



West Monkton Parish Council

## ADOPTED

Minutes of the Meeting of West Monkton Parish Council held on Tuesday 13<sup>th</sup> February 2024 at 7.00pm.

**Present:** Cllrs Besley, Cavill, Ellis, Gage, Hall and Munson.

**In attendance:** Mrs A Shepherd, Clerk, Mr K Perry, Bathpool Flood Warden, Cllr David Fothergill, Somerset Council and one member of the public.

### **245/23 To receive any apologies (with reasons), introductions with responsibilities.**

Apologies were received from Cllrs Hope, Tully and Haskins and Kate Welsh, Assistant Clerk Community.

### **246/23 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.

### **247/23 To adopt the minutes of the Parish Council meeting on 9<sup>th</sup> January 2024**

The minutes from the Meeting of the Parish Council on 9<sup>th</sup> January 2024, having been previously circulated, were taken as read. It was resolved to adopt the minutes of the Parish Council meeting on 9<sup>th</sup> January, proposed by Cllr Munson, seconded by Cllr Gage and agreed by show of hands.

### **248/23 To note Clerk's report and Assistant Clerk (Community) report.**

Clerk's Report:

General Admin:

- Strategic Plan and Plan on a Page development
- Annual Report development: Cllrs please send your contributions
- Repair of bus shelter opposite Thornash Close has been completed.
- Accepted delivery of Community Shed.
- Followed up land agent and EA re land for Bathpool pump.
- Website contact form autoreply – asked SWS to add.
- Gov.uk email addresses live.
- Communication received from On Your Bike Charity about a new Community Cycling Project offering 'Dr Bike' sessions and basic maintenance sessions and the collection of unused bicycles for recycling. Invite Charity to a meeting to provide an overview of the project?
- Flytipping – followed up idea of the PC being issued with a permit. Response received stating:  
'I have seen your request for a permit etc for your Lengthsman to collect fly tips.  
This is not quite as straight forward as it seems, of course! Your workman would require a waste carriers' licence to transport waste and the Parish would need to apply for that from the EA. We have no permits to issue to allow tipping, so anything that you would collect would be processed and you would need to agree disposal costs with BIFFA direct. With regards to reporting of fly tips, we would still have things reported directly to us and would need to attend anyway. We also currently have a contract for collection of fly tips with Idverde.'

Finance / Payroll:

- Making payments / placing orders.
- Chased Somerset Council re quotation for Farriers Green rear entrance works – no response.
- Deposits on D-Day items.
- Litter picking equipment ordered and delivery accepted.
- Managing / inputting Accounts using Scribe.
- February payroll and finance reports and grant spend records.
- Submitted 2024/25 precept demand to Somerset Council.

- Published 2024/25 budget on website.
- Audit Working Party Meeting on 26th January. Recommendations included in the finance report.

#### Planning:

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

#### Highways:

- Emailed Highways Inspector raising issues previously reported including Gotton Lane drainage issues, blocked culvert at Red Hill and Proctors, blocked gullies, blocked gullies in Greenway, potholes at junction of Milton Hill and School Road requesting a site visit. Response received confirming the following:

Blocked drain gullies on Greenway – The AHS is aware and believes that a recently replaced BT pole in the vicinity of a property called Bewley might be responsible for a blockage in the system. As we have reported potential flooding to a residential property on the junction of Monkton H. Rd with Mead Way (Yewlands), all the gullies from just above Sidbrook Orchard down Greenway / Mead Way including gullies along Monkton H. Rd around the Village Hall will be jetted through and a CCTV survey undertaken. From this we will hopefully be able to find any problems and get them repaired. All these gullies along Greenway are on a four yearly cleansing routine, so I will request this is reduced to a two-yearly routine, so problems will hopefully be picked earlier.

Blocked drain gullies on rural roads around the Parish – Unfortunately, we have so many gully assets in our area, around 49,000 in West area alone (157,000 in the county), we cannot attend and jet every reported blockage especially in rural areas, unless there is a threat of flooding to residential property (as above), or there is a substantial risk to the highway user such as on a strategic route where vehicles speeds are a consideration. We have a defined budget for this action, and we must ensure we prioritise our calls, which is why we have routine cleansing rounds for all our gullies. If you have flooding to the highway through a blocked gully, please report it via the on-line portal and the AHS will attend and assess a response.

Potholes / road damage in locations including the junction of Milton Hill with School Road. - Again, please use the on-line portal to report potholes and the AHS will attend and assess a response. All reported highway defects will be assessed, using our 'Highway Safety Inspection Manual' (HSIM) as a baseline. Often a pothole is not repaired as it is not a 'safety' defect within the HSIM.

Drain / ditch issues and general drainage issues at Gotton Lane – We are aware of a blocked crossdrain at Hestercombe Road junction with Gotton Lane, we are waiting for the new financial year to place an order to clean the ditch and jet through the crossdrain.

Blocked culvert at Red Hill - Again, we are aware of a blocked crossdrain across Red Hill. The AHS knows the issue here well and the culvert is vulnerable to further damage if jetted, so we would like to survey the culvert to better inform us of the problem. A CCTV survey will be ordered in the new financial year and hopefully we will be able to order up works to solve the problem, however it might necessitate a new crossdrain in the future.

Blocked culvert on Monkton Heathfield Road near Blundells Lane – The AHS is aware of the problems and believes it is a capacity issue, rather than a blocked crossdrain and there is a trash screen that at times gets blocked over. Looking at our records, it appears SCH is only responsible for the crossdrain itself, so additional ditching works that might be required would be the responsibility of the adjacent landowners. We are aware that work back in 2010 to upgrade this culvert was undertaken to increase capacity, so we need to visit the site to better assess the problem and I will report back with our findings.

Suggested continuing to report problems on the website and that they are happy to arrange a site visit in the new Financial Year when new contractor in place and budgets have been allocated.

- Followed up Yallands Hill Crossing Point with Jon Fellingham – response awaited.

#### Country Park and Somerset Wood

- Website updated with details of Somerset Wood Joint Committee.
- First meeting of the Somerset Wood Joint Committee took place on 30th January – prepared agenda and minutes.
- Worked with PayDough to establish a QR code for fundraising for the Memorial Pavilion.
- Developed letter for businesses requesting financial support.

#### Sports Pitches

- Pre-planning advice application completed and submitted – no fee. Acknowledgement has been received – Mike Hicks is the Planning Officer. Zoom meeting being set up to discuss application with Planning Officer.
- Requested confirmation of when skip will be removed from Persimmon – response awaited.

#### MH1

- Update requested from Persimmon / Solicitors, S106 deed of variation progress with Somerset Council being checked.
- Followed up with Simon Fox who is now following this up. Likely the decision will need to be a committee one.
- Requested list of bird mouth fencing that needs repairing in MH1 from Persimmon.
- Parked car blocking pavements in Glebelands reported to PCSO who are keeping an eye.

MH2:

- Followed up SC Portfolio Holder for Highways following the meeting re proposed highways prior to Christmas – no response.
- Joint meeting with CSM PC regarding the MH2 legal agreement scheduled to take place on 20th February at 6.30pm at CSM VH.
- Updated plans submitted to Somerset Council by Developer at end of January.
- Posts added to Monkton Matters and Facebook Page. Public consultation events arranged at CSM VH on 24th February and BACH on Monday 26th February from 3pm until 7pm. Hard copies of the plans requested for the events.

Hartnells Development

- Requested an update regarding the play park from Persimmon – Response awaited.

BACH:

- Invoices and accounts.
- BACH Committee Meeting took place on Thursday 8th February 2024 at 7pm.

Meetings last month:

- 1st January – Bank Holiday
- 2nd January – Agenda run through meeting.
- 9th January – SRA Event
- 9th January – PC Meeting
- 10th January – LGR Session
- 10th January – Meeting with Bethan re 2024 Communications Programme
- 11th January – Poppy of Honour Fundraising Meeting
- 15th January – MH2 Legal Agreement Meeting
- 16th January – Agenda run through meeting.
- 17th January – Community Café
- 18th January – Stay and Play
- 23rd January – PC Meeting
- 24th January – LGR Session
- 25th January – Procurement Training
- 26th January – Audit Working Party Meeting
- 26th January – Garden Town Advisory Board Meeting
- 29th January – Annual Leave
- 30th January – Meeting with FWAG re Multi Agency approach to reducing flooding in Bathpool.
- 30th January – Somerset Wood Joint Committee Meeting
- 31st January – How Local Councils Can Benefit from the Levelling Up Agenda – NALC Training Event

Meetings this month:

- 1st February – Meeting with representatives of the church about programme of improvements
- 2nd February – Annual Leave
- 5th February – Meeting with National Lottery re grant for Country Park
- 6th February – Agenda run through meeting.
- 7th February – LGR Session
- 7th February – Stay and Play / Community Café cover.
- 8th February – BACH Committee Meeting
- 12th February – Annual Leave
- 13th February – PC Meeting
- 16th February – Annual Leave
- 20th February – Agenda run through meeting.
- 20th February – MH2 Legal Agreement meeting with CSM PC
- 21st February – LGR Session
- 21st February – Stay and Play / Community Café
- 21st February – LCN Meeting
- 26th February – MH2 Public Consultation Event
- 27th February - PC Meeting

Clerk advised that a complaint had been received about one of the volunteers, this will be investigated in accordance with the PC Complaints Procedure.

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 – increase in articles created by us the Parish Council in recent months.
- 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.
- Managing Allotment List
- Responding to messages on social media and raise in PC Meeting as necessary.
- DBS now complete and received – starting sessions at Monkton Wood School after February half term.
- Created Somerset Wood Facebook page ready for the Poppy of Honour fundraising.
- Discussed Flower/Produce show and Harvest Supper with Village Hall (Ray Tully) awaiting response.
- Organised First Aid Training at the BACH on 31/3/24 9am to 3pm
- Liaising with a range of groups/companies to book Dday event.
- Responded to National Lottery re next stage of funding application and organised meetings for the 5/2/24.
- Signed up as a member of the Youth Alliance to support youth work in the parish and the development of youth workers.
- Discussion with Monkton Wood Academy regarding school performance for Dday, they were very keen but unfortunately, they have a parents evening on that day so
- Completed Community update for the Village News

#### Community Fridge

- Coordinating and managing volunteers, cleaning rotas and pickups.
- Keeping in touch with volunteers to keep them updated and involved.
- Responding to complaints and concerns about community fridge, which as a result of issues with young people is now being closed at 3pm to avoid. Police are involved with these issues.
- Organise for volunteers to log weights of donated food through February.
- Applied to Aster Group for further funding for the community fridge.
- Made poster for Community Fridge about no toys or bric or brac.

#### Community Café

- Running a weekly Community Café at the BACH. Opportunity to meeting with the public to share concerns and to socialise. Knit and Crochet group meet here on a weekly basis.
- Meeting place for potential and existing volunteers to support, recruit and get feedback about the volunteering.
- Promote community events.
- Run 'Repair Café' on third Wednesday of each month.
- Supported Rev Jim Cox at the Bereavement group on the 3/1/24.

#### Community Garden

- Community Garden group meet regularly at the BACH.
- Update A boards with wellbeing message and jobs need doing at the garden.
- Organised visit from the Community Service Team on the 11th of February.
- Promoting weekly meet at the Community Garden through Bethan, listing basic jobs that need doing regularly.
- Applied for free apple tree through Thatchers.

#### Community Events

- Liaising with Bethan Turner for promotion of Events
- Prepare and organise quiz night 3/12/23.
- Started design of A3 posters for around the parish for event at Country Park for 2024
- Organised quotation from local company for 50 A3 corrugated plastic signs.

#### Other Volunteering

- Touching base with Companion Volunteer, who is now meeting regularly with a number of clients via the village agent in the community.
- Dealing with queries and concerns from volunteers as they arise
- Ordering litter picking equipment as further volunteer recruited to help with litter.

#### Meetings, Events and Groups

- 3/1/24 Stay and Play, Café and Loss & Bereavement Group
- 4/1/24 Meeting with Alan Hall re: Dday Event
- 8/1/24 GTPR Training – Session 1
- 9/1/24 WMPC Meeting

10/1/24 Town & Parish Council Clerks Working Group  
10/1/24 Stay and Play & Community Café, meeting with Bethan re: schedule of events.  
11/1/24 Stay and Play, Meeting at BACH re: Funding for Poppy of Honour  
12/1/24 GDPR Training – Session 2  
16/1/24 Agenda Run Through Meeting  
17/1/24 Stay and Play, Community & Repair Café, short meeting with Alan Hall  
18/1/24 Stay and Play  
23/1/24 WMPC Meeting  
24/1/24 Local and Regional Media Course, Stay and Play, Community Café & Quiz night.  
25/1/24 Stay and Play  
26/1/24 Attended Somerset Youth Alliance – Celebration of Youth Work Event at Taunton Football Club  
30/1/24 Assembly at West Monkton Primary School about Community Fridge and meeting with parent group about voluntary opportunities in the parish.  
31/1/24 Stay and Play (13 children in attendance) and Community Cafe

## 249/23 Somerset Council Report

Cllr Fothergill reported on the following:

2024/5 Council Budget: Despite recent increased Government funding the scale of the Council's financial woes in Somerset have been set out in papers to the Executive meeting due to be held on 7th February. In the papers a budget gap of £36.6m for 2024/5 is predicted to increase to £147.9m in 2026/7 if no actions are taken. Without taking these actions the Council will have no choice other to issue a Section 114 (bankruptcy) notice. Consequently, the Council is proposing over 260 cuts (or fee increases) to service funding in 2024/5 including:

- Closure of five recycling centres
- Removal of historic open space and burial ground grants to Parishes
- Cancellation of RNLI Lifeguard contract
- Removal of all School Crossing Patrols
- Reduction in road safety budget
- Closure of all public owned toilets
- Cessation of funding for Citizens Advice local assistance programme
- Closure of Tourist Information and Visitor Centres
- Proposal to cease the Mobile Library service.
- Review of subsidies for contracted bus services
- Increased Crematorium charges

A full list of cuts to funding for services can be found at

<https://democracy.somerset.gov.uk/documents/s24438/Appendix%207%20-%20Detailed%20List%20of%20Savings%20Proposals.pdf>

Changes to waste collection days: new service guides, including an 18-month collection calendar have begun to arrive at houses in the former Sedgemoor and Somerset West and Taunton areas, as well as a small part of South Somerset. The changes which start from Monday 12th February will make rounds more efficient and manageable for crews, whilst reducing mileage and carbon emissions. Unfortunately, crews will not be able to return for collections if bins and boxes have not been put out on the correct day.

Local nature recovery strategy: Somerset Council has launched an online survey to shape the county's Local Nature Recovery Strategy (LNRS) which will provide a single vision for nature recovery in Somerset. The work is funded by Defra and local authorities throughout England have been appointed to lead the work. The Somerset Local Nature Recovery Strategy (LNRS) will set out local priorities and actions for restoring and creating habitats. It will identify the locations most suitable for nature restoration, and the places where the recovery or enhancement of biodiversity could make a particular contribution to other environmental benefits such as carbon sequestration, flood regulation, and access to nature-rich spaces for health and wellbeing. For more information visit [www.somerset.gov.uk/lnrs](http://www.somerset.gov.uk/lnrs)

Voter registration: Residents in Somerset are encouraged to make sure they are ready to vote in elections – both local and Parliamentary. The next scheduled elections in Somerset are for the Police and Crime Commissioner (PCC) for Avon and Somerset on Thursday 2 May 2024. Everyone who votes must be on the electoral register and for those unsure if they are registered, the Electoral Services team 0300 123 2224 will be able to help. Voters also may need to update their details if they have moved house or changed their name. This can be done via: <https://www.electoralcommission.org.uk/i-am-a/voter/register-vote-and-update-your-details>.

Taunton Park and Ride: Somerset Council has awarded a new contract to run Taunton's Park and Ride service to Stagecoach Southwest following a successful tendering bid. The Southwest-based operator will run buses Monday to Saturday from the Silk Mills and Gateway sites from 12 February 2024, taking over from First Bus South. The cost of a ticket will remain just £1 for any single journey but the frequency will change to every 20 minutes.

Highways (1): Cross Rifles Junction, Bridgwater The Council has reviewed plans to deliver a major infrastructure project at the A38/39 roundabout near the Cross Rifles pub and Sainsburys and made a decision to replace it with a new proposal which will require significant less disruption for residents and road users. Somerset Council has circa £10 million in Levelling Up funds from Government for the whole A38 corridor which includes both this junction and the Dunball junction near the M5. The decision enables the Council to now focus more of the funding on the Dunball scheme which has the most urgent capacity and safety issues.

Highways (2): Roadworks Offences Broadband provider Truespeed Communications Ltd has been hit with fines and charges totalling more than £34k after pleading guilty to five offences in Somerset. Truespeed admitted failing to install proper traffic management and guarding broken and excavated road surfaces to ensure the safety of pedestrians on a number of occasions, in breach of the New Roads and Street Works Act 1991.

King Charles – a framed portrait of the King is available for Councils to request. Cllr Fothergill to forward the details so that the Clerk can apply for one.

Cllr Cavill reported on the following:

Selworthy School - The Department for Education has announced that Selworthy Special School is one of many schools nationwide to receive the go ahead for improvements through the Government's School Rebuilding Programme.

Town, Parish and City precept in Somerset – figures show that precept has increased for 2024/25 by an average of 49.88% and the average band D equivalent rate if £158.86 per year. It was noted that WMPCs agreed increase for 2024/25 is 40% - £78.48 per band D equivalent and more than half the average across Somerset.

Questions were asked and a discussion took place regarding Somerset Councils finances following these reports.

### Public Question Time

Clerk reported that an email had been received from Developer about proposed solar panels on land near Hyde Lane. Following a conversation with the Clerk of CSM PC it has been confirmed that the land proposed for the solar panels formally formed part of the Derham Close proposal and was allocated for orchard planting. An amended application for the Derham Close proposal removing the orchard planting on the piece of land has been submitted and the solar panel proposal has been submitted separately. Clerk confirmed that she has invited the applicant to attend the next PC meeting.

Clerk reported that CSM PC have asked if the PC would be receptive to the idea of CSM using ride on lawn mower for a fee. Cllrs confirmed that they would be open to a conversation about the proposal.

Cllr Besley raised the work of Somerset Council Highways when dealing with potholes on lanes in the Parish. A picture of a pothole which has only been packed was shared. Concern was expressed that the packing of the potholes was not a repair, and the pothole is likely to reappear quickly, especially with wet and cold weather. Cllr Besley agreed to keep an eye on the pothole to see how long the repair lasts.

### 250/23 Planning

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

48/24/0004/CMA: Application to determine if Prior Approval is required for a change of use and conversion from commercial, business and service use (Class E) into 1 No. dwelling (Class C3) at Firstcall Photographic, Cherry Grove Rise, Yalway Road, West Monkton

Cllr Cavill declared a personal interest in respect of the application.

It was agreed to make no comment in respect of the proposal.

To note:

14/21/0047: Application for outline planning permission with all matters reserved, except for access, comprising up to 1,450 dwellings, up to 4.91 hectares of land for strategic employment uses, up to 8 hectares of land for a through school, mixed use district centre including mobility hub, community facilities, green infrastructure, drainage works, and associated works, on land at Walford Cross, Monkton Heathfield.

Parish Council response to this planning application to be developed after the public consultation events on 24th February 10.30am – 12.30pm Creech St Michael Village Hall and 26th February 3pm – 7pm BACH.

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

Noted

### **251/23 Country Park and Somerset Wood**

#### **a) Somerset Wood Joint Committee; To note minutes from meeting on 30<sup>th</sup> January 2024.**

The minutes from the Somerset Wood Joint Committee meeting on 30<sup>th</sup> January were noted.

Cllr Hall reported that a meeting with representatives of the National Lottery has taken place and the application for funding is being developed focused on what the funding is available to support including supporting volunteers with an ICO container, making the park more accessible including footpaths and signage and toilets and a possible electric supply. The application will be considered at the end of April.

Meetings with contractors to enable tenders to be submitted have taken place.

Communication for local businesses has been developed and will be circulated in the coming days. The QR code has been delayed, when this is established press releases will be developed to enable fundraising.

#### **b) D-Day Event Update**

Cllr Hall reported that work is continuing to develop a schedule of activities for the D-Day event. Taunton Town Council have indicated that they would like to financially support the event subject to formal agreement by the Town Council.

Cllr Hall reported that sourcing re-enactment organisations is proving difficult as many are attending events in Normandy.

Responses are awaited from Yeovil Flight, 40 Commando, the Cadets and School regarding their participation in the event.

Further updates will be provided at the next meeting.

Clerk reported that she had made contact with the Land Agent for Tarka who own the Orchard Land off Tudor Park. The land may be suitable to provide car parking for the Country Park, particularly during events and it will also provide parking for the Waterlease pitches. The Land Agent has indicated that they are agreeable to a meeting with the Parish Council. Clerk to arrange a meeting with Cllrs Hall and Cavill in attendance.

#### **251/23 MH1 Update; POS transfer update.**

Clerk reported that the hold up to the transfer of the POS is due to the S106 agreement variation making its way through the democratic process at Somerset Council. Simon Fox at Somerset Council is progressing matters as quickly as possible.

#### **252/23 Sports Pitches update**

Cllr Hall reported that the second pedestrian gate has been installed. The land is still too wet to plough. Proposed fencing for the site has been shared with the Rugby and Cricket Club who have confirmed they are happy. The fencing will go inside the trench and bird mouth fencing will go on the other side of the trench. The risk of traveller occupation of the land was briefly discussed including security arrangements including height restriction bars.

#### **253/23 MH2 Update**

Clerk confirmed that a joint meeting with Creech St Michael Parish Council to discuss the MH2 Legal Agreement is scheduled to take place on 20<sup>th</sup> February at 6.30pm at Creech St Michael Village Hall. An agenda and supporting information for the meeting will be circulated shortly.

Public consultation events are scheduled to take place on Saturday 24<sup>th</sup> February 10.30am until 12.30pm at Creech St Michael Village Hall and on Monday 26<sup>th</sup> February from 3pm until 7pm at the BACH.

Creech St Michael are formulating and agreeing their response to the planning application at their Parish Council meeting on 4<sup>th</sup> March. A copy will be made available to the Parish Council.

It was agreed that a West Monkton Planning Committee meeting will be scheduled to take place on Tuesday 5<sup>th</sup> March at 7pm to discuss the application and develop comments based on the feedback from the public consultation event. The response will then be approved by the Parish Council on 12<sup>th</sup> March.

#### **254/23 Permanent pump at Bathpool; update**

Clerk reported that she had followed up the land acquisition with the Environment Agency and the Agent but had received no response. Clerk to continue to chase.

#### **255/23 Reports, including recent developments, matters to consider and decisions to be made:**

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

Mr Perry reported on the following:

Heavy rain fell between 20<sup>th</sup> and 22<sup>nd</sup> January – the Old River Tone rose by 1.7m in a short time. The Environment Agency responded quickly and deployed the pump. It pumped for 30 hours, and no flooding was experienced.

January saw 40mm less rainfall than last January but 99% of the long-term average fell. October to January was the 6<sup>th</sup> wettest since 1871. Reservoirs are 98% full.

35mm of rain fell in Bathpool last week. The catchment went on flood alert and the pump was deployed and pumped for 18 hours with no flooding of properties.

There is a mixed forecast ahead.

Cllr Munson raised the management of the land behind Acacia Gardens, Cllr Cavill confirmed that he is still chasing to ascertain the owner of the land.

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

### **Footpaths**

Cllr Gage reported that a tree is down across the footpath at Coombe Bottom. Cllr Gage will remove the tree from the footpath.

### **BACH**

Cllr Gage had nothing further to report.

### **Highways**

Cllr Besley confirmed that he had nothing further to report.

It was noted that a number of the streetlights were out or flashing on the ERR. Clerk to raise with Persimmon.

### **Safe Routes to School.**

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

### **Public Open Spaces/ Children's Play Areas and Recreation.**

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

A member of the public reported that a piece of play equipment has been damaged in the Deer Park play area. Clerk to report to Persimmon.

## **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 1.2K
- 16.7K post reach
- Posts added sharing news items that are added to the website.

### **Monkton Matters**

- Page likes / followers now at 396
- 35 new articles added in January.
- 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 1100
- 1.1k post reach

### **Community Garden Facebook Page:**

- Page likes/followers 144
- 1.6k 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**

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

### **f) The Spital Trust**

Cllr Ellis reported that the end of year Spital Trustees Meeting is scheduled to take place tomorrow.

### **g) Any events at which WMPC was represented**



Cllr Hall and Clerk attended the Taunton Garden Town Advisory Board Meeting on 26<sup>th</sup> January. Minutes from the meeting to be circulated when they are available.

## 256/23 Finance

### a) Quotations and Updates:

#### Submersible Pump

To be incorporated in PCs emergency resilience kit.

Tsurumi LSC 1.4s - in the 2-inch discharge size (there is also a 1 inch). It can be manual or auto if an additional sensor is obtained. Sensor extension probes are available to allow it to pump down to 1mm depth in auto mode. In manual mode it pumps to 1mm water depth - and can run dry for many hours. Claimed max pumping rate 170lpm. Available from a variety of outlets e.g. <https://floodandwaterpumps.co.uk/> or <https://www.henrypumps.co.uk/tsurumi-lsc14s-puddle-sucking-pump-806-p.asp>. Cost wise 240v 2-inch model seems to vary from about £460 inc VAT upwards.

An alternative option might be the TT Pumps Puddle Pal - also 240v, 2-inch discharge. Manual or auto (looks like it needs an additional sensor), with a claimed max pumping rate of 225lpm for the 400 model and 300lpm for the 750 model. £429 & £586 (+VAT) respectively. Either option will need appropriate length of discharge hose - probably say 5m of suction hose, plus a length of layflat.

No float switch:

<https://www.waterpump.co.uk/dab-nova-up-300-m-na-submersible-puddle-pump>

£229.00

10,000 litres per hour. Pumps down to 1mm depth.

Resolution to proceed with purchase of two DAB Nova Up 300 M-NA submersible pumps.  
Proposed by Cllr Munson, seconded by Cllr Besley and all agreed by show of hands.

#### Community Garden Expenditure:

Resolution to proceed with the following purchases from the SALC Grant:

Pots - £432.88

Tools including 6 x Dibbers - £33.96, 2 x hoes - £44.98, 4 x hand fork and trowel sets - £32.00, 4 x wheelbarrows - £199.96.

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

Resolution to proceed with the following purchases from PC funds:

The purchase of seeds (£102.74), landscaping fabric (£86.47) and compost / topsoil (approx. £150.00). Total £339.21. This spend will be from CIL (fabric and compost / topsoil) and Environment / Community (seeds) budget lines.

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

#### Dog bin emptying and grass cutting:

Description	Quote
Dog bin emptying x 7, once a week	£2846.48 (£7.82 per empty)
Grass cutting – Monkton Heathfield Road including entrance to footpath to Yallands Hill x 6	£1096.02 (£182.67 per cut)
Grass cutting – front of West Monkton Primary School verge in front of the railings x 6	£256.08 (£42.68 per cut)
Total	£4198.58 +VAT (£839.72) £3102.56 +VAT (620.51) <del>£5038.30</del> £3723.07

Resolution to accept quotation for dog bin emptying and grass cutting in 2024/25 as amended above:  
Proposed by Cllr Gage, seconded by Cllr Besley and all agreed by show of hands.

#### Community Garden Shed Replacement Windows

Polycarbonate: £102.99 inc VAT

6mm clear float glass: £61.77 inc VAT

6mm clear toughened glass: £76.57 inc VAT

6.4mm clear laminated glass £71.53 inc VAT

Option – 6mm clear toughened glass.

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

#### **Updated quote from Reed and Holland for Poppy of Honour Pavilion**

Cllr Hall confirmed that the Reed and Holland Quotation for the Poppy of Honour design needed to be updated to include the cost of a Quantity Surveyor to enable specifications to be given to contractors upon which to tender. The additional cost is £3500+VAT. It was proposed by Cllr Besley, seconded by Cllr Munson and agreed with all in favour to agree the amended quotation. It was noted that the cost of the quotation would be reimbursed from the scheduled Poppy of Honour fundraising.

#### **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.

#### **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	£25.83
Nationwide	£144.39
PSDF	£TBC
VAT Reclaimed	£3956.31
Somerset West Lottery (Community Fridge)	£37.50
Allotment rents x 3	£90.00

## Payments

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
<b>To authorise payment of:</b>						
A Pritchard litter picking	xx.xx	No vat	xx.xx	d-d	Salaries and expenses	Pension (employee contribution)
Employee pension contributions	185.62	No vat	185.62	d-d	Salaries and expenses	Pension
Employer contributions	139.22	No vat	139.22	d-d	Salaries and expenses	Pension
A Shepherd Clerks salary SCP33	xx.xx	No vat	xx.xx	bacs	Salaries and expenses	Salaries
K Welsh assistant clerk-community salary SCP 28 (117 hours)	xx.xx	No vat	xx.xx	Bacs	Salaries and expenses	Salaries
HMRC Tax and NI Contributions	1665.34	No vat	1665.34	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	125.06	No vat	125.06	bacs	Environmental and Open Spaces	Lengthsman
Business all about you Climate Initiative PR WMPC 37	150.00	No vat	150.00	bacs	Environmental and Open Spaces	Environment / Community
QSSIT regular maintenance / monthly sub	25.40	5.08	30.48	bacs	IT and Communications	IT and Communications
Expenses claim A Shepherd (Travel)	37.95	No vat	37.95	Bacs	Salary and expenses	Expenses
(Postage)	0.75	No vat	0.75	Bacs	General Administration	Sundry Admin
Expenses claim K Welsh (Travel)	132.30	No vat	132.30	Bacs	Salary and expenses	Expenses
SLCC (Assistant Clerk Community Training)	65.00	13.00	78.00	Bacs	General Administration	Training
Expenses claim A Hall (Print / photo paper)	20.23	No vat	20.23	Bacs	General Administration	Sundry Admin
(Travel/Parking)	34.10	No vat	34.10	Bacs	Salaries and expenses	Expenses
Somerset Council (Dog bin emptying Q3)	667.03	133.41	800.44	Bacs	Environmental and Open Spaces	Grass cutting and dog bin emptying.
Expenses claim B Gage (Hoover part)	25.00	No vat	25.00	Bacs	BACH	Other supplies / equipment
NSP (Litter stickers)	82.95	16.59	99.54	Bacs	Environmental and Open Spaces	Environment / Community
Viking Payments (Stationery)	75.10	15.03	90.13	Bacs	General Administration	Sundry Admin
Water 2 Business (Spital Almshouses Allotments Water rates)	42.96	No vat	42.96	Bacs	Allotments	Allotment Hire
Travis Perkins (Community Shed installation timber)	39.60	7.92	47.52	Bacs	Community Infrastructure Levy	CIL Expenditure
Travis Perkins (Community Shed installation blocks / timber)	41.23	8.25	49.48	Bacs	Community Infrastructure Levy	CIL Expenditure
Travis Perkins (Community Shed installation (blocks / cement / fixings)	133.89	26.80	160.69	Bacs	Community Infrastructure Levy	CIL Expenditure
Travis Perkins (Community Shed installation timber)	33.12	6.62	39.74	Bacs	Community Infrastructure Levy	CIL Expenditure
<b>To note payment of:</b>						

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
<b>Direct Debit</b>						
Invoice Tailored Auto Enrolment 11342 29/1/2024 (Pension administration)	12.00	2.40	14.40	DD PAID	Salary and Expenses	Pension
Invoice SWS 114008 2/2/2024 maintain gsuite	84.00	16.80	100.80	DD PAID	IT and Communications	IT and Communications
Invoice SWS 113936 web-lite hosting (MM) and standard mailbox 20/01/2024	30.00	6.00	36.00	DD PAID	IT and Communications	IT and Communications
Invoice SWS 113918 website hosting (westmonktonparishcouncil.gov.uk)	60.00	12.00	72.00	DD PAID	IT and Communications	IT and Communications
<b>BACS</b>						
A Shepherd – Community Shed Reimbursement	574.99	115.00	689.99	BACS PAID	Community Infrastructure Levy	CIL Expenditure
Roman Glass – Thornash Close Bus Shelter Repair	554.65	110.93	665.58	BACS PAID	Environmental and Open Spaces	Environment / Community
Encore Technologies Limited (Deposit payment for musician for D-Day event)	56.25	No vat	56.25	BACS PAID	Youth and Community	Youth and Community
A Shepherd – Litter picking equipment reimbursement	70.77	14.15	84.92	BACS PAID	Community Infrastructure Levy	CIL Expenditure
Tor Luxury Toilet Hire (Toilets for D-Day event deposit)	538.75	107.75	646.50	BACS PAID	Youth and Community	Youth and 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 Ellis, seconded by Cllr Munson and all agreed by show of hands.

**Transfer between accounts.**

None.

## c) Audit Working Party Meeting – 26<sup>th</sup> January 2024 – Notes and Recommendations

### AUDIT WORKING PARTY

Meeting Friday 26<sup>th</sup> January 2024 at 9.30am via Zoom

#### NOTES

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

Present: Cllrs Haskins, Tully and Hall and Clerk A Shepherd.

#### 1. Apologies

Apologies were received from Cllr Gage.

#### 2. Report of the meeting in October to be approved.

The notes were approved. Clerk confirmed that the notes were included in the November Parish Council Finance Report and the recommendations of the Audit Working Party were accepted by the Parish Council.

#### 3. To confirm third quarter bank reconciliation.

A detailed bank reconciliation for the third quarter was circulated in advance of the meeting and approved. The bank reconciliation confirms a balance of £810,054.38 across the PC bank accounts at 31<sup>st</sup> December 2023.

#### 4. To review summary report for budget compliance and make any observations / recommendations.

The summary report to the end of Quarter 3 was shared in advance of the meeting and considered in detail.

Each line of the report was discussed and reviewed for budget compliance. The following points were noted:

Cost Centre	Cost Code	Note
Income	VAT Reclaim	The amount of VAT reclaim is expected to be less than the budgeted amount, but this is offset by the increase in income from interest.
Salaries and Expenses	Expenses and Pensions	There is an overspend on the expenses and pensions line. The Audit Working Party recommended that the remaining unspent amount in the grant cost centre (£2000) be moved to expenses and pensions to ensure sufficient funds on the budget lines to year end.

Clerk confirmed that the intention remains, as previously discussed by the Audit Working Party and agreed by the Parish Council, that any underspend on budget lines at year end, apart from Youth and Community which would be rolled forward for events next year, will be added to the Parish Councils General Reserves.

#### 5. To confirm third quarter VAT reclaim.

The VAT reclaimed in the third quarter was £3956.31 and payment of this amount has been received from HMRC.

**6. To review CIL spend from 1<sup>st</sup> April to 31<sup>st</sup> December 2023 and review remaining funds.**

A document summarising CIL spend, and the amount of CIL money remaining was circulated in advance of the meeting. The document was summarised, discussed and the current position noted. It was noted that £285,890.65 of CIL money is held.

**7. To discuss Parish Council debit / credit card and make recommendations.**

Clerk confirmed that she had made enquiries about obtaining a debit / credit card. The PC Financial Regulations state in paragraphs 6.18 to 6.20 that a debit or credit card can be issued but only specifically restricted to use by the Clerk and RFO. The Audit Working Party recommended that the Parish Council make an application to Lloyds Bank for a Debit Card for the Clerk.

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

Clerk reported the following:

- A telephone review had taken place with Lloyds Bank who requested further information about two large receipts, one being the Precept in April 2023 and the other the Sports Pitch land transfer amount in August 2023. The Clerk provided further information and Lloyds Bank which completed the review.
- Clerk attended procurement training which clarified the thresholds, processes and requirements that the PC must take when making large procurements exceeding £60,000.

No other financial matters were brought to the attention of the RFO prior to the meeting.

**9. Date of next meeting Friday 26<sup>th</sup> April 2024 at 9.30am via zoom.**

Meeting finished at 10.00am.

Resolution to accept recommendations of Audit Working Party including:

- Remaining unspent amount in the grant cost centre (£2000) be moved to expenses and pensions to ensure sufficient funds on the budget lines to year end.
- The Parish Council make an application to Lloyds Bank for a Debit Card for the Clerk.

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

**d) Budgeting report**

The budgeting reports to 31st January were shared in advance of the meeting and the contents of the reports were noted.

**257/23 Other matters for report only – items for discussion – no decision**

Clerk asked Cllrs to send their contributions for the Annual Report and feedback on the draft Strategic Plan by the end of February so that final versions can be developed for approval at the first March Parish Council meeting.

Cllr Cavill raised the electric supply to the Country Park and suggested that if the PC undertook the trenching work National Grid may lay the cable and the price might therefore be reduced.

**a) Items for next meeting agenda - by Monday 19th February 2024 or Monday 4th March 2024**

Noted

**b) Dates to note over the next 14 days**

Agenda run through 20th February at 9am

MH2 Legal Agreement meeting 20th February at 6.30pm at CSMVH

LCN Meeting – 21st February at 7pm at NP Rugby Club

MH2 Public Consultation Event – 24th February 10.30-12.30 CSM VH

MH2 Public Consultation Event – 26th February 3-7pm

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PC Meeting – 27th February at 7pm  
Planning Committee Meeting – MH2 PA – 5th March at 7pm

**258/23 Dates of forthcoming meetings:**

Parish Council:

Second Tuesday in the month (Business focused meeting)

2024: 12th Mar, 9th Apr, 14th May, 11th Jun, 9th Jul, 13th Aug, 10th Sep, 8th Oct, 12th Nov, 10th Dec.

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

2024: 27th Feb, 23rd Apr, 28th May, 25th Jun, 23rd Jul, 24th Sep, 22nd Oct, 26th Nov.

Audit Working Party: 26th April 2024 at 9.30am (Virtual)

Annual Parish Meeting: 26th March 2024 at 7pm

BACH Committee 4<sup>th</sup> June 2024 at 7pm

Budget and Precept TBC November 2024 at 7pm

Sports Pitch Committee TBC at 7pm

There being no further business to discussed, the meeting ended at 8.55pm



Signed Chairman:

Date: 27<sup>th</sup> February 2024