

MINUTES OF THE MEETING OF BISHOPS HULL PARISH COUNCIL
Held at The Bishops Hull HUB on THURSDAY 5th MARCH 2026

Members Present:

Cllr T Taylor – Chairman Cllr J Hunt – Parish and Somerset
Cllr N Fernandes Cllr H Harper
Cllr P Hopkins Cllr R Reed
Cllr M Trout Cllr J Wilson

Also Present: Helen McGladdery – Clerk and RFO and two members of the public

Have Your Say

Cllr Ellis was unable to attend and provided an update on the Somerset Council financial position and advised the teams dealing with potholes has been doubled due to demand.

Cllr Hunt gave a verbal update on activities in the parish over the last month, he also advised he had receive a request from residents for additional speed bumps on BH Rd and concerns over parking at Shutewater Close. Tytherleigh bridge repairs have now been moved up the priority list. Somerset Council rangers have organised forest school at Netherclay Woodland for school children and Cllr Hunt wished to thank the friends of Netherclay for their work to prepare the area. The new electoral divisions have been announced, at the next SC elections Bishops Hull will now be joined with Oake, Bradford on Tone, Langford Budville and Nynehead and will have 1 Somerset Councillor.

Meeting starts 7.25pm

770. Co-option of new Councillor to fill vacancy

Resolved: Members voted unanimously to co-opt Paul Hopkins and the paperwork was signed

Action:

1. The Clerk to submit paperwork to SC
2. Add Cllr Hopkins to the website
3. Allocate email address to Cllr Hopkins

771. To receive apologies for absence and approve reasons given

Cllr J Emmott – Holiday
Cllr B Fernandes – Medical reasons
Cllr M Turner – Personal reasons
Somerset Cllr Ellis – attending another meeting

772. Declaration of Interest not already recorded

None

773. To Agree Minutes of Parish Council meeting held on Thursday 22nd January 2026

The minutes of the meeting were agreed as a true and accurate record of the meeting and signed by the Chairman

Action: The Clerk to add the minutes to the website

774. Planning – To receive the planning panel report on planning applications received:

None at time of setting agenda

775. Kinglake

Update on outstanding works prior to land transfer

The play equipment repairs have been completed and the tree works are scheduled for 12/13 March. So the site will be ready for adoption

To discuss any further actions or confirm acceptance of transfer

The Clerk advised she had spoken to the insurance company and has plans in place for immediate public liability cover once the transfer goes through.

Resolved: Members voted unanimously to accept the transfer and authorised the Chair and Vice Chair to sign the paperwork once received and the following conditions must be adhered to:

1. The Clerk and Chair to confirm the tree works have been completed before transfer signed
2. The invoice of £352,000.00 to be presented to Persimmon by the PC solicitor at the time of transfer for immediate payment

Action:

1. The Clerk to advise Dan Mawer (Persimmon) of the decision
2. The Clerk to advise PC solicitor to proceed with the transfer
3. The Clerk to check the tree work has been completed prior to signing the paperwork
4. The Clerk to prepare Somerset Council to carry out monthly safety inspections to play equipment after transfer
5. The Clerk to arrange insurance cover once transfer date confirmed
6. The Clerk to look into investment of the funds and to be discussed at April meeting

776. Devolution –

Bishops Hull Play Park

To receive latest update from The Playing Field Trust on the land transfer of the play park from Somerset Council

The Playing Fields Trust have now appointed a solicitor but are still to surrender the current lease. The Clerk requested that The Trust contact the solicitor asap for this to be carried out.

Paul Bulbeck – Chair to the Trust was present and assured this would be actioned this week.

To discuss any further actions or confirm acceptance of transfer

No further actions required and PC continue to be content for transfer to proceed asap.

777. Bishops Mead

To receive update on sign and bench installation

The new sign and bench have now been installed and slabs will be laid under the bench to avoid it getting muddy. Snow drops will be planted under the sign.

To discuss measures to prevent mud on paths in wet weather

Resolved: As this area has always been a trap for water runoff, it was agreed to review this in 6 months' time. The path remains the responsibility of Somerset Council

Action: The Clerk to contact SC to request they look at drainage solutions in this area.

To discuss moving one of the stones to secure the site further

It was agreed to defer until the April meeting to give all Members a chance to look at the location.

Action: The Clerk to add to the April agenda

To discuss quote to install handrail on steps from playing fields to Gillards

A quote of £1,813 has been received from Parsons Landscapes and an additional quote has been requested from Taunton Fabrications.

Resolved; It was agreed to contact SC to request they install a handrail as the steps are their responsibility.

Action: The Clerk to contact SC

778.Financial Matters

Detail of Receipts and Payments since previous meeting

Receipts:

CN advert £40.00

Payments:

Mobile phone - January £8.54

Somerset Council - Quarter 3 dog bin charges £608.40

Water 2 business - Allotments £257.48

Carly Press - Feb CN £190.00

HMRC - Jan £394.11

BH HUB - Jan finance meeting £15.00

SC Pensions - Jan £503.73

H McGladdery - Jan expenses £13.73

Netherclay grant from Bloor homes £250.00

Netherclay support grant £500.00

Bank service charge £6.00

DBS Checks - registration £60.00

Mobile phone - Feb £8.54

Parsons - Bishops Mead sign installation £456.00

Arien - Bishops mead sign 50% final payment £589.80

FEW first aid training Emergency volunteers £240.00

SALC – Cllr N Fernandes training £25.00

Tony Taylor Emergency plan kit £540.28

HMRC - Feb £372.56

SC Pensions - Feb £503.73

H McGladdery Feb expenses £26.74

The Clerks January and February salary was paid in this period.

Invoices to be approved

SALC – Cllr Emmott training	£25.00
Carly Press – March CN	£190.00
Parsons Landscapes – painting steps	£384.00
BH HUB Hire March	£30.00
SALC – Clerk GDPR training	£40.00

To receive budget to spend monthly report - attached

To approve quote from Somerset Council for dog bin emptying for 2026/27

Resolved; The quote from SC of £2028.00 to empty 3 dog bins in 2026/27 was approved

Action: The Clerk to advise SC

To approve quote from Parsons Landscapes for Bishops Mead and Kinglake maintenance for 2026/27

Resolved; The quotes from Parsons Landscapes of £3831.00 for Bishops Mead and £8125.39 for Kinglake (once transfer is complete) were approved

Action: The Clerk to advise Parsons

To discuss grant request from Frank Bond Centre for replacement battery of the defibrillator located outside the FBC.

The FBC agreed to pay £82 toward the replacement battery and requested £164 funding from the Parish Council

Resolved The grant request was approved.

Action: The Clerk to arrange the payment

To review the effectiveness of internal controls and internal audit

Cllr N Fernandes is the councillor who carried out the internal checks. Every month the Clerk produces a bank reconciliation that is reviewed by Cllr Fernandes. The internal auditor carries out her checks every 6 months. Councillors were content that adequate checks were in place.

779.Governance

To discuss a logo for Bishops Hull Parish Council

The following design was approved



Action: The Clerk to use logo for letterheads in Parish Council correspondence.

To discuss applying for The NALC Local Council's awards scheme

The scheme is designed to show professionalism and due diligence in Councils. Once achieved the Council will be able to display the status achieved on all correspondence/website etc.

Resolved: Councillors wished to aim for the silver award as they felt the bronze was minimum standard. It was agreed to pay the charge of £150 to apply

Action:

1. The Clerk to prepare guidance and checklist of what would be required prior to submitting an application
2. The Clerk to add to April agenda for an update

To discuss measures put in place to make the Parish Council compliant for AGAR assertion 10

This has been put in place to show digital compliance. The PC already meets the standard by having dedicated emails addresses and website. The Clerk has attended two GDPR training sessions in addition to her CILCA qualification to ensure the Council remains compliant with the way it processes and stores data.

To adopt IT policy and Data Audit

The Clerk produced draft policies, it was agreed to defer adopting these policies until April

Action:

1. Cllr Hopkins and Cllr N Fernandes to review the policies and forward any amendments/recommendations to the Clerk ahead of the April meeting
2. The Clerk to add to the April agenda

To discuss Dog Control Public Spaces Protection orders consultation

It was agreed not to submit a response to this consultation

780. Clerks Report which will include all matters arising from previous minutes and items of interest

The Clerks report was distributed to Members detailing minute actions

781. Emergency plan volunteers update

DBS checks are being processed and awaiting certificates. All emergency co-ordinators now have a grab bag with essential kit.

Resolved: It was agreed to purchase ID cards

782. Parish maintenance:

Update on additional maintenance carried out

The edge of the steps off the playing field leading to Gillards have now been painted for the safety of residents.

To agree any areas requiring additional maintenance

None at present

Update on compost heap removal and to discuss any cost implications to the PC

Talks are ongoing between the HUB, Playing Fields Trust and Church to resolve this matter. There will be no cost implications for the PC.

783.Update on Parish Council proposal to reduce speed limits on A38

To receive update from Chairman on meeting with TTC

The Chair met with Marcus Prouse to discuss the progress of the project. TTC are of the understanding that they would share any costs with the PC.

To confirm Parish Councils financial contribution from CIL funds towards the project

Resolved: Members voted unanimously to share the costs with TTC up to £10,000.00 from CIL funds

Action: The Clerk to contact Kate Brown – SC for an update on the project

784.Suggested items from Councillors for inclusion in next meeting

- Statement of internal controls
- Review policies
- Cllr areas of responsibility
- Bishops Mead review of illegal encampment measures
- Handrail from playing field
- Kinglake
- Bishops hull Play Park
- NALCs - Local Council Awards scheme update
- IT policy and Data audit

785.Date of next meeting: Thursday 2nd April 2026, 7pm at The Hub

Meeting closed: 9.15pm

Cllr Tony Taylor – Chairman

Attachment:

- 1. Budget to spend report**

Budget to spend report

RECEIPTS	Actual		Budget	Variance	
Precept	£ 74,000.00		£ 74,000.00	£ -	
Interest	£ 2,964.43		£ 1,000.00	£ 1,964.43	
Community News	£ 2,784.00		£ 2,850.00	-£ 66.00	
Allotments	£ 192.50		£ 815.00	-£ 622.50	
Loan	£ 1,835.38		£ 1,835.38	£ -	
Grants	£ 1,250.00				
CIL Payments	£ -			£ -	
Vat refund	£ 3,111.36			£ 3,111.36	
Total Receipts	£ 86,137.67		£ 80,500.38	£ 5,637.29	
					6 months costs
PAYMENTS					
VAT	£ 5,005.38			£ 5,005.38	
Clerks salary	£ 19,980.45		£ 30,000.00	-£ 10,019.55	-£ 5,009.78
Pension Contributions	£ 5,332.89		£ 8,400.00	-£ 3,067.11	-£ 1,533.56
Clerks allowance	£ 234.00		£ 350.00	-£ 116.00	-£ 58.00
Establishment costs	£ 686.85		£ 1,500.00	-£ 813.15	-£ 406.58
Local amenities	£ 1,708.98		£ 5,000.00	-£ 3,291.02	-£ 1,645.51
Supporting local groups	£ 1,067.97		£ 1,500.00	-£ 432.03	-£ 216.02
Allotments	£ 1,815.67		£ 1,000.00	£ 815.67	£ 407.84
Community news	£ 2,063.00		£ 2,850.00	-£ 787.00	-£ 393.50
Audit (Establishment cost)	£ 422.50		£ 750.00	-£ 327.50	-£ 163.75
Insurance (Establishment cost)	£ 503.04		£ 1,500.00	-£ 996.96	-£ 498.48
CIL funds	£ 16,931.92		£ -	£ 16,931.92	£ 8,465.96
Local services	£ 217.00		£ 6,500.00	-£ 6,283.00	-£ 3,141.50
137	£ 25.00		£ -	£ 25.00	£ 12.50
Membership	£ 1,491.03		£ 1,400.00	£ 91.03	£ 45.52
Loan	£ 1,835.38		£ 1,853.38	-£ 18.00	-£ 9.00
Training	£ 343.00		£ 500.00	-£ 157.00	-£ 78.50
Footpath maintenance	£ 217.00		£ 1,000.00	-£ 783.00	-£ 391.50
Rospa play inspection			£ 1,000.00	-£ 1,000.00	-£ 500.00
Playground repairs			£ 2,000.00	-£ 2,000.00	-£ 1,000.00
Speed indicator device	£ 550.52		£ 500.00	£ 50.52	£ 25.26
Bishops Mead	£ 3,720.44		£ 10,000.00	-£ 6,279.56	-£ 3,139.78
Bishops Hull Playing Fields Trust			£ 1,000.00	-£ 1,000.00	-£ 500.00
Community Woodland			£ 1,000.00	-£ 1,000.00	-£ 500.00
Planting	£ 63.99		£ 1,000.00	-£ 936.01	-£ 468.00
Emergency plan	£ 709.84				
Total Payments	£ 64,925.85		£ 80,603.38	-£ 21,392.75	-£ 4,613.85
Surplus / Defecit	£ 21,211.82	£ -	-£ 103.00	£ 27,030.04	

