



West Monkton Parish Council

## ADOPTED

Minutes of the virtual meeting of the Parish Council held on Tuesday 12<sup>th</sup> January 2021 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, Kelvin Tutill, NP Delivery Group Chairman, Cllr David Fothergill, County Councillor and Cllr Andrew Pritchard, District Councillor.

### **01/21 To receive any apologies (with reasons), introductions with responsibilities**

No apologies were received.

### **02/21 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.

### **03/21 To adopt the minutes of the last meeting of the Parish Council on 8<sup>th</sup> December 2020**

The minutes from the previous meeting of the Parish Council on 8<sup>th</sup> December 2020, having been previously circulated, were taken as read. It was resolved to adopt the minutes of the Parish Council meeting on 8<sup>th</sup> December, proposed by Cllr Hope, seconded by Cllr Elliston and all agreed by show of hands.

### **04/21 To note Clerk's report and Assistant Clerk's report**

Assistant Clerk's report:

- Actioned decisions made by Council.
- Attended virtual meetings of Cheddon Fitzpaine PC, Parish Surgery, WM PC Planning, SALC AGM, SLCC Christmas meeting, Quantock Hills AONB.
- Distribution of daily and weekly newsletters ref corona virus pandemic.
- Parish administration
- Current Grants policy sent to Spital Trust. Initiatives for cleaning the vacant bungalow and for solar panels on the roof set up. Contact details sent to L-A Webb of local cleaners. Cllr Gage to meet with installer to assess possible costs.
- Precept/budget sent in – receipt acknowledged.
- Funding arrangements for Youth Club, paying for training and etc until the YC Bank account is set up
- Sorting out vandalised dog waste bin at Brittons Ash: repair/replace, police crime number, insurance claim initiated but M Davies able to repair so no need for insurance claim.
- Neighbourhood Plan
  - Feedback from A Rhodes on proposed review of NP policies, amendments needed to Main document. Working with Jo by Zoom; she is working on Consultations document.
  - K Tutill draft cover letter to go out with Map distribution ref consultation on policies.
  - Prepared grant application form from SWT Community Chest for costs of Map and Printing/Distribution: further information required and sent in. Grant awarded for signage £3000.00 18th Dec.

- Received 'final map' from M Marlborough plus invoices (wait on Community Chest grant application). M Marlborough invoice for design paid, wait for final check of reverse side, early Jan, then to printers mis to late Jan.
- CIL projects:
  - Refurbishment of downstairs cafe at T-M centre. Furniture order confirmed. Request for 50% of furniture invoice to be paid up front. Nisbets order paid in full. Both payments made.
  - Footpaths
  - Adjust accounting practice/record keeping following changes introduced by SWT in line with Infrastructure Funding Statement (IFS).
- Planning
  - SWT Consultation document- comments drafted.
  - Applications forwarded and processed for Planning Cttee mtg.
- Climate change
  - Centre for Sustainable Energy: monthly communications pack pilot scheme, applied for inclusion in scheme. December pack arrived and distributed appropriately.
  - Quantock Hill AONB Nature Recovery Plan, joined and invited to attend future meetings.
  - Climate change grant application jointly with CF PC completed and submitted 12 Nov. No response from SCC yet.

#### Clerk's Report:

Actions from previous meetings and other issues raised during the month:

- Van parked on Greenway; contact made with PCSO who is going to keep an eye and take steps if appropriate, van now parked in a better position.
- Fence at Agin hills, letter to DWH regarding its replacement with something more substantial.
- A38/A3259 junction information passed to Alyn Jones at SCC and update requested about Tudor Park crossing
- Liaison with Nick Bryant about Andrew Penna's replacement and interim arrangements for WM Liaison Meetings – Rebecca Miller to meet with the Parish in the interim.
- Youth Club arrangements – due to commence on 21st January 2021
- Reported Hyde Lane Canal Bridge damage to Canal and River Trust – CRT are aware of the damage and it is being assessed to inform the repair required.

Other Parish Administration:

- Tacchi Morris Grant Application – processing orders for items.
- Allotment renewals
- Country Park licence – liaising with SWT Legal Team regarding terms of licence
- Enquiries re parking permit options for Acacia Gardens following contact from resident.
- Sports pitch meeting and enquiries with SWT / Persimmon.
- Culvert on Redhill – reported inadequate pipe size to SCC Highways resulting in water and ice on the road.
- Defibrillator locations in parish / availability of an app enquiries.

BACH:

- Researching Tier 3 and 4 implications of BACH use.
- Q3 finance report / bank reconciliation
- Additional funding available for the BACH from SWT if income severely impacted by Tier restrictions. Application made and funding received. Amount will be received for every two weeks of Tier measures.
- Next Committee Meeting date to be confirmed.

Meetings last month:

- 1st December – Planning Committee Meeting
- 4th December – Country Park Management Group Meeting
- 8th December – Parish Council Meeting
- 10th December – Parish Surgery Meeting
- 11th December – SALC Mental Health Awareness Event
- 17th December – Sports Pitch Meeting

Meetings this month:

- 5th January – Planning Committee Meeting
- 12th January – Parish Council Meeting
- 14th January – Parish Surgery
- 15th January – Audit Working Party
- 19th January – WM Liaison Meeting
- 26th January – SWT Virtual Training for Parish Councils

### **05/21 SCC Report from Cllr D Fothergill**

Cllr Fothergill reported on the following:

Covid 19: It was clear in November that the new strain variant of the virus was in Somerset, figures took off rapidly after the second lockdown and Somerset went from tier 2 to tier 3 and then tier 4 quite quickly and then into National Lockdown. The figures in Somerset up until last week continued to rise and they have started to decrease this week. It is hoped that Somerset has turned a corner. The impact on Somerset hospitals is enormous and Weston Hospital has closed to all cases apart from Covid-19 which has put additional pressure on hospitals. There have been 356 deaths in Somerset – up until the end of December. This is only 1% above the 5 year average. Care homes are also under pressure – there are 1000 spare care beds in care homes – small providers are struggling. Somerset Care is having to consolidate homes – pressure won't release for next 3 or 4 weeks. Schooling remains a concern – schools need to re-open as soon as possible.

Vaccinations are underway. 13 Primary Care hubs across Somerset. Taunton Vale Healthcare dealing with vaccinations in Taunton. Racecourse expected next Monday and Bath and West following as vaccination centres. Mobile teams also being established.

There is a high level of compliance with restrictions in Somerset but there are still some that do not comply. SCC has redeployed 700 staff, highways, right of way, registration services, libraries; there has therefore been an impact on core services. Those staff are helping to run vaccination centres, car parks, admin etc.

High speed broadband: Connecting Devon and Somerset have recommenced procurement for phase 2 and contracts have been issued.

Unitary bid: With the Secretary Of State, consultation expected in Feb / March – 10 pledges issued by SCC. Primary school places: Closing date 15th January.

The following questions were asked of Cllr Fothergill:

Cllr Besley – Feedback from Alyn Jones is awaited following the Parish Councils meeting with SCC. Cllr Fothergill confirmed that Alyn is leading the coronavirus community response.

Cllr Besley – What powers of enforcement does SCC have? SCC has only 3 additional powers relating to banning the meetings of people, banning events and closing public spaces.

Cllr Gage – Is there sufficient supply of vaccines? Cllr Fothergill confirmed that the NHS is in control of the supply chain.

Cllr Tully – Does SCC know the number of people in Somerset that have been vaccinated? Cllr Fothergill confirmed that the NHS hold this information.

### **06/21 SW+T Council reports from Cllrs Tully, Pritchard and Cavill - no decisions**

Cllr Pritchard reported that the SWT offices are closed. Grants are being given out for businesses that have had to close. Taunton has been successful in securing £14m from the Future High Street Fund. Leisure centres are closed again including swimming pools. The Somerset Economic Recovery Growth Plan contains some positive ideas.

An update on the Garden Town has been received via a video. The video is very aspirational and will be available for public consumption in due course.

Cllr Tully added that SWT are also looking at the budget for the next financial year.

Cllr Cavill reported that bids were made to the High Street Fund for specific projects including a theatre – now the Venue at Firepool. The video for the Garden Town missed river links and rurality on offer in and around Taunton including the Country Park. Cllr Cavill confirmed that he is using any opportunity available to raise awareness of the Country Park and Somerset Wood. A reply is awaited from Kate Payne regarding the WRR to confirm the schedule of works. Persimmon has submitted a limited pre-app in relation to MH2. The SWT MH2 Masterplan will

be considered by SWT Executive on 24<sup>th</sup> February. Persimmon expected to submit a planning application for MH2 in the next couple of months. A Penna has left SWTC and is now back with Persimmon.

The following questions were asked of the District Councillors:

Cllr Haskins asked if District or County Councillors have any knowledge of the plans for the Debenhams building. Cllrs confirmed that the matter is in the hands of the administrator. Although the Debenhams shop is likely to be relet or converted, the head office building's future is more unclear.

### **07/21 Coronavirus Pandemic Update – Cllr Elliston**

Cllr Elliston confirmed that he had nothing to report; there has been no change in the last month, take up of help in the community is still very low.

### **Public Question Time**

Cllr Elliston asked if an update had been received on the WRR schedule following a delay in the Wessex Water works. Cllr Fothergill confirmed that the Creech Castle works schedule is set in stone as it must start on schedule to ensure the secured funding is available. It was noted that work on the Agin hills end of the road has commenced. Access to League of minutes (Sellicks) fields from WRR was questioned, no planning permission for temporary access currently used.

Cllr Haskins raised the issue of the size of the pipe under the road at the bottom of Red Hill – the pipe is not large enough to transport the amount of water at the location.

Cllr Haskins reported that there are a number of pot holes and damage to carriageways caused by large vehicles. Cllr Fothergill confirmed that there is no delay at the moment on pot hole repairs.

Clerk to raise with SCC Highways

### **08/21 Planning**

#### **a) To consider recommendations from the WMPC Planning committee on applications received by 5<sup>th</sup> January 2021 (listed on SW+T Council website); and to consider any others to date**

The following recommendations from the WMPC Planning Committee on 5<sup>th</sup> January were considered. It was resolved to approve the recommendations for submission, proposed by Cllr Elliston, seconded by Cllr Besley and all agreed by show of hands.

48/20/0029 and 48/20/0030/LB - Replacement of wall and hedge with alterations to boundary at Hartnells Farm, Monkton Heathfield

West Monkton Parish Council supports this application with the following observations for the record.

Despite evidence quoted to the contrary, a traditional stone wall across the front of Hartnells Farm linking the farm entrance to the front gate, and from the front gate easterly to the boundary would enhance the appearance of the listed building and that would be the preferred option for the Parish Council.

The planting of a replacement hedge needs to have very firm assurances that the hedge will be viable and not allowed to die as in other sites on MH1, be properly staked using FSC sourced stakes, will be regularly maintained and not allowed to become an untidy eyesore.

Sensitive cutting rather than a regular beating with a flail could allow the establishment of an ecological asset. Conditions would need to be enforceable.

The Parish Council makes the comment about enforcement given the track record of MH1 – close by, at the other side of the Hartnells roundabout, there is an example of a stretch of stock proof hedge being removed from the corner of the field, without the owner's permission, and over a year later it has not been replaced nor even a stock proof fence installed.

The stretch of hedge is circa 40 metres long.

#### Species

There is no planting scheme with this application. The density of planting needs to ensure that a two metre deep hedge will grow. The tree report, written for the entire site is dated 2011. It would be a lost opportunity if a hedge consisting only of 'hawthorn, blackthorn and/or holly' were to be allowed. English native hedgerows include far more species. In the south west hazel is a usual addition. Field maple is habitat for the elephant hawk moth, and is also hugely resistant to air pollution. Other English species that absorb particulates include silver birch, viburnum, laurel, privet, some conifers. The need for the hedge to be stock proof (hawthorn, blackthorn) is considerably reduced since the area is now surrounded by dwellings, so variety beyond blackthorn and hawthorn should be included. Box, beech, yew and hornbeam are also English hedgerow species. Considering that the hedge will border the A3259, the choice of species known to absorb particulates should be of prime importance for the well being of residents. The hedge should include a variety of more than three species if it is to be truly representative of an English hedgerow.

#### Ecology

Hedgerows are of critical importance as ecological corridors for mammals, reserves of pollinator species, and providing important Nature Recovery Networks.

There is no reason why this 40-metre stretch of hedgerow should not be planted with a variety of native English hedgerow species.

#### Architecture

The eastern wall at the farm yard entrance will need to be keyed into the garden wall which runs north south, shown on drawing 'Proposed Farm Access HART/2020 Drawing no 4'. The stones and bricks from the existing structures should be reused.

#### Conditions

The works should not be allowed to commence during birds nesting season March to September, and there should be no demolition until the contract has been let.

Previous experience shows there must be very tight inspection and control of planting and establishment of the plants, including preparation of the ground, addition of suitable fertilizer and/or grit as required, regular watering. Stakes should be sourced from FSC (Forest Stewardship Council) sources, plant protectors should be biodegradable. It is proposed that the hedge will be 2 metres high and to that end, the plants that are planted should be mature, feathered and 5-6 ft high, NOT whips. It is recommended that a local supplier of English grown plants is used (e.g. Wee Trees in Wellington).

48/20/0060 Replacement of conservatory with the erection of a single storey extension to the rear with conversion of garage into ancillary accommodation at 44 St Quintin Park, Bathpool

The Parish Council supports this application.

In accordance with the West Monkton and Cheddon Fitzpaine Neighbourhood Plan Policy R3 Flood attenuation, arrangements should be made to accommodate surface water drainage, by the addition of water butts, and/or other evidence of recycling rainwater.

In accordance with NP Policy R1 Dark Skies, external Lighting should be down lit, warm white and LED.

In accordance with emerging policy H5 Building and Climate change, it is expected that appropriate external materials and extra insulation are used to increase the energy efficiency of the extension.

It is anticipated that bee bricks, bird and bat boxes will be included in the building of the extension

48/20/0050 Erection of a 66 bedroomed care home (Class C2) with associated parking, access and landscaping at Heathfield Industrial Park, Hardys Road, Bathpool

Further to the comments already submitted by the Parish Council, the Council wishes to note that wherever possible, on all or part of the roof, PV roof panels should be used to increase the energy efficiency of the building.

48/21/0001 Application to fell one Sycamore tree, one Holly and one Robinia, and to carry out management works to one Oak tree included in Taunton Deane Borough (West Monkton No.1) Tree Preservation Order 1998 at Little Marlows, West Monkton (TD775) and 48/21/0002 Notification to re-pollard two Lime trees within West Monkton Conservation Area at Little Marlows, West Monkton

Subject to approval by David Galley, the Parish Council supports the tree works as described in the two application forms. However, a note should be made for the record that since Little Marlows was built, there have been repeated requests to cut down and/or remove trees from the site. Therefore, in the event of any of the replacement trees, T1, T2, T3 failing to thrive, replacements of the same or similar species must be planted. Should the works to the Oak T4 and the limes T5 and T6 result in their demise, replacements of the same or similar species must be planted.

The following additional planning application was also considered and the following comments agreed:

48/20/0065 Erection of a two storey extension to the side, single storey extension to the rear and porch to the front of Mill Cottage, Coombe, West Monkton.

West Monkton Parish Council supports this application with the following observations. Outside lighting should be downlit, LED in accordance with WM & CF NP Policy R1 Dark Skies.

The materials used for the extensions should aim to reduce carbon emissions and increase the insulation qualities (emerging SWT Climate policies and NP revisions).

Given the location, every effort should be made to include bird and bat boxes in the construction, and bee bricks.

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

Decisions noted.

The following planning enforcement was noted:

E/0002/48/21 Alleged breach of illegal advertisements at the south western corner of Doster's Lane, West Monkton, Taunton.

**09/21 MH Development**

**a) MH1: Update**

**i. Sports pitches**

Cllr Hall confirmed that information on MH2 sports pitch provision is awaited from Kate Payne. Clerk confirmed that she had requested a copy of the Persimmon MH2 Masterplan prior to 19<sup>th</sup> January WM Liaison meeting with Rebecca Miller. Need to ascertain where the services are for the sports field.

Cllr Hall confirmed that he is meeting with a third contractor on site to provide a further quote for the required works. The same contractor is also quoting for the pond and forest school at the Country Park.

Following discussion it was agreed that the Clerk would request a virtual meeting with Persimmon (Rob Hart) to discuss the ongoing issues with the completion of MH1, the Sports Pitches and MH2.

**b) Hartnells Farm Development: Update**

Cllr Cavill confirmed that he had raised the Mead Way hedge and Orchard hedge (at Prockters) Assistant Clerk confirmed that reference to the Orchard hedge had been made in the recent Hartnells planning application response.

**c) Retail units: Update**

Assistant Clerk confirmed that she had received an enquiry from a member of the public to find out the current position in relation to the Redrow retail units.

It was noted that the area was still being used for the storage of hardcore and that the neighbouring Furs Close road surface had not been completed.

Clerk to follow up with Redrow and Planning Enforcement.

**d) MH2: Update**

Clerk confirmed that there was no update.

**10/21 Community**

**a) Community Strategy and Emergency Plan: Update**

Cllr Elliston provided a summary of the Community Strategy and proposed questionnaire following the discussion that took place at the Planning Committee Meeting.

The Parish Council fully supported the work that Cllr Elliston had done and it was resolved that a pilot of the questionnaire in Roys Place should commence when the pandemic restrictions / weather allows. Proposed by Cllr Hall, seconded by Cllr Ellis and agreed with all in favour.

Cllrs Elliston, Hall and Cavill to develop a proposed Community Building Declaration / Policy for consideration at a future meeting.

**11/21 Environmental**

**a) CIL Projects:**

**Footpaths / Rights of Way**

Five areas across the Parish were discussed as potential locations that require new gates. Cllr Gage to develop a list of issues and take pictures to illustrate the work and proposals for the areas. Cllr Gage also to approach SCC regarding the supply of replacement gates. Cllr Fothergill indicated that SCC may cover half the installation costs. Work would need to be agreed with Rights of Way team at SCC.

**Tacchi Morris Grant Application – update**

Clerk confirmed that the orders that were placed in December will begin to be delivered during January. Once the deliveries have been made an invoice for the final amounts due will be received for payment.

**b) Climate Action Programme for the Parish**

Assistant Clerk provided a summary of the Climate Action Programme material provided by the CSE.

Advertisement for media support had been added to the West Monkton Business Facebook pages and a quote has been received from Bethan Turner which will be considered in the finance report.

Assistant Clerk confirmed that the first four months of material from the CSE will be provided free of charge following which the remainder of the 18 months of material may carry a £50.00 per month charge, although the CSE are trying to secure grant funding to reduce this cost.

By publicising the material effectively the Parish Council will help to address the Climate Declaration made by the Parish Council.

The cost to the Parish Council of carrying out this work was discussed.

It was resolved to commit initially to rolling out the material for the first 6 months and then review the success.

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

Cllr Hall suggested that Councillors take the opportunity to look at the Wincanton Window with a view to it being discussed at the next meeting as a possible method to help engage the community.

**c) Co-Op Noticeboard**

Clerk confirmed that a quote had not been received but that some sketches had been developed by the Lengthsman. It was agreed to ask the Lengthsman to carry out the work to add doors to the Co-op noticeboard but it was requested that the design was modified to ensure water doesn't come in between the doors.

**d) Defibrillator Grant**

Clerk confirmed that following the discussion at the Planning Committee meeting last week, an email had been sent to the Merry Monk to find out if they would be willing to house a defibrillator and maintain it at the front of their premises. A response is awaited.

It was agreed to proceed with the placement of the defibrillator at Tacchi Morris. The quote for the defibrillator to be considered in the Finance Report.

**e) Parking Issues in Acacia Gardens**

Clerk outlined the concerns raised by a member of the public about parking in Acacia Gardens. A discussion followed about the cause of the problem parking.

It was noted that the member of the public who raised the concerns was not present at the meeting. Clerk confirmed that she had acquired information from SCC about residents parking permit that she would forward to the member of the public for their information.

It was agreed that an item would be included on the agenda for the next Parish Council meeting should the member of the public join the meeting.

## **12/21 Reports, including recent developments, matters to consider and decisions to be made:**

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

Kevin Perry reported that following the resurfacing of Bridgwater Road the road drains on the west side have debris in them. The issue has been reported to SCC Highways and chased up. SCC are waiting for the Engineers Report. Kevin has been informed that if the report isn't received by tomorrow a formal complaint can be made. The west side of the road properties are lower than the road so blocked drains does cause concern. Cllr Fothergill confirmed that he would follow the issue up. Property owners in 96 – 100 Bridgwater Road have also highlighted that the cycle path is raised and now angled towards their properties – rain water will rush down the road to the cottages, this issue has also been raised with SCC Highways and a response is awaited. December was the third wettest month of 2020 – 3 main key days of issues. The Environment Agency provided the relief pump on 16th December in advance of potential issues over Christmas. On 19th December a local resident reported garden waste on bank of Old River Tone under the bridge, the owner is denying all responsibility. Issue has been reported to the Environment Agency, two teams went to have a look. Enforcement notice to be issued against the resident. The pile of debris has increased this year; there is a risk that it will get caught up and interfere with the flap gates. The EA are dealing with the issue in conjunction with the Local Authority.

A tree has fallen over the Old River Tone, the issue is one for the landowner.

On 23rd December the Environment Agency switched the relief pump on. It pumped for 12 hours and everyone stayed dry.

On 27th December the Old River Tone rose significantly, the relief pump pumped for 48 hours, again everyone stayed dry. Water did get into the garden of 105 Bridgwater Road.

Despite the high river levels and the normal trigger points being breached on at least 3 occasions no flood alerts were issued. This was because the Environment Agency had reviewed the thinking of when to issue flood alerts and decided to avoid issuing alerts in the evening / at night as it may cause anxiety.

The Environment Agency has now had a rethink and are reverting back to the old way of doing it to ensure plenty of warning is given.

Storm Bella arrived on 27th December.

Despite the heavy rainfall and issues through the month everyone has stayed dry. A lot more rain is expected to come in January.

New drainage installed on Hyde Lane opposite New Mill to relieve flooding of road. Drainage at Rugby Club Ground was questioned.

Finally in relation to Leaky Dams for Allens Brook / Maidenbrook feedback is awaited from FWAG.

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

Mr Tutill reported that the review of the NP is ongoing. The documents are almost ready to serve on SWT for regulation 14.

The hope was to submit the documents to SWT during the course of next couple of weeks but Ann Rhodes at SWT has advised that lockdown has implications on the consultation required for the Regulation 14 consultation.

If the internet alone is used for the consultation it could be argued that the consultation does meet the test to satisfy the consultation requirements. Sufficient opportunity must be provided for residents and businesses.

Instead, the plan is to prepare everything to go live with the Regulation 14 consultation when restrictions have been lifted. Progression of local plan and planning white paper may have implications on NP.

If the restrictions are lifted in March and proceed with Regulation 14 consultation it is unlikely that the referendum stage will be reached before November / December.

The NP map also been developed. Approval of the map for printing is sought, and given. The map will be sent with a letter about the NP review to every property in the NP area.

£3k of Community Chest funding secured for signage for the parks and open spaces illustrated on the map.



Assistant Clerk outlined the quote received for the open space signage. The quote provided by K Signs was approved by Cheddon Fitzpaine PC at their meeting the day before. The cost of the signs will exceed the grant secured, Assistant Clerk suggested that CIL money is used for the remainder of the cost, and general agreement given.

**c) Councillors with roles of responsibility**

**Footpaths: Cllr Gage.**

Cllr Gage confirmed that Cllr Hope had received a complaint from a resident in the village but it related to a footpath in Creech St Michael. The complaint has been forwarded to Creech St Michael Parish Council.

**BACH: Cllr Gage.**

Cllr Gage reported that the BACH was closed until further notice due to the national lockdown.

**Allotments: Cllr Haskins (Clerk)**

Clerk confirmed that all allotments have been renewed for 2021.

**Highways: Cllr Besley**

Cllr Besley confirmed that there was nothing to report

**Water Retention Initiatives: Cllrs Cavill and Hall**

Cllrs Cavill and Hall confirmed that there was nothing further to report.

**Safe Routes to School: Cllr Tully.**

Cllr Tully confirmed that there was nothing to report.

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

Cllr Hope confirmed that there was little progress to report. Persimmon and Police have been informed about the road traffic incident at Bawler Road.

**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 a review of the Parish Council Data Audit had taken place.

**f) WMPC Chairman**

Cllr Haskins confirmed that he had nothing further to report. Cllr Haskins requested that Councillors develop their 6 lines for inclusion in the Annual Report and send any ideas of speakers for the APM to the Clerk.

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

**g) West Monkton Village Hall Management Committee**

Cllr Tully confirmed that there was nothing to report. The Hall is currently closed due to the national lockdown.

**h) The Spital Trust**

Cllr Gage reported that he met with an electrical contractor who has provided a rough quote for the installation of solar panels at the Almshouses of £5k per house; £20k in total. The quotation includes a battery. A formal quotation is available if required. If the Clerk of the Spital Trust wants to proceed then three quotes should be obtained. Cllr Gage advised that £5k from the government for PV panels may be available to be claimed back. Spital Trust Clerk is aware of the funding available in the PC budget. Cllr Ellis advised that this information had not been circulated to the Trustees of the Spital Trust. Cllr Ellis to follow this up and the boundary fencing.

Cllr Ellis reported that there was nothing further to report, the empty almshouse has been cleaned and a replacement tenant is being identified.

**i) Any other events at which WMPC was represented**

No other events.

**j) Consultations submitted**

Assistant Clerk confirmed that a response to the Climate Positive Planning- draft Interim Policy Statement on Planning for the Climate Emergency had been submitted to meet the 4th January 2021 deadline.

**13/21 Assets**

**a) Asset Register**

Up to date. Spare laptop has been lent to Jo Pearson for running the volunteers at Somerset Wood, the laptop remains the property of WM PC.

**14/21 Finance**

**a) BACH Finance**

Clerk summarised the BACH finance sheet to 31<sup>st</sup> December that was circulated in advance of the meeting. Additional grant funding is being provided by SWT. Cllr Gage confirmed that the BACH has not paid any heating or water bills for 4 years and 2 years of electricity is owed. Readings for these bills have been taken. Cllr Gage to email the school again to request the bills for payment and copy in the Headmaster, Business Manager and Ian Robinson.

**b) Quotes:**

- Signage for Play areas and Open Spaces – separate discussion paper circulated. Agree strategy? Agree distribution of signage types? Agree to commission signage as per document?  
The quote from K Signs was accepted. Proposed by Cllr Hall, seconded by Cllr Hope and agreed with all in favour. The WM share of the excess over the £3000.00 grant received would be paid out of CIL funds. £1249.85.
- Purchase of defibrillator from London Heart total contribution to include external heated locked cabinet £1700.00  
The quote was accepted. Proposed by Cllr Hall, seconded by Cllr Gage and agreed with all in favour.
- Commission Bethan Turner to do roll-out of Climate information bundle, ( £150 per month first 2 months thereafter £100 per month) and consider her for delivery of 'West Monkton Window'.  
The quote was accepted for an initial 6 month period, proposed by Cllr Cavill, seconded by Cllr Besley and agreed with all in favour.

**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

Interest Lloyds	£0.28
Nationwide	£ to follow
PSDF	£3.87
Allotment rents (all paid) spreadsheet	£60.00 this month and £90 post Jan 1st will show on Feb spreadsheet
SWT grant for Play area signage (NP Map)	£3000.00

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 9	£416.57 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
Clerk Third quarter expenses	£98.07 to be paid by bacs
Asst Clerk third quarter expenses	£13.32 to be paid by bacs
Lengthsmans services	£ to follow to be paid by bacs
C Kelly deep clean Spital unit	£160.00 to be paid by bacs (grant)
Cllr P Elliston exp reclaim for Christmas lights	£69.94 to be paid by bacs (sports and general)
Any other invoices received before 12 Jan 2021	£ to follow, to be paid by bacs wherever possible for invoice
Connect Furniture T-M the other 50 % is awaited	£3091.92 left to be paid by bacs (CIL)

Resolution to make payments as described above (invoices to be paid by bacs where noted)  
Proposed by Cllr Hall, seconded by Cllr Gage and all agreed by show of hands.

To follow:

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

Payments made since last meeting of WMPC

1. To note: Payments made using debit card

2. To note payments by bacs/transfer:

Youth Club training costs:

High Speed Training First Aid 25 x 2 =£50.00+£10.00 vat (grant)

HSQE Ltd Safeguarding 12.50 x 7 plus Food Safety and Hygiene 12.00 x 1 = £99.50 + £19.90 vat = £119.40 (grant)

M Marlborough map (reverse side to follow) £2140.00 paid by bacs (NP)

NALC training for 7 Cllrs 'Rebuilding sustainable communities' 28th Sept 2020 227.08 +vat 45.43=£272.51 (trng)

SALC training for Cllr Elliston £25.00 (trng)

3. To note payment by direct debit

Invoice 8937 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 SWS107362 Monthly invoice £59.80 + vat £11.96 = £71.76 to Somerset Web Services (13 mailboxes)

4. Cheque

Nil

#### **d) WMPC Bank reconciliation**

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

The bank reconciliation for Nov 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 January financial sheet

WMPC Receipts

Shows receipts between 1 Dec and 1 Jan, Includes interest from three bank accounts

WMPC Expenditure

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Invoices dated after 1st Dec are shown on the Jan finance sheet.

To enable Youth Club to start in Jan, agreed for WMPC to pay invoices directly rather than wait for CIO Bank account to be set up. See under 'Payments made since last meeting of WMPC' Item (b) no.2 above. Total shown on Finance Sheet under Grants 179.40.

Total training for Cllrs 297.51

**e) To note the next Meeting of Audit Working Party Friday 15th January 2021, VIRTUAL 9.30am: papers will be circulated to members.**

Noted

**15/21 Other matters for report only**

**a) Items for next meeting agenda – by Monday 1st February 2021**

Noted

**b) Annual Parish Meeting – hold virtually / desired speakers**

Ideas to be sent to the Clerk

**Confidential Session:**

**16/21 Country Park**

Cllr Hall provided an update in respect of the Somerset Wood and Country Park.

**17/21 Dates of forthcoming meetings**

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

**Parish Council:**

**Second Tuesday** in the month

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

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

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

**Annual Parish Meeting:** TBC

**BACH Committee:** TBC

**Audit Working Party:** Virtually - 15<sup>th</sup> January 2021 at 9.30am

**Budget and Precept:** TBC November 2021

There being no further business, the meeting closed at 10.22pm.



Signed Chairman:

Date: 9<sup>th</sup> February 2021