

MINUTES OF THE ANNUAL MEETING OF ISLE ABBOTTS PARISH COUNCIL HELD ON
WEDNESDAY 14TH MAY 2025 AT 8.00pm IN THE VILLAGE HALL

- 25/23 ELECTION OF CHAIR OF THE PARISH COUNCIL: Cllr Lockley was proposed by Cllr Vaun Davis, Seconded by Cllr Hillman. There were no further nominations and Councillors voted unanimously in favour of the proposal. RESOLVED: To elect Cllr Lockley as Chair.
- 25/24 DECLARATION OF ACCEPTANCE OF OFFICE BY THE CHAIR: Cllr Lockley duly read and signed her Declaration of Acceptance of Office, witnessed by the Clerk.
- 25/25 ELECTION OF VICE-CHAIR OF THE PARISH COUNCIL: Cllr Richards was proposed by Cllr Lockley, Seconded by Cllr Vaun Davis. There were no further nominations and Councillors voted unanimously in favour of the proposal. RESOLVED: To elect Cllr Richards as Vice-Chair.
- 25/26 ATTENDANCE AND APOLOGIES
Present: Cllrs Lockley, Richards, Vaun Davis and Hillman; the Clerk
Apologies: Cllr Westworth
- 25/27 DECLARATIONS OF INTEREST: Cllr Richards - agenda item 7a, minute 25/29a; Cllr Hillman - agenda item 7c, minute 25/29c.
- 25/28 MINUTES: RESOLVED that the minutes of the meeting on Wednesday 12th March were a correct record and duly signed by the Chair.
- 25/29 PLANNING APPLICATIONS:
- a) 25/00766/HOU: 1 Uttermares Cottage Isle Abbots TA3 6RH - Formation of a new vehicle access off Abbots Way and associated parking and turning area.
Cllr Richards, having declared an interest, left the room during discussion and debate. RESOLVED to submit a No OBJECTION response to the application.
 - b) 24/02962/FUL: The Stables Isle Abbots Road Fivehead TA3 6QH - Change of use of land to 7. No Gypsy / Traveller pitches, comprising of 7 no. mobile homes, 7 no. touring caravan pitches, and the residential use of those caravans, 7 x Day Rooms and associated works (part retrospective).
RESOLVED to submit an OBJECTION response to the application. Councillors noted that there are reports of noise pollution from the site, which will increase with additional growth and occupation; the location is known to flood and further impermeable surfaces will contribute to further issues with flooding from surface water run-off; there was no evidence available to show any ecological or biodiversity survey has been carried out, but hedgerows have already been removed to allow access. In addition the application does not cover all retrospective development of the site which would be in breach of the previously agreed planning application. The location does not provide sufficient local infrastructure to meet the needs of the Preferred Options Policy HG6 – Gypsies, Traveller and Travelling Showpeople, with amenities such as schools, shops and healthcare needing to be accessed in other towns and villages.
 - c) 25/00731/HOU: Cuffs Orchard Isle Abbots Taunton Somerset TA3 6RR - Proposed replacement of the two existing outbuildings adjacent to the east elevation of the property.
Cllr Hillman, having declared an interest, left the room during discussion and debate. RESOLVED to submit a No OBJECTION response to the application.

Details of planning applications in the parish can be found on the Isle Abbots website:

<https://www.isle-abbotts.org.uk/planning> This links directly to the Somerset Council planning portal where the full responses from the parish council can be seen along with decision notices from Somerset Council.

- 25/30 POLICY AND DOCUMENT REVIEWS.
- a) Standing Orders: A draft with minor amendments to the existing standing orders was circulated to councillors by the Clerk in advance of the meeting. RESOLVED to accept the proposed amendments and adopt the revised standing orders.

- b) Financial Regulations: Deferred from March meeting to allow additional time to review. RESOLVED to adopt the updated Financial Regulations.
 - c) Code of Conduct: The previously adopted model code of conduct has not been updated since the council last reviewed. RESOLVED to re-adopt the existing Code of Conduct.
- 25/31 AREAS OF RESPONSIBILITY: RESOLVED to continue with previously agreed areas of responsibility of follows:
- Local Community Networks – Cllr Vaun Davis
 - Roads – Cllr Lockley
 - Footpaths – Cllr Richards
 - Flooding – Cllr Westworth
 - Website/Village Comms – Cllr Hillman
- 25/32 MEMBERSHIP OF OUTSIDE ORGANISATIONS: RESOLVED to continue with membership of the Council with the Somerset Association of Local Councils and supporting the Clerks membership of the Society of Local Council Clerks.
- 25/33 FINANCIAL MATTERS
- a) ASSET REGISTER: RESOLVED to approve the asset register at 31/3/25, noting that there had been no additions or disposals.
 - b) FINANCIAL STATEMENT: RESOLVED to approve the financial statement to 31/3/25, being the financial year end statement.
 - c) PAYMENTS: RESOLVED to approve the list of recurring and one-off payments which are annexed at the end of the minutes.
 - d) BANKING: RESOLVED that no changes were required at this time. The council will be re-visit the proposal to change banking arrangements to Unity Trust Bank in the near future.
- 25/34 ANNUAL GOVERNANCE AND ACCOUNTABILITY REPORT 2024-25
- a) INTERNAL AUDIT: Councillors noted the internal auditors report, which did not identify any areas of concern.
 - b) LIMITED ASSURANCE REVIEW EXEMPTION: RESOLVED to certify the Council as exempt from a limited assurance review.
 - c) ANNUAL GOVERNANCE STATEMENT: Considering the internal audit findings for the financial year 2024/25, the council RESOLVED to approve the Annual Governance Statement, agreeing to all statements. The statement was duly signed by the Chair and Clerk.
 - d) ANNUAL ACCOUNTING STATEMENTS: RESOLVED to approve the Annual Accounting Statements. The accounting statements were duly counter-signed by the Chair.
 - e) EXERCISE OF PUBLIC RIGHTS: RESOLVED to set a period of 30 working days from Monday 16th June.
- 25/35 RISK ASSESSMENT: A draft updated risk assessment was circulated to councillors in advance of the meeting which included additional risk categories for business continuity and legal items. RESOLVED to adopt the updated Risk Assessment.
- 25/36 INSURANCE REVIEW: The councils insurance policy was previously reviewed and renewed in March. No amendments were required at this time.
- 25/37 SRA GRANT: Cllr Westworth was not present to offer a detailed update, but had advised that he was progressing with obtaining permissions required from landowners in order to move the matter forward.
- 25/38 ITEMS FOR NEXT AGENDA: VJ Day celebrations
- 25/39 DATES OF FUTURE MEETINGS: RESOLVED to continue to hold meetings bi-monthly on the second Wednesday, with the next meeting being on the 9th July 2025. Unless stated otherwise on the agenda, meetings will commence at 7.30pm and be held in the village hall.

Exempt Business: RESOLVED that in view of the sensitive nature of the business about to be transacted, the press and public be temporarily excluded while members consider the following items in accordance with the Public Bodies (Admission to Meetings) Act 1960.

Members of the public left the meeting.

25/40 CLERK SALARY REVIEW: RESOLVED to increase the Clerks’ salary by 4%, effective from 1st June 2025.

There being no further business the Chair closed the meeting.

Signed..... Date.....

DRAFT

ANNEX. 1 – PAYMENTS

Invoice date	Payee	Description	Amount
03/04/2025	SALC	Annual affiliation fee	£ 89.45
10/05/2025	K LARSSON	ADMIN EXPENSES	£ 122.82
Payments since the last meeting			
28/03/2025	Lloyds Bank	Service Fee	£ 4.75
Regular Payments 2025-26			
Frequency	Payee	Description	Amount
Annually	St Marys PCC	Grass Cutting Grant	£ 250.00
Monthly	K Larsson / HMRC	Monthly Salary / PAYE*	
Monthly	Lloyds Bank	Service Fee	£ 4.75
* Publication of staff salary and PAYE liabilities restricted under GDPR			