

ADOPTED

Minutes of the Meeting of West Monkton Parish Council held on Tuesday 10th February 2026 at 7.00pm.

Present: Cllrs Besley, Cavill (via Zoom), Ellis, Gage, Haskins, C. Cronshaw and D. Cronshaw.

In attendance: Amy Shepherd, Clerk, Mr K Perry, Bathpool Flood Warden and David Fothergill, Somerset Councillor. No members of the public were present.

229/25 To receive any apologies (with reasons), introductions with responsibilities.

Apologies were received from Cllrs Chapman and Munson.

230/25 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.

231/25 To adopt the minutes of the Parish Council meeting on 27th January 2026

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

232/25 To note Clerk's reports.

Clerk's Report:

General Admin:

- Enquiries with SWS about Monkton Matters with a view to send updates / newsletters to those that have subscribed and as a replacement for mailchimp that is currently used.
- Events leaflet has been finalised and print ordered. The leaflets will arrive ready to be distributed with the March Village News edition. Volunteers to be arranged for delivery of leaflets to those who don't receive the village news.
- Checking AI summaries of PC minutes prior to publication.
- Information about the Dosters Lane proposals added to Facebook.
- Started work on the 2025/26 Annual Report and review of Strategic Plan for 2026/27.
- Flooding in January
 - Liaising with residents and SC officers regarding flooding experienced in Bathpool. 15 homes / businesses experienced flooding including 1 in Acacia Gardens, 2 on Bridgwater Road, 4 in Yew Tree Lane, 5 in Hyde Lane, The pub, The Rugby Club, Taunton Office Furniture Supplies (at Hyde Lane)
 - Escalated the sewer discharge issue with Wessex Water – trying to arrange a community session / meeting so that information can be shared about plans to mitigate the problem.
 - Requested flood signs from Somerset Council. The signs are all in use at the moment, but Highways are looking into our request for a supply of signs – requested 8.
 - Gardens in Hallets Road also experienced flooding – on agenda for discussion.
 - Liaising with the Rugby Club and SC regarding the flooding / ditch management on Hyde Lane.

Highways

- Solar powered SIDs installed on Monkton Heathfield Road.
- Followed up village sign review with Traffic Management.
- Reported potholes and blocked gullies.

Finance / Payroll:

- Making payments / placing orders.
- Managing / inputting Accounts using Scribe and updating paper account files.
- February payroll and finance reports.

- Gathering quotations for inclusion in the February Report.
- Submitted precept request to SC.
- Audit Working Party meeting on 23rd January. Report and papers. Recommendations included in the finance report.

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.
- Reported advertisement signs on Bridgwater Road and Pippin Road to planning enforcement.
- Information about the online consultation for the Doster Lane proposal shared on social media to raise response levels.

Country Park and Somerset Wood

- Lottery project evaluation report updates.
- Lottery project progress report development for meeting on 27th January.
- Ordered and took delivery of tools and equipment for volunteer hub.
- Evaluation of pathway tenders. Appointment of pathways contractor. Meeting on 6th February to discuss / plan works.
- Submitted lottery capital claim of compound fencing, CCTV and picnic benches.
- Design of final sign; an information sign underway by Shelley Signs.
- Water bowser and picnic benches delivered.
- Research / review of Country Park Vision.

Sports Pitches

- Awaiting determination of the planning application. Planning Team have confirmed by email that planning consent will be issued. Decision notice awaited.
- Escalated outstanding utility connections with Manager Director of Persimmon Homes SW. Response then received regarding utility connections. Now in contact with contractor doing installation work.
- Liaising with Persimmon re design for sewerage connection.
- Checked coordinates of ducting for flood lighting.
- Pavilion options research.
- Pump track works likely to commence later February.
- Ordered toilets for period 6th February to 16th February.
- Evaluation of flood light tenders. Liaising with potential contractor with queries.
- Started to complete grant applications for funding for pavilion and gathering indicative prices.
- Next Sports Pitch Committee meeting on 17th February 2026 at 9.30am.

MH2

- Meeting with Chair and Clerk from CSM PC. Agreed to arrange a meeting with Simon Fox to discuss issues / queries that CSMPC have with legal agreements / arrangements for the delivery of infrastructure.

MH1

- Replacement bins installation by Parish Lengthsman underway.
- Took delivery of noticeboards for Dyers Brook / Pippin Road. Installation awaited.
- Platinum Walk signs delivered. Installation awaited.
- Liaised with Persimmon regarding advertisement signs adjacent to Hob Close. On agenda for discussion.
- Play Park remedials and knee-high fencing replacement work underway, nearing completion.
- S104 agreements – signed and returned to Persimmon.

BACH:

- Jess supporting with invoices.
- Accounts / scribe updates.
- Welcome screen kept up to date and monthly condition checks completed.
- Additional warm hub screen installed in lobby.
- BACH Committee meeting took place on 3rd February; following points discussed / actions agreed:
 - Explore further external lighting
 - One quote received for works to fix the automatic door – further quotes to be obtained.
 - Invest £15k in Nationwide Bank Account – fixed for 6 months.
 - Draft budget for 2026/27 discussed and amendments identified.
 - Next meeting 5th June at 10am

Meetings last month:

- 6th January – Agenda run through meeting
- 6th January – Sports Pitch site meeting

6th January – CCTV installation at CP
6th January – Pathways site meeting at CP
6th January – Poppy of Honour meeting
9th January – Pathways site meeting at CP
9th January – Garden Town Advisory Board meeting
13th January – Pathways site meeting at CP
13th January – PC meeting
15th January – Level 5 Community Governance Course Induction Meeting AM
15th January – Events Meeting
16th – 19th January – Annual Leave
20th January – Sports Pitch Committee meeting
20th January – Agenda run through meeting
21st January – LGR Session
22nd January – EA Catch Up
23rd January – Audit Working Party meeting
27th January – PC Meeting
29th January – MH2 meeting with CSMPC

Meetings this month:

3rd February – Agenda run through meeting
3rd February – Charity Bingo @ BACH
3rd February – BACH Committee Meeting
4th – 5th February – Level 5 Community Governance Course Study Days
6th February – Toilets delivered to Sports Pitches
9th February – Country Park pathways meeting
10th February – PC meeting
11th February – Meeting with CSM and Simon Fox re MH2 planning application / infrastructure.
12th February – Meeting re Tudor Park Crossing Point with TTC
13th February – Annual Leave
16th February – AI training seminar
17th February – Sports Pitch Committee Meeting
17th February – Agenda run through meeting
17th February – POH Meeting
18th February – SC Clerks Session
18th February – Repair Café
20th February – Annual Leave
24th February – PC meeting
26th February – Events Meeting
27th February – Annual Leave

Assistant Clerk's Report:

Community - General

- Responding to emails/messages
- Trips to Bookers for café items
- Updating Communications Report
- Produced AI summary of Parish Council minutes
- Community Update Report
- Assistant Clerk's Report
- Organised and ran 2 Safeguarding Training Sessions
- Send Safeguarding Training Certificates to attendees
- Arranged for First Aid Training to be delivered on the 10/4/26
- Met with Ian Pitchfork from Village Hall – in need of committee volunteers and need help with Facebook. Have advised re Facebook and created and shared an advert across social media.
- Created and ordered 'Dual Bin' stickers

Grant Funding

- Awaiting news on applications for HYPE Funding from HPC and Awards for All (Lottery)
- Applied for CAG grant for SWISH event

- Continued research and meetings to discuss funding for HYPE
- Unsuccessful in funding to Norman Family Trust
- Meeting with Somerset Community Foundation to discuss HPC funding
- Responded to call by Nicky Goss, Village Agents re: ASDA Foundation Funding, have researched and need to look at applying later in the year – have noted in my diary to look at again.

Community Fridge

- Keeping in touch with volunteers to keep them updated on news/emails
- Responding to social media messages with queries and information
- Recruited 3 new volunteers
- Allergy signs and freezer stickers introduced
- Some issues during the cold weather with the freezer which has resolved since the temperatures have increased. To monitor.
- Environmental Health questionnaire completed and our Food Hygiene Rating has been renewed at 5 again.

Community Cafe

- Running a weekly Community Café at the BACH
- Run 'Repair Café' on third Wednesday of each month – contacting members of the public about various repairs and liaising with the team.
- Rev Jim Cox runs the Loss and Bereavement Drop in Cafe on the first Wednesday of each month

Youth Work

HYPE

- Meetings for HYPE/LCN Working Group
- Creating and amending schedule for youth work provision across LCN
- Organising sessions at the 3 Youth Hubs in the LCN for January to March; liaising with providers
- Liaising with 'On Your Bike' about sessions for 2026
- Responding to actions from meetings
- Managing HYPE Facebook page
- Researched Bleed Kit Training for HYPE – shared with key staff members
- HYPE Finance forecast for 2026/27 and for later years

Youth Café

- Supported Go Create and TYCA at Youth Café sessions
- Managing volunteers and staff at Youth Café
- Youth Leader Guidance shared with 2 x Youth Leaders
- New log-in sheets created to include mood scale
- Created posters and collected leaflets from key services for a Youth Matters display which is to be on display each week at the Youth Café for our young people.
- Respond to ABRI Housing re: how young people feel about their community – discussed with some young people at Youth Café.
- Gifted craft items by local resident – to be organised into craft drawers

Other Volunteering

- Dealing with queries and concerns from volunteers as they arise.
- Contacting any new potential volunteers
- Have added an opportunity for Repair Café Volunteers to Spark Somerset database

Events

- Events meeting
- Agenda/Minutes for event meeting
- Planning and preparation for Volunteer and Awards evening
- Liaising with CAG re lending rails/steamer for Swish Event
- Contacted Sonic Fireworks re quote for Shindig
- Contacted Imprints re: giveaways for Shindig
- Submitted TENS for Shindig
- Contacted Emily Andrea on Instagram re: Opening of MCP
- Logged Shindig as Somerset Day Event
- Costings Spreadsheet created for Events
- Created more detailed poster for Shindig for MCP website
- Quotations for cups for events received – awaiting template to place order

- Updated Funfest Poster
- Created branding for Flower/Produce Show
- Added events to Facebook
- Stakes for Easter Egg Hunt to be repainted and reused (19 stakes in full order)
- Contacted Breweries and quotes been received

Forthcoming Events 2025/26

24th March – Annual Parish Meeting

4th April – Easter egg hunt

18th April – SWISH event (Clothes Swap)

9th May – Grand Opening of MCP on Somerset Day

12th May – Annual Parish Council Meeting

6th June – Share event

11th July – Funfest

1st August – Monkton Produce and Flower Show

23rd August - Summer Dog Show

Meetings, Events and Groups

5/1/26 HYPE Meeting (Online)

6/1/26 Agenda Run Through Meeting (Online)

7/1/26 Meeting with Rachel Knight, Village Agent at Monkton Elm Garden Centre

7/1/26 Youth Café meeting with Mandy

7/1/26 Community Café/Bereavement Café and Youth Café

8/1/26 Team Meeting

8/1/26 Meeting with Ian Pitchfork from Village Hall

13/1/26 Meeting with David Stripp re: HYPE at BACH

13/1/26 WMPC Meeting

14/1/26 Meeting with New Volunteer for Community Fridge

14/1/26 Community Café/Youth Café

14/1/26 Community Quiz Night at Tacchi Morris

15/1/26 Meeting with New Volunteer for Community Fridge

15/1/26 Team Meeting

15/1/26 Events Meeting at BACH

19/1/26 HYPE Meeting (Online)

20/1/26 Eating Disorder Awareness Course (Online)

20/1/26 Agenda Run Through Meeting (Online)

20/1/26 Safeguarding Training at the BACH

21/1/26 Safeguarding Training for Youth Café at BACH

21/1/26 Community Café/Repair Café/Youth Café

22/1/26 Team Meeting

27/1/26 WMPC Meeting

28/1/26 Community Café/Youth Café

29/1/26 Team Meeting

29/1/26 HYPE Meeting re Boombox

2/2/26 Meeting with David Stripp at BACH for HYPE

2/2/26 Meeting with Sean Boland re HPC Grant

2/2/26 Meeting with Jon Barrett, Quantocks LPS

2/2/26 Meeting with Courtney re: Cover at Youth Café

3/2/26 Agenda Run Through Meeting

3/2/26 BINGO at BACH

233/25 Somerset Council report from Cllrs Cavill and Fothergill

Cllr Fothergill reported on the following:

Budget Consultation Highlights Mixed Views and Low Confidence: Somerset Council's December 2025 budget consultation attracted more than 1,400 responses and showed divided public opinion on council tax and spending priorities. The results of this survey (which attracted more than 1,400 responses) reveal that a slim majority of residents are happy to pay more to prevent further cuts to public services. However a declining amount, 38% compared with 49% last year, want the council to have more control over how it spends its budget, in light of "perceived wasteful spending" on consultants and regeneration projects. Only 42%

of respondents said they supported increasing council tax to bring Somerset Council in line with its unitary counterparts in the south west (such as Cornwall, Dorset and Wiltshire) - down from 53% last year.

Somerset Budget Setting Meeting Delayed: The Government have confirmed their decision not to permit Somerset Council to impose an 11% council tax rise this year, further details are still awaited from government about alternatives / implications of this decision. The Full Council meeting to discuss the budget has moved from February 25th to March 4th to agree the 2026-27 budget. Cllr Fothergill reported that moving to unitary has saved Somerset £50m.

Disabled Resident Challenges takes council to court over tax support: A disabled Taunton resident has been granted permission to bring a judicial review against Somerset Council over changes to its council tax reduction scheme, which he argues are discriminatory and unlawful. Before the changes he paid no council tax under the previous scheme, but following his migration from legacy benefits to Universal Credit he now pays around 90% of his bill, leaving him with an annual charge of more than £1,100 despite no change in his circumstances. A hearing is expected later this year, and the outcome could have wider implications for Somerset's council tax reduction scheme.

Bus Service Improvements: Somerset Council is considering a package of proposals to improve bus services across the county following confirmation of new government funding under the Bus Service Fund. The funding includes around £11.4 million in capital investment over four years to 2029/30 and £13.1 million in revenue funding over three years to 2028/29. Discussions are focusing on priorities for 2026/27, with potential themes including continued support for existing bus schemes, better integration with rail services, expansion of demand responsive transport, improved access to key destinations, and work on transport hubs, ticketing and real time information. Measures and costings are still being developed, with final decisions expected to be taken by Somerset Council's Executive Committee in early March.

Expanded Recycling Service for Communal Properties: From March 2026, Somerset households with communal recycling collections will receive an expanded service bringing them in line with national Simpler Recycling regulations. Residents in flats and other communal properties will be able to recycle a wider range of materials, including food waste, cartons, plastic bags and wrappers, alongside existing collections for plastics, metals and glass. The changes include a new weekly food waste collection, new fortnightly collections for cartons and plastic bags and wrappers, and the introduction of new communal recycling bins with coloured lids to separate materials. Households will also receive a kitchen food waste caddy and liners, with the new service launching in the week beginning 30 March 2026.

Consultation on Proposed Reforms to the National Planning Policy Framework: The Government has launched a consultation on proposed reforms to the National Planning Policy Framework, seeking views on a revised approach to national planning policy in England. A draft version of the Framework has been published alongside the consultation and sets out the proposed policy wording, subject to feedback. The consultation runs from 16 December 2025 until 10 March 2026, and parish and town councils are encouraged to review the proposals and submit responses through the Government's Citizen Space portal here:

<https://consult.communities.gov.uk/planning/proposed-reforms-to-the-national-planning-policy-f/>

Dog Control PSPOs Review and Consultation: Somerset Council is preparing to consolidate existing dog control Public Spaces Protection Orders across the county and introduce a new order for the Taunton Deane area. Ahead of a full public consultation later in 2026, councillors and parish councils are being asked to review existing dog control PSPOs in their areas and provide feedback during a pre consultation period running until 20 March 2026. All feedback should be sent to:

consultations@somerset.gov.uk

Residents Invited to Shape the Future of Adult Social Care: Somerset Council is inviting residents, unpaid carers and organisations to share their views as it prepares a new Adult Social Care strategy for 2026 to 2029. The refreshed strategy will set priorities for the next three years and aims to reflect the experiences and needs of people who use care and support services, those who care for others, and professionals working in the sector. You can take part in the consultation here:

<https://somersetcouncil.citizenspace.com/adult-social-care/somerset-adult-social-care-strategy-2026-2029/>

Have Your Say on Green Lane Proposals: Somerset Council is consulting on proposals to trial changes to a small number of rural and edge of settlement routes aimed at improving access for walking, wheeling, cycling and horse riding. The consultation covers five locations, Burcott Lane in Wells, Comeytrove Road in Taunton, Neville's Batch in Guerne Slade, Downend Road in Puriton, and Touches Lane in Chard, where the removal of through routes for motor vehicles is being considered. Take part in the consultation here: <https://somersetcouncil.citizenspace.com/highways/greenlanes/>

Cllr Cavill reported on the following:

Green Wedge – report went to the Planning and Transport Policy Sub-Committee on 4th February. The report recommended the removal of the Trull green wedge which was opposed. It was noted that the report recommended the retention of the green wedge in West Monkton. The report will be amended and reconsidered at a future meeting.

Number of Parish Councillors – the Constitution and Governance Committee approved a proposed increase in the number of West Monkton Parish Councillors from 9 to 13. A process will now follow, and the additional Councillors will be in place and elected at the 2027 elections.

234/25 Reports, including recent developments, matters to consider and decisions to be made:

a) Bathpool Flood Warden: Mr Kevin Perry.

Mr Perry updated on the following:

January rainfall was 264mm, 183% more than last January and the rainfall recorded last January were the highest since Mr Perry started recording. The catchment went on to flood alert on 20th January and onto flood warning on 24th and 26th January. Properties were flooded on 27th January. 10 residential and 4 businesses and park home residents. The property flooding was reported online. The amount of property flooding triggered at LLFA Section 19 investigation.

The Old River Tone hit a new height peak since the equipment was installed in 2017 – 11.2m. Water was in properties for up to 24 hours. Worst levels of flood water in properties was 17 inches. It has been locally reported that the lock gates were open at Firepool, so water went into the canal, and then into Old River Tone. An elderly resident has been placed in a nursing home for at least 3 months during repairs to her flooded property. The pumps have been operating for 244 hours.

Sewerage discharge experienced constantly for 5 days. Wessex Water have attended and have subsequently cleaned up but there have been further incidences since. A service van from Wessex Water was at the Hyde Lane pumping station 5 times between 26th January to the beginning of February.

There has already been 69mm of rainfall recorded in February, the catchment is still on flood alert and sewerage discharges continuing. The pump is still pumping – 130 hours already this month. The Environment Agency continue to refill the pumps fuel levels.

Network Rail meeting has been scheduled to take place on Thursday at 10am. Cllr Haskins is attending. The Environment Agency has been invited.

Mr Perry expressed his thanks to the PC for offering help on social media to anyone affected, one of the residents took gel bags which helped to keep their property dry.

Clerk shared email correspondence received from Wessex Water which provided a response to the reported sewerage discharge issues. Clerk to liaise with Paul Elliston from the Somerset River Authority about how best to share the information provided with residents.

Mr Perry asked if the attenuation pond near the canal roundabout has been made bigger as identified. Clerk to find out.

b) GDPR update:

No update

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 1,596
- 81.4K viewers
- Posts added sharing news items that are added to the website.

Monkton Matters

- Page likes / followers now at 621
- 27 new articles added in January
- Articles on Monkton Matters being shared on Monkton Matters Facebook page to pull users to the website.
- 60.3K viewers
- Business directory has details of 28 businesses so far.

Community Fridge/Community Garden Facebook Page:

- Page likes /followers 1430
- 9.1K viewers

Maidenbrook Country Park Facebook Page

- Page likes/followers now at 1042
- 33.7K viewers

HYPE

- Page likes/followers – 32
- 76 viewers

Village News Contribution

- Developed by the Clerk's

Noticeboard Updates

- Noticeboards are updated by Jess on a regular basis

d) West Monkton Village Hall Management Committee

Clerk provided an update from West Monkton Village Hall provided in advance of the meeting. The Village Hall are talking to Taunton's Men's Shed about undertaking the work to replace the noticeboards at the front of the village hall. The Village Hall is also looking at the possibility of installing additional heating in the main hall to compliment what is already there and are looking for grant funding to undertake this work. Despite social media posts no interest has yet been received from potential volunteers.

e) The Spital Trust: Cllr Ellis to report.

Cllr Ellis reported that a meeting of the Spital Trust is taking place next month, an update will be provided after the meeting.

f) Any other events at which WMPC was represented;

No other events.

g) Consultations;

No consultations.

The agenda was interrupted to take Public Question Time

Public Question Time

No members of the public were present at the meeting.

235/25 Planning

a) To consider any planning applications (listed on 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.

48/26/0003: Erection of a first-floor extension with conversion to roof space to ancillary accommodation at Roundwell, Yew Tree Lane, Bathpool.

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

- 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.

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

Noted

236/25 Finance

a) Finance Report

i. Consideration of quotes including Football goals for MH1, Event Insurance, Somerset Day Shindig Fireworks, Football Posts

Price awaited from Kevin Chedzoy

8 x 4ft socketed football goals aren't available to order from websites. Minimum size is 12ft x 6ft.

It was agreed to defer consideration until the next meeting when a price is received from Kevin Chedzoy

Event Insurance

Option 1: Event Insurance – insurance policy for 1 year for up to 15 events: £180.00

Option 2: Protectivity Insurance – insurance policy for 1 year for up to 15 events £438.33

Option 3: Hiscox Insurance – quote awaited.

Resolution to proceed with purchase insurance from Event Insurance. Proposed by Cllr C. Cronshaw, seconded by Cllr Besley and agreed with all in favour.

Fireworks for Spring Shindig

Sonic Fireworks

Option 1:

6-7min Custom Designed Musical Display to be fired from Maidenbrook Country Park from 3 locations in the Field, this will create a nice wide site and enable us to design something really stunning. Budget £3062.50 + VAT.

Option 2:

7-8min Custom Designed Musical Display to be fired from Maidenbrook Country Park from 3 locations in the Field, this will create a nice wide site and enable us to design something really stunning. Budget £3750.00 + VAT.

All the above prices include all costs involved with the Display.

Resolution to proceed with option 1. Proposed by Cllr Gage, seconded by Cllr Besley and agreed with all in favour.

Dog bin emptying and grass cutting

Somerset Council

General:

Dog bins x8 @ £6.50 emptied once a week + VAT £2704.00

MH1:

Empty waste bins, once weekly at the following locations:

Hob lane, Hob Close, x2 Bawler Road, Furs Close, x2 Deer Park PA, x3 Central Park PA, x3 Hardys Road, Brittons Ash Green, x3 Community square play park £5746.00 + VAT

Empty dog bins, once weekly at the following locations: x2 Bawler Road, Dyers book green, Central Park, x2 Langaller Way, Community square park £2366.00 + VAT

Resolution to accept the quotation for bin emptying. Clerk to liaise with Somerset Council to ensure that the bin emptying in MH1 reflects the bins in place following the installation of new bins.

Proposed by Cllr C Cronshaw, seconded by Cllr D Cronshaw and agreed with all in favour.

Country Park Pathways Materials

Type 2 £19.56 per tonne (425 tonnes) = £8313.00 (Average online prices £20.00 - £36.00 per tonne)

0-4mm £24.72 per tonne (100 tonnes) = £2472.00 (Average online prices £35.00 - £70.00 per tonne)

From Castle Hill Quarry

Resolution to proceed with order for delivery in March. (Pathways work commencing on 2nd March)

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

Gully Sucking on Blundells Lane (grant funded)

Griffin

Can suck gullies on Blundells Lane and manage traffic £1000.00 per day.

PMG £1200 per day.

Resolution to proceed with one day of gully sucking to use remainder of grant funding (£1300.00) and complete project.

Proposed by Cllr Gage, seconded by Cllr C Cronshaw and agreed with all in favour

ii. Approval of 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)	£5.90
Nationwide (Monthly)	£101.35
PSDF (Monthly)	£2324.43
Somerset West Lottery (Community Fridge grant)	£12.50
Allotment rents	£60.00
Bingo proceeds	
(Float reimbursement)	£70.00
(Poppy of Honour donations)	£15.90
Christmas Trailer donations	£135.86
HMRC VAT (Refund for period 1st June to 30th September)	£20490.21
HMRC VAT (Refund for period 1st October to 31st December)	£28383.33
Screwfix (Refund)	£39.99

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
	80.50	No vat	80.50	d-d	MCP Lottery Funded Project	Volunteer Coordinator
Employer pension contributions	180.14	No vat	180.14	d-d	Salaries and expenses	Pension
	60.37	No vat	60.37	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 (includes 43.4 hours overtime)	xx.xx	No Vat	xx.xx	Bacs	MCP Lottery Funded Project	Volunteer Coordinator
S Rolls Parish Lengthsman salary SCP 29 (25.75 hours)	xx.xx	No Vat	xx.x	Bacs	Salaries and expenses	Salaries
HMRC Tax and NI Contributions	2134.95	No vat	2134.95	bacs	Salaries and expenses	Salaries
	716.85	No vat	716.85	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 62	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)	25.25	No vat	25.25	Bacs	Salary and expenses	Expenses
Expenses claim K Welsh (Travel)	140.40	No vat	140.40	Bacs	Salaries and Expenses	Expenses
Alex Hooper (Works at CP)	357.50	No vat	357.50	Bacs	Country Park	Country Park
SLCC (Regional Training Seminar – Clerk)	85.00	17.00	102.00	Bacs	General Administration	Training
PMG (Gully sucking)	1878.96	375.79	2254.75	Bacs	Environmental / Open Spaces	Off carriageway maintenance
Marmax (Country Park picnic benches)	2100.00	420.00	2520.00	Bacs	MCP Lottery Funded Project	Benches
	140.00	28.00	168.00		Community Infrastructure Levy	CIL expenditure
Travis Perkins (postcrete for bin installation)	183.00	36.60	219.60	Bacs	Environmental / Open Spaces	POS Maintenance
SALC (Cllr training)	25.00	No vat	25.00	Bacs	General Administration	Training
Expenses claim C Sully (Travel)	20.01	No vat	20.01	Bacs	MCP Lottery Funded Project	Volunteer Coordinator expenses

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
(Sundries for CP)	8.94		8.94		Country Park	Country Park
Expenses claim B Gage (Travel)	6.75	No vat	6.75	Bacs	Salaries and expenses	Expenses
(Paint for BACH)	75.42		75.42		BACH	Other supplies and equipment
Somerset Adventures Ltd (First Aid Training)	500.00	100.00	600.00	Bacs	MCP Lottery Funded Project	Volunteer Training
Expenses claim A Chapman (Community Garden seed potatoes)	4.08	No vat	4.08	Bacs	Youth and Community	Community Garden
Go Create (HYPE Art Sessions)	676.00	No vat	676.00	Bacs	Youth and Community	LCN Youth Project
Expenses claim S Rolls (Fixings for bin installation and travel)	64.68	No vat	64.68	Bacs	Environmental / Open Spaces	POS Maintenance
	15.30	No vat	15.30		Salaries and Expenses	Expenses
Signs Express (Waymarker signs for CP wildlife trail)	63.00	12.60	75.60	Bacs	MCP Lottery Funded Project	Signage
Signs Express (Information signs for CP)	72.00	14.40	86.40	Bacs	MCP Lottery Funded Project	Signage
Cutting Edge Coaching (Youth café support)	252.00	No vat	252.00	Bacs	Youth and Community	Youth
Branded Cups (Community Event cups)	966.62	193.32	1159.94	Bacs	Youth and Community	Community Events
Expenses claim A Chapman (Community Garden items)	14.65	No vat	14.65	Bacs	Youth and Community	Community Garden
Keal's Fencing, Garden and Property Services (Country Park Pathways deposit)	3916.41	No vat	3916.41	Bacs	MCP Lottery Funded Project (match funded element)	Accessibility - Paths
To note payment of:						
Direct Debit						
Invoice Tailored Auto Enrolment 29/1/2026 (Pension administration)	16.80	3.36	20.16	DD PAID	Salary and Expenses	Pension
Invoice SWS 118654 2/2/2026 maintain gsuite	133.00	26.60	159.60	DD PAID	IT and Communications	IT and Communications
Invoice SWS 118509 20/1/2026 MCP website. Hosting monthly plan	70.00	14.00	84.00	DD PAID	IT and Communications	IT and Communications
Invoice SWS 118561 web-lite hosting (MM) and standard mailbox 20/1/2026	33.00	6.60	39.60	DD PAID	IT and Communications	IT and Communications
EMS (Card Payment System)	8.08	1.20	9.28	DD PAID	Youth and Community	Community Events
Somerset Web Services Inv 118562 (PC website hosting)	65.00	13.00	78.00	DD PAID	IT and Communications	IT and Communications
Crown Gas and Power (Electric CP)	175.42	8.77	184.19	DD PAID	MCP Lottery Funded Project	Volunteer Office Costs
Debit Card						

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
Canva (Subscription)	27.00 27.00	No vat	27.00 27.00	Deb Cd Paid	IT and Communications	IT and Communications
More and Co (Volunteer Refreshments)	5.86 5.86 5.86 5.86 5.86	No vat	5.86 5.86 5.86 5.86 5.86	Deb Cd Paid	MCP Lottery Funded Project	Volunteer costs
Three (Mobile phone contract)	46.68	9.34	56.02	Deb Cd Paid	IT and Communications	IT and Communications
Screwfix (wheel clamps)	66.65	13.33	79.98	Deb Cd Paid	MCP Lottery Funded Project	Tools and Equipment
SLCC Enterprises (FILCA training Admin and Events Assistant)	120.00	24.00	144.00	Deb Cd Paid	General Administration	Training
Meadowmania (Wildflower seeds for CP)	218.31	43.67	261.98	Deb Cd Paid	MCP Lottery Funded Project	Wildflower seeds
SP Primary Teaching (ID badges)	18.72	3.74	22.46	Deb Cd Paid	Youth and Community	Youth and Community General
Pixartprinting (CP Flag)	49.57	9.91	59.48	Deb Cd Paid	MCP Lottery Funded Project	Communications / Marketing
Amazon (CP Tools)	13.88	No vat	13.88	Deb Cd Paid	MCP Lottery Funded Project	Tools and Equipment
Amazon (CP Cable ties)	12.66	2.53	15.19	Deb Cd Paid	MCP Lottery Funded Project	Tools and Equipment
Buy and Sell Wellington (Community support)	16.44	No vat	16.44	Deb Cd Paid	Youth and Community	Youth and Community General
Amazon (Stationery)	17.37	3.47	20.84	Deb Cd Paid	General Administration	Sundry Admin
Amazon (Stationery)	11.27	2.25	13.52	Deb Cd Paid	General Administration	Sundry Admin
(Volunteer office items)	3.13	0.63	3.76		MCP Lottery Funded Project	Volunteer Office costs
(Tools and Equipment)	13.54	2.71	16.25		MCP Lottery Funded Project	Tools and Equipment
(Stationery)	6.87	1.37	8.24		General Administration	Sundry Admin
(Volunteer office items)	5.68	1.14	6.82		MCP Lottery Funded Project	Volunteer Office costs
(Stationery)	4.74	0.95	5.69		General Administration	Sundry Admin
(Volunteer office items)	1.33	0.27	1.60		MCP Lottery Funded Project	Volunteer Office costs
(Tools and equipment)	13.32	2.67	15.99		MCP Lottery Funded Project	Tools and Equipment
Booker Limited (Supplies for CP)	38.98	1.40	40.38	Deb Cd Paid	MCP Lottery Funded Project	Office costs
(Supplies for Youth Café)	190.86	5.63	196.49		Youth and Community	Youth Cafe
Amazon (Lanyard straps)	7.87	1.57	9.44	Deb Cd Paid	Youth and Community	Youth and Community General
Amazon (Lanyard Straps)	12.80	2.56	15.36	Deb Cd Paid	Youth and Community	Youth and Community General
(Community fridge signs)	3.96	0.79	4.75		Youth and Community	Community Fridge
(Stationery)	8.32	1.67	9.99		General Administration	Sundry Admin

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
(Country Park stickers)	4.12	0.83	4.95		MCP Lottery Funded Project	Tools and Equipment
(Cleaning items for CP)	8.00	1.60	9.60		MCP Lottery Funded Project	Volunteer office costs
Somerset Council (TEN for Somerset Day Shindig)	21.00	No vat	21.00	Deb Cd Paid	Youth and Community	Community Events
The Cartridge People (Print cartridges)	38.35	7.67	46.02	Deb Cd Paid	General Administration	Sundry Admin
Pixartprinting (Bin stickers)	42.76	8.55	51.31	Deb Cd Paid	Environmental / Open Spaces	POS Maintenance
Amazon (Community Garden items)	21.60	4.33	25.93	Deb Cd Paid	Youth and Community	Community Garden
(Stationery)	11.48	2.30	13.78		General Administration	Sundry Admin
Amazon (Anchor for picnic benches)	33.08	6.63	38.99	Deb Cd Paid	Country Park	Country Park
Amazon (No dog signs for Sports Pitches)	43.09	8.62	51.71	Deb Cd Paid	Environmental / Open Spaces	Sports Pitches
Amazon (Stationery)	23.42	4.68	28.10	Deb Cd Paid	General Administration	Sundry Admin
Amazon (Stationery)	9.98	2.00	11.98	Deb Cd Paid	General Administration	Sundry Admin
Amazon (Print cartridge)	23.15	4.63	27.78	Deb Cd Paid	General Administration	Sundry Admin
Mutts Butts (Dog poo bag dispenser bags)	87.32	17.46	104.78	Deb Cd Paid	Environmental / Open Spaces	POS Maintenance
Sainsburys (Fuel for mower)	35.29	7.06	42.35	Deb Cd Paid	Country Park	Country Park
Amazon (cleaning supplies for BACH)	5.41	1.08	6.49	Deb Cd Paid	BACH	Cleaning supplies
Sainsburys (Fuel for mower)	18.61	3.72	22.33	Deb Cd Paid	Country Park	Country Park
Amazon (power bank)	58.32	11.67	69.99	Deb Cd Paid	General Administration	Sundry Admin
Amazon (Drawers for Youth Café)	73.42	14.68	88.10	Deb Cd Paid	Youth and Community	Youth Café
Amazon (Easter bunny costume)	53.04	10.61	63.65	Deb Cd Paid	Youth and Community	Community Events
BACS						
Vale Irrigation Limited (CP Water Bowser)	982.00	169.40	1178.40	Bacs Paid	MCP Lottery Funded Project	Tools and Equipment
Tone Fire and Security (CCTV at CP)	2437.00	487.40	2924.40	Bacs Paid	MCP Lottery Funded Project	CCTV
Bridgwater Mowers (Mower service)	370.12	74.03	444.15	Bacs Paid	MCP Lottery Funded Project	Servicing

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

Transfer between accounts / budget lines

From BACH Lloyds Account to PC Lloyds Account: £5.41 (Cleaning supplies)

iii. Appointment of Internal Auditor for 2025/26 accounts

It was resolved to appoint Mr Kevin Perry as the Internal Auditor for the 2025/26 Accounts.
Proposed by Cllr D Cronshaw, seconded by Cllr Ellis and agreed with all in favour.

iv. To consider recommendations from the Audit Working Party meeting on 23rd January 2026.

AUDIT WORKING PARTY

Meeting Friday 23rd January 2026 at 9.30am via Zoom

NOTES

Supporting documents were circulated to all participants prior to the meeting.
Present: Cllrs Haskins, Ellis, Gage and Munson and Clerk A Shepherd.

1. Apologies.

No apologies were received.

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

The report / notes from the meeting were approved.

3. To confirm third quarter bank reconciliation.

A detailed bank reconciliation for the third 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 £921,676.48 across the PC bank accounts at 31st December 2025.

Clerk confirmed that since the 31st December the closure of the BACH Hampshire Trust bank account has taken place and the funds (£15524.86) have been transferred to the BACH Lloyds business account. **The Audit Working Party recommended that £15000.00 is invested in a Nationwide Savings account to ensure a good level of interest is received.**

4. To review budgeting report and reserves report to 31st December for budget compliance and make any recommendations to the Parish Council.

The budgeting report to the 31st December was shared in advance of the meeting and considered in detail.

The following points were discussed, noted and the Audit Working Party made the following recommendations to the Parish Council:

- **An earmarked reserve is created for any underspend on the Environmental and Open Spaces / Off Carriageway Highway Maintenance line in this financial year to be carried forward to spend in the near financial year. This will enable there to be sufficient funds for any required road sweeping to be carried out.**
- **There is likely to be an overspend on the General Administration / Training budget line at year end. It was recommended that £200 is transferred from the General Administration / Audit budget line to the General Administration / Training budget line to enable there to be sufficient funds to year end.**
- **The IT and Communications budget line is likely to become overspent at year end. It was recommended that £850 is transferred from the Environmental and Open Spaces / Environment / Community budget line to the IT and Communications budget line to enable there to be sufficient funds to year end.**

The Audit Working Party noted that the PC was overall performing well against its budget.

5. VAT Registration

Clerk confirmed that the first VAT submission for the period 1st June to 30th September 2025 has now been accepted and processed by HMRC and the reclaimed amount of £20,386.32 has been received.

The VAT submission for the third quarter has been submitted. The net VAT reclaimed was £28,838.33. This submission has been processed and payment has been received.

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 £252,761.45 of CIL money is held at 31st December 2025.

A review of how the CIL money has been spent this year took place.

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. £71622.11 must be spent by April 2026.

It was recommended by the Audit Working Party that payments for sports pitch infrastructure in this financial year for the cricket nets, cricket square, rugby posts and fencing to the value of the Pump Track contract (£69575.00) that it has previously been agreed would be funded from CIL be allocated to the CIL budget line to ensure that the money is spent in year. The spend on the pump track will then instead be allocated to the Sports Pitch budget line.

Clerk to reformat the CIL report going forward to hide lines to make it easier to view by the Audit Working Party.

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

Clerk reported that two grant applications had been received for Educational Achievement and Welfare of Young People funding. Clerk confirmed that the total for the two applications is in excess of the amount remaining in the BACH / Young People grant budget line for this year.

Clerk confirmed that both applications will be discussed by the Parish Council at its meeting next week.

Clerk to request letters from teachers in support of both applications in advance of the Parish Council meeting. The Audit Working Party were generally supportive of both applications but suggested that a cap on the amount that can be applied for of £500 could be considered going forward.

8. Date of next meeting Friday 24th April 2026 at 9.30am via zoom.

Meeting finished at 10.55am.

It was resolved to accept the recommendations of the Audit Working Party. Proposed by Cllr Besley, seconded by Cllr C Cronshaw and agreed with all in favour.

b) Budgeting and Summary Report to 31st January 2026

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

237/25 Poppy of Honour; agree information to the presented to POH Memorial Group at meeting on 17th February.

A discussion took place and it was confirmed again that the Parish Council's position is that the Poppy of Honour memorial should be returned to its original condition prior to it being installed in the Country Park. It was also confirmed that the preferred structure of a pavilion is rectangular and oak framed.

Cllr C Cronshaw suggested that the events planned for 2026 should proceed, any work to the Memorial can take place after the events with a view to the Memorial being placed in the Country Park during 2027.

Clerk to draft an agenda for the meeting, including an item regarding finance so that records can be shared at the meeting by both the Memorial Committee and the PC.

238/25 BACH; To consider and agree amended Memorandum of Understanding with WM Primary School and to consider an application for grant funding for the installation of solar panels

An amended Memorandum of Understanding was shared on the screen, subject to the address for the PC being amended on page 1, the Memorandum of Understanding was agreed.

It was resolved to authorise Cllr Gage to sign the amended Memorandum of Understanding on behalf of the Parish Council.

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

An application letter from the Primary School requesting grant funding to the value of £19490 to install solar panels was shared on the screen and discussed.

It was resolved to provide £19490.00 of grant funding to the Primary School to install solar panels, the grant money will be paid to the Primary School upon receipt of a claim being received from the Primary School with a copy of the invoice for the works.

Proposed by Cllr C Cronshaw, seconded by Cllr D Cronshaw and agreed with all in favour.

239/25 Hyde Park Sports Ground; update, approval of floodlighting contractor following tender exercise

Cllr Haskins reported that some hardcore was added to the gate area to make it accessible for pedestrians.

Clerk reported that a fixture took place on Sunday, the pitch held up well, but some complaints were received regarding street parking in the locality.

Cllr Gage reported that the contractor who is installing the pump track is planning to commence work on 23rd February.

Clerk reported that following discussion at the last meeting, further information has been obtained from one of the flood light companies who submitted a tender, it was noted that the flood light company scored highest in the tender evaluation exercise including the most competitive price. Based on this information, it was resolved to appoint Highlights Floodlighting Limited to install the flood lights at the Sports Pitches. Proposed by Cllr Gage, seconded by Cllr C Cronshaw and agreed with all in favour. It was noted that planning consent for the sports pitches has been issued, the conditions included in the consent will be reviewed by the Sports Pitch Committee at its meeting on 17th February. Quotations for the car parking to be gathered for consideration at the next PC meeting. Clerk to develop a specification.

240/25 The Heathfields POS

a) Hallets Road flooding / Hob Lane ditch; consider commissioning ditch clearance (R)

Clerk shared information about flooding in the area, it was noted that the ditch on Hob Lane may be blocked. Cllrs Besley and Haskins to meet on site to review the condition of the ditch. Matter to be discussed again at the next meeting.

b) Advertising board adjacent to Hob Close, to consider a rolling lease arrangement with Persimmon (R)

Clerk advised that she has been liaising with Persimmon about the removal of the Persimmon advertising sign that is located on public open space land that is now in the ownership of the Parish Council. Persimmon have asked if the Parish Council would consider entering into a rolling lease arrangement with Persimmon so that the advertising sign can remain in place. It was agreed to enter into a rolling lease arrangement with Persimmon with terms requiring Persimmon to pay £50.00 per week; £2600.00 per year. Any funds received from the arrangement to be earmarked for expenditure in the Heathfields Public Open Space.

241/25 MH2; Feedback from meeting with CSM PC on 29th January.

Cllr Haskins and Clerk provided feedback from the meeting with CSM PC on 29th January. One of the actions from the meeting was to arrange a meeting with Simon Fox, SC Planning Officer to discuss the provision of infrastructure in MH2 and outline / discuss / ask questions about S106 contributions versus CIL receipts being received / used to provide the infrastructure. A meeting has been arranged for Wednesday 11th February.

Clerk to liaise with Stephen Lake at Somerset Council in advance of the meeting regarding the procedure, timeframes and implications of petitioning for a Community Governance Review. Item to be added to the agenda for the next meeting to provide a further update.

242/25 Other matters for report only – items for discussion – no decision

Cllr Gage provided an update on Amanda and reported that she will be giving up her cleaning position at the BACH. The Parish Council asked for their best wishes to be sent to Amanda. Clerk to find a replacement cleaner.

Cllr C Cronshaw reported that Josh from Newport Catering has confirmed that he is not able to store the Poppy of Honour.

Cllr C Cronshaw also reported that she attended an event organised by Somerset Youth Alliance last Thursday, Mandy Cooper, Volunteer Youth Worker, received her Level 3 Youth Work certificate at the event.

Cllr David Fothergill reported that regrettably he unable to attend and compere at the Somerset Day Shindig / Grand Opening of the Country Park on 9th May.

a) Items for next meeting agenda - by Monday 16th February 2026 or 2nd March 2026

Noted

b) Dates to note over the next 14 days

Noted

243/25 Dates of forthcoming meetings:

Second Tuesday in the month (Business focused meeting)

2026: 10th Mar, 14th Apr, 12th May (Annual PC Meeting), 9th Jun, 14th Jul, 11th Aug, 8th Sept, 13th Oct, 10th Nov, 8th Dec.

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

2026: 24th Feb, 28th Apr, 26th May, 23rd Jun, 28th Jul, 22nd Sept, 27th Oct, 24th Nov.

Audit Working Party: 24th April 2026 at 9.30am.

Annual Parish Meeting: 24th March 2026 at 7pm

BACH Committee 5th June 2026 at 10am

Budget and Precept Working Group: November 2026 at 7pm

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Sports Pitch Committee 17th February 2026 at 9.30am
Somerset Wood Joint Committee TBC

There being no further business to discussed, the meeting ended at 9.15pm



Signed Chairman:

Date: 24th February 2026

Adopted - Redacted