



West Monkton Parish Council

ADOPTED

Minutes of the meeting of the Parish Council held on Tuesday 10th August 2021 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, Mr K Perry, Flood Warden, Mr K Tutill, NP Delivery Group Chairman, Cllr David Fothergill, County Councillor, Sammie Millard-Jones, Clerk Cheddon Fitzpaine Parish Council.

126/21 To receive any apologies (with reasons), introductions with responsibilities

Apologies were received from Cllr Andrew Pritchard, District Councillor.

127/21 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.

128/21 To adopt the minutes

a) Parish Council Meeting on 13th July 2021

The minutes from the Meeting of the Parish Council on 13th July 2021, having been previously circulated, were taken as read. It was resolved to adopt the minutes of the Parish Council meeting on 13th July, proposed by Cllr Cavill, seconded by Cllr Hall and all agreed by show of hands.

b) BACH Committee Meeting on 23rd January 2020

The minutes from the Meeting of the BACH Committee on 23rd January 2020, having been previously circulated, were taken as read. It was resolved to adopt the minutes of the BACH Committee on 23rd January 2020, proposed by Cllr Ellis, seconded by Cllr Gage and all agreed by show of hands.

129/21 To note Clerk's report and Assistant Clerk's report

Clerk's report:

Actions from previous meetings and other issues raised during the month:

- Fed back information to Airband
- Fed back observations on yellow signs to SCC
- Contacted Wessex Water about future meeting attendance; acknowledgement received but full response awaited.
- Researched Water Quality Tests; don't appear to be available in this area.
- Enquired about permission to do some planting in the green triangle at The Street. Area not owned by SWT, enquiry sent to SCC; response received – area is highway land – road records are requesting a planting licence from the Area Highways Team.
- Chased ragwort removal with Persimmon.
- ROSPA inspections quote obtained, and order submitted; inspections carried out and reports circulated.
- Job Description / Person Specification amended and approved, advert and application form developed. All publicised with closing date of 31st August 2021.
- Blocked drains on Bridgwater Road reported.
- Followed up Redrow regarding use of land behind the Primary School. No response.
- Enquiries about Speed Indicator Devices.

Other Parish Administration:

- Updating Planning Log with planning decisions / conditions weekly.
- Community Website development with Somerset Web Services including developing articles for categories and making contact with organisations / businesses to ask if they would like to contribute an article.
- WM Liaison Meeting arrangements, agenda and actions. Including liaising with Persimmon and Redrow about their attendance at the meeting.
- LGR Meeting arrangements, agenda and notes.
- WRR press release development and correspondence with SCC. Weekly feedback with SCC relaying concerns / comments from members of the public.
- Reported overgrown hedges reported by members of the public.
- Coombe flooding, followed up with SCC. Site meeting has taken place.
- Country Park meetings with SWT, Management Group and Parish Councils.
- Chased replacement of bus shelter at Hankridge with Wilson Connolly Properties limited.

BACH:

- Committee Meeting on 20th July. Items discussed / agreed included:
 - Amendments to Covid 19 Hire Conditions to reflect ACRE guidance.
 - Risk Assessment updated to reflect ACRE guidance and published.
 - All toilets now open.
 - Minor tweaks to the terms and conditions of hire agreed.
 - Limited number of keys / fobs available. Committee members to start using the alarm code so that fobs available for hirers.
 - £10k of funds to be earmarked as a reserve. Budget to be developed for 2022/23.
 - Covid 19 notices displayed at the hall updated in line with best practice.
 - Next Committee Meeting to take place on 19th October at 7pm.

Meetings last month:

5th July – Country Park meeting with SWT
6th July - WM Liaison Meeting with SWT
6th July – Planning Committee Meeting
9th July – Meeting re Gotton Dog Bin
13th July – Parish Council Meeting
16th July – Census Outputs Webinar
19th July – Country Park meeting with SWT
19th July – Country Park Management Group Meeting
20th July – BACH Committee Meeting
21st July – SCC / Parish Council Forum re LGR
21st July – Country Park Vision Presentation
23rd July – Audit Working Party Meeting
23rd July – Call with SWS re Monkton Matters
28th July – LGR Meeting Preparation
29th July – LGR meeting with neighbouring Parish Councils and SWT

Meetings this month:

3rd August – WM Liaison Meeting
3rd August – Planning Committee Meeting
4th August – LGR - SCC / Clerks Forum
10th August – Parish Council Meeting
12th August – Parish Surgery
18th August – LGR – SCC/ Clerks Forum
w/c 23rd August – Annual Leave

Assistant Clerk's report:

- Actioned decisions made by Council.
- Attended virtual meetings of Cheddon Fitzpaine PC, WM Liaison, SCC LGR.
- Distribution of newsletters ref corona virus pandemic.
- Parish administration
 - On-going liaison with Lengthsman's Services regarding jobs and priorities in the parish.
 - Noticeboard and picnic benches awaiting installation. Lengthsman will require assistance with picnic tables.
- Neighbourhood Plan
 - Sent supporting documents into A Rhodes at SWT. A Rhodes working with Natural England on HRA/phosphates. She has commissioned the HRA work to be done.
- CIL projects:
 - Keep Lengthsman supplied with materials for footpaths project.
 - T-M accounts finalised
- Planning
 - Applications forwarded and powerpoint presentations prepared. Check applications for compliance with NP. Request extensions to consultation period when required.
- Climate change
 - On-going with B Turner.
 - Wildflower seed Initiative, ongoing, expecting invoice from M Elm for plant packs distributed. Bethan to buy decorative ribbon.
 - Attended day long seminar set up by SCC 'Carbon Literacy for Parish Councils': certificate applied for (by means of completion of a report).
- Finance / Audit Working Party
 - Paid for Youth Club Insurance cover (within grant agreed) and other YC items required for start-up. Within grant agreed, £234.02 remaining.
 - Audit Party meeting on 23rd July, report attached to Receipts and Payments Financial report.
 - Agreed to implement Internal Auditor recommendations.

130/21 SCC Report from Cllr D Fothergill

Coronavirus infection rates: As at 30th July the number of confirmed Covid cases in Somerset was 26,526 (up from 20,982 on 25th June) and the number of Covid-attributed deaths 802. The rate per 100,000 stands at 206.9 (47.1) for Somerset with Mendip at 234.5 (40.7), Sedgemoor at 195.7 (74.7), South Somerset 214.4 (20.8) and SW&T at 187.0 (58.7). The number of total deaths across the County is currently 40% below the 5-year average and the latest R-value for Somerset is between 1.3 and 1.5.




Despite significant progress and even for those who have had both jabs it is vitally important to remember, to observe Hands-Face-Space and to Ventilate indoor areas at all times.

Road map out of lockdown: It is expected that the final lifting of restrictions including the need to self-isolate will be removed from 16th August 2021.

Somerset Coronavirus Support Helpline: A single phone number continues to be available for anyone in Somerset who needs Coronavirus-related support. 0300 790 6275, is open seven days a week from 8am to 6pm.

Vaccination programme roll-out: Somerset continues to have one of the highest vaccination rates in the country with the latest figures showing over 93.7% of the adult population having had one dose of vaccine and 77.4% having had both doses. Work continues to encourage further take up particularly amongst younger adults and a real focus on ensuring the second vaccine to this group.

Local Government Reorganisation: The Secretary of State for Housing, Communities and Local Government (MHCLG) has delivered his decision on which unitary council business cases met his three tests and will therefore be progressed through Parliament. A single unitary met all of his clear tests including the ability to improve local government and services.

Local Government Reorganisation in Somerset		
Criteria for how the decision was made:	Selected approach	
	One Somerset	Stronger Somerset
 Improve Local Government and service delivery	✓	✗
 Good deal of local support	✓	✓
 Credible geography	✓	✗

It is expected that the orders will be laid before Parliament in the late Autumn and a vesting date of the new authority as April 2023. Work with partners will now commence to progress through the transition period.

Tick warning: With the warmer weather come ticks, which thrive in woodland, long grass and even urban parks. SCC has put together a 'tick list' to follow to reduce the risk of being bitten including: Walking on clearly defined paths, wearing light coloured clothing, using an insect repellent, wearing long trousers and long-sleeved tops to reduce the skin exposure and carrying out a regular tick check after outdoor activities. Being bitten by a tick doesn't usually require hospital treatment but people are advised to dial NHS 111 if they start to feel unwell.

County-wide Bus Services: Following the Government's announcement in March of the new National Bus Strategy – 'Bus Back Better' a £3 billion pot of funding is being made available to improve bus services across the country and Somerset County Council can bid for a share of this in partnership with operators. But first, the Council needs to know about residents' experience and where the gaps in services are. You can take the survey at <https://somerset.inconsult.uk/somerset.bus.survey/consultationHome>

Reflections of the pandemic: The Somerset Library Service is inviting people to share their experiences of the last sixteen months, to be recorded for future generations. As part of 'Reflections', a county-wide creative response to the pandemic, libraries will host a series of free drop-in sessions throughout August and online via social media. The collaborative artwork and film will be given to the South West Heritage Trust as a 'record' of the experiences of Somerset people during the pandemic. The film and artwork will then be showcased at the evening 'Reflections' event to be held on the 10 September. This initiative forms part of Somerset Libraries' response to initiative, funded by The BBC and Arts Council England.

Summer holidays school meals support: The Department of Work and Pensions has extended its Covid Local Support Grant, providing £1.4m to Somerset County Council who will use the grant to fund food vouchers worth £15 per week for children eligible for Free School Meals over the six-week Summer Holidays. SCC has been working to tackle holiday hunger during the pandemic, providing funding for food and vouchers over the October, February, and May half-term periods, as well as the Christmas and Easter holidays.

Forecast heat wave: Many forecasters are expecting temperatures to rise again in August and so Somerset's Public Health have issued the following important advice: Look out for others, especially older people, young children and babies and those with underlying health conditions. Stay cool indoors: open windows when the air feels cooler outside than inside; shade or cover windows exposed to direct sunlight; move to a cooler part of the house, especially for sleeping. Keep drinks within easy reach – water is better than sugary or caffeinated drinks for staying hydrated. Avoid excess alcohol. Never leave anyone in a closed, parked vehicle, especially infants, young children or animals. Try to keep out of the sun between 11am to 3pm.

National Recognition: Somerset County Council has been shortlisted for three prestigious national awards in recognition of its work during the coronavirus pandemic. The categories include; 'Best Workforce Transformation' for its redeployment work during the pandemic, 'Community Heroes' for the work of Community Council for Somerset's Village and Community Agents, and 'Delivering Better Outcomes' for Somerset's Micro-providers, independent care providers who proved a lifeline for Somerset's isolated rural population throughout the pandemic.

The following questions were asked following Cllr Fothergill's report:

Cllr Haskins raised the issues being experienced on the A3259 following the A38 closure, vegetation blocking signs and the delay in the necessary signage on the A3259 for the 20mph speed limit and weight restriction.

Cllr Besley raised his frustration regarding the consultation that took place regarding the yellow signs. SCC requested suggestions from the Parish Council about the information that should be included on the signs and where they should be located. Suggestions were developed by Cllr Besley in consultation with residents and businesses but the suggested signs weren't delivered. Cllr Haskins and Besley both spoke of the number of

emails and telephone calls they are receiving from members of the public frustrated by the situation. Cllr Fothergill confirmed that he would raise the issues urgently with Andy Coupe and Alyn Jones. Cllr Cavill asked if SCC intended to recruit any extra team members for the Somerset Ecology Service. Cllr Fothergill to find out.

Cllr Hope reported that the Community Bus is not being used and is mostly empty. It was agreed that the Clerk would add timetable information to the bus shelters.

Cllr Tully reported that the cones on the ERR to encourage the use of the WRR are too narrow for large delivery vehicles. Cllr Fothergill to feed back this information to Andy Coupe and Alyn Jones.

Cllr Tully raised that it has been reported that a number of people are driving through the bus gate.

Cllr Tully requested clarification about the number of Unitary Councillors. Cllr Fothergill confirmed that a meeting had taken place and that the Boundary Commission had stated that they were not happy with the proposed 110 Unitary Councillors. The Boundary Commission have indicated that they would like to see nearer 70.

Government thinks it should be about 80. Divisions for Councillors need to be agreed by October. The divisions cannot cut across wards or parishes. The ultimate decision of the number of Unitary Councillors will be made by the Boundary Commission.

Cllr Haskins asked if the intention was for Covid vaccinations to continue to take place at the Racecourse. Cllr Fothergill confirmed that he had not heard any plans to change the vaccination site. Cllr Haskins asked if pop up vaccination centres are taking place in the area. Cllr Fothergill confirmed that Somerset CCG make these arrangements and use social media to publish plans for the week ahead. Clerk to share relevant CCG Facebook posts.

Cllr Tully asked if vaccination cards can be used as passports. Cllr Fothergill confirmed that they cannot be used and a passport needs to be applied for.

131/21 SW+T Council reports from Cllr Cavill

Cllr Cavill reported on the following:

Homefinder Somerset – new system is now in place: in the first two days, over 3000 registered but only 57 homes available. There is a shortage of available accommodation and there is a long waiting list.

A New Landscape Officer has been appointed.

Local Plan to 2040 – 125 sites are being assessed. This is unlikely to be finalised before Unitary. A five year supply of housing sites needs to be maintained and there is a concern that the District may be a bit short.

The South West Heritage Conservation Plan, Local Housing Needs Assessment, Economic Needs Assessment, Renewable Energy Viability Assessment and Gypsy and Traveller Sites Plan is being discussed by the Council.

Garden Town Consultation – closes on 16th August. Following the consultation, the Design Guide will be modified and adopted to become a Supplementary Planning Document. Clerk to circulate link to consultation for Councillors to consider and respond to individually if they wish to.

Phosphates – work continues, a solution is hoped to be in place by Autumn.

SRA Annual Report – published and circulated. £3.3m has been spent on protecting properties from flooding.

Task and Finish Group for Zero Carbon Retrofit – 5500 council houses of which only 315 satisfy the requirements. A report is expected to be available in November.

The following questions were asked following Cllr Cavill's report:

Cllr Gage asked if the SRA are aware of the issues with the MH1 attenuation ponds. Cllr Cavill confirmed that reference was included in the Annual Report and that the SRA and LLFA are liaising with Planning Enforcement at SWT regarding the issues.

Cllr Haskins raised the discussion that took place at the August WM Liaison Meeting regarding the delivery of ERR2 as part of MH2. Cllr Fothergill confirmed that he and SCC were unaware of any change to the requirements to deliver ERR2.

Cllr Hope asked if there was a long-term view regarding the provision of housing in view of there being a non-sustainable population of 1.9. Cllr Cavill confirmed that housing need is unlikely to drop off in the next decade or two and that the Local Plan is focussed on the next 5-7 years. Net migration and household composition are also factors relevant to housing need.

Cllr Elliston asked if the existing TD Local Plan has expired if the District is vulnerable in anyway. Cllr Cavill confirmed that the existing Local Plan hasn't expired but is past its review date. It is more important that a five year land supply is available.

It was agreed to interrupt the agenda to take item 17 Country Park Update.

132/21 Country Park Update

Cllr Hall provided an update. The orders have been placed for the Forest School and Pond materials. Work is planned to commence in approximately 4 weeks.

Meetings have taken place with SCC Highways regarding the Safer Route to School through the Country Park. The route needs to be in place before schools reopen in September. Cllr Cavill confirmed that he is getting the materials in place. The project will be delivered by the Parish Council as a CIL project. Clerk has written to Dawn Adey and Chris Hall at SWT regarding the project and submitted the plans for the proposal to the Planning Department as a hard landscaping scheme. Chris Hall has confirmed the permission of SWT as the landowner to carry out the works.

Work has taken place to remove the ragwort at the Country Park.

The solicitor quotes in respect of the Country Park Lease were discussed. It was noted that Cheddon Fitzpaine Parish Council had approved the quote from Wellers Hedleys Solicitors. It was proposed by Cllr Besley, seconded by Cllr Cavill and agreed with all in favour to instruct Wellers Hedleys Solicitors.

Cllr Hall confirmed that the analysis of the responses received at the CP Consultation Event had been circulated. The next step is for the proposals to be amended to reflect the feedback received.

Cllr Hall confirmed that Ben Ashton had asked him to work for him as a Programme Manager to amend the proposals to reflect the feedback. The role presents a conflict of interests but it was noted that the role may enable a better solution for the Country Park. Due to the conflict of interests it was agreed that going forward Cllr Hall will provide a progress report in respect of the Country Park at the Country Park Management Group meetings with a view to a member of the Management Group then feeding back on progress at respective Parish Council meetings. All meetings of the Management Group will continue to be minuted. Cllr Hall will declare a prejudicial interest at each meeting and will step out of the Parish Council meetings when the Country Park is discussed and will not take place in voting.

Cllr Hall confirmed that a Country Park Management Group meeting will take place during week commencing 16th August to review the Memorandum of Understanding to ensure that it is agreed and in place before the Planning Application is submitted by Rural Solutions.

The Parish Councils position in relation to the Planning Application was discussed. There was a general feeling that the Parish Council should not object to or support the application but rather put forward comments in relation to the proposal. A discussion took place about the arrangements that should be in place so that if planning permission is granted that the land for the Country Park is secured immediately.

The agenda was resumed

The agenda was adjourned

Public Question Time

Cllr Gage raised the number of cars parked at the bottom of Greenway and asked if a one hour waiting restriction could be put in place.

Clerk to investigate a waiting restriction.

133/21 Planning

a) To consider recommendations from the WMPC Planning committee on applications received by 3rd August 2021 (listed on SW+T Council website); and to consider any others to date

The following recommendations from the WMPC Planning Committee on 3rd August were considered. It was resolved to approve the recommendations for submission, proposed by Cllr Besley, seconded by Cllr Elliston and agreed by show of hands. Cllr Ellis abstained from voting.

14/21/0024 Application for Outline Planning with all matters reserved, except for access and landscaping, for the erection of up to 35 No. dwellings with associated works, formation of access, landscaping, ground engineering and drainage works on land to the west of Derham Close, Creech St Michael.

Parish Council comment: as the neighbouring parish, West Monkton Parish Council offers the following observations on the application.

- WM&CF NP Policy R1 Dark Skies should be applied: therefore, all lighting should be LED and downlit including external lighting on dwelling houses. The footpaths from the site joining into the network of local footpaths should have low level lighting with PIR (Passive Infra-red sensor).
- WM&CF NP Policy R3 Flood attenuation should be applied, therefore rainwater capture from roofs must be applied either by swales or water butts or other means.

48/21/0041/T Application to carry out management works to one Holm Oak tree included in Taunton Deane Borough (West Monkton No.1) Tree Preservation Order 1998 at Little Marlows, Blundells Lane, West Monkton (TD775)

West Monkton Parish Council has no comment on this application.

48/21/0045/AGN Application for prior notification for the erection of an agricultural building for storage of machinery at Overton House, Coombe Lane, West Monkton

West Monkton Parish Council has no comment on this application.

48/21/0047 Erection of a steel framed agricultural building to accommodate a rotary milking parlour at Quantock Farm, West Monkton

West Monkton Parish Council has no comment on this application.

b) To note that Planning decisions made are available on SW+T Council website filed under the application number

Decisions noted.

Clerk confirmed that amendments are expected in respect of the planning application for the AMP site and the Parish Council will be given another opportunity to make comments.

134/21 MH developments

a) Update; Ragwort

Clerk confirmed that following approval at the Planning Committee meeting on 3rd August, a complaints form had been completed and submitted to Natural England in respect of the ragwort on the ERR and neighbouring fields. Cllr Haskins confirmed that Mr Warren had removed the ragwort from his field following the letter sent by the Parish Council.

Cllr Cavill confirmed that the services of Mr E White were called upon to remove the ragwort in the Country Park. An invoice for this work will follow.

b) ROSPA Inspections

The ROSPA inspection reports commissioned by the Parish Council in respect of the MH1 play parks were circulated in advance of the meeting and Councillors had reviewed their contents.

A number of issues and actions were identified in the reports.

It was agreed that a letter of complaint would be written to Persimmon with copies to SWT Health and Safety, Mike Rigby, SWT Executive Member for Planning and Transportation and the CEO of Persimmon.

The letter would outline the problems, request immediate confirmation of receipt and a full response within 5 working days. Clerk to develop a draft letter and circulate to Councillors for approval.

c) Hartnells Farm Development and related sewer works on Heathfield Drive: Update

Clerk reported that the sewer is now working, and that SCC is not requiring the contractor to carry out any further remedial work to Heathfield Drive.

d) Feedback from WM Liaison Meeting on 3rd August

Cllr Hall reported that the sports pitches were discussed at the Liaison Meeting, Simon Fox indicated that the FA may be satisfied if a Junior Football Pitch provision is included in the sports pitch proposal. Cllr Hall is liaising with Simon Fox at SWT and Brendon Dix from the FA regarding this.

Clerk confirmed that the S106 variation in respect of the retail units was discussed. Simon Fox confirmed that there have been no further variations of the S106 agreement so the requirement to market the retail units remains.

Clerk confirmed that Simon Fox agreed to investigate the fencing in respect of the Aginhills and Farriers Green Play Park as a requirement of the WRR Planning Consent.

e) Regeneration of former Taunton Land Rover site, Bridgwater Road.

Clerk confirmed that a planning application is expected to be submitted imminently.

Assistant Clerk confirmed that the application to the NHS to provide a pharmacy at the location has been approved.

The agenda was interrupted to take item 13 Reports.

135/21 Reports, including recent developments, matters to consider and decisions to be made:

a) Bathpool Flood Warden: Mr Kevin Perry

Mr Perry confirmed that he had little to report. Mr Perry expressed his thanks to the Clerk for pursuing planning enforcement regarding the MH1 attenuation ponds.

July was the second wettest month of the year when 30mm more rain fell than average.

Mr Perry confirmed that a response is still awaited from FWAG.

b) NP Delivery Group Chairman: Mr K Tutill / Assistant Clerk; Update.

Mr Tutill confirmed that following agreement at the last Parish Council meeting to submit the Revised NP and accompanying documents to SWT Ann Rhodes at SWT had approached SCC regarding the HRA. SCC have confirmed that they don't have capacity to complete the HRA. A consultant has been appointed instead and the revised HRA is expected to be completed by the end of the month. The consultant will also comment on the Revised NP in terms of phosphate issues. Once this is received it will be sent to Natural England for approval – this usually takes three weeks but it is likely to take longer. Once the HRA has been approved the Revised NP can be formally submitted. A submission consultation will then take place and the Revised NP and submission consultation responses will be considered by the Examiner. The Examiner will decide if a referendum is required. It is hoped that all of this will take place by the end of the year but a progress update will be provided at the next meeting. It is hoped that the Revised NP will have some weight when the MH2 Planning Application is submitted.

c) Councillors with roles of responsibility (not all Councillors will have a report to make)

Footpaths

Cllr Gage confirmed that he had nothing further to report.

BACH Chairman;

Cllr Gage requested that the Clerk begin to make £100.00 per month utility contributions to the Primary School from 1st July.

Cllr Haskins suggested consideration of an air conditioning unit being installed in the Activity Hall. Clerk to arrange a quote.

Allotments;

Clerk confirmed that there was nothing to report.

Highways;

Cllr Besley confirmed that he had nothing further to report.

Water Resilience;

Cllr Cavill confirmed that there was nothing to report.

Public Open Spaces/ Children's Play Areas and Recreation,

Cllr Hope confirmed that he had nothing further to report.

Safe Routes to School;

Cllr Tully confirmed that he had nothing to report.

Community Liaison /Transportation;

Cllr Elliston provided a summary of some of the posts on social media. A suggestion has been put forward to open the bus gate at Ilminster Road to traffic. Cllr Haskins confirmed that this request had been put forward previously and had been refused.

Cllr Elliston raised the concerns of residents in MH1 about white vans and caravans being parked on the estate. Clerk to provide the address details of Persimmon and Redrow to whom residents can report their concerns.

d) Communications Report - Clerk.

The Communications Report had been circulated in advance of the meeting. Clerk reminded Councillors to only post factual comments in response to Facebook posts and not personal views.

e) GDPR

Nothing to report.

f) WMPC Chairman; Cllr Haskins

Cllr Haskins confirmed that he had nothing further to report.

Representatives on outside bodies/Response to Consultations:

g) West Monkton Village Hall Management Committee

Cllr Tully confirmed that he had nothing to report.

h) The Spital Trust

Cllr Ellis reported that a new occupant had moved into the vacant almshouse.

i) Any events at which WMPC was represented

No other events.

j) Consultations responses to be developed / approved for submission

Cllr Elliston summarised the responses he had received to an online consultation to inform the Parish Councils response to the Bus Back Better Scheme consultation. Clerk to develop the Parish Council response and circulate to Councillors for final comments before it is submitted.

The agenda was resumed.

136/21 Community Development Projects

a) Sports Pitches

Cllr Hall confirmed that he had nothing further to report.

b) Small Improvement Scheme Project

A discussion took place about two potential pedestrian crossings that Cllr Fothergill could put forward as Small Improvement Schemes in the Parish. One is a crossing at Bathpool which had been previously discussed by the Parish Council with Cllr Fothergill and the other a crossing at Yallands Hill to coincide with the pedestrian exit from the safer route to school from the Country Park. Cllr Cavill confirmed that the proposed traffic calming measures for the A3259 that Persimmon will implement could be adjusted so that the proposed gateway feature could be moved slightly to enable a safe crossing place. In view of this it was agreed to continue to request that a pedestrian crossing at Bathpool is put forward as a Small Improvement Scheme. Clerk to confirm with Cllr Fothergill.

c) CIL Projects

Footpaths / Renewing gates and stiles: Update

Cllr Gage confirmed that the Lengthsman still had 3 stiles to replace.

Tacchi Morris Grant Application: Update

Assistant Clerk confirmed that there was no further update.

Aginhills Footpath Diversion: Update

Cllr Hall confirmed that responses were awaited from the relevant landowners in respect of the diversion plans.

Speed Indicator Device: Consider purchase

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Clerk provided an update, SCC have confirmed that SIDs can be placed on unadopted roads as long as the developer's consent is obtained.

SCC have also confirmed that the two SIDs that quotes have been received for are both acceptable to SCC.

Clerk provided a summary and comparison of the two quotes received. A decision to purchase to be discussed as part of the finance report.

135/21 Community

a) Update; Cllr Elliston

Cllr Elliston confirmed that he had nothing further to report.

Assistant Clerk confirmed that she had been making enquiries about possible ways of rewarding volunteers for their help with the community survey and that she had been looking into the GDPR implications.

b) Community Website Update

Clerk provided an update. Somerset Web Services will include a publication date and author for the articles.

Clerk to request training for herself, Cllr Elliston and Bethan Turner as soon as possible to enable the launch of the site.

c) Funding opportunities – Expression of Interest

The Opening Up Safely and Reconnecting Communities Fund was discussed. It was proposed by Cllr Elliston, seconded by Cllr Hall and agreed by a show of hands to include the cost of delivering a leaflet about the Parish Councils community work to every household and business in the parish in the application. Clerk to complete application.

136/21 Environmental

a) Climate Action Programme for the Parish – update

Assistant Clerk confirmed that Bethan Turner had launched the sunflower competition. It was agreed that a plan of monthly activity for Bethan needed to be developed. Item to be added to September Planning Committee agenda for further discussion.

b) Co-op noticeboard – update

Assistant Clerk confirmed that the Lengthsman now has the noticeboard for installation.

c) Defibrillator – update

Cllr Hall confirmed that there was no update.

d) Land next to Old West Monkton Primary School – update

Assistant Clerk confirmed that the spray for the area had been collected and the Lengthsman will carry out the required work as soon as possible.

e) Picnic Benches – update

Assistant Clerk confirmed that the picnic benches are awaiting installation.

135/21 Local Government Re-Organisation – update

Clerk confirmed that there was no further update but that an item will be added to the September Planning Committee Agenda for further discussion. The Local Government Reorganisation Board meetings are expected to commence in September.

137/21 Assets

a) Asset Register

Up to date.

138/21 Finance

a) BACH Finance to 31st July 2021.

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 31st July 2021.

b) AGAR

The recommendations made in the Internal Auditor's report for 2020/2021 were considered by the Audit Working Party on 23rd July 2021. The recommendations were accepted:

- o Planning Committee meetings will be added to the parish website under 'Parish Council meetings'
- o when cheques are used, signatories will be asked to sign the cheque counterfoil as well as the front of the cheque book
- o the WMPC Financial Regulations section 5.5(c) will be amended to read:
- o fund transfers within the councils banking arrangements up to the sum of £30,000.00 (Amended from £11,000.00 see extract at end of AWP report).

Resolution to accept Internal Auditor recommendations, proposed by Cllr Ellis, seconded by Cllr Tully and all agreed by show of hands

c) WM finance

Recommendation from the AWP: that the payment of salaries should be made on the same date every month regardless of whether a PC meeting had taken place. (Suspension of meetings at the start of covid lockdown resulted in delay to salaries by a couple of weeks). Need agreement in place cover the event of another lock down/suspension of meetings/Operation London Bridge.

Resolution to pay salaries on or before 15th of every month, proposed by Cllr Ellis, seconded by Cllr Hall and all agreed by show of hands.

Anticipated costs of supply and installation of Safer Route to School at Country Park £6836.30 plus extra for iron works etc up to a maximum of £12,000.00. Resolution to proceed with the works as explained, proposed by Cllr Tully, seconded by Cllr Cavill and all agreed by show of hands.

Having investigated the opportunities to purchase a SID and the usefulness of such a monitor given the imminent closure of the A38 at Creech Castle, resolution to purchase a SID device plus associated installation requirements for immediate use at sites in the Parish to be agreed with SCC. Proposed by Cllr Besley, seconded by Cllr Elliston and all agreed by show of hands.

d) 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	£1.53 July statement
Nationwide	to follow
PSDF	to follow
First quarter vat reclaim (made 5/7/2021)	£2382.16 received

Payments

payee	Payment ex vat	Vat	Total	How paid	Budget line
A Pritchard litter picking	To follow			bacs	wages
Tailored auto-enrolment pension contributions	To follow			d-d	Pension contributions
A Shephard Clerks salary	To follow			bacs	salary
P Cavill assistant clerks salary	To follow			bacs	salary
HMRC month 5	To follow			bacs	Employer/NIC/PAYE
A Shepherd Homeworkers allowance	27.00			bacs	Homeworkers allowance
P Cavill homeworkers allowance	27.00			bacs	Homeworkers allowance
S Rolls Lengthsmans Services	136.55			bacs	Lengthsmans services
B Turner Environment initiatives/comms	150.00			bacs	environment
Came and Co mower insurance	310.51			bacs	Sports and general
Burnham portaloo 1 month + delivery	100.00	20.00	120.00	bacs	CP vol

Rospa Inspections of MH1 Play areas	761.00	152.20	913.20	bacs	env
Water2business (allotments)	45.98			bacs	allotments
Cllr Hall exp for CP related work	34.97			bacs	CP vol
Heathfield Window Cleaning Services (bus shelters)	expected				env

Any other invoices received before 10 August 2021 £ to follow, to be paid by bacs wherever possible.

Resolution: to make payments described above: Proposed by Cllr Hope, seconded by Cllr Ellis and all agreed by show of hands.

Payments made since last meeting of WMPC.

1. To note: Payments made using debit card

Rigging UK purchased (13/7) 3x ground anchors 91.66 +vat 18.33= 109.99 added to env (total 1494.99) on July column of fin sheet

Youth Club: from Amazon (Amazon prime used but since cancelled)

document case 24.13+vat=4.82=£28.95

Lollipops 11.89+vat2.38 = £14.27

Pens 4.16+vat0.84=£5.00

Paper 4.65+vat0.93= £5.58

2. To note: Payments by bacs/transfer:

Access Insurance policy for Youth Club 241.68 no vat (pd 19/7)

B Gage expenses (fuel for mower) £55.34 no vat (pd 15/7)

3. To note: Payment by direct debit

Invoice 10045 July 25th Monthly payment of £12.00 + vat £2.40 = £14.40 to Tailored Auto Enrolment, for the servicing plan.

Tailored auto enrolment pension deductions: £79.45 subject to confirmation

Invoice SWS108532 Monthly invoice £59.80 + vat £11.96 = £71.76 to Somerset Web Services (13 mailboxes) April fin sheet)

4. Cheque

Nil

5. Transfer between accounts

15th July 2021 £10000.00 from Lloyds Business account to Treasurers Account.

15th July 2021 £84000.00 from Lloyds Treasurers account to Unity Trust Bank saving account.

e) WMPC Bank reconciliation

Bank reconciliation and budget check: please check on green financial sheet. Ask any questions by email. Bank reconciliation for 1st August 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 1st of the month.

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

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

Specific notes for WMPC August financial sheet

WMPC Receipts

Shows receipts between 1 July and 31 July. Includes interest from bank accounts.

WMPC Expenditure details

Env: Business all about you July £125.00 (no vat) plus picnic tables (NBB Recycled Furniture) 1050.00 +210.00vat =1260.00. Total on the fin sheet =£1385.00.plus 91.66+vat18.33 ground anchors =109.99 = total in July column on Aug fin sheet . On Aug fin sheet business all about you August £150.00 plus Rospa inspections 913.20 = £1063.20 total on aug fin sheet.

Youth Club – paid Access insurance for YC 241.68 no vat, added to 110.94 shown in June column in July issue of fin sheet – total = 352.62. In august issue of fin sheet, shows items ordered from amazon 23/7/2021 in July column of fin sheet, total 53.80 (see above for breakdown).

CP vol (i.e. not from CIL) exp B Gage 55.34no vat mower fuel, M Besley spray 262.20 no vat total in July column 317.54.

f) To note the next meeting of the Audit Working Party on Friday 22nd October 2021 at 9.30 am by zoom. Notes from the meeting on 23rd July are attached at the end of this report.

**AUDIT WORKING PARTY
Meeting Friday 23rd July 2021 at 9.30am
VIRTUAL MEETING**

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

Participants: Cllr A Hall, Clerk Amy Shepherd. Assistant Clerk Tricia Cavill.

Apologies received from Cllr Gage.

1. Report of the fourth quarter meetings in April and May was approved.

2. To consider recommendations in the Internal Auditors report for 2020/21.

Increase maximum amount of money to be moved between accounts by Clerk/RFO from £11000.00 to £30000.00 (see page 2 of this document, and access Financial Regulations in full on WM web site).

The Internal Auditor's report had been circulated, also the relevant section of the Financial Regulations, and see below. It was agreed to recommend to the next meeting of the Parish Council that the change to the Financial Regulations should be made, to change £11000.00 to £30000.00; the Planning Committee meetings should be added to the website; and cheque signatories should also sign the counterfoil.

3. To confirm first quarter bank reconciliation, bank statements.

Both Bach and West Monkton accounts are in a healthy position, bank reconciliations are complete and balanced. BACH accounts supported by government grant during lock down.

4. To check WM green financial spread sheet for budget compliance and make any observations. To check BACH green financial spread sheet for BACH finances and to note pertinent features.

It was noted at this stage all budget lines are within budget. To be added to notes for budget setting – air conditioning in the remaining rooms at the BACH.

5. To confirm first quarter VAT reclaim.

The VAT reclaimed in the first quarter was £2382.16

The vat reclaim was noted.

6. To report on Unity Trust Bank savings account

It was reported that £84000.00 had been transferred to the Unity Trust Bank. Interest rates across all the savings bank accounts and CCLA remain very low.

7. Grants

To confirm grant applications received for second window 1 Sept to 15th October

No applications have been received.

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It was agreed to ask Bethan to provide some publicity on the matter.

To confirm grants made from window 1st April to 15th May 2021

8. To consider any other financial matters brought to the attention of the RFO before the meeting.

In view of possibilities of meetings being suspended again (further covid outbreak, Operation London bridge coming into play) when authorisation to pay salaries may not be obtained in timely manner, the AWP recommends that payment of salaries should be made on an agreed date, the same every month regardless of whether a meeting had been convened or not.

An alternative recommendation for a Small Improvement Scheme was put forward, namely, surfacing of footpaths junction at the Western Relief Road. Discussion indicated this might deliver more useful service to parishioners than the SIS of the crossing at Canal Bridge. Agreed to bring to Parish Council to ensure all Councillors agree with change of SIS proposal.

9. Date of next meeting Friday 22nd October 2021 at 9.00 by zoom.

Meeting ended at 10.04am.

Financial Regulations Extract

Section 5 The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) *If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee;*
- b) *An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee; or*
- c) *fund transfers within the councils banking arrangements up to the sum of £11,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.*

139/21 Other matters for report only – items for discussion - no decision

Items for next meeting agenda – by Monday 6th September 2021 - noted.

140/21 Dates of forthcoming meetings:

Cllr Elliston asked if consideration could be given to moving meetings so that they take place on the first and third Tuesday of the month rather than the first and second.

Parish Council:

Second Tuesday in the month

2021: 10th Aug, 14th Sep, 12th Oct, 9th Nov, 14th Dec

Planning Committee

First Tuesday in the month

2021: 3rd Aug, 7th Sep, 5th Oct, 2nd Nov, 7th Dec

Parish Surgery

Second Thursday in the month at 7pm (virtual), to return to face to face at 8.30am at the BACH from July.

Audit Working Party: 22nd October 2021 at 9.00am (Virtual)

Annual Parish Meeting: 30th March 2022

BACH committee: 19th October 2021 at 7pm at the BACH

Budget and Precept Working Party 16th November 2021 at 7pm

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Meeting finished at 10.20pm

A handwritten signature in black ink, appearing to read 'S. H. P. 10.20pm', written over a light blue grid background.

Signed Chairman:

Date: 14th September 2021

Adopted - Redacted