

**SOUTH CADBURY & SUTTON MONTIS PARISH COUNCIL
MINUTES OF THE FULL PARISH COUNCIL MEETING OF SOUTH
CADBURY & SUTTON MONTIS PARISH COUNCIL HELD AT SUTTON
MONTIS VILLAGE HALL**

Thursday 18th May 2023 at 19:30hrs

Present - D Soper (Chair) M Toop (Vice Chair) M Semmons L Tabor J Griffiths P Cook
C Toop (Parish Clerk) Ian Conway (public member)

PC 2023/37 To receive Apologies for absence and to approve the reasons given

Apologies received from Cllr Sarah Dyke

PC 2023/38 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

Cllr Toop and the Clerk Cherry Toop declared an interest for item PC2023848 4. Clerk salary

PC 2023/39 To approve and sign as a correct record the minutes of the Full Council Meeting held on Thursday 16th March 2023

The minutes of the meeting held on Thursday 16th March 2023 were approved and signed as a correct record by the Chairperson

PC 2023/40 Actions from previous meeting

1. PC 2023/20 New bank account update – Nat West are confirming signatories for the account which is hoped to be up and running soon
2. PC 2023/27 Finger posts – The Clerk advised that Cllr Griffiths has obtained quotes from other contractors which he will email to the Clerk who will also look into registering for VAT which can be reclaimed. The Clerk will also contact the North Cadbury Parish Clerk to enquire which contractor was used for the refurbishment of their finger posts. It was noted that finials are also missing on some posts. Although Somerset Highways may replace the finger posts they are likely to be modernized. It was agreed that the Council would prefer to refurbish the existing finger posts to maintain the rural character of the village. The National Highways Social Value Fund may fund the refurbishment – agreed the Clerk will forward details for consideration when likely costs are known

PC 2023/41 Open session

1. An enquiry was made regarding how many residents objected to the proposed amendment to the Operator's Licence at Sutton Farm. The Clerk advised due to Data Protection the Council is unable to share details of objections received
2. It was suggested we consider if a 20 mph speed limit is wanted in the Parish – it was agreed this should involve opinion of local residents via a leaflet drop in the villages to encourage community engagement
3. It was observed that there are no Sutton Montis village signs – agreed to also include in leaflet drop

PC 2023/42 Somerset Councillor update report

Previously circulated by email

PC 2023/43 PCSO items

No report received, presume no new PCSO appointed

PC 2023/44 Planning Updates and Applications

- **APPLICATION NUMBER 23/00473/HOU at Church Cottage Church Hill Sutton Montis** – permitted with conditions

PC 2023/45 South Cadbury Village Hall Committee update

Cllr Semmons advised the Committee has not yet decided which option to go with for play equipment and the next meeting is in June

PC 2023/46 Highways

1. Sutton Road update – the Clerk advised a response has been received from the Planning team suggesting an application for change of use may have been needed if the haulage to and from the site is not of an agricultural nature. Agreed the Clerk will report this as an alleged Planning Enforcement team and will also raise with David Warburton. The Clerk will also check the Parish boundary to see if other Parish Councils besides Queen Camel are affected by the increase in HGV traffic
2. A303 slip roads – the Clerk advised neither Somerset Highways or National Highways are taking responsibility for the A303 slip road north and south bound at Chapel Cross. Agreed the Clerk will raise this with David Warburton
3. Potholes around the village – the Clerk advised both villages had been inspected on foot and reports made to Somerset Highways of potholes and blocked storm drains. Some but not all of the potholes have now been repaired but the storm drains remain blocked

PC 2023/47 Clerk items

1. **Bin review** – the Clerk advised the Council have been invited to have a review of bins in the Parish with a view to replacement with dual litter and dog waste bins. It was agreed that this would not be necessary as litter was infrequent however there was some recent increase in dog waste on the roads
2. **SALC Training events** – the Clerk suggested it would be wise to attend various training courses such as Data Protection to ensure legal compliance. It was agreed the Clerk will revisit the courses available and suggest which courses should be attended
3. **Parish Council laptop** – three options had previously been circulated for consideration with prices ranging from £399 – 549. It was suggested that this should be a matter of preference for the Clerk and the Councillors unanimously supported her preferred choice within the quoted price range. Cllr Semmons suggested checking the number of USB ports to accommodate using a mouse and keyboard. It was unanimously agreed that an annual Microsoft Office 365 software package should be purchased to benefit from regular updates

4. **Councillor email accounts** – it was discussed and unanimously agreed that Councillors should have an independent email address for the exclusive use of Parish Council business. It was unanimously agreed to set up the Clerk's suggestion of a Parish Councillor's Whats App group to advise when emails needing attention have been sent. The Clerk will contact Western Web Ltd to arrange
5. **CAT bus poster** – it was observed that although the Parish Council has been making donations to the CAT bus in recent years it appears they do not provide transport within the Parish. Agreed the Clerk will find out what areas they cover

PC 2023/48 Financial matters

1. **To discuss and approve accounts for year ending 31st March 2022** – unanimously approved and signed by the Chairperson
2. **To discuss and approve reimbursement of payments to Clerk** – unanimously approved and signed by the Chairperson
3. **To discuss and approve Clerk timesheets** – unanimously approved and signed by the Chairperson
4. **Clerk salary** - To help with discussions the clerk advised she had recently been offered and accepted the role of Parish Clerk for Queen Camel Parish Council with a salary commencing at scale point 15 and rising by annual increments to scale point 20 on successful completion of the CiLCA qualification. Also, the salary was expected to rise by £1 per hour when the National Joint Council (NJC) for Local Government pay agreement is made for 2023/2024. The Clerk advised that her current salary of £13.50 per hour is broadly in line with scale point 15. Cllr Toop and the Clerk left the room whilst this item was discussed. The remaining Councillors unanimously agreed for the Clerk's salary to remain at scale point 15 and rise incrementally as agreed with Queen Camel Parish Council
5. **Precept** – the Clerk confirmed Somerset Council have advised the Precept of £6000 has now been paid
6. **SALC invoice INV-2219 £35 Preparing for Audit** – unanimously approved
7. **Insurance renewal** – the quote of £443.95 with BHIB was unanimously approved for payment with agreement the Clerk will email the quote to Cllr Cook to check we have appropriate cover

PC 2023/49 Correspondence to be noted

1. **CIL payment** – the Clerk advised a payment of £1,332.73 has been received from the development at Avalon. The Clerk will check when the original CIL payment was made to ensure it is used within the 5 year time limit. It was suggested the new CIL money could be used for the refurbishment of the finger posts if unsuccessful with the bid for National Highways Social Value Funding

PC 2023/50 Agenda items for next meeting

Email addresses for Councillors

Village signs for Sutton Montis

20 mph Speed limit

Training courses for Cllr Cook

PC 2023/51 Date of next meeting - 20/07/2023 in Sutton Montis Village Hall

Meeting closed at 21.10

Signed Date

Minutes prepared by Cherry Toop (Parish Clerk) on 06/06/2023
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