



Yeovil Town Council

Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Mayor: Cllr T Lock
Chief Executive / Town Clerk: Amanda Card BA (Hons), FCPFA, BSc (Open)
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Minutes of the meeting of Yeovil Town Council held on Tuesday 6th October 2026 at 7:30pm held by video-conference using Zoom meeting software; and in the Town House, 19 Union Street, Yeovil BA20 1PQ.

Present: Cllrs T Lock (in the chair); B Boyton; K Gill; E Hopkins; A Kendall; J Lowery; G Oakes; K Parsons; A Soughton; R Spinner; R Stickland; H Stonier; R White and A Wilkes.

In Attendance (in person): A Card (Chief Executive/Town Clerk); K Menday (Director of Leisure and Environment); and T Cook (Director of Property and Community)

In Attendance (virtually): Cllrs J Jimba; J Lock and J Snell (from 7:59pm)

There were 5 members of the public present in person and 1 member of the press present virtually.

Public Comment(s):

A member of the public queried the authorship of the Councillor–Officer Relations Protocol and expressed concern that it gave the Chief Executive/Town Clerk undue control over information provided to councillors. The Chair explained that councillors are responsible for decision-making, while officers provide reports, advice and guidance, and that councillors are not obliged to follow officer recommendations. The member of the public maintained his concerns regarding access to information. The Chair advised that the matter would be discussed by Councillors under the relevant agenda item and declined further debate at that stage. The Leader of the Council indicated that he wished to comment when the report was considered.

A business owner in Yeovil Town Centre, raised concerns regarding increased impact on business because of anti-social behaviour and a rough sleeper occupying the doorway. The individual was reported to police four times in July with no resolution. A request was made for a plan to tackle anti-social behaviour, more visible policing and meaningful support for businesses.

7:39pm The meeting commenced.

11/38 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

Council to receive apologies for absence and consider the reasons given. LGA 1972 s85(1)

Apologies were received from Cllrs J Jimba* (health reasons); J Lock* (work commitments); E Potts-Jones (personal reasons); A Richards (personal reasons); J Snell* (family commitments) and D Woan (personal reasons).

**Legislation requires that Councillors need to be physically present at the meeting to be shown as present. If a Councillor is unable to attend in person but can attend virtually, then apologies for absence should be given.*

RESOLVED: to accept the apologies with the reasons given.

11/384 DECLARATIONS OF INTEREST

Members to declare any interests, including Disclosable Pecuniary Interests (DPI) they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any requests from members for Dispensations that accord with Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations).

There were no declarations of interest.

11/385 MINUTES OF PREVIOUS TOWN COUNCIL MEETING

To confirm as a correct record the minutes of the previous Town Council Meeting held on 1st September 2026.

RESOLVED: that the minutes of the previous Town Council Meetings held on 1st September 2026 be signed by the Chair as a correct record.

11/386 MAYOR AND DEPUTY MAYOR'S RECENT AND FORTHCOMING ENGAGEMENTS AND ANNOUNCEMENTS

Councillors were reminded that the annual Mayor's Ball would be held in November, with all proceeds supporting the Mayor's chosen charities: Yeovil Hospital Charity, specifically for dementia care, and Yeovil Blood Bikes. Councillors were encouraged to support the event through the donation of raffle or auction prizes.

RESOLVED: to note the Mayor's and Deputy Mayor's recent and forthcoming appointments and engagements.

11/387 CORRESPONDENCE

There was no correspondence.

11/388 REPORTS AND RECOMMENDATIONS FROM COMMITTEES AND OTHER MEETINGS

Leisure & Environment – 7th September 2026

Presented by Cllr K Gill. No questions were raised.

Culture Committee – 15th September 2026

Presented by Cllr K Parsons (Vice Chair of Culture Committee) in the absence of Cllr D Woan.

A question was raised regarding page 20 of the Civic Guide, with clarity sought for the Mace Bearing procedure.

Property & Community Committee – 8th September 2026

Presented by Cllr R Stickland. No questions were raised.

Executive – 22nd September 2026 (Extraordinary Meeting) and 29th September 2026

Presented by Cllr A Soughton. No questions were raised.

RESOLVED: that the minutes of the above Committees be noted together with any resolutions and recommendations contained therein to be ratified.

11/389 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Members who represent the Town Council on Outside Bodies were invited to take the opportunity to report on any matters of interest.

There were no reports.

11/390 **PLAN LISTS**

Cllr A Kendall declared a personal interest in item 11/390 – Plan List – For Consideration. He is a member of Somerset Council's Planning Committee – South.

	APPLICATION NO. Parish Ward	Applicant	Site Address	Proposal	Resolutions
1	26/01909/FUL Westlands	Mr & Mrs T Corner	Land at 1 Hillgrove Avenue Yeovil Somerset BA20 2LP	Erection of Self Build Single Storey Dwelling with a Detached Garage at the Rear of an Existing Dwelling and Associated Works. Demolish Existing Garage and Workshop for the Existing Dwelling.	Support, the design and appearance acceptable, subject to conditions relating to biodiversity and wildfire mitigation, and recognising the air raid shelter as a heritage asset.
<i>7:51pm - Cllr A Soughton left the meeting and returned at 7:53pm.</i>					
2	26/02133/S73 Grove Avenue	Mr M Ghuman	35 Preston Road Yeovil Somerset BA21 3AE	S73 application to vary Condition 2 (Approved Plans) in relation to Approved Application 26/00801/FUL; Change of use, conversion and extension and alterations of existing detached house to create an HMO.	Support, design and appearance acceptable, subject to there being no detrimental impact on the neighbouring nursing home.
<i>7:59 – 3 members of the public left the meeting and Cllr J Snell joined virtually. T Cook also left the meeting.</i>					
3	26/0204/S73A Summerlands	Mrs Nicola Smith	243 Preston Road Yeovil Somerset BA20 2EY	S73A application to vary condition No.02 (approved plans), No.4 (landscaping), No.05 (CMP) and No.06 (surface water drainage) to	Support, design and appearance acceptable.

				reduce the height of the approved wall, to change some proposed materials and amend landscaping proposals, in relation to planning application 25/02853/HOU	
4	26/01977/ADV Yeovil College	Mr Mark Thomas	Land East of Mudford Road Yeovil Somerset BA21 4AA	Installations of No.2 non-illuminated billboards	Support, design and appearance acceptable
5	26/02041/S73A Summerlands	Mr & Mrs Ryan Barnstable	4 St James' Close Yeovil Somerset BA21 3AH	Proposed two storey rear extension and internal alterations to dwelling	Support, design and appearance acceptable
6	P/OUT/2026/04250 Dorset	Hallam Land Management Limited	Land North of Compton Road Yeovil	Erection of up to 380 dwellings, including affordable housing, provision of new pedestrian and cycle routes, internal roads, parking, open space, hard and soft play areas, surface water drainage, ancillary infrastructure including new and repositioned utilities, and associated engineering works (outline application to determine access only.)	It was agreed that a letter should be written to Dorset Council expressing disappointment that Yeovil Town Council were not consulted on the planning application despite the development's close proximity to the parish boundary and its potential impacts on Yeovil residents, infrastructure, services

					and Yeovil Country Park. Yeovil Town Council support the objections raised by Somerset Council and highlighted concerns regarding sustainability and active travel links, traffic congestion, flood risk, residential amenity, landscape impacts, and potential effects on biodiversity and protected species within and around Yeovil Country Park. While recognising the need for new housing, Members considered that significant concerns remained regarding the proposal's impact on the ecological integrity, landscape character and environmental value of the River Yeo corridor and Yeovil Country Park.
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8:07pm – T Cook returned to the meeting.					

11/391 **TREE PRESERVATION ORDER APPLICATION**

	Application No	Applicant	Site Address	Proposal	Notes
1	26/02000/TPO	Ms Lavinia Mansel	68 Henford Yeovil Somerset BA20 1UR	Application to carry out Tree Surgery works to No.1 Tree as show within the South Somerset District Council (YEOV2) 1991 Tree Preservation Order. T1 – Hornbeam – Crown thin the hornbeam tree by approximately 10% by selectively removing small, secondary branches throughout the crown. The work is intended to improve light penetration and airflow while maintaining the trees natural shape, size and structural integrity. Remove any dead, damaged, diseased, crossing or rubber branches where appropriate. All pruning cuts shall follow current arboricultural best practice, and all resulting debris shall be removed from removed from site.	Noted
2	26/02221/TPO	Mr Angus Stewart	Blue Moon Mudford Road Yeovil Somerset BA21 4AE	Application to carry out Tree Surgery Works to No.1 Tree as show within South Somerset District Council (YEOV 2) 2017 Tree Preservation Order. T1 common lime tree (Tilia x Europaea) to pollard to 5M thereby reducing the crown.	Noted

RESOLVED: to note.

11/393 SOMERSET PREPAREDNESS SURVEY

Members were invited to note the completion request from Somerset Council regarding their Somerset Preparedness Survey, outlining local plans, risks, resources and support needs across Somerset communities.

RESOLVED: (1) to note the request from the Somerset Preparedness Programme to complete the Somerset Preparedness Survey; and (2) to authorise the Chief Executive/Town Clerk, in consultation with the relevant officers, Councillors and community resilience partners where appropriate, to complete and submit the Somerset Preparedness Survey on behalf of the Council.

11/394 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)
2025/26 – UNCERTIFIED STATUS

The Chief Executive/Town Clerk presented the report on the Uncertified Annual Governance and Accountability Return (AGAR). Members were advised that the external auditors had been unable to complete their review due to correspondence received relating to the 2025/26 accounts and/or prior years. The Chief Executive/Town Clerk reported that further information had been sought from the auditors; however, the response received confirmed only that auditors have a duty to consider matters brought to their attention and were unable to disclose the source or nature of the information received. Members noted that the matter did not constitute a formal objection submitted during the public inspection period. The Council had complied with the auditors' instructions by publishing the interim report on its website and noticeboard and would await the auditors' final report and certificate once their enquiries had been concluded.

RESOLVED: (1) to note that the AGAR for the year ended 31st March 2026 remains uncertified by the external auditor; (2) to note that certification has been delayed due to correspondence received by the external auditor relating to 2025/26 and/or prior years; (3) to note the action taken by the Chief Executive/Town Clerk in requesting details of the correspondence and issues raised; (4) to note that the Council will receive a further report when additional information becomes available and/or when the external auditor issues its final certificate of completion.

11/395 COUNCILLOR – OFFICER RELATIONS PROTOCOL

Members were invited to consider the Councillor–Officer Relations Protocol, designed to clarify the respective roles of Councillors and Officers and to address confidentiality, the management of excessive requests, professional conduct, social media use and mechanisms for resolving concerns. During discussion, it was noted that officers are accountable to the Council through its elected members and not to members of the public for their performance or the authorship of documents. Members considered the importance of safeguarding

confidential information while ensuring councillors retain reasonable access to information necessary to fulfil their democratic role.

Concerns were raised regarding the interpretation of provisions relating to access to information, while other members highlighted the safeguards within the protocol, including the ability to refer disputes regarding access to information to the Executive for review. The Chief Executive/Town Clerk explained that the protocol reflected established legal principles concerning a councillor's "need to know" and was intended to ensure requests for information were reasonable, proportionate and an effective use of officer resources, rather than to restrict access.

RESOLVED: to adopt the Councillor – Officer Relations Protocol.

(voting 12 for; 2 against; and 1 abstention)

8:35pm – G Oakes left the meeting.

11/396 TRANSFER OF OPEN SPACES AND PLAY AREAS – ACQUISITION OF FREEHOLD INTEREST

Members were invited to consider the report presented by the Chief Executive/Town Clerk regarding formal Council approval for the acquisition of the freehold interest in the open spaces and play areas transferring from Somerset Council to Yeovil Town Council, in accordance with Financial Regulation 16.4. The purpose of the report is to seek formal Council approval, in accordance with financial regulations.

8:38pm – G Oakes returned to the meeting.

RESOLVED: (1) to note the report; (2) to note the valuation, condition information, planning matters, legal and title matters, financial implications and business case set out within this report; (3) having considered the matter required by Financial Regulation 16.4, to approve the acquisition of the freehold interest in open spaces and play areas listed in Appendix 1, at a peppercorn consideration (£1 if demanded); (4) to authorise the execution and sealing of all necessary legal documentation in accordance with Standing Order 26; and (5) to authorise the Chief Executive/Town Clerk to complete all actions necessary to give effect to this resolution.

8:48pm – 2 members of the public left the meeting and did not return.

11/397 ACQUISITION OF ADDITIONAL WORKSPACE AT PEN MILL TRADING ESTATE

The report updated the Council on actions taken regarding the proposed lease of a business unit at Pen Mill Trading Estate. It noted that, on 30th June 2026, the Council ratified the relevant committee resolutions and formally approved the lease acquisition in accordance with paragraph 3.12 of the Scheme of Delegation and Financial Regulation 16.4.

The Director of Property and Community stated that the facility at Pen Mill Trading Estate meets all the needs identified in the business case and needs of the organisation, with scope to expand and the appropriate mitigations have taken place.

RESOLVED: (1) to note that the Property and Community Committee, at its meeting held on 9th June 2026, agreed that Yeovil Town Council should proceed with the leasing of a business unit at Pen Mill Trading Estate; (2) to note that the Council, at its meeting held on 30th June 2026, ratified the resolutions and recommendations the Property and Community Committee relating to this matter; (3) to note that lease negotiations have now been concluded and that the lease documentation is ready for execution; (4) in accordance with Scheme of Delegation paragraph 3.12 and Financial Regulation 16.4, to formally approve the acquisition by lease of the business unit at Pen Mill Trading Estate for the purposes set out in the previously considered reports; and (5) to authorise Chief Executive/Town Clerk to execute the lease and any ancillary documentation necessary to complete the transaction on behalf of Yeovil Town Council; and (6) to authorise the execution and sealing of all necessary legal documentation in accordance with Standing Order 26.

Meeting closed at 8.58pm.

Signed:

Date: