

**SOUTH CADBURY AND SUTTON MONTIS
PARISH COUNCIL**

NOTICE OF FULL PARISH COUNCIL MEETING

Members of the Public and the Press are invited to attend all Council Meetings

Although no prior notification is needed it would be helpful to let the Clerk know of any plans to film or record the meeting so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recording and photography equipment should be taken away if a public meeting moves into a session which is not open to the public. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting and you are asked to act in a reasonable manner and not disrupt the conduct of meetings. Recording must be clearly visible to anyone at the meeting.

Dear Councillors,

You are hereby summoned to attend the following meeting:

EGM of SOUTH CADBURY AND SUTTON MONTIS PARISH COUNCIL

Time 19:30 hrs

Day Thursday 21st March 2024

Place Sutton Montis Village Hall

Councillors will be discussing all the items listed on the Agenda

Yours faithfully

Cherry Toop

Parish Clerk

16th March 2024

AGENDA

- PC 2024/29** To receive **apologies** for absence and to approve the reasons given
- PC 2024/30** Members to **declare any interests** they may have in agenda items that accord with the requirements of the Councils Code of Conduct
- PC 2024/31** To approve and sign as a correct record the **minutes** of the Extraordinary General Meeting held on Thursday 8th February 2024
- PC 2024/32** To resolve that the press and public shall be excluded from the meeting for Item PC 2024/52 4.- 5. by reason of the **Staff-in-Confidence** nature of the item in accordance with the Public Bodies (Admission to Meetings) Act 1960 s 1(2)
- PC 2024/33** **Open session** for members of the Parish to speak. This is restricted to approximately 15 minutes in total, but shall be at the Chairman's discretion
- PC 2024/34** To receive an update about applications for the **Casual Vacancy** on the Parish Council and consider applications, if any for approval
- PC 2024/35** To receive the **Clerk's report** (circulated) and resolve actions from last meeting
- PC 2024/36** To receive the **Somerset Councillors' report** and any update
- PC 2024/37** To receive the monthly **Police** report and any update
- PC 2024/38** To receive an update from the last **Local Community Network** meeting and resolve who should attend the next meeting on 18th April 2024 in Queen Camel

- PC 2024/39** To consider **planning applications** received and resolve to submit comments where appropriate
1. **24/00475/S19 Stable Cottage Sutton Montis Road Queen Camel Yeovil Somerset BA22 7HF S19** Application to vary Condition 02 (Approved Plans) to allow alterations to approved open verandah, new porch and window opening alterations in relation to planning approval 22/00429/LBC for Internal alterations, new open porch and open verandah, new joinery, new garden walls
 2. **24/00351/S73 Stable Cottage Sutton Montis Road Queen Camel Yeovil Somerset BA22 7HF S73** Application to vary Condition 02 (Approved Plans) to allow alterations to approved open verandah, new porch and window opening in relation to planning approval 22/00428/HOU for Internal alterations, new open porch and open verandah, new joinery, new garden walls
- PC 2024/40** To receive an update from **Village Hall Committee** representatives for
1. South Cadbury
 2. Sutton Montis
- PC 2024/41** To receive any updates on **Highways and Rights of Way** and resolve any actions arising
- PC 2024/42** To receive an update from the **Sutton Farm Working Group**
- PC 2024/43** To consider if the Parish Council should move to a **gov.uk domain**
- PC 2024/44** To consider if the model **biodiversity policy** should be adopted
- PC 2024/45** To resolve where the **portrait of HM King Charles III** should be donated when received
- PC 2024/46** To consider arrangements in the event of an emergency and resolve if a **contingency and emergency plan** is needed
- PC 2024/47** To receive an update on the **Defibrillator Grant Scheme**
- PC 2024/48** To approve any **training** requirements for clerk and councillors
- PC 2024/49** To consider to approve removal of dual control from **HSBC bank account** to enable activation of online authorisers. To approve re-addition of dual control when activated. To resolve if a current and savings account should be opened with **Unity Trust Bank**
- PC 2024/50** **Correspondence** to be noted
1. Request for mobile post office service
- PC 2024/51** **Financial matters**
1. To receive an update of the bank balance and monthly charges
 2. To consider and approve any payments since last meeting
 - a) SALC invoice 2963 Data Protection Part 1 £35.00
 - b) SALC invoice 2979 Data Protection Part 2 and Part 3 £70.00
 - c) Sawscapes Play Ltd invoice 2145 £4024.61 (retrospective approval)
 - d) London Hearts Donation reference 07287 £1500.00 (retrospective approval)
 - e) Clerk salary back payment from 17/03/2022 to 31/01/2024 £2526.90 (retrospective approval)
 - f) Clerk salary February 2024 £274.68 (retrospective approval)
 - g) PAYE payment to HMRC £858.34 (retrospective approval)
 3. To receive and approve **Clerk timesheets** for January and February 2024

4. To approve the revised **contract of employment** for the Clerk and payment of **home office working allowance**
5. To resolve that the Clerk's contract hours are approved for payment each month
6. To resolve to appoint Sally Palmer as internal auditor of 2023/2024 accounts

PC 2024/52 Agenda items for next meeting

Date of next meeting 16th May 2024

Cherry Toop

Cherry Toop (Clerk to Parish Council)

16th March 2024

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