



LONG SUTTON PARISH COUNCIL

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Minutes Long Sutton Parish Council Annual Parish Council meeting Tuesday 7th May 2024 at Long Sutton Village Hall, 7.30pm

Present: Councillors Cox, Coombes, Pritchard, Rickards, Rousell, Ward, Wielgus
Cllr Stoddart-Stones attended remotely via zoom.

Members of the public: 0

Somerset Councillors: Stephen Page sent apologies. Tim Kerley in attendance.

Public Questions and Observations started at: 7.30pm

Councillor Cox thanked councillors for attending the annual parish meeting on 1st May 2024, great turnout, about 40 residents. Thank you to Councillor Rousell for chairing the April parish council meeting, and to Councillor Wielgus for the new lime tree on the village green.

Somerset Councillors Report

Cllr Kerley spoke of the concerns about financial issues and emphasised that the s114 notice has been avoided for this year but will still be a concern for next year. He extended apologies for missing the last couple of meetings, due to ill health.

Cllr Page has sent apologies.

Question: Do the 110 Somerset Councillors have any influence over the processes that are ongoing? Cllr Kerley responded that an inherited business plan was being followed, and the opinion is that Somerset Councillors are spread too thinly. Cause for concern that a review to take place which will reduce the number of Somerset Councillors. Cllr Kerley confirmed that he sits on the Somerset Council Planning Committee. Due to a change in Standing Orders, parish and town councils have now become the gate keeper for planning applications.

Cllr Kerley confirmed that statutory tasks only are being undertaken by Somerset Council.

The transformation process at Somerset Council is underway, which involves a staffing review and reducing the number of portfolios. Concerns were expressed regarding the level of redundancy payments and the level of sales of assets.

Public session ended at 7.39pm.

The meeting started at 7.39pm.



Minutes

24/001: Election of Chairman.

Cllr Cox was nominated to be chairman of the parish council. It was RESOLVED to appoint Cllr Cox as chairman of Long Sutton Parish Council.

Cllr Cox signed the declaration of office.

24/002: Election of Vice Chairman.

Cllr Rousell was nominated as vice chairman. It was RESOLVED that Cllr Rousell is vice chair of Long Sutton Parish Council

24/003: Apologies for absence (LGA 1972 s85(1)).

To receive and approve apologies for absence.

None, all councillors were present.

24/004: Declarations of Interest.

Declarations of Interests. Members to declare any interests, including disclosable pecuniary interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any written requests for dispensations that accord with the Localism Act 2011 s33 (b-e)(this does not preclude any later declaration).

Cllr Wielgus declared an interest in agenda item 24/008d, Orchard Farm Planning Application.

24/005: Minutes of the last meeting held on 2nd April 2024 (LGA 1972sch12 para 41(1)).

To receive and approve the minutes of the meeting held on 2nd April 2024 as a true and accurate record of that meeting.

It was RESOLVED that the minutes are a true and accurate record of the meeting held on 2nd April 2024. The minutes were signed by Cllr Cox.

Under matters arising: Further concern was expressed regarding the blocked gullies within the parish. If Somerset Council will not take this forward, then Cllr Cox will work with the clerk to decide upon a plan of action.

24/006: Casual Vacancy

To consider any applications received to fill the casual vacancy on the Parish Council by co-option.

No applications received to date, but there is a member of the public who has expressed an interest in joining the Parish Council. The clerk is to contact the person directly.

24/007: Appointment of members as officers as representatives or to existing committees or working groups.

a. Village Hall. Three council members are required to sit on the village hall committee. The three councillor representatives are Cllrs Cox, Coombes, and Ward. Thank you to Cllr Stoddart-Stones for his contribution and time spent supporting the Village Hall Committee.



It was RESOLVED to appoint the above councillors onto the Village Hall committee.

- b. Local Community Network (LCN) representative. Cllr Stoddart-Stones.
Planning. Cllrs Rousell and Wielgus.
Highways and Footpaths. Cllr Pritchard.
Accounts/Payment scrutiny. Any two councillors attending the Parish Council meeting.
Lengthsman co-ordinator. Cllr Cox
Parish Communications and website. Cllr Coombes
Environment Group (including flooding). Cllrs Pritchard, Rickards, Stoddart-Stones, Ward and Wielgus.
Community Infrastructure (previously Play area refurbishment). Cllr Coombes.

24/008: Planning application. Planning applications can be viewed on the [Somerset council website](#).

- a. Application 24/00530/HOU & 24/00531/LBC The Stables, Martock Road, Long Sutton TA10 9HT. Erection of an oak framed covered porch. (extension for response to 10.05.2024).
This application is similar to an application discussed at last month. The modification is a similar design to and in keeping with adjacent properties. It was RESOLVED that there are no objections to this planning application.
- b. Application 24/00643/HOU Summerfield, Langport Road, Long Sutton TA10 9NE. Proposed two storey and a single storey extension. (extension for response to 10.05.2024).
The application was discussed, referring to plans before and afterwards. The proposed plans will tidy up the house frontage, and the plot as a whole. It was RESOLVED that there are no objections to this planning application.
- c. Application 24/00927/HOU 1 Rowley Cottages, Hermitage Road, Long Sutton, TA10 9NP. Erection of garage and store. (extension for response to 10.05.2024).
The application was discussed. Last year the entrance was legalised, and now the plan is to demolish the outbuildings and construct a shed. It was RESOLVED that there are no objections to this planning application.
- d. Application 24/00828/FUL Orchard Farm, Knole Causeway, Long Sutton, TA10 9HY. Proposed change of use of land as extension to garden and alterations to an existing outbuilding (17.05.2024).
The planning application was discussed at length. The red outline is to make a formal domestic garden. Planning permission granted in 2017 removed permitted development, stated that any further alterations would require planning permission, hence this application for consideration.

The meeting adjourned at 7.58pm to allow Cllr Wielgus to speak as a member of the public.



Mr Wielgus overviewed the installation of recessed solar panels, and also the extension of the garden incorporating agricultural space that has been used as lawn, with a patio.

The meeting restarted at 8.01pm.

It was RESOLVED that there are no objections to this planning application.

24/009: Village Hall and Recreation Ground

Matters brought forward by the committee.

The Village Hall committee met last week. The plans for the play area have been approved by Village Hall committee. Cllr Coombes is also working on the lease with the cricket club, to amend to a peppercorn rent. Outstanding debts have been chased, and the invoice situation is much improved. Gift aid is still ongoing.

24/010: Play area Refurbishment

- a. To receive an update regarding the play area refurbishment.

Cllr Coombes produced a statement of the funding to date. There is now sufficient funding to enable order for the play area refurbishment to be placed with the contractor, confirmed and the installation to take place w/c 10th June.

A team from the village will be clearing the existing play equipment in approximately two weeks.

- b. To discuss and decide upon the financial contribution from the parish council towards the play area refurbishment.

It was proposed and RESOLVED that the Parish Council will provide £17000 (Including the CIL funds of approximately £1700).

24/011: To receive an update regarding the tennis court refurbishment.

- There is a page on the Long Sutton PC to book the courts.
- Instructions are located on the entrance gate.
- The VH committee are ensuring that the court is secured, and that the booking system is the only mechanism to access the courts.
- Safeguarding officer contact is via councillor email, and a generic phone number, no personal details. Urgent issues, contact the police directly.
- The clerk checked and the courts cannot be marked out for pickleball, but pickleball can be played using portable equipment.

Councillors are pleased that two projects are almost completed. There is to be grand opening of both the tennis courts and the play area (when completed).

24/012: Pavilion Refurbishment

To receive an update regarding the pavilion refurbishment.



Cllr Cox is to produce a funding statement for the meeting, next month. A summary of grant funding opportunities was provided. The Cricket club have raised a huge amount for the pavilion refurbishment, with a total project aim of £250,000. The project is likely to commence in the new year.

24/013: Environment Group

To receive an update from the environment group.

Community land, for use as a community green space: land owned by Society of Friends, and also land owner by the Parish Council.

The Society of Friend's field is lovely, not grazed for at least 18 months and a wonderful location. The challenge is access; the current access is through residential property. Cllr Rickards is willing to lead to investigate viability of this space, further.

Notice has been given for the tenancy on the Parish Council allotment land, which is not as desirable as the Society of Friends land.

Further discussion followed regarding the sale and potential purchase of land, both of which would require public consultation.

A Project involving community land for the village, with possibilities for dog walking areas which would help with the issue of dog fouling.

24/014: Knole Flood Group update.

Cllr Wielgus gave a short verbal update, and funding is available for parts of flood management solutions. Villagers have been obtaining quotes for flood management work, but a more detailed specification is required, and a professional contractor is best placed to produce a relevant specification. There are three clusters of projects in Knole.

It was proposed that the Parish Council provides up to £500 to engage a contractor to write the necessary specification which can be sent out when applying for flood mitigation funding.

It was RESOLVED to make £500 available to engage a contractor to produce the specifications required when applying for flood mitigation funding. Cllr Wielgus is to lead.

24/015: Communication: website and e-newsletter

- a. To agree the priority for the June newsletter
 - Play area. The funding target has been reached and installation is due to commence 10th June.
 - Annual Parish Meeting was a successful evening.
 - Cricket club has launched a crowd fund -matched fund by ECB.
 - WI centenary.
 - Beacon lighting in Knole to commemorate 80 years of D Day, a private event.



- Lime tree for the village green.
- Tennis court opening.

b. Actions for consideration and approval. None.

24/016: Finance

- To approve the accounts for payment in May 2024.
It was RESOLVED to approve the payments in May 2024.
- To view and approve the bank reconciliation for 31st March 2024.
It was RESOLVED to approve the bank reconciliation for 31st March 2024.
- To view and approve the spend to budget for the year ended 31st March 2024.
It was RESOLVED to approve the spend to budget for the year ended 31st March 2024.
- Replacement of the clerk laptop. It was RESOLVED that the clerk to research a replacement laptop, and to provide some quotes that councillors can consider.

24/017: Year end, 31st March 2024

- To review the Letter of Engagement for the Internal Auditor, and delegate to the parish clerk to sign it.
The letter was reviewed. It was RESOLVED that the clerk is delegated to sign the letter on behalf of the Parish Council.
- To receive the Internal Audit report, conducted on 26th March 2024, and note the recommendations within.
The Internal Audit report was discussed. It was RESOLVED to note and address the recommendations within the report.
- To review the Annual Governance and Accountability Return (AGAR) Section 1, Annual Governance Statement.
The clerk read each statement to councillors, and councillors agreed each statement. The AGAR Section 1 was signed by both the Chairman and the Clerk.
- To review the AGAR Section 2, Accounting Statements.
The AGAR section two, Accounting Statement, was reviewed. It was RESOLVED to agree section 2 of the AGAR. Section 2 was signed by the Chairman.
- To review and agree the variances of more than 15% from last year's AGAR figures.
The variances report was reviewed and agreed.
- To agree the dates for the public rights to view the parish council accounts.
The dates for the notification of public right to view the parish council accounts were agreed – 3rd June to 10th July 2024.

24/018: Reinstatement Valuations for Parish Council assets.

Two quotes were presented for consideration. Is a reinstatement valuation required? The cheapest quote does not include replacement of the pump itself, only the building reinstatement. The clerk is to check with the provider of the alternative quote as to whether the pump is covered. The clerk is also to check with the insurance provider as to whether increasing the provision on the insurance policy can be done as an arbitrary figure.



24/019: Tengore lane Solar Panel income/Community Benefits Payment.

The current 10 year Community Benefits agreement is coming to an end. The clerk wishes to investigate extending the agreement for the Community Benefits payment. It was RESOLVED that the clerk can discuss with the solar panel management company to extend the current 10 year agreement, subject to no cost implication to the parish council.

24/020: Representative reports from councillors.

- a. Community Safety (including the monthly crime statistics from [Police.uk](https://www.police.uk) and the Speed Indicator Device).

The Speed Indicator Device is back in the village for May, and there will be data available for viewing in due course. No crime has been reported in catchment area.

- b. Lengthsman. To receive a short verbal report of works undertaken in the parish. It is grass cutting season. Also cutting of the weeds around the perimeter of the tennis courts, to stop weed ingress.

- c. Highways and Footpaths. To receive an update about any planned or completed works.

It was great to see the footpaths representative at the Annual Parish Meeting. Cllr Rickards has reported various items in Upton. More volunteers are on board, which is great.

24/021: Other correspondence not previously distributed.

None.

24/022: Date of next meeting.

Parish Council meeting Tuesday 4th June 2024, immediately after the Annual General Trustees Meeting of the Village Hall and Recreation Ground Trustees which starts at 7.30pm.

The clerk is to circulate the Trustees guidance to councillors and to remind officers on the Village Hall Committee the reports required for the Trustees meeting.

24/023: Agenda items for the next meeting.

Email hosting, Cllr Stoddart-Stones.

Cllrs Wielgus and Coombes submitted apologies for the June meeting.

Meeting closed 9.21pm

END OF MINUTES