



West Monkton Parish Council

ADOPTED

Minutes of the Meeting of West Monkton Parish Council held on Tuesday 10th June 2025 at 7.00pm.

Present: Cllrs Besley, Cavill, Chapman, Cronshaw, Ellis, 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, Marcus Walker from Cheddon Fitzpaine PC and 1 member of the public.

39/25 To receive any apologies (with reasons), introductions with responsibilities.

Apologies were received from Cllrs Haskins and Gage.

40/25 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.

41/25 To adopt the minutes of the Parish Council meeting on 27th May 2025

The minutes from the Meeting of the Parish Council on 27th May, having been previously circulated, were taken as read. It was resolved to adopt the minutes of the Parish Council meeting on 27th May, proposed by Cllr Cronshaw, seconded by Cllr Chapman and agreed by show of hands.

42/25 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.
- My appraisal with Chair completed.
- Website updates. Published reviewed policies following approval at APC meeting.
- Updated publication scheme and published.
- Obtaining annual insurance quotation for consideration at the end of May meeting, policy renewed.
- Helping at Community Events including VE Day, Somerset Day and Falklands.
- SRA grant agreement signed and returned.
- Research expenses policy.
- Completed incident form and returned to insurers regarding mower incident.
- Asked Lengthsman to:
 - Cut hedge near New Cross
 - Cut triangle at The Street
 - Cut footpath between canal bridge and the Bathpool Inn and verge on opposite side of road leading to Railway bridge.
 - Clear pavement along Mead Way / Greenway.

Highways

- Yallands Hill crossing point feasibility study prepared and circulated. Copy of report sent to CFPC and TTC. Discussed S106 Hartnells with Persimmon and contribution being made to SC for crossing point 3. Liaising with Somerset Council about earmarking amount for Yallands Hill Crossing Point delivery.

- Contacted Persimmon regarding concerns about speed of construction traffic entering Hartnells. Persimmon liaising with contractor.
- Reported overgrown hedge on Hyde Lane.
- Liaised with Somerset Council / Monkton Elm Garden Centre regarding planned A38 closures.

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.
- Cash payments from community events banked.
- POH cash donations banked.
- June payroll and finance reports.
- Internal Audit queries and preparing report / recommendations.
- External audit paperwork preparation.
- Amendments to 2024/25 financial year on Scribe.
- Obtaining quotes for CP lottery project deliverables, sports pitch fencing.
- 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.
- Order placed for entrance signage.
- Logged purchase of Poppy of Honour plaques and issued invoices where required.
- Meeting contractors / obtaining quotes for lottery project deliverables.

Sports Pitches

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

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.
- Welcome letters for all properties in MH1. Liaised with Managing Agent to enable hand delivery.
- Welcome meeting scheduled for 16th June.
- MH1 transfer / DoV making its way round for signing.

MH2

- Response received with letter to Somerset Council – circulated.
- Trying to arrange a meeting with CSM / Developers / Simon Fox to receive a presentation on the highways package now proposed.

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 May – Leave / TOIL
- 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 – VE Day tidy up / prep for Somerset Day
 9th May – CP Contractor meetings
 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 – Call with legal representatives re MH1 transfer documents
 16th May – Leave / TOIL
 20th May – Agenda run through meeting
 20th May – Internal Audit meeting
 21st May – LGR Clerks Session
 22nd May – Events Working Group Meeting / POH event 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
 28th May - Appraisal
 29th May – MH1 Catch Up Meeting
 29th May – Internal Audit final meeting
 30th May – Leave / TOIL

Meetings this month:

2nd June – Agenda run through meeting
 6th – 9th June – Leave / TOIL
 10th June – PC Meeting
 12th June – Hestercombe LCN Meeting
 16th June – MH1 Welcome Meeting
 16th June – Funfest Meeting
 17th June – Agenda run through meeting
 17th June – BACH Committee Meeting
 19th June – Events Working Group Meeting
 24th June – VAT Training
 24th June – PC Meeting
 25th June – Community Café / Quiz Cover
 26th June – MH1 catch up
 27th June – Taunton Garden Town Advisory Board meeting
 30th June – Annual Leave

Assistant Clerk's Report:

Community - General

- Responding to emails/messages
- Trips to Bookers for café items
- Visit to West Monkton Village Hall to discuss provision

Grant Funding

- No updates

Community Fridge

- Keeping in touch with volunteers to keep them updated on news/emails

- Responding to social media messages with queries and information
- Notifying volunteers of collections during Jess' absence

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
- Knit and Crochet Group meet at the Community Café most weeks and have made poppies for the VE Day event.

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
 - 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. Since inviting the Y6s from West Monkton Primary School to the Youth Café, we now have a regular group of around 40 young people who stay for activities and a further 50 plus that pop in for hot chocolate and a snack.
 - 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
 - Advertising for Freelance Youth Worker to support us at the Youth Café

Community Garden

- Respond to queries and request for support from community gardeners
- Organise to offer plot for those on waiting list/flats 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.
- Dealing with queries and concerns from volunteers as they arise.
- Contacting any new potential volunteers

Community Events

- Maidenbrook Event Plans for 2025
 - 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 6pm to 10pm – Beacon Lighting with entertainment
 - Shin Dig – 6th September 2025
- Events Management
 - 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 meetings
- Creating and ordering flags and banner for MCP Event
- Liaising with suppliers
- Events meetings and notes
- Responding to messages emails for events
- Created diary entries for set up/set down

Meetings, Events and Groups

- 1/5/25 Visit to West Monkton Village Hall Coffee Morning
- 1/5/25 VE Day/Somerset Day Final Meeting
- 6/5/25 HYPE Meeting online
- 6/5/25 Load trailer for Events
- 7/5/25 Community Café/Bereavement Café/Youth Café
- 8/5/25 VE Day Event
- 10/5/25 Somerset Day Event
- 13/5/25 HYPE Meeting online
- 14/5/25 Meeting with Charlie McEwan (Community Garden)
- 14/5/25 Community Café/Youth Café
- 15/5/25 SALC Evaluation Training at Roadwater Village Hall
- 19/5/25 HYPE Meeting online
- 20/5/25 Agenda Run Through Meeting online
- 20/5/25 Funfest Meeting at the BACH
- 21/5/25 Community Café/Youth Café
- 21/5/25 Community Quiz at Tacchi Morris
- 22/5/25 Team Meeting at the BACH
- 22/5/25 Events Meeting at the BACH
- 27/5/25 Boombox at BACH
- 27/5/25 WMPC Meeting at the BACH

43/25 Somerset Council Report from Cllr Cavill and Cllr Fothergill

Cllr Fothergill reported on the following:

£101million Budget Gap: Somerset Council must find £101million in savings for the next financial year to balance its budget. This target forms part of the updated Medium Term Financial Strategy and reflects the scale of the financial challenge facing the authority. A key part of the response is a council-wide transformation programme aimed at modernising services and reducing costs. The full business case for this programme is due to come to the Executive shortly and is expected to set out how savings will be achieved across different workstreams. External auditors have stressed the need for urgent, detailed plans to avoid further instability.

New Finance Officer: Somerset Council has appointed its third Interim Chief Finance Officer (CFO) in under a year. The Council had originally planned to begin the recruitment process for a permanent CFO in October 2024, but the advert was not issued until January 2025—making it unlikely the role could be filled before the 2025/26 financial year. Having failed to appoint a suitable permanent CFO, a further interim has been appointed at a cost of £270,000 for nine months— £120,000 above the total annual budget allocated for the post. This additional cost is having to be met through the capitalisation directive.

Chelston / J26 works: commence on Monday with a 14 week road closure including the junction which will impact traffic in and around Taunton.

Somerset Council Division Boundaries: Boundary Commission has published their draft recommendations – consultation now live on these until August.

Pharmaceutical Needs Assessment Consultation 2025: Somerset Council has launched a public consultation on its draft Pharmaceutical Needs Assessment (PNA), which evaluates the current and future provision of pharmaceutical services across the county. The consultation closes on Monday 16 June, 2025. You can view and respond to active consultations at

<https://somersetcouncil.citizenspace.com/>

Cllr Cavill reported on the following:

Staplegrave West Development – access off of Staplegrave Road works likely to start in the summer. The works are traffic light controlled. These works combined with the J26 closure will have significant impacts on traffic moving in and around Taunton.

Public Question Time

Cllr Marcus Walker, the new Chair of CFPC, introduced himself and outlined the priorities for CFPC.

Mike Lind from Monkton Elm Garden Centre raised the recent road resurfacing works along the A38. The works took place with no consultation with local businesses and the impact on business has been significant. Mike Lind asked if the Parish Council can put pressure on the SC Highways to communicate, consult and engage with the PC and local businesses. Cllr Besley outlined reports that he had made to SC Highways with no response and Cllr Cronshaw reported that she also had problems getting to and from her property.

Mike Lind also asked if there was any update in relation to the MH2 application. It was noted that the MH2 update was on the agenda and an update would be provided later in the meeting.

Cllr Chapman reported a complaint that he had received concerning flyposting around village by 61 Bar advertising '808 state'. Despite the posters being removed they have been replaced with further posters.

Cllr Chapman raised concerns on behalf of a Housing Association Tenant about trees on Hyde Lane between ERR and Hardys Road which are growing over the fence and into gardens. A request to cut the trees has been submitted by the Tenant to the Housing Association but no work has taken place.

Clerk raised concerns expressed by a member of the public about vehicles being parked on the grass verge on Bridgwater Road opposite Brittons Ash. It was noted that no complaints had been received from neighbouring properties and visibility isn't impacted by the parked vehicles. It was agreed to take no further action.

Cllr Besley suggested looking into getting a grill for the culvert that goes under Red Hill whilst it is relatively dry. The grill would prevent debris from getting into and blocking the culvert. It was agreed that Cllr Besley would ask a local contractor to take a look with a view to a proposal / quote being provided for consideration by the PC.

Cllr Fothergill to contact SC Highways to express the frustration and need to place appropriate signage to confirm that businesses are open as normal.

Cllr Cavill to follow up with SC. Clerk to write to 61 Bar advising that the posters are damaging PC property and that if more appear a bill will be sent for the cost of removal / damage caused.

Cllr Cavill to raise with Housing Association.

44/25 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.

48/25/0032: Erection of a single storey extension to the side of Coombe Farm, Coombe Lane, West Monkton

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

- To comply with the WM & CF Neighbourhood Plan policies, measures for rainwater capture should be included and any lighting should be downlit and LED.
- The proposal should incorporate bird and bat boxes and bee bricks where possible.
- Construction traffic should access the site through West Monkton.

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

45/25 Community Events

a) VJ Day; update / agreement to proceed with arrangements

Assistant Clerk Community shared plans for a commemorative event to mark VJ Day on 15th August at the Country Park. It was agreed to proceed with plans and for a save the date / invitation to be circulated.

The Events Working Group will discuss and develop the detail for the event.

b) 'Shin Dig' on 6th September; update / agreement to proceed with arrangements

Assistant Clerk Community shared plans for a 'Shin Dig' event on 6th September.

It was agreed to proceed with making arrangements for the event. The Events Working Group will discuss and develop the detail for the event.

46/25 Assets

a) BACH; Solar panels update

Cllr Cavill confirmed that he had no update relating to the solar panels.

BACH Committee meeting scheduled to take place on 17th June – feedback to be provided at the next PC meeting.

b) Country Park and Somerset Wood; Lottery project consider quotes for project deliverables

Candy Sully, Volunteer Coordinator provided an update on activity at the Country Park including a further events volunteer being recruited, new combination padlock now on the gate, chasing delivery of the gabion benches, bins have been delivered and need to be installed. Tree supports also needed – tall ones for 6 trees – 18 supports needed in total. Candy Sully to liaise with Monkton Elm Garden Centre.

Retractable bollards still need to be installed. To liaise with contractor to schedule install.

Two coffee mornings planned for returning volunteers, also have a new DOE volunteer and another potential new volunteer.

Some antisocial behaviour was experienced around the pond – the young people are coming to volunteer at the park.

Local school is also visiting as they are keen to use the forest school. Finally Candy confirmed that she will be attending an Eco-fair this weekend to raise awareness of the park.

Enquiries about adding a further board to the WW2 area to the reverse of the existing boards – further information to follow at the next meeting.

Cllr Munson expressed the thanks from the PC to Candy for her continued efforts at the Park.

Clerk also reported that Candy had been successful in obtaining a £5k contribution from the Keily group to support the wildlife trail development.

Assistant Clerk Community reported that the Stronger Communities Fund is open for grant applications of up to £5k and suggested that an application could be submitted for tools / equipment for the volunteers / community events area.

The report outlining quotes for the lottery project deliverables was circulated in advance of the meeting and shared on screen quotes for the electric supply and electric box were considered.

It was resolved to approve the quote provided by Ford Electrics, proposed by Cllr Besley, seconded by Cllr Cronshaw and agreed with all in favour.

It was resolved to proceed with purchase of cabinet meter UK boxes. Proposed by Cllr Cronshaw, seconded by Cllr Chapman and agreed with all in favour.

47/25 Projects

a) MH1 Update;

Clerk reported that the transfer document and S106 DOV document have been received for signing by the PC. Confirmation of whether the Articles of Association have been amended is needed.

The welcome meeting is scheduled to take place on 16th June – invitation letters have been hand delivered to all properties affected and a Monkton Matters update and Facebook post has been added raising awareness of the meeting.

Cllr Chapman reported that he had also added a Facebook post which received some negative comments and queries. These are being collated and passed to Saxons – The Managing Agents.

The meeting on Monday has been extended to 7pm. Representatives of Saxons, the PC and the contractor will be present at the meeting to answer queries. – need confirmation that both have been amended.

It is expected that a draft budget will be available to share on Monday and also some questions and answers. The questions and answers will be published after the meeting on Monkton Matters.

Clerk reported that the travellers that are currently at the area adjacent to the canal roundabout will be removed by bailiffs on Thursday morning.

b) Sports Pitches update;

Cllr Cavill reported that he is continuing to chase the planning officer and has escalated the delayed determination of the application. It was agreed to discuss the possibility of lodging a non-determination appeal at the next PC meeting.

Clerk reported that the ditch preventing access hasn't been re-dug yet. Clerk to liaise with the contractor to see if the work can be carried out as soon as possible.

Clerk reported that a catch up is scheduled to take place with Persimmon on Thursday when an update regarding the access works would be requested.

Clerk suggested scheduling a meeting of the Sports Pitch Committee to update on progress and to agree a priority order of works required to bring the pitches into use once planning permission is obtained. Clerk to schedule a meeting.

It was noted that two horses are in the dog walking area, Clerk reported that the owner of the horses had provided reassurance that they will be removed on Wednesday morning.

c) MH2 Update;

Clerk raised the response letter received from Cllr Rigby at Somerset Council that had been circulated to Cllrs.

Clerk also reported that CSMPC had drafted a proposed response letter, the letter was shared on the screen.

Clerk reported that the meeting with the Developers, Highways Consultants, Planning Officer and CSMPC to discuss the new highway proposals is likely to be taking place on Monday 23rd June at 6.30pm. Confirmation will be sent around when the date is confirmed.

It was agreed to discuss next steps and agree a response to Cllr Rigby after the updated proposals are presented to the PCs on 23rd June so that the response can also make reference to the new proposals.

Cllr Cavill raised traffic regulation orders that relate to the requirement for footbridges if traffic / pedestrian movements are above a certain level. Cllr Cavill and Clerk to research the calculations / traffic regulations in advance of the meeting on 23rd June.

d) Poppy of Honour update; purchase of more wristbands

Cllr Cronshaw reported that in excess of £1340 of Poppy of Honour donations were received when the Poppy of Honour was at the Fleet Air Arm Museum.

Cllr Cronshaw reported that she is still thinking about a black tie event to raise money for the Poppy of Honour and she is discussing proposals with Gabriella Batsch. Cllr Cronshaw reported that she is waiting to hear from Ben McIntyre who may be a speaker at the black tie event.

Cllr Cronshaw also reported that she has heard back from the Chelsea Flower Show organisers and a meeting is going to be scheduled about taking the Poppy of Honour to the Chelsea Flower Show next year.

Cllr Cronshaw requested that an additional 1000 wristbands are ordered for upcoming events. It was resolved to purchase 1000 more wristbands at a cost of approximately £300.00. Proposed by Cllr Besley, seconded by Cllr Chapman and agreed with all in favour.

48/25 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:

May was a very dry month with only 20mm of rain falling, there have been no issues with rivers locally.

Mr Perry attended the Environment Agency Open day last Thursday in Bridgwater. Information about technological advancements was available but disappointingly no one was available to talk about pumps / provide an update. Bert Leach, EA, is recovering from his recent knee replacement but is reportedly keeping an eye on things.

Rain is forecast for Thursday between 15mm to 25mm predicted.

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 1492
- 16.7k post reach
- Posts added sharing news items that are added to the website.

Monkton Matters

- Page likes / followers now at 557

- 13 new articles added in February
- Articles on Monkton Matters being shared on Monkton Matters Facebook page to pull users to the website.
- 5k post reach
- Business directory has details of 28 businesses so far.

Community Fridge/Community Garden Facebook Page:

- Page likes /followers 1264
- 1.3k 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. Draft policy developed for consideration at the next meeting.

c) GDPR update:

Nothing to report

Representatives on outside bodies

d) West Monkton Village Hall Management Committee; Cllr Tully to report.

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

e) The Spital Trust: Cllr Ellis to report.

Cllr Ellis confirmed that there was nothing to report.

f) Any other events at which WMPC was represented;

None

g) Consultations;

None

Divisional Boundary Consultation to be added to agenda for next meeting to agree a response.

49/25 Finance

a) Finance Report

i. Quotations and Updates:

No quotes to consider – CP deliverable separate report.

- 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)	£17.39
Nationwide (Monthly)	£TBC
PSDF (Monthly)	£2079.96
Somerset West Lottery (Community Fridge)	£17.00

Paydough (Poppy of Honour Plaques)	£175.00
Meare Parish Council (Poppy of Honour Plaque)	£50.00
Salvation Army (Clothes bank)	£11.38
Asda Groceries (Credit VE Day)	£8.32
VE Day (Card payments)	£2084.00
	£0.01
	£0.01
	£0.05
	£0.01
Poppy of Honour (Card donations at VE Day)	£60.00
Somerset Day (Card Payments)	£566.00
	£80.00
C Cowley (Funfest stallholder)	£25.00
P Tarjani (Funfest stallholder)	£25.00
Event cash payments (made up of:)	£1400.78
VE Day (£532.50)	
Poppy of Honour Donations (£276.88)	
Somerset Day (£176.40)	
VE Day raffle (£415.00)	
Event cash payments from Falklands Event	£90.50
Falklands Event (Card Payments)	£259.50
Poppy of Honour Card Donations	£236.00

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	xx.xx	No vat	xx.xx	Bacs	Salaries and expenses	Salaries
C Sully Volunteer Coordinator salary SCP 21	xx.xx	No Vat	xx.xx	Bacs	MCP Lottery Funded Project	Volunteer Coordinator
HMRC Tax and NI Contributions	2119.90	No vat	2119.90	bacs	Salaries and expenses	Salaries
	378.68	No vat	378.68	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	331.99	No vat	331.99	Bacs	Environmental / Open Spaces	Lengthsman
Business all about you Climate Initiative PR WMPC 53	275.00	No vat	275.00	Bacs	Environmental / Open Spaces	Environment / Community
QSSIT regular maintenance / monthly sub	42.40	8.48	50.88	bacs	IT and Communications	IT and Communications
Expenses claim A Shepherd (Travel)	40.05	No vat	40.05	Bacs	Salary and expenses	Expenses
Expense claim K Welsh (Travel) (Community Café items)	134.10	No vat	134.10	Bacs	Salary and expenses	Expenses
	12.70	No vat	12.70		BACH	Community Events / Initiatives
Travis Perkins (Padlocks for benches at CP)	25.38	5.08	30.46	Bacs	Country Park	Country Park
Shelley Signs (CP signage design)	840.00	168.00	1008.00	Bacs	MCP Lottery Funded Project	Accessibility - Signage design and installation.
Bell Bar Hire (Bar for VE Day / Somerset Day)	874.17	174.83	1049.00	Bacs	Youth and Community	VE Day Event
Western Bolt (Petrol cans and chain for benches for CP)	138.00	27.60	165.60	Bacs	Country Park	Country Park
Keal's Fencing, Garden and Property Services (WW2 memorial installation)	217.50	43.50	261.00	Bacs	Environmental / Open Spaces	POS Maintenance
Benjamin Henry Limited (Electric to second community fridge shed)	148.25	29.65	177.90	Bacs	Youth and Community	Community Fridge

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
Travis Perkins (Toilet hire / cleaning)	157.30	31.46	188.76	Bacs	Youth and Community	VE Day Event
Travis Perkins (Restraint straps Country Park)	50.64	10.13	60.77	Bacs	Country Park	Country Park
OFS Construction Services (Height restriction bar CP)	1800.00	No vat	1800.00	Bacs	Community Infrastructure Levy	CIL Expenditure
Expenses Claim B Gage (Fuel for Mower)	92.02	No vat	92.02	Bacs	Country Park	Country Park
Western Bolt (Marquee boxes materials)	5.22	1.05	6.27	Bacs	Youth and Community	Community Events
Expenses Claim S Haskins (Travel expense)	38.70	No vat	38.70	Bacs	Salaries and expenses	Expenses
(Fuel for generators VE Day)	86.38	No vat	86.38		Youth and Community	VE Day event
(Fuel for generators Falklands)	28.02	No vat	28.02		Youth and Community	Community Events
Kevin Perry (Internal Audit)	150.00	No vat	150.00	Bacs	General Administration	Audit
Travis Perkins (Toilet cleaning / hire)	260.00	52.00	312.00	Bacs	Youth and Community	Community Events
Wybone Limited (Dual waste bin)	514.99	103.00	617.99	Bacs	Environmental / Open Spaces	POS Maintenance
Signs Express (Sign for Sports Pitches and Country Park)	66.00	13.20	79.20	Bacs	Environmental / Open Spaces	POS Maintenance
Signs Express (WW2 memorial signs)	541.74	108.35	650.09	Bacs	Environmental / Open Spaces	POS maintenance
Signs Express (WW2 memorial signs)	372.00	74.40	446.40	Bacs	Environmental / Open Spaces	POS maintenance
Expenses Claim C Sully (Travel)	27.54	No vat	27.54	Bacs	MCP Lottery Funded Project	Volunteer / Coordinator expenses
Wynnstay (Concrete planter / troughs Country Park)	1320.00	264.00	1584.00	Bacs	Community Infrastructure Levy	CIL Expenditure
To note payment of:						
Direct Debit						
Invoice Tailored Auto Enrolment 14021 29/5/2025 (Pension administration)	12.00	2.40	14.40	DD PAID	Salary and Expenses	Pension
Invoice SWS 117126 2/06/2025 maintain gsuite	126.00	25.20	151.20	DD PAID	IT and Communications	IT and Communications
Invoice SWS 117016 20/5/2025 MCP website. Hosting monthly plan	70.00	14.00	84.00	DD PAID	IT and Communications	IT and Communications
Invoice SWS 117005 web-lite hosting (MM) and standard mailbox 20/5/2025	30.00	6.00	36.00	DD PAID	IT and Communications	IT and Communications
Three (Business Mobiles)	39.72	7.94	47.66	DD PAID	IT and Communications	IT and Communications
EMS (Card Payment System)	12.89	1.20	14.09	DD PAID	Youth and Community	Community Events
Somerset Web Services Inv 117028 (PC website hosting)	60.00	12.00	72.00	DD PAID	IT and Communications	IT and Communications
ICO (Data protection annual fee)	47.00	No vat	47.00	DD Paid	General Administration	Subscriptions / affiliation fees
Debit Card						
Canva (Subscription)	27.00	No vat	27.00	Deb Cd Pd	IT and Communications	IT and Communications

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
Somerset Council (Funfest Tens)	21.00	No vat	21.00	Deb Cd Pd	Youth and Community	Funfest
Somerset Council (Dog show Tens)	21.00	No vat	21.00	Deb Cd Pd	Youth and Community	Community Events
Oakworld (Picnic bench for Community Garden)	224.17	44.83	269.00	Deb Cd Pd	Community Infrastructure Levy	CIL Expenditure
Clothes 2 Order (Youth Café T-Shirts)	51.51	13.85	83.11	Deb Cd Pd	Youth and Community	Youth Café
Pixart Printing (VE Day Banner Sticker)	26.86	5.37	32.23	Deb Cd Pd	Youth and Community	VE Day Event
(Transaction fee)	0.88	No vat	0.88			
Amazon (Youth Café Cups)	19.12	3.83	22.95	Deb Cd pd	Youth and Community	Youth Café
(VE Day Sundries)	55.18	11.05	66.23			VE Day Event
Amazon (Community Garden fabric and pegs)	29.98	6.02	36.00	Deb Cd Pd	Youth and Community	Community Garden
Amazon (VE Day Flags)	30.79	6.18	36.97	Deb Cd Pd	Youth and Community	VE Day Event
Asda (VE Day refreshments)	514.12	No vat	514.12	Deb Cd Pd	Youth and Community	VE Day Event
Coop Food (Volunteer refreshments)	31.45	No vat	31.45	Deb Cd Pd	Youth and Community	VE Day Event
Aldi (Toilet roll and wipes for VE Day event)	8.48	1.69	10.17	Deb Cd Pd	Youth and Community	VE Day Event
Amazon (Stationery)	16.65	3.33	19.98	Deb Cd Pd	General Administration	Sundry Admin and Equipment
(Youth Café items)	11.80	2.36	14.16		Youth and Community	Youth Café
Booker Limited (Somerset Day refreshments)	85.82	17.16	102.98	Deb Cd pd	Youth and Community	VE Day Event
Amazon (Volunteer refreshments)	14.79	No Vat	14.79	Deb Cd pd	MCP Lottery Funded Project	Volunteer costs
(Stationery)	34.75	6.95	41.70		General Administration	Sundry Admin and Equipment
Somerset Council (Funfest Tens)	21.00	No vat	21.00	Deb Cd Pd	Youth and Community	Funfest 2025
Bookers (Falkland event additional bar stock)	84.33	16.39	100.72	Deb Cd Pd	Youth and Community	Community Events
Amenity Choice (Tree mesh for CP)	110.75	22.15	132.90	Deb Cd Pd	Country Park	Country Park
Amazon (POS maintenance items)	82.72	31.60	189.60	Deb Cd Pd	Environmental / Open Spaces	POS Maintenance
Amazon (Community Garden parasol bases)	67.47	13.50	80.97	Deb Cd Pd	Community Infrastructure Levy	CIL Expenditure
(POS maintenance items)	25.80	5.17	30.97		Environmental / Open Spaces	POS Maintenance
Microsoft (Annual subscription)	70.82	14.17	84.99	Deb Cd Pd	IT and Communications	IT and Communications
Pixartprinting (Funfest banners and flags)	315.78	63.16	378.94	Deb Cd Pd	Youth and Community	Funfest
(Transaction charge)	10.42	No vat	10.42			
BACS						
Taunton Armed Forces (Poppy of Honour display)	100.00	No vat	100.00	Bacs	Country Park	Poppy of Honour
C Sheer (Climate resilience grant)	500.00	No vat	500.00	Bacs	Grants	Climate resilience grant
Tacchi Morris Arts Centre (Social and wellbeing grant)	700.00	No vat	700.00	Bacs	Grants	Social and wellbeing grant
Caroline Kraaj (Climate resilience grant)	161.89	No vat	161.89	Bacs	Grants	Climate resilience grant

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
Grace Baker (Educational advancement and welfare of young people grant)	500.00	No vat	500.00	Bacs	BACH	Sponsorship for young people
J Haley (Funfest stall holder refund)	25.00	No vat	25.00	Bacs	Youth and Community	Funfest
Branded Cups (Youth Café cups)	158.00	31.60	189.60	Bacs	Youth and Community	Youth Cafe
Containers Direct Limited (Converted Canteen Container – 50% deposit)	5370.00	1074.00	6444.00	Bacs	MCP Lottery Funded Project	Volunteer Meeting Place
Clear Councils Insurance Management Limited (PC Insurance)	2189.91	No vat	2189.91	Bacs	General Administration	Insurance
National Grid (Electric supply CP)	5000.00 3124.41	1624.88	9749.29	Bacs	MCP Lottery Funded Project Community Infrastructure Levy	Equipment for Volunteers CIL Expenditure
Cleveland Group (CP Containers)	3045.00 4771.00	1563.20	9379.20	Bacs	MCP Lottery Funded Project Community Infrastructure Levy	Volunteer Container CIL Expenditure

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 Cavill, seconded by Cllr Ellis 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 received in April and May (excl VAT): £1487.74

iii. Review VE Day Income / Expenditure

Date	Description	Supplier	Net	VAT	Total
	Remaining budget at 1st April 2025		4060.6		
14th April 2025	Stallholder	GT Parties	50		50
1st May 2025	Card payments	Evalon Financial	0.01		0.01
6th May 2025	Card payments	Evalon Financial	0.01		0.01
7th May 2025	Card payments	Evalon Financial	0.05		0.05
7th May 2025	Card payments	Evalon Financial	0.01		0.01
7th May 2025	Bar stock credit	Asda	6.93	1.39	8.32
11th April 2025	PA	Glover Corp Limited	-240		-240
9th May 2025	Card payments	Evalon Financial	1728.33	345.67	2074
9th May 2025	Card payments (raffle)	Evalon Financial	10		10
12th May 2025	Card payments	Evalon Financial	471.67	94.33	566
12th May 2025	Card payments	Evalon Financial	66.67	13.33	80
14th May 2025	Cash payments (raffle)		415		415
14th May 2025	Cash payments (bar)		590.75	118.15	708.9
23rd April 2025	Banner stickers	Pixartprinting	-13.81	-2.76	-16.57
23rd April 2025	Transaction fee	Lloyds Bank	-0.45		-0.45
25th April 2025	Fireworks	Glover Corp Limited	-2187.5	-437.5	-2625
6th May 2025	Banners / flags	Pixartprinting	-26.86	-5.37	-32.23
6th May 2025	Transaction fee	Lloyds Bank	-0.88		-0.88
6th May 2025	Cups / sundries	Amazon	-30.79	-6.16	-36.95
6th May 2025	Cups / sundries	Amazon	-17.07	-3.42	-20.49
6th May 2025	Cups / sundries	Amazon	-7.32	-1.47	-8.79
7th May 2025	Flags	Amazon	-30.81	-6.16	-36.97
7th May 2025	Bar stock	Asda	-514.12		-514.12
8th May 2025	Volunteer refreshments	Coop	-31.45		-31.45
9th May 2025	Toilet roll / cleaning products	Aldi	-8.48	-1.69	-10.17
12th May 2025	Bar stock	Bookers	-85.82	-17.16	-102.98
14th May 2025	Entertainment	Chrystal Bliss	-160		-160
14th May 2025	Entertainment	Luis Carlos	-75		-75
14th May 2025	Entertainment	Taunton Military Wives C	-245		-245
	Bar Hire	Bell Inn	-874.17	-174.83	-1049
	Toilet hire	Travis Perkins	-157.3	-31.45	-188.76
	Fuel for generators	S Haskins	-86.38		-86.38
	Remaining budget after VE Day event		2606.8		
(Includes £425.00 collected on raffle to be donated)					

It was noted that approximately £2100 remains in the budget line after the event, it was agreed that these funds would be allocated to the VJ Day event in August.

b) Budgeting Report (incorporating BACH Accounts)

The budgeting reports to 31st May 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.

c) 2024/25 End of Year Accounts and Reserves Report

Three documents providing the 2024/25 End of Year Financial position were circulated in advance of the meeting and shared on screen. These included the end of year summary report, Income and Expenditure report and Reserves Report.

The contents of the reports and end of year financial position were noted.

d) Internal Audit Report; consider recommendations and agree actions

The 2024/25 Internal Auditor Report was circulated in advance of the meeting and the findings noted. Each finding was discussed and actions agreed as follows:

Finding	Explanation from RFO / Proposed Action	Agreed Action
With effect from the Bank Statement dated 30 th January 2025, the Bank advises that balances held on behalf of the PC are not eligible for FSCS protection (appears to be due to turnover level). Consider placing any surplus funds elsewhere.	Turnover through Lloyds bank has increased significantly in recent years. Precept payment from Somerset Council (as a public authority) is on the exclusion list for FSCS. Suggest that minimal levels of funds are retained in the Lloyds Bank accounts and transferred to PSDF and drawn down as required.	Transfer £100k from Lloyds accounts to Public Sector Deposit Fund to keep the levels of funds in the Lloyds bank account minimal.
Since moving to Scribe accounting software package there is no paper based evidence that bank statements are reviewed against bank reconciliation. Bank balances used in the bank reconciliations should be sighted on the bank statements and initialled by the Chair.	Bank statements to be initialled to confirm review following quarterly Audit Working Party Meeting and by the Member Auditor.	Bank statements to be initialled at the next Parish Council meeting.
Expenses / reimbursements. For clarity and to meet regulatory compliance and to help financial accuracy, the introduction of an Expenses / Reimbursement Policy is strongly recommended.	Model Expenses Policy developed for approval by the Parish Council incorporating clear requirements for expense claims, receipts required and the process for reimbursement.	Expenses Policy adopted by Parish Council under item 49/25 di.
Receipts for purchases made by PC debit card should be detailed with purpose for purchase.	Although the purpose of the purchases is included on the accounting software, RFO to also note the purpose on the receipt going forward to add clarity.	RFO to note purpose of expenditure on paper receipts.
No evidence of invoices / claims for payment / expenses being verified as correct before being processed.	Stamp to be used on invoices / orders confirming that it has been verified to be obtained and used going forward to provide evidence of verification.	Stamp obtained and now being used on all invoices / orders to confirm they have been verified.
Funds collected at an event were paid into the bank account but the cash tally was not signed by two people to confirm that the cash was counted, verified and maintained dual control.	Cash tally sheet used at all events but signature by two people for this event was missed. Effort to ensure that this doesn't occur again at events.	Extra care to be taken to ensure all cash tally sheets are signed by the two people counting the cash collected at all events.
VAT low value reclaim overstated and one low level sum not reclaimed and VAT reclaimed on some purchases where invoice doesn't include VAT number. Potential risk should there be a VAT Audit.	RFO to perform a more in-depth review of the VAT return / reclaim / financial records prior to quarterly VAT reclaim being submitted.	RFO to carry out more in-depth review of VAT reclaims prior to submitted return. RFO to request a VAT invoice when one isn't provided.

Finding	Explanation from RFO / Proposed Action	Agreed Action
	RFO to request a VAT invoice where one isn't provided when an order is placed.	
Within Scribe software, the year-end debtors balance / figure changes after the year end when outstanding invoices are paid. Recommend that for clarity when compiling / reviewing year end figures, the Clerk prints off the summary as at the close of business on March 31 st each year.	RFO to note in forward plan to print / save the record as at 31 st March each year for clarity.	RFO to print / save record as at 31 st March each year.
Minutes of Parish Council meetings are available on the website. Loose leaf pages should be initialled by the Chair individually.	Minutes are signed by the Chair at the meeting. All pages of the minutes to be initialled going forward.	Minutes to be initialled on all pages in addition to being signed.
Date of the notice of public rights and publication of unaudited annual governance and accountability return should be included within the minutes, prior to the date of the announcement.	Agenda item included for 10 th June meeting to enable the dates of the notice to be noted and minuted.	Date of the notice of public rights and publication of unaudited annual governance statement and accountability return confirmed as 16 th June. Period for public rights is 17 th June until 28 th July 2025. Dates minuted under item 49/25 e iii.
Automated payments are made to suppliers as recurring payments. This type of payment can be difficult to change / cancel. For greater control over the payments, recommend changing the method of payment to direct debit.	RFO to contact suppliers and change to payment method to Direct Debit.	RFO to contact suppliers and change method of payment to Direct Debit where possible.
Councillors all have access to the Scribe Software and should be reminded to regularly change their passwords.	Councillors to change their passwords regularly, preferably every 90 days.	Councillors to change passwords regularly.
Staff appraisals are now being undertaken, with only the one for the Clerk outstanding.	Clerk's appraisal took place on 28 th May. No further action needed.	No further action needed.
The Register of Members Interests is inaccurately recorded on the Somerset Council website despite the correct information by submitted by the Clerk.	Clerk has contacted Somerset Council and the correct information has now been published. No further action needed.	No further action needed.

i) Consider and adopt Expenses Policy

Following the recommendation of the Internal Auditor to develop and adopt an Expenses Policy, a proposed Expenses Policy based on the model NALC policy was circulated in advance of the meeting and shared on screen. It was resolved to adopt the Expenses Policy. Proposed by Cllr Ellis, seconded by Cllr Cronshaw and agreed with all in favour.

e) External Audit:

i. AGAR Annual Governance Statement

It was resolved to approve the 2024/25 AGAR Annual Governance Statement. Proposed by Cllr Cronshaw, seconded by Cllr Chapman and agreed with all in favour.

ii. AGAR Accounting Statements

It was resolved to approve the 2024/25 AGAR Accounting Statements. Proposed by Cllr Cronshaw, seconded by Cllr Ellis and agreed with all in favour.

iii. Next steps and confirmation of the period for the exercise of public rights

Clerk reported that the completed AGAR and required supporting paperwork will be submitted to the External Auditors shortly. The date of the notice of public rights and publication of unaudited annual governance statement and accountability return will be 16th June 2025. The period for the exercise of public rights will be 17th June 2025 to 28th July 2025.

50/25 Other matters for report only – items for discussion – no decision

Cllr Chapman reported confusion around what parts of development in the parish constitute MH1. Cllr Cavill suggested gathering opinion at the Welcome Meeting on Monday 16th June.

Cllr Besley suggested that the PC publish details of the new MH2 highway proposals if the PC is unhappy with the proposals when they are presented at the 23rd June meeting.

Cllr Munson requested an update from Cllr Cavill regarding S106 contributions in the Hartnells and Nerrols Phase 3 agreements that maybe used for the Yallands Hill crossing point. Cllr Cavill confirmed that he had sent an email to Jon Fellingham at SC, but a response had not been received. Cllr Cavill to chase.

Cllr Munson requested an update from Cllr Cavill about SC carrying out hedge cutting on rural roads. Cllr Cavill confirmed that he had raised the issue with SC Highway who confirmed that the budget to cut rural hedges is limited.

a) Items for next meeting agenda - by 16th June or Monday 30th June 2025.

Noted

Cllr Cronshaw requested that an item be added to the agenda for the next meeting to the service headstone at the Country Park. Park.

b) Dates to note over the next 14 days

Noted

51/25 Dates of forthcoming meetings:

Parish Council:

Second Tuesday in the month (Business focused meeting)

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

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

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

Audit Working Party: 18th July 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 9.22pm



Signed Chairman:

Date: 24th June 2025