



Clerk: clerk@sheptonmontagueparish.gov.uk

Date: 29 January 2026

MINUTES of the Shepton Montague Parish Council meeting held on **Wednesday 21st January 2026 at **7.00pm** in Shepton Montague Village Hall.**

PRESENT:

Cllrs: Sykes (Chair), Hunter, Willasey-Willsey, Watch

Clerk and RFO: Sam Mainstone

Somerset Councillors: Cllr Trimnell sends apologies, Cllr Power arrived at 7:40pm

Parish members:1

Meeting started at 7:00pm

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

No requirement for open discussion this evening.

Minutes

25/55; Apologies for absence (LGA 1972 s85(1)).

Apologies received from Cllr Williams and Cllr Trimnell.

It was RESOLVED (4/0/0) to approve the apologies for absence.

25/56; 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).

None.

25/57; Approve the [minutes of the last meeting](#) held on 6th November 2025 as a true and accurate record of that meeting.

Amendments as follows:

- Item25/43 – change of wording with attached EIR Response
- Footer incorrect, Minutes not agenda

- Adding Zoe Young's name

It was RESOLVED (4/0/0) to approve the minutes with the noted amendments as a true and accurate record of the meeting dated 13th November 2025.

25/58; To receive the Clerk's report and to note any recommendations.

Summarised and noted by all.

25/59; To receive Somerset Councillors latest report.

Report was circulated and noted by all.

25/60; To note and approve clerk's hours of work to date since last meeting.

- a) To approve Clerk's additional 3 hours for Q3

It was RESOLVED (4-0-0) to approve the clerk's additional hours for Q3.

- b) To receive and approve Q3 Payroll summary

It was RESOLVED (4-0-0) to approve the Q3 Payroll summary.

25/61; Finance:

- a) . To consider budget to date and approve payments since last meeting.

The budget to date was reviewed and noted by all. Payments since the last meeting included payroll fees, clerk salary and grass-cutting service fees.

It was RESOLVED (4-0-0) to approve the payments since the last meeting.

- b) To approve bank reconciliations since last meeting.

Bank statements and reconciliation reports for October, November and December 2025 were approved and signed by the Chair.

- c) To approve list of direct debit payments for 2026-27; Monthly internet fee/ Quarterly Accountants fee.

Regular direct debit payments include; Accountant fees, internet fees, banking fees. It was highlighted that there is a further regular annual payment missing. This is for the annual license for the rain gauge network and will be around £100. This was previously purchased in one full payment. To explore setting this up as a regular annual payment. Pitcombe Parish Council will also cover 50% of these costs as they share this facility.

- d) To approve invoices and payments since last meeting

Payments since the last meeting included payroll fees, clerk salary and grass-cutting service fees.

The contractor for grass cutting at the cemetery is happy to continue this service and it was noted that the contract will need review and signature for 2026/27. Clerk will organise this.

- e) To consider/approve application for payment card – application forms within meeting papers along with associated agreements and information. To decide:
- Named card holders and provide details for application form
 - Spending limits
 - MFG limitations
 - Statement options

This item has been postponed to the end of the meeting, in order to complete the application forms together.

7:40pm; Cllr Power arrived.

25/62; Update regarding road safety project (increase in traffic through Higher Shepton)

Report circulated in meeting papers regarding estimated cost based on neighboring parish experience.

- a) To decide next steps and review/update the proposed v.5 draft budget for 2026/27.

It was proposed to reserve £3000 (as per recommendation) for this scheme. Two options were discussed:

- a) Simply change the existing 30mph signs to 20 – which would deal with the major problem of traffic through Higher Shepton
- b) 20mph limit to be applied throughout village roads, to include Lower Shepton and Southdown. This has the major advantage of allowing the drains on these roads to be maintained without the use of additional speed-control personnel (lollipopers).

It was also agreed to approach The Newt to see if they would be interested in applying for a 40mph limit on Cattle Hill.

The initial cost is £500 for Somerset Council (SC) Highways team to investigate and provide quotes with recommendations.

Cllr Sykes proposed to go ahead with this project and to consult with SC Highways (£500 cost).

It was RESOLVED (4-0-0) to pay £500 for consultation with SC Highways regarding a 20mph scheme throughout the village, and to reserve total costs of £3000 for this project for 2026/27 budget.

Action: chairman to write to The Newt regarding Cattle Hill speed limit

The Speed Indicator Device was also discussed, which would require a conversation with insurance provider to ensure cover is in place. The clerk will source a Chapter 8 trained contractor in the first instance, and will obtain quotes for insurance (Public Liability), installation and contractor.

Cllr Sykes has previously reviewed the options and can make a recommendation as to which specific device to choose when the time comes.

It was RESOLVED (4-0-0) to make a £4000 reserve for the purchase of a Speed Indicator Device for use along the Higher Shepton road.

25/63 To consider/approve proposed v.5 draft budget for 2026/27.

The v.5. Draft budget for 2026/27 was discussed line by line:

- SALC – likely increase to subscription fees – considered and approved as useful resource.
- Village Hall – due to no activity for last or previous year, this line has been removed.

- CAB – due to no activity for last or previous year, this line has been removed.
- Insurance – increased estimate considered and approved at £250.
- Churchyard Maintenance figure considered and approved – Contractor has agreed to continue service next year. Contract will need review/signature for new year.
- Reserve for Clerk training remains as a minimum – considered and approved.
- Reserve for Councillor training remains as a minimum – considered and approved.
- Contingency funds moved to new budget line “General Reserves” – Considered and approved.
- Goodings Accountant fees considered and approved.
- Website hosting/backup/support fees considered and approved.
- Wessex Internet fees considered and approved.
- Clerk salary considered in line with recent increase, considered and approved.
- HMRC costs considered and approved.
- S137 line of £2309 (£11.10 per elector) – Considered that as there are 2 large projects planned for 2026/27 (Speed Indicator Device/20mph scheme) it was decided to not apply this potential cost at this time. Approved to leave this reserve at £0.
- UTB banking fees considered and approved.
- Phone box/Bus shelter repairs- Bus shelter still needs repairs, more investigations required - £500 reserve approved.
- Fingerpost repairs still required - £500 considered and approved.
- Footpaths project on hold pending suitable effort being identified – budget line removed.
- Notice boards renewed – budget line removed
- 20mph speed campaign throughout the village discussed considered and agreed. Report reviewed with estimated cost of scheme - £3000 approved reserve.
- Defibrillator Maintenance – purchase in progress, maintenance costs considered and approved - £100.
- Speed Indicator Device (SID) discussed, considered and approved to purchase - £4000 reserve.
- General reserves set at 3-6 months of annual expenditure: considered and approved - £1770
- May 2027 elections – report received from Somerset Council with likely costs considered and approved at £1250.
- New reserve “Digital update/compliance” considered – New Assertion 10 requirements will require a review of the website and future Councillor .gov email addresses will need future consideration. £1000 approved reserve.
- CIL funds – Costs of new Noticeboards have been deducted, remaining £402.41 will be used towards SID, considered and approved.
- Adjustments were made to v.5 budget for 2026/27 with renewed v.6 budget fully considered and approved for publish.
- Precept calculated in v.6.budget 2026/27 – considered and approved.

It was RESOLVED (4-0-0) to approve the v.5. budget 2026/27 with the above amendments applied by the clerk (v.6. Budget 2026/27).

25/64; To consider/approve the setting of precept for 2026/27

It is proposed to set the precept 2026/27 at £8000

It was RESOLVED (4-0-0) to approve the 2026/27 precept, to be set at £8000.

25/65; To consider nominations for attendance at SALC training events

Unfortunately these dates/times are not suitable for anyone.

25/66; Defibrillator update;

Cllr Willasey-Wilsey has ordered the defibrillator from the BHF (ZollAED Plus with external cabinet at £1400 inclusive of VAT, and separate paediatric pads).

A letter of thanks will be forwarded to The Newt for this kind donation.

The device delivery will be organised between Cllr Willasey-Wilsey and Cllr Sykes (both named contacts).

The cabinet will **not** be locked. Cllr Willasey-Wilsey will co-ordinate installation with the Shepton Montague Inn.

25/67; To review updated asset register, for approval.

The Asset register has been noted and approved to date, however, once received, the Defibrillator and SID will need to be added.

It was RESOLVED (4-0-0) to approve the Asset register for 2026/27.

25/68; To note that the internal auditor has been scheduled for the beginning of April.

Noted.

25/69; To note that the CIL report for 2024/25 and 2025/26 has been forwarded to the CIL officer at Somerset Council and published on the website.

Approved and noted. The plan for the remaining funds (£402.41) to be used in the costs of the Speed Indicator Device (as advised by the Somerset CIL officer).

25/70; Planning items; To note the following planning applications received since the last meeting:

- a) **Date Registered:** Thursday, 11 December 2025
Applicant: Mr & Mrs O Clark
Location: Penham House, East Street, Shepton Montague, BA9 8JJ
Planning link: [25/02950/HOU](#)

The Parish Response was approved and sent prior to this meeting.

It was RESOLVED (4-0-0) to approve the SMPC response for application 25/02950/HOU.

- b) **Date Registered:** 6th January 2026
Applicant: Mrs S Beeny

Location: Stokeford Farm, Stoney Stoke, Wincanton
Application Number: 25/03055/S73
Application Type: Section 73 Determination
Closing date for comments: 27 January 2026

No comments necessary for this application 25/03055/S73.
It was noted that a further letter should go to SC Planning regarding non-compliance from previous planning –Demolition of old farmhouse and reduction in size of Bunds.

25/71; Agenda items for next meeting

- Review of Policies
- Annual Parish Meeting arrangements – speed watch/flooding group
- What is happening at Seats?

**25/72; To review meeting schedule ahead; Thursday 7th May, Thursday 18th June
“Annual Parish Meeting”, Thursday 20th August, Thursday 19th November.**

Noted.

25/61. e) To consider/approve application for payment card – application forms within meeting papers along with associated agreements and information. To decide:


- Named card holders and provide details for application form
 - **It was RESOLVED (4-0-0) for the Chair and Clerk to be assigned card holders.**
- Spending limits
 - **It was RESOLVED (4-0-0) for the spending limit to be set at £4000.**
- MFG limitations
 - **It was RESOLVED (4-0-0) that there is no need for MFG limitations.**
- Statement options
 - **It was RESOLVED (4-0-0) that online statement access will be adequate, to be included in monthly reconciliations with bank statements.**

25/73; Date of next meeting **Thursday 7th May 2026, please forward any agenda items to the clerk by Monday Monday 20th April 2026.**

Noted by all.

Meeting ended at 9:00pm.

Signed



S Mainstone
Parish Clerk
29 January 2026 on behalf of the Council