



West Monkton Parish Council

ADOPTED

Minutes of the Meeting of West Monkton Parish Council held on Tuesday 13th June 2023 at 7.00pm.

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

In attendance: Mrs A Shepherd, Clerk, Mrs K Welsh, Assistant Clerk Community, Mr K Perry, Bathpool Flood Warden, Faye Cross, Airband.

38/23 To receive any apologies (with reasons), introductions with responsibilities

Apologies were received from Cllr Besley and Cllr David Fothergill, Somerset Councillor

39/23 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.

40/23 To adopt the minutes of the Parish Council meeting on 23rd May 2023

The minutes from the Meeting of the Parish Council on 23rd May 2023, having been previously circulated, were taken as read. It was resolved to adopt the minutes of the Parish Council meeting on 23rd May, proposed by Cllr Hall, seconded by Cllr Hope and agreed by show of hands.

41/23 To receive a presentation from Airband from Faye Cross, Community Liaison Officer

Faye Cross provided a summary of her role to liaise with Parish Councils about the role out of Airband in the area and an update on the role out in the Parish. 95% of works in the parish have been completed. There has been a delay of a couple of months due to the need for road closures for elements of the works and for permissions to be obtained for work to commence. It is expected that cabinets will be live in July.

Faye Cross confirmed that they are asking for potential customers to register their interest on the Airband website. Installation is free and Airband can contribute up to £250.00 towards any penalty costs to end contracts with other companies. The contract length is 18 months.

A discussion followed and questions were asked about specific issues with the installation of infrastructure, particularly new poles in the locations in the Parish.

It was agreed that the Clerk would liaise with Faye Cross about arranging an online meeting with the Airband Project Team and Connecting Devon and Somerset.

42/23 To note Clerk's report and Assistant Clerk (Community) report

Clerk's report:

- Parish Administration:
 - General Admin:
 - Updated policies / procedures that were approved at the Annual Parish Council meeting added to website.
 - Village News contribution.
 - Gathered availability for a meeting with partners regarding wider catchment water impacting on Bathpool. Scheduled to take place on 22nd June.
 - Circulated details of upcoming Councillor Training Sessions being delivered by SALC and booked places.
 - Chased Farriers Green ramp installation and St Quintins Play Equipment refurb.
 - Enquiries regarding the Waterleaze pitches to ascertain which Parish they are now in and ownership of them.
 - Finance / Payroll:
 - Making payments / placing orders. Gathered quotes.
 - Confirmed Insurance arrangements for next 12 months.
 - Managing / inputting Accounts using Scribe.

- Internal audit enquiries and AGAR / associated paperwork.
- June payroll and finance reports.

▪ Allotments:

- Letter received from Wessex Water following a Plumbing Inspection that was carried out on 24th May.
- 4 contraventions found:

Fitting	Location	No. of units	Issue Identified	Required Work
Hose union tap	Allotments	2	2 x hose union taps no d/c/v	The hose union tap to be removed, a plain ended tap to be installed in its place, no flexible hose must be connected to tap.
Hose union tap	Allotments	2		Install an EC or ED (double check valve) device on pipework to apparatus.

- Work needs to be completed by 28th July. Clerk to forward details to Cllr Cavill and Haskins.

▪ 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 underway.
- Reported overgrown hedge on Bridgwater Road.
- SID installed at Goosenford.
- Reported blocked gullies outside of Monkton Elm Garden Centre.
- Reported pot holes between Mount Fancy and New Cross.
- Reported blocked gullies on Dyers Lane.
- Reported pot holes on Hyde Lane.
- Reported pot holes / broken road surface on Milton Hill at junction with School Road – now marked for repair.
- Reported damaged fence on Canal Roundabout
- Reported damaged bird mouth fencing at Agin hills
- Reported obscured visibility splay at Blundells Lane junction with Monkton Heathfield Road.
- Reported remaining Milton Hill potholes, near junction with Farriers Green – now marked for repair.
- Reported overgrown thorny bush on pathway along ERR which is encroaching onto the Path to Persimmon.
- Email received from a resident of Acacia Gardens regarding an accident between a car and a school child on a bicycle at around 15:45 on 24th May on Acacia Gardens. The member of the public as reported the incident to the Parish Council and Traffic Management at Somerset Council and has asked that time is taken to look at the situation at the entrance to Acacia Gardens up to the right hand turn towards Swingbridge. The member of the public states that a chicane has been created which causes cars to approach the Swingbridge turning on the wrong side of the road if cars are parked opposite the approach to the junction which they are practically every day. There is safer parking in the cul de sacs and around the corner, still in Acacia Gardens but human nature is such that people will park nearest to where they live or are visiting with little or no regard. The member of the public is concerned that a further accident will happen unless something is changed.

Response from Traffic Management at Somerset Council:

Thank you for your email in respect of Acacia Gardens and the parking restrictions that were installed due to people parking near to the junction. If you would like any changes to these then the first point of contact would be your parish council which is West Monkton Parish council and I have copied them into this email. To introduce further parking restrictions can have knock on effects and may displace parking further into the estate causing other issues. We normally only install parking restrictions near the bellmouth of a junction to ensure visibility is maintained.

Response from member of the public:

Thankyou for your reply. I don't think you have understood the point I have made to you. The introduction of yellow lines at the entrance to Acacia Gardens has indeed improved the safety for those entering and exiting the road. But in doing so you have created a dangerous situation at the junction to Swingbridge on the right-hand side. Yes, by introducing parking restrictions further into Acacia Gardens will cause cars to park elsewhere, but the junction will be safer as it is a walkway/cycle route for Heathfield children twice a day. I suggest that yellow lines be extended to opposite the junction leading to Swingbridge on both sides of the road. We would very much appreciate investigating so as to make our neighbourhood safer.

Clerk to arrange a site meeting to review double yellow lines.

- Reported blocked ditch at Coombe; the ditch was cleared last year by Highways but needs doing again.

- MH1:
 - MH1 S106 Agreement Variation – liaised with solicitor and meeting with Planning Officer / Persimmon to review progress.
 - Reported Brittons Ash Attenuation Pond safety gate to HSE. Response received suggesting that it should be reported to the Local Authority – this has been done and acknowledgement received.
 - Submitted a request to Persimmon to use the MH1 Retail Units to expand the Community Fridge – holding response received. Full response awaited once considered by Directors.
- MH2:
 - MH2 Teams Meeting on 19th May.
 - Contacted Scout / Cadet groups to establish their needs for a community facility in MH2.
 - Contacted Savills to request any data they can share about the level of interest in units at the former Taunton Land Rover site.
 - Made contact with Create Streets to ascertain their level of involvement in developing the MH2 emerging masterplan / vision document.
 - Meeting with CSM PC on 7th June.
 - Next MH2 Teams Meeting on 16th June at 9am
- BACH:
 - Invoices and accounts, internal audit queries.
 - Purchased items agreed at BACH Committee Meeting.
 - Next BACH Committee Meeting scheduled to take place on Tuesday Thursday 25th May 2023 at 7pm now to be rescheduled.
- Meetings last month:
 - 2nd May – Agenda run through / final Coronation Event run through
 - 3rd May – LGR Session
 - 4th / 5th May – Coronation Event Set Up
 - 6th May – Coronation Event
 - 9th May – PC Meeting
 - 10th May – Stay and Play Group / Community Café
 - 11th May – Stay and Play Group
 - 16th May – Agenda run through
 - 17th May – LGR Session
 - 17th May – Community Café
 - 18th May – MH1 Meeting re solicitor queries
 - 19th May – MH2 Teams Meeting with Developer / Planning Officer
 - 19th May – Internal Audit Meeting
 - 22nd May – MH1 Meeting with Planning Officer / Persimmon
 - 23rd May – PC Meeting
 - W/C 29th May – Annual Leave
- Meetings this month:
 - 1st / 2nd June – Annual Leave
 - 6th June – Agenda run through
 - 7th June – MH2 Meeting with CSM PC
 - 9th June – SLCC Branch Meeting
 - 13th June – MH1 Meeting with Planning Officer / Persimmon
 - 13th June – PC Meeting
 - 14th June – LGR Session
 - 16th June – MH2 Teams Meeting with Developer / Planning Officer
 - 16th June – Hartnells Farm S106 Discussion Meeting
 - 20th June – Agenda run through
 - 27th June – PC Meeting
 - 28th June – LGR Session
 - 28th June – Stay and Play / Community Café

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
- Run Community Café once a week and the Stay and Play twice weekly
- Responded to enquiries/requests via Facebook and by email to those in the community.
- Regular trips to Bookers to restock for the community café and for events
- Liaised with litter picking volunteers about issues around the parish and passed onto appropriate service or reported to council as needed
- Ordering new stickers for dog mess within the parish
- Summarised Community Transport Survey for the Parish Council
- Organised a refurbished laptop to be given to local family in need
- Contacted Community Service Team to look into them coming to the Parish to support the litter pickers
- Village news Article completed

Community Fridge

- Coordinating and managing volunteers, cleaning rotas and pick-ups.
- Keeping in touch with volunteers to keep them updated and involved.
- Responding to complaints and concerns about community fridge users.
- Linked with Neighbourly App for more connections to Lidl as well as Aldi.
- Attended Webinar for Fareshare and in process of organising pick up dates and times at local supermarkets.
- Employing further Community Fridge Volunteers for these pickups.
- Emailed school with incident at the Community Fridge with the young boys.
- Applied for Funding to expand the fridge.

Community Cafe

- Running a weekly Community Café at the BACH over the school pick up period. Opportunity to meeting with the public to share concerns and to socialise.
- Meeting place for potential and existing volunteers to support, recruit and get feedback about the volunteering.
- Promote community events here.
- Tony Wearmouth PCSO to drop in and run any events here and Village Agent (New village agent appointed, waiting to hear who) attending regularly to meet clients and run drop ins monthly.
- Run 'Repair Café' on third Wednesday of each month.
- Employed more volunteers for the repair café.

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.
- Organised 'Clean Up' Event to get garden looking more presentable and recruit new gardeners.

Community Events

- Community Quiz
- Preparing for Dog Show
- Liaising with Bethan Turner for promotion of Events
- Liaising with stall holders, food providers, volunteers and attendees for the Dog Show
- Met with St Giles Animal Rescue Marketing to discuss set up of the show
- Check First Aid Kit for 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.
- Continue to update spreadsheet with new volunteers
- Met with new volunteer to discuss roles within the parish – potential councillor

Meetings

- Attended PC meetings
- Attended 2 agenda run through meetings

- Attended BACH Committee Meeting
- Created communications and clerk community report

43/23 Somerset Council Report

Cllr Cavill reported on the following:

Government support for Bus Services: Bus users across the County can now travel on most routes for just £2 until October 31. The major fare cut is part of the Government's initiative aimed at boosting bus use while helping passengers to save money and had been due to finish on 30 June. The Government have also announced that from 1 November fares for single journeys in the County will be capped at £2.50. The initiative also applies to cross-county services.

Road repair funding: The Government have awarded Somerset Council an additional £5.4m to carry out essential repair works across the county's road network. This year's extra funding from the Government recognises the challenges facing authorities after a year of extreme weather conditions. A blistering summer followed by a winter of sustained flooding and freezing temperatures which has led to an increase in defects on roads across the UK and with standing water getting under surfaces before freezing.

Gritting Season Ends: Somerset Council's gritting teams are standing down for the season after travelling the equivalent of twice around the world this winter. The fleet of 23 gritters were needed on 67 occasions (an increase of eight days over the previous winter season) when freezing temperatures were forecast, treating around 900 miles of road each time. The team covered 83,200 miles during the 2022/23 season, a significant increase over the previous winter season when they covered 45,000 miles. Recent winter seasons included 70,200 miles in 2020/21, 44,000 miles in 2019/20 and 32,800 miles in 2018/19. The lowest road temperature was recorded at -8.4 degrees on the A396 Exebridge on 16 December 2022. During the season, more than 9,850 tonnes of salt was utilised – almost double last year's quantity.

Repairs to Tarr Steps: Somerset Council has carried out repairs to the ancient Tarr Steps footbridge in Exmoor after some of its giant stones were washed away in floods. Known as a 'clapper bridge', Tarr Steps spans the River Barle and is a structure made up of slabs of grit stone arranged over stacks of stones without using mortar or cement. The footway is 150m (long and is Grade 1 listed. It is believed to date back to the medieval period, but it's thought there could have been a structure on the spot as far back as the Bronze Age. Damage due to flooding is not unusual – this happened in 2012, 2016 and 2017.

Recycling Centres: Cartons and Tetra Pak will no longer be taken at recycling sites from Monday 12th June as a result of the impact of increased kerbside collections. The move is down to the huge success of Recycle More expanded collections which mean cartons are collected from the kerb every week with the rest of the recycling. Last year Somerset recycled close to ten tonnes of cartons each month, with less than 500 kilograms having been collected across the recycling sites.

Volunteers: The beginning of June marks the start of the 39th year of Volunteers' Week when thousands of charities and voluntary organisations recognise the contribution volunteers make across the UK. Somerset Council has almost 1,600 volunteers with many supporting services that are so important to the county's residents of all ages from libraries and the environment to children, young people and the NHS. Volunteering opportunities are available on the Council's dedicated

www.assemblevolunteers.somerset.gov.uk/opportunities

Volunteers: Somerset libraries are looking for volunteers to help support this year's Summer Reading Challenge, 'Ready, Set, Read!'. The challenge, which runs across all Somerset libraries, aims to encourage children to read six books during the summer holidays, while also engaging in a host of fun events and activities, online or at their local library. In 2022, a total of 6,595 children participated in the challenge and now Somerset libraries are looking for volunteers, aged 14 and over, to help this year's challenge become another great success.

Cycle Routes: Somerset Council have produced an all-new leaflet and updated route section guidance for residents and visitors to enjoy a circular 80-mile cycle route across the south of the County. The route is fully waymarked and divided into eight sections which vary in length; with the shortest at 10.5km, Section 6 Ilminster to Merriott, and longest at 24km, Section 4 Somerton to South Petherton. The route provides detours including Cadbury Castle, Stembridge Tower Mill and Ham Hill Country Park.

Heathfield School – Ofsted report - Inadequate report. If the School receives two inadequate reports, then it will go into special measures. Extra support coming in for September. A number of changes being put in place. Going to Academy in September.

Tacchi Morris and Space got good reports from Ofsted. Previous Governors and Head teacher have left. Long way to go to undo the culture at the school.

Phosphates – River Brue – pig farm ending business creates 180kilos of phosphate – can be sold at £55k per kilo. £7.8m. 80 years must remain in place. Phosphate treatment plants are coming on line. **Septic Tanks – graft tanks £15-25k gain 0.9k of a phosphate which can be sold onto developer.** New septic treatment plant could be installed for free with spare money if this route is taken by homeowners.

44/23 Hestercombe LCN - update

Clerk confirmed that the first LCN meeting is scheduled to take place on Wednesday 28th June at 7pm at the BACH.

a) To elect Parish Council representative for LCN meetings

It was noted that Cllr Haskins has been put forward as Chair of the LCN and Cllr Cavill as Vice Chair.

It was resolved that Cllr Haskins be elected as the Parish Council representative for LCN meetings. Proposed by Cllr Hall, seconded by Cllr Ellis and agreed with all in favour.

Public Question Time

Cllr Tully raised concern about the grass verges along the ERR. Cllr Haskins reported that Persimmon have confirmed that cutting will commence this week.

Assistant Clerk Community reported concerns expressed by a member of the public about parking along Brittons Ash and the obstruction that parked vehicles are causing do the adjacent hedge not being cut.

Clerk reported that the Lengthsman had raised concerns about an overgrown hedge on Greenway as you enter Mead Way to the left on the bend which is forcing people to either duck or leave the pavement on the nasty bend.

Cllr Haskins reported:

- A couple of planted trees have not survived and will need to be replanted. Pictures shared.
- Elms in hedge rows in MH1 – need clearing.
- Cherry Grove crossroads road damage
- Gullies blocked with stones
- Road repairs with stones.

Cllr Elliston raised verge cutting and noted that all contractors don't take grass away when it is cut. A local company is available that could provide this service and asked if this would be of interest. It was noted that the Lengthsman will provide the verge grass cutting service.

Cllr Gage reported fly tipping in the southbound and northbound laybys on the A38.

Cllr Gage asked if the Clerk had reported the potholes in Dosters Lane. Clerk confirmed that she had reported them.

Cllr Haskins reported the process for tarmacking that Somerset Highways are using which is very messy.

Cllr Ellis reported that three street lights are not working in Mead Way / Greenway.

Cllr Ellis reported that the One Show are running a competition for community gardens and suggested that the Community Garden would be entered. Registration needs to take place before 15th July 2023.

Clerk to report to Traffic Management at Somerset Council.

Clerk to contact property owners and request that the hedge is trimmed.

Clerk to liaise with Lengthsman regarding the equipment required for verge cutting.

Clerk to report to Somerset Council.

Clerk to report to Somerset Council.

Clerk to report to Somerset Council

Assistant Clerk Community to register the Community Garden.

45/23 Planning

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

48/23/0007: Erection of implement shed and workshop on land near Hyde Farm, Hyde Lane, Bathpool.

The Parish Council does not consider that the revised plans influence the comments that it previously submitted in respect of the planning application and therefore makes the same comments in respect of the application as follows:

The Parish Council objects to the granting of permission and made the following comments in respect of the application:

- The supporting Design and Access Statement doesn't make reference to the Neighbourhood Plan and the relevant policies.
- The Climate Checklist doesn't provide an explanation or justification to the responses contained within it.
- An ecological survey hasn't been carried out to understand the ecological impact of the proposal.
- The Parish Council has concerns about access to the proposed site from a well-used single-track lane on a blind corner. The Parish Council is surprised that Highways have indicated that they have no comments to make in respect of the application.
- Justification of the need for this building from an agricultural point of view isn't provided within the supporting information. Is the implement shed / workshop needed for the business / size of agricultural holding?

- The Design and Access Statement refers to light commercial vehicles, not agricultural vehicles. The Parish Council is concerned that the shed / workshop may be for light commercial vehicles rather than agricultural. The proposed site isn't appropriate for a shed / workshop for light commercial vehicles.
- The proposed site is directly opposite a domestic residence and may cause disturbance to that property and its occupants.
- The Parish Council is concerned that the granting of consent may set a precedent and may result in further applications for similar units or perhaps a domestic property in the future.
- Work has already commenced to remove the hedgerow around the proposed site. Has the required permission been obtained to enable the removal of the hedge and has its removal been carried out in accordance with that permission?

The Parish Council is once more surprised that the Somerset Highways Department have no comments to make in respect of the application and notes that work to provide access to the site has already been undertaken.

48/23/0022/T: Application to carry out management works to two oak trees and one field maple included in Taunton Deane Borough (West Monkton No.2) Tree Preservation Order 2010 at Bridgwater Road (opposite 142), Taunton (TD1086)
The Parish Council supports the granting of permission.

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

48/22/0029 Outline application with all matters reserved, (except for access), for the erection of 4 No. business units, ancillary parking, landscaping, internal access roads and associated infrastructure and engineering works on land formerly known as White Cottage, The Hatcheries, Monkton Heathfield – Conditional Approval 31st May 2023
Application for drive way from Monkton Heathfield Road onto property at Thornash Close refused.

46/23 Community Garden Update. Application for SALC Health and Wellbeing Grant Funding

a) Update

Clerk provided an overview of the SALC grant funding that is available. It was agreed that an application for funding would be made to extend the Community Garden. Cllr Elliston and Assistant Clerk Community to develop the application.

Cllr Elliston reported that a representative from WPA attended the Community Garden on Thursday and was very happy. Met with representatives of the school too. Representative may come back for a future visit with one of the Trustees.

47/23 MH1 Update: POS / Sports Pitch Transfer update

Feedback was provided from the meeting with the Somerset Council Planning Officer and Developers regarding the S106 variation. It was suggested at the meeting that the variation of the S106 could be divided into two parts. One to deal with the Sports Pitch transfer and the second to deal with the POS transfer.

Separating the S106 variation in this manner would mean that the Sports Pitch transfer could progress more quickly with a decision by Somerset Council Planning Committee being possible on 18th July 2023. Persimmon have also indicated that they could provide a licence for work to commence on site from 19th July. It was noted that instructing a contractor to commence work under a licence before the land is legally transferred does carry risk.

It was agreed that a full discussion of the sports pitch transfer and to formally approve quotations provided by contractors and understand the risks will take place at the next meeting. Cllr Hall reported that he had discussed the dates with the contractor and that he is waiting for a confirmation from the contractor if they would have availability to carry out the works in July.

In respect of the transfer of the POS, Clerk confirmed that the Articles of Association for the Management Company need to be amended to enable Parish Councillors as landowners to be Directors. The proposed amendment requires a vote by members of Management Company. A meeting needs to be arranged to enable this vote. Clerk to request the details of members from Persimmon and develop a letter / invitation to a meeting. An open meeting from 3 -7pm on a school day to be arranged and posters and display boards to be available at the meeting. Presentations to take place at set times at the meeting. It was agreed that invitations should be delivered to all houses in MH1 and that these should be hand delivered.

Clerk to request quotes from Managing Agents including Blenheim's for managing the whole estate based on the maintenance schedule. Managing Agents also to be asked to identify any opportunities for improvements to the schedule and cost savings.

Clerk shared an email received from Persimmon following the meeting with the Planning Officer requesting that any communications on social media regarding the POS / Sports Pitch transfer are first consulted upon with The Consortium so that agreement can be reached on any messaging.

The request was noted although it was also noted that Social Media has not been used to communicate information about the POS / Sports Pitch transfer.

48/23 MH2 Update; Feedback from meeting with CSM PC on 7th June.

Clerk provided a summary of the meeting with Creech St Michael Parish Council on 7th June about MH2. At the meeting it was agreed that a joint letter would be sent to the Planning Officer and Developers Consultant stating that the Parish Councils have one

united voice in respect of proposals going forward and confirming the views of the Joint Forum in relation to Highways and Infrastructure. Clerk confirmed that a letter has been circulated and feedback has been received and amendments made. Councillors confirmed that they were happy with the letter and that it should be sent.

49/23 Reports, including recent developments, matters to consider and decisions to be made:

a) Bathpool Flood Warden: Mr Kevin Perry

Mr Perry reported that it has been very dry with only 7mm of rainfall in the last three weeks.

Mr Perry thanked the Clerk for organising the meetings in respect of the S106 Hartnells funding and regarding the wider catchment water pressures and the impact that it has on Bathpool.

Cllr Hall confirmed that an agenda for the multi-agency wider catchment meeting has been developed. Clerk to circulate. Cllr Hall confirmed that he is developing presentations for the meeting.

Cllr Haskins to also attend the meeting as there maybe LCN links.

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 the school care taker had confirmed that the alarm went off. It is unclear what caused the alarm to go off but it was activated in the kitchen.

Cllr Gage reported that the window in the Activity Hall has been fixed. Clerk reported that the drip strip on the Activity Hall door has broken – Cllr Gage to take a look.

Cllr Gage confirmed that the Cleaner is happy to clean the chairs that need it. Clerk to liaise with the cleaner.

Cllr Hall shared a proposal to extend the office. Cllr Cavill and Gage confirmed that the land isn't owned by the Parish Council and that the permission of the Diocese would be needed. Cllr Cavill put forward an alternative proposal to use half the Committee Room. It was also noted that the MH2 proposals include a Parish Office and a request for one of the MH1 retail units has been submitted to Persimmon. It was agreed to see what happens in the coming months before taking a proposal forward.

Highways;

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

Safe Routes to School;

Cllr Tully confirmed that he had nothing to report. Clerk to check the confirmed installation dates for the lights at Tudor Park.

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

Cllr Hope reported that the pathway at the side of the school is becoming obstructed from growth from each side making it quite narrow. Clerk to ask Persimmon to take a look at the path and other hedges along footpaths, particularly at Hyde Lane and by Hob Close.

Transportation;

Cllr Elliston suggested that the Clerk make contact with John Perrott at Somerset Council to find out how much longer the number 12 bus will continue to operate. Clerk to make contact.

Country Park;

Cllr Hall reported that the fencing around the top of the pond is going up on Thursday.

Cllr Hall also reported that the hydraulic hose went on the Lawn Mower and that the company that repaired the mower suggested replacing the hoses. The servicing of the mower was discussed. Clerk to schedule with Bridgwater Mowers for November.

Cllr Hall confirmed that all areas mowed for dog show at the weekend.

Cllr Hall suggested that the long-term aspirations for the Country Park need to be looked at. Cost ideas developed, approximately £118k. Looking at grants that are available. Need to make plans to enable completion and consider setting up the Charity. It was agreed that a meeting should be arranged with Cheddon Fitzpaine Parish Council to agree a way forward. In the meantime the Parish Council would apply for any grant funding available.

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 1084
- 19.2K post reach
- Page Visits 2557
- 7.1k post engagements
- Posts added sharing news items that are added to the website.

Monkton Matters

- Page likes / followers now at 324
- 22 new articles added in May
- Page Visits (Facebook) 382
- Articles on Monkton Matters being shared on Monkton Matters Facebook page to pull users to the website.
- 3K post reach
- 535 post engagements
- Business directory has details of 20 businesses so far.

Community Fridge Facebook Page:

- Page likes /followers 886
- Page visits 395
- 854 post reach
- 64 post engagements

Community Garden Facebook Page:

- Page likes/followers 108
- 163 Page visits
- 2.6K post reach
- 227 post engagements

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

Cllr Tully confirmed that the Committee are currently reviewing its pricing and the way it operates.

f) The Spital Trust

Cllr Ellis confirmed that she had nothing to report

Clerk confirmed that the Coronation Bench is expected to be delivered on 28th June. Clerk to delay ordering the hedging until the weather is wetter.

g) Any events at which WMPC was represented

No other events

h) Consultations responses to be developed / approved for submission

No consultations

i) Award Nominations

Clerk confirmed that the deadline for nominations for the Somerset Council Chairmans Award is 30th June. Clerk to add an item to the next agenda to decide who to nominate.

50/23 Finance

a) Internal Auditor Report

Mr Kevin Perry has carried out an internal audit of the Parish Councils financial records for 2022/23 Financial Year.

Conclusion:

Sample testing did not uncover any errors or misstatements that require reporting to the external auditor, nor did I identify any significant weaknesses in the internal controls such that public money would be put at risk. It is clear the council takes governance, policies and procedures very seriously and I am pleased to report that overall, the systems and procedures in place are fit for purpose and whilst my report may contain recommendations to change, these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system. It is therefore my opinion that the systems and internal procedures at West Monkton Parish Council are well established and followed.

Recommendations:

- Income and Expenditure in 2022/23 exceeded £200k for the second year. The Accounts should now be completed using income and expenditure rather than receipts and payments.
- In addition to publishing CIL expenditure, costs in excess of £500 should be published on the website quarterly.
- The notice of Exercise of Public Rights along with AGAR sections 1 and 2 are published before 1st July. Recommends republishing Sections 1, 2 and 3 of the AGAR report on the website when the Notice of Conclusion of Audit is published to make it clear that no alterations have been necessary following external audit.
- Consider how to
 1. Independently back-up accounting records in case there is a SCRIBE failure
 2. How to transfer to another software provider should a different package be identified as better value and /or beneficial.

b) AGAR Accounting Statements

Section 2 – Accounting Statements 2022/23 for

West Monkton Parish Council				
	Year ending		Notes and guidance	
	31 March 2022 £	31 March 2023 £	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.	
1. Balances brought forward	230,487	244,095	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	63,509	64,517	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	169,897	187,407	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	39,175	64,819	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	180,623	118,024	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	244,095	313,176	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	244,095	313,176	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	265,182	263,586	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		<input checked="" type="checkbox"/>		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			<input checked="" type="checkbox"/>	The figures in the accounting statements above do not include any Trust transactions.
I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.			I confirm that these Accounting Statements were approved by this authority on this date:	
Signed by Responsible Financial Officer before being presented to the authority for approval			DD/MM/YYYY	
SIGNATURE REQUIRED			as recorded in minute reference:	
Date 20/04/2023			MINUTE REFERENCE	
			Signed by Chairman of the meeting where the Accounting Statements were approved	
			SIGNATURE REQUIRED	

Resolution to approve the Accounting Statements
Proposed by Cllr Gage, seconded by Cllr Hall and agreed with all in favour.

c) Quotations and Updates:
Community Resilience Grant applications

Name and address of applicant	Neil & Helen Aries
Is project private or open to the public	Private
Amount applied for	£500
Budget breakdown Show evidence competitive quotes have been obtained List of items and services	£5,525.87 ex VAT to have a solar battery fitted to the property. See attached quote for details. Note we already have solar panels installed but have no way of storing excess energy generated.
Schedule for delivery of project	No firm schedule has yet been agreed but estimated to be completed within next 3 months.
What will the money help you to achieve	By fitting a solar (smart) battery at our property we expect to significantly increase the efficiency of our existing solar panel installation by storing the energy we generate and reduce our dependency on the grid. The battery to be fitted also has a 'smart' function which allows us to charge it up from the grid at non-peak times (such as overnight). Both of the above will reduce our dependency on oil and gas-based energy production and increase our use of renewables (most notably solar energy).
Grants received previously from WMPC	None
Sources of funds from elsewhere	None
Sources of funds from applicant	Remaining balance of £5,025.87
Expected outcomes and benefits to Parish in terms of Climate Change	As indicated above expect our house to be significantly less dependent on oil/gas-based energy by increasing efficient use of existing solar panels (being able to store generated energy) and reduce peak grid energy reliance (through smart battery charging at off-peak times).

Resolution to approve grant application for £500.00. Clerk to request a breakdown of the equipment being purchased to ensure that it includes a hybrid inverter. If confirmation that this is received that application for grant funding is approved. Proposed by Cllr Cavill, seconded by Cllr Hall and agreed with all in favour.

Name and address of applicant	Mrs Janet Hill
Is project private or open to the public	Private
Amount applied for	£500
Budget breakdown	Materials Black Damp Proof Membrane 4X25m x2 - £130 Medium Dense Block - 7.3N 100mm x 50 - £162 10mm Gravel Pea Shingle - Jumbo Bag - £71.25 Tarmac Ballast - Jumbo Bag - £71.25 Blue Circle Ready To Use Cement x 10 - £80 Total £545.00
Show evidence competitive quotes have been obtained	Materials only as privately carrying out the work
List of items and services	
Schedule for delivery of project	Three months, project already started

What will the money help you to achieve	To build a solid waterproof wall next to the overflow river to reduce the build-up of silt and prevent soil erosion. This will also reduce the risk of flash-flooding but not a sustained flood
Grants received previously from WMPC	None
Sources of funds from elsewhere	None
Sources of funds from applicant	None – private
Expected outcomes and benefits to Parish in terms of Climate Change	Create resilience and support ecology Improved water flow in the overflow river at Yew tree lane

Resolution to approve grant application for £500.00
Proposed by Cllr Tully, seconded by Cllr Ellis and agreed with all in favour.

Street Party funding

St Quintin Street Party for Coronation. Request for funding.
Advised in March that because the Parish Council was not successful in achieving grant funding for the event that consideration would be given to giving funding for Street Parties for the Coronation after the event to see if any surplus money was available from the PC event.
There is some surplus money available.

Resolution to provide £56.74 of funding towards the St Quintin Street Party.
Proposed by Cllr Gage, seconded by Cllr Elliston and agreed with all in favour.

PA System for Community Events

Clerk and Assistant Clerk Community outlined a quote provided by Audio Visual Direct for PA systems. It was agreed to proceed with ordering a Pro-System for £795.00 and a wireless microphone. Proposed by Cllr Tully, seconded by Cllr Elliston and agreed with all in favour.

- 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, but M Davies no longer in role at SWT so may be a delay. Progress update requested.

d) 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	£14.12
Nationwide	£94.00
PSDF	£246.78

Payments

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
To authorise payment of:						
A Pritchard litter picking	xx.xx	No vat	xx.xx	d-d	Salaries and expenses	Pension (employee contribution)
Employee pension contributions	156.29	No vat	156.29	d-d	Salaries and expenses	Pension
Employer contributions	117.22	No vat	117.22	d-d	Salaries and expenses	Pension
A Shepherd Clerks salary SCP33	xx.xx	No vat	xx.xx	bacs	Salaries and expenses	Salaries
K Welsh assistant clerk-community salary SCP 28 (including 27 hours overtime in May)	xx.xx	No vat	xx.xx	bacs	Salaries and expenses	Salaries
HMRC Tax and NI Contributions	1382.75	No vat	1382.75	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	187.25	No vat	187.25	bacs	Environmental and Open Spaces	Lengthsman
Business all about you Climate Initiative PR WMPC 29	200.00	No vat	200.00	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
Expenses claim A Shepherd (Travel)	54.45	No vat	54.45	Bacs	Salary and expenses	Expenses
Expenses claim A Shepherd (Bin lids)	33.30	6.65	39.95	Bacs	Environmental and Open Spaces	Environment / Community
Expenses claim K Welsh (Coronation Event)	7.99	No vat	7.99	Bacs	Youth and Community	Youth and Community
Expenses claim K Welsh (Community Café sundries)	91.93	No vat	91.93	Bacs	BACH	Community Events / Initiatives
Expenses claim K Welsh (Travel)	129.60	No vat	129.60	Bacs	Salary and expenses	Expenses
Expenses claim K Welsh (Community Café sundries)	49.52	No vat	49.52	Bacs	BACH	Community Events / Initiatives
SALC (Assistant Clerk Community Social Media for Councils training)	30.00	No vat	30.00	Bacs	General administration	Training
Expenses Claim S Haskins (Coronation Event and Travel)	111.47	No vat	111.47	Bacs	Youth and Community	Youth and Community
	51.60	No vat	51.60	Bacs	Salaries and Expenses	Councillor Expenses
Bere Cider Company (Coronation Event)	150.00	No vat	150.00	Bacs	Youth and Community	Youth and Community
Expenses Claim A Hall (Key Cutting)	35.00	No vat	35.00	Bacs	Environmental and Open Spaces	Environment / Community
Yellow Hammer Brewing Limited (Coronation Event)	277.00	55.40	332.40	Bacs	Youth and Community	Youth and Community
Expenses Claim B Gage (Diesel for Mower)	132.04	No vat	132.04	Bacs	Country Park	Country Park
Expenses Claim B Gage (Travel)	20.25	No vat	20.25	Bacs	Salaries and Expenses	Councillor expenses
Expenses Claim K Welsh (Community Café sundries)	7.39	No vat	7.39	Bacs	BACH	Community Events / Initiatives
Normanton Screenprint (Dog fouling stickers)	82.45	16.49	98.94	Bacs	Environmental and Open Spaces	Environment / Community

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
Samantha Hamilton (Food Hygiene Certificate Reimbursement x 2)	10.80	No Vat	10.80	Bacs	Youth and Community	Youth and Community
Mr Kevin Perry (Internal Audit 2022/23)	150.00	No vat	150.00	Bacs	General administration	Audit
Kate Welsh (Community Café sundries)	9.72	No vat	9.72	Bacs	BACH	Community Events / Initiatives
Kate Welsh (Dog show items)	47.66	4.29	51.95	Bacs	Youth and Community	Youth and Community
Amy Shepherd (Emergency Planning items reimbursement)	363.50	72.66	436.23	Bacs	Environmental and Open Spaces	Environment / Community
Springfield Services (Verge grass cutting)	30.00	No vat	30.00	Bacs	Environmental and Open Spaces	Grass cutting / dog bin emptying
To note payment of:						
<u>Direct Debit</u>						
Invoice Tailored Auto Enrolment 9955 29/5/2023 (Pension administration)	12.00	2.40	14.40	DD PAID	Salary and Expenses	Pension
Invoice SWS 112452 2/6/2023 maintain gsuite	78.00	15.60	93.60	DD PAID	IT and Communications	IT and Communications
Invoice SWS 112404 web-lite hosting (MM) and standard mailbox 20/5/2023	25.00	5.00	30.00	DD PAID	IT and Communications	IT and Communications
ICO – Data Protection Renewal Fee	35.00	No Vat	35.00	DD Paid	General Administration	Subscriptions and Affiliations
<u>By BACS</u>						
PCC West Monkton (Grant)	500.00	No vat	500.00	Bacs	Grants	Social and Wellbeing Grant
Viking Payments (Stationery)	73.45	14.69	88.14	Bacs	General Administration	Sundry Admin
BHIB (Insurance)	1302.23	No vat	1302.23	Bacs	General Administration	Insurance
Viking Payments (Laptop bag for Assistant Clerk)	70.49	14.10	84.59	Bacs	General Administration	Sundry Admin
Tom Froom (Technical Service for Coronation Event)	90.00	No vat	90.00	Bacs	Youth and Community	Youth and Community
Expenses Claim A Hall (Country Park lock, petrol for mower)	37.68	No vat	37.68	Bacs	Country Park	Country Park
Expenses Claim A Hall (Mower breakdown)	131.00	26.20	157.20	Bacs	Environmental and Open Spaces	Environment / Community

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 Elliston, seconded by Cllr Hall and all agreed by show of hands.

Transfer between accounts

None

e) Budgeting report

The budgeting reports up to 31st May were shared and contents noted.

51/23 Other matters for report only – items for discussion - no decision

a) Items for next meeting agenda - by Monday 19th June 2023 or Monday 3rd July 2023

Noted

Cllr Hall reported that following dialogue with the Lead Officer and Cllr Cavill and Cllr Dixie Darch making representations at the Somerset Council Executive Meeting, the Somerset Tree Strategy has been amended to include the Country Park and Somerset Wood.

52/23 Dates of forthcoming meetings:

Parish Council:

Second Tuesday in the month (Business focused meeting)

2023: 11th Jul, 8th Aug, 12th Sep, 10th Oct, 14th Nov, 12th Dec

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

2023: 27th Jun, 25th Jul, 26th Sep, 24th Oct, 28th Nov.

Audit Working Party: 21st July 2023 at 9.30am (Virtual)

Annual Parish Meeting: TBC March 2024 at 7pm

BACH committee – 19th September 2023 at 7pm

Budget and Precept TBC November 2023

Meeting finished at 10.05pm



Signed Chairman:

Date: 27th June 2023