



West Monkton Parish Council

ADOPTED

Minutes of the Annual Meeting of the Parish Council held on Tuesday 13th May 2025 at 7.00pm.

Present: Cllrs Cavill, Chapman, Ellis, Gage and Haskins.

In attendance: Mrs A Shepherd, Clerk, Mrs K Welsh Assistant Clerk Community (via zoom), Mrs C Sully Volunteer Coordinator, Mrs J Cox, Admin and Events Assistant, Mr K Perry, Bathpool Flood Warden and 3 members of the public.

01/25 To receive any apologies (with reasons), introductions with responsibilities.

Apologies were received from Cllrs Besley, Cronshaw and Munson and Cllr David Fothergill.

02/25 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.

03/25 Election of Chairman

Cllr Haskins was proposed to be Chairman by Cllr Cavill and seconded by Cllr Chapman. All agreed by show of hands.

04/25 Election of Vice Chairman

Cllr Munson was proposed to be Vice Chairman by Cllr Chapman and seconded by Cllr Ellis. All agreed by show of hands.

05/25 Acceptance of Office forms to be received by Clerk for Chairman and Vice Chairman

Acceptance of Office forms signed and received by Clerk.

06/25 To adopt the minutes of the Parish Council meeting on 22nd April 2025

The minutes from the Meeting of the Parish Council on 22nd April 2025, having been previously circulated, were taken as read. It was resolved to adopt the minutes of the Parish Council meeting on 22nd April proposed by Cllr Cavill, seconded by Cllr Chapman and agreed by show of hands.

07/25 To review delegations:

To the Clerk

In consultation with the Chairman, for grant of dispensations. Agreed by show of hands.

08/25 To confirm dispensations:

- a) MH1: All members of West Monkton Parish Council to allow them to participate in discussions in relation to MH1 Dispensation confirmed.
- b) MH2: All members of West Monkton Parish Council to allow them to participate in discussions in relation to MH2. Dispensation confirmed.

09/25 To review terms of reference and membership for existing Committees.

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.

It was agreed that, in accordance with current practice and to ensure that a quorum is achieved, all Councillors shall be members of the Planning Committee. All agreed by show of hands.

b) BACH Committee: review / confirm members and confirm terms of reference.

It was agreed no change to the terms of reference of the BACH Committee was needed.

Membership reviewed. Cllrs Gage, Ellis, Haskins and Cavill confirmed. Additional Cllr member to be agreed at the next Parish Council meeting.

Coopted volunteer members confirmed as Tricia Cavill, Geoff Hope, Maggie Little and Gordon Little.

c) Somerset Wood Joint Committee (with Cheddon Fitzpaine PC); review / confirm members and confirm terms of reference

It was agreed that no changes were needed to the terms of reference for the Joint Committee and that the three members to represent the Parish Council at Joint Committee Meetings would be appointed by the Parish Council prior to each Joint Committee Meeting. All agreed by show of hands.

d) MH2 Joint Committee (with Creech St Michael PC); review / confirm members and confirm terms of reference

Clerk reported that CSM PC had reviewed the terms of reference at their Annual PC meeting and had confirmed no changes were required but that when general updates on the MH2 proposals are received all Cllrs should be invited.

It was agreed that no changes were needed to the terms of reference for the Joint Committee and that the three members to represent the Parish Council on the Joint Committee would be Cllrs Haskins, Munson and Gage. All agreed by show of hands.

e) Sports Pitch Committee; review / confirm members.

It was agreed that no changes were needed to the current membership that consists of Cllrs Gage, Cavill and Haskins and two members from Taunton Rugby Club and two members from West Monkton Cricket Club.

f) HR Committee: review / confirm members and confirm terms of reference.

It was agreed that no changes were needed to the terms of reference for the HR Committee and that the three members on the Committee will remain as Cllrs Haskins, Cavill and Besley. It was noted that substitutes are permitted.

10/25 To review terms of reference and membership of existing Working Party Groups.

a) Audit Working Party Group: review / confirm members of the Audit Working Party Group.

Membership agreed as Cllr Haskins, Cllr Munson and Cllr Gage. Further member to be identified at the next Parish Council meeting. All agreed by show of hands.

b) Events Working Group: review / confirm members

It was agreed that membership of the Working Group would be quite fluid depending on the event that is being discussed / planned by the Working Group but key members include Cllrs Haskins, Munson, Cronshaw and Cavill.

c) Country Park Working Group (with Cheddon Fitzpaine PC); review / confirm members.

It was agreed that, in accordance with current practice, all Councillors shall be members of the Country Park Working Group. All agreed by show of hands.

d) Budget / Precept Working Group: review / confirm members

It was agreed that, in accordance with current practice, all Councillors shall be members of the Budget / Precept Working Group. All agreed by show of hands.

11/25 To review and adopt.

a) New Standing Orders, existing Financial Regulations and existing Code of Conduct

It was resolved to adopt the new Standing Orders, existing Financial Regulations and existing Code of Conduct. Proposed by Cllr Ellis, seconded by Cllr Chapman and agreed with all in favour.

b) New Policies including IT Policy.

Clerk confirmed that adopting an IT Policy is a recommendation of the 2025/26 Practitioners Guide.

It was resolved to adopt the IT Policy. Proposed by Cllr Gage, seconded by Cllr Ellis and agreed with all in favour.

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.

Clerk summarised proposed changes to the Risk Assessment and Reserves Policy that have been amended to reflect the 2025/26 Practitioners Guide.

Assistant Clerk Community summarised the proposed changes to the Safeguarding Policy.

It was resolved to adopt the policies. Proposed by Cllr Ellis, seconded by Cllr Gage and agreed with all in favour.

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.

It was agreed that the Parish Council satisfies the conditions of the General Power of Competence, and that email service of the agenda continues to be acceptable. All agreed by show of hands.

12/25 To review/confirm representatives on external bodies: with reporting back to Parish Council

a) the Village Hall Management Committee

It was agreed that Cllr Tully should represent the Parish Council at the Village Hall Management Committee. It was noted Cllr Tully is also a Trustee and Chairman of the Village Hall Management Committee.

b) the Spital Trust

Cllr Ellis confirmed that she is happy to continue in this role.

c) Taunton Garden Town Advisory Board

Cllr Haskins agreed to represent the Parish Council at the Taunton Garden Town Advisory Board.

d) Hestercombe Local Community Network

Cllr Haskins and Cavill confirmed that they were happy to continue to represent the Parish Council on the Hestercombe LCN and at the LCN Highways Working Group meetings.

13/25 To discuss Councillor roles and responsibilities and agree:

Local Environment – Cllr Munson

Local Community – Cllr Chapman

Parish Council – Cllr Haskins

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 – Combination of Cllrs Chapman, Haskins, Gage, Cronshaw and Cavill.

Assets; Country Park / Somerset Wood, BACH, Community Fridge, Community Garden. Combination of Cllrs Gage, Cavill and Cronshaw.

Footpaths, Highways and Safe Routes to School; Cllr Besley and Gage.

Member Auditor – Cllr Munson.

14/25 To note that the Register of Assets is up to date and is due for review in March 2026.

Noted, and Register is up to date and on the website. The Asset Register to be updated throughout the year to add new PC assets.

15/25 To confirm that the Council is insured with Clear Councils (formerly BHIB Limited) and the policy is due for review / renewal on 1st June 2025.

The policy was noted and confirmed. Renewal quotations to be considered at the next Parish Council meeting.

16/25 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.

It was resolved to continue the subscriptions made to SALC, SLCC, CCS, CCS Buildings, all of which provide valuable professional advice, training and support for Clerks and Councillors.

17/25 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.
- Website updates. Published Annual Report and Strategic Plan following approval. Monkton Matters / Social Media posts followed to raise awareness.
- Meeting with EA re pumps in Bathpool.
- Meet the Team Monday contribution developed.
- Annual review of PC policies.
- Finalised appraisals. Letters confirming completion of probation period for Jess and Candy.
- Report to Carhampton PC on Somerset Wood following their donation.
- Obtaining annual insurance quotation for consideration at the next meeting.
- Grant application for SRA funding successful – grant agreement to be signed.

Highways

- Further 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.
- Counting POH donations and paid cash into bank account.
- Published Asset Register following approval.
- May payroll and finance reports.
- Year end accounts, account folder preparation, internal audit meeting and external audit paperwork preparation including reading of 2025/26 practitioners guide. Requirements of guide reflected in 2025/26 Policy Review.
- Responding to internal audit queries.
- Audit Working Party meeting, agenda, reports, notes etc.
- Completion of VAT registration form, enquiries about submission requirements and links with Scribe.
- Obtaining quotes for inclusion in May finance report including CP lottery project deliverables, sports pitch fencing, Bridgwater Road hedge sheering etc.
- Various orders placed and deliveries accepted.

Planning:

- Jess supporting with the updating of the Planning Log with planning decisions / conditions weekly.
- Followed online Planning Committee meeting – Nerrols 3 application / determination and registered Cllr Haskins to speak at the Committee. Reviewed Neighbourhood Plan to consider relevance of policies.
- 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 obtained, obtaining updated costings for approval at the next meeting.
- Logged purchase of Poppy of Honour plaques and issued invoices where required.
- Obtained wristbands and leaflets for POH.
- Unauthorised encampment, liaising with police, neighbouring councils, bailiffs, research into action. Quotations and orders for preventative measures. Signs ordered for gates to confirm that the land is owned and maintained by the PC.
- Meeting contractors / obtaining quotes for lottery project deliverables, orders of benches and bins.

Sports Pitches

- Awaiting determination of the planning application. Followed up with Planning Officer.
- Road access works expected to commence imminently.
- Liaising with contractor regarding access requirements / possible re-digging of ditch to prevent unauthorised access.

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 review transfer document and plan. Fed back to solicitors / parties.
- Met with Managing Agent to prepare for transfer.

MH2

- Letter sent to Somerset Council – no response received yet.

BACH:

- Jess supporting with invoices.
- Accounts / scribe updates. Internal audit queries.
- Orders / cleaning supplies.
- 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:

1st April – Agenda run through meeting
 3rd April – MH1 catch up meeting
 3rd April – MH1 working group meeting
 4th April – VE Day Planning Meeting
 7th April – Meeting with Ruishton FC re Junior Pitch on Bridgwater Road

8th April – PC Meeting
 9th April – Appraisal with Kate Welsh, Assistant Clerk Community
 10th April – MH2 meeting with Planning Officer.
 12th April – Traveller occupation of CP.
 15th April – Agenda run through meeting
 15th April – CP meeting re Traveller Occupation
 15th April – Meeting re CP deliverables / plan for work
 15th April – Boombox at the BACH
 16th April – LGR Session
 17th April – MH1 Catch Up
 18th April – Bank Holiday / Clear up at CP.
 21st April – Bank Holiday
 22nd April – VE Day Meeting
 22nd April – PC Meeting
 23rd April – EA re Pump
 23rd April – Internal Audit meeting
 23rd April – Meeting with MH1 Managing Agents
 24th April – CP meeting to mark out areas
 24th April – MH1 catch up.
 25th April – Audit Working Party Meeting
 25th April – Events Working Group Meeting
 25th April – CP contractor meeting.
 28th April – First Aid Training
 29th April – 1st May – Annual Leave

Meetings this month:

2nd May – MH1 Working Group Meeting
 5th May – Bank Holiday
 6th May – Agenda run through meeting
 6th May – Meeting with landowner adjacent to sports pitches
 6th May – VE Day preparation of items
 7th May – VE Day set up
 8th May – MH1 Catch Up
 8th May – VE Day event
 9th May – CP Contractor meeting.
 10th May – Somerset Day Picnic event and tidy up.
 13th May – MH1 walk around with Managing Agent.
 13th May – Annual Parish Council meeting
 14th May – LCN Highways Working Group meeting
 15th May – MH1 catch up meeting
 20th May – Agenda run through meeting
 21st May – LGR Clerks Session
 22nd May – Events Working Group Meeting
 23rd May – Falklands Event set up
 24th May – Falklands Event / tidy up
 26th May – Bank Holiday
 27th May – CP Contractor Meeting
 27th May – PC Meeting
 29th May – MH1 Catch Up Meeting

Assistant Clerk Community report:

Community - General

- Responding to emails/messages
- Trips to Bookers for café items

Community Fridge

- Keeping in touch with volunteers to keep them updated on news/emails
- Responding to social media messages with queries and information
- Creating post to go out on social media for new volunteers

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

Youth Work

- HYPE
 - Meetings for HYPE/LCN Working Group
 - Notes from meetings
 - Creating and amending schedule for youth work provision across LCN
 - Arranging and Organising locations for the Boombox
 - Keeping the Boombox schedule up to date
 - Banner and posters for Boombox created
 - HYPE flyers created and printed
 - Posters for other youth services pulled together to go out with Boombox
 - Emails to primary schools for Somerset Youth Theatre consultation with Y6s
 - Responding and organising for SYT to work with Y6s
 - Responding to actions from meetings
- Youth Café
 - 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 30 young people)
 - Planned and ordered resources for planned sessions at Youth Café
 - Managing Volunteers at Youth Café
 - Supported young people to sow and plant seeds with the community garden

Community Garden

- Respond to queries and request for support from community gardeners
- Organise to offer plot for those on waiting list for allotments with Jess

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 soldout
 - 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.

VE Day Event

- Running Event meetings
- Organising roles for volunteers
- Keeping in touch with entertainers with final arrangements
- Updating and Sharing Event Management Plan
- Final preparations for event – equipment
- Creating list of equipment and when/where needs to be collected and returned

- Responding to actions from meeting
- Creating and ordering flags for MCP Event
- Liaising with suppliers

Other Events

- Printing new worksheets for the Easter Egg Hunt
- FunFest meetings and notes
- Actions from FunFest Meeting
- Responding to messages emails for events
- Liaising with suppliers
- Created diary entries for set up/set down and for volunteerings for FunFest

Meetings, Events and Groups

- 1/4/25 HYPE Meeting (Online)
- 1/4/25 Agenda Run Through Meeting (Online)
- 2/4/25 Community Café/Bereavement Café and Youth Café
- 3/4/25 Meeting at West Monkton Primary School with Y6 to invite to Youth Café
- 4/4/25 VE Day Meeting
- 8/4/25 HYPE Meeting (Online)
- 8/4/25 WMPC Meeting
- 9/4/25 Appraisal with Clerk
- 14/4/25 to 18/4/25 ANNUAL LEAVE
- 19/4/25 EASTER EGG HUNT AT BACH
- 22/4/25 VE Day Meeting
- 22/4/25 WMPC Meeting
- 23/4/25 Community Café and Youth Café
- 23/4/25 Community Quiz Night
- 24/4/25 HYPE Meeting (Online)
- 25/4/25 Events Working Group Meeting
- 28/4/25 First Aid in the Outdoors Course
- 29/4/25 HYPE Meeting (Online)
- 29/4/25 FunFest Meeting
- 30/4/25 Community Café and Youth Cafe

18/25 Somerset Council Report

Cllr Cavill reported on the following:

Update on the Boundary Commission Review for Somerset - All is quiet on the boundary review at the moment as we wait to hear from the Boundary Commission what their recommendations for the new divisions are.

The public consultation on these recommendations is due to start on 3rd June.

If you want to read the Somerset Council Submission then this is the link to the submission papers –

<https://democracy.somerset.gov.uk/mgChooseDocPack.aspx?ID=7579>

Supplement 1 - Appendix A has the details of the proposed structure of electoral divisions. The overall electorate of Somerset, based on the projected 2030 figures is 467,274; the target figure for 96 divisions per member was 4,867, and the Council has endeavoured largely to stay within 10% of that figure.

More information about the review can be found here: - <https://www.lgbce.org.uk/all-reviews/somerset>

Timeline Moving Forward

3 June 2025 - 11 August 2025 - Public consultation on the proposals

2 December 2025 - Publication of the recommendations

TBC Ask Parliament to approve our recommendations

2027 New arrangements apply to local elections

Refurbishment of Junction 26 and Chelston Link Road - A major Government-funded Somerset Council Highways scheme gets underway in June to replace the deteriorating 51-year-old concrete road and motorway junction. The project is likely to take around 14 weeks. The Council's contractor Heidelberg Materials will be refurbishing Junction 26 of the M5 along with the A38 Chelston link road near Wellington, built in 1974. The contractor will use an innovative technique known as rubblization to completely break up the existing concrete road surface using heavy machinery. Instead of removing 7,300 tonnes of concrete from site, the materials will be retained and recycled as sub-base for the new road. This modern recycling method, often used on airport runways, will save 200 tonnes in carbon and around 1,130 lorry movements, compared to traditional road construction methods. This is achieved by removing the need to export waste material and quarry and import new stone. This is better for the environment, but it also means the work will be completed faster, minimising disruption as much as possible. Due to the depth of excavations required around the

Junction 26 roundabout, the project will require a complete closure of Junction 26 and the A38 link road (from J26 to Foxmoor Business Park) for around 14 weeks from 16 June to mid to late September. Access will be maintained to Foxmoor Business Park from Chelston Roundabout under Traffic Management but with some overnight / weekend closures. The window and timescale for the work has been agreed with National Highways and is dictated by forthcoming M5 works, alongside the need to allow National Highways to access its gritting depot off the Chelston Link Road during winter. Albeit very late in the day we understand that there will be two public drop-in sessions in May in Wellington - one is scheduled for between 4pm and 7pm on 14 May and the other we do not currently have a date for. We do not underestimate the huge impact that this will have not only on the travelling public but also the many businesses that will be affected. Access will be maintained to Foxmoor Business Park from Chelston Roundabout with some overnight and weekend closures. More information can be found at:- <https://www.somerset.gov.uk/roads-travel-and-parking/major-refurbishment-of-junction-26-and-chelston-link-road/>

Consultation Launched to Help Shape the Future of Pharmaceutical Services. (closes on 16 June) A consultation has been launched to help assess the current and future needs of pharmaceutical provision in Somerset. The Pharmaceutical Needs Assessment (PNA) is produced by Public Health Somerset. The main purpose of the PNA is to support NHS England, Somerset Integrated Care Board, and Somerset Council in their commissioning, and supporting decisions around encouraging or permitting new pharmacies to open. The PNA is written using national guidance focussing on access to pharmaceutical services and does not assess the quality of services. This consultation is on the draft PNA, to understand if the report covers the necessary information, and correctly represents pharmaceutical services in Somerset. As of January 2025, there were 91 community pharmacies and 23 dispensing GPs in Somerset. The gap analysis shows that the distribution and opening times are generally appropriate, and services are commissioned in ways that largely cover the county. The PNA has been drafted (see link below) and Somerset Council welcomes your comments. Any feedback will be used to inform the final report which is scheduled for publication by September 2025. https://somersetcouncil.citizenspace.com/public-health/pna-consultation-2025/supporting_documents/PNA%20First%20Draft%20202528%20for%20consultation.pdf

Council Sells Part of County Hall to Developer of Key Worker Housing - Somerset Council has completed the sale of C Block of County Hall in Taunton to Prime PLC. Prime, a specialist developer of health and care property, intends to redevelop the 4,600 metre building to provide new key worker accommodation for the town. Prime has a wealth of experience in developing a variety of facilities including clinical buildings, hospital car parks, care homes and housing for key workers. It has a track record in creating spaces that focus on thoughtful, sustainable design. New accommodation in the C Block building will be operated by Hyve, a not-for-profit provider of key worker housing and the accommodation is exclusively for people working to provide public services.

Public Question Time

A member of the public raised concerns about the speed of construction lorries entering the Hartnells Farm estate and issues with parking around the estate.

Clerk to report the concerns to Persimmon Homes.

Cllr Gage reported road incidents on Red Hill where vehicles are speeding. There was an accident on Saturday night. Cllr Gage also reported that drug dealing appears to be taking place on the bench at the cross roads at the end of Red Hill.

Clerk to report concerns to PCSO and request evening / weekend patrols.

Cllr Gage requested that consideration be given to purchasing Brushwood Killer to kill brambles at area behind Monkton Heathfield Road bus shelter, opposite Thornash Close.

Clerk to make enquiries.

Cllr Chapman raised some issues with the cricket club overflow parking.

Clerk to make contact with the Cricket Club and request a meeting.

Clerk reported that a member of the public had requested an update in relation to the number of people in the community that had subscribed to receiving email updates following the March / April edition of Village News being delivered to every address. Assistant Clerk Community confirmed that an additional 11 people had subscribed.

Cllr Haskins raised concerns about traffic accumulating through the village when the Procktors car boot sale is on. Cllr Haskins to discuss with Cllr Besley.

Clerk provided an update on MH2. No response has been received to the letter sent to Somerset Council, Cllr Mike Rigby and officers. CSMPC have registered to speak at the Planning Committee meeting next week to raise that no reply to letter had been received. David Fothergill will do the same at the next Full council meeting. Two FOI requests submitted last week – one around projections of student numbers and school capacity for the next 10 years and the other around use of CIL receipts in excess of

£1m within the parish of the development. CSMPc are also contacting Specialist Planning Consultants for advice / expertise if required about MH2 application. Education Authority response now on website that refers to the development not being viable. Requesting £27m S106 contribution (in addition to CIL contribution). Further update to be provided at the next meeting.

Cllr Haskins raised that new speed signs have been installed near the canal roundabout on the ERR for 40mph speed signs. The poles are 5 metres high but the signs are placed at 2.5 metres.

Cllr Haskins also reported that gravel glue for community fridge area has now been sourced – Cllr Chapman to carry out work.

19/25 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.

48/24/0058: 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. The Parish Council continues to support the granting of permission and made the following comments in respect of the application: The revised size and height is supported as it take into account the topography of the site. The previously proposed materials are preferred. The amended proposals includes white render that the Parish Council does not consider to be in keeping with the area / vicinity.

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.

Cllr Haskins advised that he had been approached by residents in the area who are concerned about the proposal and whether it will set a precedent. Cllr Haskins reported that he had encouraged the residents to attend the PC meeting. The residents are able to attend the next PC meeting.

It was agreed to defer consideration of the application until the next meeting.

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

Clerk reported that the application relating to a proposed dwelling near Sidbrook has been granted.

20/25 Community Events Update; feedback from VE Day event and Somerset Day event.

A discussion about the VE Day event took place and feedback was shared. It was agreed that the event was a really good success. Good feedback has been received from the community and vendors at the event. Cllr Haskins thanked staff, councillors and volunteers for the input and support that ensured the event was a success with a special thanks to Candy Sully for providing security for three nights.

Clerk reported that £2400.00 was taken on bar on VE Day, £740.00 was taken on Somerset Day. £330 in Poppy of Honour donations were received and £425.00 on the raffle.

A full finance breakdown will be provided at the June meeting.

21/25 MH1: POS transfer document update / approval; Central Park Play Area signage

Clerk reported that a walk around of MH1 open spaces took place today with the Managing Agents, Cllr Chapman and Persimmon Homes. The Managing Agents also walked contractors around this afternoon to enable them to gather quotes.

The transfer document has been received today with all the amendments. The transfer plan remains the issue with no more T marks to indicate responsibility for boundaries being added. A meeting is scheduled to take place tomorrow afternoon with legal representatives to unpick any remaining issues.

A discussion took place and it was generally agreed that the although the main issue with the T marks was the Dyers Brook boundary, this could be rectified with land registry after the transfer has taken place.

The hope is that the final transfer document and plan will be available for a resolution for two councillors to sign the transfer on behalf of the Parish Council at the next meeting.

Clerk reported that welcome letters will be hand delivered to residents at the end of the month and a welcome meeting will be scheduled to take place on 16th June.

The Managing Agents are working towards the transfer being completed for 1st July.

Cllr Haskins to join the meeting with legal representatives on 14th May.

A discussion about signage at central park for the under 5s play area took place. It was agreed that the PC would obtain signage confirming the age limit for the play equipment.

Clerk provided a brief update on the Sports Pitches. The contractor has been on site today and have undertaken a selective herbicide application, (weed control) and a liquid feed application. A few days of gentle rain is needed in order to promote further grass establishment, & improve the density of the sward. The Cricket square has also suffered with the lack of water. With regard to access, the contractor has confirmed that the Hyde Lane access is sufficient for their access needed. It was agreed to re-dig the trench at the main entrance as soon as possible.

22/25 Nerrols Phase 3. Resolution to contribute to costs of legal review of planning permission

Cllr Haskins reported that a consultant is available to conduct a legal review of the planning permission for Nerrols Phase 3. Cheddon Fitzpaine PC would like to commission the consultant. Kingston St Mary have agreed to contribute a third of the costs and Cheddon Fitzpaine PC have asked WMPC if it would consider also making a third contribution – approximately £733.00. It was resolved to contribute a third of the costs. Proposed by Cllr Ellis, seconded by Cllr Gage and agreed with all in favour (Cllr Cavill abstained). Costs to be attributed to the Environment / Community cost code.

23/25 Country Park Update; lawnmower incident and access restriction works update.

Candy Sully, Volunteer Coordinator provided a summary of the lawnmower incident, a car clipped back wheel arch as the lawnmower was driving into the access road. Insurers have been informed and are dealing with the incident.

Cllr Haskins provided an update on the works to restrict access to the park. The height restriction bar should be installed with the bollards next week.

Clerk confirmed that she is collecting the signs tomorrow for installation on the gate.

Contractor attending to create banks around the pathways and planters with the earth from the volunteer compound area.

Clerk provided an update on the containers for the volunteer compound area. They cannot be delivered to the compound area as they need to be delivered from hard ground. Enquiries are continuing as to how to deliver the containers and put them into place in the park.

24/25 Reports, including recent developments, matters to consider and decisions to be made:

a) Bathpool Flood Warden: Mr Kevin Perry.

Mr Perry reported that there had been no rain and the conditions are very dry. The water has drained from the relief ditch behind the Bridgwater Road properties.

A summary of the meeting with the EA regarding the permanent pumps in Bathpool. During the meeting it was confirmed that the submersible pumps could not be delivered due to lack of space and land ownership issues. Instead up to 3 relief pumps will be installed on EA land. Mr Perry has expressed some concerns about the pumping capacity of the pumps.

b) Councillor reports (future agendas to reflect amended roles and responsibilities agreed in item 15 above)

No Councillor reports.

c) 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 1464
- 17.9K post reach
- Posts added sharing news items that are added to the website.

Monkton Matters

- Page likes / followers now at 547
- 9 new articles added in February
- Articles on Monkton Matters being shared on Monkton Matters Facebook page to pull users to the website.
- 4.1k post reach
- Business directory has details of 28 businesses so far.

Community Fridge/Community Garden Facebook Page:

- Page likes /followers 1251
- 3.7k 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.

d) GDPR – Update.

Nothing further to report

Representatives on outside bodies/Response to Consultations:

e) West Monkton Village Hall Management Committee.

In Cllr Tully's absence, there was nothing to report.

f) The Spital Trust:

Cllr Ellis confirmed that she had nothing to report.

g) Any other events at which WMPC was represented.

No other events.

Cllr Haskns reported that he had been approached by a representative of the Greyhound Trust, they are holding a fundraising event at Hatch Beachamp and asked if they can borrow the skittles. Lending the skittles for this event and an event at the Church in August was agreed.

h) Consultation responses to be developed / approved for submission:

None

25/25 Finance

a) Quotes and receipts and payments:

i. Quotations and Updates:

Country Park

In the process of obtaining quotes for Lottery Project deliverables including pathways, disabled parking area and fencing. Volunteer Compound fencing and Treatment Plant for volunteer compound.

Electric Supply to Volunteer Hub

National Grid have supplied a quotation to provide a power supply to the volunteer compound.

£16300.00 + VAT.

£5000.00 in lottery funding.

Remainder would need to be paid from CIL.

It was noted that the quote included supply into the CP and then a trench to the volunteer compound. It was felt that alternative quotes could be obtained for the trenching element and that National Grid would initially only be commissioned to deliver the supply / connection into the Park.

Resolution to proceed to commission National Grid to provide a supply into a box to a cost of up to £10000. Proposed by Cllr Chapman, seconded by Cllr Ellis and agreed with all in favour.

Entrance Signage

Advertising consent has been granted for the entrance signs.

Updated quote received from Shelley Signs (who developed the artwork for the signs).

For four entrance signs to be produced and delivered. £3790.00 + VAT.

To be funded from Lottery Grant.

Resolution to proceed with placing order for 4 signs.

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

Pathways

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

Disabled parking

Level out and fence / bund

Quotes requested from Lee Pope, Jack Down and Brian Keal.

Volunteer Compound Fencing

Quotes requested from Lee Pope, Jack Down and Brian Keal.

Volunteer Compound Treatment Plant

Quotes requested from WCI, Andersons Drainage and West Country Drainage Services.

Community Garden

Request for an additional bench, 3 x parasols and 2 A Boards to make the garden more attractive / appealing.

Picnic bench:

Option 1: <https://www.woodberry.co.uk/product/standard-6-seater-a-frame-picnic-table/>

Option 2: <https://mgtimberproducts.co.uk/product/traditional-a-frame-picnic-table/>

Option 3: https://www.oakworld.co.uk/shop/outdoor/rattan-dining/timber-deluxe-picnic-table-large/?gad_source=1&gad_campaignid=20607930708&qclid=CjwKCAjwiewABhBZEiwAEbTPGDett71DRDXTJzyLvCSn3ppYum4tTCm1NbD5se8iAttdOpNNKc6LPxoCIfUQAvD_BwE

Resolution to proceed with purchase of picnic bench from Oakworld.

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

Parasols:

Option 1: <https://www.nisbets.co.uk/bolero-round-parasol-250cm-diameter-green/cb512>

Option 2: https://www.robertdyas.co.uk/harbour-housewares-wooden-garden-parasol-2-7m-natural?cq_src=google_ads&cq_cmp=20381374449&cq_term=&cq_plac=&cq_net=x&cq_plt=gp&gad_source=1&gad_campaignid=20391038821&qclid=CjwKCAjwiewABhBZEiwAEbTPGGDbBU2hbpq7cH1sYhB1JUybOqs5SXIpZW-vG_xiVvkv0pp93zKpzBoC8dqQAvD_BwE

Option 3: <https://www.pubstuff.co.uk/products/table-picnic-parasol>

Resolution to proceed with purchase of one parasol from Nisbets

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

A Boards:

Option 1: <https://www.wayfair.co.uk/office-boards-technology/pdp/symple-stuff-a-frame-pavement-sign-free-standing-chalkboard-80cm-h-x-45cm-w-ctwy1441.html>

Option 2: https://display-sign.co.uk/products/neutral-wood-chalk-pavement-sign-46-x-80-cm?variant=34362000670860&gad_source=1&gad_campaignid=13786606263&qclid=CjwKCAjwiewABhBZEiwAEbTPGHBv-uiPvLY1adt3P_dlsuqhtT-o1FD2gthLnJQF2TDcRvZPA8VNBoCg1cQAvD_BwE

It was agreed to defer the purchase of an A Board.

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

Information relating to named, or otherwise identifiable, individuals is confidential and has been redacted in documents placed in the public domain.

Receipts

Interest

Lloyds (Monthly)	£20.85
Nationwide (Monthly)	£120.66
PSDF (Monthly)	£2158.64

Somerset West Lottery (Community Fridge)	£17.50
Funfest Vendor	£50.00
VE Day Vendor	£50.00
Paydough (Poppy of Honour Plaques)	£175.00
Somerset Council (2025/56 Precept)	£212760.00
Jo Ferriday (Poppy of Honour Plaque)	£75.00
SALC (Hestercombe LCN CYP Grant)	£35000.00
CSM PC (Funfest contribution)	£200.00
Poppy of Honour Donations	£134.00

HMRC (VAT Q4 reclaim)
Somerset Council (CIL receipt)

£3146.13
£1312.22

Payments

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
To authorise payment of:						
Employee pension contributions	217.38	No vat	217.38	d-d	Salaries and expenses	Pension
	48.47	No vat	48.47	d-d	MCP Lottery Funded Project	Volunteer Coordinator
Employer pension contributions	163.03	No vat	163.03	d-d	Salaries and expenses	Pension
	36.35	No vat	36.35	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 3 (up one scale point)	xx.xx	No vat	xx.xx	Bacs	Salaries and expenses	Salaries
C Sully Volunteer Coordinator salary SCP 21 (up one scale point)	xx.xx	No Vat	xx.xx	Bacs	MCP Lottery Funded Project	Volunteer Coordinator
HMRC Tax and NI Contributions	2474.70	No vat	2474.70	bacs	Salaries and expenses	Salaries
	532.60	No vat	532.60	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	210.00	No vat	210.00	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
QSSIT regular maintenance / monthly sub	42.40	8.48	50.88	bacs	IT and Communications	IT and Communications
QSSIT technical support	43.35	8.67	52.02	Bacs	IT and Communications	IT and Communications
Expenses claim A Shepherd (Travel)	26.10	No vat	26.10	Bacs	Salary and expenses	Expenses
Expense claim K Welsh (Travel)	129.60	No vat	129.60	Bacs	Salary and expenses	Expenses
Keal's Fencing, Garden and Property Services (WW2 memorial base)	500.00	100.00	600.00	Bacs	Environmental / Open Spaces	POS Maintenance
SALC (Affiliation Fee 2025/26) (Note: increase from £1196.56 last year)	1759.92	No vat	1759.92	Bacs	General Administration	Subscriptions/ Affiliations

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
Palmers Paddock and Grounds Maintenance (Fuel for CP grass cutting)	70.00	No vat	70.00	Bacs	Country Park	Country Park
Somerset Council (BACH Premises Licence Annual Fee)	180.00	No vat	180.00	Bacs	BACH	Licences and subscriptions
Expenses Claim A Hall (Travel)	81.00	No vat	81.00	Bacs	Salaries and Expenses	Expenses
Expenses Claim A Chapman (Litter picking bin bags)	13.99	No vat	13.99	Bacs	Environmental / Open Spaces	POS Maintenance
Travis Perkins (locks / chains for CP)	50.72	10.14	60.86	Bacs	Country Park	Country Park
Expenses Claim C Sully (Travel)	23.94	No vat	23.94	Bacs	MCP Lottery Funded Project	Volunteer Coordinator / Volunteer Expenses
Expenses Claim S Haskins (Travel)	25.60	No vat	25.60	Bacs	Salaries and Expenses	Expenses
(Gravel glue for Community Fridge)	36.50	No vat	36.50		Youth and Community	Community Fridge
Bridgwater Mowers (Mower service and repair)	356.01	71.19	427.20	Bacs	Environmental / Open Spaces	POS Maintenance
Expenses Claim B Gage (Fuel for Mower)	29.18	No vat	29.18	Bacs	Environmental / Open Spaces	POS Maintenance
Expenses Claim T Brown (Community Garden seeds)	24.83	No vat	24.83	Bacs	Youth and Community	Community Garden
Expenses Claim A Chapman (POS maintenance tool)	14.00	No vat	14.00	Bacs	Environmental / Open Spaces	POS Maintenance
R W Gale (Dropped kerb School Road)	447.50	89.50	537.00	Bacs	Environmental / Open Spaces	Off carriageway maintenance
Wyvern Blinds (Replacement blind Activity Hall)	108.50	No vat	108.50	Bacs	BACH	Hall improvements
Somerset Council (Priorswood Library Contribution)	500.00	No vat	500.00	Bacs	Environmental / Open Spaces	Environment / Community
Brown and Brown Insurance Brokers (UK) Limited (Lengthsman Insurance)	105.89	No vat	105.89	Bacs	Environmental / Open Spaces	Lengthsman
Somerset Adventures Limited (First Aid Training)	500.00	100.00	600.00	Bacs	General Administration	Training
Travis Perkins (WW2 memorial materials)	54.29	10.86	65.15	Bacs	Environmental / Open Spaces	POS Maintenance
Wells Cathedral Stonemasons (WW2 memorial stone)	3900.00	780.00	4680.00	Bacs	Environmental / Open Spaces	POS Maintenance
Chrystal Bliss (VE Day Event Entertainment)	160.00	No vat	160.00	Bacs	Youth and Community	VE Day Event
Aspen (Dishwasher repair)	127.20	No vat	127.20	Bacs	BACH	Hall maintenance
Luis Martelo (VE Day Event Entertainment)	75.00	No vat	75.00	Bacs	Youth and Community	VE Day Event
Taunton Military Wives Choir (VE Day Entertainment)	245.00	No vat	245.00	Bacs	Youth and Community	VE Day Event
Expenses Claim C Sully (Country Park fuel for mower)	22.37	No vat	22.37	Bacs	Country Park	Country Park
(Plants for planters)	124.83	No vat	124.83			
Expenses Claim B Gage (Diesel for Mower)	73.31	No vat	73.31	Bacs	Environmental / Open Spaces	POS Maintenance
(Drill bits for Youth Café install)	8.99	No vat	8.99		Youth and Community	Youth Café
(Grass cutting)	60.00	No vat	60.00		Environmental / Open Spaces	POS Maintenance

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
(Travel expenses)	30.00	No vat	30.00		Salaries and Expenses	Expenses
To note payment of:						
<u>Direct Debit</u>						
Invoice Tailored Auto Enrolment 13841 29/4/2025 (Pension administration)	12.00	2.40	14.40	DD PAID	Salary and Expenses	Pension
Invoice SWS 116940 2/05/2025 maintain gsuite	126.00	25.20	151.20	DD PAID	IT and Communications	IT and Communications
Invoice SWS 116844 20/4/2025 Hosting monthly plan	60.00	12.00	72.00	DD PAID	IT and Communications	IT and Communications
Invoice SWS 116821 web-lite hosting (MM) and standard mailbox 20/4/2025	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
EMS (Card Payment System)	8.42	1.20	9.62	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 (Wordfence annual charge for PC and MM website)	300.00	60.00	360.00	DD PAID	IT and Communications	IT and Communications
<u>Debit Card</u>						
Canva (Subscription)	27.00	No vat	27.00	Deb Card Paid	IT and Communications	IT and Communications
Flagpole Express (two flagpoles and rotating arms for community event advertisement at CP)	315.00	63.00	378.00	DCd Pd	Environmental / Community Youth and Community	POS Maintenance Community Events
Pixartprinting (CP Flags)	106.77 3.52	21.35 No vat	128.12 3.52	DCd Pd	Youth and Community	Community Events
Pixartprinting (HYPE banner)	62.09 2.04	12.42 No vat	74.51 2.04	DCd Pd	Youth and Community	LCN CYP Project
Bison Security Posts (3 Country Park Bollards)	920.55	184.11	1104.66	DCd Pd	Community Infrastructure Levy	CIL Expenditure
Liam Kilroy (Alto mixer and case)	60.00	No vat	60.00	Cash Paid	Youth and Community	Community Events
Amazon (Paper)	14.99	3.00	17.99	DCd Pd	General Administration	Sundry Admin
Amazon (CP bench anchors)	129.97	25.99	155.96	DCd Pd	Community Infrastructure Levy	CIL Expenditure
Amazon (Stationery)	29.88	5.98	35.86	DCd Pd	General Administration	Sundry Admin
(Youth Café items)	102.09	20.42	122.51		Youth and Community	Youth Café
Bookers (Youth café items)	206.54	10.76	217.30	DCd Pd	Youth and Community	Youth Café
Zoom Communications (Subscription)	129.90	25.98	155.88	DCd Pd	IT and Communications	IT and Communications

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
Instantprint (Country Park and POH leaflets)	52.95	0.83	53.78	DCd Pd	Country Park	Poppy of Honour
NBB Recycled Furniture (CP Picnic Benches)	2300.00	460.00	2760.00	DCd Pd	Community Infrastructure Levy	CIL Expenditure
Flagpole Express (one flagpole and top)	225.00	45.00	270.00	DCd Pd	Environmental / Community	POS Maintenance
Pixartprinting (CP Banner event sticker)	13.81	2.76	16.57	DCd Pd	Youth and Community	VE Day
	0.45	No vat	0.45			
Amazon (Stationery)	4.92	0.98	5.90	DCd Pd	General Administration	Sundry Admin
(POH Collection buckets)	18.29	3.66	21.95		Country Park	Poppy of Honour
(POS maintenance gloves)	14.16	2.83	16.99		Environmental / Community	POS Maintenance
(Stationery)	14.99	3.00	17.99		General Administration	Sundry Admin
(POS Gloves)	14.16	2.83	16.99		Environmental / Community	POS Maintenance
Amazon (Community fridge clothes)	6.66	1.33	7.99	DCd Pd	Youth and Community	Community Fridge
(POS maintenance items)	2.07	0.42	2.49		Environmental / Community	POS maintenance
(Youth café items)	20.82	4.17	24.99		Youth and Community	Youth Café
(POS maintenance items)	8.32	1.67	9.99		Environmental / Community	POS maintenance
(Stationery)	4.90	0.98	5.88			
Amazon (Country Park Life Ring)	34.84	6.97	41.81	DCd Pd	Country Park	Country Park
BACS						
Sonic Fireworks (VE Day PA)	240.00	No vat	240.00	Bacs	Youth and Community	VE Day Event
Kingfisher Direct (Bins for CP)	2400.00	480.00	2880.00	Bacs	MCP Lottery Funded Project	Facilities Bins
	205.00	41.00	246.00		Community Infrastructure Levy	
The Wristband Company (POH wristbands)	260.00	52.00	312.00	Bacs	Country Park	Poppy of Honour
Sonic Fireworks (VE Day fireworks final payment)	2187.50	437.50	2625.00	Bacs	Youth and Community	VE Day Event
Somerset Armed Forces Day (POH Display)	100.00	No vat	100.00	Bacs	Country Park	Poppy of Honour

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

Transfer between accounts / budget lines

Poppy of Honour Plaque purchases and donations from PC Treasurer Account to POH account.

b) Consider recommendations of the Audit Working Party

Audit Working Party Notes and Recommendations:
AUDIT WORKING PARTY
Meeting Friday 25th April 2025 at 9.30am via Zoom
NOTES

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

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

1. Apologies.

Apologies were noted from Cllr Munson.

2. Report of the third quarter meeting in January to be approved.

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

3. To confirm fourth quarter / end of year bank reconciliation.

A detailed bank reconciliation for the fourth quarter / end of year 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 £789,436.04 across the PC bank accounts at 31st March 2025.

Clerk reported the Lloyds banking charges that are now being applied to one of the BACH bank accounts and three PC bank accounts at a charge of £8.50 per month per account.

The Audit Working Party recommended that the Clerk research alternative accounts for day to day banking and that the Lloyds account 'PC CP Account' which isn't used is closed and the balance is transferred to the 'Instant Access Account' held with Lloyds.

4. To review the summary report and reserves report at year end.

The budgeting report and reserves report to the 31st March were shared in advance of the meeting and considered in detail.

The following queries / actions were discussed and agreed:

- BACH has performed well. A repair of the automatic door inside button hasn't be completed. Clerk to find out if there is a need for a repair. Clerk to check the date that a PAT Test / Electrical Check is needed at the BACH.

- Purchase of fuel for the ride on lawn mower was discussed. It was recommended that replacement metal cans are purchased for storing fuel and that pumps are purchased for pumping the fuel from the can to the lawn mower. This will enable larger amounts of fuel to be purchased in one go using the Clerk's debit card and stored.

The Audit Working Party noted that the PC performed well overall against its budget, noted the earmarked reserves held and noted that the General Reserves held at the 31st March were £53,835.85.

5. To confirm fourth quarter VAT reclaim.

The VAT reclaimed in the fourth quarter was £3146.13, payment has been received.

Clerk confirmed that she is in the process of completing the VAT registration form for the Parish Council. Once registered the Parish Council will be able to complete its returns digitally using Scribe.

6. To review CIL spend and review remaining funds

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

It was noted that £254,294.78 of CIL money is held.

It was also noted that the PC is currently spending the pot of CIL received in April 2021, that needs to be spent by April 2026. £120116.86 must be spent by April 2026.

Clerk reported that match funding for the lottery project will use approximately half of this.

The Audit Working Party recommended that £60,000.00 is earmarked for delivery of the pump track at the Sports Pitches subject to the outcome of grant applications to be submitted once planning permission is obtained. If the grant applications are successful or if any CIL money remains to be spent by April 2026, the CIL money to be allocated to delivery of the sports pitches.

7. Grant applications

To note the current window for grant applications is 1st April to 15th May 2025.

Applications received so far include;

a) Climate Resilience Garden Project – Caroline Kraaij

£161.89 applied for to install water butts and composting bins.

The Audit Working Party recommended the grant funding application is approved.

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

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

9. Date of next meeting Friday 18th July 2025 at 9.30am via zoom.

Meeting finished at 10.40am.

Resolution to agree the recommendations of the Audit Working Group:

- The Audit Working Party recommended that the Clerk research alternative accounts for day to day banking and that the Lloyds account 'PC CP Account' which isn't used is closed and the balance is transferred to the 'Instant Access Account' held with Lloyds

Clerk has since made enquiries about alternative day to day bank accounts. Unity Trust recommended for the sector. £6.00 per month fee plus 15p per transaction. Likely to cost more than Lloyds due to the number of transactions.

- The Audit Working Party recommended that £60,000.00 is earmarked for delivery of the pump track at the Sports Pitches subject to the outcome of grant applications to be submitted once planning permission is obtained. If the grant applications are successful or if any CIL money remains to be spent by April 2026, the CIL money to be allocated to delivery of the sports pitches.

- The Audit Working Party recommended that the grant application submitted by Caroline Kraaij is approved.

Climate Resilience Garden Project – Caroline Kraaij

£161.89 applied for to install water butts and composting bins.

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

c) To consider grant applications

Tacchi Morris Grant Application:

Application for grant funding received from Tacchi Morris Arts Centre to replace their aging in-house speaker system used by all community hirers; and to replace our broken studio speaker systems used by all our community classes and community hirers. TM have no funded set aside for this.

Cost £5710.87 + VAT.

£2000.00 in budget for grant applications to support community initiatives / groups for the year (further grant window in September).

Resolution to grant £700.00 of funding to Tacchi Morris.

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

C. Sheer and G. Gullick

Application for grant funding (climate resilience) to help fund an air source heat pump and / or improved loft insulation.

Resolution to grant £500.00 of funding.

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

Educational Advancement and Welfare of Young People application:

Application received from Grace Baker for grant funding for flight, accommodation and transfer. 16 day trip to Vietnam as part of a T-Level college course in nursing. The trip is to volunteer at a friendship village. Total cost £2350.00

Grant funding pot available £1626.00 for the year.

Resolution to grant £500.00 of funding.

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

d) To receive budget monitoring report

The budget monitoring reports to the 30th of April were shared and their contents noted.

e) To approve signing of agreement for SRA Grant

Clerk provided a summary of the grant funding received to improve drainage and ditch capacity along Blundells Lane. It was resolved to approve the signing of the SRA Grant Funding Agreement. Proposed by Cllr Ellis, seconded by Cllr Gage and agreed with all in favour.

26/25 Other matters for report only – items for discussion - no decision

Cllr Gage asked for confirmation of timings for the Falklands Event on 24th May. Assistant Clerk Community confirmed that the event will take place from 11am until 5pm.

Cllr Ellis requested confirmation regarding the parking arrangements for the Fun Fest event in July. Assistant Clerk Community confirmed the details.

a) Items for next meeting agenda - by Monday 19th May 2025 or Monday 2nd June 2025

Noted

b) Dates to note over the next 14 days

Noted

27/25 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 17th June 2025 at 7.30pm

Budget and Precept Working Group: TBC November 2025

Sports Pitch Committee TBC

Somerset Wood Joint Committee TBC

Meeting finished at 9.58pm

Signed Chairman:



Date: 27th May 2025