



West Monkton Parish Council

## ADOPTED

Minutes of the virtual meeting of the Parish Council held on Tuesday 8<sup>th</sup> December 2020 at 7.00pm.

Present: Cllrs Besley, Ellis, Elliston, Gage, Hall, Hope and Haskins. Cllr Cavill joined the meeting later.

In attendance: Mrs A Shepherd, Clerk, Mrs T Cavill, Assistant Clerk, Ms J Pearson, Clerk to Cheddon Fitzpaine Parish Council, Mr K Perry, Flood Warden, Cllr David Fothergill, County Councillor, Rebecca Popham for item 13a and one member of the public.

### **193/20 To receive any apologies (with reasons), introductions with responsibilities**

Apologies were received from Cllrs Tully and Cavill (joined the meeting later after SWT meeting), Kelvin Tutill, NP Delivery Group Chairman and Cllr Andrew Pritchard, District Councillor

### **194/20 Declarations of Interest, Dispensation Requests, amendments to the Register of Disclosable Pecuniary Interest**

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.

### **195/20 To adopt the minutes of the last meeting of the Parish Council on 10<sup>th</sup> November 2020**

The minutes from the previous meeting of the Parish Council on 10<sup>th</sup> November 2020, having been previously circulated, were taken as read. It was resolved to adopt the minutes of the Parish Council meeting on 10<sup>th</sup> November, proposed by Cllr Elliston, seconded by Cllr Hall and all agreed by show of hands. Cllr Elliston confirmed that in relation to item 181/20 in the minutes, the same number of volunteers were available in the community to help during the second Coronavirus lockdown as there was for the first.

### **196/20 To note Clerk's report and Assistant Clerk's report**

Assistant Clerk's Report:

- Actioned decisions made by Council.
- Attended virtual meetings of Cheddon Fitzpaine PC, Parish Surgery, WM PC Planning, NP revisions group, NP map group, CF PC for climate application, SCC Highways, Precept Working Party, SALC/WP discussion group.
- Distribution of daily and weekly newsletters ref corona virus pandemic.
- Parish administration
- Sent street name suggestions into Road Naming team, offered ancient/thatching wheat names and cider apple names for Hartnells and noting that there were further suggestions for other sites when needed.
- Grants policy developed
- Precept/budget prepared for discussion
- Neighbourhood Plan
  - Finalise NP Policy document ready for Reg 14 consultation distribute to both PCs for comment.
  - Confirm sponsor bookings with sponsors and send to Mark Marlborough (4 sponsors: 3 x £50.00 and 1 x £100.00 =£250.00; CF PC has £150.00 from 2 sponsors)
  - Prepared grant application form from SWT Community Chest for costs of Map and Printing/Distribution

- Received and proof read 'final map' and amendments sent back to M Marlborough
- CIL projects:
  - Bus shelters: installed 24/25 Nov
  - Refurbishment of downstairs cafe at T-M centre. Furniture order confirmed. Request for 50% of furniture invoice to be paid up front.
- Planning
  - Powerpoint presentation, notes on applications
- Climate change
  - Climate change grant application jointly with CF PC completed and submitted 12 Nov.
  - Order for free trees received by SWT Council. Delivered to Greenway Nurseries.

Clerk's Report:

- Actions from previous meetings and other issues raised during the month:
  - Country Park letter sent to SWT and response received on 30th November 2020.
  - Somerset Wood Press Release circulated
  - Community Emergency Plan – develop and share with Cllrs Elliston, Hall and Cavill
  - Blocked culvert on Redhill – reported to SCC Highways.  
The area Highways Superintendent Dave Brown attended yesterday and he has cleared out the culvert by hand. I hope this solves the problem. Please come back to us if there are further issues.  
Community Speedwatch Scheme – contacted PCSO confirming volunteer interest. Details of volunteers passed to PCSO. Raised other issues including the mobile speed camera. The van has attended the Bathpool site on a few occasions recently but the traffic has been so heavy it wasn't seen a beneficial to set up there. Will re-visit in future. Monkton Heathfield is also on the list for attendance.  
Letter of thanks sent to Beau-Tar for remedial work in BACH car park  
Research regarding ownership / responsibility for fencing on culvert at Hobbs Close.  
Contact with Redrow regarding Retail Units, requesting an update.  
Contact with Planning Enforcement regarding Furs Close surfacing.
- Other Parish Administration:
  - Tacchi Morris Grant Application – processing quotes / orders for items.
  - Allotment renewal letters sent
  - Develop SCC Highways Meeting agenda / meeting arrangements / minutes and action points.
  - Contact with Aginhills Management Company regarding dead trees and fence replacement
- BACH:
  - BACH closed during 2nd lockdown
  - Arrangements for reopening again, reviewing invoices / credits for cancellations.
  - Next Committee Meeting date to be confirmed.
- Meetings last month:
  - 3rd November – WM Liaison Meeting
  - 3rd November – Planning Committee Meeting
  - 10th November – Parish Council Meeting
  - 11th November – SALC Discussion Forum – Office 365
  - 12th November – Parish Surgery at 7pm
  - 16th November – SALC Risk Assessment Webinar
  - 17th November – Precept / Budget Meeting
  - 23rd November – SCC Highways Meeting
  - 25th November – SALC Discussion Forum – Somerset Waste Partnership Briefing
- Meetings this month:
  - 1st December – Planning Committee Meeting
  - 4th December – SLCC Branch Meeting / AGM
  - 4th December – Country Park Management Group Meeting
  - 8th December – Parish Council Meeting
  - 16th December – SALC AGM

## 197/20 SCC Report from Cllr D Fothergill

Covid-19 Restrictions: Revised Government regulations mean that Somerset will enter Tier 2 restrictions from December 2nd. The main requirements of this Tier are:

- No mixing of households indoors, excl. support bubbles. Max of 6 outdoors.
- Pubs and bars must close, unless operating as restaurants.
- Hospitality venues can only serve alcohol with substantial meals.
- Venues must stop taking orders at 10pm and must close by 11pm.
- Retail, indoor leisure, accommodation, hairdressers, places of worship will all be able to open
- Early years settings, schools, colleges and universities will remain open

Tiers and regulations will be reviewed again on December 16th and full details found at

[www.gov.uk/guidance/full-list-of-local-restriction-tiers-by-area](http://www.gov.uk/guidance/full-list-of-local-restriction-tiers-by-area)

Coronavirus infection rates: As at 27th November, the number of confirmed Covid cases in Somerset was 5,110 (up from 2,738 on 1st Nov) and the number of Covid-attributed deaths 228 (208). The rate per 100,000 currently stands at 99.1 for Somerset with Mendip at 138.4, Sedgemoor at 115.3, South Somerset 89.1 and SW&T at 67.7. The current number of total deaths across the County is currently 3% below the 5-year average and the latest R-value for Somerset is between 1.0 and 1.3. It is vitally important to remember at all times the Hands-Face-Space message.

Christmas bubble guidance: Here are the main points to be aware of:

- You can travel between tiers and UK nations to and from your Christmas bubble between 23 and 27 December.
- Once at your destination you should follow rules in that tier.
- Three households can form a Christmas bubble together.
- You can only be in one and cannot change your Christmas bubble.
- You can only meet your Christmas bubble in private homes or in your garden, places of worship, or public outdoor spaces.
- You can continue to meet people who are not in your Christmas bubble outside your home according to the rules in the tier where you are staying.
- If someone is in your Christmas bubble, you can visit each other's homes and stay overnight.

<http://www.gov.uk/government/publications/making-a-christmas-bubble-with-friends-and-family/making-a-christmas-bubble-with-friends-and-family>

2021 Primary School Places: Applications for Primary School places in 2021 need to be made through Somerset County Council's website: [www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions). The deadline for submissions is Friday, 15 January 2021.

Christmas shopping online: Somerset's Trading Standards are advising online consumers to only buy from 'reputable' traders. The COVID-19 lockdowns have led to a rise in consumer spending online and 87 per cent of UK consumers are estimated to have purchased a product online. The public spends around £2bn a week on online purchases. A new information video is available to explain how issues and problems can be dealt with <https://www.youtube.com/watch?v=dA75JeXrcu0>

Domestic Abuse: During the first three months of lockdown, Somerset Integrated Domestic Abuse Service saw over 10,000 people reach out for information and help to their website – an increase of more than 8,000 in the same period during the previous year. Covid-19 has exacerbated the problem for both male and female victims, with lockdown increasing the amount of time they spend at home with their abuser, potentially escalating the threat of domestic abuse and restricting their freedom. Help can be accessed by calling 0800 6949 999 or if someone is in immediate danger by calling 999.

One Somerset: The final supporting submissions for One Somerset will be sent to the Secretary of State, MHCLG by 9th December. It is then expected that he will carry out consultation in Spring 2021 and make a decision in early summer. Further details can be found at [www.onesomerset.org.uk](http://www.onesomerset.org.uk)

Export Growth Plan: Somerset County Council are raising awareness of the new opportunities emerging for local companies to export goods and services. The South West is one of three areas chosen in the UK to benefit from the Export Growth Plan funding with a range of support. The Department for International Trade (DIT) is offering one-to-one engagement with businesses where specialists can provide support for companies who want to export goods. This can be accessed by emailing [DITSW@mobile.trade.gov.uk](mailto:DITSW@mobile.trade.gov.uk)

Climate Emergency Strategy: The five councils in Somerset have given the green light to implement the recently launched plan for Somerset to go carbon neutral by 2030. The Somerset-wide Climate Emergency Strategy considers how climate change will impact the County of Somerset and describes some of the key actions to tackle our carbon emissions including developing an energy plan for the County, developing an electric vehicle strategy, Improving walking, cycling and public transport infrastructure, improving resilience to climate change impact such as flooding and working with businesses and residents to reduce their own emissions. A copy of the approved strategy can be found at: <http://www.somerset.gov.uk/climate-emergency>

The following questions were asked:

Cllr Gage asked if over 80s volunteer for the covid vaccine or if they have to wait to be invited? Cllr Fothergill confirmed that you have to be invited. When future vaccinations are available members of the public will be able to book.

Cllr Hope asked if when you have had a vaccination if proof of the vaccination is given so that you can identify to other people that you have had it. Cllr Fothergill confirmed that he didn't think a certification system will be bought in.

Cllr Besley highlighted issues that had been raised with him by a member of the public about speeding vehicles on Hyde Lane. Cllr Besley asked if speed signs could be added on Hyde Lane. Cllr Fothergill to request signage. Cllr Besley also highlighted the issues raised by a member of the public about Hyde Lane including parking during Rugby Club match fixtures (Cllr Besley has raised this with the Rugby Club) and damage to the Canal Bridge structure. Clerk to raise this with the Canal and River Trust.

A Member of the Public raised the drainage works on Heathfield Drive and asked if rectification work will take place to make sure that Heathfield Drive is put back to how it was before the works, including the grassed area outside the community hall. Cllr Fothergill confirmed that the road works are being carried out by Wessex Water and that when they are completed the contractor will have to ensure that the road and grassed areas are returned to how they were before. Cllr Fothergill confirmed that he will raise the issue of damage to the road structure of the contractors vehicles with the Highways Superintendent to ensure that it is on the radar to look at what work may be required.

#### **198/20 SW+T Council reports from Cllrs Tully, Pritchard and Cavill - no decisions**

Apologies were received from all District Councillors in advance of the meeting. The following report was sent in advance of the meeting by Cllr Pritchard:

In terms of feedback I did write to the Portfolio holder Richard Lees regarding the sports pitches. He has acknowledged my email and said he will look into this, I have heard nothing more and will press him further for an answer. I would welcome news if you have heard more on the matter from Andrew Penna.

I have been supporting a resident who has been impacted by the works in Heathfield Drive. My support has involved several of my hats, do we have any more information on these works, updates from Highways and impact and notice given to residents?

I have been approached, as you know, by various young people doing Duke of Edinburgh wishing to litter pick as part of their community volunteering, I will be their accreditor on behalf of our parish litter picking. We have also had a request for a litter picker from a resident of St Quintin's. Are we able to loan out to them some of the new equipment Tricia and you have at the Bach now, I am down to just the equipment I use.

I have been disappointed to learn of the challenges for the Country Park, and was further disappointed to see Norman's excellent comment on this at SWT council meeting poorly received, please let me know if there is anything I can do to support?

#### **199/20 Coronavirus Pandemic Update – Cllr Elliston**

Cllr Elliston confirmed that there was little to report, there is only one person in the parish who is receiving support from the volunteers.

#### **Public Question Time**

Jo Pearson, CFPC Clerk reported that she had been working with the Canal and River Trust regarding the siting of a bench next to the cycle way. The cycle way is owned and

maintained by SCC but the land is owned by Tarker. The bench can now be installed now ownership is clear. The Canal and River Trust are going to place one there.

Cllr Besley reported that further Aginhills fencing is down.

Cllr Elliston reported that parking on the MH1 estate, particularly at junctions where people cross, is becoming an issue. It was noted that the land was private and owned by the developer and that the police have no powers unless a criminal offence is being committed. Cllr Fothergill suggested that a plan annotated with the required traffic regulations to make the area safer, including speed signs and perhaps a 20mph speed limit could be developed and sent to SCC Highways for consideration once the highways are adopted.

Cllr Haskins raised the issue of a van that regularly parks at the entrance to Greenway causing an obstruction.

Cllr Gage reported that St Margaret's Hospice is in financial trouble and suggested, due to the good service that it provides to the community, that the Parish Council may consider making an additional donation this year. It was agreed to add an additional donation to the finance section so that the total donation for the year was £1000.

Clerk to follow up with David Wilson Homes / SCC Highways.

Cllr Hope to develop

Clerk to report to PCSO

Payment added to finance report for authorisation.

*The agenda was interrupted to take item 13a 'Youth Club Grant Application'.*

### **200/20 Youth Club Grant Application**

Rebecca Popham provided an overview of the application circulated to Councillors in advance of the meeting for a grant for West Monkton Youth Club.

It is proposed that the Youth Club will run on Thursday evenings from 7<sup>th</sup> January 2021 in the BACH.

Cllr Fothergill suggested that Rebecca also approach the Somerset Fund, run by the Somerset Community Foundation for additional grant funding.

Cllr Gage confirmed that the BACH can be made available free of charge on the understanding that any damage caused would need to be repaired, until such time as group can run self-sufficiently.

Rebecca confirmed that with the support of Spark Somerset, a Charitable Incorporated Organisation for the group is being established and that the group will have its own insurance and bank account.

Cllr Elliston confirmed that Howdens have offered £100 towards start-up costs and that the school may be able to provide the safeguarding training.

*The agenda was resumed.*

### **201/20 Planning**

#### **a) To consider recommendations from the WMPC Planning committee on applications received by 1<sup>st</sup> December 2020, (listed on SW+T Council website); and to consider any others to date**

The following recommendations from the WMPC Planning Committee on 1<sup>st</sup> December were considered. It was resolved to approve the recommendations for submission, proposed by Cllr Gage, seconded by Cllr Hall and all agreed by show of hands.

48/20/0057 Erection of stable block at Glebe Court, Church Hill, West Monkton (amended scheme to 48/19/0036). Parish Council supports this amended scheme.

48/20/0041 Erection of first floor extension at Walford Lodge, Bridgwater Road, West Monkton (Planning application amended in view of Conservation Office report). Parish Council supports the amendments, the outcome is an improvement on the first application 48/20/0041.

48/20/0059 Variation of Condition No. 02 (approved plans) and removal of Condition No. 04 (render finish) of application 48/20/0020 at 6 Gotton Cottages, Hestercombe Road, Cheddon Fitzpaine. Parish Council supports removal of the conditions as specified, the outcome is more acceptable than the original.

48/20/0040/A Display of 1 No. internally illuminated totem sign on land to the west of Deane Retail Park car park at Hankridge, Taunton (Amendment to planning application reducing height of advertising totem pole). Parish Council supports this amendment to the application.

48/20/0050 Erection of a 66 bedroomed care home (Class C2) with associated parking, access and landscaping at Heathfield Industrial Park, Hardys Road, Bathpool  
With reference to the West Monkton and Cheddon Fitzpaine Neighbourhood Plan Design

- request evidence that carbon emissions from building will be very reduced/zero,
- suggest that some rooms have floor length windows so that people sitting in chairs, or in bed can look out into the gardens.

Transport

- suggest more EV charging points,
- adding a staff shower into the staff facilities especially to encourage those who may be cycling to work.

Recreation NP Policy R1 Dark Skies

- note use of PIR's within the building as a good thing, reducing light spillage from the building,
- require that the external lighting proposed for the car park and footpaths should be LED, directional and PIR,
- require that there should not be any lighting into the gardens, except directly onto the footpaths.

Recreation Policy R2 Green space and wildlife

Application confirms there will not be any net loss of biodiversity, but NPPF and Environment Bill both require net gain from development.

- seek explanation of net gain in biodiversity provided by the development, using DEFRA Biodiversity Metrics, in accordance with TDBC Local Biodiversity Action Plan,
- require intermittent gaps in base of railings and brick walls to allow hedgehog traffic to support essential Interconnectivity of green spaces for wildlife,
- note the need for the gardens to be secure to protect vulnerable residents, but also require that hedges are allowed to grow to at least 1 metre to reduce the visual impact of metal railings around site boundary,
- require that a landscaping plan should be presented to the Planning Authority which includes native species trees, fruit, wildflowers in support of Somerset Pollinator Action Plan,
- to suggest that some of the vertical walls of the building should be made into 'green walls' to reduce the impact of the building and increase biodiversity.

Recreation Policy R3 Water and Flood attenuation/water conservation

- measures are put in place to increase the water efficiency of the building, including ensuring that the building, when operational, is phosphate neutral,
- water butts or other rainwater capture features are installed for recycling of rainwater, and
- car park and entrance drive need to be permeable to avoid rain water run-off.

Recreation Policy proposed revision R6 Trees and Hedgerows

- draw attention to the 4 bullet points below to be required for inclusion in the Landscape Plan. No Landscape Plan is presented on the SWT website so this should also be required.
- Measures to counteract the effect of fallen leaves on drainage systems should be included.
- Space should be allowed to accommodate growth of newly planted trees to reach their full mature height and spread without causing nuisance or structural damage.
- British grown trees should be purchased to reduce the risk of importing diseases and remove the need to quarantine tree stock prior to planting. Tree and shrub planting should be plastic free, i.e. no plastic tree guards and supports, bio-degradable plastic is not acceptable. Tree stakes should be FSC certified wood. Some of the hedgerows could be laid.

- A management plan for trees and hedgerows is required and all home owners/business owners should be expected and encouraged to join in and follow it.

In the interests of Community Integration:

- suggest an external noticeboard showing 'You are here' and the surrounding local parks, play areas, nature reserves, shops, pubs, community halls, churches and other places of worship.
- suggest liaison with the Manager on a regular basis for community events/coffee morning etc in reception /café area of the building?

The following additional planning applications were considered and the following comments agreed:

48/20/0061 Removal of 4 No. panels of iron railings on the north boundary at The Poplars, Bridgwater Road, Bathpool

The Parish Council supports the granting of permission.

48/20/0051 Erection of a bungalow on land adjacent to Hyde Lane (Near and opposite Rexhill House)

The Parish Council made the following comments based on current and emerging NP policies:

Policy H5 Building and Climate Change

It is expected that the building will demonstrate that it is climate resilient in terms of its insulation, heating and net emissions. In accordance with the Ecology Report it is expected that the building will include bee bricks, bird and bat boxes, some to be installed near the apex of the gables for swifts, and sparrow terraces.

It is expected that water management will have been addressed by use of semi-permeable driveways, water butts collecting rainwater runoff from the roofs, recycling of rainwater and phosphate neutral.

Policy R1 Dark Skies

The Dark Skies policy requires that measures to reduce light spillage from the building must be in place, and anti-strike stickers on the windows to protect bird populations. The external lighting on the site must be PIR, downlit and LED lighting used (warm white is best, or red) to protect the local bat population.

Policy R2 Green space and wildlife

It is expected that wherever practicable green roofs and green walls will be included in the Landscaping for biodiversity gain, improving the environment, and mitigating the impact of the buildings. No Landscaping Plan on the SWT website listing for this application.

Policy R6 Trees and Hedgerows

Biodiversity gain will be expected by further planting of traditional and ancient varieties of apple and pears traditionally associated with cider and perry making: species to be chosen to be compatible with the apple trees on the site. For the planting it is expected that only British grown species will be used, using tree supports of FSC certified wood.

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

Decisions noted.

## **202/20 MH Development**

### **a) MH1: Update**

#### **i. Sports pitches**

Cllr Hall confirmed that the pre-planning app advice has been received.

The advice indicates that SWT are not completely averse to what is being proposed.

Cllr Hall suggested that a meeting take place with Cllrs Cavill and Gage to discuss the pre-app advice and agree a response.

Cllr Hall confirmed that he is obtaining further pricing information and ascertaining the proposed MH2 pitch provision.

The information referred to in the advice will be developed with a view to meeting with SWT to discuss.

### **b) Hartnells Farm Development: Update**

It was noted that the drainage works were discussed as part of the SCC report. Cllrs Cavill and Pritchard are providing support to a resident on Heathfield Drive affected by the works.

It was reported that the edge of the settlement pond on Hartnells is being reprofiled ready to build the plots immediately behind it.

**c) Retail units: Update**

Clerk summarised the email correspondence that she had received from Ben Cook at Redrow confirming that Redrow had received proposals for the retail unit space but that they would be subject to planning permission which isn't acceptable to Redrow. Redrow has requested that the contractors clear the site to reduce nuisance to the neighbouring properties and that the request to lease the area temporarily to the Parish Council for the provision of parking was being investigated.

It was observed that it would be good to get the view of SWT on the interest received in respect of the retail units by Redrow. Clerk to follow up Nick Bryant at SWT to ascertain who Andrew Penna's replacement will be for dealing with MH development issues.

Jo Pearson, CFPC Clerk provided an overview of the CFPC planning application for the retail space in Northwalls. The application follows a presentation received a few months ago. Jo also raised Nerrols Farmhouse which was on the market with a sale agreed but there had been lots of damage. Jo is establishing the status of the building.

**d) MH2: Update**

Clerk confirmed that there was no update, a planning application is expected in February 2021

**203/20 Environmental**

**a) CIL Projects:**

**Bridgwater Road Bus Shelters – update**

Assistant Clerk confirmed that the bus shelters are now in. Invoices for the bus shelters are included in the finance report.

**Footpaths / Rights of Way**

Chair confirmed that the maintenance and repair of footpaths and gates / styles is a potential CIL project. The footpaths are now so well used that it would seem a sensible use of CIL funds to ensure that they are fully accessible and well maintained. A schedule of works required for footpaths will be developed. This work would be completed over a number of years. This work could also include signage of footpaths.

Cllr Besley confirmed that following contact with a Rights of Way officer at SCC that it is his understanding that SCC have replacement gates and styles available but not the resources to put them in. The Lengthsman could do the work to install any styles or gates.

Cllr Fothergill also confirmed that grant funding may also be available.

It was agreed with all in favour to include this as a CIL project.

**Tacchi Morris Grant Application – update**

Clerk confirmed that two orders have been placed by the Parish Council for equipment for the community café. Payment for these orders is included in the Finance Report.

**b) Co-Op Noticeboard**

Clerk confirmed that two carpenters have been emailed requesting quotes for either adding to or replacing the noticeboard at the Co-op as discussed at the last PC meeting. One carpenter declined to quote suggesting that a joiner is required.

A quote is awaited from Nigel Salter, this should be available for consideration at the next meeting.

**c) Christmas Trees**

Chair confirmed that three Christmas Trees have been erected around the Parish, one outside the BACH, one on the green triangle in West Monkton and the other in the Community Square in MH1. Cllr Elliston confirmed that the community have been invited add decorations or messages to the trees.

**d) Defibrillator Grant**



Clerk confirmed that some grant funding is available for the Parish Council to apply for towards the provision of a Defibrillator. Cllr Hall confirmed that he had spoken to the Manager at the Co-op about locating one there and is awaiting a response.

Cllr Elliston confirmed that Howdens is willing to make a £100 contribution towards the defibrillator. It was agreed that this matter would be discussed again at the next meeting pending a response from the Co-op. Clerk to also ascertain if Monkton Elm Garden Centre have a defibrillator available on site.

Cllr Gage raised the possibility of the Spital Trust receiving a grant for the installation of Solar Panels on the Almshouses. Assistant Clerk to send the Grant Policy to the Spital Trust Clerk.

#### **204/20 Reports, including recent developments, matters to consider and decisions to be made:**

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

Mr Perry reported that the weather this month has been kind 62mm of rain fell in November. Only 74% of normal rainfall. Rivers are almost at summer levels. Cllr Hall and Mr Perry have taken four / five walks up and down Maidenbrook and Allens Brook to find potential sites for leaky dams. Six or seven potential sites to be put forward to FWAG.

##### **b) NP Delivery Group Chairman: Mr K Tutill / Assistant Clerk**

Assistant Clerk reported that the grant application for funding for the NP map has gone in. Outcome should be known in the next couple of weeks. Assistant Clerk confirmed that an invoice has been received from the Designer of the map but that it wouldn't be paid until after the outcome of the grant application is known. Payment of the invoice is included in the Finance Report for authorisation pending the outcome of the grant application. Payment will be made when this is known.

Assistant Clerk also reported that the proposed changes to the NP document as a result of the review have been added to the main document. The changes have been added using a different colour typeface so that it is clear as to what has been added. The document is now with Ann Rhodes at SWT, once Ann is content with the document the formal Regulation 14 consultation can commence.

Kelvin Tutill is drafting a covering letter to send out with the map.

##### **c) Councillors with roles of responsibility**

###### **Footpaths: Cllr Gage.**

Cllr Gage confirmed that there was nothing to report.

###### **BACH: Cllr Gage.**

Cllr Gage reported that Cllr Hope had suggested adding an external power supply outside of the BACH for future use to illuminate the Christmas Tree and for the use of food traders who use the BACH car park. Cllr Gage to take forward as a BACH project and gather quotes for the work.

###### **Allotments: Cllr Haskins (Clerk)**

Clerk confirmed that the allotment renewals have been sent for 2021. 7 payments have been received so far.

###### **Highways: Cllr Besley**

Cllr Besley reported that he had received an email from a member of the public about the barrier fencing near the Agin hills development on Milton Hill which is damaged. The email indicates that it is on the DWH snagging list for rectification before the S278 adoption. Cllr Besley to forward the email chain to the Clerk to follow up with SCC Highways and DWH.

###### **Water Retention Initiatives: Cllrs Cavill and Hall**

Cllr Hall confirmed that work continues on the leaky dams with FWAG as described in the Flooding Report. Cllr Cavill confirmed that a neighbour of a stream had indicated that their neighbours septic tank flowed into the stream. The neighbour has been signposted to report their concern.

###### **Safe Routes to School: Cllr Tully.**

Cllr Hall highlighted that the Parish Council is waiting for Alyn Jones at SCC to come back regarding the crossing at Tudor Park, the 30mph speed limit and possible use of a Lollypop person. Clerk to chase in 7 to 10 days if no further information has been received from SCC.

#### **Public Open Spaces, Recreation and Children's Play Areas: Cllrs Hope and Cavill.**

Cllr Hope reported that there are a number of trees planted in the hedgerows around MH1 which are dying due to disease – the Developers should also be required to remove / replace these.

Cllr Hope confirmed that there wasn't much progress to report on the completion of the open spaces.

Cllr Cavill reported that reports have been received about drug paraphernalia being found in the Mead Way Play Area. This has been reported to the PCSO who is following it up.

Assistant Clerk reported that the double walker exercise machine in Farriers Green Park is broken. The equipment has a welding fault. Freshair fitness to replace the piece of equipment in the new year. The equipment has been taped off and a notice has been placed on it pending its replacement.

Assistant Clerk also reported she has requested an update from Martin Davies at SWT regarding zip wire in the park and any repair that may be required.

#### **Community Liaison/Transportation: Cllr Elliston**

Cllr Elliston confirmed that the Community Emergency Plan is being developed by the Clerk but in order to complete it further information is required from the Community.

Cllr Elliston confirmed that alongside this he is developing a Community Strategy which would also benefit from a door to door community consultation.

A draft questionnaire has been developed for the purpose of the strategy and also to inform the plan. The proposal is to pilot this on a small area of the community, like Roys Place.

It was agreed that a presentation and further discussion about the Community Strategy would take place at the January Planning Committee meeting.

#### **d) Communications Report**

Clerk confirmed that there was nothing further to report in addition to the Communications Report circulated in advance of the meeting.

#### **e) GDPR**

Review of data audit to be carried out.

#### **f) WMPC Chairman**

Cllr Haskins confirmed that he had nothing to report.

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

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

Cllr Ellis reported that the Village Hall is not opening until January.

##### **h) The Spital Trust**

Cllr Ellis reported that an occupant of the Almshouses had died with Covid-19. The Spital Trust are concerned about funds as a result of the vacancy. The property needs to be deep cleaned before it can be re-let. Cllr Ellis also reported that the Spital Trust are interested in making a grant application to cover the cost of installing solar panels but that the Trust were concerned about whether the grant would cover the whole cost.

Assistant Clerk suggested that the Parish Council could cover the cost of a deep clean. It was agreed that Cllr Ellis would find out further information and put the Parish Councils offer forward.

Cllr Gage offered to support the Spital Trust by arranging some quotations.

##### **i) Any other events at which WMPC was represented**

No other events.

##### **j) Consultations submitted**

Clerk confirmed that the SWT Consultation: Climate Positive Planning Interim Policy Statement is currently open until 4<sup>th</sup> January 2021. It was agreed that the Clerk would circulate the consultation link:

[http://yoursay.somersetwestandtaunton.gov.uk/local-plan/climate-positive-planning/supporting\\_documents/DraftforConsult1.pdf](http://yoursay.somersetwestandtaunton.gov.uk/local-plan/climate-positive-planning/supporting_documents/DraftforConsult1.pdf) with a view to Councillors reading the consultation and sending any comments to the Clerk and Assistant Clerk by 15<sup>th</sup> December to develop a Parish Council response.

## 205/20 Assets

### a) Asset Register

Up to date

Bus Shelters to add, Christmas lights / stands/ decorations to be added to the asset register.

## 206/20 Finance

### a) To consider and decide upon a course of action regarding applications for Youth Clubs

1. From Chard Charity that provides youth worker plus support worker circa £7500.00 per annum; CSM having withdrawn their support. See circulated documents. It was agreed that the Parish Council would take no further action in relation to this application.

2. Volunteer (trained social/youth worker) to set up and run a West Monkton Youth Club, two tier ages. See circulated document. Set up costs £613.00 plus waiver of BACH hire fees. Aim to become self-sufficient.

Resolution to support Rebecca Popham to set up West Monkton Youth Club. Proposed by Cllr Hall, seconded by Cllr Gage and all agreed by show of hands.

### b) Quotes:

Tacchi-Morris downstairs café refurbishment:

equipment from Nisbets quote no 51070981 £10883.94 to place the order for Espresso machine, fridge/chiller cabinets, food display units, see payments below,

furniture from Connect Furniture, tables chairs and armchairs, 50% payment required £3091.92, see payments 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	£0.33
Nationwide	£3.11
PSDF	£to follow

#### Contribution to Marines Memorial stone

R Williams	£100.00
N Cavill	£500.00
SCC	£900.00
Allotment rents £30.00 x7	£210.00

#### Payments

Bus shelter cleaning and litter picking

Mr A Pritchard, all his pay after tax => employee voluntary contribution to pension via Tailored auto-enrolment (£xx.xx to be paid by direct debit)) shown on bank

statement

Tailored auto-enrolment pension contributions	£79.99 to be paid by direct debit)) together
Clerks salary (after tax) incl 6 months back pay	£xx.xx to be paid by bacs
Asst Clerk (after tax) incl 6 months back pay	£xx.xx to be paid by bacs
HMRC month 9	£416.77 to be paid by bacs
Homeworkers allowance Clerk	£27.00 to be paid by bacs
Homeworkers allowance Assistant Clerk	£27.00 to be paid by bacs
Lengthsmans services	£ 99.00 to be paid by bacs
SWT 2nd qtr dog bin emptying and grass cutting	£2437.64 to be paid by bacs (env)
SCC Priorswood Library (Yr 2of6)	£3000.00 to be paid by bacs(env)
Mowgate hedge cutting at CP	£298.20 to be paid by bacs (CP vol, cost split with CF PC)
Parish Online annual subscription	£180.00 to be paid by bacs (comms)

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Connect Furniture T-M 50% of total	£3091.92 to be paid by bacs (CIL)
RWGale groundworks for bus shelters	£1506.00 to be paid by bacs (CIL)
Viking A3 laminator and pouches	£44.50 to be paid by bacs (sundry admin)
Nisbets kitchen equipment for T-M	£10883.94 to be paid by bacs (CIL)
Bus Shelters Ltd 27301	£5621.34 to be paid by bacs (CIL)
Bus Shelters Ltd 27302	£5342.94 to be paid by bacs (CIL)
SALC training (Cllr Elliston)	£25.00 to be paid by bacs (Trng)
Cllr B Gage expenses ref Christmas Trees	£245.90 to be paid by bacs (Sports and General)
A Hall expenses ref handpump for CP	£12.99 to be paid by bacs (CP vol)
G Hope expenses ref Christmas	£213.87 to be paid by bacs (sports and general)
QSS IT supply laptop, transfer data, wipe clean	£1349.84 to be paid by bacs (IT)
M Marlborough map (reverse side to follow)	£2140.00 to be paid by bacs (NP) (after grant)
St Margaret's Hospice	£600.00 to be paid by bacs
Any other invoices received before 9 Dec 2020 for invoice	£ to follow, to be paid by bacs wherever possible

Resolution to make payments as described above (invoices to be paid by bacs where noted)  
Proposed by Cllr Elliston, seconded by Cllr Hall and all agreed by show of hands.

To follow:

NALC training rebuilding communities/climate £30.00 per attendee (seven attendees) to be paid by bacs  
Noted that Tacchi-Morris information for application for funds to refurbish the downstairs café only as a CIL project was agreed Nov 2020 to a total of £16436.00  
Agreed that WM PC will pay invoices to enable reclaim of vat, plaque to attribute to WM PC.

Payments made since last meeting of WMPC

- To note: Payments made using debit card  
Replacement hoops and litter pickers (x4 of each) £152.16 + vat £7.80 = £159.96
- To note payments by bacs/transfer:  
nil
- To note payment by direct debit  
Invoice 8778 Monthly payment of £12.00 + vat £2.40 = £14.40 to Tailored Auto Enrolment, for the servicing plan  
Tailored auto enrolment pension deductions: to follow  
Invoice SWS107195 Monthly invoice £59.80 + vat £11.96 = £71.76 to Somerset Web Services (13 mailboxes)
- Cheque  
Nil

#### **d) WMPC Bank reconciliation**

Bank reconciliation and budget check: please check on green financial sheet. Ask any questions by email.  
The bank reconciliation for Nov is complete, no outstanding items.

General notes on spreadsheet

Each column heading is dated first of the month.  
Each monthly receipt column is a snap shot 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).

Specific notes for WMPC December financial sheet

WMPC Receipts

Shows receipts between 1 Nov and 1 Dec, Includes interest from three bank accounts

WMPC Expenditure

Invoices dated after 1st Nov are shown on the Dec finance sheet.

CP vol: Mowgate 298.20 + A Hall foot pump for wheelbarrows in CP 12.99 = £311.19

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Communications: regular DD from SWS 71.76 + annual subscription for Parish online 180.00 =£251.76  
Environment: Annual subscription to SCCLibrary 3000.00 + replacement litter pickers and hoops 159.96 =  
£3159.96

CIL expenditure:

refurb of downstairs café at T-M half of furniture 3091.92 + Nisbets 10883.4 = £13975.86

Bus shelters groundwork (R W Gales) 1506.00

Bus shelter supply and installation sth side 5621.34 + nth side 5342.94=£10964.28

Total CIL £26446.14

**e) Budget and Precept for 2021-22 – to consider and adopt recommendations from Working Party (R)**

The budget and precept for 2021-22 was agreed. Proposed by Cllr Ellis, seconded by Cllr Hope and agreed with all in favour by show of hands.

**f) To note the next Meeting of Audit Working Party Friday 15th January 2021, VIRTUAL 9.30am.**

Noted

**e) BACH finance**

The BACH Finance Sheet, providing the position in relation to the BACH finances to the 31<sup>st</sup> October 2020 was circulated in advance of the meeting and its contents noted.

**207/20 Other matters for report only**

Items for next meeting agenda – by Monday 4th January 2021

Christmas Parish Council Opening – Office closed from 24th – 28th December inclusive and 31st December – 3rd January inclusive.

**Confidential Session:**

**208/20 Country Park**

Cllr Hall provided an update in relation to the Country Park.

**209/20 Dates of forthcoming meetings**

Future meeting dates will take place virtually through Zoom on the following dates.

**Parish Council:**

**Second Tuesday** in the month

12th Jan, 9th Feb, 9th Mar, 13th Apr, 11th May, 8th Jun, 13th Jul, 10th Aug, 14th Sep, 12th Oct, 9th Nov, 14th Dec

**Planning Committee**

**First Tuesday** in the month

5th Jan, 2nd Feb, 2nd Mar, 6th Apr, 4th May, 1st Jun, 6th Jul, 3rd Aug, 7th Sep, 5th Oct, 2nd Nov, 7th Dec

**Parish Surgery:** Virtually - Second Thursday of the month at 7pm.

**Annual Parish Meeting:** TBC

**BACH Committee:** TBC

**Audit Working Party:** Virtually - 15<sup>th</sup> January 2021 at 9.30am

**Budget and Precept:** TBC November 2021

There being no further business, the meeting closed at 10.20pm.



Signed Chairman:

Date: 12<sup>th</sup> January 2021

Adopted - Confidential