



North Petherton Town Council

Town Council Office, Small Hall, North Petherton Community Centre

Fore Street, North Petherton, Somerset, TA6 6QA

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Town Clerk: Miss Joy Norris MSc, ACG

Minutes of the Town Council meeting held on Monday 16th June 2025 starting at 19:15hrs in The Small Hall, Fore Street, North Petherton, TA6 6QA

Present

Chair: Councillor Hyde

Town Councillors: Baker, Dennis, Habberfield, Herbert, Power and Sharman

In attendance

Miss J Norris (Town Clerk)

Mrs A Young (Admin Assistant)

1 member of the public attended the meeting.

87/2025 Chair's Announcements

The Chair said that it had been a busy month for the Council, activities included:

- Work had been done to repair the surface of the car park at Parker's Field
- Work had started to cut back ground level growth around the tablets in the Gardens of Rest (at the Cemetery) and to level them where necessary
- The Mayor and several Councillors had attended an evening with North Petherton Cricket Club Junior Teams, where 80+ children had been learning and practising cricket skills using equipment bought with a grant from the Town Council

Future activities in and around the Town Council area include:

- Training for participants in the Quantock Heritage Group test pit project
- 18 and 19 July is the Festival of Archaeology when test pits will be dug in various places around North Petherton
- 21 June is the Church Fete
- 28 June is the Wilstock Big Lunch
- 14 September has been scheduled as the provisional date for the Award of Alfred Jewels

88/2025 Apologies for absence

Apologies for absence were received from Councillors Bradford, Brown, Spelman-Ives, Spencer and Taylor.

89/2025 Declarations of interests

No declarations of interest were made at this stage of the meeting.

90/2025 Community time –

This agenda item provides an opportunity for members of the public to speak on matters on the agenda.
No matters were raised.

91/2025 Minutes

Consideration was given to the draft minutes of the Council Meeting held on 19 May 2025

RESOLVED that the draft minutes of the Council Meeting held on 19 May 2025 be confirmed as a correct record.

92/2025 Somerset Council - Councillor Reports

To receive reports, on any matters of relevance to the area, from the unitary authority Councillors representing the areas covered by North Petherton Town Council.

No Somerset Councillors were present at the meeting.

93/025 Recommendation from the Resources Committee

Consideration was given to a recommendation from the Resources Committee regarding the payment of grant monies to the North Petherton Playing Fields Charitable Trust

RESOLVED that the grant is paid to North Petherton Playing Fields Charitable Trust as provided for in the Town Council' s 25/26 budget; that is £15,000 general expenditure plus £15,000 for repairs and maintenance of equipment.

94/2025 Items for payment

Consideration was given to invoices received for payment.

RESOLVED to pay the invoices detailed in the table below

Payee	Invoice Date	Invoice No	Net	VAT	Gross	information
Inspect and Repair	04.06.2025	948	£250.00	£50.00	£300.00	install new See Saw and replace ladybird handles.
Sutcliffe Play	30.05.2025	7501	£4,307.50	£861.50	£5,169.00	new see saw and ladybird handles
Juction 24	01.06.2024	7952	£716.66	£143.33	£859.99	June Rent
Sibley Contractors	14.06.2025	SC25105	£1,950.00	£390.00	£2,340.00	Parkersfield Car Park repairs.
Working the Greener Way	10.06.2025	100446	£980.00	£0.00	£980.00	Audit
Total			£8,204.16	£1,444.83	£9,648.99	

Payee	Invoice Date	Invoice No	Net	VAT	Gross	information
Direct Debit						
Daisy Communications	31.5.2025	13851810	£41.55	£8.31	£49.86	Mobile phone charges

95/2025 Strategic Plan – Progress Report

A progress report on delivering the priorities stated in the Town Council's Strategic Plan was received.

Discussion on this agenda item included:

- Time frames for actions
- Funding
- Revisiting and reviewing priorities
- Conducting the annual review of the plan in September ready to help plan the budget for future years

96/2025 Future Infrastructure / S106 Schemes and Projects

Consideration was given to an initial project list for developer contributions towards future infrastructure, schemes and projects within the North Petherton Town Council area.

Discussion on this agenda item included:

- It is important that the Town Council expresses and communicates what it believes the area needs
- Ideas for what is needed can be derived from a number of sources including items based on research and feedback from the community
- The pedestrian crossing listed on the report as Newton Rd needs to be further south on the A38 towards the new housing development
- Public toilets including disabled facilities can be expensive to provide, maintain and operate

RESOLVED

- (i) That the initial project list for developer contributions towards future infrastructure, schemes and projects within the North Petherton Town Council area is as follows (in alphabetical order):
 - Allotments – provision within new residential sites
 - Coach stop (with short (drop off / pick up) and long term parking) and toilets
 - Public Car Park
 - Pedestrian crossings (including pelican crossings, pedestrian islands traffic light controlled) on the A38 (Broadlands Avenue, A38 south of Newton Road, Parker's Field / Carrots Farm)
 - Sports Facilities (including a football pitch)
 - Public Toilets – additional equipment to meet modern standards in the existing disabled toilet and new public toilets.
- (ii) That the Town Clerk sends a letter to Somerset Council stating that the Town Council would like to work with the unitary authority regarding future S106 funded projects / schemes and suggesting that the list agreed at (i) above is used as a starting point for discussion.

- (iii) That the Town Council's Strategic Plan has a new section inserted a) to reflect the wish to work with Somerset Council regarding future S106 agreements and b) to include the agreed list of potential projects.

97/2025 2024/2025 Accounting Statements & Governance Return Internal Audit Report

Consideration was given to the internal auditor's report which is part of the Annual Governance and Accountability Return (AGAR).

RESOLVED to accept the internal audit report which is part of the Annual Governance and Accountability Return (AGAR).

98/2025 2024/2025 Annual Governance Statement

Consideration was given to the Town Council's response to the assertions on the 2024/2025 annual governance statement and there was cognisance of the internal auditor's comments. Each of the assertions was considered in turn.

RESOLVED

- (i) That the response to assertions 1, 2, 3, 4, 6, 7 and 8 be "yes"
- (ii) That the response to assertions 5 and 9 be "no"
- (iii) That the Mayor and Town Clerk complete and sign the Annual Governance Statement accordingly

99/2025 2024/2025 Annual Accounting Statement

Consideration was given to the 2023/2024 annual accounting statement.

RESOLVED

- (i) to approve the 2024/2025 Annual Accounting Statement as presented
- (ii) That the Mayor completes and signs the annual accounting statement accordingly

100/2025 Electors Rights

Consideration was given to the timetable for the Notice of Electors rights.

RESOLVED

- (i) that the notice of the period for the exercise of public rights be published on 18 June 2025
- (ii) that the period for the exercise of public rights regarding the accounting records commences on 19 June 2025 and ends on 30 July 2025.

101/2025 Risk Register

To consider and approve the Town Council's Business Processes Risk Register

RESOLVED to defer consideration of this agenda item to a future meeting

102/2025 Data Protection

- (i) To agree the Town Council's document retention schedule

RESOLVED to agree the document retention policy as presented.

- (ii) To agree the Town Council's privacy notices

RESOLVED to defer consideration of the privacy notices to a future meeting

103/2025 Safeguarding Policy

To consider the adoption and implementation of a safeguarding policy

RESOLVED to defer consideration of this agenda item to a future meeting

104/2025 Local Government Boundary Commission for England (LGBCE) - A review of the number of councillors, divisions and division names for Somerset Council

To consider the Town Council's response, if any, to the LGBCE review's draft recommendations pertaining to Somerset Council.

The Mayor requested that any comments from Councillors be sent direct to her so that a response can be compiled and considered at the July Town Council meeting.

The meeting closed at 20:41hrs