

**MINUTES OF MONTACUTE PARISH COUNCIL**  
**MONTHLY MEETING HELD ON WEDNESDAY 21<sup>ST</sup> JUNE 2023**  
**IN THE VILLAGE HALL**



	<b>Action</b>
<p><b><u>23/080/a PRESENT:</u></b>  <b>Members:</b> Mrs C Saint (Chairman), Mrs L Drayton, Mr T Harper, Mr M Myram Mr B Owen, Mrs S Richings and Mr D Warry  <b>Others:</b> Mrs S Moore (Clerk) and one members of the public</p> <p><b><u>23/080/b APOLOGIES:</u></b>            Mr A McFarlane (Vice Chairman), Mr J Davies, Mr Mike Hewitson (Unitary Authority Councillor) and Mr Oliver Patrick (Unitary Authority Councillor)</p>	
<p><b><u>23/081 DECLARATIONS OF INTEREST</u></b>            None declared</p>	
<p><b><u>23/082 PUBLIC SESSION</u></b>            A resident passed around copies of the Village Agent's leaflet, and asked how the Parish Council was moving forward on poor health prevention. The resident asked if the Parish Council were going to employ someone to hold games on the recreation ground.            The Parish Council have powers to provide recreational facilities which they do in respect of the recreation ground and the play area. There is also an ongoing project of a new pavilion.</p>	
<p><b><u>23/083 UNITARY COUNCILLORS</u></b>            The Coker Newsletter had been circulated to councillors.</p>	
<p><b><u>23/084 MINUTES OF PREVIOUS MEETING</u></b>  <i>Minute ref: 23/072/f</i> was amended to read '...the National Trust are looking to replace the temporary wooden barrier on the tower on St Michaels Hill and fit a metal door.'            It was RESOLVED to approve and sign the Minutes of the May Parish Council meeting.</p>	
<p><b><u>23/085 MATTERS ARISING FROM MINUTES</u></b>  <u>Review of Actions List</u></p> <ul style="list-style-type: none"> <li>• Pavilion: s106 application is ongoing as all the new quotes are required. Further quotes are being obtained for the groundworks: base &amp; cesspit</li> <li>• Play Area: the top wire on the chain-link fence needs replacing. The chicken springer has been repaired, but still waiting for the screw covers.</li> <li>• Overgrown footpaths: Clerk agreed to check whether the path from Batemore and alongside Hollow Lane is a public Right of Way</li> </ul>	<p><b>Clerk</b>  <b>Cllr Harper</b></p> <p><b>Cllr Harper</b></p> <p><b>Clerk</b></p>
<p><b><u>23/086 SPORTS &amp; LEISURE</u></b>  <b><u>23/086/a Play Area &amp; Recreation Ground</u></b></p> <p>i. <u>Play Area</u>            Inspection report: Cllr Richings reported that the pole on the cradle swing needs monitoring as there is a small hole in it. One of the tiles at the bottom of the slide is slightly springy. It was proposed to replace the surface with something similar to that around the roundabout. Unfortunately, there is no budget for this in the current financial year and it was agreed that it would be looked at next year. The hopscotch area needs repainting. The Clerk</p>	

<p>agreed to contact the lengthsman. Cllr Harper said the rope on the rope pull needs replacing. The Clerk agreed to check who originally supplied the equipment.</p> <p>ii. <u>Pavilion Project</u>  Cllr Harper said that he should receive some more quotes for the groundworks and for the building. Cllr Harper said the Fencing Centre quote will include installation but no finishing. Sparkford Sawmills will be amending their quote to include the shutters and roofing tiles.  A discussion was held, and it was agreed that the Pavilion working group would meet on 29<sup>th</sup> June to discuss the quotations and ongoing work.  It was RESOLVED to give delegation of power to the Pavilion working group to approve quotations for work. It was agreed that the group could approve a building quotation for up to £45,000.</p> <p><b><u>23/086/b</u></b>      <u>Any Other Issues</u>  Cllr Richings said she had been in touch with All Saints school and gave councillors an update.</p>	<p><b>Clerk Clerk</b></p>
<p><b><u>23/087</u></b>      <b><u>VILLAGE ENVIRONMENT</u></b></p> <p><b><u>23/087/a</u></b>      <u>Allotments</u>  Cllr Harper and the Clerk met to discuss the overgrown and vacant plots. Letters have been sent to those allotment holders who are not keeping their plots tidy, and a meeting has been arranged with one plot holder.</p> <p><b><u>23/087/b</u></b>      <u>Crime &amp; Anti-Social Behaviour</u>  The latest reports from the police.uk website had been circulated to councillors. It was reported that there had been an incident of anti-social behaviour in Lower Hyde Road. As there were concerns for some of the elderly residents, it was agreed that the Clerk would write to Abri. It was also agreed to put an article in the magazine to ask residents to join Neighbourhood Watch and how to report crimes to the police.</p> <p><b><u>23/087/c</u></b>      <u>Footpaths</u>  No report received.</p> <p><b><u>23/087/d</u></b>      <u>Ground Maintenance</u>  The grass cutting tender had gone out and the Clerk is waiting to receive responses.</p> <p><b><u>23/087/e</u></b>      <u>Highways &amp; Transport</u></p> <p>i.      <u>Speed Indicator Device/Speedwatch</u>  Cllr Myram said he is still trying to find out who the PCSO is for Speedwatch. Cllr Myram reported that the police have confirmed that he is now able to carry out the roadside training.  There was a discussion about Cllr Myram moving the SID when required so that he can capture the data. It was agreed to ask the lengthsman to contact Cllr Myram.</p> <p>ii.      <u>Transport Strategy Group</u>  It was agreed to contact Mike Hewitson regarding the previously discussed extension of the 20mph and traffic calming.  It was agreed that a Transport Strategy Group meeting needed to be arranged.</p> <p>iii.      <u>Other</u>  The Clerk updated councillors on the sunken drain in South Street. Cllr Saint said a meeting is being arranged with Highways to discuss a way forward regarding the parking on the verge in Yeovil Road. It was agreed to invite the National Trust and the school to attend.</p> <p><b><u>23/087/f</u></b>      <u>National Trust</u>  No report</p> <p><b><u>23/087/g</u></b>      <u>Street Lighting</u>  Cllr Warry said there was nothing to report.</p> <p><b><u>23/087/h</u></b>      <u>Triangle Trust</u>  Cllr Warry said there was nothing to report.</p>	<p><b>Clerk</b></p> <p><b>Cllr Saint &amp; Myram</b></p> <p><b>Clerk</b></p> <p><b>Cllr Saint</b></p>

<b>23/087/i</b> <u>Any Other Issues</u> Nothing to report.																																														
<b>23/088</b> <b><u>MEMBERS' &amp; CLERK'S REPORTS</u></b> Cllr Owen said the Jubilee bench had now been treated. Cllr Saint said an email had been received regarding residents depositing dog waste in the bin outside the church. The Clerk pointed out that it was acceptable for dog waste to go into general waste bins. Cllr Saint said there had also been an email requesting that the Parish Council sweep and clear weeds outside the church and along Middle Street for an upcoming wedding. It was agreed that the lengthsman works in the village for limited periods of time and other work takes priority.																																														
<b>23/089</b> <b><u>FINANCE</u></b> <b>23/089/a</b> <u>Matters for Report:</u> i. <u>Monthly Bank Reconciliation</u> The Clerk gave the monthly bank reconciliation as of 31 <sup>st</sup> May 2023:  <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Current Account</td><td style="text-align: right;">£ 250.00</td></tr> <tr><td>Business Reserve Account</td><td style="text-align: right;">£ 81,060.09</td></tr> <tr><td>Pavilion Reserve Account</td><td style="text-align: right;"><u>£ 21,397.06</u></td></tr> <tr><td><b>Total</b></td><td style="text-align: right;"><b>£102,707.15</b></td></tr> <tr><td>Outstanding Deposits</td><td style="text-align: right;">£ 908.90</td></tr> <tr><td>Less Outstanding Cheques</td><td style="text-align: right;"><u>£ 8,175.20</u></td></tr> <tr><td><b>Total as Cash Book</b></td><td style="text-align: right;"><b>£ 95,440.85</b></td></tr> </table> <u>Ring-Fenced Amounts</u>  <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Sports Pavilion</td><td style="text-align: right;">£41,251.92</td></tr> <tr><td>Play Equipment</td><td style="text-align: right;">£ 4,241.42</td></tr> <tr><td>Asset Management</td><td style="text-align: right;">£11,059.00</td></tr> <tr><td>Allotment Rent &amp; Donations</td><td style="text-align: right;">£ 1,962.76</td></tr> <tr><td>Allotment New Plot Deposits</td><td style="text-align: right;">£ 500.00</td></tr> <tr><td>Allotment Gate Key Deposits</td><td style="text-align: right;"><u>£ 430.00</u></td></tr> <tr><td><b>Total</b></td><td style="text-align: right;"><b>£63,303.44</b></td></tr> </table> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;"><b>Budget Working Capital</b></td><td style="text-align: right;"><b>£32,137.41</b></td></tr> </table> ii. <u>National Trust Direct Debits Payment for Recreation Ground</u> The monthly invoice for June of £29.17 for the recreation ground lease had been received. This invoice is paid by direct debit. iii. <u>National Trust Invoice for the Borough Car Park Lease</u> The annual invoice of £300 for the Borough Car Park lease had been received. This invoice is paid by direct debit. iv. <u>Expenditure for the Coronation Picnic</u> The Clerk said all the invoices had been received for the Coronation Picnic. The total expenditure for the event was £1,922.29 which was just under budget. v. <u>Donations Received Towards the Pavilion Project</u> The Clerk reported that a total of £908.90 in donations had been received which will go towards the new pavilion. These were Coronation Picnic - £279.30 and Gregg Beedle's 'Witty Ditties' evening - £629.60. <b>23/089/b</b> <u>Invoices Payable</u> <u>Invoices Paid 01.06.23</u> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;">Zurich Municipal</td><td style="width: 40%;">Parish Council Insurance</td><td style="width: 10%;">£</td><td style="width: 10%;">511.62</td><td style="width: 10%;">Chq 1809</td></tr> <tr><td>Greg Beedle</td><td>Reimbursement for Hambook</td><td>£</td><td>30.00</td><td>Chq 1810</td></tr> <tr><td></td><td>Advert</td><td></td><td></td><td></td></tr> </table>	Current Account	£ 250.00	Business Reserve Account	£ 81,060.09	Pavilion Reserve Account	<u>£ 21,397.06</u>	<b>Total</b>	<b>£102,707.15</b>	Outstanding Deposits	£ 908.90	Less Outstanding Cheques	<u>£ 8,175.20</u>	<b>Total as Cash Book</b>	<b>£ 95,440.85</b>	Sports Pavilion	£41,251.92	Play Equipment	£ 4,241.42	Asset Management	£11,059.00	Allotment Rent & Donations	£ 1,962.76	Allotment New Plot Deposits	£ 500.00	Allotment Gate Key Deposits	<u>£ 430.00</u>	<b>Total</b>	<b>£63,303.44</b>	<b>Budget Working Capital</b>	<b>£32,137.41</b>	Zurich Municipal	Parish Council Insurance	£	511.62	Chq 1809	Greg Beedle	Reimbursement for Hambook	£	30.00	Chq 1810		Advert				
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	Total	£	541.62	
<u>Invoices payable</u>				
Sarah Moore	May Expenses	£	220.19	Chq 1811
Evis Ground Maintenance	Grass Cutting May	£	388.88	Chq 1812
St John Ambulance	First Aid Provision at the Coronation Picnic	£	126.72	Chq 1813
Terry Harper	Reimbursement for Padlocks	£	25.98	Chq 1814
Mr Tony Powell	Return of Allotment Gate Key Deposit	£	10.00	Chq 1815
HMRC	PAYE Period 1-3	£	364.40	Chq 1816
	Total	£	1,136.17	
Further invoices and receipts had been received and the Clerk asked if these could be included in this month's payments. These were:				
Akira Klass	Return Allotment Plot & Gate Key Deposits	£	22.50	Chq 1817
Pinnacle Accountancy	Internal Audit	£	132.00	Chq 1818
Joan Bugler	Return of Allotment Gate Key Deposit	£	10.00	Chq 1819
Terry Harper	Emergency Cones	£	40.00	Chq 1820
	Total	£	204.50	
It was RESOLVED to approve the payments. Cheque nos. 1814 and 1820 were handed to Cllr Harper.				
<b>23/089/c</b> Approval of the Annual Governance Statement				
It was RESOLVED to approve the Annual Governance Statement for 2022/23.				
<b>23/089/d</b> Approval of the Annual Accounting Statements				
It was RESOLVED to approve the Annual Accounting Statement for 2022/23.				
<b>23/090 PLANNING</b>				
<b>23/090/a</b> Planning Information				
None declared.				
<b>23/090/b</b> Parish Planning Working Party Feedback on Applications:				
None declared.				
<b>23/090/c</b> Planning Decisions and Reports				
<u>Decisions:</u>				
None declared				
<u>Reports:</u>				
<b>22/03504/LBC</b> - 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 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				
<b>21/03731/FUL &amp; 21/03732/LBC</b> – 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.				
<b>20/00991/OUT</b> – 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.				
<b>23/091 GOVERNANCE</b>				

The Clerk reported that the Local Community Network meeting had changed to Thursday, 20 <sup>th</sup> July. The Clerk agreed to forward the information onto Cllr Richings.	<b>Clerk</b>
<b><u>23/092</u></b> <b><u>CORRESPONDENCE</u></b> None received.	
<b><u>23/093</u></b> <b><u>ITEMS FOR FUTURE AGENDAS</u></b> None declared.	
<b><u>23/094</u></b> <b><u>DATE OF NEXT PARISH COUNCIL MEETING</u></b> There being no further business, the meeting was closed at 21.20pm. The next meeting will be the July parish council meeting. This will be held in the village hall at 7pm on Wednesday, 19 <sup>th</sup> July 2023.	