

**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**

**Thursday 21<sup>st</sup> September 2023 2023 at 19:30hrs**

Present - Councillors David Soper (Chairman) Mike Toop (Vice Chairman) Liz Tabor  
Mike Semmons Peter Cook  
Cherry Toop (Parish Clerk)

**The Chairman opened the meeting**

**PC 2023/85** apologies received from Cllr John Griffiths (illness) County Councillor Nicola Clark (illness) and Martin Coombs (unavailable)

**PC 2023/86 Declarations of interest**

No interests to declare

**PC 2023/87** the minutes of the Parish Council meeting held on Thursday 27<sup>th</sup> July 2023 were **APPROVED** and signed as a correct record by the Chairman

**PC 2023/88 Clerk's report**

- Petty cash £50 – **RESOLVED** to be paid into HSBC account
- Finger post refurbishment - **RESOLVED** the finger posts should be repainted unless replacement is needed

**PC 2023/89** No applications have been received for the **Casual Vacancy**

**PC 2023/90** No matters were raised in the **open session** as no members of the public were in attendance

**PC 2023/91 Somerset Council Councillor report**

The Clerk advised there is a projected budget overspend of approximately £24 million pounds largely due to the rising cost of meeting statutory social care services

**PC 2023/92 PCSO update** No crimes have been reported during the last 3 months

**PC 2023/93 Planning applications**

1. **23/02206/HOU** Proposed Kitchen alterations and extension and replacement of conservatory with an Orangery Church Cottage Church Hill Sutton Montis Yeovil Somerset BA22 7HE. The application was discussed and **SUPPORTED**

**PC 2023/94 Highways**

1. The operator licence for Sutton Farm has been increased from 5 to 10 heavy goods vehicles. The excessive volume of HGV traffic continues to be a problem for

residents. It was **RESOLVED** the Clerk will contact Cllr Sarah Dyke to escalate the matter with Somerset Council

#### **PC 2023/95 Rights of Way**

The Clerk is awaiting details from a resident to report areas of concern to Somerset Council. It was **RESOLVED** the Clerk will enquire if the Parish Council should be notified when a right of way is changed

#### **PC 2023/96 Village Hall Committee**

1. South Cadbury – nothing to update. A request was made for a donation towards grounds maintenance for the playing field. The Clerk will contact the Chairman to request copies of invoices for the Parish Council to consider
2. Sutton Montis Village Hall – no update available

**PC 2023/97** It was **RESOLVED** that Cllr Soper will attend the next **Wincanton Area Local Community Network** meeting on 4<sup>th</sup> October at Henstridge Village Hall

**PC 2023/98** It was **RESOLVED** to adopt the following policies

1. Standing Orders
2. Code of Conduct
3. Financial Regulations

#### **PC 2023/99 AGAR internal auditor report**

It was **RESOLVED** to await the outcome of the complaint with Nat West as it will not be necessary to purchase Scribe accounting software if the Community Account can be opened

#### **PC 2023/100 Feedback questionnaire**

It was **RESOLVED** that the Clerk will deliver the questionnaire to all households in the parish to respond by email, website contact form or return of tear-off reply by 15<sup>th</sup> October for responses to be considered at the next meeting

#### **PC 2023/101 Grant policy**

The Clerk advised the Parish Council has a legal obligation to have a grant policy. The policies adopted by Queen Camel and West Camel were considered and it was **RESOLVED** the Clerk will prepare a policy similar to that of West Camel

#### **PC 2023/102 Financial matters**

1. The bank balance as at 31/08/2023 was £29835.05 with £5 monthly account charges
2. The following invoices were **APPROVED**
  - 1) **SALC invoice INV-2459 £30** National Planning Updates and Do we need a Neighbourhood Plan (Retrospective approval for reimbursement to clerk)
  - 2) **SALC invoice INV-2431 £15** Finance and Governance (Retrospective approval for reimbursement to clerk)
  - 3) **SALC invoice INV-2380 £25** Roles and Responsibilities (Retrospective approval for reimbursement to clerk)

- 4) **Western Web Ltd Invoice 24020 £96** Annual renewal of webspace and content management licence (Retrospective approval for reimbursement to clerk)
  - 5) **Sally Palmer Invoice £100** Annual audit of accounts
3. It was **RESOLVED** the Clerk will arrange to pay the ICO registration by direct debit (£35 per year)
4. The Clerk timesheets for July and August 2023 were **APPROVED** and signed by the Chairman

**PC 2023/103 Agenda items for next meeting**

- Draft Budget
- Questionnaire responses
- Payments for donations
- Dates for meetings next year

**PC 2023/104 Date of next meeting 23<sup>rd</sup> November 2023**

**Meeting closed 9.00 pm**

Signed ..... Date .....

Minutes prepared by Cherry Toop (Parish Clerk)  
 8<sup>th</sup> October 2023  
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