

**MINUTES OF MEETING OF SPARKFORD PARISH COUNCIL
HELD ON 02 MARCH 2026 AT 8.00PM AT SPARKFORD VILLAGE HALL**

Present: Mrs J Cattermull (Chair) Mr R Sealey, Mr P Harcourt, Mr T Tuck,
Mr A Quick, Mr D Westwood
In attendance Ms Kaye Elston (Clerk) Somerset Councillors H Hobhouse and
K Messenger,
6 members of the public

2026 At the start of the meeting the public were reminded that they had 3 minutes each in which to speak at the start of the meeting, that they were not able to talk once the meeting started, but if they had questions to ask they could do so at the end of the meeting.

The Chair welcomed Kaye Elston our new clerk, to the meeting.

SPC28 APOLOGIES FOR ABSENCE – Mr L Piper. These were accepted.

SPC29 DECLARATIONS OF INTEREST - there were none.

SPC30 MINUTES of the Parish Council meeting 02 February 2026 were signed as a true record

Proposed by Cllr Sealey,

Seconded by Cllr Harcourt

All councillors present in favour.

SPC31 CRIME – REPORTS/ISSUES

There have not been any reports received and therefore Cllr Cattermull agreed to follow this up with the local PCSOs.

JC

SPC32 SOMERSET COUNCILLORS REPORT

- Somerset Council meeting on 03 March to set the budget and there will be an increase to the tax payer of 4.99% for the Somerset Council element. The leader of the council has allocated money for highways to support the pothole problems. The council is in a better financial position than they were last year. There is a list that shows all the potholes that have been repaired which will be circulated to councillors.
- Crime spree in Castle Cary where cars and houses have been broken into.
- The A371 will be closed on Ansford hill in September/October for three to six months for repairs.
- Castle Cary train station – the proposal to have a third carpark is still under negotiation. The proposed new staircase over the railway line is delayed due to finance.
- Sewage and drainage – a programme called ‘a dirty business’ provides an insight into spills from developers and how sewage is tipped into rivers. Shows how the Environment Agency works with water companies. The Flood Warden in the next village of Queen Camel has reported that the Environment Agency has not visited the area in over 12 months.
- Octagon in Yeovil has now had plans passed to go ahead with improvements.
- The Leonardo contract in Yeovil has now been secured.

HH/KE

SPC33 HIGHWAYS

- Sparkford Hill Lane – Somerset Council have attempted some patching but has not been completed yet. They have filled in what was marked but

- residents also need to report other work that needs to be completed.
- LCN Highways Working Group meeting on 03.03.2026 will be attended by Cllr Cattermull and Cllr Tuck.
- Western Bampfylde Road potholes – these have been reported.

SPC34 PLANNING APPLICATIONS

There were none

SPC35 PLANNING APPLICATIONS

There were none.

SPC36 PLANNING ISSUES

- **26/00014/ENF, 22/02013/FUL, 20/0246/FUL** Planning for building a bund at Sparkford Hall update – there is still queuing on the road. Action to report again.
- **APP/E335/w/25/3370208** Land adjoining Mill Cottage – no further update.

SPC37 MATTERS ARISING NOT INCLUDED IN OTHER SECTIONS

- Appoint solicitor to draw up deeds for existing Parish Hall – Cllr Duke has visited the Somerset Archives and located minutes between March 1952 and February 1953 that provides information and references on the purchase of the parish hall from the directors of religious education for £200. At that time it was a school building. Cllr Tuck also has a conveyancing document for the sale of the building dated 03.10.1952. It was agreed to approach the solicitors already engaged working on Daisy Wood to ask for a quote to register the deeds of the Sparkford Parish Hall. Clerk to approach existing solicitor and ask for quote.
- A303 Resilience Fund National Highways update – the grant was in the sum of £4300. This funding has been used to purchase a picnic bench for Daisy Wood and a marlow gate to replace the kissing gate by the garages, owl boxes and benches for the Millenium Wood. Councillors agreed these purchases:
Proposed: Cllr A Quick
Secoded: Cllr D Westwood
All councillors present in agreement
- Councillor training courses feedback
 Chairs training – Cllr Catternull found the course useful and advised councillors that we need to draft Terms of Reference for our sub committees and also to add their portfolios to the website. Clerk to look at some Terms of Reference for the Annual Parish Council meeting in May. Councillors to draft their portfolios.
 Finance and general governance – Cllrs Sealey and Cattermull will be attending on 09.03.2026. The council has not had an internal audit completed recently and this will to be shared with the internal auditor for 2025-26.
- Defibs – the new one has arrived to be located at Sparkford Services. Cllr Piper has instructed an electrician to connect and then it can be registered.
- Dog waste bin update – need to order a new one to be placed at Manor Close. Cllr Tuck advised that there will be some small costs to mounting it has well. Councillor agreed to spend up to £300 on the new dog waste bin.
Proposed: Cllr T Tuck
Secoded: Cllr P Harcourt
All councillor present in agreement
 Cllr Tuck to order and then the clerk will request emptying by Somerset Council but will need to determine how frequently this needs to be.

Clerk

Clerk
Councillors

Cllr Tuck
Clerk

- General waste bins – quote from Somerset Council to empty litter bin in Twines close once a week for a cost of £405.60 per annum. Council agreed to accept but clerk to ask if this can be reduced to once very two weeks.
- New Village Hall update – Cllr Cattermull advised that we are awaiting LVA to confirm the removal of the restrictions. The new Village Hall committee need to set up a meeting and also to draft Terms of Reference.
 - Haynes printing building/Old Creamery update – Cllr Harcourt has managed to contact the owner who has given assurance that contractors will secure the site. Councillors will monitor this situation. The property next door has been bought and they are in contact with the owner of the Haynes building. In the future the owner of the Haynes building would like to present the proposed development plans to the parish council. There are a number of processes that the owner will need to follow which include change of use request. Council would welcome proposals to an open meeting once the application gets closer to being submitted.
 - Flooding update – to be placed on the next agenda 13.04.2026.
Tree in the river below Western Bamford – need to ask the landowner to remove the tree. Cllr Cattermull advised she could do this as she was meeting the landowner.
Meadow Cottages – flooding was due to a ditch that a landowner needs to clear. Cllr Cattermull to speak to landowner.
Flood gauge on A303 – this has not yet been installed as the landowner needs to clear logs from the river and the Environment Agency need to negotiate this with the landowner.
 - Speedwatch update – the group have received training and are meeting on Wednesday 4 March to begin the process to starting up.
Speed Indicator Device (SID) data – Cllr Quick advised there is not a real pattern to the speeding. Agreed to add in Speedwatch data once the group is up and running to assess if there are any patterns.
 - Cricket ground fencing – this has now been completed and an invoice in the sum of £9171.60 (£7643 ex VAT). The fencing is short by 5 metres as it does not go to the back of the garages. Councillors agreed there is a lesson to be learnt here in that they should review the work when completed and not rely on the person occupying the land. The agreement after a discussion was to request a refund on the 5 metres of funding not completed and for the contractor to remove materials still remaining at the site. Cllr Tuck and Cllr Cattermull to complete this request.
 - Lengthsman update – the follow up with nearby parish councils has not been successful due to a number of issues. Cllr Tuck has sought some quotes from local traders who provide a range of services, some of which involve quoting for two people and there is a mixture of what services they can provide as a single worker or two workers. One quote in Yeovil where they determined two people would be required was for £50 per hour. Councillors agreed to explore this further as they had not predicted these costs in their budget for 2026-7 but could adjust if necessary.
 - Hazelgrove Roundabout advertising – the parish council are aware of names that have been put forward. Councillor Hobson advised that Somerset Council have the final decision.
 - Change of date of next meetings – next meeting would be due on Monday 6 April but this is Easter Monday. Proposal to move to the following Monday 13 April. This was agreed.
Wednesday 6 May will be the normal parish meeting, Annual Parish Meeting and Annual Parish Council meeting
 - Planning Annual Parish Meeting on 06.05.2026 – can have a speaker in and suggestion made for Kevin Davidson to talk about the waterways around

Clerk

JC
JC

JC/TT

- Sparkford.
- LCN – see SPC33 above.
- Millenium and Wyvern Copses upkeep – clerk has received an email from a resident who is concerned about the upkeep of the copses. Cllr Cattermull agreed to speak to the trustees. Clerk to respond to the resident.
- Parish Emergency Plan and Parish Preparedness Survey update – Cllr Cattermull has completed the survey and submitted to Somerset Council. Cllr Sealey has begun to draft an Emergency Plan.
- Rocksalt storage – there are approximately 20 bags currently being stored by a member of the parish who has requested they are stored elsewhere. Cllr Tuck agreed to store them in his garage.

JC
Clerk

The meeting had already almost reached two hours at this point and standing orders determine an agreement needs to be reached to continue beyond the two hours. Councillors were in agreement to continue to cover the necessary business and other matters to be placed on the next agenda.

SPC38 QUARTERLY UPDATE

To be placed on April agenda.

SPC39 FINANCIAL MATTERS

- Accounts update – balances on accounts
Daisy Wood - £30 500
Barclays - £65 000
- Update on AGAR and accounts for 2024-25 – locum clerk has managed to put together all the invoices for the financial year and handed them over to the new clerk. Councillors thanked Mrs Tuck for her work on this.
- Clerk access to Barclays bank account – forms to be chased from Barclays for the clerk to complete and submit.
- Appointment of internal auditor – SALC have provided a contact of an internal auditor who has experience of auditing parish council accounts. The clerk has approached her for a quote. Clerk will also seek their advice as there are no records of internal audits or an external audit last year, which was required due to the amount of revenue, if last year's accounts also need to be audited. Councillors agreed to appoint internal auditor Claire Morrison-Jones as she has an awareness of the task and also the capacity to complete.

Proposed: Cllr R Sealey

Secoded: Cllr J Cattermull

All councillors present in agreement

Clerk to contact Claire Morrison-Jones.

- Grant request from Air Ambulance – clerk has received a request. Councillors agreed to make a donation of £200.

Proposed: Cllr T Tuck

Secoded: Cllr D Westwood

All councillors present in agreement

Clerk to seek bank details and set up payment.

- Request from Friends of Mudford Action Group (FOMAG) – request for a donation to support them in their judicial review action for the development at Primrose Land. Councillors do not want to donate at this time as they feel it does not have a huge impact on their village. Clerk to advise FOMAG.

- Payments

Anne Tuck (clerk salary)	£312.17
Kaye Elston (clerk salary)	£377.79
HMRC (PAYE)	£172.20
SALC (training)	£25.00

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| Somerset Council (election July 25 | £3542.17 |
| SALC (training) | £35.00 |
| Citizens Advice (grant) | £200.00 |
| Trevor Tuck (materials) | £6.99 |
| Dorset & Somerset Air Ambulance | £200.00 |
- Rents to residents for Playing Field – to be sent out.

Clerk

SPC40 POLICIES FOR APPROVAL

IT Policy - Councillors in agreement with one amendment to change that councillor email addresses not be to used for personal emails. Clerk to amend and publish on website.

SPC41 CORRESPONDENCE

- Somerset Council Flooding Information
- Tree Preservation Order 2026 – notification
- Invitation to discuss South Somerset Cycleway 05.03.2026
- Public Dog Fouling – Sparkford do not have any orders in place currently
- Chair has received a letter from a child in the village and will respond.

JC

SPC42 DATE OF NEXT MEETING – Monday 13 April at 2000

Meeting closed at 1020

