



West Monkton Parish Council

## ADOPTED

Minutes of the Meeting of West Monkton Parish Council held on Tuesday 13<sup>th</sup> August 2024 at 7.00pm.

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

**In attendance:** Mrs A Shepherd, Clerk, Mrs K. Welsh, Assistant Clerk Community, Mr K Perry, Bathpool Flood Warden, and approximately 14 members of the public.

### **96/24 To receive any apologies (with reasons), introductions with responsibilities.**

Apologies were received from Cllr Ellis, Cllr David Fothergill, Somerset Council and Sammie Millard-Jones, Cheddon Fitzpaine PC.

### **97/24 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.

### **98/24 To adopt the minutes of the Parish Council meeting on 23<sup>rd</sup> July 2024**

The minutes from the Meeting of the Parish Council on 23<sup>rd</sup> July 2024, having been previously circulated, were taken as read. It was resolved to adopt the minutes of the Parish Council meeting on 23<sup>rd</sup> July, proposed by Cllr Chapman, seconded by Cllr Munson and agreed by show of hands.

### **99/24 To consider applicant/s and co-opt into the Parish Councillor casual vacancy**

The three applicants for the casual vacancy gave a statement in support of their application. Each applicant was proposed and seconded to fill the vacancy and a vote took place. Carol Cronshaw received 4 votes, Ryan Trower received 2 votes and Mandy Cooper received 0 votes.

Carol Cronshaw, with the most votes was coopted into the Parish Councillor casual vacancy.

### **100/24 To note Clerk's report and Assistant Clerk (Community) report.**

Clerk's Report:

General Admin:

- SID installed at Monkton Heathfield Road, results downloaded and circulated. SID to be deployed on Monkton Heathfield Road during the summer holidays to understand impact of M5 closures and ERR works on vehicle movements.
- Administrative and Events Assistant recruitment including shortlisting, interview arrangements / questions, undertaking interviews and collecting references.
- Laptop delivered to QSS IT for rebuild and get it ready for Administrative and Events Assistant.
- Vacancy notice following resignation of Cllr Hall developed, published, put on noticeboard and sent to elections at Somerset Council.
- Arrangements for a leaving meal for Alan Hall.
- Graffiti Removal Volunteers Risk Assessment developed for approval by the Parish Council. Liaised with volunteers regarding equipment needed.
- CCTV Policy for the Community Fridge developed for approval by the Parish Council. Policy published following approval. Community Fridge CCTV to be installed on 13th August.
- Ragwort
  - Contacted Coker engineering to request removal.
  - Liaised with Country Park volunteers about removal in the CP.
- Lengthsman requests:
  - St Quintins Bin
  - Grit bin levels
  - Strimming around village signs

- Right of way footpath strimming
- Hedge around Thornash Close bus shelter
- Developed NALC Star Council Award nomination for approval.
- Somerset Council Highways reports:
  - Potholes / road surface at junction of School Road and Milton Hill
  - Pothole at Milton Hill
  - Overgrown verges in Bathpool.
  - Steel plate on Gotton Lane.
  - Verges along Monkton Heathfield Road following road works. Street Works advised that Contractor has reinstated the verges and SC will look again in the Autumn and call the contractor back if further work is needed.
  - Reported overgrown hedge between Milton Hill and the Bathpool Inn.
- Community Review Project
- Questions submitted to CCS for test survey development. Test survey received and circulated to Steering Group for feedback.
- Village news article developed for September / October edition.
- Next meeting of Steering Group scheduled for 21st August.

#### Finance / Payroll:

- Making payments / placing orders.
- Managing / inputting Accounts using Scribe.
- August payroll and finance reports and grant spend records.
- External auditor queries.
- Tug of War finances to understand surplus from day time event.
- Developed summary reports for D Day and Tug of War event for PC.
- Developed Grant Policy to support Young People.
- Audit Working Party meeting on 26th July, agenda, notes and action points.
- Ordered items for Community Fridge and Summer Food Project.
- Obtained quotations for finance report including; training, gazebos, mower insurance.

#### 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.
- Looked again at the Hartnells application and the plots that may overlook existing Greenway properties. Liaised with the Planning Officer who has agreed to schedule a meeting with the PC and Developer in Mid-August.

#### Country Park and Somerset Wood

- Meeting with land agent regarding Orchard land took place on 10th July.
- Instructed Reed Holland to develop planning application on behalf of the PC for the elements included in the lottery application. Site meeting on 16th July to review site plan.
- Developed recruitment pack for Volunteer Coordinator to be approved by the Parish Council.
- Advert published, deadline for applications 16th August.
- Working to develop a separate report, including finances, to be presented to the PC monthly providing an update on the Lottery Project.

#### Junior Football Pitches

- Enquiries regarding Waterleaze Football pitch and Bridgwater Road football pitch.
- Meeting arranged with Taunton Town Council representatives on 8th August.

#### Sports Pitches

- Liaised with Planning Officer and FA.
- Liaising with Stone and Partners to develop planning application for submission.
- Developed an explanation document providing justification for the change from football to cricket and rugby to be submitted with the application to vary the consent.
- Planning application submitted on 25th July. Site notices displayed.

#### MH1

- Regular catch ups with Dan Mawer from Persimmon to receive updates on progress / raise issues.
- Liaised with Persimmon regarding transfer and the inclusion of a bond for play park remedials and tree works.
- Liaised with First Port Managing Agents
- Developed an address list for all properties in MH1.

MH2:

- Catch up meeting with Planning Officer / Developers / CSM PC on 18th July.
- Updated highway proposals received and circulated to Cllrs.

BACH:

- Invoices / accounts.
- Liaised with insurers regarding public liability incident.
- Developed Terms of Reference for approval by the PC. Published terms of reference following their approval.
- Next BACH Committee meeting scheduled to take place on 15th October at 7.30pm.

Meetings last month:

2nd July – Agenda run through meeting  
3rd July – Shed install  
8th July – CP Lottery Funding Meeting  
9th July – PC Meeting  
10th July – LGR Session  
10th July – Orchard Land Meeting  
11th July – Shortlisting  
12th July – BACH Works in office / lobby  
16th July – Agenda run through meeting  
16th July – Country Park site meeting with Reed and Holland  
18th July – Stay and Play Cover  
18th July – MH2 Catch Up meeting  
19th July – Interviewing  
23rd July – PC Meeting  
24th July – LGR Session  
26th July – AWP meeting  
29th July – 5th August inc – Annual Leave

Meetings this month:

7th August – Agenda run through meeting  
7th August – LGR Session  
8th August – Waterleaze pitch meeting with TTC.  
8th August - Dog Show prep meeting  
12th August – BACH Activity Hall painting taking place  
13th August – Community Fridge CCTV install  
13th August – PC Meeting  
21st August – Community Review Steering Group Meeting  
27th August – 30th August inc – Annual Leave

Clerk added that a meeting with the Planning Officer and Persimmon and Cllrs Fothergill and Cavill regarding the Hartnells Planning Application has been arranged for Friday 23rd August at 2pm.

Assistant Clerk's Report:

Community - General

- Responded to enquiries/requests via facebook and by email to those in the community.
- Regular trips to Bookers/organising delivery from Asda for Summer Food Project
- 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
- Sourced Food Hamper for Community Review Survey
- Researched a number of grants and funding opportunities and have submitted a few applications and have some to complete over the next six months, before closing date – Tesco Stronger Starts for Poppy of Honour funding, Fairfield charitable Trust Application for Match Funding for Country Park, Taunton Town Sponsorship for Country Park (to apply in readiness for April next year), SALC Wellbeing Grant for accessible paths at Country Park, Crime Prevention through Sports Funding (to look into for next year)
- Had a short meeting with HCP Community Fund Team, not able to access these funds as we are outside their allocated fund area.

- Liaising with PCSOs, Police and Youth Justice panel about community resolution for the young people who have admitted that they were responsible for much of the graffiti in the parish (ONEZ and RIOK). Expect to hear from them in the next few weeks about decorating the container at the country park with camouflage and their possible attendance at the Youth Café/Summer Food Project.
- Shortlisting and Interviewing for Admin Assistant role.
- Shared developments with Youth Provision at WMPC with Hestercombe LCN CYP working group
- Shared Youth Survey from LCN to Secondary School and Primary Schools
- Issues with Printer at home which has been replaced as was under warranty
- Contacted Dorset and Devon Air Ambulance about providing us with a recycling clothes bank at the BACH
- Contacted Dawn regarding the Triangle at the Village to discuss adding some wild flowers to the area, she was in favour of this, is the Parish Council happy to move forward with this?

#### Community Fridge

- Coordinating and managing volunteers, cleaning rotas and pick ups.
- Keeping in touch with volunteers to keep them updated and involved.
- Responding to complaints and concerns about community fridge.
- New and Old Shed cleared, tidied and cleaned, new flooring put down (by Bathpool Flooring) – organised and supervised this
- Met with Volunteers for 2 year anniversary celebration
- Ordered new equipment for the shed – mop, brush, no dog – sticker
- Creating badges for new volunteers

#### Community Cafe

- Running a weekly Community Café at the BACH. Opportunity to meet with the public and volunteers to share concerns.
- 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.
- Support Rev Jim Cox to run the Bereavement group.

#### Community Garden

- Community Garden group meet regularly at the BACH
- Update A boards with wellbeing message and jobs need doing at the garden
- 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
- Planning and preparing for Summer Food Project with volunteers and young people
- Prepared, planned, shopped and organised 'Youth Café' which started on the 24/7/24, over 20 young people came for a lunch in this week and 6 young people were supported to make lunches/ice cream/smoothies and run the café.
- Organise consent forms for those young people supporting the lunches
- Preparing for Dog Show and organising meeting with Mel from St Giles for final arrangements
- Created map for Dog Show
- Created event on Eventbrite for Dog Show
- Organised mowing with the Country Park Volunteers for the run up to the Dog Show
- Printed and laminated disclaimer signs for Car Park for the Dog Show
- Ordered banner for Country Park Gates
- Arranged for WI to attend the Dog Show
- Researched lamppost banners in preparation for next year – we need to apply via Somerset Council
- Connecting with TTC to share events

#### Other Volunteering

- Touching base with Companion Volunteer, who is now meeting regularly with a number of clients via the village agent in the community.
- Developing database with names and details of those people that the companion volunteer supports and organising initial first meetings.
- Organising First Aid Training for Companion Volunteer
- Sourcing Safeguarding Training for volunteers

- Arranged for all referrals from the Village Agent to come through the Parish Council as not all referrals have been appropriate
- Supporting and managing event volunteers in the run up to and during events.
- Dealing with queries and concerns from volunteers as they arise.

#### Meetings, Events and Groups

2/7/24 Agenda run through meeting  
 3/7/24 Meeting with Companion Volunteer and new client at home  
 3/7/24 Stay and Play Group and Community Café and Bereavement Group  
 4/7/24 Meeting with Monkton Wood Pupils  
 4/7/24 Ethos Committee Meeting at West Monkton Primary School  
 8/7/24 Country Park Meeting  
 8/7/24 Maidenbrook Country Park Grant – Met with Lottery Funding Officer  
 9/7/24 WMPC Meeting  
 10/7/24 Stay and Play Group and Community Café  
 11/7/24 Stay and Play Group  
 11/7/24 Meeting with Monkton Wood Pupils  
 11/7/24 Meeting to Shortlist for Admin Assistant Role  
 12/7/24 2 Year Anniversary of the Community Fridge – Met with Volunteers  
 15/7/24 Meeting with HCP Community Fund – Teams  
 16/7/24 Agenda Run Through Meeting  
 17/7/24 Stay and Play Group and Community Café/Repair Café  
 18/7/24 SLCC Themed Summit – Youth Provision  
 18/7/24 Interviews for Admin Assistant  
 19/7/24 Interviews for Admin Assistant  
 23/7/24 WMPC Meeting  
 24/7/24 Summer Food Project – Youth Café and Community Café  
 24/7/24 Community Quiz Night  
 25/7/24 Stay and Play Group  
 25/7/24 Summer Food Project – Youth Cafe  
 25/7/24 Tug of War – Final Meeting at BACH  
 29/7/24 Meeting with Paul Elliston to discuss West Monkton Youth Club  
 31/7/24 Summer Food Project – Youth Café and Community Cafe

#### 101/24 Somerset Council report from Cllr Cavill

Cllr Cavill reported on the following:

Asset disposals: A report recommending the disposal of several Somerset Council assets to generate funds and help bridge an £80m funding gap in the current financial year and a £100m budget gap for 2025/2026 will be considered by the Councils Executive on 7 August. The report outlines proposals to dispose of a number of non-operational buildings and small parcels of land which hold development potential and also several high-profile assets including the Market House in Taunton, The Cornhill in Bridgwater, Land at Evercreech, Yeovil Small Business Centre, C Block - County Hall, Boden Mill Chard and St Mary's St Car Park in Taunton. The proposed sites have a combined estimated capital receipt range of £17m to £21m. However, information relating to individual asset disposals will remain commercially confidential.

Reduction in Council Tax support: Somerset residents are being encouraged to have their say on possible changes to a scheme which offers financial support to working age adults on low incomes. In November 2023, Somerset Council declared a financial emergency and agreed to several actions to reduce spending. This included a commitment to consult with the public on potential changes to the Council Tax Reduction (CTR) scheme. Council Tax Reduction is a discount offered for Council Taxpayers on low incomes. The proposed changes would only apply to working age adults – the support provided for pensioners would not be affected. It was initially proposed to consult on changes that could potentially save Somerset Council £6.4m a year. The options for consideration include reducing the maximum available discount from 100% to 75%. More information can be found at <https://somersetcouncil.citizenspace.com/comms/ctr/> The consultation runs until 1 October, with any changes coming into effect from 1 April 2025.

Taunton Transport Hub: Taunton's former bus station site could be re-developed as a transport interchange under new proposals. The hub is part of Somerset's Bus Service Improvement plan and will offer a range of modern and sustainable transport options, including bus, coach, and bike parking. The project is funded by ring-fenced Government money. Residents can find out more and take part in the survey here: <https://somersetcouncil.citizenspace.com/comms/taunton-transport-hub/> The online engagement runs from 23 July to 17 September.

Joint Targeted Area Inspection - Serious Youth Violence: Between 20th and 24th May 2024, the Care Quality Commission, His Majesty's Inspectorate of Constabulary and Fire and Rescue Services, Ofsted and His Majesty's Inspectorate of Probation jointly inspected the Somerset area's multi-agency response to children over 10, who are at risk of, or affected by, serious youth violence in the county. The inspection found that partnership working between organisations is not effective in identifying, understanding or responding to the extent of serious youth violence and criminal exploitation of children in Somerset. The oversight of partnership working, led by the Safer Somerset Partnership and the Somerset Safeguarding Children's Partnership lacks rigour, drive and challenge. Serious weaknesses in practice across organisations has meant that risks are not identified at the earliest opportunity. These issues were accepted by both partnerships during the inspection process and work began immediately to plan a more impactful approach. Improvement plans will be submitted to Ofsted by Safeguarding Children's Partnership, by 25th October 2024.

E Scooter trials halted: E-scooter services in three Somerset towns have been suspended with immediate effect by the operator. Mobility e-scooter trials in Taunton, Minehead and Yeovil, which have run since 2020, have been halted by the operator due to an unexpected supplier issue. The trials were due to continue until the end of May 2026 but whilst the service is suspended the scooters are being removed from town centres and users have been messaged. The initiative is a collaboration between DfT, Somerset Council and Zipp Mobility in Taunton and Minehead, with operator Zwings running the trial in Yeovil. (Zwings has now been amalgamated with Zipp Mobility).

Somerset Coast Festival: The Somerset and Exmoor Coastal Festival scheduled for September 21 to 29, is organised by the King Charles III England Coast Path team based at Somerset Council. As well as the 80 Miles in Eight Days walking challenge – starting at Brean Down and ending in Porlock via County Gate – this year's festival will include trail running events with a Marathon and a 100km Ultra Marathon on the penultimate day, September 28. Both trail running distances will finish with a lap of Brean Down, the 100km starting in Minehead and the marathon starting in Bridgwater. Among the highlights of this year's event are a Fuse Fire and Light Trail in Bridgwater at the start on September 21 and an evening of shanty songs at Sparkhayes Campsite in Porlock on September 29, followed by a free Fire and Light night walk on Porlock Marshes to finish. Visit <https://somersestcoastfestival.co.uk> for more information.

Government funded childcare for September: The Department for Education (DfE) is reminding eligible working parents in England making childcare arrangements for September 2024 that they need to apply by 31 August for the 15 hours childcare for their child aged 9 months old and 30 hours childcare for their 3 or 4 year old. Parents should visit <https://www.gov.uk/apply-free-childcare-if-youre-working> to get their code and then share it with their childcare provider.

SC Staffing - senior Directors recruitment process has been completed.

NPPF consultation - live at the moment. Headlines include:

- 70000 target increase in housing.
- 1 standard method for all councils 5 year supply, all of the plan period. Lack of 5 year supply can allow green belt housing.
- Protection for agricultural land has been removed in consultation version.
- Social affordable housing favoured.
- Development over a much wider area than previously included.

Next Somerset Council Local Plan has to be produced by 2027.

Deadline NPPF consultation responses is 24th September. Item to be added to the agenda for next PC meeting to discuss and develop a PC response.

#### **a) Number 12 bus update / service change proposal**

A proposed amended service schedule for the number 12 bus service was shared at the meeting. The amended schedule will enable the service to continue to run for a further 4-5 years. The proposal includes an improved 21/21A service..

Members of the public present at the meeting provided feedback on the proposed amended schedule including:

- Concern that three buses in the morning removed.
- None after 2pm and none on Saturdays. Saturday morning buses should remain. Appointments at Musgrove at weekends. Only bus service that goes past the Crown Medical Centre.
- A lot of people already being left behind with the current service, amended service will likely increase the number of people being left behind. Sometimes only 12 can go on the bus.
- Numbers on bus have increased in recent months.
- This service busier than number 3 that serves Bishops Hull.
- 21 service is unreliable / don't turn up.

Suggested changes to the proposed amended service were put forward including only removing the first two buses in the morning and adding another one after lunch and that a service should be provided on Saturday mornings.

Cllr Cavill confirmed that an increase in service from what has been proposed will result in reduction in the length of time that the service will continue.

Cllr Munson suggested a potential increase in charge for fares to make the service last longer.

Cllr Cavill to relay feedback to Somerset Council.

Item to be added to the agenda for the September PC meeting for further update.

Clerk to add information to Monkton Matters about the proposed amended schedule requesting that feedback is directed to Somerset Council.

### Public Question Time

A member of the public put forward two proposals; developing a library of things and community hoe-downs.

Assistant Clerk Community to meet with the member of the public to explore the proposals further.

Clerk outlined an email received from NHS Somerset about a proposal to set up an allotment for the Armed Forces community.

Clerk to arrange a meeting to discuss the proposal further.

### 102/24 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.

48/24/0031 – Erection of wooden garden room at Flat 6 Walford House, Bridgwater Road, West Monkton.  
The Parish Council supports the granting of permission.

48/24/0034 – Erection of extension to restaurant at Monkton Elm Garden Centre, Monkton Heathfield Road, West Monkton.  
The Parish Council supports the granting of permission. The restaurant extension will enable the enhancement of a local business, support the local economy and will likely provide more local job opportunities.

48/24/0036 – Variation of Condition No. 2 (approved plans) of application 48/16/0028 for the change of 2 No. football pitches to rugby and cricket pitches on land off A38, Monkton Heathfield.  
The Parish Council supports the variation of the approved plans.

48/24/0037/T - Notification to carry out management works to one holly tree, a group of Laurel and one lime and to re-pollard two limes within West Monkton Conservation Area at Little Marlows, Blundells Lane, West Monkton  
The Parish Council had no comments to make.

48/24/0038/T – Application to fell one sycamore tree included in Taunton Deane Borough Tree Preservation Order 1998 at Little Marlows, Blundells Lane, West Monkton (TD775)  
PC Comment: An arboriculturists report should be submitted with the application that supports the need to fell the sycamore tree.

#### MH2 – Updated Highway Proposals

Clerk to submit same comments as previously submitted in the respect of the MH2 highways proposals but note the support for the cycle / pavement behind the hedge on Monkton Heathfield Road rather than the hedge being removed. Clerk to include SID results in comments that demonstrate an increase in vehicle movements on Monkton Heathfield Road when traffic lights are in place on the ERR.

Cllr Gage reported that he raised the MH2 highways proposals at the Garden Town Advisory Board meeting. Cllr Cavill reported that he joined a meeting with North Petherton Somerset Councillors and Somerset Council Officers about the MH2 proposals. Comments from National Highways are awaited in respect of the proposals.

14/23/0012: Application for Outline Planning with all matters reserved, except for access, for the erection of up to 5 No. dwellings and formation of access on land to the north of Langaller Lane, Creech St Michael  
The Parish Council objects to the granting of permission for the following reasons:

- Five dwellings are included in the proposal, the Parish Council considers this to be over development of the site and the proposed number of dwellings should be reduced to three.
- It isn't clear from the submitted plans how the proposal is impacted by the road layout proposed as part of the MH2 planning application.
- The proposal includes detail of the proposed phosphate mitigation solution in order to achieve nutrient neutrality and states that there will be a temporary fallowing of cattle grazing on land also owned by the applicant. Sufficient measures must be put in place to ensure that the land is fallowed throughout the period that it provides temporary mitigation.

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

Noted

Application for Outline Planning with all matters reserved except for access for erection of up to 7 No. residential dwellings on land north of Cheddon Fitzpaine Road, Gotton – Refused.

### **103/24 Environment**

#### **a) Parish Lengthsman role / capacity**

Cllr Haskins reported that the current Lengthsman has a long list of things to do and has limited hours to complete the work. Cllr Haskins reported that someone else has expressed an interest in possibility assisting with the grass cutting on the same terms as the current Lengthsman on a self-employed basis.

Cllr Gage raised that the Public Right of Way at Coombe Bottom needs to be cut.

It was resolved to progress with recruiting Lengthsman support on a self-employed basis. Proposed by Cllr Munson, seconded by Cllr Chapman and agreed with all in favour.

### **104/24 Highways**

#### **a) Road sweeping**

The need for road sweeping on various roads in the parish was discussed. It was noted that the cost of commissioning a road sweeper is high and a large proportion of this is the disposal costs. Clerk to explore the possibility of using the waste from sweeping rather than paying for disposal with the road sweeping company.

### **105/24 Community Update**

#### **a) Feedback from Tug of War Event meeting on 25th July**

The notes from the meeting on 25<sup>th</sup> July were circulated in advance of the meeting and were discussed. It was agreed at the meeting that the event went well and another event should be planned for next year, focussing more on it being a fair / fun day rather than a tug of war event.

A meeting to start to plan next year's event has been scheduled for 23<sup>rd</sup> September at 7.30pm

#### **b) Dog Show Event on 1st September update**

Assistant Clerk Community provided an update on plans for the event.

#### **c) Award nominations: Star Council Awards 2024: <https://www.nalc.gov.uk/starcouncilawards> Approve nomination (R)**

A draft nomination was circulated in advance of the meeting. It was resolved to submit the nomination, proposed by Cllr Gage, seconded by Cllr Munson and agreed with all in favour.

### **106/24 Country Park and Somerset Wood**

#### **a) Update**

Cllr Cavill provided an update on the stone gabion work which is going well at the Country Park.

Ragwort removal with volunteers has enabled clearance from the dedication field.

A group of volunteers is coming to help later in the month and fifty trees are going to be planted. These will be sourced accordingly. Clerk confirmed that plans are awaited from Reed Holland Associates for the lottery application elements proposed for the Country Park. These will be shared when they are received. Clerk also reported that work is underway preparing for the lottery project commencement on 1<sup>st</sup> September.

Clerk outlined a request received from a member of the public to use the Country Park as the location for a 100km run on November 11<sup>th</sup> to raise money for Dunkirk House. Cllrs were supportive of the request. Clerk to meet with the member of the public and confirm that Dunkirk House are aware of an in support of the fundraiser.

#### **b) Volunteer Coordinator Recruitment Update**

Clerk confirmed that the deadline for applications for the volunteer coordinator position is Friday 16<sup>th</sup> August. Shortlisting of candidates will take place on Thursday 22<sup>nd</sup> August at 2pm with interviews hopefully taking place in the first or second week of September.

Clerk to develop a lone workers policy for consideration at the next meeting.

### **107/24 Projects**

#### **a) MH1 POS; transfer document update**

Clerk reported that the proposed amendments to the Transfer Document are still waiting approval from Persimmon / Redrow Directors, so there is no progress to report.

#### **b) Sports Pitch update**



Cllr Haskins reported that plainings from the ERR works are being delivered to the Sports Pitches for use by the PC on projects. Work on the cricket square was carried out yesterday and the surveyor has plotted the duct ends. Tilling, levelling and seeding work to take place in due course.

#### **108/24 Reports, including recent developments, matters to consider and decisions to be made:**

##### **a) Bathpool Flood Warden: Mr Kevin Perry.**

Mr Perry confirmed that he had little to report. July rainfall was 10% more than the long term average. Mr Perry is attending an EA drop in session on Thursday at Bridgwater.

Mr Perry asked if there was any further news on the pump install. Clerk confirmed that she had not received an update from the EA but would request one.

##### **b) 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 1.3K
- 24.9K post reach
- Posts added sharing news items that are added to the website.

Monkton Matters

- Page likes / followers now at 455
- 18 new articles added in June
- Articles on Monkton Matters being shared on Monkton Matters Facebook page to pull users to the website.
- 4.2k post reach
- Business directory has details of 23 businesses so far.

Community Fridge Facebook Page:

- Page likes /followers 1141
- 5.1k post reach

Community Garden Facebook Page:

- Page likes/followers 163
- 4.4k post reach

Village News Contribution

- Developed by the Clerk's

Noticeboard Updates

- Updated noticeboards

##### **c) GDPR update:**

Nothing to report

##### **Representatives on outside bodies**

##### **d) West Monkton Village Hall Management Committee; Cllr Tully to report.**

Cllr Tully reported that the Village Hall Management Committee AGM has taken place and that he has been re-elected as the Chair.

The Committee are enquiring with Somerset Council about acquiring the overflow car park land from them.

##### **e) The Spital Trust: Cllr Ellis to report.**

In Cllr Ellis' absence there was nothing to report.

##### **f) Any other events at which WMPC was represented; Garden Town Advisory Board.**

Cllr Gage confirmed that there was nothing further to report from the Garden Town Advisory Board meeting but expressed that there is a need for anyone who attends the meeting on behalf of the PC to keep raising the MH2 application and associated highways proposals.

#### **109/24 Finance**

##### **a) Finance Report including consideration of quotes including Bridgwater Road Football Pitch survey, Mower Insurance, Gazebos for Community Events, Safeguarding, Chapter 8 and Strimmer training (R)**

Quotations and Updates:

### **Safeguarding Training for Assistant Clerk Community**

Caring for Care – Safeguarding Train the Trainer

Course to train Kate to train volunteers on safeguarding.

Two day course online, dates available in September and November

£450.00 for the course.

Resolution to book Kate onto the training course.

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

### **Graffiti Removal Equipment**

Portable Pressure Washer:

Screwfix: <https://www.screwfix.com/p/worx-wg633e-nitro-bl-hydroshot-56bar-20v-1-x-4-0ah-lithium-powershare-brushless-cordless-high-flow-portable-power-cleaner/690ha>

<https://www.screwfix.com/p/worx-hydroshot-22bar-20v-2-x-2-0ah-li-ion-powershare-cordless-portable-pressure-washer/176pv>

It was resolved to purchase the 56bar portable pressure washer and a spare battery. Proposed by Cllr Besley, seconded by Cllr Gage and agreed with all in favour.

### **Bus Shelter Panel Replacement**

Thornash Close Bus Shelter – damaged panel (not one of the ones previously replaced). Panel replacement by Roman Glass quotation £225.00 including VAT.

Resolution to proceed with replacing panel.

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

### **Strimmer Training**

Blake Training offer a strimmer training course in Middlezoy, the cost of the course is £204.00 per attendee. It was resolved to book two places on the training, one for Cllr Chapman and one for the additional Lengthsman. Proposed by Cllr Munson, seconded by Cllr Gage and agreed with all in favour.

### **Chapter 8 Training**

Project Skills Solutions:

NRSWA Unit O1 Rooksbridge, Somerset Friday 23rd Aug, 2024 - £215.00

NRSWA Unit O1 Rooksbridge, Somerset Wednesday 28th Aug, 2024 - £215.00

NRSWA Unit O1 Rooksbridge, Somerset Monday 23rd Sep, 2024 - £215.00

Resolution to book four places for Cllr Haskins, Cllr Chapman, Cllr Besley and the additional Lengthsman.

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

### **Mower Insurance**

Gallagher and Co Insurance Brokers

Comparison of insurance companies.

Quotation for renewal: £373.62

Premium for last year: £349.24

Resolution to accept quotation:

Proposer Cllr Munson, seconded by Cllr Besley and agreed with all in favour.

### **Speakers**

Purchase of speakers for community events from Charlie Cudlip - £400.00 (worth about £1000.00).

Resolution to purchase speakers.

Proposed by Cllr Tully, seconded by Cllr Besley and agreed with all in favour.

### **Gazebo**

Rock Awnings:

Same gazebo as the one that CSM PC has.

£539.00 without sides, £679.00 with.

To print name and logo on is an additional £89.00.

House of Tents

Used for purchase of Marquees.

£555.00 with sides.

No option to print logo and name onto the gazebo.

Resolution to proceed with the purchase of one gazebo with sides in green from Rock Awnings with the PC name and logo printed on it in white. Proposed by Cllr Chapman, seconded by Cllr Munson and agreed with all in favour.

### **Laptop for Volunteer Coordinator**

QSS IT

Dell Latitude £664.00

Dell Vostro £470.86

Computer set up and installation £150.00

It was resolved to proceed with the purchase of the Dell Vostro with the set up / installation once the Volunteer Coordinator has been recruited. Proposed by Cllr Besley, seconded by Cllr Munson and agreed with all in favour.

- 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	£26.00
Nationwide	£145.98
PSDF	£2065.96
Taunton Town Council (D Day Event contribution)	£9995.15
Somerset W Lottery (Community Fridge)	£20.00
	£25.00
Tug of War Event Proceeds (Card)	£1574.60
Tug of War Event Proceeds (Cash)	£617.10
HMRC (VAT Reclaim Q1)	£18551.21
Churchill Support (D Day Security reimbursement)	£870.00
Somerset Council (Somerset Wood Funds)	£4354.62
Carhampton Parish Council (Poppy of Honour Donation)	£50.00

## Payments

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
<b>To authorise payment of:</b>						
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	No vat	Xx	bacs	Salaries and expenses	Salaries
K Welsh assistant clerk-community salary SCP 29	Xx	No vat	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	307.79	No vat	307.79	bacs	Environmental and Open Spaces	Lengthsman
Business all about you Climate Initiative PR WMPC 43	300.00	No vat	300.00	bacs	Environmental and Open Spaces	Environment / Community
Business all about you Climate Initiative expenses	64.24	No vat	64.24	Bacs	Environmental and Open Spaces	Environment / Community
QSSIT regular maintenance / monthly sub	33.90	6.78	40.68	bacs	IT and Communications	IT and Communications
Expenses claim A Shepherd (Travel)	39.65	No vat	39.65	Bacs	Salary and expenses	Expenses
Expense claim K Welsh (Travel)	146.70	No vat	146.70	Bacs	Salary and expenses	Expenses
Expenses claim B Gage (Fuel and belts for Mower)	78.25	No vat	78.25	Bacs	Environmental and Open Spaces	Open Space Maintenance
Expenses claim T Brown (Paint for graffiti removal)	71.94	No vat	71.94	Bacs	Environmental and Open Spaces	Open Space Maintenance
Proctors Farming Limited (Verge cutting / ragwort removal)	135.00	No vat	135.00	Bacs	Environmental and Open Spaces	Open Space Maintenance
Bathpool Flooring (Community Fridge flooring fitting)	50.00	10.00	60.00	Bacs	Community Infrastructure Levy	CIL Expenditure
Heathfield Window Cleaning Services (Bus shelter and sign cleaning)	185.00	No vat	185.00	Bacs	Environmental and Open Spaces	Open Space Maintenance
Stone and Partners (Sports Pitch Planning Application planning consultant charges)	1125.00	225.00	1350.00	Bacs	Environmental and Open Spaces	Sports Pitches
Creech St Michael PC (Tug of War event items reimbursement)	255.16	29.83	284.99	Bacs	Youth and Community	Community Events
Travis Perkins (Cleaning Spray)	4.79	0.96	5.75	Bacs	Youth and Community	Community Fridge
Travis Perkins (Sheeting for Fridge and Garden Shed)	254.61	50.92	305.53	Bacs	Community Infrastructure Levy	CIL Expenditure

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
Reed and Holland Associates (Country Park Architectural Services)	2520.00	504.00	3024.00	Bacs	Community Infrastructure Levy	CIL Expenditure
Somerset Adventures Limited (First Aid Training for Companion Volunteer)	58.33	11.67	70.00	Bacs	Youth and Community	Youth and Community General
Lee Pope Landscaping Services (Part payment for gabion work at Country Park)	2960.00	No vat	2960.00	Bacs	Community Infrastructure Levy	CIL Expenditure
Water 2 Business (Water rates – allotments)	57.49	No vat	57.49	Bacs	Allotments	Allotment Rent
SALC (Affiliation Fee)	1196.56	No vat	1196.56	Bacs	General Administration	Subscriptions and Affiliations
Expenses Claim S Haskins (Travel)	9.90	No vat	9.90	Bacs	Salaries and Expenses	Expenses
(Skittles)	125.00	No vat	125.00	Bacs	Youth and Community	Community Events
(Door lining for PC Office)	20.39	No vat	20.39	Bacs	General Administration	Sundry Admin and Equipment
(Refreshments Alan Hall Leaving Meal)	231.55	No vat	231.55	Bacs	Salaries and Expenses	Expenses
(Alan Hall Leaving Meal Food)	23.45	No vat	23.45	Bacs	Salaries and Expenses	Expenses
(Fuel for Generators)	66.00	No vat	66.00	Bacs	Youth and Community	Community Events
Proctors Farm (Sports Pitch stone movement and ragwort removal)	380.00	No vat	380.00	Bacs	Environmental and Open Spaces	Sports Pitches
Proctors Farm (Country Park Ragwort removal)	320.00	No vat	320.00	Bacs	Country Park	Country Park
Expenses Claim B Gage (Mower belts and fuel)	177.90	No vat	177.90	Bacs	Country Park	Country Park
Lee Pope Landscaping Services (Community Fridge roof and canopy)	692.43	No vat	692.43	Bacs	Community Infrastructure Levy	CIL Expenditure
Somerset Council (Library contribution)	500.00	No vat	500.00	Bacs	Environmental and Open Spaces	Environment / Community
Expenses claim B Gage (Key cutting for BACH)	9.65	No vat	9.65	Bacs	BACH	Equipment
Brandon Tool Hire (Toilets for Dog Show)	190.00	38.00	228.00	Bacs	Youth and Community	Community Events
Tone Fire and Security (CCTV for Community Fridge)	731.56	146.31	877.87	Bacs	Community Infrastructure Levy	CIL Expenditure
<b>To note payment of:</b>						
<b>Direct Debit</b>						
Invoice Tailored Auto Enrolment 12450 29/7/2024 (Pension administration)	12.00	2.40	14.40	DD PAID	Salary and Expenses	Pension
Invoice SWS 115207 2/8/2024 maintain gsuite	90.00	18.00	108.00	DD PAID	IT and Communications	IT and Communications

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
Invoice SWS 115120 20/7/2024 Hosting monthly plan	60.00	12.00	72.00	DD PAID	IT and Communications	IT and Communications
Invoice SWS 115096 web-lite hosting (MM) and standard mailbox 20/07/2024	30.00	6.00	36.00	DD PAID	IT and Communications	IT and Communications
Three (Business Mobiles)	20.00	4.00	24.00	DD PAID	IT and Communications	IT and Communications
EMS (Card Payment System)	62.06	No vat	62.06	DD PAID	Youth and Community	Community Events
<b>Debit Card</b>						
Eventbrite – Dog Show booking system	34.00	No vat	34.00	Debit Card pd	Youth and Community	Community Events
Amazon – Stationery	38.94	7.79	46.73	Debit Card pd	General Administration	Sundry Admin
Amazon – Summer Food Project and Community Fridge items	154.32	30.86	185.18	Debit Card pd	Youth and Community	Community Events
Asda – Summer Food Project	92.34	No vat	92.34	Debit Card pd	Youth and Community	Community Fridge
Asda – Summer Food Project	68.75	No vat	68.75	Debit Card pd	Youth and Community	Community Fridge
Monkton Elm Garden Centre – Card and Voucher for Alan Hall	52.99	No vat	52.99	Debit Card pd	Salaries and Expenses	Expenses
Asda – Summer Food Project	48.83	No vat	48.83	Debit Card pd	Youth and Community	Community Fridge
Pixartprinting (Dog show banners)	50.43	9.76	60.19	Debit Card pd	Youth and Community	Community Events
Cartridge People (Ink Cartridges)	56.58	11.32	67.90	Debit Card pd	General Administration	Sundry Admin
Holiday Inn Taunton (Accommodation Cost)	120.32	No vat	120.32	Debit Card Pd	Salaries and Expenses	Expenses
Mutts Butts (Dog poo dispenser bags)	41.34	No vat	41.34	Debit Card Pd	Environmental and Open Spaces	POS
Wire Fence (Stone gabion binders)	109.39	No vat	109.39	Debit Card Pd	Community Infrastructure Levy	CIL Expenditure
<b>BACS</b>						
Viking (Stationery)	40.72	8.14	48.86	BACS Paid	General Administration	Sundry Admin
Round Britain ERIB	100.00	No VAT	100.00	BACS Paid	Environmental and Open Spaces	Environment / Community
Portal Plan Quest Limited (Sports Pitch Planning Fee)	216.50	No vat	216.50	BACS Paid	Environmental and Open Spaces	Sports Pitches

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

## Transfer between accounts

None

### b) To consider the notes and recommendations of the Audit Working Party Meeting on 26th July

AUDIT WORKING PARTY  
Meeting Friday 26th July 2024 at 11.00am via Zoom  
NOTES

Supporting documents were circulated to all participants prior to the meeting.  
Present: Cllrs Haskins, Munson and Gage and Clerk A Shepherd.

1. Apologies

No apologies were received.

2. Report of the fourth quarter meeting in May to be approved.

The notes were approved. Clerk confirmed that the notes were included in the May Parish Council Finance Report and the recommendations of the Audit Working Party in respect of the grant applications received were accepted by the Parish Council.

1. To confirm first quarter bank reconciliation.

A detailed bank reconciliation for the first quarter was circulated in advance of the meeting and approved. The bank reconciliation confirms a balance of £842547.46 across the PC bank accounts at 30th June 2024. Clerk to circulate copies of the bank statements to the Audit Working Party with the bank reconciliation going forward.

2. To review the budgeting and summary report to 30th June for budget compliance.

The budgeting report and summary report to the 30th June were shared in advance of the meeting and considered in detail.

The following queries / actions were discussed and agreed:

- Budget forecasts to be updated on Scribe to reflect anticipated spend intervals.
- A report to be prepared for consideration at Audit Working Party meetings going forward to show the impact of spend on projects, like the Sports Pitches, on earmarked reserves.
- Clerk to enquire about arranging training courses for use of the strimmer and Chapter 8 for Councillors that are interested, strimmer training could include CP volunteers.
- Breakdown of spend on the D Day and Tug of War Events to be prepared and made available for consideration at the next PC meeting.
- The Audit Working Party recommends to the Parish Council that a Finance Committee for the Sports Pitches project is formed.

3. To confirm first quarter VAT reclaim.

The VAT reclaimed in the first quarter was £18551.21, payment has been received.

4. To review CIL spend 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 £273416.04 of CIL money is held.

It was agreed that a plan of how the remaining money should be spent should be developed.

5. To review proposed Grant Funding Policy for Educational Advancement and Welfare of Young People, suggest changes and recommend the Parish Council approve the Policy.

A draft policy was circulated in advance of the meeting.

A short discussion took place about the draft policy.

The Audit Working Party recommended that draft policy should be discussed further by the Parish Council.

6. 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. Cllr Munson asked if a separate finance report on the Lottery Funding would be developed for consideration by the Parish Council. Clerk confirmed that a progress and finance report would be prepared to be discussed at monthly Parish Council meetings from September.

9. Date of next meeting Friday 18th October 2024 at 9.30am via zoom.

Meeting finished at 12.20pm.

**Recommendations of the Audit Working Party:**

**i. Establishment of a Finance Committee for the Sports Pitches (R)**

It was agreed that a Sports Pitch Finance Working Group would be formed to include Cllrs Cavill, Haskins and Gage.

**ii. A report providing a breakdown of spend on the D Day Event is circulated for consideration by the PC.**

**West Monkton Parish Council**  
**Listing of Payments & Receipts in each Code for All Cost Centres**  
**(Between 01-04-2024 and 07-08-2024)**

7 August 2024 (2024-2025)

Cost Centre		Youth and Community									
Code Number		71 D Day Event at Country Park									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
11	02/04/2024			PC Treasurer Curre		Payment - D Day event booking software	Eventbrite	Z	-34.99		-34.99
35	10/04/2024			PC Treasurer Curre		Payment - D Day Event Security	Churchill Support Services	S	-2,000.00	-400.00	-2,400.00
37	10/04/2024			PC Treasurer Curre		Payment - D-Day Event Production Materials	Kevin Stratton Production Services	Z	-1,000.00		-1,000.00
45	14/06/2024			PC Treasurer Curre		Receipt - Street trading licence d day re	Somerset Council	Z	87.00		87.00
47	16/04/2024			PC Treasurer Curre		Payment - D Day Event Entertainment	Encore Technologies	Z	-131.25		-131.25
48	16/04/2024			PC Treasurer Curre		Payment - D Day Event Entertainment	Taunton Military Wives Choir	Z	-100.00		-100.00
55	22/04/2024			PC Treasurer Curre		Payment - D-Day Stage	Haus Productions Limited	S	-1,210.66	-242.13	-1,452.79
63	30/04/2024			PC Treasurer Curre		Payment - D Day Event Insurance	Arthur J Gallagher Insurance Brokers	Z	-781.13		-781.13
68	25/06/2024	2024-2025/360		PC Treasurer Curre		Receipt - D Day Live Feed Contribution	Dunkirk Memorial House	Z	100.00		100.00
69	07/05/2024			PC Treasurer Curre		Payment - D Day event banner stickers	Pixartprinting	S	-96.82	-19.36	-116.18
70	07/05/2024			PC Treasurer Curre		Payment - Transaction Fee	Lloyds Bank	Z	-3.19		-3.19
88	12/07/2024	2024-2025/359		PC Treasurer Curre		Receipt - D Day Grant Contribution	Taunton Town Council	Z	538.75		538.75
88	12/07/2024	2024-2025/359		PC Treasurer Curre		Receipt - D Day Grant Contribution	Taunton Town Council	Z	56.25		56.25
88	12/07/2024	2024-2025/359		PC Treasurer Curre		Receipt - D Day Grant Contribution	Taunton Town Council	Z	131.25		131.25
88	12/07/2024	2024-2025/359		PC Treasurer Curre		Receipt - D Day Grant Contribution	Taunton Town Council	Z	1,616.25		1,616.25
88	12/07/2024	2024-2025/359		PC Treasurer Curre		Receipt - D Day Grant Contribution	Taunton Town Council	Z	1,000.00		1,000.00
88	12/07/2024	2024-2025/359		PC Treasurer Curre		Receipt - D Day Grant Contribution	Taunton Town Council	Z	1,210.66		1,210.66
88	12/07/2024	2024-2025/359		PC Treasurer Curre		Receipt - D Day Grant Contribution	Taunton Town Council	Z	165.00		165.00
88	12/07/2024	2024-2025/359		PC Treasurer Curre		Receipt - D Day Grant Contribution	Taunton Town Council	Z	100.00		100.00
88	12/07/2024	2024-2025/359		PC Treasurer Curre		Receipt - D Day Grant Contribution	Taunton Town Council	Z	150.00		150.00
88	12/07/2024	2024-2025/359		PC Treasurer Curre		Receipt - D Day Grant Contribution	Taunton Town Council	Z	790.00		790.00
88	12/07/2024	2024-2025/359		PC Treasurer Curre		Receipt - D Day Grant Contribution	Taunton Town Council	Z	160.00		160.00
88	12/07/2024	2024-2025/359		PC Treasurer Curre		Receipt - D Day Grant Contribution	Taunton Town Council	Z	3,931.99		3,931.99
88	12/07/2024	2024-2025/359		PC Treasurer Curre		Receipt - D Day Grant Contribution	Taunton Town Council	Z	145.00		145.00
95	15/05/2024			PC Treasurer Curre		Payment - D Day Fireworks Deposit	Glover Corp Limited	S	-875.00	-175.00	-1,050.00
95	01/08/2024			PC Treasurer Curre		Receipt - D Day Security Refund	Churchill Support Services	Z	870.00		870.00
97	15/05/2024			PC Treasurer Curre		Payment - Generator hire D Day	Kevin Stratton Production Services	Z	-165.00		-165.00
107	20/05/2024			PC Treasurer Curre		Payment - Toilet Hire - D-Day Event	Tor Luxury Toilet Hire	S	-1,616.25	-323.25	-1,939.50
116	21/05/2024			PC Treasurer Curre		Payment - Street Trading Licence - D D	Somerset Council	Z	-87.00		-87.00
122	30/05/2024			PC Treasurer Curre		Payment - Fireworks D Day	Glover Corp Limited	S	-2,875.00	-575.00	-3,450.00
123	04/06/2024			PC Treasurer Curre		Payment - D Day Event Entertainment	Chrystal Bliss	Z	-160.00		-160.00
124	12/06/2024			PC Treasurer Curre		Payment - D Day Transport	Ridlers Limited	Z	-790.00		-790.00
125	12/06/2024			PC Treasurer Curre		Payment - D Day Event Entertainment	Taunton Military Wives Choir	Z	-145.00		-145.00
126	12/06/2024			PC Treasurer Curre		Payment - D-Day Stage	Haus Productions Limited	S	-3,931.99	-786.40	-4,718.39
127	12/06/2024			PC Treasurer Curre		Payment - D Day Event Entertainment	Drysdale Bagging	Z	-150.00		-150.00
146	12/06/2024			PC Treasurer Curre		Payment - D Day Signs	Character Graphics	S	-100.00	-20.00	-120.00
152	12/06/2024			PC Treasurer Curre		Payment - D Day Tape	Travis Perkins	S	-21.48	-4.30	-25.78



**West Monkton Parish Council**  
**Listing of Payments & Receipts in each Code for All Cost Centres**  
 (Between 01-04-2024 and 07-08-2024)

7 August 2024 (2024-2025)

154	12/06/2024	PC Treasurer Curr	Payment - DDay and other expenses	Stuart Haskins	Z	-20.00		-20.00
154	12/06/2024	PC Treasurer Curr	Payment - DDay and other expenses	Stuart Haskins	Z	-45.01		-45.01
154	12/06/2024	PC Treasurer Curr	Payment - DDay and other expenses	Stuart Haskins	Z	-50.00		-50.00
155	12/06/2024	PC Treasurer Curr	Payment - D Day and Sports Pitch expe	Alan Hall	Z	-30.00		-30.00
159	14/06/2024	PC Treasurer Curr	Payment - D Day Signs	Signs Express	S	-390.19	-78.04	-468.23
202	10/07/2024	PC Treasurer Curr	Payment - Hire of equipment for D Day	Travis Perkins	S	-402.00	-98.40	-500.40
203	10/07/2024	PC Treasurer Curr	Payment - Hire of equipment for D Day	Travis Perkins	S	-359.86	-71.97	-431.83
204	10/07/2024	PC Treasurer Curr	Payment - Equipment for D Day Event	Travis Perkins	S	-134.48	-26.90	-161.38
207	10/07/2024	PC Treasurer Curr	Payment - D Day Event Generator Hire	Kev Stratton Production Services	Z	-165.00		-165.00
208	10/07/2024	PC Treasurer Curr	Payment - D Day Event Supply of Artist	Kev Stratton Production Services	Z	-250.00		-250.00
209	10/07/2024	PC Treasurer Curr	Payment - Supply of Starlink System	Kev Stratton Production Services	Z	-70.00		-70.00
210	10/07/2024	PC Treasurer Curr	Payment - D Day Event Supply of Artist	Kev Stratton Production Services	Z	-100.00		-100.00
211	10/07/2024	PC Treasurer Curr	Payment - D-Day Event Production Mar	Kev Stratton Production Services	Z	-1,000.00		-1,000.00
214	10/07/2024	PC Treasurer Curr	Payment - Paramedics D Day Event	EPS Training Limited	Z	-1,200.00		-1,200.00
Subtotal for Code: D Day Event at Country Park						£-9,529.15	£-2,820.75	£-12,349.90
Subtotal for Cost Centre: Youth and Community						-9,529.15	-2,820.75	-12,349.90
<b>TOTALS .....</b>						<b>£-9,529.15</b>	<b>£-2,820.75</b>	<b>£-12,349.90</b>

**Summary:**

Income:	11052.15
Expenditure:	- 20581.30
Total cost to Parish Council:	9529.15
Budgeted amount	9384.00
Total overspend:	<b>145.15</b>

**D Day Event Bar:**

Expenditure					
Date	Supplier	Item	Net	VAT	Total
07/06/2024	The Range	Lights and refreshments	75.42	0.00	75.42
07/06/2024	Sainsburys	Drinks for bar	128.60	0.00	128.60
12/06/2024	Bookers	Drinks for bar	71.96	14.39	86.35
12/06/2024	Otter Brewery	Bar	336.00	67.20	403.20
10/07/2024	Bere Cider Company	Cider	80.00	0.00	80.00
<b>Total</b>			<b>691.98</b>	<b>81.59</b>	<b>773.57</b>

Income				
Date	Source	Net	VAT	Total
05/06/2024	Card payments	0.03	0.00	0.03
07/06/2024	Card payments	1312.01	0.00	1312.01
11/06/2024	Cash payments	597.40	0.00	597.40
<b>Total</b>		<b>1909.44</b>	<b>0.00</b>	<b>1909.44</b>

**Summary:**

Total Expenditure:	-691.98
Total Income:	1909.44
Surplus:	<b>1217.46</b>

iii. A report providing a breakdown of spend on the Tug of War Event is circulated for consideration by the PC.

**Tug of War Event Day Time:**

<b>Expenditure</b>					
<b>Date</b>	<b>Supplier</b>	<b>Item</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
02/04/2024	Eventbrite	Booking Software (Eventbrite)	34.99	0	34.99
12/04/2024	Pixartprinting	Banners	234.47	46.9	281.37
12/04/2024	Lloyds	Transaction Fee (banners)	7.73	0	7.73
16/04/2024	Somerset Council	Temporary Event Notice (WM)	21	0	21
13/05/2024	Pixartprinting	Banner stickers	24.32	4.87	29.19
13/05/2024	Lloyds	Transaction Fee (banners)	0.8	0	0.8
13/05/2024	Somerset Council	Temporary Event Notice (CSM)	21	0	21
05/07/2024	Brandon Tool Hire	Portable toilets	455	91	546
10/07/2024	Enigma Morris	Morris Dancing	50	0	50
10/07/2024	Travis Perkins	Travis Perkins (Items for event membrane for trench, timber)	70.36	14.06	84.42
10/07/2024	WMPC	Bar stock including beer and cider	299.9	0	299.9
10/07/2024	Travis Perkins	Travis Perkins (Board for signage / blackboards)	94.05	18.81	112.86
10/07/2024	Stuart Haskins	Fuel for generators, blackboard paint, digger for trench	144.73	0	144.73
13/08/2024	CSM Parish Council	Items and advertising	255.16	29.83	284.99
		<b>Total</b>	<b>1713.51</b>	<b>205.47</b>	<b>1918.98</b>

<b>Income</b>					
<b>Date</b>		<b>Item</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
22/05/2024	CSM PC	Contribution	200	0	200
14/06/2024	NC PC	Contribution	200	0	200
01/04/2024	WMPC	Contribution	200	0	200
29/06/2024	Takings	Cash	422.9	0	422.9
29/06/2024	Takings	Card	934.58	0	934.58

	<b>Total</b>	<b>1957.48</b>	<b>0</b>	<b>1957.48</b>
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Total expenditure	1713.51
Total income	1957.48
<b>Surplus</b>	<b>243.97</b>

£200.00 contribution expected from Ruishton PC – agreement that surplus (either £243.97 or £443.97) will be carried forward to be used towards the cost of the event next year.

#### Tug of War Event Evening:

Expenditure					
Date	Supplier	Item	Net	VAT	Total
01/07/2024	Various	Bar stock including beer and cider	175.10	0.00	175.10
10/07/2024	Transporters	Band	350.00	0.00	350.00
		<b>Total</b>	<b>525.10</b>	<b>0.00</b>	<b>525.10</b>

Income				
Date	Source	Net	VAT	Total
01/07/2024	Card payments	640.02	0.00	640.02
01/07/2024	Cash payments	194.20	0.00	194.20
	<b>Total</b>	<b>834.22</b>	<b>0.00</b>	<b>834.22</b>

#### Summary:

Total Expenditure:	-525.10
Total Income:	834.22
Surplus:	<b>309.12</b>

**iv. To discuss draft Grant Funding Policy for Educational Advancement and Welfare of Young People.**

The draft policy was discussed. Subject to the following amendments being made to the policy:

- An additional eligibility criteria is added to require a need for financial assistance.
- The application form is amended to include a question about whether the applicant is applied to any other bodies for funding and requiring a letter of recommendation accompanies the application

It was resolved to adopt the policy, proposed by Cllr Cavill, seconded by Cllr Munson and agreed with all in favour.

**c) Budgeting Report (incorporating BACH Accounts)**

The budgeting reports to 31<sup>st</sup> July were shared in advance of the meeting and the contents of the reports were noted.

**110/24 Other matters for report only – items for discussion – no decision**

Cllr Gage requested an update on the summer lunch project. Assistant Clerk Community confirmed that it is going well, some regular families are coming in along with new people providing new links to the community.

Cllr Munson reported that a number of signs need cleaning in the parish. It was agreed to try using the portable power washer on the signs.

Cllr Chapman summarised a powerpoint that he had prepared illustrating the areas in MH1 that are not being cut. Clerk to share the powerpoint with Persimmon.

Cllr Chapman raised the community fridge and the need to keep the outside area clean. Assistant Clerk Community confirmed that additional recycling bins have been ordered and volunteers have been asked to keep an eye on products in the fridge, particularly during the warmer months.

**a) Items for next meeting agenda - by Monday 2<sup>nd</sup> September or Monday 16<sup>th</sup> September 2024**

Noted

**b) Dates to note over the next 14 days**

Noted

**111/24 Dates of forthcoming meetings:**

Parish Council:

Second Tuesday in the month (Business focused meeting)

2024: 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 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 21.56pm

Signed Chairman:



Date: 10<sup>th</sup> September 2024