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West Monkton Parish Council

## ADOPTED

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

Present: Cllrs Besley, Cavill, Ellis, Gage, Hall, Haskins, Kelly, Thompson and Tully.

In attendance: Mrs P A Cavill, Clerk; Mrs A Shepherd, Assistant Clerk, Ms J Pearson, Clerk to Cheddon Fitzpaine Parish Council, Cllr D Webber from CPFC, Cllr D Fothergill SCC, 11 members of the public.

### 134/18 Apologies

a) Apologies had been received from Cllr Parrish (away), Mr K Perry, Mr K Tutill.

### 135/18 To note

a) Declarations of Interest: none were declared.

b) Dispensation Requests: none had been requested.

c) Amendments to the Register of Disclosable Pecuniary Interest: none had been notified to the Clerk

### 136/18 To adopt:

#### a) The minutes of the last meeting of the Council held on 11<sup>th</sup> September 2018

The minutes, having been previously circulated, were taken as read.

**It was resolved** to adopt the minutes as a true record, proposed by Cllr Tully, seconded by Cllr Ellis, and all agreed by show of hands.

#### b) The minutes of the extraordinary meeting of the Council held on 24<sup>th</sup> September 2018

The minutes, having been previously circulated, were taken as read.

**It was resolved** to adopt the minutes as a true record, proposed by Cllr Ellis, seconded by Cllr Kelly, and all agreed by show of hands.

### 137/18 To note Clerk's report and Assistant Clerk's report – no decisions

Clerk's report

Attended: WM Parish Surgery 13<sup>th</sup> Sept, Great Plastic Debate 14<sup>th</sup> Sept, Site meeting Dyers Brook Bridge 20<sup>th</sup> Sept, SCC Civic Service for new Chairman 17<sup>th</sup> Sept, SLCC meeting 21<sup>st</sup> Sept, mtg with WMCC ref planning application, WM Liaison meeting 1 October

Many hours spent (with Jo) on work associated with Country Park

Regular checks to TDBC Planning website to monitor activity ref Hartnells application

Site meeting with SCC J Lebrun ref boxed culvert for Dyers Brook bridge

Received a call from a person who declined to identify themselves reported replacement of garden gate with field gate at a house in Gotton.

Assistant Clerks' report

Assistant Clerk confirmed that the BACH Activity Hall and Committee Room will be painted on 30<sup>th</sup> and 31<sup>st</sup> October. Quotes are continuing to be gathered for the hearing loop, screen and air conditioning units which will be considered at the next BACH Committee meeting on 18<sup>th</sup> October.

Assistant Clerk confirmed that the work to the fence surrounding the allotments is due to commence on 17<sup>th</sup> October.

Assistant Clerk confirmed that she had attended the Village Halls, Playing Fields and Parish Councils training on 26<sup>th</sup> September organised by the Community Council for Somerset. A query regarding whether VAT should be charged on BACH invoices was raised, further advice has been sought from SALC.

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Assistant Clerk confirmed that she has started to explore the format of the new welcome packs. Assistant Clerk suggested contacting the parish logo designer about quoting for the design work for the welcome packs.

### **138/18 Report from SCC Cllr D Fothergill**

£12m of savings still required this year, 70 budget lines are affected. Including Young carers and get Started: children's services continue to overspend. £330m spent in local economy. New schools programme: construction of new buildings for Selworthy School has started, next new school to be built will be a 14-classroom building at Somerton. Two thousand patients had been assisted on the Home First initiative. School admissions deadline is 31st October. At Hinkley Point, 4.5k tonnes of concrete are being poured for the nuclear island; work is on schedule. Public Health dept information is that supplies of flu vaccine are now available again. Highways pothole reports have reached a record low. The survey on Library services (including Priorswood) is complete and results will be published on 16 October. More foster parents are required. The two Parish CIL projects (cycle path at Dyers Lane and pavement at Croft had been sent to Parsons Brinkerhoff, who has declined to quote. The projects have been passed to Skanska (who are looking for a design and build contract). Pedestrian crossing proposal at Tudor Park has been rejected by Highways, Clerk at Cheddon is requesting signage. The route is not an approved Safe Route to School (which follows a longer route, crossing at the roundabout and going through Waterleaze to get to the pavement on the south side of the A3259 at Tudor Park). Work commences soon on the footpath along Hyde Lane (Safe route to School from Creech St Michael). FOI request about WRR received by WMPC Chairman, in response Cllr Fothergill explained that Persimmon agreed to SCC doing the technical drawings for the WRR for a fee. The drawings were completed some time ago, but so far Persimmon has not paid for them, so they have not been released. As soon as the fee is paid, the drawings will be released, for Persimmon to go to tender to get the road built. A meeting is scheduled for the end of the month. A resident noted that the recent motorway accident resulted in a lot of vehicles following sat nav directions through the bus gate, rather than reading the road signage in place.

### **139/18 Report from TDBC Cllr Cavill**

Cllr Cavill reported the sale documents for the sale of the two Crown Estate fields to TDBC were being sealed. Next step will be to set up joint and equal ownership. This represents the first part of the Country Park, end total likely to be circa 160 acres. Progress on joining W Somerset with Taunton Deane is now going through the legal processes in parallel with existing structures. At the Coal Orchard, the swimming pool will come down shortly and the architect has been appointed for the Brewhouse. Receipts of £16m NHB and CIL are planned into TD expenditure. Funds for infrastructure may fall short of CIL income, £4.5m of this is set aside as a contribution towards SCC schools programme. Waiting for decision on HIF funding application for £82.4m which could include Langaller Road.

### **140/18 Country Park**

Chairman Cllr Alan Hall and Cllr Cavill provided a project update.

Councillor Hall provided a power point briefing on current state of play.

- Review of the Gantt chart
- Display board – first draft by TDBC – some work needs to be done; dimensions 900mm x 300mm.
- Drone photographs of the two fields shown
- Details of the memorial shortly to be finalised

Insufficient time for TDBC Legals to set up the Trust for the land – so TDBC has purchased, allowing time for Memorial to be organised, returning to Trust and Joint Committee set up later. S Adams will attend next PC meeting on 13<sup>th</sup> Nov.

License to occupy has been drafted – a full standard construction license produced by TD Legals – a very heavy hand. Meeting with WM lawyers (Bailhache) alleviated some concerns. S Adams aware. License will be for minimal works required for Memorial to happen on 9<sup>th</sup> November. Land in ownership of TD therefore TDBC will make site secure and do fencing to the northern boundary which was a condition of sale (contractor lined up to install chestnut fencing plus pigwire).

Planting the Wood entirely rests with SCC. Cllr Hall and Cllr Cavill have underpinned the Memorial event by making all necessary arrangements before passing them over to SCC nominated organiser.

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Cost of PEA should be reimbursed by TDBC (I Clarke dealing with this). Memorial stone purchased by WMPC and will remain in PC ownership. Making track safe for Dedication ceremony may be a non-recoverable cost and carried by WMPC. Book of Dedication commissioned, will remain in ownership of Country Park.

Discharge of landscape condition on Planning Permission (change of use from agriculture to parkland) will be discharged by submission of landscape plans. Then Trust can be set up and work on Visitor centre and other initiatives can resume, including major grant applications.

The meeting was adjourned.

**Public Question Time** *By agreement with the Chairman, the questions raised were answered in the body of PQT, where possible. No decisions.*

A resident reported a new gap in the hedge on the road boundary of Hartnells. It was confirmed this did not appear on the planning maps as an entrance into the development site. Confirmed timescale for WRR not known (refer Cllr Fothergill report 138/18).

Nfa

A resident noted the buses lingering with engines running outside his house had ceased the practice, thanks accorded to Cllr Kelly, Member responsible for Transport.

Nfa

A resident enquired about the progress of planning application 48/17/0043 (Coker Engineering site). Although conditional permission was granted in March 2018, discharge of the conditions has been halted due to discrepancies in the dimensions of the first building erected. It was explained that a new Planning Officer, A Penna, Project Manager for Monkton Heathfield, would be following this up.

Nfa

Cllr Hall reported that the Persimmon site foreman reported he had not been briefed for repair work; it was reported that SCC had fed into the Safety Audit for the Play areas.

In response to a question it was explained that SCC cut backs had reduced the roadside hedge-cutting programme, gritting, and roadside grass management; however, highway safety would not be compromised (gritting likewise).

A resident commented that he believed that the delay in POS management contracts rests with Persimmon, as Redrow contracts are signed. The same resident has written to the MP, Rebecca Pow.

Other issues with Persimmon include TD legal dispute/WRR/Open Spaces/ development and marketing of Local Centre and Employment land.

Tennis Courts: a long running request. Other ways to deliver a tennis court were discussed. Request to include in leisure provision of MH2. Purchase land in Parish and use the land to deliver a tennis court. Need to get estimates of cost of court, maintenance, land purchase.

Cllr Gage

Allotments could be included in the Country Park (not the two fields between Yallands Hill and Maidenbrook lane).

Could include more robust Outdoor Leisure provision (i.e. not Leap or Neap) in next review of NP, new regulations from NPPF say NP should be reviewed every two years.

NP DG team  
WMPC

Could be CIL projects. CIL123 list needs review.

A resident reported his findings on plastic recycling viz. that plastics taken to Waste Recycling plant will be accepted, whereas door step collections can't take them. Suggest a Parish Initiative to tie in with Community Litter Pick event at Community Square (date to be confirmed). Cllr Cavill will inform TDBC Portfolio holder for Environment. Recycling Initiatives will be on next agenda.

Cllr Cavill  
Clerk

Public Question Time was closed and the meeting was reconvened.

#### **141/18 Reports, including recent developments, matters to consider, and decisions to be made:**

##### **a) West Monkton Parish Council Chairman**

Cllr Haskins reported that the Annual Parish Meeting and Annual Report publication would take place on 27<sup>th</sup> March 2019; therefore 'Six Lines' were required from all Councillors by February.

All Councillors

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**b) Bathpool Flood Warden Mr K Perry**

Mr Perry apologised for not attending but see Member Responsible for Flooding report below.

Cllrs Thompson

**c) NP Delivery Group report Mr K Tutill**

Mr Tutill apologised for not attending – there was no report. Meeting for NP DG being organised for November.

Clerk

**d) Councillors with roles of responsibility:**

Member for Footpaths Cllr Gage: No report.

Nfa

BACH Chairman Cllr Gage: see also Assistant Clerk's report. Cllr Gage reported a problem with the Ladies washroom surfaces lifting. Has reported to the Architect, who is still engaged with the school on snagging issues. Business Manager at the school leaves end of year. It was queried if the BACH heating is working. Welcome Board notices were slowed down successfully. A recent hiring had resulted in chipping a water jug and broken glass – put down to normal wear and tear. Review signage for use of water heater and dish washer as they had been left on after a weekend hiring. Next BACH management meeting is 18<sup>th</sup> October at 7.00pm at the BACH.

Cllr Gage

Allotments: as per Assistant Clerk's report. Allotments are fully occupied.

Nfa

Member for Highways: Cllr Besley – no report

Nfa

Member for Public Open Spaces and Flooding: Cllr Thompson

Cllr Thompson made a joint report on behalf of Mr K Perry and himself regarding flooding issues/Bathpool/upstream attenuation. The Maiden Brook contributes the most water to the river tone, more than Allens Brook, Dyers Brook and Kingston Stream. The suggestion made by Didier Lebrun SCC for a weir at Maidenbrook was discussed- advantages and disadvantages including impact on Attenuation pond drainage scheme on Northwalls estate. Working with FWAG ref upstream landowners and attenuation/slow the flow measures.

Visit to Viridor site 40 plus acres, glades and avenues – access discussed. Flap valves controlling flow between R Tone and back of houses immediately adjacent to railway bridge at Bathpool were discussed: findings largely concur with findings of resident some years ago, but flood comes from 3 streams not backfill from River. Viridor wildlife site is quite mature, planted in 1989. Top part of land is potential site for bridge over to north of canal by marina. Public access to Viridor site could be achieved off Bridgwater Road. Somerset Wildlife Trust could manage site. Use could be made of culvert under railway, improve in exchange for closure of pedestrian crossing?

Meeting with residents at Bathpool ref concrete plinth and location of pump. Smaller pump this year. Residents do not want a permanent installation. Would like a letter from EA to confirm – report this to B Leach. They would support permanent site on the other side of the railway.

Clerk

Member for Safe Routes to School and recreation areas: Cllr Tully

Cllr Tully asked about the delivery of the football pitches in MH1 – Enforcement action is being prepared. Clerk requested to write to TDBC anyway.

Clerk

Member responsible for Community Liaison and Transportation: Cllr Kelly

Cllr Kelly is convening an informal meeting in November for members of the public to collate their questions to Persimmon. Cllr Kelly will take notes.

Cllr Kelly

Newsletter/Village News for the new development: problems with funding an increased print run – no distributors on new development. Cllr Kelly to liaise with Cllr Gage – Lay Pioneer can be involved.

Cllr Kelly/Cllr Gage/  
Lay Pioneer

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#### e) Communications Report

Assistant Clerk confirmed that regular updates continue to be added to the website and facebook page, which has now reached 162 likes. The Welcome Screen is working well and the rotation of the slides has been slowed to make them more readable.

#### f) GDPR

The Assistant Clerk has been working on other initiatives that are required. Current initiatives for compliance are working well, all Councillors able to access their council email addresses, and security of issued documents is being observed. Clerks are shredding documents.

Cllr Kelly left the meeting at 9.00pm.

#### 142/18 Planning

a)

**It was resolved** to accept the recommended comments from the WMPC Planning Committee, proposed by Cllr Tully, seconded by Cllr Ellis and all agreed by show of hands. Comments will be submitted to TDBC by Clerk.

**48/18/0048/LB** Mr T Garrett: conversion of first floor of outbuilding into ancillary accommodation at Glebe Court, Church Hill, West Monkton. Likely issues – none listed. PC Comment – support, without any further comment.

**48/18/0036** Mr A Penna: Revised application from Persimmon for Hartnells, (based on outline granted 48/16/0033) therefore 21 days consultation period starts again. Revised Design Code, Phasing Plan and Planning Statement, plus house design. Draft comments circulated, any comments to the Clerk by the weekend, comments will be sent in on Monday 15/10/18.

Clerk

b) Planning decisions are on TDBC website.

#### 143/18 MH development

a) Dyers Brook bridge: this is a CIL (Community Infrastructure Levy) project.

At a site meeting with SCC D Lebrun, Cllr Cavill had achieved an agreement that an over-sized box culvert could be installed for the Dyers Brook bridge. Dimensions are needed, and costs, before completion of the application form.

Cllrs Gage and Cavill

#### 144/18 Environment

a) SCC Finger Post restoration, work in progress.

b) CIL projects:

Cycle path which runs around the canal roundabout side (ERR) along the A38 and into Dyers Lane and Croft garage pavement to Sylvan Way.

Update requested from SCC, response received 'Officers have been working with WSP to progress schemes like this and other community led projects. Regrettably they have not been able to progress this due to resource limitations. As an alternative, officers are now engaging directly with our construction contractor Skanska to develop a community offer whereby they design and build community led schemes. We anticipate that negotiations on this matter will be completed by the end of October after which time we will be able to set out further detail of how Parish Council can access this service.' Assistant Clerk to clarify whether Skanska will just do the design work rather than design and build as stated.

Assistant Clerk

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#### Parish Signage

Three quotations have been requested for cast iron signs, two have been received so far. SCC fees and process have also been clarified. A meeting is to be arranged before the November Parish Council meeting with COWMS to confirm the locations of the signs.

The quotations and locations will be bought before the November Parish Council meeting for approval, following which an application will be made to SCC seeking permission.

Assistant Clerk

### 145/18 Reports from Parish Council representatives on other bodies: Consultations

a) West Monkton Village Hall Management Committee.

Village Hall refurbishment work using £90k share of Agin hills S106 funds is complete. The ditch in the car park will be attended to. Cllr Besley repeated his offer to remove the rubbish accumulated in the ditch.

b) Spital Trust. Questions asked re boundary fence with butchers, boundary fence against footpath, and bus shelter had been answered.

c) Any other event at which WMPC was represented. Cllrs Haskins, Thompson, Cavill and Clerk attended the Great Plastics Debate organised by TDBC/Queens College on 14<sup>th</sup> Sept and the Civic Service for the leader of SCC.

### 146/18 Assets

.Asset register is up to date.

### 147/18 Finance

- a) Quotes received  
none (*Village Signage underway*)
- b) To note receipts and payments and approve payments listed below
- c) To note bank reconciliation and budget check, WMPC and BACH (green financial sheets) Second quarter reconciliation.
- d) Bank accounts – *no report*
- e) BACH finance, see below

#### Receipts and payments (item b above)

**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: | Lloyds     | £2.93  |
|                              | Nationwide | £37.00 |

#### Payments

Bus shelter cleaning and litter picking for October

Mr A Pritchard, all his pay after tax => employee voluntary contribution to pension<sup>1</sup>

|   |                                 |
|---|---------------------------------|
|   | £xxx to be paid by direct debit |
| Clerks salary (after tax) Oct                     | £xxx to be paid by bacs         |
| Asst Clerk (after tax) Oct                        | £xxx to be paid by bacs         |
| HMRC month 7                                      | £262.93 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       |
| Clerks expenses 2 <sup>nd</sup> quarter           | £xxx to be paid by bacs         |
| Assistant Clerks expenses 2 <sup>nd</sup> Quarter | £xxx to be paid by bacs         |
| Lengthsmans services in Oct                       | £ xxx to be paid by bacs        |

<sup>1</sup> After tax, Tailored Auto Enrolment make payment to Legal and General 'nest' fund by direct debit

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Country Park Preliminary Ecological Assessment £948.02 to be paid by bacs  
A Hall ink (reimbursement) £xxx to be paid by bacs

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

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

*Payments made since last meeting of WMPC*

**1. To note: Payments made using debit card**

Canon stationary supplies (A3 paper, ink) £54.98

Poppy Shop WW1 Centenary £42.97 incl vat (£7.16)

**2. To note payments by bacs/transfer**

None

**3. To note payment by direct debit**

Invoice 4291 Monthly payment of £14.40 to Tailored Auto Enrolment, servicing plan (left bank on 2/10 therefore on Nov fin sheet).

Invoice SWS103389 Monthly payment of £47.52 to Somerset Web Services (on Oct fin sheet).

Notes below to accompany WMPC green financial sheet: BACH accounts are recorded on a separate spreadsheet.

*General notes*

No receipts recorded on 1 April since all receipts to 31<sup>st</sup> March were included in year - end 31<sup>st</sup> March spread sheet (the 13<sup>th</sup> column on the spread sheet); i.e. 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 receipt column is a snap shot of what **has been received** in the month prior to 1<sup>st</sup> 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 and reported separately under 'payments made'.

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

*Specific notes for WMPC Oct financial sheets*

*WMPC Receipts*

**Interest** received Lloyds £2.93, Nationwide £37.00= £39.93

Allotments (late entry) £10.00

Business Directory annual subscription (£15.00) x 5 = £75.00

*WMPC Expenditure - As listed.*

**Sundry admin**

Listed as £147.95, is made up of £50.00 for 100<sup>th</sup> birthday flowers, £54.98 Canon stationary and £42.97 British Legion Centenary Items.

*WMPC Bank reconciliation (item c above)*

Income plus brought forward = £214560.77 Total of bank accounts statements at 1 Oct = £214560.77. All cheques presented.

Quarterly bank reconciliation

Second quarter – the budget check shows three lines have gone over budget.

Sundry admin: due to purchase of laptop

Audit fees: due to CIL receipts, charged for intermediate audit not small council

Publicity: cost for annual report insert into Village News, larger document as more to report.

*BACH finance (item e above)*

BACH Finance Sheet:

Assistant Clerk presented the BACH Finance Sheet, providing the position in relation to the BACH finances to the end of September. Three payments were outstanding on the finance sheet, one has since been paid and the other two are awaited. The use of a high interest bank account for some of the funds in the BACH bank accounts have been explored and will be presented to the BACH Committee on 18th October.

**129/18 Dates of forthcoming meetings:**

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All meetings commence at 7.00pm in the BACH committee room

**Parish Council:**

**Second Tuesday** in the month

2018: 9 Jan, 13 Feb, 13 Mar, 10 April, 8 May 2018 (**Annual Parish Council Meeting**)

12 June, 10 July, 14 August, 11 September, 9 October, 13 November, 11 December,

2019: 8 January, 12 February, 12 March, 9 April, 14 May (**Annual Parish Council Meeting**)

**Planning Committee**

Dates for 2018

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

**Tuesday:** January 2<sup>nd</sup>, April 3<sup>rd</sup>, September 4<sup>th</sup>, November 6<sup>th</sup>, December 4<sup>th</sup>

**Parish Surgery**

**Second Thursday** in the month at 8.30 am – DROP-IN

**Annual Parish Meeting** 27<sup>th</sup> March 2019 at 7.00pm at the BACH

**BACH committee** 18<sup>th</sup> October at 7.00pm

**Budget and Precept** working party RESCHEDULED new date is 27<sup>th</sup> November 2018 at the BACH at 7.00pm. Owing to the financially sensitive nature of this meeting, it will be for Councillors only.

There being no further business, the meeting closed at 9.57pm.

Signed Chairman.....

Date.....