

MINUTES OF PILTON PARISH COUNCIL

FULL COUNCIL MEETING held at Pilton Village Hall Wednesday 20th May 2026

Present: Cllrs: R Noble, C Connock, N Hall, K Sumner, O Powell, T Moulder, L Roberts, A Wynn (Chairman)

In Attendance: 8 members of the public present and Mrs H Richardson (Clerk)

PUBLIC QUESTION TIME: A resident asked for progress on the shooting ground as there was lots of noise coming from there again. The shooting ground had notified the Parish Council of additional shoots and the Parish Council would publicise future notifications. A diary of shoots was being recorded.

1. ELECTION OF CHAIR AND VICE CHAIR 2026-27

- a **RESOLVED:** To elect Cllr Woodhouse as Chair of Pilton Parish Council 2026-27.
Proposed Cllr Sumner, 2nd Cllr Noble. Approved.
- b **RESOLVED:** To elect Cllr Wynn as Vice Chair of Pilton Parish Council 2026-27.
Proposed Cllr Sumner, 2nd Cllr Hall. Approved.

2. DECLARATION OF ACCEPTANCE OF OFFICE

The Vice Chair signed her declaration of acceptance of office and in the Cllr Woodhouse's absence was elected as chair for this meeting. Cllr Woodhouse will sign his declaration of office before the start of the next meeting.

3. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN: R Woodhouse and Cllr C Sully (Somerset)

4. DECLARATIONS OF INTEREST: None

Cllr Hall (9: Planning application 2026/0794/HSE Hazeldene House and 18: Trainlink)

5. DISPENSATIONS:

Cllr Hall (18: Trainlink)

6. MINUTES OF PREVIOUS MEETING

RESOLVED: To confirm and sign the minutes of the Pilton Parish Council meeting of 15th April 2026.
Proposed: Cllr Hall, 2nd Cllr Moulder. Approved

7. EXTERNAL REPORTS

- a. Somerset Council -Written Annual report circulated.

8. CHAIRMAN'S ANNOUNCEMENTS - None

9. PLANNING & LICENCING

- a. To consider the Planning Applications below and any that arise before the meeting.

[2026/0705/FUL: Land At 359862 143210 Knowle Lane Shepton Mallet. Gypsy / Traveller pitch and associated works including septic tank and hardstanding](#)

The agent for the application stated that ecology document from previous application have been corrected and additional highways information regarding parking and access have been submitted. Stringent conditions have been included for how the Septic tank will be managed. It was also made clear that the proposed access is different to the existing access and visibility splays are consistent with recommendations for the location.

Cllr Noble raised concerns about the access, the removal of hedgerow to give the visibility splay and said we should be consistent.

Cllr Powell said that there was no evidence to support previous concerns about radon gas. The plans in the application demonstrate acceptable access design and visibility splays and also include a good environmental policy with a new orchard and native hedges being planted. Its in-keeping with its surroundings.

Cllr Sumner pointed out that the issues raised by the Parish Council in their previous objection have been resolved.

Cllr Hall questioned whether Pilton had a disproportionate number of traveller sites and was also concerned that this site could developed into a house which would be very visible on the landscape. The agent confirmed that traveller sites are protected and cannot be developed into housing. Cllr Roberts suggested that the Parish Council should limit discussions to material planning reasons.

RESOLVED: To SUPPORT the application because the need has been established and the applicant has taken care to include Biodiversity net gain in the application. The concerns about the septic tank raised previously have also been addressed

Proposed: Cllr Roberts, 2nd Cllr Connock. Approved. 5 in Support and 3 abstentions.

➤ Cllr Hall left the meeting

2026/0794/HSE & 2026/0795/LBC: Hazeldene House, Pylle Road, Pilton Replacement single storey lean-to
Cllr Powell noted that the immediate neighbours had no objection and it is in keeping with its surroundings. RESOLVED: to SUPPORT the application as it is policy compliant.

Proposed: Cllr Noble, 2nd: Cllr Powell. Approved unanimously

➤ Cllr Hall rejoined the meeting

2026/0760/HSE: Tanyard Farm, Tanyard Lane, Pilton. Erection of single storey rear extension and replacement of porch with associated landscaping.

The agent attended and introduced the application.

Cllr Hall asked for confirmation that the existing access will be used and the extension is part of the main house. Which he received from the applicant.

RESOLVED: to SUPPORT the application as it is policy compliant and inkeeping with its surroundings and had gone through the preapplication process with Somerset.

Proposed: Cllr Connock, 2nd: Cllr Sumner. Approved unanimously

10. TO RECEIVE REPORTS FROM WORKING GROUPS AND RESOLVE ANY ACTIONS ARISING

a Affordable Housing Triad -No report

b Biodiversity Triad - Pilton Play group children have planted all the flowers would like to keep the flowers in their garden rather than sell them. Pictures would be circulated. It was agreed that it should be repeated next year and the Parish Council should consider setting aside some budget.

c Burial Ground Triad - Topsoil has been delivered but not distributed yet. The grass will be cut shortly. No progress on watering can feature. Cllr Sumner has excess stone if needed.

d Flooding Triad - No report

e Footpaths Working Group reported that the ASBO has reduced in numbers and struggling to find new members, so it was suggested that the ASBOS focus on the footpaths only, but unable to help with larger jobs.

i) It appears that footpath SM16/24 between Pylle Road and Mount Pleasant has been re-routed without permission and has been reported to Somerset. Discussions established that the original route is still usable, but an alternative route has been provided by the landowner. The ASBOS are intending to replace a footpath sign and will locate it on the end of the fence between the original route and the alternative route so could apply to either.

ii) Bridle way at North Wootton opposite Perridge Hill- one end has been cleared by the Mendip bridle ways, but the Pilton end of it is very overgrown. It was reported that the Mendip Bridle ways newsletter had stated that they were still planning to clear the Pilton End and it was work in progress.

iii) Winding lake footpath also needs clearing and the ASBO's will get to it at some point - an alternative route is available.

f Highways Triad - None of the white lines have been repainted since being report so would be followed up. Potholes in Totterdown have been reported.

g Health & Wellness Triad - Cllr Hall has spoken to Somerset regarding grant and received a positive response. A scope of work needs to be submitted before September.

h LCN - Meeting on 27th April confirmed next Cars meeting will be on the 18th June; LCN does not need to approve highways requests, they can co-ordinate requests for white lines etc; LCN is trying to improve parish Engagement, and the next LCN meeting is on the 6th July.

11. To approve (or not) the creation of Triad/Working Group

a Neat Lane Pavement - RESOLVED: The Neat Lane Pavement project would be incorporated into a new combined Highways & Flooding working group. Members: Cllr Sumner, Connock & Moulder.

Proposed: Cllr Sumner, 2nd: Cllr Powell. Approved

b Shepton Housing Working Group -RESOLVED: The Shepton Housing working group would be created to monitor and respond to the large development planned for Shepton Mallet and its impact on the parish particularly East Compton. Members: Cllrs Hall and Woodhouse

- 12. Appointments to Working Groups / Triads / Somerset Council**
- a Affordable Housing Triad - Dissolve
 - b Biodiversity Triad: RESOLVED To appoint members: Cllrs Connock, Hall & Wynn
Proposed Cllr Moulder, 2nd Cllr Powell: Approved
 - c Burial Ground Triad: RESOLVED To appoint members: Cllrs Woodhouse, Hall & Noble.
Proposed Cllr Sumner, 2nd Cllr Powell: Approved
 - d Flooding Triad - Dissolve
 - e ASBOs / Footpath Working Group: RESOLVED to appoint members: Cllr Hall and Andrew Shaw.
Proposed Cllr Moulder, 2nd Cllr Sumner. Approved
 - f Highways & Flooding (inc Neat Lane) Working group - Cllr Sumner, Connock & Moulder (See 11a)
 - g Health & Wellness Triad: RESOLVED to appoint members: Cllrs Wynn, Woodhouse & Sumner,
Proposed Cllr Moulder, 2nd Cllr Connock. Approved
 - h Staffing Triad. RESOLVED to appoint members: Cllrs Woodhouse, Roberts & Wynn.
Proposed Cllr Powell, 2nd Cllr Connock. Approved
 - i Finance Triad - RESOLVED to appoint members: Cllr Woodhouse, Sumner & Wynn.
Proposed Cllr Sumner, 2nd Cllr Connock. Approved
 - j Local Community Network - RESOLVED to appoint Cllr Hall & Cllr Woodhouse.
Proposed Cllr Moulder, 2nd Cllr Hall. Approved.

- 13. Appointments to external bodies**
- a Pilton Playing Fields - RESOLVED to appoint Cllrs Moulder, Powell & Wynn.
Proposed Cllr Moulder, 2nd Cllr Sumner. Approved
 - b Gabriel's Orchard - appointment of Managing Trustee representative, deferred to next month.

- 14. Review of Asset Register 26/27**
- a RESOLVED: To approve the Asset Register 2026/27
Proposed Cllr Sumner, 2nd Cllr Moulder. Approved

- 15. Review of Council and Staff subscriptions to outside bodies including:**
- a Somerset Association of Local Councils
 - b Society of Local Council Clerks
 - c Parish Online
 - d ICO (Information Commissioners Office)
 - e ICCM (Institute of Cemetery and Cremation Management)
- RESOLVED: to accept the above Subscription. Proposed Cllr Moulder, 2nd Cllr Powell. Approved.
Noted to investigate the War memorial Trust as an additional subscription.

16. Review of Parish Council Policies

	POLICY	Amendments suggested Y/N
a	Standing Orders	N
b	Financial Regulations	N
c	Financial Risk Assessment	N
d	Code of Conduct	N
e	Complaints Procedure	N
f	Freedom of Information and Data Protection Policies	N
g	Press and Social Media Policy	N
h	Publication Scheme	N
i	Grant Policy	N
j	Employment Policies	N
k	Biodiversity Conservation Policy	N
l	IT policy	N

RESOLVED: To adopt the above policies unchanged.
Proposed Cllr Wynn, 2nd Cllr Moulder. Approved.

- 17. MEETING DATES:**
RESOLVED to accept the meeting dates proposed being the third Wednesday of each month at 7pm.
Proposed Cllr Moulder, 2nd Cllr Sumner

18. TRAINLINK

Cllr Hall reported that Somerset Council had agreed to proceed with the pilot for the Trainlink, however the route no longer goes through Pilton. The Glastonbury Trainlink project group planned to object and would continue to press for the route to go from Glastonbury to Castle Cary through Pilton and would consider including Shepton Mallet.

19. FINANCE

- a RESOLVED to approve the end of year balance summary and bank reconciliation 31 March '26.
Proposed Cllr Powell, 2nd Cllr Sumner. Approved
- b RESOLVED to approve bank signatories Cllr Woodhouse, Sumner, Wynn & the Clerk
Proposed Cllr Moulder, 2nd Cllr Powell. Approved
- c RESOLVED to appoint Cllr Roberts as the Internal Review Officer
Proposed Cllr Powell, 2nd Cllr Sumner. Approved
- d RESOLVED to approve regular payments to salary, hall hire, Scribe and the Data protection fee.
Proposed Cllr Moulder, 2nd Cllr Powell. Approved
- e RESOLVED: To note payments & receipts listed.
Proposed: Cllr Sumner, 2nd Cllr Powell. Approved

20. CLERKS REPORT- The report was circulated

21. MATTERS OF REPORT

Notices for Roundabout: New Chair & Vice Chair, Fostering

22. NEXT MEETINGS: Parish Council Meeting 17th June 2026 at 7pm.

Items to discuss: Remembrance/Bugler, vegetation, Accounts, speed limit on Higher Westholme road, restrict access to large vehicle, Loan agreement.

The meeting closed at 8.36pm

Mendip South Monthly Somerset Councillor Report

June 2026

My roles at Somerset Council:

- Associate Lead Member for Community Resilience
- Planning East Committee Member
- Lib Dem Ruling Group Chair

Attendance record: 100%

Ageing traffic signals to be replaced across Somerset

Somerset Council is replacing 30-year-old traffic signals at Stapleton Cross in Martock, the A37 Lydford Cross Keys, and the B3153 at Lovington. Work begins on 22 June, with phased closures and overnight works running through to November 2026.

New Speed Limits in Place on A361 Frome Bypass

New speed limits and safety improvements are now in place on the A361 Frome bypass, including a 50mph limit on the A361, a 40mph limit on the A362 approach, junction resurfacing, and central hatching along the bypass. The road, used by around 15,000 motorists a day, has seen five fatalities in the last five years. AI cameras installed last year in partnership with [Avon and Somerset Police](#) logged 4,500 offences in their first four months, including 4,407 instances of no seat belt being worn, 74 speeding offences over 80mph, and 119 cases of mobile phone use.

Could You Foster a Child in Somerset?

To mark [Foster Care Fortnight](#), [Fostering in Somerset](#) recently held a series of informal drop-in events across the county, giving residents a relaxed chance to meet local foster carers and find out more. With more than 650 children currently in care in Somerset, more local foster carers are needed to help children stay close to their schools, friends and communities.

If the events sparked your interest, it's not too late to take the next step. Visit the [Get involved](#) page or follow [@FosteringInSomerset](#) on [Facebook](#), [Instagram](#) or [X](#) to find out more about fostering in Somerset.

Lib Dems Receive Vote of Confidence in Somerset By-Elections

The Liberal Democrats won three by-elections in Somerset on 7 May. In the Somerset Council by-election for the Mendip Hills division, Sam Phripp was elected with 1,534 votes — more than doubling the previous Lib Dem majority, on a turnout of 46%. The Lib Dems also won St Thomas's Ward on Wells City Council and Pyrland Ward on Taunton Town Council.

Mendip South Monthly Somerset Councillor Report

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Our Somerset Communities Are Our Greatest Asset

I am truly proud to have been appointed by the Somerset Council Leader to the role of Associate Lead Member for Community Resilience in the Council Executive — a recognition of the community work I have dedicated myself to, and a responsibility I do not take lightly.

My role is to support the Council Leader and champion the Council's vision, working alongside and supporting the Council Executive to turn that vision into real, lasting change for the communities we serve.

Strong, resilient communities are the foundation of everything we want to achieve:

- Flood resilience and climate readiness — prepared neighbourhoods that protect people before crisis hits
- Wellbeing and mental health — thriving and connected communities where everyone can fulfil their potential
- Decisions rooted in our communities — community infrastructure, sustainable travel, and housing shaped by the communities they affect

About the Council Executive, [read more](#).

Somerset's First Electric Bus Launches in Frome

Somerset Council has launched its first public service electric bus on the 30 route in Frome. The 16-seat, low-floor, wheelchair-friendly vehicle is zero emission and provides a sustainable link for residents needing to reach town centre services

A39 Clarks Village Junction, Street — Traffic Signals Replaced

Six sets of traffic lights at the A39 junction with Clarks Village in Street have been replaced on time and on budget. The signals were over 30 years old and near the end of their working life. The upgrade includes modern energy-efficient technology, new surfacing, lining, signage, and a new shared-use path for pedestrians and cyclists.

Somerset Council Builds Top Team to Seize the Opportunities Ahead

Somerset Council Leader Cllr Bill Revans has added new faces to his executive team, putting in place a leadership line-up best placed to meet the challenges and seize the opportunities facing Somerset.

Cllr Revans remains Leader with responsibility for Governance and Communications, alongside Deputy Leader Cllr Liz Leyshon covering Finance, Procurement and Performance. The nine-strong Lead Member team is completed by Cllr Sarah Wakefield (Adult Services, Housing and Homelessness), Cllr Heather Shearer (Children, Families and Education), Cllr Federica Smith-Roberts (Communities, Environment and Climate Change), Cllr Mike Rigby (Economic Development, Planning and Assets), Cllr Richard Wilkins (Highways and Transport), Cllr Evie Potts-Jones (SEND, Public Health

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and Equalities and Diversity) and Cllr Theo Butt Philip (Transformation, Human Resources and Localities).

Supporting the executive are eight Associate Lead Members: Cllr Ros Wyke (Active Travel), Cllr Cara Strom (Adult Social Care and Housing), Cllr David Woan (Business Strategy), Cllr Jo Roundell-Greene (Children's Services and Education Strategy), Cllr Steve Ashton (Climate Change), Cllr Claire Sully (Community Resilience), Cllr Nicola Clark (Culture and Leisure) and Cllr Ewan Cameron (Transformation and Prevention).

Somerset Plans 580 New Council Homes by 2031

Somerset Council has adopted a new [Social Housing Development Strategy](#) with an ambitious target to build 580 affordable, energy-efficient council homes by March 2031. Developed jointly with [Homes in Somerset](#), the strategy focuses on affordability, sustainability and meeting the needs of diverse communities across the county, including rural areas. Schemes already completed include Minehead's [Rainbow Way Development](#) and Taunton's [Lavinia House](#), with [Penlea](#) in Bridgwater and [North Woolaway in Taunton](#) currently in development.

Somerset Council Sets Out New Equality, Diversity and Inclusion Strategy

Somerset Council has agreed a new [Equality, Diversity and Inclusion Strategy 2026–2030](#) with a focused set of priorities including improving access to services for digitally excluded people, tackling discrimination in schools, strengthening support for disabled employees, and demonstrating leadership on equality in the community.

Council Leader [Cllr Bill Revans](#) said: "Equality is not an add-on to what we do – it goes to the heart of how we serve our communities and employ people. Our aim is simple: a fairer Somerset where everyone has the opportunity to thrive."

Somerset Roads: Recovering from a Record Wet Winter

One of the wettest winters on record has caused a near 62% surge in potholes across Somerset, with 19,277 logged between January and early May 2026, compared to 11,908 in the same period last year. Extra teams and machinery were rapidly deployed, and 15,771 have already been repaired — averaging 876 fixes a week. March alone saw 4,964 potholes repaired.

The response goes beyond reactive repairs: 831,000 sqm of road have been surface dressed this year — a preventative treatment that extends road life and helps stop potholes forming — while a major resurfacing programme has already covered 31,000 sqm across the county.

Potholes logged

- April: 2,905
- March: 5,035
- February: 6,068
- January: 4,711

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Repairs per month

- April (4-week period): 3,739
- March (5-week period): 4,964
- February: 3,554
- January: 2,541

If you spot a problem on the road you can report it quickly and easily via the Council's [Report a problem on the road](#) webpage.

Follow [@TravelSomerset](#) on [X \(formerly Twitter\)](#) and [Facebook](#) for live travel updates, roadworks and other highways news.

Somerset Council Team Shortlisted for National Award

Somerset Council's Major Infrastructure Programmes Group (IPG) has been shortlisted for the *Team of the Year* award at the [CIHT Annual Awards 2026](#). Established in 2015, the team has delivered more than £110 million of highway infrastructure, including major schemes at M5 Junctions 23, 25 and 26, Colley Lane in Bridgwater, and Creech Castle in Taunton.

Councillor Richard Wilkins said: "Being shortlisted for this prestigious national award is a testament to the dedication, expertise and collaborative spirit of our Infrastructure Programmes Group. Their consistent track record of delivering high-quality projects that benefit our communities, while maintaining strong cost and programme control, sets a benchmark for infrastructure delivery across the public sector." Winners will be announced at the CIHT ceremony in London later this year.

Somerset on Screen

[Screen Somerset](#), Somerset Council's film office, exists to attract productions to the region — and last summer it helped bring one of the biggest: [Masters of the Universe](#), the new He-Man film, which shot scenes at [Wells Cathedral](#) and [Wookey Hole Caves](#). Last financial year, film and TV productions supported by the initiative brought an estimated £6.6 million into the local economy.

To mark the film's release, [Wells Film Centre](#) is hosting a charity screening on 3 June in aid of Medicinema, which brings cinema to hospital patients across the UK. Tickets are £10 and include a drink. Somerset's own [James Purefoy](#) features in a leading role as King Randor.

Masters of the Universe is released in the UK on 3 June, starring [Nicholas Galitzine](#) as Prince Adam/He-Man, [Jared Leto](#) as Skeletor, [Camila Mendes](#) as Teela and [Idris Elba](#) as Duncan/Man-At-Arms. Also released on 27 May is [Season 2 of A Good Girl's Guide to Murder](#) on Netflix and BBC, with the Somerset town of [Axbridge](#) again standing in as the fictional Little Kilton. A small city. A global franchise. And a council quietly making it happen!

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Bulky Waste Given New Life Through British Heart Foundation Partnership

Somerset Council and collections partner SUEZ have teamed up with the [British Heart Foundation](#) so that suitable bulky items — sofas, tables, chairs and more — are taken to the SUEZ depot in Bridgwater and passed on for resale at the BHF's [Taunton store](#), rather than being recycled. When booking a [bulky waste collection](#), residents can opt in to have their items reused, provided they are in good condition and carry the required fire safety tags.

Battery fires prompt recycling warning

Two fires — at a Taunton recycling facility and in a collection lorry — have led Somerset Council and contractor SUEZ to remind residents to dispose of hazardous items correctly. Both were likely caused by an undetected battery.

Lithium-ion batteries and vapes must never go in the rubbish; place them in a small clear tied plastic bag on top of a recycling bin. Gas canisters should be taken to a recycling centre. [Further guidance here.](#)

Reminder: Check or Renew Your Garden Waste Subscription

Somerset residents are reminded that garden waste subscriptions do not auto-renew, so an annual renewal is needed to avoid a break in collections. The service offers fortnightly collections for 50 weeks of the year. Residents can check their renewal date via the Council's [Check Garden Waste](#) form, or renew and sign up via the [Garden Waste subscription page](#).

Somerset Gaming Sessions Clock Up 15,000 Visits in Four Years

[GameChanger](#), a free weekly gaming session for adults who are autistic, have learning disabilities, or identify as neurodiverse, is celebrating its fourth anniversary this June. Run by Love Community CIC across libraries in Taunton, Yeovil and Glastonbury and a community centre in Bridgwater, it has clocked up 15,140 visits across 581 sessions since launching in 2022.

There are no referrals, no assessments and no pressure — people come and go as they please. The aim is as much about social connection as gaming itself.

Somerset Food Waste Campaign Recognised at National Awards

Somerset Council and waste contractor SUEZ were finalists in the *Food Waste and Organics Initiative of the Year* category at the [National Awards for Excellence](#) in London on 13th of May. The campaign to boost [food waste recycling](#) delivered a 38% rise in food waste bin orders, a 5% increase in food waste collected, and savings of more than £40,000 in disposal costs.

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New Food Waste Recycling Trucks Rolling Out Across Somerset

A new fleet of food waste collection vehicles, introduced by [SUEZ](#) in partnership with Somerset Council, means every household in Somerset — including flats and Houses of Multiple Occupancy — can now recycle food waste. The trucks feature illustrated livery explaining the journey from kitchen caddy to green energy and fertiliser. For more information on collections, visit the Council's [waste pages](#).

New Sexual Health Clinic Opens in Yeovil

A new [SWISH](#) (Somerset-Wide Integrated Sexual Health) clinic has opened at [Summerlands Health Park](#) on Preston Road, Yeovil. Commissioned by Somerset Council and run by [Somerset NHS Foundation Trust](#), it brings together sexual and reproductive health services under one roof for the first time in the town. The free, confidential service — open to all ages without a GP referral — offers STI testing and treatment, contraception including coils and implants, emergency contraception, HIV prevention medication, and sexual health vaccinations for eligible people.

Somerset's Little Book of Health and Wellbeing Relunched

Somerset Council's Public Health team has relunched its Little Book of Health and Wellbeing, a free, practical guide offering evidence-based advice on managing stress, improving sleep, diet and physical activity, and building resilience. It can be downloaded via the [Healthy Somerset](#) website. If you are concerned about your own or someone else's mental health, call NHS [111](#) and select option 2 for the 24/7 mental health helpline, or call 999 in an emergency.

Help Shape Alcohol Support Services in Somerset

Somerset Council and Somerset Drug and Alcohol Service (SDAS) are inviting residents to take part in an [anonymous survey](#) to help understand why people don't seek help for alcohol problems. Open to anyone aged 18 and over in Somerset, it takes just a few minutes and covers both personal experiences and those of someone you know. Findings will be used to shape how services are designed and delivered. If you need support now, visit turning-point.co.uk/services/sdas or call [0300 303 8788](#).

Report it first: Useful Links to share with your communities

Visit – Report a Problem on the Road – A list of all reporting pages to do with roads, pavements, lighting: [Report a problem on the road](#)

Potholes and road damage – Somerset Council repair potholes and other road defects, and maintain our roads, for the safe access of all road users: [Potholes, road damage and edge loss](#)

Report a problem with a street light – We maintain and repair street lights to national standards:

[Report a problem with a street light](#)

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Road signs, markings and lighting – Includes bollards, pedestrian crossings, requesting a village nameplate or new road sign: [Road signs, bollards and road markings](#)

Speed limits – Request information about new or existing traffic calming measures: [Speed limits](#)

Traffic lights – We maintain over 200 traffic light locations throughout the County: [Traffic lights](#)

Street and roadworks – We maintain the roads and pavements managed at public expense in Somerset: [Street and roadworks problems](#)

Traffic updates and roadworks — follow: [Travel Somerset on X](#) and [Travel Somerset on Facebook](#)

All ongoing roadworks – available on the Somerset Council website interactive map:

[Roadworks and travel information](#)

Somerset Waste – collection days, replacement bins or recycling bags and missed collection reporting: [Bins, recycling and waste](#)

Travel and Tourist Information: [Travel Somerset – Art, Culture, Events, History & More](#)

Sign-up for the latest climate news from across Somerset: [Climate newsletter sign-up](#)

Open Somerset Council Consultations – which anyone can complete and take part in shaping the future of Somerset: [Somerset Council – Citizen Space – Consultations](#)

SOMERSET COUNCIL TELEPHONE NO – 0300 123 2224

This report shows the number of safety defects (split by defect type and location) completed by Somerset Highways within your division for the previous month.

For reference, codes starting with T or U represent Unclassified roads.

Mendip South ED

• CW- Edge Loss	U2250/10	HEDGE LANE - PYLLE	5
• CW- Carriageway Pothole	T2239/10	LEIGHTON LANE - EVERCREECH	4
• CW- Carriageway Pothole	U2145/10	LOOKS LANE - BUTLEIGH WOOTTON	4
• CW- Carriageway Pothole	U2250/10	HEDGE LANE - PYLLE	4
• CW- Edge Loss	T2381/20	LOWER WESTHOLME ROAD - PILTON	3
• CW- Carriageway Pothole	U2191/10	BRADLEY WAY - WEST PENNARD	3
• CW- Edge Loss	U2665/110	EAST TOWN LANE - PILTON	3
• CW- Carriageway Pothole	A361/660	WOODLANDS ROAD TO STOCKBRIDGE LANE - WEST PENNARI	2
• CW- Carriageway Pothole	T2151/10	PAGE LANE - WEST PENNARD	2
• CW- Edge Loss	T2296/10	WESTCOMBE ROAD - STONEY STRATTON	2
• CW- Carriageway Pothole	U2398/30	TOTTERDOWN LANE - PILTON	2
• CW- Carriageway Pothole	U2771/90	STICKLYNCH ROAD - STICKLYNCH	2
• CW- Edge Loss	A361/690	STEANBOW / PARK HILL - PILTON	1
• CW- Step in Level	A361/690	STEANBOW / PARK HILL - PILTON	1
• CW- Edge Loss	A361/720	WHITSTONE HILL - PILTON	1
• CW- Carriageway Pothole	B3136/115	LAMBERTS HILL - PILTON	1
• Multiple CW Safety Defects	B3136/120	LAMBERTS HILL - PILTON	1
• CW- Carriageway Pothole	T1368/20	KINGWESTON ROAD - BUTLEIGH	1
• CW- Carriageway Pothole	T1368/50	SUB ROAD - BUTLEIGH WOOTTON	1
• CW- Carriageway Pothole	T1368/60	BUTLEIGH ROAD - BUTLEIGH WOOTTON	1
• CW- Edge Loss	T2102/20	MILL STREET - BALTONSBOROUGH	1
• CW- Carriageway Pothole	T2105/40	REYNOLDS WAY - BUTLEIGH	1
• Multiple CW Safety Defects	T2151/20	PENNARD LANE - WEST PENNARD	1
• CW- Carriageway Pothole	T2167/20	MILL HOUSE TO FOSSE WAY - HORNBLUTTON	1
• CW- Carriageway Pothole	T2185/40	COURT BARN LANE - WEST BRADLEY	1
• CW- Edge Loss	T2204/10	STATION ROAD TO WEST LANE - ALHAMPTON	1
• CW- Carriageway Pothole	T2242/20	WESTON TOWN - EVERCREECH	1
• CW- Carriageway Pothole	T2267/50	WYKE FARM TO SNAGG FARM - LAMYATT	1
• CW- Carriageway Pothole	T2296/10	WESTCOMBE ROAD - STONEY STRATTON	1
• CW- Carriageway Pothole	T2296/25	WESTCOMBE HILL - BATCOMBE	1
• CW- Carriageway Pothole	T2297/10	HINCOMBE HILL - BATCOMBE	1
• CW- Carriageway Pothole	T2297/20	HINCOMBE HILL TO LINCH LANE - BATCOMBE	1
• CW- Carriageway Pothole	T2381/10	STEANBOW LAY BY - PILTON	1
• CW- Carriageway Pothole	T2426/20	RIDGE LANE - PILTON	1
• CW- Carriageway Pothole	T8610/10	GUNNINGS LANE - UPTON NOBLE	1
• CW- Carriageway Pothole	U2192/10	HILLSIDE - WEST PENNARD	1
• CW- Carriageway Pothole	U2298/10	CHESTERBLADE ROAD - CHESTERBLADE	1
• CW- Carriageway Pothole	U2665/110	EAST TOWN LANE - PILTON	1

This report shows the number of safety defects (split by defect type and location) completed by Somerset Highways within your division for the previous month.

For reference, codes starting with T or U represent Unclassified roads.

Mendip South ED

• Multiple CW Safety Defects	U2771/20	STICKLEBALL LANE - STICKLYNCH	1
• CW- Carriageway Pothole	U9200/10	POST BOX TO ORCHARDS - ALHAMPTON	1

Total: **64**

DRAFT

List of Overgrown vegetation in Pilton village centre with proposed actions

Street	Location	Description of issue	Land owner	Proposed Next steps	
<i>Parsons Batch</i>	Section opposite churchyard	Narrowing of highway		Engage with landowner	
	Section next to Manor	Narrowing of highway		Engage with landowner	
	Short section opposite Manor	Narrowing of highway		Engage with landowner	
<i>A361</i>	Wall of Old School House	Saplings growing on verge over 20m	Somerset Council	Report to SC	
<i>Shop Lane</i>	West side at top – Old Vicarage	Narrowing of highway		Engage with landowner	
	West side at bottom	Narrowing of highway		Engage with landowner	
<i>St Mary's Lane</i>	Opposite car park entrance	Metal tubs	Somerset Council	Request SC to remove them.	
	Opposite village hall top entrance	Narrowing of highway		Engage with landowner	
	Opposite Abbot's Way junction	Narrowing of highway		Engage with landowner	
	Left hand side coming up to A361	Narrowing of highway		Engage with landowner	
	Large tree on Right hand side coming up to junction	Needs Review		Engage with landowner	
<i>Shutwell Lane</i>	Two sections of Lavender	Light trim required		Engage with landowner	
	Opposite Church House	Narrowing of highway		Engage with landowner	
<i>Top Street</i>	Opposite Coffee Shop entrance	Yew Tree etc – needs review		Engage with landowner	
<i>Barrow Lane</i>	Both sides	Narrowing of highway		Engage with landowner	
	Brambles	Maple Tree		Engage with landowner	
	Cedar cottage	Yew		Engage with landowner	
	[Corner property]	Laurel		Engage with landowner	
	The Gable?	Tree next to wall		Engage with landowner	

<i>John Beales Hill</i>	Up towards Top Street	Light trim required		Engage with landowner	
	'Triangle'	Narrowing of highways	???	ASBOs?	
<i>Top Street</i>	Gables?	Narrowing of highways		Engage with landowner	
	South side past stream	Light trim required		Engage with landowner	
<i>East Town Lane</i>	Opposite Chantry House	Narrowing of highways		Engage with landowner	
<i>Lower Street</i>	Right hand side after turning off Neat Lane	Narrowing of highways			
	Pilton House? Cottage	Yew Tree			
<i>Mount Pleasant</i>	Right hand side going up	Drains covered over		Work party?	
<i>Bread Street</i>	Opposite Vicar's cottage	Narrowing of highways		Engage with landowner	
	Box Tree house	Narrowing of highways		Engage with landowner	
	Right hand side into Cumhill	Narrowing of highways		Engage with landowner	
<i>Ford Lane</i>	Mulberry Cottage side	Narrowing of highways		Engage with landowner	
<i>Cumhill</i>	Right hand side past Bier House	Visibility		Engage with landowner	
	Triangle of land below footpath to Tithe Barn	Needs review – state, parking, raised drain covers		PPC discussion	
	Verge outside Church	Light trim required			
<i>Pyllle Road</i>	Both sides from postbox up to Orchard House	Narrowing of highways		Engage with landowners	

Annual Internal Audit Report 2025/26

EN Pilton Parish Council

www.piltonparishcouncil.org PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

12/06/2026

Parish and Town Auditing Services

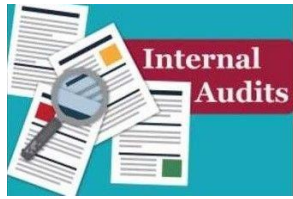
Signature of person who carried out the internal audit

Date

12/06/2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



Helen Richardson
Clerk to the Council/RFO
Pilton Parish Council

12th June 2026

Dear Helen,

END OF YEAR INTERNAL AUDIT 2025/26

Parish & Town Auditing Services have been appointed to undertake the internal audits at Pilton Parish Council. The annual internal audit for 2025/26 financial year was completed on 12th June 2026.

I can confirm that I am independent of the Parish Council.

As stated in the Letter of Engagement letter, the scope of our work is limited to completing the audit testing and enquiries we deem necessary to complete the internal audit section of the Annual Report for Local Councils in England. We do not provide assurance over or accept responsibility for areas of work not included in this scope, unless specifically agreed with the Council during the financial year. In providing internal audit services we are not conducting a financial statement audit in accordance with standards and guidelines issued and our procedures are not designed to provide assurance over the reliability and quality of your financial statements. This will be undertaken by the Council's appointed External Auditor.

We are required by the Annual Internal Audit Report included in the Annual Governance and Accountability Return (AGAR) to review controls in place at the Council against predefined control assertions. These controls are included in the following report.

Thank you for all the information you have provided to enable the audit to be undertaken.

Yours sincerely,

Paul Russell, Internal Auditor

INTERNAL AUDIT

Outlined below is an overview of the 10 Assertions within the Practitioners Guide 2025. Each of these are dealt with under the relevant Governance sections contained in Section 1 of the AGAR:

AGS Assertion 1 — Financial management and preparation of accounts

- Accounting Records and supporting documents:
- Bank reconciliation:
- Budget setting:
- Investments:
- Reserves:
- General Reserves:
- Earmarked and other reserves:

AGS Assertion 2 — Internal control

- Standing Orders and Financial Regulations:
- Safe and efficient arrangements to safeguard public money:
- Employment:
- VAT
- Fixed assets and equipment:
- Loans and long-term liabilities:

AGS Assertion 3 — Compliance with laws, regulations and proper practices

- Acting with its powers:

AGS Assertion 4 — Exercise of public rights

AGS Assertion 5 — Risk management

AGS Assertion 6 — Internal audit

AGS Assertion 7 — Reports from auditors

AGS Assertion 8 — Significant events

AGS Assertion 9 — Trust funds (local councils only)

AGS Assertion 10 — Digital and data compliance

The following headings are based on Section 1 – Annual Governance Statement.

A. Appropriate accounting records have been properly kept throughout the financial year.

The Clerk to the Council has been appointed as RFO (LGA1972 s151).

Recommend that the Clerk/RFO details be added to the website.

The roll over figure is £61,537.09 (Box 7).

The Council maintains its accounts using the Scribe accounting software. A sample of the financial transactions between 1st April and 31st March 2026 has been undertaken. The following checks were carried out:

- A review of the invoices against payment reports and the bank statements;
- A review of the cashbook against the bank statements and invoices paid;
- A sample of Payments have been checked against the bank statements to verify accuracy;
- Expenditure incurred is appropriate.

There is a proper process in place to ensure that financial information is correctly recorded and reported to Council as part of its governance procedures. Procedures are included in the Financial Regulations.

The Council receives a list of payments at its Full Council meetings and this is uploaded onto the website.

The Council has a Risk Assessment in place and was reviewed in May 2025: [RA](#)

Bank reconciliations are prepared monthly. It is unclear whether bank reconciliations are officially signed off. **It is recommended that bank reconciliations are presented to Full Council on a monthly basis, signed off and the balances included in the minutes.**

There is appropriate segregation in place.

The year end bank reconciliation has been completed. This was referenced back to the bank statements. The final balance held by the Council amounts to £53,486.92 as at 31st March 2026.

The Council has met this control objective.

B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.

Tenders and Contracts are governed by Financial Regulations. All contracts being tendered should be published on the Parish Council's website as well as the Find a Tender portal where required.

Both Standing Orders and Financial Regulations are based on the latest NALC template version. **Recommend that the Contracts Finder reference be deleted from Financial Regulations and replaced with Find a Tender.**

The limits between the two documents are consistent.

The following financial process is in place:

- The Clerk/RFO is responsible for financial transactions;
- Invoices are verified for accuracy on receipt and coded to the correct cost centre;
- Invoices are saved electronically in the Scribe software;
- All payments are reported to Full Council for approval;
- Payments are authorised by Full Council and minuted (**Recommend that the total amount of payments made is included in the minutes**);
- Clerk/RFO uploads payments onto the online banking app;
- All payments are authorised by two Councillors.

There is appropriate segregation in place.

VAT should be claimed annually. There has been no reclaim received in 2025/26 and the VAT claim for 2025/26 will be £296.68 according to Scribe. A quick review of the 2024/25 financial year did not record a VAT reclaim. Amount to be reclaimed for this year is £721.67.

It is recommended that a VAT claim using VAT Form 126 is submitted for the two years.

The Council has met this control objective.

C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

The Council has a Risk Assessment in place which requires review.

The Council is insured with Clear Councils. Policy Number: LCO01995. The policy runs from 23/03/2026 to 22/03/2027. The policy includes Employers Liability (£10 million), Public Liability (£10 million) and a Fidelity Guarantee (£250k). The Council is adequately insured.

The Council has adequate internal controls in place to ensure that it carries out its day-to-day business effectively and efficiently. It has an internal controls policy in place. [b07813_7393d1f8adee4703aa3439a1b72a41bc.pdf](#)

The Council has met this control objective.

D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

The budget and precept were set by resolution at the Parish Council meeting held on 8th January 2025. A precept of £32,488 was requested.

148/b RESOLVED: To approve the precept for 25/26 of £32,488. Proposed Cllr Sumner, 2nd Cllr Woodhouse. Approved.

It has been confirmed that a precept of £32,488 was requested. (MHCLG Parish Code E3301P224)

Budget monitoring reports are reviewed during the budget and precept setting period. **Recommend that the Monthly Budget Monitoring Report available on Scribe is presented to and reviewed at least quarterly by Council to improve scrutiny.**

The Council has set up Earmarked Reserves. The year end earmarked reserves balance was £27,999.98.

The Council has adequate General Reserves available as recommended by SAPPP. The Council's General Reserve was £25,486.94 at year end.

The Council had the following Bank Statement Balances as at 31st March 2026:

AC NT	AMOUNT
Commercial Instant Access A/C	£51,220.36
Community A/C	£2,266.56
TOTAL	£53,486.92

The Council has met this control objective.

E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

The Council is a burial authority and manages the Cemetery: [BURIAL FORMS | PiltonParishCouncil](#). Burial income including memorials is properly recorded in the accounts, invoices are raised as required and the fees and charges are available on the website. These were last reviewed in 2024 and **it is recommended that Council may wish to review the charges during the 2026/27 financial year.**

Council's other income for 2025/26 is bank interest. This is correctly recorded within the accounts.

The Council has met this control objective.

F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.

The Council does not operate a petty cash account and has made no cash payments during the year.

The Council has met this control objective.

G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

The Clerk has a contract of employment in place based on the NALC/Green Book template.

Members do not receive a members' allowance.

A sample of salaries has been checked and confirmed. Salaries paid during the year have been reviewed. Gross pay is calculated in accordance with the relevant NJC scale. Tax codes are included on the payslips and deductions properly calculated.

Payroll is undertaken by an external contractor

Council is not a member of a Pension Scheme.

National Insurance contributions have been deducted as required.

A test sample was undertaken and it was confirmed that the correct net pay was paid to the employee with tax and NI contributions correctly deducted and paid to the respective agencies.

The Council has met this control objective.

H. Asset and investments registers were complete and accurate and properly maintained.

An Asset Register is in place. This is maintained in the accounts package and has been updated. Current value of the assets amounts to £ 27,743.59. The Register meets current requirements.

Council has no long-term investments in place.

The Council has no outstanding loans.

The Council has met this control objective.

I. Periodic bank account reconciliations were properly carried out during the year.

Bank reconciliations are prepared monthly. Copies of the bank reconciliations have been provided. **Recommend that the monthly reconciliations be formally reported to Council and minuted.**

The Council has met this control objective.

J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Accounts are maintained on a receipts and payments basis. Receipts and payments agree to the cash book and are supported by an adequate audit trail.

The Council has met this control objective.

K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick “not covered”).

Not covered.

L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.

The following information should be published on the Parish Council’s website under the Smaller Authorities Transparency Code ([SI/SR Template](#))

Expenditure exceeding £100

Local authorities must publish details of each individual item of expenditure that exceeds £100. [Published annually.](#)

End of year accounts

Annual publication no later than 1 July in the year immediately following the accounting year to which it relates. [Published.](#)

Annual governance statement

Annual publication no later than 1 July in the year immediately following the accounting year to which it relates. [Published.](#)

Internal audit report

Annual publication no later than 1 July in the year immediately following the accounting year to which it relates. [Published.](#)

List of councillor or member responsibilities

Annual publication of councillor or member responsibilities no later than 1 July in the year immediately following the accounting year to which it relates. [Published.](#)

Location of public land and building assets

Annual publication no later than 1 July in the year immediately following the accounting year to which it relates. Parish councils and port health authorities to publish details of all public land and building assets – either in its full asset and liabilities register or as an edited version. [Published as part of the asset register.](#)

Minutes, agendas and papers of formal meetings

Publication of draft minutes from all formal meetings not later than one month after the meeting has taken place. Publication of meeting agendas and associated meeting papers not later than three clear days before the meeting to which they relate is taking place. [Published.](#)

The Council has met this control objective.

M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).

The publication requirements were met. The Notice states 24th June to 4th August 2025. This meets the statutory 30 day requirement.

The Council formally minuted the approval of the dates of the public notice at the meeting where the AGAR was approved on 23rd June 2025. (Minute 44.e).

The Council has met this control objective.

N. The authority has complied with the publication requirements for 2024/25 AGAR.

Publication Requirements Under the Accounts and Audit Regulations 2015, Authorities must publish the following information on the authority website/webpage: Before 1 July 2025 authorities must publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited: [Published](#)
- Section 1 - Annual Governance Statement 2024/25, approved and signed, page 4: [Published](#)
- Section 2 - Accounting Statements 2024/25, approved and signed, page 5: [Published](#)

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report. [Published](#).

The Council has met this control objective.

O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.

Council has a .org email addresses for the Clerk. Council has a .org domain and meets best practice advice by having a Council owned and managed domain for its website and email account.

The Council has adopted an IT policy as required. [IT Policy](#)

The Council has an Accessibility Statement published on its website: [Accessibility](#)

It has been confirmed that Pilton Parish Council website does comply with WCAG 2.2 AA. It achieves 81%: [Scan Results — CompliaScan](#)

Accessibility has been reviewed and the parish council website scores 4.2 out of 10, which is poor but can be addressed by reviewing the colour contrasts on the website. [WAVE Report of HOME | PiltonParishCouncil](#)

Recommend that Council contacts its web provider and requests that they take action to improve the accessibility of the website.

Data Protection requirements:

- Data Protection Lead – Clerk is the DP Lead.
- Data Audit: [Data Map](#)
- Training for staff and Councillors: Councillor and staff undertake relevant training.
- Data Protection Policy: **Not in place. Please action.**
- Document Retention Policy: **Not in place. Please action.**
- Privacy Notice: [Email Privacy](#)
- Both hard copy and electronic data have relevant protections in place.

A Freedom of Information Policy is in place: [FOI](#), [Schedule](#) & [Policy](#)

The Council has met this control objective

P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.

The Council is not a sole trustee.

Section 1 – Annual Governance Statement 2025/26

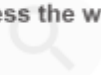
We acknowledge as the members of:

Pilton Parish Council
ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.			<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.



4

/ 6



Section 2 – Accounting Statements 2025/26 for

Pilton Parish Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	11,070	61,537	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	25,990	32,488	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	46,659	3,726	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	8,623	11,103	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	13,560	33,160	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	61,537	53,487	<i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	61,537	53,487	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	27,424	27,744	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

Explanation of variances – pro forma

Name of smaller authority: [REDACTED]

County area (local councils and parish meetings only): [REDACTED]

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- variances of £100,000 or more require explanation regardless of the % variation year on year;
- **New from 2025/26 onwards:** variances of £500,000 or more in Box 3 require explanation regardless of the % variation year on year for smaller authorities with income and/or expenditure exceeding £6,500,000

	2024/25 £	2025/26 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	11,070	61,537				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	25,990	32,488	6,498	25.00%	YES		In the 2025/6 budget, the Parish Council agreed to increase general reserves by an additional £6000, following recommendation from Somerset to allow Parish Councils to take on more devolved services.
3 Total Other Receipts	46,659	3,726	-42,933	92.01%	YES		In 2024/25 £39,190 we received donation and unusually high burial ground fees received of £6,725. Total for these two items - £45,915. In 2025/26 no donation was received and burial ground fees totalled £3350
4 Staff Costs	8,623	11,104	2,482	28.78%	YES		New clerk started in December 2025 with one months overlap and on a higher SCP rate and an additional hour per week.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	13,560	33,160	19,601	144.55%	YES		In 2025/6 £20,000 was paid as a loan over a 4 year period, interest free, to Pilton Playing Fields Trust (allocated from the large donation received in 2024/25)
7 Balances Carried Forward	61,537	53,487				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	61,537	53,487				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	27,433	27,744	311	1.13%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Smaller authority name: **Pilton Parish Council**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement- 18th June 2026(a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) <u>needs</u> to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2026, these documents will be available on reasonable notice by application to:</p> <p>(b) Helen Richardson, Clerk & RFO 10 Watts Corner, Glastonbury BA6 8FD Clerk@Piltonparishcouncil.org</p> <p>commencing on (c) <u>Friday 19 June 2026</u></p> <p>and ending on (d) <u>Thursday 30 July 2026</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2024. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 30 Churchill Place London E14 5RE (sba@pkf-l.com)</p> <p>5. This announcement is made by (e) Helen Richardson RFO</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and exactly 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

Annex 9	Finance Payments to approve	June 17th 2026								
20	Staff Costs	17/06/2026	Month 3	H Richardson	Pilton Parish Council	X	736.72		736.72	
21	Staff Costs	17/06/2026	Month 3	R England	Pilton Parish Council	X	61.79		61.79	
22	Working From HomeA	17/06/2026	Month 3	H Richardson	Pilton Parish Council	X	26.00		26.00	
23	Office Costs	17/06/2026	INV19344	Scribe	Starboard Systems Ltd t/a	S	31.00	6.20	37.20	PAID DD
24	Office Costs	17/06/2026	INV1245773125	Business email	WIX (Reimburse HR)	S	134.40	26.88	161.28	
25	Internal Audit	17/06/2026	INV IA/0311/26	Internal Audit	Paul Russell T/A Parish & To	X	165.00		165.00	
26	Staff Costs	17/06/2026	Month 3	PAYE &NI	HMRC	X	831.17		831.17	
									2,019.16	