



West Monkton Parish Council

## ADOPTED

Minutes of the Meeting of West Monkton Parish Council held on Tuesday 8<sup>th</sup> October 2024 at 7.00pm.

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

**In attendance:** Mrs A Shepherd, Clerk, Mrs K. Welsh, Assistant Clerk Community, Mr K Perry, Bathpool Flood Warden and 2 members of the public.

### **138/24 To receive any apologies (with reasons), introductions with responsibilities.**

Apologies were received from Cllrs Besley and Chapman and Cllr David Fothergill, Somerset Council.

### **139/24 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.

### **140/24 To adopt the minutes of the Parish Council meeting on 24<sup>th</sup> September 2024**

The minutes from the Meeting of the Parish Council on 24<sup>th</sup> September 2024, having been previously circulated, were taken as read. It was resolved to adopt the minutes of the Parish Council meeting on 24<sup>th</sup> September, proposed by Cllr Cronshaw, seconded by Cllr Cavill and agreed by show of hands.

### **141/24 To note Clerk's report and Assistant Clerk (Community) report.**

Clerk's Report:

General Admin:

- Weekly catch ups with Jess, our Administrative and Events Assistant.
- Sourced desk and chair for PC office.
- Sourcing equipment and supplies for PC office and new staff.
- Drafted, finalised and submitted PC response to NPPF Consultation.
- ID badges for Cllrs, Staff and Volunteers being developed with support from Jess (please see Jess or me for your picture to be taken for inclusion).
- Asked Lengthsman to cut / trim drainage ditch on Mead Way.
- Requested update from FWAG regarding their work with landowners to instal natural flood prevention measures to slow the flow. Meeting scheduled for 15th October.
- Requested update from EA re pumps. Bert Leach back at work. Catch up meeting took place on 4th October.
- Developed Village News contribution including information about overgrown hedges, revised number 12 bus timetable, fostering etc.

Highways

- Reported Milton Hill knee high fencing damaged and followed up repair. Persimmon have confirmed that it is SCs responsibility.
- Chased up Gotton Lane sink hole / steel plate and liaised with Highways regarding closure of section of Gotton Lane.
- Liaised with Traffic Management about horse warning signs.
- Enquiries with Hinkley regarding the bus route they use. Received the following response:  
'The weight restrictions only apply to heavy good vehicles and not buses or coaches, the speed limit does apply, and we stick to this.  
From the A3259 we travel along Yallands Hill to join Monkton Heathfield Rd. We serve three stops along this road Thornash close, Hartnells Farm and Monkton Elm Garden centre.  
The route we use is the same as the community bus services like First, Green Hatch etc.  
Though we wouldn't look to change the route I can get the parking enforcement team to this location to ticket any fly parkers causing issues in the area'.

- Requested update from SC Highways on CCTV survey of Red Hill culvert. Response awaited.
- Liaised with Road Sweeping Company regarding road sweeping in the parish, quotation etc.
- Monkton Heathfield Road verges – sent updated pictures to Street Works and received the following response:  
'I have liaised with the team, who have requested that the Inspector re-attends the site. Having attended the site and assessed the verges you have mentioned, it is still too soon to request contractor intervention. We would not reasonably expect the full growth of the verge areas at this stage, and while this is unfortunate for the cosmetic aspect, I would not wish to prematurely defect the contractor, as this may hinder any future required remedial action.

It is worth noting that the sites will be within a guarantee period for a minimum of 2 years, in which time we are able to assess the sites and defect the contractor, if required. Within this period, any permissible works may be sampled for 6-month and 18-month reinstatement inspections, and should a failure appear in those stages, it would be the responsibility of the contractor to remedy.

I understand that this may not be the appeasement you were hopeful for, but I do trust this has provided some assurance for the future of the affected verges.

#### Community Review Project

- Printing of survey and delivering to venues.
- Leaflets added to Community Fridge.
- Survey close date extended to 7th October due to poor response rate. Liaised with Schools to request sharing of the survey. Survey went out in Parentmail on 30th September.

#### Finance / Payroll:

- Making payments / placing orders.
- Managing / inputting Accounts using Scribe.
- October payroll and finance reports.
- Ordered gazebo and accepted delivery.
- Delivery of replacement parts for Marquee.
- Noting budget / precept considerations for future years (young people and number 12 bus)
- Quotations for replacement bins and liaising with Somerset Council regarding location of them. Met with SC officer regarding bin emptying lists / routes / responsibility / frequency.
- Compost order for Community Garden.
- Quotation for CP logo obtained and accepted after approval.
- Grant funding policy for young people and climate initiatives publicised.
- External Auditors have completed their work. Published report and updated noticeboards. Detail included in finance report.
- Budget / precept meeting scheduled to take place on 19th November at 7.30pm.
- Quarter 2 bank reconciliation, reports, VAT return, £500.00 spend report etc.
- Audit Working Party Meeting scheduled to take place on date to be confirmed in October.

#### Planning:

- Jess supporting with the updating of the Planning Log with planning decisions / conditions weekly.
- Preparation of PowerPoint presentation in respect of planning applications received for PC meeting and submission of agreed response to planning applications.

#### Country Park and Somerset Wood

- Liaised with Reed Holland regarding plans for Country Park, plans submitted to LPA and acknowledgement received.
- Candy Sully, Volunteer Coordinator commenced employment on 16th September. Payroll / Pension set up, email account set up, mobile phone purchased and set up, laptop collection and setting up and regular catch-up meetings.
- Met with Somerset Web Services about standalone website.
- Contacted David Wilson Homes regarding match funding. Response received confirming that they cannot provide any match funding.
- First Lottery Project progress report drafted and discussed at the PC meeting on 24th September – monthly reports to be provided at second PC meeting of month.
- Liaised with Pay Dough regarding collecting payments for plaques for fundraising for Poppy of Honour and met with Cllr Cronshaw regarding dedicated webpage. Dedicated webpage and flyer developed.

#### Sports Pitches

- Further response to planning application received from Sports England. On agenda for discussion and to agree next steps.
- Followed up access road works and utility connection works with Persimmon to find out start date. Confirmation awaited.

MH1

- Catch up meeting with Persimmon, liaised with Persimmon and Solicitor regarding Transfer Document and play park remedials and other outstanding actions.

#### MH2

- Meeting with Planning Officer and Developers being arranged. Likely to be 13th November in the evening.

#### BACH:

- Jess supporting with invoices.
- Accounts / scribe updates.
- Next BACH Committee meeting scheduled to take place on 15th October at 7.30pm. Agenda prepared.

#### Meetings last 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  
 5th September – LCN Highways Working Group Meeting  
 6th September – Volunteer Coordinator Interviews  
 10th September – PC Meeting  
 13th September – MH1 Catch Up meeting.  
 16th September – First day / induction with Candy Sully.  
 17th September – Agenda run through meeting.  
 18th September – LGR Session  
 18th September – Poppy of Honour Fundraising meeting  
 18th September – Meeting with resident re MH1 POS  
 19th September – LCN Meeting  
 23rd September – Meeting with PayDough re Poppy of Honour fundraising  
 24th September – PC Meeting  
 26th September – Joint PC meeting regarding data sharing / Parish Online  
 30th September – Traffic Consultant meeting re Nerrols.  
 30th September – Community Fun Day 2025 Planning Meeting

#### Meetings this month:

1st October – Agenda run through meeting.  
 1st October – Poppy of Honour fundraising meeting with Cllr Cronshaw  
 2nd October – Meeting with SWS re CP website  
 2nd October – LGR Session  
 4th October – Meeting with SC Officer re bins / emptying etc.  
 4th October – Catch up meeting with EA re Bathpool pumps.  
 7th October – Annual Leave  
 8th October – PC meeting  
 15th October – Agenda run through meeting.  
 15th October – Meeting with FWAG for update on flood prevention / slow the flow in wider catchment.  
 15th October – BACH Committee Meeting  
 16th October – LGR Session  
 TBC October – Audit Working Party Meeting  
 21st October – Meeting with SC Traffic Management  
 22nd October – PC Meeting  
 24th October – Procurement Training  
 28th October – 1st November – Annual Leave

In addition, Clerk provided feedback from meeting with Julian Grant at SC regarding litter bins. The Parish Council will need to budget for the cost of emptying all of the litter and dog waste bins that it owns in the Parish. The cost per empty is estimated to be £5 - £6. The charge to empty the dog bins is currently nearly £8 per empty. During the meeting a location for the dual waste bin on Monkton Heathfield Road around Hartnells was agreed, this will replace the existing post mounted bin next to the bench and dog bin next to the pathway.

#### Assistant Clerk's Report:

##### Community - General

- Responded to enquiries/requests via Facebook and email to those in the community.
- Trip to Bookers for café resources

- Responding to messages on social media
- Circulating Community Review Survey
- Discussion with a local resident who has funding to set up Forest School groups for families and children and young people. This has been referred onto Candy, Volunteer-Coordinator at Maidenbrook for further investigation.
- Attended Communicating with Your Community Training – Part 1 and 2
- Met with Clive Thomas to share ideas about ways forward for communications within Parish.
- In process of developing a Communications Plan/Strategy to widen reach of Parish Council developments and events.
- Responding and replying to emails about various issues in parish with littering problems, late collection of bins and clearing of weeding from kerbs.
- Supporting Jess Cox, Admin and Events Assistant to develop database of Volunteers both those registered and those who aren't.

#### Grant Funding

- Ramblers Holidays Charitable Trust
- Taunton Town Council Grant Scheme
- SALC Wellbeing Grant – up to £35k – Potential to apply for field shelter at Maidenbrook Country Park
- Investigating grant pots for BMX track, Sports England is a possibility. Do we know that young people would prefer a BMX track to a Skate Park?

#### Community Fridge

- Coordinating and managing volunteers, cleaning rotas and pickups.
- Keeping in touch with volunteers to keep them updated and involved.
- Co-ordinating with Jess to organise Clothes Bank for outside of the community fridge. This has been ordered in midi size and will need a flat base before it arrives in approximately 6 weeks.

#### Community Cafe

- Running a weekly Community Café at the BACH
- 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.
- Knit and Crochet Group preparing poppies for Remembrance Service and decorating key areas in the parish. They are also looking to enter the Christmas Tree festival at the church and are preparing decorations.

#### Youth Work

- Looking at applying for SALC Wellbeing Grant for LCN CYP for employing a group to hold preliminary discussions with young people around the parishes about what they feel is needed going forward for the LCN in relation to youth provision. This could lead to the application for a larger grant which would need match funding from parishes to deliver this youth provision. LCN CYP Working Group asking parishes if they can earmark 5% of Band D equivalent in their budget for next year towards this. This could fund both existing and new provision which could include outreach work or transport for young people to existing provision.
- Youth Café has started on a Wednesday after school and is open until 5.30pm. We have had a steady increase in number, some popping in for hot chocolate and a warm snack and a core group that stay and engage in activities.
- Planning and organising activities for the Youth Café which have included baking, table tennis, pool, air hockey, challenge sessions and card and board games.
- Met with West Monkton Youth Club, who still haven't managed to sort their committee issues.
- DBS Completed for one Youth Café Volunteer and in process with the final volunteer – need clerk to verify ID.
- Emailed and called into Monkton Wood to contact a community link at the school following Wil Lowndes, Assistant Head leaving his post end of July. Unfortunately have been unable to make contact with anyone as yet.

#### Stay and Play Group

- Jess Cox, Admin and Event Assistant has started setting up the Stay and Play Group and supporting the volunteers with set up.
- Bethan Turner has promoted the Stay and Play Group and there have been a few more attendees on each of the sessions.

#### Community Garden

- Community Garden group meet regularly at the BACH.
- 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

- Remembrance Service at Somerset Wood – 8th November 2024 at 2pm

- Community Share Event at the BACH – Saturday 16th November 2024 1-4pm
- Maidenbrook Event Plans for 2025
  - Easter Egg Hunt – Saturday 19th April 2025 – 11am to 1pm
  - VE Day – 75 Years – Thursday 8th May 2025 – Beacon Lighting in Evening
  - FunFest @ Maidenbrook with joint parishes – Saturday 12th July 2025
  - St Giles Animal Rescue Dog Show and Fete – Sunday 13th July 2025
- Christmas Events
  - Festive Volunteer Event – Tuesday 17th December 2024 at 7pm – Menu to be agreed by Parish Council.
  - Year 5 Carol Concert at the Community Café – Wednesday 18th December at 3-4pm – Help at this may be required.
  - Round Robin Trailer Music – Thursday 19th December at 5pm from BACH – plan prepared for agreement by Parish Council.
- Event Survey to be sent out following Community Review Survey.
- Researching benefits of having a Premises Licence or to continue with TENS for Events going forward, awaiting information from CSM Parish Council.

#### Other Volunteering

- Touching base with Companion Volunteer, who is now meeting regularly with a number of clients via the village agent in the community.
- Awaiting final arrangements for Safeguarding Training through CAG Somerset
- Dealing with queries and concerns from volunteers as they arise.

#### Meetings, Events and Groups

- 1/9/24 St Giles Dog Show at Maidenbrook Country Park
- 3/9/24 Agenda Run Through Meeting
- 4/9/24 Stay and Play Group
- 4/9/24 Community Café and Loss and Bereavement Group
- 4/9/24 LCN CYP Working Group Meeting
- 4/9/24 Meeting with Bethan Turner re: schedule of activities/events
- 4/9/24 Meeting with Youth Café Group to look at promotion and planning.
- 5/9/24 Stay and Play Group
- 9/9/24 DBS Meeting online
- 10/9/24 WMPC Meeting
- 11/9/24 Stay and Play Group
- 11/9/24 Community Café
- 11/9/24 Youth Café
- 11/9/24 Communicating with your Community – Part 1 – Course
- 12/9/24 Stay and Play Group
- 17/9/24 SALC Well-being Grant Meeting – Fodo Higginson (online)
- 18/9/24 Stay and Play Group
- 18/9/24 Community Café and Repair Café
- 18/9/24 Youth Café
- 19/9/24 Meeting with Clive Thomas re: communications
- 19/9/24 LCN Meeting at Cheddon Memorial Hall
- 24/9/24 WMPC Meeting
- 25/9/24 Community Café
- 25/9/24 Youth Café
- 25/9/24 Community Quiz at Tacchi Morris
- 30/9/24 Joint Parishes Event – First Meeting at BACH

#### **142/24 Somerset Council report from Cllr Cavill and Cllr David Fothergill**

Cllr Cavill reported on the following:

Devolution proposals: In response to a request from government, Dorset, Somerset, and Wiltshire Councils have submitted an expression of interest in devolution, seeking to unlock greater powers and resources for the area. The submission for devolution represents a step towards addressing local aspirations aligning with the Government's devolution agenda.

All three councils have stressed that they remain open to amending their expressions of interest as further details of the English Devolution Bill emerge and will continue their own discussions with other councils across the region.

Recycling centre winter opening times: From Tuesday, 1 October all 16 of Somerset Council's recycling sites will revert to their autumn/winter opening schedule. Sites will be open from 9am to 5pm Monday to Friday and 9am to 4pm at the weekend. Opening days vary across all site's midweek, however all sites are open on a Saturday and Sunday. There are queue cameras at

Bridgwater (Saltlands), Chard, Highbridge, Minehead, Street, Taunton (Priorswood), Wellington (Poole), Wells (Dulcote), and Yeovil accessed via <https://www.somerset.gov.uk/bins-recycling-and-waste/recycling-site-queue-cams/>

School places: Somerset parents and carers of children due to start school or move on to their next school in September 2025 are being urged to apply for their place online and on time. Parents and carers of children due to transfer to Secondary or Upper School can apply for places for their children until 31 October 2024. Please visit: <https://www.somerset.gov.uk/children-families-and-education/applying-for-school/starting-at-a-secondary-or-upper-school-in-september/> Parents and carers of children due to start school for the first time or transfer to Junior or Middle School can apply for places for their children from 30 September 2024 until 15 January 2025. Please visit: <https://www.somerset.gov.uk/children-families-and-education/applying-for-school/apply-to-start-school-for-the-first-time/>

Parking text scams: Fraudulent text messages about unpaid parking fines have been sent to some Somerset residents. The council are therefore reminding the public that the council does not text residents with parking fines (PCN). If you receive one of these texts, it is not from Somerset Council and may be a scam. If anyone is unsure if the text is real, they should contact the Council. In addition, suspicious text messages should be forwarded to 7726. This free-of-charge short code enables your provider to investigate the text.

Winter Coat Exchange: Somerset's Libraries service is relaunching its Winter Coat Exchange scheme, designed to support the community by providing access to warm coats for everyone in need. As children settle into the new school year, a 'Back to School' appeal has been launched for children's/teen coats that may have been outgrown, but the scheme welcomes donations of coats for all ages. The initiative was launched to help people stretch tight budgets that little bit further. Last winter's donations of 1,022 coats and the uptake of 904, were so successful that the exchange is being repeated. Donors are asked to hand items directly to a member of staff at one of the participating libraries: Taunton, Priorswood (Taunton), Bridgwater, Yeovil, Glastonbury, Chard, and Dulverton.

Residents survey: Somerset Council has launched a new consultation to ask local people for their views on where they live and the services the council provides. The 2024 Resident Survey should take no more than 10 minutes to complete, and the results will be used measure progress against Somerset's priorities and shape future services. You can take part in the <https://somersetcouncil.citizenspace.com/comms/resident-survey-2024/>

The survey closes on Monday 21 October.

Recycling rates: Figures which cover the recycling from the 296,000 kerbside recycling collections made each week, and the recycling taken to the county's 16 recycling sites shows that more than 130,000 tonnes of carbon was saved last year thanks to the material being recycled and reused in Somerset. The equivalent of taking 50,000 cars off the road for a year. The amount of waste going to landfill - approximately 5,500 tonnes - is a record low and nearly 96% of the recycling material stayed in the UK to be turned into new products and packaging, including more than 99% of plastics. Overall, the county's recycling rate of 55.96% puts it in the top 20% of waste authorities in England.

Flu and Covid vaccinations: NHS England has confirmed that, based on the latest scientific evidence, the JCVI has recommended adults over the age of 65 will be eligible for a flu with the offer starting from October 3rd, to maximise protection for patients right across the winter months. The flu season typically peaks in January when more people gather indoors. The flu vaccine is also available at the same time with other vaccines such as the COVID-19 and shingles vaccines. More information and booking is available at <https://www.nhs.uk/nhs-services/pharmacies/book-flu-vaccination/>

Somerset Prepared Day: To help Somerset communities become stronger and more resilient to emergencies, the Somerset Prepared Partnership is organising its annual event for City, Town and Parish Councils and Community Group representatives on Wednesday 6th November 2024 at Bridgwater and Albion Rugby Club.

There will also be a range of workshops, networking opportunities and equipment demonstrations. The event will also include presentation of the community resilience awards. There is no charge to attend, and it includes a light lunch, but Delegates are required to book in advance via

<https://www.somersetprepared.org.uk/somerset-prepared-community-resilience-conference-2024/>

Cllr Cavill also provided an update on queries raised at previous meetings:

Farriers Pond - Raised the clearance issue at farriers' green pond, not cleared for some 20-25 years.

Have contacted Ian Case who is the specialist asset management person for flood and water management, which is Somerset LLFA. On Tuesday the 8th of October he had a meeting with Jack Mount and Chris Poole. The three of them trying to draw up a county wide plan of all the similar balancing ponds to farriers green. That is ponds circa 20-30 yrs old that were neither registered to the district council or to the water boards of the day.

He has said that he will get back to me by the end of this week. Also, that he has that money of course, well very little, but as I have called him it means this pond inquiry will be one of the top ones.

Newts in Gabion Baskets - Am chasing James Divall

Waste Bins for Community Fridge - Contacted Michael Cowdell Rolling Household type food bin, paper and plastic bins to come. To be collected from roadside.

No 12 Bus new rota from 4th November. John Perrett to supply estimate for Monday to Friday 8.06 start.

FWAG, Alan Hall chasing. Clerk confirmed that a meeting has been arranged for 15<sup>th</sup> October to receive an update. Chapter 8 Training for volunteers working on the highway – Email received from Sarah Stanistreet at Somerset Council confirming: 'Chapter 8 training is not required for volunteers to carry out certain low-risk highway maintenance activities, however we do require volunteers to take the Highway Safety Awareness Training course we have recently developed, before undertaking any of these activities.

Clerk read an email received from Paul Wynn at Frome Town Council requesting support from other Parish and Town Councils with putting pressure on Somerset Council to conduct a full Community Governance Review of Parish Boundaries. At the moment the indication is that Somerset Council intend to carry out a light touch CGR. It was agreed that the Clerk would respond confirming WMPCs support.

Cllr Haskins provided feedback from the Taunton LCN meeting that he attended on behalf of SALC:

- Bus services – 80% subsidised by SC. Hatch Green provide a good service in comparison. Any change to bus services have to give 70 days' notice. Fare caps ending on 31st March. Rolling out QR codes on all bus stops with all timetables.
- Park and ride increase in usage - 39000 journeys in the last month.
- Bus station / transport hub proposals. Suggested connections with train station e.g. train times.

### Public Question Time

A member of the public requested an update on recycling centres requiring booking for accessing it. Cllr Cavill confirmed that he was unaware of any proposals but would make enquiries.

A member of the public reported that the number 12 bus is popular and is now turning people away in the Milton Hill area because it is full. The member of the public also reported that the Number 21 bus is hitting overgrown hedges along Bridgwater Road from Roys Place to the garage.

Cllr Haskins reported large puddle outside croft garage on other side of the road.

Cllr Haskins suggested that the vegetation between the bridge and Aldi should be cleared during the upcoming one-way closure.

Cllr Haskins reported the overgrown kerb edges and hedges on Bridgwater Road.

Cllr Haskins raised the proposed closure of the Upper High Street Car Park. It was noted that the car park provides parking during evening events and provides a good income for Somerset Council.

A member of the public raised parking on Bridgwater Road around the Chapel that is blocking pavements and making it difficult for pedestrians to navigate. It was noted that there are double yellow lines at the location.

Clerk raised that the hedge on Bridgwater Road adjacent to the future pitch has been cut but not very well or to a sufficient height.

Clerk raised the parked vehicles on Bridgwater Road near bus gate. The vehicles park on the pavement reducing its width and the adjacent hedge is overgrown. The police have visited and have decided not to take any action.

Clerk raised the bus Shelter opposite Farriers Green obstructed by overgrown hedge; the hedge needs more of a trim to provide visibility splays either side.

Clerk raised the overgrown brambles on Dyers Brook that are encroaching onto the pathway.

Clerk to report overgrown hedges to Somerset Council.

Clerk to email Highways Inspector at Somerset Council to raise the issue.

Clerk to request that Somerset Council arrange for the verge to be cut during the one-way closure.

Clerk to report to Somerset Council.

Clerk to write a letter from the Parish Council objecting to the closure.

Clerk to report to parking enforcement at Somerset Council and write to the Chapel.

Clerk to ask Persimmon to cut the hedge or fund the PC to do so.

Clerk to write to property requesting that they move the vehicles of the pavement or cut the hedge sufficiently.

Clerk to ask Persimmon to cut the hedge.

Clerk to ask Persimmon to cut the brambles back.

Clerk raised the drain adjacent to the Milton Hill bus shelter that is blocked. A member of the public confirmed that Somerset Council has attempted to clear the drain to the inspection chamber on the pavement, but it is still not draining.

Clerk to email the Highways Inspector at Somerset Council about the issue.

Cllr Cavill reported that Somerset Council had jetted the gullies at Cherry Cross and Gotton but haven't done the Goosenford drain.

Clerk to report and Cllr Cavill to follow up.

Cllr Gage requested that the Lengthsman cut the vegetation around the bus shelter opposite Thornash Close.

Clerk to ask the Lengthsman to clear the vegetation.

A member of the public confirmed that they had cut some of the cow parsley along the hedge by the Country Park but that what has been cut needs to be cleared.

Clerk to ask the Lengthsman to clear the cut vegetation.

Cllr Gage requested that the Lengthsman cut the tree at the bottom of Mead Way to enable the grass to be cut with the ride on lawn mower.

Clerk to ask the Lengthsman to cut the tree.

### 143/24 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.

08/19/0035 Outline Planning Application with all matters reserved, except for means of access, for the erection of up to 112 dwellings with public open space, landscaping and sustainable drainage system (SuDS) and vehicular access point off Cheddon Road, Taunton (resubmission of 08/17/0040).

West Monkton Parish Council objects to the granting of permission for the following reasons:

- The proposal includes one access road into the development from Cheddon Road. If this application is granted there will be an inevitable increase in vehicle movements heading to and from the Bridgwater direction rat running past Cheddon Fitzpaine Primary School, through Goosenford, on Greenway and on Monkton Heathfield Road or using Maidenbrook Lane.
- Although the Parish Council accepts that a planning application must be considered on its own merits a separate application (38/19/0129) for 292 dwellings on land off Lyngord Lane is also live and it also proposes a single access point from Cheddon Road at the existing Lyngord Lane junction. The Parish Council believes that the impact of 400 properties being accessed from this short stretch of Cheddon Road and the road safety implications on the local area should be given careful consideration when determining this application.
- A Speed Indicator Device (SID) has been deployed several times in the last 2 years in Goosenford. The results are summarised below:

Date	Incoming vehicles (Cheddon Fitzpaine to Monkton Heathfield)	Outgoing vehicles (Monkton Heathfield to Cheddon Fitzpaine)	Total number of vehicles	Average number of vehicles per day	85th percentile speed
11th to 30th October 2022	9287	10684	19971	19 days: 1051 vehicles per day	29mph
27th May to 19th June 2023	12738	14168	26906	23 days: 1169 vehicles per day	31mph
8th to 28th May 2024	10212	14609	24821	20 days: 1241 vehicles per day	32mph

The results demonstrate a gradual increase in traffic movements each day and an increase in average vehicle speeds. The road where the SID is deployed is a quiet country lane which cannot accommodate any further increase in traffic volumes. The proposal will discourage existing local residents from walking and cycling on the country lanes due to safety concerns from volumes and speed of traffic.

- The Parish Council notes that a children's play area / LEAP is included in the outline proposal. If the proposal is approved, the Parish Council requests that the S106 agreement incorporates a requirement to make a proportionate off



site contribution towards the provision of changing facilities at the Waterleaze adult football pitch (in the Parish of West Monkton) to enable the existing pitch, delivered as part of the Waterleaze development, to meet Football Association requirements and be fully utilised for adult and youth football. Interest has been expressed by a local football team 'Northwalls United' who would like use of the pitch, but the pitch must have changing facilities available to be used for fixtures. The provision of changing facilities at this location will also bring the pitch into use for other adult and youth teams that express an interest and provide a local facility that is easily accessible from this development by pedestrians and cyclists.

14/24/0024 Erection of a freestanding oak framed pool room at Langaller House, Langaller Lane, Creech St Michael. The Parish Council has no comments to make in respect of the application.

38/19/0129: Phased development capable of being severed of 292 no. dwellings with associated access, infrastructure, open space (formal and informal), landscaping and related works on land off Lyngford Lane, Taunton. (Feedback from meeting with Traffic Consultant).

Cllr Haskins reported that a meeting had taken place with representatives of CFPC, WMPC and the Traffic Consultant. Since the meeting CFPC have drafted and sent an open letter to Duncan Starkey, the CEO of Somerset Council. An acknowledgement has been received and a response is awaited.

48/24/0045 and 46LB Change of use and refurbishment of outbuildings to Use Class E (commercial, business and service use) with laying of access and parking area at Coombe Mill Farm, Coombe Lane, West Monkton.

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

- An appropriate condition should be added restricting the size of the vehicles travelling to and from the site. The width of the lane used to access the site both from Church Hill and Thurloxtton is not sufficient to accommodate large commercial vehicles.

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

Noted

#### **144/24 Community Update:**

##### **a) Feedback from Community Fun Day Meeting on 30th September**

Assistant Clerk Community, Cllr Haskins and Clerk provided feedback from the first Community Fun Day meeting that took place on 30<sup>th</sup> September. During the meeting the approach towards the event, the parishes to be invited to be involved, the date of the event and the name of the event were discussed. The following was agreed:

- The event will take place on Saturday 12<sup>th</sup> July, the dog show will take place on the following day on Sunday 13<sup>th</sup> July.
- The family element of the fun day will take place from 12noon until 5pm, an open mic session will follow and then two bands (that have been booked) will play in the evening.
- The smaller PC marquee to be looked at to see if the height can be extended to enable sufficient height for the band / stage.
- The Saturday event will be called 'Fun Fest'.
- All Hestercombe LCNs have been approached to see if they would like to be involved.

The next meeting about the event will take place on 6<sup>th</sup> November at 7pm at the BACH and monthly thereafter.

##### **b) Christmas Carol Singing Plans / Proposals**

A plan for the Christmas carol singing trailer was circulated in advance of the meeting and discussed. The event is planned to take place on 19<sup>th</sup> December. Assistant Clerk Community to develop plans further for further discussion at the next PC meeting.

#### **145/24 Projects**

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

Clerk reported that the points regarding the transfer document raised at the last meeting have been raised with Persimmon and the following responses have been received:

- Paragraph 11.2.2 refers to a plan - can we have a copy please? Yes, copy to be provided.
- Paragraph 11.3.2 refers to making good any damage caused, could this also be added to paragraph 11.2.2 too. Yes
- Paragraph 11.5.5 refers to a plan - can we have a copy that illustrates the T's. Yes, copy to be provided.
- Can an additional clause be added to the transfer document requiring that a ROSPA inspection will be carried out after the play park remedials have been undertaken basically confirming that there are no outstanding remedials required? When we discussed this when we met you said that the contractor will complete a ROSPA inspection at the same time as doing the remedials and deal with any other issues that are present (the ROSPA inspections upon which the Orders for

remedials have been placed are from July 2023). Absolutely, we would always provide a RoSPA certificate when handing over.

- The tree works for which an order has been placed should also be referred to in the Transfer Document - confirming that they will be completed within 6 months of legal transfer (as with the play park remedials). Yes
- Can the Clerks personal address on the last page be replaced with the PC address as included at Paragraph 6. Yes
- Can you get an update from the Contractor for the Play Park Remedials to confirm when the work is scheduled to take place or give the PC permission to liaise with the contractor to ascertain this? Persimmon will chase the contractor.
- Can you confirm if an order has been placed to replace the slats on the benches? Checking the seat slats order.

Clerk reported that although the responses above had been received, the plans and an amended transfer document had not been received for further consideration by the Parish Council.

Clerk also provided feedback from Cllr Chapman following his review of the orders against the condition of the Play Parks.

- In the main, the items detailed on the quotes do match, there are a number of additional requirements which will either need adding or have further work orders raised. These can be presented to Dan Mawer as and when we eventually get another update meeting arranged.
- Cllr Chapman's main concern is the order itself. The copy we were provided with is still missing a signature by the Persimmon Homes authorised managing director and does not, in my mind, prove the order has actually been placed. Considering the quotes were provided by the Contractor in November/December 2023 and the subcontract order was noted placed until 27th June 2024

Clerk to chase Persimmon and ascertain that the orders have definitely been placed and request an update on timescales from the contractor. Clerk to also request copies of the records of inspections of the play parks from when they were opened to the date of transfer and ask that an additional clause is added to the transfer document stating that any claims / accidents pre-transfer be against Persimmon / Redrow and only claims post transfer are the responsibility of the Parish Council.

#### **b) Bridgwater Road Junior Football pitch update**

Clerk provided an update on the plans in relation to the Bridgwater Road football pitch. Redrow have instructed consultants to oversee work to provide the pitch. Plans illustrating the pitch, and the fencing were circulated in advance of the meeting and shared at the meeting.

Redrow will oversee the works with completion planned by September 2025. Following completion, the pitch will be transferred to Somerset Council and then leased to the Parish Council for community use.

Clerk confirmed that as Redrow are overseeing the works, there is no requirement for the PC to undertake a survey or develop a spec. The only cost to the PC will be to provide storage and equipment for grass cutting and line marking.

#### **c) Sports Pitches; planning application update.**

Clerk outlined the comments received from Sports England in relation to the planning application to vary the existing plans for the sports pitches to provide rugby and cricket pitches rather than football.

The initial comments suggested that Sports England would remove their objection if the PC amended the justification statement and confirmed sufficient run off on the rugby pitch. The Clerk confirmed that she had done both of these things and sent the same to Sports England for further comment and for them to consider their objection. Unfortunately, a further letter has been received from Sports England confirming that they still object to the proposal.

It was agreed that the Clerk would submit the following to the Planning Officer:

- The amended justification statement.
- The latest Sports England comments.
- Details and plans for the Bridgwater Road football pitch.
- Details of the works taking place at Monkton Wood Academy to provide a 3G pitch that will be available for community use.

### **146/24 Highways**

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

Clerk reported that further email correspondence had been received from Somerset Council Traffic Management regarding the horse warning signs:

'I have been discussing this issue with my line manager and have been made aware of some other criteria that we consider before installing new horse warning signs which I was previously unaware of. We have to take into account the volume of vehicle and pedestrian movements on the route as well as the horse movements. As a general rule warning signs are only introduced where there is a likelihood of the hazard, not just pedestrian movements but also vehicular. We tend to work to a minimum of 300 vehicles and 20 pedestrian movements per day. This is to ensure that signs are kept to a minimum as over proliferation can lead to their disrespect and they are also an additional liability for us going forward. I am aware that when you first contacted us back in May 2021 regarding concerns that the stables had only just relocated and there was also planned works on the main A3259 so it was

anticipated that the back roads would have more vehicles on them due to this closure. I believe that we arranged for some temporary horse warning signs to be installed at this time. We did contact the stables to get a better understating of their route and the number of horse movements per day and did draft a plan with proposed additional signs which were numerous given the routes the stables provided. Given this new information regarding volumes of vehicles and that these roads are likely to have less than 300 cars per day, also that the riding stables has been here a couple of years now, with no apparent issues that I am aware of, then I think it only right that we re-consider if the signs are actually needed. I would welcome your thoughts once you have discussed this at your next meeting and spoken to Flying Start'.

Clerk confirmed that she had gathered the views of Flying Start regarding the latest correspondence who stated that the road between Greenway and Cheddon village had more than 300 traffic movements a day and more than 20 pedestrians use the roads to walk.

Clerk confirmed that when placed at Goosenford, the SID recorded in excess of 1200 vehicle movements per day.

It was agreed that the Clerk would reply to the email from Traffic Management confirming that the PC considers that the warning signs are needed, confirming the traffic movements recorded by the SID and the number of walkers that use the route. The Parish Council would be agreeable to less warning signs being installed but would like to see the signs installed between Sidbrook and Gotton Lane at least.

#### **b) Road Sweeping**

Clerk reported that she had been liaising with the road sweeping company who have confirmed that there is not a tool that can be added to the road sweeper to aid the removal of weeds from kerb / road edges.

Clerk confirmed that a call out for volunteers to help with weed removal around their properties had been added to the next edition of the Village News.

It was agreed not to commission a road sweeper until weeds have been removed from road edges.

#### **c) Monkton Heathfield Road crossing points / raised tables**

A plan drawn by a member of the public was circulated in advance of the meeting and shared at the meeting. The plan suggests the adaptation of the proposed Zebra crossing on Monkton Heathfield Road near the Milton Hill junction to include build outs to slow traffic. A discussion followed.

Clerk confirmed that the Zebra crossing was proposed as an amendment to the S106 for the Hartnells Development, and it isn't clear how far along the variation is and whether it was too late to suggest an amendment to include build outs.

It was agreed that the Clerk would email Simon Fox, the Planning Officer a copy of the plan and enquire as to progress with the S106 variation.

Clerk to also ask if the Planning Officer could facilitate a meeting between Persimmon Homes / Redrow / SC Highways (possibly Andy Coupe and Jon Fellingham) to discuss traffic calming along Monkton Heathfield Road in terms of what was proposed as a result of MH1, Hartnells and the implications of the MH2 proposals.

#### **147/24 Reports, including recent developments, matters to consider and decisions to be made:**

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

Mr Perry reported that rainfall in September was 3mm more than last year. Rivers were able to cope because the ground absorbed the water. However, with the heavy rainfall in the last 3 days sewers have been discharging in Bridgwater Road and Swingbridge and a 2-metre rise of Old River Tone has occurred. The pump has been brought in by the Environment Agency today and it was turned on at 6.30pm. There has been substantial rain today which has resulted in sections of the M5 being closed. The drain outside 103 Bridgwater Road is also blocked – this has been reported to Somerset Council.

Mr Perry reported that he attended the Wessex Water Drop In event last Tuesday and asked what the plans were to alleviate the sewerage issue in Bathpool. No one at the event knew any details but Mr Perry's details have been passed on to the relevant officer at Wessex Water.

Mr Perry provided a summary of the meeting with Bert Leach from the Environment Agency that took place on Friday to discuss progress with the installation of the permanent pumps in Bathpool. Unfortunately due to slow internal processes the install will not take place until Summer 2025. However, progress has been made with obtaining an Environmental Survey and discussions with National Grid to agree the works required to provide an adequate power supply for the pumps.

In the meantime, the Environment Agency have committed to providing a temporary pump during this winter with the caveat that it could be deployed elsewhere if the need is greater.

Cllr Haskins confirmed that the permanent pumps have 12inch pipes and there are two. If required, both could be switched on at the same time which future proofs the pumps. Clerk also reported that an indicative cost of replacing one of the pumps was obtained during the meeting. The pumps will only have a certain life span – possibly 10 years, the S106 funding being used for the pumps is only available once and the PC may like to consider creating a sinking fund to cover the cost of replacement of a pump in the future.

## **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
- 14.2K post reach
- Posts added sharing news items that are added to the website.

### Monkton Matters

- Page likes / followers now at 481
- 18 new articles added in June.
- Articles on Monkton Matters being shared on Monkton Matters Facebook page to pull users to the website.
- 4.9k post reach
- Business directory has details of 26 businesses so far.

### Community Fridge/Community Garden Facebook Page:

- Page likes /followers 1.2k
- 810 post reach

### Village News Contribution

- Developed by the Clerk's

### Noticeboard Updates

- Updated noticeboards

Assistant Clerk for Community is looking to review communications plan and strategy going forward with a view to ensuring maximum reach across all communications channels and all groups within the community.

It was agreed to continue to print an additional 100 copies of the Village News to be available at local businesses until the end of this financial year.

## **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.**

Cllr Ellis reported that the Spital Trust meets twice a year and that there was nothing to report.

### **f) Any other events at which WMPC was represented.**

Cllr Cavill reported that he attended the Somerset Council Chairmans Award Ceremony on 4<sup>th</sup> October. Alan Hall was presented with an award at the Ceremony.

### **g) Consultations.**

None

## **148/24 Finance**

### **a) Finance Report**

#### **i) Consideration of quotes including quote for website for the Country Park and litter bins.**

##### Litter Bins

##### Wybone Limited

Post mountable bin (replacement for bin at The Street) £89.99

2 x dual waste bins for New Cross and to replace two bins around Spital allotments: £879.98 (£439.99 each)

Carriage charge £75.00

Total for two dual waste bins and one post bin £1044.97 + VAT - £1253.96

Resolution to proceed with purchase of three bins.

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

##### Country Park Website

##### Somerset Web Services

Quote to build website structure (£1145.00) and include the following features:

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- Photo submission form (£50.00)
- Embedded maps (£50.00)
- Photo Slider (£150.00)
- Cookie compliance set up (£50.00)
- Newsletter build (£150.00)
- Training (£125.00)

Redacted Adopted

£1720.00 +VAT

Ongoing cost:

£860.00 per annum for hosting / support (£60.00 per month) embedded calendar (£5.00 per month), monthly traffic report (£5.00 per month (for evaluation of lottery project) domain name (£20.00 per year).

£500.00 included in year 1 MCP Lottery Project funding (then £525.00 in year 2 and £551.25 in year 3).

£2100 remaining in the PC Country Park budget line.

Resolution to proceed with website build incorporating features photo submission form, photo slider, cookie compliance set up and newsletter build. Proposed by Cllr Munson, seconded by Cllr Cavill and agreed with all in favour apart from Cllr Gage.

Build costs to be funded from year 1 lottery money and PC Country Park budget line. Ongoing costs to be funded from PC IT and Communications budget line, appropriate adjustment to be incorporated in the budget for 2025/26 and beyond.

- 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.

## ii) Approval of 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 (Monthly)	£21.42
Nationwide (Monthly)	£141.80
PSDF (Monthly)	£2350.18
Unity Trust Bank (Quarterly)	£266.33
Elavon Financial (Dog Show Proceeds)	£5.00
National Lottery (50% of Year 1 Revenue Costs)	£24226.00
Somerset West Lottery (Community Fridge)	£20.00
Wrens Association (Poppy of Honour Donation)	£55.00
Persimmon Homes (Country Park Lottery Project Match Funding)	£6000.00

## Payments

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
<b>To authorise payment of:</b>						
Employee pension contributions	197.18	No vat	197.18	d-d	Salaries and expenses	Pension
	11.96	No vat	11.96	d-d	MCP Lottery Funded Project	Volunteer Coordinator
Employer contributions	147.89	No vat	147.89	d-d	Salaries and expenses	Pension
	8.97	No vat	8.97	d-d	Salaries and expenses	Volunteer Coordinator
A Shepherd Clerks salary SCP33	XX.XX	No vat	XX.XX	bacs	Salaries and expenses	Salaries
	XX.XX	No vat	XX.XX	Bacs	MCP Lottery Funded Project	Administration
K Welsh assistant clerk-community salary SCP 29	XX.XX	No vat	XX.XX	Bacs	Salaries and expenses	Salaries
J Cox Admin and Events Assistant salary SCP 2	XX.XX	No vat	XX.XX	Bacs	Salaries and expenses	Salaries
C Sully Volunteer Coordinator salary SCP 20	XX.XX	No vat	XX.XX	Bacs	MCP Lottery Funded Project	Volunteer Coordinator
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	210.00	No vat	210.00	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
QSSIT regular maintenance / monthly sub	42.40	8.48	50.88	bacs	IT and Communications	IT and Communications
Expenses claim A Shepherd (Travel)	51.40	No vat	51.40	Bacs	Salary and expenses	Expenses
(Milk for Community Café)	8.90	No vat	8.90		BACH	Community Events / Init
Expense claim K Welsh (Travel)	133.20	No vat	133.20	Bacs	Salary and expenses	Expenses
PPL / PRS (Licence Renewal)	389.38	No vat	389.38	Bacs	BACH	Annual Subscriptions / Lic
Reed Holland Associates (CP Planning Application)	2300.00	460.00	2760.00	Bacs	Community Infrastructure Levy	CIL Expenditure
Expenses claim A Hall (Travel)	67.50	No vat	67.50	Bacs	Salaries and expenses	Expenses
PKF Littlejohn (External Audit)	1365.00	273.00	1638.00	Bacs	General Administration	Audit Fees
Viking (Stationery)	45.29	9.06	54.35	Bacs	General Administration	Sundry Admin
(Voluntary Coordinator Equipment)	30.28	6.05	36.33	Bacs	MPC Lottery Funded Project	Volunteer Office Costs
Taunton Solicitors (MH1 POS Legal Costs)	2157.50	431.50	2589.00	Bacs	Community Infrastructure Levy	CIL Expenditure
QSS IT (Laptop for Volunteer Coordinator)	620.86	124.17	745.03	Bacs	MPC Lottery Funded Project	Volunteer Office Costs
SALC (Ass Clerk Community Communications Training)	35.00	No vat	35.00	Bacs	General Administration	Training
SLCC (Membership Fee – A Shepherd)	298.00	No vat	298.00	Bacs	General Administration	Subscriptions / Affiliations

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
SALC (Procurement Training – Clerk)	30.00	No vat	30.00	Bacs	General Administration	Training
WT & RJ Jones (Sports Pitches 3 <sup>rd</sup> stage payment (25% of total))	31405.50	6281.10	37686.60	Bacs	Environmental and Open Spaces	Sports Pitch Delivery / Main
WT & RJ Jones (Sports Pitch additional works (pipework/water tap))	126.00	25.20	151.20	Bacs	Environmental and Open Spaces	Sports Pitch Delivery / Main
Expenses Claim B Gage (Grass cutting)	30.00	No vat	30.00	Bacs	Environmental and Open Spaces	POS Maintenance
(Fuel for Ride on Lawn Mower)	28.80	No vat	28.80	Bacs		
<b>To note payment of:</b>						
<b>Direct Debit</b>						
Invoice Tailored Auto Enrolment 12703 29/9/2024 (Pension administration)	12.00	2.40	14.40	DD PAID	Salary and Expenses	Pension
Invoice SWS 115603 2/10/2024 maintain gsuite	108.00	21.60	129.60	DD PAID	IT and Communications	IT and Communications
Invoice SWS 115514 20/9/2024 Hosting monthly plan	60.00	12.00	72.00	DD PAID	IT and Communications	IT and Communications
Invoice SWS 115491 web-lite hosting (MM) and standard mailbox 20/09/2024	30.00	6.00	36.00	DD PAID	IT and Communications	IT and Communications
Three (Business Mobiles)	33.33	6.67	40.00	DD PAID	IT and Communications	IT and Communications
EMS (Card Payment System)	47.55	No vat	47.55	DD PAID	Youth and Community	Community Events
<b>Debit Card</b>						
Survey Monkey (Renewal)	320.00	64.00	384.00	D Card Pd	IT and Communications	IT and Communications
Rock Awnings (Pop up Gazebo (purchase approved at PC meeting on 13 <sup>th</sup> August))	676.66	135.33	811.99	D Card Pd	Environmental and Open Spaces	Environment / Community
DBS Check Online	48.00	No vat	48.00	D Card Pd	Youth and Community	Youth and Community Gen
HandtecShop (Mobile phone volunteer coordinator)	83.32	16.67	99.99	D Card Pd	MCP Lottery Funded Project	Volunteer Office Costs
DBS Check Online	204.00	No vat	204.00	D Card Pd	Youth and Community	Youth and Community Gen
Timpsons Limited (Country Park Container Key cutting)	9.00	No vat	9.00	D Card Pd	Country Park	Country Park
Currys (Print cartridges)	45.49	No vat	45.49	D Card Pd	General Administration	Sundry Admin
Microsoft (Microsoft Subscription Volunteer Coordinator)	49.99	10.00	59.99	D Card Pd	MCP Lottery Funded Project	Volunteer Office Costs
Smilers Sand and Stone (Compost and topsoil for Community Garden)	174.00	34.80	208.80	D Card Pd	Youth and Community	Community Garden
<b>BACS</b>						
PortalPlanQuest Limited (CP Planning Fee)	203.33	11.67	215.00	Bacs Paid	MCP Lottery Funded Project	Facilities Planning Fee
D Hayes (Office desk and chair)	95.00	No vat	95.00	Bacs Paid	General Administration	Sundry Admin
Western Bolt and Engineering Supplies Ltd (Leaf blower and hedge cutter)	456.96	91.39	548.35	Bacs Paid	Community Infrastructure Levy	CIL Expenditure



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

### Transfer between accounts

None

### iii) External Auditors Report

Clerk reported that the External Auditors report for the 2023/24 financial year had been received. The reported noted that Section 2, Box for the prior year does not agree to boxes 1+2+3 – (4+5+6) and an adequate explanation has not been provided by the smaller authority.

Clerk explained that as the Parish Council moved from receipt and payments to income and expenditure accounting for the 2023/24 financial year, the box 7 figure of the 202/23 figures was restated as advised in the Practitioners Guide. The rest of the figures for the 2022/23 financial year were not restated. Therefore, the box 7 figure did not agree to the other boxes. Clerk confirmed that all the figures for the 2022/23 financial year will be confirmed when submitting the external audit paperwork next year.

The 2023/24 Audit is now complete, and the relevant notices have been published on the website and noticeboards as required.

### iv) Application for grant funding for school uniform

Application for £200.00 of grant funding to help with the costs of school uniform for two children attending West Monkton Primary School.

School shoes X2 £20 each

School trousers for both X2 £15 each

Tops £15 each

School dresses £20

School jumpers £20 each

School book bag £10 each

P.E shorts £10 each

P.E top £10 each

P.E bag £10 each

School socks £10 each

Total-£220.

Costings obtained from Asda website for items:

School Uniform	Asda Prices	Total for 2 children
School Shoes x 2	£16	£32
School Trousers	£9 - 2 pack	£18
School Polo Shirts	£4 - 2 pack	£16
School Dresses	£12 - 2 pack	£24
School Jumper	£7 -2 pack	£14
School Book Bag	Not needed - 2 at the BACH	
PE shorts	£5 - 2 pack	£5
PE top	£3 - 2 pack	£3
PE bag	not needed as children come into school in their PE kits	
School Socks	£3.50 - 5 pack	£7
		<b>£119</b>

It was resolved to approve the application for grant funding and purchase the items from Asda to pass to the applicant. Proposed by Cllr Gage, seconded by Cllr Cronshaw and agreed with all in favour.

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

The budgeting reports to 30<sup>th</sup> September were shared in advance of the meeting and the contents of the reports were noted.

It was noted that the Audit Working Party would consider the budgeting report in detail at its meeting on 22<sup>nd</sup> October.

### 149/24 Other matters for report only – items for discussion – no decision

Cllr Gage reported that a presentation about the pump track will be provided at the second PC meeting in November. Cllr Gage requested invites for the Village News volunteers for the volunteer evening. Assistant Clerk Community to arrange. Cllr Cavill reported that Create Streets are doing a presentation at a CPRE event on 28th November. Cllr Cavill to circulate the details.

**a) Items for next meeting agenda - by Monday 14<sup>th</sup> October or Monday 4<sup>th</sup> November 2024**

Noted

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

Noted

**150/24 Dates of forthcoming meetings:**

Parish Council:

Second Tuesday in the month (Business focused meeting)

2024: 12th Nov 10th Dec.

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

2024: 22nd Oct 26th Nov.

Audit Working Party: 22nd October 2024 at 9.30am

Annual Parish Meeting: 25th March 2025 at 7pm

BACH Committee 15th October 2024 at 7.30pm

Budget and Precept Working Group: 19th November at 7.30pm

Sports Pitch Committee TBC

Somerset Wood Joint Committee TBC

There being no further business to discussed, the meeting ended at 21.55pm



Signed Chairman:

Date: 22<sup>nd</sup> October 2024