



ADOPTED

Minutes of the Meeting of West Monkton Parish Council held on Tuesday 28th April 2026 at 7.00pm.

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

In attendance: Amy Shepherd, Clerk, Kate Welsh, Assistant Clerk Community and Candy Sully, Volunteer Coordinator.

286/25 To receive any apologies (with reasons), introductions with responsibilities.

No apologies were received.

287/25 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.

289/25 To adopt the minutes of the Parish Council meeting on 14th April 2026.

The minutes from the Meeting of the Parish Council on 14th April 2026, having been previously circulated, were taken as read. It was resolved to adopt the minutes of the Parish Council meeting on 14th April proposed by Cllr C Cronshaw, seconded by Cllr Besley, and agreed by show of hands.

Public Question Time

No members of the public present.

290/25 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.

48/26/0013: Variation of Condition No. 02 (approved plans) of application 48/25/0004 to reflect the inclusion of the MVHR and associated extract grilles to the west elevation at Swingbridge House, 1 Swingbridge, Bathpool. The Parish Council supports the granting of permission.

48/26/0015: Variation of Condition No. 02 (approved plans) of application 48/23/0021 for relocating of dwelling (Plot 3) by 2m to the north, shortening of basement floor plan with removal of swimming pool, retention of garage at basement level and reduction of overhang to the East, northern range of first floor partially removed by 5m in length and re-working of elevations including fenestration and materials at Uplands, Church Hill, West Monkton. The Parish Council supports the granting of permission.

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

Noted

291/25 Projects

a) Poppy of Honour update; 2026 events schedule

Cllr C Cronshaw tabled the up to date schedule of 2026 events. A discussion took place.

Cllr C Cronshaw confirmed that there is no cost and /or sponsorship has been arranged for all shows apart from the Royal Welsh Show – the cost to attend the show has been reduced to £370.66. It was resolved to pay the fee. Proposed by Cllr Munson, seconded by Cllr Besley and agreed with all in favour.

Storage of the Poppy of Honour between the events was discussed and agreed.

Cllr C Cronshaw requested a meeting take place to agree the design for the Poppy of Honour structure so that quotes can be obtained to provide a new fundraising target. It was agreed to arrange a meeting at the beginning of June.

b) Hyde Park Sports Ground; feedback from Sports Pitch Committee meeting on 21st April and consider recommendations. Car Park and Drainage works quotations

Cllr Gage provided an update on progress with the pump track. Work on the pump track is complete. The contractors are struggling to keep the turf watered at present. Water is being pumped from the attenuation pond. Improvements to enable the retention of water in the pond to pump from were discussed. Cllrs Haskins and Gage to explore further.

Clerk to obtain signage warning of deep water for display.

Cllr Gage confirmed that the pump track contractors have commenced work on the track through the dog walking area. This will be completed this week and the contractors will then have completed their work. Responsibility for watering the turf will then fall to the Parish Council.

Cllr Gage requested clarification about the ROSPA inspection. Clerk confirmed that the inspection formed part of the contractors specification. Cllr Gage to follow up with the contractors.

Temporary arrangements for a litter bin in the pump track area were discussed and agreed. Clerk to obtain a quotation for a permanent litter bin and recycled plastic picnic benches for inclusion in the May Finance Report.

Cllr Gage confirmed that work on the flood light groundworks commenced on Monday.

Clerk confirmed that concrete will be poured on Wednesday and the contractors will then be off site until 11th May when the lighting columns will be installed.

Concern was expressed about the concrete lorry driving across the pitch. Clerk to liaise with the contractor.

Clerk reported on the following:

- A site meeting will take place with the fencing contractor on 6th May to discuss the remaining fencing required on site. This includes the fencing around the pump track, areas on the perimeter of the sports pitch site where people are accessing the site and a review of the fencing on the entrance boundary.
- The fencing contractor will then be on site on 11th May to complete the fencing works.
- The pump track requires a ROSPA inspection, approved risk assessment, and to be added to the insurance prior to opening. Clerk reported that she is developing the risk assessment for approval at the next PC meeting and liaising with the insurance company.
- Routine weekly and operational monthly inspections are required to be carried out to comply with the terms of the insurance and best practice. Clerk outlined a quote provided by GB Sport and Leisure in Weston Super Mare to provide this training. The company can train a group of up to 12 on the routine weekly inspections at the BACH at a cost of £525.00 and an attendee can attend the operational inspection course in Weston Super Mare on 20th and 21st May at a cost of £770.00 + VAT. It was agreed to arrange the routine training course and send the Parish Lengthsman on the Operational Training Course. Advertisement for volunteers to help at the sports pitches but in particular with opening / closing the pump track to take place to identify individuals to attend the routine inspection course. Cllrs Haskins, Cavill and Gage expressed an interest in attending the course. Cllr Chapman advised that some of the Monkton Heathfield Management Company Directors may attend.
- Schedule / rota for opening and closing the pump track to be developed and a WhatsApp Group. Opening / closing will include a daily check of the pump track / surface.
- West Monkton PTA have 9 new bicycle helmets available (cost of £30.00 each new). It was agreed to donate £100.00 for the helmets. The helmets will form part of the pump track equipment available to loan.

- Site meeting has taken place with Kevin Chedzoy about improvements to the dog walking area pedestrian gate to ensure that a horse can not access the area. Kevin Chedzoy suggested the installation of a post to prevent the existing gate from being opened far enough to enable a horse to access the area. Kevin Chedzoy will install a lock box on the pump track container and also recommended some replacement padlocks for the site to make it more secure.
- Clerk outlined a quote of £317.00 for the replacement padlocks (one for the entrance gate, retractable bollard, and one for each of the containers). The padlocks will have the same lock so that they can all be operated from a single key. The quote includes cutting 10 keys. The quote was approved. Clerk to place order.
- The booking system is in development along with some terms and conditions of hire for the pitches / nets.
- Clerk outlined the cost of temporary solar powered CCTV. The cameras cost £40-50 each. It was agreed to purchase 5 cameras, two for the Country Park, and three for the Sports Pitches to cover the pump track, nets and entrance.
- Clerk advised that the first under 13s Cricket Match is scheduled to take place at the pitches this Friday starting at 6pm.
- Clerk advised that a contractor has been appointed for the installation of car park and drainage, delegated to be approved by the Chair and Vice Chair at the last meeting. The cost of the works is £27,290.00, significantly cheaper than the other quotes obtained. Work is expected to commence towards the end of May.
- Grand opening of the Sports Pitches was discussed by the Sports Pitch Committee and agreed, the event to include some tag rugby and cricket matches, some food and a bar. Support from Newport Catering to be requested. It was proposed that the event take place on Sunday 9th August. Rugby / Cricket celebrities to be found to open the pitches. Business and residents to be invited.

c) MH2 Update;

Clerk reported that a meeting to provide an update on the application has been scheduled to take place on Tuesday 2nd June at 6.30pm at the BACH with CSM PC and Simon Fox, Somerset Council Planning Officer.

d) Bridgwater Road Football Pitch; update

Clerk advised that permission was sought from Persimmon to install retractable bollards inside the gate. Persimmon have stated that they can't provide permission without the agreement of Somerset Council as the pitches are in the process of being handed over. Cllr Cavill following this up with Somerset Council. Upon transfer, some work to deal with the weeds and to pressure seed the surface of pitch to improve the grass is required.

Clerk reported that the football posts have been delivered.

Cllr Haskins to arrange to cut the grass and collect the cuttings using his own equipment, Cllr Haskins to charge the PC for this work, the pitch will then be maintained by regular cuts being carried out.

Clerk advised that a local resident had expressed a wish to use the pitch for some summer holiday training sessions and had suggested that they had access to equipment to mark the pitch (which needs to be done prior to the posts being installed). It was agreed to provide permission for the training sessions in exchange for the pitch being marked for a 9 a side pitch to enable the post installation.

292/25 Community:

a) General update.

Assistant Clerk Community reported that the Community Café continues to be quiet each week until the children join us at 3pm. The Repair Café continues to have a steady flow of repairs. The Bereavement Café was quiet this month but this varies month to month.

b) Cuppa with a Copper – 29th April – Cllr attendance.

29th April, 2pm to 3pm, PCSOs Steve Chapman and Tony Wearmouth plan to join us to discuss any issues in the community. A poster will go out across social media and residents will be invited to come along. Cllr Ellis to attend.

c) Wellbeing Wednesday proposal.

A volunteer has proposed starting a well-being craft group, followed by resident, who suggested creating a support group for women. Since the community café is usually quiet, Assistant Clerk Community has recommended using Wednesday afternoons for sessions at the BACH, alongside other café activities. The aim is to create a safe space for residents to discuss everyday issues. Workshops on various topics could take place once a month on a Tuesday evening and these sessions would be recorded for social media promotion, which may help draw more people to the Well-being Wednesday Café. Additionally, Mary Onkem, our Youth Café Volunteer and founder of the trauma-informed support organisation D'Loummies, is interested in contributing to the workshops and discussions. The plan is to start running this group every Wednesday from 6th May and would look to run this between 1pm and 2.30pm with it being open to both men and women. The proposal was agreed by the Parish Council.

d) Youth provision update.

The Youth Café remains busy, offering numerous activities for young people. With the warmer weather, many are eager to participate in outdoor sports. We plan to invite Year 6 students from West Monkton Primary School after the May half term and will arrange a visit to the school. During Easter, we held two sessions, one each week for four hours, where young people engaged in Easter-themed activities, sports, and games. We also prepared and shared lunch together. These sessions were quieter than during term time, which allowed us to focus on meaningful youth work.

e) Detached Sports Sessions proposal.

Assistant Clerk Community outlined a proposal to provide regular term-time sports sessions at the Junior Sports Pitches from Spring through to Autumn for young people age 10 plus.

This may help to engage further young people, responds to feedback received from Young People about what activities they would like to be made available and generally provide more activities for young people to do.

If the Parish Council is supportive, enquiries will be made on how best to deliver these activities looking at the regulations, capacity available internally and exploring the option of engaging an external provider.

The Parish Council was supportive of the proposal and agreed that further enquiries should be made for options to be considered at a future Parish Council meeting.

Clerk to explore the cost of a external table tennis table for Central Park.

f) Events Update; feedback Easter Egg Hunt and Swish event and from the Events Working Group Meeting on 23rd April.

Assistant Clerk provided feedback from the Events Working Group meeting on 23rd April. During the meeting feedback on the Easter Egg Hunt and Swish event were provided. The majority of the events meeting was focused on the Shindig. Concerns were expressed regarding sufficient catering being available. It was agreed to see if a pizza van was available for the event although it was noted that it was quite short notice to book additional catering.

It was resolved to pay £300 for a compere for the event. Proposed by Cllr C Cronshaw, seconded by Cllr Chapman and agreed with all in favour.

Assistant Clerk Community shared the schedule for the Shindig and provided a summary.

The Event Management Plan, shared in advance of the meeting was shared on screen. Assistant Clerk Community provided a summary. It was resolved to approve the Event Management Plan. Proposed by Cllr Besley, seconded by Cllr C Cronshaw and agreed with all in favour.

Assistant Clerk Community provided a brief update on the plans for Funfest, although it was noted that this would be the focus of the next Events Working Group meeting, scheduled to take place on 21st May at 2pm.

Assistant Clerk Community outlined some proposals received from Newport Catering about running events in the community. It was agreed that an event, a market, could be scheduled to take place at the end of May using the Bridgwater Road Football pitch.

293/25 Environment

a) Church Hill improvements; update

Cllr Besley confirmed that there was nothing to report.

Cllr Haskins raised the pot holes along Blundells Lane that he has reported to Somerset Council but no action has been taken. Cllr Cavill to follow up with Somerset Council.

b) 20mph speed limit extension; update

Clerk reported that information had been received from Somerset Council in advance of the meeting. Cllr Cavill to follow up progress at the LCN Highways Working Group meeting. Matter to be deferred until the next Parish Council meeting.

c) Monkton Heathfield Road Traffic Calming; update

Clerk reported that there was no further update. Matter to be raised with Simon Fox, Somerset Council Planning Officer, during the meeting about MH2 on 2nd June.

294/25 Assets

a) The Heathfields POS (MH1) ; Update, Feedback from Management Company AGM.

Cllr Chapman provided feedback from the AGM of the Management Company. 50-60 homeowners were in attendance. The meeting was positive.

One question that was asked was about implementing no mow May. It was agreed at the meeting to identify some areas where grass can be left, around trees and attenuation ponds rather than implementing a no mow May. Cllr Chapman developing the proposed areas for approval by the Management Company. The PC, as the landowner, confirmed its support for this approach.

Cllr Gage raised visibility splays, particularly around the A38 junction with Monkton Heathfield Road. Clerk to report to Somerset Council.

b) Country Park and Somerset Wood;

(i) General update;

Candy Sully, Volunteer Coordinator provided an update on the following:

- Shrubs and trees from sports pitches planted in the nursery.
- Nursery area tidied up, fencing being explored to keep dogs out of the area.
- The hedgerow around the hub is doing really well.
- Wildflower seeds / bed has been watered today.
- Damage of trees at the Forest School has taken place. Reported to the police. Police moved the young people on. Police won't take any action on damage caused without clear CCTV.
- New pond sign installed
- Chased information board.
- Tadpoles are in the pond.
- Planting planters for the Shindig suggested and agreed.
- Trailer needs a replacement wheel at a cost of £37.00 – purchase agreed.
- Some stone / materials is available that is leftover from the pathway work, some of the stone will be used to improve the surface of the hub.
- Request received for an event to mark the 45 anniversary of the Falklands War in 2027.

Clerk advised that she has been in contact with the CCTV company to obtain a quote for a replacement CCTV camera for the one that covers the Forest School area that is capable of zooming in / night vision to enable better images to be recorded of damage being caused.

(ii) Lottery Project Progress Report.

Clerk advised that the progress report was circulated in advance of the meeting.

c) BACH update; solar panel installation update.

Cllr Gage reported that the solar panel installation work has been completed and is operational. Clerk confirmed that a request for the grant money has been received from the Primary School. It was agreed that payment would not be made until the signed amended MOU is received from the Primary School.

Cllr Gage reported that the automatic door repair was carried out today. Sign to be displayed providing instructions on how to operate the door and instructions to be sent to hirers.

Cllr Gage reported that a replacement thermostat is needed for the gents toilets. Cllr Gage to source.

Cllr Chapman reported ongoing issues with the lights / sensor in the gents toilets. Clerk / Cllr Gage to investigate.

Cllr Gage outlined a further request from a hirer for additional storage in the Activity Hall storage cupboard. It would involve further chairs being taken out of the storage cupboard. Cllr Gage to explore the idea further.

d) Community Fridge update;

Assistant Clerk Community reported that advertisement for an additional volunteer to clean on Tuesdays is taking place. There was nothing further to report.

e) Community Garden update;

Cllr Chapman confirmed that he had nothing to report. The Parish Council complimented Cllr Chapman and the volunteers on how good the garden is looking.

295/25 Parish Council

a) Feedback from staff appraisals including Admin and Events Assistant consideration of amendment to job description and title to include 'Assistant Responsible Financial Officer' and reflect in pay. Future plans / training requirements (R)

Clerk provided feedback from the staff appraisals that have been completed.

Clerk outlined a proposal to amend the title for the Admin and Events Assistant to incorporate 'Assistant Responsible Financial Officer' to reflect the additional responsibilities being provided and a proposal to amend the pay scale to reflect the additional responsibilities.

It was resolved to amend the job title / description to include 'Assistant Responsible Financial Officer' and amend the pay scale from SCP 3 to SCP 13 with effect from 1st April 2026. Proposed by Cllr Besley, seconded by Cllr Chapman and agreed with all in favour.

b) Apprenticeship consideration.

Clerk requested feedback on a proposal to look into recruiting an apprentice to support the work of the Parish Council.

It was agreed that enquiries should be made.

296/25 Other matters for report only – items for discussion - no decision

Reminder that Flood Drop in is taking place this Thursday between 3pm and 6.30pm.

Cllr Cavill reported that the Local Housing Needs Assessment has identified that 74920 more houses are needed in Somerset between 2025-2045 and that 38% of these are required as affordable. These figures will inform the Local Plan that is in development.

a) Items for next meeting agenda - by Monday 4th May or 19th May 2026.

Noted

b) Dates to note over the next 14 days

Noted

297/25 Dates of forthcoming meetings:

Second Tuesday in the month (Business focused meeting)

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

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

Annual Parish Meeting: TBC March 2027 at 7pm

BACH Committee 5th June 2026 at 10am

Budget and Precept Working Group: November 2026 at 7pm

Sports Pitch Committee 19th May 2026 at 9.30am

Somerset Wood Joint Committee TBC

There being no further business to discussed, the meeting ended at 21.44pm

Signed Chairman:



Date: 12th May 2026

Adopted - Redacted