



West Monkton Parish Council

ADOPTED

Minutes of the meeting of West Monkton Parish Council held on Tuesday 9th January 2018 at 7.00pm in the BACH (Brittons Ash Community Hall), Bathpool.

Present: Cllrs Besley, Cavill, Ellis, Gage, Hall, Haskins (Chairman), Ling, Tully.

In attendance: Mrs P A Cavill, Clerk; Mrs A Shepherd, Assistant Clerk; Ms J Pearson, Clerk to Cheddon Fitzpaine Parish Council; 8 members of the public; Mr K Perry, Bathpool Flood Warden; Mr K Tutill, Chairman NP Steering Group; Cllr R Parrish, TDBC.

001/18 Apologies

Apologies were received from Cllrs Thompson (Business) and Fothergill (SCC business).

002/18 Declarations of Interest, Dispensation Requests, amendments to the Register of Disclosable Pecuniary Interest

None had been received.

003/18 To adopt the minutes of the last meeting of the Council held on 12th December 2017

The minutes, having been previously circulated, were taken as read. **It was resolved** to adopt the minutes of the meeting on 12th December 2017, proposed by Cllr Tully, seconded by Cllr Ellis, and all agreed by show of hands.

To adopt the minutes of the last meeting of the BACH held on 19th October 2017

The minutes, having been previously circulated, were taken as read. **It was resolved** to adopt the minutes of the BACH meeting on 19th October 2017, proposed by Cllr Ellis, seconded by Cllr Cavill, and all agreed by show of hands.

004/18 To note Clerk's report and Assistant Clerk's report

Both reports had been circulated prior to the meeting.

Clerk's report

Grant payments were made to IWA, WM Primary School and WM Cricket Club.

Attended Parish Surgery 14 Dec 2017.

Defibrillator has been ordered with acknowledgement to SCF and Monkton Inn on the external box.

Lengthsman Services will repair Spital and Merry Monk bus shelters, and will refurbish the St Quintins noticeboard prior to relocation.

Training needs can be met by SALC in Somerton – Code of Conduct and GDPR.

Site meeting with N Whitemore, TDBC, confirmed the location of litter bins at bus stops outside primary school, dog bin in Acacia Gardens, alternative locations for St Quintins notice board, and initial enquiries ref Bus shelters either side of A 3259 at Garden Centre.

Assistant Clerk's Report

Assistant Clerk reported that a meeting of the BACH committee took place on 13th December and the next meeting is scheduled for 1st March 2018. Assistant Clerk also reported that the TDBC invoices have been paid but there are some discrepancies between the invoices issued and the payments received. Assistant Clerk reported that all but two new tenancy agreements for the allotments have been returned. One vacancy remains which is being advertised on the facebook page.

005/18 Report from SCC Cllr D Fothergill

Cllr Fothergill was not present but in his absence, the road closure on A361 at Durston starting in February was noted, also the refurbishment of the Autism Centre at Heathfield School (using the buildings that were formerly the Primary School). Information about the road closure will be put on Facebook.

006/18 Report from TDBC

Cllr Parrish: The Council Tax Support Scheme and fees charges are under review, aiming to be self-funding wherever possible (including running the Crematorium). Collection of Council Tax is slightly ahead of target. The Deane House refurbishment in on schedule, the ground floor should be ready for the Police to come in by December 2018.

Cllr Cavill: Entry has been made at the front of Deane House to allow access to the reception desk and thence the main building.

The pre-enquiry meeting ref Hartnells Farm had taken place, attended by Cllr Cavill. There are currently two applications for Hartnells Farm, one with a restriction of 150 houses until payment of £1m towards the WRR is made. There is a need to assess the impact on the roads by the development. The access is likely to be off Bawler Road junction, by a roundabout, developers are wanting something different, therefore traffic assessments will be made in order to consider the junction and the access to the site. Appeal date is 21 February 2018.

The meeting was adjourned.

Public Question Time By agreement with the Chairman, the questions raised were answered in the body of PQT, where possible.

A resident from the new development made some comments/asked a number of questions.

- The car accident close to the bus gate at Bathpool on 15th Dec 2017 had resulted in spread of car debris for a 30 metre stretch up the side of the road
- Thefts from cars on the Heathfield estate are being monitored by residents who have set up a What's App network, circa 60 subscribers.
- Noted that there had been no progress since Persimmon had attended Parish Surgery in November, they will be asked for a progress report at Parish Surgery on 11th Jan 2018.
- Anti-social behaviour on mopeds around the estate has been reported to the police.

Reported to SCC Highways

Noted Residents/Persimmon/ Councillors
Use 101 or email PCSOs

Cllr Parrish reported that vandalism and antisocial behaviour at Waterleaze is under covert observation by police. Police advice – do not challenge anti-social behaviour.

Another resident asked for update on tennis court poll and results

Tennis courts are on the list for leisure provision in the parish. After the WRR is built and open to traffic, traffic modelling will take place.

The same resident also asked for the time frame associated with the bus gate on A3259

Public Question Time was closed and the meeting was reconvened.

007/18 Reports, including recent developments, matters to consider, and decisions to be made:

a) West Monkton Parish Council Chairman

There had been a site meeting with Stoneman to take detailed measurements for a more accurate quotation. The structure will be galvanised. Detailed quote will be submitted.

Cllr Haskins

b) Bathpool Flood Warden Mr K Perry

Meeting with himself, Ted Willis, and Bert Leach (EA) took place on 19th Dec. B Leach has made contingency plans within the Environment Agency (EA) to locate the pump at Bathpool. A trigger point has been agreed for the point at which the pump will be brought in.

A request has been made to install a flow meter at Allens Brook. EA also looking at other options. Spill height at Allens Brook, B/W Road and Yew Tree Lane to be measured.

The pump was installed and used before Christmas, but a local resident complained about its site and insisted on its removal. There were flood alerts over Christmas. The pump was deployed. EA happy for residents to call for the pump.

B Leach requested another meeting with the Parish Council.

EA surveyor

K Perry/B Leach/Clerk.

c) NP Steering Group Chairman, Mr K Tutill

Mr Tutill reported that the Independent Examiner's Report had been received (not yet in public domain, so public asked to leave the meeting). Each point was considered in turn.

It was resolved that West Monkton Parish Council approves the WM & CF Neighbourhood Plan subject to the amendments required by the Independent Examiner; and resolves that the approval of the final report (if needed) will be by the Chairmen of each parish in order to allow Taunton Deane to proceed to referendum without further delay. Ann Rhodes to be informed immediately.

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

Clerk

With the consent of the meeting, the response to CSM NP, (listed as agenda item 11 (d)), was considered, having been previously drafted and circulated. **It was resolved** to submit the document, proposed by Cllr Gage, seconded by Cllr Cavill, and all agreed by show of hands. **It was resolved** to amend the document to fit the WM & CF NP, and to submit a response to CSM.

Clerk
Clerk

d) Councillors with roles of responsibility:

Footpaths: Cllr Gage had no report.

NFA

BACH Chairman Cllr Gage: the quotes for the extra car parking places were explained. There will be a pre-start meeting to ensure specifications are agreed and understood. Extra space on the other side to be quoted for separately. Car charging units to be investigated further. **It was resolved** to accept the quote from Beau-Tar, proposed by Cllr Cavill, seconded by Cllr Hall and all agreed by show of hands.

Cllr Gage

TDBC has paid most of the money owed in hiring charges. A meeting will be set up to understand the deductions they made.

Cllr Gage

Add to Ts and Cs of Hiring 'BACH reserves the right to charge interest on unpaid fees

Assistant Clerk
Contractor/Zoe

Faults have been identified in the sprinkler system which need to be corrected by MiSpace

The school hall floor is lifting and some carpets are wet. No equivalent faults found in BACH. Keep a watching brief.

Cllr Gage

Meeting in the school on 11th Jan with Senior Manager from MiSpace ref snagging list, no handover manual, no H and S manual on how to run the building.

Contractor/Zoe

Allotments: Cllr Haskins reported that there is one vacant allotment. Suggestion made that grass cutting could be done with a mower at the allotments and elsewhere. Agreed to trial a mower from M Ellis before purchase.

Asst Clerk

S Rolls/M Ellis

Highways/COWMS: Cllr Besley reported that COWMS is considering legal action regarding the bus gate at Yallands Hill. The group had met Cllr D Fothergill, who explained the history. The group is surveying the signage in the village of West Monkton. It was agreed that Cllr Hall should also be liaison Councillor with COWMS. Cllr Hall requested background information from Cllr Besley
Response to Alyn Jones email: following discussion it was agreed that: a Method Statement was needed: what were the assumptions for future traffic flows: what is an acceptable increase of traffic on the minor roads, i.e. a capacity statement. It was agreed to get involved, but a contribution from the Parish Council would be for a fixed sum.

COWMS

Clerk
Cllr Besley
Cllrs

Clerk

Public Open Spaces and Flooding: Cllr Thompson not present – no report

NFA

Safe Routes to School: Cllr Tully had no report

NFA

Transportation: Cllr Ling reported the new routes were in place. The pavements at Community Square are difficult for the buses to negotiate. Persimmon not likely to assist – perhaps after adoption apply to Highways to amend?

NFA at present

Other ongoing actions:

Cllr Ling reported that the opportunities for PO Services Ltd at the Co-op shop in School Road were being explored by the Manager.

NFA

f) Communications Report

Assistant Clerk reported that the logo has now been included on the facebook page, on the website and is being used on Parish Council paperwork and correspondence. Message Board enquiries are continuing, two very differing quotes have been received so far, Assistant Clerk is making further enquiries to find a suitable message board option. A facebook campaign is to be launched to gather pictures for use on the facebook page, website and to display at the BACH. FB has 100 likes and links to other local groups so reaches more.

008/18 Planning

There were no applications in the period.

009/18 MH development

Stoneman Engineering visited the site with Cllrs Haskins, Gage, Ellis and Cavill. Will report back to Cllr Haskins
SCC proposals for joint working ref WRR/A3259. Dealt with under para 007/18 (d).

Cllr Haskins

Clerk

010/18 Environment

a) PO report from Cllr Ling: made in 007/18(d).
b) Given SCC stated use of statistics collected by SIDS, after discussion WMPC decided there was no further interest in the SID programme when it finally closes.
Preference was expressed for speed gun monitoring and '30mph' 'Slow Down' signs – Jo Sharp SCC

NFA

NFA

Clerk

011/18 Reports from Parish Council representatives on other bodies

a) West Monkton Village Hall Management Committee.
Cllr Tully reported the Management Committee has decided to remove the picture of Cllr and Mrs Cavill in full Mayoral regalia from the Ruth Schofield committee room. Cllr Tully reported that Monkton Players Drama group will take over Playgroup shed.
b) Spital Trust. No meeting, therefore no report.
c) Any other event at which WMPC was represented. None.
d) Comments on CSM neighbourhood Plan Regulation 14 consultation. Dealt with under para 007/18(c)

NFA

NFA

NFA

Clerk

012/18 Assets

a) to provide update on trophy cabinet/cups/installation
Trophies are now inside locked cabinet. Clerk has keys to cabinet.
b) Defibrillator has been ordered.
c) Bench currently in custody of Chairman could be refurbished and placed under flowering cherry tree at BACH

NFA

Clerk/Cllr Gage

Clerk/Zoe

013/18 Finance

- a) Dyers Brook: Stoneman chosen to be supplier, will send in revised quotes. Meters have been read at BACH for electricity, and water heating. Quotes: Dyers Brook- not yet (Site meeting 8/1/2018 with supplier)
Street furniture TDBC (site meeting in Dec)
1. To supply & install 2 litter bins at the bus stops outside new school for the sum of **£790.00+vat.**
 2. To supply and install one 50ltr dog bin at Acacia gardens for the sum of **£345.00+vat.**
 3. To empty the dog bin twice week for the sum of **£2.85** an occasion x 2 = **£5.70 a week.**
- It was resolved** to accept quotes: proposed by Cllr Tully, seconded by Cllr Ling and all agreed by show of hands
- b) Defibrillator has been paid for from funds received (Somerset Masonic Fund, The Monkton Inn).
- c) To receive receipts and payments, approve payments listed below
- d) To note bank reconciliation and budget check, WMPC and BACH
- e) To note progress on application for S106 (Aginhills) funds for BACH improvements:
It was resolved to accept quotation for proposed car park area for 12 spaces: Beau-Tar £18999.00 +vat – additional space to be included beside Wooden structure (housing air source) in front of school, if possible (separate quote to same spec). Electric charging point.
Lighting on bin store John Marchant £473.00 + vat.
White lining quotes still to come.
Proposed by Cllr Cavill, seconded by Cllr Hall and all agreed by show of hands.

f) Bank accounts: notice from Santander that the account will be certified dormant on 20/1/2018. Santander requires a letter in order to close the account- underway. Former Councillor Miss Day removed from list of Lloyds bank signatories, Cllr Besley added.

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 as per green sheet	
Business Listing subscriptions	Nil
Allotments rent for 2018 x 4	£120.00

Payments

Bus shelter cleaning and litter picking for Dec	
Mr A Pritchard, all his pay after tax => employee voluntary contribution to pension ¹	£xxxx to be paid by direct debit
Clerks salary Dec (after tax)	£xxxx to be paid by bacs
Clerks NP Dec	£xxxx to be paid by bacs
Asst Clerk Dec (after tax)	£xxxx to be paid by bacs
HMRC month 10	£255.99 to be paid by dcard
Third quarter expenses Clerk	£xxxx to be paid by bacs
Third quarter expenses Assistant Clerk	£xxxx to be paid by bacs
Homeworkers allowance Clerk	£16.00 to be paid by bacs
Homeworkers allowance Assistant Clerk	£16.00 to be paid by bacs
Lengthsmans services in Dec	no invoice for this month
Annual sub due 1/1/2018 CCS Buildings	£100.00 to be paid by bacs

Resolution to make payments as described above (invoices to be paid by bacs where noted)

Proposed.....

Seconded.....

All agreed?.....

Other payments made since last meeting of WMPC

1. To note: Payments made using debit card:

none

2. To note payments by bacs/transfer

Defibrillator ordered from HeartSafe AED Locator Ltd £2094.00 + vat £418.80 = £2512.80

3. To note payment by direct debit

Invoice 2629 Monthly payment of £14.40 to Tailored Auto Enrolment, servicing plan (on Jan fin sheet)

Notes to be read with WMPC green financial sheet (to follow)

Note: BACH accounts are separately recorded.

General

No receipts recorded on 1 April since all receipts to 31st March were included in year - end 31st March spread sheet (the 13th column on the spread sheet); so, the year - end balance last year (31 March) becomes this year's carry forward figure at the start of the year (1 April).

Each column heading is dated first of the month.

Each monthly receipts 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). These are the monthly list of payments for approval.

Some items are paid for at the point of purchase by debit card. These are reported separately under 'payments made'.

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

Specific notes for December financial sheet

Receipts

Interest received £1.43 Santander, and £1.82 Lloyds = £3.25

Allotment rent for 2018 4 x £30 = £120.00.

Other grants/income/BACH refund nil

^{1 1} After tax, Tailored Auto Enrolment make payment to Legal and General 'nest' fund by direct debit, see invoice number shown in 'Other payments' item 3

Bus dir/other nil

Expenditure - As listed.

Sundry admin

The two homeworkers allowances (£16.00 x 2 = £32.00) are recorded in this budget line. £4.00 per week is the amount allowed by HMRC which does not need to be reported to them. Both Clerks are eligible because there is no Parish Office from which they work.

BACH

Payment for Barrier key fitting (Mi-Space) withheld because insufficient keys provided, more promised, not yet received, so £936.00 will roll over into next month.

Litter bin supplied and installed by TDBC at Sylvan Way in Nov so invoice will follow: £474.00 will roll over into next month.

Grants made: Primary School £1800.00 + IWA £250.00 + Cricket club £500.00 = £2550.00

Wages: Payment to litter picker taken by direct debit – due to dates on which payment was taken out of account nil payment recorded for Nov, but two payments recorded in Dec column on fin sheet.

Same applies to **Auto enrolment** payments – nothing taken out of account in Dec but taken out of account in Jan.

Budget Check – on track

Bank reconciliation

Third quarter detailed bank reconciliation completed and signed by independent signatory. (This will form part of the Annual Receipts and Payments report). There are four unrepresented cheques total value £618.30. Receipts = £196027.02; Payments as per bank statements = £196645.32. Difference is £618.30 i.e. unrepresented cheques.

BACH

Payment for Barrier key fitting (Mi-Space) withheld because insufficient keys provided, more promised, not yet received, so £936.00 will roll over into next month.

g) **BACH finance**

BACH Finance Sheet:

Assistant Clerk summarised the finance sheet, drawing attention to the TDBC payment that has been received and providing an explanation in respect of the outstanding invoices.

014/18 Other matters for report only

Ground maintenance in the Parish

015/18 Dates of future meetings

Parish Council: Always held on the **second Tuesday** in the month: 2018: 13 Feb, 13 Mar, 10 April, 8 May

Planning Committee: Held sometimes on a Tuesday, sometimes on a Wednesday, depending on other bookings of the BACH:

2018: **Wednesday:** February 7th, March 7th, May 2nd, June 6th, July 4th, August 1st, October 3rd

Tuesday: January 2nd, April 3rd, September 4th, November 6th, December 4th

BACH Committee; Thursday 1st March 2018 at 7.00pm at the BACH.

Parish Surgery

Second Thursday in the month at 8.30am

11 Jan, 8 Feb, 8 Mar, 12 April, 10 May, 7 June, 12 July, 9 Aug, 6 Sept, 11 Oct, 8 Nov, 13 Dec.

Annual Parish Meeting 28th March 2018 at 7.00pm at the BACH

There being no further business, the meeting was closed at 10.00 pm.

Signed Chairman.....

Date.....