



Draft Minutes of the Annual Stoke Trister with Bayford Parish Council
Meeting held at The Bayford Mission Hall, Bayford Hill, Bayford, Wincanton
Thursday 21st May 2026, 7pm

Present:

Cllrs N Linsley (Chair), M Grant (Vice Chair), J Garrett, R Webb-Bowen, Fiona Harvey.

In attendance:

Clerk: K Fullerton, Somerset Council Unitary Cllr Lucy Trimnell.

i. Public Forum:

No public session items.

ii. To receive reports from Somerset Council Councillors.

A report was received by email. Cllr Trimnell was in attendance.

iii. To receive the Chairman's Report 2024/25.

A copy of the report is available on the parish council website:

www.stoketristerbayford.net

7:30pm Meeting opened.

1/26/001 To elect the Chair.

RESOLVED: To elect Cllr Niru Linsley as Chair for the coming year.

2/26/002 To sign the Declaration of Acceptance of Office form.

Cllr Linsley signed the form, counter signed by the Clerk.

3/26/003 To elect the Vice-Chair.

RESOLVED: To elect Cllr Mac Grant as Vice-Chair for the coming year.

4/26/004 To receive apologies for absence.

None.

5/26/005 To receive declarations of interest.

Cllr Garrett noted her interest in item 16a)i, being the planning applicant.

6/26/006 To agree the Minutes as a true representation of the matters discussed at the parish council meeting held on the 12th of March 2026.

RESOLVED: To approve the Minutes as a true and accurate record of matters discussed.

7/26/007 To note any committees and their membership for the coming year:

- Staffing Committee – NL, FH.

8/26/008 To allocate roles and responsibilities.

- Ranger – Cllr Jo Garrett
- Footpaths – Cllr Jo Garrett
- Defibrillator – Cllr Jo Garrett
- Speed Indicator Devices – Cllr Niru Linsley

- Risk Management – Cllr Niru Linsley
- Staffing Committee – Cllr Niru Linsley and Cllr Fiona Harvey
- Highways – Cllr Fiona Harvey
- LCN Representative – Cllr Fiona Harvey

- 9/26/009 To adopt the Standing Orders.**
RESOLVED: To adopt the Standing Orders
- 10/26/010 To adopt the Financial Regulations.**
RESOLVED: To adopt the Financial Regulations.
- 11/26/011 To adopt the NALC Code of Conduct .**
RESOLVED: To adopt the NALC Code of Conduct.
- 12/26/012 To receive any amended /updated Register of Interest Forms.**
None.
- 13/26/013 To confirm the parish council website includes a website accessibility statement and complies with the current Website Accessibility Regulations (2018).**
Confirmed.
- 14/26/014 To adopt the following policies:**
- a) *Complaints Procedure*
 - b) *Grievance*
 - c) *Publication Scheme*
 - d) *Social Media*
 - e) *Equal Opportunities*
 - f) *Training and Development*
- RESOLVED:** to adopt policies 1) to f).
- 15/26/015 To adopt the following policies to meet Assertion 10 of the AGAR Governance Statement:**
- a) *Data Audit*
 - b) *Data Breach Procedure*
 - c) *Subject Access Request*
 - d) *Data Protection*
 - e) *Data Retention*
 - f) *I.T.*
 - g) *Data Privacy Impact Assessment Policy Document*
- RESOLVED:** To adopt policies a) to g).
- 16/26/016 Planning Matters**
- a) *To note planning meeting minutes and resolutions for the planning meeting held on the 6th of May 2026 at 7pm, regarding the following applications:*
 - i. *26/00734/73A – Highcroft, Stoke Trister, Wincanton, Somerset BA9 9PG – S73 application to vary condition 2 (approved plans) of approval 20/00638/FUL for erection of a dwelling. (resubmission).*
The planning meeting RESOLVED: To support the application.
 - 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.*
The planning meeting RESOLVED: To support the application.
Noted.

- b) *To consider new planning applications:*
None.
- c) *To consider any recent planning applications from Somerset Council (South), received in the days after the agenda had 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/>
None
- d) *To note any planning decisions from Somerset Council.*
None.

17/26/017 Highways

- a) *To discuss any issues with the Speed Indicator Devices (SIDs) and any maintenance work required.*
None.
- b) *Bayford Hill Parking – feedback from the meeting with Wincanton Town Council and Cllr Linsley*
The original meeting date had to be cancelled and remains to be rescheduled. Cllr Linsley will report back to the meeting once the site meeting has taken place.
ACTION: Cllr Linsley
- c) *To note any road safety concerns.*
Rut in the grass/mud. Add to Ranger list.
ACTION: Cllr Garrett
- d) *Highway issues – items raised by residents at the Annual Parish Meeting – Cllr Harvey.*
 - Repainting the underpass – Cllr Harvey will investigate options available with National Highways.
ACTION: Cllr Harvey
 - Double yellow lines – Love Lane junction – Cllr Harvey said feedback from LCN officer was to arrange a meeting with Andy Barron, Traffic Management.
ACTION: Clerk
 - Broken road sign – Cllr Garrett will double check the sign to see if it needs replacing or just repositioning.
ACTION: Cllr Garrett
 - Bayford Hill 'Viewpoint' – the plaque on the bridge wall needs cleaning. Report to Wincanton Town Council.
ACTION: Clerk

18/26/018 Footpaths - To receive a report from Cllr Garrett.

Members noted Cllr Garrett's excellent and constantly evolving footpath report. Members thanked Cllr Garrett for her hard work in this regard.

19/26/019 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.*
Confirmed and noted.
- 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.*
Noted.
- c) *To note receipt of part one of the precept payment, £5,500.*
Noted.
- d) *To receive the renewal offer from Zurich Insurance, £300*
RESOLVED: To accept the renewal offer.

- e) To receive the bank reconciliation for year ended 31st March 2026.
A bank reconciliation was received and reviewed for the date 31st March 2026.
- f) To receive the year-end accounts information.
Received.
- g) To review and adopt the asset figure for the AGAR as of 31st March 2026.
The figure of £19,125 was noted.
- h) Annual Governance and Accountability Return (AGAR) for the year ended 31st March 2026.
- i. To receive and review the Internal Auditor's Report and consider any action required.
Received, reviewed, and noted.
 - ii. To complete Section 1: Annual Governance Statement.
RESOLVED: To complete section 1 of the AGAR with positive responses and for the Chair to sign the document.
 - iii. To complete Section 2: Accounting Statement.
RESOLVED: To approve the statements provided by the Clerk.
 - iv. To sign the Certificate of Exemption.
RESOLVED: To sign the Certificate of Exemption as provided by the Clerk.
 - v. To note the dates set for the public rights of inspection of the unaudited accounts.
RESOLVED: To approve the dates set for the public rights of inspection, being the 10th of June 2026 to the 21st of July 2026.
- i) To receive any additional information to support the grant application from Bayford Inn Business Society (BIBS), for funding towards renovation and the running of the Bayford Inn.
No further information had been received from the applicant. Members agreed to reconsider the grant application when the pub was in the ownership of the BIBS.
- j) To seek a resolution to make the following payments:
- | | |
|--|----------|
| i. K Fullerton – Clerk salary March 2026 – PAID | £ 390.49 |
| ii. Somerset Council Pension Fund – Pension March 26 - PAID | £ 143.59 |
| iii. DAG Design – gov.uk website and email accounts - PAID | £ 250.00 |
| iv. K Fullerton – Clerk salary April 2026 - PAID | £ 390.49 |
| v. Somerset Council – Pension Fund April 2026 - PAID | £ 120.86 |
| vi. J Garrett – Reimburse bulbs for the defibrillator - PAID | £ 10.27 |
| vii. Water2business – Leigh Common water – PAID | £ 216.10 |
| viii. P Russell – Internal Audit 25/26 | £ 165.00 |
| ix. Payman – Payroll services 26/27 | £ 134.40 |
| x. SALC – Inv 2997 Training: Council as Employer FH | £ 25.00 |
| xi. SALC – Inv 3102 Training: 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 2026 | £ 117.60 |
| xv. Symonds & Sampsons – G/Keep lease renew Inv LC26/27-14 | £ 600.00 |
| xvi. Water2business – 16/10/25-21/04/26 | £ 37.62 |

RESOLVED: To make the above BACS payments.

ACTION: Clerk, Cllr Linsley

20/26/020 Defibrillator – to receive a report from Cllr Garrett
Cllr Garrett had replaced the bulbs.

21/26/021 LCN Matters – to receive a report on any LCN matters since the last parish council meeting – Cllr Harvey
Cllr Harvey attended the meeting but noted the Police Crime Commissioner did not attend as planned.

- 22/26/022 Ranger Work – to list potential work for the Ranger and agree upcoming schedule of hours for the Ranger**
Cllr Garrett's report detailed upcoming Ranger work required. Members agreed to one day, two men, to make headway with the works during the pleasant weather.
ACTION: Cllr Garrett/Ranger
- 23/26/023 Grass Keep Licence 26/27**
The licence was awarded, after due consideration, to a Mr J Hubberfield for the amount of £1000 for the period, payable in two parts. The parish council had the licence agreement updated at a cost of £600.
- 24/26/024 Website – to note the new website address: www.stoketristerbayford-pc.gov.uk and the new website design**
Noted. Members said they liked the new design which was more usable.
- 25/26/025 Councillor Email addresses – to note the new parish council owned gov.uk email addresses and confirm their use**
Cllrs Linsley, Harvey, and Garrett had successfully set up their new email accounts and were using them. Cllr Grant said he would set his email account up shortly. Clerk offered assistance if required.
ACTION: Cllr Grant
- 26/26/026 To review the parish council submission for the newsletter (if available) – Cllr Harvey**
Cllr Harvey said she would send the updated email addresses and website address to the editor of the newsletter.
ACITON: Cllr Harvey
- 27/26/027 To note an additional casual vacancy resulting from the resignation of Cllr Rushe.**
Noted. Cllr Webb-Bowen took the opportunity to advise members that he was resigning with immediate effect from the parish council due to an intended house move.
- 28/26/028 To note correspondence received**
All correspondence had been emailed prior to the meeting.
- 29/26/029 To note items for the next agenda**
 - Casual vacancies**ACTION: Clerk**
- 30/26/030 To note the date of the next meeting**
9th July 2026, 7pm, Mission Hall, Bayford
Meeting closed at 20:25.