

HORTON PARISH COUNCIL

YOU ARE HEREBY SUMMONED TO ATTEND THE MEETING OF HORTON PARISH COUNCIL TO BE HELD AT **BROADWAY HILL METHODIST CHURCH** ON **THURSDAY 13th November 2025** COMMENCING AT 6.30PM.

1C) Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

1d) Subject to standing order 1(c) above, members of the public are permitted to make representations, ask or answer questions and give evidence in respect of any item of business included in the agenda.

1e) The period of time which is at the Chairman's discretion.

1f) Subject to standing order 1(e) above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes unless invited by the Chairman to provide further information.

1g) In accordance with standing order 1(d) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate. Questions from the members of the public to the council requiring an answer (if possible) must be submitted to the clerk on or before the Monday before the Parish Council meeting



Z Bougourd StSLCC- Parish
Clerk/RFO
06th November 2025

AGENDA

*Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions:
Equal Opportunities, Crime and Disorder, Health & Safety, Bullying & Harassment and Human Rights*

1. **Public Forum**
2. **Somerset Councillor Report**
3. **Apologies for absence**
4. **Approval of minutes 09th October 2025**
5. **Finance:**
 - a. **Bank reconciliations to date**
 - b. **Bank Statements to date**
 - c. **HMRC update**
6. **Planning:**
 - a. **Planning permission Honey Cottage – granted - to note.**
 - b. **Notification only: Proposal:** Application for a Lawful Development Certificate for the Proposed use of dwelling as a home for up to two children with 24 hour care
Location: Hawthorn House Shave Lane Horton Ilminster Somerset TA19 9QP
Applicant: Mr Richard Haste
Application Type : Certificate of Lawful Use or Development
Application Number: 25/02457/COL
 - c. **Hill View House, Pottery Road, Gorton.**
25/02518/HOU | Demolition of existing single storey lean-to porch, hall and conservatory and erection of two storey side and rear extension together with a single storey lean-to wrap around extension to the side/rear. | Hill View House Pottery Road Horton Ilminster Somerset TA19 9QN

d. **Overstream, Paulls Lane:**

25/02629/HOU | Internal alteration works and the erection of a two-storey linked extension to include a new double car port. | Overstream Paulls Lane Broadway Ilminster Somerset TA19 9QY

7. Council Matters: Consider for adoption Financial Regulations & Standing Orders

8. Council Matters: AGAR/Assertion 10 update from Clerk.

9. CiLCA training – to sign agreement for CiLCA training as agreed at the last meeting.

10. Council Matters: To consider draft budget 2026/7

11. Council Matters: To consider and update Asset Register.

12. Appointment of Auditor

13. Standing Items:

a. Monthly updates:

- i. Highways/Village maintenance:
- ii. Consider annual schedule of grounds maintenance.
- iii. Playing Field
- iv. Speed Indicator Devices – update re post for SID & purchase of second device.
- v. Traffic Issues: Update from Cllr Mosley re traffic flow into and out of the Village.
- vi. Bus shelter refurbishment/decoration. Update from Cllr Babbington
- vii. Defibrillator: Electrical supply/SSE/Invoices. Update from Clerk

Location: Hawthorn House Shave Lane Horton Ilminster Somerset TA19 9QP

Applicant: Mr Richard Haste

Application Type : Certificate of Lawful Use or Development

Application Number: 25/02457/COL

Minutes of the meeting held on 09th October 2025 in Broadway Methodist Church @ 6.30pm

ATTENDANCE. Cllrs Barry Mosley, Chair, Peter Babbington, Ann Winter, Mike Schmidt, Jack Martin. Z Bougourd, Clerk.

4388 Public Forum – there were two members of the public present.

4389 Somerset Councillors Report – no report had been received.

Apologies for absence – Cllr H Massey had submitted apologies – accepted. Cllr Johnson did not attend.

4390 Approval of minutes 11th September 2025 & matters arising. The minutes were approved and signed. There was a correction to Cllr Schmidt's name.

- i. Co-option/Cllr vacancy update. Clerk advised that the electoral services at SC had been informed that there another casual vacancy has occurred. There are currently two vacancies, one is vacancy is eligible for so-option. The notice will be posted on the Horton & Broadway Facebook page.

4391 Finance:

- a. Bank reconciliations to date: Clerk tabled the bank reconciliations from April 2025 to date. Approved & signed.
- b. Bank statements to date. Clerk tabled bank statements for September 2025 – approved and signed
- c. Payment requests/regular payments. No payment requests were tabled
- d. Payroll/HMRC/Clerk. Clerk advised that the HMRC return for September had been filed and a hard copy sent to HMRC pending an activation code to enable online submissions.
- e. Bank Mandate. It was agreed to leave the current mandate as operative and the Clerk will advise NatWest of the changes in due course.
- f. Clerk noted that the next meeting would focus on the 2026/7 Budget which needs to be approved at the first meeting in January 2026.

4392 Planning:

Honey Cottage, Proposal: Demolition of single storey extension and replacement with part two storey extension Location: Honey Cottage Puddlebridge Horton Ilminster Somerset TA19 9RL Application Type : Householder Application Application Number: 25/02229/HOU. The applicants were present at the meeting – the PC fully supported the application. Clerk will advise SC Planning accordingly.

25/02327/NMA | Non-Material Amendment to approved application 20/01985/FUL for changes to the external cladding. Old Pottery Garage Shave Lane Horton Ilminster Somerset TA19 9QP. Notification only.

4393 Council Matters: CiLCA Clerk training agreement with SCLL. Clerk tabled the agreement for paid support for the duration of the course – the cost will be split between three Parishes; time commitment is expected to be approximately 6 hrs per week plus attendance in Wells for up to five in person study days. This agreement and funding was agreed: Proposed by Cllr Martin, seconded by Cllr Mosley. Agreed unanimously.

4394 Council Matters: AGAR Assertion 10/email/website updates. Clerk noted that the AGAR

return for this financial year has an additional assertion (Assertion 10) which requires that Councils confirm that the website and email addresses are gov.uk. This is a UK Government requirement – Clerk is due to attend a webinar regarding Assertion 10 and will revert with more information in due course. The current webhost can facilitate a change to gov.uk domain. Clerk to ascertain costs.

4395 Council Matters – consider and update Policies: The Policies below were tabled – Cllrs will read, consider and bring them back to the next meeting for adoption.

- a. Standing Orders
- b. Financial Regulations

4396 Standing Items:

- a. Monthly updates:
 - i. Highways/Village maintenance:
 - 1. Verges from the bench/SID on Hanning Road through to the A358 are cut monthly through until November, assume starting in March/April weather dependent and "no mow May".
 - 2. Bullen Moor Lane (Goose Lane to Pauls Lane footpath), spring and autumn cut back of vegetation.
 - 3. Cllr Martin will prepare an annual schedule of grounds maintenance for consideration at a future meeting.
 - 4. Footpaths: It was noted that some footpaths are becoming very overgrown, ? where responsibility rests for maintenance.
 - ii. Playing Field – Metal bins have been removed/ red Biffa Bin is now the only bin in the park. Cllr Mosley will check usage of bin and that the fortnightly contracted emptying schedule is in place. If incorrect usage of the bin is noted, a sign advising users of restrictions may be installed.
 - iii. Update re Horton Village Hall Cllr Winter noted that a new booking system was now in place and any bookings should be made directly with the Hall.
 - iv. Speed Indicator Devices – data from Cllr Martin. Data from the SID was tabled and discussed. Agreed to retain data pending residential development plans. The post for the second SID has been ordered by Cllr Mosley, once received a second SID may be purchased.
 - v. Traffic Issues: Cllr Mosley will arrange a site visit with Rebecca Vaughan (SC Traffic Management) to discuss traffic flow into and out of the Village.
 - vi. Bus shelter refurbishment/decoration. Cllr Babbington will arrange for the redecoration and supply invoices for reimbursement.
 - vii. Defibrillator: Electrical supply/SSE/Invoices. Clerk is still trying to have meaningful contact with SSE and will continue to do so. SSE have been asked to disconnect the supply, but this would appear not to have been actioned yet. Clerk will continue to request this.
 - viii. Horton Projects:
 - viii Church grant application. – to approve grant application. After careful consideration and discussion re available funds against budget, it was agreed that a grant was not viable for this financial year.

Meeting closed at 20.15hrs. Next meeting November 13th @ 6.30pm in Broadway Methodist Church.

[illegible]

October November 2025	CURRENT ACCOUNT	Income	Interest	Expenditure	Balance C/F
Date					
14/10/2025	Opening Balance	34505.77			
14/10/2025	Transfer to reserves			29505.77	
24/10/2025					5000.00
28/10/2025	Clerk Salary			356.4	
28/10/2025	HMRC			80.91	
	Reserve Account				
30/09/2025	Opening balance	5232.22			
14/10/2025	Transfer from current account	29505.77			
31-Oct-25	Interest		18.05		
			34756.04		
Signed					
Date:					

Charlie and Abi Page
C/o Ms Rachel Collins
R Collins Architects
Oaknut Meadow
Eleighwater
Chard
TA20 3AF

**Town and Country Planning Act 1990
Town and Country Planning (Development Management Procedure) (England)
Order 2015
DETERMINATION OF APPLICATION FOR PLANNING
PERMISSION (HOUSEHOLDER)**

APPLICATION NO 25/02229/HOU

APPLICANT Charlie and Abi Page PARISH: Horton

DESCRIPTION: Demolition of single storey extension and replacement with part two storey extension

LOCATION: Honey Cottage Puddlebridge Horton Ilminster Somerset TA19 9RL (GR:332743/114908)

In pursuance of powers under the above Acts and Orders the Somerset Council gives you notice that its decision upon your application described above and in the plan(s) which accompanied that application is to:

GRANT PERMISSION FOR THE FOLLOWING REASON:

01. The proposal, by reason of its size, scale and materials, respects the character of the area and causes no demonstrable harm to residential amenity, visual amenity, highway safety or other environmental concerns in accordance with the aims and objectives of Policies SD1, EQ1, EQ2, EQ4, TA5 and TA6 of the South Somerset Local Plan (2006-28), and the provisions of the National Planning Policy Framework.

SUBJECT TO THE FOLLOWING CONDITIONS:

01. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: To accord with the provisions of section 91(1) of the Town and Country Planning Act 1990.

02. The development hereby permitted shall be carried out in accordance with the following approved plans reference:

Dwg. No. P100A Proposed Site Plan (with roof details)
Dwg. No. 200C Proposed Floor Plans
Dwg. No. 300B Proposed Elevations

Reason: For the avoidance of doubt and in the interests of proper planning.

03. The external surfaces of the development shall be of materials as indicated in the application form and no other materials shall be used.

Reason: In the interest of visual amenity in accordance with Policy EQ2 of the South Somerset Local Plan (2006-28).

Informatives:

01. The developers and their contractors are reminded of the legal protection afforded to bats and bat roosts under legislation including the Conservation of Habitats and Species Regulations 2017. In the unlikely event that bats are encountered during implementation of this permission it is recommended that works stop, and advice is sought from a suitably qualified, licensed and experienced ecologist at the earliest possible opportunity.



Alison Blom-Cooper MRTPI

Chief Planning Officer

Somerset Council

Date: 15 October 2025

NOTES:

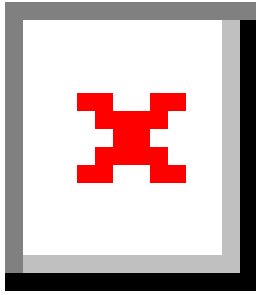
(1) Please read the above condition(s) very carefully. This permission has only been granted on the basis that all of the conditions are fully complied with. Applicants are advised that failure to comply with the requirements of each and every condition as detailed may become the subject of enforcement action by the Council.

(2) The applicant has a right of appeal against this decision, which, amongst other things, is explained in the attached notes. That right of appeal is only available to the applicant; it is not available to those who made representations on the application.

(3) In accordance with paragraph 38 of the NPPF, the council, as local planning authority, approaches decisions on proposed development in a positive and creative way, working proactively with applicants to secure developments that will improve the economic, social and environmental conditions of the area by:

- offering a pre-application advice service, and
- as appropriate updating applications/agents of any issues that may arise in the processing of their application and where possible suggesting solutions.

(4) It is the legal responsibility of Somerset Council to issue and register all new postal addresses. If appropriate in this case, please contact the Street Name and Numbering Department at <https://somerset.gov.uk/planning-buildings-and-land/street-naming-and-numbering/> prior to commencement of development for details of the appropriate process.



Parish/Town Council Notification

14 October 2025

Dear Sir/Madam

Proposal: Application for a Lawful Development Certificate for the Proposed use of dwelling as a home for up to two children with 24 hour care.

Location: Hawthorn House Shave Lane Horton Ilminster Somerset TA19 9QP

Applicant: Mr Richard Haste

Application Type : Certificate of Lawful Use or Development

Application Number: 25/02457/COL

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

This is a **notification only** and in line with the Council's Constitution and the adopted scheme of delegation and terms of reference, the decision for this application is delegated to officers. This notification is therefore being provided as a matter of courtesy for your information.

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

Please note that, for applications for Prior Approval/Notification and works to Trees in a Conservation Area, due to the tight timescale within which a decision needs to be made, and the deemed approval status of the application if the timescale is not met, a decision may need to be made very soon after you have received this notification.

This application is for a Certificate of Lawfulness and if you have evidence to contradict or otherwise make the applicant's version of events less than probable, then you can submit this information to the Council for consideration. Please be aware that this information will be shared with the applicant so that they can have an opportunity to comment on it and possibly produce counter-evidence.

Your response should be returned by email to (email address) . Please do not send direct to the Case Officer or include signatures or any other personal information that may need redacting.

Yours sincerely

Sarah Beckett (Planning Officer)

Charlotte Duff (Horton P.C.)

Hortonparishclerk@gmail.com

Date: 16 October 2025

Our Ref: **25/02518/HOU**

Sophie Murray (Graduate Planning Officer)

Email: sophie.murray@somerset.gov.uk
01935 463891

PARISH/TOWN COUNCIL CONSULTATION
Town and Country Planning Act 1990

Dear Charlotte Duff (Horton P.C.)

Proposal: Demolition of existing single storey lean-to porch, hall and conservatory and erection of two storey side and rear extension together with a single storey lean-to wrap around extension to the side/rear.

Location: Hill View House Pottery Road Horton Ilminster Somerset TA19 9QN

Applicant: Mr Lloyds

Application Type : Householder Application

Application Number: 25/02518/HOU

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 **6 November 2025**. 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 Sophie Murray (Graduate Planning Officer) who can be contacted by email at sophie.murray@somerset.gov.uk or by telephone on Tel No: 01935 463891

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.

Sophie Murray (Graduate Planning Officer)
Planning Team South
Somerset Council

Charlotte Duff (Horton P.C.)

Hortonparishclerk@gmail.com

Date: 4 November 2025

Our Ref: **25/02629/HOU**

Sarah Beckett (Planning Officer)

Email: sarah.beckett@somerset.gov.uk
(01935) 462461

PARISH/TOWN COUNCIL CONSULTATION (ADJACENT PARISH)
Town and Country Planning Act 1990

Dear Sir/Madam

Proposal: Internal alteration works and the erection of a two-storey linked extension to include a new double car port.

Location: Overstream Pauls Lane Broadway Ilminster Somerset TA19 9QY

Applicant: Mr and Ms A & L Turton & Lintern

Application Type : Householder Application

Application Number: 25/02629/HOU

The Council has received the above application it is not in your parish it is for an adjoining parish and the documents are available on the website, [View and comment on a planning application \(somerset.gov.uk\)](http://www.somerset.gov.uk)

Comments are welcome by **25 November 2025** 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 recently circulated to your 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.

Sarah Beckett (Planning Officer)
Planning Team South
Somerset Council

Assertion 1:

FINANCIAL MANAGEMENT AND PREPARATION OF
ACCOUNTS

3

We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

ASSERTION 1

4

Assertion 1: Financial management and preparation of accounts

Budgeting:

- The council needs to have prepared and approved a budget in a timely manner before setting a precept or rates and prior to the commencement of the financial year.
- A financial appraisal needs to be undertaken before the authority commences any significant project or enters into any long-term commitments.
- It needs to monitor actual performance against its budget during the year, taking corrective action where necessary.

5

Assertion 1: Financial management and preparation of accounts

Accounting Records and supporting documents:

- Appoint an Officer as the RFO
- Chair of the Council (or Finance Committee) should never be appointed (even on a short-term basis) either as Clerk or as RFO.
- RFO to ensure that the financial control systems are observed and that the accounting records are kept up to date.

The financial control systems must include:

- measures to ensure that the financial transactions of the authority are recorded as soon as, and as accurately as, reasonably practicable;
- measures to enable the prevention and the detection of inaccuracies and fraud, and the reconstitution of any lost records;
- measures to ensure that risk is appropriately managed;
- Identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers.

6

Bank Reconciliation		As at 31 March 20XX			
Authority Name					
Balance as per bank statement on 31 March 20XX					
		Account No.		£	£
Current account	Mybank Plc	12345678		10,000.00	
Instant Access	Mybank Plc	24681357		3,000.00	
Savings account	Former Bld Society Plc	97538642		10,000.00	
Petty cash tin				100.00	
					23,100.00
Less uncleared cheques					
	154			-60.00	
	157			-350.00	
					-410.00
Add unbanked cash and income					
	Allotment fees			50.00	
					50.00
Accounting system cash book balance as at 31 March 20XX					22,740.00
Prepared by	(Name of RFO)			on	
Approved by	(Minute reference of authority approval)			on	

Assertion 1:
Financial management and preparation of accounts

Bank Reconciliation:

Statements reconciling each of the authority's bank accounts with its accounting records need to be prepared on a regular basis, including at the financial year-end and reviewed by members of the authority.

7



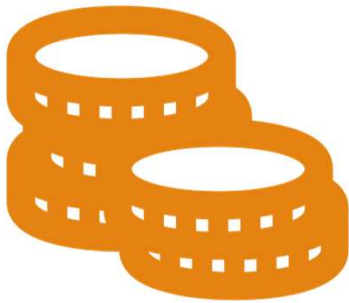
Assertion 1:
Financial management and preparation of accounts

Investments:

- Arrangements are in place to ensure that the authority's funds are managed properly and that any amounts surplus to requirements is invested appropriately, in accordance with an approved strategy.
- If total investments are to exceed the threshold specified in the statutory guidance at any time during a financial year, the authority needs to produce and approve an annual Investment Strategy in accordance with the guidance.

8

Assertion 1: Financial management and preparation of accounts



Reserves:

- Councils must have sufficient reserves (general and earmarked) to finance both their day-to-day operations and future plans.
- The councils need to have regard to the need to put in place a General Reserve Policy and have reviewed the level and purpose of all Earmarked Reserves.
- Smaller authorities have no specific right to accumulate funds via the precept. All reserves should be reviewed and justified regularly (i.e. at least annually).
- It is good practice to transparently publish both the level and rationale of all reserves.

9

Assertion 1: Financial management and preparation of accounts

General Reserves:

- The general reserve comprises cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.
- The appropriate minimum level of general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.
- Council with significant self-generated income (other than the precept) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.



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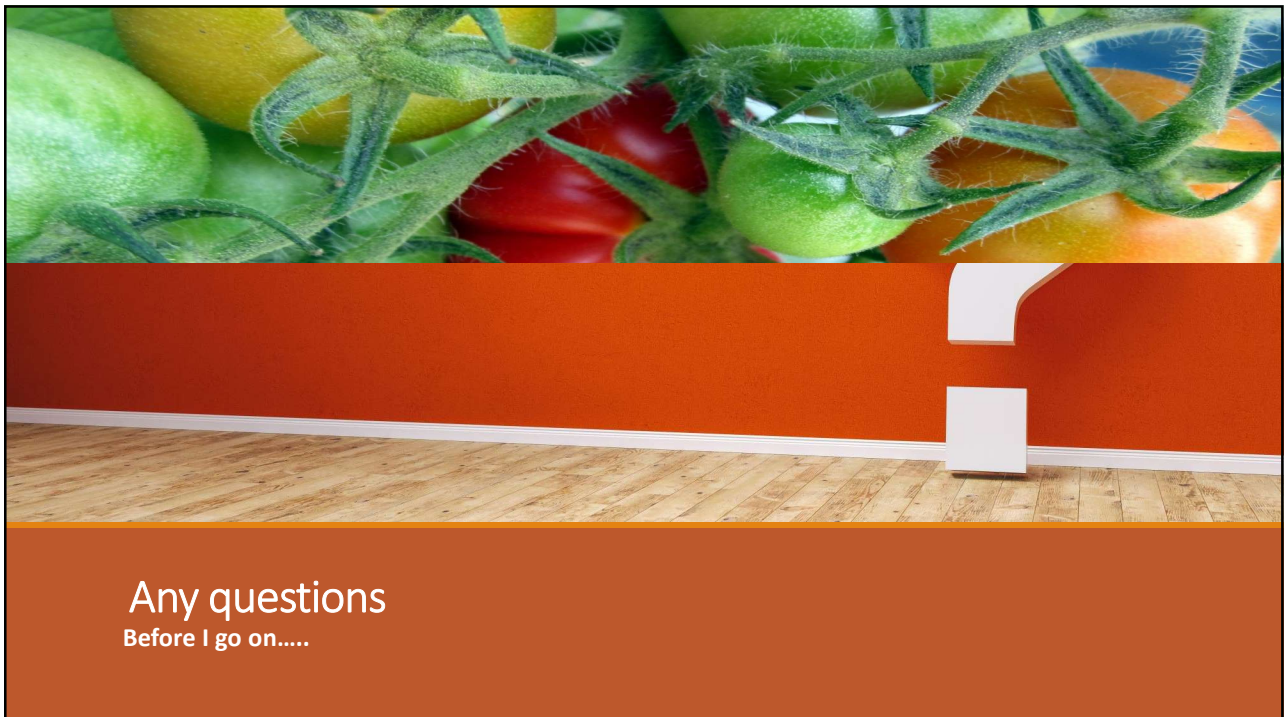
Assertion 1: Financial management and preparation of accounts



Earmarked Reserves:

- No upper or lower limit to EMR
- EMR must be held for genuine and identifiable purposes and projects, and their level should be subject to regular review and justification (at least annually and at budget setting) and should be separately identified.
- Significant levels of EMRs may give rise to enquiries from internal and/or external auditors.

11



Any questions
Before I go on.....

12

Assertion 2:

INTERNAL CONTROL

13

We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

ASSERTION 2:

14

Assertion 2: Internal Control

Standing Orders and Financial Regulations:

- The authority needs to have in place standing orders and financial regulations governing how it operates.
- Financial regulations need to incorporate provisions for securing competition and regulating the way tenders are invited.
- These need to be regularly reviewed, fit for purpose and be adhered to.

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Assertion 2: Internal Control

Safe and efficient arrangements to safeguard public money:

- All payments made since the last meeting should be reported to the next authority meeting.
- Councillors should never be asked to sign blank cheques
- Petty cash should be kept to a minimum and should not be used when a traceable payment method is available.
- Authorities should ensure that invoices raised are paid promptly or that appropriate recovery action has been taken.
- Irrecoverable debts should be written off, after full consideration of the possibilities for, and the likely costs of, pursuing the debt.

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Assertion 2: Internal Control

Safe and efficient arrangements to safeguard public money:

- Authorities need to ensure controls over money are embedded in Standing Orders and Financial Regulations
- Authorities need to approve the setting up of, and any changes to, accounts with banks or other financial institutions. The authority needs to approve every bank mandate, the list of authorised signatures for each account and any amendments to mandates.
- If held, corporate credit card accounts need to have defined limits and be cleared monthly by direct debit from the main bank account.

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Assertion 2: Internal Control

Employment:

- The Clerk of any Local Council is always an employee if they are remunerated for the role. Authorities are required to be registered with HMRC
- All employers are required by law to take out employers' liability insurance and decide the appropriate level of fidelity guarantee insurance. All cover should be risk based and kept under constant review to make sure it adequately reflects changes in circumstances.

VAT:

- Smaller councils with little self-generated income recover VAT using the VAT126 form.
- Councils which are VAT registered must submit quarterly returns
- Councils carrying out building projects or managing income generating properties need to ensure that they seek up to date advice.

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Assertion 2: Internal Control

Fixed Assets and Equipment:

The asset register should contain:

- ✓ the date of acquisition
- ✓ cost of acquisition
- ✓ useful life estimate
- ✓ location
- ✓ value held for investments

It is desirable for the register to contain other supplementary information to enable better understanding of the nature and scope of the fixed asset:

- insurance value
- replacement value
- custodian
- date last physically vouched

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Assertion 2: Internal Control

Fixed assets and equipment:

- The council may choose an appropriate minimum value for deciding between fixed assets and general consumables. This minimum level is to be minuted and reviewed at least annually.
- Assets should be first recorded in the asset register at their actual purchase cost.
- Obsolete assets that are no longer in use or are awaiting disposal should be clearly recorded as such.
- Where an authority receives an asset as a gift at zero cost it should be included with a nominal one-pound (£1) value as a proxy for the zero cost.
- Commercial concepts of depreciation, impairment adjustments, and revaluation are not required nor appropriate for this method of asset valuation.

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Assertion 2: Internal Control

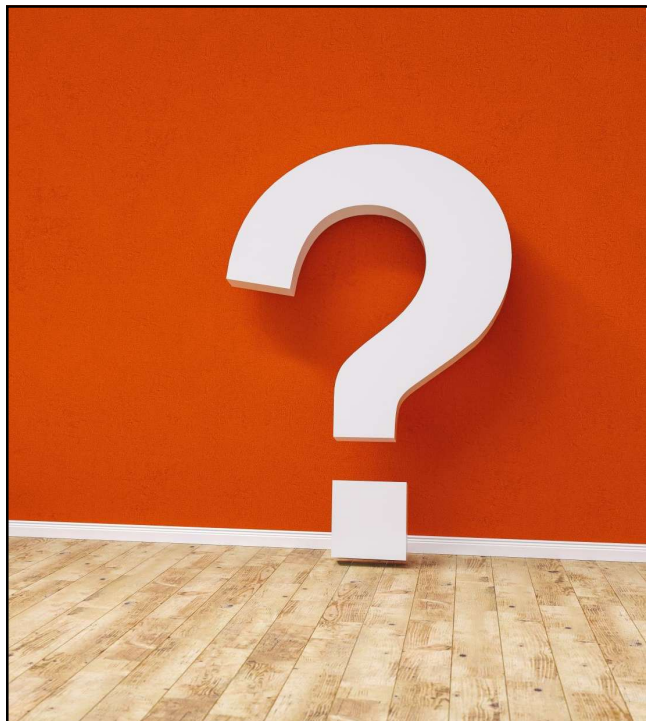
Loans and long-term liabilities

Authorities need to ensure that any loan or similar commitment is only entered into after the authority is satisfied that it can be afforded and that relevant approvals have been obtained.

Review of effectiveness

Regulation 6 of the Accounts and Audit Regulations 2015 requires the authority to conduct a financial year review of the effectiveness of the system of internal control.

21



Any questions

BEFORE I GO ON.....

22

Assertion 3:

COMPLIANCE WITH LAWS, REGULATIONS AND
PROPER PRACTICES

23

We took all reasonable steps to assure 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 smaller authority to conduct its business or on its finances.

ASSERTION 3

24

Assertion 3: Compliance with laws, regulations and proper practices



**Acting within its
powers**



**General power
of competence**



**Regulations and
proper practices**



**Actions during
the year**

25



Any questions
Before I go.....

26

Assertion 4:

EXERCISE OF PUBLIC RIGHTS

27

We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

ASSERTION 4

28

Assertion 4 Exercise of public rights

The obligations of authorities are very specific, with key dates and periods of inspections laid out in legislation.

Website publication is a requirement.

The key points are:

- a 30 working day inspection period (this excludes weekends and public holidays), with accounts and supporting records being made available at reasonable times;
- the notice period should commence as soon as possible after approval of the accounts by the authority and must include the first 10 working days of July a day's notice of commencement and be published together with sections 1 and 2 of the AGAR.
- By no later than 30 September the authority must publish the external auditor's certificate and report.

29



Any questions

BEFORE I GO ON.....

30

Assertion 5:

RISK MANAGEMENT

31

We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

ASSERTION 5

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Assertion 5 Risk management

- ❑ As council must identify and assess risks and address those identified risks by mitigating or managing them.
- ❑ Smaller authorities should identify both financial and operational risks.
- ❑ Larger authorities are likely to adopt more extensive procedures, which may utilise a risk assessment matrix and undertake more extensive risk arrangements (e.g. a working party to consider risks) and/or a full risk register.
- ❑ Typical categories of risks include:
 - **financial** – loss of money;
 - **security** – fraud, theft, embezzlement;
 - **property** – damage to property;
 - **legal** – breaking the law or being sued;
 - **IT** – failure of IT systems or misuse or data loss; and
 - **reputational** – actions taken could harm the authority's public reputation.



33



Any questions
Before I go.....

34

Assertion 6:

INTERNAL AUDIT

35

We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

ASSERTION 6

36

Assertion 6:

Internal audit

- Competent -
- Independent -

The council needs to appointed an **independent** and **competent** person to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes considering internal auditing guidance for smaller authorities.

- Did the council appoint the Internal Auditor?
- Did the council review the effectiveness of the Internal audit?
- Note: is not part of the internal auditor's responsibility to review or 'sign off' the completed AGAR.
- Internal Audit reports should be made available and be published

37



Any questions

BEFORE I GO.....

38

Assertion 7:

REPORTS FROM AUDITORS

39

We took appropriate action on all matters raised in reports from internal and external audit.

ASSERTION 7

40

Assertion 6:

Reports from auditors

- Internal Report -
- External Report -



The council needs to have considered all matters brought to its attention by its external auditor and internal audit and taken corrective action as appropriate.



A council should consider the matters included all audit reports and decide what action it needs to take to prevent recurrence of any issues raised.



The consideration and decisions should be included in formal minutes.

41

Any questions

BEFORE I GO ON....



42

Assertion 8:

SIGNIFICANT EVENTS

43

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 smaller authority and, where appropriate have included them in the accounting statements.

ASSERTION 8

44



Assertion 8 Significant Events

The council needs to have considered if any events that occurred during the financial year (or after the year-end), have consequences, or potential consequences, on the council's finances.

45



Any questions

BEFORE I GO ON.....

46

Assertion 9:

TRUST FUNDS

47

Trust funds (including charitable).
The council is a sole managing trustee and has discharged its accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

ASSERTION 9

48

Assertion 9 Trust Funds

This assertion is for councils that are a sole managing trustee

This assertion is not for Councils that are custodian trustee

Councils should ensure that each trust or charity has its own bank account. Only amounts paid and received through that account should appear in the accounts of the charity.

Meetings of the council when it is acting as charity trustee must take place separately from those of the council acting as the council; it is suggested that a separate committee is established.

Trust assets held by the council as custodian or managing trustee should, be recorded in the council's asset register and identified as 'charity assets held by the authority as trustee' with their value excluded from the total.

49



Any questions

BEFORE I GO ON....

50



51

The all new !...
Assertion 10:
DIGITAL AND DATA COMPLIANCE

52

Wording of assertion not available yet

But.. Not much that is new actually!

ASSERTION 10

53

Assertion 10 Digital and data compliance

To warrant a positive response to assertion 10, the authority needs to have taken the following actions:

1. **Email management** - Every authority must have a generic email account hosted on an authority owned domain, for example clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk rather than abcparishclerk@gmail.com or abcparishclerk@outlook.com for example.
2. **All websites must meet:** the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018
3. **All websites must include:** published documentation as specified in the Freedom of Information Act 2000 and the Transparency code for smaller authorities

54

Assertion 10

Digital and data compliance

To warrant a positive response to assertion 10, the authority needs to have taken the following actions:

4. **All councils** (including parish meetings) **must**: process personal data with care and in line with the principles of data protection
5. **All councils** (excluding parish meetings) **must also have an IT policy**: This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.

55

Assertion 10

Digital and data compliance

EMAIL MANAGEMENT

- Will most likely need to pay for an email service
- Go for a .gov.uk domain to potentially head off further changes in the future
- Buy accounts for all the councillors as well (again to head off change in the future) and encourage their use
- Excuses about cost will not wash – you are a public body and your being told to do this.

IT POLICY

- Don't reinvent the wheel, have a look at what policy are emerging at other councils and 'borrow'
- Policy needs to be adopted before 31st March 2025
- Government Digital Service has provided a template IT policy
- Some authorities may already have a policy covering the use of IT equipment by members and officers, such as an acceptable use policy, which would satisfy this requirement.

56

Income					
	Y/e 31/3/26				
	Budget				
Opening balance current account	26314.85				
Opening balance reserve account	5203.53				
Precept	16400.00				
Interest	28.69				
VAT Refund	212.87				
CIL	1610.92				
Woodram refund	6321.60				
Total	56092.46				
Expenditure			Forecast 31/03/26	Variance	2026 2027 Budget
Clerks Salary	4200.00	2796.64	2623.89	-1220.53	5750.00
Expenses	600.00	220.54	100.00	279.46	300.00
Data Protection (ICO)	40.00		0.00	40.00	40.00
Insurance	1200.00	1064.98	0.00	135.02	1200.00
Subscriptions	450.00	411.70	0.00	38.30	475.00
S137 Donations/Grants	500.00	1367.50	0.00	-867.50	1500.00
Annual Audit	200.00		200.00	0.00	200.00
Training	100.00		717.67	-617.67	1436.00
Elections	500.00		0.00	500.00	1500.00
Hall Hire	300.00	10.00	100.00	190.00	300.00
Grass Cutting/Maintenance	1500.00	390.00	1170.00	-60.00	1500.00
Playing Field - Equipment	500.00	165.00	0.00	335.00	500.00
Website	265.00		0.00	265.00	265.00
VAT	0.00			0.00	
Payroll	150.00		0.00	150.00	0.00
Misc/Future Village Projects/Woodram	6470.00	9291.60	0.00	-2821.60	0.00
Devolved services SC					1000.00
Defib	0.00			0.00	150.00
SID	2500.00		0.00	2500.00	0.00
Electric	350.00	636.51	0.00	-286.51	100.00
Contingency					1000.00
Reserves					2000.00
Litter Bin Annual Collection Charge	1352.00		1352.00	0.00	1500.00
Total	21177.00	16354.47	6263.56	-1441.03	20716.00
Total Income	56092.46				
Total Expenditure	22618.03				
	33474.43				
Reserve Bank Account Balance 13/11/25		34756.04			
Current Account Balance 13/11/25)		4562.69			
Total Bank Balance as of 13/11/25		39318.73			
Forecast bank balance at end of year (31/03/2026)					
Reserves		28492.48			
Current Account		5000.00			

CiLCA training	
2hrs per	
week @	
15.82x 50	
weeks	1582
Text book	50
In person	
study	
days	
8hrs@15.	
82 1/3	
share	253.12
Course fee	266.67
Total cost	2151.79
Cost per m	179.32

Assets For 2024 Opening		
	Defibrillator	£1,237
	Computer Equipment	£67
	Concrete Plinth for Bench	£380
	Laptop	£280
	Photocopier/Scanner	£69
	Bus Shelter	£4,225
	Noticeboard (bus shelter)	£354
	Five Seats (+ Replacement Bench)	£3,221
	Various Gates and Fences	£425
	Printer	£69
	Group Swing	£5,286
	Goals furthest from entrance	£392
	Gate and Posts	£50
	Spring Rider	£1,236
	Rebound Wall	£6,798
	Pedestrian Gate	£1,220
	Carousel 4	£4,959
	Adventure Trail	£8,235
	Outdoor Gym Equipment	£5,239
	Stegosaurus Sit IN Springer	£1,000
	Play Equipment incl. Skate Park	£18,115
	Reflective Vests (purchase price)	£38
	Village Gateway Stones	£901
	Five Dial Fingerpost	£636
	Commemorative Plaque	£167
	Memorial Stone	£285
	Directional sign (Village Hall)	£87
	Mobile Phone	£15
	Playing Field Sign	£48
	Seating at Playing Field	£771
	Asset Value 31st March 2023	£65,804

Parish & Town Auditing Services.

The cost to carry out the end of year internal audit would be £185 (no VAT) based on the size of the Council.

We provide internal audit and examination services for Town, Parish and Community Councils. Our clients include Bude-Stratton Town Council, Barnstaple Town Council, Hexham Town Council and Lewes Town Council as well as a number of small and medium sized parish and town councils.

Parish and Town Auditing Services (PATAS) provides an independent, professional and thorough internal auditing services to Parish and Town Councils throughout England and Wales that meets all the requirements set out in the SAPPP Practitioners' Guide 2025. We have a comprehensive, detailed understanding of Parish and Town Councils and we use this to develop and deliver a tailored support service that meets your needs. We are also members of the Internal Audit Forum.

We acknowledge our responsibility to report to members whether, in our view, the financial statements, as summarised in the statutory Annual Governance and Accountability Return (AGAR), are in accordance with the Council's accounting records, whether they are supported by appropriate systems of internal financial control in the areas specified in the Internal Audit Report embodied in the AGAR and whether they comply with the relevant legislation. In arriving at our view, we are required to consider the following matters, and to report on any in respect of which we are not satisfied:

- a. Maintenance of appropriate accounting records;
- b. whether the AGAR detail is consistent with the accounting records;
- c. Effectiveness of controls and procedures over the payment of staff salaries and associated HMRC and Pension contributions, plus trader payments;
- d. Controls over the identification and recovery of income;
- e. Appropriateness of governance controls and risk management; and
- f. Adherence to Government legislation.

Horton Parish Council
113 North Street
Martock
Somerset
TA12 6ER

National Grid E D
South Street
Crewkerne
Somerset
TA18 8AE
01460273061
rmcdougall@nationalgrid.co.uk

NGED Reference: 5812568 29/10/2025

NGED Scheme No: 2062091 NGED Scheme Version: 1

Dear Horton Parish Council,

Request for Electricity Disconnection works at: Unmetered Supply, Horton Parish Council Defibrillator - Horton, Ilminster, UM5.

I am pleased to provide a quotation for works at the above address. Our charge for the Disconnection work is shown below.

Disconnection Charge:

Contestable Works ¹	£361.02
Non-Contestable Works ²	£200.00
VAT @ 20%	£112.20
Total	£673.22

1 Contestable works are parts of the job that you can hire someone else to do, but the contractor must be qualified and accredited as an Independent Connection Provider (ICP). For more details, visit our website: <https://connections.nationalgrid.co.uk/competition-in-connections/>.
2 Non-Contestable works are those works that only NGED can undertake. It is possible for you to get someone else to quote for the contestable part of the works. For further information please visit our website: <https://connections.nationalgrid.co.uk/competition-in-connections/>.

Please Note: The connection charge listed above may change, as explained in our General Conditions for Connection Works (see below). Changes can happen for various reasons and may result in additional costs.

Possible reasons for changes include:

- Site conditions
- Work outside normal hours
- Traffic management or council permit requirements
- Increases in material or labour costs
- Changes to the job (requested by you or deemed necessary by us)
- Differences between planned and actual on-site work

We will do our best to inform you of any changes before starting the work.

The following documents are enclosed with this Offer Letter and form part of the conditions of NGED's offer to you ("the Offer"):

- The Breakdown of Connection Charge
- The Letter of Acceptance
- Plan Number: 5812568

Where materials have been included within the Offer, you may collect the listed materials using the enclosed Material Request Form.

Description of National Grid Electricity Distribution Works

NGED to physically disconnect the electrical supply from point pole 250403/20 (A) and prove dead at meter box (B). Remove NGED equipment from site.

Preparatory Works by you (to be carried out prior to NGED commencing work):

NGED reserve the right to change the quotation if on-site works vary from the customers application.

Please note that we reserve the right to not start and/or complete our works until any required preparatory works have been completed.

General Conditions for Disconnection works

Along with the documents enclosed with this Offer Letter, our offer also includes our **SSQ (Simple Service Quotation) General Conditions for Connection Works**. These conditions are part of the contract that takes effect once you accept the offer. You can read them online at <https://connections.nationalgrid.co.uk/types-of-connection-offer> or request a copy from us.

Please take the time to read these conditions, as they include important details about contract cancellation, termination, and any related consequences.

Key clauses to note:

- **Clause 6** - We may charge a fee for a missed site visit if we arrive but cannot start or complete the work. This could happen if necessary preparations haven't been made or if the site is unsafe.
- **Clause 12** - The proposed work and connection charges are based on available information. If this information is incorrect or incomplete (e.g., unexpected excavation challenges like rock or reinforced concrete), we may need to adjust the work plan and costs.

If you have any questions about these conditions, we're happy to discuss them with you.

Acceptance

To accept this offer, you will need to return the attached Letter of Acceptance. **This offer is valid for 90 days from the date of this letter and will expire automatically if not accepted within that time.**

Your acceptance date is when a **legally binding contract** is formed between you (or your company) and NGED. Once the contract is in place **AND payment is received**, we will contact you to schedule the work. Please allow at least 8 weeks' notice when planning your project.

Please note that your job will not be progressed until **both** Acceptance **AND** Payment have been received.

NGED reserves the right to withdraw this offer in writing at any time before acceptance.

Payment options

Payment can be made by BACS, online or over the phone.

Internet Banking/Bank Transfer (BACS)

You can also make a payment from your bank account using the following details:

Account Name:	National Grid Electricity Distribution
Bank Account Number:	22410923
Sort Code:	40-14-13

Please quote NGED reference **5812568**. If applicable please send remittances to National Grid Electricity Distribution, AR Payments Team, PO Box 231, Elliott Road, Plymouth, PL4 0YU or email: nged.remit@nationalgrid.co.uk.

Online

You can make a payment by visiting <https://nationalgrid.mysecurepay.co.uk> and entering your NGED reference (5812568) and, if applicable, your 7-digit scheme number (2062091).

Telephone

You can make a payment by calling our automated 24-hour service on **0330 008 0449** and quoting NGED reference 5812568 and your 7-digit scheme number (if applicable) 2062091.

Data Protection

NGED takes data protection very seriously. You can find details about

- How we collect, store, and use your personal information in our business activities.
- The legal basis for processing your personal data.
- Your rights regarding your personal information.

Our privacy policy is available online at <https://www.nationalgrid.co.uk/Privacy-Policy.aspx>, or we can send you a copy upon request.

I will contact you within 2 working days to discuss the next steps and answer any questions about this offer. If you need to reach me sooner, you can call me at the number above or email rmcdougall@nationalgrid.co.uk.

If you are not satisfied with any part of this offer, please discuss it with me first, and I will do my best to resolve the issue. If we cannot reach an agreement, you can escalate the matter by following our Complaints Procedure at <https://nationalgrid.co.uk/Contact-us/Complaints.aspx>.

Yours Sincerely,

Robert McDougall

NATIONAL GRID ELECTRICITY DISTRIBUTION ("NGED") SPECIFIC CONDITIONS FOR CONNECTION WORKS

These Specific Conditions must be considered in METER REMOVAL

conjunction with the other documents that make up the Offer including the General Conditions for Connection Works and any additional Application Form.

The electricity meter remains the property of your electricity supply (the person to whom you pay your electricity bills). To facilitate a disconnection of the supply, you must contact your supplier in advance of our attendance and arrange for them to disconnect and remove the metering equipment. Your supplier will be responsible for issuing any bills for outstanding charges.

SAFETY

Any work in the vicinity of NGED equipment must be carried out in a safe manner including, as a minimum, compliance with the relevant Health and Safety Executive Guidance Notes available from HMSO.

In particular:

- GS6 Avoidance of danger from overhead electric lines.
- HS(G)47 Avoiding danger from underground cables.

STREET WORKS BY CUSTOMER/CONTRACTOR

A Customer intending to carry out trenchwork in the public highway must obtain a licence from the relevant Highway Authority and will be responsible for the issue of Street Works Notices. All work, including reinstatement, must comply with the New Road and Street Works Act 1991.

SERVICE DISCONNECTION LOCATION

The disconnection will be made at an agreed location and testing carried out to prove the supply dead at both the cut-out and the disconnection point. No work should be undertaken on, or in the vicinity of, any apparatus or cables owned by National Grid Electricity Distribution which remain live on the site. Treat all electrical apparatus and cables as live unless proved dead.

LETTER OF ACCEPTANCE

Managed Unit:	1183
Account Number:	103
Product Code:	2338
Project Number:	

TO:
Accounts Receivable Section
PO Box 231 Elliott Road
Plymouth
Devon
PL4 0ZZ

FROM:
Horton Parish Council
113 North Street
Martock
Somerset
TA12 6ER

Request for Electricity Disconnection works at: Unmetered Supply, Horton Parish Council Defibrillator - Horton, Ilminster, UM5

Customer: Horton Parish Council,

Company Number (if appropriate):

NGED Reference: 5812568 **NGED Scheme:** 2062091 **NGED Scheme Version:** 1

I/We, the Customer, accept the terms and conditions set out in this Offer including the Specific Conditions for Connection Works and General Conditions for Connection Works.

Payment

I understand that payment for NGED's works of £673.22 (including VAT) is required within 90 days following acceptance of this Offer in accordance with the General Conditions for Connection Works.

I understand that this charge may be subject to increase/change due to a number of factors such as site conditions, out of hours working, traffic management requirements, council permit obligations, materials and labour cost increases or other changes to the job (either by me, the customer, or by NGED) and that there may be additional costs that will require payment to be made before or after completion of the final connection.

Reimbursement

I understand that any payment of this Disconnection charge should be made by me, the Customer, and that any payment made by another person on my behalf and quoting my reference number shall be deemed by NGED to have been made by me. I also understand and agree that, in the event that this offer is terminated or cancelled and any reimbursement is due pursuant to clause 19 of the General Conditions for Connection Works, NGED will make such reimbursement via the same means of payment used for the initial transactions (unless expressly agreed otherwise), and in doing so, NGED shall discharge in full any obligation to reimburse me as a result of that cancellation.

Duration and Condition of Offer

The Offer is open to acceptance for 90 days from the date of the Offer Letter after which it will automatically expire. The Offer is made on the condition that the works are completed within 90 days of the date of acceptance. Should the works be incomplete after 90 days, NGED reserve the right to terminate or vary this Offer.

Preparatory Works

I understand that all the preparatory works need to be completed before NGED can commence their works. For this supply the preparatory works which I need to complete are:

NGED reserve the right to change the quotation if on-site works vary from the customers application.

Abortive Visits

I understand and agree that, if NGED attend site but are not able to start or complete the Works for the reasons set out in clause 6(a) of the General Conditions for Connection Works, NGED may charge me an abortive site visit fee, which shall be payable within 28 days of the date of invoice.

Acceptance

Print Name:

Signature:Date:

If Signing for a company, state position and company name:

Please provide address for VAT receipt (if different):

Your Purchase Order number (if applicable):

NGED to physically disconnect the electrical supply from point pole 250403/20 (A) and prove dead at meter box (B). Remove NGED equipment from site.

W3W
numeral.irrigated.soothing

ISOLATION
250403

A

B

25-0403-20

DEFIBRILATOR
35 Hyb (LV)
L2

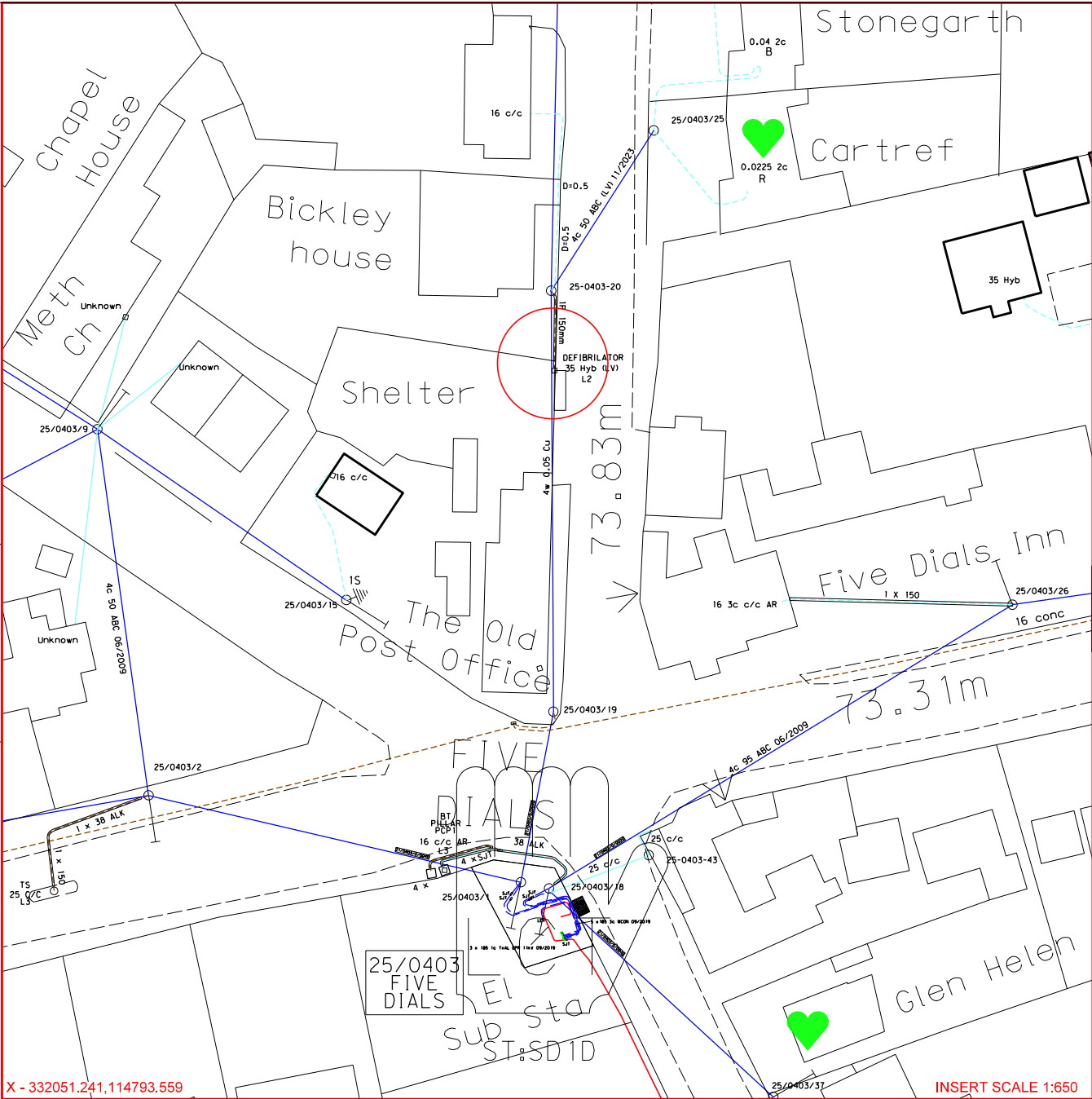
OLD BUS SHELTER

D=0.5

D=0.5

4c 50 ABC (LV) 11/2023

1P 150mm



REV.	DATE	SCHEME PROGRESS BLOCK	DRN	CHK'D
1	29/10/25	UMC PHYSICAL DISCONNECTION	RSM	

TITLE		
DEFIBRILLATOR		
HORTON, ILMINSTER		
PARISH COUNCIL		

UNDERGROUND CABLES	OVERHEAD LINES
132KV	132KV
33KV	33KV
11KV	11KV
L.V.	L.V.
SERVICE	SERVICE
STREET LTG.	STREET LTG.
HV EARTH	
LV EARTH	
EARTH ELECTRODE	
SERVICES CABLE SIZES AS SHOWN	
DUCT & ALKATHENE TUBE	HOUSE METER POSITIONS - EXTERNAL
	INTERNAL
SURF TELECOMS	PILOT CABLES
PROPOSALS	ALTERATIONS
DISMANTLED	
TRAFFIC SENSITIVE AREA YES/NO	

DEVELOPER.
BUILDER.
ARCHITECT Drg. No.
O.S. MAP.
SCALE 1:150
PARISH.
11KV DIAG.
LV. DIAG.
PLAN No. 5812568

Enq No. 5812568	1 of 1
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PLEASE NOTE: This plan ONLY shows assets owned by National Grid Electricity Distribution (NGED). Electricity assets owned by National Grid Electricity Transmission (NGET) and IDNOs (Independent Network Operators) MAY be present in this area.

X - 332093.556,114857.518