



West Monkton Parish Council

2020/21 ANNUAL REPORT



A few words from the Chairman 2020/21

Cllr Stuart Haskins - Chairman

stuart.haskins@westmonkton.net

Dear Parishioners.

Let me first say that I hope this report finds you all safe and well and you are all coping with life as we find it these days. I think it's fair to say as we move towards the end of the current lockdown, this has been one of the most difficult years to cope with and it has challenged us all to look at how we communicate with family, friends, colleagues and of course fellow Councillors. Your Parish Council (PC) was determined that we should do our very best to continue with business as near to normal as possible and to offer support to the community as needs arose. So as we entered the Pandemic, Parliament rushed through legislation that would give all Councils and Official Bodies the authority and powers to conduct their business by means of Virtual Technology (VT). The Parish Council held its first VT meetings in April of last year since when we have conducted all our meeting requirements from the comfort of our own homes rather than at Brittons Ash Community Hall (BACH). This arrangement will come to an end in May of this year after which we hope to be returning to face to face meetings at the BACH but of course still socially distancing and observing the two-metre rule.

All said and done it's been a busy year for the PC as we continued with several initiatives and projects that were in play at the start of the year plus some new exciting opportunities that have presented themselves to the PC. The PC continues to develop ideas that will help to bring our community closer together for the benefit of all Parishioners whilst at the same time protecting our environment whenever and wherever we can. Some of these opportunities involve a great deal of time, management and development skills which we are lucky to have in our Councillors who have these skills, backgrounds and experience.

As you may know the major building works of the Monkton Heathfield 1 (MH1) development is now complete and building work on the Hartnell's Farm is continuing at pace however, it is disappointing that on

MH1 there are still a significant number of snags and outstanding issues to be resolved by the Contractor before the process of 'Adoption' can be completed. The PC continues to keep the pressure on Persimmon to get these issues resolved to the required standards.

The Masterplan for Monkton Heathfield 2 (MH2) has become available to the PC this year and working with Creech St Michael Parish Council, together we produced a detailed response to Somerset West and Taunton (SW&T) and Persimmon on Highways and the Garden Town concept which of course will drive the development concept. It's worth noting at this point that whilst the development is called MH2 its footprint is predominantly in the Parish of Creech St Michael however a major development on this scale will undoubtedly impact our Parish in many ways and not least of all traffic flows and levels. Our challenge is to ensure that impact is balanced and based on sound thinking and a valued environmental approach. In addition to the joint response, WMPC has also commissioned Create Streets with Arts Taunton to report independently on the proposed MH2 development. Create Streets are an independent consultancy recognised for their Garden Town thinking. Recent meetings with Persimmon lead us to think we are still some way off from seeing the diggers actually move in but we are increasingly confident that our views and concerns are being taken on board as the plans firm up.

Work on the revision of our Joint Neighbourhood Plan with Cheddon Fitzpaine PC has been ongoing throughout the years and whilst the Pandemic has set us back a few months we are now into the consultation period before we can progress to the next stage. An initiative born out of the Pandemic and the Neighbourhood plan update was to identify on one map all of the great locations within the two Parishes where we can enjoy time with our families and hopefully these should now have been put through your letter boxes.

Recent Social media coverage of a Parish Council's meeting in Handforth did I'm sure bring a smile to many faces. As Chairman I would like to assure you that your Parish Councillors have and always will conduct Parish Council business in a professional and legal manner. As Chairman I would like to take this opportunity to thank all of the Councillors for their dedication to the role and for all their hard work over the past year. I would also like to thank our Clerks Amy Shepherd and Tricia Cavill for the guidance and support they give to all the Councillors and

myself without which we could not function. Outside of the PC we also have volunteers who give up their time freely to support the PC and to those I also say a big thank you. It is greatly appreciated by all the PC team. Finally, I would like to thank our Somerset West and Taunton (SWT) and Somerset County Council (SCC) Councillors for the support they give the PC without which many of our plans would not progress so swiftly.

We continue to draw down on our CIL fund which of course comes to us as a result of the continuing expansion of our Parish. The Council is keen to target this financial windfall in ways that not only benefit our Parish now but also on into the future and for all generations to come. This year has seen the installation of 4 more new Bus shelters and Village signs, some of which still need to be installed at Bathpool once the Creech Castle junction improvements are completed next year. We are extremely lucky to have an extensive network of Public footpaths in our Parish which have seen increased use this year during the Lockdowns. Our current project is the replacement of timber stiles and kissing gates with robust Bristol gates which will provide unrestricted through passage for walkers who may not be quite so nimble these days. And for those of you wanting to keep fit without walking we have also added some new equipment in Farriers Green Park to outline just a couple of things we have done.

Looking to the future we are supporting the Tacchi Morris Centre by funding some of the furniture replacement they need to be able to improve the facilities they can offer once we can all get out again. Also, in partnership with the Tacchi who will maintain and accommodate it, we have funded a further Defibrillator to be located outside the building which will be available to you all in the case of emergency 24/7.

The Parish Council declared a Climate Emergency early last year and this now guides and drives policy and initiatives of the PC.

Work on the Western Relief Road (WRR) finally started just before Christmas 2020 and is progressing well towards completion and its opening later this year which will inevitably make a significant change to the volume of traffic through Monkton Heathfield. The PC has held a number of meetings with SCC Highways about the highway plans for the Parish in the future and once the WRR is open detailed surveys of traffic flows will be

undertaken to validate future proposals related to the MH2 development.

Work and Planning for the Country Park and Somerset Wood has continued throughout the year in partnership with Cheddon Fitzpaine Parish Council and a Private landowner. Unfortunately our plans to own the Country park by now have been set back by a change of mind at SWT Council. However, we are still hopeful that an agreement can be reached in the future and supported by all the Country Park volunteers we will see our plans mature.

Amy Shepherd - Clerk

clerk@westmonkton.net



The overall role of the Clerk is to ensure the smooth and lawful running of the Council and to advise Councillors accordingly. The Councillors' Code of Conduct, Financial Regulations and Standing Orders are revised, reissued and adopted every year. The Register of Councillors' Disclosable Interests is filed and maintained at SWT Council. Councillors can apply for a 'Dispensation' if Disclosable Interest would otherwise prevent them from speaking or voting.

PC meetings normally take place in the BACH on the second Tuesday of every month at 7.00pm but the Coronavirus Pandemic has meant that all PC meetings have taken place virtually since March 2020. The PC has used Zoom to hold its meetings and all involved have embraced the challenge of using virtual technology very well and the PC has successfully held all its meetings via this platform. The public can still attend the meetings and speak in Public Question Time. The Zoom meeting link is included at the top of all PC meeting agendas. A more informal opportunity to express your views is at the Parish Surgery on the second Thursday of the month, this has also been held via Zoom throughout the pandemic in the evening at 7pm rather than at the usual time of 8.30am at the BACH. This drop-in meeting is attended by the Clerks, Parish, District and County Councillors and provides the opportunity for the public to raise issues and gives the PC valuable feedback from the community.

The PC uses both the website (www.westmonkton.net) and Facebook page <https://www.facebook.com/westmonktonparishcouncil/> as key communication tools that enable the PC to engage more effectively with the community. All agendas and minutes from PC meetings are available on the website.

The BACH is a purpose-built community facility. The Pandemic has impacted the use of the BACH, during the lockdown periods the BACH has closed but in between it has been available for use by individuals and groups that are able to comply with the social distancing restrictions. Once the restrictions ease the facility will be open once more for the regular weekly bookings, group meetings, activities, and private functions and it is hoped that most if not all of the previous regular hirers and bookings will return. The PC has used the lockdown period to implement improvements including a fresh lick of paint and some electrical works to enable better use of the BACH for meetings with electrical devices. The PC has also secured a Premises Licence for the BACH and TV Licence to enable different uses of the BACH, for example film clubs, in the future.

If you would like further information about booking the BACH, please contact the Bookings Officer, Maggie (bachbookings@westmonkton.net)

The Spital Allotments continue to be managed by the PC. The allotments are popular and in full use, however, the PC holds a waiting list so if you are interested in having an allotment, please get in touch and your details will be added.

In addition to the on-going management of the PC assets and servicing the meetings of the PC, there have also been a number of projects that have started or continued during 2020/21. These include:

1. New signs for the Parish – the new cast iron signs that were commissioned by the PC last year have now been installed.
2. MH1 Public Open Spaces – negotiations have continued throughout the year with the developers about the handover of the Public Open Spaces in MH1 to the PC to manage following their completion.
3. MH2 Concept Plan – the PC has continued to liaise with SWT Council and the developers about the

proposed plans for MH2 and make comments on any proposals when it is invited to do so.

4. WRR Construction – the construction of the WRR is now underway following some delays. The road is expected to be completed later this year.

5. Website Improvements – The PC website (www.westmonkton.net) has been improved during the course of the year to make it easier to navigate and more accessible.

6. Land South of Langaller Farm Development ~~Masterplan~~ – The PC has considered proposals for this development and have submitted comments to SWT when it was invited to do so.

7. Sports Pitches – The PC is actively researching ways in which the sports pitches can be delivered as soon as possible. Including the possible delivery of the pitches by the PC.

8. Community Speedwatch – volunteers in the Parish have come forward expressing a wish to take part in a Community Speedwatch scheme. The local PCSO is working with these volunteers to get a scheme underway.

9. Defibrillator – a defibrillator is already in place outside the BACH and a new defibrillator has been purchased for installation outside Tacchi Morris on School Road. Both Defibrillators are available for use by anyone that needs it, 24 hours a day, 7 days a week.

10. Youth Club Support – the PC has received an application for grant funding to support a new Youth Club which will operate every Thursday evening at the BACH. This volunteer led Youth Club will commence as soon as the Covid-19 Restrictions allow.

If you would like any further information about any of these projects or have any ideas of other projects that the PC could support, please get in touch – clerk@westmonkton.net

Tricia Cavill - Assistant Clerk

assistantclerk2@westmonkton.net

Neighbourhood Planning

The Neighbourhood Plan (NP) was made in 2017. The research for the review began in 2019. Not only were



updates and revisions needed to the NP to more accurately reflect the PC's Declaration of Climate and Ecological Emergency, and the Vision and Policies of Taunton Garden Town status; but also the residents' survey of November 2019 indicated there was a need for signage of the Play Areas and Open Spaces, and residents, particularly more recent arrivals, needed a map of the area. The NP Area encompasses West Monkton and Cheddon Fitzpaine, so ours has been a joint venture with Cheddon Fitzpaine PC.

A graphic designer who had done work for the PC previously was commissioned to create a map of the Play Areas and Open Spaces in the NP area. This work has been translated into a fold up map which was sent to every house and business in the NP area during the first week of February, and signs, one for each Play area and Open Space marked 'You are here', so that not only will you know where you are but also how close you are to other facilities nearby. The signs were delivered in the middle of February and are being installed by our Parish Lengthsman, so if your closest Play Area doesn't have its sign yet, it will be installed very shortly.

The proposed audit of benches and other seating for use by residents has not taken place this year, but we would like to invite regular walkers/riders in the parishes to send in a photo of benches they pass whilst out walking with a location so we can build a database to establish a programme of regular maintenance, which will be included in Parish budgets in the future.

The progress with the draft Revised NP (2021) has been slow due mostly to Covid restrictions. But formal consultations under Regulation 14 have begun and the consultation period will close on 30th April. It's not too late to review the draft changes, please contact me for an electronic copy. assistantclerk2@westmonkton.net If you know of anyone unable to get to a computer, a paper copy can be borrowed under Track and Trace rules, on request. The NP is now approaching its fourth year so the review is timely and fits in with government guidelines. The policies of the NP of 2018 form part of the Local Planning Authority (SWT) Planning Policies on which planning decisions are based.

Planning

The Planning Committee meets on the first Tuesday of the month and members of the public are welcome to attend and speak. Since 1st April 2020 to time of writing

(5/3/2021) over 35 planning applications have been considered by the PC Planning Committee and comments submitted to SWT (the Local Planning Authority). The submitted comments can viewed on SWT website under the application registration number. Of the 35 applications, 14 have no decision made on them yet, 14 have conditional permission granted, 6 were refused, and one was withdrawn. Most applications are accompanied by reports on various elements of the development ranging from Sustainable Urban Drainage to Ecology to Travel Plans. The reports are posted on SWT website. Prior to planning meetings, the reports are read, and notes prepared for councillor discussions, including a check list for conformity with NP policies. The PC has invested in technology at the BACH to allow power point presentations of the plans to be shown on a large interactive screen, PowerPoint presentations continue to be shared during the current regime of zoom meetings. The PC is waiting guidance from SWT on 'Phosphates' including the phosphate calculator, to ensure that developments in West Monkton do not exacerbate the problems on the Ramsar Conservation sites on the Somerset Levels. It is likely that the Phosphate guidelines may influence plans the PC may have for future public planting schemes. It is also likely that Developers will have to take appropriate measures to ensure any development is 'zero phosphate' in the future.

During the year, numerous consultations have been completed, following prior reading and discussion, including government planning white papers, National Association of Local Councils (NALC) on various matters to do with the parish council tier of local government, Police, SWT Forward Planning.

As well as consideration of planning applications, various projects needing longer discussion than can be afforded at Main PC are aired at Planning Committee. It makes for useful debate as the PC plans the way forward, including budget considerations. Ideas emanating from the Planning Committee are brought to Main Council for approval.

Community Infrastructure Levy (CIL)

The PC has benefited from enhanced Community Infrastructure Levy (CIL) payments because the Neighbourhood Plan (NP) is in place; so, for every dwelling on which CIL is paid by the developers to

SWTC, the Parish Council receives 25%. Without the NP this figure would be just 15% and would be capped. The CIL funds have to be spent on capital investments that benefit the Parish. The Regulation 123 List of CIL priorities is created and held by the Parish Council and reviewed from time to time (most recently December 2020). You can see the CIL list in the published Neighbourhood Plan on SWT website.

Last year using CIL funds, the PC delivered Dyers Brook Bridge; new and improved pavement between Croft Garage and Sylvan Way to make the pedestrian route safer; some road edge restoration; and the bus shelters outside Monkton Elm (both directions).

This year the CIL funds have been used by the PC to deliver some village signage; bus shelters for both sides of the Bridgwater Road at Bathpool by Roys Place; some more outdoor gym equipment; Map signage for play areas and open spaces; and the refurbishment of the downstairs community hub café at Tacchi-Morris. CIL funds are supporting the work beginning on footpath restoration in the Parish in collaboration with SCC Rights of Way team. Please report any footpaths in the Parish that you feel are in need of restoration.

We have been advised that CIL can be used to set up Parish websites, and we are looking at the development of a West Monkton Community webpage.

Please share your ideas with us, we'll do our best to deliver.

Maidenbrook Country Park

The PC remains committed, with Cheddon Fitzpaine Parish Council to the Maidenbrook Country Park (MCP). Currently a large grant application to the Somerset County Council (SCC) Community Chest jointly with Cheddon Fitzpaine for a wildlife pond/wetland area and a forest school area is awaiting a decision. Many of SCC staff are deployed on Covid duties and so we don't expect a reply very soon.

Under the terms of the license from SWT and with Health and Safety approval, planting of trees for the Somerset Wood has continued successfully this year, but the PC has restricted any further capital expenditure on the Park until its future is more clearly defined.

Alan Hall – Vice Chair of the Parish Council and Maidenbrook Country Park

alanhall@westmonkton.net



Since being with the PC and taking on the Joint Project Lead role for the development of the MCP and Somerset Wood for SCC, we have made progress on planting approximately 3,250 trees planted with the help of volunteers from both West Monkton and Cheddon Fitzpaine. The design of the park is now with the Planning Authorities as a pre planning application. Once we have that in place then we will be inviting all to view the design and share your comments.

I am also now working on recovering the proposed sports pitches that should have been handed over some 7 plus years from Persimmon to achieve a new junior training facility for both Taunton Rugby Club and West Monkton Cricket Club to add to the advancement of junior and ladies' sport. Included within the design are also tennis courts, cycle trail and longer term changing and social amenities. This area will also be open for the community use for 75% of the remaining time that the 2 clubs are not using the facility.

Working with other members of the council to achieve a community social building program to bring the new and old village residents together, and as a start point, I have been working with Tacchi Morris Theatre to create a community café for the community in the reception area of the Theatre. This hopes to be open for use by all early part of this year. As a council we are looking at getting more information to the community on what is available to you all.

I relish getting these projects through to completion and giving more benefits to our local community for health and wellbeing in the future.



Barry Gage – BACH and Public Rights of Way / Footpaths

barrygage@westmonkton.net

As in past years my responsibilities remain Public Rights of Way and Chairman of the BACH.

The hall has remained closed for most of 2020 due to the Covid 19 virus, although it did open for a few months in the summer. A number of improvements were made during the year including 5 additional store cupboards, repainting of the interior and installing electrical trunking around the rooms to help prevent the marking of the walls.

The PC has decided to invest money in the Public Rights of Way this year and will replace any stile or broken gate within the parish boundaries free of charge. If you are a landowner and would like to take advantage of the offer or have a particular issue with a path please let me know.

I am also a member of the following committees.

Joint Parish Panel (West Monkton/Creech St Michael PCs) - This committee is helping to shape the future development of Monkton Heathfield 2.

Audit Committee - This group scrutinise the parish accounts.

Public Open Space - We are in the process of making a planning application to change the proposed football pitches into a Rugby and Cricket Pitch. (it has been established there is an urgent need for these facilities in the parish). Please support this application when it comes before SWT Council, details will be placed on the parish website and local Facebook pages.

MCP - This committee is helping to shape the Country Park and the Somerset Wood.



Hazel Ellis

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I first lived in the Parish 1964 to 1965. My husband and I moved away to the midlands until 1967 when we came back to Taunton again, moving back into the Parish in 1975.

I have been a Parish Councillor for 32 years and have seen the Parish change dramatically in that time.

I am the Council's representative for the Spital Trust Almshouses. These are occupied by four older ladies who have a connection within the Parish.

I am also on the BACH management Committee.

I run the local Rainbow Guide Unit, which although based in Ruishton, also covers West Monkton, Monkton Heathfield, Creech St Michael and the surrounding areas.

Mark Besley – Highways

markbesley@westmonkton.net



The Design Guide for Monkton Heathfield Phase Two developments and the PC's response to the guide can be seen on the PC website

(<https://westmonkton.net/consultation-responses/>) . We await the developers planning application for MH2 which we are told is imminent. It is hoped that the Garden Town status and engagement with stakeholders, including the urban design consultancy 'Create Streets' will result in a sympathetic and 'greener' development.

Serious concerns abound regarding the possible closure of the road between the Langaller and Cricket Club roundabouts, the location of the proposed bus gate on the A3259 and the potential re-routing of the A38 via an extended Western Relief Road from Walford Cross to the Langaller roundabout.

There have been many frustrations regarding road issues on the new developments which remain the responsibility of the Developer to rectify until they are adopted by SCC. The PC continually reminds them of their responsibilities in this regard.

The decision to defer the upgrade works to Creech Castle and Toneway has enabled SCC to expedite the construction of the WRR (Milton Hill to Yallands Hill link) and it is hoped that it will be completed in Summer 2021.

Future congestion is inevitable with the amount of new home building in the Parish – the PC has regular constructive dialogue with SCC Highways and ongoing dialogue with the Developers and I encourage anyone with Highways concerns to attend the Parish Council meetings held every second Tuesday evening of the month.

Potholes and road defects can be reported by the PC or by using the www.somerset.gov.uk web site – type 'report a pothole' in the search bar.

Geoff Hope – Public Open Spaces, Recreation and Children’s Play Areas

geoffhope@westmonkton.net



As a member of the PC I am delighted to work with a team of fellow councillors and administrators dedicated to the community spirit, provision of facilities and well-being of the residents of West Monkton, Bathpool and Monkton Heathfield, along with all outlying villages and hamlets within the Parish.

My specific responsibility within the PC includes development and care of the Public Open Spaces, Recreational Areas and Children’s Play areas provided by housing developers under the terms of planning agreements that highlight the needs and welfare of adults and children alike. In the difficult times we have been experiencing over the last year, and continue to suffer, never has it been more important for residents to be able to find sanctuary exercising in green and open areas, and for children to enjoy spending time outside utilising stimulating play equipment that encourages physical activity.

This last year has also been a challenging one as far as adoption of the area known as MH1, the Persimmon/Redrow development on the eastern side of the Parish. We were optimistic this might happen during 2020, but sadly the ‘snagging list’ of remedial work needing to be done by Persimmon/Redrow failed to be completed to the satisfaction of SWT and the PC, neither of whom were prepared to accept responsibility for this work. Not only was this a contractual obligation by the developers to complete, but any remedial work post adoption would almost certainly result in financial consequences reflected in the community charge made to residents of the Parish. So, whilst this process may appear to be somewhat protracted, it is in the interests of us all that the PC continues to press both SW&T and Persimmon/Redrow for a speedy resolution to this outstanding issue.

On the bright side, the PC felt it was desirable that we bring as much festive cheer as possible as we approached the close of 2020, which had been unquestionably been the most challenging in the last 75 years. Three Christmas trees were purchased, decorated and erected at various



locations within the Parish, along with a banner at the BACH, wishing all residents a Merry Christmas and a Happy New Year.



We now look forward with optimism to 2021 and will do our very best to help bring welcome change as restrictions to our freedom eases, and we can once again enjoy socialising and life returning to as normal as possible once the worst effects of this pandemic are under control. In the meantime, stay safe, stay healthy and look out for your family, friends and neighbours.

Paul Elliston – Community Liaison and Transportation

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This past year has been a year unlike any other. With my previous experience of working in disaster zones and responding to emergencies, I became the PC’s point person for the community response to the pandemic. In that role, I have heard how other Parish Councils have responded to the emergency and realised that, as a PC, there is a need to develop plans for emergencies and focus on fostering a sense of community, particularly in the new housing areas. Developing a strategy and tools to achieve this has been my focus in the latter part of the year and I hope we can make some progress in this area during 2021 if and when coronavirus restrictions permit it. As well as for Transport, I remain the Council’s point of contact with

regards to Community Liaison and always welcome hearing from local residents.



Ray Tully – West Monkton Parish Councillor (Safe Routes to School) and Somerset West and Taunton District Councillor

raytully@westmonkton.net

My duties on the PC include safe routes to school and I am also the West Monkton Village Hall representative. This last year Covid- 19 has caused the Village Hall to close and the two schools in the parish to open for two very short periods, so there has been very little to cover in this area. On the good side SCC has completed the new cycle way and footpath on the A38 from Creech Castle to Acacia Gardens which should make it safer for the large number of children that use the busy A38 to get to Heathfield School. Over the next year however, I will need to keep an eye on the two main school routes in to the village from Taunton as there will be major road works at Creech Castle Junction itself and also at the bottom of Yallands Hill on the A3259. Road works, traffic and children are not the best of mixes.

May I take this opportunity to ask you all to follow the government guidelines and stay safe, so we can all have a brighter future.

Norman Cavill – West Monkton Parish Councillor and Somerset West and Taunton District Councillor

normancavill@westmonkton.net



This last year I have been helping plan for the long-term protection of the Country Park and Green Wedge. In the next few months, there should be consultations on the proposals followed by a planning application.

The WRR work is at last well underway, with a completion date by the end of June 2021. Separately, plans are under way to create a cycleway and footpath within the Country Park, parallel to the A3259, which will exit onto a safe area at the bottom of Yallands Hill.

As part of the team within the PC, I work to resolve outstanding developer issues on the new builds, whilst trying to improve the situation for existing residents.

As a District Councillor for many years, I endeavour to assist the Parish and District Councils to resolve problems and create new opportunities for the improvement of our area and benefit of all.

David Fothergill – Somerset County Council Councillor for Monkton and North Curry Division. Leader of the Council

djafothergill@somerset.gov.uk



The last 12 months has been dominated by the Covid-19 pandemic and SCC have diverted considerable resource to support the NHS, Communities and Vulnerable Individuals. Most recently working closely with the NHS on the vaccination programme rollout. But it's also been another very busy year in the West Monkton Area. The significant investment into Junction 25 (£19m) will be finishing in the next few months (on time and on budget). Works at Creech Castle (£9m) have started including the new cycle path at Bathpool although the main scheme has been deferred until July to allow the WRR to be completed. The WRR is now underway and planned to be completed in June. Finally the work to develop the Somerset Wood (in memory of the WW1 fallen) has pushed ahead and I am extremely grateful to Alan Hall, West Monkton PC and a vast number of volunteers for their ongoing support.

SWT Council Ward Councillors – Ray Tully, Andrew Pritchard and Norman Cavill

The SWT Councillors regularly attend PC meetings and give a report from SWT. The reports are included in the WMPC Minutes, which are available on the website.

The reports from Councillors are presented in accordance with the CODE OF RECOMMENDED PRACTICE ON LOCAL AUTHORITY PUBLICITY 2011, the guiding principles of which are that publicity by local

authorities should: be lawful, be cost effective, be objective, be even-handed, be appropriate, have regard to equality and diversity, and be issued with care during periods of heightened sensitivity.

Meeting Schedule 2020/21

Meetings are held either via Zoom or in the committee room, BACH commencing at 7.00pm.

All PC meetings are open to the public and there is usually a Public Question Time (at around 7.10pm) where the formal meeting is suspended whilst questions and comments are welcomed from anyone living in the parish. To avoid disappointment, please note that this is not a discussion forum. Items for discussion should first come through either Parish Surgery or if related to Planning through the monthly Planning committee meetings.

West Monkton Parish Council Meetings

Calendar

Key	Meeting
	Planning Committee Meeting
	Parish Council Meeting
	Parish Surgery

2021

JANUARY

S	M	T	W	T	F	S
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FEBRUARY

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APRIL

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MAY

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JUNE

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JULY

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AUGUST

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SEPTEMBER

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OCTOBER

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31						

NOVEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER

S	M	T	W	T	F	S
				1	2	3
4						
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Financial report

Tricia Cavill – Assistant Clerk

assistantclerk2@westmonkton.net

Responsible Financial Officer

As Responsible Financial Officer, it is a daily task to ensure the accounts of the PC are kept up to date and in good order: paying for goods and services, maintaining the payroll, pensions and HMRC, obtaining quotes, monitoring the budget, ensuring that adequate insurance is in place for the Council, its employees and its assets, keeping Councillors and Clerks up to date with latest ideas and legislation by ensuring regular training is available, ensuring that the PC's communications and IT are up to date and operating efficiently. When commissioning work, the PC always obtains a number of quotes, and interest from local suppliers is viewed favourably. The running of the Council's finances is governed by Financial Regulations.

Every month a spread sheet is issued which demonstrates receipts and payments, conformity with budget line by line, and a bank reconciliation. The redacted February financial spreadsheet follows. If the text is too small for you to read and you would like to receive a redacted copy electronically, please let me know. The finance sheet is approved by PC and signed, and the bank statements relevant to the spread sheet are checked and signed. Once a quarter the Audit Working Party (AWP) meets to review the Parish Council's finances. At these meetings a more detailed bank reconciliation is scrutinised, the quarterly VAT reclaim is reported, and other matters needing attention are considered. The AWP remains vigilant on the level of exposure of the bank balances and investments. In addition, for the year ahead 2021-2022, a new grant policy will come into play, replacing the former grant policy. The AWP will consider grant applications received in two windows, 1 April to 15 May, and 1 September to 15 October. Further information on the new Grants Policy will be published on the website www.westmonkton.net

The Budget and Precept is set in November for the year ahead. The services that District and County Council are likely to deliver are taken into account, plus the services the PC is required to deliver reflecting the needs and aspirations of the growing community in our Parish; and the PC's desire to maintain all of the Parish as a safe and pleasant place to live and work. A reflection of the previous year's budget and how it performed is carried out, and suitable adjustments made for the year ahead. An

anticipation of the state of the nation's finances is also included in the considerations. An outline budget is prepared for the next three years to ensure a degree of future proofing is built in.

A significant line on the budget is the emptying of the dog waste bins – currently £5.40 per bin per empty. The Parish Council has 10 bins which are emptied twice a week, 52 weeks per year. Please use the bins and do not allow your dogs to foul the pavement and play areas and open spaces in the Parish and beyond. The bins on the new estate come under a different arrangement until the site is adopted. Please don't let your dog off the lead 'for a run' unless you are running after her/him with a dog bag.

The Internal and External Audits of the PC documents were completed successfully for the year 2019 – 2020. The Internal Auditor has been appointed for the year ending 2021, and work will begin soon. The Audit can be inspected by members of the public by appointment, please look out for the notice on the website in July.

If you have any ideas to help improve the Parish, please let us know!

March 2021 Finance Sheet – document redacted to comply with GDPR

	Budget	Variance	Total to Date	01/04/20	01/05/20	01/06/20	01/07/20	01/08/20	01/09/20	01/10/20	01/11/20	01/12/20	01/01/21	01/02/21	01/03/21	31/03/21
Brought forward	176085.94		176085.94	176085.94	173554.53	210269.30	201795.26	194152.94	187180.06	182699.92	210936.21	211195.20	171652.41	162716.64	208762.58	208762.58
Receipts																
Precept	63319.53	0.00	63319.53		31659.77					31659.76						
Interest	600.00	416.44	183.56		48.97	28.95	26.01	23.18	16.28	11.77	11.93	9.01	7.37	0.09		
Allotments	330.00	30.00	300.00									150.00	60.00	90.00		
Burial gmd grant	0.00	-340.00	340.00													
Footpath grant	0.00	-100.00	100.00													
Insurance contribn	0.00	0.00	0.00													
VAT reclaimed	3000.00	-7056.89	10056.89		2761.79			1240.26			770.30			5284.54		
Otherorants/incomeBACHrefur	0.00	-3514.34	3514.34				314.34						3000.00	200.00		
TD Council Tax Support ara	0.00	0.00	0.00													
Welpkadvtr/other	350.00	-1400.00	1750.00								50.00	800.00	900.00			
CL (not part of budget)	0.00	-60912.23	60912.23		8801.39						6225.12			45885.72		
Total receipts	67599.53	-72877.02	140476.55	0.00	43271.92	28.95	340.35	1263.44	16.28	32111.53	7057.35	959.01	3967.37	51460.35	0.00	0.00
incl brought forward	243685.47	-72907.02	316562.49	176085.94	216826.45	210298.25	202135.61	195416.38	187196.34	214811.45	217993.56	212154.21	175619.78	214176.99	208762.58	208762.58
Payments																
Wages S	1344.00	728.00														
Clerks salary S	18954.00	4170.46														
Assistant Clerk S	9468.00	1455.80														
EmployePAYE/NIC inolNP S	4000.00	-170.00														
pension contributions	500.00	0.00														
Clerks NP salary S	0.00	0.00	0.00													
Workpk pens(T allord) G	190.00	31.60	158.40	14.40	14.40	14.40	14.40	14.40	14.40	14.40	14.40		28.80	14.40		
Clerks expenses GA	350.00	-183.74	533.74	174.07			145.90				115.70			98.07		
ClerksNfexp GA	500.00	500.00	0.00													
Homeworkers allowance G	384.00	-210.00	594.00	54.00	54.00	54.00	54.00	54.00	54.00	54.00	54.00	54.00	54.00	54.00	54.00	54.00
AssistantClerks expenses C	350.00	203.85	146.15	107.90			11.25							13.32		
Neighbourhood Plan	1000.00	-4110.56	5110.56										2140.00	2970.56		
Sundry admin/equipment G	1100.00	-1301.43	2401.43	143.88	387.52		35.00		647.67			44.50		1142.86		
Audit fees GA	1000.00	377.50	622.50			142.50					480.00					
Training GA	750.00	-296.51	1046.51	156.00					345.00			297.51	198.00	50.00		
Subscription/affiliation GA	1430.00	139.41	1290.59				1129.59		161.00							
Room hire GA	45.00	45.00	0.00													
Insurance premium GA	1500.00	31.66	1468.34		1144.12		324.22									
Insurance excess GA	125.00	125.00	0.00													
Burial gmd grant GD	340.00	0.00	340.00								340.00					
Burial gmd maint CM	1400.00	0.00	1400.00					1400.00								
Rpsth maint strl lght FSTR	100.00	59.21	40.79								40.79					
Sports & General mowerEN	25000.00	23910.85	1089.15						240.00		319.44	459.77	69.94			
Country Park from CL	100000.00	98845.14	1354.86				1354.86									
Country Park volunteers	5000.00	2273.66	2726.34			59.40	161.09	50.00	26.78		2097.88	311.19				
Seats/noticboards/sign N	2000.00	2000.00	0.00													
Bus shel/pvovn/rent/repr B	12000.00	11760.00	240.00					240.00								
Communications/ FSTR	900.00	-1114.70	2014.70	71.76	71.76	71.76	99.36	71.76	71.76	71.76	71.76	251.76	268.50	892.76		
Litter/ght bin DB	2000.00	2000.00	0.00													
Doabin purch/emot/ars cuttim	3000.00	-3195.99	6195.99					1531.87			774.96	2437.64		1451.52		
Allotment rent/rates A	250.00	152.76	97.24					53.84						43.40		
Local dev/BACH/inol kit out	0.00	0.00	0.00													
Publioty F	800.00	611.00	189.00					189.00								
Website F	600.00	576.00	24.00						24.00							
Bye-election GA	3760.00	1706.65	2053.35		2053.35											
Envlocommunity ENV	21250.00	15036.36	6213.64	31.00			1200.00				93.48	3159.96	1729.20			
lengthsman services ENV	3500.00	1173.01														
GPCgrants GPC	3500.00	1102.85	2397.15	57.75				2000.00					179.40	160.00		
GPCarants climate emerge	5000.00												600.00			
Councillor mileage	0.00	0.00	0.00													
IT	750.00	-693.12	1443.12				63.29				29.99		1349.84			
CIL expenditure not in budget							5178.00						26446.14	3416.40	237.34	
Management of POS/Park f	40000.00						0.00									
Total payments	274140.00	157539.72	71922.03	2531.41	6557.15	8502.99	7982.67	8236.32	4496.42	3875.24	6798.36	40501.80	12903.14	5414.41	0.00	0.00
minus line44 paid from CIL	100000.00															
Carried forward	174140.00		244640.46	173554.53	210269.30	201795.26	194152.94	187180.06	182699.92	210936.21	211195.20	171652.41	162716.64	208762.58	208762.58	208762.58
Bank statements 1st of month																
Lloyds Business a/c 0327	48384.46															
Lloyds treasurers a/c 0057	9377.32															
Lloyds CIL a/c 0101	5402.35															
Lloyds CP a/c 0353	0.65															
Nationwide CIL a/c	75788.45															
CCLA PSDF	75223.76															
Total	214176.99				0.00											