



West Monkton Parish Council

ADOPTED

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

Present: Cllrs Besley (from 7.01pm), Cavill, Chapman, Ellis, Gage, Haskins, Munson and C. Cronshaw and D. Cronshaw via zoom.

In attendance: Amy Shepherd, Clerk, Candy Sully, Country Park Volunteer Coordinator, Kate Welsh, Assistant Clerk Community Ian Pitchford, West Monkton Village Hall and Mr K Perry, Bathpool Flood Warden.

188/25 To receive any apologies (with reasons), introductions with responsibilities.

Apologies were received from David Fothergill, Somerset Councillor.

189/25 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.

190/25 To adopt the minutes of the Parish Council meeting on 25th November 2025

The minutes from the Meeting of the Parish Council on 25th November, having been previously circulated, were taken as read. It was resolved to adopt the minutes of the Parish Council meeting on 25th November, proposed by Cllr Munson, seconded by Cllr Chapman and agreed by show of hands.

191/25 To note Clerk's reports.

Clerk's Report:

General Admin:

- Green wedge document circulated to Cllrs and Cheddon Fitzpaine PC.
- Accessibility assessment carried out on PC website. Report recommends a number of actions. Slowly working through the actions which is mainly to replace PDF documents to ensure they are fully accessible.
- Ordered replacement pads for BACH defibrillator.
- Checking AI summaries of PC minutes prior to publication.
- Asked Lengthsman to:
 - Install replacement bins and knee-high fencing in MH1.
 - Clean finger posts.
 - Deal with rust spots on Parish signs.

Highways

- Reported potholes on Noahs Hill and Red Hill.
- Developed list / map of gullies for gully sucking in addition to those on Blundells Lane, The Street and Monkton Heathfield Road. Additional locations include Milton Hill, Greenway and Goosenford.
- Liaised with Somerset Council regarding Greenway parking.
- Reported flytipping in Boome Lane.
- Contacted Hinkley bus company about damaged to Monkton Heathfield Road verge / hedge / trees. Response awaited.

Finance / Payroll:

- Making payments / placing orders.
- Payment of approved grant applications.
- Float for bingo event and banking proceeds.
- Managing / inputting Accounts using Scribe and updating paper account files.
- December payroll and finance reports.
- Gathering quotations for inclusion in the December Finance Report.
- Submitted claim to Lottery for Treatment Plant works.

- Submitted mandate to add Admin and Events Assistant to Lloyds Bank Accounts to cover Clerk if absent.
- Budget / precept calculations in preparation for discussion at Budget / Precept Working Group meeting on 18th November. Amendments to budget / precept calculations to reflect discussion. Draft Budget for 2026/27 on agenda for discussion.

Planning:

- Jess supporting with the updating of the Planning Log with planning decisions / conditions weekly.
- Preparation of PowerPoint presentation in respect of planning applications received for PC meetings and submission of agreed response to planning applications.

Country Park and Somerset Wood

- Liaised with fencing and CCTV contractor regarding scheduling installations.
- Lottery project evaluation report updates.
- Developed lottery project progress report for meeting on 25th November.
- Ordered and took delivery of tools, equipment and clothing for volunteers.
- Measured and developed specification for Country Park pathways.

Sports Pitches

- Awaiting determination of the planning application. Planning Team have confirmed by email that planning consent will be issued. Decision notice awaited.
- Gateway and headwall works have been completed.
- Fencing work has been completed.
- Followed up with Persimmon Homes regarding utility connections.
- Pavilion options research.
- Emailed Cooper Associates about possible funding for the pitch pavilion.
- Various site meetings with contractors interested in tendering for pump track work.
- Advertising / sponsorship leaflet developed and circulated to local businesses.
- Jess developing Facebook Page for Sports Ground.
- Developed floodlighting specification, specification approved and tender exercise underway, deadline for tenders – 22nd December.
- Drafted MP letter regarding delayed planning approval.
- Started to complete grant applications for funding for pavilion.
- Sports Pitch Committee meeting on 2nd December, agenda, minutes. Next meeting on 20th January 2026 at 9.30am

Hartnells

- Liaised with Persimmon regarding bin movement.

MH1

- Replacement bins awaiting installation by Parish Lengthsman.
- Noticeboards ordered, delivery awaited.
- Platinum Walk sign design approved by email. Quotes for signs in Finance Report.
- Made contact with Planning Officer about proposal for Wellbeing Unit in to be built Redrow Unit.
- Followed up Persimmon regarding saws in former Amp site boundary.
- Ordered additional speed awareness signs.
- Reported Roys Place drain covers and damaged bollard outside school with Persimmon.

MH2

- Joined Planning West Somerset Council Committee meeting when MH2 update report was presented.
- Liaised with CSM PC re CIL / S106 for infrastructure delivery.
- Confirmed WMPD position with Planning Officer.

BACH:

- Jess supporting with invoices.
- Jess added to BACH bank accounts to enable support with refunds and scribe updates.
- Accounts / scribe updates.
- Orders of cleaning supplies and warm hub chairs and equipment.
- Ordered and collected additional TV screen in the BACH lobby.
- Welcome screen kept up to date and monthly condition checks completed.
- BACH Committee meeting scheduled to take place on 3rd February 2026 at 7pm

Meetings last month:

- 1st November – Headstone Unveiling at CP
- 4th November – Sports Pitch Committee meeting

4th November – Agenda run through meeting
 7th November – Remembrance Service at CP
 11th November – Parish Council meeting
 12th November – Sports Pitch site meeting with contractor
 12th November – Sports pitch site meeting with potential pump track contractor
 13th November – Event Working Group Meeting
 14th November – Annual Leave
 18th November – Agenda run through meeting
 18th November – Budget / Precept Working Group meeting
 19th November – Thrive Training event
 19th November – Youth Café help
 21st November – Sports pitch site meeting with potential pump track contractor
 25th November – Parish Council meeting

Meetings this month:

1st December – meeting at Community Fridge re surfacing
 2nd December – Sports Pitch Committee meeting
 2nd December – Agenda run through meeting
 2nd December – Festive Volunteers Evening
 4th December – POH meeting
 4th December – Flood lighting tender site meetings
 5th December – SLCC Branch Meeting
 6th December – BACH opening / closing
 9th December – Parish Council meeting
 11th December – Events Working Group meeting
 11th December – Hestercombe LCN Meeting
 12th December – Annual Leave
 16th December – Christmas trailer decoration
 17th December – LGR Session
 18th December – Tractor / Trailer event
 19th December – Annual Leave
 22nd December – 1st January – Annual Leave

Assistant Clerk Community Report:

Community - General

- Responding to emails/messages
- Trips to Bookers for café items
- Updating Communications Report
- Produced AI summary of Parish Council minutes
- Community Update Report
- Liaised with Giles Benbow re: Planning Meeting
- Ordering litter picking equipment and stickers

Grant Funding

- Applications for HYPE Funding from HPC, Awards for All (Lottery) and Norman Family Trust
- Successfully secured funding for Community Garden from Sainsburys Good for All Grant in the sum of £1500
- Continued research and meetings to discuss funding for HYPE
- Feedback to Hubbub for Youth Café Grant for 2024/25

Community Fridge

- Keeping in touch with volunteers to keep them updated on news/emails
- Responding to social media messages with queries and information

Community Cafe

- Running a weekly Community Café at the BACH
- Run 'Repair Café' on third Wednesday of each month – contacting members of the public about various repairs and liaising with the team.
- Rev Jim Cox runs the Loss and Bereavement Drop in Cafe on the first Wednesday of each month

Youth Work

HYPE

- Meetings for HYPE/LCN Working Group
- Creating and amending schedule for youth work provision across LCN
- Organising sessions at the 3 Youth Hubs in the LCN for January to May, liaising with providers
- Planned TYCA 'Rap sessions' with the Youth Hubs in the new year
- Liaising with 'On Your Bike' about sessions for 2026
- Responding to actions from meetings
- Managing HYPE facebook page
- Banners received and distributed to LCN parishes
- SYT – emails for Primary Schools to arrange SYT workshops in schools from January

Youth Café

- Supported Go Create and Dance instructor to provide sessions at the Youth Café
- Planned and ordered resources for planned sessions at Youth Café
- Managing volunteers and staff at Youth Café
- Supervision sessions with Mandy Cooper for her Level 3 Training in Youth Work
- Observation of Mandy's Mental Well-Being session with young people for her Level 3 course
- Preparing for Festival of Trees with young people – Poppy of Honour Theme
- No of Young People registered for Youth Café (club activities) 30, 20 YP from West Monkton Parish, 2 YP from Creech, 7 YP from Taunton, 1 YP from Broomfield

Other Volunteering

- Dealing with queries and concerns from volunteers as they arise.
- Contacting any new potential volunteers
- Preparing for Volunteer Awards Evening
- Added volunteer opportunities on Spark a Change webpage

Events

- Events meeting
- Agenda/Minutes for event meeting
- Planning and preparation for Volunteer and Awards evening
- Booked Kev Stratton's band for FunFest 2026
- In conversations with Paul's Promotions about Flower Show/Produce Market
- Route organised for Tractor/Trailer event and liaise with Kev Smith re: tracker
- Letter sent to Sir Rod Steward re: Opening of Maidenbrook Park 9/5/25

Forthcoming Events 2025/26

2nd December 2025 - Festive Volunteer Evening
 18th December 2025 - Community Sing Song featuring Y5 and Trailer Event
 24th March – Annual Parish Meeting
 4th April – Easter egg hunt
 18th April – SWISH event (Clothes Swap)
 9th May - Somerset/Shindig (possibly combining spring dog show as well)
 12th May – Annual Parish Council Meeting
 6th June – Share event
 11th July – Funfest
 1st August – Flower Show
 23rd August - Summer Dog Show

Meetings, Events and Groups

4/11/25 Agenda Run Through Meeting
 4/11/25 Bingo at BACH
 5/11/25 Community Café/Bereavement Café/Youth Café
 10/11/25 HYPE Meeting
 10/11/25 Online Meeting with CAG
 11/11/25 Online Meeting with Louise Treacher, Spark re: funding
 11/11/25 WMPC Meeting
 12/11/25 Community Café/Youth Café
 12/11/25 Online HPC Workforce Uplift Meeting
 13/11/25 Team Meeting/Meeting with Bethan Turner (Comms)
 13/11/25 Events Meeting
 17/11/25 Meeting with Somerset Youth Theatre (HYPE)

17/11/25 HPC Workforce Uplift Meeting at Wembdon
 18/11/25 Agenda Run Through Meeting
 18/11/25 Budget/Precept Meeting
 19/11/25 Community Café/Repair Café/Youth Café
 19/11/25 Community Quiz at Tacchi Morris
 20/11/25 Team Meeting
 24/11/25 HYPE Meeting
 24/11/25 Meeting with Amelia Thompson, Somerset Community Foundation
 25/11/25 Meeting with Parents from WM Primary School re: volunteering
 25/11/25 Ethos Meeting at MW Primary School
 25/11/25 WMPC Meeting
 26/11/25 Community Café/Youth Café
 27/11/25 Team Meeting

192/25 Somerset Council Report from Cllr Cavill

Cllr Cavill reported on the following:

External Auditors Issue Somerset Council with multiple 'Red Flags': Somerset Council has received its latest Interim Auditor's Annual Report for 2024/25, which identifies continued significant weaknesses in the authority's financial management, governance, and oversight of grant funded projects. The auditors have issued three statutory recommendations, an increase from the two issued last year. Two relate to incomplete work on delivering detailed savings plans and developing costed transformation programmes, both of which remain critical to reducing the large budget gap forecast for 2026/27. A new statutory recommendation has been issued following failures in the Council's role as the accountable body for the Life Factory project, where auditors found that operational, governance and financial controls were inadequate.

Cost of Temporary Planning Director Confirmed:

Somerset Council will be appointing a temporary Service Director for Planning to provide additional leadership capacity within the Planning Service. The temporary post will cost between £800 and £1,000 per day, including agency fees, equating to a maximum of around £250,000 over the full term. The role will be in place for up to 12 months and will be funded through a one off virement from planning fee income.

Election Costs and Responsibilities for Town and Parish Councils: Somerset Council is advising town and parish councils to plan ahead for the significant costs associated with running local elections. Councils will be responsible for the full cost of any by elections to fill casual vacancies, including nomination papers, poll cards where requested, postal vote packs, ballot papers, accommodation hire, staff, and transport. For the next ordinary elections on 6 May 2027, local councils will cover the full cost of nomination papers, postal vote packs and ballot papers, and will share other costs with Somerset Council where elections are combined, such as polling place hire, inspection, staff training, count venues, and staffing.

Sunday Parking Charges Decision Due on 3 December:

Somerset Council's Executive will decide on Wednesday 3 December whether to introduce a Somerset wide Sunday parking charge, following a six-week consultation which received over 4,100 responses. The proposal was first considered by the Climate and Place Scrutiny Committee on 19 November, where Members voted to recommend that the Executive should not proceed, citing overwhelming public opposition and concerns about the potential impact on town centres. The decision was deferred by the Executive.

Sale of Council Asset Under Scrutiny After Reported £5 Million Loss: A property sale by Somerset Council, the former Marks & Spencer store in Yeovil, is reported to have resulted in a loss of nearly £5 million, prompting concern about the financial impact. The store was originally acquired in 2017 for £7.65 million by the predecessor district council, and the sale price has been reported at around £2.8 million. The Council has declined to confirm the final sale price or outstanding borrowing, citing commercial sensitivity. Since declaring a financial emergency in November 2023, Somerset Council has been selling off commercial investments and other 'non-operational assets' in a bid to balance its budget.

Consultation Reopens on Future Electoral Boundary Arrangements: The Local Government Boundary Commission for England has reopened its consultation on new division boundaries for Somerset Council, running to 14 January 2026. When the One Somerset business case was put together for the Unitary Council, it was the case that Somerset were recommending that, to keep councillors as close to the electorate as possible, there should be single member divisions. Apparently, when Somerset Council submitted their response to the consultation earlier this year, they did not make "a formal request for a uniform pattern of single-member divisions" but the commission had continued to take the steer from the previous position. So, in order that there is no claim of the process being unfair or biased, the LGBCE are carrying out a further consultation. You are invited to share your views, with any previous submissions still being taken into account. The final recommendations will be published in March 2026 in readiness for the May 2027 elections. You can share your views here <https://www.lgbce.org.uk/all-reviews/somerset>

EV Charging Partnership with Blink Charging UK: Somerset Council has partnered with Blink Charging UK Ltd to deliver the Local Electric Vehicle Infrastructure programme across the county. Following a competitive procurement process, Blink has been

appointed to install at least 1,606 low powered public EV charging sockets, with work scheduled to begin in early 2026. The £3.78 million programme will prioritise residents without off street parking, with 75 per cent of chargepoints in higher demand areas and 25 per cent in rural and lower demand locations. A new "Request a Chargepoint Location" webpage has been launched to gather local suggestions on suitable sites here <https://service.somerset.gov.uk/suggest-a-chargepoint-location>

Have Your Say on 2027/28 School Admission Arrangements:

Somerset Council has opened a public consultation on proposed admission arrangements for Somerset schools for the 2027/28 academic year, running from 24 November 2025 to 5 January 2026. The consultation covers matters such as catchment areas, the number of available school places, and how places are allocated when schools are oversubscribed. Parents and carers with children due to start or transfer school from September 2027 may wish to review and comment on the proposals for their local schools, and all members of the public are invited to take part through the online consultation here

<https://somersetcouncil.citizenspace.com/childrens-services/2027-arrangements/>

The following questions were asked by Cllrs:

Cllr Munson raised the potholes when driving into town. Cllr Cavill to take back.

The agenda was interrupted to take item 10 'Reports, including recent developments, matters to consider and decisions to be made'

193/25 Reports, including recent developments, matters to consider and decisions to be made:

a) Bathpool Flood Warden: Mr Kevin Perry.

Mr Kevin Perry gave thanks to the Parish Council for the awarded climate resilience grant, the water tubes have been ordered, and it is hoped that they will be delivered shortly and provide some benefit in the future. Mr Perry also reported on the following:

There has been a lot of rainfall this month and debris has been washed down the Old River Tone. A group of local residents have worked their way along the river trying to take branches out of the river, some of which had become wrapped around the inlet pipes. It would appear that tree cutting by local residents may have caused the debris. Conversations have been had about the impact of debris in the river with those residents.

The reservoirs are starting to fill and at the end of November were up to 45% full.

The area has been on flood alert twice in the last calendar month and is under flood alert at the moment.

The relief pump was activated on 2nd December and again today.

The Old River Tone levels are still rising at the moment, but the expected levels are unlikely to be sufficient to cause any flooding problems.

It was noted that a meeting is scheduled with the Environment Agency in January to receive an update on the installation of the permanent pumps in Bathpool.

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 1.6K
- 11.4k viewers
- Posts added sharing news items that are added to the website.

Monkton Matters

- Page likes / followers now at 605
- 14 new articles added in November
- Articles on Monkton Matters being shared on Monkton Matters Facebook page to pull users to the website.
- 78.7k viewers – notable increase following AI Summary of minutes being produce and shared
- Business directory has details of 28 businesses so far.

Community Fridge/Community Garden Facebook Page:

- Page likes /followers 1309
- 468 viewers

Maidenbrook Country Park Facebook Page

- Page likes/followers now at 979
- 5.2k post reach

HYPE

- Page likes/followers – 28
- 2.4K viewers

Village News Contribution

- Developed by the Clerk's
- #### Noticeboard Updates
- Updated noticeboards

Representatives on outside bodies

d) West Monkton Village Hall Management Committee; Ian Pitchfork to report.

Ian Pitchfork from the Village Hall Management Committee attended the meeting and provided a Village Hall update. Mr Pitchford reported that the village hall is doing well and that financially the village hall is doing well.

Groups used the hall every day for various activities. It is only on Thursday morning that the Committee runs a group.

Ian agreed to share the list of bookings with Assistant Clerk Community to enable the Parish Council to share information about the activities on local social media pages. Assistant Clerk Community to also meet with Ian in the new year to discuss how the PC and Village Hall can support each other.

Ian confirmed that the Village Hall Management Committee is working on various projects including purchasing the car park from Somerset Council, installation of solar panels and replacing the noticeboards. Ian to request that details of the proposed noticeboard replacements are shared with the PC.

e) The Spital Trust: Cllr Ellis to report.

Cllr Ellis confirmed that there had not been a meeting and there was nothing to report.

Assistant Clerk Community raised the care boxes that will be given out to those in need in January and asked if Almshouse residents should receive one. Cllr Ellis agreed to find out.

f) Any other events at which WMPC was represented.

Feedback from the Festive Volunteer Evening on 2nd December was shared. Cllr Haskins presented an award to Cllr Chapman as he wasn't able to attend the Volunteer Evening. Assistant Clerk Community shared an email received from Mandy Cooper, the recipient of an award, expressing her thanks to the Parish Council.

g) Consultations; Boundary Commission Somerset Council Divisional Boundary Consultation

<https://www.lgbce.org.uk/all-reviews/somerset> (Deadline 14th January 2026)

A paper providing information about the consultation was circulated in advance of the meeting and shared on screen. It was noted that there was a further opportunity to comment on the draft recommendations.

It was agreed to submit additional comments regarding the proposed boundaries, making reference to using the M5 as a boundary down to Junction 25, providing a clearer boundary around Adsborough / Thurloxton and to the west of the Parish.

Clerk to draft a response and circulate it to be agreed by email and submitted prior to the deadline.

The agenda was resumed.

Public Question Time

No public questions were raised.

194/25 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.

48/25/0065: Application for Outline Planning with all matters, except for access, for the erection of 1 No. dwelling on land at Sidbrook Orchard, Greenway, Monkton Heathfield.

The Parish Council supports the granting of permission and made the following comments in respect of the proposal:

- To comply with the WM & CF Neighbourhood Plan policies, measures for rainwater capture should be included and any lighting should be downlit and LED.
- The proposal should incorporate bird and bat boxes and bee bricks where possible.

- A condition should be added to the permission to require the hedges on the site to be retained, and the hedge bordering Greenway to be kept in good condition and maintained to ensure adequate screening and sufficient visibility splay is provided when turning out of Sidbrook Orchard onto Greenway.

APP/E3335/W/25/3374315 Outline Planning Application with all matters reserved, except for means of access, for the erection of up to 112 dwellings with public open space, landscaping and sustainable drainage system (SuDS) and vehicular access point off Cheddon Road, Taunton (resubmission of 08/17/0040)

It was agreed to make no further comment in respect of the application.

48/25/0066: Erection of a timber outbuilding at Birds Farmhouse, Dyers Lane, Monkton Heathfield
The Parish Council supports the granting of permission.

48/25/0067: Erection of a single storey extension to the rear with roof terrace, enlargement of patio terrace and installation of external wall insulation at Lyndwood, Church Hill, West Monkton

The Parish Council supports the granting of permission and made the following comments in respect of the proposal:

- To comply with the WM & CF Neighbourhood Plan policies, measures for rainwater capture should be included and any lighting should be downlit and LED.
- The proposal should incorporate bird and bat boxes and bee bricks where possible.

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

195/25 Environment

a) Improvements to layby opposite Thornash Close; consider feedback received from neighbouring residents and agree layby improvements.

The feedback received from neighbouring residents was circulated in advance of the meeting, shared on screen and discussed. It was noted that neighbouring residents had expressed some concern about any trees being cut back, about security if the chain link fence is removed and about the siting of a bench in the layby.

It was also noted that it was unclear who owned the chain link fence.

It was noted that residents were supportive of planting a hedge and wildflower seeds and bulbs.

It was agreed to explore options and prices for thick and evergreen hedging in the layby, preferably a variety that absorb particulates.

Clerk to gather options to consider at a January PC meeting.

b) Monkton Heathfield Road damaged hedgerow; update

Clerk reported that she had emailed the company who operate the Hinkley Bus about the damaged hedgerow but that a response has not been received.

Item to be deferred until January.

196/25 Assets

a) Country Park update; approve specification for pathways (R)

Volunteer Coordinator reported that the gap in the hedge for the serving hatch has been created and the surface levelled.

The forest school needs some repairs as the ply board is peeling off and fence panels have been damaged. A noticeboard has been acquired for posters at the top of the park and a plan for pond is being worked on. The router is in the compound and is working well. Shrubs are being collected on Friday to go along the hedge to replace the ones that were pulled out earlier this year. The sign for the Rotary area is being designed – cost of the sign to be covered by the Rotary Club. An informal Christmas gathering around the Christmas tree is being arranged. The bin at the bottom of the park has been damaged – Cllr Haskins offered to take a look to see if it can be repaired.

Clerk reported that the fencing work is due to commence on Thursday and depending on the weather should be completed on Friday. The CCTV is scheduled to be installed on 18th December and will be operational prior to Christmas.

The specification for the pathways, circulated in advance of the meeting was discussed. Amendments to the surface material were agreed. Subject to the amendments, the specification was approved. Proposed by Cllr C. Cronshaw, seconded by Cllr Munson and agreed with all in favour.

Clerk to publish the specification for tender submission and invite local contractors to submit tenders.

197/25 Projects

a) MH2 update

Clerk reported that a meeting with the Chair and Clerk of CSM PC would be scheduled for January to discuss the S106 / CIL arrangements with a view to hopefully identifying an agreeable solution for both PCs.

Clerk reported that reference to CIL exempting the site was raised at the recent Somerset Council Planning Committee meeting when an update on the MH2 application was provided.

Clerk reported that an email had been received from COWMS providing a copy of a letter sent to the Planning Officer about the proposed allocation of land for building residential properties behind existing properties on Dosters Lane.

Clerk shared plans from the Core Strategy and SADMP that confirmed the extent of the allocation for housing. It was agreed that the Parish Council would submit further comments in respect of the MH2 application making reference to the proposed land use not being compliance with the Core Strategy and SADMP and state that the land should instead be allocated for an orchard, open space or recreational purposes to ensure compliance.

b) Hyde Park Sports Ground

i. Update and feedback / consider the recommendations of Sports Pitch Committee following the meeting on 2nd December (R)

The draft minutes from the Sports Pitch Committee meeting on 2nd December were circulated in advance of the meeting and shared on screen.

It was noted that the fencing and gateway work have been completed.

There is a relatively urgent need for the car park for rugby fixtures, however, it was noted that trenching work should take place before the laying of the car park. Clerk confirmed that costings for the trenching work is included in the Finance Report to be discussed later in the meeting.

Cllr Gage and Cllr Cavill provided an update on the locating the position of the flood lighting ducting. Further activity is scheduled to take place tomorrow to locate the ducts.

Clerk provided feedback on site meetings with flood light contractors about the position of the lighting columns.

Clerk confirmed that she has asked again for an update on the utility connections from Persimmon and the drainage connection design but has not received a reply.

It was agreed that the Clerk should escalate these and all other outstanding issues within Persimmon to expediate progress.

The car parking surfacing works were discussed. Cllr Cavill reported that he has a site meeting with a local contractor next week to discuss the work. Clerk to provide details to contractors to provide alternative quotations.

ii. Consideration of Pump Track tenders and appointment of contractor (R)

The tender submissions and evaluation document were circulated in advance of the meeting and were shared on screen and discussed. It was resolved to accept Tender Submission C. Proposed by Cllr C. Cronshaw, seconded by Cllr Cavill and agreed with all in favour.

Clerk to advise those who submitted tenders of the outcome and publish the required notices.

Clerk to correspond with the appointed contractor regarding start dates and arrangements.

c) Poppy of Honour fundraising update; to agree towing arrangements for future events and agree contribution / expenses.

Cllr C Cronshaw provided an update on fundraising and the donation of a bottle of Blair Mayne whiskey. Recent auctions of the bottle of whiskey have attracted in excess of £1250.00 per bottle.

Cllr C. Cronshaw also reported that CJL have offered to sponsor the pavilion and put the foundations in.

Cllr C. Cronshaw proposed that a bench is purchased, to match those around the pond, for the attachment of the purchased plaques. It was resolved to purchase one bench for £380.00. Proposed by Cllr C. Cronshaw, seconded by Cllr Chapman and agreed with all in favour.

A discussion took place about email correspondence received from the Poppy of Honour Memorial Committee. It was agreed to schedule a meeting with the Committee in January. An agenda for the meeting to be agreed in advance.

Clerk to circulate the email received from the Committee to all councillors.

198/25 Finance

a) Finance Report

i. Quotations and Updates

Seating for Community Events

Option 1:

Education Equipment Supplies

£38.99 + VAT per bench.

Option 2:

https://www.befurnituresales.co.uk/product/wooden-folding-benches-ex-hire/?srsltid=AfmBOOpUQVLtrvN_A6elvw7T_PSHnmnu9DPyH_3aSFunnEhl12A82HC
£29.50 + VAT per bench

Option 3:

https://www.ebay.co.uk/itm/355862679948?chn=ps&_ul=GB&mkevt=1&mkcid=28&google_free_listing_action=view_item
£59.95 for 2 benches.

Resolution to proceed with ordering 2 benches from Ebay (option 3).

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

FILCA training for Admin and Events Assistant

Jess has completed the ILCA training and it would now be beneficial for Jess to complete the FILCA training which is focused on finance and will enable Jess to cover for the Clerk if / when required.

Cost of FILCA training with SLCC - £144.00

Resolution to book Jess onto the training.

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

Sports Pitch trenching (from entrance across car park)

Materials:

100m of 32mm water pipe - £123.59

100m of 110mm ducting (for electrics and other services) – 50m - £119.95 x 2 = £239.90

+ Sewer pipe – prices above – 15 x 6m pipe and couplers - £339.60 - £820.50.

15 tonnes of pea gravel approximately £600.00

3 manhole covers

Total for materials £1303.09 - £1783.99

Labour

Price awaited from contractor; Alex Hooper who carried out trenching works in the Country Park.

Contractor has indicated that they can carry out the work in December.

It was resolved to allocate up to £4000.00 for the required trenching works.

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

It was noted that quotations for the car park surfacing works would be gathered prior to the January meeting.

Fridge Trailer

It was agreed to defer consideration of the purchase of a fridge trailer.

Community Fridge front gravel

It was agreed to defer consideration of quotes for this project until a future meeting.

Platinum walk sign

Option 1: UK Sign Shop

Double post mounted A2 sign with anti-graffiti cover. 3mm aluminium composite graphic panel.

£242.00 + VAT per sign (2 signs required)

Double Post Mounted Sign | Post and Panel Signs | UK Sign Shop

Option 2: Print 2 Media

Double post mounted A2 sign with anti-graffiti cover. Aluminium composite panel.

£137.81 + Vat per sign (2 signs needed)

<https://www.print-2-media.com/product/post-mounted-signs/>

Resolution to proceed with ordering two signs from Print 2 Media.

Proposed by Cllr Besley, seconded by Cllr Cronshaw 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)	£16.60
Nationwide (Monthly)	£98.80
PSDF (Monthly)	£2608.34
Unity Trust bank (Final interest up to account closure)	£117.31
Bingo proceeds (Card)	£12.01
(Cash)	£58.00
Somerset West Lottery (Community Fridge grant)	£10.00
Community Infrastructure Levy (Hartnells final phase (1 of 3 payments) and Monkton Elm Garden Centre)	£45649.20
Poppy of Honour Donations	£95.05
St Giles Dog Show (Car parking for dog show in August)	£240.00
Soroptimist International (Country Park Donation)	£100.00
Poppy of Honour Committee (Contribution for toilets for Headstone Unveiling)	£192.00
Amazon credit / refund	£12.35
Haybales	£70.00

Payments

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
To authorise payment of:						
Employee pension contributions	240.18	No vat	240.18	d-d	Salaries and expenses	Pension
	50.67	No vat	50.67	d-d	MCP Lottery Funded Project	Volunteer Coordinator
Employer pension contributions	180.14	No vat	180.14	d-d	Salaries and expenses	Pension
	38.01	No vat	38.01	d-d	MCP Lottery Funded Project	Volunteer Coordinator
A Shepherd Clerks salary SCP37	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
S Rolls Parish Lengthsman salary SCP 29 (21.5 hours)	xx.xx	No Vat	xx.xx	Bacs	Salaries and expenses	Salaries
HMRC Tax and NI Contributions	2856.16	No vat	2856.16	bacs	Salaries and expenses	Salaries
	686.56	No vat	686.56	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
Business all about you Climate Initiative PR WMPC 60	275.00	No vat	275.00	Bacs	Environmental / Open Spaces	Environment / Community
QSSIT regular maintenance / monthly sub	8.51	1.70	10.21	bacs	IT and Communications	IT and Communications
Expenses claim A Shepherd (Travel)	40.10	No vat	40.10	Bacs	Salary and expenses	Expenses
Expenses claim S Rolls (Materials for POS main) (Travel)	124.14 6.30	No vat	124.14 6.30	Bacs	Environmental / Open Spaces Salaries and expenses	POS maintenance Expenses
Expenses claim K Welsh (Travel) (Youth café items)	126.00 15.00	No vat	126.00 15.00	Bacs	Salaries and Expenses Youth and Community	Expenses Youth Cafe
Andy Williams (Bugler at Remembrance Service)	70.00	No vat	70.00	Bacs	Youth and Community	Community Events
Travis Perkins (Curb stones for Sports Pitches)	48.90	9.78	58.68	Bacs	Environmental / Open Spaces	Sports Pitches
Travis Perkins (Sports Pitch padlocks)	17.98	3.60	21.58	Bacs	Environmental / Open Spaces	Sports Pitches
Parish Online (Subscription)	150.00	30.00	180.00	Bacs	IT and Communications	IT and Communications
Alex Hooper (Country Park trenches for utility connections)	5270.00	No vat	5270.00	Bacs	Community Infrastructure Levy	CIL Expenditure

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
Normanton Screenprint (Litter signs)	118.95	23.79	142.74	Bacs	Environmental / Open Spaces	POS Maintenance
Monkton Buildings and Developments Ltd (Sports pitch gate, height restriction bar, head walls, pavement kerbs adjustment)	21657.00	4331.40	25988.40	Bacs	Environmental / Open Spaces	Sports Pitches
Travis Perkins (Christmas trailer materials)	54.75	10.95	65.70	Bacs	Youth and Community	Community Events
Western Bolt (Materials for Christmas Trailer)	5.50	1.10	6.60	Bacs	Youth and Community	Community Events
Adosa (Hype workshops)	240.00	No vat	240.00	Bacs	Youth and Community	LCN Youth WG
Go Create (Hype workshops)	395.00	No vat	395.00	Bacs	Youth and Community	LCN Youth WG
M Besley Prockters Farm (Work at CP)	401.00	6.20	407.20	Bacs	Country Park	Country Park
(Community event support)	15.50	3.10	18.60		Youth and Community	Community Events
(Poppy of Honour travel expenses)	59.00	No vat	59.00		Country Park	Poppy of Honour
Expenses Claim S Haskins (Christmas Trailer)	201.00	No vat	201.00	Bacs	Youth and Community	Community Events
Cutting Edge Coaching (Youth Café support)	153.00	No vat	153.00	Bacs	Youth and Community	Young People
Newports Catering (Festive volunteers evening catering)	725.00	No vat	725.00	Bacs	BACH	Community Events / Initiatives
Expenses Claim B Gage (Grass cutting)	30.00	No vat	30.00	Bacs	Environmental / Open Spaces	POS Maintenance
(Christmas trees)	120.00		120.00		Youth and Community	Youth and Community General
(Travel)	21.15		21.15		Salaries and expenses	Expenses
To note payment of:						
Direct Debit						
Invoice Tailored Auto Enrolment 29/11/2025 (Pension administration)	16.80	3.36	20.16	DD PAID	Salary and Expenses	Pension
Invoice SWS 118250 2/12/2025 maintain gsuite	126.00	25.20	151.20	DD PAID	IT and Communications	IT and Communications
Invoice SWS 118159 20/11/2025 MCP website. Hosting monthly plan	70.00	14.00	84.00	DD PAID	IT and Communications	IT and Communications
Invoice SWS 118148 web-lite hosting (MM) and standard mailbox 20/11/2025	30.00	6.00	36.00	DD PAID	IT and Communications	IT and Communications
Three (Business Mobiles)	47.22	9.44	56.66	DD PAID	IT and Communications	IT and Communications
	46.68	9.34	56.02			
EMS (Card Payment System)	5.99	1.20	7.19	DD PAID	Youth and Community	Community Events
Somerset Web Services Inv 118171 (PC website hosting)	60.00	12.00	72.00	DD PAID	IT and Communications	IT and Communications

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
Somerset Web Services Inv 118095 (Cookies compliance system Annual Charge)	85.00	17.00	102.00	DD PAID	IT and Communications	IT and Communications
Debit Card						
Float for Bingo Event	70.00	No vat	70.00	D Cd Paid	Youth and Community	Community Events
Amazon (Stationery)	5.53	1.11	6.64	Deb Cd Paid	General Administration	Sundry Admin
Amazon (Promotion cheque)	18.23	3.65	21.88	Deb Cd Paid	General Administration	Sundry Admin
Amazon (Volunteer refreshments)	38.08	No vat	38.08	Deb Cd Paid	MCP Lottery Funded Project	Volunteer costs
Amazon (Youth Café items)	5.64	1.13	6.77	Deb Cd Paid	Youth and Community	Youth Café
(Phone case – Vol Coordinator)	6.57	1.31	7.88		MCP Lottery Funded Project	Volunteer office costs.
(Stationery)	3.84	0.77	4.61		General Administration	Sundry Admin
Amazon (Stationery)	17.37	3.47	20.84	Deb Cd Paid	General Administration	Sundry Admin
Amazon (Community Fridge)	12.66	2.53	15.19	Deb Cd Paid	Youth and Community	Community Fridge
(Youth Café)	20.41	2.29	22.70			Youth Café
Amazon (Santa costume)	10.29	2.06	12.35	Deb Cd Paid	Youth and Community	Community Events
Amazon (Santa costume)	49.52	9.90	59.42	Deb Cd Paid	Youth and Community	Community Events
Amazon (Elf costume)	25.98	No vat	25.98	Deb Cd Paid	Youth and Community	Community Events
Amazon (Santa costume)	11.66	2.33	13.99	Deb Cd Paid	Youth and Community	Community Events
Timpson (key cutting for sports pitches)	36.00	No vat	36.00	Deb Cd Paid	Environmental / Open Spaces	Sports Pitches
Instant Print (speed awareness signs)	49.47	9.90	59.37	Deb Cd Pd	Environmental / Open Spaces	Off carriageway maintenance
Amazon (volunteer gloves)	20.84	4.16	25.00	Deb Cd Paid	MCP Lottery Funded Project	Volunteer jackets
Amazon (Volunteer tools)	31.16	6.24	37.40	Deb Cd Paid	MCP Lottery Funded Project	Volunteer Tools and Equipment
Screwfix (Volunteer tools)	233.31	46.66	279.97	Deb Cd Pd	MCP Lottery Funded Project	Volunteer Tools and Equipment
Amazon (Volunteer tools)	11.00	2.20	13.20	Deb Card Pd	MCP Lottery Funded Project	Volunteer Tools and Equipment
Amazon (Volunteer tools)	11.99	2.40	14.39	Deb Cd Paid	MCP Lottery Funded Project	Volunteer Tools and Equipment
Amazon (Volunteer tools)	18.19	3.64	21.83	Deb Cd Paid	MCP Lottery Funded Project	Volunteer Tools and Equipment
Amazon (Stationery)	18.88	3.78	22.66	Deb Cd Paid	General Administration	Sundry Admin
Amazon (Sports pitch padlocks)	64.11	12.81	76.92	Deb Cd Paid	Environmental / Open Spaces	Sports Pitches
(Stationery)	11.71	2.34	14.05		General Administration	Sundry Admin
Bison Security Posts (CP Car Park bollards)	655.50	131.10	786.60	Deb Cd Paid	Community Infrastructure Levy	CIL Expenditure
Amazon (Stationery)	2.77	0.55	3.32	Deb Cd Paid	General Administration	Sundry Admin
Amazon (Wall planner CP)	8.99	No vat	8.99	Deb Cd Paid	MCP Lottery Funded Project	Volunteer Office Costs
MoreCo (Volunteer refreshments)	11.72	No vat	11.72	Deb Cd Paid	MCP Lottery Funded Project	Volunteer costs

Payee	Net	Vat	Total	How paid	Cost Centre	Cost Code
	5.86		5.86			
Amazon (Noticeboard CP)	60.49	12.10	72.59	Deb Cd Paid	MCP Lottery Funded Project	Communications / Publicity
Amazon (Stationery)	13.93	2.78	16.71	Deb Cd Paid	General Administration	Sundry Admin
(Community Garden items)	18.61	3.72	22.33		Youth and Community	Community Garden
(Sports Pitch padlock)	21.37	4.27	25.64		Environmental / Open Spaces	Sports Pitches
(Volunteer event items)	46.61	9.32	55.93		Youth and Community	Youth and Community General
Amazon (Warm hub chairs)	398.95	79.79	478.74	Deb Cd Paid	BACH	Warm Hub Grant
Imprints Limited (Volunteer Polo Shirts)	319.60	63.92	383.52	Deb Cd Paid	MCP Lottery Funded Project	Volunteer jackets
Garden and Hire Spares Limited (Strimmer bolts)	4.62	0.92	5.54	Deb Cd Paid	Environmental / Open Spaces	POS Maintenance
Paxartprinting (HYPE banner)	19.05	3.81	22.86	Deb Cd Paid	Youth and Community	LCN CYP Project
First Rescue Defib Warehouse (Defib pads)	150.00	30.00	180.00	Deb Cd Paid	Environmental / Open Spaces	Environment / Community
Amazon (Litter pickers)	16.64	3.34	19.98	Deb Cd Paid	Environmental / Open Spaces	POS Maintenance
Amazon (litter picking hoops)	25.48	5.08	30.56	Deb Cd Paid	Environmental / Open Spaces	POS Maintenance
Amazon (Christmas Tree)	49.57	9.92	59.49	Deb Cd Paid	Youth and Community	Youth and Community General
Amazon (Router for CP office)	64.36	12.87	77.23	Deb Cd Paid	MCP Lottery Funded Project	Volunteer Office Costs
BACS						
Greenbarnes Limited (MH1 noticeboards)	1409.85	281.97	1691.82	Bacs Paid	Environmental / Open Spaces	MH1 POS
	1409.86	281.98	1691.84		Community Infrastructure Levy	CIL Expenditure
K. Perry (Climate resilience grant)	282.00	No vat	282.00	Bacs Paid	Grants	Climate resilience grant
P Lugg (Climate resilience grant)	438.00	No vat	438.00	Bacs Paid	Grants	Climate resilience grant
It's in the Bag (Social and Wellbeing grant)	500.00	No vat	500.00	Bacs Paid	Grants	Social and Wellbeing grant
N Barnard (Climate resilience grant)	400.00	No vat	400.00	Bacs Paid	Grants	Climate resilience grant
R Chorley Electrical (PIR at BACH)	97.01	19.40	116.41	Bacs Paid	BACH	
Matthews Electrical Services (SW) Ltd (CSM Youth Club improvements)	388.90	77.78	466.68	Bacs Paid	Youth and Community	LCN Youth WG
Southwest Heritage (Social and Wellbeing Grant)	500.00	No vat	500.00	Bacs Paid	Grants	Social and Wellbeing Grant
Emma Smith (Damaged sign reimbursement)	29.99	No vat	29.99	Bacs Paid	Environmental / Open Spaces	POS Maintenance
Ford Home Electrics (Electrical connection works at Country Park)	3042.79	608.56	3651.35	Bacs Paid	Community Infrastructure Levy	CIL Expenditure
Homestead Fencing (Fencing work at Sports Pitches)	12545.85	2509.17	15055.02	Bacs Paid	Environmental / Open Spaces	Sports Pitches

Transfer between accounts / budget lines.

£50,000 from PSDF to Lloyds Treasurer (to ensure cashflow)

£408.33 from BACH Treasurer Account to PC Treasurer Account (for warm hub equipment purchased)
£72.32 from PC Treasurer Account to Poppy of Honour account (donations minus trailer and cheque promo costs)

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

Resolution: to authorise payments and note payments made during the month described above and approve payment of future invoices from Taunton Fencing for Country Park Fencing and Tone Fire and Security for Country Park CCTV.

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

iii. To consider draft 2026/27 budget reflecting feedback from the Budget and Precept Working Group

The draft 2026/27 budget reflecting the feedback from the Budget and Precept Working Group was circulated and shared on screen. Clerk provided an overview of the proposed budget.

It was agreed to defer approval of the 2026/27 budget until January pending confirmation of the Council Tax Base figure for 2026/27 from Somerset Council.

b) Budgeting and Summary Report to 30th November 2025.

The budgeting reports to 30th November were shared in advance of the meeting and the contents of the reports were noted.

199/25 Other matters for report only – items for discussion – no decision

Volunteer Coordinator reported that the Quantock Orienteers are doing an activity at the Country Park on 31st December.

Cllr Ellis reported that the parking on the corner of Greenway seems to have improved. Cllr Ellis to provide the Clerk with registration numbers of vehicles if the problem reoccurs.

Cllr Besley reported that he has put the Christmas Tree up at The Street but is finishing off the decoration of it.

Cllr Besley reported that he had scraped back the debris on the road on Red Hill.

Clerk reported that the appointed contractor had been provided with a list of gullies to suck in the Parish. It is hoped that the first day of gully sucking will take place before Christmas.

Assistant Clerk Community reported that the Events Working Group meeting is scheduled to take place this Thursday at 2pm.

a) Items for next meeting agenda - by Monday 5th or 19th January 2026

Noted

b) Dates to note over the next 14 days

Noted

200/25 Dates of forthcoming meetings:

Second Tuesday in the month (Business focused meeting)

2026: 13th Jan, 10th Feb, 10th Mar, 14th Apr, 12th May (Annual PC Meeting), 9th Jun, 14th Jul, 11th Aug, 8th Sept, 13th Oct, 10th Nov, 8th Dec.

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

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

Audit Working Party: 23rd January 2026 at 9.30am.

Annual Parish Meeting: 24th March 2026 at 7pm

BACH Committee 3rd February 2026 at 7pm

Budget and Precept Working Group: November 2026 at 7pm

Sports Pitch Committee 20th January 2026 at 9.30am

Somerset Wood Joint Committee TBC

There being no further business to discussed, the meeting ended at 9.40pm



Signed Chairman:

Date: 13th January 2026

Adopted - Redacted