

DONYATT PARISH COUNCIL

Dear Councillors, you are summoned to the Donyatt Parish Council Meeting on Tuesday 8th September 2026 at the David Willis Room, Donyatt Village Hall @ 7pm.

Clerk/RFO to the Council
August 2026



The Parish Council Meeting will be held on Tuesday 08th September 2026 commencing at 7pm to discuss and take decisions on Parish business as outlined on the Agenda.

Subject to Standing Orders 3e & 3f Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda during the Public Forum which will take place at the start of the meeting. If the matter is likely to take longer than 15 minutes, notice should be provided to the Clerk by 12 noon on the Monday preceding the meeting.

1: Public Forum.

2: Somerset Council, Councillor's Report:

3: Apologies for absence

4: Declarations of Interest – no declarations were noted.

5: To approve and sign Minutes of the Parish Council Meeting held on 14th July 2026

6: Finance:

- a. To approve and sign the Bank statements – July/August to date
- b. To approve and minute payment requests. See Appendix A
- c. To approve and sign bank reconciliations July/August to date
- d. To consider using Scribe accounting software as recommended by the internal Auditor.

7: Planning: Hillcombe Farm, Chilworthy – construct agricultural building.

Proposal: A general purpose agricultural building, hard standing, rainwater harvest tank and access track

Location: Hillcombe Farm Chilworthy Chard Somerset TA20 3BQ

Applicant: Hillcombe Farm Partners

Application Type : Full Application

Application Number: 26/01867/FUL

[Somerset Council](#)

9: Highways update re drains.

10: Flood alleviation update

11: Emergency Plan

12: Grant Application

13: SID data.

Councillors: D Light, Chair, James Attlesey, Julia McKenzie, Steve Payne, Guy Wilson, Rebecca Preece.
Clerk/RFO to the Council: Zannette Bougourd. Tel: 07471341433

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14: Website – consider renewal with Parish Online/Zoho mail user unfriendly.

15. To consider adopting the Internal Control Policy.

16: Wildfires- for discussion

Meeting dates 2026/7.

The Council meet on the second Tuesday of alternate months, unless otherwise advised or if falling on a Bank Holiday.

08th September 2026

10th November 2026

12th January 2027

09th March 2027

11th May 2027

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Minutes of a meeting of the full Council held on 14th July 2026 @ 7pm in the David Willis Room.

Present@ Cllr D Light, Chairman, J McKenzie & S Payne. Rebecca Preece.

26/15 Public Forum. No members of the public were present

26/16 Somerset Council, Councillor's Report: Cllr S Osborne remains on leave.

26/17 Apologies for absence: Cllr Attlesey sent belated apologies. Cllr G Wilson did not attend.
Cllr Wilson has now missed three meetings; apologies were noted for the May meeting only.
Clerk will contact him to check if he is receiving his Cllr emails.

26/18: Co-option – additional item as per Chairmans request: Rebecca Preece was co-opted and welcomed to the Council. An acceptance of office was signed and witnessed.

26/19 Declarations of Interest – no declarations were noted.

26/20 To approve and sign Minutes of the Annual Parish Council Meeting held on 12th May 2026. Approved and signed.

26/21 To approve and sign minutes of the Annual Parish Meeting held on 12th May 2026. Approved and signed.

26/22 Finance:

- a. **To approve and sign the Bank statements** – May 2026 to date -Approved and signed
- b. **To approve and minute payment requests.** See Appendix A – approved and signed
- c. **To approve and sign bank reconciliations** May 2026 to date -approved and signed
- d. **To note reimbursement from Sea residents re speed restriction implementation.** – noted, the 50% contribution paid to Ilminster TC from Donyatt & Sea residents has been completed.
- e. **AGAR – to confirm submission of certificate of exemption to external auditors.** – Certificate submitted
- f. **To note auditors report.**- noted.

26/23 Planning: Note tree works at Dunster Almshouses. Noted that the tree works are significant, the PC has been notified as a statutory consultee.

26/24 Pathway from Crow Lane to DVH/ Road & Pedestrian Safety. Cllr Payne has been in contact with Somerset Council Highways department, there is a "gap" in the pavement, which is considered a
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hazard to pedestrians, also vehicles regularly damage the boundary wall of a neighbouring property. Highways consider that an adjacent hedge may be a contributory factor for pedestrian safety, however the works are scheduled for Q4 of SC's budget. The situation will be closely monitored. Standing Item.

26/25 To consider extended warranty from Elan city re SIDs. A warranty option of £199.00pa had been sent by Elan City (supplier). After discussion it was agreed not to take this option. Noted that Cllr Preece has a Chapter 8 certificate to supervise roadside work.

26/26 Cycleway update/River watch update – Cllr D Light

- **Riverwatch** – all volunteers are in place to monitor flooding and note if it is surface or river flooding.
- **Cycleway** – Cllr Light is meeting with all relevant parties/Parishes on Friday 17th July 2026. There are a number of volunteers who are keeping the cycleway open, however. Neighbouring parishes should be aware of works required to maintain this facility.

26/27 SRA update– Cllr D Light – noted that some ditches/waterways are impacted by Himalayan Balsam causing silting and impeding water flow. FWAG are continuing to monitor and fund flood prevention/mitigation works. Councillors who received notification of waterways disruption should notify Cllr Light.

26/28 Emergency & Contingency Planning – Cllr S Payne – the action plan is now complete, funding has been applied for. Once funding is confirmed a “desk top” exercise will be scheduled followed by a public meeting. Cllrs Payne & McKenzie will attend the next suitable meeting of the Ilminster resilience group and feedback to the PC. Once the plan & meeting are concluded the plan will be lodged with the Clerk

26/29 Donyatt Flood Alleviation plan – Cllr D Light – the results of the soil compaction test in Crow Lane are outstanding. FWAG are planning to install barriers to try and divert surface water away from the roadway and into the adjacent gullies. Noted that some agricultural land has been planted with cover crops rather than maize – this may reduce water run off later in the year.

26/30 SID data reports: Clerk will upload to website.

Vehicles incoming down Donyatt Hill (A303)			
Date	Number of vehicles	Speed limit	Speed recorded
May 12th 2026 –July 13 th 2026	1,528,374	30mph	Under 40mph (86.25%)
	150,223	30mph	41-45mph (8.48%)
	62,499	30mph	46/50mph (3.53%)
	20,819	30mph	51/55mph (1.17%)
	6217	30mph	56/60mph (0.35%)
	2129	30mph	61-65mph(0.12%)
	1834	30mph	66-75+mph(1.1%)

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May 12th 2026 –July 13th 2026	Vehicles exiting Donyatt to A303 via Donyatt Hill		
	Number of vehicles	Speed Limit	Speed recorded
	1,425,049	30mph	Under 40mph(74.09%)
	313,077	30mph	41-45mph(16.28%)
	118,175	30 mph	46/50mph (6.14%)
	38,073	30mph	51/55mph (1.98%)
	14,109	30mph	56/60mph(0.73%)
	6,241	30mph	61-65mph(0.32%)
	8694	30mph	66-75+mph(0.45%)

Vehicles entering Donyatt from Peasmarsh/Chard			
May 12th 2026 –July 13th 2026	Number of Vehicles	Speed Limit	Speed recorded
	206,185	40mph	Under 40mph (86.96%)
	19,783	40mph	41-45mph(8.34%)
	7,541	40mph	46/50mph(3.18%)
	2,434	40mph	51-55mph(1.03%)
	682	40mph	56/60mph (0.29%)
	263	40mph	61/65 mph (0.11%)
	204	40mph	66-75+mph(0.08%)

Vehicles exiting Donyatt towards Chard			
May 12th 2026 –July 13th 2026	Number of Vehicles	Speed Limit	
	190,724	40mph	Under 40mph (75.59%)
	39,757	40mph	41-45mph(15.76%)
	14,169	40mph	46/50mph(5.62%)
	4,522	40mph	51-55mph(1.79%)
	1,676	40mph	56/60mph(0.66%)
	763	40mph	61/65mph(0.30%)
	710	40mph	65-75+mph(0.28%)

Meeting closed @ 8.30pm.

Meeting dates 2026/7.

The Council meet on the second Tuesday of alternate months, unless otherwise advised or if falling on a Bank Holiday.

08th September 2026

10th November 2026

12th January 2027

09th March 2027

11th May 2027

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Aug-26	CURRENT ACCOUNT		Income	Expenditure
14-Jul-26	SALC Fees			194.11
20-Jul-26	Audit			165
20-Jul-26	Cilca 2 months			258.06
27-Jul-26	HMRC	Cilca 2 months		60.64
28-Jul-26	Clerk			589.94
28-Jul-26	HMRC			139.36
31-Jul-26	Bank charges			7
24-Aug-26	Transfer from reserves		2,000.00	
28-Aug-26	Clerk			589.94
28-Aug-26	HMRC			139.36
			2,000.00	2143.41
	Opening Balance	2,054.69		
	Expenditure	2,143.41		
	Income			
	28/08/2026	1,911.28		
Reserve Account				
14/07/2026	Opening balance	13804.42		
18-Aug-26	Transfer to C/A	2000		
30th June 2026	Interest			
28-Aug-26	Closing balance	11804.42		
Signed				
Date:				

Appendix A

Payment requests September 2026

CILCA July/August	Clerk	£271.32
HMRC	CiLCA tax	£61.20 (Paid)
SLCC	CiLCA registration	£168.30

Zannette Bougourd (Donyatt P.C.)

Clerk@donyatt-pc.gov.uk

Date: 17 August 2026
Our Ref: **26/01867/FUL**
Sarah Beckett (Planning Officer)
Email: sarah.beckett@somerset.gov.uk
(01935) 462461

PARISH/TOWN COUNCIL CONSULTATION
Town and Country Planning Act 1990

Dear Zannette Bougourd (Donyatt P.C.)

Proposal: A general purpose agricultural building, hard standing, rainwater harvest tank and access track

Location: Hillcombe Farm Chilworthy Chard Somerset TA20 3BQ

Applicant: Hillcombe Farm Partners

Application Type : Full Application

Application Number: 26/01867/FUL

The Council has received the above application and the documents are available on the website, [Planning Search \(somerset.gov.uk\)](http://PlanningSearch(somerset.gov.uk))

Comments are welcome by **7 September 2026**. If you need more time to consider this application, please contact the Planning Officer as early as possible to agree an extension.

The application is being dealt with by Sarah Beckett (Planning Officer) who can be contacted by email at sarah.beckett@somerset.gov.uk or by telephone on Tel No: (01935) 462461

You can Comment, Support or Object to the proposal but material planning reasons must be provided. Please use the response template issued to the Clerk to submit your comments. Any comments made will be taken into account in any Officer recommendation. Please do not submit them via the public comment facility on the Council's website above, this facility is currently only for use for members of the public and your comments may not be logged correctly.

Your response should be returned by email to PlanningSouth@somerset.gov.uk Please do not send direct to the Case Officer or include signatures or any other personal information that may need redacting.

Please be aware that should this application result in an appeal deemed suitable for the Part 1 Written Representations procedure, this may be the only opportunity for interested parties to submit their representations. Should any interested parties wish to withdraw their original comment at appeal stage, they can do so within four weeks of the start date of the appeal.

Sarah Beckett (Planning Officer)

Hillcombe Farm, Chilworthy Lane, Chard, TA20 3BQ



Statement of Internal Controls and Annual Review of Effectiveness of Internal Control Policy

Approved at:	
Date adopted:	
Annual review date:	

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Policy Purpose

1. Regulation 4 of the Accounts and Audit Regulations, 2003 as amended, imposes a duty on local Councils to ensure “that the financial management of the body is adequate and effective and that the body has a sound system of internal control.”
2. Local councils are required, at least once a year, to conduct, in accordance with proper practices, a review of the effectiveness of its system of internal control. The council is required to sign the annual governance statement (on the annual return submitted to the external auditor) to evidence that this review has been undertaken.
3. In order for the Parish Council to review the effectiveness of the internal control system there needs to be clarity on the internal controls in place.
4. Some internal controls are listed in the Financial Regulations document, but the system of controls goes beyond this. A Statement of Internal Controls has therefore been prepared.

Cash Book / Bank Reconciliations

1. The cash book is kept electronically, maintained up to date from original documents (income received, invoices, payments made).
2. The cash book is reconciled to the bank statement monthly.
3. Reconciled accounts are presented at each Parish Council meeting for reference and are signed and approved by a Councillor.
4. The cash books, payments and receipts, and the bank reconciliation is reviewed and approved by a member of the Parish Council, with reference to the underlying records (bank statements and minutes plus copies of accounts papers etc) at every meeting.
5. The bank reconciliation is reported to the full Parish Council.
6. The latest financial position and movements on the Parish Council’s cash balances are reported at each Council meeting and can be traced back to the expenditure approved in the previous meeting via the accounts filed with the minutes.

Financial Regulations and Standing Orders

1. The Parish Council has adopted financial regulations and standing orders, based on the model versions prepared by NALC/SLCC.
2. The regulations and orders are reviewed for continued relevance annually and amended where necessary by the Responsible Finance Officer with any proposed amendments subject to approval by the Parish Council.

Order / Tender Controls

1. The Financial Regulations list the number of estimates, quotes or full tenders that must be invited depending on the value and nature of the work.
2. Official orders/letters are sent to suppliers for services which are not regular in nature.
3. A proper legal power is identified in advance of any expenditure.

Payment Controls

1. Depending on the nature of the supply, the RFO checks the purchase invoice to indicate that the supply has been received, that the supply has not previously been paid and that the invoice calculations are correct.
2. Purchase orders/emails/letters ordering the work are matched to purchase invoices where applicable.
3. Payments will be listed in date order in the cash books and in accounts files.
4. All invoices for payment are listed on the appendix to the agenda tabled at each meeting where the expenditure is to be authorised for payment.
5. Payments made are attached to the minutes of the meeting.
6. Original invoices are available to the Councillors authorising payments.
7. All expenditure payments will be authorised by two councillors, who are authorised to sign on the Council's bank mandate.
8. The RFO is authorised to transfer funds from one account to another.
9. The RFO maintains control of the cheque book at all times. Cheques and electronic bank transfers will only be issued and signed for payments approved in Council meetings except for special circumstances whereby the Chairman and Vice Chairman give authority.
10. The payment method authorised by full council is by online banking.
11. When invoices are paid by cheque, they will be identified by the cheque number and referenced in the cashbook by the cheque number. This is cross checked with the bank statements.
12. When invoices are paid by electronic bank payment this is identified by invoice number and account number which can be cross referenced with the bank statement and cash book.

Payment made under Section 137 of the 1972 LGA - power of last resort.

1. A separate s137 account is maintained.
2. The RFO calculates the maximum amount of s137 expenditure able to be made each year and ensures that it is not exceeded and confirmed to the Parish Council when expenditure is considered either by reference to a specific budget for that payment or to the amount of unspent s137 money available.
3. Where requests for expenditure from s137 are made this is made clear at the meeting where the payment is to be approved.
4. The proper minute authorising expenditure from s137 is prepared on each occasion.

VAT Repayment Claims

1. The RFO ensures that all invoices are addressed to the Parish Council.
2. The RFO ensures that proper VAT invoices are received where VAT is payable.
3. The RFO maintains a VAT account to show that the correct amount of VAT is reclaimed in the year.

Income Controls

1. The RFO ensures that the amount of the precept received is correct in accordance with the precept request sent to Somerset Council.
2. The RFO ensures that the precept instalments are received when due.
3. The RFO ensures that other receipts (deposit interest, pavillion hire, cemetery fees) are received when due and correctly calculated.
4. Receipts are issued for cash received and a copy kept.
5. Income is banked promptly.

Financial Reporting

1. A Budget control, comparing actual receipts and payments to the budget is prepared on a monthly basis, presented to the Parish Council at the meeting.

Budgetary Controls

1. The budget is prepared in consultation with the Parish Council, as evidenced by reports and minutes in advance of the start of the financial year.
2. The precept is set on the basis of the budget by the deadline set by Somerset Council.

Payment Controls

1. Staff contracts are agreed by the full Council and are reviewed and amended where necessary by the Clerk and approved by the Council.
2. All employees are paid under PAYE as an employee and the necessary system for HMRC is in place.
3. Salaries are set by the Council and a minute is prepared to show the agreed salary.
4. Any additional overtime hours are agreed to by either the Chairman/Vice Chairman or Clerk in agreement with the Chairman/Vice Chairman.
5. Salaries are paid by electronic standing order payments on 28th month.
6. The RFO will ensure that all the necessary monthly payroll payments are made to HMRC, and will retain evidence that this has been done.

Office and Clerk's Expenses

1. The clerk submits a request for reimbursement of monies owed in advance of each meeting.
2. Expenses are paid by bank transfer.

Asset Control

1. The RFO maintains a full asset register.
2. The existence and condition of assets is checked annually by a member of the Parish Council.
3. The adequacy of insurance of the Parish Council's assets is considered annually in advance of the insurance renewal.

Risk Assessment

1. A risk assessment is carried out annually by the Clerk and presented to a Council meeting where it is approved, signed and minuted as approved by the Council.