



West Monkton Parish Council

ADOPTED

Minutes of the Meeting of West Monkton Parish Council held on Tuesday 9th April 2024 at 7.00pm.

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

In attendance: Mrs A Shepherd, Clerk, Mrs K. Welsh, Assistant Clerk Community, Mr K Perry, Bathpool Flood Warden, Cllr David Fothergill, Somerset Council and approximately 40 members of the public.

290/23 To receive any apologies (with reasons), introductions with responsibilities.

No apologies were received.

291/23 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.

292/23 To adopt the minutes of the Parish Council meeting on 12th March 2024

The minutes from the Meeting of the Parish Council on 12th March 2024, having been previously circulated, were taken as read. It was resolved to adopt the minutes of the Parish Council meeting on 12th March, proposed by Cllr Hall, seconded by Cllr Cavill and agreed by show of hands.

The agenda was interrupted to discuss item 6 on the agenda 'SC Report / Number 12 bus update'

293/23 Somerset Council report from Cllrs Cavill and Fothergill. Number 12 bus update.

Approximately 40 members of the public were in attendance at the meeting to express concern that the number 12 bus service will cease in August 2024.

Cllr Cavill summarised the correspondence and enquiries he has lodged with Somerset Council about the number 12 bus to make the case to keep the bus rather than the service stopping in August. Cllr Cavill confirmed that he has requested numbers of usage, how usage has altered, how much each trip costs, if the number of trips can be reduced and if the Parish Council can contribute.

Members of the public in attendance stated the following:

- That the bus is becoming busier and is more reliable than the number 21 service.
- That the bus tends to be busier in the morning. The first trip of the day and the last tend to be quieter along with lunchtime.
- Some use the bus service everyday for work, others use it 3-4 times a week.
- The service provides a vital link to Crown Medical Centre.
- The service is particularly well used by older people.
- The service is used by college students.
- The service provides a link to the train station and reduces traffic on the road.
- The service is used by bus users in other parishes, including Cheddon Fitzpaine and Taunton.

Cllrs Cavill and Fothergill advised that the pot of money used to provide the service is S106 money from MH1. On other commercial services, when someone uses a bus pass, money is claimed from Somerset Council. However, when someone uses a bus pass on the number 12 service, this does not happen, if it did the pot of

money for the service would be replenished with payments from Somerset Council and the service would be able to continue to run for longer. Cllrs Cavill and Fothergill are making the case for this to change.

Cllrs Cavill and Fothergill confirmed that they will meet with Somerset Council Officers to take the matter forward and made a commitment to provide an update at the PC meeting on 23rd April. Cllr Haskins confirmed that keeping the service has the full support of the Parish Council.

Those in attendance at the meeting provided their contact details so that they can be kept up to date with progress. Updates also to be provided on Monkton Matters.

*On conclusion of discussion of this item all but three members of the public left the meeting.
The meeting resumed to the order on the agenda.*

294/23 To declare a Parish Councillor vacancy following the resignation of Cllr Geoff Hope

Following the resignation of Cllr Geoff Hope, the Parish Councillor vacancy was formally declared. Clerk advised that the required notices, giving electors the opportunity to request an election will now be displayed. If an election is not requested the vacancy can be filled by co-option at the May PC Meeting.

295/23 To note Clerk's report and Assistant Clerk (Community) report.

Clerk's Report:

General Admin:

- Strategic Plan and Annual Report finalised, approved and published. Links included in the Village News contribution.
- Picture of King Charles for display received. Picture to be displayed in BACH lobby.
- APM slides and arrangements. Slides from APM published on the website.
- Community Review Steering Group invites to potential members. Developed ToR for Group from model ToR provided.
- Reported issues through the month including fly-tipping and pot holes.
- Report from member of the public about bonfires on allotments – sent a letter reminding allotment holders of conditions.
- New graffiti in the parish. Quotes requested for removal from walls at Milton Hill and Dyers Lane.
- Sent emails to officers at Somerset Council regarding devolution of assets / services including play parks, Heathfield Hall and fly-tipping. Also requested update on replacement of St Quintins play equipment (reply received confirming Somerset Council are investigating), improvements to the rear entrance of Farriers Green park (Somerset Council have agreed that the PC can gather quotes from contractors) and Waterleaze pitches / play park. Response received regarding fly-tipping. Somerset Council have a Parish Lengthsman Scheme. The scheme allows access to recycling centres for identified and pre-sorted recyclable material. Any mixed material can be left by litter bins for collection when bins are emptied. It was agreed to proceed with the Lengthsman Scheme.
- Village news contribution for the next edition.

Finance / Payroll:

- Making payments / placing orders.
- Managing / inputting Accounts using Scribe.
- April payroll and finance reports and grant spend records.
- Paid litter picking ended on 31st March.
- Community Garden items ordered / delivered.
- Dog poo bag dispensers ordered and delivered.
- Submersible pumps ordered and delivered.
- Updated Asset Register – on agenda for approval. Correct at 31st March 2024.
- Finalising 2023/24 accounts and working with Scribe to get accounts across to income and expenditure
- Lots of work to do over the coming weeks to prepare required documents for internal and external audit.

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.

Country Park and Somerset Wood

- QR code for Poppy of Honour fundraising issued. Information added to noticeboards, websites, Facebook, village news.
- Press release being drafted by Bethan to share with news agencies.
- Supported development of Country Park Lottery Application for second stage consideration.
- Enquiries / conversations regarding the Somerset Wood money help by Somerset Council are ongoing. Further information has been requested.

Sports Pitches

- Comments received from Planning Officer. Discussed with Alan Hall and responded. Meeting being arranged with Planning Officer, Persimmon / Redrow, Sports England and national sporting bodies to discuss pitch provision in Monkton Heathfield as a whole.
- Persimmon have confirmed that skip will be removed and also that plans are in place to get lay road access and utilities by August as required.

MH1

- Liaising with Simon Fox and Persimmon re S106 deed of variation progress. Catch up meeting with Persimmon took place on 27th March to review progress.
- Draft S106 agreement received from solicitor.

MH2:

- Planning comments submitted and added to PC website and Monkton Matters.
- Meeting to review comments in respect of the planning application and discuss the legal agreement for MH2 arranged for 18th April at 5.30pm (to be attended by members of the Joint Committee only)

BACH:

- Invoices and accounts.
- Forwarded details of Bridge Club incident to insurers who are investigating it. Further information has been requested from the insurers which has been sent.
- Next BACH Committee Meeting scheduled to take place on Tuesday 4th June 2024 at 7pm.

Meetings last month:

- 1st March – Meeting with Allotment hirer
- 4th March – Annual Leave
- 5th March – Agenda run through
- 5th March – Planning Committee Meeting
- 6th March – Site meeting re permanent pump at Bathpool with land agents
- 8th March – SLCC Branch Meeting
- 12th March – Meeting with CCS re Community Review Project
- 12th March – Parish Council Meeting
- 18th March – LCN Emergency Planning Workshop
- 19th March – APM run through meeting
- 20th March – Meeting re Devolution with Somerset Council
- 20th March – LGR Session
- 20th March – SALC Forum
- 21st March – 25th March – Annual Leave
- 26th March – Complaints Panel Meeting
- 26th March – Annual Parish Meeting
- 27th March – MH1 Catch Up
- 28th March – HMRC webinar re annual reports
- 29th March – Bank Holiday

Meetings this month:

- 2nd April – Agenda run through
- 3rd April – Community Café cover
- 3rd April – Meeting with PayDough re monitoring QR code fundraising

3rd April – LGR Session
 9th April – SLCC Meeting
 9th April – Hestercombe LCN Highways Working Group
 9th April – PC Meeting
 10th or 11th April – Meeting re pitch provision in Monkton Heathfield with Planning Officer / Developers / Sports England.
 12th – 15th April – Annual Leave
 16th April – Agenda run through meeting
 17th April – LCN Meeting
 17th April – LGR Session
 18th April – MH2 Planning App comments / S106 agreement meeting
 19th April – MH1 catch up meeting
 23rd April – PC Meeting
 26th April – Audit Working Party Meeting

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
- Completing with Clerk the second stage of lottery funding for the Country Park – which has now been submitted.
- Completing Volunteering section in slide show for Annual General Meeting
- Completing write up for Annual Report
- Regular meeting with Monkton Wood pupils which has resulted in a survey going out to all students asking them to share what they like about their community and what they would like to have in the community for them as young people.

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, which as a result of issues with young people is now being closed at 3pm to avoid. Police are involved with these issues.
- Organising quotations for expansion of the Community Fridge.
- Community Fridge reel going to be developed by Monkton Wood Academy.

Community Cafe

- 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 6/3/24
- Support Group for Families with children with Additional Needs – Escape Support Group to be promoted locally

Community Garden

- Community Garden group meet regularly at the BACH
- Update A boards with wellbeing message and jobs need doing at the garden
- Promoting weekly meet at the Community Garden through Bethan, listing basic jobs that need doing regularly.

Community Events

- Liaising with Bethan Turner for promotion of Events
- Prepare and organise quiz night 20/3/24
- Completed design of A3 posters for around the parish for event at Country Park for 2024
- Ordered and completed poster for 50 A3 corrugated plastic signs
- Booking various services for the D-day Event at the Country Park
- Organising First Aid Course and Managing Attendance in preparation for the 27/4/24
- Responding to various actions for the Tug of War event to include organising vendors and booking services for event.
- Organising card machines for the community events with Kev Smith
- Applied for Temporary Event Notice for D-day Event and Tug of War Event
- Obtaining quotes for event insurance for organised events
- Ordering cups for events and A2 posters to display around the parish+

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
- Supporting volunteer with complaint and updating information to report to complaints panel.

Meetings, Events and Groups

- 5/3/24 – Meeting with Oneplan Online to look at Event software
- 5/3/24 – MH2 Meeting – attended online
- 6/3/24 – Stay and Play and Community Café including Loss and Bereavement Group
- 7/3/24 – Stay and Play and Meeting with Cllr Alan Hall
- 7/3/24 – Meeting with Monkton Wood Pupils
- 12/3/24 – WMPC Meeting
- 13/4/24 – Stay and Play and Community Café
- 14/4/24 – Stay and Play and Meeting with Cllr Alan Hall
- 14/4/24 – Meeting with Monkton Wood Pupils
- 14/4/24 – Online Meeting – Youth Provision LCN
- 14/4/24 – Meeting with Jinny Uppington from CAG (Community Action Group)
- 14/4/24 – Tug of War Meeting
- 19/4/24 – Agenda Run Through Meeting at the BACH
- 20/4/24 – Stay and Play and Community Café including Repair Café
- 20/4/24 – Quiz Night at the Tacchi Morris
- 21/4/24 – Stay and Play and Meeting with Cllr Alan Hall
- 21/4/24 – Met with Persimmon Group to take publicity photo for Poppy of Honour Donation
- 21/4/24 – Meeting with Monkton Wood Pupils
- 26/4/24 – Complaint Panel Meeting at BACH
- 26/4/24 – D-day Committee Event Planning – online
- 26/4/24 – Meeting with Kevin Stratton and Cllr Alan Hall re: day
- 26/4/24 – First Ethos Committee Meeting at West Monkton Primary School
- 26/4/24 – Annual Parish Meeting
- 27/4/24 – Stay and Play and Community Café and support for First Aid Training at the BACH
- 27/4/24 – Meeting with Bethan Turner re: Eventbrite
- 28/4/24 – Stay and Play and Meeting with Cllr Alan Hall
- 28/4/24 – Meeting with Monkton Wood Pupils
- 30/4/24 – Easter Egg Hunt Event at Maidenbrook Park

296/23 Somerset Council Report (part 2)

Cllr Fothergill reported on the following:

Budget: Work is continuing to try to close the gap for this year and the bigger gap for next year. The offer of voluntary redundancies has not resulted in the number of volunteers needed. It is expected that compulsory redundancies will be needed.

Somerset Road Safety: Tragically, 30 people died while travelling on Somerset's roads in 2023 – nearly 43 per cent up on the figure for 2022 and the highest number of fatalities in 10 years. According to Avon and Somerset Police 76 per cent of the collisions involve one or more of the following five behaviours: Intoxicated driving, (drink or drugs); Careless or inconsiderate driving; Excessive Speed; Mobile phone use or distraction or failing to wear a seatbelt. Of the 30 fatal casualties, 11 were car drivers, 12 motorcyclists, four were car passengers, and three were pedestrians.

New electric buses: Twenty-five new electric buses are being funded by a £2.2 million grant from the Department for Transport's (DfT) Zero Emission Bus Regional Area scheme, along with a further £12.5million investment from Buses of Somerset. The electric buses will replace part of the current diesel fleet operating out of Hamilton Road depot and service the following routes 28 – Taunton to Minehead; 21 – Taunton to Bridgwater; 22 – Taunton to Wellington; 1 – Taunton Town Service and 2 – Taunton Town Service

Voter registration: Residents are being urged to register to vote and check their Voter ID so they can have their say on who represents them in the Avon and Somerset Police and Crime Commissioner election. The deadline to register to vote is midnight on Tuesday 16 April.

It takes just a few minutes to apply online at www.gov.uk/register-to-vote. The deadline to apply for a postal vote is 5pm Wednesday 17 April.

Additional funding for swimming pools: Somerset Council has been awarded £316,700 of grant funding from Phase 2 of the government's Swimming Pool Support Fund (SPSF). The ringfenced money from Sport England and the National Lottery will be used to install new energy efficiency measures in four Somerset leisure centres – Wells, Chard, Yeovil and Frome. Somerset has previously been awarded £211,208 in 2023 as part of SPSF Phase 1 funding.

Digital Innovation Centre: The Firepool Centre for Digital Innovation is set to officially open its doors in Taunton. The centre has been made possible after successfully securing more than £7.3m of external ring-fenced funding including £3.6m investment from Somerset County Council secured ahead of the creation of the unitary council.

Go Green Scheme: Somerset Council has secured £100,000 from the Government's UK Shared Prosperity Fund to support 150 eligible companies under the Go Green Scheme.

This scheme helps businesses to understand their energy consumption and show how it can be reduced. The scheme offers free energy audits and support to develop individual, costed and prioritised sustainability plans. Further information on the Go Green Scheme 'empowering Somerset businesses to go green' is available at www.gogreenscheme.org.uk

Green Business Grants: These grants are available for Somerset based SME's who already have sustainability plans in place. The aim of the grants is to provide financial assistance to take forward identified measures to reduce energy consumption and costs as well as carbon emissions. Grants can fund up to 50% of total eligible project costs, with the remainder funded by the applicant. Round 2 of the Green Business Grants is now open with an application deadline of 30 April 2024. If a grant is approved activity and expenditure will need to be completed by 30 November 2024. More information can be found at <https://www.somerset.gov.uk/business-economy-and-licences/funding-and-grants-for-business/>

Criminal Damage at County Hall – there has been two incidences of criminal damage in the form of red paint on the front of County Hall. Arrests have been made.

Cllr Cavill reported on the following:

Budget: It is becoming apparent that although there is a directive to reduce services and delivery statutory services only, some statutory services are not defined well enough. There are 900 statutory services, but these are not defined anywhere. For example, it is a statutory requirement to provide a library service but what the service needs to provide is not defined. Work to save money and cut services needs to happen quickly as there is still the threat of the S114 notice.

297/23 Hestercombe LCN Update

a) Feedback from Emergency Planning Workshop on 18th March

Cllr Haskins and Clerk provided feedback on the Emergency Planning Workshop. The Workshop provided a useful run through of the key elements of developing an emergency plan. Clerk confirmed her intention to develop a Plan as soon as possible and for regular reviews to take place of it so that is updated as skills and resources in the Parish are found. A review of the equipment that the PC holds is needed to identify any additional equipment that may be needed.

b) Feedback from Highways Working Group meeting on 9th April

Cllrs Cavill and Haskins provided feedback on the Highways Working Group meeting. Unfortunately, only three parishes in the LCN were represented.

Cllr Haskins confirmed that all of the issues being experienced in the parish are on the Somerset Council work plan for this year.

The price list from the new Somerset Council Highways Contractors is not likely to be available until the summer. The statutory requirement to fill / repair potholes remains. The new contractor will revert to pothole repairs as before. 35000 potholes were repaired last year. Somerset Council receives 300 pothole reports a day. Somerset Council has to inspect new reports within 3 days and repair if required within 14 days.

The Highways Steward scheme discussed. A list of Somerset Council Highways contacts to be circulated.

Use of the SID during the Monkton Heathfield Road one way closure from April to July was discussed. It was agreed to place the SID on Monkton Heathfield Road, Greenway and Goosenford during the road closure to understand traffic movements.

298/23 Chairman's Report

Cllr Haskins reported on the following issues in the Parish:

Hedge on Greenway – elm tree has fallen and is resting on a BT cable. Clerk to report.

Graffiti on Persimmon buildings around the local centre – Clerk to report to Persimmon.

Cllr Besley raised a leaning tree on Dosters Lane before right hand turn to Boome and another one at Red Hill.

Clerk to report to SC Highways.

Cllr Hall reported that the bird mouth fencing used for access by travellers near the canal roundabout has been repaired.

a) Upcoming SALC Training for Cllrs.

Cllr Haskins and Clerk highlighted the SALC Councillor refresh / update courses that are taking place in April. Councillors to advise the Clerk if they wish to attend.

b) SALC CEO Recruitment update.

Cllr Haskins provided an update regarding the recruitment of the SALC Chief Executive. An initial advert went out a month ago, only 3 applications were received, those were considered, and none were shortlisted for interview.

The advert is now being adjusted to focus more on the business elements of the role. The role will be readvertised next week, and salary has also been increased to attract right applicant.

Public Question Time

Cllr Besley and a member of the public raised the black on yellow signs that are supposed to be displayed at the Monkton Heathfield Road junctions with the WRR and A38 to discourage traffic through the village. The two signs at the WRR junction have been removed and two of the four at the A38 junction are laying flat on the ground.

Clerk confirmed that the permanent placement of signs at these locations are on the village sign review. Feedback on the review is awaited from Somerset Council. It was noted that signage will be displayed for the road closure from next week for three months.

Clerk to raise permanent signs with SC Traffic Management.

Assistant Clerk Community raised the Farriers Green Park steps at the rear entrance. Clerk confirmed that quotations will be gathered by contractors for the work.

Cllr Haskins raised Gotton Lane and that the water running down the road is being splashed onto the wall of a property which is now causing damp inside the property.

Assistant Clerk Community raised the holes that need filling in Central Park.

A member of the public raised the barbed wire on the fence alongside the cycle / footpath between the marina and Waterleaze. There was a similar issue last year and the barbed wire was pulled back, another section is now down.

Cllr Ellis raised the need for 20mph speed limit repeater signs on Monkton Heathfield Road and for the road painted repeaters on Greenway needing to be repainted.

Cllr Haskins to fill holes as soon as possible

Clerk to write to landowner.

Clerk to raise with Traffic Management at Somerset Council.

299/23 Planning

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

Cllr Cavill declared a prejudicial interest and left the meeting.

48/24/0012: Enclosure of agricultural building at Hill Farm, Hill Farm Road, West Monkton
The Parish Council supports the granting of permission.

Cllr Cavill rejoined the meeting.

48/24/0013/T: Notification to fell one Ginkgo tree within West Monkton Conservation Area to the rear of Whitestones, Monkton House, Church Hill, West Monkton
The Parish Council has no comments to make in respect of the proposal.

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

Noted

300/23 To consider the recommendations of the Complaint Panel (R)

A summary of the complaint received about a volunteer, the investigation that has taken place and the recommendations of the Complaints Panel was provided.

It was resolved to accept the recommendations of the Complaints Panel to:

- To contact Manager at Somerset Village Agent and Community Agents (Part of CCS) to raise concern about the welfare of the person supported by the volunteer and request a welfare check.
- Discuss with Volunteer any support or training she might feel useful for her role.
- Assistant Clerk Community to meet with the Volunteer on a regular basis at a set time each month to discuss current workload and support volunteer with her role.
- Volunteer to be provided with a mobile phone for her role for GDPR purposes and to safeguard volunteer with this type of lone working by adding 360 app.
- All referrals for the companion volunteer to be made through Assistant Clerk Community.

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

301/23 Community Review Project

a) To approve the terms of reference for the Steering Group and members of the Steering Group.

Clerk summarised the proposed terms of reference for the Steering Group that were circulated in advance of the meeting and confirmed the proposed members of the Steering Group were Cllr Haskins, Cllr Munson, Assistant Clerk Community, Tricia Cavill, Lucy Lawrence and Kirsty Samways from West Monkton Primary School, Wil Lowdnes from Monkton Wood Academy and Cllr Tully (as Chairman of West Monkton Village Hall). The Group will be supported by the Clerk.

It was resolved to approve the terms of reference and membership of the Steering Group. Proposed by Cllr Hall, seconded by Cllr Besley and agreed with all in favour.

COMMUNITY REVIEW STEERING GROUP TERMS OF REFERENCE

The Community Review Steering Group ("the Steering Group") is a working group of West Monkton Parish Council ("the Council").

1. Membership

Membership of the Steering Group shall constitute up to four members of the Council and up to four members of the community who are not also members of the Council.

Membership of the Steering Group shall be agreed by the Council.

All members of the Steering Group will be required to act in accordance with the Council's Code of Conduct.

2. Steering Group Chairperson

A chairperson will be appointed by the members of the Steering Group at its first meeting.

The chairperson may be a councillor or a community member.

The chairperson will be the main point of contact for the Steering Group and will convene and chair meetings.

Should the chairperson of the Steering Group not be a member of the Council, a lead councillor will be appointed by the Council to provide updates at Council meetings.

3. Quorum of the Steering Group

Four members of the Steering Group shall constitute a quorum of the Community Review Steering Group of which two must be members of the Council and two must be members of the community.

If the number of members present (not including those debarred by reason of a declared interest) falls below the required quorum, the meeting shall be adjourned, and any business not transacted shall be transacted at the next meeting.

4. Meetings

Meetings shall be held as required and copies of the notes of the meetings shall be circulated to the full Council.

Meetings of the Steering Group shall be open to the public unless a valid reason is given for excluding the public. Members of the Council and the public may speak at the discretion of the chairperson of the Steering Group.

5. Decision making

The Steering Group is a working group of the Council. It cannot make decisions or speak on behalf of the Council. Any recommendations made by the Steering Group will be subject to approval by the Council or, under delegated authority, by the clerk to the Council.

The Steering Group shall have a budget of £500.00, to be exercised through delegation by the clerk. Any additional expenditure should be agreed at a meeting of the Council. In all cases, the Council's Financial Regulations will be applied.

Members of the Steering Group will discuss matters with the aim of reaching a consensus. If, after full discussion, consensus cannot be achieved, the differing views will be recorded in the notes of the meeting and communicated to the Council.

6. Purpose and scope

The purpose of the Steering Group is to work with the residents of the parish of West Monkton to produce a Community Plan.

The aims of the Community Review are:

- to involve and engage local people in identifying and addressing local needs;
- to give direction to the Council in deciding where its priorities should lie; and

- to provide a mandate to the Council for spending local council tax-payers money.

7. Responsibilities

The Steering Group shall have the following responsibilities:

- To ensure that, as far as is reasonable, all households and organisations that have expressed an interest in being involved with the production of the Community Review have the opportunity to contribute to it.
- To work with the Community Council for Somerset (CCS) team in accordance with the agreement made between CCS and the Council.
- To cover the costs of any printing, venue hire, event, postage or any aspect of producing a Community Review that falls outside of the support provided by CCS.
- To keep residents informed of its activities by regularly publishing news in local media and by providing regular updates at meetings of the Council or its committees
- To make recommendations to the Council on any matter that require a decision by the Council.

8. Reporting

The Steering Group shall report in writing to the Council or a relevant committee of the Council as and when necessary.

9. Life of the Steering Group

Once the Community Review has been approved and adopted by the Council, the Steering Group will be reviewed for its membership and will become the Monitoring Group for the Community Review Action Plan.

10. Review

These terms of reference should be reviewed by the Council at its annual meeting, or earlier if deemed necessary.

302/23 MH Developments

a) MH2 Update;

Clerk reported that a meeting is scheduled with Simon Fox, Planning Officer to review the comments that the PC has made in respect of the planning application and to discuss the S106 agreement on 18th April at 5.30pm. Feedback from the meeting to be provided at the next PC meeting.

b) MH1 Update; feedback from catch up meeting with Persimmon on 27th March.

Clerk reported that the PC solicitor has received the S106 DoV and is reviewing the document to enable advice to be provided to the PC on its contents.

Clerk provided feedback from the meeting on 27th March. During the meeting it was confirmed that:

- The land adjacent to sports pitches has been sold for the asking price, it isn't clear who has purchased the land. Enquiries are being made.
- Orders for the MH1 play park remedials including bench slats have been placed.
- A tree survey has been carried out of trees in place prior to development – a lot of works required which Persimmon is asking the contractor to undertake.
- Persimmon require confirmation from the school that they do not require the pitch that was to be provided between Bridgwater Road and School Road adjacent to the footpath. Once this is received work to vary that element of the S106 can commence. Indication that the land may be handed over with a sum to complete the required work for the pitch. Clerk to establish requirements and obtain quotes in anticipation.

c) Hartnells Farm Development Update

Cllr Cavill provided an update regarding the crossing point at Milton Hill and the request for an additional crossing point on Yallands Hill being provided. Cllr Cavill is still chasing SC Highways Officers regarding this. Clerk confirmed that the plans / proposals for Phase 4 of the Hartnells Development are to be resubmitted and there will be a further opportunity for the PC to comment on the proposals.

303/23 Sports Pitch Update

Cllr Hall reported that ploughing of the land has been delayed. As soon as the land dries, this will take place. The surveyors are due to access the land on 22nd April to mark out the land for the drainage works. Ploughing needs to take place prior to this.

Clerk reported that Persimmon have confirmed that the design / specs for the road entrance and utility connections is underway to ensure delivery by August as required.

Cllr Hall reported that a way of reducing the water in the trench needs to be identified and suggested possible connection into the Hyde Lane ditch and the ditch to be connected to the Attenuation Pond. Further exploration needed.

Cllr Hall reported that an online application is taking place with the Planning Officer and Sports England and sporting body representatives to look at the local play pitch provision.

Clerk reported that the advice from the pre-app has confirmed that an application to vary the planning permission is required to move the pavilion and add floodlights. The advice has also confirmed that pedestrian access will need to be provided to the pitches for use by the community when the pitches are not in use by the clubs.

304/23 Country Park and Somerset Wood

a) Somerset Wood; fundraising update, Poppy of Honour update

Cllr Hall reported that a press release has been sent to the Gazette which is on their website and hoped to be in this week's edition to raise awareness of fundraising efforts for the Poppy of Honour.

Structural calculations for the Poppy of Honour are expected to be available next week.

A discussion took place about fundraising opportunities. Clerk to write to all Parish / Town Councils advising that any Somerset Wood donations should now be made to the PC rather than Somerset Council and also providing an overview of the Poppy of Honour.

b) D-Day Event Update

Cllr Hall reported that an Event Management Plan has been prepared and sent to Taunton Town Council for their consideration. Items have been ordered for the event. There will be a big screen on the side of the stage and DVDs prepared by the Hydrographic Office and Royal British Legion will be displayed on the screen.

A response from Yeovilton to confirm flights planned and from 40 Commando awaited.

Cllr Haskins suggested displaying a live link to other events that are taking place nationally, Cllr Hall to make arrangements.

c) Country Park update; lottery grant application update,

Cllr Hall reported that the Forest School has been damaged further. The sides of the tippee have been removed and put underneath and an attempt has been made to set light to it. There are burn marks inside the tippee. A quote is being obtained for harass fencing to isolate the tippee. Clerk to enquire with Persimmon to see if they have any spare.

Cllr Hall reported that 40 Commando marched to the Country Park and held a service. This will be an annual service going forward.

Grass area has been marked out for wildflower seeds. Cllr Gage to cut the area and spraying to be arranged when it is dry.

The lottery grant application has been submitted. Outcome awaited. Assistant Clerk Community confirmed that the application may not be considered until the end of May.

Stone gabions – quote for bags of stone received. Quotation included in finance report.

Cllr Hall reported that Rod Williams has done a write up on Somerset involvement in D-Day and suggested that a booklet is developed containing the information to be sold at the D-Day event.

305/23 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:

104mm of rain fell in the catchment in March, which is about the same as last year but a 40mm increase was recorded in the hills. There were four flood alerts in March. The Environment Agency came out twice to put on the pump. The pumps pumped for a total of 44 hours during the month. Gardens were wet but houses were dry and no sewerage spills were reported. Cameras on flap gates have now been fixed but the image quality is not good. Cameras being replaced in summer.

Call received from Wessex Water, they were not able to provide any further information about potential works in the local area to alleviate the sewerage spills.

A response is awaited from the Environment Agency about who the EA contact will be whilst current officer is off during period of long term sick leave. It was noted that a response had not been received from the land agent about the land for the permanent pumps. Clerk to chase.

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

Highways

The Yallands Hill Crossing Point was discussed and whether the PC should proceed with submitting a question to SC for the Full Council meeting on 23rd April 2024. Cllr Cavill to email Jon Fellingham and Andy Coupe at Somerset Council and suggest that a question will be submitted if a response isn't received.

Footpaths

Cllr Gage confirmed that he had nothing to report further to the barbed wire fence raised in public question time.

BACH

Cllr Gage reported that a response is still awaited from the primary school regarding the solar panels. Permission is needed from the Diocese to proceed.

Cllr Haskins raised that magnetic paint is now available. Clerk to include requirement when gathering quotes for repainting the activity hall which is expected to take place in the Summer.

Clerk provided an update relating to the incident where someone fell from the kerb in the car park. Information has been passed to the insurance company for investigation.

Safe Routes to School.

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

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
- 12.5K post reach
- Posts added sharing news items that are added to the website.

Monkton Matters

- Page likes / followers now at 409
- 32 new articles added in January
- Articles on Monkton Matters being shared on Monkton Matters Facebook page to pull users to the website.
- 4k post reach
- Business directory has details of 22 businesses so far.

Community Fridge Facebook Page:

- Page likes /followers 1112
- 321 post reach

Community Garden Facebook Page:

- Page likes/followers 154
- 4.6k post reach

Village News Contribution

- Developed by the Clerk's

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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 Spital Trust has replaced the wall between the Almshouses and the neighbouring new bungalow. This work was carried out at cost to the Spital Trust.

Cllr Haskins reported that the taps have been repaired.

g) Any events at which WMPC was represented

No other events.

306/23 Finance

a) Quotations and Updates:

Fridge Expansion

Taunton Sheds:

10ft x 6ft Supreme Pent Shed (same as existing shed) delivery and installation £1514.00 + VAT.

10ft x 6ft Supreme Pent Shed (same as existing shed), bearers and delivery £1086.00 + VAT

Whites Landscapes: Quote awaited

Base £950.00 + VAT

Build £400.00 +VAT

Lee Pope Landscaping and Garden Services:

Base (including 50mm sub base, 100mm concrete base, materials and labour): £750.00

Build shed: £350.00

Resolution: to proceed with supply and delivery of the shed from Taunton Sheds and installation of base and shed by Lee Pope Landscaping and Garden Services. Work to include 4 x 2 timbers on the base of the shed, paving slabs between the two sheds and bitumen roof sheets on the shed instead of felt. Proposed by Cllr Hall, seconded by Cllr Besley and all agreed by show of hands.

Graffiti Removal

Two areas of graffiti on walls at Milton Hill and Dyers Lane.

M+G Services: £500.00 + VAT

APT Sodablasting: £1850 + VAT (without anti-graffiti coating) £2150.00 + VAT (with anti-graffiti coating)

It was agreed to defer consideration of the quote for graffiti removal until a response has been received from Persimmon about the Graffiti in the local centre.

Insurance for D-Day Event

Gallagher: Quote awaited

Event Insurance (including cancellation cover): £300.00. Fireworks Insurance: £402.00

It was agreed to defer consideration of the insurance for D-Day until a second quote is received.

Insurance for Tug of War Event:

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Event Insurance (including cancellation cover): £300.00

It was agreed to defer consideration of the insurance for the Tug of War event until a second quote is received.

Defibrillator at West Monkton Church

London Hearts - £750.00 (Department of Health and Social Care Grant Scheme)

Resolution: to proceed. Proposed by Cllr Munson, seconded by Cllr Ellis and all agreed by show of hands.

Storage Container at BACH

30ft shipping container with doors at the end and one 1.5m door to the right of the long edge.

Cleveland Containers:

30ft new container (cut from 40ft): £5350.00 +VAT

30ft used (wind and water tight) container (cut from 40ft): £2995.00

Fit 900mm wide door to side £1150.00

Or 2400mm cargo doors in side £1795.00

Delivery £595.00

Lockbox £80.00

Padlock £60.00

It was agreed to defer consideration of the quotation until the Diocese have been consulted and pending the outcome of the Country Park lottery application.

Stone for Gabions at Country Park

Travis Perkins revised quotation:

25 bulk bags of Gabion Limestone @ £86.36 + VAT = £2159.00 + VAT

Previous agreed price 20 tonne of gabion stone £625.60 and 3 tonne of type one £210.93 – Total £836.53 +VAT

Resolution: to proceed with the previously quoted gabion stone (Total £836.53 + VAT). Updated price to be obtained.

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

Bethan Turner – Business All About You - Extra hours

Consider asking Bethan to undertake a couple of extra hours of work a week to oversee the Monkton Matters website and Facebook page. Bethan charges £25.00 per hour.

Resolution: to proceed and ask Bethan to work an additional 1 hour per week.

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

Business Mobile Phone

Refurbished iPhone 8 with 12 month warranty £99.00

Reimbursement to Assistant Clerk Community for purchase of phone £75.00

Two Business SIM card on 3 network (good coverage locally) 25GB of data a month: £10.00 per month each.

Resolution to purchase:

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

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. 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. Followed up with Jonathan Stevens at Somerset Council.

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	£27.67
Nationwide	£144.91
PSDF	£1947.72 (February)
	£1822.50 (March)
Unity Trust Bank	£259.86
Somerset West Lottery (Community Fridge)	£26.00
Allotment rent	£25.00
Resources Futures CAG Grant (Community Fridge)	£300.00

Poppy of Honour Donations:

Persimmon Homes

£1000.00

Cleaning Solutions

£100.00

Somerset Council (Grass cutting credit from Q1 2023/24)

£616.32

Payments

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
To authorise payment of:						
A Pritchard litter picking (last payment)	xx.xx	No vat	xx.xx	d-d	Salaries and expenses	Pension (employee contribution)
Employee pension contributions	187.14	No vat	187.14	d-d	Salaries and expenses	Pension
Employer contributions	140.36	No vat	140.36	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	1589.73	No vat	1589.73	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	204.88	No vat	204.88	bacs	Environmental and Open Spaces	Lengthsman
Business all about you Climate Initiative PR WMPC 38	237.50	No vat	237.50	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)	50.85	No vat	50.85	Bacs	Salary and expenses	Expenses
(Postage)	2.50	No vat	2.50	Bacs	General Administration	Sundry Admin
Expenses claim K Welsh (Travel)	151.20	No vat	151.20	Bacs	Salary and expenses	Expenses
Travis Perkins (Country Park Pond Drain Cover)	34.91	6.98	41.89	Bacs	Country Park	Country Park
Viking Payments (Stationery)	104.96	20.99	125.95	Bacs	General Administration	Sundry Admin
Viking Payments (Stationery)	20.95	4.19	25.14	Bacs	General Administration	Sundry Admin
Reed and Holland (Poppy of Honour Architect Fees)	3710.00	742.00	4452.00	Bacs	Community Infrastructure Levy	CIL Expenditure
SALC Training (GDPR)	35.00	No vat	35.00	Bacs	General Administration	Training

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
SALC Training (Social Media and GDPR x 2)	105.00	No vat	105.00	Bacs	General Administration	Training
CCS (Community Buildings Membership Renewal)	110.00	No vat	110.00	Bacs	BACH	Licenses / Subscriptions
Starboard Systems (Scribe subscription)	756.00	151.20	907.20	Bacs	General Administration	Subscriptions / affiliations
Stylesigns (Community Event posters)	430.00	No vat	430.00	Bacs	Youth and Community	Community Events
Somerset Council (Q4 Dog Bin emptying)	667.03	133.41	800.44	Bacs	Environmental and Open Spaces	Public open space maintenance
Churchill Support Services (D Day event security)	2000.00	400.00	2400.00	Bacs	Youth and Community	D-Day Event at Country Park
SALC (Training)	25.00	No vat	25.00	Bacs	General Administration	Training
Kevin Stratton Production Services (Production Management Support to create Event Management Plan for D Day Event)	1000.00	No VAT	1000.00	Bacs	Youth and Community	D-Day Event at Country Park
Haus Productions Limited (Video Screen D-Day Event 25%)	450.66	90.13	540.79	Bacs	Youth and Community	D-Day Event at Country Park
Haus Productions Limited (Stage D-Day Event 25%)	285.00	57.00	342.00	Bacs	Youth and Community	D-Day Event at Country Park
Haus Productions Limited (Audio Package D-Day Event 25%)	475.00	95.00	570.00	Bacs	Youth and Community	D-Day Event at Country Park
Somerset Adventures Limited (Outdoor First Aid Training)	350.00	70.00	420.00	Bacs	General Administration	Training
Happy Cups (Cups for Community Events)	855.00	171.00	1026.00	Bacs	Youth and Community	Community Events
To note payment of:						
<u>Direct Debit</u>						
Invoice Tailored Auto Enrolment 11735 29/3/2024 (Pension administration)	12.00	2.40	14.40	DD PAID	Salary and Expenses	Pension
Invoice SWS 114399 2/4/2024 maintain gsuite	84.00	16.80	100.80	DD PAID	IT and Communications	IT and Communications
Invoice SWS 114380 28/3/2024 domain name renewal	16.50	3.30	19.80	DD PAID	IT and Communications	IT and Communications
Invoice SWS 114336 web-lite hosting (MM) and standard mailbox 20/03/2024	30.00	6.00	36.00	DD PAID	IT and Communications	IT and Communications
Invoice SWS 114316 website hosting (westmonktonparishcouncil.gov.uk)	60.00	12.00	72.00	DD PAID	IT and Communications	IT and Communications

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
Debit Card						
JRB Enterprises Limited (Dog poo bag dispenser)	166.50	33.30	199.80	Debit Card Paid	Community Infrastructure Levy	CIL Expenditure
Waterpump.co.uk (Submersible Pumps x 2)	381.67	76.33	458.00	Debit Card Paid	Community Infrastructure Levy	CIL Expenditure
Marshalls Gardens (Community Garden Seeds)	17.26	No vat	17.26	Debit Card Paid	Environment and Open Spaces	Environment / Community
Tamar Organics (Community Garden Seeds)	15.20	No vat	15.20	Debit Card Paid	Environment and Open Spaces	Environment / Community
Moreveg (Community Garden Seeds)	15.90	No vat	15.90	Debit Card Paid	Environment and Open Spaces	Environment / Community
Ebay (Community Garden Tools)	43.58	8.72	52.30	Debit Card Paid	Community Infrastructure Levy	CIL Expenditure
Ebay (Community Garden Tools)	27.45	5.49	32.94	Debit Card Paid	Community Infrastructure Levy	CIL Expenditure
Amazon (Community Garden Tools)	26.33	5.27	31.60	Debit Card Paid	Community Infrastructure Levy	CIL Expenditure
Containerwise Materials Handling Limited (Pots and Trays)	455.40	91.08	546.48	Debit Card Paid	Community Infrastructure Levy	CIL Expenditure
Mutts Butts (Dog poo bags for dispensers)	41.34	No vat	41.34	Debit Card Paid	Environment and Open Spaces	Environment / Community
Amazon (Community Garden Tools)	35.47	7.09	42.56	Debit Card Paid	Community Infrastructure Levy	CIL Expenditure
Amazon (Easter egg hunt items)	37.47	7.50	44.97	Debit Card Paid	Youth and Community	Youth and Community
Somerset Council (Temporary Event Notice)	21.00	No vat	21.00	Debit Card Paid	Youth and Community	Youth and Community
Co-Op (Annual Parish Meeting refreshments)	27.65	No vat	27.65	Debit Card Paid	Youth and Community	Youth and Community
Eventbrite (Tug of War event)	34.99	No vat	34.99	Debit Card Paid	Youth and Community	Youth and Community

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
Eventbrite (D-Day event)	34.99	No vat	34.99	Debit Card Paid	Youth and Community	Youth and Community
Eventbrite (Farm Walk event)	7.99	No vat	7.99	Debit Card Paid	Youth and Community	Community Events
B&Q (Potting Compost for Community Garden)	15.00	No vat	15.00	Debit Card Paid	Community Infrastructure Levy	CIL Expenditure
Smilers (Mushroom Compost)	147.00	29.40	176.40	Debit Card Paid	Community Infrastructure Levy	CIL Expenditure
BACS						
Tony Benger Landscaping Limited – Sports Pitch gate.	675.00	135.00	810.00	BACS PAID	Community Infrastructure Levy	CIL Expenditure
Western Bolt and Engineering Supplies Limited – Leaf Blower	219.50	43.90	263.40	BACS PAID	Community Infrastructure Levy	CIL Expenditure

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 Cavill and all agreed by show of hands.

Transfer between accounts

None.

c) Asset Register Approval

Resolution to approve Asset Register as at 31st March 2024.

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

d) Internal Auditor Appointment

Kevin Perry is available to carry out the internal audit this year.

Resolution to appoint Kevin Perry as the Internal Auditor

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

e) Budgeting report

The budgeting reports to 31st March were shared in advance of the meeting and the contents of the reports were noted. Clerk confirmed that the report provided the draft position at year end. The year end and audit paperwork is in the process of being completed and will be presented to the Parish Council at a future meeting.

307/23 Other matters for report only – items for discussion – no decision

a) Items for next meeting agenda - by Monday 11th April 2024 or Monday 6th May 2024

Noted

b) Dates to note over the next 14 days

16th April @9.30am – Agenda run through

17th April @7pm – LCN Meeting

18th April @5.30pm – MH2 Meeting with Simon Fox

19th April @11am – MH1 Catch Up

23rd April @ 7pm – PC Meeting

26th April @9.30am – Audit Working Party Meeting

308/23 Dates of forthcoming meetings:

Parish Council:

Second Tuesday in the month (Business focused meeting)

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

Audit Working Party: 26th April 2024 at 9.30am

Annual Parish Meeting: TBC March 2025 at 7pm

BACH Committee 4th June 2024 at 7pm

Sports Pitch Committee TBC

Somerset Wood Joint Committee TBC

There being no further business to discussed, the meeting ended at 10.03pm

Signed Chairman:



Date: 23rd April 2024