



West Monkton Parish Council

ADOPTED

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

Present: Cllrs Besley, Cavill, Chapman, Ellis, Gage, Haskins, Munson and C. Cronshaw and D. Cronshaw via zoom.

In attendance: Amy Shepherd, Clerk, Candy Sully, Country Park Volunteer Coordinator, Kate Welsh, Assistant Clerk Community and Mr K Perry, Bathpool Flood Warden.

164/25 To receive any apologies (with reasons), introductions with responsibilities.

No apologies were received.

165/25 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.

166/25 To adopt the minutes of the Parish Council meeting on 28th October 2025

The minutes from the Meeting of the Parish Council on 28th October, having been previously circulated, were taken as read. It was resolved to adopt the minutes of the Parish Council meeting on 28th October, proposed by Cllr Chapman, seconded by Cllr Gage and agreed by show of hands.

167/25 To note Clerk's reports.

Clerk's Report:

General Admin:

- PC Away Day arrangements, prep and notes.
- Casual vacancy notices.
- Arrangements for new Councillor including sending information, email address, updating website and elections at Somerset Council.
- Asset Register updated to 30th September 2025
- Letters drafted for circulation to homes adjacent to Thornash Close Layby to get feedback.
- Green Wedge Information document prepared with supporting information / references.
- Persimmon have advised that the bin installed at Hartnells needs to be moved. Clerk liaising with Persimmon about finding another location for the bin.
- Asked Lengthsman to:
 - Deal with rust on Monkton Elm Parish sign
 - Install solar powered SID on Monkton Heathfield Road.
 - Cut grass along Monkton Heathfield Road

Highways

- Contacted Traffic Management about installation of two SID posts, one on Yallands Hill and one in Bathpool. Awaiting confirmation that the proposed positions are acceptable before proceeding. SC have replied to confirm that lighting columns can be used for SIDs in Bathpool and on Yallands Hill. Yallands Hill lighting column to be used for other solar powered SID. Bracket to be added to Bathpool lighting column.
- Liaised with Lengthsman about installing one of the solar powered SIDs on Monkton Heathfield Road.
- Followed up installation of horse warning signs – these have been installed at the agreed locations.
- Greenway / Mead Way parking issues – reported to SC.

- Reported bollards close to highway edge on Yallands Hill.
- Reported blocked gullies on Milton Hill.

Finance / Payroll:

- Making payments / placing orders.
- Managing / inputting Accounts using Scribe and updating paper account files.
- November payroll and finance reports.
- Ordered and took delivery of two solar powered SIDs.
- Submitted claim to Somerset Rivers Authority for Blundells Lane Flood Alleviation project expenditure.
- Additional information requested from Nationwide in respect of bank accounts. Gathered and submitted.
- Moved amazon account to business enabling invoicing and clearer information about VAT.
- VAT return review and submission and submitted additional information requested by HMRC.
- Q2 finance reports and Audit Working Party paperwork.
- Budget / precept calculations following Away Day ready for Working Party meeting on 18th November.

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 meetings and submission of agreed response to planning applications.

Country Park and Somerset Wood

- Liaised with Lottery re capital claims, year 2 revenue payment and re-purposing funds. Developed a list of alternative expenditure which has been approved. List of proposed items to purchase developed with Volunteer Coordinator for approval.
- Insurance enquiries completed and additional premium paid (lottery funded).
- Followed up delivery of ride on lawn mower.
- Drill purchased and delivered to CP.
- Site meeting with fencing contractor. Works expected to commence mid to late November.
- Contacted CCTV contractor regarding scheduling their works for after completion of the fencing work.
- Lottery project evaluation report updates.
- Developed lottery project progress report for meeting on 28th October.

Sports Pitches

- Awaiting determination of the planning application.
- Cricket net and artificial cricket square works completed. Heras fencing ordered and accepted delivery.
- Stone removal working party took place on 19th October.
- Liaised with Rugby Club regarding marking out pitches, removing stones, installation of rugby posts and grass cut.
- Gateway and headwall works have commenced.
- Site meeting and gathering quotes for fencing works. Quote approved by PC on 28th October. Contractor hopes to commence work on 10th November.
- Jess developing Facebook Page for Sports Ground.
- Finalising Pump Track Specification which was approved by PC on 28th October. Tender now advertised. Deadline for tenders 1st December 2025.
- Floodlighting specification development for approval for tender exercise.
- Liaised with landowner of adjacent land regarding proposals.
- Sports Pitch Committee meeting on 4th November, agenda, minutes. Next meeting on 2nd December at 9.30am

MH1

- POS transferred on 1st July.
- On site catch up meeting with Persimmon
- Replacement bench slats ordered.
- Ordered 8 replacement bins and increased dog bin emptying frequency to twice a week. Bins delivered on 6th November. Lengthsman informed for installation.
- Platinum Walk signage being finalised.

MH2

- Meetings with CSM and Simon Fox to review updated proposals.

- Discussions around CIL / S106 for infrastructure delivery.
- Number 12 bus enquiries.

BACH:

- Jess supporting with invoices.
- Jess added to BACH bank accounts to enable support with refunds and scribe updates.
- Sent instructions to close Hampshire Trust bank account again (90 days notice required)
- Accounts / scribe updates.
- Orders / cleaning supplies.
- Submitted grant application to Somerset Community Foundation for Getting Through Winter Funding - £2500.00 awarded. Paper outlining proposed expenditure developed for approval.
- Deposit records updated to 30th September.
- Welcome screen kept up to date and monthly condition checks completed.
- BACH Committee meeting on 21st October. Minutes and Actions.
- Next meeting scheduled took place on 3rd February 2026 at 7pm

Meetings last month:

- 1st October – Youth café support
- 2nd October – MH2 meeting
- 2nd October – MH2 public meeting
- 3rd October – Sports Pitch container delivery
- 4th October – Agenda run through meeting
- 4th October – Sports Pitch Committee Meeting
- 9th October – Events Working Group Meeting
- 9th October – CP Site meeting with CCTV contractor
- 14th October – PC Meeting
- 16th October – Site meeting at CP with approved fencing contractor
- 17th October – Audit Working Party Meeting
- 19th October – Stone removing working group at Sports Pitches.
- 20th October – Annual Leave
- 21st October – Agenda run through meeting
- 21st October – Sports Pitch site meeting
- 21st October – BACH Committee Meeting
- 24th October – PC Away Day
- 27th October – Annual Leave
- 27th October – Assertion 10 training
- 28th October – Sports Pitch site meeting
- 28th October – PC Meeting
- 31st October – Annual Leave

Meetings this month:

- 1st November – Headstone Unveiling at CP
- 4th November – Sports Pitch Committee meeting
- 4th November – Agenda run through meeting
- 7th November – Remembrance Service at CP
- 11th November – Parish Council meeting
- 13th November – Event Working Group Meeting
- 13th November – MH1 Management Co Meeting
- 14th November – Annual Leave
- 18th November – Agenda run through meeting
- 18th November – Budget / Precept Working Group meeting
- 19th November – Thrive Training event
- 25th November – Parish Council meeting
- 27th November – EA Catch Up meeting

Assistant Clerk Community Report:

Page 3 of 20

Community - General

- Responding to emails/messages
- Trips to Bookers for café items
- Updating Communications Report
- Made contact with Community Development Officer in Wellington re: Community Hub
- Exploring AI for meetings
- Initiating putting together welcome packs for new residents
- Created 'You Said – We Did' poster for social media – to monitor responses

Grant Funding

- Applied for Sainsburys Grant funding for Community Garden
- Researching funding for HYPE for 2026/27
- Organised meeting with Louise Treacher from Spark to discuss funding – 11/11/25

Community Fridge

- Keeping in touch with volunteers to keep them updated on news/emails
- Responding to social media messages with queries and information
- A number of potential volunteers have been in touch following a more personal message on Facebook and applications have been sent out to 3 new potential volunteers.

Community Café

- 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
- Trip to Bookers for café items
- Created poster for Community Café for Volunteer Drop in – shared across social media and noticeboards
- Registered BACH as Warm Hub for the Winter with Spark Somerset

Youth Work

HYPE

- Meetings for HYPE/LCN Working Group
- Creating and amending schedule for youth work provision across LCN
- Organising dance and creative sessions at the 3 Youth Hubs in the LCN
- Meeting with TYCA to discuss 'Rap sessions' with the Youth Hubs in the new year
- Liaising with 'On Your Bike' about sessions for 2026
- Arranging and Organising locations for the Boombox for October half term
- Banner and posters for Youth Provision in Hestercombe LCN
- Responding to actions from meetings
- Launch of HYPE Facebook page

Youth Café

- Supported Go Create and Dance instructor to provide sessions at the Youth Café
- Planned and ordered resources for planned sessions at Youth Café
- Managing volunteers and staff at Youth Café
- DBS Check for Ian Bishop
- Securing training for Ian Bishop for first aid and youth work introductory course
- Supervision sessions with Mandy Cooper for her Level 3 Training in Youth Work
- Preparation and ordering of resources for Halloween Youth Café session
- Halloween Session promoted on social media and noticeboards
- Approximately 20 young people attended the Halloween Youth Café session which ran for 4 hours
- Preparing for Festival of Trees with young people – Poppy of Honour Theme
- Logged number of attendees of Youth Café since March with Hannah Snowdon from Youth Alliance, got report for funders

Community Garden

- Looking for more Community Garden volunteers for next year

Other Volunteering

- Dealing with queries and concerns from volunteers as they arise.
- Contacting any new potential volunteers
- Preparing for Volunteer Awards Evening

Events

- Ordering toilets for service events a MCP
- Creating and sharing poster for Sports Pitch Stone Picking session
- Events meeting
- Organise food vendor for Unveiling event
- Organised and confirmed food for Volunteer Evening in December
- Contacted tree suppliers about real tree for MCP
- Contacted Kev Smith about tracking the Santa trailer
- Save the date invites to go out to volunteers
- Unable to contact Merry Monk re parking in bay outside pub for trailer event
- Contacted Kev Stratton to agree support for next years events at MCP
- Initiated plans for Clothes Swap next year
- In conversations with Paul's Promotions about Produce Market/Craft Fayres for next year – to discuss at events meeting
- Contacted Virgin Balloons re: Funfest – only able to use existing sites

Forthcoming Events 2025/26

4th November 2025	Bingo at the BACH
7th November 2025	Remembrance Service at 2pm
15th November 2025	Community Share Event – 12 noon to 3pm
2nd December 2025	Festive Volunteer Evening
16th December 2025	Festive Bingo
17th December 2025	Christmas Community Quiz
18th December 2025	Community Sing Song featuring Y5 and Trailer Event
24th March	Annual Parish Meeting
4th April	Easter egg hunt
9th May	Somerset/Shindig (possibly combining spring dog show as well)
12th May	Annual Parish Council Meeting
6th June	Share event
11th July	Funfest
1st August	Flower Show
23rd August	Summer Dog Show

Meetings, Events and Groups

1/10/25	Community Café/Bereavement Café
1/10/25	Youth Café
2/10/25	MH2 meeting
2/10/25	BACH for residents to view plans for MH2
3/10/25	Somerset Parishes Conference
8/10/25	Community Café
8/10/25	Youth Café
9/10/25	Team Meeting
9/10/25	Events Meeting
10/10/25	Somerset Council Chair Awards
13/10/25	HYPE Meeting
13/10/25	Introduction to AI – SALC Training
14/10/25	WMPC Meeting
15/10/25	Community Café/Repair Café
15/10/25	Youth Café
16/10/25	The Future of CAG Somerset Online Meeting
16/10/25	Team Meeting
16/10/25	Meeting with Mandy – Support for Level 3 Youth Work Course
19/10/25	Bookers Trip

21/10/25	Agenda Run Through Meeting
22/10/25	Community Café
22/10/25	Youth Café
22/10/25	Community Quiz Night
23/10/25	Team Meeting
23/10/25	Meeting with Hannah Snowdon from Youth Alliance re data
24/10/25	WMPC Away Day
27/10/25	HYPE Meeting
28/10/25	Meeting Online with Anne Shilton, Hestercombe LCN
28/10/25	WMPC Meeting
29/10/25	Youth Café Halloween Session
30/10/25	Team Meeting

168/25 Somerset Council Report from Cllr Cavill

Cllr Cavill reported on the following:

Somerset Council Criticised Over Financial Management and Delays: Somerset Council has come under renewed criticism following an in-depth report by Somerset Confidential, which accuses the authority of poor financial control, overreliance on consultants, and slow progress in addressing its £101 million budget shortfall. The report highlights that key statutory recommendations from auditors Grant Thornton (intended to secure the Council's financial future) remain incomplete months after their deadlines. It also criticises the Council for continuing to operate multiple legacy IT systems more than two years after becoming a unitary authority, rising agency staff costs despite redundancies, and weak financial controls. The publication suggests that Somerset Council may again need to seek exceptional financial support from Government to avoid insolvency for 2026/27.

£3m Pay and Grading Review: After cutting 555 full-time posts to save £33 million last April, Somerset Council's Executive is now approving a £3 million review of staff pay and grading over the next two years. The review aims to create a more consistent pay structure following the merger of five former councils. The programme, separate from the £20 million "Inspiring Innovation" transformation contract with Newton Europe, will be supported by consultancy firm Korn Ferry, and changes are expected to take effect from April 2027 following consultation with staff and unions.

Leader's £32k Aide Advertised Amid Financial Emergency: The Leader of Somerset Council has received criticism after advertising for a "Leader's Office Co-ordinator" role at up to £32,000 a year during the council's 'financial emergency'. The part-time role (26 hours per week) involves drafting speeches, managing diary commitments and handling casework. The advert follows the council's decision to cut 555 job posts earlier this year to tackle a £101m budget gap for 2026/27.

Motion Wins Cross-Party Support for Planning Service Improvements: A Conservative motion calling for improvements to Somerset Council's planning service received full cross-party backing at the latest Climate and Place Scrutiny Committee. Introduced by Opposition Leader Cllr Diogo Rodrigues, the motion calls for a Planning Service Recovery Plan with measurable targets, quarterly reporting, stronger planning enforcement, and a new "good practice charter" to improve engagement with stakeholders, including parish councils and applicants. The Motion will now go to a Full Council meeting on 17th December for a vote.

Sunday Parking Charges Consultation Closes: Somerset Council's six-week consultation on proposals to introduce Sunday parking charges across the county has now closed. The feedback will be considered by the Climate and Place Scrutiny Committee on 19th November before a final decision is made by the Executive in December.

Council Ready for Winter Road Conditions: Somerset Council and its winter service partner Kier Transportation Ltd have completed preparations for the cold season, with a fleet of 23 gritters ready to treat key routes when freezing temperatures or snow are forecast. Last winter, crews carried out 1,679 gritting runs, covering over 117,000 miles and using more than 6,000 tonnes of salt. The Council prioritises a precautionary network of major roads, emergency routes and community links, supported by weather stations and local contractors. Gritting bins are also being topped up across Somerset ahead of winter. More information, including a map of the gritting routes, is available here: <https://www.somerset.gov.uk/roads-travel-and-parking/gritting/>

Cost-of-Living Support for Somerset Residents: Somerset Council is urging residents to make use of the wide range of cost-of-living support available this winter. Working with local charities and community groups, the Council is distributing Government funding to help people access essentials such as food, heating, and household items. Support includes food pantries, council tax and housing payment assistance, and help for older residents struggling to heat their homes. Full details, including eligibility and how to apply, are available at: www.somerset.gov.uk/care-and-support-for-adults/cost-of-living-support-for-somerset-residents/

Consultation Launched on Charitable Collections Policy: Somerset Council has opened a public consultation on a new Charitable Collection Licensing Policy to simplify and standardise how charity collections are managed across the county. The proposals include allowing collections on any day of the year, permitting multiple collections at the same location, and removing the

Page 6 of 20

requirement to publish proceeds in local newspapers. The draft policy aims to reduce bureaucracy and administrative costs by replacing the differing arrangements inherited from the former district councils. The consultation runs from 1 November 2025 to 23 January 2026: <https://somersetcouncil.citizenspace.com/licensing/charitable-collection-licensing-policy/>

Cllr Cavill highlighted the need to provide some background information to Somerset Council to aid their assessment of the green wedge in Monkton Heathfield (from the Railway / Canal up to Hestercombe). Cllr Cavill advised that the Clerk had developed a document providing this information. The document was shared on the screen and the Clerk summarised its contents. Clerk to circulate the document to Cllrs and share with Cheddon Fitzpaine PC.

Public Question Time

Cllr Haskins reported fly tipping on the Eastern Relief Road and on Boome Lane

Clerk to report.

A member of the public requested an update on progress with Network Rail carrying out remedial work on the ditch on Yew Tree Lane. Cllr Haskins confirmed that he had received confirmation that a work order was issued in September. Cllr Haskins also reported that the Network Rail helpline telephone number is 03457114141 - any issues should be phoned through to that and a call reference will be issued; the response is then monitored. The work was supported to have been completed by last week but it hasn't been done.

Cllr Haskins to continue to chase the work required by Network Rail.

Cllr Cavill gave a report on highway work near Pigeon Cottage. Cllr Cavill reported that the work is unlikely to solve the problem.

Cllr Chapman asked if there is a restrictive covenant on MH1 POS. Clerk confirmed that there is a restrictive covenant requiring the land to be used as only public open space.

Cllr Chapman raised the saws in old Amp site boundary.

Clerk to chase progress with Persimmon.

Cllr Ellis reported the parked cars on the corner of Greenway.

Cllr Ellis to send details of car registration numbers to the Clerk.

Finger posts in the parish need a clean.

Clerk to ask the Lengthsman to clean the finger posts.

169/25 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.

48/25/0059 Application for modifications to approved Class Q consent 48/25/0022CQ for 2 No. dwellings to include a flue and wood burner, external battery storage, Velux windows and enlarged garden area at Barn C, Hyde Farm, Bathpool

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.

48/25/0060: Application for modifications to approved Class Q consent 48/25/0031CQ for 1 No. dwelling to include a flue and wood burner, external battery storage, Velux windows and enlarged garden area at Barn B, Hyde Farm, Bathpool

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.

48/25/0061: Application for modifications to approved Class Q consent 48/25/0021CQ for 1 No. dwelling to include a flue and wood burner, external battery storage, Velux windows and enlarged garden area at Barn D, Hyde Farm, Bathpool

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.

48/25/0063/CQ - Application for Prior Approval for proposed change of use from agricultural building into 1 No. dwelling (Class C3) and associated building operations at Barn E, Hyde Farmhouse, Hyde Lane, Bathpool

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.

48/23/0031: Demolition of stable building and erection of 1 No. dwelling with associated works and change of use of land from agricultural to domestic at Sidbrook Coach House, Sidbrook, West Monkton (resubmission of 48/22/0023) Amendments to application including alteration to red line to incorporate PTP upgrade and enlargement of red line defining domestic curtilage area for proposed dwelling)

The Parish Council had no comments to make in respect of the amended proposals.

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

170/25 Assets

a) Country Park and Somerset Wood update; Lottery project; consider quotes for revenue spend for tools / equipment (R)

Clerk summarised the report circulated in advance of the meeting outlining proposed spend of the lottery money on tools and equipment for the Country Park.

The spend and quotes were approved including:

A battery strimmer £149.99

A compressor £129.98

A 750 litre water bowser £897 + delivery and VAT

Various hand tools to the value of £85.66

Wildflower seeds £256.00

20 gilet jackets and polo shirts £915.20

12 pairs of gloves £25.50

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

Further quotes to be gathered for the office table and outdoor furniture.

Clerk reported that the fencing work around the volunteer compound is expected to be installed mid-November. Clerk to contact fencing contractor to obtain an update.

Clerk also liaising with CCTV contractor.

Candy Sully, Volunteer Coordinator reported that timbers have been purchased for the bench seating in volunteer container and paint for the forest school roof. A call has been put into Hunt Forest about the mower engagement button. The deer in the park are causing damage to the trees. New hedge planting is being collected next week.

The service headstone unveiling and remembrance service were both successful events. Crocus planting has also taken place.

The Christmas Tree for the park is being collected next week.

Electric connection works are scheduled to take place on 18th November.

Cllr Haskins reported that there is a leak on the traction on the mower – once grass cutting is completed for the season service to be arranged and the leak can be fixed at the same time.

Cllr Haskins reported that 40 litres of container paint has been donated. The retail value of the paint is over £400.00. The paint needs to be applied during dry weather. Areas of rust on the container need to be rubbed back and primed prior to the paint being applied.

Cllr Haskins reported that the shelving in the old container has been completed. The final surface for the volunteer compound was discussed. It was noted that approximately 8 dumpy bags of gravel would be needed at £60.00 per bag.

b) BACH

i. Somerset Community Foundation Help Through Winter Grant – approve allocation and spend of grant money (R)

Clerk summarised a paper shared in advance of the meeting outlining the proposed spend of the £2500.00 Somerset Community Foundation Grant Money.

It was resolved to spend the money on the following items:

Equipment £500.00

Chairs and tables for the lobby £650.00

Sundries £500.00

Community Garden seeds £200.00

Promotion £250.00

Care packages in January / February £400.00

Any underspend on these items would be added to the care packages spend.

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

ii. Solar Panels update

Cllr Cavill reported that a decision was supposed to be taken by the Diocese on 7th November.

The Diocese have provided an update to confirm that they are trying to meet the Department of Education to get their approval for the panels. The Diocese will then consider the proposal once that approval has been received.

171/25 Projects

a) MH2 update

Cllr Haskins and Cavill reported that they attended the CSM PC meeting when MH2 was discussed.

CSM PC didn't make a resolution and are instead going to have a meeting to discuss whether S106 or CIL is their preferred route in respect of MH2. Once that meeting has taken place CSMPC will meet with WMPC and the Planning Officer.

A discussion followed about S106 contributions versus CIL meaningful proportion.

It was resolved that the Parish Council, based on the information that is currently available preferred to receive S106 contributions for MH2 rather than CIL meaningful proportion. Proposed by Cllr Gage, seconded by Cllr Munson and agreed with all in favour.

Clerk to confirm this resolution with CSMPC.

Communication with SC confirming this position should include reference to issues / risks around potential boundary changes, powers to deliver elements of the proposed infrastructure of respective Parish Councils and that the S106 contributions should be equivalent to the CIL meaningful proportion for the development with as much as possible being paid up front.

Cllr Cavill reported that the November Somerset West Planning Committee is receiving an update on the MH2 application. It is unlikely that the application won't be determined by the Planning Committee until February or March.

Clerk to include an item on the agenda for the next meeting to discuss feedback from CSMPC and to consider options if CSMPC do not wish to take the S106 contribution route.

b) Hyde Park Sports Ground

i. Update and feedback / consider the recommendations of Sports Pitch Committee following the meeting on 4th November (R)

Cllr Haskins reported that the gate installation is going well and a picture of the new gates was shared on the screen. Cllr Haskins reported that the works involved additional expenditure on bricks for the pillars as the bricks on site didn't have sufficient faces. The headwall foundations are in, the headwalls will be built out of bricks currently on site.

The pitch has been marked out, flood lighting position needs to be confirmed before the position finally marked and posts are put in. Clerk to chase the Rugby Club about marking the proposed positions of the lighting columns.

The proposed fixture on 23rd November was discussed and the need for car parking. It was agreed that the fixture could take place but car parking would only be available on the road.

It was agreed that the implements in front of the gates could now be moved as the site is secure with the addition of the gates and height restriction bar.

Clerk to obtain a padlock for the new gate upon review of requirements.

It was agreed to install fencing across the Hyde Lane gate as the gate isn't needed for access by the Rugby Club.

Page 9 of 20

Clerk outlined a proposal to provide a sponsorship opportunity for local businesses to advertise on the fence around the perimeter of the rugby pitch. It was agreed to contact businesses to give details of the opportunity. The cost of a sign was agreed as £400 + VAT for 4 years. It was noted that if a sufficient number of businesses take up the offer, the advertising should pay for the fencing.

ii. Floodlighting; Approve specification for tender exercise (R)

Clerk summarised the developed specification for the flood lighting tender exercise. The specification was approved. Proposed by Cllr Munson, seconded by Cllr Besley and agreed with all in favour.

Clerk to proceed with publishing the specification and invitation to tender as soon as possible. Tenders to be approved at a January PC meeting.

c) Poppy of Honour fundraising update; to agree towing arrangements for future events and agree contribution / expenses.

Cllr Cronshaw reported that donations are expected by a number of businesses including City West/Mercedes-Benz (amount to be confirmed) and Mildren Construction (£5k). Vistry Devon have also confirmed a £250.00 donation.

Cllr Cronshaw provided an update on events for next year.

The towing arrangements for the Poppy of Honour to events next year were discussed. It was noted that the cost of towing the trailer in terms of fuel use was higher. It was agreed to increase the amount of expense claimable from 45p per mile to 60p per mile for anyone towing the Poppy of Honour. Proposed by Cllr Besley, seconded by Cllr Chapman and agreed with all in favour.

Expenses for towing the trailer to be paid from money raised (not from PC general expenses cost code).

Arrangements to be made to weigh the Poppy of Honour / Trailer.

Cllr Cronshaw reported that there may be grant funding available from the Somerset Community Foundation for the Poppy of Honour pavilion. Clerk to make enquiries.

172/25 Reports, including recent developments, matters to consider and decisions to be made:

a) Bathpool Flood Warden: Mr Kevin Perry.

Mr Perry reported that not much rain fell during October – it was the second driest October in 10 years with only 58mm of rainfall recorded.

Up until this morning 29mm of rain has fallen so far in November. As rainfall increases the rivers are responding more quickly when rain falls. The River Tone was up by about 8 inches at Bishops Hull today as a result of the rainfall and the Old River Tone was up by about a foot today. Reservoirs are starting to fill but levels are still at around only 27%

No flooding concerns at the moment but this may change depending on when / where the rain falls and with what intensity.

A meeting of local residents took place on 16th October. The biggest concern expressed during the meeting was the progress with the Environment Agency installing the permanent pumps. A further catch up with the Environment Agency is scheduled to take place on 27th November.

b) GDPR update:

Nothing to report

c) Communications Report

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 1564
- 13.2k post reach
- Posts added sharing news items that are added to the website.

Monkton Matters

- Page likes / followers now at 593
- 18 new articles added in October
- Articles on Monkton Matters being shared on Monkton Matters Facebook page to pull users to the website.
- 8.5k post reach
- Business directory has details of 28 businesses so far.

Community Fridge/Community Garden Facebook Page:

- Page likes /followers 1307

- 3.2k post reach
- Maidenbrook Country Park Facebook Page
- Page likes/followers now at 963
 - 12.3k post reach

HYPE

- Page likes/followers – 14
- 9 post reach
- Launch week commencing 3/11/25

Village News Contribution

- Developed by the Clerk's

Noticeboard Updates

- Updated noticeboards

Representatives on outside bodies

d) West Monkton Village Hall Management Committee; Representation

It was agreed that the Clerk would write to the Village Hall Management Committee and ask that a Committee member represents the Village Hall at Parish Council meetings.

e) The Spital Trust: Cllr Ellis to report.

Cllr Ellis reported that there was nothing to report but that a couple of almshouse residents attended the bingo session.

f) Any other events at which WMPC was represented;

Cllr Cavill reported that he attended the Somerset Armed Forces Covenant Conference and provided feedback on the presentations given at the conference.

Cllr Cavill reported that he attended the Cheddon Fitzpaine Parish Council meeting and provided feedback. Clerk to share the green wedge information document with Cheddon Fitzpaine Parish Council.

g) Consultations;

None

173/25 Finance

a) Finance Report

i. Quotations and Updates

MH1 noticeboards quotes (2 required)

Option 1 (Recycled Plastic): <https://www.noticeboardwarehouse.com/outdoor-noticeboards-c244/recycled-plastic-noticeboards-c247/2-bay-4-x-a4-outdoor-recycled-plastic-noticeboard-p1880>

£1752.12 + VAT for 1.

Option 2 (Recycled Plastic): <https://www.panelwarehouse.com/external-noticeboards-c223/recycled-plastic-noticeboards-c226/two-bay-4-x-a4-external-recycled-plastic-noticeboard-p2157>

£1638.60 + VAT

Option 3 (Recycled Plastic)

<https://www.greenbarnes.co.uk/shop/external-noticeboards/man-made-timber-noticeboards/8-x-a4-man-made-timber-noticeboard-ref->

[pl8a4/?gad_source=1&gad_campaignid=20777888054&gbraid=0AAAAAD1e2vn4BQfG3FF9qorvKKo7i4bi&qclid=Cj0KCQiAiKzIBhCOARIsAKpKLAMs9QhTTLgp26gTW_aqi2j0KAcaboY5dY-GU-mn23CiM4KYvXFBYaAqaOEALw_wcB](https://www.greenbarnes.co.uk/shop/external-noticeboards/man-made-timber-noticeboards/8-x-a4-man-made-timber-noticeboard-ref-pl8a4/?gad_source=1&gad_campaignid=20777888054&gbraid=0AAAAAD1e2vn4BQfG3FF9qorvKKo7i4bi&qclid=Cj0KCQiAiKzIBhCOARIsAKpKLAMs9QhTTLgp26gTW_aqi2j0KAcaboY5dY-GU-mn23CiM4KYvXFBYaAqaOEALw_wcB)

£1326.31 + VAT

Option 4 (Metal)

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

£1049 + VAT

Resolution to proceed with ordering 2 from Greenbarnes (Option 2) in dark brown colour with gold lettering. Payment for the noticeboards approved from CIL receipts (1) and MH1 POS Reserve (1). Proposed by Cllr Besley, seconded by Cllr Chapman and agreed with all in favour.

Gully sucking – allocate additional funding for more gully sucking
Agreed at the PC meeting on 14th October to use the remainder of the Blundells Lane Flood Alleviation Project SRA funding on gully sucking.

£1296.80 of grant funding remaining.

Accepted quote:

PMG Services

11 gullies to be inspected and emptied across a pre-determined route in West Monkton – The Street and Blundells Lane. This route is used by commercial vehicles and private users throughout the day.

PMG will dispatch the gully tanker to site, along with two operatives. This will allow for an efficient process to check, lift and empty each gully section. If water needs to be injected into the gully pot, this can be done at the same time. If a gully is deemed to require maintenance, it will be marked using construction paint.

Once the tanker has reached capacity, it will leave site to dispose of the material at the PMG facility in Severn Beach. Based on the number of gullies, we foresee that we can contain all waste in one load. Our purpose-built plant will process the material, separating the liquid from the solids to allow for 100% recycling to be achieved.

There is no set metric for this sort of process due to variables such as access, volume of material, blockages etc., so we recommend setting a ½ day rate for a working week (Mon – Fri) which is 5 hours. If we need more time, this is charged per hour.

Quotation

½ Day Rate @ £600.00 (based on 5 hours)

Per hour rate @ £120.00 (after the first 5 hours)

Washout - £120.00 per tanker

Disposal - £92.00 per tonne (minimum 2.5 tonne)

Agreed that all gully sucking in Blundells Lane to take place and any other gully sucking in the Parish up to the value of the grant. Since then, requests for gully sucking on Milton Hill, Goosenford and Greenway received.

Can additional money be allocated from Off Carriageway works cost code to enable gully sucking in these areas to take place.

Resolution to allocate an additional £1703.20 from Off Carriageway Works cost code to carry out gully sucking in Goosenford, Greenway, Milton Hill as well as Blundells Lane / The Street.

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

Clerk to instruct one day of gully sucking to initially take place, work to be reviewed prior to instructing a further day of work.

Country Park Bollard quotes

Bison Security: £327.75 + VAT each.

https://bisonsecurityposts.co.uk/product/round-steel-telescopic-security-posts-670mm/?_gl=1*ds6lqh*_up*MQ..*_gs*MQ..&gclid=CjwKCAiAwqHIBhAEEiwAx9cTeV1jO4OnzGZ865QMK1SijVnCdqxs5e2AHTfb7bBnQshzCEnT7I1axoC_O0QAvD_BwE

Resolution to proceed with the purchase of up to 4 bollards (two for Country Park and two for Sports Pitches)

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

Poppy of Honour Trailer Tyres

Resolution to proceed with ordering two trailers for the trailer from Rapsons Garage.

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

ii. Approval of receipts and payments

Receipts

Interest

Lloyds (Monthly)	£15.55
Nationwide (Monthly)	£101.95
PSDF (Monthly)	£2575.33
Somerset West Lottery (Community Fridge grant)	£17.00
National Lottery Community Fund (Capital Claim)	£8140.00

Currys (iPad case refund (young person sponsorship))	£79.00
Clothes 2 Order (Youth Café Jacket refund)	£9.55
Somerset Council (SRA Blundells Lane Flood Alleviation Project Grant)	£6003.20
Amazon (Cancelled order credit)	£32.47

Payments

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
To authorise payment of:						
Employee pension contributions	240.18	No vat	240.18	d-d	Salaries and expenses	Pension
	124.07	No vat	124.07	d-d	MCP Lottery Funded Project	Volunteer Coordinator
Employer pension contributions	180.14	No vat	180.14	d-d	Salaries and expenses	Pension
	93.05	No vat	93.05	d-d	MCP Lottery Funded Project	Volunteer Coordinator
A Shepherd Clerks salary SCP37	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 (106.8 hours overtime July to October)	xx.xx	No Vat	xx.xx	Bacs	MCP Lottery Funded Project	Volunteer Coordinator
S Rolls Parish Lengthsman salary SCP 29 (30.45 hours)	xx.xx	No Vat	xx.xx	Bacs	Salaries and expenses	Salaries
HMRC Tax and NI Contributions	3140.61	No vat	3140.61	bacs	Salaries and expenses	Salaries
	402.11	No vat	402.11	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
Business all about you Climate Initiative PR WMPC 59	275.00	No vat	275.00	Bacs	Environmental / Open Spaces	Environment / Community
QSSIT regular maintenance / monthly sub	8.51	1.70	10.21	bacs	IT and Communications	IT and Communications
Expenses claim A Shepherd (Travel)	32.40	No vat	32.40	Bacs	Salary and expenses	Expenses
(Postage)	2.57		2.57		General Administration	Sundry admin
St Augustines Church (Burial Ground Maintenance contribution)	1840.00	No vat	1840.00	Bacs	Burial Ground	Burial Ground Maintenance
Wybone (MH1 bins x 8)	3829.92	765.98	4595.90	Bacs	Environmental / Open Spaces	MH1 Open Space

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
Durant Cricket (Balance for cricket nets and artificial cricket square)	41326.67	8265.33	49592.00	Bacs	Environmental / Open Spaces	Sports Pitches
Adosa (LCN Youth Project Dance Sessions)	360.00	No vat	360.00	Bacs	Youth and Community	LCN CYP Project
Creative Outbursts CIO (Boombox sessions)	1152.00	230.40	1382.40	Bacs	Youth and Community	LCN CYP Project
Travis Perkins (Drill accessories)	17.37	3.47	20.84	Bacs	MCP Lottery Funded Project	
Monkton Building and Developments Ltd (Culvert and grill clearance and repair at Red Hill)	2400.00	480.00	2880.00	Bacs	Environmental / Open Spaces	Blundells Lane Flood Alleviation Project
Travis Perkins (Post crete for CP entrance signs)	56.70	11.34	68.04	Bacs	Environmental / Open Spaces	POS Maintenance
Travis Perkins (Drainage materials for CP)	393.91	78.78	472.69	Bacs	Community Infrastructure Levy	CIL Expenditure
SALC (AI Training Assistant Clerk)	45.00	No vat	45.00	Bacs	General Administration	Training
Expenses Claim B Gage (Book for BACH)	15.29	No vat	15.29	Bacs	BACH	Miscellaneous
Taunton Rugby Football Club Limited (Away Day)	300.00	60.00	360.00	Bacs	General Administration	Training
Monkton Village News (Village News copies 4 editions)	206.20	No vat	206.20	Bacs	IT and Communications	IT and Communications
Expenses Claim C Sully (Volunteer Costs)	7.22	No vat	7.22	Bacs	MCP Lottery Funded Project	Volunteer Costs
(Fuel for mower)	22.67		22.67		Country Park	Country Park
Amazon (Wet floor signs)	9.88	1.98	11.86	Bacs	BACH	Miscellaneous
(Stationery)	5.32	1.13	6.45		General Administration	Sundry Admin
(Stationery)	5.98	1.23	7.21		General Administration	Sundry Admin
(Dog fouling signs)	23.47	4.98	28.45		Environment / Community	POS maintenance
(Stationery)	3.32	0.67	3.99		General Administration	Sundry Admin
(Stationery)	2.65	0.57	3.22		General Administration	Sundry Admin
(Stationery)	3.95	0.79	4.74		General Administration	Sundry Admin
(Volunteer Awards)	176.38	35.27	211.65		Youth and Community	Youth and Community General
(Dodge balls for Youth Café)	21.24	4.25	25.49		Youth and Community	Youth Café
(Key safe – Community Fridge)	12.07	2.42	14.49		Youth and Community	Community Fridge
Expenses Claim S Rolls (Weed spray)	102.72	No vat	102.72	Bacs	Environmental / Open Spaces	POS Maintenance
(Travel)	19.35	No vat	19.35		Salaries / expenses	Expenses
Travis Perkins (Bricks for sports pitches)	1343.10	268.62	1611.72	Bacs	Environmental / Open Spaces	Sports Pitches
SLCC (Annual Membership Assistant Clerk Community)	240.00	No vat	240.00	Bacs	General Administration	Subscriptions / affiliations
Western Bolt and Engineering Supplies (CP Container racking)	1.20	0.24	1.44	Bacs	Youth and Community	Community Events

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
Expenses Claim K Welsh (Travel) (Pumpkin Carving set Youth Café)	159.30 18.99	No vat 18.99	159.30	Bacs	Salaries and expenses Youth and Community	Expenses Youth Café
Expenses Claim A Chapman (Community Garden items)	12.98	No vat	12.98	Bacs	Youth and Community	Community Garden
SALC (Clerk Assertion 10 Training)	25.00	No vat	25.00	Bacs	General Administration	Training
SLCC (Com Gov Level 5 Residential February)	150.00	10.20	160.20	Bacs	General Administration	Training
SLCC (Com Gov Level 5 Residential April)	150.00	10.20	160.20	Bacs	General Administration	Training
SLCC (Com Gov Level 5 Residential September)	150.00	10.20	160.20	Bacs	General Administration	Training
Ian Bishop (Youth Café support - October)	198.00	No vat	198.00	Bacs	Youth and Community	Young People
Travis Perkins (Materials for container racking)	372.32	74.46	446.78	Bacs	Community Infrastructure Levy	CIL Expenditure
Expenses Claim S Haskins (Country Park mower) (Fuel and grass cutting at Sports Pitches) (Trailer repairs)	76.20 181.76 4.50	No vat No vat No vat	76.20 181.76 4.50	Bacs	Country Park Environmental / Open Spaces Country Park	Country Park Sports Pitches Poppy of Honour
Travis Perkins (Bricks for Sports Pitches)	242.00	48.80	290.40	Bacs	Environmental / Open Spaces	Sports Pitches
Orchard Farm Services (Lockbox for Sports Pitch container)	100.00	No vat	100.00	Bacs	Environmental / Open Spaces	Sports Pitches
Somerset Wildlife Trust (Country Park advice)	125.00	25.00	150.00	Bacs	MCP Lottery Funded Project	Training
Go Create (Hype Sessions)	395.00	No vat	395.00	Bacs	Youth and Community	LCN Youth Project
Travis Perkins (Office seating materials)	118.93	23.79	142.72	Bacs	MCP Lottery Funded Project	Office Costs
To note payment of:						
<u>Direct Debit</u>						
Invoice Tailored Auto Enrolment 29/10/2025 (Pension administration)	16.80	3.36	20.16	DD PAID	Salary and Expenses	Pension
Invoice SWS 118070 2/11/2025 maintain gsuite	126.00	25.20	151.20	DD PAID	IT and Communications	IT and Communications
Invoice SWS 117971 20/10/2025 MCP website. Hosting monthly plan	70.00	14.00	84.00	DD PAID	IT and Communications	IT and Communications
Invoice SWS 117961 web-lite hosting (MM) and standard mailbox 20/10/2025	30.00	6.00	36.00	DD PAID	IT and Communications	IT and Communications
Three (Business Mobiles)	50.51	10.10	60.61	DD PAID	IT and Communications	IT and Communications
EMS (Card Payment System)	7.16	1.20	8.36	DD PAID	Youth and Community	Community Events

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
Somerset Web Services Inv 117983 (PC website hosting)	60.00	12.00	72.00	DD PAID	IT and Communications	IT and Communications
Somerset Web Services Inv 118095 (Cookies compliance system Annual Charge)	85.00	17.00	102.00	DD PAID	IT and Communications	IT and Communications
Debit Card						
Screwfix (Drill for Country Park)	124.99	25.00	149.99	Deb Cd Paid	MCP Lottery Funded Project	
Brandon Tool Hire (Toilets for Headstone Unveiling and Remembrance Service)	368.90	73.78	442.68	Deb Cd Paid	Youth and Community	Community Events
Pixart Printing (Hype Banners)	161.35	32.27	193.62	Deb Cd Paid	Youth and Community	LCN CYP Project
Bookers (Country Park, Youth Café, Community Events and Community Fridge)	13.49 119.05 70.28 30.47	2.70 0.00 14.06 6.09	16.19 119.05 84.34 36.56	Deb Cd Paid	Country Park Youth and Community Youth and Community Youth and Community	Country Park Youth Café Community Events Community Fridge
ESET (IT Security)	199.20	39.84	239.04	Deb Cd Paid	IT and Communications	IT and Communications
Amazon (Stationery)	48.26	9.65	57.91	Deb Cd Paid	General Administration	Sundry Admin
Toolstation (Sports pitch container padlock)	24.98	5.00	29.98	Deb Cd Paid	Environmental / Open Spaces	Sports Pitches
Amazon (Community Garden items) (Stationery)	11.66 33.31	2.33 6.66	13.99 39.97	Deb Cd Paid	Youth and Community General Administration	Community Garden Sundry Admin
Amenity Choice (Country Park tree mesh)	164.15	32.83	196.98	Deb Cd Paid	Country Park	Country Park
Bison Security Posts (Bollard Keys CP)	45.00	9.00	54.00	Deb Cd Paid	Country Park	Country Park
SP Tradefence (Sports Pitch heras fencing)	1253.61	250.72	1504.33	Deb Cd Paid	Environmental / Open Spaces	Sports Pitches
Thrive (Training / Conference)	25.00	No vat	25.00	Deb Cd Paid	General Administration	Training
UK Safety (Events signage)	53.44	10.69	64.13	Deb Cd Paid	Youth and Community	Community Events
Clothes 2 Order (Youth Café Jackets)	139.72	27.94	167.66	Deb Cd Paid	Youth and Community	Youth Café
Amazon (Anti climb security paint)	64.92	12.98	77.90	Deb Cd Paid	Country Park	Country Park
Sainsburys (Pumpkins for youth café)	15.00	No vat	15.00	Deb Cd Paid	Youth and Community	Youth Café
Sainsburys (Pumpkins for youth café)	15.00	No vat	15.00	Deb Cd Paid	Youth and Community	Youth Café
Asda (Community Events refreshments) (Youth café items)	29.94 24.24	No vat	29.94 24.24	Deb Cd Paid	Youth and Community Youth and Community	Community Events Youth Cafe
Screwfix (Country Park Drill)	124.99	25.00	149.99	Deb Cd Paid	MCP Lottery Funded Project	Volunteer Costs
Pixartprinting (HYPE banner)	20.17	4.03	24.20	Deb Cd Paid	Youth and community	LCN CYP Project
Canva (Subscription)	27.00	No vat	27.00	Deb Cd Paid	IT and Communications	IT and Communications

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
BACS						
Clear Councils (Additional insurance for CP items)	105.25	No vat	105.25	Bacs Pd	MCP Lottery Funded Project	Insurance
West Country Drainage Services Ltd (Treatment plant installation)	7742.80	1548.56	9291.36	Bacs Pd	MCP Lottery Funded Project	Toilet installation
Taunton Timber (MH1 bench slats)	200.00	40.00	240.00	Bacs Pd	Environmental / Open Spaces	MH1 POS
Jonn Cramman (Shindig refund)	50.00	0.00	50.00	Bacs Pd	Youth and Community	Shindig
(Raffle donation)	5.00	0.00	5.00		Country Park	Poppy of Honour
Homestead Fencing (Sports Pitch fencing)	13545.87	2709.17	16255.04	Bacs Pd	Environmental / Open Spaces	Sports Pitches

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

Transfer between accounts / budget lines

£50,000 from PSDF to Lloyds Treasurer (to ensure cashflow)

iii. To note Audit Working Party meeting notes and consider recommendations

AUDIT WORKING PARTY

Meeting Friday 17th October 2025 at 9.30am via Zoom

NOTES

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

Present: Cllrs Haskins, Ellis and Gage (from 10.15am) and Clerk A Shepherd.

1. Apologies.

Apologies were noted from Cllr Munson.

2. Report of the first quarter meeting in July to be approved.

The report / notes from the meeting were approved.

3. To confirm second quarter bank reconciliation.

A detailed bank reconciliation for the second quarter and copies of the bank statements were circulated in advance of the meeting and the bank reconciliation was approved. The bank reconciliation confirms a balance of £1,063,161.11 across the PC bank accounts at 30th September 2025.

4. To review budgeting report, summary report and reserves report to 30th September for budget compliance and make any recommendations to the Parish Council.

The budgeting report and reserves report to the 30th September were shared in advance of the meeting and considered in detail.

The following points were discussed / noted:

- There is a chance that there will be an overspend on IT and Communications at year end. Spend to be reviewed again at the end of the third quarter.

The Audit Working Party noted that the PC was overall performing well against its budget and noted the general and earmarked reserves held.

5. To review VAT submission for period 1st June to 30th September 2025.

Clerk confirmed that following the Parish Council becoming VAT registered on 1st June, the first VAT submission has been developed through Scribe for the period 1st June to 30th September 2025. The total net VAT to be reclaimed for the period is £20,386.32.

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 £225,557.38 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. £90,067.24 must be spent by April 2026.

Clerk reported that match funding for the lottery project will use some of this and work planned on the sports pitches will also use CIL funds if the pump track isn't delivered in year.

Clerk reported that Somerset Council have confirmed that the Parish Council will receive a CIL receipt in October 2025. The amount to the receipt has not yet been confirmed.

7. Consider grant applications

It was noted that £1000 of social and wellbeing grant funding and £1338.11 of climate grant funding was available. It was also noted that this was the last window for grant funding applications in this financial year.

a. Nina Barnard – Application for funding towards the cost of installing an electric charging point. The Audit Working Party recommended that a grant of £400.00 should be made.

b. Trish and Pete Lugg – Application for funding towards the cost of a water storage solution. The Audit Working Party recommended that a grant of £438.00 should be made.

c. Kev Perry – Application for funding to acquire 15, 24ft inflatable water snakes/barriers to be positioned at points where the riverbank level is low along the Old River Tone behind the Bridgwater Road properties, with aim of restricting river water from discharging, thus reducing property flood risk. The Audit Working Party recommended that a grant of £292.00 should be made.

Supporting these grant applications would use £1130.00 of the remaining £1338.11 of climate project granting funding available in this financial year.

d. Chew Valley Hoard – Application for funding to support the delivery of a major project that will create a permanent home for the Chew Valley Hoard at the Museum of Somerset in Taunton and deliver an ambitious programme of events and activities that will engage and inspire audiences in new and diverse ways. The Audit Working Party recommended that a grant of £500.00 should be made.

e. Test Fest – Application for funding to continue to make the annual Test Fest event at Taunton Rugby Club free for Children 12 years and under to attend by funding the materials for their activities. The Audit Working Party recommended that a grant of £500.00 should be made.

Supporting these grant applications would use all of the remaining £1000 of social and wellbeing grant funding available in this financial year.

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.

The Clerk requested that the Audit Working Party recommend the closure of the Unity Bank account. The bank account holds approximately £39k of PC funds but the interest rate has lowered to 0.5%. The Audit Working Party recommended the closure of the bank account and the release of funds to the PC Lloyds Account.

9. Date of next meeting Friday 23rd January 2026 at 9.30am via zoom.

Meeting finished at 10.20am.

Resolution to accept the recommendations of the Audit Working Party including:

To approve and make payment of the amount of the grant applications:

- a. Nina Barnard – Application for funding towards the cost of installing an electric charging point. The Audit Working Party recommended that a grant of £400.00 should be made.
- b. Trish and Pete Lugg – Application for funding towards the cost of a water storage solution. The Audit Working Party recommended that a grant of £438.00 should be made.
- c. Kev Perry – Application for funding to acquire 15, 24ft inflatable water snakes/barriers to be positioned at points where the riverbank level is low along the Old River Tone behind the Bridgwater Road properties, with aim of restricting river water from discharging, thus reducing property flood risk. The Audit Working Party recommended that a grant of £292.00 should be made.
- d. Chew Valley Hoard – Application for funding to support the delivery of a major project that will create a permanent home for the Chew Valley Hoard at the Museum of Somerset in Taunton and deliver an ambitious programme of events and activities that will engage and inspire audiences in new and diverse ways. The Audit Working Party recommended that a grant of £500.00 should be made.
- e. Test Fest – Application for funding to continue to make the annual Test Fest event at Taunton Rugby Club free for Children 12 years and under to attend by funding the materials for their activities. The Audit Working Party recommended that a grant of £500.00 should be made.

And to close the Unity Trust Bank Account.

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

b) Budgeting and Summary Report (incorporating BACH Accounts)

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

174/25 Parish Council;

a) Consider changing start time of meetings and inclusion of public question time on every agenda.

Clerk reported that the PC Standing Orders required meetings to be concluded within 3 hours so an earlier start time wouldn't enable the meeting to be any longer.

Clerk also confirmed that it is standard practice to include a period for members of the public to ask questions at all PC meetings but suggested that the public question time section on the agenda could be managed better to that it is only used for members of the public to raise questions, not Councillors who can use other matters for report only at the end of the meeting.

It was agreed to keep the same start time for PC meetings (7pm) and to include public question time on every agenda.

b) AI Meeting Summary; review, discuss and agree publication.

The AI meeting summary, prepared from the draft minutes from the last PC meeting were shared on screen and discussed. It was agreed to publish the summary after each meeting but to include a statement confirming that the summary is based on the draft PC meeting minutes and that the full and approved minutes are available on the PC website. Each summary to be reviewed by both the Clerk and Assistant Clerk Community prior to publication.

c) Christmas Do arrangements.

It was agreed to have a Christmas do in January. Enquiries and arrangements to be made

175/25 Other matters for report only – items for discussion – no decision

Assistant Clerk Community reported that she has an online meeting regarding HPC grant funding. Consideration is being given to increasing the size of the area impacted by HPC which would enable the PC to apply for grant funding for projects.

Page 19 of 20

Cllr Chapman raised parking on verges in MH1 and asked for consideration of the addition of knee high fencing in areas where it is a problem. Item to be added to the agenda for the next meeting to discuss and to also provide feedback from the Management Company Directors Meeting.

a) Items for next meeting agenda - by Monday 17th November or Monday 1st December 2025

Noted

b) Dates to note over the next 14 days

Noted

176/25 Dates of forthcoming meetings:

Parish Council:

Second Tuesday in the month (Business focused meeting)

2025: 9th Dec.

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

2025: 25th Nov.

Audit Working Party: 23rd January 2026 at 9.30am

Annual Parish Meeting: 24th March 2026 at 7pm

BACH Committee 3rd February 2026 at 7pm

Budget and Precept Working Group: 18th November 2025 at 7pm

Sports Pitch Committee 2nd December at 9.30am

Somerset Wood Joint Committee TBC

There being no further business to discussed, the meeting ended at 10.17pm



Signed Chairman:

Date: 25th November 2025