



Clerk to the Parish Council: Mrs. A Shepherd **Assistant Clerk Community** Mrs. K Welsh
Postal address for Parish Council: Brittons Ash Community Hall, Bridgwater Road, Bathpool, Taunton, TA2 8FT
Amy Shepherd **Tel:** 07380912775 **Email address:** clerk@westmonktonparishcouncil.gov.uk
Kate Welsh **Tel:** 07505984006 **Email address:** community@westmonktonparishcouncil.gov.uk

BACH bookings: bachbookings@westmonktonparishcouncil.gov.uk

Parish Council website: www.westmonktonparishcouncil.gov.uk **Monkton Matters website:** www.monktonmatters.co.uk

6th May 2026

I hereby give notice that the Annual Parish Council meeting of West Monkton Parish Council will be held at Brittons Ash Community Hall on **Tuesday 12th May 2026 at 7pm.**

Members of the public are encouraged and welcomed to attend this meeting either in person or virtually. To join the meeting virtually please use this link: <https://us02web.zoom.us/j/87575631545>

Members of the public and press are entitled to be at the following meeting in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by Local Government Act 1972 Section 100 unless the Parish Council by resolution/s enters confidential session, when the public are lawfully excluded.

Public question time at this meeting will be held about 7.20pm. Members of the public are welcome to attend.

Amy Shepherd
Clerk to the Parish Council

AGENDA

- 1) To receive any apologies (with reasons), introductions with responsibilities;
- 2) To note:
 - a) Declarations of Interest
 - b) Dispensation Requests
 - c) Amendments to the Register of Disclosable Pecuniary Interests
 - d) Annual reminder to ensure Cllr interest forms are up to date.
- 3) Election of Chairman **(R)**
- 4) Election of Vice Chairman **(R)**
- 5) Acceptance of Office forms to be received by Clerk from Chairman and Vice Chairman
- 6) To adopt the minutes of the Parish Council meeting on 28th April 2026 **(R)**
- 7) To review delegations:
 - a) To Clerk: In consultation with the Chairman, for grant of dispensations
- 8) To confirm dispensations:
 - a) MH1: All members of West Monkton Parish Council to allow them to participate in discussions in relation to MH1
 - b) MH2: All members of West Monkton Parish Council to allow them to participate in discussions in relation to MH2.
- 9) To review terms of reference and membership for existing Committees **(R)**
 - a) Planning Committee: that in accordance with previous practice and to ensure that a quorum is achieved, all Councillors shall be members of the Planning Committee.
 - b) BACH Committee: review / confirm members and confirm terms of reference.
 - c) Somerset Wood Joint Committee (with Cheddon Fitzpaine PC); review / confirm members and confirm terms of reference
 - d) MH2 Joint Committee (with Creech St Michael PC); review / confirm members and confirm terms of reference
 - e) Sports Pitch Committee; review / confirm members.
 - f) HR Committee: review / confirm members and confirm terms of reference.
- 10) To review terms of reference and membership of existing Working Party Groups **(R)**
 - a) Audit Working Party Group: review / confirm members.
 - b) Events Working Group: review / confirm members.
 - c) Country Park Working Group (with Cheddon Fitzpaine PC); review / confirm members.
 - d) Budget / Precept Working Group: review / confirm members.
- 11) To review and adopt **(R)**
 - a) Standing Orders (no change), Financial Regulations (amended) and Code of Conduct (no change).
 - b) New / amended policies including IT Policy (amended to reflect updated model policy), Grants Policy (amended to include community enhancement funding), Communications and Engagement Policy (amended to include publication of summaries of meeting minutes), Complaints procedure, Disciplinary and Grievance Policy (new / updated model policies).

- c) Approval of Risk Assessment 2026/27
 - d) Current policies including (all reviewed, no changes required):
 - a) Finance: Reserves Policy, Expenses Policy, Grant Funding Policy for Young People.
 - b) Data Management: Privacy Policy, Data Retention Policy, Data Protection Policy, Freedom of Information Policy, Subject Access Request Policy, Privacy Notices,
 - c) General / Employment; Equality and Diversity Policy, Training Policy, Health and Safety Policy, Vexatious Complaints Policy, Working Party Protocol, Safeguarding Policy, Lone Working Policy, Whistleblowing Policy, CCTV Policy.
 - d) Youth Café; Code of Conduct, Risk Assessment, Staff and Volunteer Conduct Policy, Social Media Policy, Equality, Diversity and Inclusion Policy and Guidance for Youth Café Leaders
 - e) Volunteering; Volunteering Policy and Registration Form.
 - e) To record by Minute of Council that the conditions of the General Power of Competence are satisfied and that email service of agendas is acceptable.
- 12) To review/confirm representatives on external bodies: with reporting back to Parish Council **(R)**
- a) the Village Hall Management Committee
 - b) the Spital Trust
 - c) Taunton Garden Town Advisory Board
 - d) Hestercombe Local Community Network
- 13) To discuss Councillor roles and responsibilities and agree:
- Local Environment (tree planting, sustainable transport, swap initiatives, reducing waste)
 - Local Community (community events, engaging young people, community groups, community review project)
 - Parish Council (transparency, value for money, LCN)
 - Projects; Sports Pitches, Multi-Agency Approach to flood prevention, Poppy of Honour, MH1 / MH2 POS and Community Infrastructure, Waterleaze Pitch, Joint Football Pitch Provision, Allotment Provision.
 - Assets; Country Park / Somerset Wood, BACH, Community Fridge, Community Garden.
 - Footpaths, Highways and Safe Routes to School
 - Member Auditor
- 14) To note that the Register of Assets is up to date and is due for review in March 2027.
- 15) To confirm that the Council is insured with Clear Councils and the policy is due for review / renewal on 1st June 2026 (quotations to be considered at next PC meeting).
- 16) To consider and confirm continuation of annual subscriptions to Somerset Association of Local Councils (SALC), Society of Local Council Clerks (SLCC), Thrive and Thrive Community Buildings.
- 17) To note Clerk's report and Assistant Clerk (Community) report.
- 18) Somerset Council report.
- 19) Reports, including recent developments, matters to consider and decisions to be made:
- a) Bathpool Flood Warden: Mr Kevin Perry.
 - b) Communications Report: Update
 - c) GDPR – Update.
- Representatives on outside bodies/Response to Consultations:
- d) West Monkton Village Hall Management Committee;
 - e) The Spital Trust;
 - f) Any other events at which WMPC was represented; Taunton Garden Town Advisory Board meeting, Flood Drop in Event.
 - g) Consultation responses to be developed / approved for submission: None

Meeting will be adjourned

Public Question Time

Members of the public are invited to ask questions and raise issues, but please note, this is not a discussion forum.

Please make your wish to speak known to the Chairman or the Clerks before the start of the meeting. When called, please give your name. You have three minutes in which to speak.

Meeting will reconvene

20) Planning

- a) To consider any planning applications (listed on Somerset Council website) **(R)**
48/26/0019: Demolition of single storey extension to the rear and erection of a single storey extension to the side and rear of Saint Mary, 87 Greenway, Monkton Heathfield
- b) To note that Planning decisions made are available on Somerset Council website filed under the application number

21) Finance

- a) Consider quotes including picnic benches, mower and waste bin for pump track, additional 20ft storage container for Country Park, table tennis table for Heathfield Gardens and consider / approve receipts and payments **(R)**
- b) Consider recommendations of the Audit Working Party **(R)**
- c) To consider grant applications **(R)**
- d) To receive budget monitoring report (incorporating BACH accounts)

22) Projects

- a) Hyde Park Sports Ground; update on progress on site, approval of risk assessment for pump track, discuss / agree additional fencing requirement / cost. **(R)**

23) West Monkton Cricket Club parking

24) Community Events Update; feedback from Somerset Day Shindig.

25) Hob Close Play Park; consideration of installing a baby swing.

26) Country Park Update; tipper trailer use by Lengthsman.

27) Other matters for report only – items for discussion - no decision

- a) Items for next meeting agenda - by Monday 18th May or 1st June 2026
- b) Dates to note over the next 14 days

28) Dates of forthcoming meetings:

Parish Council:

Second Tuesday in the month (Business focused meeting)

2026: 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

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability) Crime & Disorder, Health & Safety and Human Rights.

(R) = Resolution to be considered / required.