

**STOKE ST MICHAEL PARISH COUNCIL**  
**Minutes from the meeting held at Stoke St Michael War Memorial Hall on**  
**23<sup>rd</sup> October 2025 starting at 7.30pm**

Present: Cllrs Dan White, Keith Hambly, John McEntee (Chair), Phil Howard, Peter Rhodes, Matthew Rice, Anna Mearns, and Amanda Taylor

Also, in Attendance – Kate Egan – Parish Clerk

**1. Welcome by the Chairman.**

Cllr John McEntee welcomed everyone to the meeting

**2. Apologies for absence**

Cllr Simon Collins

**3. Absent**

No Councillors were absent

**4. Declarations of Interest and Dispensations**

**(a) To receive declaration of interest from Councillors on items on the agenda**

There were no declarations 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)

**(b) To grant any requests for dispensation as appropriate.**

There were no requests for dispensation as appropriate.

**5. Public Session.**

There was one member of the public in attendance and they declined to speak.

**6. Somerset Councillor Reports**

Somerset Councillor Barry Clarke was in attendance and gave a verbal report. Subjects covered were updates on the planning department, cost of living grant and repairs to the culvert

**7. To consider the approval of the minutes of the Parish Council Meeting held on 11<sup>th</sup> September 2025, previously circulated.**

The Council **RESOLVED** to accept the minutes of the Parish Council Meeting held on 11<sup>th</sup> September, these were signed by the Chair.

**8. Policies**

Adoption of the following policies

- IT Policy
- Bring Your Own Device Policy

Following some amendments the council **RESOLVED** to approve the above policies.

## 9. To Be Resolved / Discussed

### (a) Proposal to consider replacing or repairing the two swing gates between Stoke Hill and the Community Field.

The top gate has been removed and the repairs to the bottom gate have been logged with Somerset Council again. The Parish Council may need to consider covering the cost of repairs due to health and safety reasons.

### (b) To discuss the next steps for the replacement Stone Bridge as some quotes have been received for the works.

Quotes have been received with an estimated cost of between £28,000 and £30,000. A local charity has been approached for a grant to cover some of the costs. This will be brought back to the next meeting.

### (c) Proposal to obtain quotes to carry out works to the trees located on Moonshill Green.

Quotes will be obtained to crown the tree. This will be brought back to the next meeting.

## 10. Clerk / Councillors Report

(a) Update from Cllr Phil Howard on the Emergency Plan Working Group. **Update** The Emergency Plan is still being compiled.

(b) Update from the Public Consultation held on 27<sup>th</sup> September. **Update** Cllr Anna Mearns gave a verbal update on the public consultation – it was well attended. Evidence is still being collected and will be included within a report. Cllrs John McEntee, Phil Howard and Anna Mearns will meet to compile the data and produce the report. Suggestion a letter be sent to the local MP with the concerns. Cllr Anna Mearns was thanked for all her hard work on issues around Highways.

(c) Complaints have been received from residents of Moonshill Close regarding personal items being abandoned on the green. They are having to help Primrose move the equipment left out so the grass can be mown. Requests for signs have been suggested. **Update** A social media post will be published asking residents to keep the area clear.

(d) Somerset Council does not include Stoke St Michael Parish Council with updates, although several requests have been made to include the council. Somerset Council have adopted the Local Plan II Limited Update – there were no additional sites included for Stoke St Michael.

## 11.. Finance

**Bank Balances as at: - 16<sup>th</sup> October 2025**

Unity Current Account – £52,849.94

Unity Savings Account – £7,373.08

### Approval of the Quarterly Bank Reconciliation

The Council **RESOLVED** to approve the Quarterly Bank Reconciliation, this was signed by Cllr Anna Mearns

### To Note the Quarterly Budget Review

The Council **NOTED** the Quarterly Budget Review. Cllr Keith Hambly gave a verbal update stating that some budget items were being overspent.

**Receipts**

- (a) Unity Trust Bank – Bank Interest - £346.15
- (b) Memorial Fees – James Long – £19.00
- (c) Dignity Funerals – Burial Fees - £357.00

**Payments**

- (d) Unity Trust Bank – Bank Charges – August – pd by DD 30.09.2025
- (e) Ionos – Website Hosting – £13.80 – pd by DD 30.09.2025
- (f) Glasdon – Purchase of litter bin - £165.90
- (g) Amanda Taylor – printing of leaflets - £58.00
- (h) J Murtagh – Tree Works - £2340.00
- (i) SSM War Memorial Hall – Hall Hire - £123.00 – three invoices
- (j) Clerks' salary and expenses September - £398.92
- (k) Primrose Garden Maintenance – Grass Cutting - £772.12
- (l) Somerset Council – Emptying of bins - £1193.10 (two invoices)

The Council **RESOLVED** to approve the above payments and receipts.

**12. Correspondence**

- (a) Request from Make the Sunshine to complete a youth engagement survey – forwarded 26.09.25
- (b) Slides from the Community Consultation Training – forwarded 08.10.25

**13. Matters to report / items for next agenda**

- (a) Repairs to the Lychgate are scheduled to start on 24<sup>th</sup> November

**14. Date and time of next meeting:** Thursday 11<sup>th</sup> December 2025 starting at 7.30pm, to be held at the. Stoke St Michael War Memorial Hall.

Meeting closed 9.05pm