



West Monkton Parish Council

ADOPTED

Minutes of the Meeting of West Monkton Parish Council held on Tuesday 11th February 2025 at 7.00pm.

Present: Cllrs Besley, Cavill, Chapman, Cronshaw (from 7.06pm), Ellis, Gage, Haskins and Tully (from 7.40pm).

In attendance: Mrs A Shepherd, Clerk, Mrs K. Welsh, Assistant Clerk Community, Mr K Perry, Bathpool Flood Warden, Cllr David Fothergill, Somerset Councillor and 4 members of the public.

228/24 To receive any apologies (with reasons), introductions with responsibilities.

Apologies were received from Cllr Munson and Cllr Cronshaw and Tully (who arrived once the meeting had commenced).

229/24 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.

230/24 To adopt the minutes of the Parish Council meeting on 28th January 2025

The minutes from the Meeting of the Parish Council on 28th January, having been previously circulated, were taken as read. Subject to an amendment to add 'Road' to 'Bridgwater Pitch' on page one, public question time, it was resolved to adopt the minutes of the Parish Council meeting on 28th January, proposed by Cllr Cavill, seconded by Cllr Besley and agreed by show of hands.

231/24 To note Clerk's report and Assistant Clerk (Community) report.

Clerk's Report:

General Admin:

- Catch ups with Jess, Administrative and Events Assistant, Kate, Assistant Clerk Community and Candy, Volunteer Coordinator and weekly team meetings.
- Review of Strategic Plan and Annual Report development.
- Allotment renewals including meeting new allotment holders.
- Somerset Council Divisional Boundaries consultation response developed and submitted.
- Website updates.
- SRA grant funding application – commenced draft.
- Helped community café.

Highways

- Submitted grant application to Avon and Somerset Police to cover cost of two new SID's
- Confirmed feasibility option with Somerset Council for Yallands Hill Crossing Point proposal.
- Chased chapter 8 certificates for Cllr Besley and Cllr Haskins following completion of training in November – now received.

Community Review Project

- Steering Group meeting on 9th January – agenda, prep and notes.
- Drafted Action Plan, circulated to steering group for comments and submitted to CCS.
- Included information about local facilities and emergency resilience equipment in next edition of village news to respond to the survey responses about cafes, post office facilities and available emergency equipment.
- Feedback from CCS awaited on Action Plan, then there will be a final training session for the Steering Group about fundraising and grant applications.

Finance / Payroll:

- Making payments / placing orders.
- Managing / inputting Accounts using Scribe.
- February payroll and finance reports.

- Obtaining quotes for inclusion in February finance report including noticeboard, dropped kerb, online meeting audio equipment, event insurance, planters etc.
- Reviewed spend against budget to identify options for WW2 and Falklands memorials funding.
- Quarter 3 bank reconciliation, VAT refund claim, £500 spend report.
- VAT registration requirements research.
- Submitted precept request form to Somerset Council.
- Various orders placed and deliveries accepted.
- Audit Working Party meeting on 17th January – agenda, prep and notes / actions.

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

- Working with Somerset Web Services and Volunteer Coordinator on the development of the Country Park website.
- Ride on lawn mower training arrangements.
- Poppy of Honour summary for Secretary General finalised and submitted. Acknowledgement received.
- Lottery project evaluation report updates.
- Liaised with sign company, entrance sign design received, circulated to Cllr Cavill, Haskins and Volunteer Coordinator – fed back suggested amendments for final draft to be provided. On agenda for approval.
- Grant application for CIL funding completed and submitted to Taunton Town Council – meeting to discuss the application took place on 4th February.
- Lottery Project progress report covering progress in the December and January prepared, circulated and discussed at the PC meeting on 28th January.
- Logged purchase of Poppy of Honour plaques and issued invoices where required.
- Responded to Landscape Officers comments re tree planting at the Country Park. Information to satisfy the comments has now been submitted by Reed Holland.

Sports Pitches

- Awaiting determination of the planning application. Followed up with Planning Officer.
- Road access works expected to commence in February.

MH1

- Catch up meeting with Persimmon, liaised with Persimmon and Solicitor regarding Transfer Document and play park remedials and other outstanding actions. Chased transfer document from Persimmon. Reviewed document received and fed back that it was the incorrect version.
- Attended meeting between Pavilion Gardens and First Port representative.

MH2

- Prepared slides for LCN Meeting about MH2 and highways impact of proposals.
- Gathering availability for further catch up meeting with CSM / Planning Officer / Developer.

BACH:

- Jess supporting with invoices.
- Accounts / scribe updates.
- Orders / cleaning supplies.
- Completed and submitted forms to Nationwide to open account for funds from 1 year savings account.
- Welcome screen kept up to date and monthly condition checks completed.
- Next BACH Committee meeting scheduled to take place on 18th February 2025 at 7.30pm.

Meetings last month:

7th January – Agenda run through meeting
 7th January – Country Park volunteers meeting
 9th January – MH1 catch up meeting
 9th January – Community Review Steering Group meeting
 14th January – PC Meeting
 15th January – LGR Session
 17th January – Audit Working Party Meeting
 20th January – Agenda run through meeting
 21st January – Community Cafe
 22nd January – LCN Meeting to include item on MH2
 23rd January – MH1 catch up meeting

23rd January – Events Working Group Meeting
24th – 27th January – Annual Leave
28th January – PC Meeting

Meetings this month:

4th February – Agenda run through meeting
4th February – TTC meeting re CIL funding application
6th February – Safeguarding training
10th February – Annual Leave
11th February – PC meeting
17th February -Annual Leave
18th February – Agenda run through meeting
18th February – BACH Committee Meeting
20th February- Events Working Group Meeting
21st February – Annual Leave
25th February – PC meeting
26th February – Risk Management Training

Assistant Clerk's Report:

Community - General

- Responded to enquiries/requests via Facebook and email to those in the community.
- Responding to messages on social media
- Safeguarding Training – prepared and organised dates for safeguarding training
- First Aid Training – organised First Aid Training with Somerset Adventures for 28th April 2025
- Created a poster with all the local coffee shops/cafes and coffee mornings/community cafes as well a poster sharing where cash points and parcel stops. This was completed following the Community Review Survey responses.
- Added details for community to the Village News for March/April

Grant Funding

- Applied for Funding for Food Resilience Grant for the Summer Food Project this coming summer
- Taunton Town Council Grant Scheme – to reapply in April/awaiting result from application for CIL funding
- SALC Wellbeing seed funding grant for Hestercombe LCN – Youth – We have been awarded this grant for consultations with young people in preparation for larger SALC funding.

Community Fridge

- Coordinating and managing volunteers, cleaning rotas and pick ups.
- Keeping in touch with volunteers to keep them updated and involved.

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. The team have repaired over 30 items since the spring and the group has a steady number of customers.
- Rev Jim Cox runs the Bereavement group on the first Wednesday of each month.
- Met with Rev Jim Cox and Kate to review our bereavement group. Decided on change of name to 'Loss and Bereavement Drop-In Café', they have asked for some training and have requested some comfortable chairs for their group. They have also asked for some leaflets for signposting those that attend the group and these have been made as well as a sign for the door.

Youth Work

- Meetings with LCN CYP working groups to discuss survey and plans for consultations.
- Encouraged and supported young people at the Youth Café to complete LCN Youth Survey
- Contacted Monkton Wood Academy to push for them to share the LCN Youth Survey which was posted on the pupil social media Instagram page.
- Contacted West Monkton Primary School Year 6 teachers directly to ask pupils to complete LCN Youth Survey.
- Youth Café continues to be busy on a Wednesday after school and is open until 5.30pm. We have an influx of young people straight from school and all those waiting for the school bus (Approximately 30-40 young people). We then have a regular group of young people who stay for activities (Approximately 20 young people)
- Developing risk assessment for Youth Café
- Supporting Mandy Cooper (Youth Café Volunteer) to complete her Level 2 in Youth Work, she has worked really hard and I have received positive feedback from the tutor who is running the course.

- Employed new Youth Volunteer, Mary Onkem, who has been DBS checked and she is planning to support us following losing one of our other café volunteers.

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
- Respond to queries and request for support from Community Gardeners.
- Tony Brown attended course about Community Composting and is doing some follow up research on this and will discuss with him once this is completed.

Other Volunteering

- Touching base with Companion Volunteer, who is now meeting regularly with a number of clients via the village agent in the community.
- In the process of reviewing DBS for our Companion Volunteer as she has now been volunteering with us for nearly 3 years.
- Dealing with queries and concerns from volunteers as they arise.

Community Events

Maidenbrook Event Plans for 2025

- Easter Egg Hunt – Saturday 19th April 2025 – 11am to 1pm
Eventbrite ticketed event for 100 children using posts as we have done over the last 2 years.
- VE Day 80 - Thursday 8th May 2025 – Beacon Lighting in Evening – 5pm to 10pm
Military Wives, Trumpeter, Chrystal Bliss and food vendors booked. Fireworks booked provisionally, awaiting resolution.
- Somerset Day Picnic – 10th May 2025 – 12 to 4pm
Food vendors booked, in discussion with Somerset craft/food festival group to discuss having an under marquee produce market.
- Falklands Commemorative Get Together – from 11am
Brian Keele organising, WMPC providing marquee and bar for event.
- FunFest @ Maidenbrook with joint parishes – Saturday 12th July 2025 – 12noon to 10.30pm
Separate meeting organised with 5 parishes to plan and prepare for event. Food vendors and traders booked and we are in the process of organising displays from local groups. We have 2 bands organised for the evening.
- St Giles Animal Rescue Dog Show and Fete – Sunday 10th August 2025
In discussions with St Giles. WMPC will provide parking and bar.
- VJ Day Friday 15th August 2025
To discuss at Events Working Group.
- Open Day/Black Tie Event – 6th September 2025
To discuss with Cllr Carol Cronshaw and discuss at Events Working Group.
- Bonfire Night - 5th November 2025
Meeting arranged with Sonic Fireworks to discuss

- Contacted those interested in volunteering for events from the Community Review Survey
- Created and reviewed Event Calendar
- Researched OnePlan and compared with Parish Online with Jess (Admin and Events Assistant)
- Started creating Facebook event for our 2025 events
- Quotes have been obtained from various suppliers for the events and have been forwarded to Clerk for this meeting.
- Have contacted TTC with a view to them getting involved in some of our events however I have had no formal reply despite numerous attempts.
- Recorded and typed notes/minutes of the FunFest Meeting and the Events Working Group and shared with attendees.

Meetings, Events and Groups

- 2/1/25 Stay and Play Group
- 8/1/25 Community Café and Youth Café
- 9/1/25 Team Meeting
- 9/1/25 Community Review Steering Group Meeting
- 14/1/25 Meeting with Rev Jim Cox and Kate – Review of Bereavement Group
- 14/1/25 Ethos Committee Meeting at West Monkton Primary School
- 14/1/25 WMPC Meeting

15/1/25 Community Café and Youth Café
16/1/25 Team Meeting
17/1/25 Meeting with Sean Boland re Somerset Community Foundation funding
20/1/25 Agenda Run Through Meeting
21/1/25 LCN CYP Working Group Meeting
21/1/25 FunFest Meeting
22/1/25 Community Quiz
23/1/25 Team Meeting
23/1/25 Events Working Group Meeting
29/1/25 Community Café and Youth Café
30/1/25 Team Meeting

Assistant Clerk Community added that she had made an application for grant funding for the community fridge to enable electricity to be extended to the second fridge shed.

232/24 Somerset Council Report from Cllr Cavill and Cllr Fothergill

Cllr Fothergill reported on the following:

Council's financial position: Somerset Council's request to raise the Council Tax above the 4.9% cap has been approved by Government. This is the only such increase for any County authority and sits alongside only five other requests across the Country including the already bankrupt Birmingham City Council. The Council declared a financial emergency in November 2023 and was only able to set a balanced budget in February 2024 by agreeing to significant savings, job cuts and the sale of both commercial investments and surplus land and property (estimated by Officers at £50m). The council is already reliant on reducing its workforce to balance its budget for the 2025/26 financial year - with staff redundancies accounting for £34m out of a total of £47m in planned savings. But rising costs and demand for services, have left the council with a further expected budget gap of £66m. The increase over and above the Council Tax cap will go some way to filling the gap but it is likely the government will still have to agree to Somersets request to extend its capitalisation directive - which allows the council to use the proceeds from selling off land, property and other publicly-owned assets to fund day-to-day spending on public services.

Boundary Proposals: The deadline for phase 2 of consultation has been extended to 4 March 2025 in the absence of a submission from Somerset Council by the original deadline of 20th January. The Somerset Council request to extend the deadline followed the Constitution and Governance Committees Meeting on 14 January where the committee resolved to reject the recommendations of the cross-party Electoral Review Working Group for submission to the Local Government Boundary Commission for England (LGBCE) for Stage 1 of Somerset Council's Phase 2 response.

RofW Registration deadline: The deadline for registering historic rights of way is to be scrapped. The last government set a deadline of 2031 for all rights of way in England to be added to an official map. The new government has now said it will repeal this new deadline when parliamentary time allows. Once recorded as rights of way and added to the definitive map, paths are protected under the law for people to use.

Fire service consultation: Devon and Somerset Fire and Rescue Service has started a consultation with options to change how we respond to automatic fire alarms. The consultation is open until 9 April 2025. <https://www.dsfire.gov.uk/about-us/AFA-consultation>

Bus Service Improvement Plan: Somerset Council has received just over £6 million in funding for 2025/6 from Government for the county's Bus Service Improvement Plan. The council has already trialled initiatives such as evening buses and capped fares in Taunton along with plans for transport hubs in the county and bus priority measures following an initial £12 million in funding from government for the Somerset Bus Service Improvement Plan (BSIP) in 2022. The process of deciding how this next tranche of funding will be spent has begun. Initial discussions have taken place with bus user groups and local operators, along with members and other stakeholder groups. The key theme will be looking at how BSIP funding can be utilised for initiatives across wider Somerset. The current £1.50 single fare for Taunton runs until 31 March. There are no plans to continue this due to the cost and the fact that spending the money here will prohibit wider county initiatives.

Cllr Cavill reported on the following:

Council property rent – increase of 2.7% proposed. Housing revenue account is ringfenced.

A general discussion about the financial position of Somerset Council followed and questions were asked.

Cllr Cronshaw joined the meeting at 7.06pm

Public Question Time

Nicki Reece, CFPC attended the meeting and provided a summary of representations that CFPC will make to oppose the Nerrols phase three planning application that is being considered by SC Planning Committee on 18th February. The main issues with the application are the single access point, traffic through rural roads (which include

WM parish). The development could produce between 1700 and 2300 vehicle movements per day.

Cllr Haskins is registered to speak on behalf of the Parish Council at the Planning Committee meeting on 18th February.

Clerk raised the dog walking area, concern has been raised by a member of the public about the surface and the gap under the gate that dogs can escape through. Cllr Chapman reported that people continue to walk their dogs on the sports pitch.

Cllr Haskins raised the flooding issue on Hyde Lane and how it is covering the pavement preventing children from being able to access the permissive path through the adjacent field. Suggestion that path could be extended on field side of the hedge instead.

Cllr Haskins raised the recent entry through the Sports Pitch gate where the gate was lifted off its hinges. Cllr Haskins reported that if the chain / padlock is secured more tightly, it will be more difficult for the gate to be lifted from its hinges.

Cllr Tully joined the meeting at 7.40pm

Cllr Gage reported potholes on Dosters Lane. Cllr Haskins provided feedback from the Highways LCN Working Group meeting where it was outlined that potholes on lanes will only be repaired if they present a real safety hazard / risk.

Cllr Tully reported that someone on an electric scooter persistently uses the main road through Bathpool at 10/11am every morning. It was noted that the issue should be reported to the PCSO.

Cllr Haskins to liaise with CFPC regarding points to cover at the Planning Committee meeting.

Clerk to obtain signage for dog walking area and sports pitches and look into byelaws preventing people from walking dogs on the sports pitches.

Extension of path in field to be discussed with Persimmon to obtain their consent.

Clerk to contact FWAG to see if the drainage issue can be addressed with landowners.

233/24 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.

48/24/0045 and 46/LB: Change of use and refurbishment of outbuildings associated with joinery workshop and office change of use to include alterations to fenestration, doors, external render and internal alterations at Coombe Mill Farm, Coombe Lane, West Monkton.

The Parish Council has considered the additional / amended information submitted, it also notes the Somerset Council Highways Department response.

Subject to agreement being reached between Somerset Council Environmental Health and the Acoustics Specialist as to any mitigation measures required the Parish Council considers that the issues and concerns that it previously raised have been addressed and therefore supports the granting of permission.

48/25/0001/HHN: Application to determine if prior approval is required for the erection of a proposed single storey extension to the rear of Colton, Cheddon Fitzpaine Road, Goosenford, West Monkton.

The Parish Council supports the granting of permission.

48/25/0002: Erection of a single storey extension to the library building with internal configuration of the kitchen, dining hall and library at Heathfield Community School, School Road, Monkton Heathfield.

The Parish Council supports the granting of permission.

48/25/0005: Conversion of loft into ancillary accommodation with raising of roof and extension and erection of detached double garage, with home office above, at 134 Bridgwater Road, Bathpool.

The Parish Council supports the granting of permission.

48/25/0004: Change of use of building from Class E (g) I (office) to Class C2 (residential institution for use as an NHS child and adolescent eating disorder facility) with various changes to the elevations at Swingbridge House, 1 Swingbridge, Bathpool. The Parish Council supports the granting of permission and made the following comments in respect of the proposal: Effort should be made to ensure that sufficient car parking is available on site for those using the facility so to not exacerbate any parking issues on nearby residential streets. The Parish Council supports an impermeable tarmac surface for the parking spaces due to the flooding and other reported issues in the area.

48/25/0006: Erection of annexe for ancillary use to main dwelling at Annandale, Church Hill, West Monkton. The Parish Council supports the granting of permission.

48/25/0007/T: Notification to carry out management works to one ash tree and one apple tree (and a laurel hedge) within West Monkton Conservation Area at Annandale, Church Hill, West Monkton. The Parish Council supports the granting of permission.

48/25/0009: Replacement of conservatory with the erection of a single storey extension to the rear of 2 The Old Forge, Bridgwater Road, Bathpool. The Parish Council supports the granting of permission.

b) To note that Planning decisions made are available on Somerset Council website filed under the application number
48/24/0055CQ Application for Prior Approval for proposed change of use from agricultural building to 1 No. dwelling house (Class C3) and associated building operations at Barn A Hyde Farmhouse, Hyde Lane, Bathpool – Refused
48/24/0056CQ Application for Prior Approval for proposed change of use from agricultural building to 1 No. dwelling house (Class C3) and associated building operations at Barn B Hyde Farmhouse, Hyde Lane, Bathpool
48/23/0036 Hartnells phase 4 – approved. Street name suggestions.
The Parish Council suggested the following five street names:
Isaac, Hazel, Thatch, Comber and Kember.

234/24 Highways

a) Feedback from Highways LCN Working Group meeting on 30th January

Cllr Haskins provided further feedback from the Highways LCN Working Group meeting on 30th January. The meeting covered Horse Warning Signs forming part of planning application requirements, new development including Nerrols phase 3 and the driveway access in Bathpool and visibility of bicycles and pedestrians. Clerk confirmed that she has since received an email from Traffic Management about this issue. Cllr Haskins confirmed that the rest of the meeting was more informative and focused on processes, for example the reporting / repair of potholes.

b) Yallands Hill Crossing Point – Approval of Developed Design Brief for Feasibility Study

Clerk confirmed that the Developed Design Brief has not been received from Somerset Council for approval. Matter to be deferred until the next meeting.

235/24 Country Park and Somerset Wood

Clerk reported that some of the Country Park Volunteers would like to take part in the 'The Great Tommy Sleep Out' <https://rbli.co.uk/rbli-events/the-great-tommy-sleep-out/> to raise money for veterans who are sleeping rough. Councillors confirmed their support.

The Service Headstone location and unveiling was discussed. Cllr Cronshaw confirmed that Stonehenge Masonry will install the headstone at no cost to the Council. Terry Williams is developing arrangements for unveiling. It was agreed that the unveiling would take place at the VE Day event. Candy Sully, Volunteer Coordinator to liaise with the volunteers to agree the location of the headstone.

Clerk reported that a request for some form of dedication / plaque for the Somerset Light Infantry / Somerset Rifles in the Country Park. It was agreed that this could be incorporated into the WW2 area using the right up prepared by Rod Williams. Further details and costs to be provided and agreed by the Parish Council.

a) Discuss and approve entrance sign design

The design for the entrance sign was circulated in advance of the meeting and shared on screen. Subject to an amendment to correct a typo, the design was agreed. Clerk confirm that she would now take steps to apply for advertising consent for the signs.

b) Proposed Firework Event at Country Park on 5th November 2025

Clerk and Assistant Clerk Community confirmed that CFPC are supportive of a firework event taking place at the Country Park. Clerk and Assistant Clerk Community to meet with Sonic Fireworks to discuss and gather more details to bring back to the next meeting for further discussion and to ensure that the event is in compliance with the terms of the lease.

c) Memorial wood proposal

Cllr Haskins outlined an idea to create a memorial wood within the Country Park for people who have died from the Parish. Cllr Cavill confirmed that the Parish Council has declined requests in the past. It was agreed that consideration could be given to the addition of benches with plaques in the Country Park instead and a memorial orchard could be explored in MH1 following the completion of the handover of the POS.

d) Yeovil Wrens Association memorial

Cllr Haskins outlined a request from the Yeovil Wrens Association to have a memorial in the Country Park. It was agreed to decline the request at the moment.

236/24 Projects:

a) MH1 POS; transfer document update / approval

Clerk reported that a further catch up meeting took place on Thursday. An amended transfer document was received in advance, some of the amendments had been done but further ones needed. A further copy has been received since, reference to the required tree works is still missing and has been requested.

Cllr Haskins outlined a telephone call with the MH2 Planning Officer about a bus service for MH2. Matter to be discussed at the next meeting.

b) Poppy of Honour; black tie event update / considerations, trailer and storage for the Poppy of Honour

Cllr Cronshaw outlined upcoming events that it is hoped that the Poppy of Honour will appear at including the Plymouth Armed Forces Day on 28th June, the Fleet Air Arm Museum and Portsmouth Dockyard.

The proposed Black Tie event at Taunton School was discussed. An alternative date of Sunday 19th October is available but the preference is not to have the event on a Sunday. The alternative of possibly holding the event at the Country Park to mark the opening of the Country Park on 6th September was discussed as agreed as a better option. Raffle and Auction prizes are needed. Cllr Cronshaw investigating catering options.

Cllr Haskins outlined the need for a trailer for the Poppy of Honour to transport it to events. Research of the trailer needed and possible options for purchase have been explored. A trailer is available locally in Cheddon Fitzpaine. The price of the trailer is £1000. Subject to Cllr Haskins taking a good look at the trailer to make sure it is suitable and of good condition it was resolved to purchase the trailer. Proposed by Cllr Gage, seconded by Cllr Chapman and agreed with all in favour. Purchase to be made from the Off Carriageway Highway Maintenance Cost Code.

Cllr Haskins confirmed that the trailer is likely to need decorating and making good.

Once the Poppy is placed on the trailer, suitable storage will need to be found until it is put into the pavilion. Options for storage to be explored. Once the poppy is in the pavilion, the trailer can be sold.

c) Bridgwater Road Junior Football Pitch; update.

Cllr Haskins reported that work is progressing, the fence has been installed too close to hedge to enable cutting by machine. No work to the grass has taken place yet. Cllr Chapman suggested displaying a plan on the fence to inform members of the public what is being constructed. Cllr Cavill to make enquiries and obtain a plan to display.

Cllr Cronshaw reported that Ruishton Football Club have expressed a wish to use the pitch on completion.

The overgrown hedge plants along the edge of the path adjacent to the pitch were raised. It was noted that it is the responsibility of the neighbouring property owners to cut the hedge plants. Clerk to hand deliver a letter to the properties requesting that the plants are cut back to maintain the path width.

Cllr Gage provided an updated on the BACH / Primary School Solar Panels, one quote has been received so far for 80 panels at a cost of £27600. The estimated payback period for the council would be 8-10 years. This is based on saving £1700 a year on utilities plus the payments for electric generated and not used by the school.

Cllr Gage to obtain further quotes to be considered at the next meeting.

Cllr Gage to also obtain written agreement with the school to reflect the new arrangement regarding utilities and giving permission to commission a contractor to install the panels.

237/24 Reports, including recent developments, matters to consider and decisions to be made:

a) Bathpool Flood Warden: Mr Kevin Perry.

Mr Perry reported on the following:

January was the wettest January recorded. There were flood alerts on 5th / 6th January and again on 26th and 27th and a flood warning followed. This led to a sewerage discharge and the Old River Tone rising by 2.5m. The Pump was switched on during both alerts and pumped for 102 hours. No flooding was experienced in properties. There has been little rain in the last two weeks but heavy rain is forecasted at the end of the month.

There has been no further contact from the EA about the permanent pump. Clerk to ask for an update from the EA regarding progress with the permanent pump.

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 1394
- 20.2K post reach
- Posts added sharing news items that are added to the website.

Monkton Matters

- Page likes / followers now at 524
- 14 new articles added in January
- Articles on Monkton Matters being shared on Monkton Matters Facebook page to pull users to the website.
- 9.7k post reach
- Business directory has details of 28 businesses so far.

Community Fridge/Community Garden Facebook Page:

- Page likes /followers 1222
- 4.1k 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.

Cllr Tully reported that the Village Hall Management Committee is exploring having solar panels installed. There is no insulation on the inside of the roof and Management Committee has been advised to install insulation with the panels. Quotes are being obtained for the work. The Committee will be applying for grant funding for the work.

The Committee is also looking into purchasing the overflow car park - the Council has agreed in principle but a price needs to be agreed.

In addition the hearing loop needs to be replaced and the noticeboards need to be replaced. The Committee is looking into the cost of replacing both noticeboards with closed ones. Management Committee would like the Parish Council to make a contribution. Cllr Tully to bring the cost of the noticeboard replacement to the next PC meeting.

e) The Spital Trust: Cllr Ellis to report.

Cllr Ellis confirmed that she had nothing to report.

f) Any other events at which WMPC was represented.

No other events.

g) Consultations.

Divisional boundaries consultation:

Division Boundaries for Somerset Council: <https://www.lgbce.org.uk/all-reviews/somerset> Closing date extended by six weeks until 3rd March 2025

Norman update – somerset council response – circulate and add to next agenda.

238/24 Finance

a) Finance Report

i. Consideration of quotes

VE Day Firework display

Sonic Fireworks (same company as D Day Event)

Option 1: 6-7 min Custom Designed Musical Display to be fired from Maidenbrook Country Park from 3 locations in the Field, this will create a nice wide site and enable us to design something really stunning. Budget £3500.00 (inc VAT)

Option 2: 7-8 min Custom Designed Musical Display to be fired from Maidenbrook Country Park from 3 locations in the Field, this will create a nice wide side and enable us to design something really stunning. Budget £4000.00 (inc VAT)

If PA system required for music there will be an additional cost:

PA Rig for upto 300 guests: £400.00

PA Rig for upto 500 guests: £750.00

PA Rig for up to 1500 guests: £1200.00

Generator hire to run the PA system: £150.00

All prices include VAT)

Resolution to proceed with firework display option 1 and pay the deposit to secure the display. PA option to be given further consideration later when requirements are understood. Proposed by Cllr Besley, seconded by Cllr Cavill and agreed with all in favour.

Greenway Noticeboard

Use existing posts to mount new noticeboard.

<https://www.noticeboardwarehouse.com/outdoor-noticeboards-c244/recycled-plastic-noticeboards-c247/2-bay-6-x-a4-recycled-plastic-noticeboard-glazed-p1942>

Recycled Plastic £1767.53 inc VAT

<https://www.noticeboardcompany.com/products/tradition-30-dual-door-external-notice-board-with-header.html>

Brown Aluminium £1054.98 +VAT

<https://www.noticeboardcompany.com/products/breeze-wall-mounted-double-door-notice-board.html>

Brown Aluminium £1039.98 +VAT

Solid oak £1999.00

https://makemesomethingspecial.com/shop/engraved-oak-external-notice-boards/?attribute_size=Single+Bay&utm_source=Google%20Shopping&utm_campaign=New%20SHOPPING%202025&utm_medium=cpc&utm_term=103907&utm_content=Shopping&srslid=AfmBOoqGqeb-1KxwyKObVBBCxJbugMbPewHfPRclxWChs03ZnYkmSh1QcEk

Resolution to contact Benjamin Henry about making a hardwood noticeboard, Clerk authorised to proceed with purchase up to £1100.00. Proposed by Cllr Chapman, seconded by Cllr Cronshaw and agreed with all in favour.

Dog Bin Emptying and Grass Cutting

Somerset Council quote for 2025/26:

Dog bins x 7 @£6.50 per empty once a week: £2366.00 +VAT

Grass cutting, front of West Monkton Primary School verge in front of the railings £43.75 per visit, 6 times a year: £262.48

Total £2628.49 + VAT= £3154.18

Resolution to accept the quotation for dog bin emptying only. Proposed by Cllr Besley, seconded by Cllr Cavill and agreed with all in favour.

Online Meeting Equipment

Audio Visual Direct (installers of all other audio equipment at the BACH)

Audio Enhancement for Zooming with additional mics

Supply & install the following equipment

1 x Digital/Analogue Converter to enhance sound over internet whilst streaming

2 x Boundary (ambient) Radio Microphone System for wide voice capture – This is a 'flat' microphone for use on tables/altars and covers a wide range for voice capture – Comes with a belt/battery pack. (Toa/Trantec/Samson) Same as the ones we have supplied prior

Full training

Price: £1388

Resolution to proceed with the install of equipment to enhance the audio quality of online meetings at a cost of £1388.
Proposed by Cllr Chapman, seconded by Cllr Cavill and agreed with all in favour. Work to be funded from BACH Cost Centre.

Event Insurance:

Insurance to cover the expenditure on an event if the event has to be cancelled e.g. severe weather. This insurance only covers that – not marquees / temporary structure damage etc. Public and employers liability for events is covered by the PC insurance policy.

Suggest purchasing this insurance where there is a cost for booking items – like the VE Day Event and Funfest Event.

Hiscox Insurance: £56.00 per event – limit of claim £11,000.00

Resolution to proceed with the purchase of insurance for the VE Day Event and Funfest Event.

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

Community Event Toilets:

Brandon Hire Station Taunton

7th May to 27th May 2025 (to cover VE Day event, Somerset Day Event and Falklands Event) Disabled unit and two normal units £626.50 +VAT.

11th July to 13th July (to cover Funfest event) Disabled unit, 3 normal units and 1 urinal bay - £440.75 +VAT

8th August to 19th August 2025 (to cover dog show event and VJ day event) Disabled unit and two normal units. £352.80 +VAT.

5th September to 7th September 2025 (to cover black tie type event) Disabled unit and 2 event toilets) £235.50 +VAT

5th November to 6th November 2025 (to cover firework event) Disabled unit and 2 event toilets £235.50 +VAT

Travis Perkins

Toilet £25.50 each per week

Disabled toilet £30.00 per week

Delivery £20 each way

Could have one of each for the period 7th May until 8th September (17 weeks) for £772.00 +VAT. Travis Perkins will clean once a week.

Resolution to order one toilet and one disabled toilet for period of 7th to 27th May from Travis Perkins and then review. Proposed by Cllr Gage, seconded by Cllr Ellis and agreed with all in favour.

Canva Subscription

£27.00 per month. Enable use of graphics to create printed and online marketing materials by all employees. Useful for events, recruiting volunteers, newsletters and general engagement with the community.

Resolution to proceed with subscription.

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

Dropped Kerb School Road

Project to be funded from Off Carriageway Maintenance cost code.

Quotes requested from:

R W Gale

£447.50 + VAT

£346.00 Section 184 fee payable to Somerset Council.

Total £793.50 +VAT

Beau Tar Construction

Quote requested but not received.

County Roadways

£1350.00 +VAT

£346.00 Section 184 fee payable to Somerset Council plus £125.00 fee to oversee the application to Somerset Council.

Total: £1821 +VAT

Resolution to proceed with quote provided by RW Gale. Proposed by Cllr Ellis, seconded by Cllr Cronshaw and agreed with all in favour.

Village News

Additional 100 copies for shops / businesses
£53.00 per edition

6 editions per year (2 of these now going to every household)

Resolution to proceed with printing 100 extra copies of the village news through 2025/26. Proposed by Cllr Besley, seconded by Cllr Cavill and agreed with all in favour.

Printing of Community Events Leaflet

Printed.com 3000 folded leaflets £222.81

Tradeprint 3000 folded leaflets £163.23

Instant Print 3000 folded leaflets £291.90

Resolution to proceed with printing 3000 copies with Tradeprint. Proposed by Cllr Besley, seconded by Cllr Chapman and agreed with all in favour.

Proceed with purchase of Country Park Banner from Pixart Print. Cost £44.88

Concrete Troughs for Country Park

Sizes:

60 gallon – 6ft x 2ft – 600kg - £180.00 +VAT

70 gallon – 8ft x 2ft – 700kg - £200.00 +VAT

150 gallon – 6ft x 4ft – 1.0T - £370.00 +VAT

+ delivery?

Defer consideration until another meeting.

WW2 Memorial

Cost approximately £8000

Underspend on budget line:

Environmental and Open Spaces:

Public Open Space Maintenance

At 31st Jan - £14995.76 left.

Committed:

£1800 noticeboard for Greenway (if approved above)

£711.62 Somerset Council dog bin emptying / grass cutting bill

£185.00 bus shelter / sign cleaning

£12,299.14 remaining

Recommendation to use some of the remaining funds in the Public Open Space Maintenance cost code to cover the cost of the memorial.

Resolution to proceed on this basis.

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

Falklands Memorial Boards

Cost approximately £800

Recommendation to use some of the remaining funds in the Public Open Space Maintenance cost code to cover the cost of the memorial.

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

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)

£21.49

Nationwide (Monthly)	£130.79
PSDF (Monthly)	£2253.44
Somerset West Lottery (Community Fridge)	£25.00
Allotment Renewals	£90.00
Kingston St Mary PC (Funfest Contribution)	£200.00

ADOPTED - REDACTED

Christmas Trailer Cash Collection (Poppy of Honour)	£77.71
HMRC (VAT Quarter 3 reclaim)	£9374.03
Paydough (Poppy of Honour Plaques)	£300.00
Paydough (Community Event donation)	£10.00
Funfest stallholder fees	£210.00
Salvation Army (Clothes bank)	£7.40
Amazon (Refund for undelivered items)	£10.29

Payments

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
To authorise payment of:						
Employee pension contributions	198.05	No vat	198.05	d-d	Salaries and expenses	Pension
	47.30	No vat	47.30	d-d	MCP Lottery Funded Project	Volunteer Coordinator
Employer pension contributions	148.53	No vat	148.53	d-d	Salaries and expenses	Pension
	35.48	No vat	35.48	d-d	MCP Lottery Funded Project	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	1819.11	No vat	1819.11	bacs	Salaries and expenses	Salaries
	182.70	No vat	182.70	Bacs	MCP Lottery Funded Project	Volunteer Coordinator
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
Expenses Claim A Hall (Bruford Sign expenses)	102.58	No vat	102.58	Bacs	Country Park	Somerset Wood
Business all about you Climate Initiative PR WMPC 49	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
Expenses claim A Shepherd (Travel)	27.90	No vat	27.90	Bacs	Salary and expenses	Expenses
Expense claim K Welsh (Travel)	129.60	No vat	129.60	Bacs	Salary and expenses	Expenses
SALC (Admin and Events Assistant Training)	30.00	No vat	30.00	Bacs	General Administration	Training
Somerset Council (Dog bin emptying)	711.62	142.32	853.94	Bacs	Environmental / Open Spaces	POS Maintenance
Bookers (Youth Café items)	79.96	4.51	84.47	Bacs	Youth and Community	Youth Cafe

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
Travis Perkins (Community Fridge surface)	71.44	14.29	85.73	Bacs	Youth and Community	Community Fridge
Expenses claim K Welsh (Youth café items)	17.05	No vat	17.05	Bacs	Youth and Community	Youth Cafe
Weetrees Wholesale Nurseries (Tree for Wrens Memorial)	102.56	20.51	123.07	Bacs	Country Park	Country Park
Taunton Military Wives Choir (VE Day Deposit)	100.00	No vat	100.00	Bacs	Youth and Community	VE Day Event
HT Steel (Poppy of Honour Structural Calculations)	3600.00	720.00	4320.00	Bacs	Community Infrastructure Levy	CIL Expenditure
Heathfield Window Cleaning Services (Bus shelter and village sign cleaning)	185.00	No vat	185.00	Bacs	Environmental / Open Spaces	POS Maintenance
Alex Hooper (Country Park Wellingtonia drainage works)	360.00	No vat	360.00	Bacs	Country Park	Country Park
Imprints (CP Volunteer Jackets)	437.16	87.43	524.59	Bacs	MCP Lottery Funded Project	Volunteer Jackets / Uniforms
Somerset Web Services (CP website)	180.00	36.00	216.00	Bacs	MCP Lottery Funded Project	Marketing and Promotion
	915.00	183.00	1098.00		IT and Communications	IT and Communications
To note payment of:						
<u>Direct Debit</u>						
Invoice Tailored Auto Enrolment 13384 29/1/2025 (Pension administration)	12.00	2.40	14.40	DD PAID	Salary and Expenses	Pension
Invoice SWS 116387 2/02/2025 maintain gsuite	108.00	21.60	129.60	DD PAID	IT and Communications	IT and Communications
Invoice SWS 116291 20/1/2025 Hosting monthly plan	60.00	12.00	72.00	DD PAID	IT and Communications	IT and Communications
Invoice SWS 116268 web-lite hosting (MM) and standard mailbox 20/1/2025	30.00	6.00	36.00	DD PAID	IT and Communications	IT and Communications
Three (Business Mobiles)	38.47	7.69	46.16	DD PAID	IT and Communications	IT and Communications
EMS (Card Payment System)	11.82	1.20	13.02	DD PAID	Youth and Community	Community Events
<u>Debit Card</u>						
Defib Warehouse (Pads for Tacchi Morris Defib)	59.00	11.80	77.94	Deb Card	Youth and Community	Youth and Community General
Mutts Butts (Bags for Dog Poo Bag Dispensers)	138.08	27.62	165.70	Deb Card	Environmental / Open Spaces	POS Maintenance
Amazon (Sundry Admin)	39.02	7.80	46.82	Deb Card	General Administration	Sundry Admin
(Ipad cover)	17.49	3.50	20.99		MCP Lottery Funded Project	Evaluation
Amazon (Sundry Admin)	5.82	1.17	6.99	Deb Card	General Administration	Sundry Admin
(Volunteer Hi vis jackets)	24.80	4.95	29.75		MCP Lottery Funded Project	Volunteers Jackets
Amazon (Youth Café items)	10.54	2.11	12.65	Deb Card	Youth and Community	Youth Café
(Country Park Tools and Padlock)	51.16	10.23	61.39		Country Park	Country Park
Amenity Choice (Tree mesh for Country Park)	110.75	22.15	132.90	Deb Card	Country Park	Country Park

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
Amazon (Sundry admin)	28.76	5.75	34.51	Deb Card	General Administration	Sundry Admin
Defib Warehouse	64.95	12.99	77.94	Deb Card	Environmental / Open Spaces	Environmental / Community
DBS Checkonline	138.00	No vat	138.00	Deb Card	Youth and Community	Youth and Community General
Dunster Show (Poppy of Honour display)	70.00	No vat	70.00	Deb Card	Country Park	Poppy of Honour
Bookers (Youth Café expenses)	79.96	4.51	84.47	Deb Card	Youth and Community	Youth Cafe
Amazon (Batteries)	4.58	0.92	5.50	Deb Card	General Administration	Sundry Admin
(Headphones for laptops)	18.32	3.66	21.98		IT and Communications	IT and Communications
(Community Fridge matts)	22.66	4.54	27.20		Youth and Community	Community Fridge
(Torch for container)	4.95	0.99	5.94		Environment / Open Spaces	Environmental / Community
BACS						
Expenses Claim B Gage (BACH Doorbell Reimbursement)	124.98	No vat	124.98	BACS	BACH	Other supplies/ equipment

Any other invoices received before the next meeting will be added. Payments by bacs wherever possible.

Resolution: to authorise payments and note payments made during the month described above:

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

Transfer between accounts / budget lines

From PC Lloyds Treasurer Account to Poppy of Honour / Somerset Wood Account £300.00 (Plaque purchases).

iii. To consider notes and recommendations of the Audit Working Party meeting on 17th January 2025

AUDIT WORKING PARTY

Meeting Friday 17th January 2025 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.

No apologies were received in advance of the meeting.

1. Report of the second quarter meeting in October to be approved.

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

2. To confirm third quarter bank reconciliation.

A detailed bank reconciliation for the third 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 £797378.52 across the PC bank accounts at 31st December 2024.

Clerk confirmed that the one year rate on the Nationwide BACH Savings Account ends on 20th January and the money will be reinvested in another Nationwide Savings Account with a 6 month fixed interest rate. Clerk also confirmed that the interest rate on the BACH Hampshire Trust is low at 0.5%. The BACH Committee will consider moving the money held in the Hampshire Trust account to another account at its meeting in February.

3. To review the budgeting and reserves report to 31st December for budget compliance and make recommendations to the Parish Council.

The budgeting report and reserves report to the 31st December were shared in advance of the meeting and considered in detail. The following queries / actions were discussed and agreed:

- BACH – Options for the automatic door discussed. Quotes are being obtained. Audio equipment for online meetings – quotes to be obtained, once quotes are available consideration needs to be given to whether this should be a BACH or Parish Council expenditure.
- Country Park Cost Centre, Poppy of Honour cost code – black tie event planned in August / September 2025 to be discussed at the next PC meeting. The black tie event may take the Parish Council over the VAT threshold requiring the Parish Council to register for VAT. Clerk to carry out research and advise the Parish Council of required steps and implications.
- Environmental and Open Spaces Cost Centre; Off Carriageway Highway Works cost code – Road sweeping to be discussed at the next PC meeting.
- Environmental and Open Spaces Cost Centre; Public Open Space Maintenance cost code – quotations for further dog poo bag dispensers to be included on the February finance report.
- General Administration Cost Centre; Sundry Admin and Equipment cost code is overspent due to printer purchase. Vire £1000 from Environmental and Open Spaces Cost Centre, Environmental / Community Cost Code to General Administration Cost Centre, Sundry Admin and Equipment cost code.
- Income cost centre; precept cost code. When 2025/26 precept is received significant proportion of it to be transfer to PSDF and drawn down through the year as needed so enable the best return in interest. Clerk to add 2025/26 budget and spend forecast to scribe to inform how much should be retained in the Lloyds Treasurer Account for the first quarter and how much should be transferred to the PSDF account.

4. To confirm third quarter VAT reclaim.

The VAT reclaimed in the third quarter was £9374.03, payment has been received.

5. 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 £257894.78 of CIL money is held.

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

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

7. Date of next meeting Friday 25th April 2025 at 9.30am via zoom.

Meeting finished at 10.40am.

Recommendations:

- General Administration Cost Centre; Sundry Admin and Equipment cost code is overspent due to printer purchase. Vire £1000 from Environmental and Open Spaces Cost Centre, Environmental / Community Cost Code to General Administration Cost Centre, Sundry Admin and Equipment cost code.
- Income cost centre; precept cost code. When 2025/26 precept is received significant proportion of it to be transfer to PSDF and drawn down through the year as needed so enable the best return in interest. Clerk to add 2025/26 budget and spend forecast to scribe to inform how much should be retained in the Lloyds Treasurer Account for the first quarter and how much should be transferred to the PSDF account.

Resolution to accept the recommendations of the Audit Working Party.
Proposed by Cllr Tully, seconded by Cllr Ellis and agreed with all in favour.

b) Budgeting Report (incorporating BACH Accounts)

The budgeting reports to 31st January were shared in advance of the meeting and the contents of the reports were noted.

239/24 Other matters for report only – items for discussion – no decision

Cllr Haskins asked Cllr Cavill if there was an update in relation to the sports pitch planning application. Cllr Cavill confirmed that he is continuing to chase the planning officer.

a) Items for next meeting agenda - by Monday 17th February 2025 or 3rd March 2025

Noted

b) Dates to note over the next 14 days

Noted

240/24 Dates of forthcoming meetings:

Parish Council:

Second Tuesday in the month (Business focused meeting)

2025: 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)

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

Audit Working Party: 25th April 2025 at 9.30am

Annual Parish Meeting: 25th March 2025 at 7pm

BACH Committee 18th February 2025 at 7.30pm

Budget and Precept Working Group: TBC November 2025

Sports Pitch Committee TBC

Somerset Wood Joint Committee TBC

There being no further business to discussed, the meeting ended at 10.10pm

Signed Chairman: *N. Munson*

Date: 25th February 2025