



West Monkton Parish Council

ADOPTED

Minutes of the Annual Meeting of the Parish Council held on Tuesday 14th May 2024 at 7.00pm.

Present: Cllrs Besley, Cavill, Chapman, Ellis, Gage, Hall, Haskins, Munson and Tully (via zoom).

In attendance: Mrs A Shepherd, Clerk, Mrs K Welsh Assistant Clerk Community, Mr K Perry, Bathpool Flood Warden and approximately 10 members of the public.

01/24 To receive any apologies (with reasons), introductions with responsibilities.

No apologies were received.

02/24 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.

03/24 Election of Chairman

Cllr Haskins was proposed to be Chairman by Cllr Cavill and seconded by Cllr Hall. All agreed by show of hands.

04/24 Election of Vice Chairman

Cllr Munson was proposed to be Vice Chairman by Cllr Gage and seconded by Cllr Hall. All agreed by show of hands.

05/24 Acceptance of Office forms to be received by Clerk for Chairman and Vice Chairman

Acceptance of Office forms signed and received by Clerk.

06/24 To adopt the minutes of the Parish Council meeting on 23rd April 2024

The minutes from the Meeting of the Parish Council on 23rd April 2024, having been previously circulated, were taken as read. It was resolved to adopt the minutes of the Parish Council meeting on 23rd April, proposed by Cllr Hall, seconded by Cllr Besley and agreed by show of hands.

07/24 To consider applicant/s and co-opt into the Parish Councillor casual vacancy.

Two applications were received for co-option into the Parish Councillor vacancy. One of the applicants, Alan Chapman was present at the meeting and made a statement in support of his application.

Cllr Gage proposed that Alan Chapman should fill the vacancy, this was seconded by Cllr Besley. The co-option of Alan Chapman into the casual vacancy was agreed with all in favour.

Alan Chapman was welcomed to the Parish Council and the declaration of acceptance of office form signed.

08/24 To review delegations:

To the Clerk

In consultation with the Chairman, for grant of dispensations. Agreed by show of hands.

09/24 To confirm dispensations:

- a) MH1: All members of West Monkton Parish Council to allow them to participate in discussions in relation to MH1 Dispensation confirmed.
- b) MH2: All members of West Monkton Parish Council to allow them to participate in discussions in relation to MH2. Dispensation confirmed.

10/24 To review terms of reference and membership for existing Committees.

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.

It was agreed that, in accordance with current practice and to ensure that a quorum is achieved, all Councillors shall be members of the Planning Committee. All agreed by show of hands.

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.

It was agreed no change to delegation to the BACH Committee was needed and that the existing members of the BACH Committee; Cllrs Gage, Haskins, Tully, Ellis and Cavill and co-opted volunteers; Tricia Cavill, Geoff Hope, Maggie Little and Gordon Little. All agreed by show of hands.

c) Somerset Wood Joint Committee (with Cheddon Fitzpaine PC); review / confirm members and confirm terms of reference

It was agreed that no changes were needed to the terms of reference for the Joint Committee and that the three members to represent the Parish Council at Joint Committee Meetings would be appointed by the Parish Council prior to each Joint Committee Meeting. All agreed by show of hands.

d) MH2 Joint Committee (with Creech St Michael PC); review / confirm members and confirm terms of reference

It was agreed that no changes were needed to the terms of reference for the Joint Committee and that the three members to represent the Parish Council on the Joint Committee would be Cllrs Haskins, Munson and Gage. All agreed by show of hands.

11/24 To consider the establishment of new Committees.

a) HR Committee: consider establishing committee to oversee staff / volunteer matters. Consider membership and terms of reference.

It was resolved to establish a HR Committee with the following Terms of Reference:

HUMAN RESOURCES (HR) COMMITTEE TERMS OF REFERENCE

Constitution and Authority

- The HR Committee is constituted as a Committee of West Monkton Parish Council.
- The Committee is authorised by the Council to manage any activity within its Terms of Reference.
- The Committee's Terms of Reference will be reviewed at the first meeting after the Annual Meeting of the Council or when necessary and make appropriate recommendations to Full Council. The Council may also amend the Committee's Terms of Reference at any time.
- The Committee may from time to time investigate, discuss, or review matters outside its Terms of Reference if required to do so by the Council.
- The Committee is authorised by the Council to obtain external legal and other professional advice and to secure attendance of anyone it considers has the relevant experience, expertise or knowledge with the agreement of the Council Chairman and Chairman of the HR Committee.
- All external correspondence shall be conducted by the Clerk of the Parish Council and then copied by email to the Chair of the Committee.
- Agenda and Minutes of all meetings shall be prepared, published, posted and kept by the Clerk.
- The unconfirmed minutes of each Committee meeting will be circulated to all members of the Council, published on the Council website, and considered for approval at the next meeting of the Committee.
- The Council delegates the roles to the Committee on the basis that the resultant work is being undertaken by the Council as a whole.

Membership & Voting

- The Committee shall be appointed at the Annual Council Meeting, or at a full Council meeting during the year if necessary.
- The Committee will meet after the Annual Council Meeting to appoint a Chair and Vice Chair and will then meet on an ad hoc basis throughout the year as and when necessary.
- The Committee will consist of not less than three and not more than five Councillors. In addition, the Chair and Vice Chair of the Council shall have the opportunity to sit on the Committee as ex officio members and be entitled to vote.
- The Committee shall elect a Chairman and Vice Chairman (if appropriate) annually at its first meeting following the Annual Council Meeting or do so after the post is vacated.
- Three members of the Committee shall constitute a quorum.
- Voting shall be by a show of hands, or, if at least two members so request, by ballot. The Chair of the Committee shall have a second or casting vote in the case of an equality of votes.
- Other Council members shall have the right to attend the Committee meetings, and with the right to speak if invited to do so by the Chairman. There is no right to vote.

- From time to time, and as appropriate, the HR Committee may consider items “In Committee” and these parts of the meeting will be subject to the prevailing regulations and practices.
- Members of the public will be required to leave the meeting under any “In Committee” discussions unless otherwise agreed by the committee.

Responsibilities and Principal Objectives

The purpose of the Human Resources Committee is to consider member and officer issues, including:

- To consider breaches of the council’s code of conduct for members and, based on the report of Somerset Council’s monitoring officer, recommend to Full Council any sanctions that should be applied to that member under the Council’s voluntary code.
- To undertake a review the Council’s code of conduct every 4 years (to coincide with each Council term) and make recommendations to the Full Council on any revisions that are required.
- To consider the establishment structures, staffing levels, job descriptions, person specifications, job evaluations, and the remuneration levels.
- To ensure that the Council has policies and procedures in place to meet its human resources statutory responsibilities.
- To consider and review human resources policies and procedures including the Volunteer Policy
- To undertake employment of staff including advertising / interviewing and appointments subject to ratification by the Chair or Vice Chair of Council. Appointments will be reported to the next Full Council meeting.
- To appraise the performance of all Council staff.
- To consider grievances and complaints against Council staff and / or volunteers.
- To consider appeals against grievance and disciplinary decisions made by officers.
- To consider the development of the Council’s workforce.
- To monitor the learning and development of members and staff.

Review

These terms of reference are to be reviewed annually by the Committee at the first meeting following the Annual Meeting of the Council.

Cllrs Besley, Haskins and Cavill to be members of the Committee, in the event that members are not available to attend a meeting of the HR Committee, substitutes are permitted. All agreed by show of hands.

12/24 To review terms of reference and membership of existing Working Party Groups.

a) Audit Working Party Group: review / confirm members of the Audit Working Party Group.

Membership agreed as Cllr Haskins, Cllr Munson, Cllr Gage and Cllr Tully. All agreed by show of hands.

b) Community Review Steering Group: review / confirm members and confirm terms of reference.

It was agreed that there would be no changes to the terms of reference for the Steering Group and membership should remain unchanged and include Cllr Haskins, Munson and Tully.

c) Country Park Working Group (with Cheddon Fitzpaine PC); review / confirm members.

It was agreed that, in accordance with current practice, all Councillors shall be members of the Country Park Working Group. All agreed by show of hands.

13/24 To review and adopt.

a) New Standing Orders, New Financial Regulations and existing Code of Conduct

It was resolved to adopt the new Standing Orders. Proposed by Cllr Besley, seconded by Cllr Munson and agreed with all in favour.

It was resolved to adopt the new Financial Regulations. Proposed by Cllr Besley, seconded by Cllr Munson and agreed with all in favour.

It was noted that there were no changes proposed to the 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.

It was agreed to approve the current policies. All agreed by show of hands.

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.

It was agreed that the Parish Council satisfies the conditions of the General Power of Competence, and that email service of the agenda continues to be acceptable. All agreed by show of hands.

14/24 To review/confirm representatives on external bodies: with reporting back to Parish Council

a) the Village Hall Management Committee

Cllr Tully confirmed that he was happy to continue in this role, he is also a Trustee and Chairman of the Village Hall Management Committee.

b) the Spital Trust

Cllr Ellis confirmed that she is happy to continue in this role.

c) Taunton Garden Town Advisory Board

Cllr Haskins agreed to represent the Parish Council at the Taunton Garden Town Advisory Board.

d) Hestercombe Local Community Network

Cllr Haskins and Cavill confirmed that they were happy to continue to represent the Parish Council on the Hestercombe LCN.

15/24 To discuss Councillor roles and responsibilities and agree:

Clerk outlined a proposal to amend the roles and responsibilities of Councillors to better reflect the priorities in the WMPC Strategic Plan.

Local Environment – Cllr Munson

Local Community – Cllr Chapman

Parish Council – Cllr Haskins

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 – Combination of Cllrs Hall, Chapman, Haskins and others.

Assets; Country Park / Somerset Wood, BACH, Community Fridge, Community Garden. Combination of Cllrs Hall, Gage and others.

Footpaths, Highways and Safe Routes to School; Cllr Besley and Tully

Member Auditor – Cllr Cavill

16/24 To note that the Register of Assets is up to date and is due for review in March 2025.

Noted, and Register is up to date and on the website. The Asset Register to be updated throughout the year to add new PC assets.

17/24 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.

The policy was noted and confirmed. Renewal quotations to be considered in the finance report (item 24).

18/24 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.

It was resolved to continue the subscriptions made to SALC, SLCC, CCS, CCS Buildings, all of which provide valuable professional advice, training and support for Clerks and Councillors.

19/24 To note Clerk's report and Assistant Clerk (Community) report.

Clerk's report:

General Admin:

- Casual vacancy notices displayed as required. Requests for election not received and vacancy can be filled by co-option. Notices / application form made available on PC website and published on Monkton Matters and Facebook pages.
- Completed form to register for Lengthsman scheme to take flytipping to the recycling centre.
- SID put up on Monkton Heathfield Road (looking towards Taunton), now been placed in Goosenford.
- Reported dead trees on Dosters Lane
- Liaised with land agents and the Environment Agency about the land for access to the submersible pumps.
- Liaised with Somerset Council Officers regarding play parks including Waterleaze and St Quintins.
- Waterleaze Play Pitch enquiries, reviewed S106 agreement and detailed plans from the planning application.
- Annual review of policies / financial regulations / standing orders.
- Developed ToR for proposed HR Committee.
- Prepared slides for Garden Town Advisory Board meeting on approach being taken re POS in MH1. Presented on 3rd May.
- Yallands Hill proposed crossing point – scope document for feasibility study prepared and sent to Somerset Council.
- Reported overgrown verge at Monkton Heathfield Road / A38 junction to Somerset Council twice.

Community Review Project

- Two meetings have taken place. Agendas / papers / notes developed. Training session and marketing and communications plan developed. Liaising with CCS about the Community Review.

Finance / Payroll:

- Making payments / placing orders.
- Managing / inputting Accounts using Scribe.
- Up to date Asset Register added to the website.
- May payroll and finance reports and grant spend records.
- Tidying accounts for Internal Audit. Met with Internal Auditor regarding 2023/24 accounts. Internal Audit is being carried out and queries / requests for information being responded to.
- External Audit paperwork preparation.
- Met with contractor re Community Fridge shed base, work undertaken.
- New Community Fridge Shed ordered – 6 weeks lead in time.
- Met contractor to quote for Community Fridge CCTV.
- Farriers' Green steps quotation to be gathered for the next meeting.
- Quotations for D-Day / event insurance and payment of invoices.
- Renewal and additional insurance quotations. Padlock on container not adequate. New padlock acquired. Sufficient keys to be cut.
- Community Garden orders.
- Clerk mobile phones / SIM cards orders.
- Defibrillator for Church ordered and delivered. Quote to fit obtained from electrician and approved by Chair / Clerk. Installation on 9th May.
- Audit Working Party meeting on 3rd May, recommendations included in 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.

Country Park and Somerset Wood

- Update to all Town and Parish Councils on the Somerset Wood and Poppy of Honour prepared and circulated.
- Designed / ordered printed copies of flyers and posters regarding the Poppy of Honour. Created business packs.
- Developed further information for the Country Park Lottery Application for second stage consideration.

Sports Pitches

- Met with Sports England and the FA regarding the proposal and junior football pitch provision in the local area.
- Organised a meeting of the Sports Pitch Committee for 9th May.
- Contacted planning consultants to quote to develop information and submit application to vary the existing planning consent. Met with Stone and Partners on site.

MH1

- Regular catch ups with Dan Mawer from Persimmon to receive updates on progress / raise issues.

MH2:

- Meeting with Simon Fox and CSM PC on 18th April.
- Somerset Council Planning Committee on 1st May when further deferment of the application agreed. Application expected to be determined in the autumn by the Planning Committee.
- Response received from Cllr Richard Wilkins, Lead Somerset Council member for Transport and Digital confirming "Thank you for your email in relation to the MH2 development. Both the council highways officers and I met with the applicant's highways consultants. The basis of the discussion was around the consultant talking through the proposed amendments to the existing highway network as well as the aspiration on what they are looking to provide within the site. I also took the opportunity to raise some questions around the scheme, in particular around the A3259. I reiterated the PC's concerns over the potential impact of this scheme on this route and whether the applicant had considered any mitigation. We touched on a number of elements, which included the delivery of the bus gate, but I have challenged them to go away and look to provide a scheme which would look to complement the work which is proposed on the A38. As yet we are yet to hear back formally from them on this matter, but I will make sure the PC is kept in the loop on any conversations officers have".

BACH:

- Invoices and accounts.
- Liaising with insurers re Bridge Club incident. Monthly inspection with record now been carried out of potential risks / hazards.
- Gathered quotes for painting the Activity Hall for consideration at the next meeting.

- Access to bin store agreed with school.
- Next BACH Committee Meeting scheduled to take place on Tuesday 4th June 2024 at 7pm.

Meetings last 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 – PC Meeting
 10th 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
 17th April – Community Review Steering Group meeting
 18th April – Call with insurers re bridge club incident.
 18th April – MH2 Planning App comments / S106 agreement meeting.
 19th April – MH1 catch up meeting.
 22nd April – Meeting with CFPC Clerk
 22nd April – Meeting with Community Fridge contractor
 23rd April – PC Meeting
 26th April – Internal Auditor meeting
 26th April – Waterleaze pitch meeting

Meetings this month:

1st May – Meeting with planning consultant at Sports Pitches
 1st May – MH2 Planning Committee – Somerset Council.
 2nd May – Community Review Steering Group meeting
 3rd May – Audit Working Party Meeting
 3rd May – Taunton Garden Town Advisory Board meeting
 6th May – Bank Holiday
 7th May – Agenda run through meeting.
 7th May – Painting contractors at the BACH
 8th May – Meeting re applying for grant funding.
 8th May – Meeting re Community Review Marketing and Communications Plan
 9th May – Defibrillator install.
 9th May – Sports Pitch Committee Meeting
 10th May – MH1 Catch Up meeting.
 14th May – Catch up re Wider Catchment Flooding approach.
 14th May – Meeting with Somerset Council Officer re devolving play parks.
 14th May – Annual Parish Council Meeting
 16th May – LGR Session
 21st May – Agenda run through meeting.
 23rd May – Community Review Steering Group meeting
 27th May – Bank Holiday
 28th May – PC Meeting
 29th May – LGR Session
 31st May – Annual Leave

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.

- 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.
- Attended first Steering Group Meeting for Community Plan.
- Watched first training for the Community Plan.
- Met online with Karen Leafe from Spark to discuss support for various projects.

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.

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 – contacting members of the public about various repairs and liaising with the team.
- Supported Rev Jim Cox at the Bereavement group.
- Liaising with Tina Talbot, Village Agent about them not having the staffing for a village agent to attend our café once a month and discussing alternative ideas.

Community Garden

- Community Garden group meet regularly at the BACH.
- Update A boards with wellbeing message and jobs need doing at the garden.
- Met with Community Garden Volunteers, noting requests and feeding back to Parish Council for agreement.
- Organised Community Service Team to attend the garden to support the work of the volunteers.

Community Events

- Liaising with Bethan Turner for promotion of Events
- Prepare and organise quiz night 24/4/24.
- Booking various services for the Dday Event at the Country Park, including bus shuttle service and liaising with singers, choir and forwarding to Kevin Stratton.
- Responding to various actions for the Tug of War event to include organising vendors and booking services for event.
- Printing and distributing A4 and A3 posters for the Tug Of War event.
- Submitted temporary event licence for the TOW event.
- Organising banners for the Tug of War banners and organising collection by the various parish councils.
- Meeting with Mel from St Giles to begin promoting and discussing plans for the Dog Show in September.
- Organising card machines for the community events with Kev Smith.
- Attended LCN meeting and fed back on the LCN Steering Group for Children and Young people first meeting.

Other Volunteering

- Touching base with Companion Volunteer, who is now meeting regularly with a number of clients via the village agent in the community.
- Actioning points raised by the complaints committee, including designing spreadsheets and forms.
- Met with volunteer to feedback points from complaints committee.
- Dealing with queries and concerns from volunteers as they arise.

Meetings, Events and Groups

- 9/4/24 WMPC Meeting
- 10/4/24 Stay and Play & Community Café
- 10/4/24 Dday Update with Cllr Alan Hall
- 11/4/24 Met Tricia Cavill at West Monkton Church
- 11/4/24 Tug of War Meeting at BACH
- 15/4/24 Zoom Meeting with Mel from St Giles Animal Centre re: Dog Show
- 16/4/24 Agenda Run Through Meeting
- 17/4/24 Community Review Meeting
- 17/4/24 Stay and Play and Community Café
- 17/4/24 Meeting with Companion Volunteer
- 17/4/24 LCN Meeting
- 18/4/24 Stay and Play Group
- 18/4/24 Meeting with Monkton Wood Academy Group

18/4/24 Meeting with Community Garden Group at New Mill
23/4/24 WMPC Meeting
24/4/24 Stay and Play and Community Cafe
24/4/24 Community Quiz
25/4/24 Stay and Play
25/4/24 Meeting with Monkton Wood Academy Group
30/4/24 Online meeting with Karen Leafe – Spark Somerset

20/24 Somerset Council Report

Cllr Cavill reported on the following:

Suez waste collection contract: The Council's waste contractor, SUEZ, has disclosed figures showing significant annual losses on its £24m a year contract. It has made a number of contractual claims seeking adjustment to payment and while these are in dispute, without an increase in payments there is a risk that SUEZ may exit the contract, to limit its losses over the contract's remaining six years. A report to the Council's Executive Committee meeting recommends giving the Council's Chief Executive a mandate to negotiate with SUEZ to broker a deal which would stop SUEZ exiting the contract. The ongoing rerouting of collections is helping make rounds more efficient and as cost effective as possible, but even with this SUEZ considers the contract unviable. Revised waste collection routes: Recycling and rubbish collection days are changing for 92,000 households in eastern parts of the county in June following changes made to the rest of the county earlier this year. From Monday June 17th, new collection routes are being introduced for many homes in the former South Somerset and Mendip districts. The new routes will make rounds more efficient, more manageable for crews while reducing mileage and carbon emissions. The changes come at no additional cost to the council.

Roadside grass-cutting: From May 2024, where safe to do so, mowing routines across managed highway verges, open spaces, country parks and council property grounds will be reduced although safety and visibility around verges and public spaces such as play areas will be cut more regularly. On wider verges, only a 1-meter swathe is mowed, leaving the rest untouched to maintain biodiversity. Further information on the cutting schedule can be found at <https://www.somerset.gov.uk/roads-travel-and-parking/grass-cutting/>.

Subsidised Bus Fares in Taunton: Somerset Council has announced revised bus fares for the Taunton Town Zone to keep services sustainable. From 1 June this will be £1.50 for any adult single fare and 80p for a child. The new fares will be reviewed at the end of this year. Across the rest of the county the cost for any single fare will stay at £2 until December 2024, part of the national Government-funded initiative. The fare for the park and Ride service in Taunton remains £1 for a single fare.

Langaller Park Planning Application – Planning Committee agreed a further deferment until October. Main issues to resolve are highways and flooding.

Finances - Ongoing issues with money. A number of redundancies will take place. District Council contracts had different rates for redundancy. The redundancies will be delivered at speed and staff will be leaving their positions from November onwards.

Number 12 Bus – there is now certainty that the bus service will continue for a further 18 months. This has been enabled by re-routing money to re-credit the service for bus pass use which has not happened in the past.

Feedback is needed from the community about reducing the service and the least used routes. It was agreed that a poll would be circulated by email and added to Monkton Matters when further information is available.

The following questions were asked:

Cllr Gage asked about the pension arrangements for new Somerset Council staff.

Cllr Gage asked why the pedestrian crossing near Vivary Park at Upper High Street was being moved. Cllr Cavill confirmed that the work is being done to provide a clear cycle and pedestrian route. The cost of the works is £400k. Cllr Cavill confirmed that High Street Funding money was paying for the work.

Public Question Time

A planning consultant representing the applicant in respect of application number 48/24/0021 provided an overview of the application.

Cllr Gage reported that culvert clearance works have taken place at the water at Noah's Hill is now going under the road. It isn't clear whether the culvert has enough capacity to deal with water from periods of heavy rainfall.

Cllr Cavill reported that he had received complaints about blocked gullies in Gotton Lane / Goosenford and encouraged further reporting of blocked gullies.

Cllr Besley reported that the Monkton Heathfield Road one way closure is having a significant impact on business at Monkton Elm Garden Centre. Street Works at

Clerk to report blocked gully.

Somerset Council added 'Businesses Open as Usual' signs when the issue was reported to them which has helped.

21/24 Planning

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

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.

The Parish Council supports the granting of permission.

48/24/0022: Redevelopment of garden with formation of off-road parking at Walford Cottage, Bridgwater Road, West Monkton (retention of works already undertaken)

The Parish Council supports the granting of permission.

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)

The Parish Council supports the granting of permission subject to the views of the Tree Officer.

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)

The Parish Council supports the granting of permission and has no further 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.

Clerk reported that the application relating to a proposed dwelling near Sidbrook has been granted.

22/24 Community Events Update

Assistant Clerk Community provided an update on plans for the D-Day event and requested help with setting up on 5th June and tidying up on 7th June. It was noted that local farms should be warned of the planning fireworks.

Assistant Clerk Community provided an update on the tug of war event. Volunteers are also needed for help to set up, at the event and tidying up.

Further updates on both events to be added to the agenda for the next meeting.

23/24 Reports, including recent developments, matters to consider and decisions to be made:

a) Bathpool Flood Warden: Mr Kevin Perry.

Mr Perry reported that there was 48mm of rainfall in April. There was heavy rain at the beginning of May and the catchment went on flood alert and the pump was switched on. Sewerage spillage also reported at Swingbridge. Wessex Water are taking longer to clear gardens following sewerage spills.

Clerk provided an update regarding the Bathpool Pump. Contact has been received from the land agent requesting feedback from the Parish Council regarding the land purchase. Clerk has responded to confirm that the Parish Council is liaising with the Environment Agency about the project.

Cllr Hall reported that a meeting with FWAG had taken place today to review progress with the proposed natural flood prevention measures on land in the area. Four key projects will be taken forward this year. FWAG have also offered support with developing proposals for the Somerset Wood extension incorporating slow the flow measures. The proposal can then be used to apply for SRA funding.

b) Councillor reports (future agendas to reflect amended roles and responsibilities agreed in item 15 above)

Cllr Hall provided an update regarding the Sports Pitches. The pitch area has been levelled and surveyors are marking the layout on Friday ready for contractors to start the drainage works on Monday. Persimmon have agreed to clear an entrance track to maintain access. The drainage works are expected to take 10-12 days.

Storage of machinery / equipment at Proctors Farm.

WeeTrees have donated 1200 trees. The trees have been planted in a temporary trench pending planting in Autumn.

Clerk reported the Persimmon have agreed that the road scrapings from the remainder of the ERR road works will be stored on the sports pitch land for use by the Parish Council.

Travellers have moved off the field adjacent to the sports pitch land. A bund has been added to avoid re-occupation.

Cllr Hall provided an update regarding correspondence with the FA about junior pitch provision. A letter has been sent confirming that Parish Councils work / plans for junior pitch provision. It is hoped that the FA will confirm its support of the sports pitch proposals with Sports England.

c) Communications Report: Update

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 1232
- 12.9K post reach
- Posts added sharing news items that are added to the website.

Monkton Matters

- Page likes / followers now at 417
- 15 new articles added in April.
- Articles on Monkton Matters being shared on Monkton Matters Facebook page to pull users to the website.
- 6k post reach
- Business directory has details of 22 businesses so far.

Community Fridge Facebook Page:

- Page likes /followers 1116
- 646 post reach

Community Garden Facebook Page:

- Page likes/followers 155
- 3.2k post reach

Village News Contribution

- Developed by the Clerk's

Noticeboard Updates

- Updated noticeboards

d) GDPR – Update.

Nothing further to report

Representatives on outside bodies/Response to Consultations:

e) West Monkton Village Hall Management Committee.

Cllr Tully reported that the Village Hall bookings are going up, particularly for birthday parties. Fridays are currently available for bookings.

f) The Spital Trust:

Cllr Ellis confirmed that she had nothing to report.

g) Any other events at which WMPC was represented. Taunton Garden Town Advisory Board 3rd May 2024.

Clerk and Cllr Hall confirmed that they gave a presentation at the Taunton Garden Town Advisory Board meeting on 3rd May about the proposals in relation to the MH1 open space. The presentation was well received, and it was suggested that the proposal could be used as a model in other areas / developments.

Cllr Haskins reported that SALC are proceeding with interviewing two applicants for the Chief Executive Officer role.

h) Consultation responses to be developed / approved for submission:

None

24/24 Finance

a) Quotations and Updates:

Community Fridge CCTV Installation

Coomber Security Systems Limited: £1165.00 plus VAT and £60.00 plus VAT annual maintenance.

Tone Fire and Security: £685.25 plus VAT.

Resolution: to proceed with Tone Fire and Security and request motion triggered sensors

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

Sports Pitch Planning Application Architect

To oversee application to vary planning permission development, submission and determination. Search carried out for local experts in sports pitch / flood lighting applications:

Stone and Partners (dealt with Taunton Rugby Club planning when they moved to Hyde Lane).

Preparation of full sketch scheme / design drawing to PC agreement and submission of an amendment to the existing planning application to Somerset Council (subject to agreement with the Planning Officer), together with relevant negotiation with the Local authority prior submission and during the planning process. Preparation of supporting planning statement is required. Liaising with other appointed consultants and specialists as necessary £2250.00 + VAT.

MUGA UK Limited (dealt with planning application for all weather pitch and flood lights at Richard Huish College). Responded to confirm that they do not have capacity to carry out the work at the moment.

Resolution: to proceed with Stone and Partners.

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

Insurance Renewal – Due 1st June 2024

Clear Councils (formerly BHIB) (Our current insurers) - £1591.47 (one year) or £1492.85 (three years).

Zurich - £2802.48 (one year) or £2557.21 (three years).

Endsleigh Insurance – unable to provide a competitive quote.

Current premium: £1302.23

£2000.00 budgeted for 2024/25

Resolution: to proceed with Clear Councils on a three-year deal.

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

Stone Gabions – Country Park

Lee Pope Landscaping and Gardening Services has provided a quotation. Further quotations need to be obtained to be considered at the next PC meeting.

Defibrillator Install at West Monkton Church

Defibrillator received on 26th April. Requirement to install within 4 weeks of receipt.

John Marchant Electrical quoted £171.66 including VAT to install. Quote accepted by Chair and Clerk to enable installation to proceed to meet the requirements of the grant.

Priorswood Library PC Contribution

PC agreed to reduce amount of financial support to Priorswood Library from £3000 per year to £500.00 per year now that Taunton Town Council is in place. Town Council encouraged Somerset Council to apply for funding.

Somerset Council applied for funding from a new Taunton Town Council fund, but they weren't successful. The matter has now gone back to Taunton Town Council to look at other options. Somerset Council will update the Parish Council again once the outcome is clearer.

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. Indication from Somerset Council that S106 funds are not held for the replacement of the equipment as previously indicated.
- 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.
- Farriers Green Rear Entrance - Somerset Council have agreed that the Parish Council can obtain quotes for the work to the Farriers Green rear entrance. In the process of obtaining quotes for consideration at the next meeting.

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	£25.9
Nationwide	£140.50
PSDF	£1951.33
Somerset Council (Precept)	£172995.00

Somerset W Lottery (Community Fridge)
Community Events proceeds (Easter Egg Hunt)

£33.00
£25.04

Payments

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
To authorise payment of:						
Employee pension contributions	185.75	No vat	185.75	d-d	Salaries and expenses	Pension
Employer contributions	139.32	No vat	139.32	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 29	xx.xx	No vat	xx.xx	Bacs	Salaries and expenses	Salaries
HMRC Tax and NI Contributions	1558.74	No vat	1558.74	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	182.60	No vat	182.60	bacs	Environmental and Open Spaces	Lengthsman
Business all about you Climate Initiative PR WMPC 40	212.50	No vat	212.50	bacs	Environmental and Open Spaces	Environment / Community
Business all about your expenses (printing for gardening / planting competition)	23.15	No vat	23.15	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)	35.10	No vat	35.10	Bacs	Salary and expenses	Expenses
Expenses claim K Welsh (Travel)	144.00	No vat	144.00	Bacs	Salary and expenses	Expenses
Expenses claim K Welsh (Community Café sundries)	110.59	No vat	110.59	Bacs	BACH	Community Events / Initiatives
Travis Perkins (Drain cover Country Park)	69.83	13.97	83.80	Bacs	Country Park	Country Park
Viking Payments (Stationery)	157.45	31.49	188.94	Bacs	General Administration	Sundry Admin
Viking Payments (Stationery)	23.49	4.70	28.19	Bacs	General Administration	Sundry Admin
Weetree Wholesale Nurseries (Tree Stakes)	31.75	6.35	38.10	Bacs	Community Infrastructure Levy	CIL Expenditure
Travis Perkins (Stone for Gabions)	636.02	127.20	763.22	Bacs	Community Infrastructure Levy	CIL Expenditure
Signs Express (Sports Pitch sign)	43.00	8.60	51.60	Bacs	Environmental and Open Spaces	Sports pitch delivery
Brandon Tool Hire (Toilets for Tug of War)	340.00	68.00	408.00	Bacs	Youth and Community	Community Events
Brandon Tool Hire (Toilets for Dog Show)	190.00	38.00	228.00	Bacs	Youth and Community	Community Events
Lee Pope Landscaping and Gardening Services (Community fridge base and timber extensions to increase height)	846.00	No vat	846.00	Bacs	Community Infrastructure Levy	CIL Expenditure

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
Glover Corp Limited (Deposit payment for fireworks for D-Day event)	875.00	175.00	1050.00	Bacs	Youth and Community	D-Day event at Country Park
Expenses claim S Haskins (Travel expenses)	19.80	No vat	19.80	Bacs	Salary and expenses	Expenses
(Community Fridge repellent)	22.50	No vat	22.50	Bacs	Youth and Community	Community Fridge
Kev Stratton Production Services (Generator hire for D Day event)	165.00	No vat	165.00	Bacs	Youth and Community	D Day Event at Country Park
Higos Insurance (Parish Lengthsman Insurance)	102.43	No vat	102.43	Bacs	Environmental and Open Spaces	Lengthsman
Viking (Stationery)	38.90	7.78	46.68	Bacs	General Administration	Sundry Admin
Monkton Village News (Annual report and extra copies)	241.00	No vat	241.00	Bacs	IT and Communications	IT and Communications
Bridgwater Mowers (Ride on Mower Repair)	86.00	17.20	103.20	Bacs	Environmental and Open Spaces	POS Maintenance
Clear Councils (Insurance Premium)	1492.85	No VAT	1492.85	Bacs	General Administration	Insurance
To note payment of:						
<u>Direct Debit</u>						
Invoice Tailored Auto Enrolment 11878 29/4/2024 (Pension administration)	12.00	2.40	14.40	DD PAID	Salary and Expenses	Pension
Invoice SWS 114593 2/5/2024 maintain gsuite	84.00	16.80	100.80	DD PAID	IT and Communications	IT and Communications
Invoice SWS 114512 20/4/2024 Hosting monthly plan	60.00	12.00	72.00	DD PAID	IT and Communications	IT and Communications
Invoice SWS 114532 web-lite hosting (MM) and standard mailbox 20/04/2024	30.00	6.00	36.00	DD PAID	IT and Communications	IT and Communications
Three (Business Mobiles)	23.34	4.67	28.01	DD PAID	IT and Communications	IT and Communications
<u>Debit Card</u>						
Mole Valley (Leystar weed killer)	229.59	45.92	275.51	Debit Cd Pd	Country Park	Country Park
Somerset Council (TEN Dog Show)	21.00	No vat	21.00	Debit Cd Pd	Youth and Community	Community Events
Somerset Council (TEN Tug of War)	21.00	No vat	21.00	Debit Cd Pd	Youth and Community	Community Events
Pixartprinting (Community Event Banners)	273.52	54.70	328.22	Debit Cd Pd	Youth and Community	Community Events
Amazon (Wheelbarrow wheels for Community Garden)	19.33	3.87	23.20	Debit Cd Pd	Youth and Community	Community Garden
Amazon (5 litre flask x 2)	43.00	8.60	51.60	Debit Cd Pd	Youth and Community	Community Events
Handtec Mobile Phone purchase	69.75	13.95	83.70	Debit Cd Pd	IT and Communications	IT and Communications
Instant Print (Poppy of Honour fundraising posters and flyers)	77.84	8.50	86.34	Debit Cd Pd	IT and Communications	IT and Communications

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
Zoom (Annual Subscription)	129.90	25.98	155.88	Debit Cd Pd	IT and Communications	IT and Communications
Amazon (Community Garden Items)	82.08	17.32	99.40	Debit Cd Pd	Youth and Community	Community Garden
TLS Security Limited (Lock for storage container)	86.58	17.31	103.89	Debit Cd Pd	Community Infrastructure Levy	CIL expenditure
Pixartprinting (D-Day event banners / stickers) + transaction fee	100.01	19.36	119.37	Debit Cd Pd	Youth and Community	D Day event at Country Park
Amazon (Print cartridge)	17.93	3.59	21.52	Debit Cd Pd	General Administration	Sundry Admin
BACS						
Encore Technologies Limited (D Day Event Musician)	131.25	No vat	131.25	BACS Paid	Youth and Community	D Day event at Country Park
Taunton Military Wives Choir (D Day Event)	100.00	No vat	100.00	BACS Paid	Youth and Community	D Day event at Country Park
Chris Scarle (Aspen for Community Garden Mower)	24.00	No vat	24.00	BACS Paid	Youth and Community	Community Garden
London Hearts (Defibrillator Donation)	750.00	No vat	750.00	BACS Paid	Community Infrastructure Levy	CIL Expenditure
Chris Scarle (Key cutting reimbursement)	9.00	No vat	9.00	BACS Paid	Youth and Community	Community Garden
Chris Scarle (Aspen for Community Garden Strimmer / Hedge cutter)	48.50	No vat	48.50	BACS Paid	Youth and Community	Community Garden
WT and RJ Jones – Partnership (Sports Pitch ground works 25% deposit – approved 27/6/23 PC meeting)	31405.50	6281.10	37686.60	BACS Paid	Environmental and Open Spaces	Sport Pitches Earmarked Reserve.
Taunton Sheds and Toys (Community Fridge Shed)	1026.67	205.33	1232.00	BACS Paid	Community Infrastructure Levy	CIL Expenditure
Gallagher Insurance (D-Day Event Insurance)	781.13	No vat	781.13	BACS Paid	Youth and Community	D Day event at Country Park
Ian Brimacombe (Fuel for Ride on Mower)	35.49	No vat	35.49	BACS Paid	Country Park	Country Park

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

Transfer between accounts.

None.

c) Audit Working Party Meeting 3rd May – Notes and Recommendations

AUDIT WORKING PARTY
Meeting Friday 3rd May 2024 at 9.30am via Zoom
NOTES

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

Present: Cllrs Haskins and Hall and Clerk A Shepherd.

1. Apologies

Apologies were received from Cllr Gage.

2. Report of the third quarter meeting in January to be approved.

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

3. To confirm fourth quarter bank reconciliation.

A detailed bank reconciliation for the fourth quarter was circulated in advance of the meeting and approved. The bank reconciliation confirms a balance of £795,975.78 across the PC bank accounts on 31st March 2024.

4. To review summary report to year end, provide a progress update on move to income and expenditure and annual audit.

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

Clerk provided an update on progress with moving to income and expenditure for the PC accounts and the annual audit.

Balancing of the end of year accounts is complete and the external audit paperwork has been prepared.

The account files are now with the internal auditor to complete the internal audit.

The annual accounts will be approved at the June PC meeting ready to submit to the external auditor by the end of June as required.

5. To confirm fourth quarter VAT reclaim.

The VAT reclaimed in the fourth quarter was £2140.38, the claim includes amounts relating to the 2022/23 that were noted or incorrectly claimed.

6. To review CIL spend from 1st April to 31st March 2024 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 £282,612.53 of CIL money is held.

7. Grant applications

Clerk advised that the current window for grant applications is open from 1 April to 15 May 2024. So far two applications have been received:

a) West Monkton Scouts (Social and Wellbeing Grant - £500.00) The Audit Working Party noted the application and recommended that the Parish Council consider the application. It was noted that grant funding (£500.00) was provided to the Scout Group in 2022/23 financial year.

Name of organisation/small group/local support	West Monkton Scout Group
Address, email and phone	Vicki.canney@westmonktonscoutgroup.org.uk
Amount applied for	£500
Purpose of grant	To purchase new outdoor kit
What will the money help you achieve	Encourage more outdoor activities in a safe environment
What will you spend the money on, provide a list of items and services	Walkie Talkies, Outdoor Shelters
Anticipated benefit to the Parish	Local young people benefit no end from the hard work the leaders & young leaders provide on a Wednesday & Thursday evening
Grants received previously from WMPC	Unsure
Sources of funds from applicant	Monthly Subs from young people
Sources of funds from elsewhere	Have applied for a few this year – nothing has come in so far for 2024
Fundraising	Ongoing

What resources are being contributed	Time, Energy & enthusiasm 😊
Name of bank Bank Account Sort code Account number	xx

b) Escape Support Group (Social and Wellbeing Grant – £395.50) The Audit Working Party noted the application, it was noted that the grant application is to cover BACH hire fees. The Audit Working Party recommended that the Escape Support Group be enabled to hire the BACH free of charge.

Name of organisation/small group/local support	ESCAPE Support Group
Address, email and phone	Unit H Creech Business Park Mill Lane Creech St Michael Taunton TA3 5PX
Amount applied for	£395.50
Purpose of grant	To cover the Hire of Brittons Ash Community Centre for 7 months @ £56.50 per month
What will the money help you achieve	We run a monthly Hub Club at BACHS for our families who have a child with a disability. We have funding to run this but if we can cover the hall charges for the next year then we will be able to offer some activities that cost money i.e cookery, sports, science workshops etc
What will you spend the money on, provide a list of items and services	Hall Hire for 7 months. April, May, Sept, Oct, Jan, Feb, March – the missing months we are either at a park, annual trip or at other halls as this helps to allow all our families to enjoy the club.
Anticipated benefit to the Parish	Our charity is for Somerset families but the majority of them come from the Taunton area including West Monkton. We also have families that attend that also attend the local primary and secondary school. We are hoping to run a coffee morning at BACH for families that have a SEN child in the area.
Grants received previously from WMPC	None
Sources of funds from applicant	
Sources of funds from elsewhere	We recently lost a grant for this club from Children in Need who had been supporting us for 17 years. We have had a grant from Somerset Community Foundation and True Colours for this club but obviously, the more money we have the longer we can run it for.
Fundraising	We are constantly fundraising and this year, last month we held a bingo afternoon at BACHS, and we are holding a Charity Fundraising Ball at Taunton Rugby Club.
What resources are being contributed	
Name of bank Bank Account Sort code. Account number	xx

8. To consider any other financial matters brought to the attention of the RFO before the meeting.
Clerk confirmed that no other financial matters had been brought to her attention.

9. Date of next meeting Friday 19th July 2024 at 9.30am via zoom.

Meeting finished at 10.30am.

It was agreed to provide grant funding to West Monkton Scout Group as applied for and to delegate the decision in respect of the Escape Grant application to the BACH Committee for consideration at its meeting on 4th June.

d. To receive budget monitoring report (incorporating BACH accounts)

The budget monitoring reports to the 30th of April were shared and their contents noted.

25/24 Other matters for report only – items for discussion - no decision

Cllr Hall raised the spraying at the Country Park and requested an update. It was noted that an alternative contractor was needed. New signage needed when date for spraying arranged.

Cllr Hall reported that he had a filing cabinet available for the BACH and racking for new fridge shed.

Cllr Haskins reported that a rat's nest was found in the fridge shed under the book shelf. It has been dealt with and repellent added. Need to ensure both sheds are rat proof.

Cllr Haskins raised the Sports Pitch bricks – need to be made use of.

Cllr Hall raised the services to be provided by Persimmon at the sports pitches. Roadway to be finished by August, foul connection isn't a requirement.

Cllr Haskins raised the upcoming NALC training sessions. Any events that the Clerks / Councillors would like to attend to be identified and discussed at PC meetings.

Assistant Clerk Community provided an update on the CP Lottery Application. The panel will now consider the application. If funding is approved, it will be subject to planning permission being obtained.

Cllr Hall reported that a Falklands gathering is taking place at the Country Park on 21st May at 10am.

Cllr Chapman raised the litter bin at the Cricket Club. Clerk confirmed that she had discussed it with the Cricket Club and is seeing if a replacement can be obtained.

The increase in graffiti in the parish was noted. Clerk reported on correspondence with Taunton Town Council. It would be useful to understand if the Town Council has equipment to remove graffiti from walls. If they do, the PC could commission the Town Council to remove graffiti in the Parish. Cllr Tully to follow up.

Cllr Gage raised the spare bin stored in the BACH lobby. Clerk confirmed that it is intended for St Quintins Park and that the final location of the bin is being agreed with Somerset Council and local residents.

Clerk reported that Somerset Council officers have confirmed that the PC will be required to cover the cost of all bins emptying in the Parish in the future (price for emptying awaited). This includes all litter and dog bins owned by the PC and Somerset Council. A review of the bins in the Parish may be required and the PC needs to be mindful of the upcoming / future costs when installing new bins.

a) Items for next meeting agenda - by Monday 20th May 2024 or Monday 3rd June 2024

Noted

b) Dates to note over the next 14 days

Agenda run through - 21st May at 9.30am

Community Review Steering Group meeting 23rd May at 3.30pm

PC Meeting – 28th May at 7pm

BACH Committee Meeting – 4th June at 7pm

26/24 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

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Sports Pitch Committee 9th May 2024 at 7.30pm
Somerset Wood Joint Committee TBC

Meeting finished at 9.50pm

A handwritten signature in black ink, appearing to read 'S. H. 2024', with a long horizontal stroke extending to the right.

Signed Chairman:

Date: 28th May 2024