



West Monkton Parish Council

ADOPTED

Minutes of the meeting of the Parish Council held on Tuesday 12 June 2018 at 7.00pm in the BACH (Brittons Ash Community Hall), Bathpool.

Present: Cllrs Besley, Cavill, Ellis, Gage, Hall, Haskins, Thompson (arrived later), Tully.

In attendance: Mrs P A Cavill, Clerk; Mrs A Shepherd, Assistant Clerk, Ms J Pearson, Clerk to Cheddon Fitzpaine Parish Council; Mr K Perry, Flood Warden; 8 members of the public, County Cllr D Fothergill.

088/18 Apologies

a) Apologies had been received from Mr K Tutill (NP DG Chairman). Mrs W Ling had tendered her resignation as a Councillor. Therefore, a Casual Vacancy was declared by the Council.

089/18 To note

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

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

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

d) **Ratification of members responsibilities from 8 May 2018**, Member responsible for Transportation has not been elected.

e) It was confirmed by unanimous show of hands that summons, agendas and other documents will be accepted by email as proper service

090/18 a) To adopt the minutes of the last meeting of the Council held on 8th May 2018

The minutes, having been previously circulated, were taken as read. An opinion was expressed about the recorded content of the report from Cllr Fothergill. A statement, regarding the agreement to remove the 651-house trigger in order to give greater certainty for the delivery of the WRR, will be put on the website. **It was resolved** to adopt the minutes of the meeting on 8th May, proposed by Cllr Hall, seconded by Cllr Ellis, and agreed by show of hands.

b) To adopt the minutes of the last meeting of the BACH committee held on 7th March 2018

The minutes, having been previously circulated, were taken as read **It was resolved** to adopt the minutes of the meeting on 7th March, proposed by Cllr Ellis, seconded by Cllr Hall, and all agreed by show of hands.

091/18 To note Clerk's report and Assistant Clerk's report – no decisions

Clerk

- o Attended: Parish Surgery 10 May, CF PC 10 May, GDPR training by SALC at Somerton 22nd May, EA informal meeting 23 May, NP DG meeting 30 May, WM Liaison meeting 5th June, WM Planning meeting 6th June.
- o Site meeting 14 May Dyers Brook bridge project: Didier Lebrun SCC, Chairman, Clerk, plus members of the DBB Working Party. Report of meeting circulated to Councillors by email 14 May.
- o Internal Audit 15 May, Assistant Clerk also in attendance. External Audit submitted to Auditors, and Electors Rights posted.
- o Contacted Highways ref cutting verges and central reservation at Walford Cross and Monkton
- o First meeting of Neighbourhood Plan Delivery group (30 May): Parish Councils representatives and independent members of NP Steering Group. Aims and objectives of NP Delivery Group were discussed, and the questions answered by A Rhodes TDBC reference the interaction between WM & CF NP and TDBC in the future. Kelvin Tutill agreed to be chairman, meetings quarterly unless required more frequently.
- o Reading of GDPR documents and working out schedule of work for WMPC compliance.
- o WMPC signs for villages within the Parish. SCC states that they would produce and install the signs which have to be compliant with regulations, but a design is allowed. J Sharp has the design suggested by COWMS and has offered to cost it out. Member for Highways has the report.
- o Land acquisition: two proposals from the developers' consortium - strip of land in front of primary school, and car parking areas at Local Centre. Suggestions from others include the Country Park and facilitating the WW1 wood. Advice from J Moore has been circulated.
- o Investigate possibility of bus shelters either side of A3259 at Monkton Elm/Prockters, contacted SCC Highways, Road Records, and TDBC to check requirements for highways land licence, planning permission, supply and install. Road records staff member has left.
- o Road names for employment land: suggested to TDBC Karen Wright that WMPC will follow previous practice of using local field and family names – suggested Warren, Ridgeway, Redlar.
- o Completed End of Grant Report for Somerset Community Foundation ref grant for defibrillator.

Assistant Clerk

- Assistant Clerk confirmed that the internal audit in respect of the BACH 2017/18 accounts had been concluded and that information about the new BACH Calendar software has been included in the next edition of the village news.
- Assistant Clerk summarised the decisions made by the BACH Committee at its meeting on 17th May.
- Assistant Clerk is in the process of gathering quotes for painting the activity hall and committee room and for a ceiling projector in the committee room.
- Assistant Clerk confirmed that one allotment plot has become available and that she is liaising with those on the allotment waiting list to identify a new holder.

092/18 Reports from SCC, Cllr Fothergill, TDBC Cllr Cavill – no decisions

SCC report from Cllr D Fothergill

Adult social care will use the additional 3% Council Tax precept. Costs of overnight care will go up (by court judgement) and will cost SCC an additional £1.5m per year.

Thirty-four Youth Club grants have been awarded, in total £105,000.00 (matched by locally raised funding totalling over £287,000.00).

Mind of My Own: phone app for children in care. Somerset's Ryan Leakey crowned MoMo champion in UK.

BBC Panorama will be making a programme about provision for elderly care across the County, based on Adult Social care innovative solutions.

Potholes: government has granted an extra contribution to pothole repair in the County of £3.663m for 2018/2019. On average 19000 potholes are filled in Somerset every year.

SCC Statement of Accounts is available on SCC website.

National Volunteers week was 1 – 7 June. Evidence shows volunteers gain in health and well-being. Opportunities on the SCC website.

Free water refills – fill your bottle rather than buying more plastic. County Hall is a refill station.

Child Safety Week 4 – 10 June by Dorset and Devon Fire and Rescue Service – making homes safer across the county.

Library consultation closes 13 June, decision later in the year.

Smoking in Pregnancy campaign has resulted in 1000 babies being born smoke free since Mums2Be Smokefree service started.

Traffic Choices website offers options to resolve traffic problems identified by communities.

Keys for three new school buildings on Heathfield campus were handed over – very impressive buildings will allow school numbers to increase to 1350 immediately and shortly to 1500 after conversion of former Primary School building to Autism Centre.

Work on opening of Roys Place to through traffic will commence shortly.

Conversations have started with the Districts to explore options for the future of the County Authority, including Unitary. Will need to build the business case for whichever options are favoured.

In response to a question, Cllr Fothergill stated that the proposal to extend the cycleway from Canal Roundabout to Dyers Lane to connect into the towpath and other cycle routes was on the list. He stated no funds were available for it. It was noted that the project could qualify as a CIL project.

Naming the NIDR will be on 14th June at 2.00pm, Trenchard Way.

TDBC report from Cllr Cavill

The Council was seeking to provide services at reduced cost.

The Transformation Project is ongoing. Meanwhile, a Shadow Council has been set up to organise the framework of the new council. Currently predicted that the scheme will save circa £3.1m per annum as a conjoined council.

At the Deane House, the ground floor has been let to the Police.

Flood alleviation Strategy for Taunton, having previously considered a major scheme at Bishops Hull, is now looking to 'slow the flow' by measures further upstream.

The Firepool application has been granted, so CPO powers can now be used to purchase the final pieces of land.

A 20-year infrastructure plan is out for consultation. Network Rail was mentioned and the suggestion to re-open the stations at Creech St Michael, Chard junction, Langport and Wellington. Cost associated with the points and signalling would be massive. Wellington is a bit further into the process than the others.

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 residents group, Conservation of West Monkton Society (COWMS), thanked the Parish Council for publishing draft minutes (Clerk having sought SALC guidance).

A number of residents raised questions about the TRO issued in respect of works on the A3259 at Yallands Hill. It was explained that the TRO was for temporary road closure, dates not yet determined, for works associated with WRR. No diversion route had been published. Residents were advised to lodge objections with SCC.

A resident directed some questions particularly to Cllr Fothergill. Time scale for WRR? SCC does not have a time scale. S106 for bus gate on A3259? - as had been previously explained, this is part of the S278 for Hobbs Lane, P13 and the bus gate. Hartnells development is coming forward with traffic calming requirements. The bus gate will not go in until after WRR is open and traffic assessments have taken place. Cllr Besley noted there would be an information gathering meeting with A Jones SCC and the Parish Council to discuss traffic modelling and traffic assessment.

A resident asked when the Masterplan would be available for consultation on MH2. It was explained that the masterplan is being worked on but not ready for consultation. The matter will be raised at the next PC Liaison meeting at TDBC.

A member of COWMS reported that Quantock Rangers has stated that none of their signs had been stolen (ref suggestion for new signage of different village areas within the Parish).

Cllr Besley reported that he had removed the 'Village Hall' sign from the Highway verge at the junction of Blundells Lane and the A3259 and will hold it in safe keeping until a use is found for it.

Public Question Time was closed and the meeting was reconvened.

093/18 Reports, including recent developments, matters to consider, and decisions to be made:

a) West Monkton Parish Council Chairman

Cllr Haskins presented the report prepared by the Lengthsman on the replacement fingers, collars, finials and posts needed to bring 6 restored posts and two more on metal posts (at Church Hill to Coombe and to Sidbrook by Musgraves Old Farm). **It was resolved** to proceed with the restoration project to improve the parish amenity and preserve historic architecture: proposed by Cllr Besley, seconded by Cllr Gage and all agreed by show of hands.

It was reported the Royal Wedding Street Party was a great success.

GDPR had taken up a lot of time and changes would be required to comply with the new legal requirements.

A strategy for Public Open Spaces needed further discussion, 2 pieces of land are apparently coming forward from Persimmon.

The outcomes from the site meeting with Didier LeBrun SCC Flood Risk Management Engineer required a span to be installed. It was agreed to proceed to arrange a site meeting with a local construction company Fairhurst, (recommended by Collier Planning). EA/Wessex Water have been consulted and no further permissions are needed from them. A design is needed before a planning application can be submitted to TDBC. Agreed to keep span length down

b) Bathpool Flood Warden Mr K Perry

Mr Perry reported a recent informal information gathering meeting with B Leach, EA, was very helpful. The temporary pump has been removed for H & S reasons. An 8-inch pump has been sourced, which although smaller works at higher revs so pumping result will be about the same. An agreement with a local resident is needed in order to locate the pump on the concrete plinth and for it to be securely fenced by EA. The 8-inch pump will go through the 2018/19 winter. Permission may be granted for Flood Warden to start the pump. The use of a submersible pump has been considered but raises other issues. Longer term solutions are being considered e.g. attenuation pond on land owned by EA to the west of the flaps or re-open the trench to the east. J Southwell has passed EA data to TDBC team. Recent measure – 30ml of rain resulted in 45cm rise of the level of the Old River Tone.

A recent sewer survey concluded that the sewer plans were out of date. Rainwater from local roofs in Bathpool is being drained into the sewer, which explains why the manhole cover blows off in one of the gardens (x7 this year). It was suggested Viridor might assist as they own the land to the north and they dug the ditch running along the back of the gardens on Bridgwater Road. An enquiry to be made ref reinstate channels of communication with Viridor.

c) NP Delivery Group report Mr K Tutill

No report, K Tutill having given his apologies. See Clerk's report.

d) Councillors with roles of responsibility:

Member for Footpaths Cllr Gage: The 2 fallen direction finger posts (Church Hill and The Old Bakery) are ready to be repaired. Lengthsman to collect metposts from Chairman.

BACH Chairman Cllr Gage: The School Business Manager at Primary School has agreed to add BACH alarm system to testing regime in place at the school and BACH will pay pro rata by the number of detectors as a ratio of the total detectors in the building. The User Agreement has been agreed by the school and the BACH and has now gone to the Diocese for their agreement.

Allotments: Assistant Clerk reported that the work on the fencing is likely to begin in September/October. The recent allotment vacancy had been filled by the second person on the waiting list.

Member for Highways Cllr Besley: Cllr Besley will attend the Transport Strategy for Taunton meeting on 22nd June (also reporting back to Cheddon Fitzpaine PC). It was agreed that a site meeting with J Sharp SCC for

Clerk

NFA

Clerks and Councillors

Councillors

Clerk/working party

Mr K Perry
Cllrs Cavill and
Thompson

Clerk

Lengthsman, Cllr
Haskins

NFA

NFA

Cllr Besley

Village signage, could be attended by member of COWMS (sign designer). Cast iron signs would be preferred, but J Sharp will determine what is acceptable. (Cast iron would be in keeping with signage on Exmoor and Quantock villages).

It was noted that the overhanging hedge needs to be reported as trimming back is required again on the Bridgwater Road between the Canal bridge and the New Mill.

Clerk, Cllr Besley

Clerk

Member for Public Open Spaces and Flooding: Cllr Thompson

Cllr Thompson wished to acknowledge the excellent work being performed by Kevin Perry liaising with the EA and local residents to find solutions to the future pumping requirements of the Old River Tone at Bathpool. He also reported that he will be involved in the new tree planting project for the Country Park (WW1 Wood) with a view to enhancing the attenuation opportunities around Maidenbrook and Allens Brook and agreed to hold an onsite meeting with the Alan Hall on the Country Park steering group to review future plans in this regard.

Member for Safe Routes to School and recreation areas: Cllr Tully
Cllr Tully had nothing to report.

Transportation: no Member responsible for Transportation
No report. Noted a new cycling leaflet from Taunton Cycling group.

e) Communications Report Communications Report

Assistant Clerk summarised the updates made to the Parish Council website and facebook page over the last month. A new BACH menu has been added to the homepage to make information about the BACH including the new calendar easier to navigate to. The Chair has nearly completed making the wall bracket following which the brackets will be installed and the welcome screen ordered. Assistant Clerk confirmed that a further request for volunteers for the contingency plan will be included in the next edition of the village news.

GDPR

Assistant Clerk summarised the GDPR overview paper and accompanying proposed privacy policy and notices. Assistant Clerk confirmed that steps are underway to enable the Council to be GDPR compliant including, SALC training of both Clerks, consent being requested from those people currently included on the mailing lists held by the Parish Council, website modifications, g-suite mailboxes for the Clerks, Councillors and Booking Officer, the Clerk's sorting through the information that they currently have to inform the data audit and the development of a privacy policy and notices (using templates provided by the National Association of Local Councils and personalised for WMPC). It was agreed that councillors would take the overview paper and proposed privacy policy and notices away to consider with a view to approving them at the next meeting.

094/18 Planning

a)

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

48/18/0017 and 0018/LB Andrew Huntley: Refurbishment and conversion of barns to residential accommodation at Walford Gardens Mews Barns, Walford Cross. Likely issues that need to be assessed: none listed. **Parish Council comment:** please ensure materials used match the existing materials; Parish Council supports this application.

48/18/0025/A Denise Grandfield: Advertisement consent to display on externally illuminated sign frontage and various other replacement signs at B & Q, Heron Gate, Taunton. Likely issues: none listed. **Parish Council comment:** Parish Council has considered the proposals and has no comment to make.

48/18/0026 Denise Grandfield: Proposed alterations to Pedestrian and Vehicular Access/Manoeuvring/Parking Facilities, Reinstatement of Highway Frontage Open Surface Water Drainage Channel and Replacement of Highway Frontage Boundary Fence/Hedging together with Change of Use of Agricultural Land and Buildings to Class B1(Office) and B8(Storage and Distribution) (Retention of works already undertaken) at Hyde Egg Farm, Hyde Lane, Bathpool. **Parish Council comment:** the reinstatement drainage channel on the edge of the highway must be linked to existing highway ditches on either side of the premises; this area is prone to flooding and the roadside ditches need to be kept clear and flowing.

Clerk

Clerk

All HGVs and other vehicles must be able to get off the highway to be unloaded or loaded on site.

With particular reference to the B8 use in a residential area: no deliveries or vehicle movements, other than staff arriving and leaving, to and from the premises, shall take place within the site outside the hours of 7.30hrs – 19.00hrs Monday – Friday, or 8.00hrs – 13.00hrs on Saturdays and shall not take place on Sundays, Bank or Public Holidays. Reason: To ensure that the proposed development does not prejudice the amenities of neighbouring properties.

No business operations, other than within the building, including staff arriving and leaving the premises, shall take place within the site outside the hours of 6.00hrs – 22.00hrs Monday – Friday, or 8.00hrs – 13.00hrs on Saturdays and shall not take place on Sundays, Bank or Public Holidays.

Clerk

Reason: To ensure that the proposed development does not prejudice the amenities of neighbouring properties.

All lighting on the site should be LED, directional and compliant with WM&CF NP Dark Skies policy R1. An Environmental Assessment should be required in order to ascertain the correct spectrum of light on site to support wildlife. The details of external lighting should be submitted to and approved in writing by the Local Planning Authority. The external lighting should be carried out in accordance with the approved details and thereafter maintained as such. No other external lighting should be erected without the benefit of planning permission, to safeguard the amenities of surrounding residents. Noise should be restricted to a decibel level to be agreed by Environmental Health to protect the amenity of the surrounding residents.

Clerk

48/18/0027 Mrs S Melhuish: Erection of mono pitch roofed shed at 20 Elms Estate, Monkton Heathfield (retention of works already undertaken). Likely issues: householder application therefore assess 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 or other disturbance from the completed development. **Parish Council comment:** this is a large and obvious structure in the front garden of a residential property, which clearly affects the street scene of the road where it is located, but also it is visible from the A3259 nearby, so affects the wider street scene of the surrounding area. It attempts to set a precedent that is not acceptable.

48/18/0028/LB Mr T Garrett: Listed building consent for the replacement of cement-based render with lime-based render at 6 Walford House, Bridgwater Road, West Monkton TA2 8QW. Likely issues: none listed. **Parish Council comment:** Parish Council supports this application.

Clerk

48/18/0030 Andrew Huntley: Erection of a single storey rear extension, and porch to the front of Walford Gardens Mews, Walford Cross. Likely issues: householder application so need to assess whether 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 overcrowding, loss of light/outlook or other disturbance from the completed development. **Parish Council comment:** Parish Council supports this application.

b) Planning decisions are on TDBC website

095/18 MH development

a) Dyers Brook bridge: this is a CIL (Community Infrastructure Levy) project.
See Chairman's report Minute 093/18 a)

096/18 Environment

Cllr Cavill, TD Champion for Country Park, reported on the Planning by Design meeting co-ordinated by TDBC on 31st May 2018. The meeting was well attended by Parish, District and County Councillors, TDBC officers and consultant, Somerset Wildlife Trust and members of the public. Assessment of the information gained at the meeting will be shared with the Country Park Working Party. Cllr Alan Hall agreed to be Chairman of the Country Park Committee. This was ratified at both the Parish Council meetings (WM and CF): proposed by Cllr Cavill, seconded by Cllr Ellis and all agreed by show of hands.

Consideration was given to the acquisition of landscape/West of Greenway POS area/tree belt and the proposal to site the WW1 wood. After discussion Councillors were asked for their collective response to four points:

- (i) Is it acceptable? – yes, work up a proper business plan
- (ii) Pursue offer of land, wood and POS? agreed in principle
- (iii) Chase commuted sum from SLP? – yes
- (iv) Management of the area of land by as many partners as possible? – research to fully understand commitment, aspire to self-funding

It was resolved to go ahead with the four points, proposed by Cllr Gage, seconded by Cllr Ellis, all in favour by show of hands.

097/18 Reports from Parish Council representatives on other bodies: Consultations

a) West Monkton Village Hall Management Committee.

The Chairman of West Monkton Village Hall Management Cttee attended the meeting but left before this agenda item.

b) Spital Trust. Mrs Ling having resigned, Cllr Ellis volunteered for this position. Clerk to Spital Trust to be informed.

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

d) Consultations

Clerk

Consultation on CSM Neighbourhood Plan Regulation 16

It was agreed to send the comments below to TDBC:

Representation para number

3.4.2 SADMP - DPD

Details DPD(?) should it be SPD= Supplementary Planning Document?

Modifications

Correct typo if it is one

Representation para number

7.1.7 CSM NP Traffic Management Plan'...to ensure that traffic impacts from new development are carefully assessed and managed to protect the character of the NDP area and achieve the NDP vision.'

Details

CSM clearly states in the NDP that the parish shares the planned development areas known as Monkton Heathfield 1 (MH1), and Monkton Heathfield 2 (MH2), with the Parish of West Monkton; Creech St Michael having 45% of the allocation and West Monkton having the rest.

Modifications

SUGGEST INSERT to para 7.1.7 'and achieve the NDP vision...without negative impact on neighbouring parishes especially West Monkton Parish.'

SUGGEST this is also inserted into Policy CSM2 para 2

The initiatives agreed within the Traffic Management Plan will be coordinated with those initiatives and measures proposed in connection with the Monkton Heathfield urban extension to ensure that strategic and local transport strategies are aligned...' without negative impact on neighbouring parishes especially West Monkton Parish.'

Representation para number

7.2 CSM 4 Housing

Second bullet point – '...be limited to two / two-and-a-half storeys'

Details

Taunton's Garden Town status (Para 4.2.5 see below) carries with it a required basic housing density, plus a commitment to 50% open space provision. To deliver the housing numbers in the Core Strategy will require houses to be built at more than 2.5 storeys if the 50% Open Space is to be delivered.

Quote from Para 4.2.5 '...It is therefore strongly recommended that the Parish Council and other organisations base their formal consultation responses and other inputs related to the masterplanning, detailed design proposals and further planning applications for the West Monkton scheme on the objective of securing the delivery of a development that accords with the Garden Town principles and priorities identified in the TDBC Expressions of Interest document.

If this element of CSM 4 remains in situ, then taller buildings will have to be located in other areas of the MH2 development, artificially skewing the allocation of different heights and styles of buildings throughout the development.

Modifications

SUGGEST second bullet point is removed from CSM 4 Housing.

Representation para number

7.6.3 CSM Local Green Spaces Map 14 in Appendix E shows an area enclosed by a dotted line described as 'Fields between West Monkton and Creech St Michael village'.

Details

The area encloses two fields to the western side of the yellow dotted area which are in fact within the West Monkton Parish Boundary. The boundary is also the boundary of the WM & CF NP area, (the NP is made).

Modifications

If the boundary between the two parishes was to be re-aligned to follow the motorway, then this would not be a problem. However, since the review of Parish Boundaries is unlikely to be before 2019, this error on the map needs to be addressed and the policy re-worded appropriately.

2. Persimmon offer of land/ strategy for the acquisition of land

It was agreed that WMPC would consider all offers and options as long as they represented good and positive value for the Parish and came free of any encumbrances or commitments. Commuted sums that would have been paid to SCC or TDBC would be paid to WMPC.

SALC consultation on Barrowden Parish Council proposal on Building and Developer Control -Sustainable Communities Act. The survey was seeking information regarding the relationship between Development Control and Building Control. WMPC identified the major problem in the WM area as being with National Builder self-certification: it was suggested that there should be spot checks made on national developers – the issue being about quality control as well as compliance. The survey was completed and returned.

098/18 Assets

Owing to limited availability of time, **it was resolved** to defer this item to the next meeting, proposed by Cllr Hall, seconded by Cllr Gage and all agreed by show of hands

099/18 Finance

a) Quotes (i) Laptop for assistant clerk, agreed in budget, to become GDPR complaint e.g. HP Pavilion 14" (same as Clerk's) current price is circa £350.00 incl. vat, plus delivery; software extra.

To resolve to support purchase of a Parish Council owned laptop for the Assistant Clerk, plus software in order to be GDPR compliant, not more than circa £450.00.

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

(ii) TDBC to supply and install grit in at Brittons Ash and fill with grit £295.00 +vat.

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

b) Gratuity in lieu of pension

To note that the Clerk's contract dated pre-2006 allowed an alternative to pension contributions – an end of service gratuity. Internal Audit noted that no funds had been ringfenced for this payment. Checked with SLCC – the obligation to pay the gratuity remains: it can be paid in a lump sum at the end of service (although years of service post 70 are not included) through payroll. By applying the formula supplied by SLCC

3/80 x (NI LEL) x (number of years' service) the likely amount will be £3076.00.

c) To receive receipts and payments and approve payments listed below. **To resolve** to move funds into a Nationwide Saving Account Proposed by Cllr Tully, seconded by Cllr Ellis and all agreed (by show of hands).

d) To note bank reconciliation and budget check, WMPC and BACH (green financial sheets)

[Receipts and payments \(item c above\)](#)

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

Receipts

Interest as per green sheet Lloyds £2.51

Payments

Bus shelter cleaning and litter picking for May

Litter picker

£xxx to be paid by direct debit

Clerks salary (after tax) incl back pay owed for April

£xxx to be paid by bacs

Asst Clerk (after tax) incl back pay owed for April

£xxx to be paid by bacs

HMRC month 3

£270.79 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

Lengthsman's services in May

£xxx to be paid by bacs

Bryan Howe Internal Audit

£xxx

SALC Training (GDPR-2018-038)

£25.00

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

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

[Other payments made since last meeting of WMPC](#)

1. To note: Payments made using debit card

Viking 9 May paper treasury tags £26.26 incl vat and delivery

Viking 16 May Epson ink £53.98 incl vat, free delivery and £5.00 special offer discount

2. To note payments by bacs/transfer

BHIB annual fee (in three-year agreement) as approved in May meeting £853.29

3. To note payment by direct debit

Invoice 3534 Monthly payment of £14.40 to Tailored Auto Enrolment, servicing plan (on June fin sheet)

Google a/charge £9.90

4. To note – nil

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

[General notes](#)

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

Each column heading is dated first of the month.

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

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

Some items are paid for at the point of purchase by debit card and reported separately under 'payments made'.

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

[Specific notes for June financial sheets from WMPC](#)

[WMPC Receipts](#)

Interest received Lloyds £2.51

[WMPC Expenditure - As listed.](#)

Salary: Informed by AutoEnrolment that April payment £56 to Legal and General 'nest fund' will be made in next three days, and May payment in 7days; recorded in May column as £112.00.

Grants: Air Ambulance (annual grant) £400.00, CAB (annual grant) £250.00, St Margaret's Hospice (annual grant) £250.00, Village News (annual grant) £350.00, Grant to xxxx Street Party £200.00. Recorded as total £1450.00.

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. Two invoices from Viking, plus Google admin fee recorded together as £90.14

Environment

Litter bin supplied and installed by TDBC at Sylvan Way in Nov so invoice will follow: £474.00 will roll over into next month.

Lengthsman invoice for services plus trade insurance (110.00+89.58 recorded as 199.58)

[WMPC Bank reconciliation and BACH accounts \(item d above\)](#)

WMPC

Income plus brought forward = £233244.70. Total of bank accounts statements at 1 June = £234629.70. Difference is £1385.00 which is the amount of total un-presented cheques as recorded on green financial spreadsheet.

BACH accounts

BACH Finance Sheet

Assistant Clerk summarised the BACH Finance Sheet providing the position to the 31st May 2018 including an explanation of income received and expenditure. Assistant Clerk provided an explanation for each of the outstanding invoices. Assistant Clerk confirmed that the electricity bills for the BACH were now all paid and up to date.

It was agreed to place an advert for hiring the BACH into the Village News at a time appropriate for the reduction in hiring by TDBC (as the refurbishment of The Deane House comes to a conclusion).

e) To note Clerks holidays: Clerks contracts are for 21 days annual leave pro rata (plus 2 statutory days pro rata).

Record for year end **31 March 2019**

Assistant Clerk

5.67 days annual allowance; 1.67 days carried over; = 7.34 total plus 2 statutory days pro rata.

One day booked 2nd July

Running total = 6.34

Clerk

11.13 days annual allowance; 6.13 days carried over; = 17.26 total plus 2 statutory days pro rata.

Holiday booked 6,9, April=2 days

Holiday booked 17, 18, 21 May = 3 days

Holiday booked 21 June, 17/18/19 July = 4 days

Running total = 8.26

100/18 Other matters for report only - no decision

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

101/18 Dates of forthcoming meetings: all meetings commence at 7.00pm in the BACH committee room

Parish Council:

Second Tuesday in the month

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

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

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

Planning Committee

Dates for 2018

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

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

Parish Surgery

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

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

There being no further business, the meeting closed at 9.45pm.

Signed Chairman.....

Date.....