

Minutes of the Annual West Coker Parish Council Meeting
Dawes Twineworks Visitor's Centre, 94 High Street, West Coker BA22 9AU
Thursday 7th of May 2026 at 7:15pm

Present:

Cllr A Perry (Chair), Cllr D Neal (Vice Chair), Cllr B Hampshire, Cllr R Aitken, Cllr A Blight, Cllr Chubb, Cllr Andrews, Cllr Guthrie, Cllr Barker.

In attendance:

Kate Fullerton – Clerk, and two members of the public.

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

Two members of the public spoke in support of their applications for the parish council casual vacancy, providing information about themselves for members to consider.

ii) To receive a report from Somerset Council Councillors

An emailed report was received before the meeting and circulated to all members.

19:30 – Meeting opened.

1/26/028 To elect a Chairperson.

RESOLVED: To elect Cllr Anita Perry.

2/26/029 To sign the Declaration of Office form.

Cllr Perry signed the form.

3/26/030 To elect a Vice-chairperson.

RESOLVED: To elect Cllr David Neal as Vice Chair.

4/26/031 To receive and consider any apologies for absence and to resolve to accept or refuse them.

Cllr Andrews sent his apologies.

RESOLVED: To accept the above apologies.

5/26/032 To receive any declarations of interest for items on this agenda.

None.

6/26/033 To approve the Minutes of the parish council meeting held on the 2nd of April 2026.

RESOLVED: To approve the minutes as a true and accurate record of the meeting.

7/26/034 To review actions from the Minutes of the last meeting.

Actions reviewed. No outstanding actions.

8/26/035 To note any committees and their members for the coming year.

- Finance Committee – Chair Perry, Cllr Barker.
- Staffing Committee – Cllrs Hampshire, Blight and Chubb.

9/26/036 To allocate roles and responsibilities.

- Cllr Chubb – Footpath Warden
- Cllr Blight – Tree Warden
- Cllr Andrews – Environmental Warden
- Chair Perry – West Coker Recreation Ground for Children communication lead
- Cllr Hampshire – West Coker Commemoration Hall/Ropewalker newsletter communication lead
- Cllr Aitken – Dawes Twineworks communication lead
- Flood Warden role unfulfilled.
- Emergency Contact unfulfilled.

10/26/037 To adopt the Standing Orders for 2026/27.

RESOLVED: To adopt the Standing Orders. The Clerk will ensure an updated copy is added to the parish council website.

Signed: _____ Dated: _____

11/26/038 To adopt the Financial Regulations for 2026/27

RESOLVED: To adopt the Financial Regulations. The Clerk will ensure an updated copy is added to the parish council website.

12/26/039 To adopt the NALC Code of Conduct for 2026/27.

RESOLVED: To adopt the NALC Code of Conduct. The Clerk will ensure an updated copy is added to the parish council website.

13/26/040 To receive any amended Register of Interest forms.

None.

14/26/041 To confirm the parish council website includes a Website Accessibility Statement advising that the website complies with the current Website Accessibility Regulations (2018).

It was confirmed that the website has been updated to comply with the current regulations.

15/26/042 To adopt the following policies:

- a) Complaints Procedure
- b) Grievance Policy
- c) Publication Scheme Policy
- d) Social Media Policy
- e) Equal Opportunities Policy
- f) Training and Development Policy

RESOLVED: To adopt the above policies (a) – f)). All policies to be available on the website www.westcoker-pc.gov.uk .

16/26/043 To adopt the following policies to meet Assertion 10 of the AGAR Governance Statement:

- a) Data Audit Policy
- b) Data Breach Procedure Policy
- c) Subject Access Request Policy
- d) Data Protection Policy
- e) Retention Policy
- f) I.T. Policy
- g) Data Privacy Impact Assessment Policy Document

RESOLVED: To adopt the above policies (a) – g)). All policies to be available on the website www.westcoker-pc.gov.uk .

17/26/044 Planning:

a) Camp Road Solar Park

Members noted the response from planning officer Linda Hayden regarding some environmental issues with the pre-commencement conditions. Linda Hayden was confident the pre-commencement conditions had been/were being met.

b) Planning Applications:

- i. 26/00786/S73A – Land rear of Long Acre, 137 West Coker Road, Yeovil, Somerset BA20 2HH – Application to vary conditions relating to planning consent 22/01500/OUT; outline application with access for the erection of 1 dwelling associated infrastructure with all other matters reserved.

RESOLVED: No comment.

c) 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:

None.

d) South Somerset Planning Decisions

26/00757/TCA – Application permitted.
26/00584/TCA – Application permitted.
26/00339/TCA – Application permitted.

18/26/045 To receive and consider any applications for the casual vacancy.

Members received four expressions of interest for the casual vacancy. Two candidates attended the meeting. One applicant indicated that, if unsuccessful, he would be willing to be considered for an expected vacancy in 2027.

RESOLVED: To co-opt David Brown, a parish resident since 1979, who said he loves the village and uses all of the local facilities.

19/26/046 Devolution of assets from Somerset Council:

a) Lakefields Allotments.

RESOLVED: To have the asset devolved to the parish council.

b) Land at Font Lane/Lakefields.

RESOLVED: To have the asset devolved to the parish council.

c) Sampson's Wood – long lease.

RESOLVED: To have the asset devolved to the parish council.

d) Access/footpath (Balidon Estate).

RESOLVED: To have the asset devolved to the parish council.

e) To instruct a solicitor for the proposed land transfers and lease.

RESOLVED: Clerk to obtain three quotes. To include (previously appointed) Michael Sewell, Pardoes.

ACTION: Clerk

20/26/047 Bunford Heights Equipped Play Area (LEAP)

a) To review the letter Somerset Council wrote to Tilia/Untypical regarding the LEAP.

Members reviewed the Somerset Council letter to Untypical.

21/26/048 Parish Ranger

a) To review work from the previous month and to note upcoming tasks for the Ranger.

The Ranger recently cleared the path from Brookside to High Street, cleaned the tennis courts, removed rubbish from the hedge at the recreation ground, and laid chippings on the footpath by Brookside gate where flooding occurs.

Upcoming tasks for the Ranger include:

- Remove the wooden fence from the recreation ground.
- Dispose of the old gate on The Ridge.
- Repair the wetpour at West Coker Recreation Ground.
- Clear drains at Whirligog Lane, with Lanes Hotel and residents contributing to the cost.

ACTION: Cllr Neal, Ranger

22/26/049 To share information on Local Community Network (LCN) matters – Chair Perry and Cllr Neal.

Nothing to report.

23/26/050 Financial and regulatory matters:

a) To note receipt of the first precept payment, being £40,000 (50% of total due).

Noted.

b) To receive the renewal offer from Clear Councils, reflecting a 0.01% increase on 2026/26.

RESOLVED: To accept the multi-year quote.

c) To receive the Financial Statements for the year ended 31st March 2026.

Received and reviewed.

d) To review and adopt the Asset Register as of 31st March 2026.

RESOLVED: To adopt the Asset Register showing the total value of £20,708.97.

e) To review and adopt the Risk Register as of 1st April 2026.

RESOLVED: To adopt the Risk Register and review it again in six months.

f) Annual Governance and Accountability Return 31st of March 2026:

i. To receive and review the Internal Auditors Report and consider any action required.

The report was reviewed with an action for the Clerk to ensure all updated documents are added to the parish council website as per the suggested actions from the report.

ii. To complete Section 1: Annual Governance Statement.

RESOLVED: To complete the annual governance statement. Members were able to positively respond to each relevant assertion.

iii. To complete Section 2: Accounting Statements.

RESOLVED: To approve the statements as provided by the RFO/Clerk.

iv. To confirm the dates for the exercise of public rights to inspect the unaudited accounts.

RESOLVED: To approve the dates for the exercise of public rights: 10th June 2026 to 21st July 2026.

g) To approve the following payments:

i.	K Fullerton – Clerk salary May 2026	£ 1489.75
ii.	K Fullerton – Monthly expenses reimbursement (wfh,MS365,paper) May 2026	£ 67.09
iii.	P Sandford – Rec Grd Grant Caretaker salary May 2026	£ 153.87



iv.	Somerset Council – Pension May 2026	£	420.91
v.	HMRC – PAYE May 2026		-
vi.	Premier Landscaping – Ranger March 2026	£	829.23
vii.	Fern Garden Services – Balance of Inv 0585	£	274.50
viii.	A perry – Reimburse APM refreshments	£	16.35
ix.	Clear Insurance Management – Premium 1/6/26 – 31/5/27 PC & RG	£	1989.65
x.	PPL/PRS – Music Licence 26/27	£	175.20
xi.	BT – WIFI JP Inv April 2026 - PAID 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

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

RESOLVED: A funds transfer of £20,000 was required for May 2026.

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

This item was deferred until June 2026.

24/26/051 Highway Matters:

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

The clerk said she was chasing Somerset Council for a decision on this issue, to clarify whether Somerset Council or the landowners are responsible for maintaining the flood alleviation scheme system.

b) **Dibbles Lane surface water project – to receive two quotes for the works required.**

Two quotes had been received but more would be required. Defer item until further quotes received.

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 at FWAG.**

Members noted the report had still not been received.

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

Received.

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

Two noisy drains had been reported to Wessex Water by the Clerk.

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

Noted.

25/26/052 To receive proposals and information regarding the new pavilion project and playing field refurbishment.

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

RESOLVED: Three quotes to install a footpath with Conipave surfacing were received. The most competitive quote was chosen; Somerset Landscapes Ltd, £17,924 + VAT.

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

The item was deferred pending more quotes.

ACTION: Clerk

26/26/053 To receive correspondence

- Letter from resident regarding footpath East Street to Coker Ridge – landowner only responsible for maintenance of the sideways growing vegetation. Refer to Somerset Council ROW.
- Email from a resident regarding West Coker Recreation Ground activities and parish council expenditure on supporting/providing the recreation ground infrastructure. The Clerk has responded.
- Quicksilver Community Group re HASU. Noted.

27/26/054 To note items for the next agenda

- Heritage Board/Signposting for parish amenities.

ACTION: Clerk

28/26/055 To note the date of the next meeting

4th of June 2026, 7.30pm, Dawes Twineworks - Full Parish Council Meeting

21:10 Meeting closed