



West Monkton Parish Council

## ADOPTED

Minutes of the Annual Meeting of the Parish Council held on Tuesday 10<sup>th</sup> May 2022 at 7.00pm.

**Present:** Cllrs Besley, Cavill, Ellis, Elliston, Gage, Hall, Haskins, Hope and Tully.

**In attendance:** Mrs A Shepherd, Clerk, Mrs T Cavill, Assistant Clerk, Mrs K Welsh Assistant Clerk Community, Mr K Perry, Bathpool Flood Warden, Cllr David Fothergill, County Councillor

### **120/22 To receive any apologies (with reasons), introductions with responsibilities**

Apologies were received from Cllr Andrew Pritchard, District Councillor and Mr K Tutill, NP Delivery Group Chairman

### **121/22 To note**

- a) Declarations of Interest: No change.
- b) Dispensation Requests: None
- c) Amendments to the Register of Disclosable Pecuniary Interest: None had been notified to the Clerk.

### **122/22 Election of Chairman**

Cllr Haskins was proposed to be Chairman by Cllr Cavill and seconded by Cllr Hall. All agreed by show of hands.

### **123/22 Election of Vice Chairman**

Cllr Hall was proposed to be Vice Chairman by Cllr Hope and seconded by Cllr Ellis. All agreed by show of hands.

### **124/22 Acceptance of Office forms to be received by Clerk for Chairman and Vice Chairman**

Acceptance of Office forms signed and received by Clerk.

### **125/22 To adopt the minutes of the Parish Council meeting on 26<sup>th</sup> April 2022**

The minutes from the Meeting of the Parish Council on 26<sup>th</sup> April 2022, having been previously circulated, were taken as read. It was resolved to adopt the minutes of the Parish Council meeting on 26<sup>th</sup> April, proposed by Cllr Elliston, seconded by Cllr Cavill and agreed by show of hands.

### **126/22 To review delegations:**

To the Clerk

In consultation with the Chairman, for grant of dispensations. Agreed by show of hands.

To the BACH committee

The day to day running of the BACH will be by the BACH committee, minutes (including resolutions) will be ratified by WMPC. All agreed by show of hands.

### **127/22 To confirm dispensations:**

- a) MH1: All members of West Monkton Parish Council to allow them to participate in discussions in relation to MH1

Dispensation confirmed.

b) MH2: All members of West Monkton Parish Council to allow them to participate in discussions in relation to MH2.

Dispensation confirmed

**128/22 To review terms of reference for Committees and Working Party Groups:**

a) Planning Committee: that in accordance with previous practice and to ensure that a quorum is achieved, all Councillors shall be members of the Planning Committee.

It was agreed that, in accordance with current practice and to ensure that a quorum is achieved, all Councillors shall be members of the Planning Committee. All agreed by show of hands.

b) Audit Working Party Group: review / confirm members of the Audit Working Party Group.

It was agreed that the existing members of the Audit Working Party; Cllrs Haskins, Hall, Gage and Tully would remain. All agreed by show of hands

**129/22 To review and adopt:**

a) Current Standing Orders and Financial Orders, as available on West Monkton website

It was proposed by Cllr Besley, seconded by Cllr Elliston and all agreed by show of hands to adopt the existing Standing Orders and Financial Orders.

b) LGA Model Councillor Code of Conduct

The proposed LGA Model Councillor Code of Conduct was circulated in advance of the meeting. It was proposed by Cllr Tully, seconded by Cllr Hall and all agreed by show of hands that the Code of Conduct is adopted by West Monkton Parish Council.

c) To record by Minute of Council that the conditions of the General Power of Competence are satisfied and that email service of agendas is acceptable.

It was agreed that the Parish Council satisfies the conditions of the General Power of Competence and that email service of the agenda continues to be acceptable. Proposed by Cllr Hope, seconded by Cllr Cavill and all agreed by show of hands.

**130/22 To review/confirm representatives on external bodies: with reporting back to Parish Council**

a) The Village Hall Management Committee: Cllr Tully confirmed that he was happy to continue in this role, he is also a Trustee.

b) The Spital Trust: Cllr Ellis confirmed that she is happy to continue in this role.

**131/22 To discuss Councillor roles and responsibilities and agree:**

Member responsible for Footpaths: Cllr Gage happy to continue.

Member responsible for BACH and BACH Chairman: Cllr Gage happy to continue.

Member responsible for Allotments: Cllr Haskins happy to continue with support from the Clerk

Member responsible for Highways, Cllr Besley happy to continue.

Member responsible for Water Resilience, Cllr Hall and Cavill happy to continue.

Member responsible for Public Open Spaces/ Children's Play Areas and Recreation: Cllr Hope happy to continue.

Member responsible for Safe Routes to School: Cllr Tully happy to continue.

Member responsible for Community Liaison /Transportation; Cllr Elliston happy to continue.

Member responsible for Local Government Re-organisation: Cllr Cavill happy to continue.

**132/22 To note that the Register of Assets is up to date and is due for review in October 2022.**

Noted, and Register is up to date and on the website.

**133/22 To confirm that the Council is insured with BHIB Limited and the policy will be renewed in June 2022 (2<sup>nd</sup> year of 3 year term).**

The policy was noted and confirmed. Assistant Clerk confirmed that the Mower insurance is due for renewal in August 2022.

**134/22 To consider and confirm continuation of annual subscriptions to Somerset Association of Local Councils (SALC), Society of Local Council Clerks (SLCC), Community Council for Somerset (CCS) and CCS Buildings.**

It was resolved to continue the subscriptions made to SALC, SLCC, CCS, CCS Buildings, all of which provide valuable professional advice, training and support for Clerks and Councillors.

**135/22 To note Clerk's report, Assistant Clerk's report and Assistant Clerk (Community) report**

Clerk's report:

- Parish Administration:
  - Planning:
    - Updating Planning Log with planning decisions / conditions weekly.
  - Country Park:
    - Reviewed lease against agreed Heads of Terms.
  - MH1:
    - MH1 Attenuation Ponds. Further response from Wessex Water stating 'unfortunately COVID has taken its toll on the team. As it stands at the moment nothing has moved forward since your last email in regards to us proceeding with this site. What I can confirm is that Persimmons have started on remedials and entered into communication with Wessex Water in order to move things forward'.
    - Liaised with solicitor regarding S106 Deed of Variation and Articles of Association variation.
    - Liaised with Persimmon regarding Grass Cutting of POS and other remedials. Meeting arranged to discuss progress
    - Liaised with residents, Persimmon and PCSO regarding travellers on area next to the footpath between Bridgwater Road and School Road.
    - Liaised with Natural England regarding Ragwort complaint.
  - MH2:
    - Liaised with Developers and arranged a meeting for 24th May at 10am.
  - Highways:
    - SID software install, set up device and installed on Greenway with Lengthsman.
    - Followed up SCC Highways regarding scheduling work required on School Road.
- BACH:
  - Carpet and chair cleaning has been carried out
  - Finalised 2021/22 accounts which are now with the internal Auditor.
  - Covering BACH Bookings whilst Maggie is on holiday
  - Requested meeting with School regarding BACH extension and Community Fridge proposal.
  - Annual key checks with hirers being carried out.
  - Next Committee Meeting to take place on Tuesday 7th June at 7pm
- Meetings last month:
  - 5th April – Agenda run through meeting
  - 12th April – Hartnells S106 contribution meeting with SWT / EA
  - 12th April – Parish Council meeting
  - 13th April – LGR Clerk's Forum
  - 19th April – Agenda run through meeting
  - 19th April – Planning Committee meeting for Glebe Farm proposal
  - 22nd April – Audit Working Party Meeting
  - 26th April – Parish Council meeting
  - 27th April – LGR Clerks Forum
- Meetings this month:
  - 3rd May – Agenda run through meeting
  - 3rd May – CP Working Group Meeting
  - 10th May – A358 Dualling Scheme Community Forum

10th May – Parish Council Meeting  
11th May – First Aid Training  
17th May – Agenda run through meeting  
24th May – MH2 Meeting  
24th May – Parish Council Meeting  
25th May – LGR Clerks Forum

Assistant Clerk's report:

- Action decisions made by Council and attend virtual and actual meetings. Attend CF PC meetings.
- Distribution of newsletters and other information from other agencies.
- Parish administration
  - Discussed Meadway refurb with Martin Davies (SWT), confirmed St Quintins refurb and railing painting
  - Accept quote to install slope and safety railings art rear entrance to Farriers Green Park and footpath
  - Informed Police and landowners of traveller incursion next to Furs Close (duplicated with AS)
  - Sought Police advice for anti-social behaviour in Country Park.
  - Liaising with Kate and Sammie ref purchases and other matters for QPJ
  - Commissioned sign design from M Marlborough – seek assistance with fabrication from K Chedzoy.
- Neighbourhood Plan: Photos of two new Green Triangles taken and sent to A Rhodes SWT.
- Planning
  - Applications forwarded and powerpoint presentations prepared. Check applications for compliance with NP. Request extensions to consultation period when required.
  - Assist in preparation of response to Glebe Farm application
- Climate change and ecological emergency
  - On-going with B Turner. Schedule agreed. Hi-viz vest handout at Primary School Bikeability.
  - Delivered Sunday litter pick.
- CIL projects
  - Safer route to school at CP, ongoing - top finish delayed until DDS installs coir matting at pond.
  - Security at Cricket Ground liaising with Cricket Club members – ongoing
  - Lighting at Village Hall – replace with LEDs – underway
  - Refurb of St Quintins – permission obtained for a tree, but trees went missing
  - Footpath restoration completed.
- Finance
  - Monthly bank reconciliation of accounts (7 accounts)
  - Ongoing check on budget and CIL spending, year-end CIL accounts completed
  - K Perry Internal Auditor: Liaison over Internal Audit of 2021/22 accounts.
  - Management of QPJ finances (brazier, toilet hire, signage, insurance)
  - Community fridge finances (CCS grant) and shed, associated training to register BACH as food premises
  - AWP meeting to confirm detailed bank reconciliation, fourth quarter vat reclaim, grants applications received in this grant window
  - End of year accounts: completion of spreadsheets:  
Payments 21/22, Receipts 21/22, year-end financial spreadsheet, check bank statements against all spreadsheets. Check Salaries against year-end spreadsheet. Check CIL accounts against Payments sheet and VAT returns against payment sheet. Complete annual receipts and payments accounts, including BACH: Summary, and detailed account sheet. Supporting Notes to reflect assets of the Council. Asset list updated and cross referenced with list of assets. Insurance values checked to be within BHIB limits.
  - Complete AGAR returns ready for approval at PC meeting. Start work on the extra reports required by AGAR.

#### Assistant Clerk Community report:

- Monkton Matters – keeping MM up to date with new news and events as and when required. Sharing articles on facebook pages.
- Finalising programme and organising quotations and delivery of this to all households in CF and WM for QPJ
- Working through and actioning planning spreadsheet for QPJ
- Weekly meeting with Sammie, Clerk at CFPC regarding QPJ celebrations
- Creating and organise printing and distribution of Programme for QPJ
- Ordering items needed for the events at QPJ
- Organised prizes and signs for QPJ event
- Licence for alcohol been submitted and discussions now taking place about the bar, we have a volunteer to run the bar under the umbrella of Cullen Catering
- Sourcing and organising various organisations/individuals/items for QPJ
- Organised First Aid in the Outdoor Training for Cllrs, Clerks and Volunteers
- Managing finances for QPJ – Spending currently at approximately £6,500
- Organised schedule of roles of volunteers for QPJ and advised all accordingly
- A4 posters been added to notice boards of QPJ and Bethan Turner has started promoting online
- Litter Picking event admin/emails (April)
- Attended PC meetings
- Attended run through agenda meetings
- Applied to SWT for Food Premises and I am working through a management plan with them before setting up
- Advertised and recruiting 10 volunteers for community fridge, meeting held with volunteers today
- Researched and set up various documents in readiness for launch of community fridge ie, risk assessment and HACCAP
- Managers of Coop and Pioneer meeting for a further meeting to discuss when to start working together
- Met Community link at Frome Town Council, tour of community initiatives and discussed community fridge
- Attended Edventure Event in Bold and Brave venue in Taunton with volunteer Cath, made links with young people and professionals interested in our fridge initiative
- Meeting with Debbie Harris and new Companion Volunteer to support her application
- Looking at DBS for volunteers

#### **136/22 To approve 2021/22 Annual Report**

It was proposed by Cllr Elliston, seconded by Cllr Hall and agreed by show of hands to approve and publish to 2021/22 Annual Report.

#### **137/22 Local Government Re-Organisation - update**

Cllr Fothergill provided an update confirming that the work of the 7 workstreams is ongoing and on track to hit the 1<sup>st</sup> April 2023 deadline. 3 tranches of products are being worked through. The first tranche includes things that must be delivered for 1<sup>st</sup> April, the second in the two to three months after and the third includes everything else. 400 members of staff are working on the programme. A willingness to work together to ensure delivery remains following the elections.

#### **138/22 SCC Report**

Cllr Fothergill reported on the following:

Inductions have started this week for the Unitary Councillors following the elections. There are 110 Councillors in total. 75 of those have been a District or County Councillor previously.

Cllr Tully asked the estimated number of redundancies that will be required to form the Somerset Council. Cllr Fothergill confirmed there would be between 200 and 300 redundancies.

### 139/22 SW+T Council Reports

Cllr Cavill reported that most work had stopped at SWT prior to the elections. The Community Governance Review second consultation will start again soon which has implications on the Cheddon Fitzpaine Parish boundary.

Cllr Tully confirmed that he had nothing to report.

### 140/22 Neighbourhood Plan Update: NP Delivery Group Chairman: Mr K Tutill / Assistant Clerk

In Mr Tutill's absence, Assistant Clerk provided an update. Mr Tutill has been in touch with Ann Rhodes at SWT who has confirmed that she expects to receive the report from the Examiner by the end of May.

### 141/22 Chairman's Parish Asset Report

Cllr Haskins highlighted some issues in the Parish which he had identified including:

- The A38 / Bridgwater Road pavement between the canal bridge and Mill Inn. Taken a look and an email has been sent to SWT requesting a site meeting about cutting back the hedge and clearing the debris. The work needs to be done before August when the road will reopen.
- MUGA repairs have started – disabled access needs to be enabled in the future.
- Water bowser has now been adapted to enable quicker filling of water containers for tree watering.

### Public Question Time

Cllr Gage reported that the white lines at the Dosters Lane junction need to be reinstated. It was noted that the white lines at Walford Cross also need reinstated.

Cllr Besley reported that a resident in The Street has requested white lines to prevent parking along The Street opposite their vehicle entrance. It was suggested that the resident add mirrors to improve visibility instead.

Cllr Cavill reported that a young person in MH1 had requested a football goal in Central Park or along Hardys Road.

Cllr Hope reported that an article appeared in the latest edition of Village News about the 5G mast which implies that a Councillor of the SWT Planning Committee couldn't vote against the proposal. It was noted that enforcement action is in progress in respect of the mast as it hasn't been constructed in accordance with the submitted plans.

Clerk to report to SCC Highways

Request to be added to the MH1 meeting agenda.

### *The agenda was interrupted to take item 27 'Country Park Update'*

#### 142/22 Country Park Update

Cllr Tully did not take part in the discussion of this item.

Cllr Cavill reported that the Country Park Working Group met on 3<sup>rd</sup> May and agreed not to take any further action in respect of the lease pending the outcome of the election.

The election has now taken place.

Further negotiation of the lease is needed but the PCs do not want to do this through the solicitor to avoid costs and the preference of the CP Working Group was to meet with Senior Officers at SWT and Portfolio Holder Marcus Kravis.

Subject to approval of CFPC at their next meeting, it was agreed that a meeting would be requested with SWT confirming that the PCs would like to sign the lease but would like to go through the implications of some of the terms of the lease before doing so.

Insurance of assets at the Country Park was discussed, in particular the Forest School and Pond. CFPC Clerk confirmed that she is in correspondence with the CFPC Insurance Company about adding these assets to the insurance policy.

### *The agenda was resumed*

## **143/22 Community**

### **a) Queen's Platinum Jubilee celebrations in the Parish**

Assistant Clerk (Community) provided an overview of the proposed Queen's Jubilee celebrations. The bar will operate under Ed Cullens licence. Cllr Besley confirmed that he is happy to support working the bar.

Cllr Besley to provide some large hay bales.

Beacon installation underway, the hole has been dug and the beacon pole will be installed on Thursday afternoon.

### **b) Community Fridge: Update**

Assistant Clerk (Community) confirmed that a meeting with some volunteers who would like to support the community fridge has taken place.

The hope is to get the fridge up and running at the beginning of June.

Clerk confirmed that the school has all the information about the fridge proposals so that it can be taken through the Diocese for approval. In the meantime, James Blackmore has given the go ahead to proceed with work in relation to the fridge. Cllr Haskins to make further enquiries about installing a concrete slab for the fridge to sit on top of.

Cllr Elliston requested an update on the number of community surveys that have been completed. Assistant Clerk (Community) confirmed that a small number of responses has been received. It was agreed to revisit the Community Survey after the Jubilee.

## **144/22 Reports, including recent developments, matters to consider and decisions to be made:**

### **a) Bathpool Flood Warden: Mr Kevin Perry**

Mr Perry reported that April was another quiet month. Only 21mm of rain fell which equates to only 45% of the long-term average. As a result there was nothing significant to report. The river levels are low. The cameras at the flapgates have been out of action but are now working again following a repair by the Environment Agency.

### **b) Councillors with roles of responsibility (not all Councillors will have a report to make)**

#### **Footpaths**

Cllr Haskins to advise Cllr Gage of the finger post location.

Cllr Gage reported that four gates are left, positions have been identified for two of them – one at Hill Farm and one at Hyde Farm. Lengthsman to install on his return from holiday. The remaining two will be stored at Hill Farm for future installation when locations are identified.

#### **BACH Chairman;**

Cllr Gage reported that all the information in respect of the BACH extension is with the Diocese for consideration. A second quote for the fencing work for the Community Fridge to be sourced from Western Fabrication.

#### **Highways;**

Cllr Besley confirmed that he had nothing to report.

Clerk confirmed that a date for a meeting with SCC Highways is awaited.

#### **Water Resilience;**

Cllrs Cavill and Hall confirmed that there was nothing to report.

#### **Safe Routes to School;**

Cllr Tully confirmed that there was nothing to report.

#### **Public Open Spaces/ Children's Play Areas and Recreation;**

Cllr Hope raised the travellers that are located adjacent to the footpath between Bridgwater Road and School Road. The travellers gained access via a Furs Close parking space. The installation of fencing or bollards in the

location once the travellers have left was discussed. Clerk to ascertain ownership of the strip of land that travellers used to access the land.

Cllr Hope reported that all the outstanding MH1 issues remain and no work is taking place by Persimmon to correct the issues.

#### **Transportation;**

Cllr Elliston confirmed that there was nothing to report.

#### **c) Communications Report - Clerk.**

Parish Council Website:

- Latest Village News edition added.
- Regular updates to Highways (including road closures), Planning, Finance and Parish Council pages carried out.

Parish Council Facebook Page:

- Page likes / followers now at 815.
- Posts added sharing the news items added to the website.
- A358 dualling scheme community updates added.

Monkton Matters

- 23 new articles added in March and 1 event.
- Articles on Monkton Matters being shared on Monkton Matters Facebook page to pull users to the website. There are now 70-page followers.
- Business directory now live and has details of 13 businesses so far.

Cyber-attack threat

- Quote from Somerset Web Services for increased security on PC websites has been reviewed and recommended improvements included in the Finance Report.

#### **d) GDPR**

Nothing to report.

#### **Representatives on outside bodies/Response to Consultations:**

##### **e) West Monkton Village Hall Management Committee**

Cllr Tully confirmed that the Village Hall Management Committee have a meeting scheduled on Thursday.

##### **f) The Spital Trust**

Cllr Ellis reported that one of the boilers in the Almshouses is broken and needs replacing.

Cllr Ellis had nothing further to report.

##### **g) Any events at which WMPC was represented**

The following events have taken place during the month:

- Hi Vis vest initiative – handout of vests at the Primary School on Monday.
- Falklands Dedication at the Country Park which was a great success and was attended by 70 people.

##### **h) Consultations responses to be developed / approved for submission**

No consultations

#### **145/22 Finance**

##### **a) BACH Finance to 30<sup>th</sup> April 2022.**

Clerk summarised the BACH Finance report circulated in advance of the meeting which confirmed the income and expenditure in relation to the BACH up to the 30<sup>th</sup> April 2022.



#### **b) Adoption of Annual Governance Statement**

It was proposed Cllr Hall, seconded Cllr Tully and all agreed by show of hands to adopt the Annual Governance Statement. Chairman and Clerk to sign the Annual Governance Statement and add minute reference.

#### **c) Adoption of Annual Receipts and Payments account for year ending 31<sup>st</sup> March 2022**

It was proposed by Cllr Hall, seconded by Cllr Tully and all agreed by show of hands to adopt the annual receipts and payments account for the year ending 31<sup>st</sup> March 2022.

#### **d) Adoption of AGAR accounts**

It was proposed by Cllr Ellis, seconded by Cllr Besley and all agreed by show of hands to adopt the AGAR accounts.

#### **e) WM finance Summary and Quotations**

- QPJ expenditure so far within National Lottery grant
- CIL projects
  - Waiting for quotes to refurb upstairs bar at T-M nfa, at the moment
  - DLO quote for refurb of St Quintins accepted plus railings to be painted.
  - Refurb of Meadway postponed as DLO will be refurbishing this financial year.
  - Platinum Walk – trees purchased and planted, signage commissioned: design expected from M Marlborough and fabrication by K Chedzoy
- Community fridge  
Headmaster has said go ahead whilst waiting for Diocese to confirm. Arrangements to deliver shed to BACH and store temporarily in the lobby behind screens.  
Shaun to be requested to help prep ground and with installation.
- Storage shed shared with Primary School quote to be obtained from Taunton Sheds and Toys.
- Environmental
  - Order placed with SWT for litter bin at bus stop adjacent to Aldi
  - Quote for Farriers Green ramp by DLO accepted
  - Bethan is ordering water butts for Water initiative
  - Seat at Triangle needs replacement – Lengthmans report- beyond repair/refurb. Glasdons bench seat with back, no arms made from recycled materials – same as at Cherry Grove cross road – circa 540.00. If a seat with arms as well as back, circa 740.00.  
<https://uk.glasdon.com/seating/recycled-materials-seating>
- Grant requests  
Window is open from 1 April to 15 May
  - Swift project at Heathfield School. Nest boxes with cameras. Donation made to school for 2 cameras (£350.00) and acknowledged.
  - Bike rack at burial ground at St Augustines up to £750.00 to supply and install (by Lengthsman)  
From PCC -Site suggested to left of door before churchyard gate and free standing ie bolted to the floor. Cllr Cavill has seen homemade ones at Willows and Wetlands Centre made from scaffolding pipe.
  - Carry Me Kate parenting services has accepted offer of free BACH hall hire – referred to BACH Bookings and Clerk to liaise.
- Security fencing/lighting/cameras for West Monkton Cricket Club.  
Waiting for an update on quotes from Cricket Club as the single quote for bird mouth fencing seemed very high for what it was.
- Improvement to security in view of increasing cyber security concerns  
Quote and advice received from SWS.  
**West Monkton** - This is on our level 1 equivalent package with the basic external security. We're always reviewing the settings (for instance, we've started to block traffic from Russia) but the basic package can only go so far.

We would recommend upgrading this to the Pro (level 1) level of protection which will allow for more protection and control.

This costs **£25+VAT per month** and can be reduced back to the basic level at any time.

We would also recommend upgrading to WordFence premium for **£99+VAT per year** to provide additional real-time protection.

**Monkton Matters** - This is hosted on a more basic hosting package/platform which has most of the security and performance systems built into it and is looked after by the hosting platform.

We would recommend upgrading to WordFence premium for **£99+VAT per year** to provide additional real-time protection.

Resolution to proceed with security measures suggested by SWS. Proposed by Cllr Besley, seconded by Cllr Ellis and all agreed by show of hands.

## f) 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 Lloyds	£ 0.06, April statement
Nationwide	£3.12 April 30th statement
PSDF	£ 30.24 April 30th statement
Unity Bank	£36796.31 current balance
Donation from grade out free trees(collected via M Besley)	£24.00
First half of precept	£32258.50
CIL ref Hartnells(2 of 3) and Hankridge	£47676.23

### Payments

Clerks salary is in arrears, therefore these payments are for March on old rates and scales, but back pay for 2021/2022 is included

Payee	Payment ex vat	Vat	Total	How paid	Budget line
A Pritchard litter picking	xx.xx	No vat	xx.xx	d-d	Wages pd into voluntary 'nest', see below
Employee pension contributions	93.73	No vat	93.73	d-d	Pension contributions
Employer contributions	70.30	No vat	70.30	d-d	HMRC
A Shephard Clerks salary SCP31	xx.xx	No vat	xx.xx	bacs	salary
P Cavill assistant clerk2 salary SCP 35	xx.xx	No vat	xx.xx	bacs	salary
K Welsh assistant clerk-community salary SCP 27	xx.xx	No vat	xx.xx	bacs	salary
HMRC month 1	1119.57	No vat	1119.57	bacs	Employer/NIC/PAYE
Staff costs summary	5110.04				
A Shepherd homeworkers allowance	27.00	No vat	27.00	bacs	homeworkers allowance
P Cavill homeworkers allowance	27.00	No vat	27.00	bacs	homeworkers allowance
K Welsh homeworkers allowance	27.00	No vat	27.00	bacs	homeworkers allowance
S Rolls Lengthsman services April	180.00	No vat	180.00	bacs	lengthsman
S Rolls Lengthsman Insurance 5154117/99616804 (clientref/versionref)	92.64	No vat	92.64	bacs	lengthsman
Business all about you Climate Initiative PR WMPC16	175.00	No vat	175.00	bacs	env
Using Debit card					

Viking laminating pouches Inv 8826349	23.89	4.78	28.67	Dcard PAID	Sundry admin
By bacs					
A Hall expenses 28 March 2022 CIL CP vol part	186.86 56.64	37.37 No vat	224.23 56.64	bacs	Of which 224.23 = CIL (share with CFPC) Rest =56.64 CPvol
A Hall exp 27 April 2022	202.65	36.33	238.98	bacs	CIL (share with CFPC)
A Hall exp 3 May 2022	77.90	No vat	77.90	bacs	CIL (share with CFPC)
NPCavill exp 3 May 2022 CIL env	62.40 17.98	No vat	62.40 17.98	bacs	62.40=CIL 17.98=Env
B Gage exp mower	122.38	No vat	122.38	bacs	CP vol
Burnham Portaloo inv 11283	84.00	16.80	100.80	bacs	CP vol
RBL Falklands wreath and pins	58.00	No vat	58.00	bacs	CIL (share w CF PC)
OFS (K Chedzoy) Beacon brazier manufacture inv 539	360.00	No vat	360.00	bacs	QPJ Sports and General
Somerset Adventures Outdoor first aid course for QPJ Inv 2802	400.00	80.00	480.00	bacs	QPJ Sport and General
Flag for Falklands Memorial	9.99	2.00	11.99	Bacs PAID	CIL
<i>Storyteller services for QPJ Beth Webb Pay after event</i>	334.47	No vat	334.47	bacs	QPJ Sport and General
DBS check Spark Somerset QPJ Inv 2097	13.00	No vat	13.00	Bacs	QPJ Sport and General
Style signs for QPJ inv 1584	200.00	No vat	200.00	Bacs PAID	QPJ Sport and General
Gallagher event insurance for QPJ Inv 514433187	392.00	No vat	392.00	Bacs PAID	QPJ Sports and General
Voucher stamp T/A Dor to Dor programmes for QPJ inv-0240	983.00	No vat	983.00	Bacs PAID	QPJ Sports and General
SCC Licence for QPJ	21.00	No vat	21.00	Bacs PAID	QPJ Sport and General
C Cunnane books for prizes	105.00	No vat	105.00	Bacs PAID	QPJ Sports and General
SLCC Community Governance degree AS inv QL197949-6	1575.00	No vat	1575.00	Bacs PAID	Training (recorded April)
SALC preparing for elections inv 0724	30.00	No vat	30.00	Bacs PAID	Training (recorded April)
Wee Trees more for MH1 Inv 2254	3181.53	636.31	3817.84	bacs	CIL
Tom Neilsen Horticulture Planting scheme The Triangle, The Street	248.89	No vat	248.89	bacs	CIL
Heathfield Community School Swift project grant	350.00	No vat	350.00	Bacs PAID	grant
QSS IT GDPR monthly maintenance x3 laptops and Microsoft agreement (monthly sub) invoice no 29737255	33.90	6.78	40.68	bacs	IT
Wellers Hedley for work done so far on CP lease (half share with CF PC)	812.50	162.50	975.00	bacs	Env
Renewal of insurance	1302.72	No vat	1302.72	bacs	Ins
Direct Debit					
Invoice 7609 April 29 Roll Pay	12.00	2.40	14.40	DD PAID	Servicing pension administration
Invoice SWS 110058	59.80	11.96	71.76	DD PAID	comms

2/5/2022 maintain gsuite					
Invoice SWS 109992 web-lite hosting (MM) and standard mailbox	23.00	4.60	27.60	DD PAID	Comms
Zoom auto renewal	119.90	23.98	143.88	DD PAID	Sundry admin
Microsoft subscription x 2 laptops Auto renewal	59.99 x 2	No vat	119.98	DD PAID	Sundry admin

Any other invoices received before the next meeting will be added. Payments by bacs wherever possible.

Resolution: to make payments described above:

Proposed by Cllr Elliston, seconded by Cllr Tully and all agreed by show of hands.

### Transfer between accounts

£20000.00 from Business instant Access Lloyds account to Treasurer's account

WMPC Bank reconciliation

Bank reconciliation and budget check: please check on green financial sheet. Ask any questions by email. Bank reconciliation for 1<sup>st</sup> May is complete and balanced.

General notes on spreadsheet

Each column heading is dated first of the month.

Each monthly receipt column is a snapshot of what **has been received** in the month prior to 1<sup>st</sup> of the month.

Each monthly expenditure column itemizes payment that **will be made** (i.e., paying the last month's bills) after 1<sup>st</sup> of the month. These are the monthly list of payments for approval.

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

Summary lines, where applicable, for green finance sheet for May 2022

Environment		
Business all about you inv WMPC 16	175.00	
Wellers Hedley joint lease	975.00	
N P Cavill exp claim dated 3 <sup>rd</sup> May 2022 part	17.98	
		1167.98
CIL		
T Neilsen The Triangle	248.89	
Wee Trees more for MH1 replanting	3817.84	
Part exp claim A Hall dated 29 <sup>th</sup> March 2022	224.23	
Exp claim A Hall dated 27 <sup>th</sup> April	238.98	
Exp claim A Hall dated 3 <sup>rd</sup> May 2022	77.90	
Exp claim N P Cavill dated 3 <sup>rd</sup> May	62.40	
Falklands Flag for memorial	11.99	
BSL wreath and pins for Falkland Memorial	58.00	
		4740.23
Youth and community		
Sports and general includes QPJ		
K Chedzoy (OFS) brazier manufacture	360.00	
Outdoor first aid course	480.00	
Storyteller services	334.47	
DBS Spark	13.00	
Style signs	200.00	
Gallagher insurance	392.00	

(Voucher stamp (DortoDor) programme	983.00	In April column)
(Euroloos	486.00	In April column)
SCC Licence for QPJ	21.00	
Usbourne book prizes	105.00	
(QPJ Events in CP various invoices not yet produced therefore no vat breakdown	386.43 + 11.99	398.42 in April column)
		Total for April fin sheet 1867.42 Total for May fin sheet 1905.47
CP vol		
A Hall expenses dated 29 <sup>th</sup> March 2022 part	56.64	
B Gage	122.38	
Burnham Portaloo	100.80	
		279.82
Lengthsman		
Invoice	180.00	
Insurance	92.64	
		272.64
Sundry admin		
(Viking laminating pouches	28.67	In April column)
(Zoom auto renewal	143.88	In April column)
Microsoft x 2 auto renewals (59.99)	119.98	
		119.88
Training		
All Paid in April		
Comms		
Invoice SWS 110058 maintain gsuite	71.76	
Invoice SWS 109992 web-lite hosting (MM) and standard mailbox	27.60	
		99.36

**g) To note the next meeting of the Audit Working Party on Friday 22 July 2022 at 9.00 am by zoom.**

AUDIT WORKING PARTY  
Meeting Friday 22<sup>nd</sup> April 2022 at 9.00am  
VIRTUAL MEETING

Supporting documents were circulated to all participants prior to the meeting.

Present: Cllrs Haskins, Gage and Hall; Clerk A Shepherd, Assistant Clerk P A Cavill.

Cllr Tully did not attend.

1. Report of the third quarter meeting in January to be approved. The notes were approved. They had been included in the Finance Report following the January meeting

2. To confirm fourth quarter bank reconciliation, bank statements. Detailed bank reconciliation and year-end financial spreadsheet balanced and agreed with each other. BACH year end and spreadsheet balanced; budget in place and future strategy confirmed regarding long-term saving for future large expenditure.
3. To check WM green financial spread sheet year end for budget compliance and make any observations. To check BACH green financial spread sheet for BACH finances and to note pertinent features. BACH year end accounts completed and the carried forward confirmed (£35917.86). Carry forward for main accounts is £208,177.77. Some lines had over-run in the budget and explanations were provided. Overall, the accounts are within budget.
4. To confirm fourth quarter VAT reclaim.  
The VAT reclaimed in the fourth quarter was £14415.89. The increase on previous quarterly claims was due in large part to circa £9k from the MH1 tree purchase for the replanting project.
5. To identify any suggestions arising as a result of new Unitary Council/LCNs. Current ideas include the Public Open Spaces, and a shared transport scheme. By next AWP meeting in July, it is likely that the LCN areas will be defined, so the PC will know who it will be working with.
6. To note CIL spreadsheet and identify further CIL projects and use of funds. The CIL accounts are finished, including shared costs at CP with CF PC. In total the sum spent during 21/22 was £84006.45, which is confirmed by the year end spread sheet. The sum spent means that no CIL refund will be necessary until 2024. Noted that BMX track aspiration for Sports pitches will be added to list CIL projects. Cost estimated to be £50k upwards; would look at grant support from a number of sources in addition to CIL support.
7. Grants  
To note the current window for grant applications is 1 April to 15 May 2022.  
-Carry me Kate. Although all documents in order, the fact that the hired premises are not in the Parish was an issue. It was agreed to advise Kate of this, and rather than grant money, to offer a twelve month hire of BACH, free of charge, on agreement with Amy for availability.  
-Swift boxes (decision made pending bank account details). Chase up school for bank account.  
-Bike rack at St Augustines – informal request from Di Besley PCC. Agreed to go ahead, PCC to confirm Diocese agrees; B Turner to see if installation and purchase would be covered by HPC grant. Simple 'toast rack' design is needed, cover not needed because bikes not likely to be left long term (unlike cycling to work for example).
8. To consider any other financial matters brought to the attention of the RFO before the meeting. Need to try to get agreement with SCC on installation of wider pavement over Canal Bridge going to New Mill pub. Clerk to arrange a meeting on site to see what can be achieved whilst road is closed at Creech Castle.
9. Date of next meeting Friday 22 July 2022 at 9.00 by zoom. A Hall gave apologies.

Meeting finished at 10.00am

**146/22 Other matters for report only – items for discussion - no decision**

**a) Items for next meeting agenda – by Monday 16<sup>th</sup> May 2022 or Monday 6<sup>th</sup> June 2022**

Noted

**Confidential Session**

**147/22 MH1 Tree planting, Play Park remedials, POS adoption and Sports Pitches including BMX track**

A meeting with Persimmon to discuss the MH1 completion of outstanding issues, adoption and handover is scheduled to take place on 17<sup>th</sup> May 2022 at 2pm at the BACH.

An activity to collect the waste from the tree planting to be planned.

Tree watering to also be scheduled to take place in the next week.

**148/22 Dates of forthcoming meetings:**

Parish Council:

Second Tuesday in the month (Business focused meeting)

2022: 14<sup>th</sup> Jun, 12<sup>th</sup> Jul, 9<sup>th</sup> Aug, 13<sup>th</sup> Sep, 11<sup>th</sup> Oct, 8<sup>th</sup> Nov, 13<sup>th</sup> Dec.

Fourth Tuesday in the month (Community / project focused meeting)

2022: 24<sup>th</sup> May, 28<sup>th</sup> Jun, 26<sup>th</sup> Jul, 23<sup>rd</sup> Aug, 27<sup>th</sup> Sep, 25<sup>th</sup> Oct, 22<sup>nd</sup> Nov.

Audit Working Party: 22<sup>nd</sup> July 2022 at 9.00am (Virtual)

Annual Parish Meeting: TBC March 2023

BACH committee: 7<sup>th</sup> June 2022 at 7pm

Budget and Precept Working Party TBC November 2022 at 7pm

Meeting finished at 10.15pm



Signed Chairman:

Date: 24<sup>th</sup> May 2022