



West Monkton Parish Council

ADOPTED

Minutes of the meeting of the Parish Council held on Tuesday 14th February 2023 at 7.00pm.

Present: Cllrs Cavill, Elliston (from 7.15pm), Gage, Hall, Hope and Tully.

In attendance: Mrs A Shepherd, Clerk, Mrs K Welsh Assistant Clerk Community, Mr K Perry, Bathpool Flood Warden, Nick O'Donnell (Solar Canal Walk) and two members of the public.

367/22 To receive any apologies (with reasons), introductions with responsibilities

Apologies were received from Cllr Haskins, Cllr Besley, Cllr Ellis, Cllr David Fothergill, SCC County Councillor and Cllr Andrew Pritchard, District Councillor.

368/22 To note

- 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.

369/22 To adopt the minutes of the Parish Council meeting on 24th January 2023

The minutes from the Meeting of the Parish Council on 24th January 2023, having been previously circulated, were taken as read. It was resolved to adopt the minutes of the Parish Council meeting on 24th January, proposed by Cllr Tully, seconded by Cllr Hope and agreed by show of hands.

370/22 To note Clerk's report and Assistant Clerk (Community) Report

Clerk's Report:

Parish Administration:

- Actions from the last meeting / issues arising:
 - Emailed the Spital Trust after the last PC meeting requesting record of the wall behind the old bus shelter being removed for the bus shelter to be installed.
 - Monkton Inn Community Asset nomination form submitted and acknowledgement received.
 - Asked Parish Lengthsman to clean the telephone box in West Monkton and finger posts.
 - Safeguarding Policy published on PC website.
 - Transport Survey added to Survey Monkey and Village News (March / April edition).
 - Research into Defib, Charging Points and Play Equipment at the Monkton Inn. Meeting with two local play park companies over the next couple of weeks to get quotes.
 - Response to Wessex Water being developed, information awaited from Norman Cavill to complete this.
 - Chased up the Environment Agency regarding having a meeting about the Hartnells S106 funding.
 - Reported Flytipping on Dosters Lane to SWT.
 - Reported flytipping of tyres in layby on A38 near Walford Cross.
- Finance / Payroll:
 - Making payments / placing orders.
 - Managing / inputting Accounts using Scribe.
 - February payroll and finance reports.
 - Precept demand form submitted to SWT.
 - Reviewing Asset Register including format.
- Planning:
 - Updating Planning Log with planning decisions / conditions weekly.
 - Preparation of PowerPoint presentation in respect of planning applications received for PC meeting and submission of agreed response to planning applications.
- Highways:

- Request for black on yellow signs to be reinstated sent to SCC.
- Query re TRO notices for Monkton Heathfield Road referring to the A3259 raised with SCC.
- Reported blocked gullies on A38.
- SID installed at Milton Hill.
- Chased up drainage scheme improvement works at Mount Fancy Cottage.
- Requested permission from SCC to place the SID outside the primary school. Kate Brown is going to review the location during her next visit to the Parish, hopefully within a month.
- MH1:
 - MH1 S106 Agreement Variation – chased progress with solicitor
 - Emailed Managing Director of Persimmon South West about the slow progress with the S106 variation and completing the outstanding issues on MH1. Acknowledgement received. Email is being treated as a complaint.
 - Bridgwater Road hedge / fence / sign damage – response received
- MH2:
 - Design Workshop scheduled for 3rd February cancelled. Alternative date awaited.
- BACH:
 - Completing actions from the Committee Meeting on 19th January.
 - Amended T+Cs and Safeguarding Policy circulated to all hirers
 - All hirers have been advised that Hearing Loops are available in both the Committee Room and Activity Hall for use.
 - Schedule of activities submitted for inclusion in the village news
 - Next BACH Committee Meeting to take place on Thursday 25th May 2023 at 7pm
- Meetings last month:
 - 3rd January – Agenda run through meeting
 - 4th January – Country Park Working Group meeting
 - 10th January – Parish Council Meeting
 - 17th January – Agenda run through meeting
 - 18th January – MH2 Meeting
 - 19th January – VAT Training
 - 20th January – Audit Working Party Meeting
 - 20th January – Community Transport Meeting
- Meetings this month:
 - 1st February – Community Café
 - 2nd February – Stay and Play Group
 - 7th February – Agenda run through meeting
 - 8th February – LGR Clerks Session
 - 9th February – Code of Conduct etc Training provided by SWT
 - 14th February – Parish Council Meeting
 - 15th PM, 16th and 17th February – Annual Leave
 - 20th February – Monkton Inn Play Park meetings
 - 21st February – MH2 meeting
 - 21st February - Agenda run through meeting
 - 22nd February – LGR Clerks Session
 - 27th February – Country Park Working Group Meeting
 - 28th February – Parish Council Meeting

Assistant Clerk (Community) Report:

Community - General

- Monkton Matters – keeping MM up to date with new news and events as and when required. Sharing articles on facebook pages.
- Updated Community Matters article and shared on Monkton Matters, facebook and noticeboards.
- Run Community Café at the Stay and Play and set up stay and play area twice weekly
- Responded to enquiries/requests via facebook and by email to those in the community.
- Regular trips to Bookers to restock for the community café/garden and fridge.
- Wrote report for the Village News for March's edition.
- Created new flyer for youth club and circulated to local schools
- Prepared agenda and wrote minutes for the BACH Committee meeting and circulated

- Contacted and met with new allotment hirer at the allotment, with agreement and liaised with them about the issues at the allotment.
- Organised flowers to be sent to Volunteer who provided meals over Christmas Holidays
- Contacted Somerset Waste Partnership about the bins that have been left outside the BACH (confirmed they do not belong to the school)
- Reviewed and amended Safeguarding Policy and sent out to all volunteers and sent to Clerk for distribution among hirers and also added to the West Monkton Parish Webpage
- Organised a key to be cut for the container for Cllr Paul Elliston
- Created schedule of BACH activities to go on Monkton Matters and to share in Village News

Community Fridge

- Coordinating and managing volunteers, cleaning rotas and pick ups.
- Keeping in touch with volunteers to keep them updated and involved.
- Recruited three additional volunteers for the Community Fridge
- Ensuring volunteers photograph donations each day and keeping them stored on the shared folders for Environmental Health.
- Responding to complaints and concerns about community fridge users.
- Sourced new scales for community fridge
- Contacted PCSO regarding issues with young people at Community and asked them to speak with Heathfield School
- Met parent and young person who were partly responsible for the issues at the community fridge, apology and discussion with young people involved
- Investigating new shops for donations with volunteers, we now collect from local petrol station (M&S at Staplegrove) and are having some discussions with other local shops
- Met with Nick Griffin and team from St George's in Wilton who have received funding for Community Fridge to support and advise on set up

Community Café

- Running a weekly Community Café at the BACH over the school pick up period. Opportunity to meeting with the public to share concerns and to socialise.
- Meeting place for potential and existing volunteers to support, recruit and get feedback about the volunteering.
- Promote community events here.
- Tony Wearmouth PCSO to drop in and run any events here and Village Agent (New village agent appointed, waiting to hear who) attending regularly to meet clients and run drop ins monthly.
- Advertised for volunteers to start a monthly 'Repair Café' during the Community Café on a Wednesday
- Created and shared 'Repair Café' poster
- Employed 2 new volunteers to help at 'Repair Café'

Community Garden

- Community Garden group meet regularly at the BACH
- Cllr Paul Elliston works with this group regularly who have grown a number of different veg which have supplied the Community Fridge.

Community Events

- Prepared and printed answer papers for the Community Quiz night
- Successful second Community Quiz – with over 40 in attendance.
- Applied for Lottery Funding for the King's Coronation
- Met with St Giles Animal Rescue Centre at the Country Park to make plans for the Dog Show on 18/6/23
- Met with a volunteer to discuss making wooden eggs on stakes to use at the Country Park for the Easter Egg Hunt on the 8/4/23

Other Volunteering

- Touching base with Companion Volunteer, who is now meeting regularly with a number of clients via the village agent in the community.
- Employed further volunteers (4) to help with Stay and Play, Community Café and also to start repair café.
- Continue to update spreadsheet with new volunteers
- Contacted all volunteers by email or text message to ask them to Save the Date of the APM

Meetings

- Attended PC meetings
- Attended 2 agenda run through meetings
- Created communications and clerk community report

- Attended 'Building CILCA online sessions'
- Attended Cheddon Fitzpaine Parish Council Meeting
- Attended Emergency Planning meeting with WMPC
- Attended BACH Committee meeting
- Attended 'Welcome Meeting' for local Coop causes
- Met with School Council at West Monkton Primary School
- Attended Community Transport meeting with Nick Margison

371/22 Canal Model Solar Walk proposal presentation

372/22 Local Government Reorganisation update

Cllr Cavill reported that work on LGR is moving on at pace. The tier 3 appointments are underway. The number of required redundancies is unclear at the moment but these are likely to be at senior levels.

A Clerk has been appointed for Taunton Town Council. CFPC is still waiting for a judge to consider its legal challenge to see if there is a case to answer. CFPC have placed a precept demand as though the Town Council will be established.

373/22 SCC Report

Cllr Cavill reported on the following:

2023/24 Budget – has now been fixed, band D including police, fire etc £2116 per band D property – 5.09% increase.

2.99% increase on Council tax and 2% increase for adults / children's services.

The Parish Councils precept is lower than CFPC and CSMPC Band D despite the increase.

Council Tax Support Scheme for the Somerset Council has been set.

Budget fixed now, band D including police, fire etc £2116 per band D property – 5.09% increase.

Planning Committees – in the process of been set up and organised. Proposals are going through Governance and Scrutiny, a key concern is the length of Committees. There was a proposal to reduce time for public speaking to 3 minutes for and against an application and there was also a proposal for planning sub-committees overseen by a Strategic Committee. Proposals have been considered and a new proposal is now being developed which will go through Main Council on 22nd February.

374/22 SW+T Council Reports

Cllr Tully confirmed that he didn't have much to report. The main activity is in planning, the number of planning meetings has increased to try to get on top of the determination of the planning applications prior to Unitary.

Cllr Cavill reported that a meeting of the Executive considered and approved the Connecting Garden Communities document which includes routes from the canal to Hestercombe and through the MH development.

Public Question Time

A member of the public raised the trees that still require replacement in MH1. Cllr Hall confirmed that further planting was expected in the Autumn but due to protracted negotiations with Persimmon / Redrow further replacement tree planting has been delayed.

Cllr Gage raised the fence along the canal path from the marina towards Tudor Park / Waterleaze. The fence is leaning into path.

Cllr Hope reported that the overgrown hedge at Milton Hill is making it difficult for two vehicles to pass because of hedge.

Cllr Hope reported that people are now posting pictures of the damaged picnic bench at Farriers Green park.

Cllr Gage requested an update regarding the steps / slope works at the rear entrance to Farriers Green Park. Clerk confirmed that she is continuing to chase progress.

Cllr Tully reported that the fencing next to the canal roundabout at the boundary with Tanpits Farm needs replacing. Clerk confirmed that Persimmon are aware of the need for the fence to be replaced.

Clerk to report fence to SCC as it alongside the safe route to school.

Clerk to enquire with SCC Highways to establish the boundary line of the highway.

Clerk to pass details of officer at SWT to Cllr Cavill to chase progress.

Cllr Hall reported that the rubbish left by the Travellers has been removed. Cllr Gage enquired about the ownership of the land that the travellers used. Clerk confirmed that the land is currently in the ownership of Persimmon.

375/22 Planning

a) To consider any planning applications (listed on SW+T Council website)

Cllr Tully did not take part in any discussions regarding the planning applications to avoid fettering his discretion as a member of the SWT Planning Committee.

48/22/0080 Formation of dropped kerb and pavement crossing for off road parking at 1 Thornash Close, Monkton Heathfield
The Parish Council supports the granting of permission.

48/23/0002 Erection of 1 No. detached dwelling with associated works in the garden to the rear of Nigella, Church Hill, West Monkton

The Parish Council objects to the granting of permission for the following reasons:

- The proposal is significantly larger than the outline proposal included in application 48/19/0059 which was originally refused by Somerset West and Taunton Council but granted on appeal. The Parish Council considers the proposal to be overbearing.
- The proposal is a two storey dwelling and due to the steepness of the site, the proposed dwelling will occupy an elevated and prominent position. The dwelling will inevitably overlook neighbouring properties.
- The tree constraints plan indicates a number of large trees providing screening around the proposed dwelling but this and other plans accompanying the application do not truly reflect the trees and natural screening on site. The Parish Council strongly urges the Planning Committee to carry out a site visit to inform the determination of the application and to appreciate the setting and natural screening.
- The Core Strategy Policy CP8 states that "Development sites will need to ensure that flood risk is not exacerbated from increased surface water flows by ensuring that existing greenfield rates and volumes are not increased off-site through the adoption of multi-functional SUDS". The NPPF at paragraph 167 also states that "When determining any planning applications, local planning authorities should ensure that flood risk is not increased elsewhere". Due to the steepness of the site and the size of the proposed dwelling, water run-off must be captured on site to prevent flooding of the property below it. Directing water run-off to the road should also be avoided as this may increase flooding risk to other properties in West Monkton.
- The supporting Planning Statement does not refer to the Neighbourhood Plan or its policies as a Development Plan that is relevant only the Taunton Deane Core Strategy 2012 and Taunton Site Allocations and Development Management Plan 2016 policies are referenced. The applicant should provide details of how the proposal is compliant with the Neighbourhood Plan policies, in particular in relation to Housing Policy H2: External Materials for Residential Development, Housing Policy H3: Refuse Bin Storage for Residential Development, Housing Policy H5: Building and Climate Change, Recreation and Environment Policy R1: Dark Skies and Recreation and Environment Policy R3: Flood Attenuation.
- The proposal does not include details of how visibility of the highways access via the proposed access drive will be improved which remains a concern for the Parish Council.

48/23/0003 Replacement of garage with alterations to vehicular access at Glendower, Cheddon Fitzpaine Road, Goosenford, Taunton

The Parish Council supports the granting of permission.

48/23/0005 Erection of a two storey extension to the rear of Wisteria Cottage A, Monkton Heathfield Road, Monkton Heathfield

The Parish Council supports the granting of permission and made the following comments in respect of the application:

- To comply with the WM & CF Neighbourhood Plan policies, measures for rainwater capture should be included and any lighting should be downlit and LED.
- The proposal should incorporate bat and bird boxes and bee bricks.

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

376/22 Flooding / S106 Hartnells Contribution

Clerk confirmed that a response had been received from the Environment Agency who confirmed that quotes are being gathered for a permanent pump at Bathpool which will be funded from the S106 money from the Hartnells Development. The Environment Agency confirmed that they would be willing to meet with the Parish Council and SWT Officers once the quote had been obtained. Clerk to send copies of the quotes for a pump that Cllr Hall has obtained.

The wider issue of water run off and the impact on Bathpool was discussed, Cllr Hall confirmed that he is in contact with the Quantock Hills AONB, Hestercombe, FWAG, Farmers / Landowners who have indicated a willingness to attend a joint meeting to identify projects to slow the flow. Clerk to liaise with the Environment Agency about a joint meeting.

377/22 Spital Trust Boundary

Clerk reported that a holding response had been received from the Spital Trust confirming that they are seeking professional advice and will provide a full response after the Spital Trust meeting on 15th March. Clerk to add an item to the agenda for the 28th March PC meeting.

378/22 Reports, including recent developments, matters to consider and decisions to be made:

a) Bathpool Flood Warden: Mr Kevin Perry.

Kevin Perry reported on the following:

January saw the highest levels of rainfall since Mr Perry had started recording levels. 130% of long term average rainfall. Since 10th January there have been two more flood alerts, from Bathpool downwards. The relief pump had a problem, a replacement was bought out but it also had a problem, the pump was out of action for 10 hours whilst two lots of engineers came out to fix.

During that time the old river tone rose by 1 metre which demonstrates the importance of the pump. On 16th January the river level reached the highest point. In total the pump was used for 184 hours in January.

The Hyde Lane pumping station had issues; both storm pumps had problems and were not pumping efficiently. As a result sewerage discharged through the manhole covers and drains - far more than has been experienced previously. This has all been reported to Wessex Water but a clear up hasn't taken place yet a month on.

On Bridgwater Road there is a parcel of land behind Bridgwater Road formally the Viridor land. The land was accessed.

Discovered that there is a pipe that runs from the River Tone onto the parcel of land, the pipe is meant to discharge water from the land into the River Tone but it was doing the opposite.

Gardens went underwater during January but no living accommodation. The pump did its job and properties remained dry again.

b) Councillors with roles of responsibility (not all Councillors will have a report to make)

Footpaths: Cllr Gage

Cllr Gage confirmed that he had nothing to report.

BACH: Cllr Gage

Cllr Gage confirmed that he had nothing to report.

Highways

Cllr Cavill reported that the resurfacing works on School Road have taken place, the works included dealing with areas that puddled along the slip road to Croft Garage.

Safe Routes to School: Cllr Tully

Cllr Tully confirmed that he had nothing to report.

Public Open Spaces, Recreation and Children's Play Areas: Cllr Hope

Cllr Hope confirmed that he had nothing to report.

Transportation: Cllr Elliston

Cllr Elliston reported that a transport survey has been designed and will be included in the next edition of the Village News and a survey monkey link has been created for inclusion on Monkton Matters and Facebook pages.

c) Communications Report: Update

Parish Council Website

- Regular updates to Highways (including road closures), Planning, Finance and Parish Council carried out.

Parish Council Facebook Page:

- Page likes / followers now at 1.01k
- 12.6k post reach
- 1700 post engagements
- Posts added sharing news items that are added to the website.

Monkton Matters

- Page likes / followers now at 293
- 18 new articles added in November

- Articles on Monkton Matters being shared on Monkton Matters Facebook page to pull users to the website.
- 407 post reach
- 146 post engagements
- Business directory has details of 16 businesses so far.

Community Fridge Facebook Page:

- Page likes /followers 843
- 1.9K post reach
- 884 post engagements

Village News Contribution

- Developed by the Clerk's

Noticeboard Updates

- Updated noticeboards

d) GDPR

Nothing to report

Representatives on outside bodies/Response to Consultations:

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

Cllr Tully reported that the Village Hall Management Committee have decided to proceed with the insulation works, further information will be sent to the Parish Council for it to be considered by the Parish Council at its next meeting.

f) The Spital Trust: Cllr Ellis to report.

In Cllr Ellis' absence there was nothing to report.

g) Any other events at which WMPC was represented;

Clerk reported that the Clerks had attended Code of Conduct Training arranged by SWT.

Assistant Clerk Community confirmed that a further Community Quiz had taken place which was really well attended.

Cllr Hall reported that he had attended a meeting with Somerset Cricket Club and the RU in respect of the sports pitches, they are very much in favour of proposals. Both will have to respond to any planning applications so useful to get feedback prior to submitting a planning application. Proposed pavilion needs to be adjusted in line with new regulations. In contact with a contractor about the pavilion. West Monkton Cricket Club will be the main club in Somerset. Groundwork contractors on standby to commence work. ECB would like to see an artificial square for the juniors incorporated. Ground source heat pumps and solar being explored.

Other costs are being gathered at the moment too.

h) Consultations

SWT Street Trading Licensing Policy Consultation: <https://www.somersetwestandtaunton.gov.uk/consultations/> (Closing date 7th March 2023)

It was agreed not to respond to the consultation.

Draft Wellington Place Plan Consultation: <https://yoursay.somersetwestandtaunton.gov.uk/> (Closing date 20th February 2023)

It was agreed not to respond to the consultation.

Somerset Statement of Community Involvement Consultation: <https://somerset.inconsult.uk/sci/consultationHome> (Closing date 16th March 2023)

It was agreed that the Clerk would circulate details of the consultation and add consideration of a response to the agenda for the PC meeting on 14th March.

379/22 Finance

a) Finance Report:

Quotations and Updates:

- Mower Service
 - Contacted Bridgwater Mowers and Howards SW Group for quotes. Only one received from Howards SW Group: The price of a service is £120.00 + vat.
 - Any mower with a V-Twin engine is £140.00 + vat.
 - Collection & delivery is all part of the service so it's free.

Proposed by Cllr Gage, seconded by Cllr Cavill and agreed with all in favour.

- Portable Toilets for events in the Country Park
LOCAL TOILET HIRE 3 toilets - £330.00 + VAT including weekday delivery and all consumables. This quote covers up to a 5 day hire. NEED PAYMENT OF 25% TO SECURE

SILVERSTREET LOOS 3 toilets - £270 + VAT

TOR LUXURY TOILET HIRE

8/4/23 - 2 x Event Portable Toilets @ £60 each - £120 Delivery and Collection - £75

TOTAL - £195 + vat

6/5/23 - 3 x Event Portable Toilets @ £60 each - £180 Delivery and Collection - £75

TOTAL - £255 + vat

18/6/23 - 3 x Event Portable Toilets @ £60 each - £180 Delivery and Collection - £75

TOTAL - £255 + vat

25% DEPOST REQUIRED

Accept quote provided by Tor Luxury Toilet Hire, amended to only one portable toilet for 8th April event. Proposed by Cllr Tully, seconded by Cllr Elliston and agreed with all in favour.

- Cricket Ground Litter Bins



£184.45 +VAT each. Come with fixing bolts. (CIL Expenditure)

Lengthsman to install and Cricket Club to empty the bins.

Proposed by Cllr Hope, seconded by Cllr Gage and agreed with all in favour.

- Refurb of St Quintins play area agreed and scheduled to be done by DLO this financial year. Progress update requested.
- Refurb of Meadway play area will be part of SWT scheduled maintenance this financial year. No cost to PC. Progress update requested.
- Insulate roof at Village Hall, under discussion, waiting for further info and description of grant chasing efforts from Village Hall Management committee. Info sent, with link to site, to VH committee from Rural Grants Directory section on Village Halls..
- Environmental

Quote for Farriers Green ramp by DLO accepted, but M Davies no longer in role at SWT so may be a delay. Progress update requested.

RSPB Big Bird Watch Competition:

Suggestion for prize is fat ball bird feeder kit and box of 50 fat balls. Total for that is £14.00. Ideally I'd like to be able to offer a 2 prizes: child winner and an adult winner, so total competition cost would be £28.00

Restocking the Kids Hi Vis Vests:

- From the same company as before (so good quality, comms and delivery) we can have blank Kids Hi Vis vests, at £1.85 each incl VAT (£1.54 excl. VAT). If we wanted to have the WMPC Safer to School logo on the back, they are £3.50 each incl VAT (£2.91 excl. VAT)
- They have a Junior Small size (which we ordered before) that covers age 4 - 8, and a Junior Large size that covers age 9 - 13. The cost quoted above is based on their bulk deal of ordering a minimum of 100 of any one size. Shipping is £9.99 for orders under £300 and free for orders over £300.
- The estimated time from order to arrival is 14 working days.

Logo on back? Yes

Order quantity? 100 4-8, 200 9-13.

Proposed by Cllr Cavill, seconded by Cllr Hope and agreed with all in favour.

WMPC Festival of Cycling - in line with Bike Week 2023

Arrangements are being made. Would like to get the Smoothie Bike which will be an added attraction for families and will link to the Community Fridge, as we could use produce from there for the smoothies. To cover the event we'd be looking at a cost of £220.

Proposed by Cllr Gage, seconded by Cllr Tully and agreed with all in favour.

Kings Coronation Screen

Cost of screen £688.00. £136.00 deposit required. Proposed by Cllr Gage, seconded by Cllr Tully and all agreed by show of hands.

Clerk to gather generator quotes for consideration at the March / April meeting.

Clerk to gather grit bin quotes for Roys Place for consideration at the next meeting.

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	£10.59
Nationwide	£74.46

PSDF	£196.40
Unity Bank	£119.54
Allotment Rents	£150.00
VAT Repayment (Quarter 3 2022/23)	£2334.50
Donation	£168.91

Payments

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
To authorise payment of:						
A Pritchard litter picking	xx.xx	No vat	xx.xx	d-d	Salaries and expenses	Wages pd into pension, see below
Employee pension contributions	128.92	No vat	128.92	d-d	Salaries and expenses	Pension contributions
Employer contributions	96.69	No vat	96.69	d-d	Salaries and expenses	Pension contributions
A Shepherd Clerks salary SCP31	xx.xx	No vat	xx.xx	bacs	Salaries and expenses	Clerk's Salary
K Welsh assistant clerk-community salary SCP 27	xx.xx	No vat	xx.xx	bacs	Salaries and expenses	Assistant Clerk Community Salary
HMRC Tax and NI Contributions	1215.43	No vat	1215.43	bacs	Salaries and expenses	Tax and NI Contributions
A Shepherd homeworkers allowance	27.00	No vat	27.00	bacs	Salaries and expenses	Homeworkers allowance
K Welsh homeworkers allowance	27.00	No vat	27.00	bacs	Salaries and expenses	Homeworkers allowance
S Rolls Lengthsman services	291.30	No vat	291.30	bacs	Environmental and Open Spaces	Lengthsman Services
Business all about you Climate Initiative PR WMPC 25	175.00	No vat	175.00	bacs	Environmental and Open Spaces	Environmental / Community
QSSIT regular maintenance / monthly sub	25.40	5.08	30.48	bacs	IT and Communications	IT
Expenses claim A Shepherd (Community Fridge)	48.49	9.70	58.19	Bacs	Community Infrastructure Levy	CIL Expenditure
Expenses claim A Shepherd (Stationery)	24.20	4.79	28.99	Bacs	General Administration	Sundry Admin and Equipment
Expenses claim A Shepherd (Travel)	50.41	No vat	50.41	Bacs	Salary and expenses	Clerk's Expenses
Expenses claim K Welsh (Travel)	186.30	No vat	186.30	Bacs	Salary and expenses	Clerk's Expenses
Viking (Stationery)	79.22	15.84	95.06	Bacs	General Administration	Sundry Admin and Equipment
Tricia Lugg (Food hygiene course reimbursement)	5.40	No vat	5.40	Bacs	Youth and Community	Youth and Community
Weetree Wholesale Nurseries (5 large trees for Country Park)	803.15	160.63	963.78	Bacs	Community Infrastructure Levy	CIL Expenditure
Weetree Wholesale Nurseries (1 large tree)	170.01	34.00	204.01	Bacs	Community Infrastructure Levy	CIL Expenditure
Expenses claim A Hall (Country Park)	62.52	No vat	62.52	Bacs	Community Infrastructure Levy	CIL Expenditure
SALC (VAT Training- Clerk)	30.00	No vat	30.00	Bacs	Generation Administration	Training
Smilers (Compost / top soil Community Garden)			421.20	Bacs	Community Infrastructure Levy	CIL Expenditure
Expenses claim K Welsh (Community Fridge)	21.58	4.32	25.90	Bacs	Community Infrastructure Levy	CIL Expenditure
Expenses claim K Welsh (Community Café)	38.89	4.31	43.20	Bacs	BACH	Community Events / Initiatives
To note payment of:						

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
<u>Direct Debit</u>						
Invoice Tailored Auto Enrolment 9293 29/1/2023 (Pension administration)	12.00	2.40	14.40	DD PAID	Salary and Expenses	Workplace Pension Management
Invoice SWS 111698 2/2/2023 maintain gsuite	59.80	11.96	71.76	DD PAID	IT and Communications	Communications
Invoice SWS 111650 web-lite hosting (MM) and standard mailbox 20/1/2023	23.00	4.60	27.60	DD PAID	IT and Communications	Communications
Invoice SWS 111558 Annual hosting / word press support / back up service 20/1/2023	610.00	122.00	732.00	DD PAID	IT and Communications	Website
<u>By Card</u>						
McAfee (Virus protection)	99.99	No vat	99.99	Paid	IT and Communications	IT
<u>By BACS</u>						
Expenses Claim P Elliston (Community Garden)	1071.34	170.24	1241.58	Bacs Paid	Community Infrastructure Levy	CIL Expenditure
Expenses claim K Welsh (Thank you gift for volunteer)	22.98	No vat	22.98	Bacs	Youth and Community	Youth and Community
Expenses claim K Welsh (Community Café sundries)	44.15	2.59	46.74	Bacs	BACH	Community Events / Initiatives
Expenses claim A Hall (Country Park Pond Signage)	39.90	No vat	39.90	Bacs	Country Park	Country Park
Somerset Timber Services Limited (Oak posts)	146.40	29.28	175.68	Bacs	Community Infrastructure Levy	CIL Expenditure

Any other invoices received before the next meeting will be added. Payments by bacs wherever possible.

Resolution: to authorise payments and note payments made during the month described above:

Proposed by Cllr Elliston, seconded by Cllr Gage and agreed with all in favour.

Transfer between accounts

None

AUDIT WORKING PARTY

Meeting Friday 20th January 2023 at 9.30am at the BACH

NOTES

Supporting documents were circulated to all participants prior to the meeting.

Present: Cllrs Haskins, Hall, Gage and Tully and Clerk A Shepherd.

1. Report of the second quarter meeting in October to be approved.

The notes were approved. Proposed by Cllr Hall, seconded by Cllr Gage and agreed with all in favour. Clerk confirmed that the notes were included in the August Parish Council Finance Report.

2. To confirm third quarter bank reconciliation.

Detailed bank reconciliation for the third quarter was circulated in advance of the meeting and approved.

3. To review budging report and summary report for budget compliance and make any observations.

The Quarter 3 summary report was shared in advance of the meeting and considered in detail.

The following actions were agreed:

- A quarterly review of the Clerks hours including overtime and out of hours working to take place.
- Union Flag to be purchased from a flag maker for future use.
- Spare laptop to be cleared and given to Maggie Little, BACH Bookings Officer.
- Asset Register to be updated to reflect recent asset purchases.

4. To confirm third quarter VAT reclaim.

The VAT reclaimed in the second quarter was £2334.50.

5. To review CIL spend from 1st April to 31st December 2022 and review remaining funds.

A document summarising CIL spend and the amount of CIL money remaining was circulated in advance of the meeting. The document was summarised, discussed and the current position noted.

The possibility of funding a permanent pump at Bathpool from CIL money was raised. Cllr Hall is making enquiries to understand the cost of a pump, the use of the Hartnells S106 money also needs to be understood. Clerk has requested a meeting with the Environment Agency.

6. To consider any other financial matters brought to the attention of the RFO before the meeting.

Sports Pitches – Clerk advised that she had attended VAT Training to understand the restrictions in reclaiming VAT in relation to the costs associated with the works required to develop / build the sports pitches. Clerk advised that consideration needs to be given to how the sports pitches will be managed / leased once they are built as this has implications on whether VAT can be reclaimed on the building costs e.g. whether it is a business or non-business activity. It was agreed that further consideration needs to be given to the cost of building all elements of the sports pitches and the operation once built.

Town Council – Clerk advised that she had received a letter from Somerset West and Taunton requesting information about the assets that will be transferred from WMPC to Taunton Town Council following the slight change to the boundary. The letter also requested budgeting and CIL spend information. Clerk confirmed that she had replied to the letter to confirm that no assets will be transferred from WMPC to Taunton Town Council. Somerset West and Taunton Council have confirmed that because no assets are being transferred the budget and CIL information does not need to be shared.

7. Date of next meeting Friday 28th April 2023 at 9.30am by zoom.

Meeting finished at 10.25am.

b) Budgeting Report (incorporating BACH Accounts)

The budgeting report for the accounts to the 31st January were circulated in advance of the meeting and noted.

380/22 Other matters for report only – items for discussion - no decision

a) Items for next meeting agenda - by Monday 20th February 2023 or Monday 6th March 2023

Noted

MH1 S106 negotiations – Clerk chase progress with solicitor.

MH2 Meeting – Clerk confirmed that the meeting is scheduled to take place on 21st February at 9.30am at Creech St Michael Village Hall.

Cllr Tully asked if Kings Coronation Cups should be provided for primary school children. Assistant Clerk Community to liaise with School.

Cllr Cavill requested confirmation of the next Country Park Working Group meeting Clerk confirmed that the meeting is currently scheduled to take place on 27th February at 7pm but the date is likely to change so that Cllr Hall can be in attendance.

b) 2022/23 Annual Report – contributions from Councillors

Councillors to send their contributions to the Clerk.

381/22 Dates of forthcoming meetings:

Parish Council:

Second Tuesday in the month (Business focused meeting)

2023: 14th Mar, 11th Apr, 9th May, 13th Jun, 11th Jul, 8th Aug, 12th Sep, 10th Oct, 14th Nov, 12th Dec

Fourth Tuesday in the month (Community / project focused meeting)

2023: 28th Feb, 28th Mar, 25th Apr, 23rd May, 27th Jun, 25th Jul, 26th Sep, 24th Oct, 28th Nov.

Audit Working Party: 21st April 2023 at 9.30am

Annual Parish Meeting: 21st March 2023 at 7pm

BACH committee 25th May 2023 at 7pm

Budget and Precept: TBC November 2023

Meeting finished at 9.20pm



Signed Chairman:

Date: 28th February 2023