



West Monkton Parish Council

ADOPTED

Minutes of the meeting of the Parish Council held on Tuesday 11 September 2018 at 7.00pm in the BACH (Brittons Ash Community Hall), Bathpool.

Present: Cllrs Cavill, Ellis, Gage, Hall, Haskins, Kelly, Thompson and Tully. Cllrs Kelly and Thompson arrived slightly after the start of the meeting.

In attendance: Mrs P A Cavill, Clerk; Mrs A Shepherd, Assistant Clerk, Ms J Pearson, Clerk to Cheddon Fitzpaine Parish Council, Cllrs D Webber and R Isaacs from CPFC, Cllr D Fothergill SCC, 8 members of the public.

115/18 Apologies

a) Apologies had been received from Cllr Besley (business), Cllr Parrish (away).

116/18 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: none had been notified to the Clerk

117/18 a) To adopt the minutes of the last meeting of the Council held on 14th August 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 Tully, seconded by Cllr Ellis, and all agreed by show of hands.

118/18 To note Clerk's report and Assistant Clerk's report – no decisions

Clerk's report

- Attended: WM Liaison meeting 4 September
- Paid Cerdic so SCC finger post parts should be ready in about 8 weeks
- Booked training with CCS for Cllr Tully and Assistant Clerk; SALC (new Cllr) for Cllr Kelly, CCS AGM for Barry, SLCC Regional Conference for Assistant Clerk.
- Payment of WMPC annual grant for churchyard maintenance confirmed receipt
- Letter from a resident about the bus service 21/21A: replied by letter explaining that 21/21A is purely commercial, therefore decisions about the route are made by First Bus, invited the resident to attend the Parish Surgery on 11th October when J Perrott SCC and Area Manager First Bus will be in attendance.
- CIL annual report made to TDBC
- AGAR complete and closure notice received from Ext Auditor (PKF Littlejohn).

Assistant Clerks' report

- Assistant Clerk confirmed that the painting work of the Committee Room and Activity Hall will be taking place during the October Half Term week
- Enquiries are being made and quotes are being gathered for the installation of air conditioning units and a hearing loop.

- The electrical work for the welcome screen has been carried out and the screen is now operational.
- The next BACH Committee meeting is on Thursday 18th October at 7pm.
- The Allotments are now all occupied. The work to the fence is expected to start around the 10th October 2018.

119/18 Report from SCC Cllr D Fothergill

Cllr Fothergill reported £12.4million of savings to be implemented immediately, an overspend of £11.4 million is predicted by the year end. SCC is repaying £320m of debts at a rate of £70k daily. Government cuts have taken £130m out of the budget, hence the need for further savings (CAB, Young Carers). Without savings, SCC will go bankrupt. Park and Ride will be run by TDBC. There is a reduction in the gritting routes. A Dragon Patcher has been sourced for faster repair of pot-holes, surface of Toneway needs patching. Questions included:

The proposed crossing of the A3259 at Maidenbrook was raised and it was agreed to cc D Fothergill into correspondence with G Parsons SCC and J Sharp TDBC Traffic Management.

Childrens Service 'Ofsted' report was 'adequate', but needs to improve.

LEA schools not specifically impacted yet.

120/18 Report from TDBC Cllr Cavill

Cllr Cavill reported progress with W Somerset on transformation: talks on governance and standards. There is a list of 170 outstanding items. £3.2m savings to be had.

Boundary Cttee will report back in November.

The employment land development on Hardys Road will come before TDBC Planning matters: transformer installed by electric company is outside the red line of the application, needs a new application.

If it were possible to remove the Brown Daisy sign then it might increase the nos using the P & R on Cricket Match days. Park and Ride at Henlade franchises on site unlikely due to covenants on land. Signage from motorway would be expensive.

Parking Space signs not yet available because barrier on exit is not yet in place in car parks. When the work is complete then the number of spaces available can be displayed.

121/18 Country Park

Chairman Cllr Alan Hall provided a power point briefing on current state of play.

1. After discussion of the alternatives that seemed to be available, it was resolved that West Monkton Parish Council would adhere to its original resolution made in February 2018, to contribute £50,000.00 to achieve joint freehold ownership of the 29.71 acres with TDBC and CF PC. It was noted that this resolution might mean that the WW1 Memorial Wood could be delayed and possibly not be achieved. Proposed by Cllr B Gage, seconded by Cllr M Thompson, 7 votes in favour by show of hands and one abstention (Cllr Cavill). Cllr Cavill was thanked for the efforts he had made on behalf of WMPC. Cllr Cavill thanked the PC for clear directions in the resolution and reported there would be a meeting Thurs afternoon with TDBC to expedite progress.

2. It was resolved to continue with the purchase of the memorial stone and if necessary to find a temporary home for it until final arrangements can be secured. Proposed by Cllr Tully, seconded by Cllr Gage and all agreed.

3. It was resolved to set up the Country Park management working party: Chairman and Vice Chairman of each parish plus two clerks. Any other parish councillor can attend and join in discussion but will not have voting rights. It was resolved that the Working Party will initially have powers to commission work up to the value of £10,000.00 for the purposes of commencing the necessary track works and securing the site. Proposed by Cllr N Cavill, seconded by Cllr B Gage and all agreed. Noted hardcore at St Augustine's School might be a source. This group is classified as a working party in the short -term.

4. It was resolved that a solicitor's Letter of Comfort would be produced for Reed Holland. Bailhache was suggested as they had done work for WMPC previously.

It was noted that:

1. Woodland Trust will provide four trees, three were originally offered to be beside the Memorial Stone for the 'Blessing Ceremony' with a fourth now requested/purchased to be at the same location because the local churches have agreed to dedicate 1 tree on 11th Nov. Woodland Trust finance for stewardship can now wait until ownership issue is resolved.

2. Noticeboard to explain the stone: text has been agreed but can now wait until ownership is determined.

3. The location of the Visitor Centre can be determined after the ownership issue is resolved.

4. National Trust will train and co-ordinate volunteer workers to build fencing etc. TDBC will provide chestnut timber trunks for use as fencing.

Date of dedication not yet determined: publicity on hold until land has been secured.

The concept video for the Visitor Centre was played and comments noted: windows needed for user's well-being (roof lights not enough). Further design work will be done, but Letter of Comfort needed before more work undertaken.

A consideration of the funds needed for Country Park maintenance will be included in budget/precept meetings of both Parish Councils.

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 reported the mess and rubbish left behind in the verge after the fence had been erected against Tanpits Farm on the A38/Bridgwater Road/Canal roundabout. Rubbish on verges can be reported to Highways on the SCC website.

Clerk

It was noted that DWH had repaired the damage to the post and rail fencing at the bottom of Milton Hill at Aginhills Drive.

Nfa

A resident noted the general mess on the Persimmon site at Monkton Heathfield: builders' debris not cleared away, unfinished roads, ongoing and constant communication to get litter bins emptied regularly. As the site has not been offered to TDBC for adoption only the developer can complete the work. It was noted that Persimmon representatives will be attending the Parish Surgery on 13th September.

Residents

Cllr Kelly, member responsible for Communities, offered to arrange a community meeting to collate residents' questions for Persimmon.

Cllr Kelly

The resident then reported that buses continue to rest outside his house, where there is only one bus stop on the opposite side of the road: nevertheless, drivers going in each direction stop for a cigarette and a break, leaving their engines running. This is a disturbing noise for residents and polluting the air around them. It was noted that First Buses are attending the Parish Surgery on 11th October, in the meantime, Clerk will write to Area Manager and J Perrott SCC.

Residents
Clerk

Public Question Time was closed and the meeting was reconvened.

122/18 Reports, including recent developments, matters to consider, and decisions to be made:

a) West Monkton Parish Council Chairman

Cllr Haskins reported on a proposal regarding Clerks hours and allocation of tasks. Assistant Clerk presented the Hours Paper:

Assistant Clerk presented a proposal regarding the hours and roles of the Clerk and Assistant Clerk with effect from the 1st April 2019 and some additional projects that the Assistant Clerk will be supporting the Clerk with in the interim with immediate effect. The proposal was endorsed by Councillors. **It was resolved** that the Clerk's salary scale will increase by 2 scale points on 1st April 2019 to reflect the growth of the workload as the Parish grows larger, proposed by Cllr Ellis, seconded by Cllr Tully and agreed by show of hands. Having declared a personal interest, Cllr Cavill took no part in the discussion and did not vote.

Clerks

b) Bathpool Flood Warden Mr K Perry

Mr Perry apologised for not attending. There had been email correspondence with EA re the pump arrangements for the winter, and its siting. A meeting is being arranged with local residents regarding the pump siting. Observed that canal water level was so high on 4th Sept that water was overflowing from the canal into Maidenbrook/Allens Brook. Meeting with Viridor later in September.

Mr K Perry
Cllrs Thompson and
Cavill

c) NP Delivery Group report Mr K Tutill

Mr Tutill apologised for not attending – there was no report. Letter has been sent to TDBC ref NP DG and request for meeting in October.

d) Councillors with roles of responsibility:

Member for Footpaths Cllr Gage: No report.

Nfa

BACH Chairman Cllr Gage: see Assistant Clerk's report. Cllr Gage reported that he would be going into the primary school to sign the Memorandum of Understanding about school and BACH working together. School Caretaker has left.

Cllr Gage

Allotments: as per Assistant Clerk's report. Allotments are fully occupied.

Nfa

Member for Highways Cllr Besley: In anticipation of Cllr Besley's absence, his report had been circulated by email prior to the meeting: but due to the pressure of time at the meeting the report was not read aloud. Councillors had no comments on the report.

His suggestion to circulate a newsletter via the 'New Buildings and Development' mailing list was supported. The newsletter will be posted on the website.

Assistant Clerk will take forward the Village Signage Project.

Clerk
Assistant Clerk

Member for Public Open Spaces and Flooding: Cllr Thompson

Cllr Thompson reported he had arranged to meet with D Lebrun SCC to walk the waterways at Maidenbrook, information gathering for possible attenuation works.

Cllr Thompson

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

Cllr Tully referred to his question earlier in PQT regarding the crossing of the A3259 at Maidenbrook, which although not in the Parish, links into the network of 'Safe Routes to School' as children from Northwalls are attending Heathfield. Both Clerks will email SCC G Parsons.

CFPC Clerk
WMPC Clerk

Member responsible for Community Liaison and Transportation: Cllr Kelly

GDPR: This document is redacted.

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Cllr Kelly has offered to convene a meeting to collate questions to be put to Persimmon.

| Cllr Kelly

e) Communications Report

Assistant Clerk reported that:

- regular news updates have been added to the facebook page and website.
- The Welcome Screen is now working. Assistant Clerk confirmed that the slides displayed on the screen will be updated at the end of each month.
- The Councillor email accounts are also now all up and running.

f) GDPR

The Assistant Clerk has developed a Data Audit Template based on the one provided by SALC. This is required to keep a record of the personal data that is handled by the Clerks. Clerks are using it - review after the first quarter.

123/18 Planning

a)

It was resolved to accept the recommended comments from the WMPC Planning Committee, proposed by Cllr Ellis, seconded by Cllr Hall and all agreed by show of hands. Comments will be submitted to TDBC by Clerk.

8/18/0043 Ms F Wadsley: Replacement of dwelling with change of use of agricultural land to domestic and erection of detached garage at Kildare, Sidbrook, West Monkton. Likely issues: none listed. Parish Council comment: support.

48/18/0046 Mr Alex Lawry: Erection of 1 No. dwelling with attached garage and associated works on land to the north of Summercourt, Dosters Lane, West Monkton. Likely issues: none listed. Parish Council comments:

Compliance with WM&CF Neighbourhood Plan

NP Policy H2 External Materials for Residential Development

Policy H2 requires that residential buildings must incorporate use of appropriate local and traditional external building materials.

Materials information not found. The materials section of the application form has been struck through. The application form refers to drawings 31017/15 – 18 which have been checked. No materials are shown on any of the drawings.

The applicant does not appear to have complied with the requirements of the application form regarding Materials to be used, neither is the proposal in accordance with NP Policy H2.

NP Policy E5 Wider Roll-out of Broadband Connectivity

Policy E5 states that Open access broadband infrastructure will be supported throughout the NP area. All new development, be it residential or employment/commercial, must demonstrate how it supports this objective. Demonstration of support for Policy E5 was not found in the application. Please would the developer indicate how the recent government electric charging policy for all new homes will be delivered?

NP Policy R1: Dark Skies

Evidence provided in the Preliminary Ecological assessment supports directional LED lighting in any lighting scheme.

WMPC strongly recommends that it should be a condition of this and any future development on the Summercourt site that external lighting placed on walls of buildings on the site should be LED and downlit. The impact on the night sky of lighting from the **three proposed dwellings** in the gardens of Summercourt has not been mitigated in any of the applications. Lighting should be LED, Downlit, and of a suitable wavelength for wildlife protection.

Clerk

NP Policy R3: Flood Attenuation

There does not appear to be any provision of water butts with the dwelling, which is a requirement of R3. Please show how these will be included. The run off from the driveway should comply with Wessex Water requirements and it is suggested that pervious surfaces should be used to reduce the amount of water flowing into Dosters Lane, which at that location has no ditches.

Other Planning considerations

1. This application states car parking for 4 cars will be provided. This means so far, a potential of 12 new car parking spaces in Summercourt, all exiting onto Dosters Lane.

The Parish Council questions the use of the two access points so close together. In the interests of Highway Safety should one access point be closed?

2. There is no pavement in Dosters Lane nor any verge in this vicinity which makes walking and cycling hazardous. Whilst cyclists at the junction of Dosters Lane with A3259 and A38 could cross lines of traffic to join the cycle way on the A38 (hazardous), pedestrians would have to walk along the highway of Dosters Lane and A3259 and A38 because there is no pavement. The length of A3259 between Dosters Lane junction and Monkton Elm Garden Centre is the narrowest stretch of the road with a slight bend which limits visibility and therefore pedestrians walking to the bus stop or into the facilities in Monkton Heathfield would be using a hazardous route. There is no cycle route or public footpath in the vicinity of Summercourt.

3. The proposed development will impact on the existing ancient hedgerows to the north and west of the site. The hedgerows should be protected against damage during construction, and preserved thereafter.

4. No cross section across the site has been provided. West Monkton Parish Council strongly recommends that the datum of the existing levels MUST be recorded before any site work commences. If the site is to be levelled, as stated in the PEA, which trees are to be preserved?

It was noted that there were no tennis courts included in the plans submitted for the Hartnells development. After some discussion it was agreed the Clerk would write to TDBC Planning dept. It was reported that at the WMPC Planning Committee meeting, attended by Ben Smith Persimmon, the case for building all the required numbers of bungalows, some of which could be built in Phase 1, was strongly made by Chairman of NPDG.

Due to members of staff leaving the TDBC Planning department, currently there are no further WM Liaison meeting dates in the diary, nor is it known which officer will attend.

It was noted that construction work at the industrial units on Hardy's Road is continuing despite outstanding items.

b) Planning decisions are on TDBC website.

Clerk

Clerk

124/18 MH development

a) Dyers Brook bridge: this is a CIL (Community Infrastructure Levy) project.

Cllr Cavill had sourced the bridges used at Longrun Meadow as suggested last meeting, and had obtained a quote for the 7mtr span required by SCC. The quote was over £10k and Councillors remained concerned at the cost. It was agreed to go back to SCC and ask for a reconsideration of the oversized box culvert as originally suggested, acknowledging that such a structure would need consent whereas the 7-metre span bridge did not.

A site meeting will be arranged with SCC Didier Lebrun.

b) Welcome Pack It was explained that the content of the Welcome Pack cover used for MH1 was now out of date; the majority of packs had been distributed. It was resolved to cease using the remaining stock of Welcome Packs, proposed by Cllr Ellis, seconded by Cllr Kelly and all agreed by show of hands. A new Welcome Pack, of a slightly different design will be produced for MH2, Hartnells and West of Greenway.

Clerk

Clerks

- c) Owing to the lateness of the hour, the Members agreed to defer consideration of Management of POS to another time. | Nfa

125/18 Environment

- a) SCC Finger Post restoration, Cerdic has the order and funds received, delivery circa 6 weeks, delivery address to be advised nearer the time. | Clerk
b) Assistant Clerk will take the lead on CIL projects: Dyers Lane Cycle Path/Croft Garage pavement/Parish signage | Assistant Clerk
c) After some discussion **it was resolved** to purchase items (circa £50-£60) from the British legion shop for a small display in the lobby of the BACH for Nov 11th | Clerk

126/18 Reports from Parish Council representatives on other bodies: Consultations

- a) West Monkton Village Hall Management Committee.
Village Hall has started maintenance work on refurbishment and lights.
b) Spital Trust. Meeting next month. Resident's Hundredth Birthday was a great success, flowers were truly exceptional and very appreciated.
c) Any other event at which WMPC was represented. Cllrs Haskins, Thompson, Cavill and Clerk will attend the Great Plastics Debate organised by TDBC/Queens College on 14th Sept.

127/18 Assets

- .Message Board in lobby is now working.

128/18 Finance

- a) Quotes received
none
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 – Lloyds a/c formerly NP, now renamed for Country Park use, balance 0.65p
e) BACH finance, see below

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

TDBC footpath and churchyard grants	£340.00 + £100.00 respectively
Interest as per green sheet:	
Lloyds	£2.83
Nationwide	£26.51
BACH remittance from TDBC Welcome Board	£807.00
HMRC Vat reclaim first quarter	£615.93

Payments

Bus shelter cleaning and litter picking for August	
Mr A Pritchard	£xxx to be paid by direct debit
Clerks salary (after tax) Aug	£xxx to be paid by bacs
Asst Clerk (after tax) Aug	£xxx to be paid by bacs
HMRC month 4	£262.13 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 in Aug	£ xxx to be paid by bacs
TDBC supply & install 2 litter bins & one dog bin	£1362.00 to be paid by bacs

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External Audit PKFLittlejohn 2017/2018 £720.00 to be paid by bacs

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

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

Payments made since last meeting of WMPC

1. To note: Payments made using debit card

Membership of SLCC paid (until Oct 2019) £147.00

Regional Conference SLCC Assistant Clerk (Weds 28th Nov)

2. To note payments by bacs/transfer

To Nationwide £25000.00 on 8/8/2018. These are CIL funds.

To CCS for training:

‘Village Halls Playing Fields and Parish Councils how they interact £30.00 (2 attendees)

‘CCS Training and AGM’ £15.00 (1 attendee)

3. To note payment by direct debit

Invoice 4099 Monthly payment of £14.40 to Tailored Auto Enrolment, servicing plan (on Sept fin sheet).

Somerset Web Services G suite £47.52

Somerset web services domain name £24.00

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

General notes

No receipts recorded on 1 April since all receipts to 31st March were included in year - end 31st March spreadsheet (the 13th column on the spreadsheet); 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 WMPC Sept financial sheets

WMPC Receipts

Grant from TDBC for footpaths £100.00 and churchyard £340.00 total £440.00

Interest received Lloyds £2.83, Nationwide £26.51= £29.34

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. Litter bins x2 and dog bin recorded separately on fin sheet but on one invoice from TDBC. Flowers for 100th birthday of resident £50.00 from Chairman's expenses. Training sessions for Cllrs and Assistant Clerk £135.00

WMPC Bank reconciliation (item c above)

Income plus brought forward = £218875.05. Total of bank accounts statements at 1 Sept = £218875.05. All cheques presented.

Budget check shows three lines have gone over budget: sundry admin - purchase of laptop; audit fees – charged for intermediate audit not small council; publicity – cost for annual report insert into Village News.

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BACH finance (item e above)

BACH Finance Sheet:

Assistant Clerk presented the BACH Finance Sheet, providing the position in relation to the BACH finances at the end of August. Assistant Clerk confirmed that three of the five outstanding payments have been paid and two are awaited and are being followed up.

129/18 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 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

BACH committee 18th October at 7.00pm

Budget and Precept working party 30th October at the BACH at 7.00pm. Owing to the financially sensitive nature of this meeting, it will be for Councillors only.

There being no further business, the meeting closed at 10.03pm.

Signed Chairman.....

Date.....