

ADOPTED

Minutes of the Meeting of West Monkton Parish Council held on Tuesday 9th June 2026 at 7.00pm.

Present: Cllrs Besley, Cavill, Chapman, C. Cronshaw, D. Cronshaw, Ellis, Gage (until 9.30pm), Haskins and Munson.

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

40/26 To receive any apologies (with reasons), introductions with responsibilities.

Apologies were received from Cllr David Fothergill, Somerset Council and Mr K Perry, Bathpool Flood Warden.

41/26 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.

42/26 To adopt the minutes of the Parish Council meeting on 26th May 2026

The minutes from the Meeting of the Parish Council on 26th May, having been previously circulated, were taken as read. It was resolved to adopt the minutes of the Parish Council meeting on 26th May, proposed by Cllr Cavill, seconded by Cllr Chapman and agreed by show of hands.

43/26 To note Clerk's reports.

Clerk's Report:

General Admin:

- Reviewed AI summaries of PC minutes prior to publication.
- Publication of policies reviewed at the Annual PC Meeting.
- Insurance renewal quotations.
- Cyber and professional indemnity insurance quotations.
- Liaised with Lengthsman and asked him to:
 - Cut 4ft around edge of triangle at The Street.
 - Cut hedge at New Cross
 - Strim footpath.
- Meeting with the EA re Bathpool Pumps progress. Question submitted for SRA Board about scope and timescales of the project.

Highways

- Letters to residents, hall hirers and school regarding parking on Furs / Knight Close.

Finance / Payroll:

- Making payments / placing orders.
- Managing / inputting Accounts using Scribe and updating paper account files.
- June payroll and finance reports.
- Internal audit queries / finalisation / external audit paperwork.
- Gathering quotations for inclusion in the June Finance Report.
- Made application for debit card for Assistant RFO.
- Requested quote for scaffolding for Beacon at MCP.

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.

Environment

- Liaised with Somerset Council about emptying new bins.

Country Park and Somerset Wood

- Enquiries regarding byelaws to prevent drinking alcohol.
- Lottery project evaluation report updates.
- Lottery progress report.
- Additional events container delivered.
- Poppy of Honour meeting agenda drafted for meeting on 11th June.

Sports Pitches

- Worked with Jess to design signage for pump track.
- Replaced padlocks on sports ground including emergency access.
- CCTV on pump track and temporary signage.
- Pump track formally opened, arranged for social media post confirming rules / access.
- Escalated utility connections with Persimmon following site meeting.
- Liaising with Persimmon re design for sewerage connection.
- Liaising with the Bicycle Chain regarding sponsorship.
- Sports Pitch Committee meeting on 19th May, further meeting on 7th July.
- Met with car park contractor; work commenced on 1st June.
- Toilet cleaning arrangements.
- Liaising with fencing contractors.
- Finalised terms and conditions for sports pitches. Booking system in development.
- Risk assessment for pump track approved and published.
- Additional key cutting for clubs to have sufficient keys.
- Publicity for grand opening being developed.

MH2

- Meeting with Planning Officer and Developers on 2nd June at 6.30pm. Agreed actions re Monkton Heathfield Road traffic calming and number 12 bus.

MH1/ Heathfield Gardens

- Quotations for swing at Hob Close. Approved contractor appointed. Work expected to take place around 24th June.
- Land registry queries.

BACH:

- Jess supporting with invoices.
- Accounts / scribe updates.
- Followed up signed MOU from WM Primary School prior to making payment of solar panel grant.
- BACH Committee meeting scheduled to take place on 5th June at 10am. Agenda and papers circulated.

Meetings last month:

4th May	Bank Holiday
6th May	Agenda run through.
6th May	Sports Pitch site meeting with fencing contractor
7th – 8th May	Shindig set up.
9th May	Shindig
10th May	Shindig set down.
11th May	Meet flood light contractors and fencing contractors at Sports Pitches
12th May	Annual Parish Council meeting
13th May	Flood café (monthly)
14th May	Team Meeting
18th May	SALC Clerk Catch Up
19th May	Sports Pitch meeting
	Agenda run through meeting
21st May	Team Meeting

21st May	Events Meeting
25th May	Bank holiday
26th May	PC Meeting
27th May	Cuppa with a cop
28th May	Catch up with the EA.
	Team Meeting
29th May	Annual Leave / TOIL
Meetings this month:	
1st June	Car park contractors at Sports Pitches / access / keys to commence works.
2nd June	Agenda run through meeting.
2nd June	Internal Audit sign off meeting.
2nd June	MH2 meeting with planning officer and developers.
3rd June	SLCC Southwest Regional Training Seminar
4th June	Team Meeting
5th June	BACH Committee Meeting
9th June	PC meeting
10th June	Local Plan update briefing
10th June	Joint Flood Working Group Meeting with CSM and Ruishton
11th June	Team Meeting
11th June	Levels and Moors LCN Briefing
11th June	POH Meeting
16th June	Routine Inspection Training
17th June	LGR Clerks Session
18 th June	Annual Leave
23rd June	PC Meeting
24th June	Hestercombe LCN Meeting
25th June	Team Meeting
25th June	Events Meeting
29th June – 3rd July	Annual Leave

Assistant Clerk's Report:

Community - General

- Responding to emails/messages
- Updating Communications Report
- Chasing update from West Monkton Village Hall for update
- Created flyer for Sports Pitch Volunteers for social media.
- Follow up with Monkton Wood School and Y10 Work Experience – awaiting reply.
- Meeting with Catherine from Neuroconnect to discuss the use of the BACH for summer sessions and visit to MCP to look at the Forest School for use by the group over the summer.
- Meetings with Jenny Bragg (New local resident) regarding running a Pain Café at Heathfield Drive Hall
- Meeting with Ann Livingstone from Community Pain Hubs Somerset CIC to discuss setting up of Pain Café at Heathfield Hall – Pain Café to start 15/6/26.
- Liaising with Jenny Bragg and Somerset Council regarding booking of the hall each Monday between 1pm and 3pm

Grant Funding

- Successful grant applications for HYPE Funding from HPC and Awards for All (Lottery)
- Organised meeting with Somerset Community Foundation re: Graffiti Art at Pump Track

Community Café/Wellbeing Wednesday

- Weekly Community Café at the BACH
- Promotion of Wellbeing Wednesday sessions
- Recruiting Jenny, Café Volunteer to help with Wellbeing Wednesday Café
- Bereavement Café and Repair Café monthly sessions
- Follow up emails/calls from Repair Café
- Cuppa with a Cop session

Community Fridge and Garden

- Advertising on Spark a Change – new vacancies
- Recruited new Community Fridge Volunteer

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 June to end of August; liaising with providers
- Planning and organisation of Sports/Youth Sessions across the LCNs during the Summer Holidays
- Liaising with 'On Your Bike' about sessions for 2026
- Liaising with TYCA and Somerset Film regarding sessions at North Petherton and Youth Café
- Responding to actions from meetings
- HYPE Report updated for 12-month period April 25 to end of March 26

Youth Café

- Recruitment of new volunteer for Youth Café – Maria Malin
- Supported Go Create and TYCA at Youth Café sessions.
- Managing volunteers and staff at Youth Café
- Continued development of x 2 Young Leaders
- Finalised Detached Youth Work Plan
- Creation of Detached Youth Work Plan and Risk Assessment
- Employment of new Youth Worker for detached youth work sessions
- Discussions with Aerosol Art regarding Graffiti sessions for young people at Pump Track
- Investigating Funding options for Graffiti Project at Pump Track
- Invitations to Y6s to the Youth Café for the final half term

Other Volunteering

- Dealing with queries and concerns from volunteers as they arise.
- Contacting any new potential volunteers
- Added volunteer opportunities on Spark a Change webpage.
- Submitted nominations for the BBC Make a Difference Awards 2026
- Recruitment of Event Volunteer for Funfest

Events

- Events meeting
- Agenda/Minutes for event meeting
- Cancellation of Funfest bookings
- Rearrangement of Donkey Rides for Flower Show
- Preparation of Press Release for the cancellation of Funfest
- Planning of Flower and Produce Show
- Meeting with Monkton Elm, Alan Chapman and Nikki Difford to finalise classes.
- Creation of Programme for Flower Show (with Jess)
- Supporting Josh with loan of equipment for Artisan Market
- Shindig
 - Planning Schedule
 - Email invites to all friends of MCP and special guests.
 - Organising volunteers
 - Crib sheet for Compere.
 - Liaising with Butcombe Brewery including ordering, delivery and collection.
 - Phone calls to local farmers to warn about fireworks.
 - Liaising with Josh re catering and craft activities
 - Set Up/Decorate/Set Down and Leading Event on the day.

Forthcoming Events 2025/26

1st August – Flower Show

9th August – Opening of Hyde Park Sports Pitches – 2pm to 4pm (Josh to provide catering and bar)

23rd August - Summer Dog Show

Meetings, Events and Groups

5/5/26	Meeting with TYCA (Hype)
6/5/26	Pain Café Meeting @ Heathfield Hall
6/5/26	Wellbeing Wednesdays Group/Community Café/Bereavement Café/Youth Café
7/5/26	Set Up Marquees for Shindig MCP
8/5/26	Set Up Decorate for Shindig MCP
9/5/26	Shindig Event - MCP
10/5/26	Set Down – Shindig MCP
18/5/26	Agenda Run Through Meeting
19/5/26	Meeting at Monkton Elm with Cara/Alan Chapman/Nikki Difford
19/5/26	Meeting with New Community Fridge Volunteer
20/5/26	Wellbeing Wednesday/Community Café/Repair Café/Youth Café
20/5/26	Community Quiz Night
21/5/26	Stay and Play at BACH
21/5/26	Team Meeting
21/5/26	Events Meeting
26/5/26	WMPC Meeting
27/5/26	Cuppa with a Cop – BACH
28/5/26	Team Meeting
28/5/26	Meeting with Catherine Neuroconnect

44/26 Somerset Council report from Cllr Cavill

Cllr Cavill reported on the following:

Somerset Council Receives One-Star Financial Management Rating: An independent review by the Chartered Institute of Public Finance and Accountancy (CIPFA) has awarded Somerset Council an overall one-star rating for financial management out of a possible five, describing arrangements as "weak". The review identifies concerns relating to financial planning, internal controls, accountability, organisational culture and the pace of transformation activity. The report also highlights inconsistent budget ownership, incomplete organisational integration following local government reorganisation and staff concerns around "financial fatigue". Somerset Council has acknowledged the findings and will be expected to demonstrate progress against the review's recommendations.

£18.9 Million Spent on Consultants Since 2023: Somerset Council has confirmed that it has spent £18.9 million on consultants and external advisory support since becoming a unitary authority in April 2023. The figure was revealed following questions about the council's reliance on external support at a time when it has declared a financial emergency, is selling assets to pay for day-to-day spend and continues to face significant budget pressures. Concerns have also been raised about whether this level of spending is delivering sufficient value for money for residents as households face higher council tax increases.

Planning Enforcement Backlog: Somerset Council has acknowledged a significant backlog of planning enforcement cases, particularly in parts of the former Mendip area, following concerns raised by councillors about delays in investigating alleged planning breaches. The authority has also confirmed that a business case is being developed for further investment in planning enforcement, including additional staffing and agency support, to help reduce the existing backlog and improve response times.

Conservative-Led Motion Secures Cross-Party Support for SEND Improvements: Somerset Council has unanimously backed a Conservative-led motion calling for urgent action to improve delays in Education, Health and Care Needs Assessments (EHCNAs). The motion was brought forward following continued concerns raised by Conservative councillors about SEND performance and lengthy waits for assessments. Current performance data shows that only 0–5% of assessments have recently been completed within the statutory 20-week timeframe, with average waiting times reaching around 47 weeks. The motion called for targeted investment of approximately £1.3 million to £1.4 million over 12 months to increase Educational Psychology, SEND casework and business support capacity. Officer modelling suggests the investment could significantly reduce the current backlog within a year and improve assessment timeliness. The motion received unanimous cross-party support.

£318,000 Outstanding from Housing Developer Contributions: Somerset Council has confirmed that it is owed £317,774.50 in outstanding Section 106 contributions from five housing developments across the county, with some sums dating back several years. Section 106 agreements are used to secure funding from developers for local infrastructure and services, including affordable housing, community facilities, public open space and education provision. The largest outstanding amount, £188,419.83,

relates to a development in Keinton Mandeville, where the Council has confirmed legal action has been taken and repayments are now being made through an agreed instalment plan. Other outstanding contributions relate to developments in Burnham-on-Sea, Yeovil, Wedmore and Bridgwater.

Vaping Survey Open: Somerset Council's Public Health team is seeking feedback from schools, colleges and organisations working with children and young people on the challenges associated with vaping. Responses will help inform future public health work and support across Somerset. The survey closes on 19 June 2026. Have your say here <https://somersetcouncil.citizenspace.com/public-health/vaping-survey-2026/>.

Alcohol Support Survey: Somerset Council is seeking feedback to better understand why some people who may benefit from support with alcohol use do not access help from Somerset Drug and Alcohol Service (SDAS). The anonymous survey can be completed about yourself or someone you know and will help shape future alcohol support services across Somerset. The survey closes on 15 June 2026. Have your say here <https://somersetcouncil.citizenspace.com/public-health/alcoholneedssurvey/>

Cllr Haskins raised the re-surfacing works on the A361 that has been repeated and asked how the work was funded. Cllr Cavill confirmed that there was an issue with the quality of the original resurfacing works and further resurfacing / remedial work was required.

45/26 Reports, including recent developments, matters to consider and decisions to be made:

a) Bathpool Flood Warden: Mr Kevin Perry.

Apologies were received from Kevin Perry in advance of the meeting. Clerk provided feedback from the meeting with the EA regarding the Bathpool pumps.

The Section 19 investigation is continuing, and the EA are feeding information to WSP who have been appointed to collect data / understand the impact / issues.

The EA explained that further funding has been secured through the SRA to support the project, a new project manager has been appointed and that a site meeting is being arranged with contractors this month to quote for design and build.

It's likely that the project will be expanded to include re-engineering of the bund to prevent River Tone water entering the Old River Tone as it did in January. The hope is that 10inch pumps will be achieved from the funding available. If larger pumps are installed planning permission may be required.

Negotiations are ongoing with the landowner regarding installing an access track across their land with compensation being paid to the landowner.

The EA have asked for the Parish Councils support with considering the land purchase if required, for access to the installed pumps and for biodiversity mitigation if a planning application is required for the pumps. The Parish Council expressed their support in principle.

Meetings will continue with the EA every other month.

The announced Flood Resilience Fund of £50m from government to Somerset Council was discussed. Clerk to liaise with the SRA regarding this funding.

b) GDPR update:

No update

c) Communications Report; reminder regarding social media use

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 1.7K
- 189.1K views
- Posts added sharing news items that are added to the website.

Monkton Matters

- Page likes / followers now at 645
- 13 new articles added in May.
- Articles on Monkton Matters being shared on Monkton Matters Facebook page to pull users to the website.
- 23K views
- Business directory has details of 30 businesses so far.

Community Fridge/Community Garden Facebook Page:

- Page likes /followers 1460

- 27.6K views

Maidenbrook Country Park Facebook Page

- Page likes/followers now at 1435 (Increase of over 200)
- 170K views (increase of over 100K)

HYPE

- Page likes/followers – 36
- 9 views

Village News Contribution

- Developed by the Clerk's

Noticeboard Updates

- Noticeboards are updated by Jess on a regular basis.

It was noted that the levels of engagement had increased a lot during May.

Clerk reminded Cllrs and staff about appropriate use of personal social media accounts as outlined in the Parish Council Communications and Engagement Policy.

d) West Monkton Village Hall Management Committee

Assistant Clerk Community relayed an update provided in advance of the meeting from the Village Hall. The noticeboards are nearly finished and will be ready for collection next week. Cllr Haskins agreed to collect the noticeboards.

The Village Hall are currently gathering quotes for CCTV and are looking into the installation of a digital lock.

The AGM is on 20th July. Cllr Munson to attend.

e) The Spital Trust: Cllr Ellis to report.

Cllr Ellis confirmed that there was nothing to report.

f) Any other events at which WMPC was represented.

Cllr Chapman reported that the number of people attending the bingo event today was low. Further promotion to take place of the next event including at the Pain Café.

Cllr Cavill reported that he attended a coffee morning at the Church on Saturday. Andrew from Monkton Elm Garden Centre was in attendance and did a talk. Cllr Cavill reported that he took the opportunity to thank Monkton Elm Garden Centre for its ongoing support for the community and the Parish Council.

g) Consultations.

No consultations

Public Question Time

Cllr Ellis raised the A Board advertising dog boarding on the grass verge outside a house on Monkton Heathfield Road and whether the business has the necessary permissions.

Cllr Ellis raised the grass verges along the ERR which haven't been cut. Ragwort is also present.

Cllr Gage raised the sign on the fence at junior football pitch and the brambles growing on the outside of the fence. Clerk explained that new signage is being developed for the pitches advising the community about use of the pitch.

Clerk to investigate.

Clerk to liaise with Persimmon / Somerset Council.

Cllr Besley to spray brambles. Clerk to follow up marking of pitches to enable football posts to be installed.

46/26 Planning

a) To consider any planning applications (listed on Somerset Council website)

No applications to consider.

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

Clerk reported that she had followed up the care home application which hasn't been determined yet. Cllr C Cronshaw advised that highways had submitted comments in respect of the proposal that highlights issues and concerns.

47/26 Finance

a) Finance Report

i. Consideration of quotes including sports pitch remainder of fencing, cyber insurance and professional indemnity insurance.

Bus shelter repairs

Quote delayed - to follow at the next meeting.

Additional Fencing for Sports Pitches (from pump track to entrance)

Homestead Fencing

Supply and Install 125m of 1.8m v mesh fencing from the entrance gate boundary down to the pump track gate way.

£7567.00 + VAT

Resolution to accept quote and make payment of deposit invoice for boundary and previously agreed pitch perimeter fencing.

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

Cyber Insurance

Clear Councils - £665.69 (£250k of cover)

J Gallagher – £375.92 (£500k of cover)

Resolution to accept quotation provided by J Gallagher. Proposed by Cllr Besley, seconded by Cllr Gage and agreed with all in favour.

Professional Indemnity Insurance

Clerk reported that she has been advised by Clear Councils is only required to protect against financial claims from incorrect advice – officials liability insurance sufficient for detached youth work proposal.

ii. Receipts and Payments

The receipts and payments report for the period of 1st May to 31st May 2026 were circulated in advance of the meeting and shared on screen.

The schedule of payments to authorise was circulated in advance of the meeting and shared on screen.

Resolution to note receipts and payments in May 2026 and to authorise payments reported.

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

Transfer between accounts / budget lines.

Transfer £45.34 from BACH Business Account to PC Treasurer Account (expenditure in May)

Transfer £2606.97 from PC Treasurer Account to Poppy of Honour Account (income during April and May)

Transfer £50000.00 from CCLA PSDF to PC Treasurer Account to enable cash flow.

Resolution to make transfers proposed by Cllr Munson, seconded by Cllr Besley and agreed with all in favour.

b) Consider application for grant funding for climate resilience project

Application for climate resilience grant of £500.00 for project to retain roof water.

Resolution to approve grant application.

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

c) Budgeting and Summary Report to 31st May 2026

The budget monitoring report was circulated in advance of the meeting and its contents was noted.

48/26 Audit

a) Annual Governance and Accountability Return (AGAR)

i) Consider internal audit report and recommendations and agree actions

The 2025/26 Internal Auditor Report was circulated in advance of the meeting and the findings noted. Each finding was discussed and actions agreed as follows:

Finding	Agreed Action
I am advised the Bank Reconciliation and Bank Statements continue to be independently verified by the Member Auditor, however since moving from paper based to software package recording, there is no evidence of this. A robust recording record needs to be established. The bank statements should be initialled after review.	Cllr Munson is the Member Auditor. Quarterly meetings with Cllr Munson could be scheduled to enable review and initialling of bank statements.
Expenses / reimbursements. Schedule supplied containing examples where expenses / reimbursements have been claimed, however the supporting invoice / order / signature / paperwork is lacking. Moving forward to comply with the Expenses Policy, Financial Regulations and help to ensure financial accuracy, expense claim forms must be fully completed, signed, have the correct invoices attached and be submitted before month end for payment the following month. Incomplete claims ought not to be paid. Should expenses be accrued during the month on both behalf of the BACH and Parish Council, separate expense claim forms should be submitted. The Parish Council may wish to consider amending the expenses policy to confirm expenses claims / invoices etc may be submitted by email, signed electronically (with a record of those electronic signatures to be held by the RFO) – as some are already being accepted this way.	Stricter compliance with Expenses Policy including: • Non-payment of expenses for items that a receipt isn't provided for. • Electronically submitted expense claims to be signed at the meeting when payment is being authorised. • Expense claims deadline to be enforced. (all expenses must be submitted by 1st of month to be processed that month). • Separate expense forms for items relating to BACH / PC to be submitted.
The minutes published on the website from the Parish Council meeting on July 8 th , 2025, are those for the meeting on 22 nd July 2025.	Amendment to published minutes made.
The year end statements for the WMPC Instant Access Account and the BACH Nationwide Account need initialling.	Hard copies of bank statements received after initialling of remainder of bank statements. Bank statements to be initialled.
When preparing or voting on the budget or precept, Councillors should confirm their own Council Tax payments are not more than two months in arrears. Recommend that a positive statement to this effect is recorded.	Note for 2027/28 budget / precept discussions/ decisions.
The Parish Council may wish to consider maintaining a separate schedule of voted on resolutions to facilitate review of progress being made / outcome.	Schedule to be developed with support of Admin and Events Assistant.
To cancel the recurring payment to McAfee as the contract is no longer required, the bank should be approached and requested to cancel the instruction.	Recurring payment to be cancelled and list of all recurring payments to be obtained from the bank.
On occasion expense claims include a cost for items supplied from the claimant's own supplies. A self-generated invoice should be prepared to allow the RFO to confirm value has been obtained.	Invoices to be provided.
The cover provided under the insurance policy – specifically in 'unspecified safe' and in 'any other circumstances' needs to be reviewed. Cover is set at £1500, although £1620 cash was paid into the bank on 22 nd August.	Ensure prompter banking of cash from events to keep within the cover in the existing insurance policy.
Financial regulations require that once a resolution is passed in respect of the schedule of payments to be made, that schedule should be initialled immediately under the last line by the person chairing the meeting.	Schedule of payments authorised at PC meeting to be signed by the chair.
Councillors all have access to SCRIBE software – and should continue to be regularly reminded to change their passwords.	Councillors to change their passwords regularly, preferably every 90 days.

ii) Consider and approve Annual Governance Statement

It was resolved to approve the 2025/26 AGAR Annual Governance Statement. Proposed by Cllr Besley, seconded by Cllr Gage and agreed with all in favour.

iii) Consider and approve Accounting Statements

It was resolved to approve the 2025/26 AGAR Accounting Statements. Proposed by Cllr Chapman, seconded by Cllr Ellis and agreed with all in favour.

Clerk reported that the completed AGAR and required supporting paperwork will be submitted to the External Auditors shortly. The date of the notice of public rights and publication of unaudited annual governance statement and accountability return will be 11th June 2026. The period for the exercise of public rights will be 12th June 2026 to 23rd July 2026.

Next year, AGAR / external audit will be using an online system for submission, further training / guidance expected in the Autumn.

49/26 Projects

a) Hyde Park Sports Ground; progress update. Pump track gate post – agree actions. Memorandum of Understanding with Rugby Club consideration.

Cllr Haskins and Cavill reported that the car park and drainage works are progressing well on site. Pictures of the progress were shared on screen.

The contractors will also be widening the track through the dog walking area to provide emergency access. It was agreed to extend the work to include putting a topcoat of grit on the track to finish the surface.

The post in the way of the gate was discussed, and it was noted that although the post was installed to prevent access by the horse, the post was preventing access to the pump track with bicycles, pushchairs etc. It was agreed to ask the contractor to remove the post.

The ramp down the bund created by young people using the track was discussed. It was noted that it was a hazard and there have been a number of near misses. Clerk advised that the Parish Lengthsman can install a low fence to go down the bund to the fence (to mirror the fence on the other side to the entrance gate). Posts for the fence to be installed on the created track to create an obstacle and prevent its use. The bin when it arrives can also be installed at the bottom of the bund and the picnic benches can be anchored down. It was agreed to progress with this work.

The surface of the area next to the pump track was discussed. It was agreed to extend the contract for the car park contractors and ask them to install a gravel surface.

Clerk reported that the permanent signs have been received and need to be installed.

Clerk outlined a quotation to install a door at the other end of the cricket container. The quote to supply and site 1 heavy duty 2.6-inch door is £1070.00. It was resolved to proceed with this work.

Clerk confirmed that the height restriction bar has been damaged beyond repair by the fencing contractors and a replacement, painted yellow, is being produced at the fencing contractors' expense.

Cllr Haskins reported that the snorkel fitted in the pond has been damaged twice. It was noted that the remainder of the fencing needs to be installed as soon as possible to prevent further damage.

The MOU provided by the Rugby Club was discussed. The only issue with the MOU is around electricity use / cost responsibility. Clerk to liaise with the Rugby Club.

b) Poppy of Honour update and preparation for meeting scheduled to take place on 11th June.

Cllr C Cronshaw provided an update on the events schedule and asked for volunteers to support the events as outlined by email. Cllr C Cronshaw also provided feedback on the site meeting last week at the Country Park when the position of the POH pavilion was discussed.

A discussion took place considering the potential positioning of the POH pavilion. Following the discussion, it was agreed in principle to site the POH pavilion behind the WW1 memorial stone as originally intended but to make the ground up rather than digging into the ground to ensure that it is accessible.

The design of the building was also discussed. It was agreed that the design would include three solid walls, for the display of the information boards and the POH would face west.

It was agreed that this is the PCs position for discussion with the POH Memorial Committee at the meeting on 11th June.

c) MH2; feedback from meeting with planning officer on 2nd June 2026.

Feedback from the meeting with the Planning Officer and Developers on 2nd June was provided. The planning application will not be determined for up to a further 6 months as resubmission of plans is required and a further consultation period.

The draft S106 Heads of Terms were outlined / discussed during the meeting. Some queries were raised and it was agreed that answers to these would be discussed at a further meeting in approximately 3 weeks.

The Monkton Heathfield Road Traffic Calming improvements, required as part of the MH1 development, were raised and further information has been forwarded to the Planning Officer and Developer since the meeting. Updates on this will be provided at the next meeting.

The issue regarding CIL / boundary changes was reiterated at the meeting and the issues / risks seem to be understood and the suggestion is that a recycle mechanism will be included in the S106 agreement.

The utility connections at the sports pitches were also escalated at the meeting.

50/26 Community

a) Detached Youth Work Update; approval of policies and risk assessment (R)

Assistant Clerk Community provided a summary of the Detach Youth Work Policy, Risk Assessment and log to be used during the detached youth work.

It was resolved to approve the Policy and Risk Assessment. Proposed by Cllr C Cronshaw, seconded by Cllr Chapman and agreed with all in favour.

b) Pump Track Container Painting Project; update. Consider setting up Go Fund Me campaign (R)

Assistant Clerk Community outlined the cost of delivering the Container Painting Project. £2900.00 of funding is needed. Assistant Clerk Community is investigating grant funding opportunities and suggested that a Go Fund Me Campaign could be set up.

Concern was expressed about using PC funds for the project. It was resolved to set up a Go Fund Me campaign for the project.

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

51/26 Assets

a) Country Park and Somerset Wood; update. Anti-social behaviour / consumption of alcohol – research feedback and police feedback.

Candy Sully, Volunteer Coordinator, provided an update on activity at the park including:

- The wildflowers are coming along and have taken well.
- Pond survey has been carried out, suggested that maintenance is scheduled to take place in October but otherwise the health of the pond is good.
- Suggestion of providing a dog dipping station using the old trough. Cllr Besley to move the trough to the top of the park.
- Flytipping in the layby by a 'tree surgeon' in a white van. Reported and has since been removed.
- Ragwort is being removed around the park.
- Height restriction bar – colour / tape / height sign to be added.
- Quote for alternative mower has been obtained. Further quotes to be gathered including a part exchange value for the existing mower.
- Need for a brushcutter trimmer – prices to be gathered and purchase to be considered when finance reviewed at the next meeting.
- CCTV cameras to be installed when scaffolding poles obtained.
- Rotary sign being ordered.
- Signage outlining the wildlife code being developed.
- Paint has now been obtained for the containers, oxide paint needed to prepare containers, working party to be established when weather conditions are appropriate to paint the containers.
- Mulch to be collected from Cllr Haskins.
- Waterleaze new noticeboard has been installed and is accessible for notices. Volunteer poster added.
- Rose protectors have been put in place.
- Pond bank planting coming along well.
- Chicken wire for around nursery has been ordered. Cllr Haskins confirmed that he has a gate for the nursery area.
- Attending Conference on Friday on managing trees.
- Royal engineers have requested a memorial bench.
- Wildlife count weekend coming up.
- Meeting in July about Neuro diverse activities to be scheduled at the Park.
- Staplegrove group coming to the Park for a history tour.

- Junior orienteers – coming back again at Christmas.

Cllr Gage raised that the bollard at the bottom of the park is not coming out for the mower – Candy to take a look.

Drinking in the park was discussed. Clerk advised that a PSPO is needed to prevent drinking, but this is not required for underage drinking as the police have powers to confiscate because underage drinking is illegal.

The advice from the police is to install the CCTV, report damage and incidences using the online form to build a picture and to enable them to allocate resources.

It was agreed to install the remaining bin at the Forest School and add a notice.

b) Heathfield Gardens POS; update. Land registry queries.

Cllr Chapman confirmed that there was not much to report, money is still gradually coming in. Second warning letters are going out. Maintenance is going well.

Order has been placed with GB Sports and Leisure for repair of the carousel swing in Central Park – may need to consider removing the equipment if the repair fails.

The installation of the baby swing at Hob Close is expected to take place around 24th June.

Cllr Gage left the meeting at 9.30pm

52/26 Environment

a) 20mph speed limit extension; update

No information was received in advance of the meeting. Defer to the next meeting.

53/26 Other matters for report only – items for discussion - no decision

Cllr Haskins reported that a jack for the mower at the Country Park should be ordered.

Cllr Haskins reported two rotten bollards at New Cross – Clerk to ask the Parish Lengthsman to replace.

Cllr Chapman reported that the footpath across the Persimmon Land to Hyde Lane needs to be cut. Clerk to report to Persimmon.

Cllr Haskins outlined some suggested drainage improvements on Blundells Lane. Clerk to ask the Parish Lengthsman to liaise with Cllr Haskins regarding the improvements.

Cllr Chapman raised the brambles between Hob Lane and the bus shelter on Monkton Heathfield Road. Clerk to ask the Parish Lengthsman to cut.

Cllr Munson raised the damaged sign at the Monkton Heathfield Road / A38 junction. Clerk confirmed that it has already been reported. Clerk to report again.

a) Items for next meeting agenda - by Monday 15th June 2026 or 6th July 2026.

Noted

b) Dates to note over the next 14 days

Noted

54/26 Dates of forthcoming meetings:

Parish Council:

Second Tuesday in the month (Business focused meeting)

2026: 14th Jul, 11th Aug, 8th Sept, 13th Oct, 10th Nov, 8th Dec.

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

2026: 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 16th October 2026 at 10am

Budget and Precept Working Group: November 2026 at 7pm

Sports Pitch Committee 7th July 2026 at 9.30am

Somerset Wood Joint Committee TBC

There being no further business to discussed, the meeting ended at 9.35pm



Signed Chairman:

Date: 23rd June 2026

Adopted - Redacted