

SOUTH CADBURY & SUTTON MONTIS PARISH COUNCIL
***Draft* MINUTES OF THE FULL COUNCIL MEETING OF SOUTH**
CADBURY & SUTTON MONTIS PARISH COUNCIL HELD AT SUTTON
MONTIS VILLAGE HALL
Tuesday 25th July 2023 at 19:30hrs

Present - Councillors David Soper (Chair) Mike Toop (Vice Chairperson) Liz Tabor
Mike Semmons Peter Cook
Cherry Toop (Parish Clerk) Martin Coombs (Sutton Montis village representative)
6 members of public in attendance

The Chairperson opened the meeting

PC 2023/65 To receive Apologies for absence and to approve the reasons given

1. Cllr John Griffiths
2. Cllr Sarah Dyke
3. Cllr Nicola Clark

PC 2023/66 Declarations of interest Members to declare any interests they may have in agenda items that accord with the requirements of the Councils Code of Conduct

- No interests declared

PC 2023/67 To approve and sign as a correct record the minutes of the Extraordinary General Meeting held on Thursday 26th June 2023

- The minutes were **APPROVED** and signed by the Chairperson

PC 2023/68 Actions from previous meeting and Clerk's report

1. Certificate in Local Council Administration Support Course – it was **APPROVED** to pay for the 4 day SALC course at a cost of £300
2. Data Protection and GDPR for Clerks and Officers Part 1 (Foundations and Theory), Part 2 (Accountability and Lawfulness) and Part 3 (Rights and Information Security) £35 each – all 3 courses **APPROVED** in principle. The Clerk will attend Part 1 and later book for Parts 2 and 3 if deemed appropriate
3. The Transparency Code for smaller authorities cost £35 – it was **APPROVED** for the Clerk to attend

PC 2023/69 Open session

- Members of the public were invited to speak during items **PC 2023/72** and **PC 2023/73**
- One member enquired about a Neighbourhood plan. Cllr Semmons advised it is very costly and time consuming; the quickest Plan has taken 14 months. It was **RESOLVED** that Cllr Semmons will make enquiries with North Cadbury Parish Council and report back on his findings

PC 2023/70 Somerset Councillor update report

- No report received

PC 2023/71 PCSO items

- No report received. It was **RESOLVED** that the Clerk will contact the Police to enquire if a report can be produced

PC 2023/72 To discuss village signs for Sutton Montis

Members of the public were divided on the whether there should be signs in Sutton Montis. Some thought it would be helpful to delivery drivers and visitors as people do not realise they are in Sutton Montis, others felt it would spoil the aesthetic appearance of the village. It was **RESOLVED** that all residents should have opportunity to comment and the matter will be **DEFERRED** to the next meeting. The Clerk will prepare a draft feedback questionnaire for residents for approval at the next meeting and check with Somerset Highways regarding the type of signs permitted

PC 2023/73 To discuss 20 mph speed restriction for both villages

Many concerns were raised about the speed of traffic through both villages however it was noted without a speed restriction vehicles can legally drive within the national speed limit. Near misses were reported with walkers, children and cyclists. The cost of implementing a 20 mph speed restriction will be approximately £15000. Public opinion was divided – some felt motorists would disregard a speed reduction however others felt the impact of signs would help reduce speed. It was **RESOLVED** that the Clerk will enquire about the cost of SIDS and obtain feedback from other parishes that use them. The item will be **DEFERRED** to the next meeting for opinion to be sought on the feedback form from all residents

PC 2023/74 Planning Updates and Applications

1. **23/01088/FUL** - Proposal: Demolition of existing cottage (Retrospective); Erection of a replacement detached dwelling and garage and stationing of two mobile homes for ancillary use
Location: Orchard Cottage Sutton Montis Road Sutton Montis Yeovil Somerset BA22 7HF **Awaiting decision**
2. **23/01289/S73** - Proposal: S73 application to amended Condition 2 (Approved Plans) of 22/03080/HOU
(The erection of two storey side and rear extensions to dwelling.) To allow the reduction to extent of the development, to a single storey side extension and a two storey rear
Location: Menteith House Sutton Montis Road Sutton Montis Yeovil Somerset BA22 7HF **Awaiting decision**

PC 2023/75 Village Hall Committee update

South Cadbury – Cllr Semmons reported the Committee are still discussing options for play equipment

Sutton Montis - Martin Coombs enquired about a donation. The Clerk advised this will be paid when access to the bank account is resolved

PC 2023/76 LCN update – draft minutes previously circulated by email

PC 2023/77 Highways

- 1. Sutton Road** – there is no conclusive update but the residents group has received acknowledgement of their report from planning enforcement officer Heather Nesbitt who advised she will be the point of contact and was going to visit the farm. She welcomes new information and will confer with others to discuss next steps. The Clerk reported that Queen Camel Parish Council has noticed increase lorry activity through the village. Cllr Cook advised the report has not been sent to the Traffic Commissioner's Office as the complaint relates to alleged lack of planning consent for the transport operation and non-agricultural related activity
- 2. A303 slip roads** – Somerset Council has accepted responsibility for part of the roads north and southbound and has provided map extracts. They confirm the roads will be prepared but are not a priority. The southbound slip road falling under National Highways responsibility has been reported to by the Clerk
- 3. Potholes around the village** – the Clerk confirmed that most have now been repaired but will new or worsening ones will continue to be reported. Wessex Water have been working on the leak on Church Road below the Camelot and it appears to be resolved

PC 2023/78 Rights of Way

- 1. Condition of footpaths and bridleways**
A public member reported that Monarchs Way goes through the parish and it is difficult to get over the stiles which are overgrown with lots of brambles. Also, at Corton Wood Farm the course of the footpath has been changed, there are no bridle path signs and the gate has been locked. Details will be sent to the Clerk to report to Somerset Council Rights of Way officer
- Clerk to contact Somerset Council Check with footpath/ROW officer with the

PC 2023/79 Grant policy

DEFERRED to next meeting

PC 2023/80 Clerk items

- 1. Audit update** – internal auditor Sally Palmer has audited and approved the accounts. Invoice for payment to be presented at next meeting
- 2. Assets register** – the Clerk reported she has been unable to find an assets register for the Council however assets totalling £9532 have been declared on previous accounting statements since at least 2017. Martin Coombs `confirmed the Parish Council owns the Millenium Stone on Cadbury Castle and the bush shelter in South Cadbury. Further enquiries to be made by Clerk to confirm Parish Assets

PC 2023/81 Financial matters

- 1.** To discuss and approve any payments since last meeting
- no payments to approve
- 2.** To discuss and approve Clerk timesheets

- time sheets for May and June 2023 **APPROVED** and signed by the Chairperson
- 3. Update on bank account
 - Nat West has cancelled application as criteria for opening account not met. The Clerk has challenged this and made a complaint
 - new mandate for change of signatories submitted to HSBC. Cllr Soper to take ID to branch for verification
- 4. To discuss and consider Scribe Accounting Software-
 - the Clerk suggested the Council would benefit from using accounting software for record keeping which costs £12 per month as this will save Clerk time. **DEFERRED** until outcome of complaint with Natwest is resolved

PC 2023/82 Correspondence to be noted

1. The Clerk has been advised that the gate to the car park for Cadbury Castle in South Cadbury is hanging off its hinges and the fence is rotten in places and fallen over, there is also a large pothole near the entrance. This has been reported to Somerest Council who advised the car park is on private property. The informant has confirmed that the ground the car park is built on is leased from the Montgomerys. The council have always maintained the trees and grass verge and the fence was erected by the contractor for the council when it was built. **RESOLVED** that the Clerk will speak to Council again

PC 2023/83 Agenda items for next meeting

1. Speed restriction for villages
2. Village signs for Sutton Montis
3. Grant policy

PC 2023/84 Date of next meeting

- 21st September 2023 at Sutton Montis Village Hall

The Chairperson declared the meeting ended at 20:50 hrs

Signed Date

Minutes prepared by Cherry Toop (Parish Clerk)
 10th August 2023
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