

Clerk: clerk@sheptonmontagueparish.gov.uk

Date: 11 November 2026

To all members of Shepton Montague Parish Council:
COUNCIL SUMMONS AND AGENDA
The Meeting of Shepton Montague Parish Council will be held on Monday 16th November 2026 at 7.00pm in Shepton Montague Village Hall.
Members of the Parish are welcome to attend.

Open discussion; Opportunity for parish members to comment on agenda items prior to the start of the meeting.

Agenda

26/49; Apologies for absence (LGA 1972 s85(1)).

26/50; Declarations of interest.

Members to declare any interests, including disclosable pecuniary interests (DPI) they may have in agenda items that accord with the parish council's Code of Conduct and to consider any written requests from members for dispensations that accord with the Localism Act 2011 s33 (b-e) (this does not preclude any later dispensation).

26/51; To approve and sign the Minutes of the last meeting held on 20th August 2026 as a true and accurate record of that meeting.

26/52; To receive councillor application and consider co-option and to approve/authorise councillor access to Parish Council bank account.

26/53; To receive the Clerk's report and to note any recommendations.

26/54; To consider invitation from The Bruton Town Council Climate & Ecological Emergency Working Group to become involved with Act to Adapt plan supported via Somerset Wildlife Trust.

26/55; To receive reports from Somerset Councillors.

26/56; To consider forming a footpaths working group with newly co-opted councillor as lead.

26/57; Hornes Lane surface repair.

To receive an update from Cllr Sykes.

26/58; New GDPR legislation:

a) To review Digital Compliance checklist and note actions to date.
b) To approve the following policies/procedures:
    a. Privacy Notice.
    b. Data Protection Policy
    c. Retention Policy
    d. Data Breach Procedure
    e. DPIA form
    f. Subject Access Request information

26/59; To review the following policies:

a) Code of Conduct
b) Standing Orders
c) Risk Assessment and Management
d) Financial Regulations
e) Asset Register

26/60; To consider quotes received:

a) Migration to gov.uk emails for councillors; 2 quotes for consideration.
b) Website Hosting and support; 2 quotes for consideration.

26/61; To note and approve clerk's Q2 Payroll summary, subsequent payment and hours of work to date since last meeting.

26/62; To note the National Association of Local Councils (NALC) salary scales for parish and town clerks effective from 1 April 2026 to 31 March 2027;

a) To consider 3.3% increase to clerk's salary, with a new hourly rate of £14.36 (SCP8)
b) To consider backdated salary (total of 58 hours for Q1 and Q2) increase from 1st April 2026, to be included in Q3 salary.

26/63; Changes to the Annual and Governance and Accountability Return (AGAR) 2027/28

To receive brief summary from Clerk as circulated in the meeting papers. To note and support the forthcoming preparations during 2026/27 to ensure compliance for the 2027/28 AGAR.

26/64; Finance:

a) To consider budget to date.

b) To approve invoices and payments since last meeting (circulated in meeting papers)

c) To approve transfer of remaining funds following expenditure from following earmarked reserves into General Reserves:

    a 20mph speed campaign

    b SID (CIL FUNDS)

d) To approve and sign bank reconciliations since last meeting.

26/65; To consider and approve the 2027/28 Budget Proposal and note the Responsible Financial Officer (RFO) recommendations.

26/66; Road safety campaign:

a) To note the final works have been completed by Somerset Council for the 20mph speed limit and the invoice has been paid.
b) To receive Speed Indicator Device recommendations from Sparkford Parish Council and decide next steps.

26/67; To consider water level readings and flooding prevention planning.

26/68; Planning items; To note the planning applications received since the last meeting, which can be found on the website here:

1. **Date registered: Thursday, 29 October 2026**

Applicant: John Dimond

Location: Land OS 7459 Bratton Seymour Road Bratton Seymour Wincanton Somerset

Reference: 26/02250/FUL – Formation of an additional fishing lake and erection of an agricultural storage barn.

Comment:

Closing date for comments 19th November 2026.

2. **Date registered: Thursday, 15 October 2026**

Applicant: John Dimond

Location: Land OS 7459 Bratton Seymour Road Bratton Seymour Wincanton Somerset

Reference: 26/02251/FUL – Change of use of the land for the siting of 8 No. glamping pods, 1 No. mobile hub and the construction of a swimming lake to form a wellness retreat.

Comment: Closing date for comments 5th November 2026.

3. **Date registered: Wednesday, 7 October 2026**

Applicant: Mr Paul Rawson

Location: Land OS 3426 Hadspen Estate Bratton Seymour Wincanton Castle Cary Somerset BA7 7NG

Reference: 26/00156/FUL – Erection of new ecosphere structure to house succulent plant collection together with related services and visitor facilities, as an extension to the existing visitor attraction at The Newt in Somerset; associated access, landscape and drainage works, including temporary construction access from Cary Edge Lane.

Comment: Closing date for comments 28th October 2026.

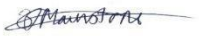
26/69; To discuss agenda items for next meeting.

26/70; To reconsider next 12 month meeting schedule proposal (always second Monday of the month):

Monday 11th January, Monday 15th March (Annual Parish Meeting followed by Council meeting), Monday 17th May (Annual Meeting of the Parish Council[1]), Monday 14th June (Annual Parish Meeting), Monday 8th November.

26/71; Date of next meeting Monday 11th January 2027, please forward any agenda items to the clerk by 28th December 2026.

Signed



S Mainstone Parish Clerk 11 November 2026 on behalf of the Council

[1] Due to Pre- Election period the Annual Council meeting must take place between Monday 14th May – 24th May 2027