

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 4 March 2024 at 7pm**

Councillor Attendance

Cllr. Neil Davidson – Chair	ND	Present	Cllr. Paul Tucker	PT	Present
Cllr. Adrian Birch	AB	Present	Cllr. Charlie Cudlip	CC	Present
Cllr. Corinne Giles	CG	Present	Cllr. Stephen Greenhalgh	SG	Present
Cllr. David Griffin	DG	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 Andrew Williams, Creech St Michael Parish Clerk and Responsible Financial Officer.

Meeting started at 7.00pm

1.0	Chair's welcome
	ND welcomed everyone to the meeting and explained that he would chair the meeting in the absence of Cllr. Peters.
2.0	Public Question time - Questions asked by the Public and Press will be noted.
	<p>A resident raised concerns about the impact of an increase in traffic on the village of Creech St Michael should the Langaller Park development progress. CC commented that there was a significant package of highways works within the application and that the Parish Council is in discussions with the Planning Authority on this issue. The resident asked if it were possible to change the priority at Ryesland Way and St Michael Road. PT commented that this would not be feasible.</p> <p>The same resident asked if it was feasible to install double yellow restriction lines on the entrance to Ryesland Way. CC agreed that this could be looked at as part of wider traffic mitigation measures.</p> <p>A resident raised a number of issues relating to planning application 14/22/0051. The resident noted that Somerset Highways had responded to the application and had suggested that changes to the highways could be dealt with as part of the planning conditions and not as an amendment. The resident asked that the Parish Council respond and seek to have the changes considered as an amendment. The resident also highlighted concerns relating to flooding within the village of Ham and the impact of the solar panels on flooding in the area. It was noted that the village of Ham had been subject to significant flooding in recent years and the resident was very concerned that the development would exacerbate an already difficult situation. The third issue raised by the resident was the loss of best and most valued farmland as 75% of the development site was categorised as such.</p> <p>The issue of a grid connection for the solar panel site was also raised and the resident commented that there was no evidence in the proposals that a grid connection existed.</p>
3.0	To receive Somerset Council Councillors' Reports

	<p>Cllr. Fothergill had sent his apologies as he was on leave. Cllr. Cavill provided a brief report and the Clerk and RFO would circulate the full report after the meeting.</p> <ul style="list-style-type: none"> - Secondary school places for 24/25 had been awarded and 93% of the 4,772 applications were awarded their first choice. - 19 councils had been awarded a share of 2.5 billion pounds. Somerset has the option of taking up 76.9 million pounds, but the funds are in the form of a loan repaid of 20 years at an interest rate of 6.25%. - Biodiversity Net Gain legislation was approved by Parliament in January 2024. 				
4.0	Apologies for absence				
	4.1 To receive apologies for absence.				
	Apologies in advance of the meeting had been received from Cllr. Peters, Cllr. Phillips and Cllr. Williams.				
	4.2 To approve any apologies for absence. [M] The apologies were approved.				
	Prop: ND	Sec:CC	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 5 February 2024. [M]				
	All members present confirmed that they had received a copy of the minutes. The minutes were approved and signed by the Chair of the Meeting.				
	Prop: ND	Sec:CC	In Favour:6	Against:0	Abstain:2
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	Planning Applications – to Consider and Make Recommendations to be passed to the relevant authority on the following Planning Applications (links to the relevant application are available via the planning reference). [M]				
	<p>14/21/0047 [M]</p> <p>Application for outline planning permission with all matters reserved, except for access, comprising up to 1,450 dwellings, up to 4.91 hectares of land for strategic employment uses, up to 8 hectares of land for a through school, mixed use district centre including mobility hub, community facilities, green infrastructure, drainage works, and associated works, on land at Walford Cross, Monkton Heathfield.</p> <p>The Clerk and RFO confirmed that the Planning Committee had concerned the application and raised concerns about the impact of traffic on Crech St Michael and Crech Heathfield. The Planning</p>				

	<p>Committee deferred making a decision to allow the full Parish Council meeting to consider the application and respond.</p> <p>It was agreed that the Parish Council would send a response that raised concerns over the lack of an assessment of the impact of an increase in traffic on the villages of Creech Heathfield and Creech St Michael and would request that this was undertaken so that steps could be taken to mitigate the impact.</p>				
	Prop:ND	Sec:SG	In Favour:8	Against:0	Abstain:0
	<p>14/22/0051 [M]</p> <p>Installation and operation of solar farm together with associated works, equipment and infrastructure on land at Ham Farm, Creech St Michael.</p> <p>DG commented that the application was full of inconsistencies and inaccuracies and that the Planning Authority should be challenged to address these.</p> <p>It was agreed that the Paish Council would submit an objection to the proposal to deal with the highways matters by amendment and not by condition. It was also agreed that if the data was available an objection would be made on the grounds of concerns regarding flooding.</p>				
	Prop:ND	Sec:CC	In Favour:8	Against:0	Abstain:0
9.0	<p>Joint Committee Terms of Reference – to consider and approve the Terms of Reference for a joint committee between the Parish Councils of Creech St Michael and West Monkton. [M]</p> <p>The terms of reference were approved.</p>				
	Prop:ND	Sec:DG	In Favour:8	Against:0	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 and the Canal Car Park Creech St Michael, including acceptance of a quotation for the works to be carried out. [M]</p> <p>The two quotes provided by contractors were considered and the quotation from Aboricare Ltd was accepted and approved at a cost of £880.00 plus VAT.</p>				
	Prop:DG	Sec:CC	In Favour:8	Against:0	Abstain:0
11.0	<p>Repairs to Play Equipment – to approve a quotation for a repair to an item of play equipment. [M]</p> <p>The quotation received from Sutcliffe Play South West Ltd was considered and approved at a cost of £4,584.92 plus VAT.</p>				
	Prop:ND	Sec:CC	In Favour:8	Against:0	Abstain:0
12.0	<p>Official Portrait of His Majesty King Charles III – to approve a proposal to request a commemorative portrait of His Majesty The King. [M]</p> <p>It was agreed to apply for a portrait of His Majesty King Charles III.</p>				
	Prop:SG	Sec:PT	In Favour:8	Against:0	Abstain:0

13.0	Finance – to review and approve the Financial Transaction Report. [M]					
	<p>The Financial Transaction report was approved. See Appendix B for a list of all payments. The Chair signed a copy of the report for the records.</p> <p>CG raised concerns over the charges for electricity being incurred at the Rec. Park. The Clerk and RFO confirmed that the charges were higher than previously as the Parish Council had come out of a fixed term tariff and commercial electricity supplies were significantly higher than domestic rates.</p>					
	<table border="1"> <tr> <td>Prop:ND</td> <td>Sec:DG</td> <td>In Favour:8</td> <td>Against:0</td> <td>Abstain:0</td> </tr> </table>	Prop:ND	Sec:DG	In Favour:8	Against:0	Abstain:0
Prop:ND	Sec:DG	In Favour:8	Against:0	Abstain:0		
	Items for Discussion					
14.0	<p>Feedback from the LCN meeting held 21 February 2024.</p> <p>In the absence of Cllr. Roe the Clerk and RFO provided a summary of the recent LCN meeting. The Hestercome LCN would be convening two working groups, for highways and young people and would be seeking members to attend those groups. The Clerk and RFO would circulate details once they had been received.</p>					
	Updates from Committees, Panels and Working Groups					
15.0	<p>Finance Committee</p> <p>15.1 Monthly Budget Report</p> <p>The monthly budget report was considered, the Clerk and RFO reported that overall expenditure was on track to meet the annual budget. There were some variations with over expenditure in salaries as a consequence of changes made to terms and conditions and under spend on grants and general administration.</p>					
16.0	<p>Staffing Committee</p> <p>ND confirmed that the Clerk and RFO was in the process of completing performance appraisals for the two members of staff.</p>					
17.0	<p>Planning Committee</p> <p>17.1 Meeting held 26.02.2024</p> <p>In the absence of Cllr. Phillips. The Clerk and RFO and CC provided a summary of the recent Planning Committee meeting. In addition to the planning applications considered (14/24/0004 and 14/21/0047), the committee had discussed the recent planning appeal decision and heard from residents on the mater.</p>					
18.0	<p>Traffic Panel</p> <p>18.1 Speed Indicator Device Data</p> <p>The committee noted the data from the devices and that 85% of vehicles were abiding by the speed restrictions.</p>					
19.0	<p>Canal Panel</p> <p>ND to arrange a meeting of the panel.</p>					
20.0	<p>Party in the Park Working Group</p> <p>No specific update. AB reminded the Clerk and RFO to include a proposal to make a donation to the Village Hall on the agenda of the next Parish Council meeting.</p>					

21.0	Events No update.
22.0	Newsletter Working Group No update.
23.0	Footpaths The Clerk and RFO provided an update on behalf of the footpaths volunteer. It was noted that the proposal to divert the PRoW in Ham had been made to the landowner, some major farm/field construction work being carried out on the route of T10/30 and the stile on T10/26 east of Hyde Lane is broken. The footpaths Warden was dealing with these matters.
	Other Matters
24.0	Correspondence
	24.1 To consider any correspondence received that Councillors wish to raise that has already been circulated.
	None.
	24.2 To note items of correspondence received by the Clerk and RFO deemed appropriate to be brought to the attention of the Parish council.
	None.
25.0	New Matters to be Carried Forward
	None.

The meeting ended at 8.56pm

[V] = 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:

8 April 2024

at 7pm in the CSM Village Hall



CREECH ST MICHAEL PARISH COUNCIL

CREECH ST MICHAEL PARISH COUNCIL ACTION RECORD

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. 25.03.2024 Follow up requesting update on the likelihood of the project progressing made.	
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. 13.02.204 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. 26.03.2024 A positive response from West Monkton Parish Council received, subject to insurance and agreement of a schedule and financial contribution.	

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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 05.02.204		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.	
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			

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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		<p>20.06.2023 Managing Agent contacted and confirmation received that they are not responsible for Hyde Lane vegetation. Response awaited from David Wilson Homes.</p> <p>07.11.2023 Letter written to David Wilson Homes requesting that the vegetation be dealt with.</p> <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> <p>27.03.2024 Deadline of 08 April 2024 given for resolution of the matter or legal steps to be taken to resolve the matter.</p> <p>28.03.2024 Response received from David Wilson Homes stating that the delay in resolving the matter sits with Somerset Council.</p> <p>02.04.2024 Request made to Cllr. Fothergill to intervene.</p>	
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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		23.05.2023 request sent to Somerset Council Highways requesting confirmation of approved sites. 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. 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. 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.	

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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. 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.	✓

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					<p>07.11.2022 Site meeting to be arranged for councillors by the Clerk and RFO.</p> <p>15.06.2023 Clerk and RFO contacted the Street Scene team at Somerset Council to approve installation.</p> <p>20.07.2023 Contact with Street Scene Manager made. Awaiting quotation for costs of installation and supply of waste bin.</p> <p>25.07.2023 Costs confirmed as previously agreed and purchase order issued. Lead time likely 7 to 8 weeks.</p> <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>	
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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.	✓
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	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.	✓

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		was causing pedestrians to have to walk in to the road.				
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 disposal of waste from the Recreation Park.	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 agreement with a registered waste carrier or take their refuse to a site licensed to accept trade waste."	✓

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Item 11.

Adoption of a Bench

1.0 Proposal

To adopt, repair and maintain a bench.

2.0 Introduction

A resident made contact with the Parish Council in March, seeking assistance to address recent damage caused to a bench situated on the foot path alongside the River Tone, near the ramp in Bull Street.

The bench was originally provided by the residents of Bull Street to commemorate the Queen's Golden Jubilee in 2002. The bench was built by Colin West, a resident of Bull Street who continued to maintain the bench until his death in 2012. To date the bench has only received general attention to preserve its use but now requires repairs to allow it to continue to be used. work for it to continue as a popular resting spot for walkers and to be enjoyed by local residents.

3.0 Adoption of the Bench

It is proposed that the bench be adopted by the Parish Council as an asset and be repaired and maintained by the Parish Council in perpetuity. Approximately twenty households in the Bull Street area have been canvassed on the proposal and to date there have been no objections.

4.0 Recommendation

That the proposal is considered and approved.

Andrew Williams
Clerk and RFO
25.03.2024

Image 1



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Item 12.

Grant Donation

1.0 Proposal

To approve a proposal to donate £200.00 to Creech St Michael Village Hall from Party in the Park funds.

2.0 Introduction

The Village Hall Committee have identified a kitchen item that it wishes to purchase and the Party in the Park Group have proposed that funds be granted to the Village Hall Committee to facilitate the purchase.

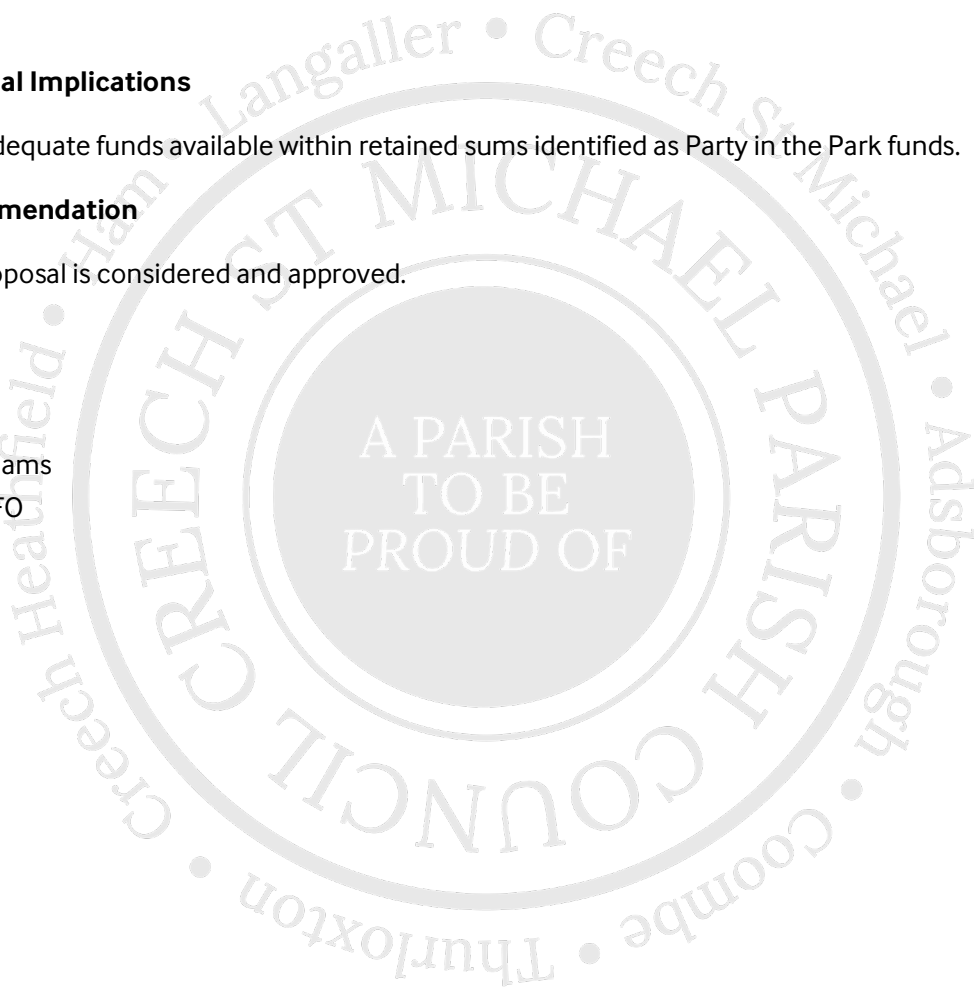
3.0 Financial Implications

There are adequate funds available within retained sums identified as Party in the Park funds.

4.0 Recommendation

That the proposal is considered and approved.

Andrew Williams
Clerk and RFO
25.03.2024



Item 13.

Reserves Policy

1.0 Proposal

To review and approve a Reserves Policy.

2.0 Introduction

The proposed Reserves Policy provides an increased level of transparency to the levels of reserves held by the Parish Council. The Joint Panel on Accountability & Governance Practitioners Guide (JPAG) March 2023 states that it "important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income."

The Policy was reviewed and approved by the Finance Committee on 25 March 2024.

3.0 Policy

The Policy describes the two types of reserve and allocates funds to each category. The sums allocated to both categories should be reviewed on an annual basis as part of the budget planning process and any changes made ahead of the start of the financial year. Unspent funds allocated within the Earmarked Reserves Category, should only be retained if there is a strong prospect that they will be expended within a reasonable timeframe.

3.0 Recommendation

That the Reserves Policy is considered and approved.

Andrew Williams
Clerk and RFO
27.03.2024

Creech St Michael Parish Council

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Policy Title	Reserves Policy
Applies to	All members and Employees
Date Created	4 February 2024
Date Approved by Council	
Minute Reference	
Author	Clerk and RFO
Review Cycle	Annual
Review Dates	



Creech St Michael Parish Council

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1.0 Introduction

Creech St Michael Parish Council maintains a level of reserves that acts as mitigation against the risk of a significant loss or shortfall in income that allows the Parish Council to continue to function for a period of three months. In addition to this, there are reserves held for other purposes and this policy sets out how the Parish Council will manage these reserves.

The Joint Panel on Accountability & Governance Practitioners Guide (JPAG) March 2023 states that it “important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income.”

2.0 Categorisation of Reserves

Reserves held by the Parish Council may be categorised as either ‘general’ or ‘earmarked’.

2.1 General Reserves

General reserves are funds which do not have any restrictions on their use. They are intended to cushion the impact of uneven cash flows, offset budget requirements if necessary or can be held in case of unexpected events or emergencies. Setting the level of the general reserves is agreed as part of the annual budget process.

The primary means of building general reserves will be through a reallocation of funds (underspend on a projects) and allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves which have been spent in the previous year. Any surplus achieved in the general reserve at the end of the year, will be reallocated to the Earmarked Reserves category.

If in extreme circumstances, general reserves are exhausted due to major unforeseen spending pressures within a particular financial year, the Parish Council would be able to draw down from its earmarked reserves to provide short term support for General Reserves.

2.2 Earmarked Reserves

Earmarked reserves must be held for genuine and intended purposes of expenditure which the Parish Council considers likely to be required in the future and greater than that which can be funded from a single year’s budget. Their level should be subject to annual review and justification. They should be separately identified and significant levels of Earmarked Reserves, in particular, may give rise to enquiries from internal and/or external auditors.

Typically, earmarked reserves are held for the reason of renewal or repair of equipment or property, to fund a project or because they are funds that have additional constraints imposed upon them.

Creech St Michael Parish Council

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- Renewals and Repairs – to enable the planning and financing of an effective programme of equipment replacement and property maintenance or refurbishment. The funds required are built up incrementally over several years when taking in to account asset conditions and expected life or are subject to grant funding. They are a mechanism to smooth expenditure without the need to vary budgets.
- Carry forward underspend on an uncompleted project – expenditure committed to a project but not spent in the budget year. Reserves can be used as a mechanism to carry forward those resources.
- Grant funding – funds allocated to a specific project that are either or partly sourced from external grant funding providers.
- Developers' contributions (Section 106 and Community Infrastructure Levy (CIL)) – proceeds from developers which can only be used for specific purposes.
- Other earmarked reserves – these may be set up from time to time to meet known or predicted liabilities.

Where the purpose of an earmarked reserve becomes obsolete, or where there is an over-provision of funds, the excess may, on the approval of the Parish Council, be transferred to other budget headings within the revenue budget, to general reserves or other earmarked reserves.

EMRs will be established on a 'needs' basis in line with anticipated expenditure and these are to be reviewed annually and agreed by the Parish Council as part of the budget process.

Any decision to set up an earmarked reserve must be approved by the Parish Council. If the earmarked reserve is used to meet short term funding gaps, this must be replenished in the following financial year. Earmarked reserves which have been used to meet a specific liability, would not need to be replenished after having served the purpose for which they were intended.

3.0 Management and Control of Reserves

Movements in earmarked and general reserves shall be reported to the Parish Council Finance Committee. The use of reserves shall be approved by the Parish Council.

The level of general reserves shall be reviewed on an annual basis during the annual budget process and agreed by the Parish Council. Earmarked reserves shall be reviewed on an individual basis. This review will also be undertaken as part of the annual budgeting process. The approval for the creation, amendment, cessation or continuation of earmarked reserves will be given by the Parish Council.

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4.0 Current Level of Reserves

4.1 General Reserves

Purpose	Amount
Operating Reserve	£20,000.00
Other Reserves	£13,969.14

4.2 Earmarked Reserves

Purpose	Amount
Recreation Park Play Equipment Repairs	£5,000.00
Party in the Park	£11,865.55
Planning Support	£7,000.00
Recreation Park Improvements (Security & Signage)	£4,500.00
Community Development Fund	£3,000.00
Capital Expenditure (Mower)	£8,500.00
VAT Liability Cover	£15,000.00
23/24 Commitments	£9,081.74
Community Infrastructure Levy (CIL) Funds (to be expended by 31.03.2025)	£2,116.51

Creech St Michael Parish Council

2 April 2024 (2023 - 2024)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
333	Venue Hire	26/02/2024		Unity Trust Bank		Room Hire Charges	Creech St Michael Village H	E	26.00		26.00
355	Improvements	26/02/2024		Unity Trust Bank		Electrical Maintenance	Matthews Electrical Service	S	200.00	40.00	240.00
356	Cleaning	26/02/2024		Unity Trust Bank		Bus Shelter Cleaning	Reflections	E	75.00		75.00
350	Salaries	27/02/2024		Unity Trust Bank		Salary and Expenses Payment	Andrew Williams	E	1,793.82		1,793.82
351	Salaries	27/02/2024		Unity Trust Bank		Salary Payment	Karen Hutchings	E	594.91		594.91
352	Salaries	27/02/2024		Unity Trust Bank		Salary Payment	Francis Reading	E	484.09		484.09
353	Pension Contributions	27/02/2024		Unity Trust Bank		Pension Contribution	NEST	E	176.98		176.98
350	General Administration Expenses	27/02/2024		Unity Trust Bank		Salary and Expenses Payment	Andrew Williams	E	71.90		71.90
332	Play Equipment Inspections	28/02/2024		Unity Trust Bank		Play Equipment Inspection Cha	The Play Inspection Comp	S	300.00	60.00	360.00
347	PIP Other Events	07/03/2024		Unity Trust Bank		Event Expenses	J&S Family Butchers	E	120.00		120.00
365	Security	08/03/2024		Unity Trust Bank		Locking & Unlocking Service	Walford Security Ltd	S	680.00	136.00	816.00
367	Utilities (Electricity)	15/03/2024		Unity Trust Bank		Electricity Charges	EDF	L	31.14	1.56	32.70
368	Utilities (Electricity)	15/03/2024		Unity Trust Bank		Electricity Charges	EDF	L	4.91	0.25	5.16
366	Security	15/03/2024		Unity Trust Bank		Locking & Unlocking Service	Walford Security Ltd	S	629.00	125.80	754.80
370	Venue Hire	19/03/2024		Unity Trust Bank		Room Hire Charges	Creech St Michael Village H	E	44.00		44.00
364	Grounds Maintenance (Outsour	22/03/2024		Unity Trust Bank		Grass Cutting & Waste Disposa	Somerset Council	S	856.00	171.20	1,027.20
364	Grounds Maintenance (Outsour	22/03/2024		Unity Trust Bank		Grass Cutting & Waste Disposa	Somerset Council	S	55.63	11.13	66.76
364	Dog Waste	22/03/2024		Unity Trust Bank		Grass Cutting & Waste Disposa	Somerset Council	S	762.32	152.46	914.78
375	Employee Training Costs	25/03/2024		Unity Trust Bank		Qualification Registration Char	SLCC Enterprises Ltd	E	50.00		50.00
374	Service Delivery Charges	25/03/2024		Unity Trust Bank		Charges for Provision of Youth	The Community Youth Proj	E	1,481.00		1,481.00
371	Salaries	27/03/2024		Unity Trust Bank		Salary Payment	Karen Hutchings	E	594.91		594.91
372	Salaries	27/03/2024		Unity Trust Bank		Salary Payment	Francis Reading	E	484.09		484.09
373	Salaries	27/03/2024		Unity Trust Bank		Salary and Expenses Payment	Andrew Williams	E	1,793.62		1,793.62
376	Pension Contributions	27/03/2024		Unity Trust Bank		Pension Contribution	NEST	E	176.98		176.98
373	General Administration Expenses	27/03/2024		Unity Trust Bank		Salary and Expenses Payment	Andrew Williams	E	60.20		60.20
Total									11,546.50	698.40	12,244.90

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
348	Postage	28/02/2024		SOLDO Debit card		Postage	Post Office Ltd	E	5.00		5.00
349	Bank Charges	05/03/2024		SOLDO Debit card		Bank Charges	SOLDO Software Limited	S	18.00	3.60	21.60
369	General Administration Expens	13/03/2024		SOLDO Debit card		Land Registry Search Charges	HM Government	E	3.00		3.00
								Total	26.00	3.60	29.60

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
63	Lottery	05/03/2024		Unity Trust Bank		Lottery Sales Income	West Somerset Lottery	E	4.00		4.00
62	Pitch Fees	12/03/2024		Unity Trust Bank		Football Pitch Hire	Carrs Crusaders	E	40.00		40.00
64	Utilities (Electricity)	19/03/2024		Unity Trust Bank		Concession Fee	Cafe Finch	L	43.07	2.15	45.22
64	Utilities (Electricity)	19/03/2024		Unity Trust Bank		Concession Fee	Cafe Finch	L	51.25	2.56	53.81
64	Rental Charges	19/03/2024		Unity Trust Bank		Concession Fee	Cafe Finch	S	26.39	5.28	31.67
64	Rental Charges	19/03/2024		Unity Trust Bank		Concession Fee	Cafe Finch	S	27.18	5.44	32.62
66	Pitch Fees	31/03/2024		Unity Trust Bank		Football Pitch Hire	Ruishton U14s 2023/24 Se:	S	20.83	4.17	25.00
65	Pitch Fees	31/03/2024		Unity Trust Bank		Football Pitch Hire	Ruishton U14s 2023/24 Se:	S	20.83	4.17	25.00
65	Pitch Fees	31/03/2024		Unity Trust Bank		Football Pitch Hire	Ruishton U14s 2023/24 Se:	S	20.83	4.17	25.00
65	Pitch Fees	31/03/2024		Unity Trust Bank		Football Pitch Hire	Ruishton U14s 2023/24 Se:	S	20.83	4.17	25.00
Total									275.21	32.11	307.32

Item 17.1.

End of Year Financial Summary

1.0 Notes

Income

The year end summary shows that the Parish Council's income was ahead of budget by £3,148.20. This is due, in part, to the delayed receipt of a £5,000.00 grant from Avon and Somerset Police Community Trust for the purchase of Speed Indicator Devices that were purchased in the 2022/23 financial year.

Expenditure

The approved expenditure budget was £156,563.75, with actual expenditure totalling £140,011.84. This produces an underspend of £16,551.91. This underspend is explained as follows.

Outstanding Expenditure

- Security charges for the locking and unlocking service for March £714.00 (ex VAT).
- Planned repairs to play equipment of £4,584.92 (ex VAT)
- HMRC Obligations for Tax and National Insurance of £2,902.82
- Recreation Park Tree Survey £880.00 (ex VAT)

£10,317.52 (inc VAT)

Significantly Underspent Budgets

- Administration £3,602.44
- Recreation Park £3,323.26 (including outstanding commitments)
- Grants £16,680.00

Significantly Overspent Budgets

- Payroll £6,882.38

Andrew Williams

Clerk and RFO

27.03.2024

Creech St Michael Parish Council

Summary of Receipts and Payments

2 April 2024 (2023 - 2024)

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	29,546.19	-2,946.19	-2,946.19 (-11%)
1002	Tax & NI				3,666.67	7,398.78	-3,732.11	-3,732.11 (-101%)
1003	Pension Contributions				1,450.00	1,654.08	-204.08	-204.08 (-14%)
SUB TOTAL					31,716.67	38,599.05	-6,882.38	-6,882.38 (-21%)

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	1,140.30	359.70	359.70 (23%)
2003	Member Training				200.00		200.00	200.00 (100%)
SUB TOTAL					1,700.00	1,140.30	559.70	559.70 (32%)

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	1,687.62	1,212.38	1,302.49 (44%)
3002	Venue Hire				1,000.00	1,080.00	-80.00	-80.00 (-8%)
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	288.50	111.50	111.50 (27%)
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	17.55	82.45	82.45 (82%)
3011	Website Hosting				300.00	164.29	135.71	135.71 (45%)
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		52.00	52.00				52.00 (N/A)
3016	VAT		3,306.83	3,306.83				3,306.83 (N/A)
3017	Mobile Phone Charges					82.49	-82.49	-82.49 (N/A)
3018	Langaller Park Support							(N/A)
SUB TOTAL			3,615.60	3,615.60	10,600.00	6,997.56	3,602.44	7,218.04 (68%)

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%)

Creech St Michael Parish Council

Summary of Receipts and Payments

2 April 2024 (2023 - 2024)

All Cost Centres and Codes

SUB TOTAL

3,500.00 3,787.39 -287.39 -287.39 (-8%)

Recreation Park

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
5001	Grounds Maintenance (Outsourc				5,000.00	3,282.36	1,717.64	1,717.64 (34%)
5002	Grounds Maintenance (Internal)				1,000.00	293.20	706.80	706.80 (70%)
5003	Utilities (Electricity)		312.67	312.67	800.00	2,340.18	-1,540.18	-1,227.51 (-153%)
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	1,058.96	-758.96	-758.96 (-252%)
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	1,537.18	462.82	462.82 (23%)
5015	Security				8,200.00	6,075.75	2,124.25	2,124.25 (25%)
5016	Play Equipment Inspections				2,200.00	900.00	1,300.00	1,300.00 (59%)
5017	Pitch Fees		463.32	463.32				463.32 (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		215.48	215.48				215.48 (N/A)
SUB TOTAL			1,033.14	1,033.14	45,375.98	35,873.80	9,502.18	10,535.32 (23%)

Canal Car Park

Code	Title	Receipts			Payments			Net Position
		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

Code	Title	Receipts			Payments			Net Position
		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

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8001	Phonebox Maintenance							(N/A)

Creech St Michael Parish Council

Summary of Receipts and Payments

2 April 2024 (2023 - 2024)

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	3,741.92	-741.92	-741.92 (-24%)
9002	General Waste							(N/A)
SUB TOTAL					3,000.00	3,741.92	-741.92	-741.92 (-24%)

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	375.00	-125.00	-125.00 (-50%)
11002	Maintenance							(N/A)
SUB TOTAL					250.00	375.00	-125.00	-125.00 (-50%)

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%)

Creech St Michael Parish Council

Summary of Receipts and Payments

2 April 2024 (2023 - 2024)

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	7,224.00	-474.00	-474.00 (-7%)
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	7,224.00	26.00	126.00 (1%)

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					135.66	-135.66	-135.66 (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	19,516.84	5,353.16	-612.38 (-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	1,750.00	-250.00	-250.00 (-16%)
SUB TOTAL					5,416.10	5,715.69	-299.59	-299.59 (-5%)

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)

Creech St Michael Parish Council
Summary of Receipts and Payments

2 April 2024 (2023 - 2024)

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	104,716.20	3,148.20	156,563.75	128,279.72	28,284.03	31,432.23 (12%)
V.A.T.		5,990.35			11,732.12		
GROSS TOTAL		110,706.55			140,011.84		

Subject: Accident
From: pauline aldrige <paaldrige0904@gmail.com>
Date: Mon, 4 Mar 2024, 12:33
To: "clerk@creechstmichael.net" <clerk@creechstmichael.net>

Good afternoon

My name is Pauline Aldridge - 91 West View, Creech St Michael TA3 5X. Tel: 01823 444008. I unfortunately had a nasty accident yesterday in the car park at the recreation park. I tripped on a metal "lump" which was sticking out from the gravel. Fortunately there were lots of people around and a very kind young man called Stuart came to help me. He managed to help me off the ground and took me to a nearby bench. I was very shaken. I badly grazed my right hand, took a small chunk out of my chin, cut and bruised my right foot and hurt my right knee. All of these injuries are fairly minor in the grand scheme of things BUT it could have been a lot worse eg broken bones etc. I managed to walk home and rested for the remainder of the day. When I woke this morning it seemed like every bone in my body was aching.

I was wondering to whom I should report this accident. These metal "lumps" should be removed from the car park before someone has a really bad accident. Are you able to help?

Kind regards

Pauline