

**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 16<sup>th</sup> May 2024 at 19:30hrs**

Present -, Vice Chairman Mike Toop (MT), Mike Semmons (MS), John Griffiths (JG), Liz Tabor (LT) and Peter cook (PC)

Also Cherry Toop (Parish Clerk) and Martin Coombs (MC) Sutton Montis Village Hall representative

No members of the public were in attendance

The Vice Chairman was elected to preside as chairman and opened the meeting

**PC 2024/60** No **INTERESTS** were declared in any items on the agenda

**PC 2024/61** The Clerk's report was discussed. It was **RESOLVED** that a nameplate with the village name only was preferred and the Clerk will request a quote for this

**PC 2024/62** There were no comments arising from the **Somerset Councillors'** report

**PC 2024/63** No **Police** update or report has been received

**PC 2024/64** The minutes from the last **Local Community Network** meeting have been circulated. The Clerk advised the next meeting is the AGM in Wincanton on 13<sup>th</sup> June and it was **RESOLVED** MT will attend

**PC 2024/65** There were no new **planning** applications to consider. The Clerk's report has updates on previous applications

**PC 2024/66** **Village Hall Committee** updates

**1. South Cadbury**

- a. MS reported that the good working relationship with the parish council continues to strengthen
- b. Although it is not being widely publicised everyone is welcome to attend the beacon ceremony on Cadbury Castle on 6<sup>th</sup> June to commemorate the 80th anniversary of D-day

**2. Sutton Montis**

- a) MC again thanked the parish council for the grant towards hall maintenance costs

**PC 2024/67** **Highways and Rights of Way** updates

The Clerk confirmed that potholes reported in South Cadbury have been repaired and some in Sutton Montis have been marked for repair. Storm drains and gullies continue to be blocked. It was **RESOLVED** that the Clerk will

accept Dr Paul Elliston's invitation at the Annual Parish Meeting for a visit to the village to be arranged to inspect the blocked drains causing water flow on the roads and report back to Somerset Council

- PC 2024/68 Sutton Farm Working Group** update  
PC reported that a new planning enforcement officer from Somerset Council was reviewing the case and a response to our latest email will be requested by 1/6/204 before a letter is sent to the Secretary of State for Levelling Up, Housing and Communities
- PC 2024/69** It was **RESOLVED** the **portrait of HM King Charles III** will be donated to South Cadbury Village Hall. The Clerk will make enquiries as to the cost of purchasing further copies as interest was also expressed by Sutton Montis Village Hall and the both churches
- PC 2024/70** The **annual accounts** for year ending 2023-2024 were **APPROVED** following correction as noted by the internal auditor and signed by the chairman
- PC 2024/71** The report from the internal auditor confirmed she has completed the **internal audit review** for the South Cadbury and Sutton Montis Parish Council for 2023/24 and has no findings or recommendations to report. The accounts and backing paperwork are in very good order and are easy to follow. The internal audit report was **APPROVED**
- PC 2024/72** The **Annual Governance Statement** for 2023-2024 was **APPROVED** and signed by the chairman and Clerk
- PC 2024/73** The **Accounting Statements** for 2023-2024 were **APPROVED** and signed by the Clerk and chairman
- PC 2024/74** It was **RESOLVED** to declare the parish council exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 and the **Certificate of Exemption** was completed and signed by the Clerk and chairman
- PC 2024/75** The Clerk advised that SALC is reminding councillors they are required to undertake regular **training** to comply with the Code of Conduct. It was **RESOLVED** that training will be booked for 4 councillors to attend the Code of Conduct training on Thursday 13<sup>th</sup> June
- PC 2024/76 Financial matters**
1. The **bank balance** as at 30/04/2024 was £22841.23. Bank charges for March and April 2024 were £7.00 and £5.00 respectively
  2. The **Clerk timesheets** for March and April 2024 were **APPROVED** and signed by the chairman
  3. The following **payments** were **APPROVED**
    - a. Clerk salary March 2024 £771.54 and April £375.70

- b. PAYE payment to HMRC for March £193.00
- c. Internal auditor fee £175
- 4. **Renewal insurance** quotes from Zurich, Clear Councils and Howdens were considered. It was **RESOLVED** to renew with Clear Councils at a premium of £575.08
- 5. As the current hardcopy cashbook for recording the parish council's financial transactions is nearly complete it was **APPROVED** to commence using an Excel spreadsheet for recording cashbook transactions
- 6. The Clerk advised no quotes have so far been received from electricians contacted for replacing the purchased defibrillators. It was **RESOLVED** that JG will obtain 2 quotes and send to the Clerk. The suggested relocation of the South Cadbury defibrillator was discussed. It was **RESOLVED** that Harold Miles will be contacted to request an electrician's quote for replacing the defibrillator, also for some slabs to be laid to improve safety access to the defibrillator during wet and icy conditions
- 7. The **schedule of payments** for 2024-2025 was **APPROVED**

**PC 2024/77** The grant request correspondence received from South Cadbury PCC was discussed but **DEFERRED** to the next meeting to allow opportunity for Sutton Montis PCC to submit a similar request and both to be considered

**PC 2024/78** **Agenda items for next meeting**

- 1. Grants for South Cadbury and Sutton Montis PCC

**Date of next meeting 18th July 2024**

**Meeting closed 9.15**

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

Minutes prepared by Cherry Toop (Parish Clerk)  
 29<sup>th</sup> May 2024  
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