

Minutes of the West Coker Parish Council Meeting  
Dawes Twineworks Visitor's Centre, 94 High Street, West Coker BA22 9AU  
**Thursday 2<sup>nd</sup> of April 2026 at 7:30pm**

**Present:**

Cllr A Perry (Chair), Cllr D Neal (Vice-Chair), Cllr R Aitken, Cllr B Andrews.

**In attendance:**

Kate Fullerton – Clerk, Somerset Council Councillor Mike Hewitson and two members of the public.

**i) Public Session – to hear any matters from the public**

There were no public session items.

**ii) To receive reports from Somerset Council Councillors**

The report had been received before the meeting and had been emailed to all councillors.

**19:30 – Meeting opened.**

**1/26/001 To receive and consider any apologies for absence and to resolve to accept or refuse them**

Apologies were received from Cllrs Barker, Hampshire, Blight, and Chubb.

**2/26/002 To receive any declarations of interest for items on this agenda**

None were declared.

**3/26/003 To approve the Minutes of the parish council meeting held on the 5<sup>th</sup> of March 2026**

**RESOLVED:** The minutes of the meeting held on the 5<sup>th</sup> of March 2026 were approved as a true and accurate record.

**4/26/004 To review actions from the Minutes of the last meeting**

All actions from the previous meeting had been reviewed and were complete or in progress.

**5/26/005 To receive a report from the Wardens**

**a) Footpath Warden – Cllr Chubb**

Nothing had been reported.

**b) Tree Warden – Cllr Blight**

Cllr Blight suggested more beech hedging would be required around the childrens' play area at the recreation ground.

**c) Environmental Warden – Cllr Andrews**

Cllr Andrews reported that he had some concerns about the solar farm installation, regarding badger sets, environmental works and checks, and littering. The Clerk has sent an enquiry to the planning department.

**d) Flooding Warden – Cllr Guthrie**

Nothing had been reported.

**6/26/006 Planning**

**a) Applications:**

- i. 26/00608/HOU & 26/00671/LBC – Westlake House, High Street, West Coker, Yeovil, Somerset BA22 9AH – Alterations and a single storey side extension.

**RESOLVED:** No comment.

- ii. 26/00584/TCA – Greenacres, Orchard Close, West Coker, Yeovil, Somerset BA22 9BS – Notification of intent to fell No. 1 tree within a conservation area. No 1 x Cypress conifer to be fully removed. A replacement cherry tree has already been planted in a nearby location.

**RESOLVED:** No comment.

**b) To consider any recent planning applications from Somerset Council (South), received in the days after the agenda had been circulated and prior to this meeting. Interested public and parish councillors; please refer to (South) Somerset Council planning portal for details of planning items that might be discussed under this item:**

- i. 26/00662/HOU – Westlake House, High Street, West Coker, Yeovil, Somerset BA22 9AH - Erection of garden kitchen and gazebo with associated landscaping (part retrospective).

**RESOLVED:** To make no comment.

- ii. 26/00671/LBC - Westlake House, High Street, West Coker, Yeovil, Somerset BA22 9AH – Alterations and single storey side extension.  
**RESOLVED:** To make no comment.
- iii. 26/00740/HOU & 26/00613/LBC - Westlake House, High Street, West Coker, Yeovil, Somerset BA22 9AH – Replace and raise roof to outbuilding, internal and external alterations to create guest accommodation with ancillary uses.  
**RESOLVED:** To make no comment.
- iv. 26/00609/HOU & 26/00610/LBC – Jasmine Cottage, 13 Manor Street, West Coker, Yeovil, Somerset BA22 9BJ – Demolition of rear extension followed by construction of a new extension. Removal of render from external stonework to front and side elevations. Fit a new front door.  
**RESOLVED:** To make no comment.
- v. 26/00703/HOU & 26/00704/LBC – The Old Rectory, Church Street, West Coker, Yeovil, Somerset BA22 9BD – Install E.V. charger.  
**RESOLVED:** To make no comment.
- vi. 26/00757/TCA – 80 High Street, West Coker, Yeovil, Somerset BA22 9AT – Notification of intent to fell No. 1 tree within a conservation area. T1 Willow Tree – tree is overpowering the garden.  
**RESOLVED:** To make no comment.

**c) South Somerset Planning Decisions**

- 23/02549/OUT – Application permitted with conditions.  
17/03320/OUT – Application permitted with conditions.  
26/00339/TCA – Application permitted.

**7/26/007 To review the general Grant Giving Policy**

**RESOLVED:** To adopt the 'West Coker Parish Council Grant Awarding Policy and Procedure' and the updated 'WCPC Grant Application Form' - both to go on the parish council website.

**ACTION:** Clerk

**8/26/008 To review the basis of the Recreation Ground for Children's Grant (recurring)**

Members acknowledged that the Recreation Ground for Children's income had been increasing with the hire of the tennis courts, the income from the solar panels and the hiring of the Jubilee Pavilion. Income and expenditure of the charity had been recently reviewed. The parish council would seek to reduce the services granted, to ensure the charity did not continue to build up excess capital in its own bank account, whilst receiving a grant from the parish council. To benefit from the parish council grant the parish will require the charity to ensure that current general hire rates are appropriate to the market and also seek to identify affordability as part of its due diligence in using the grant to subsidise primary user rates. This may require the charity to scrutinise primary user fee structures and memberships to provide evidence of 'need' for any primary users benefiting from subsidised hire rates (i.e. those paying less than the hourly hire fee – currently £16/hour).

**9/26/009 To note receipt of Cllr McPhee's resignation, tendered 6<sup>th</sup> of March 2026.**

Noted. Members expressed their appreciation for Cllr McPhee's many years of service to the parish council and community.

**10/26/010 To note the Casual Vacancy position on the parish council and to note if Somerset Council have advised that the vacancy can be filled by co-option.**

Noted. Somerset Council had not confirmed the situation regarding whether the parish council could proceed to fill the vacancy via co-option.

**11/26/011 To receive any expressions of interest/applications for the casual vacancy.**

The Clerk said she had received some informal expressions of interest but nothing formal at this time.

**12/26/012 Parish Councillors' continuation plan**

Item had been deferred.

**13/26/013 To agree the arrangements for the Annual Parish Meeting, 24<sup>th</sup> of April 2026.**

- Clerk to circulate invitations to community groups and individuals.
- Cllr Barker to update PC slide presentation.
- Cllrs Perry, Blight and Hampshire to arrange the refreshments.

**14/26/014 Local Electrical Vehicle Infrastructure (LEVI) – to discuss potential locations for car charging infrastructure.**

The Clerk was asked to add the LEVI consultation information to the parish council website.

**ACTION: Clerk**

**15/26/015 Sampson's Wood - to receive an update on the transfer of the lease to West Coker Parish Council**

There was no update at this time.

**16/26/016 Bunford Heights Equipped Play Area (LEAP)**

**a) To receive an update from Somerset Council.**

The Clerk said she had attended an online meeting with the Somerset Council solicitor and that a letter was due to be sent to Untypical in the coming week.

**b) To consider any further action required.**

The Clerk was asked to continue following up with the Somerset Council Legal Department.

**ACTION: Clerk, Cllr Hewitson**

**17/26/017 Parish Ranger - to note upcoming work for the Ranger**

Upcoming work to include flood alleviation works on Dibbles Lane.

**ACTION: Cllr Neal, Ranger**

**18/26/018 To share information on Local Community Network (LCN) matters – Chair Perry and Cllr Neal.**

Chair Perry and Cllr Neal reported on the recent in-person meeting they attended in Tintinhull. Parish Council Matters is now the first agenda item and allows parish council to bring up relevant items. An impressive presentation was given by the Octagon Outreach Project on their activities.

**19/26/019 Yeovil Town Council (YTC), request for financial support for the Octagon Theatre Project – feedback from the meeting held on the 6<sup>th</sup> of March 2026.**

Councillors in attendance thought Yeovil Town Council's presentation was impressive and informed them of a well thought through, well planned and well financed project. The Clerk was asked to write a letter committing the £5000 earmarked towards YTC for this project.

**ACTION: Clerk**

**20/26/020 Village Pound Project – Cllr Aitken.**

No further update was given but Cllr Aitken said he was planning a presentation once he had the financial information required on viability.

**ACTION: Cllr Aitken**

**21/26/021 Financial and regulatory matters**

**a) To review the Risk Register and update where required.**

Members deferred this item.

**ACTION: Clerk**

**b) To receive the financial statements for the year ended 31<sup>st</sup> March 2026.**

The financial statements could not be completed without the PWLB outstanding loan figure. Item deferred.

**c) To note that Somerset Council had confirmed no annual charges would be due for bin emptying in the parish.**

Noted.

**d) To approve the following payments:**

i.	K Fullerton – Clerk salary April 2026	£ 1489.95
ii.	K Fullerton – Monthly expenses (wfh, MS365 + reimbursements) April 2026	£ 138.03
iii.	P Sandford – Rec Grd Grant Caretaker salary April 2026	£ 153.87
iv.	Somerset Council – Pension April 2026	£ 420.91
v.	HMRC – PAYE April 2026	-
vi.	SAJ Electrical – Inv 1429 – PAT Testing JP	£ 132.00
vii.	Premier Landscaping – Ranger January 2026	£ TBA
viii.	SLCC – Membership Inv MEM25799-1	£ 379.00
ix.	Parsons Landscapes Ltd – Inv 18707 Grass cutting (JP Grant)	£ 352.42
x.	BT – WIFI JP Inv April - PAID BY DD 16/04/2026	£ 25.43

**RESOLVED:** Cllrs Barker and Neal were given authority to proceed with authorising the above payments.

**ACTION: Cllrs Neal, Barker**

**c) To agree the sum for bank transfer between WCPC accounts.**

The Clerk advised that a transfer of £5,000 between WCPC accounts would be required.

**d) To receive the bank reconciliation.**

The Clerk presented a bank reconciliation dated 31st of March 2026, showing a capital balance of £156,717.58.

**22/26/022 Highway Matters**

**a) To monitor sluice gate issues.**

Cllr Hewitson assured members that the sluice gate issues were coming to a legal conclusion on responsibility.

**ACTION: Clerk**

**b) To note feedback and actions from the Dibbles Lane/Sleight's Lane meeting on the 10<sup>th</sup> of March.**

The meeting was attended by Lee Norman (SC Highways), Roy Hayes (FWAG), the Ranger Tim, two residents, the Clerk, and Cllrs Perry, Neal, Barker and Andrews.

- Ranger to quote for installing check dams and stone Gabions along the ditch and tree planting, both on Sleight's Lane.
- Bryn Andrews to quote for installing two more leaky dams on Sleight's Lane.
- Lee Norman to arrange to dig out Sleight's Lane ditch as a one-off and parish council to maintain thereafter.
- Potential future works to include tree planting on Dibbles Lane (opp. Sunshine Cottage and where bank has collapsed), increase the capability of the natural attenuation pond at the top of Dibbles Lane and install a monk there.

**ACITON: Clerk**

**c) Water run-off issues from The Ridge, running down through Snails Terrace/Churlands Close – to receive and comment on a report from Roy Hayes/FWAG.**

A formal report from FWAG regarding water run-off from the Ridge was still awaited. Cllr Neal has spoken to the resident affected by the water run-off, who has experienced some improvements with water run-off being guided into the neighbour's water channels. Also, the landowner at the top by the Ridge has planted cover crops.

**ACTION: Clerk**

**d) To receive Road Defects Report from Somerset Council.**

The Road Defects Report had not been received.

**e) To note any blocked drains or potholes reported online by councillors and any follow-up required by the parish council.**

Sunken drains on the A30, opposite side to Dawes entrance – Clerk to report to Highways.

**ACTION: Clerk**

**f) To note road closure notices.**

Reviewed and noted.

**23/26/023 To receive proposals and information regarding the new pavilion project and playing field refurbishment**

**a) To receive two further quotes for the installation of a footpath from the pedestrian gate to the tennis courts.**

Members deferred this item whilst they considered the benefits of Conipave surfacing versus tarmac.

**ACTION: Clerk**

**b) To obtain quotes for a replacement toddler-multi piece of equipment.**

A quote for replacement toddler equipment had been requested from Somerset Landscapes Ltd but not yet received.

**ACTION: Clerk**

**24/26/024 To receive the following reports**

**a) Recreation Ground for Children – Chair Perry**

Chair Perry reported that redecoration and a deep clean of the pavilion are being organised.

**b) Dawes Twinetworks – Cllr Aitken.**

Cllr Aitken said they had a brilliant demonstration by a flax grower on how to turn flax into fibres. The refurbishment of the cider press continues.

**c) West Coker Commemoration Hall (WCCH) – Cllr Hampshire.**

Nothing was reported.

**25/26/025 To receive correspondence**

All correspondence had been circulated by email before the meeting.

Chair: Mrs Anita Perry, Corner Barn Farm, Primrose Hill, East Coker, Yeovil, Somerset BA22 9NH  
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**26/26/026 To note items for the next agenda**

- Devolution of Assets – instruct solicitor.
- AGAR 2026
- Financials
- Policies

**27/26/027 To note the date of the next meeting**

7<sup>th</sup> of May 2026, 7.15pm, Annual Parish Council Meeting.

**ACTION: Clerk**

**21.05 Meeting closed.**

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_