Sparkford Parish Council

Minutes of the meeting of the parish council meeting held on Monday 02 November 2026 at 2000 at Sparkford Parish Hall

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

Also in attendance: Chair of Somerset Council Mike Best, four members of the public and Kaye Elston (clerk) and Somerset councillors Hobhouse and Messenger

Item 1 **26/27/SPC149**	**Apologies for absence and Opening Remarks** • There were none as all councillors were present.
Item 2 **26/27/SPC150**	**Public Session** • Councillor Mike Best had come to the meeting to be able to present Victoria Rogers his Community Award for services to the community. Victoria accepted the award which the parish council had nominated her for. • No further comments from the public.
Item 3 **26/27/SPC151**	**Declarations of interest** • Councillor Cattermull declared an interest in agenda item 14 grant to St Mary Magdalene Church.
Item 4 **26/27/SPC152**	**Minutes of the parish council meeting on 05.10.2026 and Matters Arising** • Minute 26/27/SPC127 need to add in Councillor Harcourt as he also attended the meeting with the police. With that amendment councillor were in agreement to accept the minutes and the chair signed them. **Proposed: Councillor Sealey** ***Seconded: Councillor Cattermull*** ***All councillors present in agreement*** • Councillors Register of Interest Forms – clerk advised that she has now received the last one and will process them. **ACTION: Clerk** • Review Action Tracker See end of these meeting notes. • Request from Vale of Camelot churches for councillor to join meeting on Saturday 14 November to support recruitment process – Councillor Cattermull or Tuck will attend. **ACTION: Councillor Tuck or Cattermull** • Parish Council noticeboard in the High Street – a resident has requested a second noticeboard for parish council news to be placed in the High Street. Councillors agreed that this would be a good idea as the parish is large. Councillors were in agreement it could be placed on the bus stop and Councillor Sealey will research one to purchase. **ACTION: Councillor Sealey** • Maintenance of defibs – there are two in the main village which were purchased from the British Heart Foundation. Councillor Tuck monitors them and submits the necessary return to advise they are in working order. Councillor Tuck to send details to clerk so that someone could pick up this task if he was on holiday or unwell. **ACTION: Councillor Tuck** Councillor Tuck also advised there is a third defib at Western Bampfylde which Justin Crawford maintains. Councillors agreed that an item could go in the Sparkford magazine to remind people where they were and attach what three words as a reference point. **ACTION: Councillor Cattermull** Bleed kits are now being installed beside defibs as they can also save lives. Clerk will research how to purchase three as they will be located next to the defibs across the parish. **ACTION: Clerk** Councillors will also consider defib training. Defib consumables also need to be put into the budget. **ACTION: Councillor Sealey**
Item 5 **26/27/SPC153**	**Report from Somerset Unitary Councillors Hobhouse and Messenger** • Wessex Mayoral Strategic Authority – the prime minister has granted permission for there to be more mayoral posts across the county. The Wessex group would be Somerset, Wiltshire,

	Dorset and BCP. A mayor would be elected for the area and it would bring additional funding into the Wessex area of 26 million pounds. The Mayor could potentially take power of local parish councils and local authorities but would be able to make decisions more local to Wessex away from the national government.	
Item 6 **26/27/SPC154**	**Planning applications** • None received.	
Item 7 **26/27/SPC155**	**Determination of Planning.** Receive the following notices: • There were none.	
Item 8 **26/27/SP156**	**Other planning matters.** • Haynes printing building/The Old Creamery update – Councillor Harcourt has spoken to Setsquare and advised there are no further updates at this time. They are awaiting a Somerset Highways report before they can submit the application. He also talked to them about the further deterioration of the site and the potential hazard to people who enter the building illegally. • Application 25/00522/OUT (land behind Cherry Blossom Way) Section 106 agreement concerns – clerk has been in further contact with the planning officer and submitted more detailed concerns from councillors regarding the allocation of the Section 106 funding for this application. The Planning Officer does not agree that it should be allocated to the new Village Hall as Sparkford already has a parish hall but she has agreed to meet councillors at Sparkford Parish Hall to review their comments on the limitation of the building to serve the community going forward. The meeting will take place on 17 November.	
Item 9 **26/27/SPC157**	**Finance and Payments (RFO – Clerk)** **Payments already made** • Kaye Elston (clerk salary31.10.26) • HMRC (PAYE October) **Payments to be authorised** • Kaye Elston (November salary to be paid 01.12.2026) • HMRC (PAYE) • Westernwebb These payments were agreed by councillors. ***Proposed: Councillor Sealey*** ***Seconded: Councillor Harcourt*** **Transfers** • Transfer to bring balance back to £5000	£466.28 (included payrise backdated to 01.04.2026) £94.40 £377.59 £94.40 £254.40 (supply of domain and emails) To be reported at next meeting once the grants have been paid
Item 10 **26/27/SPC158**	**Receipts:** • None received	
Item 11 **26/27/SPC159**	**Other finance matters** • Account balances as at 31.10.2026 Barclays Community Account - £5000.76 Barclays Business Savings Account - £73 797.75 HTB (Daisy Wood) - £30 500 • Summary of income and expenditure – this has been circulated to councillors. Councillor Quick confirmed the bank reconciliation and will sign the bank statement and spreadsheet. • Budget monitoring – Councillors Cattermull, Sealey and clerk met last week to review the budget and begin to forecast for spending required in 2027-28. Budget spend up to end of October is in sum of £12 941.46 against a set budget 2026-27 of £28 384.72. No budget lines overspent that have not been reported in previous minutes. • Internet for the parish hall – Councillor Harcourt has researched three providers but unfortunately two of them, Slay and Wessex Internet were not suitable due to coverage. He	

	recommends BT who offer a contract for 24 months at a cost of just below £30 per month until April when an inflation increase will be applied to all customers. Councillors were in agreement to go ahead with the BT contract for 24 months for internet and anti-virus. ***Proposed: Councillor Piper*** ***Seconded: Councillor Sealey*** Clerk will set up the contract and agree the terms. Councillor Harcourt will liaise with BT around installation. The contract will be in the name of the parish council but the parish hall may pay the monthly cost and this will be discussed at their next meeting on 12 November. • Internal auditor report and actions Internal transfers between Barclays current account and savings account are noted on minutes of each meeting. Bank reconciliation – this is now being completed each month Budget monitoring – this is now discussed at each meeting and recorded in the minutes Financial Regulations – these have now been revised using the most recent NALC recommended format • Transfer to current account to maintain a balance of £5000 in the sum of £ was agreed. ***Proposed: Councillor*** ***Seconded: Councillor*** ***All councillors in agreement*** • CiLCA costs and time allocation for Sparkford and other parish councils – agreement for clerk to speak to other parish councils to potentially share the costs. **ACTION: Clerk** • Appoint internal auditor for 2026-27 – councillors were agreement to approach Simon Pritchard again. Clerk to contact him. **ACTION: Clerk**
Item 12 **26/27/SPC160**	**New Parish Hall** • New Village hall update – contractor agreed by the parish council, Mr Canvin has commenced the work and the ground has now been cleared and the seeding will follow. The cost of the work has already been agreed by councillors in the sum of £5550 but it is likely the invoice will be presented prior to the next meeting in December. Councillors were in agreement to authorise the invoice if the same as the quote. ***Proposed: Councillor Sealey*** ***Seconded: Councillor Westwood*** ***All councillors in agreement*** Councillor Piper advised that Mr Canvin has had some challenges getting his tractor and trailer down the road to the site. This needs to be noted as this will have a more significant impact if the LVA application is approved. Councillors will need to comment on the width of the road and the impact on residents and emergency vehicles. The group are also looking for an architect to get quotes and then produce a drawing of the proposed new hall. Suggestion by Councillor Tuck to have a separate noticeboard that will be able to keep the community up to date with progress of the new village hall. Councillors agreed and Councillor Sealey will research this alongside the new noticeboard to go into the bus stop. **ACTION: Councillor Sealey** • New Village Hall Working Group feedback – three members of the group have resigned and Councillor Sealey has stepped in as temporary chair. Proposal to hold a children's Christmas party in the parish hall on 13 December which the parish council will fund up to £250. The aim is to bring the village together and will not be a fund raising event. Funding agreed by councillors. ***Proposed: Councillor Sealey*** ***Seconded: Councillor Quick*** ***All councillors in agreement*** • Email for Village Hall Working Group – this has been set up and the group have the details. The email domain has been provided by the parish council email service. This enables the parish council to manage the email should there need to be any changes.
Item 13 **26/27/SPC161**	**Grant requests.** Receive the following grant requests: • Grant requests – clerk has circulated a report which provides details of organisations that have requested grant applications, which are as follows: Sparkford Parish Hall in the sum of £200 for general upkeep of the hall Sparkford Playing Fields in the sum of £150 to keep funds topped up Western Bampfylde with no sum specified for the upkeep of the graveyard St Mary Magdalene Church for £800 for the upkeep of the graveyard

	Accounts have been received from St Mary Magdalene, Sparkford Parish Hall and an email with some financial details from the Playing Field. Clerk advised there is a misconception that if a graveyard cannot be kept up then it automatically passes to the parish council. This is not completely accurate as a parish council has the opportunity to refuse the request to take over graveyards. Clerk would recommend if these requests come in to seriously consider as there are many liabilities and risks that come with taking over the responsibility beyond keeping the graveyard tidy. Councillors agreed to make the grants that had specified an amount and the clerk will need to ask Weston Bampfiyle what is the figure they are requesting. ***Proposed: Councillor Sealey*** ***Seconded: Councillor Piper*** ***All councillors in agreement*** • Grant application form and Grant Policy – these need to be amended and the clerk will amend and circulate for the next meeting. **ACTION: Clerk**
Item 14 **26/27/SPC162**	**Policy Reviews** • Grant policy – see Minute 26/27/SPC161
Item 15 **26/27/SPC163**	**Sparkford Parish Council – Land owned or responsible for** • Daisy Wood picnic benches and general maintenance update – benches have been repaired • Cricket Ground fence work update – councillors agreed that they have chased the contractor several times to complete the work and now will request a refund for the work not completed in the sum of £180. Clerk to make contact. **ACTION: Clerk** • Playing Field and Diocese agreement update – the solicitor has confirmed that the Deed of Surrender has not been signed by all parties yet and therefore the gardens are not yet sold to the residents. The reduced rent for the parish council once the gardens are sold is in the sum of £223. • Parish Hall trust – trustees need to agreed to dissolve the trust when necessary as the new village hall progresses. To be place on their agenda for 12 November. **ACTION: Councillor Tuck** • Tree Surveys – trees should be surveyed every five years. Daisy Wood was surveyed by Somerset Council (previously South Somerset District Council four years ago). It is unclear who owns the trees at the edge of the cricket pitch as they could belong to Somerset Council. Clerk to make an enquiry to Somerset Council. If they belong to Sparkford Parish Council then quotes will be sought for the work. **ACTION: Clerk** • Register of title for cricket ground – clerk has approached a solicitor and awaiting a response. • Registering title of parish hall – solicitor from Stone King has come back to advise this will cost between £1750 and £2950 depending upon a title deed being located. Councillor agreed to push back against this as there was not a title deed but there is a Trust Deed that proves ownership. **ACTION: Clerk**
Item 16 **26/27/SPC164**	**Highways.** Consider the following and agree any actions arising Update / Items to report • Reports of issues in the village Gullies on The Avenue – Councillor Cattermull will report these. **ACTION: Councillor Cattermull** Curbs are all full of leaves. Councillors will consider putting in a road sweeper every two months. Estimated cost from one company is in the sum of £580 per day but councillors agreed to seek some other quotes. **ACTION: Councillor Cattermull** Also need to enquire about gully clearing schedule from Somerset Council. Clerk to contact Garry Warren. **ACTION: Clerk** Macdonalds parking area by the garage – clerk has registered the concern with Macdonalds but there has been no further action from them. Councillor were in agreement to put some fencing up that could prevent people using to dump their rubbish. • Suggested use of enhanced maintenance pilot for road maintenance (road clearance) – Councillor Cattermull to update at the December meeting. **ACTION: Councillor Cattermull**

	• Quote for weed killing/clearance and silt clearance along roads and pavements Councillor – Councillor Westwood has received one quote for £620 for a full day and £310 for a half day. Still awaiting other quotes. Councillor Westwood to pursue outstanding quotes. **ACTION: Councillor Westwood** • Traffic calming in the High Street – this is work in progress and there needs to be a consultation process with the community. Agreed to also include The Avenue as speeding is also evident there. Discussion about the A359 still being a trunk road and clerk will seek clarification with Garry Warren at Somerset Highways. **ACTION: Clerk** • Flytipping in Sparkford Hill Wood – this has been reported to Justin Crawford. **Community Speedwatch Report (CC) – update** • To be placed on agenda for December.
Item 17 **26/27/SPC165**	**Flooding** • Somerset Rivers Authority Community Flood Action Fund – Councillor Cattermull has started an application for this grant for ditch clearance in Church Road and clearing the silt under the four bridges in the village. • Water vole eDNA sampling at the A303 attenuation pond – Councillor Catermull to visit site. **ACTION: Councillor Cattermull** Above where the two ponds are the land owners are willing to put in two large attenuation ponds. Quotes currently being sought] and will be submitted to the Community Flood Action Fund.
Item 18 **26/27/SPC166**	**Parish Paths.** Update / items to report. • Millenium Copse collars around the trees update – scouts have collected some and will follow up when it is lighter in the evenings. • Footpath at land near Bridge Cottage update – land agent has come back requesting a map of where the path is located. Councillors Quick and Cattermull to produce map. **ACTION; Councillors Quick and Cattermull**
Item 19 **26/27/SPC167**	**Play Areas.** • No updates.
Item 20 **26/27/SPC168**	**Maintenance.** • None to be recorded.
Item 21 **26/27/169**	**South East Local Community Network** • Next meeting 02 December at 1900 in Memorial Hall in Queen Camel.
Item 22 **26/27/SPC170**	**Councillor Training and correspondence** • Course Case for Raising Precept – Councillors Sealey and Cattermull have just attended. • Record of councillor training to be collated by the clerk. **ACTION: Clerk**
Item 23 **26/27/SPC171**	**Future agenda Items including recent correspondence** • Budget forecast 2027-28
Item 24 **26/27/SPC172**	**Date of next meeting** • Monday 02 December 2026 at 2000

Meeting closed at 2230

ACTION TRACKER

	NOVEMBER MEETING		
26/27/SPC152	Register of interest forms to be submitted to Somerset Council	Clerk	
26/27/SPC152	Support recruitment process for Camelot Chruch	JC/TT	
26/27/SPC152	Research additional notice board for bus stop and one for parish hall to provide information about the new village hall.	RS	
26/27/SPC152	Defib checking process information to be copied into clerk	TT	
26/27/SPC152	Defib information and location to be put into Sparkford magazine	JC	
26/27/SPC152	Research bleed kit costs	Clerk	
26/27/SPC152	Add defib consumables to the budget	RS	

26/27/SPC159	CiLCA costs to be discussed with clerk's other parish councils	Clerk	
26/27/SPC159	Approach internal auditor to ask if he will complete audit for 2026-27	Clerk	**COMPLETED**
26/27/SPC163	Raise invoice for cricket club fence for work not completed in the sum of £180	Clerk	
26/27/SPC163	Agenda item for Parish Hall Trust to dissolve trust when necessary to accommodate new village hall	TT	
26/27/SPC163	Confirm who owns tree at cricket ground boundary and seek tree survey quote if relevant	Clerk	
26/27/SPC163	Challenge to solicitor re registering Parish Hall – trust deed validity to register title	Clerk	
26/27/SPC164	Reporting of gullies in The Avenue blocked to Somerset Council	JC	
26/27/SPC164	Quotes for road sweeper	JC	
26/27/SPC164	Confirm gully clearing schedule from Somerset Council	Clerk	
26/27/SPC164	Enhanced Maintenance Grant update on next agenda	JC/Clerk	
26/27/SPC164	Chasing weed killing quotes	DW	
26/27/SPC164	Check status of A359 with Somerset Council	Clerk	
26/27/SPC166	Produce a map for the footpath on land near Bridge Cottage	JC/AQ	
	OCTOBER MEETING		
26/27/SPC127	Email to be drafted to Haynes Motor Museum regarding the last event	JC	
	Police advice to call 999 when there are joy riders on the roundabout to be promoted on website and social medai	AQ	
	Support to be offered to parish hall to explore setting up Wifi	PH	**COMPLETED**
	Information from parish hall committee about dissolving the trust	Clerk	**COMPLETED**
26/27/SPC135	Webpage to be set up for New Village Hall – ask working group to think about what they would like on the page	Clerk/AQ	**COMPLETED**
	Revised quote for clearance of village hall ground – instruct contractor but delay work commencing until after bonfire night.	Clerk	
26/27/SPC136	Summarise the grant requests made for the November meeting	Clerk	
	Amendments to Grant Policy and then circulate alongside the grant application form	Clerk	
26/27/SPC137	Review Standing Orders and Financial Regulations and post onto website	CLerk	
26/27/SPC139	Enhanced maintenance grant application – chase Tracey Harris again	JC	
	Quote for weed killing/silt clearance along roads and pavements	LP	
	Wolfester Terrace – ask Councillor Hobhouse for the best contact and draft and email to them to ask for advice on options	Clerk/Councillor Cattermull	**COMPLETED**
	Contact Macdonalds regarding site problems	Clerk	**COMPLETED**
26/27/SPC140	Investigate Somerset Rivers Authority Community Flood Action Flood to determine what can be applied for and if relevant complete the grant application.	Councillor Cattermull	
26/27/SPC144	Circulate information from LCN regarding youth workers	JC	
26/27/SPC145	Record of councillors training	Clerk	
26/27/SPC146	Check Sparkford Storage planning position regarding additional building	Clerk	**COMPLETED**
	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	**COMPLETED**
	OCTOBER MEETING		
	JANUARY 2025 MEETING		
	MAY 2025 MEETING		
25/26/022	Checking what are requirements for Land Evaluation Report with Somerset Counci		**ONGOING**
	JUNE 2025		