



West Monkton Parish Council

ADOPTED

Minutes of the meeting of the Parish Council held on Tuesday 13 November 2018 at 7.00pm in the BACH (Brittons Ash Community Hall), Bathpool.

Present: Cllrs Cavill, Gage, Hall, Haskins, Kelly, Thompson and Tully.

In attendance: Mrs P A Cavill, Clerk; Mrs A Shepherd, Assistant Clerk, Ms J Pearson, Clerk to Cheddon Fitzpaine Parish Council, Cllr D Fothergill SCC (arrived later), Cllr Parrish TDBC, Cllr J Williams Leader TDBC, Ms S Adam and Mr A Penna TDBC, 17 members of the public, Mr K Perry, 4 members of family of planning application, D Watts Editor of Village News.

149/18 Apologies

a) Apologies had been received from Cllr Besley (business), Cllr Ellis (personal) Mr K Tutill.

150/18 To note

a) Declarations of Interest: none were declared.

b) Dispensation Requests: none had been requested.

c) Amendments to the Register of Disclosable Pecuniary Interest: none had been notified to the Clerk

151/18 To adopt:

a) The minutes of the last meeting of the Council held on 9th October 2018

The minutes, having been previously circulated, were taken as read.

It was resolved to adopt the minutes as a true record, proposed by Cllr Gage, seconded by Cllr Hall, and all agreed by show of hands.

b) The minutes of the meeting of the BACH committee held on 26th July 2018

The minutes, having been previously circulated, were taken as read.

It was resolved to adopt the minutes as a true record, proposed by Cllr Cavill, seconded by Cllr Hall, and all agreed by show of hands.

152/18 To note Clerk's report and Assistant Clerk's report – no decisions

Clerk's report

- Attended: WM Parish Surgery 11th Oct and 8th Nov; site meeting Country Park 16th Oct; Creech Castle junction improvements exhibition at Hankridge Arms Oct 17th; SALC meeting 27th Oct; WM Liaison meeting 6th Nov.
- Many hours spent (with Jo/Alan/Norman/Bailhache) on work associated with Country Park, including some spent on arrangements for dedication of WW1 Memorial Stone on 9th Nov.
- Regular checks to TDBC Planning website and emails to A Penna TDBC to monitor activity ref Hartnells application and other developments in Parish: set up NP DG meeting at TDBC.
- Upgrading and reformatting pictorial Asset Register to cross reference with insurance policy; and replacement costs: taking photos at BACH/Acacia Gdns/Spital to update asset register
- Preparing budget/precept for 2019/2020.
- Set up WW1 Centenary display at BACH.

Assistant Clerks' report

The Assistant Clerk outlined the decisions made by the BACH Committee when it met on 18th October. Painting work in the Committee Room and Activity Hall has been carried out and a following approval of the quote, an interactive screen had been installed at the BACH. The Assistant Clerk confirmed the work to the allotment fencing had been carried out during October and confirmed that one allotment has become vacant but that the next person on the waiting list is eager to take up the allotment as soon as possible.

153/18 Report from SCC Cllr D Fothergill

Cllr Fothergill noted the following:

Somerset Wood: tree planting between Nov and March, circa 23 acres of 14000 trees to honour 11281 fallen Somerset soldiers of the Great War.

Colley Lane: Somerset bridge to carry Southern Access route into Bridgwater has longest span in Somerset 52 metres; total cost of Colley Lane Southern Access Route (CLSAR) will be £18.4m.

Library service redesign: Priorswood will be run by community partnership.

NHS demand in winter: SCC Adult Services has to date saved 7500 bed days: flu jabs are available.

Anne Frank exhibition at brewhouse until 27th Nov.

Winter gritting: gritters went out in October. Grit bins will be filled by government grant.

Somerton School: 14 class school will start building in the new year.

Somerset Independence Plus: one-stop shop for equipment, home services and advice to assist independent living at home.

Fit for my future: consultation on health and care in Somerset, on web-site.

Dillington: winter wonderland on 1st and 2nd Dec

WRR- Persimmon has paid for technical documents completed by SCC, waiting for Redrow before release.

154/18 Presentation by S Adam, deputy CEO TDBC, on Country Park joint partnership

S Adam was accompanied by A Penna TDBC Monkton Heathfield Project Team Leader.

S Adam noted that:

Very important for TDBC to get the CP delivered

CP is in the Core Strategy although without detail, and in the Garden Town Strategy

Insufficient time to achieve purchase jointly before needs of Somerset Wood dedication could be met

License to occupy will have to be extended

Ambition is to be three-way jointly owned

Support to achieve this needed from legals - Declaration of Trust and Joint Committee. To set up a Joint Committee needs the approval of the District Council.

Determine governance before lawyers draft it, joint conversation rather than a lawyers' template – then all three parties can sign off
Joint Committee will look at future strategy and the delivery of it

Get together soon as a working party. Get draft through early in 2019, and before the new Council comes in in May. Need nominations who will attend working party that will sort this out. Work collectively, then get approval from all three councils then define how Joint Committee can be set up. A Penna will convene Working Group: evening meeting. Agreed round the table that WMPC attendees will be Stuart, Mike, Alan. NPC remains TD Champion for CP.

Joint Committee in the first instance will be for the two fields – planting and funding opportunities – and in the longer term for the wider ambition of a larger Country Park.

Cllr J Williams Leader TDBC reminded the meeting that it is envisaged that TDBC will take a back seat in the running of the Country Park, and will be operationally delivered by the two Parishes.

Landscaping has to be worked out (also condition of application), with a landscape plan – volunteers already lining up for planting. This will be done shortly, to include some planting as part of SCC Somerset Wood: SCC is committed to the project, and may have funds. An SCC account to be set up to receive donations.

The Joint Committee will need to manage access to the park and planting.

It was ascertained that the cost of running the Somerset Wood would not fall due to the Parishes as it part of a County-wide initiative (although some of the Somerset Wood trees will be within the Country Park).

155/18 Country Park

Chairman Cllr Alan Hall reported that the Book of Remembrance will be available for signing. Dignitaries from the dedication ceremony will be invited to sign, thereafter the Book will be available to both Parishes: then lodged at the Heritage Centre for safe keeping.

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.

Cheddon Fitzpaine Parish Clerk read letter to Cllr Haskins from CPFC thanking for WMPC for efforts and commitment to Country Park.

Nfa

Chairman of West Monkton Village Hall raised the matter of the index linked extra Aginhills S106 monies. It was mutually agreed that the split of this fund (circa £4000.00) will be 50:50 between WMPC and WM Village Hall. Ms D Arscott, Leisure Officer at TDBC will be informed.
A member of COWMS reported an independently commissioned ecology survey had been taken, mostly on land within curtilage of West Monkton Village. The report will be considered at the next Planning Committee meeting 4 December 2018. Resident advised to send report to A Penna TDBC. The Parish Council heard representations from the applicant ref 48/18/0056.

Clerk

Resident

Public Question Time was closed and the meeting was reconvened.

156/18 Reports, including recent developments, matters to consider, and decisions to be made:

a) West Monkton Parish Council Chairman

Cllr Haskins reported that he had attended the Country Park Dedication Service, and the Civic Remembrance Day service at St Mary's and Vivary Park.

All Councillors

b) Bathpool Flood Warden Mr K Perry

Mr Perry reported that during last week's rain the stream through Bathpool had risen by 1.27mtrs in 12 hours. That's only 2 foot away from the alarm going off. The EA has confirmed the new pump will be available. The suction pie has been changed to the correct bore and re-attached to the 10inch pipe so that it connects easier by a reducer adaptor. A conversation with the EA engineer confirmed the pump will pump more. It was confirmed that water had been coming from the canal, as CRT had been flushing the canal to remove debris from de-weeding, and not appreciating the effect this had at Bathpool. CRT has undertaken not to flush the canal during rainy weather.

Mr Perry reported that he had attended the 'Somerset Prepared' day which was very informative, attended by 85 people. In attendance were EA, Fire, Ambulance, SCC, Rotary, Met Office, Trading Standards. Its purpose was to ensure communities are prepared for any emergency: There is an app 'JESIP' to assist, and give commands for emergency responders. Assistant Clerk reported that she is trying to develop a responder unit (needs a list of the elderly). It was noted Wessex 4x4's offers a similar service.

c) NP Delivery Group report Mr K Tutill

Mr Tutill apologised for not attending – there was no report. Meeting for NP DG being organised for November.

Clerk

d) Councillors with roles of responsibility:

Member for Footpaths Cllr Gage: The kissing gate at Pigeon House was broken, reported to SCC who responded that the gate is the responsibility of the landowner. SCC installed the gate. Diverted footpath at Ganges Farm is not completely compliant with width requirements: disruption owing to badger sett. Needs signage on Hestercombe Road.

Nfa

Allotments: Allotments are fully occupied. There are 2 people on the waiting list.

Nfa

Member for Public Open Spaces and Flooding: Cllr Thompson

Cllr Thompson reported that the letter of reassurance to the residents at Hyde Lane had been sent by the EA. He was monitoring the webcams and in regular contact with Mr Perry.

Nfa

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

Cllr Tully reported children misusing lights on Bridgwater Road crossing. Tudor Park, SCC has undertaken to replace signage by footpath gate and will give advance notice of crossing. Unlikely to be able to change route of children at Tudor Park, even though it is not a safe route to school: the safe route to school involves crossing at the roundabout and walking through Waterleaze to Tudor Park – it's a longer route so unlikely to be used. When the WRR is built then a footpath inside the

Nfa

CP could be installed. Hyde Lane footpath is going in, it's a Safe Route to School (Persimmon permissive path).
Noted that HIF (Housing Infrastructure Levy) £85m application – makes the business case, supported by government grant of £100,000.00

Member responsible for Community Liaison and Transportation: Cllr Kelly
Cllr Kelly reported that she had convened an informal meeting, attended by 15 people to discuss issues raised with Persimmon. Persimmon will attend Parish Surgery in January. Persimmon has confirmed Health and Safety on site is up to standard. Purchasers of Persimmon homes have paid different amounts for POS maintenance. Noted that A Penna has a list of what needs to be done before POS can be signed off. Also noted that enforcement actions have been started by TD. TD

Nfa

e) Communications Report

Assistant Clerk confirmed that regular updates had been made during the month to both the website and facebook page.

Assistant Clerk confirmed that information about the proposed new welcome packs had been added to the village news and that the logo designer had indicated that he would be happy to quote for the design work for the welcome packs.

f) GDPR

Work is ongoing.

157/18 Planning

a)

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

Clerk

48/18/0051 Ms Denise Grandfield: Replacement of cricket pavilion at West Monkton Cricket Club Hobbs Lane, West Monkton. No likely issues listed. Parish Council Comment: support.

48/18/0052 Mr A Lawrey: Erection of 1 No. dwelling, double garage and associated works in the garden to the south of Summercourt, Dosters Lane, West Monkton (amended scheme to 48/18/0006) (retention of works already undertaken). No likely issues listed.

Parish Council comment to be added to the record: the exact purpose of this application is unclear, with too many references to the other plots being developed under separate applications on the same site at Summercourt.

Clerk

WMPC recommends that no dormers are to be added to the proposed dwelling.
Compliance with WM&CF Neighbourhood Plan

Policy H2 External Materials for Residential Development Policy H2 requires that residential buildings must incorporate use of appropriate local and traditional external building materials.

31017/3 Rev C notes for plot 1 states 'building relocated' – plan does not show relocation position, and no reference to this amendment appears on TDBC website for 48/18/0006. Assuming this 'building' is the garage for 48/18/0006 (i.e. for plot 1) it seems to have been removed from the plan in order to allow the drive labelled 'Court Gardens' to reach plot 2. The same drawing number is used in both applications even though the drawings are crucially different. This makes an accurate understanding of the proposal difficult. Does the house in 48/18/0006 now have no garage at all, despite the parking areas drawn on the plan? The applicant does not appear to have complied with the requirements of the application form regarding Materials to be used. Policy H3 Refuse Bin Storage for Residential Development - where will the bins be stored?

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

Policy R1: Dark Skies Evidence provided in the Preliminary Ecological assessment supports directional LED lighting in any lighting scheme. WMPC strongly recommends that it should be a condition of this and any future

development on the Summercourt site that external lighting placed on walls of buildings on the site should be LED and downlit.

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

Other Planning considerations 1. It is noted that the visibility splay on the lower gate access into plots 1 and 2 will be altered to allow exit and entrance to the site at the same time. Should the stone walls either side of the entrance be removed further back? Although 4 car parking spaces are allowed, it should be noted that the same is true for Plot 2 so this application will increase the car parking spaces to 8 i.e. 8 extra vehicles entering and leaving Dosters Lane, West Monkton, which is a narrow country lane with no pavements.

2. There is no pavement in Dosters Lane which calls into question references in the application to walking and cycling. Whilst cyclists at the junction of Dosters Lane with A3259 and A38 could cross lines of traffic to join the cycle way on the A38 (hazardous), pedestrians will have to walk along the highway of Dosters Lane and A3259 and A38 because there is no pavement. The length of A3259 between Dosters Lane junction and Monkton Elm Garden Centre is the narrowest stretch of the road with a slight bend which limits visibility and therefore pedestrians walking to the bus stop or into the facilities in Monkton Heathfield would be using a hazardous route. There is no cycle route or public footpath in the vicinity of Summercourt.

3. Given that the application 48/18/0038 lies alongside 48/18/0006 in the gardens of Summercourt, it is disappointing that landscaping plans have not been included. In accordance with the Preliminary Ecological Survey the dividing boundary between plots 1 and 2 should be a planted hedge and not the 1.8mtr high timber panels as written on the drawing 31017 Rev C. This to allow uninterrupted travel of wildlife across the site. It is noted on the same drawing a note is made to reinforce the road side hedging in the area of the visibility splay. More detail should be required on this as the two could be contradictory if the planting is not set back into the garden of Plot 1, which seems to be in an area shown to be car parking spaces in drawing 31017 Rev C in 48/18/0038. Could it be confirmed if the car parking places drawn on Drawing 31017 Rev C in fact represent the 'relocated building' i.e. the garage for plot 1?

4. No datum levels could be found on the drawings. In the absence of this information, and in the absence of a cross section through the site, West Monkton Parish Council strongly recommends that the datum of the existing levels MUST be recorded before any site work commences.

48/18/0053 Mr A Lawrey: Erection of 1 no. dwelling with detached garage and associated works on land to the north of Summercourt, Dosters Lane, West Monkton. No likely issues listed.

Parish Council comment to be added to the record: this application is another (the fourth) on the same site at Summercourt, all filed separately with confusing cross references, and the same surveys for ecology and highways being resubmitted for each application.

WMPC recommends that no dormers are to be added to the proposed dwelling.

Compliance with WM&CF Neighbourhood Plan

Policy H2 External Materials for Residential Development

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

Materials information not found. The materials section of the application form has been struck through. The applicant does not appear to have complied with the requirements of the application form regarding Materials to be used, neither is the proposal in accordance with NP Policy H2.

Policy H3 Refuse Bin Storage for Residential Development: where will the bins be stored?

Policy E5 Wider Roll-out of Broadband Connectivity

Policy E5 states that Open access broadband infrastructure will be supported throughout the NP area. All new development, be it residential or employment/commercial, must demonstrate how it supports this objective.

Demonstration of support for Policy E5 was not found in the application. Please would the developer indicate how the recent government electric charging policy for all new homes will be delivered?

Policy R1: Dark Skies

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

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

Policy R3: Flood Attenuation

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

Other Planning considerations

1. This application states car parking for 4 cars will be provided. This means so far, a potential of 16 new car parking spaces in Summercourt, all exiting onto Dosters Lane. West Monkton Parish Council questions if this is in the interests of Highway Safety? Should the Highway/Transport Assessment be required to reflect the traffic movements of **all four of the additional dwellings**, potentially 16 additional cars, rather than picking off each application in turn?

In the interests of Highway safety, the northern access only should be allowed for this application.

2. There is no pavement in Dosters Lane which calls into question reference made to walking and cycling in support of the application. Whilst cyclists at the junction of Dosters lane with A3259 and A38 could cross lines of traffic to join the cycle way on the A38 (hazardous), pedestrians will have to walk along the highway of Dosters Lane and A3259 and A38 because there is no pavement. The length of A3259 between Dosters Lane junction and Monkton Elm Garden Centre is the narrowest stretch of the road with a slight bend which limits visibility and therefore pedestrians walking to the bus stop or into the facilities in Monkton Heathfield would be using a hazardous route. There is no cycle route or public footpath in the vicinity of Summercourt.

3. Given the amount of development in the grounds of Summercourt it is disappointing that landscaping plans have not been included. In accordance with the Preliminary Ecological Survey the dividing boundaries should be planted hedges and not 1.8mtr high timber panels. This to allow uninterrupted travel of wildlife across the site.

4. No datum levels could be found on the sketches submitted. In the absence of this information, and in the absence of a cross section through the site, West Monkton Parish Council strongly recommends that the datum of the existing levels **MUST** be recorded before any site work commences. If the site is to be levelled, as stated in the PEA, which trees are to be preserved?

48/18/0054 Mrs S Melhuish: Erection of a single storey extension to the rear of 12 St Quintin Park, Bathpool. Likely issues – none listed. Householder application therefore assess if 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 overlooking, loss of light/outlook, or other disturbance from the completed development. Parish Council comment: no adverse impact, not loss of amenity; Parish Council supports this application.

48/18/0056 Ms Briony Waterman: Erection of 1 No. detached dwelling with associated access and works in the garden of Greysmead, West Monkton. Likely issues: none listed. Parish Council supports this application.

b) Planning decisions are on TDBC website.

158/18 MH development

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

It was noted that a box culvert 2mtrs x 1mtr would weigh circa 6 tonnes. Transport would be an issue. There would have to be special delivery and arrangements made on site to lift it into position. Tarmac 'lego' blocks could offer a solution but may not be acceptable to SCC. Exact dimensions are needed, and costs, before completion of the application form.

b) Review of CIL 123 list. It was agreed to add the words ('playing areas...and facilities'). **It was resolved** to adopt the revised CIL 123 list proposed by Cllr Tully, seconded by Cllr Kelly and all agreed by show of hands.

Outdoor recreation for older children and adults appears to be less provided for in the Parish. A suggestion had been made for a tennis court – although a hard ball surface might appeal to more users. Advice from A Penna TDBC was to get evidence of need, and get support from Sport England. It was agreed to start with a recreation priorities survey via Sharp Cat to every residence in the Parish. Straw poll results can be used as extra evidence. Also suggested to investigate if Gotton Manor would be interested in PC restoring the court within their grounds. It was noted that there is a wealth of information on the LTA website which should be referenced. **It was resolved** to carry out a survey to prioritise adult outdoor recreational needs. Proposed by Cllr Gage, seconded by Cllr Hall and all agreed by show of hands.

c) Cllr Haskins reported that there are people still in West Monkton Parish not receiving the Village News. The Parish Council views the VN as such an important communication device, connecting all

Cllr Gage

Clerk

Clerks

residents to what's going on in the Parish, that the PC has offered the following plan to the VN Committee. The PC will fund 1 edition of the magazine to every new household (1128 houses) in the Parish. Cost circa £300.00. The edition will include a Parish Council centrefold insert stating: 'here are the website details; VN is on website; do you want a hard copy – if yes return information by post or email'. Distribution to houses in the new development would be organised by Cllr Kelly and Pioneer Paul. It was agreed to aim for the March issue, print deadline 1st Feb, which would be delivered in the last week of Feb.

Clerk

Cllr Kelly,
Pioneer Paul
Elliston

159/18 Environment

a) SCC Finger Post restoration, *work in progress*.

b) CIL projects:

Cycle path which runs around the canal roundabout side (ERR) along the A38 and into Dyers Lane Croft garage pavement to Sylvan Way

Assistant Clerk confirmed that there was no progress to report in respect of these projects. An outcome / way forward is awaited from SCC.

Assistant Clerk

c) Parish signage:

Assistant Clerk tabled a paper at the meeting outlining the quotes received to manufacture the signs and SCC costs, the five proposed locations for the signs and the design of the signs. The Assistant Clerk presented the paper and confirmed that the next step would be to make an application to locate signs at the five proposed locations.

It was agreed that a cheque be written for the SCC fee of £165.00 to accompany the application and the Assistant Clerk was authorised to make the application on behalf of the Parish Council.

Assistant Clerk confirmed that upon approval of the application by SCC, the Parish Council would consider and approve the individual quotes to manufacture the signs and then proceed to order them.

It was resolved to support the proposals above, proposed by Cllr Kelly, seconded by Cllr Tully and all agreed by show of hands.

Assistant Clerk

d) Recycling initiatives.

Tom Lewis reported that he was in regular contact with Nick Cater, Viridor, and Viridor very supportive. He reported he had set up FB page which became very popular very quickly (now at 110 followers), so it would seem the timing would be right for a parish initiative. He made reference to re-use and reduce as well as recycle, and 'Break the Circle'.

Tom Lewis, PC
support

160/18 Reports from Parish Council representatives on other bodies: Consultations

a) West Monkton Village Hall Management Committee.

Further works will benefit from the extra index-linked funds from the Aginhills S106 funds. A 50:50 split of the circa £4k has been agreed with WMPC.

b) Spital Trust. No report.

c) Any other event at which WMPC was represented. Members of Council had attended the Dedication of the Somerset Wood on 9th Nov 2018.

161/18 Assets

.Asset Register is up to date, and now cross references to insurance documents. **It was resolved** to adopt the updated and revised Asset Registers (pictorial and list), proposed by Cllr Thompson, seconded by Cllr Hall and all agreed by show of hands. **It was resolved** to adopt the revised and updated Risk Assessment document proposed by Cllr Cavill, seconded by Cllr Hall and all agreed by show of hands.

162/18 Finance

a) Quotes received
none (*Village Signage underway*)

Grant application received from IWA, Branch Secretary unable to attend and sends apologies; but notes circulated by email 15/10/2018 to all Councillors: £250.00 requested. On consideration of the work the IWA do to the benefit of the Parish **it was resolved** to award a grant of £300.00, proposed by Cllr Thompson, seconded by Cllr Haskins and all agreed by show of hands.

Grant application from Village News, amount to be determined. Consideration of VN reported in para 158/18 c)

- b) To note receipts and payments and approve payments listed below
- c) To note bank reconciliation and budget check, WMPC and BACH (green financial sheets)
- d) Bank accounts
- e) BACH finance, see below

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

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

Receipts

Interest as per green sheet:	Lloyds	£2.65
	Nationwide	£38.26
Second quarter VAT reclaim	1751.78	
Refund ink from Canon	41.99	
CIL meaningful proportion	1989.69	
BACH kitout Agin hills reimbursement	1499.50 (=50% of total invoice from Computeam) and the second	£1499.50
Business List subscription x 1	£15.00	

Payments

Bus shelter cleaning and litter picking for Nov
Mr A Pritchard, xxxxxxxx

	£xxx be paid by direct debit
Clerks salary (after tax) Nov	£xxx to be paid by bacs
Asst Clerk (after tax) Nov incl 7.25 extra hours	£xxx to be paid by bacs
HMRC month 8	£xxx to be paid by bacs
Homeworkers allowance Clerk	£16.00 to be paid by bacs
Homeworkers allowance Assistant Clerk	£16.00 to be paid by bacs
Lengthsmans services in Nov	£xxx to be paid by bacs
Mowgate hedge cutting	£84.00 to be paid by bacs
Ben Whites allotment fencing replacement	£3060.00 to be paid by bacs
Bailhache License to occupy land	£600.00 to be paid by bacs
Compu team final installment	£1799.40 to be paid by bacs
J & J Miller digger hire	£960.00 to be paid by bacs
SCC License fee for signage	£165.00 cheque
A Hall mileage 420 miles + aluminium	£xxx} to be paid by bacs
A Hall concrete slabs and scoop	£xxx } to be paid by bacs
N Cavill posts etc. tree supports	£xxx to be paid by bacs
Wells Cathedral Stonemasons (Memorial Stone)	£2820.00 to be paid by bacs
TDBC installation of litter and grit bin	£828.00 to be paid by bacs
Castle Hill quarry stone for track	£2592.00 (circa - invoice to follow) to be paid by bacs

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

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 Ink £34.48 + vat 6.90 = £41.38

2. To note payments by bacs/transfer

Compu team interactive screen for BACH 50% required to be paid in advance of installation £1499.50 + £299.90 VAT (s106 Agin hills) = £1799.40.

3. To note payment by direct debit

Invoice 4487 Monthly payment of £12.00 + vat £2.40 = £14.40 to Tailored Auto Enrolment, servicing plan

Invoice SWS103515 Monthly payment of £39.60 + vat £7.92 = £47.52 to Somerset Web Services (on Nov fin sheet).

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).

Note: Councils are able to reimburse necessary costs incurred by Councillors for the care of dependent children and adults. (Arnold-Baker 16.36).

Specific notes for WMPC Nov financial sheets

WMPC Receipts

Interest received Lloyds £2.65, Nationwide £38.26 = £40.91

Business Directory annual subscription (£15.00) x 1 = £15.00

WMPC Expenditure - As listed.

Spending on Country Park – memorial stone, protection of 4 x new trees, tracks = capital expenditure therefore out of CIL funds (£960.00 tracks + £2820.00 memorial stone + £50.71 aluminium for noticeboard + £83.23 posts for trees = £3912.94): hedgecutting, slabs and s coop, Bailhache (£600.00) not capital expenditure, therefore taken out of Environment budget line.

Env this month = £600.00 Bailhache (see above) + £165.00 License fee for village signage + £84.00 hedge cutting + £15.87 = £864.87.

Have added a line – Country Park for use after land is put into Trust and WMPC becomes one third equal share owner.

Added another line to fin sheet for CIL expenditures: explanations and accountability will be recorded on CIL annual statement, and the figure on the sheet won't be included in the budget columns.

Entry for Auto Enrolment in Oct is £28.80 because two payments were made in Oct – 2nd late from Sept, and 30th on time for Oct.

Sundry admin comprises £189.00 mileage allowance (xxxx) + £41.38 Viking Inks = £230.38

Litter/grit bins: invoices from TDBC for litter bin on Sylvan Way by bus shelter£474.00 and grit bin at Bathpool £354.00.

WMPC Bank reconciliation (item c above)

Income plus brought forward = £215176.68. Total of bank accounts statements at 1 Nov = £215176.68. All cheques presented.

BACH finance (item e above)

Assistant Clerk presented the BACH Finance Sheet, providing the position in relation to the BACH finances to the end of October. One payment was outstanding on the finance sheet, which is still awaited. Assistant Clerk confirmed that the BACH Committee decided to open a high interest bank account at its October meeting. This account will be opened imminently with an opening deposit of £5000. Assistant Clerk confirmed that initially guidance sent from SALC in respect of VAT reads that there is not a requirement for the Parish Council to charge VAT on hire invoices but further advice is to be sought from HMRC.

See separate spreadsheet.

163/18 Dates of forthcoming meetings:

All meetings commence at 7.00pm in the BACH committee room

Parish Council:

Second Tuesday in the month

2018: 11 December,

2019: 8th January, 12th February, 12th March, 9th April, 14th May (**Annual Parish Council Meeting**), 11th June, 9th July, 13th August, 10th September,

8th October, 12th November, 10th December.

Planning Committee

First Tuesday in the month

2018: **Tuesday:** December 4th

2019: 1st January (tbc), 5th February, 5th March, 2nd April, 7th May, 4th June, 2nd July, 6th August, 3rd September, 1st October, 5th November, 3rd

December.

Parish Surgery

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

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

BACH committee 24th January 2019 at 7.00pm

Budget and Precept working party RESCHEDULED new date is 27th November 2018 at the BACH at 7.00pm. Owing to the financially sensitive nature of this meeting, it will be for Councillors only.

There being no further business, the meeting closed at 10.06pm.

Signed Chairman.....

Date.....