

## CREECH ST MICHAEL PARISH COUNCIL

**Draft Minutes** for the Annual Meeting of Creech St Michael Parish Council held at  
Creech St Michael Village Hall on **Monday 12 May 2025 at 7.00pm**

### Councillor Attendance

Cllr. Chalie Cudlip – Chair	CC	Present	Cllr. Neil Davidson – Vice Chair	ND	Absent
Cllr. Peter Brown	PB	Present	Cllr. Mike Saffin	MS	Absent
Cllr. Paul Tucker	PT	Present	Cllr. Stephen Greenhalgh	SG	Absent
Cllr. David Griffin (from item 11)	DG	Present	Cllr. Barbara Williams	BW	Present
Cllr. Martyn Willis	MW	Present	Cllr. Kieran Roe MBE (from item 11)	KR	Present

**Also Present:** Cllr. David Fothergill (Somerset Council) and Cllr. Norman Cavill (Somerset Council) both from 7.10pm (Cllr. Cavill left the meeting at 8.13pm), three (3) members of the public and Andrew Williams, Creech St Michael Parish Clerk and Responsible Financial Officer.

### Meeting started at 7.01pm

1.0	<b>Chair's welcome</b> Cllr. Cudlip welcomed everyone to the meeting				
2.0	<b>Election of a Chair of Creech St Michael Parish Council. [V]</b> CC was elected Chair of the Parish Council.				
	<b>Prop:PT</b>	<b>Sec:PB</b>	<b>In Favour:4</b>	<b>Against:0</b>	<b>Abstain:1</b>
3.0	<b>Election of a Vice Chair of Creech St Michael Parish Council. [V]</b> ND was elected Chair of the Parish Council.				
	<b>Prop:PB</b>	<b>Sec:PT</b>	<b>In Favour:5</b>	<b>Against:0</b>	<b>Abstain:0</b>
4.0	<b>Parish Council Vacancy</b> There were no nominations for the vacant post.				
5.0	<b>Apologies for absence</b>				
	<b>To receive any apologies for absence.</b> Apologies were received in advance from Cllr. Greenhalgh and Cllr. Davidson.				
	<b>To approve any apologies for absence. [V]</b> The absence of Cllr. Greenhalgh and Cllr. Davidson were approved.				
	<b>Prop:PT</b>	<b>Sec:MW</b>	<b>In Favour:5</b>	<b>Against:0</b>	<b>Abstain:0</b>
6.0	<b>Declarations of Interests</b>				
	<b>5.1 Declarations of Individual Members</b> None.				

	<b>5.2 Dispensation Request</b> None.				
7.0	<b>Public Question time</b> - Questions asked by the Public and Press will be noted. None.				
8.0	<b>To receive Somerset Council Councillors' Reports</b> Cllr David Fothergill provided an update on key issues from Somerset Council. Refurbishment of Junction 26 and Chelston Link Road  A major Government-funded Somerset Council Highways scheme gets underway in June to replace the deteriorating 51-year-old concrete road and motorway junction. The project is likely to take around 14 weeks. Due to the depth of excavations required around the Junction 26 roundabout, the project will require a complete closure of Junction 26 and the A38 link road (from J26 to Foxmoor Business Park) for around 14 weeks from 16 June to mid to late September.  A consultation has been launched to Help Shape the Future of Pharmaceutical Services. (closes on 16 June). The consultation has been launched to help assess the current and future needs of pharmaceutical provision in Somerset. The Pharmaceutical Needs Assessment (PNA) is produced by Public Health Somerset.  Council Sells Part of County Hall to Developer of Key Worker Housing. Somerset Council has completed the sale of C Block of County Hall in Taunton to Prime PLC. Prime, a specialist developer of health and care property, intends to redevelop the 4,600 metre building to provide new key worker accommodation for the town.				
9.0	<b>Minutes</b>				
	To <b>Review and Approve</b> the minutes of the meeting held on 7 April 2025. [V] The minutes of the meeting held of 7 April 2025 were approved and a copy was signed by the Chair.				
	<b>Prop:CC</b>	<b>Sec:MW</b>	<b>In Favour:4</b>	<b>Against:0</b>	<b>Abstain:1</b>
10.0	<b>Review and Monitor the Actions Outstanding from Past Meetings</b> – See Appendix A for details of action points and progress toward the completion of each action. The Clerk reported that no response had been received from Somerset Council's Lead Member for Economic Development Planning and Assets to the letter sent on 8 April 2025. Cllr. Fothergill agreed to raise the matter at the next full meeting of Somerset Council.				
	<b>Items for Decision</b>				
11.0	<b>Proposal to dissolve the Planning Committee</b> – to consider a proposal to dissolve the Planning Committee. [V] The proposal was approved.				
	<b>Prop:KR</b>	<b>Sec:PT</b>	<b>In Favour:7</b>	<b>Against:0</b>	<b>Abstain:0</b>
12.0	<b>Proposal to Create a Highways Committee</b> – to consider a proposal to create a Highways Committee. [V] The proposal was approved.				
	<b>Prop:DG</b>	<b>Sec:MW</b>	<b>In Favour:7</b>	<b>Against:0</b>	<b>Abstain:0</b>
13.0	<b>Appointments to the Parish Council Committees.</b> [V]				
13.1	<b>Appointments to the Finance Committee.</b> [V]				

	Cllrs. Griffin, Brown and Tucker were appointed to the Finance Committee.				
	<b>Prop:KR</b>	<b>Sec:MW</b>	<b>In Favour:7</b>	<b>Against:0</b>	<b>Abstain:0</b>
13.2	<b>Appointments to the Staffing Committee. [M]</b> Cllrs. Greenhalgh, Williams and Tucker were appointed to the Staffing Committee.				
	<b>Prop:PT</b>	<b>Sec:MW</b>	<b>In Favour:7</b>	<b>Against:0</b>	<b>Abstain:0</b>
13.3	<b>Appointments to the Highways Committee. [M]</b> Cllrs. Willis, Brown, Roe and Greenhalgh were appointed to the Highways Committee.				
	<b>Prop:PT</b>	<b>Sec:DG</b>	<b>In Favour:7</b>	<b>Against:0</b>	<b>Abstain:0</b>
13.4	<b>Appointments to the Joint Committee with West Monkton Parish Council. [M]</b> No decision taken. This matter was deferred to allow for discussion with West Monkton Parish Council.				
	<b>Prop:PT</b>	<b>Sec:DG</b>	<b>In Favour:7</b>	<b>Against:0</b>	<b>Abstain:0</b>
14.0	<b>Appointments to Working Groups</b>				
14.1	<b>Appointments to Canal Working Group.</b> Cllrs. Saffin, Tucker and Davidson were appointed to the Canal Working group.				
	<b>Prop:MW</b>	<b>Sec:KR</b>	<b>In Favour:7</b>	<b>Against:0</b>	<b>Abstain:0</b>
15.0	<b>Standing Orders – to review and approve the continued use of Standing Orders. [M]</b> The Standing orders were approved. The Clerk noted that there had been a very recent update to the template for the Standing orders and this would be considered and brought back to the Parish Council in due course.				
	<b>Prop:PB</b>	<b>Sec:PT</b>	<b>In Favour:7</b>	<b>Against:0</b>	<b>Abstain:0</b>
16.0	<b>Committee Terms of Reference</b>				
16.1	<b>Finance Committee - to review and approve the continued use of the Finance Committee Terms of Reference. [M]</b> The Finance Committee Terms of Reference were approved.				
	<b>Prop:PT</b>	<b>Sec:PB</b>	<b>In Favour:7</b>	<b>Against:0</b>	<b>Abstain:0</b>
16.2	<b>Staffing Committee - to review and approve the continued use of the Staffing Committee Terms of Reference. [M]</b> The Staffing Committee Terms of Reference were approved.				
	<b>Prop:MW</b>	<b>Sec:PB</b>	<b>In Favour:7</b>	<b>Against:0</b>	<b>Abstain:0</b>
16.3	<b>Highways Committee - to review and approve the continued use of the Highways Committee Terms of Reference. [M]</b> The Highways Committee Terms of Reference were approved.				
	<b>Prop:MW</b>	<b>Sec:KR</b>	<b>In Favour:7</b>	<b>Against:0</b>	<b>Abstain:0</b>
16.2	<b>Joint Committee with West Monkton Parish Council - to review and approve the continued use of the Joint Committee with West Monkton Parish Council Terms of Reference. [M]</b> No decision taken. This matter was deferred to allow for discussion with West Monkton Parish Council.				

17.0	<b>Calendar of Meetings 2025/26</b> – to approve the calendar of meetings for the year ending 31 March 2026. [V] The proposed dates for future meetings was approved.				
	<b>Prop:PT</b>	<b>Sec:MW</b>	<b>In Favour:7</b>	<b>Against:0</b>	<b>Abstain:0</b>
18.0	<b>Planning application 14/25/0014 – (Full Planning Permission)</b> Demolition of dwelling and erection of 1 No. dwelling with garage and home office at The Bungalow, Charlton Road, Creech St Michael. [V] A decision of no objection was approved.				
	<b>Prop:MW</b>	<b>Sec:KR</b>	<b>In Favour:7</b>	<b>Against:0</b>	<b>Abstain:0</b>
19.0	<b>SALC Subscription</b> – to consider the subscription renewal for Somerset Association of Local Councils. [V] It was agreed that the subscription would not be renewed as it was not deemed to offer value for money. This would be reviewed annually.				
	<b>Prop:KR</b>	<b>Sec:MW</b>	<b>In Favour:7</b>	<b>Against:0</b>	<b>Abstain:0</b>
20.0	<b>Financial Transactions Report</b> – to review and approve the Financial Transaction Report for the period between <b>1 April 2025</b> and <b>2 May 2025</b> . [V] The Financial Transaction report was approved. See <b>Appendix B</b> for a list of all payments. The Chair signed a copy of the report for the records.				
	<b>Prop:PB</b>	<b>Sec:DG</b>	<b>In Favour:7</b>	<b>Against:0</b>	<b>Abstain:0</b>
	<b>Updates from Committees and Working Groups</b>				
21.0	<b>Highways Working Group</b> MW provided an update on the meeting that had been held with a representative from Somerset Highways and the Lead Member for Lead Member for Transport and Waste Services. MW was pleased to report that works to the canal bridge and railway bridge had been agreed and would include improved signage and the installation of markings to the road surface to encourage road users to move away from the footpath. It was agreed that the impact of these measures would need to be monitored.				
	<b>Other Matters</b>				
22.0	<b>Correspondence</b>				
22.1	<b>To consider any correspondence received that Councillors wish to raise that has already been circulated.</b> None.				
22.2	<b>To note items of correspondence received by the Clerk and RFO deemed appropriate to be brought to the attention of the Parish council.</b> The correspondence from Citizens Advice was noted as a useful update. The correspondence from SpringCHE was noted.				
23.0	<b>New Matters to be Carried Forward</b> None.				

The meeting ended at 8.46pm

[V] = Where a resolution (vote) is expected

Andrew Williams, Creech St Michael Parish Council  
Clerk and RFO 07708 680797 email clerk@creechstmichael.net

The next Creech St Michael (CSM) Parish Council meetings are on:

Monday 02 June 2025

at 7pm in the CSM Village Hall



## CREECH ST MICHAEL PARISH COUNCIL

### CREECH ST MICHAEL PARISH COUNCIL ACTION RECORD

Date of Original Meeting Action Raised	Minute Ref.	Action Point	Responsibility & Timeframe	Date Completed	Outcome/Further Actions	Complete
07.04.2025	11	Letter to be sent to Lead Member for Economic Development Planning and Assets raising concerns on the progress of the Langaller Park application.	Clerk and RFO 09.04.2025	09.04.2025	10.04.2025 Call with Lead Planning Officer to raise issue of letter. 10.04.2025 Letter sent to Lead Member. 29.04.2025 No response received. 20.05.2025 Planning West meeting attended and issues raised.	
07.04.2025	12	Letter to be sent to the Lead Member for Transport and Waste Services highlighting the issues that came out of the video surveillance project.	Clerk and RFO		07.04.2025 Letter sent. 08.04.2025 Response received and meeting on site arranged for 24.04.2025	
03.03.2025	3.0	Investigate the ownership of the small parcel of land off Hyde Lane that has been subject to fly tipping.	Clerk and RFO 07.04.2025		17.04.2025 Call with owner who refused to take responsibility for issue. 10.03.2025 Ownership of land established via Land registry records. 17.03.2025 Letter sent to landowners asking that the issues be addressed and the land secured.	

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					20.05.2025 Issue has been reported to Crimestoppers.	
03.03.2025	9.0	Letter to be sent to the Planning Authority regarding the lack of an effective assessment of the site off Bull Street that there is a proposal to develop for use as a solar power generating facility.	Clerk and RFO		29.04.2025 No response received. 11.03.2025 Letter sent to the Head of Planning. See item 07.04.2024 11.	
06.01.2025	10.0	To purchase two solar powered speed indicator devices and arrange for the installation of the posts in the appropriate locations.	03.02.2025 Clerk & RFO		13.01.2025 Approach made to Kier to request installation of the poles. 15.01.2025 purchase order submitted to the supplier of the SIDs. 25.01.2025 SIDs purchased and delivered. 17.02.2025 see item 11 of the agenda 03.03.2025 28.03.2025 confirmation of sites sent to the Somerset Council Traffic Engineer for progress to installation. 13.05.2025 Highways confirmed that works unlikely to be undertaken before July/August 2025.	
06.01.2025	12.0	To progress a grant application to the Somerset Rivers Authority, on behalf of the residents of Mill Lane to purchase a diesel flood pump.	20.02.2025 Clerk & RFO		23.01.2025 Meeting held onsite with residents and Environment Agency representatives. Grant application to be progressed for the full sum of £20,000.00 25.02.2025 Application submitted. 09.04.2025 Application successful.	

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14.10.2024	2.0	Clerk and RFO contact the Rights of Way team to encourage them to progress the issue of the footpath concerns at Whiteleaze Lane, Thurloxton.	Clerk and RFO 04.11.2024		16.10.2024 Request made to Rights of Way team to review the situation and update on progress.	
02.09.2024	8.0	The creation of a secure record of key accounts and passwords to be accessed in an emergency by the Chair and Vice Chair of the Parish Council or Chair of the Finance Committee.	Clerk and RFO 04.11.2024		28.10.2024 See agenda item 12.	
02.09.2024	13.0	To write to the PCC regarding traffic management issues.	Clerk and RFO 01.10.2024	05.09.2024	Response received and date arranged for site visit. Meeting to be rearranged to accommodate availability of councillors.	
13.05.2024	15.0	Prepare quotations for the installation of CCTV at the Rec. Park.	Clerk and RFO 03.06.2024		25.05.2024 See agenda item 15 03.06.2024 Proposal approved and purchase of hardware completed. 31.07.2024 Equipment purchased, delivered and installation commenced.	
06.11.2023	29.2.1	Clerk and RFO to contact West Monkton Parish Council to collaborate on a submission to Somerset Highways to address	Clerk and RFO 04.12.2023		27.11.2023 Contact with West Monkton Parish Council made and details of the issue shared. West Monkton Parish Council to consider and respond. 13.12.2023 Email sent to Somerset Roads requesting that the Lane be designated with a maximum weight of 7.5 tonnes.	



## CREECH ST MICHAEL PARISH COUNCIL

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		the issues with large vehicles using Coombe Lane.			15.12.2023 response received and request for more evidence received.	
02.10.2023	9.0	Members to identify risks that are not listed on the draft Risk register and forward these to the Clerk and RFO.	All members 06.11.2023		23.05.2024 See agenda item 14 03.06.2024.	
05.06.2023	2.0	Clerk and RFO to contact the relevant parties to request that the issue of overgrown hedges be dealt with on the lane between Hyde Lane and Leighton Drive.	Clerk and RFO 03.07.2023		<p>20.06.2023 Managing Agent contacted and confirmation received that they are not responsible for Hyde Lane vegetation. Response awaited from David Wilson Homes.</p> <p>07.11.2023 Letter written to David Wilson Homes requesting that the vegetation be dealt with.</p> <p>09.11.2023 Holding response received from David Wilson Homes.</p> <p>22.11.2023 David Wilson Homes confirm that a consultant has been appointed to address the outstanding adoption issues.</p> <p>18.12.2023 Chasing email sent and response received to indicate it had been passed to another team to respond.</p> <p>19.01.2024 Chasing email sent and response received to indicate it had been passed to another team to respond. No progress being made on this issue.</p>	

## CREECH ST MICHAEL PARISH COUNCIL

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					<p>27.03.2024 Deadline of 08 April 2024 given for resolution of the matter or legal steps to be taken to resolve the matter.</p> <p>28.03.2024 Response received from David Wilson Homes stating that the delay in resolving the matter sits with Somerset Council.</p> <p>02.04.2024 Request made to Cllr. Fothergill to intervene.</p>	
06.02.2023	12.0	Clerk and RFO to pursue the use of the Money Claim service to seek the recovery of the funds paid to Oakleaf Joinery & Design.	Clerk and RFO 06.03.2023	15.02.2023	<p>15.02.2023 Money Claim online started and evidence submitted.</p> <p>16.03.2023 A request to issue a County Court Judgement was made via the Money Claim service.</p> <p>24.03.2023 County Court Judgement issued and received.</p> <p>15.05.2023 Request to be issued for a Warrant of Control.</p> <p>12.07.2023 case transferred to Yeovil Crown Court and a warrant issued.</p> <p>28.10.2024 New information on location of individual passed to the Court.</p>	
09.01.2023	3.0	Update the Neighbourhood Plan in light of the changes being brought about by local government reorganisation.	TBC		<p>15.05.2023 To be considered at the next Planning committee meeting.</p> <p>05.06.2023 See agenda item 20.1.</p> <p>27.11.2023 To be discussed by the Planning Committee.</p>	

#### COMPLETED ACTIONS

## CREECH ST MICHAEL PARISH COUNCIL

### CREECH ST MICHAEL PARISH COUNCIL ACTION RECORD

15.05.2023	15	The Clerk and RFO would confirm the approved sites for the Speed Indicator Devices with Somerset Council Highways.	Clerk and RFO 05.06.2023		<p>23.05.2023 request sent to Somerset Council Highways requesting confirmation of approved sites.</p> <p>05.06.2023 The Clerk and RFO confirmed that the two existing sites were the only that had been fully approved and that a meeting with highways to discuss further sites was being scheduled for late June or early July.</p> <p>04.12.2023 Highways to confirm locations and await the installation of new poles to accommodate solar SIDs. Likely to be delayed until May/June 2024.</p> <p>21.02.2024 Further contact held with Traffic Engineer to arrange a site meeting.</p> <p>30.04.2024 Awaiting further meeting with Speedwatch and Traffic Panel to agree sites.</p> <p>24.12.2024 See agenda item 10 of 06.01.2025 meeting.</p>	√
14.10.2024	9.0	Contact to be made with landowner of public open space off Derham Close, to determine if a waste bin can be installed.	Clerk and RFO 04.11.2024		<p>18.10.2024 Site is owned and managed by Allison Homes.</p> <p>22.10.2024 Somerset Council confirmed that the S106 agreement did not make reference to waste bins being installed.</p> <p>24.10.2024 Allison Homes contacted and request made to install bin.</p> <p>16.11.2024 Follow up email request made to management company for a response.</p>	√

## CREECH ST MICHAEL PARISH COUNCIL

### CREECH ST MICHAEL PARISH COUNCIL ACTION RECORD

					05.12.2024 Contact received from management company confirming that they are seeking quotations for the installation of a bin. 22.01.2025 Two new bins installed and in use.	
08.01.2024	12.0	Clerk and RFO to submit a request to the DHSC for funding for two defibrillators, one to be sited at the Recreation Park and one at or near to Adsborough.	Clerk and RFO 05.02.2024		08.01.2024 Resident at Adsborough contacted and asked to assist in finding a suitable location for the Defib. 25.01.2024 Defibrillators shipped and arrived and now in storage. 16.02.2024 Defibrillator installed at the Recreation Park. Second location under discussion. 17.06.2024 Offer of site for installation made from Adsborough resident. Site being investigated for suitability. 18.11.2024 Defibrillator installed and added to the national network.	✓
01.07.2024	17.0	Proposal to undertake works to trees within the Recreation Park to be provided.	Clerk and RFO 02.09.2024		See agenda item 11 of meeting agenda 02.09.2024. 09.09.2024 contractor appointed and work scheduled for completion in November 2024. 11.11.2024 Initial works now complete.	✓

## CREECH ST MICHAEL PARISH COUNCIL

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04.11.2024	11.0	Clerk and RFO to contact Ruishton, Henlade and Thurloxtan Parish Council to seek approval to submit feedback on the reorganisation of Somerset Council divisions.	Clerk and RFO 02.12.2024	12.11.2024	13.11.2024 Agreement between two Parish Councils confirmed and feedback submitted. Voting age population as of 2021 census 4,567.	✓
01.07.2024	10.0	Purchase and installation of new signage for the Recreation Park.	Clerk and RFO 02.09.2024	13/09/2024	02.07.2024 Purchase order submitted to Blake Signs. 12.08.2024 Main signs installed. Other signs in the process of being installed. 13.09.2024 All signs installed.	✓
13.05.2024	15.0	Hold discussions with Ruishton Rhinos Football Club to seek their support for maintaining the grass pitch.	Clerk and RFO 03.06.2024		26.05.2024 Contact made with Chair of Ruishton Rhinos Football Club and meeting to be held to discuss plans for the club to use the Rec. Park as a base. 12.05.2024 Meeting held and proposal being progressed to Finance Committee to consider prior to approval by Parish Council. 16.08.2024 See agenda item 9 of meeting 02.09.2024. 29.09.2024 Agreement shared for approval by both parties. 07.10.2024 Signed agreement received and purchase of mower initiated.	✓

## CREECH ST MICHAEL PARISH COUNCIL

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05.02.2024	8.0	Implementation of budget proposals.	Clerk and RFO 31.03.2024		12.02.2024 Notice given of cessation of service to Walford Security. 13.02.204 Notice given of cessation of funding to the Community Youth Project. Dialogue opened with Community Youth Project and Somerset Youth Alliance to explore external funding opportunities. 13.02.2024 Contact made with West Monkton Parish Council to explore viability of sharing use of their mower. 26.03.2024 A positive response from West Monkton Parish Council received, subject to insurance and agreement of a schedule and financial contribution. 01.10.2024 All matters completed.	✓
02.09.2024	2.0	Attend to overgrown vegetation at the cut through path at the junction of Ryesland Way and St Michael Road.	Cllr. Willis + other Cllrs.	14/09/2024	Task complete.	✓
05.06.2023	23.2	To request that the markings for the virtual pavement at North end are reinstated to improve visibility.	Clerk and RFO 03.07.2023	17.07.2024	03.07.2023 A recent meeting with the Highways Officer from Somerset Council had confirmed a commitment to reline the Virtual Footpath. 17.07.2024 Lines reinstated by Somerset Council.	✓
09.01.2023	3.0	Clerk and RFO to respond to Cllr. Fothergill's enquiry about a bus shelter for Creech Heathfield.	Clerk and RFO 06.02.2023		27.01.2022 See item 22.2 on the agenda for meeting held on 06.02.2023. 16.03.2023 Awaiting a response from Somerset Council Highways.	✓

## CREECH ST MICHAEL PARISH COUNCIL

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					<p>25.11.2023 Cllr. Peters in contact with resident about the issue.</p> <p>11.12.2023 Contact with Roads Records initiated following advice from Somerset Highways.</p> <p>12.12.2023 Request submitted to First Bus Group for data on bus stop use for the previous 12 months.</p> <p>12.01.2024 response received from Somerset Road Records received outlining process. Initial costs of £765.00 to cover application, licenses and legal costs. Planning Application may also be necessary.</p> <p>14.05.2024 Resident informed that this project has been put on hold for a period of 12 months.</p>	
04.12.2023	8.0	Clerk and RFO to contact Somerset Bus Partnership to obtain more information on the scale of funding required.	Clerk and RFO 08.01.2024		<p>05.12.2023 Contact made with Somerset Bus Partnership and request made. Response received and awaiting further information.</p> <p>31.12.202 Information shared that 4 decals had been sited within Creech St Michael. 500 decals have been printed to cover Somerset.</p>	✓
05.09.2022	18	Clerk to contact Somerset West and Taunton Council to arrange for the installation of the small combined bin and to enquire of the cost of moving the dog waste bin on the site.	Clerk & RFO 03.10.2022		<p>22.09.2022 Request submitted to Somerset West and Taunton Street Scene team.</p> <p>23.09.2022 Response received – cost of relocating dog waste bin £100.00 + VAT. 03.10.2022 Plan to be drawn up to locate larger bin and replace dog waste bin.</p> <p>07.11.2022 Site meeting to be arranged for councillors by the Clerk and RFO.</p>	✓

## CREECH ST MICHAEL PARISH COUNCIL

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					<p>15.06.2023 Clerk and RFO contacted the Street Scene team at Somerset Council to approve installation.</p> <p>20.07.2023 Contact with Street Scene Manager made. Awaiting quotation for costs of installation and supply of waste bin.</p> <p>25.07.2023 Costs confirmed as previously agreed and purchase order issued. Lead time likely 7 to 8 weeks.</p> <p>30.10.2023 A further update has been requested from the Street Scene team on the likely installation date.</p> <p>06.11.2023 Telephone call with Somerset Council Street Scene team. Installation committed to within 14 days.</p> <p>11.12.2023 Bin installed.</p>	
06.11.2023	14.0	ND would seek a meeting with the local store manager to discuss the issues with the opening times of the Post Office.	ND 04.12.2023		<p>ND spoke with store staff and received assurances that the issue was being addressed with the addition of more trained staff members.</p>	✓



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02.10.2023	14.0	Contact to be made with the Woodland Trust to explore the offer of free trees for planting within the community.	Clerk and RFO 06.11.2023	10.10.2023	90 small hedge plants and 30 small copse trees will be delivered in March 2024.	✓
03.07.2023	20.0	The Clerk and RFO to obtain a quote from Walford Security for a locking and call out service for the car park.	Clerk and RFO 04.09.2023		02.10.2023 No longer required.	✓
04.09.2023	4.0	Clerk and RFO to present a proposal to implement a member attendance policy.	Clerk and RFO 02.10.2023		02.10.2023 See item 7 on the agenda.	✓
03.07.2023	3.0	Cllr. Cavill asked that the Parish Council write to the owner of the property on the corner of Paddock Close to request that their hedgerow be cut back as it was causing pedestrians to have to walk in to the road.	Clerk and RFO 04.09.2023		07.08.2023 Letter written to the resident. 25.08.2023 No response received and no action taken by the resident. 04.09.2023 vegetation has been reduced and no longer presents an issue.	✓

## CREECH ST MICHAEL PARISH COUNCIL

### CREECH ST MICHAEL PARISH COUNCIL ACTION RECORD

15.05.2023	14	It was agreed that CC and ND would contact the landowner and arrange to meet and discuss the proposed allotment site lease.	Cllr. Cudlip and Cllr. Davidson 05.06.2023		05.06.2023 Cllr. Davidson confirmed that he had spoken to the landowner and confirmed that he was willing to sign an agreement on the terms proposed.  The Clerk and RFO to send an agreement to the landowner.  13.06.2023 Lease agreement sent to landowner.  20.07.2023 Signed lease agreement received from the landowner.	✓
03.07.2023	8.0	Clerk and RFO to contact Somerset Council to seek a formal arrangement for the disposal of waste from the Recreation Park.	Clerk and RFO 04.09.2023		23.08.2023 No such service available from Somerset Council. Advice from SC is that "All businesses producing any waste should have a trade waste agreement with a registered waste carrier or take their refuse to a site licensed to accept trade waste."	✓

**CREECH ST MICHAEL PARISH COUNCIL**

**CREECH ST MICHAEL PARISH COUNCIL ACTION RECORD**

## **Item 9.0.**

### **Planning Support**

#### **1.0 Proposal**

To review proposals to engage specialist planning support services to provide direct support to the Parish Council on significant planning applications.

#### **2.0 Introduction**

The Parish Council has allocated funds within its budget to allow for the engagement of specialist planning advice and support in relation to the planning applications at Langaller Park and the proposed development at North End. The budget allocated is £7,000.00.

A search for providers was undertaken and two specialist planning consultants were contacted and briefed on the needs of the Parish Council.

#### **3.0**

##### **O'Neill Homer (ONH)**

ONH is an RTPI award-winning planning consultancy. The ONH staff team includes qualified planners, architects and ex-clerks and has experience of approaching negotiations for large developments in Blandford, Horsford and Newport. The team is particularly experienced with development and the impact on communities due to our extensive work in settlement spatial planning at the community level.

Support provided at a day rate of £1,050.00 per day to work with the Parish Council to develop a strategy to manage the applications. The day rate for support at planning hearings or appeals is £1,950.00 per day.

##### **Andrew Burgess**

Andrew Burgess is an independent planning consultant offering high-level strategic advice for planning, land acquisition and development. An RTPI Chartered Town Planner, he has more than three decades of experience in planning consultancy and public consultation.

Despite chasing this contact, no further response has been received.

#### **4.0 Recommendation**

That the proposals are reviewed and a decision taken as to the next steps in appointing a provider for support.

Andrew Williams  
Clerk and RFO  
20.05.2025

## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
26	Utilities (Electricity)	12/05/2025		Unity Trust Bank		Electricity Charges	Yü Energy	L	21.61	1.08	22.69
27	Utilities (Electricity)	12/05/2025		Unity Trust Bank		Electricity Charges	Yü Energy	L	26.68	1.33	28.01
29	Venue Hire	15/05/2025		Unity Trust Bank		Room Hire Charges	Creech St Michael Baptist C	E	24.00		24.00
28	Printing	15/05/2025		Unity Trust Bank		Banner Printing	Character Graphics Limited	S	115.00	23.00	138.00
30	Venue Hire	15/05/2025		Unity Trust Bank		Room Hire Charges	Creech St Michael Village H	E	22.00		22.00
Total									209.29	25.41	234.70

Prepared by the Clerk & RFO  
Andrew Williams

Approved by the Parish Council

02 June 2025

02 June 2025

## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
31	Bank Charges	05/05/2025		SOLDO Debit card		Bank Charges	SOLDO Software Limited	S	33.00	6.60	39.60
32	Maintenance Equipment	07/05/2025		SOLDO Debit card		Purchase of litter picking tools	Amazon EU S.a.r.l.	S	20.40	4.08	24.48
34	Website Hosting	16/05/2025		SOLDO Debit card		Email Hosting Charges	Cloud Next Ltd	S	49.99	9.99	59.98
33	Maintenance Equipment	16/05/2025		SOLDO Debit card		Purchase of spanner set	Cannon Tools Ltd	S	31.17	6.23	37.40
35	Consumables	16/05/2025		SOLDO Debit card		Toilet Rolls	Cleaning Supplies 4 U Limit	S	128.60	25.72	154.32
Total									263.16	52.62	315.78

Prepared by the Clerk & RFO  
Andrew Williams

Approved by the Parish Council

02 June 2025

02 June 2025

## RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
4	VAT	09/05/2025		Unity Trust Bank		VAT Repayment	HMRC	E	2,329.68		2,329.68
Total									2,329.68		2,329.68

Prepared by the Clerk & RFO  
Andrew Williams

Approved by the Parish Council

02 June 2025

02 June 2025

## **Item 11.**

### **Planning Application 14/25/0015**

#### **1.0 Proposal**

To consider an application for full planning permission for the erection of a single storey extension to the rear and a porch to the front of 7 Heathfield Close, Creech Heathfield.

#### **2.0 Summary of Application**

The site of the application is a property located on Heathfield Close, which is a cul-de-sac of 16 properties off the main Creech Heathfield Road. All properties within the vicinity are of a similar style and form, consisting of single storey structures.

The applicant is seeking permission to erect of a single storey extension to the rear (east) and porch to the front (west) of existing dwelling. The style and form of the proposed property is in-keeping with the current property and surrounding properties.

The extension seeks to provide an additional bedroom with en-suite bathroom and improves the size of the accommodation available for a kitchen and dining area. The proposed porch extends an existing facility. The application includes the installation of 5 Velux roof windows.

#### **3.0 Objections**

As of the date of this report, there were no objections posted to the Planning Portal.

Andrew Williams  
Clerk and RFO  
27.05.2025



**Taunton & Hestercombe Local Community Networks  
Highways Working Group**

**Wednesday 14 May 2025**  
**3 – 5 pm**

The Hobhouse Room, County Hall TA1 4DY

- 1. Introductions and Apologies**
- 2. Elect the Chair for the Joint Taunton LCN and Hestercombe LCN Highways working group / meeting**
- 3. Collective agreement of Terms of Reference**
- 4. Agree notes from previous meeting (including actions review):**

Taunton and Hestercombe LCNs Joint Meeting: 30 January 2025

  - Aldi Cycleway audit
- 5. Monkton Heathfield Neighbourhood disruption update - Children's Services**
- 6. Highways and Traffic updates:**
  - Highways and Traffic Service new structure
  - Traffic Management update – Katherine Tyson
  - [Highways Schemes Map Portal](#)
  - Streetworks
  - **Volunteer Training** (please see the response in attached document - Highway Volunteer Training query – 10 April)
- 7. Issues/Reports from Town and Parish Councils**
  - Safety of cyclists on the A38 from Monkton Elms to North Petherton – cycle route / road marking

- Kingston Road to Corkscrew Road Closure - The need for Somerset Highways to give consideration, both before and after the event, to the likely impact of extended road closures on the local communities, e.g Kingston Road 150 days
- The impact of Silk Mills works and Wellington M5 J26 closure, ongoing at the same time, along with the other highway works underway at the same time and the impact on Taunton and surrounds, particularly the western side
- Deer warning triangle signs missing from Higher Durston. Concern about recent deer casualties (recurrent every year)
- Walford Cross has damaged signs. This affects driver information and has frequently been reported
- Safety concern with excessive vegetation at Walford Cross and Monkton Heathfield junction off A38. Concern about near misses.
- Traffic light phasing on Huntworth roundabout North Petherton for traffic leaving North Petherton heading to M5 junction. Studying the phasing carefully you'll see all other junctions allow passage through several sets of lights allowing traffic to clear, but traffic from village going right to motorway / M5 will be stopped at first set. This causes significant delays especially when two Lorries waiting as this 'blocks' available space meaning several light phases required to proceed
- Would like speed enforcement on A361 especially for motorbikes who seem to take pleasure in ridiculous flouting of speed limits in extreme. Seem to ride with impunity

**8. AOB**

**9. Date, time and venue of next meeting**

**Subject:** Somerset local plan

**From:** colin fisher <colin2654@gmail.com>

**Date:** 15/05/2025, 11:54

**To:** cllr.colin.fisher@stokestmaryparish.gov.uk

**CC:** Kevin Comer <kevin@hatchbeauchamp.com>, Tim Carty <tim.carty@milborneportpc.org.uk>, Mel Mullins <mel.mullins@ruishton.org.uk>, Trull Clerk <clerk@trullpc.org.uk>, Helen Moore <clerk@waltonsomerset-pc.gov.uk>, Wedmore Parish Clerk <clerk@wedmore-pc.gov.uk>, simon.jackson@bartonstdavidparish.gov.uk, Peter Major <p.major@wembdon.org>, Harriet Chappell <harriet.chappell@queencamelpc.org.uk>, Deborah von Bergen <debbievonbergen@icloud.com>, Cllr Paul Helyer <cllr.paul.helyer@martock-pc.gov.uk>

**BCC:** clerk@creechstmichael.net

On Thursday 17<sup>th</sup> April a group of parishes which have Neighbourhood plans met.

Towns and parishes with Neighbourhood plans account for nearly 40% of the population of Somerset. The plans had taken years and had involved substantial cost, high levels of local involvement and yielded a detailed understanding of the nature and needs of the local areas. All were committed to improving and growing their patch.

With one exception, councils had seen their efforts ignored, overridden and unsupported. The extra CIL was seen as the only positive of producing the Neighbourhood Plan.

Our purpose was to understand how we can put that effort and knowledge at the centre of the Somerset Local plan.

The development of the Somerset plan is developer led. We were clear that, whatever its strategic merits, the execution of the Somerset local plan would be deeply flawed without the detailed understanding contained in the Neighbourhood plans. This is the first development plan for Somerset. To be legitimate the process has to be opened up to informed scrutiny.

We want to be part of the development of the plan. Our involvement will not delay it, will not occupy officers in irrelevant work but will improve it.

We want a consultation for parishes.

Specifically, we want early access to the output of the recent call for sites, after officers have done the analysis but before anything is finalised.

We will put our case to the Strategic Planning Committee in Somerset council initially. If they refuse, we will mount a public campaign.

To give extra weight to our effort we need your support. There are 54 councils with neighbourhood plans. If you recognise our position, please join us. Unless we hang together, we will hang separately.

I co-ordinate the group, please contact me if you want to be added.

Cheddar

Queen Camel

Wedmore

Milborne Port

Barton St David

Martock

Ruishton

Trull

Hatch Beauchamp

Colin Fisher

[Cllr.colin.fisher@stokestmaryparish.gov.uk](mailto:Cllr.colin.fisher@stokestmaryparish.gov.uk)

**Subject:** FW: Rights of Way Issue#81486 with Path T 10/6 reported on 19/05/2025

**From:** Jon Peilow

**Date:** 20/05/2025, 16:44

**To:** Charlie Cudlip Cllr <charlie.cudlip@creechstmichael.net>

**CC:** "clerk@creechstmichael.net" <clerk@creechstmichael.net>

Hi Charlie,

Hope you're well?

The annual issue of the overgrown River Tone footpath from Bull St to Ham bridge has come up again. I reported this last night online, and got the response below. My reply back to them got a bounce back as undeliverable.

Is this something which the PC could also raise? Clearly twice a year is not sufficient.

The brambles could also do with cutting back this winter, this would make the path wider and easier to manage in future years.

Thanks

Jon

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**From:** Jon Peilow < >

**Sent:** 20 May 2025 16:25

**To:** explore@somerset.gov.uk

**Subject:** RE: Rights of Way Issue#81486 with Path T 10/6 reported on 19/05/2025

Hi,

Perhaps the May date needs to be brought forward, and the cut increased to 3 times a year. We have this problem annually

Thanks

Jon

---

**From:** [explore@somerset.gov.uk](mailto:explore@somerset.gov.uk) <[explore@somerset.gov.uk](mailto:explore@somerset.gov.uk)>

**Sent:** 20 May 2025 16:20

**To:**

**Subject:** Rights of Way Issue#81486 with Path T 10/6 reported on 19/05/2025

Dear Jon

Your report has been closed for the following reason: This path is on our annual clearance schedule and is cut May & Aug

You may find the following links useful:

- [Issue](#) to review the details of this Issue

- [Issue List](#) to view all issues for this Path
- [Explore Somerset](#) to visit the Explore Somerset website
- [Rights Of Way](#) to learn more about Public Rights of Way in Somerset

This email (ISS006) has been auto-generated by the Explore Somerset notifications engine. Please do not reply to it.  
If you wish to contact the authority please email [rightsofway@somerset.gov.uk](mailto:rightsofway@somerset.gov.uk)

Somerset Council Disclaimer: [somerset.gov.uk/disclaimer](https://somerset.gov.uk/disclaimer)

# Parish Information Sheet

**From:**

**Gayatri Barua-Howe**  
**Communications Business Partner, Housing Revenue**  
**Accounts (HRA)**

**Date:**

**15 May 2025**

**To:**

**Somerset Parish Clerks**

## Somerset Council Landlord Housing Options Appraisal

### **What is the initiative / project?**

Somerset Council will be carrying out a Housing Options Appraisal to align its housing management services across the county.

### **What is the current situation?**

Since April 2023, Somerset Council, which owns around 10,000 homes, has managed its housing stock via two different models of housing management, after absorbing the services of the former Sedgemoor and Somerset West and Taunton District Councils, the only two district councils which owned housing stock in Somerset.

The current housing management services are split, with around 6,000 homes managed directly through an in-house team of staff at Somerset Council and around 4,000 homes managed by Homes in Somerset.

Homes in Somerset is an arms-length management organisation (ALMO) which is owned by Somerset Council and works on behalf of the council to provide housing management services to customers.

### **Why is the initiative/project being undertaken?**

Somerset Council will be conducting an independent review to identify how the housing management service should be delivered in future and what model best works for our customers. An external consultant will be appointed to undertake this piece of work, which will begin in July 2025, leading to a recommendation for a future delivery model.

The review is being undertaken to ensure that services are better aligned, provide a consistently good service and deliver best value for money for tenants and leaseholders.

### **What do we say to tenants or leaseholders who contact us with questions or queries?**

Concerned tenants and leaseholders should be directed to our **Frequently Asked Questions** which are available on the **Council and Social housing** pages of our website at [www.somerset.gov.uk/housing-options-appraisal](http://www.somerset.gov.uk/housing-options-appraisal) from 19 May. A preview copy is attached for your information.

Alternatively, tenants should contact their assigned housing officer or use the [Contact my housing team](#) form online.

Leaseholders can email Claire Thackray at [claire.thackray@somerset.gov.uk](mailto:claire.thackray@somerset.gov.uk) or Stephanie Clark at [stephanie.clark@somerset.gov.uk](mailto:stephanie.clark@somerset.gov.uk)

### **Key messages for tenants and leaseholders:**

- Your rights as a tenant or leaseholder will not be affected by this change.
- Somerset Council will continue to own your properties, and your homes will continue to be repaired, maintained and invested in
- You will also continue to be supported by housing officers
- There will be no change to your rent or services charges beyond the normal annual review and increase
- This project is simply to move us to a place where housing management services are delivered through one, rather than two different management models and your rights as a customer will remain unchanged.
- Somerset Council is not looking to sell any homes as part of this process and will therefore remain your landlord regardless of how the service will be delivered in the future.

### **How will tenants and leaseholders be kept informed?**

Throughout, we will be engaging with you as part of this process, keeping tenants and leaseholders fully informed and giving them the opportunity to get involved and feedback on their thoughts so that we understand what is important to you and to make sure their voice is heard.



We will also be sharing regular updates with you through the Tenants newsletter, on our website, through our social media platforms and through other bespoke engagement as this important work progresses.

**For more information contact:**

**Name: Gayatri Barua-Howe, HRA Communications Business Partner**

**Email: [ProgrammeManagementO@somerset.gov.uk](mailto:ProgrammeManagementO@somerset.gov.uk)**

**Subject:** Representative for Bus Issues – Invitation from Somerset Bus Partnership  
**From:** Somerset Bus Partnership <somersetbuspartnership@gmail.com>  
**Date:** 26/05/2025, 08:17  
**To:** undisclosed-recipients;;  
**BCC:** clerk@creechstmichael.net

Dear Clerk,

We are writing to invite your Town or Parish Council to advise us who your Council wishes to lead on your local bus issues and be a point of contact with the Somerset Bus Partnership.

The Somerset Bus Partnership is recognised by both Somerset Council and by the bus operators as the representative voice of bus users across the Somerset Council.

We work in partnership with communities, councils, and transport providers to raise awareness of local needs, support better services, and champion the value of buses for rural and urban areas alike. We are a non-political, volunteer-led group working to improve and promote bus services across the Somerset Council area.

An important part of our work is to encourage each Town and Parish Council in Somerset to nominate a Bus Representative ... we like to call them a 'Bus Champion'. Usually it is a councillor, but it could be a member of the community. Their role is to:

- Act as the local voice on bus issues
- Gather feedback from residents on services and unmet needs
- Share information about changes, consultations, and campaigns
- Work with the Somerset Bus Partnership to support and promote public transport within your parish area

Currently over 100 parishes have engaged in this process by nominating a local Bus Champion. Together with the 12 Bus User Groups we have established in Somerset, they have made buses an important issue within the Somerset Council area.

If your Town or Parish Council is willing to nominate someone to be your local Bus Champion, please let us know their name and contact details by replying to this email. If your Town or Parish has previously nominated a representative, we would just ask you just to confirm that person is still your representative ... or who you wish to take on that role.

Thank you for your time and for your council's support in helping improve bus services for your community.

If you wish, we'd be happy to answer any questions or attend a meeting to explain more about how we work.

Yours sincerely,

Peter Travis  
Co Chair  
Somerset Bus Partnership



<https://www.somersetbuspartnership.co.uk>

 Newsletter: <https://www.somersetbuspartnership.co.uk/subscribe>

 WhatsApp: <https://whatsapp.com/channel/0029VaXtFoXICVfkqV6Pq341>

 X (Twitter): <https://twitter.com/SomersetBusPart>

 Instagram: <https://instagram.com/somersetbuspartnership>

 Facebook: <https://www.facebook.com/Somerset-Bus-Partnership-105704811629827>