

## Sparkford Parish Council

Minutes of the meeting of the parish council meeting held on Wednesday 01 June 2026 at 2000 at Sparkford Parish Hall.

Present: Mrs J Cattermull (Chair), Mr T Tuck, Mr Paul Harcourt, Mr L Piper, Mr D Westwood and Mr A Quick

Also in attendance: Councillor Henry Hobhouse, Councillor Kevin Messenger, two members of the public and Kaye Elston (clerk)

<p><b>Item 1</b> 26/27/SPC37</p>	<p><b>Apologies for absence</b></p> <ul style="list-style-type: none"> <li>Councillor R Sealey. These were accepted.</li> </ul>
<p><b>Item 2</b> 26/27/SPC38</p>	<p><b>Public Session</b></p> <ul style="list-style-type: none"> <li>There were no members of the public wanting to raise anything.</li> </ul>
<p><b>Item 3</b> 26/27/SPC39</p>	<p><b>Declarations of interest</b></p> <ul style="list-style-type: none"> <li>There were none.</li> </ul>
<p><b>Item 4</b> 26/27/SPC40</p>	<p><b>Minutes of the Annual Parish Council Meeting and the ordinary parish council meeting on 06.05.2026 and Matters Arising</b></p> <ul style="list-style-type: none"> <li>Councillors in agreement to accept minutes with two amendments: Minute 26/27/SPC18 Dirty Business documentary amended to add also that this can be accessed on Channel 4. Minute 26/27/SPC26 amended to Goodwood Drive not Goodwin Drive. <b>Proposed:</b> Councillor Harcourt <b>Seconded:</b> Councillor Piper <b>All councillors present in agreement</b></li> <li>Matters arising – not covered on the agenda ICO Registration – this has been completed and the Direct Debit needs to be signed to pay the fee. Minute 26/27/SPC34 Parish council Facebook page – Councillor Quick is in contact with the previous clerk to try and change the administrator permissions. This is a work in progress.</li> <li>Councillors Portfolios – Councillor Cattermull read out the list of responsibilities which councillors were in agreement with and this will now go onto the website.</li> </ul>
<p><b>Item 5</b> 26/27/SPC41</p>	<p><b>Report from Somerset Unitary Councillors Hobson and Messenger</b></p> <ul style="list-style-type: none"> <li>Footpaths in the parish – Councillor Hobson reported that there are footpaths that do not go anywhere as they lead to the A303. Somerset Council have upgraded them to bridleways but he believes this is an issue as they cannot go anywhere. The question raised to councillors as if they want to put in a request to extinguish them, which Councillor Hobhouse said he would be for them. The footpaths in question are WN27/34 and WN27/35 and Rights of Way officer at Somerset Council would need to be contacted. There is currently an appeal in progress for WN27/4 for an upgrade to a Bridleway on a pathway that is on the boundary between Sparkford and Queen Camel.</li> <li>LCN Highways meeting – Councillor Messenger advised that the dates had changed and the meeting will be the next day on Tuesday 02 June at 1030 in Castle Cary. Councillors Cattermull and Tuck will attend.</li> </ul>
<p><b>Item 6</b> 26/27/SPC42</p>	<p><b>Planning applications</b></p> <ul style="list-style-type: none"> <li><b>26/0110/FUL Mill Farm, Weston Bampfylde Road, Weston Bampfylde, Yeovil, Somerset BA22 7HY</b> – Siting of 2 no. safari tents from April to September (inclusive). <b>No objection.</b> Clerk to send comments to Somerset Planning department. <b>ACTION: Clerk</b></li> <li><b>26/00478/DOC1</b> – this is a planning application that has already been approved and the applicant resides in Mudford Parish at Manor Farm, Ashington. But since the application was agreed there has been an amendment submitted within the Construction Environmental Management Plan (CEMP) to increase the number of lorries that will transport materials to and from the site during the building of a bund. The initial planning was for 10 lorries per day but the amendment is requesting up to 100 lorries per day using the road between Manor Farm and the lorry contractor which will go through Queen Camel and Sparkford on the A37/A303. This will be over a six to twelve month period. Mudford Parish Council have submitted comments in relation to Doc1 which contains the CEMP. Councillors agreed that they wanted to submit comments but there is not a deadline for comments on the Somerset Council planning website. <b>ACTION: Councillor Cattermull to draft response</b></li> </ul>
<p><b>Item 7</b> 26/27/SPC43</p>	<p><b>Determination of Planning.</b> Receive the following notices:</p> <ul style="list-style-type: none"> <li>There were none.</li> </ul>

<b>Item 8</b> <b>26/27/SPC44</b>	<b>Other planning matters.</b> <ul style="list-style-type: none"> <li>Haynes printing building/The Old Creamery update – Councillor Harcourt reported that there have been some more smashed windows as the building is accessible in places. He has spoken to Square Studios who are the architects for the new owner who confirmed that outline plans have been submitted.</li> <li>Mudford Parish Council outcome for judicial review – their right to have a judicial review for the development on the edge of their parish which meets Yeovil for over 565 houses has been refused by a High Court judge.</li> </ul>	
<b>Item 9</b> <b>26/27/SPC45</b>	<b>Finance and Payments (RFO – Clerk)</b> <b>Payments</b> <ul style="list-style-type: none"> <li>Kaye Elston (salary) £377.59</li> <li>Sparkford Playing Field £1250</li> <li>HMRC (PAYE) £94.40</li> <li>Glasdon UK Ltd (bin) £271.52</li> <li>Clear Insurance £1303.18</li> </ul> <p>These payments were agreed by councillors.</p> <p><b>Proposed: Councillor Westwood</b>  <b>Seconded: Councillor Cattermull</b></p>	
<b>Item 10</b> <b>26/27/SPC46</b>	<b>Receipts:</b> <ul style="list-style-type: none"> <li>Rent - one resident in Twines Close £100</li> <li>Grant deposit with Battens Solicitors £4883.80</li> </ul>	
<b>Item 11</b> <b>26/27/SPC47</b>	<b>Other finance matters</b> <ul style="list-style-type: none"> <li>Account balances as at 31.05.26  Barclays Community Account - £6296.41  Barclays Business Savings Account - £68 000</li> <li>Summary of income and expenditure – this has been circulated to councillors alongside the draft AGAR which will need to be submitted to the internal auditor.</li> <li>External auditor, PKF Littlejohn, correspondence and additional fees – these were agreed last month and the clerk has located details of the chaser letters sent by PKF in September and October in her junk mail. They had previously been sent to the clerk for the attention of the Chair, but not sent to chair email.  Chaser letter sent           14.08.2025           Fee £40  First formal letter           13.09.2025           Fee £40  Second formal letter       23.09.2025           Fee £40  Cost of additional work for PKF for reviewing records at the request of one resident of Sparkford was in the sum of £1102.50</li> <li>Internal auditor arrangements – clerk confirmed that Simon Pritchard in his private capacity has agreed to complete the internal audit and the information will be delivered to him next week. Then the parish council will need to book in a meeting before 30.06.2026 to sign off the accounts and the AGAR for the external auditor.</li> <li>Twines Close rent – one resident has paid for 2025-26 and 2026-27 in the sum of £100.</li> <li>Insurance annual renewal – the annual premium has been confirmed as £1303.18. Councillors agreed to pay the premium.</li> </ul>	
<b>Item 12</b> <b>26/27/SPC48</b>	<b>Grant requests.</b> Receive the following grant requests: <ul style="list-style-type: none"> <li>There were none.</li> </ul>	
<b>Item 13</b> <b>26/27/SPC49</b>	<b>Policy Reviews</b> <ul style="list-style-type: none"> <li>Standing Orders – the clerk has reviewed these and they are ready to be signed off by councillors. They will go on the next agenda.</li> <li>Financial Regulations – clerk advised that she has a few recommendations that she will circulate to councillors.</li> </ul> <p><b>ACTION: Clerk</b></p>	
<b>Item 14</b> <b>26/27/SPC50</b>	<b>Sparkford Parish Council – Land owned or responsible for</b> <ul style="list-style-type: none"> <li>Daisy Wood – there is one bench still to be put in place. Councillors Piper and Tuck will arrange for this to happen before the next meeting.  <b>ACTION: Councillors Piper and Tuck</b></li> <li>New Parish Hall agreement – this has been signed. Legal fees have now been completed and balance from donation in the sum of £4883.80 has been deposited in Barclays account.</li> </ul>	

	<ul style="list-style-type: none"> <li>Playing Field and Diocese agreement for new lease – following the agreement at the last meeting Stone King solicitors have been contacted and they have agreed to complete the conveyancing work required on the Deed of Variance.</li> <li>New Village Hall working group –the Terms of Reference have been circulated as a final version. The first meeting of the working group will be on Thursday 11 June at 1815.</li> </ul>
<b>Item 15</b> <b>26/27/SPC51</b>	<p><b>Highways.</b> Consider the following and agree any actions arising Update / Items to report</p> <ul style="list-style-type: none"> <li>Reports of issues in the village – there are potholes on Sparkford Hill opposite the entrance to Fletcher Moss .</li> <li>Ditches at Church Road – councillors have agreed that they need to contact Abri and advise that the garages of their properties in Church are flooding due to the nearest neighbour who needs to dig some ditches on their land. Photographs required for the flooding at the garages. Councillors agreed for the clerk to contact Abri. <b>ACTION: Clerk</b></li> <li>Suggested use of enhanced maintenance pilot for road maintenance (road clearance) – Councillor Cattermull proposed that the parish council apply for some of this funding to pay for clearing the gullies on some of the roads in Sparkford. More details will be discussed at the LCN Highways meeting on 02 June and Councillors Tuck and Cattermull will draft something for councillors to review. <b>ACTION: Councillors Tuck and Cattermull</b></li> <li>Wolfester Terrace – correspondence received just before the last meeting in May from a resident who is concerned about the amount of traffic going through the terrace. This has increased since the developments on the A303 as it now provides a cut through. Resident also concerned about the speed of drivers using the ‘rat run’. As an initial action the parish council will request the brown signs on the post that direct people to Haynes Motor Museum which may reduced some of the traffic through the terrace. Councillors discussed the option of requesting a reduced speed limit to 30mph in Wolfester Terrace. <b>Proposed: Councillor Piper</b> <b>Seconded: Councillor Quick</b> <b>All councillors present in agreement</b> This item to be placed on the next agenda as will need to contact the residents to ask them what actions they would like to be put in place. Somerset Highways will need to be contacted if a speed reduction is requested. <b>ACTION: Clerk</b></li> <li>Response from National Highways – the report has been returned which provides details of the traffic going through the High Street since the A303 upgrade as a comparison prior to the upgrade. The summary of the report is that there is no increase and potentially a reduction in the volume of traffic. Councillors have reviewed the report and are concerned as the times when the data was collected after the upgrade are different to the initial report so the data is not comparable. Councillor Quick is going to review the data and compare it with the Speed Indicator Device data (SID).</li> </ul> <p><b>Speed Indicator Device Report and location of devices</b></p> <ul style="list-style-type: none"> <li>Data circulated to councillors.</li> </ul> <p><b>Community Speedwatch Report (CC) – update</b></p> <ul style="list-style-type: none"> <li>Speedwatch – there is a new volunteer and the team are going out twice a week. One member of the team has been verbally abused by a member of the public and the PCSO has said they will support. Councillor Piper volunteered to be part of the team as well.</li> </ul>
<b>Item 16</b> <b>26/27/SPC52</b>	<p><b>Parish Paths.</b> Update / items to report.</p> <ul style="list-style-type: none"> <li>See Item 5 above.</li> </ul>
<b>Item 17</b> <b>26/27/SPC53</b>	<p><b>Play Areas.</b></p> <ul style="list-style-type: none"> <li>Shaded area – there has been a request to provide a shaded area in the park to enable families to be able to use the park on hot days. There is a suggestion of planting some trees.</li> </ul>
<b>Item 18</b> <b>26/27/SPC54</b>	<p><b>Maintenance.</b></p> <ul style="list-style-type: none"> <li>Nothing to report</li> </ul>
<b>Item 19</b> <b>26/27/SPC55</b>	<p><b>Councillor Training</b></p> <ul style="list-style-type: none"> <li>SALC training opportunities have been circulated.</li> <li>Councillors Cattermull and Hardcourt will be attending Responding to Planning Applications.</li> </ul>
<b>Item 20</b> <b>26/27/SPC56</b>	<p><b>Correspondence.</b> Receive the following correspondence and agree any actions arising:</p> <ul style="list-style-type: none"> <li>Facebook – see Item 4 above.</li> </ul>

	<ul style="list-style-type: none"> <li>Advertising on the roundabout at Sparkford – Councillor Hobhouse confirmed that the roundabout has been taken over by Somerset Council from National Highways. A local business has been trying to acquire advertising space on the roundabout and the clerk has sent the link which needs to be completed. The business has completed the link and then been advised by Somerset Council that Sparkford Parish Council make the decision. Sparkford have recommended three local businesses to Somerset Council but are not responsible for the final decision.</li> <li>Correspondence about Sparkford Trust copses – a resident has advised that they do not believe they are being maintained and has therefore paid someone to do some work in the Millennium Copse. Councillors are unsure if the trustees of the trust are aware of this. Councillor Cattermull has spoken to the trust recently to advise that a resident has made contact about maintenance in the copse but advised she will make contact again. <b>ACTION: Councillor Cattermull</b></li> <li>Carparking on London Road/old A303 – a resident has advised that parking on this road can make coming out of Church Road challenging due to lack of visibility. There are currently no restrictions on parking.</li> </ul>
<b>Item 21</b> <b>26/27/SPC57</b>	<b>Future agenda Items</b> <ul style="list-style-type: none"> <li>Footpaths WN27?4 and WN27/35</li> <li>Traffic calming in the High Street and speed restriction at Wolfester Terrace</li> </ul>
<b>Item 22</b> <b>26/27/SPC58</b>	<b>Date of next meeting</b> <ul style="list-style-type: none"> <li>Monday 01 June 2026 at 2000</li> <li>Extra Ordinary Meeting to review internal audit and sign off AGAR – Monday 29 June at 1930 in the Committee Room. Councillor Piper gave his apologies for this meeting.</li> </ul>
<b>Item 23</b> <b>26/27/SPC59</b>	<b>Confidential Minute</b> <ul style="list-style-type: none"> <li>Separate meeting note.</li> </ul>

Meeting closed at 1025