

**MINUTES OF MONTACUTE PARISH COUNCIL**  
**MONTHLY MEETING HELD ON**  
**MONDAY 21<sup>ST</sup> SEPTEMBER 2020 VIA ZOOM APP**



**20/061/a PRESENT:**

**Members:** Mrs C Saint (Chairman), Mrs A Gihon (Vice Chairman), Mrs J Folkard, Mr R Folkard, Mrs K Harper, Mr R Littlefield, Mrs M Mansi, Mr D Warry and Mrs M Wilson

**Others:** Mrs S Moore (Clerk), and 1 member of the public

**20/061/b APOLOGIES:**

Mr Tony Capozzoli (District Councillor), and Mr C Hull (District Councillor)

**20/062 DECLARATIONS OF INTEREST:**

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

Cllr Harper declared an interest in matters relating to the Village Hall and W.I.

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

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

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

**20/063 PUBLIC SESSION:**

Cllr Saint welcomed Mr Jonathan Davies to the meeting. Mr Davies introduced himself and expressed an interest in joining the parish council and was attending the meeting to see how the council conducted its business.

**20/064 DISTRICT & COUNTY COUNCILLORS:**

**20/064/a** Cllr Capozzoli

No report received

**20/064/b** Cllr Keating:

No report received.

**20/065 MINUTES OF PREVIOUS MEETING:**

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

**20/066 MATTERS ARISING FROM MINUTES:**

**20/066/a** Review of Actions List

- Highways Line Marking: Cllr Wilson said she has queried some of the areas of line marking in Back Lane as it appears from the information on the map that Highways have reintroduced the lining that was previously agreed to be omitted. **Action Cllr Wilson**

*(Cllr Warry tried to join the meeting but was having connection issues)*

- Various Highway Issues: Cllr Saint said to organise a meeting with Highways to go through the highway issues in the village. **Action Clerk**  
A discussion was held about the hatched lines in South Street and it was agreed to ask the proprietors of Stax to put a sign outside asking people not to park on the hatched lines.

**Action Cllr Saint**

*(Cllr Warry joined the meeting)*

- Travellers in Station Road: Cllr Saint said she has contacted the Environmental Health Officer and Somerset County Council. Both of whom have stated that as it is Highways land then any issues must be reported to the Highways Department. Cllr Saint was concerned about land occupancy rights. Cllr Gihon was concerned about the environmental and waste issues especially in relation to the stream, Welham's Brook.

**Action Cllr Saint & Clerk**

- Mobile Phone Mast: Cllr Wilson said she had been carrying out some research but had limited success. The Clerk agreed to look up the planning details on the mobile phone mast that was erecting in Stoke sub Hamdon. **Action Cllr Wilson & Clerk**
- S.I.D. Hire and Locations: The Clerk is waiting to hear back from SCC and agreed to obtain some quotes from an additional supplier. **Action Clerk**
- Quotation from Western Power Distribution: It was agreed to wait until planning permission had been given for the pavilion before getting any new quotes for the utilities.

## **20/067 SPORTS & LEISURE:**

### **20/067/a Play Area & Recreation Ground:**

A report had been circulated to all councillors.

- S106 Funding**  
The Clerk reported that the copies of the invoices for the play equipment had been sent off to SSDC as per the award agreement and the remittance for the capital proportion of the award had been received. The maintenance award should be received in the next week or so. The Clerk said she has also arranged a meeting to discuss possible funding for the pavilion.
- Play Area**  
The Clerk confirmed that the play equipment has now been installed and that she will be doing a press release in the village magazine. As a requirement of the S106 award, a post installation play inspection has been arranged. This is through The Play Inspection Company and as it is a more in-depth inspection than usual it will cost £300 plus VAT.
- Recreation Ground**  
A discussion was held on the removal of the height bar on the gate will need to be removed before any work can be done on the pavilion. Cllr R Folkard agreed to find out whether the original contractor would be able to do this work. If not, Cllr Littlefield agreed to look at other possible fabricating firms. **Action Cllrs R Folkard & Littlefield**

### **20/067/b Recreation Ground Pavilion Project:**

The Clerk reported that the National Trust have now approved our plans for the new pavilion, but they have stipulated that any excavations will require a watching brief. The Clerk said she has contacted the architect and a new planning application can be submitted. The architect will clarify how much the planning fee will be.

### **20/067/c Any Other Issues:**

Cllrs R and J Folkard raised concerns regarding the various issues on the recreation ground from anti-social behaviour to the amount of litter in the grounds. The Clerk said that if there is any anti-social behaviour then it should be reported to the police.

## **20/068 VILLAGE ENVIRONMENT:**

A report had been circulated to all councillors

### **20/068/a Allotments:**

Cllr Gihon reported that some new tenants had been signed up and one termination letter had been sent out. Cllr Gihon said there were still some vacant plots and agreed to place an advert in the magazine. Cllr Gihon said the skip had to be paid for prior to delivery and she is still waiting for the company to contact her. Once the skip is in situ then the rubbish will be cleared from the site. Cllr Gihon said she has arranged for some of the plots which have not been cultivated for some years to be ploughed so they will look more pleasing to prospective tenants.

Cllr Gihon said the manure cannot be put down at the bottom of the site as the farmer is unable to get his vehicle safely down there. Also, the additional topsoil that was brought on site has now been sprayed and will be incorporated into the new plot.

Cllr Gihon proposed putting the rent up by £5 in 2021 which will help with the running costs. A discussion was held, and it was agreed for Cllr Gihon to get some feedback from the allotment holders and report at the next meeting. **Action Cllr Gihon**

### **20/068/b Crime & Anti-Social Behaviour:**

No report given.

### **20/068/c Footpaths:**

The Clerk said she was able to get into SCC Definitive Map, but there are two footpaths between Montacute and Tintinhull, so she needed to know which footpath is blocked and where. Cllr Saint said she would get clarification from the resident. **Action Cllr Saint**

**20/068/d Ground Maintenance:**

The Clerk said she had given the groundsman a one-off permission to cut the grass in the recreation ground last Saturday as the grass was too wet to cut on his usual day.

The Clerk said there is some money ring-fenced for some replacement bulbs/flowers for the verge in Yeovil Road and she has contacted Streetscene for some prices. Cllr Saint asked Cllr Littlefield how much it would cost to make some planters. Cllr Littlefield said the material would cost around £80. Cllr Saint agreed to approach the village organisations to sponsor a planter and the Clerk agreed to put a piece in the magazine.

**Action Cllr Saint & Clerk**

**20/068/e Highways & Transport:**

Nothing to report.

**20/068/f National Trust:**

Cllr J Folkard reported that not all the staff and volunteers at Montacute House are back at work yet. Cllr J Folkard had a meeting with the National Trust regarding one of the large Cedar trees as someone had removed the bark at the base of the tree and tried setting light to it. The Trust are very concerned and will be monitoring the situation.

The Clerk said the National Trust's solicitors require the Parish Council to sign a Deed of Surrender which closes off the old lease, and the council's solicitor has asked if the parish council want them to review this document or would the Clerk be able to deal with it. The Clerk said if the solicitor reviews it then there would be an additional cost of £275 plus VAT. The Clerk said she would be happy to review the document if there are no complications but until she has received it, she does not know what it entails.

It was RESOLVED to pay the additional cost of £275 plus VAT if required.

**20/068/g Street Lighting:**

Cllr J Folkard said there nothing to report.

**20/068/h Triangle Trust:**

No report given.

**20/068/i Any Other Issues:**

Cllr Warry reported the National Trust's hedge/trees in Yeovil Road opposite the garage are causing an obstruction to the visibility splay of Back Lane, are obscuring the 30mph speed sign and the lengthsman cannot get the mower under the trees to cut the grass. Cllr J Folkard agreed to contact the National Trust.

**Action Cllr J Folkard**

**20/069 MEMBERS' & CLERK'S REPORTS**

Cllr Saint said some complaints have been received regarding the cut-out policeman on the highway in Middle Street. Advice has been sought and as it is tied to the lamp post then it can be reported as flyposting. It was agreed to write to the owner of the cut-out policeman to remove it from the highway.

**Action Clerk**

Cllr Saint said she is monitoring the planning application in Mason Lane closely.

Cllr Saint said she has had wonderful feedback from residents about the new equipment in the play area.

Cllr Saint reported that the lengthsman has cleared the flood elevation ditch at the back of Yeovil Road.

The Clerk reported on Somerset Waste Partnership revised roll-out timetable for the Recycle More collection service. This will roll out across the county in phases and South Somerset is in Phase 2 which will commence in June/July 2021. All residents will be sent full information nearer the time. It was agreed to put some information in the magazine.

**Action Clerk**

The Clerk circulated some information to councillors regarding the new unitary proposal by the District Councils. The Clerk asked councillors to look through the information and to pass on any comments to Cllr Charlie Hull or to discuss it at the next meeting.

The Clerk asked if the parish council wanted to purchase a Christmas tree this year. The cost of the tree from Paull's of Martock is the same as the previous year at £130. It was RESOLVED to purchase a tree and it was agreed to put an article in the magazine.

**Action Clerk**

**20/070 FINANCE:**

**20/070/a Matters to Report**

i. **Monthly Bank Reconciliations**

The Clerk gave the monthly bank reconciliation as at 31<sup>st</sup> August 2020:

Current Account	£ 250.00
Business Reserve Account	£46,733.78
Pavilion Reserve Account	<u>£21,262.69</u>
<b>Total</b>	<b>£68,246.47</b>
Less Outstanding Cheques	£ 3,414.05
<b>Total as Cash Book</b>	<b>£64,832.42</b>

Ring-Fenced Amounts

Sports Pavilion	£33,778.48
Play Equipment	£ 0.00
Allotment New Plot Deposits	£ 150.00
Allotment Gate Key Deposits	£ 350.00
Defibrillator Accessories	£ 186.50
Spring Bulbs	<u>£ 100.00</u>
<b>Total</b>	<b>£34,564.98</b>

**Budget Working Capital** **£30,267.44**

(Cllr Warry left the meeting due to connection issues)

ii. Wessex Water Invoice

The Clerk reported the Wessex Water invoice of £204.92 had been paid by direct debit on 1<sup>st</sup> September. The Clerk explained that the cost was high as the water trough in the allotments had to be emptied and cleaned as it was full of sediment and paint flakes from a compost heap surround and, also large amounts of water were used during the summer months

iii. Budget Meeting for 2020/21

The Clerk said the Finance Working Group needed to meet to discuss the budget for 2020/21. It was agreed to wait until after the Prime Minister's speech on how many people can meet.

**20/070/b** Cheques for Signature

McCarthy Marland Recycling	Hire of Skip (paid 10.09.2020)	£ 474.00	Chq 1635
Sarah Moore	August Expenses	£ 219.11	Chq 1636
Evis Ground Maintenance	Grass Cutting – August	£ 388.88	Chq 1637
Play UK Playgrounds Ltd	Basket Swing	£ 1,800.00	Chq 1638
HMRC	PAYE Period 4-6	£ 245.20	Chq 1639
Somerset Association of Local Councils	Affiliation Fee	£ 188.58	Chq 1640
Mr M Follain	Return of Key Deposit	<u>£ 10.00</u>	Chq 1641

Total £ 3,325.77

It was RESOLVED to approve the payments.

**20/070/c** Other

i. Change of Bank Account

The Clerk said there had been some problems setting up an online account with NatWest as it stated it only required one signatory. As this would contravene the Council's Financial Regulations, risk management and internal control measures it was suggested switching the bank account to Lloyds Bank as this requires more than one signatory to authorise payments. It was RESOLVED to switch to Lloyds Bank.

ii. Savings Account

It was discussed at the last meeting to move reserve funds into a higher interest account. A list of fixed term savings accounts was circulated to councillors and it was RESOLVED to apply for the 100 days' notice account with the Melton Building Society. **Action Clerk**

iii. NALC National Salary Award for Clerks 2020/21

The Clerk said she had received notification of the agreed pay scales from National Association of Local Councils. The National Joint Council for Local Government Services (NJC) has agreed the pay scales for 2020-21 to be implemented from 1<sup>st</sup> April 2020. It was RESOLVED to agreed for the increase in the Clerk's salary.

**20/071** **PLANNING:**

**20/071/a** Planning Information

The Clerk circulated two Government Planning Consultations documents to councillors. These are Changes to the Current Planning System and Planning for the Future. The Clerk asked councillors to send any comments onto her. It was agreed for the Planning Working Group to make any comments on behalf of the council.

Action Planning Working Group

**20/071/b** Parish Planning Working Party Feedback on Applications:

**20/00202/HOU** – The installation of 3 no. rooflights and a new ground floor window to rear of dwelling house – Farrier Cottage, 2 Batemore Barn, Montacute TA15 6XN – no objections

**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 - Awaiting Decision. The Parish Council are not required to comment on TCA applications

**20/071/c** Planning Decisions and Reports

i. Decisions

**20/01393/HOU** – Erection of a carport to the front of the garage doors and a covered walkway connecting the French doors, back door, and car port – Fig Tree Cottage, Wash Lane, Montacute TA15 6XA – Approved

**20/02039/TCA** – Notification of intent to carry out tree surgery works to various trees within a Conservation Area – 46 Bishopston, Montacute TA15 6UU – Approved

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

**20/072** GOVERNANCE:

Nothing to report

**20/073** CORRESPONDENCE:

None.

**20/074** ITEMS FOR FUTURE AGENDAS:

Christmas Tree – see *Minute ref: 20/069*

**20/075** DATE OF NEXT PARISH COUNCIL MEETING:

There being no further business the meeting was closed at 9.03pm. The next parish council meeting will be held remotely via the Zoom app at 7pm on Monday, 19<sup>th</sup> October 2020.