



NOTICE OF PARISH COUNCIL MEETING

I hereby give you notice that the **Annual Meeting** of Ansford Parish Council will be held in:

Caryford Community Hall, on Wednesday 13th May 2026, at 6:30pm

All members of the Parish Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Signed: *Simon Pritchard* – Simon Pritchard PSLCC
Responsible Finance Officer & Acting Proper Officer

❖ **Public Observations/Question Time:**

Before the start of the meeting, in accordance with Standing Order 3(e) there will be an opportunity for members of the public to comment on agenda items. In accordance with Standing Order 3(f) the question/comment time is limited to 3 minutes each, and the session should not exceed 15 minutes (unless directed by the Chair of that meeting). Contributions from members of the public do not form part of the official meeting and will normally not be included in the official minutes unless they are deemed helpful in explaining subsequent Council decisions. Questions may be answered in writing. The Public are reminded that once the meeting has started, they have no right to speak.

❖ **Reports from Somerset Council:**

Somerset Councillors Henry Hobhouse & Kevin Messenger are invited to give their verbal reports before the start of the formal meeting. This is also an opportunity to engage with the Somerset Councillors.

FORMAL MEETING AGENDA

1. Election of Parish Council Chairperson for the Municipal Year 2026/27:

To elect a chairperson to serve until May 2027

2. To receive any apologies for absence:

To note and approve the reason given.

3. Declarations of interests:

Members are reminded of their obligation to declare any Pecuniary or Other Interests they have under the Localism Act 2011 and the Somerset Code of Conduct. Members are reminded that they should leave the room for any item they have an interest in.

4. Adoption of previous council meeting minutes:

To adopt the minutes of:

- a) **Wednesday 8th April 2026**
- b) **Thursday 23rd April 2026**

5. Election of Vice-chair:

The council may choose to elect a Vice-chair to serve until May 2027

6. Appointment of Reps / Portfolios 2026/27:

To appoint members to any special roles or as being the council's rep to an organisation.

7. Planning & development:

To resolve on the council's response to:

Reference	26/00860/OUT
Alternative Reference	PP-14791204
Application Validated	Tue 21 Apr 2026
Address	Land South Of Maggs Lane Ansford Castle Cary Somerset BA7 7JJ
Proposal	Outline Application with some matters reserved except for access for up to 77 dwellings with associated highways, drainage, public open space and green infrastructure.

To also agree any response to the draft S106 agreement

8. Items for decision or requiring further action/decisions:

- a) **Establishment of an HR committee:** to agree to form an HR committee; to agree its membership.
- b) **Neighbourhood Plan:** to agree rep to work with CCTC on the update of the plan
- c) **APC Website:** to debate the current website and agree if it requires upgrading
- d) **Martyn's Law:** to agree to produce a policy document for Parish Council meetings
- e) **Resilience Plan:** update and how to move forward
- f) **Parish Survey:** Any tweaks required; how to distribute to Residents?
- g) **Parish Council Policies:** to re-adopt the Standing Orders & Financial Regulations
- h) **Fairfield Governance:** 1) to agree that standalone accounts for Fairfield from CCTC are required. 2) To review the Annual Play Inspection Report and agree any actions arising. 3) To review the current arrangement in place for the awarding of one-off maintenance work. 4) To resolve on the additional charge the current contractor wants to make of £50 per cut, due to the new tree planting.
- i) **Purchase of further Speed Indicator Devices:** to receive information about a current special offer; to resolve on any additional purchase.
- j) **Local Footpaths:** how can they be better signposted and added to the Parish Council Website.
- k) **2-day Sports Academy with Yeovil Town FC:** to agree to funding.
- l) **Fairfield Legal Advice:** to agree a budget for the agreed legal advice and to delegate authority to deal with the solicitor to the Acting Proper Officer
- m) **Fairfield Delegated Authority:** to award delegated authority to the Acting Proper Officer, to negotiate with the Town Clerk of CCTC, a sustainable long-term arrangement for the management of Fairfield.

9. Written & verbal reports (items for report only):

NB: the written reports are available from the Parish Council's website.

- a) Chair's report (Cllr Henderson)
- b) LCN – Somerset Council (Cllr Edwards)
- c) Local Highways (Cllr Houlton)
- d) Open Spaces & Footpaths (Cllr Edwards)
- e) Fairfield Governance (Cllr Parker)
- f) Health and Safety (Cllr Parker)
- g) Maggs Lane (Cllr Henderson)
- h) Emergency Plan Progress (Mr Houlton)
- i) Parishioner contact verbal report (Clerk and Cllrs)
- j) Parish Clerk's verbal report:
 1. Lovells Farm play area land transfer
 2. Lovells Farm new play equipment

10. Parish Council finance:

- a) **To receive the payments made list.**
- b) **To approve the payments requested list.**
- c) **To note the financial reports and bank reconciliation.**

11. Parish Council Assets Register 2026/27:

To receive and adopt the assets register

12. Parish Council Risk Assessment 2026/27:

To receive and adopt the risk assessment for 2026/27

13. Parish Council Insurance Renewal 2026/27:

To receive and approve the policy schedule and payment of premium.

14. END OF 2025/26 YEAR AUDIT:

a) Internal Audit Report 2025/26:

To receive the Council's Internal Audit result and consider any recommendations.
To review the effectiveness of the audit.

b) Annual Governance Statement 2025/26:

To consider & approve the council's Annual Governance Statement

c) Accounting Statement 2025/26:

To receive and approve the Annual Accounting Statement

d) Confirmation of Public Rights Dates:

To confirm that the dates for the public right of inspection will be Wednesday 3rd June to Tuesday 14th July 2026

15. Date of the next meeting:

To agree the time and date of the next meeting

16. Confidential session:

To pass a resolution to exclude the press and public from the next agenda item as it relates to a staffing matter.

17. Staffing matter:

To receive a verbal report and resolve on any further action.