



West Monkton Parish Council

## ADOPTED

Minutes of the Meeting of West Monkton Parish Council held on Tuesday 12<sup>th</sup> September 2023 at 7.00pm.

**Present:** Cllr Besley, Cavill, Ellis, Gage, Hall from 8.50pm until 9.30pm, Haskins, Hope and Elliston via Zoom.

**In attendance:** Mrs A Shepherd, Clerk, Mrs K Welsh, Assistant Clerk Community, Mr K Perry, Bathpool Flood Warden and Cllr David Fothergill, Somerset Councillor, Mrs J Pearson (Somerset Wood Volunteer Coordinator), PCSO Bushen and PC Smith.

### **101/23 To receive any apologies (with reasons), introductions with responsibilities**

No apologies were received.

### **102/23 To note**

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

### **103/23 To adopt the minutes of the Parish Council meeting on 8<sup>th</sup> August 2023**

The minutes from the Meeting of the Parish Council on 8<sup>th</sup> August 2023, 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> August, proposed by Cllr Gage, seconded by Cllr Besley and agreed by show of hands.

### **104/23 To note Clerk's report and Assistant Clerk (Community) report**

Clerk's Report:

- General Admin:
  - Mower service booked with Paul Prettejohn for November, date to be confirmed nearer the time.
  - Accepted Somerset Web Services quote for website rebuild and working with them to build new website.
  - Milton Hill bin (School Road end), Lengthsman has taken a look at the bin is in poor condition to move, new bin ordered and delivered ready for installation.
  - Information received from the Canal and River Trust about the extent of their land ownership where the car park at Swingbridge is. Extending the car park would require the removal of several large, mature trees.
  - Circulated FWAG report re wider catchment flooding impacting Bathpool and seeking availability from partners for a further meeting.
  - Adopted GDPR policies added to the PC website.
- Finance / Payroll:
  - Making payments / placing orders.
  - Managing / inputting Accounts using Scribe.
  - September payroll and finance reports.
  - Quotations obtained and included in the finance report.
  - Insurance enquiry re Cllr Haskins marquee damaged during the Coronation Event
- Planning:
  - Updating Planning Log with planning decisions / conditions weekly.
  - Preparation of PowerPoint presentation in respect of planning applications received for PC meeting and submission of agreed response to planning applications.
- Highways:
  - Village Sign review documents sent to Andy Coupe and Kate Brown at Somerset Council with request to meet to discuss. Acknowledgement received with confirmation that the documents are being reviewed. Further email received from Kate Brown confirming that due to capacity the proposal won't be reviewed until the winter.
  - Information about the Somerset Council Roundabout Advertising scheme circulated. Information added to Monkton Matters. Forward to any local businesses who may be interested in advertising on roundabout.

- SID installed on ERR
- Raised overgrown grass verge on Dyers Lane side of Milton Hill with Persimmon. Persimmon have confirmed that they are responsible for cutting the verge.
- Requested the Lengthsman to cut the verge between the Canal bridge and the New Mill.
- Response awaited from Traffic Management at Somerset Council (chaser sent) regarding:
  - Review of parking issues on Brittons Ash along hedge
  - Review of parking issues at entrance to Farriers Green
  - Update on other proposed SID locations including in Bathpool, outside Primary School and on Monkton Heathfield Road.
  - Requested an update on the installation of the new SID pole near the Hartnells Roundabout
  - Painting of 20mph roundels on Monkton Heathfield Road.
- MH1 / Sports Pitches
  - MH1 S106 Agreement Variation – liaised with solicitor and meeting with Planning Officer / Persimmon to review progress and regular Teams Meetings with Persimmon / Planning Officer to progress matters.
  - Transfer of Sports Pitch land completed on 14th August 2023.
  - Public Meeting in respect of POS delayed until Monday 16th October from 3pm until 7pm.
  - Google forms review / development for voting for amendment of the Articles of Association.
  - Followed up Persimmon re MH1 Retail Units / Community Fridge expansion.
- Country Park
  - Joint meeting took place on 14th August, notes circulated.
  - Further meeting scheduled to take place on 18th September (since cancelled). Joint meetings to replace previous Working Group meetings.
- MH2:
  - MH2 Teams Meeting on 25th August. Notes and proposed letter circulated. Trying to arrange a meeting with Jon Fellingham at Somerset Council regarding highway proposals.
  - Joint Meeting with CSM PC took place on 29th August.
- BACH:
  - Invoices and accounts.
  - Next BACH Committee Meeting postponed until scheduled to take place on Tuesday 3rd October 2023 at 7pm.
- Meetings last month:
  - 1st August – Agenda run through meeting
  - 3rd August – Sports Pitch meeting
  - 4th August – Annual Leave
  - 7th August – MH2 Joint meeting with CSM PC
  - 8th August – PC meeting
  - 10th August – LGR Session
  - 11th August – AM Annual Leave
  - 11th August – MH1 POS update meeting
  - 11th August – CP Meeting pre meet
  - 14th August – CP Meeting with CFPC
  - 18th – 25th August inclusive – Annual Leave
  - 29th August – MH2 Meeting with CSM PC
  - 30th August – A358 Meeting
- Meetings this month:
  - 3rd September – Dog Show at CP
  - 4th September – Website meeting with SWS
  - 5th September – Agenda run through meeting
  - 6th September – LGR Session
  - 8th September – MH1 POS update meeting
  - 12th September – PC Meeting
  - 13th September – SLCC Virtual Finance Summit
  - 15th September – MH2 Teams Meeting
  - 15th September – Sports Pitch meeting @3pm
  - 18th September – CP Meeting with CFPC
  - 19th September – Agenda run through meeting
  - 20th September – LGR Session
  - 21st September – Scribefest 2023 – Conference for Town and Parish Councils

26th September – PC Meeting

29th September – Taunton Garden Town Advisory Board meeting

#### Assistant Clerk (Community) Report:

##### Community - General

- Monkton Matters – keeping MM up to date with new news and events as and when required. Sharing articles on Facebook pages
- Updated Community Matters article and shared on Monkton Matters, Facebook and noticeboards
- Responded to enquiries/requests via Facebook and by email to those in the community.
- Regular trips to Bookers to restock for the community café/stay and play and for events
- Liaised with litter picking volunteers about issues around the parish and passed onto appropriate service or reported to council as needed

##### Community Fridge

- Coordinating and managing volunteers, cleaning rotas and pickups.
- Keeping in touch with volunteers to keep them updated and involved.
- Responding to complaints and concerns about community fridge.
- Visited some of the local supermarkets to discuss donations.
- Confirmation of funding to expand the fridge with Somerset Community Foundation, Sainsbury Community Foundation and Magic Little Grants

##### Community Cafe

- Running a weekly Community Café at the BACH. Opportunity to meeting with the public to share concerns and to socialise.
- Started a Knit/Crochet Group which meet weekly at the BACH to make poppies to decorate the parish later this year and the Country Garden next year.
- Meeting place for potential and existing volunteers to support, recruit and get feedback about the volunteering.
- Promote community events here.
- Village Agent visit to the Stay and Play and Community Café on the 2/8/23
- Run 'Repair Café' on third Wednesday of each month.
- First 'Loss and Bereavement Group' ran on the first Wednesday of the month, a good turnout.
- Unfortunately the Impeccable Care Team who were running this have been given their notice in their role as the company is folding and are therefore unable to continue.
- Spoken with Jim Cox, Vicar who is keen to help continue the group – plan to meet the group on 6/9 and then meet Jim to discuss.

##### Community Garden

- Community Garden group meet regularly at the BACH
- Cllr Paul Elliston works with this group regularly who have grown a number of different veg which have supplied the Community Fridge.
- Successful funding application from the SALC Wellbeing Grant in the sum of £2,500 for the Community Garden to purchase benches/seating and tools.
- Organised and met with the Community Service Team to trim hedges/brambles at the Community Garden/Fridge

##### Community Events

- Liaising with Bethan Turner for promotion of Events
- Making final arrangements and plans for the Dog Show
- Liaising with stall holders, food providers, volunteers and attendees for the Dog Show
- Confirmed dates for next year's events

##### Other Volunteering

- Touching base with Companion Volunteer, who is now meeting regularly with a number of clients via the village agent in the community.

##### Meetings

- Teams Meeting with Will Rowe from Spark Somerset to discuss funding/grant programmes
- Attended PC meeting
- Attended agenda run through meeting
- Country Park Meeting at the BACH 14/8/23
- Meeting with Cllr Hall to discuss funding for the Country Park – 16/8/23
- Meeting re MH2 @ BACH on 25/8/23 and subsequent notes

## 105/23 Somerset Council Report

Cllr Fothergill reported the following:

**Council Finances:** Somerset Council has warned that it will have to draw on reserves for the second successive year to meet its budget for 2023/24. A recent Executive report describes the council's financial position as "stark and challenging". The latest budget gap for the current year is £28.6m. The papers reveal that the Council has already drawn £18 million from reserves to fund spending beyond the 2022/23 budgets. These figures are despite an £18.5m annual bonus created by moving to a Unitary Council and which were planned to be fully realised by next year.

**Bus Services:** Four bus services in the county are to be subsidised to safeguard their future until spring. The following services all require additional financial support, which the Council can provide as part of the Government's Bus Service support funding, which has so far been worth over £12 million for the County. The routes are:

- 54 Yeovil to Taunton
- 58/58a Yeovil to Wincanton
- 25 Taunton to Dulverton
- 28 Taunton to Minehead

First South has signalled it will review the routes later in the year, taking into account new data on passenger uptake.

**Covid autumn booster programme:** As the result of a newly identified variant the Covid-19 vaccine is being brought forward by one month and offered to those at high risk of serious disease and who are therefore most likely to benefit from the vaccination.

Specifically, JCVI advises the following groups to be offered a Covid-19 booster vaccine this autumn:

- residents in a care home for older adults
- all adults aged 65 years and over.
- persons aged 6 months to 64 years in a clinical risk group.
- frontline health and social care workers
- persons aged 12 to 64 years who are household contacts of people with immunosuppression.
- persons aged 16 to 64 years who are carers and staff working in care homes for older adults.

Booster vaccinations are now planned to start on September 11th, 2023.

**Flu vaccinations:** NHS England has confirmed it will start by prioritising flu vaccinations for children from September, to prevent children from getting seriously ill and to break the chain of transmission to the wider population. School aged children will be able to get the flu vaccine at school or at community clinics, Children aged two and three years will be able to get an appointment with their GP practice. This year, based on the latest scientific evidence, the JCVI has recommended adults over the age of 65 and those with underlying health conditions will be eligible for a flu with the offer starting from early October, to maximise protection for patients right across the winter months. The flu season typically peaks in January when more people gather indoors.

**Suspected Arson Attack:** Police are investigating a suspected arson attack on a Somerset Council compound in Taunton which destroyed seven minibuses. The incident happened early on Thursday, 24 August in a secure compound at the Silk Mills Park and Ride site. The compound was locked and is monitored by CCTV. There were no injuries, and no other vehicles were damaged.

**Roundabout sponsorship:** Local businesses are being invited to take advantage of roundabout sponsorship to advertise socially responsible goods and services. The space is available for advertising a wide range of goods and services. The new ethical advertising policy means that the Council will not sanction certain adverts such as those promoting junk food, fossil fuels, gambling or consumption of alcoholic drinks. The money generated by the initiative will go back into the Council's highways maintenance budget although not specifically earmarked for roundabout maintenance.

**Gambling Policy Consultation:** Under the Gambling Act 2005 Somerset Council must review its Gambling Policy every three years. Comments are invited on the draft revised Gambling Policy from all interested parties including residents and those running businesses in the County, the consultation documents can be found at

<https://somersetcouncil.citizenspace.com/licensing/gambling-policy-consultation>. The consultation closes on 22nd September 2023

**Single use plastics ban:** Trading Standards are reminding businesses, such as takeaways, sandwich bars, care homes and retailers who supply certain single use plastic items, that a ban comes into force October 1st. The ban includes all single use plastic cutlery, trays, plates, bowls, and balloon sticks, as well as banning the use of certain types of polystyrene cups and food containers used to supply food which is ready to consume.

**Soft plastics recycling:** More than four tonnes of plastic bags and wrapping such as bread bags and confectionary packets, have been collected for recycling as part of the Council's role in a national project to expand recycling collections. The small-scale pilot involving 3,600 homes across two locations in Frome started at the end of May.

Cllr Cavill reported the following:

**RAAC** – Some has been identified in Selworthy School which needs to be addressed. All other public buildings have been checked and are fine. Haygrove School has unrelated building defects.

The following questions were asked:

Cllr Hope raised that the bus services 12, 21A and 21 all arrive in the area at the same time. Cllr Fothergill to raise with John Perrott at Somerset Council.

### 106/23 Hestercombe Local Community Network Update

Cllr Haskins reported that the next Hestercombe LCN Meeting is scheduled to take place on Monday 2<sup>nd</sup> October at 7pm. The venue of the meeting is expected to be North Petherton Football Club.

### Public Question Time

Cllr Gage reported that a complaint has been received from a resident local to the BACH about noise coming from the BACH on Saturday afternoon but the BACH was not hired out. The local resident has indicated that young people gather outside the BACH on the primary school grounds from 4 until 8pm on more than one occasion. Cllr Gage has given the local resident his telephone number should there be further incidences.

Cllr Haskins reported that the benches in Farriers Green Park have graffiti on them. Pictures of the graffiti were shared at the meeting. Cllr Haskins reported that a number of young people congregated in the park on Saturday evening before moving up to the Country Park.

Cllr Haskins summarised the issues with young people congregating at the Country Park and the Police Officers present at the meeting responded. The Police Officers confirmed their view that whilst a shelter is available at the Country Park (the Forest School) young people are likely to be drawn to the Country Park. Solutions were discussed including fencing off the forest school area. Avon and Somerset Police have a crime and design team available to support with the design of the fencing. Other solutions including CCTV and warning systems were discussed and implementing a LCN project to help with diversion / engagement of Young People.

Attention turned to the graffiti in the parish.

Cllr Cavill raised the open space at Waterleaze and a damaged bench. It isn't clear if the area of open space now falls within the West Monkton Parish and who is responsible for maintaining the open space.

Parish Council to continue to report any incidents or intel to the Police both formally and by using the Neighbourhood Policing Team email addresses.

Diversion and Engagement of Young People to be highlighted as a possible LCN initiative.

Clerk to take pictures of the graffiti to see if they have the same tag.

Clerk to make enquiries.

### 107/23 Planning

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

Cllr Cavill did not comment on any of the planning applications to avoid fettering his discretion as a member of the Somerset Council Planning Committee.

48/23/0030/T Application to carry out management works to one Deodar Cedar tree included in Taunton Deane Borough (West Monkton No.1) Tree Preservation Order 1994 at 25 St. Quintin Park, Bathpool, Taunton (TD602)

The Parish Council supports the granting of the permission subject to the comments of the Tree Officer.

48/23/0032 Erection of a single storey extension to the rear of 57 Greenway, Monkton Heathfield

The Parish Council supports the granting of permission and made the following comments in respect of the proposal:

- The temporary building that has been constructed should be demolished on completion of the proposed works.
- To comply with the WM & CF Neighbourhood Plan policies, measures for rainwater capture should be included in the proposal.

48/23/0031 Demolition of stable building and erection of 1 No. dwelling with associated works and change of use of land from agricultural to domestic at Sidbrook Coach House, Sidbrook, West Monkton (resubmission of 48/22/0023)

The Parish Council supports the granting of permission and made the following comments in respect of the proposal:

- The PC has some concerns about the impact of light pollution from big windows on bats.
- To comply with the WM & CF Neighbourhood Plan policies, measures for rainwater capture should be included and any lighting should be downlit and LED.
- The proposal should incorporate bird boxes and bee bricks.

48/23/0019 Erection of a detached double garage with pitched roof at Sidbrook View, 85A Greenway, Monkton Heathfield  
The Parish Council supports the granting of permission subject to the materials that are used being in keeping with the existing dwelling. The detail of the proposed materials have not been included with the application.

48/23/0034/T Application to carry out management works to 8 lime trees included in (West Monkton) Tree Preservation Order 1973 at Lime Tree Cottage, 1 Monkton Heights, West Monkton (TD47)

The Parish Council supports the granting of the permission subject to the comments of the Tree Officer.

48/23/0035/T Notification to carry out management works to one lime tree within West Monkton Conservation Area at 2 Monkton Heights, The Street, West Monkton

The Parish Council supports the granting of the permission subject to the comments of the Tree Officer.

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

It was noted that planning application 48/21/0042 in respect of Hyde Lane Business Park will be considered by the Planning Committee on 19<sup>th</sup> September 2023.

**108/23 Community Events**

**a) Feedback from Dog Show on 3rd September**

Assistant Clerk Community provided feedback on the dog show and explained that surveys had been generated and circulated to the event attendees and stall holders to gather feedback. The results of the survey will be shared in due course and will be used to inform the planning of the next dog show in 2024.

**b) Future Events;**

Jo Pearson, Somerset Wood Volunteer Coordinator shared plans for a Remembrance Service at the Country Park on Friday 10<sup>th</sup> November at 2pm. Jo also shared plans that are in discussion regarding the Beacon Lighting for the D-Day Celebrations on the 6<sup>th</sup> June 2024. Cllr Hall confirmed that a meeting is scheduled to take place on 9<sup>th</sup> October at County Hall to discuss the proposed event.

Clerk outlined an email received from the Chair of Creech St Michael Parish Council about a proposed community event for next year to reinstate an old tradition of a Tug of War which used to take place over the River Tone. Cllr Cavill confirmed that Walford Stream has been suggested as an alternative location. CSM PC are proposing that the four parishes of West Monkton, Creech St Michael, Ruishton and North Curry all take part and that the tug of war competition runs alongside other attractions like a hog roast, entertainment and a bar to enable a large community event.

The Parish Council confirmed that it would like to take part in and support the event.

**109/23 MH1 Update; POS / Sports Pitch transfer update. Establishment of a Sports Pitch Committee (R)**

Clerk provided an update on progress with the adoption of the POS. The draft invitation letter to the public meeting has been received back from Persimmon today. It was noted that timescales were tight to hold the public meeting on 16<sup>th</sup> October as planned.

The ROSPA inspections of the MH1 play areas have been carried out and the reports shared. This has enabled a complete snagging list for MH1 to be developed. The snagging list has been shared today with Persimmon.

Clerk confirmed that the transfer of the Sports Pitches completed on 14<sup>th</sup> August and funds have been received. It was resolved to establish a Sports Pitch Committee comprising of Cllrs Hall, Gage, Cavill and Haskins and two co-opted representatives from the Rugby Club and two co-opted representatives from the Cricket Club. The Committee will oversee the plans and delivery of the Sports Pitches. Proposed by Cllr Besley, seconded by Cllr Ellis and agreed with all in favour.

Clerk confirmed that a meeting with Rugby and Cricket representatives to review the plans of the sports pitches and consider management arrangements will take place this Friday 15<sup>th</sup> September at 3pm at the Rugby Club.

It was noted that the land adjacent to the sports pitches is currently being marketed by Greenslade Taylor Hunt. Clerks to carry out some research.

**110/23 MH2 Update; Approval of notes of Joint Meeting with CSM PC on 29th August and letter to Developer providing initial feedback on proposals (R)**

The notes from the Joint Meeting with CSM PC on 29<sup>th</sup> August and proposed letter were discussed and approved. Proposed by Cllr Besley, seconded by Cllr Hall and agreed with all in favour.

Clerk to enquire with Simon Fox, Somerset Council if the MH2 Teams Meeting with the Developer is going ahead as scheduled on Friday 25<sup>th</sup> September at 9am.

Clerk and Cllr Haskins provided feedback on the meeting with National Highways regarding the A358 Dualling Scheme and the points raised about the proposed A38 downgrading for MH2 and potential construction of MH2 coinciding with the Dualling Scheme works. National Highways suggested that these comments are submitted to be considered by the Planning Inspectorate.

### **111/23 Reports, including recent developments, matters to consider and decisions to be made:**

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

Mr Perry confirmed that he had little to report, August was slightly wetter than normal. Reservoirs are 79% full. High tide due to hit at end of September and it will be the highest in some time but the long-term weather forecast confirms that dry weather is expected.

An update was provided in respect of the Wider Catchment Flooding Initiative, initial feedback has been received on the FWAG report received. FWAG are now proceeding to contact identified land owners. A further meeting of the multi-agency group will be scheduled once the outcome of the contact with land owners is known.

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

##### **Footpaths**

Cllr Gage confirmed that he had nothing to report.

##### **BACH**

Cllr Gage reported that he was still trying to find an engineer to fix the water heater.

##### **Highways;**

Cllr Besley confirmed that he had nothing to report.

##### **Safe Routes to School;**

In Cllr Tully's absence there was nothing to report.

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

Cllr Hope confirmed that he had nothing to report.

##### **Transportation;**

Cllr Elliston confirmed that he had nothing to report but suggested that principles relating to transport could form part of the consultation response being discussed later in the meeting.

##### **Country Park;**

In Cllr Hall's absence there was nothing to report.

#### **c) Communications Report**

##### **Parish Council Website**

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

##### **Parish Council Facebook Page:**

- Page likes / followers now at 1122
- 22.3K post reach
- 3.1k post engagements
- Posts added sharing news items that are added to the website.

##### **Monkton Matters**

- Page likes / followers now at 339
- 26 new articles added in June
- Articles on Monkton Matters being shared on Monkton Matters Facebook page to pull users to the website.
- 2.8k post reach
- 134 interactions
- Business directory has details of 19 businesses so far.

##### **Community Fridge Facebook Page:**

- Page likes /followers 994
- 7.3k post reach
- 166 interactions

##### **Community Garden Facebook Page:**

- Page likes/followers 126
- 1.5K post reach
- 17 interactions

##### **Village News Contribution**

- Developed by the Clerk's

##### **Noticeboard Updates**

- Updated noticeboards

#### **d) GDPR**

Nothing to report.

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

##### **e) West Monkton Village Hall Management Committee**

In Cllr Tully's absence there was nothing to report.

##### **f) The Spital Trust**

Cllr Ellis confirmed that the next Spital Trust meeting is taking place next week. The bench has been installed and the hedging will be planted in the Autumn.

##### **g) Any events at which WMPC was represented**

Other than the meeting with National Highways about the A358 dualling scheme attended by Cllr Haskins and the Clerk, reported above under the MH2 item, WMPC was not represented at any other events.

##### **h) Consultations responses to be developed / approved for submission**

Creating places for people – Somerset Council - <https://somersetcouncil.citizenspace.com/planning/creating-places-for-people/>  
Closes 16th October 2023.

Clerk to add the consultation to the agenda for the next meeting.

#### **112/23 Finance**

##### **a) Quotations and Updates:**

##### **Country Park Expenditure:**

- Gabion and stones etc for pond area 40 M x 1M high plus stone. Materials only Volunteer labour construction Facing stone with hardcore behind.
- Recycled bench seating set in to Gabion 3 No.
- Landscaping on bank behind gabions. Volunteers
- Signage around Pond area i.e. keep dogs/humans from swimming
- Main signage to each entrance
- Labyrinth a) level, b) seed, c) cut out labyrinth, d) weed membrane lay, e) stone fill and compact. Quotation Barrett Landscapes (Grant application possibilities)
- Triangular Bench to match 2 existing to be situated between dedication and ISO
- Picnic benches 5 No.
- Signage for WW1 display boards 9 No. made into group of 3 as assembly
- Security camera set up
- Painting of existing ISO.
- Installation of fencing to the north of pond (Chestnut fencing already obtained ) Quote Jack Down
- Wild flower 3M strip both sides of central hedge some 300M in length total preparation and seeding
- Grass seed remaining areas preparation, seed and application
- Waste / dog bins combined.

Total cost up to £12000.00. Capital expenditure to be split 50/50 with Cheddon Fitzpaine Parish Council.

Approve £6000.00 expenditure from CIL receipts.

Proposed by Cllr Besley, seconded by Cllr Ellis and agreed with all in favour.

##### **Monthly inspection of play park equipment at Farriers Green**

Somerset Council - Inspect play area equipment on a monthly basis £22.44+VAT per inspection.

Response awaited from Somerset Council.

- Refurb of St Quintins play area agreed and scheduled to be done by DLO this financial year. Progress update requested.
- Insulate roof at Village Hall, under discussion, waiting for further info and description of grant chasing efforts from Village Hall Management committee. Info sent , with link to site, to VH committee from Rural Grants Directory section on Village Halls..
- Environmental  
  
Quote for Farriers Green ramp by DLO accepted in April 2022, but M Davies no longer in role at SWT. Replacement for M Davies confirmed – Andrew Sollis. In contact with him, Andrew has stated that the quote previously approved is out of date. Andrew is going to meet with contractors to get a revised quote. Quote chased.

##### **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	£18.41
Nationwide	£94.23
	£97.50
PSDF	£322.18
Sainsburys Grant (Community Fridge)	£4000.00
Somerset West Lottery	£12.50
Magic Little Grants (Community Fridge)	£500.00
Local Giving (Community Fridge)	£500.00
Sports Pitch transfer	£467794.36
Somerset Community Foundation Cost of Living Grant (Community Fridge)	£3000.00
H Prescott (MH1 Tree)	£65.95

## Payments

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
<b>To authorise payment of:</b>						
A Pritchard litter picking	xx.xx	No vat	xx.xx	d-d	Salaries and expenses	Pension (employee contribution)
Employee pension contributions	169.25	No vat	169.25	d-d	Salaries and expenses	Pension
Employer contributions	126.94	No vat	126.94	d-d	Salaries and expenses	Pension
A Shepherd Clerks salary SCP33 (Full time)	xx.xx	No vat	xx.xx	Bacs	Salaries and expenses	Salaries
K Welsh assistant clerk-community salary SCP 28 (110 hours)	xx.xx	No vat	xx.xx	Bacs	Salaries and expenses	Salaries
HMRC Tax and NI Contributions	1530.61	No vat	1530.61	Bacs	Salaries and expenses	Salaries
A Shepherd homeworkers allowance	27.00	No vat	27.00	Bacs	Salaries and expenses	Expenses
K Welsh homeworkers allowance	27.00	No vat	27.00	Bacs	Salaries and expenses	Expenses
S Rolls Lengthsman services	363.80	No vat	363.80	Bacs	Environmental and Open Spaces	Lengthsman
Business all about you Climate Initiative PR WMPC 32	175.00	No vat	175.00	Bacs	Environmental and Open Spaces	Environment / Community
QSSIT regular maintenance / monthly sub	25.40	5.08	30.48	Bacs	IT and Communications	IT and Communications
QSSIT Technical Support	13.20	2.64	15.84	Bacs	IT and Communications	IT and Communications
Expenses claim A Shepherd – Travel	13.05	No vat	13.05	Bacs	Salary and expenses	Expenses
Postage	1.60	No vat	1.60	Bacs	General administration	Sundry Admin
Face Paints (Dog Show)	20.82	4.16	24.98	Bacs	Youth and Community	Youth and Community
Expenses claim K Welsh (Travel)	121.50	No vat	121.50	Bacs	Salary and expenses	Expenses
Haskins Developments (Grass Cutting)	75.00	No vat	75.00	Bacs	Environmental and Open Space	Dog bin emptying / grass cutting.
Expenses claim P Elliston (Community Garden compost and Coronation Street Party)	11.98	No vat	11.98	Bacs	Community Infrastructure Levy	CIL Expenditure
	52.15	No vat	52.15	Bacs	Youth and Community	Youth and Community
SALC (Training – Cllr Hall National Planning Updates)	20.00	No vat	20.00	Bacs	General Administration	Training
SALC (Training – A Shepherd GDPR Update)	105.00	No vat	105.00	Bacs	General Administration	Training
SLCC (K Welsh Membership Fee)	236.00	No vat	236.00	Bacs	General Administration	Subscriptions and Affiliations
Expenses claim N Cavill (Environment expenses)	47.82	No vat	47.82	Bacs	Environmental and Open Spaces	Environment / Community
Weetree Wholesale Nurseries (Tree Stakes – CP)	125.00	25.00	150.00	Bacs	Community Infrastructure Levy	CIL Expenditure
Expenses claim S Haskins – Fuel	84.43	No vat	84.43	Bacs	Environmental and Open Space	Dog bin emptying / grass cutting
Travel	10.35	No vat	10.35	Bacs	Salary and Expenses	Expenses
Burnham Portable Toilet Hire – Dog Show	245.00	49.00	294.00	Bacs	Youth and Community	Youth and Community
Expenses claim A Hall (Marquee boxes brackets)	40.00	No vat	40.00	Bacs	Environmental and Open Space	Environment / Community
Viking Payments (Stationery)	117.69	21.19	127.11	Bacs	General Administration	Sundry Admin

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
Character Graphics (Sports pitch plans)	36.00	No vat	36.00	Bacs	Environmental and Open Space	Sports Pitches
Expenses Claim – A Shepherd (Thank you gift – Community events)	19.50	No vat	19.50	Bacs	Youth and Community	Youth and Community
Springfield Services (Grass cutting)	30.00	No vat	30.00	Bacs	Environmental and Open Space	Dog bin emptying / grass cutting.
Expenses Claim – B Gage (Diesel for mower)	63.50	No vat	63.50	Bacs	Environmental and Open Space	Dog bin emptying / grass cutting.
<b>To note payment of:</b>						
<u>Direct Debit</u>						
Invoice Tailored Auto Enrolment 10469 29/8/2023 (Pension administration)	12.00	2.40	14.40	DD PAID	Salary and Expenses	Pension
Invoice SWS 113038 2/9/2023 maintain gsuite	84.00	16.80	100.80	DD PAID	IT and Communications	IT and Communications
Invoice SWS 112989 web-lite hosting (MM) and standard mailbox 20/8/2023	30.00	6.00	36.00	DD PAID	IT and Communications	IT and Communications
Invoice SWS 113079 domain name 09/09/23	22.00	4.40	26.40	DD PAID	IT and Communications	IT and Communications
<u>BACS</u>						
Invoice SWS 112898 Deposit for new website and domain name	380.00	76.00	456.00	BACS Paid	IT and Communication	IT and Communications
Expense Claim B Gage (Sports Pitch gate / post and materials)	272.10	No vat	272.10	BACS Paid	Environmental and Open Spaces	Sports and General
Jaydee Living Limited (Replacement litter bin Milton Hill)	174.45	34.89	209.34	BACS Paid	Community Infrastructure Levy	CIL Expenditure
<u>Debit Card</u>						
Survey Monkey (12 month subscription)	384.00	No vat	384.00	Debit Card	IT and Communications	IT and Communications
Dropbox (12 month subscription)	777.60	No vat	777.60	Debit Card	IT and Communications	IT and Communications

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

Resolution: to authorise payments and note payments made during the month described above:

Proposed by Cllr Ellis, seconded by Cllr Hope and agreed with all in favour

#### Transfer between accounts

None.

#### **d) Budgeting report**

The budgeting reports to 30<sup>th</sup> August were shared in advance of the meeting and the contents of the reports was noted.

#### **113/23 Other matters for report only – items for discussion - no decision**

##### **a) Items for next meeting agenda - by Monday 18<sup>th</sup> September 2023 or Monday 2<sup>nd</sup> October 2023.**

Noted

##### **b) Dates to note over the next 14 days**

Clerk confirmed that the following meetings are taking place in September:

Sports Pitch Meeting – 15<sup>th</sup> September at 3pm at Taunton Rugby Club

Joint PC Country Park Meeting – 18<sup>th</sup> September at 7pm at the BACH. Clerk to check with CFPC if meeting is still needed. Meeting cancelled.

MH1 Update Meeting – 22<sup>nd</sup> September at 1pm via Teams

Parish Council Meeting – 26<sup>th</sup> September at 7pm at the BACH.

Cllr Haskins reported that he had cleared the waste from the last community service visit of the Community Garden. Assistant Clerk Community confirmed that the Community Service Team are scheduled to come again on 24<sup>th</sup> September.

Cllr Haskins sought clarification about the beds in the community garden. Cllr Elliston confirmed that the intention is to move the wood from the edges.

Cllr Haskins confirmed that he would discuss grass cutting of verges with the lengthsman.

Cllr Cavill reported that there is a Harvest Supper Service at the Church this Sunday at 10am. Volunteers from the Community Garden and Fridge have been invited.

Cllr Hope raised concern that a further year of tree planting may be lost in MH1 if matters to complete and handover the MH1 POS are delayed.

Cllr Elliston requested views on the style of the shed to be erected in the community garden for tools.

Cllr Elliston reported that the watch project that works in partnership with MIND have a group of 9 volunteers who may like to engage with the ongoing maintenance of the community garden. The group would come out to the garden every 6 weeks or so. It was agreed that Cllr Elliston should take steps to invite the Watch Project group.

##### **114/23 Dates of forthcoming meetings:**

Parish Council:

Second Tuesday in the month (Business focused meeting)

2023: 10<sup>th</sup> Oct, 14<sup>th</sup> Nov, 12<sup>th</sup> Dec

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

2023: 26<sup>th</sup> Sep, 24<sup>th</sup> Oct, 28<sup>th</sup> Nov.

Audit Working Party: 27<sup>th</sup> October 2023 at 9.30am (Virtual)

Annual Parish Meeting: TBC March 2024 at 7pm

BACH committee – 3<sup>rd</sup> October 2023 at 7pm

Budget and Precept 21<sup>st</sup> November 2023 at 7pm

There being no further business to discussed, the meeting ended at 10.00pm



Signed Chairman:

Date: 26<sup>th</sup> September 2023