



MINUTES OF MONTACUTE PARISH COUNCIL
MONTHLY MEETING HELD ON
WEDNESDAY 20TH SEPTEMBER 2023
IN THE VILLAGE HALL

	Action
<p><u>23/110/a</u> PRESENT:</p> <p>Members: Mrs C Saint (Chairman), Mrs L Drayton, Mr T Harper, Mr B Owen, Mrs S Richings and Mr D Warry</p> <p>Others: Mrs S Moore (Clerk), Mr Mike Hewitson (Unitary Authority Councillor), and two members of the public</p> <p><u>23/110/b</u> APOLOGIES:</p> <p>Mr A McFarlane (Vice Chairman), Mr J Davies, Mr M Myram and Mr Oliver Patrick (Unitary Authority Councillor)</p>	
<p><u>23/111</u> DECLARATIONS OF INTEREST</p> <p>Cllr Warry declared an interest in planning application 23/01715/FUL</p>	
<p><u>23/112</u> PUBLIC SESSION</p> <p>The churchwarden said he would like to discuss two items: <i>(Cllr Harper entered the meeting)</i></p> <p>i. Parking issues on the church’s apron. A parking exemption was given by Highways when the double yellow lines were initially put in 2018, but recently the parking enforcement officers have started ticketing church officials whilst they are on church business. The churchwarden said parking here is need for church officials and the church’s contractors. It was suggested that the church get notices made to put in the windscreens of their vehicles. The Clerk said she had already emailed the unitary councillors about this issue, and it was agreed for the Clerk to contact Highways to find a way forward.</p> <p>ii. A letter has been submitted regarding a grant for the churchyard maintenance. The churchwarden said their maintenance costs have gone up to £2,500 and asked if councillors would consider giving a grant in the 2024/25 financial year of half the cost – £1,250, and to add an increment onto this year’s grant. Cllr Saint said this year’s budget is tight and that this will be discussed later in the meeting. <i>(Cllr Warry entered the meeting)</i></p> <p>A discussion was held about the churchyard maintenance and Cllr Saint asked if the tree on the Middle Street roadside could be kept trimmed as it blocks the highways signs.</p> <p>A resident said that the history of Montacute is on a website, and they will be creating a guide of Montacute in leaflet form which can be purchased for a nominal price. The churchwarden said that the church is also putting a guide together. It was suggested that they both liaise on this. The Clerk said once these guides are available, she would put them both or the links to them on the parish council’s website.</p>	Clerk
<p><u>23/113</u> UNITARY COUNCILLORS</p> <p>The Unitary report had been circulated to councillors.</p> <p>Cllr Hewitson gave his report. Somerset Council are working to a tight budget and do not have a lot of money. On a positive note, the Council are collected a lot more recycling. Issues raised with Cllr Hewitson were the parking issues outside the church, the drain in South Street and the 20mph enforcement in Bishopston. Cllr Hewitson agreed to discuss these with the various departments at Somerset Council.</p>	Cllr Hewitson

<p>23/114 MINUTES OF PREVIOUS MEETING</p> <p>It was RESOLVED to approve and sign the Minutes of the July Parish Council meeting.</p>	
<p>23/115 MATTERS ARISING FROM MINUTES</p> <p><u>Review of Actions List</u></p> <ul style="list-style-type: none"> • Pavilion: s106 application is ongoing and cannot be submitted until all the new quotes have been received. Cllr Harper said he is waiting for responses. Cllr Harper said he has checked prices for the potential new fencing around the car park and this could cost around £150 per metre and a new gate could be in the region of £570. It was agreed to look at obtaining funding towards this. • Play Area: the top wire on the chain-link fence needs replacing. This item is ongoing • Play Inspection Company: It was RESOLVED for the Play Inspection Company to carry out the annual inspection of the play area. • Cllr Harper agreed to repaint the hopscotch in the play area. • Play Equipment: The Clerk reported that South West Play supplied the ropes for the rope pull and that she is waiting for a quote from them. It was RESOLVED for the Clerk to proceed with the order and the Clerk agreed to email councillors once she had received the cost. 	<p>Clerk</p> <p>Clerk Cllr Harper</p> <p>Cllr Harper</p> <p>Clerk</p>
<p>23/116 SPORTS & LEISURE</p> <p>23/116/a <u>Play Area & Recreation Ground</u></p> <p>i. <u>Play Area</u> Cllr Richings gave her play area inspection report and said the play area was well used during the summer holidays. The Clerk said a complain had been received about people bringing their dogs (some not on leads) into the children’s play area. It had been noted that there was not a prohibitive notice on the pedestrian gate leading into the playground, and that there are too many dogs off leads in the main part of the recreation ground. <i>(Cllr Hewitson entered the meeting)</i> Cllr Hewitson gave his report. See <i>Minute ref: 23/113.</i> <i>(Cllr Hewitson left the meeting)</i> The discussion continued about dogs off leads in the recreation ground and play area, and it was agreed to put a notice on the play area gate. It was also agreed to contact the National Trust and to put an article in the village magazine</p> <p>ii. <u>Pavilion Project</u> The Pavilion Working Group met with the National Trust on 29th August to discuss any outstanding issues and questions about the pavilion. The representatives of the National Trust stated that there were no problems with the proposed construction, and they were happy with the project. They were also pleased to see that so much effort had been put in to deal with the environmental issues. It was reported that there would be a delay in the start of the groundworks, and this will now commence during the first two weeks of November. Sparkford Sawmills have provided a copy of their insurance, and it was confirmed that the Council do not need to get additional WIP insurance.</p> <p>23/116/b <u>Any Other Issues</u> The Clerk talked about the Slow Ways national walking network. The Slow Ways initiative is to map all the walks around the country and encourage people to walk, review and use the routes. So far across the country, individuals have drafted 9,000 routes that stretch for over 80,000 miles, but only 1-in-5 routes have been checked and verified. Slow Ways are asking for support by promoting their website and app and to encourage residents to get involved in reviewing the walks. A list/map of all walks is listed on their website. It was agreed to put an article in the village magazine.</p>	<p>Cllrs Harper & Owen and Clerk</p> <p>Clerk</p>
<p>23/117 VILLAGE ENVIRONMENT</p> <p>23/117/a <u>Allotments</u></p>	

<p>A report was given regarding the reinspection of an allotment. It concluded that the majority of the issues had been resolved. The allotment holder has been notified of outstanding issues and the plot will need reinspecting.</p> <p>A vacant plot has been leased.</p> <p><u>23/117/b</u> <u>Crime & Anti-Social Behaviour</u></p> <p>The latest reports from the police.uk website had been circulated to councillors. These reports were from June and July and covered a number of incidents throughout the village.</p> <p><u>23/117/c</u> <u>Footpaths</u></p> <p>No report received.</p> <p><u>23/117/d</u> <u>Ground Maintenance</u></p> <p>The Clerk said she had received notification from the groundsman that his mower had broken down and that he would get the grass cut as soon as possible.</p> <p><u>23/117/e</u> <u>Highways & Transport</u></p> <p>i. <u>Highway Issues</u></p> <p>A discussion was held on parking issues and obstructions on the highway. It was agreed to ask Cllr Patrick to proceed with a safety audit throughout the whole village. It was agreed that this should now be done especially as the children have gone back to school.</p> <p>The parking issue outside the church was discussed under <i>Minute refs: 23/112 and 23/113</i>.</p> <p>It was reported that Cllr Patrick has received complaints about residents putting traffic cones outside their properties in order to reserve parking spaces. It was agreed to Cllr Patrick to investigate all the issues of obstruction on the highway in the village. This includes traffic cones, planters and pieces of hamstone.</p> <p>It was reported that overhanging foliage in a property in Middle Street is obstructing the visibility splay of Wash Lane. It was agreed to write to the owner asking to get the foliage cut back.</p> <p>ii. <u>Speed Indicator Device/Speedwatch</u></p> <p>No report.</p> <p>iii. <u>Transport Strategy Group</u></p> <p>No report.</p> <p>iv. <u>Other</u></p> <p>Somerset Council will be checking the levels of the grit bins. The map showing the locations of the grit bins is incorrect. The grit bins are located at the junction of Hyde Road/Station Road, at the junction of Townsend/Yeovil Road, and at the bottom of Park View. There is no bin opposite the link road junction. Cllr Warry confirmed that all the bins were only half full.</p> <p><u>23/117/f</u> <u>National Trust</u></p> <p>It was reported that the National Trust have installed a new pedestrian gate into the park from Back Lane. There is also a tree overhanging into the road in Lower Town which the National Trust needs to be aware of.</p> <p><u>23/117/g</u> <u>Street Lighting</u></p> <p>Cllr Warry said he has reported that the light is not working in the weight limit sign near Stoke sub Hamdon.</p> <p><u>23/117/h</u> <u>Triangle Trust</u></p> <p>Cllr Warry said the Triangle Trust will have a stall at the Christmas Bazaar at the beginning of December.</p> <p><u>23/117/i</u> <u>Any Other Issues</u></p> <p>i. Cllr Drayton said that a 17ft Christmas tree from Paull's will cost £149.27. It was RESOLVED for Cllr Drayton to order the tree.</p> <p>A discussion was held regarding the Christmas tree lighting event. Cllr Saint agreed to speak to the resident about using their electric and talk to the National Trust.</p> <p>ii. A grant request has been received from St Catherine's Church towards the land maintenance cost of the churchyard for the financial year 2024/25. The amount</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr Drayton</p> <p>Cllr Saint</p>
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requested is £1,250 which is half the cost of their annual bill. It was agreed for the Finance group to consider this increase when setting the budget.			
23/118 MEMBERS' & CLERK'S REPORTS None declared.			
23/119 FINANCE 23/119/a Matters for Report:			
i. <u>Monthly Bank Reconciliation</u> The Clerk gave the monthly bank reconciliation as of 31 st July 2023:			
Current Account	£ 250.00		
Business Reserve Account	£ 71,264.69		
Pavilion Reserve Account	<u>£ 21,441.37</u>		
Total	£ 92,956.06		
Less Outstanding Cheques	<u>£ 15,707.00</u>		
Total as Cash Book	£ 77,249.06		
 The Clerk gave the monthly bank reconciliation as of 31 st August 2023:			
Current Account	£ 250.00		
Business Reserve Account	£ 55,402.43		
Pavilion Reserve Account	<u>£ 21,466.89</u>		
Total	£ 77,119.32		
Less Outstanding Cheques	<u>£ 52.50</u>		
Total as Cash Book	£ 77,066.82		
 <u>Ring-Fenced Amounts</u>			
Sports Pavilion	£31,633.16		
Play Equipment	£ 4,241.42		
Asset Management	£11,059.00		
Allotment Rent & Donations	£ 2,109.41		
Allotment New Plot Deposits	£ 562.50		
Allotment Gate Key Deposits	<u>£ 420.00</u>		
Total	<u>£50,025.49</u>		
 Budget Working Capital	£27,041.33		
ii. <u>National Trust Direct Debits Payment for Recreation Ground</u> The monthly invoices for August and September of £29.17 for the recreation ground lease had been received. These invoices are paid by direct debit			
iii. <u>Water2Business Invoice</u> The half-yearly invoice of £214.01 has been paid by direct debit on 2 nd October 2023.			
iv. <u>Banking Arrangements</u> The Clerk said once again there were errors on the forms with one of the signatories' names and the instructions mandate. The Clerk is waiting for new forms to arrive. The Clerk also reported that the switching service may not be possible as the account names are all slightly different. Therefore, CHAPS payments will have to be made once the new account is set up.			
23/119/b Invoices Payable			
<u>Invoices paid 21.07.23</u>			
Sparkford Sawmills	Deposit for Pavilion Building	<u>£13,188.59</u>	<i>Chq 1826</i>
	Total	<u>£13,188.59</u>	

<u>Invoices payable</u>			
Sarah Moore	July & August Expenses	£ 483.27	<i>Chq 1827</i>
Evis Ground Maintenance	Grass Cutting -July & August	£ 964.42	<i>Chq 1828</i>
PCC Montacute	Churchyard Maintenance Grant 2023/24	£ 900.00	<i>Chq 1829</i>
HMRC	PAYE Period 4-6	£ 364.60	<i>Chq 1830</i>
Somerset Council	Lengthsman July & August and Bedding Plants	<u>£ 1,042.25</u>	<i>Chq 1831</i>
	Total	<u>£ 3,754.54</u>	
It was RESOLVED to approve the payments.			
23/119/c Other:			
None declared.			
23/120 PLANNING			
23/120/a Planning Information			
None declared.			
23/120/b Parish Planning Working Party Feedback on Applications:			
23/02242/TCA – notification of intent to fell no. 1 tree within a conservation area – 3 The Borough, Montacute, TA15 6XB – awaiting decision			
23/02294/DOC1 – discharge of conditions no.03 (repointing) and no. 05 (staircase) of planning application 21/03340/LBC – 25 The Borough, Montacute TA15 6XB – awaiting decision			
23/01715/FUL – change of use of land to residential, erection of a detached garage to front of dwelling and the erection of two detached outbuildings comprising of a workshop and potting shed to rear of dwelling – Ridsdale, Townsend, Montacute TA15 6XH – awaiting decision – planning working group’s comments below.			
1. Workshop and Potting Shed: The material build of the workshop and potting shed appears reasonable as they are in keeping with the house. However, clarification is needed on whether either the workshop or potting shed will be converted into an office or additional accommodation in due course? If this is the case, then the planning should say so and permission should be asked for now.			
2. Garage: There needs to be more clarification on the purpose of the garage. What is the need for a second garage. Is the new garage or the existing garage going to converted into additional living accommodation?			
The Parish Council have concerns that the garage may adversely impact on neighbours’ amenities and possible the visibility of vehicles exiting the school. There is no provision for water run-off from the roof and drainage. More clarification is needed on the use as it is understood that care repairs are carried out at this property. If the use is to change so a business can be operated from this property, has provision been made for the additional parking in an already narrow street? What will the hours of business be? Has consideration been given to neighbours regarding noise levels?			
For information is required on what the long-term use will be this development and more information is need in the impact statement regarding the points raised above			
23/120/c Planning Decisions and Reports			
<u>Decisions:</u>			
23/01492/HOU – to remove the lower of the two linked window frames and reposition it in a modified opening on the same wall – Hamdon Stables, Park Lane, Montacute TA15 6XN – permitted with conditions			
<u>Reports:</u>			
22/03504/LBC - Modify a wall junction detail located at the east side of the north wall; Lift copings over rear extensions, line parapet with lead flashing and rebed coping; Re-roof flat roof; Replace first floor rear bedroom window; Re-roof rear porch; Extend			

<p>structural window opening to allow new door opening at rear porch; Install wall membranes across rear ground floor rooms; Install stud wall and boxing at first floor ensuite; Remove cement plaster from entrance lobby wall; Install mechanical ventilation; Install secondary glazing – 5 South Street, Montacute TA15 6XD – 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.</p>	
<p>23/121 GOVERNANCE</p> <p>i. <u>Budget 2024/25</u> The Clerk said she will be putting together the budget for 2024/25 and the Finance Group will need to meet in November to review it and make recommendations to the Council. The Clerk asked councillors if there were any projects or additional costs that may need to be taken into consideration.</p> <p>ii. <u>Website Fees</u> The Clerk reported that the Parish Council’s web provider, HugoFox, has up to now been free of charge. However, due to rising overhead costs, HugoFox can no longer provide a free service. Therefore, as of 4th October the website will cost the parish council £19.99 p.m. excl. VAT. A discussion was held, and it was RESOLVED to continue with HugoFox.</p> <p>iii. <u>LCN Meeting</u> The Clerk informed councillors that the draft minutes of the meeting held on 7th August has now been published on the Somerset Council website. The next LCN meeting will be held on 1st November. The time and place are yet to be confirmed.</p>	
<p>23/122 CORRESPONDENCE</p> <p>Somerset Council have asked parish councils to promote their volunteer driver scheme. It was agreed to put the poster in the village magazine, on the website and on the noticeboard</p>	<p>Clerk</p>
<p>23/123 ITEMS FOR FUTURE AGENDAS</p> <p>Christmas tree lighting event</p>	
<p>23/124 DATE OF NEXT PARISH COUNCIL MEETING</p> <p>There being no further business, the meeting was closed at 21.20pm. The next meeting will be held in the village hall at 7pm on Wednesday, 18th October 2023.</p>	