

# CREECH ST MICHAEL PARISH COUNCIL

**Draft Minutes** for the Meeting of Crech St Michael Parish Council held at  
Crech St Michael Village Hall on **1 July 2024 at 7.00pm**

## Councillor Attendance

|                                   |    |         |                                  |    |         |
|-----------------------------------|----|---------|----------------------------------|----|---------|
| Cllr. Annabelle Peters – Chair    | AP | Present | Cllr, Neil Davidson – Vice Chair | ND | Present |
| Cllr. Paul Tucker                 | PT | Present | Cllr. Charlie Cudlip             | CC | Present |
| Cllr. Martyn Willis (from item 7) | MW | Present | Cllr. Stephen Greenhalgh         | SG | Present |
|                                   |    |         | Cllr Kieran Roe MBE              | KR | Present |

**Also Present:** Cllr. Norman Cavill (Somerset Council), Cllr. David Fothergill (Somerset Council), three (3) members of the public and Andrew Williams, Crech St Michael Parish Clerk and Responsible Financial Officer.

## Meeting started at 7.03pm

|     |  |               |                    |                  |                  |
|-----|--|---------------|--------------------|------------------|------------------|
| 1.0 | <b>Chair's welcome</b>   |               |                    |                  |                  |
|     | AP welcomed those present to the meeting and invited anyone to speak.  |               |                    |                  |                  |
| 2.0 | <b>Public Question time</b> - Questions asked by the Public and Press will be noted.   |               |                    |                  |                  |
|     | A resident representing the Plymouth Brethren Christian Church spoke about The Church's Rapid Response Team and explained how support can be provided. The resident also spoke about The Church's efforts to secure a community meeting and worship space within the Crech St Michael Parish, as there are a large number of families in the community with no meeting hall. It was suggested that further discussions were held with the Planning Committee to assist with the search for a site. |               |                    |                  |                  |
| 3.0 | <b>To receive Somerset Council Councillors' Reports</b>  |               |                    |                  |                  |
|     | Cllr. Fothergill confirmed that there were no significant updates at this time.  |               |                    |                  |                  |
| 4.0 | <b>Apologies for Absence</b>   |               |                    |                  |                  |
|     | <b>4.1 To receive any apologies for absence</b><br>Apologies had been received from Cllr. Giles, Cllr. Griffin, Cllr. Birch and Cllr. Williams.  |               |                    |                  |                  |
|     | <b>4.2 To approve any apologies for absence. [V]</b><br>The apologies for all four members were approved.  |               |                    |                  |                  |
|     | <b>Prop:PT</b>   | <b>Sec:ND</b> | <b>In Favour:6</b> | <b>Against:0</b> | <b>Abstain:0</b> |
| 5.0 | <b>Declarations of Interests</b>   |               |                    |                  |                  |
|     | <b>5.1 Declarations of Individual Members</b><br>None.   |               |                    |                  |                  |
|     | <b>5.2 Dispensation Request</b><br>None.   |               |                    |                  |                  |

|      |  |               |                    |                  |                  |
|------|--|---------------|--------------------|------------------|------------------|
| 6.0  | <p><b>Parish Council Vacancy</b></p> <p>Mr Martyn Willis presented himself for consideration for the vacancy of Parish Councillor.</p> <p>Mr Willis' co-option to the role of Parish Councillor was approved. Mr Willis signed the Declaration of Acceptance of Office and this was witnessed and signed by AP. Mr Willis took his seat at the meeting.</p>  |               |                    |                  |                  |
|      | <b>Prop:AP</b>   | <b>Sec:ND</b> | <b>In Favour:6</b> | <b>Against:0</b> | <b>Abstain:0</b> |
| 7.0  | <p><b>Village Agent</b> – a presentation from Christine Brewer of Somerset Village &amp; Community Agents.</p> <p>Christine Brewer provided an overview of the work of the Village Agent and their role within Connect Somerset. Christine highlighted some of the key tasks that Village Agents are available to support residents with, including accessing online services, proving support for homeless individuals and the provision of food parcels. Flyers and contact details were provided to members.</p>  |               |                    |                  |                  |
| 8.0  | <p><b>Minutes</b></p> <p>To <b>Review and Approve</b> the minutes of the meeting held on 3 June 2024. [M]</p> <p>The draft minutes of the meeting held on 3 June 2024 were approved and signed by the Chair.</p>   |               |                    |                  |                  |
|      | <b>Prop:AP</b>   | <b>Sec:KR</b> | <b>In Favour:6</b> | <b>Against:0</b> | <b>Abstain:1</b> |
| 9.0  | <p><b>Review and Monitor the Actions Outstanding from Past Meetings</b> – See Appendix A for details of action points and progress toward the completion of each action.</p> <p>The Clerk and RFO provided updates on progress toward completing the outstanding actions.</p>  |               |                    |                  |                  |
|      | <p><b>Items for Decision</b></p>   |               |                    |                  |                  |
| 10.0 | <p><b>Purchase and Installation of new signage at the Recreation Park</b> – to review and approve a quotation for the production and installation of signage at the Recreation Park. [M]</p> <p>The design of the signage was approved, subject to some minor amendments and a quotation from Blake Signs was approved.</p>  |               |                    |                  |                  |
|      | <b>Prop:AP</b>   | <b>Sec:PT</b> | <b>In Favour:7</b> | <b>Against:0</b> | <b>Abstain:0</b> |
| 11.0 | <p><b>CCTV Policy – to review and approve the Parish Council CCTV Policy</b> [M]</p> <p>The Clerk and RFO explained the importance of the CCTV policy and highlighted the key elements of the policy.</p> <p>The CCTV Policy was approved.</p>   |               |                    |                  |                  |
|      | <b>Prop:CC</b>   | <b>Sec:PT</b> | <b>In Favour:7</b> | <b>Against:0</b> | <b>Abstain:0</b> |
| 12.0 | <p><b>Purchase and installation of signage for residents in Charlton Road, Creech Heathfield</b> – to review and approve the purchase and installation of two signs alongside footpath T10/14. [M]</p> <p>A resident from the area affected spoke of the issues experienced by themselves and others. CC asked if a bollard was a suitable option. This was discounted as it was deemed not practical. The signage was approved. The Clerk and RFO would use the same provider identified in item 10.0 for the supply of the signs. Installation would be done in-house.</p> |               |                    |                  |                  |
|      | <b>Prop:KR</b>   | <b>Sec:SG</b> | <b>In Favour:7</b> | <b>Against:0</b> | <b>Abstain:0</b> |
| 13.0 | <p><b>13. Review of Policies</b> – to review and make changes to the following policies. [M]</p> <ul style="list-style-type: none"> <li>• Somerset City, Town and Parish Councils Code of Conduct</li> <li>• Health &amp; Safety Policy</li> <li>• Safeguarding Policy</li> </ul>  |               |                    |                  |                  |

|      |  |               |                    |                  |                  |
|------|--|---------------|--------------------|------------------|------------------|
|      | No changes were proposed and the reviewed policies were approved.  |               |                    |                  |                  |
|      | <b>Prop:AP</b>   | <b>Sec:CC</b> | <b>In Favour:7</b> | <b>Against:0</b> | <b>Abstain:0</b> |
| 14.0 | Finance – to <b>review and approve</b> the Financial Transaction Report. <b>[M]</b>  |               |                    |                  |                  |
|      | The Financial Transaction report for the period between 25.05.2024 and 24.06.2024 was approved. See <b>Appendix B</b> for a list of all payments. The Chair signed a copy of the report for the records.   |               |                    |                  |                  |
|      | <b>Prop:ND</b>   | <b>Sec:SG</b> | <b>In Favour:7</b> | <b>Against:0</b> | <b>Abstain:0</b> |
|      | <b>Items for Discussion</b>  |               |                    |                  |                  |
| 15.0 | <b>LCN Meeting 19.06.2024</b> – feedback from the LCN Meeting.<br>KR provided an update on the Annual Meeting of the Hestercombe LCN. This included an overview of the draft annual report that had been discussed at the meeting. KR expressed frustration with the lack of meaningful action taken by the LCN and suggested that unless there was improvement in the output of the LCN there was little point in the Parish Council attending.             |               |                    |                  |                  |
| 16.0 | <b>Planning West Committee Meeting</b> – feedback on the decisions made at the meeting held 25.06.2024.<br>The Clerk and RFO reported on the outcomes of the Planning meeting and the decisions taken by the Committee to grant approval to the Solar Installation at Ham and the housing development at Langaller House Farm. KR expressed his concern about the Committees failure to take account of the view expressed by the Parish Council and others. |               |                    |                  |                  |
| 17.0 | <b>Recreation Park Tree Survey</b> – to note the findings of the survey conducted by Aboricare Ltd.<br>The report was noted and the Clerk and RFO would present a proposal to undertake urgent works to the Finance Committee in July.   |               |                    |                  |                  |
|      | <b>Updates from Committees, Panels and Working Groups</b>  |               |                    |                  |                  |
| 18.0 | <b>Finance Committee</b>   |               |                    |                  |                  |
|      | <b>18.1 Summary of income and expenditure year to date.</b><br>The report was noted and the Clerk and RFO confirmed that there were no areas of concern.   |               |                    |                  |                  |
| 19.0 | <b>Staffing Committee</b><br>A meeting of the Committee was due to be held in July.  |               |                    |                  |                  |
| 20.0 | <b>Planning Committee</b><br>No recent meeting as a result of having not received any planning applications.   |               |                    |                  |                  |
| 21.0 | <b>Traffic Panel</b><br>No report. A meeting would be scheduled between CC, MW and the Clerk and RFO to agree a new format for the panel.  |               |                    |                  |                  |
| 22.0 | <b>Canal Panel</b><br>No report. It was confirmed that the locking and unlocking of the car park was working well.   |               |                    |                  |                  |
| 23.0 | <b>Party in the Park Working Group</b><br>No report.   |               |                    |                  |                  |
| 24.0 | <b>Events</b><br><b>24.1 Tug of War</b>  |               |                    |                  |                  |

|      |  |
|------|--|
|      | <p>AP reported on the success of the events and thanked everyone for their support and efforts to put the event on. There would be a review meeting held shortly.</p> <p>CC raised concern about the decision to remove a Pride flag from one of the gazebos at the event as this would be viewed as the Parish Council not supporting equality, diversity and LGBTQ+ rights. CC was unhappy with the process that was followed to make the decision to remove the flag. AP responded that an individual had raised a concern with her that the flag was being displayed and that she had raised the matter with the Chair of West Monkton Parish Council who had taken the decision to temporarily remove the flag. CC felt that the decision was inappropriate and asked that in future a wider group was consulted on such decisions.</p> |
| 25.0 | <b>Newsletter Working Group</b>  |
| 26.0 | <p>Footpaths</p> <p>The Clerk and RFO provided an update on works to clear footpaths in the Parish supplied by the Footpaths Volunteer. The improvement to the footpath along the River Tone was noted.</p>  |
|      | <b>Other Matters</b>   |
| 27.0 | <b>Correspondence</b>  |
|      | <p><b>27.1 To consider any correspondence received that Councillors wish to raise that has already been circulated.</b></p> <p>None.</p>   |
|      | <p><b>27.2 To note items of correspondence received by the Clerk and RFO deemed appropriate to be brought to the attention of the Parish council.</b></p> <p>27.2.1 Email exchange with a resident regarding the management of the allotments. The correspondence was noted.</p>   |
| 28.0 | <p><b>New Matters to be Carried Forward</b></p> <p>KR asked if anything could be done to replace the sign on the canal bridge that had deteriorated over time. Efforts would be made to identify the type of sign and Cllr. Cavill suggested that the Clerk at West Monkton may be able to provide details of signs they had replaced.</p>   |

The meeting ended at 9.01pm

[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:

2 September 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 |
|--|-------------|--|-----------------------------|----------------|--|----------|
| 01.07.2024                             | 10.0        | Purchase and installation of new signage for the Recreation Park.  | Clerk and RFO<br>02.09.2024 |                | 02.07.2024 Purchase order submitted to Blake Signs.<br>12.08.2024 Main signs installed. Other signs in the process of being installed.   |          |
| 01.07.2024                             | 17.0        | Proposal to undertake works to trees within the Recreation Park to be provided.                            | Clerk and RFO<br>02.09.2024 |                | See agenda item 11 of meeting agenda 02.09.2024.   |          |
| 13.05.2024                             | 15.0        | Hold discussions with Ruishton Rhinos Football Club to seek their support for maintaining the grass pitch. | Clerk and RFO<br>03.06.2024 |                | 26.05.2024 Contact made with Chair of Ruishton Rhinos Football Club and meeting to be held to discuss plans for the club to use the Rec. Park as a base.<br>12.05.2024 Meeting held and proposal being progressed to Finance Committee to consider prior to approval by Parish Council.<br>16.08.2024 See agenda item 9 of meeting 02.09.2024. |          |
| 13.05.2024                             | 15.0        | Prepare quotations for the installation of CCTV at the Rec. Park.  | Clerk and RFO<br>03.06.2024 |                | 25.05.2024 See agenda item 15 03.06.2024.<br>03.06.2024 Proposal approved and purchase of hardware completed.  |          |

## CREECH ST MICHAEL PARISH COUNCIL

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|            |      |  |                             |  | 31.07.2024 Equipment purchased, delivered and installation commenced.  |  |
| 05.02.2024 | 8.0  | Implementation of budget proposals.  | Clerk and RFO<br>31.03.2024 |  | 12.02.2024 Notice given of cessation of service to Walford Security.<br>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.<br>13.02.2024 Contact made with West Monkton Parish Council to explore viability of sharing use of their mower.<br>26.03.2024 A positive response from West Monkton Parish Council received, subject to insurance and agreement of a schedule and financial contribution. |  |
| 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<br>05.02.204  |  | 08.01.2024 Resident at Adsborough contacted and asked to assist in finding a suitable location for the Defib.<br>25.01.2024 Defibrillators shipped and arrived and now in storage.<br>16.02.2024 Defibrillator installed at the Recreation Park. Second location under discussion.<br>17.06.2024 Offer of site for installation made from Adsborough resident. Site being investigated for suitability.  |  |

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| 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<br>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.<br>13.12.2023 Email sent to Somerset Roads requesting that the Lane be designated with a maximum weight of 7.5 tonnes.<br>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<br>06.11.2023   |  | 23.05.2024 See agenda item 14<br>03.06.2024.  |  |
| 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<br>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.<br>07.11.2023 Letter written to David Wilson Homes requesting that the vegetation be dealt with.<br>09.11.2023 Holding response received from David Wilson Homes.<br>22.11.2023 David Wilson Homes confirm that a consultant has been appointed to address the outstanding adoption issues. |  |

## CREECH ST MICHAEL PARISH COUNCIL

### CREECH ST MICHAEL PARISH COUNCIL ACTION RECORD

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|            |      |  |                             |            | <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> |   |
| 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<br>03.07.2023 | 17.07.2024 | <p>03.07.2023 A recent meeting with the Highways Officer from Somerset Council had confirmed a commitment to reline the Virtual Footpath.</p> <p>17.07.2024 Lines reinstated by Somerset Council.</p>  | ✓ |
| 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<br>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>   |   |



## CREECH ST MICHAEL PARISH COUNCIL

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|--------------------------|------|--|-----------------------------|------------|--|--|
|                          |      |  |                             |            | <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> <p>21.02.2024 Further contact held with Traffic Engineer to arrange a site meeting.</p> <p>30.04.2024 Awaiting further meeting with Speedwatch and Traffic Panel to agree sites.</p>                                      |  |
| 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<br>06.03.2023 | 15.02.2023 | <p>15.02.2023 Money Claim online started and evidence submitted.</p> <p>16.03.2023 A request to issue a County Court Judgement was made via the Money Claim service.</p> <p>24.03.2023 County Court Judgement issued and received.</p> <p>15.05.2023 Request to be issued for a Warrant of Control.</p> <p>12.07.2023 case transferred to Yeovil Crown Court and a warrant issued.</p> |  |
| 09.01.2023               | 3.0  | Update the Neighbourhood Plan in light of the changes being brought about by local government reorganisation.                  | TBC                         |            | <p>15.05.2023 To be considered at the next Planning committee meeting.</p> <p>05.06.2023 See agenda item 20.1.</p> <p>27.11.2023 To be discussed by the Planning Committee.</p>  |  |
| <b>COMPLETED ACTIONS</b> |      |  |                             |            |  |  |

## CREECH ST MICHAEL PARISH COUNCIL

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| 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<br>06.02.2023 |  | 27.01.2022 See item 22.2 on the agenda for meeting held on 06.02.2023.<br>16.03.2023 Awaiting a response from Somerset Council Highways.<br>25.11.2023 Cllr. Peters in contact with resident about the issue.<br>11.12.2023 Contact with Roads Records initiated following advice from Somerset Highways.<br>12.12.2023 Request submitted to First Bus Group for data on bus stop use for the previous 12 months.<br>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.<br>14.05.2024 Resident informed that this project has been put on hold for a period of 12 months. | ✓ |
| 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<br>08.01.2024 |  | 05.12.2023 Contact made with Somerset Bus Partnership and request made. Response received and awaiting further information.<br>31.12.202 Information shared that 4 decals had been sited within Creech St Michael. 500 decals have been printed to cover Somerset.  | ✓ |
| 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 | Clerk & RFO<br>03.10.2022   |  | 22.09.2022 Request submitted to Somerset West and Taunton Street Scene team.<br>23.09.2022 Response received – cost of relocating dog waste bin £100.00 + VAT. 03.10.2022 Plan to be  | ✓ |

## CREECH ST MICHAEL PARISH COUNCIL

### CREECH ST MICHAEL PARISH COUNCIL ACTION RECORD

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|  |  | <p>the cost of moving the dog waste bin on the site.</p> |  |  | <p>drawn up to locate larger bin and replace dog waste bin.</p> <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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## CREECH ST MICHAEL PARISH COUNCIL

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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<br>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<br>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<br>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<br>04.09.2023 |            | 07.08.2023 Letter written to the resident.<br>25.08.2023 No response received and no action taken by the resident.<br>04.09.2023 vegetation has been reduced and no longer presents an issue. | ✓ |

## CREECH ST MICHAEL PARISH COUNCIL

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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<br>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.<br><br>The Clerk and RFO to send an agreement to the landowner.<br><br>13.06.2023 Lease agreement sent to landowner.<br><br>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<br>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."   | ✓ |

**CREECH ST MICHAEL PARISH COUNCIL**

**CREECH ST MICHAEL PARISH COUNCIL ACTION RECORD**

## **Item 8.**

### **Financial Regulations**

#### **1.0 Proposal**

To review and approve the updated version of the Financial Regulations.

#### **2.0 Introduction**

The revised Financial Regulations were considered and approved by the Finance Committee at a meeting held on 22 July 2024.

These revised financial regulations follow the model financial regulations template produced by the National Association of Local Councils (NALC) in April 2024. Guidance provided by NALC for the adaptation of the regulations have been applied.

The new template has been significantly amended and updated from previous model templates used. The core elements have been checked for consistency with existing financial regulations to ensure that there are no significant variations that should be brought to the attention of members.

Any changes to the regulations that have been introduced are specifically for the needs of the Parish Council and are identified below.

#### **3.0 Council Specific Changes**

##### **Section 5.15**

Amended to increase the delegated authority of the Clerk and RFO to £500 excluding VAT for any individual purchase.

Amended to increase the authority of the Chair of the Council or Chair of the finance committee, to authorise expenditure for any items below £1,000 excluding VAT.

##### **Section 5.6**

The threshold at which formal tenders are required for contracts has been set at £50,000.00 excluding VAT.

##### **Section 5.7 to 5.9**

These sections set out the approach to achieving best value at different levels of expenditure.

##### **Section 5.15**

This section identifies the delegated authorities for different levels of expenditure that are within agreed budgets.

##### **Section 5.18**

Sets out the level of expenditure that can be authorised by the Clerk and RFO in the case of an emergency situation, i.e. a risk to public safety.

##### **Section 16.5**

This section sets a limit of £500 on the disposal of any assets that can be authorised by the Clerk and RFO.

#### **4.0 Recommendation**

That the revised financial regulations are reviewed and approved.

Andrew Williams

Clerk and RFO

16.08.2024





## Creech St Michael Parish Council

|                                 |  |
|---------------------------------|--|
| <b>Policy Title</b>             | Financial Regulations  |
| <b>Policy Reference</b>         | B13  |
| <b>Applies to</b>               | All Members, Employees, Contractors and Volunteers               |
| <b>Date Created</b>             | Based on the NALC Model Financial Regulations Published May 2024 |
| <b>Date Approved by Council</b> |  |
| <b>Minute Reference</b>         |  |
|                                 |  |
| <b>Author</b>                   | Clerk and RFO  |
| <b>Review Cycle</b>             | Annual   |
| <b>Review Dates</b>             |  |



## 1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
  - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
  - "Approve" refers to an online action, allowing an electronic transaction to take place.
  - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
  - 'Proper practices' means those set out in *The Practitioners' Guide*
  - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
  - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
  - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
  - acts under the policy direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and control systems;
  - ensures the accounting control systems are observed;
  - ensures the accounting records are kept up to date;
  - seeks economy, efficiency and effectiveness in the use of council resources; and
  - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000; and

## **2. Risk management and internal control**

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk and RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk and RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, the Finance Committee shall verify bank reconciliations (for all accounts) produced by the RFO. The Chair of the Committee shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.

- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

### **3. Accounts and audit**

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the Clerk and RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
  - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The Clerk and RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the Clerk and RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the Clerk and RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
  - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;

- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The Clerk and RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The Clerk and RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

#### **4. Budget and precept**

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in December for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council or relevant committee.

4.3. No later than November each year, the Clerk and RFO shall prepare a draft budget with detailed estimates of all receipts and payments for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

- 4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council finance committee not later than the end of October each year.
- 4.6. The draft budget with any committee proposals, including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The Clerk and RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the finance committee and council .

## **5. Procurement**

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The Clerk and RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:

- 5.6. For contracts estimated to exceed £50,000 excluding VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation<sup>1</sup> regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £3,000 excluding VAT the Clerk and RFO shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £500 and £3,000 excluding VAT, the Clerk and RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For purchases of an individual value less than £500 excluding VAT, the clerk and RFO shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
  - ii. repairs to, or parts for, existing machinery or equipment;
  - iii. works, goods or services that constitute an extension of an existing contract;
  - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £500 excluding VAT.
  - the Clerk, in consultation with the Chair of the Council or Chair of the finance committee, for any items below £1,000 excluding VAT.
  - the council for all items over £1,000 excluding VAT;

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<sup>1</sup> The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

- 5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,500 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services above £500 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the Clerk and RFO.

## **6. Banking and payments**

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the Clerk and RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity Trust Bank. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the Clerk and RFO.



- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking, in accordance with a resolution of the council or a delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.6. For each financial year [the Clerk and RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.
- 6.7. A list of such payments shall be reported to the next appropriate meeting of the council for information only.
- 6.8. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:
  - i. any payments of up to £500 excluding VAT, within an agreed budget.
  - ii. payments of up to £2,500 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
  - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
  - iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 6.9. The Clerk and RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

## **7. Electronic payments**

- 7.1. Where internet banking arrangements are made with any bank, the Clerk and RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify three councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process.

- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, shall be sent by email or message service to all authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online.
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council] provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by two of the Clerk and RFO and a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

## **8. Cheque payments**

- 8.1. Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by two members and countersigned by the Clerk and RFO.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council meeting. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

## **9. Payment cards**

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used under any circumstances.

## **10. Petty Cash**

- 10.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk and RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

## **11. Payment of salaries and allowances**

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the finance committee to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

## **12. Loans and investments**

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State] (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the Clerk and RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

## **13. Income**

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the Clerk and RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk and RFO. The Clerk and RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the Clerk and RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the Clerk and RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The Clerk and RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.

#### **14. Payments under contracts for building or other construction works**

- 14.1. Where contracts provide for payment by instalments the Clerk and RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk and RFO to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

#### **15. Stores and equipment**

- 15.1. The Clerk and RFO shall be responsible for the care and custody of stores and equipment.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. The Clerk and RFO shall be responsible for periodic checks of stocks and stores, at least annually.

#### **16. Assets, properties and estates**

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

- 16.2. The Clerk and RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).
- 16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

## **17. Insurance**

- 17.1. The Clerk and RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk and RFO shall give prompt notification to the finance committee of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The Clerk and RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The Clerk and RFO shall negotiate all claims on the council's insurers.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

## **18. Suspension and revision of Financial Regulations**

- 18.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk and RFO shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the

suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

- 18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

## **Appendix 1 - Tender process**

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk and RFO shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk and RFO in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk and RFO in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.



## **Item 9.**

### **Recreation Park Football Pitches**

#### **1.0 Proposal**

To consider and approve a proposal to create a partnership with Ruishton Rhinos Football Club to improve the use and management of the football pitch.

#### **2.0 Introduction**

At a recent meeting held with Ruishton Rhinos Football Club, representatives of the Club expressed a desire to use the Recreation Park as a base for their club from the start of the 2024/25 season. The Club operates a number of youth teams and is expanding. One of their teams has made use of the pitch over the 2023/24 season.

Initially, the Club would use the Recreation Park for three sides, using the pitch on both Saturdays and Sundays. This could grow in subsequent years with additional teams making use of the facility.

This proposal was considered by the Finance Committee at a meeting held on Monday 27 July 2024. The Finance Committee approved that the proposal be recommended to the Parish Council for approval.

#### **3.0 Current Situation**

The Pavilion building provides adequate facilities for changing and hosting football matches. The two changing rooms are of an acceptable standard and there is a facility for a separate space for officials. The kitchen area was recently refurbished and at the current time is used only by the Community Youth Project once per week.

Maintenance of the pitch has been restricted to the cutting of the grass undertaken by Somerset Council at an annual cost of £3,850.00. Over the past season marking of the pitch for games has been undertaken by the Club using the Parish Council's equipment. The pitch is in need of repair and regular maintenance, but the Parish Council has neither the expertise nor funds to support this. Moveable goal posts and nets are provided along with other necessary equipment for matches by the Parish Council. These are likely to need replacing within the next twelve months.

In our budget for 2024/25, funds were allocated for the purchase of a mower and no allocation of funds was made for the cost of engaging Somerset Council to undertake regular cuts. An option of making use of a mower owned by West Monkton Parish Council has been considered but not progressed.

Income generated over the past 12 months from pitch fees has been negligible amounting to less than £100.00. This was due in part to the poor weather conditions which resulted in many games being cancelled or postponed.

#### **4.0 Proposed Partnership**

The grassed pitch area and Pavilion building are significant elements of the Recreation Park asset and it would be preferable to improve use of both for the benefit of young people in the wider

community. The following proposal could form the basis of a longer term relationship with the club that could open up Football Association funding to improve the pitch and facilities.

#### **4.1 Exclusivity**

It is proposed that Ruishton Rhinos Football Club are granted exclusive rights to use the pitch and Pavilion building from the start of the 2024/25 season. This includes use of the pitch for matches and training sessions at a charge for the full year of £600.00.

#### **4.2 Pitch Maintenance & Grass Cutting**

The grassed area, including the pitch, needs to be cut regularly and is currently maintained by Somerset Council at a projected cost of £3,850.00. Additional cuts of the football pitch only are charged at £85.60 per cut. The frequency of cuts during the football season is dictated to some extent by the use of the pitch by teams. Somerset Council are scheduled to undertake eighteen cuts this year of the entire Recreation Park site, averaging one every three weeks.

It is proposed that the frequency of cuts undertaken by Somerset Council is reduced to twelve, delivering a saving of £1,284.00 per year. In addition, that £1,500.00 of Community Infrastructure (CiL) funds are allocated for the purchase of a wide-cut walking mower to be used to cut the pitch as and when it is needed. The Football Club have indicated that they can supply volunteers to do this work.

It is further proposed that the Parish Council, in conjunction with the Football Club, submit a grant application to the Football Association for funds to undertake improvements to the pitch surface and to fund improvements to the Pavilion changing room facilities.

#### **5.0 Recommendation**

That the proposals are considered and approval is granted to progress the arrangements ahead of the start of the 2024/25 season.

Andrew Williams  
Clerk and RFO  
20.08.2024

## **Item 10.**

### **Annual Incremental Pay Award**

#### **1.0 Proposal**

To approve an award of an increase of one incremental point to the salaries of all Parish Council employees and to approve a proposal to align the review date of salary reviews to April each year, subject to an employee being employed for at least 12 months continuous employment and that annual pay awards are capped within the bands as defined by an individual role's job description. The pay award to be back dated to April 2024.

This process is in addition to the annual pay award that is negotiated at a national level. The proposal was approved at a meeting of the Staffing Committee held on 27 July 2024.

#### **2.0 Introduction**

All Parish Council employees are contractually entitled to an annual review of their pay on the anniversary of their employment start date. The Parish Council retains the right to refuse to adjust an individual's position on the salary scale, but current contracts do not specify the grounds upon which an increase would be refused. Neither does the contract specify the reasons for which an increase would be awarded.

#### **3.0 Current Position**

Following the completion of appraisals for all employees, the Parish Council is asked to consider awarding a single point increase to all employees, back dated to April 2024. This would have the following affect.

Caretaker role – increase from point 12 (£26,421.00) to point 13 (£26,873.00) the equivalent of a £0.24 per hour increase.

Grounds and Maintenance role – increase from point 13 (£26,873.00) to point 14 (£27,334.00) the equivalent of a £0.24 per hour increase.

Clerk and RFO role – increase from point 23 (£32,076.00) to point 24 (£33,024.00) the equivalent of a £0.49 per hour increase.

#### **4.0 Changes to the Proposal**

Following discussions and agreement at the Staffing Committee held on 27 July 2024, it was proposed and agreed that incremental increases be capped within the broad scales that are applied to each role. Currently The Caretaker role and the Grounds and Maintenance Operative role are within the band LC1 and the Clerk and RFO role within the band LC2 of the National Pay Scales (see accompanying paper).

#### **5.0 Financial Implications**

The proposed increases were planned within the Parish Council budget for the 2024/25 financial year. As a result awarding the increases will not impact on the planned budget in a negative way. A decision to refuse the awards will result in a saving to the budget.

## **5.0 Future Position**

It is proposed that all employees are subject to a change in their contracts in respect of the annual award. The proposed change is as follows.

### **5.1 Existing Clause**

Your salary will be reviewed annually in the month of your appointment and may, at the absolute discretion of CSMPC, be increased. If it is increased, you will be advised accordingly.

### **5.2 Revised Clause**

Your salary will be reviewed annually in April subject to your period of employment being at least 12 months continuous and subject to the completion of a performance appraisal that does not identify any significant concerns relating to your employment and that any increase is deemed affordable by the Parish Council, your salary may be increased. If it is increased, you will be advised accordingly and any increase will be limited to within the band specified for your role.

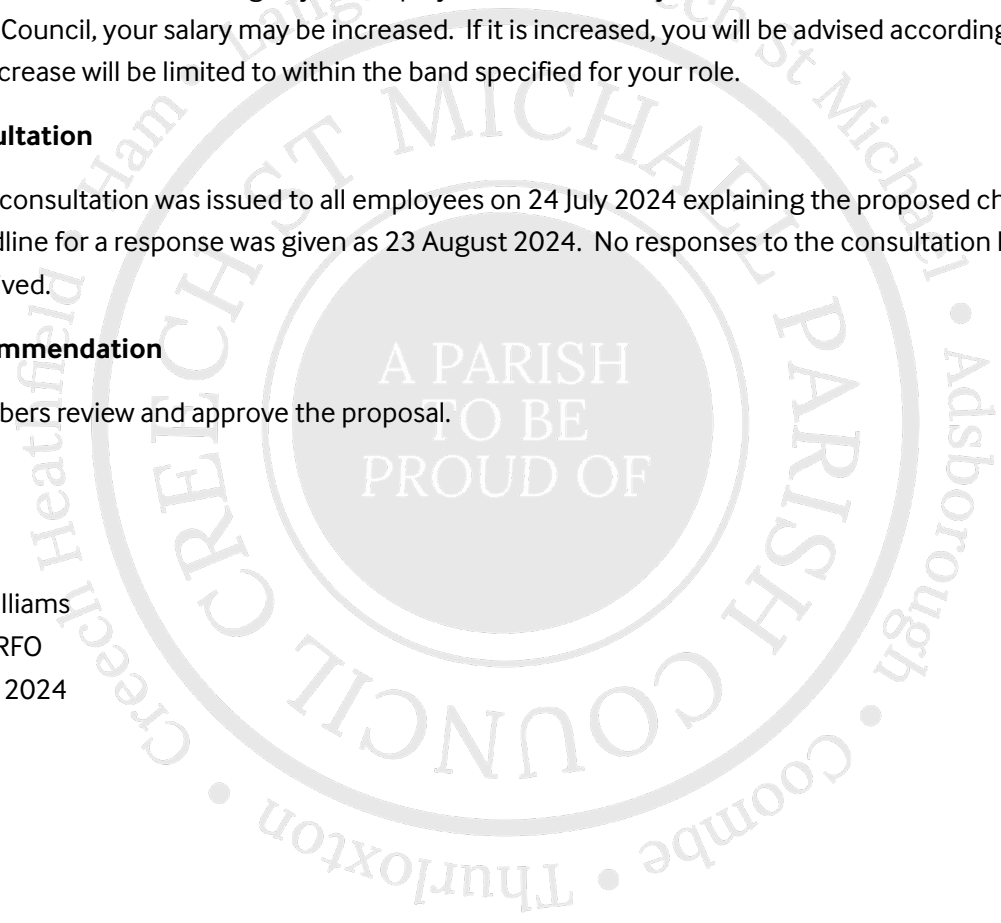
### **5.3 Consultation**

A letter of consultation was issued to all employees on 24 July 2024 explaining the proposed change and a deadline for a response was given as 23 August 2024. No responses to the consultation have been received.

## **6.0 Recommendation**

That members review and approve the proposal.

Andrew Williams  
Clerk and RFO  
24 August 2024



6 NOVEMBER 2023

## **E01-23 | 2022/23 LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2023**

We have been informed by the Local Government Association that the National Joint Council for Local Government Services has reached agreement on rates of pay applicable from 1 April 2023 to 31 March 2024.

The new pay rates for local councils are attached and have been agreed with SLCC and ALCC.

Employers are encouraged to implement this pay award as swiftly as possible.

For all spinal points to 43 the agreed award was a flat rate payment of £1,925. For scale points above that the award was 3.88%.

The Joint Council notes on backpay for employees who have left employment: "If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2023 to the employee's last day of employment. When salary arrears are paid to ex-employees who were in the LGPS, the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly. Further detail is provided in section 15 of the HR guide and the Backdated Pay Award FAQs, which are available on the employer resources section of [www.lgpsregs.org](http://www.lgpsregs.org).

Historically the calculation of hourly pay for local councils has been reached by dividing the annual salary by 52 weeks and then by 37 hours. This is different from the recommendation of the Joint Council which calculates hourly rates by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week). This marginal difference causes some confusion, and it is intended that next year we shall move to the approach recommended by the National Joint Council.

NALC continues to be disappointed that the annual settlement has been delayed for reasons outside the Association's control.

|     | 1 April 2023 |              | Scale Ranges                                 |
|-----|--------------|--------------|--|
| SCP | £ per annum  | * £ per hour | Based on SCP                                 |
| 2   | £22,366      | £11.62       | Below LC Scale (for staff other than clerks) |
| 3   | £22,737      | £11.82       |  |
| 4   | £23,114      | £12.01       |  |
| 5   | £23,500      | £12.21       |  |
| 5   | £23,500      | £12.21       | LC1 (5-6)<br>(below substantive range)       |
| 6   | £23,893      | £12.42       | LC1 (7-12)<br>(substantive benchmark range)  |
| 7   | £24,294      | £12.63       |  |
| 8   | £24,702      | £12.84       |  |
| 9   | £25,119      | £13.06       |  |
| 10  | £25,545      | £13.28       |  |
| 11  | £25,979      | £13.50       |  |
| 12  | £26,421      | £13.73       | LC1 (13-17)<br>(above substantive range)     |
| 13  | £26,873      | £13.97       |  |
| 14  | £27,334      | £14.21       |  |
| 15  | £27,803      | £14.45       |  |
| 16  | £28,282      | £14.70       | LC2 (18-23)<br>(below substantive range)     |
| 17  | £28,770      | £14.95       |  |
| 18  | £29,269      | £15.21       |  |
| 19  | £29,777      | £15.48       |  |
| 20  | £30,296      | £15.75       |  |
| 21  | £30,825      | £16.02       |  |
| 22  | £31,364      | £16.30       | LC2 (24-28)<br>(substantive benchmark range) |
| 23  | £32,076      | £16.67       |  |
| 24  | £33,024      | £17.16       |  |
| 25  | £33,945      | £17.64       |  |
| 26  | £34,834      | £18.10       |  |
| 27  | £35,745      | £18.58       |  |
| 28  | £36,648      | £19.05       |  |

|            | <b>1 April 2023</b> |                     | <b>Scale Ranges</b>                                |
|------------|---------------------|---------------------|--|
| <b>SCP</b> | <b>£ per annum</b>  | <b>* £ per hour</b> | <b>Based on SCP</b>                                |
| 29         | £37,336             | £19.41              | LC2 (29-32)<br>(above substantive benchmark range) |
| 30         | £38,223             | £19.87              |  |
| 31         | £39,186             | £20.37              |  |
| 32         | £40,221             | £20.90              |  |
| 33         | £41,418             | £21.53              | LC3 (33-36)<br>(below substantive range)           |
| 34         | £42,403             | £22.04              |  |
| 35         | £43,421             | £22.57              |  |
| 36         | £44,428             | £23.09              |  |
| 37         | £45,441             | £23.62              | LC3 (37-41)<br>(substantive benchmark range)       |
| 38         | £46,464             | £24.15              |  |
| 39         | £47,420             | £24.65              |  |
| 40         | £48,474             | £25.19              |  |
| 41         | £49,498             | £25.73              |  |
| 42         | £50,512             | £26.25              | LC3 (42-45)<br>(above substantive benchmark range) |
| 43         | £51,515             | £26.77              |  |
| 44         | £52,752             | £27.42              |  |
| 45         | £54,017             | £28.08              |  |
| 46         | £55,325             | £28.76              | LC4 (46-49)<br>(below substantive range)           |
| 47         | £56,648             | £29.44              |  |
| 48         | £57,854             | £30.07              |  |
| 49         | £59,418             | £30.88              |  |
| 50         | £60,856             | £31.63              | LC4 (50-54)<br>(substantive benchmark range)       |
| 51         | £62,323             | £32.39              |  |
| 52         | £64,335             | £33.44              |  |
| 53         | £66,341             | £34.48              |  |
| 54         | £68,356             | £35.53              |  |

|            | <b>1 April 2023</b> |                     | <b>Scale Ranges</b>                                |
|------------|---------------------|---------------------|--|
| <b>SCP</b> | <b>£ per annum</b>  | <b>* £ per hour</b> | <b>Based on SCP</b>                                |
| 55         | £70,385             | £36.58              | LC4 (55-62)<br>(above substantive benchmark range) |
| 56         | £72,388             | £37.62              |  |
| 57         | £74,417             | £38.68              |  |
| 58         | £76,405             | £39.71              |  |
| 59         | £78,290             | £40.69              |  |
| 60         | £80,216             | £41.69              |  |
| 61         | £82,188             | £42.72              |  |
| 62         | £84,214             | £43.77              |  |

\* Hourly Rates

As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours. Please note that these hourly rates differ from those published by NJC for Principal Authorities as the calculation basis differs.

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## **Item 11.**

### **Works to Trees**

#### **1.0 Proposal**

To consider and approve a quotation to undertake works to trees at the Recreation Park.

#### **2.0 Introduction**

Following the conclusion of a survey conducted by Aboricare Ltd in June 2024 a number of trees were identified through the survey that required urgent attention, including the removal of at least 4 trees.

Seven local tree surgeons were approached and asked to provide a quotation for the works identified in a specification.

#### **3.0 Quotations**

The following quotations have been received.

##### **Aboricare Ltd**

£1,575.00 + VAT

##### **Chris Groves Associates**

£2,620.00 + VAT

Note: Did not visit the site prior to quote.

##### **Parker Tree Services**

£2,640.00 + VAT

##### **Taunton Tree Services**

£2,880.00 (no VAT)

##### **Ashculme Ltd**

£4,500.00 + VAT

#### **4.0 Financial Implications**

Funds of £2,000.00 have been reallocated from proposed capital expenditure to provide for these works.

#### **5.0 Tree Preservation Order**

Somerset Council Planning have confirmed that there are no Tree Preservation Orders in place within the vicinity of the Recreation Park.

#### **6.0 Recommendation**

That members approve the quotation from Aboricare Ltd.

Andrew Williams  
Clerk and RFO  
23.08.2024



WEE TREE NURSERIES • WEST BUCKLAND • WELLINGTON • SOMERSET TA21 9LD  
www.chrisgrovesassociates.co.uk sales@chrisgrovesassociates.co.uk  
Tel: 01823 666611

Our Ref: GRO.18792/24/MJG

9 August 2024

To: **Andrew Williams, Clerk & Responsible Financial Officer**  
**Creech St Michael Parish Council**

By Email: [clerk@creechstmichael.net](mailto:clerk@creechstmichael.net)

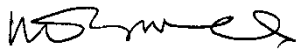
Re: **Creech St Michael Recreation Park, Off Hyde Lane, Creech St Michael**  
**TA3 5DW**

**Tree Work Costings**

|     |                |
|-----|----------------|
| T11 | £ 80.00 + VAT  |
| T12 | £ 400.00 + VAT |
| T14 | £ 400.00 + VAT |
| T25 | £ 80.00 + VAT  |
| T30 | £1400.00 + VAT |
| T42 | £ 70.00 + VAT  |
| T44 | £ 70.00 + VAT  |
| T47 | £ 120.00 + VAT |

**Total Cost: £2620.00 + VAT**

Yours sincerely,



Martin Groves BEng. Tech.Arbor.A  
CHRIS GROVES ASSOCIATES



The Tree People of distinction. Caring for trees, shrubs, woodlands and wildlife habitats.  
£10,000,000 Public Liability Insurance

## **CHRIS GROVES ASSOCIATES TERMS & CONDITIONS**

1. **The Company** The company agrees to perform the work in a competent manner according to British Standard 3998 : 2010 for Tree Work and to the specification set out in the Quotation or Estimates.
2. **The Quotation** The Quotation is based on a fixed price for the work specified within the quotation, **not** for the time taken to complete the specified work.
3. **The Acceptance of Quotation** Your Acceptance by email, or post, is on the basis of full payment of the invoice price within seven days of the invoice date.
4. **Additional Work and Amendments** All Additional work and amendments must be made in writing and signed by the client.
5. **Complaints** Any complaints arising from the work carried out or the total invoice price must be given in writing within a period of seven days from the invoice date.
6. **Tree Preservation Orders and Conservation Areas** The company will apply for permission to carry out the work from the relevant authority if your trees are covered by a Preservation Order or, are within a Conservation Area. It is the client's responsibility to inform the company if their trees are covered by TPO or are within a Conservation Area.  
Private covenants shall be the responsibility of the owner, no liability shall be attached by the company for breach of any such covenants.
7. **Powerlines and Telephone Cables** Any charges by the utility company to remove wires or cables to enable tree work to be carried out will be the responsibility of the owner unless agreed otherwise in writing to Chris Groves Associates. The company will arrange with your Electricity Supplier any shutdowns or power line removal to carry out the work in a safe manner. Telephone cable removal will be the responsibility of the client.
8. **Underground Services** The company will not be responsible for any damages caused to underground services, unless a plan showing the exact location is provided by the client.
9. **Expiry of the Quotation** The Quotation expires three months after the Quotation date. The company reserves the right to re-quote after this period unless otherwise agreed in writing.
10. **Completion of the Contract** The company will complete the contract on an agreed completion date but will not be responsible for the late completion as a result of adverse weather conditions, strikes, lockouts or other conditions beyond the company's control and reserve the right to cancel whole or part of the contract.
11. **Hidden Obstructions / Moveable Objects** Should your tree or trees be impossible to fell in the normal manner because of hidden objects within the trees, the company has the right to re-quote accordingly. Any items in & around work area need to be moved before work commences or brought to the attention of the team on site beforehand.
12. **Site Conditions** The quotation or estimate is given based on site conditions existing at the time of the site visit by the company's estimator, should conditions change the company has the right to re-quote.
13. **Arisings** If requested, all branches and timber can be stacked on site for the client's use and will be cut into approximate sizes as stated in the quotation. No splitting of timber into logs.
14. **Insurance** All work carried out by Chris Groves Associates is covered by a £10,000,000 Public Liability Insurance, for damage to persons or property that may result during the duration of the contract.
15. **Planting** Chris Groves Associates cannot be held responsible for failures of plants/trees if recommended maintenance as specified is not carried out by the Company.  
Notification of dead plants must be given within 3 months of the planting. Any plant failures will be replaced at a plant only cost while maintenance is being done. Regular watering must be maintained in dry periods and periods of drought. Failure of plants due to non-watering is the responsibility of the customer.
16. **Dog Waste** It is the client's responsibility to clear any dog waste from the working site/garden prior to any works carried out, for Health & Safety reasons.



Parker Tree Care LTD  
60 Addison Grove  
Taunton, ta2 6jh  
07368651338  
sam@parkertreecare.co.uk

**TO:**  
**Creech St Michael Parish Council**  
**1 Impens Cottages**  
**North Newton**  
**Somerset**  
**TA7 0BB**  
**Quote for potential work**

Creech St Michael Parish Council has requested 8 removals according to a survey completed on the site at Hyde Lane recreational park.

All removals will be completed to ISA and NPTC standards using only property owned by the parish council. We will NOT require access to the boundary with the M5. The path under the trees will be closed for the duration of the work (5 working days). Relevant work signage for the closure of the path (not the entire park) will be installed by the Parish council. Management of the path closure while work is on-going will be managed by Parker Tree Care. The site will be left in a safe manner overnight while the crews are off-site, including 'taping off' areas of debris and clearing as much debris before the end of the day as possible.

Price includes ALL labour, hire(s), equipment, insurance and all disposal fees. Complete all removals, cut as close to grade as possible. Price includes full clean up, leaving the wood chips in the far corner and removing all the wood.

As we walked around we noticed some deadwood and hanging branches over the path. We will include clearing these hazards within the price attached.  
Job to be completed in a safe and professional manner.

£3300+VAT **If the work is approved before Sept 9th we will extend a 20% discount to cover the VAT**

The Price includes all costs associated with the work based on the time and labour on the property. time and labour to dispose of off the property, and any and all tools and man power needed on the site.

1

This quote is for all services noted, anything added to, or taken, will affect price and terms and conditions. Parker Tree Care is fully insured and trained. Any discrepancies with the completed work and the agreed quote can be channeled through Parker Tree Care LTD directly who will look to resolve asap. Parker Tree Care LTD reserves the right for a deposit. This is only a Quote until it is signed and agreed by all parties when it becomes a formal contract of work. 100% of the payment is due at completion of work.



# ASHCULME LTD QUOTE

**F.A.O Andrew Willaims**  
**Creech St Michael Park**  
**Creech St Michael**  
**Taunton**  
**Somerset**  
**TA3**  
**Tel: (01823)**  
**Mob: 07708680797**  
**Email: [clerk@creechstmichael.net](mailto:clerk@creechstmichael.net)**

**Date: 20/08/24**

Dear Sir

Following our conversation on the 19<sup>th</sup> August 2024, I am pleased to send your free quotation as requested for the work discussed:

---

## **Quote: Tree Works**

T10 – Maple tree located near the bench – Deadwood.

T11 – Ash – Fell

T12 – Ash – Fell

T24 – Small Oak – Fell

T33 – Poplar – Fell

T52 – Ash – Deadwood

T54 -Ash – Deadwood

T55 – Large Oak – Deadwood

T58 – Ash – Deadwood

- Chip and leave all arising debris tipped onto a selected area.
- Remove any unwanted large wood from site, any retained wood will be left in manageable lengths (3-4ft) stacked near the base of the trees.

**Total cost of all the above tree works = £4500+Vat**

---

**Any works carried out over and above that detailed are to be charged for in addition to the outlined final price.**

As a company we are fully insured up to £5m for public liability, £10m employer's liability. All staff are fully qualified to national standards (NPTC) and are all trained in health and safety.

All the above work will conform completely to the high standards of BS3998: 2010 - British Standard Recommendations For Tree Work, issued by the British Standards institution.

The trees will be climbed and sectioned down using various different rope and rigging techniques to prevent any damage occurring. A cherry picker will be onsite to help carry out the works safely.

If your grounds are situated in a Conservation area or the trees are covered by a Tree Preservation Order (T.P.O), then appropriate application of work must be sort from your local council before any work is carried out.

Ashculme Ltd will carry a free conservation area or Tree Preservation Order (T.P.O) check by contacting your local council. However, if the above check highlights that you require planning consent and you would like Ashculme Ltd to apply on your behalf then there is an additional admin fee of **£100+Vat**.

Please note that Ashculme Ltd always try to be as competitive as possible, however, if you feel this quote is not competitive then we will do our utmost to price match any like for like quotations.

If you are happy with the quote and would like to proceed with the work, then please contact me on either of the above numbers and we can arrange a suitable date.

Please note that our Privacy Notice is available to view on our website at any time.

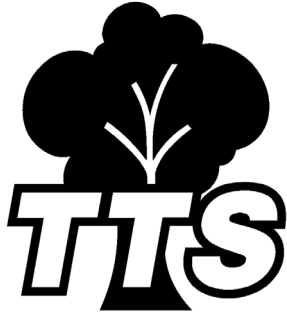
Yours faithfully

Paul Durman  
Director  
07815146343  
[info@ashculme.co.uk](mailto:info@ashculme.co.uk)



# Taunton Tree Services

Tree Surgery and Garden Maintenance



Joe Chorley  
The Hawthorns  
Hedging  
North Newton  
Bridgwater  
TA7 0DF  
Email: [joe@tauntontreeservices.co.uk](mailto:joe@tauntontreeservices.co.uk)  
Tel: 07780 927938

Dear Mr Williams,

I have the pleasure of submitting my quote. If the quote is accepted, please get in contact so we can arrange a date for work to commence.

**Ref: Creech St Michael Rec**

T11 Maple, Remove major deadwood.

T12 Ash, Fell to ground level.

T14 Ash, Fell to ground level.

T25 Oak, Fell to ground level.

T30 Poplar, Dismantle to ground level.

T42 Ash, Remove major deadwood.

T44 Oak, Remove split branch and major deadwood.

T47 Ash, Remove major deadwood.

*Remove all waste.*

**Total - £2880.00(No Vat)**

Kind Regards,

Joe Chorley

Payment by BACS: Mr Joseph J Chorley sort code: 30-98-45 acc. 68170860 Lloyds Bank Fore Street  
Taunton Terms: 7 days

# **TREE REPORT**

**TITLE**

**Recreation Park, Creech St Michael**

**INSPECTED BY;**

**COLIN INDER AA Tech Cert. Tech Arbor A.**

**ARBORICARE LTD**

**NEW RENDY FARM**

**OAKE**

**TAUNTON**

**SOMERSET**

**TA4 1BB**

**INSTRUCTED BY**

**Mr Williams**

**DATE**

**June 2024**

# **TREE REPORT**

## **SUMMARY**

### **1.0 INSTRUCTIONS**

1.1 I was instructed by Mr Williams to carry out a tree inspection of the trees within the grounds of the Recreation Park at Creech St Michael. I was asked to report on the following.

- A) Health, safety, and overall condition of the trees.
- B) Make recommendations regarding any future management needs.

### **REPORT LIMITATIONS**

- 1.2 An inspection was carried out at ground level.
- 1.3 The inspection was carried out using visual methods.
- 1.4 All measurements are in metres (m) and centimetres (cm) and millimetres (mm) and are approximate.
- 1.5 Words written in *italic* please refer to the Glossary.
- 1.6 Trees are living organisms whose health and condition can change rapidly, the health, condition and safety of trees should be checked on a regular basis, preferably once a year. The conclusions and recommendations in this report are only valid for a period of one year. This period of validity may be reduced in the case of any change in conditions to the tree, or in proximity to the tree.

### **2.0 INTRODUCTION**

- 2.1 The trees were inspected on the 12<sup>th</sup> June 2024 conditions were overcast.
- 2.2 It is not known if the trees are covered by *Tree Preservation orders* or situated within a *Conservation Area*
- 2.3 The trees are of mixed deciduous species.
- 2.4 The trees are within a car park area and several foot paths run through and beside the trees. These are consider *Targets*

### **3.0 CONCLUSION.**

The site is a large recreational area with sports area and Play Park for public use. The majority of the trees are growing beside and over the pathways and boundary to the M5 motorway.

Please see attached findings and work recommendations.

4.0 FINDINGS

| Tree ID | Tree Type          | Height (m) | Maturity | Overall | Branches  | Leaf/Buds | Roots                    | Stem                            | Work Category 1 | Work Item 1               | Priority 1 | Cost 1 excl VAT | Work Category 2 | Work Item 2 | Priority 2 | Cost 2 Excl VAT | Comment   |
|---------|--------------------|------------|----------|---------|---|-----------|--------------------------|---------------------------------|-----------------|---------------------------|------------|-----------------|-----------------|-------------|------------|-----------------|---|
| T1      | Cherry trees T1-T7 | 9          | Mature   | Fair    | Wounding/minor and major deadwood. Stubs overhanging branches | Normal    | Damage to buttress roots | Old pruning wounds; Bark wounds | Remove          | Remove deadwood and stubs |            | 75              |                 |             |            |                 | Numerous pruning stubs minor and some major deadwood present. Remove dead wood and stubs. 1hr each. |
| T2      | Cherry             | 9          | Mature   | Fair    | Wounding/minor and major deadwood. Stubs overhanging branches | Normal    | Damage to buttress roots | Old pruning wounds; Bark wounds | Remove          | Remove deadwood and stubs |            | 75              |                 |             |            |                 | "   |
| T3      | Cherry             | 9          | Mature   | Fair    | Wounding/minor and major deadwood. Stubs overhanging branches | Normal    | Damage to buttress roots | Old pruning wounds; Bark wounds | Remove          | Remove deadwood and stubs |            | 75              |                 |             |            |                 | "   |
| T4      | Cherry             | 9          | Mature   | Fair    | Wounding/minor and major deadwood. Stubs overhanging branches | Normal    | Damage to buttress roots | Old pruning wounds; Bark wounds | Remove          | Remove deadwood and stubs |            | 75              |                 |             |            |                 | "   |
| T5      | Cherry             | 9          | Mature   | Fair    | Wounding/minor and major deadwood. Stubs overhanging branches | Normal    | Damage to buttress roots | Old pruning wounds; Bark wounds | Remove          | Stubs                     |            | 75              |                 |             |            |                 | "   |
| T6      | Cherry             | 9          | Mature   | Fair    | Wounding/minor and major deadwood. Stubs overhanging          | Normal    | Damage to buttress roots | Old pruning wounds; Bark wounds | Remove          | Stubs                     |            | 75              |                 |             |            |                 | "   |

**Tree Report Creech St Michael Recreation Park**

**June 24**

| Tree ID | Tree Type | Height (m) | Maturity    | Overall | branches  | Branches          | Leaf/Buds         | Roots                    | Stem   | Work Category 1 | Work Item 1            | Priority 1 | Cost 1 excl VAT | Work Category 2 | Work Item 2 | Priority 2 | Cost 2 Excl VAT | Comment |   |
|---------|-----------|------------|-------------|---------|---|-------------------|-------------------|--------------------------|--|-----------------|------------------------|------------|-----------------|-----------------|-------------|------------|-----------------|---------|---|
| T7      | Cherry    | 9          | Mature      | Fair    | Wounding/minor and major deadwood. Stubs overhanging branches | Normal            |                   | Damage to buttress roots | Old pruning wounds; Bark wounds                            | Remove          | Stubs                  | 6m nth     | 75              |                 |             |            |                 |         | "   |
| G8      | Ash       | 14         | Semi-mature | Fair    | Apical die back;Major dead wood                               | 25% dead / absent | No visual defects |                          | Ivy covered  | No Action       | No Action              | 6m nth     |                 |                 |             |            |                 |         | Group of three neighbouring ash trees. Stage 2 ADB.   |
| T9      | Ash       | 14         | Semi-mature | Fair    | Minor dead wood;Major dead wood;Apical die back;Weak fork     | 25% dead / absent | No visual defects |                          | Ivy covered  | Remove          | Remove major dead wood | 6m th      | 75              |                 |             |            |                 |         |   |
| T10     | Ash       | 14         | Semi-mature | Fair    | Minor dead wood;Major dead wood;Apical die back;Weak fork     | 25% dead / absent | No visual defects |                          | Ivy covered  | Remove          | Remove major dead wood | 6m th      | 75              |                 |             |            |                 |         | Weak fork.  |
| T11     | Maple     | 13         | Mature      | Poor    | Major dead wood;Stubs;Tight union;Old pruning wounds          | Small / sparse    | No visual defects |                          | Fungus or decay;Cracked / included bark;Old pruning wounds | Remove          | Major dead wood        | 6m th      | 75              |                 |             |            |                 |         |   |
| T12     | Ash       | 14         | Mature      | Poor    | Major dead wood;Apical die back                               | 25% dead / absent | No visual defects |                          | Ivy covered  | Fell            | Fell to ground level   | 6m th      | 225             |                 |             |            |                 |         | Ash ADB stage 3. Within falling distance of motorway. |

**Tree Report Creech St Michael Recreation Park**

**June 24**

| Tree ID | Tree Type | Height (m) | Maturity         | Overall | Branches                        | Leaf/Buds        | Roots             | Stem   | Work Category 1 | Work Item 1          | Priority 1 | Cost 1 excl VAT | Work Category 2 | Work Item 2 | Priority 2 | Cost 2 Excl VAT | Comment   |
|---------|-----------|------------|------------------|---------|---------------------------------|------------------|-------------------|--|-----------------|----------------------|------------|-----------------|-----------------|-------------|------------|-----------------|---|
| T13     | Oak       | 6          | Semi-semi mature | Good    |                                 |                  |                   |  | No Action       |                      |            |                 |                 |             |            |                 |   |
| T14     | Ash       | 15         | Mature           | Poor    | Apical dieback                  | S25% dead/absent | No visual defects |  | Fell            | Fell to ground level |            | 280             |                 |             |            |                 | ADB stage 3 within falling distance to the motorway |
| T14     | Maple     | 13         |                  | Fair    | Tight union                     | Normal           | No visual defects | Bark wounds;Multi stemmed;Tight union            | No action       |                      |            |                 |                 |             |            |                 |   |
| T15     | Ash       | 13         |                  | Fair    | Minor dead wood;Major dead wood | Normal           | No visual defects | Bark wounds;Old pruning wounds;Epicormic growths | No action       |                      |            |                 |                 |             |            |                 |   |
| T16     | Maple     | 14         |                  | Good    | No visual defects               | Normal           | No visual defects | Bifurcated;Tight union;Old pruning wounds        | No Action       |                      |            |                 |                 |             |            |                 |   |
| T17     | Oak       | 7          |                  | Fair    | Low hanging branches            | Normal           | No visual defects | Epicormic growths                                | No action       |                      |            |                 |                 |             |            |                 | Crown biased due to larger tree over topping oak.   |

**Tree Report Creech St Michael Recreation Park**

**June 24**

| Tree ID | Tree Type | Height (m) | Maturity | Overall | Branches             | Leaf/Buds | Roots | Stem                               | Work Category 1 | Work Item 1          | Priority 1 | Cost 1 excl VAT | Work Category 2 | Work Item 2 | Priority 2 | Cost 2 Excl VAT | Comment |   |
|---------|-----------|------------|----------|---------|----------------------|-----------|-------|------------------------------------|-----------------|----------------------|------------|-----------------|-----------------|-------------|------------|-----------------|---------|---|
| T18     | Maple     | 14         |          | Good    |                      |           |       |                                    | No action       |                      |            |                 |                 |             |            |                 |         |   |
| T19     | Poplar    | 12         |          | Fair    | Low hanging branches | Normal    |       | Leaning                            | No action       |                      |            |                 |                 |             |            |                 |         | A semi mature tree leaning over the footpath. |
| T20     | Maple     | 13         |          | Good    |                      |           |       |                                    | No action       |                      |            |                 |                 |             |            |                 |         |   |
| T21     | Maple     | 10         |          | Good    |                      |           |       |                                    | No action       |                      |            |                 |                 |             |            |                 |         |   |
| T22     | Walnut    | 12         |          | Good    |                      |           |       |                                    | No action       |                      |            |                 |                 |             |            |                 |         |   |
| T23     | Maple     | 14         |          | Good    |                      |           |       |                                    | No action       |                      |            |                 |                 |             |            |                 |         |   |
| T24     | Maple     | 12         |          | Good    |                      |           |       |                                    | No action       |                      |            |                 |                 |             |            |                 |         |   |
| T25     | Oak       | 7          | Young    | Poor    |                      |           |       | Major cavities;Leaning;Bark wounds | Fell            | Fell to ground level | 6mth       | 75              |                 |             |            |                 |         | Poor specimen tree. Fell tree to ground level |
| T26     | Hazel     | 6          |          | Good    |                      |           |       | Multi stemmed                      | No action       |                      |            |                 |                 |             |            |                 |         |   |

**Tree Report Creech St Michael Recreation Park**

**June 24**

| Tree ID | Tree Type | Height (m) | Maturity | Overall   | Branches                             | Leaf/Buds      | Roots                                   | Stem                              | Work Category 1 | Work Item 1                          | Priority 1 | Cost 1 excl VAT | Work Category 2 | Work Item 2 | Priority 2 | Cost 2 Excl VAT | Comment   |
|---------|-----------|------------|----------|-----------|--------------------------------------|----------------|---|-----------------------------------|-----------------|--------------------------------------|------------|-----------------|-----------------|-------------|------------|-----------------|---|
| G27     | Maple     | 14         |          | Good      |                                      |                |   |                                   | No action       |                                      |            |                 |                 |             |            |                 | Four field maple trees. All very similar condition.   |
| T28     | Oak       | 15         |          | Fair      | Major dead wood;Low hanging branches | Normal         | No visual defects                       | Ivy covered;Leaning               | Remove          | Major dead wood and raise low canopy | 6 Months   | 75              |                 |             |            |                 | Remove deadwood throughout. Crown raise .   |
| G29     | A Group   | 15         |          | Fair      | Minor dead wood;Low hanging branches | Normal         | No visual defects                       | Leaning;Ivy covered               | No action       |                                      |            |                 |                 |             |            |                 | Group of mainly self-set cherry trees, one mature oak and two young oak trees. No actions required at present |
| T30     | Poplar    | 18         |          | Dangerous | Major dead wood                      | Small / sparse | Root damage /lack of root buttressing.  | Stress marks / slime flux;Leaning | Fell            | Fell to ground level                 |            | 700             |                 |             |            |                 | Falling distance to motorway. Root damage possibly when constructing pathway. Fell tree to ground level       |
| T31     | Ash       | 18         |          | Fair      | Major dead wood                      | Normal         | Soil compaction;Trenching / excavations | Bark wounds                       | Remove          | Major dead wood                      | 3 Months   | 160             |                 |             |            |                 | Possible root damage and soil compaction due to construction of foot path over root zone.                     |
| T32     | Ash       | 18         |          | Good      |                                      |                |   |                                   | No action       |                                      |            |                 |                 |             |            |                 |   |



**Tree Report Creech St Michael Recreation Park**

**June 24**

| Tree ID | Tree Type      | Height (m) | Maturity | Overall | Branches                           | Leaf/Buds         | Roots             | Stem  | Work Category 1 | Work Item 1  | Priority 1 | Cost 1 excl VAT | Work Category 2 | Work Item 2 | Priority 2 | Cost 2 Excl VAT | Comment  |
|---------|----------------|------------|----------|---------|------------------------------------|-------------------|-------------------|---|-----------------|--|------------|-----------------|-----------------|-------------|------------|-----------------|--|
| T33     | Prunus         | 16         |          | Fair    | Major dead wood                    | Normal            | No visual defects | Bark wounds;Old pruning wounds;Minor cavities | Remove deadwood | Major deadwood removal                                 | 3 months   | 75              |                 |             |            |                 |  |
| T34     | Prunus         | 14         |          | Good    |                                    |                   |                   |   | No action       |  |            |                 |                 |             |            |                 |  |
| T35     | Ash            | 16         |          | Fair    | Major dead wood                    | 25% dead / absent | No visual defects | Ivy covered                                   | Remove          | Major deadwood removal                                 | 3 Months   | 135             |                 |             |            |                 | Ash with stage 2 ADB. Major deadwood over path.                            |
| T36     | Ash            | 16         |          | Fair    | Major dead wood                    | 25% dead / absent | No visual defects | Ivy covered                                   | Remove          | Major deadwood removal                                 | 3 Months   | 135             |                 |             |            |                 | Ash with stage 2 ADB. Major deadwood over path.                            |
| T37     | Beech          | 13         |          | Fair    | No visual defects                  | Normal            | No visual defects | Old pruning wounds;Bark wounds                | No action       |  |            |                 |                 |             |            |                 |  |
| T38     | Horse Chestnut | 15         |          | Good    | Minor dead wood;Old pruning wounds | Normal            | No visual defects | Stress marks / slime flux                     | No action       |  |            |                 |                 |             |            |                 |  |
| T39     | Ash            | 20         |          | Fair    | Major dead wood;Apical die back    | 25% dead / absent | No visual defects | Bark wounds                                   | Remove          | Major deadwood removal and remove faulted limbs/branch | 3 Months   | 220             |                 |             |            |                 | Ash with ADB stage 2/3. Split branch and major deadwood over the footpath. |

**Tree Report Creech St Michael Recreation Park**

**June 24**

| Tree ID | Tree Type      | Height (m) | Maturity | Overall | Branches                          | Leaf/Buds         | Roots             | Stem                                  | Work Category 1 | Work Item 1                                      | Priority 1 | Cost 1 excl VAT | Work Category 2 | Work Item 2 | Priority 2 | Cost 2 Excl VAT | Comment  |
|---------|----------------|------------|----------|---------|-----------------------------------|-------------------|-------------------|---------------------------------------|-----------------|--|------------|-----------------|-----------------|-------------|------------|-----------------|--|
| T40     | Horse Chestnut | 14         |          | Fair    | Minor dead wood;Cavities          | Normal            | No visual defects | Bifurcated;Str ess marks / slime flux | No action       |  |            |                 |                 |             |            |                 |  |
| T41     | Oak            | 14         |          | Good    |                                   | Normal            | No visual defects |                                       | No Action       |  |            |                 |                 |             |            |                 |  |
| T42     | Ash            | 15         |          | Poor    | Major dead wood;Weak fork         | Normal            | No visual defects | Old pruning wounds                    | Remove          | Major dead wood                                  | 3 Months   | 75              |                 |             |            |                 |  |
| T43     | Ash            | 14         |          | Fair    | Major dead wood                   | Normal            | No visual defects | Old pruning wounds                    | Remove          | Major dead wood                                  | 3 Months   | 75              |                 |             |            |                 |  |
| T44     | Oak            | 14         |          | Poor    | Major dead wood;Damage / wounding | Normal            | No visual defects | Old pruning wounds;Epico rmic growths | Remove          | Remove majore deadwood and faulted branch/li mbs | 3 Months   | 150             |                 |             |            |                 |  |
| T45     | Oak            | 14         |          | Good    |                                   |                   |                   |                                       | No action       |  |            |                 |                 |             |            |                 |  |
| T46     | Maple          | 12         |          | Good    |                                   |                   |                   |                                       | No action       |  |            |                 |                 |             |            |                 |  |
| T47     | Ash            | 14         |          | Poor    | Apical die back;Major dead wood   | 25% dead / absent | No visual defects | Old pruning wounds                    | Remove          | Major dead wood                                  | 3 Months   | 75              |                 |             |            |                 | ADB stage 2/3. Small hanging branch in crown and numerous dead branches. |

**Tree Report Creech St Michael Recreation Park**

**June 24**

| Tree ID | Tree Type | Height (m) | Maturity | Overall | Branches                          | Leaf/Buds                     | Roots             | Stem                           | Work Category 1 | Work Item 1     | Priority 1 | Cost 1 excl VAT | Work Category 2 | Work Item 2 | Priority 2 | Cost 2 Excl VAT | Comment |
|---------|-----------|------------|----------|---------|-----------------------------------|-------------------------------|-------------------|--------------------------------|-----------------|-----------------|------------|-----------------|-----------------|-------------|------------|-----------------|---------|
| T48     | Alder     | 10         |          | Good    | Minor dead wood                   | Normal                        |                   |                                | No action       |                 |            |                 |                 |             |            |                 |         |
| T49     | Oak       | 10         |          | Good    |                                   |                               |                   |                                | No action       |                 |            |                 |                 |             |            |                 |         |
| T50     | Ash       | 12         |          | Fair    | Minor dead wood;Damage / wounding | Normal                        | No visual defects | Bark wounds;Old pruning wounds | Remove          | Major dead wood | 3 Months   | 75              |                 |             |            |                 |         |
| T51     | Oak       | 11         |          | Good    |                                   |                               |                   |                                | No action       |                 |            |                 |                 |             |            |                 |         |
| T52     | Maple     | 11         |          | Poor    | Apical die back                   | Discolouration;Small / sparse | No visual defects | No visual defect               | No action       |                 |            |                 |                 |             |            |                 |         |
| T53     | Ash       | 11         |          | Fair    | Apical die back;Minor dead wood   |                               | No visual defects | Bark wounds;Fungus or decay    | No action       |                 |            |                 |                 |             |            |                 |         |
| T54     | Maple     | 11         |          | Good    | Apical die back                   | Discolouration;Small / sparse | No visual defects | No visual defect               | No action       |                 |            |                 |                 |             |            |                 |         |
| T56     | Poplar    | 22         |          | Good    | No visual defects                 | Normal                        | No visual defects | Epicormic growths              | No action       |                 |            |                 |                 |             |            |                 |         |
| T55     | Maple     | 10         |          | Good    | Apical die back                   | Discolouration;Small / sparse | No visual defects | No visual defect               | No action       |                 |            |                 |                 |             |            |                 |         |

**Tree Report Creech St Michael Recreation Park**

**June 24**

| Tree ID | Tree Type    | Height (m) | Maturity | Overall | Branches                                       | Leaf/Buds | Roots             | Stem                                    | Work Category 1 | Work Item 1                                   | Priority 1 | Cost 1 excl VAT | Work Category 2 | Work Item 2 | Priority 2 | Cost 2 Excl VAT | Comment  |
|---------|--------------|------------|----------|---------|--|-----------|-------------------|---|-----------------|---|------------|-----------------|-----------------|-------------|------------|-----------------|--|
| T57     | Poplar       | 22         |          | Good    | Minor dead wood;Ivy in crown                   | Normal    | No visual defects | Ivy covered                             | Remove          | Ivy   | 3 Months   | 75              |                 |             |            |                 |  |
| T58     | White poplar | 22         |          | Good    | Minor dead wood;Ivy in crown/old faulted wound | Normal    | No visual defects | Ivy covered/over hanging play equipment | Reduce          | Reduce canopy towards the playequipment by 2m | 3 Months   | 220             |                 |             |            |                 | Reduce by 2m branches towards the play equipment |
| T59     | White poplar | 22         |          | Good    | Minor dead wood;Ivy in crown/old faulted wound | Normal    | No visual defects | Ivy covered/over hanging play equipment | Reduce          | Remove major deadwood                         | 3 Months   | 150             |                 |             |            |                 |  |
| T60     | Ash          | 20         |          | Fair    | Apical die back;Minor dead wood                |           | No visual defects | Bark wounds;Fungus or decay             | No action       |   |            |                 |                 |             |            |                 | ADB Stage 2                                      |
| T61     | Ash          | 19         |          | Fair    | Apical die back;Minor dead wood                |           | No visual defects | Bark wounds;Fungus or decay             | No action       |   |            |                 |                 |             |            |                 | ADB Stage 2                                      |



### 5.0 General considerations

Before undertaking any works to the tree, it is advisable to check with the local planning authority to determine whether the trees are covered by a **Tree Preservation Order** (TPO) or whether they are within a Conservation Area. Planning consent is required to carry out works to a tree covered by a TPO. Six weeks' notice of intent will be required to carry out works to a tree within a **Conservation Area**.<sup>1</sup>

Recommended tree works should be carried out by a Arboricultural Association Approved Contractor working to a minimum standard of **BS 3998:2010**

This report is for the sole use of the above named client and refers to only those trees identified within; use by any other person(s) in attempting to apply its contents for any other purpose renders the report invalid for that purpose.

Signed \_\_\_\_\_ *Colin Inder* \_\_\_\_\_ Date 18<sup>th</sup> June 2024 \_\_\_\_\_.

### **ABOUT THE TREE AUTHOR.**

I have been working as an arboriculturist for 33 years, employing 8 staff at present. We carry out a range of Arboricultural tasks including tree inspections on a regular basis. I attained the Royal Forestry Certificate in Arboriculture in 1995 at Kingston Maurward College in Dorset. I hold an Arboricultural Associations Technicians Certificate and I have completed the LANTRA professional tree inspector's course.

### REFERENCES

- Occupiers Liability act 1957&1984*
- Diagnosis of Ill Health in Trees, Strouts & Winter 1994*
- The Body Language of Trees, Mattheck & Breloer 1994*
- Modern Arboriculture, Alex L. Shigo 1991*
- A New Tree Biology, Alex L. Shigo 1986*
- Mushrooms and other fungi of Great Britain & Europe, Roger Phillips 1981*
- British Standard Recommendations for Tree work, BS3998:1989*
- Principles of Tree Hazard Assessment & Management, Lonsdale 1999*
- Tree Preservation Orders a Guide to Good Practice. DETR 2000*
- Bats & Trees, The Bat Conservation Trust, Tel 01716278822*
- Veteran Trees: A guide to good management, Helen read 2000*

### **Glossary**

**Targets:** In tree hazard assessments persons or property or other things of value which might be harmed by mechanical failure of the tree or parts falling from it.

**Tree preservation order;** A specific instrument to protect amenity trees and woodland.

**Conservation area;** A protection order that allows the local planning authority 6 weeks to place a TPO on a tree.

**BS 3998;** A set of recommendations for tree works issued by the British standards institution. also a term sometimes used to describe the occluding tissues around a wound.

**Arboricultural Association Approved Contractor:** A quality assured tree care business that is regularly assessed for health and safety procedures, office and business practices, including customer care as well as their quality of work by the Arboricultural Association (AA). They will display the AA approved Contractor logo. Check the contractor's approval on the AA website [www.trees.org.uk](http://www.trees.org.uk) via find a tree surgeon.

**APPENDIX II PICTURES**

**Cherry Trees T 1- T7 and detail of stumps.**



Cherry stumps





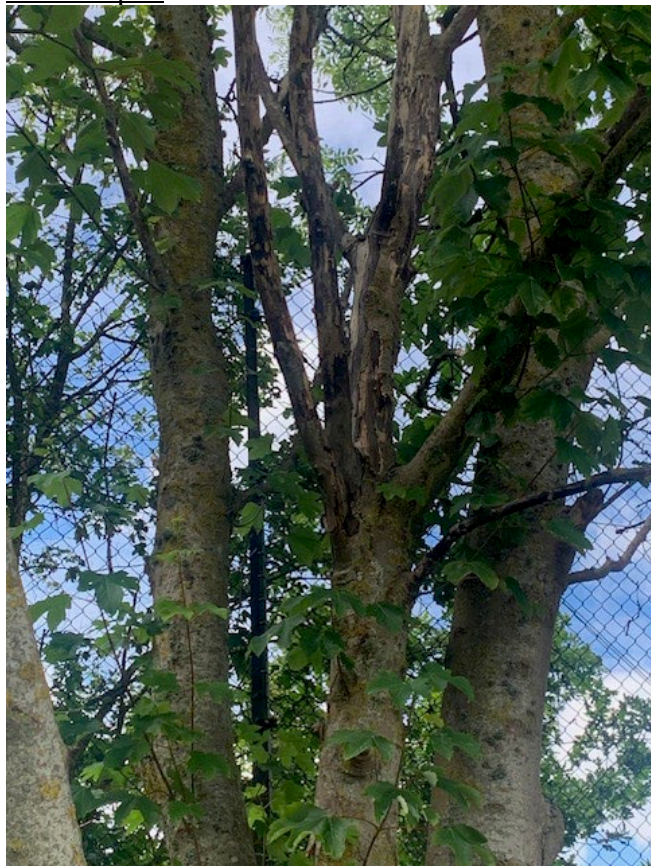
G8 Neighbouring Ash group



Trees along the boundary beside the M5 motorway.



T11 Maple.



T30 Poplar tree. Detail of root buttressing





Ash, Beech and Horse Chestnut trees either side of the path



T39 Ash with faulted limb.



T44 Oak with faulted limb.



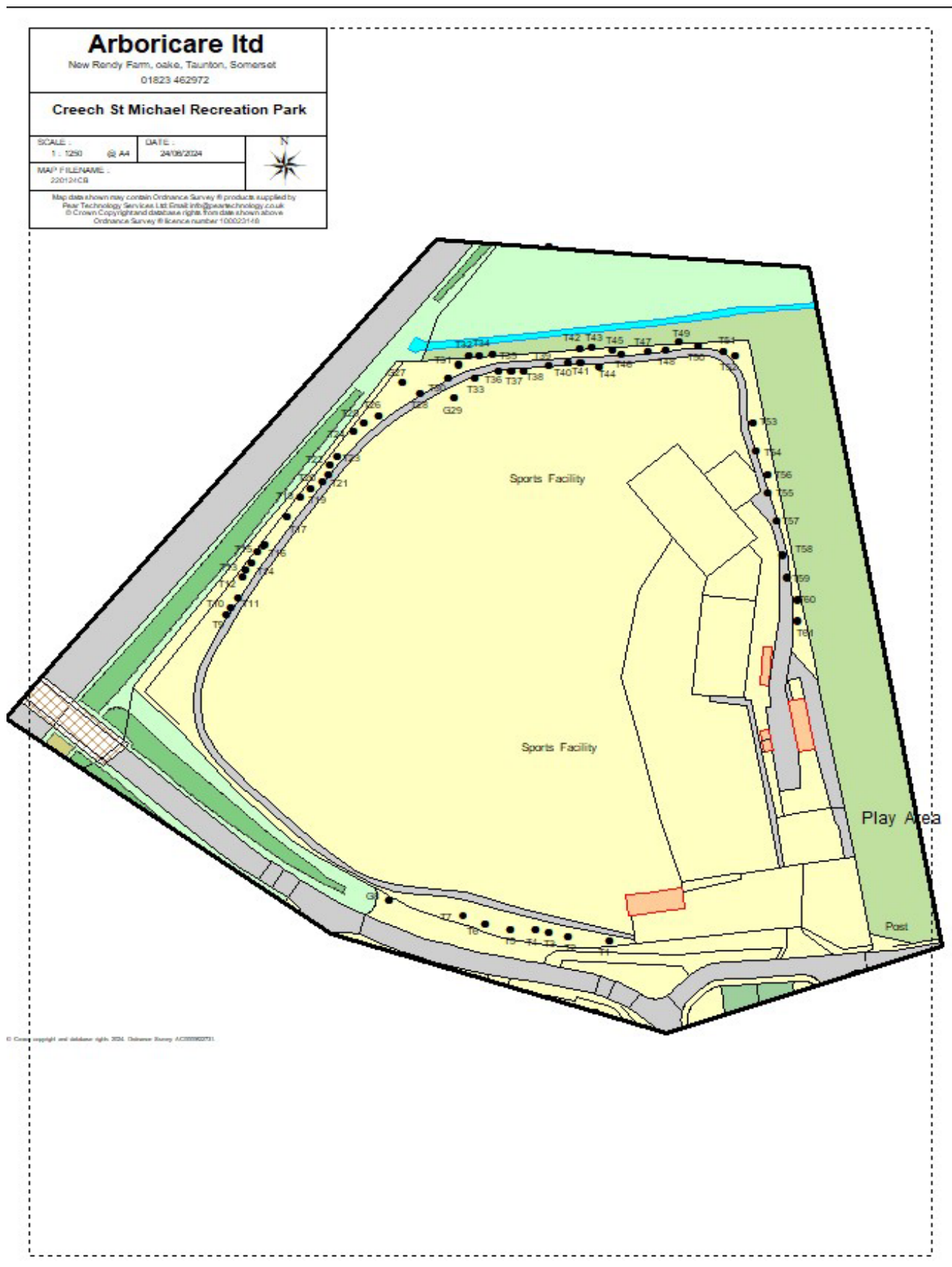


T47 Ash tree.



## **7.0 LOCATION MAP**

*Arboricare Ltd, New Rendy farm, Oake, Taunton, Somerset TA4 1BB  
Tel 01823 462972 Mob 07831108445 Co Reg No 574952*



## **Item 13.**

### **Letter to the Police and Crime Commissioner**

#### **1.0 Proposal**

To approve a letter to be sent to the Police and Crime Commissioner (PCC), inviting the PCC to visit the village of Creech St Michael and to assist the Parish Council in ensuring that all traffic restrictions are enforced.

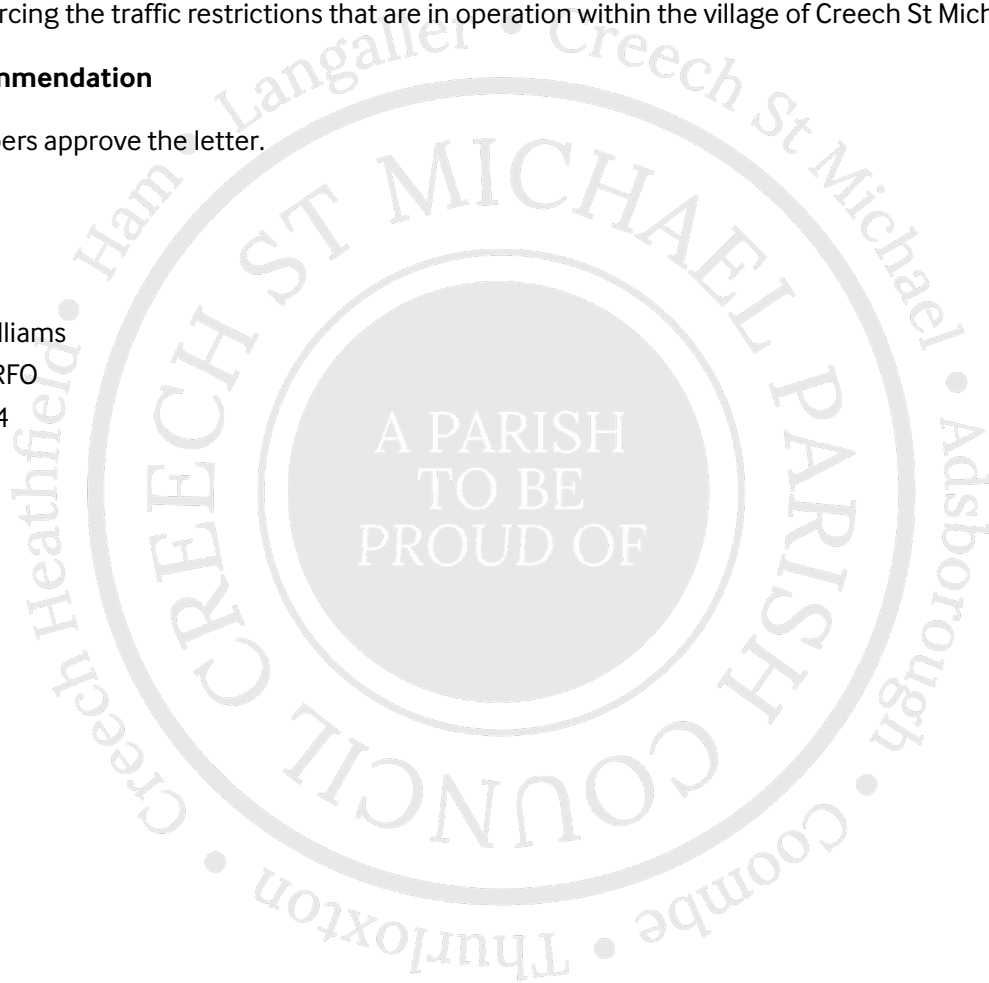
#### **2.0 Introduction**

Cllr. Greenhalgh requested that the Parish Council write to the PCC explaining the challenges faced when enforcing the traffic restrictions that are in operation within the village of Creech St Michael.

#### **3.0 Recommendation**

The members approve the letter.

Andrew Williams  
Clerk and RFO  
14.08.2024



Clare Moody  
Avon and Somerset Police and Crime Commissioner (PCC)  
Avon and Somerset Police Headquarters  
Valley Road  
Portishead  
Bristol  
BS20 8JJ

02 September 2024

Dear Ms Moody,

On behalf of Creech St Michael Parish Council and the residents of the Parish of Creech St Michael, congratulations on your recent appointment to the role of Police and Crime Commissioner for Somerset.

The issue that is raised most frequently with members of the Parish Council is safety on the roads within the village of Creech St Michael. The Village is unique in many ways and benefits from many features that make it an attractive place to live and work. However, a number of these features contribute to create a challenging environment for motorists, pedestrians and other road users. The main route through the village, which is used by many motorists as a cut-through between the A38 and A358, is constrained by narrow stretches of highway and width and weight-restricted bridges. The Parish Council has worked with Somerset Council and Avon and Somerset Police to implement a 20 mph zone and has successfully operated a Community Speedwatch group and installed Speed Indicator Devices in an attempt to minimise the risks of incidents.

The Parish Council is concerned that despite these measures being in place, the volume of traffic using the route continues to increase with many motorists ignoring the restrictions. To date there have been reports of only minor incidents involving vehicles and pedestrians, but the Parish Council is concerned that it is inevitable that a more serious incident is likely if the restrictions are not enforced.



The Parish Council would like to invite you to visit the Parish to see first-hand the challenge we face and we ask that having visited the Village, you use your influence to ensure that the restrictions that are in place are effectively enforced by the relevant agencies.

The Parish Council is and will continue to play its role in managing the situation, we ask that with your support we ensure that all agencies do the same and contribute toward making the Village of Creech St Michael a safer place to live and work.

Yours sincerely

Yours sincerely

Cllr. Annabelle Peters  
Chair

Andrew Williams  
Clerk and RFO

# Creech St Michael Parish Council

23 August 2024 (2024-2025)

## PAYMENTS LIST

| Vouche | Code                                   | Date       | Minute | Bank             | Cheque No | Description                              | Supplier                       | VAT Type | Net      | VAT    | Total    |
|--------|--|------------|--------|------------------|-----------|--|--------------------------------|----------|----------|--------|----------|
| 70     | Salaries                               | 27/06/2024 |        | Unity Trust Bank |           | Salary Payment                           | Francis Reading                | E        | 484.09   |        | 484.09   |
| 69     | Salaries                               | 27/06/2024 |        | Unity Trust Bank |           | Salary Payment                           | Karen Hutchings                | E        | 594.91   |        | 594.91   |
| 71     | Salaries                               | 27/06/2024 |        | Unity Trust Bank |           | Salary Payment                           | Andrew Williams                | E        | 2,452.23 |        | 2,452.23 |
| 72     | Pension Contributions                  | 27/06/2024 |        | Unity Trust Bank |           | Pension Contribution                     | NEST                           | E        | 176.98   |        | 176.98   |
| 71     | General Administration Expenses        | 27/06/2024 |        | Unity Trust Bank |           | Salary Payment                           | Andrew Williams                | E        | 80.90    |        | 80.90    |
| 61     | Security                               | 28/06/2024 |        | Unity Trust Bank |           | Charge for Security Services             | RelyOn Guarding & Security     | S        | 765.00   | 153.00 | 918.00   |
| 68     | Insurance Premium                      | 28/06/2024 |        | Unity Trust Bank |           | Insurance Premium                        | Zurich Insurance Company       | E        | 3,984.63 |        | 3,984.63 |
| 67     | Bank Charges                           | 30/06/2024 |        | Unity Trust Bank |           | Bank Charges                             | Unity Trust Bank Plc           | E        | 18.00    |        | 18.00    |
| 64     | Grounds Maintenance (Outsourcing)      | 01/07/2024 |        | Unity Trust Bank |           | Charges for Conducting A Tree            | Aboricare Limited              | S        | 530.00   | 106.00 | 636.00   |
| 65     | Grounds Maintenance (Outsourcing)      | 01/07/2024 |        | Unity Trust Bank |           | Grass Cutting & Waste Disposal           | Somerset Council               | S        | 1,370.04 | 274.01 | 1,644.05 |
| 65     | Dog Waste                              | 01/07/2024 |        | Unity Trust Bank |           | Grass Cutting & Waste Disposal           | Somerset Council               | S        | 813.28   | 162.65 | 975.93   |
| 76     | Utilities (Electricity)                | 10/07/2024 |        | Unity Trust Bank |           | Electricity Charges                      | Yü Energy                      | L        | 42.82    | 2.14   | 44.96    |
| 77     | Maintenance                            | 11/07/2024 |        | Unity Trust Bank |           | Charges for Conducting A Tree            | Aboricare Limited              | S        | 350.00   | 70.00  | 420.00   |
| 83     | Mobile Phone Charges                   | 22/07/2024 |        | Unity Trust Bank |           | Mobile Phone Charges                     | Tesco PLC                      | S        | 15.83    | 3.16   | 18.99    |
| 84     | Venue Hire                             | 23/07/2024 |        | Unity Trust Bank |           | Room Hire Charges                        | Creech St Michael Village Hall | E        | 55.00    |        | 55.00    |
| 85     | Pension Contributions                  | 24/07/2024 |        | Unity Trust Bank |           | Pension Contribution                     | NEST                           | E        | 176.98   |        | 176.98   |
| 86     | Tax & NI                               | 25/07/2024 |        | Unity Trust Bank |           | Tax and National Insurance Contributions | HMRC                           | E        | 2,283.62 |        | 2,283.62 |
| 87     | Salaries                               | 26/07/2024 |        | Unity Trust Bank |           | Salary Payment                           | Francis Reading                | E        | 484.09   |        | 484.09   |
| 88     | Salaries                               | 26/07/2024 |        | Unity Trust Bank |           | Salary Payment                           | Karen Hutchings                | E        | 594.91   |        | 594.91   |
| 89     | Salaries                               | 26/07/2024 |        | Unity Trust Bank |           | Salary and Expenses Payment              | Andrew Williams                | E        | 2,033.03 |        | 2,033.03 |
| 89     | General Administration Expenses        | 26/07/2024 |        | Unity Trust Bank |           | Salary and Expenses Payment              | Andrew Williams                | E        | 74.60    |        | 74.60    |
| 90     | Security                               | 29/07/2024 |        | Unity Trust Bank |           | Locking & Unlocking Service              | RelyOn Guarding & Security     | S        | 680.00   | 136.00 | 816.00   |
| 92     | Venue Hire                             | 31/07/2024 |        | Unity Trust Bank |           | Room Hire Charges                        | Creech St Michael Village Hall | E        | 22.00    |        | 22.00    |
| 91     | Venue Hire                             | 31/07/2024 |        | Unity Trust Bank |           | Room Hire Charges                        | Creech St Michael Village Hall | E        | 33.00    |        | 33.00    |
| 95     | Utilities (Electricity)                | 31/07/2024 |        | Unity Trust Bank |           | Electricity Charges                      | EDF                            | L        | 9.06     | 0.45   | 9.51     |
| 93     | Utilities (Electricity)                | 09/08/2024 |        | Unity Trust Bank |           | Electricity Charges                      | Yü Energy                      | L        | 9.77     | 0.49   | 10.26    |
| 94     | Utilities (Electricity)                | 09/08/2024 |        | Unity Trust Bank |           | Electricity Charges                      | Yü Energy                      | L        | 40.87    | 2.04   | 42.91    |
| 108    | Venue Hire                             | 14/08/2024 |        | Unity Trust Bank |           | Room Hire Charges                        | Creech St Michael Village Hall | E        | 82.50    |        | 82.50    |
| 109    | Cleaning                               | 14/08/2024 |        | Unity Trust Bank |           | Bus Shelter Cleaning                     | Reflections                    | E        | 75.00    |        | 75.00    |
| 110    | Utilities (Water)                      | 14/08/2024 |        | Unity Trust Bank |           | Water Charges                            | Water 2 Business               | E        | 34.21    |        | 34.21    |
| 80     | Repairs & Maintenance (Play Equipment) | 22/08/2024 |        | Unity Trust Bank |           | Play Equipment Repairs                   | Sutcliffe Play South West Ltd  | S        | 4,584.92 | 916.98 | 5,501.90 |
| 114    | Improvements                           | 23/08/2024 |        | Unity Trust Bank |           | Supply and Installation of Signage       | Blake Signs                    | S        | 2,235.00 | 447.00 | 2,682.00 |
| 114    | Maintenance                            | 23/08/2024 |        | Unity Trust Bank |           | Supply and Installation of Signage       | Blake Signs                    | S        | 116.00   | 23.20  | 139.20   |

PAYMENTS LIST

| Vouche | Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type     | Net              | VAT             | Total            |
|--------|------|------|--------|------|-----------|-------------|----------|--------------|------------------|-----------------|------------------|
|        |      |      |        |      |           |             |          | <b>Total</b> | <b>25,303.27</b> | <b>2,297.12</b> | <b>27,600.39</b> |

Creech St Michael Parish Council

23 August 2024 (2024-2025)

PAYMENTS LIST

| Vouche       | Code                           | Date       | Minute | Bank             | Cheque No | Description                       | Supplier                    | VAT Type | Net           | VAT           | Total         |
|--------------|--------------------------------|------------|--------|------------------|-----------|-----------------------------------|-----------------------------|----------|---------------|---------------|---------------|
| 66           | Other Events                   | 25/06/2024 |        | SOLDO Debit card |           | Purchase of medals for the Tu     | Trophy Store                | S        | 149.16        | 29.83         | 178.99        |
| 75           | Other Events                   | 26/06/2024 |        | SOLDO Debit card |           | Event Materials                   | Cash Sales                  | E        | 25.00         |               | 25.00         |
| 78           | Bank Charges                   | 01/07/2024 |        | SOLDO Debit card |           | Bank Charges                      | SOLDO Software Limited      | S        | 27.00         | 5.40          | 32.40         |
| 79           | Other Events                   | 15/07/2024 |        | SOLDO Debit card |           | Advertisement                     | Meta Platforms Ireland Lim  | E        | 5.42          |               | 5.42          |
| 98           | Improvements                   | 16/07/2024 |        | SOLDO Debit card |           | Fittings for CCTV installation re | Aluminium Warehouse         | S        | -18.84        | -3.77         | -22.61        |
| 97           | Improvements                   | 16/07/2024 |        | SOLDO Debit card |           | Fittings for CCTV installation    | Aluminium Warehouse         | S        | 175.62        | 35.13         | 210.75        |
| 96           | Improvements                   | 16/07/2024 |        | SOLDO Debit card |           | Metal enclosures & tubing for C   | TLC (Southern) Ltd          | S        | 150.23        | 30.05         | 180.28        |
| 99           | General Administration Expens  | 18/07/2024 |        | SOLDO Debit card |           | Key Cutting                       | Timpson Ltd                 | E        | 15.00         |               | 15.00         |
| 101          | Repairs & Maintenance (Buildin | 18/07/2024 |        | SOLDO Debit card |           | Replacement handles for toilet    | ShenZhenShiTianQiuKeJiYc    | S        | 12.48         | 2.50          | 14.98         |
| 100          | Improvements                   | 18/07/2024 |        | SOLDO Debit card |           | Fittings for CCTV installation    | The Metal Store Ltd         | S        | 27.28         | 5.46          | 32.74         |
| 103          | Postage                        | 23/07/2024 |        | SOLDO Debit card |           | Postage                           | Royal Mail Group Ltd        | E        | 6.59          |               | 6.59          |
| 102          | Improvements                   | 23/07/2024 |        | SOLDO Debit card |           | Fittings for CCTV installation    | The Metal Store Ltd         | S        | 31.28         | 6.26          | 37.54         |
| 105          | Bank Charges                   | 01/08/2024 |        | SOLDO Debit card |           | Bank Charges                      | SOLDO Software Limited      | S        | 27.00         | 5.40          | 32.40         |
| 104          | Grounds Maintenance (Internal  | 01/08/2024 |        | SOLDO Debit card |           | Weed killer & security chain      | B&Q Limited                 | S        | 13.93         | 2.79          | 16.72         |
| 104          | Security                       | 01/08/2024 |        | SOLDO Debit card |           | Weed killer & security chain      | B&Q Limited                 | S        | 39.78         | 7.95          | 47.73         |
| 107          | Grounds Maintenance (Internal  | 12/08/2024 |        | SOLDO Debit card |           | Tree markers                      | Pentaprise Ltd              | S        | 29.20         | 5.84          | 35.04         |
| 106          | Consumables                    | 12/08/2024 |        | SOLDO Debit card |           | Waste Bags                        | Cleaning Supplies 4 U Limit | S        | 97.11         | 19.42         | 116.53        |
| 115          | Improvements                   | 14/08/2024 |        | SOLDO Debit card |           | Fittings for CCTV installation re | The Metal Store Ltd         | S        | -27.28        | -5.46         | -32.74        |
| <b>Total</b> |                                |            |        |                  |           |                                   |                             |          | <b>785.96</b> | <b>146.80</b> | <b>932.76</b> |

## RECEIPTS LIST

| Vouche | Code         | Date       | Minute | Bank             | Receipt No | Description          | Supplier                  | VAT Type     | Net             | VAT          | Total           |
|--------|--------------|------------|--------|------------------|------------|----------------------|---------------------------|--------------|-----------------|--------------|-----------------|
| 9      | Security     | 30/06/2024 |        | Unity Trust Bank |            | Credit               | RelyOn Guarding & Securit | S            | -7.50           | -1.50        | -9.00           |
| 10     | Lottery      | 09/07/2024 |        | Unity Trust Bank |            | Lottery Sales Income | West Somerset Lottery     | E            | 4.00            |              | 4.00            |
| 11     | VAT          | 16/07/2024 |        | Unity Trust Bank |            | VAT Repayment        | HMRC                      | E            | 829.65          |              | 829.65          |
| 12     | Lottery      | 06/08/2024 |        | Unity Trust Bank |            | Lottery Sales Income | West Somerset Lottery     | E            | 5.00            |              | 5.00            |
| 13     | Other Events | 21/08/2024 |        | Unity Trust Bank |            | Event Charges        | West Monkton Parish Coun  | E            | 60.00           |              | 60.00           |
| 13     | Other Events | 21/08/2024 |        | Unity Trust Bank |            | Event Charges        | West Monkton Parish Coun  | S            | 149.16          | 29.83        | 178.99          |
| 13     | Other Events | 21/08/2024 |        | Unity Trust Bank |            | Event Charges        | West Monkton Parish Coun  | E            | 25.00           |              | 25.00           |
| 13     | Other Events | 21/08/2024 |        | Unity Trust Bank |            | Event Charges        | West Monkton Parish Coun  | E            | 21.00           |              | 21.00           |
|        |              |            |        |                  |            |                      |                           | <b>Total</b> | <b>1,086.31</b> | <b>28.33</b> | <b>1,114.64</b> |

## **Item 15.1.**

### **Whistleblowing Policy**

#### **1.0 Proposal**

To review and approve the proposed Whistleblowing Policy.

#### **2.0 Introduction**

The Staffing Committee has previously identified a list of policies and procedures that should be developed and presented for approval.

A Whistleblowing Policy is one of the policies that required development and approval.

The Staffing Committee considered this policy at a meeting held on Monday 15 July 2024 and recommended the policy for approval by the Parish Council.

#### **3.0 The Policy**

As an employer it is good practice to create an open, transparent and safe working environment where employees feel able to speak up. Although the law does not require employers to have a whistleblowing policy in place, the existence of a whistleblowing policy shows an employer's commitment to listen to the concerns of employees

The proposed policy is based on a template provided by the National Association of Local Councils (NALC). The policy sets out the procedure to be followed by an employee when they believe that they should raise a legitimate concern about matters that are in the "public interest".

#### **4.0 Recommendation**

That the policy is reviewed and approved.

Andrew Williams  
Clerk and RFO  
20.08.2024

## Creech St Michael Parish Council

|                                 |  |
|---------------------------------|--|
| <b>Policy Title</b>             | Whistleblowing Policy                    |
| <b>Policy Reference</b>         | B22                                      |
| <b>Applies to</b>               | All Parish Council employees and members |
| <b>Date Created</b>             | 26.06.2024                               |
| <b>Date Approved by Council</b> |  |
| <b>Minute Reference</b>         |  |
|                                 |  |
| <b>Author</b>                   | Clerk and RFO                            |
| <b>Review Cycle</b>             |  |
| <b>Review Dates</b>             |  |



## **1.0 Introduction**

This policy is based on the National Association of Local Councils (NALC) template of the same name.

It is important that any fraud, misconduct or wrongdoing by staff or others working on behalf of the Parish Council is reported and properly dealt with. The Parish Council therefore requires all individuals to raise any concerns that they may have about the conduct of others in the Parish Council. This policy sets out the way in which individuals may raise any concerns that they have and how those concerns will be dealt with.

## **2.0 Background**

The Public Interest Disclosure Act 1998 amended the Employment Rights Act 1996 to provide protection for workers who raise legitimate concerns about specified matters in the public interest. These are called "qualifying disclosures". A qualifying disclosure is one made by an employee who has a reasonable belief that:

- a criminal offence;
- a miscarriage of justice;
- an act creating risk to health and safety;
- an act causing damage to the environment;
- a breach of any other legal obligation; or
- concealment of any of the above;

is being, has been, or is likely to be, committed. It is not necessary for an individual to have proof that such an act is being, has been, or is likely to be, committed - a reasonable belief is sufficient. An individual has no responsibility for investigating the matter - it is the Parish Council's responsibility to ensure that an investigation takes place.

If an individual makes a protected disclosure they have the right not to be dismissed, subjected to any other detriment, or victimised, because they have made a disclosure. The Parish Council encourages individuals to raise concerns under this procedure in the first instance.

## **3.0 Principles**

- Everyone should be aware of the importance of preventing and eliminating wrongdoing at work. Staff members and others working on behalf of the Parish Council should be watchful for illegal or unethical conduct and report anything of that nature that they become aware of.
- Any matter raised under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation reported back to the individual who raised the issue.



- No employee or other person working on behalf of the Parish Council will be victimised for raising a matter under this procedure. This means that the continued employment and opportunities for future promotion or training of the employee will not be prejudiced because they have raised a legitimate concern.
- Victimisation of an individual for raising a qualified disclosure will be a disciplinary offence.
- If misconduct is discovered as a result of any investigation under this procedure, the Parish Council's Disciplinary Policy and Procedure will be used, in addition to any appropriate external measures.
- Maliciously making a false allegation is a disciplinary offence.
- An instruction to cover up wrongdoing is itself a disciplinary offence. If told not to raise or pursue any concern, even by a person in authority such as a line manager, you should not agree to remain silent. You should report the matter to the Clerk and RFO or the Chair of the Parish Council.

#### **4.0 Procedure**

If you believe a Councillor has breached the Councillor Code of Conduct, then raise it with the Chair of the Parish Council. Concerns relating to an alleged breach of the Councillor Code of Conduct will be referred to the Monitoring Officer for investigation.

This procedure is for disclosures about matters other than a breach of an employee's own contract of employment, which should be raised via the Parish Council's Grievance Policy and Procedure.

#### **4.1 Stage 1**

In the first instance, any concerns should be raised with the Clerk and RFO, who will arrange an investigation of the matter. The investigation may require individuals involved giving a written statement. Any investigation will be carried out in accordance with the principles set out above. Any statement will be taken into account, and individuals will be asked to comment on any additional evidence obtained.

The Clerk and RFO (or delegated officer) will take any necessary action, including reporting the matter to the Parish Council, or any appropriate government department or regulatory agency. The Clerk and RFO (or delegated officer) will also invoke any disciplinary action if required. On conclusion of any investigation, insofar as confidentiality allows, individuals involved will be told the outcome and what the Parish Council has done, or proposes to do, about it. If no action is to be taken, the reason for this will be explained.

#### **4.2 Stage 2**

If an individual is concerned that the Clerk and RFO is involved in the wrongdoing, has failed to make a proper investigation or has failed to report the outcome of the investigations to the relevant person, the individual should escalate the matter to the Chair of the Parish

Council. The Chair will arrange for a review of the investigation to be carried out, make any necessary enquiries.

### **4.3 Stage 3**

If on conclusion of stages 1 and 2 an individual reasonably believes that the appropriate action has not been taken, they should report the matter to the relevant body. This includes:

- HM Revenue & Customs
- The Health and Safety Executive
- The Environment Agency
- The Serious Fraud Office
- The Charity Commission
- The Pensions Regulator
- The Information Commissioner
- The Financial Conduct Authority

You can find the full list in The Public Interest Disclosure (Prescribed Persons) Order 2014: [www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/496899/BIS-16-79-blowing-the-whistle-to-a-prescribed-person.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/496899/BIS-16-79-blowing-the-whistle-to-a-prescribed-person.pdf)

### **5.0 Data protection**

When an individual makes a disclosure, the Parish Council will process any personal data collected in accordance with the Parish Council's General Privacy Notice. Data collected from the point at which the individual makes the report is held securely and accessed by, and disclosed to, individuals only for the purposes of dealing with the disclosure.

## **Item 15.2.**

### **Training and Development Policy**

#### **1.0 Proposal**

To review and approve the proposed Training and Development Policy.

#### **2.0 Introduction**

The Staffing Committee has previously identified a list of policies and procedures that should be developed and presented for approval. This policy is part of that list.

The Staffing Committee considered this policy at a meeting held on Monday 15 July 2024 and recommended the policy for approval by the Parish Council.

#### **3.0 The Policy**

As an organisation, it is essential that the Parish Council provides a clear plan for the development and training of employees and members, so that it ensures that the Parish Council can operate effectively, meet its legal responsibilities and serve its communities.

The Policy is applicable to both employees and members and provides guidance on how the Parish Council identifies training and development needs, how it supports those needs and what it considers as priority, desirable and optional training and development.

#### **4.0 Recommendation**

That the policy is reviewed and approved.

Andrew Williams  
Clerk and RFO  
20.08.2024



## Creech St Michael Parish Council

|                                 |                               |
|---------------------------------|-------------------------------|
| <b>Policy Title</b>             | Training & Development Policy |
| <b>Policy Reference</b>         | A8                            |
| <b>Applies to</b>               | All employees and members     |
| <b>Date Created</b>             | 3.07.2024                     |
| <b>Date Approved by Council</b> |                               |
| <b>Minute Reference</b>         |                               |
|                                 |                               |
| <b>Author</b>                   | Clerk and RFO                 |
| <b>Review Cycle</b>             |                               |
| <b>Review Dates</b>             |                               |



## **1.0 Introduction**

Creech St Michael Parish Council is committed to providing employees and members with the necessary training and development opportunities to ensure that the Parish Council can operate effectively, meet its legal responsibilities and serve its communities.

The Parish Council will ensure that employees and members will be provided with the means to develop and enhance their knowledge and skills and to ensure that there are no barriers to them fulfilling their roles and to deliver high quality services, along with the skills to manage and plan those services.

The Parish Council values the time given by its members to their community and needs to maximise the impact of that time by ensuring that its members understand and enjoy their role in the community.

The Parish Council will commit itself to the following:

- To manage a programme of training and development that aims to support employees and Members to fulfil their roles to the expected standards.
- To regularly review the needs of and to plan training and development for all employees and Members.
- To regularly evaluate, review and make recommendations for the investment in development and training.

## **2.0 Identifying training needs**

Training and development needs will be identified from a variety of sources, these include but are not restricted to:

- Induction and probationary periods.
- One-to-one sessions.
- Performance Appraisal.
- Meetings.
- Requests from individuals.
- Changes in legislation or regulation.
- Changes in the community.

A number of factors will be taken into account when assessing a request from an individual or group. This policy provides one element of the decision-making process. Other factors will include availability of financial resources and in the case of employees, the individual's employment record to date.

In order to ensure that the Parish Council is able to consistently evaluate requests, training and development opportunities have been organised into three categories according to the degree of importance each intervention has for different roles.

### **3.0 Categorising Training and Development**

#### **3.1 Mandatory**

The Paish Council recognises that it cannot mandate members to undertake training and development but encourages all members to consider undertaking training and development that is identified as desirable.

Mandatory training is legally required for the post-holder, or a qualification deemed to be so fundamental to the role, that the Parish Council makes it a mandatory requirement. Any mandatory training or qualifications are to be stated on the job description for a role. For mandatory qualifications, it is unlikely that an applicant would be recruited without having previously attained the qualification or without a commitment to commence the training within a specified time. Where training or a qualification becomes mandatory for the role, the Parish Council will provide reasonable assistance for the employee to undertake the training or attain the qualification.

Some mandatory training may be specific to a particular job role whilst other training may be a generic requirement. Examples of mandatory training include:

- Health and Safety (Personal Safety, Manual handling, Display Screen equipment).
- Food hygiene.
- Data Protection.

#### **3.2 Desirable**

##### **3.2.1 Employees**

Desirable training is not legally required for the post, but it is directly relevant to the individual's role. Any desirable training or qualifications are to be stated in the job description.

For desirable qualifications or training, an individual may be recruited without having previously attained the qualification or undergone the training but may be expected to attain the qualification within a defined period of time. The need for training may also be identified through one-to-one meetings or performance appraisals. A desirable qualification is likely to enhance the skills and reputation of the Parish Council. Examples may include:

Role specific

- Certificate in Local Council Administration (CiLCA).
- Microsoft application training.
- Chapter 8 training.

##### **3.2.2 Members**

Whilst members are not required to participate in training and development, the Somerset City Town and Parish Councils Code of Conduct states that all members will "lead by example and act

in a way that secures public confidence in the role of councillor”. The Parish Council therefore has an expectation that members will undertake training that is appropriate to their role. This includes but is not restricted to the core sessions offered by Somerset Association of Local Councils (SALC).

- Councillor Essentials - Roles & Responsibilities.
- The Code of Conduct.
- Responding to Planning Applications.

It is expected that the Councillor Essentials session should be completed within the first twelve months of the member joining the Parish Council.

### **3.3 Optional**

An optional qualification or optional training may not be directly linked to the individual’s current job. Optional training or development is generally more beneficial to the individual’s career than it is for the Parish Council.

Personal development aimed at developing the skills or knowledge of an individual in order to provide a successor for an existing role.

## **4.0 Support for Training and Development**

### **4.1 Employees**

Support for qualifications, training and personal development can include financial assistance towards the cost of tuition, examinations and resource materials in addition to time off for study leave and taking any assessment or examination.

No study leave will be granted where individuals undertake study which is not required for their role, or not directly related to their role. However, the Clerk (or Chair of the Staffing Committee) will consider requests for flexible working to allow the study to take place, as long as the needs of the Parish Council can be met.

Any financial and non-financial support to training and development is entirely at the discretion of the Parish Council.

Any financial support in excess of £500.00 will always be conditional upon the employee’s agreement to either a full or partial repayment of the financial support provided. The council reserves the right to reclaim financial support where the employee;

- Leaves the employment of the Parish Council during the duration of the course, or up-to six months following completion of the course.
- Fails to complete the training
- Fails to attend training without good reason.

## **4.2 Members**

The Parish Council will meet the costs of all training provided to members, including any expense incurred by the member that is directly related to the training or development.

## **5.0 Monitoring Training and Development**

A training register is maintained listing and showing evidence of all training attended by employees and members. This is reviewed by the Staffing Committee at each meeting of the Committee.





**Somerset**  
Council

# Terms of Reference

## Hestercombe LCN Highways and Traffic Subgroup

### Purpose

The Hestercombe Highways and Traffic Subgroup is a subgroup of Hestercombe LCN that specifically deals with the detail of Highways and Traffic issues.

The key components of all LCN Highways Working groups are as follows.

- Parish representatives will be responsible for representing a specified geographical area within their LCN which includes but is not exclusive to their own parish.
- To apply local knowledge to Somerset Council's programme of scheduled works in order to influence works according to local priorities and method of working including diversions and road closures.
- To make recommendations to the Hestercombe LCN on Highways and Traffic matters.
- Subgroup will be supported by Somerset Council Staff.
- A balance between Town and Parish representatives.
- All Welcome from LCN and other organisations/Groups that will benefit the subgroup.
- The group will meet, face to face, once per quarter, Meeting times to be discussed at each meeting.
- Agendas will be agreed in advance of the meeting to ensure the relevant officers are in attendance.
- The meeting to be no longer than 3 Hours.

- A member of the subgroup will report to the LCN.
- The meeting venue must have good Wi-Fi and accessible access and parking.
- The subgroup will identify a designated person to take notes per meeting.

# **Highways & Transport**

## Highways Maintenance Programmes

Hestercombe

[countyroads-tdeane@somerset.gov.uk](mailto:countyroads-tdeane@somerset.gov.uk)  
[countyroads-sedgemoor@somerset.gov.uk](mailto:countyroads-sedgemoor@somerset.gov.uk)

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**N.B.**

Detailed within this document are the planned maintenance schemes and locations for Somerset Council's various Highways teams for the 2024/25 financial year. Although every effort to provide the fullest detail has been made, there may be schemes and locations missed, introduced or cancelled after publishing.

To assist the efforts of the North and West Area Offices, the use of <https://one.network> is highly encouraged to self-serve queries in the first instance as detail of the works type, traffic management type, number of days and possible diversion routes can be found there.

Due to the Mobilisation efforts of Somerset Council and the change in contracts, dates for when the work will take place are still being programmed and will be publicised at the earliest opportunity. Where a scheme is detailed as a Surface Dressing scheme, it will be under a 24hr closure unless otherwise stated. Although the work may only take a few hours, advice is to avoid the area for the day and follow diversion signage.

If there are concerns within the parish that you wish to report, please use the 'Report-It' function on the Somerset Council website found at [Report a problem on the road \(somerset.gov.uk\)](https://www.somerset.gov.uk). If your concern is of an urgent nature and a risk to public safety, please contact **0300 123 222**.

# Structural Maintenance Project

## Broomfield

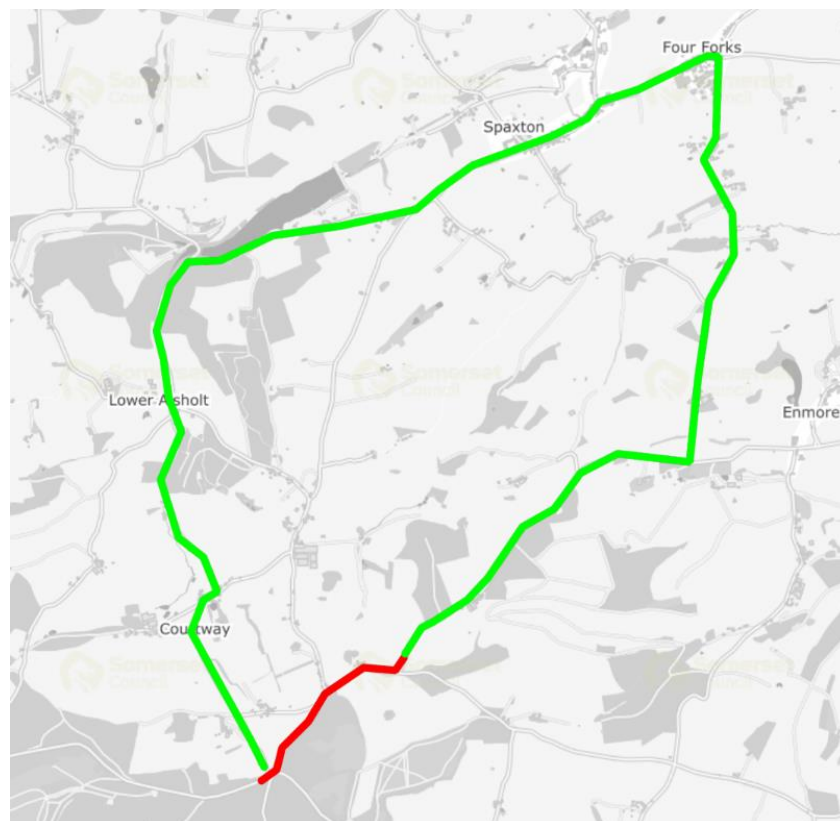
### Duckspool Lane

Drainage Scheme – Dates to be confirmed. Proposed working under a road closure.



### Enmore Road

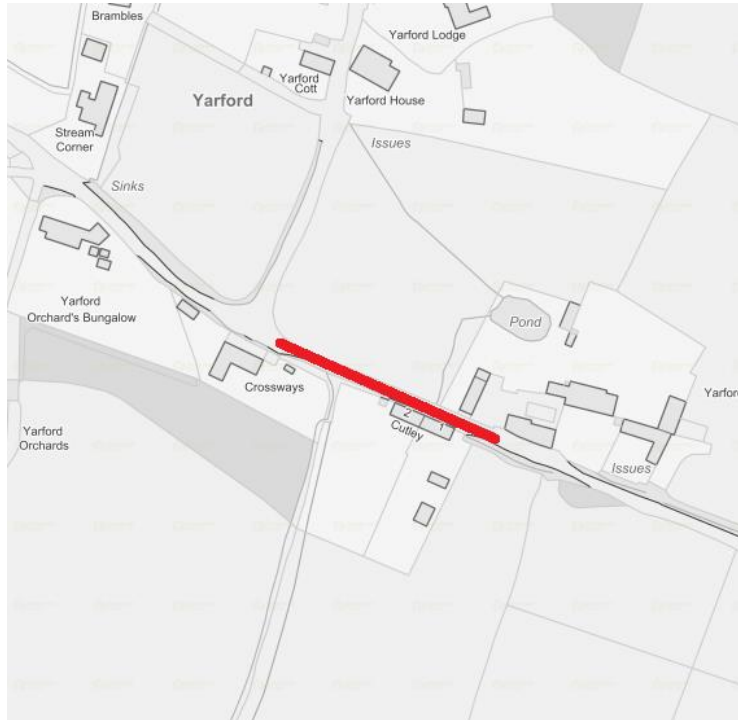
Surface Dressing Scheme – Planned 16<sup>th</sup> August under 24hr closure.



## Kingston St. Mary

### Yarford Road

Drainage Scheme – Dates and Traffic Management to be confirmed.



## North Petherton

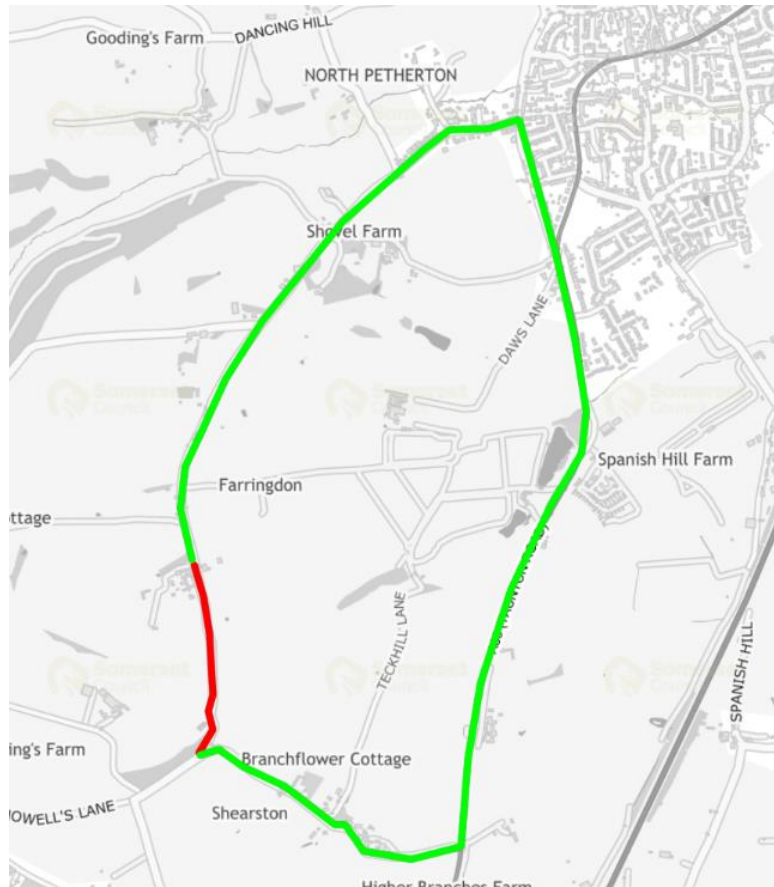
### Dyers Green & Baymead Lane

Footway Scheme – Dates and Traffic Management to be confirmed.



## Farringdon Lane

Surface Dressing Scheme – Planned 7<sup>th</sup> August under 24hr closure.



## Meade Close

Micro Resurfacing Scheme – Dates and Traffic Management to be confirmed.





## Road between Woolmersdon & Rhode

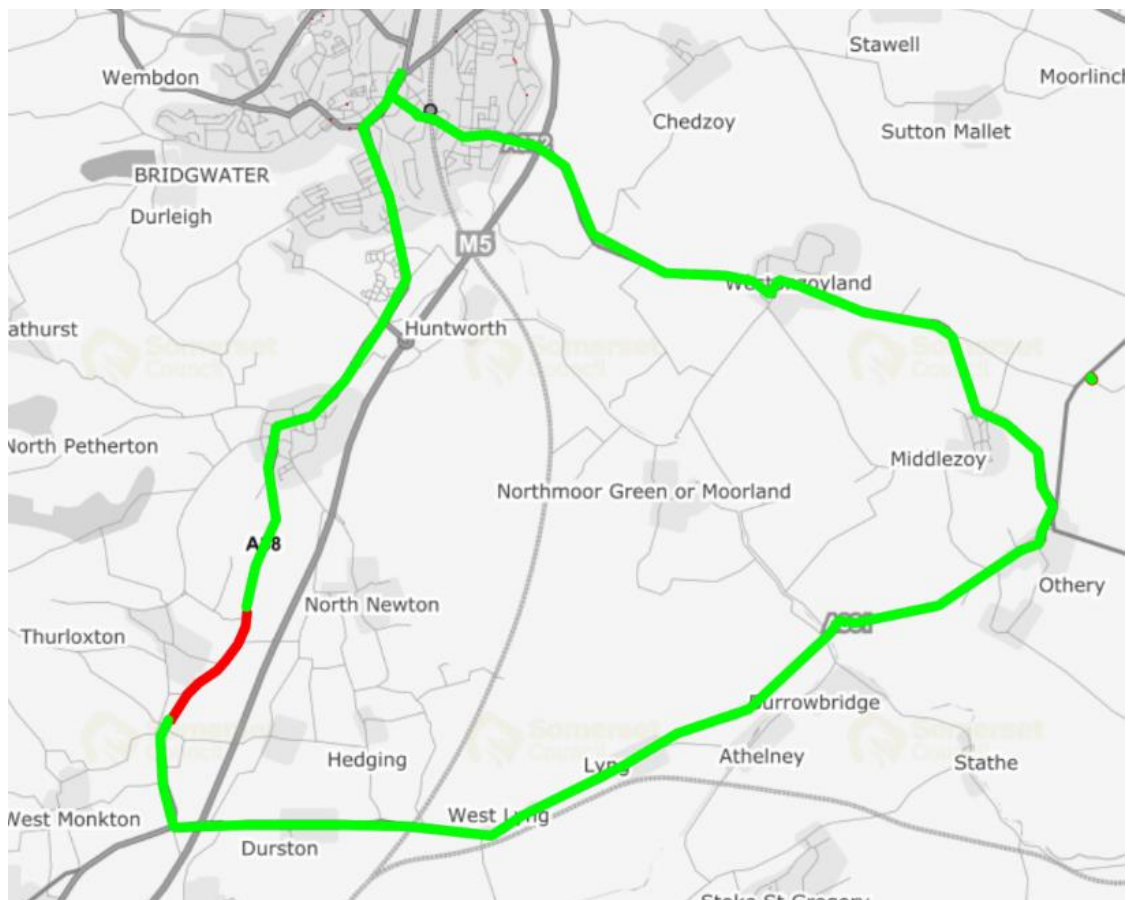
Drainage Scheme – Dates to be confirmed. Proposed working under a road closure.



## Thurloxtton

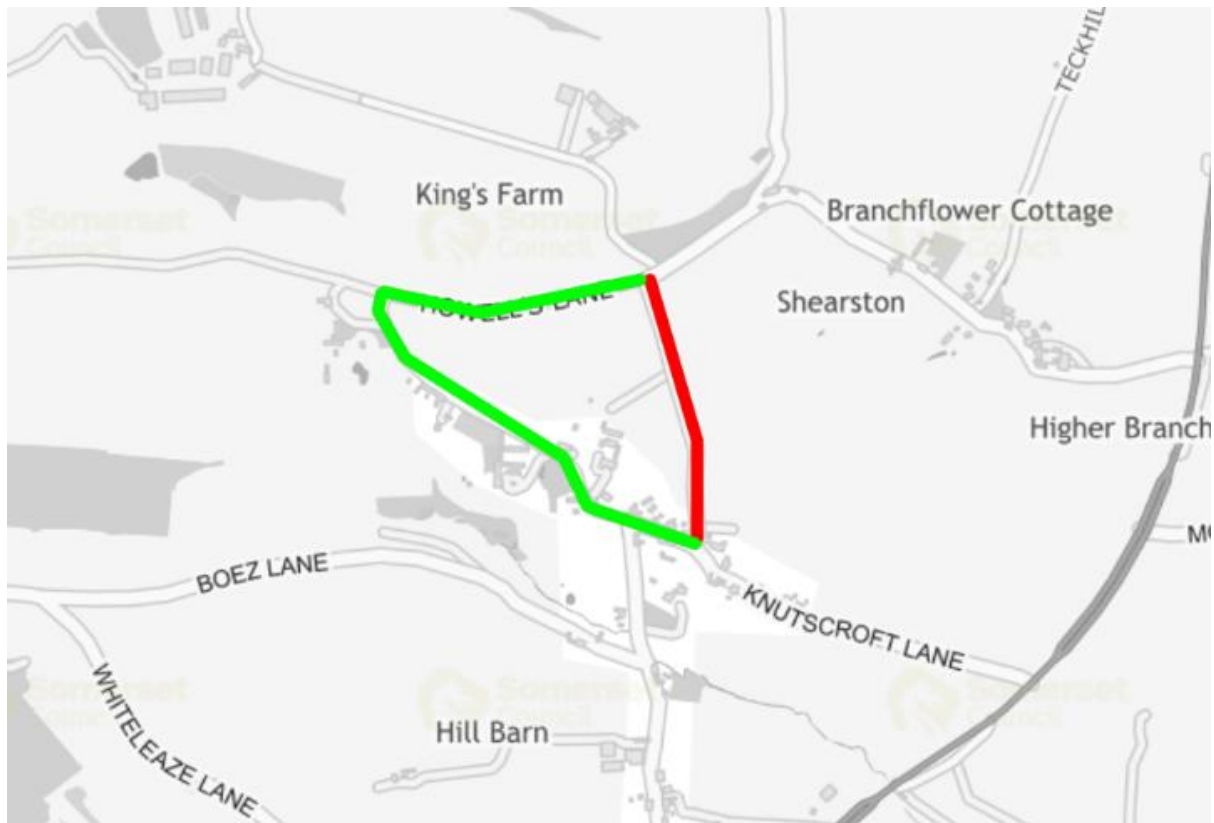
### A38 Taunton Road

Surface Dressing Scheme – Planned 1<sup>st</sup> September. Discussions to be had around convoy working to keep network open. Diversion shown in case of closure.



## Balls Lane

Surface Dressing Scheme – Planned 7<sup>th</sup> August under 24hr closure.



# Routine and Environmental Maintenance Works

## Grass and Hedge Cutting

All grass cutting commences in May of each year prioritising the busiest routes with first cuts in May and second cuts in August. Hedge trimming should be noted as majority privately owned, but we do welcome concerns through our 'Report It' function at [Report a problem on the road \(somerset.gov.uk\)](https://www.somerset.gov.uk/report-a-problem-on-the-road)

Where it is planned, it is conducted between October and December outside of nesting seasons. Detailed below is the Grass Cutting Routes and Junction Visibility locations prioritising busier junctions to begin with.

Below is the 2023/24 Grass Cutting Routes and Junction Visibility locations. The mapping detail for the 2024/25 programme is being finalised and will be published in due course. The programme does not see dramatic changes year on year, allowing the map below to be a suitable guide.



## Verge/ Junction Visibility Locations

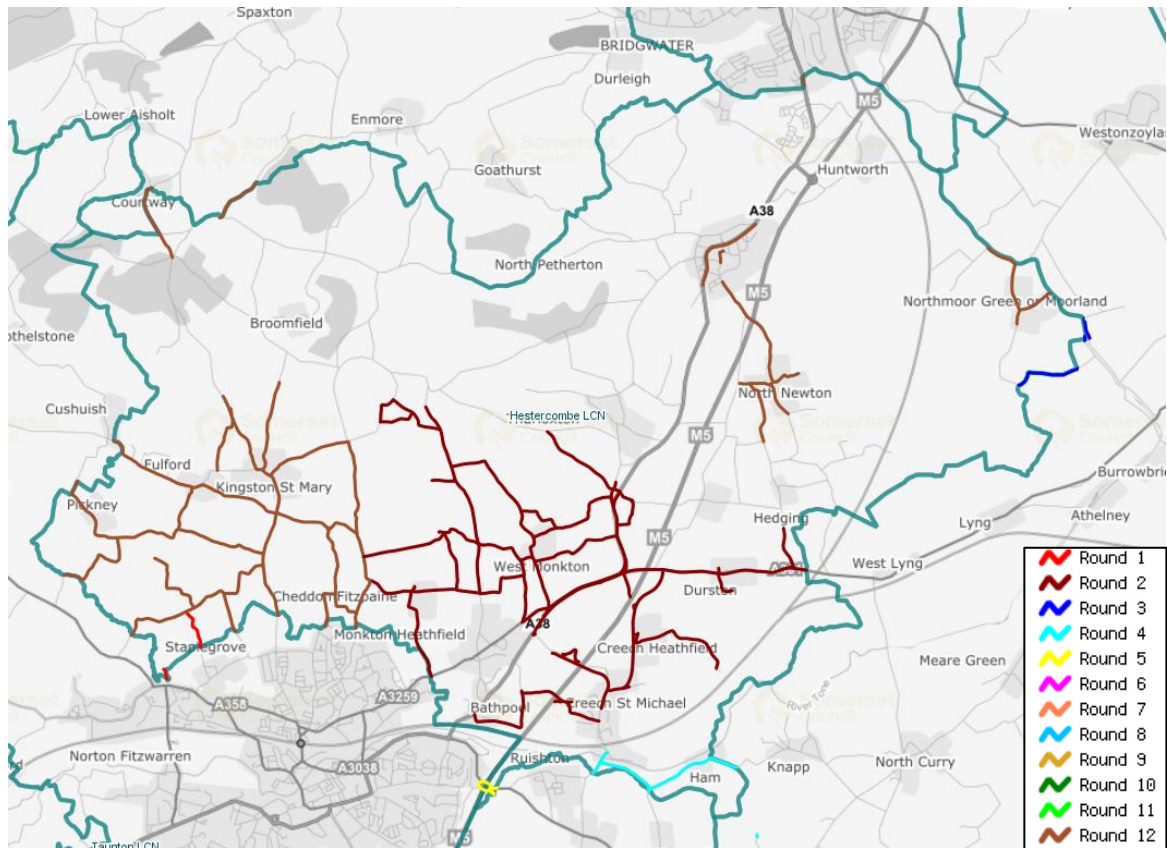
Below is a table of the junction visibility locations within the Hestercombe LCN. If further information is required to understand their location; it would be encouraged to make that request to North or West Area Office in the first instance.

| <b>Class</b> | <b>Label</b> | <b>Road Name</b>        | <b>Parish</b>        |
|--------------|--------------|-------------------------|----------------------|
| C            | T4582/91     | Enmore Road             | Broomfield Cp        |
| C            | T4582/91     | Enmore Road             | Broomfield Cp        |
| C            | T4582/80     | Park End Road           | Broomfield Cp        |
| C            | T4582/80     | Park End Road           | Broomfield Cp        |
| A            | A38/548      | Bridgwater Road         | Creech St Michael Cp |
| A            | A38/570      | Bridgwater Road         | Creech St Michael Cp |
| A            | A38/580      | Bridgwater Road         | Creech St Michael Cp |
| A            | A38/593      | Bridgwater Road         | Creech St Michael Cp |
| C            | T6613/30     | Kingston Road           | Kingston St Mary Cp  |
| C            | T6613/40     | Kingston Road           | Kingston St Mary Cp  |
| C            | T6614/45     | Volis Hill              | Kingston St Mary Cp  |
| D            | U4667/10     | Greenway                | Kingston St Mary Cp  |
| D            | U4580/50     | Nailsbourne Road        | Kingston St Mary Cp  |
| D            | U4580/20     | Pickney Lane            | Kingston St Mary Cp  |
| D            | U4580/40     | Pickney Lane            | Kingston St Mary Cp  |
| A            | A38/730      | Huntworth Interchange   | North Petherton Cp   |
| A            | A38/650      | Taunton Road            | North Petherton Cp   |
| C            | T1105/20     | Clavelshay Road         | North Petherton Cp   |
| C            | T1182/52     | Road To Hinkley Point   | North Petherton Cp   |
| A            | A38/620      | Taunton Road            | Thurloxtton Cp       |
| A            | A38/630      | Taunton Road            | Thurloxtton Cp       |
| A            | A38/540      | Bridgwater Road         | West Monkton Cp      |
| A            | A38/544      | Bridgwater Road         | West Monkton Cp      |
| A            | A38/541      | Bridgwater Road         | West Monkton Cp      |
| A            | A38/525      | Canal Roundabout        | West Monkton Cp      |
| A            | A38/535      | Monkton Elms Roundabout | West Monkton Cp      |

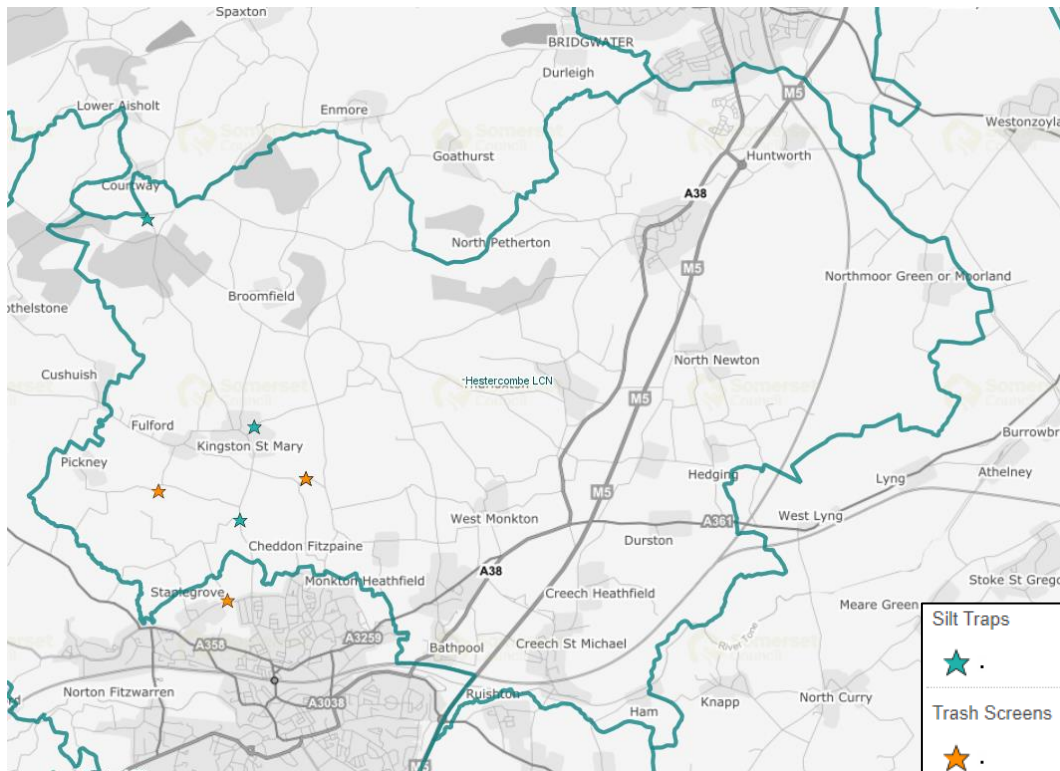


## Planned Gully Rounds

Planned Gully rounds for the Hestercombe LCN are detailed below based on their cleaning cycle as of the 2023/24 financial year.



## Silt Traps and Trash Screens



## Other Maintenance Works

It should be noted that the below programmes are planned on an annual basis using the surveys conducted from the previous year. Forming a reactive programme.

### Highway Lighting

Highway Lighting forms a predominantly reactive programme with minimal carriageway incursion to conduct the works. As such, no forward programme is published.

### Rights of Way

Somerset Council has a vegetation clearance programme and a capital programme in addition to reactive works. If more information is required then please visit [Explore Somerset - Rights of Way, Open Spaces and Area Management](#) or e-mail [rightsofway@somerset.gov.uk](mailto:rightsofway@somerset.gov.uk).

Below is the only closure in the Hestercombe LCN also obtainable through the above link.

- Broadlands Avenue to Park Lane, North Petherton – BW 23/5 due to works at the Water Recycling Centre.

### Structures

There are no Structures Schemes planned at present within the Hestercombe LCN.

### Traffic Management Schemes

Detailed below is a list of schemes planned for delivery in the new financial year.

- Cheddon Fitzpaine
  - Lyngford Lane – Refresh road markings.
  - Yallands Hill – Replace damaged footway/ cycleway post.
- Creech St. Michael
  - North End – Charlton Orchard signs to be covered
  - St. Michael's Road – Refresh virtual footway.
  - Thurloxton Old Road, Porters Road, Mill Lane (Shared with Thurloxton PC) – New Horse and Rider signs and posts.
  - Walford Cross – Sign replacement after damage in RTC.
- Durston
  - A361 Glastonbury Road – Install 2no. Speed Indicator Device (SID) posts.
- Kingston St. Mary
  - Dodhill Road – Refresh road markings.
  - Kingston Road (nr Mill Cross Jct) – Replace posts and Crossroads warning sign.
- North Petherton
  - A38 Bridgwater Road – Replace damaged cycle sign bollard.
  - Petherton Road (North Newton) – Replace bollards.
- Thurloxton
  - New Horse Riding warning signs.

- West Monkton
  - Milton Hill – Refresh road markings.
  - Flying Start Riding Stable – Investigations for Horse Warning Sign in progress.
  - Monkton Heathfield Road – Investigations for quantity of 20mph roundels and repeaters in progress.
  - Yallands Hill – New 'School' sign.

## Traffic Signals Recovery

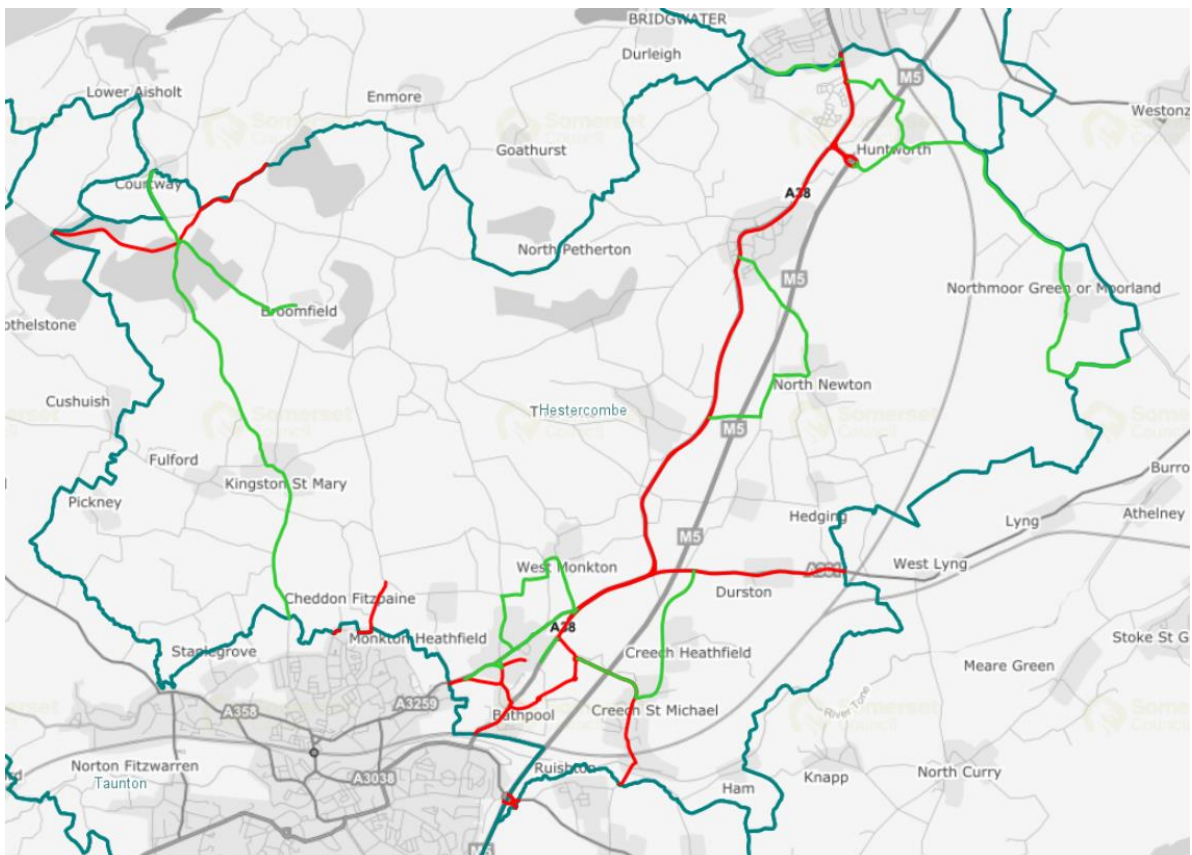
Although no programme has been confirmed for the Hestercombe LCN, it is worth noting the following locations are marked for future consideration.

- A38 Fore Street, North Petherton.
- A38 Market Way, North Petherton.

## Winter Service

Detailed below are the Full Resilient (Primary) and Post Treatment (Secondary) Gritting routes for the Hestercombe LCN. For further detailed information the use of <https://one.network> is encouraged where you can select 'Driver Information' and then 'Winter Gritting Routes' on the top left-hand tab.

- Red routes denote Full Resilient Network Gritting.
- Green routes denote Post Treatment Gritting routes.



## Small Improvements Schemes

All Countywide planned and completed schemes can be found at [Find small improvement schemes \(somerset.gov.uk\)](https://www.somerset.gov.uk) where you can see supporting documents for each scheme.

There are no planned schemes within the Hestercombe LCN for the 2024/25 financial year.





## Version Control

| Version | Author | Date     | Description                |
|---------|--------|----------|----------------------------|
| V1      | CMG    | 25/03/24 | Initial Release            |
| V2      | CMG    | 03/04/24 | Scheme Additions           |
| V3      | CMG    | 05/07/24 | Diversions and Dates added |



## Item 19.1.

### Amendments to the Budget

#### 1.0 Introduction

At a meeting of the Parish Council's Finance Committee held on Monday 27 July 2024, the following changes were approved to be made to the Parish Council budget profile.

- The movement of £10,000.00 allocated to Shared Costs Highways Warden to two cost codes. £8,000.00 to Recreation Park Security to fund the locking and unlocking service and £2,000.00 to Grounds Maintenance (Outsourced) to fund grass cutting.
- The movement of £1,000.00 allocated to Utilities (Electricity) to Grounds Maintenance (Outsourced) to fund grass cutting.
- The movement of £2,800.00 allocated to Capital Expenditure for the purchase of a mower to Grounds Maintenance (Outsourced) to fund grass cutting and the urgent works to the tree population at the Recreation Park.

The proposed movements do not impact on the overall budget projection.

Andrew Williams  
Clerk and RFO  
21.08.2024



## **Item 19.2.**

### **Summary of Financial Position Year to Date.**

We are now five months in to the year. There are no areas of concern and all cost centres are running to profile.

#### **Administration**

The £5,000.00 allocated to Langaller Park Support (3018) is unlikely to be expended. When the VAT refunds are taken out of the calculations, the expenditure budget for administration is running slightly ahead of profile as a consequence of the front-loading of expenditure on subscription charges to organisations such as SALC and SLCC.

#### **Highways**

As a consequence of the delays in receiving information from Somerset Council on the Highways Steward scheme and what was known as the Parish Price List (now Enhanced Highway Maintenance Pilot), it is unlikely that without some concerted effort this budget will be fully expended.

#### **Payroll**

The payroll budget is behind profile in line with the expected additional costs of applying the annual pay awards, which have yet to be agreed for the 2023/24 period. Once agreed, these are normally backdated to April and should bring the payroll budget in line with profile.

#### **Recreation Park**

Expenditure is tracking as expected, with some significant savings being delivered in utility costs (5003) that have been reallocated to other cost codes. The additional costs of works to the tree population have been funded through the reallocation of funds from other cost centres.

#### **VAT Reclaims**

The amount of VAT reclaimed this year is £ 3,260.33, in line with the amount expected. Claims continue to be submitted at the end of each quarter.

Andrew Williams  
Clerk and RFO  
21.08.2024

# Creech St Michael Parish Council

## Summary of Receipts and Payments

23 August 2024 (2024-2025)

All Cost Centres and Codes

### Administration

| Code             | Title                           | Receipts      |                 |                 | Payments         |                 |                  | Net Position           |
|------------------|---------------------------------|---------------|-----------------|-----------------|------------------|-----------------|------------------|------------------------|
|                  |                                 | Budgeted      | Actual          | Variance        | Budgeted         | Actual          | Variance         | +/- Under/over spend   |
| 3001             | General Administration Expense: |               |                 |                 | 1,500.00         | 524.77          | 975.23           | 975.23 (65%)           |
| 3002             | Venue Hire                      |               |                 |                 | 1,000.00         | 395.00          | 605.00           | 605.00 (60%)           |
| 3003             | Internal Audit                  |               |                 |                 | 200.00           | 170.00          | 30.00            | 30.00 (15%)            |
| 3004             | External Audit                  |               |                 |                 | 450.00           |                 | 450.00           | 450.00 (100%)          |
| 3005             | Membership & Subscription Fee:  |               |                 |                 | 1,500.00         | 1,502.65        | -2.65            | -2.65 (-0%)            |
| 3006             | Bank Charges                    |               |                 |                 | 400.00           | 126.00          | 274.00           | 274.00 (68%)           |
| 3007             | Printing                        |               |                 |                 | 300.00           |                 | 300.00           | 300.00 (100%)          |
| 3008             | External Communications (Non I  |               |                 |                 | 200.00           |                 | 200.00           | 200.00 (100%)          |
| 3009             | External Communications (News   | 100.00        |                 | -100.00         | 1,000.00         | 180.00          | 820.00           | 720.00 (65%)           |
| 3010             | Postage                         |               |                 |                 | 50.00            | 49.59           | 0.41             | 0.41 (0%)              |
| 3011             | Website Hosting                 |               |                 |                 | 200.00           |                 | 200.00           | 200.00 (100%)          |
| 3012             | Planning Support                |               |                 |                 | 2,000.00         |                 | 2,000.00         | 2,000.00 (100%)        |
| 3013             | Sub Contracted Staff            |               |                 |                 |                  |                 |                  | (N/A)                  |
| 3014             | Other Income                    |               |                 |                 |                  |                 |                  | (N/A)                  |
| 3015             | Lottery                         | 60.00         | 22.00           | -38.00          |                  |                 |                  | -38.00 (-63%)          |
| 3016             | VAT                             |               | 2,449.48        | 2,449.48        |                  |                 |                  | 2,449.48 (N/A)         |
| 3017             | Mobile Phone Charges            |               |                 |                 | 250.00           | 63.31           | 186.69           | 186.69 (74%)           |
| 3018             | Langaller Park Support          |               |                 |                 | 5,000.00         |                 | 5,000.00         | 5,000.00 (100%)        |
| <b>SUB TOTAL</b> |                                 | <b>160.00</b> | <b>2,471.48</b> | <b>2,311.48</b> | <b>14,050.00</b> | <b>3,011.32</b> | <b>11,038.68</b> | <b>13,350.16 (93%)</b> |

### Allotments

| Code             | Title  | Receipts      |        |                | Payments      |        |               | Net Position         |
|------------------|--------|---------------|--------|----------------|---------------|--------|---------------|----------------------|
|                  |        | Budgeted      | Actual | Variance       | Budgeted      | Actual | Variance      | +/- Under/over spend |
| 7001             | Rental | 800.00        |        | -800.00        | 800.00        |        | 800.00        | (0%)                 |
| <b>SUB TOTAL</b> |        | <b>800.00</b> |        | <b>-800.00</b> | <b>800.00</b> |        | <b>800.00</b> | <b>(0%)</b>          |

### 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 (100%)        |
| <b>SUB TOTAL</b> |               |          |        |          | <b>685.00</b> |        | <b>685.00</b> | <b>685.00 (100%)</b> |

### Bus Stops

| Code             | Title       | Receipts |        |          | Payments      |               |               | Net Position         |
|------------------|-------------|----------|--------|----------|---------------|---------------|---------------|----------------------|
|                  |             | Budgeted | Actual | Variance | Budgeted      | Actual        | Variance      | +/- Under/over spend |
| 11001            | Cleaning    |          |        |          | 350.00        | 225.00        | 125.00        | 125.00 (35%)         |
| 11002            | Maintenance |          |        |          | 200.00        |               | 200.00        | 200.00 (100%)        |
| <b>SUB TOTAL</b> |             |          |        |          | <b>550.00</b> | <b>225.00</b> | <b>325.00</b> | <b>325.00 (59%)</b>  |

# Creech St Michael Parish Council

## Summary of Receipts and Payments

23 August 2024 (2024-2025)

All Cost Centres and Codes

### Canal Car Park

| Code             | Title       | Receipts |        |          | Payments        |                 |               | Net Position         |
|------------------|-------------|----------|--------|----------|-----------------|-----------------|---------------|----------------------|
|                  |             | Budgeted | Actual | Variance | Budgeted        | Actual          | Variance      | +/- Under/over spend |
| 6001             | Maintenance |          |        |          | 1,500.00        | 925.00          | 575.00        | 575.00 (38%)         |
| 6002             | Security    |          |        |          |                 | 140.98          | -140.98       | -140.98 (N/A)        |
| <b>SUB TOTAL</b> |             |          |        |          | <b>1,500.00</b> | <b>1,065.98</b> | <b>434.02</b> | <b>434.02 (28%)</b>  |

### Capital Expenditure

| Code             | Title                  | Receipts |        |          | Payments        |        |                 | Net Position           |
|------------------|------------------------|----------|--------|----------|-----------------|--------|-----------------|------------------------|
|                  |                        | Budgeted | Actual | Variance | Budgeted        | Actual | Variance        | +/- Under/over spend   |
| 12001            | Tools                  |          |        |          |                 |        |                 | (N/A)                  |
| 12002            | Waste Bin Installation |          |        |          |                 |        |                 | (N/A)                  |
| 12003            | Other                  |          |        |          | 5,700.00        |        | 5,700.00        | 5,700.00 (100%)        |
| <b>SUB TOTAL</b> |                        |          |        |          | <b>5,700.00</b> |        | <b>5,700.00</b> | <b>5,700.00 (100%)</b> |

### CIL

| Code             | Title                  | Receipts |                 |                 | Payments |                 |                  | Net Position          |
|------------------|------------------------|----------|-----------------|-----------------|----------|-----------------|------------------|-----------------------|
|                  |                        | Budgeted | Actual          | Variance        | Budgeted | Actual          | Variance         | +/- Under/over spend  |
| 16001            | Pavilion Refurbishment |          |                 |                 |          |                 |                  | (N/A)                 |
| 16003            | CIL Receipts           |          | 5,319.94        | 5,319.94        |          |                 |                  | 5,319.94 (N/A)        |
| 16004            | CCTV Purchase          |          |                 |                 |          | 1,133.08        | -1,133.08        | -1,133.08 (N/A)       |
| <b>SUB TOTAL</b> |                        |          | <b>5,319.94</b> | <b>5,319.94</b> |          | <b>1,133.08</b> | <b>-1,133.08</b> | <b>4,186.86 (N/A)</b> |

### Events

| Code             | Title                       | Receipts |               |               | Payments        |               |                 | Net Position          |
|------------------|-----------------------------|----------|---------------|---------------|-----------------|---------------|-----------------|-----------------------|
|                  |                             | Budgeted | Actual        | Variance      | Budgeted        | Actual        | Variance        | +/- Under/over spend  |
| 15001            | PiP Ticket Sales            |          |               |               |                 |               |                 | (N/A)                 |
| 15002            | PiP Event Sales             |          |               |               |                 |               |                 | (N/A)                 |
| 15003            | PiP Concession Fees         |          |               |               |                 |               |                 | (N/A)                 |
| 15004            | PiP Expenditure Event Costs |          |               |               |                 |               |                 | (N/A)                 |
| 15005            | PiP Other Events            |          |               |               |                 |               |                 | (N/A)                 |
| 15010            | Christmas Fayre             |          |               |               | 300.00          |               | 300.00          | 300.00 (100%)         |
| 15011            | Easter Fayre                |          |               |               | 300.00          |               | 300.00          | 300.00 (100%)         |
| 15012            | Other Events                |          | 255.16        | 255.16        | 1,000.00        | 455.16        | 544.84          | 800.00 (80%)          |
| <b>SUB TOTAL</b> |                             |          | <b>255.16</b> | <b>255.16</b> | <b>1,600.00</b> | <b>455.16</b> | <b>1,144.84</b> | <b>1,400.00 (87%)</b> |

### Grants

| Code  | Title                        | Receipts |        |          | Payments |        |          | Net Position         |
|-------|------------------------------|----------|--------|----------|----------|--------|----------|----------------------|
|       |                              | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 13001 | Community Development Fund C |          |        |          | 3,000.00 |        | 3,000.00 | 3,000.00 (100%)      |
| 13002 | S137 Grants                  |          |        |          | 1,500.00 | 200.00 | 1,300.00 | 1,300.00 (86%)       |
| 14003 | Donations & Grants           |          |        |          |          | 100.00 | -100.00  | -100.00 (N/A)        |
| 17002 | Parish Grant                 |          |        |          |          |        |          | (N/A)                |

**Creech St Michael Parish Council**  
**Summary of Receipts and Payments**

23 August 2024 (2024-2025)

All Cost Centres and Codes

|                  |  |                 |               |                 |                       |
|------------------|--|-----------------|---------------|-----------------|-----------------------|
| <b>SUB TOTAL</b> |  | <b>4,500.00</b> | <b>300.00</b> | <b>4,200.00</b> | <b>4,200.00 (93%)</b> |
|------------------|--|-----------------|---------------|-----------------|-----------------------|

**Highways**

|                  | Receipts                     |       |                  | Payments |          |               | Net Position     |          |                        |
|------------------|------------------------------|-------|------------------|----------|----------|---------------|------------------|----------|------------------------|
|                  | Code                         | Title | Budgeted         | Actual   | Variance | Budgeted      | Actual           | Variance | +/- Under/over spend   |
| 19001            | Maintenance                  |       | 3,000.00         |          |          | 116.00        | 2,884.00         |          | 2,884.00 (96%)         |
| 19002            | SID Site Installation        |       | 2,000.00         |          |          |               | 2,000.00         |          | 2,000.00 (100%)        |
| 19003            | Shared Costs Highways Warden |       | 10,000.00        |          |          |               | 10,000.00        |          | 10,000.00 (100%)       |
| <b>SUB TOTAL</b> |                              |       | <b>15,000.00</b> |          |          | <b>116.00</b> | <b>14,884.00</b> |          | <b>14,884.00 (99%)</b> |

**Insurance**

|                  | Receipts          |       |          | Payments |          |                 | Net Position    |               |                      |
|------------------|-------------------|-------|----------|----------|----------|-----------------|-----------------|---------------|----------------------|
|                  | Code              | Title | Budgeted | Actual   | Variance | Budgeted        | Actual          | Variance      | +/- Under/over spend |
| 4001             | Insurance Premium |       |          |          |          | 4,200.00        | 3,984.63        | 215.37        | 215.37 (5%)          |
| <b>SUB TOTAL</b> |                   |       |          |          |          | <b>4,200.00</b> | <b>3,984.63</b> | <b>215.37</b> | <b>215.37 (5%)</b>   |

**Payroll**

|                  | Receipts              |       |          | Payments |          |                  | Net Position     |                  |                        |
|------------------|-----------------------|-------|----------|----------|----------|------------------|------------------|------------------|------------------------|
|                  | Code                  | Title | Budgeted | Actual   | Variance | Budgeted         | Actual           | Variance         | +/- Under/over spend   |
| 1001             | Salaries              |       |          |          |          | 50,180.99        | 15,661.36        | 34,519.63        | 34,519.63 (68%)        |
| 1002             | Tax & NI              |       |          |          |          | 2,931.77         | 5,186.44         | -2,254.67        | -2,254.67 (-76%)       |
| 1003             | Pension Contributions |       |          |          |          | 1,011.48         | 707.92           | 303.56           | 303.56 (30%)           |
| <b>SUB TOTAL</b> |                       |       |          |          |          | <b>54,124.24</b> | <b>21,555.72</b> | <b>32,568.52</b> | <b>32,568.52 (60%)</b> |

**Phone Boxes & Defibs**

|                  | Receipts             |       |          | Payments |          |               | Net Position |               |                      |
|------------------|----------------------|-------|----------|----------|----------|---------------|--------------|---------------|----------------------|
|                  | Code                 | Title | Budgeted | Actual   | Variance | Budgeted      | Actual       | Variance      | +/- Under/over spend |
| 8001             | Phonebox Maintenance |       |          |          |          | 100.00        |              | 100.00        | 100.00 (100%)        |
| 8002             | Defib Consumables    |       |          |          |          | 200.00        |              | 200.00        | 200.00 (100%)        |
| 8003             | Defib Maintenance    |       |          |          |          | 200.00        |              | 200.00        | 200.00 (100%)        |
| <b>SUB TOTAL</b> |                      |       |          |          |          | <b>500.00</b> |              | <b>500.00</b> | <b>500.00 (100%)</b> |

**Precept**

|                  | Receipts |       |                  | Payments         |             |          | Net Position |          |                      |
|------------------|----------|-------|------------------|------------------|-------------|----------|--------------|----------|----------------------|
|                  | Code     | Title | Budgeted         | Actual           | Variance    | Budgeted | Actual       | Variance | +/- Under/over spend |
| 17001            | Precept  |       | 90,551.52        | 90,552.00        | 0.48        |          |              |          | 0.48 (0%)            |
| <b>SUB TOTAL</b> |          |       | <b>90,551.52</b> | <b>90,552.00</b> | <b>0.48</b> |          |              |          | <b>0.48 (0%)</b>     |

# Creech St Michael Parish Council

## Summary of Receipts and Payments

23 August 2024 (2024-2025)

All Cost Centres and Codes

### Recreation Park

| Code             | Title                            | Receipts        |               |                  | Payments         |                  |                  | Net Position           |
|------------------|----------------------------------|-----------------|---------------|------------------|------------------|------------------|------------------|------------------------|
|                  |                                  | Budgeted        | Actual        | Variance         | Budgeted         | Actual           | Variance         | +/- Under/over spend   |
| 5001             | Grounds Maintenance (Outsourc    |                 |               |                  | 5,800.00         | 1,900.04         | 3,899.96         | 3,899.96 (67%)         |
| 5002             | Grounds Maintenance (Internal)   |                 |               |                  | 800.00           | 74.39            | 725.61           | 725.61 (90%)           |
| 5003             | Utilities (Electricity)          |                 | 126.31        | 126.31           | 1,499.00         | 371.68           | 1,127.32         | 1,253.63 (83%)         |
| 5004             | Utilities (Water)                |                 |               |                  | 100.00           | 34.21            | 65.79            | 65.79 (65%)            |
| 5005             | Utilities (Gas)                  |                 |               |                  |                  |                  |                  | (N/A)                  |
| 5006             | Utilities (Waste Disposal)       |                 |               |                  |                  |                  |                  | (N/A)                  |
| 5007             | Waste Disposal (Septic Tank)     |                 |               |                  |                  |                  |                  | (N/A)                  |
| 5008             | Waste Disposal (General Waste)   |                 |               |                  | 100.00           |                  | 100.00           | 100.00 (100%)          |
| 5009             | Consumables                      |                 |               |                  | 1,200.00         | 315.56           | 884.44           | 884.44 (73%)           |
| 5010             | Maintenance Equipment            |                 |               |                  | 500.00           |                  | 500.00           | 500.00 (100%)          |
| 5011             | Repairs & Maintenance (Play Eq   |                 |               |                  | 5,000.00         | 4,656.92         | 343.08           | 343.08 (6%)            |
| 5012             | Repairs & Maintenance (Building  |                 |               |                  | 1,250.00         | 193.93           | 1,056.07         | 1,056.07 (84%)         |
| 5013             | Repairs & Maintenance (Facilitie |                 |               |                  | 1,000.00         |                  | 1,000.00         | 1,000.00 (100%)        |
| 5014             | Improvements                     |                 |               |                  | 4,500.00         | 2,573.29         | 1,926.71         | 1,926.71 (42%)         |
| 5015             | Security                         |                 | -7.50         | -7.50            | 8,000.00         | 2,317.78         | 5,682.22         | 5,674.72 (70%)         |
| 5016             | Play Equipment Inspections       |                 |               |                  | 2,500.00         |                  | 2,500.00         | 2,500.00 (100%)        |
| 5017             | Pitch Fees                       | 800.00          |               | -800.00          |                  |                  |                  | -800.00 (-100%)        |
| 5018             | Stage Hire                       | 100.00          |               | -100.00          |                  |                  |                  | -100.00 (-100%)        |
| 5019             | Safety Clothing/Equipment        |                 |               |                  | 100.00           |                  | 100.00           | 100.00 (100%)          |
| 5020             | Rental Charges                   | 1,000.00        | 156.37        | -843.63          |                  |                  |                  | -843.63 (-84%)         |
| <b>SUB TOTAL</b> |                                  | <b>1,900.00</b> | <b>275.18</b> | <b>-1,624.82</b> | <b>32,349.00</b> | <b>12,437.80</b> | <b>19,911.20</b> | <b>18,286.38 (53%)</b> |

### Recruitment & Training

| Code             | Title                   | Receipts |        |          | Payments        |               |               | Net Position         |
|------------------|-------------------------|----------|--------|----------|-----------------|---------------|---------------|----------------------|
|                  |                         | Budgeted | Actual | Variance | Budgeted        | Actual        | Variance      | +/- Under/over spend |
| 2001             | Recruitment Costs       |          |        |          | 250.00          |               | 250.00        | 250.00 (100%)        |
| 2002             | Employee Training Costs |          |        |          | 500.00          | 30.00         | 470.00        | 470.00 (94%)         |
| 2003             | Member Training         |          |        |          | 500.00          | 271.70        | 228.30        | 228.30 (45%)         |
| <b>SUB TOTAL</b> |                         |          |        |          | <b>1,250.00</b> | <b>301.70</b> | <b>948.30</b> | <b>948.30 (75%)</b>  |

### Waste Disposal

| Code             | Title         | Receipts |        |          | Payments        |               |                 | Net Position          |
|------------------|---------------|----------|--------|----------|-----------------|---------------|-----------------|-----------------------|
|                  |               | Budgeted | Actual | Variance | Budgeted        | Actual        | Variance        | +/- Under/over spend  |
| 9001             | Dog Waste     |          |        |          | 3,500.00        | 813.28        | 2,686.72        | 2,686.72 (76%)        |
| 9002             | General Waste |          |        |          | 200.00          |               | 200.00          | 200.00 (100%)         |
| <b>SUB TOTAL</b> |               |          |        |          | <b>3,700.00</b> | <b>813.28</b> | <b>2,886.72</b> | <b>2,886.72 (78%)</b> |

### Youth Provision

| Code  | Title                    | Receipts |        |          | Payments |        |          | Net Position         |
|-------|--------------------------|----------|--------|----------|----------|--------|----------|----------------------|
|       |                          | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 14001 | Service Delivery Charges |          |        |          |          |        |          | (N/A)                |
| 14002 | Venue Hire               |          |        |          |          |        |          | (N/A)                |

**Creech St Michael Parish Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

23 August 2024 (2024-2025)

---

SUB TOTAL

(N/A)

**Summary**

---

|             |           |           |          |            |           |           |                  |
|-------------|-----------|-----------|----------|------------|-----------|-----------|------------------|
| NET TOTAL   | 93,411.52 | 98,873.76 | 5,462.24 | 140,508.24 | 45,399.67 | 95,108.57 | 100,570.81 (42%) |
| V.A.T.      |           | 65.92     |          |            | 3,260.33  |           |                  |
| GROSS TOTAL |           | 98,939.68 |          |            | 48,660.00 |           |                  |



**Item 28.**

**Additions to the Parish Council's Risk Register**

The Risk Register is reviewed by the Clerk and RFO regularly and as new risks emerge, these will be added to the register. The following new risks, included under a new category of Governance Risks have been added to the register.

Andrew Williams

Clerk and RFO

20.08.2024



| Topic      | Risk(s) Identified  | Risk Level<br>H/M/L | Impact<br>H/M/L | Management and Control of<br>Impact of Risk  | Lead<br>Responsibility      | Frequency |
|------------|---|---------------------|-----------------|--|-----------------------------|-----------|
| Key Roles  | A failure to recruit members to key roles within the Parish Council, impacting the ability of the Council to function.  | M                   | H               | <p>Ensure that all vacancies are filled promptly following the departure of a member.</p> <p>Encourage members to undertake training to support them in roles such as Committee Chair.</p> <p>Encourage Chairs of Council and Committee to plan ahead of any departure to allow for a succession plan to be enacted.</p> | Chair of the Parish Council | Annual    |
| Membership | A failure to recruit adequate members to vacancies leading to operational strains and potentially the need to gain support from Somerset Council Democratic Services. In turn leading to reputational and operational harm. | M                   | H               | <p>Ensure that all vacancies are filled promptly following the departure of a member.</p> <p>Provide training and support to existing members to enable them to fulfil their roles effectively.</p> <p>To maintain and supportive and collaborative approach to managing the Parish Council.</p>                         | Chair of the Parish Council | Annual    |



# Local Community Network

## Yearly Report 2023/2024

Hestercombe



# Contents

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| 6  | <b>Chair and Vice Chair</b>                              |
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| 8  | <b>Priorities and Ambitions</b>                          |
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| 13 | <b>Appendices</b>  |

# Local Community Networks (LCNs)

## Purpose

“To be the focus for community development, engagement and partnership working at local level; improving the outcomes for residents through establishing strong connections between Somerset Council, our communities and partners.”

## Map

There are 18 LCNs in total.

They cover every city, town, and parish within the local authority area.

Full details of each LCN, including their demographics, characteristics, agendas, and meeting dates, can be found online.

Please visit the following webpage:

[www.somerset.gov.uk/local-community-networks/](http://www.somerset.gov.uk/local-community-networks/)







# Hestercombe LCN

Our beautiful Hestercombe LCN  
parishes ...



Kings Cliff, North Petherton



Fyne Court, Broomfield



Kingston St Mary Village Hall



The Maypole, Thurloxtton



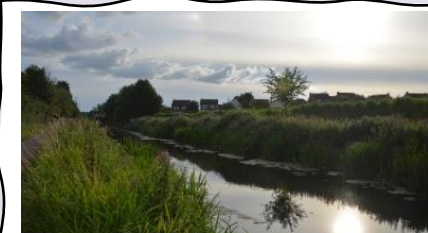
Coombe Lane, West Monkton



Lynch Gate, Cheddon Fitzpaine



Durston Village



Bridgwater to Taunton Canal  
at Creech St Michael

# Chair and Vice Chair



## **Chair: Cllr Stuart Haskins**

Cllr Stuart Haskins is the Chair for the West Monkton Parish Council, in addition to being Chair of the Hestercombe LCN.

He is also on the board of the Somerset Association of Local Councils (SALC).

## **Vice Chair: Cllr Norman Cavill**

Cllr Norman Cavill is the Somerset Councillor for Monkton and North Curry Electoral Division.

He sits on the Audit Committee at Somerset Council, the Planning Committee (West) and also on the Level and Moors LCN.





# Introduction

The Hestercombe LCN of eight parishes on the southern side of the Quantock Hills consists of one town council, two larger semi-urban parishes and five smaller parishes. North Petherton Town Council, and the Creech St Micheal and West Monkton Parish Councils are the three larger parish areas in this LCN and have all seen a great deal of expansion in recent years. The remaining five parish areas are more rural. They have generally avoided development and so have retained their character.

When Hestercombe LCN first met the issue of flooding immediately came to the top of the agenda and we were able to share ideas, information and best practice. Prior to the establishment of a single, unitary authority (Somerset Council), there was no regular, joint forum for information-sharing between parish areas in this way.

As the LCN has matured, so has its purpose and direction with issues of common interest tabled and openly debated. There is already evidence of progress on how as an LCN group we can help each other within our parishes, and communities.

With the smaller rural parish councils having considerably smaller budgets, they sometimes are unable to see how they can fund work and projects in their areas. It is also obvious that not all LCN communities share the same needs and priorities. However, as Chair and Vice Chair we strongly believe that by sharing knowledge, experience and resources held by the larger parishes within our LCN, that we will all be collectively stronger in the future as a result, and so work together efficiently as one.

Across the LCN we have a diverse collection of businesses and potential partners. Thus far we have not fully tapped into this pool of resources but as we the LCN parishes, become better informed and confident in our abilities, we're sure this will happen.

Clearly identifying the common needs of the LCN communities and of our partners will be the foundation for our future development and strength. Looking ahead to the next few years it will be interesting to see our achievements pan out, in particular in the delivery of the two schemes we are working on at the moment – they are the slowing of water run-off from the Quantock Hills and a completed cycle route along the A38 from Taunton to Bridgwater.

The help and direction given by Somerset Council's support team has undoubtedly been a great help to the Hestercombe LCN this year. It has been so useful to have their assistance and to share information with other parishes and LCNs. We would particularly like to thank the councillors and the other members of the public who have assisted our fledgling LCN. We look forward to working with you all in the year ahead, to achieve a continued level of good service and benefits for our wonderful communities.

**Cllr Stuart Haskins**  
Chair, Hestercombe LCN

**Cllr Norman Cavill**  
Vice Chair, Hestercombe LCN

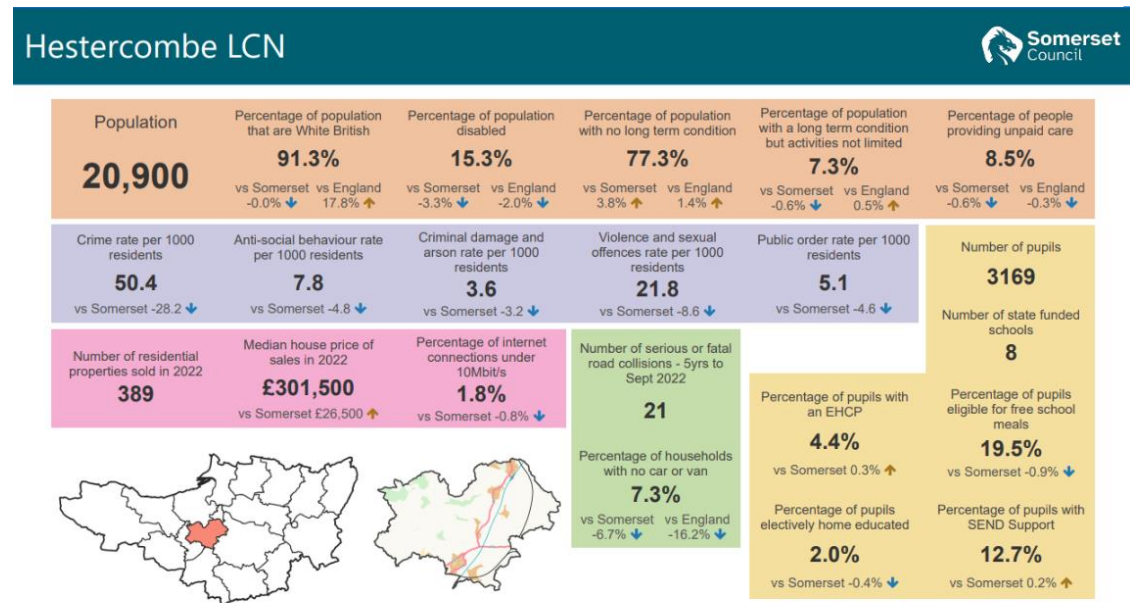
# Priorities and Ambitions

## Data

Somerset Council's Business Intelligence Team produced bespoke, detailed data for the Hestercombe LCN area.

You'll note it gives fascinating information and insights on population, residential properties, and policing.

Also featured are the number of pupils in education, and those with educational needs.



See Appendix B for larger image

# Priorities and Ambitions

At the beginning of the of Hestercombe LCN year we gathered together to collectively discuss and identify what themes were important for our towns and parishes to tackle.

A set of priorities and ambitions were drawn up. The table (below) identifies these original themes, which became the focus for discussion throughout the first 12 months.



# Priorities and Ambitions

## Year One – A summary

During our main LCN meetings we further explored the emerging priorities with regard to:

- Flooding\*
- Children and Young People
- Highways
- Health and Wellbeing

As a result of these focused meetings, Hestercombe LCN has set up two working groups: Children and Young People Working Group and a Highways Working Group.

\*Local to Hestercombe LCN is the action group the Farming and Wildlife Advisory Group (FWAG). At the time of the October LCN meeting, flooding was a high concern, and it was agreed to have a representative attend FWAG to feedback on flooding discussions and to also raise concerns from members of the LCN.

## Children and Young People Working Group

The Children and Young People Working Group have been liaising with the Connect Somerset Champion to map local provisions to ascertain the breadth of services available to young people within this LCN area.

Most groups are located in West Monkton, Creech St Michael and North Petherton. These groups are largely being supported by Somerset Youth Work alliance to help increase the youth working (training) that can be made available. This working group aims to support the groups already in existence by updating and sharing a list of these provisions to the residents in the LCN. Somerset Youth Work Alliance are planning to launch a website hosting a live map of provisions that this will feed into.

Next steps will be to better understand the needs and wants of children and young people, to help encourage services into the area to match this. A particular focus will be on those young people living in the more rural parts of the area.

# Priorities and Ambitions

## Highways Working Group

Hestercombe LCN have had a preliminary meeting with Highways colleagues at Somerset Council to begin introductions to both the team and the Parish Council representatives.

Adopting a similar program to neighbouring LCN areas, this group will be working alongside Highways teams to highlight high priority issues as well as be a conduit for information on works that are to be carried out.

The Highways team will be available to contact via a directory and will be able to give an indication of when particular maintenance jobs are to be actioned – and will seek to get feedback from local representatives on the effect this is likely to have. This will also include an up to date report of planned work, made available for each highways meeting. In addition to this, a pricelist of works that can be purchased, will be made available this summer.

## Emergency Planning

Hestercombe LCN hosted an emergency planning workshop and would like to expand on this in Year Two, with plans to look at personal emergency planning. The aim of future activity will be to encourage residents to have an action plan of how to stay safe in an emergency as well as to make sure they have the necessary provision in stock, should a personal emergency occur.

## Financial Emergency impacts

The Financial Emergency declared by Somerset Council was announced at a very early stage of the LCN's development. The LCN provided an effective space for the Towns and Parishes to hear more about the actions proposed to mitigate the financial impacts and to discuss local solutions. However, these discussions also impacted the agreed schedule of meetings and their topics, resulting in less progress than anticipated in the discovery phase of priority-setting for the LCN.

# Reflections

In the first year of the Hestercombe LCN, it has been heartwarming to witness how we have brought together multiple stakeholders that are integral to their communities.

These much-valued partners and stakeholders have brought with them a wealth of knowledge and experience, which has been helpful and heavily drawn-upon when discussing issues prevalent to the residents within this LCN area.

The collaborative approach of this LCN has paved the way for some useful and active working groups to be established. These working groups were able to dedicate time on important local issues and to prioritise actions.

We are confident this good work will continue as we move into Year Two.

*Emmaline Kay*

**LCN Link Officer – Hestercombe**

## Contacts

Email: [hestercombelcn@somerset.gov.uk](mailto:hestercombelcn@somerset.gov.uk)

Website: [www.somerset.gov.uk/local-community-networks/](http://www.somerset.gov.uk/local-community-networks/)

South East Somerset LCN: [www.somerset.gov.uk/local-community-networks/lcn-areas/hestercombe/](http://www.somerset.gov.uk/local-community-networks/lcn-areas/hestercombe/)

# Appendices

## Appendix A – Core Membership

### Parishes

Broomfield

Cheddon Fitzpaine

Creech St Michael

Durstun

Kingston St Mary

North Petherton

Thurloxtun

West Monkton

### Electoral Divisions

Monkton & North Curry

North Petherton

Rowbarton & Staplegrove

Taunton North

### Organisations

Avon and Somerset Police

Spark Somerset

NHS

Devon and Somerset Fire and Rescue

Education

Society Local Council Clerks (SLCC)

Somerset Association of Local Councils  
(SALC)

Somerset Activity Sports Partnership  
(SASP)

Community Council for Somerset  
(Village Agents)

Citizens Advice

Department of Work and Pensions

Somerset Rivers Authority

Somerset Local Nature Partnership

## Appendix A - continued

### Other Partners and Stakeholders

Somerset Foundation Trust

North Petherton Rugby Club

Health watch

MIND

Kingston St Mary parochial church council

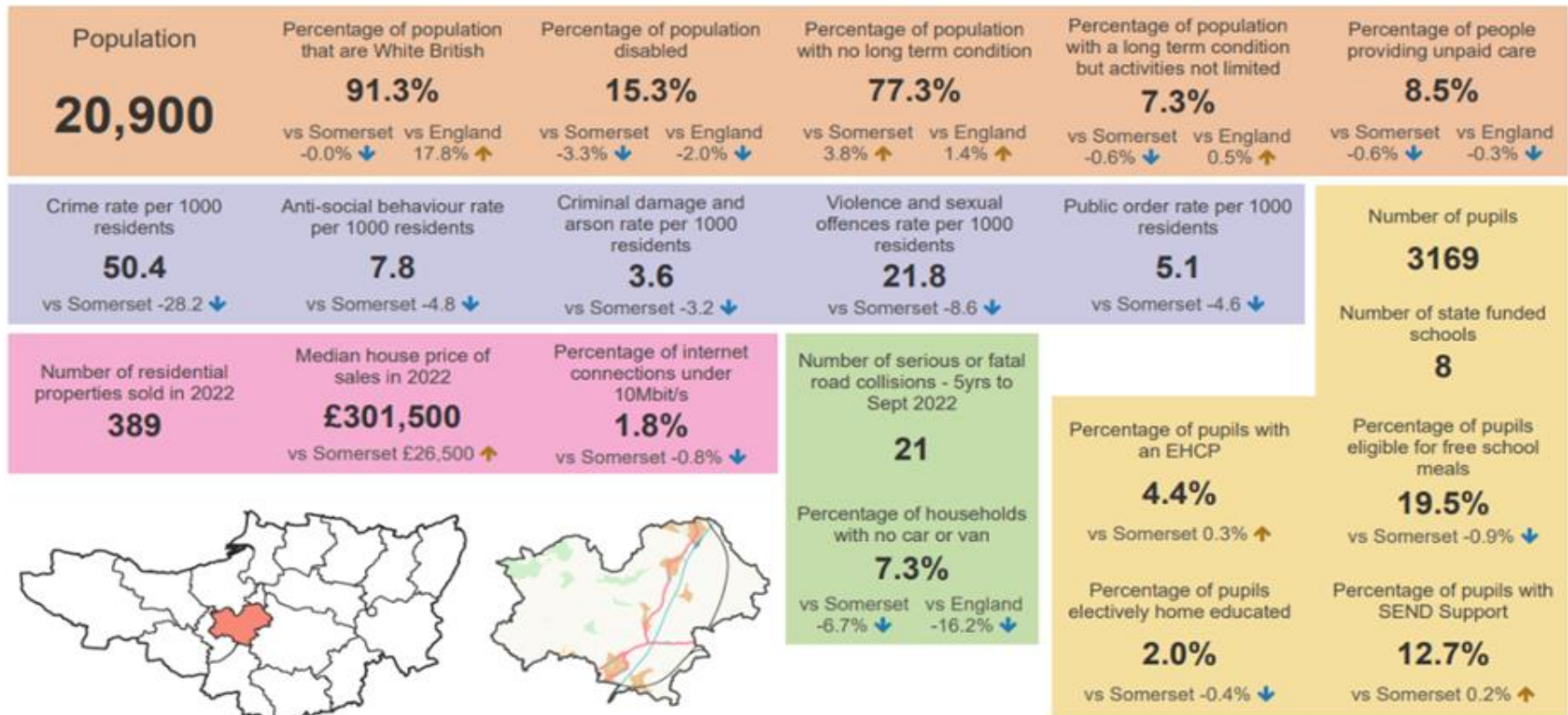
Well Be Link (adult mental health)

First Aid for Mental Health Instructor



## Appendix B – Data

# Hestercombe LCN

## Appendix C – Meeting dates, talking points, plus links to the minutes

To browse meeting minutes visit: <https://democracy.somerset.gov.uk/ieListMeetings.aspx?Committeeld=894>

### June 2023 - [Minutes Template \(somerset.gov.uk\)](#)

Determining of priority issues for Hestercombe LCN

### October 2023 - [Minutes Template \(somerset.gov.uk\)](#)

Topic areas selected: Climate and Environment, Flooding and Young People

### December 2023 - [Minutes Template \(somerset.gov.uk\)](#)

Somerset Council Financial emergency and updates from FWAG

### February 2024 - [Minutes Template \(somerset.gov.uk\)](#)

Highway matters and update from Youth Provision working group

### April 2024 - [Minutes Template \(somerset.gov.uk\)](#)

Active travel presentation and update on peat trials

## Local Community Network Meeting Notes

Meeting Title: Local Community Network - Hestercombe

Date: Wednesday, 19 June 2024

Time: 7.00 pm - 8.30 pm

Location: Broomfield Village Hall, Broomfield, Bridgwater TA5 2EQ

### LCN core membership attendance:

| <b>Name:</b>         | <b>Representing</b>              |
|----------------------|----------------------------------|
| Cllr Norman Cavill   | Somerset Council                 |
| Cllr Alan Bradford   | Somerset Council                 |
| Cllr Dixie Darch     | Somerset Council                 |
| Cllr Doug Wilson     | Broomfield Parish Council        |
| Cllr Kieran Row      | Creech St Michael Parish Council |
| Cllr Phillip Spencer | North Petherton Parish Council   |
| Cllr Hendrick Coombs | Thurloxtton Parish Council       |

### Officer attendance:

Emmaline Kay (LCN Link Officer), Emily Window (LCN Project Officer), Ollie Lindsell (ICT Specialist) and Michelle Brooks (Virtual Attendee).

### Other attendees:

| <b>Name:</b>         | <b>Representing</b>              |
|----------------------|----------------------------------|
| Mr Andrew Williams   | Creech St Michael Parish Council |
| Cllr Charlie Cudlipp | Creech St Michael Parish Council |
| Mrs Helen Barrington | Thurloxtton Parish Council       |
| Amy Shepherd (Clerk) | West Monkton Parish Council      |

### Virtual attendees:

| <b>Name:</b>       | <b>Representing</b>             |
|--------------------|---------------------------------|
| Cllr Paul Townsend | Kingston St Mary Parish Council |
| Andrew Pritchard   | MIND                            |

## **Apologies:**

Cllrs David Fothergill and Tom Deakin (Somerset Council), Katie Gibbins & Margaret Way (Kingston St Mary PC),

## **Summary of discussion:**

### **Agenda Summary of key points of discussion and outcome: Action by: item:**

#### **Item 43: Elect the Chair of the Local Community Network**

Cllr Norman Cavill advised that Stuart Haskins would like to step down as chair of the LCN.

Nominations for the position of Chair:

Cllr Phillip Spencer from North Petherton town council was nominated by Cllr Alan Bradford from Somerset Council, Cllr Dixie Darch from Somerset Council seconded this. Cllr Philip Spencer accepted the nomination.

The core membership voted in agreement; Cllr Philip Spencer was duly elected as chair of the Hestercombe LCN.

#### **Item 44: Appoint the Vice-Chair of the Local Community Network**

Philip invited nominations for Vice Chair.

Cllr Norman Cavill from Somerset Council was nominated by Cllr Dixie Darch, Cllr Alan Bradford seconded this. Cllr Norman Cavill accepted the nomination.

The core membership voted in agreement and Cllr Norman Cavill was duly elected as vice chair of the Hestercombe LCN.

#### **Item 45: Consider the Annual Report on the Local Community Network's work in the last 12 months**

The Hestercombe LCN Yearly Report is available to view on this link:-

[Hestercombe Annual Report.pdf \(somerset.gov.uk\)](#)

Item 46: **Overview of Highlights from LCNs across Somerset**

The LCN link officers present provided an overview of the work of the LCNS across Somerset. More information is available in the slide pack which can be viewed [here](#).

Item 47: **Consider the Priorities and areas of focus for the LCN for the next 12 months**

**a. Reflections from previous speakers and discussions**

Continuation of the Highways and the Young people's working groups.

**b. Are there topics / areas missing from the initial list?**

Discussion around active travel would be useful.

Traffic calming.

Input into the Local Plan.

Reduce priorities.

Climate and Environment should be at the heart of all work being produced.

Flash flooding to be added to the flooding working group.

Housing to be added for a deeper dive into all areas of this.

Explore population data for the LCN (what does this mean for the area? What planning is required for the area?)

**c. How can we find out more from residents?**

Contact local business to get their input.

More communication from Micro providers –

Wiveliscombe and Blackdown hills have group concerning help for people. (Can we find out more on this?)

More information could be obtained from Parish surveys and combine the information for the LCN.

During the feedback portion we heard from Cllr Cavill regarding business. He advised that working and engaging with local businesses, from local farmers to bigger businesses, could be insightful and working with them could potentially get them involved.

This could also help Parishes in general as having a list of all business within the area could be used in the

emergency planning records.

If each Parish could bring a list of business within their area to the next LCN meeting then a discussion around who should be contacted and by whom can be arranged. Then more investigating can happen on what the businesses concerns are for the area.

**Item 48: Agree the schedule of meetings for the next 12 months**

Thursday 19<sup>th</sup> September 2024

Wednesday 22<sup>nd</sup> January 2025

Thursday 13<sup>th</sup> March 2025

Thursday 12<sup>th</sup> June 2025

Venues to be confirmed.

**Item 49: Action Table - Log of action required**

| Actions table |   |  |
|---------------|---|--|
| Date asked    | Information   | Responsibility                             |
| June 2024     | If parishes wish to be more involved with FWAG please contact them directly.  | Parishes                                   |
| June 2024     | Each Parish to research their area and find out all businesses within the Parish, and bring the list to the next LCN meeting. | Parishes, Link Officer, Chair & Vice Chair |
| June 2024     | Reach out to businesses within all parishes, to get their concerns, and what they provide in the area.                        | Parishes, link officer, chair & vice chair |

|           |   |      |
|-----------|---|------|
| June 2024 | Ask the micro providers leader to come to the next meeting to give an overview of what they do. | Link |
| June 2024 | Ask for Police to attend the LCN meeting.   | Link |
|           |   |      |
|           |   |      |
|           |   |      |

Contact officer for meeting: LCN Team [lcn@somerset.gov.uk](mailto:lcn@somerset.gov.uk)

**Subject:** New message from &quot;Creech St Michael Parish Council&quot;;  
**From:** Creech St Michael Parish Council <email@creechstmichael.net>  
**Date:** 29/07/2024, 12:25  
**To:** clerk@creechstmichael.net

Name: Julie

Contact number: 07954100440

Message: Hi is there anything that can be done on hyde lane to stop people from parking directly outside the houses near park as people going over park and leaving cars along road and I suffer with anxiety and depression I have my car outside but don't want to move it incase someone parks in front of my window as it close to pavement and people before have looked in window before so I rarely sit in my frontroom cause of it something should be done so they park else where even if a notice was put up to tell them not to park outside properties

Email: juliemarion1967@gmail.com

councillor: Is your message for a specific councillor? (select one)

reason: The reason for your message (select one)

newsletter: Please subscribe me to your newsletter.

---

Date: July 29, 2024

Time: 12:25 pm

Page URL: [https://creechstmichael.net/contact\\_us/](https://creechstmichael.net/contact_us/)

User Agent: Mozilla/5.0 (Linux; Android 10; K) AppleWebKit/537.36 (KHTML, like Gecko)

Chrome/126.0.0.0 Mobile Safari/537.36

Remote IP: 80.189.97.109

Powered by: Elementor