

**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 21st March 2024 at 19:30hrs**

Present - Councillors David Soper, Chairman (DS) Mike Semmons (MS) John Griffiths (JG) Liz Tabor (LT)  
Cherry Toop (Parish Clerk)  
Two members of the public were in attendance

The Chairman opened the meeting and advised it is being recorded

- PC 2024/29** **Apologies** for absence were noted and approved from Cllrs Mike Toop, Peter Cook and Somerset Councillors Sarah Dyke and Nicola Clark were noted and approved
- PC 2024/30** No **interests** were declared in any agenda items
- PC 2024/31** The date of next meeting in the **minutes** of the Extraordinary General Meeting held on Thursday 8<sup>th</sup> February 2024 was amended to 21/013/2024 before being approved and signed by the Chairman as an accurate record
- PC 2024/32** It was resolved that the press and public shall be excluded from the meeting for Item PC 2024/51 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** No matters were raised by any members of the public during the **open session**
- PC 2024/34** No new applications have been received for the **Casual Vacancy** on the Parish Council
- PC 2024/35** There were no matters arising from the **Clerk's report**
- PC 2024/36** The Clerk reported that **Somerset Councillor** Sarah Dyke had advised she was pushing for a follow up on the previous meeting held with Somerset Council
- PC 2024/37** The Clerk reported **PCSO** Jacob Tailby had advised of a recent staffing restructure and he would be responsible with PCSO Beata Marcelino for Wincanton town and rural areas including South Cadbury and Sutton Montis. Crime reports were not currently available but will be sent to Clerks or chosen councillors at the end of every month. Also, local beat pages can be

checked on the Avon and Somerset website. He is happy for us to raise any concerns with him or Beata

**PC 2024/38** The Clerk gave a report on the last **Local Community Network** meeting and advised there continued to be more talk than action. It was resolved that the Clerk will attend the next meeting on 18<sup>th</sup> April 2024 in Queen Camel

**PC 2024/39** The following **planning applications** were discussed

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

It was resolved to support both applications

**PC 2024/40** **Village Hall Committee** updates

1. **South Cadbury** – MT conveyed appreciation from the committee for the purchase of equipment to be gifted for new play area.  
The committee were impressed with the parish council's website and would like details for the web host. The Clerk will email the Chairman with the contact details for Western Web Ltd
2. **Sutton Montis** – Martin Coombs was not in attendance to provide a report

**PC 2024/41** **Highways and Rights of Way**

The Clerk advised that Andy Barron from Somerset Highways will be ringing 22/03/2024 to discuss the village nameplates enquired about for Sutton Montis

All potholes and storm drains in South Cadbury have now been reported to Somerset Council. The Clerk will check and report potholes and storm drains blocked in Sutton Montis. Known drains are outside Stable Cottage and Orchard House, also the entrance to original solar farm by sign for Windsor Farm. Known potholes are on Allotment Road and bottom of Parrock Hill by tennis courts

**PC 2024/42** **Sutton Farm Working Group update**

Residents reported letters have been received from the Office of the Traffic Commissioner to advise their complaints cannot be considered as they live too far from the site

At the Queen Camel Parish Council meeting on 18/03/2024 it was resolved to write a letter to the Secretary of State requesting their authority is used to ensure that Somerset Council takes proper and speedy action not only to issue enforcement procedures but also to apply to the High Court for an injunction to prevent the further alleged illegal uses pending resolution of the planning concerns. The Chair of the Working Group has suggested that the Somerset Councillors are given a deadline of 08/04/2024 to respond to the questions asked. If no response is received from Somerset Council, it will assume that no planning consent exists. A working group meeting will be arranged after 10/04/2024 to discuss next steps and proceed to engage with central government if appropriate. It is suggested that the letter is signed by the chairman of Queen Camel, Corton Denham and South Cadbury & Sutton Montis parish councils with Sparkford also being invited due to the impact on their parish of the recent temporary closure of the Sutton Montis Road

- PC 2024/43** The move to a **gov.uk domain** was considered but deemed unnecessary
- PC 2024/44** The model **biodiversity policy** was considered. As the parish council does not own any land it was resolved the Clerk will research what other local parish councils have adopted to see if a more basic policy can be mirrored
- PC 2024/45** It was resolved the Clerk will make enquiries with the village halls and parish churches to see who would like the **portrait of HM King Charles III** when delivered
- PC 2024/46** Having a **contingency and emergency plan** was discussed. It was resolved that wider community engagement is needed to help drive it forward. The Clerk will make enquiries with village hall and neighbourhood watch distribution channels for help in raising awareness and promoting via newsletters etc
- PC 2024/47** The Clerk confirmed the application for 2 defibrillators 50% funded under the **Defibrillator Grant Scheme** was successful and delivery is expected within the next 2 weeks
- PC 2024/48** Although no specific clerk or councillor **training** is currently needed it was resolved to request refresher defibrillator training that would be available to any interested residents. The Clerk will contact SWAST to arrange
- PC 2024/49** It was resolved
1. to remove **dual signatory control** from the HSBC bank account to enable the Clerk to activate the Chairman and Vice Chairman as online authorisers.

2. to reinstate **dual signatory control** when activated
3. to open a current and savings account with **Unity Trust Bank**

**PC 2024/50 Correspondence** to be noted

A request has been received for a mobile post office service in South Cadbury. The Clerk has emailed to enquire if it would be available but will contact again as no reply has been received

**PC 2024/51 Financial matters**

1. The bank balance as at 29/02/2024 was £25343.27 was noted; monthly charges were January £6.60 and February £6.20
2. The following payments were approved
  - 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 of £1500.00 for defibrillators (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. The Clerk timesheets for January and February 2024 were approved and signed by the Chairman
4. The revised contract of employment, and payment by standing order of home office working allowance for the Clerk was approved and signed by the Chairman and Clerk
5. It was resolved that the Clerk's new contract hours are approved for online payment each month as supported by pay slips from payroll. Additional hours worked will be considered for approval of payment or carry forward to the following month at the next parish council meeting
6. It was resolved to reappoint Sally Palmer as internal auditor of the 2023/2024 accounts

**PC 2024/52** The next meeting will be the Annual Parish Meeting on Wednesday 15<sup>th</sup> May in South Cadbury Village Hall followed by the Annual Parish Council and full council meeting on Thursday 16<sup>th</sup> May in Sutton Montis Village Hall

**Meeting closed 9.15**

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

Minutes prepared by Cherry Toop (Parish Clerk)  
 9<sup>th</sup> April 2024  
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