



West Monkton Parish Council

ADOPTED

Minutes of the meeting of the Parish Council held on Tuesday 12th April 2022 at 7.00pm.

Present: Cllrs Besley, Cavill, Ellis, Elliston (via zoom), Gage, Hall, Haskins, Hope and Tully.

In attendance: Mrs A Shepherd, Clerk, Mrs T Cavill, Assistant Clerk, Mrs K Welsh Assistant Clerk Community, Mr K Perry, Bathpool Flood Warden, Cllr David Fothergill, County Councillor, Mr K Tutill, NP Delivery Group Chairman and 2 members of the public.

89/22 To receive any apologies (with reasons), introductions with responsibilities

Apologies were received from Cllr Andrew Pritchard, District Councillor.

90/22 To note

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

91/22 To adopt the minutes of the Parish Council meeting on 22nd March 2022

The minutes from the Meeting of the Parish Council on 22nd March 2022, having been previously circulated, were taken as read. It was resolved to adopt the minutes of the Parish Council meeting on 22nd March, proposed by Cllr Cavill, seconded by Cllr Hall and agreed by show of hands.

92/22 To note Clerk's report, Assistant Clerk's report and Assistant Clerk (Community) report

Clerk's report:

Parish Administration:

- Annual Report finalised ready for approval at May PC meeting.
- Election notices displayed as required. Uncontested election confirmed.
- Attenuation Ponds letter to Wessex Water etc drafted.
- Planning:
 - Updating Planning Log with planning decisions / conditions weekly.
 - Reviewed Glebe Farm Planning Application
 - MH2 meeting with Persimmon / Redrow – request sent. Response received confirming that reps are happy to meet with the PC – meeting to be arranged one all statutory consultee responses received. Mid to late April.
- Country Park:
 - Liaised with solicitor / SWT regarding lease and developed a schedule of condition to accompany the lease.
 - Letter / permissive use agreement re Leaky Dams drafted and sent to landowner for signature.
- MH1:
 - Liaised with solicitor sending a copy of the articles of association for the Management Company requesting their amendment.
- Hartnells Development:
 - Report from Persimmon that neighbouring property owner in Mead Way has carried out works to trees in hedge – in contradiction of planning condition.

- Highways:
 - SID – Liaised again with Kate Brown at SCC regarding the SID. Kate is identifying the best location for the new pole near Hartnells. In the meantime, SID is being prepared for use in the three agreed locations.
 - Drains and gullies around parish – response from SCC:
‘There are 1211 gully assets in the West Monkton Parish area out of a total of 155330 known highway gullies in all of Somerset. Gullies are split into ‘Gully Rounds’ for each district and we pay our contractors a set fee to undertake the on-going cleansing maintenance of all these assets on a yearly basis through a gully management system. The West Monkton Parish area sits mainly within the Taunton gully round 2 and the gully cleansing programme for this gully round is programmed start in May this year. The cost of reactively cleansing a blocked gully asset is around seven times higher than the routine maintenance rate. With a limited budget, on receiving a complaint of a blocked gully we have to make a risk assessment based on the safety of highway user, the potential to cause flooding to residential housing and potential damage to the highway. We will then check out our gully management database and see if the blocked gully is scheduled for cleansing and then make the decision to either reactively order intervention or wait for a future maintenance visit. Suggestion that the PC mark on a map the areas of concern and then we can take action from there and keep you informed of our plans.
 - A38 in brackets on signs: Andy Coupe has confirmed that the A38 in brackets is an error, and should be “A38” not “(A38)”. The Area Traffic Engineer is arranging for a patch to be added to the sign to correct this error.
 - Drainage schemes in WM: SCCH have recently carried out grips, ditching and verge maintenance along with some surface patching along Yalway Road. The drainage works outside New Dawn at Gotton are programmed to start on 9th May 2022.
 - Coombe Signage: Signage is being ordered for installation in Coombe advising drivers of large vehicles of the width of the road to avoid vehicles getting stuck.
 - WRR verges: Chased Persimmon for an update on when maintenance of the verges will take place and when the agreed WRR landscaping will take place. Response awaited.
 - Monkton Heathfield Road Traffic Calming: requested more detailed plans from Persimmon. Confirmed that when they have received confirmation from SCC that they are acceptable they will send a copy.
 - Followed up SCC Highways regarding scheduling work required on School Road.
 - 20mph SIDs – Email from Andy Coupe - It has been brought to our attention that the vehicle activated signs we deployed to help control speeds in Monkton Heathfield have both been vandalised. Apparently someone has pulled and broken the cables out of the unit. Our contractor has said they will replace the units but if this happens again then they will need to look at an alternative solution.
 - 5G mast - Following installation a notice has been displayed on one of the cabinets, whereby residents affected by the mast can object. I’ve received copies of letters from two local residents objecting to the mast.

BACH:

- Air conditioning installed in Activity Hall.
- Finalised 2021/22 accounts and bank reconciliation ready for Internal Audit.
- Committee Meeting on 14th March, where the following was discussed / agreed:
 - New Terms and Conditions of Hire to incorporate Covid advice.
 - New hire charges agreed – in place from 1st April.
 - 2022/23 budget agreed.
- Carpet cleaning quote agreed – booked for 21st April
- External window cleaning quote agreed to take place once a quarter.
- Next Committee Meeting to take place on Tuesday 7th June at 7pm

Meetings last month:

1st March – Agenda run through meeting
2nd March – LGR Clerks Forum
2nd March – Bird Watching Competition Prize Giving
3rd March – SWT Special Full Council Meeting re CGR
4th March – Annual Leave
8th March – Meeting with Blenheims
8th March – Parish Council Meeting
11th March – Annual Leave
14th March – BACH Committee Meeting
15th March – Agenda run through meeting
16th March – LGR Clerks Forum
16th March – Preparing for Elections SALC Training
17-18th March – Annual Leave
17th March – MH2 briefing to SWT Planning Committee and PCs
22nd March – Parish Council Meeting
23rd March – Climate Change Programme Planning Meeting
24th March – CP Working Group Meeting
29th March – Annual Parish Meeting
30th March – LGR Clerks Forum

Meetings this month:

5th April – Agenda run through meeting
12th April – Hartnells S106 contribution meeting with SWT / EA
12th April – Parish Council meeting
13th April – LGR Clerk's Forum
19th April – Agenda run through meeting
19th April – Planning Committee meeting for Glebe Farm proposal
22nd April – Audit Working Party Meeting
26th April – Parish Council meeting
27th April – LGR Clerks Forum

Assistant Clerk's Report:

- Action decisions made by Council and attend virtual and actual meetings. Attend CF PC meetings.
- Distribution of newsletters and other information from other agencies.
- Parish administration
 - Planting done at Triangle
 - Resolve issue of light not working in Phone Box
 - Trees for St Quintin's
- Neighbourhood Plan: correspondence with K Tutill re progress with Independent Examiner.
- Planning
 - Applications forwarded and powerpoint presentations prepared. Check applications for compliance with NP. Request extensions to consultation period when required.
- Climate change and ecological emergency
 - On-going with B Turner. Schedule agreed.
- CIL projects:
 - Safer route to school at CP, ongoing (top finish delayed until after Wildlife Pond complete).
 - Security at Cricket Ground liaising with Cricket Club members
 - Lighting at Village Hall – replace with LEDs
 - Refurb of two play areas
- Finance
 - K Perry Internal Auditor: PKF Littlejohn appointed as External Auditor.
 - Registration onto training programmes
 - Monthly bank reconciliation of accounts (7 accounts)

- Ongoing check on budget and CIL spending, year-end CIL accounts
- Transfer of funds to allow purchase of replacement trees for MH1
- End of year accounts
- Management of QPJ finances (brazier, toilet hire)
- Community fridge finances (CCS grant)

Assistant Clerk (Community) Report:

- Community Survey been delivered to Roy's Place and Heathfield Drive, have received a couple of surveys back but awaiting more.
- Community Transport – Staplegrove and Creech SM both interested in hearing more about community transport scheme. I have also touched base with Nick Margison at Somerset CC and he support community transport from start up to delivery and beyond and is keen to offer support to us.
- Monkton Matters – keeping MM up to date with new news and events as and when required.
- Arranged to install publisher on my laptop to produce leaflets and booklets going forward
- Advertised for Volunteer Gardeners – no responses as yet
- Meetings regarding QPJ celebrations.
- Sent out save the date for QPJ Celebrations
- Attended event planning course with SLCC
- Preparing programme for QPJ
- Put together planning spreadsheet for QPJ
- Actioning items on the above plan
- Sourced lottery funding for QPJ
- Amended leaflet for plant watering from Geoff and returned
- Litter Picking event February and admin/emails re March litter pick
- Attended PC meetings
- Attended and presented at APM
- Made contacts at APM for community work
- Completed blurb for the Annual Parish Report
- Attended run through agenda meetings
- Attended BACH bird watching prize giveaway
- Attended and supported Free Toy Swap in community and helped provide community café
- Met with Messy Play organiser at the BACH and provided with some resources following the Toy Swap
- Coordinated the Tree Giveaway in the Parish
- Sourced funding for Community Fridge
- Purchased Community Fridge
- Sourced and purchased Shed for Community Fridge
- Met with Manager of Coop and are arranging a further meeting to discuss working together to provide food for our community fridge
- Made links with Frome Town Council and organised meeting to discuss Community Fridge
- Made links with Edventure (via Bethan Turner) to link in for practical support for starting a new enterprise
- Due to attend open day in Frome with Edventure – 4/4/22
- Attended Preparation for Elections course online
- Attended Planning Meeting with Bethan Turner (Climate Initiative)

93/22 Local Government Re-Organisation - update

Cllr Fothergill provided an update confirming that the Structural Changes Order has been passed and elections have been called. The pre-election period has been in place since the calling of the elections until the elections in May. The notices of contested and uncontested elections have now been issued. There are a low number of Parish Council elections.

The Local Government Association (LGA) has awarded a £50k funding boost to help develop Local Community Networks (LCNs) in Somerset. The grant is to develop LCNs and deliver new ways of working prior to Vesting Day, when the unitary authority officially begins. Some of the £50k will be used to facilitate three community-led

LCN pilots bringing public services together with local people and other community organisations to explore opportunities around children and families; health and wellbeing; and local street scene and highways matters in the first instance.

Over 300 people are working on the programme to achieve the delivery of the Unitary Authority for vesting day on 1st April 2023. District and County Council employees are working well together to achieve this goal.

94/22 SCC Report from Cllr D Fothergill

Cllr Fothergill reported on the following:

Coronavirus: From 1 April -

- PCR and lateral flow Covid tests will no longer be free for most people
- Covid passports will no longer be recommended, except for international travel
- employers will no longer have to consider Covid as a separate risk when working out how to keep employees safe

Over-75s and people with a weakened immune system are now eligible for a Booster jab provided it is six months after their previous dose.

Health Checks: NHS Health Check is a mandated SCC Public Health programme. The check is available for people aged 40 to 74 and assesses a person's 10-year risk of developing heart disease, stroke, diabetes, kidney disease or dementia. The check takes around 20-minute to complete and each person receives a comprehensive health report with their results, together with advice and support about how to maintain good health and make lifestyle changes that will help them to improve their health. The checks are available through a range of GPs, pharmacies and community locations in Somerset. More information about the Health Checks programme is available at <https://bit.ly/freehcheck>.

Road safety: Drivers are being warned by Somerset County Council's Road Safety Team of tough new legislation to punish mobile phone use at the wheel. As of Friday (25 March 2022), drivers caught using a phone while in charge of a vehicle can expect six points on their licence and a £200 fixed penalty notice. If you have only had your driving licence for less than two years, it will be revoked, and you will have to pass your test again. The Highway Code will also be changed to say that handheld phone use in traffic jams or when stationary is also illegal.

Saltlands Solar Park: A former landfill site near Bridgwater will be used to generate clean energy and save hundreds of tonnes of carbon a year. Somerset County Council's Cabinet has voted to start a procurement process to appoint a contractor to build a new solar park on the Saltlands landfill site, in the Chilton Trinity area of Bridgwater. Landfill operations at the site ceased in the 1980s and it is not suitable for most kinds of development. However, as a solar park it could generate 3,635,000 kilowatt hours of clean, renewable energy per year, save 805 tonnes of carbon per year, and play a key part in the Council's ambitions to achieve carbon neutrality in Somerset by 2030.

Ukrainian refugees: Somerset County Council has committed £250,000 to support refugees fleeing war-torn Ukraine as part of a county-wide response to the humanitarian crisis. Somerset has a proud record when it comes to welcoming refugees, with the County Council working with partners, charities and the community to help over 160 people safely resettle here since 2016. Support can include access to public services, education and health support, housing, travel, food and interpretation services. Sponsoring households may also require support. A further £50,000 was pledged for a new Somerset Ukrainian support fund. More details on actions around refugees can be found at www.somerset.gov.uk/ukraine/refugee-resettlement/

95/22 SW+T Council reports from Cllrs Cavill and Tully

Cllr Tully confirmed that he had nothing to report.

Cllr Cavill reported on the following:

£150.00 rebate – scams have been reported. The Council will not contact residents by phone or email for any information relating to the rebate.

SWT has been awarded Government funding to deliver two new Changing Places toilets. The Council has been allocated £96,360 from the Department of Levelling Up, Housing and Communities towards the facilities in Taunton and Minehead. The larger, accessible toilets are for people who cannot use standard accessible toilets,

and include specialist equipment such as hoists, curtains, adult-sized changing benches, and space for carers. One is planned in Tower Street, Taunton, and another in the Summerland Car Park, Minehead.

Phosphates – still remains an issue although some headway has been made. There has been a huge financial loss locally. There is an urgent need to move forward particularly where mitigation have been identified within planning proposals.

Leaky Dams at Country Park – consent of SWT requested to carry out work on the Country Park land following the consent of the neighbouring land owner being received. Response received indicating that an application would need to be made to SWT which will need to go through legal services – likely to cause significant delays. Mead Way / Hartnells Farm Hedge Cutting – indication that the hedge cutting undertaken by the homeowners in Mead Way was to remove dead elms.

Hinkley Point C – indication that the number of worker will be higher than anticipated, possibly 8,000 rather than 5,000 which could be good for the local economy. Cllr Fothergill confirmed that there has been an announcement that further power stations will be built across the country. The training centre is in Bridgwater which could become the national training centre.

96/22 Chairman's Parish Asset Report

Cllr Haskins highlighted some issues in the Parish which he had identified including:

- The boundary at the Almshouses once the bus shelter is removed. Assistant Clerk confirmed that the Spital Trust has indicated their preference that the stone wall is extended when the bus shelter is removed.
- Allotments – a couple need work. Clerk confirmed that one of the two allotments had been taken over by a new tenant recently.
- A38 road sign – the road sign heading towards Walford Cross from Taunton has been down for approximately 4 months following an accident. Cllr Fothergill to follow up.
- Layby on A38 – fly tipping is evident in the layby near Walford Cross when heading towards Taunton.
- Hartnells Development – Persimmon still have a lot of work to do, there is no evidence that the play area will be installed and no work has been done to the arboretum.
- Bawler Road sign – still down and the posts have now been removed.
- Manholes outside the BACH – have fixed, the gate pin has been removed for straightening and the plans for the extension are being finalised.

97/22 Climate Action Programme for the Parish for the next 6 months

Bethan Turner (Business All About You) attended the meeting and provided an overview of the proposed Climate Action Programme for the Parish for the next 6 months which includes activities based around national days and weeks including Farm Walks, a return of the sunflower seed planting initiative, a clothes collection, a community walk and a community picnic / eco fair.

Cllr Elliston suggested some other national days that could form the basis of activities in the programme. Cllr Elliston to forward details to Bethan.

Councillors were enthusiastic and supportive of the proposed programme.

Public Question Time

Clerk outlined concerns received from a member of the public in advance of the meeting that buses continue to use Monkton Heathfield road including Berry's Superfast and National express. Cllr Haskins confirmed that the buses stop outside the Merry Monk.

Clerk to relay location of where the buses stop to the member of the public.

98/22 Planning

a) To consider planning applications received

48/22/0019 Erection of a two storey extension to the side, a single storey extension to the rear and alterations to the porch at the front of Copper Beeches, Swingbridge, Bathpool.

Any external lighting to the building should be downlit and LED to comply with the Neighbourhood Plan Dark Skies Policy.

Bird bricks and bee bricks should be included in the build to comply with Somerset Pollinator Plan.

It is noted there is a large tree adjacent to the house therefore the Parish Council would seek no loss of trees or hedges (in accordance with emerging policy R6 Trees and Hedgerows) on the site, including no damage to the tree roots of the large tree during construction. The Parish Council requests that David Galley be included in this consultation - is there a TPO on the tree?

48/22/0020 Conversion of garage to form a self-contained annexe at Springfield House, Bridgwater Road, West Monkton

West Monkton Parish Council supports this application.

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

48/22/0001 Erection of an isolation unit for the rearing of young stock on land adjacent to Hestercombe Road, Gotton – Withdrawn

Noted

99/22 Community

a) Queen's Platinum Jubilee celebrations in the Parish

Assistant Clerk (Community) provided an overview of the proposed Queen's Jubilee celebrations. The programme for the event is being finalised; in particular the map. First Aid training is booked for 11th May. Additional insurance quotes are being gathered for the events. A bar is still needed for the fun day; Cllr Gage confirmed that he will forward details of the Bridgwater Carnival Club. The Beacon is ready for installation at the Country Park; Cllrs Hall, Haskins and Besley to liaise regarding arrangements.

b) Community Fridge: Update

Assistant Clerk (Community) confirmed that the fridge and the shed have been ordered and paid for. The fridge has been delivered to the BACH. A meeting has taken place with the Co-op who have expressed an interest in creating a partnership with 3 other local co-ops so that any food near to going out of date can go in the fridge for the community to use. The Co-op have indicated that food hygiene training will be needed which can be completed online, free of charge.

Assistant Clerk (Community) confirmed that she will develop an action plan of next steps and advertise for local volunteers to support the initiative.

c) Tree Watering

Cllr Gage expressed concern that a schedule of watering needed to be established for the newly planted trees going forward to ensure that they thrive.

Cllr Besley confirmed that he would take responsibility for watering Platinum Walk.

Cllrs Haskins, Gage and Hope to liaise about watering the remaining trees on Thursday this week.

Articles to be released on Monkton Matters and the PC Facebook page encourage local residents to conduct a tree and indicate on the tree label that they have so that a plan can be developed to identify the trees that need other watering arrangements.

100/22 Reports, including recent developments, matters to consider and decisions to be made:

a) Bathpool Flood Warden: Mr Kevin Perry

Mr Perry reported that the only 66mm of rainfall was recorded in Bathpool in March which equates only to 68% of the long-term average. As a result there was nothing significant to report.

Mr Perry reported that the meeting with the EA and SWT regarding the spend of the S106 money from the Hartnells Development on off-site flood alleviation works was positive and a list of potential projects will be developed as a result for further discussion.

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

Mr Tutill provided an update in relation to the Neighbourhood Plan. The Independent Examiner has confirmed that there is a need for a referendum on the revised Neighbourhood Plan due to there being significant changes to policy. Approval is now required from the PC that it would like the Independent Examiner to continue with the review. If this approval is given, the final report should be received from the Independent Examiner in 2 weeks and the referendum should take place within a 10-week period once the report is received. It was proposed by Cllr Gage, seconded by Cllr Cavill and agreed with all in favour that the PC would like the Independent Examiner to continue with the review.

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

Footpaths

Cllr Gage reported that the landowner at Coombe Bottom has refused permission to replace the footpath gates. A gate is therefore available. One gate is being held for the possible footpath diversion near Gotton. Cllr Elliston reported that he had enquired about the right of way under the motorway with SCC who confirmed that it is no longer a footpath and hasn't been since the motorway was built.

BACH Chairman;

Cllr Haskins confirmed that the drawings for the proposed extension will be completed in the next week.

Highways;

Cllr Besley outlined some correspondence that he had received from a member of the public about the pedestrian crossing traffic lights on the Monkton Heathfield Road and vegetation obscuring them. SCC Highways have responded to confirm that the lights have been checked and are in order and the vegetation has been removed. The member of the public also raised the black on yellow signs that should have been displayed upon the open of the WRR / closure of the A38 to discourage use of the Monkton Heathfield Road. A commitment was given by SCC to install 7 signs but these have not appeared. SCC continue to indicate that all the signs are not in place because of a manufacturing delay. It was agreed that the Clerk would write to Mr Doyle at SCC to express the PCs dissatisfaction that the signs still haven't been delivered despite the commitment in July.

Water Resilience;

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

Safe Routes to School;

Cllr Tully confirmed that there was nothing to report.

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

Cllr Hope reported that there was no progress with Persimmon completing the outstanding issues on MH1. Clerk confirmed that she had requested a meeting with Kate Payne and Dan Mawer from Persimmon to review progress but had not received a response. Clerk to follow up the meeting request.

Transportation;

Cllr Elliston confirmed that only two responses have been received to the email to neighbouring parishes about a possible community transport scheme. The Parish Councils that have responded are Creech St Michael and Staplegrove. It was agreed to proceed with the Community Transport Scheme for the three parishes. Cllr Elliston confirmed that a project proposal will need to be developed.

d) Communications Report - Clerk.

Parish Council Website:

- Regular updates to Highways (including road closures), Planning, Finance and Parish Council pages carried out.

Parish Council Facebook Page:

- Page likes / followers now at 768.

- Posts added sharing the news items added to the website.
- A358 dualling scheme community updates added.

Monkton Matters

- 31 new articles added in March and 7 events.
- New category added for 'Local Opportunities' so that local businesses and organisations can add details of vacancies.
- Articles on Monkton Matters being shared on Monkton Matters Facebook page to pull users to the website. There are now 66-page followers.
- Business directory now live and has details of 13 businesses so far.

Village News

- The Clerks have developed a contribution for the next edition (May / June) of the Village News.

Cyber-attack threat

- Somerset Web Services have advised that the UK Government has heightened the risk of a cyber-attack and advised that although there are services that the PC already receives on both websites there are premium systems that are available that will improve the existing security of our websites.
- Although personal information is not stored on the website, an attack could bring the websites down completely and the content may be lost.
- A quote has been received from SWS to improve security on the PC websites. Clerk to review the quote and make recommendations of how to proceed at the next PC meeting

e) GDPR

Nothing to report.

f) WMPC Chairman; Cllr Haskins

Cllr Haskins confirmed that he had nothing further to report

Representatives on outside bodies/Response to Consultations:

g) West Monkton Village Hall Management Committee

Cllr Tully confirmed that the Village Hall Management Committee had instructed a structural check to be carried out on the roof of the Village Hall to inform the proposed insulation works and possible solar panel installation. The LED lighting work has been commissioned.

h) The Spital Trust

Cllr Ellis confirmed there was nothing to report other than the Spital Trusts preference that the wall be replaced at the boundary with Monkton Heathfield Road when the bus shelter is removed.

i) Any events at which WMPC was represented

No other events have been represented by WMPC

j) Consultations responses to be developed / approved for submission

No consultation

101/22 Finance

a) BACH Finance to 31st March 2022.

Clerk summarised the BACH Finance report circulated in advance of the meeting which confirmed the income and expenditure in relation to the BACH up to the 31st March 2022.

b) Quotes

- Arrangements for Queens Platinum Jubilee
Update on spending on Platinum Walk:
Total budget agreed March 2022 10270.00
Wee Trees supply 80 Cherry trees 6848.00 ex vat

| | |
|--|----------------------|
| Challick Hill Services tree planting and staking | <u>800.00 ex vat</u> |
| | 7648.00 |
| Therefore remaining for plaques at each end | <u>2622.00</u> |
| | 10270.00 |

Source for suitable plaques to be identified.

- CIL projects

Waiting for quotes to refurb upstairs bar at T-M

DLO quotes for replacement pieces in St Quintins and Meadway play areas, plus general painting

All prices are ex vat

St Quintins

- Sutcliffe Play: replace specific items £14297 (total re-equip £41223.00)
- Proludic: specific items £13772

Meadway

- Sutcliffe Play: replace everything with 'Fort Knight' multi play £23243.00 (total re-equip £40262.00)
- Proludic: specific items £17025.23

Scans of play items have been forwarded.

Resolution to choose option from those above, accept quote and commission SWT to go ahead

Option chosen for St Quintins: Proludic

Option chosen for Meadway: Proludic.

Proposer Cllr Hall, Seconder Cllr Hope, all agreed by show of hands pending Cllr Cavill confirming that the play equipment for St Quintins isn't on the schedule to be replaced by SWT.

- Community fridge

Grant received 2000.00

Fridge 872.99 ex vat

Shed 990.00 ex vat

Total 1862.00 ex vat
(2235.59 incl vat)

Remaining £138.00 (if figures are taken ex vat)

Further resolution in respect of the electrical connection and gate conversion delayed pending permission being obtained from the school.

- Environmental

- Litter bin at old cantilever bus shelter by Aldi

Location agreed by Julian Grant SWT, quote is £505.00 plus £75 fitting ex vat.

Proposer Cllr Tully, seconder Cllr Ellis. All agreed by show of hands.

- Quotation from SWT following site meeting at Farriers Green rear entrance

To construct a 9-metre concrete ramp with a 1 in 12 gradient as discussed on site with a galvanised steel handrail both sides and a staggered end return. Install Aco drainage at the bottom of the ramp to prevent rainwater escaping onto the adjoining pavement. Clear all waste from site and leave clean and tidy on completion. For the sum of £3,362.00p ex vat.

Proposer Cllr Besley, seconder Cllr Cavill, all agreed by show of hands.

- Bus shelter at Spital

Developers will remove when new bus shelter is installed. Removal will leave a gap in boundary fencing.

Options for Parish Council:

1. Stone wall could be reconstructed to corner of footpath/main road
2. Fill gap with custom made planter (approach carpenter on MH1 see above).

Spital Trust has stated the Trust would prefer restoration of the stone wall
Proceed to get quotes

- Grant requests

Window is open from 1 April to 15 May

- Swift project at Heathfield School. Nest boxes with cameras. ***If wait for grant window to close 15 May, swift nesting period will have been missed – needs funds now.***

Option 1 Entire camera set up £1470
Option 2 Equip two boxes £350.00

Resolution to proceed with option 2 subject to formal completion of application form providing bank account.

Proposer Cllr Gage, seconder Cllr Cavill. All agreed by show of hands.

- Bike rack at burial ground at St Augustines up to £750.00 to supply and install (by Lengthsman). It was agreed to defer this resolution and enquire to see if the Hinkley Scheme is available for the bike rack.
- Carry Me Kate parenting services CIC: support for group, director based in West Monkton, hall hire is Taunton. £2500.00 to continue the Group's work. Application to be considered by AWP 22nd April

- To note the next meeting of the Audit Working Party on Friday 22 April 2022 at 9.00 am by zoom.

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 | £ 0.22, March 9th statement |
| Nationwide | £3.22 Mar 31st statement |
| PSDF | £18.97Mar 31st statement |
| Unity Bank | £36796.31 current balance |
| Donation from Seed Swap | £10.00 |
| Donation from grade out free trees | £171.00 |
| Payment half share from CFPC drainagepipes&digger | £150.00 |

Payments

Clerks salary is in arrears, therefore these payments are for March on old rates and scales, but back pay for 2021/2022 is included

| payee | Payment ex vat | Vat | Total | How paid | Budget line |
|---|----------------|--------|---------|----------|---|
| A Pritchard litter picking | xx.xx | No vat | xx.xx | d-d | Wages pd into voluntary 'nest', see below |
| Employee pension contributions | 86.12 | No vat | 86.12 | d-d | Pension contributions |
| Employer contributions | 64.59 | No vat | 64.59 | d-d | HMRC |
| A Shephard Clerks salary SCP30 | xx.xx | No vat | xx.xx | bacs | salary |
| P Cavill assistant clerk2 salary SCP 34 | xx.xx | No vat | xx.xx | bacs | salary |
| K Welsh assistant clerk-community salary SCP 26 | xx.xx | No vat | xx.xx | bacs | salary |
| HMRC month 1 | 1154.98 | No vat | 1154.98 | bacs | Employer/NIC/PAYE |

| | | | | | |
|---|---------|---------|---------|-------------|-----------------------------|
| Staff costs summary | 5097.77 | | | | |
| A Shepherd homeworkers allowance | 27.00 | No vat | 27.00 | bacs | homeworkers allowance |
| P Cavill homeworkers allowance | 27.00 | No vat | 27.00 | bacs | homeworkers allowance |
| K Welsh homeworkers allowance | 27.00 | No vat | 27.00 | bacs | homeworkers allowance |
| A Shepherd 4 th quarter expenses | 114.30 | No vat | 114.30 | bacs | Clerks exp |
| P Cavill 4 th quarter expenses | 56.79 | No vat | 56.79 | bacs | Asst Clerks exp |
| K Welsh 4 th quarter expenses | 47.25 | No Vat | 47.25 | bacs | Asst Clerk Community exp |
| S Rolls Lengthsman services | 238.99 | No vat | 238.99 | bacs | env |
| Business all about you Climate Initiative PR WMPC15 *1/4/2022 | 175.00 | No vat | 175.00 | bacs | env |
| Using Debit card | | | | | |
| Catering Appliances superstore JJ Martin Ltd inv331122 | 872.99 | 174.60 | 1047.59 | Dcard PAID | Youth and community |
| Viking stationary paper, dividers, punch pockets | 47.85 | 9.57 | 57.42 | Dcard PAID | Sundry admin |
| Viking ink, paper, laminating pouches inv 8568458 | 102.16 | 20.43 | 122.59 | Dcard PAID | Sundry admin |
| Viking back order Inv 8253211 | 14.63 | 2.93 | 17.56 | D card PAID | Sundry admin |
| Travis Perkins topsoil for MH1 tree planting invoice 03B33120 | 69.10 | 13.82 | 82.92 | Dcard PAID | CIL |
| Travis Perkins polypipe and topsoil for MH1 trees Inv 03B32140 | 175.39 | 35.08 | 210.47 | Dcard PAID | CIL |
| Jewsons gravel for MH1 planting Phone order | | | 64.79 | Dcard PAID | CIL |
| By bacs | | | | | |
| Thomas Bros Joinery Wood to repair FG noticeboard | 140.00 | 28.00 | 168.00 | Bacs PAID | noticeboards |
| Western Fabrications ltd materials for QPJ brazier inv233829 | 1031.00 | 206.20 | 1237.20 | Bacs PAID | Sports and general QPJ |
| Challick Hill Services plant and stake 80 cherry trees Dyers Brook corridor inv1016 | 800.00 | 160.00 | 960.00 | Bacs PAID | Sports and general QPJ |
| Wee Trees cherry trees inv2128 | 6848.00 | 1369.60 | 8217.60 | Bacs PAID | Sports and General (QPJ) |
| Challick Hill Services Planting MH1 trees inv 1017 *4/4/2022 | 2300.00 | 460.00 | 2760.00 | Bacs PAID | CIL |

| | | | | | |
|--|----------|---------|----------|--------------|---------------------------|
| Wee Trees replacement for MH1 Inv 2129 | 47221.03 | 9132.66 | 56353.69 | Bacs PAID | CIL |
| Wee Trees stakes and ties for free trees inv 2112 | 435.20 | 87.04 | 522.24 | Bacs PAID | env |
| B Gage March expenses | 43.98 | No vat | 43.98 | Bacs PAID | CP vol |
| Taunton Sheds for community fridge | 990.00 | 198.00 | 1188.00 | Bacs PAID | Youth and community |
| Palm print community survey Inv 335909 | 222.0 | 44.40 | 266.40 | Bacs PAID | Youth and community |
| SCC Library contribution to Priorswood inv 61083162 | 3000.00 | No vat | 3000.00 | Bacs PAID | env |
| SLCC Community Events training Inv BK205447-2 | 90.00 | 18.00 | 108.00 | Bacs PAID | Training |
| | | | | | |
| SALC responding to planning applications (A Hall)*1/4/2022 inv 0650 | 25.00 | No vat | 25.00 | bacs | Training |
| SLCC Community Governance degree AS inv QL197949-6 | 1575.00 | No vat | 1575.00 | Bacs | Training |
| SALC preparing for elections *1/4/2022 inv 0724 | 30.00 | No vat | 30.00 | bacs | Training |
| | | | | | |
| Lantra ride on mower training Invoice11360 *1/4/2022 | 578.00 | 115.60 | 693.60 | bacs | Training |
| SWT grounds maintenance 4 th qtr, empty bins cut grass Inv 63818556 | 2675.94 | 535.20 | 3211.14 | bacs | env |
| Re-validated PEA at CP for SWT | 1159.30 | 231.86 | 1391.16 | bacs | CIL 50% share w CFPC |
| Burnham portaloos hire Mar Inv 11026 | 92.00 | 18.40 | 110.40 | bacs | CP vol |
| QSS IT install publisher on laptop3 Inv 29737066 | 60.50 | 12.10 | 72.60 | bacs | IT |
| Challick Hill Services plant MH1 inv 1018 | 1400.00 | 280.00 | 1680.00 | bacs | CIL |
| QSS IT GDPR monthly maintenance x3 laptops Feb <i>not yet rec'd for March</i> | 25.50 | 5.10 | 30.60 | bacs | IT |
| | | | | | |
| | | | | | |
| Direct Debit | | | | | |
| Invoice 7424 29 Mar Roll Pay | 12.00 | 2.40 | 14.40 | DD PAID | Servicing pension |
| Invoice SWS 109881 *2/4/2022 | 59.80 | 11.96 | 71.76 | DD PAID | Maintain G suite/comms |
| Invoice SWS 109835 web-lite hosting (MM) and standard mailbox | 23.00 | 4.60 | 27.60 | DD PAID | Comms |
| Invoice SWS 109861 domain name annual renewal mm | 15.00 | 3.00 | 18.00 | DD PAID | comms |

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

Resolution: to make payments described above:
 Proposed by Cllr Ellis
 Seconded by Cllr Besley
 All agreed by show of hands

Transfer between accounts

£47221.00 from Unity to Lloyds Treasurer's account
 £27000.00 from Business instant Access Lloyds account to Treasurer's account (15000.00 and 12000.00)

d) WMPC Bank reconciliation

Bank reconciliation and budget check: please check on green financial sheet. Ask any questions by email. Bank reconciliation for 1st April is complete and balanced. Please note that for year-end purposes any further income and receipts in the remainder of March have appeared on the final column of the 21/22 finance sheet.

General notes on spreadsheet

Each column heading is dated first of the month.

Each monthly receipt column is a snapshot 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).

Summary lines, where applicable, for green finance sheet to year end **31 March 2022**

| | | | |
|---------------------|---|----------|----------|
| Environment | wee trees ties and stakes | 522.24 | 3522.24 |
| | contribution to Priorswood library | 3000.00 | |
| CIL | footpaths | 75.00 | 58176.87 |
| | TopsoilTP | 82.92 | |
| | Topsoil and poly pipeTP | 210.47 | |
| | Jewsons gravel | 64.79 | |
| | Benjamin Henry overrun forest school | 1390.00 | |
| | MH1 tree replacements | 56353.69 | |
| Youth and community | community fridge | 1047.59 | 2501.99 |
| | shed for fridge | 1188.00 | |
| | printing community survey trial 2 streets | 266.40 | |
| Sports and general | brazier | 1237.20 | 10414.80 |
| | Platinum walk planting | 960.00 | |
| | Trees for Platinum walk | 8217.60 | |

Summary Lines where applicable for green finance sheet **April 2022**

| | | | |
|-------------|--|---------|---------|
| Environment | BT Climate PR | 175.00 | |
| | SWT 4 th qtr ground maintenance | 3211.14 | |
| | Npower bt kiosk lighting | 20.83 | |
| | | | 3406.97 |
| Comms | maintain g suite | 71.76 | |
| | renew domain name MM | 18.00 | |
| | <i>Web lite hosting?27.00</i> | | 89.76 |
| CIL | Challick tree planting MH1 | 2760.00 | |

| | | | |
|----------|---|--------------|----------------|
| | revalidate PEA for CP | 1391.16 | |
| | Challick tree planting remainder of MH1 | 1680.00 | |
| | | | 5831.16 |
| Training | 3 x elections | 30.00 | |
| | 4 x Lantra | 693.60 | |
| | 1 x planning | 25.00 | |
| | 1 x Comm Gov | 1575.00 | |
| | | | 2323.60 |
| IT | QSS IT publisher for KW | 72.60 | |
| | <i>GDPR maintenance</i> | <i>30.60</i> | <i>-103.20</i> |
| | | | |

102/22 Other matters for report only – items for discussion - no decision

a) Items for next meeting agenda – by Monday 18th April 2022 or Monday 2nd May 2022

Noted

103/22 Country Park – update and to consider the recommendations of the Country Park Working Group

Cllr Hall reported that the Falklands Dedication will take place on 8th May. A tree has been planted to the right hand side of the dedication stone.

Cllr Hall also reported that he is following up Benjamin Henry to complete the Forest School works.

Confidential Session

104/22 Country Park Update

The proposed lease in respect of the Country Park was discussed and next steps agreed.

Cllr Gage reported the need to establish a grass cutting regime for the Country Park as summer approaches and now that more people are trained to operate the mower. It was agreed that a schedule would be established for fortnightly mowing by the 8 trained people.

105/22 MH1 Tree planting, Play Park remedials, POS adoption and Sports Pitches including BMX track

Clerk provided an update on the latest correspondence received.

Cllr Hall reported that he had met with contractors regarding the ground works required for the sports pitches.

The contractor had confirmed that it would be unlikely to be able to get the groundworks underway until next year anyway.

Cllr Gage reported that he had met with a contractor regarding the BMX track. The anticipated cost of installing a track would be in the region of £50-70k. Cllr Gage asked if the PC should explore grant opportunities that may be available. It was agreed that an item would be added to the next PC meeting agenda to discuss the BMX track further and agree next steps.

106/22 Dates of forthcoming meetings:

Parish Council:

Second Tuesday in the month (Business focused meeting)

2022: 12th Apr, 10th May, 14th Jun, 12th Jul, 9th Aug, 13th Sep, 11th Oct, 8th Nov, 13th Dec.

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

2022: 26th Apr, 24th May, 28th Jun, 26th Jul, 23rd Aug, 27th Sep, 25th Oct, 22nd Nov.

Audit Working Party: 22nd April 2022 at 9.00am (Virtual)

Annual Parish Meeting: TBC March 2023

BACH committee: 7th June 2022 at 7pm

Budget and Precept Working Party TBC November 2022 at 7pm

Meeting finished at 10.55pm



Signed Chairman:

Date: 26th April 2022

Adopted - Redacted