



# Minutes of the Long Sutton Parish Council Meeting

## 5<sup>th</sup> September 2023

Held in the Committee Room, Long Sutton Village Hall 7.30pm

### **Present**

Councillors: Mr N Rousell (Vice Chairman), Mrs J Pritchard, Mrs G Rickards, Nr N Ward, Mr B Wielgus.

In the chair: Cllr Rousell.

There were no numbers of the public present.

Somerset Councillor Tim Kerley attended.

Cllr Stoddard-Stones attended remotely by Zoom.

**The Public Session:** there were no members of the public present.

The meeting opened at 7.32pm.

### **1 To receive apologies for absence (LGA 1972 s85(1)).**

Cllrs Cox and Coombes submitted apologies. It was RESOLVED to accept and approve the apologies as presented.

### **2 Declarations of interest. (Localism Act 2011 s33 (b-e)). None**

### **3 Minutes of the last Parish Council meeting on 5<sup>th</sup> July 2023 (LGA 1972 sch12, para 41(1)), and any matters arising.**

It was RESOLVED to approve the minutes as a true and accurate record of the meeting on 5<sup>th</sup> July 2023, and the minutes were signed by Cllr Rousell.

#### **3.1 Matters arising. None.**

### **4 Somerset Councillor's report. To receive a short verbal update from the Somerset Councillor if present.**

Cllr Kerley raised concerns regarding the recent news of a large City Council declaring financial difficulty. Somerset Council currently have a large budget deficit and are working to avoid a similar outcome in about 18 months time. It is unlikely that projects will continue at a Unitary level.

Improved signage at Bineham Cross junction has been agreed by Highways, but it is unlikely that any further changes will take place. A consultation would be required, and this is unlikely to take place. The signage is being replaced and refreshed in due course. Any updates from Highways regarding actions for this junction will be direct to Somerton Town Council as the road junction is located within their parish boundary. Planning. Cllr Kerley visited Long Sutton House, with a planning officer. This was an information gathering exercise, and the applicant wishes to extend this invitation to members of the Parish Council.



## 5 Casual Vacancy.

Alex Ledger has resigned as a councillor, which has created a casual vacancy. Long Sutton Parish Council wishes to thank Alex Ledger for her time and contribution to the parish council as a councillor. An outline of the role a councillor on Long Sutton Parish Council has been collated and circulated to councillors for consideration. Cllr Wielgus is to make some small amendments and the final draft can be viewed on the Parish Council website. The purpose of this overview is to give some basic information about Long Sutton Parish Council and being a councillor in the parish.

## 6 Planning applications: Planning applications can be viewed on the [Somerset Council website](#).

### 6.1 New planning applications received:

**Application: 23/01852/HOU** Cloude Lane, Long Sutton, TA10 9NR. Erection of a single storey extension to the west elevation. (Extension granted until 8<sup>th</sup> September for a response).

The planning application was discussed, and both the current and proposed ground floor plan. Comparing those plans, and the look of the proposed extension, Councillors commented that the extension would be an improvement and was in keeping with the current build.

It was RESOLVED that the Parish Council supports this planning application, as it will be an improvement to the street view of the property, and to the use of the space, with the design, appearance, and materials.

**Application: 23/01698/COL** Batts Farm, Batts Lane, Long Sutton, TA10 9EQ. Certificate of Lawfulness application for the existing change of use of land to residential curtilage.

This was for notification only.

### 6.2 Update on other planning issues.

None to report.

### 6.3 Proposed site visit to a local development, with regards to current planning applications.

The Clerk recommended that any proposed visit to the development should have a Somerset Councillor and a planning officer from Somerset Council present. Visiting the development was discussed.

It was proposed and seconded to arrange a site visit and visit the site as a council. The vote was 2 in favour, 2 against and one abstention. The Vice Chairman, seated as Chair of the Council, exercised his deciding vote (standing order 3r) and voted against the proposal. It was therefore RESOLVED not arrange a visit to the site in question.

## **7 Junction at Bineham Cross.**

### **7.1 To receive an update following the discussion about the Bineham Cross junction in the July 2023 Parish Council meeting.**

An update was received from the Somerset Councillor, see agenda item 4. Residents are encouraged to continue to raise concerns directly to Highways. Cllr Wielgus will update the Knole residents about the current status.

The question was raised to put the Speed Indicator Device at/near to the junction. Somerton Town Council is investigating the possibility of placing one of their devices at this location and going through the process with Highways to do this.

## **8 Capital infrastructure projects: Play Area.**

### **8.1 To receive an update regarding the play area refurbishment, and to consider any developments that require a formal decision.**

There was a coffee morning to raise some funds, and also a Tesco bags for life fund raising opportunity in store for July and August.

## **9 Capital Infrastructure Project: Pavilion refurbishment.**

Cllrs Cox, Rousell and Rickards met with the architects recently to discuss the plans for the pavilion refurbishment. It is likely that the budget will be more than £400k for a build to the current plans (which the design previously circulated and available to view on the Parish Council website).

### **9.1 To receive an update regarding the pavilion refurbishment and consider any developments that require a formal decision.**

Cllr Cox provided a short written overview of possible fund raising opportunities, and where to apply for funding. The rebuild/refurbishment options were discussed, and the reality of what was required to be considered. What is the minimum standard of build, and is the existing footprint sufficient to provide what is required?

The options are:

- to try and facilitate the full intended build,
- to refurbish what can be refurbished,
- or to make do and mend with the existing footprint.

Cllr Rickards found the plans very extensive for proposed changing room facilities and queried if the plans be altered to reduce the specification but still provide the facilities that are necessary.

The specification for the build was discussed, and the broad plans which are a custom design.

Cllr Wielgus summarised that the current pavilion is not fit for purpose, and that it needs to be refurbished. Councillors acknowledged the huge amount of work that Cllr Cox has dedicated to this project so far. It was recognised that the current perceived budget of £400k is far too great for this project to reach completion, therefore alternatives need to be considered.

It was proposed:

- to seek alternatives to the current plans constructed,

- or to look at a complete demolish and rebuild,
- or to consider a prefabricated unit to attach to the current building, used whilst the existing building is improved.

It was RESOLVED to consider proposed options as listed as alternatives to the current high spec design, to reduce the proposed cost.

**9.2 To approve the appointment of a VAT consultant, as per the quote circulated, to provide VAT advice and support to the Parish Council during the pavilion refurbishment and extension project.**

It was RESOLVED to appoint the VAT consultant as per the quote, and to act on the recommendations discussed at the recent online meeting. A full report of the advice will be available for the next Parish Council meeting. One of the recommendations from the VAT consultant is that the Village Hall and Recreation Ground charity take the lead in the refurbishment project, and for regular Trustee meetings to take place to further the discussions about this project.

**10 Capital Infrastructure Project: Tennis Courts.**

The clerk gave an overview of the recent online meeting with the representative from the Lawn Tennis Association (LTA). One of the conditions of the funding from Somerset Council is that the venue must be registered with the LTA. A Welfare Officer needs to be appointed to be a point of contact only. Additional training and checks are required as part of this role.

It was proposed and RESOLVED that Cllr Pritchard is to be appointed the Welfare Officer and undergo any training and checks as necessary.

An additional Welfare Officer is recommended.

**10.1 To agree to instruct the works as previously detailed, and to delegate to the clerk to sign the contract on behalf of the Parish Council.**

The contract has been received, for the refurbishment works to the tennis courts, and has been previously circulated. It was RESOLVED to delegate to the clerk to sign the contract on behalf of the Parish Council. The clerk has spoken with the contractor and will arrange to meet with them onsite in due course.

**10.2 To approve the invoice for a 25% deposit to secure the tennis courts refurbishment works to go ahead.**

An invoice has been received for 25% of the total cost of the proposed works, to secure a start date. It was RESOLVED to agree payment of the invoice to Courtstall Services for £10179.00.

**10.3 To note and approve that the clerk has received, signed and returned the S106 offer letter to Somerset Council.**

It was noted that the clerk has completed and submitted a S106 application to Somerset Council for the S016 funding agreed for the tennis court refurbishment project. The application has been approved and the clerk has signed and returned the agreement letter. It was RESOLVED to approve the S106 application and acceptance letters being actioned by the clerk on behalf of the Parish Council.

## **11 Village Hall and Recreation Ground**

There was a meeting on 7<sup>th</sup> August, but there is no report available. There is a new treasurer in place, and the handover is ongoing.

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

There is a new table tennis group going ahead, first session on 7<sup>th</sup> September.

## **12 Environment Plan**

### **12.1 Actions for consideration and approval.**

Request for expenditure from the budget for £640 for Somerset Wildlife fund to review the wildlife in the parish. The intention is to engage with the landowners, to highlight what landowners are doing. There will be meeting, provisionally booked for 12<sup>th</sup> October at the village hall, facilitated by the Somerset Wildlife Trust between the landowners and the community to engage.

It was RESOLVED to approved the requested expenditure for the wildlife review in the parish, and for the meeting due to take place on 12<sup>th</sup> October, from the Environment budget.

## **13 Communication with the Community: website and e-newsletter**

### **13.1 To agree content/priorities for the October newsletters.**

The amount of content in the newsletter was discussed, and the consideration to reduce the detail of content in the newsletter, and signpost more to the website. Cllr Ward will support the clerk with the content.

### **13.2 To agree to engage the website support contractor for an hour support per month on an ongoing basis.**

It was RESOLVED to approve the funding one hour of website support per month.

### **13.3 Actions for consideration and approval.**

## **14 Grant Application from Life Education for consideration.**

It was RESOLVED to not support this grant application at this time.

## **15 Finance.**

### **15.1 Approve balances and accounts for payment.**

It was RESOLVED to approve the payments list as presented. The approved payments will be listed on a separate report and available on the website with these minutes.

### **15.2 To receive and approve the budget position to date, as circulated.**

It was RESOLVED to approve the spend to budget as circulated.

### **15.3 To receive and approve [the conclusion of audit for 2022/2023](#).**

The conclusion of audit was received, and noted that the conclusion papers were published on the website.



**16 To review the following Parish Council policies:**

**16.1 [Document retention policy.](#)** This policy was reviewed, and it was RESOLVED that there are no changes, apart from the updated Long Sutton Parish Council logo to be displayed.

**16.2 [Publication Scheme.](#)** This policy was reviewed, and it was RESOLVED that there are no changes, apart from the updated Long Sutton Parish Council logo to be displayed.

**17 To receive an update regarding the Local Community Network and Somerset Council.**

The next meeting of the Local Community Network is scheduled for 20<sup>th</sup> September 2023.

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

**18.1 Community Safety.**

**18.1.1** Monthly crime statistics from the [Police.Uk](#) website, or a police report if received.

Three incidents were reported in June on the police.uk, which were detailed by Cllr Rousell.

The Speed Indicator Device was in the parish in August. The location was on Langport road for the whole month, due to the road works and school holidays. The data has been uploaded onto the website.

**18.2 Lengthsman. To receive an update of work undertaken in the Parish.**

A short written report was received from Cllr Cox detailing the works requested to be completed by the lengthsman in October. Cllr Pritchard, overviewed works that had been undertaken and removed some cuttings.

**18.3 Highways and Footpaths. To receive an update on any planned or completed works.**

Cllr Prichard gave a short verbal report and overviewed a request from a parishioner about a gate latch for the bridleway. The footpaths volunteer group will be looking at this indue course.

Cllr Stoddart-Stones commented that the footpaths were on a rolling programme of maintenance this time last year, and that should be continuing. There is an issue about accessibility for some of the gateways in Knole, to be looked at.

**19 Other correspondence not previously distributed.** None

**20 Date of next meeting – Parish Council meeting Tuesday 3rd October 2023 in the Village Hall.**

Cllrs Ward and Wielgus gave apologies for the October meeting, and Cllr Wielgus gave apologies for the November meeting.

**21 Agenda items for the next meeting.**

Cllr Pritchard mentioned that it is the centenary for the WI next year, and they would like some parish council funding. A written overview of the request would be beneficial, which can be placed on to the agenda for the October Parish Council meeting.

Meeting closed at 9.22pm **END OF MINUTES**

**Long Sutton Parish Council**  
**PAYMENTS (AWAITING AUTHORISATION) LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
40	pavilion refurbishment	20/07/2023	Unity Bank Current	PN40	bat survey	Abbas Ecology Ltd	S	1,567.50	313.50	1,881.00
41	clerk salary	01/08/2023	Unity Bank Current	PN41	salary	Clerk Salary	X	366.73		366.73
52	Parish Council administration	26/08/2023	refund L Newby Unity Bank Current	PN52	print cartridges	Amazon EU sarl	S	41.31	8.27	49.58
54	pavilion refurbishment	26/08/2023	Unity Bank Current	PN54	stage 2 and stage 3 designs p	O2i Design Ltd	S	3,320.00	664.00	3,984.00
55	clerk salary	01/09/2023	Unity Bank Current	PN55	salary	Clerk Salary	X	366.73		366.73
45	HMRC	05/09/2023	Unity Bank Current	PN45	PAYE	HMRC	X	91.80		91.80
43	Lengthsman	05/09/2023	Unity Bank Current	PN43	lengthsman services	Howe Tree Surgery	S	866.25	173.25	1,039.50
44	Lengthsman	05/09/2023	Unity Bank Current	PN44	application of weed killer	Howe Tree Surgery	S	30.00	6.00	36.00
42	Payroll provider	05/09/2023	Unity Bank Current	PN42	Payroll	Timeback accounts and payr	X	5.00		5.00
48	HMRC	05/09/2023	Unity Bank Current	PN48	PAYE	HMRC	X	91.60		91.60
47	Lengthsman	05/09/2023	Unity Bank Current	PN47	lengthsman services	Howe Tree Surgery	S	866.25	173.25	1,039.50
51	Website and communication:	05/09/2023	Unity Bank Current	PN51	website support	Sara R Appleton Marketing	X	40.00		40.00
49	training	05/09/2023	JP responding to Unity Bank Current	PN49	training	Somerset Association of Loca	X	25.00		25.00
50	training	05/09/2023	Unity Bank Current	PN50	training	Somerset Association of Loca	X	15.00		15.00
46	Audit fees	05/09/2023	Unity Bank Current	PN46	External Audit Fees	PKF LittleJohn	S	210.00	42.00	252.00
53	tennis courts refurbishment	05/09/2023	Unity Bank Current	PN53	tennis courts refurbishment fir	Courtsall Services Ltd	S	8,482.50	1,696.50	10,179.00
<b>Total</b>								<b>16,385.67</b>	<b>3,076.77</b>	<b>19,462.44</b>