

CALLING NOTICE FOR STOKE TRISTER WITH BAYFORD
ANNUAL PARISH COUNCIL MEETING



To: The chair Cllr N Linsley and all members of Stoke Trister with Bayford Parish Council

*You are summoned to attend the Annual Meeting of Stoke Trister with Bayford Parish Council, to be held at **The Bayford Village Hall** on the **21st of May 2026**, commencing at **7.00pm**, for the purposes of transacting business as outlined below.*

Kate Fullerton, Parish Clerk, 11th of May 2026

Members of the public are welcome to attend and will be given an opportunity to speak

- I. Public Forum - Prior to the start of the meeting the Chair gives leave to members of the public to speak.
- II. To receive the Somerset Council Councillors Report, and address (if present)

AGENDA

1. To elect a Chair.
2. To sign the declaration of acceptance of office form.
3. To elect a Vice-Chair.
4. To receive any apologies for absence.
5. To receive any declarations of interest.
6. To approve the Minutes as a true representation of the matters discussed at the ordinary parish council meeting held on the 12th of March 2026.
7. To note any committees and their membership for the coming year.
8. To allocate roles and responsibilities.
9. To adopt the Standing Orders.
10. To adopt the Financial Regulations.
11. To adopt the NALC Code of Conduct.
12. To receive any amended Register of Interest forms.
13. To confirm the parish council website includes a website accessibility statement and complies with the current Website Accessibility Regulations (2018).
14. 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
15. 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

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- d) Data Protection Policy
 - e) Data Retention Policy
 - f) I.T. Policy
 - g) Data Privacy Impact Assessment Policy Document
16. Planning Matters
- a) To note planning meeting minutes and resolutions for the planning meeting held on the 6th of May at 7pm, regarding the following planning applications:
 - i. 26/00734/S73A – Highcroft, Stoke Trister, Wincanton, Somerset BA9 9PG – S73 application to vary condition 2 (approved plans) of approval 20/00638/FUL for erection of dwelling (resubmission).
RESOLVED: To support the variation to the approved plans.
 - ii. 26/00660/FUL – Land at Stoke Trister Road, Cucklington, Wincanton, Somerset – Demolition of existing barn (with consent for residential conversion with planning permission 26/00045/PAMB), and replacement with 1no. residential dwelling house.
RESOLVED: To support the application.
 - b) To consider new planning applications:
 - c) To consider any recent planning applications from Somerset Council (South), received in the days after the agenda has been circulated and prior to this meeting. Interested public and parish councillors; please refer to (south) Somerset Council planning portal for full 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/>.
 - d) To note any planning decisions from Somerset Council.
17. Highways
- a) To discuss any issues with the Speed Indicator Devices (SIDs) and any maintenance work required.
 - b) Bayford Hill Parking – feedback from the meeting with Wincanton Town Council.
 - c) To note any road safety issues – potholes and road surface on Bayford Lane.
18. Footpaths - To receive a report from Cllr Garrett.
7. Financial and Regulatory Matters
- a) To confirm postal submission of the VAT reclaim for the period 1st April 2024 – 31st March 2026, the sum of £292.39.
 - b) To note the employer pension contribution has reduced to 17.9% (from 22.3%) for the period 1st April 2026 to 31st March 2029
 - c) To note receipt of the first payment of the precept - £5,500.
 - d) To receive the renewal offer from Zurich Insurance.
 - e) To receive the end of year Bank Reconciliation for the year ended 31st March 2026.
 - f) To receive the year end accounts information.
 - g) To review and adopt the Asset Register figure for the AGAR as at 31st March 2026.
 - h) Annual Governance and Accountability Return 31st of March 2026:
 - 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 sign the Exemption Certificate.
 - v. To confirm the dates for the exercise of public rights to inspect the unaudited accounts.



and

- i) To receive any additional information to support the grant application from Bayford Inn Business Society, for funding towards the renovation running of the Bayford Inn.
- j) To seek a resolution to make the following payments:
 - i. K Fullerton – Clerk salary March 2026 – PAID £ 390.49
 - ii. Somerset Council Pension Clerk March 2026 –PAID £ 143.59
 - iii. DAG Design – gov.uk website and emails PAID £ 250.00
 - iv. K Fullerton – Clerk salary April 2026 – PAID £ 390.49
 - v. Somerset Council Pension Fund –Pension April 2026 PD £ 120.86
 - vi. J Garrett – defibrillator batteries PAID £ 10.27
 - vii. Water2business – Leigh Common water PAID £216.10
 - viii. P Russell – Internal Audit 2026 £165.00
 - ix. Payman – Payroll Services 2026/27 £134.40
 - x. SALC – Inv 2997 council as employer FH £ 25.00
 - xi. SALC – Inv 3102 Planning NL £ 40.00
 - xii. SALC – Inv 2980 Affiliation fee 26/27 £179.14
 - xiii. Zurich Insurance – 1/6/26-31/5/27 £300.00
 - xiv. K Fullerton – Clerk expenses April/May £117.60
 - xv. Symonds and Sampsons – Inv LC26/27-14 £600.00
 - xvi. Water2business – 16/10/25-21/04/26 Leigh £ 37.62
8. Defibrillator - To receive a report from Cllr Garrett.
9. LCN Matters – To receive a report from Cllr Harvey.
10. Ranger Work – to list potential work for the Ranger and agree upcoming work schedule of hours.
11. Grass Keep – to document current licence arrangements.
12. Website – to note the new website address: www.stoketristerbayford-pc.go.uk and the new design.
13. Emails – to note the new parish council owned gov.uk email addresses and confirm their use.
14. To review the parish council submission for the newsletter (if available) – Cllr Harvey.
15. To note an additional Casual Vacancy, resulting from the resignation of Cllr Rushe.
16. To note correspondence received
17. Items for the next agenda.
18. To note the date of the next meeting – 9th of July 2026, 7pm.