Minutes of the Ordinary Cutcombe Parish Council Meeting held at 7.30pm on Tuesday 16th June 2026 in the Edwin Beckett Room, Moorland Hall

Present: Parish Councillors Eric Norman (Chair), Hazel Crockford, Sarah Cook, Jon Levenson, Roger Foxwell

In attendance: Liz Stitt – Clerk, Cllr Frances Nicholson, Cllr Stephen Pugsley

Item	Minutes	Action
	Public Question Time. No members of the public were present, and no public comments were made.	
26/47	**To receive Apologies for Absence.** No Apologies were received by the Clerk.	
26/48	**To receive declarations of Interest.** Cllr Eric Norman, The Rest & Be Thankful Inn.	
26/50	**To approve the minutes of the Ordinary Parish Council Meeting of the 19th of May 2026.** These were approved and signed.	
26/51	**To receive reports from Somerset Councillors.** - The LCN was held last Thursday where one of the things discussed was winter maintenance, which was very helpful to have earlier in the year and getting that process underway now, so hopefully that will be less of a problem by the time Winter comes. - The new Exmoor National Park Local Plan is going to start going through its preparation from the back end of this year. So, if the Council want to adjust the way planning is administered, you really need to put your contribution in when the local plan is formed, so grab every opportunity as that process comes forward now towards the end of the year. We're flagging up the process so that you are aware of it, and there will be a very formal process for parishes to be engaged, but it's very important that Cutcombe contributes because it is a very significant parish.	
26/52	**To consider highways and transport matters.** A quote has been received by the Council for raising the curbs at the crossroads which was suggested by Highways to get. The quote will be shared with the Highways representatives to get their views to see if it could be an option going forward.	
	To consider any Planning Matters. There were no planning matters to discuss.	
26/53	**Discuss the final arrangements for the Commemoration Service on 25th June.** Everything is in place for the service. Cllr E. Norman offered to supply the tea, coffee, sugar, milk and biscuits. Cllr Crockford will ask people to make some cakes. Cllr Cook, Cllr Crockford and the Clerk volunteered to help out on the day serving the tea and cakes. Cllr Levenson will direct people where to park on the day. Cllr E. Norman has asked David Weir to put in his talk about people being welcome to leave flowers around the tree, to hopefully try and stop people leaving them on the road.	
	Update from Cllr Crockford on the Community Library. Cllr Crockford is going to have a chat with David Weir and Wendy Schofield about the best way to take the library forward and will report any updates at the next meeting.	
26/54	**To review and adopt the following policies:** All the policies were sent to Councillors before the meeting to review. **i)** **Personal Data Breach Policy** – It was unanimously agreed to adopt this policy **ii)** **Subject Access Request Policy** – It was unanimously agreed to adopt this policy **iii)** **Freedom of Information Policy** – It was unanimously agreed to adopt this policy **iv)** **Data Audit** – It was unanimously agreed to adopt this policy	

26/55	**To receive, review and adopt the Standing Orders and Financial Regulations.** These were sent to Councillors before the meeting to review. It was unanimously agreed to adopt the Standing Orders and Financial Regulations.	
26/56	**To receive, review and adopt the Asset Register.** The Clerk highlighted that an old Snowdrop Valley Mobile phone that doesn't work anymore has been taken off the register and the new Lean To has been added. It was unanimously agreed to adopt the Asset Register.	
26/63	**Finance** **i) To receive and approve the schedule of payments and note receipts.** This was received and approved.	
26/64	**End of Year Audit 2025/26** **i) Internal Audit Report 2025/26 – To receive the Internal Audit Report and resolve any recommendations.** This was received by Councillors. There was one minor recommendation of putting in place a document retention policy which will be actioned by the Clerk. **ii) Annual Governance Statement 2025/26 – To resolve upon the response to the Annual Governance Statement.** The council resolved to agree to these statements which the Chair and Clerk then signed. **iii) Annual Accounting Statement 2025/26 – To approve the Annual Accounting Statement.** The council approved the Annual Accounting Statement which the Chair then signed. **iv) Confirmation of Public Rights Period – To confirm the dates for the public rights as Wednesday 1st July 2026 – Tuesday 11th August 2026.** The council approved these dates.	Clerk
26/65	**Correspondence:** **i) To note the correspondence which Councillors have received in the correspondence report.** - The correspondence report was noted. - The Clerk had an email from a parishioner asking who is responsible for cutting the grass on the corner of Meadow Close. The Council were not sure if Magna or Highways are responsible for it, but Cllr E. Norman offered to cut it when he is next able to. - The Clerk confirmed that the previous complaints that were received about some dangerous horses and gate on a bridal path were reported to the Exmoor Rangers.	
26/66	**Items for consideration on the next agenda.** - Investigate places for permanent salt bins. - Update on the SID - Put together the Councils thoughts on the Exmoor National Park Plan. A reminder was given at the end of the meeting about the 150th anniversary of the school on the 14th of July at 2.30pm.	

There being no other business, the meeting closed at 8.20pm

Signed: Dated:

Appendix:

i) **End of Year Audit 2025/26 (All documents for this can be found on the website under the Finance section)**
ii) **Schedule of Payments**
iii) **Correspondence Report**