



West Monkton Parish Council

ADOPTED

Minutes of the Meeting of West Monkton Parish Council held on Tuesday 9th September 2025 at 7.00pm.

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

In attendance: Amy Shepherd, Clerk, Candy Sully, Country Park Volunteer Coordinator, Kate Welsh, Assistant Clerk Community, Mr K Perry, Bathpool Flood Warden, Cllr David Fothergill, Somerset Councillor, representatives of Alder King and 6 members of the public.

108/25 To receive any apologies (with reasons), introductions with responsibilities.

No apologies were received.

109/25 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.

110/25 To adopt the minutes of the Parish Council meeting on 12th August 2025

The minutes from the Meeting of the Parish Council on 12th August, having been previously circulated, were taken as read. It was resolved to adopt the minutes of the Parish Council meeting on 12th August, proposed by Cllr Cronshaw, seconded by Cllr Munson and agreed by show of hands.

111/25 To declare a casual vacancy following the absence of Cllr Tully for more than 6 consecutive months

Clerk reported that following Cllr Tully's absence from Parish Council or Committee meetings for 6 consecutive months, Cllr Tully automatically ceases to be a councillor.

A casual vacancy now needs to be declared following which a notice of the declaration of the vacancy will be published providing electorates 14 days to request an election. If sufficient requests are not received the Parish Council can proceed to fill the vacancy by co-option in October.

It was resolved to declare the casual vacancy. Proposed by Cllr Ellis, seconded by Cllr Chapman and agreed with all in favour.

112/25 To receive a presentation from Alder King regarding proposed development at land off Dosters Lane, Monkton Heathfield.

Jamie Wilton and Tristan Hutton from Alder King and Jenny Adams from Ainscough Strategic Land attended the meeting and gave a presentation regarding a proposed development at land off Dosters Lane, Monkton Heathfield.

The proposed development is on 15.5 hectares of land to the east of Dosters Lane. The land has a low flood risk and no heritage assets although it was noted that there is a conservation area and listed buildings locally to the site.

It is proposed that the majority of the site will be undeveloped to enable hedgerows to be retained, to build around the gas main that runs through the site, to provide SUDs and to enable biodiversity net gain to be achieved.

The proposal will incorporate up to 225 homes on the site. Public Open Space is proposed to the north of the site and landscape buffers will be added to the east. A NEAP, LEAP and trim trail are proposed.

Only one access point from Dosters Lane is proposed. The housing mix is to be determined as initially an application will be submitted for outline planning permission with proposals for access. The housing mix will include 25% affordable housing and 10% bungalows to comply with the Neighbourhood Plan. The density of housing is expected to be 15-16 per acre.

The timeline for the planning application includes September / October 2025 consultation, November 2025 submission of application. March 2026 determination by SC Planning Committee.

Points and questions raised by the Parish Council included:

- Concern about the single point of access from Dosters Lane, impact of rat running through West Monkton village. Strong view that access should be provided from A38.

- Sufficient crossing points across the A38 to access the development from the proposed MH2 development / local centre / school access.
- Conversation around ongoing POS maintenance to inform the S106 agreement for the development encouraged.
- Location of the footpath to the north.
- Impact of development on properties to the east and ensuring sufficient buffers are incorporated in the proposal.
- Ensuring the garden town principles are incorporated in the proposals.

113/25 To note Clerk's reports.

Clerk's Report:

General Admin:

- Office sign put up.
- PC Away Day – Jess making arrangements / identifying the best date. Now taking place on 24th October 9.30am until 4pm at the Rugby Club. Dietary requirements to be sent to the Clerk.
- Developed contract / job description for Parish Lengthsman.
- Finalised review contract / job description for Clerk.
- Asked Lengthsman to:
 - Strim / cut the dog walking area.
 - Cut hedge on Monkton Heathfield Road, near the Spital Allotments.
 - Install the entrance signs at the Country Park

Community

- VJ Day arrangements / enquiries, website information updated, bookers run, set up and helping at. Cashing up and banking.
- Arranging collection of toilets from Country Park after events.
- Helped with Repair Café / Youth Café / Summer Youth Café during Kate's absence.
- Events Working Group Meeting on 14th August – notes /actions. Next meeting scheduled for 9th October.
- Shindig cancellations and ticket refunds.
- HYPE meetings in Kate's absence, agreeing a schedule of activities to take place at the Youth Café between September and December and providing finance updates.

Highways

- Road safety audit for Yallands Hill crossing point received and circulated.
- Liaising with Traffic Management regarding double yellow lines on Mead Way / the parking issues. More pictures to be taken and sent to Traffic Management. Ticketing of cars has taken place again by Hinkley for fly parking.
- Follow up Hinkley about re-directing the bus route through the bus gate instead of through the village.
- Followed Monkton Heathfield Road street signs – response received confirming that 7 locations have been marked for new signs as follows:- 2 new sign – one either side of the road at Yallands Hill junction with Greenway, 1 new sign opposite junction with Mead Way, 2 new signs on the Bawler Road roundabout - one exiting the roundabout from the garden centre end one entering the roundabout from the village end and 2 new signs one on either side of the road at the Dosters Lane junction. They are on the list for the next bulk order of new street name plates – when there is enough to warrant an order.

Finance / Payroll:

- Making payments / placing orders.
- Managing / inputting Accounts using Scribe.
- Cash POH donations banked.
- Cash from events banked.
- September payroll and finance reports.
- Obtaining quotes for CP lottery project deliverables.
- Obtaining quotes for Sports Pitch works.
- Various orders placed and deliveries accepted.
- £100k transferred to PSDF.
- VAT return for period 1st April to 31st May. Registration from 1st June – scribe digital returns to be submitted going forward.
- External Audit completed with no comments, queries or observations. Audit notices completed and posted / displayed.

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

- Liaised with companies regarding the delivery of the containers to the Country Park. Obtained padlocks for two storage containers.
- Arranged collection of toilet block from Dunn Auctions.
- End of Year One lottery report prepared, circulated and submitted.
- Ordered new leaflets and POH banner.
- Water bowser trailer repair items.
- Tipper trailer delivered to CP.
- Entrance signage delivered ready for installation by the Lengthsman.
- Lottery project evaluation report updates.
- Site meeting with West Country Drainage regarding combining drainage and electric trench to take place on 5th September.

Sports Pitches

- Awaiting determination of the planning application.
- Access works continuing – expected to be off site by end of first week of September.
- Gate ordered wording on gate amended to 'Hyde Park Sports Ground'.
- Gate work expected to take place at the end of September.
- Commissioned contractor for Artificial Pitch and Cricket nets. Site meeting on 9th September. Work expected to commence week commencing 22nd September.
- Rugby posts ordered. Expected to be delivered week commencing 8th September.
- Water pump and pipe ordered for watering re-seeded cricket square.
- Sports Pitch Committee meeting on 2nd September – following items agreed / discussed:
 - Proceed with ordering rugby posts for delivery / installation once the access works have completed.
 - Rugby club to mark out the pitch ready for installation of posts
 - Group of volunteers to be arranged to remove the small stones that have come to the surface.
 - Review fencing requirements once access work is completed / gates are installed.
 - Perimeter fencing for rugby pitch to be paid for from sponsorship.
 - Next meeting of Sports Pitch Committee is on 7th October at 10.30am.

MH1

- POS transferred on 1st July.
- Catch up meetings with Persimmon still taking place.
- Somerset Council commissioned to empty general waste and dog waste bins in the estate.
- Letter and Q+A being drafted to be sent to properties with second bill by Managing Agents – letter and Q+As expected to answer queries raised by residents. Once agreed information will also be added to the PC website to direct queries raised on social media.

MH2

- Meeting with CSM PC to review latest highways proposals took place on 19th August.
- Meeting with Simon Fox, Planning Officer took place on 2nd September.

BACH:

- Jess supporting with invoices.
- Accounts / scribe updates.
- Orders / cleaning supplies. Wheels put on new tables.
- Problem with water, possible contamination. Bottled water purchased for hirers.
- Welcome screen kept up to date and monthly condition checks completed.
- Next BACH Committee meeting scheduled took place on 21st October 2025 at 7pm

Meetings last 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
 18th August – LCN Youth Group meeting
 19th August – MH2 meeting
 20th August – LGR Clerks Session
 20th / 21st August – Summer Youth Café
 21st August – MH1 catch up
 21st August – Hype project meeting
 25th August – 1st September – Bank Holiday / Annual Leave

Meetings this month:

2nd September – Sports Pitch meeting
 2nd September – Agenda run through meeting
 2nd September – MH2 meeting with planning officer
 3rd September – Summer Youth Café feedback meeting / plans for Youth Café activities.
 4th September – MH1 catch up
 5th September – CP site meeting re treatment plant / electric trenches.
 5th September – container delivery at CP.
 9th September – Sports pitch site meeting with cricket net contractors
 9th September – PC Meeting
 12th September – SLCC Branch Meeting
 16th September – Agenda run through meeting
 16th September – Funfest feedback meeting
 17th September – LGR Session
 19th September – Hartnells Public Art Strategy meeting
 23rd September – Parish Council Meeting
 24th September – LCN Meeting
 25th September – EA catch up meeting

114/25 Somerset Council Report from Cllr Cavill and Cllr Fothergill

Cllr Fothergill reported on the following:

NHS Somerset Community Beds: At Somerset Council's Adults and Health Scrutiny Committee (21 Aug), NHS Somerset faced criticism over proposals to close or repurpose beds in community hospitals. Public speakers warned that local access, transport links, and staffing had not been addressed. NHS leaders insist no final decisions have been made and further consultation is underway through the "Big Conversation" events. NHS Somerset will have a presence at the following events and locations:

- August 26: Wincanton Cares Community Talking Table, Morrisons, Southgate Road, Wincanton
- August 27: Wacky Wednesday, Wellington Park, Wellington
- September 2: Williton Talking Cafe, Williton Pavilion Hall, Roberts Street, Williton
- September 20: Chard Market, A30 Fore Street, Chard
- September 27: Crewkerne Farmers' Market, Falkland Square, Crewkerne
- September 27: Taunton Together, The Square, Taunton

If you are unable to attend any of these events you can complete the online survey by visiting www.nhssomerset.nhs.uk/big-conversation-2025 or email somicb.engagement@nhs.net

Bridgwater Docks Consultation: Somerset Council and consultants WSP have launched a public consultation (18 Aug to 14 Sept) on plans to regenerate Bridgwater Docks, part of the £23.2m Town Deal investment in the town centre. Proposals include new walking and cycling routes, a swing bridge at Newton Lock, upgraded marina facilities with additional moorings, improved lighting and landscaping. Engagement events include a Teams webinar (28 Aug) and a drop-in at Victoria Park (13 Sept). To take part in the consultation, please complete this questionnaire. <https://somersetcouncil.citizenspace.com/comms/bridgwater-docks-regeneration/>
City, Town & Parish Preparedness Survey: Somerset Council and Somerset Prepared are inviting all parish, town and city councils to complete the first Preparedness Survey to help assess emergency risks across the county. The survey asks councils to score the significance of local hazards and reflect on their preparedness in terms of planning, people and resources. Responses will inform support for community resilience, establish a baseline for tracking progress, and allow councils to request specific help. The survey closes 19 September 2025, with findings shared at the Community Resilience Day on 15 October. Complete the survey here: <https://somersetcouncil.citizenspace.com/climate-and-environment/city-town-parish-preparedness-survey/>

Fire Risk from Gas Canisters: Somerset Council has issued a warning following a near-serious fire at a recycling facility caused by gas canisters being placed in blue recycling bags. In the past six months, almost 1,500 canisters have been wrongly disposed of, leading to four fires in one month. Crews cannot always spot canisters in collections, and the risk of explosion when crushed is high. Residents are urged to take small canisters, vapes, lithium-ion batteries and devices to recycling sites for safe disposal. Only empty aerosols may go in blue bags.

Cllr Cavill reported on the following:

Local Plan - 2nd October: The Local Plan team will be providing a briefing on progress on the Local Plan, particularly: the Call for Sites activity and assessment process; and outputs from the early engagement activities to inform the strategic direction of the plan.

Junction 26 - A £5.7 million Somerset Council scheme to replace a deteriorating 51-year-old concrete road is progressing well with Junction 26 and the A38 Chelston Link Road now planned to reopen ahead of schedule.

All slip roads at Junction 26, the roundabout and the A38 link road from the motorway to the Chelston roundabout are set to reopen overnight on Saturday 6 September to Sunday 7 September.

Making Social Care more Efficient - Somerset Council is rolling out an AI tool to frontline social workers following the success of a pilot which showed significant time savings. Called 'Magic Notes', it uses generative AI to turn meeting recordings into detailed reports and case notes – giving staff back valuable time so they can focus their attention on care.

Somerset Council initially trialled Magic Notes with 20 staff across Children's Social Care and the Children's Social Care Business Operations Service.

The Somerset Economic Prosperity Strategy 2025 to 2045 sets out a clear vision, and priorities to bring about a significant change in economic prosperity in Somerset. It aims to build a thriving, fair and green Somerset economy that leads the UK on low-carbon energy, aerospace and defence, high-value manufacturing and digital and data.

Somerset Council's Executive today agreed to appoint Newton Consulting Ltd to work with council teams to accelerate delivery of the Inspiring Innovation transformation programme.

The programme is the key next step of the Council's response to its financial emergency, aiming to achieve savings while maintaining high-quality public services for Somerset residents.

The decision follows a comprehensive and transparent procurement process to identify a partner with the expertise, capacity, and experience to co-design and deliver change initiatives across the organisation.

The first phase will cost up to £1.5m, with the total contract value capped at £20m over the full term, 5 Years, with any further phases subject to future decisions. In line with best practice, the contract is expected to return between £2.50 to £3 for every £1 invested.

The Inspiring Innovation Transformation Plan, first approved in July 2025, focuses on five core areas: budget workstreams, change projects, transformation initiatives, culture and capability, and future direction.

The plan seeks to modernise systems, drive financial discipline, adopt radical innovations, invest in leadership and digital skills, and set a long-term vision for a digitally enabled, agile council.

The Executive also endorsed the Somerset Council People Strategy 2025-2028, which sets out a vision for a skilled, resilient, and empowered workforce aligned with transformation goals.

Sunday Parking Charges - A public consultation on proposals to introduce Sunday charges in Somerset Council car parks starts on Monday 8 September until 20 October.

There are currently different charging principles applied across the county's 200+ Council-run car parks, and the system has not been reviewed since Somerset Council came into being in 2023. The Sunday charging proposals are the start of a process aimed at harmonising charging practices across the county.

The proposal to consult on Sunday charges, approved by Executive earlier in the year, gives the public and businesses a chance to have their say before any final decision is taken.

Greenway Activities - Greenways and Cyclerooutes is a charitable volunteer-led organisation that holds an annual workcamp to help local groups and volunteers to help us to build walking and cycling routes.

Our tenth and final workcamp will be our fourth based in Shepton Mallet. Work will focus on our new route currently being built NW from Hamwood Viaduct towards Bath: casting cattle crossings, making and installing benches, building small drystone retaining walls and a dam, fencing in a beautiful woodland and the usual clearance of vegetation. We will also make shuttering for bridge abutments for Cheddar and preparing timber decking for the Willow Walk bridge in Glastonbury.

Please join our workcamp, 9 to 5, from Saturday 6 to Saturday 13 September inclusive for as many or as few days as you wish – even if you can only spare a few hours. Join as a day volunteer or bring a tent or campervan and come and stay in our camp.

Please contact us greenwaysandcyclerooutes@gmail.com

The following questions were asked:

Cllr Gage asked if it is correct that SC will commit none of the CIL money that it receives for the MH2 development for infrastructure in the Parish and if they aren't where are they going to spend it? A discussion followed and it was agreed to request SC to provide a study of required secondary school places.

Public Question Time

A member of the public relayed concerns from Yew Tree Lane residents about the fence / ditch issues and the potential flood risk following work by Network Rail and requested an update. Cllr Haskins confirmed that he is liaising with Network Rail regarding the issue.

A member of the public asked who is responsible for sending out information about the MH2 proposals to residents nearby / affected by the proposals. Clerk confirmed that the planning authority should write to impacted properties and site notices should be displayed. It was agreed that when updated proposals in respect of the MH2 development are submitted to the Planning Authority the Parish Council would add information to the PC Facebook Page, Monkton Matters website, Noticeboards and Village News.

Clerk reported that concerns regarding the speed of tractors travelling up and down Greenway had been reported to her. The SID has been placed at Greenway to remind drivers of the speed limit and to record vehicle speeds.

115/25 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.

48/25/0042/VSC: Variation to Section 106 agreement on application 48/16/0033 for the modification of planning obligations to amend the obligations relating to affordable housing on land at Hartnells Farm, Monkton Heathfield.

The Parish Council agreed to make no comments in respect of the application.

48/25/0043/T: Application to carry out management works to three oak trees included in Taunton Deane Borough (Cheddon Fitzpaine No.2) Tree Preservation Order 1997 on land to the west of Aginhill Drive, Monkton Heathfield (TD708).

The Parish Council supports the granting of permission.

48/25/0045: Change of use of land from open green space into tarmac inlet turning space area outside of Oaklands, 3 Northwood Close, Monkton Heathfield.

The Parish Council supports the granting of permission.

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

48/23/0039: Replacement of dwelling and garage including erection of workshop and alterations to entrance at Roughwood, Coombe Lane, West Monkton – Refused by Somerset Council – Appeal has been lodged.

116/25 Community

a) General Update; Summer Youth Café Volunteer Recognition

Clerk reported that the Summer Youth Café has now finished and highlighted the work of the Youth Café Volunteer, Mandy Cooper who made the sessions possible through the summer. It was agreed to recognise Mandy's work with a £25.00 gift voucher from the Parish Council.

b) Events; Feedback from VJ Day Event and Somerset Day / Shindig on 9th May 2026 arrangements

It was noted that the VJ Day event was a success.

Clerk confirmed the bookings and arrangements that have been put in place for the Somerset Day Shindig scheduled to take place on 9th May 2026.

Assistant Clerk Community outlined a proposal received from St Giles Dog Show to hold two dog shows at the Country Park in 2026. One on Sunday 26th April and another on Sunday 23rd August. It was suggested that the 26th April one could be amended to coincide with the Somerset Day Shindig, either taking place as part of it on the Saturday or on the following day. Assistant Clerk Community to liaise with St Giles.

It was noted that a Funfest Feedback meeting has been scheduled.

Clerk reported that work is taking place to establish all the event dates in 2026 to enable an events calendar to be sent to the Parish in early 2026.

c) HYPE update

Assistant Clerk Community reported that a six month update report on the HYPE project has been developed and was circulated in advance of the meeting.

Assistant Clerk Community provided a summary of the report and plans for activities to take place at Youth Provision in the LCN area over the next six months.

117/25 Assets

a) Country Park and Somerset Wood update; Lottery project; note year one progress report and consider quotes for project deliverables, anti-social behaviour / security. Stoke St Michael silhouettes for Centenary commemorations – placement at the Country Park.

Candy Sully, CP Volunteer Coordinator provided an update on activity in the Park including:

- More volunteers and interest.
- Volunteering together in Bridgwater at the end of September.
- Three containers and toilet now on site.
- Welcome signs delivered
- Two new bins in remainder to go in soon.
- Tipper trailer delivered and built and is ready to use.
- Waymarkers ready to be installed early October. Working on posters to go out.
- Planting – Trees and shrubs to replace dead ones.
- Liaising with land advisor from Somerset Wildlife Trust regarding the Wessex Water grant.
- Attended the Priorswood activity day end of August
- Will attend the Taunton Together event at the end of September.
- Anti-social behaviour experienced over the summer – fire last week, water pipe now out of action.
- New PT starting on Tuesday mornings at the park any weather in the forest school.

Clerk outlined quotes for a lottery funded ride on lawn mower.

Option 1:

https://farol.co.uk/all-stock/garden/riding-lawn-mowers/john-deere-x147r-ride-on-lawnmower/?gad_source=4&qad_campaignid=22669875098&qclid=EAlaIqObChMlp8q93N3BjwMV5JdQBh1zfwfmEAQYASABEqI0VfD_BwE

+ Delivery £75.00

+ Mulching kit £175.00

(tow hitch to be added upon delivery)

Option 2:

https://www.tuckwells.com/shop/john-deere-x147r-petrol-lawn-tractor/?gad_source=4&qad_campaignid=21898658847&qclid=EAlaIqObChMlp8q93N3BjwMV5JdQBh1zfwfmEAQYBCABEqIZnP_D_BwE

Free delivery

+ mulching kit £175.00

(tow hitch to be added upon delivery)

Option3:

https://mowshop.com/product/john-deere-x147r-rear-discharge-mower-36-92cm/?utm_source=google&utm_medium=cpc&utm_campaign=20978525992&utm_term=&utm_content=&qad_source=4&qad_campaignid=20968690941&qclid=EAlaIqObChMlp8q93N3BjwMV5JdQBh1zfwfmEAQYAiABEGKq6_D_BwE

+ Mulching kit £173.00

Free delivery

It was resolved to proceed with option 2 from Tuckwells but Clerk to see if any local suppliers can match / do a better deal in exchange for local advertisement. Proposed by Cllr Munson, seconded by Cllr Gage and agreed with all in favour.

Clerk confirmed that £5k is included in the lottery funding for surfacing the volunteer compound and suggested that a request could be submitted to the lottery to repurpose this for cladding the containers. It was agreed that the Clerk should ask the lottery if this is possible.

Clerk requested confirmation of the fencing requirements on site in order to gather quotes. It was agreed that the fencing should be 2.4m high and similar to that surrounding the play area in North Petherton. Clerk to gather quotes.

Clerk requested views on the CCTV and where best to mount. It was agreed that the CCTV should be mounted on the container.

Clerk to gather quotes.

Clerk and Cllr Cavill provided an update regarding the treatment plant. A further application needs to be made to SC as it has been confirmed that Allens Brook is a water vole conservation area. This will hold up works by up to 4 months. Cllr Cavill has begun gathering quotes to chain cut just the water and electric trenches to proceed with that element of the work. One quote has been received so far. 400m of trenches are required. Further quotes to be gathered. It was agreed that the treatment plant contractor would be asked to install the treatment plant and take the ducting to the outside of the compound area to enable the fencing to be erected.

Cllr Besley to transport some stone from the sports pitches to the CP to enable slopes to be developed for vehicles accessing the containers.

Cllr Gage outlined a quote to provide racking in the 30ft container. The quote for labour is £450.00. It was resolved to appoint Cllr Haskins to rack the container for a reduced price. Proposed by Cllr Cronshaw, seconded by Cllr Chapman and agreed with all in favour.

Cllr Cronshaw outlined an offer from Stoke St Michael PC for the silhouettes that they have for Centenary commemorations to be placed at the Country Park. It was agreed that the PC would accept the silhouettes on the condition that they can be stored until a suitable place to display them can be found.

Cllr Haskins reported that the levels of the containers needed to be checked and slabs needed to be replaced. Cllr Haskins confirmed that he would do this work.

Lengthsman to be asked to install a pedestrian access point from the Maidenbrook Lane entrance to the CP.

Cllr Cavill raised hedge cutting at the Park and suggested that it could include trimming the section of hedge near the serving hatch substantially. This was agreed.

b) MH1 POS update

Clerk reported that a letter / Q+As has been developed for delivery to residents with second bill. This information will also be added to the PC website. Cllr Haskins and Chapman are now registered as Directors and the secretary details updated.

Cllr Haskins reported that queries have been raised regarding Saxons as a company and the process / due diligence carried out by PC. The approach taken by the PC has been reviewed and information developed confirming the due diligence carried out the PC. Cllr Chapman reported that he has received confirmation from 6 people who are interested in being directors on the Management Company, 2 from Pavilion Gardens with a 3rd interested.

A daytime meeting to be arranged with Saxons and those interested as soon as possible.

It was noted that the Q+As give the opportunity for people to put themselves forward to be Directors

Cllr Chapman also reported that the Contractors are doing a good job, the benches are done and there are no outstanding tree works. Clerk also reported that weeds on kerb edges are being sprayed by Persimmon contractors.

118/25 Highways / Environment

a) Yallands Hill Crossing Point; Safety Audit Report.

The Safety Audit Report circulated in advance of the meeting was noted. Taunton Town Council are moving forward with obtaining a Road Safety Audit for the Tudor Park crossing point and the Councils will then proceed with local consultation on both proposals. Clerk and Cllr Cavill are continuing to investigate the Hartnells S106 money for puffin crossing 2 and its allocation for the Yallands Hill Crossing Point.

b) Mead Way Parking issues / Hinkley bus; update.

Clerk reported that ticketing for fly parking has been taking place and the number of cars parked there has reduced.

Clerk is liaising with Hinkley and Traffic Management about moving the bus route and Hinkley have responded confirming that they are looking into changing the route so that it goes through the bus gate rather than Monkton Heathfield Road but that they must consider the driver's hours, fatigue models, length of time the workers are on the bus, what impact the new route has on the local infrastructure. These considerations may take some time.

c) Bus Shelter / Layby opposite Thornash Close; discuss and agree works.

Work to the area surround the bus shelter opposite Thornash Close was discussed. It was agreed to leave the chain link fence in place, spray the brambles (it can take up to 3 weeks to kill the root) and gather quotes for planting hedging at the location. Clerk to gather quotes for red and yellow Pyracantha.

119/25 Projects

a) MH2 Update; feedback from meeting with CSM PC on 19th August and meeting with Planning Officer on 2nd September.

A brief summary of the headlines from the meeting with the Planning Officer that took place on 2nd September was provided. It was agreed that a separate meeting needed to be held to provide and discuss the information shared at the meeting was needed. Following which a meeting with CSM PC would be scheduled.

It was agreed to hold a meeting to discuss MH2 on Tuesday 16th September at 7pm.

b) Sports Pitches update; Feedback / consider the recommendations of Sports Pitch Committee following the meeting on 2nd September

Cllr Haskins reported that CjL are moving off site on Wednesday following completion of the access works. Cllr Besley to put in place some implements to prevent unauthorised access.

Clerk reported that a site meeting had taken place with Durant Cricket who are installing the cricket nets and artificial cricket square. Work on site will commence on 22nd September and could take up to a month.

The contractors will move the water pipe, use one point of access to the square and move spoil to the pump track area.

Cllr Haskins reported that the gate works are expected to commence by the end of September. The contractors have requested confirmation of the pillar cap stone – it was agreed that they would be sandstone, the colour of the gates and the colour of the height restriction bar – these will both be green to match the fence.

Clerk outlined the actions / recommendations of the sports pitch committee. These included:

- Cricket square / nets works commencing week commencing 22nd September
- Water pipe needs to be moved so that it is outside the square
- Rugby posts have been ordered and delivered. Rugby to mark out pitch – liaising re date. Rugby Club contacted to request support with installing the posts.
- Fencing requirements including headwall to be reviewed when CjL off site
- Working party to remove stones that have come to the surface being organised. – will share the date with our volunteers once confirmed.

c) Poppy of Honour fundraising update; 2026 events schedule.

Cllr Cronshaw provided a summary of recent fundraising activity and shared a schedule of the planned 2026 activities and progress with enquiries. Clerk confirmed that just over £10k has been raised to the end of August.

Cllr Cronshaw also confirmed that she is in dialogue with a construction company about the possibility of them sponsoring the ground works.

Cllr Cronshaw is developing a list of big businesses in the area and contacting them requesting their support in the run up to the Remembrance Service.

Towing of the Poppy of Honour through 2026 was briefly discussed and it was agreed that a solution / arrangement needed to be made. Clerk to add an item to the agenda for the next meeting to discuss.

120/25 Reports, including recent developments, matters to consider and decisions to be made:

a) Bathpool Flood Warden: Mr Kevin Perry.

Mr Perry reported that 45mm of rain has fell in last two weeks locally. Reports of flooding in other areas in the South West. The rainfall has no impact on river or reservoir levels. The reservoir level is now at 39%.

Clerk to share EA catch up dates with Mr Perry and Cllr Haskins. Meetings have been scheduled to take place every two months with the EA to receive an update on the Bathpool Pumps.

b) GDPR update:

Nothing to report

c) Communications Report

Parish Council Website

- Regular updates to Highways (including road closures), Planning, Finance and Parish Council carried out.

Parish Council Facebook Page:

- Page likes / followers now at 1545
- 11.1k post reach
- Posts added sharing news items that are added to the website.

Monkton Matters

- Page likes / followers now at 581
- 9 new articles added in August
- Articles on Monkton Matters being shared on Monkton Matters Facebook page to pull users to the website.
- 9.9k post reach
- Business directory has details of 28 businesses so far.

Community Fridge/Community Garden Facebook Page:

- Page likes /followers 1292

- 5.2k post reach
- Maidenbrook Country Park Facebook Page
- Page likes/followers now at 923
 - 15.3k post reach
- Village News Contribution
- Developed by the Clerk's
- Noticeboard Updates
- Updated noticeboards

Representatives on outside bodies

d) West Monkton Village Hall Management Committee; Approve representative

It was agreed to defer appointing a Parish Council representative on West Monkton Village Hall Committee until after the casual Parish Councillor Vacancy has been filled.

e) The Spital Trust: Cllr Ellis to report.

Cllr Ellis reported that a meeting of the Spital Trust is scheduled to take place on 25th September.

f) Any other events at which WMPC was represented;

Cllr Cavill reported on the event that he attended with the CP Volunteer Coordinator at 40 commando organised to welcome the new Chief Officer.

g) Consultations;

None

121/25 Finance

a) Finance Report

Fuel Transfer Pump for Country Park / Ride on lawnmower

https://www.sakertool.co.uk/products/sakerplus-electric-rechargeable-oil-pump?_pos=1&_sid=5ba9e7066&_ss=r&variant=55984242590080

£129.99

Resolution to proceed with purchase.

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

BACH Water Boiler Replacement

Water boiler broken and parts are no longer available to repair.

Aspens:

Replacement with Lincat Model No EB3FX

Supply and install

2 year parts and labour warranty

£684.80 + VAT.

Nisbets:

Supply only of Lincat Model No EB3FX £659.99 + VAT.

Catering Centre:

Supply only of Lincat Model No EB3FX £663.00 + VAT.

Proceed with replacement quote provided by Aspens.

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

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)	£38.90
Nationwide (Monthly)	£111.85
PSDF (Monthly)	£2418.04

Poppy of Honour Card Donations	£562.50
Poppy of Honour Cash Donations	£1428.00
Somerset Community Foundation (Country Park Grant)	£1433.00
Dog Show proceeds (Card)	£121.55
Dog show proceeds (Cash)	£75.00
VJ Day proceeds (Card)	£941.88

VJ Day proceeds (Cash)	£30.00
Somerset West Lottery (Community Fridge grant)	£14.00
Shindig tickets/raffle	£60.00
Somerset Council (Garden waste subscription refund)	£147.00
Bingo proceeds (Cash)	£72.00
HMRC (VAT reclaim 1st April – 31st May 2025)	£11541.30
Salvation Army (Clothes Bank)	£37.43

Payments

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
To authorise payment of:						
Employee pension contributions	226.34	No vat	226.34	d-d	Salaries and expenses	Pension
	50.67	No vat	50.67	d-d	MCP Lottery Funded Project	Volunteer Coordinator
Employer pension contributions	169.76	No vat	169.76	d-d	Salaries and expenses	Pension
	38.01	No vat	38.01	d-d	MCP Lottery Funded Project	Volunteer Coordinator
A Shepherd Clerks salary SCP33	xx.xx	No vat	xx.xx	bacs	Salaries and expenses	Salaries
	xx.xx	No vat	xx.xx	Bacs	MCP Lottery Funded Project	Administration
K Welsh assistant clerk-community salary SCP 29	xx.xx	No vat	xx.xx	Bacs	Salaries and expenses	Salaries
J Cox Admin and Events Assistant salary SCP 3	xx.xx	No vat	xx.xx	Bacs	Salaries and expenses	Salaries
C Sully Volunteer Coordinator salary SCP 21	xx.xx	No Vat	xx.xx	Bacs	MCP Lottery Funded Project	Volunteer Coordinator
HMRC Tax and NI Contributions	2653.68	No vat	2653.68	bacs	Salaries and expenses	Salaries
	343.06	No vat	343.06	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	250.20	No vat	250.20	Bacs	Environmental / Open Spaces	Lengthsman
Business all about you Climate Initiative PR WMPC 57	275.00	No vat	275.00	Bacs	Environmental / Open Spaces	Environment / Community
QSSIT regular maintenance / monthly sub	42.40	8.48	50.88	bacs	IT and Communications	IT and Communications
Expenses claim A Shepherd (Travel)	36.00	No vat	36.00	Bacs	Salary and expenses	Expenses
Expenses claim H Ellis (Scones for cream tea)	10.00	No vat	10.00	Bacs	BACH	Community Events / Initiatives
W T & RJ Jones (final invoice for sports pitch ground works)	31405.50	6281.10	37686.60	Bacs	Community Infrastructure Levy	CIL Expenditure
Travis Perkins (Concrete for bin bases)	154.02	30.80	184.82	Bacs	Environmental / Community	POS Maintenance

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
Expenses Claim B Gage (travel) (Diesel for Mower)	70.20 57.24	No vat	70.20 57.24	Bacs	Salaries and Expenses Environmental / Community	Expenses POS Maintenance
Expenses Claim C Cronshaw (Lock box for Poppy of Honour trailer)	13.99	No vat	13.99	Bacs	Country Park	Poppy of Honour
Priority Transport Limited (Reimbursement for damage to lorry during container delivery)	918.54	No vat	918.54	Bacs	Country Park	Country Park
Expenses Claim A Chapman (Community Garden items)	22.96	No vat	22.96	Bacs	Youth and Community	Community Garden
Candida Atkins (Books sold at VJ Day)	139.86	No vat	139.86	Bacs	Youth and Community	VE / VJ Day
Travis Perkins (Toilet Hire Dog Show and VJ Day)	447.43	89.49	536.92	Bacs	Youth and Community	VE / VJ Day
Tim Burbidge (Earth works at Sports Pitches)	2116.00	423.20	2539.20	Bacs	Environmental / Community	Sports Pitches
Expenses Claim S Haskins (Travel) (Fuel and cans for VJ Day)	54.45 57.80	No vat No vat	54.45 57.80	Bacs	Salaries and Expenses Youth and Community	Expenses VE / VJ Day
Chrystal Bliss (VJ Day Entertainment)	160.00	No vat	160.00	Bacs	Youth and Community	VE / VJ Day
N Power (Electric to telephone box at The Street)	87.63	4.38	92.01	Bacs	Environmental / Community	Environment / Community
Shelley Signs Ltd (Country Park Entrance Signage)	3790.00	758.00	4548.00	Bacs	MCP Lottery Funded Project	Signage
Durant Cricket Ltd (Deposit (one third of invoice) for cricket nets and artificial cricket square)	20663.33	4132.67	24796.00	Bacs	Environmental / Community	Sports Pitches
Alex Hooper (Digger works at CP including planter and container bases and trench for electric duct)	1100.00	No vat	1100.00	Bacs	Community Infrastructure Levy	CIL Expenditure
PKF Littlejohn LLP (External Audit)	840.00	168.00	1008.00	Bacs	General Administration	Audit
Expenses Claim A Hall (Travel for Sports Pitches)	67.50	No vat	67.50	Bacs	Salaries and Expenses	Expenses
To note payment of:						
Direct Debit						
Invoice Tailored Auto Enrolment 29/8/2025 (Pension administration)	12.00	2.40	14.40	DD PAID	Salary and Expenses	Pension
Invoice SWS 117694 2/09/2025 maintain gsuite	115.00	23.00	138.00	DD PAID	IT and Communications	IT and Communications
Invoice SWS 117636 20/8/2025 MCP website. Hosting monthly plan	70.00	14.00	84.00	DD PAID	IT and Communications	IT and Communications
Invoice SWS 117575 web-lite hosting (MM) and standard mailbox 20/8/2025	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

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
EMS (Card Payment System)	56.40	1.20	57.60	DD PAID	Youth and Community	Community Events
Somerset Web Services Inv 117647 (PC website hosting)	60.00	12.00	72.00	DD PAID	IT and Communications	IT and Communications
Debit Card						
Coop (postage stamps)	13.60	No vat	13.60	Deb Cd Pd	General Administration	Sundry Admin
Amazon (print cartridge)	18.93	3.79	22.72	Deb Cd Pd	General Administration	Sundry Admin
Amazon (Office items for CP volunteer compound)	200.54 158.48	40.11 31.70	240.65 190.18	Deb Cd Pd	MCP Lottery Funded Project	Volunteer Office costs Volunteer Costs
Aldi (Summer food project items)	3.77	No vat	3.77	Deb Cd Pd	Youth and Community	Summer Food Project
Amazon (Summer food project activities)	34.04	6.81	40.85	Deb Cd Pd	Youth and Community	Summer Food Project
Cartridge People (Print cartridges)	41.35	8.27	49.62	Deb Cd Pd	General Administration	Sundry Admin
Screwfix (Water pump for sports pitches)	124.99	25.00	149.99	Deb Cd Pd	Environmental / Open Spaces	Sports Pitches
HMRC (Tax and NI Contributions)	33.47	No vat	33.47	Deb Cd Pd	Salaries and Expenses	Salaries
AED Donate (Defib pads for CP)	113.99	22.80	136.79	Deb Cd Pd	Country Park	Country Park
Booker	227.13	54.93	332.06	Deb Cd Pd	Youth and Community	Community Events
Amazon (Summer Food Project items)	34.04	6.81	40.85	Deb Cd Pd	Youth and Community	Summer Food Project
(Community Garden items)	42.56	8.52	51.08			Community Garden
TLS Security (CP Container padlocks)	231.56	46.31	277.87	Deb Cd pd	Country Park	Country Park
EMS	20.00	No vat	20.00	Deb Cd Pd	Country Park	Poppy of Honour
Aldi (Summer food project groceries)	14.17	No vat	14.17	Deb Cd Pd	Youth and Community	Summer Food Project
Aspen Services (Water boiler repair)	154.00	30.80	184.80	Deb Cd Pd	BACH	Hall maintenance
Somerset Council (Garden waste subscription)	147.00	No vat	147.00	Deb Cd Pd	Youth and Community	Community Garden
Morrisons (VJ Day fuel)	22.73	4.55	27.28	Deb Cd Pd	Youth and Community	VE / VJ Day
Asda (VJ Day Fuel)	21.92	4.39	26.31	Deb Cd Pd	Youth and Community	VE / VJ Day
Amazon (Stationery)	3.32	0.67	3.99	Deb Cd Pd	General Administration	Sundry Admin
(Community Garden items)	3.73	0.75	4.48		Youth and Community	Community Garden
(Container lights)	12.32	2.47	14.79		MCP Lottery Funded Project	Volunteer Costs
(Stationery)	31.45	6.29	37.74		General Administration	Sundry Admin
Amazon (Community Garden items)	83.70	16.74	100.44	Deb Cd Pd	Youth and Community	Community Garden
Co-op (Summer youth café groceries)	6.39	No vat	6.39	Deb Cd Pd	Youth and Community	Summer Food Project
Canva (Subscription)	27.00	No vat	27.00	Deb Cd Pd	IT and Communications	IT and Communications
Asda (VJ Day Bar stock)	66.49	No vat	66.49	Deb Cd Pd	Youth and Community	VE / VJ Day Event
Taunton Trailers Ltd (Water bowser repair)	20.83	4.17	25.00	Deb Cd Pd	Environmental / Community	Sports Pitches

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
Amazon (Water pipe for pump)	33.12	6.63	39.75	Deb Cd Pd	Environmental / Community	Sports Pitches
Microsoft (Subscription)	70.82	14.17	84.99	Deb Cd Pd	IT and Communications	IT and Communications
BACS						
Came and Co (Mower insurance)	738.42	No vat	738.42	Bacs Pd	Environmental / Open Spaces	POS Maintenance
Containers Direct (Volunteer hub at CP)	4625.00 745.00	925.00 149.00	5550.00 894.00	Bacs Pd	MCP Lottery Funded Project Community Infrastructure Levy	Volunteer Base CIL Expenditure
Taunton Area Cycling Campaign (Grant)	300.00	No vat	300.00	Bacs Pd	Grant	Social and Wellbeing Grant
D + E Renewables (Tipper Trailer)	1500.00 670.00	300.00 134.00	1800.00 804.00	Bacs Pd	MCP Lottery Funded Project Community Infrastructure Levy	Tipper Trailer CIL Expenditure
West Monkton Primary School PTA (Grant)	1056.00	No vat	1056.00	Bacs Pd	Environmental / Open Spaces	Off Carriageway highway works
J Wallace-Beecham (Shindig refund) (raffle ticket refund)	41.67 10.00	8.33 No vat	50.00 10.00	Bacs Pd	Youth and Community Country Park	Shindig Poppy of Honour
Dunn Bros SW Ltd (CP Toilet block)	2200.00	440.00	2640.00	Bacs Pd	MCP Lottery Funded Project	Toilet supply
John Waddon Ltd (Marquee repair)	350.00	70.00	420.00	Bacs Pd	Environmental / Open Spaces	Environmental / Community
Rachel Crothers (Shindig refund) (Raffle ticket refund)	20.83 5.00	4.17 No vat	25.00 5.00	Bacs Pd	Youth and Community Country Park	Shindig Poppy of Honour

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

Resolution: to authorise payments and note payments made during the month described above:

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

Transfer between accounts / budget lines

£100k transferred from Lloyds Treasurer account to PSDF.

£4418.24 transferred from Lloyds Treasurer account to Lloyds POH Account (POH donations – any payments).

Poppy of Honour amount collected (to 31st August): £10058.67.

£182.56 transferred from Lloyds BACH Account to Lloyds Treasurer account (£154.00 Aspens for Water Boiler repair and £28.56 for Cream Tea costs)

iii. Application for grant funding for Young Person

Application received for funding for equipment for a young person to equip them for college including an iPad £429.00, Apple Pencil £69.00 and iPad case £79.00. Total application £577.00

Currently £944.69 remaining in budget for this year.

Copy of application circulated separately. Resolution to grant £577.00. Proposed by Cllr Munson, seconded by Cllr Cronshaw and agreed with all in favour.

b) Budgeting and Summary Report (incorporating BACH Accounts)

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

Confidential Session

122/25 Human Resources

Clerk left the meeting.

a) Clerk's contract and pay review; to consider and approve proposed contract and job description and consider pay review

The proposed contract, job description and pay review recommendations were shared in advance of the meeting and discussed. It was resolved to approve the contract, job description and set the Clerk's pay at pay point 37 with effect from the 1st April 2025. Proposed by Cllr Cronshaw, seconded by Cllr Gage and agreed with all in favour.

Clerk rejoined the meeting

b) Parish Lengthsman contract and job description; to consider and approve proposed contract and job description and IT and storage requirements

The proposed Lengthsman's contract and job description were shared in advance of the meeting. Clerk outlined IT equipment that was needed for the Lengthsman including a refurbished iPad (approximately £200), a Sim (approximately £10.00 per month) and an email address (approximately £5.00 per month). It was resolved to approve the contract, job description and the purchase of IT equipment for the Lengthsman. Proposed by Cllr Besley, seconded by Cllr Ellis and agreed with all in favour.

c) To review anonymous employee complaint received and agree action to be taken.

Cllr Haskins provided a summary of an anonymous complaint regarding an employee received by the Parish Council. Cllr Haskins, Munson and Cavill outlined the investigation that has taken place since receiving the complaint.

It has been determined that the complaint is anonymous and vexatious and unfounded. It was agreed that no further action should be taken regarding the complaint.

End of Confidential Session

123/25 Other matters for report only – items for discussion – no decision

Cllr Ellis reported that she had been contacted by an elderly resident who needed some financial advice. It was recommended that the resident seeks the help of Age UK and the Village Agent.

Assistant Clerk Community raised the service headstone unveiling on 1st November and queried if toilets would be required. It was agreed not to hire toilets for the event.

Cllr Munson raised a dead tree near the Yallands Hill turning. Clerk to raise with Persimmon.

Cllr Gage reported that the Scout Group would like to come to the Memorial Service at the Country Park but because it takes place on a Friday it isn't possible. Consideration to be given to holding the event at the weekend in future years.

Cllr Cronshaw welcomed Assistant Clerk Community back to work after her operations.

Cllr Besley reported that Terry Williams had painted the Poppy of Honour and that Kevin Chedzoy had started work on the grill for the top of Blundells Lane / The Street / Noahs Hill junction. Mowgate have strimmed the verges on Blundells Lane and are clearing the ditches tomorrow.

Cllr Besley raised some concern expressed locally by farmers and landowners about the decision not to clear drains and ditches.

Clerk to raise the issue at the next meeting with the EA to find out who to write to regarding the decision.

Cllr Cavill raised the footpath between Tudor Park and the Waterleaze pitch. Clerk to ask the Lengthsman to clear the path.

Cllr Chapman raised the Bridgwater Road pitch and confirmed that Persimmon are arranging for the vegetation to be cut back around the fence. The vegetation overgrowing the pathway from the property on Furs Close is the responsibility of Redrow to cut. Further update to be added to the agenda for the next PC meeting.

Cllr Chapman requested an update from the Clerk regarding the speed signs for MH1. Clerk to order as soon as possible.

a) Items for next meeting agenda - by Monday 15th September 2025 or Monday 6th October 2025

Noted

b) Dates to note over the next 14 days

Noted

124/25 Dates of forthcoming meetings:

Parish Council:

Second Tuesday in the month (Business focused meeting)

2025: 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 7th October 2025 at 10.30am

Somerset Wood Joint Committee TBC

There being no further business to discussed, the meeting ended at 10.35pm



Signed Chairman:

Date: 23rd September 2025