



West Monkton Parish Council

## ADOPTED

Minutes of the meeting of the Parish Council held on Tuesday 9<sup>th</sup> August 2022 at 7.00pm.

**Present:** Cllrs Cavill, Ellis, Elliston, Gage, Hall and Hope.

**In attendance:** Mrs A Shepherd, Clerk, Mrs K Welsh Assistant Clerk Community, Mr K Perry, Bathpool Flood Warden, Cllr David Fothergill, County Councillor and Mr K Tutill, NP Delivery Group Chairman and 4 members of the public.

### **231/22 To receive any apologies (with reasons), introductions with responsibilities**

Apologies were received from Cllr Haskins, Sammie Millard-Jones, Clerk Cheddon Fitzpaine Parish Council and Cllr Andrew Pritchard, District Councillor.

### **232/22 To note**

- a) Declarations of Interest: No change.
- b) Dispensation Requests: None
- c) Amendments to the Register of Disclosable Pecuniary Interest: None had been notified to the Clerk.

### **233/22 To adopt the minutes of the Parish Council meeting on 26<sup>th</sup> July 2022**

The minutes from the Meeting of the Parish Council on 26<sup>th</sup> July 2022, having been previously circulated, were taken as read. It was resolved to adopt the minutes of the Parish Council meeting on 26<sup>th</sup> July, proposed by Cllr Hope, seconded by Cllr Gage and agreed by show of hands.

### **234/22 To note Clerk's report, Assistant Clerk's report and Assistant Clerk (Community) report**

Clerk's report:

Parish Administration:

- General Administration
  - Managing / inputting Accounts using Scribe.
  - August payroll and finance report.
  - Form completion to amend PC bank accounts.
  - Handover meetings with Tricia and arrangements to celebrate her retirement.
  - Letter sent to local landowner requesting management of ragwort on his land. Work to remove ragwort has been carried out by the landowner.
  - Contact made with Coker Engineering requesting management of ragwort on their land.
  - Contacted the Monkton Inn regarding defibrillator installation – new owners taking over the pub at the end of August – I'll make contact with the new owners in September.
- Community Governance Review to form Taunton Town Council
  - Response to second consultation drafted, circulated, tweaked and submitted to SWT.
- Planning:
  - Updating Planning Log with planning decisions / conditions weekly.
  - Submitted comments in respect of SCC MH1 roundabout sponsorship planning applications.
  - Preparation of PowerPoint presentation in respect of planning applications received for PC meeting.
- Country Park:
  - Return of signed Statutory Declaration and copies of PC minutes sent on the request of the solicitor.
  - CP Lease has been completed.
- MH1:
  - Liaised with Persimmon / Redrow regarding outstanding issues in MH1 and handover of POS and Sports Pitch land and requested update on when remaining play park remedials will be carried out.
  - Email response received from Simon Fox regarding S106 variation and reason for hold up.
  - Liaising with Persimmon / Redrow regarding removing of travellers on land next to ERR.
- Highways:

- SID installed at Milton Hill; results circulated.
- Suggested traffic counting locations sent to Andy Coupe at SCC. Map of locations received from Andy Coupe including all suggested locations.
- BACH:
  - Meeting with Diocese and Primary School about the proposed BACH extension on 12th July, no further news has been received since the meeting.
  - Storage cupboards for lobby arrived damaged. 40% discount to be provided.
  - Liaised with supplier about Hearing Loop for Committee Room.
  - Primary School have confirmed increase in utility bill costs from September. Less than 10% increase.
  - Next Committee Meeting to take place on Tuesday 20th September at 7pm
- Meetings last month:
  - 5th July – Agenda run through meeting
  - 5th July – SCAN Webinar
  - 6th July – LGR Clerks Session
  - 8th July – Climate Change Programme discussion
  - 12th July – Meeting with Diocese re BACH Extension and Community Fridge
  - 12th July – PC Meeting
  - 19th July – Agenda run through meeting
  - 20th July – LGR Clerks Session
  - 26th July – Parish Council Meeting
  - 29th July – Audit Working Party Meeting
- Meetings this month:
  - 2nd August – Agenda run through meeting
  - 3rd August – LGR Clerks Session
  - 5th August – Annual Leave
  - 9th August – PC Meeting
  - 17th August – LGR Clerks Session
  - W/C 22nd August – Annual Leave

#### Assistant Clerk Community Report:

##### Community - General

- Monkton Matters – keeping MM up to date with new news and events as and when required. Sharing articles on Facebook pages. Promotion of Monkton Matters online and at events.
- Attend monthly school council meetings starting from September
- Started New Community Matters Newsletter to update on events in the community for Monkton Matters, Facebook and noticeboards.
- Attended Spital Trust Tea and shared information about the Community Fridge and the Community Café
- Met with Andy from Tacchi Morris to discuss community events over the Autumn and Winter to continue the community ethos that has been created this spring and summer.
- Confirmation of dates for three community events over the Autumn, Wed 28th September – Quiz night, Wed 2nd November – Quiz night and Wednesday 14th December – Christmas Band Night with ‘A Minor Crisis’.
- Attended meeting with Bethan Turner about the Climate Initiative Programme and we are going to amalgamate the report to include community events going forward so that there is one place to find all events for the Parish Council.
- Became a member of Bookers, to purchase regular supplies for both the fridge and the café.
- Contacted Rob from Fixy Van at Somerset West and Taunton Waste Partnership with a view to him coming to visit the parish over the next few months during one of the community cafes.
- Attended Community Picnic and promoted our community projects with parishioners.

##### Community Fridge

- Official Launch of the Community Fridge and the Monkton Heathfield Little Library.
- Photographing and promoting the Community Fridge launch and sharing on social media.
- Met with our donators to celebrate the launch and for PR purposes.
- Coordinating with donators to organise food collections.
- Liaised with the primary school to use their food waste bins to dispose of any out-of-date food.
- Organised key cutting and distribution of keys to volunteers and the parish council.
- Coop launched their new online food sharing website, which we joined and have signed up for daily food collections from Monkton, Cheddon Road and Priorswood Coops.
- Coordinating and managing volunteers, cleaning rotas and pickups.

- Recruited 2 more Community Fridge Volunteers.
- Applied to Fairshare to become a member so that we can access more food from shops, supermarkets and other venues.
- Meeting regularly with volunteers to keep them updated and involved .
- Met and recruited new volunteers for the community fridge.
- Organised purchase of essential equipment for cleaning the community fridge.
- Shared procedures with volunteers for correct cleaning processes.
- Met with Environmental Health on 27/7 to discuss ways of working safely and within regulations and we were awarded a hygiene rating of 5, which is the highest hygiene rating.
- Promoting new initiatives via social media for the fridge and the café.
- Responding to endless Facebook messages about issues or queries from the public.
- Planning to organise mini clothes swap/toy swap to run alongside the café on a Wednesday afternoon.
- Following a reported incident with some young people at the Community Fridge, a talk was organised with the West Monkton Primary School. The whole school watched remotely while the Y6s attended in the hall. The children responded well and asked lots of pertinent questions.

#### Community Café

- Creating posters and leaflets for the Community Café and distributing on noticeboards and social media.
- Running a weekly Community Café at the BACH over the school pick up period. Opportunity to meeting with the public to share concerns and to socialise. Also meeting place for potential and existing volunteers to support, recruit and get feedback about the volunteering. Promote community events here. Tony Wearmouth PCSO to drop in and run any events here and Debbie Harris attending regularly to meet clients and run drop ins monthly.
- Debbie Harris as brought a few parishioners to the community café where we have been able to offer opportunities for support or volunteering.
- Recruited a volunteer to help run the café on a weekly basis
- Ran additional community café on 26/7/22 to support the year 6 parents and this was most appreciated by the school and we got a chance to chat and share information with these parents. Planning to work more closely with the school in September.

#### Community Garden

- Awaiting delivery and set up of raised beds from Monkton Elm Garden Centre.
- Taken over the waiting list of the allotments from Clerk.
- Contacted all those on the waiting list for an allotment to offer them the opportunity to get involved in the community garden.
- Have a list of those interested in the community garden when we are ready to meet and get things started.

#### Other Volunteering

- Touching base with Companion Volunteer, who is now meeting regularly with one isolated member of the community.
- Attempted to recruit volunteers to help with watering via social media.
- Contacted all volunteers to ask if they would like to go on a whats app group for when help is needed urgently with watering or other issues that might arise.
- In the process of obtaining DBS checks for 2 new companion volunteers.

#### General PC

- Attended PC meetings
- Attended run through agenda meetings
- Created communications and clerk community report
- Organised meeting with Tacchi Morris to look at regular community fun events – 6/7/22 – Have potentially booked three dates in the Autumn to get us started if we all agree, Wed 28th September – Quiz night, Wed 2nd November – Quiz night and Wednesday 14th December – live music.

#### **235/22 Community Governance Review - Update**

Clerk confirmed that the Parish Council response to the consultation has been submitted.

Cllr Cavill confirmed that the consultation closed on 26<sup>th</sup> July. The analysis of the responses has started. The Working Party is due to meet on 16<sup>th</sup> August. The recommendations of the Working Party will be considered at a SWT Full Council Special Meeting on 29th September. The matter needs to go through the County Council meeting processes too.

#### **236/22 SCC Report from Cllrs Fothergill and Cavill**

Cllr Fothergill reported on the following:

Local Government Reorganisation: Following the Secretary of State for Levelling Up, Housing and Communities (DLUHC) decision to support the move to a single Unitary Council across Somerset, vesting day for the new Unitary Council remains as 1st April 2023.

Local Community Networks: At the July Full Council Somerset County Council voted to endorse supporting fully funded Local Community Networks as part of the transition to a Unitary authority. The geography of the proposed LCN's, which was due last month, is now expected over the summer with more details as to their constitution and responsibilities. There is some concern about progress in relation to LCNs and that the funding which was allocated to them may be diverted to manage the County Council overspend.

Council Tax consultation: A consultation on council tax support for the new unitary Somerset Council has been launched. This is the first major policy consultation for the new council and it proposes that the lowest income households across Somerset get 100% council tax relief. This is a substantial increase as Somerset's four district councils currently offer varying levels of council tax support. Maximum relief is set at 80% to 85% in most parts of the county, only in South Somerset is 100% relief available. The proposed changes would harmonise support for working-age people on low incomes across the county and come into effect on 1 April 2023, with the creation of the new Council. The consultation runs until 19 September and can be found at [www.smartsurvey.co.uk/s/SomersetCTRLIVE/](http://www.smartsurvey.co.uk/s/SomersetCTRLIVE/)

Trading Standards: Somerset and Devon Trading Standards recently seized illegal tobacco estimated to be worth more than £200,000 in raids in Devon and Somerset. The seizure is one of the largest of its kind by the service. The recent operations means that the service, has now seized illicit tobacco worth more than £310,000 across the service area during 2021 and 2022.

Wheelchair and community equipment: Somerset County Council and NHS Somerset are this month launching a new Community Equipment and Wheelchair Service to help people live more independently. Previously running as two separate services, (a Community Equipment Service and separate Wheelchair Service). The new service will provide a range of equipment to help people live independently, offering loans to people for as long they need them. The service will also include delivery and fitting, servicing, collection, and recycling. More information is available at [www.somerset.gov.uk/social-care-and-health/equipment-to-help-you/](http://www.somerset.gov.uk/social-care-and-health/equipment-to-help-you/)

Tackling violence against women and girls: Somerset County and North Somerset Councils have jointly secured an additional £317,694 from the Home Office Safer Streets Fund to continue to make public spaces and streets safer for women and girls. This additional funding will allow the councils to focus on anti-social behaviour concerns that contribute to the fear of Violence against Women and Girls (VAWG) by targeting resources at four locations – Taunton, Bridgwater, Weston-Super-Mare and Yeovil. The areas identified experience VAWG related crime, anti-social behaviour and low feelings of safety for people within those communities.

Somerset Business Climate Summit: The Somerset Business Climate Summit 2022 will take place at Queens College in Taunton on Wednesday 21st September between 10am and 1pm. The Summit will highlight best practice and raise awareness of the opportunities and challenges for businesses as we shift toward a low carbon economy. Businesses will be encouraged examine their current business models and make pledges to reduce their carbon footprints. Details can be found at [www.somerset.gov.uk/climate-emergency/climate-emergency-businesses/climate-summit/](http://www.somerset.gov.uk/climate-emergency/climate-emergency-businesses/climate-summit/)

Cllr Fothergill also reported that he had received lots of contact about parking in Acacia Gardens and that he is liaising with Kate Brown and Steve Deakin about the issues being experienced.

The following questions were asked:

Cllr Elliston asked what the impact would be if the funding allocated for LCNs is diverted. Cllr Fothergill confirmed that the diversion of the allocated funding would mean that funding isn't available for LCNs. LCNs were the mechanism outlined in the One Somerset Business Care to make matters more local. There is a concern that they won't be able to fill that role if different services like planning and licensing are added to their remit.

### **237/22 SW+T Council reports**

Cllr Cavill reported on the following:

Taunton Garden Town Consultation - Connecting Communities – out for consultation now until end of September.

Phosphates – gradually starting to move forward. Phosphate mitigation secured by putting farmland aside (out of production) and water saving equipment for properties owned by SWT (worth 30 kilos) The mitigation is being sold at £55k per kilo. Developers that have social and affordable housing planning applications that are being held up are being offered the purchase of the mitigation first as these properties are the greatest need. An average house needs 1/10th of a kilo of mitigation. 30 kilos of mitigation therefore means that up to 700 homes will be enabled.

SWT Climate Change Positive Planning documents – shared with the Royal Town Planning Institute (RTPI) and have been highly commended.

The following questions were asked:

Cllr Gage asked if Sedgemoor use the same phosphate calculation as SWT. Cllr Cavill confirmed that the calculator is the same but Wessex Water / Entrade who have phosphate mitigation to sell to Developers is communicating more effectively with Sedgemoor than SWT.

### **238/22 Neighbourhood Plan Update**

Mr Tutill reported that following an Independent Examiner being appointed in January to review the Neighbourhood Plan, the examination that should take six weeks has now just been completed. The extended timescale was due to various delays including with the HRA and SEA and phosphates issues and the examiner having Covid.

The draft NP has been issued, Ward Councillors have considered it and there have been no queries from them, the plan can therefore move forward with referendum. Cllr Mike Rigby has signed the Record of Decision taken by Executive Councillor on the acceptance of the Examiners Report.

The referendum date has been set as 22<sup>nd</sup> September. Notices will be issued on 17<sup>th</sup> August and documents will be available on SWT webpage and paper versions available in the local area.

The polling stations will be the BACH, Cheddon Memorial Hall and Rugby Club.

There is a need to publicise the referendum as much as possible. The majority of the votes must say yes for the plan to go through. Clerks to add the notice to the website and noticeboards and liaise with the Editor of the Village News to see if an insert can be added to the next edition.

Cllr Cavill confirmed that the Plan and all the reports including the Examiners Report is available on the SWT website. Cllr Cavill commented that the plan is exemplar.

Thanks to Kelvin Tutill, Tricia Cavill, Sammie Millard-Jones, Clerk Cheddon Fitzpaine Parish Council (and Jo Pearson prior to Sammie) for all the work done on this plan and the previous neighbourhood plan were recorded.

Mr Tutill confirmed that if the plan is approved it will carry weight with future planning applications, particularly large-scale planning applications.

### **239/22 Chairman's Parish Asset Report**

Clerk confirmed that a response had been received from the Aginhills Management Company in relation to the play area posts.

The Management Company are liaising with their contractor to repair / replace the posts.

In Cllr Haskin's absence the Chairman's Parish Asset Report was deferred until the next PC meeting.

### **Public Question Time**

A member of the public clarified that the people that objected to some of the contents of the Neighbourhood Plan were from both Cheddon Fitzpaine and West Monkton parishes.

The same member of the public requested a retraction of statement in a letter from WM and CFPC to SWT that indicated that the members of the public misinterpreted the contents of the NP. The member of the public commented that the amended draft Neighbourhood Plan is good and commended work of both Parish Councils.

The same member of the public asked if an independent planning consultant could support the PC in the future if the NP is reviewed again or joint policies with CFPC are developed in the future. Mr Tutill confirmed that a consultant was appointed for developing the original plan but not for the review. Mr Tutill confirmed that the objections from residents about the inclusion of reference to Glebe Farm in the NP were taken on board and both PCs agreed to have it removed, the Independent Examiner then removed the sentence completely. The new Neighbourhood Plan gives the community greater control of what development is acceptable or not in the NP area.

The same member of the public confirmed that the letter from the PCs to SWT to pass onto the Independent Examiner only became available on the website yesterday and asked if correspondence relating to policy could be made available on the PC website.

Cllr Gage asked why Persimmon applied for a Court Order to remove the travellers from the land adjacent to the ERR rather than the police using new powers introduced in the Crime Bill.

Cllr Elliston and Assistant Clerk Community reported that there are lots of items / rubbish, including human waste, left on both the most recent site and the site previously used by Travellers.

Consideration to be given to including information about joint policy development on the PC website.

Clerk to write to the Avon and Somerset Police and Crime Commissioner requesting that they confirm their approach in relation to the new legislation.

Clerk to raise with Persimmon / Redrow.

## **240/22 Planning**

### **a) To consider planning applications received**

48/22/0013 Change of use from Patio slab manufacture to a mixed use comprising car sales (sui generis) and paint scratch repair and detailing (Class E), erection of ancillary workshop building, hardstanding and fencing for Alan Motor Trade, Riverside, Bridgwater Road, Bathpool (resubmission of 48/20/0056) (part retrospective).

No further comments to make note previous comments submitted.

48/22/0045/T Notification to fell one Horse Chestnut tree and one Birch and to carry out management works to two Oaks, one Beech, one Laurel, one Holly and one Hazel tree within West Monkton Conservation Area at Musgraves Old Farm, Blundells Lane, West Monkton  
Support

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

08/22/0001/HYB: Application for a Hybrid Planning application for Outline Planning permission with some matters reserved (except access, scale and layout) for an extension to the country park and the development of facilities within Maidenbrook Country Park (Natural World Centre/Restaurant/Farm Shop/Observatory and Open-Air Theatre), Outline Planning permission (including access) for a phased development of 70 No. dwellings (including 25% affordable homes) with associated highways improvements, orchard and the provision of additional public rights of way, landscaping and ecological enhancements and Full Planning permission for the erection of 16 No. dwellings (including 25% affordable homes) on land at Glebe Farm, Cheddon Fitzpaine – Withdrawn.

Noted

## **241/22 Community**

### **a) Update on Community Initiatives including Fridge, Café, Garden and Transport**

Assistant Clerk Community reported that the community fridge is running smoothly but that further volunteers are needed to cover the periods when volunteers are away on holiday. The Food Safety Team of Environmental Health have asked that a list of what is being donated is available – this is being developed.

Cllr Elliston is preparing a report on Community Transport for consideration at the second September Parish Council meeting, this will incorporate the Travel Somerset Car Scheme Toolkit. The intention is to start small and build up. Once an approach is approved by the Parish Council, Assistant Clerk Community will take it forward.

The Community Café is going well and is continuing through the school holidays and is well attended. Volunteers are also attending the café to get together.

Community Garden volunteers are meeting at the café tomorrow. Additional compost is required to fill the beds. This is to be ordered and invoiced by Monkton Elm.

It was agreed that the Community Garden volunteers could be given the code to the padlock on the BACH car park gate. New padlock code to be used from 1<sup>st</sup> September. Clerk to inform BACH hirers and the school office.

A discussion took place about ordering a water butt for the community garden to be located inside the Community Fridge fencing connecting to the down pipe from the school bin store. It was agreed to order one 210 litre dark green water butt and consideration be given to ordering a further one in the future if required.

## **242/22 MH Developments**

### **a) MH2 update**

Clerk confirmed that a consultant working on behalf of Persimmon / Redrow had requested a meeting at the beginning of September. A discussion took place about the lack of progress with MH1 and a desire to get MH1 completed before entering discussions about MH2. It was noted that the determination of the MH2 planning application would continue even though MH1 hasn't been completed and it was agreed that the MH2 meeting should be scheduled.

Clerk to circulate MH2 spreadsheet for Councillors to identify the key items for the agenda for the meeting.

Clerk to share the MH2 spreadsheet with the consultant and ask the consultant to clarify his relationship with the Persimmon / Redrow representatives that the PC met with in May 2022.

### **b) MH1 Update**

Clerk confirmed that a response had been received from Simon Fox at SWT in relation to the S106 deed of variation which stated that:

'I understand this is in the hands of Persimmon's solicitors and SHAPE legal whom advise SWT. Persimmon's solicitor was arguing the variation to the agreement could be done in writing between the parties whilst we maintained an application process was required for transparency; they have argued this for at least two months now when they could have just done it as the principle of what we were trying to agree was not in question. Until Persimmon do what they need to do there is an impasse'.

Clerk also confirmed that an email had been received from Dan Mawer at Persimmon regarding the MH1 play park remedials stating that they are still awaiting parts for the equipment and that as soon as a date from Miracle Play is confirmed they will let the PC know.

Clerk confirmed that Persimmon have requested a meeting on 22<sup>nd</sup> August at 12noon to discuss the S106 Deed of Variation and Management Company.

A discussion followed about the outstanding issues on MH1, the amendments required to the Articles of Association and the general feeling in the community about the open spaces. It was agreed that an agenda for the meeting on 22<sup>nd</sup> August would need to be prepared to include these issues.

### **c) Sports Pitches Update**

It was noted that progress with the Sports Pitches was tied up with the Section 106 Deed of Variation. Cllr Hall confirmed that in the meantime ground work quotes are being obtained following the recent soil testing.

Cllr Hall clarified that the proposed club house would be constructed from two container units. Cllr Hall confirmed that he is finalising the drawings to share with a view to quotes being obtained.

### **d) Hartnells Farm Development Update**

It is understood that the Contractors are staying on site until December and that the play areas would be completed prior to the contractors leaving site.

## **243/22 Community Development Projects**

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

#### **Speed Indicator Device: Update**

Clerk confirmed that the SID data from the Milton Hill location has been circulated. The SID will now be placed back at Greenway pending the delivery of some more brackets.

It was agreed that the display of the SID would be changed to faces.

#### **Land next to new Primary School: Update**

Clerk confirmed that a further email chasing a response had been sent to Redrow but a response had not been received

#### **BACH Extension and container unit: Update**

It was noted that a response from the Diocese to the BACH extension proposal was awaited and may take some time. In the interim the possibility of adding an ISO container to the car parking space nearest the bin store was discussed. Cllr Hall confirmed that he had measured the space and that a 20ft container would fit in the space and behind it up to the fence. Cllr Gage raised a concern that there is a risk that the Diocese may see the ISO container as a solution for the lack of storage and not agree to the BACH extension.

Clerk outlined one quote received for a 20ft container. Cleveland Containers – 20ft used (wind and water tight) £2250.00 + £550.00 delivery + £140 for lockbox and padlock – Total £2940 + VAT.

Cost of panelling inside approximately £1500.00. Total cost around £4500 + VAT.

It was agreed that the Clerk would obtain further quotes including for a single used / wooden lined container with the opportunity to see a picture of the unit before delivery.

#### **A38 Bridgwater Road Pavement: Update**

Clerk confirmed that work to remove the hedge has started. SWT have confirmed that they are ordering the fencing and the replanting of the hedge will take place October/ November time.

## **244/22 Country Park Update**

A spreadsheet prepared by Cllr Hall in advance of the meeting outlining the works that need to be completed in the County Park now that the lease is completed was shared at the meeting.

Cllr Hall suggested that some of the work could take place whilst the establishment of a charity take place and that grant funding could be obtained. Cllr Hall to develop costings for the items on the spreadsheet.

It was noted that any changes to the Country Park would need to be approved by SWT as per the terms of the lease.

Cllr Hall confirmed that permission to proceed with the leaky dams work has been obtained. FWAG are chasing the contractor to get a date for the work to take place.

## **245/22 Environmental**

### **a) Climate Initiative Programme update**

Clerk confirmed that Bethan Turner will be attend a September Parish Council meeting to provide an overview of the proposed Climate Initiative Programme for the next six months.

The Sunflower Growing Competition was launched a couple of months ago. The closing date for entries is 8<sup>th</sup> September and following judging of the entries it is hoped that the prize giving event will take place at Monkton Elm Garden Centre again, possibly on the morning of 24<sup>th</sup> September.

## **246/22 Reports, including recent developments, matters to consider and decisions to be made:**

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

Mr Perry reported that the official figures for rainfall in July are awaited but local measuring indicates that only 7mm of rain fell which is well below long term average. The date for the leaky dams work at the Country Park is awaited. The lock gates at Firepool are in the process of being reinstalled this week.

Mr Perry requested an update on the MH1 attenuation ponds. Clerk to follow up progress with Wessex Water.

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

#### **Footpaths**

Cllr Gage confirmed that there was nothing to report.

#### **BACH Chairman;**

Cllr Gage confirmed that he had nothing to report. A decision regarding the BACH extension is awaited and that the decision is likely to take some time.

#### **Highways;**

Cllr Besley outlined feedback received from COWMS about the proposed monitoring points. Cllr Besley suggested that the PC reply to Andy Coupe and request:

1. Additional monitoring points are included at The Street, Boome Lane and Sidbrook.
2. Clarity about how the data will be used to determine the suitable location for the bus gate and requesting modelling once the traffic counting has been carried out.
3. Clarification that the bus gate will be temporarily installed to see the impact of it on traffic flows.

Push for some form of analysis of the effect of a bus gate in a particular location. Modelling in addition to monitoring.

Cllr Fothergill shared the information of Neil Brunt who may be able to assist the Parish Council with traffic modelling if SCC aren't intending to carry out traffic modelling.

#### **Safe Routes to School;**

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

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

Cllr Hope reported that he had discussed with the contractors cutting the grass, that some areas are not being cut e.g. adjacent to Hardys Road. The Contractors confirmed that the areas are not on the plan and they only cut according to the plan. Cllr Hope reported that Dan Mawer had indicated that he had walked the whole site with the contractor but these areas have been missed.

Cllr Hope confirmed that he had emailed Dan Mawer about the issue but that a response has not been received.

#### **Transportation;**

Cllr Elliston confirmed that he had nothing further to report.

Cllr Elliston raised the concerns of a member of the public about the litter bin at Bawler Road being used for dog waste. It was noted that the area where the bin is located is managed by Blenheims and that the member of the public should make contact with them.

### **c) Communications Report – Assistant Clerk Community.**

- Parish Council Website  
Regular updates to Highways (including road closures), Planning, Finance and Parish Council carried out.
- Parish Council Facebook Page:  
Page likes / followers now at 937  
12,100 post reach  
2,902 post engagements  
Posts added sharing news items that are added to the website.
- Monkton Matters  
Page likes / followers now at 267  
8 new articles added in July  
Articles on Monkton Matters being shared on Monkton Matters Facebook page to pull users to the website.  
9,190 post reach  
2075 post engagements  
Business directory now live and has details of 14 businesses so far.
- Community Fridge Facebook Page:  
Page likes /followers 506



14,555 post reach

9323 post engagements

- Village News Contribution  
Developed by the Clerk's.
- Noticeboard Updates  
Updated noticeboards – started new Community Matters poster which will be updated regularly with latest community news.

#### **d) GDPR**

Nothing to report.

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

##### **e) West Monkton Village Hall Management Committee**

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

##### **f) The Spital Trust**

Cllr Ellis confirmed that she had nothing to report. Clerk to request update from Persimmon regarding the old bus shelter removal.

##### **g) Any events at which WMPC was represented**

No other events have been represented by WMPC

##### **h) Consultations responses to be developed / approved for submission**

Connecting our Garden Communities <https://tauntongardentown.commonplace.is/> Deadline 30th September 2022. Clerk to add the consultation to the agenda for the next meeting for the Parish Council to agree a response.

#### **247/22 Finance**

##### **a) Quotations and Updates:**

Mower Insurance Renewal

Arthur J Gallagher Insurance Brokers Limited have compared quotes to renew the insurance for the Mower. The renewal quote including administration fees is £327.08. The Insurer is MS Amlin.

Proposer Cllr Besley

Secoded Cllr Gage

All agreed by show of hands

Assistant Clerk Community to attend four CILCA support training sessions.

Four sessions between September and December. Cost for all four sessions £285.

Proposer Cllr Ellis

Secoder Cllr Elliston

All agreed by show of hands

##### **CIL projects**

Refurb of St Quintins play area agreed and scheduled to be done by DLO this financial year.

Refurb of Meadway play area will be part of SWT scheduled maintenance this financial year. No cost to PC.

Platinum Walk Signage

Corey Evans, MetalMotif Ltd to provide a quote to be considered at the next meeting.

Insulate roof at Village Hall, under discussion, waiting for further info and description of grant chasing efforts from Village Hall Management committee. Info sent, with link to site, to VH committee from Rural Grants Directory section on Village Halls.

##### **Environmental**

Order placed with SWT for litter bin at bus stop adjacent to Aldi, expected August.

Quote for Farriers Green ramp by DLO accepted, but M Davies no longer in role at SWT so may be a delay.

Next six months programme agreed with Bethan and will be presented for approval.

##### **Grant requests**

Next window will be open from 1st September to 15th October.

## **Audit Working Party**

Meeting took place on 29th July 2022 at 9am via zoom.

Notes of meeting available below.

Next meeting scheduled to take place on 21st October 2022 at 9.30am by zoom.

Audit Working Party Meeting – 29th July – Notes

### AUDIT WORKING PARTY

Meeting Friday 29th July 2022 at 9.00am

VIRTUAL MEETING

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

Present: Cllrs Haskins and Gage; Clerk A Shepherd, Assistant Clerk P A Cavill.

Cllrs Hall and Tully sent their apologies.

1. Report of the meeting in April to be approved.

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

2. To confirm first quarter bank reconciliation, bank statements.

Detailed bank reconciliation for the first quarter shared in both excel and Scribe format and noted.

3. To review expenditure spreadsheets and the move the using Scribe.

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

Carry forward for all PC accounts (including BACH) is £289,359.75 at 30th June 2022.

Overall, the accounts are within budget.

Clerk to arrange Councillor logins for Scribe to view the PC accounts.

4. To confirm fourth quarter VAT reclaim.

The VAT reclaimed in the first quarter was £3902.17.

5. To identify any suggestions arising as a result of new Unitary Council/LCNs.

There has unfortunately been little progress in relation to development of LCNs. Assistant Clerk to request an update from Cllr Cavill. Item to remain on the agenda for the next Audit Working Party Meeting.

6. Grants

Noted that the next window for grant applications is 1st September to 15th October 2022.

It was recommended by the Audit Working Party that the emphasis for the 2023/24 climate grants be on improving loft insulation to enable the retention of more energy.

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

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

It was agreed that an expenditure item would be identified at the next Audit Working Party meeting to track the audit trail.

8. Date of next meeting Friday 21st October 2022 at 9.30am by zoom.

Meeting finished at 9.45am.

### b) 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

£0.11 July statement

Nationwide  
PSDF  
Unity Bank

£ to follow  
£59.38  
£36828.07 current balance

Cheddon Fitzpaine Parish Council

£347.85 Reimbursement of part of Benjamin Henry invoice due to incorrect quote being approved.  
£230.10

## Payments

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
<b>To authorise payment of:</b>						
A Pritchard litter picking	xx.xx	No vat	xx.xx	d-d	Salaries and expenses	Wages pd into pension, see below
Employee pension contributions	176.25	No vat	176.25	d-d	Salaries and expenses	Pension contributions
Employer contributions	90.19	No vat	90.19	d-d	Salaries and expenses	Pension contributions
A Shepherd Clerks salary SCP31	xx.xx	No vat	xx.xx	bacs	Salaries and expenses	Clerk's Salary
P Cavill assistant clerk2 salary SCP 35 (Final salary) Pension Gratuity to pay.	xx.xx	No vat	xx.xx	bacs	Salaries and expenses	Assistant Clerk's Salary
K Welsh assistant clerk-community salary SCP 27 (Increase to 100 hours)	xx.xx	No vat	xx.xx	bacs	Salaries and expenses	Assistant Clerk Community Salary
HMRC month 4	1405.06	No vat	1405.06	bacs	Salaries and expenses	Tax and NI Contributions
A Shepherd homeworkers allowance	27.00	No vat	27.00	bacs	Salaries and expenses	Homeworkers allowance
P Cavill homeworkers allowance	27.00	No vat	27.00	bacs	Salaries and expenses	Homeworkers allowance
K Welsh homeworkers allowance	27.00	No vat	27.00	bacs	Salaries and expenses	Homeworkers allowance
S Rolls Lengthsman services July	52.50	No vat	52.50	bacs	Environmental and Open Spaces	Lengthsman Services
Business all about you Climate Initiative PR WMPC 19	175.00	No vat	175.00	bacs	Environmental and Open Spaces	Environmental / Community
Businessallaboutyou expenses	48.88	No vat	48.88	bacs	Environmental and Open Spaces	Environmental / Community
QSSIT regular maintenance / monthly sub	33.90	6.78	40.68	bacs	IT and Communications	IT
QSS IT	24.75	4.95	29.70	Bacs	IT and Communications	IT
Expenses claim B Gage	95.54	No vat	95.54	Bacs	Community Infrastructure Levy	CIL Expenditure
	38.67	No vat	38.67	Bacs	Country Park	Country Park
Expenses claim S Haskins	8.10	No vat	8.10	Bacs	Salary and Expenses	Councillor Expenses
	184.89	12.80	197.69		Community Infrastructure Levy	CIL Expenditure
John Marchant Electrical Limited (Community Fridge Electrical Work)	493.86	98.78	592.64	Bacs	Community Infrastructure Levy	CIL Expenditure
Taunton Fencing Company (Cricket Club Fencing)	1659.00	331.80	1990.80	Bacs	Community Infrastructure Levy	CIL Expenditure

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
Expenses claim A Shepherd	180.48	No vat	180.48	Bacs	Salary and expenses	Clerk's Expenses
Expenses claim K Welsh	136.39	No vat	136.49	Bacs	Salary and expenses	Clerk's Expenses
Monkton Elm Garden Centre (Community Garden Compost)	292.25	58.25	349.50	Bacs	Community Infrastructure Levy	CIL Expenditure
SLCC (Community Governance Course – final invoice)	1575.00	No vat	1575.00	Bacs	General Administration	Training
Wessex Water Water 2 Business (Allotments)	53.17	No vat	53.17	Bacs	Allotment	Allotment Rent
Viking (Stationary)	35.08	7.02	42.10	Bacs	General Administration	Sundry Admin and Equipment
Character Graphics (Sports pitch drawing printing)	48.00	No vat	48.00	Bacs	General Administration	Sundry Admin and Equipment
<b>To note payment of:</b>						
<u>By BACS</u>						
K Welsh Expenses (Community Fridge stock)	101.79	4.93	106.72	Bacs PAID	Environmental and Open Spaces	Environment / Community
<u>Direct Debit</u>						
Invoice 8182 Jul 29 Roll Pay	12.00	2.40	14.40	DD PAID	Salary and Expenses	Workplace Pension Management
Invoice SWS 110571 2/8/2022 maintain gsuite	59.80	11.96	71.76	DD PAID	IT and Communications	Communications
Invoice SWS 110520 web-lite hosting (MM) and standard mailbox 20/7/2022	23.00	4.60	27.60	DD PAID	IT and Communications	Communications

*Any other invoices received before the next meeting will be added. Payments by bacs wherever possible.*

Resolution: to authorise payments and note payments made during the month described above:

Proposed by Cllr Gage

Seconded by Cllr Elliston

All agreed by show of hands

#### **Transfer between accounts**

Nil

#### **c) Budgeting Report (incorporating BACH Accounts)**

Clerk summarized the PC finance reports developed by Scribe that provided a summary of receipts and payments to 31st July 2022 and a budget check.

The content of both reports was noted.

Clerk reported that an email had been received from the External Auditors requesting further information to explain the variances in income and expenditure between 2020/21 and 2021/22 and confirmation of reserves that have been earmarked. This information is being gathered with Tricia Cavill and will be sent to the Auditor by 15<sup>th</sup> August.

**248/22 Other matters for report only – items for discussion - no decision**

**a) Items for next meeting agenda - by Monday 5th September 2022**

Cllr Hall reported that he has been liaising with John Abbott from Taunton College about their outreach programme for looking after Forest Schools. Taunton College are looking to bring people in to use the forest school at the Country Park. A meeting will take place in September to look at terms of arrangement.

Cllr Hope raised the areas at front of houses in MH1 where homeowners have replaced grass with chippings. Persimmon have confirmed that these areas need to go back to being grass before Highway Adoption can take place. Cllr Hope asked if there is anything in the paperwork that informs owners that they can't do this. It was noted that this stipulation is normally part of the transfer document and explained when a property purchase takes place. Assistant Clerk Community to add a further post to Monkton Matters on this issue. It was noted that once verges are adopted by SCC Highways, they will be the responsibility of SCC Highways to cut.

**Confidential Session**

**249/22 MH1 Tree planting, Play Park remedials, POS adoption and Sports Pitches including BMX track**

Clerk confirmed that there was no further update.

**250/22 Dates of forthcoming meetings:**

Parish Council:

Second Tuesday in the month (Business focused meeting)

2022: 13th Sep, 11th Oct, 8th Nov, 13th Dec.

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

2022: 27th Sep, 25th Oct, 22nd Nov.

Audit Working Party: 21<sup>st</sup> October 2022 at 9.30am (Virtual)

Annual Parish Meeting: TBC March 2023

BACH committee: 20<sup>th</sup> September 2022 at 7pm

Budget and Precept Working Party TBC November 2022 at 7pm

Meeting finished at 9.35pm

Signed Chairman:



Date: 27<sup>th</sup> September 2022