



## MINUTES OF MONTACUTE PARISH COUNCIL MONTHLY MEETING HELD ON MONDAY 28<sup>TH</sup> SEPTEMBER 2022 AT THE BAPTIST CHAPEL

### 22/109/a PRESENT:

**Members:** Mrs C Saint (Chairman), Mrs L Drayton, Mr T Harper, Mr B Owen and Mr D Warry

**Others:** Mrs S Moore (Clerk), Mr Tony Capozzoli (District Councillor), Mr Mike Hewitson (County and Unitary Authority Councillor) and no members of the public

### 22/109/b APOLOGIES:

Mr J Davies, Mr A McFarlane, Mrs S Richings, Mr M Myram, and Mr Oliver Patrick (County and Unitary Authority Councillor)

### 22/110 DECLARATIONS OF INTEREST

None declared.

### 22/111 PUBLIC SESSION

None declared

### 22/112 DISTRICT & COUNTY COUNCILLORS

#### 22/112/a District Councillor

Cllr Capozzoli discussed the Discharge of Conditions for the pavilion.

*(Cllr Warry entered the meeting)*

Cllr Capozzoli updated councillors on the dates of the Area East meetings and talked about the new Local Community Network (LCN).

*(Cllr Hewitson entered the meeting)*

It was reported that the caravans had gone from the bottom of Station Road. A discussion was held regarding the safeguarding of the footpath and Cllr Capozzoli asked for the point of contact at Somerset County Council.

**Action Cllr Saint**

#### 22/112/b County Councillor

Cllr Hewitson gave an update on the 'New Somerset' Council, the LCN Conference and LCN Consultation.

Cllr Saint asked about the new 20mph limit signs near Stanchester Academy and whether this type of sign would be going up outside the primary school in Montacute. Cllr Hewitson said he would check the program of works.

**Action Cllr Hewitson**

A discussion was held regarding the Transport Strategy Group survey, and it was agreed for the Clerk to forward on the report onto Cllr Hewitson once it had been compiled.

**Action Clerk**

*(Cllrs Capozzoli & Hewitson left the meeting)*

### 22/113 MINUTES OF PREVIOUS MEETING

It was RESOLVED to approve and sign the Minutes of the July Parish Council meeting and the confidential minutes.

### 22/114 MATTERS ARISING FROM MINUTES

#### Review of Actions List

- Dangerous parking in Yeovil Road: It was agreed to ask the school to encourage parents to let their children use the bus service. A discussion was held with the National Trust who have agreed for posts to be install on a trial basis. It was also agreed to contact the Beat Manager to find out if there could be a police presence during school start and finish times. **Action Cllr Saint**
- Online Banking: Information is required from councillors **Action Clerk**
- Speedwatch: It was agreed to put an article in the magazine **Action Clerk**
- 'A' Board in the Borough: Owner was not ascertained. It was agreed to investigate further **Action Cllr Saint**

## **22/115        SPORTS & LEISURE**

### **22/115/a        Play Area & Recreation Ground**

- i. Play Area  
The Clerk reported that the mats had been repaired by the slide.  
Cllr Richings sent in her report and commented that the perimeter fence needed some maintenance.
- ii. Pavilion Project  
The Clerk reported on the Discharge of Conditions. Condition 5, Landscaping Scheme had been approved; Condition 4, Tree Protection Scheme was refused. Further information was required which the Arboriculturalist has agreed to provide.
- iii. Recreation Ground  
Concerns were raised about the security gate being left unlocked. It was agreed to remind those with keys to make sure the gate was locked. **Action Clerk**  
Cllr Harper agreed to check the gate keys. **Action Cllr Harper**

### **22/115/b        Any Other Issues**

A discussion was held about the Christmas Tree event. It was agreed to turn on the lights on 9<sup>th</sup> December. It was agreed to get prices for some new lights and to check with the resident in the Borough about the electricity supply. It was RESOLVED to purchase a 17ft tree from Paull's of Martock. **Action Cllr Saint & Clerk**

## **22/116        VILLAGE ENVIRONMENT**

### **22/116/a        Allotments**

A discussion was held about the condition of the allotments, and it was agreed to send letters to all the allotment holders who have not kept their plots in good condition or who had not adhered to the tenancy agreement **Action Clerk**

It was agreed to defer discussing the new documentation for the allotments until the next meeting.

### **22/116/b        Crime & Anti-Social Behaviour**

No report received.

### **22/116/c        Footpaths**

The Volunteer Handbook had been forwarded to the new PPLO. .

### **22/116/d        Ground Maintenance**

The Clerk reported that the grass cutting contract was due to go out for tender in 2023 and the contract needed to be reviewed. It was agreed to put this on a future agenda for discussion.

### **22/116/e        Highways & Transport**

- i. Speed Indicator Device/Speedwatch  
A report had been submitted to councillors on Speedwatch sessions. The results of which indicate that under 200 vehicles were being driven at 25mph and over, and most vehicles were travelling at speeds of 22-24mph.
- ii. Transport Strategy Group  
The Transport Strategy Group's first meeting was on 10<sup>th</sup> August and the group discussed what the overall aims were, identified key issues, what data had already been collected and what road safety options were available. The TSG had asked the Parish Council to send out a survey to residents. This information will be put together in a report and circulated to councillors and the TSG.  
It was agreed to mention the TSG in the magazine article. **Action Clerk**  
Cllr Owen agreed to join the Transport Strategy Group.

### **22/116/f        National Trust**

It was reported that work has been on-going replacing the fence around St Michael's Hill which has involved some coppicing. The National Trust has also planted a number of trees in St Michael's field and wildflower seeds have been spread in the field between the recreation ground and the Hill.

### **22/116/g        Street Lighting**

No report

### **22/116/h        Triangle Trust**

Cllr Warry gave a progress report. Cllr Warry mentioned there would be a sale in November in Stoke sub Hamdon.

### **22/116/i        Any Other Issues**

The Clerk said the grit bins levels needed to be checked before 30<sup>th</sup> September. **Action Cllr Warry**

It was agreed to put the Emergency Plan on the agenda for next month.

## **22/117 MEMBERS' & CLERK'S REPORTS**

Cllr Saint report had been circulated to councillors prior to the meeting.

No other reports submitted

## **22/118 FINANCE**

### **22/118/a Matters for Report:**

#### i. Monthly Bank Reconciliation

The Clerk gave the monthly bank reconciliation as of 31<sup>st</sup> July 2022:

Current Account	£ 250.00
Business Reserve Account	£60,853.72
Pavilion Reserve Account	<u>£21,272.86</u>
<b>Total</b>	<b>£82,376.58</b>
Outstanding Deposits	£ 0.00
Less Outstanding Cheques	<u>£ 1,509.43</u>
<b>Total as Cash Book</b>	<b>£80,867.15</b>

The Clerk gave the monthly bank reconciliation as of 31<sup>st</sup> August 2022:

Current Account	£ 250.00
Business Reserve Account	£59,008.26
Pavilion Reserve Account	<u>£21,274.78</u>
<b>Total</b>	<b>£80,533.04</b>
Outstanding Deposits	£ 0.00
Less Outstanding Cheques	<u>£ 0.00</u>
<b>Total as Cash Book</b>	<b>£80,533.04</b>

#### Ring-Fenced Amounts

Sports Pavilion	£41,854.16
Play Equipment	£ 4,241.42
Asset Management	£11,059.00
Allotment Rent & Donations	£ 475.47
Allotment New Plot Deposits	£ 475.00
Allotment Gate Key Deposits	£ 430.00
Defibrillator Accessories	£ 143.30
Spring Bulbs	<u>£ 26.50</u>
<b>Total</b>	<b>£58,704.85</b>

**Budget Working Capital** **£21,828.19**

#### ii. Wessex Water

The Clerk reported the half yearly bill from Wessex Water for £157.22 will be paid by direct debit on 3<sup>rd</sup> October.

#### iii. Annual Governance & Accountability Return – 31<sup>st</sup> March 2022

The report from the Auditors, PKF Littlejohn LLP, stated the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

#### iv. National Trust Direct Debits Payment for Recreation Ground

The monthly invoices for August and September totally £29.17 each for the recreation ground lease had been received. This is paid by direct debit

#### v. Budget 2023/24 Meeting for Finance Group

It was agreed to hold the Budget meeting on 14<sup>th</sup> October.

## **22/118/b** Invoices Payable

### **Invoices Payable:**

Sarah Moore	July & August Expenses	£ 452.78	Chq 1754
Evis Ground Maintenance	Grass Cutting July & August	£ 777.76	Chq 1755
Montacute Magazine	Printing of TSG Questionnaire	£ 30.00	Chq 1756
Montacute Baptist Chapel	Hire of Hall for PC Meeting	£ 20.00	Chq 1757
Somerset Association of Local Councils	Councillor Training	£ 200.00	Chq 1758
Somerset Association of Local Councils	Affiliation fee 04.2022 – 03.2023	£ 184.06	Chq 1758
Matta Products	Repairs to Matting Around the Slide	£ 180.00	Chq 1759
SSDC	Parish Lengthsman for July & August	£ 768.28	Chq 1760
	Total	<u>£ 2,612.88</u>	

The Clerk asked for three additional payments to be paid with this month's payments.

Christine Saint	Reimbursement – Book of Condolence	£ 19.99	Chq 1761
PKF Littlejohn LLP	Annual Audit – AGAR 31 <sup>st</sup> March 2022	£ 240.00	Chq 1762
Montacute PCC	Grant – Churchyard Maintenance	£ 900.00	Chq 1763
	Total	<u>£ 1,159.99</u>	

It was RESOLVED to approve the payments.

### **22/118/c** Other Items for Resolution

It was RESOLVED to approve the grant of £900 towards the churchyard maintenance and to include it in this month's payments (*see minute ref: 22/118/b*).

## **22/119** **PLANNING**

### **22/119/a** Planning Information

None declared.

### **22/119/b** Parish Planning Working Party Feedback on Applications:

No new applications

### **22/119/c** Planning Decisions and Reports

#### i. Decisions:

**22/01678/LBC** – proposed installation of secondary glazing – 13 Middle Street, Montacute TA15 6UZ – approved

**22/01673/LBC** – proposed installation of secondary glazing – 12a Middle Street, Montacute TA15 6UZ – approved

**22/02194/TCA** – notification of intent to carry out Tree Surgery works to no. 4 trees within a Conservation Area – Montacute House, Bishopston, Montacute TA15 6XP - approved

#### ii. Reports:

**22/01842/DOC1** – discharge of Condition No 4 (Arboricultural Method Statement and Tree Protection Plan) and No 5 (Scheme of Landscaping) of planning application 21/00195/FUL – awaiting decision

**21/03731/FUL & 21/03732/LBC** – 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.

**20/00991/OUT** – Outline application with all matters reserved save for access for the residential development of land for up to 17 no. dwellings – Land at Mason Lane, Montacute –awaiting decision. .

## **22/120** **GOVERNANCE**

No report given.

## **22/121** **CORRESPONDENCE**

None received.

**22/122 ITEMS FOR FUTURE AGENDAS**

Grass cutting contract, Emergency Plan, Allotment documentation, Christmas Tree Lighting event and King's Coronation

**22/123 DATE OF NEXT PARISH COUNCIL MEETING**

There being no further business, the meeting was closed at 21.47pm. The next meeting will be held in the village hall at 7pm on Wednesday, 19<sup>th</sup> October 2022.