



**LONG SUTTON PARISH COUNCIL**  
[www.longsutton-pc.gov.uk](http://www.longsutton-pc.gov.uk)  
**NOTICE OF ANNUAL PARISH COUNCIL MEETING**  
**Tuesday 5<sup>th</sup> May 2026**

Councillors,

I hereby give you notice that the Annual Meeting of the above-named Parish Council will be held in the Committee Room at Long Sutton Village Hall, **on Tuesday 5<sup>th</sup> May 2026. at 7:30pm.** All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Before the start of the meeting, in accordance with Standing Order 3(e) there will be an opportunity for members of the public to comment on agenda items (at the discretion of the Chair of that meeting). In accordance with Standing Order 3(f) the question/comment time is limited to 3 minutes each, and the session should not exceed 20 minutes (unless directed by the Chair of that meeting). Contributions from members of the public do not form part of the official meeting and will normally not be included in the official minutes unless they are deemed helpful in explaining subsequent Council decisions.

Gilly Lowe  
Parish Clerk and Responsible Finance Officer  
28<sup>th</sup> April 2026

**Agenda**

**26/014: Election of Chairman.**

**26/015: Election of Vice Chairman.**

**26/016: Public Questions and Observations**

**26/017: Somerset Councillors Report**

**26/018: Apologies for absence (LGA 1972 s85(1)).**

To receive and approve apologies for absence.



**26/019: Declarations of Interest.**

Declarations of Interests. Members to declare any interests, including disclosable pecuniary interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any written requests for dispensations that accord with the Localism Act 2011 s33 (b-e) (this does not preclude any later declaration).

**26/020: Minutes of the last meeting held on 7<sup>th</sup> April 2026 (LGA 1972sch12 para 41(1)).**

To receive and approve the minutes of the meeting held on 7<sup>th</sup> April 2026 as a true and accurate record of that meeting.

**26/021: Appointment of members as officers as representatives or to existing committees or working groups:**

- a. Village Hall. Three council members are required to sit on the village hall committee.
- b. Planning
  - Highways and Footpaths
  - Accounts / Payment scrutiny
  - Lengthsman co-ordinator
  - Parish Communications and website
  - Environment Group

**26/022: Dates for Future Meetings**

To confirm the following dates for meetings of the Parish Council during the Municipal Year 26/'27:

**2026**

- 2<sup>nd</sup> June
- 7<sup>th</sup> July
- 8<sup>th</sup> September\*,
- 6<sup>th</sup> October
- 3<sup>rd</sup> November
- 1<sup>st</sup> December

*\*Please note that this is not the first Tuesday of the month.*

**2027**

- 5<sup>th</sup> January
- 2<sup>nd</sup> February
- 2<sup>nd</sup> March
- 6<sup>th</sup> April
- 4<sup>th</sup> May – Annual Parish Council Meeting

All meetings will take place in the Committee Room of Long Sutton Village Hall at 7.30pm.



### **26/023: Planning Matters**

Planning applications can be viewed on the [Somerset council website](#).

(a) There are no new planning applications in the parish to consider to date.

(b) To note the following updates on previous applications:

(i) 26/00855/DOC1 – Barns at Ciderpress Farm, Knole

Discharge of conditions in relation to 22/01197/LBC granted – 17/04/26

(ii) 26/00501/HOU – The Old Stables, Knole

Application permitted with conditions – 20/04/26

(iii) 26/00140/OUT – Land at Upton Bridge Farm, Long Sutton

Permission granted with conditions – 27/04/26

Decision notices have been circulated to all members for information.

### **26/024: Village Hall and Recreation Ground**

To receive a short verbal report following the most recent committee meeting.

### **26/025: Dog Fouling on the Recreation Field**

To consider action regarding dogs on leads or no dogs ruling on the Recreation Field, as raised by a member of the public at the previous meeting.

### **26/026: Environment Group**

To receive an update from the environment group.

### **26/027: Finance**

a. To approve the accounts for payment in May 2026.

b. To view and approve the bank reconciliation for 30<sup>th</sup> April 2026.

c. To approve the following regular monthly payments for the new financial year ending 31<sup>st</sup> March 2027:

- Website / Marketing Support - £50
- Payroll / HR - £6

d. To receive a verbal report from the clerk following the internal audit carried out on 10<sup>th</sup> April.

e. To consider the Council's insurance renewal (premium due 1<sup>st</sup> June 2026) and to agree the appointed provider.

### **26/028: Standing Orders and Financial Regulations**

a. To review the Council's Standing Orders (NALC Model Standing Orders 2018 (England) updated 31 March 2025) and to adopt any amendments as required.

b. To review the Council's Financial Regulations (based on the NALC Model Financial Regulations (May 2024)) and to adopt any amendments as required.



**26/029: Annual Parish Meeting 2026**

To confirm final arrangements for the Annual Parish Meeting taking place on 14<sup>th</sup> May at 7.30pm.

**26/030: Representative reports from councillors.**

- a. Community Safety (including the monthly crime statistics from [Police.uk](https://www.police.uk) and the Speed Indicator Device).
- b. Parish Warden. To receive a short verbal report of works undertaken in the parish.
- c. Highways and Footpaths. To receive an update about any planned or completed works.

**26/031: Other correspondence not previously distributed.**

**26/032: Communication: website and e-newsletter**

To agree the priorities for the June newsletter and any actions for communication.

**26/033: Date of next meeting.**

The next Parish Council meeting will be held on Tuesday 2<sup>nd</sup> June 2026, immediately after the Annual Trustees Meeting of the Village Hall and Recreation Ground which starts at 7.30pm.

**26/034: Agenda items for the next meeting.**

**END OF AGENDA**