

**Minutes of Meeting of Long Sutton Parish Council**  
**Held at the Hall on Tuesday 5 March 2019 at 7.00 pm**

**Present:** Councillors: Mr T Brand (Vice Chairman), Mr T P Shire, Mr C Dowse, Mrs E Elliott and Mr M Turpin.

1 member of the public.

Apologies for absence from County Councillor Mr D Ruddle and District Councillor Mr G Tucker.

**Public Observations/Question Time: None**

The meeting opened at 7pm.

**1. Apologies for Absence** – Councillors Mr G R Cox, Mr R Fell, Mr G Stoddart-Stones

**2. Declarations of Interest** - Mrs E Elliott declared an interest in item 11dii, footpath L21/32.

**3. Minutes of meeting held on 5 February 2019** – apart from one typing error which was altered by hand and signed by the Vice Chairman, it was agreed that these minutes should be signed by the Vice Chairman as a true record of the Parish Council meeting held on 5 February 2019

**4. Matters Arising, not covered by the Agenda** - No matters were raised

**5. County Councillor's Report** - None

**6. District Councillor's Report**

Mr Tucker sent a report which was read out by the Parish Clerk.

In the period leading up to the elections on 2 May, there tends to be less business transacted. Information is circulating on how to apply to be a Parish Councillor and encourage local residents to apply to stand.

The last Area North meeting included a retrospective planning application in the Turn Hill ward at High Ham which was refused. There have been no planning applications in Long Sutton discussed by committee or requiring his input since the last PC meeting.

There is currently a SSDC review of play parks and equipment which the PC are encouraged to respond to.

Area North meeting this month contained no reports just two planning applications  
SSDC Full Council met recently to discuss the emerging Economic Development strategy.  
The District Councillor continue to lobby for additional work units locally and endorse existing policies in support of agricultural diversification schemes.

There followed a discussion regarding the Parish Council elections in May 2019. The Council agreed that a notice is required for noticeboards and the parish website.

## **7. Planning:**

No new planning applications received.

### **Update on other applications:**

**Application No: 18/04006/S73 Application to vary planning conditions 2 (approved plans) of approval 16/04516/FUL. Long Sutton Farm Cottage, Martock Road.**  
Application still pending a decision.

**Application No: 18/03984/HOU Single Storey oak framed garden room. Long Sutton Farm, Somerton Road.**

Permitted with conditions

**Application No: 19/00016/FUL Erection of a terrace of 3 residential dwellings with associated landscaping and car parking. Land OS 9687 Martock Road.**

Application still pending a decision.

No Update regarding the application for the quarry at Batts Lane.

## **8. Village Hall and Recreation Ground**

Mr Brand reported on the meeting which he and Mr Dowse attended.

One more Parish Councillor required to sit on the Village Hall committee to fulfil quota, but fine with two Councillors for the time being.

The Village Hall & Recreational Ground Committee (VH&RGC) wish to apply to Somerset County/South Somerset District Council for funds towards CCTV and have requested both matched funding from the Parish Council, and authority to obtain quotes. It was resolved to match funding for the CCTV of up to £1000, and that the VH&RGC may go ahead and obtain quotes for CCTV.

The VH&RGC also intend to compile a list of all jobs that need to be done in the Hall, in priority order, as an action plan. This can be agreed by the PC. Once the action plan is in place, the request for VH&RGC to have delegated authority to sanction spending up to £1000 for these works, can be considered by the PC. The recommendation is that the front door to the Hall is addressed before CCTV installed.

Mr Brand to contact Mr Ellerbeck regarding the matched funding and the go ahead to obtain CCTV quotes.

**9 Finance:**

**i. Balances and Accounts for Payment**

balances 05/03/2019			
<b>Unity trust account</b>			£33,451.94
<b>add SSE FITS re solar panels at VH</b>			£240.39
			£33,692.33
<b>less accounts paid last meeting</b>		£806.50	
Mrs P Allen - clerk's salary for Feb paid by SO 1 March 2019		£300.00	£1,106.50
			£32,585.83
<b>Accounts for payment March 2019</b>			
Mr C Howe - fee for Feb		£563.13	
Mrs L Newby clerk salary Feb		£300.00	
HMRC re clerks salaries (PA £121.20 - 3 months , LN £75.00 Feb)		£196.20	
Mrs P Allen			
balance of salary for Jan&Feb	£69.20		
Postage Dec & Jan	£13.40	£82.60	
Ms E Elliott reimbursement of flowers		£40.00	
Timeback accounts February 2019		£25.00	£1,206.93
<b>Balance after authorised payments</b>			<b>£31,378.90</b>

There is also a standing order for the salary for the new Parish Clerk, and the retiring Clerk salary standing order has been cancelled.

It was resolved to authorise the above payments and standing order.

- ii. **Bank signatories updated.** The clerk reported that the bank signatories have been updated, to reflect removal of the retiring clerk. The retiring clerk had been a signatory. It was resolved to reduce the new clerk to be a view and set up payments level only, not a signatory.
- iii. **Requests for Funding**  
**Somerton Library Trust: Updated Information.** Following the last PC meeting, further information has been received regarding Long Sutton residents using Somerton library, along with correspondence from a Long Sutton resident requesting that the PC consider supporting the library. After much discussion, it was resolved to uphold the proposal not provide financial support to the Somerton Library Trust.

- iv. **Subscription to Society of Local Council Clerks (SLCC).** The parish clerk requested that the PC pay for subscription to SLCC on her behalf at a cost of £106 per year with a new member fee of £8. The clerk is a member of the SLCC via another clerk position but felt that it was important for any future clerk that may work for the PC to benefit from the membership. It was resolved that the PC pay for the SLCC membership.

## **10. Community Warden Scheme**

- i. **Future contractual arrangements.** The new contract was signed by Mr Brand as Vice Chair, and handed to Mr Shire to liaise with Mr Howe, the community warden, and sign.

## **11. Representative Reports and any other matters regarding**

### **a. i. Civil Contingencies Plan**

Mr Turpin has established that there is a contingency plan registered. He is to obtain a copy to ensure that expectations are met with regards to what is offered within the plan, hopefully before the next PC meeting.

### **b. Highways:**

#### **i. Traffic Calming – SID update from High Ham & Aller**

No further information

#### **ii Update regarding the triangle at Shute Lane**

It is probable that permission will be required to allow the proposed works at Shute lane to go ahead. Mr Ruddle previously has indicated that it is okay to proceed, but it was considered prudent to make sure before instructing the contractor to commence.

#### **iii. Update on other highways matters**

none

### **c. Environment –**

- i **The Great British Spring Clean** is taking place from 22 March 2019 until 23 April 2019. It's a community matter, not a PC, but fliers can go up to advertise it. There has been a letter received from a young parishioner, who wants to volunteer to clear litter within the parish as part of Gold Award Duke of Edinburgh. Mrs Elliott is happy to coordinate with the volunteer but PC insurance needs checking to ensure cover provided, volunteer requires a litter picker, gloves and hi-viz vest, and consider parental permission as the volunteer is of sixth form age. A basic risk assessment is required.

### **d. Footpaths**

#### **i. Hammocks Drove progress**

No footpath signs to date.

#### **ii. Footpath L21/32 Knole from Orchard Farm**

The footpath was discussed, and the historical faults reported on 'Explore Somerset' reporting site have not been actioned. Given that this is now firmly brought to the PC attention, these issues need to be escalated. Mr Ruddle, County Councillor is to be contacted for an update on actions taken so far.

The access to the footpath is considered sufficient, but the footpath blockages and lack of signage requires further action.

It was considered that the general footpath maintenance locally is somewhat lacking. To assist parishioners to report any issues with footpaths, the link to 'Explore Somerset' is to be placed onto the Community website.

**12. Correspondence not previously distributed**

i. It was agreed that in future all PC agenda and minutes would be sent out electronically by email.

**14. Date of next meeting** – Tuesday 2 April 2019.

**15. Any Other Business/Items for next meeting** – Update on Planning application for Batts Quarry.

The meeting closed at 8.25pm