



West Monkton Parish Council

ADOPTED

Minutes of the Meeting of West Monkton Parish Council held on Tuesday 8th August 2023 at 7.00pm.

Present: Cllr Besley, Cavill, Ellis, Gage, Hall, Haskins, Hope and Tully.

In attendance: Mrs A Shepherd, Clerk, Mr K Perry, Bathpool Flood Warden and Cllr David Fothergill, Somerset Councillor.

88/23 To receive any apologies (with reasons), introductions with responsibilities

Apologies were received from Cllr Elliston, Mrs K Welsh, Assistant Clerk Community and Sammie Millard-Jones, Cheddon Fitzpaine PC Clerk.

89/23 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.

90/23 To adopt the minutes of the Parish Council meeting on 25th July 2023

The minutes from the Meeting of the Parish Council on 25th July 2023, having been previously circulated, were taken as read. It was resolved to adopt the minutes of the Parish Council meeting on 25th July, proposed by Cllr Hall, seconded by Cllr Cavill and agreed by show of hands.

91/23 To note Clerk's report and Assistant Clerk (Community) report

Clerk's Report:

- General Admin:
 - Reported fly tipping at Langaller Lane
 - Requested removal of signage indicating that ROW is closed
 - Requested statistics of use of the number 12 bus; response awaited.
 - Drafted Council of the Year NALC Award nomination and submitted it.
 - Drafted village news contribution.
 - GDPR Training / update of policies for approval at this meeting.
 - Review of WMPC website. Discussion with SWS. Quotation included in finance report.
 - Chasing re Farriers Green steps.
 - Milton Hill bin (School Road end) - suggestion received from a member of the public that the litter bin is moved. The PC owns the litter bin which is located to the right of the bus shelter on Milton Hill. Access to the bin is restricted due to vegetation overgrowing and it is leaning on uneven ground and is next to a lamppost which impedes access. Suggestion that the PC moves the bin to the left-hand side of the bus shelter where there is level ground and it would be more visible, which will hopefully encourage greater use. Checked with Somerset Council and they have no objection to the movement of the bin.
 - Made contact with the Canal and River Trust about expanding the car park at Swingbridge; response awaited.
- Finance / Payroll:
 - Making payments / placing orders.
 - Managing / inputting Accounts using Scribe.
 - Q1 Bank Reconciliation and finalised Q1 account files.
 - Audit Working Party meeting on 21st July – agenda, papers and notes.
 - August payroll and finance reports.
 - Quotations obtained and included in the finance report for mower insurance renewal, MH1 public meeting invitation printing and sports pitch pre-planning application advice.
- 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:
 - Village Sign review paper prepared for consideration.
 - SID data from Greenway passed to the Police to inform enforcement schedule.
 - Reported overgrown brambles on canal bridge and near Bathpool bridge.
 - Raised enquiry about the placement of a bus shelter in Bathpool opposite Aldi; response awaited.
 - Reported parking on pavement outside the hairdressers in Bathpool to the PCSO and parking enforcement.
 - Response awaited from Traffic Management at Somerset Council (chaser sent) regarding:
 - Review of parking issues on Brittons Ash along hedge
 - Review of parking issues at entrance to Farriers Green
 - Update on other proposed SID locations including in Bathpool, outside Primary School and on Monkton Heathfield Road.
 - Requested an update on the installation of the new SID pole near the Hartnells Roundabout
 - Painting of 20mph roundels on Monkton Heathfield Road.
 - Request for meeting sent to Andy Coupe. Andy is invited to the MH2 Teams meeting on 25th August.
- MH1 / Sports Pitches
 - MH1 S106 Agreement Variation – liaised with solicitor and meeting with Planning Officer / Persimmon to review progress and regular Teams Meetings with Persimmon / Planning Officer to progress matters.
 - Collected S106 variation and transfer documents in respect of Sports Pitches from solicitor, arranged signing and delivered to Somerset Council at Shepton Mallet. S106 variation finalised on 18th July 2023.
 - Formal offer of Sports Pitch transfer received and acceptance returned on 26th July.
 - Traveller occupation of sports pitch land on 2nd August.
 - S106 variation in respect of POS commenced. Invitation letter for public meeting drafted and sent to Persimmon for comment. Quotes for printing two-sided invitation letter included in the finance report. Confirmation of director numbers for Articles of Association confirmed with solicitor.
 - Public Meeting to take place on Monday 18th September from 3pm until 7pm.
 - Google forms review / development for voting for amendment of the Articles of Association.
 - Liaised with homeowner and planning officer regarding MUGA in Hob Close.
- Country Park
 - Damage to forest school roof and trees reported to the police and pictures of damage forwarded to our local PCSOs.
 - Joint meeting arranged for 14th August and agenda circulated. Pre-meeting to take place on 11th August via zoom.
- MH2:
 - MH2 Teams Meeting in July was cancelled – next meeting on 25th August at 3pm via Teams.
 - Joint Meeting with CSM PC scheduled for 7th August, agenda circulated.
- BACH:
 - Invoices and accounts, cleaning supplies.
 - Next BACH Committee Meeting scheduled to take place on Tuesday 19th September 2023 at 7pm.
- Meetings last month:
 - 4th July – Agenda run through
 - 6th July – Acacia Gardens Meeting
 - 7th July – MH1 Meeting with Planning Officer / Persimmon
 - 7th July – Data Protection Training Part 1
 - 10th July – Data Protection Training Part 2
 - 10th July – PA System run through with Audio Visual
 - 12th July – LGR Session
 - 14th July – Data Protection Training Part 3
 - 14th July – Garden Town Delivery Board Meeting
 - 17th July – Airband Online Meeting
 - 18th July – Agenda run through meeting
 - 19th July – SWS re website rebuild
 - 21st July – Audit Working Party Meeting
 - 21st July – MH1 POS update meeting
 - 25th July – PC Meeting
 - 26th July – LGR Session

- 28th July – Annual Leave
- Meetings this month:
 - 1st August – Agenda run through meeting
 - 3rd August – Sports Pitch meeting
 - 4th August – Annual Leave
 - 7th August – MH2 Joint meeting with CSM PC
 - 8th August – PC meeting
 - 10th August – LGR Session
 - 11th August – AM Annual Leave
 - 11th August – MH1 POS update meeting
 - 11th August – CP Meeting pre meet
 - 14th August – CP Meeting with CFPC
 - 18th – 25th August inclusive – Annual Leave

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 once a week, repair café once monthly and the Stay and Play 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/stay and play and for events.
- Liaised with litter picking volunteers regarding bin lids for the open bins in the parish and these have been completed.
- Liaised with litter picking volunteers to discuss more signs around the parish.
- Met with lead of the Community Service Team to organise their visit to help with the community garden and litter picking in the Parish.
- Village news Article completed and shared.
- Liaised and met with Mike Batsch on a few occasions to complete funding for Armed Forces Covenant Grant for the Country Park. This has been submitted and will hear from them in October this year.

Community Fridge

- Coordinating and managing volunteers, cleaning rotas and pick-ups.
- Keeping in touch with volunteers to keep them updated and involved.
- Responding to complaints and concerns about community fridge users.
- Respond to Neighbourly App for more connections to Lidl as well as Aldi.
- Working with Fareshare to pick up collections in larger stores in Taunton.
- Liaising with Fareshare about issues we are having with collections.
- Employed further Community Fridge Volunteers for collections
- Applied for Funding to expand the fridge with Somerset Community Foundation – unfortunately no funding granted to us.
- Awaiting news from Lidl Community Fund and with Sainsbury Community Foundation on funding to expand the Fridge.
- Celebrated 1 year anniversary of the Fridge with Coop Group and volunteers.
- Liaising with 2 new Community Fridge Groups in Taunton to share experience and support to 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.
- Run 'Repair Café' on third Wednesday of each month.
- From August support the Impeccable Care volunteers to run a 'Bereavement Group' on the first Wednesday of the month to run alongside the Community Café.
- Open the Community Café an additional day for the Y6 leavers and their families for their final school day.
- Discussion with Repair Café Volunteer about making poppies for November and discussed starting a new Knit/Crochet Group on a Wednesday once or twice a month to make poppies to decorate the community over remembrance in November.

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.
- Applied for funding from the SALC Health and Wellbeing Grant for benches, tools and for A boards to link wellbeing into the work at the garden and to enable more of the community to get involved.
- Zoom meeting with Ann Diment from SALC to discuss the funding, we then arranged for her to come and visit the garden and fridge.

Community Events

- Preparation and attended the Community Quiz
- Liaising with Bethan Turner for promotion of Events
- Liaising with stall holders, food providers, volunteers and attendees for the Dog Show
- Met with Audio and Visuals to have run through of how to use the PA system
- Contacted Brandon Tool Hire to make link for toilet and event hire.

Other Volunteering

- Touching base with Companion Volunteer, who is now meeting regularly with a number of clients via the village agent in the community.
- Took a call from a local resident who asked if we could take a neighbour to hospital appointments following on from the Community Transport/Companion Volunteer links.
- Met the Companion Volunteer at 90-year-olds home and organised for our volunteer to support for medical appointments.
- Continue to update spreadsheet with new volunteers
- Promoting Companion Scheme – responding to interest from potential new companion volunteers.
- A few new litter picking volunteers have come forward and equipment has been provided to them and they have been added to the WhatsApp group.

Meetings

- Meeting with Coop Pioneer
- Zoom meeting with Ann Diment SALC
- Met with local resident and companion volunteer to organise transport for medical appointments
- Meeting with Jacqui Young, Village Agent
- Attended PC meetings
- Attended 2 agenda run through meeting
- Attended BACH Committee Meeting

92/23 Somerset Council Report

Cllr Fothergill reported the following:

Council Finances: Although the 2022/3 Accounts for the five legacy Councils (District and County) are yet to be finalised and may still not be audited before Christmas, the latest projection is that there will be a £20m overspend which will need to be met from reserves. Perhaps more worrying is the first accounts available since April for the new Unitary Council shows a projected overspend more than £28 million for the current year. Again reserves will have to be used unless significant savings are made in the remaining 9 months of the year.

Phosphate mitigation: Somerset Council is hoping to secure £10.5m Government funding to deliver phosphate mitigation measures which will unlock the delivery of 18,000 new homes across the area. The funding would be used to expand the existing phosphate credit scheme and deliver mitigation measures including the installation of modular units to provide a secondary treatment process at wastewater treatment works in the catchment area. Salinity Solutions and Wessex Water have delivered a no-cost trial to demonstrate the efficacy of their modular water treatment units for phosphate mitigation. A unit has been in place at the Fivehead Wastewater Treatment Works for two weeks allowing independent water sampling to be undertaken. Early indications show promising results with the first verified laboratory results showing over 98% of phosphates and 88% of nitrates removed.

Volunteers needed: From supporting people looking for work to making a real difference to young people, there's a Somerset Council volunteer role just waiting to be filled! Two openings are available with the Youth Justice Team:

- Family Group Conference Volunteers: A family group conference is led by family members to plan and make decisions for a child who is at risk. Volunteers in this role support parents who may struggle to express their views.
- Reparation Mentors: Volunteers in this role support young people to fully participate in reparation work as part of a Court Order. This is a really rewarding role where you are actively supporting the young person to develop life skills whilst supporting their local community.

In addition the Schools Appeals Panel is looking for independent members either with or without direct experience in schools. Panel members help to make sure all the appeals for maintained schools and academies are conducted in a fair and transparent way. Appeals can include admissions, exclusions, and transport. Information can be found at <https://volunteering.somerset.gov.uk/>

Yeovil Literary Festival: Yeovil Literary Festival takes place this year between Thursday 26 and Monday 30 October with events taking place at Westlands Entertainment Venue and Yeovil Library. Tickets have gone on sale for events including Deborah Meaden, Sarah Beeny, Noel Fitzpatrick, Chris Packham, Kate Mosse, Ian Dunt, Roger McGough and Tommy Jessop. Visit <https://www.yeovilliteraryfestival.co.uk/> to book tickets or call 01935 422884.

Green Flag Awards: The international Green Flag award, now in its fourth decade, is a sign to the public that the space has the highest possible environmental standards, is beautifully maintained, and has excellent visitor facilities. The parks and greenspaces awarded Green Flag status in Somerset this year are:

- Ham Hill Country Park (Yeovil)
- Chard Reservoir Local Nature Reserve
- Yeovil Country Park
- Apex Cove and Marine Park (Burnham on Sea)
- Swains Lane Nature Reserve (Wellington)
- Vivary Park (Taunton)
- Blenheim Gardens (Minehead)
- Wellington Park

Allergen laws: 100 sandwich shops, delis across Devon, Plymouth, Somerset and Torbay have recently been tested for compliance of new governments legislation on allergens. Trading standards found that 56 out of 100 businesses were in breach of the new rules which require full ingredient and allergen labelling on all food made on premises and pre-packed for direct sale. Of those 56 some 34 premises failed because they contained an undeclared allergen, often because the product had little or no labelling. All 56 premises are now being advised as to how to meet the new safety standards.

Cllr Cavill reported the following:

Meeting of the Scrutiny Committee for Corporate and Resources took place today. A report was received on Commercial Investment . Finance reports will move to monthly as there is a concern about overspend. Most councils overspend by 5-15%. Somerset Council is way over 15% at the moment.

The following questions were asked:

Cllr Hope asked about how phosphate mitigation works in practice and although it may be clear how phosphate mitigation will be implemented, how will it be managed to continue to achieve the required reduction in phosphate in the future. Cllr Cavill confirmed that there is a requirement for the mitigation to be in place for 80 years but it isn't clear what enforcement / checks will take place after the mitigation is installed. Cllr Cavill to raise.

Public Question Time

Cllr Gage raised dog walking businesses in the parish using the dog poo bins. It was noted that a number of dog poo bins in the parish were overflowing last week.

Cllr Haskins raised hedge cutting and a safety concern about hedge cutting arrangements on roads without grass verges. The hedges are not being cut high enough and brambles grow and encroach into the highway making it dangerous for cyclists. Cllr Fothergill agreed to raise the concern with Somerset Council Highways.

Cllr Hope raised concern that wooden boards are missing from the fencing either side of the sports pitch entrance gate. Cllr Hall confirmed that a site meeting to review the boundaries of the sport pitch land is scheduled to take place on Friday morning at 10am with Persimmon.

Cllr Haskins raised the ongoing issues with Traveller occupation of land and asked if Somerset Council can do anything. Cllr Fothergill stated that the issue is that there are no transit sites available in Somerset. Cllr Fothergill to enquire what Somerset Council is doing regarding transit sites.

Cllr Ellis raised the planning application in respect of a property in Greenway and stated that as a resident of Greenway she had not received notification of the application from Somerset Council and asked if Somerset Council are notifying neighbouring properties? Cllrs Cavill and Fothergill confirm that notifications should be received.

Clerk to enquire with Somerset Council if a collection was missed.

Cllr Haskins reported that the work to replace the taps at the allotments has been completed and that he had cut the grass in the community garden today.

93/23 Planning

a) To consider any planning applications (listed on the Somerset Council website)

48/23/0026 Erection of a single storey extension to the side and rear of 66 Mead Way, Monkton Heathfield

The Parish Council supports the granting of permission subject to the following:

- 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.

48/23/0027/T Notification to carry out management works to one Holm Oak tree within West Monkton Conservation Area at The Woodlands, 4 Monkton House, West Monkton

The Parish Council supports the recommendations of the Tree Officer in respect of this proposal.

48/23/0028 Erection of a single storey extension to the side of East Lea, 93 Greenway, Monkton Heathfield

The Parish Council supports the granting of permission subject to the following:

- The step in the roof proposed will adversely impact the street scene and recommends that policy H17 should not be applicable in respect of the proposal for the benefit of the street scene
- 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.

48/21/0042 Replacement of buildings at Hyde Lane Business Park, Hyde Lane, Bathpool

Reduction in height of proposed building to 4.5m

West Monkton Parish Council welcomes and is in agreement with the revised height of the proposed building to 4.5m. The Parish Council still has concerns about the adequacy of the parking provision on site and suggests that the following measures / conditions could be put in place to mitigate the low provision:

- A travel to work plan
- Double yellow lines added on Hyde Lane for 100 yards on either side of the entrance to avoid parking on Hyde Lane which is narrow.
- Restrict the use of the proposed building / units to non-retail to reduce the number of vehicles visiting the site.

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

94/23 MH Developments

a) MH2 update; Feedback from Joint Meeting with CSM PC on 7th August.

Clerk confirmed that notes from the Joint Meeting with CSM had been circulated. The notes of the meeting were approved. Clerk to request that CSM PC also approve the notes from the meeting.

It was noted that although 75% of the CIL money from the development is received by Somerset Council, none of it will be spent in the local area. Cllr Fothergill confirmed that the money will be allocated to a priority list held by Somerset Council.

The need for the PCs to be a signatory on the S106 for the MH2 development was discussed. It was agreed to ask Simon Fox if the Developer has confirmed their position in relation to this at the Teams Meeting on 25th August. If the Developer refuses, consideration to be given to arranging a meeting with Chris Hall at Somerset Council.

Clerk confirmed that the MH2 Teams Meeting on 25th August at 3pm has been extended to two hours.

b) MH1 update; POS / Sports Pitch transfer update and feedback from meetings

Sports Pitches – Clerk and Cllr Hall confirmed that the solicitor is now in receipt of the money for the Sports Pitches and that a site meeting is scheduled to take place on Friday at 10am with Persimmon to review the condition of the site and the security of the boundaries. It was agreed to delay completion of the transfer of the sports pitch land until after that meeting.

A discussion followed about the potential improvements that could be made to the main gateway to improve security.

The back gateway was discussed. Gateway to be replaced with a gate of decreased width. The gate is currently 10ft wide, gate width to be reduced to the size needed for the rugby club maintenance equipment to fit through. Cllr Hall to check the required

width with the Rugby Club. Decision in respect of the purchasing of the gate delegated to Cllr Haskins, Hall and Clerk to expediate its replacement.

POS – Clerk confirmed that two Councillors volunteered to be Directors on the Management Company; Cllrs Haskins and Hope – instruction has been sent to the solicitor accordingly.

Clerk confirmed that despite chasing, comments on the invitation letter to the public meeting which is scheduled to take place on 18th September has not been received back from the Developer. A further catch-up meeting is scheduled to take place on Friday at 1pm but Clerk warned that unless comments are received soon it may be difficult to make all arrangements and deliver the invitation letter in time for the 18th September.

Cllr Hope reported that the repairs to the play equipment in MH1 have still not been carried out.

Clerk reported that she had been liaising with a resident of Hob Close, Persimmon and Simon Fox about the MUGA. It was agreed prior to install that the MUGA would be increased in size but no amended planning application was made. Simon Fox has confirmed Somerset Councils position that because the MUGA has been in place for some time it is unlikely that Planning Enforcement would take any action. Clerk confirmed that the resident is requesting nets and improved planting. It was agreed that the Clerk would reply to the resident confirming that the Parish Council will make improvements once ownership of the POS has been transferred.

95/23 Highways Update;

a) Village Sign Review

A short discussion took place about the village sign review proposal. Cllr Cavill suggested that the parish signs should be at the boundaries of the parish and that they should state 'Welcome to the Parish of West Monkton' with the area name e.g. Bathpool underneath. Cllr Cavill also suggested that the Hamlets in the parish should have signs.

It was agreed for the Clerk to schedule a meeting with Andy Coupe, Somerset Council and Kate Brown in Traffic Management at Somerset Council to discuss the proposal.

96/23 Community

a) Update

Clerk confirmed that the Community update was included in the Assistant Clerks Report but confirmed in addition that the Assistant Clerk Community had been successful in applying for £4000 of grant funding from Sainsburys for the community fridge expansion. Councillors congratulated the Assistant Clerk on achieving the funding.

Clerk to ask Redrow what their long-term plans are for the MH1 Retail land and chase Persimmon regarding the MH1 Retail Units and potential use as a community fridge now that grant funding has been received.

b) Community Events update. Plans for Dog Show on 3rd September

Clerk confirmed that volunteers are coming forward to help with the set up on the morning of the dog show at 8am. Cllr Hall confirmed that he is agreeing the final arrangements for the event with Assistant Clerk Community.

97/23 Reports, including recent developments, matters to consider and decisions to be made:

a) Bathpool Flood Warden: Mr Kevin Perry

Mr Perry confirmed that he did not have much to report. The area missed the main impact of Storm Antoni over the weekend. There was 98mm of rain in July, compared to 7mm last year and 111mm the year before. There are no river issues to report. Following the multi-agency meeting on 22nd June, FWAG have developed a report which is really good and a draft letter for landowners has also been prepared. Next steps are to circulate the report to all multi-agency partners and arrange a further meeting.

Cllr Haskins reported that the Highways Supervisor was in the parish to inspect the gully work that had been done. Cllr Haskins raised the issues with the Highways Supervisor which is going to go back to the contractor. Cllr Haskins raised a concern that Highway Supervisors may not know if contractors have carried out the work they have been instructed to do. Cllr Haskins reported that the Highway Supervisor confirmed that there is a four-year rota for gully clearing.

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

Footpaths

Cllr Gage reported that the footpath near Mount Fancy was overgrown with vegetation. Cllr Haskins confirmed that he had cut the path.

BACH

Cllr Gage reported a few issues that had been experienced at the BACH including:

- A voltage surge on Friday which had damaged the shutter batteries. National Grid will not compensate. An Electrician has been and the batteries are going to be removed rather than repaired.
- No hot water in the kitchen. The mixing valve and gate valve have been replaced.

- Water heater not working as it won't fill up. Plumber is going to attend to take a look.
- A private hirer didn't clean up sufficiently after their booking on Saturday evening and 25% of the deposit has therefore been retained.

Cllr Haskins suggested that the silver cups in the committee room display cabinet are cleaned. Clerk to ask Cleaner to clean the cups and invoice for the additional time.

Highways;

Cllr Besley raised concerns expressed by a member of the public about an overgrown hedge on Milton Hill. Cllr Haskins confirmed that the hedge had been cut by the Lengthsman.

Cllr Haskins confirmed that the Lengthsman has been passed a marked-up plan to illustrate the areas of grass cutting needed. The Lengthsman is going to use his own mulching mower to start with but needs a leaf blower and hedge trimmer. Cllr Haskins confirmed that he is getting prices for the equipment. It was agreed that Cllr Haskins be delegated authority to acquire the required equipment on behalf of the Parish Council.

Safe Routes to School;

Cllr Hall reported that the cycle path from the Country Park is being blocked off due to safety concerns. Cllr Cavill reported that Persimmon had confirmed that following an independent Safety Audit the cycleway was to be completely closed and a gate was to be fitted across the entrance. Cllr Cavill confirmed that he had made enquiries with Jon Fellingham at Somerset Council who stated that it would be only the western end of the new piece of cycle path that would be closed, leaving the eastern piece of cycleway still available for use. Also that a gate would be installed across the entrance of the redundant piece of the old A3259 road. It was noted that there is still a need for a safe crossing point at the bottom of Yallands Hill.

Cllr Tully reported concerns including:

- A gate or railing is needed at the Tudor Park entrance to the Country Park. A young person cycled straight out into the road and was nearly hit by a vehicle. Cllr Hall and Cavill confirmed that a request for a railing at the location was refused by Somerset Council.
- Speed of vehicles between the railway bridge and canal bridge in Bathpool is increasing. Cllr Tully has requested police enforcement but only 2 speed camera vans are available in Somerset. Clerk confirmed that Traffic Management at Somerset Council have been asked about identifying a location for the SID in Bathpool.
- Dyers Lane – suggestion that the 30mph speed limit should be reduced to 20mph. Clerk to add the proposal to the Village Sign Review proposals.
- Bus Stop at Farriers Green – visibility is poor due to the overgrown vegetation. Matter to be raised with Persimmon at the next meeting on Friday 11th August.

Public Open Spaces/ Children's Play Areas and Recreation;

Cllr Hope reported that he had taken the opportunity to talk to young people in the Parish about what they would like and a skate park is popular. Cllr Hall confirmed that a review of the sports pitch layout and what is incorporated will take place at the site meeting on Friday morning.

Transportation;

In Cllr Elliston's absence there was nothing to report.

Country Park;

Cllr Hall confirmed that the joint meeting with Cheddon Fitzpaine PC is scheduled to take place on Monday 14th August at 7pm and a pre-meeting is planned for Friday 11th August at 2pm via zoom.

c) Communications Report

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 1106
- Post 8.7K reach
- Post engagements 3.1K
- Posts added sharing news items that are added to the website.

Monkton Matters

- Page likes / followers now at 332
- 27 new articles added in June
- Articles on Monkton Matters being shared on Monkton Matters Facebook page to pull users to the website.
- 2.9k post reach
- 879 post engagements
- Business directory has details of 20 businesses so far.

Community Fridge Facebook Page:

- Page likes /followers 943
- 4K post reach
- 1.8K post engagements

Community Garden Facebook Page:

- Page likes/followers 121
- 1.4K post reach
- 70 post engagements

Village News Contribution

- Developed by the Clerk's

Noticeboard Updates

- Updated noticeboards

d) GDPR

The following updated GDPR policies and document were circulated in advance of the meeting:

- Data Protection Policy
- Document Retention Policy
- Freedom of Information Policy
- General Privacy Notice
- Privacy Notice
- Vexatious Complaints Policy
- Data Audit
- Privacy Policy

It was resolved to adopt the policies as circulated. Proposed by Cllr Gage, seconded by Cllr Tully and agreed with all in favour.

Representatives on outside bodies/Response to Consultations:

e) West Monkton Village Hall Management Committee

Cllr Tully reported that the AGM of the Village Hall Management Committee had taken place and that he has been re-elected as Chair.

f) The Spital Trust

Cllr Ellis confirmed that the next Spital Trust meeting is taking place in September.

Cllr Haskins confirmed that the coronation bench will be installed prior to the Tea Party on 16th August.

g) Any events at which WMPC was represented

Cllr Hall reported that he had attended the SALC Planning Update.

h) Consultations responses to be developed / approved for submission

No consultations

98/23 Finance

a) Quotations and Updates:

Website rebuild and gov.uk website address and email addresses.

Website rebuild (including training) £575.00 +VAT

Gov.uk domain £80.00 +VAT per year

Email addresses (no change to existing charge)

Resolved to accept quotation provided by Somerset Web Services

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

Lamp Post Stickers

NSPrint

50 of the dog poo ones and 50 general stickers @£1.28 each

Artwork / origination £12.50

Delivery £9.95

Total: £150.45 + VAT

Resolved to accept quotation by NSPrint.
Proposed by Cllr Besley, seconded by Cllr Hope and agreed with all in favour.

Sports Pitch Pre-Application Planning Advice cost

Somerset Council £1000.00 for advice regarding a planning application for Community Buildings or facilities, including recreation, sports and schools, over 501 square metres. Parish Councils pay half the fee. Total cost £500.00
Resolved to approve payment of fee. Proposed by Cllr Cavill, seconded by Cllr Tully and agreed with all in favour.

Printing of MH1 Public Meeting Invitation Letter

Doxdirect
1300 double sided A4 copies: £164.82 + delivery
Instant Print
2000 double sided A4 copies: £117.16 + delivery
Envelopes:
Viking DL Envelopes £102.57
Total cost around £250.00
Resolved to approve costs. Proposed by Cllr Gage, seconded by Cllr Hall and agreed with all in favour.

Monthly inspection of play park equipment at Farriers Green

Somerset Council - Inspect play area equipment on a monthly basis £22.44+VAT per inspection. Cllr Cavill to query charge with Somerset Council.

Ride on lawnmower insurance

Gallagher Insurance Brokers £349.24 for the year from 14th August 2023. £327.08 last year.
Resolved to accept quotation.

Proposed by Cllr Ellis, seconded by Cllr Besley 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.
- 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 in April 2022, but M Davies no longer in role at SWT. Replacement for M Davies confirmed – Andrew Sollis. In contact with him, Andrew has stated that the quote previously approved is out of date. Andrew is going to meet with contractors to get a revised quote.

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	£16.40
PSDF	£290.88
VAT Quarter 1 Reclaim	£2822.10
Somerset West Lottery (Community projects)	£4.00
Somerset Community Foundation Grant	£250.00

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	Pension (employee contribution)
Employee pension contributions	161.68	No vat	161.68	d-d	Salaries and expenses	Pension
Employer contributions	121.40	No vat	121.40	d-d	Salaries and expenses	Pension
A Shepherd Clerks salary SCP33 (150 hours)	xx.xx	No vat	xx.xx	bacs	Salaries and expenses	Salaries
K Welsh assistant clerk-community salary SCP 28 (112 hours)	xx.xx	No vat	xx.xx	bacs	Salaries and expenses	Salaries
HMRC Tax and NI Contributions	1450.78	No vat	1450.78	bacs	Salaries and expenses	Salaries
A Shepherd homeworkers allowance	27.00	No vat	27.00	bacs	Salaries and expenses	Expenses
K Welsh homeworkers allowance	27.00	No vat	27.00	bacs	Salaries and expenses	Expenses
S Rolls Lengthsman services	292.50	No vat	292.50	bacs	Environmental and Open Spaces	Lengthsman
Business all about you Climate Initiative PR WMPC 30	125.00	No vat	125.00	bacs	Environmental and Open Spaces	Environment / Community
QSSIT regular maintenance / monthly sub	25.40	5.08	30.48	bacs	IT and Communications	IT and Communications
Expenses claim A Shepherd (Travel, Parking, Postage and BACH Cleaning Supplies)	58.95	No vat	58.95	Bacs	Salary and expenses	Expenses
	1.60	No vat	1.60	Bacs	General Administration	Sundry Admin
	11.40	No vat	11.40	Bacs	BACH	Cleaning Supplies
Expenses claim K Welsh (Travel)	143.10	No vat	143.10	Bacs	Salary and expenses	Expenses
SLCC (Training – Finance Themed Summit)	60.00	12.00	72.00	Bacs	General Administration	Training
Expenses claim A Shepherd (Community Fridge sundries)	14.89	2.98	17.87	Bacs	Youth and Community	Youth and Community
Expenses claim A Shepherd (BACH Cleaning Supplies)	14.99	No vat	14.99	Bacs	BACH	Cleaning Supplies
Expenses claim B Gage (Petrol for ride on lawnmower)	62.32	No vat	62.32	Bacs	Environmental and Open Spaces	Dog bin emptying and grass cutting.
Springfield Services (Grass cutting)	30.00	No vat	30.00	Bacs	Environmental and Open Space	Dog bin emptying and grass cutting.
Expenses claim K Welsh (Community Fridge and Community Café items)	46.36	3.00	49.36	Bacs	Youth and Community	Youth and Community
Somerset Council (Q1 Grass Cutting and Dog Bin Emptying)	1330.63	266.13	1596.76	Bacs	Environmental and Open Spaces	Dog bin emptying and grass cutting
Expenses claim K Welsh (Community Events Quizmaster Volunteer Gift)	27.00	No vat	27.00	Bacs	Youth and Community	Youth and Community
Mowgate Limited (Hedge Cutting Country Park)	220.00	44.00	264.00	Bacs	Country Park	Country Park

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
Water 2 Business (Allotments Water Rates)	54.19	No vat	54.19	Bacs	Allotments	Allotment Hire
Somerset Council (Priorswood Library Contribution)	3000.00	No vat	3000.00	Bacs	Environmental and Open Spaces	Environment / Community
Viking Payments (Urn and stationery)	84.99	17.00	101.99	Bacs	Youth and Community	Youth and Community
	79.94	15.99	95.93	Bacs	General Administration	Sundry Admin
To note payment of:						
Direct Debit						
Invoice Tailored Auto Enrolment 10303 29/7/2023 (Pension administration)	12.00	2.40	14.40	DD PAID	Salary and Expenses	Pension
Invoice SWS 112857 2/8/2023 maintain gsuite	84.00	16.80	100.80	DD PAID	IT and Communications	IT and Communications
Invoice SWS 112801 web-lite hosting (MM) and standard mailbox 20/7/2023	30.00	6.00	36.00	DD PAID	IT and Communications	IT and Communications

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 Hall, seconded by Cllr Ellis and agreed with all in favour

Transfer between accounts

None.

Sports pitch money. Agreement sought to transfer £350,000.00 to CCLA PSDF. This will ensure a good return on the money but also ensure that the PC keeps money held with any one bank below the £85k FSA level. Agreed. Proposed by Cllr Hall, seconded by Cllr Cavill and agreed with all in favour.

c) **Audit Working Party Meeting 21st July – Notes and Recommendations**

AUDIT WORKING PARTY

Meeting Friday 21st July 2023 at 10.30am via Zoom

NOTES

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

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

1. Apologies

Apologies were received from Cllr Hall.

2. Report of the meeting in April to be approved.

The notes were approved. Clerk confirmed that the notes were included in the May Parish Council Finance Report.

3. To confirm first quarter bank reconciliation.

A detailed bank reconciliation for the first quarter was circulated in advance of the meeting and approved.

4. To review budging report and summary report for budget compliance.

The budgeting and summary report to the end of Quarter 1 were shared in advance of the meeting and considered in detail.

Each line of the report was discussed and reviewed for budget compliance. The following points were noted:

Cost Centre	Cost Code	Note
Income	Interest	Performing better than predicted. The amount predicted has already been achieved.
IT and Communications	IT and Communications	Only 56% of the budgeted amount remains. It was noted that this was due to subscriptions like Dropbox and Scribe being paid in the first quarter for the full year. Clerk explained that Somerset Web Services have advised re-building the westmonkton.net website due to software advancements and to change it to a gov.uk domain name. A quote is expected prior to the August PC meeting. If the quote exceeds the amount remaining in the budget it was suggested that funds could be moved from other Cost Centres including BACH, Youth and Community and Environmental and Open Spaces.
Salaries and Expenses	Expenses	Only 57% of the budgeted amount remains. It was agreed to review the position again at the end of Quarter 2.

Clerk advised that any underspend on budget lines at year end, apart from Youth and Community which would be rolled forward for events next year, should be added to the Parish Councils General Reserves.

Clerk advised that funds from the acquisition of the MH1 Sports Pitches are expected imminently. The funds received will be earmarked for the delivery of the pitches. Clerk suggested placing the funds in the CCLA Public Sector Deposit Fund, recommendation to be included in the August Parish Council Finance Report.

It was also noted that further funds would be received once the MH1 POS was adopted. Some of the funds will be added to the Parish Councils General Reserves as the Parish Council has already paid for trees in MH1 which forms part of the funds to be received.

The next steps in relation to the Sports Pitches were discussed. Clerk to obtain the cost of submitting a planning application for consideration at the August Parish Council meeting to enable a planning application for the sports pitches to be submitted as soon as possible.

5. To confirm first quarter VAT reclaim.

The VAT reclaimed in the first quarter was £2822.10.

6. To review 2023/24 CIL spend 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.

A discussion took place about the CIL money likely to be received from the MH2 development and whether all of it should be allocated to spend on infrastructure in the MH2 development.

It was recommended by the Audit Working Party that CIL money received from the part of the MH2 development in fields north of Monkton Elm Garden Centre should be earmarked for spend in the remainder of the Parish but that the CIL money from the rest of the MH2 development should be earmarked for spend on MH2 infrastructure.

7. Grant Applications

It was noted that the next window for grant applications is 1st September to 15th October 2023. Clerk confirmed that £1500.00 remained available in the Social and Wellbeing grant budget line and £1000.00 remained available in the Climate Domestic grant budget line. Applications received in the next grant application window will be considered at the October Audit Working Party meeting.

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

No other financial matters were brought to the attention of the RFO prior to the meeting.

It was agreed that an item should be included on the agenda for the next Audit Working Group meeting to consider forecasted expenditure in relation to CIL, Sports Pitch delivery and MH1.

9. Date of next meeting Friday 27th October 2023 at 9.30am by zoom.

Meeting finished at 11.30am.

Resolved to accept recommendations of the Audit Working Party.

Proposed by Cllr Hall, seconded by Cllr Ellis and agreed with all in favour.

d) Budgeting report

The budgeting reports to 31st July were shared in advance of the meeting and the contents of the reports was noted.

99/23 Other matters for report only – items for discussion - no decision

a) Items for next meeting agenda - by Monday 17th July 2023 or Monday 31st July 2023.

Noted

Cllr Hall reported that he had spoken with the Contractors for the Sports Pitches, they are hoping to seed in March, Cllr Hall is awaiting confirmation.

Cllr Gage reported that the Somerset Council Chairmans Award Ceremony will take place on 6th October and he will be attending on behalf of the Parish Council alongside Maggie and Gordon Little who have been nominated for the Award.

Cllr Ellis reported that a new post, possibly for the SID, has been installed near the Hartnells roundabout.

b) Dates to note over the next 14 days

Clerk confirmed that the following meetings are taking place in August:

11th August at 10am – Sports Pitch site meeting

11th August at 1pm – MH1 Update

11th August at 2pm – CP pre meeting

14th August at 7pm – CP Meeting

25th August at 3pm – MH2 Teams Meeting. Cllrs expressed a preference to join the meeting collectively at the BACH.

29th August at 7pm – MH2 Joint Meeting with CSMPC at the BACH

30th August – time tbc – A358 Dualling Scheme Meeting (Cllr Haskins and Clerk to attend on behalf of the PC).

100/23 Dates of forthcoming meetings:

Parish Council:

Second Tuesday in the month (Business focused meeting)

2023: 12th Sep, 10th Oct, 14th Nov, 12th Dec

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

2023: 26th Sep, 24th Oct, 28th Nov.

Audit Working Party: 27th October 2023 at 9.30am (Virtual)

Annual Parish Meeting: TBC March 2024 at 7pm

BACH committee – 19th September 2023 at 7pm

Budget and Precept TBC November 2023

There being no further business to discussed, the meeting ended at 10.00pm



Signed Chairman:

Date: 12th September 2023