

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

Thursday 22nd May 2025 at 19:00hrs

Present – Chairman David Soper (DS), Mike Toop (MT), Mike Semmons (MS), John Griffiths (JG), Peter Cook (PC),

Also Cherry Toop (Parish Clerk) and Somerset Councillor Hayward Burt (HB)

AM 2025/01 David Soper was elected as **Chairman of the Council** for 2025/2026 and signed the Declaration of Acceptance of Office

AM 2025/02 Mike Toop was elected as **Vice Chairman of the Council** and signed the Declaration of Acceptance of Office

AM 2025/03 **Apologies** for absence were received from Cllr Liz Tabor, Somerset Councillor Nicola Clark and PCSO Amanda Ware

AM 2025/04 The **minutes** of the Extraordinary Meeting held on 15/05/2025 were approved and signed as a correct record by the chairman

AM 2025/05 No applications have been received for the **Casual Vacancy** on the Parish Council; it will continue to be advertised on the website with more information about the role

AM 2025/06

1. Mike Semmons and Peter Clark were appointed as **Village Hall Committee representatives** for South Cadbury and Sutton Montis respectively
2. David Soper, Mike Toop, Peter Cook and the clerk were appointed as **Bank Signatories**

AM 2025/07 The following **policies and documents** were readopted

1. Standing Orders (no change)
2. Code of Conduct (no change)
3. Financial Regulations (latest NALC update)
4. Register of Assets

AM 2025/08 Meetings for the forthcoming parish council year also Annual Parish Meeting and Annual Parish Council meeting 2026 were confirmed as follows with venue to be confirmed

17th July 2025 – Full Council

18th September 2025 – Full Council

20th November 2025 – Full Council

15th January 2026 – Full Council

19th March 2026 – Full Council

21st May 2026 – Annual Parish Meeting followed by Annual Council and Full Council meeting

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***Draft* MINUTES OF THE FULL COUNCIL MEETING OF SOUTH**
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MONTIS VILLAGE HALL FOLLOWING ANNUAL COUNCIL MEETING
Thursday 22nd May 202

PC 2025/40 No **interests** were declared in any items on the agenda

PC 2025/41 The **Clerk's report** was received; there were no actions arising from either the last full council or Extraordinary meeting

PC 2025/42 It was noted the next **Local Community Network (LCN) meeting** will be the AGM at 7.00pm on Wednesday 16th July 2025, at Queen Camel Memorial Hall; it was agreed that DS will attend

PC 2025/43 The Clerk advised that permission with conditions has been granted for **planning application 25/00728/S73** at Orchard Cottage, Sutton Montis

PC 2025/44 **Highways and Rights of Way** were discussed.

1. Some blocked rights of way on private land in Sutton Montis have been identified and it was confirmed it is the landowner's responsibility to maintain. Reports can be made to Somerset Council at <https://www.somerset.gov.uk/roads-travel-and-parking/report-a-problem-with-a-public-right-of-way/> for investigation in accordance with the Public Rights of Way Maintenance and Enforcement Policy
2. The A303 slip roads North and South of Chapel Cross continue to be in a poor state of disrepair. The Clerk will chase up the reports made to Somerset Council and National Highways

PC 2025/45 The **annual accounts for year ending 2024-2025** were approved and signed by the chairman

PC 2025/46 The **internal auditor's report** was received

PC 2025/47 The **Annual Governance Statement for 2024-2025** was approved and signed by the chairman and Clerk

PC 2025/48 The **Accounting Statements for 2024-2025** were approved and signed by the chairman and Clerk

PC 2025/49 It was resolved to **certify the parish council as Exempt from a limited assurance review** under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

PC 2025/50 It was noted that the period during which electors and interested persons may **exercise rights relating to the annual accounts will be from 3rd June – 14th July 2025**

PC 2025/51 Training requirements for the Clerk and councillors were discussed. The Clerk reminded councillors no recent training has been completed and it is a requirement of the Code of Conduct that they undertake training provided by SALC. The Clerk will circulate details of upcoming Code of Conduct training to councillors

PC 2025/52 Financial matters

1. The **bank balance** of £24504.87 as at 30/04/2025 was noted with **monthly charges** of £5.40 in March and £5.00 April
2. The **bank reconciliation** as at 30/04/2025 was approved and signed by the Chairman and Clerk
3. Approval of the **Clerk timesheet** for April 2025 was deferred
4. a) Approval of the **Clerk salary** April £398.58 was deferred
b) Home Office Allowance **invoice** of £26.00 for May 2025 was approved
5. Renewal **insurance quotes** from existing insurer Clear Councils (£679.03) and Zurich (£304.00) were considered. The Clerk attempted to secure a further quote however the company was within the same insurance group as the current insurer. The quote from Zurich was approved and the Clerk authorised to pay for reimbursement to be made at the next meeting as online payment is likely to be needed
6. The **schedule of payments for 2025-2026** was deferred

PC 2025/53 Further **correspondence** regarding the condition of the front of a property at Crane Cottages in South Cadbury was discussed. The Clerk advised that the correspondent has contacted Environmental Heath at Somerset Council who have investigated the complaint but advised as it is inert waste posing no risk, they will not be enforcing any action. They have suggested the matter could be reported to planning enforcement as the property is 'detrimental to the amenity of the area' and the correspondent is asking the parish council to make the report. It was agreed the Clerk should reply to the correspondent to reiterate the parish council has no power to enforce that the area causing concern is cleared and suggest they report the concern to the planning enforcement team as directed by the Environmental Health Officer

Date of next meeting 17th July 2025 at Sutton Montis Village Hall

Meeting closed 8.20 pm

Signed Date