

ADOPTED

## WEST MONKTON PARISH COUNCIL

Minutes of the meeting of West Monkton Parish Council held on Tuesday 10th October 2017 at 7.00pm in the BACH (Brittons Ash Community Hall), Bathpool.

**Present:** Cllrs Besley, Cavill, Ellis, Gage, Haskins (Chairman), Ling, Thompson (Vice Chairman), Tully.

In attendance: Mrs P A Cavill, Clerk; Mrs A Shepherd, Assistant Clerk; Ms J Pearson, Clerk to Cheddon Fitzpaine Parish Council; 26 members of the public; Mr K Perry, Bathpool Flood Warden.

### 132/17 Apologies

Apologies were received from Cllr Day (personal), C Cllr Fothergill, D Cllr Parrish.

Cllr Day tendered her resignation with immediate effect. West Monkton Parish Council therefore declared a Vacancy on the Council, agreed by show of hands. The TDBC Electoral Officer will be notified.

Clerk

**133/17** To note any Declarations of Interest, Dispensation requests, and amendments to the Register of Disclosable Pecuniary Interest

None had been received.

### 134/17 To adopt the minutes of the last meeting of the Council held on 12<sup>th</sup> September 2017

The minutes, having been previously circulated, were taken as read. Cllr Tully noted a point of disagreement with Cllr Fothergill's report. **It was resolved** to adopt the minutes of the meeting on 12<sup>th</sup> September 2017, proposed by Cllr Gage, seconded by Cllr Ellis, and all agreed by show of hands.

### 135/17 To note Clerk's report and Assistant Clerk's report

Both reports had been circulated prior to the meeting. Neither Clerk had anything extra to report.

**The Clerk** reported meetings to take place between Councillors and the EA; Councillors and J Perrett, SCC; and an NHS Health Surgery was being arranged at BACH. Clerk has made contact with Cerdic Foundries in Chard for the manufacture of new fingers for finger posts (£355 for 1 legend, £375 for 2 plus vat).

Next SID will be 16<sup>th</sup> October on Yallands Hill.

Trophy cabinet has arrived, discussions now with the school regarding appropriate location, and use of trophies.

Rubbish at Hyde Lane field entrance can't be cleared because it is on private land.

Grant application to Somerset Community Foundation ref defibrillator has been submitted.

**The Assistant Clerk** reported a busy booking diary for the BACH. Next BACH Committee meeting is 19th October.

TDBC invoice (August – October) remains unpaid.

Spital Allotments new tenancy agreement has been distributed.

Business Listing entries being chased for subscriptions.

Clerks

The meeting was adjourned.

### Public Question Time

*By agreement with the Chairman, the points made about the new development were answered in the body of PQT, rather than wait until the agenda was resumed.*

A member of the public requested a progress report on the Hyde Lane 'Safe Routes to School' and the turning splay improvements suggested for Community Square.

Both suggestions have been passed on to Persimmon.

A resident stated funding was not materialising into tangible benefit for the community.

If MH2 was stopped, then granted on appeal, there would be no New Homes Bonus, of several million pounds.

A property developer member of the public stated that better results would be obtained by challenging the technicalities of the delivery and holding the developers to account. An itemised schedule of completion and improvement works was requested.

Not for WMPC to produce the schedule, but a schedule will be chased from the developer.

A resident reported that the agreed Community Engagement Meeting had failed to be arranged, and Stephen Taylor (Persimmon) had moved off site to Marlborough.

It was agreed to chase the developer for the next meeting and establish who has taken over Stephen Taylor's role. Kate Payne (Persimmon) will be kept in the loop.

Bollards damaged in an RTA at the speed bumps/pinch point on Bridgwater Road several months ago were reported again.

This will be passed onto Persimmon and SCC informed.

It was suggested that no further applications should be granted by TDBC, until outstanding unfinished works are completed including adoption of roads.

It was explained that this would not be possible as the area is allocated in the Core Strategy therefore refusal of a correctly prepared and documented application would be unreasonable and deemed contrary to planning guidance;

A better idea would be to try for lower trigger points in MH2.

Extra signage for the bus gate on Bridgwater Road was requested, some drivers are not understanding the road is closed to all vehicles except buses. Also, signage is needed to indicate School Road is a no through road, and the route to A3259 is by turning left at the roundabout at the top of Milton Hill.

Jo Sharp SCC will be reminded.

A member of the public made an appeal for a grant to the Musgrove Scanner appeal. The target was to raise £1m in a year, £600k has been reached so far. Leaflets were left behind.

Will be considered at precept discussion meeting.

Speeding on Greenway/Meadway was reported, similar comments were added about Goosenford, and the back lanes. Comments were made re effects of the bus gate at Prockters on traffic using the back lanes.

It was noted that the pinch point on Greenway had been reported to L. King at SCC as it appears to have lost its effectiveness. Police have been asked for a speed camera van presence on Greenway.

Access to SCC traffic modelling will be requested. Speed restrictions are not possible in lanes where there is little or no housing development.

A Councillor reported that the metal gates between Path Field and the end of School Road have not been replaced as Persimmon promised with a step barrier.

Will be reported to Persimmon.

A Councillor reported that speed humps in School Road have potholes in them, dangerous to cyclists.

Clerk to report using SCC website.

Public Question Time was closed and the meeting reconvened.

### **136/17 Reports, including recent developments, matters to consider and decisions to be made:**

a) SCC no report from Cllr Fothergill - away

b) TDBC

No report from Cllr Parrish – away.

Cllr Cavill reported that TD has made an application worth £83m to the Housing Infrastructure Development Fund (HID). This fund will pay for spine roads to be installed all in one go (e.g. Staplegrove). The forward funding from the HID will allow the road from Langaller at ERR to Walford Cross to be built in its entirety (then Persimmon will repay the money as they build and sell houses).

The MH2 application could be 2 years away.

The TD Audit report is going through Scrutiny Committee. The 'One Team' sharing of services with W Somerset, predicted to save £1.8m per year, is shown to have saved £7m in 4 years.

SCC traffic modelling will take into account the new roads and junctions at Junction 25, Creech Castle, WRR, NIDR etc.

NFA

c) WMPC Chairman

The gate at Spital has been erected, thereby ensuring the allotments are secure.

NFA

d) Bathpool Flood Warden, K Perry

Repairs to the bank slippage behind Walnut Tree Cottage on Dyers Brook have not yet taken place.

The telemetry at Taunton market has been giving faulty readings.

An update to the telemetry installation at Bathpool is awaited.

Inland Waterways volunteers have been clearing ditches and areas around the Taunton & Bridgwater canal between Waterleaze and Swingbridge.

A meeting has been arranged by EA to explain contingency plans for Bathpool.

Meeting: Clerks, K Perry, Councillors

e) NP Steering Group

In the absence of K Tutill, Chairman, it was reported that Persimmon had tried to get the NP stopped. Ann Rhodes TDBC stated: *'Having just chatted with Kelvin, I understand that there is a parish council meeting next week. Kelvin asked if I could pass on my thoughts about Persimmon's view expressed in their representation and a letter to Tim Burton, that the neighbourhood plan submission should not have been accepted by TDBC and that an examination of the plan be halted or conducted by Public Inquiry.*

*I have written to Persimmon and informed them that: The NDP complied with the legal requirements for submission. It was then publicised and representations invited on it. The Independent Examiner has copies of all the representations and it is for her to decide if there are issues raised through these which need to be explored and discussed in more depth – either by written representations or a hearing'.*

It was reported that the 19 representations made are on the TD website.

NFA

f) Councillors with roles of responsibility:

Footpaths: Cllr Gage had no report. Cllr Besley reported that a field footpath gate at the bottom of Prockters had been replaced with a pedestrian footpath gate as users were persistently leaving the gate open and cattle were getting out. The field gates will be chained.

Cllr Besley

It was suggested, as a number of wooden finger posts were falling down as the posts rotted, that metal bases for the wooden posts should be used, to delay the posts rotting through. Links for reporting broken finger posts, stiles etc will be posted on [www.westmonkton.net](http://www.westmonkton.net). S Vickery will be advised of metal fence post spike suggestion.

Clerks

BACH Chairman's report: Cllr Gage. The running of the BACH is determined by a regular committee of West Monkton Parish Council. The role of the Committee Chairman is to conduct the meetings so that appropriate strategic and operational recommendations come forward to West Monkton Parish Council, and to have a casting vote. Sometimes operational decisions have to be made quickly, and it was agreed that such decisions should include Cllr Cavill and Haskins (Chairman WMPC) in the loop. This will be ratified at the next BACH committee meeting. The Assistant Clerk/RFO has the use of the BACH debit card for making emergency payments if needed (up to £500.00). The BACH Chairman will be attending a joint meeting with the school and the contractors (Mi-Space) to sort out the snagging list as the Primary School and the BACH approach the first-year anniversary of the building since opening.

Some snagging jobs have been started. The heating in the Committee Room needs sorting out.

TDBC hiring of the BACH – the first quarter invoice has not been paid. TDBC has cancelled bookings which has resulted in potential loss of income for BACH since enquiries had been turned away.

Assistant Clerk, Cllr Gage

Allotments: Cllr Haskins. The new Tenancy Agreement has been sent to all allotment holders, including advice about the increase in rent from £25 to £30.00 per annum. Signed tenancy agreements will be chased.

Assistant Clerk

Highways: Cllr Besley. It was reported that a 30-mph roundel will be painted on the road by Monkton Elms Garden Centre; and new signage will be installed on Milton Hill, advising of the bus gate on the Bridgwater Road.

A new residents group is forming in the conservation area of West Monkton, primarily to consider issues of speeding on the back lanes, but also a new bat roost and a location sign 'West Monkton'. The new bat roost should be reported to the Ecology Officer L Burrows at SCC.

Cllr Besley

Difficulties with boundary labelling in West Monkton have been explained at previous Parish Council meetings, there being no 'West Monkton' boundary.

Modelling of traffic flows in the back lanes has been privately commissioned, wires being placed across Dosters Lane and Blundells Lane. The SCC modelling, using different technologies, and not yet complete, will be requested from A Jones SCC in due course.

Cllr Besley

Tree Warden: No report, Cllr Day having resigned.

It was noted that the tree at Heathfield School beside the rear entrance on Milton Hill, had been correctly felled and the trunk taken away as one whole piece of timber: WMPC having previously recommended the timber should be used to create a sculpture in memory of Elliott Furneaux, retired head of Heathfield School. The stump needs to be ground out.

NFA

Public Open Spaces and Flooding: Cllr Thompson. Nothing to report.

NFA

Safe Routes to School: Cllr Tully. Although not within WMPC boundary, Cllr Tully reported that pupils from Heathfield heading towards Nerrols are crossing from the south side of the A3259 at Tudor Park, to gain access to the new pavement on the north side of A3259 running from Maidenbrook Lane to Nerrols roundabout. This position in the road is on a dangerous bend with limited visibility. The matter will be reported to Cllr Fothergill SCC.

Clerk

Transportation: Cllr Ling. A meeting with J Perrett SCC was reported, attended by Cllrs Ling, Ellis and Tully and the commercial manager First Bus. Difficulties in communication between bus operators and users was recognised; general manager not very interested in non-commercial aspects of bus provision; part of the service no.2 was altered to include Milton Hill; SCC will assist in the production of a newsletter; SCC is looking at electronic signage; residents advised to make more use of Slinky Bus which can be booked up to 14 days in advance; Park and Ride buses from the town centre will stop at Musgrove Park hospital.

NFA

f) Communications:

Assistant Clerk Amy Shepherd explained that Business Listings on the website were being followed up, four had already paid their subscription.

FB page now has 75 followers.

A reminder had been sent to Heathfield School about the Logo competition and a reminder put on the FB page.

Allotments tenancies have been sent out for signing by tenants.

Research into a suitably sized electronic display board is ongoing.

Assistant Clerk

### **137/17 Planning**

a) To consider recommendations from WMPC Planning Committee

The applications below were considered by WMPC Planning Committee on 4 October 2017, 7.00pm at the BACH.

Both SCC and TDBC Planning websites were accessed during the meeting for the Committee to examine plans, reports and comments that had been placed on the files.

Members of the public are encouraged and welcomed to attend WMPC Planning meetings if they have comments to make on Planning matters.

The Planning committee recommends the following responses to the planning applications listed.

**48/17/0046 Ms F Wadsley:** Erection of 2 No. single storey dwellings with demolition of existing structures at South View Court, Monkton Heathfield. This is a resubmission of application 48/14/0035.

Likely issues: none listed.

PC Comment:

The Parish Council objects to this application.

The main sewer crosses the road from Hartnells and crosses underneath the area designated for

Plot 2. The development of circa 350 houses at Hartnells Farm is in the application process, so the sewer usage will change. Has the main sewer been suitably amended and protected?

The car parking area of the site and the neighbours' gardens adjoining it are prone to flooding: reportedly there used to be a duck pond in that location, and the water table is very high; the neighbouring property in Heathfield Drive had to have

extensions on its foundations before solid ground was met. The plans do not indicate that adequate measures have been put in place to deal with the high-water table and the drainage of water off the site.

The considerable impact on existing neighbours is not clearly demonstrated: because of the lie of the land, there is a noticeable difference in height between the proposal, the neighbours in Heathfield Drive and the Spital bungalows. The extensions at the rear of the Spital bungalows properties are not shown (Drawing 2912/10), if the extensions were to be included in the drawings then it would be clear that the distance between the existing Spital bungalows and the proposals is less than 3 feet. The difference in height between this development and the Spital allotments which lie behind the almshouses is not addressed – the current boundary between the allotments and the much lower car parking area is already weakened and in need of repair/reinforcement.

The site of Plot 2 looks to be abutting the foundations of the side of the dwelling in Heathfield Drive, see drawing 2912/10. The close proximity of Plot 2 with the dwelling in Heathfield Drive calls into question what destabilising effects the development would have on the neighbouring property. The disparity of levels would mean that the 11 windows on the south-east elevation of Plot 2 dwelling would be able to overlook closely and completely into the neighbour's house and garden. A fence of at least 3 metres (not 1.8 as indicated) would be needed to ensure privacy. Such a fence would restrict the outlook severely of both Plot 2 dwelling and the dwelling house in Heathfield Drive.

Access by emergency vehicles and turning space is not available to Plot 2.

The parking figures provided are disingenuous: whilst the opening hours of the shop may very well be advertised as 9-5, resulting in 17 parking movements, the reality is that the shop is often closed by about 1.00pm or thereabouts nearly every day, and the car park is never full. This calls into question the projected traffic movements on and off the site and the hypothesis showing that the proposed residential properties would cause fewer traffic movements on and off the main road (A3259).

The calculations regarding the required visibility splay for access onto the A3259 need to be done in the knowledge that the site slopes away from the main road, so access onto the main road is uphill. One car parking place is shown for South View: in fact, this is a terrace of three properties, two of which have enjoyed parking permission on the site for many years. It is understood that the first South View dwelling adjacent to the current car park was divided into flats. It appears that the rear access to the middle terrace in South View has been closed, leaving only access straight onto the A3259 (the pavement being very narrow at this location). There is no opportunity for vehicles displaced by the proposal to park on the A3259 because it is too dangerous (the road bends slightly at this location affecting visibility), and parking in Heathfield Drive is difficult due to roadside parking by residents of the road, and the narrowness of the road.

Should planning permission be granted, the residents of the two new properties will be overlooked by the dwellings at South View and the other neighbours. Additionally, the gardens are small, do not show any soft landscaping and provide no privacy. The proposal represents over development of the site.

**48/17/0047/A Mr G Clifford:** Display of 1 No. non-illuminated estate board and 1 No. non-illuminated tenant location board at Creech Castle, Bridgwater Road, Bathpool.

Likely issues: none listed.

Parish Council comment: Parish Council supports this application.

**48/17/0049 Ms F Wadsley:** Erection of 1 No. dwelling in the garden to the rear of 154 Bridgwater Road, Taunton.

Likely issues: none listed.

Parish Council comment: Parish Council supports this application but would make the observation that the window on the first floor of the proposed chalet bungalow would overlook the top of the 3mtr fence outside 154A Bridgwater Road and would therefore be able to overlook the school and playing area. However, the proposed property seems to be a reasonable distance away and reasonable materials are proposed to be used.

**48/17/0050 Mrs S Melhuish:** Erection of first floor and single storey extensions including the raising of the roof of Little Haven, Sidbrook, West Monkton.

Likely issues: 'householder application' so need to consider if there is any adverse impact on the character of the building, street scene and/or surrounding area, and whether the proposals result in a loss of amenity through overlooking, loss of light/outlook or other disturbance from the completed development.

Parish Council comment: Two Councillors declared personal interest. Parish Council supports this application.

**48/17/0055 Mrs S Melhuish:** Erection of extension to garage to form double garage at 27 Mead Way, Monkton Heathfield.

Likely issues: 'householder application' so need to consider if there is any adverse impact on the character of the building, street scene and/or surrounding area, and whether the proposals result in a loss of amenity through overlooking, loss of light/outlook or other disturbance from the completed development.

Parish Council comment: Parish Council supports this application.

Having received the recommendations of WMPC Planning Committee prior to the meeting, **it was resolved** to accept the recommended comments and submit them to TDBC; proposed by Cllr Tully, seconded by Cllr Ellis and all agreed by show of hands.

Clerk

b) to note that Planning decisions are posted on TDBC website and reasons displayed. Please use application reference number.

### **138/17 MH development**

Bridge over Dyers Brook, progress report:

A quote had been received from Stoneman Engineering regarding the bridge proposed over Dyers Brook. The specifications were as follows:

A flatbed, 4 metre span, on 2 pads on foundations.

1.5 metres wide (need to check, may have to be 1.8 for a cycleway, in which case bollards needed at each end to stop cars using the bridge).

Wooden deck on a galvanised structure.

It is a standard design footbridge.

To construct and deliver to site the charge will be £3900.00 plus VAT – subject to plus or minus 25%.

This design will be easy to maintain.

This quote was acceptable within the finances available.

Chairman will contact other companies to get quotes for same spec. e.g. Taunton Fabrications, and Western Fix-it.

Chairman Cllr Haskins

Need to get started with the planning application.

Cllr Cavill/Working Party

### **139/17 Environment**

a) Health Check at BACH. It was agreed to confirm the booking of the NHS bus to attend BACH on 12<sup>th</sup> and 15<sup>th</sup> Dec, with BACH open for refreshments/waiting on both days (except 2.00 and 3.30pm on 12<sup>th</sup> December.

Clerk (NHS), Assistant Clerk (Publicity)

b) Country Park at Maidenbrook

Following discussion, it was agreed in principle to welcome and support the idea of the Country Park. Although located in the Parish of Cheddon Fitzpaine, it adjoins the proposed green landscape for the West of Greenway development. The parishes of West Monkton and Cheddon Fitzpaine share a joint Neighbourhood Plan.

It is understood there is a possibility of TDBC acquiring the two lower fields bordering the A3259 (on the east of Maidenbrook Lane); WMPC considered that there would be a great advantage in the land being within the Parish Councils' ownership. (Perhaps apportioned pro rata per number of houses in each parish).

Furthermore, it was agreed in principle to the idea of assisting the set up and joint maintenance of the new park by both Parish Councils.

WMPC is very supportive indeed of the initiative, and considers the Country Park will be a valuable amenity for both Parishes and the wider Garden Town initiative for Taunton Deane. The land lying immediately to the north of the A3259 will allow Safe Routes to School and widening of the road to assist the Rapid Transit Bus scheme.

**It was resolved** to welcome and support the project, as outlined above, in principle, proposed by Cllr Cavill, seconded by Cllr Gage and agreed by show of hands.

I Clark TDBC will be informed of WMPC support before his report on the Country Park goes before the Scrutiny Committee on 17<sup>th</sup> October 2017.

Clerk

c) Fencing around sand play area at Farriers Green Park

It was explained that the idea had arisen following complaints about dogs not on the lead in the Park. An enclosed sand play area seems to be the style followed in many urban parks. It was suggested that D Arscott, Leisure Officer, TDBC should be consulted re assistance with funding.

Clerk

It was agreed that the Clerk should obtain some quotes for fencing the area.

Clerk

d) Signage for areas within the Parish

It was agreed that 'entrance -type' signage to each of the areas would be inappropriate as there were historically no boundaries between the hamlets of the Parish. As the building works around the primary school were now complete, it was agreed to implement the resolution of February 2017 to replace the missing Bathpool sign, to be located on the school side of the Bridgwater Road, close to Brittons Ash. Jo Sharp SCC will be contacted.

*Para 023/17 (iii) To consider request for replacement signage on Bridgwater Road at Bathpool, and to consider other areas currently without signage that are within the Parish. Parish Councillors had found that West Monkton had directional signs but no actual place sign. Monkton Heathfield had a place sign on Greenway. **It was resolved** to request place signs from SCC for Bathpool in the vicinity of the new Primary School and West Monkton on the green triangle at The Street.*

Clerk

e) Traffic signage arising because of the new Bus Gate on the Bridgwater Road

Emails had already been exchanged with Jo Sharp SCC seeking extra signs on Milton Hill to warn of the Bus Gate. Extra signage on the roundabout at the top of Milton Hill to show School Road is a 'No Through Road' was requested. 'Businesses open as usual' signs were requested by the businesses located at Bathpool, whose customers cannot reach them directly from the Canal Roundabout up the Bridgwater Road, due to the bus gate.

Clerk

#### **140/17 Reports from Parish Council representatives on other bodies**

a) West Monkton Village Hall Management Committee. The Chairman, Mrs J Keyte, in attendance, declined to speak. Cllr Tully had nothing to report.

b) Spital Trust. Cllr Ling will attend a meeting of the Trustees on 24<sup>th</sup> October at Creech St Michael.

c) Any other events at which WMPC was represented. None were reported.

#### **141/17 Assets**

a) The trophy cabinet has been delivered. Talks are ongoing with the Primary School to determine if they could use the trophies and therefore if the cabinet should be wall mounted in the school. Councillors agreed that due to their value, the cups themselves should not be allowed to leave the cabinet. WMPC's Insurance company will be notified of revised location of trophies, when final location of trophy cabinet is agreed. School to check its insurance position. Ownership of cabinet and trophies to be properly documented for school. School largely in favour. **It was resolved to** come to an agreement with the school regarding the location and display of the trophies that are in the custody of WMPC, proposed by Cllr Tully, seconded by Cllr Cavill, and all agreed by show of hands.

Cllr Gage

b) Defibrillator. The application for grant support has been submitted to Somerset Community Fund (administering a fund put up by TDBC). The maximum grant was applied for, £1000.00. A further £1000.00 public contribution has been secured. Total cost is likely to be circa £3100.00. The shortfall can be met from PC funds (the 'environment' budget line). Waiting for outcome of grant application before further actions is taken. AED Locator is one of the two suppliers recommended by South West Ambulance Service Trust, they have provided a quote and detailed information about supply, installation and training. Their quote was used in the grant application because the other supplier had been contacted but had failed to respond.

Clerk

c) To review and approve WMPC Asset register, List of Assets and Risk Assessment Policy.

It was explained that the presentation of assets in the Asset Register had been re-ordered to reflect the categories of the Insurance Policy (3-year agreement to 2018). This enabled the total value of insured items within each category to be easily checked. A check had revealed that 'Street Furniture' is within £700.00 of its upper limit. It was noted this needs to be taken into account in future purchases of street furniture. In such an event, the Insurers would be informed, and an increase in premium may result. **It was resolved** to approve and adopt the WMPC Asset Register, List of Assets and Risk Assessment Policy for the year ahead, proposed by Cllr Gage, seconded by Cllr Tully and all agreed.

NFA

#### **142/17 Finance**

a) Indicative price for bridge over Dyers Brook +/- 25% reported I Para 138/17. The specifications included a span of 4 metres, 1.5 metres wide (may need to be 1.8metres for cycleway), hand rails, wooden surface, all galvanised, WMPC provides pads, they manufacture and deliver to site £3900.00 +VAT. Costs would be plus pavement, plus pads.

- b) To receive receipts and payments, approve payments listed below
- c) To note bank reconciliation and budget check as shown on green financial sheets for WMPC and BACH.

*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

#### Payments

Bus shelter cleaning and litter picking for Sept

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

£XXXX to be paid by direct debit

Clerks salary Sept (after tax) £XXXX to be paid by bacs

Clerks NP Sept (NP is with External Examiner) no claim

Assistant Clerk Sept (after tax) £XXXX to be paid by bacs

Clerks expenses 1 July – 30 September £XXXX to be paid by bacs

Assistant Clerks expenses 1 July – 30 September £XXXX to be paid by bacs

HMRC month 7 £173.72 to be paid by dcard

Homeworkers allowance Clerk £16.00 to be paid by bacs

Homeworkers allowance Assistant Clerk £16.00 to be paid by bacs

Lengthsmans services in Sept £125.00 to be paid by bacs

K Signs for Farriers Green £318.00 to be paid by bacs

Gate at allotments £XXXX to be paid by bacs

Grant Thornton 2017 Annual Return £360.00 to be paid by bacs

Access display/trophy cabinet £423.60 to be paid by bacs

SALC/NALC (annual affiliation fee) £895.80 to be paid by bacs

**It was resolved** to make payments as described above (invoices to be paid by bacs where noted); proposed by Cllr Ellis, seconded by Cllr Thompson and all agreed.

No invoice has been received for the last week of the grant (Aug 2017) support for the Toddler Group at WMVH. Leader resigned, so booking could have been cancelled.

#### Other payments made since last meeting of WMPC

1. To note: Payments made using debit card:

Amazon: waste bins x 2 £12.00, yard broom £8.75; stepladder £54.99

Curry's freezer, microwave, pans £148.31 +vat £29.66 = £177.97

Nisbets crockery cutlery glassware £356.88 +vat £71.37 = £428.25

2. To note payments by bacs/transfer

3. To note payment by direct debit

Invoice 2124 Monthly payment of £14.40 to Tailored Auto Enrolment, servicing plan (on Oct fin sheet).

Notes to be read with WMPC green financial sheet

Note: BACH accounts are separately recorded.

#### General

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); so, 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 receipts 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. These are 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 October financial sheet

Receipts

Interest received £1.48 Santander, and £2.29 Lloyds = £3.77

Expenditure

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.

Environment includes £318.00 for signage at Farriers Green Park, and the trophy cabinet £423.60 = £741.60.

TDBC litter bin not installed yet so £474.00 may have to roll over into next month.

Payment for Barrier key fitting (Mi-Space) withheld because insufficient keys provided, more promised, not yet received, so £936.00 may have to roll over into next month.

Budget Check

In the Payments section, all budget lines are running according to budget. Homeworkers Allowance, Workplace Pension administration and Assistant Clerk's expenses were not included in the original budget setting in Nov 2016. Increases to Clerk's hours (effective from Nov2017) and Assistant Clerk's hours (effective from October) will not jeopardise the budget for 2017/2018.

Bank reconciliation

Total receipts including the brought forward = £117,550.60. Bank statements total at 30th September = £117,568.60.

This leaves a difference of £18.00 which is represented by unrepresented cheque no. 2025 £18.00.

d) To note progress on application for s106 (Aginhills) funds for BACH.

Snagging list (ref S106 Persimmon) has been reported in para 136/17 f).

No progress to report on extra car parking design and build, (scheme being provided by SCC but Lee McEvans is no longer on the project.

The lighting between the exterior door and the car park will be transferred to the BACH fuse board so WMPC will have control of these lights.

The conversion of the car park barrier from battery control as provided (S106 Persimmon) to key control (S106 Aginhills) has been done, but the installer has failed to provide sufficient numbers of secure keys, so payment has been withheld until keys are supplied.

e) To confirm banking position

The Parish Council currently holds accounts at Santander and Lloyds. The Santander account is difficult to use and should be closed, funds transferred to an account that is easier to use. Another account is under consideration, Unity Bank is currently favoured by Local Government account holders. Councillors were asked to visit Unity Bank website to inform their future decision making. Investment is also under consideration, CCLA representative will attend in December to explain options.

Bank accounts options (in no particular order):

i) CCLA investment, funds set up after Iceland Banking collapse: Presentation at Planning meeting on Dec 5th public excluded 7.00 – 7.30pm

ii) Unity Bank set up with PCs in mind

End of second quarter – full bank reconciliation has been signed, Clerks' expenses for period 1 July to 30 September 2017 have been claimed. VAT reclaim for second quarter has been sent into HMRC.

f) Bach finance

Tw electricity bills had been received (as an apportionment) from the school, both very reasonable.

**143/17 Other matters for report only**

Request for Lengthsman to keep the hedge cut in front of the seat at New Cross, so that the view can be seen when sitting down.

Suggestions for the Co-op in School Road to offer Post Office services. This item will be on the agenda of the Nov Parish Council meeting.

**144/17 Dates of future meetings**

Parish Council:

Always held on the second Tuesday in the month.

2017: 14 Nov, 12 Dec.

2018: 9 Jan, 13 Feb, 13 Mar, 10 April, 8 May

Planning Committee:

Held sometimes on a Tuesday, sometimes on a Wednesday, depending on other bookings of the BACH.

2017: Tuesday: November 7th, Tuesday December 5th.

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 4<sup>th</sup>

There being no further business, the meeting was closed at 10.09 pm.

Signed Chairman.....

Date.....