



West Monkton Parish Council

ADOPTED

Minutes of the meeting of the Parish Council held on Tuesday 11th April 2023 at 7.00pm.

Present: Cllrs Besley, Cavill (from 7.20pm), Ellis, Elliston (from 7.02pm), Gage, Hall, Haskins, Hope and Tully.

In attendance: Mrs A Shepherd, Clerk, Mrs K Welsh Assistant Clerk Community and one member of the public.

424/22 To receive any apologies (with reasons), introductions with responsibilities

Apologies were received from Mr K Perry, Bathpool Flood Warden, Sammie Millard-Jones, Cheddon Fitzpaine Parish Council Clerk and Cllr David Fothergill, SCC County Councillor.

425/22 To note

- a) Declarations of Interest: Cllr Besley declared a prejudicial interest in respect of planning application number 48/23/0016 and Cllr Cavill confirmed that he would not take part in the discussion of any planning applications to avoid fettering his discretion as a member of the Somerset Council Planning Committee.
- b) Dispensation Requests: None
- c) Amendments to the Register of Disclosable Pecuniary Interest: None had been notified to the Clerk.

426/22 To adopt the minutes of the Parish Council meeting on 28th March 2023

The minutes from the Meeting of the Parish Council on 28th March 2023, having been previously circulated, were taken as read. It was resolved to adopt the minutes of the Parish Council meeting on 28th March, proposed by Cllr Tully, seconded by Cllr Hall and agreed by show of hands.

427/22 To note Clerk's report and Assistant Clerk (Community) Report

Clerk's Report:

Parish Administration:

- Actions from the last meeting / issues arising:
 - Spital Trust boundary bench / hedging proposal developed.
 - Monkton Inn Play Park proposal – liaising with the Monkton Inn.
 - Reported damaged fence at Aginhills.
 - Reported footpath between Farriers Green and School Road.
 - Requested update on installation of Hartnells Farm Play Equipment.
 - Reported Dyers Lane flooding again.
 - Reported Street Lights not working on Mead Way.
 - Requests for two new dog bins received – Clerk to gather quotes for consideration at the May meeting.
- General Admin:
 - Shortened version of Annual Report sent for inclusion in the next edition of the Village News.
 - Chased Farriers Green ramp installation and St Quintins Play Equipment refurb.
 - Mead Way Play equipment being installed imminently.
 - Updated the PC Publication Scheme and published it on the website.
- Finance / Payroll:
 - Making payments / placing orders.
 - Gathered quotes.
 - Managing / inputting Accounts using Scribe. Q4 bank reconciliations.
 - Finalising 2022/23 accounts, preparing files for Internal Audit and completion of AGAR.
 - VAT return for Q4.
 - April payroll and finance reports.
 - Finalised review of Asset Register; on agenda for approval.
- Planning:

- Updating Planning Log with planning decisions / conditions weekly.
- Preparation of PowerPoint presentation in respect of planning applications received for PC meeting and submission of agreed response to planning applications.

Highways:

- Lengthsman has reinstated the black on yellow signs.
- Meeting with Andy Coupe from Somerset Council on 29th March.
- Village Sign review underway.
- Mud on road opposite Garden Centre reported.

MH1:

- MH1 S106 Agreement Variation – continued to chase progress with solicitor and Persimmon.

MH2:

- Planning Committee on 30th March – further deferral agreed for 6 months.
- Next MH2 Teams Meeting on 14th April at 9am.

Hartnells:

- Queried why contractors have left without play park being delivered – response awaited.

BACH:

- Invoices and accounts.
- Covering bookings whilst Maggie is away.
- Next BACH Committee Meeting to take place on Thursday 25th May 2023 at 7pm.

Meetings last month:

3rd March – Annual Leave
 6th March – Country Park Working Group Meeting
 7th March – Agenda run through meeting
 8th March – LGR Clerks Session
 9th March – APM run through meeting
 9th March – MH2 Design Workshop
 10th March – Annual Leave
 14th March - Parish Council Meeting
 15th March – Community Café / ITV
 20th March – APM Run Through
 21st March – Agenda run through meeting
 21st March – Annual Parish Meeting
 22nd March – LGR Clerks Session
 24th March – Annual Leave – SLCC Graduation Ceremony
 28th March – Parish Council Meeting
 29th March – MH1 Attenuation Ponds meeting with Wessex Water
 29th March – Highways Meeting with Somerset Council
 30th March – SWT Planning Committee – MH2 application
 31st March – Agenda run through meeting

Meetings this month:

5th April – LGR Session
 11th April – Parish Council meeting
 14th April – MH2 Teams Meeting
 18th April – Agenda run through meeting
 19th April – LGR Session
 21st April – Audit Working Party Meeting
 25th April – Parish Council meeting

Assistant Clerk (Community) Report:

Community - General

- Monkton Matters – keeping MM up to date with new news and events as and when required. Sharing articles on facebook pages.
- Updated Community Matters article and shared on Monkton Matters, Facebook and noticeboards.
- Pulled together analysis for Community Transport survey for WMPC meeting
- Run Community Café once a week and the Stay and Play twice weekly
- Responded to enquiries/requests via Facebook and by email to those in the community.

- Regular trips to Bookers to restock for the community café/garden and fridge.
- Prepared regular schedule for BACH bookings and shared on Monkton Matters, Village News and social media
- Received response for Emergency Planning Funding – much lower than anticipated at under £400, ‘A grant can be made for the foil blankets £72, torches £51, light sticks £31, radios £121, first aid resources £40 and hi viz vest £52 i.e. £367’.
- Prepared Slides for presentation at the APM
- Prepared certificates for the volunteers at the APM
- Purchased refreshments for the APM from Bookers
- Sourced and ordered banners for the APM
- Liaised with litter picking volunteers about issues around the parish and passed onto appropriate service or reported to council as needed
- Applied for event licence for King’s Coronation Event
- Prepared programme/leaflet for King’s Coronation Event
- Check First Aid Kit for Events

Community Fridge

- Coordinating and managing volunteers, cleaning rotas and pickups.
- Keeping in touch with volunteers to keep them updated and involved.
- Responding to complaints and concerns about community fridge users.
- Investigating new shops for donations with volunteers, we now collect from local petrol station (M&S at Staplegrove) and are having some discussions with other local shops

Community Café

- Running a weekly Community Café at the BACH over the school pick up period. Opportunity to meeting with the public to share concerns and to socialise.
- Meeting place for potential and existing volunteers to support, recruit and get feedback about the volunteering.
- Promote community events here.
- Tony Wearmouth PCSO to drop in and run any events here and Village Agent (New village agent appointed, waiting to hear who) attending regularly to meet clients and run drop ins monthly.
- Run regular ‘Repair Café’ on a monthly basis
- Environmental Health Visit to the BACH – 5-star hygiene rating achieved
- ITV Visit to BACH Community Café and Stay and Play – extended hours of Café on 15/3/23
- Opened up café for use by Y3 to display work in West Monkton Primary School – parents attended

Community Garden

- Community Garden group meet regularly at the BACH
- Cllr Paul Elliston works with this group regularly who have grown a number of different veg which have supplied the Community Fridge.

Community Events

- Prepared and printed answer papers for the Community Quiz night
- Community Quiz – with over 45 in attendance.
- Unsuccessful in obtaining funding from Lottery Fund for the King’s Coronation. Looking at other local funding sources to try and access some additional funds.
- Updated spreadsheets for event planning for the spring/summer and coordinate planning for these events.
- Liaising with Bethan Turner for promotion of Events
- Respond to requests from residents for open mic/parking and stalls for events
- Booked local band – One Hundred Faces
- Organised Collin Garner to make stakes and eggs for egg hunt and purchased blackboard paint and chalk makers to decorate eggs.
- Purchased eggs for the event x 80
- Sourced quotations for flags and other items for King’s Coronation Event

Other Volunteering

- Touching base with Companion Volunteer, who is now meeting regularly with a number of clients via the village agent in the community.
- Continue to update spreadsheet with new volunteers
- Message from new funeral service in Bridgwater looking to place volunteers during quiet times, meeting organised for next week.

Meetings

- Attended PC meetings

- Attended 2 agenda run through meetings
- Created communications and clerk community report
- Attended Cheddon Fitzpaine Parish Council Meeting
- Attended Quiz Night Event
- Attended Swap Events at the BACH – Sunday 5th March
- Meeting with Edventure about role of Volunteer Coordinator

The agenda was interrupted to take item 6 'Hestercombe Local Community Network Update

428/22 Hestercombe Local Community Network Update

Clerk reported that the LCN meetings are expected to start in June 2023.

The agenda was interrupted to take 'Public Question Time'

Public Question Time

A member of the public raised concerns about children from Heathfield School being put at risk when leaving the school by cars being parked in dangerous locations at school pick up and drop off. Electric cars and e-scooters are making it worse. The member of the public has contacted the PCSO and talked through the problem – suggested having zig zags on both sides of the road. The member of the public asked when the council can do in terms of safeguarding the children? Cllr Tully confirmed that School Road has a 20mph speed limit but only in place during school drop off and pick up. A parking restriction is also in place between 8am and 9am and 3pm and 4pm but the restriction is not enforced. Other options for access to the school were discussed and it was suggested that these could be explored further with the school. Cllr Hope confirmed that if the students are causing a problem outside the gates the school does have responsibility.

The member of the public asked why Monkton Heathfield Road is 20mph but not School Road and stated that although 20mph signage is in place more enforcement is needed. Cllr Haskins confirmed that the Parish Council has responded to the TRO notice to make representations that the 20mph speed limit should be extended to include Milton Hill and School Road.

The member of the public raised the signage around the top of Milton Hill and stated that road users are going down Milton Hill and are speeding and are unaware of on-coming traffic. The member of the public expressed concerns that there is likely to be an accident. Cllr Besley confirmed that the signage across the Parish is being reviewed and that the signage on Milton Hill will be incorporated in the review.

Cllr Besley raised speeding on Monkton Heathfield Road and the ERR both at night and during the day.

Cllr Tully reported that the occupants of 2 Farriers Green are experiencing dog waste being thrown into their hedge even though there is a dog bin in Farriers Green Park. It was noted that the dog bin is well used and could possibly be full.

Cllr Tully reported that the ski adult gym equipment in Farriers Green Park has been damaged.

Cllr Tully reported that the hedge on Bridgwater Road near Roys Place on both sides of the road needs cutting.

Clerk to make contact with Somerset Parking Services and request enforcement of the parking restriction.

Clerk to request enforcement of speeding at the locations.

Clerk to request that the emptying of this dog bin is increased from once a week to twice.

Cllr Haskins to look at the equipment to see if it can be repaired.

Clerk to report to Somerset Highways.

Cllr Hope reported that the 40mph speed limit signs on the ERR are fading badly. Cllr Hope to report from Somerset Council website.

Cllr Hope to reported via the Somerset Council website.

Cllr Ellis asked where it is legal to use E-Scooters. It was confirmed that private ones are illegal and should not be used on the road.

Cllr Ellis raised the signage on Mead Way at the junction with Monkton Heathfield Road; only one 30mph speed sign is in place. Clerk confirmed that this has been raised with Somerset Council who have confirmed that one 30mph speed sign is fine as long as it is visible for road users.

Cllr Cavill reported that a 30mph speed sign is needed at junction of Yallands Hill with WRR.

Clerk to incorporate in sign review.

Cllr Haskins reported that Somerset Highways have confirmed that pot holes are going to be filled and patched properly again now that we are in a new financial year.

A member of the public raised the resurfacing of School Road and that although it has been signed off, this was done when the road was dry but there is a drainage issue.

Clerk to raise with Somerset Highways.

Cllr Haskins reported that cuttings from hedge cutting has been left on the side of the road at Croom Hill House.

Clerk to report fly-tipping incident.

The agenda was resumed

429/22 Somerset Council Report

Cllr Cavill reported on the following:

LGR – Somerset Council came into being on 1st April. Senior positions of tier 1, 2 and 3 were in place for vesting day. The staff move over has gone quite well. Work as normal for the time being. The Somerset Council website seems to be ok, if any issues are experienced these should be reported to Cllrs Cavill and Fothergill. The serious work for the new Council now begins; a culture change is needed to make the new Somerset Council work and new innovative ways of working need to be explored and delivered for example getting people out of hospitals and back into housing.

Climate meeting last week – there is a plan to provide an additional 240 hectares of trees every year in Somerset. Somerset Wood was not included in the plans.

Younger drivers: Somerset Council is backing a major new campaign aimed at younger drivers to raise awareness of the dangers of excessive speed on rural roads. A quarter of incidents involving fatalities or serious injuries on Somerset's rural roads involve younger drivers. The Department for Transport launched its Think! campaign earlier this month on video and radio. The adverts underline key messages around taking care, reducing speed, and respecting the road layout, particularly on rural roads. Visit www.somersetroadsafety.org to find out more about initiatives and courses.

Boundary Commission review – there is talk of the Boundary Commission carrying out a review for the new Somerset Council – this won't commence until 2024/25 and it is questionable as to whether it will include Parish boundaries. The Parish Council may need to push forward with a review of its boundary if there is a desire to do so.

Cllr Gage reported that the previous empty house allowance for three months has now been removed for Somerset Council.

430/22 Planning

a) To consider any planning applications (listed on SW+T Council website)

48/23/0015 Formation of equestrian arena, relocation of vehicular access and erection of stables/tack room and feed store at Coombe Farm, West Monkton.

The Parish Council supports the granting of permission.

Cllr Besley declared a prejudicial interest and left at 8.05pm

48/23/0016 Erection of an agricultural storage building on land west of Yalway Road, West Monkton
The Parish Council supports the granting of permission.

Cllr Besley re-joined the meeting at 8.12pm

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

Noted.

431/22 MH1 Update;

Clerk confirmed that a response from Persimmon / Redrow is still awaited despite the Clerks chasing. It was agreed that the Clerk would contact the Managing Director and express the Councils dissatisfaction and request a virtual meeting to understand the hold up. Clerk to arrange the meeting as soon as possible.

432/22 MH2 Update

Clerk reported that the SWT Planning Committee meeting took place on 30th March where a 6-month deferment was agreed. The emerging masterplan was shared at the Planning Committee meeting and the Clerk has subsequently requested copies of the slides from Simon Fox. The vision document and community facilities / s106 agreement wishes document have now been shared and circulated to Councillors along with a request for availability to discuss and develop comments. Comments have been requested by the end of the month.

Cllr Besley reported on the meeting with Andy Coupe from Somerset Council and the comments made at that meeting that it is not possible to proceed with the installation of a bus gate and the commitment from Andy Coupe that the Highways department would confirm this point with Simon Fox so that it is reflected in the MH2 proposals.

Cllr Besley requested that a follow up is sent to Andy Coupe on this point and also a request for a meeting between Andy Coupe, Simon Fox and the Developers Consultant.

It was also noted that the point about the bus gate should form part of the Parish Councils comments on the emerging masterplan. Cllr Hope reported that central government have abandoned the commitment for need for development and that Councils including Somerset are indicating that they will cut back on the amount of development in their local plans. Cllr Cavill confirmed that MH2 is included in the 5-year land supply plans and calculations. If MH2 is not included the calculations are likely to drop below the 5-year land supply which would mean that developers could apply for permission on sites not allocated.

433/22 Country Park Update

Cllr Hall reported that the fencing has been delivered and plans for install are being developed. The grant funding for the dry-stone wall has been lost because of the need to install stone gabions. Consideration is now needed of the costings and funding opportunities for this element. Grass cutting is underway, sky larks are present so the grass is being kept longer. The focus is on trying to tidy the Country Park ready for the Coronation.

Vandalism is still taking place including a barrier being thrown into the pond.

Cllr Cavill provided an update on Cheddon Fitzpaine Parish Council and its legal challenge. The advice that Somerset Council has been given is that the Town Council elections will be held in May, if they are held and a councillor is elected it is more likely that even if the case isn't thrown out, a judge will likely to be more supportive of Taunton Town Council because it is established, elections have taken place and the judge is unlikely to reverse the decision. It was noted that until a decision is made it is difficult to move forward with plans for the Country Park.

434/22 Community Events Update; Coronation

Assistant Clerk Community confirmed that an application for alternative grant funding has been made and the outcome is awaited. Assistant Clerk Community provided an overview of the spreadsheet developed to the arrangements for the Coronation event. If grant funding isn't achieved the programme for the event will be circulated via social media and some copies will be available in key locations across the Parish.

Quotes for a marquee to be purchased using CIL funds were discussed.

It was resolved to proceed with the purchase of a PROFIline marquee from House of Tents - <https://www.houseoftents.co.uk/party-tents-marquees/5378.html> at a cost of £2799.00 and to order straps too at a cost of £139.00.

Quotes for pop up tents to be purchased using CIL funds were discussed.

It was resolved to proceed with the purchase of two Pop up Coleman tents from Go Outdoors at £65.00 each.

<https://www.gooutdoors.co.uk/15905676/coleman-fastpitch-event-shelter-pro-l-sunwall-with-door-15905676>

Quotes for bunting were discussed it was resolved to proceed with ordering two sets of two from Amazon at £18.49 each.

<https://www.amazon.co.uk/east2eden-Vintage-Textile-Bunting->

https://www.amazon.co.uk/east2eden-Vintage-Textile-Bunting-Decoration/dp/B00K0H4AIG/ref=asc_df_B00K0H4AIG?tag=bingshoppinga-

[21&linkCode=df0&hvadid=80058247183197&hvnetw=o&hvqmt=e&hvbmt=be&hvdev=c&hvlocint=&hvlocphy=&hvtarqid=pla-4583657824180717&pvc=1](https://www.amazon.co.uk/east2eden-Vintage-Textile-Bunting-Decoration/dp/B00K0H4AIG/ref=asc_df_B00K0H4AIG?tag=bingshoppinga-21&linkCode=df0&hvadid=80058247183197&hvnetw=o&hvqmt=e&hvbmt=be&hvdev=c&hvlocint=&hvlocphy=&hvtarqid=pla-4583657824180717&pvc=1)

Quote for Ribbons were discussed it was resolved to proceed with ordering red, white and blue ribbon at £8.89 each.

https://www.amazon.co.uk/dp/B08S33F6Q4/ref=redir_mobile_desktop?encoding=UTF8&aaxitk=98c0f0ed9ca4797d04f1959790144315&content-id=amzn1.sym.efc92a24-7584-4cbf-b786-4f3d4cab43a0%3Aamzn1.sym.efc92a24-7584-4cbf-b786-4f3d4cab43a0&hsa_cr_id=0&pd_rd_plhdr=t&pd_rd_r=d53c4b7b-fca0-4942-a212-

[78224c1146a9&pd_rd_w=tlz5l&pd_rd_wg=sMaT3&qid=1681218097&ref=sbx_be_s_sparkle_mcd_asin_0_img&sr=1-1-e0fa1fdd-d857-4087-adda-5bd576b25987&th=1](https://flagmakers.co.uk/products/flags/english-county-flags/somerset-county-flag/)

Quote for a Union Jack and Somerset Flag were discussed. It was resolved to proceed with ordering one of each.

<https://flagmakers.co.uk/products/flags/english-county-flags/somerset-county-flag/>

<https://flagmakers.co.uk/products/flags/national-flags/united-kingdom/union-united-kingdom/>

Proposed by Cllr Elliston, seconded by Cllr Hall and agreed with all in favour.

Cider, beer, gin and wine to be available at the bar. Cups to be charged at £2.00 each. £3.00 for alcoholic drinks and £1.50 for soft drinks.

Eventbrite to be used for people to book tickets for free to give an indication of the number of people attending.

Assistant Clerk Community to develop a schedule for setting up.

Cllr Haskins to source hay bales.

Pete Lugg to be approached about providing overnight security, if Pete Lugg isn't available Cllr Gage to provide.

Three card readers to be obtained for the event.

Tables from the BACH to be used.

Set up for the event to commence on Thursday 4th May.

435/22 Reports, including recent developments, matters to consider and decisions to be made:

a) Bathpool Flood Warden: Mr Kevin Perry.

Kevin Perry sent his apologies but provided the following report in advance of the meeting:

Thanks to the PC for organising the meeting with Wessex Water. This provided much clarity about how the attenuation ponds work, and where the water goes. Discharges from local builds at Aginhills, Hartnells, Bawler / Halletts Road, the first phase of the Monkton Heathfield build plus Waterleaze, Northwalls and Nerrols, Farriers and catchments such as Hestercombe etc influence the levels in The Old Rive Tone. The water from the ponds at Glebelands and Hardys follows a route down past the property known as Brookwell on Hyde Lane and discharge into the ditch outside the former Hyde Lane Eggs Unit, before flowing past the Rugby Club, under the motorway and into the Tone.

This information is useful ahead of the proposed meeting with the EA / FWAG etc, is there any news on a prospective date for this? Cllr Hall and Clerk to discuss.

From the driest February in 30 years, March was the wettest in over 40 years. 120mm fell at Bathpool (more in the hills) – nearly double our usual amount, and the most in March since I've been recording. Consequently, our catchment went on Flood Alert three times during March – and apart from the anxiety caused again by the rapidly rising Old River Tone, all properties remained dry. Since the beginning of November, the catchment has been placed on Flood Alert 13 times, and Flooding Warning once – the greatest number of notices since I've been recording.

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

Footpaths: Cllr Gage

Cllr Gage confirmed that he had nothing to report.

BACH: Cllr Gage

Cllr Gage reported that the heating times at the BACH have been adjusted; taking out 5pm until 10pm which will save the school money. The heat levels at the BACH are being monitored to see if the adjustment makes any difference and if the warmth of the BACH is still comfortable.

Cllr Gage also reported that he has changed the lock on the door from the main BACH lobby into the corridor to the school.

Four small tables are missing from the BACH and this is being followed up with the school.

Cllr Gage reported that the school are asking if any waste is generated from the BACH and if a contribution can be made to waste collection. It was noted that the BACH and Community Fridge do not generate waste.

Cllr Gage reported that the PC was under the impression that the school was maintaining the fire alarms, sprinklers etc but it this has not been taking place. Cllr Gage has confirmed with the school that the PC would like the school to do the maintenance and recharge. It was noted that this needs to be done by the school because the fire board is in the school.

Cllr Elliston reported that grant funding is available for composting project.

Cllr Gage raised concern that community garden volunteers are bringing mud into the BACH lobby and the carpet is getting dirty.

Cllr Elliston confirmed that all volunteers are being asked to remove their shoes. It was noted that perhaps the pathways have more mud on them and this is being brought in by other BACH users.

Highways

Cllr Besley reported that an email has been received from a member of the public requesting updates regarding the bus gate, traffic calming proposals, yellow signs, hedge trimming at Yallands Hill and on Monkton Heathfield Road. Clerk to report to Somerset Highways.

Cllr Besley also provided further feedback on the meeting with Andy Coupe, Somerset Council. A signage review has been agreed, work is now underway to develop suggested improvements.

Due to reasons including land ownership, lack of consultation by Persimmon, costs and questions over legal obligations, the proposed bus gate on Monkton Heathfield Road can not be installed.

The Yallands Hill crossing point was also discussed. Andy Coupe has agreed to explore options for delivery of a crossing point. The Footpath between the Canal bridge and New Mill and the required fencing was discussed. Andy Coupe indicated support for the widening of the pavement as an obligation of MH2.

Safe Routes to School: Cllr Tully

Cllr Tully confirmed that he had nothing to report.

Public Open Spaces, Recreation and Children's Play Areas: Cllr Hope

Cllr Hope confirmed that he had nothing to report.

Transportation: Cllr Elliston

Cllr Elliston reported that there is a lack of readable timetables in bus shelters. Clerk to raise with First Bus.

c) Communications Report: Update

Parish Council Website

- Regular updates to Highways (including road closures), Planning, Finance and Parish Council carried out.

Parish Council Facebook Page:

- Page likes / followers now at 1036
- 14.5k post reach
- Page Visits 1217
- 3100 post engagements
- Posts added sharing news items that are added to the website.

Monkton Matters

- Page likes / followers now at 298
- 22 new articles added in February
- Page Visits (Facebook) 174
- Articles on Monkton Matters being shared on Monkton Matters Facebook page to pull users to the website.
- 3001 post reach
- 1400 post engagements
- Business directory has details of 19 businesses so far.

Community Fridge Facebook Page:

- Page likes /followers 858
- Page visits 800
- 1300 post reach
- 207 post engagements

Community Garden Facebook Page:

- Page likes/followers 82
- 144 Page visits
- 2360 post reach
- 108 post engagements

Village News Contribution

- Developed by the Clerk's

Noticeboard Updates

- Updated noticeboards

SWS charges for replacement software for google analytics was discussed. There will be a change in software used by SWS, if the PC wanted the data previously provided by google analytics, the new software would cost £5.00 per month. It was agreed not to take up the offer of the new software.

d) GDPR

Clerk confirmed that she is booked to do some refresher training later in the year.

Cllr Haskins raised the grant application received today from Tricia Cavill today, Clerk confirmed that the current grant application window is open until mid-May and applications will be considered at a future meeting.

Representatives on outside bodies/Response to Consultations:

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

Cllr Tully reported that the Village Hall will be making an application for funding for insulation and the application will be submitted soon.

f) The Spital Trust: Cllr Ellis to report.

Cllr Ellis confirmed that she had nothing to report.

g) Any other events at which WMPC was represented;

None

h) Consultations

None

436/22 Finance

a) Draft 2022/23 Annual Accounts

Summary report for 2022/23 and Monthly Budgeting report for 2022/23 circulated.

Reports provide draft position as at 31st March. Final versions of these reports will be available for the May meeting once all bank statements up to 31st March have been received.

b) Approval of Asset Register

Asset Register in new format circulated.

The register includes all assets owned by the Parish Council up to 31st March.

The asset register includes both the AGAR value and insurance value.

Resolved to adopt the Asset Register. Proposed by Cllr Besley, seconded by Cllr Hall and agreed with all in favour

c) Appointment of Internal Auditor

Kevin Perry has agreed to carry out the internal audit of the Parish Council accounts.

It was resolved to appoint Kevin Perry as the Internal Auditor. Proposed by Cllr Elliston, seconded by Cllr Ellis and agreed with all in favour.

d) Quotations and Updates:

Spital Boundary Area:

Bench:



<https://www.corido.co.uk/balmoral-teak-king-charles-iii-coronation-bench-coronation-emblem-180cm.html>

£600.00

Hedging:

Pyracantha

[Pyracantha 'Red Column' | Firethorn Hedge | Hedges Direct](#) £10.99 per plant (5 per metre)

Hawthorn

https://www.hedgesdirect.co.uk/acatalog/common_hawthorn.html#aCRA £1.00 per plant (5 per metre)

Ceanothus

<https://www.hedgesdirect.co.uk/acatalog/californian-lilac-ceanothus-autumnal-blue.html#aCEAN>

£17.99 (2 per metre)

6 metres to plant.

6 Ceanothus – 6 x £17.99 = £107.94

10 Hawthorn – 12 x £1 = £12.00

10 Pyracantha 12 x £10.99 = £131.88

Total for hedging: £251.82

Steel plates £100.00

Total cost of project: £921.82

It was resolved to approve the quotes and proceed with the purchase of these items. Proposed by Cllr Hall, seconded by Cllr Gage and agreed with all in favour.

Village Hall Defibrillator:

London Hearts – Beneheart Mindray C1A Defibrillator and Defibsafe 2. Locked cabinet with add. Tel box fittings. Postage and Packaging.

£1645.20 including VAT.

Resolved to purchase the defibrillator for the Village Hall. Village Hall to place a plaque with the defibrillator to confirm that it was purchased by the Parish Council. Proposed by Cllr Elliston, seconded by Cllr Ellis and agreed with all in favour apart from Cllr Tully who abstained.

- Refurb of St Quintins play area agreed and scheduled to be done by DLO this financial year. Progress update requested.
- Refurb of Meadway play area will be part of SWT scheduled maintenance this financial year. No cost to PC. Progress update requested.
Email received on Monday 20th March confirming that works to Mead Way Play Park will be taking place in the next few weeks.
- Insulate roof at Village Hall, under discussion, waiting for further info and description of grant chasing efforts from Village Hall Management committee. Info sent , with link to site, to VH committee from Rural Grants Directory section on Village Halls..
- Environmental
Quote for Farriers Green ramp by DLO accepted, but M Davies no longer in role at SWT so may be a delay. Progress update requested.

d) Receipts and Payments

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

Receipts

Somerset Council Precept	£Not received to date
Interest Lloyds	£11.69
Nationwide	£80.87
PSDF	£225.74
Unity Bank	£173.66

Payments

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
To authorise payment of:						
A Pritchard litter picking	xx.xx	No vat	xx.xx	d-d	Salaries and expenses	Salaries
Employee pension contributions	136.85	No vat	136.85	d-d	Salaries and expenses	Pension
Employer contributions	102.64	No vat	102.64	d-d	Salaries and expenses	Pension
A Shepherd Clerks salary SCP33 (increase of one increment each year as per contract and one for completion of Community Governance qualification as per contract)	xx.xx	No vat	xx.xx	bacs	Salaries and expenses	Salaries
K Welsh assistant clerk-community salary SCP 28 (increase of one increment each year as per contract)	xx.xx	No vat	xx.xx	bacs	Salaries and expenses	Salaries
HMRC Tax and NI Contributions	1168.04	No vat	1168.04	bacs	Salaries and expenses	Salaries
A Shepherd homeworkers allowance	27.00	No vat	27.00	bacs	Salaries and expenses	Expenses
K Welsh homeworkers allowance	27.00	No vat	27.00	bacs	Salaries and expenses	Expenses
S Rolls Lengthsman services	146.20	No vat	146.20	bacs	Environmental and Open Spaces	Lengthsman
Business all about you Climate Initiative PR WMPC 27	150.00	No vat	150.00	bacs	Environmental and Open Spaces	Environment / Community
QSSIT regular maintenance / monthly sub	25.40	5.08	30.48	bacs	IT and Communications	IT and Communications
Expenses claim A Shepherd (Travel)	21.60	No vat	21.60	Bacs	Salary and expenses	Expenses
Expenses claim K Welsh (Travel)	203.40	No vat	203.40	Bacs	Salary and expenses	Expenses
Expenses claim A Shepherd (litter picking equipment)	69.96	14.00	83.96	Bacs	Community Infrastructure Levy	CIL Expenditure
Expenses claim K Welsh (Easter Eggs for event)	101.50	No vat	101.50	Bacs	Youth and Community	Youth and Community
Expenses claim K Welsh (Easter Egg Stake Decoration)	18.98	No vat	18.98	Bacs	Youth and Community	Youth and Community
Somerset West and Taunton Council (Dog bin emptying and grass cutting Q4)	1578.81	315.76	1894.57	Bacs	Environmental and Open Spaces	Dog bin emptying and grass cutting
Expenses claim B Gage (BACH Carpet Cleaner)	222.97	No vat	222.97	Bacs	BACH	Other supplies / equipment
Expenses claim B Gage (BACH locks / equipment)	64.53	No vat	64.53	Bacs	BACH	Other supplies / equipment
Spark Somerset (Volunteer DBS Check)	13.00	No vat	13.00	Bacs	Youth and Community	Youth and Community
Starboard Systems Limited (Scribe accounts software)	756.00	151.20	907.20	Bacs	IT and Communications	IT and Communications
Expenses claim A Shepherd (Country Park Banner)	47.84	9.57	57.41	Bacs	Community Infrastructure Levy	CIL Expenditure
Somerset West and Taunton Council (Premises Licence Annual Fee)	180.00	No vat	180.00	Bacs	BACH	Licenses / subscriptions

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
Happy Cups (Coronation Event Cups)	659.50	131.90	791.40	Bacs	Youth and Community	Youth and Community
Expenses Claim K Welsh (Community Café items)	50.15	3.31	53.46	Bacs	BACH	Community Events / Initiatives
Expenses Claim K Welsh (Easter Eggs)	18.75	No vat	18.75	Bacs	Youth and Community	Youth and Community
Expenses Claim A Hall (Country Park expenses)	106.26	No vat	106.26	Bacs	Country Park	Country Park
Western Bolt (Generators)	1458.00	291.60	1749.60	Bacs	Community Infrastructure Levy	CIL Expenditure
Expenses Claim B Gage (Digital thermometer)	21.00	No vat	21.00	Bacs	BACH	Other supplies / equipment
Expenses Claim P Elliston (Community Garden)	125.07	No vat	125.07	Bacs	Community Infrastructure Levy	CIL Expenditure
Darren's Den (Monkton Inn Play Equipment)	6285.00	1257.00	7542.00	Bacs	Community Infrastructure Levy	CIL Expenditure
To note payment of:						
<u>Direct Debit</u>						
Invoice Tailored Auto Enrolment 9624 29/3/2023 (Pension administration)	12.00	2.40	14.40	DD PAID	Salary and Expenses	Pension
Invoice SWS 112062 2/4/2023 maintain gsuite	59.80	11.96	71.76	DD PAID	IT and Communications	IT and Communications
Invoice SWS 112020 web-lite hosting (MM) and standard mailbox 20/3/2023	25.00	5.00	30.00	DD PAID	IT and Communications	IT and Communications
Invoice SWS112044 Monkton Matters domain name registration / renewal 28/3/2023	16.50	3.30	19.80	DD PAID	IT and Communications	IT and Communications
Invoice SWS 112105 Website Annual Charge x2	198.00	39.60	237.60	DD PAID	IT and Communications	IT and Communications
<u>By Card</u>						
Somerset West and Taunton Council – Temporary Event Notice – Coronation Event	21.00	No vat	21.00	Debit Card Paid	Youth and Community	Youth and Community
<u>By BACS</u>						
Buy and Drop (UK) Limited – Petrol Lawnmower	358.30	71.65	429.95	Bacs Paid	Community Infrastructure Levy	CIL Expenditure
Colin Garner – Easter egg signs on stakes	100.00	No vat	100.00	Bacs Paid	Youth and Community	Youth and Community
West Country Fencing Supplies Limited (Country Park Fencing)	629.85	125.97	755.82	Bacs Paid	Community Infrastructure Levy	CIL Expenditure

Any other invoices received before the next meeting will be added. Payments by bacs wherever possible.

Resolution: to authorise payments and note payments made during the month described above. Proposed by Cllr Tully, seconded by Cllr Hall and agreed with all in favour.

Transfer between accounts

None

Adopted - Redacted

437/22 Other matters for report only – items for discussion - no decision

a) Items for next meeting agenda - by Monday 17th April 2023 or Monday 1st May 2023

Noted

Cllr Gage requested an update on the service of the Mower. Clerk to follow up with Bridgwater Mowers.

438/22 Dates of forthcoming meetings:

Parish Council:

Second Tuesday in the month (Business focused meeting)

2023: 9th May, 13th Jun, 11th Jul, 8th Aug, 12th Sep, 10th Oct, 14th Nov, 12th Dec

Fourth Tuesday in the month (Community / project focused meeting)

2023: 25th Apr, 23rd May, 27th Jun, 25th Jul, 26th Sep, 24th Oct, 28th Nov.

Audit Working Party: 21st April and 21st July 2023 at 9.30am

Annual Parish Meeting: TBC March 2024 at 7pm

BACH committee 25th May 2023 at 7pm

Budget and Precept: TBC November 2023

Meeting finished at 9.55pm



Signed Chairman:

Date: 25th April 2023