on the agenda.**
- 11. Planning Applications – if other planning applications are received between the date of this notice and the date of the meeting they may be considered.**
 - (a) 2026/0588/FUL**

Conversion of existing garage to bungalow
Land at 368906 147131, Park Hayes, Leigh On Mendip, Radstock, Somerset.
- 12. Planning Applications – Decisions to be noted from Somerset Council**

None.
- 13. Finance and Annual Reporting**
 - (a) To approve (or not) bank reconciliation at 15 Apr 2026 (Attachment 2)**
 - (b) To approve (or not) receipts and payments as identified in the Cashflow 11 Mar 2026 to 15 Apr 2026 (Attachment 3), incorporating:**
 - Membership fee – Society of Local Council Clerks
 - Payment of churchyard/cemetery maintenance monthly in arrears
 - Renewal of insurance with Zurich Municipal at unchanged annual cost
 - Payment for Chapter 8 training with Mindset Training in support of SID funding

- Annual subscription to SALC and NALC
- Payment to Chrysallis Landscaping for post chamfering and materials purchase
- Annual subscription to ICCM
- Commission of St Andrews Press to print newsletter
- (c) To approve (or not) budget review at 31 Mar 2026 (Attachment 4)
- (d) To sign as appropriate and approve (or not) forms and supporting information for the Annual Governance and Accountability Review (AGAR) as shown in Attachment 5, namely:
 - The Certificate of Exemption from external audit for 2025/26
 - The Annual Internal Audit Report 2025/26
 - The Annual Governance Statement 2025/26
 - The Accounting Statements 2025/26
 - Bank Reconciliation at 31 March 2026
 - The Explanation of Variances
 - The Notice of Public Rights

14. Clerk's / Councillors' Report

- (a) The annual internal audit was successfully carried out on 7th April. The audit was straightforward. The Annual Internal Audit Report 2025/26 has been published on the Parish Council website along with the auditor's report on Internal Audit Matters Arising. In the latter there are several points, one significant the rest minor. The main point made is that, as last year, the council's reserves are high and efforts should be made to identify expenditure to benefit the parish. Minor points were:
 - the amount of the precept should be minuted when the annual budget is approved
 - when a contract is agreed, the value should be identified in minutes to facilitate budget monitoring
 - council members should take it in turns to initial a copy of the most recent bank statement when the bank reconciliation is approved at the council meeting
 - a data audit should be carried out
- (b) £7,163.50, 50% of the annual precept, has been transferred to the PC account by Somerset Council; the remaining 50% will be transferred in September, a change from previous years.
- (c) The decision to have the bushes in the old cemetery trimmed came too late because the nesting season has begun and so the work will have to wait until the autumn.
- (d) The biodiversity plan was passed to the PCC secretary and subsequently Tom Kemp attended a meeting to bring the church council up to speed and ensure they are comfortable with the scheme.
- (e) The final submission for 2025-26 to HMRC was made, P60 information provided, the PAYE software was updated and migration was carried out to the 2026-27 tax year.
- (f) Somerset Council's Crisis and Resilience Fund was publicised on multiple Facebook pages and the village website, as was an extension to the road closure on Soho Hill.

15. Be Discussed / Resolved

- (a) Devolution of land at Park Hayes
- (b) Request for funding for church repairs
- (c) New cemetery
- (d) Bank signatories
- (e) Annual Parish Meeting including newsletter
- (f) SID procurement
- (g) Request for PC assistance in querying a development

16. Matters to report / items for next agenda.

17. Date and time of next meeting: Monday 18th May, 2026, immediately following the Annual Parish Council meeting at 7:00pm in the Memorial Hall.

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), Crime and Disorder, Health and Safety and Human Rights.