



West Monkton Parish Council

ADOPTED

Minutes of the Annual Meeting of the Parish Council held on Tuesday 9th May 2023 at 7.00pm.

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

In attendance: Mrs A Shepherd, Clerk, Mr K Perry, Bathpool Flood Warden, Cllr David Fothergill, County Councillor and 2 members of the public via zoom.

01/23 To receive any apologies (with reasons), introductions with responsibilities

Apologies were received from Cllr Cavill, Mrs K Welsh Assistant Clerk Community and Sammie Millard-Jones Clerk Cheddon Fitzpaine PC.

02/23 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.

03/23 Election of Chairman

Cllr Haskins was proposed to be Chairman by Cllr Ellis and seconded by Cllr Hall. All agreed by show of hands.

04/23 Election of Vice Chairman

Cllr Hall was proposed to be Vice Chairman by Cllr Ellis and seconded by Cllr Besley. All agreed by show of hands.

05/23 Acceptance of Office forms to be received by Clerk for Chairman and Vice Chairman

Acceptance of Office forms signed and received by Clerk.

06/23 To adopt the minutes of the Parish Council meeting on 25th April 2023

The minutes from the Meeting of the Parish Council on 25th April 2023, having been previously circulated, were taken as read. It was resolved to adopt the minutes of the Parish Council meeting on 25th April, proposed by Cllr Hall, seconded by Cllr Hope and agreed by show of hands.

07/23 To review delegations:

To the Clerk

In consultation with the Chairman, for grant of dispensations. Agreed by show of hands.

08/23 To confirm dispensations:

- a) MH1: All members of West Monkton Parish Council to allow them to participate in discussions in relation to MH1
Dispensation confirmed.
- b) MH2: All members of West Monkton Parish Council to allow them to participate in discussions in relation to MH2.
Dispensation confirmed

09/23 To review terms of reference for Committees and Working Party Groups:

a) Planning Committee: that in accordance with previous practice and to ensure that a quorum is achieved, all Councillors shall be members of the Planning Committee.

It was agreed that, in accordance with current practice and to ensure that a quorum is achieved, all Councillors shall be members of the Planning Committee. All agreed by show of hands.

b) Audit Working Party Group: review / confirm members of the Audit Working Party Group.

It was agreed that the existing members of the Audit Working Party; Cllrs Haskins, Hall, Gage and Tully would remain. All agreed by show of hands.

c) BACH Committee: review / confirm members and confirm delegation to the Committee of the day to day running of the BACH will be the BACH Committee, minutes (including resolutions) to be ratified by WMPC.

It was agreed that the existing members of the BACH Committee; Cllrs Gage, Haskins, Tully, Ellis, Cavill, Hope and Elliston would remain. All agreed by show of hands.

d) Country Park Working Group: review / confirm members of the Country Park Working Group.

It was agreed that the existing WMPC members of the Country Park Working Group; Cllrs Gage, Besley, Cavill and Hall would remain. All agreed by show of hands.

10/23 To review and adopt:

a) Current Standing Orders, Financial Orders and Code of Conduct, as available on West Monkton website

It was proposed by Cllr Hall, seconded by Cllr Besley and all agreed by show of hands to adopt the existing Standing Orders, Financial Orders and Code of Conduct.

b) Current Policies including risk assessment, complaints / disciplinary / grievance policy, equality policy, training policy, grants policy, privacy policy, working party protocol, volunteering policies and safeguarding policy.

The review policies were circulated in advance of the meeting. It was proposed by Cllr Elliston, seconded by Cllr Ellis and all agreed by show of hands that the Policies are adopted by West Monkton Parish Council.

c) To record by Minute of Council that the conditions of the General Power of Competence are satisfied and that email service of agendas is acceptable.

It was agreed that the Parish Council satisfies the conditions of the General Power of Competence and that email service of the agenda continues to be acceptable. Proposed by Cllr Tully, seconded by Cllr Elliston and all agreed by show of hands.

11/23 To review/confirm representatives on external bodies: with reporting back to Parish Council

a) The Village Hall Management Committee: Cllr Tully confirmed that he was happy to continue in this role, he is also a Trustee and Chairman of the Village Hall Management Committee.

b) The Spital Trust: Cllr Ellis confirmed that she is happy to continue in this role.

12/23 To discuss Councillor roles and responsibilities and agree:

Member responsible for Footpaths: Cllr Gage happy to continue.

Member responsible for BACH and BACH Chairman: Cllr Gage happy to continue.

Member responsible for Allotments: Cllr Haskins happy to continue with support from the Clerk

Member responsible for Highways, Cllr Besley happy to continue.

Member responsible for Public Open Spaces/ Children's Play Areas and Recreation: Cllr Hope happy to continue.

Member responsible for Safe Routes to School: Cllr Tully happy to continue.

Member responsible for Community Liaison /Transportation; Cllr Elliston happy to continue.

Member responsible for Local Government Re-organisation: Cllrs Cavill and Tully happy to continue.

Member responsible for Maidenbrook Country Park: Cllr Hall (new role).

13/23 To note that the Register of Assets is up to date and is due for review in March 2024.

Noted, and Register is up to date and on the website. The Asset Register to be updated throughout the year to add and new PC assets.

14/23 To confirm that the Council is insured with BHIB Limited and the policy will be renewal on 1st June 2023.

The policy was noted and confirmed. Renewal quotations to be considered at the next PC meeting.

15/23 To consider and confirm continuation of annual subscriptions to Somerset Association of Local Councils (SALC), Society of Local Council Clerks (SLCC), Community Council for Somerset (CCS) and CCS Buildings.

It was resolved to continue the subscriptions made to SALC, SLCC, CCS, CCS Buildings, all of which provide valuable professional advice, training and support for Clerks and Councillors.

16/23 To note Clerk's report, Assistant Clerk's report and Assistant Clerk (Community) report

Clerk's report:

Parish Administration:

- Actions from the last meeting / issues arising:
 - Monkton Inn Play Park proposal – liaising with the Monkton Inn. Confirmation has not been received from landowner so order has not been made and deposit has not been paid. Installation therefore delayed.
 - Reported damaged fence at Aginhills.
 - Requested Lengthsman to cut the hedge at the end of School Road which is overgrowing the pavement.
 - Requested Lengthsman to clean Milton Hill Bus Shelter.
 - Met with Lengthsman and handed over bins for installation at Cricket Ground. The bins have now been installed.
 - Received delivery of Defibrillator for Village Hall.
 - Community Governance Review research.
- General Admin:
 - In discussion with Lengthsman about Parish Sign to be installed in Bathpool.
 - Chased Farriers Green ramp installation and St Quintins Play Equipment refurb.
 - Review PC policies and procedures for adoption for a further 12 months.
- Finance / Payroll:
 - Making payments / placing orders including Coronation Bench and Coronation Event orders and payments.
 - Gathered quotes.
 - Reviewed insurance renewal quote and gathering alternative quote.
 - Managing / inputting Accounts using Scribe.
 - Audit Working Party Meeting on 21st April, agenda, reports and notes.
 - Finalising 2022/23 accounts, prepared files for Internal Audit and now completing AGAR / associated paperwork.
 - Met with Internal Auditor.
 - May payroll and finance reports.
 - Created 2023/24 accounts on Scribe.
- Planning:
 - Updating Planning Log with planning decisions / conditions weekly.
 - Preparation of PowerPoint presentation in respect of planning applications received for PC meeting and submission of agreed response to planning applications.
- Highways:
 - Village Sign review underway.
 - Hedge on Monkton Heathfield Road near Milton Hill turning reported.
 - Reported pothole on Milton Hill near Farriers Green junction.
- MH1:
 - MH1 S106 Agreement Variation – continued to chase progress with solicitor and Persimmon. Simon Fox is now also chasing and Persimmon / Somerset Council / the PC meet. Responded to confirm that the PC would be happy to meet and requesting availability.
 - Attended Sports Pitch meeting with Cricket / Rugby representatives.
 - Reported Brittons Ash Attenuation Pond safety gate to Persimmon.
 - Liaised with Persimmon and the Police regarding the travellers returning next to the canal.
- MH2:
 - MH2 Teams Meeting on 14th April
 - PC MH2 meeting to consider Vision Document.
 - Formulated and submitted PC comments in respect of the Vision Document.
 - Shared MH2 comments with Andy Coupe
 - Next MH2 Teams Meeting on 19th May at 9am
 - Holding response from Simon Fox on PCs comments received.
- BACH:
 - Invoices and accounts, prep for Internal Audit.
 - Purchased cleaning supplies.
 - Next BACH Committee Meeting was scheduled to take place on Thursday 25th May 2023 at 7pm now to be rescheduled.
- Meetings last month:
 - 5th April – LGR Session
 - 11th April – Parish Council meeting
 - 14th April – MH2 Teams Meeting

14th April – Sports Pitch Meeting
15th April – MH2 prep meeting
18th April – Agenda run through meeting
19th April – MH2 Meeting
21st April – Audit Working Party Meeting
25th April – Meeting with Internal Auditor
25th April – Parish Council meeting

- Meetings this month:
2nd May – Agenda run through / final Coronation Event run through
3rd May – LGR Session
4th / 5th May – Coronation Event Set Up
6th May – Coronation Event
9th May – PC Meeting
16th May – Agenda run through
17th May – LGR Session
19th May – MH2 Teams Meeting with Developer / Planning Officer
23rd May – PC Meeting
25th May – BACH Committee Meeting
W/C 29th May – 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.
- Updated Community Matters article and shared on Monkton Matters, facebook and noticeboards.
- Run Community Café once a week and the Stay and Play twice weekly
- Responded to enquiries/requests via facebook and by email to those in the community.
- Regular trips to Bookers to restock for the community café and for events.
- Liaised with litter picking volunteers about issues around the parish and passed onto appropriate service or reported to council as needed.
- Organised deliver of flood packs from Rotary Club.

Community Fridge

- Coordinating and managing volunteers, cleaning rotas and pick ups.
- Keeping in touch with volunteers to keep them updated and involved.
- Responding to complaints and concerns about community fridge users.
- Linked in with Aldi at Bathpool and we are now collecting regularly from here as well as the 3 coops.
- Met with Mervyn from St George Church Wilton to support them with setting up a new Community Fridge.
- Purchased rat box for the fridge area.
- Liaising with Fareshare to coordinate pick ups at local supermarkets.

Community Cafe

- Running a weekly Community Café at the BACH over the school pick up period. Opportunity to meeting with the public to share concerns and to socialise.
- Meeting place for potential and existing volunteers to support, recruit and get feedback about the volunteering.
- Promote community events here.
- Tony Wearmouth PCSO to drop in and run any events here and Village Agent (New village agent appointed, waiting to hear who) attending regularly to meet clients and run drop ins monthly.
- Run regular 'Repair Café' and now have a seamstress who has joined us. We are also planning to help those in the community who struggle with IT generally during the repair café.
- Met with Kev Smith to discuss having a QR code so people can donate to the café/fridge.

Community Garden

- Community Garden group meet regularly at the BACH
- Cllr Paul Elliston works with this group regularly who have grown a number of different veg which have supplied the Community Fridge.

Community Events

- Prepared and printed answer papers for the Community Quiz night
- Community Quiz – with over 45 in attendance.

- Prepared new spreadsheet for Coronation Event with final plans.
- Liaising with Bethan Turner for promotion of Events
- Respond to requests from residents for open mic/parking and stalls for events
- Liaising with stall holders, food providers, volunteers and attendees for the Kings Coronation.
- Check First Aid Kit for Events

Easter Egg Hunt

- Full attended by 100 children and their families
- Organised Y6 girls craft stall for the Easter Egg Hunt Event
- Liaised with Volunteers to organise and run Easter Egg Event
- Posts following the event on social media

The Big Clean Up

- Organised and ran this event with litter pickers and new members of the public
- Liaised with Somerset Council for collection of the rubbish collected.
- Posted on social media following event

Kings Coronation

- Planned and Coordinated planning for the Kings Coronation Event.
- Managing and recruiting Volunteers for the event.
- Liaised with stall holders and food providers.
- Organised equipment required.
- Managed parking requests.
- Managing calls/messages from the Open Mic performers.
- Bookers runs to purchase drinks and other.
- Organised Coffee/Tea table for the TV Marquee.
- Met and purchased items for the Y6 girls to run another stall.
- Sourced marquee and tents to purchase.
- Printed leaflets and posters and organised distribution and posted on noticeboards.
- Met Kev Smith, Paydoughme to organise payment terminals.
- Liaised with Toilet hire company and TV hire company.

Other Volunteering

- Touching base with Companion Volunteer, who is now meeting regularly with a number of clients via the village agent in the community.
- Continue to update spreadsheet with new volunteers

Meetings

- Attended PC meetings
- Attended 2 agenda run through meetings
- Created communications and clerk community report
- Attended Quiz Night Event
- Attended Course on 'Advanced Social Media for Councils'
- School Council Meeting at West Monkton Primary School

17/23 Hestercombe LCN - update

Clerk reported that the first meetings for all LCNs are being arranged by Somerset Council and will be confirmed shortly. It is expected that the Hestercombe LCN meeting will be on 28th June at 7pm at the BACH. Somerset Council have indicated that a request will be made to the PC for it to elect a PC representative to attend the LCN meetings.

18/23 Somerset Council Report

Cllr Fothergill reported on the following:

Recycling statistics: DEFRA's recently published league tables shows Somerset's 2021-2022 recycling rate of 56.2% ranking it 28 out of 228 local authorities – putting it in the top 15%. Previously this was 59 out of 228, with a recycling rate of 52.4%. In 2021-22, almost 150,000 tonnes of waste was recycled or reused, saving around 133,000 tonnes of carbon. Of that, 97.2% was recycled into new products and package in the UK. Of the 5,771 tonnes of plastics collected, 99.4% were reprocessed in the UK. Somerset's recycling crews make more than 350,000 collections a week across the County.

Soft Plastic recycling pilot: Following the success of Recycle More collections, Somerset Council successfully bid to be part of a national 'FlexCollect' trial of kerbside collection of soft plastics. As a result a small-scale pilot of the collection of plastic bags and wrapping for recycling will be starting in around 3,600 homes across two locations in Frome. The pilot collections will pick-up a

wide range of plastic bags and wrapping, including carrier bags, bread bags, confectionary wrappers, crisp packets, food wrapping and cling film. Depending on how the trials progress, it is expected that they will be expanded to more Somerset homes next year. Primary School places: Nearly 99% of Somerset's youngest children were offered a primary school place at one of their top three choices, Somerset Council's latest school admission figures show. Overall, 98.94% (98.62% last year) of the 5,182 applicants were offered a place at one of their top three choices, with 94.54% (93.4% last year) receiving their first choice.

Mental Awareness Week: Somerset residents are being asked to share photos of their favourite 'Happy Place' in advance of Mental Health Awareness week (15 – 21 May). The theme of the 2023 campaign is anxiety, and those taking part can share photos of places they go in Somerset to help them to feel calmer and happier, using the hashtags #SomersetMyHappyPlace. The images that are shared before 15th May can be seen at www.healthysomerset.co.uk/mental-health-awareness-week/.

Alternative Energy payments: Household in Somerset could still be due for government payments to help towards the costs of heating their homes, under two separate schemes. The first scheme is for those who heat their homes with an alternative fuel such as wood pellets, LPG or oil, as many do in rural urban areas. Those householders could be due a £200 one-off payment from the government, but they must apply by 31 May and the payment isn't means tested. The second scheme is for households that have not received a £400 discount on their energy bills from an electricity supplier. They may still be entitled to a £400 one-off payment from the government.

Making Somerset Accessible: A year-long project to make Somerset more accessible for Disabled people was launched in April 2023. To deliver the project, Somerset Council has teamed up with WECIL Ltd – a Disabled People's Organisation who offer a range of services supporting independent living. The project is now seeking volunteers to share their views and is asking for individuals and organisations to get involved by contacting disability.in@wecil.org.uk

Highway contravention fines: Nearly £15k of fines have been handed to BT for roadworks offences in Frome. The telecommunications firm was found guilty of two offences which included failing to ensure the safety of pedestrians by failing to install traffic management and for carrying out works without a valid permit.

Covid booster vaccination: The NHS in Somerset began the next phase of Covid-19 vaccinations on the 17th April with its Spring programme, geared up to protect the most vulnerable residents. More than 80 thousand people across Somerset are eligible which includes those aged 75 and above, those with a weakened immune system, and older adult care home residents. Invitations are being sent out via letter, text messages or the NHS app and appointments can be made online through the National Booking Service.

New childminders: Somerset Council is offering a "Golden Hello" grant worth £250 to those who would like to be a childminder. The £250 can be used to help with training and set up costs. The Council offers guidance and training to newly registered childminders and supports them through Ofsted registration and beyond. To find out more about becoming a childminder, and for an information pack please call 0300 123 2224 or visit www.somerset.gov.uk/children-families-and-education/early-years-and-childcare/starting-a-childcare-business/

The following questions were asked:

Cllr Hope asked about the Somerset adopt a child campaign and if a child is adopted, any school can be chosen by the adoptive parents to send the child to including public and private schools. Cllr Fothergill confirmed that children who have been in care is a protective characteristic which is a consideration when applications are made for public school places but wasn't able to comment in respect of private school places.

Cllr Haskins raised the highway issues in relation to MH2. Cllr Fothergill confirmed that he would try to set up a meeting between David Carter at Somerset Council and the PC to discuss the proposals and the PCs feedback to confirm the Somerset Highways view in relation to the MH2 proposals.

The 20mph speed limit on Monkton Heathfield was raised. Clerk confirmed that a request has been made to place the SID on Monkton Heathfield Road. Roundels on the road were discussed. Clerk confirmed that a request for roundels formed part of the Parish Councils response to the TRO notice in respect of the permanent 20mph order.

Cllr Tully reported that the local community speedwatch group have asked permission to stand by the Village Hall wall to do a speedwatch.

Public Question Time

Cllr Gage raised the travellers that broke into the area next to the canal. Cllr Gage reported that the travellers committed two offences, one cutting the lock causing criminal damage and the second trespassing on the land but the police took no action.

Cllr Gage raised concern that once adopted the verge along the ERR will belong to Somerset Council and there is a future risk that travellers may use this space. Cllr Fothergill suggested that the Parish Council request a briefing from Martin Ford at Somerset Council. It was also suggested that clarity was needed about if POS is public land.

Cllr Fothergill to put the Clerk in contact with Martin Ford at Somerset Council to receive a briefing. Clerk to make enquiries about the definition of public land.

Cllr Tully reported that the Bridgwater Road between Brittons Ash and Roys Place is breaking up.

Clerk to report to Somerset Council.

Cllr Tully suggested that once adopted, yellow lines are placed on Roys Place to prevent parking on the corner of the road where visibility is low.

Cllr Tully requested an update regarding the agreed improvements to the pathway providing the rear access to Farriers Green park.

Clerk to chase progress again.

Cllr Haskins reported again the issues with blocked gullies in the Parish. Cllr Fothergill confirmed that he continues to report the blocked gullies.

19/23 Planning

a) To consider any planning applications (listed on the Somerset Council website)

48/23/0012 Demolition of garage and store and erection of 1 No. dwelling with associated works on land to west of Quince Cottage, Noah's Hill, West Monkton (deferred from 25th April meeting, extension of time to make comments permitted until 10th May)

The Parish Council objects to the granting of permission for the following reasons:

- The tree report that accompanies the planning application is based on a survey conducted in 2016. Since that date trees within the report have been felled and other trees planted which are subject to a TPO. The report, within which it is confirmed that it is only valid for 1 year, does not provide a survey of the current trees on the site of the proposal. The report refers to a Tree Protection Plan (ref SHS01) which is not included or available with the documents accompanying the application. An updated Tree Report, providing an assessment of the trees currently on the proposal site and a tree protection plan confirming the trees that will be felled to enable this proposal is required. Upon receiving this, the Parish Council would like a further opportunity to comment on the proposal, particularly in relation to the trees that are proposed to be felled.
- Although a Tree Protection Plan is required, the Parish Council believes from looking at the supporting plans that trees will need to be felled to enable the proposed dwelling to be erected. This would have a detrimental impact on the street scene.
- The proposed cross sections accompanying the application don't show the position of the road and it is therefore not possible to fully understand the visual impact of the proposal.

48/23/0020 Installation of dormer to garage to create a home office at 145 Bridgwater Road, Taunton

The Parish Council supports the granting of permission.

20/23 Community

a) Update

Cllr Hall reported that WPA who provided the grant for the Community Garden have requested a meeting to see progress with the garden.

Cllr Elliston reported that a meeting is pending with the school regarding a compost project – potential grant funding is available.

b) Feedback from Coronation Event

Cllr Haskins reported that the Coronation Event was a great event, volunteers helped a great deal and the weather worked out ok despite the forecast.

Cllr Haskins confirmed that some bottles of wine were left over, it was agreed to gift a bottle of wine to key volunteers in recognition of their support with the event including Pete and Tricia Lugg, Mr and Mrs Walker, Glynn Warren, Kev and Andy from Tacchi Morris and Kev Smith from Pay Dough.

Cllr Haskins confirmed that he would purchase any remaining bottles of wine from the Parish Council.

Banners for the event have been taken down and the stickers removed ready for re-use.

It was noted that Cllr Haskins marquee was damaged during the event. Cllr Haskins to gather costs for a repair.

It was agreed to store both generators in the BACH ISO container where they are more secure.

21/23 MH1 Update: POS / Sports Pitch Transfer

Clerk confirmed that chaser emails continue to be sent. As a result of Cllrs Cavill and Fothergill chasing progress Simon Fox at Somerset Council has requested a meeting between the PC / Developer and Somerset Council. The meeting has been scheduled

for Monday 22nd May, Cllrs Haskins, Hall and Hope to attend the meeting with the Clerk. Clerk reported that the meeting being scheduled may encourage progress. Cllr Hall reported that the cricket and rugby bodies are fully supportive of the sports pitch proposals but that if progress isn't made promptly with amending the S106 the contractors who would carry out the ground work may be lost.

Cllr Gage suggested that the S106 contribution figures are reviewed due to them being index linked. Clerk to raise through the solicitor.

22/23 Reports, including recent developments, matters to consider and decisions to be made:

a) Bathpool Flood Warden: Mr Kevin Perry

Mr Perry reported that April was quiet but it was the wettest April in 5 years. 20mm of rain fell yesterday and 27mm today. The sewer system in Bathpool couldn't cope and has discharged into gardens on Bridgwater Road, it is still discharging this evening. A flood alert for the Tone catchment was issued at 5.15pm today. There is also a report of water flowing down Greenway Road and into a driveway due to blocked gullies. Dyers Lane is likely to be flooded again too.

The longer term forecast is more settled until the evening of Saturday 20th May.

Clerk confirmed that the Environment Agency are agreeable to meeting again regarding the Hartnells S106 funding. Clerk to gather availability from Cllr Cavill and Mr Perry for a meeting to be scheduled at the BACH.

Clerk to follow up the wider meeting with bodies about the wider catchment issue and the impact on Bathpool.

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

Footpaths

Cllr Gage reported that the footpath next to Pigeon Cottage needs strimming.

BACH

Cllr Gage reported that the BACH Committee Meeting originally scheduled for 25th May will be rescheduled for the following week.

A carpet cleaner has been purchased and is now being used.

Cllr Haskins reported that the side panels from the marquee used at the weekend need cleaning – there are about 10 panels in total. Clerk to make arrangements.

Highways;

Cllr Besley confirmed that he had nothing to report but that a meeting with Somerset Highways was needed.

Cllr Elliston raised the lack of signage between Bathpool Bridge and the Creech Castle junction. Cllr Tully confirmed that he intended to raise this point with Cllr Rigby during a meeting that is scheduled to take place.

Safe Routes to School;

Cllr Tully confirmed that he had nothing to report in respect of safe routes to school but reported that the drains are blocked near the bus shelters on Monkton Heathfield Road near the Merry Monk. Clerk to report.

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

Cllr Hope reported that he continues to chase progress with the MH1 play areas but that Persimmon are not responding. The attenuation pond at Brittons Ash was raised and how the gate is secured with plastic ties. Clerk confirmed that the matter had been reported to Persimmon but no response has been received. It was agreed that the Clerk would report the matter to the Health and Safety Executive due to the chamber being 4.5m deep. Clerk to copy in Chair of Persimmon when reporting the issue.

Transportation;

Cllr Elliston requested that an item is added to the next agenda to discuss next steps in respect of Community Transport. Clerk to add an item.

c) Communications Report

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 1053
- 17.2K post reach
- Page Visits 1217
- 5365 post engagements
- Posts added sharing news items that are added to the website.

Monkton Matters

- Page likes / followers now at 310
- 30 new articles added in April
- Page Visits (facebook) 342

- Articles on Monkton Matters being shared on Monkton Matters Facebook page to pull users to the website.
- 3.2K post reach
- 229 post engagements
- Business directory has details of 20 businesses so far.

Community Fridge Facebook Page:

- Page likes /followers 883
- Page visits 1124
- 5.1K post reach
- 220 post engagements

Community Garden Facebook Page:

- Page likes/followers 96
- 206 Page visits
- 3.5K post reach
- 295 post engagements

Village News Contribution

- Developed by the Clerk's

Noticeboard Updates

- Updated noticeboards

d) GDPR

Nothing to report.

Representatives on outside bodies/Response to Consultations:

e) West Monkton Village Hall Management Committee

Cllr Tully confirmed that the Committee are developing figures ready for an application for funding to be submitted to the PC.

f) The Spital Trust

Clerk confirmed that the Coronation Bench has been ordered and is expected to be delivered in June.

Cllr Ellis confirmed that she had nothing to report.

Cllr Haskins confirmed that the fencing work around the allotments is underway.

g) Any events at which WMPC was represented

Cllr Hall reported that he had given a presentation to Jennifer Clifford, Garden Town Lead Officer on the Country Park. Jennifer Clifford is now liaising with the Chair of the Garden Town Delivery Board to arrange Cllr Hall to give him the same presentation in advance of the next Garden Town Delivery Board meeting in June.

h) Consultations responses to be developed / approved for submission

No consultations

23/23 Finance

a) Annual Governance Statement

It was resolved to approved the Annual Governance Statement. Proposed by Cllr Gage, seconded by Cllr Tully and agreed with all in favour.

b) Quotations and Updates:

Somerset Council Grass Cutting and Dog Bin Emptying

DESCRIPTION	VAT	AMOUNT
Dog bins x7 @ £7.33 emptied once a week.	20%	£2668.12
Cut visibility splay from Dosters Lane down to the hedge row towards Monkton, April x1 @ £342.41	20%	£342.41

Cut A3259 grass at bollards, including entrance to footpath to Yallands hill, April x6 @ £171.20	20%	£1027.20
Grass Cutting, front of West Monkton Primary School verge in front of the railings. X6 @ £40	20%	£240.00

Subtotal	£	3250.53
Taxable	£	3250.53
VAT @20%	£	650.11
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TOTAL Due	£	3900.64

Quote agreed as amended above. Proposed by Cllr Hall, seconded by Cllr Elliston and agreed with all in favour. Clerk to liaise with Lengthsman about cutting the verges along Monkton Heathfield Road.

- Refurb of St Quintins play area agreed and scheduled to be done by DLO this financial year. Progress update requested.
- Refurb of Meadway play area will be part of SWT scheduled maintenance this financial year. No cost to PC. Progress update requested.
Email received on Monday 20th March confirming that works to Mead Way Play Park will be taking place in the next few weeks.
- Insulate roof at Village Hall, under discussion, waiting for further info and description of grant chasing efforts from Village Hall Management committee. Info sent , with link to site, to VH committee from Rural Grants Directory section on Village Halls..
- Environmental
Quote for Farriers Green ramp by DLO accepted, but M Davies no longer in role at SWT so may be a delay. Progress update requested.

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

Somerset Council Precept	£121710.00
HMRC VAT Refund	£1561.43
Safe South West Emergency Planning Grant	£367.00
Interest Lloyds	£15.71
Nationwide	£80.01
PSDF	£259.49

Payments

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
To authorise payment of:						
A Pritchard litter picking	xx.xx	No vat	xx.xx	d-d	Salaries and expenses	Pension (employee contribution)
Employee pension contributions	136.85	No vat	136.85	d-d	Salaries and expenses	Pension
Employer contributions	102.64	No vat	102.64	d-d	Salaries and expenses	Pension
A Shepherd Clerks salary SCP33	xx.xx	No vat	xx.xx	bacs	Salaries and expenses	Salaries
K Welsh assistant clerk-community salary SCP 28	xx.xx	No vat	xx.xx	bacs	Salaries and expenses	Salaries
HMRC Tax and NI Contributions	1168.17	No vat	1168.17	bacs	Salaries and expenses	Salaries
A Shepherd homeworkers allowance	27.00	No vat	27.00	bacs	Salaries and expenses	Expenses
K Welsh homeworkers allowance	27.00	No vat	27.00	bacs	Salaries and expenses	Expenses
S Rolls Lengthsman services	505.40	No vat	505.40	bacs	Environmental and Open Spaces	Lengthsman
Business all about you Climate Initiative PR WMPC 28	175.00	No vat	175.00	bacs	Environmental and Open Spaces	Environment / Community
QSSIT regular maintenance / monthly sub	25.40	5.08	30.48	bacs	IT and Communications	IT and Communications
Expenses claim A Shepherd (Travel)	28.55	No vat	28.55	Bacs	Salary and expenses	Expenses
Expenses claim A Shepherd (Coronation Items)	206.22	36.85	243.07	Bacs	Youth and Community	Youth and Community
Expenses claim A Shepherd (BACH Cleaning Supplies)	4.00	No vat	4.00	Bacs	BACH	Cleaning Supplies
Expenses claim K Welsh (Travel)	152.10	No vat	152.10	Bacs	Salary and expenses	Expenses
Expenses claim K Welsh (Coronation Event Items)	186.33	No Vat	186.33	Bacs	Youth and Community	Youth and Community
Weetree Wholesale Nurseries (MH1 Trees x 2)	118.40	23.68	142.08	Bacs	Community Infrastructure Levy	CIL Expenditure
Monkton Village News (additional printing transport survey and annual report)	260.40	No vat	260.40	Bacs	IT and Communications	IT and Communications
NPower (Electric Telephone Box)	47.01	2.35	49.36	Bacs	Environmental and Open Spaces	Environment / Community
Taunton Solicitors (MH1 Transfer Public Open Spaces)	2200.00	440.00	2640.00	Bacs	Community Infrastructure Levy	CIL Expenditure
Community Council for Somerset (CCS Buildings Membership)	100.00	No Vat	100.00	Bacs	BACH	Licenses / Subscriptions
Monkton Elm Garden Centre (Community Garden)	34.14	6.83	40.97	Bacs	Community Infrastructure Levy	CIL Expenditure
Expenses claim A Hall (Sundry admin)	80.19	No vat	80.19	Bacs	General Administration	Sundry Admin
OFS Construction Services (Maypole ring and play equipment repair)	180.00	No vat	180.00	Bacs	Environmental and Open Spaces	Environment / Community
Higos Insurance (Parish lengthsman insurance)	94.17	No Vat	94.17	Bacs	Environmental and Open Spaces	Lengthsman
To note payment of:						

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
<u>Direct Debit</u>						
Invoice Tailored Auto Enrolment 9796 29/4/2023 (Pension administration)	12.00	2.40	14.40	DD PAID	Salary and Expenses	Pension
Invoice SWS 112257 2/5/2023 maintain gsuite	59.80	11.96	71.76	DD PAID	IT and Communications	IT and Communications
Invoice SWS 112208 web-lite hosting (MM) and standard mailbox 20/4/2023	25.00	5.00	30.00	DD PAID	IT and Communications	IT and Communications
Invoice SWS 112105 Website Annual Charge	198.00	39.60	237.60	DD PAID	IT and Communications	IT and Communications
<u>By BACS</u>						
TMS AV Hire (Coronation Screen)	677.00	No vat	677.00	Bacs	Youth and Community	Youth and Community
TMS AV Hire (additional coronation screen)	205.00	No vat	205.00	Bacs	Youth and Community	Youth and Community
House of Tents (Events Marquee)	2448.33	489.67	2938.00	Bacs	Community Infrastructure Levy	CIL Expenditure
London Hearts (Defibrillator – Village Hall)	1371.00	274.20	1645.20	Bacs	Community Infrastructure Levy	CIL Expenditure
Viking Payments (Stationery)	133.94	26.79	160.73	Bacs	General Administration	Sundry Admin
S Haskins Expense Claim (Generator set up)	232.21	No Vat	232.21	Bacs	Environmental and Open Spaces	Environment / Community
S Haskins Expense Claim (Mileage)	23.20	No Vat	23.20	Bacs	Salaries and Expenses	Expenses
A Hall Expenses Claim (Pop up Tents)	270.00	No Vat	270.00	Bacs	Community Infrastructure Levy	CIL Expenditure
Tor Luxury Toilet Hire (Portable Toilets for Coronation Event)	157.50	31.50	189.00	Bacs	Youth and Community	Youth and Community

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

Transfer between accounts

None

AUDIT WORKING PARTY

Meeting Friday 21st April 2023 at 9.30am at the BACH

NOTES

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

Present: Cllrs Haskins and Gage and Clerk A Shepherd.

1. Apologies

Apologies were received from Cllrs Hall and Tully.

2. Report of the third quarter meeting in January to be approved.

The notes were approved. Proposed by Cllr Haskins, seconded by Cllr Gage and agreed with all in favour. Clerk confirmed that the notes were included in the February Parish Council Finance Report.

3. To confirm fourth quarter bank reconciliation.

Detailed bank reconciliation for the fourth quarter was circulated in advance of the meeting and approved.

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

The end of year budgeting and summary report were shared in advance of the meeting and considered in detail.

5. To confirm fourth quarter VAT reclaim.

The VAT reclaimed in the fourth quarter was £1561.43.

6. To review CIL 2022/23 spend and review remaining funds

A document summarising CIL spend and the amount of CIL money remaining was circulated in advance of the meeting. The document was summarised, discussed and the current position noted.

7. Grant Applications

It was noted that the current window for grant applications is open until 15 May 2023.

Clerk outlined the applications that had been received so far including:

- a) Tricia Cavill – Leaky Roof of the Lady Chapel at West Monkton Church £500.00
- b) Neil Aries – Solar battery £500.00

The Audit Working Party recommended that the Parish Council award the grants requested. It was noted that at least one other application was expected prior to the current application window closing.

8. To discuss and review hours of Clerk and Assistant Clerk Community

The hours worked over those contracted by the Assistant Clerk were discussed. It was recommended that the Assistant Clerk should be paid overtime for the additional hours worked going forward. If these exceed 10 hours per month, approval by the Clerk and Chair is required.

Clerk outlined the increasing administrative work load and suggested an increase in hours to full time (30 hours to 37 per week), this would the Clerk's employment to only be by West Monkton Parish Council. It was recommended that the Clerk is employed full time.

Clerk to develop figures for the May Finance Report to outline the financial implications on the PC of these two recommendations.

9. **To consider any other financial matters brought to the attention of the RFO before the meeting.**
No other financial matters were brought to the attention of the RFO prior to the meeting.

10. **Date of next meeting Friday 21st July 2023 at 9.30am by zoom.**

Meeting finished at 10.20am.

Audit Working Party Recommendations:

1. To approve the two grant applications.
 - a) Tricia Cavill – Leaky Roof of the Lady Chapel at West Monkton Church £500.00
 - b) Neil Aries – Solar battery £500.00

Application by Tricia Cavill approved. Application by Neil Aries to be considered at the June meeting alongside other applications that are received in the current grant window which closes on 15th May 2023.

2. To pay the Assistant Clerk Community overtime for additional hours worked with immediate effect and to increase the Clerk's working hours to full time (37 hours per week) with effect from July / August 2023.

Calculations:

Increase from 1st July (9 months of 2023/24) will increase Clerk's salary costs for the year from £31933.20 to £37603.05.

Enough money in budget with some spare for overtime for Assistant Clerk Community.

Proposed by Cllr Hall, seconded by Elliston and agreed with all in favour.

e. To receive budget monitoring report (incorporating BACH accounts)

The budget monitoring report to the 30th April was shared and its contents noted.

24/23 Other matters for report only – items for discussion - no decision

a) Items for next meeting agenda – by Monday 15th May 2023 or Monday 5th June 2023

Noted

Cllr Besley requested that feedback on the PCs comments in relation to the MH2 Emerging Masterplan / Vision Document is provided at the MH2 Teams meeting scheduled to take place on 19th May. Clerk to request feedback in advance of the meeting.

25/23 Dates of forthcoming meetings:

Parish Council:

Second Tuesday in the month (Business focused meeting)

2023: 13th Jun, 11th Jul, 8th Aug, 12th Sep, 10th Oct, 14th Nov, 12th Dec

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

2023: 23rd May, 27th Jun, 25th Jul, 26th Sep, 24th Oct, 28th Nov.

Audit Working Party: 21st July 2023 at 9.30am (Virtual)

Annual Parish Meeting: TBC March 2024 at 7pm

BACH committee – 30th May 2023 at 7pm

Budget and Precept TBC November 2023

Meeting finished at 9.25pm



Signed Chairman:

Date: 23rd May 2023

Adopted - Redacted