



West Monkton Parish Council

ADOPTED

Minutes of the Meeting of West Monkton Parish Council held on Tuesday 10th October 2023 at 7.00pm.

Present: Cllrs Besley, Cavill, Gage, Hall, Haskins, Hope and Tully (from 7.45pm).

In attendance: Mrs A Shepherd, Clerk, Mrs K Welsh, Assistant Clerk Community, Mr K Perry, Bathpool Flood Warden and one member of the public.

130/23 To receive any apologies (with reasons), introductions with responsibilities

Apologies were received from Cllr Ellis.

131/23 To note

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

132/23 To adopt the minutes of the Parish Council meeting on 26th September 2023

The minutes from the Meeting of the Parish Council on 26th September 2023, having been previously circulated, were taken as read. It was resolved to adopt the minutes of the Parish Council meeting on 26th September, proposed by Cllr Gage, seconded by Cllr Hall and agreed by show of hands.

133/23 To declare a Parish Councillor vacancy following the resignation of Cllr Paul Elliston

A Parish Councillor vacancy was declared.

Clerk explained that notices will now be displayed providing electors the opportunity to request an election. Unless 10 electors request an election, the vacancy can be filled by co-option at the PC meeting on 14th November.

134/23 To note Clerk's report and Assistant Clerk (Community) report

Clerk's Report:

General Admin:

- Website rebuild underway. Uploaded PC documents, pictures and meeting papers to the new website, work is continuing.
- Graffiti pictures taken and shared with the police. Recommended making contact with an officer at Somerset Council to recommend products to remove graffiti – email sent and response awaited.
- Farriers Green hedge – followed up the planned cutting of the hedge with Somerset Council – there was a problem with the equipment which delayed the hedge being cut.
- Waterleaze play pitch and park research – liaising with Somerset Council about its adoption status and ongoing ownership / management.
- Levelling Up funding research – further opportunity to apply for funding expected this Autumn.
- Strategic Plans research and PC profile from Census 2021 data – email circulated.
- Village News contribution
- Path from Farriers Green to School Road – contact received from a member of the public raising the issue of the maintenance of the path again particularly as winter approaches.
- Asked Lengthsman to:
 - Clean graffiti off where he can
 - Relocate Farriers Green dog waste bin
 - Check noticeboards and repair / repaint or suggest replacements

Finance / Payroll:

- External Audit – several enquiries received from external auditor, enquiries responded to and audit certificate received and published alongside required notices.
- Transfer of £350k from Lloyds account to Public Sector Deposit Fund completed.

- Q2 £500 spend report, bank reconciliations and VAT return
- Making payments / placing orders.
- Managing / inputting Accounts using Scribe.
- October payroll and finance reports.
- Quotations obtained and included in the finance report.
- Insurance enquiry re Cllr Haskins marquee damaged during the Coronation Event – response awaited.
- Prepare paperwork for Audit Working Party meeting on 27th October.
- Beginning to prepare 2024/25 budget over the coming weeks.

Planning:

- Updating Planning Log with planning decisions / conditions weekly.
- Review Hartnells Planning Application plans and supporting documents.
- Preparation of PowerPoint presentation in respect of planning applications received for PC meeting and submission of agreed response to planning applications.

Highways:

- Response received from Traffic Management at Somerset Council regarding:
 - Review of parking issues on Brittons Ash along hedge – Somerset Council Development Control are liaising with the Developer regarding hedge cutting.
 - Review of parking issues at entrance to Farriers Green – requested pictures to illustrate the issue.
 - Update on other proposed SID locations including in Bathpool, outside Primary School and on Monkton Heathfield Road. – Happy with SID being located outside the school but we need to seek the permission of Persimmon pending adoption. They haven't responded regarding Bathpool so I've asked again. Lighting column near Thornash Close approved.
 - Requested an update on the installation of the new SID pole near the Hartnells Roundabout – Traffic Management have asked for the dimensions of the SID bracket – these have been provided – picture of existing post sent to Traffic Management to see if this can be used for the SID instead. Need to check that it is high enough and the right diameter for the SID bracket.
 - Painting of 20mph roundels on Monkton Heathfield road – Traffic Management are going to review the area to see where additional roundels can be painted.

Sports Pitches

- Meeting with Cricket and Rugby reps took place on 15th September.
- Researched sponsorship guidance
- Preparing paperwork for planning pre-app advice application.
- Dropbox folder created.
- First Sports Pitch Committee Meeting scheduled to take place on 25th October.

MH1

- MH1 S106 Agreement Variation – liaised with solicitor and meeting with Planning Officer / Persimmon to review progress and regular Teams Meetings with Persimmon / Planning Officer to progress matters.
- Draft POS DoV received by solicitors
- Snagging list developed and shared with solicitor and Persimmon.
- Liaising with SC / Persimmon re inclusion of area designated for school pitches in POS transfer. S106 sets a commuted sum which is payable on handover.
- Public Meeting in respect of POS delayed until Monday 30th October from 3pm until 7pm. Invitation for the public meeting approved by Persimmon and Redrow, circulated and sent for print. Will now be distributed as soon as possible.
- Followed up Persimmon re MH1 Retail Units / Community Fridge expansion.

MH2:

- Seeking availability and making arrangements for meeting with Jon Fellingham at Somerset Council regarding highway proposals.
- Application expected to go back to the Somerset Council Planning Committee on 17th October for further deferral to be agreed.
- Create Streets have been reengaged by the Developer in respect of the proposals.
- Next MH2 Teams Meeting with Developer / Planning Officer scheduled for 20th October

BACH:

- Invoices and accounts.
- Defibrillator cabinet key pad sticky – raised with company and looking into replacing it.
- BACH Committee Meeting took place on Tuesday 3rd October 2023 at 7pm.

Meetings last month:

3rd September – Dog Show at CP
 4th September – Website meeting with SWS
 5th September – Agenda run through meeting
 6th September – LGR Session
 8th September – MH1 POS update meeting
 12th September – PC Meeting
 13th September – SLCC Virtual Finance Summit
 15th September – Sports Pitch meeting @3pm
 19th September – Agenda run through meeting
 20th September – LGR Session
 21st September – Scribefest 2023 – Conference for Town and Parish Councils
 26th September – Hyde Farm Development meeting.
 26th September - PC Meeting
 29th September – Taunton Garden Town Advisory Board meeting

- Meetings this month:

2nd October – Hestercombe LCN Meeting
 3rd October – Agenda run through meeting
 3rd October – BACH Committee Meeting
 4th October – LGR Session
 4th October – Meeting with Town Council re Northwalls POS / Man Co.
 6th October – MH2 meeting
 7th October – Festival of Cycling
 9th October – 6th June Event Planning Meeting
 10th October – Jon Fellingham meeting re MH2
 10th October – PC Meeting
 17th October – Agenda run through meeting
 17th October – Joint Country Park meeting with CFPC
 20th October – MH2 Teams Meeting
 23rd October – Annual Leave
 24th October – PC Meeting
 25th October – Sports Pitch Committee Meeting
 27th October – Audit Working Party Meeting
 30th October – MH1 Public Meeting
 31st October – PCC Autumn Councillor Forum

Assistant Clerk (Community) Report:

Community - General

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

Community Fridge

- Coordinating and managing volunteers, cleaning rotas and pick ups.
- Keeping in touch with volunteers to keep them updated and involved.
- Responding to complaints and concerns about community fridge.
- Visited some of the local supermarkets to discuss donations.
- Confirmation of funding to expand the fridge with Somerset Community Foundation, Sainsbury Community Foundation and Magic Little Grants
- Researching options for expansion – sheds and freezers
- Printed and made ID badges for Community Fridge Collectors

Community Cafe

- Running a weekly Community Café at the BACH. Opportunity to meeting with the public to share concerns and to socialise.
- Started a Knit/Crochet Group which meet weekly at the BACH to make poppies to decorate the parish later this year and the Country Garden next year.
- Meeting place for potential and existing volunteers to support, recruit and get feedback about the volunteering.
- Promote community events here.
- Village Agent visit to the Stay and Play and Community Café on the 6/9/23
- Run 'Repair Café' on third Wednesday of each month.
- Spoke to those who attended the 'Loss and Bereavement Group' about changes. Rev Jim Cox looking to support the group from November 4th.
- New school term, new parents and young people attending.

Community Garden

- Community Garden group meet regularly at the BACH
- Cllr Paul Elliston works with this group regularly who have grown a number of different veg which have supplied the Community Fridge.
- Successful funding application from the SALC Wellbeing Grant in the sum of £2,500 for the Community Garden to purchase benches/seating and tools.
- Organised visit from the Community Service Team whom Paul Elliston met with to trim hedges/brambles at the Community Garden.
- Met with Chris Scurle who will be managing the Community Fridge project from the ground with support from Paul Elliston mostly remotely. Discussed plans for going forward.

Community Events

- Liaising with Bethan Turner for promotion of Events
- Dog Show Event
- Event surveys, analysing and noting responses for next year's events.
- Planning Christmas Events on 15th December at the BACH – Carol Singing from 3.30pm and Bring and Share Evening Event for the community.

Other Volunteering

- Touching base with Companion Volunteer, who is now meeting regularly with a number of clients via the village agent in the community.
- Employing new community fridge volunteers
- Employed new stay and play volunteer

Meetings, Events and Groups

- Attended PC meetings
- Attended agenda run through meetings
- Attended Stay and Play Groups every Wednesday and Thursday
- Attended Community Café every Wednesday
- 7/9/23 Meeting with Cllr Hall to discuss funding for the Country Park
- 11/9/23 Meeting with Rev Cox regarding Loss and Bereavement Group
- 11/9/23 Meeting with Bethan Turner and Clerk
- 13/9/23 Community Quiz
- 26/9/23 Hyde Lane Fields Meeting
- 28/9/23 Meeting with Jinny Uppington (CAG – Community Action Group)

135/23 Somerset Council Report

Cllr Cavill reported the following:

Register to vote: Residents are being urged to check their electoral registration details or risk losing their chance to vote on decisions that affect them. Letters have gone out to an initial 83,000 houses across the County and all other households will be written to later this month. Residents can tell the Council of changes and if there are new people eligible to be registered at their address, they will receive an 'invitation to register form' either through the post (or via email, if this contact method has been provided).

School admissions 2024: Somerset parents and carers of children due to start school or move on to their next school in September 2024 are being urged to apply for their place online and on time. The application website for children moving to Secondary and Upper Schools is now open and parents and carers can apply for places from now until 31 October 2023 by visiting

www.somerset.gov.uk/children-families-and-education/applying-for-school/starting-at-a-secondary-or-upper-school-in-september/

The website for children starting school for the first time is open until 15 January 2024 at: www.somerset.gov.uk/children-families-and-education/applying-for-school/apply-to-start-school-for-the-first-time/

Go Green grants: 'Go Green Scheme' and the 'Somerset Green Business Grant Scheme' are being introduced to offer businesses help and financial support to reduce energy consumption and carbon emissions. The scheme offers free energy audits and support to develop individual, costed and prioritised sustainability plans. Grants can be capital and/or revenue and fund up to 50% of total eligible project costs, with the remainder funded by the applicant. The scheme is now open for applications for activity and expenditure which must be completed by end of March 2024. The deadline for submission is 31st October. Further information is available at www.somerset.gov.uk/business-economy-and-licences/funding-and-grants-for-business/

Plastics recycling: Every piece of plastic Somerset Council collected from households and via the recycling sites last year was recycled in the UK. In total 6,500 tonnes of plastic bottles, pots, tubs and trays all went to UK companies to be turned into new products and packaging – everything from plastic wrapping and compost bins to fleece jackets. The figure is up from 99.4% the previous year.

Hosting: Autumn sees the return to university or college for many young people in Somerset, often leaving parents or carers with a sense of longing for peace and quiet. For others, a spare room gathering clutter and dust may also be ripe for a sort out and some useful employ. Hosting could be the answer, as the need continues for more host families to help support Ukrainian nationals forced to flee their homes and seek sanctuary in a new and unfamiliar setting. Since the Homes for Ukraine scheme was launched in March 2022, Somerset has welcomed over 1,500 Ukrainians to date, with host families playing a pivotal role in creating a safe environment for guests to re-settle and rebuild their lives in some way, supporting and helping them navigate a new life in the UK. Visit www.somerset.gov.uk/housing-support/homes-for-ukraine/ for more information.

Green libraries: Libraries Week, 2nd – 8th October, celebrates the nation's libraries and this year's theme is 'Green Libraries' which encourages communities to be more sustainable and support climate action. To mark the week, Somerset Librarians have launched a free loaning scheme of Thermal Imaging Cameras to help residents identify heat loss in their homes and take action to improve its energy efficiency and reduce fuel bills this winter. Residents can borrow the camera for three days by simply visiting their local library and speaking to a member of staff who can reserve the kit for them. Full details of the scheme can be found at www.southsomersetenvironment.co.uk/thermalimagingproject

BT prosecuted: British Telecommunications (BT) has been fined for carrying out work on Somerset's highway network without adequate traffic management or a valid street works permit. The utility firm was fined £12,000 and ordered to pay costs of £3,158, plus a £2,000 victim surcharge by Taunton Magistrates after it pleaded guilty to offences.

School Funding: Consultation underway requesting views on some of the ways education is funded.

<https://somersetcouncil.citizenspace.com/childrens-services/education-funding/>

The Somerset West and Taunton District wide Design Guide Supplementary Planning Document won the National Urban Design Award 2023 (Design Code category).

The following questions were asked:

Cllr Gage raised concern that flytipping may increase locally due to the recycling centre being closed and suggested that there needs to be a solution to enable public to access the site again. Cllr Cavill requested any ideas of how this could happen are fed back to Somerset Council.

Clerk raised the pathway between Farriers Green and School Road. Concern has been expressed again by a member of the public. The pathway which is used by school children is overgrown with brambles and has muddy paths. Cllr Cavill to raise with Somerset Council.

Cllr Hope raised concern about the inspection and enforcement of obligated phosphate mitigation in developments. It is clear that Somerset Council does not have a budget for enforcement. Cllr Cavill confirmed that he will keep asking the questions about ongoing inspection and enforcement.

136/23 Hestercombe Local Community Network Update

Cllr Haskins provided a summary of the Hestercombe LCN meeting on 2nd October. Attendees were divided into three groups to discuss key issues in the area. There was a lot of synergy between the groups and it was clear that a key issue to take forward is flood mitigation. This linked well with the Multi Agency approach that the Parish Council are working on in relation to wider catchment flooding and as such the invitation to the next multi-agency meeting on 20th October has been extended to members of the LCN. FWAG to be asked to produce extended maps of the watercourses in the wider area incorporating Kingston St Mary, Cheddon Fitzpaine and North Petherton including dry valleys.

Cllr Haskins also reported that Health Watch were in attendance at the meeting and highlight a dental survey. Assistant Clerk-Community confirmed that the survey has been shared on Monkton Matters.

The next Hestercombe LCN meeting will take place on Monday 11th December at 7pm. Venue to be confirmed.

Public Question Time

Cllr Gage reported weeds on Greenway on kerb line. Cllr Haskins confirmed that the Lengthsman had sprayed the weeds this morning.

Cllr Gage reported the potholes in Dosters Lane. It was noted that the potholes had been marked previously for repair but the work had not been carried out.

Cllr Gage reported that he attended the Somerset Council Chairman's Award presentation evening on Friday with Maggie and Gordon Little who received an award.

Cllr Gage suggested a long-term potential project of erecting a building for the fridge, storing the mower and to provide storage for generators, garden machinery etc in the area of land behind the hedge near the retail units.

Cllr Besley reported that a storage container is available at Proctors Farm to rent for the mower if needed.

Assistant Clerk Community reported that St Giles have asked if a banner can be placed on the gate to the Country Park. It was noted that advertising consent would be required from the Planning Authority for the placement of a banner. Once this is obtained the land owners permission would also be required. It was agreed to refuse permission to place the banner on the gate.

A member of the public requested clarity on the mechanisms the Parish Council uses to engage with members of the public. Clerk confirmed that the LCN will be considering its mechanisms for communication at future meetings and that the PC is in the process of revamping its website, that the Monkton Matters website is used to share news alongside social media coverage.

Clerk to report potholes on Dosters Lane to Somerset Highways again.

137/23 Planning

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

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

48/23/0036 Application for Approval of Reserved Matters following Outline Application 48/16/0033 for the erection of 90 No. dwellings and associated works on land at Hartnells Farm, Monkton Heathfield

The Parish Council made the following comments in respect of the proposal:

- Detailed proposals in respect of the green space to the north west of the site which forms part of phase 4 have not been submitted with the application. The outline permission for the Hartnells development indicated the inclusion of pathways through the green space connecting with Greenway. Suitable conditions should also be included to protect this green space against any future development.
- Detail about the proposed landscaping of the new Somerset bank is not included in the submitted documents. Further information is required, for example is lighting incorporated?
- The Parish Council is mindful that phase 4 roads may in future provide access to subsequent developments to the east. The road layout plans provide for two possible access points. The Parish Council considers that three possible access points should be incorporated.
- The submitted Design and Access Statement makes reference to Character Areas. The New Garden Community Character area is described as containing properties with chimneys, something that the Parish Council is supportive of, however, none of the accompanying plans for the house types that have been submitted incorporate chimneys within their designs.
- The Design and Access Statement describes the arrangements for drainage for the phase. It is noted that it states 'the scheme will use infiltration ponds immediately south of the proposal to collect and drain surface water'. The Parish Council is supportive of this arrangement. No surface water should flow to Greenway as the drainage in Greenway is already at capacity.
- Transport requirements for the Hartnells development incorporated a traffic light controlled crossing point near the Greenway / Milton Hill turning from Monkton Heathfield Road. The Parish Council would like confirmation of when this crossing point will be delivered.
- The WM + CF Neighbourhood Plan Housing Policy H1: Housing Suitable for Older People states that 'subject to a viability assessment, new major* residential developments of 10 or more net additional dwellings (or if the site area is more than

0.5 hectares if dwelling numbers are yet to be agreed) will provide not less than 10% of dwellings** to be sold on the open market, evidenced by local need, suitable for occupation by older people. Such accommodation shall fulfil all the following criteria:

- Be single storey and either 1,2 or 3 bed,
- Be situated within easy access of either existing or proposed local facilities and services.
- Applications that include supported-living style accommodation will also be supported (see also NP Policy E4) e.g., warden-controlled flats/bungalows.

The proposal is not in compliance with the Policy as only 6 bungalows are proposed, none of which are open market. The proposal should be amended to increase the number of bungalows to at least nine and these should be sold on the open market.

- To comply with WM + CF Neighbourhood Plan policies the proposal should incorporate an increased number of bird and bat boxes (on every property) and measures for rainwater capture should also be included for each property.

31/23/0007 Application for Outline Application with all matters reserved, except access, for the demolition of structures and erection of up to 150 No. dwellings, creation of access off Ruishton Lane, formation of wetlands and SUDs drainage and associated open space and landscaping at Brookfield Nursery, Ruishton Lane, Ruishton

- The proposal relates to an area very close to the West Monkton Parish Council and as such the Parish Council would like due consideration to be given to the West Monkton and Cheddon Fitzpaine Neighbourhood Plan policies and suggests that measures for rainwater capture should be included in the proposal and any proposed lighting should be downlit and LED.
- Due consideration should also be given to the vision, objectives and policies in the emerging Ruishton and Thornfalcon Neighbourhood Plan.

48/23/0037: Erection of a single storey extension to rear with extension of rear dormer for additional first floor accommodation, replacement of garage roof and cladding to front gable at Cherry Tree, 20 Greenway, Monkton Heathfield

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

- To comply with the WM & CF Neighbourhood Plan policies, measures for rainwater capture should be included and any lighting should be downlit and LED.
- The proposal should incorporate bird boxes and bee bricks.

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

The Parish Council has reviewed the amended plans in respect of the proposal and continues to support the granting of permission and makes the following comments in respect of the proposal:

- The PC has some concerns about the impact of light pollution from big windows on bats.
- To comply with the WM & CF Neighbourhood Plan policies, measures for rainwater capture should be included and any lighting should be downlit and LED.
- The proposal should incorporate bird boxes and bee bricks.
- The PC is concerned about the proposed turning circle for vehicles and suggests that amending the proposal to incorporate one double garage rather than two single garages may overcome this concern.

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

138/23 Community

a) Events; Christmas events, feedback from D-Day meeting with Somerset Council on 9th October

Assistant Clerk Community reported that events are being arranged for 15th December including Carol singing after school and a buffet for all PC volunteers later in the evening. Clerk confirmed that the BACH Committee had committed to providing funding for the buffet event from its budget. Assistant Clerk Community to develop a guest list – all Councillors to forward suggested invitees. Cllr Hall provided feedback from the meeting with Somerset Council on 9th October about the proposed D-Day events. Somerset Council are supportive of the Country Park being used as the main County beacon lighting location as it is the location of the Memorial Wood. What the event would entail was discussed at the meeting. Car parking arrangements are being discussed with neighbouring land owners to provide an overflow car park. The plans for the event are being developed and further detail will be shared in due course.

b) Fridge expansion

Cllr Haskins reported that there is sufficient space to accommodate a 4m x 5m structure incorporating two rooms, no windows (to enable more shelving), that is properly insulated and constructed for the community fridge expansion and that sketches are being developed to enable quotes to be obtained.

Arrangements need to be made to enable temporary relocation of the fridge whilst a new base and the new structure is constructed. The tree will also need to be relocated.

Prices to be obtained for consideration at a future meeting.

139/23 Garden Town Advisory Board; Feedback from meeting on 29th September.

Cllr Hall reported that an update in respect of the MH2 planning application was provided at the meeting. The application is going back to the Planning Committee on 17th October to consider a further deferral.

Cllr Hall confirmed that the need for Parish Councils to be a signatory on the S106 was raised at the meeting and the need for sufficient time to be provided for consultation on proposals with our community. The issues with the road design were also raised at the meeting.

140/23 MH1 Update; POS transfer update.

Clerk reported that the invitation letters for the Public Meeting on 30th October had been printed and were ready for delivery, distribution of the letters is being carried out by Councillors and volunteers.

Further meeting to be scheduled with Persimmon to develop the presentations and arrangements for the Public Meeting.

141/23 Sports Pitches; Update

Cllr Hall reported that the contractor being used by Persimmon to erect replacement fencing at the entrance to the Sports Pitches has only just received an order. The Contractor is going to work with the PC to enable the installation of an access gate. A discussion took place about the requirements and design of the pedestrian access gate. It was agreed that a self-closing Marlow gate would be installed alongside a 12 ft yard gate. Cllr Besley and Gage to liaise regarding the sourcing of the gate.

Cllr Hall reported that quotes are being obtained for the tracks and a meeting with drainage contractor has been arranged to confirm the timings for works.

The fencing for the dog walking area was discussed. Quotes to be obtained for consideration at the next meeting.

Cllr Gage reported that the gate at the Hyde Lane entrance had been installed.

142/23 MH2 Update; Feedback from meeting with Jon Fellingham, Somerset Council Highways

Feedback from the meeting with Jon Fellingham at Somerset Council Highways on 10th October was provided.

Jon Fellingham has committed to liaising with the Developer and encouraging them to have dialogue with the PCs about the highway proposals for MH2.

Concern was expressed about pedestrians, cyclist and traffic all navigating the A38.

Cllr Cavill agreed to raise awareness of the PCs proposals regarding the highways in MH2 with Somerset Councillors and offer a meeting to provide an overview of them.

Cllr Haskins reported that a meeting had taken place with Monkton Elm Garden Centre where their aspirations for the future of the Garden Centre were outlined and the impact that MH2 proposals may have on them were discussed. Monkton Elm Garden Centre is liaising with the Planning Officer.

143/23 Reports, including recent developments, matters to consider and decisions to be made:

a) Bathpool Flood Warden: Mr Kevin Perry

Mr Perry reported that the heavy rain forecasted for tomorrow will head to the north of the area but some heavy rain is expected over Thursday night into Friday morning. Relief pump is still in place should it be needed.

The Environment Agency are continuing to make enquiries / take steps on the proposal to put in compacted track to access a permanent pump. Discussions with the landowner are taking place.

Mr Perry reported that a property on Yew Tree Lane had built a solid brick wall around the back of their garden close to the old River Tone. The Environment Agency have confirmed that due to the proximity of the wall to the river a flood risk activity permit should have been obtained for the works. The permit is required for any proposed works within 8 metres of a main river.

It was noted that a grant application was received from another property in Yew Tree Lane for similar works. Clerk to advise the applicant that a Permit may be required and to advise them to make enquiries with the Environment Agency if they haven't already.

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

Footpaths

Cllr Gage reported that vegetation had overgrown a stile and the Somerset Council Officer had requested that it was cleared. This had been done. A gate also needs replacing and enquiries about the replacement are being made with the land owner.

BACH

Cllr Gage confirmed that he had nothing to report and that everything including the water heater is now working again. The cleaner has also cleaned the carpet in the Committee Room to help with the smell.

Highways;

Cllr Besley confirmed that he had nothing to report.

Safe Routes to School;

Cllr Tully reported that a lot of young people are coming across Toneway from Town and then walking along Acacia Gardens, Swingbridge, across the Canal and along Dyers Lane to get to and from school. Concern has been expressed about the lack of street lights along Dyers Lane and also the flooding issues. The alternative is for young people to walk along the slim pavement and over the canal bridge which isn't desirable. Clerk to report the drainage issue again to Somerset Council and Cllr Cavill to follow up. Although the issue with street lights was noted, it was also noted that there had not been any reported incidents on Dyers Lane due to lack of street lights.

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

Cllr Hope reported that he had attended a SALC Course on the inspections of children's play areas. The course included a practical and was very good. Who should carry out inspections prior to adoption was discussed and it was suggested that Somerset Council should do inspections prior to adoption.

The area designated for school play pitches was discussed. Clerk confirmed that she had responded to Simon Fox at Somerset Council to confirm the intention of the Parish Council to make the area available for junior football pitches and an extension of the community garden but also confirmed the S106 agreement obligations, including a commuted sum, that the Developers should deliver. Cllr Hall shared a proposed plan for the area that he had developed.

Cllr Hope reported that he had consulted with young people on the development about what facilities they would like in the area and the feedback included a request for swings and football goal posts. It was noted that these types of facilities could be provided once the POS is handed over.

Transportation;

Cllr Haskins reported that the bus timetables for the 21/21A bus service isn't correctly displayed in the relevant bus shelters. Clerk to request that Somerset Council review timetables displayed in bus shelters.

Country Park;

Cllr Hall reported that the fencing around the pond is being installed on Friday.

A PC Travis Perkins account is to be set up to enable the order of the gabions.

Joint meeting with CFPC regarding the Country Park taking place on Tuesday 17th October at 7pm at the BACH.

c) Communications Report

Parish Council Website

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

Parish Council Facebook Page:

- Page likes / followers now at 1140
- 16.3 post reach
- Posts added sharing news items that are added to the website.

Monkton Matters

- Page likes / followers now at 359
- 41 new articles added in September
- Articles on Monkton Matters being shared on Monkton Matters Facebook page to pull users to the website.
- 2.7k post reach
- Business directory has details of 22 businesses so far.

Community Fridge Facebook Page:

- Page likes /followers 1019
- 3.6k post reach

Community Garden Facebook Page:

- Page likes/followers 133
- 3.1K post reach

Village News Contribution

- Developed by the Clerk's

Noticeboard Updates

- Updated noticeboards

d) GDPR

Nothing to report.

Representatives on outside bodies/Response to Consultations:

e) West Monkton Village Hall Management Committee

Cllr Tully reported that the Village Hall is doing well and that there is an increasing number of hirers especially for parties. Assistant Clerk Community to share information about the activities taking place at the Village Hall on the PC Facebook page.

f) The Spital Trust

In the absence of Cllr Ellis there was nothing to report.

Clerk confirmed that now that the Lengthsman has returned from his holiday, the Spital hedging will be ordered.

g) Any events at which WMPC was represented

Cllr Haskins reported that he attended the North Petherton Town Council King Alfred awards on behalf of the Parish Council.

144/23 Finance

a) Quotations and Updates:

Tacchi Morris Bar Redevelopment Project

In July 2022 Andy Pulleyn attended the PC meeting and outlined plans to redevelop the mezzanine bar space at Tacchi-Morris Arts Centre.

The aim is to offer a modern, desirable bar space that serves our community of audiences, is suitable for bar specific events, and is a place for people and community groups of the local area to hold events. Through upgrading, refurbishing and ultimately modernising the bar area, TM believes it can deliver an improved experience for audiences at shows and events, a new programme of smaller events for the local community, a new, desirable space for local people and groups to hold smaller events and, in doing all of these things, increase visitors and income to the arts centre, supporting its long-term future as a local cultural asset.

The feedback provided by the PC was that if TM were able to source and secure matched funding, it may be able provide funding towards the project.

TM have sourced and are looking to submit an application to the Rural England Prosperity Fund for Somerset. The bid would be for a grant of £22,500, with matched funding of another £22,500 making a project total of £45,000.

There is already a commitment for a £15,000 grant from the Tacchi-Morris Trust charity if funding is secured.

TM are requesting that the Parish Council pledge a contribution of £7,500 which would achieve the £22,500 matched funding total required for the bid to go ahead.

Should the PC support the bid, a letter expressing this match-funding would be required for the application bid.

Pledge £7500.00 towards the Tacchi Morris Bar Redevelopment Project using CIL receipts.

Proposed by Cllr Hall, seconded by Cllr Cavill and agreed with all in favour.

Community Volunteer Litter Pickers Hi – Vis Vests

Hi – vis vests for volunteers with 'West Monkton Parish Council Community Volunteer' on the back. 5 x small, 5 x medium and 5 x large - £91.35 + VAT.

<https://www.axentworkwear.co.uk/HiVis/Style/HiVis-Vests/Supertouch-Zipped-HiVis-Vest>

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

Community Garden Grant Expenditure

It was agreed to defer consideration of the Community Garden Grant expenditure until the next meeting. In the interim it was agreed to purchase one 6 seat wooden picnic bench and 1 8 seat circular picnic bench.

Proposed by Cllr Tully, seconded by Cllr Hall and agreed with all in favour.

Community Fridge Chest Freezer (from Grant Money received)

Option 1: Commercial and Suitable for Outbuildings – 345 litres capacity. £868.80 inc VAT

Option 2: Suitable for outbuildings but small £359.00 inc VAT

Option 3: Suitable for outbuildings with good capacity – 404 litre capacity. £749.00 inc VAT

Proceed with the purchase of Option 3, proposed by Cllr Besley, seconded by Cllr Gage and agreed with all in favour.

Monthly inspection of play park equipment at Farriers Green

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

Response awaited from Somerset Council.

- Refurb of St Quintins play area agreed and scheduled to be done by DLO this financial year. Progress update requested.
- Insulate roof at Village Hall, under discussion, waiting for further info and description of grant chasing efforts from Village Hall Management committee. Info sent , with link to site, to VH committee from Rural Grants Directory section on Village Halls..
- Environmental

Quote for Farriers Green ramp by DLO accepted in April 2022, but M Davies no longer in role at SWT. Replacement for M Davies confirmed – Andrew Sollis. In contact with him, Andrew has stated that the quote previously approved is out of date. Andrew is going to meet with contractors to get a revised quote. Quote chased.

External Audit

Completed.

Highlighted the need to ensure that the notice of public rights is included on both the website and noticeboards as highlighted by the Internal Auditors Report.

Also highlighted a typo on a date entered for the approval of the accounting statements.

The notice of conclusion of audit has been added to the website alongside the certified AGAR as required.

b) Receipts and Payments

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

Receipts

Interest Lloyds	£23.27
Nationwide	£138.71
PSDF	£338.41
Unity Trust Bank	£253.92
Somerset West Lottery	£19.00
	£30.50
SALC Health and Wellbeing Grant – Community Garden	£2500.00
Somerset Council Burial Ground Maintenance Grant	£440.00

Payments

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
To authorise payment of:						
A Pritchard litter picking	xx.xx	No vat	xx.xx	d-d	Salaries and expenses	Pension (employee contribution)
Employee pension contributions	175.73	No vat	175.73	d-d	Salaries and expenses	Pension
Employer contributions	131.89	No vat	131.89	d-d	Salaries and expenses	Pension
A Shepherd Clerks salary SCP33	xx.xx	No vat	xx.xx	Bacs	Salaries and expenses	Salaries
K Welsh assistant clerk-community salary SCP 28 (119 hours)	xx.xx	No vat	xx.xx	Bacs	Salaries and expenses	Salaries
HMRC Tax and NI Contributions	1617.60	No vat	1617.60	Bacs	Salaries and expenses	Salaries
A Shepherd homeworkers allowance	27.00	No vat	27.00	Bacs	Salaries and expenses	Expenses
K Welsh homeworkers allowance	27.00	No vat	27.00	Bacs	Salaries and expenses	Expenses
S Rolls Lengthsman services	82.45	No vat	82.45	Bacs	Environmental and Open Spaces	Lengthsman
Business all about you Climate Initiative PR WMPC 33	175.00	No vat	175.00	Bacs	Environmental and Open Spaces	Environment / Community
Business all about you (Climate Initiative / events expenses)	91.45	No vat	91.45	Bacs	Environmental and Open Spaces	Environment / Community
QSSIT regular maintenance / monthly sub	25.40	5.08	30.48	Bacs	IT and Communications	IT and Communications
Expenses claim A Shepherd – Travel	31.95	No vat	31.95	Bacs	Salary and expenses	Expenses
Expenses claim K Welsh (Travel)	147.60	No vat	147.60	Bacs	Salary and expenses	Expenses
Expenses claim A Hall (Key cutting and brackets)	29.50	No vat	29.50	Bacs	Environmental and Open Spaces	Environment / Community
Expenses claim K Welsh (Wool for Poppies)	11.20	No vat	11.20	Bacs	Youth and Community	Youth and Community
Expenses claim M Rosewarn (Volunteer Community Companion Travel)	67.50	No vat	67.50	Bacs	Youth and Community	Youth and Community
SDH Groundworks	950.00	190.00	1140.00	Bacs	Environmental and Open Spaces	Sports and General
PKF Littlejohn LLP (External Audit)	630.00	126.00	756.00	Bacs	General Administration	Audit
Expenses claim K Welsh (Community Café expenses)	67.66	7.87	75.53	Bacs	BACH	Community Events / Initiatives
SALC (2023/24 Affiliation Fee)	1144.19	No vat	1144.19	Bacs	General Administration	Subscriptions / Affiliations
Aspen Services (Water Heater repair) (Reimbursement to B Gage)	84.00	No vat	84.00	Bacs	BACH	Hall maintenance
Signs Express (Sports Pitch sign)	70.00	14.00	84.00	Bacs	Environmental and Open Spaces	Sports and General
R. Chorley Electrical (BACH Shutter Repair)	57.78	No vat	57.78	Bacs	BACH	Hall maintenance

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
Normanton Screenprint (Litter stickers)	132.45	26.49	158.94	Bacs	Environmental and Open Spaces	Environment / Community
On Your Bike (Smoothie Bike Hire and Gift Vouchers for Cycling Festival)	216.66	43.34	260.00	Bacs	Environmental and Open Spaces	Environment / Community
Character Graphics (MH1 invite letter printing)	70.00	No vat	70.00	Bacs	Environmental and Open Spaces	Environment / Community
SLCC (Annual Subscription Clerk)	296.00	No vat	296.00	Bacs	General Administration	Subscriptions / Affiliations
PCC West Monkton (Burial Ground Maintenance)	1840.00	No vat	1840.00	Bacs	Burial Ground	Burial Ground Maintenance
QSS IT (IT support)	20.90	4.18	25.08	Bacs	IT and Communications	IT and Communications
To note payment of:						
Direct Debit						
Invoice Tailored Auto Enrolment 10683 29/9/2023 (Pension administration)	12.00	2.40	14.40	DD PAID	Salary and Expenses	Pension
Invoice SWS 113243 2/10/2023 maintain gsuite	84.00	16.80	100.80	DD PAID	IT and Communications	IT and Communications
Invoice SWS 113174 web-lite hosting (MM) and standard mailbox 20/9/2023	30.00	6.00	36.00	DD PAID	IT and Communications	IT and Communications
BACS						
M2 Print Limited (Envelopes for MH1 public meeting invitations)	125.00	25.00	150.00	Bacs paid	Environmental and Open Spaces	Environment / Community

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

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

Proposed by Cllr Hall, seconded by Cllr Tully and agreed with all in favour.

Dog bins; Clerk outlined quotations for a replacement dog bin at Farriers Green (£261.17 +VAT), it was agreed to order a replacement bin. It was agreed to investigate a dual-purpose bin for near the sports pitches.

Community Volunteer Parking Fine – Assistant Clerk Community reported that a fridge volunteer had received a parking fine for not entering her vehicle details when visiting Lidl's to collect food for the fridge and had received a £45 fine. It was agreed that the Parish Council would contribute half of the cost of the fine.

Transfer between accounts

None.

d) Budgeting report

The budgeting reports to 30th September were shared in advance of the meeting and the contents of the reports was noted.

145/23 Other matters for report only – items for discussion - no decision

a) Items for next meeting agenda - by Monday 18th September 2023 or Monday 2nd October 2023.

Clerk reported that the deposits had been paid for the Christmas Do at the Rugby Club on 22nd December. The remainder of the money is due by 16th November.

Parish Council Strategic Plan development

It was agreed to arrange an away day in each December.

Cllr Hope asked if the river at Burrowbridge is tidal and where the River Tone joins it. It was confirmed that the Tone joins the River Parrett a little further down from Burrowbridge. It was confirmed that the flood gates are operated by the Environment Agency.

Cllr Besley requested clarification on Create Streets involvement in MH2 proposals. Clerk confirmed that Create Streets have been re-engaged by the Developers.

Cllr Haskins asked that the Lengthsman is asked to clear the Hyde Lane pavements between Acacia Gardens and the Rugby Club of vegetation.

b) Dates to note over the next 14 days

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

17th October @7pm– CP Meeting

20th October @9am– MH2 Teams Meeting

20th October @11.30 – Wider Catchment Flooding meeting

24th October @7pm – PC Meeting

25th October @7pm – Sports Pitch Committee Meeting

27th October @9.30am – Audit Working Party Meeting

30th October @3 – 7pm – MH1 Public Meeting

146/23 Dates of forthcoming meetings:

Parish Council:

Second Tuesday in the month (Business focused meeting)

2023: 14th Nov, 12th Dec

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

2023: 24th Oct, 28th Nov.

Audit Working Party: 27th October at 9.30am (Virtual)

Annual Parish Meeting: 26th March 2024 at 7pm

BACH committee 8th February 2024 at 7pm

Budget and Precept 21st November 2023 at 7pm

Sports Pitch Committee 25th October 2023 at 7pm

There being no further business to discussed, the meeting ended at 10.10pm



Signed Chairman:

Date: 24th October 2023

Adopted - Redacted