



LONG SUTTON PARISH COUNCIL

www.longsutton-pc.gov.uk

NOTICE OF ANNUAL PARISH COUNCIL MEETING 6th May 2025

Councillors,

I hereby give you notice that the Annual Meeting of the above-named Parish Council will be held in the Committee Room at Long Sutton Village Hall, **on Tuesday 6th May 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.

Gilly Lowe
Parish Clerk and Responsible Finance Officer
29th April 2025

Public Questions and Observations
Somerset Councillors Report

Agenda

25/020: Election of Chairman.

25/021: Election of Vice Chairman.

25/022: Apologies for absence (LGA 1972 s85(1)).

To receive and approve apologies for absence.

25/023: 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).

25/024: Minutes of the last meeting held on 1st April 2025 (LGA 1972sch12 para 41(1)).

To receive and approve the minutes of the meeting held on 1st April 2025 as a true and accurate record of that meeting.

25/025: 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.
- b. Local Community Network (LCN) representative
 - Planning
 - Highways and Footpaths
 - Accounts / Payment scrutiny
 - Lengthsman co-ordinator
 - Parish Communications and website
 - Environment Group

25/026: Dates for Future Meetings

To confirm the following dates for meetings of the Parish Council during the Municipal Year 25/'26:

2025

3rd June, 1st July, 2nd September, 7th October, 4th November and 2nd December

2026

6th January, 3rd February, 3rd March, 7th April 2026

All meetings will take place in the Committee Room of Long Sutton Village Hall at 7.30pm.

25/027: Planning Matters

Planning applications can be viewed on the [Somerset council website](#).

- a. To consider the following new planning applications in the parish:

- (i) 25/00978/TCA – The Manor, Martock Road, Long Sutton
Proposal: Notification of intent to fell No.1 tree within a Conservation Area – T1 – Willow.

This is for **notification** only.

- (ii) ****25/00812/FUL** – Land south of Long Sutton House, Crouds Lane, Long Sutton
Proposal: Conversion of existing buildings to 8 No. residential dwellings including associated access, parking and landscaping (part retrospective)

**** This application will be deferred until after a site visit and public meeting have been arranged****



- b. To note the following updates on previous applications:
- (i) 25/00184/S73A – Land south of Southview Longmarsh Lane, Upton
Application permitted with conditions – 31/03/25
 - (ii) 25/00366/HOU – Kingsmoor Cottage, Long Load
Application permitted with conditions – 27/03/25
 - (iii) 25/00440/COL – The Recreation Ground, Long Sutton
Permission granted – notification only.

Decision notices have been circulated to all members for information.

25/028: Village Hall and Recreation Ground

To receive a short verbal report following the most recent committee meeting.

25/029: Pavilion Refurbishment

To receive an update regarding the pavilion refurbishment.

25/030: Environment Group

To receive an update from the environment group.

25/031: Tree on the Green

To consider the latest report on the horse chestnut tree on the Village Green and possible remedial actions.

25/032: Knole Flood Group

To receive an update on the recent SRA Grant Application.

25/033: Finance

- a. To approve the accounts for payment in May 2025.
- b. To view and approve the bank reconciliation for 31st March 2025.
- c. To view and approve the spend to budget for the year ended 31st March 2024.
- d. To approve the following regular monthly payments for the new financial year ending 31st March 2026:
 - Lengthsman Services - £875
 - Website / Marketing Support - £40
 - Payroll / HR - £6

25/034: Year end, 31st March 2025

- a. To receive the Internal Audit report, conducted on 28th March 2025, and note the recommendations within.
- b. To review the Annual Governance and Accountability Return (AGAR) Section 1, Annual Governance Statement.
- c. To review the AGAR Section 2, Accounting Statement.
- d. To review and agree the variances of more than 15% from last year's AGAR figures.



- e. To agree the dates for the Notice of Public Rights for electors to view the parish council accounts.

25/035: Reinstatement Valuations for Parish Council assets.

To consider and approve the updated asset register following the internal audit and associated insurance values.

25/036: Annual Parish Meeting 2025

To confirm final arrangements for the Annual Parish Meeting taking place on 22nd May at 7.30pm.

25/037: De-fibrillator Offer

To consider the details of an offer to provide a new de-fibrillator on the Village Green by a group of residents.

25/038: 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.

25/039: Other correspondence not previously distributed.

25/040: Communication: website and e-newsletter

To agree the priorities for the June newsletter and any actions for communication.

25/041: Date of next meeting.

Parish Council meeting Tuesday 3rd June 2025, immediately after the Annual Trustees Meeting of the Village Hall and Recreation Ground which starts at 7.30pm.

25/042: Agenda items for the next meeting.

END OF AGENDA