

CROSCOMBE PARISH COUNCIL

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Minutes of the Parish Council Meeting

held on Tuesday 18 November 2025 at 7.00pm in the Church Rooms

Those present were noted as Cllrs A Hargraves (Chair), O Baker, A Ford, B Gudzelak, P Hodge and L Tully. Also present were L Roslyn (Parish Clerk) and Somerset Cllr M Lovell.

116⁽²⁵⁾ Public Forum Session

No matters were raised.

117⁽²⁵⁾ Apologies and Reasons for Absence

Apologies were received from Cllr C Jackson (personal).

118⁽²⁵⁾ Declarations of any pecuniary or non-pecuniary interests from members regarding matters on the agenda.

No declarations of interest were received from members regarding matters on the agenda.

119⁽²⁵⁾ Minutes for Approval

It was **resolved to approve** the minutes of the Parish Council Meeting (PCM) held on 21 October 2025 and they were duly signed by the Chair.

120⁽²⁵⁾ Finance

a) It was **resolved to approve** expenditure up to £100 for the purchase of water level warning gauges and monthly sim card contract (from budget – general reserves).

b) It was **resolved to approve** the November Monthly Accounts and Q2 Budget Statements and new invoices totalling £3,058.09 for online payment.

121⁽²⁵⁾ Clerk's Report

The Clerk gave a verbal report which included an explanation that Somerset Council's devolution of services was voluntary for Parish Councils at the present time, contact had been made with the Allotments Association and she would be arranging a meeting with them, Cllr training would be booked for January 2026 (OB and LT) and she asked Cllr Tully for a meeting to discuss matters pertaining to the Orchard.

122⁽²⁵⁾ Somerset Council Report

Cllr M Lovell's report was noted. Cllr A Hargraves had raised a question concerning the snow warden role and Cllr Lovell said he would share details with the Council.

123⁽²⁵⁾ Leave of Absence Request (section 85 of the Local Government Act 1972)

It was **resolved to approve** a request from Cllr Chris Jackson for a leave of absence from the Council, initially until the end of April 2026. The Councillors agreed to take up all actions currently being dealt with by Cllr Jackson.

124⁽²⁵⁾ Governance – Policies and Procedures

a) **IT Policy (v1.0)** – The Clerk **withdrew this item** as the Councillors needed more time to consider the draft policy. The Clerk requested that they send any queries to her in good time so that it can be considered at the next PCM on 16 December 2025.

b) **Email Policy (v1.0)** – The Clerk **withdrew this item** as the Councillors needed more time to consider the draft policy. The Clerk requested that they send any queries to her in good time so that it can be considered at the next PCM on 16 December 2025.

125⁽²⁵⁾ Member Roles and Responsibilities

- a) **Asset Management** – It was **resolved to appoint** Councillor A Hargraves to have responsibility for the Council’s assets. The Clerk will work together with Cllr Hargraves to create a role description.
- b) **Village Hall Liaison** - It was **resolved to appoint** Cllr A Ford as liaison for the Council on matters pertaining to the Village Hall. The Clerk will contact the Village Hall Committee to advise them of this decision.

126⁽²⁵⁾ Working Group Updates

- a) **Croscombe Flood Group (CFG)** - Cllr P Hodge’s update report was noted. He advised that a request had been received for the Council to cover additional solicitors costs to allow access to the chamber – the Clerk would seek advice from NALC on this matter. Cllr Hodge will draft a letter for the Clerk to send to the riparian owners together with a leaflet on their responsibilities.
- b) **Orchard Working Group (OWG)** - Cllr L Tully had no update report – they have a meeting planned for the following week.
- c) **Play Area Group (PAWG)** - Cllr B Gudzelak had no update report but he did ask for clarification on the budget reserves that should have been set aside for the play area. The Clerk will investigate this and include in the budget report for the next PCM.

127⁽²⁵⁾ Community Car Scheme

Cllr A Hargraves gave details of the scheme and advised that he had posted information to ascertain whether it was needed/wanted by the residents and he would report back on any responses.

128⁽²⁵⁾ Date and Venue of Parish Council Meetings

- a) It was **resolved to approve** a change to the day of the PC meetings to the 1st Tues of the month, commencing on 3 February 2026.
- b) It was **resolved not to** change the venue for the meetings.
- c) The date of the next PCM was **noted** as Tuesday 16 December 2025 in the Church Rooms.

129⁽²⁵⁾ CONFIDENTIAL - Personnel Matters

It was **resolved to approve** to exclude members of the public and press under provisions of the Local Government Act 1972 Sch.12a, Section 3 to discuss matters pertaining to the Clerk’s employment. It was **resolved to approve** a bank of up to 26 extra hours for the Clerk to complete items on the action plan and it was further **agreed that** Cllr L Tully would act as interim Line Manager for the Clerk during Cllr C Jackson’s leave of absence.

Meeting ended at 20:45

Approved by the Chair of the meeting Date.....