

# **SOUTH CADBURY AND SUTTON MONTIS PARISH COUNCIL**

## **NOTICE OF PARISH COUNCIL MEETING**

### **Members of the Public and the Press are invited to attend all Council Meetings**

Although no prior notification is needed it would be helpful to let the Clerk know of any plans to film or record the meeting so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recording and photography equipment should be taken away if a public meeting moves into a session which is not open to the public. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting and you are asked to act in a reasonable manner and not disrupt the conduct of meetings. Recording must be clearly visible to anyone at the meeting.

Dear Councillors,

You are hereby summoned to attend the following meetings:

#### **Parish Council Meeting of SOUTH CADBURY AND SUTTON MONTIS PARISH COUNCIL**

**Time** 19:30 hrs

**Day** Thursday 15<sup>th</sup> January 2026

**Place** Sutton Montis Village Hall

Councillors will be discussing all items listed on the Agenda

Yours faithfully

*Cherry Toop*

Parish Clerk

10<sup>th</sup> January 2026

### **AGENDA**

- PC 2026/01** To **RECEIVE** apologies for absence and to **APPROVE** the reasons given
- PC 2026/02** Members to **DECLARE** any interests they may have in agenda items that accord with the requirements of the Councils Code of Conduct
- PC 2026/03** To **APPROVE** and sign as a correct record, the minutes of the Full Council meeting held on 20/11/2025 and resolve any matters outstanding
- PC 2026/04** To **RECEIVE** an update about applications for the Casual Vacancy on the Parish Council and **CONSIDER**, if any, applications for approval
- PC 2026/05** To **RECEIVE** the Clerk's report and resolve any actions arising
- PC 2026/06** To **RECEIVE** the Somerset Councillors' reports and any update
- PC 2026/07** **Planning**
1. To **RECEIVE** the Planning update report
  2. To **CONSIDER** the following planning application received and **RESOLVE** to submit comments where appropriate  
**25/03076/HOU Castle Mead Sutton Montis Yeovil Somerset BA22 7HE**  
Replacement of garage extension with new bedroom extension, extension to lounge area, external alterations and new detached garage/carport
- PC 2026/08** **Highways and Rights of Way**
1. To **RECEIVE** any updates and resolve any actions arising
  2. To **RECEIVE** an update on refurbishment of the fingerposts and **RESOLVE** further action, if appropriate

3. To **RECEIVE** an update from the Sutton Farm Working Group

**PC 2026/09** To **RECEIVE** an update from Village Hall Committee representatives for

1. South Cadbury
2. Sutton Montis

**PC 2026/10** To **CONSIDER** NALC and Parish Council Websites IT policies and **RESOLVE** which to adopt if appropriate

**PC 2026/11** To **CONSIDER** if WesternWeb Ltd should undertake a WCAG 2.2 Level AA compliancy check to identify and where possible resolve compliance failures and update the Accessibility Statement at a fee of £45 + VAT

**PC 2026/12** To **CONSIDER** any training requirements for the Clerk and councillors

1. NALC Beyond the Precept training £35 – Peter Cook
2. SALC Code of Conduct - £tbc – all councillors

**PC 2026/13** To **CONSIDER** councillor 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

**PC 2026/14** To **CONSIDER** any suitable locations for an Electric Vehicle Charging point

**PC 2026/15** To **RECEIVE** an update on VAT reclaim

**PC 2026/16** **Budget setting**

To **RESOLVE** to **APPROVE** the budget for 2026/2027

**PC 2026/17** **Precept**

To **RESOLVE** the precept for 2026/2027

**PC 2026/18** **Financial matters**

1. To **RECEIVE** an update of the bank balance and monthly charges
2. To **APPROVE** the bank reconciliation as at 31/12/2025 prior to signing by the Chairman and Clerk
3. To **RECEIVE** and **NOTE** Clerk timesheets for November and December 2025
4. Payments to **APPROVE**
  1. Clerk salary November £370.08 and December £463.58
  2. Home Office Allowance invoices for December £26.00 and January £26.00
  3. HMRC PAYE November £6.20 and December £58.40
  4. Reimbursement to Clerk
    - a) Printer ink refills £27.79
    - b) Printer paper £15.99
    - c) Postage £10.56

**PC 2026/19** To **RECEIVE** any correspondence

**Date of next meeting 19<sup>th</sup> March 2026 at Sutton Montis Village Hall**

*Cherry Toop*

Cherry Toop

Parish Clerk

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