



LONG SUTTON PARISH COUNCIL
www.longsutton-pc.gov.uk
NOTICE OF PARISH COUNCIL MEETING

Councillors,

I hereby give you notice that the Meeting of the above-named Parish Council will be held in:

Long Sutton Village Hall on Tuesday 2nd September 2025 at 7.30pm.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Before the start of the meeting, in accordance with Standing Order 3(e) there will be an opportunity for members of the public to comment on agenda items (at the discretion of the Chair of that meeting). In accordance with Standing Order 3(f) the question/comment time is limited to 3 minutes each, and the session should not exceed 20 minutes (unless directed by the Chair of that meeting). Contributions from members of the public do not form part of the official meeting and will normally not be included in the official minutes unless they are deemed helpful in explaining subsequent Council decisions.

Mrs Gilly Lowe
Parish Clerk and Responsible Financial Officer
26th August 2025

Public Questions and Observations
Somerset Councillors Report

Agenda

25/078: Apologies for absence (LGA 1972 s85(1)).

To receive and approve apologies for absence.

25/079: Declarations of Interest.

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).



25/080: Minutes of the last meeting held on 1st July 2025 (LGA 1972sch12 para 41(1)).

To receive and approve the [minutes of the meeting](#) held on 1st July 2025 as a true and accurate record of that meeting.

25/081: Planning Matters

To consider the following new planning applications in the parish:

- i. 25/01962/COL – Manor House, Great Lane, Knole TA10 9JB
Proposal: Application for a Lawful Development Certificate for the existing use of land as established residential garden.
This is for **notification** only.
- ii. 25/01713/HOU – 2, Rowley Cottages, Hermitage Road, Upton, Long Sutton
Proposal: Demolition of existing lean-to and erection of two storey side extension.
- iii. 25/02060/TCA – Lower Knole Farm, Knole, Long Sutton TA10 9HZ
Proposal: Notification of intent to carry out tree surgery works to No.1 tree within a Conservation Area
This is for **notification** only.
- iv. 25/02063/TCA - Lower Knole Farm, Knole, Long Sutton TA10 9HZ
Proposal: Notification of intent to carry out tree surgery works to various trees within a conservation area – annual pruning of trees in apple orchard – removal of old dead apple trees as and when required.
This is for **notification** only.

25/082: Gully Clearing

To update councillors on gully clearing in the village.

25/083: Parish Preparedness Survey

To discuss the response to the above survey and next steps in creating an Emergency and Resilience Plan for the village.

25/084: Finance

- a. To approve the [accounts for payment](#) in September 2025, and retrospectively approve payments made in August 2025.
- b. To view and approve the bank reconciliation to 31st July 2025 & to date in August 2025.
- c. To note the Conclusion of Audit report from the external auditor and the date of the publication of the notice as 3rd September.

25/085: Councillor Vacancy

To receive an update on the status of the councillor vacancy.



25/086: Village Hall and Recreation Ground

- a. To receive a short verbal report from the most recent committee meeting.
- b. To agree the new councillor as representative on the Management Committee.
- c. To confirm arrangements for employing a new cleaner for the Village Hall.
- d. To consider a request for pickleball to be played in the Village Hall or on the tennis courts.

25/087: Outdoor Table Tennis & Boules Court Project

To receive an update including a grant funding summary relating to the above project.

25/088: Environment Group

To receive an update from the Environment Group.

25/089: Village Flooding Issues

To review any issues relating to flooding in the village.

25/090: Parish Council Policy Review

To review the following policies for adoption:

- a. Safeguarding Policy (updated details)
- b. Data Protection Policy

25/091: Representative reports from councillors

- a. Community Safety (including the monthly crime statistics from [Police.uk](https://www.police.uk) and the Speed Indicator Device).
- b. Lengthsman. To receive a short verbal report of works undertaken in the parish.
- c. Highways and Footpaths. To receive an update about any planned or completed works.

25/092: Communication: website and e-newsletter

- a. To agree the priorities for the October newsletter and any actions for communication.

25/093: Correspondence including any not previously distributed

25/094: Date of next meeting

The next meeting of the Parish Council will be held on **Tuesday 7th October 2025** at 7.30pm in the Committee Room, Village Hall.

25/095: Suggested agenda items for the next meeting

END OF AGENDA