

WEST CREWKERNE PARISH COUNCIL

ANNUAL COUNCIL MEETING

Incorporating Clapton, Hewish, Woolminstone, Roundham & Henley Manor

Minutes of the Annual Council Meeting held 22nd May 2025

Present: Cllrs J. Borland, C. Broom, J. Archer, and J. Holt.

Also in attendance was one resident, County Councillors Steve Ashton and Mike Best, and Clerk R. Richards

307 Election of Chair

Proposal: To elect a Chair for the forthcoming year

Resolved: Members elected Cllr Borland as Chair **Proposed:** Cllr Archer **Seconded:** Cllr Broom **Vote:** 3-0-1

308 To receive the Chair's Declaration of Acceptance of Office Cllr Borland signed the declaration

309 Election of Vice Chair

Proposal: To elect a Vice Chair for the forthcoming year

Resolved: Members elected Cllr Archer as Vice Chair **Proposed:** Cllr Borland **Seconded:** Cllr Broom **Vote:** 3-0-1

310 To receive Vice Chair's Declaration of Acceptance of Office Cllr Archer signed the declaration

311 Members to receive apologies for absence and to approve the reasons given – No apologies

312 To receive any Declarations of Interest (pecuniary or non-statutory Interests)

Cllr Borland declared a personal interest in Item 321

313 Open Forum including Somerset Councillors Reports

Members of the public can ask questions of, raise concerns, or make comments regarding the Parish Council. A speaker in the Open Forum may only represent his, her or their own point of view and shall not speak for more than 3 minutes. Issues raised may be referred to the Clerk to respond to within 10 working days or listed on a subsequent agenda.

314 Approve the Minutes of the Ordinary Council Meeting held 27th March 2025

Resolved: Members approved the Minutes **Proposed:** Cllr Holt **Seconded:** Cllr Archer **Vote:** 4-0-0

315 Election of Joint Burial Committee members

Proposal: To elect members to stand on the Joint Burial Committee

Resolved: Members elected Cllrs Borland, Broom, and Holt as Joint Burial Committee Members

Proposed: Cllr Borland **Seconded:** Cllr Archer **Vote:** 4-0-0

316 Outstanding Items Update

- a) Update on the Posts for Speed Indicator Devices including confirming the acceptance of a quote
- b) Update of the possibility of online banking. **Action:** Cllr Borland to approach the banking hub in Crewkerne for assistance

317 Planning Matters

West Crewkerne Parish Council is a Statutory Consultee for Planning Applications and as such does not make the final decision on any application. Any decisions and comments made by the Parish Council will be reported to the Planning Officer. Somerset Council is the Planning Authority and will issue the final decision notice.

- a) Members to resolve Applications received:
 - Application Reference: 25/00710/FUL
 - Applicant: Mr T Rudkin

Location: Shearstones West Crewkerne TA18 8QS

Proposal: Demolition of dwelling and construction of replacement dwelling

Observations required by: 25th April 2025

Resolved: In order to meet the deadline members had responded to the Clerk by email giving their unanimous support for the application

- Application Reference: 25/01098/PAMB
Applicant: A H Warren Trust
Location: Home Farm Roundham Crewkerne Somerset TA18 8RH
Proposal: Prior Approval from Agri to dwellings
This is a notification only as the decision for this application is delegated to Planning Officers

Action: WCPC's concerns to be compiled by the Clerk and Chair and submitted to Planning

- b) Application Decisions:
Application 25/00710/FUL Shearstones West Crewkerne TA18 8QS - Permitted with Conditions
- c) Applications Awaiting Decision:
24/03010/FUL Land Adj to Crewkerne Straight Crewkerne TA18 8RJ
25/00593/LBC Middle Manor Henley Manor Henley Crewkerne TA18 8PQ

318 Finance

Proposals:

- a) Members to note the May schedule of payments
- b) Members to approve the previous two months bank reconciliations. These are to be verified and signed by a member other than the Chair as per Financial Regulations 2.6

Resolved: Members noted the payment schedule and approved the bank reconciliations for March and April

Proposed: Cllr Broom **Seconded:** Cllr Archer **Vote:** 4-0-0

- c) Members to note the recent CIL payment and the criteria for spending

Ideas put forward included new notice boards, defibrillators and website improvements. A letter box drop to get feedback for residents was discussed. This will be followed up at the July meeting

- d) Members to approve the updated Ear Marked Reserves for 2025-26

Resolved: Members noted the CIL Income and approved the updated EMR which now includes the CIL Income and the refund of Cemetery Reserves **Proposed:** Cllr Borland **Seconded:** Cllr Archer **Vote:** 4-0-0

319 Internal Auditors Report

Proposal:

- a) To receive and approve the Internal Auditor's Report
- b) To confirm the Council is satisfied that the Internal Auditor has undertaken the audit satisfactorily

Resolved: Members approved the Internal Auditors Report and agreed that the Internal Audit had been carried out to their satisfaction **Proposed:** Cllr Archer **Seconded:** Cllr Holt **Vote:** 4-0-0

- c) To appoint the Internal Auditor for 2025-26 Annual Audit

Resolved: Members resolved to ask Mick Wilson if he would be their Internal Auditor for 2025/26

320 Annual Return for the Financial Year Ended 31st March 2025

Proposals:

- a) To consider and approve Section 1 – Annual Governance Statement for 2024-25
- b) To consider and approve Section 2 – Accounting Statements for 2024-25
- c) To certify itself as exempt and sign the Certificate of Exemption – AGAR 2024-25 Form 2
- d) Members to agree the dates for the exercise of Public Rights to the financial records of the Parish Council

The dates for the exercise of Public Rights were agreed as Monday 16th June to Friday 25th July 2025

Resolved: Members approved Sections 1 and 2 of the AGAR and the signing of the Certificate of Exemption.

Proposed: Cllr Borland **Seconded:** Cllr Broom **Vote:** 4-0-0

321 Members to approve the 2025-26 donation to Clapton & Wayford Village Hall

Resolved: Members approved a donation of £800 under LGA s.133

Proposed: Cllr Broom **Seconded:** Cllr Holt **Vote:** 3-0-1

322 Members to consider an application for a Donation from the Table Tennis Group

A formal application has not yet received so this was deferred until the July meeting.

323 Document Review

Proposal: Members to review and adopt the following policies:

- a) Grant Awarding Policy
- b) Donations Policy
- c) Filming, Photographing, Audio Recording and Reporting Policy

Resolved: Members reviewed and unanimously adopted all three policies

324 Report from the Joint Burial Committee – May 2025

On June 3rd 2025 at 7pm the Joint Burial Committee will hold its Annual meeting in the Chapel at Townsend Cemetery. This will have been preceded by a walk around the grounds by all attending members of the Joint Committee. Discussions will take place during this process to note the effectiveness of the trial replacement of the old section of the cemetery pathways. This will be the opportunity to review the way in which the cemetery has been managed for the past year, and make recommendations for the forthcoming year. As usual it should be noted that the weather will dictate some of the challenges. The grass cutting especially during periods of very wet weather is difficult to achieve, but if this is followed by a long period of dry weather the grass will grow, and therefore require cutting quickly. We are fortunate to work with contractors who understand and support the cemetery requirements. The Annual meeting will receive a report from retiring Chairman and then elect a Chairman and Vice Chairman for the next year. I would like to thank Councillors Broom and Holt for their support on this committee during the past year.

Julia Borland - Vice-Chairman Joint Burial Committee

325 Highways Matters and Flooding Issues including an update from the meeting with Highways

Cllr Borland and the Clerk reported on their meeting with Highways. The worst roads for flooding in the parish are the section from Woolminstone lane to Dunsham lane and along Cathole Bridge Road. The contractors were unable to lift the manhole cover on Cathole Bridge Road and had been archived. This has now been fixed and is awaiting jetting. The sustainability of the bank on Cathole Bridge Road was discussed. Ann Bulls Grave Road potholes were also discussed as some of these have been filled.

An email has been received from Beaminster TC regarding their Community Bus Service. They are asking if we consider there would be any interest from residents for a Saturday Bus Service from Crewkerne to Beaminster via Clapton. There is already a Saturday bus service from Clapton to Crewkerne.

326 Public Rights of Way – No report

327 Clerk's Report and Correspondence – The clerk reported on the last two months activity

328 Date of Next Meeting: 24th July 2025

Meeting Closed: 8.30pm

Approved by West Crewkerne Parish Council on: 24th July 2025 - Minute No: 332

Julia Borland

Signed: Chairman