



MINUTES OF MONTACUTE PARISH COUNCIL
MONTHLY MEETING HELD ON
WEDNESDAY 17TH JULY 2024
IN THE VILLAGE HALL

	Action
<p><u>24/082/a</u> PRESENT:</p> <p>Members: Mrs C Saint (Chairman), Mr A McFarlane (Vice Chairman), Mr J Davies, Mrs L Drayton, Mr T Harper, Mr M Myram, Mr B Owen, Mrs H Stokes and Mr D Warry</p> <p>Others: Mrs S Moore (Clerk), Mr Mike Hewitson (Unitary Authority Councillor) and 2 members of the public</p> <p><u>24/082/b</u> APOLOGIES:</p> <p>Mrs S Richings and Mr Oliver Patrick (Unitary Authority Councillor)</p>	
<p><u>24/083</u> DECLARATIONS OF INTEREST</p> <p>Cllr McFarlane declared an interest in matters relating to planning applications 21/0373/FUL & 21/03732/LBC. Cllr Warry declared an interest in matters relating to planning application 24/01233/FUL.</p>	
<p><u>24/084</u> PUBLIC SESSION</p> <p>Representatives for planning application 24/01233/FUL explained the scope of the diversity project associated with this planning application.</p>	
<p><u>24/085</u> UNITARY COUNCILLORS</p> <p>There was no unitary report from the councillors this month.</p> <p>Cllr Hewitson said it was a busy period due to the General Election.</p> <p>Cllr Saint asked if there was an update on the 20mph speed limit extension and mentioned about the damaged barrier in Bishopston. Cllr Warry asked when the roadside verges were due to be cut back. Cllr Hewitson said this is available on the interactive map which he agreed to forward to the Clerk.</p>	Cllr Hewitson
<p><u>24/086</u> MINUTES OF PREVIOUS MEETING</p> <p>It was RESOLVED to approve and sign the Minutes of the June Parish Council meeting.</p>	
<p><u>24/087</u> MATTERS ARISING FROM MINUTES</p> <p><u>Review of Actions List</u></p> <p>The action list was reviewed</p> <ul style="list-style-type: none"> • Highways Issues: No response has been received from Highways. It was agreed to chase this up. • Hopscotch Area: This area will be repainted on 18th July weather permitting. • Willow Growing on Allotment Plot: It was agreed to reinspect the plot – ongoing • Trees Near Allotment Entrance: It was agreed that these need to be trimmed back - ongoing • Raised Grassloc tile under swing: Check tile and make good the area - ongoing 	Clerk Cllr Davies Cllr Harper Cllrs Harper & McFarlane Cllr Harper
<p><u>24/088</u> SPORTS & LEISURE</p> <p><u>24/088/a</u> Play Area & Recreation Ground</p> <p>i. <u>Play Area</u></p> <p>Monthly Play Area Inspection report was replayed to councillors.</p>	

The Clerk reported on the grass cutting in the play area and stated that it would not be cost effective to have the cuttings collected and deposited at the bottom of the allotment site, but to have the grass cut weekly and let the arisings mulch back into the ground. The Clerk said that this would be taken into consideration in the amended grounds maintenance contract.

Clerk

ii. Recreation Ground

A branch had come down off one of the Cedar trees. This has been dealt with by the National Trust.

The new gate for the entrance via Bishopston has been ordered and there is a lead time of three weeks.

Cllr Harper said that adjustments need to be made to the security barrier. It was agreed to get this done.

Cllr Harper

iii. Pavilion Project

Cllr Harper gave an update on the work being carried out on the pavilion, and said the following work still needs to be carried out:

- The disabled access ramp. A discussion was held on what type of ramp would be used.

(Cllr Hewitson entered the meeting)

- Both the inside and outside of the building needs painting.
- To purchase the internal fire doors. It was RESOLVED to accept the quotation from Doors of Distinction at a cost of £988.48.

A discussion was held on what ‘white goods’ and other items needed to be purchased. It was RESOLVED to set a budget of £700 for the purchase of the ‘white goods’.

Cllr Saint reported that the village hall committee have donated 30 chairs for the pavilion. Cllr Saint reported that she had priced up some 6ft folding tables at £37 each on eBay. It was RESOLVED to purchase 6 tables.

Cllr Saint

It was agreed to get prices on crockery, glasses and cutlery. It was agreed that the working group would put a list together at their next meeting.

The Clerk reported that the National Grid have now connected the electricity supply.

The Clerk stated that the comparison quotes had been sent around to councillors for an electricity supplier. The quotes were:

Eon Next	Standing Charge (p/Day)	Unit Rate (p/kwh)	Install Lead Time
24 Months	30p	25.60p	3-4 weeks from contract being locked in by Eon
36 Months	30p	26.00p	

British Gas Business	Standing Charge (p/Day)	Unit Rate (p/kwh)	Install Lead Time
24 Months	62p	26.68p	5-6 weeks from British Gas Business being registered against the MPAN
36 Months	65p	27.27	

As these prices were ‘live’ prices and changed daily, councillors had already resolved to accept the quotation from Eon Next for their 24-month plan. The Clerk explained that as the forms could not be sent back the same day the Unit Rate price has risen to 26p. It was RESOLVED to ratify the approval to accept the quotation from Eon Next for their 24-month plan.

The Clerk said that Eon have confirmed that the electric will be connected to the meter on 23rd July.

Cllr Hewitson gave his report – see Minute ref: 24/085.

<p><i>(Cllr Hewitson left the meeting)</i></p> <p>A discussion was held about holding a Grand Opening for the pavilion. It was suggested that this could be similar to the Coronation event with village organisations running stalls. It was agreed to set up a working party to organise the event and the working party would compile a list of who to invite and to get a plaque to go on the building. It was RESOLVED to set a budget for the event of £1,000. It was agreed to put a poster in the village magazine.</p> <p>A discussion was held about purchasing another defibrillator which will be attached to the pavilion. Cllr Saint said she had met with HeartStart to discuss the requirements, and the cost of the defibrillator and cabinet would be £1,500. Included in with the purchase, HeartStart will provide a free training session and a 'Bleed Kit' which they will install free of charge. The boarding and electrical install would be in the region of £500. It was RESOLVED to accept the quotation from HeartStart. Cllr Davies agreed to be the guardian for the defibrillator.</p> <p>24/088/b <u>Any Other Issues</u></p> <p>None declared.</p>	<p>Clerk</p>
<p>24/089 <u>VILLAGE ENVIRONMENT</u></p> <p>24/089/a <u>Allotments</u></p> <p>No report given.</p> <p>24/089/b <u>Crime & Anti-Social Behaviour</u></p> <p>There were no updated reports from the police.uk website since last month's meeting.</p> <p>24/089/c <u>Footpaths</u></p> <p>Cllr Warry agreed to contact the PPLO for a footpath report.</p> <p>24/089/d <u>Ground Maintenance</u></p> <p>The Clerk gave a progress report on the lengthsman scheme and the grounds maintenance. It was RESOLVED to extend the grass cutting for up to six months and for this to include a cancellation clause. The Clerk said she was in the process of re-writing the ground maintenance contract as it was due to go out for tender and will be circulating the draft document to councillors shortly. The Clerk said the tender document will require approving at the September meeting.</p> <p>The hedge around the recreation ground on the roadside needed cutting back. It was agreed to contact the groundsman.</p> <p>24/089/e <u>Highways & Transport</u></p> <p>i. <u>Speed Indicator Device/Speedwatch</u></p> <p>Cllr Myram reported that the PCSO could be available to support the Speedwatch team. He said the speed enforcement for two other sites in the village is still ongoing. Cllr Myram confirmed that the Speedwatch team aim to conduct a session as least once a week, and that more volunteers are always welcome. It was agreed to put a thank you to the volunteers in the magazine.</p> <p>A discussion was held about the speed indicator device, and it was agreed to contact the supplier of the SID to get another key.</p> <p>24/089/f <u>National Trust</u></p> <p>No report from Cllr McFarlane.</p> <p>Cllr Drayton reported that a tree had come down at the Hollow Lane end of Ladies Walk. It was agreed to arrange a meeting with the National Trust to discuss the recreation ground and Borough car park leases, landscaping around the pavilion and the hedge behind the pavilion.</p> <p>24/089/g <u>Street Lighting</u></p> <p>No report.</p> <p>24/089/h <u>Triangle Trust</u></p> <p>No report.</p> <p>24/089/i <u>Any Other Issues</u></p>	<p>Cllr Warry</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr McFarlane</p> <p>Clerk</p>

<p>Cllr Saint said that a new defibrillator pad was needed for the defibrillator in the Borough by September and would cost £68.34 from WEL Medical. It was RESOLVED for a cheque to be raised for the defibrillator pad at this meeting.</p>																																																
<p>24/090 MEMBERS' & CLERK'S REPORTS</p> <p>Cllr Warry asked for a hard copy of the Good Councillor Guide.</p> <p>Cllr McFarlane said the camp on Hedgecock Hill has been cleared.</p> <p>Cllr Harper said the hedge in Station Road is causing an obstruction to vehicles and needs cutting back. It was agreed to write to the resident.</p> <p>Cllr Davies said the exit from Wash Lane into Middle Street is obscured by the overgrown garden vegetation. It was agreed to write to the resident to get this cut back.</p> <p>Cllr Davies said he also had a set of old Montacute memories which could go on the website. He agreed to pass these onto the Clerk.</p>		<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr Davies</p>																																														
<p>24/091 FINANCE</p> <p>24/091/a Matters for Report:</p> <p>i. <u>Monthly Bank Reconciliation</u></p> <p>The Clerk gave the monthly bank reconciliation as of 30th June 2024:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Current Account</td> <td style="text-align: right;">£ 250.00</td> </tr> <tr> <td>Business Reserve Account</td> <td style="text-align: right;">£ 88,799.05</td> </tr> <tr> <td>Pavilion Reserve Account</td> <td style="text-align: right;"><u>£ 35.34</u></td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£ 89,084.39</td> </tr> <tr> <td>Less Outstanding Cheques</td> <td style="text-align: right;"><u>£ 2,248.66</u></td> </tr> <tr> <td>Total as Cash Book</td> <td style="text-align: right;">£ 86,835.73</td> </tr> </table> <p><u>Ring-Fenced Amounts</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Sports Pavilion</td> <td style="text-align: right;">£15,759.02</td> </tr> <tr> <td>Play Equipment</td> <td style="text-align: right;">£ 6,084.43</td> </tr> <tr> <td>Asset Management</td> <td style="text-align: right;">£14,059.00</td> </tr> <tr> <td>Allotment Rent & Donations</td> <td style="text-align: right;">£ 2,397.82</td> </tr> <tr> <td>Allotment New Plot Deposits</td> <td style="text-align: right;">£ 587.50</td> </tr> <tr> <td>Allotment Gate Key Deposits</td> <td style="text-align: right;"><u>£ 430.00</u></td> </tr> <tr> <td>Total</td> <td style="text-align: right;"><u>£47,517.96</u></td> </tr> </table> <p>Budget Working Capital £39,317.77</p> <p>ii. <u>Quarterly Budget Comparison</u></p> <p>The Quarterly Budget Comparison was circulated to councillors. The report showed the expenditure was on budget for the first quarter.</p> <p>iii. <u>HugoFox Direct Debit Payment for Website</u></p> <p>The monthly invoice of £23.99 for the website has been received. This invoice is paid by direct debit</p> <p>iv. <u>National Trust Direct Debit Payment for the Recreation Ground</u></p> <p>The monthly invoice of £29.17 for the recreation ground lease had been received. This invoice is paid by direct debit.</p> <p>24/091/b Invoices Payable</p> <p><u>Invoices payable</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Sarah Moore</td> <td style="width: 30%;">June Expenses</td> <td style="width: 10%;">£ 303.99</td> <td style="width: 30%;"><i>Chq 1886</i></td> </tr> <tr> <td>Evis Ground</td> <td>Grass Cutting for June & Ad</td> <td></td> <td></td> </tr> <tr> <td>Maintenance</td> <td>Hoc Verge Cutting</td> <td style="text-align: right;">£ 675.54</td> <td><i>Chq 1887</i></td> </tr> <tr> <td>Mr & Mrs T Hutchinson</td> <td>Lengthsman – May</td> <td style="text-align: right;">£ 35.00</td> <td><i>Chq 1888</i></td> </tr> <tr> <td>G B Sports & Leisure</td> <td>Basketball Net</td> <td style="text-align: right;">£ 45.60</td> <td><i>Chq 1889</i></td> </tr> </table>		Current Account	£ 250.00	Business Reserve Account	£ 88,799.05	Pavilion Reserve Account	<u>£ 35.34</u>	Total	£ 89,084.39	Less Outstanding Cheques	<u>£ 2,248.66</u>	Total as Cash Book	£ 86,835.73	Sports Pavilion	£15,759.02	Play Equipment	£ 6,084.43	Asset Management	£14,059.00	Allotment Rent & Donations	£ 2,397.82	Allotment New Plot Deposits	£ 587.50	Allotment Gate Key Deposits	<u>£ 430.00</u>	Total	<u>£47,517.96</u>	Sarah Moore	June Expenses	£ 303.99	<i>Chq 1886</i>	Evis Ground	Grass Cutting for June & Ad			Maintenance	Hoc Verge Cutting	£ 675.54	<i>Chq 1887</i>	Mr & Mrs T Hutchinson	Lengthsman – May	£ 35.00	<i>Chq 1888</i>	G B Sports & Leisure	Basketball Net	£ 45.60	<i>Chq 1889</i>	
Current Account	£ 250.00																																															
Business Reserve Account	£ 88,799.05																																															
Pavilion Reserve Account	<u>£ 35.34</u>																																															
Total	£ 89,084.39																																															
Less Outstanding Cheques	<u>£ 2,248.66</u>																																															
Total as Cash Book	£ 86,835.73																																															
Sports Pavilion	£15,759.02																																															
Play Equipment	£ 6,084.43																																															
Asset Management	£14,059.00																																															
Allotment Rent & Donations	£ 2,397.82																																															
Allotment New Plot Deposits	£ 587.50																																															
Allotment Gate Key Deposits	<u>£ 430.00</u>																																															
Total	<u>£47,517.96</u>																																															
Sarah Moore	June Expenses	£ 303.99	<i>Chq 1886</i>																																													
Evis Ground	Grass Cutting for June & Ad																																															
Maintenance	Hoc Verge Cutting	£ 675.54	<i>Chq 1887</i>																																													
Mr & Mrs T Hutchinson	Lengthsman – May	£ 35.00	<i>Chq 1888</i>																																													
G B Sports & Leisure	Basketball Net	£ 45.60	<i>Chq 1889</i>																																													

Somerset Council	Lengthsman – June	£ 266.40	<i>Chq 1890</i>	
Terry Harper	Reimbursement for Materials for internal work on the Pavilion	£ 911.05	<i>Chq 1891</i>	
WEL Medical	AED Pads for Defibrillator	£ 68.34	<i>Chq 1892</i>	
	Total	<u>£ 2,305.92</u>		
<p>Cheque numbers 1891 was passed the Cllr Harper at the meeting. It was RESOLVED to approve the payments.</p> <p><u>24/091/c</u> To approve the new bank signatories and the removal of old signatories It was RESOLVED for the Clerk and Cllrs McFarlane and Drayton to become signatories on the accounts. The bank account forms were signed accordingly.</p> <p><u>24/091/c</u> To approve for the Clerk to pay invoices during August It was RESOLVED for the Clerk to pay invoices during August. The Clerk will notify councillors about any payments due.</p>				
<u>24/092</u> <u>PLANNING</u>				
<u>24/092/a</u> Parish Planning Working Party Feedback on Applications:				
<u>24/01233/FUL</u> – the proposed change of use to a children’s farm includes the conversation and reuse of 2 existing agricultural buildings/barns together with a small extension to barn A, the provision of a parking area, the upgrading of existing field gate access onto/from Montacute Road, and the formation of a new access track leading from the upgraded access to the parking area and lane out viewing paddocks – Stoneshells Farm, Montacute Road, Tintinhull, Yeovil BA22 8QD – no objections. Observation – This is a good example of agricultural diversity and Government policy. This is a well thought through proposal and fits well with the existing buildings and farm. It should be encouraged to support local agriculture and employment.				
<u>24/092/b</u> Planning Decisions and Reports				
<u>Decisions:</u>				
<u>24/01265/CLB</u> – application for a Certificate of Lawfulness of proposed works to a listed building for replacement windows – 24 The Borough, Montacute TA15 6XB – this application is with the Planning Working Group – application permitted.				
<u>Reports:</u>				
<u>21/03731/FUL & 21/03732/LBC</u> – conversion of the former piggery to dual use as a self-contained residential annexe to the principal farmhouse and a holiday let – Abbey Farm, Bishopston, Montacute TA15 6UA – awaiting decision.				
<u>24/00125/COU</u> – change of use of land to extend the residential curtilage of the property Lochindorb – Lochindorb, Montacute Road, East Stoke, Stoke sub Hamdon TA14 6UQ – the parish council objects to this application – awaiting decision				
<u>24/00750/FUL</u> – conversion of existing agricultural building to create a single dwelling with garaging and associated works as well as demolition of existing buildings – Land at Icicle Barn, Lower Town, Montacute – awaiting decision.				
<u>24/093</u> <u>GOVERNANCE</u>				
<p>The Clerk said that SALC were conducting Councillor Essentials Part 1 training for councillors on 1st August. The cost of the training is £28 per person. It was RESOLVED for Cllrs Harper, Owen and Stokes to attend.</p> <p>The Clerk circulated the New Councillor’s Guide 2024 to all councillors.</p> <p>The Clerk reported that the Council’s policies need to be reviewed and that the following policies had been updated.</p> <ul style="list-style-type: none"> • Internal Control policy • Financial Terms of Reference • Planning Terms of Reference • Equality & Diversity policy 				Clerk

The Clerk asked councillors to review these amendments and to approve these revisions at the September meeting.	Whole Council
24/094 <u>CORRESPONDENCE</u> None declared.	
24/095 <u>ITEMS FOR FUTURE AGENDAS</u> None	
24/096 <u>DATE OF NEXT PARISH COUNCIL MEETING</u> There being no further business, the meeting was closed at 21.31pm. There is no meeting in August and the next meeting will be held in the village hall at on Wednesday, 18 th September 2024.	