



West Monkton Parish Council

## ADOPTED

Minutes of the virtual meeting of the Parish Council held on Tuesday 12<sup>th</sup> May 2020 at 7.00pm.

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

In attendance: Mrs A Shepherd, Clerk, Mrs T Cavill, Assistant Clerk, Ms J Pearson, Clerk to Cheddon Fitzpaine Parish Council, Mr K Perry, Flood Warden, Cllr Andrew Prtichard, District Councillor and Cllr David Fothergill, County Councillor.

### **78/20 To receive any apologies (with reasons), introductions with responsibilities**

Apologies were received from Mr K Tutill, NP Delivery Group Chairman

### **79/20 Declarations of Interest, Dispensation Requests, amendments to the Register of Disclosable Pecuniary Interest**

- a) Declarations of Interest: No change.
- b) Dispensation Requests: None
- c) Amendments to the Register of Disclosable Pecuniary Interest: none had been notified to the Clerk.
- d) Updates to the Register of Disclosable Pecuniary Interests: None, Clerk reminded Councillors to review and update the register.

### **80/20 To approve:**

- a) Annual Declaration of General Power of Competence  
It was resolved to declare the General Power of Competence, proposed by Cllr Hall, seconded by Cllr Besley and all agreed by show of hands.
- b) To approve ongoing service of agenda and summons by email as acceptable  
It was resolved to approve the ongoing service of the agenda and summons by email, proposed by Cllr Ellis, seconded by Cllr Hope and all agreed by show of hands.
- c) 2020/21 Risk Management and Assessment Document  
The updated Risk Management and Assessment Document was outlined and discussed by Councillors. It was agreed to purchase Kensington Locks for the three WMPC laptops, proposed by Cllr Elliston, seconded by Cllr Cavill and all agreed by show of hands. It was agreed to add this management action to the Risk Management and Assessment document, subject to this addition the document was approved, proposed by Cllr Besley, seconded by Cllr Cavill and all agreed by show of hands.

### **81/20 To adopt the minutes of the last meeting of the Parish Council on 14<sup>th</sup> April 2020**

The minutes from the previous meeting of the Parish Council on 14<sup>th</sup> April 2020, having been previously circulated, were taken as read. It was resolved to adopt the minutes of the Parish Council meeting on 14<sup>th</sup> April 2020, proposed by Cllr Hall, seconded by Cllr Gage and all agreed by show of hands.

### **82/20 To note Clerk's report and Assistant Clerk's report**

Clerk's Report:

- Actions from previous meetings and other issues raised during the month:
  - Annual Report included in latest edition of the Village News
  - Confirmed with organisers that the Parish Council would like to reschedule a face to face Workshop when possible rather than holding a virtual one.

- Zoom subscription has now been changed to an annual subscription rather than monthly to save some money.
- MH2 consultation published and shared and virtual meeting arranged.
- Emails sent to Redrow and Persimmon regarding retail unit marketing. A Penna copied in, no response received.
- Email of Facebook conversation regarding retail units forward to Persimmon for comment – no response received.
- Update added to website / Facebook page confirming that Parish Surgery meetings will not take place during lockdown.
- BACH:
  - End of year accounts finalised for Internal Audit
  - A3 printer removed from office temporarily and is in the Clerk's home office until BACH reopens.
  - Enquiries are being received about running virtual classes etc during lockdown / closure of the BACH.
  - Next Committee Meeting date to be confirmed.
- Meetings last month;
  - 16th April – Zoom SALC Catch Up
  - 17th April – Audit Working Party Meeting
  - 29th April and 1st May – SLCC Webinar Training: Preparing to Meet Website Accessibility Guidelines
  - 30th April – MH2 Consultation Virtual Meeting
- Meetings this month:
  - 5th May – Planning Committee Meeting
  - 5th May – SWT Liaison Meeting
  - 12th May – Parish Council Meeting

Assistant Clerk's Report:

- Actioned decisions made by Council.
- Neighbourhood Plan: next stage will be assimilation of comments received from informal targeted consultations to organisations and groups identified by A Rhodes.
- Further dialogue with Bus Shelters Ltd confirming enquiries ongoing ref land ownership. Submitted search of Land Registry Search Enquiry Form twice. No response yet from SCC regarding license to obstruct highway. No ownership registered at Land Registry of land proposed for concrete base onto which northern shelter could be erected.
- E mail dialogues with Fresh Air Fitness regarding outdoor gym equipment. Order for the £4k special installation has been placed, payment in total on completion.
- Completion and submission to SWTC of Hankridge PSPO.
- Dialogue with C Thackray/Duncan Lane regarding quotes for grass cutting for 20/21, suggest delay start of cutting regime because of coronavirus measures, remove Church Hill and Phone Box from list.
- Reported 'regular' potholes in the Parish again to SCC to ensure they are logged.
- Distribution of daily newsletters ref corona virus pandemic
- Finalise year end accounts. Start AGAR Part 3 (Annual Governance and Accounting Report). Dialogue with new Internal Auditor.

**83/20 SCC Report from Cllr D Fothergill**

Cllr Fothergill provided an update on the work of SCC:

Coronavirus Pandemic - Managing the pandemic continues to be the top priority for SCC, the numbers have gone up slightly in the County but everything seems to be under control. Testing is now taking place at Silk Mills. Of the 250 Care Homes in the County 32 of them have Coronavirus present and this is being managed with infection control. The first extra care home to take Covid-19 cases as Patients are discharged from Yeovil hospital has opened. Hospitals in the County are at 50 % capacity.

Schools – Work is underway to reopen schools on 1st June – this presents challenges particularly with maintaining social distancing and transporting children to their schools.

Recycling Centres - 11 of 16 have reopened. All going well, Highbridge was particularly busy, the remainder seem to be coping ok, Green waste collection has now resumed.

Finance – The anticipated cost of Covid-19 for 6 months from March to September is £47m. £25.5m has been received from Government – there is a £20m funding gap. Government have indicated that they will cover the costs. Spent £10m extra on PPE, government have only supplied 30% of PPE required, had to purchase other 70%.

County Hall - currently closed, 3000 people working from home. Ambition is to keep as many people working from home to keep county hall closed for as long as possible.

Creech Castle Improvement Works – Meeting scheduled to take place tomorrow to talk about the works. A conversation will take place about whether the work can start in July or sooner. Start date not determined.

Window of finance still exists. Government hasn't extended yet. Strategy will follow after the meeting. WRR connection with the A3259 won't start until after the Creech Castle works are finished.

Assistant Clerk thanked Cllr Fothergill for forwarding newsletters every day to all parishes in his area.

Cllr Pritchard requested an update on the improvements to School Road and asked if there were any plans to resurface the road. Cllr Fothergill to find out if it is on the schedule and if it isn't request that it is added. Cllr Fothergill confirmed again that now is a good time to report potholes and road defects.

### **84/20 SW+T Council reports from Cllrs Tully, Pritchard and Cavill - no decisions**

Cllr Tully – First Virtual Full Council meeting has taken place, decision taken to delegate decision making to CEO or Directors if required but only to keep the council running. The cost of remedial works to the harbour wall at Watchet is with SWT completely as other organisations are not contributing. All Council employees are paid the living wage, all contractors will follow suit. Ministers have said that Parish and Town Council Grants are available if financial help is needed for Covid-19 related expenditure – requests should be made to SWT.

Cllr Pritchard - Council has been busy putting together grants for small businesses. Nearly 3000 grants have been made and totalling nearly £30m. Local businesses have been encouraged to apply. There is also some flexible but discretionary relief available for those businesses that fall outside of the definition. SWT are in contact with all vulnerable residents to ensure that they have everything that they need. Next garden waste collection is 21st May (Thursday).

Cllr Pritchard reported that the area near the bus gate is overgrown and that the school path from Furs Close to the bottom of School Road has plants growing through it. Cllr Pritchard to send further information and pictures to Cllr Hope to follow up.

Cllr Cavill – Confirmed that as at 4<sup>th</sup> May 2020 the business support applications received were 3200, £31.9m provided to 2670 businesses. A list of businesses has been given to ward councillors to follow up if they haven't applied.

Planning Meeting and Scrutiny Committee Meetings planned this week. Public can view via a webcast. If want to make comment / speak need to request several days beforehand. MH2 being discussed at Exec on 20th May – report is now available on website. Going straight out for consultation after the Exec meeting, Clerk to circulate link to Councillors.

### **85/20 Coronavirus Pandemic update**

#### **a) Update on Community Groups**

Cllr Elliston confirmed that there was not too much to report, things have slowed down a bit for the Community Group, who are currently fielding one enquiry a day. Nature of enquiries are changing, from help with shopping / medicine, to how to dispose of rubbish. No funding currently required from the Parish Council. A response is awaited from Taunton Food Bank who will respond when the need in Parish is confirmed.

#### **b) Update from Village Agent**

The Village Agent, Christine Brewer did not join the meeting.

### **Public Question Time**

Members of the public present at the meeting did not ask any questions.

Tony Laurence acting in his capacity as Trustee and Chair of Arts Taunton requested that the Parish Council and Creech St Michael Parish Council would consider partnering with Arts Taunton and appoint design consultancy CreateStreets ([www.createstreets.com](http://www.createstreets.com)) to review the MH2 Masterplan consultation which is currently being conducted by Persimmon / Redrow. The

cost of appointing the consultants would be in the region of £2000. The appointment would enable an expert and independent review of the proposals.

The proposal was discussed. It was observed that it would be more appropriate for the consultants to review the SWT MH2 Masterplan which will go to consultation following the SWT Executive Meeting on 20<sup>th</sup> May.

Clerk confirmed that the proposal was also on the agenda for the Joint Parish Panel meeting on 13<sup>th</sup> May.

It was agreed that Tony Laurence request CreateStreets to review the SWT Executive papers in respect of MH2 with a view to providing an update quote to undertake the review.

### **86/20 Planning**

#### **a) To consider recommendations from the WMPC Planning committee on applications received by 5<sup>th</sup> May 2020, (listed on SW+T Council website); and to consider any others to date**

The following recommendations from the WMPC Planning Committee on 5<sup>th</sup> May were considered. It was resolved to approve the recommendations for submission, proposed by Cllr Besley, seconded by Cllr Ellis and all agreed by show of hands.

48/20/2020 Erection of a two-storey extension to the side of 6 Gotton Cottages, Cheddon Fitzpaine.

Parish Council comment: the off white render stated in materials used would not sit well against what is a typically traditional Quantock Stone cottage, and the Parish Council would not support the application if white render remains, as it would totally alter the very local street scene of the three dwellings on this lane and the visual amenity – looking from the cross roads, the off white render of the end wall would totally dominate the aspect. It is recognised that Quantock stone is not readily available as the quarry is now closed, and look alike substitutes may well look worse, therefore it is suggested that a different finish more sympathetic to the Quantock Stone should be proposed such as timber cladding or rough cast lime. The window finish is not defined – it is assumed they would be uPVC? It is strongly recommended that the Planning Committee should make a site visit to understand the very traditional appearance of the cluster of cottages situated at this back entrance to Hestercombe, and originally part of the Hestercombe estate. In view of the proximity of Hestercombe, and the WM & CF Neighbourhood Plan policy R1, it is required that external lighting should be only of warm white LED.

Cllr Haskins suggested that the Parish Council investigate the possibility of a Tree Preservation Order being put in place in respect of Trees at Sidbrook. Cllr Haskins to send the details to the Assistant Clerk to investigate.

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

Noted.

### **87/20 MH Development**

#### **a) MH1: Update**

##### **i. Sports pitches**

Clerk confirmed that following the discussion at the Planning Committee meeting, advice has been sought from Planning Admin at SWT copying in Andrew Penna on submitting a Pre-Planning Advice application.

A response has been received from Andrew Penna indicating that Persimmon should either make the application or support it.

The cost of making that application will be £266.50 + VAT; £319.44 in total.

Clerk confirmed that she had been in contact with Persimmon for their view on the application, a holding response has been received confirming that the view of Redrow is being sought to ensure that both developers are in support.

It was proposed by Cllr Gage, seconded by Cllr Cavill and agreed with all in favour by show of hands that pending a response being received from Persimmon / Redrow documenting their support, an application for pre-planning advice would be made to SWT.

## **ii. Open Spaces Transfer / Management**

Clerk confirmed that there was little progress to report in relation to the transfer of the open space, a long list of remedial work remains outstanding and contractors are currently not on site due to the Coronavirus Pandemic. Clerk confirmed that Blenheims, Management Agents were still waiting for the information requested from Persimmon in respect of the transfer, a further follow up email has been sent.

Clerk also confirmed that email correspondence has been received from Blenheims confirming that they have written to the residents of Pavilion Gardens requesting payment of their annual sum, indicating that there is confusion amongst residents at Pavilion Gardens and that most have refused to pay the sum.

Clerk suggested that a letter be written to the residents of Pavilion Gardens from the Parish Council clarifying the current situation in respect of the Open Spaces to help with some of the confusion being expressed. It was agreed that the Clerk should send a letter to homeowners on behalf of the Parish Council.

## **b) Hartnells Farm Development: Update**

Cllr Cavill confirmed that many of the issues and concerns in relation to the Planning Application have been addressed, there are still some issues around fencing material which are still being resolved. Ownership of hedge is now resolved.

## **c) Retail units: Update**

Clerk confirmed that an email had been sent to Andrew Penna at SWT to request confirmation of the planning conditions in respect of the retail unit phase of MH1 to see if a condition was included about the provision of car parking for the retail units and the provision of the road surface at Furs Close. Clerk confirmed that Andrew Penna had responded to confirm that conditions were included for both that were enforceable.

Clerk to report to Planning Enforcement and request that action is taken to enforce both conditions.

## **d) MH2: Update and consultation response**

Clerk confirmed that the draft PC response and draft JPP responses to the Developer MH2 Consultation had been circulated by email.

Clerk confirmed that a Joint Parish Panel meeting to review the response to the consultation is scheduled to take place on Wednesday 13<sup>th</sup> May 2020.

Clerk to send a copy of the draft response to Cllr Fothergill.

## **e) Land South of Langaller House: Update**

Information about the Land South of Langaller House SWT Consultation which runs until 5<sup>th</sup> June was circulated in advance of the meeting.

Clerk confirmed that the consultation was also on the JPP meeting agenda.

The consultation is also on the WM Planning Committee agenda for discussion. The Planning Committee meeting is scheduled to take place on 2<sup>nd</sup> June.

## **f) Feedback from Liaison Meeting with A Penna**

Nothing further to report, all feedback covered in other agenda items.

## **88/20 Reports, including recent developments, matters to consider and decisions to be made:**

### **a) Bathpool Flood Warden: Mr Kevin Perry**

Mr Perry confirmed that there was little to report as little rain had fallen. Pending the relaxation of lockdown rules a meeting will be scheduled to move forward the leaky dams initiative for Allen's Brook.

### **b) NP Delivery Group Chairman: Mr K Tutill**

Apologies were received from Mr Tutill in advance of the meeting who had confirmed that there is little to report regarding the Neighbourhood Plan Review but the hope is to make more progress once restrictions are lifted.

### **c) Councillors with roles of responsibility**

#### **Footpaths: Cllr Gage.**

Cllr Gage reported that there was little to report, no problems, all getting walked heavily. Cllr Elliston raised a broken stile in Creech St Michael Parish. Cllr Gage to raise with CSM PC Clerk.

**BACH: Cllr Gage.**

Cllr Gage reported that the school had confirmed that they are no longer making use of the BACH during the pandemic. An enquiry has been received from a midwifery group who would like to use the BACH during lockdown. Clerk to confirm with the school that they should make a further request should they wish to start using the BACH again.

**Allotments: Cllr Haskins (Clerk)**

Nothing to report.

**Highways: Cllr Besley**

Cllr Besley confirmed that the work on Redhill was due to commence on Monday 18<sup>th</sup> May.

**Flooding: Cllrs Cavill and Hall**

Nothing to report.

**Safe Routes to School: Cllr Tully.**

Nothing to report.

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

Cllr Hope reported that the MH1 Play Areas are currently closed off and areas are now overgrown. The open space maintenance contractors are not currently working during lockdown so no maintenance is taking place.

**Community Liaison/Transportation: Cllr Elliston**

Nothing to report.

**d) Communications Report**

Clerk provided an overview of the Website Accessibility Training that she has recently undertaken and the changes required to the website before September 2020.

Clerk confirmed that work to review and improve the website will take place over the coming months and an Accessibility Statement will be developed for approval by the Parish Council at a future meeting.

**e) GDPR**

Nothing to report.

**f) WMPC Chairman**

Chair confirmed that he had joined the Cheddon Fitzpaine Parish Council Meeting last night for the Country Park item. Chair acknowledged that despite lockdown there is a lot of work going on and thanked his fellow Councillors and the Clerks for their contributions.

**Representatives on outside bodies/Response to Consultations:**

**g) West Monkton Village Hall Management Committee**

Cllr Tully reported that the Village Hall remains closed until it is safe to reopen.

**h) The Spital Trust**

Cllr Ellis confirmed that there was nothing to report but that the work behind the Almshouses to erect dwellings had commenced.

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

None.

**j) Consultations submitted**

Assistant Clerk confirmed that following discussion, a response supporting Wiveliscombe Town Council would be sent regarding Taunton Unparished Area.

**89/20 Assets**

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### a) Asset Register

Up to date.

### 90/20 Finance

#### a) Annual Governance Statement approval

The Annual Governance Statements were considered and completed by the Parish Council. Proposed by Cllr Ellis, seconded by Cllr Tully and all agreed by show of hands.

#### b) Approval and adoption of 2019/20 Accounts

It was resolved to accept the Annual Accounts for 2019/20, proposed by Cllr Hope, seconded by Cllr Hall, and all agreed by show of hands.

#### c) Quotes: Updates

- Signage for Church – progress report requested; email acknowledged reply awaited.
- Bus Shelters Ltd - WMPC application for license to obstruct the highway with a bus shelter is still with SCC legals.  
Enquiry made to Land Registry (paper application) to establish ownership of verge on which concrete base needs to be placed finds that no title is registered. Check if R W Gales are still working and obtain a quote for the concrete base? Need final 'face to face' confirmation with dwelling house owner when restrictions lifted.
- Outdoor gym equipment – agreed installation at Farriers Green. Fresh-Air Fitness has accepted the order from WMPC and agreed to waive the usual terms of payment, which are 50% with order, 50% on completion. For the order from WMPC they have agreed to accept 100% payment on completion. When the lockdown is lifted inspections etc will take place, but placing the order has secured the equipment and the quoted price of £4000.00
- Grounds Maintenance for West Monkton Parish Council 1/4/2020 – 31/3/2021 strike through of lines 5 and 6, (Phone Box and Church Hill) agreed for Climate and Emergency action: start of rota delayed until safe to do so. DLO will record the number of cuts and invoice accordingly.

#### d) Receipts and payments

##### Receipts

##### Interest

Lloyds	£0.09
Nationwide	£11.10
PSDF	£to follow

##### Payments

##### Bus shelter cleaning and litter picking

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

Tailored auto-enrolment pension contributions (£xx.xx to be paid by direct debit)) together - £94.64

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

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

HMRC month 2 £261.47 to be paid by bacs (£394.52 – HMRC credit 133.05)

Homeworkers allowance Clerk £27.00 to be paid by bacs

Homeworkers allowance Assistant Clerk £27.00 to be paid by bacs

Lengthsmans services £ to follow to be paid by bacs

Election fees May 2019 £2053.35 to be paid by bacs

Renewal Insurance BHIB (last of 3 years) £1144.12 to be paid by bacs

Any other invoices received before 12May 2020 £ to follow, to be paid by bacs wherever possible

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

Proposed by Cllr Ellis, 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  
nil

2. To note payments by bacs/transfer:  
Zoom annual subscription £143.88 until 26/4/2021

3. To note payment by direct debit  
Invoice 7637 Monthly payment of £12.00 + vat £2.40 = £14.40 to Tailored Auto Enrolment, for the servicing plan  
Tailored auto enrolment pension deductions: AP voluntary contribution xx.xx; xx.xx employer contribution for AS  
and xx.xx employee contribution for AS = total £xx.xx

Invoice SWS 106079 Monthly invoice £59.80 + vat £11.96 = £71.76 to Somerset Web Services (13 mailboxes)

4. Cheque  
nil

#### **e) WMPC Bank reconciliation**

Bank reconciliation and budget check: please check on green financial sheet. Ask any questions by email.

General notes on spreadsheet

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) after 1st of the month. These are the monthly list of payments for approval.

Bank statements for 1st of the month provide the figures shown on the financial sheet (bottom left hand corner).

Specific notes for WMPC May financial sheet

WMPC Receipts

Receipts received after 1st April and up to 1st May are shown in the May column. Shows the first half of the precept, CIL for the last half of last year, bank interest and 4th quarter vat reclaim.

WMPC Expenditure

Invoices dated after 1st April are shown on the April finance sheet.

Annual increments for Clerk and Assistant Clerks salaries come into place from May onwards (as agreed by NJC), plus increased hours as agreed in the budget.

#### **f) BACH finance**

The BACH Finance Sheet, providing the position in relation to the BACH finances to the 30<sup>th</sup> April 2020 was circulated in advance of the meeting and its contents noted.

#### **91/20 Other matters for report only**

Items for next meeting agenda – by Monday 1<sup>st</sup> June 2020

Cllr Gage reported the DWH advertising board which is still in place on Yallands Hill now advertising properties in Bishops Lydeard. Clerk to report to Planning Enforcement.

#### **Confidential Session:**

#### **92/20 Country Park**

Cllr Hall provided an update on progress in relation to the Country Park.

Cllr Tully requested to leave the meeting in order to avoid the fettering of his discretion in relation to this matter as a member of the SWT Planning Committee.

A draft resolution was read to the Council. The resolution was approved, proposed by Cllr Gage, seconded by Cllr Elliston and all agreed by show of hands.

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**93/20 Dates of forthcoming meetings**

Future meeting dates will take place virtually through Zoom on the following dates.

**Parish Council:**

**Second Tuesday** in the month

2020: 9th Jun, 14th Jul, 11th Aug, 8th Sept, 13th Oct, 10th Nov, 8th Dec.

**Planning Committee**

**First Tuesday** in the month

2020: 2nd Jun, 7th Jul, 4th Aug, 1st Sep, 6th Oct, 2nd Nov, 1st Dec.

**Annual Parish Meeting:** TBC

**BACH Committee:** TBC

**Audit Working Party:** 17<sup>th</sup> July 2020 9.15am.

**Budget and Precept:** TBC November 2020

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



Signed Chairman

Date: 9<sup>th</sup> June 2020