



MINUTES OF MONTACUTE PARISH COUNCIL
MONTHLY MEETING HELD ON
WEDNESDAY 16TH JULY 2025
IN THE PAVILION

	Action
<p><u>25/091/a</u> PRESENT: Members: Mr A McFarlane (Acting Chairman), Mrs S Bartlett, Mrs L Drayton, Mr T Harper, Mrs S Richings and Mr D Warry Others: Mrs S Moore (Clerk), and 1 member of the public.</p> <p><u>25/091/b</u> APOLOGIES: Mrs C Saint (Chairman), Mr J Davies, Mr M Myram, Mr B Owen, Mrs H Stokes and Mr Mike Hewitson (Unitary Authority Councillor) and Mr Oliver Patrick (Unitary Authority Councillor)</p>	
<p><u>25/092</u> DECLARATIONS OF INTEREST Cllr McFarlane declared an interest in planning application 25/01513/DOC1.</p>	
<p><u>25/093</u> PUBLIC SESSION A resident talked about community health and wellbeing, especially in the younger generation. <i>(Cllr Harper left the meeting)</i> Cllr McFarlane said whilst the parish council support community health and wellbeing, the parish council has limited powers, and it would take voluntary involvement from residents. <i>(Cllr Harper rejoined the meeting)</i></p>	
<p><u>25/094</u> UNITARY COUNCILLORS The Unitary Councillors' report had been circulated to councillors.</p>	
<p><u>25/095</u> MINUTES OF PREVIOUS MEETING It was RESOLVED to approve and sign the Minutes of the June Parish Council meeting.</p>	
<p><u>25/096</u> MATTERS ARISING FROM MINUTES Review of Actions List The action list was reviewed:</p> <ul style="list-style-type: none"> • Security barrier adjustment: - Ongoing • Allotment Trees & Hedges: These will be scheduled to be cut back in the winter. • Allotment Rules: These are to be reviewed – Ongoing • Allotment Gate: Alternative locking methods are still being investigated • Balance beam in play area: obtain a quote for an Oak beam - ongoing 	<p>Cllr Harper Cllrs Harper & McFarlane Clerk Cllr Harper Cllr Harper</p>
<p><u>25/097</u> SPORTS & LEISURE <u>25/097/a</u> Play Area & Recreation Ground</p> <p>i. <u>Play Area</u> It was reported that there was still an issue with people taking dogs into the play area. It was agreed to put an article in the magazine.</p> <p>ii. <u>Recreation Ground</u></p> <ul style="list-style-type: none"> • <u>Incident</u> 	<p>Clerk</p>

<p>It was reported that during the Pre-school's sports day, a dog walker allowed their dog to urinate on one of the Pre-school's bags. When a councillor, who was working nearby, intervened, they were verbally abused. A discussion was held, and it was agreed to put an article in the magazine.</p> <ul style="list-style-type: none"> • <u>Wessex Water:</u> The Clerk reported that Wessex Water required evidence that a cesspit had been installed before they would remove the standard sewage charge from the water bill. • <u>EV Charger:</u> The Clerk reported that before the EV charger company will explain the process and provide a quote, the parish councils need to get written permission from the National Trust allowing the parish council to seek this information. <p>iii. <u>Pavilion</u> The Clerk reported that the black rubbish bin, recycling boxes/bag and food waste bin have been ordered online and should be delivered within 10 working days. The pavilion needed cleaning prior to the Preschool Sports Day, and it was RESOLVED to ratify the approval of £12 per hour to Louise Rendell. It was decided, to defer hiring a permanent cleaner until the next meeting. The previous month's resolution to spend £100 on oilcloth for pavilion tables was insufficient and the cheapest price was £120 from Dunelm, so an email was sent to all councillors for approval. It was RESOLVED to ratify the approval for the change in cost. The Clerk obtained quotes from the following companies for the emptying of the cesspit.</p> <ul style="list-style-type: none"> • CSG Somerset at Charlton Adam - £324 + VAT lead time, 5-10 working days • Wessex Waste Disposal, Street - £180 +VAT lead time 3 days • Gregory Coles Cleaning, Taunton - will not quote for this area <p>As this was an urgent job all councillors were emailed for approval and and it was agreed to use Wessex Waste. It was RESOLVED to ratify this approval. The Clerk reported on the pavilion bookings. Along with the July bookings, there is a private booking at the beginning of August. The Clerk said she has also received an enquiry for a regular booking. A discussion was held regarding the hiring of a caretaker, and it was decided to defer this until the next meeting.</p> <p>25/097/b <u>Any Other Issues</u> None declared.</p>	<p>Clerk</p>
<p>25/098 <u>VILLAGE ENVIRONMENT</u> 25/098/a <u>Allotments</u> No report. 25/098/b <u>Crime & Anti-Social Behaviour</u> There was no report for May as the Police.UK website had not been updated. 25/098/c <u>Footpaths</u> The Clerk reported that the hamstone bollard in Wash Lane was knocked over by a vehicle. As this is on footpath Y17/16, it reported to Rights of Way (RoW). However, RoW subsequently closed the report as the bollard is on a tarmac surface and forward the work to Highways. The Clerk said she had also reported it to Highways. Cllr Bartlett agreed to find out whether Wash Lane was adopted. 25/098/d <u>Ground Maintenance</u></p>	<p>Cllr Bartlett</p>

<p>Due to the devolution of services by Somerset Council and the discontinuation of the lengthsman scheme, the parish council is having to include the lengthsman jobs within the ground maintenance contract. Unfortunately, despite conducting a robust tender process with several ground maintenance companies expressing an initial interest, the parish council have only received one quote. Therefore, the Clerk sought advice on the Council's legal position and as everything possible was done, the Council could accept the quote received. A discussion was held, and it was RESOLVED to accept the quotation from Evis Ground Maintenance of £8,655.36 per year for 3 years for the groundsman work and £6,000 per year for 3 years for the lengthsman work.</p> <p>25/098/e <u>Highways & Transport</u></p> <p>i. <u>Speedwatch</u> No report.</p> <p>ii. <u>School Parking</u> Several discussions have been held with the Chair of Governors at All Saints Primary School regarding the school parking. It was agreed for the Cllr Saint and the Clerk to liaise with the Chair of Governors.</p> <p>iii. <u>Somerset Council Briefing Sheet</u> Details of Somerset Council's newly introduced scheme allowing parish council volunteers to carry out low-level maintenance work on the highways was circulated to councillors.</p> <p>25/098/f <u>National Trust</u> Nothing to report. It was agreed for Cllr Saint to contact the National Trust regarding the staircase project.</p> <p>25/098/g <u>Street Lighting</u> Nothing to report.</p> <p>25/098/h <u>Triangle Trust</u> The Triangle Trust will have a fundraising stall at the Montacute Garden Show.</p> <p>25/098/i <u>Any Other Issues</u> Cllr Warry said there was a dead tree on highway land in Woodhouse Lane, and the drain is blocked with weeds growing out of it. It was agreed to report this to Highways.</p>	<p>Cllr Saint & Clerk</p> <p>Cllr Saint</p> <p>Clerk</p>																						
<p>25/099 MEMBERS' & CLERK'S REPORTS</p> <p>The Clerk reported that there are some issues with the website. In the meantime, the website can be accessed via this link https://www.hugofox.com/community/montacute-parish-council-7985/home.</p>																							
<p>25/100 FINANCE</p> <p>25/100/a <u>Matters for Report:</u></p> <p>i. <u>Monthly Bank Reconciliation</u> The Clerk gave the monthly bank reconciliation as of 30th June 2025:</p> <table> <tr> <td>Current Account</td><td>£ 250.00</td></tr> <tr> <td>Business Reserve Account</td><td>£109,909.92</td></tr> <tr> <td>Pavilion Reserve Account</td><td>£ 35.80</td></tr> <tr> <td>Total</td><td>£110,195.72</td></tr> <tr> <td>Plus Outstanding Deposits</td><td>£ 0.00</td></tr> <tr> <td>Less Outstanding Cheques</td><td><u>£ 114.17</u></td></tr> <tr> <td>Total as Cash Book</td><td>£110,081.55</td></tr> </table> <p>Ring-Fenced Amounts:</p> <table> <tr> <td>Sports Pavilion</td><td>£13,382.08</td></tr> <tr> <td>Play Equipment</td><td>£ 6,084.82</td></tr> <tr> <td>Asset Management</td><td>£18,559.00</td></tr> <tr> <td>Pavilion & Grounds Bookings</td><td>£ 126.00</td></tr> </table>	Current Account	£ 250.00	Business Reserve Account	£109,909.92	Pavilion Reserve Account	£ 35.80	Total	£110,195.72	Plus Outstanding Deposits	£ 0.00	Less Outstanding Cheques	<u>£ 114.17</u>	Total as Cash Book	£110,081.55	Sports Pavilion	£13,382.08	Play Equipment	£ 6,084.82	Asset Management	£18,559.00	Pavilion & Grounds Bookings	£ 126.00	
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Allotment New Plot Deposits	£ 2,764.44		
Allotment Gate Key Deposits	£ 637.50		
Total	£ 450.00		
	£41,957.84		
Budget Working Capital	£68,123.71		
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 first quarter.			
iii. <u>Monthly Direct Debits</u>			
The monthly direct debits paid in June			
HugoFox	£ 23.99		
National Trust	£ 29.17		
Eon Next	£ 13.35		
Total	£ 66.51		
25/100/b <u>Invoices Payable</u>			
<u>Invoices payable</u>			
Sarah Moore	June Expenses & Reimbursements	£ 219.36	BACS
Evis Ground Maintenance	Grass Cutting – June & Lengthsman Work	£ 825.54	BACS
Somerset Association of Local Councils	Councillor Training	£ 25.00	BACS
Alisdair McFarlane	Reimbursement of materials For the renovation of 2 x benches	£ 199.52	BACS
Christine Saint	Reimbursement for oiled tablecloth for the pavilion	£ 120.00	BACS
Louise Rendell	Cleaning costs at the pavilion	£ 18.00	Chq 1940
Total	£ 1,407.42		
The Clerk said further invoices had been received and asked for these to go on this month's payments. These are:			
Sarah Moore	Paper and Printer Ink	£ 36.48	BACS
Wessex Waste	Empty Cesspit & Disposal	£ 180.00	BACS
Terry Harper	Reimbursement for materials for pavilion veranda	£ 1,471.27	BACS
Total	£ 1,687.75		
It was RESOLVED to approve the payments.			
25/100/c <u>Other</u>			
No reports			
25/101 PLANNING			
Cllr McFarlane asked that Cllr Patrick is invited to the next meeting to explain comments on application 24/00125/COU.			
25/101/a <u>Parish Planning Working Party Feedback on Applications:</u>			
25/01513/DOC1 – discharge of Conditions no. 4 (new stonework), no 5 (repointing works) and no. 9 (works of making good) of planning application 21/03732/LBC - Abbey Farm Bishopston Montacute Yeovil Montacute Somerset TA15 6UA – awaiting decision.			
Clerk			

<p>25/01224/FUL – the proposed development of a trunk road service area and associated development – part land OS 0023, Cartgate Roundabout, Tintinhull, Yeovil TA14 6RA – awaiting decision</p> <p>25/101/b <u>Planning Decisions and Reports</u></p> <p><u>Decisions:</u></p> <p>24/00125/COU – change of use of land to extend the residential curtilage of the property Lochindore – Lochindore, Montacute Road, East Stoke, Stoke sub Hamdon TA14 6UQ – approved with 4 conditions and 2 notes.</p> <p><u>Reports:</u></p> <p>25/00247/FUL – residential development to provide no. 7 dwellings, vehicular access and associated landscaping – Land at Mason Lane, Montacute TA15 6UH – awaiting decision.</p> <p>24/01233/FUL – the proposed change of use to a children’s farm includes the conversion 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.</p> <p>24/00750/FUL – 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</p>	
<p>25/102 <u>GOVERNANCE</u></p> <p>i. <u>To discuss whether to produce a Neighbourhood Plan</u> Information was circulated to councillors on the process for producing a Neighbourhood Plan. It was agreed to defer this discussion until the next meeting.</p> <p>ii. <u>To approve the Planning Working Group Terms of Reference</u> The draft Planning Terms of Reference had been circulated to councillors. Not all councillors had read the document fully and it was agreed to approve this document electronically and ratify the approval at the next meeting.</p>	
<p>25/103 <u>CORRESPONDENCE</u></p> <p>The Clerk said the Chair of Stoke sub Hamdon Parish Council has asked if a meeting could be arranged to discuss the possibility combining youth provision between several parishes. It was agreed for Cllr Saint and the Clerk to liaise with the Chair of Stoke sub Hamdon Parish Council</p>	<p>Cllr Saint & Clerk</p>
<p>25/104 <u>ITEMS FOR FUTURE AGENDAS</u></p> <p>Cleaner for the pavilion; Caretaker for the pavilion; Neighbourhood Plan Process and Planning Terms of Reference</p>	
<p>25/105 <u>DATE OF NEXT PARISH COUNCIL MEETING</u></p> <p>There being no further business, the meeting was closed at 8.25pm. There is no meeting in August, and the next meeting will be held in the pavilion on Wednesday, 17th September 2025.</p>	