



**MINUTES OF MONTACUTE PARISH COUNCIL**  
**MONTHLY MEETING HELD ON**  
**WEDNESDAY 19<sup>TH</sup> JUNE 2024**  
**IN THE VILLAGE HALL**

	<b>Action</b>
<p><b><u>24/067/a PRESENT:</u></b>  <b>Members:</b> Mrs C Saint (Chairman), Mrs L Drayton, Mr T Harper, Mrs S Richings, Mrs H Stokes and Mr D Warry  <b>Others:</b> Mrs S Moore (Clerk), and 3 members of the public</p> <p><b><u>24/067/b APOLOGIES:</u></b>            Mr A McFarlane (Vice Chairman), Mr J Davies, Mr M Myram, Mr B Owen, Mr Mike Hewitson (Unitary Authority Councillor) and Mr Oliver Patrick (Unitary Authority Councillor)</p>	
<p><b><u>24/068 DECLARATIONS OF INTEREST</u></b>            Cllr Saint declared an interest in matters relating to Montacute pre-school</p>	
<p><b><u>24/069 PUBLIC SESSION</u></b>            A representative from Symonds and Sampson gave some background information on planning application 24/00750/FUL. Cllr Saint asked why a phosphate and nutrient mitigation plan was not included with the application.  <i>(Cllr Warry entered the meeting)</i>            The representative explained that in the Somerset Levels area there is no need for a Class Q application and no need for a phosphate mitigation plan.            A resident gave their opinion on the upcoming election, climate change, peace talks and health and wellbeing in the parish.            A representative from St Catherine’s Church gave an update on the church.</p>	
<p><b><u>24/070 UNITARY COUNCILLORS</u></b>            The unitary councillor report on local issues for May had been circulated to councillors. There was no other information available as the period of purdah has come into force due to the elections.</p>	
<p><b><u>24/071 MINUTES OF PREVIOUS MEETING</u></b>            It was RESOLVED to approve and sign the Minutes of the May Parish Council meeting.</p>	
<p><b><u>24/072 MATTERS ARISING FROM MINUTES</u></b>  <i>(Cllr Harper left the meeting)</i>  <u>Review of Actions List</u></p> <ul style="list-style-type: none"> <li>• Play Area Fence: It was agreed to rewire the top of the fence - ongoing</li> </ul> <p><i>(Cllr Harper rejoined the meeting)</i></p> <ul style="list-style-type: none"> <li>• Highways Issues: The dates and time had been given to the Highways department for a site meeting, but this was not convenient. Councillors agreed that whatever day Highways personnel could visit a selection of parish councillors would be available.</li> <li>• Hopscotch Area: It was agreed to get this repainted - ongoing</li> <li>• Willow Growing on Allotment Plot: It was agreed to reinspect the plot – ongoing</li> </ul>	<p><b>Cllr Harper</b></p> <p><b>Clerk</b>  <b>Cllr Harper</b>  <b>Cllrs Harper &amp; McFarlane</b></p>

<ul style="list-style-type: none"> <li>• Trees Near Allotment Entrance: It was agreed that these need to be trimmed back - ongoing</li> <li>• Raised Grassloc tile under swing: Check tile and make good the area - ongoing</li> <li>• Basketball Net: This had been ordered</li> <li>• Allotment Management Committee: It was agreed to send the constitution to Cllr Harper - ongoing</li> <li>• Benches: Move benches from allotments to recreation ground - ongoing</li> <li>• Noticeboard Refurbishment: Reboard the backing with cork sheeting - ongoing</li> <li>• Councillor Training: There is currently unavailable. This is ongoing.</li> <li>• Then and Now Pictures: Ask owners for permission to put them on the parish council's website</li> </ul>	<p>Cllr Harper Cllr Harper</p> <p>Clerk Cllr Harper Cllr Harper Clerk Cllr Warry</p>
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<p><b>24/073            SPORTS &amp; LEISURE</b></p> <p><b>24/073/a            Play Area &amp; Recreation Ground</b></p> <p>i.    <u>Play Area</u>  Monthly Play Area Inspection report: Cllr Stokes asked for an inspection report template.  The recreation ground working group met to discuss the playground inspection report. A number of items were raised but are not high priority.  The length of the grass was mentioned and that the arisings needed to be collected. The Clerk agreed to speak to the groundsman and said that this would be a change to the currently contract. It was RESOLVED that the arisings could be deposited at the bottom of the allotments  There was an incident with the groundsman's employee where he knocked over the internal wall just inside the Bishopston entrance to the recreation ground. A meeting was held with the National Trust, the groundsman and his building contractor. The National Trust would like to make the entrance more inclusive to wheelchair users so it was agreed that a 4ft long wall would be built either side of the entrance and a gate would be installed. The National Trust agreed to supply the gate and agreed to move the footpath sign over, so it does not cause an obstruction.</p> <p>ii.    <u>Pavilion Project</u>  The wayleave agreement has now been signed by Somerset Council and the cost was covered under the money paid to the National Grid in January. The Clerk is now waiting to hear from the National Grid's planner on a date when they can complete the work.  Cllr Harper gave an update on the internal work. He said that the completion depends on the National Grid installation. It was agreed to get quotes for an electrical supplier.  The Clerk said that Montacute preschool has ask to use the pavilion and recreation ground for their sports day on 11<sup>th</sup> July between 9am and 12pm. Cllr Saint declared an interest. It was agreed that they could only use the pavilion if the electric has been connected. Otherwise, an alternative venue would need to be sought.</p> <p><b>24/073/b            Any Other Issues</b>  None declared.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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<p><b>24/074            VILLAGE ENVIRONMENT</b></p> <p><b>24/074/a            Allotments</b>  Cllr Harper said an allotment had been given up and the deposits need to be refunded. The Clerk said she had received an enquiry about a vacant allotment and would pass the contact details onto Cllr Harper.</p> <p><b>24/074/b            Crime &amp; Anti-Social Behaviour</b>  The latest reports from the police.uk website had been circulated to councillors.</p> <p><b>24/074/c            Footpaths</b>  No report.</p>	<p>Clerk</p> <p>Clerk</p>

<p><b>24/074/d</b>      <u>Ground Maintenance</u></p> <p>The Clerk said that she had received a quote from Evis Ground Maintenance for the lengthsman work. This is based on a day rate for a 9-hour day at £235. This cost is more favourable than the current cost from Somerset Council. It was agreed that until the final information had been received about the current lengthsman scheme, the existing grass cutting contract would be extended, and then the two roles would be amalgamated, and the contract would go out for tender.</p> <p>The Clerk was asked whether volunteers were covered under the parish council's insurance. The Clerk confirmed they were covered under the public liability insurance.</p> <p>Cllr Saint asked if the verges opposite the garage and outside the allotments could be cut back before the Open Gardens on the Saturday. The Clerk agreed to contact the groundsman, but mentioned it was very short notice and that it would incur an extra cost. It was RESOLVED to pay the additional cost for these verges to be cut.</p> <p><b>24/074/e</b>      <u>Highways &amp; Transport</u></p> <p>i.      <u>Speed Indicator Device/Speedwatch</u></p> <p>The Clerk read out Cllr Myram's report. The Speedwatch team are maintaining a regular presence and still catching speeders, it seems there is an element of drivers that do not care.</p> <p>ii.      <u>Other</u></p> <p>It was reported that the barrier outside the recreation ground in Bishopston was knocked over by a vehicle. The driver of the vehicle swerved to avoid a cat. Somerset Council Highways have removed the barrier. As this barrier was to prevent children running out into the road from the play area, it was agreed to contact Highways to get the barrier reinstated as soon as possible.</p> <p>The Clerk said a tree has fallen down by Somerset Council's grit store and is blocking the footpath. It was agreed to get this reported.</p> <p><b>24/074/f</b>      <u>National Trust</u></p> <p>No report.</p> <p><b>24/074/g</b>      <u>Street Lighting</u></p> <p>No report.</p> <p><b>24/074/h</b>      <u>Triangle Trust</u></p> <p>No report.</p> <p><b>24/074/i</b>      <u>Any Other Issues</u></p> <p>Cllr Saint said that the litter pick and coffee morning went well on 15<sup>th</sup> June and £84.70 was raised which will go towards tables and chairs for the pavilion. Cllr Saint said she thanked everyone who came along and volunteered on the village's Facebook page. The Clerk agreed to put a thank you in the village magazine. It was agreed that the next litter pick and coffee morning will be held on 7<sup>th</sup> September. The Clerk will book the village hall.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>												
<p><b>24/075</b>      <b><u>MEMBERS' &amp; CLERK'S REPORTS</u></b></p> <p>No reports given.</p>													
<p><b>24/076</b>      <b><u>FINANCE</u></b></p> <p><b>24/076/a</b>      <u>Matters for Report:</u></p> <p>i.      <u>Monthly Bank Reconciliation</u></p> <p>The Clerk gave the monthly bank reconciliation as of 31<sup>st</sup> May 2024:</p> <table data-bbox="231 1848 997 2056"> <tr> <td>Current Account</td> <td>£ 250.00</td> </tr> <tr> <td>Business Reserve Account</td> <td>£ 94,417.30</td> </tr> <tr> <td>Pavilion Reserve Account</td> <td>£ 35.30</td> </tr> <tr> <td><b>Total</b></td> <td><b>£ 94,702.60</b></td> </tr> <tr> <td>Less Outstanding Cheques</td> <td>£ 834.46</td> </tr> <tr> <td><b>Total as Cash Book</b></td> <td><b>£ 93,868.14</b></td> </tr> </table>	Current Account	£ 250.00	Business Reserve Account	£ 94,417.30	Pavilion Reserve Account	£ 35.30	<b>Total</b>	<b>£ 94,702.60</b>	Less Outstanding Cheques	£ 834.46	<b>Total as Cash Book</b>	<b>£ 93,868.14</b>	
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Ring-Fenced Amounts

Sports Pavilion	£20,262.64
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>
<b>Total</b>	<b><u>£43,821.39</u></b>

**Budget Working Capital** **£50,046.75**

- ii. HugoFox Direct Debit Payment for Website  
The monthly invoice of £23.99 for the website has been received. This invoice is paid by direct debit
- iii. National Trust Direct Debit Payment for the Recreation Ground  
The monthly invoice of £29.17 for the recreation ground lease had been received. This invoice is paid by direct debit.
- iv. National Trust Direct Debit Payment for the Borough Car Park  
The annual invoice of £300.00 for the Borough car park lease had been received. This invoice is paid by direct debit.

**24/076/b** Invoices Payable

Invoice paid 31.05.24

Zurich Municipal	PC Insurance	£ 804.46	<i>Chq 1878</i>
	Total	<u>£ 804.46</u>	

Invoices payable

Sarah Moore	May Expenses	£ 237.16	<i>Chq 1879</i>
Evis Ground			
Maintenance	Grass Cutting – May	£ 575.54	<i>Chq 1880</i>
Somerset Council	Lengthsman – May	£ 532.80	<i>Chq 1881</i>
Pinnacle Accountancy			
Services (SW) Ltd	Internal Audit 2023/24	£ 144.00	<i>Chq 1882</i>
HMRC	PAYE Period 1-3	£ 346.00	<i>Chq 1883</i>
Terry Harper	Reimbursement for Materials for internal work on the Pavilion	£ 4,482.45	<i>Chq 1884</i>
Christine Saint	Reimbursement for Litter Picks & Hi-Viz Vests	<u>£ 42.57</u>	<i>Chq 1885</i>
	Total	<u>£ 6,360.52</u>	

Cheque numbers 1884 and 1885 were passed the Cllrs Saint and Harper at the meeting. It was RESOLVED to approve the payments.

**24/076/c** Uncashed Cheque Over Six Months Old

It was RESOLVED for the Clerk to write the cheque off the accounts.

**24/076/c** Parish Council Insurance

It was RESOLVED to ratify the approval to accept the quotation from Zurich Municipal.

**24/076/c** To approve the Annual Governance Statement for 2023/24

It was RESOLVED to approve the Annual Governance Statement for 2023/24.

**24/076/c** To approve the Annual Accounting Statement for 2023/24

It was RESOLVED to approve the Annual Accounting Statement for 2023/24.

**24/077** **PLANNING**

**24/077/a** Parish Planning Working Party Feedback on Applications:

<p><b>24/00750/FUL</b> – 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 – no objections, but query if there is any consideration for phosphate</p> <p><b>24/01265/CLB</b> – 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</p> <p><b>24/077/b</b> <u>Planning Decisions and Reports</u></p> <p><u>Decisions:</u> None reported</p> <p><u>Reports:</u></p> <p><b>21/03731/FUL &amp; 21/03732/LBC</b> – 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.</p> <p><b>24/00125/COU</b> – 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</p>	
<p><b>24/078</b> <u>GOVERNANCE</u></p> <p>No reports</p>	
<p><b>24/079</b> <u>CORRESPONDENCE</u></p> <p>Cllr Saint and the Clerk have received complaints from residents about the parking in the Borough car park. There has been an increase in larger vehicles such as motor homes and works vans being parked in this small car park. One resident suggested permit parking for residents only.</p> <p>It was agreed that the Clerk would check the terms and conditions on the lease and respond to the residents.</p>	<p><b>Clerk</b></p>
<p><b>24/080</b> <u>ITEMS FOR FUTURE AGENDAS</u></p> <p>None</p>	
<p><b>24/081</b> <u>DATE OF NEXT PARISH COUNCIL MEETING</u></p> <p>There being no further business, the meeting was closed at 21.16pm. The next meeting will be held in the village hall at on Wednesday, 17<sup>th</sup> July 2024.</p>	