



**MINUTES OF MONTACUTE PARISH COUNCIL**  
**MONTHLY MEETING HELD ON**  
**WEDNESDAY 16<sup>TH</sup> OCTOBER 2024**  
**IN THE VILLAGE HALL**

	<b>Action</b>
<p><b><u>24/112/a PRESENT:</u></b>  <b>Members:</b> Mrs C Saint (Chairman), Mr A McFarlane (Vice Chairman), Mr T Harper, Mr B Owen, Mrs S Richings and Mrs H Stokes  <b>Others:</b> Mrs S Moore (Clerk), and 1 member of the public</p> <p><b><u>24/112/b APOLOGIES:</u></b>            Mr J Davies, Mrs L Drayton, Mr M Myram, Mr D Warry, Mr Mike Hewitson (Unitary Authority Councillor) and Mr Oliver Patrick (Unitary Authority Councillor)</p>	
<p><b><u>24/113 DECLARATIONS OF INTEREST</u></b>            Cllr Saint declared an interest in the discussion on fire extinguishers for the pavilion.</p>	
<p><b><u>24/114 PUBLIC SESSION</u></b>            A member of the public mentioned that that the flooding on the road between Montacute and Tintinhull is always very deep and said that it needs a flood depth marker to be installed. It was agreed that this needs to be raised with Highways</p>	<b>Clerk</b>
<p><b><u>24/115 UNITARY COUNCILLORS</u></b>            The unitary reports were circulated to councillors.</p>	
<p><b><u>24/116 MINUTES OF PREVIOUS MEETING</u></b>            It was RESOLVED to approve and sign the Minutes of the September Parish Council meeting.</p>	
<p><b><u>24/117 MATTERS ARISING FROM MINUTES</u></b>  <u>Review of Actions List</u>            The action list was reviewed</p> <ul style="list-style-type: none"> <li>• Highways Issues: Some of the issues have been reported online and waiting a response from Highways regarding an on-site meeting</li> <li>• Willow Growing on Allotment Plot: It was agreed to reinspect the plot – ongoing</li> <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>• Reinstate benches by the pavilion</li> <li>• Noticeboard refurbishment: Clerk to give key to Cllr Harper</li> <li>• Interactive map of verge cutting schedule to be forwarded to the Clerk</li> <li>• Security barrier adjustment</li> <li>• SID: A replacement key is needed.</li> <li>• Montacute Memories: Information to be forwarded to the Clerk</li> <li>• Youth Council: It was agreed to defer this matter</li> <li>• Bleed Kit: It was agreed to chase the company regarding the installation</li> </ul>	<b>Cllrs Harper &amp; McFarlane</b> <b>Cllr Harper</b> <b>Cllr Harper</b> <b>Cllr Harper</b> <b>Clerk</b> <b>Cllr Hewitson</b> <b>Cllr Harper</b> <b>Clerk</b> <b>Cllr Davies</b>  <b>Clerk</b>
<p><b><u>24/118 SPORTS &amp; LEISURE</u></b>  <b><u>24/118/a Play Area &amp; Recreation Ground</u></b>            i. <u>Play Area</u></p>	

<p>Monthly Play Area Inspection report was circulated to councillors.</p> <p>ii. <u>Recreation Ground</u>  An update was given on the meeting with the National Trust and the recreation ground lease. The Parish Council have asked for the clause regarding the hours of use to be amended. This has been submitted to the National Trust's legal team. In the meantime, the National Trust have agreed for the Parish Council to use the pavilion out of daylight hours.  The Parish Council also asked about the bonfire night display, but the Trust refused for this to go ahead due to environmental issues, potential damage to the grounds and that the surrounding area is inhabited by 13 of the country's 15 species of bats, and any pyrotechnics could have a profound effect on them. It was pointed out that the law also states that any firework display must have a qualified pyrotechnic engineer. It was agreed to put this in the magazine.</p> <p>iii. <u>Pavilion Project</u>  Cllr Harper gave an update on the pavilion  At the meeting with the National Trust a discussion was held regarding extending the ramp, putting a pathway in from the car park, landscaping and the car park. Tintinhull Youth FC has sent through a report on their growth plans, and this was also discussed with the National Trust.  Cllr Saint has received a price for the supply of fire extinguishers. It was agreed to get two more quotes  It was agreed to compile an inventory of the pavilion's contents for the asset register.  Cllr Harper agreed to take the meter readings each month.  Cllr Harper agreed the chase the electrician regarding the test certificate</p> <p><b>24/118/b</b> <u>Any Other Issues</u>  The cost 19-20ft Christmas tree from Paull's of Martock is £135 plus VAT. Councillors had approved this purchase by email as the order need to be submitted before the parish council meeting.  It was RESOLVED to ratify the approval to purchase a Christmas tree from Paull's of Martock.  A discussion was held regarding the Christmas tree lighting event. It was agreed that this would be held on 6<sup>th</sup> December at 6.30pm in the Borough and refreshments will be at the Baptist chapel. Cllr Saint agreed to book the chapel, and the Clerk agreed to create a poster to go in the magazine.</p>	<p>Clerk</p> <p>Clerk  Cllr Saint &amp; Clerk  Cllr Harper  Cllr Harper</p> <p>Cllr Saint  Clerk</p>
<p><b>24/119</b> <b>VILLAGE ENVIRONMENT</b></p> <p><b>24/119/a</b> <u>Allotments</u>  A discussion was held regarding the possibility of using a small part of the site as an overflow car park.</p> <p><b>24/119/b</b> <u>Crime &amp; Anti-Social Behaviour</u>  The report for August from the Police.UK website had been circulated to councillors.</p> <p><b>24/119/c</b> <u>Footpaths</u>  No report.</p> <p><b>24/119/d</b> <u>Ground Maintenance</u>  A discussion was held regarding the ground maintenance tender document. It was agreed to make some changes and bring it to the next meeting.</p> <p><b>24/119/e</b> <u>Highways &amp; Transport</u></p> <p>i. <u>Speedwatch</u>  No report.</p> <p>ii. <u>Road Closure</u>  Head Street in Tintinhull will be closed from the junction with Montacute Road for Wales &amp; West Utilities to install a new gas supply from 28<sup>th</sup> October to 1<sup>st</sup> November.</p>	

<p>iii. <u>Reports to Somerset Council</u>  The Clerk confirmed that she has reported the following on the Somerset Council's website:</p> <ul style="list-style-type: none"> <li>• Uneven pavement between the school and the garage in Yeovil Road</li> <li>• Fallen school warning sign on the link road by the allotments</li> <li>• Uneven manhole cover in Townsend</li> </ul> <p><b>24/119/f</b> <u>National Trust</u>  The National Trust will be carrying out work on the ponds.  A discussion was held regarding the comments made by the National Trust regarding the types of vehicles parking in the Borough carpark.</p> <p><b>24/119/g</b> <u>Street Lighting</u>  A resident has complained out the streetlight attached to their property in Middle Street. It was agreed the resident will need to contact Somerset Council.</p> <p><b>24/119/h</b> <u>Triangle Trust</u>  The Triangle Trust will hold a cheese and wine evening in the village hall in Montacute and the Lighthouse Café in Stoke sub Hamdon in November.</p> <p><b>24/119/i</b> <u>Any Other Issues</u>  None.</p>																													
<p><b>24/120</b> <u>MEMBERS' &amp; CLERK'S REPORTS</u>  The Clerk circulated an email from Langport's clerk regarding Langport Council's decision to get Somerset Council to carry out a Community Governance Review.</p>																													
<p><b>24/121</b> <u>FINANCE</u>  <b>24/121/a</b> <u>Matters for Report:</u></p> <p>i. <u>Monthly Bank Reconciliation</u>  The Clerk gave the monthly bank reconciliation as of 30<sup>th</sup> September 2024:</p> <table data-bbox="223 1164 989 1433"> <tr> <td>Current Account</td> <td>£ 250.00</td> </tr> <tr> <td>Business Reserve Account</td> <td>£ 75,390.15</td> </tr> <tr> <td>Pavilion Reserve Account</td> <td><u>£ 35.47</u></td> </tr> <tr> <td><b>Total</b></td> <td><b>£ 75,675.62</b></td> </tr> <tr> <td>Plus Outstanding Deposits</td> <td>£ 49.65</td> </tr> <tr> <td>Less Outstanding Cheques</td> <td><u>£ 3,629.91</u></td> </tr> <tr> <td><b>Total as Cash Book</b></td> <td><b>£ 72,095.36</b></td> </tr> </table> <p><u>Ring-Fenced Amounts</u></p> <table data-bbox="223 1545 989 1814"> <tr> <td>Sports Pavilion</td> <td>£ 9,589.88</td> </tr> <tr> <td>Play Equipment</td> <td>£ 6,084.43</td> </tr> <tr> <td>Asset Management</td> <td>£14,059.00</td> </tr> <tr> <td>Allotment Rent &amp; Donations</td> <td>£ 2,397.82</td> </tr> <tr> <td>Allotment New Plot Deposits</td> <td>£ 562.50</td> </tr> <tr> <td>Allotment Gate Key Deposits</td> <td><u>£ 420.00</u></td> </tr> <tr> <td><b>Total</b></td> <td><b><u>£33,113.63</u></b></td> </tr> </table> <p><b>Budget Working Capital</b> <b>£38,981.73</b></p> <p>ii. <u>Quarterly Budget Comparison Report</u>  The Quarterly Budget Comparison was circulated to councillors. The report showed the expenditure was under budget for the second quarter.</p>	Current Account	£ 250.00	Business Reserve Account	£ 75,390.15	Pavilion Reserve Account	<u>£ 35.47</u>	<b>Total</b>	<b>£ 75,675.62</b>	Plus Outstanding Deposits	£ 49.65	Less Outstanding Cheques	<u>£ 3,629.91</u>	<b>Total as Cash Book</b>	<b>£ 72,095.36</b>	Sports Pavilion	£ 9,589.88	Play Equipment	£ 6,084.43	Asset Management	£14,059.00	Allotment Rent & Donations	£ 2,397.82	Allotment New Plot Deposits	£ 562.50	Allotment Gate Key Deposits	<u>£ 420.00</u>	<b>Total</b>	<b><u>£33,113.63</u></b>	
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<p>iii. <u>Monthly Direct Debits</u>  The monthly direct debits paid</p> <table border="0"> <tr> <td>HugoFox</td> <td>£</td> <td>23.99</td> <td></td> </tr> <tr> <td>National Trust</td> <td>£</td> <td>29.17</td> <td></td> </tr> <tr> <td>Eon Next</td> <td>£</td> <td>24.98</td> <td></td> </tr> <tr> <td><b>Total</b></td> <td><b>£</b></td> <td><b>78.14</b></td> <td></td> </tr> </table> <p>iv. <u>Annual Governance and Accountability Return 2023/24 Report</u>  The Clerk gave the report on the Annual Governance and Accountability Return (AGAR) 2023/24 from PKF Littlejohn. The report is as follows:  <i>On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.</i></p> <p>v. <u>Additional Bank Signatories</u>  The Clerk reported that confirmation has been received that the account mandate has been updated with the new signatories.</p>	HugoFox	£	23.99		National Trust	£	29.17		Eon Next	£	24.98		<b>Total</b>	<b>£</b>	<b>78.14</b>																																									
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<p><b>24/121/b</b>      <u>Invoices Payable</u></p> <p><u>Invoices payable</u></p> <table border="0"> <tr> <td>Sarah Moore</td> <td>September Expenses &amp; Reimbursements</td> <td>£</td> <td>220.19</td> <td>Chq 1914</td> </tr> <tr> <td>Evis Ground</td> <td>Maintenance</td> <td>£</td> <td>575.54</td> <td>Chq 1915</td> </tr> <tr> <td>PKF Littlejohn LLP</td> <td>Grass Cutting for September</td> <td>£</td> <td>504.00</td> <td>Chq 1916</td> </tr> <tr> <td>W.H. Adams</td> <td>Annual Governance &amp; Accountability Return 2023/24</td> <td>£</td> <td>0.00</td> <td>Chq 1917</td> </tr> <tr> <td>Construction Ltd</td> <td>Cancelled</td> <td>£</td> <td></td> <td></td> </tr> <tr> <td>Christine Saint</td> <td>Reimbursement for items for the pavilion</td> <td>£</td> <td>163.26</td> <td>Chq 1918</td> </tr> <tr> <td>Somerset Council</td> <td>Lengthsman – September</td> <td>£</td> <td>532.80</td> <td>Chq 1919</td> </tr> <tr> <td></td> <td><b>Total</b></td> <td></td> <td><b>£ 1,995.79</b></td> <td></td> </tr> </table> <p>It was agreed not to pay the invoice from W.H. Adams Construction as this needs to be paid by the groundsman.  The Clerk said she has received two further invoices and asked if they could be paid with this month's payments.</p> <table border="0"> <tr> <td>Terry Harper</td> <td>Reimbursement on materials for Pavilion</td> <td>£</td> <td>258.20</td> <td>Chq 1920</td> </tr> </table> <p><u>Section 137 LGA 1972</u></p> <table border="0"> <tr> <td>The Royal British Legion</td> <td>Poppy Wreath Donation</td> <td>£</td> <td>35.00</td> <td>Chq 1921</td> </tr> <tr> <td></td> <td><b>Total</b></td> <td></td> <td><b>£ 293.20</b></td> <td></td> </tr> </table> <p>It was RESOLVED to approve the payments.</p>	Sarah Moore	September Expenses & Reimbursements	£	220.19	Chq 1914	Evis Ground	Maintenance	£	575.54	Chq 1915	PKF Littlejohn LLP	Grass Cutting for September	£	504.00	Chq 1916	W.H. Adams	Annual Governance & Accountability Return 2023/24	£	0.00	Chq 1917	Construction Ltd	Cancelled	£			Christine Saint	Reimbursement for items for the pavilion	£	163.26	Chq 1918	Somerset Council	Lengthsman – September	£	532.80	Chq 1919		<b>Total</b>		<b>£ 1,995.79</b>		Terry Harper	Reimbursement on materials for Pavilion	£	258.20	Chq 1920	The Royal British Legion	Poppy Wreath Donation	£	35.00	Chq 1921		<b>Total</b>		<b>£ 293.20</b>		
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<p><b>24/121/c</b>      <u>Other</u></p> <p>It was agreed for the Finance Committee to arrange a meeting to set the budget for 2025/26</p>																																																								
<p><b>24/122</b>      <b>PLANNING</b></p> <p><b>24/122/a</b>      <u>Parish Planning Working Party Feedback on Applications:</u>  <b>24/02046/HOU</b> – demolition of existing garage. Erection of two storey and single storey rear extension. New garage – 9 St Michaels View, Montacute Road TA15 6UJ – this application is with the Planning Working Group</p>																																																								

<p><b>24/02366/TCA</b> – notification of intent to fell no.1 tree and carry out tree surgery works to no. 1 tree within a Conservation Area – Orchard lea, Bishopston, Montacute TA15 6UU – no comments required from the Parish Council</p> <p><b>24/122/b</b>      <u>Planning Decisions and Reports</u></p> <p><u>Decisions:</u> None</p> <p><u>Reports:</u> <b>24/01233/FUL</b> – 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 – awaiting decision. <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 – awaiting decision <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 – awaiting decision</p>	
<p><b>24/123</b>      <b>GOVERNANCE</b></p> <p>Cllr McFarlane agreed to review the Emergency Plan</p>	
<p><b>24/124</b>      <b>CORRESPONDENCE</b></p> <p>None received.</p>	
<p><b>24/125</b>      <b>ITEMS FOR FUTURE AGENDAS</b></p> <p>Christmas Tree Booking System for Pavilion Review of Emergency Plan Budget 2025/26</p>	
<p><b>24/126</b>      <b>DATE OF NEXT PARISH COUNCIL MEETING</b></p> <p>There being no further business, the meeting was closed at 21.00pm. The next meeting will be held at the pavilion on Wednesday, 20<sup>th</sup> November 2024.</p>	