



West Monkton Parish Council

## ADOPTED

Minutes of the Meeting of West Monkton Parish Council held on Tuesday 10<sup>th</sup> September 2024 at 7.00pm.

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

**In attendance:** Mrs A Shepherd, Clerk, Mrs K. Welsh, Assistant Clerk Community, Cllr David Fothergill, Somerset Council, Alan Hall via zoom, and approximately 12 members of the public.

### **112/24 To receive any apologies (with reasons), introductions with responsibilities.**

Apologies were received from Cllr Ellis, Cllr Tully and Mr K Perry, Bathpool Flood Warden.

### **113/24 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.

### **114/24 To adopt the minutes of the Parish Council meeting on 13<sup>th</sup> August 2024**

The minutes from the Meeting of the Parish Council on 13<sup>th</sup> August 2024, having been previously circulated, were taken as read. It was resolved to adopt the minutes of the Parish Council meeting on 13<sup>th</sup> August, proposed by Cllr Munson, seconded by Cllr Chapman and agreed by show of hands.

### **115/24 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 Greenway next.
- Administrative and Events Assistant Jessica Cox commenced her employment on 4th September. Preparation for start including laptop login, email login (email address [adminevents@westmonktonparishcouncil.gov.uk](mailto:adminevents@westmonktonparishcouncil.gov.uk)). Schedule of work for first couple of months developed.
- Developed a Lone Workers Policy and Risk Assessment for approval by the PC.
- Submitted NALC Star Council Award nomination.
- Intro to Carol Cronshaw following co-option including sending info, setting up email address, booking training, updating website and confirming co-option with Somerset Council and meeting on 23rd August.
- Number 12 bus update / proposed amended schedule info added to Monkton Matters.
- Chased the permanent pump install with the Environment Agency – response awaited.
- Contacted Traffic Management with priorities for village sign review – meeting arranged in October.

Community Review Project

- Feedback on test survey sent to CCS, survey amended.
- Communications material for the survey developed.
- Steering Group meeting on 21st August. Focused on communications prior to launch and during the period when the survey is live.
- Liaised with CCS re final queries about the survey launch.
- Leaflets developed for handing out at the Dog Show.
- Survey live from 9th to 30th September. Requested weekly updates on completion rate and post codes from CCS.

Finance / Payroll:

- Making payments / placing orders.
- Managing / inputting Accounts using Scribe. Lottery cost centre / codes onto Scribe. First 6 months of revenue costs money received.
- September payroll and finance reports.
- Grant Policy to support Young People as agreed at the August PC meeting and published. Bethan to publicise.

- Bookings for training courses – Chapter 8 and strimmer training.

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.
- Meeting with Developer re Hartnells reserved matters application took place on 23rd August.
- Country Park and Somerset Wood
- Liaised with Reed Holland regarding plans for Country Park.
- Recruitment of Volunteer Coordinator – shortlisting took place on 22nd August, interviews on 6th September.
- Report providing update on lottery project developed to be presented at the second PC meeting each month going forward.

Sports Pitches

- Followed up access road works and utility connection works with Persimmon to find out start date. Confirmation awaited.
- Meeting with RFU who suggested some amendments to the site plan. Stone and Partners amended the plan and plan submitted to Sports England and to the LPA.

MH1

- Raised overgrown grass and hedgerows in the development with Persimmon.
- Finalised MH1 address list.
- Requested catch up meeting with Dan Mawer from Persimmon during week commencing 9th September.

MH2:

- Comments in respect of the updated Highway proposals submitted to Planning and Simon Fox, Planning Officer.

BACH:

- Invoices / accounts.
- Liaised with insurers regarding public liability incident, further information sent including pictures / video of car park in dark and evidence of light installation.
- Next BACH Committee meeting scheduled to take place on 15th October at 7.30pm.

Meetings last 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

14th August – Sports Pitch meeting with RFU

16th August – Meeting with Seb Gange about 100km run around the Country Park to raise money for Dunkirk House

21st August – Community Review Steering Group Meeting

22nd August – Meeting with NHS Officer regarding providing an allotment space for the Armed Forces Community.

22nd August – Volunteer Coordinator Shortlisting

23rd August – Hartnells Development meeting with Developers

27th August – 30th August inc – Annual Leave

Meetings this month:

1st September – Dog Show

3rd September – Agenda run through meeting

3rd September – Meeting with Reed Holland Associates re Country Park plans

4th September – First day / induction with Jess Cox

4th September – Meeting with Bethan about activities up to Christmas

6th September – Volunteer Coordinator Interviews

10th September – PC Meeting

17th September – Agenda run through meeting

18th September – LGR Session

19th September – LCN Meeting

23rd September – Community Fun Day 2025 Planning Meeting

24th September – PC Meeting

27th September – Event at Country Park

## Assistant Clerk's Report:

### Community - General

- Responded to enquiries/requests via Facebook and email to those in the community.
- Trips to Bookers for Event
- Organising delivery from Asda for Summer Food Project
- Managing Allotment List
- Responding to messages on social media
- Met with Paul Elliston, West Monkton Youth Group to discuss Café Project and new committee volunteers
- Update noticeboards with information about events and other community matters
- Researched funding opportunities for various projects

### Community Fridge

- Coordinating and managing volunteers, cleaning rotas and pick ups.
- Keeping in touch with volunteers to keep them updated and involved.
- Responded to user complaint about feeling discriminated against – on further investigation it appears comments were made by a member of the public not our volunteers.
- Creating badges for new volunteers
- Responded to messages from Food Bank and other sources and collected surplus food for the Community Fridge

### Community Café

- Running a weekly Community Café at the BACH – the café has been quiet over the summer but we have used the time to tidy and sort the Stay and Play equipment.
- 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.
- Respond to queries and request for support from Community Gardeners.

### Community Events

- Liaising with Bethan Turner for promotion of Events
- Successful completion of the Summer Food Project (Youth Café) – see PowerPoint completed by young people.
- Preparing/Organise for Dog Show – volunteers/PA system/borrowing of equipment/toilets etc
- Successful event – Dog Show
- Connecting with TTC to share events
- Liaised with EDF re day of volunteering at Country Park – despite much communication with lead person from EDF, they cancelled this volunteer day.

### Other Volunteering

- Touching base with Companion Volunteer, who is now meeting regularly with a number of clients via the village agent in the community.
- Sourcing and organising Safeguarding Training for volunteers
- 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

- 1/8/24 Stay and Play Group
- 1/8/24 Summer Food Project
- 2/8/24 Taunton Garden Town Advisory Board Meeting
- 7/8/24 Agenda Run Through Meeting
- 7/8/24 Summer Food Project and Community Café/Bereavement Café
- 8/8/24 Stay and Play Group
- 8/8/24 Summer Food Project
- 8/8/24 Dog Show Meeting with Mel from St Giles
- 13/8/24 WMPC Meeting
- 14/8/24 Summer Food Project and Café
- 15/8/24 Stay and Play Group
- 15/8/24 Summer Food Project
- 22/8/24 Stay and Play Group

22/8/24 Summer Food Project  
22/8/24 Meeting for shortlisting for Volunteer Coordinator  
27/8/24 Meeting with West Monkton Youth Group at Bathpool Inn  
28/8/24 Summer Food Project and Café  
29/8/24 Stay and Play Group  
29/8/24 Summer Food Project

## **116/24 Somerset Council report from Cllr Cavill and Cllr David Fothergill**

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

New proposed timetable shared at the meeting. There are two options for the revised service. One providing a Monday to Friday service, the available funding will cover the service until October 2027. The other providing a Monday to Saturday service, the available funding will cover the service until around July 2027.

Cllr Cavill advised that the likely determination of the MH2 planning application is November 2024, legal agreements will then be developed which can take up to 12 months to complete. Build likely to commence in early 2026 and first property likely to be sold in early 2027. Cllr Cavill advised that representations to include a contribution towards the bus service in the S106 agreement to be paid from occupation of the first MH2 property needs to be included – this will enable the number 12 bus to continue after 2027 when the current funding runs out. If there was a delay in funding coming from MH2 the Parish Council could consider making a contribution.

It was agreed that the Monday to Saturday service was preferred. Members of the public present at the meeting put forward observations and questions including whether there was potential for a larger bus to be used for the service and queries about the availability of the service on Bank Holidays.

It was noted that the revised service will start on 1<sup>st</sup> November, Clerk to ensure a post is placed on Monkton Matters to advise members of the public of the service change and in the next edition of the Village News. Cllr Cavill to request that notices are displayed on the number 12 bus advising of the service change.

A member of the public asked if the bin outside the Co-op could be reported because it isn't being regularly emptied. Clerk to report.

Cllr Fothergill reported on the following:

**Winter Fuel Payments:** The announcement by the new Labour Government to stop paying Winter Fuel Payments to those pensioners not receiving Pension Credits will impact over 110,000 residents in Somerset and 50-75 pensioners in the West Monkton Parish. This together with the rise in the fuel cap will have a significant impact upon a large proportion of them. Pensioners affected should be encouraged to apply for pension credit. Clerk to arrange for information to be added to Monkton Matters and the next Village News edition and consideration to be given to running a workshop to facilitate the completion of pension credit applications if there is a need.

**Commercial Investments:** Somerset Council has completed the sale of another Commercial Investment - its property at Aztec West, Bristol. The building is one of many commercial assets that the Council is disposing of as part of its property rationalisation programme established in response to the financial emergency. Other commercial assets recently sold include the Steelite factory in Stoke-on-Trent and Howdens in Bromsgrove.

**Trading Standards:** Businesses across Somerset are being warned that they are putting their livelihoods at risk by not asking for identification when selling age-restricted goods such as vapes, tobacco and alcohol. This follows the prosecution of a shopkeeper from Bridgwater who has been ordered to pay more than £3,500 after being caught selling vapes to a 15-year-old girl. The girl was in fact a volunteer in a test purchasing exercise on behalf of the Trading Standards Service.

**Green Flag Awards:** Four of the Councils managed open spaces have been awarded the prestigious Green Flag Award for 2024 – Ham Hill, Yeovil Country Park, Wellington Park and Blenheim Gardens in Minehead. Somerset Council had taken the decision not to enter their parks into the Green Flag Award competition this year due to budget constraints but the four which retained their green flag status were entered by local voluntary groups and Minehead Town Council.

**Fostering:** With over 600 children in care and fewer than 200 in-house Foster homes more people are needed to come forward to train as foster carers. More information can be found at [www.fosteringinsomerset.org.uk](http://www.fosteringinsomerset.org.uk) or by calling 0800 587 9900. Clerk to arrange for information to be added to Monkton Matters and next edition of village news.

**Finance:** the first quarter of this financial year has come in £200k under budget but the £6m contingency for the year has already been used up.

Cllr Cavill reported on the following:

**Phosphate update:** Water treatment works at Ham – now reducing phosphate and a further PTP plant is in operation that further reduces phosphates. As of now stretched mitigation reduction, can now reduce on calculator which states how many 'P' credits are required in respect of development proposals. 2030 requires waste water treatment plant to be in place there will then be 75%

reduction in phosphate mitigation. Officers at Somerset Council have confirmed that the proposed MH2 wetland will grossly over produce phosphate mitigation for the development which may result in further houses being planned for the MH2 development or the phosphate mitigation that it provides being used as credits for other proposed Persimmon / Redrow developments.

### Public Question Time

Jo Pearson, Somerset Wood Volunteer thanked the Parish Council for being invited to take part in the volunteer coordinator interviews and stated that she is looking forward to working with the successful candidate. Jo also reported that she is visiting the Bruford grave this weekend and showed two wreathes that have been made, one with William Bruford and one wreath with Somerset Wood / Maidenbrook Country Park. Jo also reported that the Poppy of Honour compressed gas needs to be topped up. It isn't clear who will oversee this task. Finally Jo reported that the Remembrance Service at the Country Park will take place on Friday 8<sup>th</sup> November. Potential costs for the service are being gathered.

Cllr Gage raised the bin at New Cross. The bin appears to have been stolen.

Clerk to obtain quotes to replace the bin with a dual purpose bin for consideration.

### 117/24 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.

48/23/0036 Hartnells Reserved Matters Application;

Clerk reported that a meeting took place with Persimmon representatives on 23<sup>rd</sup> August during which all the comments that the Parish Council have submitted in respect of the application were discussed.

One particular concern of the Parish Council was the impact of three plots on existing Greenway properties. Persimmon provided a cross section plan and drone footage of the proposed plots.

The Parish Council accepted that the proposed plots will have minimal impact on Greenway properties.

The Parish Council confirmed that it was happy with the additional information and the commitments made by Persimmon to amend the proposal to include:

- Active travel route onto Greenway through Arboretum area
- Pathways through POS to be adequately surfaced to make them accessible
- Bungalows – more in earlier phases so less required in this phase
- Bird boxes – to be included on all properties.
- Bat boxes – to be included where appropriate
- Water butt to be included on all properties.

Nerrols Phase 3

Cllr Haskins outlined a conversation that he had with Cllr Mike Batsch, Chairman of Cheddon Fitzpaine Parish Council about the Nerrols Phase 3 proposals and that the proposal doesn't include a road link to earlier phases.

Cheddon Fitzpaine PC are in discussion with a highways expert who could provide a reasoned and detailed argument for the inclusion of the road. Cheddon Fitzpaine PC have asked West Monkton PC if it would be willing to make a financial contribution towards the cost of engaging the expert. It was agreed in principle to make a contribution subject to further information and a cost breakdown being provided.

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

Noted

31/23/0007 Brookfield Nursery, Ruishton, outline application for 150 homes – refused by Somerset Council – appeal has been lodged by Taylor Wimpey.

### 118/24 Community Update:

#### a) Feedback from the Dog Show on 1st September

Assistant Clerk Community reported that the event went well, it was well managed and had good attendance. Clerk reported that the event was self-funded from the takings for car parking and from the bar. Assistant Clerk Community confirmed that a survey to gather feedback from the community and those who attended the Dog Show will be circulated. Cllr Haskins asked Cllrs to take down any posters around the parish advertising the 2024 events.

#### **b) Feedback from Summer Food Project and Youth Café update**

Assistant Clerk Community shared a presentation developed by the Young People involved in the summer food project that provided feedback from them about the project.

Assistant Clerk Community reported that she had met with the West Monkton Youth Club and discussed them running the proposed Youth Café on a Wednesday after the Community Café. The Youth Club are gearing up to do this but in the interim the Youth Café would start as a Parish Council run initiative with a view to the Youth Club taking over in the future.

Two volunteers required an enhanced DBS check to be involved in the Youth Café. The cost is £102.00 each. It was proposed by Cllr Besley, seconded by Cllr Munson and agreed with all in favour to pay for two DBS checks.

Assistant Clerk Community also reported that the same volunteers have been booked onto the Introduction to Youth Work training. Cllr Haskins on behalf of the Parish Council congratulated Assistant Clerk Community for her work on the Summer Food Project and establishing the Youth Café.

#### **c) Community Review Survey; Live until 30th September. <https://www.surveymonkey.com/r/H5X5C2Y>**

Cllr Munson reported that the Community Review Survey is live, posts have been added to Facebook to encourage completion and limited paper copies of the survey have been provided at key locations across the Parish. A separate Children and Young People Survey has been developed. The link to this has been shared with the Primary and Secondary School in the hope that students will be encouraged to complete the survey.

### **119/24 Recruitment / Personnel**

#### **a) Volunteer Coordinator appointment**

Clerk summarised the recruitment process that has taken place in respect of the Volunteer Coordinator position. Interviews for the position took place on Friday 6<sup>th</sup> September and the HR Committee / Interview Panel have recommended that Candy Sully be appointed as the Volunteer Coordinator.

It was resolved to appoint Candy Sully as the Volunteer Coordinator, proposed by Cllr Munson, seconded by Cllr Cronshaw and agreed with all in favour.

Candy Sully to commence her employment as soon as possible, Clerk confirmed that the laptop has been ordered and confirmation of when it will be ready is awaited.

Once in post meeting to be arranged with Alan Hall.

#### **b) Approval of Lone Working Policy and Risk Assessment**

Clerk reported that both the Administrative and Events Assistant and Volunteer Coordinator will be working alone at times and as such a Lone Working Policy has been developed and a risk assessment for each position. The policy and risk assessments were circulated in advance of the meeting.

Cllr Munson asked if the review dates in the risk assessments have been noted and reviews will take place. Clerk confirmed that this will form part of the Line Management meetings for both positions.

It was resolved to adopt the Policy and Risk Assessments, proposed by Cllr Munson, seconded by Cllr Gage and agreed with all in favour.

### **120/24 Projects**

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

Clerk reported that there is no further update in respect of the transfer document. Clerk reported that she has requested a meeting with Dan Mawer at Persimmon, a date is awaited. Clerk to continue to chase.

#### **b) Sports Pitches; access works and utility connections**

Clerk reported that there was no further update in respect of the access and utility connection works that should have been completed by 14<sup>th</sup> August 2024 as specified in the legal transfer document.

Alan Hall confirmed that the position of the entrance to the park cannot be confirmed until the access works are complete. The risk of occupation of the pitches by travellers is increased as a result. Clerk to continue to chase Persimmon and raise concern about traveller occupation.

Clerk and Cllr Haskins confirmed that this issue was raised with the Director of Persimmon who was present at the Hartnells meeting on 23<sup>rd</sup> August.

Once the drainage / seeding works are complete on the pitch the trench can be re-dug. Alan Hall to get a progress update from the contractor.

Clerk provided an update on the variation of planning application. Sports England have objected but have provided two points that can be negotiated to enable the removal of their Statutory Objection. Clerk is liaising with Sports England regarding this and keeping the Planning Officer updated.

### **c) Old West Monkton Primary School site**

Clerk advised that the Cedar Centre on the Old West Monkton Primary School site is closing and that she had asked Cllr Cavill to enquire about the future use of the building. Cllr Cavill advised that Somerset Council had indicated that it isn't available for use but suggested communication with the school to understand its likely use.

Cllr Cavill also provided an update in relation to the area between School Road and Farriers Green and the pitch adjacent to Bridgwater Road. Somerset Council have indicated that both areas can be leased to the Parish Council. Clerk asked Cllr Cavill to enquire as to the requirements in the S106 agreement for the pitch land to ensure that adequate sums are paid to Somerset Council with transfer of the land from the Developer.

### **121/24 Country Park and Somerset Wood**

#### **a) Approval of plans for submission**

The proposed site plan was shared at the meeting.

Cllr Cavill provided an overview of the plan and the proposed location of the volunteer hub.

It was agreed that the hub should be rotated 90 degrees anti clockwise.

A discussion took place about the bin store and commercial collection vehicle space requirements. Further enquiries to be made to establish if collections can take place where the bin store is proposed or if the bin store should be moved to the disabled parking area.

It was agreed that the amended plans incorporating the changes will be circulated to Councillors, if Cllrs are happy with the plans they can be submitted. If there are any comments or further discussion is needed, they will be discussed again at the next Parish Council meeting.

Cllr Gage raised the gabion baskets and suggested that the soil behind them should be filled to the top of them. Cllr Cavill confirmed that the soil needs to settle prior to filling to the top. Alan Hall confirmed that three benches will go in around the baskets, boulders will be added and the fence at the back needs to be extended.

Cllr Cavill outlined plans to spray and re-seed the events area in the park. The preferred method is to spray and then direct drill to re-seed. It was noted that £1000.00 is included in the Lottery Grant money for this activity. It was resolved to proceed with the spraying and seeding work, the expected cost is £600.00, no more than £1000.00 can be spent. Proposed by Cllr Munson, seconded by Cllr Gage and agreed with all in favour.

#### **b) Poppy of Honour fundraising**

Alan Hall confirmed that Terry Williams is doing a presentation to the Wrens and it is likely that a donation will be made but stated that further work is needed with fundraising efforts.

Cllr Cronshaw outlined some ideas that she had regarding fundraising including plaques that people can purchase. Cllr Cronshaw has made contact with Timpsons to see if they could sponsor the initiative. Cllr Cronshaw also suggested that the fundraising effort needed a name / tag line and suggested Operation Tribute. Advertisement is needed and local businesses should be included.

Cllr Cronshaw suggested advertising in military magazines.

It was agreed that Cllr Cronshaw and Alan Hall should get together to discuss the ideas to take forward.

### **122/24 Highways**

#### **a) Horse warning signs; update and consider making a contribution**

Clerk reported that Traffic Management are proposing the installation of 8 warning signs at a cost of £2200.00. Clerk has requested a plan of the proposed locations but this was not received in advance of the meeting. Matt Bryant from Flying Start was in attendance at the meeting and confirmed that he had a plan that he had submitted to Traffic Management that he could share. It was agreed that the location of the proposed signs should be reviewed to see if any existing posts could be used. Cllr Munson to review in advance of the next meeting when making a contribution would be discussed again.

#### **b) Monkton Heathfield Road – Blundells Lane to Hartnells – Pathway Debris**

A picture of the debris on the pavement between Blundells Lane and Hartnells was circulated in advance and shared at the meeting. The hedge has been cut which has exposed the debris. Clerk to ask the Lengthsman to remove the debris.

Clerk suggested that efforts could be made to recruit volunteers to help with clearing weeds on kerb edges on quieter estate roads. It was agreed to try to recruit volunteers for this activity.

### **c) Monkton Heathfield Road SID Results**

Clerk provided a summary of the SID results. There were 73649 vehicle movements over 11 days, with similar levels of movement travelling in both directions. This presents an average of 6700 movements per day. The SID was in place during the school holidays, during motorway closures and whilst road works / traffic lights were taking place on the ERR.

SID to be installed on Greenway next.

### **d) Enhanced Highway Maintenance (EHM) Pilot and Volunteer Training**

Clerk confirmed that information about the Enhanced Highway Maintenance Pilot was circulated in advance of the meeting. It had been previously agreed by the Parish Council that EHM wasn't of interest to the Parish Council. The information that was circulated also made reference to volunteer training for low risk activity. Clerk confirmed that an expression of interest has already been submitted in respect of the volunteer training.

Cllr Haskins raised the cross drain works at Mount Fancy which were completed last week. The work included installation of a pipe under the road but it has been inadequately connected into the ditch on the opposite side of the road. Somerset Council Highways are aware.

Cllr Besley raised the overgrown hedges on Monkton Heathfield Road, in particular near Greenway and Mead Way. It was resolved to commission Mowgate to cut the hedges for a cost up to £200.00. Proposed by Cllr Chapman, seconded by Cllr Munson and agreed with all in favour.

### **123/24 Reports, including recent developments, matters to consider and decisions to be made:**

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

Clerk advised that apologies had been received from Mr Perry in advance of the meeting but the following update had been provided:

A nice overall dry August (only 15mm of rain) – however September has already seen 70mm of rain (up to Monday morning – 9th) with most of that falling over two days. Much appears to have been absorbed in the ground, as there has not been dramatic changes in the river level readings.

I've walked in part of the Old River Tone - where the alleged 'floating pontoon' had been built – and couldn't see any evidence of it (but the banks are severely overgrown in places, and in the past these were cut back by the EA as it is classed as a Main River)

I went to the EA drop in event August 15th – I asked about the pump progress, replacement cameras and the inaccurate readings from one of the river level telemetry sites, but there was no one in the building who could answer. No other new news imparted I received a phone call from the EA September 5th asking about the erratic telemetry readings. Consequently, appropriate repairs made September 6th – all now reading correctly

I also asked again about the pump – the EA are proposing to cut a path through the ragwort (and dispose of it) to get to the suggested location site on September 13th. An ecological survey will then happen, and the EA and are also proposing a design meeting with Western Power. Off the record, the comment is that it is not felt the pump will be installed before this Christmas (and presumably this means it will be next summer!).

Any update on the land ownership behind Bridgwater Road properties – and the attenuation pond maintenance – please? Cllr Cavill to follow up.

#### **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 1327
- 23.4K post reach
- Posts added sharing news items that are added to the website.

Monkton Matters

- Page likes / followers now at 468
- 19 new articles added in August
- Articles on Monkton Matters being shared on Monkton Matters Facebook page to pull users to the website.
- 5.9k post reach
- Business directory has details of 23 businesses so far.

Community Fridge Facebook Page:



- Page likes /followers 1167
- 2.5k post reach

Community Garden Facebook Page:

- Page likes/followers 166
- 341 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.**

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

**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;**

Clerk reported that Cllrs / PC reps had attended the LCN Highways Working Group and Young People LCN Working Group. The proposals that are being developed in respect of Young People is the main point of discussion at the LCN Meeting on 19<sup>th</sup> September.

**g) Consultations; NPPF Consultation <https://www.gov.uk/government/consultations/proposed-reforms-to-the-national-planning-policy-framework-and-other-changes-to-the-planning-system/proposed-reforms-to-the-national-planning-policy-framework-and-other-changes-to-the-planning-system> Consultation closes on 24<sup>th</sup> September.**

Cllr Munson provided a summary of the proposed changes to the NPPF.

A discussion followed, Clerk to develop a draft response to the consultation and circulate it to Councillors to approve by email and submit prior to 24<sup>th</sup> September.

**124/24 Finance**

**a) Finance Report including consideration of quotes including Bridgwater Road Football Pitch survey**

Quotations and Updates:

**Country Park Lottery Funding:**

**Volunteer Coordinator Mobile Phone**

£10.00 per month + VAT for SIM

£100.00 for second hand mobile phone.

Resolution to proceed with purchase of mobile phone and SIM card.

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

**Community Garden Compost and Seeds**

Would like 4 tons of top soil and 4 tons of compost. Half now and half in March.

£287.00 left in budget for this year. Likely to need seed too.

Smilers Sand and Stone

£208.80 including VAT for 2 ton of mushroom compost and 2 ton of top soil delivered together.

Community Garden budget line or CIL?

Resolution to proceed with purchase of 2 tons of mushroom compost and 2 tons of topsoil.

From budget line Community Garden.

Proposer Cllr Cronshaw, seconder 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	£24.92
Nationwide	£146.25
PSDF	£2405.92
Dog Show proceeds (Card)	£469.00
Dog Show proceeds (Cash)	£341.50
Ruishton Parish Council (Tug of War Event Contribution)	£200.00
Donation (Poppy of Honour)	£100.00

## 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.xx	No vat	xx.xx	bacs	Salaries and expenses	Salaries
K Welsh assistant clerk-community salary SCP 29	xx.xx	No vat	xx.xx	Bacs	Salaries and expenses	Salaries
HMRC Tax and NI Contributions	1558.74	No vat	1558.74	bacs	Salaries and expenses	Salaries
A Shepherd homeworkers allowance	27.00	No vat	27.00	bacs	Salaries and expenses	Expenses
K Welsh homeworkers allowance	27.00	No vat	27.00	bacs	Salaries and expenses	Expenses
S Rolls Lengthsman services	226.55	No vat	226.55	bacs	Environmental and Open Spaces	Lengthsman
Business all about you Climate Initiative PR WMPC 44	275.00	No vat	275.00	bacs	Environmental and Open Spaces	Environment / Community
Expense claim Business All About You – Toilet roll – Community Events	4.99	No vat	4.99	Bacs	Youth and Community	Community Events
QSSIT regular maintenance / monthly sub	33.90	6.78	40.68	bacs	IT and Communications	IT and Communications
Expenses claim A Shepherd (Travel)	31.05	No vat	31.05	Bacs	Salary and expenses	Expenses
Expense claim K Welsh (Travel)	122.40	No vat	122.40	Bacs	Salary and expenses	Expenses
West Country Land Surveys Limited (Sports Pitch Survey update with drainage, water and electrical routes)	340.00	68.00	408.00	Bacs	Environmental and Open Spaces	Sports Pitches
The Bell Inn (Bar for D Day Event)	200.00	No vat	200.00	Bacs	Youth and Community	Community Events
Travis Perkins (Materials for marquee boxes)	200.22	40.04	240.26	Bacs	Environmental and Open Spaces	Environment / Community
Tony Brown (Graffiti removal volunteer expenses)	56.00	No vat	56.00	Bacs	Environmental and Open Spaces	Open Space Maintenance
Expenses Claim A Hall (Travel)	67.50	No vat	67.50	Bacs	Salary and Expense	Expenses
LBS Training and Assessing Limited (Strimmer Training – Alan Chapman	270.00	No vat	270.00	Bacs	Environmental and Open Spaces	Open Space Maintenance
Viking (Stationery)	90.20	18.04	108.24	Bacs	General Administration	Sundry Admin
QSS IT Solutions (Laptop set up for Admin and Events Assistant)	78.95	15.79	94.74	Bacs	IT and Communications	IT and Communications
Normanton Screenprint (Bin / waste stickers)	119.95	23.99	143.94	Bacs	Environmental and Open Spaces	Open Space Maintenance

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
Wells Hedleys Solicitors (CP Lease final charges – LR Registration)	48.00	0.40	48.80	Bacs	Country Park	Country Park
Lee Pope Landscaping Services (second and final invoice for stone gabion work at CP)	3000.00	No vat	3000.00	Bacs	Community Infrastructure Levy	CIL Expenditure
Lee Pope Landscaping Services (Community Fridge surfacing)	385.00	No vat	385.00	Bacs	Community Infrastructure Levy	CIL Expenditure
Royal British Legion (Wreath)	25.00	No vat	25.00	Bacs	Country Park	Country Park
Expenses Claim B Gage (blind repair for BACH)	7.74	No vat	7.74	Bacs	BACH	Maintenance
<b>To note payment of:</b>						
<u>Direct Debit</u>						
Invoice Tailored Auto Enrolment 12536 29/8/2024 (Pension administration)	12.00	2.40	14.40	DD PAID	Salary and Expenses	Pension
Invoice SWS 115398 2/9/2024 maintain gsuite	102.00	20.40	122.40	DD PAID	IT and Communications	IT and Communications
Invoice SWS 115315 20/8/2024 Hosting monthly plan	60.00	12.00	72.00	DD PAID	IT and Communications	IT and Communications
Invoice SWS 115291 web-lite hosting (MM) and standard mailbox 20/08/2024	30.00	6.00	36.00	DD PAID	IT and Communications	IT and Communications
Invoice SWS 115412 09/09/2024 (Renewal of WMPC domain name)	22.00	4.40	26.40	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)	58.70	No vat	58.70	DD PAID	Youth and Community	Community Events
<u>Debit Card</u>						
Worx UK (Portable pressure washer and battery)	241.65	48.33	289.98	D Card Pd	Environmental and Open Spaces	Open Space Maintenance
Dropbox (Renewal)	648.00	129.60	777.60	D Card Pd	IT and Communications	IT and Communications
B+Q (Carpet tile for office)	5.00	No vat	5.00	D Card Pd	General Administration	Sundry Admin
Asda (Summer Food Project Groceries)	2.70	No Vat	2.70	D Card Pd	Youth and Community	Community Fridge
Somerset Council (Dog Show Temporary Event Notice)	21.00	No vat	21.00	D Card Pd	Youth and Community	Community Events
Asda (Summer Food Project Groceries)	42.53	No vat	42.53	D Card Pd	Youth and Community	Community Fridge
Amazon (Stationery)	30.77	6.15	36.92	D Card Pd	General Administration	Sundry Admin
Amazon (Bin bags etc)	49.52	9.90	59.42	D Card Pd	Youth and Community	Community Fridge
Asda (Summer Food Project Groceries)	48.66	No Vat	48.66	D Card Pd	Youth and Community	Community Fridge
Microsoft (Subscription laptop 3)	49.99	10.00	59.99	D Card Pd	IT and Communications	IT and Communications

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
Bookers (Dog Show refreshments)	311.30	No vat	311.30	D Card Pd	Youth and Community	Community Events
Asda (Summer Food Project Groceries)	55.73	No vat	55.73	D Card Pd	Youth and Community	Community Fridge
<b>BACS</b>						
Roman Glass (Bus shelter panel replacement)	228.92	45.78	274.70	BACS Paid	Environmental and Open Spaces	Open Space Maintenance
Matt Francis (Activity Hall painting)	290.00	No vat	290.00	BACS Paid	BACH	Improvements
Arthur J Gallagher (Mower Insurance)	373.62	No vat	373.62	BACS Paid	General Administration	Insurance
Project Skills Solutions Limited (Chapter 8 training x 2)	430.00	86.00	516.00	BACS Paid	Environmental and Open Spaces	Open Space Maintenance
Sam Payne (Community Event Speakers)	400.00	No vat	400.00	BACS Paid	Environmental and Open Spaces	Environment / Community

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

#### **Transfer between accounts**

SC Somerset Wood funds into bank account for Somerset Wood and Poppy of Honour funds £4354.62

#### **b) Budgeting Report (incorporating BACH Accounts)**

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

#### **125/24 Other matters for report only – items for discussion – no decision**

A member of the public requested an update in relation to the MH1 POS and when an annual maintenance charge is likely. Cllr Haskins provided an update.

A member of the public expressed an interest in using the Cricket Pitch forming part of the Sports Pitches for their team to play on. Cllr Haskins confirmed that the pitch will need to be left for two years after seeding before it can be played on but the idea of the team using the pitch could be explored further, the use would need to work around the schedule of West Monkton Cricket Club as they will be using the pitch as a satellite pitch.

Clerk confirmed that Bethan Turner will be attending the PC meeting on 22<sup>nd</sup> October to take update pictures of all the Councillors to add to the website and to also do meet the team type posts on Monkton Matters / Facebook.

Clerk confirmed that the Christmas activities will be discussed at the next PC meeting including the Volunteer Event and Carol Signing plans.

Cllr Haskins suggested that enquiries be made with the Rugby Club about arranging a PC Christmas Do there again this year. Clerk to make enquiries.

#### **a) Items for next meeting agenda - by Monday 16<sup>th</sup> September or Monday 30<sup>th</sup> September 2024**

Noted

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

Noted

**126/24 Dates of forthcoming meetings:**

Parish Council:

Second Tuesday in the month (Business focused meeting)

2024: 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 22.30pm



Signed Chairman:

Date: 24<sup>th</sup> September 2024