

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 17th July 2025 at 19:30hrs

Present – , John Griffiths (JG), Peter Cook (PC), Liz Tabor (LT) Mike Toop (MT)
Also Cherry Toop (Parish Clerk) Somerset Cllr Hayward Burt (HB)

In the absence of the chairman the meeting was chaired by MT (Vice-Chair) who opened the meeting

No members of the public were present during the open session; 2 residents joined the meeting at Agenda item 2025/59

PC 2025/54 **Apologies** for absence were received from Cllr David Soper and Somerset Cllr Nicola Clark. It was noted that Cllr Mike Semmons was not in attendance

PC 2025/55 A **dispensation** for the duration of the meeting was granted to MT who declared an interest in Agenda items 2025/60 1. 2025/74 and 2025/75 a. b. d. and e.

PC 2025/56 The **minutes** of the Annual Meeting and Full Council meetings held on 22/05/2025 were approved and signed by the chairman

PC 2025/57 There have been no applications for the **Casual Vacancy** on the Parish Council which continues to be advertised on the website with more supporting information about the role

PC 2025/58 The **Clerk's report** was received

PC 2025/59 The **report from Somerset Councillor HB** was received. HB highlighted that the proposed changes in the Planning Committee Consultation will make future planning decisions more removed from local people. He urged councillors to respond to the consultation which closes on 23/07/2025 using the link he will resend by email

PC 2025/60 **Planning**

1. Application **25/01412/FUL** at Castle Farm, South Cadbury Road, South Cadbury for construction of a slurry tank and yard with associated groundwork, access and landscaping was discussed. It was approved to **support** the application
2. The **planning update** report on previous planning applications was received

3. The application for proposed **Fireside Certificated Site** at The Priest's House, Sutton Montis, Yeovil, Somerset, BA22 7HE was considered. It was approved to **support** the application

PC 2025/61 An update from the **Local Community Network (LCN) AGM** was received from the Clerk who will forward the slides from the Neighbourhood Policing Team presentation when received

PC 2025/62 Highways and Rights of Way

1. The Clerk reported that whilst the pothole outside the **Camelot Pub** has been repaired, the cause of water flowing down the road in wet weather remains unaddressed. An email will be sent to Somerset Council with the reference numbers of previous reports asking for an update on timescale for repair.

Kemblers Hill remains officially closed until November. As it has been confirmed that the sink hole was not caused by a badger sett HB will go back to SC

2. PC updated from the **Sutton Farm Working Group**; The 4 Somerset Ward Councillors met with the Chairman of Queen Camel, Corton Denham, Sparkford and South Cadbury & Sutton Montis parish councils on 04/06/2025. A letter was sent to the Chief Executive of Somerset Council on 26/06/2025 with no response other than a formal acknowledgement

PC 2025/63 Village Hall Committee updates

1. South Cadbury – no update was available
2. Sutton Montis –PC reported that Listed Building Consent is required for the hall floor replacement

PC 2025/64 The move to a **gov.uk domain name** was discussed and agreed not to change

PC 2025/65 Membership of CPRE (Campaign to Protect Rural England) was discussed but decided against

PC 2025/66 The appointment of a **Bus Champion** for the parish council to lead on local bus issues and be a point of contact with the Somerset Bus Partnership was discussed. It was agreed that as there is no bus service in the parish a bus champion will not be sought

PC 2025/67 The **Enhanced Highways Maintenance Pilot update** was discussed. It was noted the Clerk has advised both village hall committees via the parish council representatives that **no highway maintenance including litter picking should be undertaken by volunteers or members of the public unless a licence agreement from Somerset Council has been obtained and appropriate training completed**

PC 2025/68 The purchase of the **Local Council Data Protection Toolkit service** to assist in 2025/26 AGAR compliance with UK GDPR and the Data Protection Act was

discussed. The Clerk advised there is a lot of work to be done in advance of next year's AGAR to ensure compliance. It was agreed that the unbudgeted cost of the toolkit is too expensive but the Clerk will ask SALC what support is available for smaller councils

PC 2025/69 Defibrillator

1. The **electricity supply to defibrillator in South Cadbury** preventing issue of Small Works Certificate by electrician was discussed. It was noted the Clerk advised the parish council's third-party liability insurance may be invalid in the event of an incident. JG will speak to the electrician again and report back
2. The **purchase of paving slabs** to position below South Cadbury defibrillator was deferred pending resolution of the electrical supply concern

PC 2025/70 The email received regarding **affordable social housing options** and offer of a **free housing needs survey** was discussed. The Clerk will find out more information when contact is made

PC 2025/71 No councillors expressed an interest in any forthcoming **training opportunities**. The retrospective Clerk Code of Conduct training was approved

PC 2025/72 The Code of Conduct requirements for completion of **General Notice of Registrable Interests** was discussed and the Clerk having recently attended training highlighted some councillor forms may need amending. Forms will be resent to councillors individually for updating

PC 2025/73 Correspondence
The **grant request** for assistance with vegetation maintenance costs from South Cadbury Church was discussed and deferred to the next meeting to ascertain the number of grass cuts per year

PC 2025/74 The **lack of response** from councillors to Clerk emails sent on 12/06/2025 and 29/06/2025 regarding the withholding of the Clerk's salary for 3 months was discussed. Councillors were unable to provide a lawful basis for withholding the April salary. The Clerk advised in doing so, the parish council as the employer has breached the Clerk's Contract of Employment. It was agreed that the Clerk's salary for April should be paid

PC 2025/75 Financial matters

1. The **bank balance** as at 30/06/2025 of £25431.86 and **charges** debited May 2025 £6.20 and June 2025 £5.40 were noted
2. Following the removal of £5 monthly account fee it was approved to remain banking with HSBC
3. The **bank reconciliation** as at 30/06/2025 was approved and signed by the Chairman and Clerk

4. The **Clerk timesheets** for April, May and June 2025 were received and noted
5. The following **payments** were approved
 - a) Clerk salary April £398.58
 - b) Clerk salary May £398.58 and June £398.58
 - c) Home Office Allowance invoices for June £12.00 and July £12.00
 - d) Reimbursement to Clerk for parish council insurance £304.00
 - e) Reimbursement to Clerk for Annual Parish Meeting refreshment expenses £59.25
 - f) SALC invoice 2016 £25 Code of Conduct – Clerk
 - g) WesternWeb Ltd invoice 24987 Renewal of Cloud email account
 - h) Sally Palmer Internal Auditor invoice £175.00
6. The **schedule of payments** for 2025-2026 was approved

Date of next meeting 18th September 2025 at South Cadbury Village Hall

Meeting closed 9.20 pm

Signed Date