



West Monkton Parish Council

ADOPTED

Minutes of the Meeting of West Monkton Parish Council held on Tuesday 8th April 2025 at 7.00pm.

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

In attendance: Mrs A Shepherd, Clerk, Mrs K. Welsh, Assistant Clerk Community, Candy Sully, Country Park Volunteer Coordinator, Mr K Perry, Bathpool Flood Warden, Cllr David Fothergill, Somerset Councillor, Kate Wilson and Nicola Reece from Cheddon Fitzpaine PC and 1 member of the public.

266/24 To receive any apologies (with reasons), introductions with responsibilities.

Apologies were received from Cllrs Besley and Ellis.

267/24 To note.

a) Declarations of Interest: No change.

Cllr Cavill declared a pecuniary interest in respect of item 8B 'MH2 Update'.

b) Dispensation Requests: None

c) Amendments to the Register of Disclosable Pecuniary Interest: None had been notified to the Clerk.

268/24 To adopt the minutes of the Parish Council meeting on 11th March 2025

The minutes from the Meeting of the Parish Council on 11th March, having been previously circulated, were taken as read. It was resolved to adopt the minutes of the Parish Council meeting on 11th March, proposed by Cllr Cronshaw, seconded by Cllr Chapman and agreed by show of hands.

269/24/24 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.
- Finalised and published Strategic Plan following 2025 review.
- Finalised Annual Report for approval at this meeting.
- Arrangements for Annual Parish Meeting including slide development.
- Website updates.
- Followed up the Environment Agency about the pumps in Bathpool.
- 5 hours of Community Fridge CCTV footage reviewed following reported incidents.
- Requested update from SC re Waterleaze pitch and play park. Still not transferred to SC from Developer.
- Ride on lawn mower booked for service with Bridgwater Mowers.

Highways:

- Liaised with Somerset Council regarding the feasibility study for the Yallands Hill Crossing Point proposal. The Design Brief for one crossing was costed correctly and therefore signed the Design Brief for two crossing points as agreed at the PC meeting. Feasibility Study report expected by 9th May.
- Reviewed Hartnells Development S106 agreement regarding crossing points.
- Horse Warning Signs – liaised with Traffic Management about locations and confirmed two sign locations. SC have confirmed that they will fund the cost of the two new signs because they meet the SC criteria.
- Amended SID location application. Additional post will be required if SID is installed near Aldi – sought advice of Traffic Management regarding an agreeable location.

- Letters sent to houses with overgrown hedges.

Community Review Project

- 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.
- April payroll and finance reports.
- Preparing for year end.
- VAT registration research and liaised with HMRC to obtain VAT1 application form.
- Developing accounts for 2025/26 and establishing earmarked reserves for projects agreed in 2024/25 that will be completed in 2025/26.
- Updated Asset Register to 31st March 2025 for approval at this meeting.
- Obtaining quotes for inclusion in April finance report including noticeboard options, Bridgwater Road hedge sheering, hedging for Monkton Heathfield Road opposite Thornash Close.
- Various orders placed and deliveries accepted

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

- Lottery project evaluation report updates.
- Signage advertising consent – period for responses to application has passed. No objections received. Hope that advertising consent will be confirmed shortly.
- Grant application for CIL funding to Taunton Town Council determined on 11th March – successful.
- Lottery Project progress report covering progress in March and April to be prepared for PC meeting on 22nd April.
- Logged purchase of Poppy of Honour plaques and issued invoices where required.

Sports Pitches

- Awaiting determination of the planning application. Followed up with Planning Officer.
- Followed up highways proposals / access with Highways Officer who commented on planning application.
- Road access works expected to commence imminently.
- Signage for gates / access points obtained and signage for dog walking area designed and ordered and received.
- The owner of the adjacent land between the sports pitch land and the canal has requested a meeting. Clerk to arrange with Cllrs Cavill, Haskins and Gage in attendance.

MH1

- Catch up meeting with Persimmon, liaised with Persimmon and Solicitor regarding Transfer Document and play park remedials and other outstanding actions.
- Meeting of Working Group to be arranged as soon as amended transfer document and plan received.
- Letters sent to homeowners who have hedges adjacent to footpath on Furs Close sent letters requesting that they cut the hedge to maintain the path width.

MH2

- Catch up meeting with CSMPC on 24th March.

BACH:

- Jess supporting with invoices.
- Accounts / scribe updates.
- Orders / cleaning supplies.
- Audio equipment improvement works installed on 11th March, liaised re issues with hearing loop volume after 11th March.
- Welcome screen kept up to date and monthly condition checks completed.
- Next BACH Committee meeting scheduled to take place on 17th June 2025 at 7.30pm.

Meetings last month:

3rd March – Annual Leave

4th March – Agenda run through meeting

5th March – Meeting with Managing Agent re MH1
6th March – MH1 catch up meeting
7th March – Solar Panel meeting
11th March – Audio equipment installation at the BACH
11th March – Meeting with Managing Agent re MH1
11th March – PC meeting
13th March – Hestercombe LCN Meeting
14th March – SLCC Branch meeting
14th March – Taunton Garden Town Advisory Board meeting
17th March – Annual Leave
19th March – LGR Clerks Session
19th March - HMRC Webinar
19th March – Meeting with Sonic Fireworks
20th March – MH1 catch up meeting
20th March – Events Working Group Meeting
20th March – Waterleaze Pitch Meeting
22nd March – Cycling Event at BACH
24th March – Catch up with CSM re MH2
25th March – Appraisal with Candy Sully, Volunteer Coordinator
25th March – Annual Parish Meeting
26th March – Appraisal with Jess Cox, Admin and Events Assistant
26th March – Speed March at Country Park
27th – 31st March – Annual Leave

Meetings this month:

1st April – Agenda run through meeting
4th April – VE Day Planning Meeting
8th April – PC Meeting
9th April – Appraisal with Kate Welsh, Assistant Clerk Community
14th April – VAT Training
15th April – Agenda run through meeting
16th April – LGR Session
17th April – MH1 Catch Up
18th April – Bank Holiday
21st April – Bank Holiday
22nd April – PC Meeting
25th April – Audit Working Party Meeting
25th April – Events Working Group Meeting
28th April – First Aid Training
29th April – 1st May – Annual Leave

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
- Responding to emails/messages around areas in the parish that need clearing up
- Developed risk assessments for Community Café, Community Garden, Easter Egg Hunt and Stay and Play Group
- Developed presentation for Annual Parish Meeting
- Trips to Bookers for café items
- Shared Events calendar with local schools
- Submitted Volunteer Awards to BBC Somerset for 3 categories
- Worked with Clerk to develop article for Village News

Grant Funding

- Submitted application to Hinkley Point for Nature Trail at Maidenbrook Country Park

Community Fridge

- Keeping in touch with volunteers to keep them updated on news/emails
- Responding to social media messages with queries and information
- David, one of our volunteers has made ends for the shelving so that books more secure and he has pinned back the shelves to ensure they are safer
- Communicated with the schools about a couple of incidents at the community fridge – shared CCTV and schools responded well

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.
- Rev Jim Cox runs the Loss and Bereavement Drop in Cafe on the first Wednesday of each month
- Researched new chairs for bereavement café, decided on cushions to make the chairs more comfortable for those that attend.

Youth Work

- Meetings with LCN CYP working groups
- Creating and amending schedule for youth work provision across LCN
- Youth project across LCN has been named HYPE (Hestercombe Youth Project Evolving)
- 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)
- Planned and ordered resources for planned sessions at Youth Café
- Supporting Mandy Cooper (Youth Café Volunteer) to complete her Level 2 in Youth Work
- Supported young people to sow and plant seeds with the community garden
- Developed Social Media Policy for Youth Café
- Liaising with Somerset Youth Alliance and young people for logo design

Stay and Play Group

- Increasing numbers attending Stay and Play on Thursdays following Bethan's comms work to advertise the group.

Community Garden

- Community Garden group meet regularly at the BACH
- Respond to queries and request for support from Community Gardeners.

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.
- Organising Community Payback Team to visit and support the clear up team and garden.
- Liaising with Crocheters/Knitters about creating poppies for Poppy of Honour trailer.
- 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 – 150 Eventbrite sold-out
- VE Day 80 - Thursday 8th May 2025 – Beacon Lighting in Evening – 5pm to 10pm – TENS Submitted
- Somerset Day Picnic – 10th May 2025 – 12 to 4pm – TENS submitted
- Falklands Commemorative Get Together – 9am open (11am start) – TENS submitted
- FunFest @ Maidenbrook with joint parishes – Saturday 12th July 2025 – 12noon to 10.30pm
- St Giles Animal Rescue Dog Show and Fete – Sunday 10th August 2025 10am to 4pm – Facebook Event created and flyer received from St Giles.
- VJ Day Friday 15th August 2025 – Gordon Pursley to draw up a plan/programme for this for the next Event Working Group meeting.
- Open Day/Black Tie Event – 6th September 2025 – Cllr Carol Cronshaw to attend event planning meeting to continue to discuss and plan.

- Bonfire Night - 5th November 2025 - Not viable due to lack of parking
- NEXT EVENT WORKING GROUP MEETING – Friday 25th April at 11am
 NEXT FUNFEST MEETING – Tuesday 29th April at 7pm.

Actions from Meetings

- Organised agendas and recorded and typed notes/minutes of the FunFest Meeting and the Events Working Group and shared with attendees.
- Meeting with Sonic Fireworks and have a compere/audio engineer available to come to VE Day at a cost of £240 to the Parish Council
- Draft Event Management Plan for VE Day
- Developed VE Day Programme and write up with Jess
- Send VE Day Programme to dignitaries and other key contacts
- Designed banners for Maidenbrook Country Park Events
- Looking at natural barriers at Maidenbrook Country Park
- 50 Haybales organised by SH for VE Day, need more for FunFest
- List of actions for us to complete from events meetings
- Created and ordered volunteer banner for promotion at events
- Following measurements of areas for events, Jess is looking at Parish Online and event maps
- Sharing updates for event with Bethan to share on social media

Meetings, Events and Groups

- 4/3/25 Agenda Run Through Meeting
- 4/3/25 Taunton Town Council Meeting at Deane House
- 5/3/25 Community Café/Bereavement Café/Youth Café
- 6/3/25 Team Meeting
- 10/3/25 CYP Steering Group Meeting
- 11/3/25 WMPC Meeting
- 12/3/25 Community Café/Youth Café
- 13/3/25 Team Meeting
- 18/3/25 CYP Steering Group Meeting
- 19/3/25 Meeting online with Mike from Sonic Fireworks
- 19/3/25 Community Café/Repair Café/Youth Café
- 20/3/25 Events Working Group Meeting
- 21/3/25 CYP Steering Group Meeting
- 22/3/25 FunFest/Events Meeting at Maidenbrook Park
- 22/3/25 Cycle Festival at the BACH
- 25/3/25 CYP Working Group Meeting
- 25/3/25 Annual Parish Meeting
- 26/3/25 Community Café/Youth Café
- 26/3/25 Community Quiz Night

270/24 Somerset Council Report from Cllr Cavill and Cllr Fothergill

Cllr Fothergill reported on the following:

Somerset Recycling sites Now Operating on Spring/Summer Hours - All 16 of Somerset Council's recycling sites have reverted to their spring/summer opening schedule on 1 April. Sites will be open from 9am to 6pm Monday to Friday and 9am to 4pm at the weekend. Opening days vary across sites midweek, however all sites are open on a Saturday and Sunday.

Council Tax - Somerset Council is One of Only 6 English Councils to have been given permission for an increase above the 4.99% Council Tax Cap. The £43m budget gap will be bridged using a Capitalisation Direction which is a form of one-off assistance (that was also requested last year) offered by Government which allows the Council to continue to sell off assets or borrow money in order to use the proceeds to fund this years budget gap for day-to-day running costs. The Council also applied to the Government for financial support and whilst it asked for permission for a 22.84% increase in Council Tax, it has been allowed to increase Council Tax by 7.5%. This sees a band D property paying an additional £129 a year. For many homes in Somerset this will be in addition to very large increases in some Town and Parish elements of the Council Tax including an annual increase of £111.73 (Band D) in Bridgwater making it one of the most expensive in the country.

New and increased car parking charges - Somerset Council announced their intention to introduce a new parking policy that will see residents across the county pay more for parking. At the Executive Meeting on 3 March it resolved to

- Expand Sunday charges covering the whole county.
- New on-street parking charges – e.g. parking bays

Following considerable challenge it was decided to not proceed with new overnight charges.

So what happens next - these proposals have been supported by the Councils Executive and they are all now subject to a formal consultation process. The public 6 week statutory consultation will then follow, possibly commencing in mid to late May. This will be followed by a review of the responses to determine whether they can proceed as planned or whether changes, including mitigations are needed. The decision will then be made as to whether to proceed or not. The final decision will then be made by the Executive possibly during August or September – dates yet to be confirmed.

Formal review into the local government and electoral arrangements for Langport and Huish Episcopi - The Community Governance Review (CGR) has been triggered following a valid petition from people living in both existing local council areas, calling for the current local councils to be dissolved in favour of a single parish, in the interests of efficiency and cost effectiveness. The review will start by consulting key stakeholders. Issues that will be considered as part of the review include the number of new councillors for the new parish council and whether it should be divided into wards. Final recommendations are due to be considered by Somerset Council this autumn, with implementation of the decision to be effective from April 2027. Anyone wishing to make written representations on the review should do so via email at cgr@somerset.gov.uk.

Taunton's Paul Street will be closed for 2 days for important upgrades - The library, and The Glass Box innovation space, will close their doors on Wednesday and Thursday 9 and 10 April for a major IT network and Wi-Fi hardware and systems improvements.

The library will reopen at 9.30am on Friday 11 April.

Dog Control Order Currently out for Consultation – Somerset South Dog Fouling and Somerset South Dog Exclusion Ninesprings - The Council is proposing to extend two existing orders; the first relates to a dog exclusion zone in part of the Ninesprings Park in Yeovil while the second covers dog fouling and keeping dogs on leads in public places across the former South Somerset District Council area.

The existing Public Space Protection Orders (PSPOs) are due to expire, and the Council is seeking the public's views on extending the orders for a further three years.

The PSPO relating to Ninesprings covers the lower lake area and would bar people from taking dogs into the zone. Assistance dogs are exempt. The area is rich in wildlife and the order aims to protect the habitat.

The second PSPO relating to dog fouling and keeping dogs on leads aims to protect the public and local wildlife. The consultations run until 5 May 2025 and can be accessed via the following links:

<https://somersetcouncil.citizenspace.com/comms/pspo-somerset-south-dog-fouling/>

<https://somersetcouncil.citizenspace.com/comms/pspo-somerset-south-dog-exclusion-ninesprings/>

OPEN CONSULTATIONS - <https://somersetcouncil.citizenspace.com/>

A Fire Service Consultation relating to responses to Automatic Fire Alarms Closes 9 April 2025 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>

A family Feedback Survey on digital Social Care Records – closes April 2025 A Digital Social Care Record (DSCR) is the digital recording of care information and care received by your relative, from their care provider, replacing traditional paper records. This is sometimes called an electronic care plan, electronic care record or electronic care management. This allows everyone involved in a person's care to see appropriate information to help with that care.

The Digitising Social Care Records initiative is being managed by NHS England

Somerset School Nurse Feedback – closes May 2025 Feedback will be used to better understand how we serve you well, where we might need to improve and what you value most from our service.

Cllr Cavill reported on the following:

Protection of wildlife orders have been put in place to either require that dogs are kept on leads or to keep dogs off certain areas. Orders like these could be considered for the Country Park / Sports Pitches.

School places – a 7 place primary school will be provided at Wilstock at a cost of £7.7m. Representatives at the meeting confirmed that alternatives to building new secondary schools are being considered to settle demand for secondary school places.

Public Question Time

No questions were asked during public question time.

271/24 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.

48/25/0014: Erection of a first floor extension to the side of 51 St Quintin Park, Bathpool.

The Parish Council supports the granting of permission.

48/25/0016/T: Application to carry out management works to two ash trees and one field maple included in Taunton Deane Borough (West Monkton No.1) Tree Preservation Order 2001 to the rear of 62 Mead Way, Monkton Heathfield (TD897).

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

The Parish Council suggests felling the two ash trees if ash die back is present and suggests that the ash trees are replaced with appropriate trees that have limited height growth to ensure that the landscaping screen remains between the property and Monkton Heathfield Road.

38/19/0129: Phased development of 292 no. dwellings with associated access, infrastructure, open space (formal and informal), landscaping and related works on land off Lyngford Lane, Taunton (additional information submitted).

Clerk to register Cllr Haskins to speak at the Somerset Council Planning Committee meeting on 15th April when the application is being considered again.

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 (amendments to application including change to the style of the roof, external materials, amendments to the fenestration including one window in either side elevation that will be fitted with obscure glazing and restrictive openers).

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
Noted.

272/24 Assets

a) BACH; Solar panels update, gifting of projector to WM Scout Group

Cllr Gage provides an update on the solar panel project. The main holdup is regarding the ongoing ownership of the panels once they are installed. Confirmation of the position of the Primary School / Diocese is awaited. Cllr Gage has requested that the decision of the primary school / diocese is confirmed by 17th April. The hold up means that installation can not take place during the Easter School holidays, if a decision is confirmed by 17th April it may be possible to install them in the late May school holidays. Clerk to add an item to the agenda for the next meeting. Cllr Gage also raised the PC projector that is no longer used and the request from the West Monkton Scout Group to borrow it. It was agreed to gift the projector to the Scout Group as the PC no longer has a use for it.

b) Country Park; barriers for events

The need for barriers at the Country Park for when events take place was discussed and options considered. It was noted that the required planning permission for the items at the Country Park included in the lottery application has now been obtained which includes a fenced disabled parking area. It was agreed to make the fencing for the car parking area more substantial and in the short term and for the VE Day event, use vehicles to create a barrier between the parking area and the rest of the site.

Clerk to gather quotes for fencing as soon as possible for consideration.

Candy Sully, Volunteer Coordinator provided an update on work to install the WW2 memorial.

Cllr Gage confirmed that the ride-on lawnmower is being collected by Bridgwater Mowers for a service on 9th April.

Cllr Haskins to cut the community events area using a collecting ride on lawn mower in preparation for VE Day.

The drainage cover was discussed. Cllrs Cavill and Haskins to action the repair.

273/24 Projects

a) MH1 POS; Feedback from catch up meetings with Persimmon. Approval of Managing Agent. Transfer document update / approval

Clerk provided feedback from the catch up meetings with Persimmon. The Play park remedials are underway. 60% of the tree works have taken place – bird nesting evident so remainder will be done later.

The final version of the transfer and plan are awaited.

A meeting of the Working Group took place on Thursday 3rd April during which the quotes received from two Managing Agents who have expressed an interest in become the Managing Agents for the Management Company were discussed. One of the Managing Agents were in attendance.

Members of the Working Group provided feedback on the quotes and the meeting and recommended that the quote / proposal from Saxons be accepted and that Saxons are appointed as the Managing Agents for the Management Company.

It was resolved to appoint Saxons as the Managing Agents initially for one year. Proposed by Cllr Gage, seconded by Cllr Chapman and agreed with all in favour.

Clerk confirmed that as soon as the final transfer document and plan are received, the Working Group would meet to review the documents with a view to recommendations being made to the Parish Council.

Cllr Cavill left the meeting.

b) MH2 Update; Feedback from meeting with CSM PC on 24th March 2025 and agree next steps.

Clerk provided feedback on the MH2 meeting with CSM PC on 24th March. During the meeting concerns were raised regarding lack of progress, viability / lack of transparency, CIL allocation / use by Somerset Council, the mechanism for delivery of infrastructure from CIL receipts, phosphate changes and ongoing concerns about the highway proposals. It was agreed that a letter would be drafted to be sent to Somerset Council Lead Member for Planning, Cllr Rigby. A draft letter was circulated in advance of the meeting and discussed. Subject to one amendment, regarding the viability assessment the letter was approved.

Clerk confirmed that the next steps are for a zoom meeting to be requested with Simon Fox, the Planning Officer, and the letter to then be sent.

In addition FOI requests to be made to Somerset Council regarding CIL receipts and planned expenditure and school places.

Cllr Cavill rejoined the meeting.

c) Waterleaze Football Pitch update

Clerk provided an update on the Waterleaze Football Pitch. Clerk and Cllr Cavill met with Cllr Frascini from the Town Council to discuss progress. Parking for the pitch is an issue. It was suggested during the meeting that an approach is made to David Wilson Homes about the land to the West of Maidenbrook Lane to provide some informal parking for the Country Park and Pitch and to extend the Country Park. It was agreed that the Clerk approach David Wilson Homes.

If land for parking isn't identified the next option is to consider reconfiguring the site to provide a small section of parking only. Consultation with residents of Waterleaze would need to take place when developing any proposals for the pitch.

The pitch and the adjacent play park was still owned by the Developer and handover to Somerset Council is awaited.

d) Poppy of Honour update; storage between events.

Cllr Cronshaw provided an update on the Poppy of Honour and its preparation for being taken to the planned events. The Poppy of Honour Committee have stated that they would like to attend the events to provide support when the events take place at the weekend.

The schedule for the events was shared on the screen and Cllrs committed to towing / attending the events.

Clerk requested a copy of the insurance certificate for the Poppy of Honour that confirms that there is adequate cover for the Poppy whilst it is in transit.

Cllr Cronshaw asked if the information to satisfy the planning condition for the Poppy of Honour pavilion has been supplied to the Planning Authority – Clerk to check. This will inform the groundworks required. Cllr Cronshaw can then make approaches to companies who may sponsor the groundworks.

Cllr Cronshaw provided an update on catering for the 6th September event. It was agreed to schedule a meeting after VE Day to discuss arrangements and plans for the event.

Storage for the Poppy of Honour were discussed and a few places identified as possibilities.

274/24 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:

There are no issues to report following a dry period and the long term forecast is also good.

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Mr Perry raised the attenuation pond between the railway and Bridgwater Road properties. Despite a period of dry weather the attenuation pond is retaining water and isn't draining – this is likely to be due to lack of maintenance and the ditch that it drains into being overgrown. Cllr Cavill to chase enquiries about ownership of the attenuation pond to confirm responsibilities for its maintenance.

Mr Perry confirmed that he had not received any update on the permanent pump installation. Clerk to chase the EA.

Mr Perry confirmed that he will be attending an online Natural Flood Management Workshop on 24th April

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 1433
- 18.4k post reach
- Posts added sharing news items that are added to the website.

Monkton Matters

- Page likes / followers now at 545
- 21 new articles added in February
- Articles on Monkton Matters being shared on Monkton Matters Facebook page to pull users to the website.
- 17.2k post reach
- Business directory has details of 28 businesses so far.

Community Fridge/Community Garden Facebook Page:

- Page likes /followers 1242
- 1.9k 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.

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

f) Any other events at which WMPC was represented; Garden Town Advisory Board meeting, Annual Parish Meeting

Clerk provided feedback on the Garden Town Advisory Board meeting – a presentation was received on the Staplegrave Development.

It was noted that the Annual Parish Meeting was a success and positive feedback has been received from attendees.

g) Consultations;

None

275/24 Finance

a) Finance Report

i. Quotations and Updates:

Hedging for opposite Thornash Close

Hedges Direct

Bare Root Laurel (80-100cm tall) - £7.99 each. Suggested planting 5 plants per metre.

Bare Root Privet (90-120cm tall) - £2.99 each. Suggested planting 7 plants per metre

Best4hedging

Bare Root Laurel (80-100cm tall) - £6.99 each. Suggested planting 4-5 plants per metre.

Bare Root Privet (90-120cm tall) - £2.19 each. Suggested planting 3-7 plants per metre.

Alternative suggestion made to replace the fence at the rear of the properties (complicated as fence is owned by multiple land owners) and inclusion of wildflowers.

It was agreed to initially tidy the area, remove the chain link fence and brambles and consider the hedging later when the area is ready to plant.

Heathfield Drive Bin

Replace Separate Waste Bin and Dog Waste Bin with one dual waste bin. There will be no increase in collection costs due the PC already owning the dog waste bin.

Cost of dual waste bin

£514.99 (including delivery)

Resolution to proceed

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

Bridgwater Road tree sheering quote

Quote requested from Jack Down Contracting and advice as to whether work can be carried out now or in autumn.

Quote awaited.

Noticeboard options for Greenway

The Noticeboard Company

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

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

Greenbarnes:

<https://www.greenbarnes.co.uk/shop/external-noticeboards/man-made-timber-noticeboards/2-bay-4-x-a4-man-made-timber-noticeboard-ref->

[pdn/?_gl=1*1ktv3ed*_up*MQ..*_ga*OTEzNTk1NDI0LjE3NDIzOTgwMDA.*_ga_DY5DT4LSDY*MTc0MjM5Nzk5OS4xLjEuMTc0MjM5ODAyMS4wLjAuNTYzOTk4ODg4](https://www.greenbarnes.co.uk/shop/external-noticeboards/man-made-timber-noticeboards/2-bay-4-x-a4-man-made-timber-noticeboard-ref-pdn/?_gl=1*1ktv3ed*_up*MQ..*_ga*OTEzNTk1NDI0LjE3NDIzOTgwMDA.*_ga_DY5DT4LSDY*MTc0MjM5Nzk5OS4xLjEuMTc0MjM5ODAyMS4wLjAuNTYzOTk4ODg4)

It was agreed to repurpose the noticeboard from the village hall at the location.

VE Day PA and Compare

Sonic Fireworks:

To provide a compare for the whole event, suitably large PA for the fireworks which will be used for the whole event including provision for both acts on stage and some basic lights.

£480.00

Sonic Fireworks are happy to cover half of the costs so cost to the PC is £240.00.

One generator will be needed to power the equipment.

Resolution to proceed and book:

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

Merchandise for Poppy of Honour

Wristbands (with Poppy of Honour and CP logos on)

Printed4You:

1000 Full Colour Print £800 + VAT

500 Full Colour Print £430 + VAT

100 Full Colour Print £140 +VAT

MPM Wristbands

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Semi Permanent Lock

rPET Eco Fabric Wristbands

100 x rPET Eco Fabric Wristbands = 90p / pc

200 x rPET Eco Fabric Wristbands = 50p / pc

500 x rPET Eco Fabric Wristbands = 40p / pc

1000 x rPET Eco Fabric Wristbands = 30p / pc

2000 x rPET Eco Fabric Wristbands = 28p / pc

5000 x rPET Eco Fabric Wristbands = 25p / pc

Setup (covers up to 3 designs) = £25.00

Delivery (starts at) = £12.50

+ VAT

The Wristband Company

100 – 85p each

250 – 45p each

500 – 32p each

1000 – 25p each

Resolution to proceed with purchase of 1000 no of wristbands from The Wristband Company. Design to be pale blue background. Wristbands to be sold with a minimum donation of £2.00.

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

Laptop increase size of drive for Windows 11 upgrade

All WMPC laptops need to move to Windows 11 due to Windows 10 no longer being supported by Microsoft from October.

All laptops apart from the Clerks have sufficient space on laptops to enable the upgrade.

QSS IT have provided a quote for the necessary upgrades that will extend the life of the Clerk's laptop (WMPC-L02) and ensure it is ready for the upgrade of Windows 11 24H2.

By upgrading this device instead of purchasing a new one, we can help keep costs down while ensuring your systems remain fully functional and compliant with the latest software requirements.

Cost of upgrades is £197.93 + VAT - £237.51

Resolution to accept quote for required upgrade:

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

Electrics for Second Community Fridge Shed (Grant funded)

Benjamin Henry Electrics

To install one PIR and one 4ft LED batten light.

Cables to be enclosed in white conduit from the food shed to the second shed.

£144.30 + VAT

Tone Fire and Security

To extend electric from existing shed to new shed and supply and install a 5W LED light fitting with motion detector.

£328.54 + VAT

Resolution to appoint Benjamin Henry Electrics to carry out electrical work.

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

Country Park Pathways – Phase 1

Pathway from existing southern pathway to WW2 memorial

(to be funded from Lottery Application Match Funding Element)

Quotes requested from Brian Keal, Lee Pope and RW Gale.

Quotes awaited.

Keal's Fencing, Garden and Property Services:

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Labour and Machine Hire: £6450.00 + VAT
Materials to be supplied (216 tonne of stone and weed barrier)

Lee Pope (quote awaited)
It was agreed to defer consideration of the pathway quotes.

Cordless Pole Saw and Mini Chainsaw

https://www.sakertool.co.uk/products/saker-cordless-pole-saw-and-mini-chainsaw?_pos=1&_psq=pole+saw&_ss=e&_v=1.0&variant=41611885150282

It was agreed not to proceed with the purchase but instead look at attachments for the Stihl strimmers.

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. Receipts and Payments

Receipts

Interest

Lloyds (Monthly)	£19.44
Nationwide (Monthly)	£131.20
PSDF (Monthly)	£1971.47
Unity Trust Bank (Quarterly)	£245.21
Somerset West Lottery (Community Fridge)	£17.00
Allotment Renewals	£30.00
Salvation Army – Clothes Bank	£17.09
	£17.72
National Lottery (Year 1 second revenue payment of grant)	£24226.00
Paydough (Poppy of Honour Plaques)	£125.00
Funfest stallholder fees	£50.00
Durstons Parish Meeting (Poppy of Honour Plaque purchase)	£75.00
Bishops Lydeard and Cothelstone Parish Council (Poppy of Honour Plaque Purchase)	£75.00
Citizens Advice (Food resilience grant – Summer Food Project)	£1000.00
Sainsburys (Grant – Community Fridge)	£500.00

Payments

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
To authorise payment of:						
Employee pension contributions	206.05	No vat	206.05	d-d	Salaries and expenses	Pension
	106.52	No vat	106.52	d-d	MCP Lottery Funded Project	Volunteer Coordinator
Employer pension contributions	154.53	No vat	154.53	d-d	Salaries and expenses	Pension
	79.89	No vat	79.89	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 (includes overtime accrued)	xx.xx	No Vat	xx.xx	Bacs	MCP Lottery Funded Project	Volunteer Coordinator
HMRC Tax and NI Contributions	1817.71	No vat	1817.17	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
S Rolls Lengthsman services	105.00	No vat	105.00	Bacs	Environmental / Open Spaces	Lengthsman
Business all about you Climate Initiative PR WMPC 50	250.00	No vat	250.00	Bacs	Environmental / Open Spaces	Environment / Community
Business all about you expenses	36.94	No vat	36.94	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)	60.10	No vat	60.10	Bacs	Salary and expenses	Expenses
Expense claim K Welsh (Travel)	127.80	No vat	127.80	Bacs	Salary and expenses	Expenses
Expense claim K Welsh (Milk for Community Café)	4.35	No vat	4.35	Bacs	BACH	Community Events / Initiatives
Weetree Wholesale Nurseries (WW2 memorial trees)	797.55	153.51	921.06	Bacs	Environmental / Open Spaces	POS Maintenance
Expenses claim S Thomas (Wool Poppy of Honour dec)	12.00	No vat	12.00	Bacs	Youth and Community	Youth and Community General
Expenses claim C Sully (Travel)	45.45	No vat	45.45	Bacs	MCP Lottery Funded Project	Volunteer / Coordinator expenses
(Seeds and envelopes for Lottery Open Week)	21.99		21.99		Country Park	Country Park
(Trailer towbar lock)	10.00		10.00		Country Park	Country Park
SLCC (Clerk VAT Training)	30.00	6.00	36.00	Bacs	General Administration	Training
Somerset Timber Services Ltd (WW2 Memorial)	450.00	90.00	540.00	Bacs	Environmental / Open Spaces	POS Maintenance

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
Creative Outbursts (LCN Youth Project Mobile Services 1 st June to 21 st August 2025)	8290.50	1658.10	9948.60	Bacs	Youth and Community	LCN CYP WG Project
Creative Outbursts (LCN Youth Project Mobile Services 1 st April to 31 st May 2025)	8290.50	1658.10	9948.60	Bacs	Youth and Community	LCN CYP WG Project
Travis Perkins (WW2 memorial materials)	40.94	8.18	49.12	Bacs	Environmental / Open Spaces	POS Maintenance
Normanton Screenprint (Litter stickers)	82.95	16.59	99.54	Bacs	Environmental / Open Spaces	POS Maintenance
On Your Bike (Cycling Event)	391.67	78.33	470.00	Bacs	Environmental / Open Spaces	Environment / Community
Starboard Systems Limited (Scribe accounting software annual charge)	756.00	151.20	907.20	Bacs	IT and Communications	IT and Communications
CCS (Community Buildings Subscription)	110.00	No vat	110.00	Bacs	BACH	Subscriptions / Licences
Expenses Claim S Haskins (Travel)	33.70	No vat	33.70	Bacs	Salaries and Expenses	Expenses
(Trailer tyres)	10.00	No vat	10.00		Environmental / Open Spaces	Off carriageway maintenance
Travis Perkins (Toilet hire)	65.50	13.10	78.60	Bacs	Country Park	Country Park
David Griffiths (Repair café volunteer expenses)	17.71	No vat	17.71	Bacs	Youth and Community	Youth and Community General
Travis Perkins (WW2 memorial materials)	27.39	5.48	32.87	Bacs	Environmental / Open Spaces	POS Maintenance
Travis Perkins (WW2 memorial materials)	27.86	5.58	33.44	Bacs	Environmental / Open Spaces	POS Maintenance
Rapsons Garage (Tyres for trailer)	77.89	15.58	93.47	Bacs	Environmental / Open Spaces	Off carriageway maintenance
Travis Perkins (Toilet hire)	39.36	7.87	47.23	Bacs	Country Park	Country Park
Somerset Doors and Locks (BACH Door Repair)	75.00	No vat	75.00	Bacs	BACH	Hall maintenance
Travis Perkins (WW2 memorial materials)	23.82	4.76	28.58	Bacs	Environmental / Open Spaces	POS Maintenance
Expenses Claim B Keal (Falklands Memorial materials)	195.11	No vat	195.11	Bacs	Environmental / Open Spaces	POS Maintenance
Somerset Council (Q4 dog bin emptying and grass cutting)	754.30	150.86	905.16	Bacs	Environmental / Open Spaces	POS Maintenance
To note payment of:						
Direct Debit						
Invoice Tailored Auto Enrolment 13697 29/3/2025 (Pension administration)	12.00	2.40	14.40	DD PAID	Salary and Expenses	Pension
Invoice SWS 116758 2/04/2025 maintain gsuite	108.00	21.60	129.60	DD PAID	IT and Communications	IT and Communications
Invoice SWS 116663 20/3/2025 Hosting monthly plan	60.00	12.00	72.00	DD PAID	IT and Communications	IT and Communications
Invoice SWS 116639 web-lite hosting (MM) and standard mailbox 20/3/2025	30.00	6.00	36.00	DD PAID	IT and Communications	IT and Communications
Three (Business Mobiles)	37.50	7.50	45.00	DD PAID	IT and Communications	IT and Communications

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
EMS (Card Payment System)	8.31	1.20	9.51	DD PAID	Youth and Community	Community Events
Somerset Web Services (MCP website hosting)	70.00	14.00	84.00	DD PAID	IT and Communications	IT and Communications
Somerset Web Services (domain name renewal (Monkton Matters))	16.50	3.50	19.80	DD PAID	IT and Communications	IT and Communications
Debit Card						
Canva (Subscription)	27.00	No vat	27.00	Deb Card Paid	IT and Communications	IT and Communications
Amazon (POS Maintenance)	47.76	9.55	57.31	Deb Card Paid	Environmental / Open Spaces	POS Maintenance
(Sundry admin)	3.12	0.63	3.75		General Administration	Sundry Admin
(Community Fridge items)	16.44	3.29	19.73		Youth and Community	Community Fridge
(BACH Cushions / Seating improvements)	55.12	11.03	66.15		BACH	Hall improvements
(Youth Café cups)	17.92	3.58	21.50		Youth and Community	Youth Café
Asda (Easter Eggs for Event)	230.60	No vat	230.60	Deb Card	Youth and Community	Community Events
Mid Devon Show (Poppy of Honour)	120.00	No vat	120.00	Deb Card	Country Park	Poppy of Honour
Bookers (Youth Café Items)	82.31	5.11	87.42	Deb Card	Youth and Community	Youth Café
Pixartprinting (Community Event / volunteering banner)	63.29	12.66	75.95	Deb Card	Youth and Community	Youth and Community General
(Transaction fee)	2.08	No vat	2.08			
Amazon (Stationery)	10.72	2.15	12.87	Deb Card	General Administration Youth and Community	Sundry Admin Community Events
(Community events items)	19.84	3.97	23.81			
Amazon (Public open space maintenance items)	48.88	9.78	58.66	Deb Card	Environmental / Open Spaces	POS Maintenance
Asda (Community event items (Easter Eggs and APM refreshments))	152.61	No vat	152.61	Deb Card	Youth and Community	Community Events
Amazon (Public open space maintenance items)	59.96	11.99	71.95	Deb Card	Environmental / Open Spaces	POS Maintenance
Amazon (Public open space maintenance items)	32.90	6.58	39.48	Deb Card	Environmental / Open Spaces	POS Maintenance
BACS						
Jack's Garden Maintenance (Bridgwater Road Clearance Works)	1475.00	295.00	1770.00	Bacs	Environmental / Open Spaces	Off carriageway works
Somerset Youth Theatre CIC (NP Workshop CYP LCN)	450.00	No vat	450.00	Bacs	Youth and Community	LCN CYP WG Project
Audio Visual Direct (Online meeting audio equipment install – second / final installment)	694.00	138.80	832.80	Bacs	BACH	Hall improvements
Signs Express (Dog walking area sign)	33.00	6.60	39.60	Bacs	Environmental / Open Spaces	POS Maintenance
Signs Express (Falklands Memorial signs)	570.90	114.18	685.08	Bacs	Environmental / Open Spaces	POS Maintenance

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
Signs Express (Bruford Sign)	36.00	7.20	43.20	Bacs	Country Park	Somerset Wood
Signs Express (Wrens Sign)	16.00	3.20	19.20	Bacs	Country Park	Country Park

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

Transfer between accounts / budget lines

From BACH to PC Treasurer £55.12 chair cushions / covers

From Treasurer to POH Account £125.00 (Plaque purchases)

From BACH to PC 694.00 Treasurer (Online meeting audio equipment)

b) Budgeting Report (incorporating BACH Accounts)

The budgeting reports to 31st March were shared in advance of the meeting and the contents of the reports were noted. Clerk confirmed that the Audit Working Group have a meeting scheduled later in the month to review the end of year accounts.

276/24 Strategic Plan / Annual Report:

a) To note publication of 2025 Reviewed Strategic Plan 2024-2027

It was noted that following approval at the last meeting, the complete 2024/25 income information has been added to the Strategic Plan and the plan has now been published on the PC website.

b) 2024/25 Annual Report approval

The final version of the 2024/25 Annual Report was circulated in advance of the meeting. Cllr Gage raised the reserves held by the Parish Council and whether this information could be published. It was agreed to consider the publication of additional information on the PC website whilst considering the final accounts in May / June.

It was resolved to approve the 2024/25 Annual Report. Proposed by Cllr Munson, seconded by Cllr Cronshaw and agreed with all in favour.

277/24 HR

a) To review and note appraisals for staff and agree arrangements for Clerk's appraisal.

Clerk reported that appraisals for the Volunteer Coordinator and Admin and Events Assistant have been carried out and the notes circulated. Assistant Clerk Community appraisal scheduled to take place on 9th April.

It was agreed that Cllr Haskins as Chair of the PC and a member of the HR Committee would carry out the Clerk's appraisal.

b) To approve successful completion of 6 month probation period for Volunteer Coordinator and Admin and Events Assistant

It was resolved to approve the successful completion of the 6 month probation period by the Volunteer Coordinator and the Admin and Events Assistant. Proposed by Cllr Munson, seconded by Cllr Chapman and agreed with all in favour. Clerk to write to both to confirm the successful completion of probation periods.

c) To approve the increase in hours of Admin and Events Assistant by 5 hours a week from 1st April 2025 to provide additional capacity for overseeing LCN CYP Project

It was resolved to approve the increase in hours of the Admin and Events Assistant by 5 hours a week from 1st April 2025. Proposed by Cllr Cronshaw, seconded by Cllr Chapman and agreed with all in favour.

278/24 Other matters for report only – items for discussion – no decision

Cllr Gage asked if there is a village agent for the Parish. Cllr Haskins confirmed that there is a Village Agent who was in attendance at the last Hestercombe LCN Meeting.

a) Items for next meeting agenda - by 14th April or Monday 5th May 2025.

Noted

Cllr Cronshaw requested that an item be added to the agenda for the next meeting to consider pop up banners for the Poppy of Honour and the Country Park.

b) Dates to note over the next 14 days

Noted

279/24 Dates of forthcoming meetings:

Parish Council:

Second Tuesday in the month (Business focused meeting)

2025: 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: 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: TBC 2026

BACH Committee 17th June 2025 at 7.30pm

Budget and Precept Working Group: TBC November 2026

Sports Pitch Committee TBC

Somerset Wood Joint Committee TBC

There being no further business to discussed, the meeting ended at 9.55pm

Signed Chairman:



Date: 22nd April 2025