PRESENT:
Walton Parish Councillors: J. Harvey [chair], S. Loader, R. Vowles, D. Harvey, L. Hardware [5]
Members of the public: two Somerset Cllr: not in attendance Parish Clerk: H. Moore

2026.27.001 The Election of the Chairman

a. It was ***Resolved [5/0]*** that Councillor John Harvey was elected as Chair of Walton Parish Council.

2026.27.002 To receive and consider reasons for non-attendance.

a. Having considered the reasons for non-attendance offered by Cllr. B. Collins, Cllr. R. Crossman and Cllr. H. Shearer, it was ***Resolved [5/0]*** that the reasons were accepted for this meeting.

2026.27.003 The Election of the Vice Chairman

a. Following confirmation that they were happy to continue in the role, it was ***Resolved [5/0]*** that Cllr. B. Collins was elected as vice chair of Walton Parish Council.

2026.27.004 Councillors

a. Registers of Interests – Councillors were reminded that these should be kept up to date.
b. Disclosure of any undeclared interests and notification of any dispensations granted. None.
c. Councillor Training
   I. Cllr. J. Harvey reported that their recent planning training had been interesting and that slides would be circulated.
   II. Cllr. L. Hardware reported that their AI training had been of interest, with the potential of AI being used to generate reports.
d. Councillor vacancy
   I. Cllr. R. Vowles reported that they would be formally resigning as a Councillor on Wednesday 13th May 2026. They were formally thanked for all their work over the past years.
   II. It was ***Resolved [5/0]*** that a flyer would be produced to promote the current vacancies on the Council with a maximum budget of £150. Cllr. L. Hardware agreed to produce a draft.

2026.27.005 Minutes of the previous meetings

a. It was ***Resolved [5/0]*** that the minutes of the meeting of 10th April 2026, were an accurate record. They were then signed as such by the Chair.
b. It was ***Resolved [5/0]*** that the minutes of the meeting of 15th April 2026, were an accurate record. They were then signed as such by the Chair.

2026.27.006 Public Speaking and Correspondence

a. **Declarations of interest in speaking on agenda item[s]:** To speak for no more than 3 minutes on items on the agenda [Public participation shall not exceed 30 minutes in total]
   One member of the public - planning
b. **Opportunity to raise issues/concerns not on this agenda:** To speak just for information. Council to decide if the item is to be added to the agenda of a future meeting or not. [Maximum of 5 speakers per meeting and 2 minutes per item] None raised
c. **Correspondence received from members of the public:** Regarding issues/concerns not on this agenda – for information only. Council to decide if the item is to be added to the agenda of a future meeting or not.
   None received that are not already included as items on this agenda.

2026.27.007 Planning

a. To receive any planning decisions reported – none reported
b. To consider planning applications received –
   I. **2026/0584/FUL Creation of 2no. Traveller and Gypsy caravan pitches together with the erection of 1no. day room. Land At 346610 136027 East Mead Lane Walton Somerset.**
   The Chairman invited a member of the public in attendance to speak, and respond to questions, regarding the application.
      a) Following discussion, it was ***Resolved [5/0]*** that Walton Parish Council recommend approval of this application subject to the following conditions being put in place:

- Use of building, that the proposed day room is not changed to a residential building at any time in the future.
- that the conditions placed on the application for the barn and stables [2021/1380/FUL] are carried forward onto this application [time limit, plans list, materials, use of building, private

use of stables, external lighting, and boundary treatment]

II. **2026/0785/HSE Single storey rear & side extension 22 Mildred Road Walton Somerset BA16 9QR**
Following discussion, it was ***Resolved [5/0]*** that Walton Parish Council recommend approval of this application as it is in keeping with similar extensions in the local area.

III. **2026/0761/VRC Variation of condition 1 (Plans List), condition 3 (Ecology Nest Boxes etc), condition 6 (Footpath/Pavement/Pedestrian Crossing), condition 7 (Estate Roads) and condition 8 (Surface Water Drainage) on consent 2019/2516/REM The Walton Gateway 160 Main Street Walton Somerset BA16 9QU**
Following discussion, it was ***Resolved [5/0]*** that Walton Parish Council Object to the proposed removal of reconstituted stone on plots 5,6,7,8 &9. The inclusion of the stone being in keeping with plots 1,2,3 & 4 and reflecting the use of blue lias stone within the village. The Parish Council make no objection to the variation of the other conditions.

c. General planning concerns to note.
   I. The Somerset Local Plan timetable has been published. Cllr. J. Harvey reported that the most up to date plan has the greatest weight when applications are being considered.
   II. A planning application had been received too late for inclusion on this agenda – 2026/0770/HSE – It was agreed that Councillor comments were to be sent to the Clerk by 26th May for collation or the response would be submitted that Council left the decision to the Planning officer.

d. Neighbourhood plan
   I. General Report - The Chair advised that they had been in liaison with the officer recommended by Cllr. H. Shearer and that they would be approaching Locality.
   II. Community Involvement and the formation of a village working group – It was agreed that a working group with a minimum of two Councillors plus members of the public would be set up [maximum size to be about 8] initially with Councillors approaching local residents who may be interested in joining.
   The draft plan could then be looked at and discussed prior to full circulation for public comment and consultation

2026.27.008 Election of Councillors to areas of responsibility

a. Bank signatories.
   Cllrs. J. Harvey, B. Collins, S. Loader & L. Hardware
b. representatives to the Walton Trust.
   Cllrs. R. Crossman & B. Collins
c. representatives to the Walton Allotment Society.
   Cllr. S. Loader
d. representatives to the Avalon & Poldens Local Community Network.
   None at present
e. finance working group.
   Cllrs. B. Collins, S. Loader, R. Crossman & J. Harvey
f. staffing working group.
   Cllrs. J. Harvey, B. Collins and R. Crossman
g. newsletter/communications working group.
   Cllrs. J. Harvey & L. Hardware
h. East Mead Community Area working group.
   Cllrs. S. Loader & B. Collins
i. Book exchange [telephone box library] working group.
   Cllrs. B. Collins & L. Hardware
j. Footpaths working group.
   Cllrs. S. Loader [North] and J. Harvey [South]

k. Neighbourhood plan working group.
Cllrs. J. Harvey, R. Crossman and B. Collins

l. Facebook - this area is now integrated into the newsletter and communications working group

m. Other:
It was agreed to set up a new Environment working group to look at the planning, development and oversight of community environment projects. To create reports and recommendations for consideration at full Council meetings.
Cllr. D. Harvey

2026.27.009 Asset Devolution from Somerset Council

a. One quote for solicitors had been received to date at a per transfer rate, information would now be required from Somerset Council as to whether it would be a single transfer or several.
b. Tree survey – quote awaited.

2026.27.010 Community Tree Trail

a. It was reported that the recent event went well with about 20 attending. It had been agreed that for the initial year events would be small and publicized as individual events, with the next one being planned for the 12th of June.
b. Future involvement – it was reported that all the information for the SALC grant application had been collated and future support of the project would be an item on the agenda of the June 12th parish council meeting.

2026.27.011 Council Policies

a. It was ***Resolved [5/0]*** that the Standing orders, financial regulations and code of conduct, of Walton Parish Council were reviewed and adopted.
b. It was ***Resolved [5/0]*** that all other current policies were noted and would be considered for review as required.

2026.27.012 Parish Council Insurance

a. It was reported that the one quote received to date was over the budget set for this financial year and that alternate quotes had been requested. Council insurance needs to be in place from 1st June 2026
b. It was ***Resolved [5/0]*** that the Clerk, in liaison with the Chair, would review all quotes received before 25th May, on a like for like basis, and be authorised to accept a quote up to a maximum of £1,638.00

2026.27.013 Finances

a. To receive and consider approval of the monthly financial report.
It was *Resolved [5/0]* that the monthly financial report, which included a bank reconciliation as of end of April 2026, was an accurate record and it was then signed as such. [attached as appendix one].
b. To consider the authorisation of the invoices for payment schedule.
The monthly payments schedule [attached as appendix two] was *Resolved [5/0]* to be authorised with payments to be made following this meeting.
c. Internal Auditors Report
The report had been received with no issues raised. [attached as appendix three]
d. Annual Governance and Accountability Return
   I. Annual Governance Statement
   It was *Resolved [5/0]* that the Annual Governance statement was approved. [attached as appendix four]
   II. Accounting Statements
   It was *Resolved [5/0]* that the accounting statements 2025/26 were approved. [attached as appendix five]

2026.27.014 Review of the Annual Meeting of the Parish

a. It was noted that the event had been well attended and that the children enjoyed it.
It was noted that the sound system was not good with comments being made that people could not hear, and feedback suggested that the food was made available too early.
A start time of 6pm was agreed for next year's event.

Signed by Chairman

Date:

2026.27.015 Village upkeep

a. The tasks for the next month were agreed as:
   - Mowing
   - Repair work to the burnt bench at East Mead Community Area
   - Hedge cutting – light touch.

2026.27.016 Reports for information but not decision

a. Somerset Councillor – not in attendance
b. Parish Councillors –
   I. Newsletter advertising – advertising rates and information requests had been received from a local archaeology project and St Margaret's Hospice. It was noted that although these had been provided, the groups were also invited to provide information for articles or feature pieces, both of which would be free of charge.

2026.27.017 Upcoming meetings and events

a. Next monthly Parish Council Meeting – Friday 12th June 2026, 7pm at the village hall.

THE MEETING THEN CLOSED.

Appendix One - Monthly Financial report

1.Bank reconciliation as of 30th April 2026

Detail	Amount	Column1
Balance brought forward from 31st March 2026 Bank reconciliation	**£ 58,917.00**	
Less Payments authorised at April 2026 PCM:	£ -	
HMRC month 1	£ 176.06	
Michael Webb	£ 73.34	
Somerset Council	£ 507.00	
Go.2.services	£ 57.83	
Bristol & Wessex Water	£ 29.91	
GB Sport & Leisure	£ 660.00	
SALC	£ 558.72	
Allotment Society	£ 470.00	
Pre school	£ 608.00	
Holy Trinity	£ 800.00	
PTA	£ 380.00	
St. Margaret's Hospice	£ 600.00	
D&S Air ambulance	£ 600.00	
Go.2.services	£ 648.00	
Walton Trust	£ 12.00	
Lian Hardware	£ 120.00	
H. Moore	£ 1,134.93	SO
NEST	£ 173.26	DD
EE	£ 22.20	DD
ICO	£ 47.00	DD
Bank service charge	£ 4.25	
sub total	**£ 1,234.50**	
Plus receipts:	**£ -**	
Bank interest general deposit	£ 20.36	
bank interest harry skinner deposit	£ 1.45	
Newsletter advert - Ashcott service centre	£ 90.00	
Newsletter advert - Lucy Neal	£ 90.00	
first half precept	£ 24,761.50	
Receipts and Payments Balance as of 30/04/2026	**£ 76,197.81**	
Balance to agree with bank statements:	**£ -**	
current account [Community account]	**£ 17,259.00**	
reserve account [general deposit]	**£ 55,881.16**	

Signed by Chairman

Date:

Harry Skinner Reserve	**£ 3,057.65**	
Sub total	**£ 76,197.81**	
Less uncleared / outstanding, payments:	**£ -**	
Bank Accounts Total as of 30/04/2026	**£ 76,197.81**	

2. Transfers made between accounts in April 2026

End of year transfer of current account balance to deposit account £8,004.94

3. Balance of general Reserves as of 30th April 2026

RESERVE	TYPE	BALANCE
Administration	*designated*	20,368.51
Election Expenses	*designated*	799.00
Play area	*designated*	13,846.17
East Mead Field	*restricted*	8,809.87
Community Benefit	*restricted*	846.91
Office Equipment	*designated*	791.68
Events	*designated*	2,125.07
Environment	*designated*	2,760.52
Village Improvement	*designated*	4,533.43
Village upkeep equipment	*designated*	1,000.00
TOTAL	*[balance of general deposit account]*	**55,881.16**

(Designated reserves are those agreed [ring fenced] by Council, restricted reserves are those restricted by grant conditions etc.)

4. Harry Skinner Reserve Account

Balance £3,057.65 [*restricted reserve]*

Appendix Two - Payments for authorisation

Walton Parish Council Payment sheet Financial year 2026 - 2027 **May-26**

Payments for authorisation

cheque number etc.	payee	budget area	budget set	balance	amount authorised	VAT	VAT reg. No.	budget remaining	invoice number	invoice date	total payment	notes
Standing order	H Moore	Staff costs	£ 17,965.00	£ 16,480.75	£ 1,134.93			£ 15,345.82	Month 2	May	£ 1,134.93	SO
Direct Debit	NEST	Staff costs	£ 17,965.00	£ 15,345.82	£ 173.26			£ 15,172.56	Month 2	May	£ 173.26	DD
Direct Debit	EE	Admin	£ 3,075.00		£ 25.50	£ 4.25	245 7193 48	-£ 21.25			£ 25.50	DD
2026/05/p1	HMRC	Staff costs	£ 17,965.00	£ 15,172.56	£ 176.06			£ 14,996.50	Month 2	May	£ 176.06	
2026/05/p2	Michael Webb	Play area	£ 1,100.00	£ 476.66	£ 73.34			£ 403.32	Inv.WGGM2066	May	£ 73.34	
2026/05/p3	Go.2.Services	Village upkeep	£ 7,500.00	£ 6,371.67	£ 809.44			£ 5,562.23	Inv-2234	May	£ 809.44	
2026/05/p4	SALC	Training	£ 600.00	£ 600.00	£ 85.00			£ 515.00	Inv.3095 & 3133	April	£ 85.00	
2026/05/p5	L. Hardware	Events	£ 2,000.00	£ 1,880.00	£ 145.25			£ 1,734.75	receipt attached	May	£ 145.25	
2026/05/p6	The Walton Trust	Room Hire	£ 250.00	£ 238.00	£ 75.00			£ 163.00	Inv.017 & 018	April	£ 75.00	
								£ -			£ -	
	TOTAL EXPENDITURE:				*£ 2,697.78*			£ -			£ -	
											£ 2,697.78	

NOTES:	
Reference NUMBER:	NOTE:
2026/05/p1	Tax & NI month 2
2026/05/p2	play area grass cutting
2026/05/p3	Ranger, mower fuel, replacement tyre for mower.
2026/05/p4	Training JH & LH
2026/05/p5	refund for Refreshments for Annual meeting of the parish
2026/05/p6	1 x lounge hire & 1 x main hall hire [new hire rates]

TWO COUNCILLORS TO SIGN CHEQUES, INITIAL CHEQUE STUBS / AUTHORISE PAYMENTS ONLINE,

INITIAL INVOICES, AND SIGN THIS SCHEDULE PLEASE

Cllr.	Sign:	Date:

Notes:

KEY: DD or SO

Online payment

cheque

closed 10am on day of meeting

Appendix Three – Internal Auditors report

Annual Internal Audit Report 2025/26

Walton Parish Council

www.waltonsomerset-pc.gov.uk

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored, and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			NO Cash
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2024/25 AGAR tick 'not covered')*			N/A
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations *(during the 2025/26 AGAR period, were public rights in relation to the 2024/25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)*	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR *(see AGAR Page 1 Guidance Notes)*	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
	Yes	No	Not applicable
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken 5 V 2026

Name of person who carried out the internal audit FIONA WESTWOOD FCA

Signature of person who carried out the internal audit

Date 5 V 2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**If the response is 'not covered' please state when the most recent internal audit work in the above areas was carried out, and when it is expected to be carried out. If coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Annual Governance and Accountability Return 2025/26 Form 3
Local Councils, Internal Drainage Boards and other Smaller Authorities

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Signed by Chairman

Date:

Appendix Four - Annual Governance Statement

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Walton Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We have assured 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 authority to conduct its business or manage its finances.	✓		*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		*responded to matters brought to its attention by internal and external audit.*
8. 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 authority and, where appropriate, have included them in the accounting statements.	✓		*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. **(For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.**	Yes	No	N/A ✓ *has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		*has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.*

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

08/04/2026

and recorded as minute reference:

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

www.waltonsomerset-pc.gov.uk

Signed by Chairman

Date:

Appendix five - Accounting statements for 2025/26

Section 2 – Accounting Statements 2025/26 for

Walton Parish Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	68,795	61,906	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	38,910	46,021	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	1,638	1,499	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	15,915	17,232	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	1,871	1,871	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	29,651	31,406	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	61,906	58,917	*Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	61,906	58,917	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.*
9. Total fixed assets plus long term investments and assets	81,009	83,474	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	6,212	4,496	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		*For guidance refer to the Practitioners' Guide sections 2.31 to 2.33*

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

Date 17/04/2026

I confirm that these Accounting Statements were approved by this authority on this date.

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved

Annual Governance and Accountability Return 2025/26 Form 3
Local Councils, Internal Drainage Boards and other Smaller Authorities*

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