



West Monkton Parish Council

ADOPTED

Minutes of the Meeting of West Monkton Parish Council held on Tuesday 12th August 2025 at 7.00pm.

Present: Cllrs Besley (from 7.15pm), Cavill, Chapman, Cronshaw, Ellis, Haskins, Gage and Munson.

In attendance: Amy Shepherd, Clerk, Candy Sully, Country Park Volunteer Coordinator, Mr K Perry, Bathpool Flood Warden, Cllr David Fothergill, Somerset Councillor, Shaun Rolls, Parish Lengthsman, and 4 member of the public.

93/25 To receive any apologies (with reasons), introductions with responsibilities.

Apologies were received from Cllr Besley in advance of the meeting, who expected to be late. Cllr Besley arrived at 7.15pm.

94/25 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.

95/25 To adopt the minutes of the Parish Council meeting on 22nd July 2025

The minutes from the Meeting of the Parish Council on 22nd July, having been previously circulated, were taken as read. It was resolved to adopt the minutes of the Parish Council meeting on 22nd July, proposed by Cllr Cronshaw, seconded by Cllr Munson and agreed by show of hands.

96/25 To note Clerk's reports.

Clerk's Report:

General Admin:

- CCTV installed in second Community Fridge shed.
- Responded to Boundary Commission Divisional Boundary Consultation.
- Completed and submitted Somerset Council Chairman's Award nomination.
- Office sign ordered.
- Completed and submitted PC village news contribution.
- PC Away Day – Jess making arrangements / identifying the best date.
- Asked Lengthsman to:
 - Cut hedge around entrance to Tacchi Morris
 - Install bin at Heathfield Drive (replacing two).
 - Cut brambles along footpath between Farriers Green and School Road.
 - Tidy vegetation around bus shelters.
 - Remove / spray weeds on kerb edges on Mead Way.
 - Strim area at bottom of Mead Way.
 - Remove chain link fencing along fence link behind the bus shelter opposite Thornash Close.
- Community
 - Funfest marking out / setting up / manning / pack up. Bookers run. Cashing up and banking. Stock take after event and bookers return. Collection of toilets from Country Park.
 - Community fridge CCTV installation inside both sheds took place on 16th July.
 - Helped with Community Café / Youth Café / Summer Youth Café during Kate's absence.
 - Preparation / arrangements for the bingo and cream tea event on 29th July.
 - Met with new Village Agent.
 - Facilitated a meeting between the Village Agent and Companion Volunteer.
 - Events Working Group meeting on 24th July. Schedules developed for Dog Show, VJ Day and Shindig and circulated.
 - Dog Show arrangements / enquiries. Set up, event and pack up.

- VJ Day arrangements / enquiries.
- Shindig insurance / record of tickets purchased.
- Marquee ratchet straps ordered and delivered.

Highways

- Commissioned Somerset Council to conduct road safety audit for Yallands Hill crossing point and advised Taunton Town Council.
- Liaising with Traffic Management regarding double yellow lines on Mead Way / the parking issues.
- Some cars on Mead Way have been tickets (by Hinkley) following reports of fly parking.
- Follow up Hinkley about re-directing the bus route through the bus gate instead of through the village.
- Village Sign Review meeting with Traffic Management on 8th August to review progress.

Finance / Payroll:

- Making payments / placing orders.
- Managing / inputting Accounts using Scribe.
- Cash POH donations banked.
- Cash from events banked.
- August payroll and finance reports.
- Followed up VAT registration with HMRC.
- Audit Working Party papers / reports for meeting on 18th July.
- Obtaining quotes for CP lottery project deliverables.
- Obtaining quotes for Sports Pitch works.
- Cllr allowance research.
- Various orders placed and deliveries accepted.
- VAT registration confirmed (from 1st June 2025). Registered VAT on business tax account and linked with scribe. First return due for period 1st June 2025 to 30th September 2025 by 7th November 2025. Normal form returned for period 1st April 2025 to 31st May 2025.

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 meeting and submission of agreed response to planning applications.

Country Park and Somerset Wood

- Manned gate for National Grid during electrical connection works on 14th July.
- Ordered additional volunteer and volunteer coordinator jackets using up Year 1 amount.
- Ordered office equipment using up year 1 amount including printer, kettle, cups, whiteboard, filing cabinet and small fridge.
- Lottery project evaluation report updates.
- Logged purchase of Poppy of Honour plaques, donations and issued invoices where required.
- Application to discharge condition 2 of the POH planning consent granted.
- Liaised with West Country Drainage regarding combining drainage and electric trench. West Country Drainage have made an application to the Drainage Board for consent to drain into Allens Brook.
- Liaised with Container companies regarding delivery.
- Auction for toilet block on 12th / 13th August with viewing on 11th August.
- Developing end of Year 1 lottery report.

Sports Pitches

- Awaiting determination of the planning application.
- CJL appointed to carry out access works. Liaising with Persimmon regarding a start date / coordinating works. Also querying service connection works.
- Obtained quotes for fencing requirements, rugby posts, gates etc. Instructed Kevin Chedzoy to install headwall / gates following approval of quote.
- Further quotes obtained for artificial cricket square and nets.
- Reviewed cost estimates.
- Sports Pitch Committee meeting on 5th August – following items agreed / discussed:
 - 1.5 and 1.8m fencing quotations to be obtained for the entrance boundary and western boundary. Palisade fencing preferred. Quotes to be obtained once access works completed.
 - Pedestrian gate to pitches to have notice on it saying that the pitches are available to the community but requiring the pitches to be booked. Combination padlock may be a solution.

- Water bowser to be fixed and moved to the sports pitches pending re-seeding work.
- List of grant funding bodies / criteria to be developed in preparation for applications to be made on planning permission is received.

MH1

- POS transferred on 1st July.
- Catch up meeting with Persimmon still taking place.
- Confusion re bin emptying – Somerset Council were not commissioned by Persimmon / Redrow to empty the bins – on agenda for discussion.
- Issues with play park equipment failing – reported to Persimmon and Saxons.
- Welcome letter drafted / sent and meeting took place with Pavilion Gardens residents on 22nd July.

MH2

- Meeting with CSM PC to review latest proposals planning for 19th August.
- Further response received from Cllr Rigby.
- Simon Fox, Planning Officer has also been in contact requesting a meeting with PCs, date being arranged.

BACH:

- Jess supporting with invoices.
- Accounts / scribe updates.
- Orders / cleaning supplies. Wheels ordered for new tables.
- Welcome screen kept up to date and monthly condition checks completed.
- Next BACH Committee meeting scheduled took place on 17th October 2025 at 7pm

Meetings last month:

1st July – Agenda run through meeting
 1st July – Sports Pitch Committee Meeting
 2nd July – Funfest Meeting
 4th – 7th July – Leave / TOIL
 8th July – PC Meeting
 9th July – Youth Café cover
 10th July – Sports pitch meeting
 10th July – 13th July – Funfest set up / event / take down.
 14th July – National Grid at CP
 15th July – Agenda run through meeting
 16th July – LGR / Clerks Session
 16th July – Community Café / Youth café cover
 17th July – MH1 catch up meeting
 18th July – Audit Working Party meeting
 18th July – Crossing Points meeting with Taunton Town Council
 21st July – Sports Pitch with surveyors – marking out.
 21st July- Sports pitch costings review with Alan Hall.
 22nd July – Village Agent meeting
 22nd July – Pavilion Gardens Welcome Meeting
 22nd July – PC meeting
 23rd July – Bathpool Pump meeting with EA
 23/24th July – Summer Youth Café
 24th July – Events Working Group meeting
 28th July – 1st August - Leave

Meetings this month:

5th August – Sports Pitch Committee Meeting
 5th August – Agenda run through meeting
 6th August – Meeting with Village Agent and Companion Volunteer
 6th / 7th August – Summer Youth Café
 7th August – MH1 Catch Up
 7th August – Contract Review
 8th August – Village Sign review meeting
 8th August – 10th August – Collection of items, set up, dog show and pack down.
 11th August – Auction viewing (Toilet block)
 12th / 13th August – Auction for Toilet block
 12th August – PC Meeting

13th /14th August – Summer Youth Café
14th August – Events Working Group Meeting
15th August – Set up / VJ Day
19th August – MH2 meeting
20th August – LGR Clerks Session
20th / 21st August – Summer Youth Café
25th August – 1st September – Bank Holiday / Annual Leave

97/25 Somerset Council Report from Cllr Cavill and Cllr Fothergill

Cllr Fothergill reported on the following:

Emergency Planning Measures: Somerset Council has suspended normal planning services for at least 12 weeks, citing a failure in capacity and rising risk of service collapse. Officers have warned the system is at a “past fail point” and that the Council could face a “catastrophic event” if urgent action is not taken. During this period, new and straightforward applications will be prioritised. Older or more complex cases will likely face further delays, and planning enforcement will be deprioritised. Site visits will be heavily restricted, and applicants, agents, and councillors will receive standardised holding responses rather than individual updates. The crisis stems from unresolved staffing shortages, IT system integration failures, and a growing backlog.

£190 million Transformation Plan: Somerset Council has approved its delayed “Inspiring Innovation” Transformation Plan, which outlines how the authority aims to save £190 million over five years. The Council says “We do not know exactly how we will save £190 million. But we do know... we can do it because of our brilliant workforce and amazing residents.” A strategic transformation partner will be sought to help develop detailed business cases and support delivery.

Pay Review Costs: Somerset Council has confirmed that its pay and grading review could add up to £8 million to the annual payroll bill by 2026/27, in addition to £3 million already allocated to deliver the review itself using an outsourced partner. At Full Council, councillors questioned the cost and timing of the review given the Council's current financial emergency.

West Somerset Appeal: Somerset Council has confirmed a £50,000 contribution to the Somerset Community Foundation's Together for West Somerset Appeal, following the tragic coach incident involving Minehead Middle School on 17 July. The fund will provide immediate and long-term support to children, families, and the wider community affected. It will be coordinated by SCF in partnership with Somerset Council, the NHS, schools, and national emergency bodies.

New Waste Calendars and Food Recycling Push: Somerset residents are receiving updated recycling and rubbish collection calendars which sets out collection days for the next 18 months. While Somerset has one of the highest food waste recycling rates in England, around 45% of food in household rubbish is still discarded in its packaging. The Council and contractor SUEZ will run a year-long campaign to encourage better food waste separation and promote the environmental and cost benefits of using food caddies. Residents can order free kitchen caddies and food waste bins online.

Transport Plan Consultation Opens: Somerset Council has launched a public consultation on its draft Local Transport Plan (LTP), which will guide transport priorities across the county for the next 20 years. The plan outlines goals to promote walking, cycling, and public transport, support the transition to electric vehicles, and improve infrastructure and road safety. It also aims to tailor policies to the needs of different community types, from small villages to large towns. You can respond to the consultation by 7 September here <https://somersetcouncil.citizenspace.com/active-travel/copy-of-local-transport-plan-2025>

Consultation on PRUs: Somerset Council has launched a statutory consultation on plans to consolidate the management of Pupil Referral Units (PRUs) across the county. The proposal would see four existing PRUs continue to operate, but under a new structure split between east and west Somerset. While two PRUs would formally close and be amalgamated into the other two, no places would be lost and all sites would remain in use. You can respond to the consultation by 12 September here <https://somersetcouncil.citizenspace.com/childrens-services/pupil-referral-unit-consolidation-consultation/>

Cllr Cavill reported on the following:

Homes 2 Inspire – very successful programme, 8 homes delivered, a further 3 planned. The programme has saved £2.5m in one year.

The following questions were asked:

Cllr Haskins asked if the Junction 26 works are on schedule. Cllrs Cavill and Fothergill confirmed that they have not received an update.

It was noted that the Travellers have moved on from the area next to the Canal Roundabout today.

Public Question Time

Clerk to liaise with Saxons regarding sending a further letter explaining the

A member of the public who is a resident in MH1 attended and expressed concerns regarding the costs / bill received from Saxons (Managing Agents) for maintaining the public open space. Information was provided by Cllrs Chapman, Haskins and the Clerk.

Another member of the public, who is also a resident in MH1 expressed concerns about the period covered by the bill received from Saxons. An explanation was provided.

A member of the public raised the following issues:

Greenway Bollards removed for crane operation on 27th May. Not replaced.
Assurances provided from Somerset Council that the bollards would be replaced within 3 months.

Overgrown Hedges particularly on Mead Way.

There are still many overgrown hedges obstructing pathways. Now that bird nesting season is ending will the PC revisit this problem. Will enforcement action be taken to ensure the hedge near the post box on Mead Way is cut back hard to give the required vertical clearance?

Monkton Heathfield Road verges / hedges. Cut before Christmas. Further work is needed to tidy the hedges and improve the verges.

Zebra Crossing near Greenway / Milton Hill. When is this expected to be installed?

Gully sucking / road sweeping, are there any plans for the Parish Council to commission road sweeping / gully sucking. It was confirmed that there isn't any plans for the PC to commission this activity. It was noted that the Blundells Lane grant funded project includes gully sucking. This will give an indication of cost.

Monkton Heathfield Road name boards - Has a response been received from Somerset Council regarding the request to provide road name boards along Monkton Heathfield Road and also along Langaller Way. Also how much longer will it be before the missing board on Greenway near Sidbrook is replaced? Parish Lengthsman reported that a new sign has been placed on Greenway.

Cllr Besley raised that a 'road closed' sign still remains on A38 after work completed on Monkton Heathfield Road.

bills and the bill period and inviting expressions of interest from members to be Directors. Letter to be checked by the PC before distribution.

Cllr Cavill to follow up.

Clerk to write a letter requesting that the homeowner cuts the hedge or PC will commission a contractor and pass on the cost.
Monkton Matters articles to be added in September reminding people of their obligations to keep hedges cut when adjacent to a pavement or road.

Action for Parish Lengthsman.

Clerk to confirm timescales with Persimmon.

Clerk to follow up Monkton Heathfield Road name boards.

98/25 Planning

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

Cllr Cavill, as a member of the Somerset West Planning Committee did not take part in discussions of the planning applications to avoid fettering his discretion.

48/25/0029 and 30/LB: Erection of a single storey extension, with glass link, to the side with internal alterations and replacement of windows at Sidbrook Lodge, Greenway, West Monkton.

The Parish Council continues to object to the granting of permission for the same reasons previously submitted to the Local Planning Authority.

b) To note that Planning decisions made are available on Somerset Council website filed under the application number Hartnells phase 4:

Clerk reported that an email had been received from Persimmon regarding the Hartnells Farm development. A public art strategy is being developed incorporating further biodiversity enhancement through additional flora planting and sculptures and information boards along the proposed pathway that connects to Greenway. Persimmon would like to arrange a site meeting with Cllrs in September. Councillors confirmed that they would all like to attend the site meeting.

Clerk reported that email correspondence had been received from Alder King, requesting attendance at a PC meeting in September to provide a presentation on a planned residential development in Monkton Heathfield. The location of the development

isn't clear from the correspondence. Clerk reported that she has replied, providing the meeting dates in September and requesting further information.

99/25 Parish Lengthsman; future employment arrangements

The current and future employment arrangements of the Parish Lengthsman were discussed. The Lengthsman is currently employed on a self-employed basis but following his retirement from employment, the Parish Council considered employing the Lengthsman.

The average number of hours over the last 12-15 months were reviewed. It was noted that the Lengthsman works around 12 hours a month. It was agreed that the hours would need to increase to 20 hours per month to ensure sufficient hours for the work needed in the parish. It was also noted that some months the Lengthsman would work less and some months more and that the Lengthsman would need to keep a log of hours worked. Overtime could be paid if required and the monthly hours can be reviewed if required.

It was resolved to employ the Lengthsman initially for 20 hours a month. Proposed by Cllr Munson, seconded by Cllr Ellis and agreed with all in favour.

Clerk to develop a proposed contract and job description for approval at the next meeting.

100/25 Community

a) General Update

Clerk provided an update on the Summer Youth Café. The Summer Youth Café is going well on Wednesdays and Thursdays and a small group of young people are attending on a regular basis. It has been agreed not to run the Youth Café during the last week of August. Looking to next year it has been agreed to run the Summer Youth Café just one day a week but for a longer period to enable Young People to take part in activities.

b) Feedback from Bingo and Cream Tea Event

Cllr Chapman provided feedback on the Bingo and Cream Tea event. The event was popular with 19 people in attendance, the majority from the old village. Those attending fed back that they would like the event to be regular. Cllr Chapman to work with the Clerk and Admin and Events Assistant to develop a schedule of monthly events. Clerk reported that the Village Agent is keen to attend future events.

c) Feedback from Dog Show on 10th August

Clerk provided some feedback from the Dog Show. It was a good event with approximately 400 – 500 people in attendance. It was noted that the payment for parking being taken by St Giles didn't work and if a further event is scheduled the payment should be taken by the Parish Council. Clerk reported that the bar wasn't too busy but a small amount was taken. The surplus stock will be used for the VJ event this weekend.

d) Feedback from Events Working Group; VJ Day and Shindig.

Clerk reported that the final plans for VJ Day will be discussed at the Events Working Group on Thursday. Set up for the event will take place on Friday from 9.30am. The event starts at 6pm and packing up will take place at 10m on Saturday morning.

Clerk reported that minimal tickets had been sold for the Shindig despite leaflets being handed out at the Dog Show and further posts being added to Facebook. It was resolved to postpone the Shindig and instead combine the grand opening of the Park with Somerset Day in May 2026. Proposed by Cllr Chapman, seconded by Cllr Gage and agreed with all in favour.

Raffle prizes that have been collected to be used at Somerset Day.

101/25 Assets

a) Country Park and Somerset Wood update; Lottery project consider quotes for project deliverables

Candy Sully, Volunteer Coordinator provided an update on activity in the Park. A small grant has been received from Wessex water for drainage / water butts. A condition of the grant is that advice is sought from a SWT land advisor before commencing any work. Candy will be attending the Priorswood Activity Day on 19th August to raise awareness of the Park. Enquiries are being made about climate action eco collaboration opportunities and scheduling activities with SWT to help promote the park.

The benches have been installed at the park, two bins have also been installed.

One 30 ft container was delivered onto site today, the second is expected tomorrow and the converted container on Monday.

Clerk reported that she had successfully bid and won a new toilet block (for £2000) at Dunns Auctions today saving approximately £6-8k compared to ordering a new toilet block. Toilets will need to be collected by 3rd September.

Entrance signage is expected to be delivered week commencing 18th August – to be installed by the Lengthsman.

A discussion took place about the tipper trailer and it being delivered flat packed. It was agreed to place the order for the tipper trailer as resolved at the previous meeting.

Clerk reported that the year 1 lottery report is being prepared for submission before the end of August. Final amounts included in year one for office / volunteer costs have been spent on items for the volunteer canteen container and the remaining money for jackets has been spent on three additional jackets.

b) BACH update; Solar panels update

Cllr Cavill reported that a date for a meeting between the school and Diocese about the solar panels is awaited. Further update to be provided at the next meeting.

c) MH1 POS; bins / bin emptying proposal (R)

Clerk reported that Somerset Council were not commissioned by Persimmon to empty the bins in MH1. At present no one has been appointed to empty the bins – approximately 20 in and around the development.

It was resolved to commission Somerset Council to empty the bins on behalf of the Parish Council once a week at a cost of £6.50 per bin per week. Proposed by Cllr Besley, seconded by Cllr Cavill and agreed with all in favour.

A proposal to replace and reduce the number of bins in the development to be brought back to the next meeting.

d) Community Fridge Update

There was nothing to report.

e) Community Garden Update. Consider garden waste subscription/s and hire of tiler

Cllr Chapman reported that everything that is being harvested in the garden is going into the Community Fridge and is being taken quickly. Leeks and tomatoes are coming on and will be ready soon. Bulbs have been ordered for planting to provide some colour in the garden in the spring.

Obtaining garden waste subscriptions for the garden was discussed. It was resolved to purchase two subscriptions for the garden (£73.50 each). Proposed by Cllr Munson, seconded by Cllr Chapman and agreed with all in favour.

Cllr Haskins reported that he has a tiler that could be borrowed for use in the garden.

102/25 Highways / Environment

a) Yallands Hill Crossing Point; update

Clerk reported that Somerset Council have been instructed to carry out the road safety audit as agreed at the last meeting. An invoice for the feasibility study and the road safety audit has been received and is included in the finance report.

Taunton Town Council will make a decision regarding the road safety audit for the Tudor Park crossing point at a meeting in September.

b) Village Sign Review update; feedback from meeting with Traffic Management on 8th August.

Clerk provided feedback from the meeting with a Traffic Management officer on 8th August. The PC last met with Traffic Management in October and unfortunately there has been little progress since then. Actions from the meeting on 8th August included for the Clerk to take further pictures of the locations of the proposed welcome signs on the A3259 and Milton Hill. Clerk to take pictures of the roundabouts signs at Milton Hill to demonstrate the directional information that needs to be removed. Any action regarding the roundabout sign from CSM to be put on hold until the MH2 highway proposals have been approved. Traffic management to liaise internally about permanent signs directing traffic on the relief roads that than Monkton Heathfield Road. 20 mph signs / roundels to be given further consideration as part of the MH2 and MH1 traffic calming proposals.

c) Greenway Parking issues / Hinkley bus

Clerk reported that she has followed up again with the company providing the bus service for Hinkley about the parking issues in the village and the possibility of redirecting the bus route on Bridgwater Road rather than on Monkton Heathfield Road. No reply has been received.

It has been reported locally that ticketing of vehicles has occurred on Mead Way by Hinkley for fly parking which has helped the situation.

Clerk also reported that Traffic Management have indicated their support for the bus route being redirected. Clerk to put the bus company in contact with Traffic Management so that they liaise with each other.

d) Monkton Heathfield Road Traffic Calming Measures; update.

Cllr Cavill reported that Jon Fellingham at Somerset Council has confirmed that progress regarding Monkton Heathfield Road traffic calming has been delayed as they intend to coordinate the measures with the MH2 highway proposals.

103/25 Projects

a) MH2 Update; meeting planned for 19th August at 6.30pm at the BACH.

Clerk confirmed that there was nothing further to report pending the joint meeting with CSM PC scheduled to take place on 19th August at 6.30pm at the BACH.

b) Sports Pitches update; planning application update; trench pipe – authorise expenditure, and feedback / consider the recommendations of Sports Pitch Committee following the meeting on 5th August including quotations

Cllr Haskins reported that the access works commenced on Monday morning, Cllr Cavill reported that he has in correspondence with the Highways department about the possibility of incorporating dropped kerbs at the location of the existing hammer head to enable a possible water purification station to be added later.

Cllr Haskins reported that six three metre pipes have been delivered on to site for the ditch to enable the access works to be put in place over the ditch. There is some concern that the gate position is in the wrong place but this will need to be given further consideration later.

The proposed design of the sports pitch gate was shared on screen and it was resolved to approve the design. Proposed by Cllr Ellis, seconded by Cllr Cronshaw and agreed with all in favour.

Earthworks are scheduled to take place this weekend. Clerk to circulate a schedule of dumper truck drivers.

Cricket square is being re-seeded on 18th and 19th August. Water bowser from Country Park to be moved onto site for watering.

The minutes from the Sports Pitch meeting were discussed and it was noted that the contractors will be met on site to obtain quotes for palisade fencing on the entrance boundary and the western boundary once the gate and access works have been completed. It was also noted that the pedestrian entrance providing access to the pitches for the community will be closed with a sign advising that the community can use the pitches by prior arrangement.

It was agreed that consideration of quotes for perimeter fencing around the rugby pitch would be deferred.

Quotes for the artificial cricket square and cricket nets were circulated in advance of the meeting and shared on screen.

Artificial cricket square:

Quote 1: Total Play - £9-11k + VAT

Quote 2: Durant Sports - £9495 + VAT

Quote 3: Notts Sports - £11,191 – 16.084 + VAT

It was resolved to accept the quotation provided by Durant Sports. Proposed by Cllr Besley, seconded by Cllr Chapman and agreed with all in favour.

Cricket nets:

Quote 1: Durant Sport - £52995.00 + VAT

Quote 2: Total Play - £51-55k + VAT

Quote 3: Notts Sports - £67 – 103k + VAT.

It was resolved to accept the quotation provided by Durant Sports. Proposed by Cllr Chapman, seconded by Cllr Munson and agreed with all in favour.

c) Poppy of Honour fundraising update;

Cllr Cronshaw provided an update on event attendance and money raised. Approximately £550.00 was raised at the Mid Devon show and £825 at the Flower Show.

The Poppy of Honour will be at the Dunster Show on 15th August and then the next event is on 14th September when the Poppy of Honour will be at the Abergavenny rugby pitch. The Poppy of Honour is being collected and returned by the POH Committee. The WMPC gazebo is needed. It was agreed to also purchase an operation tribute banner.

£260.00 was raised at a raffle by the poppy of honour committee. Other breakfast clubs also planning on doing raffles to raise money.

Plans are also been made for the Poppy of Honour to go to Southend Pier from 4th to 9th November.

Looking ahead to next year, enquiries are being made for the Poppy of Honour to be at different events alongside sponsorship by a local solicitor company to cover show entrance costs. Cllr Cronshaw is developing a list of events to be shared at the next Parish Council meeting.

Enquiries are also being made with other companies including Network Rail to sponsor elements of the pavilion build.

Cllr Cavill left the meeting

d) Blundells Lane Flood Alleviation Project; update / consider quotation for works

Clerk outlined a quote received from Mowgate to include hedges and verge cutting Blundells Lane, ditching and reinstating bank where possible - estimate 1060 metres, disposal of spoil - estimate 8 cubic metres. It was resolved to accept the quotation.

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

It was noted that approximately £1900 will remain from the grant funding to cover the cost of the gully sucking in the Street and on Blundells Lane.

104/25 Reports, including recent developments, matters to consider and decisions to be made:

a) Bathpool Flood Warden: Mr Kevin Perry.

Mr Perry reported on the following:

33mm of rain fell in July which is only 50% of the long term average. River flows are really low. Reservoir levels down to 57%. Next month above average temperatures expected and no prospect of heavy rainfall soon.

Cllr Haskins provided feedback on the meeting with the Environment Agency about the pump installation. The pumps will not be installed this winter.

b) GDPR update:

Clerk reported that an email had been received from a resident of MH1 with regards to sharing of data with Saxons, appointed as the Managing Agents. Clerk reported that she has replied confirming the data that has been shared and the compliance with the General Data Protection regulations.

Representatives on outside bodies

c) West Monkton Village Hall Management Committee; Cllr Tully to report.

In Cllr Tully's absence there was nothing to report.

A discussion took place about allocation an alternative Parish Council representative. It was agreed to give this further consideration in the future.

d) The Spital Trust: Cllr Ellis to report.

Cllr Ellis confirmed that there was nothing to report.

e) Any other events at which WMPC was represented;

No other events.

g) Consultations;

No consultations.

105/25 Finance

a) Finance Report

i. Consideration of quotes

Community Event Cups (for VJ Day and Shindig)

1000 cups

Happy Cups – full colour print – 500 half pint, 500 pint - £1005.00 + VAT.

Branded Cups – full colour print – 500 half pint, 500 pint - £1005.00 + VAT.

Plain cups

Dukes Valley Events – plain cups – 600 pint, 420 half pints - £495.00 + VAT

It was agreed not to purchase further cups following the decision to cancel the Shindig event.

Ride On Lawnmower Insurance (Renewal 13th August 2025)

Current insurers (Arthur J Gallagher) Renewal Price: £688.42 (Price last year: £323.63)

Alternative insurers:

NFU Mutual – don't offer this type of insurance.

Townley Insurance Brokers – quote awaited.

It was resolved to accept the quote provided by the current insurers. Proposed by Cllr Munson, seconded by Cllr Chapman and agreed with all in favour.

Farriers Green Rear Entrance - Somerset Council have agreed that the Parish Council can obtain quotes for the work to the Farriers Green rear entrance. In the process of obtaining quotes for consideration at the next meeting.

ii. 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)

£34.77

Nationwide (Monthly)

£113.17 (June)

	£111.69 (July)
PSDF (Monthly)	£2180.46
Unity Trust Bank (Quarterly)	£229.25
Poppy of Honour Card Donations	£286.50
	£80.00
	£20.00
	£120.00
	£54.00
	£672.00
Poppy of Honour Cash Donations	£720.50
	£730.00
Poppy of Honour Plaque Purchase	£75.00
Funfest Card Takings	£0.05
	£0.05
	£0.01
	£0.01
	£3100.50
	£650.00
Funfest Cash Takings	£1376.00
Funfest stall holder	£25.00
	£50.00
	£50.00
	£100.00
	£32.00
Bookers (Funfest stock return / refund)	£281.72
Shindig ticket / raffle ticket purchases	£166.00
MH1 POS Transfer	£259972.00
Somerset West Lottery (Community Fridge Grant)	£21.00
Asda (Summer Youth Café groceries refund)	£1.28
Bingo and Cream Tea Event Proceeds Card Payments (Poppy of Honour)	£0.01
	£160.00
	£25.00
	£10.00

Payments

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
To authorise payment of:						
Employee pension contributions	253.18	No vat	253.18	d-d	Salaries and expenses	Pension
	57.29	No vat	57.29	d-d	MCP Lottery Funded Project	Volunteer Coordinator
Employer pension contributions	189.90	No vat	189.90	d-d	Salaries and expenses	Pension
	42.97	No vat	42.97	d-d	MCP Lottery Funded Project	Volunteer Coordinator
A Shepherd Clerks salary SCP33	xx.x	No vat	xx.xx	bacs	Salaries and expenses	Salaries
National pay rise agreed from 1 st April – 3.2% (added to all of this months pay for employees (backdated to April)	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	xx.xx	No Vat	xx.xx	Bacs	MCP Lottery Funded Project	Volunteer Coordinator
HMRC Tax and NI Contributions	2932.60	No vat	2932.60	bacs	Salaries and expenses	Salaries
	471.99	No vat	471.99	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
S Rolls Lengthsman services	568.29	No vat	568.29	Bacs	Environmental / Open Spaces	Lengthsman
Business all about you Climate Initiative PR WMPC 55	275.00	No vat	275.00	Bacs	Environmental / Open Spaces	Environment / Community
Business all about you (Funfest paid social media post)	50.00	No vat	50.00	Bacs	Youth and Community	Funfest
QSSIT regular maintenance / monthly sub	42.40	8.48	50.88	bacs	IT and Communications	IT and Communications
Expenses claim A Shepherd (Travel) (Postage)	53.55	No vat	53.55	Bacs	Salary and expenses	Expenses
	0.87		0.87		General Administration	Sundry Admin
Travis Perkins (Funfest items)	30.37	6.08	36.45	Bacs	Youth and Community	Funfest
Somerset Council (Dog bin emptying)	591.50	118.30	709.80	Bacs	Environmental / Open Spaces	POS maintenance
Expenses Claim A Chapman (Community Garden Manure)	13.98	No vat	13.98	Bacs	Youth and Community	Community Garden
Travis Perkins (Ducting for electric supply)	144.27	28.85	173.12	Bacs	Community Infrastructure Levy	CIL Expenditure
Somerset Youth Theatre CIC (SYT Youth Voice Consultation for HYPE project)	450.00	No vat	450.00	Bacs	Youth and Community	LCN CYP Working Group project
Expenses Claim A Hall (ATA board materials)	63.20	No vat	63.20	Bacs	Country Park	Country Park
Benchmark Surveys (Sports Pitch setting out)	650.00	130.00	780.00	Bacs	Environmental / Open Spaces	Sports Pitches

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
Western Bolt (Nuts / washers community events)	5.92	1.19	7.11	Bacs	Youth and Community	Community Events
Expenses Claim S Haskins (Travel)	50.40	No vat	50.40	Bacs	Salaries and Expenses	Expenses
(Community Fridge Gravel Glue)	36.50		36.50		Youth and Community	Community Fridge
(Shelf bracket for bar)	10.00		10.00		Youth and Community	Community Events
(Bamboo for bar)	32.00		32.00		Youth and Community	Community Events
(Screws etc for bar)	5.00		5.00		Youth and Community	Community Events
(Parking)	4.00		4.00		Salaries and expenses	Expenses
Bell Inn Bar Hire (Funfest)	1350.70	270.14	1620.84	Bacs	Youth and Community	Funfest
Signs Express (Office sign)	127.72	25.54	153.26	Bacs	General Administration	Sundry Admin
Expenses Claim B Gage (Travel)	14.40	No vat	14.40	Bacs	Salaries and Expenses	Expenses
(Fuel for mower)	28.75		28.75		Environmental / Open Spaces	POS Maintenance
Travis Perkins (Toilet hire for Funfest)	326.48	65.30	391.78	Bacs	Youth and Community	Funfest
Expenses Claim L Green (Community Fridge hygiene certificate)	5.00	No vat	5.00	Bacs	Youth and Community	Community Fridge
Tone Fire and Security (CCTV in Community Fridge)	280.00	56.00	336.00	Bacs	Youth and Community	Community Fridge
Expenses Claim A Chapman (Community Garden items)	11.38	No vat	11.38	Bacs	Youth and Community	Community Garden
Water 2 Business (Water rates for allotments)	81.68	No vat	81.68	Bacs	Allotments	Allotments
Expenses Claim M Rosewam (Companion Volunteer Travel expenses)	75.15	No vat	75.15	Bacs	Youth and Community	Youth and Community General
Travis Perkins (Concrete for bin bases)	102.00	20.40	122.40	Bacs	Environmental / Open Spaces	POS Maintenance
Travis Perkins (Concrete for bin bases)	90.60	18.12	108.72	Bacs	Environmental / Open Spaces	POS Maintenance
Somerset Council (Yallands Hills Crossing Point feasibility study and stage 1 safety audit)	8900.00	No vat	8900.00	Bacs	Community Infrastructure Levy	CIL Expenditure.
Travis Perkins (Pipes / materials for sports pitch access (ditch))	363.93	72.79	436.72	Bacs	Environmental / Open Spaces	Sports Pitches
To note payment of:						
Direct Debit						
Invoice Tailored Auto Enrolment 29/7/2025 (Pension administration)	12.00	2.40	14.40	DD PAID	Salary and Expenses	Pension
Invoice SWS 117505 2/08/2025 maintain gsuite	119.00	23.80	142.80	DD PAID	IT and Communications	IT and Communications
Invoice SWS 117388 20/7/2025 MCP website. Hosting monthly plan	70.00	14.00	84.00	DD PAID	IT and Communications	IT and Communications

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
Invoice SWS 117378 web-lite hosting (MM) and standard mailbox 20/7/2025	30.00	6.00	36.00	DD PAID	IT and Communications	IT and Communications
Three (Business Mobiles)	39.18	7.84	47.02	DD PAID	IT and Communications	IT and Communications
EMS (Card Payment System)	13.68	1.20	14.88	DD PAID	Youth and Community	Community Events
Somerset Web Services Inv 117400 (PC website hosting)	60.00	12.00	72.00	DD PAID	IT and Communications	IT and Communications
ICO (Data protection annual fee)	47.00	No vat	47.00	DD Paid	General Administration	Subscriptions / affiliation fees
Debit Card						
Co-op Stores (Milk for Youth Café)	5.25	No vat	5.25	Deb Cd Pd	Youth and Community	Youth Café
Aldi (Ice and Volunteer refreshments)	26.04	0.50	26.54	Deb Cd Pd	Youth and Community	Funfest
Granny Smiths (Coconuts)	75.00	No vat	75.00	Deb Cd Pd	Youth and Community	Funfest
Sainsburys (Fuel for generators)	43.74	8.75	52.49	Deb Cd Pd	Youth and Community	Funfest
Sainsburys (Fuel for generators)	21.87	4.37	26.24	Deb Cd Pd	Youth and Community	Funfest
Asda (Summer Youth Café items)	146.19	No vat	146.19	Deb Cd Pd	Youth and Community	Summer Food Project
Bookers Limited (Stock for Funfest)	440.73	88.15	528.88	Deb Cd Pd	Youth and Community	Funfest
Rachet Straps UK Limited (Straps for marquees)	85.70	17.14	102.84	Deb Cd Pd	Youth and Community	Community Events
Co Op (Coffee)	3.35	No Vat	3.35	Deb Cd Pd	Youth and Community	Community Events
Co Op (Summer Youth Café items)	4.05	No vat	4.05	Deb Cd Pd	Youth and Community	Summer Food Project
Co Op (Postage)	13.60	No vat	13.60	Deb Cd Pd	General Administration	Sundry Admin
Asda (Bingo event items)	28.56	No vat	28.56	Deb Cd Pd	BACH	Community events / initiatives.
Amazon (Poppy of Honour envelopes)	33.32	6.67	39.99	Deb Cd Pd	Country Park	Poppy of Honour
(Gravel glue)	30.42	6.08	36.50		Youth and Community	Community Fridge
SLCC (ILCA Training)	120.00	24.00	144.00	Deb Cd Pd	General Administration	Training
Handtec (Replacement mobile phone for Kate)	86.40	No vat	86.40	Deb Cd Pd	IT and Communications	IT and Communications
Somerset Council (Shindig TEN)	21.00	No vat	21.00	Deb Cd Pd	Youth and Community	Shindig
Amazon (Community garden items)	11.66	2.33	13.99	Deb Cd Pd	Youth and Community	Community Garden
(Community event items)	17.97	3.60	21.57		Youth and Community	Community Events
(litter picking equipment)	27.24	5.45	32.69		Environmental / Open Spaces	POS Maintenance
(Community event items)	19.98	4.00	23.98		Youth and Community	Community events
Amazon (Stationery)	37.26	7.46	44.72	Deb Cd Pd	General Administration	Sundry Admin
(Community Event items)	7.49	1.50	8.99		Youth and Community	Community Events
Amazon (Water bowsers)	28.41	5.68	34.09	Deb Cd Pd	Youth and Community	Funfest

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
RLBS Limited (Jackets for kegs)	31.04	6.21	37.25	Deb Cd Pd	Youth and Community	Funfest
Somerset Council (Poppy of Honour Planning Cond)	298.00	No vat	298.00	Deb Cd Pd	Country Park	Poppy of Honour
Urban Feast (Volunteer food)	10.00	No vat	10.00	Deb Cd Pd	MCP Lottery Funded Project	Volunteer Costs
GT Parties (Volunteer food)	25.00	No vat	25.00	Deb Cd Pd	MCP Lottery Funded Project	Volunteer Costs
Fancy Fish and Chips (Volunteer food)	45.00	No vat	45.00	Deb Cd Pd	MCP Lottery Funded Project	Volunteer Costs
GT Parties (Volunteer Food)	55.00	No vat	55.00	Deb Cd Pd	MCP Lottery Funded Project	Volunteer Costs
Amazon (stationery)	43.91	8.78	52.69	Deb Cd Pd	General Administration	Sundry Admin
Co-op Stores (milk for youth café)	5.40	No vat	5.40	Deb Cd Pd	Youth and Community	Youth Cafe
Amazon (Stationery)	13.61	2.72	16.33	Deb Cd Pd	General Administration	Sundry Admin
(Community fridge items)	18.53	3.71	22.24		Youth and Community	Community Fridge
Imprints (Volunteer jackets)	104.49	20.90	125.39	Deb Cd Pd	MCP Lottery Funded Project	Volunteer uniforms / jackets
	4.80	0.96	5.76		Country Park	Country Park
Lloyds Bank (Float for Bingo and Cream Tea Event)	70.00	No vat	70.00	Deb Cd Pd	Youth and Community	Community Events
Amazon (Community events)	22.50	4.50	27.00	Deb Cd Pd	Youth and Community	Community Events
(Community Fridge food waste bags)	9.99	2.00	11.99		Youth and Community	Community Fridge
(Wheels for BACH tables)	3.91	0.78	4.69		BACH	Hall improvements
Somerset Council (VJ Day TEN)	21.00	No vat	21.00	Deb Cd Pd	Youth and Community	VE Day
Canva (Subscription)	27.00	No VAT	27.00	Deb Cd Pd	IT and Communications	IT and Communications
SP Primary Teaching (ID Badge)	5.75	1.15	6.90	Deb Cd Pd	Youth and Community	Youth and Community General
By BACS						
R Chorley Electrical (Work at BACH)	35.80	7.16	42.96	Bacs	BACH	Maintenance
C Criddle (Shelving work at BACH)	178.00	No vat	178.00	Bacs	BACH	Improvements
Saxons Block Management (MH1 Remedials)	40000.00	No vat	40000.00	Bacs	Environment / Open Spaces	MH1 POS
John Gray Musical Entertainment (Funfest band)	300.00	No vat	300.00	Bacs	Youth and Community	Funfest
Expenses Claim A Hall (Travel)	67.50	No vat	67.50	Bacs	Salaries and Expenses	Expenses
Interiors and Flowers (Flowers for Kate)	40.00	No vat	40.00	Bacs	General Administration	Sundry Admin

Any other invoices received before the next meeting will be added. Payments by bacs wherever possible.

Resolution: to authorise payments (including the national payrise reflected in the employees salaries) and note payments made during the month described above:

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

Transfer between accounts / budget lines

Poppy of Honour Plaque purchases and donations from PC Treasurer Account to POH account received in July: £2462.74
£28.56 transfer from BACH Treasurer Account to PC Treasurer Account (Bingo and Cream Tea costs)

iii. Consider recommendations of the Audit Working Party.

AUDIT WORKING PARTY

Meeting Friday 18th July 2025 at 9.30am via Zoom

NOTES

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

Present: Cllrs Haskins, Munson and Gage and Clerk A Shepherd.

1. Apologies.

Apologies were noted from Cllr Ellis.

2. Report of the fourth quarter meeting in April to be approved.

The notes were approved. Clerk confirmed that the notes were included in the May Parish Council Finance Report and the recommendations of the Audit Working Party were considered. A discussion followed about the Sports Pitch followed regarding gates / access and it was agreed that further discussion needed to take place at the next Parish Council meeting.

3. To confirm first quarter bank reconciliation.

A detailed bank reconciliation for the first 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 £937,043.87 across the PC bank accounts at 30th June 2025.

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

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

The following points were discussed / noted:

- A good amount of interest income has been received in quarter 1 and the level of interest received each month is likely to increase following the completion of the MH1 POS transfer.

- There is a chance that there will be an overspend on IT and Communications at year end due to some unexpected expenditure on improving laptops. Spend to be reviewed again at the end of the second quarter.

- Lottery spend was reviewed and Clerk outlined plans to spend the remaining year 1 revenue funding where possible. Including obtaining a separate insurance policy for the Country Park. Clerk to make enquiries, in particular, into who should take out the insurance e.g. whether it should be jointly with CFPC due to a joint lease being in place.

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

5. To receive an update on VAT registration.

Clerk confirmed that despite the application for VAT registration being completed and submitted in April to take effect from the 1st April, confirmation of the VAT registration and VAT number has not been received. HMRC have advised that an application can take up to 10 weeks to process. Clerk advised it is likely that the first VAT return will take place after the end of Quarter 2 and incorporate quarter 1 and 2.

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 £240,065.43 of CIL money is held.

It was also noted that the PC is currently spending the pot of CIL received in April 2021, that needs to be spent by April 2026. £104,575.29 must be spent by April 2026.

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

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

Clerk confirmed that no other financial matters had been brought to her attention but that two grant applications had been received outside of the normal grant funding application windows.

One from the Taunton Area Cycling Campaign for £300.00. The grant is to support the TACC to run a stall at the West Monkton Cycling Event to promote active travel in general and cycling in particular. The TACC have been pleased to do this for the last three years and hope to do so again at future events. In future the TACC plan to coordinate this with a led-ride to show novice cyclists the Foxglove Trail. The TACC will also be adding additional way-marking to routes in this area.

The second grant application is from West Monkton Primary School PTA for £1056.00 for a pack of six parking buddies for use outside the primary school. The parking buddies are designed to encourage safer parking practices and improve visibility for both drivers and pedestrians and mitigate risks during peak times at school drop off and pick up.

The Audit Working Group recommended that both applications are approved and that £300.00 is awarded to the TACC from the social and wellbeing grant cost code and £1056.00 is award to the West Monkton Primary School PTA from the off carriageway maintenance cost code.

8. Date of next meeting Friday 17th October 2025 at 9.30am via zoom.

Meeting finished at 10.40am.

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

b) Budgeting and Summary Report (incorporating BACH Accounts)

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

106/25 Other matters for report only – items for discussion – no decision

a) Items for next meeting agenda - by 1st September 2025.

Noted

Cllr Haskins reported that the review of the Clerk's contract will be included on the agenda for the next meeting.

b) Dates to note over the next 14 days

Noted

107/25 Dates of forthcoming meetings:

Parish Council:

Second Tuesday in the month (Business focused meeting)

2025: 9th Sept, 14th Oct, 11th Nov, 9th Dec.

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

2025: 23rd Sept, 28th Oct, 25th Nov.

Audit Working Party: 17th October 2025 at 9.30am

Annual Parish Meeting: TBC 2026

BACH Committee 21st October 2025 at 7pm

Budget and Precept Working Group: TBC November 2026

Sports Pitch Committee 2nd September 2025 at 9.30am

Somerset Wood Joint Committee TBC

There being no further business to discussed, the meeting ended at 10.05pm



Signed Chairman:

Date: 9th September 2025