



West Monkton Parish Council

ADOPTED

Minutes of the virtual meeting of the Parish Council held on Tuesday 10th November 2020 at 7.00pm.

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

In attendance: Mrs A Shepherd, Clerk, Mrs T Cavill, Assistant Clerk, Ms J Pearson, Clerk to Cheddon Fitzpaine Parish Council, Mr K Perry, Flood Warden, Cllr Andrew Pritchard, District Councillor, Cllr David Fothergill, County Councillor and Peter Ash (Connect Low Carbon Electricians).

176/20 To receive any apologies (with reasons), introductions with responsibilities

Apologies were received from Kelvin Tutill, NP Delivery Group Chairman and Cllr David Fothergill, County Councillor who will join the meeting after 8pm. It was agreed to move item 5 to later in the agenda to be dealt with when Cllr David Fothergill was present.

177/20 Declarations of Interest, Dispensation Requests, amendments to the Register of Disclosable Pecuniary Interest

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

178/20 To adopt the minutes of the last meeting of the Parish Council on 13th October 2020

The minutes from the previous meeting of the Parish Council on 13th October 2020, having been previously circulated, were taken as read. It was resolved to adopt the minutes of the Parish Council meeting on 13th October, proposed by Cllr Cavill, seconded by Cllr Hall and all agreed by show of hands.

179/20 To note Clerk's report and Assistant Clerk's report

Clerk's Report:

- Actions from previous meetings and other issues raised during the month:
 - Carbon Audit research
 - Community Emergency Plan research and attend Somerset Prepared Webinar sessions
 - Church bench enquiries / arrangements
 - Settlement boundary for West Monkton obtained and circulated
 - New laptop arrangements
- Other Parish Administration:
 - NALC Climate Change Survey – response submitted
 - Sports Pitches Pre-planning application – developed supporting papers including needs analysis and application, circulated for comments, amended and submitted application on 28th October 2020.
 - A further flooding incident at The Cottage, Mount Fancy, followed up with SCC.
 - Country Park Management Group meetings / notes / actions.
- BACH:
 - Attending BACH on daily basis during the week to ensure supply of cleaning equipment / hand sanitiser is sufficient.

- Further lockdown and research into the implications on hall bookings and dealing with cancellations.
 - BACH to close during 4-week lockdown.
 - New hirers using the car park on Friday and Saturday evenings for takeaway food.
 - Next Committee Meeting date to be confirmed.
- Meetings last month:
 - 1st October – Extraordinary Parish Council Meeting
 - 2nd October – MH1 Meeting with Persimmon
 - 5th October – NP Illustrative Map meeting
 - 6th October – WM Liaison Meeting
 - 6th October – Planning Committee Meeting
 - 8th October – Virtual Parish Surgery
 - 9th October – Neighbourhood Plan Meeting
 - 12-16th October – SLCC Virtual National Conference
 - 13th October - Parish Council Meeting
 - 16th October – Audit Working Party Meeting
 - 16th October – Country Park Management Group Meeting
 - 20th October – Somerset Prepared Virtual Sessions
 - Meetings this month:
 - 3rd November – WM Liaison Meeting
 - 3rd November – Planning Committee Meeting
 - 10th November – Parish Council Meeting
 - 11th November – SALC Discussion Forum – Office 365
 - 12th November – Parish Surgery at 7pm
 - 16th November – SALC Risk Assessment Webinar
 - 17th November – Precept / Budget Meeting
 - 25th November – SALC Discussion Forum – Somerset Waste Partnership Briefing

Assistant Clerk's Report:

- Actioned decisions made by Council.
- Attended virtual meetings of Cheddon Fitzpaine PC, Parish Surgery, WM Liaison meeting, WM PC Planning, SLCC annual conference; NP revisions group, NP map group, Persimmon/Rob Hart, site meeting for bus shelters.
- Distribution of daily and weekly newsletters ref corona virus pandemic.
- Parish administration
- Grit bins have been inspected to check how full they are, all are full or nearly full so ready for the winter.
- Annual Governance and Accountability Return (AGAR) is now complete for 19/20. External Auditor report states: 'On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. There are no other matters affecting our opinion which we draw to the attention of the authority'.
The notice of the conclusion of Audit will be placed on the website and has to remain publicly accessible for a period of 5 years.
- Neighbourhood Plan
 - Finalise NP Policy document ready for Reg 14 consultation distribute to both PCs for comment.
 - Arrange another Actual Map meeting to check accuracy, send out WMPC sponsor invitations with bank details.
- CIL projects:
 - Bus shelters: Site meeting with Andrew White BSL surveyor, and David Lacey (R W Gale groundworks). Installation in November. Needs S171 license.
 - Refurbishment of downstairs cafe at T-M centre.

- Planning
 - Photos of the building at 'Tresco' taken to assist S Salter SWTC prepare an Enforcement Notice.
- Climate change
 - Dialogues with SCC Climate fund Sam Shaw, and Director Michelle Cusack seeking advice if application for SCC Climate Emergency Community Fund should be jointly by CF and WM PCs or separately. Both advise a joint application. Dialogue with CF Cllr M Batsch, CF Clerk, Cllr A Hall and WM Clerk regarding the details of filling the form. Obtaining professional advice from experts for pond in Country Park, liaising with Somerset Wildlife Trust, searching for expert advice on forest school/climate change.

The agenda was interrupted to move Item 5 'SCC report' to later in the agenda.

180/20 SW+T Council reports from Cllrs Tully, Pritchard and Cavill - no decisions

Cllr Cavill reported that it had been a busy month for SW+T Council with lots of information and packs coming through for meetings, many of the items have been confidential. On 26th October the Climate Emergency was discussed by Main Council. On 3rd November regeneration projects including Firepool and Tangier were considered, on 4th November the Climate Change Emergency and Carbon Neutral and Carbon Resilience (CNCR) report and Rough Sleeping report were discussed and considered. A substantial award of £994k has been received from Government to extend the use of Canonsgrove, Beech House in Minehead and Lindley House to ensure that there is no reason why anyone should be homeless this winter. Canonsgrove has successfully provided one on one help for occupants. The CNCR includes 15 main targets (available on SWT website), 3 of the targets are of particular interest; Green and Blue infrastructure focus – looking to do the same things as are planned for Country Park. Year one focus on contributing to NRN strategy including tree planting in MCP in partnership with PCs. Target 11 focuses on tree planting, aimed at Exmoor National Park. Target 12 focuses on wildflower meadows and open space management – looking at pilot schemes on open spaces – small schemes dotted about. Country Park presents an opportunity to do this with 70-80 acres of wildflower meadows planned.

Cllr Pritchard reported that CNCR action plan and County Wide strategy provides a great opportunity; both have been voted through SWT but still need to go through SCC. Action plans from each of the Districts are expected. E-scooter bays are going up around the District, need a licence and GO restricted – can't go too far north at the moment into our area. Pilot / trial is open to feedback. The Test and Trace grants – administered by SWT for people that are told to self-isolate. A discretionary pot is also available but once it is used up its gone. Grant giving, with second lockdown, continues to provide support through business grants – Somerset Coronavirus Helpline is still live. Support available for people that are at risk of redundancy or need help with employment issues. Remembrance Services took place on Sunday, SWP continues to remain open. Cllr Tully had nothing to add.

181/20 Coronavirus Pandemic Update – Cllr Elliston

Cllr Elliston reported that the support group hasn't received any request for new support, only from one person who has been supported since the first lockdown.

Councillors asked if the same number of volunteers are available to support as there was during the first lockdown. Cllr Elliston to double check to make sure.

Public Question Time

Members of the public present at the meeting did not ask any questions.

Cllr Besley asked what implications the phosphate issue had for big planning applications like MH2. Cllr Cavill provided an overview. The issue was brought to the attention of SWT on 15th August by Natural England because of a Dutch ruling about phosphates on RAMSAR sites. Somerset Levels is one of these. Natural England have given a directive and SWT have stated that all new and current planning applications will comply with new regulations when they are known. All applications must mitigate any additional phosphate from proposal. Ham Sewerage works improvements may be an option. Developers would prefer site by site approach. Other big phosphate

contributor is farming. Natural England to come back before Christmas with more directives. Two sides – one development and the other phosphates / fertilisers on land. Directive for farmers likely to come from DEFRA. There has been no planning committees for the last three weeks, one planned for next week to deal only with small applications. SWT unlikely to be able to determine larger applications until March 21 onwards. 10 applications in West Monkton that may be held up (haven't been determined yet). The directive affects all areas that drain into the Somerset levels – not just SWT, includes other areas in Somerset and some areas outside Somerset. Cllr Tully raised the low-level fencing near Aginhills / on the roundabout which has been damaged and is falling over. Clerk confirmed that the issue had been raised with the Aginhills Management Company who had advised that the fencing was part of the SCC adopted road.

Clerk to add an item to the agenda for the meeting with SCC Highways on 23rd November.

182/20 Planning

a) To consider recommendations from the WMPC Planning committee on applications received by 3rd November 2020, (listed on SW+T Council website); and to consider any others to date

The following recommendations from the WMPC Planning Committee on 3rd November were considered. It was resolved to approve the recommendations for submission, proposed by Cllr Ellis, seconded by Cllr Besley and all agreed by show of hands.

48/20/0047/T Application to fell one Cherry tree and to carry out management works to one Oak tree included in Taunton Deane Borough (West Monkton No.5) Tree Preservation Order 1998 at Noah's Lodge, West Monkton (TD779)

The Parish Council agreed to support the application. It was noted that the deadline for comments in relation to this application was 6th November. Clerk to therefore submit comments to SWT following the Planning Committee meeting. Proposed by Cllr Gage, seconded by Cllr Haskins and agreed with all in favour.

SCC/3751/2020 redevelopment of existing waste transfer station and depot Taunton Waste Transfer Station, Langdon Depot, Walford Cross, Taunton, Somerset, TA2 8QP GRID REF 327733 127837

The site is an active waste depot and will continue to be after development. The Parish Council welcomes the opportunity to respond to this application as the neighbouring Parish. It is however noted that the list of consultees does not include Creech St Michael Parish Council, the parish within which this proposal is located.

Due to the potential increase in the volume and variety of recyclables being collected as part of the Somerset Waste Partnership Waste Collections and Recycling Services Contract, the use of the facilities will increase and as such will require redevelopment of the Waste Transfer Station (WTS) in order to manage the increase in throughput and processing capacity. The WTS is located at the former Langdon Depot.

The footprint of the new buildings, recycling bays and hardstanding would be similar to those already present that will be taken down. A new entrance c. 20 m width will be located to the west and this will require removal of part of the hedgerow. Most of the plantation woodland would be retained.

Although the site is within the Impact Risk Zone for Curry and Hay Moor SSSI the proposal would not impact on the integrity of the habitats and species associated with the conservation site i.e. grazing marsh habitat and associated bird species. The site is believed to be outside the range of the Special area of Conservation (SAC) for Hestercombe bats, and no mitigation is recommended in the Preliminary Ecological Appraisal report (PEA). A large colony of brown rat lives on the site, therefore no door mice or hedgehogs and no mitigation is suggested in the PEA. However, mitigation for nesting birds is required, and no tree or shrub clearance between 1 March and 31 August (nesting season).

The nearest watercourse is Walford Stream to the west.

The use of suitable Planning Conditions is a key element for the grant of Planning Permission because a Condition allows for Enforcement action to be taken. Whilst the Viridor site at Priorswood enjoys an uneasy relationship with its neighbours at Waterleaze, the opportunity to enforce conditions is a useful tool in the armoury to restrict the nuisance value of a potentially difficult neighbour to the MH2 development at Walford. The site lies very close to the proposed Park and Ride at Walford, and the north eastern end of the MH2 development; therefore, amelioration is essential if a positive first impression by visitors to Taunton arriving at the Park and Ride is to be achieved.

The Arboricultural Impact Assessment report and Plan recommends that consideration should be given to providing a phased management plan for removals and planting to maintain and enhance the tree population on the site. Over the site, there should be a biodiversity net gain of at least 10% which should be demonstrated. The 'under planting' recommended should include as many species as appropriate pollinators as per the guidance provided in the Somerset Pollinator Action Plan. A five-year management/maintenance schedule should be published which will include significantly reduced use of herbicides and pesticides.

Tree protection measures (including an area of root protection) must be in place before commencement of work and maintained correctly until contractors leave the site to prevent loss or damage to those trees and hedges that will be retained on the site. Any trees that do not survive the recommended pruning measures will have to be replaced with equivalent tree specimens (important, because two of the trees to be pruned are quite mature oaks).

Although not a good example, the hedgerow is representative of a Priority Habitat. The loss of c. 20 m for the new site entrance will require compensation habitat, preferably with new hedgerow planting along the new access route to ensure protection of hedge dwelling species; 10% biodiversity gain should be demonstrated.

The trees that are to be removed must be replaced elsewhere on the site with mature trees at least 15 – 20 ft high with trunk girth of at least 10 cms one metre above the ground¹, there must be 10% biodiversity gain.

In all plantings, British native species must be used from British suppliers, with biodegradable tree guards. All plantings must be planted in the correct medium and watered in correctly and be established before the contractors leave the site.

The loss of tree cover owing to ash die back on the southern side of the site must be compensated by planting elsewhere. The visual impact of the site on the motorway and houses in Creech Heathfield must be compensated.

Tree Size	Girth 1 metre above the ground	Approx. Height	Clear Trunk*
Feathered Tree	less than 6cm	1.75-2.50m	
Light Standard	6-8cm	2.50-3.00m	1.50-1.75m
Regular Standard	8-10cm	2.50-3.00m	1.75-2.00m
Selected Standard	10-12cm	3.00-3.50m	2.00m
Heavy Standard	12-14cm	3.00-3.50m	2.00m
Extra Heavy Standard	14-16cm	4.25-4.50m	2.00m

The PEA notes that there will be a loss of habitat due to the proposed development. There will also be a loss of potential bird nesting opportunities. Therefore, a degree of compensation will be required. This can be achieved through habitat creation and the provision of bird boxes. In addition, bat boxes would add ecological value to the

¹ Table copied from website Copyright © 2020 Ashridge Trees Limited.

site. It is recommended, where possible, to incorporate new native hedgerows with/without hedgebanks, into the site design, possibly along the new site access. Any new hedgerows should consist of native shrubs and trees from British suppliers e.g. hazel, field maple, hawthorn, blackthorn, wild privet, spindle, holly, and dogwood. In addition, the retained woodland area could be planted with shrubs to supplement the semi-mature trees e.g. hazel, holly and climber such as honeysuckle. It is recommended that 3 no. bat boxes e.g. Eco Bat Box, and 6 no. bird boxes are erected on the retained trees (those of suitable girth and height) and where possible on the proposed building. The bird boxes should be suitable for a range of species including tits, robin, wren, and sparrow. The boxes should be erected by a qualified ecologist.

Noted in a number of places in the Tree Survey that Ash Die Back disease is likely to limit longevity of ash: but only one ash appears to be reported as dead. It is suggested the dead ash is removed from the site but the other ashes are treated in a way that extends their life for as long as possible rather than use the possibility of ash die back as reason to remove them all now. The physiological and structural observations on the ash range from Fair to Good, although Hedge areas H3 and H6 note dead ash stems.

The site is completely covered by concrete (see below). Ecological enhancement could be gained by requiring that green roofs are installed on the flat roofed new buildings, and vertical green walls where appropriate. (The green roofs would tune in with the proposals for green roofs at the Walford Park and Ride, as described in SW&T Council Design Guidelines).

Background noise levels have been defined, noise emanating from the site should be defined and stated in decibels and a planning condition required that either it or a level agreed with SW & T Council Environmental Health should not be exceeded. There will be noise from the motorway when the southern trees are removed. Control of decibels is for the health and wellbeing of local residents, and fauna that might be adversely affected by noise.

Air quality needs to be defined at a reasonable working level, against which future measurements can be made, to ensure there is no increase in particulates or other pollutants which would affect humans and the local ecology. Regular monitoring of air quality should take place and be published for the information of local residents and the Parish Councils of Creech St Michael and West Monkton.

Lighting on the site should be required to be of warm white LED, and lux levels should be such that habitat and resting places are not disturbed by the lighting. The lighting should be directional and downlit, and compliant with Bat requirements as articulated by Larry Burrows at SCC, particularly if bat boxes are to be installed on the site (see above). The Parish Council would support recommendations from Larry Burrows. Additionally, the lighting needs to be controlled to avoid distracting light spillage onto the motorway. The light spillage from the Viridor site is an absolute blot on the landscape and unacceptable, so a repeat situation must be avoided on the Langdon site.

The Flood Risk Assessment and drainage strategy states that the proposals comprise the reconfiguration of the existing waste to increase processing capacity. The site has an area of approximately 0.92ha and vehicular access to the site is via the minor road to the west of the site. The Environment Agency Indicative Flood Zone Maps show the entire site to be in Flood Zone 1; land assessed as having less than a 1 in 1000 annual probability of river or sea flooding; although a small area to the east of the site is shown as having flooding potential.

Walford Stream, draining into the River Tone and on to the Somerset Levels (site of three RAMSAR sites of conservation) lies to the west of the site and measures must be put in place to ensure no water escapes from the site into the stream to contaminate with phosphates. The site is declared to be impermeable with retaining structures around its boundary, but the Environmental Risk can't be understated and needs the strongest reinforcement as a Planning Condition. The proposed development will result in an increase in the impermeable area, but the proposals for appropriate drainage systems, and the adoption of site and source control techniques, are expected to result in a decrease of surface water runoff from the site to achieve at least a 30% betterment on existing impermeable surface runoff rates. Data should be established for current run off rates so that the 30%

betterment can be measured. Run off from the roofs of buildings not covered as green roofs must be collected and reused on the site. Measures to enhance the environment and make more of managing the water, by reducing the water footprint or increasing water efficiency will be encouraged.

The proposal for foul drainage which flows from the site office is that it will be collected as per the current scenario via a private network and routed to an assumed septic tank before discharging into the surface water system. Under the latest guidelines it is no longer permissible for a septic system to discharge directly to surface water so the treatment facility will need to be upgraded/replaced with a Package Sewage Treatment Plant (PSTP). For safety's sake this should be made a Planning Condition. Ground conditions are not suitable for soakaway.

Leachate from the bulking bays and pits within the baler shed will be conveyed directly into the dedicated leachate water storage tank. The tank is located in the north east sector of the site and fitted with a high-level warning alarm to allow sufficient time for operational procedures.

As could be predicted the Preliminary Risk Assessment rates the risk as low...essentially because the entire site is covered by hard standing (northern area 1994, rest of site 1995, and structures on site were constructed around 2013). The highest potential contamination risks at the site relate to the former tanks which were located on the northern side of the site. Although the current fuel tank is self-bunded with no evidence of leaks or spills, the obsolete tanks (now removed) were brick bunded and staining was observed beneath the pump outside the bund. Any potential impact is likely to be of limited extent, very localised and not likely to affect the wider site area. There is an odour here, but not deemed injurious to human health. It is suggested that the earth from this area is taken away and treated off site.

It seems the risk to future site uses of this site is low owing to the proposed and existing hardstanding covering the site, which breaks the route of transfer between existing soil contamination and site users. Due to the open nature of the site and the hardstanding ground cover over the entire site, ground gas is not considered to present a significant hazard and there is no evidence of it. The site is not affected by Radon.

The Environmental Health Officer from Somerset West and Taunton Council indicated that the site has not been determined as Contaminated Land under Part 2A of the Environmental Protection Act 1990.

The site has been tested for stability given the underlying soil structure (geological assessment has been carried out). For the new buildings, suspended floor slabs are advised owing to the risk of heave from the underlying shallow shrinkable soils and within the baler building and bulking bays, where heavy machinery will be used, ground bearing slabs will need to be used.

It is anticipated that within the narrow confines of the area allocated for the 'Office and Welfare building' the office buildings will be orientated as much as is practically possible to ensure maximum solar gain, and be built with insulation properties that increase the energy efficiency of the buildings. Rainwater run-off from buildings should be re-used. EV Charging points should be installed in the car parking area and be available for the workforce. Covered and secure cycle parking should be provided.

48/20/0054/A Proposal: Display of 1 No. internally illuminated fascia sign and 1 No. non-illuminated fascia sign at B&M, Deane Retail Park, Hankridge, Taunton (retention of works already undertaken)

The Parish Council agreed to make no comments in relation to the proposal.

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

Decisions noted.

The agenda was interrupted to take Item 10e 'Electric Charging Points'

183/20 Electric Charging Points

Chair welcomed Peter Ash from Connect Low Carbon Electricians to the meeting. Peter Ash explained that he had been working with other Parish Councils to enable the installation of Electric Charging Points. Peter explained that Wester Power Distribution (WPD) can be challenging to work with because the network is already under strain. It is difficult to get authorisation from WPD to connect to the network (it can take 3 months to get permission). There is a lot of funding available but the infrastructure is not in place. Peter confirmed that WPD has a duty to provide every household with a 7kw capability for electric vehicle charging and that £1500.00 of funding is available. In order to obtain funding, the charging point has to be available for 24 hours a day, 7 days a week. It is therefore difficult to find a location for a point in the parish. Double sockets are being provided in garages in new builds but this is not sufficient to charge a vehicle – it takes 12-13 hours – a 7 kw supply should be provided. New property owners may have to pay £200-300 to upgrade the supply. It was noted that reference to this could be included in the NP revisions whereby new properties should have a 7kw supply available. Peter estimated that a new electric supply (run), would cost around £900 for 20m run. Most electric cars will only take 6kw. – 4-6 hours. 22kw direct charge - £10k to get WPD to provide supply enables a 15-minute charge. It was agreed that the Parish Council would have further discussions and contact Peter in due course.

The agenda was resumed.

184/20 MH Development

a) MH1: Update

i. Sports pitches

Cllr Hall confirmed that the Pre-Planning Advice Application had been submitted and has now been registered. Additional information requested from A.Penna – this was sent on Monday. Rugby and Cricket club to work together to maintain the pitches.

Cllr Cavill has spoken to Andrew Pritchard at SWT about the proposal who has suggested linking up with Scott Weech to look at bringing other S106 money in from other developments to enable the completion of the sports pitches. Cllr Cavill to contact Scott Weech.

It was agreed to send all information that has formed part of the Pre-Planning Advice Application to Sports England independently. Cllr Andy Pritchard confirmed his full support for the proposal.

Clerk to request a timeline for a decision to be made on the application from A.Penna.

b) Hartnells Farm Development: Update

Assistant Clerk outlined the street name suggestions received from Councillors. Suggestions have included apples varieties, meadow grasses, local birds, nature, names from war memorial from WW1 on WM memorial. Cllr Besley suggested old reed varieties as they would be relevant to Hartnells Farm. Tricia to gather all ideas and submit. Final decision will be made by the Naming Officer at SWT.

Cllr Cavill reported that the work to the sewer down through Heathfield Drive and over Dyers Brook is taking place. Need to keep an eye on the road surface on Heathfield Drive as it may need resurfacing / green areas re-sown after works. Clerk to add sewer works update to agenda for future meetings.

c) Retail units: Update

Cllr Cavill summarised the outcome of the research of a member of the public had undertaken about the Redrow Retail Units. It is understood that Tesco Express have indicated interest for all three units – one shop instead of three but this would be subject to planning approval.

d) MH2: Update

Clerk confirmed that there was no update, a planning application is expected in the new year.

e) Land South of Langaller House: Update

Clerk confirmed that there was no update. It was agreed to take this item off of future agendas. If an update is available it will be covered in the feedback from WM liaison meeting item.

f) Feedback from WM Liaison meeting with A. Penna

Clerk confirmed that there was no further feedback from the meeting to report.

The agenda was interrupted to take item 5 'SCC report'.

185/20 SCC Report from Cllr D Fothergill

Cllr Fothergill provided an update on the work of SCC:

Corona Virus Update: Revised Government regulations mean that Somerset will now enter a period of enhanced lockdown measures aimed at stopping the spread of the Corona virus. The measures will be reviewed on or before the 2nd December. Whilst numbers in the County remain relatively low there has been a marked increase in the number of positive tests. As at 1st November, the number of confirmed COVID-19 cases in Somerset was 2,738 and the number of Covid-attributed deaths 208. The rate per 100,000 currently stands at 65.5 for Somerset with Sedgemoor at 94.8 and SW&T at 70.6. The current number of total deaths across the County is currently 17% below the 5-year average and the latest R-value for Somerset is between 1.3 and 1.6.

It is vitally important to remember at all times the Hands-Face-Space message.

Covid-19 survey: The purpose of the Somerset Covid-19 Survey is to understand the barriers people are facing adhering to the government guidance to stop the spread of the virus. Somerset Public Health team and the Somerset Covid-19 Engagement Board want to hear from as many people as possible across the county so that they can use the feedback to further shape the local response to the pandemic. The survey will cover a includes Covid-19 testing, whether people have become more isolated as a result of the pandemic, how the guidance around local alert levels and the Hands, Face, Space campaign has been understood, as well as views on how others are adhering to the guidance. The survey will close on Friday 13 November. To take part go to:

<http://www.somerset.gov.uk/covidsurvey>

2021 Primary School Places: Applications for Primary School places in 2021 need to be made through Somerset County Council's website: www.somerset.gov.uk/admissions The deadline for submissions is Friday, 15 January 2021.

Winter Gritting: SCC's fleet of 23 Gridders will be maintaining the extended gritting service of last year, with approximately 900 miles of road up for treatment in 2020/21. SCC treat over a fifth of Somerset's roads and the main priority is to keep the busiest routes clear whenever ice or snow is expected. For more information about Somerset County Council's winter service programme, including a searchable map showing all the roads treated, please visit www.travelsomerset.co.uk/gritting and follow @TravelSomerset on Twitter.

Climate Emergency Strategy: The Somerset Climate Emergency Strategy which identifies key priorities to reduce the carbon footprint across the County and achieve Carbon neutrality by 2030 has been written with the assistance of over 5,000 residents who took part in the survey and drop in events. The strategy will now be presented to the SCC Full Council meeting on 18th November for endorsement.

One Somerset: The Secretary of State for Housing, Communities and Local Government, Robert Jenrick, has written to all council leaders in Somerset inviting them to submit their business cases for Local Government Reform by 9 November 2020 with final supporting submissions to MHCLG by 9th December. It is then expected that the Secretary of State will make a decision in early summer 2021.

Somerset Youth Parliament: Somerset Youth Parliament and Somerset County Council are encouraging schools, colleges and youth projects across the county to have their say, make a difference and ensure young people's voices are heard on key issues. The online British Youth Council survey encourages all young people aged 11 to 18 years to vote on issues which are most important to them. These top issues will then be debated and voted on by elected Members of Youth Parliament, helping create the next UK Youth Parliament (UKYP) manifesto.

Individuals, schools, clubs and youth projects are able to register and find out more online at www.byc.org.uk
Family Safeguarding: A new way to support children and families in Somerset has been launched with the aim of strengthening families to overcome their issues and thereby reducing the number of children needing to come into care. Somerset County Council, in partnership with The YOU Trust and the Somerset Drug and Alcohol Service (SDAS), has created the 'Family Safeguarding Team' – a new way of working that will transform how support is given to children and families in the county. A really helpful YouTube video has been created to explain the approach, which can be viewed here: <https://youtu.be/u2WMICx8KTY>

Stepping Stone Placements: More homes are urgently needed in Somerset to provide vital support to young people as they move from care into adulthood. With more than 300 young care leavers in Somerset currently the demand for placements far outweighs availability. 'Stepping Stones' providers receive a weekly fee, starting at £185 per week, plus a little extra for food and utilities (up to £27.50) paid weekly by the young person from their allowance. Providers are also eligible for the same tax exemptions and relief as foster carers, but have much more flexibility to work full or part-time alongside their care role. If you have a spare room and would like to help, please visit www.fosteringinsomerset.org.uk or call 0800 5879900

The agenda resumed.

186/20 Environmental

a) CIL Projects:

Bridgwater Road Bus Shelters – update

Assistant Clerk provided an update. Had a meeting with Bus Shelter Limited. Section 171 being applied for, Bus Shelters are liaising well with David Lacey from RW Gale. Installation expected around 24th / 25th November.

b) Co-Op Noticeboard

Cllr Hall outlined the concerns raised by the Manager of the Co-Op about the noticeboard, the noticeboard becomes very untidy and the wind and rain seems to affect the notices displayed at this noticeboard more than others in the Parish. The Co-Op has requested a glass covered noticeboard. Cllr Hall confirmed that the Co-op would be willing to manage the noticeboard and hold the key. Quotes to be gathered from local tradesmen to either add doors to the existing noticeboard or replace the noticeboard with a new one. Cllr Hall to measure up the existing noticeboard and develop some sketches to enable the quotes to be obtained.

c) Church Bench – Update

Assistant Clerk confirmed that one of the existing benches has been placed at the Church by the Lengthsman. The other available bench has been placed at the Bus Stop in Bathpool. The Lengthsman has taken the other bench away to see if it can be refurbished.

d) Flooding at The Cottage, Mount Fancy

Clerk explained that The Cottage has been flooded again following heavy rainfall a couple of weeks ago. The latest flooding incident has been reported to SCC Highways with pictures. SCC Highways have responded to confirm that a plan of the required works has been developed and submitted to the Somerset Rivers Authority (SRA) for consideration for funding next year. SCC Highways have asked if the Parish Council would be willing to contribute towards these works now which may enable the works to be carried out sooner.

The flooding issue was discussed by Councillors.

It was agreed that the work to the ditches and grips was needed urgently.

Cllr Besley suggested that Mowgate could be used to install a larger pipe at the front of The Cottage to help with water flow. It was agreed that a Parish Council contribution of up to £500 would be made towards these works. Cllr Haskins to discuss the proposal with Mr Fenton.

187/20 Reports, including recent developments, matters to consider and decisions to be made:

a) Bathpool Flood Warden: Mr Kevin Perry

Mr Perry thanked the Parish Council for the flotation jacket which will be worn whenever he walks near the waterways. October was very wet – wettest month of the year so far – 145mm of rain for the month. The River Tone rose by 1.2 m in 10 hours. If the River came up another 75cm then the pump would have been needed. On 21st and 22nd October participated in flooding related sessions on a Somerset Prepared event. Environment Agency will be putting on their website the expected river rises which will help with anxious local people and help to inform actions that may be required. There is a new Flooding online reporting tool which is available to all households to make all agencies aware of flooding issues that are reported. Mr Perry to share details with Clerk to add to the PC website.

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

Assistant Clerk outlined the proposed policy revisions and CIL 123 list. The original CIL 123 List was put together in 2016, reviewed in 2018 and needs reviewing again now. The List was circulated in advance of the meeting. It was agreed to add Climate Resilience to the list.

The amended CIL 123 List was approved, proposed by Cllr Elliston, seconded by Cllr Hall and agreed with all in favour.

Assistant Clerk outlined the proposed Policy Revisions, the document outlining them was sent in advance of the meeting. The proposed policy revisions now need to be added to the original NP document, highlighting where the changes are proposed. Sign off of the policy revisions is required before formal consultation with SWT / Statutory Authorities can take place. The policy revisions were approved, proposed by Cllr Tully, seconded by Cllr Hall and agreed with all in favour.

Assistant Clerk confirmed that work to incorporate the policy revisions into the NP document will take place at the end of November.

c) Councillors with roles of responsibility

Footpaths: Cllr Gage.

Cllr Gage confirmed that there was nothing to report.

BACH: Cllr Gage.

Cllr Gage confirmed that the BACH has been closed for four weeks during the second lockdown. Remedial work to car parking space has now been carried out by Beau tar. It was agreed that a letter of thanks for doing the works should be sent to Beau tar.

Allotments: Cllr Haskins (Clerk)

Clerk confirmed that there was nothing to report and that the renewal letters will be circulated next week.

Highways: Cllr Besley

Cllr Besley confirmed that there was nothing to report. A meeting with SCC Highways has been arranged for Monday 23rd November at 6pm via Zoom.

Water Retention Initiatives: Cllrs Cavill and Hall

Cllr Hall asked Kevin Perry if the drawings to inform the leaky dams had been received from FWAG. Kevin Perry confirmed that they had been received. Kevin to split the plans into appropriate sets. Kevin to work with Cllr Hall to move forward.

Safe Routes to School: Cllr Tully.

Cllr Tully reported the issue of unsafe crossing at Tudor Park again. Cllr Fothergill confirmed that he would raise it again with SCC Highways. Item to be included on agenda for PC meeting with SCC Highways on 23rd November.

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

Cllr Hope confirmed that he had undertaken a tour of the open spaces, there is no progress to report with fixing play equipment in Central Park, Hob Close is being worked on at the moment, the fence has been added to the edge but not black railing fence – used post rail and mesh fencing instead. Not what was agreed. Three entrances with self-closing gates have been installed and a pair of 5 bar gates with closer over them to hold together. No provision to lock these gates so they can be opened by anyone. Asked contractors if they had the responsibility for post and rail around either side of access over culvert / stream – Edenvale have confirmed that they don't have a work request. Ownership of ditch needs to be ascertained. Assistant Clerk to check plans on Planning Permission and Cllr Hope to send information and picture to the Clerk to raise with Persimmon. Cllr Hope also reported that the area at the back of the school, the mound of earth with stuff growing on top is really high and unsightly. Cllr Hope to send pictures to the Clerk to raise with Redrow.

Community Liaison/Transportation: Cllr Elliston

Cllr Elliston confirmed that there was nothing to report.

d) Communications Report

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

e) GDPR

Clerk confirmed that there was nothing to report.

f) WMPC Chairman

Cllr Haskins confirmed that he had nothing to report.

Representatives on outside bodies/Response to Consultations:

g) West Monkton Village Hall Management Committee

Cllr Tully confirmed that he had nothing to report.

h) The Spital Trust

Cllr Ellis confirmed that she is waiting for a copy of the minutes from the Spital Trust meeting to be able to report any issues / matters raised.

i) Any other events at which WMPC was represented

No other events.

j) Consultations submitted

No responses submitted to consultations.

188/20 Assets

a) Annual Approval of WMPC Asset Register

The WMPC Asset Register, circulated in advance of the meeting was approved. Proposed by Cllr Gage, seconded by Cllr Hall and all agreed by show of hands.

189/20 Finance

a) Quotes:

Sharp Cat quotes have been approved in October

QSS IT quoted for a new DELL laptop and wipe clean of the old HP Laptop for use for the Somerset Wood administration: £1349.84 incl vat. Following consultation with Chairman, Vice Chairman and Clerk the Order has been placed.

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	£0.29
Nationwide	£3.22
PSDF	£8.42
Second quarter VAT reclaim	£770.30
CIL	£6225.12

Payments

Bus shelter cleaning and litter picking

Mr A Pritchard, all his pay after tax => employee voluntary contribution to pension via Tailored auto-enrolment (£xx.xx to be paid by direct debit)) shown on bank statement

Tailored auto-enrolment pension contributions (£xx.xx to be paid by direct debit)) together

Clerks salary (after tax) incl 6 months back pay £xx.xx to be paid by bacs

Asst Clerk (after tax) incl 6 months back pay £xx.xx to be paid by bacs

HMRC month 7 £416.97 to be paid by bacs

Homeworkers allowance Clerk £27.00 to be paid by bacs

Homeworkers allowance Assistant Clerk £27.00 to be paid by bacs

Lengthsmans services £223.05 to be paid by bacs

SWTC Install dog bin + 26 weeks emptying £774.96 to be paid by bacs

PKFLittlejohn AGAR External Audit for 19/20 £480.00 to be paid by bacs

QSS IT supply laptop, transfer data, wipeclean £1349.84 to be paid by bacs

Marines Memorial stone P Arkell stonemason £1794.00 to be paid by bacs

M Besley works at CP Mar – Oct 2020 £303.88 to be paid by bacs

Any other invoices received before .10 November 2020 £ to follow, to be paid by bacs wherever possible

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

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

To follow:

Mogwase hedge cutting CP/Maidenbrook Lane both sides inside and out between the two Parishes cost to be advised and divided

NALC training rebuilding communities/climate £30.00 per attendee (seven attendees) to be paid by bacs £16436.00

Tacchi-Morris information for application for funds (CIL project) (WM PC to pay invoices to enable reclaim of vat, plaque to attribute to WM PC) Proposed by Cllr Hall, seconded by Cllr Elliston and agreed by show of hands (Cllr Cavill and Tully abstained).

Payments made since last meeting of WMPC

1.To note: Payments made using debit card

Floatation Jacket for K Perry Bathpool Flood Warden £93.48 of which vat =£15.58

2.To note payments by bacs/transfer:

SWT Council fee for pre planning advice £319.44

3. To note payment by direct debit

Invoice 8618 Monthly payment of £12.00 + vat £2.40 = £14.40 to Tailored Auto Enrolment, for the servicing plan Tailored auto enrolment pension deductions: to follow

Invoice SWS107033 Monthly invoice £59.80 + vat £11.96 = £71.76 to Somerset Web Services (13 mailboxes)

c) WMPC Bank reconciliation

Bank reconciliation and budget check: please check on green financial sheet. Ask any questions by email.

The bank reconciliation for July is complete, no outstanding items.

General notes on spreadsheet

Each column heading is dated first of the month.

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

Each monthly expenditure column itemizes payment that will be made (i.e. paying the last month's bills) after 1st of the month. These are the monthly list of payments for approval.

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

Specific notes for WMPC November financial sheet

WMPC Receipts

Shows receipts between 1 Oct and 1 Nov, Includes interest from three bank accounts

CIL receipt of £6225.12 has come from:

48/18/0046 – Land to the North of Summercourt, Dosters Lane, West Monkton TA2 8NP - £2,767.19 - CIL paid in full.

48/16/0045 – Springdale, 41 Greenway, Monkton Heathfield TA2 8NF - £1,847.07 – CIL paid in full.

48/19/0072 – Springdale, 41 Greenway, Monkton Heathfield TA2 8NF - £1,610.86 – Final CIL payment due in December 2020.

Second quarter vat reclaim £770.30

Sponsor for NP map £50.00

WMPC Expenditure

Invoices dated after 1st Oct are shown on the Nov finance sheet.

Environment: Dog bin supply and installation at Bream corner cost 438.00 (incl vat), + 26 weeks emptying cost 336.96 (incl vat) = £774.96, plus Bathpool Flood Warden floatation jacket 93.48 (incl vat) total on fin sheet = 868.44 +preplanning advice SWTC 319.44 = 1187.88

d) Report of Audit Working Party held on 16th October 2020

Audit Working Party Meeting Friday 16th October 2020 at 9.30am

VIRTUAL MEETING

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

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

1. Report of the first quarter meeting in July to be approved. Proposed by Cllr Haskins seconded by Cllr Hall and all agreed to approve the notes of the meeting on 17th July 2020.

Matters arising from the meeting:

An expenses claim form had been developed and circulated to all Councillors.

The passwords for all the Parish Council owned laptops (there are three) are held securely by the Clerk. A replacement for the HP laptop purchased in 2017 and used by the Clerk has been ordered from QSS IT, who will wipe clean the HP which will then be used for the administration of the Somerset Wood.

2. To confirm second quarter bank reconciliation, bank statements. To note that owing to covid-19, Parish Council meetings are held virtually, therefore Cllr Cavill is checking and signing bank statements and green finance spreadsheet (independent, not a cheque signatory).

Cllr Cavill has approved and signed the second quarter bank reconciliation prepared for the annual audit.

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

Both spreadsheets were agreed to be in order. Budget lines on the WM spreadsheet noted as used up or low were pension contributions, clerks expenses and sundry administration. These lines will be re-evaluated at the budget setting meeting in November.

4. To confirm second quarter VAT reclaim.

The claim had been submitted for £770.30.

5. To consider opening an account at the Unity Trust.

Owing to the current financial situation, with banks reducing their interest rates, and a possibility of negative interest in the new year, and the fact that Unity Trust charges bank charges, it was agreed to leave the banking arrangements as they are for the time being.

6. To receive the report of the Audit Trail for the proposed new bus shelters on the Bridgwater Road.

The trail had been prepared as a table based on archived emails, minute references from the Minutes, and the record of spending based on the green financial spread sheet and authorisation in the minutes.

It was agreed that the Audit Trail for the next meeting of the AWP on 15th January 2021 would be the Tacchi-Morris kitchen/downstairs cafe refurbishment

7. To confirm grant applications received.

Grant unspent - £200.00 to Jaqui Besley for VE day street party in 2020. Correspondence has been exchanged – she will roll it over. AWP members noted the fund will rollover as and when.

To note that refurbishment of downstairs café at T-M qualifies to be a CIL project. Andy Pulleyn (Director) will be addressing the next WM PC Planning Committee.

8. Budget check – appointment of Parish Ranger – discussion.

It was noted that circumstances and events had resulted in no Ranger being appointed, nor likely to be appointed within this financial year. The unexpected delays with the ownership of the Country Park, the handover of the Public Open Spaces and the Sports Pitches change of use were slowly being worked through.

When they are resolved, the original reasons that informed the Parish Council's decision to appoint a Ranger will not have changed and a Parish Ranger will still be needed. Additionally, it was agreed that the possible change

to Unitary, plus devolved services with or without financial support would need resources; the economic situation in coming months will be likely to reduce the Tax Base of the Parish for precepting purposes, and therefore it was prudent to retain the reserves set aside for the Parish Ranger position.

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

No matters were brought to the attention of the RFO before the meeting.

10. Date of next meeting Friday 15 January 2021 at 9.30am.

e) BACH finance

The BACH Finance Sheet, providing the position in relation to the BACH finances to the 31st October 2020 was circulated in advance of the meeting and its contents noted.

190/20 Other matters for report only

Items for next meeting agenda – by Monday 30th November 2020.

Confidential Session:

191/20 Country Park

Cllr Hall provided an update in relation to the Country Park.

192/20 Dates of forthcoming meetings

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

Parish Council:

Second Tuesday in the month

2020: 10th Nov, 8th Dec.

2021: 12th Jan, 9th Feb, 9th Mar, 13th Apr, 11th May, 8th Jun, 13th Jul, 10th Aug, 14th Sep, 12th Oct, 9th Nov, 14th Dec

Planning Committee

First Tuesday in the month

2020: 2nd Nov, 1st Dec.

2021: 5th Jan, 2nd Feb, 2nd Mar, 6th Apr, 4th May, 1st Jun, 6th Jul, 3rd Aug, 7th Sep, 5th Oct, 2nd Nov, 7th Dec

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

Annual Parish Meeting: TBC

BACH Committee: TBC

Audit Working Party: 15th January 2021 at 9.30am

Budget and Precept: 17th November 2020 at 7pm

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

Signed Chairman:



Date: 8th December 2020