

Sparkford Parish Council

Minutes of the Extra Ordinary Meeting of the parish council meeting held on Monday 29 June 2026 at 1930 at Sparkford Parish Hall.

Present: Councillors J Cattermull (Chair), T Tuck, P Harcourt, L Piper, D Westwood, R Sealey and A Quick

Also in attendance: Kaye Elston (clerk)

Item 1 26/27/SPC60	Apologies for absence There were none as all councillors were present.
Item 2 26/27/SPC61	Public Session There were no members of the public present and therefore no concerns raised.
Item 3 26/27/SPC62	Declarations of interest There were none.
Item 4 26/27/SPC63	Finance and End of Year accounts 2025-26 - End of year 2024-25 accounts as at 31.03.2026 - the accounts have been finalised up to 31.03.2026 and they have been circulated to councillors and will subsequently be put onto the website. - Internal audit 2025-26 – this has been completed and the internal audit report has been circulated to councillors. There are a number of points that have been identified and many are historical prior to the reforming of the parish council in September 2025. AGAR Box A – need to record third bank account for Daisy Wood which should be holding £30 500. This is held in a high interest account with HTB and will be noted in the minutes of the next full parish council meeting on 07.06.2026. Cashbook transaction numbers to be included on the agenda and minutes for more transparency. Policy needs to be set up to show how much money will be held in current account and savings account. Councillors were in agreement to ensure £5000 is held on current account after each meeting once the payments have been agreed. Proposed: Councillor Piper Seconded: Councillor Cattermull All councillors in agreement AGAR Box C – need to agree a Risk Assessment. One has already been circulated in draft but will need to be amended following the audit. Final version to be circulated for approval at the September meeting. ACTION: Clerk AGAR Box D – Budget setting was recorded in the minutes but the precept amount agreed was not recorded in the minutes. This will be recorded in January 2027. Budget monitoring has not happened during the year and the council have drafted a new spreadsheet to enable this to happen during 2026-27. AGAR Box H – Asset Register needs to be more detailed and break down all the different purchases in the playpark. AGAR Box I – there are no bank reconciliations in the file. This will be put in place during 2026-27. AGAR Box M – there was no agreement for the Exercise of Public Rights at the meeting in June 2025 when the AGAR was agreed. - AGAR 2025 – 26 acceptance of the following: Annual Governance Statement 2025-26 – councillors were unable to confirm they had met conditions 1, 4, 5, 6 and 7 which align with the Internal audit report. See above for actions already put in place and plans to address the other issues. Councillor agreed to submit Annual Governance Statement. Proposed: Councillor Sealey Seconded: Councillor Piper All councillors in agreement AGAR 2025-26 Accounting Statement 2025-26 – councillors in agreement to accept this document and agreed the figures align with the end of year accounts as at 31.03.2026. Proposed: Councillor Quick Seconded: Councillor Cattermull All councillors in agreement

	• Notice of Public Inspection of Accounts 2025-26 – the inspection period is from 30 June 2026 to 11 August 2026 which includes the required first 10 working days in July. Notice has been placed on website and noticeboard. • CIL funding and Section 106 monies – these have been recorded by the previous clerk but need to be checked for accuracy. There are time limits on some of the funds and this will need to be confirmed if organisations need to be encouraged to request funds. ACTION: Clerk • Spreadsheet shows a balance of £31 716 which can be used for infrastructure and councillors were in agreement to ringfence that for the new Village Hall. Proposed: Councillor Sealey Seconded: Councillor Piper All councillors in agreement • A group of interested members of the community came to the first meeting of the Working Group for the new village hall. The land where the building is proposed to be built belongs to the parish council. • The site is currently overgrown and needs to be tidied up and fencing in terms of security needs to be discussed as the next steps. Councillor Piper has completed a first trim on the ground so it is possible to see the site more easily. • Bund at the front part of the plot – the previous parish council had agreed to remove this but this decision needs to be revisited. To remove would be very expensive and an alternative would be to clear the weeds which would improve the presentation. The bund prevents people driving cars onto site. Councillors believe the right decision is to leave the bund in place but remove the weeds and also remove the Heras fencing. It was agreed to obtain comparison quotes for the following: Treat the weeds in the bund Power, harrow the flat surface and prepare to sow grass Repair chain link fence and put in 8ft gate Take down heras fence Proposed: Councillor Sealey Seconded: Councillor Quick 6 councillors in agreement and one not in agreement • Discussion for next meeting in relation to obtaining advice from architect on how to proceed.	
Item 5 26/27/SPC64	Finance – Payments and Transfers • Kaye Elston (salary – 01.07.26) £377.59 • HMRC (PAYE) £94.40 These payments were agreed by councillors. Proposed: Councillor Westwood Seconded: Councillor Cattermull Payments in: • Rent from three residents £200 • Interest on Barclays saving account £15.52	
Item 6 26/27/SPC65	New Village Hall • Update of current situation: Parish council bought the old parish hall in July 1952 for £200 and a trust was formed to enable the hall to be for the benefit of the village. Question if the trust just controls the operation or owns the building as well. Need to review the Trust Deed. Are the current Trustees in agreement for the Village Hall to be sold to support the building of the new Parish Hall. ACTION: Councillor Tuck to secure trust document	
Item 7 26/27/SPC66	Date of next meeting • Monday 07 July 2026 at 2000 •	