

**MINUTES OF MONTACUTE PARISH COUNCIL**  
**MONTHLY MEETING HELD ON**  
**MONDAY 20<sup>TH</sup> SEPTEMBER 2021**  
**IN THE VILLAGE HALL**



**21/092/a PRESENT:**

**Members:** Mrs A Gihon (Vice Chairman), Mr B Bevan-Davies, Mrs J Folkard, Mr R Folkard, Mr R Littlefield, Mr M Myram, Mr D Warry and Mrs M Wilson

**Others:** Mrs S Moore (Clerk), Mr Tony Capozzoli (District Councillor), Mr M Keating (County Councillor), Mr Mark Musgrave (National Trust) and 1 member of the public

**21/092/b APOLOGIES:**

Mrs C Saint (Chairman), Mr J Davies, and Mr Charlie Hull (District Councillor)

It was agreed that Cllr Gihon would chair the meeting

**21/093 DECLARATIONS OF INTEREST**

Cllr Gihon declared an interest in matters relating to the Sheep Wash, Triangle Trust, and the Village Hall

Cllr Bevan-Davies declared an interest in matters relating to the Village Magazine.

Cllr Littlefield declared an interest in matters relating to the Village Hall

**21/094 PUBLIC SESSION**

Cllr Capozzoli said the Planning Department still experiences problems due to the phosphates issue.

Cllr Capozzoli gave an update on the unitary authority and explained that there will be a reduction in councillors at the next election.

Cllr Gihon asked Cllr Capozzoli whether there had been any progress in relocating the travellers at the bottom of Station Road and how long they can stay on the land before they can claim ownership. A discussion was held, and Cllr Capozzoli asked if a map could be sent to him showing the exact location of the travellers

*(Cllr Keating entered the meeting)*

Cllr Keating said that Somerset County Council cannot help with the traveller issue as they would need to go through the magistrate's court. Cllr Keating said the travellers cannot make a claim to the land and this has been corresponded to the travellers.

*(Cllr Bevan Davies left the meeting)*

Cllr J Folkard said it had been noted that the travellers had been dumping their rubbish by the bin next to the bus shelter.

*(Cllr Bevan Davies re-joined the meeting)*

Cllr Keating said residents should be encouraged to report incidents such as fly-tipping to the relevant authorities. Cllr Keating asked the Clerk to include him in any emails when reporting issues.

Cllr Keating reported on the unitary authority

*(Cllr Keating left the meeting)*

Cllr Gihon welcomed Mr Mark Musgrave who was at the meeting to discuss the National Trust's Management Plan for St Michaels Hill. Councillors raised several concerns and said not many residents knew about the plan and asked whether the Trust will be holding an open meeting to make people fully aware of what is being proposed. Mr Musgrave said that he would be hold open meetings on three separate occasions and this will be advertised in the November edition of the magazine. He said that he has also prepared a document for public sharing. Cllr Gihon said that not everyone purchases the magazine or has internet access and asked if Mr Musgrave could advertise the meetings at the garage, post office and village hall. Cllr Wilson also asked for the advert to go on the village Facebook page.

Cllr Warry said there was extensive Elder growth in the wall surrounding the park and was concerned that the wall may become damaged and fall into the road. He asked Mr Musgrave if this could be cut back.

*(Mark Musgrave left the meeting)*

## **21/095 DISTRICT & COUNTY COUNCILLORS**

### **21/095/a District Councillor**

Cllr Capozzoli gave his report – see *Minute ref:21/094/a*.

### **21/095/b County Councillor**

Cllr Keating's report had been circulated to councillors.

Cllr Keating gave his report – see *Minute ref:21/094/a*.

## **21/096 MINUTES OF PREVIOUS MEETING**

It was RESOLVED to approve and sign the Minutes of the June Parish Council meeting.

## **21/097 MATTERS ARISING FROM MINUTES**

### **Review of Actions List**

The Clerk said she had split all the Highway issues into a separate section on the Actions Report so that a separate report can be drawn up for the Highways Department. It was agreed that the Cllrs Littlefield and Bevan Davies would compile a report and liaise with Cllr Saint.

**Action Cllrs Littlefield & Bevan Davies**

The remaining Actions are as follows:

- Travellers in Station Road: There had been no progress made by SSDC or SCC.
- Mobile Phone Mast: O2 will only respond if enough people complain about the lack of service. It was suggested that the only place for a mast to go would be behind the school or garage. Cllr Wilson agreed to look into the matter. **Action Cllr Wilson**
- Fenced Off Land at the Bottom of Allotments: The Clerk said she had not heard back from the solicitors and agreed to chase them. **Action Clerk**
- Speed Indicator Device: It was agreed to get a quote for Cllr Myram to have Chapter 8 training so that he could move the SID instead of relying on the lengthsmen. **Action Clerk**

## **21/098 SPORTS & LEISURE**

### **21/098/a Play Area & Recreation Ground**

The playground reports from Cllr Davies for July, August and September had been circulated to councillors.

Cllrs R and J Folkard said it appeared that travellers tried getting into the recreation ground. A person, in a Hi-Viz jacket, took an angle grinder to the lock on the inside bollard in the car park. This has been reported to the police and a new lock has been purchased. Fortunately, the travellers were unable to get through the lock of the security gate.

### **21/098/b Recreation Ground Pavilion Project – Progress Report**

The Clerk said she had to provide more information to Terrain Archaeology and was still waiting for the quotation for the WSI.

The Clerk gave an update on the planning application and said the tree officer at SSDC's Planning Department has requested some pre-commencement conditions in respect of a landscaping scheme. The Clerk said she had contacted the National Trust and they have confirmed that they are in agreement with this.

There was a discussion about the s106 funding and other funding possibilities, and the Clerk said that she was preparing a business plan to go with these applications.

**Action Clerk**

### **21/098/c Any Other Issues**

No report.

## **21/099 VILLAGE ENVIRONMENT**

### **21/099/a Allotments**

Cllr Gihon reported that there were no vacant plots available. Cllr Gihon thanked Cllr Littlefield for making the new 'No Tipping' signs. Cllr Gihon said she would be buying a bag of bulbs to go in the planters at the front of the allotment site.

**Action Cllr Gihon**

**21/099/b**      **Crime & Anti-Social Behaviour**

No report received.

**21/099/c**      **Footpaths**

No report received.

**21/099/d**      **Ground Maintenance**

Cllr Gihon said there were concerns about the quality of the grass cutting in the recreation ground and thanked Cllrs R and J Folkard for monitoring the situation. It was agreed to set up a meeting in the village hall with Cllrs Saint and Gihon, the Clerk and groundsman to discuss the contract.

**Action Clerk**

**21/099/e**      **Highways & Transport**

i.    **Grit Bin Filling:**

Highways have asked for the grit bins to be checked so they can fill them. Cllr Warry agreed to check the bins and liaise with the Clerk.

**Action Cllr Warry**

ii.   **Fingerpost:**

The Clerk said once the top part of the post has been taken to Somerset Forge, they can then book the work into the foundry. An update on the donations is recorded under *Minute ref:21/101/a (iv)*

iii.   **SID Update:**

The Clerk said the SID had been received, but there was a slight issue as ElanCity had sent the wrong charger cable. A new one has now been received at no extra charge. The SID has been in situ in Yeovil Road and St Michaels View, but the information needs to be downloaded.

iv.   **Bishopston:**

It has been noted that residents had been using police cones to stop people parking outside their houses near the church. This area is a public road and unless there is a specific reason the police have for the cones to be there, these should be removed. It was agreed to contact the PCSO.

**Action Clerk**

v.    **Speedwatch:**

No report.

**21/099/f**      **National Trust**

The Clerk had circulated the draft response to the comments on the National Trust's Management Plan. As some of the questions had been answered by Mr Musgrave in the public session, the Clerk said she would redraft the response and circulated it to councillors.

**Action Clerk**

The Clerk said that she had now received the signed lease for the recreation ground.

**21/099/g**      **Street Lighting**

Cllr Folkard said there was nothing to report

**21/099/h**      **Triangle Trust**

Cllr Warry said the Triangle Trust would be hold its AGM on 22<sup>nd</sup> September.

**21/099/i**      **Any Other Issues**

The Clerk said she had received a letter from St Catherine's Church asking for the annual maintenance grant. The PCC is asking for a grant of £900 and the Parish Council's continuing support in the future. It was RESOLVED to give a grant of £900 and provide continuing support the maintenance for the church. The Clerk asked if the payment could be paid at this meeting. This was agreed.

Cllr Gihon said the Christmas Tree Lighting ceremony needed to be organised. A discussion was held, and it was agreed to order the tree and it was agreed to hold the event on 10<sup>th</sup> December at 6.30pm. It was agreed to set a budget of £100.

**Action Clerk**

The Clerk thanked Cllr Littlefield for refurbishing the noticeboard.

**21/100**      **MEMBERS' & CLERK'S REPORTS**

Cllr Gihon said the Queen's Platinum Jubilee was in June 2022 and asked if the Parish Council were going to organise a village celebration. It was agreed to defer this until the next meeting.

Cllr Gihon said some winter plants needed to be purchased for the planters at either end of the village.

Cllr J Folkard thanked the Clerk for sending a letter to Abri on behalf of a resident who was having some issues. Abri have been dealing with the case and hopefully it will be sorted out soon.

**21/101**      **FINANCE**

**21/101/a** Matters for Report:i. Monthly Bank Reconciliation

The Clerk gave the monthly bank reconciliation as of 31<sup>st</sup> July 2021:

Current Account	£ 250.00
Business Reserve Account	£58,005.39
Pavilion Reserve Account	£21,264.65
<b>Total</b>	<b>£79,520.04</b>
Outstanding Deposits	£ 525.00
Less Outstanding Cheques	£ 883.92
<b>Total as Cash Book</b>	<b>£79,161.12</b>

The Clerk gave the monthly bank reconciliation as of 31<sup>st</sup> August 2021:

Current Account	£ 250.00
Business Reserve Account	£58,003.57
Pavilion Reserve Account	£21,264.84
<b>Total</b>	<b>£79,518.41</b>
Less Outstanding Cheques	£ 188.84
<b>Total as Cash Book</b>	<b>£79,329.57</b>

Ring-Fenced Amounts

Sports Pavilion	£38,130.79
Play Equipment	£4,241.42
Allotment New Plot Deposits	£475.00
Allotment Gate Key Deposits	£440.00
Defibrillator Accessories	£186.50
Fingerpost Donations	£635.00
Spring Bulbs	£100.00
<b>Total</b>	<b>£44,208.71</b>
<b>Budget Working Capital</b>	<b>£35,120.86</b>

ii. External Auditor's Report 2020/21

The Clerk reported that PKF Littlejohn have carried out their review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR). They have concluded that the Parish Council have carried out its fiduciary procedures 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.

iii. Water2Business Invoice of £100.73 Direct Debit

The Clerk said the water bill of £100.73 for the period 19.02.21 to 12.08.21 had been received. This was paid by direct debit on 1<sup>st</sup> September.

iv. Donations for Fingerpost

The Clerk said there had been a fantastic response from residents with donations of £635.00 in total so far.

**21/101/b** For Resolution

## i. Invoices Payable:

Sarah Moore	Expenses July & August	£ 309.34	Chq 1685
Evis Ground	Grass Cutting July & August	£ 777.76	Chq 1686
Maintenance			
Mr & Mrs R Folkard	Reimbursement for new padlock & keys for internal bollard in Rec	£ 38.50	Chq 1687
Mr R Littlefield	Materials for refurbishment of the parish noticeboard	£ 66.50	Chq 1688
SSDC	Supply Summer Bedding Plants	£ 100.20	Chq 1689

Amicus Law	Legal Fees – National Trust Lease	£ 589.60	Chq 1690
PKF Littlejohn LLP	External Auditor for AGAR 2020/21	£ 240.00	Chq 1691
ElanCity Ltd	Speed Indicator Device	£2,327.30	Chq 1692
PCC Montacute	Grant towards Churchyard Maintenance	£ 900.00	Chq 1693
	Total	£5,349.20	

It was RESOLVED to approve the payments.

- ii. Other:  
None declared.

## **21/102 PLANNING**

### **21/102/a Planning Information**

The Clerk said she had been contacted by a development company, Seaxburh Partners who are working on a proposal for a sustainable residential project (c55 eco homes) on a site behind Stanchester Academy. The developers would like to have a meeting with both Stoke and Montacute Parish Councils before going forward with the application. Community consultation is envisaged before the end of the year. The meeting with the Parish Councils will be held at the Hamdon Youth and Family Centre in Stoke sub Hamdon.

### **21/102/b Parish Planning Working Party Feedback on Applications:**

**21/01367/HOU** – Summer house in rear garden – 37 Bishopston, Montacute TA15 6UX – Awaiting decision

### **21/102/c Planning Decisions and Reports**

i. Decisions:

**21/01528/HOU** – Conversion & single storey flat roof extension to existing garage to rear, single storey lean-to extension to rear, alterations & erection of a detached garden room for use as ancillary living accommodation to replace existing shed (re-submission of previous approval 16/04863/FUL) – Approved

**21/02158/HOU** – enlargement to single storey rear extension and internal alterations – 20 St Michaels View, Montacute TA15 6UJ – Approved

**21/02173/TCA** – notification of intent to fell no.1 tree within a Conservation Area – Grangewood Bungalow, Townsend, Montacute TA15 6XH - Decided

ii. Reports:

**20/00991/OUT** – Outline application with all matters reserved save for access for the residential development of land for up to 30 no. dwellings – Land at Mason Lane, Montacute – Awaiting Decision. No published progress from last month. Being delayed by the Phosphates issue. However, the NHS Commissioning Group have now lodged a formal request for potential s.106 funding to provide more staffing support at Hamdon Medical Centre as they are currently over capacity.

**21/00195/FUL** – erection of a new pavilion, re-submission of 18/04084/FUL – Montacute Recreation Ground, Montacute Road, Montacute – awaiting decision.

## **21/103 GOVERNANCE**

i. Emergency Plan

The Clerk said she had prepared a draft Emergency Plan for councillors to consider. This plan is something that also needs community involvement. It was agreed to discuss this at the next meeting.

ii. Items for Approval at the October Meeting

The Clerks circulated the following draft policies to councillors for consideration and approval at the October meeting.

- a) Finance Working Party – Terms of Reference
- b) Internal Control Policy
- c) Grievances Policy & Procedures
- d) Disciplinary Policy & Procedures
- e) HR Terms of Reference

**21/104 CORRESPONDENCE**

No correspondence received

**21/105 ITEMS FOR FUTURE AGENDAS**

Queens Jubilee 2022

Emergency Plan

SCC Health and Wellbeing Grant

**21/106 DATE OF NEXT PARISH COUNCIL MEETING**

There being no further business, the meeting was closed at 21.00pm. The next parish council meeting will be held in the village hall at 7pm on Monday, 18<sup>th</sup> October 2021.