MINUTES OF THE BARWICK AND STOFORD PARISH COUNCIL MEETING
HELD AT BARWICK PRIMARY SCHOOL
ON WEDNESDAY 16th SEPTEMBER 2026, 19:00

Present – Councillors:
Gwen Findlay (GF) – Chair, Ray Sibley (RS), Ashley Wrixon (AW), Rebecca Kilburn (RK), Rob Bruckell (RB), Tony Fenner (TF).

In attendance:
Kate Fullerton – Parish Clerk, one member of the public.

i. **Public session – an opportunity for the public to speak.**
Fairhouse Road layby
A representative of Barwick and Stoford litter-picking group attended the public session and raised concerns regarding anti-social behaviour at the Fairhouse Road lay-by, including incidents of public toileting. The representative asked whether the lay-by could be removed and the land returned to grass.

It was explained that the Parish Council did not own the lay-by and did not have the authority to remove it. Members were advised that any decision regarding the future of the lay-by, as part of the public highway, would rest with Somerset Council.

The matter was discussed briefly, and it was noted that further consideration would be given under Agenda Item 8(c).

ii. **Somerset Council Councillors' report**
A Report had not been received.

19:15 – Meeting opened.

01/26/089 To receive and consider any apologies for absence and resolve to accept or refuse them
Apologies had been received from Cllrs Entwistle and Unsworth.
RESOLVED: To accept apologies.

02/26/090 To receive declarations of interest
None.

03/26/091 To approve the minutes of the parish council meeting held on the 28th of July 2026.
RESOLVED: The minutes were approved as a true and accurate record of the meeting

04/26/092 To review the actions of the last meeting.
There were no outstanding actions.

05/26/093 Planning
a) **Keyford Sustainable Urban Extension**
i. To note the Planning Committee South meeting to take place on the 29th of September 2026 (Brympton Way offices) – Keyford Viability Assessment (KVA).
It was noted that the Section 106 KVA included a contribution of £80,000 towards a speed reduction scheme in Stoford. Somerset Cllr Oliver Patrick confirmed that he would, on behalf of the Parish Council, request that this contribution be increased to £120,000, reflecting the current estimated cost of the scheme, which was originally costed in 2022.

Signed:…….. (Chair) Date: ……

Clerk: Kate Fullerton Email: clerk@barwickandstofordparishcouncil.co.uk Tel: 07712 398985

ii. To consider parish council comments in relation to the Keyford Viability Statement of June 2026.
RESOLVED: GF will attend the Planning South Committee meeting to make representations in support of increasing the Section 106 contribution to reflect the current cost of the Small Improvement Scheme, originally costed in 2022. The Clerk had provided GF with the necessary information to register to speak at the meeting

ACTION: GF

b) **To comment on new planning applications.**
None.

c) 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.

d) **Determination of applications.**
26/01537/LBC – Application permitted with conditions.

06/26/094 Finance and regulatory information

a) **Councillor Declaration of Interest form – address information to be included or removed.**
Councillors were advised that it would no longer be necessary for their home addresses to be published. Updated Declaration of Interest forms were issued, allowing councillors to indicate their preference regarding the publication of their home address. Several councillors completed and returned their forms at the meeting, while others retained them for completion at a later date.

b) **Annual Governance and Accountability Return (AGAR) 2025/26.**
i. To receive Section 3 – External Auditor's Report and Certificate.
Received and noted. Clean audit with no 'other matters' reported.
ii. To note the Conclusion of Audit notice to be published before the 30th of September 2026.
Noted.

c) **To confirm receipt of the second stage precept amount for 2026/27 of £34,812.**
Noted.

d) **To note the new NALC pay scales for 2026/27, showing a cost-of-living increase of 72p/hour to SCP31. Backdated to 1st of April 2026 and included in the September 2026 payroll.**
Noted.

e) **To receive the bank reconciliation for parish council bank accounts.**
Received and noted with a capital balance of £543,223.59 as of the 31st of August 2026.

f) **Invoices and payments:**

i.	K Fullerton – Clerk salary September 2026	£	1242.47
ii.	K Fullerton – Clerk expenses and reimbursements for September 2026	£	26.00
iii.	HMRC – PAYE September 2026		
iv.	Somerset Pension Fund – Clerk pension September 2026	£	401.08
v.	P Russell – Internal audit 25/26 Inv IA/0268/26	£	175.00
vi.	PKF Littlejohn LLP – External audit 25/26 Inv SB20261362	£	378.00
vii.	Water2business – Whitcross pavilion 10/03/26 – 25/08/26	£	56.05
viii.	Premier Landscaping – Ranger and grass maintenance July & August 2026	£	1407.46
ix.	Somerset Council Pension Fund – two missing cheques (June 25 & Jan 26)	£	763.64
x.	Octopus Energy – Whitcross Pavilion electricity July 2026 PD DD	£	38.01
xi.	Octopus Energy – Whitcross Pavilion electricity August 2026 PD DD	£	44.09

RESOLVED: To approve all payments and authorise two councillors to sign the corresponding cheques.

Signed:…….. (Chair) Date: ……

Clerk: Kate Fullerton Email: clerk@barwickandstofordparishcouncil.co.uk Tel: 07712 398985

ACTION: GF, RS

07/26/095 Community Hub Development Working Group

a) **To review and discuss the next steps for the project.**
The Clerk was asked to check whether consideration of the tenders should be held in closed session. The tender submission deadline was confirmed as 5.00 pm on 16th October. The Clerk would arrange a tender opening session with the architect and two councillors.

ACTION: Clerk

b) **To receive an update from the fundraising group – Big Lottery, Reaching Communities grant application – RK, RB, RS, NE.**
It was noted that the fundraising group would meet on 7th October to progress the lottery application and would provide an update at the next meeting.

ACTION: RK, RB, RS, NE

08/26/096 To consider any urgent highway issues

a) **To consider a parish-wide 20MPH speed restriction.**
The Clerk advised that, following discussions with Andy Barron of Somerset Traffic Management, the scheme was estimated to cost between £6,000 and £15,000, subject to formal assessment. Potential funding through Police Safety grants was also noted.

b) **The Green, Stoford – double yellow lines installation – confirmed by Andy Barron – Traffic Regulation Order in process.**
Request logged and formal process begun by Traffic Management.

c) **Fairhouse Road Lay-by – to consider a public request to ask Somerset Council to remove the lay-by.**
Members acknowledged the concerns of the litter-picking group but did not support the removal of the lay-by as an initial measure, noting advice from Highways that this would be unlikely to resolve the issue and could result in it being displaced elsewhere within the parish. Members agreed to explore environmental enforcement options, and the Clerk was asked to obtain further evidence from the litter-picking group for inclusion in the report.

d) **To receive the Non-safety Defect Report for the Coker Ward.**
The report had been received and noted.

e) **To note Road Closure Notices.**
Noted.

09/26/097 Word Around the Village – to review draft articles.
Item deferred in the absence of any draft articles.

10/26/098 Footpaths
It was noted that the footpath behind the kennels required some maintenance – refer to Ranger.

ACTION: Clerk, Ranger

11/26/099 Fairhouse Road maintenance
There was nothing to report.

ACTION: Clerk

12/26/100 To discuss Ranger Matters.
Ranger to carry out the usual tasks, including maintenance of the footpath behind Dog Luv Kennels.

ACTION: TF, Ranger, Clerk

13/26/101 Speed Indicator Device (SID).
It was noted that the hedge line required cutting back to ensure the SID remained clearly visible and free from obstruction. GF will speak to the landowner regarding the necessary hedge maintenance. Once this has been completed, TF will reposition the SID to face the opposite direction. The solar panels continue to operate efficiently, and consequently there has been no requirement to manually recharge the batteries.

Signed:…….. (Chair) Date: ……

Clerk: Kate Fullerton Email: clerk@barwickandstofordparishcouncil.co.uk Tel: 07712 398985

MINUTES OF THE BARWICK AND STOFORD PARISH COUNCIL MEETING
HELD AT BARWICK PRIMARY SCHOOL
ON WEDNESDAY 16th SEPTEMBER 2026, 19:00

14/26/102 Grit Bin Survey.
Item deferred in JU's absence.

ACTION: JU

15/26/103 Whitcross Recreation Ground – items to refer to the Recreational Trust

- A volunteer connected to the football club has kindly replaced the broken tiles for free.
- Clerk to understand what action can be taken to protect the roof in line with insurance (installation of protective wire or similar).

ACTION: Clerk

- CCTV has been vandalised and broken.
- Recreational Trust meeting 14th October 2026 at 7.30pm.
- RS has obtained a quote to repair the broken part of the play equipment at a cost to the parish council of £968.21 (PC grant to Rec Trust).
  RESOLVED: To accept the quote and order the required parts.

ACTION: RS

16/26/104 The Green, Stoford: Tree works
The item was deferred whilst the Clerk identified a suitable contractor.

ACTION: Clerk

17/26/105 Correspondence – to record correspondence received

a) **Heritage at Risk Register.**
Clerk to email the document to GF who will review the register to ensure it is complete.

ACTION: Clerk/GF

b) **Somerset Rivers Authority – Community Flood Action Fund.**
The Clerk will forward the email to RB for consideration as to whether the flooding on Newton Road by the bridge may qualify for funding under the scheme.

ACTION: Clerk/RB

c) **The Electrical Safety Fund – open.**
Refer to Recreational Trust – Whitcross Pavilion.

ACTION: Clerk

18/26/106 Items for the next Agenda

- Applications for the casual vacancy.

ACTION: Clerk

19/26/107 The date of the next meeting(s)

- Ordinary Parish Council Meeting – Wednesday 21st October 2026, 7pm, Barwick and Stoford Primary School.
- Recreational Trust Meeting of the Trustee – 14th October 2026, 7.30pm.

20.30 – Meeting closed.

Signed:…….. (Chair) Date: ……

Clerk: Kate Fullerton Email: clerk@barwickandstofordparishcouncil.co.uk Tel: 07712 398985