

Cary Moor Parish Council

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“Draft” Minutes of Cary Moor Annual Parish Council (PC) Meeting
held on **Tuesday 19th May 2026** in North Barrow Community Hall
following the Cary Moor Annual Parishes Assembly commencing at 7.00pm

Councillors Present:

Mark Main (Chairman)
Terry Bird
Ross Perkins
Jim Shannon

Martin Roberts (Vice Chairman)
Kevin Horne
Marie-Helene Robinson
Martin Trott

In attendance: Somerset Councillors Henry Hobhouse and Kevin Messenger and the Clerk.

- ❖ **Public Question and Comments:** No additional comments.
- ❖ **Reports from Somerset Council:** No additional reports.

26/29. Election of the Chairman of the Council and receive his/her Declaration of Acceptance of office:

To elect a chairman to serve until May 2027. The 2025/26 chairman, Cllr M Main, called for nominations.

RESOLVED: One nomination was received for Cllr Main, who was re-elected unanimously and signed his DAO for Chairman.

26/30. Election of the Vice Chairman of the Council:

The Council may choose to elect a Vice-Chairman to serve until May 2027.

RESOLVED: The Chairman received one nomination for Cllr M Roberts who was elected unanimously.

26/31. Apologies for absence:

To receive any apologies for absence.

RESOLVED: Apologies for absence were received and approved from Cllr Andrew Wake.

26/32. Declarations of Interests:

Members are reminded of their obligation to declare any Pecuniary or Other interests they may have under the Localism Act 2011 and NALC Model Code of Conduct adopted May 2022. (NB this does not preclude any later declarations).

RESOLVED: None declared.

26/33. Minutes:

To approve the minutes of the ordinary meeting held on 10th March 2026 and extraordinary meeting held on Tuesday 14th April 2026.

RESOLVED: The minutes were approved unanimously and signed by the Chairman.

26/34. Appointment of Parish Council Representatives for 2026/27:

RESOLVED: Working Groups (WG) to meet and list objectives/review any Terms of Reference. Councillors elected as follows:

- a. Personnel Committee - Cllrs Main, Perkins, Roberts and Trott.
- b. B3153 Traffic Management Joint WG - Cllrs Bird, Main, Shannon, Roberts and Robinson.
- c. Rights of Way WG - Cllrs Perkins, Robinson and Shannon.
- d. Internal Auditor - Mr P Russell, Parish and Town Auditing Services.

26/35. Appointment of Bank Account Signatories 2026/27:

To confirm the Council's bank signatories

RESOLVED: Cllrs Main, Roberts, Shannon and Trott agreed to remain signatories.

26/36. Council Policies, Terms of Reference, Risk Assessments:

To receive, review and adopt the following:

- a. General Standing Orders – adopted 11 Nov 25, minute Ref 25/86 (due for review in 2027).
- b. Financial Regulations – adopted 11 Feb 25, minute Ref 25/15 (due for review in 2027).
- c. General and Financial Risk Assessment – adopted 13 May 25, minute Ref 25/40.a.

RESOLVED: The Clerk previously circulated the Risk Assessment for review, which was adopted.

- d. Assets Register – adopted 13 May 25, minute Ref 25/40.b.

RESOLVED: The Clerk previously circulated the Assets Register for review, which was adopted.

- e. IT Policy – adopted 14 Apr 26, minute Ref 26/27 (due for review in 2028).

RESOLVED: To be reviewed as soon as possible in line with the additional data management policies recommended by the internal auditor (see agenda item 26/39.a.).

26/37. Planning:

- a. **To consider the following planning applications (PA):** None received.

- b. **Somerset Council (SC) Decisions:**

- i. **PA 26/00656/HOU.** Erection of single storey extension to dwellinghouse and replacement of doors on front elevation of outbuilding at The Ford, Hornblotton Green Road, Lovington, BA7 7PS – **APPROVED.**

26/38. Parish Council Accounts:

- a. **Balance of the Council's Bank Account and Bank Reconciliation:**

To receive the full council accounts and bank reconciliation.

RESOLVED: The Clerk previously circulated the PC's Accounts, which were agreed and Barclays bank balances at 19th May 2026 of £30,061.51 in the Business Premium account and £917.05 in the Community account were reconciled, approved and signed.

- b. **Accounts for payment.**

To receive and approve a schedule of items of expenditure (incl. VAT):

- | | |
|---|---------|
| i. South Barrow PCC Churchyard maintenance grant | £500.00 |
| ii. Parish Council Websites hosting, support & domain renewal | £284.40 |
| iii. Parish and Town Audit Auditing Services – internal audit | £165.00 |
| iv. North Barrow Community Hall hire Jan, Mar & Apr 26 | £75.00 |

RESOLVED: All items of expenditure were approved unanimously.

26/39. End of Year Audit 2025/26:

a. Internal Audit Report for 2025/26:

To receive report and resolve on any recommendations.

RESOLVED: The Annual Internal Audit Report, carried out by Paul Russell, Parish and Town Auditing Services, was received with comments and recommendations discussed.

- i. A data audit would be carried out as soon as possible and the Chairman and Clerk agreed to attend data protection/assertion 10 training.
- ii. The Council would look into adopting the following policies:
 - a. Data Protection and Breaches Policy
 - b. Document Retention Policy
 - c. Data Breach and Subject Access Request Policies and Procedures.
 - d. Freedom Of Information Publication Scheme
- iii. Clerk to ensure electronic data has relevant protections in place, check how often data is backed up and how it is stored and confirm level of virus protection.

b. Annual Governance Statement 2025/26:

Members to resolve upon the response to the annual governance statement.

RESOLVED: The Annual Governance Statement was considered, approved and signed.

c. Annual Accounting Statement 2025/26:

To approve the annual accounting statement.

RESOLVED: The Accounting Statements were considered, approved and signed.

d. Confirmation of Public Rights Period:

To confirm the dates for the public rights as Tuesday 3 June – Monday 14 July 2026.

RESOLVED: The Clerk, as RFO, set the date for the exercise of public rights to commence on 3rd June 2025 and end on 14th July 2026, which would be published on the parish website with details of the arrangements for the exercise of public rights.

e. Certificate of Exemption 2025/26:

To consider if the Council meets the qualifying criteria to certify itself as exempt from a limited assurance review under section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

RESOLVED: The PC confirmed that the statements applied and that neither income or expenditure exceeded £25,000. The Certificate of Exemption was duly signed.

26/40. Request for speed mitigation measures in Lovington:

Update on site meeting with Andrew Barron, SC Traffic Engineer, re possible safety measures/locations for SIDs.

RESOLVED: Cllr Roberts agreed to email A Barron, who recently returned to duties, to arrange an on site meeting with him, the Chairman and Cllrs Robinson and Shannon.

26/41. Road Closure Pilot:

To discuss proposed agreement to enable parishes to control the highways in their parishes.

The Clerk previously circulated an email from Cllr H Hohbhouse with attached MoU regarding a pilot scheme that will see trained flood warden community volunteers operating under delegated powers from Somerset Highways to be able to close and open local roads when they are flooded.

RESOLVED: Councillors agreed in principle that the scheme would be of interest and would await the outcome of the pilot.

26/42. Rights of Way Working Group (RoWWG):

- a. Blocked Footpath WN 18/4 North Barrow – update.

RESOLVED: Cllr Trott reported that he had erected a stile exiting his parent's garden and there was a gate roadside. The RoW was now open and he had informed Eve Wynn, SC RoW Warden. Cllr Perkins agreed to walk the footpath and apply for the appropriate fingerposts to mark the footpath diversion. Cllr Perkins also agreed to write to Mr and Mrs Trott to thank them for re-opening the RoW.

26/43. Change of Date July 2026 Meeting:

To confirm change of date due to Clerk's absence.

RESOLVED: Councillors approved the change of date from 14th to 28th July 2026.

26/44. Items for Report and Future Business:

- a. CPR and Defibrillator Awareness Session with Dorset and Somerset Air Ambulance to be held at 7.00pm on Wednesday 17th June 2026 in North Barrow Community Hall. Bookings can be made by contacting Terry Bird, email terrygbird@gmail.com or 07517 920155.
- b. South Barrow Noticeboard. Cllr Perkins to assess whether the board could be repaired or if it needed replacing - agenda item for next meeting.
- c. Historic Fingerpost Refurbishment. Cllr Perkins to review and assess – agenda item for next meeting.

Next meetings: Ordinary meeting to be held on Tuesday 28th July 2026 at 7.15pm in North Barrow Community Hall.

There being no further business, the meeting closed at 9.15pm.

Signed:

Dated:

DRAFT