

MINUTES OF MONTACUTE PARISH COUNCIL
MONTHLY MEETING HELD ON
MONDAY 18TH JANUARY 2021 VIA ZOOM APP



21/001/a PRESENT:

Members: Mrs A Gihon (Vice Chairman), Mr J Davies, Mrs J Folkard, Mr R Folkard, Mr R Littlefield, Mrs M Mansi, Mr D Warry

Others: Mrs S Moore (Clerk), Mr Tony Capozzoli (District Councillor), Mr Mark Musgrave (South Somerset Portfolio Lead Ranger, National Trust) and no members of the public

21/001/b APOLOGIES:

Mrs C Saint (Chairman), Mrs M Wilson.

It was agreed that Cllr Gihon would preside as Chairman at the meeting.

21/002 DECLARATIONS OF INTEREST:

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

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

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

21/003 PUBLIC SESSION:

Cllr Capozzoli gave an update on the COVID-19 'Lockdown' grants for businesses. There will be no Area meetings until the end of March as officers have been redeployed to the vaccination centres. Cllr Capozzoli reported the Octagon Theatre has been allocated £23 million for a refurbishment.

Cllr Capozzoli agreed to get an update from the planning department regarding application 20/00991/OUT.

The Clerk mentioned that the parish council had submitted the planning application for the new pavilion at the beginning of December but as yet had not been validated. Cllr Capozzoli agreed to look into this matter. The Clerk agreed to let Cllr Capozzoli all the details. **Action Clerk & Cllr Capozzoli**
Cllr Capozzoli said the planning department had a backlog of applications due to the issue on phosphates.

Cllr Gihon welcome Mr Musgrave to the meeting. Mr Musgrave gave an update on the Welhams Brook project which has proved successful in deflecting some flood water into the new ponds. Mr Musgrave also outlined a proposal from the National Trust on a long-term woodland management plan. Mr Musgrave said he would forward some information to the Clerk and would appreciate some feedback from the parish council. He also stated that this item must remain confidential until the National Trust is ready to take it to public consultation.

(Cllr Capozzoli left the meeting)

The Clerk mentioned concerns have been raised regarding the National Trust event that took place over the New Year period especially the number of visitors coming into the village and the non-compliance of the Covid-19 'Tier 4' regulations. Also, more recently the number of visitors who are driving to the village to exercise in Montacute House's park and are parking around the village as they are unable to use the National Trust's car park. Cllr Gihon asked if the overflow car park can be opened and asked whether the National Trust should be encouraging the public to move between Tiers by advertising events. Mr Musgrave said he would relay this information back to the Trust.

21/004 DISTRICT & COUNTY COUNCILLORS:

21/004/a Cllr Capozzoli

This item was discussed under *Minute ref: 21/003*.

21/004/b Cllr Keating:

Cllr Keating's report had previously been circulated to councillors.

21/005 MINUTES OF PREVIOUS MEETING:

It was RESOLVED to approve and sign the Minutes of the previous meeting.

(Mr Musgrave left the meeting)

21/006 MATTERS ARISING FROM MINUTES:

Review of Actions List

- Various Highway Issues: These items are still ongoing and only statutory work is being carried out. Once the 'Lockdown' has ended, a parish council working party will go around the village and report on any issues.
- Mobile Phone Mast: The Clerk said she been unable to contact anyone as yet but is looking at another source. **Action Clerk**
- Security Gate to Recreation Ground: Cllr Littlefield said he has received a quote from Turner Engineering to alter the height of the security gate for £485 plus VAT. The Clerk said in accordance with the council's procurement policy as the price is over £250 a further two quotes are needed. It was agreed to bring this to the next meeting. **Action Cllr Littlefield**
- Fenced Off Land at the Bottom of the Allotments – the Clerk said she was still trying to ascertain ownership of this piece of land. **Action Clerk**
- Online Banking – NatWest had sent an email stating there was an error on the mandate but had not explained what the error was. Cllr Saint had agreed to contact NatWest. The Council will be updated at the February meeting **Action Cllr Saint**

21/007 SPORTS & LEISURE:

21/007/a Play Area & Recreation Ground:

Cllr Davies said the government Covid-19 guidelines around managing play areas have been updated and suggested updating the signage on the gates. The Clerk said she had inspected the signage; one of the signs has been removed and the other has become faded so the signage does need replacing. It was agreed to put new signs on the gates and signs on the picnic tables advising people not sit at the tables and eat food. The Clerk agreed to update the council's risk assessment.

Action Clerk & Cllr Davies

Cllr Davies was also concerned that the new safety surface for the Activity Climber seemed to be raised. The Clerk agreed to contact the installation contractor.

Action Clerk

21/007/b Recreation Ground Pavilion Project:

The plans have been received and the planning application have been submitted to SSDC. The Clerk reported that it is taking a while for application to be validated and this matter was raised with Cllr Capozzoli under *Minute ref: 21/003*.

It was agreed for the Pavilion Working Group to reconvene to organise fresh quotes etc.

21/007/c Any Other Issues:

Nothing reported

21/008 VILLAGE ENVIRONMENT:

21/008/a Allotments:

Cllr Gihon said it is quiet at the allotments with a small amount of activity going on. Cllr Gihon said she was concerned about a couple of plots which have not been worked over the past year and will speak to the tenants with the possibility of terminating their agreements.

Cllr Gihon said there have been some enquiries with a new tenant being signed up and another who will be viewing the site later in the week.

21/008/b Crime & Anti-Social Behaviour:

Cllr Folkard said she reported a knife that she had found under one of the Cedar trees in the recreation ground. This has now been taken to the police station.

21/008/c Footpaths:

No report.

21/008/d Ground Maintenance:

The Clerk said the lengthsman will continue to operate during the current lockdown conditions. Some of the staff at Streetscene have been furloughed so any usual requests have to go through the lengthsman.

21/008/e Highways & Transport:

i. **SID Update:**

The Clerk said the photographs of the posts have been sent to the traffic engineer who has no objections to the site in St Michael's View but thinks the post in Yeovil Road by the garage is too

close to the 20mph speed limit roundel which would compromise any data obtained. The parish council have been advised to reconsider this location as it does not satisfy the requirements set out in the guidance. The Clerk said there is a post further along Yeovil Road next the wall of the orchard, but it would need to be assessed on whether it is suitable. If not, the parish council may need to consider installing a new post subject to SCC approval which will cost in the region of £200. Cllr Davies queried whether the requirements were guidance or actual legislation. The Clerk agreed to check on this point. Action Clerk

ii. Fingerpost – Middle Street:

The Clerk reported that the person at Streetscene sourcing a new post for the fingerpost has been furloughed so nothing had been done. The job has now been allocated to someone else. It was agreed that councillors would ring around reclamation yards to find out whether there are any posts available. Cllr Davies said he would measure the area and let councillors know what the dimensions are. Action Whole Council

21/008/f National Trust:

This item had been discussed under *Minute ref: 21/003*

The Clerk reported that the Council's solicitor has received the amended lease which is now being checked. The Clerk assumed she should receive it the following week.

21/008/g Street Lighting:

Cllr J Folkard said there was nothing to report.

21/008/h Triangle Trust:

Cllr Warry said there was nothing to report.

21/008/i Any Other Issues:

Cllr Davies has carried out some initial research on electric vehicle public charging points. It was agreed to set up a working party but should be deferred to a later meeting.

21/009 MEMBERS' & CLERK'S REPORTS

The Clerk reported she had received notification of another scam. Fake texts and emails are being sent offering a Covid-19 vaccine in an attempt to steal bank details. The message offers a link to what police call an 'extremely convincing' fake NHS website and once on the website people are asked to input their bank details to register for a vaccine. The Clerk pointed out that the NHS will never ask for payment for a Covid-19 vaccination. It was agreed to put an article in the magazine warning residents. Action Clerk

The Clerk said the Local Government Association (LGA) recently published the new model councillor code of conduct which NALC will be considering further and will continue to engage with the LGA and county associations on guidance and other support.

The Clerk said that as she has to provide business continuity for the council, she would require a 'Key Worker' letter in case she is stopped whilst out working for the council. It was agreed to put this in place. Action Clerk

21/010 FINANCE:

21/010/a Matters to Report

i. Monthly Bank Reconciliations

The Clerk gave the monthly bank reconciliation as at 30th November 2020:

Current Account	£ 250.00
Business Reserve Account	£47,195.66
Pavilion Reserve Account	<u>£21,263.24</u>
Total	£68,708.90
Less Outstanding Cheques	<u>£ 2,137.17</u>
Total as Cash Book	£66,571.73

The Clerk gave the monthly bank reconciliation as at 31st December 2020:

Current Account	£ 250.00
Business Reserve Account	£45,075.21
Pavilion Reserve Account	<u>£21,263.42</u>
Total	£66,260.05

Less Outstanding Cheques	£ 328.58
Total as Cash Book	£66,260.05

Ring-Fenced Amounts

Sports Pavilion	£33,679.19
Play Equipment	£ 4,241.42
Allotment New Plot Deposits	£ 200.00
Allotment Gate Key Deposits	£ 350.00
Defibrillator Accessories	£ 186.50
Spring Bulbs	£ 100.00
Total	£38,757.11

Budget Working Capital **£27,502.94**

ii. Quarterly Budget Comparison

The Budget Comparison report had been circulated to councillors. This budget report covers the up to the third quarter of the financial year. Parish Council spending during this period is under budget.

21/010/b Cheques for Signature

Sarah Moore	November & December Expenses	£ 266.89	<i>Chq 1652</i>
Evis Ground Maintenance	Grass Cutting –		
	November & December	£ 777.76	<i>Chq 1653</i>
Mrs Elizabeth Gihon	Reimbursement for Thank You Gifts	£ 19.50	<i>Chq 1654</i>
Alistair R Dalziel	Plans - Pavilion Planning Application	£ 550.00	<i>Chq 1655</i>
HMRC	PAYE Period 7-10	£ 380.60	<i>Chq 1656</i>
	Total	£1,994.75	

It was RESOLVED to approve the payments.

21/010/c Other

The Clerk reported that the Tax Base Rate for 2021/22 had gone down slightly from 256.77 to 254.98. This means the number of taxable properties had reduced. This in turn increases the amount paid per annum by the taxpayer. The Clerk explained that if the council approved the minimum precept requirement there would be no leeway if there was any unbudgeted/unexpected expenditure and the council would be in danger of eroding what reserves had been set aside. The Clerk recommended increasing the precept slightly to £27,000. This is just over a 1% increase bringing the Band D rate up to £105.93 p.a. which would be an increase of £1.26 p.a. It was RESOLVED to approve increase the precept to £27,000.

21/011 PLANNING:

21/011/a Planning Information

No report given.

21/011/b Parish Planning Working Party Feedback on Applications:

20/01895/S73A – S73 application to vary conditions 2, 4, 5 and 7b of approval 15/01937/FUL – The Old Hall, Bishopston, Montacute TA15 6UX

21/011/c Planning Decisions and Reports

i. Decisions

20/02301/HOU & 20/02302/LBC– retention of single storey rear extension. Internal and external alterations to dwelling to include replacement of kitchen window and installation of new French door and new window to rear elevation of the dwelling and alterations to rear ground floor toilet cubicle – 23 The Borough, Montacute TA15 6XB

20/02559/TCA – Notification of intent to carry out tree surgery works to no. 1 tree within a Conservation Area – 39 Bishopston, Montacute TA15 6UX -

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 further information has been posted on the SSDC Planning Portal

21/012 GOVERNANCE:

The Clerk said she is drafting up a Website Accessibility Statement for approval

21/013 CORRESPONDENCE:

Nothing to report.

21/014 ITEMS FOR FUTURE AGENDAS:

Mole clearance for February meeting.

Electric vehicle points.

21/015 DATE OF NEXT PARISH COUNCIL MEETING:

The Clerk suggested buying Cllr Saint a bouquet of flowers from the parish council. It was AGREED for this to be done.

There being no further business the meeting was closed at 20.48pm. The next parish council meeting will be held remotely via the Zoom app at 7pm on Monday, 15th February 2021.