

## ***Clatworthy Parish Council***

Minutes of the meeting held on 5 August 2025 in Clatworthy Village Hall

**Present:** Sally Moran (Chair), Margaret Deer, Linda Sharp, John Ward, Steven Pugsley (Somerset Councillor), Roger Wilson and Adrian Woollaston (Wiveliscombe Emergency Planning Group), Norma Martin (Clerk).

### **1. Apologies**

Apologies were received from Kevin Chesterman, Sophie Macfarlane, Frances Nicholson (Somerset Councillor).

### **2. Minutes of meeting held on 6 May 2025**

The minutes of the Parish Council meeting held on 6 May 2025 were confirmed correct and signed by the Chair.

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

#### **Somerset Council's final proposal to the Boundary Commission**

The working party's proposal to include Clatworthy in a new East Exmoor ward was re-instated in the final version as submitted to the Boundary Commission review. The Chair confirmed Clatworthy's support for that final version to the Boundary Commission.

### **4. Update from Somerset Council**

Despite the ongoing financial issues at Somerset Council and the consequent much reduced Highways budget, Cllr Steven reported that Highways had been persuaded to start work on the landslip at Watercombe, but the decision has unfortunately been overtaken by the recent, serious accident at Cutcombe, which makes the repairs on the A396 a priority.

Chair Sally reported that Wessex Water were not troubled by the Watercombe landslip.

**Action: COMPLETE**

Cllr Linda raised the issue of verges growing across the already narrow roads around Clatworthy causing drains to be blocked and passing places to be lost. In heavy rain the roads flood and more soil and rubble is washed off the fields compounding the problem. Attempts to report the issue on the website had been totally misunderstood by the 'chat bot' being used. Cllr Steven asked Cllr Linda to email him directly with her concerns about Highways and overgrowth of the lane to the bridge below the reservoir, so that he could take the issue up with Highways.

**Action: Linda**

### **5. Review village Emergency Plan & Parish Preparedness Survey**

Chair Sally welcomed Roger and Adrian who are both involved in the development and implementation of the Wiveliscombe Emergency Plan.

Adrian gave an outline of the development methodology used for the Wivey plan and suggested ways in which the Clatworthy plan could be extended, both to address other eventualities and to consider alternatives (locations, people, equipment, etc.) if those primarily identified in the plan proved unavailable. They also stressed the value of holding a trial run to find the 'holes' and the need to publicise the plan itself to the local community and the wider emergency network.

Chair Sally thanked them for taking the time to review the draft Clatworthy Emergency Plan and providing such comprehensive feedback for the next meeting of the planning group, which she will arrange.

**Action: Sally**

Chair Sally mentioned that it was time that Clatworthy had another defibrillator training session and Roger asked her to contact him with suitable dates.

**Action: Sally**

### **6. Highways**

Progress on the landslide at Waterrow and issues raised by Cllr Linda are covered in section 4, above. No other matters affecting the roads were raised.

## 7. Finance

The exemption certificate was submitted to, and accepted by, the External Audit body.

**Action: COMPLETE**

The internal audit for the current year took place on 21 May 2025

**Action: COMPLETE**

The internal auditor reported: "I have now completed the annual audit and all financial records are in order, much as I anticipated! The Risk Management is perfectly adequate I feel and also the Management of Parish Finances to replace the Standing Orders."

### 7.1 Current position

		£	
<b>Balance at Lloyds Williton 29/7/25</b>		<b>4712.64</b>	
<b>Receipts</b>	<b>Ref</b>	<b>£</b>	<b>Details</b>
Internal transfer		755.63	Balance from savings a/c to current a/c
Forwarded to VH		-755.63	Return of VH savings to VH trustees
<b>Total Receipts</b>		<b>0.00</b>	
<b>Payments</b>			
Hugo Fox	D/D	11.99	Website monthly subscription – May25
Bank Charges		6.25	
Judith Bryant	BACS	30.00	Internal audit fee
Hugo Fox	D/D	11.99	Website monthly subscription – Jun25
Bank Charges		4.25	
SALC	BACS	40.71	Affiliation fee 2025-26
Community First Trading	BACS	127.59	Parish Council Insurance
Hugo Fox	D/D	11.99	Website monthly subscription – Jul25
Bank Charges		4.25	
<b>Total Payments</b>		<b>249.02</b>	
<b>Balance at Lloyds Williton 30/4/25</b>		<b>4463.62</b>	

#### Spend against 25-26 budget

	Plan	Actual	Comments
Audit fees	30.00	30.00	
Insurance – Parish Council	150.00	127.59	
Clatworthy VH – Insurance	450.00		
SALC membership	30.00	40.71	
Clerk/Councillor training	100.00		
Postage & stationery	30.00		
Defibrillator	250.00		
Phone box	50.00	102.84	
Parish Web site	160.00	47.96	
WAP – Wivey Link	0.00		
S137 (Local charities)	300.00		
Contingency/Misc	200.00	19.00	Bank charges started April 25
<b>Total</b>	<b>1750.00</b>	<b>368.10</b>	

## **7.2 Payments for authorisation**

Currently none.

## **7.3 Monetary musings**

### **7.3.1 On-line authorisation**

Within the PC Lloyds bank account, authority to ratify an on-line payment can only be assigned to an individual who has 'full' delegated powers, which means that he or she can do anything the clerk can do. As that is not what we are trying to achieve, it was agreed that authorisation should continue to be by approval at Parish Meetings or by specified exception. Clerk to check if the documentation needs updating.

**Action: Clerk**

### **7.3.2 PC v Parish Meetings**

Given the increasing costs that a PC is legally required to take on: a web site, a bank account and from next year a gov.uk mail address (for Clatworthy a total of ~£200 pa or around 20% of the precept) it is suggested that Councillors might want to consider the relative merits of having a Parish Council or just a Parish Meeting.

## **8. Councillor co-option**

No progress has been made on finding a candidate for co-option, but Chair Sally is following up a couple of possibilities.

**Action: Sally**

## **8. Other matters for information**

**Parish Council 'roles' document:** The Clerk will produce an initial draft.

**Action: COMPLETE**

**What Clatworthy Parish Council DOES** *PC Duties, Powers and Practices* has been approved and will be issued along with the first version of the **PC Annual schedule**.

**Action: Clerk**

**Meeting dates for 2025/26** (first Tuesday of the relevant month)

5 August 2025, 4 November 2025, 3 February 2026, 5 May 2026 (provisional)

There being no other business the meeting closed at 8.57 p.m.

*In order to reduce ink usage and paper wastage, please note that from the AGM in May 2025, the Clerk will 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.)*