LEIGH ON MENDIP PARISH COUNCIL

Minutes of meeting held at Memorial Hall on Monday 20th April, 2026

Present: Cllrs Iain Kirby, Sue Sweet, Vicki Taylor (Chair), Vicki Trundle

Attending: Barry Clarke (Somerset Council); five members of the public

1 **Welcome by the Chair**
The chair welcome everyone to the meeting.

2 **Apologies for absence**
None.

3 **Absent**
None.

4 **Councillor Cooption**
Allison Parry applied to be coopted to the Parish Council. Cllr Kirby proposed her cooption; Cllr Trundle seconded. Council voted unanimously to coopt Ms Parry as a councillor; she signed the Declaration of Acceptance of Office form and joined the meeting as a councillor. Clerk to progress appropriate access and inform Democratic Services at Somerset Council.

5 **(a) To receive declaration of interest from Councillors on items on the agenda**
None.
(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.
None.

6 **Public Session**
No comments from members of the public at this point.

7 **County Councillor Reports**
Cllr Clarke highlighted several points in support of a written update already circulated:
- The Health and Wellbeing survey is available until 27th April
- The Crisis and Resilience Fund remains open to applications from Somerset residence experiencing financial difficulty
- New planning regulations are being brought into place

8 **Monthly update from Tom Kemp – Parish Tree Officer**
TK not present, so no update, but see remarks below on cemetery.

9 **To confirm the minutes of the Full Council Meeting held on 16th March, 2026, previously circulated (Attachment 1).**
Resolved. Confirmed.

10 **Matters arising from the minutes but not on the agenda.**
None.

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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
Council resolved to defer to the planning officer's recommendation for this application. Clerk to apply comments appropriately at the Somerset Council planning portal.

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)
Resolved. Approved.

(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 Chrysalis Landscaping for post chamfering and materials purchase
- Annual subscription to ICCM
- Commission of St Andrews Press to print newsletter

Resolved. Approved. Churchyard/cemetery maintenance to be invoiced monthly in arrears with a value of one twelfth of the annual value.

(c) To approve (or not) budget review at 31 Mar 2026 (Attachment 4)
Resolved. Approved.

(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

Resolved. Approved. Clerk to forward Certificate of Exemption to external auditor and the publish all the documents at the appropriate time.

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

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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

03/26-27

(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.
Council resolved to thank the Clerk for his hard work on the audit and AGAR documentation.

15 Be Discussed / Resolved

(a) Devolution of land at Park Hayes
Clerk to confirm text of attestation required and prepare for sign off at the next council meeting.

(b) Request for funding for church repairs
David Mattick spoke on behalf of the St Giles PCC and FOLC about the repair/maintenance work to be done on the fabric of the church. Council resolved to provide a letter of support for the PC/FOLC efforts, and to consider a request for grant funding. Clerk to draft letter of support and forward grant form to DM for completion and submission by next council meeting.

(c) New cemetery
Cllr Sweet still pursuing completion of cemetery gates; expects this to be complete before the next council meeting.
See item 13(b) above re funding to Chrysalis Landscaping for the cemetery fence.
Cllr Sweet took notes from a discussion about new cemetery signage and will progress.

(d) Bank signatories
Clerk to progress form to add Cllr Trundle as signatory and move to triple authority.
Cllr Kirby to confirm successful access.

(e) Annual Parish Meeting including newsletter
Clerk to proof-read/finalise text and design of the newsletter and progress printing; printed newsletters to go to Cllr Taylor.
Newsletters to be distributed by councillors to the parish by 9th May.

(f) SID procurement
Martin Carter of the Speedwatch team has advised that the council is receiving a free SID via the police. He is also progressing the supporting documentation for and text of the Memorandum of Understanding with Somerset Council, which is a prerequisite for funding being provided by Halecombe Quarry Community Fund.

(g) Request for PC assistance in querying a development
Two parishioners spoke to highlight concerns that a development in the village was proceeding in a harmful way and in contravention of conditions quoted in the planning application. They had approached the Somerset Council Monitoring Officer with no result yet. Cllr Clarke advised of several points of contact in Somerset Council who should be approached; they parishioners agreed to do so.

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16 **Matters to report / items for next agenda.**
Cllr Trundle tendered her apologies as she will not be able to attend the next meeting.

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.

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