



**MINUTES OF MONTACUTE PARISH COUNCIL**  
**MONTHLY MEETING HELD ON**  
**WEDNESDAY 19<sup>TH</sup> NOVEMBER 2025**  
**IN THE PAVILION**

	<b>Action</b>
<p><b><u>25/136/a</u></b>      <b>PRESENT:</b>  <b>Members:</b> Mr A McFarlane (Acting Chairman), Mrs S Bartlett, Mrs L Drayton, Mr T Harper, Mr M Myram, Mr B Owen, Mrs S Richings, Mrs H Stokes and Mr D Warry  <b>Others:</b> Mrs S Moore (Clerk), Mark Musgrave (National Trust) and 3 members of the public.</p> <p><b><u>25/136/b</u></b>      <b>APOLOGIES:</b>  Mrs C Saint (Chairman), Mr J Davies, and Mr Mike Hewitson (Unitary Authority Councillor) and Mr Oliver Patrick (Unitary Authority Councillor)</p>	
<p><b><u>25/137</u></b>      <b>DECLARATIONS OF INTEREST</b>  None declared</p>	
<p><b><u>25/138</u></b>      <b>PUBLIC SESSION</b>  Mr Musgrave gave an update on the National Trust’s planning application for the stairs, the hedgerow in Hollow Lane and the St Michaels Hill restoration project.  Cllr McFarlane mentioned to Mr Musgrave that the gate pillar to Melbury House needs repairing.  The Clerk mentioned that the Parish Council was still waiting to hear about the Borough car park lease.  Cllr Owen commented on potential storage near the pavilion for sporting equipment. Mr Musgrave said that a meeting would need to be arranged to discuss this possibility.</p>	
<p><b><u>25/139</u></b>      <b>UNITARY COUNCILLORS</b>  The Unitary Councillors’ report for October had been circulated to councillors.</p>	
<p><b><u>25/140</u></b>      <b>MINUTES OF PREVIOUS MEETING</b>  It was <b>RESOLVED</b> to approve and sign the Minutes of the October Parish Council meeting.</p>	
<p><b><u>25/141</u></b>      <b>MATTERS ARISING FROM MINUTES</b>  <u>Review of Actions List</u>  The action list was reviewed:</p> <ul style="list-style-type: none"> <li>• Security barrier adjustment: - Ongoing</li> <li>• Allotment Trees &amp; Hedges: These will be scheduled to be cut back in the winter.</li> <li>• Allotment Gate: Alternative locking methods are still being investigated - Ongoing</li> <li>• Allotment Water Trough: Investigate installing an additional trough – This item has been put on hold.</li> <li>• Clinic/Therapy Session at the Pavilion: This is with the pavilion and recreation ground working group for discussion – Ongoing</li> </ul>	<p><b>Cllr Harper</b>  <b>Cllrs Harper &amp; McFarlane</b>  <b>Cllr Harper</b></p>
<p><b><u>25/142</u></b>      <b>SPORTS &amp; LEISURE</b>  <b><u>25/142/a</u></b>      <u>Play Area &amp; Recreation Ground</u>  The minutes of the recreation ground working group had been circulated to councillors</p> <p>i. <u>Play Area</u></p>	

<p>Cllr Stokes gave the monthly play area inspection report. There were no issues with the equipment. The grass needed cutting.</p> <p>ii. <u>Recreation Ground</u></p> <ul style="list-style-type: none"> <li>• <u>Car Park</u> A discussion was held regarding the car park and resident using it to park overnight. The Clerk said that the lease with the National Trust states that overnight parking is not allowed. A discussion was also held regarding extending the car park. However, it was agreed that sporting activities needed to be in place before the car park can be extended.</li> <li>• <u>BMX Track</u> A discussion was held about the BMX track. Cllr McFarlane suggested that if anyone was interested in reinstating the track then the Parish Council needed volunteers to help clear the area.</li> </ul> <p>iii. <u>Pavilion</u> There are a number of jobs that need doing, one of which is painting the outside. The Clerk mentioned that Cllr Saint is making enquiries on whether offenders doing community service can paint the pavilion.</p> <p><b>25/142/b</b> <u>Any Other Issues</u> Cllr McFarlane asked whether any councillors would be interested in putting a raffle prize together for the Christmas tree lighting event. There were no volunteers.</p>	
<p><b>25/143</b> <u>VILLAGE ENVIRONMENT</u></p> <p><b>25/143/a</b> <u>Allotments</u> It was agreed that the allotment working group need to meet in the new year.</p> <p><b>25/143/b</b> <u>Crime &amp; Anti-Social Behaviour</u> The Clerk had circulated the statistics from the police website for September to councillors. Concerns were raised about the amount of anti-social behaviour in Lower Hyde Road, and it was agreed to contact the PCSO to get a greater police presence in the area.</p> <p><b>25/143/c</b> <u>Footpaths</u> No report.</p> <p><b>25/143/d</b> <u>Ground Maintenance</u> Councillors gave a list of jobs for the groundsman to Cllr Bartlett. The drain at bottom of Woodhouse Lane and the gullies in Yeovil Road need clearing. Also, the verge opposite the allotments needs cutting back.</p> <p><b>25/143/e</b> <u>Highways &amp; Transport</u></p> <p>i. <u>Speedwatch</u> Cllr Myram mentioned that someone had tried to steal the speed indicator device by breaking the padlock whilst it was at St Michaels View.</p> <p><b>25/143/f</b> <u>National Trust</u> The report was given under <i>Minute ref: 25/138</i>.</p> <p><b>25/143/g</b> <u>Street Lighting</u> Cllr Warry reported that the bulb in streetlight no 26 in Yeovil Road needed replacing.</p> <p><b>25/143/h</b> <u>Triangle Trust</u> Cllr Warry mentioned that the Triangle Trust Christmas Bazaar is being held on 29<sup>th</sup> November at Stoke sub Hamdon Memorial Hall.</p> <p><b>25/143/i</b> <u>Any Other Issues</u> It was reported that vehicles are still parking on the grass verge, and it was agreed for the photos to be sent to the Clerk and for another letter to be sent to the school governors.</p>	<p><b>Clerk</b></p> <p><b>Cllr Bartlett</b></p> <p><b>Cllr Owen Clerk</b></p>
<p><b>25/144</b> <u>MEMBERS' &amp; CLERK'S REPORTS</u> No report</p>	

**25/145 FINANCE****25/145/a Matters for Report:**i. Monthly Bank Reconciliation

The Clerk gave the monthly bank reconciliation as of 31<sup>st</sup> October 2025:

Current Account	£ 250.00
Business Reserve Account	£101,174.32
Pavilion Reserve Account	£ 35.92
Total	<b>£101,460.24</b>
Plus Outstanding Deposits	£ 0.00
Less Outstanding Cheques	£ 85.00
Total as Cash Book	<b>£101,375.24</b>

## Ring-Fenced Amounts:

Sports Pavilion	£ 11,945.93
Play Equipment	£ 6,038.82
Asset Management	£ 18,559.00
Pavilion & Grounds Bookings	£ 212.00
Allotment Rent & Donations	£ 2,469.41
Allotment New Plot Deposits	£ 637.50
Allotment Gate Key Deposits	£ 450.00
Total	<b>£ 40,312.69</b>

**Budget Working Capital £ 61,062.55**

ii. Monthly Direct Debits

The monthly direct debits paid in October

HugoFox	£ 23.99
National Trust	£ 29.17
Eon Next	£ 16.80
<b>Total</b>	<b>£ 69.96</b>

**25/145/b Invoices Payable**Invoices payable

Sarah Moore	October Expenses & Reimbursements	£ 310.36	BACS
Evis Ground Maintenance	Grass Cutting & Lengthsman Work for October	£ 1,071.28	BACS
Alisdair McFarlane	Reimbursement for Oak Sleeper for play area	£ 40.80	BACS
Martin Myram	Reimbursement for SID Padlock	£ 10.50	BACS
<u>LGA 1974 s.137</u>			
The Royal British Legion	Poppy Wreath	£ 35.00	BACS
	<b>Total</b>	<b>£ 1,467.94</b>	

It was **RESOLVED** to approve the payments.

**25/145/c Other**

The budget for 2026/27 and the Finance minutes had been circulated to councillors. A discussion was held and it was **RESOLVED** to approve the budget.

**25/166 PLANNING****25/166/a Parish Planning Working Party Feedback on Applications:**

<p><b>25/02725/LBC</b> – General repairs and refurbishment of the farmhouse and attached workshop – Baytree Farm, Bishopston, Montacute TA15 6UU – No observations or objections.</p> <p><b>25/146/b</b>      <u>Planning Decisions and Reports</u></p> <p><u>Decisions:</u>  <b>25/02297/TCA</b> – notification of intent to fell no.1 tree within a Conservation Area – Lavender Cottage, 1 Middle Street, Montacute TA15 6UZ - approved</p> <p><u>Reports:</u>  <b>25/02103/FUL</b> – development of 61 dwellings with associated access, sustainable drainage provision, open space, landscaping and associated infrastructure – Land OS 2964 Link Road to A3088, North of Stanchester Academy, Montacute –Awaiting decision  <b>25/01904/LBC</b> – proposed structural repairs to the north and south stairs and protection of the upper surface of stone treads and landings – Montacute House, Bishopston, Montacute TA15 6XP –Awaiting decision  <b>25/02000/LBC</b> – vaulting the master bedroom ceiling, insertion of two conservation roof lights and removal of the modern partition wall between the hall and sitting room – 6 The Borough, Montacute, TA15 6XB – awaiting decision  <b>25/01513/DOC1</b> – discharge of Conditions no. 4 (new stonework), no 5 (repointing works) and no. 9 (works of making good) of planning application 21/03732/LBC – Status unknown  <b>25/01224/FUL</b> – the proposed development of a trunk road service area and associated development – part land OS 0023, Cartgate Roundabout, Tintinhull, Yeovil TA14 6RA – awaiting decision  <b>25/00247/FUL</b> – residential development to provide no. 7 dwellings, vehicular access and associated landscaping – Land at Mason Lane, Montacute TA15 6UH – awaiting decision.  <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.</p>					
<p><b>25/147</b>      <b>GOVERNANCE</b></p> <p>The Clerk said there are a number of training sessions that she needed to attend. One is on the annual governance statement as there will be a new inclusion in it for the 2025/26 financial year. The cost for this one is £25. There have also been some legislative changes to Data Protection and GDPR. The training for this is in 3 parts and each session costs £40. It was <b>RESOLVED</b> to approve the Clerk’s training.</p> <p>The Clerk said that the Parish Council need to have .gov.uk email address and HugoFox who provide our website support can also provide email packages. Each email account comes with 10GB of storage and unlimited support from the HugoFox team. The package costs are as follows:</p> <table border="0" data-bbox="145 1697 1241 1780"> <tr> <td>£2.49 + VAT pm for 1 email account</td> <td>£9.99 + VAT pm for 5 email accounts</td> </tr> <tr> <td>£17.99 + VAT pm for 10 email accounts</td> <td>£24.99 + VAT pm for 15 email account</td> </tr> </table> <p>The Clerk said it is recommended that Parish Councils have at least 1 professional .gov.uk email account for the Clerk. It was <b>RESOLVED</b> to obtain one email account for the Clerk.</p>	£2.49 + VAT pm for 1 email account	£9.99 + VAT pm for 5 email accounts	£17.99 + VAT pm for 10 email accounts	£24.99 + VAT pm for 15 email account	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
£2.49 + VAT pm for 1 email account	£9.99 + VAT pm for 5 email accounts				
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<p><b>25/148</b>      <b>CORRESPONDENCE</b></p> <p>No report</p>					

<p><b>25/149</b>      <b>ITEMS FOR FUTURE AGENDAS</b></p> <p>None declared</p>	
<p><b>25/150</b>      <b>DATE OF NEXT PARISH COUNCIL MEETING</b></p> <p>There being no further business, the meeting was closed at 8.34pm. The next meeting will be held in the pavilion on Wednesday, 21<sup>st</sup> January 2026.</p>	