



West Monkton Parish Council

Minutes of the meeting of West Monkton Parish Council held on Tuesday 12th December 2017 at 7.00pm in the BACH (Brittons Ash Community Hall), Bathpool.

Present: Cllrs Besley, Ellis, Gage, Haskins (Chairman), Thompson, Tully.

In attendance: Mrs P A Cavill, Clerk; Mrs A Shepherd, Assistant Clerk; Ms J Pearson, Clerk to Cheddon Fitzpaine Parish Council; 18 members of the public; Mr K Perry, Bathpool Flood Warden; SCC Cllr D Fothergill, Mr K Tutill, Chairman NP Steering Group.

160/17 Apologies

Apologies were received from Cllrs Cavill and Parrish (TDBC Main Council), Cllr Ling (personal).

161/17 Declarations of Interest, Dispensation Requests, amendments to the Register of Disclosable Pecuniary Interest

None had been received.

Cllr Day was presented with a Certificate of Appreciation for the 18 plus years she had served as a Parish Councillor.

Mr Alan Hall was co-opted onto the Parish Council **by resolution**, proposed by Cllr Tully, seconded by Cllr Thompson and all agreed by show of hands. Cllr Hall joined the meeting.

162/17 To adopt the minutes of the last meeting of the Council held on 14th November 2017

The minutes, having been previously circulated, were taken as read. **It was resolved** to adopt the minutes of the meeting on 14th November 2017, proposed by Cllr Gage, seconded by Cllr Tully, and all agreed by show of hands.

163/17 To note Clerk's report and Assistant Clerk's report

Both reports had been circulated prior to the meeting.

Clerk's report

External Annual Audit, new auditors have been appointed by Smaller Authorities Audit Appointments Ltd SAAA, process described at <http://www.localaudits.co.uk/appts.html>. For Somerset, the auditors will be PKF Littlejohn LLP.

Bathpool sign has been agreed and ordered.

White lane demarcations on ERR will be incorporated into the WRR build programme. The lines will not extend the entire distance between Canal roundabout and Hardys Road roundabout

Missing pavement between Croft Garage and Sylvan Way will be included in West of Greenway build programme.

Defibrillator grant: The £1000.00 from SCF has been received.

Bus shelter opposite Aldi will not be supported by Aldi. R Mulcaire at TBC has advised on procedures to follow.

Salt/grit now distributed around parish. PO Services at the Co-op, Cllr Ling to liaise with manager.

Attended SLCC Regional Conference with Assistant Clerk: useful information about social media, training, GDPR.

J Robinson SALC has been invited to deliver a refresher Code of Conduct training to whole council.

Litter bin at Sylvan Way has been installed: site meeting with N Whitemore on 15th Dec, to confirm positions for litter bins at two bus stops outside primary school and dog bin at Acacia Gardens.

Assistant Clerk's Report

Assistant Clerk confirmed that the next meeting of the BACH Committee was Wednesday 13th December and highlighted that despite conversations with TDBC and changes to the dates of the invoices that are issued to fall in line with the TDBC accounting system, payment of the TDBC invoices was still outstanding. Barry Gage agreed to chase the outstanding payments with Richard Bryant at TDBC.

Assistant Clerk reported that there will be one Spital allotment available from 1st January. It was agreed that the vacancy should be added to the facebook page. Reminders are scheduled to be sent to allotment holders who have not signed and returned the new tenancy agreement with payment.

164/17 Report from SCC Cllr D Fothergill

The Devolution deal for the South West is continuing through the HotSW. Cllr Fothergill is chairman of 19 authorities, 3 national Parks and other bodies that form the HotSW LEP.

In the County, 510 children are in care. Ofsted reinspection has finished and will report in January.

There is now a single point of contact for Adult Social Care – through drop in centres, by phone or email.

Road safety in the County is good, the number of fatalities has reduced from last year. The most frequent cause is driver error.

School centred initial Teacher Training (SCITT) has been rated outstanding by Ofsted. Programme delivered in partnership with University of Worcester. Approx 170 teachers trained per annum.

SCC has taken on the commissioning responsibility for Health Visiting. All mums will have a named HV.

AONB SCC team has secured £1.9m of Heritage Lottery Funding to promote the Quantocks area of 190km² through the 'Inspire, Live Learn' initiative.

Annual report from Somerset's Director of Public Health on End of Life services has been released.

It was explained that the Small Improvement Scheme at Junction 25 was 'stand-alone' in that a bid for it had to be made to Growth Deal 2 funding from the LEP. But obviously the scheme interrelated to other infrastructure works in the area. Nexus and Junction 25 are interrelated.

The Creech Castle Improvement works will be presented as a business case stand-alone application to the LEP for funding.

165/17 Report from TDBC

Cllrs Cavill and Parrish were both attending the TD Main Council and therefore unable to present reports.

The meeting was adjourned.

Public Question Time *By agreement with the Chairman, the questions raised were answered in the body of PQT, where possible.*

Three grant applications were heard, from The Cricket Club, West Monkton Primary School and Inland Waterways Association.

A resident from the new development asked for a progress report on the Safe Routes to School footpath along Hyde Lane promised by Persimmon.

Cllr Fothergill responded that Persimmon are committed to it, but probably not lit. The Chairman & Clerk had met with J Sharp SCC, on site, so she is aware. This incident reported to SCC. Cllr Fothergill will take up with J Sharp ref progress.

A resident of Bridgwater Road expressed concern that the signs at the pinch point had been knocked down again by a vehicle and carried a distance down the road.

Public Question Time was closed and the meeting was reconvened.

166/17 Reports, including recent developments, matters to consider and decisions to be made:

a) WMPC Chairman

A letter drafted by Cllr Besley had been edited and circulated amongst councillors who had individually indicated their consent that it should be sent to SCC Alyn Jones signed by WM Chairman from the Parish Council.

Cllr Besley provided historical context to the letter for those not aware of the ongoing meetings with SCC about traffic modelling, traffic calming and the bus gate on the A3259 at Prockters.

Clerk

Cllr Fothergill explained that no modelling will take place until after the WRR is open and running. The Parish Council was advised to ask for a Method Statement from SCC when the modelling is being set up. A time line cannot be provided because it is not known.

Cllr Fothergill emphasised that the bus gate somewhere on the A3259 in the region of Prockters is a s106 legal agreement and therefore it must be complied with, so A Jones' position is legally correct.

b) Bathpool Flood Warden Mr K Perry

Bert Leach EA is working on ways to relocate the pump closer to Bathpool. It is a national resource so not possible for Parish Council to securely house it.

There will be meeting of Bathpool residents to understand the water levels and how the new telemetry relates to it and web cam at the outflow of Allens Brook into the R Tone. The results are now available on the EA website. Results from recent rain shows how the levels affect the flaps. The rise is rapid, and over a metre, then it goes away quickly but a height of water is needed to open the flaps. Google EA webcam North Somerset, the camera at Bathpool takes a picture every hour.

c) NP Steering Group Mr K Tutill, Chairman

Mr Tutill reported that the Inspector (A Skippers) had asked questions about some dates and TDBC policies. She had also commented on policy R5 (LGS). WM and CF Clerks had drafted responses and sent them to A Rhodes. The Inspector's draft report is expected by Christmas. She will give reasons for accepting or rejecting the policies. TD will go through the report and return it to A Skippers by end of Jan. There will be a meeting with both Parishes and TD at the end of January to decide whether to make changes to the NP or not. The NP will go back to the Parishes in February for acceptance, then 56 days within which the referendum must be held.

d) Councillors with roles of responsibility:

Footpaths: Cllr Gage had no report.

BACH Chairman Cllr Gage's report: quotes for improvements had been obtained and will go before BACH committee tomorrow. Two quotes for work to increase the car parking spaces, external lighting for the area, water and electric supply for water cooler, install defibrillator, PIR override switch. There will be a MOU meeting with the school tomorrow.

There was to be a meeting with the school to discuss the snagging list: MiSpace being a bit slow to come forward

Heat meters will be installed to measure the proportion that BACH will pay towards heating.

Sprinkler test will take place on 22nd Dec – the caretaker Mark had expressed doubts about the sprinkler working. Cllr Fothergill observed this is a very serious statement to make regarding a school full of children, and he would have to take it further.

Allotments: Cllr Haskins reported that there is one vacant allotment. Rents are due. The fence along the footpath needs replacing but will be deferred for the time being.

Highways/COWMS: Cllr Besley noted the letter to SCC had been discussed already. He had nothing to add about COWMS.

Public Open Spaces and Flooding: Cllr Thompson reported the application for change of use from agriculture to country park.

Safe Routes to School: Cllr Tully had no report.

Transportation: Cllr Ling was not present.

Other ongoing actions:

Cllr Ling will continue to investigate opportunities for PO Services Ltd at Co-op shop in School Road
Aldi has declined to contribute to a bus shelter opposite the Aldi Store

Litter Bins outside the bus shelters at Bathpool, a dog bin at Acacia Gardens, and two bus shelters either side of A3259 at Garden Centre have been requested from N.Whitemore TDBC.

Cllr Ellis reported receipt of a letter from NHS England confirming that the Day Lewis Pharmacy address will be Pharmacy Portacabin, site of Unit 1, Persimmon Neighbourhood Centre, Bridgwater Road, Monkton Heathfield

Bathpool residents

NP Steering Group; WM & CF Clerks and Councillors

NFA

BACH cttee

Cllr Gage, Cllr Cavill
Cllr Gage

Cllr Gage
Cllr Fothergill to check at
County Hall

Assistant clerk

NFA

NFA at the moment

Further investigation – markers
for Safe Routes to School.

NFA

Cllr Ling
NFA at the moment
Clerk

f) Communications Report

Assistant Clerk displayed the website and highlighted the changes that have been made including tidying of the homepage, a latest news section on the right hand side of the homepage, the poll tool now being available on the homepage and the use of a flipbook for the latest version of the village news.

Assistant Clerk reported that the winner of the logo competition was Mr Mark Marlborough of Hardys Road, Bathpool. Mr Marlborough was unfortunately unable to attend the meeting to accept his prize but a cheque would be posted to him. Assistant Clerk reported that the logo will now be added to the website, facebook page and used on future Parish Council documentation. The Facebook page now has 96 likes.

167/17 Planning

a) To consider recommendations from WMPC Planning Committee

The applications below were considered by WMPC Planning Committee on 7 November 2017, 7.00pm at the BACH.

Both SCC and TDBC Planning websites were accessed during the meeting for the Committee to examine plans, reports and comments that had been placed on the files.

Members of the public are encouraged and welcomed to attend WMPC Planning meetings if they have comments to make on Planning matters.

The Planning committee recommends the following responses to the planning applications listed. Comments distributed prior to meeting.

48/17 0060/T Mr D Galley: notification to fell Maple Tree and one Lime tree within West Monkton Conservation Area at Nigella, Church Hill, West Monkton.

Likely issues - The notification will be assessed on site.

PC Comment:

The Parish Council would prefer to see management of the Maple Tree and Lime Tree rather than their felling but supports the view of the TDBC Tree Officer.

08/17/0044 Mr D Addicott: Change of use of agricultural land to public park (Class D2) on land at Maidenbrook Lane, Cheddon Fitzpaine.

Likely issues – none listed.

PC Comment:

The Parish Council supports the application

48/17/0061 Mr G Clifford: Variation of Condition No.2 (approved plans) of application 48/17/0003 at Torrington, Goosenford.

Likely issues - none listed. Amendment to reflect rear single storey structure (orangery) at the rear.

PC Comment:

The Parish Council supports the application in principle but would like clarification as to whether the amended plans are for only an orangery or for a games room too.

It was agreed that clarification on this point would be obtained in advance of the Parish Council meeting on 12th December. *Confirmed, the application was for an orangery and games room.*

Received after the Planning Committee meeting

48/17/0059 Mrs S Melhuish: Erection of two storey extension to side of Crooms Hill, Red Hill, West Monkton. Likely issues: householder application so assess adverse impact on character of the building, street scene and/or surrounding area and whether the proposals result in a loss of amenity through overlooking, loss of light/outlook or other disturbance from the completed development.

Parish Council supports this application.

48/17/0063/T Mr D Galley: Notification to fell one Cypress tree and to carry out management works to one Cypress tree within West Monkton Conservation Area at Old Musgraves Farm, Blundells Lane, West Monkton. Parish Council supports this notification.

The Planning Committee also considered three consultations:

Devon and Somerset Fire and Rescue Service: Fire Policy forward planning consultation

The Planning Committee agreed responses to the 5 consultation questions and these have been submitted.

Heart of the South West Partnership: Productivity Strategy

The Planning Committee agreed that the Assistant Clerk should circulate the Strategy and consultation questions for consideration by Councillors and if any Councillor is able to, suggested responses would be drafted for consideration at the Parish Council meeting on 12th December.

Falmouth Town Council and NALC Survey on Business Rates and Public Conveniences

The Planning Committee agreed responses to the 11 survey questions and these have been submitted.

Having received the recommendations of WMPC Planning Committee prior to the meeting, it was **resolved** to accept the recommended comments and submit them to TDBC; proposed by Cllr Besley, seconded by Cllr Ellis and all agreed by show of hands.

Clerk, Assistant
Clerk

b) to note that Planning decisions are posted on TDBC website. Please use application reference number.

168/17 MH development

Bridge over Dyers Brook, progress report: The other companies contacted for quotes (Western Fix-It, Taunton Fabrications) do not have the required qualifications for public foot/cycle bridge. Therefore, Stoneman chosen to be the contractor, all agreed. Cllr Haskins will organise a site visit.

No further progress with wayleave or planning application

Cllr Haskins
Cllrs Cavill/Haskins

169/17 Environment

a) Health Check at BACH. Fully booked.

NFA

170/17 Reports from Parish Council representatives on other bodies

- | | |
|--|------------|
| a) West Monkton Village Hall Management Committee.
Cllr Tully reported the play school have decided to close at Christmas. Longest hirer at the Hall. Hall Management wants the equipment removed. Cllr Tully agreed to offer it to Playschool at Primary School. | Cllr Tully |
| b) Spital Trust. Cllr Ling not present, but no meeting, therefore no report. | NFA |

171/17 Assets

- | | |
|---|----------------------------------|
| a) to provide update on trophy cabinet/cups/installation
Trophy cabinet is installed. Agreed that internal lighting not required, therefore lighting cable needs to be removed. Clerk has keys to cabinet. | Cllr Gage -remove lighting cable |
| b) to provide update on progress regarding defibrillator purchase and installation/grant application
Grant has been received. Receipt of grant form signed by assistant clerk for return to SCF. Defibrillator to be ordered. | Clerk |
| c) TD Parks department requested to supply and install 1 dog bin beside play area at Acacia Gardens, 2 litterbins, one beside each bus shelter outside school at Bathpool, and to investigate supply and installation of two bus shelters outside Garden Centre on A3259. | Clerk |
| d) Notice board from St Quintins Park to be repaired and refurbished by Lengthsman and reinstate on circular area of ground owned by TDBC at head of cul de sac.
Spital bus shelter and Merry Monk bus shelter to be repaired. | |

172/17 Finance

- a) Dyers Brook: other quotes not available, Stoneman chosen to be supplier. (ref para 168/17)
Quote from Lengthsman Services for repair bus shelter outside Spital: £260.82 or £298.62 depending on thickness of polycarbonate (4mm or 6mm). It was agreed to use 6mm thick Perspex. Lengthsman to proceed.
Quote from Lengthsman Services for repair and refurbish notice board at St Quintins/possible relocation. Quote accepted, Lengthsman to proceed. Location = see para 171/17.
- b) Grant applications heard in PQT
West Monkton Cricket Club: £500.00 requested: the purpose of the grant would be for assistance for our Planning Application whilst we wait for the lease between ourselves and Persimmon to be finalised.
It was **resolved** to award the grant in full: £500.00.
West Monkton Primary School: £2724.00 requested: Gardening, Flower beds and willow room: to enhance the curriculum, improve health and well being.
It was **resolved** to award the grant awarded in part, with suggestion to apply for second part in March: £1800.00.
IWA: £250.00 for materials used by volunteers. Over 365 hours spent on Bridgwater & Taunton Canal in Cheddon and West Monkton Parishes clearing banks etc.
It was **resolved** to award the grant in full: £250.00.
- c) To receive receipts and payments, approve payments listed below.
- d) To note bank reconciliation and budget check, WMPC and BACH, see below.
- e) To note progress on application for S106 (Aginhills) funds for BACH improvements:
Invoice for conversion of car park barrier to key control (waiting extra keys) £780.00+vat£156.00 = £936.00
Quotation for 4 outside lights and flood light for proposed car park area: £679.00+vat £135.80 = £814.80
Quotation for proposed car park area: £23,000.00 and £19,000.00
- f) Bank accounts: Having heard the presentation from CCLA, it was agreed not to make an investment. Clerk will investigate Unity Bank and Nationwide Building Society.

Receipts and payments

Information relating to named, or otherwise identifiable, individuals is confidential and has been redacted in documents placed in the public domain

Receipts

Interest as per green sheet

BACH kitout refund	£679.00 (Hills electrical outside lights s106 Aginhills)
BACH kitout refund	£878.31 (S106 Persimmon additions to kitchen)
SCF Defibrillator grant	£1000.00
Business Listing subscriptions	Nil
Allotments rent for 2018 x1	£30.00

Payments

Bus shelter cleaning and litter picking for Nov
Mr xxxxx,

	£xxxx to be paid by direct debit
Clerks salary Nov (after tax)	£xxxx to be paid by bacs
Clerks NP Nov (NP is with External Examiner)	£xxxx to be paid by bacs
Asst Clerk Nov (after tax)	£xxxx to be paid by bacs
HMRC month 9	£255.79 to be paid by dcard
Homeworkers allowance Clerk	£16.00 to be paid by bacs
Homeworkers allowance Assistant Clerk	£16.00 to be paid by bacs
Lengthsmans services in Nov	£xxxx to be paid by bacs
TDBC Burial Ground grant forwarded to PCC	£340.00 to be paid by cheque (carry over from last month)
Logo competition winner	£50.00 to be paid by cheque
B Howe Internal Audit (from 15 May 2017)	£xxxx to be paid by cheque
LexisNexis Arnold Baker Local Council Admin	£75.00 to be paid by bacs
Install trophy cabinet	£68.00 to be paid by cheque

Resolution to make payments as described above (invoices to be paid by bacs where noted)
Proposed by Cllr Tully, seconded by Cllr Gage and all agreed by show of hands.

Other payments made since last meeting of WMPC

1. To note payments made using debit card:

Viking paper wallets dividers £25.52 +vat £5.68=£34.10

2.To note payments by bacs/transfer

Received from TDBC by bacs the sum of £8505.00. On enquiry with TDBC, this is £679.00 BACH refund (Hills electrical), and £7826.00 payment in error. Payment of £7826.00 made back to TDBC 27/11/17.

3. To note payment by direct debit

Invoice 2458 Monthly payment of £14.40 to Tailored Auto Enrolment, servicing plan (on Dec fin sheet)

Notes to be read with WMPC green financial sheet

Note: BACH accounts are separately recorded.

General

No receipts recorded on 1 April since all receipts to 31st March were included in year - end 31st March spread sheet (the 13th column on the spread sheet); hence the year - end balance last year (31 March) becomes this year's carry forward figure at the start of the year (1 April).

Each column heading is dated first of the month.

Each monthly receipts column is a snap shot of what **has been received** in the month prior to 1st of the month.

Each monthly expenditure column itemizes payment that **will be made** (i.e. paying the last month's bills). These are the monthly list of payments for approval.

Some items are paid for at the point of purchase by debit card. These are reported separately under 'payments made'.

Bank statements for 1st of the month provide the figures shown on the financial sheet (bottom left hand corner).

Specific notes for December financial sheet

Receipts

Interest received £1.48 Santander, and £1.75 Lloyds = £3.23

Allotment rent for 2018 1 x £30.

Other grants/income/BACH refund Defibrillator grant received from SCG =£1000.00 plus BACH refund £878.31 plus £679.00 Bach s106 Aginhills outside lighting = £2557.31.

Bus dir/other Received in error from TDBC bacs payment of £7826.00(came in with £679.00 = £8505.00). Payment made back to TDBC of £7826.00 plus cancelled cheque £18.00 = £7844.00.

Expenditure

Sundry admin

The two homeworkers allowances (£16.00 x 2 = £32.00) are recorded in this budget line. £4.00 per week is the amount allowed by HMRC which does not need to be reported to them. Both Clerks are eligible because there is no Parish Office from which they work. Repayment to TDBC of receipt in error of £7826.00 plus Viking £34.10 = £7860.00

BACH

Hills Electrical for outside lighting (S106 Aginhills) £814.80 plus £43.03 fobs for alarm = £857.83. Payment for Barrier key fitting (Mi-Space) withheld because insufficient keys provided, more promised, not yet received, so £936.00 will roll over into next month.

Litter bin supplied and installed by TDBC at Sylvan Way in Nov so invoice will follow: £474.00 will roll over into next month.

Budget Check

The negative values shown in the Receipts section indicate that more has been received than was budgeted in those budget lines. In the Payments section, Sundry Admin shows an overspend – this is the repayment of the erroneous refund received from TDBC when £7826.00 was paid by bacs in error, therefore WMPC had to make a payment back to TDBC. Lengthsman's Services also shows an overspend due to the Finger Posts Project, a one off which was not included in the budget. Neither were Homeworkers Allowance, Workplace Pension administration and Assistant Clerk's expenses. Increases to Clerk's hours (effective from Nov 2017) and Assistant Clerk's hours (effective from October) will not jeopardize the budget for 2017/2018.

Bank reconciliation

Total receipts including the brought forward = £203369.22. Bank statements total at 1st December = £203369.22.

g) BACH finance

The BACH Finance Sheet for the period to 30th November 2017 was noted.

h) Following the recommendations of the Budget and Precept Working Party (previously circulated) **it was resolved** to request a precept for 2018/2019 from TDBC of £56706.68. This represents a Band D Council Tax of £28.73 (last year's was £28.41). Proposed by Cllr Tully, seconded by Cllr Gage and all agreed by show of hands

173/17 Other matters for report only

Ground maintenance in the Parish

174/17 Dates of future meetings

Parish Council: Always held on the second Tuesday in the month: 2018: 9 Jan, 13 Feb, 13 Mar, 10 April, 8 May

Planning Committee: Held sometimes on a Tuesday, sometimes on a Wednesday, depending on other bookings of the BACH:

2018: Wednesday: February 7th, March 7th, May 2nd, June 6th, July 4th, August 1st, October 3rd

Tuesday: January 2nd, April 3rd, September 4th, November 6th, December 4th

BACH Committee; Thursday 1st March 2018 at 7.00pm at the BACH.

There being no further business, the meeting was closed at 10.07 pm.

Signed Chairman.....

Date.....