



West Monkton Parish Council

## ADOPTED

Minutes of the Meeting of West Monkton Parish Council held on Tuesday 23<sup>rd</sup> July 2024 at 7.00pm.

**Present:** Cllrs Besley, Cavill, Chapman, Ellis, Gage, Haskins, Munson, and Tully.

**In attendance:** Mrs A Shepherd, Clerk, Mrs K Welsh, Assistant Clerk Community, and 4 members of the public, including the applicants in respect of planning application number 48/23/0021.

### **83/24 To receive any apologies (with reasons), introductions with responsibilities.**

No apologies were received.

### **84/24 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.

### **85/24 To adopt the minutes of the Annual Parish Council meeting on 9<sup>th</sup> July 2024**

The minutes from the Meeting of the Parish Council on 9<sup>th</sup> July 2024, having been previously circulated, were taken as read. It was resolved to adopt the minutes of the Parish Council meeting on 9<sup>th</sup> July, subject to an agreed change to the wording in item 81/24, proposed by Cllr Cavill, seconded by Cllr Munson, and agreed by show of hands.

### **86/24 Chairman's Report**

The Chairman's report was deferred.

### **Public Question Time**

A member of the public requested an update on the proposed Yallands Hill Crossing Point, the puffin crossing on Monkton Heathfield Road near the Milton Hill junction and the traffic calming measures on Monkton Heathfield Road. Clerk confirmed that the Yallands Hill Crossing Point is being explored separately by the Parish Council with Somerset Council Highways. The puffin crossing at Milton Hill is likely to be agreed and the MH2 highway requirements may include further traffic calming for Monkton Heathfield Road.

A member of the public raised the village sign review that the Parish Council completed last year and asked if any feedback had been received from Somerset Council. Clerk confirmed that no feedback had been received. The member of the public suggested developing a priority list from the Village Sign Review to try to take forward.

Cllr Tully reported that there have been a number of closures of the M5 which is having a big impact on vehicle movements through the village.

Clerk to liaise with member of the public to develop a priority list and liaise with Cllr Cavill who will take the list up with Somerset Council.

### **87/24 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.

48/24/0030 - Refurbishment of shower block, installation of fencing and erection of building for office space/meeting space on land north of Bathpool Marina, Bathpool  
The Parish Council supports the granting of permission.

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 – positioning / overlooking of proposed houses on Greenway properties.  
It was noted that plots 269, 261 and 260 would likely overlook the existing properties in Greenway. Clerk to contact the Planning Officer to raise the concerns, request again a cross section to illustrate ground levels in the Hartnells development in relation to those in Greenway and request a meeting with the Planning Officer and the Developer.

48/24/0032/T – Application to fell one willow tree included in Taunton Deane Borough (West Monkton No.3) Tree Preservation Order 1998 at 49 Acacia Gardens, Bathpool, Taunton (TPO TD777).  
The Parish Council had no comments to make in respect of the proposal.

48/23/0021 – Demolition of dwelling and erection of 3 No. dwellings with associated works at Uplands, Church Hill, West Monkton. (Amended plans)  
The Parish Council supports the granting of permission.

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

Noted

**88/24 Recruitment**

**a) Update on recruitment of Administrative and Events Assistant including resolution to appoint candidate**

Clerk provided a summary of the recruitment process and the interviews that had taken place. Cllr Haskins confirmed that it was the recommendation of the interview panel / HR Committee that Jessica Cox be appointed as the Administrative and Events Assistant. References have been collected for Jessica which were good. It was resolved to appoint Jessica Cox into the position. Start date week commencing 2nd September, 16 hours a week working Wednesday to Friday. Proposed by Cllr Cavill, seconded by Cllr Chapman and agreed with all in favour.

**b) Approval of recruitment pack for Maidenbrook Country Park Volunteer Coordinator**

Clerk provided a summary of the Recruitment Pack created for the Volunteer Coordinator position which will be funded for three years from the lottery grant funding. It was agreed to amend the person specification and job description to make reference to project management experience and to update the job description to make reference to the newly appointed Administrative and Events Assistant. Subject to these amendments it was resolved to approve the recruitment pack, proposed by Cllr Tully, seconded by Cllr Chapman and agreed with all in favour.

It was also agreed to invite Jo Pearson to take part in the shortlisting of any applications received and put forward suggested questions for the interviews.

**89/24 Environment**

**a) Parks and Open Spaces Devolution; update**

Clerk confirmed that since the last meeting she had emailed Somerset Council and requested information about the estimated cost of the play parks and open spaces, the record of inspections and copies of the most recent

reports to identify any remedial work that may be needed in the play parks in the short and long term. Clerk also requested a list of all the bins that are emptied in the Parish and suggested that the Country Park may also be transferred as a public open space with the other proposed parks and open spaces.

A response to these queries is awaited from Somerset Council.

Clerk also reported that there are training courses available for weekly and operational park inspections, the location and cost of these courses is available for consideration alongside the other costs when they are received from Somerset Council.

Cllr Chapman raised the lack of a dog / litter bin at the exit of the permissive path onto Hyde Lane. Clerks to research signage options for the location.

Cllr Chapman also raised grass cutting / strimming of areas in the Parish. Cllr Chapman to forward a list of the areas with a view to the Clerk asking the Lengthsman to cut the areas.

#### **b) The green triangle at The Street; wildflower planting.**

The condition of the green triangle was discussed. Assistant Clerk Community confirmed that she had been in contact with a local resident who advised that the triangle would be strimmed this weekend. Parish Council to consider potential improvements once the area had been cut / tidied.

### **90/24 Community**

#### **a) Update**

**Café** – Café has been steady over the last month. The children have really enjoyed having ice cream as a change and queues have been long and we have met some new families through this. **The repair café** is becoming busier and the repair team volunteers go above and beyond to help fix any items brought to the cafe. Our Loss and Bereavement Group was attended by a few this month.

**Stay and Play Group** – We are continuing to run Stay and Play through the summer holidays on a Thursday from 10.30am to 12 noon but will not be running our usual Wednesday group until September.

**Litter Pickers** – Our litter picking volunteers continue to keep the parish tidy and keep us up to date with any issues around the parish that need intervention.

#### **Community Events update**

Community Quiz continues to be popular, next quiz nights are 24<sup>th</sup> July and we are due to decide whether to continue to run the quizzes on at Wednesday or Thursday from September.

#### **b) Feedback from Tug of War event meeting on 22nd July.**

It was noted that the Tug of War meeting had been relayed until 25<sup>th</sup> July. Feedback to be discussed at the next Parish Council meeting.

#### **c) Dog Show 1st September – update**

- Posters are being shared on social media regularly by Bethan
- Corrugated signs still present around the parish
- Meeting on 8/8/24 to make final arrangements with St Giles
- One marquee to be erected for the bar and teas/coffees/cakes by WI
- Set up of an area for the dog show classes and agility (map created)
- St Giles to organise craft and stall holders
- Paul with Bouncy Slide to attend
- Set up of skittles area?
- Discussing with Cllr Cudlip (CSMPC) about stage area and purchase of speakers
- Toilets booked through Brandon Tool Hire – payment needed in advance
- The Clerk and Assistant Clerk Community will be manning the 'Information Point' and will look to engage the public consist the Community Review Survey. Mandy Cooper will be joining us.

- Mark and Barry will be running the bar
- The Womens Institute will need 4 tables, our urn and a generator

#### **d) Graffiti Removal Volunteers – approval of risk assessment**

The risk assessment was discussed, and some amendments were identified, namely, to include additional PPE equipment including eye wash and a first aid kit and face masks. Subject to these amendments the Risk Assessment was approved. Proposed by Cllr Besley, seconded by Cllr Ellis and agreed with all in favour.

#### **e) Community Review Project update**

Clerk reported that the questions have been submitted to CCS for development of the survey, a link to the testing survey and a QR code will be provided shortly. The same link and QR code can be used in publicity about the survey. The survey will go live on 9<sup>th</sup> September for a period of 3 weeks. A meeting of the Community Review Steering Group is planned in August to discuss publicity prior to the launch of the survey.

#### **f) Summer Food Project update**

The food project is starting this week and food and equipment have been purchased. 6 young people have signed up to help run the Youth Café and consent forms have been received.

#### **g) Award nominations: Star Council Awards 2024: <https://www.nalc.gov.uk/starcouncilawards>**

Clerk outlined the draft nomination. It was agreed that an item would be added to the agenda for the next meeting for approve of the nomination prior to the September deadline. Cllrs to review the nomination before the next meeting.

#### **91/24 Projects**

##### **a) MH1 POS update; Cllr Directors for Management Company**

Clerk confirmed that there was no further update in relation to the Transfer document amendments. Clerk to chase progress.

It was resolved that Cllrs Haskins and Chapman would be the PC Directors on the Management Company. Proposed by Cllr Cavill, seconded by Cllr Ellis and agreed with all in favour.

##### **b) Sports Pitches update; name for sports pitches, ducting ends, movement of bricks and gravel**

Cllr Haskins reported that a design for the gate for the sports pitches is available and would be forwarded to the Parish Council for consideration.

Cllr Haskins reported that the groundworks for the cricket squares has been completed and the contractor has sprayed the entire area.

The bunds on site surrounding the pitch area were discussed. Cllr Haskins suggested that grading of the bunds was needed to enable future management / maintenance, particularly to be able to control ragwort as the pitches would soon be seeded.

It was agreed in the short term to commission the removal of the ragwort at a cost of up to £600.00.

Clerk to enquire with Persimmon as to the ownership of the land adjacent to the sports pitches which has just been sold so that contact can be made with them to request the removal of ragwort on the land.

Cllr Cavill agreed to follow up the owners of the Coker land about removing ragwort.

Clerk reported that the planning application to vary the existing consent is being submitted this week. To support the application and on the advice of the Planning Officer, a document providing an explanation of the reasons for the change from football to rugby / cricket and the mitigation proposed for football has been prepared to be submitted with the application.

The movement of the gravel at the entrance to the sports pitches to enable the access road works in August was discussed. Cllr Haskins to liaise with Alan Hall about where the gravel should be moved to on site.

Cllr Cavill reported that he had acquired copper pipe to bury at the duct ends to enable them to be found later.

The name for the sports pitches was discussed. Assistant Clerk Community to liaise with the young people she is working with to develop some options to consult with the local community on.

**c) MH2 update; feedback from catch up meeting on 18th July.**

The notes from the catch-up meeting on 18<sup>th</sup> July were circulated in advance of the meeting and discussed.

**d) Poppy of Honour update**

Cllr Cavill confirmed that he had nothing further to report.

Assistant Clerk Community to look into the Memorial being supported as a community project by local shops / supermarkets.

**e) Junior Football Pitch Provision at Bridgwater Road Update; Consider quotation for survey of land**

Cllr Cavill confirmed that an update was awaited from Somerset Council regarding the land lease / transfer. It was agreed to defer consideration of the quote until the next meeting.

**f) Additional Allotment provision update**

Cllr Cavill confirmed that an update was awaited from Somerset Council.

**g) Multi-Agency Approach to flood prevention and Bathpool pump update**

Clerk confirmed that there was nothing to report.

**92/24 Assets**

**a) Country Park and Somerset Wood update; Lottery funding update.**

Clerk confirmed that the grant start date is 1st September. Some work between now and then to develop the required accounting records will take place and the recruitment of the volunteer coordinator will also take place. Promotional items ordered and received from the Lottery. A press release and Facebook posts celebrating the funding have been prepared / posted / sent.

Cllr Gage confirmed that two belts have been replaced on the ride on lawn mower and two more belts will be ordered so that a spare set is available.

**b) BACH update; public liability insurance claim update, office / lobby wall modifications, consider and approve BACH Committee Terms of Reference**

Clerk reported that the insurance company had now received a formal public liability claim in relation to the incident in the car park.

The office / lobby wall modifications were discussed and the need to have agreed terms of reference for the BACH Committee to identify which areas / matters were the responsibility of the BACH Committee and the Parish Council.

It was resolved to approve the Terms of Reference for the BACH Committee, proposed by Cllr Besley, seconded by Cllr Munson and agreed with all in favour.

**Brittons Ash Community Hall (BACH) Committee  
Terms of Reference**

**Governance**

The BACH Committee reports to the Parish Council.

The BACH Committee is a committee of the Parish Council and is subject to the mandatory requirements of the Parish Council's adopted Standing Orders for Committees.

Any dispute which cannot be resolved by the Committee shall be referred to the Parish Council for resolution.

The Chairman of the Committee shall report to the Parish Council at its regular meetings.

**Duties of the Committee**

The Committee will be responsible for the day to day running, hire and management of BACH (as described below) as a Community Hub available for use and hire by local businesses, groups and private individuals.

To decide and operate a scale of fees and charges for the use of the hall, with the object of managing expenses within income.

To refine the terms and conditions of hire and key holder agreement.

### **Day to Day Running and Management of the BACH.**

The Parish Council is responsible for:

- The Parish Council Office area of the BACH, including its compliance with all regulations in relation to the provision of the office as a place of work for Parish Council employees.
- The container in the BACH car park
- The Community Garden and Community Fridge within the grounds of the school.

The Parish Council should inform and consult with the Chair of the BACH Committee regarding any proposed work or changes in these areas prior to it being undertaken.

The BACH Committee is responsible for:

- All other areas of the BACH including the main lobby, committee room, activity hall, storage cupboard, toilets, kitchen and BACH car park.
- Maintaining the decorative condition throughout the BACH.
- Maintenance and servicing of the fire safety equipment.
- Maintenance and testing of the electrical distribution system and PAT testing of electronic devices.
- Cleaning of the BACH.
- Repairs of the BACH including the fixtures, fittings and inventory.

### **Financial Management**

All income and expenditure in connection with the BACH is to be administered by the Clerk of the Parish Council.

The Clerk of the Parish Council in conjunction and consultation with the Chair of the BACH Committee, may make payments of below £500.00.

The BACH Committee to receive a finance report at each of its meetings.

The BACH Committee is responsible for setting its budget each year, all expenditure should be covered by the income received from hall hire.

### **Meetings:**

Meetings of the Committee to be scheduled to take place three times a year. Additional meetings may be called where there is an identified need.

### **Membership:**

To comprise five members of the Parish Council. The BACH Committee may co-opt volunteers / non-members onto the Committee.

### **Quorum:**

The quorum of the Committee shall comprise of three.

### **Chairman:**

The Committee shall appoint a Chairman, who is a member of the Parish Council, annually at the first meeting after the Annual Parish Council Meeting.

### **Voting:**

All members of the Committee including co-opted non-members may vote.

**Public Participation:**

Meetings will be open to the public.

**General:**

The Parish Council will review the Terms of Reference at the Annual Parish Council Meeting each May.

All Committees of the Parish Councils shall function and operate in accordance with their Standing Orders.

**c) Community Fridge update; Approval of CCTV Policy**

This month has seen the erection of the new shed, which will be used for books and clothing and gives more room in the original fridge for food produce. New flooring has been put down in both sheds and the old shed has been given a good clean out. The canopy has been put up to provide cover between the sheds and new shelving has been ordered.

Clerk reported that the CCTV at the Community Fridge will be installed on 13th August.

The proposed CCTV Policy was circulated in advance of the meeting. It was resolved to approve the CCTV Policy, proposed by Cllr Munson, seconded by Cllr Chapman and agreed with all in favour.

**d) Community Garden update**

The Community Garden is looking fantastic, and a rota has been set up to coordinate watering, wedding and other jobs. A few new volunteers have come forward following advertising for Volunteer of the Month by Bethan. Clerk reported that school have confirmed that the community gardeners can access the bin store to use the outside tap as required.

**93/24 Highways / Footpaths / Safe Routes to School; Cllrs Besley and Tully to report; To discuss latest SID results, Footpath clearance/cutting.**

The SID results were shared in advance of the meeting and discussed. It was agreed that the SID would continue to be deployed to Monkton Heathfield Road through the school holidays to understand and provide data about the impact of M5 closures and traffic lights on the ERR on vehicle movements through the village.

Clerk has asked the Lengthsman to trim some of the rights of way footpaths in the parish.

Cllr Chapman reported that Somerset Council have looked at the potholes / road surface at the junction of Milton Hill with School Road and have confirmed that no repair is required.

**94/24 Other matters for report only – items for discussion**

**a) Leaving meal for Alan Hall**

It was agreed to arrange a leaving meal for Alan Hall on Tuesday 6<sup>th</sup> August at the Merry Monk, Councillors to confirm their attendance. It was agreed that the Parish Council would fund the cost of a meal for Alan and his wife and the cost of a hotel for the evening. Proposed by Cllr Besley, seconded by Cllr Gage and agreed with all in favour.

**b) Items for next meeting agenda – by Monday 5th August**

Cllr Cavill requested that an item be added to the agenda for the next meeting about the Number 12 bus. A proposal has been received from Somerset Council about a modified service.

Cllr Chapman requested that more lamppost stickers encouraging people to pick up rubbish and dog waste and two more dustbin lids are purchased.

Cllr Ellis expressed her thanks to volunteers who have helped to pull the ragwort in the parish, particularly in the Country Park.

**95/24 Dates of forthcoming meetings:**

Parish Council:

Second Tuesday in the month (Business focused meeting)

2024: 13th Aug, 10th Sep, 8th Oct, 12th Nov, 10th Dec.  
Fourth Tuesday in the month (Community / project focused meeting)  
2024: 24th Sep, 22nd Oct, 26th Nov.  
Audit Working Party: 18th October at 9.30am (via zoom)  
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 9.30pm



Signed Chairman:

Date: 13<sup>th</sup> August 2024