



# Minutes of the Annual Long Sutton Parish Council Meeting

2<sup>nd</sup> May 2023

Held in the Committee Room, Long Sutton Village Hall at 7:30pm.

**Present:**

Councillors: Mr G R Cox (Chairman), Mr N Rousell (Vice-chairman), Mrs R Coombes, Mrs A Ledger, Mrs G Rickards.

Cllr Stoddart-Stones attended via Zoom.

There was one members of the public present.

**The Public Session** opened at 7:31pm.

Public session closed at 7:31pm.

The Parish Council meeting opened at 7:31pm

**1 To elect a Chairman**

It was proposed and RESOLVED that Cllr Cox be elected Chairman of the Parish Council for the coming year. The Declaration of Office was completed and signed.

**2 To elect a Vice Chairman**

It was proposed and RESOLVED that Cllr Rousell was elected Vice Chairman of the Parish council for the coming year.

**3 To receive apologies for absence (LGA 1972 S85 (1))**

Cllrs Ward and Wielgus submitted apologies.

**4 Declarations of interest (Localism Act 2011 s33 (b-e)).**

None.

**5 Minutes of the meeting 4<sup>th</sup> April 2023 and any matters arising.**

It was RESOLVED to approve the minutes of the meeting on 4<sup>th</sup> April 2023 as a true and accurate record. The minutes were signed by Cllr Cox.

**5.1 Matters arising.**

**Capital Infrastructure Update**

**Tennis Courts:** LSPC and West Coker have jointly gone out to tender for tennis courts at both locations to go ahead. It is clear that this is NOT a commitment to proceed at



this time. Should one company be successful, then there will be an individual contact with the contractor and each Parish Council.

**Play Area:** no update.

**Pavilion:** the planning application for the refurbishment has been submitted to Somerset County Planning department. The first of the bat surveys is going ahead this evening. Once the bat surveys are completed and planning permission secured, grant funding applications can begin.

Yeovil Ladies Team have yet to respond regarding the use of facilities.

Coronation mugs are due to be delivered this week.

**6 Co-Option onto Long Sutton Parish Council.**

There were no applications to consider. To remain an agenda item until the position is filled.

**7 Unitary Councillors report**

Cllr Ruddle sent his apologies that he could not attend.

**8 Appointment of members as representatives**

**8.1** Village Hall. Three council members are required to be on the Village Hall Committee. Cllrs Cox, Coombes and Stoddart-Stones will continue as Councillor representatives on the Village Hall Committee.

**8.2** Other representatives:

Local Community Network Representative. Cllr Cox

Planning. Cllr Rousell, with Cllr Wielgus

Highways. Cllr Rousell

Footpaths. Cllr Ledger, and liaise with volunteer group and Parish Pathways Liaison Officer (PPLO).

Accounts/payment scrutiny. Any two councillors at the monthly Parish Council meeting

Lengthsman co-ordinator. Cllr Cox

Parish Council communications and website. Cllr Ledger

Environment Plan working group (that in due course will include Footpaths and Lengthsman). Cllrs Wielgus, Rickards, Stoddart-Stones and Ward

Community Infrastructure (previously Play Area Refurbishment). Cllrs Cox, Coombes and Rickards.

It was RESOLVED to appoint the Councillors as representatives as listed.



## **9 Planning Applications:**

### **9.1 New Planning Applications received:**

None received for consideration.

### **9.2 Update on ongoing planning applications:**

Application 22/00872/FUL. Long Sutton House Shute Lane Long Sutton. Application withdrawn (25/04/2023).

Application 21/00054/REM. Land South of Bineham City Cottage, Bineham Lane, Long Sutton. Awaiting decision.

Application 21/00137/FUL. Land adjacent to Knightlands, Knole Causeway, Long Sutton. Awaiting decision.

Application 21/03450/FUL: Land South of Greystones, Off Crouds Lane, Long Sutton. Awaiting decision.

Application 22/00002/FUL. Long Sutton House, Shute Lane, Long Sutton. Awaiting decision.

Application 22/00873/FUL Long Sutton House Shute Lane Long Sutton: Awaiting decision.

Application 22/00910/OUT: Land OS 1805 adj Ciderpress Barn, Knole, Long Sutton Langport. Awaiting decision.

Application 22/00911/FUL: Barns at Ciderpress Farm, Knole Causeway, Long Sutton. Awaiting decision.

Application 22/01197/LBC: Barns at Ciderpress Farm, Knole Causeway, Long Sutton. Awaiting decision.

Application 22/02059/FUL: 14 Martock Road, Long Sutton. Awaiting decision.

Application: 22/03261/FUL: 4 Hodgehay, Langport Road, Long Sutton. Erection of a detached self-build dwelling and 2 carports for the proposed and existing dwelling. Awaiting decision.

## **10 Village Hall and Recreation Ground Committee (VH&RGC)**

### **10.1 Matters brought forward by the committee.**

The location of the noticeboard on the village hall was discussed. This location is considered to be the best, but there is an issue with cars parked in front of it.



**11 Environment Plan**

**11.1** Actions for consideration and approval.

When grass is cut at the recreation ground, the cuttings are raked up by Community Payback Team. They are also going to level wood chippings in targeted areas. The trees that were planted are doing okay.

**12 Communication with the Community: website and newsletter**

The website refresh has made a huge difference. When using a screen reader with the website, the headers are audible which should not be the case. The Clerk is to feed this back to the website contractor.

**12.1** Actions for consideration and approval.

Areas to highlight in the next newsletter: coronation – how the day was enjoyed, Environment Plan priorities, the PTFA cookbook is going to be republished for the 20<sup>th</sup> anniversary. The newsletter deadline is 14<sup>th</sup> May latest, with publication before 20<sup>th</sup> May. This issue to have a photo of the winning wheelbarrow as the lead photo.

**13 Finance**

**13.1** To approve balances and accounts for payment.

<b>Payments May 2023</b>	<b>Credit £</b>	<b>Debit £</b>	<b>Balance £</b>
Balance b/fwd from April 2023 meeting			18360.55
Bank charges 2 Jan 2023 to 31 March 2023		18.00	
B & W London, Coronation Mugs		1408.80	
Howe Tree Surgery – removal of conifers		2460.00	
SSE FITS	2808.31		
Allotment income (FBTA)	765.00		
	3573.31	3886.30	-313.49
			18047.06
<b>Payments May 2023</b>			
Clerk salary (April 2023)		366.73	
HMRC (April 2023)		91.60	
Howe Tree Surgery (April)		892.50	
Timeback accounts payroll (April)		5.00	
Chagos Consulting Ltd – website setup from cosmic and 3 years webhosting		922.80	
Clerk expenses – phone topup		10.00	
O2i design consultants – stage one outline design of pavilion project		832.50	
S Appleton website review and refresh		460.00	
Information Commissioners Office DD		35.00	
		3731.63	-3731.63
<b>Balance after May 2023 payments</b>			<b>14315.43</b>



It was RESOLVED to approve the payments as listed above for payment.

- 13.2** To agree the year end figures to 31 March 2023. It was RESOLVED to agree the year end figures as presented.
- 13.3** To agree the spend to budget to 31<sup>st</sup> March 2023. It was RESOLVED to agree the spend to budget up to 31<sup>st</sup> March 2023.
- 13.4** To agree earmarked reserves for the year end 31<sup>st</sup> March 2023. It was RESOLVED agree the proposed earmarked reserves for the year end 31<sup>st</sup> March 2023.
- 13.5** To agree any variances of more than 15% from last years figures. It was RESOLVED to agree the variances presented by the Clerk.
- 13.6** To approve Section 1 of the Annual Governance and Accountability Return (AGAR). the statements in Section 1 of the AGAR were read out by the clerk. It was RESOLVED agree to state 'Yes' to the statements. The Clerk and the Chairman signed Section 1.
- 13.7** To approve section 2 of the AGAR. it was RESOLVED to agree the figures in Section 2 of the AGAR.
- 13.8** To agree the public rights to view dates. The dates for the Notice of Public Rights to view the unaudited accounts are Monday 5<sup>th</sup> June 2023 to Friday 14<sup>th</sup> July 2023.
- 13.9** To agree regular payments by standing order and direct debit. The clerk presented a short list of standing orders: the Clerk salary, and the Lengthsman contract payments, and direct debits: Information Commissioners Officer. It was RESOLVED to agree that these standing orders and direct debit payment methods.

**14 To review the Parish Council Insurance provision.**

To consider quotes received for the renewal of cover from 1<sup>st</sup> June 2023. There were two quotes for insurance previously circulated. The insurance cover was agreed as adequate. It was RESOLVED for the insurance cover to remain with BHIB insurers, and to enter into a further three year commitment.

**15 Representative reports and any other matters regarding:**

**15.1 Community Safety**

**15.1.1 Monthly Crime Statistics from the Police.uk website**

Last month one offence was reported in the Long Sutton area: burglary.

**15.2 Lengthsman.**

**15.2.1** To receive an update of works undertaken within the Parish in the past month. Cllr Cox provided an overview of works completed, and the Lengthsman is now concentrating on grass cutting. There is capacity for other works as well, please provide feedback to Cllr Cox.



**15.2.2** To agree to delay the review of the current contract for 12 months to June 2024. It was RESOLVED to extend the current two year contract for a further 12 months. A confirmation letter is to be sent to the lengthsman.

**15.3 Highways and footpaths.**

The Speed Indicator Device (SID) is located on Martock Road. It will be at this location for two weeks, and then moved to Upton.

Correspondence has been received from an Upton resident regarding replacing gates on public footpaths in Upton. There is a metal gate that requires attention near the Lime Kiln, Cllr Ledger to contact the PPLO.

**16 Other correspondence not previously distributed**

A letter has been received from a resident regarding speeding on Langport Road near to Shute Lane. A response was discussed and will be sent by the Clerk. A suggestion was to consider an additional SID location to obtain data about the traffic. It was RESOLVED that the clerk contact Somerset County Highways to discuss this further.

**17 Date of next meeting:**

The Parish Council meeting will be held on Tuesday 6<sup>th</sup> June 2023, in the Village Hall Committee room, after the Annual Trustee Meeting of the Village Hall and Recreation Ground.

**18 Items for the next meeting agenda.**

Further details of penny farthing bike racks to be obtained for consideration.

Meeting closed at 8.48 pm.

**END OF MINUTES**