



West Monkton Parish Council

## ADOPTED

Minutes of the meeting of the Parish Council held on Tuesday 10<sup>th</sup> September 2019 at 7.00pm in the BACH (Brittons Ash Community Hall), Bathpool.

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

In attendance: Mrs A Shepherd, Clerk, Mrs T Cavill, Assistant Clerk, Ms J Pearson, Clerk to Cheddon Fitzpaine Parish Council, Mr K Perry, Flood Warden, Mr K Tutill, Chairman NP Review Group, Cllr David Fothergill, County Councillor, Cllr Andrew Pritchard, District Councillor, Paul Elliston, Bathpool Pioneer and approximately 8 members of the public.

### **131/19 To receive any apologies (with reasons), introductions with responsibilities**

No apologies were received.

### **132/19 Declarations of Interest, Dispensation Requests, amendments to the Register of Disclosable Pecuniary Interest**

- 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.

### **133/19 To adopt the minutes of the Parish Council on 13<sup>th</sup> August 2019**

The minutes from the meeting, having been previously circulated, were taken as read. It was resolved to adopt the Parish Council minutes of the meeting on 13<sup>th</sup> August 2019, proposed by Cllr Hope, seconded by Cllr Gage, and all agreed by show of hands.

### **134/19 To note Clerk's report and Assistant Clerk's report**

Clerk's report:

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

- Communicating with Heathfield School regarding the tennis court proposal.
- Wrote to Heathfield School regarding the safe route to school / Maidenbrook crossing
- Reported fly tipping in Boome Lane
- Reported broken crash barrier on Hyde Lane to SCC. Repair is in hand.
- Email received from member of the public about St Quinton Play Park, suggesting a community initiative to smarten it up.
- Further reports and concerns from residents about the condition of hedgerows in the Parish.
- Request received for an additional bus shelter – Bridgwater Road.

BACH:

- Additional S106 money to spend by 16th November – ideas invited from Committee and quotes obtained.
- Sign for car park and lockable cabinet for lobby both delivered and awaiting installation.
- Suggestion that Maggie (Bookings Officer) has a spare Parish Council laptop when available.
- Next meeting 3rd October 2019 at 7pm.

Other events attended during August:

- 6th August - Planning Committee meeting
- 8th August - Parish Surgery
- 21st August – Meeting with Persimmon re MH1 Ownership / Management

Dates this month:

- 12th September at 8.30am – Parish Surgery (Kate Payne in attendance)
- 12th September at 4pm – Meeting with Alyn Jones regarding M5 J25 Roadworks
- 27th September at 2pm – Meeting with Persimmon (Rob Hart / Kate Payne / Ben Smith) regarding completion of MH1

Assistant Clerk's Report:

- Actioning decisions made by Council.
- Attended: Persimmon meeting ref MH1 21 August.
- Meeting with Richard Hopkins, IdVerde, to consider road sweeping and gully cleaning in the parish. Areas were agreed, and a quote will be sent after RH returns from holiday.
- Drive around to inspect the works by R W Gale a couple of times.
- Continue work on Neighbourhood Plan. Contacted Sharp Cat for an idea of costs for NP Questionnaire – circa £4500.00 – all households in two Parishes, with option to respond by mail.
- Research charging points in Parish.
- Megan Stanley is going on maternity leave from Taunton Solicitors (formerly Baillache), her replacement is Bruce Leyland with whom contact has been made (ref parking spaces at BACH – delay with SCC legal section).

### **135/19 SCC report from Cllr D Fothergill**

**School Transport:** For the first time in over 25 years Somerset County Council will be operating their own school bus fleet from the beginning of the new school year. The low emission buses represent a major investment into school transport service delivery whilst saving the County Council money. The design, which shows silhouettes and scenes from around the County, is one that SCC intends to use extensively in the future on minibuses, highways vans and numerous other vehicles.

**Castles and Coast Way:** A new walking trail in a less travelled but beautiful part of Somerset is now open to the public. The Castles and Coast Way is a 13-mile circular footpath which runs from Nether Stowey to Stogursey and on to the Somerset coast of Shurton Bars. The route links the Coleridge Way to the England Coast Path National Trail, which will eventually run around the coast of England.

**Apprenticeships:** Over the past three years SCC has invested in more than 300 apprenticeships, helping people get started on their career and up-skilling existing staff to further their career. 50 new apprentices will be starting this autumn to start apprenticeships during the Autumn. SCC is the first local authority in the South West to make use of the Social Work Degree Apprenticeship, which will also see 12 of our existing staff across Adults and Children's Services up-skill to become Social Workers.

**Stand Up For Care:** Three major local government bodies have given their backing to SCC's Stand Up For Care petition. The petition calls for cross-party discussions before Christmas on how to address the national social care funding shortfall. Leaders of all political groups at the County Council have given it their backing and they have been joined by the Local Government Association, County Council Network and the Association for Directors of Adult Social Services. The petition is hosted on the [www.petition.parliament.uk](http://www.petition.parliament.uk) website and can be found by visiting the site and searching 'Somerset'.

**Shared Lives Service:** SCC has agreed to transfer its Shared Lives service to Shared Lives South West (SLSW), in a move that will see more people with different needs benefit from the life-changing support. The Shared Lives scheme currently focuses on people with learning disabilities, but the new arrangements will make this support available to younger people with physical disabilities, the elderly, those being discharged from hospital and people with mental health conditions. Shared Lives support sees adults with additional needs matched with a trained and paid carer who opens their own family home to the person needing support. The aim is for the person being supported to live the fullest life they can, be part of the community and maintain and promote new skills.

iAero: An £8m cutting-edge aerospace technology centre in Yeovil is taking off with construction work starting on site. SCC is working with the aerospace industry, including Leonardo Helicopters in Yeovil, on the flagship iAero Centre which will encourage innovation, collaboration and growth in the aerospace sector and supply chain, ensuring it remains competitive in a fast-changing world. iAero is due to be completed in July next year with the first tenants expected to move in later in 2020.

Squibbers Way: SCC recently asked the residents to help find a new permanent name for the £18.4m Colley Lane Southern Access Road (CLSAR). This attracted more than 250 unique nominations that were whittled down to a shortlist of six and put to the public vote to choose the winner. In total 2,728 people cast their vote with Squibbers Way receiving 59% of all votes (Squibbing, featuring two-handed firework torches held overhead, is an intrinsic part of Bridgwater Carnival).

Emotional and Mental Health Support: The dates for the next Mental Health First Aid Course are the 9<sup>th</sup> and 16<sup>th</sup> October 2019. Full details are available from [lfinnis@somerset.gov.uk](mailto:lfinnis@somerset.gov.uk) Health Promotion Manager and applications must be in by the 16<sup>th</sup> September 2019.

### **136/19 SW+T Council reports from Cllr Pritchard, Cllr Tully and Cllr Cavill**

Cllr Cavill reported that the preliminary work for the Hartnells Farm roundabout has started, contractors are expected to start within 3 weeks. Work on WRR will start soon after with the hope of getting the hardcore / base in place before the bad weather. Persimmon anticipate the construction of the WRR will take 6 months. The Core Strategy review is on-going; an issues and options consultation is underway. Results will be shared in November and draft plan is expected to be available in Spring 2020, adoption anticipated by 2021. MH2 consultation is expected to take place in November / December. MH Employment Site proposals haven't gone to Executive yet – expected in November. SWT are starting to look at the budget for next year – an increase in Council Tax by up to 1.99% can take place without a referendum.

Cllr Pritchard reported that the Leisure Centres in the area are now been run by 'Everyone Active'; an app is available, and the cost of membership is only £1.00. The Scouts Group will be carrying out a litter pick in the Parish during National Litter Picking Week over 2 days. Reports have been received that electric scooters are being used on the canal path – this has been reported to the Canal and River Trust. Finally, Cllr Pritchard raised awareness of the Suicide Bereavement Support Service launch by SCC Public Health today on World Suicide Prevention Day.

Cllr Fothergill asked if the proposed Staplegrove Spine Road has been downgraded. Cllr Cavill and Tully to investigate.

Cllr Besley asked if the Parish Council would be given the opportunity to see and consider the MH2 plans before public consultation.

A member of the public requested confirmation that as MH2 will be the first development since the Garden Town Vision was issued by SWT, that it reflects the Vision

Clerk to write to R. Miller and request a meeting with the Parish Council to share MH2 Masterplan. Clerk to make CSM PC aware of the request.

Cllr Gage requested an update in relation to the football pitches. Cllr Cavill confirmed that this may be tied in with the housing / employment land proposal that is expected to come forward shortly.

### **137/19 Country Park**

Cllr Hall confirmed that the Canal and River Trust had completed clearing Allen's Brook.

Cllr Hall reported that there has been a lack of progress in relation to decisions by SWT which is causing frustration. The licence to occupy has now come to an end and the Parish Council therefore does not have authority to access or carry out work in the Country Park. A new licence is expected. There is still no Tripartite Agreement in place and a date for a presentation to be made to the Chief Executive and Leader of SWT is still awaited.

The meeting was adjourned.

**Public Question Time** *By agreement with the Chairman, the questions raised were answered in the body of PQT, where possible. No decisions*

A member of the public raised concerns about the new Dyers Brook bridge, children throwing sticks into the stream and ruining the sandbags and cyclists using the path at speed.

Cllr Haskins and Gage to check the construction of the bridge to ensure it meets the specifications. Enquiries to be made regarding installing some offset barriers on either side of the bridge to slow cyclists.

Cllr Haskins and Gage  
Assistant Clerk

A member of the public asks if / when the buses would return to stopping on Bawler Road. Chair confirmed that because the road had not been adopted yet, an application to add a bus stop to the road cannot be made.

The meeting was resumed.

### 138/19 Planning

#### **a) To consider recommendations from the WMPC Planning committee on applications received by 3<sup>rd</sup> September 2019, (listed on SWT website); and to consider any others to date**

48/19/0046 Erection of a tractor and garden implement store at Marlows, The Street, West Monkton  
Parish Council comment: As shown on the drawings (Proposed block plan 1:500 at A4) the footprint of the implement store is larger than the footprint of either of the two adjacent dwellings on Blundells Lane, which would make it a large agricultural building. The drawings submitted indicate that a large agricultural shed is what is proposed. No dimensions or elevations are included in the plan, which the Parish Council regrets.

It is known that a row of significantly large tall trees runs along the easterly boundary of the properties on Blundells Lane immediately next door to the proposed site of the building. There are other trees alongside, and the location of the store would require felling a substantial number of trees, if the sketch footprint of the store is accurate. It is not known if any of the trees are protected by TPO, but even without TPO's, loss of healthy trees is regrettable environmentally, and the Parish Council would not wish to see the trees removed if another equivalent site could be agreed.

The proposed location is very close to dwellings on Blundells lane, and there would undoubtedly be disturbance by noise, fumes and vehicular movement in and out of the proposed building. It is recommended that the location of the building is reconsidered to move it away from any proximity to dwellings. Within the curtilage shown there is ample room to place the building where it causes no disturbance or negative visual impact. For the reasons above, the Parish Council is not able to support this application.

If further information regarding the location of the trees around the implement store, and the elevation and dimension of the implement store were to be provided by the applicant, the Parish Council would be prepared to reconsider its position.

48/19/0047 Two storey side extension at Hawksview, Church Hill, West Monkton.

Parish Council comment: the Parish Council wishes to support this application and is sympathetic to the limitations of the site. However, the extension proposed will be visible from the street scene, and it is believed that the property lies within the conservation area of West Monkton.

#### **b) To note Planning decisions made are available on SW&T Council website filed under the application number**

Noted.

### 139/19 MH Development

#### **a) Dyers pond project (a CIL project): working group Cllrs Haskins, Gage, Cavill, Tully, and Ellis: update.**

Cllr Haskins confirmed that the bridge has now been constructed and is open for public use. The concerns raised by members of the public during public question time were noted and appropriate enquiries will be made. In addition, a quote has been requested to extend the fence to the hedge and to re-seed the grass.

#### **b) MH1: working group Cllrs Hope, Hall, Kelly and Cavill: update.**

Clerk confirmed that an email had been sent to Kate Payne and Ben Smith at Persimmon following the Planning Committee meeting explaining the Parish Council's concerns regarding the finances in relation to taking on the management and ownership of the open spaces in MH1. A response is awaited.

The information requested from Persimmon at the meeting on 21<sup>st</sup> August is also awaited. Kate Payne is attending Parish Surgery on Thursday morning and a further meeting is scheduled with Persimmon on 27<sup>th</sup> September.

**c) MH2: Joint Parish Council Panel**

Clerk confirmed that the proposed amendments to the Joint Panel Terms of Reference discussed and agreed at last PC meeting were sent to CSM PC along with a request for the first meeting of the Joint Panel. A response has not been received.

**140/19 Environmental**

**a) SCC Finger post restoration project: Progress update**

Assistant Clerk confirmed that the posts have been put in place. Parish Lengthsman is now trying to establish a way to fit the sleeves onto the posts.

**b) CIL projects: Progress update**

Assistant Clerk confirmed that the work to Croft Garage pavement and the road gully repairs are complete. Assistant Clerk has checked the works and all has been carried out in accordance with the quotation received.

**c) Parish signage: Progress update**

Clerk confirmed that contact has been made with Sign of the Times to confirm that the Parish Council has accepted the quote provided by them. An order for the signs will not be made until the licence has been received from SCC.

**d) Access to Heathfield School Tennis Courts: Progress update**

Clerk confirmed that she has been liaising with Matthew Bernard who is in charge of community sports facilities at Heathfield School. A response to the proposal has been received but a meeting requested. Clerk to arrange a meeting and Cllr Gage and Hall to also attend.

**e) Church Signage**

Clerk outlined a request received from the PCC for the Parish Council to make a contribution towards two additional 'Parish Church' signs at the bottom of Proctors Lane and at the top of The Street. The cost for both signs is expected to be in the region of £450.00.

It was proposed by Cllr Besley, seconded by Cllr Hall and all agreed by show of hands that the Parish Council contribute £450.00.

**f) Charging Points Grant Application**

Assistant Clerk outlined the Charging Points Grant funding that was available from SWT and the offer of Zero Carbon World to provide the charging point equipment.

Assistant Clerk and Councillors have been making enquiries with local businesses to try to find a suitable location to install a charging point where it is accessible at all times as stipulated in the conditions of the grant.

The school, BACH, Tacchi Morris and The Space were all highlighted as possible locations.

It was agreed that the Parish Council supported the initiative and for the Assistant Clerk to continue making enquiries and report back at the October Planning Committee and Parish Council meetings.

**141/19 Reports, including recent developments, matters to consider and decisions to be made:**

**a) WMPC Chairman – Cllr Haskins**

Cllr Haskins reported that the training course on the ride-on mower had taken place. Tools need to be sourced to alter the cutting height of the mower. Cllr Hall is compiling the risk assessment and maintenance schedule for the mower.

**b) Bathpool Flood Warden – Mr Kevin Perry**

Kevin Perry reported that rain levels have been low and there has been no impact on the river levels. The Environment Agency have been carrying out electric fishing on the River Tone which has demonstrated high levels of fish indicating good water quality.

**c) NP Steering Group report - Mr Kelvin Tutill**

Kelvin Tutill confirmed that work to review the Neighbourhood Plan is continuing and the new draft continues to be developed. The proposed questionnaire has been sent around. Any comments on the questionnaire to be sent to the Assistant Clerk.

Kelvin confirmed the process and likely timescales for the review of the Neighbourhood Plan with final approval expected to take place in mid-2020.

Initial quote from Sharp Cat £4500.00 for distribution of questionnaire. Resolution to proceed within this figure, actual cost to be shared with CFPC, on ratio of D band properties. Proposed by Cllr Tully, seconded by Cllr Hall and all agreed by show of hands.

**d) Councillors with roles of responsibility**

**Footpaths: Cllr Gage**

Nothing to report

**BACH: Cllr Gage**

Cllr Gage reported that he had obtained a quote for the heat meter replacement. Quote to be considered under item 13 finance as part of the BACH S106 expenditure quotes.

**Allotments: Cllr Haskins (Clerk)**

Nothing to report

**Highways: Cllr Besley**

Nothing to report

**Flooding: Cllrs Cavill and Hall**

Nothing to report

**Safe Routes to School: Cllr Tully**

Nothing to report

**Public Open Spaces, Recreation and Children's Play Areas: Cllrs Hope and Cavill**

Cllr Hope reported that regular weekly meetings were taking place with Persimmon to work through and progress the issues and items on the spreadsheet to enable completion of the MH1 open spaces.

Cllr Hope provided an update on progress. The expectation is that work to complete the spreadsheet will be carried out in advance of the meeting with Persimmon on 27<sup>th</sup> September.

Cllr Cavill reported that a meeting had taken place with Persimmon and a resident of Heathfield Drive about responsibility for hedge coming across the stream. Indication received from Persimmon that they only own up to half-way through the hedge whereas the homeowners on Heathfield Drive only own up to middle of the stream. Investigations are continuing.

**Community Liaison/Transportation: Cllr Kelly**

Nothing to report

Paul Elliston confirmed that the Community Picnic on 1<sup>st</sup> September was a success with over 100 people in attendance.

**e) Communications Report**

Clerk confirmed that regular updates and news items were added to the Parish Council website and Facebook page during the course of the month. The Welcome Pack covers have been ordered and delivery expected shortly. Inserts to be ordered shortly.

**f) GDPR**

Clerk summarised some new GDPR guidance received from the ICO.

Think Check Share Document

Page 6 of 9

- Provides posters for local councils to print and display in their offices to work as a prompt for staff when sharing data.
- Not applicable for West Monkton PC

#### Data Protection Toolkit

- Suite of resources for town and parish councils to help with some of the key data protection issues

#### Data Audit:

- Contains 'cards' to help identify the data that the council holds, why it holds it and how long it should be held for – for the purpose of completing a data audit. West Monkton Parish Council has carried out this exercise already and produced a data audit.
- No further action for West Monkton PC – need to review the data audit on a regular basis.

#### Using your own devices:

- Although GDPR doesn't say which email systems or devices should be used the recommendation is that Clerks are issued with devices and don't use their personal email addresses.
- Both Clerks have a device and both clerks and all councillors have a West Monkton email address.
- No further action required.

#### Data Sharing

- Provides 6 steps that should be followed to ensure data protection compliance.
- The steps ensure that the Parish Council only share the personal data that it needs to and not any more than is required.
- Clerk's need to be mindful of these steps if a request is received for personal data.

### Representatives on outside bodies/Response to Consultations

#### g) West Monkton Village Hall Management Committee; Cllr Tully to report

Nothing to report. The Committee is continuing to look for new members.

#### h) The Spital Trust: Cllr Ellis to report (next meeting Sept 19)

Nothing to report. Next meeting on 26<sup>th</sup> September 2019.

#### i) Any other events at which WMPC was represented

No other events attended.

#### j) Consultations submitted

Assistant Clerk confirmed that responses to the Devon and Somerset Fire and Rescue consultation and BT Telephone box consultation had been submitted.

### 142/19 Assets

#### a) Asset register; to confirm up to date

Confirmed.

### 143/19 Finance

#### a) Quotes:

Confirmed by SWT that amount remaining in S106 fund, to be spent by 16 November 2016 is £4613.49

Quotes obtained for final elements of BACH kitout. Time frame is short therefore approval by full Council, BACH Committee in agreement.

Audio Visual Direct – Overhead Projector and Larger Screen, PA System with extra speakers

Westward Mechanical – Heat Meter

Proposed by Cllr Besley, seconded by Gage. All agreed by show of hands.

#### b) 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	£2.45
Nationwide	£38.45
Second installment of Precept (dated 4thSept)	£31034.50
SWT grant for burial ground and footpaths	£440.00

#### Payments

Bus shelter cleaning and litter picking

Mr A Pritchard, all his pay after tax => employee voluntary contribution to pension via Tailored auto-enrolment (£xx.xx to be paid by direct debit)) shown on bank statement

Tailored auto-enrolment pension contributions (£xx.xx to be paid by direct debit)) together - £xx.xx

Clerks salary (after tax) £xx.xx to be paid by bacs

Asst Clerk (after tax) £xx.xx to be paid by bacs

HMRC month 6 £314.65 to be paid by bacs

Homeworkers allowance Clerk £16.00 to be paid by bacs

Homeworkers allowance Assistant Clerk £16.00 to be paid by bacs

Lengthsmans services £ to follow to be paid by bacs

R W Gale CIL projects £13810.20 to be paid by bacs (CIL)

Cleaning Solutions UK ltd metal hose reel £281.04 to be paid by bacs (CP)

Lantra trainingx4 (mower) £672.00 to be paid by bacs (training)

Extra add-ons for mower tow hitch immobilizer £414.00 to be paid by bacs (Sports and general)

Tools for mower (S Haskins) £126.35 to be paid by bacs (Sports and general)

Beau-Tar Dyers Brook bridge £30995.00 to be paid by bacs (CIL)

Beau-Tar Dyers Brook extra drainage repair £300.00 to be paid by bacs (CIL)

TD grant to PCC burial ground £340.00 to be paid by bacs (Burial ground grant)

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

Resolution to make payments as described above (invoices to be paid by bacs where noted)

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

Payments made since last meeting of WMPC

1. To note: Payments made using debit card  
SLCC annual subscription £122.00

2. To note payments by bacs/transfer:

Insurance for mower, Came and Co, £338.65

Sundry admin – welcome pack Trade print £281.54

3. To note payment by direct debit

Invoice 6288 Monthly payment of £12.00 + vat £2.40 = £14.40 to Tailored Auto Enrolment, servicing plan

Tailored auto enrolment direct debit: AP voluntary contribution xx.xx + xx.xx employer contribution for AS and 22.40 employee contribution for AS = total £xx.xx (Tailored advised that dd will be taken late this month).

Invoice SWS 104881 Monthly payment of £64.40 + vat £12.88 = £77.28 to Somerset Web Services

4. Cheque

Nil

#### c) WMPC Bank reconciliation

Bank reconciliation and budget check will be presented at the PC meeting by ref to green financial sheet. Bank reconciliation is OK, no outstanding items.

#### d) BACH finance

The BACH Finance Sheet, providing the position in relation to the BACH finances to the end of August was circulated in advance of the meeting and its contents noted.

Page 8 of 9

**144/19 Other matters for report only**

Cllr Cavill reported on progress in relation to the Country Park following a meeting with the SWT Chief Executive, Leader and R. Miller. SWT have proposed that ownership of the Country Park is transferred to the Parish Councils. The Parish Council confirmed support in principle and that initially only the £50k committed for the Country Park be offered for half ownership with Cheddon Fitzpaine PC.

Any items to be added to the agenda for the September meeting should be sent to the Clerk by Monday 30<sup>th</sup> September.

**145/19 Dates of forthcoming meetings: all meetings commence at 7.00pm in the BACH committee room**

**Parish Council:**

**Second Tuesday** in the month

2019: 8<sup>th</sup> October, 12<sup>th</sup> November, 10<sup>th</sup> December.

**Planning Committee**

**First Tuesday** in the month

2019: 1<sup>st</sup> October, 5<sup>th</sup> November, 3<sup>rd</sup> December.

**Parish Surgery**

**Second Thursday** in the month at 8.30am – DROP-IN

**Neighbourhood Plan Delivery Group**

**Country Park Tripartite Committee**

**Annual Parish Meeting** 25<sup>th</sup> March 2020 at 7pm at the BACH

**BACH Committee:** 3<sup>rd</sup> October 2019 at 7pm at the BACH

**Audit Working Party:** 18<sup>th</sup> October 9am, 17<sup>th</sup> January 2020 9am and 17<sup>th</sup> April 2020 9am.

**Budget and Precept** working party will meet in November 2019.

There being no further business, the meeting closed at 10.25pm.

Signed Chairman.....

Date.....