



West Monkton Parish Council

## ADOPTED

Minutes of the virtual meeting of the Parish Council held on Tuesday 9<sup>th</sup> February 2021 at 7.00pm.

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

In attendance: Mrs A Shepherd, Clerk, Mrs T Cavill, Assistant Clerk, Ms J Pearson, Clerk to Cheddon Fitzpaine Parish Council, Mr K Perry, Flood Warden, Kelvin Tutill, NP Delivery Group Chairman, Cllr Andrew Pritchard, District Councillor, Bethan Turner, Business: All about You (Item 23/21), David Smith, Wincanton Window (Item 27/21) and Cllr David Fothergill, County Councillor (from 9.05pm).

### **18/21 To receive any apologies (with reasons), introductions with responsibilities**

No apologies were received.

### **19/21 Declarations of Interest, Dispensation Requests, amendments to the Register of Disclosable Pecuniary Interest**

- 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.

### **20/21 To adopt the minutes of the last meeting of the Parish Council on 12<sup>th</sup> January 2021**

The minutes from the previous meeting of the Parish Council on 12<sup>th</sup> January 2021, having been previously circulated, were taken as read. It was resolved to adopt the minutes of the Parish Council meeting on 12<sup>th</sup> January, proposed by Cllr Cavill, seconded by Cllr Tully and all agreed by show of hands.

### **21/21 To note Clerk's report and Assistant Clerk's report**

Clerk's Report:

- Actions from previous meetings and other issues raised during the month:
  - Researching Wincanton Window website and liaising with Somerset Web Services about developing a similar website for West Monkton.
  - Attempting to arrange a meeting with Persimmon regarding MH1 issues.
  - The size of the pipe under the road at the bottom of Red Hill reported to SCC Highways – no response received.
  - Reported non-compliance of planning condition in relating to re-planting at The Willows, Redhill, West Monkton.
  - Followed up Furs Close re-surfacing with Planning Enforcement.
  - Followed up clearance of Redrow Retail Unit area with Redrow.
  - Defibrillator ordered and delivered for Tacchi Morris. Cabinet awaited.
  - Country Park licence signed following approval at PC meetings and sent to SWT Legal Team. Licence in place from 15th January.
- Other Parish Administration:
  - Annual Parish Meeting arrangements / speakers. Somerset Climate Action Network contacted and Phil Browning at SWT re a Phosphates presentation. Country Park and Tacchi Morris Community Hub will also be included on the agenda.
  - Developing 2021 Annual Report.

- Followed up SCC re MH1 Attenuation Ponds response received confirming that following inspection the Attenuation Ponds in MH1 are not working as they are supposed to. SCC has forwarded the information to SWT Planning Enforcement.
- Enquiries with SCC regarding acquiring the land next to the Old West Monkton Primary School.
- BACH:
  - BACH closed during National Lockdown.
  - Next Committee Meeting date to be confirmed.
- Meetings last month:
  - 5th January – Planning Committee Meeting
  - 12th January – Parish Council Meeting
  - 14th January – Parish Surgery
  - 15th January – Audit Working Party
  - 19th January – WM Liaison Meeting
  - 25th January – SALC Clerks Forum
  - 26th January – SWT Virtual Training for Parish Councils
- Meetings this month:
  - 2nd February – Planning Committee Meeting
  - 9th February – Parish Council Meeting
  - 11th February – Parish Surgery
  - 23rd – 25th February – SLCC Practitioners Conference

#### Assistant Clerk's Report

- Actioned decisions made by Council.
- Attended virtual meetings of Cheddon Fitzpaine PC, Parish Surgery, WM PC Planning, AWP, WM Liaison mtg with R Millar.
- Participate in Wales and West Utilities workshop on the 'Transition to net zero and supporting the green recovery', Masterclass on 'Parish Accounting' run by Scribe/SALC, SALC Clerks Forum, SWT planning training and phosphates update.
- Distribution of daily and weekly newsletters ref corona virus pandemic.
- Parish administration
  - Initiatives for cleaning the vacant Spital bungalow set up. Contact details sent to L-A Webb of local cleaners. Cllr Gage set up meeting with installer of PV panels at Spital to assess possible costs, good quote obtained and grant claiming information sent to LA Webb. Spital Trustees have declined to install PV panels.
  - Precept/budget confirmation sent in to SWTC.
  - On-going youth club...training paid for, wait now for lockdown to lift.
  - Cheques from Howdens for Youth Club and defibrillator received and banked.
  - Repair fences outside Elms Estate houses bordering A3259. Claire Thackray has now succeeded in registering the work to be done with HRA: they may decide to replace the entire fence, but that will need a different set of negotiations because some of the houses now are in private ownership. From Claire: 'Further to updating Norman over the phone yesterday, I now have a reference number for your broken fence (SWT300499737). The plan will be to send out an Asset Surveyor, who will make the decision whether or not to replace the broken panels or the entire fence. The works will be organised and undertaken ASAP'.
  - CIL, late payment owing to error at SWTC. The Hartnells farm second payment see finance report.
- Neighbourhood Plan
  - Feedback from A Rhodes and comments from K Tutill...Meeting by Webex with Jo to work on documents. Remaining three documents updated/prepared. Suite of documents now ready for Regulation 14 as soon as can be executed.
  - NP document updated to include revisions,
  - Consultation document created,
  - Basic Conditions 2017 updated,

- Sustainability Audit 2017 updated,
- Summary of Changes document created.
- Habitat Regulation Assessment received mid-2020 and amendments made to NP, Statutory Environment Assessment completed mid-2020, no further action.
- Map completed and sent to Sharp Cat
- Agree strap line for envelopes
- Send K Tutill cover letter to go out with Map distribution ref consultation on policies
- Arrange for Mark Marlborough to liaise with Sharp Cat over artwork
- Invoice paid, printing and despatch scheduled for 29 Jan/1 Feb
- Map distributed to addresses in CF PC and WM PC with 100 extra per Parish
- Signage, agreed to be made by KSigns and for overrun from grant to be CIL expenditure
- Arrange for first sign to be made for inspection by all parties (WM, CF, and Mark Marlborough) prior to commencing remaining 20 signs. Inspected, very good, all signs will be delivered to 2 Hill Farm Cottages for assembly on site.
- Arrange for Mark Marlborough to liaise with K Signs over identification for 'You are Here'.
- Arrange for Lengthsman to liaise with KSigns about fitting and assembly.
- Arrange approval of installation of signage with C Thackray Engagement Lead and Martin Davies DLO: agreed installation, only proviso - must keep mower access clear.
- Signs production underway 31 Jan 2021, delivery 5th Feb.
- CIL projects:
  - T-M refurbishment of downstairs café – waiting for rest of furniture to be delivered. Skip has been booked and timber ordered for completion of refurb.
  - Footpaths...on going, collecting information regarding footpaths in greatest need. Gates have been ordered from SCC.
- Planning
  - Applications forwarded and processed for Planning Cttee mtg.
- Climate change
  - Centre for Sustainable Energy: monthly communications pack pilot scheme...roll out
  - Quantock Hill AONB Nature Recovery Plan, waiting for date of next meeting.
  - SCC Community Chest Climate change grant application jointly with CF PC completed and submitted 12 Nov. No response from SCC yet.
  - Wildflower seed Initiative. Mike Lind has offered support by Monkton Elm for discount initiative. Bethan Turner will liaise to see how to publicise the initiative.
- Audit Working Party
  - Report included in minutes of February PC meeting
- Communications
  - Commission Bethan Turner 'Business:aboutyou' for media/PR CSE initiative
  - Agree Zoom meeting with Amy and Bethan.
  - Set up Bethan to Roll-out CSE communications bundles and assist with Seeds initiative.

*The agenda was interrupted to take item 6 'SW+T Council Reports'*

### **22/21 SW+T Council reports from Cllrs Tully, Pritchard and Cavill - no decisions**

Cllr Tully reported that the budget approval is coming up next week and there is lots going on but many items are confidential.

Cllr Pritchard reported on the following:

471 business have received Covid-19 grants, progress with administering grants has sped up because a register of businesses is held from the previous lockdown. District and Parish Councillors requested to alert any businesses that haven't registered.

Employment hubs offering support with applications, CVs, interviews etc have been established.

Somerset Waste Partnership – waste collections are starting at 6am, extended recycling collections for this area from June.

Milton Hill will be affected by roadworks over half term and following for WRR.

District Council Laxton Road properties now available – applications invited.

Wellington Tone Dale Mill – Historic England grant secured and field for public use secured too.  
Funding to support archaeology secured, for Norton Hill Fort.  
Watchet Splash Point Cedar Fence now complete to secure harbour.  
Creech Castle works – local nature reserve – strip of land being passed to SCC. Consultation ongoing to take land out of local nature reserve.  
Cllr Cavill confirmed that he had nothing further to report.

*The agenda was interrupted to take item 11b 'Climate Action Programme for the Parish – update'*

### **23/21 Climate Action Programme for the Parish**

Bethan Turner from Business About You who has been commissioned by the Parish Council to take forward the Climate Communications Project attended the meeting to provide an update on progress.

A report highlighting the levels of Facebook engagement prepared by Bethan was circulated in advance of the meeting. Bethan summarised the report; the report shows engagement for the 28-day period prior to the project commencing and since. Bethan explained that it is important to post information that it is really engaging and that contain a few different points in the contents of the post to stop people so that they read it. The more people engage in a post, the more Facebook sees it as a valuable post and Facebook will then allow the content to be shared to a wider audience. Bethan summarised the monthly themes of the material and how she is trying to link it to the community so that it is relevant. The next theme is looking at resourcefulness with food and food waste and composting.

Bethan explained that the second part of the work will depend on current restrictions reducing, the plan is to work with the schools to look at some of the themes, with possible project work for the school. The Village Hall or the BACH could be used for a green exhibition working with local groups. A seed initiative is being discussed with Monkton Elm Garden Centre with a photo competition to follow. A positive response has been received from Monkton Elm and they are keen to talk to their suppliers.

Other ideas mooted – award some of the former Flower Show cups to competition winners (as well as prize to plant from M Elm) – Wellie Walk on farm late spring, early summer.

### **24/21 Coronavirus Pandemic Update – Cllr Elliston**

Cllr Elliston confirmed that he had nothing to report; there has been no change in the last month

### **Public Question Time**

Jo Pearson, Cheddon Fitzpaine PC confirmed that she will be retiring at the end of March, a successor has been recruited; Sammy Millard-Jones. A handover will start from March.

Cllr Tully raised the Aginhills fence. Clerk confirmed that she was in contact with DWH regarding the fence and that recent communication had indicated that the fence will be replaced shortly.

Cllr Gage enquired whether there are conditions on a Management Company once it is in place. It was confirmed that if there are safety issues then District / County Council may take enforcement action and that residents are part of management group so will have a say on how areas are managed / the condition of them and they can also raise queries.

Cllr Elliston raised the panels of fencing that have fallen down on the boundary bordering the AMP compound opposite Rossiter Close.

Clerk to email DWH and request that the replacement fence is more substantial or that the posts are hardwood / installed correctly.

Clerk to contact Redrow and ask for the fence panels to be replaced.

### **25/21 Planning**

**a) To consider recommendations from the WMPC Planning committee on applications received by 2<sup>nd</sup> February 2021 (listed on SW+T Council website); and to consider any others to date**

The following recommendations from the WMPC Planning Committee on 2<sup>nd</sup> February were considered. It was resolved to approve the recommendations for submission, proposed by Cllr Besley, seconded by Cllr Gage and all agreed by show of hands.

48/20/0066 Application to carry out management works to one Oak tree included in Taunton Deane Borough (West Monkton No.2) Tree Preservation Order 1994 on the boundary of Neroche and 32 Mead Way, Monkton Heathfield, Taunton (TD618)

The Parish Council supports the granting of permission.

48/20/0065 Erection of a two storey extension to the side, single storey extension to the rear and porch to the front of Mill Cottage, Coombe, West Monkton.

Assistant Clerk advised that revised plans had been submitted in relation to the proposal with the rear extension reduced from 4m to 3.3m in depth and a reduction in the height of the roof by 170mm.

The Parish Council had no further comments to make on the proposal.

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

Decisions noted.

It was agreed that a record of Planning conditions should be kept to allow checks to be made on delivery and time scale.

**26/21 MH Development**

**a) MH1: Update**

Clerk confirmed that Persimmon have offered availability for a virtual meeting to discuss the ongoing MH1 issues. Meeting to be requested on 26<sup>th</sup> February 2021, Persimmon to confirm time of meeting.

**i. Sports pitches**

Cllr Hall confirmed that he had sent on documents to Brendon Dix from the FA, Brendon wants to have a word with SWT regarding the proposals and is going to discuss the proposal with Rebecca Miller before submitting comments to Sports England.

Clerk confirmed that she had contacted SWT Planning to find out the requirements for a planning application and cost. Planning have indicated that an outline planning application would be required at a cost of £462.00 per 0.1 hectare; the site is 4.3 hectares.  $£462.00 \times 43 = £19866.00 - 50\% \text{ off} = £9933.00$

Cllr Cavill confirmed that he is querying the application required and the cost with Rebecca Miller at SWT.

Cllr Cavill suggested that the Clerk write to Rebecca Miller and Chris Hall at SWT requesting clarification on the steps required in planning terms and to amend the S106 agreement. Clerk to write to Rebecca Miller and Chris Hall.

Cost of getting services into field were discussed. Application for sports pavilion is still live 48/16/0028.

**b) Hartnells Farm Development: Update**

Cllr Cavill reported that Heathfield Drive is being dug down to 3.3 metres in places at deepest point for the sewerage pipe from Hartnells. The depth could cause subsidence later depending on how it is backfilled. A further road closure is expected which could cause problems of access for residents, the contractors will need to inform local residents requiring access.

**c) Retail units: Update**

Clerk confirmed that there was no update.

**d) MH2: Update**

Clerk confirmed that there was no progress to report.

Assistant Clerk confirmed that Create Streets is running a Webinar about Design Codes on 24th February at 8.30am. Councillors to register to attend the webinar if they are able.

**27/21 Community**

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**a) Community Engagement Website; presentation from Wincanton Window Website Developer.**

David Smith, the Website Developer of the Wincanton Window website joined the meeting and provided an overview of his experience and the work that went into developing the Wincanton Window website and its day-to-day operation.

The website has been going for 12 years. It isn't affiliated with the Town Council. Began from a printed magazine, which was managed and edited by an outside body, the printed magazine was eventually cancelled and the website was developed instead.

Wincanton Window was set up as a charity officially and there was a Board of Trustees.

There is minimal cost to running the website, around £200 per year but an editor is required to develop the content. The number of unique visitors per day to the website vary between 100 and 400+ depending on the articles that are published. It is recommended that if a community website is developed that it has a social media presence too to promote the information on the website.

**b) Proposed Community Building Declaration**

The proposed Community Building Declaration was circulated in advance of the meeting and Cllr Elliston read the proposed declaration at the meeting.

It was proposed by Cllr Elliston, seconded by Cllr Cavill and agreed with all in favour to adopt the declaration:

“As a Parish Council, we believe that community is vital, powerful and essential to the well-being of residents. We recognise the need to intentionally foster and strengthen the sense of community.

We believe that, to achieve this, there is a need to identify the following:

1. The individual skills and capacities held by those residing in the Parish
2. Current associational and group life
3. Local institutions and how they can help in community-building

We will also actively take decisions that are positively in favour of developing the sense of community, meaning that we will:

- Utilise local gifts, skills, services and resources wherever possible
- Foster connection and relationship across the community
- Encourage and support local residents' participation in and ownership of the community
- Proactively listen to residents' vision for the community and support its development
- Identify and support the most vulnerable
- Make grants available to support the development of local associations/clubs/groups.”

Much of the community building will be hidden but keep a record of achievements against bullet points to allow annual reporting.

Next steps – publish the declaration on website, Village News, pass on to Local clubs (Rugby, Cricket).

**28/21 SCC Report from Cllr D Fothergill**

Cllr Fothergill reported on the following:

Current Covid-19 Restrictions in Somerset: Residents must stay at home, they must not leave, or be outside of their home except where necessary. They cannot leave to meet socially with anyone they do not live with or are not in a support bubble with. They may exercise on their own, with one other person, or with their household or support bubble. This should be limited to once per day, and residents should not travel outside their local area. People should stay 2 metres apart from anyone not in their household or support bubble. Colleges, primary and secondary schools will remain open only for vulnerable children and the children of critical workers. All other children will continue to learn remotely until 8 March at the earliest. Early years settings remain open.

Coronavirus infection rates: As at 29th January the number of confirmed COVID-19 cases in Somerset was 16,417 (up from 9,355 on 31st Dec) and the number of COVID-19-attributed deaths 469 (335). The rate per 100,000 currently stands at 229.8 for Somerset with Mendip at 217.2, Sedgemoor at 208.6, South Somerset 209.1 and SW&T at 278.5. As at 29th January, the current number of total deaths across the County is currently 19% above the 5-year average and the latest R-value for Somerset is between 0.9 and 1.2. The numbers are now reducing significantly, SWT is the hotspot, the higher levels in this district have been caused by outbreaks in care homes. It is vitally important to remember, even those who have had a jab, to observe Hands-Face-Space at all times.

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

Vaccination programme roll-out: In just seven weeks, teams across the wider Somerset health and care system have worked round the clock to design, develop and launch 13 GP-led community vaccination sites, two hospital hubs and two large vaccination centres at Taunton Racecourse and the Bath and West showground. A new COVID-19 vaccination site has also opened at Morrison's in Yeovil, and is one of the first pharmacy sites in Somerset to offer the jab with pre-booked vaccination appointments between the hours of 8am and 8pm, seven days a week. All sites will continue to offer vaccinations to the priority groups as identified by the Joint Committee for Vaccination and Immunisation. A mobile team picking up all those that can't go for jab. 300 members of SCC staff have been redeployed to the vaccination centres. It is important to note that the vaccination does not stop you from transmitting disease – still need to practice hands, face and space.

SCC Transport Support: Somerset County Council is working with bus operators and community transport providers to make it as easy as possible for residents to get to appointments including:

- providing a bus service every 30 minutes from Wells Bus Station via Shepton Mallet terminating at the showground – seven days a week, providing connections to/from other bus services at both Wells Bus Station and Shepton Mallet Cenotaph.
- Suspending current concessionary bus pass rules so these can be used on all public services before 9.30am.
- Working with Community Transport and Slinky Demand Responsive services across Somerset to allow free travel for bus pass holders when attending vaccination appointments.

National Highways Award: Bridgwater's Colley Lane Southern Access Road project, also known as Squibbers Way, has been awarded Most Innovative Highway Authority Scheme of the Year at the 2020 Highways Magazine Awards. The £18.4m project has now been recognised for six major awards since its opening in December 2019.

Older Age Domestic Abuse: Ten per cent of older people will experience some form of domestic abuse and in Somerset the number of people over sixty-five reporting abuse is on the increase. Social isolation during lockdown has been identified as one of the leading contributors. If you are experiencing domestic abuse, worried about someone you know, or are concerned about the impact of your behaviour towards others, then help is available: [www.somersetsurvivors.org.uk](http://www.somersetsurvivors.org.uk) or by telephoning 0800 69 49 999.

Investing in communities:

a. Bruton Enterprise Centre: Business in Bruton is set for a boost with work beginning on a new £2.7m Enterprise Centre. The Bruton site will be Somerset County Council's eighth Enterprise Centre and will be home to new offices, meeting rooms and industrial units.

b. Shepton Mallet Library: Plans have been agreed for Shepton Mallet library to receive a substantial makeover and serve as a hub for the local community. Somerset County Council's Libraries Service team has been in discussions with Shepton Mallet Town Council and members of local community interest group, to agree a new model for the library. The County Council's agreement to enter into a partnership will see the building used as a venue for a wide range of community-based activities outside the library's regular opening hours.

c. Comeytrove Primary School: Proposals for a new 420-place primary school as well as a nursery with capacity for up to 60 children to serve a significant new housing development in Taunton have been approved. It is expected that the new school will open in September 2022.

Census 2021: Households across Somerset will soon be asked to take part in Census 2021. It will be the first run predominantly online, with households receiving a letter with a unique access code, allowing them to complete the questionnaire on their computers, phones or tablets. Census day will be on March 21 and results will be available within 12 months, although personal records will be locked away for 100 years.

One Somerset: It is expected the Government's eight-week statutory consultation phase on the transition to a Unitary authority in Somerset will commence in mid to late February.

Maidenbrook Lane / Tudor Park crossing – Safety Audit has been completed. Lines and signs to be added all linked with WRR works. Looking at ways to get footpath through Country Park as a longer-term solution.

The following questions were asked about the SCC report:

Cllr Elliston asked if there have been any trends in the requests being made on the Helpline – Cllr Fothergill to check reports and send to Cllr Elliston.

Cllr Elliston asked how long the Helpline will be available / if there are any plans to close it down. Cllr Fothergill confirmed that there are no plans to close it down. The Contact Centre are currently making vaccination appointments too.

Cllr Elliston asked if there was any information available about what will be happening after lockdown? Cllr Fothergill confirmed that Boris Johnson is set to announce the roadmap for coming out of lockdown on 22nd February. Primary Schools are likely to reopen on 8th March. Other schools may follow later. A return to a tiering system is likely and surge testing is also likely to take place going forward. Third injection is likely to be needed in Autumn and next year and year after. Logistics need to be put in place to enable the vaccination programmes. Government is buying vaccines until 2025 at the moment. Everyone over 50 is going to need it every year going forward.

Cllr Gage requested an update on when the Climate Change Grant applications will be determined. Cllr Fothergill confirmed that there has been an over subscription. Decisions in respect of the application likely to take another 4 -6 weeks.

## **29/21 Environmental**

### **a) CIL Projects:**

#### **Footpaths / Rights of Way**

Assistant Clerk confirmed that the Parish Lengthsman has the gates ready to replace. Post Crete is also available and ready. 5 gates identified. Cllr Gage to look at other potential gates / styles that need replacing.

#### **Tacchi Morris Grant Application – update**

Cllr Hall confirmed that Tacchi Morris are well underway with modifications, refurb is progressing well. Some money from the amount allocated is remaining. This is being used for Skip and Timber – three quotes have being obtained and evidenced each time in respect of all expenditure.

### **b) Co-Op Noticeboard**

Assistant Clerk confirmed that the Parish Lengthsman will take the noticeboard away and work on it in his workshop. The modifications will include two doors and two keys.

### **c) Defibrillator Update**

Clerk confirmed that the cabinet has now been received. Decision regarding the location of the cabinet by the T-M Management Group is awaited.

### **d) Parking Issues in Acacia Gardens**

It was noted that the Member of the Public who requested the item was not in attendance. Clerk confirmed that the information regarding residents parking permits had been passed to the member of the public to take forward. Cllr Haskins confirmed that the residents have indicated that they would like residents parking and are following it up with SCC.

### **e) Placement of new dog bin in Bathpool**

Assistant Clerk outlined the quotes that had been received for placing a bin by the side of the road at the Canal Bridge on Hyde Lane.

It was agreed to place an order for the Barnsley bin and request that it is emptied once a week. The issue of dog bins in Hartnells was discussed. It was noted that these would need to be installed by Persimmon as in MH1. Clerk to add an item to the agenda for the 26<sup>th</sup> February meeting with Persimmon.

### **f) Land next to Old West Monkton Primary School – update**

Cllr Hall shared some proposed plans for the land for 20 allotments and a BMX cycle track that he had developed following a site meeting of Councillors.

In order to move forward with any plans, it was noted that the brambles on the site needed to be cleared before 1st March.

Cllr Fothergill agreed to share the plan with officers at SCC to get permission for the Parish Council to carry out the works to clear the brambles and also to follow up the acquisition of the land.

## **30/21 Reports, including recent developments, matters to consider and decisions to be made:**



**a) Bathpool Flood Warden: Mr Kevin Perry**

Kevin Perry reported that January was the wettest January in 4 years.

On 20th January the Old River Tone rose very quickly and pumping took place for 16 hours.

On 30th January there was persistent rain and pumping took place for 32 hours to keep water levels under control. All properties remained dry, there was water in gardens of Bridgwater Road and the combined sewer in back garden of 105 Bridgwater Road discharged on 30th January.

Debris from flood flap gates has had to be cleared. The debris was from the gardens and some from tree lopping, the Environment Agency are investigating.

FWAG have come back regarding streams for leaky dams. Requested another meeting in March to look at other ways to slow the flow and again in the Summer to put in leaky dams on Maidenbrook, Allens Brook and possibly Kingston Road Stream.

Debris in drains on Bridgwater Road still remains.

**b) NP Delivery Group Chairman: Mr K Tutill / Assistant Clerk**

Kelvin Tutill confirmed that the map has now been sent to all households and has gone down well.

The reviewed NP is now in a position to commence the Regulation 14 consultation. Ann Rhodes has agreed that the process can be started but has suggested a 9 week consultation period instead of 6. Default digital position has been agreed with Government and LAs. The reviewed NP needs to be available online and a paper copy also needs to be available to send to people should anyone wish to see a copy.

Kelvin Tutill requested approval to proceed with the Regulation 14 consultation. It was highlighted that once the consultation commences the NP will have more weight and will have some bearing on the MH2 application when it is submitted. It was proposed by Cllr Hall, seconded by Cllr Ellis and agreed with all in favour to proceed with the Regulation 14 consultation in respect of the reviewed NP.

**c) Councillors with roles of responsibility**

**Footpaths: Cllr Gage.**

Cllr Gage confirmed that he had nothing further to report.

**BACH: Cllr Gage.**

Cllr Gage reported that the BACH was closed until further notice due to the national lockdown.

**Allotments: Cllr Haskins (Clerk)**

Clerk confirmed that there was nothing to report.

**Highways: Cllr Besley**

Cllr Besley reported that the stream at Red Hill is still overflowing. Clerk to chase up with SCC.

**Water Retention Initiatives: Cllrs Cavill and Hall**

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

**Safe Routes to School: Cllr Tully.**

Cllr Tully confirmed that there was nothing to report.

**Public Open Spaces, Recreation and Children's Play Areas: Cllrs Hope and Cavill.**

Cllr Hope reported that within the retained hedgerows in MH1 that were previously the borders of fields that are now Persimmon/Redrow owned and are part of the POS, there are dead or dying trees through natural causes/diseases. The developers will only remove those that are in a dangerous situation where they are a hazard to the public, but will not replace them. This means that as time progresses hedges will gradually become less and less attractive to wildlife, and become 'thinner' and 'thinner'. Although nothing can be done until the POS is adopted, a plan should be put in place to budget for, and then replace these trees with suitable indigenous disease resistant species as soon as possible.

It was agreed to keep this issue on the radar and include an item on the agenda for the MH1 meeting with Persimmon on 26th February.

**Community Liaison/Transportation: Cllr Elliston**

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Cllr Elliston raised concerns about the exclusivity around broadband deals in MH1. The estate is tied to BT and Hartnells to another. Other companies can provide service up to box but not from the box to the house. There is no other option available to homeowners if they want superfast broadband to their home. Clerk to add item to the agenda for the MH1 meeting with Persimmon on 26<sup>th</sup> February.

**d) Communications Report**

Clerk confirmed that there was nothing further to report in addition to the Communications Report circulated in advance of the meeting.

**e) GDPR**

Clerk confirmed that there was nothing to report.

**f) WMPC Chairman**

Cllr Haskins confirmed that he had nothing further to report. Cllr Haskins reminded Councillors who have not already done so to develop their 6 lines for inclusion in the Annual Report and send to the Clerk.

**Representatives on outside bodies/Response to Consultations:**

**g) West Monkton Village Hall Management Committee**

Cllr Tully confirmed that there was nothing to report.

**h) The Spital Trust**

Cllr Ellis reported that one vacancy is still available. The Spital Trust have decided not to go ahead with solar panels. Trustees are nervous about future costs to the charity of having the panels.

**i) Any other events at which WMPC was represented**

SALC Training 21st January 2021 and SWT Training 26th January 2021.

**j) Consultations submitted**

No consultations submitted.

**31/21 Assets**

**a) Asset Register**

Up to date.

**32/21 Finance**

**a) BACH Finance**

Clerk summarised the BACH finance sheet to 31<sup>st</sup> January that was circulated in advance of the meeting. Cllr Gage confirmed that he has sent the meter readings to the school requesting a bill.

**b) Quotes:**

Cllr Haskins outlined a quote received to clear the area of land next to the old West Monkton Primary School. It was noted that due to the height of the brambles a front-loaded machine was needed.

It was proposed by Cllr Hall, seconded by Cllr Besley and agreed with all in favour to accept the quote from Edwin White of £45+VAT per hour for approximately 2-3 days if permission to clear the brambles is obtained from SCC.

**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	£0.09
	Nationwide	£ 3.22
	PSDF	£3.33
	CIL (Hartnells)	£45885.72

SWT grant for NP signage	£3000.00 to be shared with CF PC 8:13 see bacs payments below
HMRC third quarter vat reclaim	£5284.00
Payments	
Bus shelter cleaning and litter picking	
Mr A Pritchard, all his pay after tax => employee voluntary contribution to pension via Tailored auto-enrolment (£xx.xx to be paid by direct debit)) shown on bank statement	
Tailored auto-enrolment pension contributions	£xx.xx to be paid by direct debit)) together
Clerks salary (after tax) incl 6 months back pay	£xx.xx to be paid by bacs
Asst Clerk (after tax) incl 6 months back pay	£xx.xx to be paid by bacs
HMRC month 11	£416.77 to be paid by bacs
Homeworkers allowance Clerk	£27.00 to be paid by bacs
Homeworkers allowance Assistant Clerk	£27.00 to be paid by bacs
Lengthsmans services	£ to follow to be paid by bacs
Water2Business (supply to allotments, half year)	£43.40 to be paid by bacs (allotments)
B Turner: Allaboutyou work done in January	£125.00 to be paid by bacs (Comms)
SALC Training Cllrs Hall and Hope	£50.00 to be paid by bacs (trng)
Dog bin emptying third qtr SWT	£1451.52 to be paid by bacs (dg bin empt)
Taunton Timber for T-M refurb	£ 237.34 to be paid by bacs (CIL)
Any other invoices received before 9 Feb 2021 for invoice	£ to follow, to be paid by bacs wherever possible

Connect Furniture T-M the other 50 % is awaited £3091.92 left to be paid by bacs (CIL)

Resolution to make payments as described above (invoices to be paid by bacs where noted). Proposed by Cllr xx, seconded by Cllr xx and all agreed by show of hands.

Payments made since last meeting of WMPC

1.To note: Payments made using debit card

Clerk and Assistant Clerk virtual Regional Training Seminar South West on 24th March 2021. 2 x £45.00 + vat = £108.00

Clerk virtual Annual Practitioners Conference Feb £90.00

Upgraded dropbox to Dropbox professional (ran out of storage on Dropbox plus). Annual sub (17 Jan) on Dropbox plus £79.90+vat15.98, upgrade 100.86 TOTAL for the year ahead is £196.74. Thereafter 199.00 per annum until cancelled.

McAfee annual renewal through to Feb 2022 £74.99 + vat 15.00= £89.99

2.To note payments by bacs/transfer:

London Hearts defibrillator 1441.00 +vat 288.20 = 1729.20(env)

Sharp Cat Map printing and dispatch (WM share) 2475.47+vat495.09 = £2970.56 (NP)

CF PC Share of SWTC grant (8/21 of 3000) £1142.86 sent to CF PC by bacs listed under Sundry Admin

WM PC share of signage for Play Areas and Open Spaces 2847.00 +vat 569.40 = £3416.40 overrun after grant to come from CIL

Cleaning of Spital Almshouse £160.00 (as grant) no vat (Practically Perfect Maids).

K Signs signage for Play areas and open spaces WM share £2847.00 + vat 569.40 = £3416.40

3. To note payment by direct debit

Invoice 9095 Monthly payment of £12.00 + vat £2.40 = £14.40 to Tailored Auto Enrolment, for the servicing plan Tailored auto enrolment pension deductions: £79.97

Invoice SWS107541 Monthly invoice £59.80 + vat £11.96 = £71.76 to Somerset Web Services (13 mailboxes)

Invoice SWS107416 Annual fees for services £580.00 +vat £116.00 = £696.00

4. Cheque

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Nil

#### **d) WMPC Bank reconciliation**

Bank reconciliation and budget check: please check on green financial sheet. Ask any questions by email. Bank reconciliation for February is complete and balanced. Some variation between individual lines for budget figures and actuals is inevitable by this stage in the financial year.

General notes on spreadsheet

Each column heading is dated first of the month.

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

Each monthly expenditure column itemizes payment that will be made (i.e. paying the last month's bills) 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 February financial sheet

WMPC Receipts

Shows receipts between 1 Jan and 1 Feb, Includes interest from three bank accounts, late payment of CIL from Hartnells, SWT grant for NP signage

WMPC Expenditure

Communications:

Comms for Jan fin sheet - monthly SWS admin fee 71.76 + incr dropbox capacity 196.74 = £268.50

Comms for Feb fin sheet: Business all about you £125.00 + SWS 59.80 +vat 11.96 = 71.76 + annual renewals of service SWS 580.00 +vat 116.00 = £892.76.

Dog bin emptying third quarter – no grass cutting included in this quarter (1 Oct to 31 Dec) 1209.60 + vat 241.92 = £1451.52

CIL – Taunton Timber invoice for T-M café refurb 197.78 + vat 39.56 = £237.34

Training for Clerks and Cllrs: Practitioners conference 90.00 + 2xRegional conf 90 +vat 18 = £198.00 on Jan fin sheet. On Feb fin sheet 2x cllrs planning trng 50.00

#### **e) To note the next Meeting of Audit Working Party (second quarter) Friday 16th April 2021, VIRTUAL 9.30am: papers will be circulated to members.**

AUDIT WORKING PARTY

Meeting Friday 15th January 2021 at 9.30am

VIRTUAL MEETING

In attendance: Cllrs Haskins, Hall, Gage, Tully: Clerk and Assistant Clerk

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

1. Report of the second quarter meeting in October to be approved. Proposed by Cllr Gage, seconded by Cllr Hall and all agreed to approve the report of the meeting on 16th October 2020.
2. To confirm third quarter bank reconciliation, bank statements. To note that owing to continuing covid-19 restrictions, Parish Council meetings are held virtually, therefore Cllr Cavill is checking and signing bank statements and green finance spreadsheet (independent, not a cheque signatory).

It was agreed that in the present circumstances Cllr Cavill should continue to check and sign bank statements, financial spreadsheets and bank reconciliations. Cllr Cavill had signed the third quarter detailed bank reconciliation.

3. To check WM green financial spread sheet for budget compliance, and make any observations. To check BACH green financial spread sheet for BACH finances and to note pertinent features.

BACH financial spreadsheet had been circulated. It was noted that this had been a quiet year for the BACH owing to closure imposed in COVID-19 lockdown. Support grants had been obtained. There was a slight excess of income over expenditure. It was noted that no invoices to heating and lighting costs had been

received from the Primary School (BACH shares the same commercial supply). Cllr Gage will calculate an estimate and seek approval by the Business Manager at the Primary School (Sarah Harper is business manager). It was confirmed there is enough money in the reserves to cover the cost of the utilities.

The budget compliance was explained as shown on the WM Financial spreadsheet. At this stage (third quarter) there are some negatives on individual lines – these were explained and notes made in precept discussion document for next year's precept. Noted that old laptop from Clerk had now been wiped clean by QSS IT and passed into care of Jo Pearson for use for management of volunteers at Somerset Wood. Note will be made in the asset register that it remains the property of WM PC.

4. To confirm third quarter VAT reclaim.

The VAT reclaim for the third quarter had been submitted for £5284.54, owing to some high expenditure on CIL project (refurb Tacchi-Morris downstairs Café).

5. Unity Trust – no further progress.

Agreed to keep under review. Current accounts charge bank charges, not good in current climate. Instant access account easy to set up. WM could also use Hampshire Trust.

6. To receive the report of the Audit Trail for the Tacchi-Morris refurbishment of the downstairs café.

7. Detailed report for aims, vision, current and improved offering had been submitted.

Tacchi-Morris refurb of downstairs café					
CIL project agreed Nov 2020					
Total agreed		16436.00			
Invoices paid				vat	
Nisbetts	expresso machine				
	upright fridge				
	glass cabinet				
	refridgerated cabinet				
	multi-deck with security shutter				
	incl discount		9069.95	1813.99	
Kae connect	600mm table tops				
	750mm table tops				
	table bases				
	armchairs				
	stackable side chairs				
	delivery				
	discount		5153.20	1030.64	of which 50%paid up front
					3091.92 8th Dec2020
Total spent at 16th Dec			14223.15		
Total remaining at 16th Dec			2212.85		

Three quotes had been obtained for furnishings and for equipment, and the best value selected.

8. To confirm grant applications received.

An additional donation of £600.00 had been given to St Margaret's Hospice in recognition of the care provided for West Monkton residents. Receipt acknowledged by Hospice; total donated this year £1000.00. Spital Trust may make application for 'Climate' grant for pv panels – could consider awarding entire £5k in budget line since year end is approaching.

In April new grants policy will come into play on 1 April 2021, with set windows for deciding grants.

Agreed to bring applications to AWP for recommendation to main Parish Council.

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

- Appointment of media/PR person. Three possibles approached: one selected. Her brief is to deliver the CSE Climate roll-out, maybe look to developing an equivalent of the Wincanton Window – Clerk to get a quote for setting this up from SWS, maybe run the PC section for the Village News.

- Sports pitches: a new topographic survey will be needed before any work can commence. It was agreed this would not be commissioned by WM PC until it was established and a commitment given by SWT what they would be handing over. Agreed to advertise on WM Local Businesses FB page and also seek assistance from CP volunteers.
- It was agreed to seek direction from SALC as to whether an Annual Parish Meeting could/should be held. In the affirmative, a date should be set immediately (31st March 2021) and speakers found. The meeting will be held by Zoom unless rules change.
- Annual Report needs to get underway. It was noted that an item on how CIL money had been spent should be included in the report (Assistant Clerk to write).

10. Date of next Audit Working Party meeting Friday 16 April 2021 at 9.30am.

**f) To report arrangements for Internal Audit of Parish Council and BACH.**

Mr K Perry has expressed willingness to do the Internal Audit of all Accounts for the year ending 31 March 2021.

**33/21 Other matters for report only**

**a) Items for next meeting agenda – by Monday 1st March 2021**

Noted

**Confidential Session:**

**34/21 Country Park**

Cllr Hall reported that the Somerset Wood planting is well underway. There is about a further two weeks of planting left to get the remainder of trees in.

Footpath along the bottom of the Country Park for safe route to school needs further discussion but it has already Cllr Gage asked the Parish Council to consider purchasing some Foxgloves and Primroses to be planted at the Country Park. It was agreed not to progress the idea at the moment.

**35/21 Dates of forthcoming meetings**

Future meeting dates will take place virtually through Zoom on the following dates.

**Parish Council:**

**Second Tuesday** in the month

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

**Planning Committee**

**First Tuesday** in the month

2nd Mar, 6th Apr, 4th May, 1st Jun, 6th Jul, 3rd Aug, 7th Sep, 5th Oct, 2nd Nov, 7th Dec

**Parish Surgery:** Virtually - Second Thursday of the month at 7pm.

**Annual Parish Meeting:** 31st March 2021

**BACH Committee:** TBC

**Audit Working Party:** Virtually – 16<sup>th</sup> April 2021 at 9.30am

**Budget and Precept:** TBC November 2021

There being no further business, the meeting closed at 10.35pm.



Signed Chairman:

Date: 9<sup>th</sup> March 2021