

**MINUTES OF THE ANNUAL BARWICK AND STOFORD PARISH COUNCIL MEETING  
HELD AT BARWICK PRIMARY SCHOOL  
ON WEDNESDAY 20<sup>th</sup> MAY 2026, 19:00**



**Present – Councillors (Cllrs):**

Gwen Findlay (GF) – Chair, Nick Entwistle (NE) – Vice Chair, Tony Fenner (TF), Ray Sibley (RS), Rob Bruckel (RB), Ashley Wrixon (AW) .

**In attendance:**

Kate Fullerton – Parish Clerk, Somerset Council.

**i. Public session – an opportunity for the public to speak.**

There were no public session items.

**ii. Somerset Council Councillors report**

County Cllrs Hewitson and Patrick had circulated their report ahead of the meeting.

**iii. To receive the Chair's Annual Report**

GF read aloud her Annual Report, a copy of which will be available on the parish council website:

[www.barwickandstofordparishcouncil.co.uk](http://www.barwickandstofordparishcouncil.co.uk).

**19:15 – Meeting opened.**

**1/26/020 To elect a Chair.**

GF said she was prepared to Chair for one more year but would happily step aside should another councillor want to take on this role.

**RESOLVED:** To elect Cllr Gwen Findlay as Chair for the coming year.

**2/26/021 Chair to sign the declaration of acceptance of office form.**

GF signed the declaration of acceptance of office form, and the Clerk co-signed and retained the form on file.

**3/26/022 To elect a Vice Chair.**

**RESOLVED:** To elect Cllr Nick Entwistle as Vice Chair for the coming year.

**4/26/023 To receive and consider any apologies for absence and resolve to accept or refuse them**

Apologies were received from Cllr Kilburn.

**RESOLVED:** To accept apologies.

**5/26/024 To receive declarations of interest**

None.

**6/26/025 To note any committees and their membership.**

- Staffing Committee: RS and GF.

**7/26/026 To allocate roles and responsibilities to specific councillors.**

- RS and RB – Whitcross Recreation Ground leads.
- RK – Barwick and Stoford Primary School lead.
- TF – Ranger, Defibrillator, Speed Indicator Device (SID), Fairhouse Rd Wildflowers.
- JU – Abri Lead, footpaths, bins.
- NE, RS – Community Hub Project.
- RS, RK, RB, NE – Fundraising/Grants (Community Hub).

**8/26/027 To adopt the Standing Orders (2025 version).**

**RESOLVED:** To adopt the Standing Orders (2025 version) 2026/27.

Signed:..... (Chair) Date: .....

**MINUTES OF THE ANNUAL BARWICK AND STOFORD PARISH COUNCIL MEETING  
HELD AT BARWICK PRIMARY SCHOOL  
ON WEDNESDAY 20<sup>th</sup> MAY 2026, 19:00**



**9/26/028 To adopt the Financial Regulations (2024 version).**

**RESOLVED:** To adopt the Financial Regulations (2024 version) for 2026/27.

**10/26/029 To adopt the NALC Code of Conduct**

**RESOLVED:** To adopt the NALC Code of Conduct for 2026/27.

**11/26/030 To receive any amended/reviewed Register of Interest forms.**

None.

**12/26/031 To confirm the parish council website includes a website accessibility statement and complies with the current Website Accessibility Regulations (2018).**

Confirmed.

**13/26/032 To adopt the following policies:**

- a) Complaints Procedure Policy
- b) Grievance Policy
- c) Publications Scheme Policy
- d) Social Media Policy
- e) Equal Opportunities Policy
- f) Training and Development Policy

**RESOLVED:** To adopt the above policies (a) – f)).

**14/26/033 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 and Impact Assessment Policy Document

**RESOLVED:** To adopt the above policies (a) – g)).

**15/26/034 To approve the minutes of the parish council meeting held on the 15<sup>th</sup> of April 2026.**

**RESOLVED:** The minutes were approved as a true and accurate record of the meeting

**16/26/035 To review the actions of the last meeting.**

Members reviewed the actions and clarified the outstanding action regarding the purchase of two mixed waste bins located at Whitcross Recreation Ground – to replace the current five smaller bins and reduce the weekly bin emptying charge from Somerset Council.

**ACTION: Clerk**

**17/26/036 Planning**

**a) To comment on new planning applications.**

- 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 a porch.

**RESOLVED:** To support the application.

**ACTION: Clerk**

Signed:..... (Chair) Date: .....

**MINUTES OF THE ANNUAL BARWICK AND STOFORD PARISH COUNCIL MEETING  
HELD AT BARWICK PRIMARY SCHOOL  
ON WEDNESDAY 20<sup>th</sup> MAY 2026, 19:00**



- 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/>**

None.

- c) **Determination of applications.**

None.

**18/26/037 Finance and regulatory information**

- a) **To note the self-employed cleaner has increased their hourly rate to £14/hour for cleaning Whitcross Pavilion (PC grant to Recreational Trust).**

**RESOLVED:** To accept the change in rate.

- b) **To note receipt of the CIL payment, £836.31.**

Noted.

- c) **To note the VAT reclaim for 1<sup>st</sup> April 2025 to 31<sup>st</sup> March 2026, the sum of £4,624.18.**

Noted.

- d) **Annual Governance and Accountability Return (AGAR) 2026.**

- i. **To receive and review the Internal Audit Report and address any suggested actions.**

Members reviewed the few suggestions from the internal auditor, which comprised of uploading all policies to the parish council website.

**ACTION: Clerk**

- ii. **To complete Section 1: Annual Governance Statement.**

Members reviewed the statements and were confident that all could be answered positively and in line with the internal auditor's report.

**RESOLVED:** To approve the Annual Governance Statement and for the Chair to sign.

- iii. **To receive and approve Section 2: Accounting Statements, certified by the Responsible Financial Officer, and to consider, approve and sign the accounts.**

Members reviewed the Accounting Statements, with the Clerk providing explanations for the variances between the two accounting years and this year's figures.

**RESOLVED:** To approve and for the Chair to sign the Accounting Statements.

- iv. **To confirm the dates for the public rights of inspection of the unaudited accounts AGAR 2025/26 (must include the first ten working days of July 2026).**

**RESOLVED:** To accept the dates provided by the Clerk, being Wednesday 10<sup>th</sup> June until Tuesday 21<sup>st</sup> July. The Clerk will ensure the notices are put up in the noticeboards and on the website by Tuesday 9<sup>th</sup> June 2026.

**ACTION: Clerk**

- e) **Invoices and payments:**

i.	K Fullerton – Clerk salary May 2026	£ 1049.84
ii.	K Fullerton – Clerk expenses and reimbursements (Snell Print) for May 2026	£ 106.00
iii.	HMRC – PAYE May 2026	
iv.	Somerset Pension Fund – Clerk pension May 2026	£ 334.36
v.	A Gill 4 Gill Ltd – Inv 002 Annual Parish Meeting buffet	£ 150.00
vi.	Octopus Energy – Whitcross Pavilion electricity May 2026 PD DD	£ 54.10
vii.	K Higgins – Whitcross cleaning April 2026	£ 112.00
viii.	R Kilburn – Reimbursement for the 8 x Amazon vouchers (APM – prizes)	£ 80.00

**RESOLVED:** To approve all payments and for two councillors to sign the cheques.

**ACTION: GF, RS**

Signed:..... (Chair)      Date: .....

MINUTES OF THE ANNUAL BARWICK AND STOFORD PARISH COUNCIL MEETING  
HELD AT BARWICK PRIMARY SCHOOL  
ON WEDNESDAY 20<sup>th</sup> MAY 2026, 19:00



Barwick and Stoford  
Parish Council

**19/26/038 Community Hub Development Working Group**

- a) **To receive an updated budget figure for the building of the new Community Hub and discuss the implications of the costing.**

Members considered the budget costing received. Members conceded the costing was higher than hoped, but consistent with market supply cost increases and reflecting the addition of changing rooms in the design. Members proposed to go out to tender, to test the budget costing and to ensure that the costing aligns with the wider supply market. Once the tenders are in (closed bid), members will need to consider how to proceed. The Clerk will consult with the architects in their project management capacity.

**ACTION: Clerk**

- b) **To receive any feedback from the architect on the project and/or design.**

The architect Geoff Cole reviewed the budget costing and confirmed that the costing aligned with the cost of supply increases that had occurred over the past three years.

- c) **To receive an update from the fundraising group – Big Lottery, Reaching Communities grant application – RK, RB, RS, NE.**

There was no update available for the meeting.

- d) **Public Works Lending Board Loan (PWLB)**

The PWLB loan application was put on hold until other funding streams could be confirmed.

**20/26/039 To consider any urgent highway issues**

- a) **The Green, Stoford – double yellow lines installation. Date to meet with Andy Barron, Traffic Management.**

Pending notice from Andy Barron at Traffic Management.

- b) **To receive the Non-safety Defect Report for the Coker Ward.**

The report had been received.

**21/26/040 To consider assigning parish council-owned email addresses for councillors, and to add councillor pictures and biographies to the website.**

**RESOLVED:** To provide councillors with a parish council-owned email address.

**RESOLVED:** Not to include councillor photographs and biographies on the parish council website.

**ACTION: Clerk**

**22/26/041 To consider options for making good the surface when the BT kiosk is removed.**

It was confirmed that Somerset Council would make good the surface once the kiosk was removed. A tree could be planted at a later date if considered suitable.

**ACTION: Clerk**

**23/26/042 To discuss Ranger Matters**

Upcoming work noted for the Ranger: Install the footbridge on the footpath behind the Mill and plant the Cherry Tree on The Green.

**ACTION: TF, Ranger, Clerk**

**24/26/043 Speed Indicator Device (SID)**

A member asked if the SID could be relocated to Fairhouse Road. It was explained that there was not a suitably tall post to fix the SID to on Fairhouse Road. Also, the solar panels are fixed and cannot be moved between locations. The Clerk was asked to add an agenda item to the next agenda: To install a tall post and to purchase additional solar infrastructure that could be installed on Fairhouse Road.

**ACTION: Clerk**

**25/26/044 Whitcross Recreation Ground – items to refer to the Recreational Trust**

- Flowers in the tyres – primary school project.

**ACTION: RS/RK**

Signed:..... (Chair) Date: .....

**MINUTES OF THE ANNUAL BARWICK AND STOFORD PARISH COUNCIL MEETING  
HELD AT BARWICK PRIMARY SCHOOL  
ON WEDNESDAY 20<sup>th</sup> MAY 2026, 19:00**



*Barwick and Stoford  
Parish Council*

**26/26/045 The Green, Stoford**

**a) To receive the Tree Survey.**

Received. The Clerk was asked to identify a suitable contractor to conduct the works identified.

**b) To receive the Tree Maintenance Plan.**

Received. The Clerk was asked to identify a suitable contractor.

**ACTION: Clerk**

**27/26/046 Correspondence – to record correspondence received**

The correspondence had been shared by email before the meeting.

**28/26/047 Items for the next Agenda**

- Communication – RB
- Strategy to engage new Parish Councillors
- Bank Reconciliation
- Community Hub Project – communication

**ACTION: Clerk**

**29/26/048 The date of the next meeting(s)**

- Ordinary Parish Council Meeting – 17<sup>th</sup> June, 7pm, Barwick and Stoford Primary School.

**20.41 – Meeting closed.**

Signed:..... (Chair) Date: .....