



West Monkton Parish Council

ADOPTED

Minutes of the meeting of the Parish Council held on Tuesday 8th March 2022 at 7.00pm.

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

In attendance: Mrs A Shepherd, Clerk, Mrs T Cavill, Assistant Clerk, Mrs K Welsh Assistant Clerk Community, Mr K Perry, Bathpool Flood Warden, Cllr David Fothergill, County Councillor, Sammie Millard-Jones, Clerk Cheddon Fitzpaine Parish Council (via Zoom), Jo Pearson, Somerset Wood Volunteer Coordinator, Mr K Tutill, NP Delivery Group Chairman and Cllr Andrew Pritchard, District Councillor Debbie Harris Village Agent. and 3 members of the public.

57/22 To receive any apologies (with reasons), introductions with responsibilities

No apologies were received.

58/22 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.

59/22 To adopt the minutes of the Parish Council meeting on 22nd February 2022

The minutes from the Meeting of the Parish Council on 22nd February 2022, having been previously circulated, were taken as read. It was resolved to adopt the minutes of the Parish Council meeting on 22nd February, proposed by Cllr Hope, seconded by Cllr Cavill and agreed by show of hands.

60/22 To note Clerk's report, Assistant Clerk's report and Assistant Clerk (Community) report

Clerk's report:

Actions from previous meetings and other issues raised during the month:

- Meeting with Blenheims arranged re MH1 management
- Followed up the installation of the SID with Kate Brown at SCC and liaised with Persimmon about obtaining permission to install the device on unadopted lighting columns.
- Liaised with SWT regarding bin at Heathfield Drive, confirmation received that the bin is on the schedule to be replaced later this year.
- Contact made with CSM PC regarding MH2 control document and future MH2 meetings with the Planning Officer.
- Kerbstones in MH1 reported to Persimmon who said they would take a look.
- Liaised with Persimmon regarding use of retail unit for Community Fridge.

Other Parish Administration:

- Updating Planning Log with planning decisions / conditions weekly.
- Liaised with solicitor and SWT in respect of the Country Park lease and covenant.
- Liaised with SWT regarding completion of the Forest School structure.
- Liaised with solicitor regarding MH1.
- Development of 2021/22 Annual Report and APM agenda.
- Followed up Mount Fancy Cottage with the support of Cllr David Fothergill. Response from SCC Highways confirming that: "Unfortunately due to the requirement to close the road to install a cross

drain, our contractors have returned the works request as they won't have enough time to order up the road closure permit which takes around 3 months. As this will take them into the next financial year the works package has been returned to us, but we will re-submit it as soon as the new budget codes are released for next financial year."

- Highways meeting on 15th February 2022.
- MH2 meeting with Planning Officer on 17th February 2022. Monthly meetings arranged with Planning Officer going forward.
- Reviewed SWT report in respect of the CGR, considered by Full Council on 3rd March.
- Overgrown hedge at Milton Hill reported to SCC Highways requesting that the property owner is requested to cut the hedge.
- Fly tipping at Mead Way removed.

BACH:

- Air conditioning installation in Activity Hall – installed date to be confirmed.
- Inventory for BACH developed and added to website
- Draft 2022/23 budget developed.
- Next Committee Meeting to take place on Monday 14th March at 7pm when quotes for carpet cleaning and window cleaning will be considered.

Meetings last month:

1st – 2nd February – Annual Leave – Community Governance Study Days
3rd February – MH1 Tree Zoning Meeting
3rd February – LGR Advisory Board Meeting
4th February – LGR Joint Committee
8th February – Parish Council Meeting (Business)
15th February – SCC Highways Meeting
15th February – A358 Dualling Community Forum Event
17th February – Town and Parish Council Conference re LGR
22nd February – Parish Council Meeting (Community / Project)
24th – 25th February – Annual Leave
28th February – Meeting re CGR / Country Park Working Group meeting

Meetings this month:

1st March – Agenda run through meeting
2nd March – LGR Clerks Forum
2nd March – Bird Watching Competition Prize Giving
3rd March – SWT Special Full Council Meeting re CGR
4th March – Annual Leave
8th March – Meeting with Blenheims
8th March – Parish Council Meeting
11th March – Annual Leave
14th March – BACH Committee Meeting
15th March – Agenda run through meeting
16th March – LGR Clerks Forum
16th March – Preparing for Elections SALC Training
17-18th March – Annual Leave
22nd March – Parish Council Meeting
23rd March – Climate Change Programme Planning Meeting
29th March – Annual Parish Meeting

Assistant Clerk's Report:

- Actioned decisions made by Council and attended virtual and actual meetings including LGR conference 17th Feb. Attend CF PC meetings.
- Distribution of newsletters and other information from other agencies.
- Parish administration

- Meeting at Triangle West Monkton to consult residents for wilding plans. Planting plan expected.
- Chase damage to new footpath gate with SCC- landowner responsibility
- Chase dog fouling problem at Brittons Ash, dog warden will inspect
- Continue regular reporting of potholes, drainage issues hedges to SWT and to SCC
- Overflowing pipe at bottom of Redhill reported again.
- Resolve issue of light not working in Orchard Place
- Neighbourhood Plan: First communication expected from Independent Examiner.
- Planning
 - Applications forwarded and PowerPoint presentations prepared. Check applications for compliance with NP. Request extensions to consultation period when required.
- Climate change and ecological emergency
 - On-going with B Turner. Meeting to agree schedule until June arranged.
- CIL projects:
 - Safer route to school at CP, ongoing (top finish delayed until after Wildlife pond complete).
 - Security at Cricket Ground liaising with Cricket Club members
 - Triangle at West Monkton see above
 - Lighting at Village Hall – replace with LEDs
- Finance
 - Arrangements for final submission to HMRC before year end.
 - K Perry Internal Auditor.
 - Registration onto training programmes
 - Monthly bank reconciliation of accounts (7 accounts)
 - Ongoing check on budget and CIL spending
 - Allocation of funds to appropriate accounts (CCLA will allow more than £85k)
 - Start preparation of end of year accounts

Assistant Clerk (Community) Report:

- Community Survey complete ready to be printed following online meeting with Cllr Elliston
- Sourcing printers – attempted to source from local companies but no replies so have quotes from 2 reputable companies which have been passed to the Assistant Clerk.
- Jubilee – Report of ideas taken to meeting and draft proposal written for agreement by both parishes. Draft poster developed and ideas for a programme of events is being put together.
- Community Transport – emails been sent to neighbouring parishes and had one reply from Staplegrove who will be taking it to their Parish Meeting in March.
- Litter picking – Organisation of volunteers, equipment and advertising the event
- Monkton Matters – Posting of any relevant news on the site as well as monitoring the Facebook page to ensure relevant news articles are shared.
- Responding to emails to the editor of Monkton Matters
- Green Triangle – Met with parishioners to discuss ideas for the triangle and this is now in progress.
- Updated noticeboards with up to date posters and information
- Sourcing speakers for APM
- Attended meetings for the council; Agenda run through meetings and PC meetings
- Completed Introduction to Clerking course
- Registered for CILCA course
- Attended Carbon Literacy Course

61/22 Local Government Re-Organisation - update

Cllr Cavill provided an update on the CGR to form Taunton Town Council. The preferred option for the second round of consultation was presented and discussed at the SWT Full Council meeting on 3rd March. Cllr Cavill provided a summary of the map showing the extent of the preferred option of the Taunton Town Council boundary. The option which will progress to the second round of consultation after the May elections only

changes the West Monkton Parish boundary by incorporating Hankridge by amending the boundary line to the south of the Parish to the line of the railway. The preferred option does impact on Cheddon Fitzpaine PC substantially by removing new development that has taken / is due to take place in the Parish. This will reduce the electorate in the parish to around 300. Cheddon Fitzpaine PC will make representations during the second round of consultation.

62/22 SCC Report from Cllr D Fothergill

Cllr Fothergill reported on the following:

Coronavirus infection rates: The Government published its Living with Covid-19 report on 21st January 2022.

Under the plan

- people with Covid are not legally required to self-isolate
- however, guidance recommends that those who test positive stay at home and avoid contact with others for at least five full days
- self-isolation support payments of £500 for those on low incomes have stopped
- routine contact tracing has ended - people in contact with someone with Covid will no longer be advised to self-isolate or take daily tests
- workers are not required to tell their employer if they need to self-isolate
- face coverings are not mandatory but they are still "strongly encouraged"

From 1 April:

- PCR and lateral flow Covid tests will no longer be free for most people
- Covid passports will no longer be recommended, except for international travel
- employers will no longer have to consider Covid as a separate risk when working out how to keep employees safe

Over-75s and people with a weakened immune system are also being offered an extra Covid booster jab this spring, six months after their previous dose.

Somerset Coronavirus Support Helpline: A single phone number continues to be available for anyone in Somerset who needs Coronavirus-related support. 0300 790 6275, is open seven days a week from 8am to 6pm.

Local Government Reorganisation: Following the Secretary of State for Levelling Up, Housing and Communities (DLUHC) decision to support the move to a single Unitary Council across Somerset the Structural Changes Order were approved by the House of Commons Committee on 23rd January and will now go before the Lords on or before 14th March. The first elections to the new authority together with Somerset Town and Parish elections will be held on 5th May 2022.

County Council Revenue Budget: Highlights of the 2022/23 Somerset budget include: An extra £18 million investment in Adults Social Care (13% increase), an extra £12 million invested in Children's Services (13% increase), an additional £8.4 million identified to invest in schools and £48 million in capital projects, including roads. Additionally there is a major investment in supporting the commitment to create a zero carbon Somerset by 2030 with £7.8 million allocated to reduce energy use in council buildings and £1 million invested in the electrifying the council fleet and building a charging infrastructure in the county. The County Council's share of Council Tax is proposed to rise by a two per cent with a further one per cent rise under the social care precept. For a home rated Band D for Council Tax this is equivalent to a rise of 78p a week.

iAero: A new £10m aerospace centre in Yeovil dedicated to innovation, collaboration and sustainable aviation has officially opened. The iAero project, led by Somerset County Council, is a hub for collaboration and innovation on new products. It stands next door to world-leading aerospace company Leonardo UK Ltd, a key partner in the project. The centre will be the gateway for the aerospace industry to access small and medium enterprises who are looking to collaborate and innovate on new products.

Opportunity Boost Scheme: A new grant has been launched to help people in Somerset overcome financial barriers when seeking employment and returning to work. The Opportunity Boost Scheme will provide grants worth up to £500 to help with the cost associated progressing into work, such as transport costs, childcare, work clothes, learning resources and training courses. The funding for the scheme has been provided through the Somerset Recovery Fund, and the initiative is being delivered in partnership between Somerset County Council and Citizens Advice Somerset. To qualify, applicants must be aged 16 or over, not be entitled to any other

financial assistance for job seeking, and had a pre-Covid salary of less than £25,000. For More information visit www.westsomersetadvice.org.uk/?p=1380

Half Term and Easter food support: Somerset County Council is again working with schools to provide food vouchers to families eligible for Free School Meals to combat holiday hunger over the February half-term and Easter holidays. The Council has helped provide food vouchers to those children in need of support during the school holidays since October 2020, providing a much-needed boost to families who have felt the impacts of the coronavirus pandemic. The allocation for February half-term and Easter provides vouchers worth £15 per pupil for the week and includes additional funding so that schools can also allocate vouchers to families who are in need of support but do not qualify for Free School Meals.

Ukraine: In addition to flying the Ukrainian flag and lighting County Hall in Yellow and Blue the County Council are offering extra support to Ukrainian members of staff and residents in Somerset. The Council stands by, ready to support the national humanitarian aid effort to relocate refugees displaced by Russian aggression.

Cllr Fothergill was asked the following questions:

Cllr Hope asked if there is a plan for the County Town of Somerset to link with a university to acquire university status?

Cllr Fothergill confirmed that any plan would have to be led by academic institutions and that it was explored approximately 5 years ago. The institutions did not however have an appetite to proceed with the plan due to the cost associated with the accreditation required. Cllr Fothergill did however confirm that there are lots of degree level courses available in Somerset.

63/22 SW+T Council reports from Cllrs Cavill, Pritchard and Tully

Cllr Pritchard reported on the following:

Taunton Innovation District: a Briefing is being developed by SWT
Budget has been approved and includes funding for climate change, flood prevention, street cleaning / cleansing, the regeneration of social housing and to tackle homelessness.

Energy Rebate Scheme – Council Tax bill payers are being encouraged to set up a direct debit to pay their council tax to enable the £150.00 energy rebate payment to be paid into their accounts. Press release to be shared on Monkton Matters.

Museum of the Moon – coming to Taunton at St Mary Magdalene Church from 18th to 31st March.

Employment Fairs taking place on 10th March at Castle Green and 24th March at Eastwick Road aimed at pushing employment levels up.

Farriers Green Play Park – funding available to replace the see saw, which has been installed.

Future management of parks with the move to Unitary. Cllr Pritchard suggested that the PC give consideration to having parks as assets devolved to them in the future.

Cllr Tully confirmed that he had nothing to add.

Cllr Cavill reported on the following:

Council Tax increase for 2022/23 – SWT as part of its budget setting has approved an increase in Council Tax of approximately £5.00 per year for Band D properties. The budget includes provision to retrofit council housing with a view to meeting the target of being Zero Carbon by 2030.

Papers in relation to business rate relief amendments and a climate change positive planning document have also been considered.

64/22 Chairman's Parish Asset Report

Cllr Haskins provided a summary of photographs taken in the parish of particular issues including:

- Condition of a ROW footpath in MH1
- Some areas of planting requiring management in MH1
- Storm damage to fences in particular in MH1

Cllr Haskins also raised the Airband installation currently taking place in the Parish; new poles are being erected outside houses which have been approved by SCC but the homeowners have not been notified, particularly in Church Hill. The Airband work is also significantly behind schedule and therefore the road closures are not taking place according to plan.

Cllr Haskins reported that the storms in February caused a lot of damage across the parish with the loss of a number of trees including an Oak Tree in Greenway. The tree was the subject of a TPO and a replacement is being considering.

Cllr Pritchard suggested that a link is added to Monkton Matters to information about TPOs in the Parish.

Public Question Time

Two representatives of West Monkton Cricket Club attended the meeting to provide an overview of the proposed improvements to security at the club including, fencing, additional CCTV and lighting. The proposed knee breaker (bird mouth) fencing was discussed and it was agreed that the Cricket Club would investigate hard wood timber uprights and provide quotes to the Assistant Clerk for consideration at the next PC meeting.

Jo Pearson, Somerset Wood Volunteer Coordinator, provided a summary of the representations that she made at the SWT Full Council meeting on 3rd March regarding the CGR. SWT Councillors appeared to be sympathetic of CFPC position and the indication at the meeting was that any representations that CFPC makes in relation to the CGR will be listened to.

Jo Pearson also reported that 500 hedge plants have been planted at the Country Park, the North Taunton Cubs are also keen to volunteer and help and that the Country Park could do with being mowed as soon as possible.

Cllr Tully raised the car parking next to the junction at Dyers Lane causing an obstruction to people going to Tanpits. The fence bordering Tanpits and Bridgwater Road is down due to the recent storms, the posts for the fence have minimum support..

Cllr Gage reported that the lights in the telephone box are not working.

Assistant Clerk to follow up contractors.

65/22 Planning

a) To consider planning applications received

48/22/0008/T Application to carry out management works to two Oak trees included in Taunton Deane Borough (Cheddon Fitzpaine No.2) Tree Preservation Order 1997 adjacent to 25 Aginhills Drive, Monkton Heathfield (TD708)

West Monkton Parish Council supports the recommendations from D Galley, and notes that an arboriculturist should be used for the work, the reduction to the crowns of the trees should be no more than 2-3 metres, and the work should be inspected for compliance when complete.

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

Noted.

Clerk confirmed that the planning application in respect of the signage at the gym proposed at Hankridge has been approved.

67/22 Community

a) To discuss the Queen's Jubilee celebrations in the Parish

Assistant Clerk (Community) provided an overview of the proposed Queen's Jubilee celebrations. The need to obtain appropriate insurance for the party in the park at the Country Park including adverse weather cover was discussed – enquiries to be made. It was proposed by Cllr Ellis, seconded by Cllr Tully and agreed with all in favour that arrangements for the celebrations proceed and that an application be made for grant funding to cover all or part of the costs of the celebrations.

Cllr Elliston reported that West Monkton Primary School are keen to get involved. The extent of the involvement by the school is being signed off by Governors this week.

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b) Community Fridge: Update

Clerk confirmed that a request had been made to Persimmon to use one of the vacant retail units to house a community fridge but the request was refused.

A discussion followed about appropriate locations for the community fridge and possible solutions pending a permanent location being found for the community fridge. It was agreed that the area between the lobby and school hall at the BACH could be an interim location for a fridge with limited access or access available at agreed times. The fridge could be filled with items of near date items from shops in the Parish. Assistant Clerk (Community) to add an article to Monkton Matters to gather feedback / volunteers.

68/22 Reports, including recent developments, matters to consider and decisions to be made:

a) Bathpool Flood Warden: Mr Kevin Perry

Mr Perry reported that the only 43mm of rainfall was recorded in Bathpool, 32% of the Southwest long term average but the ground levels appear wet. There have been no significant changes in river levels.

The met office forecast for the remainder of March is good.

FWAG have confirmed that the Ecology Report being prepared in respect of the proposed leaky dams on water voles and kingfishers has been concluded and drainage consent has now been obtained. The letter to the landowners can now be progressed. The leaky dams work must be completed by August 2022.

b) NP Delivery Group Chairman: Mr K Tutill / Assistant Clerk; Update.

Mr Tutill provided an update in relation to the Neighbourhood Plan. Unfortunately the Examiner has had Covid which has delayed progress. It is hoped that a response from the Examiner should be received by the end of March which will confirm whether a referendum is required.

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

Footpaths

Cllr Gage reported that he is corresponding with the landowner in respect of the three new gates proposed for Coombe Bottom.

Cllr Cavill confirmed that a meeting had taken place today with landowners in respect of the proposed Aginhills footpath diversion, Cllr Cavill will share the outcome of the meeting.

BACH Chairman;

Cllr Gage confirmed that Cllr Haskins is developing drawings for the proposed extension. It isn't clear if planning permission for the proposal is needed. Clerk confirmed that if an application is required the cost would be small – between £150.00 and £200.00.

Cllr Gage confirmed that a BACH Committee Meeting is scheduled to take place on Monday 14th March.

Highways;

Cllr Besley confirmed that as promised at the meeting with SCC Highways, new yellow signs have been installed encouraging road users not to use Monkton Heathfield road and the VMS sign wording has been amended.

The landscape plan for the WRR has also been shared and the latest traffic volume and speed data. The data indicates a reduction in speed on Monkton Heathfield Road and a slight decrease in traffic volume.

Water Resilience;

Cllrs Cavill and Hall confirmed that there was nothing to report.

Safe Routes to School;

Cllr Tully reported on the following:

Hyde Lane – concern is being expressed about vehicle speeds along Hyde Lane which used by Children as a safe route to school.

Dyers Lane car parking near the junction, already mentioned in PQT.

Foot / cycle path entrance to Maidenbrook Country Park at Maidenbrook Lane end – an indication has been received that SCC Highways are not happy with the current barriers etc. Cllr Tully to forward the correspondence that he has received to Cllr Hall and Cavill to follow up.

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

Cllr Hope confirmed that he had nothing further to report to that being discussed in the confidential session later in the meeting.

Transportation;

Cllr Elliston confirmed that the email to neighbouring parishes about a possible community transport scheme has been circulated and responses are awaited.

d) Communications Report - Clerk.

Parish Council Website:

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

Parish Council Facebook Page:

- Page likes / followers now at 732.
- Posts added sharing the news items added to the website.

Monkton Matters

- 20 new articles added in December.
- Articles on Monkton Matters being shared on Monkton Matters Facebook page to pull users to the website.
- Business directory now live and has details of 11 businesses so far.

e) GDPR

Nothing to report.

f) WMPC Chairman; Cllr Haskins

Cllr Haskins requested Councillors, who haven't already, submit their contribution for inclusion in the Annual Report by Thursday.

Clerk shared and summarised the proposed agenda for the Annual Parish Meeting on 29th March. The agenda for the meeting was agreed.

Representatives on outside bodies/Response to Consultations:

g) West Monkton Village Hall Management Committee

Cllr Tully confirmed that a meeting of the Village Hall Management Committee took place last week. During the meeting it was agreed that a structural engineer would be commissioned to review the proposed roof insulation. In the meantime a grant application for the proposed lighting has been submitted to the PC.

h) The Spital Trust

Cllr Ellis confirmed that she had nothing to report. The next meeting of the Spital Trust is scheduled to take place later in March. Assistant Clerk confirmed that she had been in contact with The Spital Trust Clerk about the future removal of the bus shelter and possible replacement with a planter. The Spital Trust Clerk will provide feedback on the proposed planter and the rental fee.

i) Any events at which WMPC was represented

No other events have been represented by WMPC

j) Consultations responses to be developed / approved for submission

Parliamentary Boundaries Consultation (Deadline for comments 4th April 2022)

https://www.bcereviews.org.uk/?utm_source=bcereviews&utm_medium=newspiecelaunch&utm_campaign=secondaryconsultation

It was agreed that Councillors would review the consultation and that it would be discussed again at the next meeting to agree a response.

69/22 Finance

a) BACH Finance to 28th February 2022.

Clerk summarised the BACH Finance report circulated in advance of the meeting which confirmed the income and expenditure in relation to the BACH up to the 28th February 2022.

b) Quotes

Arrangements for Queens Platinum Jubilee

Emerging programme for the long weekend, Assistant Clerk (Community) has details of emerging programme with itemised costs.

Total for the Celebration so far is estimated at £6500.00.

Possibly additional grants for street parties (£200 has been awarded to The Street for the Sunday Lunch), suggest £200.00 per time with report back by photos and itemised account to demonstrate use of grant?

Extra cost for metal pole, anchor plate and wooden cladding (quote pending) for the Beacon (quoted at £1100.00). This will be a permanent structure for future national beacon lighting events.

Kate is looking into making an application to the National Lottery to cover all or part of the costs, but in the event of no grant, costs can be met from the 'Sports and General' budget line.

For the events in the Country Park – Friday bugler/Beacon, Saturday Military Wives Choir and picnic – costs will be shared with CF PC, which may bring the overall costs down.

Agreement to proceed to organise varied events mostly at Country Park plus street parties and other events within the Parish, within an overall budget of £7500.00. Proposed by Cllr Hall, seconded by Cllr Gage and all agreed by show of hands.

Permanent feature of commemoration

Details for planting of a Platinum Walk to run from Bawler Road to School Road. Suggestion to plant each side of the walk with 40 flowering cherry trees at 8-10 size (roughly a thin broom handle) as part of the replanting exercise in MH1 commencing second week in March. Persimmon has agreed to the planting proposal. Total 80 trees: quote for supply of trees £6560.00 ex vat, plus stakes and ties – need to add in delivery, costs associated with planting (labour, fertilizer, top soil, mulch), manufacture of strong and long-lasting sign plus posts x2 (each end) 'Queens Platinum Jubilee – Platinum Walk – planted by West Monkton Parish Council 2022'.

Agreement to proceed to organise planting and signage of Platinum Walk with an overall budget of £10,270.00 Proposed by Cllr Besley, seconded by Cllr Tully and all agreed by show of hands.

CIL projects

Waiting for:

- DLO to quote for replacement pieces in St Quintins and Meadway play areas, plus general painting
 - Refurb upstairs bar area at T-M
 - Retro fit Village Hall, replace lighting with LEDs. Quotes and comments sent in by C Bentley
- | | |
|----------------|------------------|
| T&C Electrical | £ 6,286.52 + VAT |
| Alan Manchip | £ 7,286.47 + VAT |

As you can see, the lower quotation is from T&C Electrical, and I am happy to recommend them on the basis of the excellent service we have received from them in the past, and the quality of the LED units they installed in the Main Hall nearly six years ago, which have proved faultless.

Installing the LED lights will enable the Village Hall to reduce its carbon footprint, thus contributing to the fight against climate change. At the same time they will also help to cushion us against the impact of the recent large increase in the cost of electricity.

May I therefore ask the Parish Council to consider making a grant of £ 6,286.52 +VAT (£ 7,542.82 Incl. VAT) to West Monkton Village Hall, to enable us to proceed with the installation of the new lights.

Agreement to proceed to organise support to Village Hall from CIL funds with an overall budget of £7542.82. Proposed by Cllr Gage, seconded by Cllr Cavill and all agreed by show of hands. Cllr Tully abstained.

Salaries and Hours

Assistant Clerk (Community)

In view of evidence of a growing portfolio of projects in the Parish engaging and developing Community, in accordance with published Vision and Objectives of Parish, it is proposed to increase Assistant Clerk (Community) hours from 30 per month to 60 per month with effect from 1 April 2022

Proposal to increase Assistant Clerk Community hours to 60 per month from 1 April 2022

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

Ongoing National Salary negotiations

Clerks / Officers Pay:

The 2021/22 pay award for 2021 has now been agreed. The pay award will be backdated until 1st April 2021. The pay increase was ratified. Proposed by Cllr Besley, seconded by Cllr Haskins and agreed with all in favour. Cllr Cavill abstained.

To approve printing cost of Community Survey for trial in two roads.

AB Print Group 2500 copies, 140 gsm £528.00 ex vat

PalmPrint 2500 copies, 140 gsm £860.00 ex vat

Same – silk finish 135 gsm £118.00 ?extra?

PalmPrint also quoted for smaller volumes 500 copies £368.00

Delivery to one address included in AB Print Group , extra £12 in Palm Print quote

Proposal to commission printing of Community Survey by Palm Print for 250 copies for delivery in person to individual houses in two roads selected for trial survey.

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

Quote for grass cutting and dog bin emptying from SWT Open Spaces

DESCRIPTION	VAT	AMOUNT
Dog bins x7 @ £6.66 emptied once a week.	vat at 20%	£2424.24
Grass Cutting for the following @ £389.10 per cut; Yallands Hill to Monkton Elm x9 cuts Cherry Grove Croslands x9 cuts Greenway/Meadway and sidbrook cross roads x9 cuts	vat at 20%	£10505.70
Cut visibility splay at Dosters Lane, April x1 @ £311.28	vat at 20%	£311.28
Cut A3259 grass at bollards, including entrance to footpath to Yallands hill, April x1 @ £155.64	vat at 20%	£155.64
Cut and collect daffodil waste x1 occasion @ £194.55	vat at 20%	£194.55
Subtotal	£	13591.41
Taxable	£	13591.41
VAT @20%	£	2718.28
Other	£	0.00
TOTAL Due	£	16309.69

Budget for next year's grass cutting and dog bin emptying is £11000.00

Proposal: Amend the quote from SWT as follows:

Revert to reliance on the SCC grass cutting schedule which would remove:

- All cutting of Monkton Heathfield Road (former A3259) on the premise that SCC Highways will cut this and the Bridgwater Road (former A38) as part of their Highways maintenance programme for A and B roads. The SCC grass cutting schedule cuts A and B roads once in May/June and once in August; saving 3501.90. Remove the quote for removal of daffodil leaves because the grass cutting would be an SCC cut and not an SWT cut; unlikely to be able to coordinate, saving 194.55.
- All cutting of Greenway/Meadway and Sidbrook crossroads on the premise that SCC Highways will cut C roads once between June and July, saving 3501.90
- Overhanging hedges, loss of visibility which may result from less frequent cutting could be reported in the usual way.
- The suggested removal would reduce the quote by £7198.35 which would bring the cost for the years schedule to £6402.06: which would then allow leeway to obtain a quote for the grass cutting in front of the school/BACH.
- Retain the cutting of the crossroads at Cherry Grove because it is a visual amenity much used by the Parish and regular cutting keeps the area tidy for public use.
- The proposed revised contract would look as follows:
- At start of season (April) x one cut:
 - visibility splay at Dosters Lane £311.28
 - hedge of Country Park alongside defunct section of northerly side of A3259 at Yallands Hill and on 'live road' to include footpath entrance £155.64

Between start of April to end October

9 cuts in total. Cease cutting in November AND DO NOT CUT AGAIN UNTIL start of APRIL

BUT If weather conditions are particularly mild and dry there could be an extra cut in February, but this would need to be consulted at the time.

Cherry Grove Crossroads (New Cross) layby and seating area, plus keep hedge cut to allow the view to be appreciated £3501.90

Grass areas to front of BACH/West Monkton Primary School inside and outside of railings
no quote yet but say £3501.90

Total grass cutting £7470.72

Empty 7 dog bins once per week: @6.66 per bin £2424.24

TOTAL £9894.96

leaving £1105.04 for any extra cuts or other work required.

Proposal to return the quote amended as shown above, to include the quote for grass cutting inside and outside the school.

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

Training: Approval for Kate to attend an SLCC course ref the QPJ events which aims to cover:

- 7 steps to creating and designing successful and memorable events
- Free resources to connect your community for The Big Jubilee Lunch
- Facebook groups and how to use them to build a positive community
- The story of the first C2 community-led, place-based partnership and how it united the council and community
- How a community came together to help the desperate needs of residents during the pandemic
- Microsoft 365 council apps and how they can be used to tackle common service problems

Cost is £45.00 +vat on 6th April 2022 (virtual)

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

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Stakes for free trees:

The cost of the stakes and ties for the trees from Wee Trees is £435.00 (ex vat). The cost was agreed. Those collecting trees would be requested to make a contribution to cover the cost – approximately £6.00 each. Monkton Matters post to be added.

Quote from Biocentric Nurseries for The Triangle, plus a planting plan

It was proposed by Cllr Tully, seconded by Cllr Cavill and all agreed by show of hands that the planting plan incorporating wildflower plugs excluding red currant trees and ox-eye daisy be approved.

To note the next meeting of the Audit Working Party on Friday 22 April 2022 at 9.00 am by zoom.

c) 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	£ 0.31, Feb 9th statement
Nationwide	£2.91 Feb 28 th statement
PSDF	£10.58 Feb 28th statement
Unity Bank	£(annual) current balance £84005.18
VAT reclaim third quarter	£2491.98
P Hewson allotment rent	£30.00 and then refunded
J Jones allotment rent	£30.00
Cheque allotment rent	£30.00
H Scott allotment rent	£30.00
CF PC halfshare ref CP forest school hedge	£330.20
CF PC half share ref CP PEA	£579.65
Aspen maintenance refund	£90.00

Payments

payee	Payment ex vat	Vat	Total	How paid	Budget line
Staff costs				bacs	
S Rolls Lengthsmans Services in Feb				bacs	Lengthsmans services
S Rolls Lengthsman services CIL footpath gates	75.00	No vat	75.00	bacs	CIL
B Turner Environment initiatives/comms Mar invoice W MPC 14	150.00	No vat	150.00	bacs	environment
B Turner expenses bird competition	70.00	No vat	70.00	bacs	environment
Monkton Elm plant pots for Sunflower seeds competition	300.00	60.00	360.00	bacs	environment
Burnham Portaloo at CP Feb	80.00	16.00	96.00	bacs	CP vol
Heathfield Window Cleaning Services quarterly clean bus shelters and signs	170.00	No vat	170.00	bacs	env

SLCC KW enrolment on CILCA course (first part)	410.00	No vat	410.00	bacs	training
SALC election training AS, KW, PC	60.00	No vat	60.00	bacs	training
Jubilee training KW	90.00	18.00	108.00	bacs	training
Re-validated PEA at CP for SWT invoice to follow	1159.30	231.86	1391.16	bacs	CP/CIL?share wCFPC?
E G White supply 4inch land drain pipe for Forest School at CP	56.00	11.20	67.20	bacs	CIL share with CF PC (£28.00)
50% share towards cost of Lifebuoy at Wildlife pond at CP	106.49	No vat	106.49	bacs	CIL (half share with CF PC)
West Country Land Surveys Sports Field (ERR)	695.00	139.00	834.00	bacs	CIL
G Hope expenses ref tree planting labels	101.47	19.19	120.66	bacs	environment
SCC Library support	3000.00	No vat	3000.00	bacs	env
Stakes ties etc for grade out trees	435.20	87.04	522.24	bacs	Sports and general
Revised invoice for Wee Trees Forest School hedging (originally approved in Jan) Invoice 2024	650.40	122.48	772.88	PAID bacs	CIL share w CFPC (330.20)
A Hooper digger work at CP	245.00	No vat	245.00	PAID bacs	CIL Share w CF PC?
Viking back order shipment (ink for KW printer)	14.63	2.93	17.56	PAID bacs	SA
Fire Fighters Charity donation (ref Wildlife pond)	500.00	No vat	500.00	PAID bacs	CP vol
Cost of outrun on Forest School construction (materials incr)	£672.00 To be confirmed			bacs	CIL
QSS IT GDPR monthly maintenance x3 laptops Feb not yet rec'd for March	25.50	5.10	30.60	bacs	IT
Wood to repair FG noticeboard	140.00	28.00	168.00	bacs	noticeboards
Palm Print community survey	222.00	44.40	266.40	bacs	Youth and comm

Any other invoices received before 8th March 2022. Payments by bacs wherever possible.

Resolution: to make payments described above:

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

Payments made since last meeting of WMPC.

1. To note: Payments made using debit card

CIL: Nil

2. To note: Payments by bacs/transfer:

funds to Tacchi-Morris for LED Lighting project £11000.00

3. To note: Payment by direct debit

Invoice 7308 28 Feb 2022 Monthly payment of £12.00 + vat £2.40 = £14.40 to Tailored Auto Enrolment, (now RollPay) for the servicing plan.

Tailored auto enrolment pension deductions: £79.45

Invoice SWS 109701 Monthly invoice £59.80 + vat £11.96 = £71.76 to Somerset Web Services (13 mailboxes)

Invoice SWS 109651 Monthly invoice for web life hosting (MM) £23.00 +vat4.60 = £27.60

Microsoft office £9.48. Unaccepted subscription on defunct laptop. 26/01/22 Has now been blocked by Lloyds Bank and if any further payments are taken, Lloyds will refund.

Invoice

McAfee annual subscription 89.99 no vat

4. Cheque

Nil

5. Transfer between accounts

£15000.00 from Deposit account to Treasurer's account

WMPC Bank reconciliation

Bank reconciliation and budget check: please check on green financial sheet. Ask any questions by email. Bank reconciliation for 1st March is complete and balanced £288013.97. Please note that for year end purposes any further income and receipts in the remainder of March will appear on the final column of the 21/22 finance sheet.

General notes on spreadsheet

Each column heading is dated first of the month.

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

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

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

Specific notes for WMPC March financial sheet

WMPC Receipts

Shows receipts between 1 Nov and 30 Nov includes interest from bank accounts.

WMPC Expenditure details ref green financial sheet which shows only totals – details below

Sundry admin: back order viking ink 17.56

CP vol: Feb: Burnham portaloo 100.80, AHall exp 33.93, Firefighters 500.00. Total £634.73

March column Burnham Portaloo 96.00. Total £96.00.

CIL: In Feb column Trees for Forest School 772.88 (half share w CFPC) Footpaths refurb project 206.25, A Hooper digger 245.00 Total £1224.14

In March column: Sports field survey 834.00, CP lifebuoy (half share w CF PC) 106.49, E White land drainage pipe (half share w CF PC) 67.50. Total £1007.69

Comms:

Feb column SWS Annual subscriptions to webs site etc £696.00, G suite 77.76, MMhosting 27.60, Total £795.36

March: SWS on direct debit gsuite (vat breakdown above) 71.76, SWS MM hosting on direct debit (vat breakdown above) 27.60. Total = 99.36

Env: In Feb column Business all about you 150.00, Business all about you exp 45.79, share of litter bins 1157.76 (Litter bin purchase 500.00), Create Streets report £1200.00; Total 2553.55

In March column Business all about you 150.00, B Turner expenses (bird boxes) 70.00, M Elms plant pots for sunflowers 360.00, Window cleaning 170.00, G Hope exp for tree labels 120.66. Total £870.66

Training: CILCA first instalment KW 410.00, Election refresher course AS, PC, KW 60.00, Jubilee events KW 54.00. Total £524.00.

It was proposed by Cllr Besley, seconded by Cllr Hall and agreed with all in favour to pay the additional costs to complete the Forest School structure of £672.00, costs to be shared with CFPC.

70/22 Other matters for report only – items for discussion - no decision

a) Items for next meeting agenda – by Monday 14th March 2022 or Monday 4th April 2022

Noted

71/22 Country Park – update and to consider the recommendations of the Country Park Working Group

The notes and recommendations of the Country Park Working Group were noted and agreed:

1. Forest School

SWT have agreed that works to complete the tepee can go ahead pending approval by the Crown Estate at the Parish Councils own risk. A date for the works to be completed is being agreed with the contractor, the

contractor had originally indicated that the work would be done at the end of March but negotiations are continuing to bring that date forward.

2. Wildlife Pond

The netting for the pond is on order and will be installed in March.

Quantock Hills AONB have agreed to contribute £2.8k towards a stonewall to go around the pond but the total cost of the stone could be £7k. Alternatives to installing a stonewall were discussed including gabion baskets, further investigations to take place.

Sammie confirmed that the life buoy had been delivered and would arrange to get it to Alan Hall for installation.

3. Queen's Platinum Jubilee Celebrations at the Country Park

Alan Hall provided an overview of the plans and costs for the proposed celebrations at the Country Park and the cost of a beacon. The total cost is expected to be in excess of £6500.00. Alan Hall to distribute the plan / costings. The Working Group recommended that the planned celebrations are supported by the Parish Councils. Amy confirmed that an application could be made for National Lottery funding to cover some or all of the costs of the planned celebrations. The Working Group recommended that an application for funding be made as soon as possible.

Cllr Hall confirmed that since the Working Group meeting confirmation has been received from the Crown Estate that the Forest School structure is acceptable in terms of the covenant.

Confidential Session

72/22 Country Park Update

Clerk provided an update in relation to the Lease. The terms of the lease have now been agreed with SWT. A final version of the lease is awaited for approval and signature by the PCs.

73/22 MH1 Tree planting, Play Park remedials, POS adoption and Sports Pitches – to consider offer of transfer and financial contribution

Cllr Hall confirmed that the topographical survey of the Sports Pitches had taken place and the drawings have been received. Work on these drawings will now take place with a view to obtaining quotes for the ground works. Conversations regarding the clubhouse requirements are continuing.

Cllr Hall confirmed that the tree planting will commence on Thursday, including the Pavilion Gardens area.

Gravel, mulch, pipe and top soil are required for the tree planting.

Cllr Elliston confirmed that the school are keen to get involved in the tree planting, perhaps by the school children adopting a tree. It was suggested that the school could get involved with the tree planting on Platinum Walk.

74/22 Dates of forthcoming meetings:

Parish Council:

Second Tuesday in the month (Business focused meeting)

2022: 12th Apr, 10th May, 14th Jun, 12th Jul, 9th Aug, 13th Sep, 11th Oct, 8th Nov, 13th Dec.

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

2022: 22nd Mar, 26th Apr, 24th May, 28th Jun, 26th Jul, 23rd Aug, 27th Sep, 25th Oct, 22nd Nov.

Audit Working Party: 22nd April 2022 at 9.00am (Virtual)

Annual Parish Meeting: 29th March 2022

BACH committee: 14th March 2022 at 7pm

Budget and Precept Working Party TBC November 2022 at 7pm

Meeting finished at 10.25pm



Signed Chairman:

Date: 22nd March 2022