

**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 20<sup>th</sup> November 2025 at 19:30hrs**

In attendance – John Griffiths (JG), Peter Cook (PC), Mike Toop (MT) David Soper (DS) –  
Chairman

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

No members of the public were present

**PC 2025/96** **Apologies** for absence were received from Cllrs Mike Semmons and Liz Tabor

**PC 2025/97** **Interests** were declared in agenda items PC 2025/111 1. By MT and 2025/111  
3. and 2025/111 5. by PC

**PC 2025/98** The **minutes** of the Full Council meeting held on 18/09/2025 were approved  
and signed by the Chairman

**PC 2025/99** The **minutes** of the Extraordinary Meeting held on 21/10/2025 were  
approved and signed by the Chairman

**PC 2025/100** No applications for the **Casual Vacancy** on the parish council have been  
received; the vacancy continues to be advertised on the parish council  
website

**PC 2025/101** The **Clerk's report** was received. DS will contact HF Miles to discuss the  
unresolved earthing concern for the defibrillator and enquire if it can be  
earthed independently. The Clerk advised it will be necessary to obtain 3  
quotes for any further work carried out

**PC 2025/102** HB updated on his **Somerset Councillor report**

**PC 2025/103** **Planning**

No new applications have been received. Previous applications have been  
Permitted with Conditions except the Teals applications which remains  
Awaiting Decision. The Clerk enquired if anyone knew of work having  
commenced at Lilac Cottage in Sutton Montis as contact has been received  
alleging work has started prior to planning permission being granted.  
Although nobody was aware of this it was suggested that work may be within  
the existing premises which may not require permission. The Clerk will  
respond to the enquirer and signpost them to the planning enforcement  
team

**PC 2025/104 Highways and Rights of Way**

1. The finger posts signage in Sutton Montis and South Cadbury was discussed. DS and MT will take photos to enable 3 quotes to be obtained HB will chase repair works for the A303 slip roads
2. PC reported no response has been received from Somerset Council to the formal complaint made by the Sutton Farm Working Group on 27/10/2025

**PC 2025/105 Village Hall Committee updates**

1. South Cadbury – no report available
2. Sutton Montis – fundraising for replacement of the hall floor continues

**PC 2025/106** A **Community Speedwatch** meeting was held on 05/11/2025. There is now sufficient interest but a coordinator is needed before the group can formally be set up

**PC 2025/107** The **draft IT policy** was deferred to the January meeting for councillors to consider the recently received NALC IT policy

**PC 2025/108 Training**

The Annual Governance Assertion 10 training for the Clerk was retrospectively approved

The Clerk reminded that Councillors should undertake regular training to comply with the requirements of the Code of Conduct. It was approved that all Councillors will complete refresher Code of Conduct training and the Clerk will send dates of available training

**PC 2025/109** The request for **Standing Order 15 b 1** to be amended from 3 clear days to 7 clear working days for the service of meetings summons and agenda was deferred to the January meeting

**PC 2025/110** The **draft budget for 2026/2027** was considered and deferred to the January meeting for final consideration and approval

**PC 2025/111** The following **Grants** were considered

1. Yeovil Town Council towards refurbishment of the Octagon Theatre – deferred for reconsideration in the future
2. St Thomas a Becket Church – grant of £250 approved for vegetation maintenance of the churchyard
3. Holy Trinity Church Sutton Montis – grant of £250 approved for vegetation maintenance of the churchyard
4. South Cadbury Village Hall – grant of £850 approved for vegetation maintenance of the playing field
5. Sutton Montis Village Hall – grant of £100 approved for hall maintenance costs

6. South Cadbury Village Hall – grant of £100 approved for hall maintenance costs
7. Dorset & Somerset Air Ambulance - grant of £100 approved
8. Citizens Advice Somerset - grant of £100 approved
9. South Somerset Community Access Transport - grant of £100 approved

**PC 2025/112 Financial matters**

1. The **bank balance** as at 31/10/2025 was £22579.20 with **monthly charges** of £0.40
2. The **bank reconciliation** as at 31/10/2025 was approved prior to signing by the Chairman and Clerk; it was noted that 20 pence is owed to the Clerk
3. The **Clerk timesheets** for September and October 2025 were received and noted
4. It was approved to open a **business savings account** with HSBC
5. The agreed **National Salary Pay Scales for 2025/2026** were considered and approved with back payment of the Clerk’s salary from 01/04/2025
6. The following **payments** were approved
  - a) Clerk salary September £370.08 and October £370.08
  - b) Home Office Allowance invoices for October £26.00 and November £26.00
  - c) SALC invoice 2449 £25 Annual Governance Assertion 10 training

**Date of next meeting 15<sup>th</sup> January 2025 at Sutton Montis Village Hall**

Meeting closed 9.15 pm

Signed .....

Date .....