



West Monkton Parish Council

ADOPTED

Minutes of the virtual meeting of the Parish Council held on Tuesday 14th July 2020 at 7.00pm.

Present: Cllrs Besley, Cavill, Ellis, Elliston, Gage, Hall, Haskins 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 and Cllr David Fothergill, County Councillor.

111/200 To receive any apologies (with reasons), introductions with responsibilities

Apologies were received from Cllr Hope, Cllr Andrew Pritchard, District Councillor and Mr K Tutill, NP Delivery Group Chairman.

112/20 Declarations of Interest, Dispensation Requests, amendments to the Register of Disclosable Pecuniary Interest

- a) Declarations of Interest: No change.
- b) Dispensation Requests: None
- c) Amendments to the Register of Disclosable Pecuniary Interest: none had been notified to the Clerk.

113/20 To adopt the minutes of the last meeting of the Parish Council on 9th June 2020

The minutes from the previous meeting of the Parish Council on 9th June 2020, having been previously circulated, were taken as read. It was resolved to adopt the minutes of the Parish Council meeting on 9th June all agreed by show of hands.

114/20 To note Clerk's report and Assistant Clerk's report

Clerk's Report:

- Actions from previous meetings and other issues raised during the month:
 - Letter sent to maintenance company and David Wilson Homes in respect of Aginhills and the maintenance of trees. Positive response received.
 - Persimmon Marketing Signs reported to Planning Enforcement. Signs should be removed by 10th July
 - Continuing to chase SCC for some action in relation to the flooding issue at The Cottage, Mount Fancy. Copy of the email correspondence sent to David Fothergill
 - Work on developing MH2 SWT Consultation Response and commissioning and liaising with Createstreets.
 - Compiled list of queries re MH1 and submitted to Persimmon, response received and circulated.
 - Finalise and submit response to the One Somerset Unitary Authority proposal.
 - Member of the public raised concerns about blocked gutters / drains along Bridgwater Road from Bawler Road to the Bus Gate – reported to SCC Highways.
 - Member of the public has raised concerns about speeding through Bathpool.
 - Reported hedge along pathway next to allotments to SWT to see if they are responsible for cutting it.
- BACH:
 - Painting work complete
 - Obtaining electrician quotes for trunking installation in Committee Room, Activity Hall and Lobby.

- Carrying out research regarding the re-opening of the BACH. Need to source supplies and compile risk assessments. Sporting activities are permitted from 25th July. It was agreed at the meeting to take steps to enable reopening of the BACH from 1st August.
- Next Committee Meeting date to be confirmed.
- Meetings last month;
 - 2nd June – SWT Liaison Meeting
 - 2nd June – Planning Committee meeting
 - 5th June – Virtual SLCC Branch Meeting
 - 9th June – Parish Council Meeting
 - 10th June – Country Park Meeting
 - 16th June – Unitary Authority Meeting
 - 17th June – SALC Virtual Catch Up
 - 23rd June – MH2 Consultation Discussion Meeting
 - 24th June – Joint CP Meeting with Cheddton Fitzpaine PC
- Meetings this month:
 - 7th July – Planning Committee Meeting
 - 14th July – SWT Liaison Meeting
 - 14th July – Parish Council Meeting
 - 17th July – Audit Working Party Meeting

Assistant Clerk's Report:

- Actioned decisions made by Council.
- Attended virtual meetings of Cheddton Fitzpaine PC, SWTC Executive, Joint Parish Panel, WM Liaison meeting, actual CP meeting at Cheddton.
- Distribution of daily newsletters ref corona virus pandemic.
- Letters to Parliament
- Local Electricity Bill: Actioned response to Steve Shaw Power for People and received, on the day of the Parliamentary Debate, a response from Rebecca Pow detailing the Bill's route through Parliament and her comments on future local energy production; followed up on inclusion of WMPC on list of supportive PCs.
- SLCC letter to Robert Jenrick Secretary of State at MHCLG ref Council Tax support benefit grant to Local Authority. Researched possible effects on Parish Council Precept. For consideration in Agenda item - Consultations.
- Two site visits to Farriers Green on the day of installation of the gym equipment, first to agree position of equipment with Martin Davies SWTC, and later to check the installation was to M Davies' satisfaction. Returned Certificate of Completion, forwarded Maintenance manual to M Davies. Contacted Justin Burke, (owner of Spinning Bus) to discuss details of free taster courses the PC could run at FG outdoor gym. See finance report for likely costs, in essence, £500.00 should cover the cost of running two weeks of taster sessions. However, Covid Regulations apply to the opening of outdoor gyms and outdoor play areas. Research carried out as to what other Parish Councils are doing, what the PC is required to do, how Association of Play Industries interprets requirements, and how Insurance companies are interpreting the requirements. Information Notices will be required, plus cleaning/sanitising before, during and after taster sessions. SWT Council have posted Covid-19 notices and done risk assessments. Could be easier to organise in mid-late August. Comments/suggestions invited from Cllrs.
- Neighbourhood Plan
 - Submitted NP revisions document to A Rhodes: checked consultation records were complete and up to date. Further emails about NP review and emerging SWT policies. Cannot proceed because referenda banned until 6 May 2021. Meanwhile commenced work on NP projects identified and agreed from Residents Survey in Nov 2019.
 - NP Illustrated Map of play parks, recreational areas, and open spaces. Made contact with Mark Marlborough (Designed parish logo and Welcome Pack) and gave him the brief for the NP Illustrated Map of parks and play areas. He will report to Planning meeting on 7th July. See also Finance report for breakdown and apportionment of costs. CF PC are in the loop.

- Development of Interpretation Boards for play parks, recreational areas etc, providing name of location and some information regarding flora and fauna or local interest. Installation to follow. Need to seek advice from Ecologist/Woodland Trust.
- Identification of seating locations, assessment of their condition, refurbishment programme to follow. Aim to complete assessment programme before Nov 2020 so that refurbishment can be included in budget setting for 2021-2022.
- Planning
 - Reported suspected Planning Breach of regulations to SWTC (structure on Church Hill, West Monkton). SWT 217 583 105. Registered as Enforcement action E/0100/48/20.
 - Phone calls from residents on various planning matters.
 - Read Ruishton Neighbourhood Plan: Cllrs invited to comment, none received.
 - Contributed to WMPC Response to MH2 Design Guidance document.
- Finance
 - Completed and submitted AGAR return for WM PC for 2019-20 to External Auditor
 - Investigating cyber insurance for consideration by Audit Working Party.
 - Prepare quarterly finance reports and VAT reclaim for first quarter.

115/20 SCC Report from Cllr D Fothergill

Cllr Fothergill provided an update on the work of SCC:

Corona Virus Update: Whilst every death is undoubtedly an absolute tragedy, the situation in Somerset has been throughout the pandemic relatively quiet compared to the rest of the Country. As at 26th June, the number of confirmed Covid cases in Somerset was 795 and the number of Covid-attributed deaths 195. At 0.6, the R Value for the South West was the lowest of all English regions, with the national average being 0.7-1.0. Of Somerset's 200 Care Homes, only one currently has any Covid19 cases within it.

Outbreak Management Plan: Somerset's Outbreak Management Plan has been developed, agreed and will shortly be posted onto the SCC website. The Plan outlines the measures in place and the actions which will be taken should a local outbreak of Covid19 occur in the County including Test and Trace. Public Health England rated Somerset's plan as exemplary and it will be used as a benchmark nationally.

SCC Financial outcome for 2019/20: Positive financial results and a major boost to reserves have put Somerset County Council in a strong position. In the last financial year, SCC increased its reserves to £76.2m across the board and delivered efficiencies that enabled a £6.4m underspend on the total budget.

SCC Covid19 Finances: SCC estimates additional costs of around £47m to help communities deal with coronavirus. To date the NHS Clinical Commissioning Group have reimbursed approx. £6 million and the Government have allocated an additional £26m to Somerset. It is expected that a further Government award to help close the small shortfall will be made shortly. Major expenditure has included: Paying a 10% increase to all care home providers to help them stay financially viable through the crisis – £3.1m; Personal Protective Equipment (PPE) – Government provides just 22% of the PPE required by schools, nurseries and key workers in Somerset, Somerset County Council is funding the remaining 78% – predicted cost £6m; Setting up and running a new care homes in Yeovil – £1m each; Supporting nurseries and childcare settings to enable them to financially survive – £2.1m; Running social care services seven days a week – £1m; Supporting District Councils with additional homelessness costs – £0.8; Supporting our supply chain on major building projects – £2.3m. Plus a whole host of other costs that add up!

Climate Change: SCC have become founding Members of a new network which been established by UK100 to campaign on climate change. The 21 councils involved in the Network represent 14.3 million people in total, a quarter of the population (25%) and two fifths (41%) of England by area. The network is to focus on rural communities who face unfair barriers in trying to decarbonise – it is often harder to attract funding for projects which don't fit traditional cost benefit analyses and which often favour urban concentrations with less overall carbon reduction impact.

One Somerset: The business case to move to a Single Unitary authority across Somerset will be available on www.onesomerset.org.uk from 7th July and will cover in detail the reasons for the recommendations and the substantial benefits to the residents of Somerset. The business case will pass through SCC's Scrutiny Panel and Cabinet before being considered at Full Council on the 29th July. Engagement and consultation activities will continue through July and into the Summer.

Registration Services: Birth registrations are now making a phased return in Somerset following the gradual easing of coronavirus restrictions. The service, run by Somerset County Council, had to be put on hold in March at the start of the nationwide pandemic lockdown due to Government instructions but now parents can book appointments to register the birth of babies born before 31 March 2020. The number of appointments will be limited at first, as safety measures must be put in place in buildings to protect the public and members of the registration service staff. With the service suspended for many weeks, there is a large number of births to be registered and parents of babies born after 1 April are asked to stay patient for now until more offices are open. Further updates will follow – please check www.somerset.gov.uk/births-ceremoniesand-deaths/register-birth

Library Services: Somerset Libraries are planning the phased re-opening of library buildings with the aim to start welcoming people back in July. It won't be business as usual straight away, however, and Somerset County Council's library buildings will look and feel quite different, as some processes temporarily change. Social distancing measures will be in place and a 'personal shopper' service will be available as customers will not initially be able to browse. Staff will be available to select items for customers based on popular titles, specific interests, and favourite authors. Full details of which libraries are planned to open and when that is finalised will be available soon via the Somerset Libraries website (www.somersetlibraries.co.uk) Importantly there will be no overdue charges as a result of items borrowed just before buildings closed on the 19th March due to COVID-19!

Commonplace: A new interactive online mapping tool has been launched to enable members of the community to flag up areas of concern in a specific area where changes to walking, cycling and travel could make a positive difference. This work aimed at building on a number of temporary measures, including pedestrianised high streets which have already been introduced to encourage social distancing and positively support the safe movement of pedestrians and cyclists. The map can be accessed at <https://somersetcovidactivettravel.commonplace.is/> An indicative figure of £482,000 for Somerset has also been published from the second tranche of funding where further new schemes will be considered.

Creech Castle Improvements – As the works have been delayed until next year a new programme has been developed incorporating the works for the WRR and A3259 improvements. Alyn Jones will be in contact with the Parish Council to arrange a virtual meeting to share the new programme of works.

116/20 SW+T Council reports from Cllrs Tully, Pritchard and Cavill - no decisions

Cllr Tully reported that a Full Council meeting took place last week. £692k of discretionary business grants have been paid out to different businesses. The grant has been extended to include leisure and hospitality and nursing homes and a number of other small businesses. Some small from home businesses have missed out. Parking in SWT car parks remains free until September. Work continuing on West Somerset coastal protection. SWT is the Coastal Protection Authority. Governance in SWT is being reviewed. The Council is also looking at zero carbon housing, 50 are being built in Taunton on land owned by the Council, the units are more expensive to deliver than normal units. More work needs to be done to ensure that developers provide zero carbon housing in the District, the District Council doesn't have any power to enforce carbon neutrality, but a policy will be included in the new Local Plan.

Cllr Cavill reported that the Government has paid out £10.65bn, SWT still has £500k of discretionary grant not dispersed – extended the businesses that qualify, information about relaxations on SWT website, in a week's time it will be opened up to larger businesses.

Assistant Clerk confirmed that it is proposed that a new policy will be included in the reviewed Neighbourhood Plan focused on reducing carbon and providing carbon neutral homes.

117/20 Coronavirus Pandemic update

Cllr Elliston confirmed that there was not much to report, hardly anyone in the community is now requiring support. There has been a reported increase in anger and frustration about need to take measures when the figure is so low in Somerset.

Public Question Time

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

Jo Pearson, Cheddon Fitzpaine Parish Council Clerk confirmed that a request had been made by Cheddon Fitzpaine Parish Council for the Parish Council to consider placing a bench by the canal marina. It was noted that the Lengthsman could install one of the benches removed from elsewhere in the Parish.

Clerk to investigate ownership of the Marina area to acquire necessary permissions to place a bench.

118/20 Planning

a) To consider recommendations from the WMPC Planning committee on applications received by 7th July 2020, (listed on SW+T Council website); and to consider any others to date

The following recommendations from the WMPC Planning Committee on 7th July were considered. It was resolved to approve the recommendations for submission, proposed by Cllr Hall, seconded by Cllr Besley and all agreed by show of hands.

48/20/0025 application for variation of conditions on 48/19/0072 at Springfield Greenway. Copied to Councillors 15/6/2020. An increase in the number of outside metal steps to reach the upstairs of each garage, plus slight relocation, and reorientation of Plot 1 garage away from the boundary fence. Parish Council supports the application for variation of conditions on 48/19/0072.

48/20/0028 application for two storey extension at Woodballs, West Monkton. Copied to Councillors 25 June 2020. Parish Council supports this application.

48/20/0031 Demolition of bungalow and outbuildings with the erection of 4 No. dwellings with associated works at The Orchard, Blundells Lane, West Monkton. Cllr Besley declared a personal interest as he is a neighbour of the application site. Parish Council supports the application but notes the Planning Statement appears to have omitted consideration of the West Monkton and Cheddon Fitzpaine Neighbourhood Plan, in particular with reference to R1 Dark Skies Policy, lighting scheme, and R3 Flood attenuation policy, no water butts.

48/20/0027 Variation of Condition No. 01 (approved plans) of application 48/18/0036 for the addition of 1 No. parking space for Plot 91 on land at Hartnells Farm, Monkton Heathfield. Parish Council has no comment to make.

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

Decision noted.

Clerk provided an update regarding the ongoing planning enforcement notifications in the Parish.

119/20 MH Development

a) MH1: Update

i. Sports pitches

Clerk confirmed that the sports pitches were raised with A Penna during the monthly Liaison Meeting. A. Penna suggested clarifying position with Ben Smith at Persimmon. Clerk confirmed that an email has been sent and a response is awaited.

ii. Open Spaces Transfer / Management

Clerk confirmed that Persimmon have indicated that the transfer of the Open Spaces won't take place until February 2021 at the earliest, therefore no further action is required at the moment.

b) Hartnells Farm Development: Update

Clerk confirmed that the Planning Application to add a parking space to a plot in the development has been withdrawn.

Clerk asked the Council if it had any further comments to make regarding the Planning Application in respect of phase 2 and 3 of Hartnells Farm development. The Parish Council confirmed that it had no further comments to make, Clerk to advise A. Penna.

Cllr Cavill confirmed that he had located the Landscape Schedule for Hartnells Farm Development and was liaising with Persimmon about the thinning of the trees to the north of the site.

c) Retail units: Update

Clerk confirmed that the work to provide car parking spaces at the front of the Persimmon units has commenced and is ongoing.

Clerk confirmed that the required size of the MH2 District Centre was raised with A Penna and confirmed the Parish Councils expectation that a greater number of units are included in MH2 District Centre due to the non-

delivery of retail units in MH1. A. Penna confirmed that the size of retail space (not number of units) is based on policy SS1 in Core Strategy but that evidence used to formulate the policy was from 2008. Some retail studies have been conducted since then. A Penna confirmed that a case has to be made to include adequate retail space when an application is received. A. Penna also confirmed that he is in contact with the CCG regarding the need for a Health Centre in MH2.

d) MH2: Update

Clerk confirmed that the Parish Council response to SWT Consultation was submitted on 10th July and the CSM PC response to the consultation had been circulated to Councillors.

A. Penna had confirmed that a reasonable number of responses have been received which he is making his way through. The MH2 Concept Plan and Design Guide will go to the September SWT Executive Meeting, not the August meeting as previously indicated. It will then go to Full Council at the end of September. A. Penna will consider the consultation responses and committed to consulting with the PC on any changes to the documents to reflect the comments made.

A. Penna confirmed that he would expect SWT to receive a Planning Application from the Developers in the Autumn at the earliest but that he has a meeting scheduled with Pegasus and will feedback to the Parish Council their next steps.

e) Land South of Langaller House: Update

Clerk confirmed that A. Penna is developing a response schedule from the consultation responses received. This doesn't need to go back to SWT Exec. SCC Highways have confirmed that they are agreeable to removing the highway link from the proposed employment land to Hyde Lane. A. Penna confirmed that he will share the amended document with the Parish Council in the next couple of weeks.

f) Feedback from Liaison Meeting with A Penna

Other items discussed at the Liaison Meeting included:

Country Park - Cllr Hall and Cavill outlined the delay at SWT for a decision to be made in respect of the offer of sale in respect of the Country Park. There has been a legal query raised by officers regarding payment for the Country Park being made from future CIL payments. SWT are making legal enquiries but have indicated that this will delay a decision being taken until September. Cllr Cavill confirmed that he has contacted with James Hassett to try to expediate.

Retail Space in MH2 – Cllr Cavill suggested to A. Penna that a retail company could be invited to review the space allocated in MH2 and the delivery of it at the appropriate point. This is something that the Parish Council may like to think about when a planning application for MH2 is received.

120/20 Environmental

a) Walkway from A3259 to Park Mead – Possible improvements

It was noted that this item was added to the agenda at the request of Cllr Andrew Pritchard, District Councillor but his apologies have since been received.

A discussion followed about possible improvements to the walkway. It was noted that staggered rails are already in place and that the walkway is used a lot by neighbouring properties so blocking it off wasn't an option.

It was agreed to not take any further action on this issue. Clerk to report this outcome to Cllr Andrew Pritchard.

121/20 Reports, including recent developments, matters to consider and decisions to be made:

a) Bathpool Flood Warden: Mr Kevin Perry

Mr Perry reported that there was plenty of rain in June, over three days the Old River Tone levels were up and down. On 18th June 49mm of rain fell in a 12-hour period. 56mm in total in 24 hours. The sewer didn't cope and discharged into the back gardens of Acacia Gardens and in Acacia Training car park – both reported to Wessex Water and dealt with quickly.

Yew Tree Lane resident also reported that water from rainfall was running off of the A38, down Yew Tree Lane and pooling around his bungalow.

The discharge pipe that would normally connect to the Old River Tone pump, dislodged, and got wrapped around river flap valves. Reported to the Environment Agency and dealt with very quickly.

A response is awaited from Farming and Wildlife Advisory Group (FWAG) regarding a meeting to review the leaky dams on Allen's Brook.

b) NP Delivery Group Chairman: Mr K Tutill

Mr K Tutill sent his apologies. Assistant Clerk read a report provided in advance of the meeting:

1. Following the start of the Covid 19 pandemic our ability to proceed with the anticipated Neighbourhood Plan revision has been severely restricted due to delays in Local Authority Planning updates and the inability to carry out public consultations whilst lockdown restrictions are in place.
2. We have submitted our draft revised documents to Ann Rhodes at SWT with a number of queries to gain insight as to what might be possible in the short term given their own delays in finalising emerging SWT policies in light of the restrictions.
3. We have been advised that our proposals will require scrutiny by an Independent Inspector and thereafter a referendum. The current restrictions mean that there cannot be any referendum before 6th May 2021.
4. The Local Plan revised policies will not now be approved until the end of 2021 and we are therefore unable to marry up these unapproved revisions with our own NP revisions.
5. Once a more accurate timescale is available following a lockdown release, we are anticipating working back from May 2021, or any other extended date to formally submit our proposals following further public consultations as are necessary.
6. We have however been able to commence some of the projects identified in the recent survey as follows :-
 - a) An illustrated map of play areas and open spaces in the NP area.
 - b) Initial development of identification boards for play and recreation areas
 - c) Identification of seat locations across the NP area.
7. We are proposing to meet in September to review the situation at that point and to decide whether we can move forward and over what timeframe. We will of course report back to the PC s at the October meetings.

In addition Assistant Clerk reported that Ann Rhodes at SWT had completed the Strategic Environmental Assessment and HRA in relation to the proposed revisions to the NP and that work on the NP illustrated map is continuing and is included in the finance report.

Not much progress has been made on the Interpretation Boards. Wildlife Trust could be invited to be involved in the development of these.

The bench survey of all benches in Parishes is taking place, this will identify where the benches are and the condition of them to inform a refurbishing programme from April 2021. Cllr Haskins requested an update regarding the old oak tree at Heathfield School and its use to make a bench. Assistant Clerk to follow up.

c) Councillors with roles of responsibility

Footpaths: Cllr Gage.

It was reported that the Lengthsman had strimmed some of the footpaths.

Cllr Haskins reported that there were a lot of brambles in hedgerows along Greenway and A38 from canal bridge which meant that pedestrians were having to walk in the road. Councillors to identify areas and inform the Clerk so that she can feed these back to Cllr David Fothergill. Clerk to report brambles on canal bridge to DLO.

Cllr Gage reported that an email had been received from CSM PC regarding footpath being blocked by cattle feeder in a field. Cllr Gage reported that he was not sure who owns the field or who rents the field. Cllr Cavill confirmed that he had the details of who owns / rents the field and would send these to the Clerk to write a letter.

Cllr Gage also reported that he has been cutting the grass in Greenway with the ride on lawn mower and asked if he should continue or if the DLO be doing it this year. Assistant Clerk to clarify with the DLO and liaise with Cllr Gage.

BACH: Cllr Gage.

Cllr Gage confirmed that he had nothing further to report but would talk to Amanda about increasing the frequency of cleaning at the BACH.

Allotments: Cllr Haskins (Clerk)

Clerk confirmed that the Lengthsman had replaced the fencing between the car park and allotments. Clerk to circulate a picture of the new fence.

Highways: Cllr Besley

Cllr Besley confirmed that there was nothing to report, patching work has been taking place across the Parish and the roads are in a good state of repair.

Flooding: Cllrs Cavill and Hall

Cllrs Cavill and Hall confirmed that they had nothing to report. Cllr Hall confirmed that he had started to collect long logs ready for the leaky dams.

Safe Routes to School: Cllr Tully.

Cllr Tully confirmed that there was nothing to report.

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

Cllr Cavill reported that a local resident had mowed the central park.

Cllr Hall reported that the Travellers had left the area next to Hardys Road Roundabout.

Community Liaison/Transportation: Cllr Elliston

Cllr Elliston reported that residents are using social media to express their dissatisfaction with the open spaces, e.g. weeds around trees. Residents recognise that the maintenance of the open spaces is the responsibility of the Developer.

Bins in the development are overflowing now that the play parks are open, the frequency of collections isn't enough at the moment.

The ERR continues to be used as a racetrack, police have been informed and will station themselves there during night shifts when they can.

d) Communications Report

Nothing further to add to the contents of the report.

e) GDPR

Clerk confirmed that there was nothing to report.

f) WMPC Chairman

Cllr Haskins reported that a Neighbourhood Plan survey had been received. Assistant Clerk to respond and circulate response to Councillors.

Cllr Haskins also reported that he had received an email from a parishioner raising questions about Councillor Interests. A response, checked by both Clerks, has been sent and the parishioner has been invited to join meetings of the Parish Council.

Representatives on outside bodies/Response to Consultations:

g) West Monkton Village Hall Management Committee

Cllr Tully reported that the Village Hall Management Committee has discussed when to re-open, this is expected to happen in August. The Management Committee will not be putting tariffs up this year and they will remain the same as last year.

h) The Spital Trust

Cllr Ellis confirmed that there was nothing to report

i) Any other events at which WMPC was represented

Clerk confirmed that she had taken part in SALC and SLCC Virtual catch ups over the last month and a further Catch Up was planned on 16th July when reopening community buildings would be covered.

j) Consultations submitted

Clerk confirmed that the response to the One Somerset Proposal had been submitted.

The Parish Council still needs to consider its response to the SLCC report. Leader of SWT wasn't available to attend the July Planning Committee Meeting due to a clash with SWT Full Council. It was agreed that a separate meeting date would be arranged for the SWT Leader to attend. Clerk to arrange.

Clerk confirmed that the Parish Council response to the MH2 SWT Consultation had been submitted.

The Walking and Cycling Manifesto consultation was discussed. It was agreed the Parish Council was supportive of the Manifesto. Clerk to submit a response.

It was agreed that Councillors would submit individual comments in relation to the New Model Code of Conduct consultation. Clerk to circulate details of the consultation once more.

122/20 Assets

a) Asset Register

Assistant Clerk confirmed that the Asset Register was up to date, the outdoor gym equipment at Farriers Green and the water bowser at the Country Park have been added. The water bowser will be an asset of Cheddon Fitzpaine PC but WMPC have paid for the padlock and chain which it is secure to the shipping container with.

123/20 Finance

a) Quotes: updates

Signage for Church. Email received on 1 July 2020 confirming that the works order was submitted to the SCC contractor on 19th June; having received information regarding utilities in the area. Due to social distancing measures some works that require two operatives to work closely together e.g. erecting a new post have been delayed but the SCC contractor has now carried out a risk assessment and these works can now progress. The SCC contractor has 12 weeks to complete the works. Kate Brown has emailed them to ask for an approximate programme date which she will pass on to me once received.

Bus Shelters Ltd – ongoing – progress anticipated after lock down eases. Need to visit local homeowner to confirm concrete slab for base on northern side.

Outdoor gym training sessions using equipment on Farriers Green site. Hinkley Leisure (Company owning Spin Bus run by Justin Burke) will charge £40.00 per hour for a PT to be on site.

Proposal: when restrictions are lifted*, to run some taster sessions paid for by WMPC and free of charge for residents up to a maximum of £xx to be agreed (see bullet point no.5).

Anticipated this would be in August; if popular consider how to continue to provide service thereafter. Cost of tasters to the Parish Council would be, for example:

1 hour x 5 evenings = £200.00;

or 3 evenings x 2 hours = £240.00;

for two weeks the costs would be 400.00 or 480.00.

Circa £500.00 would give good exposure to this Parish Council PC facility.

Suggest this could be supported under 'Health and Well Being' of community – getting people together again but allowing for social distancing and allowing people to exercise socially after lockdown.

*Note: outdoor gyms allowed to be open again from July 4th as long as social distancing can be observed, but government guidelines are not very helpful/practical and therefore probably wait until August to see how other Authorities have dealt with outdoor gyms opening. SWT Council information reported in Assistant Clerks report. Proposed by Cllr Elliston, seconded by Cllr Hall and all agreed by show of hands.

NP Illustrated map of play parks open and recreation areas:

Proposal to commission the work from Mark Marlborough, as per quote received, and distribution as agreed per options below

Mark Marlborough is the creator of WMPC logo and designer of WMPC Welcome Packs. Chosen because he is local, has done work for PC before, knows PC ethos and 'brand'.

Quote is £1000.00 plus drawings, Printing and folding 2000 copies £1750. Costs to be shared proportionally with CFPC: half concept cost £500, cost for printing by D band ratio circa £1130: total for WMPC £1630, but see distribution options below

Additional cost of drawings, 3 hours @£40.00 per hour = £120 per drawing of which there could be up to 10 for West Monkton (see published NP pp 114-134) = £1200.

Therefore, production and printing cost to WMPC could be circa £2800, say £3000.00.

Distribution – options

To be included in all Welcome Packs (to future homes) and left in BACH for people to help themselves

To be delivered by mail shot to every home. This option would increase print run costs, plus delivery costs circa £2000.00, but would ensure every resident knew of work being done by NP Review group and location of play parks and recreational areas; would be a shared cost with CF PC proportionally.

Total cost to WMPC if map distributed to all houses in Parish could be circa £5000.00

It was resolved to develop the map and decide how to distribute in the future. Proposed by Cllr Tully, seconded by Cllr Hall and all agreed by show of hands.

It was also agreed to agree the list of play areas for illustration on the map and an appropriate name for each at the August Planning Committee meeting.

Grant application

To install an EV charging point in domestic garage as part of renovations, Sidbrook. (From internet: The average cost of installing a home charging point is £1000. However, EV owners can get a £500 government grant towards the cost of this, and a further £300 from the Energy Saving Trust (EST), significantly reducing the cost. 22 Feb 2019)

Proposal to grant £200.00 towards the cost an EV charging point to be paid on production of receipt for work done.

The proposal was not supported by Councillors. Chair did not vote on the proposal.

To note External Audit papers have been submitted to PKF Littlejohn.

Noted

To note next Meeting of Audit Working Party Friday 17th July 2020, VIRTUAL 9.30am.

Noted

To resolve that that in delivery of his services as Project Leader for the Maidenbrook Country Park project, Cllr Hall's reasonable expenses for paper, ink and printing will be reimbursed on production of receipt.

Proposed by Cllr Besley, seconded by Cllr Tully and all agree by show of hands.

b) 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	£1.31
Nationwide	£3.11
PSDF	£21.59

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 (£to follow to be paid by direct debit)) together - £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 4 £390.52 to be paid by bacs

Homeworkers allowance Clerk £27.00 to be paid by bacs

Homeworkers allowance Assistant Clerk £27.00 to be paid by bacs

Lengthsmans services £648.89 to be paid by bacs

Clerks exp 1st quarter £145.90 to be paid by bacs

Asst Clerk exp 1st quarter £11.25 to be paid by bacs

Reed and Holland drawings £1354.86 to be paid by bacs (CP)

Kingscliff Contracting (docks at CP) £102.00 to be paid by bacs (CP)

Annual Membership CCS £100.00 to be paid by bacs (Subscription/Affiliation)

Village News two editions extra copies £27.60 to be paid by bacs (Communications)

Village News 7 page insert Annual Report £189.00 to be paid by bacs (Publicity)

Create Streets Ltd critical friend review MH2 £1200.00 to be paid by bacs

A Hall inks £44.11 to be paid by bacs

Somerset Association of Local Councils £1029.59 to be paid by bacs (Subscription / Affiliation)

Wessex Water £38.84 to be paid by bacs (Country Park)

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

Proposed by Cllr Tully, seconded by Cllr Elliston and all agreed by show of hands.

Assistant Clerk outlined the costs associated with the mower including the annual / end of warranty service, insurance and DVLA road licence.

Payments made since last meeting of WMPC

1. To note: Payments made using debit card

Microsoft Office 365 annual subscription £59.99 no vat

2. To note payments by bacs/transfer:

nil

3. To note payment by direct debit

Invoice 7966 Monthly payment of £xx.xx + vat £x.xx = £xx.xx to Tailored Auto Enrolment, for the servicing plan Tailored auto enrolment pension deductions: to follow

Invoice SWS 106378 Monthly invoice £59.80 + vat £11.96 = £71.76 to Somerset Web Services (13 mailboxes) ICO Data Protection renewal fee due in July, direct debit so £5 discount, therefore £35.00 will be taken.

4. Cheque

nil

c) WMPC Bank reconciliation

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

The bank reconciliation for July is complete, no outstanding items.

General notes on spreadsheet

Each column heading is dated first of the month.

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

Each monthly expenditure column itemizes payment that will be made (i.e. paying the last month's bills) after 1st of the month. These are the monthly list of payments for approval.

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

Specific notes for WMPC July financial sheet

WMPC Receipts

Shows receipts between 1 June and 1 July. Includes interest from three bank accounts; and also, reimbursement of final S106 funds from The Hatcheries (Canal View) for Farriers Green (put towards outdoor gym equipment).

WMPC Expenditure

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

CP(vol) £102.00 for dock spraying, + £44.11 to A Hall for inks = £146.11(incl vat)

Communications £71.76 DD for Somerset web services + £27.60 extra copies of VN = £99.36

IT QSS IT 3.30 advice charge (start PC from black screen) + Microsoft annual subscription £59.99 = £63.29

d) BACH finance

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

124/20 Other matters for report only

No other matters were reported.

Items for next meeting agenda – by Monday 3rd August 2020.

Confidential Session:

125/20 Country Park

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

126/20 Dates of forthcoming meetings

Page 11 of 12

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

Parish Council:

Second Tuesday in the month

2020: 11th Aug, 8th Sept, 13th Oct, 10th Nov, 8th Dec.

Planning Committee

First Tuesday in the month

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

Annual Parish Meeting: TBC

BACH Committee: TBC

Audit Working Party: 17th July 2020 9.15am.

Budget and Precept: TBC November 2020

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

A handwritten signature in black ink, appearing to read 'John Harris', is written over a large, light grey watermark that says 'Adopted - Unacted' diagonally across the page.

Signed Chairman

Date: 11TH August 2020