

# BARWICK AND STOFORD PARISH COUNCIL

Agenda for the Annual Parish Council Meeting 20<sup>th</sup> of May 2026



Barwick and Stoford  
Parish Council

**To: The Chair Gwen Findlay and all members of  
Barwick and Stoford Parish Council**

*You are summoned to attend the Annual Meeting of Barwick and Stoford Parish Council, to be held at Barwick and Stoford Community Primary School BA22 9TH, commencing at 7pm on Wednesday the 20<sup>th</sup> of May 2026, for the purposes of transacting the business as outlined below.*

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Kate Fullerton, Parish Clerk, 12<sup>th</sup> May 2026

**Members of the public are welcome to attend and will be given an opportunity to speak. Please contact the clerk (details below) by Monday the 18<sup>th</sup> of May 2026, should you wish to speak.**

- i. 7:00pm Public session – an opportunity for the public to speak.
- ii. 7:15pm To receive Somerset Council Councillor reports.

Meeting opens:

## AGENDA

- 1. 7:15pm To elect a Chair.
- 2. 7:15pm Chair to sign the declaration of acceptance of office form.
- 3. 7:20pm To elect a Vice-Chair.
- 4. 7:25pm To receive and consider any apologies for absence and to resolve to accept or refuse them.
- 5. 7:25pm To receive any declarations of interest.
- 6. 7:30pm To note any committees and their membership.
- 7. 7:30pm To allocate roles and responsibilities.
- 8. 7:35pm To adopt the Standing Orders.
- 9. 7:35pm To adopt the Financial Regulations
- 10. 7:40pm To adopt the NALC Code of Conduct.
- 11. 7:40pm To receive any amended Register of Interest forms.
- 12. 7:45pm To confirm the parish council website includes a website accessibility statement and complies with the current Website Accessibility Regulations (2018)
- 13. 7:45pm To adopt the following policies:
  - a) Complaints Procedure Policy
  - b) Grievance Policy
  - c) Publication Scheme Policy
  - d) Social Media Policy
  - e) Equal Opportunities Policy
  - f) Training and Development Policy
- 14. 7:55pm To adopt the following policies to meet Assertion 10 of the AGAR Governance Statement:
  - a) Data Audit Policy
  - b) Data Breach Procedure Policy
  - c) Subject Access Request Policy
  - d) Data Protection Policy
  - e) Data Retention Policy
  - f) I.T. Policy
  - g) Data Privacy Impact Assessment Policy Document
- 15. 8:05pm To approve the minutes of the last parish council meeting, held on the 15<sup>th</sup> of April 2026.
- 16. 8:10pm To review actions from the minutes of the last meeting.
- 17. 8:15pm Planning



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- a) To provide comments on a new planning application(s):
- i. 26/00832/HOU – 9 Meadow View, Stoford, Yeovil BA22 9UL – Demolition of conservatories, erection of front and rear extensions, window alterations, and the enclosing of porch.
- b) To consider any recent planning applications from Somerset Council (South), received in the days after the agenda has been circulated and before this meeting. **Interested public and parish councillors; please refer to (South) Somerset Council planning portal for details of planning items that might be discussed under this item: <https://www.somerset.gov.uk/planning-buildings-and-land/view-and-comment-on-a-planning-application/>.**
- c) Determination of applications.
18. 8:20pm Finance and Regulatory Information.
- a) To note the self-employed cleaner has increased their hourly rate to £14/hour for cleaning Whitcross Pavilion during the football season (PC grant to Rec Trust).
  - b) To note receipt of CIL payment, £836.31.
  - c) To note the VAT reclaim for the period 1<sup>st</sup> April 2025 to 31<sup>st</sup> March 2026, the sum of £4,624.18.
  - d) To receive the Internal Audit Report and consider any suggestions and actions required.
  - e) Annual Governance and Accountability Return 2026 (AGAR):
    - i. To receive and review the Internal Audit Report and consider any action required.
    - ii. To complete Section 1: Annual Governance Statement.
    - iii. To complete Section 2: Accounting Statement.
    - iv. To confirm the dates for the exercise of public rights to inspect the unaudited accounts.
  - f) Invoices & payments.

i. K Fullerton – Clerk salary May 2026	£ 1049.84
ii. K Fullerton – Wfh May 2026 & Snell Print (APM)	£ 106.00
iii. Somerset Council Pension Fund – May 2026	£ 334.36
iv. HMRC – PAYE May 2026	
v. A Gill 4 Gill Ltd – Inv 002 Refreshments for APM 22/4/26	£ 150.00
vi. Octopus Energy – Whitcross electricity May 2026	£ 54.10
19. 8:35pm Community Hub Development Working Group Committee.
- a) To receive an updated budget figure for the building of the new Community Hub and discuss the implications of the costing.
  - b) To receive any feedback from the architect on the project and/or design.
  - c) Update from the fundraising group - Big Lottery, Reaching Communities grant application – RK, RS, NE.
  - d) Public Works Lending Board Loan.
20. 8:50pm To consider any urgent Highway issues:
- a) The Green, Stoford – double yellow lines installation – date to meet with Somerset Council’s Andy Barron (Highways).
  - b) To receive the Non safety Defect Report for the Coker Ward.
21. 8:55pm To consider parish council owned email addresses for all councillors ([cllr..@barwickandstofordparishcouncil.co.uk](mailto:cllr..@barwickandstofordparishcouncil.co.uk)) and also councillor pictures and biographies on the website.
22. 9:00pm To consider options for making good the surface when the BT Kiosk is removed.
23. 9:05pm To discuss Ranger matters.
24. 9:05pm Speed Indicator Device (SID).
25. 9:10pm Whitcross Recreation Ground – items to refer to the Recreation Trust.
26. 9:10pm The Green, Stoford
- a) To receive the Tree survey
  - b) To receive the Tree Maintenance Plan.
27. 9:15pm Correspondence – to record correspondence received.
28. 9:20pm Items for the next Agenda.
29. 9.20pm Date of the next meeting
- Ordinary Parish Council Meeting - Wednesday the 17<sup>th</sup> of June 2026, 7pm.
  - Recreational Trust Meeting of the Trustee – Date to be advised.