



West Monkton Parish Council

## ADOPTED

Minutes of the meeting of the Parish Council held on Tuesday 13<sup>th</sup> August 2019 at 7.00pm in the BACH (Brittons Ash Community Hall), Bathpool.

Present: Cllrs Besley, Cavill, Ellis, Kelly, Haskins, Hope, Gage 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 David Fothergill, County Councillor, Cllr Andrew Pritchard, District Councillor, Paul Elliston, Bathpool Pioneer and approximately 8 members of the public.

### **115/19 To receive any apologies (with reasons), introductions with responsibilities**

Apologies were received from Cllr Hall and Mr K. Tutill, NP Delivery Group Chairman,

### **116/19 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.

### **117/19 To adopt the minutes of the last meetings of the Council**

a) Parish Council meeting held on 9<sup>th</sup> July 2019

The minutes from the meeting, having been previously circulated, were taken as read. It was resolved to adopt the Parish Council minutes of the meeting on 9<sup>th</sup> July 2019, proposed by Cllr Tully, seconded by Cllr Hope, and all agreed by show of hands.

b) BACH Committee Meeting held on 25<sup>th</sup> April 2019

The minutes from the meeting, having been previously circulated, were taken as read. It was resolved to adopt the BACH Committee meeting minutes of the meeting on 25<sup>th</sup> April 2019, proposed by Cllr Ellis, seconded by Cllr Gage, and all agreed by show of hands.

### **118/19 To note Clerk's report and Assistant Clerk's report**

Assistant Clerk's Report:

- Attended: Parish Surgery 11th July and 8th Aug; CF PC also 11th July and 8th Aug; Persimmon meeting 12th July. Site visits to Glebe Court 26th July, Dyers Brook Bridge 29th July, R W Gale 8th Aug and 12th Aug.
- Received thank you responses for WMPC grants given, from Dorset and Somerset Air Ambulance, St Margaret's Hospice and CAB.
- Construction of Bus Shelters at Monkton Elm completed. Very positive feedback from Monkton Elm regarding the extent of their use and positive comments from users.
- Meeting with a Penna WM Liaison 6th August: A Penna provided information regarding future development of MH2, and use of half of employment land at Langaller for dwellings.

Clerk's report:

Actions from previous meetings and other issues raised during the month:

- Contact made with Bert Leach from Environment Agency about attending future meeting to provide an update on plans for Bathpool. Attendance confirmed for September Planning Committee meeting.
- Blocked gullies on Sylvan Way reported to SCC.

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- Met with Louise who attended the last PC meeting regarding 5G to provide some advice on local government structures etc.
- Email received from Alyn Jones' PA at SCC trying to establish a date for a further update meeting about M5 J25 improvements.
- Email received expressing concerns about congestion caused by J25 improvement roadworks. Contacted Sainsburys Store Manager.
- Hyde Lane hedgerows – member of the public raised concerns about the overgrown hedgerows on the road / footpaths along Hyde Lane. Reported to SCC.
- Requested Landscape Services SW Ltd to complete a verge grass cut as soon as possible – didn't have immediate availability. Verges have been cut again by the Depot.
- Contact made with Heathfield School requesting the contact details for the Chair of Governors to discuss the tennis court proposal.
- Further member of the public willing to do litter picking and has been given a set of equipment. No further sets available.
- Overgrown hedge on Greenway reported to SCC.

#### BACH:

- Meeting of the Committee on 18th July 2019, following agreed:
  - Review Parish Councillor membership – on agenda.
  - New mat for lobby – purchased.
  - Dropped kerb quote approved from remaining S106 money – work has been carried out by RW Gale.
  - Code lockable cabinet to be sourced for lobby for air conditioning controller – purchased.
  - Sign for car park to indicate that it is for hall users only – ordered.
  - Agreed to transfer money into high interest savings account – transferred.
  - Noticeboard in lobby to be used for BACH Notices.
  - Next meeting on 3rd October 2019.

#### Other events attended during June:

- 2nd July - Planning Committee meeting
- 11th July – Parish Surgery
- 12th July – Audit Working Group meeting
- 12th July – Meeting with Persimmon, further meeting scheduled for 27th September.
- 18th July – BACH Committee Meeting
- 24th July – MH1 Working Group Meeting
- 26th July – Planning site meeting
- 29th July – Dyers Brook site meeting

#### **119/19 Feedback from July Parish Surgery**

Clerk confirmed that Kate Payne from Persimmon was in attendance at the July Parish Surgery so there was a focus on the completion of open spaces in MH1.

#### **120/19 SCC report from Cllr D Fothergill**

Emotional and Mental Health Support: Somerset has been granted £1m over the next three years to deliver Emotional and Mental Health Support for Young People utilising trailblazer mental health support teams across the County. This is part of a national drive to improve emotional support in schools and forms part of the Somerset Wellbeing Framework, 'whole school approach' to wellbeing and mental health. Initially 25 schools will receive support teams to work in the schools, there will also be parent educational programmes provided by the voluntary sector.

Winter Gritting: In the middle of a summer heat wave the Highways gritting policy review has been completed and the first deliveries of salt for the forthcoming winter have started arriving at depots. This winter the County Council will be investing an extra £200,000 into the service and has taken on broad feedback to reassess all the criteria used to determine which roads will be gritted. This means an increase in the precautionary gritting network from approximately 720 miles to 900 miles of road, which will be treated every time ice or snow is

forecast. A map of the routes can be found at <https://somersexnewsroom.files.wordpress.com/2019/07/winter-services-2019-2020.pdf>

County Finances Update: The 2018/19 Statement of Accounts for the County Council and the Somerset Pension Fund (which the County administers on behalf of all employer bodies) have been given an 'unqualified' opinion (the best we can get) for these accounts. However, before the auditors can conclude their overall opinion, they are planning a little more work looking at the robustness of budgets for the ever-growing adult and children's social care future demand. Regardless of the outcome of this work however, their feedback fully recognises the considerable progress made during the last 10 months to ensure sustainability in the County Councils finances. Forecast school places: The new Education Infrastructure Growth Plan is now available at <http://www.somersex.gov.uk/education-and-families/school-place-planning-infrastructure-growth-plan/> This plan outlines the approach to school place planning and expected demand across Somerset, broken down by School Organisation Plan (SOP) areas.

Summer Outdoor Activities: Kilve Court and the three other Somerset Support for Education Outdoor Centres have begun delivering an exciting summer programme for young people from across Somerset and beyond, from children's activity days and 5 day residential camps to art, music and science events, there is something available for everyone. Visit [www.sseoutdoors.co.uk](http://www.sseoutdoors.co.uk) for further information.

Reducing Flood Risk: SCC have bid for funding schemes that will help the county adapt to climate change by reducing flood risk through natural flood management rather than engineering. The resulting 'Co-adapt' project will bring £2.53m from the European Regional Development Fund into Somerset over the next three and a half years for the projects. The Somerset Flood Action Plan, drawn up in the wake of the 2013/14 winter floods, included a commitment to develop long-term land management actions to reduce flood risk in the face of climate change.

Library Outreach Services: The new Somerset Libraries Outreach vehicle was recently launched. The vehicle presents additional opportunities to showcase the diverse range of Somerset Library Services, with targeted activities for hard to reach communities throughout the county.

Higher Education Courses: A fantastic new "Study Up" website has been launched to offer a one stop shop for students of all ages to find the right Higher Education course for them right here in Somerset.

<http://www.studyupsomersex.org.uk>

Local Teacher Training: Somerset School Centred Initial Teacher Training (SCITT) will be moving to Dillington over the summer and from September students will be studying on campus. For more information about the training and apprenticeships on offer visit [www.somersexscitt.co.uk](http://www.somersexscitt.co.uk)

Free Business Training: Social enterprises, charities and co-operatives in Somerset can sign up for free bespoke training – plus a grant of £1,200. SCC is supporting the free training between September 2019 and January 2020. SCC is providing match funding of £250,000 which will enable draw down of England European Regional Development Fund (ERDF) funding in recognition of the wider benefits of the programme.

### **121/19 SW+T Council reports from Cllr Pritchard, Cllr Tully and Cllr Cavill**

Cllr Pritchard reported that a consultation was underway regarding telephone boxes. One telephone box being proposed for de-commissioning is in West Monkton parish. There is also an opportunity to apply for funding for electric charging points; £1500 is available. The deadline for applications is 15<sup>th</sup> September. Assistant Clerk confirmed that an item would be added to the September Planning Committee meeting agenda. The National Litter Picking week takes place week commencing 23<sup>rd</sup> September. Cllr Pritchard will be coordinating a community litter pick event. The West Monkton Scout Group are interested in taking place. Assistant Clerk confirmed that the Parish Council litter picking equipment could be used.

Cllr Tully reported that a decision regarding Firepool should take place before the end of the year, that SW+T Council are considering the inclusion of the requirement to include electric charging points on new houses and that news regarding the Country Park is expected soon.

### **122/19 Country Park**

A report prepared by Cllr Hall was read to the Council in his absence by the Assistant Clerk.  
Somerset wood

A meeting has taken place with Rod Williams and Sam Astill from Heritage Centre to establish a concept for the dedication area. Sam has gone away to review how a simple display area can be established in keeping with the Country Park. They are preparing a scheme for presentation in a couple of weeks.

Discussions have been held with Ken Darch as a way forward with further planting this November for phase 2.

Volunteers have again been forthcoming to cross check existing planted trees to and remove grass growth within tubes to ensure they are not being choked. 50% are complete. Tree status is that 99% thriving.

#### Country Park

Meeting held at CP with Thirza Ashekford and Mandi who have a lot of experience with setting up Forest schools and have developed a working document as a guideline to the requirements and H & S requirements.

Presentation given to Engage as part of the initial outlines for fund raising.

To raise the profile and give more credence to the Somerset Wood and Country Park project presentation given to the Lord Lieutenant of Somerset.

A review of the storage for Mower was held with Cllr Besley. Training scheduled to take place on 6th September will use the Car boot sale area.

To give further advancement within this static period for the Country Park volunteers from the waterways are working with us to clear and open up the Allens brook stream visually on the CP side only. The removal/disposal of the brush and tree clearance needs a review.

The South Somerset Astronomy group wish to move their monthly meetings to this area so that they can take full advantage of the proposed facility.

To finalise the overall costings a meeting was held on 7th August with Quantity Surveyor, Ian Dacre from Rider Levett Bucknall in Bristol. They have kindly offered to give us an overall costing of the Visitor Centre. Ian was involved in the construction of Gloucester Service area working alongside Jonathan Roynon, Technical Director for Burohappold Bath specialising in free form timber structures and did design for the same project.

A new Officer has been appointed at SWT for the Garden Town project, Emma Jane Priest. Her role will be Garden Town Landscape Officer. We have offered to give a presentation.

Presentation date with the Leader and Chief Executive of SWT is still awaited.

The draft Country Park Logo Competition document to launch in September was shared with the Parish Council. It was resolved to adopt the document, proposed by Cllr Ellis, seconded by Cllr Besley, and agreed by show of hands.

The meeting was adjourned.

**Public Question Time** *By agreement with the Chairman, the questions raised were answered in the body of PQT, where possible. No decisions*

A member of the public asked if the employment land being put forward for housing would form part of MH2 and when it is likely to come forward. It was confirmed that this development would not form part of MH2 and is expect to come forward before MH2. NFA

A member of the public asked if the proposed development will place additional pressure on the existing school. It was confirmed that the additional development will not bring with it additional school places – these will only be provided with MH2.

A member of the public asked about whether the proposed cycle path at Dyers Lane would be going ahead. The Assistant Clerk confirmed that work would not be carried out until such time as a proposal could be developed that was agreed by all. Discussions on the proposal will follow over the next 2-3 months. It was suggested that Taunton Cycling Campaign would be involved in the discussions. Clerk / Assistant Clerk

A member of the public requested an update in relation to the WRR construction. It was confirmed that work had stopped due to an unexpected water main. This issue has now been resolved. Cllr Fothergill confirmed that a meeting between Persimmon and Highways was scheduled to take place the following day, a schedule for the work should be available after that meeting. NFA

The meeting was resumed.

#### 123/19 Planning

**a) To consider recommendations from the WMPC Planning committee on applications received by 6<sup>th</sup> August 2019, (listed on SWT website); and to consider any others to date**

Cllr Tully did not take part in the discussions regarding the planning applications received to avoid fettering his discretion.

Cllr Cavill, being an intermittent substitute on SWT Planning Committee declared an interest and did not take part.

48/19/0036 and 0037 Erection of a stable block at Glebe Court West Monkton. Listed building. Extended consultation period – response required at SWT by 7/8/19. Site meeting took place on 26/7/19. Notes from the site meeting distributed to Councillors by email prior to the Committee meeting.

Parish Council comments:

- It is understood that services such as water will come from the house.
- No Toilets shown – no sewage connection/drainage services shown.
- Vehicular access should be limited to horse trailers only as access to the drive and the drive itself are not suitable for large motor-driven horse lorries. It's a narrow drive and vehicles of any kind have to reverse several yards in order to pass.
- The window to the rear of the open tie up area loft space should be obscured glass.
- The appearance of proposed stables echoes Glebe Court – rendered, stone quoins, slate tiles, and the shape of window in centre of stables echoes arched window in Glebe Court.
- Height of stables to roof line is circa 4.8 metres. But the clock tower makes the building too high. The height of building and closeness to the drive to Church and Glebe Court is overbearing. It's a tall building on the highest point of the site. (Might be more acceptable in a different location within the grounds). The Parish Council suggests the clock tower is removed, and the pitch of the roof is reduced to lessen the impact.
- Measures must be taken not to prejudice the roots of the trees remaining in situ during construction, between proposed building and hedge against drive. If any trees found to die in the ensuing 5-year period they should be replaced with mature standard trees of same species.
- There does not appear to be an electricity supply to the proposed stables. The NP policy R1 requires maintenance of dark skies, therefore any lighting must be downlighter and LED.
- The building must remain ancillary to the main house in perpetuity.
- The building should be set down into the ground as much as possible on the side closest to the Drive to reduce its overbearing impact and to avoid run off from turn out space affecting the tennis court.
- The turn-out space surface should be permeable. There should be a dirty water catch-pit for the manure store.
- The use of the proposed stables should be for personal use only and not commercial.

48/19/0039 Replacement of garden room and roof terrace with two storey rear extension and erection of two storey extension and single storey extension to front of Goosenford Lodge, Goosenford, Cheddon Fitzpaine. Extended consultation period – response required at SWT by 7/8/19.

Parish Council comment: The Parish Council supports the granting of permission for this application. The elevation of the single storey garage facing the road through Goosenford should be of reconstituted stone to match the existing.

48/19/0041/A Display of No.2 non-illuminated fascia signs on steel poles at the junction of the M5 and A358, West Monkton.

Parish Council comment: The Parish Council supports the granting of permission for this application.

48/19/0043 Erection of extension to garage to form garden room with alterations to driveway at 18 Agin hills Drive, West Monkton. Extended consultation period – response required at SWT by 7/8/19. Householder application.

Parish Council comment: The Parish Council does not support the granting of permission for this application as currently submitted:

- due to the gradient of the applicant's garden, the proposed development would overlook the immediate neighbours on Yallands Hill;

- the proximity of the garden room to the boundary fence is intrusive to the neighbours;
- the application represents over development of the site;
- the Wessex Water foul sewer for Yallands Hill crosses the curtilage of the applicant's property and property deeds of dwellings on Yallands Hill show rights of access to the sewer.
- The velux windows introduced into the roof of the proposed extended garage would be required to be obscured glass.

48/19/0045/A Display of 1 no. internally LED illuminated box and 1 no. panel fitted to window mullions at Hobbycraft, Unit 2, Hankridge Way.

Parish Council comment: The Parish Council supports the granting of permission for this application.

To note:

48/19/0026/FPD Diversion of public footpath T32/2 in Parish of West Monkton Footpath Diversion Order 2019 (Creech Castle) – amendment to order. Noted.

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

Noted.

**124/19 MH Development**

**a) Dyers pond project (a CIL project): working group Cllrs Haskins, Gage, Cavill, Tully, and Ellis: update.**

Cllr Haskins confirmed that the contractor started work on 6<sup>th</sup> August 2019. The excavation work is now complete. The culvert is being delivered to site on 15<sup>th</sup> August. Work should be complete in advance of the next Parish Council meeting.

**b) MH1: working group Cllrs Hope, Hall, Kelly and Cavill: update.**

Clerk confirmed that the Working Group had met on 24<sup>th</sup> July 2019 to review the MH1 phased plans provided by Persimmon to identify any issues or queries. A meeting has been arranged with Persimmon on 21<sup>st</sup> August to review the plans.

Clerk confirmed that she had followed up Paul Fitzgerald at SW+TC about the collection of the management fees but he is currently on leave.

Information providing a breakdown of the management fees collect to be handed to the Parish Council is awaited. Ben Smith at Persimmon had indicated verbally that no S106 commuted sum would be payable to the Parish Council.

The letter regarding management company / fees which has been sent to some Charles Church home residents was discussed. Persimmon have confirmed that the letter was sent in error.

Clerk to contact Persimmon and challenge the S106 commuted sum payable on transfer of ownership of the open spaces and ask that a follow up letter is sent to the Charles Church residents confirming that the original letter was sent in error.

**c) MH2: Joint Parish Council Panel**

Consideration of the draft Terms of Reference for the Panel was deferred until the end of the meeting.

**125/19 Environmental**

**a) SCC Finger post restoration project: Progress update**

Assistant Clerk confirmed that the finger posts were with the contractor and should be installed later this week.

**b) CIL projects: Progress update**

Assistant Clerk confirmed that work was underway on the Croft Garage pavement and road gully repairs. The works planned to add a cycle path on Dyers Lane have been deferred following comments received from a local resident.

**c) Parish signage: Progress update**

Clerk confirmed that Planning Permission has been granted for the signage, SCC have been informed to enable them to complete the licence work for the signs. Quotes for production of the signs are included in Finance item 13.

**d) Bus shelters at Monkton Elm: Progress update**

Assistant Clerk reported that the Bus Shelters at Monkton Elm had been installed. Positive feedback has been received.

**e) Road verge cutting in 2019: Progress update**

Clerk confirmed that although the Depot had advised the Parish Council to find an alternative contractor to carry out the road verge cutting in the parish, they had since carried out a further cut. It was agreed to take no further action in view of the ride on lawnmower purchase and training.

**f) Access to Heathfield School Tennis Courts**

Clerk confirmed that contact had been made with the Heathfield School office about the possible community use of the school tennis courts. The email has been forwarded to Mr Bernard for a response.

**126/19 Reports, including recent developments, matters to consider and decisions to be made:**

**a) WMPC Chairman – Cllr Haskins**

Cllr Haskins confirmed that he had met with the Contractors carrying out works at Dyers Brook and Croft Garage pavement before work commenced.

NFA

**b) Bathpool Flood Warden – Mr Kevin Perry**

Kevin reported that we haven't had much rain and water levels have stayed low, though local and national news has caused much concern for local residents.

NFA

**c) NP Steering Group report - Mr Kelvin Tutill**

In Kelvin Tutill's absence, the Assistant Clerk read a report prepared by him to the Council:  
A review of the 4 sections of the Neighbourhood Plan has been carried out over the last few weeks and the results of that have been drafted in a series of suggested amendments. We have also made amendments to the narrative to tie the NP into the Vision for the Garden Town which we seek to support and line up with.

NFA

The draft has been sent to Ann Rhodes at the Deane and a meeting was held with Ann, myself, Tricia and Jo yesterday to get her support, pick her brains, and determine whether these amendments would need to be backed up by a further residents questionnaire, an Inspectors opinion and possibly a further referendum.

As a result of the meeting Ann is taking some legal advice as to the way forward, given this is probably the first NP review in the South West! There are also various initiatives underway within the Local Authority in relation to climate change, cycle networks, additions to building regulations and landscape which could ultimately affect the review. These should be available before the year end and could help our position going forward.

Tricia and Jo will be contacting, amongst others, the Canal and Rivers Trust, Zero Carbon World, and officers at the LA relating to cycling, Dark Skies and Landscaping to hopefully gain their support and finalise wording before a further draft is put before the Parish Councils.

Following on from the Landscape and Recreation Questionnaire which should go out in the autumn the NP review will be finalised and submitted to the Deane for a period of up to 6 weeks, there will be a further 5 weeks for an Inspector to comment and hopefully approve and there will probably have to be another referendum within 11 weeks, followed by a final approval by the Deane!

Once it has been passed by the Inspector it will be a relevant document in any planning application. Further meetings will be held over the next few months to coincide with the questionnaire going out to residents and hopefully the review will be rubber stamped within 12 months.

**d) Councillors with roles of responsibility**

**Footpaths: Cllr Gage**

Cllr Gage outlined some complaints that he had received regarding overgrown hedges. Clerk confirmed that these and others had been reported to SCC.

NFA

**BACH: Cllr Gage**

The membership of the BACH Committee was reviewed, and it was agreed that Cllr Hope would take the place of Cllr Kelly on the Committee.

NFA

**Allotments: Cllr Haskins (Clerk)**

Clerk reported that the allotments are in full use. Review of Tenancy Agreement may be required to add a term regarding growing illegal plants.

Cllr Hope asked whether additional areas for allotments could be identified.

Clerk

**Highways: Cllr Besley**

Cllr Besley reported that the gas main works in West Monkton have overrun. Works on The Street still need to be done.

NFA

**Flooding: Cllrs Cavill and Hall**

Nothing to report.

**Safe Routes to School: Cllr Tully**

Nothing to report.

Cllr Cavill confirmed that work to establish a safe route to school through the Country Park is still ongoing. Children crossing the road at Maidenbrook is still an issue.

Clerk to write to the school to ask them to encourage children to use the Safe Route to School and not cross at Maidenbrook.

Clerk

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

Cllr Hope reported that Persimmon are more enthusiastic about completing the open spaces. The large play area was opened in time for the holidays with the area requiring surfacing work being fenced off. The work to the surface will take place after the school holidays.

Work to remove / replace the blocks around the community square at Hardys Road is scheduled to start on 26<sup>th</sup> August. A letter has gone out to all residents confirming the schedule of works.

A meeting has taken place with Persimmon and Edenvale today and a list / schedule of works required has been drawn up and agreed. This will be monitored and followed up over the next few weeks. The aim is to complete 90% of this before the next meeting with Persimmon at the end of September.

Progress is being fed back to residents through the community Facebook page.

**Community Liaison/Transportation: Cllr Kelly**

Cllr Kelly reported that a new business 'K9' has opened for business in Creech St Michael. It provides a secure unit to take dogs. Details to be added to Parish Council website and Facebook page.

Paul Ellison, Bathpool Pioneer, confirmed that a Community Picnic will take place on 1<sup>st</sup> September from 12noon. Details are being finalised before publication.

**e) Communications Report**

Clerk confirmed that regular updates and news items were added to the Parish Council website and Facebook page during the course of the month. All adverts and payments have been received for Welcome Pack cover, final draft circulated. Printing will now take place.

**f) GDPR**

Nothing to report

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

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

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Cllr Tully reported that the Management Committee is seeking new members.

**h) The Spital Trust: Cllr Ellis to report (next meeting Sept 19)**

Nothing to report. The gas main has been replaced.

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

No other events attended.

**j) Consultations submitted**

Review of Devon and Somerset Fire Service

<http://dsfire.gov.uk/SaferTogether/ServiceDeliveryConsultation/TakePartInTheConsultation.cfm?siteCategoryId=18&T1ID=211&T2ID=460> Two members of the Council had attended the exhibition in Taunton Library, Councillors were advised of other dates and venues. It was agreed that all Councillors would read the report 'Safer Together' (48pages) and come back to the response to the questionnaire at the Planning Committee meeting in September.

Strategy SWT

<https://www.somersetwestandtaunton.gov.uk/media/1933/somerset-west-and-taunton-sci-v6-cctte-june-2019-0021.pdf> The Parish Council considered the document to be a comprehensive reflection of current planning procedures and had nothing further to add.

Statement of Licensing Policy (Licensing Act 2003)

<https://www.somersetwestandtaunton.gov.uk/media/1920/swt-statement-of-licensing-policy-draft.pdf> The document was agreed to be largely an update to include new legislation and the Parish Council had no further suggestions to make.

Letter in support of Quantock landscape Partnership Scheme

A letter in support of the scheme was approved.

**127/19 Assets**

**a) Asset register; to confirm up to date**

Confirmed. Mower and Bus Shelters to be added.

**128/19 Finance**

**a) Quotes:**

**Street Signage**

Considered quotes from CIS street furniture Cast aluminium x 5 £7750.00 +vat £1550, +delivery £595 +vat £119 = £10,014.00, Sign of the Times Cast iron x 5 £7107.76 +vat £1421.55 +delivery £160 +vat £32.00 = £8721.31 and Village Signs quote including posts and delivery £11,100.00, delivery will be 12 -15 months from the date of the order (no vat)

Resolution to accept quotation from Sign of the Times. Proposed by Cllr Ellis, seconded by Cllr Besley. All agreed by show of hands.

**Insurance for mower and flail**

- Aviva £777.37
- Came and Co £338.65
- Equity Red Star £344.96

Resolution to accept quotation from Came and Co, proposed by Cllr Tully, seconded by Cllr Hope and all agreed by show of hands.

**Training for four people to use ride-on mower and flail (Cllrs Gage, Hall, Haskins; and Lengthsman S Rolls)**

Lantra (approved rural training provider), Day course plus certificate £560.00 plus vat. Resolution to accept quotation and confirm course proposed by Cllr Tully, seconded by Cllr Besley and all agreed by show of hands.

### Add immobilizer and tow hitch drawbar to mower prior to delivery

Thatcham insurance approved immobilizer £195.00 +vat, clevis/ball hitch towing kit £150.00 +vat. Proposed by Cllr Gage, seconded by Cllr Tully and all agreed by show of hands.

Invoice will be received after quotes accepted – resolved to add to payment to Hunt Forest when invoice received in order to expedite delivery of mower and flail.

### b) To approve receipts and payments as listed below

#### 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

Interest Lloyds	£2.29
Nationwide	£38.42

#### 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 - £xx.xx

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 £314.25 follow to be paid by bacs

Homeworkers allowance Clerk £16.00 to be paid by bacs

Homeworkers allowance Assistant Clerk £16.00 to be paid by bacs

Lengthsmans services £to follow to be paid by bacs

Priorswood Library annual contribution £3600.00 to be paid by bacs (env)

Hunt Forest mower and flail £27,354.00 to be paid by bacs (Sports and General)

Bus Shelters Ltd invoice 25947 (Prockters) £5389.28 to be paid by bacs (Bus shltr provision)

Bus Shelters Ltd invoice 25948 (M Elms) £6662.94 to be paid by bacs (Bus shltr provision)

R W Gale (dropped kerb at BACH) £792.00 to be paid by bacs (BACH)

A Hall mileage & parking Bristol ref Visitor centre bldg.£44.50 to be paid by bacs

Resolution to make payments as described above (invoices to be paid by bacs where noted); mower and flail costs attributed to Sports and General budget line £20000.00 and remainder, £7354.00, from Environment budget line.

Proposed by Cllr Gage, seconded by Cllr Kelly and all agreed by show of hands.

#### Payments made since last meeting of WMPC

1. To note: Payments made using debit card

Viking HP black inks £40.98 +£8.20vat =£49.18

Hivis.co.uk vests x 15 £66.90 +vat 14.58+delivery 5.99 = £87.47

Sevenside Safety Supplies Ltd Men at Work + grass cutting x2 £64.17 +delivery 7.00 +vat 14.23= £85.37

Sevenside Safety Supplies Ltd tripod frame x2 £38.56 +delivery 7.00+vat9.11 = £54.67

Barriers direct 5x traffic cones £34.24 +vat6.85= £41.09

Amazon litter pickers x8 £24.30, hoops x8 £63.92, and stationary supplies 2.40+4.48

2. To note payments by bacs/transfer:

Nil

3. To note payment by direct debit

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Invoice 6117 Monthly payment of £12.00 + vat £2.40 = £14.40 to Tailored Auto Enrolment, servicing plan  
Tailored auto enrolment direct debit: AP voluntary contribution 56.00 + 16.80 employer contribution for AS and  
22.40 employee contribution for AS = total £95.20

Invoice SWS 104739 Monthly payment of £64.40 + vat £12.88 = £77.28 to Somerset Web Services  
DD for ICO annual subscription has been activated (recorded in July sundry admin).

4. Cheque

Nil

**c) To note bank reconciliation and budget check, WMPC and BACH (green financial sheets).**

Bank reconciliation and budget check presented at the PC meeting by reference to the green financial sheet.

**d) BACH finance**

Clerk presented the BACH Finance Sheet, providing the position in relation to the BACH finances to the end of July.

**e) Meeting of Audit Working Party:**

Recommendation to invest up to £50,000.00 in CCLA Public Sector Deposit Fund. No set up fee, first deposit has to be £25,00.00 or more, instant access, 0.08% management fee deducted before yield is declared, dividend paid every month into nominated bank account or back into Fund.

WMPC resolves to authorise investment as described above into Certifying Money Market Funds (including PSDF). Clerk, Mrs A Shepherd; Assistant Clerk, Mrs P Cavill, and Chairman Cllr S Haskins are named in Section 3 of the application form to authorise the investment on behalf of West Monkton Parish Council.

Resolution to make the investment as described.

Proposed by Cllr Ellis, seconded by Cllr Kelly and all agreed by show of hands.

**129/19 Other matters for report only**

Any items to be added to the agenda for the September meeting should be sent to the Clerk by Monday 2<sup>nd</sup> September.

The MH2 Joint Parish Council Panel Terms of Reference were revisited at this point in the agenda. Amendments were identified. Clerk to amend document and return to CSM PC Clerk.

Cllr Cavill confirmed that work developing plans for MH2 was moving at pace and the consultation is expected soon.

**130/19 Dates of forthcoming meetings: all meetings commence at 7.00pm in the BACH committee room**

**Parish Council:**

**Second Tuesday** in the month

2019: 10<sup>th</sup> September, 8<sup>th</sup> October, 12<sup>th</sup> November, 10<sup>th</sup> December.

**Planning Committee**

**First Tuesday** in the month

2019: 3<sup>rd</sup> September, 1<sup>st</sup> October, 5<sup>th</sup> November, 3<sup>rd</sup> December.

**Parish Surgery**

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

**Neighbourhood Plan Delivery Group**

**Country Park Tripartite Committee**

**Annual Parish Meeting** 25<sup>th</sup> March 2020 at 7pm at the BACH

**BACH Committee:** 3<sup>rd</sup> October 2019 at 7pm at the BACH

**Audit Working Party:** 18<sup>th</sup> October 9am, 17<sup>th</sup> January 2020 9am and 17<sup>th</sup> April 2020 9am.

**Budget and Precept** working party will meet in November 2019.

There being no further business, the meeting closed at 10.15pm.

Signed Chairman.....

Date.....

Adopted - Redacted