



West Monkton Parish Council

ADOPTED

Minutes of the meeting of the Parish Council held on Tuesday 10 July 2018 at 7.00pm in the BACH (Brittons Ash Community Hall), Bathpool.

Present: Cllrs Ellis, Gage, Hall, Haskins, Thompson and Tully.

In attendance: Mrs P A Cavill, Clerk; Mrs A Shepherd, Assistant Clerk, Ms J Pearson, Clerk to Cheddon Fitzpaine Parish Council; Mr K Tutill, Chairman NP DG, 8 members of the public, Mr T Burton TDBC.

102/18 Apologies

a) Apologies had been received from Cllr Besley (business), Cllr Cavill (TDBC Main Council) and SCC Cllr Fothergill.

103/18 To note

a) **Declarations of Interest**, none were declared.

b) **Dispensation Requests**, none had been requested.

c) **Amendments to the Register of Disclosable Pecuniary Interest**, the Clerk had not been notified of any.

d) **Update Casual Vacancy**, the Clerk reported there would not be an election, therefore the Parish Council could co-opt. Clerk reported enquiries from 4 people and receipt of one completed application form. The application form will be on the website. Applications will close 31st July 2018.

104/18 a) To adopt the minutes of the last meeting of the Council held on 12th June 2018

The minutes, having been previously circulated, were taken as read. **It was resolved** to adopt the minutes as a true record, proposed by Cllr Gage, seconded by Cllr Tully and all agreed by show of hands.

105/18 To note Clerk's report and Assistant Clerk's report – no decisions

Clerk's report:

Attended: Parish Surgery 14 June, CF PC 14 June, meeting with A Jones 18th June, SALC Boundary Commission review 25th June (notes circulated 26/6/18), site mtg with Jo Sharp Traffic Signage SCC ref signage, WM Liaison meeting 5 July.

Thanks for donations received from Village News, Air Ambulance, CAB, Musgrove Scanner.

Organised NP DG BBQ for members to meet and share.

Arranged meeting with Jo Sharp SCC/Cllr Besley/member of COWMS ref signage in the Parish.

Bus shelters either side of A3259 at Monkton Elm/Prockters: checked if planning permission needed, F Wadsley said not, do need SCC Road Records for licence to do work – member of staff has left – SCC confirm this is a bottle neck and WMPC will have to wait.

Guidance for road naming circulated by email to all Councillors 18th June 2018. More names needed for next tranche of building – Hartnells, West of Greenway, MH2.

Assistant Clerk's Report:

Assistant Clerk confirmed canvasses have now been displayed in the BACH Activity Hall, that enquiries have been made with two projector companies about the proposed ceiling projector for the BACH Committee Room and meetings have taken place with painters for painting the activity hall and committee room. The quotes for these works will be presented to the BACH Committee at its next meeting on 26th July 2018.

Assistant Clerk has confirmed a meeting has taken place with a potential new allotment holder for the vacant Spital allotment who is prepared to take the plot on from September.

106/18 Report from T Burton TDBC

The developer's consortium does not appear to be progressing with the masterplanning of MH2; therefore, TDBC is progressing with it using consultants 'Hive'. The Transport Assessments and Drainage reports from the Consortium will be used. Transport liaising with Lisa McCaffery SCC. There are delays to traffic modelling. There will be a public consultation towards the end of the year.

Hartnells application has been validated.

Planting of the World War 1 Memorial Wood in the Country Park will be linked to bat mitigation. Conquest will need to be accommodated within the Green Wedge.

S106 for Open Spaces – the consortium wants to put a management company in place, TDBC has not changed its position.

WRR – the design has been with SCC for a little while, needs to be confirmed so that TDBC can progress assessment of the funding gap. The cost of the WRR is an issue. Persimmon were unhappy that Hartnells (SLP) did not have to contribute – but now Persimmon own Hartnells.

Cllr Thompson commented that WMPC would like to be involved with traffic designs for MH2, suggesting an ERR type but with fewer roundabouts. Triggers for MH2 would be determined, but there is a fine line between the need to be reasonable, and the enforcement of breaches, and subsequent appeal action being taken. CIL may have an effect.

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.*

Members of the public living in the Heathfield Drive area reported problems with the bus routes serving the Parish. They explained the actions they had taken, without success. It was explained that service no 21 is a commercial route and the group should take up the matter with the commercial manager at First Bus.

After some discussion it was agreed to request SCC John Perrett removes the Priorswood loop of the 2/2A route, as the subsidy is for the Parish, not Priorswood.

It was suggested that the Area Manager of First Bus should be invited to attend a Parish Surgery

A resident reported long delays in correspondence with A Jones SCC regarding highways etc. He agreed to let Parish Council have sight of his correspondence.

A resident reported that the road surface is breaking up at the Phone Exchange on Dosters Lane and at New Cross. They will be reported on SCC website.

A resident reported that trees were dying in the Path Field area and other parts of the development. The ragwort is spreading far and wide in the Parish, sourced from the development. These matters will be reported to Kate Payne at Parish Surgery.

It was noted that grass cuts are overdue. A reminder will be sent DLO/Parks dept.

It was reported that the post and rail fencing round the edge of Aginhills was broken and more is being broken.

It will be reported to Ryan Price DWH.

Clerk

Clerk

Clerk

Cllr Cavill

Clerk

Clerk

Public Question Time was closed and the meeting was reconvened.

107/18 Reports, including recent developments, matters to consider, and decisions to be made:

a) West Monkton Parish Council Chairman

Cllr Haskins reported on the meeting with B Pilcher, Fairhurst, with his report, scope and estimates.

After discussion, **it was resolved** that, subject to clarification about who did what (regarding arranging and placing the orders with contractors), the project would proceed with Fairhurst as per the scope identified. Proposed by Cllr Gage, seconded by Cllr Thompson and all agreed by show of hands.

Clerk/working party

b) Bathpool Flood Warden Mr K Perry

In the absence of Mr Perry his report was read to the meeting. The meeting with Viridor will proceed regarding clearing the ditch and the land. A meeting needs to be brokered with the residents closest to the sump site. The rivers are behaving themselves. Preparations for the winter were discussed, Cllr Thompson is checking upstream water courses. The areas under the bridge at Bathpool need checking.

Mr K Perry
Cllrs Cavill and
Thompson

c) NP Delivery Group report Mr K Tutill

Mr Tutill suggested a meeting between the 2 Parish Chairmen, two Clerks and himself to define the remit within which the NP DG can act. After some discussion and in view of the fact that the Hartnells application has been validated and comments due by the end of the month, it was agreed that the NP DG should meet asap and report to WMPC. In the future, NP DG could represent the views of both Parishes e.g. Gladman appeal, and possibly MH2. It was agreed for NP DG to meet on 24th July and report to Extraordinary meeting of the Parish Council on 26th July when comments to TDBC will be formulated.

d) Councillors with roles of responsibility:

Member for Footpaths Cllr Gage: The Lengthsman had reported that 4 footpath direction finger posts had been repaired, so he will keep the metposts purchased on behalf of WMPC as stock for the future.

NFA

BACH Chairman Cllr Gage: as per Assistant Clerk's report.

NFA

Allotments: as per Assistant Clerk's report.

NFA

Member for Highways Cllr Besley: Cllr Besley had unexpectedly been called away on business, therefore his report, which had been circulated to all Members, was read aloud at the meeting. Cheddon Fitzpaine PC thanked Cllr Besley for representing Cheddon at the recent TDBC Transport conference. Further notes from the meeting have been requested.

Member for Public Open Spaces and Flooding: Cllr Thompson

Cllr Thompson reported that he had walked the two fields of the Country Park area. He expressed a wish that the open landscape views should be retained.

West Monkton Cricket Club had requested WMPC to submit the planning application for the new pavilion in the name of WMPC with the Cricket Club as agent. Clerk had taken advice from SALC to ascertain the action was legal. **It was resolved** to allow West Monkton Cricket Club to submit the planning application for the new pavilion in the name of WMPC, with no additional work to WMPC and no more money to WMPC, and with them as agent. Proposed by Cllr Tully, seconded by Cllr Thompson and all agreed by show of hands.

Clerk

Member for Safe Routes to School and recreation areas: Cllr Tully

Cllr Tully reported that the long dry grass in Farriers Green was encouraging children to set fires. Parks dept need reminding to cut grass.

Clerk

The Safe Route to School across Tone Way did not seem to be underway as part of the Creech Castle Improvements although engineers had visited the site a month ago. Clerk to ask R Needs SCC if the improvements will be ready for September

Clerk

Transportation: no Member responsible for Transportation
No report. It was noted that the bus 2A isn't stopping on the ERR and is taking passengers to Farriers Green. The buses will not go down Hardy's Road owing to raised manhole covers.

e) Communications Report

Assistant Clerk outlined the updates carried out on the Parish Council website and Facebook page over the last month. Chair provided an update on the message board bracket, confirming the bracket is ready to be installed. Installation of the bracket is expected to take place over the next couple of weeks, following which the screen and memory stick will be ordered.

It was agreed **to resolve to approve** the Privacy Policy, General Privacy Notice and the Privacy Notice for Staff, Councillors and Role Holders, proposed by Cllr Tully, seconded by Cllr Hall and all agreed by show of hands. It was agreed to defer the decision regarding the introduction of councillor email mailboxes until the August Parish Council meeting.

108/18 Planning

a)
It was resolved to accept the recommended comments from the WMPC Planning Committee, all agreed by show of hands. Comments will be submitted to TDBC by Clerk. **It was resolved** to add Country Park (bigger picture, not just the two fields) to the matters to be considered by the Planning Committee each month, with separate summary reportage to Main Council, proposed by Cllr Hall, seconded by Cllr Ellis and all agreed by show of hands.

Planning applications

48/18/0029 Mrs S Melhuish: Erection of trellis on top of the existing fence at 25 Aginhills Drive, Monkton Heathfield (retention of works already undertaken). Likely issues – none listed. Parish Council comment: supports the application.

Clerk

48/18/0032 Andrew Huntley: Outline planning permission with some matters reserved (except for access and layout) for the erection of 2No. detached dwellings in the garden to the rear of Nigella, Church Lane, West Monkton. Likely issues: none listed. Parish Council comment: materials need to be in keeping with the village. It is crucially important that the existing trees are retained on the south of the application site plan, as the contours of the site are so steep there is a significant risk of overlooking the properties to the south. For the same reason – steep contours – the Parish Council would wish a specification that both the dwellings should be retained as single storey with no more storeys permitted to be added or development in the roof space, as this would negatively impact on the skyline.

Clerk

48/18/0033/T Mr D Galley: Application to carry out management works to one holm oak tree included in Taunton Deane Borough (West Monkton no.1) Tree reservation order 1998 at Little Marlows, West Monkton. Likely issues: the application has been discussed and agreed in principle. Parish Council comment: support the application. Parish Council comment: supports the application.

Clerk

48/18/0035: Mrs F Wadsley: Variation of Condition No2 (approved plans) of application 48/17/0043 on land adjacent to A38 off Hardys Road Monkton Heathfield. Likely issues: none listed. Material amendment to alter height of building. Parish Council comment: no comment.

Clerk

48/18/0036: Julie Moore: Hartnells, application for Reserved Matters following Outline Application 48/13/0008 for the erection of 131 No. dwellings with landscaping highways and associated works on land at Hartnells Farm, Monkton Heathfield. Further review by separate meeting of the Parish Council.

48/18/0011 Amendment PLEASE NOTE THAT THIS CONSULTATION HAS NOW EXPIRED, CLLRS WERE INVITED TO SUBMIT COMMENTS BY EMAIL

The amendments include the following:

Moving the proposed building away from the northern boundary to ensure retention of the hedge and trees within it.

Reduction in the number of roof lights:

The amendments include the following:

The original proposal: Erection of an agricultural building for storage of machinery and fodder at land to the west of Warwick House, Sidbrook, Monkton Heathfield.

Letter from resident ref agricultural traffic and conditions of planning application for barns at Sidbrook. Considered by WMPC and response sent to Chairman for further action.

b) Planning decisions are on TDBC website

108/18 MH development

a) Dyers Brook bridge: this is a CIL (Community Infrastructure Levy) project.
See Chairman's report Minute 107/18 a)

109/18 Environment

a) Consideration of Bus services in the Parish service no's 21 (commercial), and 2 & 2A (subsidised)
Discussed in PQT – Clerk will email J Perrott with problems heard and suggestions made.

Clerk

b) To consider, as a CIL project, the extension of the cycle path which runs around the canal roundabout side (ERR) along the A38 and into Dyers Lane to increase connectivity of cycle network. It was suggested that SCC should be requested to do the design and provide a list of approved contractors (check Beau-Tar). **It was resolved** to go ahead as a CIL project proposed by Cllr Gage, seconded by Cllr Tully and all agreed by show of hands.

Clerk

It was agreed to consider the improvement to the pavement between Croft Garage and Sylvan Way as a CIL project as it fits the criteria (of benefit to the community and caused by the development). SCC will be asked to design.

Clerk

c) Country Park – land to west of Maidenbrook Lane; tree-planting for WW1 wood. Cllr Hall explained the most recent plans and planning (gant chart).

110/18 Reports from Parish Council representatives on other bodies: Consultations

a) West Monkton Village Hall Management Committee.

Improvements will be completed by Christmas. Hall needs more hirers. Confirmed that BACH does refer hirers that can't be accommodated at BACH – two entirely different venues.

b) Spital Trust. Trust has made contact with Cllr Ellis. Next meeting is in September.

c) Any other event at which WMPC was represented. None.

d) Consultations

-At Planning meeting 4/7/2018

- Car park at Local Centre Monkton Heathfield – see forwarded correspondence on 18th June, from S Stark, Estates Officer at TDBC. No further action at present.
- SCC Improving Lives – Strategy for Somerset questionnaire (email sent 19/6 2018). Survey completed and submitted.

-Training at SALC – Charitable Trusts. Main advice – Trusts stay as Trusts once they are made, therefore probably better not to run BACH as a trust but to remain as an asset of the Parish Council

Clerk

111/18 Assets

Nothing to report

112/18 Finance

a) Quotes received

Cerdic Foundry finger post restoration project: total circa £5001.53 + vat (detailed breakdown available at the meeting).

Proposed by Cllr Ellis, seconded by Cllr Thompson and all agreed (by show of hands)

- b) To note receipts and payments and approve payments listed below
- c) To note bank reconciliation and budget check, WMPC and BACH (green financial sheets)
- d) Bank accounts: Nationwide saver account is now open. Interest to be paid monthly into Lloyds a/c. **To resolve** to move funds by instalment (as advised by Lloyds) from Lloyds a/c 01013078 into the WMPC Nationwide Saving Account

Proposed by Cllr Tully, seconded by Cllr Ellis and all agreed (by show of hands)

- e) BACH finance

Receipts and payments (item b above)

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

Receipts

Interest as per green sheet Lloyds £3.01

Payments

Bus shelter cleaning and litter picking for June

Mr A Pritchard, all his pay after tax => employee voluntary contribution to pension¹

£xxx to be paid by direct debit

Clerks salary (after tax) June

£xxx to be paid by bacs

Asst Clerk (after tax) June

£xxx to be paid by bacs

HMRC month 4

£261.93 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

Quarter 1 expenses: Clerk

£xxx to be paid by bacs

Quarter 1 expenses Assistant Clerk

£xxx to be paid by bacs

Lengthsman's services in June

£ xxx to be paid by bacs

Spital rent (allots £15.00, bus shelter £10.00) for 18/19 £25.00 to be paid by bacs

SALC Charitable Trusts training

£55.00

SALC annual affiliation fee

£960.96

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

Proposed by Cllr Ellis, seconded by Cllr Tully, and all agreed (show of hands)

Other payments made since last meeting of WMPC

1. To note: Payments made using debit card

Purchase of laptop bundle incl office 365 and McAfee security £409.18 (incl vat of £68.20)

Registration with ICO for 2018/2019 £40.00

2. To note payments by bacs/transfer

nil

3. To note payment by direct debit

Invoice 3718 Monthly payment of £14.40 to Tailored Auto Enrolment, servicing plan (on July fin sheet)

Google a/charge £9.90

4. To note – nil

Notes below to accompany WMPC green financial sheet: BACH accounts are recorded on a separate spreadsheet.

¹ After tax, Tailored Auto Enrolment make payment to Legal and General 'nest' fund by direct debit

General notes

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

Each column heading is dated first of the month.

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

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

Some items are paid for at the point of purchase by debit card and reported separately under 'payments made'. Bank statements for 1st of the month provide the figures shown on the financial sheet (bottom left hand corner).

Specific notes for July financial sheets from WMPC

WMPC Receipts

Interest received Lloyds £3.01

WMPC Expenditure - As listed.

Sundry admin

The two homeworkers allowances (£16.00 x 2 = £32.00) are recorded in this budget line. £4.00 per week is the amount allowed by HMRC which does not need to be reported to them. Both Clerks are eligible because there is no Parish Office from which they work. Purchase of WMPC laptop for Assistant Clerk plus Google admin fee recorded together as £419.08

Environment

Litter bin supplied and installed by TDBC at Sylvan Way in Nov invoice not yet received.

WMPC Bank reconciliation (item c above)

Income plus brought forward = £230607.90. Total of bank accounts statements at 1 July = £231342.90. Difference is £735.00 which is the amount of total unrepresented cheques as recorded on green financial spreadsheet.

BACH finance (item e above)

Assistant Clerk summarised the BACH Finance Sheet providing the position to the 30th June 2018 including an explanation of income received and expenditure. Assistant Clerk provided an explanation for each of the outstanding invoices.

113/18 Other matters for report only - no decision

Deferred item – acquisition of land and future maintenance of POS in the Parish

114/18 Dates of forthcoming meetings: all meetings commence at 7.00pm in the BACH committee room

Parish Council:

Second Tuesday in the month

2018: 9 Jan, 13 Feb, 13 Mar, 10 April, 8 May 8 May 2018 (**Annual Parish Council Meeting**)

12 June, 10 July, 14 August, 11 September, 9 October, 13 November, 11 December,

2019: 8 January, 12 February, 12 March, 9 April, 14 May (**Annual Parish Council Meeting**)

Planning Committee

Dates for 2018

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

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

Parish Surgery

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

Annual Parish Meeting 27th March 2019 at 7.00pm at the BACH

There being no further business, the meeting closed at 10.02pm.

Signed Chairman.....

Date.....