

Combe Florey Parish Council

Date of Meeting: Tuesday 26 th May 2026 6:00 pm At Combe Florey Village Hall	Written by: Gemma Coombes (Parish Clerk)
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Annual Parish Council Meeting Minutes**Councillor's Present**

Cllr Robin Cleverly (Chairman)
 Cllr Jacquey Newton
 Cllr Neil Truby (RFO)
 Cllr John Passingham
 Cllr Jan Collino

In attendance

Gemma Coombes – Parish Clerk
 Parishioners - None

2026/38) Welcome by Clerk

The Clerk opened the meeting and thanked people for attending. It was explained that this is the Annual Parish Council Meeting and the first order of the day would be the election of the chairperson for the forthcoming year; at this point the meeting would be handed over to the new chair.

2026/39) Apologies for absence

Cllr Mike Rigby sent his apologies.

2026/40) Declarations of Interest

None declared.

2026/41) Election of Chairperson for forthcoming year

The clerk called for nominations for chairperson for the forthcoming year:
 Cllr Passingham proposed Cllr Cleverly to be chairperson, seconded by Cllr Newton; all in favour.

2026/42) Election of Vice Chairperson for forthcoming year

The Chairman called for nominations for vice chairperson for the forthcoming year.
 Cllr Newton proposed Cllr Passingham, seconded by Cllr Collino; all in favour.

2026/43) Approval of last meetings minutes

Approval and signing of the minutes of the 24th March 2026.
 The minutes had been circulated to all councillors that were present for signing at this meeting.
 Proposed by Cllr Newton and seconded by Cllr Collino. All in favour to adopt the minutes, signed by the chairman.

2026/44) Setting Councillors portfolios for forthcoming year

Cllr Robin Cleverly (Chair, Village Garden)
 Cllr Jacquey Newton (Planning)
 Cllr Neil Truby (RFO)
 Cllr John Passingham (Vice Chairperson, Highways and footpaths / Village maintenance)
 Cllr Jan Collino (Village Hall)

2026/45) Public participation

No comments

2026/46) Matters Arising / Matters brought forward from Annual Parish Meeting/ How to make the parish council more pro active

No public in attendance to participate in this discussion. It was commented that all parishioners are welcome to join any parish council meeting.

After further discussion around how to keep parishioners up to date with what the parish council have done and make the parish council feel more interactive, it was suggested that we can add something into Fiveways parish magazine, and as discussed in the Annual Parish Meeting a Whatsapp group could be created. Cllr Truby will provide a proposal to address this including GDPR issues.

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Signed: [Chairman]

2026/47) Somerset Council report (Cllr Rigby / Cllr Sully)

Cllr Rigby did not attend this meeting as he did not have much more to add than when he attended the Annual Parish Meeting two weeks ago and sent his apologies

2026/48) Policing Report

Nothing relevant to Combe Florey

2026/49) Planning**1. Current planning applications**

Leeson House: Planning to extend existing extension at rear. No objection from the Parish Council.

Capes ((Darlow) :no decision made on it yet.

Greenacres Farm (Dennehy): no decision made on it yet. Prior notification for an application has been received; it was decided this does not need a visit.

2. Other planning matters

None

2026/50) Finance**1. Account balances**

- I. Current account - £484.36 and savings account £15,007.84 before tonight cheques have been taken off.

2. Review of accounts to 31st of March 2026

The RFO (Responsible Financial Officer) gave a review of the year's accounts which included the following:

Thanks to Tony Spence who has provided our independent audit for the year.

3. Annual Governance & Accountability Review

- a) Confirmation that Part 1 not applicable
 - Part 1 is not applicable to a council of our size.
- b) Result of Internal Auditor Review
 - Internal audit report has been conducted and by the internal auditor and have been signed.
- c) Date set for the period of exercise of public rights
 - Will be set out on website and on notice board
- d) Part two
 - Certificate of Exemption and completion checklist – signature and adoption by Chairman and RFO
 - Confirmation that a statement of variances prepared and available
Signed and adopted Proposed by Cllr Passingham and seconded by Cllr Newton with all in favour.
 - Confirmation of Internal Controls and their operation in year
Signed and adopted Proposed by Cllr Passingham and seconded by Cllr Newton with all in favour.

2026/51) Certificate of Examination – AGAR 2024/25 Form 2

Signed by the RFO and chairman. All in agreement to sign and accept

2026/52) Section 1 – Annual Governance Statement 2024/25 – signature and adoption by Chairman and Clerk (with minute reference)

Signed and adopted. Proposed by Cllr Passingham and seconded by Cllr Newton with all in favour. Signed by Clerk and Chairman

2026/53) Section II – review of Accounting Statements 2024/25 – adoption and signature by Chairman, RFO and minute reference

Signed and adopted. Proposed by Cllr Passingham and seconded by Cllr Newton with all in favour. Signed by Chairman and the RFO.

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Signed: [Chairman]

2026/54) Signature and adoption of Accounts by Council

1. Income & Expenditure Statement, including bank reconciliation and statement of fund movements
2. Day Book
3. Cash Book
4. Fixed Asset Register
5. Statement of Variances

All the above were read out by the RFO and signed as being correct by the Chair in front of the council and the parishioners

2026/55) Submit to PKF once approved and adopted accounts have been signed off by internal auditor

This will be submitted by Cllr Truby now that it is fully approved and has been signed off at this meeting.

2026/56) Other Parish Financial matters.

1. **To consider Receipts and Payments and bank reconciliations for the current financial year to date**
 - a) As per the financial statement read out.
2. **To consider receipts and payments arising since last meeting**
 - a) No new receipts
3. **Invoices for payment**
 - a) Parish Clerk wages, expenses (April - May 2026 inclusive) £305.39 (before deductions)
Proposed by Cllr Truby; Seconded by Cllr Newton. All in favour
 - b) HMRC £115.60
Proposed by Cllr Truby; Seconded by Cllr Newton. All in favour
 - c) Cllr Cleverly reimbursement for plants for garden - £36.98
Proposed by Cllr Truby; Seconded by Cllr Newton. All in favour
 - d) Cllr Cleverly reimbursement for refreshments for annual parish meeting - £20.25
Proposed by Cllr Truby; Seconded by Cllr Newton. All in favour
 - e) Zurich insurance for local councils - £214
Proposed by Cllr Truby; Seconded by Cllr Newton. All in favour
 - f) Somerset association of local councils ltd - £122.11
Proposed by Cllr Truby; Seconded by Cllr Newton. All in favour
4. **Any other invoices submitted after agenda set for consideration by Council**
 - a) None

2026/57) Topics raised at the Annual Parish Meeting

1. **Suggestions raised to be considered by the Parish Council.**
Speed Indicator Device – We will ask Councillor Rigby to come and talk to us.
At the next Annual Parish meeting the various groups will be requested to provide their reports ahead of the meeting to so they can be published on website and reviewed in advance, rather than being read out in full..
2. **Response to parishioners' correspondence and concerns**

2026/58) Highways and Footpaths

1. **Update about stiles and footpaths**
At a previous meeting it was asked whose responsibility it is to maintain the stile: it is the landowner's responsibility.
The moving of the footpath was due an update from Cllr Rigby
The farmer has ploughed up the footpath, and this was also due a report from Cllr Rigby. If the footpath is walkable there is a limited amount that can be done.

2026/59) Village Maintenance

1. **Village Garden – Update**
Minutes from Combe Florey Parish Council May 26th 2026

Signed: [Chairman]

The garden is being used. More weeding is needed; the gardeners will need to be called. The box cube has blight; this is now dead and will need to be removed. Trimming of the bottom of the leylandii needs to take place. A path through the grass has been mown.

2. Installation of flagpole?

Cllr Passingham wondered if there was any interest from the community in installing a new flagpole to replace the existing one on the church which is hard to see. He will investigate the planning requirements, location, size, cost of flagpole, installation costs etc before seeking local opinion.

3. Dog waste in village

This has been reviewed multiple times
This comes down to responsible dog owners.

2026/60) Parish Council website compliance

Parish council have agreed to investigate moving to a digital system. There will need to be an overhaul of the website to update the compliance for cookie policies and improve the landing page on website.

There was some discussion about a strip of land that the Parish Council believe they own in Combe Down Lane, this needs to be confirmed and a tree assessment for that strip of land carried out. If the Parish Council do own this could this be sold to remove liability. Cllr Cleverly will look into this.

Risk assessment of the Village Garden to be done.

2026/61) LCN update on last meeting

Nothing to do with Combe Florey,

2026/62) Village Hall - Status report

The wall has been repaired outside the hall.
Thursday is the VH annual meeting, there was nothing we wish to add.

2026/63) Setting Dates for forthcoming year

The Council decide to set the meetings for the forthcoming year to continue Tuesdays at 6pm.
July 28th
September 29th
November 24th
Jan 26th
March 23rd
May 4th – Annual Parish Meeting 7pm
May 25th – Annual Parish Council Meeting

2026/64) Topics for future meetings

Nothing

2026/65) Correspondence

Nothing raised.

2026/66) NEXT MEETING:

Parish Council Meeting: Tuesday 28th July @ 6.00pm, Combe Florey Village Hall
Meeting closed at 19.31

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Signed: [Chairman]