

**SOUTH CADBURY & SUTTON MONTIS PARISH COUNCIL**  
***DRAFT* MINUTES OF THE ANNUAL FULL COUNCIL MEETING OF**  
**SOUTH CADBURY & SUTTON MONTIS PARISH COUNCIL HELD AT**  
**SUTTON MONTIS VILLAGE HALL**  
**Thursday 19<sup>th</sup> May 2022 at 19:30hrs**

Present - Councillors M Coombs (Retiring Chairperson) M Toop (Vice Chairperson)  
J Griffiths M Semmons C Toop (Parish Clerk)  
Members of public in attendance – John McParland

**The retiring Chairperson opened the meeting and advised all that the meeting is being recorded**

**PC 2022/13 To nominate and elect a Chairperson and Vice Chairperson**

The Clerk informed the Council that as MC was retiring as Chairperson and Cllr Soper had expressed an interest in becoming the future Chairperson but was unable to attend the meeting, advice had been sought from SSDC Democratic Services who suggested the Vice Chairperson (MT) should chair the meeting and nomination and election of the future Chairperson and Vice Chairperson should be discussed at the next meeting - Approved

**PC 2022/14 To receive Apologies for absence and to approve the reasons given**

Apologies had been received from Cllr D Soper

**PC 2022/15 Declarations of interest**

No declarations of interest received

**PC 2022/16 To approve and sign as a correct record the minutes of the Council Meeting held on Thursday 17<sup>th</sup> March 2022**

The minutes of the Council Meeting held on Thursday 17<sup>th</sup> March 2022 were approved and signed as a correct record by the Vice Chairperson

**PC 2022/17 District/County Councillor update report**

No reports received

**PC 2022/18 PCSO items**

No report received

**PC 2022/19 Open session**

J McP discussed his objections to planning application **22/00428/HOU and 22/00429/LBC Stable Cottage Sutton Montis Road Queen Camel Yeovil Somerset BA22 7HF** advising he is unhappy with the proposals as the comments do not make sense. Advised to contact [planning@southsomerset.gov.uk](mailto:planning@southsomerset.gov.uk) with his concerns (J McP left the meeting at 19:51 hrs)

### **PC 2022/20 Planning Updates**

- **22/00032/HOU Watts Cottage Sutton Montis Road Sutton Montis Yeovil BA22 7HF**  
Erection of a single storey extension to rear of dwelling **Application Permitted with Conditions**

- **21/03574/FUL Avalon Sutton Montis Road Sutton Montis Yeovil BA22 7HF**  
Demolition of existing dwelling and erection of replacement dwelling with associated works  
**Application Permitted with Conditions**

- **21/03406/FUL Land At Priests House Church Hill Sutton Montis Yeovil BA22 7HE** Change of use of land for the stationing of a shepherd hut to provide holiday accommodation  
**Awaiting decision**

- Internal alterations, new open porch and open verandah, new joinery, new garden walls  
**Awaiting decision**

- **22/00916/TPO Land Opposite South Cadbury House South Cadbury Road South Cadbury Yeovil Somerset** Application to carry out Tree Surgery Works to No. 1 Tree as shown within the TPO WRDC (SOCA 1) 1973 Tree **Preservation Order Application Permitted with Conditions**

### **PC 2022/21 Actions from previous meeting**

1. Defibrillator update - awareness training has been arranged for South Cadbury at 19:30 on 27/05/2022 and Sutton Montis at 10.00 on 18/06/2022
2. Finger posts update – CT will look back through correspondence and make contact for update
3. Dog waste bins update – now ready for installation. MC agreed to meet with team to confirm location

### **PC 2022/22 New items**

- 1. Re-adopt the Standing Orders and Code of Conduct

It was proposed and unanimously agreed to re-adopt the Standing Orders and to adopt the Code of Conduct

- 2. Co-option – to fill vacant seats on Council

It was proposed and unanimously agreed to advertise the vacant seats on the website

- 3. SALC training

CT suggested the new Chairperson would benefit from attending the SALC Being A Successful Chairman training

- 4. Consideration of future planning applications

CT advised that the Council should not be commenting on planning applications received that had not been discussed as an agenda item. It was proposed and unanimously agreed to revert to extraordinary meetings being convened for any future applications received that would otherwise be out of time for a response

### **PC 2022/23 Financial matters**

CT advised that the Council is currently unable to make any payments as both signatories have stood down. It was proposed and unanimously agreed that MT and CT would make personal payment for items approved for reimbursement from the Council when new bank

account signatories are in place. As HSBC charges monthly account management and individual transaction fees enquiries will be made to find a free account elsewhere

- 1. Invoice from SSDC for £456.18 for grass cutting - approved
- 2. Purchase of printer for Clerk administration

CT advised that an EcoTank printer costing £189.99 would be more cost effective long term than replacing expensive cartridges for a cheaper printer - approved

- 3. Reimbursement to Cherry Toop for Digital Voice Recorder £26.99 - approved
- 3. Insurance – to consider the renewal quote from BHIB for 2022-23 £398.97 - approved
- 4. Clerk’s terms and conditions and rate of pay – deferred until next meeting
- 5. Website amendment

CT advised enquiries had been made with website provider for an information tab to be added to the website at a cost of £90 for posting additional information such as Defibrillator Awareness training, road closures, financial information etc – approved but CT will also investigate other options for website maintenance that would not incur a charge

### **PC 2022/24 Correspondence to be noted**

Letters of thanks received from South Cadbury Parish Council and Dorset & Somerset Air Ambulance for respective donations of £90 and £100

### **PC 2022/25 Agenda items for extraordinary meeting Thursday 16<sup>th</sup> June 19:30 at Sutton Montis Village Hall**

- Nomination and election of Chairperson and Vice Chairperson
- Approval of end of year accounts
- Suggestions for new bank account
- Rights of Way concerns

### **New items**

Village Hall Committee update

- Neighbourhood Plan – discussed and agreed we do not have one
- Traffic calming from A303 – concern raised about safety of children accessing the playing field. Site meeting to be requested with Highways for advice
- Donation requested to contribute to Platinum Jubilee celebrations - It was proposed and unanimously agreed to donate £100 to each village hall

**Date of next meeting** - Thursday 21<sup>st</sup> July South Cadbury Village Hall at 7.30

**The Vice Chairperson declared the meeting ended at 20:53 hrs**

Signed ..... Date .....

Minutes prepared by Cherry Toop (Parish Clerk)

11<sup>th</sup> June 2022

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