

**Clerk to the Parish Council:** Mrs. A Shepherd **Assistant Clerk Community** Mrs. K Welsh  
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**Parish Council website:** [www.westmonktonparishcouncil.gov.uk](http://www.westmonktonparishcouncil.gov.uk) **Monkton Matters website:** [www.monktonmatters.co.uk](http://www.monktonmatters.co.uk)

7<sup>th</sup> May 2025

I hereby give notice that the Annual Parish Council meeting of West Monkton Parish Council will be held at Brittons Ash Community Hall on **Tuesday 13<sup>th</sup> May 2025 at 7pm.**

Members of the public are encouraged and welcomed to attend this meeting either in person or virtually. To join the meeting virtually please use this link: <https://us02web.zoom.us/j/84389906027>

Members of the public and press are entitled to be at the following meeting in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by Local Government Act 1972 Section 100 unless the Parish Council by resolution/s enters confidential session, when the public are lawfully excluded.

Public question time at this meeting will be held about 7.20pm. Members of the public are welcome to attend.

Amy Shepherd  
Clerk to the Parish Council

### AGENDA

- 1) To receive any apologies (with reasons), introductions with responsibilities;
- 2) To note:
  - a) Declarations of Interest
  - b) Dispensation Requests
  - c) Amendments to the Register of Disclosable Pecuniary Interests
- 3) Election of Chairman **(R)**
- 4) Election of Vice Chairman **(R)**
- 5) Acceptance of Office forms to be received by Clerk from Chairman and Vice Chairman
- 6) To adopt the minutes of the Parish Council meeting on 22<sup>nd</sup> April 2025 **(R)**
- 7) To review delegations:
  - a) To Clerk: In consultation with the Chairman, for grant of dispensations
- 8) To confirm dispensations:
  - a) MH1: All members of West Monkton Parish Council to allow them to participate in discussions in relation to MH1
  - b) MH2: All members of West Monkton Parish Council to allow them to participate in discussions in relation to MH2.
- 9) To review terms of reference and membership for existing Committees **(R)**
  - a) Planning Committee: that in accordance with previous practice and to ensure that a quorum is achieved, all Councillors shall be members of the Planning Committee.
  - b) BACH Committee: review / confirm members and confirm terms of reference.
  - c) Somerset Wood Joint Committee (with Cheddon Fitzpaine PC); review / confirm members and confirm terms of reference
  - d) MH2 Joint Committee (with Creech St Michael PC); review / confirm members and confirm terms of reference
  - e) Sports Pitch Committee; review / confirm members.
  - f) HR Committee: review / confirm members and confirm terms of reference.
- 10) To review terms of reference and membership of existing Working Party Groups **(R)**
  - a) Audit Working Party Group: review / confirm members.
  - b) Events Working Group: review / confirm members.
  - c) Country Park Working Group (with Cheddon Fitzpaine PC); review / confirm members.
  - d) Budget / Precept Working Group: review / confirm members.
- 11) To review and adopt **(R)**
  - a) New Standing Orders, existing Financial Regulations and existing Code of Conduct.
  - b) New Policies including IT Policy.
  - c) Current policies including risk assessment, reserves policy, complaints / disciplinary / grievance policy, equality and diversity policy, training policy, health and safety policy, grants policy, grant funding policy for young people, privacy policy, data retention policy, data

protection policy, freedom of information policy, general privacy policy, subject access request policy, vexatious complaints policy, working party protocol, volunteering policies and safeguarding policy, Lone Working Policy and Whistleblowing Policy.

- d) To record by Minute of Council that the conditions of the General Power of Competence are satisfied and that email service of agendas is acceptable.
- 12) To review/confirm representatives on external bodies: with reporting back to Parish Council **(R)**
  - a) the Village Hall Management Committee
  - b) the Spital Trust
  - c) Taunton Garden Town Advisory Board
  - d) Hestercombe Local Community Network
- 13) To discuss Councillor roles and responsibilities and agree:
  - Local Environment (tree planting, sustainable transport, swap initiatives, reducing waste)
  - Local Community (community events, engaging young people, community groups, community review project)
  - Parish Council (transparency, value for money, LCN)
  - Projects; Sports Pitches, Multi-Agency Approach to flood prevention, Poppy of Honour, MH1 / MH2 POS and Community Infrastructure, Waterleaze Pitch, Joint Football Pitch Provision, Allotment Provision.
  - Assets; Country Park / Somerset Wood, BACH, Community Fridge, Community Garden.
  - Footpaths, Highways and Safe Routes to School
  - Member Auditor
- 14) To note that the Register of Assets is up to date and is due for review in March 2026.
- 15) To confirm that the Council is insured with Clear Councils (formerly BHIB Limited) and the policy is due for review / renewal on 1<sup>st</sup> June 2025 (quotations to be considered at next PC meeting).
- 16) To consider and confirm continuation of annual subscriptions to Somerset Association of Local Councils (SALC), Society of Local Council Clerks (SLCC), Community Council for Somerset (CCS) and CCS Buildings.
- 17) To note Clerk's report and Assistant Clerk (Community) report.
- 18) Somerset Council report.

*Meeting will be adjourned*

### **Public Question Time**

*Members of the public are invited to ask questions and raise issues, but please note, this is not a discussion forum.*

*Please make your wish to speak known to the Chairman or the Clerks before the start of the meeting. When called, please give your name. You have three minutes in which to speak.*

*Meeting will reconvene*

- 19) Planning
  - a) To consider any planning applications (listed on Somerset Council website) **(R)**
    - 48/24/0058: Demolition of garage/workshop building and nissen hut and erection of 1 No. detached dwelling and garage with alterations to access on land west of Church Hill, West Monkton (Amendments to proposal including reduction in scale and height of dwelling and garage, minor alteration to siting of dwelling, garage moved northwards, alterations to materials (stone to render/brick and slate to clay tiles), timber cladding to garage and alterations to fenestration.
    - 48/25/0025/CQ: Proposal: 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 at Sidbrook Farm, 83 Greenway, West Monkton.
  - b) To note that Planning decisions made are available on SW+T Council website filed under the application number
- 20) Community Events Update; feedback from VE Day event and Somerset Day event.
- 21) MH1: POS transfer document update / approval; Central Park Play Area signage **(R)**
- 22) Nerrols Phase 3. Resolution to contribute to costs of legal review of planning permission **(R)**
- 23) Country Park Update; lawnmower incident and access restriction works update.
- 24) Reports, including recent developments, matters to consider and decisions to be made:
  - a) Bathpool Flood Warden: Mr Kevin Perry.
  - b) Councillor reports (future agendas to reflect amended roles and responsibilities agreed in item 13 above)
  - c) Communications Report: Update
  - d) GDPR – Update.
  - Representatives on outside bodies/Response to Consultations:
    - e) West Monkton Village Hall Management Committee;
    - f) The Spital Trust;
    - g) Any other events at which WMPC was represented.

- h) Consultation responses to be developed / approved for submission: None

25) Finance

- a) Quotes and receipts and payments **(R)**
- b) Consider recommendations of the Audit Working Party **(R)**
- c) To consider grant applications **(R)**
- d) To receive budget monitoring report (incorporating BACH accounts)
- e) To approve signing of agreement for SRA Grant **(R)**

26) Other matters for report only – items for discussion - no decision

- a) Items for next meeting agenda - by Monday 19<sup>th</sup> May 2025 or Monday 2<sup>nd</sup> June 2025
- b) Dates to note over the next 14 days

27) Dates of forthcoming meetings:

**Parish Council:**

**Second Tuesday** in the month (Business focused meeting)

2025: 10th Jun, 8th Jul, 12th Aug, 9th Sept, 14th Oct, 11th Nov, 9th Dec.

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

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

**Audit Working Party:** 18th July 2025 at 9.30am.

**Annual Parish Meeting:** TBC 2026 at 7pm

**BACH Committee** 17<sup>th</sup> June 2025 at 7.30pm

**Budget and Precept Working Group:** TBC November 2025

**Sports Pitch Committee** TBC

**Somerset Wood Joint Committee** TBC

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability) Crime & Disorder, Health & Safety and Human Rights.

**(R)** = Resolution to be considered / required.