

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

Thursday 18th September 2025 at 19:30hrs

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

Also Cherry Toop (Parish Clerk) Somerset Cllr Hayward Burt (HB)

Two members of the public were also present

Open session – a resident asked if the mobile postal service could be available in South Cadbury. DS to make enquiries

PC 2025/79 Apologies for absence were received from Cllr Liz Tabor

PC 2025/80 No interests were declared in any items on the agenda

PC 2025/81 The minutes of the Full Council meeting held on 17/07/2025 were approved and signed as a correct record by the chairman

PC 2025/82 The minutes of the Extraordinary Meeting held on 27/08/2025 were approved and signed by the chairman

PC 2025/83 No applications have been received for the Casual Vacancy on the Parish Council; details remain on the parish council website

PC 2025/84 The Clerk's report was received. Matters outstanding

1. Community Place of Safety registration – Clerk to send details to PC
2. Defibrillator in South Cadbury – JG to contact electrician

PC 2025/85 The Unitary report from HB was received

PC 2025/86 The planning update report was received

PC 2025/87 **Highways and Rights of Way**

1. New potholes arising from recent wet weather in both villages will be reported. Clerk to chase A303 slip road repairs at Chapel Cross with National Highways and Somerset Council
2. PC reported the Sutton Farm Working Group has agreed to complain to ombudsman but must first give Somerset Council opportunity to rectify the complaint

PC 2025/88 Village Hall Committee updates

1. South Cadbury – MS reported the fete was successful despite the weather
2. Sutton Montis – PC reported coffee mornings are being held to help generate funds for the replacement floor

PC 2025/89 It was noted the external auditor has received and logged the notification of exempt status for the year ended 31 March 2025 submitted for South Cadbury and Sutton Montis Parish Council

PC 2025/90 Training

The Clerk reminded councillors to comply with the Code of Conduct they should attend refresher training with SALC. No requests for training were received

PC 2025/91 Correspondence

1. The grant request of £30.00 towards Somerset Arts Week was not approved

PC 2025/92 Financial matters

1. The bank balance as at 31/08/2025 was £23609.07 with charges debited in July 2025 £5.80 and August 2025 £5.00
2. The bank reconciliation as at 31/08/2025 was approved prior to signing by the Chairman and Clerk
3. The Clerk timesheets for July and August 2025 were noted
4. The following payments were approved
 - a) Clerk salary July £364.78 and August £390.88
 - b) Home Office Allowance invoices for August £26.00 and September £26.00
 - c) Reimbursement to Clerk for purchase of stamps £13.60
 - d) WesternWeb Ltd invoice 25110 Annual renewal of web space (with SSL Certificate for secure connection) and content management licence £96.00

Date of next meeting 20th November 2025 at Sutton Montis Village Hall

Meeting closed 8.30 pm

Signed

Date