

STOKE ST. MICHAEL PARISH COUNCIL

To all Members of Stoke St Michael Parish Council

You are hereby summoned to attend a meeting of Stoke St Michael Parish Council for the purpose of transacting the following business

Kate Egan Clerk to the Council

Agenda for the Meeting of STOKE ST MICHAEL PARISH COUNCIL

To be held on Thursday 11th September 2025 at Stoke St Michael War Memorial Hall, Stoke Hill, Stoke St Michael Starting at 7.30pm

- 1. Welcome by the Chairman.**
- 2. Apologies for absence**
- 3. Absent**
- 4. Declarations of Interest and Dispensations**
 - (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 Anna Mearns has a written request for dispensation in relation to the Millennium Wood for four years (expires September 2027). Cllr Keith Hambly has a written request for dispensation in relation to Stoke St Michael Community Field for one year (expires October 2025). Cllr Amanda Taylor has a written request for dispensation in relation to Stoke St Michael Community Field, Stoke St Michael Community Events and Stoke St Michael Woodland Group for four years (expires January 2028)
 - (c) To grant any requests for dispensation as appropriate.**
- 5. Public Session.** The period designated for public participation at a meeting shall not exceed 30 minutes unless directed by the chairman of the meeting. A member of the public shall not speak for more than 3 minutes.
- 6. Somerset Councillor Reports**
- 7. To consider the approval of the minutes of the Parish Council Meeting held on 24th July 2025, previously circulated.**
- 8. 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) 2025/1377/LBC** Replace the existing tiles to the ground floor extension. Raise the existing parapet by 250mm. Remove a section of stonework and install a cavity tray with weep holes and rebuild the cavity wall with the removed stone. Remove two existing windows to the kitchen and replace with double glazed timber units. **Decision** Due to the timescale for responding, this was considered under delegation authority and the majority recommended approval.

(b) **2025/1388/PAA** Prior Approval for a proposed change of use of agricultural building to 3no. dwellinghouses (Class C3). Land at 366231 146430 Long Cross Bottom, Stoke St Michael. This is a **notification** only and in line with Somerset Council's constitution and the adopted scheme of delegation and terms of reference, the decision for this application is delegated to the planning officers.

9. Planning Applications – Responses to be noted from Somerset Council

(a) **2025/0473/LBC** Erection of guest annex and gym following demolition of stables / outbuilding. Batch Farm, Limekiln Lane, Stoke St Michael.

Decision Application withdrawn

(b) **2025/1322/HDG** Removal of 6 x 5m sections of hedgerow to facilitate water main re 146482 Long Cross Bottom, Stoke St Michael. **Decision** Somerset Council have stated no objections.

10. Grants

(a) Grant application from the Playing field – amount applied for £5,500

11. Update on the new Assertion 10

To note the information on the new Assertion 10 in the AGAR for 2025/2026. A PowerPoint presentation was sent out to Councillors explaining the new assertion - the website will require some updating

12. Adoption of GDPR Policies. Copies of the policies were sent out prior to the meeting

(a) IT Policy

(b) Bring Your Own Device Policy

(c) Freedom of Information Policy

(d) Internal Control Policy

(e) Privacy Policy

(f) Publication Scheme

(g) Retention and Disposal Policy

(h) List of Documents to be retained or disposed

(i) GDPR Audit

13. To Be Resolved / Discussed

(a) To consider installing a litter bin at Moonshill Close.

(b) To note the National Pay Award has been awarded at an increase of 3.2%, this will be reflected in the August payroll.

(c) To consider creating a leaflet / questionnaire on the works surrounding the Bridge and other Highways issues.

(d) To consider the Parish Council's response the Local Transport Plan (LTP) currently out for consultation by Somerset Council. Deadline for responses is 28th September 2025.

14. Clerk / Councillors Report

(a) Update from Cllr Phil Howard on the Emergency Plan Working Group

(b) Update on the meeting between Somerset Councillor Barry Clarke, Peter Rhodes, and Anna Mearns regarding pedestrian safety once the bridge is repaired and the meeting on 20th August.

(c) Update from Anna Mearns on the Highways LCN Working Group on 21st August.

(d) Update from Cllr Keith Hambly on the footpath towards Cookswood.

- (e) Correspondence has been received from the Senior Bridge Engineer at Somerset Council regarding the culvert. The culvert will be repaired strengthened using a culvert lining solution. The finished structure will be capable of carrying full highway loading; thus, the current temporary concrete chicane will then be removed and the 7.5 tonnes weight restriction will also be removed. The installation is planned for October and site duration will be one to two weeks.
- (f) The Parish Council agreed in January 2025 to cover the costs for tree works in the Churchyard and J M Murtagh were appointed as the contractors. Unfortunately, this got missed by the tree surgeon, apologies have been received and the works will be carried out on the 17th and 18th of September.
- (g) The Highway Maintenance Department have issued a request on the status of the Grit Bins within the Parish so they can be added to the refilling schedule ready for the winter. Councillors have very kindly checked the status of the bins and the information has been forwarded.
- (h) The two swing gates from Stoke Hill to the Community Field have been reported as being damaged. This has been reported to Somerset Council – reference number 83462.
- (i) To note a request was received from the War Memorial Hall Committee on 3rd September for permission to hold the Duck Race on the Millennium Green on Sunday 7th September.

15. Finance

Bank Balances as at: - 4th September 2025

Unity Current Account – £4,144.09

Unity Savings Account – £62,503.79

To note the External Auditor's Report and Certificate 2024/2025

Based on our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority – None.

Receipts

(a) Memorial Fees - £74.00 – received via bacs 25.07.25

(b) Burial Fees - £146.00 – cheque received

(c) National Grid – Wayleave Payment - £30.15 – cheque received

(d) Memorial Fees - £19.00 received via bacs on 12.08.25

Payments

- (e) Clerks' salary and expenses – August - £610.12
- (f) Primrose Garden Maintenance – Grass Cutting (July) - £772.12
- (g) Primrose Garden Maintenance – Grass Cutting (August) - £772.12
- (h) Ionos – website hosting - £13.80
- (i) Unity Trust Bank – Bank Charges (August) - £6.00

Transfers

- (j) Transfer of £10,000 from the current account to the Reserve Account

16. Correspondence

- (a) Parish Information Sheet to reduce backlogs in development management – forwarded 26.07.25
- (b) Councillor training – forwarded 26.07.25
- (c) Information on Community Health and Wellbeing Grants – forwarded 26.07.25
- (d) Conservative Briefing Sheet for Parish and Town Councils – August 2025 – forwarded 01.08.25
- (e) Notice of Parish Briefing and Q&A session on the local transport plan consultation – forwarded 14.08.25
- (f) Councillor training sessions for September and October – forwarded 19.08.25

17. Matters to report / items for next agenda

18. Date and time of next meeting: Thursday 23rd October 2025 starting at 7.30pm, to be held at the. Stoke St Michael War Memorial Hall.

19. Under Section 1, Paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

- (a) Repairs to the Lychgate Roof