

Minutes for the Annual Meeting of Brympton Parish Council (BPC) held at The Parish Room, Abbey Manor Community Centre, BA21 3TL on Wednesday 20th May 2026 at 19:30hrs.

Present: Cllrs: Roger Simonite (Chair), Joe Conway, Alan Flint, Lynn Goodby, Rob Guest, Paul Herbert, Graham Pritchard, Ian Schafer, Peter Seib, Lynda Simonite, (10).

In attendance:

Clerk: Julie Ferguson.

Somerset Councillors: Peter Seib had provided a report which had been circulated. He briefed the PC on the different methods of repairing potholes in Somerset.

Members of the public: 1 member was present.

19:30 – Meeting opened

26/1 ELECT A CHAIR (LGA 1972 s15).

RESOLVED: To ELECT Cllr R Simonite as Chair.

26/2 ELECT A VICE-CHAIR (LGA 1972 s85(1)).

RESOLVED: To ELECT Cllr Pritchard as Vice-Chair.

26/3 APOLOGIES FOR ABSENCE (LGA 1972 s85(1)).

Apologies received: None.

26/4 DECLARATIONS OF INTEREST.

Declarations received: None.

26/5 MINUTES OF PREVIOUS MEETINGS (LGA 1972 sch12,para41(1)).

RESOLVED: To APPROVE and sign the minutes of the parish council meeting held on 21st April 2026.

26/6 MEMBER CO-OPTION.

No applications received.

26/7 CHAIR'S REPORT.

Nothing was reported at this time.

26/8 CLERK'S REPORT AND CORRESPONDENCE.

Members **NOTED** the Clerk's report:

- a. [Yeovil LCN correspondence](#)
- b. [SC news and bulletins](#)
- c. ACA meeting agendas and minutes.
- d. [TRO notices \(various\)](#)
- e. Ranger report
- f. Somerset Bus Partnership Newsletter.
- g. Email from concerned resident regarding ASB from teenagers on e-scooters in OTP.
- h. Verge Maintenance programme.
- i. Request for support to make representations to Somerset Foundation Trust and the Integrated Care Board to cancel their plans for the closure of the Yeovil District Hospital Hyper Acute Stroke Unit.
Members **AGREED** to support the campaign.
- j. Augusta Park completion update. Build will be completed this year and waiting for SC to advise on the s38 agreements for the roads.

Brympton Parish Council

Serving our community

Clerk: Julie Ferguson E-mail: clerk@brymptonparishcouncil.gov.uk Tel: 01935 571008

26/9 ONGOING MATTERS.

Members **NOTED** updates on ongoing matters and projects:

- a. **Remembrance Silhouettes.** Cllr R Simonite presented an update as discussed in the OSWP and a draft Risk Assessment (RA).

Concern was raised by the clerk regarding Public Liability (PL) cover as the bespoke silhouettes will need to be covered by the PC insurance, confirmation was being sought.

Cllr Pritchard was concerned that some items were being taken forward without PC approval. Cllr R Simonite provided assurances that once all of the elements had been worked through, a final motion would be brought to the PC for approval, to include:

- Risk Assessment,
- Numbers and image types
- Proposed locations including permissions
- Confirmation of PL cover
- Costs, inc. comparative quotes if required

Cllr Seib and Cllr Guest offered to provide advice and assistance with the RA to ensure it captured all the required elements of risk.

- b. **Defibrillator installation.** Persimmon expect to have the pillar installed at Market square very soon and will arrange for a photo opportunity once the unit is operational. It was agreed to not pursue an additional unit or location at this time.

26/10 PLANNING MATTERS.

- a. None.

26/11 FINANCE MATTERS.

- a. Members **NOTED** receipts. April 26.

April 2026 Receipts			
Inv	Payee	Particulars	Amount
1	April LCH Income	Less deposit returns	£ 1,122.60
2	Somerset Council	Precept (50%)	£ 76,925.00
Total			£78,047.60

- b. **RESOLVED:** To **APPROVE** the Payment Schedule:

May 26 Payment Schedule			
Inv	Payee	Particulars	Invoice Number Amount
1	Somerset Council	Ranger Apr 26	32022835 £ 2,267.59
2	Karma Cleaning	LCH Cleaning & safety checks	INV 0280 £ 147.50
3	Timeback Accounts	Payroll Apr26	7563 £ 56.00
4	Staff	Emoluments May 26	n/a £ 1,997.09
5	Zurich Insurance	Annual Insurance	3699412 £ 995.97
6	R Simonite	Reimburse noticeboard repairs	n/a £ 27.45
Sub-total			£ 5,491.60
Payments for Report			Amount
6	Multipay Card (Apr26)	VL,fee,MS, school prizes and vouchers	£ 392.57
7	Various	LCH deposit returns	£ 50.00
Sub-total			£ 442.57
Total			£ 5,934.17

- c. **RESOLVED:** To **APPROVE** the Annual Regular Payment Schedule:

Regular Payments for Approval - May26 to Apr27				
	Payment Type	Particulars	Frequency	Amount
1	STANDING ORDER	Staff Salaries	MONTHLY	£ 1,500.00
2	STANDING ORDER	Kingfisher PT	MONTHLY	£ 462.91
3	DIRECT DEBIT	ICO	ANNUALLY	£ 35.00
4	DIRECT DEBIT	Nest Pension	MONTHLY	VARIOUS
5	DIRECT DEBIT	Three (LCH Internet)	MONTHLY	VARIOUS
6	DIRECT DEBIT	HMRC PAYE	MONTHLY	VARIOUS

- d. **RESOLVED:** To **APPROVE** a budget of £250 for the Chair's Fund (*LGA s15(5)*)
e. **RESOLVED:** To **APPROVE** the elected Councillor allowance of £100 (*Local Authority (members' allowances) (England) Reg 2003 part 5 (25)*).

26/12 GOVERNANCE & POLICIES.

- a. **RESOLVED:** To **ADOPT** the Standing Orders
b. **RESOLVED:** To **ADOPT** the Financial Regulations
c. **RESOLVED:** To **ADOPT** the Code of Conduct
d. **RESOLVED:** To **ADOPT** the FOI Policy
e. **RESOLVED:** To **ADOPT** the Privacy Notice. {To be reviewed against the ICO Notice}
f. **RESOLVED:** To **ADOPT** the Model Publication Scheme
g. **RESOLVED:** To **ADOPT** the Review of Internal Controls
h. **RESOLVED:** To **ADOPT** the Risk Management Scheme
i. **RESOLVED:** To **ADOPT** the Data Protection Policy
j. **RESOLVED:** To **ADOPT** the Grant Application form and Guidance
k. **RESOLVED:** To **ADOPT** the Investment Policy

26/13 COMMITTEES, ROLES AND RESPONSIBILITIES.

RESOLVED: To **APPOINT** members responsibilities:

- a. **Staffing and Finance Committee** – Cllrs Goodby, G Pritchard, P Herbert.
b. **Lufton Community Hall Committee** – Cllrs Conway, Guest, Pritchard and Rev. Sarah Sanderson.
c. **Open Spaces Working Party** – Cllrs Conway, Schafer, Seib, Goodby, R Simonite, Guest and Karis Hockey (YCRT).
d. **Agusta Park Working Party** – Cllrs Conway, Seib.
e. **Abbey Community Association (ACA) representative(s)** – Cllr Schafer.
f. **Brympton Allotments representative(s)** – Cllr Herbert.
g. **Local Community Network representative(s)** – Cllr Flint.
h. **Parish Footpaths** – Cllr Flint, Conway, Pritchard.
i. **Jubilee Hall Trustee** – Cllr Seib.
j. **Parish Communications (inc. Social Media)** – Cllr R Simonite, Guest.
k. **Newslink** – Cllr Goodby, L Simonite.
l. **Website audit** – Cllr Guest, Herbert.
m. **Westfield Community Association Honorary Trustee** – Cllr Flint.

26/14 REPORTS – To receive reports:

To hear any Committee, Working Party or Cllr reports.

Cllr L Simonite – Flower beds completed in the Forum, litter pick cancelled due to weather.

Cllr Conway – Studied the Palmers and Asda roundabout and identified a number of dangers with the layout.

Cllr Seib explained that, whilst the points were valid, the specification for the junctions resulted in this arrangement and it cannot be changed.

Cllr Pritchard – Attended yr6 SATs at Kingfisher Primary and was very impressed with the standard obtained.

R Simonite – New bins being installed by SC. Future proposal for dog waste bins at Agusta Park to be brought to the PC. Vulnerability of a wooden gate providing access to OTP, to be investigated further by OSWP for a replacement before bringing to PC for approval. Additional fencing to be brought to a future meeting for consideration of quotes. Leaky dams are progressing.

SID data for Western Avenue suggest that compliance is around 85%, with outbound speeds being higher demonstrating effectiveness of units. Suggest to purchase additional units.

Cllr Seib reported that after discussing with SC Highways, they would be in agreement with a unit remaining in a single location for a longer period. SC use a telematic system for traffic flow, calibrated by the Police, this providing speed data therefore do not require SID data for analysis.

26/15 ITEMS FOR THE NEXT AGENDA.

- a. Bench quotes.
- b. Fencing quotes, subject to confirmation of specification from SC.

26/16 DATE OF THE NEXT MEETING.

Tuesday 16th June 2026 at 7.30pm, Lufton Community Hall, Kingfisher Drive, BA22 8FJ.

All agenda items to be notified to the clerk by Friday 5th June 2026.

21:28 – Meeting closed.