

## ***Clatworthy Parish Council***

Minutes of the meeting held on 11 May 2026 in Clatworthy Village Hall

**Present:** Sally Moran (Chair), Kevin Chesterman, Margaret Deer, Jonathan Douglas, Gemma Forster, Sophie Macfarlane, Linda Sharp, Steven Pugsley (Somerset Councillor), Norma Martin (Clerk).

### **1. Apologies**

Apologies were received from Frances Nicholson (Somerset Councillor).

### **2. Election of Chair**

Sally Moran, proposed by Sophie Macfarlane, seconded by Margaret Deer was re-elected as Chair.

Jonathan Douglas, proposed by Sophie Macfarlane, seconded by Sally Moran was elected as Vice Chair.

### **3. Minutes of meeting held on 9 February 2026**

The minutes of the Parish Council meeting held on 9 February 2026 were confirmed correct and signed by the Chair.

### **4. Matters arising not covered on the agenda**

10x25Kg bags of rock salt were ordered from [ONLINEROCKSALT.CO.UK](https://www.onlinerocksalt.co.uk) and delivered promptly. They are now in the bin at the village hall.

**Action: COMPLETE**

### **5. Update from Somerset Council**

Somerset Councillor Steven reported on the closure of Citizens Advice West Somerset due to the challenging funding environment and unsustainable rising costs. It is expected that some of the services will be absorbed into the county-wide Somerset Citizens Advice and that other community partners will be able to help with specific activities.

Highways have requested that the locations of grit bins/bags in the parish be confirmed to them before June, together with an indication of how full each one is.

Somerset Councillor Steven also offered to follow up Clatworthy's roads problems (see Section 6, below).

### **6. Roads**

There was much discussion about potholes, flooding and speeding traffic. There are a growing number of serious potholes in the parish and no indication as to when they might be fixed; work on the failed drain outside Welches cottage and the long outstanding bank repair on the Huish road both appear to have stalled and problems with traffic speeding into and through the village are getting worse. This last is of growing concern given the increasing numbers of children in the village.

Details will be supplied to Somerset Councillor Steven, to enable him to take up the matters with Highways.

### **7. Finance**

#### **7.1 Annual Review (AGAR)**

##### **7.1.1 Internal audit**

Council noted the findings of the internal audit carried out in the 2025-26 financial year and confirmed that the internal auditors report had been received and all necessary action taken. No date has yet been set for this year's internal audit, but it is likely to take place later in the summer.

##### **7.1.2 Review of governance**

Council reviewed the system of internal controls applied to its financial transactions and the preparation of the accounts and confirmed that they are appropriate and follow Proper Practices. Council agreed the governance statement for 2024/25, which was then signed by the Chair.

**7.1.3 Agree accounts for FY ending 31/3/2025**

The Receipts and Payments account and Bank Reconciliation, which form part of the annual Accounting Statements, were reviewed and approved by Council and signed by the Chair.

**7.1.4 Approve Annual Governance and Accountability Return (AGAR)**

Council reviewed and approved the variances and the Accountability Return, which was then signed by the Chair.

**7.1.5 Certify exemption from external audit**

Following the above reviews, Council certified Clatworthy PC exempt from external audit and the Chair signed the exemption certificate for submission to the External Audit body.

**Action: Clerk**

**7.2 Communications Review**

Current guidelines from the National Association of Local Councils (NALC) recommend that a parish's domain name should be owned by the parish.

Although clatworthy-parish.uk is owned by Clatworthy, NALC also strongly recommend that the domain should be within .gov.uk, to recognise its official status. Our current web-site provider is authorised to issue .gov.uk domain names to parish councils and does so free of charge, with a current commitment to continue to maintain the 'free' status in the future. After some discussion council agreed to apply for clatworthyparish.gov.uk.

In addition to the domain name, NALC also strongly recommends that a parish has a .gov.uk mailing address, which would currently cost around £33 pa. However, since councillors do not use [clatworthyparish@gmail.com](mailto:clatworthyparish@gmail.com) e-mail to discuss or transact parish business, it was agreed that we should stay with gmail for now to avoid adding another bureaucratic expense to the annual precept.

**7.3 Quarterly Report****7.3.1 Current position**

|                                    |             |                |                                           |
|------------------------------------|-------------|----------------|-------------------------------------------|
|                                    |             | £              |                                           |
| <b>Balance at Lloyds 1/2/2026</b>  |             | <b>4039.46</b> |                                           |
| <b>Receipts</b>                    | <b>Date</b> | <b>£</b>       | <b>Details</b>                            |
| Precept 2026/27                    | 09/04       | 1050.00        |                                           |
| <b>Total Receipts</b>              |             | <b>1050.00</b> |                                           |
| <b>Payments</b>                    | <b>Date</b> |                |                                           |
| Hugo Fox                           | 11/02       | 11.99          | Website monthly subscription – Feb26      |
| Bank Charges                       | 17/02       | 4.25           |                                           |
| Hugo Fox                           | 11/03       | 11.99          | Website monthly subscription – Mar26      |
| N.E.Martin                         | 16/03       | 157.39         | Road Salt ordered on-line – reimbursement |
| Bank Charges                       | 17/03       | 4.25           |                                           |
| Hugo Fox                           | 13/04       | 11.99          | Website monthly subscription – Apr26      |
| Bank Charges                       | 20/04       | 4.25           |                                           |
| SALC membership                    | 27/04       | 40.90          | SALC Affiliation fee 2026-27              |
| <b>Total Payments</b>              |             | <b>247.01</b>  |                                           |
| <b>Balance at Lloyds 30/4/2026</b> |             | <b>4842.45</b> |                                           |

### 7.3.1 Current position (cont)

| <b>(Late) Spend of 25-26 budget</b> | <b>Plan</b> | <b>Actual</b> | <b>Comments</b>                               |
|-------------------------------------|-------------|---------------|-----------------------------------------------|
| WAP – Wivey Link                    | 0.00        | 200.00        | Committed but not paid before year end        |
| Local charities                     | 300.00      | 600.00        | Committed but not paid before year end        |
| Contingency/Misc                    | 200.00      | 190.89        | Bank charges (started April 25) and Road salt |

| <b>Spend against 26-27 budget</b> | <b>Plan</b>    | <b>Actual</b> | <b>Comments</b> |
|-----------------------------------|----------------|---------------|-----------------|
| Audit fees                        | 30.00          |               |                 |
| Insurance – Parish Council        | 150.00         |               |                 |
| Clatworthy VH – Insurance         | 400.00         |               |                 |
| Election expenses                 | 100.00         |               |                 |
| SALC membership                   | 45.00          | 40.90         |                 |
| Clerk/Councillor training         | 200.00         |               |                 |
| Postage & stationery              | 30.00          |               |                 |
| Bank charges                      | 60.00          | 12.75         |                 |
| Defibrillator (RF)                | 250.00         |               |                 |
| Phone box (RF)                    | 50.00          |               |                 |
| Parish web site (RF)              | 160.00         | 46.76         |                 |
| Highways (inc signage) (RF)       |                |               |                 |
| WAP – Wivey Link                  | 100.00         |               |                 |
| Local charities                   | 300.00         |               |                 |
| Contingency/Misc                  | 200.00         |               |                 |
| <b>Total</b>                      | <b>2075.00</b> | <b>100.41</b> |                 |

### 7.3.2 Payments for authorisation

Parish Council Insurance has come to the end of a three year fixed price. Renewal options are 1yr @ ~£188 or 3yr fixed at ~£170. Renewal date is 1/6/2026. Some concern was expressed about the percentage increase in cost and it was agreed to collect further quotes before making a decision.

**Action Sophie**

### 8. Other matters for information

The Annual Parish Meeting is scheduled for Saturday 6 June 10-11 in the Village Hall, with coffee & cakes.

It will focus on the Clatworthy Emergency Plan, explaining what it is for and encouraging input and involvement from everyone in the parish.

The meeting closed at 20.56

*In order to reduce ink usage and paper wastage, please note that the Clerk does not provide paper copies at meetings of documents previously e-mailed to Parish Councillors, except by prior agreement with individuals. (Printed minutes and agenda will be available by default for Somerset Councillors.)*