

MINUTES OF MONTACUTE PARISH COUNCIL
MONTHLY MEETING HELD ON
MONDAY 21ST JUNE 2021 IN THE VILLAGE HALL



21/061/a PRESENT:

Members: Mrs C Saint (Chairman), Mrs A Gihon (Vice Chairman), Mr B Bevan-Davies, Mr J Davies, Mrs J Folkard, Mr R Folkard, Mr R Littlefield, Mr D Warry and Mrs M Wilson

Others: Mrs S Moore (Clerk), Mr T Capozzoli (District Councillor), Mr M Keating (County Councillor) and 2 members of the public

21/061/b APOLOGIES:

None declared.

21/062 DECLARATIONS OF INTEREST:

Cllr Saint declared an interest in matters relating to the Village Hall and Montacute Pre-School.

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.

21/063 CO-OPTION:

Cllr Saint introduced Mrs Lindsey Lee and Mr Martin Myram who were interested in joining the Parish Council. A discussion was held, and it was RESOLVED to co-opt both Mrs Lee and Mr Myram onto the Parish Council.

The Clerk asked Mrs Lee and Mr Myram to sign the Declaration of Acceptance and gave them the Register of Interests to complete along with some background information.

21/064 PUBLIC SESSION:

There were no comments from the members of the public.

21/065 DISTRICT & COUNTY COUNCILLORS:

21/065/a Cllr Capozzoli and Cllr Rowsell

Cllr Capozzoli's report had been circulated to councillors.

Cllr Capozzoli said the District Council will now be holding their full council meetings face-to-face. Cllr Capozzoli gave an update regarding the Planning Department in respect of the phosphates issue and planning officers. Cllr Capozzoli also mentioned the majority public vote for the Stronger Somerset Unitary Authority and that the findings have now been submitted to the Secretary of State.

A discussion was held regarding the travellers in Station Road. Cllr Keating stated that although they are camped on Highway land, the re-housing and environmental issues are the responsibility of the District Council and not the County Council and, any criminality issue are the responsibility of the police.

Cllr Saint asked Cllrs Capozzoli and Keating to liaise on this matter to get it resolved as quickly as possible.

Action Cllrs Capozzoli & Keating

(Cllr Capozzoli left the meeting)

21/065/b Cllr Keating:

Cllr Keating's report had been circulated to councillors.

Cllr Warry asked whether the verge cutting will be carried out soon and Cllr Keating said that the teams had started this work throughout the county.

Cllr Littlefield asked if signs could be erected at the end of Wash Lane to stop visitors trying to get to Montacute House. Cllr Keating said that the Parish Council would need to find out whether Wash Lane is an adopted road.

Action Clerk

(Cllr Keating left the meeting)

21/066 MINUTES OF PREVIOUS MEETING:

It was RESOLVED to approve and sign the Minutes of the April Parish Council meeting.

21/067 MATTERS ARISING FROM MINUTES:

Cllr Saint and the Clerk met on 21st May to discuss and act on parish council business. Matters discussed at this meeting were:

- Flood Elevation Ditch – this needed clearing and the lengthsman has now completed this work.
- Formal Complaint to Somerset County Council – the Clerk had complained to SCC about the traveller situation in Station Road and outstanding signage issues. A response had not been received and the Clerk had agreed to chase this item. – A response has now been received. The traveller situation was discussed under *Minute ref: 21/065/a* and the signage issues was discussed under *Minute ref: 21/069/e*.
- National Trust – The Clerk had agreed to chase the solicitors regarding the National Trust lease and agreed to contact the National Trust regarding the Archaeological report.
- Groundsman – Cllr Saint and the Clerk met with the groundsman to discuss the grass cutting issues on the recreation ground. It was suggested getting the grass cut during the winter months (October to March) so there would not be an issue at the start of the cutting season. The groundman had said that one cut every 6 weeks during this time would be advisable and he was asked to provide a quote. The groundsman was also asked to cut the back hedge line inside the recreation ground and to quote on cutting back the vegetation/brambles along the western hedge line by the old BMX track and under the tree area at the top corner of the recreation ground.
- National Trust Management Plan – Feedback had been received from councillors and additional comments were to be added before sending the Parish Council's formal response.
- Litter Pick – the area list needed to be adjusted for Montacute Road – Lower Town with smaller areas. **Action Clerk**
- Play Area Fencing – It was agreed to apply to the Co-Op for a Community Grant **Action Clerk**
- Speedwatch – A meeting is being held to set a Speedwatch team.
- Cllrs Saint and Littlefield to organise a report on all the Highways issues in the village. **Action Cllr Saint**
- Update Cllr Gihon on any outstanding allotment rents. **Action Clerk**
- Area of land in allotment site – chase Land Registry. **Action Clerk**
- Send letters to allotment holders regarding condition of their plots. **Action Clerk**
- Obtain mulch for parking area in allotments and plants for planters. Cllr Saint to obtain a quote from Streetscene. **Action Cllr Saint**
- It was suggested holding a BBQ on the allotments for allotment holders only in August. Risk Assessments would need to be carried out prior to this event happening. **Action Cllr Gihon**

It was agreed that any outstanding items would be added to the Actions report.

Review of Actions From Previous Parish Council Meeting

- Various Highway Issues: It was agreed for Cllrs Littlefield and Saint to compile a list of outstanding highway issues and forward them to the Clerk so that a report could be sent to Somerset County Council. **Action Cllrs Littlefield & Saint**
- Dropped Kerb in Middle Street – This is one of the items on the Highways report for SCC to deal with. However, a resident has independently contacted a contractor to raise the dropped kerb in Middle Street despite this being a SCC Highways matter.
- Travellers in Station Road – This item was discussed under *Minute ref: 21/065/a*
- National Trust Lease – Nothing has been received from the National Trust. The Clerk agreed to contact the Parish Council's solicitor. **Action Clerk**
- Online Banking – Cllr Saint and the Clerk will liaise to set up a new Lloyds online account. **Action Cllr Saint & Clerk**
- Sports Pavilion - The Clerk said she is waiting for a response from the National Trust regard a WSI report.
- Footpath by link road to A3088 – It was agreed to add this to the Highways report. **Action Cllrs Saint & Littlefield**
- Grass cutting – there were still some issues with the grass cutting on the recreation ground, so it was agreed to arrange a meeting with the groundsman. **Action Clerk**

- New Rotovator for the Allotments – A residents has agreed to try and repair the existing rotovator.

21/068 SPORTS & LEISURE:

21/068/a Play Area & Recreation Ground:

Cllr Davies said he had inspected the play area and no new issues were found. He felt there was no need for the Covid sign anymore.

The Clerk reported that she had applied for a Co-Op Community Grant for £1,500 towards replacement fencing around the play area and that she would hear back in October if the council have been successful.

21/068/b Recreation Ground Pavilion Project:

This item was discussed under *Minute ref: 21/067*.

21/68/c Any Other Issues:

Cllr Saint said the Carnival Club had approached the Parish Council about holding a village picnic on the recreation ground on 11th September and had asked if the Parish Council would insure the event. The Clerk had contacted the Parish Council's insurers and they had stated that the event could only be insured if it was a Parish Council led event. Any outside contractors had to provide proof of insurance and music would require a licence. The Clerk mentioned that permission would need to be sought from the National Trust.

A discussion was held, and it was agreed that it would be a 'Bring Your Own' picnic for residents only with games and competitions for the children.

21/069 VILLAGE ENVIRONMENT:

21/069/a Allotments:

The Clerk said she had received a response from the Land Registry and their search reveals that the land is unregistered, and they have no documentation. However, this may mean that ownership documents maybe held by the owners and there are a number of ways in which the Parish Council could find out who the owners are. The Land Registry has also suggested contacting a solicitor for some advice. It was agreed to contact Amicus Law to find out a way forward. **Action Clerk**

21/069/b Crime & Anti-Social Behaviour:

A newsletter from Avon & Somerset Police had been circulated to councillors.

21/069/c Footpaths:

No report.

21/069/d Ground Maintenance:

The Clerk had updated councillors on the groundsman under *Minute ref: 21/067*. However, there were still some issues with the grass cutting and it was agreed to arrange a further meeting with the groundsman. **Action Clerk**

21/069/e Highways & Transport:

i. Traffic Signing/Speeding Motorists

The Clerk said she had received a reply from Somerset County Council regarding the complaint about the lack of response to the request for speed and pedestrian warning signage along Lower Town. The Area Traffic Engineer has conducted an assessment of Lower Town, between its junction with Montacute Road and the 30mph terminal point at Lower Town Bridge and has concluded that they will be replacing existing/missing speed roundels, introducing speed roundel road markings, and introducing pedestrian warning signs near Brook Farm and at the junction of Hyde Road and Lower Town where the footway ends. This should be completed within 12 weeks. SCC advised any breaches to the speed limit should be reported to the PCSO as this is a Police matter.

ii. SID Update:

The Clerk reported that the SID has been ordered and should be delivered soon. A discussion was held on where the device could be stored, and the Clerk asked if the device could be delivered to one of the councillors as it would be difficult for her to transport once it had arrived. Cllr Gihon agreed to take delivery of the device.

iii. Speedwatch:

Cllr Saint said a meeting was held and a number of people have volunteered and now need to be trained. Cllr Myram agreed to be the Co-Ordinator for the team and will provide a report for the Parish Council each month. **Action Cllr Myram**

iv. Fingerpost

Cllr Saint said a resident has kindly obtained a quote from Somerset Forge Ltd. for a replacement post, repairs to cast fingers and installation at a cost of £1,910 excl. VAT. The Clerk mentioned that under procurement procedures the Parish Council are required to obtain 3 quotes so she will source the other two.

Action Clerk

21/069/f National Trust:

i. Feedback on St Michaels Management Plan

The Parish Council's feedback on the National Trust's Management Plan had been circulated to the National Trust. Councillors thanked the Clerk for compiling such a comprehensive reply. The Clerk said the Lead Ranger would answer the Parish Council's questions after 28th June and it was agreed to bring this matter to the next meeting.

ii. National Trust Lease

The Clerk confirmed that all the paperwork has been signed and sent to the Parish Council's solicitors and they are liaising with the National Trust's solicitors. A formally signed copy of the lease will be sent to the Clerk in due course.

21/069/g Street Lighting:

Cllr J Folkard said there was nothing to report.

21/069/h Triangle Trust:

Cllr Warry said the Triangle Trust has received a request from the surgery and he would report on this at the next Parish Council meeting.

Action Cllr Warry

21/069/i Any Other Issues:

Cllr Saint reported that the litter pick on Saturday, 15th May had been very successful and thanked everyone who took part. A discussion was held about setting up a litter picking group and purchasing all the equipment. It was agreed, for the time being, to wait until we have carried out a few more litter picks and, in the meantime, continue to borrow the equipment from SSDC.

21/070 MEMBERS' & CLERK'S REPORTS

No reports received.

21/071 FINANCE:

21/071/a Matters to Report

i. Monthly Bank Reconciliations

The Clerk gave the monthly bank reconciliation as of 30th April 2021:

Current Account	£ 250.00
Business Reserve Account	£62,645.21
Pavilion Reserve Account	<u>£21,264.12</u>
Total	£84,159.33
Less Outstanding Cheques	<u>£ 888.88</u>
Total as Cash Book	£83,270.45

The Clerk gave the monthly bank reconciliation as of 31st May 2021:

Current Account	£ 250.00
Business Reserve Account	£61,282.15
Pavilion Reserve Account	<u>£21,264.28</u>
Total	£82,796.43
Less Outstanding Cheques	<u>£ 1,686.79</u>
Total as Cash Book	£81,109.64

Ring-Fenced Amounts

Sports Pavilion	£33,130.05
Play Equipment	£ 4,241.42
Allotment New Plot Deposits	£ 425.00
Allotment Gate Key Deposits	£ 236.25
Defibrillator Accessories	£ 186.50
Spring Bulbs	<u>£ 100.00</u>
Total	£38,319.22

Budget Working Capital**£42,790.42**ii. Information Commissioner – Direct Debit

The Clerk reported she had received notification that the direct debit for the Data Protection fee of £35 would be paid on 6th June 2021.

iii. National Trust – Borough Car Park Direct Debit

The Clerk reported the direct debit for the Borough Car Park lease of £300 would be paid on 14th June 2021.

21/071/b Cheques for SignatureMay Invoices

Sarah Moore	April Expenses	£ 273.96	Chq 1671
Evis Ground Maintenance	Grass Cutting – April	£ 388.88	Chq 1672
Roy Littlefield	Reimbursement for Signage & Skip Hire	£ 306.16	Chq 1673
Turner Engineering	Refurbishment of Security Gate	£ 582.00	Chq 1674
Came & Company	Parish Council Insurance	£ 441.95	Chq 1675
	Total	£1,992.95	

June Invoices

Sarah Moore	May Expenses	£ 123.77	Chq 1676
Evis Ground Maintenance	Grass Cutting – May	£ 388.88	Chq 1677
HMRC	PAYE Period 1-3	£ 295.00	Chq 1678
Pinnacle Accountancy	Internal Audit Fee	£ 132.00	Chq 1679
	Total	£ 990.25	

The Clerk said she had received the subscription renewal from Somerset Playing Fields Association and asked if the payment of £15 could be added to the cheque payments. This was agreed. The payment details are as follows:

Somerset Playing Fields Association	Subscription Renewal	£ 15.00	Chq 1680
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It was RESOLVED to approve the payments.

21/071/c Annual Governance and Accountability Return 2020/21i. Annual Governance Statement

It was RESOLVED to agree and approve the Annual Governance Statement.

ii. Annual Accounting Statement

It was RESOLVED to agree and approve the Annual Accounting Statement.

21/072 PLANNING:**21/072/a** Planning Information

The SSDC Planning Brief had been circulated to councillors.

21/072/b Parish Planning Working Party Feedback on Applications:

21/01528/HOU – Conversion and single storey flat roof extension to existing garage to rear, single storey lean-to extension to rear, alterations & erection of a detached garden room for use as ancillary living accommodation to replace existing shed (re-submission of previous approval 16/04863/FUL) – 15 Bishopston, Montacute TA15 6UX – this application is with the Planning Working Group

21/072/c Planning Decisions and Reportsi. Decisions

21/00903/FUL – the erection of a single storey extension to hall to provide additional storage – Montacute Village Hall, Wash Lane, Montacute TA15 6XA - permitted with Conditions.

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.

21/00195/FUL – erection of a new pavilion, re-submission of 18/04084/FUL – Montacute Recreation Ground, Montacute Road, Montacute – awaiting decision. No further information has been posted on the SSDC Planning Portal.

21/073 GOVERNANCE:

No report given.

21/074 CORRESPONDENCE:

None received.

21/075 ITEMS FOR FUTURE AGENDAS:

Queen's Jubilee.

21/076 DATE OF NEXT PARISH COUNCIL MEETING:

There being no further business the meeting was closed at 9.00pm. The next parish council meeting will be held at the village hall at 7pm on Monday, 19th July 2021.