



West Monkton Parish Council

## ADOPTED

Minutes of the Meeting of West Monkton Parish Council held on Tuesday 12<sup>th</sup> November 2024 at 7.00pm.

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

**In attendance:** Mrs A Shepherd, Clerk, Mrs K. Welsh, Assistant Clerk Community, Candy Sully, Volunteer Coordinator, Mr K Perry, Bathpool Flood Warden, Cllr David Fothergill, Somerset Council, Cllr Mike Batsch, Cheddon Fitzpaine Parish Council and 3 members of the public.

### **163/24 To receive any apologies (with reasons), introductions with responsibilities.**

Apologies were received from Cllr Tully.

### **164/24 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.

### **165/24 To adopt the minutes of the Parish Council meeting on 22<sup>nd</sup> October 2024**

The minutes from the Meeting of the Parish Council on 22<sup>nd</sup> October 2024, having been previously circulated, were taken as read. It was resolved to adopt the minutes of the Parish Council meeting on 22<sup>nd</sup> October, proposed by Cllr Cavill, seconded by Cllr Chapman and agreed by show of hands.

### **166/24 To note Clerk's report and Assistant Clerk (Community) report.**

Clerk's Report:

General Admin:

- Catch ups with Jess, Administrative and Events Assistant, Candy, Volunteer Coordinator. Team meetings now taking place weekly.
- Website updates including Country Park page, sports pitches and community events page (new event dates).
- Contacted the Town Council about whether they would like to be involved in the beacon lighting / VE day event at the Country Park in May 2025.
- Responded to Frome Town Council about supporting a CGR of all parish boundaries. Meeting on 23rd October to discuss and agree next steps.
- Requested the Lengthsman:
  - Clear vegetation around bus shelter opposite Thomash Close.
  - Remove tree at the bottom of Mead Way
  - Clear cuttings along CP hedge.
  - Check condition of all noticeboards in the parish and carry out any required remedial works.

Highways

- Liaised with Traffic Management about horse warning signs.
- Meeting with Traffic Management to review the village sign review priorities.
- Followed up SC Highways on CCTV survey of Red Hill culvert. Response awaited.
- Emails SC Highways about large puddle on Monkton Heathfield Road, Milton Hill gully adjacent to bus shelter. Chased response. Response still awaited.
- Requested that the verges on Bridgwater Road in Bathpool are cut during the one way road closure.
- Wrote to Bathpool Chapel about parking / blocking the pavements.

- Wrote to property on Bridgwater Road about vans parked on pavement requesting the hedge is cut to enable sufficient pavement width.
- Email sent to Simon Fox requesting that he facilitate a meeting with Developers / SC Highways about traffic calming measures on Monkton Heathfield Road.

#### Community Review Project

- Drafted introduction and methodology for inclusion in the Report being prepared by the Community Council for Somerset.
- Total of 157 responses to the survey.

#### Finance / Payroll:

- Making payments / placing orders.
- Managing / inputting Accounts using Scribe.
- November payroll (incorporating national pay increase) and finance reports.
- Noting budget / precept considerations for future years.
- Preparing draft budget / precept calculations for discussion at the Budget / Precept meeting on 19th November. List of CIL projects developed for consideration alongside budget / precept.
- Sourced items for Volunteer Coordinator / Country Park Volunteers.
- Booked training for Volunteer Coordinator and purchased required equipment.
- Obtained quotations for Country Park Signage (lottery funded)
- Audit Working Party meeting on 22nd October. Prepared papers and completed notes and actions. Notes included in November finance report for consideration by the Parish Council.
- Sourced leads and stands for speakers for remembrance service.

#### 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

- Instructed Somerset Web Services to develop Maidenbrook Country Park website.
- Lottery Project progress report drafted and discussed at the PC meeting on 22nd October.
- Attended evaluation training, developing an evaluation model for the lottery project (funding included in lottery money).
- 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 finalised. Purchases of plaques have commenced. Log of purchases developed. Jess to support with the issuing of Digital Certificates.

#### Sports Pitches

- Prepared additional documents in response to Sports England comments as agreed at the PC meeting on 8th October.
- Liaised with Stone and Partners about the Highways comments. Persimmon to prepare required swept path analysis to indicate the amendments required to the site plan / submission. Reviewed original planning application / entrance.
- 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 and CSM PC scheduled to take place on 13th November @6pm.

#### BACH:

- Jess supporting with invoices.
- Accounts / scribe updates.
- BACH Committee Meeting took place on 15th October. Papers developed and minutes drafted.
- Next BACH Committee meeting scheduled to take place on 18th February 2025 at 7.30pm.

#### Meetings last 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  
16th October – Meeting with Stone and Partners re Sports Pitches / Highways comments.  
16th October – Community Café cover  
18th October – Meeting with Parishioner about pump track at Sports Pitches  
21st October – Meeting with SC Traffic Management re village sign review.  
22nd October – Audit Working Party Meeting  
22nd October – PC Meeting  
23rd October – Evaluating Projects training  
23rd October – Community Café cover  
23rd October – Meeting with other PCs about CGR for parishes  
24th October – Procurement Training  
25th October – MH1 catch up meeting  
28th October – 1st November – Annual Leave

Meetings this month:

5th November – Agenda run through  
8th November – Remembrance Service at Country Park  
12th November – LCN Highways Working Group Meeting  
12th November – PC Meeting  
13th November – Parish and Town Council SALC Conference  
13th November – MH2 Catch Up Meeting  
16th November – Share Event at BACH  
19th November – Agenda run through meeting  
19th November – Budget / Precept meeting  
26th November – PC Meeting

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
- Started to put together a Communications Plan/Strategy

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
- Updated Local Giving Profile for funding opportunities
- SALC Wellbeing small grant for Hestercombe LCN - Youth

Community Fridge

- Coordinating and managing volunteers, cleaning rotas and pick ups.
- Keeping in touch with volunteers to keep them updated and involved.
- Jess and I resolved issues with bin collection at the shed.

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

- Completing DBS checks for Youth Café volunteers
- Meetings with LCN CYP working groups to discuss grants.
- Meeting with West Monkton Youth Group
- Called into Monkton Wood School to discuss key contact but had no response
- Awaiting updated SALC Wellbeing Grant application forms and guidance for the LNC to apply for small grant to undertake further research about needs of young people within the parish.
- 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.
- Organised 'Spooky Session' over half term which was successful. The young people made pumpkin soup, pumpkin loaf and carved a pumpkin with pumpkins from the community garden.
- Develop risk assessment for Youth Cafe

#### 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.

#### 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 – have a list of attendees, please let me know if you are able to attend.
  - Year 5 Carol Concert at the Community Café – Wednesday 18th December at 3-4pm – Help at this may be required.
  - Round Robin Trailer Music – Friday 20th December at 5pm from BACH – need to establish route.
- 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.
- Booking of bands, toilets etc
- Contact TTC and other parishes re FunFest
- Minutes and spreadsheet preparation for FunFest Minutes
- Planning for Round Robin Trailer Christmas Event
- Invites shared with volunteers for Festive Volunteer Event
- Catering Booked for Festive Volunteer Event

#### 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

1/10/24 Agenda Run Through Meeting  
1/10/24 Hestercombe LCN CYP Working Group Meeting  
1/10/24 West Monkton Youth Group Meeting  
2/10/24 Community Café/Bereavement Group  
2/10/24 Youth Café  
3/10/24 Meeting with Candy Sully at BACH  
3/10/24 Communicating with Community Course – Part 2  
8/10/24 Meeting with Youth Alliance and David Stripp regarding SALC Application  
8/10/24 WMPC Meeting  
9/10/24 Community Café  
9/10/24 Youth Café  
10/10/24 Staff Meeting at BACH  
11/10/24 Meeting with Youth Alliance and David Stripp regarding SALC application  
15/10/24 to 28/10/24 SICKNESS LEAVE  
30/10/24 Spooky Session – Youth Café

### **167/24 Somerset Council report from Cllr Cavill and Cllr David Fothergill**

Cllr Fothergill reported on the following:

**A358 Dualling:** A decision has been made by the Government to shelve the £328 million National Highways upgrade of the A358 between Ilminster and Junction 25 of the M5 at Taunton. Confirmation came as the Chancellor announced a series of measures to balance the Government's books which included cancelling a number of rail and road infrastructure projects. The scheme to build a tunnel on a section of the A303 under Stonehenge was shelved in the summer.

**Winter Fuel Payments:** In a move to safeguard vulnerable older residents, Somerset Council overwhelmingly passed a motion to oppose the Government's changes to the Winter Fuel Allowance. The motion, brought forward by Conservative Leader, David Fothergill called for the government to reconsider its recent decision, which will see millions of pensioners lose vital support for heating this winter. The Council highlighted the vital role that Winter Fuel Payments play in helping Somerset's 110,000 older residents afford heating during the colder months, preventing 'heat or eat' dilemmas. The Council also pledged to raise awareness about Pension Credit uptake to ensure all eligible pensioners in Somerset receive the support they are entitled to and to work with Voluntary Charity Faith and Social Enterprise (VCSFE) partners to ensure a substantial portion of the Household Support Fund, is directed toward helping Somerset pensioners struggling with fuel poverty.

**Wells Christmas Market:** 'Christmas in Wells' will take place on Saturday 14th December, 9am-3pm, in Wells Market Place and on the Bishop's Palace Green featuring over 100 stalls.

**Community Heroes:** Forty-eight Community heroes and organisations from across Somerset have been recognised for their service with a Somerset Council Chair's Award. The awards were presented by the Somerset Council Chair at a ceremony in Taunton Rugby Football Club attended by the nominees and their guests. The award recipients were nominated by their city, town and parish councils in recognition of their outstanding contribution to their communities.

**Recycling:** Somerset Council has been given the green-light to roll out the collection of plastic bags and wrapping to more than 25,000 households. The county has been part of the national FlexCollect trial since May 2023 with around 3,500 residents in Frome having plastic bags and wrapping added to their weekly recycling collection. From October 2024 a further 25,000 residents in and around Wells, Draycott, Frome and Chilcompton will benefit from getting these hard to recycle plastics collected from home.

**Dunball roundabout:** Construction on the multi-million pound Dunball Roundabout (J23) scheme begins on the 11th November. The project will see the roundabout improved with signals introduced and the addition of a 'through about' lane which allows traffic to flow through the middle of it for greater capacity. This will ease peak traffic flow through this crucial route which links the town to Junction 23 of the M5, along with the Gravity Smart Campus in Puriton, site of the Agratas Gigafactory which is set to create 4,000 jobs.

**Winter Gritting:** Highways partner Kier are working to keep roads safe this winter with the gritter fleet ready to head out when freezing temperatures or snow are forecast. Road users need to be ready too for adverse conditions. As the winter season approaches, it is vital that you travel according to the conditions and your vehicle is suitably maintained. You can find out more on driving in adverse weather conditions here, from Somerset Council's Road Safety Team at [www.somersetroadsafety.org](http://www.somersetroadsafety.org) Preparation of the Council's depots, and filling of its salt barns has taken place throughout the summer and the winter team will also be topping up gritting bins across Somerset.

Cllr Cavill reported on the following:

SC Finance – Taunton Nursery closure / sold off. Removal of public open spaces grants, burial grants removal, Brewhouse will go to Taunton Town Council. Public toilets closed unless taken over by Town / Parish Council. There is a small surplus but the sale of assets continues – target £50m this year to balance for redundancy payments.

### Public Question Time

Clerk reported that a member of the public, who is the mum of the parishioner who died in a motorbike accident on Greenway last year, has been in contact to enquire about creating a community remembrance orchard to provide a permanent memorial. Councillors confirmed that they would like the Clerk to investigate the proposal further.

Cllr Cavill reported that he continues to push Somerset Council to carry out gully sucking in the area. Jetting by Cherry Cross is planned.

Cllr Chapman reported that the clothes bank by the Community Fridge is full already, rung and requested emptying.

Clerk reported that there is a consultation about enabling remote attendance and proxy voting at local authority meetings

([https://www.gov.uk/government/consultations/enabling-remote-attendance-and-proxy-voting-at-local-authority-meetings?utm\\_campaign=Chief%2Bexecutive%2527s%2Bbulletin%2B-%2B25%2BOctober%2B2024%2B%2528Special%2Bedition%2529&utm\\_medium=email](https://www.gov.uk/government/consultations/enabling-remote-attendance-and-proxy-voting-at-local-authority-meetings?utm_campaign=Chief%2Bexecutive%2527s%2Bbulletin%2B-%2B25%2BOctober%2B2024%2B%2528Special%2Bedition%2529&utm_medium=email)) The consultation closes on 19<sup>th</sup> December. Clerk reported that the consultation will be added to the agenda for the next meeting to enable a response to the consultation to be agreed.

### 168/24 Planning

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

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

48/24/0049/LB - Various external and internal alterations to the Potting Shed at Coombe Mill Farm, Coombe Lane, West Monkton  
The Parish Council supports the granting of permission.

*Cllr Cavill declared a prejudicial interest and left the meeting at 7.30pm*

48/24/0050/CQ – Application for prior approval for proposed change of use from agricultural building into 7 No. dwelling houses (Class 3) and associated building operations at Hill Farm, Hill Farm Road, West Monkton.  
The Parish Council is satisfied that the proposal meets the requirements of Class Q and that the buildings included in the proposal have been used as agricultural buildings.

*Cllr Cavill rejoined the meeting at 7.40pm.*

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

Noted

### 169/24 Community Update:

Clerk reported that CSMPC had made a request to borrow the small marquee for a Christmas Fayre on 6<sup>th</sup> December. The request was approved with the caveat that CSMPC would be responsible for the marquee and any damage to it that might occur during its use. Cllrs agreed to help to put up the marquee.

#### a) Approval of submission of SALC Health and Wellbeing Small Grant application for the LCN CYP Working Group to carry out research to establish the needs of young people across the LCN area.

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Assistant Clerk Community provided an overview of the seed grant application that had been drafted on behalf of the LCN CYP Working Group to carry out research to establish the needs of young people across the LCN area. The Parish Council resolved to approve the submission of the application to SALC for funding of up to £1860.00. Proposed by Cllr Besley, seconded by Cllr Gage and agreed with all in favour.

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

Assistant Clerk Community confirmed that the Christmas Trailer event will now take place on Friday 20<sup>th</sup> December. The route for the trailer around the community was discussed and stops agreed. Assistant Clerk Community to develop a schedule. Mince pies, hot chocolate and mulled wine will be given out to the Community on the route.

#### **c) Somerset Day.**

Clerk summarised information that has been received about Somerset Day that encourages local communities to hold events like a picnic on the weekend of 10<sup>th</sup> and 11<sup>th</sup> May. It was agreed to hold an event on 10<sup>th</sup> May at the Country Park. Assistant Clerk Community to develop some plans.

#### **d) Events Working Group proposal.**

Clerk outlined a proposal to create an Events Working Group made up of Cllrs, Officers and Community Volunteers to discuss the detail of upcoming planned events. The Working Group would provide a report to the Parish Council. It was noted that this would save time discussing the details of events at Parish Council meetings.

It was resolved to create an Events Working Group to include Cllrs Cavill, Besley, Haskins. Cllr Mike Batsch and Clerk from CFPC, Assistant Clerk Community and the Volunteer Community. Assistant Clerk Community to also put a call out to the Community for any volunteers who would like to be part of the group. Proposed by Cllr Cavill, seconded by Cllr Munson and agreed with all in favour.

Assistant Clerk Community raised the need for event planning software. Assistant Clerk Community and Clerk to research the software and report back to the Parish Council.

### **170/24 Assets**

#### **a) Country Park and Somerset Wood**

The logo options for the Country Park and Somerset Wood were shared on screen at the meeting.

A discussion took place.

Cllr Mike Batsch provided feedback on the logo options from Cheddon Fitzpaine Parish Council.

It was agreed to select logo option 2E.

Clerk outlined items needed for the Country Park including tree stakes, guards and disinfectant to the value of approximately £200.00. Clerk confirmed that this would be funded from the Country Park budget line.

It was resolved to authorise this expenditure, proposed by Cllr Munson, seconded by Cllr Chapmain and agreed with all in favour.

Information about the proposed improvements to existing memorials and additional WW2 and Wrens Memorials was shared at the meeting and discussed.

It was noted that CFPC hadn't discussed the proposals at its November meeting and they would therefore need to discuss the proposals at their next meeting.

It was agreed to proceed with the memorials in principle but that more detailed designs were needed for the WW2 and Wrens Memorial.

Clerk outlined a proposal to develop a document confirming the governance arrangements in respect of the Country Park and Somerset Wood, which would also confirm the roles and responsibilities of officers.

It was agreed that the Clerk would develop a document confirming arrangements in consultation with Cllrs Cavill and Haskins, the Volunteer Coordinator and Cllr Mike Batsch, CFPC. The document would then be considered by both Parish Councils for approval. Cllr Gage asked if there was news on the sycamore tree application. Assistant Clerk Community to chase.

### **171/24 Projects**

#### **a) MH1 POS; transfer document update / feedback from catch up meetings.**

Clerk reported that catch up meetings have been taking place with Persimmon and a further meeting is scheduled to take place on 21st November.

A start date from the play park remedials contractor is awaited. It will be confirmed when the replacement equipment has been received. The hedge cutting is expected to take place in January. Clerk to liaise with the owner of the garage on Brittons Ash about movement of cars so that the adjacent hedge can be cut.

The amended transfer document with additional / amended clauses still awaited. Clerk to chase Persimmon's legal team.

#### **b) Poppy of Honour Fundraising update.**

Cllr Cronshaw provided an update on fundraising efforts including plaque purchases. A proposed digital certificate was shared on the screen and discussed.

Amendments to the certificate were agreed including the inclusion of reference to the Poppy of Honour being a National Memorial. Cllr Cronshaw provided an update on the contact she is making with Parish Councils, businesses, Somerset Councillors and MPs about the plaques, the generic emails that have been sent are being followed up by personalised ones. A database logging the emails sent is in place. Cllr Cronshaw also provided an overview of a possible ticketed black tie event.

Cllr Cronshaw requested support with her fundraising efforts.

A member of the public offered his support as he has Royal Marine contacts and Cllr Fothergill requested the information to send to all Somerset Cllrs.

The following was agreed:

- A Working Party to help with the fundraising efforts is needed. Clerk to add an item to the agenda for the next meeting and Cllrs to bring details of volunteers / members of the community who may want to join the working group.
- Admin and Events Assistant to develop a list of businesses that make be able to provide raffle prizes / items to auction.
- Flyers / card reader / collection bucket to be available at the Christmas Trailer event.
- Enquiries to be made about having stands at County Shows etc that are planned over the summer.

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

Clerk reported that Persimmon have looked at the swept path for access to the sports pitches following Somerset Council Highways comments on the planning application. Persimmon have confirmed that the access road was incorrectly designed with a 5.4m width rather than 6m. The designs are being amended. This should provide sufficient width for coaches accessing the sports pitch site. Clerk also confirmed that there is an obligation to provide a turning circle at the end of the track for Wessex Water to access the attenuation pond, if this is incorporated it will provide the turning requirement for emergency vehicles near the pavilion. Clerk confirmed that Stone and Partners had confirmed that there is sufficient space on the site to add the turning circle without impacting on other proposed elements including the pump track.

Persimmon have confirmed that the access and utility connections work is scheduled to commence in the second week of January. Cllr Gage requested an update in relation to the water logging issue at the sports pitches. Clerk to follow up with the contractor.

### **172/24 Highways**

#### **a) Feedback from Village Sign Review meeting.**

Clerk provided a summary of the meeting with Traffic Management that took place in October to discuss the Village Sign Review priorities. During the meeting the following items were discussed / agreed:

- Locations for the 'Welcome to' signs at Yallands Hill and on Milton Hill were discussed and proposed. Kate Brown to now visit the proposed sites to ensure they meet the requirements and to confirm SCs permission to proceed. Kate Brown confirmed after the meeting at advertising consent for the signs is not required. It was agreed not to proceed with 'Welcome to' signs proposed around MH2 until the proposals for MH2 are clearer.
- Improvements to roundabout signage including that on the WRR to remove the directional signage to Monkton Heathfield through Milton Hill, adding a directional sign to the roundabout sign from CSM, and removing the directional sign to Monkton Heathfield on the Milton Hill traffic island were discussed. Kate Brown to visit and review.
- Permanent signage directing through traffic along the relief roads was discussed. Kate Brown to review the proposed locations and review the current position with Andy Coupe.
- Kate Brown to review the ability to add additional 20mph signage on Monkton Heathfield Road including roundels on the road. The regulations only permit signage to be repeated every 250m. The signs at the entrance to the 20mph speed limit will also be illuminated as required.
- The traffic calming measures needed on Monkton Heathfield Road were discussed including the need for a more strategic approach to the measures to mitigate the impact of MH1, MH2 and Hartnells developments. Kate Brown confirmed that she would raise this issue with Andy Coupe and Jon Fellingham and find out the current status.

#### **b) Monkton Heathfield Road Traffic Calming update.**

Cllr Cavill confirmed that he had not received a response from Jon Fellingham following the request for a meeting to discuss traffic calming measures.



**c) Roadside drainage; to discuss email correspondence from MPs caseworker.**

The email correspondence received from the MPs case worker about the drainage issues affecting Pigeon Cottage was discussed. Cllr Cavill reported that he had replied to confirm the work that has taken place and that any further works would likely to be costly and the SRA grant funding was unlikely to be available due to a residential property not being at risk of flooding.

Clerk reported that she had received an email from the SRA, that had been sent to all Parish Councils advising of the launch of a Community Flood Action Fund on 10<sup>th</sup> December. The email encourages grant applications from Parish Council for schemes aimed at reducing flooding in communities.

Clerk to add an item to the agenda for the next meeting to discuss possible schemes that could form part of an application to the Fund.

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

Clerk confirmed that there was no progress to report.

**173/24 Reports, including recent developments, matters to consider and decisions to be made:**

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

Mr Perry reported that October saw 133mm of rain, 30mm more than last year. The rate of the rainfall causes the issue as it quickly cascades through the streams and into rivers. The Old River Tone came up by over 2 metres in a short space of time. The catchment was on flood alert three times. The pump was switched on and it was successful in preventing homes from being flooded – flooding was only experienced in the gardens of some Bridgwater Road properties. In total the pump was on for 86 hours. There were two incidences of sewer discharge in Acacia Gardens during the month. Wessex Water have since cleared up. Mr Perry confirmed that he had received a phonecall from Wessex Water following the questions about sewerage issues that he raised at the Wessex Water drop in event. Wessex Water did confirm during the telephone conversation that there are plans to upgrade the pumping station in Hyde Lane but no details of what was proposed or when it would be delivered were provided. The Environment Agency have confirmed that the parts are on order to repair one of the night vision cameras at the flap gates. The problem with the camera is apparently a national one.

November has started very dry, only 2mm of rain locally, 3.5mm nationally which equates to only 3% of the long term average for November. The relief pump still in place and has not been taken away by the Environment Agency.

**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 1348
- 15.7K post reach
- Posts added sharing news items that are added to the website.

Monkton Matters

- Page likes / followers now at 493
- 23 new articles added in October
- Articles on Monkton Matters being shared on Monkton Matters Facebook page to pull users to the website.
- 6.3k post reach
- Business directory has details of 27 businesses so far.

Community Fridge/Community Garden Facebook Page:

- Page likes /followers 1183
- 1000 post reach

Village News Contribution

- Developed by the Clerk's

Noticeboard Updates

- Updated noticeboards

Kate Welsh, 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.

**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 held an emergency meeting to discuss water meters and that sadly, one of the occupants had passed away.

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

Cllr Cavill reported that he attended the town centre Remembrance service.

Cllr Munson reported that he attended the Garden Town Advisory Board meeting. Cllr Munson provided a summary of the items discussed.

**g) Consultations.**

Clerk outlined two consultations:

Division Boundaries for Somerset Council: <https://www.lgbce.org.uk/all-reviews/somerset>

Somerset Local Plan: City Town and Parish Councils Engagement Activity 1

<https://somersetcouncil.citizenspace.com/planning/bf1957bd> (Closing date 30th November)

It was agreed that the consultations would be discussed at the next meeting to agree a response.

**174/24 Finance**

**a) Finance Report**

**i. Consideration of quotes including quote for printer, country park signage, newsletter distribution.**

Office Printer:

Quote 1:

[https://www.printerbase.co.uk/brother-mfc-i5740dw-a3-colour-multifunction-inkjet-printer.html?msclkid=e597be8ddfe11d536baed9852deca7b5&utm\\_source=bing&utm\\_medium=cpc&utm\\_campaign=PMax%3A%20Shopping%20%7C%20Catch-all&utm\\_term=2332064163008765&utm\\_content=Catch%20All](https://www.printerbase.co.uk/brother-mfc-i5740dw-a3-colour-multifunction-inkjet-printer.html?msclkid=e597be8ddfe11d536baed9852deca7b5&utm_source=bing&utm_medium=cpc&utm_campaign=PMax%3A%20Shopping%20%7C%20Catch-all&utm_term=2332064163008765&utm_content=Catch%20All)

Quote 2:

<https://www.currys.co.uk/products/brother-mfcj5740dw-allinone-wireless-a3-inkjet-printer-with-fax-10241328.html>

Quote 3:

<https://store.brother.co.uk/catalogs/brotheruk/devices/inkjet/mfcj/mfcj5740dw>

Alternative option – Managed Print Service

Invited quotation from Inception Printing Service and Key Digital.

Key Digital have provided a quotation with two printer options:

Option 1:

Lease rental - £47.00 per month and £25.50 per month for service and support – total: £72.50 per month for 5 years.

Option 2:

Lease rental - £61.00 per month and £33.00 per month for service and support – total: £94.00 per month for 5 years.

A discussion took place about the quantity of printing and whether a managed print service was needed. It was agreed that a managed print service wasn't needed but that a better quality printer was needed than the Brother printer option. It was resolved to authorize the Clerk to spend up to £1000 on a printer, preferably a printer with refillable ink tanks to reduce the running costs.

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

Printing / Delivery of a Leaflet in Parish

Royal Mail

Up to A4 letter size including printing: £1829.49

Sharpcat

Printing / envelopes and postage: £3523.72

Funding secured for Youth Café can be used to cover this cost.

Resolution to proceed with the printing / delivery of a leaflet to the parish with Royal Mail. Proposed by Cllr Munson, seconded by Cllr Besley and agreed with all in favour.

Country Park Signage (lottery funded)

Landmark:

Entrance Signs:

Design (including map design / sketch for inclusion on website): £2550.00

Supply: £1083.20 x 5: £5416.00 plus customisation (£1200.60: £6616.60.

Information signs:

Design (three separate designs): £1500.00

Supply: £900.60 x 3: £2701.80

Carriage: £295.00

Colour Brown, Material Recycled Plastic

Total for 5 entrance signs and 3 information signs: £13663.40 + VAT = £16396.08

Shelly Signs:

Entrance signs

Design entrance sign including map

A0: 840.00

To supply 5 entrance sign

A0 £4625.00

Additional cost per header panel if required

A0: £390.00

Information Signs:

Design (three separate designs)

A1: £1140.00

To supply three information signs:

A1: £2490.00

Total for 5 entrance signs (with header panels) (A0) and 3 information signs (A1): £11045.00 + VAT =£13254.00.

Fitzpatrick Woolmer

Entrance Signs:

Design (one design for all five signs)

A0: £1036.00 + VAT

A1: £1006.00 + VAT

To supply five entrance signs:

A0 (semi-seasoned oak) - £8295.00 + VAT

A1 (Recycled plastic) - £4660.00 + VAT

Information Signs:

Design (three separate designs)

A1: £2133.00 + VAT

To supply three information signs (recycled plastic):

A1: £2244.00 + VAT

Total for 5 entrance signs (A0) (Oak) and 3 information signs (A1): £13708 + VAT =£16449.60. Plus delivery of £467.00 +VAT.

Lottery funding to design, supply and install: £11816.21

It was resolved to accept the quotation provided by Shelley Signs for the design and development of the Country Park signage. Proposed by Cllr Gage, seconded by Cllr Munson and agreed with all in favour.

- Insulate roof at Village Hall, under discussion, waiting for further info and description of grant chasing efforts from Village Hall Management committee. Info sent , with link to site, to VH committee from Rural Grants Directory section on Village Halls.

- Farriers Green Rear Entrance - Somerset Council have agreed that the Parish Council can obtain quotes for the work to the Farriers Green rear entrance. In the process of obtaining quotes for consideration at the next meeting.

## 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)	£20.75
Nationwide (Monthly)	£146.79
PSDF (Monthly)	£2264.66
Somerset West Lottery (Community Fridge)	£25.00
Somerset Council (CIL Contribution – Kildare, Sidbrook)	£8012.30
Paydough (Poppy of Honour Plaque)	£25.00
HMRC (VAT reclaim (Q2))	£2916.80
Somerset CAG (Youth Café Grant)	£100.00

### Payments

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
<b>To authorise payment of:</b>						
Employee pension contributions	249.85	No vat	249.85	d-d	Salaries and expenses	Pension
	48.59	No vat	48.59	d-d	MCP Lottery Funded Project	Volunteer Coordinator
Employer contributions	187.39	No vat	187.39	d-d	Salaries and expenses	Pension
	36.45	No vat	36.45	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	1730.59	No vat	1730.59	bacs	Salaries and expenses	Salaries
	54.94	No vat	54.94	Bacs	MCP Lottery Funded Project	Volunteer Coordinator
A Shepherd homeworkers allowance	27.00	No vat	27.00	Bacs	Salaries and expenses	Expenses

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
K Welsh homeworkers allowance	27.00	No vat	27.00	Bacs	Salaries and expenses	Expenses
S Rolls Lengthsman services	90.00	No vat	90.00	Bacs	Environmental / Open Spaces	Lengthsman
Business all about you Climate Initiative PR WMPC 46	250.00	No vat	250.00	Bacs	Environmental / Open Spaces	Environment / Community
QSSIT regular maintenance / monthly sub	42.40	8.48	50.88	bacs	IT and Communications	IT and Communications
QSS IT Technical Support	23.80	4.76	28.56	Bacs	IT and Communications	IT and Communications
QSS IT Security Annual Subscriptions	74.97	14.99	89.96	Bacs	IT and Communications	IT and Communications
Expenses claim A Shepherd (Travel)	24.30	No vat	24.30	Bacs	Salary and expenses	Expenses
(Community Café Expenses)	6.30	No vat	6.30	Bacs	BACH	Community Events / Initiatives
(Postage)	2.55	No vat	2.55	Bacs	General Administration	Sundry Admin
Expense claim K Welsh (Travel)	75.60	No vat	75.60	Bacs	Salary and expenses	Expenses
Expense claim K Welsh (Community Café expenses)	34.72	No vat	34.72	Bacs	BACH	Community Events / Initiatives
Viking (Stationery)	16.99	3.40	20.39	Bacs	General Administration	Sundry Admin
Mowgate (Hedge Cutting Country Park)	550.00	110.00	660.00	Bacs	Country Park	Country Park
Somerset Council (Dog bin emptying Q2)	711.62	142.33	853.95	Bacs	Environmental / Open Spaces	Open Space Maintenance
(Grass cutting Q2)	85.36	17.07	102.43	Bacs		
Wybone Limited (bins x 3)	1044.97	208.99	1253.96	Bacs	Environmental / Open Spaces	Open Space Maintenance
LBS Training and Assessing Limited (Strimmer Training Volunteer Coordinator)	225.00	45.00	270.00	Bacs	MCP Lottery Funded Project	Volunteer Training
Signs Express (signs for CP for pond)	63.00	12.60	75.60	Bacs	Country Park	Country Park
Burial Ground maintenance contribution	1840.00	No vat	1840.00	Bacs	Burial Ground	Burial Ground Maintenance
Jo Pearson (Reimbursement for remembrance wreaths and crosses)	130.00	No vat	130.00	Bacs	Country Park	Country Park
W.S Plumbing and Heating Services (Tap repair at BACH)	157.76	No vat	157.76	Bacs	BACH	Hall Maintenance
Symonds and Sampson (Market Appraisal of land at Bathpool)	1040.80	208.16	1248.96	Bacs	Community Infrastructure Levy	CIL Expenditure
Heathfield Window Cleaning Services	15.00	No vat	15.00	Bacs	BACH	Cleaning Services
Brian Keal (Post reimbursement for Country Park)	31.15	No vat	31.15	Bacs	Country Park	Country Park
S Paul (Trumpet Player - Remembrance Service)	75.00	No vat	75.00	Bacs	Country Park	Country Park
Expenses Claim A Chapman (Padlock for clothes bank)	14.99	No vat	14.99	Bacs	Youth and Community	Community Fridge
<b>To note payment of:</b>						
Direct Debit						

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
Invoice Tailored Auto Enrolment 12925 29/10/2024 (Pension administration)	12.00	2.40	14.40	DD PAID	Salary and Expenses	Pension
Invoice SWS 115821 2/11/2024 maintain gsuite	108.00	21.60	129.60	DD PAID	IT and Communications	IT and Communications
Invoice SWS 115735 20/10/2024 Hosting monthly plan	60.00	12.00	72.00	DD PAID	IT and Communications	IT and Communications
Invoice SWS 115711 web-lite hosting (MM) and standard mailbox 20/10/2024	30.00	6.00	36.00	DD PAID	IT and Communications	IT and Communications
Invoice SWS 115829 5/11/2024 Cookie Compliance System	85.00	17.00	102.00	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)	12.10	No vat	12.10	DD PAID	Youth and Community	Community Events
<b>Debit Card</b>						
Asda (School Uniform Young People Grant)	125.50	No vat	125.50	Deb Card	BACH	Sponsorship of Young People
Mutts Butts (Bags for Dog Poo Bag Dispensers)	19.13	3.82	22.95	Deb Card	Environmental / Open Spaces	Open Space Maintenance
Amazon (Volunteer uniform / jackets)	85.55	17.11	102.66	Deb Card	MCP Lottery Funded Project	Volunteer Uniforms / Jackets
Amazon (Community fridge cleaning)	6.66	1.33	7.99	Deb Card	Youth and Community	Community Fridge
(Print cartridge)	12.06	2.42	14.48	Deb Card	General Administration	Sundry Admin
(Equipment for volunteers)	27.02	5.41	32.43	Deb Card	MCP Lottery Funded Project	Volunteer Costs
Ebay (Event speakers wire and stands)	119.45	No vat	119.45	Deb Card	Youth and Community	Community Events
Amazon (Calendar Whiteboard)	28.32	5.66	33.98	Deb Card	General Administration	Sundry Admin
(Bin stickers)	6.21	1.26	7.47	Deb Card	Youth and Community	Community Fridge
<b>BACS</b>						
Somerset Web Services (Country Park Website build)	320.00	64.00	384.00	Bacs Paid	MCP Lottery Funded Project	Accessibility – Marketing/Coms
PCC West Monkton (Grant for boiler replacement)	£1000.00	No vat	£1000.00	Bacs Paid	Grants	Social and Wellbeing Grant
	£2000.00	No vat	£2000.00	Bacs Paid	Grants	Climate Grant
	£7000.00	No vat	£7000.00	Bacs Paid	Community Infrastructure Levy	CIL Expenditure

Any other invoices received before the next meeting will be added. Payments by bacs wherever possible.  
It was resolved to authorise payments and note payments made during the month described above.

#### Transfer between accounts

£125.50 from BACH Treasurer Account to PC Lloyds Treasurer Account (School Uniform Young People Grant)  
£25.00 from PC Lloyds Treasurer Account to Poppy of Honour / Somerset Wood Account (Plaque purchase) and ongoing plaque purchase amounts received.

### iii. Application for grant funding for educational advancement and welfare of young people.

Application received for grant funding for young person who attends Monkton Wood Academy to attend a school trip to Paris. Total cost of school trip is £670.00. Application is for £500.00.

Application was not accompanied by a letter of recommendation from the school.

It was agreed to request the applicant to forward a letter of recommendation from the school. When this is received the application will be considered again.

### iv. Notes and Recommendations of the Audit Working Party from meeting on 22nd October 2024.

#### AUDIT WORKING PARTY

Meeting Tuesday 22nd October 2024 at 9.30am via Zoom

#### NOTES

Supporting documents were circulated to all participants prior to the meeting.

Present: Cllrs Haskins, Munson and Gage and Clerk A Shepherd.

#### 1. Apologies

No apologies were received.

#### 2. Report of the first quarter meeting in July to be approved.

The notes were approved. Clerk confirmed that the notes were included in the August Parish Council Finance Report and the recommendations of the Audit Working Party were considered.

#### 3. To confirm second quarter bank reconciliation.

A detailed bank reconciliation for the second quarter and copies of the bank statements were circulated in advance of the meeting and the bank reconciliation was approved. The bank reconciliation confirms a balance of £856614.01 across the PC bank accounts at 30th September 2024.

Clerk to ensure that passwords required to access any of the bank statements are confirmed when the statements are circulated.

A discussion took place about interest rates on the bank accounts.

*The Audit Working Party recommended to the Parish Council that a sum be transferred from the Lloyds Treasurer Account to the Lloyds Instant Access Account so that it receives some interest.*

#### 4. To review the budgeting and reserves report to 30th September for budget compliance and make recommendations to the Parish Council.

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

Clerk advised that following discussion at the last meeting, budget forecasts for costs codes had been added to Scribe but a report summarising the forecasts didn't appear to be available. Clerk to enquire with Scribe.

The following queries / actions were discussed and agreed:

- Burial Ground Cost Centre – it was noted that the grant has not been received from Somerset Council. This will mean that if the Parish Council makes a contribution towards burial ground maintenance, the cost centre will be at a deficit of £400.00. *The Audit Working Party recommended that this is considered by the Parish Council prior to approving payment of the Burial Ground Maintenance Contribution. Burial Grant receipt also to be removed for the 2025/26 budget.*
- General Administration Cost Centre, Audit Fees cost code will be overspent following the External Auditors bill. *The Audit Working Party recommended that £415.00 is transferred from the Social and Wellbeing Grant cost code to the Audit Fees cost code. Clerk to check the audit fee bands to ensure a sufficient amount is budgeted in 2025/26 for Audit Fees.*
- General Administration Cost Centre, Subscriptions and Affiliations. It was noted that sufficient money is included for this cost centre this year but Cllr Haskins advised that there will be an increase and an amended method of how the SALC affiliation fee is calculated for 2025/26. This information should be received prior to the 2025/26 budget / precept discussions. Clerk to reflect this in the budget for 2025/26.
- Environmental and Open Spaces Cost Centre, Off Carriageway Highway Maintenance and Public Open Space Maintenance cost codes. It was noted that these cost codes are very underspent. A discussion followed about the work of

the Lengthsman and other works required in the Parish, for example Bridgwater Road from Brittons Ash to the Bus Gate. *The Audit Working Party recommended that the Clerk obtain some quotes from contractors for the clearance of this area for consideration at the next Parish Council meeting. Clerk to also liaise with the Lengthsman about his list of jobs that he has with a view to identifying some that other contractors could provide quotes to complete.*

5. To confirm second quarter VAT reclaim.

The VAT reclaimed in the second quarter was £2916.80, payment has been received.

6. To review CIL spend and review remaining funds

A document summarising CIL spend and the amount of CIL money remaining was circulated in advance of the meeting. The document was summarised, discussed and the current position noted.

It was noted that £262380.79 of CIL money is held.

*It was recommended that a plan / list of projects that CIL money is required for should be developed and should be available for discussion at the Budget / Precept Working Group meeting in November.*

7. Grant Applications

It was noted that second window for grant applications (from 1st September to 15th October) has closed and no applications have been received.

It was noted that an application for funding has been received from St Augustines Church to enable improvements to the church so that it can become a community hub. Clerk advised that there is some money available in the Grants cost centre (£3085.00) but it is likely that the amount needed by the Church is greater than this amount and may need to be funded from CIL. Clerk confirmed that the application was on the agenda for the Parish Council meeting for consideration.

8. To consider any other financial matters brought to the attention of the RFO before the meeting.

Clerk confirmed that no other financial matters had been brought to her attention.

9. Date of next meeting Friday 17th January 2025 at 9.30am via zoom.

Meeting finished at 10.40am.

Resolution to accept the recommendations of the Audit Working Party.

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

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

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

#### **175/24 Other matters for report only – items for discussion – no decision**

Cllr Gage asked if the pump track presentation will be on the agenda for the next meeting. Clerk confirmed that it would be.

Cllr Cavill reported that the Church has ordered a new boiler and that it is expected to be installed by Christmas.

#### **a) Items for next meeting agenda - by Monday 18<sup>th</sup> November 2024 or Monday 2<sup>nd</sup> December 2024**

Noted

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

Noted

#### **176/24 Dates of forthcoming meetings:**

Parish Council:

Second Tuesday in the month (Business focused meeting)

2024: 10th Dec.

2025: 14th Jan, 11th Feb, 11th Mar, 8th Apr, 13th May, 10th Jun, 8th Jul, 12th Aug, 9th Sept, 14th Oct, 11th Nov, 9th Dec.

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

2024: 26th Nov.

2025: 28th Jan, 25th Feb, 22nd Apr, 27th May, 24th Jun, 22nd Jul, 23rd Sept, 28th Oct, 25th Nov.

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Audit Working Party: 17th January 2025  
Annual Parish Meeting: 25th March 2025 at 7pm  
BACH Committee 18th February 2025 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 22.04pm



Signed Chairman:

Date: 26<sup>th</sup> November 2024