



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

|   | Action  |
|---|---|
| <p><b><u>25/016/a PRESENT:</u></b><br/> <b>Members:</b> Mrs C Saint (Chairman), Mr A McFarlane (Vice Chairman), Mrs L Drayton, Mr T Harper, Mr M Myram, Mr B Owen, Mrs S Richings, Mrs H Stokes and Mr D Warry<br/> <b>Others:</b> Mrs S Moore (Clerk), Mr Mike Hewitson (Unitary Authority Councillor), PCSO Beata, PCSO Tailby and no members of the public.</p> <p><b><u>25/016/b APOLOGIES:</u></b><br/> Mr J Davies and Mr Oliver Patrick (Unitary Authority Councillor)</p>   |   |
| <p><b><u>25/017 DECLARATIONS OF INTEREST</u></b><br/> Cllr McFarlane declared an interest in planning application 21/03732/LBC.</p>   |   |
| <p><b><u>25/018 PUBLIC SESSION</u></b><br/> The PCSOs introduced themselves. They explained that the PCSOs who cover Montacute are based in Wincanton and cover an extensive area. They have been conducting visibility patrols and have found that Montacute is a relatively quiet area. A discussion was held on some of the issues in the village and councillors asked if the PCSOs could talk to people about parking on double yellow lines especially near the school.</p>   |   |
| <p><b><u>25/019 UNITARY COUNCILLORS</u></b><br/> The Unitary report for January had been circulated to councillors.<br/> Cllr Hewitson explained that Somerset Council have completed its structural changes and have made 22% of the workforce redundant. Cllr Hewitson explained that the Government have allowed the council to increase their proportion of the Council Tax by 7% and that they have applied to the Government for funding support. There is a Full Council meeting on 6<sup>th</sup> March to agree their budget.<br/> Cllr Hewitson said that the Boundary Review consultation has been extended.</p>   |   |
| <p><b><u>25/020 MINUTES OF PREVIOUS MEETING</u></b><br/> It was <b>RESOLVED</b> to approve and sign the Ordinary Minutes and the Confidential Minutes of the January Parish Council meeting.</p>  |   |
| <p><b><u>25/021 MATTERS ARISING FROM MINUTES</u></b><br/> <u>Review of Actions List</u><br/> The action list was reviewed:</p> <ul style="list-style-type: none"> <li>• Reinstall benches by the pavilion: Ongoing</li> <li>• Noticeboard refurbishment: The Clerk thanked Cllr Harper for refurbishing the parish noticeboard.</li> <li>• Security barrier adjustment: - Ongoing</li> <li>• Montacute Memories: Information to be forwarded to the Clerk. Ongoing</li> <li>• Electrical Test Certificate for the Pavilion: Chase electrician to provide the certificate. Ongoing</li> <li>• Meeting with Tintinhull Tigers FC: Clerk is waiting to hear back from the FC's secretary.</li> </ul> | <p><b>Cllr Harper</b></p> <p><b>Cllr Harper<br/>Cllr Davies<br/>Cllr Harper<br/>Clerk</b></p> <p><b>Clerk</b></p> |

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| <ul style="list-style-type: none"> <li>• Damaged Roof Shingle: replace shingle that was damaged during the recent bout of inclement weather – Ongoing</li> <li>• Purchase a vacuum cleaner for the pavilion: Ongoing</li> </ul>   | <p><b>Cllr Harper</b><br/><b>Cllr Harper</b></p>                      |
| <p><b>25/022                SPORTS &amp; LEISURE</b><br/><b>25/022/a            Play Area &amp; Recreation Ground</b></p> <p>i.     <u>Play Area</u><br/>Cllr Stokes said there were no issues to report other than dogs going in the play area. A discuss was held regarding the signage and it was agreed that there was sufficient signage stating that dogs are not allowed in the play area.<br/>The Clerk said that the annual playground inspection was due and that she had received three quotes all of which exclude VAT.<br/><i>(Cllr Hewitson entered the meeting and gave his report – see report under Minute ref: 25/019)</i><br/>These were from The Play Inspection Company at £135, Playground Safety at £210 and RoSPA at £265. It was RESOLVED to accept the quotation from the Play Inspection Company.</p> <p>ii.    <u>Recreation Ground</u><br/>No report.</p> <p>iii.   <u>Pavilion</u><br/>Cllr Harper gave a report on what minor work there was to still be completed. A discussion was held Gardening Club show in July. It was agreed that the marquee could be put up on the Friday and be taken down on the Monday, but the Gardening Club would need to take full responsibility whilst it was on the recreation ground. It was also agreed that for the Gardening Club to run the grand raffle and not the parish council</p> <p><b>25/022/b            Any Other Issues</b><br/>Cllr Saint said she had been approached by residents on whether the parish council were organising and celebrations for the 80<sup>th</sup> anniversary of VE Day. It was agreed not to organise an event, but to contact the church to find out whether they would be willing to take part with any displays etc.</p> | <p><b>Clerk</b></p> <p><b>Cllr Saint</b></p> <p><b>Cllr Saint</b></p> |
| <p><b>25/023                VILLAGE ENVIRONMENT</b><br/><b>25/023/a            Allotments</b><br/>The Clerk confirmed that the renewal letters have been sent to allotment holders and the meeting will be on 22<sup>nd</sup> February.<br/>Cllr Harper said that the post by one of the gates needs replacing.</p> <p><b>25/023/b            Crime &amp; Anti-Social Behaviour</b><br/>The report for December from the Police.UK website had been circulated to councillors.</p> <p><b>25/023/c            Footpaths</b><br/>No report.</p> <p><b>25/023/d            Ground Maintenance</b><br/>The draft ground maintenance tender document had been circulated to councillors, and it was agreed to make some minor adjustments. The Clerk agreed to forward the document to Cllr McFarlane once it had been amended to check the position of the alleviation ditch on the map. It was RESOLVED to approve the document.</p> <p><b>25/023/e            Highways &amp; Transport</b></p> <p>i.     <u>Highway Issues</u><br/>The Clerk had received a response from Highways regarding the number of issues raised. A discussion was held, and it was agreed to:</p> <ul style="list-style-type: none"> <li>• Contact Cllr Hewitson regarding the parking at Yeovil Road. The Clerk asked Cllr Saint to forward onto her the photographs of the parking.</li> <li>• Inform Highways that part of Wash Lane is an adopted road</li> </ul>  | <p><b>Clerk</b></p> <p><b>Clerk/Cllr Saint</b></p>                    |

|   |  |          |                          |             |                          |         |       |                    |                           |        |                          |         |                    |                    |                 |            |                |            |                  |            |                            |            |                             |          |  |
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| <ul style="list-style-type: none"> <li>• Take photographs of the junction at Station Road and of St Michaels View.</li> <li>• It was RESOLVED to have Highways radar for two weeks at a cost of £225 per radar per week along Montacute Road/St Michaels View.</li> <li>• Have an additional SID location on the post by Wash Lane in Bishopston. A photograph and plan are required.</li> <li>• Send a map of the location for a flood depth marker to be situated between Montacute and Tintinhull</li> </ul> <p>A discussion was also held regarding the blocked drain at the junction of Station Road/Hyde Road<br/>All the information needs to be collated and sent to the Clerk so that she can report back to Highways.</p> <p>ii. <u>Speedwatch Report</u><br/>Cllr Myram gave his report to councillors.</p> <p><b>25/023/f</b>      <u>National Trust</u><br/>Cllr McFarlane said that the work on the hedge in Hollow Lane has been completed.</p> <p><b>25/023/g</b>      <u>Street Lighting</u><br/>No report.</p> <p><b>25/023/h</b>      <u>Triangle Trust</u><br/>No report.</p> <p><b>25/023/i</b>      <u>Any Other Issues</u><br/>Cllr McFarlane reported that he met with the Flood Management team from Somerset Council to get discuss the continued clearance of the flood alleviation ditch behind Townsend leading up to Park View to ensure that flooding of houses is avoided. Cllr McFarlane said that there was one section that Somerset Council would not do, so it was agreed that this would go on the ground maintenance contract.</p> | <p><b>Cllr Harper</b></p> <p><b>Clerk<br/>Clerk/Cllr<br/>Myram</b></p> <p><b>Clerk</b></p> <p><b>Council</b></p> |          |                          |             |                          |         |       |                    |                           |        |                          |         |                    |                    |                 |            |                |            |                  |            |                            |            |                             |          |  |
| <p><b>25/024</b>      <b>MEMBERS' &amp; CLERK'S REPORTS</b></p> <p>The Clerk said her SLCC membership was due for renewal at a cost of £150. It was RESOLVED to pay for this membership and for it to go on this month's payment list. Cllr Drayton commented on the wall in Fulfitt Terrace in Townsend. It was agreed to check whether this was Listed.</p>   | <p><b>Clerk</b></p>  |          |                          |             |                          |         |       |                    |                           |        |                          |         |                    |                    |                 |            |                |            |                  |            |                            |            |                             |          |  |
| <p><b>25/025</b>      <b>FINANCE</b></p> <p><b>25/025/a</b>      <u>Matters for Report:</u><br/>(Cllr Harper left the meeting)</p> <p>i. <u>Monthly Bank Reconciliation</u><br/>The Clerk gave the monthly bank reconciliation as of 31<sup>st</sup> January 2025:</p> <table data-bbox="236 1534 991 1780"> <tr> <td>Current Account</td><td>£ 250.00</td></tr> <tr> <td>Business Reserve Account</td><td>£ 63,122.65</td></tr> <tr> <td>Pavilion Reserve Account</td><td>£ 35.63</td></tr> <tr> <td>Total</td><td><b>£ 63,408.28</b></td></tr> <tr> <td>Plus Outstanding Deposits</td><td>£ 0.00</td></tr> <tr> <td>Less Outstanding Cheques</td><td>£ 85.00</td></tr> <tr> <td>Total as Cash Book</td><td><b>£ 63,323.28</b></td></tr> </table> <p>Ring-Fenced Amounts:</p> <table data-bbox="236 1892 991 2067"> <tr> <td>Sports Pavilion</td><td>£ 9,358.72</td></tr> <tr> <td>Play Equipment</td><td>£ 6,038.82</td></tr> <tr> <td>Asset Management</td><td>£16,559.00</td></tr> <tr> <td>Allotment Rent &amp; Donations</td><td>£ 2,326.60</td></tr> <tr> <td>Allotment New Plot Deposits</td><td>£ 612.50</td></tr> </table>  | Current Account  | £ 250.00 | Business Reserve Account | £ 63,122.65 | Pavilion Reserve Account | £ 35.63 | Total | <b>£ 63,408.28</b> | Plus Outstanding Deposits | £ 0.00 | Less Outstanding Cheques | £ 85.00 | Total as Cash Book | <b>£ 63,323.28</b> | Sports Pavilion | £ 9,358.72 | Play Equipment | £ 6,038.82 | Asset Management | £16,559.00 | Allotment Rent & Donations | £ 2,326.60 | Allotment New Plot Deposits | £ 612.50 |  |
| Current Account   | £ 250.00   |          |                          |             |                          |         |       |                    |                           |        |                          |         |                    |                    |                 |            |                |            |                  |            |                            |            |                             |          |  |
| Business Reserve Account  | £ 63,122.65  |          |                          |             |                          |         |       |                    |                           |        |                          |         |                    |                    |                 |            |                |            |                  |            |                            |            |                             |          |  |
| Pavilion Reserve Account  | £ 35.63  |          |                          |             |                          |         |       |                    |                           |        |                          |         |                    |                    |                 |            |                |            |                  |            |                            |            |                             |          |  |
| Total   | <b>£ 63,408.28</b>   |          |                          |             |                          |         |       |                    |                           |        |                          |         |                    |                    |                 |            |                |            |                  |            |                            |            |                             |          |  |
| Plus Outstanding Deposits   | £ 0.00   |          |                          |             |                          |         |       |                    |                           |        |                          |         |                    |                    |                 |            |                |            |                  |            |                            |            |                             |          |  |
| Less Outstanding Cheques  | £ 85.00  |          |                          |             |                          |         |       |                    |                           |        |                          |         |                    |                    |                 |            |                |            |                  |            |                            |            |                             |          |  |
| Total as Cash Book  | <b>£ 63,323.28</b>   |          |                          |             |                          |         |       |                    |                           |        |                          |         |                    |                    |                 |            |                |            |                  |            |                            |            |                             |          |  |
| Sports Pavilion   | £ 9,358.72   |          |                          |             |                          |         |       |                    |                           |        |                          |         |                    |                    |                 |            |                |            |                  |            |                            |            |                             |          |  |
| Play Equipment  | £ 6,038.82   |          |                          |             |                          |         |       |                    |                           |        |                          |         |                    |                    |                 |            |                |            |                  |            |                            |            |                             |          |  |
| Asset Management  | £16,559.00   |          |                          |             |                          |         |       |                    |                           |        |                          |         |                    |                    |                 |            |                |            |                  |            |                            |            |                             |          |  |
| Allotment Rent & Donations  | £ 2,326.60   |          |                          |             |                          |         |       |                    |                           |        |                          |         |                    |                    |                 |            |                |            |                  |            |                            |            |                             |          |  |
| Allotment New Plot Deposits   | £ 612.50   |          |                          |             |                          |         |       |                    |                           |        |                          |         |                    |                    |                 |            |                |            |                  |            |                            |            |                             |          |  |

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|---|--|---|-----------|---------------|
| Allotment Gate Key Deposits   |  | £ | 440.00    |               |
| Total   |  | £ | 35,335.64 |               |
| Budget Working Capital  |  | £ | 27,987.64 |               |
| ii.   | <u>Quarterly Budget Comparison Report</u><br>The quarterly budget comparison had been circulated to councillors.<br>(Cllr Harper rejoined the meeting) |   |           |               |
| iii.  | <u>Monthly Direct Debits</u><br>The monthly direct debits paid in December   |   |           |               |
|   | HugoFox  | £ | 23.99     |               |
|   | National Trust   | £ | 29.17     |               |
|   | Eon Next   | £ | 17.04     |               |
|   | Total  | £ | 70.20     |               |
| iv.   | <u>VAT Reclaim</u><br>The Clerk reported that the VAT reclaim of £5,694.83 had been submitted to HMRC.   |   |           |               |
| <u>25/025/b</u> Invoices Payable  |  |   |           |               |
| <u>Invoices payable</u>   |  |   |           |               |
| Sarah Moore   | January Expenses & Reimbursements  | £ | 220.19    | Chq 1934      |
| Evis Ground Maintenance   | Grass Cutting for January  | £ | 575.54    | Chq 1935      |
| Suzie Clarke  | Reimbursement of Electric for the Christmas Tree   | £ | 30.00     | Chq 1937      |
| Somerset Council  | Lengthsman for January   | £ | 532.80    | Chq 1938      |
| Sarah Moore   | Reimbursement for SLCC Membership  | £ | 150.00    | Chq 1939      |
|   | Total  | £ | 1,508.53  |               |
| It was RESOLVED to approve the payments.  |  |   |           |               |
| <u>25/025/c</u> Other   |  |   |           |               |
| No report   |  |   |           |               |
|   |  |   |           |               |
| <u>25/026</u> PLANNING  |  |   |           |               |
| <u>25/026/a</u> Parish Planning Working Party Feedback on Applications:   |  |   |           |               |
| <b>25/00153/DOC1</b> – discharge of Condition no 7 (glazed roof tiles) of planning application 21/03732/LBC – Abbey Farm, Bishopston, Montacute TA15 6UA – awaiting decision  |  |   |           |               |
| <b>24/02973/COL</b> – application for a Lawful Development Certificate for the proposed siting of a single unit mobile home – 1 St Michaels View, Montacute Road, Montacute TA15 6UJ – comments not required from the Parish Council.   |  |   |           |               |
| <b>25/00247/FUL</b> – residential development to provide no. 7 dwellings, vehicular access and associated landscaping – Land at Mason Lane, Montacute TA15 6UH – the parish council object to this application. Councillors are to send their observations to the Clerk.                |  |   |           |               |
| <b>25/00289/FUL</b> – installation of four electric vehicle charging stations and associated equipment (feeder pillar) including installation of associated underground cabling to existing substation – Land at Montacute House, Bishopston, Montacute – no objections or observations |  |   |           |               |
| <u>25/026/b</u> Planning Decisions and Reports  |  |   |           |               |
| <u>Decisions:</u>   |  |   |           |               |
|   |  |   |           | Whole Council |

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|--|---|
| <p><b>24/02293/LBC</b> – install a steel gate within the doorway at the base of the tower to prevent unauthorised access (implemented) – St Michaels Tower, Bishopston, Montacute – approved</p> <p><b>24/02635/DOC1</b> – discharge of condition 5 (pointing) of planning application 22/03504/LBC – 5 South Street, Montacute, TA15 6XD – conditions discharged</p> <p><u>Reports:</u></p> <p><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>24/00750/FUL</b> – 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><b>24/00125/COU</b> – change of use of land to extend the residential curtilage of the property Lochindorb – Lochindorb, Montacute Road, East Stoke, Stoke sub Hamdon TA14 6UQ – awaiting decision</p> |   |
| <p><b>25/027 GOVERNANCE</b></p> <p>Councillors were asked to review and approve the Financial Regulations and Standing Orders which were amended in respect of the new banking arrangements.</p> <p>It was RESOLVED to approve the Standing Orders</p> <p>It was RESOLVED to approve the Financial Regulations</p>   |   |
| <p><b>25/028 CORRESPONDENCE</b></p> <p>The Clerk said she had received a letter requesting that dogs be kept on leads in the recreation ground. There are signs on the recreation ground asking people to do this. In light of this request and the earlier report on dogs in the play area, it was agreed for an article to go in the village magazine.</p> <p>A letter has been received from the Youth Adventure Trust requesting grant funding. It was agreed to write to the fundraiser to find out how many of Montacute’s children would benefit and for more information on what the grant is for.</p>   | <p><b>Clerk</b></p> <p><b>Clerk</b></p> |
| <p><b>25/029 ITEMS FOR FUTURE AGENDAS</b></p> <p>None</p>  |   |
| <p><b>25/030 DATE OF NEXT PARISH COUNCIL MEETING</b></p> <p>There being no further business, the meeting was closed at 21.30pm. The next meeting will be held at the pavilion on Wednesday, 19<sup>th</sup> March 2025.</p>  |   |