

**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 15<sup>th</sup> January 2026 at 19:30hrs**

In attendance – Peter Cook (PC), Mike Semmons (MS), Mike Toop (MT) David Soper (DS) – Chairman, Liz Tabor (LT)

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

No members of the public were present

**PC 2026/01** No **Apologies** for absence were received. It was noted John Griffiths was not in attendance

**PC 2026/02** No **Interests** were declared in any agenda items

**PC 2026/03** The **minutes** of the Full Council meeting held on 20/11/2025 were approved and signed by the Chairman

**PC 2026/04** 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 2026/05** The **Clerk's report** was received. DS will speak to the Camelot to enquire if the South Cadbury defibrillator could be relocated there as the earthing matter remains unresolved in its present location

**PC 2026/06** HB updated on the **Somerset Councillor report**

**PC 2026/07** **Planning**

1. The Planning update report was received
2. The following planning application was discussed  
**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 – S  
It was approved to **SUPPORT** the application

**PC 2026/08** **Highways and Rights of Way**

1. The **A303 slip roads** have now been patched; it was noted repair work was much better on the Northbound slip road. Potholes have been repaired on Church Road but Compton Road needs reporting
2. **Fingerpost refurbishment** – photos of posts needing repair in both villages have been taken and DS has prepared a report to forward to the

Clerk to send to Somerset Forge for a quote and timescale for completion. The Clerk reminded that in accordance with Financial Regulations, 3 quotes for work should be sought and will ask on the Clerk WhatsApp group for suggested alternative suppliers. It was suggested that some of the CIL money could be used for the refurbishment

3. PC updated on the **Sutton Farm Working Group**; A Stage 1 complaint to Somerset Council was submitted at the end of October. Currently awaiting response and acknowledgement of receipt of 2<sup>nd</sup> stage complaint

**PC 2026/09 Village Hall Committee updates**

1. South Cadbury – MS raised the Electric Vehicle Charging point suggestion for the village hall
2. Sutton Montis –PC reported a quiz in February is planned; appreciation for the grant was expressed

**PC 2026/10 It was resolved to adopt the Parish Council Websites IT policy**

**PC 2026/11 It was approved for WesternWeb Ltd to undertake a WCAG 2.2 Level AA compliance check to identify and where possible resolve compliance failures and update the Accessibility Statement at a fee of £45 + VAT**

**PC 2026/12 The following training was approved**

1. MT and DS to attend the NALC Beyond the Precept training (£35 each)
2. All councillors to attend SALC Code of Conduct (£25 each)

**PC 2026/13 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 considered. With voting 4:1 in favour of no change it was approved not to amend the Standing Order**

**PC 2026/14 Consideration of suitable locations for an Electric Vehicle Charging point in the villages was discussed. It was agreed to determine need via the village What's App groups**

**PC 2026/15 The Clerk advised a VAT reclaim of £1136.67 has been paid by HMRC for period 01/04/2022 – 31/12/2025**

**PC 2026/16 The budget for 2026/2027 was approved and signed by the Chairman and Clerk**

**PC 2026/17 The precept request for 2026/2027 was discussed and approved as £11400**

**PC 2026/18 Financial matters**

1. The **bank balance** as at 31/12/2025 was £21785.65 with monthly charges of £1.20 debited in November and no charge in December

2. The **bank reconciliation** as at 31/12/2025 was approved and signed by the Chairman and Clerk
3. The **Clerk timesheets** for November and December 2025 were noted
4. The following **payments** were approved
  - a) **Clerk salary** November £370.08 and December £463.58
  - b) **Home Office Allowance** invoices for December £26.00 and January £26.00
  - c) **HMRC PAYE** November £6.20 and December £58.40
  - d) **Reimbursement to Clerk**
    - a) Printer ink refills £27.79
    - b) Printer paper £15.99
    - c) Postage £10.56

**PC 2026/19 Correspondence**

1. The Clerk updated on the email and subsequent telephone conversation with the Unpaid Work Operations Manager from the Probation Service following a request received by them from a resident, for help in clearing pathways and drainage in South Cadbury. Unfortunately they are unable to assist as probationers are unable to operate within 1.2 metres of the highway and permission is needed from Somerset Council for maintenance
2. The Clerk handed the Chairman a letter of resignation that was read out explaining that her position has become untenable due to the ongoing disrespectful conduct and behaviours of 2 councillors. The Chairman asked if she would reconsider but the Clerk feels unable to continue working for the Parish Council. The Chairman thanked the Clerk for all her hard work and advised it will be big boots to fill. The Clerk suggested advice is sought from SALC regarding next steps for recruitment and interim arrangements for when she leaves

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

Meeting closed 9.00 pm

Signed .....

Date .....