

PITMINSTER PARISH COUNCIL

To Cllrs: Chapman (Chair), Threlfall (Vice Chair), Garland, Neale, Ford, Lewis, Burnett and Reisner.

Dear Councillors,

You are summoned to attend the next meeting of Pitminster Parish Council to be held in Old School Pitminster on Thursday 21st May 2026 commencing at 7pm for the purpose of transacting the following business:

Richard Tyzack
Clerk to Pitminster Parish Council
Wednesday 15th May 2026

Cllr Wakefield, please send any reports to Clerk for sending to councillors.

Meetings and the public

Members of the public and press are welcome to attend any of the Council's Full Council or Committee meetings and listen to the debate. All agendas, reports and minutes can be viewed on the Council's website

www.pitminsterparishcouncil.org.uk Before the meeting, the Chair may allow a public session to enable people to ask questions of the Council and make comments, in accordance with Standing Orders 1c. Questions are directed to Council and should be restricted to matters on the agenda. Members of the public are not to verbally abuse or harass a member of the Council. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next meeting. Members of the public are asked to restrict their comments, and/or questions to three minutes.

ALL COUNCILLORS SIGN A DECLARATION OF ACCEPTANCE OF OFFICE

PUBLIC PARTICIPATION

AGENDA

1. ELECTION OF CHAIR
Election of Chair (presided over by the present Chair). The elected Chair then signs a Declaration of Acceptance of Office.
2. ELECTION OF VICE CHAIR
Election of Vice Chair.
3. APOLOGIES

To receive and approve apologies for absence including reasons given (Local Government Act 1972 s85 (1)) - please can Members give any apologies by email or telephone by 5pm of the day of the meeting.

4. DECLARATIONS OF INTEREST AND REQUESTS FOR ANY DISPENSATIONS
For Members to declare any interests they may have on items on the agenda and agree any dispensations to stay (Pitminster Standing Orders 2012).
5. PLANNING APPLICATIONS FOR OBSERVATIONS:
 - 30/26/0012/LB Various external alterations and conservation works to exterior walls at Duddleston Lane Pitminster.
6. PLANNING ENFORCEMENT
To receive any planning enforcement items.
7. PARISH COUNCIL MINUTES, and PARISH MEETING MINUTES of 23rd APRIL 2026.
To receive the minutes of the previous Council meeting as a correct record and signed by the Chair (Local Government Act 1972 Sch 12).
To receive the minutes of the Parish Meeting as a correct record, signed by Chair.

THE NEXT PART OF THE AGENDA IS TO COMPLETE THE AGAR (ANNUAL GOVERNANCE AND ACCOUNTABILITY REVIEW)

8. RISK ASSESSMENT
To consider the findings of the review of the effectiveness of the system of internal control (risk assessment), by the members meeting, as required by the Accounts and Audit Regulations 2015.
9. INTERNAL AUDIT
To receive and note The Annual Internal Audit Report.
10. ANNUAL GOVERNANCE STATEMENT (Section 1) 2025/2026
To approve the Annual Governance Statement Section 1 2025/2026 by resolution in advance of approving the Accounting Statements.
11. ACCOUNTING STATEMENTS
To consider the Accounting Statements.
12. ACCOUNTING STATEMENTS
To approve the Accounting Statements
13. SIGNATURE
To sign and date the Accounting Statements by the person presiding at the meeting at which approval is given.

14. CLERK (RFO) to set the commencement date for the exercise of public rights.
Done.

THAT COMPLETES THE AGAR.

15. DIRECTION SIGNS IN FOSGROVE LANE

Renovation and positioning of signs in Fosgrove Lane. Cllr Burnett.

16. COUNCILLORS SOCIAL DRINK

Discuss

17. LITTER PICK

Discuss arrangements for future events.

18. GOV EMAILS

Have Cllrs achieved setting up.

19. ANGERSLEIGH SIGNS

Report – Cllr Threlfall.

20. AOR (AREAS OF RESPONSIBILITY)

To receive Cllrs reports.

21. NEXT AGENDA

To receive any items for the next Agenda.

22. FINANCE

To note the VAT refund of £379.63 has been received at Lloyds Bank Current Account,

To receive the bank statement and reconciliation. £15962.83

To resolve to authorise the Clerk to make the following payments online from the Lloyds Bank Account.

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| • SERV Co Signs (Angersleigh) | £1272.00 |
| • Mrs M Daley (Internal Audit) | £50.00 |
| • Tim Dunn Grass Cutting | £90.00 |

23. Close of meeting and confirm date of next Council meeting as Thursday 18 June 2026