



West Monkton Parish Council

ADOPTED

Minutes of the meeting of the Parish Council held on Tuesday 14th June 2022 at 7.00pm.

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

In attendance: Mrs A Shepherd, Clerk, Mrs T Cavill, Assistant Clerk, Mr K Perry, Bathpool Flood Warden, Sammie Millard-Jones, Clerk Cheddon Fitzpaine Parish Council, Joyce Keyte and Colin Ayres, West Monkton Village Hall Management Committee and 2 members of the public.

163/22 To receive any apologies (with reasons), introductions with responsibilities

Apologies were received from Cllr Gage, Cllr Andrew Pritchard, District Councillor, Mrs K Welsh Assistant Clerk Community, Cllr David Fothergill, County Councillor and Mr K Tutill, NP Delivery Group Chairman.

164/22 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.

165/22 To adopt the minutes of

a) Parish Council meeting on 24th May 2022

The minutes from the Meeting of the Parish Council on 24th May 2022, having been previously circulated, were taken as read. Subject to an amendment, it was resolved to adopt the minutes of the Parish Council meeting on 24th May, proposed by Cllr Cavill, seconded by Cllr Elliston and agreed by show of hands.

b) BACH Committee meeting on 14th March 2022

The minutes from the Meeting of the BACH Committee on 14th March 2022, having been previously circulated, were taken as read. It was resolved to adopt the minutes of the BACH Committee meeting on 14th March, proposed by Cllr Hope, seconded by Cllr Hall and agreed by show of hands.

166/22 To note Clerk's report, Assistant Clerk's report and Assistant Clerk (Community) report

Clerk's report:

- Parish Administration:
 - General Administration
 - Met with Kate to review Clerk's roles following Tricia's resignation and developed new Clerk's roles schedule.
 - Obtained quote and attended a demo for Scribe Accounting Software
 - Set up account with Scribe, watched training videos and attended first training session.
 - Started to set up Parish Council scribe account.
- Planning:
 - Updating Planning Log with planning decisions / conditions weekly.
- Country Park:
 - Requested meeting with Sally Stark / Portfolio Holder regarding lease – no response received.
- Platinum Jubilee
 - Collected raffle prizes
 - Attended / supported the Beacon lighting and Party in the Park

- MH1:
 - MH1 Meeting on 17th May
 - Liaised with Natural England regarding ragwort.
 - Liaised with residents, Persimmon and PCSO regarding travellers on area next to the footpath between Bridgwater Road and School Road. Travellers vacated site on 18th May. Knee high fence has been installed by Redrow to prevent a return.
- MH2:
 - Meeting on 24th May
 - Notes developed and excel tracker document updated.
- Highways:
 - SID data downloaded and shared from Greenway location.
 - SID installed at Goosenford, date to be downloaded for 28th June meeting.
 - Arranged meeting with Kate Brown from SCC Highways on 15th June to review additional locations.
 - Requested clarity from SCC Highways about whether PC can cut verges using mower – response awaited.
 - SCC Highways Meeting to take place on 21st June – A38 pavement near New Mill Inn to be discussed at that meeting.
- BACH:
 - Internal audit complete.
 - Annual hirer key checks complete.
 - Liaised with School regarding Diocese permission to proceed with BACH extension and Community Fridge. Diocese has confirmed that they would like a licence to build / occupy to be developed for both proposals and have asked that solicitors liaise regarding this.
 - Quote obtained from Taunton Solicitors to represent the PC in respect of this.
 - Committee Meeting took place on 7th June and following items agreed:
 - To explore upgrading the alarm system to enable more key fobs.
 - The gate padlock combination to be changed annually
 - Explore purchasing some tall storage cupboards for the lobby outside the office for storing Parish Council items to free up storage space.
 - End Hallmaster subscription and instead add a diagram of regular bookings to the website.
 - Agreement to the quote provided by the solicitor for representing the PC in respect of a licence to build / occupy land for the purpose of the BACH extension and community fridge.
 - Surplus income from 2021/22 to be added to the rebuild / major works reserve.
 - Community Council for Somerset Community Buildings Membership to be paid from BACH funds (rather than PC funds).

Next Committee Meeting to take place on Tuesday 20th September at 7pm
 Apple tree is being gifted by SWT for planting in front of the BACH.
- Meetings last month:
 - 3rd May – Agenda run through meeting
 - 3rd May – CP Working Group Meeting
 - 10th May – Parish Council Meeting
 - 11th May – First Aid Training
 - 12th May – Outreach Bus at BACH
 - 17th May – Agenda run through meeting
 - 17th May – MH1 Meeting
 - 24th May – MH2 Meeting
 - 24th May – Parish Council Meeting
 - 30th – 31st May – Annual Leave

- Meetings this 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

Assistant Clerk's Report:

- Action decisions made by Council and attend virtual and actual meetings. Attend CF PC meetings.
- Distribution of newsletters and other information from other agencies.
- Parish administration
 - Liaising with Kate and Sammie ref purchases and other matters for QPJ
 - Commissioned sign design from M Marlborough – seek assistance with fabrication from K Chedzoy – not able to, so chase up alternative supplier for a quote Stoneman Engineering.
- Neighbourhood Plan: Nothing to report, waiting for Examiner response.
- Planning
 - Applications forwarded and powerpoint presentations prepared. Check applications for compliance with NP. Request extensions to consultation period when required.
- Climate change and ecological emergency
 - On-going with B Turner. Schedule agreed Water butt competition underway, and 3/6 water butts have been distributed.
- CIL projects
 - Safer route to school at CP, ongoing - top finish to be completed
 - Security at Cricket Ground – quote accepted, work to be commissioned in the name of WMPC
 - Lighting at Village Hall – replace with LEDs – completed, roof insulation under discussion
 - Refurb of St Quintins play area – ongoing, 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 in order to widen footpath, and new hedge to be planted using whips from CP
 - Footpath restoration project completed.
- Finance
 - Monthly bank reconciliation of accounts (7 accounts)
 - Management of QPJ finances, spending of Lottery Grant, set up vat reclaim sheet
 - Community fridge finances (CCS grant) and shed, associated training to register BACH as food premises
 - End of year accounts have been submitted to AGAR, Internal Audit and IA report complete.

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. Ran my first live stream of the putting up of the Beacon!
- First Aid Training feedback positive and was a really interesting and informative course
- Made links with scouts/cubs to use our litter pickers and check over the park on 8/6/22 following events at the park.
- Outreach Bus came but little engagement from the community, they have reflected on this and need to change timings

- 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 end June
- Collected quotes for security over the event period and this was secured through local members of the community.
- Organised Art Work to be collected from the schools to display at the QPJ
- Collected names, numbers and car registrations of those needing a parking place for events
- Working through and actioning planning spreadsheet for QPJ
- Ordering items needed for the events at QPJ
- Organised prizes and signs for QPJ event
- Promoting and collecting raffle prizes for QPJ Events
- Buying drinks for the Bar at QPJ and organising bar
- Writing signs for the Event (Collected signs from Collin Garner)
- Writing tasks lists and schedules for both events and distributing/printing
- Sourcing and organising various organisations/individuals/items for QPJ
- Managing finances for QPJ – Spending currently at approximately £7500
- Collecting items needed for QPJ including raffle prizes
- Attended and coordinated both events on 2nd and 4th June
- Followed up and thanked local businesses and supporters of the events
- Created survey to get feedback on QPJ
- Litter Picking event admin/emails (May)
- Attended PC meetings
- Attended run through agenda meetings
- Applied to SWT for Food Premises and I am working through a management plan with them before setting up
- Advertised and recruiting 10 volunteers for community fridge, meeting held with volunteers today
- Researched and set up various documents in readiness for launch of community fridge ie, risk assessment and HACCAP, finalising these ready for launch
- Managers of Coop meeting with go ahead to start giving food when we are ready
- Completing relevant checks on volunteers recruiting
- Sharing message/updates to volunteers for the fridge to keen them involved an updated
- Applied for funding from Coop Fund and Hinckley Point Funding for fridge
- Supported the DBS for new Companion Volunteer to support her application
- Training on 'How to make the most of Facebook' hosted by Velocity
- Meeting with volunteers to discuss launch on 7/6/22

167/22 Local Government Re-Organisation - update

Following the Secretary of State for Levelling Up, Housing and Communities (DLUHC) decision to support the move to a single Unitary Council across Somerset the Structural Changes Order were approved by the House of the Lords and passed into law on 17th March. The first elections to the new authority together were held on 5th May 2022. Vesting day for the new Unitary Council remains as 1st April 2023.

The second round of consultation for the Community Governance Review to form Taunton Town Council has commenced and runs until 26th July.

168/22 SCC Report from Cllrs Fothergill and Cavill

Cllr Cavill reported on the following:

Primary School Admissions: More than 98 per cent of Somerset children were offered a primary school place at one of their top three choices, the County Council's latest school admission figures show. Overall, 98.62 per cent of the 5,296 applicants were offered a place at one of their top three primary school choices. Of the primary

school applications received this year, 93.4 per cent (4,946 applications) received their first choice; 4.58 per cent (243 applications) received their second choice and 0.64 per cent (34 applications) their third choice

Winter gritting: SCC's fleet of 23 Gridders stood down in May following a busy winter season. The gritters treated over 900 miles of Somerset roads on 59 occasions travelling over 45,000 miles. In total 5,200 tonnes of salt (excluding roadside salt) was used and the lowest temperature recorded was -5.3 degrees on Exmoor on 20th January 2022.

Think Travel: A new one-stop travel information website has been launched by Somerset County Council to support more local people to access public and community transport. The new website covers public transport, community transport, the Slinky demand responsive transport service and car sharing. To start a search, all residents need to do is enter a journey start point and destination in the planner and Think Travel will find the available options. The aim is to grow this facility and encourage local car sharing networks to evolve. More information can be found at: <https://somerset.thinktravel.info>

Child Safety: Over 1,000 Somerset children are hospitalised because of preventable accidents each year – most of them occur in their own homes. Nearly half of these injuries (46%) are because of falls; down the stairs, from high surfaces or windows. Other injuries include burns, scalds, and poisoning through eating inedible things. As part of Child Safety Week (6th-12th June) eligible parents can get free safety equipment through their Health Visitor which can help protect children from some of these accidents.

Smoking in pregnancy: Mothers who smoke during pregnancy are being given incentives to “kick the habit” as part of a package of increased support launched by Somerset County Council. Let's Kick It Together, a campaign from the Mums2Be Smokefree Service and the NHS, aims to reduce smoking before, during and after pregnancy. It provides expectant parents with support and financial incentives to kick the habit, including a personal Stop Smoking Practitioner, free support and treatment when needed, and a new App (www.myquitroute.com) in a drive to reduce the percentage of people who smoke during pregnancy in the county.

Duke of Edinburgh Awards: More and more young people in Somerset are taking up the opportunity to improve their leadership and communication skills by pursuing a Duke of Edinburgh (DofE) Award. Following two years of turbulence caused by the coronavirus pandemic, a total of 2,649 students have started an award in one of the 62 centres that work directly with the Somerset County Council DofE team. This includes 533 awards that have been started by disadvantaged pupils, whether at mainstream schools or settings specifically for children with Special Educational Needs (SEN). The DoE Award can be started in the academic year a young person turns 14, and potentially run until their 25th birthday. The award is achievable for all and does not discriminate against gender, age, and ability. There are four key sections for all of the awards – Physical, Skill, Volunteering, and the Expedition; at Gold there is also the addition of the Residential section. Anyone wishing to learn more on any of the options can email DofE@somerset.gov.uk

Blood Pressure Machines: More than two hundred blood pressure monitor kits are available for loan from libraries in the county to raise awareness of high blood pressure. About 1 in 10 don't know they have high blood pressure it. It is a major risk factor for cardiovascular disease (CVD) and significantly increases the risk of having a heart attack or stroke, but early detection and treatment can help people live longer, healthier lives. The blood pressure monitor kits include an information leaflet that explains how to check your blood pressure at home and what to do with the results. The monitors can also detect an irregular heartbeat which is another risk for cardiovascular disease.

Ukrainian refugees: Somerset County Council is working with Mendip, Sedgemoor, Somerset West and Taunton and South Somerset District Councils, the Somerset NHS Clinical Commissioning Group, Avon and Somerset Police, and local charities and community groups to help both sponsors and refugees. Those arriving from Ukraine are likely to need access to a range of services – from health and transport to schools and nursery places. It's a fast-moving situation and the initial priority is to identify local sponsors, carry out checks and help Ukrainian people settle safely in Somerset. www.somerset.gov.uk/Ukraine includes a digital form which should be completed by sponsors who are matched with refugees. This will help local services to carry out the checks sponsors need to safely welcome their guests. The webpage also carries information on other ways Somerset residents can support Ukraine, with links to local and national charities and helplines. For full information and more details on actions around refugees can be found at www.somerset.gov.uk/ukraine/refugee-resettlement/ Ukrainian Refugees – 197 families are in Taunton.

New SCC Executive – consists of 10 members and 10 assistants to deal with the work to form the new Somerset Council by 1st April 2023.

Annual Meeting – taken place with 110 councillors, hiring external venues is required for full Council meetings. SCC Chief Executive – is leaving, emergency Council Meeting required to discuss terms and pay.

Training – new Councillors are taking part in intensive and good training. Turnover will increase from £487m to over £1bn when Somerset Council formed.

169/22 SW+T Council reports from Cllrs Cavill, Pritchard and Tully

Cllr Tully confirmed that he had little to report. Biffa are selling off land behind the properties in Bathpool including the landfill site. Assistant Clerk confirmed that the area is included in the Core Strategy Policy TAU11 and is allocated for community woodland / recreational uses.

Cllr Cavill reported on the following:

Core Strategy – the Local Plan for the period 2009 to 2028. It was passed in 2012 and should have been reviewed in 2019 but the review was delayed due to Unitary. A new Local Plan is now unlikely to be delivered until 2029 when the existing plan will be out of date. In the meantime work is underway to develop a working document.

Phosphates – a challenge from housebuilders may be underway regarding permissions delayed / refused due to phosphate issues – this may go to the High Court.

169/22 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 no progress to report.

170/22 West Monkton Village Hall: Application for granting funding from CIL

Cllr Tully declared a prejudicial interest in respect of the item.

Assistant Clerk provided some background to the application and communication that had taken place with the Village Hall Management Committee confirming that the Parish Council is generally supportive of providing a grant for improved insulation but not other associated works required for roof strengthening. Further information was also requested from the Village Hall about the proposals.

Joyce Keyte and Colin Ayres from the Management Committee were in attendance at the meeting and provided a summary of a document prepared and circulated in advance of the meeting providing more information about the application and proposal. During the summary it was established that there was a need for the Village Hall to use Facebook groups to engage with more residents to encourage greater use of the Village Hall. The Village Hall was also encouraged to use Monkton Matters to publicise information. In respect of the grant application it was confirmed that the Village Hall Management Committee would use reserves to cover the cost of the required roof strengthening works which would reduce the amount of the application to £37057.30 for funding from Parish Council CIL receipts.

The grant funding opportunities available to the Village Hall were highlighted and the Assistant Clerk confirmed that she would send the information about the opportunities to the Village Hall Management Committee again. The Parish Council encouraged the Management Committee to explore the grant funding that is available in the first instance.

171/22 Chairman's Parish Asset Report

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

- Vegetation along the road on Bridgwater Road. Assistant Clerk to report to SCC.
- Farriers Green Bench. It was noted that the bench belongs to SWT. Assistant Clerk to ask the Parks Department at SWT if they are going to restore the bench or remove it. If SWT are not restoring / removing the bench then the Parish Council to request permission for PC to remove it.
- Path from Farriers Green to School Road – path is not disabled friendly with manhole covers presenting trip hazards. Area towards the School Road end is overgrown with brambles again. Mowgate to cut again.
- Mead Way / Greenway overgrown hedges – Cllr Cavill to raise with SCC.

- Community Fridge – arrangements to dig the base discussed. Work to commence on 22nd June.

Public Question Time

A member of the public requested an update in respect of the Glebe Farm application. It was confirmed that the Parish Council has not received any further information regarding the proposal and that if the proposal was amended in anyway the Parish Council would be notified by the Local Planning Authority and provided with a further opportunity to make comments.

172/22 Planning

a) To consider planning applications received

48/22/0031: Erection of a single storey extension to the front with various alterations at Ripattoni, Monkton Heathfield Road, Monkton Heathfield

The Parish Council supports this application. Use of sustainable materials is supported to be compliant with NP Policy H3 materials. If bee bricks or bird boxes could be incorporated in the works being done it would increase net biodiversity of the site, compliant with NP policy R2. Reduction of light spillage from new fenestration would be compliant with NP policy R1.

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

The Parish Council does not support this application because the access to the site through Canal View is not suitable. Despite detailed reasons provided by the applicant, the fact is that Canal View is a quiet residential area, with narrow single width roads made of blocked pavements and houses with little or no front gardens so their front doors open almost onto the street. Residents park in front of their houses, therefore access to the site would be problematic. The proximity to the residential Canal View makes the site unsuitable for business units of either Class B2 or E. The hours of business and noise control are not defined and therefore potentially would be an issue for local residents, who already experience disturbance from the neighbouring industrial unit (Coker) which is classified B8. In the event of any development of the site, significant allowance must be made to protect the large trees from tree root damage.

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

Noted

173/22 Sports Pitches / BMX Track: Update

Cllr Hall confirmed that the drawings / proposals for the BMX track have been received from Cllr Gage and will be incorporated into the overall plan for the site.

Works in respect of the sports pitches / land levels are being tied in with the works to the Canal attenuation pond. Further progress in respect of the sports pitches can not take place until ownership is sorted.

Cllr Elliston reported that a member of the public had suggested talking to Wave Games in town about the BMX area as they are likely to have contact with BMX users.

174/22 Community

a) Queen's Platinum Jubilee celebrations in the Parish: Feedback

Clerk confirmed that a debrief session between the WMPC and CFPC Clerks had taken place. A survey has also been developed by Assistant Clerk Community and circulated by a variety of channels. The feedback received has been overwhelmingly positive and that a number of people had responded to confirm that they would be willing to volunteer for any future events that are planned.

It was noted that both events were very successful with a number of people attending; over 1000, mostly by foot. Thanks was expressed to all volunteers who helped with the events.

Sammie Millard-Jones, Clerk Cheddon Fitzpaine Parish Council reported that CFPC Councillors were mindful that they were not as actively involved in organising the event at WMPC.

A future Party in the Park was discussed, possibly in June, the intention is to meet with possible volunteers in September to discuss further.

A need for a panel to be established for future events to oversee the management of arrangements for the event was raised.

Cllr Elliston reported that some people didn't know that the events were taking place and suggested that there should be no limit on advertising for future events.

It was agreed that areas of grass should be kept short in the Country Park for members of the public to enjoy the park for picnics.

Cllr Besley reported the success of the party in The Street that the Parish Council provided a financial contribution towards.

Assistant Clerk confirmed that the Parish Council also supported other Street Parties including two at St Quintins Park and one at Elms Estate.

b) Community Fridge: Update

Arrangements in respect of the installing the base for the Community Fridge shed were discussed previously during the meeting.

c) Tree Planting in memory of Linda Cheetham

Assistant Clerk outlined a request received from a family member of Linda Cheetham to plant a tree in the Parish in memory of Linda Cheetham who was an active lady in the Parish who lived at Heathfield Drive. Linda had begun to grow trees before her death and a request has been received to plant one of these.

It was noted that the tree would be small and vulnerable. It was agreed that a response to the request would be sent suggesting that the tree be kept outside the BACH until it was bigger and more substantial. Assistant Clerk to respond accordingly.

Cllr Elliston requested that an item be added to the agenda for the next meeting to discuss next steps in respect of the Community Survey.

175/22 Reports, including recent developments, matters to consider and decisions to be made:

a) Bathpool Flood Warden: Mr Kevin Perry

Mr Perry reported that the only 55mm of rainfall was recorded in Bathpool in May which equates to 85% of the long-term average. As a result there was nothing significant to report.

Mr Perry reported he has communicated with FWAG to confirm the current position in respect of the leaky dams proposal. The funding expires in August.

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

Footpaths

In Cllr Gage's absence, Cllr Haskins reported that the Parish Lengthsman is in the process of strimming the footpaths and installing footpath finger posts.

BACH Chairman;

Clerk confirmed that a response has been received from the school confirming that the Diocese is in agreement to the proposal for the BACH extension and the community fridge but have requested that a licence to occupy / build on the land for both proposals is put in place. Clerk outlined a quote received from Taunton Solicitors to represent the Parish Council in respect of developing the licence. The quote was discussed by the BACH Committee at its meeting on 7th June and the Committee recommended that the Parish Council approves the quote. The quote was accepted and it was agreed that 50% of the costs should be covered from BACH funds and 50% from Parish Council funds.

Highways;

Cllr Besley reported some overgrown hedges in the parish and outlined the contents of an email from a member of the public suggesting the closure of the Monkton Heathfield Road at Croft Garage and the installation of a speed camera. Cllr Besley to respond to the email. It was noted that regular speed enforcement is taking place on Monkton Heathfield Road.

Water Resilience;

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

Safe Routes to School;

Cllr Tully reported the cycle signs on the A38 – issue to be raised at the meeting with SCC Highways next week. Assistant Clerk reported that the top surface on the safer route to school in the Country Park can now proceed.

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

Cllr Hope reported the Persimmon have still failed to cut the remainder of the open spaces in MH1. Dan Mawer from Persimmon has walked the whole development with a contractor and it has been reported that grass cutting will take place next week. Clerk confirmed that the large limb of an oak tree in the open space at Knights Close that has fallen has also been reported to Persimmon. Question was raised as to the frequency of inspection / management of the trees. It was also noted that there is some confusion in Knights Close from residents as to whether they are paying the management fee or not.

A bag of shingle from the recent tree planting remains in MH1 – Cllr Besley confirmed that he will remove it.

It was reported that a section of hedge on the Dyers Brook side of Platinum Walk has been cut right back.

Cllr Hope confirmed that the Platinum Walk trees had been watered today.

Cllr Elliston reported that legislation is making its way through parliament regarding estate management fees which may allow for the owner of a property doesn't feel that open spaces are being appropriately managed they can take the management company to a tribunal to negotiate the charge / fees.

Transportation;

Cllr Elliston confirmed that there was not much to report. The number 21 bus timetable has been altered as has the timetable for the bus running through Creech St Michael which has led to complaints.

c) Communications Report - Clerk.

- Parish Council Website
Regular updates to Highways (including road closures), Planning, Finance and Parish Council pages carried out.
- Parish Council Facebook Page:
Page likes / followers now at 895.
Posts added sharing the news items added to the website.
A358 dualling scheme community updates added.
- Monkton Matters
23 new articles added in May and 1 event.
Articles on Monkton Matters being shared on Monkton Matters Facebook page to pull users to the website. There are now 129 page followers.
Business directory now live and has details of 14 businesses so far.
- Cyber-attack threat
Quote from Somerset Web Services for increased security on PC websites has been accepted following its approval at the last meeting.
- Village News Contribution
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.

d) GDPR

Nothing to report.

e) WMPC Chairman; Cllr Haskins

Cllr Haskins confirmed that he had nothing further to report

Representatives on outside bodies/Response to Consultations:

f) West Monkton Village Hall Management Committee

Cllr Tully confirmed that the Village Hall Management Committee held a meeting last week that he wasn't able to attend. The next meeting will take place in a month.

g) The Spital Trust

Cllr Ellis reported that new entrance lobbies are being added enabling individual private entrances for the Almshouses. Further correspondence has been received from Highways England regarding the A358 dualling scheme. Clerk to add an item to the agenda for the next meeting to discuss further.

h) Any events at which WMPC was represented

No other events have been represented by WMPC

i) Consultations responses to be developed / approved for submission

A358 Dualling Scheme Supplementary Consultation – Deadline 26th June.

Cllr Tully confirmed that he was unable to attend the Parish briefing event. It was noted that further events are scheduled.

CGR Second Consultation (14th June – 26th July) – Clerk confirmed that the consultation would be added to future Parish Council meeting agendas to agree a Parish Council response.

176/22 Annual Policy Review

The Risk Assessment and Management, Complaints / Disciplinary Procedure, Equality Policy, Training Policy, Recruitment Policy and Working Party Protocol were reviewed and approved for a further 12 months. Proposed by Cllr Ellis, seconded by Cllr Besley and all agreed by a show of hands.

177/22 Clerk's Roles Proposal

Clerk outlined the proposal of the Clerk's roles and hours.

It was resolved to accept the proposal. Proposed by Cllr Elliston, seconded by Cllr Hall and all agreed by show of hands.

178/22 Finance

a) BACH Finance to 31st May 2022

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

b) Quotes

- QPJ expenditure slightly in excess of National Lottery grant but accounts not yet finalised. Cash and card reader sales of food, bar, raffle and skittles after expenses paid circa £800, not yet finalised.
- CIL projects
 - Waiting for quotes to refurb upstairs bar at T-M - nfa
 - Refurb of St Quintins play area scheduled to be done by DLO this financial year.
 - Refurb of Meadway play area will be part of SWT scheduled maintenance this financial year.
 - Platinum Walk – trees purchased and planted, signage commissioned: sign design received from M Marlborough and quote for fabrication expected from Stoneman Engineering.
 - Insulate roof at Village Hall, under discussion

- 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.
- Community fridge

Headmaster has said go ahead whilst waiting for Diocese to confirm. Shed and Fridge temporarily stored within BACH.

Ground prep for concrete base to be completed by S Haskins plus team.

Railings to be commissioned from K Chedzoy (Orchard farm Construction Services) – local craftsman, competitive quote.

To supply fit and powder coat 1no railing panel approx 3.6 m long to match existing, also carry out alteration to fence line, remove panel convert to gate supply and manufacture new posts, and refit. The sum of New panel £970
Gate panel conversion £440

Hope this is all ok let me know if you require anything else

Regards,
Kevin Chedzoy
Orchard Farm Services
Total £1410.00 ex vat
Resolution to accept K Chedzoy quote and proceed
Proposer Cllr Besley
Seconded Cllr Tully
All agreed by show of hands.
Still to do – commission installation of electricity supply.
- Environmental
 - Order placed with SWT for litter bin at bus stop adjacent to Aldi
 - Quote for Farriers Green ramp by DLO accepted
 - Bethan has distributed 3/6 water butts for Water initiative, which means that three more properties are engaged in rainwater capture in the Parish.
 - Seat at Triangle needs replacement – Lengthmans report- beyond repair/refurb. Glasdon's bench seat with back, no arms made from recycled materials – same as at Cherry Grove cross road – circa 540.00. If a seat with arms as well as back, circa 740.00.
<https://uk.glasdon.com/seating/recycled-materials-seating>

Resolution to purchase replacement seat for the Triangle.
Proposer Cllr Hall.
Seconded Cllr Ellis.
All agreed by show of hands
Shaun to be requested to prep the base ready for removal of old seat and installation of new.
- Grant requests

Window is now closed until 1 Sept to 15 Oct.

 - Bike rack at burial ground at St Augustines: volunteer to make one up from scaffolding pipe. Could make the football goal posts agreed for Glebelands from same materials at same time.
 - Improvement to security in view of increasing cyber security concerns
Quote and advice received from SWS. Security measure now in place.
 - To note the next meeting of the Audit Working Party on Friday 22 July 2022 at 9.00 am by zoom.
 - To note bank reconciliation and budget check, WMPC and BACH (see green financial spreadsheets)
 - To approve receipts and payments as listed below.

c) Receipts and payments

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

Receipts

Interest Lloyds	£0.10, May statement
Nationwide	£ to follow
PSDF	£ 38.32
Unity Bank	£36796.31 current balance
HMRC 4 th quarter vat reclaim	£14415.89
Contactless payments from Zettle QPJ	£724.00
Cash paid into bank	£780.00
Coins into bank awaiting bagging	£to follow

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	1034.77	No vat	1034.77	bacs	Employer/NIC/PAYE
Staff costs summary	5185.04				
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
S Rolls Lengthsman services May	To follow	No vat		bacs	lengthsman
Business all about you Climate Initiative PR WMPC17	175.00	No vat	175.00	bacs	env
Businessallaboutyou expenses (water butts)	269.94	No vat	269.94	bacs	env
Using Debit card					
Viking inks	255.51	51.10	306.61	dcard	SA
By bacs					
Military Wives choir no invoice number	88.50 +donation 180.00	No vat	268.50	bacs	QPJ
B Gage exp claim for mower and postcrete 1.6.2022	99.42	No vat	99.42	bacs	CPvol
B Gage expenses claim for mower and postcrete 23.05.2022	56.16	No vat	56.16	bacs	CP vol
QSS IT maintenance 29737509	33.90	6.78	40.68	bacs	IT

Beth Webb Storyteller no invoice number	313.62	No vat	313.62	bacs	QPJ
SLCC CiLCA focus session BK206171-1	20.00	4.00	24.00	bacs	trng
SLCC CiLCA focus session BK206172-1	20.00	4.00	24.00	bacs	trng
SLCC CiLCA focus session BK206173-1	250.00	50.00	300.00	bacs	trng
Taunton Audio Visual Services PA system for Military Wives 10055	225.00	45.00	270.00	bacs	QPJ
Burnham Portaloo	88.00	17.60	105.60	bacs	CP vol
T&C Electrical Contractors for LED replacement at Village Hall 028138	6286.52	1257.30	7543.82	bacs	CIL
K Perry Internal Auditor	150.00	No vat	150.00	bacs	audit
J Pearson security for CP over QPJ 2.6.2022	200.00	No vat	200.00	bacs	QPJ
J Pearson quiches, onions for BJK	24.85	No vat	24.85	bacs	QPJ
P Lugg security at CP	200.00	No vat	200.00	bacs	QPJ
J Pearson Falklands expenditure claim form	26.14	No vat	26.14	Bacs	CPvol
Stuart Paul trumpeter	125.00	No vat	125.00	Bacs	QPJ
Bere Cider Co	160.00	No vat	160.00	Bacs	QPJ
S Haskins wood for skittle alley QPJ	236.96	No vat	236.96	bacs	QPJ
Scribe accounting annual subscription and set up inv-2966	1353.00	270.60	1623.60	Bacs paid	Sundry admin
T Watts-Neilsen planting at Triangle	248.89	No vat	248.89	Bacs paid	CIL
A Hall expenses claim CP	196.15	22.03	218.18	Bacs paid	CP share with CF PC
BHIB insurance	1234.55	No vat	1234.55	Bacs paid	Ins
S Haskins QPJ	295.85	29.44	325.29	Bacs paid	QPJ
C Garner signs	125.00	No vat	125.00	Bacs paid	QPJ
Happy Cups	510.00	102.00	612.00	Bacs paid	QPJ
B J Keal food card sales	137.50	No vat	137.50	Bacs paid	QPJ
A J Keal sound system/bar	170.00	No vat	170.00	Bacs paid	QPJ
Direct Debit					
Invoice 7807 May 29 Roll Pay	12.00	2.40	14.40	DD PAID	Servicing pension administration
Invoice SWS 110240 2/6/2022 maintain gsuite	59.80	11.96	71.76	DD PAID	comms
Invoice SWS 110192 web-lite hosting (MM) and standard mailbox 20.5.2022	23.00	4.60	27.60	DD PAID	Comms
Cyber security on Monkton Matters and G suite 24.5.2022 110208	198.00	39.60	237.60	DD Paid	Comms
McAfee auto renewal	99.99	No vat	99.99	DD Paid	Sundry admin
Microsoft subscription x 1 laptop Auto renewal	59.99	No vat	59.99	DD PAID	Sundry admin

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 Hall.

Seconded by Cllr Ellis.

All agreed by show of hands.

Transfer between accounts

nil

d) WMPC Bank reconciliation

Bank reconciliation and budget check: please check on green financial sheet. Ask any questions by email. Bank reconciliation for 1st June is complete and balanced.

General notes on spreadsheet

Each column heading is dated first of the month.

Each monthly receipt column is a snapshot of what **has been received** in the month prior to 1st of the month.

Each monthly expenditure column itemizes payment that **will be made** (i.e., paying the last month's bills) after 1st of the month. These are the monthly list of payments for approval.

Bank statements for 1st of the month provide the figures shown on the financial sheet (bottom left - hand corner).

Summary lines, where applicable, for green finance sheet for June 2022

Environment		
B Turner exp claim 1.6.2022 Water butts	269.94	
B Turner Climate initiative	175.00	
		444.94 In June column
CIL		
A Hall parts of claim form 26May 2022 24.27+ 6.00+20.00+38.92 =89.19	89.19	In May column
T&G electrical repl LEDs in Vill Hall	7543.82	In June column
Sports and general includes QPJ		
A Hall exp claim part 26May 2022 Generators	69.00	
Other QPJ accounts not finalized - provisional		
		4582.89 in May column
Training		
SLCC building your portfolio	300.00	
SLCC focus sessions x 2	48.00	
		348.00 In June column
CP vol		
A Hall part exp claim form 26May 2022 10.00+ 29.00+ 20.99=59.99	59.99	In May column
J Pearson Falklands exp 8.5.2022	26.14	
B Gage exp 23.5.2022	56.16	
B Gage exp 6.6.2022	99.42	
Burnham Portaloo	105.60	
		287.32 In June column

IT		
QsslT Inv 29736974	35.47	
Qss IT inv 29737255	40.68	
		76.15 In May column
QsslT Inv 29737509	40.68	In June column
Sundry admin		
Scribe accounts subscription and set up	1623.60	
Microsoft x 1 auto renewals (59.99)	59.99	
Viking ink	306.61	
McAfee subscription	99.99	
		2090.19 In May column
Comms		
Invoice SWS 110240 maintain gsuite	71.76	
Invoice SWS 110192 web-lite hosting (MM) and standard mailbox	27.60	
Cyber security	237.60	
		336.96 In May column

179/22 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

Confidential Session

180/22 Country Park Update

The recommendations of the Country Park Working Group to sign the lease were noted. CFPC approved the signing of the Country Park lease at its meeting the day before.

It was resolved to sign the lease, proposed by Cllr Hall, seconded by Cllr Besley and all agreed by show of hands.

It was further resolved to sign the Deed of Covenant, proposed by Cllr Cavill, seconded by Cllr Ellis and all agreed by show of hands.

It was agreed that both documents should be signed by Cllr Haskins as Chair and Cllr Hall as Vice Chair.

181/22 MH1 Tree planting, Play Park remedials, POS adoption and Sports Pitches including BMX track

Clerk confirmed that Taunton Solicitors have sent a chaser email to the solicitors acting for Persimmon / Redrow.

A phonecall has also been received from Dan Mawer at Persimmon asking if the Parish Council has formally informed homeowners on MH1 regarding the POS adoption / future management. Persimmon Homes have suggested that a public meeting take place at an appropriate point. The use of the commuted sum that will be received on transfer of the POS was discussed, it was noted that the sum should be used to improve bins, noticeboards and play park equipment.

182/22 Dates of forthcoming meetings:

Parish Council:

Second Tuesday in the month (Business focused meeting)

2022: 12th Jul, 9th Aug, 13th Sep, 11th Oct, 8th Nov, 13th Dec.

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

2022: 28th Jun, 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 10.15pm

A handwritten signature in black ink, appearing to be 'S. H. R. 2022', with a long horizontal stroke extending to the right.

Signed Chairman:

Date: 28th June 2022

Adopted - Redacted