

CREECH ST MICHAEL PARISH COUNCIL

Draft Minutes for the Meeting of Creech St Michael Parish Council held at Creech St Michael Village Hall on **Monday 5 February 2024 at 7.00pm**

Councillor Attendance

Cllr. Annabelle Peters – Chair	AP	Present	Cllr, Neil Davidson – Vice Chair	ND	Present
Cllr. Barbara Williams	BW	Present	Cllr. Charlie Cudlip	CC	Present
Cllr. David Griffin	DG	Present	Cllr. Stephen Greenhalgh	SG	Present
Cllr. Paul Tucker	PT	Present	Cllr. Kieran Roe MBE	KR	Present

Also Present: Eight (8) members of the public (including one (1) via the Zoom stream), Cllr. Norman Cavill (Somerset Council) and Cllr. David Fothergill (Somerset Council) and Andrew Williams, Creech St Michael Parish Clerk and Responsible Financial Officer.

Meeting started at 7.00pm

1.0	Chair's Welcome
	AP welcomed everyone to the meeting and invited the members of the public present to speak.
2.0	Public Question time - Questions asked by the Public and Press will be noted.
	<p>A resident raised his concerns regarding the behaviour of dog walkers who were failing to keep to footpaths through private land, putting themselves at risk and damaging farmland and crops.</p> <p>AP agreed that this was irresponsible behaviour and offered to include an article on the issue in a forthcoming edition of the Parish Press. The Clerk and RFO would also contact the Footpaths Warden and seek further advice.</p> <p>The Chair of Ruishton Parish Council spoke about the concerns within his parish at the withdrawal of a school bus service that serves Stoke St Mary, Henlade and Ruishton. As a consequence of the removal of the service, children will be expected to walk using footpaths that run through Creech St Michael. A request was made to the Parish Council to clear the footpath that runs along Lipe Lane from the old viaduct to the bridge. The Clerk and RFO would seek advice from contractors on the cost of undertaking the works.</p>
3.0	To Receive Somerset Council Councillors' Reports
	<p>Cllr. David Fothergill provided a report on current matters from Somerset Council.</p> <p>2024/5 Council Budget: Despite recent increased Government funding the scale of the Council's financial woes in Somerset have been set out in papers to the Executive meeting due to be held on 7th February. In the papers a budget gap of £36.6m for 2024/5 is predicted to increase to £147.9m in 2026/7 if no actions are taken. Without taking these actions the Council will have no choice other to</p>

issue a Section 114 (bankruptcy) notice. Consequently, the Council is proposing over 260 cuts (or fee increases) to service funding in 2024/5.

A full list of cuts to funding for services can be found at <https://democracy.somerset.gov.uk/documents/s24438/Appendix%207%20-%20Detailed%20List%20of%20Savings%20Proposals.pdf>

Changes to waste collection days: New service guides, including an 18-month collection calendar have begun to arrive at houses in the former Sedgemoor and Somerset West and Taunton areas, as well as a small part of South Somerset. The changes which start from Monday 12th February will make rounds more efficient and manageable for crews, whilst reducing mileage and carbon emissions.

Local nature recovery strategy: Somerset Council has launched an online survey to shape the county's Local Nature Recovery Strategy (LNRS) which will provide a single vision for nature recovery in Somerset. The work is funded by Defra and local authorities throughout England have been appointed to lead the work. For more information visit www.somerset.gov.uk/lnrs

Voter registration: Residents in Somerset are encouraged to make sure they are ready to vote in elections – both local and Parliamentary. The next scheduled elections in Somerset are for the Police and Crime Commissioner (PCC) for Avon and Somerset on Thursday 2 May 2024.

Taunton Park and Ride: Somerset Council has awarded a new contract to run Taunton's Park and Ride service to Stagecoach Southwest following a successful tendering bid. The Southwest-based operator will run buses Monday to Saturday from the Silk Mills and Gateway sites from 12 February 2024, taking over from First Bus South. The cost of a ticket will remain just £1 for any single journey but the frequency will change to every 20 minutes.

Highways: Cross Rifles Junction, Bridgwater The Council has reviewed plans to deliver a major infrastructure project at the A38/39 roundabout near the Cross Rifles pub and Sainsburys and made a decision to replace it with a new proposal which will require significant less disruption for residents and road users.

Roadworks offences: Broadband provider Truespeed Communications Ltd has been hit with fines and charges totalling more than £34k after pleading guilty to five offences in Somerset. Truespeed admitted failing to install proper traffic management and guarding broken and excavated road surfaces to ensure the safety of pedestrians on a number of occasions, in breach of the New Roads and Street Works Act 1991.

Council tax changes: The request to Government for an exceptional increase in Council Tax had been rejected.

4.0

Apologies for Absence

4.1 To Receive any Apologies for Absence

Apologies had been received in advance from Cllr. Phillips, Cllr. Giles and Cllr. Birch.

4.2 To Approve any Apologies for Absence

All absences were approved.

Prop:PT

Sec:BW

In Favour:8

Against:0

Abstain:0

5.0	Declarations of Interests				
	5.1 Declarations of Individual Members				
	None.				
	5.2 Dispensation Request				
	None.				
6.0	Minutes				
	To Review and Approve the minutes of the meeting held on 8 January 2024. [M]				
	All members confirmed they had received a copy of the minutes. The minutes were approved and signed by the Chair.				
	Prop:AP	Sec:CC	In Favour:8	Against:0	Abstain:0
7.0	Review and Monitor the Actions Outstanding from Past Meetings – See Appendix A for details of action points and progress toward the completion of each action.				
	Items for Decision				
8.0	<p>Budget for the 2024/25 Financial Year - to approve the draft budget for the 2024/25 financial year. [M]</p> <p>At the previous Parish Council meeting, members were provided with inaccurate information by the Clerk and RFO. This information had been revised and was being presented again for consideration.</p> <p>The Clerk and RFO presented the budget paper that set out a proposal to deliver a balance budget with reserves being allocated to cover expenditure totalling £21,000.00. This will result in reserves held reducing to 94,000.00 at the end of the 2024/25 financial year.</p> <p>DG commented that the precept increase was significantly lower than many neighbouring parish and town councils and that it would be imprudent to not take steps to guard against the issues that will be faced once the impact of Somerset Council's cuts are felt.</p> <p>ND expressed that it was important that the Parish Council made it clear that they currently are not prepared to take on additional commitments without further clarification from the Unitary Authority on the scale of those commitments.</p> <p>CC noted that there was a role for the Local Community Network in addressing the stewardship role for parish and town councils and it was noted that some larger councils would not be participating in the Highway Steward role.</p> <p>The option of purchasing a mower for the Recreation Park was discussed. Cllr. Cavill suggested that there was the possibility of sharing a mower with West Monkton Parish Council. The Clerk and RFO would make contact with his counterpart at West Monkton Parish Council to discuss this.</p> <p>The budget as proposed was approved.</p>				
	Prop:AP	Sec: ND	In Favour:8	Against:0	Abstain:0
9.0	Parish Council Precept – to approve the Parish Council Precept request for 2024/25. [M]				

	A proposal to request an increase in the Precept of 22% on the previous year was approved.				
	Prop:AP	Sec:CC	In Favour:7	Against:1	Abstain:0
10.0	<p>Recreation Park Tree Survey – to consider a proposal to appoint a contractor to undertake a health and safety survey of the tree population at the Recreation Park, Creech St Michael, including acceptance of a quotation for the works to be carried out. [M]</p> <p>The Clerk and RFO reported that five contractors had been contacted and asked to quote for the work to undertake a survey and only one had responded with a quote. ND suggested that the same survey would be required for the Canal Car Park.</p> <p>It was agreed that the Clerk and RFO would seek revised quotes to include the Canal Car Park and return with these to the next meeting. No vote was taken.</p>				
	Prop:-	Sec:-	In Favour:-	Against:-	Abstain:-
11.0	<p>Annual Parish Meeting – to approve a draft agenda for the Annual Parish Meeting. [M]</p> <p>The draft agenda was considered and approved. It was suggested that a speaker on the project to update the canal side planetary walk would be welcome.</p>				
	Prop:CC	Sec:PT	In Favour:8	Against:0	Abstain:0
12.0	<p>Flexible Working Policy – to approve the Parish Council Flexible Working Policy. [V]</p> <p>ND confirmed that the Staffing Committee had approved the policy. The Flexible Working Policy was approved.</p>				
	Prop:ND	Sec:AP	In Favour:8	Against:0	Abstain:0
13.0	<p>Absence Policy – to approve the Parish Council Absence Policy. [M]</p> <p>ND confirmed that the Staffing Committee had approved the policy, subject to one minor change. The Clerk and RFO confirmed that the amendment to the policy had been included in the version before the Parish Council. The Absence Policy was approved.</p>				
	Prop:ND	Sec:PT	In Favour:8	Against:0	Abstain:0
14.0	<p>Policy Review – to review and propose changes to the policies listed below.</p> <p>14.1 Disciplinary Policy & Procedure. The Disciplinary Policy & Procedure was approved for renewal.</p>				
	Prop:ND	Sec:CC	In Favour:8	Against:0	Abstain:0
	<p>14.2 Grievance Policy & Procedure. Grievance Policy & Procedure was approved for renewal.</p>				
	Prop:AP	Sec:CC	In Favour:8	Against:0	Abstain:0
15.0	<p>Financial Transactions Report – to review and approve the Financial Transaction Report for the period between 30.12.2023 and 26.01.2024 [M]</p> <p>The Clerk and RFO reported on the transactions for the period. The transactions were approved and the record was signed by the Chair.</p>				
	Prop:AP	Sec:KR	In Favour:8	Against:0	Abstain:
	Items for Discussion				
16.0	Joint Meeting with West Monkton Parish Council 20.02.2024.				

	The proposed agenda for the meeting was presented and discussed. It was suggested that a Chair for the meeting be appointed. The Clerk and RFO to contact West Monkton Parish Council Clerk to agree this.
	Updates from Committees, Panels and Working Groups
17.0	Finance Committee 17.1 Income and Expenditure Year to Date. The income and expenditure report for the year to date was scrutinised by members.
18.0	Staffing Committee Meeting held 22.01.2024 ND confirmed that the Committee had met and considered a number of new policies and had undertaken a review of the training matrix record.
19.0	Planning Committee Meeting held 29.01.2024 In the absence of Cllr. Phillips, the Clerk and RFO provided a summary of the meeting. The Committee had considered a number of planning applications, including amendments to plans for the development on land off Derham Close. In addition, work had been started to provide an update to the Neighbourhood Development Plan and consideration had been given to the implications of a negative outcome to the appeal hearing for the application for 100 homes at North end. The Clerk and RFO shared the Planning Log that is used by the Planning Committee to track planning applications.
20.0	Traffic Panel No update.
21.0	Canal Panel ND to arrange a meeting of the Panel.
22.0	Party in the Park Working Group 22.1 Fish & Chip Lunch SG reported that the event was a great success and feedback from those that attended had been very positive. The meeting commended all involved for their efforts.
23.0	Events Tug of War A meeting of the organising group was scheduled for the following day. AP would report back to the Parish Council at the next meeting.
24.0	Newsletter Working Group No update.
25.0	Footpaths The Clerk and RFO provided a verbal update from the Footpaths Volunteer. An issue had been identified with PRoW T10/5 that will require some works to be undertaken. The Parish Council would consider contributing to the costs of these works. It is hoped that the Somerset Council volunteer will undertake works to clear the overgrown parts of the path between Ham and Creech

	St Michael and concerns had been raised about the condition of the footpath T10/5 southern corner of Woodcross Farm and this is being investigated by the Somerset Council Rights of Way Area Warden.
	Other Matters
26.0	Correspondence
	26.1 To consider any correspondence received that Councillors wish to raise that has already been circulated. None.
	26.2 To note items of correspondence received by the Clerk and RFO deemed appropriate to be brought to the attention of the Parish Council. None.
27.0	New Matters to be Carried Forward ND asked for clarification on the actions that would be pursued following the decision to approve the budget. The Clerk and RFO would check the minutes of the recent Local Community Network to seek to contact the person who could assist with funding of the Youth project.

The meeting ended at 8.57pm

[M] = Where a resolution (vote) is expected

Andrew Williams, CSM PC, Clerk and RFO, 07708 680797, email clerk@creechstmichael.net

The next Creech St Michael (CSM) Parish Council meetings are on:

4 March 2024

8 April 2024

at 7pm in the CSM Village Hall

at 7pm in the CSM Village Hall



CREECH ST MICHAEL PARISH COUNCIL

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Date of Original Meeting Action Raised	Minute Ref.	Action Point	Responsibility & Timeframe	Date Completed	Outcome/Further Actions	Complete
05.02.2024	2.0	Explore option for clearance of the footpath alongside Lipe Lane.	Clerk and RFO 04.06.2024		01.03.2024 Meeting held with Community Payback Project Officer to consider works that need to be undertaken.	
05.02.2024	8.0	Implementation of budget proposals.	Clerk and RFO 31.03.2024		12.02.2024 Notice given of cessation of service to Walford Security. 13.02.2024 Notice given of cessation of funding to the Community Youth Project. Dialogue opened with Community Youth Project and Somerset Youth Alliance to explore external funding opportunities. 13.02.2024 Contact made with West Monkton Parish Council to explore viability of sharing use of their mower.	
08.01.2024	12.0	Clerk and RFO to submit a request to the DHSC for funding for two defibrillators, one to be sited at the Recreation Park and one at or near to Adsborough.	Clerk and RFO 05.02.2024		08.01.2024 Resident at Adsborough contacted and asked to assist in finding a suitable location for the Defib. 25.01.2024 Defibrillators shipped and arrived and now in storage. 16.02.2024 Defibrillator installed at the Recreation Park. Second location under discussion.	

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04.12.2023	8.0	Clerk and RFO to contact Somerset Bus Partnership to obtain more information on the scale of funding required.	Clerk and RFO 08.01.2024		05.12.2023 Contact made with Somerset Bus Partnership and request made. Response received and awaiting further information. 31.12.2023 Information shared that 4 decals had been sited within Creech St Michael. 500 decals have been printed to cover Somerset.	
06.11.2023	29.2.1	Clerk and RFO to contact West Monkton Parish Council to collaborate on a submission to Somerset Highways to address the issues with large vehicles using Coombe Lane.	Clerk and RFO 04.12.2023		27.11.2023 Contact with West Monkton Parish Council made and details of the issue shared. West Monkton Parish Council to consider and respond. 13.12.2023 Email sent to Somerset Roads requesting that the Lane be designated with a maximum weight of 7.5 tonnes. 15.12.2023 response received and request for more evidence received.	
02.10.2023	9.0	Members to identify risks that are not listed on the draft Risk register and forward these to the Clerk and RFO.	All members 06.11.2023			
05.06.2023	2.0	Clerk and RFO to contact the relevant parties to request that the issue of overgrown hedges be dealt with on the lane between Hyde Lane and Leighton Drive.	Clerk and RFO 03.07.2023		20.06.2023 Managing Agent contacted and confirmation received that they are not responsible for Hyde Lane vegetation. Response awaited from David Wilson Homes. 07.11.2023 Letter written to David Wilson Homes requesting that the vegetation be dealt with.	

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					<p>09.11.2023 Holding response received from David Wilson Homes.</p> <p>22.11.2023 David Wilson Homes confirm that a consultant has been appointed to address the outstanding adoption issues.</p> <p>18.12.2023 Chasing email sent and response received to indicate it had been passed to another team to respond.</p> <p>19.01.2024 Chasing email sent and response received to indicate it had been passed to another team to respond. No progress being made on this issue.</p>	
05.06.2023	23.2	To request that the markings for the virtual pavement at North end are reinstated to improve visibility.	Clerk and RFO 03.07.2023		03.07.2023 A recent meeting with the Highways Officer from Somerset Council had confirmed a commitment to reline the Virtual Footpath.	
15.05.2023	15	The Clerk and RFO would confirm the approved sites for the Speed Indicator Devices with Somerset Council Highways.	Clerk and RFO 05.06.2023		<p>23.05.2023 request sent to Somerset Council Highways requesting confirmation of approved sites.</p> <p>05.06.2023 The Clerk and RFO confirmed that the two existing sites were the only that had been fully approved and that a meeting with highways to discuss further sites was being scheduled for late June or early July.</p> <p>04.12.2023 Highways to confirm locations and await the installation of new poles to accommodate solar SIDs. Likely to be delayed until May/June 2024.</p>	

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					21.02.2024 Further contact held with Traffic Engineer to arrange a site meeting.	
06.02.2023	12.0	Clerk and RFO to pursue the use of the Money Claim service to seek the recovery of the funds paid to Oakleaf Joinery & Design.	Clerk and RFO 06.03.2023	15.02.2023	15.02.2023 Money Claim online started and evidence submitted. 16.03.2023 A request to issue a County Court Judgement was made via the Money Claim service. 24.03.2023 County Court Judgement issued and received. 15.05.2023 Request to be issued for a Warrant of Control. 12.07.2023 case transferred to Yeovil Crown Court and a warrant issued.	
09.01.2023	3.0	Update the Neighbourhood Plan in light of the changes being brought about by local government reorganisation.	TBC		15.05.2023 To be considered at the next Planning committee meeting. 05.06.2023 See agenda item 20.1. 27.11.2023 To be discussed by the Planning Committee.	
09.01.2023	3.0	Clerk and RFO to respond to Cllr. Fothergill's enquiry about a bus shelter for Creech Heathfield.	Clerk and RFO 06.02.2023		27.01.2022 See item 22.2 on the agenda for meeting held on 06.02.2023. 16.03.2023 Awaiting a response from Somerset Council Highways. 25.11.2023 Cllr. Peters in contact with resident about the issue. 11.12.2023 Contact with Roads Records initiated following advice from Somerset Highways.	

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					12.12.2023 Request submitted to First Bus Group for data on bus stop use for the previous 12 months. 12.01.2024 response received from Somerset Road Records received outlining process. Initial costs of £765.00 to cover application, licenses and legal costs. Planning Application may also be necessary.	
COMPLETED ACTIONS						
05.09.2022	18	Clerk to contact Somerset West and Taunton Council to arrange for the installation of the small combined bin and to enquire of the cost of moving the dog waste bin on the site.	Clerk & RFO 03.10.2022		22.09.2022 Request submitted to Somerset West and Taunton Street Scene team. 23.09.2022 Response received – cost of relocating dog waste bin £100.00 + VAT. 03.10.2022 Plan to be drawn up to locate larger bin and replace dog waste bin. 07.11.2022 Site meeting to be arranged for councillors by the Clerk and RFO. 15.06.2023 Clerk and RFO contacted the Street Scene team at Somerset Council to approve installation. 20.07.2023 Contact with Street Scene Manager made. Awaiting quotation for costs of installation and supply of waste bin. 25.07.2023 Costs confirmed as previously agreed and purchase order issued. Lead time likely 7 to 8 weeks.	✓

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					<p>30.10.2023 A further update has been requested from the Street Scene team on the likely installation date.</p> <p>06.11.2023 Telephone call with Somerset Council Street Scene team. Installation committed to within 14 days.</p> <p>11.12.2023 Bin installed.</p>	
06.11.2023	14.0	ND would seek a meeting with the local store manager to discuss the issues with the opening times of the Post Office.	ND 04.12.2023		ND spoke with store staff and received assurances that the issue was being addressed with the addition of more trained staff members.	✓
02.10.2023	14.0	Contact to be made with the Woodland Trust to explore the offer of free trees for planting within the community.	Clerk and RFO 06.11.2023	10.10.2023	90 small hedge plants and 30 small copse trees will be delivered in March 2024.	✓
03.07.2023	20.0	The Clerk and RFO to obtain a quote from Walford Security for a locking and call out service for the car park.	Clerk and RFO 04.09.2023		02.10.2023 No longer required.	✓

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04.09.2023	4.0	Clerk and RFO to present a proposal to implement a member attendance policy.	Clerk and RFO 02.10.2023		02.10.2023 See item 7 on the agenda.	✓
03.07.2023	3.0	Cllr. Cavill asked that the Parish Council write to the owner of the property on the corner of Paddock Close to request that their hedgerow be cut back as it was causing pedestrians to have to walk in to the road.	Clerk and RFO 04.09.2023		07.08.2023 Letter written to the resident. 25.08.2023 No response received and no action taken by the resident. 04.09.2023 vegetation has been reduced and no longer presents an issue.	✓
15.05.2023	14	It was agreed that CC and ND would contact the landowner and arrange to meet and discuss the proposed allotment site lease.	Cllr. Cudlip and Cllr. Davidson 05.06.2023		05.06.2023 Cllr. Davidson confirmed that he had spoken to the landowner and confirmed that he was willing to sign an agreement on the terms proposed. The Clerk and RFO to send an agreement to the landowner. 13.06.2023 Lease agreement sent to landowner. 20.07.2023 Signed lease agreement received from the landowner.	✓
03.07.2023	8.0	Clerk and RFO to contact Somerset Council to seek a formal arrangement for the	Clerk and RFO 04.09.2023		23.08.2023 No such service available from Somerset Council. Advice from SC is that "All businesses producing any waste should have a trade waste	✓

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		disposal of waste from the Recreation Park.			agreement with a registered waste carrier or take their refuse to a site licensed to accept trade waste.”	
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Item 9.

Joint Committee Terms of Reference

1.0 Proposal

To consider and approve the Terms of Reference for a joint committee between the Parish Councils of Creech St Michael and West Monkton.

2.0 Introduction

At the recent meeting of the two parish councils, it was proposed that a joint committee made up of members from the two parish councils be formed to act in the best interests of both parishes in the matter of the planning application 14/21/0047.

A draft Terms of Reference for a committee has been prepared for consideration by both Parish Councils. The Terms of Reference comply with Creech St Michael Parish Council's Standing orders and Financial Regulations.

3.0 Recommendation

That the Terms of Reference are considered and approved.

Andrew Williams
Clerk and RFO
23.02.2024



Creech St Michael Parish Council

Policy Title	Joint Committee of Creech St Michael Parish Council and West Monkton Parish Council Terms of Reference
Policy Reference	B1
Applies to	All members
Date Created	21.02.2024
Date Approved by Council	
Minute Reference	
Author	Clerk and RFO/Clerk West Monkton Parish Council
Review Cycle	Annual
Review Dates	



Joint Committee of Creech St Michael Parish Council and West Monkton Parish Council Terms of Reference.

1.0 Introduction

Under Local Government Act 1972 s.101 (5) two or more local authorities may appoint a joint committee to discharge any of their functions that are not reserved for the sole decision of a single authority in legislation. The Joint Committee can authorise an officer employed by either authority to act on its behalf.

The Joint Committee is constituted to lead the response to and oversight of the Langaller Park Development (formerly known as MH2) on behalf of the Creech St Michael Parish Council and West Monkton Parish Council.

Nothing in these terms of reference shall prevent either Parish Council from dealing with a matter that might otherwise be dealt with by this Committee.

2.0 Membership & Quorum

Membership shall consist of a maximum of six Parish Council members elected annually, with each Parish Council contributing three members.

The Chair and Vice Chair of the Joint Committee shall be elected by the committee membership at the first meeting after the Annual Meetings of the Parish Councils.

Both Parish Council Clerks will attend meetings of the Joint Committee.

Non-Councillor members of the Joint Committee may be appointed from time to time if this is considered appropriate. These members will not have voting rights unless this is expressly approved.

A quorum shall consist of three Parish Council members, with at least one member from each Parish Council.

3.0 Areas of Responsibility

The Joint Committee has the delegated authority from Creech St Michael Parish Council and West Monkton Parish Council to:

- To act as the lead representative in all communication with the developer(s), Somerset Council and other interested key parties in respect of the development.
- To produce and deliver a community engagement plan annually to ensure that both parish communities have the opportunity to contribute to the plans for the development.
- To work with the developer(s), Somerset Council and other key parties to ensure that the development is delivered within the parameters of the planning application, the

principles of the Taunton Garden Town Framework and the priorities of the Parish Councils' Neighbourhood Development Plans.

- To ensure that the Parish Councils are signatories to the relevant Section 106 agreement(s) for the development and that all parties to the agreements meet their obligations.
- To make recommendations for consideration by the individual Parish Councils to any amendments or alterations to the planning application or associated agreements.
- To be responsible for publishing, monitoring and reporting an annual financial plan to support the delivery of the community infrastructure and assets.
- To prepare reports considering the viability of aspects of the development for consideration by the individual councils, prior to the adoption of any infrastructure or assets.
- To be responsible for the delivery of community infrastructure and assets within the agreed schedule of facilities and assets as detailed in appendix A, including the recommendation of,
 - budgets for consideration by the individual councils
 - appropriate and lawful procurement processes for individual elements of infrastructure or the purchase of assets
 - the appointment of contractors for the delivery of infrastructure or assets.
- To advise and make recommendation to the individual councils for expenditure of Community Infrastructure Levy (CIL) funds received from the development.
- To have oversight of the transfer of assets on their completion to a Management Company for ongoing management/maintenance and to appoint a Managing Agent for the Management Company.
- To make recommendations as to any professional and/or legal advice deemed necessary to ensure that the best interests of the Parish Councils are served.
- To establish sub-committees and working groups as and when necessary to assist in the work of the Joint Committee.

4.0 Joint Committee Meetings

A calendar of meetings will be published at the start of each year. Either Parish Clerk or the Chair of the Joint Committee may call additional committee meetings as and when necessary, to ensure that the Joint Committee fulfils its responsibilities.

Only members of the Joint Committee may vote on agenda items but other Councillors may attend in that capacity and may speak with the permission of the Chair but shall not be entitled to vote.

Decisions shall be reached via a vote and by a majority of votes cast by those present. A record shall be kept of any votes.

5.0 Authority to Spend

The Joint Committee is authorised to expend on items up to the amount of £1,000.00 (excluding VAT) in a single transaction. Expenditure incurred must be reported to the individual parish councils on a monthly basis.

Appendix A

Schedule of Facilities and Assets

- 2 of Allotment sites totalling 2.21ha
- Informal Public Open Space (POS) totalling 35.01ha including proposed woodland/scrub, SUDS and existing vegetation/woodland (includes on-site habitat enhancement and biodiversity enhancements).
- 1 of Neighbourhood Equipped Area for Play (NEAP) and 4 of Local Equipped Area for Play (LEAP).
- 5 of natural play areas (Trim Trails).
- A multi-use building within the allotment area.
- A Community hall including a building measuring 25m x 35m (final specification to be agreed), car park space and outdoor space.

Item 10.

Recreation Park Tree Survey

1.0 Proposal

To consider a proposal to appoint a contractor to undertake a health and safety survey of the tree population at the Recreation Park, Creech St Michael, including acceptance of a quotation for the works to be carried out.

2.0 Introduction

The Recreation Park has a population of trees numbering approximately forty five within the boundaries of the Park. There is no evidence that a health and safety survey of the tree stocks has been conducted in recent years.

A regular survey of the tree stocks to check for disease or damage is a necessary element of our risk assessment of the Recreation Park and our responsibilities under the Health and Safety at Work Act 1974. It is recommended by the Health and Safety Executive that a formal survey by a competent person is conducted at least once every five years or following an incident of damage, or a report of disease being found.

3.0 Undertaking a Survey

Seven specialist providers were identified and contacted to provide quotations for a survey. Of the seven providers contacted, five responded with an indication of interest. Further information, including images of all trees was provided and the following providers have responded with a quotation.

The specification of works provided includes to carry out a full survey of all trees from ground level of the trees within the boundary of the Recreational Park and the Canal Car Park and to provide a written report with findings and recommendations for further works.

3.1 Aboricare Limited

Aboricare Limited are members of the Arboricultural Association and are approved by the Arboricultural Association as a contractor and have been operating since 1988.

£880.00 plus VAT

3.2 Parker Tree Care

Parker Tree Care Ltd was incorporated in January 2023. Prior to this they were operational in Canada.

£1,275.00 + VAT

4.0 Financial Implications

The costs associated with the survey will be met within existing budgets. However, the survey may identify the need for further works which will have to be funded from other sources, such as reserves or via in-year savings.

5.0 Recommendation

That members agree the proposal to appoint a contractor and consider and accept a quotation.

Andrew Williams
Clerk and RFO
20.02.2024



Item 12.

Official Portrait of His Majesty King Charles III

1.0 Proposal

To approve a proposal to request a commemorative portrait of His Majesty The King.

2.0 Introduction

The government is offering a free portrait of His Majesty The King to all town, parish and community councils in the United Kingdom from 12 February.

Town, parish and community councils can apply for one free framed portrait per council.

The closing date for applications is 28 March.

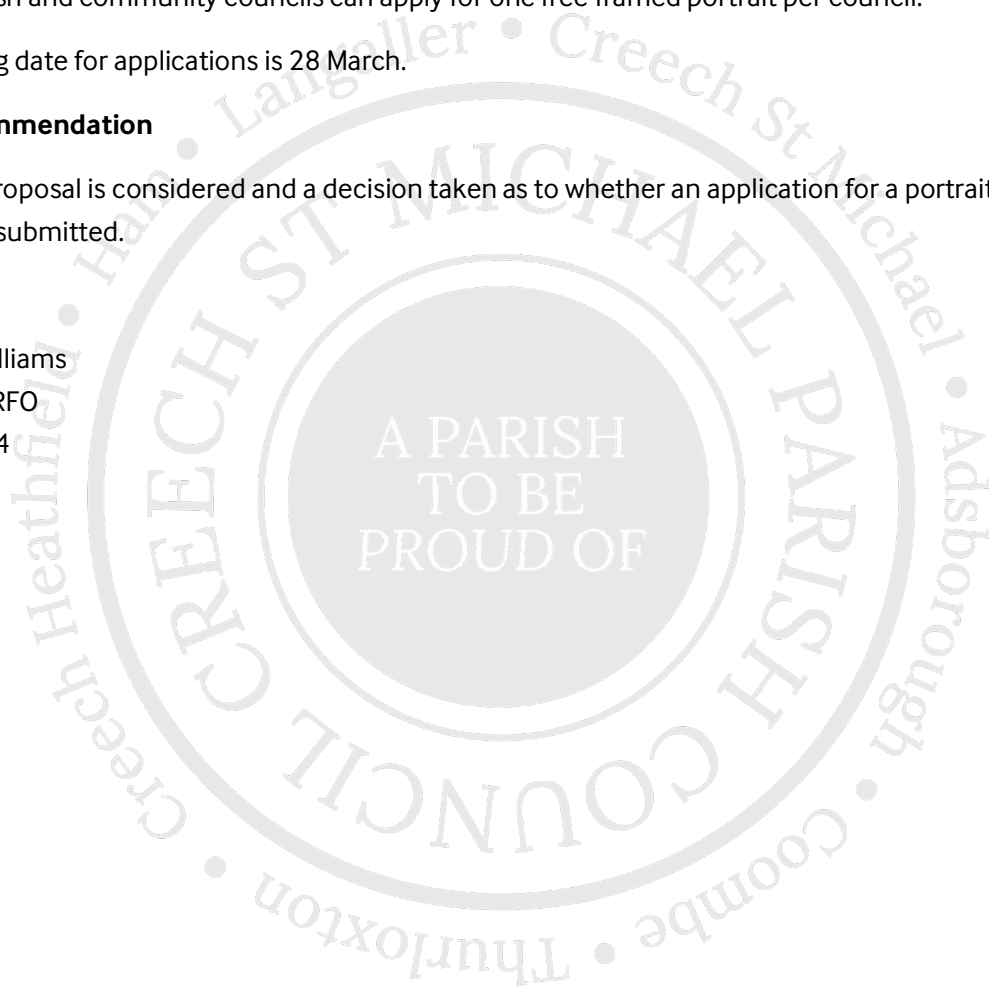
3.0 Recommendation

That the proposal is considered and a decision taken as to whether an application for a portrait should be submitted.

Andrew Williams

Clerk and RFO

20.02.2024



Welcome to the ordering portal for His Majesty The King's Official Portrait



The UK Government is pleased to offer this portrait to commemorate the accession of His Majesty King Charles III.

Town, Parish and Community councils are eligible for this portrait at no cost to themselves and will have received a communication informing them how to request a portrait.

To begin the process of ordering your free portrait, simply register your details below (Please ensure you complete all the details requested in full).

We aim to authorise your registration within 24 hours, and once approved you will receive an email confirming your acceptance onto the scheme containing your log in details (please note this process may take up to a week in exceptional circumstances).

Once you receive your confirmation email, log into this ordering portal to place and complete your order. Once you

have submitted, you will receive an email confirmation of your order.

Delivery of the portraits is expected between February and April 2024. Upon dispatch, you will receive an email notifying you that your order has been sent out which will include tracking information.

This portrait scheme will close on Thursday 28th March 2024 for new requests. Please ensure you place your order by this date

For any queries regarding the ordering process please email kingsportrait@cubiquitymedia.com

New User Registration

*** Required fields**

*** First Name:**

*** Last Name:**

*** Email Address:**

*** Confirm Email:**

*** Town, Parish, or
Community Council Name**
e.g. Sandy Town Council:

*** Delivery Address Line 1:**

Delivery Address Line 2 :

*** Delivery Town:**

County:

Existing User Login

Email:

Password:

Keep me
logged in

Forgotten
password?

Login

Payments

Here you can enter, edit and search payment transactions for goods or services provided to the council.

Voucher No	Date	Net	VAT	Total	Cashed Date	Description	Supplier	Bank	Payment Ref	Minute Ref	
338	12.02.2024	£162.00	£0.00	£162.00		Printing Charges	Character Graphics Limited	Unity Trust Bank	N/A	N/A	1🔗
319	08.02.2024	£731.00	£146.20	£877.20		Locking & Unlocking Service	Walford Security Ltd	Unity Trust Bank	N/A	N/A	1🔗
336	06.02.2024	£819.00	£0.00	£819.00		Charges for the supply of food	Lazy Ricks	Unity Trust Bank	N/A	N/A	1🔗
337	06.02.2024	£88.00	£0.00	£88.00		Room Hire Charges	Creech St Michael Village Hall	Unity Trust Bank	N/A	N/A	1🔗
334	02.02.2024	£200.32	£0.00	£200.32		Event Expenses	Asda Stores Ltd	Unity Trust Bank	N/A	N/A	1🔗
335	02.02.2024	£36.84	£0.00	£36.84		Water Charges	Water 2 Business	Unity Trust Bank	N/A	N/A	1🔗
329	27.01.2024	£483.89	£0.00	£483.89		Salary Payment	Francis Reading	Unity Trust Bank	N/A	N/A	1🔗



Payments

Here you can enter, edit and search payment transactions for goods or services provided to the council.

Voucher No	Date	Net	VAT	Total	Cashed Date	Description	Supplier	Bank	Payment Ref	Minute Ref	
346	19.02.2024	£105.90	£21.18	£127.08		Soap Dispenser & Toilet Roll Holder Replacements	Hygiene Supplies Direct	SOLDO Debit card	N/A	N/A	1🔗
343	13.02.2024	£6.23	£1.25	£7.48		Keys	Mr Kay Limited	SOLDO Debit card	N/A	N/A	1🔗
344	13.02.2024	£3.98	£0.80	£4.78		Signage Production	KPCM Display LTD	SOLDO Debit card	N/A	N/A	1🔗
345	13.02.2024	£12.92	£2.58	£15.50		Gutter Fixings	Screwfix Direct Ltd	SOLDO Debit card	N/A	N/A	1🔗
339	05.02.2024	£6.31	£1.26	£7.57		Keys	Amazon Services Europe S.a.r.l	SOLDO Debit card	N/A	N/A	1🔗
340	05.02.2024	£41.06	£8.20	£49.26		Key Safes	Amazon EU S.a.r.l.	SOLDO Debit card	N/A	N/A	1🔗
341	05.02.2024	£44.80	£8.96	£53.76		Painting Materials	B&Q Limited	SOLDO Debit card	N/A	N/A	1🔗
342	05.02.2024	£30.00	£6.00	£36.00		Painting Materials	Wickes Building Supplies	SOLDO Debit card	N/A	N/A	1🔗



Receipts

Here you can enter, edit and search receipt transactions for income received by the council.

Voucher No	Date	Net	VAT	Total	Cashed Date	Description	Customer	Bank	Payment Ref	Minute Ref
61	13.02.2024	£5.00	£0.00	£5.00		Lottery Sales Income	West Somerset Lottery	Unity Trust Bank	N/A	N/A
60	07.02.2024	£0.00	£2,078.05	£2,078.05		VAT Repayment	HMRC	Unity Trust Bank	N/A	N/A
59	30.01.2024	£40.00	£0.00	£40.00		Football Pitch Hire	Rhys Carr (Carrs Crusaders)	Unity Trust Bank	N/A	N/A



Summary of Receipts and Payments

All Cost Centres and Codes

Payroll		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							
1001	Salaries				26,600.00	23,800.75	2,799.25	2,799.25 (10%)
1002	Tax & NI				3,666.67	4,881.54	-1,214.87	-1,214.87 (-33%)
1003	Pension Contributions				1,450.00	1,137.67	312.33	312.33 (21%)
SUB TOTAL					31,716.67	29,819.96	1,896.71	1,896.71 (5%)

Recruitment & Training		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							
2001	Recruitment Costs							(N/A)
2002	Employee Training Costs				1,500.00	1,090.30	409.70	409.70 (27%)
2003	Member Training				200.00		200.00	200.00 (100%)
SUB TOTAL					1,700.00	1,090.30	609.70	609.70 (35%)

Administration		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							
3001	General Administration Expense		90.11	90.11	2,900.00	1,552.52	1,347.48	1,437.59 (49%)
3002	Venue Hire				1,000.00	1,036.00	-36.00	-36.00 (-3%)
3003	Internal Audit				200.00	160.00	40.00	40.00 (20%)
3004	External Audit				600.00	315.00	285.00	285.00 (47%)
3005	Membership & Subscription Fee:				1,000.00	2,241.62	-1,241.62	-1,241.62 (-124%)
3006	Bank Charges				400.00	270.50	129.50	129.50 (32%)
3007	Printing				300.00	340.49	-40.49	-40.49 (-13%)
3008	External Communications (Non I				300.00		300.00	300.00 (100%)
3009	External Communications (News		108.32	108.32	1,200.00	320.00	880.00	988.32 (82%)
3010	Postage				100.00	12.55	87.45	87.45 (87%)
3011	Website Hosting				300.00	84.45	215.55	215.55 (71%)
3012	Planning Support				2,000.00	300.00	1,700.00	1,700.00 (85%)
3013	Sub Contracted Staff				300.00		300.00	300.00 (100%)
3014	Other Income		58.34	58.34				58.34 (N/A)
3015	Lottery		48.00	48.00				48.00 (N/A)
3016	VAT		3,306.83	3,306.83				3,306.83 (N/A)
3017	Mobile Phone Charges					66.66	-66.66	-66.66 (N/A)
3018	Langaller Park Support							(N/A)
SUB TOTAL			3,611.60	3,611.60	10,600.00	6,699.79	3,900.21	7,511.81 (70%)

Insurance		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							
4001	Insurance Premium				3,500.00	3,787.39	-287.39	-287.39 (-8%)

Summary of Receipts and Payments

All Cost Centres and Codes

SUB TOTAL					3,500.00	3,787.39	-287.39	-287.39 (-8%)
Recreation Park								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
5001	Grounds Maintenance (Outsourc				5,000.00	2,370.73	2,629.27	2,629.27 (52%)
5002	Grounds Maintenance (Internal)				1,000.00	293.20	706.80	706.80 (70%)
5003	Utilities (Electricity)		218.35	218.35	800.00	2,031.67	-1,231.67	-1,013.32 (-126%)
5004	Utilities (Water)				100.00	58.16	41.84	41.84 (41%)
5005	Utilities (Gas)				300.00	202.92	97.08	97.08 (32%)
5006	Utilities (Waste Disposal)							(N/A)
5007	Waste Disposal (Septic Tank)							(N/A)
5008	Waste Disposal (General Waste)					89.61	-89.61	-89.61 (N/A)
5009	Consumables				300.00	1,048.18	-748.18	-748.18 (-249%)
5010	Maintenance Equipment							(N/A)
5011	Repairs & Maintenance (Play Eq				23,475.98	14,727.35	8,748.63	8,748.63 (37%)
5012	Repairs & Maintenance (Building				1,000.00	4,419.07	-3,419.07	-3,419.07 (-341%)
5013	Repairs & Maintenance (Facilitie				1,000.00	183.38	816.62	816.62 (81%)
5014	Improvements				2,000.00	1,337.18	662.82	662.82 (33%)
5015	Security				8,200.00	4,766.75	3,433.25	3,433.25 (41%)
5016	Play Equipment Inspections				2,200.00	900.00	1,300.00	1,300.00 (59%)
5017	Pitch Fees		340.00	340.00				340.00 (N/A)
5018	Stage Hire		41.67	41.67				41.67 (N/A)
5019	Safety Clothing/Equipment					705.68	-705.68	-705.68 (N/A)
18003	Rental Charges		161.91	161.91				161.91 (N/A)
SUB TOTAL			761.93	761.93	45,375.98	33,133.88	12,242.10	13,004.03 (28%)
Canal Car Park								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6001	Maintenance				500.00	320.42	179.58	179.58 (35%)
6002	Security							(N/A)
SUB TOTAL					500.00	320.42	179.58	179.58 (35%)
Allotments								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7001	Rental	750.00	800.00	50.00	750.00	800.00	-50.00	(0%)
SUB TOTAL		750.00	800.00	50.00	750.00	800.00	-50.00	(0%)
Phone Boxes & Defibs								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8001	Phonebox Maintenance							(N/A)

Creech St Michael Parish Council

23 February 2024 (2023 - 2024)

Summary of Receipts and Payments

All Cost Centres and Codes

8002 Defib Consumables		500.00	119.90	380.10	380.10 (76%)
8003 Defib Maintenance					(N/A)
SUB TOTAL		500.00	119.90	380.10	380.10 (76%)

Waste Disposal

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9001 Dog Waste				3,000.00	2,979.60	20.40	20.40 (0%)
9002 General Waste							(N/A)
SUB TOTAL				3,000.00	2,979.60	20.40	20.40 (0%)

Burial Ground

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10001 Burial Ground	685.00		-685.00	685.00	685.00		-685.00 (-50%)
SUB TOTAL	685.00		-685.00	685.00	685.00		-685.00 (-50%)

Bus Stops

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
11001 Cleaning				250.00	300.00	-50.00	-50.00 (-20%)
11002 Maintenance							(N/A)
SUB TOTAL				250.00	300.00	-50.00	-50.00 (-20%)

Capital Expenditure

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
12001 Tools				2,500.00	2,112.85	387.15	387.15 (15%)
12002 Waste Bin Installation				950.00	950.00		(0%)
12003 Other							(N/A)
SUB TOTAL				3,450.00	3,062.85	387.15	387.15 (11%)

Grants

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
13001 Community Development Fund (15,000.00		15,000.00	15,000.00 (100%)
13002 S137 Grants				2,000.00	320.00	1,680.00	1,680.00 (84%)
14003 Donations & Grants		5,000.00	5,000.00				5,000.00 (N/A)
18001 Parish Grant	2,155.00	2,155.00					(0%)

Summary of Receipts and Payments

All Cost Centres and Codes

SUB TOTAL	2,155.00	7,155.00	5,000.00	17,000.00	320.00	16,680.00	21,680.00 (113%)
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Youth Provision

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14001	Service Delivery Charges				6,750.00	5,743.00	1,007.00	1,007.00 (14%)
14002	Venue Hire				500.00		500.00	500.00 (100%)
18002	14003		100.00	100.00				100.00 (N/A)
SUB TOTAL			100.00	100.00	7,250.00	5,743.00	1,507.00	1,607.00 (22%)

Events

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
15001	PIp Ticket Sales	12,500.00	8,606.73	-3,893.27				-3,893.27 (-31%)
15002	PIp Event Sales	10,500.00	8,391.84	-2,108.16				-2,108.16 (-20%)
15003	PIp Concession Fees	450.00	125.01	-324.99				-324.99 (-72%)
15004	PIp Expenditure Event Costs				20,870.00	14,236.45	6,633.55	6,633.55 (31%)
15005	PIp Other Events					15.66	-15.66	-15.66 (N/A)
15010	Christmas Fayre					152.59	-152.59	-152.59 (N/A)
15011	Easter Fayre		25.88	25.88		80.00	-80.00	-54.12 (N/A)
15012	Other Events		335.00	335.00	4,000.00	3,808.31	191.69	526.69 (13%)
15013	Over 65s Lunch					1,103.83	-1,103.83	-1,103.83 (N/A)
SUB TOTAL		23,450.00	17,484.46	-5,965.54	24,870.00	19,396.84	5,473.16	-492.38 (-1%)

CIL

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16001	Pavilion Refurbishment				3,916.10	3,965.69	-49.59	-49.59 (-1%)
16002	Defib Purchase				1,500.00	1,500.00		(0%)
SUB TOTAL					5,416.10	5,465.69	-49.59	-49.59 (-0%)

Precept

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
17001	Precept	74,528.00	74,528.00					(0%)
SUB TOTAL		74,528.00	74,528.00					(0%)

Highways

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21001	Maintenance							(N/A)

Summary of Receipts and Payments

All Cost Centres and Codes

21002	SID Site Installation							(N/A)
21003	Shared Cost Highways Warden							(N/A)
SUB TOTAL								(N/A)

Summary

NET TOTAL	101,568.00	104,440.99	2,872.99	156,563.75	113,724.62	42,839.13	45,712.12 (17%)
V.A.T.		5,958.24			11,021.18		
GROSS TOTAL		110,399.23			124,745.80		

Item 18.1.

Speed Indicator Device Data

1.0 Introduction

The two Speed indicator Devices are currently sited on St Michael Road next to the Baptist Church. They have been in this location since they were acquired and installed in April 2023.

2.0 Findings

Data is for the period 27.04.2023 to 12.02.2024.

2.1 Device 1 Traffic Heading Toward Ruishton

- 85% of vehicles were recorded travelling at speeds of 23mph or less.
- 50% of vehicles were recorded travelling at speeds of 18mph or less.
- The average number of vehicle movements passing the device in a 24 hour period was 1,580.
- The highest recorded speed was 56mph.

2.2 Device 2 Traffic Heading in to Crech St Michael

- 85% of vehicles were recorded travelling at speeds of 23mph or less.
- 50% of vehicles were recorded travelling at speeds of 18mph or less.
- The average number of vehicle movements passing the device in a 24 hour period was 1,537.
- The highest recorded speed was 61mph.

Andrew Williams
Clerk and RFO
26.02.2024

