



West Monkton Parish Council

ADOPTED

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

Present: Cllrs Besley, Cavill (via zoom), Ellis, Elliston, Gage, Hall, Haskins and Hope.

In attendance: Mrs A Shepherd, Clerk, Mrs K Welsh Assistant Clerk Community, Mr K Tutill, NP Delivery Group Chairman, Sammie Millard-Jones, Clerk Cheddon Fitzpaine Parish Council, Cllr David Fothergill, County Councillor, Cllr Andrew Pritchard, District Councillor and 2 members of the public.

293/22 To receive any apologies (with reasons), introductions with responsibilities

Apologies were received from Cllr Tully and Mr K Perry, Bathpool Flood Warden.

294/22 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.

295/22 To adopt the minutes of the Parish Council meeting on 25th October 2022

The minutes from the Meeting of the Parish Council on 25th October 2022, having been previously circulated, were taken as read. It was resolved to adopt the minutes of the Parish Council meeting on 25th October, proposed by Cllr Ellis, seconded by Cllr Gage and agreed by show of hands.

296/22 To note Clerk's report and Assistant Clerk (Community) Report

Clerk's Report:

Parish Administration:

- Actions from the last meeting / issues arising:
 - Made contact with Neil Brant, the Traffic Modelling Consultant recommended by David Fothergill, response received. Neil has recommended that the PC ask SCC some questions about traffic modelling that has already taken place in respect of the proposed bus gate. These questions have been raised with SCC.
 - LCN Response submitted following correspondence with other Parish Councils and North Petherton Town Council.
 - Free Trees ordered – amount to spend doubled (£200 worth, 6 x beech, 6 x Lime, 7 x Silver Birch, 8 x Wild Cherry and 7 x Crab Apple – 34 trees in total). Collection week commencing 21st November.
 - Chased light for Tudor Park crossing. Light scheduled to be installed around Mid-November.
 - Contacted John Perrott re S106 remaining funds and whether they can be used for a Community Transport Scheme, response awaited.
 - Storage container delivered.
 - Ordered and accepted delivery of stay and play items.
 - Bench for Community Fridge area – Lengthsman has bench frame which he is going to create a new 6ft bench from.
 - Email received about a need for dropped kerbs in Elms Estate, Cllr Haskins to take a look.
 - Email received with proposal to build some mountain bike trails in the area of land next to Heathfield School. Clerk to respond to advise of the land ownership issues.
- Finance / Payroll:
 - Making payments / placing orders.
 - Managing / inputting Accounts using Scribe.
 - Quarter 2 reports in respect of PC accounts, CIL expenditure and bank reconciliation.
 - November payroll and finance report.
 - Audit Working Party Meeting on 21st October – agenda, reports and notes.

- Now developing 2023/24 budget and precept proposals for consideration at the Budget / Precept meeting on 29th November.
- 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.
- MH1:
 - MH1 S106 Agreement Variation – requested information again from Persimmon / Redrow to inform full response – no reply received.
 - Responded to Persimmon / Redrow regarding proposed use of land next to Primary School as a Community Garden.
 - Followed up Persimmon / Redrow regarding removal of waste left from travellers – no response received.
- MH2:
 - Meeting scheduled with SWT / Developers Consultant and Creech St Michael PC on 11th November.
- Highways:
 - SID installed at Goosenford.
 - Chased surfacing works at School Road with SCC Highways.
- BACH:
 - Hearing loop install delayed until 23rd December due to supply issues with equipment.
 - Covered BACH bookings whilst Booking Officer away for two weeks.
 - New alarm panel ordered, as well as 15 new keys and fobs. Install expected imminently.
 - Next BACH Committee Meeting to take place on Thursday 19th January 2023 at 7pm
- Meetings last month:
 - 3rd October – Meeting re MH1 S106 Variation Application
 - 3rd October – Country Park Working Group Meeting
 - 4th October – LGR / Unitary Conference
 - 4th October – BACH Committee Meeting
 - 5th October – SCC Full Council Meeting – CGR Item
 - 10th October – Scribe Training on Budgeting and Planning
 - 11th October – SCC Highways Meeting
 - 11th October – PC Meeting
 - 12th October – LGR Clerks Session
 - 18th October – Agenda run through meeting
 - 21st October – Audit Working Party Meeting
 - 25th October – PC Meeting
 - 27th – 31st October – Annual Leave
- Meetings this month:
 - 1st November – Agenda run through meeting
 - 8th November – PC Meeting
 - 9th November – LGR Clerks Session
 - 11th November – MH2 Meeting with SWT / Planning Consultant
 - 11th November – Introduction to Rights of Way Legislation SALC Training Session
 - 15th November – Agenda run through meeting
 - 22nd November – PC Meeting
 - 29th November – Budget and Precept Meeting

Email received from the Spital Trust about the area left following the removal of the bus shelter discussed. Cllr Haskins and Gage to put some temporary tape at the location to prevent any accidents.

Clerk to contact SWT about installing litter bins next to the two new bus shelters on Monkton Heathfield Road

Clerk to follow up graffiti on fencing on ERR with Persimmon / Redrow and the homeowner.

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. Promotion of Monkton Matters online and at events.
- Updated Community Matters article and shared on Monkton Matters, facebook and noticeboards.
- Selection and collection of play equipment for Stay and Play Group from a range of sources.
- Creation of safe guarding policy and risk assessment for Stay and Play group.

- Prepared registration forms and rules sheet for Stay and Play Group.
- Cleared, organised and sorted cupboards to make room for Stay and Play equipment.
- Met with Becky Popham to discuss needs of the Youth Club.
- Prepared poster for Youth Group and circulated this to local schools.
- Printed posters and flyers for Youth Group to distribute, shared on facebook pages.
- Contacted local organisations and put together a schedule of 'Warm Hubs' in the locality.
- 'Warm Hub' schedule shared on facebook and on noticeboards with flyers printed and shared at central locations around the parish.
- Contacted Environmental Health at the Council and we are looking to extend food premises to the BACH kitchen – so the BACH as a whole including the Community Fridge will be under one umbrella.
- Put together a rota of cover for the BACH as a 'Warm Hub' over the winter period.
- Responded to enquiries/requests via facebook and by email to those in the community.
- Regular trips to Bookers to restock for the community café/garden and fridge.
- Promotion of our Community Quiz Event – we now have over 40 people attending.
- Preparation of Quiz papers and sheets for the event

Community Fridge

- Coordinating and managing volunteers, cleaning rotas and pick ups.
- Appointed and supporting volunteer coordinator who is taking on more of a role at the Community Fridge, covering facebook posts, promotion and signs at the fridge to encourage the community to follow rules and be respectful.
- Meeting regularly with volunteers to keep them updated and involved.
- Ensuring volunteers photograph donations each day and keeping them stored on the shared folders for Environmental Health.
- Responding to complaints and concerns about community fridge users, especially by young people.
- Recruited an additional volunteer to open the fridge at the later time on school run. Met volunteer at the Community Café.
- Purchased additional lock for Community Fridge gate as lock was taken during day.
- Researched benches made with recycled plastic for young people who are enjoying reading at the Community Fridge.
- Contacted numerous CCTV companies and had difficulty getting quotations for the shed, however we did receive one which was in excess of £1200. Discussed at parish meeting.
- Contacted local schools to share the issues we have been having at the Community Fridge with the older young people. They will look to raise awareness of the Community Fridge at school and asked if we could get some photographic evidence to see who the culprits are.

Community Cafe

- 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 Debbie Harris attending regularly to meet clients and run drop ins monthly.
- A group of young people have become regular attenders of the café and they come after school for a hot chocolate. I have explained what the Parish Council is for and they have raised some concerns about the broken play equipment which I have passed onto the Clerk for feedback or action.
- We have been busier in the café lately, with regular community members coming together including young people from year 6.
- Supported Y6 girls to run a Halloween Fair at the café which was successful and they raised £27 for charity. They had a number of craft activities, plus a jewellery sale, a lucky dip and face painting. They prepared posters which I laminated and copied for them to share with their school and the community. There was a steady flow of visitors to their stall on the day.

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.
- Meetings and discussions are taking place about how they might use the area behind the school and this will be shared via Paul Elliston at Council Parish meetings.

Other Volunteering

- Touching base with Companion Volunteer, who is now meeting regularly with a number of clients via the village agent in the community.
- DBS check completed for additional Companion Volunteer who will also be volunteering at the BACH as a warm hub over the winter.
- Cllr Paul Elliston met with the litter pickers at the end of October.
- Had contact from another village agent about a potential volunteer for the café and have send registration forms out.
- Organised meet up via whats app for Community Events group – some ideas to consider, Easter hunt and dog show, King's Coronation, Music Festival.
- Contacted Water Watchers to touch base before the winter, may need to email again as limited response so far.
- Organised meeting with Spark Somerset to discuss ways they can support us through our volunteering work and with funding opportunities.

General PC

- Attended PC meetings
- Attended 2 agenda run through meeting
- Meeting with Bethan Turner regarding Toy Swap and Bike Week
- Created communications and clerk community report
- Attended Community Resilience Day 13/10/22 at Village Hall.
- Attended 'Building CILCA online sessions'

297/22 Local Government Reorganisation update

Cllr Fothergill provided an update on the Local Government Reorganisation. The proposed LCN boundaries will not be published until January. The appointments into the tier 2 vacancies below the Chief Executive have also been delayed and won't be made until February / March.

Planning Committees for the Unitary Authority will be on a district basis. These need to be in place for 1st April and will be made up of Somerset Unitary Councillors. A substantial amount of training needs to be done for the Councillors on these Committees. New Planning Committees will consist of 13 elected members.

298/22 SCC Report

Cllr Fothergill reported on the following:

Finances - Money is a big issue, an in year shortfall of £22m is projected and a £70m black hole next year - £20m can be found but there will be some challenging decisions and service cuts are likely.

Winter gritting – salt bins have been filled and gritter lorries are ready to be deployed when required.

New Lord Lieutenant for Somerset – Mohammed Saddiq took over the role at the end of October.

SCC has won a national award for its public health interactions over the last 3 years.

Contact Centre has received the South West Contact Centre of the year award.

Think Travel website has been launched which includes information about buses and demand transport.

Ukrainians update – 1561 are located in Somerset in 714 properties, 2567 sponsors are also standing by who are willing to step forward if required.

Booster jabs – flu and covid jabs are now available.

The following questions were asked following Cllr Fothergill's report:

Cllr Haskins asked why the finances are so bad for next year with the unitary savings. Cllr Fothergill confirmed that the £18.5m of unitary savings will be swallowed up. SCC has sufficient reserves but the District Councils have had issues with setting their budgets. Joining all the Districts together has created additional pressures.

Cllr Besley asked for clarity about the use of CIL by the new Taunton Town Council. Cllr Fothergill confirmed that the new Town Council will take the proportion of CIL that was going to Cheddon Fitzpaine Parish Council and Trull Parish Council. The proportion of CIL held by the Unitary Council will not reduce with the creation of the Town Council.

Cllr Fothergill and Cavill confirmed that all Unitary Councillors covering areas included in the Town Council boundary will act as Shadow Councillors until the Town Council elections in May 2023.

299/22 SW+T Council Reports

Cllr Pritchard reported on the following:

Coal Orchard Development – formal opening took place on Saturday

Firepool Site - Groundworks have commenced.

Somerset Bus Partnership – Group that is lobbying to improve the bus services in Somerset. A lot of the central government support is disappearing at the end of the financial year, difficult decisions about the provision of bus services in Somerset is then likely to follow. Reduced fares are in place at the moment to increase bus use. Some suggestions to increase bus use include:

- Bus timetables on all of the bus stops – first bus number 21 are there but number 12 timetables don't appear to be on shelters.
- Add fare information to bus shelters. Number 12 is cash only and not operated by First.
- Push information about the buses as much as possible on website. Clerks to follow up and make sure adequate information is included on websites.
- Promote the app that is available.

Cllr Elliston confirmed that he attended the Somerset Bus Partnership meeting last night – these issues were raised and are in hand. Timetables are being amended at the moment so not the time to publish them.

Cllr Hope asked if electronic display in bus shelters was possible. Cllr Pritchard confirmed that this is not in place in Somerset and investment was made in developing the app instead.

Cllr Cavill reported on the following:

Climate Change newsletter – includes information about grants and events and a progress report on the Pantry at Rowbarton – this could be used as a template for reporting progress on the Community Fridge.

SWT system is being updated so that it is compatible with Somerset Council – could be some teething problems

Firepool Site – infrastructure work is underway, in particular raising the ground so that it is out of the flood plain. This work has been funded from the High Street funding.

Coal Orchard – open now, end of 8 years work. Main construction work during Covid.

SWT Executive is taking place on 16th November and the agenda includes consideration of the Regulatory Enforcement Policy and the Governance of Taunton Garden Town.

300/22 Chairman's Parish Asset Report

Cllr Haskin's highlighted the following issues in the Parish:

Graffiti on Fence Panel facing ERR.

Gully cleaning – most gullies in the Parish are blocked and water is instead running down the side of roads and washing away the side of roads. 80% of gullies blocked or covered. Areas including New Cross, Blundells Way, Goosneford, Greenway and Dosters are of particular concern. Cllr Fothergill agreed to report.

School Road Surface works – the PC was told that the work would be done during the Summer Holidays which has not happened. Cllr Fothergill to follow up.

Public Question Time

Assistant Clerk Community introduced a member of the public who is keen to volunteer to cook hot meals over the Christmas Period through the school holidays for families and individuals in the parish who need the support. A suggested menu was shared at the meeting. It is proposed that the meals will be available between 11am – 2pm. Some kitchen utensils are required at the BACH. Cllr Elliston confirmed that he has discussed the idea with the school today. The School are happy to invite those in school that they are aware of that may need the support. Assistant Clerk Community confirmed that the food hygiene certificates are being obtained. SWT are going to inspect the kitchen at the end of November – will come under one food registration for the BACH and Community Fridge.

Assistant Clerk Community to develop a list of required kitchen utensils and send to Cllr Gage and Clerk.

301/22 Planning

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

48/22/0068 Erection of garden room/covered courtyard with log burner/pizza oven flue/chimney at The Wagon House, Gotton Lane, Gotton, Cheddon Fitzpaine (retention of works already undertaken)

The Parish Council has no comments to make in relation to the application.

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

48/22/0055/A Display of 3 No. non-illuminated advertisement/sponsorship signs on Canal Roundabout, A38/525, Bathpool - Withdrawn

48/22/0060/A Display of 4 No. non-illuminated advertisement/sponsorship signs on Blackbrook Interchange A358/510 Roundabout, West Monkton – Withdrawn

Clerk confirmed that there is no news on progress with the Tesco development.

302/22 MH1 POS adoption and Sports Pitches transfer: Update.

Clerk outlined email correspondence received from Persimmon today requesting a meeting date is arranged to discuss the S106 variation. Clerk confirmed that she had responded requesting the annexes, schedules and plans referred to in the S106 document. Clerk to continue to chase.

303/22 Community

a) Update

Assistant Clerk Community reported that dates for Quiz Nights in the new year are being arranged, dates to be circulated by email when confirmed. The next community event is the band at Tacchi Morris. Assistant Clerk Community to request an update from Tacchi Morris on how many tickets have been sold.

Assistant Clerk Community confirmed that she attended a School Council meeting on Monday and requested feedback from the school children on the community projects. The School Council meetings will take place every term.

b) Community Garden update

Cllr Elliston reported that he has spoken to the school about the plans for the Community Garden at the front of the school and the school confirmed that they are supportive of the plans.

Cllr Elliston shared a suggested plan for a community garden on the unused land at the rear of the primary school. In addition to planted beds, the proposed plan included a tunnel (to provide a roof to harvest rainwater), fruit cage, compost heap, herb garden and a community space for use by volunteers, possibly for community events like seed swaps, cook outs and BBQs. The intention is to work around the heap of building materials on the site rather than remove the building material.

Clerk outlined an email from Redrow confirming the terms of Redrow /Persimmon regarding the use of the land at the rear of the school. These terms include:

- Nothing that can lead to contamination such as bonfires
- No Anti-social uses, in particular noise, mess, disturbance etc.
- Nothing that would cause harm to wildlife
- Nothing that would preclude future use or considerable cost to rectify. For example creating ponds
- Nothing that contravenes any legislation or law in force
- 2 year lease, value/ rent to be agreed, possibly extendable
- Vacant possession notice period probably 3 months and mechanism to ensure its returned to its current state.
- Redrow and Permission we would need to be indemnified against prosecution, damage etc.
- Any use is temporary and not permanent, if this is used as a pitch and no 'change of use' can be assume or given
- This is temporary and this cannot be treated as any loss of an amenity area in the future.
- The temporary use does not set a precedent of its future use

A discussion of the proposed terms took place. It was agreed that the proposed term of the lease was too short and that a lease with a minimum term of 5 years was required. Clerk to respond to Redrow to request a minimum term of 5 years and suggest that the PC purchases the land instead.

It was also noted that if a lease wasn't secured for an adequate terms some of the MH1 POS could be used for a community garden once handover is finalised.

In the meantime it was agreed to move forward with the proposed improvements to the community garden at the front of the school. Cllr Hall confirmed that CWP have grant funding available and have indicated that the community garden is a project that they would support with grant funding.

It was agreed that grant funding would be sought and work would progress with the community garden expansion in front of the school.

c) Community Transport Update

Cllr Elliston reported that he has visited one E-Bike shop in town, the E-Bikes cost in the region of £2k. The shop indicated that they would be prepared to loan the bike out and do regular checks on it.

Cllr Elliston to discuss the proposal with other bike shops and report back.

Clerk to chase John Perrott at SCC regarding the remaining S106 funding, it was noted that a response was required before developing a community transport scheme in the parish can be given further consideration.

d) Emergency Planning

Cllr Haskins reported that he attended the Community Resilience Day with Assistant Clerk Community. Five presentations were received covering the principles of developing a community resilience plan. It was agreed that a small group of Councillors would get together to discuss developing a Community Resilience Plan for West Monkton Parish. Cllrs Haskins, Besley, Elliston, Gage, Elliston and Hall to form the group. Clerk to gather availability and arrange a meeting.

e) Warm Hub update; schedule coverage / Assistant Clerks hours

Assistant Clerk Community shared the rota for the Warm Hub. The Warm Hub will commence on 14th November. Clerk to email all BACH Regular Hirers to let them know about the Warm Hub.

304/22 Country Park Update

Cllr Hall confirmed that the Remembrance Day Service will take place at the Country Park at 2pm on Friday 11th November. The grass has been cut in preparation for the service. 140 children from 4 different schools will be in attendance. The weather is expected to be dry so there is no need for marquees.

Protective steels have been added to the Forest School Tepee to prevent any further vandalism.

A meeting has taken place with Head of Academies regarding taking over the forest school. Some concern about open nature of the Country Park – checking with SCC and making sure that it all meets their requirements. Toilets are also an issue. They will need to arrange this element.

During the heavy rainfall gravel has been washed down the track and onto the road way and needs some attention.

Quantity of gravel for path is being established. CPA are going to supply volunteers to rake the path prior to new gravel being added.

305/22 Reports, including recent developments, matters to consider and decisions to be made:

Neighbourhood Plan Update

Kelvin Tutill provided an update on the NP. SWT at its Full Council meeting approved the reviewed Neighbourhood Plan unanimously. There were lots of complimentary comments. WMPC was the first to conduct a review of their NP and the Plan will be held as a template. Kelvin expressed his thanks to Tricia and other Clerks for their work and support.

Kelvin advised that a further review of the NP is unlikely to be required until the Unitary Council is established and any changes understood.

Kelvin reported that there are changes in the housing market and economy and as a result it is unlikely that MH2 and West of Greenway developments will have planning permission within 2 years.

On behalf of the Parish Council, Cllr Haskins thanked Kelvin for all his work and effort with supporting the development of the NP and its review.

a) Bathpool Flood Warden: Mr Kevin Perry.

Kevin Perry sent his apologies in advance of the meeting and sent the following report:

The EA advise September rainfall for our area amounted to 97% of the long term average - their October figures are not yet available. Our Oct rainfall totalled 86mm - nothing out of the ordinary. However of that, 36mm fell Oct 22/23, causing the Old River Tone to rise 99cm - before starting to drop back a little. Following the early November rainfall - including 22mm on November 2, the Tone Catchment was put on its first Flood Alert of the 2022/23 winter - with the Old River Tone rapidly rising 1.16m. Thankfully I've not heard of any issues. River levels are slowly dropping to more normal levels for the season. The following extract from Somerset Live suggests the first improvements to flood defences for Taunton (and ultimately Bathpool) agreed within the Taunton Strategic Flood Alleviation Improvements Scheme, appear to be delayed as Planning Permission has not yet been obtained. Do our SW&T Councillors know the cause of this delay? "This year, the Somerset Rivers Authority (SRA) has been working with Somerset West and Taunton Council and the Environment Agency (EA) on a number of projects. The council committed to spend £6m on two schemes, expected to start in 2022. But the SRA has confirmed in its annual report that work will not begin until 2023 at the earliest, with planning permission still needing to be secured".

Cllr Pritchard and Cavill advised that there has been a delay in obtaining planning permission due to trees along the river.

Clerk to chase Wessex Water regarding the MH1 Attenuation Ponds.

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

Footpaths: Cllr Gage

Cllr Gage confirmed that he had nothing to report.

BACH: Cllr Gage

Cllr Gage reported that the insulation has been added to the container and the shelving is being installed tomorrow. Clerk confirmed that Ruishton Football Club has started to use the BACH with no issues.

Highways: Cllr Besley

Clerk outlined email correspondence with Andy Coupe at SCC and Neil Brant, a traffic consultant about doing some traffic modelling using the data collected by SCC. It was agreed that the Clerk would arrange a virtual meeting to discuss modelling further with Andy Coupe / Jon Fellingham at SCC, Neil Brant and Cllrs Besley and Haskins.

Cllr Elliston raised the crossing point at the bottom of Yallands Hill and asked if there had been any progress. Cllr Hall confirmed that the crossing point will need to form part of any Country Park Planning Application.

Safe Routes to School: Cllr Tully

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

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

Cllr Hope confirmed that there was nothing to report from Persimmon.

Cllr Hope raised the tree planting for the rest of MH1. Cllr Hall confirmed that he is liaising with Wee Trees. Planting scheduled to take place in February.

Transportation: Cllr Elliston

Cllr Elliston confirmed that he had nothing further to report.

c) Communications Report: Update

Parish Council Website

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

Parish Council Facebook Page:

- Page likes / followers now at 978
- 19,768 post reach
- 4321 post engagements
- Posts added sharing news items that are added to the website.

Monkton Matters

- Page likes / followers now at 285
- 19 new articles added in September
- Articles on Monkton Matters being shared on Monkton Matters Facebook page to pull users to the website.
- 1150 post reach
- 443 post engagements
- Business directory has details of 15 businesses so far.

Community Fridge Facebook Page:

- Page likes /followers 774
- 5,963 post reach
- 3756 post engagements

Village News Contribution

- Developed by the Clerk's.

Noticeboard Updates

- Updated noticeboards

d) GDPR

Nothing to report

Representatives on outside bodies/Response to Consultations:

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

In Cllr Tully's absence there was nothing to report. Cllr Tully now Chair of the West Monkton Village Hall Management Committee. No further communication has been received from the Village Hall regarding the roof insulation project / funding.

f) The Spital Trust: Cllr Ellis to report.

Clerk to respond to the Spital Trust regarding the bus shelter wall to confirm actions that will be taken.

g) Any other events at which WMPC was represented;

No other events

h) Consultations

Devon and Somerset Fire and Rescue Community Risk Management Plan Consultation

<https://online1.snapsurveys.com/interview/769bb7ae-a2f9-44ef-a38a-39451587d1f4> (Deadline 30th November 2022)

It was agreed to consider a response to the consultation at the next meeting.

306/22 Finance

a) Quotations and Updates:

Quotations and Updates:

- CIL projects
 - MH1 Tree Planting. Cllr Hall to liaise with Wee Trees regarding updating the sizes of trees included in the quotation.

- Refurb of St Quintins play area agreed and scheduled to be done by DLO this financial year.
- Refurb of Meadway play area will be part of SWT scheduled maintenance this financial year. No cost to PC.
- Platinum Walk Signage. MetalMofit Limited aren't able to do the sign. Other suggestions of companies?
- Community Fridge Bench
Old bench frame to be re-slatted for use in the community fridge area by the Lengthsman.
- Community Fridge CCTV
Quote for over £1000, agreed not to proceed for the moment.
- Insulate roof at Village Hall, under discussion, waiting for further info and description of grant chasing efforts from Village Hall Management committee. Info sent , with link to site, to VH committee from Rural Grants Directory section on Village Halls..
- Environmental

Quote for Farriers Green ramp by DLO accepted, but M Davies no longer in role at SWT so may be a delay.
Next six months programme agreed with Bethan and will be presented for approval at the November meeting.
- Grant requests
The window for grant applications ended on 15th October. Three applications were received:
 1. West Monkton Scout Group - £500.00 to enable the group to continue to meet in the winter months.
 2. Michael Wright - £50.00 for a water butt.
 3. Amanda Gage - £300.00 to bring loft insulation to the required standard.
 The Audit Working Party recommended that the Parish Council approve all three applications for grant funding.

Resolution to accept the recommendations of the Audit Working Party in respect of the three applications:
Proposed by Cllr Hall, seconded by Cllr Ellis and all agreed by show of hands. Cllr Gage abstained from voting.
- Pay Agreement 2022-23
On 1st November the National Joint Council for Local Government Services agreed the Pay Agreement for 2022-23. The pay agreement means a £1.00 per hour increase for Assistant Clerk (Community) and a 99p per hour increase for the Clerk. This will be backdated to 1st April 2022.
In addition, a permanent increase of one day of leave per year has been agreed, with effect from 1st April 2023.
- Audit Working Party
Meeting held on 21st October, notes below:

**AUDIT WORKING PARTY
Meeting Friday 21st October 2022 at 9.30am**

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

Present: Cllrs Haskins and Hall; Clerk A Shepherd.

Cllr Gage sent his apologies.

1. Report of the first quarter meeting in July to be approved.

The notes were approved. They had been included in the Finance Report following the August meeting

2. To confirm second quarter bank reconciliation.

Detailed bank reconciliation for the second quarter shared in Scribe format and noted.

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

The Scribe budgeting report and expenditure report up to the end of the second quarter were shared, reviewed and noted.

Carry forward for all PC accounts (including BACH) is £280,253.48 at 30th September 2022.

Overall, the accounts are within budget.

4. To confirm second quarter VAT reclaim.

The VAT reclaimed in the second quarter was £1976.71

5. To review CIL spend from 1st April to 30th September and review remaining funds.

The CIL spend, presented in a new format was reviewed and the remaining amount noted.

6. Grants

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

No matters have been brought to the attention of the RFO.

8. Date of next meeting Friday 20th January 2023 at 9.30am by zoom.

Meeting finished at 10.30am.

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

CIL Payment	£78489.89
Cheddon Fitzpaine Parish Council (Country Park)	£57.78
Interest Lloyds	£1.68
Nationwide	£22.57
PSDF	£108.74
Unity Bank	£1.68

Payments

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
To authorise payment of:						
A Pritchard litter picking	xx.xx	No vat	xx.xx	d-d	Salaries and expenses	Wages pd into pension, see below
Employee pension contributions	120.25	No vat	120.25	d-d	Salaries and expenses	Pension contributions
Employer contributions	90.19	No vat	90.19	d-d	Salaries and expenses	Pension contributions
A Shepherd Clerks salary SCP31	xx.xx	No vat	xx.xx	bacs	Salaries and expenses	Clerk's Salary
K Welsh assistant clerk-community salary SCP 27	xx.xx	No vat	xx.xx	bacs	Salaries and expenses	Assistant Clerk Community Salary
HMRC month 5	1105.96	No vat	1105.96	bacs	Salaries and expenses	Tax and NI Contributions
A Shepherd homeworkers allowance	27.00	No vat	27.00	bacs	Salaries and expenses	Homeworkers allowance
K Welsh homeworkers allowance	27.00	No vat	27.00	bacs	Salaries and expenses	Homeworkers allowance
S Rolls Lengthsman services October	TBA	No vat	TBA	bacs	Environmental and Open Spaces	Lengthsman Services
Business all about you Climate Initiative PR WMPC 22	187.50	No vat	187.50	bacs	Environmental and Open Spaces	Environmental / Community
QSSIT regular maintenance / monthly sub	33.90	6.78	40.68	bacs	IT and Communications	IT
QSSIT Antivirus Annual Subscription	74.97	14.99	89.96	Bacs	IT and Communications	IT
Expenses claim A Shepherd (Travel)	63.00	No vat	63.00	Bacs	Salary and expenses	Clerk's Expenses
Expenses claim A Shepherd (BACH Cleaning equipment and Community Café)	57.43	No vat	57.43	Bacs	BACH	Cleaning Supplies Community Events/ Initiatives
Expenses claim K Welsh	99.08	No vat	99.08	Bacs	Salary and expenses	Clerk's Expenses
Benjamin Henry (50% of bill for Forest School structure improvements (shared with CFPC))	423.70	84.74	508.44	Bacs	Community Infrastructure Levy	CIL Expenditure
Expenses claim A Hall – Remembrance Day costs	67.00	No vat	67.00	Bacs	Country Park	Country Park

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
Expenses claim A Hall – Country Park expenses	96.16	No vat	96.16	Bacs	Country Park	Country Park
Expenses claim K Welsh – CCS Community Buildings Conference Ticket Reimbursement	10.00	No vat	10.00	Bacs	BACH	Miscellaneous
Viking Payments – BACH Lobby Furniture	1114.16	No vat	1114.16	Bacs	BACH	Hall Improvements
Expenses claim – A Shepherd – Lights for container reimbursement	30.99	No vat	30.99	Bacs	Community Infrastructure Levy	CIL Expenditure
SLCC – Kate Welsh Membership Fee	186.00	No vat	186.00	Bacs	General Administration	Subscriptions / Affiliations
Viking Payments – Stationery	158.48	31.70	190.18	Bacs	General Administration	Sundry Admin and Equipment
Expenses claim – K Welsh – Food Parcel	100.95	9.95	110.90	Bacs	Youth and Community	Youth and Community
Expenses claim – S Haskins – Storage container blocks / travel expenses	36.65	No vat	36.65	Bacs	Community Infrastructure Levy General Administration	CIL Expenditure Cllr Expenses
Expense claim – Barry Gage	98.20	No vat	98.20	Bacs	Country Park	Country Park
Mowgate – Country Park Hedge Cutting	378.00	No vat	378.00	Bacs	Country Park	Country Park
Expenses claim – Kate Welsh	35.28	4.48	39.76	Bacs	BACH	Community Events / Initiatives
Expenses claim – Kate Welsh – Stay and Play Equipment	45.00	No vat	45.00	Bacs	Community Infrastructure Levy	CIL Expenditure
To note payment of:						
<u>By Card</u>						
Union Jack Flag and Bunting and Urn for Community Café	121.86	No vat	121.86	Card	BACH	Community Events / Initiatives
<u>Direct Debit</u>						
Invoice Tailored Auto Enrolment 8745 29/10/2022 (Pension administration)	12.00	2.40	14.40	DD PAID	Salary and Expenses	Workplace Pension Management
Invoice SWS 111127 2/11/2022 maintain gsuite	59.80	11.96	71.76	DD PAID	IT and Communications	Communications
Invoice SWS 111088 web-lite hosting (MM) and standard mailbox 20/10/2022	23.00	4.60	27.60	DD PAID	IT and Communications	Communications
Invoice SWS registration / renewal of .net domain westmonkton.net	22.00	4.40	26.40	DD PAID	IT and Communications	Website

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 Besley, seconded by Cllr Hall and all agreed by show of hands

Transfer between accounts

None

b) Budgeting Report

The budgeting report for the accounts to the 31st October was presented, discussed and noted.

307/22 Other matters for report only – items for discussion - no decision

a) Items for next meeting agenda - by Monday 14th November 2022 or Monday 5th December 2022

Noted.

Cllr Gage requested an update regarding work around the pond at the Country Park. Cllrs Besley and Hall confirmed that the work to level the land around the pond is complete.

Cllr Haskins requested an update on the stone wall around the pond. Cllr Hall confirmed that the options are being explored. Cllr Hope raised concerns that the delay in determination of the MH2 planning application may reduce the impetus to get MH1 handed over.

308/22 Dates of forthcoming meetings:

Parish Council:

Second Tuesday in the month (Business focused meeting)

2022: 13th Dec.

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

2022: 22nd Nov.

Audit Working Party: 20th January 2023 at 9.30am (Virtual)

Annual Parish Meeting: TBC March 2023

BACH committee: 19th January 2023 at 7pm

Budget and Precept Working Party 29th November 2022 at 7pm

Meeting finished at 9.40pm



Signed Chairman:

Date: 22nd November 2022