

Sparkford Parish Council

Minutes of the meeting of the parish council meeting held on Monday 07 September 2026 at 2000 at
Sparkford Parish Hall

Present: Councillors Jane Cattermull (Chair), Trevor Tuck, Paul Harcourt, Andrew Quick, Duke Westwood and Richard Sealey

Also in attendance: One member of the public and Kaye Elston (clerk)

Item 1 26/27/SPC100	Apologies for absence and Opening Remarks Councillor L Piper. These were accepted.
Item 2 26/27/SPC101	Public Session No items were raised by the public.
Item 3 26/27/SPC102	Declarations of interest Councillors Cattermull and Sealey regarding the parking in Brains Lane.
Item 4 26/27/SPC103	Minutes of the ordinary parish council meeting on 06.06.2026 and EOM on 10.08.2026 and Matters Arising - Councillors in agreement to accept minutes: Proposed: Councillor Westwood Seconded: Councillor Harcourt All councillors present in agreement - Matters arising – not covered on the agenda Somerset Council Service to Community Awards 2026 – nomination has been submitted for Victoria Rogers for her work for the parish hall and many other services in the community. She has received an invitation to attend the award ceremony and Councillor Cattermull will encourage her to attend. Spark offer to host link to parish council website – councillors were in agreement this is a good idea and were in agreement for this to happen. Facebook for parish council update – Councillor Quick advised that he can now add items to the account but it is not possible to contact the original administrator to pass over the admin rights. Therefore a letter has been drafted to send to Meta to request transfer of the administrator rights from that person to Councillor Quick. Letter will be submitted and await a response. ACTION: Councillor Quick and Clerk Complaints of parking in Brains Lane – the cricket club have been asked to request their visitor park on the club outfield and rent to the parish hall carpark as overflow if necessary. This would ensure the same arrangements are followed as for Horrell and Horrell, in order to maintain access for emergency vehicles. The observation is that there are less cars parking in the lane and there does not appear to be any ongoing issues. Councillors Register of Interests Forms – clerk has received most of the forms and will chase the outstanding few. ACTION: Clerk
Item 5 26/27/SPC104	Report from Somerset Unitary Councillors Hobson and Messenger - They were not present and therefore nothing to report from Somerset Councillors. - Crime Report from PCSOs – Councillor Cattermull talked about some anti-social behaviour in the village, a car crash outside Cedar Court, a van in Green Close that drove off with its door open that damaged a car and knocked over a motorcycle. Councillors agreed that they will engage with the police more and request a night time patrol to view the anti-social behaviour. ACTION: Councillor Cattermull
Item 6 26/27/SPC105	Planning applications 26/02060/TPO Linnet Cottage, 11 Ainstey Drive, Sparkford, Yeovil BA22 7JT – Application to carry out Tree Surgery works to no. 1 Lime Tree (T1) as shown within the Yeovil District Council (SPAR 1) 1976 Tree Preservation Order. Description of required remedial work: An overall reduction by lessening height by 6 metres and trimming width by 2.5 metres was carried out in 2017. Since the tree has now re-instated the historical crown size prior 2017 reduction. Since the reaching distance of the tree to the dwelling, it is proposed to reduce the overall radial spread back to (2017) historical pruning point with the view of reduce sail factor and deliver a remedial action in respect of proactive tree risk management. This can be achieved by removing 9 years of incremental growth therefore approx.. reducing the radial and apical outline by 3.5 – 4 metres from the outer branch tips. Notification only.
Item 7	Determination of Planning. Receive the following notices:

26/27/SPC106	There were none.
Item 8 26/27/SP107	Other planning matters. - Haynes printing building/The Old Creamery update – this is still an attraction to members of the community who access the building which is dangerous. A planning application is yet to be submitted. Request made to developer’s agent to secure the site further but this has not happened to date. A further email will be sent to them. ACTION: Clerk - Somerset Local Plan Scoping Consultation update – the first initial document has come out and there will now be a pause before the draft local plan is released next year. - Development of land southwest of Bridge Cottage, Sparkford – see Minute 26/27/SPC117 below. - Application 25/00522/OUT (land behind Cherry Blossom Way) Section 106 agreement concerns – a document has appeared on the Somerset Council planning portal which appeared to outline the Section 106 agreement but was not what the parish council thought was the agreement. The developer LVA were contacted who advised this was a Somerset Council drafting. Clerk has contacted Somerset Council but the planning officer allocated to this application has now left and a new officer allocated. Clerk has emailed new officer and awaiting a response. Clerk will chase. ACTION: Clerk
Item 9 26/27/SPC108	Finance and Payments (RFO – Clerk) Payments already made - First Image Print (signage) £80.00 and £60 - Kaye Elston (clerk salary 31.07.26) £377.59 - HMRC (PAYE July) £94.40 - Kaye Elston (clerk salary 31.08.26) £377.59 - HMRC (PAYE August) £94.40 - SALC (training) £90 and £75 Payments to be authorised - Davis Hall (hire for meeting) £6.00 - AH Canvin (replacement garage roof) £3000 These payments were agreed by councillors. Proposed: Councillor Sealey Seconded: Councillor Harcourt Transfers 10 July 2026 £2677 from savings to current account 12 August 2026 £500 from savings to current account
Item 10 26/27/SPC109	Receipts: No payments received
Item 11 26/27/SPC110	Other finance matters - Account balances as at 04.09.26 Barclays Community Account - £4968.74 Barclays Business Savings Account - £65 004.18 HTB (Daisy Wood) - £30 500 - Summary of income and expenditure – this has been circulated to councillors - Budget monitoring – spreadsheet has been circulated. As noted at the last meeting the overspends are on the cost of audit in the sum of £2175 due to additional work carried out by the external auditor at the request of a parishioner. The legal fee payment in the sum of £4883.80 needs to be deleted as it was a receipt not an expenditure item. - Internal auditor report and actions – action plan being worked through. - Signs for new village hall ground retrospective agreement in the sum of £60 and £80.

	Proposed: Councillor Westwood Seconded: Councillor Tuck All councillors present in agreement • Invoice for hiring Davis Hall in West Camel for a new village hall working group meeting in the sum of £6 – ideally future meetings can be booked at the Sparkford Parish Hall. • CIL funding allocation to new village hall – it was agreed at the last meeting for all the CIL funding being held be allocated to the new village hall. • Garage roof in play area invoice following insurance claim in the sum of £3000 – the parish council claimed against their insurance to be able to replace the roof on the garage at the Playing Field. This work has now been completed and the parish council received the money from the insurance company in the last financial year. Councillors in agreement to pay the invoice. Proposed: Councillor Sealey Seconded: Councillor Quick All councillors present in agreement • Transfer to current account to maintain a balance of £5000 in the sum of £3250 was agreed. Proposed: Councillor Sealey Seconded: Councillor Quick All councillors in agreement
Item 12 26/27/SPC111	New Parish Hall • Plan of action agreed – awaiting the revised invoice to clear the ground to enable the parish council to commission the work. More people in the village are now aware of the scheme to build a new village hall and also where it is going to be located. • Fundraising and banking arrangements – councillors agreed to enable the working group to be able to spend up to £200 per month for costs to keep the project on the move. This will need to be requested to the clerk and then authorised by two councillors. Proposed: Councillor Cattermull Seconded: Councillor Quick All councillors present in agreement • Next meeting of Village Hall Working Group is on 30.09.2026. The chair, administrator, finance officer and local fundraiser have been appointed. They would also like to have a volunteer who could take on the social media and communications. • Project Plan – an architect has been to site and talked through possibilities. There is no fee attached to this currently. • Emails for members of the working group – clerk to enquire if we can add more emails from the current provider. Councillors would need to consider any additional costs identified. • Firework event - Councillor Sealey advised he has looked at this but believes the cost would be too much. After further discussion councillors they could consider a bonfire night with refreshments but without fireworks. To be discussed at the next meeting. • New Village Hall volunteers privacy notice – this was circulated prior to the meeting and agreed.
Item 13 26/27/SPC112	Grant requests. Receive the following grant requests: • Grant form has been sent out to organisations in the village that have previously had a grant with a request for them to complete prior to the October meeting. Grant form to also be put onto the website.
Item 14 26/27/SPC113	Policy Reviews • Standing Orders – to be placed on October agenda. • Financial Regulations – to be placed on October agenda.
Item 15 26/27/SP114	Sparkford Parish Council – Land owned or responsible for • Daisy Wood – Councillor Westwood has completed his monthly visit and advised it is quite dry but all the park benches are now in place. One bench needs some repair and Councillor Westwood will complete this. ACTION: Councillor Westwood • Cricket Ground fence work update – the final piece is still outstanding in terms of adding in the last few panels. Councillor Piper will provide an update. ACTION: Councillor Piper • Playing Field and Diocese agreement update – the documentation has arrived at the diocese and a chaser email has been sent. Councillor Cattermull will speak to the selling agent. ACTION: Councillor Cattermull • Wifi for parish hall – the parish hall trustees agreed to look into this again as there are providers in the area. ACTION: Councillor Tuck

	Parish Hall trust document, minutes and financial accounts – the accounts were passed to the clerk before the meeting tonight and the minutes have been received via email. Clerk will ask again for the Trust Deed document. Also need the trustees to pass a resolution for the parish hall to be sold. Potentially there are some challenges as one wall is a party wall. ACTION: Councillor Tuck
Item 16 26/27/SPC115	Highways. Consider the following and agree any actions arising Update / Items to report - Reports of issues in the village – Overgrowth of vegetation at 18 Green close update – this has now been resolved as the parish council contacted Abri who arranged for the overgrowth to be cutback. Hedge overgrowth complaints and letter agreement for sending out to residents – Councillor Cattermull has drafted a letter which councillors were in agreement in principle with a reviewed opening paragraph. Green Close complaints regarding traffic accident – there is no police data available - Suggested use of enhanced maintenance pilot for road maintenance (road clearance) – Tracy Harris from Somerset Highways has responded to advise that the gullies on The Avenue were cleared in July and noted that the drainage system is retaining excessive debris which is likely due to root ingress within the pipework. A jetting order can be raised and a further investigation carried out. Regarding the road edge clearance between the village and the River Cam bridge Tracy will arrange for this to be costed and return to the parish council with that detail. - Quote for weed killing/clearance and silt clearance along roads and pavements – currently there is one obtained by Councillor Tuck and Councillor Westwood is currently seeking some others. ACTION: Councillor Westwood - Wolfester Terrace traffic review – clerk received eight responses with 6 requesting the road be closed at one end (1 resident requested a trial closure), two who did not want it closed. Half the residents wanted the Sparkford end closed with the remaining who wanted closure opting for the Queen Camel end. Councillors discussed and agreed the main concern for the residents there is the speed at which traffic comes through alongside the volume as it is used as a cut through. It was agreed to explore traffic calming as opposed to a speed limit as this would not be granted due to the distance from the High Street. Clerk will contact Somerset Highways to come out and recommend what would be the best course of action as they have to agree any work that is commissioned. Councillors will need to consider work proposed and the costs. Agreed to ask them to consider traffic calming in the High Street at the same time. ACTION: Clerk - Response from National Highways re traffic survey of the High Street – no further update Community Speedwatch Report (CC) – update - Seven letters went out to motorists last month. - More volunteers required. - One motorist was abusive to speed watch people in August and this has been reported to the PCSO.
Item 17 26/27/SPC116	Flooding - Flood Resilience Fund awarded to Somerset Council update. Councillor Cattermull attended the Somerset Council meeting on 09.07.2026 and a submission has been made to request money from the funding. A meeting was also held on 20.07.2026 with other agencies at the Sparkford Inn. An initial plan has been submitted by Sparkford and now awaiting a template from Somerset Council for the next stage of the process. Councillor Cattermull also attended Sarah Dyke(MP) roadshow event during the summer and raised the concern about needing more guidance for this funding request. There will be an update at the SALC AGM on 08 October 2026. - River high and sluice gates – Councillor Cattermull has raised her concerns in relation to this as we are now moving into a period of predicted heavy rainfall.
Item 18 26/27/SPC117	Parish Paths. Update / items to report. - Millenium Copse update – the scouts have been in and cleared tree collars but unfortunately there are still more in a different location. Councillor Tuck will talk to the scout leader to ask if they can clear some more. ACTION: Councillor Tuck - Footpath at land near Bridge Cottage – to be able to upgrade this to an official footpath there needs to be a conversation with the landowner. Councillor Quick believes it would be better to contact the land agent dealing with the development and hopefully make part of the

	agreement if the development is granted planning permission. Greenslade Taylor Hunt to be contacted. ACTION: Clerk
Item 19 26/27/SPC118	Play Areas. Agenda for next meeting when Councillor Piper is present.
Item 20 26/27/SPC119	Maintenance. Daisy Wood Picnic table – see Minute 26/27/SPC114 above.
Item 20 26/27/120	South East Local Community Network LCNs are being reviewed and they may have a refocus with more stakeholders in the community being part of them e.g. Bus companies and Primary care networks. Community engagement currently is low.
Item 21 26/27/SPC121	Councillor Training and correspondence - SALC training opportunities have been circulated. - Somerset Rivers Authority Annual Report 2025-26 – circulated to councillor and placed on the website. - SALC AGM on 08.10.2026
Item 22 26/27/SPC122	Future agenda Items Bonfire event
Item 23 26/27/SPC123	Date of next meeting Monday 05 October 2026 at 2000

Meeting closed at 1031

ACTION TRACKER

	SEPTEMBER MEETING		
26/27/SPC104	Engagement with the police regarding antisocial behaviour	JC	COMPLETED
26/27/SPC117	Request for signage at old Haynes building chaser	Clerk	COMPLETED
26/27/SPC117	Planning application 25/00522/OUT chase Somerset Planning regarding a response to document placed on the planning portal	Clerk	COMPLETED
26/27/SPC114	Playing Field and Diocese agreement to sell land back to three houses in Twines Close. Contact estate agent for a progress update	JC	COMPLETED
26/27/SPC114	Contact contractor regarding completing the fencing at the Cricket Ground	LP	
26/27/SPC114	Explore wifi in the parish hall	TT	
26/27/SPC114	Place onto agenda for parish hall agreement from trustees to sell the parish hall once the village hall is completed	TT	
26/27/SPC103	Letter to Meta re Facebook administration rights to be submitted alongside ID	AQ/KE	COMPLETED
26/27/SPC103	Councillors Register of Interests – chase two remaining outstanding	Clerk	COMPLETED
26/27/SPC114	Repairs to picnic bench in Daisy Wood	DW	
26/27/SPC115	Obtain quote for weed killing/clearance and silt clearance along roads and pavements	DW	
26/27/SPC115	Contact Somerset Highways to review what traffic calming measures can be put in place at Wolfester Terrace and potentially the High Street	Clerk	COMPLETED
26/27/SPC117	Ask scouts if they can remove more tree collars from Millenium Copse	TT	
26/27/SPC117	Contact Greenslade Taylor Hunt to enquire about footpath becoming official near Bridge Cottage	Clerk	
	OCTOBER MEETING		

	JANUARY 2025 MEETING		
	MAY 2025 MEETING		
25/26/022	Checking what are requirements for Land Evaluation Report with Somerset Council		ONGOING
	JUNE 2025		