



West Monkton Parish Council

ADOPTED

Minutes of the meeting of the Parish Council held on Tuesday 14 August 2018 at 7.00pm in the BACH (Brittons Ash Community Hall), Bathpool.

Present: Cllrs Cavill, Ellis, Gage, Hall, Haskins, Kelly (after co-option) and Tully.

In attendance: Mrs P A Cavill, Clerk; Mrs A Shepherd, Assistant Clerk, Ms J Pearson, Clerk to Cheddon Fitzpaine Parish Council; Mr K Tutill, Chairman NP DG, 4 members of the public.

115/18 Apologies

- a) Apologies had been received from Cllr Besley (holiday), Cllr Thompson (business), Cllr Parrish (away).

116/18 To note

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

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

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

d) **Update Casual Vacancy:** one application had been received. Councillors read the application form. The applicant gave a brief verbal cv. Questions were asked. The applicant left the room. It was resolved to appoint Charlotte Kelly with immediate effect, proposed by Cllr Tully, seconded by Cllr Ellis and all agreed. Cllr Kelly was called back into the room and joined the meeting. Application forms were collected back in (GDPR). It was agreed that Councillor Kelly would be the Member responsible for Community Liaison, with Transportation (*pro tem*) and would sit on the BACH committee enabling Cllr Hall come off the BACH committee in order to concentrate on the Country Park.

117/18 a) To adopt the minutes of the last meeting of the Council held on 10th July 2018

The minutes, having been previously circulated, were taken as read. A slight amendment was made to the words of the report from T Burton. In the interests of clarity 'Conquest will need to be accommodated *within the County Park*' was amended to 'Conquest will need to be accommodated *within the green wedge*'.

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) To adopt the BACH committee minutes dated 17th May 2018

The BACH Committee had ratified the minutes presented to the Parish Council for approval.

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

118/18 To note Clerk's report and Assistant Clerk's report – no decisions

Clerk's report

- Attended: Parish Surgery 12 July, CF PC 12 July, CF PC 9 August, NP DG mtg (Hartnells), WM Liaison meeting 7 August.
- Contacted Cerdic Foundry to get correct pro-forma invoice agreed – waiting for version with correct names for finger arms.
- Lengthsman contacted to trim out vacant allotment plot, remove fallen tree from layby opposite Thornash Close.
- Cricket Club planning application is going ahead, WMCC will make contact to go through application before submission to TDBC.
- Signage project – costs investigated plus cost of licenses, legal fees etc. Forwarded to Cllr Besley.
- SCC design team has the two CIL schemes – Croft Garage pavement to Sylvan Way, and Dyers Lane cycle route from ERR Canal roundabout to Swingbridge tow path – costing a design for each.

GDPR: This document is redacted.

- Chase up on ragwort on development land spreading across Parish.

Assistant Clerks' report

- BACH:
 - Received confirmation from Dawn Watts that there will be no charge to include advert in Village News about hiring the BACH.
 - BACH Committee meeting on 26th July – actions / decisions included:
 - Terms and conditions of hire amended to include no blue tac / adhesives on walls.
 - Painting quote approved.
 - One projector quote considered, further quotes to be obtained.
 - Assistant Clerk to look into high interest account options for BACH funds.
 - Agreed to continue to run as an asset / committee of Parish Council but to review this on an annual basis at a BACH Committee meeting to ensure the reasons for doing so are minuted.
 - Enquiries to be made into installation of a hearing loop and air conditioning using the remaining S106 money.
 - Agreed that the Welcome Screen should be purchased using S106 money.
 - Next BACH Committee Meeting is scheduled to take place on Thursday 18th October at 7pm.
- Allotments
 - Parish Lengthsman requested to cut vacant allotment ready for new allotment holder.
 - New allotment holder to take over vacant allotment from September 2018.
 - Work to fence expected to start September / October.
- Communications work as per the Communication Report

119/18 Report from SCC Cllr D Fothergill

Somerset Waste Partnership have been starting earlier to catch up on missed collections. Hinkley C construction back on schedule after wet weather delays; accommodation at Bath Road campus almost complete. Air Quality consultation running through to September, with particular reference to traffic related pollution, see SCC website. Micro-provider care project was launched 4 years ago, new start-up surgeries for those wishing to set up as a micro-care provider. Somerset moto-fest on 15/16 Sept at Fleet Air Arm, Yeovilton - all about staying safe on the road. SCC is going paperless from 1st September. Dillington House, 47 years left on lease, house is now running Sunday carvery (£11 per head) and cream teas. Car driving test pass rates are above national average at 61.3% in Yeovil, 56.4% in Taunton, national rate is 46.3%. Successful Trading Standards prosecution brought against used car dealer for misdescription of vehicles. Fined £7000.00, compensation to victims and fines for regulatory breaches. In response to a question, Cllr Fothergill stated that there have been conversations with District Leaders regarding a single unitary authority. No referendum would be needed. The schedule for road repairs is under review. In answer to a question, it was ascertained that the designs being drawn up by SCC for the 2 CIL projects (cycle way ERR to Dyers Lan/towpath and pavement from Croft Garage to Sylvan Way) by Parsons Brinkerhoff are 'Design and build'. In response to the request that WMPC could use a contractor of their choice (Beau-Tar), it was explained that the contractor has to be on the SCC Preferred Contractors List and has to be authorised to work on the Highway.

120/18 Report from TDBC Cllr Cavill

Transformation is ongoing with visible changes at the Deane House to the open reception and working spaces. A recent act of vandalism had broken windows, causing £28k worth of damage. Interviews are being held to replace staff leaving/taking voluntary redundancy. Planners leaving include T Burton (March 2019), J Moore (Sept 2018), Bryn Kitching (Feb/Mar 2019), L McCaffery has moved to the Highways Agency. Pension agreements are a matter for national agreement. The Boundary Commission meets again ref ward boundaries for the new Council (Somerset West and Taunton), no change for West Monkton or Cheddon Fitzpaine. Hot weather has caused problems with litter and dog bin emptying on the estate, but it is reported by Persimmon that a formal contract is being drawn up. There are insufficient dog bins on the estate (Note for future planning applications). Cllr Parrish is now Portfolio Holder for Planning until May 2019.

121/18 Country Park

Chairman Cllr Alan Hall provided a full briefing at West Monkton Planning meeting on 1 August 2018, and provided an update. Further full briefings open to members of the public (particularly to include Cheddon) will be at Planning meetings and WM main Council.

For the Country Park to become accredited to the Government criteria on the .Gov website; it needs to include a visitor centre, café and toilets.

GDPR: This document is redacted.

Three architects have been considered, their website portfolios appraised and Reed Holland chosen as being the most appropriate and best qualified in this kind of work. **It was resolved** that a Letter of Intent should be given to Reed-Holland, which would thereby allow preliminary work to be undertaken *pro bono*. (Drawings will be used to support grant applications). Proposed by Cllr Gage, seconded by Cllr Ellis and all agreed by show of hands. It was noted that the Letter of Intent would need to also be approved by Cheddon Fitzpaine Parish Council, signed by both Chairmen and Cllr Hall.

The design principles include a grass roof set into the contour of the hill and built with natural materials, topography supports this. Meetings are set up with SCC Highway to address local concerns on site access off Maidenbrook Lane.

Ecology survey to be undertaken for the whole site prior to planning; Somerset Wildlife Trust has recommended a company who is the only supplier locally of the required service. Consequently, **it was resolved** to commission the survey, proposed by Cllr Kelly, seconded by Cllr Ellis and all agreed by show of hands (access onto the site will need to be agreed with the Crown).

Work continues on costings for elements of the project.

I Clarke TDBC requested to produce a contour map for Reed Holland to do CAD drawings.

It has been suggested that the trees in WW1 Memorial wood should be grouped according to campaign rather than regiment, not known how this can be achieved from current format of database. The dedication stone will be provided by a local quarry in stone able to withstand weather without deterioration. Planning consent is needed for the visitor centre and dedication area. Woodland Trust has undertaken to provide some more mature trees for the area beside the dedication stone.

I Clark has started on the heritage application on behalf of TDBC. Parishes will apply for Heritage grant for WW1 Wood.

D Arscott TDBC is offering guidance and advice re installation of play equipment, to enable an indicator of overall cost to be obtained.

Assessors to agree a fair value of the land; the target date for completion of sale is 30th September 2018 but looks as though this will come forward to end of August. If this date is not met, the Crown has agreed to grant a licence to occupy from 1st October.

The WW1 woodland to undertake 800 tree planting in October, prior to the Bishop attending a Dedication ceremony in early November 2018.

The 'green wedge' is farmland identified by TDBC to be a park providing protection from future development. The WW1 Memorial Wood adds further guarantee to it remaining as woodland.

Some work is being done in conjunction with Conquest, to see if there could be a common approach.

In answer to a question, it was noted that Reed and Holland will charge RIBA fees for management of the contract.

There needs to be a dedicated bank account for receipt of grants etc. **It was resolved** to use the former Neighbourhood Plan bank account at Lloyds for the Country Park funds, the 0.65p left in the account will be gifted to the Country Park. Proposed by Cllr Hall, seconded by Cllr Ellis, and all agreed by show of hands.

Insurance needs to be sorted out, and it was suggested that if a lawyer is needed for exchange of contracts, then Dawna Henson at Baillache could be contacted (having dealt with the Transfer of the BACH on behalf of WMPC). The choice of lawyer would need to be jointly agreed by both Parishes.

Name of the park needs to be agreed, and also the WW1 Wood needs a name within the country park (Somerset Wood has been suggested).

Contacts are being made regarding attenuation of Maidenbrook, and to a lesser extent Allens Brook.

As a result of a comment reported to the meeting, it was agreed to ask I Clark if he could pass the list of names he collected at the SWOT meeting to the Clerk, so that a mailing list could be set up and an update provided for those who wanted to be involved.

A public exhibition is likely to be put on later – current deadlines of 6 or 8 November preclude anything sooner.

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 questioned the progress being made on masterplanning for MH2, J Moore's successor at TDBC, and was unfamiliar with the map being displayed (taken from the Core Strategy). Masterplanning for MH2 was progressing very slowly, the developers having purchased the Hartnells site and submitted an application. J. Moore's successor is not known. The maps shown at the meeting are the ones regularly on display for discussion purposes, being overlays on Google Earth reflecting the maps published in the Core Strategy, the Green Infrastructure Strategy and the Neighbourhood Plan.

The resident was advised to resend her own documents recording a meeting and questions asked to whoever takes over from J Moore.

Nfa

Resident

A resident asked when the most recent wildlife survey had been done in the conservation area of West Monkton village. It was explained that unless there was an extant planning application for building work, no surveys would have been commissioned. Such surveys are normally submitted as part of a planning application as they have a shelf life of three years only, otherwise the survey would be a waste of money.

Nfa

A resident asked about the plans for the employment buildings off Hardy's Road, an application having been made for removal of a Planning condition (48/18/0035). He asked if the building as built represented a material difference to the planning permission. It was explained that the height of the building (the finished ridge is one metre higher than the planning permission, and the wall 0.88 metre higher at eaves) resulted in an increased need for screening for the residents of Roys Place: there are difficulties, as the land upon which trees could be planted is outside the red line of the planning application although in the same ownership, therefore enforcement is challenging. There are 16+ letters of objection on the file, so the case may go to Planning committee.

Clerk

Public Question Time was closed and the meeting was reconvened.

122/18 Reports, including recent developments, matters to consider, and decisions to be made:

a) West Monkton Parish Council Chairman

Cllr Haskins reported on the amendment to the Grievance/Complaint/Disciplinary Policy: has come about because of the Ledbury Case, one para has been added. The revised policy is on the website.

Nfa

b) Bathpool Flood Warden Mr K Perry

In the absence of Mr Perry his report was read to the meeting.
The meeting with Viridor will be organised for the first part of September.
Meeting with residents ref location of pump/fencing needs to be organised.

Mr K Perry
Cllr Cavill

c) NP Delivery Group report Mr K Tutill

Mr Tutill reported on the impact of the new NPPF where the presumption is in favour of sustainable development, with community engagement in advance of applications being made. He suggested that a meeting should be arranged between TD and the 2 Parish Chairmen, two Clerks and himself to define the remit within which the NP DG can act. The meeting to be organised sometime towards the end of October, beginning of November. Kelvin offered to draft a letter to TD/Clerk to circulate for PC comment before submission.

K Tutill/Clerk

d) Councillors with roles of responsibility:

Member for Footpaths Cllr Gage: No report.

Nfa

BACH Chairman Cllr Gage: see Assistant Clerk's report. Business Manager at the school had reported that the Memorandum of Understanding could now be signed and issued to all Councillors. It was noted that extra hours were needed for cleaning the outside of the building and the paths around the building. **It was resolved** that Cllr Gage should negotiate the possibility of extra hours for the work outside of the building: hours to be reported back for agreement. Proposed by Cllr Haskins, seconded by Cllr Cavill, and all agreed by show of hands.

Cllr Gage

Allotments: as per Assistant Clerk's report.

Nfa

Member for Highways Cllr Besley: In Cllr Besley's absence, his report was read out.
A site meeting was held with Jo Sharp from SCC and a member of COWMS on the 27th of June. Various potential sites around the 'old' village of West Monkton were assessed some more suitable than others.

Two additional locations for signs in the parish have also been identified; a Bathpool sign by the new Aldi and a Monkton Heathfield sign by the garden centre.

Discussions were held with Jo regarding the desire to have the old-fashioned cast iron type of sign – similar to those at Broomfield and Kingston St Mary.

Jo subsequently reported back to the Parish Council that SCC can't deliver the project and the Parish Council will need to work with a designer, supplier, and installer and get the required permissions.

Our Clerk has had dialogue with other parish Clerks and Jo Sharp from SCC and the Cerdic foundry and found the following:

Bishops Hull and Broomfield signs are cast iron, Norton is composite (which appear to be of reasonable quality).

Bishops Hull has the year 2009 above the name: Norton has the Norton dragon: Broomfield has the soaring raptor Quantocks logo.

Jo Sharp SCC assisted with the Norton signs which cost £875 + vat for two including posts and installation (several years ago, when Norton shopping centre and houses were built)

The Broomfield signs were part of the Quantocks AONB initiative (reported by COWMS). Cerdic Foundry made the two Broomfield signs in 2012 cost £565 + vat each including posts. This indicates Cerdic should still have the mould for the shape, although would need alteration to remove raptor and insert WM logo.

Summary of costs found so far.

composite type (SCC)	£875 for two
cast iron type (Cerdic in 2012)	£565 for one
cast aluminium type (Village Sign People)	£1100 for one, £1000 for further orders

Village Sign People were requested, but have not quoted for sign in GRP (glass reinforced plastic)

In addition, Jo Sharp SCC has advised WMPC that the parish will have to pay all costs relating to the signage and its installation as it is now deemed non-standard: there is an admin fee of £165 to handle the application to put signs on the highway, plus legal fees for the licence (£400.00 for one and a bit more for subsequent if all made at the same time although this is not clear at this time), plus s171 certificate for installation on the highway £90 - Total 165 + 400.00 + 90 = £655.00 'admin fees' **plus** as there will be more than one sign.

The preferred supplier at the time (Cerdic in Chard) has been found to be very busy and there could be a long delay in delivery and they may not have the capacity to do the work.

Prior to the next pc meeting in September we will look into other suppliers and investigate in greater detail the potential £ 400 legal fees per sign.

We hope to make decisions at the next p c meeting regarding which sign provider to use and the final number of signs that we would like commissioned.

Mark Besley.

Cllr Kelly reported that she has contacts at Cerdic foundry and offered to assist taking the project forward.

Member for Public Open Spaces and Flooding: Cllr Thompson

In Cllr Thompson's absence – no report.

Cllr Tully added that Viridor had cut the grass behind the cottages on Bridgwater Road but the ditch hasn't been cleared. It was noted this stretch of water way did not need to slow the flow – its purpose was to flush water away quickly, so need the cuttings to be taken away.

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

Cllr Tully had no report.

Member responsible for Community Liaison and Transportation: Cllr Kelly

There are issues with Bus service no 2. First Bus Area Manager A Williams and J Perrett SCC will be attending Parish Surgery 11th October to try to find a solution. Priorswood loop not supported despite the intent to 'grow' more passengers. Bus route may need revising to allow access to County Park.

Cllr Besley
Cllr Kelly

Cllr Kelly

GDPR: This document is redacted.

e) Communications Report

Parish Council Website:

- Regular updates to Planning, Finance and Parish Council pages carried out.
- Approved Privacy Policy added.
- Somerset Waste Partnership July Briefing added.
- TDBC Community Hub Opening Times added.
- Changes to waste collection times due to hot weather added.
- SCC Finger Post project – request for volunteers added.
- Notes from the July Parish Surgery meeting added.
- Casual vacancy application form added.

Parish Council Facebook Page:

- Page likes / followers now at 154.
- Posts added sharing the news items added to the website.

Welcome / Message Screen

- Screen ordered and delivered.
- Bracket and screen installed.
- Electrician work required to complete, quotes being gathered.
- Slides being developed for display on screen.

Contingency Planning

Further request added to article to be included in September – October village news edition.

f) GDPR

Cllr Haskins reported the breach of GDPR that happened during July, when an email including personal information about a parish resident was found, with other non-confidential papers, that had been issued at a planning meeting, on the ground on a drove in Creech St Michael. The missing documents were reported by the finder, and retrieved by the Assistant Clerk. The resident was informed. The breach was discussed with the ICO (Information Commissioners Office). Thankfully the ICO decided it was not significant enough to record. The penalties for breaches small and large were explained; the fines are significant often running to thousands of pounds. The portance of adherence to GDPR cannot be understated. It was agreed that a warning header will be put on all documents that carry personal data and such documents can be returned to the Clerks at the end of the meeting – or destroyed securely by the councillor. Documents carrying personal data must not be retained beyond the purpose of the document. After some discussion, **it was resolved** that secure email addresses will be set up by Somerset Web Services and all Parish Council correspondence will be sent to the secure addresses. Proposed by Cllr A Hall, seconded by Cllr Ellis and a show of hands was 6 in favour, 1 not in favour.

123/18 Planning

a)

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

48/18/0034 Mrs S Melhuish: Erection of first floor extension at 45 St Quintin Park, Bathpool. Likely issues – none listed. Householder application therefore assess whether there is any adverse impact on the character of the building, street scene, and/or surrounding areas; and assess if the proposals result in any loss of amenity through overlooking, loss of outlook/light, or other disturbance from the completed development. Parish Council comment: support.

48/18/0037 Mrs S Melhuish: Erection of single storey extension to rear of 5 Sylvan Way, Monkton Heathfield. No papers received, all from website. Parish Council comment: support.

48/18/0038 Mr Alex Lawrey: Erection of No.1 dwelling with attached garage, access and associated works on land to the south of Summercourt, Dosters Lane, West Monkton. Likely issues- none listed. Parish Council comment, see below.

48/18/0039 Briony Waterman: Installation of 5 No condenser units to the side of Hollywood Bowl Heron Gate Taunton. Likely issues – none listed. Parish Council comment: support.

48/18/0040 Ms F Wadsley: Installation of concession pod to the front of Sainsbury's supermarket Hankridge Way Retail Park Taunton. Likely issues – none listed. Parish Council comment: support.

AND

GDPR: This document is redacted.

48/18/0041 Ms F Wadsley: Display of 3 No. internally illuminated fascia signs, 2 No. non-illuminated poster signs and 2 No. non-illuminated panel signs on concession pod to the front of Sainsburys Supermarket, Hankridge Way Retail Park, Taunton

Received on 14th August 2018

48/18/0044/A Ms F Wadsley: Display of 1 No. illuminated double sided totem pole, 1 No. illuminated wall panel sign, 1 No. non-illuminated pedestrian totem sign and 1 No. non-illuminated fascia sign at Sainsbury's, Hankridge Way, Taunton. Parish Council comment: please use downlighter screens to reduce lighting the night sky.

48/18/0045 Mrs S Melhuish: Removal of bay window, single storey side and rear extension at Yew Tree House yew Tree Lane Bathpool. Parish Council comment: support.

Clerk

[Response to Summercourt application 48/18/038](#)

[Compliance with WM&CF Neighbourhood Plan](#)

Please note: some of the policies apply to developments of 10 or more dwellings hence n/a, therefore only those policies that are applicable are included on the check list below.

[Policy H2 External Materials for Residential Development](#)

Materials information not found. The materials section of the application form has been struck through. Policy H2 requires that residential buildings must incorporate use of appropriate local and traditional external building materials. The application form refers to drawings 31017/1,2,13 and 14 which have been checked:

- 31017/1 no materials shown
- 31017/2 not found,
- But 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](#)

n/a as refuse collection will be at kerb side.

[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.

[Community Action CA1 developing high quality bus infrastructure](#)

Reference to local bus services needs to be updated as First Bus has redefined the routes served.

[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? – more information should be provided including the calculations of angles of sight and length of visibility splay. Although 4 car parking spaces are allowed, it should be noted that the same is true for Plot 1 (already granted permission), so this application will increase the 8 car parking spaces to 8.

It is noted that the Transport Report has specified that the access from Dosters Lane into plots 1 and 2 (48/18/0006 and 48/18/0038) shall be through the current lower gateway, whilst access to Summercourt shall be via the upper gateway. This should be reinforced by dense hedge planting along the drive between Summercourt and plot 2 labelled 'Court Gardens' drawing 31017 Rev C. In the interests of Highway safety, this

GDPR: This document is redacted.

will prevent any inadvertent access to Summercourt and any further developments that may be applied for on the northern half of the site from Court Gardens and the southern gate. A substantial hedge would assist wildlife and preserve the garden setting of Summercourt.

2. There is no pavement in Dosters Lane which calls into question reference 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.

b) Planning decisions are on TDBC website.

124/18 MH development

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

Quotes for a) Topographical survey and b) a land survey were considered. There were two quotes for the topographical survey. It was observed that the Land Survey quote was very expensive and such figures would rapidly take the bridge out of its budget. No decision was taken It was agreed the Clerk should go back to Fairhurst and report the comments.

It was suggested that a bridge like the ones in Longrun Meadow would be sufficient for the need and the supplier should be contacted, (via R Burge TDBC).

Clerk/Cllr Cavill

125/18 Environment

a) Cycle Path (CIL project), the extension of the cycle path which runs around the canal roundabout side (ERR) along the A38 and into Dyers Lane to increase connectivity of cycle network – progress report. Currently with SCC for design and build by Parsons Brinkerhoff.

Clerk

b) Finger posts (Cerdic) Progress report. Pro-forma invoice now with correct wording. See Finance report.

Clerk

126/18 Reports from Parish Council representatives on other bodies: Consultations

a) West Monkton Village Hall Management Committee.
No report.

b) Spital Trust. A resident will be celebrating 100th years of age with a birthday tea on 6th September. **It was resolved** to allow Chairman's expenses of £50.00 for a bouquet and a card, which Cllr Ellis will deliver (Chairman is away).

Clerk

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

127/18 Assets

Message board will be added to Asset Register, needs to have power supply connected.

128/18 Finance

a) Quotes received

See M Besley report on Signage

b) To note receipts and payments and approve payments listed below

GDPR: This document is redacted.

- c) To note bank reconciliation and budget check, WMPC and BACH (green financial sheets)
- d) Bank accounts:
Resolution to use Lloyds account 30-98-45 a/c 03537139 for Country Park (formerly Neighbourhood Plan account (Lloyds title Community Engagement Panel). Total currently in a/c = 0.65p.
Proposed.....
Seconded.....
All agreed (show of hands)
- 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	£3.01
	Nationwide	£9.25

Payments

Bus shelter cleaning and litter picking for June

Mr A Pritchard, all his pay after tax => employee voluntary contribution to pension¹

	£xxxx to be paid by direct debit
Clerks salary (after tax) June	£xxx to be paid by bacs
Asst Clerk (after tax) June	£xxx to be paid by bacs
HMRC month 4	£261.93 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 June	£ xxx to be paid by bacs
Annual WMPC grant to St Augustines' PCC	£1300.00 to be paid by bacs
Cerdic Foundry finger post project	£6073.84 to be paid by bacs
SALC Training GDPR	£25.00 to be paid by bacs
Water2business (Spital allotments)	£93.00 to be paid by bacs

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

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

Other payments made since last meeting of WMPC

1. To note: Payments made using debit card

E Buyer message board £968.40 including vat £161.40.

Nisbets tea towels (last of Persimmon S106 kitout) £32.14 (incl vat £5.35 and delivery £5.00)

Viking stationary and ink £158.66 (incl vat £26.44)

2. To note payments by bacs/transfer

To Nationwide £25,000.00 on 11/7/2018, 23/7/2018, and 8/8/2018. These are CIL funds. Interest gained £9.25. Payment in August will be shown in Sept financial sheet.

3. To note payment by direct debit

Invoice 3903 Monthly payment of £14.40 to Tailored Auto Enrolment, servicing plan (on Aug fin sheet).

Google a/charge £9.90 on Aug 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).

¹ After tax, Tailored Auto Enrolment make payment to Legal and General 'nest' fund by direct debit

GDPR: This document is redacted.

Specific notes for WMPC Aug financial sheets

WMPC Receipts

Interest received Lloyds £3.01, Nationwide £9.25= £11.81

WMPC Expenditure - As listed.

Sundry admin

The two homeworkers allowances (£16.00 x 2 = £32.00) are recorded in this budget line. £4.00 per week is the amount allowed by HMRC which does not need to be reported to them. Both Clerks are eligible because there is no Parish Office from which they work. Stationary (Viking) £158.66 plus Google email service charge £9.90 entered together = £168.56

BACH kitout

Welcome Board £968.40 and tea towels 32.44 is the end of the s106 Persimmon kitout fund – shown together as £1000.54. Remittance received £807.00 for Welcome board, will be shown on Sept fin sheet.

WMPC Bank reconciliation (item c above)

Income plus brought forward = £227554.06. Total of bank accounts statements at 1 July = £227554.06. All cheques presented.

BACH finance (item e above)

The BACH spreadsheet was examined and finances found to be in good order. Quotes had been obtained for painting the Activity Room and the Committee Room. See Assistant Clerks report (BACH).

Both spreadsheets were noted to be confidential and councillors were advised to leave the documents behind at the close of the meeting or dispose of them securely.

113/18 Other matters for report only - no decision

Deferred item – acquisition of land and future maintenance of POS in the Parish – need a meeting.

114/18 Dates of forthcoming meetings: all meetings commence at 7.00pm in the BACH committee room

Parish Council:

Second Tuesday in the month

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

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

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

Planning Committee

Dates for 2018

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

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

Parish Surgery

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

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

BACH committee 18th October at 7.00pm

Budget and Precept working party 30th October 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 10.05pm.

Signed Chairman.....

Date.....