



West Monkton Parish Council

ADOPTED

Minutes of the meeting of the Parish Council held on Tuesday 9th November 2021 at 7.00pm.

Present: Cllrs Besley, Cavill, Ellis, Elliston, Gage, Hall, Haskins, Hope and Tully (via Zoom).

In attendance: Mrs A Shepherd, Clerk, Mrs T Cavill, Assistant Clerk, Mrs K Welsh Assistant Clerk Community, Mr K Tutill, NP Delivery Group Chairman, Cllr David Fothergill, County Councillor, Cllr Andrew Pritchard, District Councillor, Sammie Millard-Jones, Clerk Cheddon Fitzpaine Parish Council and 14 members of the public.

177/21 To receive any apologies (with reasons), introductions with responsibilities

Apologies were received from Mr K Perry, Bathpool Flood Warden

178/21 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.

179/21 To adopt the minutes of the Parish Council meeting on 12th October 2021

The minutes from the Meeting of the Parish Council on 12th October 2021, having been previously circulated, were taken as read. It was resolved to adopt the minutes of the Parish Council meeting on 12th October, proposed by Cllr Hall, seconded by Cllr Ellis and agreed by show of hands.

180/21 To note Clerk's report and Assistant Clerk's report

Clerk's Report:

- Actions from previous meetings and other issues raised during the month:
 - Corresponded with Persimmon regarding raised table / zebra crossing at Yallands Hill. Response received indicating that Persimmon are not agreeable to adding this additional measure. Liaising with Andy Coupe, SCC about how to take this forward.
 - Community Governance Review to form Taunton Town Council
 - Drafted and circulated a letter from WMPC to all SWT District Councillors for their consideration in advance of the SWT Special Full Council meeting.
 - Liaised with Sharpcat regarding mailshot to all households in the Parish – they are ready to do the mailshot when requested.
 - Started to draft mailshot wording
 - Liaised with Marcus Prouse at SWT regarding CGR and consultation
 - Attended a session at SWT on 3rd November.
 - Liaised with Traffic Management at SCC regarding the SID device locations and issues at the bottom of Mead Way. Looking at measures that will work with Persimmon traffic calming measures.
 - Requested data collected by SCC on vehicle use of Monkton Heathfield Road. SCC have responded confirming that this data will be shared with data currently being collected by SIDs near Thornash Close.
 - Followed up knee high fencing near Hardys Road and horse crossing fencing on ERR with Persimmon – both with contractor to be fixed. Horse crossing requires whole new foundation.
 - Liaised with SWT regarding MH1 inspection – carried out on 1st November.
 - Instructed West Country Land Surveys Limited to carry out topological survey on Sports Pitches.

- Liaised with SWS regarding thicker font on Monkton Matters website and Business Directory.
- Request trees from SWT as part of their Free Trees initiative.
- Followed up Redrow regarding land behind Primary School – no response.
- Draft MOU in respect of the Country Park sent to Ben Ashton for review following approval by CP Working Group.
- Sought advice of Solicitor regarding Accountable Council for CP Joint PC Agreement.
- Followed up progress with lease for CP with SWT. Covenant requirement being investigated by Solicitor with Crown Estate Commissioners.
- Other Parish Administration:
 - Updating Planning Log with planning decisions / conditions weekly.
 - Appointment of Kate into Assistant Clerk / Community Development role, started on 18th October, organising logins, email address, laptop and introductory meeting.
 - WM Liaison Meeting arrangements, agenda and actions.
 - Coombe flooding, followed up issue with FWAG as suggested by the Environment Agency.
 - Away Day – development of vision and objectives from discussion.
 - Information received from SCC Traffic Management confirming the installation of crossing warning signs at Maidenbrook Lane / Tudor Park crossing to be installed by the end of March.
 - Bus shelter cleaning – carried out a couple of months ago. Would Councillors like the bus shelters cleaned on a regular basis?
 - Work on letter / survey to other Parish Council Clerks in Somerset about their experience with Developers delivering their obligations.
- BACH:
 - Signed amended utilities agreement returned to School following PC approval. Payments of £90.00 per month for utilities is now being paid on the 1st of the month.
 - Next Committee Meeting to take place on 23rd November at 7pm.
- Meetings last month:
 - 4th October – Agenda run through
 - 5th October – WM Liaison Meeting
 - 5th October – Planning Committee Meeting
 - 7th October – Somerset Unitary Town and Parish Council Conference
 - 11th October – SCC Highways Meeting
 - 12th October – Parish Council Meeting
 - 13th October – LGR – SCC/ Clerks Forum
 - 22nd October – Audit Working Party Meeting
 - 26th October – Parish Council Away Day
 - 27th October – LGR – SCC /Clerks Forum
 - 28th / 29th October – Annual Leave
- Meetings this month:
 - 1st November – Agenda run through
 - 1st November – Watercourse Watchers Introductory Meeting
 - 1st November – Joint PC meeting re Country Park MOU with Ben Ashton
 - 2nd November – WM Liaison Meeting
 - 2nd November – Planning Committee Meeting
 - 3rd November – Community Governance Review Meeting at SWT
 - 3rd November – SALC Clerk’s Forum
 - 8th November – Get together with neighbouring Clerks re LGR
 - 9th November – PC Meeting
 - 10th November – LGR / SCC / Clerks Forum
 - 16th November – SCC Highways Meeting
 - 23rd November – BACH Committee Meeting
 - 30th November – Budget / Precept meeting

Assistant Clerk’s Report:

- Actioned decisions made by Council.
 - Attended virtual and actual meetings: Cheddon Fitzpaine PC, WM Liaison, SCC Highways, SCC LGR, meeting with Kate, meeting with Watercourse Watchers, SALC.
 - Ongoing dialogue regarding CP.
 - Distribution of newsletters ref corona virus pandemic, and other information from other agencies.
- Parish administration
 - Painting at St Quintin's play area. Enquiry as to next scheduled refurbishment – SWT advise it will be 2023/2024. Martin Davies (SWT) suggests Probation Services may be able to do the painting – I've asked that the metal railings are included. Waiting to hear from Martin. Update requested 27th Sept 2021. To follow up.
 - Opus energy- estimated invoices received for box at Brittons Ash Green – there is no meter in the box, the electricity supply isn't connected. Reported to Opus energy+ photos. Opus say they are investigating. So far, more than 20 calls to Clerk and myself from Opus debt collectors. Another invoice issued for October – total is now £659.67. Contacted Opus again including metering services: metering services say it has been transferred to Eon. NFA until EON makes contact. Latest from Opus, reported at the meeting, case closed.
 - Liaison with Clerk and Assistant clerk-community
- Neighbourhood Plan: Regulation 16 submitted to SWT; information packs distributed to three Village Halls.
- CIL projects:
 - Safer route to school at CP, ongoing.
- 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.
 - Sunflower seed Initiative delivered
 - Seed and plant swap at BACH, remaining plant/seeds given to Primary School
 - Hi viz vest handout and Bike marking on 9th Oct. 22 delivered
 - Set up Watercourse Watchers group, send introductory welcome email.
 - Reverse advent calendar arrangements for collection and distribution.
 - Taking forward initiatives discussed at Away Day
- Finance / Audit Working Party
 - Grant applications received from WM Scouts and T-M theatre lighting
 - AWP meeting on 22nd Oct: Next AWP Friday 21 January 2022 9.00am by zoom.
 - Drafted review of Parish Council salaries for April 2022 onwards.
 - Drafted suggested amendments to Financial Regulations.
 - Monitor annual leave.
 - Set up Assistant Clerk- community on payroll, supply of stationary, ink and paper, membership of SALC and SLCC, calculate annual leave.

Assistant Clerk – Community Report:

- Induction to role 18/10/21 with Clerk and Assistant Clerk, followed by a week of reading, setting up laptop, reading documents and becoming familiar with the role and also with Monkton Matters and social media.
- Attended 'Away Day', meeting Councillors and learning about the varying roles. Meet with Cllr Paul Elliston regarding his role in the community and as a Councillor. We also discussed the community survey, which I have a copy of to transfer to 'publisher' for development.
- Attended Watercourse Watchers meeting
- Attended Community Park meeting
- Attended WM Liaison Meeting
- Attended Planning Committee meeting
- Attended SALC Clerks forum

- Developed draft Volunteer Policy
- Developed draft Confidentiality Statement with signed declaration for use with volunteers
- Sourced list of clerks in the council area for Clerk to use to gather information about experiences with Housing Developers
- Signed up for Facilitator role with Quantock Landscape Partnership Scheme and will volunteer to facilitate workshops on their behalf once trained.
- Researched CiLCA training and am looking to some initial pre-course training early in the new year with a view to starting CiLCA following this.
- Ordered supplies for home office through Assistant Clerk 2
- Enrolled in SALC membership

181/21 SCC Report from Cllr D Fothergill

Cllr Fothergill reported on the following:

Coronavirus infection rates: As of 30th October, the number of confirmed Covid cases in Somerset was 57,072 (33% up from 42,800 on 30th September) and the number of Covid-attributed deaths 872. The rate per 100,000 stands at 709.7 (320.2) for Somerset with Mendip at 853.9 (379.8), Sedgemoor at 653.5 (292.3), South Somerset 668.3 (298.2) and SW&T at 713.0 (321.7). The number of total deaths across the County is currently 12% above the 5-year average and the latest R-value for Somerset is between 0.9 and 1.1.

Infection rates in Somerset continue to be very high. It is therefore important even for those who have had both jabs to remember to observe Social Distancing and to always ventilate indoor areas.

Somerset Coronavirus Support Helpline: A single phone number continues to be available for anyone in Somerset who needs Coronavirus-related support. 0300 790 6275, is open seven days a week from 8am to 6pm.

Vaccination programmes roll-out: Somerset continues to have one of the highest vaccination rates in the country with the latest figures showing over 95.6% of the adult population having had one dose of vaccine and 91.9% having had both doses. Work is focusing on Children aged 12-15 years old and the third booster jab which is due 6 months after the second.

Local Government Reorganisation: Following the Secretary of State for Housing, Communities and Local Government (now renamed Department for Levelling Up, Housing and Communities DLUHC)) decision to support the move to a single Unitary Council across Somerset the transition programme, lead teams and governance structure have been agreed by all Councils. A LGR Joint Committee to oversee the transition has been approved by all five Councils and will sit for the first time on 5th November 2021. It is expected that statutory orders will be available in early November before being laid before Parliament in January 2022 with an agreed vesting date for the new authority as April 2023.

Major investment in infrastructure: Major improvements to the A38 northern corridor heading into Bridgwater are a step closer after the Government approved a £10 million funding bid. Money from the Treasury's Levelling Up fund will help pay for more than £3.4 million worth of cycling and walking infrastructure along the entire corridor as well as a remodelled Dunball junction and significant improvements to the Canon/Cross Rifles junction. In the same announcement, £5 million was also approved from a separate fund to re-open a train station in Wellington.

Applications for school places 2022: All children starting school for the first time in September 2022, as well as those moving between infant and junior or first and middle school applications must be submitted between Monday 27 September 2021 and Saturday 15 January 2022. www.somerset.gov.uk/admissions

Making streets safer: Funding to help tackle violence against women and girls has been awarded to Somerset County Council. Working with North Somerset, SCC have made a successful joint bid to the Home Office Safer Streets Fund for £324,449. The bid presents an opportunity to work together in tackling Violence Against Women and Girls (VAWG) crimes across the area. The plan sets out a two-tiered approach involving: Prevent – to change behaviour and stop incidents occurring such as VAWG education and awareness in schools, communications campaigns, research and engagement within communities, and Protect – to strengthen the response where incidents are prevalent, such as a safe haven scheme and enhancing the CCTV network and street lighting.

The following questions / points were raised with Cllr David Fothergill:

Cllr Elliston raised the idea of developing a scheme similar to Britain in Bloom but for Parishes, perhaps Greenest Parish in Somerset to support and promote climate changes initiatives in Parishes. Cllr Fothergill agreed to give the idea some thought.

182/21 SW+T Council reports from Cllrs Cavill, Pritchard and Tully

Cllr Cavill reported on the following:

Community Governance Reorganisation (CGR) as reported last month there is a community governance review being conducted by the District Council. Terms of reference are to be agreed, maybe today, whilst the questionnaire has been finalised it is not yet in the public domain.

The Local Government and Public Involvement in Health Act 2007 containing the governance review terms of reference is in the public domain. Part of the principles that will guide the review are particularly interesting, précised below there are five main points.

- a. There is a need for evidence to show that the Parish Council plays an important role in empowering and representing its community.
- b. The government states it has a commitment to Parish Councils and further states that it expects to see a trend in the creation rather than the abolition of parishes.
- c. A parish should be a clear and distinctively recognisable community, with their own sense of identity that residents clearly identify with.
- d. That the District Council needs to balance carefully changes that have happened over time, i.e. development and increases of population, that may have led to different community identification.
- e. That the District Council should ensure that the parish is a viable administrative unit, having a presence that allows it to be effective in representing the well-being of its residents and that can also contribute to the economic services in its area.

The indicative timetable for consultation:

It is to be published after main Council on the 16th of November, and this will be the start date of consultation which will run for eight weeks from the 17th November until the 12th of January, this gives extra time to account for Christmas. The responses will be considered, a final report prepared for council who decide the preferred option to go forward. This preferred option will then go out for a further six weeks consideration. The responses will be assessed, the final recommendation published for main Council, which could be as early as late April or early May.

If this final report is agreed by the District Council, then there will be restrictions on those parish councils which are fully or partially included with the new town council. This takes place to prevent excessive spending of funds or making further long-term commitments, both of which could be to the detriment of the new town council.

If only part of your parish is taken, then the assets will be split proportionate to the population in the appropriate areas.

It could be possible to set up a Shadow Town Council using elected councillors from the area involved
As things stand the most likely date for a new Town Council election would be May 2023.

Cllr Pritchard reported on the following:

Community Governance Review – some areas of the unparished area want to be separate parishes and not part of the Town Council.

Waste Collections – recycle more has been rolled out across the district. A second blue bag can be requested. A leaflet confirming the recycling dates is available online.

Attenuation Ponds – open gate reported by a member of the public. Raised with Persimmon. Need to know who the Health and Safety Officer for MH1 is. Cllr Cavill confirmed that he has requested this information from Persimmon and also how regularly areas like play parks and attenuation ponds are checked.

Cllr Tully had nothing further to add.

Public Question Time

A volunteer for the Besom attended the meeting and provided an overview of the its work. It was agreed that the volunteer would develop an article for Monkton Matters requesting home furniture donations.

A member of the public requested an update on progress with the Mount Fancy Cottage flooding alleviation work being carried out by SCC Highways.

Cllr Gage reported that the New Cross drains are blocked. Cllr Fothergill encouraged everyone to report any problems they come across via the SCC website.

Clerk to request an update from SCC Highways and copy in Cllr Fothergill. Clerk to report the blocked drains at New Cross.

A member of the public sought clarity as to whether Cheddon Fitzpaine PC and West Monkton PC will respond jointly or separately to the Glebe Farm proposal. Cllr Cavill confirmed that the Councils will respond separately.

A member of public enquired as to whether there would be further consultation in respect of the Glebe Farm proposal. Cllr Hall confirmed that Cheddon Fitzpaine PC is planning to hold a public consultation event when Ben Ashton will be in attendance to answer questions on the proposal.

A member of the group sought clarification of the role of the CP Working Group and Management Group. Cllr Cavill confirmed that Terms of Reference have been developed for the Working Group and will be discussed later in the meeting.

A member of the public requested sight of the overall vision for the Country Park. Clerk confirmed that this is available on the Monkton Matters website but that it would also be added to the PC website.

A member of the public asked the following questions about the Glebe Farm proposal and the Country Park and the following answers were given:

1. What is the relationship between Glebe Farm and the Parish Councils?
The Glebe Farm proposal is stand alone and separate from the Parish Councils. The proposal includes provision to expand the Parish Councils Country Park proposals.
2. The basis of the confidential discussion on the Country Park at PC meetings?
Clerk confirmed that the matters discussed about the Country Park are recorded and not redacted from the minutes and are therefore publicly available. The basis of the confidential discussion is that it is commercially sensitive due to discussion taking place about the acquisition of the Country Park land from the District Council.
3. Whether there was a conflict of interests for Cllr Hall in relation to the Country Park and his employment by Ben Ashton.
Cllr Hall provided an overview of the work that he carried out for Ben Ashton and that because it could present a conflict of interests, he does not contribute towards the discussion by the Parish Council in relation to the Country Park, instead only providing a report on progress and does not vote on any resolutions in relation to the Country Park.
Clerk confirmed that as soon as there was a conflict of interest, Cllr Hall declared it at the meeting and Cllr Hall completed a new register of interests form which has been filed with SWT as required.
4. If the field included in the Glebe Farm proposal for the Country Park is being donated to the Parish Councils
Cllr Cavill confirmed that the Glebe Farm proposal includes the offer of donating a field to the Charity which will run the Country Park, not to the Parish Councils.
5. If the Parish Councils are receiving a cash donation from Glebe Farm.
Cllr Cavill confirmed that no cash donation has or will be received from Glebe Farm.

A member of the public raised the condition of the road signs on the ERR and the hedge at Brittons Ash. It was confirmed that the ERR was not adopted and the road signs would require replacement before it is. The hedge at Brittons Ash is also the responsibility of Persimmon to cut.

A member of the public raised the overgrown hedge on Mead Way and asked who is responsible for cutting it. Clerk confirmed that the hedge belongs to and is the responsibility of SWT.

A member of the public raised the condition of signs/ posts in MH1 and asked if it is possible for the LPA to put deadlines in place to ensure the issues are rectified. Cllr Haskins confirmed that it is very difficult for the LPA to enforce action on MH1 but that lessons have been learnt which will be taken forward and necessary enforceable conditions will be requested for MH2.

Clerk to add information about the Country Park vision to the PC website.

Clerk to request that Persimmon cut the hedge on Brittons Ash / the old Hyde Lane that is now a footpath.

Clerk to chase the cutting of the hedge by SWT.

Cllr Fothergill noted that all road signs are defined on the planning drawings and adoption of MH1 will not take place until they are included.

183/21 Planning

a) To consider recommendations from the WMPC Planning committee on applications received by 2nd November 2021 (listed on SW+T Council website); and to consider any others to date

48/21/0055/CLA Notification for prior approval for the installation of 1 no. 15-metre-high monopole supporting 6 no. antennas, 4 no. equipment cabinets and development works ancillary thereto on land at Yallands Hill, Monkton Heathfield. The LPA as well as WMPC asked for alternative locations to be considered, and this is the reply from the applicant. It was agreed that further comments would be made on the proposal confirming that the centre of the village is not suitable for a structure of this size and suggest again the alternative locations put forward by the Parish Council. The metrics of what makes a good site would be requested and the applicants invited to a future PC meeting.

Application No 48/21/0058/T Hankridge Tree Planting – location of trees to be planted has been agreed with the SWT Tree Officer – at the Hankridge Nature Reserve at the M5 Memorial Site. A TPO will be put in place for the planted trees.

The following recommendations from the WMPC Planning Committee on 2nd November were considered. It was resolved to approve the recommendations for submission, proposed by Cllr Elliston, seconded by Cllr Gage and agreed by show of hands.

48/21/0060 Erection of single storey extensions to the front, side and rear with conversion of loft into ancillary accommodation at 45 Greenway, Monkton Heathfield.

Cllr Gage declared an interest and did not speak except to answer questions.

Parish Council comments:

West Monkton Parish Council supports this application.

To conform with Climate and ecological emergency measures there needs to be:

- Demonstration of a 'fabric first' approach to the new extensions to carbon emissions, by using suitable materials
- Demonstrate biodiversity net gain by installation of bird and bat boxes, and bee bricks in the new build.

To conform with West Monkton and Cheddon Fitzpaine Neighbourhood Plan policies there needs to be:

- R1 Dark Skies – all external lighting is required to be LED and downlit
- R3 Flood attenuation – rainwater capture devices need to be installed for the new roof areas.

As an observation, the front elevation as proposed seems slightly unbalanced as there are three different elements in the design – the new front door which is an excellent feature, demonstrating modern design and practice, and then on either side two different styles of window.

48/21/0064 Erection of a two-storey extension to the side of 12 Ginger Place, Bathpool

Parish Council comments: West Monkton Parish Council does not object to this application.

To conform with West Monkton and Cheddon Fitzpaine Neighbourhood Plan policies there needs to be:

- R1 Dark Skies – all external lighting is required to be LED and downlit
- R3 Flood attenuation – rainwater capture devices need to be installed for the new roof areas.

Biodiversity net gain can be demonstrated by the installation of bird and bat boxes and bee bricks, owing to the proximity of mature trees.

48/21/0063 Installation of 2 No. rapid electric vehicle charging stations within the grounds of McDonalds Restaurant, Heron Gate, Taunton.

Parish Council comment: West Monkton Parish Council supports this application.

48/21/0008 Erection of 1 No. detached dwelling with detached garage and associated works at the walled gardens at Nigella, Church Hill, West Monkton (Amendments).

Parish Council comment: West Monkton Parish Council finds no reason to alter its objection to this application. All the reasons submitted to the Local Planning Authority in March 2021 remain; and the West Monkton Parish Council is disappointed to note the original plans and drawings have been removed from the SWT Planning website so that comparison of the original with the amended is rendered impossible. However, the building as proposed in the revised drawings represents inappropriate development for the site and location in West Monkton village and is too large for the site. It is also disappointing to note that the rather misleading Site sections and context drawing 220.17-0008 showing elevations relative to the neighbouring properties has not been corrected to show the topography over the site and its neighbours – the existing site survey drawing no. 220.17-002 showing the topography of the site conveniently stops at the boundary wall of the site which means it is of little assistance.

The dwelling as proposed in the amendments will overshadow and take light from the windows of Annandale. The Parish Council strongly recommends that comments are sought from a different Conservation Officer as it is understood that the 'No comments' entered on the SWT website reflect a conflict of interest on the part of the author of that email (the Conservation Officer) rather than no comment being made on the application.

For the avoidance of doubt, please find herewith the comments sent in by West Monkton Parish Council in March 2021

Access. The access onto Church Hill from the private shared drive, which is not in the ownership or control of the applicant, is poor, meeting Church Hill at 90 degrees. The visibility splay is reduced by the stone walls bordering the access road. Owing to the substantial dwelling proposed for the site there is a likelihood of two or three additional cars using the access onto Church Hill on a regular basis. Church Hill is used as the main route to a large 900 head dairy farm, as such, the road is frequently used by heavy agricultural vehicles such as milk tanker (two or three times daily) silage trailers, slurry spreaders, and other agricultural deliveries. There is no footpath, and the road is used by cyclists and pedestrians as part of the footpath network around West Monkton.

Size. The proposed dwelling is a substantial 4 bedroomed building that occupies a very significant part of the site, to the extent that it is too large for the site.

Materials and design. The design is out of keeping with the area, and of little architectural merit.

Impact on neighbours. The height of the proposed building, although cognizant of the height of the walls is such that, owing to the topography of the area, overlooks the neighbours lower down the hill, Bartons, Mulberry House, Windflower. The relative heights of the proposed dwelling and its neighbours does not appear to be shown correctly on the elevations presented.

Conservation wall. The history of the wall is well documented. The location of the proposed dwelling is very close to the listed wall. Has the Conservation Officer expressed a view on the proximity of the proposed dwelling to the listed structure?

48/21/0066 Application to carry out management works to one Ash tree included in Taunton Deane Borough (West Monkton No.3) Tree Preservation Order 1998 at 56 Acacia Gardens, Bathpool, Taunton (TD777)
West Monkton Parish Council supports this application.

48/21/0058 Application to fell 10 Alder trees and 3 Poplars included in Taunton Deane Borough (West Monkton No.1) Tree Preservation Order 2011 at Riverside, Bridgwater Road, Bathpool (TD1090)

Further to the grant of consent and email from the applicant, West Monkton Parish Council wishes to suggest the following two sites for the planting of the 13 deciduous broadleaved trees:

- South of Firepool Green on the 'island' between the river and the canal (there may be difficulties over access to this suggestion for ensuring healthy establishment and maintenance of the trees;
- On the outside of the applicant's site, in the area between his boundary and the southern bank of the river, which would hide the containers from the cycleway/footpath.

Extract from Grant of permission letter to applicant

48/21/0058/T Proposal: Application to fell 10 Alder trees and 3 Poplars included in Taunton Deane Borough (West Monkton No.1) Tree Preservation Order 2011 at Riverside, Bridgwater Road, Bathpool (TD1090)
Application Type: Felling of Tree(s) covered by TPO Grid Reference: 324710.125654 . In pursuance of its powers under the above-mentioned Act and Regulations and in connection with the above-mentioned Tree

Preservation Order made by the Taunton Deane Borough Council (hereinafter called "The Council") as Local Planning Authority, the Council hereby GRANT CONSENT to the carrying out of the operations specified in the above application subject to the following condition(s):

1 The proposed work shall be completed before the expiration of two years from the date of this permission.

Reason: To ensure that the works hereby approved are carried out in accordance with the Town and Country Planning (Tree Preservation) (England) Regulations 2012

2 The following works are approved: Trees T1 to T13 - FELL Reason: Trees of low public amenity value. Some in poor condition.

3 The following replacement tree(s) shall be in accordance with British Standard BS3936 and be planted within three months of felling, in accordance with British Standard BS4428 (1989): 13 no. broadleaf deciduous native trees, minimum height 1.5 metres at planting, planted within council-managed land along the River Tone, species and location to be agreed. If the tree(s) (or any other tree(s) planted in replacement for it) is removed, uprooted, destroyed or dies within a period of 5 years from the date of planting, another tree of the same size and species shall be planted at the same place, or in accordance with any variation for which the local planning authority give their written consent.

Note: A new Tree Preservation Order may be served to protect the new tree(s). Please inform this office when the new tree(s) has been planted (01823 219534). Reason: To maintain visual amenity.

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

Decisions noted.

Clerk confirmed that the application in respect of the car wash site at Bathpool has been withdrawn.

184/21 MH developments

a) Update;

Cllr Haskins confirmed that a general update on MH developments was provided at the WM Liaison meeting last week and a number of issues were raised.

b) Feedback from MH1 Walkaround with SWT / Persimmon on 1st November

Cllr Hope confirmed that a walkaround of MH1 took place with Persimmon, SWT and a SWT Tree Specialist. During the walkaround the plans were reviewed to understand the obligations that had not been delivered. 179 trees need replacing, not including those on the bunds along the ERR which will be considered as part of the remedial works prior to SCC Highways adoption. SWT has produced a spreadsheet of the trees that need replacing including their type and location. The spreadsheet also includes bird and bat boxes.

Cllr Hope confirmed that Simon Fox at SWT is trying to understand the basis upon which Blenheims have been instructed to manage the POS for the Charles Church development. There is question as to whether it should be in place as SWT has not signed off the POS.

Cllr Elliston raised the public right of way by the ERR that isn't cut or maintained as one. Cllr Gage to take a look. Cllr Elliston also raised the condition of the footpath sign. Cllr Haskins suggested including the replacement of footpath signs in the Parish where required as a budget proposal for next year.

Cllr Hope reported that Simon Fox at SWT will be working with Dan Mawer at Persimmon regarding Highways Adoption. Some houses in MH1 have taken up grass in their front gardens and put down gravel / stone. This won't be acceptable to SCC Highways and as a result enforcement notices will need to be served on home owners to remove the gravel and replace with grass as consented. Cllr Besley agreed to take part in the Highways adoption walkaround with SCC Highways.

c) POS adoption; discuss two proposed options for completion of POS in MH1

The two proposed options were discussed, one being completion of the POS by the Parish Council and an agreed sum be provided by the Developers, the other for the POS to be completed by the Developer. Concern was expressed that there are a lot of other items that need to be completed on MH1 in the Open Spaces e.g. play parks.

Cllr Hall confirmed that the information provided by SWT has been sent to Wee Trees in order to obtain a quote. A site meeting will take place with Wee Trees with a view to the quote being available before the next WM Liaison Meeting on 7th December. It was agreed that the quote should include one season of watering and checking the ground quality of where the trees will be planted.

d) ROSPA Inspections / Play Park Remedials

No update, progress is awaited.

e) Hartnells Farm Development: Update

Cllr Cavill reported that due to phosphate issues preventing Persimmon from obtaining planning consent for the next phase of the development, building will stop at the end of phase 2. It was agreed that clarity was needed as to whether the play park would be installed at the end of phase 2. Clerk to add this query to the agenda for the next WM liaison meeting. Clerk to also add a request that the installer of the play park is approved by SWT.

f) Feedback from WM Liaison Meeting on 2nd November

No further feedback to provide.

185/21 Community Development Projects

a) Sports Pitches: Update

Cllr Hall confirmed that following the WM Liaison meeting last week and Persimmon not providing permission for the topographical survey to take place, the survey has been placed on hold.

A letter has been drafted to be sent to Alison Blom-Cooper at SWT requesting their position in relation to the sports pitches.

b) Small Improvement Scheme Project: Update

No update.

d) CIL Projects

Footpaths / Renewing gates and stiles: Update

Cllr Gage confirmed that five more gates are awaiting installation by the Lengthsman.

Aginhills Footpath Diversion: Update

Cllr Cavill confirmed that there was no update.

Speed Indicator Device: Consider purchase

Clerk confirmed that she is in discussions with SCC Highways to agree locations for the placement of the SID. Pending that agreement, it was proposed by Cllr Besley, seconded by Cllr Ellis and agreed with all in favour that the Chair is authorised to sign the Memorandum of Understanding on behalf of the Parish Council when it is received from SCC.

186/21 Community

a) Update; Cllr Elliston

Cllr Elliston reported the following issues raised by members of community; fireworks mess / noise, issues with blue bag recycle more roll out, boy racers on the ERR, dog mess, hours of opening of the Tacchi Morris Community Café, snag lists and parking issues at Hartnells.

It was agreed that the Clerk would request permission from Persimmon to place a SID on the ERR. It was also agreed to add an article to Monkton Matters about the replacement of grass lawns with gravel in case homeowners are considering this course of action on the Hartnells development.

Assistant Clerk and Assistant Clerk – Community outlined the work that is being undertaken to develop a volunteer's programme to clear the ditch at the Swingbridge. A small group of people are required to carry out this activity and it would offer an ability to test the volunteer policy documents being prepared. It was noted that the Parish Lengthsman would also need to be involved in the activity as he has the required qualification to work on the highway. Assistant Clerk – Community has been developing the volunteer policy, confidentiality statement, registration form, risk assessments and health and safety policy for the activity. An advert is also being developed.

b) Community Survey: Update

Cllr Elliston confirmed that he had met with the Assistant Clerk – Community and agreed that the survey work would commence in March / April. The period between now and then would be used to recruit and train

volunteers and to review the contents of the survey in view of the recent activity that the Parish Council has undertaken or agreed to undertake.

c) Community Funding Application: Update

Clerk confirmed the outcome of stage two of the application, the application was successful apart from the part in relation to staffing costs. The total award received covers the cost of the Monkton Matters website build, the community mailshot, printing of the survey and money to purchase hampers for the recognition of the work of volunteers who help to gather survey responses.

187/21 Environmental

a) Climate Action Programme for the Parish

Assistant Clerk provided a summary of the recent activity. The Seed Swap went well and enquiries are being made with the school to see if they would like the remaining seeds / plants. A further seed swap will be planned. Next on the programme is to share information about the National Initiatives around road safety and then on the Reverse Advent Calendar. Assistant Clerk confirmed that contact had been made with the school about the initiative.

Cllr Gage raised the suggestion of delivering a big climate action in the Parish. It was agreed that this suggestion would be discussed at the Budget / Precept meeting on 30th November.

The agenda was interrupted to take item 13b ' NP Delivery Group Chairman: Update'.

188/21 NP Delivery Group Chairman: Mr K Tutill / Assistant Clerk; Update.

Mr Tutill provided an update on progress with the Neighbourhood Plan. Following approval at the last meeting, the reviewed Neighbourhood Plan was submitted to SWT and the consultation has gone live and will run until 21st December 2021. An independent inspector will then be appointed who will decide if a referendum is required.

An idea of the consultation responses that are being received may be available for the next meeting.

The agenda was resumed.

Environmental

b) Land next to Old West Monkton Primary School – update

Cllr Haskins reported that the area is being used by trial bikes which is helping to set a bit of a track. The area is to be sprayed by the Lengthsman.

c) SWT Free Trees

Clerk confirmed that following the discussion at the Planning Committee meeting last week, an annotated plan has been sent to Persimmon and SWT requesting permission to plant the 7 beech trees. Clerk will chase as required if a response is not received shortly.

189/21 Local Government Re-Organisation

a) Update

Cllr Cavill confirmed that he had nothing further to add following his report earlier in the meeting.

b) Community Governance Review to form Taunton Town Council; update

Clerk confirmed that with Cllrs Cavill and Haskins she attended an update provided by SWT on the CGR. SWT indicated their intention to attend Parish Council meetings during the consultation period. Clerk has provided the dates of the upcoming meetings and awaits confirmation.

The mailshot that is being developed was discussed. It was agreed that to coincide with the consultation period the mailshot and survey should be sent out on Monday 15th November.

Clerks to meet with Cllrs Hall, Haskins and Cavill on Thursday 11th November at 9am to develop mailshot wording and survey questions.

190/21 Reports, including recent developments, matters to consider and decisions to be made:

a) Bathpool Flood Warden: Mr Kevin Perry

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Apologies were received from Kevin Perry but a report was sent in advance of the meeting:

Most of October's rain fell over the last 10 days of the month, however the monthly total was 1mm less than October 2020. Following heavy rain from Storm Aureole a Flood Alert for the Tone Catchment was issued by the EA at about midnight on the 20th due to rapidly rising river levels at Greenham. Flood alert levels were subsequently reached at Bishops Hull and Bathpool. The EA brought the relief pump on the 21st at approx. 4am, and by 4.30am it was pumping. Overnight the Old River Tone rose by 2.28m – quicker and by more than since I began recording the river levels. Water levels peaked in Bathpool at 8.30am. During this time, the piling platform at Bathpool bridge - for works associated with Creech Castle improvements - became submerged. The Flood Alert was lifted at 16.30 and the pump was switched off at app 18.00. Water levels dropped over the next few days. The pump was removed on the 25th. As a result of further heavy rain on the 28th levels rose rapidly again, causing the EA to issue a further Flood Alert that evening at 20.45 – this was in anticipation of rising levels at Bishops Hull, which reached the level a normal Flood Alert would be issued at app 4.30am on the 29th. The EA again deployed the relief pump – arriving at app 5.30am, and pumping began at 5.45am. The Old River Tone rose a further 38cm after the pump was switched on. Pumping continued for 50 hours, being switched off at app 8am on the 31st, only for it to be switched back on again at app 11am in response to persistent rain pushing levels up once more. The Flood Alert was lifted at 21.30 on the 31st. The pump was switched off at 10am on Nov 1 and taken back to store by the 5th. River levels have since dropped naturally and are not currently causing concern. Regrettably during these periods of rain, I was unable to examine the effectiveness of the local attenuation ponds. Discussions with FWAG continue, including an initial plan now for 4 leaky dams to be located in Allens Brook – exact siting needs finalising. FWAG have a meeting on site with a contractor on Friday Nov 12, to determine if a felling licence needs to be applied for, to review the badger exclusion zone and consider the appropriateness of FWAG's plan. FWAG suggest the project cost is likely to be in the region of £2k – formal quote not yet obtained – and this can be reclaimed from the SRA, which is usually achieved within 4 weeks. May I ask if the PC would consider covering the invoice cost until the refund is received, together with accepting responsibility for any ongoing maintenance of the dams?

Assistant Clerk confirmed that this proposal was included in the finance report.

Cllr Hall confirmed that meetings are currently taking place with the landowners of the areas where the leaky dams are proposed. The landowners have requested that legal agreements are put in place and have asked if the Parish Council would cover the legal costs. The concept was agreed in principle but it was agreed that full costs would be required / understood.

Kevin Perry also asked 'amongst many projects contained within the Taunton Strategic Flood Alleviation Improvement Scheme voted on by SWT in Feb 2020, is a permanent pumping station at Bathpool – with anticipation this would be delivered within 10 to 15 years. Can the Councillors please confirm that works on the Improvement Scheme schedule are progressing and on track?' Cllr Cavil confirmed that he could not provide an update. Clerk to contact SWT to request an update.

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

Footpaths

Cllr Gage confirmed that he had nothing to report in respect of footpaths.

Cllr Gage reported that he had visited Gotton Manor to take a look at the tennis courts to see if they could be bought into use for the community. Unfortunately the tennis courts are really overgrown and therefore it is unlikely that the Parish Council will be able to progress this idea.

BACH Chairman;

Cllr Gage requested feedback on the temperature of the BACH. Clerk confirmed that it was fine and that no reports of it being too cold or hot had been received.

Allotments;

Clerk confirmed that the allotment renewals will be sent later this month.

Highways;

Cllr Besley reported that email correspondence had been received from a member of the public suggesting a number of measures that could be explored to help to alleviate traffic problems in the Parish. These include:

- Change of wording of VMS signs
- Additional Yellow Signs not there – would like to know when they were ordered by SCC
- Monkton Matters article to encourage the use of the ERR / WRR rather than Monkton Heathfield Road.
- Challenge SCC regarding the A38 turning closure.

- Monkton Heathfield Road Traffic Calming – has SCC given a Persimmon a target date. Will PC being given the opportunity to comment further on the plans.
- Ensure consistent use of Monkton Heathfield Road by the PC in all its comms
- Suggestion of moving road crossing infrastructure – traffic lights at Heathfield Drive to Yallands Hill – Zebra crossing instead or lights at primary school. New zebra crossing at the BACH
- Signs – Monkton Heathfield Board should be moved from Yallands Hill to WRR before turning.
- New Place Signs – from other approaches. E.g. Langaller, A38, Creech Castle (we have a Bathpool sign to install after works complete)
- ERR remedials including speed signs
- Proposed changes to Yallands Hill / WRR junction – traffic lights or mini roundabout.
- Suggestion to put a one-way system in on Milton Hill
- Bawler Road: A solution could be to keep Bawler Road as two-way but to block access at the Bridgwater Road end with No Entry signs. That way residents would be able to leave their homes in either direction. To return, they would have to enter from Monkton Heathfield Road - not a big price to pay for an overall reduction in traffic using the road. If buses have to use Bawler Road in both directions, then it would be relatively simple and low cost to substitute the No Entry signs with Buses and Cycles only signs and install a camera.

Cllr Besley confirmed that where appropriate these points would be raised with SCC Highways during the meeting scheduled to take place next week.

Water Resilience;

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

Safe Routes to School;

Cllr Tully raised concerns about the Milton Hill Road surface between the roundabout and School Road. Resurfacing work hasn't taken place and it may therefore get icy and dangerous. Gritting of Milton Hill to be raised at the SCC Highways Meeting next week.

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

Cllr Hope confirmed that he had nothing further to report.

Transportation;

Cllr Elliston reported that he had emailed Wivey Link requesting further information about their operating model. A response is awaited.

d) Communications Report - Clerk.

The Communications Report had been circulated in advance of the meeting. Clerk outlined a request received from a member of the public that a summary of each PC meeting be shared on Monkton Matters as soon as possible after the meeting. Cllr Elliston confirmed that he would be happy to draft a summary after each meeting to share. Cllr Elliston to share an example previously prepared.

Clerk also requested that Councillors prepare regular updates on projects that they are working on for Monkton Matters.

e) GDPR

Nothing to report.

f) WMPC Chairman; Cllr Haskins

Cllr Haskins reported on the following events:
CGR meeting at SWT on 3rd November

Representatives on outside bodies/Response to Consultations:

g) West Monkton Village Hall Management Committee

Cllr Tully reported that bookings are increasing and the Committee are looking for more members. Cllr Tully to prepare an article for Monkton Matters.

h) The Spital Trust

Cllr Ellis confirmed that she had nothing to report, a meeting of the Spital Trust is scheduled to take place soon.

i) Any events at which WMPC was represented

Seed Swap Sunday and Bicycle Marking events organised by the Parish Council as part of the Climate Change Programme.

j) Consultations responses to be developed / approved for submission

No consultations.

191/21 Asset Register

Up to date.

192/21 Parish Council Vision and Objectives

Clerk confirmed that the proposed Parish Council Vision and Objectives document had been circulated and that no feedback had been received.

Cllr Elliston confirmed that he had some feedback on the document. Cllr Elliston to liaise with the Clerk, Clerk to amend the document and circulate a final version to Councillors for formal approval at the next PC meeting.

193/21 Finance

a) BACH Finance to 31st October 2021.

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 October 2021.

b) Reclassification of the Parish Council and Salary Review

Assistant Clerk provided a summary of the paper prepared in support of this item circulated in advance of the meeting.

It was agreed to change the profile status of the Parish Council to LC2 with immediate effect

In accordance with Financial Regulations s4.2 which states that 'During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement')' it was proposed by Cllr Elliston, seconded by Cllr Hope and agreed, Cllr Cavill abstained and the remainder of Councillors were in favour to use the funds accumulated in the budget line 'Parish Ranger etc.' for the purposes of Clerk salaries / HMRC / expenses and training with effect from 1st December 2021.

Assistant Clerk provided an overview of the possible spinal column points for the Clerk, Assistant Clerk and Assistant Clerk Community and provided background to each. Cllr Elliston raised a query regarding the Spinal Points following him accessing a publication by ALCC.

The Clerk, Assistant Clerk, Assistant Clerk Community and Cllr Cavill left the meeting whilst a discussion to determine the spinal point positions for Clerk, Assistant Clerk and Assistant Clerk- community within the LC2 spinal points range with effect from 1st December 2021 took place.

During the discussion it was agreed to set the Clerk's salary at spinal column point 30, Assistant Clerk-Community at SCP26 and Assistant Clerk at SCP 34 subject to validation of the spinal points.

c) WM finance

CIL projects Anticipated costs of supply and installation of Safer Route to School at Country Park on target for estimate up to a maximum of £12,000.00 (CIL Project). Extant quotation from RW Gale for footpath surfacing (2123.00 +vat) arrangements have been agreed with J Fellingham, required and specified bollard has been received (4th Nov) D Lacey informed.

Allens Brook and Leaky dams: (from Kevin Perry)

Milly @ FWAG (who is isolating with COVID) has more information.

- The proposed contractor is Andy Coleman of Quantock & Exmoor Ltd – he has done a number of projects for FWAG – and is based at Lydeard St Lawrence.
- No quote has yet been given, but based on previous work done, Milly would expect the cost of 4 dams to be somewhere in the region of £2,000.
- The request would be that the invoice for completed works is paid for by the PC, and reimbursement comes from SRA – I am advised normally within app 4 weeks.

- This does present a matter for consideration - maintenance of the dams will fall under the responsibility of the PC. Will that be WMPC or CFPC

WM PC to consider:

- if the Council is prepared to pay up front and receive subsequent reimbursement from SRA
- if maintenance should/would be shared with CF PC – the stream is the Parish Boundary and the project supports WMPC Climate Initiative
- if the scheme should be added to WMPC BHIB insurance policy when it is done.

Resolution: to agree in principle to support FWAG in going ahead with this proposal

Proposed by Cllr Besley, seconded by Cllr Ellis and all agreed by show of hands.

- Climate Initiative: reverse advent calendar proposals: collect 24 household and food items for distribution in January. Bethan is checking route for distribution with Louise Blackmore at the Primary School who will advise if school can do or need to bring in wider group e.g., Open Door. Reverse Advent Boxes to be delivered to the BACH close to Christmas at published times so there will be someone to receive the boxes. Bethan will advertise in the usual way.
- To consider the quote for a laptop for Kate from Qss IT to supply and set up a Dell Vostro with Microsoft office - £1154.14 +£230.83 vat. Resolution: to accept the quote from Qss IT

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

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	£ 0. 82, Oct 16 th statement
Nationwide	£3.22 Oct 31 st statement
PSDF	£1.43 Oct 1st statement
SALC community grant in two payments 1500 +2544.66	£4044.66

Payments

payee	Payment ex vat	Vat	Total	How paid	Budget line
A Pritchard litter picking	42.00	No vat	42.00	d-d	Wages paid into voluntary 'nest'
Tailored auto-enrolment pension contributions	79.45	No vat	79.45	d-d	Pension contributions
A Shepherd Clerks salary	xx.xx	No vat	xx.xx	bacs	salary
P Cavill assistant clerk2 salary	xx.xx	No vat	xx.xx	bacs	salary
K Welsh assistant clerk-community salary	xx.xx	No vat	xx.xx	bacs	salary
HMRC month 8	449.21	No vat	449.21	bacs	Employer/NIC/PAYE
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
KW SLCC subscription	120.00	No vat	120.00	bacs	subscr
S Rolls Lengthsmans Services in Oct	275.00	No vat	275.00	bacs	Lengthsmans services
B Turner Environment initiatives/comms Nov invoice	225.00	No vat	225.00	bacs	environment
Wellers Hedley work done so far on the Joint arrangement agreement	218.50	43.70	262.20	bacs	env
CF PC 50% share of invoice for CP forest school	92.30	No vat	92.30	bacs	CPvol

Burnham portaloo at CP	84.00	16.80	100.80	bacs	CP vol
Glasdon bollard for CP path	190.42	38.08	228.50	bacs	CP vol
<i>Cost of SID device, invoice expected</i>	<i>1919.00</i>	<i>383.80</i>	<i>2302.80</i>		
<i>Ragwort clearance at CP</i>					

Any other invoices received before 9 Nov 2021 £ to follow, to be paid by bacs wherever possible.

Resolution: to make payments described above:

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

Payments made since last meeting of WMPC.

1. To note: Payments made using debit card

Flying Colours: Union and Somerset Flag for 11th Nov. £90.45 +vat 18.09 = £108.54

2. To note: Payments by bacs/transfer:

3. To note: Payment by direct debit

Invoice 10517 Oct 25th Monthly payment of £12.00 + vat £2.40 = £14.40 to Tailored Auto Enrolment, for the servicing plan.

Tailored auto enrolment pension deductions: £79.45

Invoice SWS 109020 to follow Monthly invoice £59.80 + vat £11.96 = £71.76 to Somerset Web Services (13 mailboxes) April fin sheet)

Invoice SWS 108979 Monthly invoice for web life hosting (MM) £23.00 +vat4.60 = £27.60

4. Cheque

Nil

5. Transfer between accounts

14th October 2021 £10000.00 from Lloyds Business account to Treasurers Account.

e) WMPC Bank reconciliation

Bank reconciliation and budget check: please check on green financial sheet. Ask any questions by email. Bank reconciliation for 1st October 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).

Specific notes for WMPC November financial sheet

WMPC Receipts

Shows receipts between 1 Oct and 31 Oct. Includes interest from bank accounts.

WMPC Expenditure details ref green financial sheet which shows totals – details below

(Incl Oct figures where needed)

Sundry admin:

Env: Oct: Bethan 175.00, Bethan exp claim 107.31, SCC license fee 50.00 no vat, setting up MM

173.00+vat34.60=207.60, MM 125+vat25.00= 150.00 total 689.91 flags added to 689.91 :90.45+vat18.09 =

108.54 total on Oct column of Nov sheet 798.45

Env: Nov: Business all about you 225.00 no vat

CIL: Oct 90.00 see below

CPvolunteers: Oct Expenses claim from Cllr Gage 111.36: split into two parts – 90.00 =CIL (footpaths project), 21.36 =CPvol (mower), portaloos 88.00 +vat 17.60=105.60. Total 126.96

CP vol: Nov: Portaloos 84.00 +vat16.80 =100.80, Wellers Hedley CP lease 218.50 +vat43.70=262.20, share brackets cost with CF PC 92.30, bollard for path 190.42 +vat38.08 = 228.50. Total 683.80

Comms: SWS on direct debit gsuite (vat breakdown above) 71.76, SWS MM hosting on direct debit (vat breakdown above) total = 99.36

Youth Club (Grant fund set-up) Oct two claims for Tuck Shop supplies Sept37.38 Oct 36.62Total 74.00

Spreadsheet bank balance for November shows amount in treasurers cheque account statement for 1st Nov rather than 31st Oct for completeness' sake – a Dropbox license had been paid for 187.60 on 19th Oct and then cancelled and refunded on 1 Nov. By taking the statement at 1st Nov the payment and refund both appear in the same spreadsheet.

Ref item 5 from Audit Working Party recommendations (below)

Award of grants as recommended by AWP of £1770.00 to West Monkton Scout Group, and £3500.00 to Tacchi-Morris LED Lighting Project.

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

AUDIT WORKING PARTY
Meeting Friday 22nd October 2021 at 9.30am
VIRTUAL MEETING

Attendees: Cllrs Haskins, Hall and Gage, Clerk A Shepherd and Assistant Clerk T Cavill.

Supporting documents were circulated to all participants prior to the meeting.

1. Report of the first quarter meeting in July

The July report was agreed to be an accurate record of the meeting. There were no matters arising.

2. WMPC Financial Regulations:

- It was agreed to recommend to Parish Council that the variable direct debits currently authorised by WMPC should be continued:

Somerset Web Services monthly 59.80 +vat11.96 = 71.76

Tailored auto enrolment monthly 12.00 +vat 2.40 =14.40

Microsoft Office x2 annually 119.98 no vat

McAfee x1 annually 89.99 no vat

Dropbox annually advanced (3 licenses) 540.00 +vat108.00 = 648.00

Survey Monkey 320.00 +vat64.00=384.00

- It was agreed, proposed by Cllr Haskins, and seconded by Cllr Hall and all agreed, to recommend to Parish Council the amendments to WMPC Financial regulations as shown in red below

GENERAL

1.14 In addition the council must:

determine and keep under regular review the bank mandate for all council bank accounts; and that internet banking is used wherever possible;

approve any grant or a single commitment in excess of £5,000 unless part of an already Council approved project; and

in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

4 BUDGETARY CONTROL AND AUTHORITY TO SPEND

Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

-the council for all items over £5,000, unless part of a previously Council approved budgeted project; namely that payments more than £5000.00 within an agreed project budget should not need prior approval for payment at the next PC meeting, but payment can be made and reported as part of the project report at the next PC meeting
-a duly delegated committee of the council for items over £500; or
-the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

To confirm second quarter detailed bank reconciliation, bank statements from the BACH and for the West Monkton PC accounts. All agreed.

3. To check WM green financial spread sheet for budget compliance and make any observations. To check BACH green financial spread sheet for BACH finances and to note pertinent features. Both spreadsheets were agreed to be in good order. The couple of over-runs on PC budget lines were noted for the budget planning meeting on 30th Nov.

4. To confirm second quarter VAT reclaim.

The VAT reclaimed in the second quarter was £3034.71 and was received on 14th October 2021.

5. Grants

To consider grant applications received for second window 1 Sept to 15th October

- Application from West Monkton Scouts for £1770.00 to support their summer camping in Huish Woods
- Application in outline from Tacchi-Morris for the start of the large project to replace lights with LEDs.

After discussion, it was agreed to recommend the award both grants.

The award of the community/well-being grant to the Scouts in full for the purchase of camping and camp making equipment, £1770.00 (of which £1100 from the community/well-being fund and £670.00 from the Climate fund).

The award of a grant from the Climate Fund to the Tacchi- Morris Arts Centre of £3500.00 to start the programme of replacement of lights with LEDs.

It was agreed that the budget should include an increase to the community/well-being grant fund.

6. To consider any other financial matters brought to the attention of the RFO before the meeting.

- Availability of tennis court at Gotton? Currently it appears not to be used either by residents or staff at Gotton Manor Nursing Home. It was considered as a possible solution to the absence of available tennis courts for use by the Parish. A lease was considered as an option. Cllr Gage agreed to visit the Nursing Home and discuss.

- It was reported that the RFO was preparing a paper for the next PC meeting to support changing the Parish Council profile to fit more accurately the work done by the PC. The paper will recommend the profile of the PC becomes LC2 with salaries within and below the substantive benchmark according to skills qualifications and years' service. It was agreed to share a document showing the areas of work of the Clerk, Assistant Clerk2 and Assistant Clerk -Community.

7. Date of next meeting Friday 21 January 2022 at 9.00am. by zoom.

Meeting ended at 9.59am.

194/21 Other matters for report only – items for discussion - no decision

a) Items for next meeting agenda – by Monday 6th December 2021

Noted

Confidential Session

195/21 Country Park Update

The report from the CP Working Group and Design and Engineering Report circulated in advance of the meeting were noted.

The recommendations of the Working Group to approve the proposed Terms of Reference for the Group and that Cheddon Fitzpaine Parish Council be the accountable council for the purpose of the joint agreement were agreed.

Cllr Hall added that he attended the Military Veterans Breakfast on Sunday when the glass poppy was discussed, there is wish that the glass poppy comes to the Country Park permanently. This is being explored. Yeovil Mental Health have also expressed a wish to be involved with the Country Park.

Cllr Hall shared a handcrafted sign for the Country Park and Somerset Wood at the meeting. Cllr Hall was thanked and applauded for his work at crafting the sign.

196/21 Dates of forthcoming meetings:

Parish Council:

Second Tuesday in the month

2021: 14th Dec

Second Tuesday in the month (Business focused meeting)

2022: 11th Jan, 8th Feb, 8th Mar, 12th Apr, 10th May, 14th Jun, 12th Jul, 9th Aug, 13th Sep, 11th Oct, 8th Nov, 13th Dec.

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

2022: 25th Jan, 22nd Feb, 22nd Mar, 26th Apr, 24th May, 28th Jun, 26th Jul, 23rd Aug, 27th Sep, 25th Oct, 22nd Nov.

Planning Committee

First Tuesday in the month

2021: 7th Dec (last scheduled meeting)

Audit Working Party: 21st January 2022 at 9.00am (Virtual)

Annual Parish Meeting: 30th March 2022

BACH committee 23rd November 2021 at 7pm

Budget and Precept Working Party 30th November 2021 at 7pm

Meeting finished at 11.00pm

Signed Chairman:



Date: 14th December 2021