



West Monkton Parish Council

ADOPTED

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

Present: Cllrs Cavill, Ellis (until 9.30pm), Elliston, Gage, Hall, Haskins, Hope and Tully.

In attendance: Mrs A Shepherd, Clerk, Mrs T Cavill, Assistant Clerk, Mrs K Welsh Assistant Clerk Community, Sammie Millard-Jones, Clerk Cheddon Fitzpaine Parish Council and 1 member of the public.

199/22 To receive any apologies (with reasons), introductions with responsibilities

Apologies were received from Cllr Besley, Mr K Perry, Bathpool Flood Warden, Cllr Andrew Pritchard, District Councillor, Cllr David Fothergill, County Councillor and Mr K Tutill, NP Delivery Group Chairman.

200/22 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.

201/22 To adopt the minutes of the Parish Council meeting on 28th June 2022

The minutes from the Meeting of the Parish Council on 28th June 2022, having been previously circulated, were taken as read. It was resolved to adopt the minutes of the Parish Council meeting on 28th June, proposed by Cllr Hall, seconded by Cllr Cavill and agreed by show of hands.

202/22 To note Clerk's report, Assistant Clerk's report and Assistant Clerk (Community) report

Clerk's report:

- Parish Administration:
 - General Administration
 - Adding Parish Council accounts and BACH accounts to scribe to run first summary report.
 - Handover meetings with Tricia.
 - All Register of Interest Forms now sent to SWT.
 - Damaged bin at Sidbrook reported to SWT.
- Planning:
 - Updating Planning Log with planning decisions / conditions weekly.
- Country Park:
 - Arranged return of lease and liaise with solicitor.
 - Leaky dams both landowners permission shared with Kevin Perry to proceed.
- MH1:
 - Responded to Natural England about Ragwort and sent photos.
 - Liaised with Persimmon / Redrow regarding outstanding issues and land next to primary school.
- MH2:
 - Notes and excel tracker from meeting on 24th May shared with Persimmon / Redrow/ SWT and CSM PC.
- Highways:

- SID data downloaded and shared from Goosenford location.
- Drive around with Kate Brown SCC on 15th June and agreed three additional locations.
- SCC Highways meeting with Andy Coupe on 21st June
- BACH:
 - Liaised with School regarding Diocese permission to proceed with BACH extension and Community Fridge. Meeting with Diocese arranged on 12th July at 1pm.
 - Storage cupboards for lobby ordered and will arrive this week.
 - Quote to replace the key pad for more fobs obtained.
 - Quote for Hearing Loop for Committee Room obtained.
 - Next Committee Meeting to take place on Tuesday 20th September at 7pm
- Meetings last month:
 - 2nd June – Beacon Lighting
 - 4th June – Party in the Park
 - 6th June – Scribe training session
 - 7th June – Agenda run through
 - 7th June – BACH Committee Meeting
 - 8th June – LGR Clerks Session
 - 9th June – CP WG Meeting
 - 15th June – Kate Brown SCC / SID Meeting
 - 21st June – Agenda run through
 - 21st June – SCC Highways Meeting
 - 23rd June – LGR Clerks Session
 - 28th June – Parish Council Meeting
- Meetings this month:
 - 5th July – Agenda run through meeting
 - 6th July – LGR Clerks Session
 - 8th July – Climate Change Programme discussion
 - 12th July – Meeting with Diocese re BACH Extension and Community Fridge
 - 12th July – PC Meeting
 - 19th July – Agenda run through meeting
 - 20th July – LGR Clerks Session
 - 22nd July – Audit Working Party Meeting
 - 26th July – Parish Council Meeting

Assistant Clerk's Report:

For information only

- Action decisions made by Council and attend virtual and actual meetings.
- Distribution of newsletters and other information from other agencies.
- Parish administration
 - Finalise QPJ accounts
 - Signage for Platinum Walk
 - Weekly meeting with Amy for handover arrangements.
- Neighbourhood Plan: Nothing to report, waiting for Examiner response. Responded to query from Examiner re accessibility of consultation, ref hard copy availability.
- 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. Meeting to schedule next 6 months' programme.
- CIL projects
 - Safer route to school at CP, ongoing - top finish to be completed

- Security at Cricket Ground – quote accepted, work to be commissioned by WMCC in the name of WMPC. Difficulty with supplier to be sorted out by WMCC and PC kept informed. No increase in amount agreed for support for security fencing.
- Lighting at Village Hall – replace with LEDs – completed, roof insulation under discussion
- Refurb of St Quintins play area – commissioned as agreed, scheduled for this financial year
- Removal of hedge at side of road from Canal Bridge to New Mill to be pushed back in mid-July to widen footpath, and new hedge to be planted using whips from CP. Conversation and agreement of A Coupe reported to D Mancini – on annual leave until 11.7.2022
- Footpath restoration project completed
- Refurbishment and replanting of The Triangle. Planting complete, seat has been delivered, awaiting installation.
- Finance
 - Conclusion of QPJ finances
 - Community fridge finances (CCS grant) and shed, associated training to register BACH as food premises and train volunteers
 - Leaky dam claim submitted to FWAG, for payment by WMPC, reimbursed by FWAG on completion.
 - Changeover arrangements for bank accounts, HMRC, regular suppliers.

Assistant Clerk Community Report:

- Monkton Matters – keeping MM up to date with new news and events as and when required. Sharing articles on facebook pages. Promotion of Monkton Matters online and at events.
- Plans to run a weekly Community Café at the BACH over the school pick up period where Debbie Harris can run her café monthly and the bus could attend this, I could meet with potential volunteers and promote what is going on in the community here. Perhaps run a drop in for members to meet with councillors once a month. To start 6/7/22. Tony Wearmouth and Debbie Harris attending on the 6/7/22.
- There were a few members of the community who attended, two keen to get involved in volunteering, another keen to give produce to the fridge and was good to meet PSCOs, Debbie Harris and Sammie, Clerk from Cheddou. One of my volunteers also attended and it was a pleasant low key afternoon.
- Met with schools to discuss community café and their involvement, they are going to begin getting more involved come September and introduce new parents to it from then.
- Have organised to start attending monthly meetings at the school to meet the school council so they can share any concerns for me to bring to the Parish Council Meetings.
- Chasing schools for winners of the competitions to give prizes
- Thank you emails to all QPJ volunteers, raffle donations and those business who supported
- Contact those that interested in volunteering or helping with next event from QPJ events
- Distribution of litter picking equipment to volunteers who want to litter pick over the summer – planned litter picks to resume in September
- Attended PC meetings
- Attended run through agenda meetings
- Created communications and clerk community report
- Applied to SWT for Food Premises and I am working through a management plan
- Meeting regularly with volunteers to keep them updated and involved in the run up plans
- Met with Mike Lind to discuss Community Fridge and Community Garden and he is keen to get involved and help us by donating near to use by date food from the farm food shop to the fridge and by building raised beds for our community garden. He is also keen to send his knowledgeable staff to the community garden or café to talk about planting and using eco friendly ways to keep pests away and other such information.
- Met with resident who is going to set up the library/book swap within the fridge
- Met and recruiting new volunteers for the community fridge

- Researched and set up various documents in readiness for launch of community fridge i.e., risk assessment and HACCAP, finalising these ready for launch
- Training on 'How to make the most of your website' hosted by Velocity
- Launch of Our Community Fridge – Monkton Heathfield facebook page which has been really popular
- Video and photographs have been taken of the shed being erected to share on facebook pages and to engage the community.
- Met with Richard from John Marchant for quotation along with Barry Gage
- Jacks and Stripes offer to make signage for us for the fridge at no cost (meeting with them 29/6/22)
- Making posters for inside the shed to ensure following all guidance
- Promoting new initiatives via social media for the fridge and the café
- Responding to facebook messages about issues or queries
- Finalising appointment of companion volunteer and attended her first visit with a new resident to offer support and company.
- Organised meeting with Tacchi Morris to look at regular community fun events – 6/7/22 – Have potentially booked three dates in the Autumn to get us started if we all agree, Wed 28th September – Quiz night, Wed 2nd November – Quiz night and Wednesday 7th December – live music.
- Attend and coordinated farm walk as Bethan Turner was unwell with COVID
- On 6/7/22, I met with Cara from Marketing at Monkton Elm Garden Centre and we have put in an order for 2 raised beds and 3 low beds for the community garden. I have also emailed those on the waiting list for allotments and we have more than 10 residents keen to get involved in the community garden already.

203/22 Local Government Re-Organisation - update

Cllr Cavill reported that following the Secretary of State for Levelling Up, Housing and Communities (DLUHC) decision to support the move to a single Unitary Council across Somerset, vesting day for the new Unitary Council remains as 1st April 2023.

204/22 SCC Report from Cllrs Fothergill and Cavill

Apologies were received from Cllr Fothergill in advance of the meeting.

Cllr Cavill reported on the following:

Somerset's Integrated Care Board: Changes to legislation passed earlier this year (The Health and Care Act 2022) created 42 Integrated Care Systems across the Country including a 'single footprint' organisation for Somerset. The new system came into operation on 1st July with the creation of the Somerset Integrated Care Board (ICB). The Somerset ICB replaces the Clinical Commissioning Group and brings together providers from Yeovil District Hospital, Musgrove Park Hospital, the County Council, Primary Care and the Voluntary sector. This new Board will be fundamental in commissioning services from the main health providers across the County.

Financial position: Just two months into the new Administration at County Hall the latest figures published by the County Council shows a potential £14.4 million overspend for the current financial year if action is not taken to limit spending. In addition, papers show that whilst officers had previously identified the need to make some savings for the new council, inflation and demand for services have now substantially increased the budget gap to £44 million. An urgent review of spend and tightening of budgets will be necessary.

Arts and Culture strategy: Arts and culture across Somerset are set to benefit from the creation of a Somerset Cultural Strategy which will cost up to £30,000 to create. The project will consider how to raise awareness and promote the role that culture and creativity can play in enriching communities and improving the quality of life, health, wellbeing and the local economy for Somerset residents, local businesses and visitors.

Food and energy bills support: Somerset residents who are struggling to pay the bills could be eligible for support with the cost of food, energy, water, and other essentials over the coming months. Somerset County Council will distribute £3.8m before September 30th as part of the Household Support Fund. Just over £1.2m will be used during the school holidays to provide food vouchers worth £10 a week to children eligible for Free School Meals and a further £1.3m will be used for one-off payments of £100 to residents on Pension Credit. Another £1m will be made available for a range of urgent essentials including fuel, food, and white goods. A total of £200,000 is

put aside to help support people who can't access the internet or online vouchers. For more information, visit: www.somerset.gov.uk/social-care-and-health/somerset-household-support-fund

SEND Services Consultation: Somerset County Council, NHS Somerset ICB and Somerset Parent Carer Forum are keen to hear from children and young people with Special Educational Needs and Disabilities (SEND), their families, professionals and health colleagues to help shape Somerset's SEND services going forward. Anyone who has been in contact with Somerset SEND services (for whatever reason) over the past year is invited to share their views and experiences in the annual SEND survey. The anonymous survey runs until Monday 19 September and can be found here: www.somerset.gov.uk/annualsendsurvey.

Road safety and horse riders: Somerset County Council's Road Safety Team has teamed up with The British Horse Society (BHS) to highlight potential safety issues faced by equestrians on Somerset roads. With an increasing number of reported incidents involving horses and vehicles, the campaign is designed to better educate road users on how to pass horses safely and encouraging them to adhere to the BHS's Dead Slow behavioural change messages:

1. Slow down to a maximum of 10mph 2. Be patient, do not sound your horn or rev your engine 3. Pass the horse wide and slow, at least two metres if possible 4. Drive slowly away.

Grass Cutting and Surface Dressing: SCC's Highways Team have started work on two summer highways maintenance programmes covering verges and road surfaces. Each year more than 9,400km of roadside verge is cut. As a balance must be found between promoting habitat creation and protecting wildlife, and the overall road safety of all road users most highway verges are only cut to a width of one metre though some stretches can be cut back beyond this width if there is a need to improve visibility for motorists at specific junctions. Cutting is due to be completed in September. SCC have also begun surface dressing more than 100 roads. The 2022 programme, including maps are at www.travelsomerset.co.uk/grass-cutting and progress on works dates via Travel Somerset.

The following questions were asked:

Cllr Haskins asked for an update on how the Brewhouse is doing. Cllr Cavill confirmed that the Brewhouse was in receipt of a grant from SWT, the Unitary Council will honour existing grants for the first year so the Brewhouse is secured for a further year but footfall past Brewhouse is reduced by building work for Firepool around it.

Cllr Gage requested an update regarding Heathfield School. Cllr Cavill confirmed that Heathfield School is not in special measures but in an interim place between not very good and special measures. SCC have brought in a team of 7 people who are well experienced headmasters, chairs of governors and previous Ofsted inspectors. The team are supporting the school to improve.

Cllr Hope asked what special measures means. Cllr Cavill confirmed that special measures means that the school is not performing as well as it has previously and measures need to be put in place to address this. The Ofsted report indicated issues and actions but the school didn't appear to be addressing the issues. Staff are all there but three of the governors have stepped down. There has also been a recent high turnover of teaching staff and there appears to be leadership and management issues at the school.

205/22 SW+T Council reports

Cllr Tully reported on the following

A SWT Full Council meeting took place last week and decisions were made on:

- Coal Orchard – Midas the main contractors went bust in January. So that the project can continue and finish the council have already allocated £675k of funding towards the project and a further £100k was added last week. The money will come back to Council when the shops are open and the apartments are sold. The contribution will therefore not cost the taxpayer. It isn't clear when the project will be completed.

Economical Emergency Action Plan, a joint plan with Sedgemoor DC was passed.

£100m to invest in properties across the Country was discussed. It has been questioned why the money was invested in areas outside of the District. 12 properties purchased. 3 office blocks, 3 industrial units, hotels and general units – income of £3.7m per annum which helps the work of the Council. Believe that unitary will take the property portfolio on rather than selling.

Cost of Living Emergency – a motion went through – the Chair of the Council is going to write SoS about reducing VAT from 20% to 17.5%. £50k from last year's budget is being used towards the cost of living crisis. Cllr Tully expressed concern that this would not be sufficient to deal with the crisis.

Questions:

Cllr Hope requested clarity as to why £100m was borrowed and invested in property only to receive £3.7m per annum in return. Cllr Cavill confirmed that the money was borrowed at a rate of 0.6% - the total sum spent was £98m. Return £5.54m of income, taking out costs leaves £3.7m per annum. Cllr Cavill did confirm that it was short term borrowing on long term investment and that the properties will need to be refinanced over the next 3-5 years.

Cllr Haskins asked for an update on the Debenhams building. Cllrs Cavill and Tully confirmed that they understand that flats are still planned for the building.

206/22 Neighbourhood Plan Update

Assistant Clerk confirmed that apologies had been received from Kelvin Tutill. In advance of the meeting Kelvin had confirmed that there was still little progress to report. The Examiner and Ann Rhodes at SWT are still finalising issues in relation to the HRA and SEA.

207/22 Chairman's Parish Asset Report

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

- Aginhills Play Area: posts have rotted and are unsafe. Two rotted off and in the grass. It was noted that a Management Company was in place that is responsible for maintaining the play area. Clerk to write to the Management Company
- Footpath diversion from WRR / Aginhills – Cllr Cavill to follow up.
- WRR has been cut but the cut was done whilst thistles were in seed.
- Ragwort on farm land – Clerk to write a letter to land owner.

Public Question Time

A member of the public requested why lease discussions were still taking place in respect of the Country Park lease still on the agenda. An update was provided.

A member of the public asked if copies of the Clerks reports would be added to the PC website.

Clerk to add reports to the PC website.

209/22 Planning

a) To consider planning applications received

SCC/3985/2022 x 3 roundabout advertisement/sponsorship signs. The fascia of each sign measures 500 x 1000 mm with a depth of 2mm, installed at a height of 260mm from the ground to the base of the sign. The sign will be mounted onto two galvanised tubular steel posts, height: 885mm (above ground 760mm, below ground 125mm) x 60mm diameter, fixing: two clips per post. The signs are made of road traffic grade recycled material composite. There will be only one advertiser per roundabout and each sign will be identical, displaying their company branding above a message reading "Somerset County Council supporting local businesses".

Advertising on a roundabout is taken up on a minimum one-year contract and the message will remain constant during this time. All designs will be approved by Somerset County Council prior to going into production. Green Lane Roundabout A38/1430 Creech St Michael

The Parish Council supports the granting of permission, proposed by Cllr Hall, seconded by Cllr Elliston and all agreed by show of hands.

48/22/0042 Erection of a single storey extension to the rear of 123 Farriers Green, Monkton Heathfield

It was noted that the proposal would have no impact on the street scene.

The Parish Council supports the granting of permission but draws the attention of the Planning Officer to the proximity of a tree in the garden to the location of the proposed extension.

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

Noted

210/22 Community

a) Community Fridge: Update

Cllr Haskins reported that a good week of work on the fridge had taken place, free flooring has been provided and fitted by Bathpool Flooring, Jacks and Stripes are also doing signage free of charge and slabs have been donated for path by a local homeowner, all of the aggregate that was left over has been used for the path. Fencing has been done, some fencing was already available so a saving was made on the materials required for the job but a little bit more labour was needed to adapt the fencing. The electrician completed the work last Wednesday. Two lights with sensors outside and one inside. CCTV camera added to deter antisocial behaviour. A padlock for the gate has been purchased.

The following remaining work was noted:

- A couple of tonnes of top soil is needed to tidy up the area with grass seed. It was noted that the top soil from the canal attenuation pond would be used.
- Chippings to be put down around the path.
- More keys need to be cut.
- Bolting to be done and vents to be added.
- Shelving to put up – ply board to be added to strengthen the shelves.
- Water butt for down pipe.
- Sheeting on roof approximately £80.00.

It was noted that all of these costs would be covered from CIL funds. It was agreed to go ahead with the chipping delivery.

Assistant Clerk Community confirmed that the SWT Food Safety Team are visiting on 27th July.

Clerk to negotiate with the school regarding making a contribution for the electricity being used for the Community Fridge.

Assistant Clerk Community confirmed that 10-12 people are interested in helping with the community garden and that the Community Picnic is scheduled to take place this Sunday 17th July. The weather warning was noted and it was agreed that the BACH would remain open throughout for coolness.

b) Community Café: Update

Assistant Clerk Community confirmed that the Community Café was launched last week, the PCSO and Village Agent attended and a couple of members of the community attended too. The intention is to launch the Community Fridge at the Community Café on 13th July.

The village agent is spreading the word about the café.

The publicity in relation to the café was discussed. It was noted that the café was a PC initiative and is available for all the community to attend. It was agreed to publicise the café as just a Community Café rather than making any reference to the organisations that the Parish Council has worked with to encourage use of the Café by the community.

211/22 Reports, including recent developments, matters to consider and decisions to be made:

a) Bathpool Flood Warden: Mr Kevin Perry

Mr Perry sent his apologies but provided the following report in advance of the meeting.

- 1) June rainfall only 52mm - fairly similar to last year. The EA advise the region received 88% of the Long Term Average. No river issues
- 2) Thanks to the involvement of Cllr Cavill in obtaining consent from SW&T for the leaky dams to go ahead. FWAG have contacted their contractor and he is hopeful of installing the dams next week. I'm awaiting contact to agree the day - and I'll then organise access with Cllr Hall.

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

Footpaths

Cllr Gage confirmed that there was nothing to report and that all works to replace gates of footpaths is complete.

BACH Chairman;

Cllr Gage, Haskins and Clerk provided a summary of the meeting that took place with the Diocese and Oak Partnership earlier in the day. It was clear from the meeting that developing a licence / providing permission for the BACH extension was a complex issue. The Diocese now understand the proposal and are going away to consider how to proceed.

Cllr Gage reported that a plumber has taken a look at hot water system – temperature mixing valves are partially blocked and are not letting sufficient water through. Plumber is going to quote to replace them both. It is likely that the valves will need replacing at regular intervals going forward.

Cllr Gage confirmed that an Electrical Safety Check of the BACH is required too. Cllr Cavill to make contact with Roger Ford about carrying out the check.

Highways;

Cllr Besley was absent. It was noted that the Monkton Heathfield Road works and night time closures are still on going.

Safe Routes to School;

Cllr Tully reported that Tom Deakin visited Tudor Park at the bottom entrance of the Country Park with SCC Highways Officers who indicated their agreement that a barrier fence should be installed.

Cllr Haskins requested clarity if there is still a plan to add an additional entrance to the Country Park from Yallands Hill. Cllr Cavill confirmed that it is the intention if kerb works can be carried out.

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

Cllr Hope reported that the grass in MH1 has been cut by contractors, the same contractors as those employed by Blenheim's. In addition to cutting the contractors are also spraying the gutters of the ERR. The contractors have been given instruction by Persimmon to cut the grass once a month until November.

The grass was so long that the contractors have cut through areas of shrubs because they weren't visible and a map was not available. Cllr Hope to raise this issue with Persimmon. Cllr Hope also reported that a lot of grass was cut off and not taken away.

Tree watering was discussed. It was reported that the trees on Platinum Walk were watered last night with the help of families who came out to help water with young children.

The next watering session is scheduled to take place on Thursday at 4.30pm. It was noted that it takes approximately 2 hours. Assistant Clerk Community to add information about the watering dates / times to Monkton Matters to get volunteers to come along and help.

A further watering session will take place at 6pm on Monday.

Cllr Besley is keeping a record of the water used for watering.

It was noted that the Maintenance Agreement for MH1 includes a requirement to put weed killer around trees, it was also noted that there has been no progress to complete the play parks in MH1. Clerk to follow up progress with Persimmon.

Clerk reported that Simon Fox at SWT is on leave until 25th July and that a follow up meeting request would be sent on his return.

Transportation;

Cllr Elliston confirmed that he had nothing to report.

c) Communications Report – Assistant Clerk Community.

- 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 921.
- Posts added sharing the news items added to the website.
- A358 dualling scheme community updates added.
- Monkton Matters
 - 20 new articles added in June
 - Articles on Monkton Matters being shared on Monkton Matters Facebook page to pull users to the website. There are now 203 page followers.
 - 6,409 page reach
 - 961 post engagements
 - 208 page views
 - Business directory now live and has details of 14 businesses so far.
- Community Fridge Facebook Page:
 - 176 new followers since its launch
 - 8317 post reach
 - 1318 post engagements
- Cyber-attack threat
 - Quote from Somerset Web Services for increased security on PC websites has been accepted
- Village News Contribution – as last month
 - Developed by the Clerk's.
 - Information about the 5G Mast included as agreed.
 - Annual report also sent for inclusion.
 - Write up on the Platinum Jubilee celebrations developed by Kate also sent for inclusion.
- Noticeboard Updates
 - Updated noticeboards – started new Community Matters poster which will be updated regularly with latest community news.

d) GDPR

Nothing to report.

Representatives on outside bodies/Response to Consultations:

e) West Monkton Village Hall Management Committee

Cllr Tully reported that a meeting of the Management Committee is scheduled to take place this Thursday. Assistant Clerk confirmed that the Rural Services Network had published a list of funding opportunities for village halls – this information has been forwarded to the Management Committee.

f) The Spital Trust

Cllr Ellis confirmed that a Tea Party is scheduled to take place this Friday at 3.30pm. Cllrs Ellis, Haskins and Assistant Clerk Community will be attending.

g) Any events at which WMPC was represented

No other events have been represented by WMPC

h) Consultations responses to be developed / approved for submission

Quantock Futures Survey

It was agreed that Councillors would respond to the consultation individually if they wished to. The consultation closes on 31st July. Clerk to circulate the link.

CGR Second Consultation (14th June – 26th July)

A summary of CFPCs position and the actions that it is taking regarding the consultation was provided. Cllr Cavill confirmed that SWT have carried out 3 public consultation events, one of these was at Cheddon Memorial Hall yesterday between 3-7pm. 10-12 people attended – including interested parties and some councillors. Mostly negative comments expressed. CFPC is expressing that it doesn't want to change the

boundaries. SWT have confirmed that the community need to confirm their wishes and respond to the consultation.

A discussion followed about the WMPC response to the consultation. It was agreed that the Clerk would develop a proposed response and circulate it to Councillors for agreement by email and submit the response prior to the consultation close date of 26th July.

Meeting adjourned at 9.30pm

Cllr Ellis left the meeting.

Meeting restarted at 9.50pm

212/22 Finance

a) Quotes

- QPJ

Expenditure slightly in excess of National Lottery grant, accounts to be confirmed.

Total National Lottery grant 7500.00

Total costs so far 7960.19

Over-run 460.19

Shared 50:50 w CF PC 230.10

Resolution to close the QPJ event account, no further claims, and to resolve to share the over-run equally with Cheddton Fitzpaine Parish Council.

Proposer.....Cllr Elliston.....

Seconded.....Cllr Gage.....

All agreed by show of hands.....√.....

Cash and card reader sales of food, bar, raffle and skittles after expenses paid £940.44.

Resolution to put the proceeds raised to the Community Fridge project

Proposer.....Cllr Elliston.....

Seconded.....Cllr Cavill.....

All agreed by show of hands.....√.....

Owing to time available, card reader/zettle sales set up using a personal cheque account: resolution to change the account used to one of the Parish Council's accounts for future use.

Proposer.....Cllr Elliston.....

Seconded.....Cllr Hall.....

All agreed by show of hands.....√.....

- CIL projects

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

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

- Platinum Walk – trees purchased and planted; signage commissioned but laser etching on aluminium proving problematic. Cut-out letters considered hazardous ref sharp edges and getting fingers stuck, and expensive. Investigating use of Duralumin with Stoneman Engineering. Alternative suggestions, purchase rectangular sign from Timpson's (as per brochure provided by Cllr Gage), or have signs as per design with separate label saying 'Platinum Walk etc'. To be determined.

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

- Replace lights with LEDs at Village Hall – finished.

- Security fencing/lighting/cameras for West Monkton Cricket Club. Cricket Club advised to commission work from accepted quote in the name of WM PC. WMCC reported in June they were

- experiencing difficulties with supplier. Advised that WMPC will support to value of quote agreed. Any further cost to be invoiced separately to WMCC.
- Refurbishment of Triangle at The Street, wildflower planting is complete, seat has been delivered and is waiting installation. CIL project complete (when seat is installed).
 - Community fridge - cost of fridge and shed covered by grant from CCS. Further capital costs (fencing, electricity installation, shelving) to be **CIL funded**. Further costs e.g. costs for H&S training, if claimed, to come from £940.44 fridge project fund from QPJ.
Railings have been commissioned from K Chedzoy (Orchard Farm Construction Services) -favoured supplier
Original specification was revised following site inspection; work has been completed satisfactorily. John Marchant quote for supply and installation of electrics was accepted as better value than the second quote. Work has been completed satisfactorily. Invoice awaited.
To supply, wire and fit power for lighting and sockets in the new fridge shed.
The power will be taken from the sprinkler control room distribution board and wired in SWA cable protected by a 20amp RCBO. The circuitry will be cable tied along the existing metal tray and cleated along the wall.
To supply, wire and fit 2no. metal clad double sockets in the fridge shed.
To supply, wire and fit a 4ft LED batten controlled, via a ceiling mounted PIR, the power for this will be via a metal clad switch fuse spur connected to the socket circuit.
To supply, wire and fit 2no. LED bulkhead sensor lights on the outside of the fridge shed, one on the side and one on the front.
Fridge shed power
Labour £240.00
Materials £253.86
Total £493.86 +vat 98.78 TOTAL £592.64
 - Community Garden
The project should qualify for CIL (community need created by development).
Discussions have begun with M Elms to supply, install and fill 5 raised beds for community gardeners. Use M Elms as a supply because they are local, offering a competitive discount, will offer on-going support and talks to gardeners.
M Elms has offered to contribute the raised beds 2 on legs, three on the ground – PC to pay only for compost. Total cost £1024.50. Cost for WMPC £349.50. All agreed this was a very generous offer, suggested to add a plaque to the beds 'Supplied by Monkton Elms' or words to that effect.
 - Environmental
 - Order placed with SWT for litter bin at bus stop adjacent to Aldi, expected August.
 - Quote for Farriers Green ramp by DLO accepted, but M Davies no longer in role at SWT so may be a delay.
 - Bethan has distributed 6 water butts for the Parish Water initiative, which means that 6 more properties in the Parish are engaged in rainwater capture.
 - Next six months programme agreed with Bethan and will be presented for approval.
 - Having obtained necessary agreements from all parties, the Leaky Dam scheme has been submitted to FWAG by K Perry. Cost remains the same £2425.20 to be paid up front by PC to be reimbursed by FWAG.
 - Frequency of watering of trees in MH1 needs increasing (as recommended by Wee Trees) and with it there may be some costs. The investment of the trees and their planting was done under CIL, but don't think watering would qualify. Need offers from volunteers to offset costs. Any chance of a youth based workforce?

- Grant requests
Window is now closed until 1 Sept to 15 Oct.
- To note the next meeting of the Audit Working Party on Friday 22 July 2022 at 9.00 am by zoom.

b) Receipts and payments

Information relating to named, or otherwise identifiable, individuals is confidential and has been redacted in documents placed in the public domain.

Receipts

| | |
|-----------------|---------------------------|
| Interest Lloyds | £0.11 June statement |
| Nationwide | £ to follow |
| PSDF | £ 54.49 |
| Unity Bank | £36796.31 current balance |
| From QPJ event | £1612.14 |

Credit note

| | |
|-----------------------------------|-------|
| From Eon for period 4/21 to 11/21 | £1.37 |
|-----------------------------------|-------|

Payments

| 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 | 149.73 | No vat | 149.73 | d-d | Pension contributions |
| Employer contributions | 70.30 | No vat | 70.30 | d-d | HMRC |
| A Shephard Clerks salary SCP31 | xx.xx | No vat | xx.xx | bacs | salary |
| P Cavill assistant clerk2 salary SCP 35 | xx.xx | No vat | xx.xx | bacs | salary |
| K Welsh assistant clerk-community salary SCP 27 | xx.xx | No vat | xx.xx | bacs | salary |
| HMRC month 1 | 1089.97 | No vat | 1089.97 | bacs | Employer/NIC/PAYE |
| Staff costs summary | 5280.20 | | | | |
| 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 Qtr 1 expenses | 180.45 | No vat | 180.45 | bacs | Clerks exp |
| K Welsh Qtr 1 expenses | 376.53 | No vat | 376.53 | bacs | Asst Clerk-Comm exp |
| P A Cavill Qtr 1 expenses | 45.54 | No vat | 45.54 | bacs | Asst Clerk 2 exp |
| S Rolls Lengthsman services June | 131.99 | No vat | 131.99 | bacs | lengthsman |
| S Rolls footpaths (CIL) | Project complete | No vat | | bacs | CIL |
| Business all about you Climate Initiative PR WMPC 18 | 200.00 | No vat | 200.00 | bacs | env |
| Businessallaboutyou expenses | | No vat | | bacs | env |
| Burnham toilet hire (incl removal from site) | 96.00 | 19.20 | 115.20 | bacs | CPvol |
| QSSIT regular maintenance and monthly sub | 33.90 | 6.78 | 40.68 | bacs | IT |

| | | | | | |
|---|---------|--------|---------|-----------|-------------------------------------|
| SWT first qtr dog bins and grass cut | 2629.38 | 525.88 | 3155.26 | bacs | env |
| Expenses claim A Hall | | vat | 164.14 | bacs | Forr schl CIL Comm Fridge CIL |
| SCC Library grant yr 3 of 6 | 3000.00 | No vat | 3000.00 | bacs | env |
| Vehicle tax for Mower WH19 OJV | 0.00 | | 0.00 | done | Nothing to pay |
| Orchard Construction Services fencing for fridge | 1310.00 | No vat | 1310.00 | bacs | CIL |
| | | | | | |
| | | | | | |
| Using Debit card | | | | | |
| Viking order inks, paper etc | 49.41 | 9.88 | 59.29 | card PAID | Sundry admin |
| | | | | | |
| By bacs | | | | | |
| Glasdon seat for triangle | 553.72 | 110.74 | 664.46 | Bacs PAID | CIL (Triangle refurb) |
| QPJ grant for street party (B Davey) | 56.90 | No vat | 56.90 | Bacs PAID | QPJ (Sports and general) |
| | | | | | |
| | | | | | |
| Direct Debit | | | | | |
| Invoice 8042 June 29 Roll Pay | 12.00 | 2.40 | 14.40 | DD PAID | Servicing pension administration |
| Invoice SWS 110398 2/7/2022 maintain gsuite | 59.80 | 11.96 | 71.76 | DD PAID | comms |
| Invoice SWS 110345 web-lite hosting (MM) and standard mailbox 20/6/2022 | 23.00 | 4.60 | 27.60 | 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 Elliston.....

Seconded by Cllr Tully.....

All agreed by show of hands√.....

Transfer between accounts

nil

c) PC Finance Report and budget check (incorporating BACH Accounts)

Clerk summarized the PC finance reports developed by Scribe that provided a summary of receipts and payments in Quarter 1 and a budget check.

The content of both reports was noted.

It was agreed that Cllr Cavill should continue in his role as Member Auditor – Clerk to provide a login for the Scribe software.

213/22 Other matters for report only – items for discussion - no decision

a) Items for next meeting agenda – by Monday 20th June 2022 or Monday 4th July 2022

Noted

The possibility of adding defibrillator in West Monkton Village was discussed. Clerk to liaise with the Monkton Inn about siting one there.

Confidential Session

214/22 Country Park Update

Clerk confirmed that a Statutory Declaration needed to be signed. It was proposed by Cllr Gage, seconded by Cllr Hall and agreed with all in favour that the Clerk be authorised to sign the Statutory Declaration on behalf of the Parish Council.

215/22 MH1 Tree planting, Play Park remedials, POS adoption and Sports Pitches including BMX track

Clerk confirmed that there was no update regarding the MH1 adoption / sports pitch transfer
Cllr Hall shared a proposed plan of the sports pitches. Some further detail to be added but the basics are included. The plan is subject to a survey / soil testing which is taking place on 22nd July.
Clerk to follow up progress with Persimmon.

216/22 Dates of forthcoming meetings:

Parish Council:

Second Tuesday in the month (Business focused meeting)

2022: 9th Aug, 13th Sep, 11th Oct, 8th Nov, 13th Dec.

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

2022: 26th Jul, 23rd Aug, 27th Sep, 25th Oct, 22nd Nov.

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

Annual Parish Meeting: TBC March 2023

BACH committee: 20th September 2022 at 7pm

Budget and Precept Working Party TBC November 2022 at 7pm

Meeting finished at 10.20pm

Signed Chairman:



Date: 26th July 2022