



West Monkton Parish Council

Clerk to the Parish Council: Mrs. A Shepherd **Assistant Clerk Community** Mrs. K Welsh
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Parish Council website: www.westmonktonparishcouncil.gov.uk **Monkton Matters website:** www.monktonmatters.co.uk

8th May 2024

I hereby give notice that the Annual Parish Council meeting of West Monkton Parish Council will be held at Brittons Ash Community Hall on **Tuesday 14th May 2024 at 7pm.**

Members of the public are encouraged and welcomed to attend this meeting either in person or virtually. To join the meeting virtually please use this link: <https://us02web.zoom.us/j/85396171986>

Members of the public and press are entitled to be at the following meeting in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by Local Government Act 1972 Section 100 unless the Parish Council by resolution/s enters confidential session, when the public are lawfully excluded.

Public question time at this meeting will be held about 7.20pm. Members of the public are welcome to attend.

Amy Shepherd
Clerk to the Parish Council

AGENDA

- 1) To receive any apologies (with reasons), introductions with responsibilities; Cllr Cavill
- 2) To note:
 - a) Declarations of Interest
 - b) Dispensation Requests
 - c) Amendments to the Register of Disclosable Pecuniary Interests
- 3) Election of Chairman **(R)**
- 4) Election of Vice Chairman **(R)**
- 5) Acceptance of Office forms to be received by Clerk from Chairman and Vice Chairman
- 6) To adopt the minutes of the Parish Council meeting on 23rd April 2024 **(R)**
- 7) To consider applicant/s and co-opt into the Parish Councillor casual vacancy **(R)**
- 8) To review delegations:
 - a) To Clerk: In consultation with the Chairman, for grant of dispensations
- 9) To confirm dispensations:
 - a) MH1: All members of West Monkton Parish Council to allow them to participate in discussions in relation to MH1
 - b) MH2: All members of West Monkton Parish Council to allow them to participate in discussions in relation to MH2.
- 10) To review terms of reference and membership for existing Committees **(R)**
 - a) Planning Committee: that in accordance with previous practice and to ensure that a quorum is achieved, all Councillors shall be members of the Planning Committee.
 - b) BACH Committee: review / confirm members and confirm delegation to the Committee of the day to day running of the BACH will be by the BACH committee.
 - c) Somerset Wood Joint Committee (with Cheddon Fitzpaine PC); review / confirm members and confirm terms of reference
 - d) MH2 Joint Committee (with Creech St Michael PC); review / confirm members and confirm terms of reference
- 11) To consider the establishment of new Committees **(R)**
 - a) HR Committee: consider establishing committee to oversee staff / volunteer matters. Consider membership and terms of reference.
- 12) To review terms of reference and membership of existing Working Party Groups **(R)**
 - a) Audit Working Party Group: review / confirm members of the Audit Working Party Group.
 - b) Community Review Steering Group: review / confirm members and confirm terms of reference.
 - c) Country Park Working Group (with Cheddon Fitzpaine PC); review / confirm members.
- 13) To review and adopt **(R)**
 - a) New Standing Orders, New Financial Regulations and existing Code of Conduct
 - b) Current policies including risk assessment, reserves policy, complaints / disciplinary / grievance policy, equality and diversity policy, training policy, health and safety policy, grants policy, privacy policy, data retention policy, data protection policy, freedom of

information policy, general privacy policy, subject access request policy, vexatious complaints policy, working party protocol, volunteering policies and safeguarding policy.

- c) To record by Minute of Council that the conditions of the General Power of Competence are satisfied and that email service of agendas is acceptable.
- 14) To review/confirm representatives on external bodies: with reporting back to Parish Council **(R)**
- a) the Village Hall Management Committee
 - b) the Spital Trust
 - c) Taunton Garden Town Advisory Board
 - d) Hestercombe Local Community Network
- 15) To discuss Councillor roles and responsibilities and agree:
- Local Environment (tree planting, sustainable transport, swap initiatives, reducing waste)
 - Local Community (community events, engaging young people, community groups, community review project)
 - Parish Council (transparency, value for money, LCN)
 - Projects; Sports Pitches, Multi-Agency Approach to flood prevention, Poppy of Honour, MH1 / MH2 POS and Community Infrastructure, Waterleaze Pitch, Joint Football Pitch Provision, Allotment Provision.
 - Assets; Country Park / Somerset Wood, BACH, Community Fridge, Community Garden.
 - Footpaths, Highways and Safe Routes to School
 - Member Auditor
- 16) To note that the Register of Assets is up to date and is due for review in March 2025.
- 17) To confirm that the Council is insured with Clear Councils (formerly BHIB Limited) and the policy is due for review / renewal on 1st June 2024.
- 18) To consider and confirm continuation of annual subscriptions to Somerset Association of Local Councils (SALC), Society of Local Council Clerks (SLCC), Community Council for Somerset (CCS) and CCS Buildings.
- 19) To note Clerk's report and Assistant Clerk (Community) report – no decisions.
- 20) Somerset Council report – no decisions; number 12 bus update.

Meeting will be adjourned

Public Question Time

Members of the public are invited to ask questions and raise issues, but please note, this is not a discussion forum.

Please make your wish to speak known to the Chairman or the Clerks before the start of the meeting. When called, please give your name. You have three minutes in which to speak.

Meeting will reconvene

- 21) Planning
- a) To consider any planning applications (listed on Somerset Council website) **(R)**
 - 48/24/0021: Change of use of building from residential to a nail and beauty salon (Sui Generis) at The Old Cider Press, Dyers Lane, Monkton Heathfield.
 - 48/24/0022: Redevelopment of garden with formation of off road parking at Walford Cottage, Bridgwater Road, West Monkton (retention of works already undertaken)
 - 48/24/0023/T: Application to carry out management works to one oak tree included in Somerset Council (West Monkton No.1) Tree Preservation Order 2023 at 14b Richards Crescent, Monkton Heathfield (SC(West)4)
 - 48/24/0008: Installation of a ground mounted photovoltaic system (solar panels) to generate carbon free electricity on land off Sweeting Close, Creech St Michael (amendments including Swale detail, cross section, LVIA addendum and response statement)
 - b) To note that Planning decisions made are available on SW+T Council website filed under the application number
- 22) Community Events Update
- 23) Reports, including recent developments, matters to consider and decisions to be made:
- a) Bathpool Flood Warden: Mr Kevin Perry.
 - b) Councillor reports (future agendas to reflect amended roles and responsibilities agreed in item 15 above)
 - c) Communications Report: Update
 - d) GDPR – Update.
- Representatives on outside bodies/Response to Consultations:
- e) West Monkton Village Hall Management Committee;
 - f) The Spital Trust;
 - g) Any other events at which WMPC was represented. Taunton Garden Town Advisory Board 3rd May 2024.
 - h) Consultation responses to be developed / approved for submission: None

24) Finance

- a) Quotes (to include Sports Pitch planning consultants, stone gabions installation, community fridge CCTV installation, marquee replacement), receipts and payments **(R)**
- b) Consider recommendations of the Audit Working Party **(R)**
- c) To receive budget monitoring report (incorporating BACH accounts)

25) Other matters for report only – items for discussion - no decision

- a) Items for next meeting agenda - by Monday 20th May 2024 or Monday 3rd June 2024
- b) Dates to note over the next 14 days

26) Dates of forthcoming meetings:

Parish Council:

Second Tuesday in the month (Business focused meeting)

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

Fourth Tuesday in the month (Community / projects/ assets focused meeting)

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

Audit Working Party: 19th July 2024 at 9.30am

Annual Parish Meeting: TBC March 2025 at 7pm

BACH Committee 4th June 2024 at 7pm

Sports Pitch Committee 9th May 2024 at 7.30pm

Somerset Wood Joint Committee TBC

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability) Crime & Disorder, Health & Safety and Human Rights.

(R) = Resolution to be considered / required.