



West Monkton Parish Council

ADOPTED

Minutes of the Meeting of West Monkton Parish Council held on Tuesday 11th June 2024 at 7.00pm.

Present: Cllrs Besley, Cavill, Chapman (from 8pm), Ellis, Gage, Hall and Haskins.

In attendance: Mrs A Shepherd, Clerk, Mr K Perry, Bathpool Flood Warden, Cllr David Fothergill, Somerset Council, Mike Batsch, Cheddon Fitzpaine PC, Bethan Turner, representatives of Barrat Homes in relation to planning application number 38/19/0129 and 1 member of the public.

41/24 To receive any apologies (with reasons), introductions with responsibilities.

Apologies were received from Cllrs Munson and Tully and Mrs K. Welsh, Assistant Clerk Community.

42/24 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.

43/24 To adopt the minutes of the Parish Council meeting on 28th May 2024

The minutes from the Meeting of the Parish Council on 28th May 2024, having been previously circulated, were taken as read. Subject to amending the minutes to include Cllr Cavill's interest as a member of the Somerset West Planning Committee, it was resolved to adopt the minutes of the Parish Council meeting on 28th May, proposed by Cllr Hall, seconded by Cllr Cavill and agreed by show of hands.

44/24 To note Clerk's report and Assistant Clerk (Community) report.

Clerk's Report:

General Admin:

- SID installed at Goosenford and Monkton Heathfield Road, results downloaded and circulated. SID now installed on WRR.
- Lengthsman has installed the dog poo bag dispensers.
- Updated / reviewed policies, documents, and terms of reference for committees added to website.
- Admin and Events Assistant role proposal / recruitment pack developed.
- Somerset Council Highways reports:
 - Gotton Lane blocked gullies.
 - Milton Hill potholes – been marked and response received confirming work will be carried out.
 - Milton Hill puddle near bus shelter.
- Somerset Council advised of co-option of Alan Chapman and completed interests form sent. Website updated with Alan's details. Email address created and Alan is booked on to SALC training.
- Met with Somerset Council Officers regarding devolution of parks and open spaces – further information is being gathered.

Community Review Project

- Further meeting of Steering Group took place following completion of second training session. Facebook Group and web page launched.
- Feedback on key topics for inclusion in survey being gathered at coffee mornings / stay and play / community café / D-Day event.

Finance / Payroll:

- Making payments / placing orders.
- Managing / inputting Accounts using Scribe.
- June payroll and finance reports and grant spend records.
- Internal Audit queries. Report / recommendations on agenda for discussion.

- D-Day overview of finances, paying invoices, orders.
- External Audit paperwork preparation.
- Community Garden orders.
- Replacement marquee ordered / delivered.
- Invoices raised for PC contributions to the tug of war event.
- Insurance renewed.
- Bleed control kits information gathered for inclusion in finance report.
- Possible enclosed racking for fridge researched and 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

- Poppy of Honour fundraising communications to estate agents and other local businesses.
- Lottery application successful, reviewed offer letter and terms and conditions – on agenda for approval.
- Joint meeting with CFPC regarding the Country Park scheduled to take place on 13th June.

Junior Football Pitches

- Enquiries regarding Waterleaze Football pitch and Bridgwater Road football pitch.
- Liaised with the FA and Planning Officer
- Quotes gathered for survey of Bridgwater Road pitch.

Sports Pitches

- Liaising with Stone and Partners to develop planning application for submission.

MH1

- Regular catch ups with Dan Mawer from Persimmon to receive updates on progress / raise issues.
- Draft transfer received from Persimmon by our solicitor. Solicitor has responded to the draft and made clear the PCs expectation that the play park remedials are completed and a new ROSPA inspection is carried out prior to transfer.

MH2:

- Arranging a further catch-up meeting with Planning Officer.
- SID results from Monkton Heathfield Road sent to Developers Consultant, Planning Officer and SC Highways Officers.

BACH:

- Invoices / accounts.
- BACH Committee Meeting on 4th June; actions / items agreed:
- Escape grant application considered. Agreed to not charge for use of BACH.
- Painting quote approved for Activity Hall – work to take place during summer holidays.
- Office hire to be removed.
- Policy for Sponsorship of Young People to be developed. Policy draft to be discussed by Audit Working Party.
- Next BACH Committee meeting scheduled to take place on 15th October at 7.30pm

Meetings last 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
31st May – Annual Leave

Meetings this month:

4th June – Agenda run through meeting.
4th June – Sports Pitch meeting with Stone and Partners
4th June – BACH Committee Meeting
5th June – Junior Pitch Survey meeting
5th June – D Day Event set up.
6th June – D Day Event
7th June – D Day Event tidy up.
11th June – PC meeting
12th June – LGR Session
12th June – Stay and Play / Community Café cover.
13th June – Stay and Play cover.
13th June – Country Park meeting with CFPC.
14th June – MH1 catch up.
18th June – Agenda run through meeting.
19th June – LCN Meeting
25th June – PC Meeting
26th June – LGR Session
27th June – Community Review Steering Group Meeting
28th June – Tug of War Set up.
29th June – Tug of War Event

45/24 Somerset Council report from Cllrs Cavill and Fothergill.

Cllr Fothergill reported on the following:

Voluntary redundancies update: In total 201 applications for voluntary redundancy have been accepted by Somerset Council. Within this number are 49 voluntary redundancies, where costs to the council exceeded £100,000 each. The total cost of the voluntary redundancies is £12.8m with an expected ongoing wage bill reduction of £8.2m. The Council needs to save around £40m from the pay bill by reducing the number of staff and managers, including senior directors, approximately 25% of staff in total.

Compulsory redundancies update: The Council has launched a 45-day consultation on restructuring which could lead to a significant reduction in Executive and Service Directors. The consultation runs from mid-May to June with those being made redundant leaving the authority between November and March 2025. Consultation on restructuring and any consequent redundancies at lower tier levels will take place later in the summer.

General Election Voter Registration: For residents who have recently turned 18 or just moved home, it is important to act to ensure that they are registered to vote in the General Election. The deadline to register is midnight on Tuesday 18 June. Applications can be made on line at www.gov.uk/register-to-vote. The deadline to apply for a postal vote is 5pm Wednesday 19 June. Those who are registered to vote at the polling station but do not have an accepted photo ID can apply for a Voter Authority Certificate before the deadline at 5pm on Wednesday 26 June via: www.gov.uk/apply-for-photo-id-voter-authority-certificate. The deadline to apply for a proxy vote is 5pm on Wednesday 26 June.

Safe disposal of small gas canisters: Due to the increasing number of gas canisters being put out with recycling, crews have had to manually check recycling ahead of the automated sorting process to avoid fires. This year alone, more than 1,000 gas canisters fires have been avoided. The small canisters, used for camping gas stoves, are often mistakenly put in the kerbside recycling 'Bright Blue Bag'. The bag can be used to recycle empty aerosol bottles but should never be used to dispose of gas canisters. Gas canisters must be taken a local household recycling site.

Call for sites to offset future developments: Somerset Council is seeking submissions of land for the potential delivery of phosphate mitigation schemes and Biodiversity Net Gain to support the delivery of new development in Somerset. The "call for sites" aims to gauge the level of interest from landowners, land promoters and land managers, with sites put forward to be assessed through a transparent process and criteria. Prioritised phosphate mitigation sites will go on to negotiate a legal agreement and where eligible, a price for the Council to purchase the arising P-Credits using some of the £9.6m secured from the Government's Local Nutrient Mitigation Fund. Biodiversity Net Gain schemes will go on to negotiate a legal agreement, which can then be logged on the national biodiversity gain sites register, and then sold on to developers. Further information can be found at <https://www.somerset.gov.uk/planning-buildings-and-land/environmental-call-for-sites/>

School Streets Trial: A trial aiming to reduce issues with parking and congestion around the schools and encourage more sustainable travel is starting with Otterhampton Primary school in Combwich, Bridgwater on 3 June. School Streets will be

repeated across four other schools which are yet to be confirmed. The trial means there will be temporary road closures during school pick up and drop off outside the selected schools. There are two volunteer stewards to carry out the road closure with support of local PCSOs.

Road surface dressing: Somerset Council's new partner Kiely Bros are launching a programme of road repairs across the County's network this month. Kiely were awarded a four-year contract from 1 April to carry out a wide range of services, including surface dressing and will be introducing a new piece of machinery known as the Multipatcher, which is a vehicle that can carry out small scale surface dressing works, but also repair a range of other defects. Once preparation work is done, the surface treatments programme, which includes surface dressing, starts in July. Details of this year programme can be found at <https://www.somerset.gov.uk/roads-travel-and-parking/surface-dressing/>

Volunteer to help Home Library Service Users: Volunteers are needed across Somerset to help keep a vital library lifeline thriving. The Home Library Service (HLS) is looking for people who can lead teams of volunteers in Bridgwater, Wellington, Yeovil, Frome, Chard and Crewkerne. The HLS is free and available to anyone who cannot visit a library in person – the housebound, carers, or people vulnerable because of their health. The Lead Volunteers liaise with Somerset Libraries, keep in touch with local volunteers and arrange cover for sickness, and use their local knowledge to support customers and the Home Library Service

Highways Fine for Nextfibre Networks: Broadband provider Nextfibre Networks Ltd has received fines and charges totalling more than £11k after pleading guilty to two offences in Somerset which magistrates said posed a danger to pedestrians. Somerset Council prosecuted the firm following works carried out in Bridgwater. Nextfibre Networks Ltd admitted failing to install proper traffic management to ensure the safety of pedestrians while working in two of the town's streets in breach of the New Roads and Street Works Act 1991. Along with the two charges in Somerset, Nextfibre Networks Ltd also pleaded guilty to nine similar charges in Devon and had to pay a total of £30k in fines and charges.

The following questions were asked:

Cllr Haskins asked if Somerset Council were still committed to cutting hedges along roads. Cllr Fothergill confirmed that hedge cutting will take place as some point.

Cllr Gage raised Airband and the poles that have been installed at Red Hill but have not been bought into use. Cllr Cavill confirmed that he had raised a question on the issue at a Somerset Full Council meeting. Airband's focus at the moment is completing connections on completed runs rather than completing runs. Once connections have been completed it is expected that the runs that have been started will be completed.

Cllr Cavill reported on the following:

Finances – In addition to redundancies, Somerset Council need to find £81m of savings this year or next year.

Phosphate Mitigation – there has been a noted improvement of treated water at the Ham Treatment Works from 33% treated 5 years ago to 71% now.

Planning – Somerset Council has frozen all new planning applications and telephone calls for two weeks to get on top of a backlog.

Number 12 bus – the officer at Somerset Council hasn't been able to provide complete financial information. Some suggested amendments to the timetable for the service have been received but without the financial information these can't be considered / taken forward.

46/24 Hestercombe LCN Update

Cllr Haskins confirmed that the Highways Working Group is scheduled to take place on 9th July from 2pm until 5pm and that he would attend on behalf of WMPC.

The next LCN meeting is scheduled to take place on 19th June at 7pm at Broomfield. This is the annual meeting of the LCN. Cllr Haskins confirmed that he would not be standing for the Chair position.

Public Question Time

Clerk reported that a number of concerns have been raised by local residents about grass cutting in and around MH1, in particular in the play areas. Despite assurances that a half cut would take place during no mow May, this has not happened. It was noted that a MH1 update meeting with Persimmon was scheduled to take place on Friday 14th June.

Clerk to raise the issue again at the meeting.

A member of the public requested an update in relation to the MH1 POS transfer. Clerk confirmed that progress is being made and an update and consideration of the legal documentation will take place at the next PC meeting on 25th June.

47/24 Planning

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

Cllr Cavill, as a member of the Somerset West Planning Committee did not take part in discussions of the planning applications to avoid fettering his discretion.

38/19/0129: Phased development capable of being severed of 292 no. dwellings with associated access, infrastructure, open space (formal and informal), landscaping and related works on land off Lyngford Lane, Taunton (Applicants attending meeting). Representatives of Barrat Homes attended the meeting and provided an overview of the updated proposals. It was agreed that the Parish Council would not submit any additional comments in relation to the planning application.

48/24/0019/A: Display of 4 No. non-illuminated advertisement / sponsorship signs on Hyde Lane Roundabout, A38, West Monkton. The Parish Council objects to the granting of permission and made the following comments in respect of the proposal:

- The proposed advertisement / sponsorship signs could reduce visibility further for pedestrians crossing the road at the islands on roundabout arms. The height of the signs should be reduced to below 300mm so as to enable visibility.

If permission is granted, the Parish Council requests that the permission includes the following conditions:

- Any income received by Somerset Council for the advertisement / sponsorship signs on this roundabout should be ringfenced for maintenance of this roundabout.
- Planting on the roundabout must be kept low, no more than 1 metre in height, and no planting should take place within 4 metres of the edge of the roundabout, to ensure that visibility for pedestrians crossing the road near the roundabout is not compromised.
- Grass on the roundabout should be maintained and kept low and regular - at least monthly maintenance should take place, to ensure that visibility for pedestrians crossing the road near the roundabout is not compromised.

48/24/0020/A: Display of 3 No. non-illuminated advertisement / sponsorship signs on Canal Roundabout, A38, Bathpool.

The Parish Council objects to the granting of permission and made the following comments in respect of the proposal:

- The roundabout is quite small and the proposed advertisement / sponsorship signs could reduce visibility for pedestrians and cyclists crossing the road at the islands on roundabout arms. The size of the signs should be reduced to reflect the size of the roundabout so as to enable visibility.

If permission is granted, the Parish Council requests that the permission includes the following conditions:

- Any income received by Somerset Council for the advertisement / sponsorship signs on this roundabout should be ringfenced for maintenance of this roundabout.
- No planting should take place on the roundabout, to ensure that visibility for pedestrians and cyclist crossing the road near the roundabout is not compromised.
- Grass on the roundabout should be maintained and kept low and regular - at least monthly maintenance should take place, to ensure that visibility for pedestrians and cyclists crossing the road near the roundabout is not compromised.

48/24/0029/T: Application to fell two oak trees included in Taunton Deane Borough (West Monkton No. 1) Tree Preservation Order 2001 on the boundary between 1 Blackdown View and 39 Greenway, Monkton Heathfield (TD912).

The Parish Council objects to the granting of permission and made the following comments in respect of the proposal:

- There is a history on Greenway of properties having inadequate foundations, adjacent properties have experienced the same problem. The Parish Council is therefore of the view that the foundation movement at the property is due to inadequate foundations rather than tree roots and the oak trees should therefore not be felled.

48/24/0026 Erection of a single storey wraparound extension to the side and rear of 61 Heathfield Drive, Monkton Heathfield.

The Parish Council supports the granting of permission and made the following comments in respect of the application:

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

48/23/0036 Application for approval of reserved matters following outline application 48/16/0033 for the erection of 90 No. dwellings and associated works on land at Hartnells Farm, Monkton Heathfield.

The following initial comments were agreed, application to be discussed again at the PC meeting on 25th June to consider any further comments:

- Further detailed plans are required for the northwest of the site showing the pathway connection(s) from the Arboretum area to Greenway to enable active travel. The landscaping plans do not illustrate pathways through the northwest of the site.
- All pathways proposed through the public open space should be adequately surfaced to ensure they are fully accessible.

- The Parish Council still has concerns regarding surface water drainage from the proposed properties particularly on the west of the site. A cross-section plan is required of the proposed properties to demonstrate the height of them in comparison with the existing Greenway properties adjacent to the site. If the proposed properties are higher, surface water will naturally drain towards the Greenway properties. No surface water should flow to Greenway as the drainage in Greenway is already at capacity.
- The WM+CF Neighbourhood Plan Housing Policy H1: Housing Suitable for Older People states that 'subject to a viability assessment, new major* residential developments of 10 or more net additional dwellings (or if the site area is more than 0.5 hectares if dwelling numbers are yet to be agreed) will provide not less than 10% of dwellings** to be sold on the open market, evidenced by local need, suitable for occupation by older people. Such accommodation shall fulfil all the following criteria:
 - Be single storey and either 1, 2 or 3 bed,
 - Be situated within easy access or either existing or proposed local facilities and services.
 - Applications that include supported-living style accommodation will also be supported (see also NP Policy E4) e.g. warden-controlled flats / bungalows to at least nine and these should be sold on the open market.
 This proposal is not in compliance with the Policy as only 6 bungalows are proposed, half to be sold on the open market. The proposal should be amended to increase the number of bungalows to at least nine.
- To comply with the WM + CF Neighbourhood Plan policies the proposal should incorporate an increased number of bird and bat boxes (on every property) and measures for rainwater capture should also be included for each property.
- Finally, the Parish Council would welcome commencing a dialogue with the Developers regarding the points raised above to enable adjustments to be made to the proposals.

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

48/24 Country Park Lottery Grant Application; to consider acceptance of offer letter (R) 48/24

Clerk provided an overview of the Lottery Grant Offer letter and the terms and conditions it contains.

£188,803 of funding from the lottery over 3 years has been agreed.

A Whistleblowing Policy will be developed for consideration and approval at the next meeting.

Cllr Hall provided an overview of the items covered by the grant funding. It was noted that a further discussion would take place at the joint CP meeting with CFPC on Thursday 13th June.

It was resolved to authorise the Clerk to sign the acceptance of offer letter on behalf of the Parish Council, proposed by Cllr Ellis, seconded by Cllr Hall and agreed with all in favour.

49/24 Community update

a) D-Day Event feedback

Cllr Haskins stated that the D-Day Event was a very successful event and congratulated everyone involved. It was agreed to arrange a separate meeting to review all aspects of the event to identify any issues / learning for future events that the Parish Council organises.

Bethan Turner confirmed that the social media engagement included 22,000 views of the videos and 5000 views of the photo gallery.

Approximately 800 people attended the event with 630 people on site at its peak.

Cllr Hall provided feedback from Dunkirk House whose residents were watching a live stream of the event. The feedback was very positive.

Cllr Hall reported that the write up on the Hydrographic Office boards will be developed into a document / booklet.

b) Tug of War Event update

The Tug of War Event is taking place on 29th June at the Country Park.

A planning meeting for the event is scheduled to take place on 18th June.

c) Summer Food Project

Clerk provided an overview of the proposed Summer Food Project. Sarah Tudor who previously prepared cooked meals for the community between Christmas and New Year has offered her time to work with the Parish Council to prepare takeaway lunches for collection during the school summer holiday period.

Working with young people (approximately 6 or so) to make take away lunches for collection, young people from Monkton Wood to help promote and recruit small group of volunteers. Young people to be given some training about healthy eating and safe preparation of food. The project will take place on Wednesday and Thursday through the summer holiday period, 12 noon to 2pm at the BACH.

Lunches to be prepared using food from the community fridge and community garden. Smoothies to also be made from the fruit from the fridge and perhaps ice cream to make use of the cones that have been donated.

The cost of the project will depend on uptake and some resources will be needed including a blender, Ice Cream Maker, milk and juice for smoothies, staple food like cheese, butter, bread, sandwich bags and paper bags, recycled forks if salads are made. The Parish Council were in support of the project.

Clerk outlined the successful grant application to Brewgooder. At least £1000 has been awarded. The funds are provided to support the community fridge network and there is a requirement on receipt of the grant to participate in promotional activities associated with the fridge fella' beer campaign. The grant is provided to assist with the expenses related to these activities and to acknowledge the effort and resources contributed. Will be paid in full by November 2024. Clerk summarised the letter of agreement and outlined the due diligence form that must also be completed. It was resolved to authorise the Clerk to complete the letter of agreement and due diligence form on behalf of the Parish Council. Proposed by Cllr Hall, seconded by Cllr Ellis and agreed with all in favour.

50/24 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:

There have been no issues with flooding during the month. Mr Perry requested an update on the permanent pumps and if the owner of the land behind Bridgwater Road had been identified. Clerk confirmed that there was no update in relation to the pumps and Cllr Cavill confirmed that he would continue work to identify the landowner.

b) Communications Report

Nothing to add to the report circulated providing an update on social media engagement.

c) GDPR

Nothing to report.

Representatives on outside bodies/Response to Consultations:

d) West Monkton Village Hall Management Committee

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

e) The Spital Trust

Cllr Ellis confirmed that the Spital Trust have no meeting this month so there is nothing to report.

f) Any events at which WMPC was represented

Cllr Haskins reported that he attended an event involving Lyng Parish Council. Some volunteers are coming to take a look at the Community Garden tomorrow to inform their application to SALC for funding for a similar project.

Bethan Turner advised that the Farm Walk on 1st June was a success again with 67 people in attendance.

51/24 Proposed Administrative and Events Assistant Role and Recruitment

a) Consider proposal for new role

Clerk provided an overview of the proposed new Administrative and Events Assistant Role and explained the need for additional staffing capacity.

The proposed job description for the role was circulated in advance of the meeting and considered.

It was resolved to create a new Administrative and Events Assistant Role. Proposed by Cllr Hall, seconded by Cllr Gage and agreed with all in favour.

b) Consider and approve recruitment pack and process.

Clerk summarised the job description, advert, person specification and application form all circulated in advance of the meeting.

It was resolved to proceed with the recruitment for the position, as members of the HR Committee Cllrs Besley, Cavill and Haskins to form the recruitment panel and oversee shortlisting and interviewing any candidates.

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

52/24 Finance

a) Finance Report

Quotations and Updates:

Bleed Control Kits

Option 1 - Bleed Kit dispenser

Can be installed onto the side of the Heartsafe Defibrillator cabinet, allowing immediate 24-hour access to the emergency community bleed kit. £199.00 + VAT.

Option 2 – Bleed Kit Dispenser Standalone Model

Designed for easy wall installation on either internal or external buildings and includes a community bleed kit pouch. Simple fitting with a highly visible dispenser and clear instructions, supplied with window / wall information labels.
£199.00 +VAT.

Option 3 Community Bleed Control Kit

Designed for simple fitting with a highly visible dispenser and clear instructions, supplied with window / wall information labels. The kit can be purchased separately without dispenser and is a useful 'first aid kit' to keep in an office / building.
£85.00 +VAT

It was resolved to proceed with the purchase of one of each of the options. Proposed by Cllr Hall, seconded by Cllr Gage and agreed with all in favour.

Community Fridge Shed Racking

99cm width x 132cm height £237.48

<https://www.litfad.com/modern-metal-bakers-rack-with-cabinets-glass-shelves-and-microwave-shelf---stylish-and-functional-s-4893725.html>

It was resolved to proceed with the purchase of the racking, one to be ordered for now. Proposed by Cllr Hall, seconded by Cllr Gage and agreed with all in favour.

Bridgwater Road Junior Football Pitch survey

The FA have advised that an Agronomist Report is obtained for the pitch land to give a specification of works required to get the pitches up to standard. The report includes the following:

- To undertake a topographic (levels) survey of the site to establish gradients and surface level uniformity to assist with the design of earthworks and drainage.
- To undertake a geophysical survey (possibly an Electro-Magnetic Inductance Scan) to assist in establishing soil variability beneath the site and to target detailed investigations.
- To undertake a detailed site investigation in order to characterise the underlying soil profile.
- To prepare a set of development options for the creation, preparation, remediation of the playing field.
- To produce indicative remediation/construction costs for budgetary purposes and present costed options where applicable.
- To provide an indicative work programme for the possible phasing and duration of the proposed construction works. This will also indicate when the sports facilities may be available for use.
- To provide a recommended maintenance schedule for the site with indicative costs.

Quotes received:

TGMS Sports Surface Consultants - £3150.00 +VAT

GLDM - £1950 + VAT

STRI Group - £4200.00 + VAT

Grounds Management Association

Work Package 1 – Recommendations for improvements:

WP1 will involve a site visit to investigate issues such as waterlogged playing surfaces, poor grass growth, or poor surface levels, new builds etc. Soil samples will typically be taken for laboratory testing and existing / potential drainage and possible outfalls investigated. You will receive a report which highlights the key issues and also recommendations for improvements with indicative costs for the recommended works – this report is not a specification of works. You can use this report to approach contractors or check against proposals that contractors may have already submitted. (WP1 will also support any small-scale funding applications to organisations such as the Football Foundation, the ECB and other NGB's.) – Suggested cost may be between £2000 - £2500 + VAT

It was agreed to consider quotes for the survey again at the next meeting.

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.

- 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.

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	£26.83
Nationwide	£145.45
PSDF	£1890.61
Somerset W Lottery (Community Fridge)	£30.00
Poppy of Honour Donation	£10.00
VAT reclaim (Q4 2023/24)	£2140.38
Cannington Parish Council (Somerset Wood Donation)	£200.00
Creech St Michael Parish Council (Tug of War Event Contribution)	£200.00

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 (off set against credit held by HMRC)
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	365.19	No vat	365.19	bacs	Environmental and Open Spaces	Lengthsman
Business all about you Climate Initiative PR WMPC 41	312.50	No vat	312.50	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)	48.00	No vat	48.00	Bacs	Salary and expenses	Expenses
Expenses claim K Welsh (Bookers trip)				Bacs		
(Community Events)	71.96	14.39	86.35		Youth and Community	Community Events
(Community Café)	44.46	No vat	44.46		BACH	Community Events / Initiatives
Expenses claim K Welsh (D Day event items)	28.75	No vat	28.75	Bacs	Youth and Community	D Day event at Country Park
Expenses claim A Shepherd (D Day Haybales)	50.00	No vat	50.00	Bacs	Youth and Community	D Day event at Country Park
Travis Perkins (Drainage Ducting Sports Pitches)	793.42	158.68	952.10	Bacs	Environmental and Open Spaces	Sports Pitches
SALC (Councillor Training)	30.00	No VAT	30.00	Bacs	General Administration	Training
West Country Land Surveys Limited (Survey at Sports Pitches – setting out)	540.00	108.00	648.00	Bacs	Environmental and Open Spaces	Sports Pitches
John Marchant Electrical Limited (Defibrillator installation)	143.05	28.61	171.66	Bacs	Community Infrastructure Levy	CIL Expenditure
Character Graphics (Posters)	100.00	20.00	120.00	Bacs	Youth and Community	D Day Event at Country Park
Proctors Farming Limited (Sports Pitch Ploughing and widening access)	380.00	76.00	456.00	Bacs	Environment and Open Spaces	Sports Pitches
Reed Holland (Poppy of Honour Architect services)	690.00	138.00	828.00	Bacs	Community Infrastructure Levy	CIL Expenditure

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
Kingscliff Contracting Limited	57.60	No vat	57.60	Bacs	Country Park	Country Park
W T & R J Jones (Sports Pitch Groundworks (2 nd 25% payment)	31405.50	6281.10	37686.60	Bacs	Environmental and Open Spaces	Sports Pitches
W T + R J Jones (Sports Pitch additional work to install electrical conduit)	1800.00	360.00	2160.00	Bacs	Environmental and Open Spaces	Sports Pitches
Travis Perkins (warning tape for around Beacon)	21.48	4.30	25.78	Bacs	Youth and Community	D Day Event at Country Park
Ridlers Ltd (D Day Buses)	790.00	No vat	790.00	Bacs	Youth and Community	D Day Event at Country Park
Taunton Military Wives Choir (D Day performance)	145.00	No vat	145.00	Bacs	Youth and Community	D Day Event at Country Park
Otter Brewery (Bar D Day Event)	336.00	67.20	403.20	Bacs	Youth and Community	Community Events
Haus Productions (D Day event stage etc)	3931.99	786.40	4718.39	Bacs	Youth and Community	D Day Event at Country Park
Expenses Claim S Haskins (Mileage)	30.60	No vat	30.60	Bacs	Salary and expenses	Expenses
(Fuel for mowers, sign and flowers)	135.01	No vat	135.01	Bacs	Environmental and Open Spaces	Environment / Community
(Eucalyptus Oil for Fridge Shed)	18.00	No vat	18.00	Bacs	Youth and Community	Community Fridge
Drysdale Bagpiping (D Day event)	150.00	No vat	150.00	Bacs	Youth and Community	D Day event at Country Park
Expenses Claim A Hall (Key cutting for pitches)	14.80	No vat	14.80	Bacs	Environmental and Open Spaces	Sports Pitches
(Travel expenses)	31.00	No vat	31.00	Bacs	Salary and Expenses	Expenses
(Paper and printing)	38.99	No vat	38.99	Bacs	General Administration	Sundry Admin
Expenses Claim B Gage (Fuel for mower)	102.47	No vat	102.47	Bacs	Environmental and Open Spaces	Public open space maintenance.
Springfield Services (Grass cutting)	30.00	No vat	30.00	Bacs	Environmental and Open Spaces	Public open space maintenance
To note payment of:						
Direct Debit						
Invoice Tailored Auto Enrolment 12120 29/5/2024 (Pension administration)	12.00	2.40	14.40	DD PAID	Salary and Expenses	Pension
Invoice SWS 114785 2/6/2024 maintain gsuite	84.00	16.80	100.80	DD PAID	IT and Communications	IT and Communications
Invoice SWS 114707 20/5/2024 Hosting monthly plan	60.00	12.00	72.00	DD PAID	IT and Communications	IT and Communications
Invoice SWS 114731 web-lite hosting (MM) and standard mailbox 20/05/2024	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

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
EMS (Card Payment System)	7.20	No vat	7.20	DD PAID	Youth and Community	Community Events
Information Commissioner's Office (Data Protection Annual Fee)	35.00	No vat	35.00	DD PAID	IT and Communications	IT and Communications
Debit Card						
Pixartprinting (Community Event Banners)	24.99	5.00	29.99	Debit Card Pd	Youth and Community	Community Events
Amazon (Print cartridge)	17.93	3.59	21.52	Debit Card Pd	General Administration	Sundry Admin
House of Tents (Marquee replacement)	862.50	172.50	1035.00	Debit Card Pd	Environmental and Open Spaces	Environment / Community
Somerset Council (Street Trading licence – D Day event)	87.00	No vat	87.00	Debit Card Pd	Youth and Community	D Day Event at Country Park
Ebay (Strimmer Cord Community Garden)	15.10	No vat	15.10	Debit Card Pd	Youth and Community	Community Garden
The Cartridge People Limited (Print cartridges)	32.42	6.48	38.90	Debit Card Pd	General Administration	Sundry Admin
TLS Security Systems Limited (key cutting container padlock)	21.96	4.39	26.35	Debit Card Pd	Environmental and Open Spaces	Environment / Community
Amazon (Maypole ribbons)	12.49	2.50	14.99	Debit Card Pd	Youth and Community	Community Events
(Community Review Project Voting Boxes)	55.79	11.17	66.96		Youth and Community	Youth and Community General
BACS						
NPower (Electricity Telephone box, The Street)	73.45	3.67	77.12	BACS Paid	Environmental and Open Spaces	Environment / Community
Ian Brimacombe (Fuel for Ride On Lawn Mower)	34.39	No vat	34.39		Country Park	Country Park
Viking (Stationery)	23.49	4.70	28.19	BACS Paid	General Administration	Sundry Admin
West Monkton Scout Group (Grant)	500.00	No vat	500.00	BACS paid	Grants	Social Wellbeing Grant
Tor Luxury Toilet Hire (D Day Toilets)	1616.25	323.25	1939.50	BACS paid	Youth and Community	D Day Event at Country Park
Glover Corp Ltd (D Day Fireworks)	2875.00	575.00	3450.00	BACS paid	Youth and Community	D Day Event at Country Park
Chrystal Bliss (D Day Event Performance)	160.00	No vat	160.00	BACS paid	Youth and Community	D Day Event at 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 Hall, seconded by Cllr Cavill and all agreed by show of hands.

Transfer between accounts

£10.00 from Treasurer Account to Somerset Wood Account (Poppy of Honour donation)

Bank Signatories Review

Following resignation of Cllr Hope, new signatory required. Currently Cllrs Gage, Ellis and Tully. Replacement signatory for Cllr Hope?

Cllr Besley to become a signatory

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

b) To consider 2023/24 Internal Auditor Report and agree actions

The 2023/24 Internal Auditor Report was circulated in advance of the meeting and the findings noted. Each finding was discussed and actions agreed as follows:

Finding	Explanation from RFO	Agreed Action
The balance on the treasurers current account has been in excess of the FSCS safety net since last April, and consideration should be given to placing the 'excess' sum elsewhere.	Receipt of the 2023/24 precept in April 2023 took the account balance over the FSCS safety threshold and then further sums for the Sports Pitches were received in August 2023. Transfer of funds from the account to the CCLA public sector deposit fund took place in September 2023 but the balance remained above the threshold. This was in expectation of receiving a bill for the Sports Pitch groundworks (tender approved in June 2023). The sports pitch work is now underway, 25% was paid in April 2024 and a further 25% in June 2024. Precept for 2024/25 has also been received. PC could consider moving a further amount into the PSDF.	It was agreed to move £100,000.00 into the PSDF. The amount to be moved making four £25,000.00 deposits.
Since moving to the software accounting package, there is no evidence of a regular overview of the finances by the Member Auditor, although I am advised the overview has continued.	Scribe accounting software does not have a function whereby logs of review / logging in by the Members Auditor is recorded. Suggest the Member Auditor making a record of when a review is carried out.	Member Auditor to keep a record of the reviews that are completed of the accounts in the accounting software.
The Code of Conduct is not visible on the website. Attempts to access received a 'The page you are looking for no longer exists' response when	Although the Code of Conduct was uploaded onto the website the link appeared to be broken.	Code of Conduct re-uploaded onto website and is available here: https://westmonktonparishcouncil.gov.uk/wp-content/uploads/2024/06/LGA-Model-Councillor-Code-of-Conduct-CityTown-and-Parish-version-for-Somerset.pdf

Finding	Explanation from RFO	Agreed Action
endeavouring to access from the Publication Scheme.		Publication Scheme updated with new link and republished. Available here: https://westmonktonparishcouncil.gov.uk/wp-content/uploads/2024/05/Publication-Scheme-2024.pdf
The bank mandate needs updating following the resignation of a Councillor.	Cllr Hope was one of the four bank signatories. Cllr Hope resigned in April 2024.	Bank signatories reviewed at the PC meeting on 11 th June. Alternative Cllr agreed as a signatory to replace Cllr Hope.
The list of members interests requires updating following changes to the named Councillors.	Somerset Council publish members interests. Somerset Council advised in April that Cllr Hope had resigned and advised in May of Cllr Chapman's co-option. Interest Form for Cllr Chapman completed and sent to Somerset Council in May 2024.	No further action required.
Minutes for the PC meeting held on 26 th September 2023 are not recorded on the website.	Link appeared to be broken.	PC minutes re-uploaded onto website. Available here: https://westmonktonparishcouncil.gov.uk/wp-content/uploads/2023/09/minutes12thSept2023adoptedredacted.pdf
Not all the Committees / Working Groups have their Terms of Reference viewable on the website.	Terms of reference and delegation for each Committee / Working Group reviewed and agreed at the Annual Parish Council meeting.	All terms of reference for Committees and Working Groups to be published on the website.
Funds collection at the Coronation event was paid into the bank account. However, there is no evidence that on the day of the event, this was counted, verified and signed for under dual control.	Majority of payments collected by card payment using card readers. Sheet to record funds collected to be prepared for further events.	Control sheet of funds collected to be completed at future events and signed / verified by an officer or councillor with the RFO.
One invoice was noted as missing for a low value purchase of £27.65 reimbursed 27/3/24 in respect of the APM refreshments.	Parish Council Debit Card used to purchase refreshments from the Co-op on the morning of the APM. Receipt not produced by till machine and missing.	Care to be taken to obtain a receipt for all debit card purchases.
One low value expenses claim of £4.50 was noted as being paid for from the Treasurers Account on 13/3/24 rather than the BACH account.	£4.50 included in Clerk's expense claim related to BACH expenses but incorrectly reimbursed from PC bank account.	Separate expense claim forms to be used for expenses that relate to the BACH.

Finding	Explanation from RFO	Agreed Action
The amount on the VAT reclaim summary 25/10 and £13.17 is £8.75 understated and this can be added to the next claim for refund.		£8.75 to be included in next VAT reclaim (at the end of Q1 2024/25)
Adopted Financial Regulations (9.4) limit the use of personal credit or debit card to £250.00 including VAT to cover expenses. Three occasions were noted when this was exceeded – 27/4, 25/10 and 13/12.	The PC Debit Card was not obtained until 2024. The expenses referred to were incurred and then reclaimed (and payment approved by PC). However, the Financial Regulations do limit expenditure on the Debit Card to £250.00. Consideration could be given to increasing this amount to £500 in line with 5.15 of the Financial Regulations that states that 'The Clerk, under delegated authority, may make individual purchases within an agreed budget for any items below £500 excluding VAT'. Payment by BACS is used as much as possible.	It was agreed to amend the Financial Regulations at paragraph 9.4 to increase the limit that can be spent on the Debit Card from £250.00 to £500.00 to reflect paragraph 5.15 in the financial regulations.
Staff appraisals are not being undertaken – it is recommended that these are undertaken at least annually and recorded appropriately.	HR Committee established and the agreed terms of reference include the undertaking of staff appraisals.	Undertaking staff appraisals on an annual basis to be included in the forward plan for the HR Committee.
There is no recorded evidence of Display Screen Equipment assessments being undertaken (as least annually). Nor is there record of Manual Handling Risk Assessment. Recommendation is for these to be completed for each location where a desktop / laptop is used for more than one hour at a time, with records retained for three years.	Review of DSE and additional equipment needed did take place at commencement of employment of Clerk and Assistant Clerk Community. HR Committee established and the agreed terms of reference include Health and Safety responsibilities.	Undertaking DSE Assessment and Manual Handling Assessment to be included in the forward plan for the HR Committee.

c) To approve 2023/24 Annual Governance Statement

It was resolved to approve the Annual Governance Statement. Proposed by Cllr Chapman, seconded by Cllr Ellis and agreed with all in favour.

d) To approve 2023/24 AGAR Accounting Statements

It was resolved to approve the Accounting Statements.

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

e) Budgeting Report (incorporating BACH Accounts)

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

53/24 Other matters for report only – items for discussion – no decision

Cllr Hall asked if Cllr Chapman could take responsibility for watering the trees at the Sports Pitches. Cllr Chapman agreed.

Cllr Hall reported that a Commonwealth approach is being taken regarding fundraising for the Poppy of Honour Pavilion.

a) Items for next meeting agenda - by Monday 17th June or Monday 1st July 2024

Noted

b) Dates to note over the next 14 days

CP Meeting 13th June at 7pm

MH1 catch up 14th June at 11am

Agenda run through – 18th June at 9am

LCN Meeting 19th June at 7pm Broomfield

PC meeting – 25th June at 7pm

Community Review Steering Group meeting – 27th June at 3.30pm

Tug of war event 29th June

54/24 Dates of forthcoming meetings:

Parish Council:

Second Tuesday in the month (Business focused meeting)

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

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

2024: 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 15th October 2024 at 7pm

Sports Pitch Committee TBC

Somerset Wood Joint Committee TBC

There being no further business to discussed, the meeting ended at 10.04pm



Signed Chairman:

Date: 25th June 2024