

Monksilver Parish Council

Quarterly meeting – 11th August 2025 at 7:30 p.m. at the EMN Hall, Monksilver

MINUTES

Present: John Stace, Chairman, Mervyn Orchard-Lisle, Vice-Chairman
MPC Councillors: Paul Appleton, Dan Cotterill, Tom Murray, Ian Timmins, Catherine Sleep.

Somerset Councillor, Marcus Kravis, Part of the meeting.

Ian Atkinson, Citizens' Advice, Part of the meeting.

In attendance: Mary Jacobs.

**Action
Required
By**

1. Presentation by Ian Atkinson, West Somerset Citizens' Advice provision to residents is appended.

2. Apologies were received from Somerset Councillor, Christine Lawrence.

3. Declarations of Interests – None declared.

4. Election of Chairman. At the annual meeting, held in May 2025, it was agreed that the chairman would be elected on a rolling basis. Having served the first three months, John is willing to continue in the role of Chairman, for the foreseeable future.

Proposed by Mervyn, Seconded by Paul. The decision was unanimously approved, and the room thanked John.

5. Marcus will email the latest Somerset Liberal Democrat's report. MPC expressed concern about the boundary review, particularly with the plan to reduce the Councillors to one person. Marcus replied that he has not been following the review and that he will not be standing for re-election. Marcus spoke about the backlog in determining planning applications and stated that staff will not be responding to general enquiries for several months. Mervyn replied that he is aware of other authorities who had opted for this route without success.

Marcus

MPC also stated that the number and regularity of accidents on the A39 and A358 is causing increased traffic through the village and that the surrounding house building, without improving the infrastructure, will only increase the problem. Marcus was asked to feed this back to Somerset Council.

Marcus

The opposition, Somerset Conservatives did not submit a report.

6. The amended Minutes of the meeting held 12th May 2025 were approved and signed by John. Dan was thanked for his detailed correction of deer management.

7. Matters arising:

- 7.1. Bleed Kit has been installed. This will now be registered. Training will be provided by Dr. Murray to coincide with the defibrillator training in the autumn. Catherine will publicise.

**Clerk
Tom
Catherine**

- 7.2. Communal land at Pond Orchard. The rotting bench has been removed and there is no longer a parking problem. This matter is therefore resolved.
8. Parish Council ‘Purpose’, roles and responsibilities. All Parish Councils need to review policies on an annual basis, as part of the new audit requirements. MPC roles and responsibilities has not been updated since West Somerset District Council. Ian has undertaken the re-writing of MPC’s purpose and the roles and responsibilities. Dan is concerned that the revision is too corporate. John asked for a vote. 6 Councillors voted to accept the revisions. Dan voted against. The revisions are approved and will now be published. Ian was thanked for his work. **Clerk**
9. Policies for approval:
- 9.1 Revised communications policy will be reviewed later in the year **Catherine**
- 9.2 Safeguarding policy. This is a new policy required for insurance. The policy was approved and will be published. **Clerk**
- 9.3 Catherine asked for a list of all policies:-
- 9.4 Policies which inform MPC operations
- 9.4.1 NALC 2025 Practitioners’ Guide – updated by NALC
- 9.4.2 Somerset Code of Conduct – updated by Somerset Council
- 9.4.3 Somerset Local Community Network Handbook – updated by LCN
- 9.4.4. MPC Purpose, Roles and Responsibilities – Adopted August 2025
- 9.4.5 Monksilver Code of Conduct
- 9.4.6 MPC Standing Orders
- 9.4.7 Communications
- 9.4.8 Safeguarding
- 9.4.9 Digital and Data Compliance will be written after the clerk has undertaken training. **Clerk**
- 9.5. John asked that all policies are dated and authors name annotateds. A sub-group of Catherine, Ian and the clerk will write and review the policies, presenting to the annual May meeting, prior to auditing. **Catherine
Ian
Clerk**
10. Consultations:
- 10.1 Boundary changes. MPC has rejected the Boundary Commission proposal
- 10.2 due to the reduction from 2 – 1 councillors. Increased divisions will require more cross party working, again not sustainable for 1 person across a large area.
- Traffic Plan. The clerk will re-circulate the plan and will also liaise with Williton clerk and collate the responses. **Clerk**
11. Local community network meeting - Minutes and papers separately
- 11.1 circulated.
- 11.2 Feedback from Ian. The Police reported that fraud is on the rise across the area, but that other crime is mainly in Minehead and Watchet. The community speed watch is working well across the LCN area. **IT
Clerk**
- Environment. There are no immediate solutions to the cliff erosion. There is a new person in post. He is intelligence gathering initially. The LCN is concerned about the proposed boundary commission changes, for similar reasons to MPC. There is a community health and wellbeing grant of

- £1,000 available for projects (not capital). The EMN and the Church may be able to take advantage of this.
- Representatives for the next meetings:
 LCN Highways Friday 12 September 10am – 1pm Catherine.
 LCN main meeting Thursday 16 October 2025 at 6.30pm – Ian
 The LCN officers are to be encouraged to hold some meetings at the EMN.
 The meeting previously held was well received by members, due to its connectivity, white walls for presentations and car parking.
12. Finance matters:
- 12.1 MPC is well placed for the additional Assertion 10 Audit compliance.
- 12.2 The income and expenditure for the period 01/04/25-30/06/25 was approved.
- 12.3 The initial budget preparation 2026-2027 was approved for public consultation in October. The budget will be confirmed at the November meeting.
- 12.4 Payments to be approved:
- 12.4.1 West Somerset Flood Group – Annual contribution to website £5 – cheque signed.
 The following were approved for payment when presented, subject to sign-off by John.
- 12.4.2 D. Sykes, Black Cat. Website, Webmail management, Assertion 10 –
- 12.4.3 Invoice awaited.
- 12.4.4 SALC – Clerk Data Management Training Part 1 £40 – Invoice awaited
 SALC – Clerk Data Management Training Part 2 £40 – Invoice awaited
 Somerset Council – Speed control – Invoice awaited – not to exceed £6,500/
13. Highways update.
- 13.1 5 people have been trained in speed awareness and monitoring. The police recommend altering the two monitor points. Checks will continue on an occasional basis.
- 13.2 7.5 ton weight limit. MPC is concerned about the cracks in the two bridges. It is hoped that a weight limit will reduce the stress on the bridges. John will confirm to Catherine Tyson, the following resolution:
Monksilver Parish Council give notice of its support to request Somerset Council to classify the B3188 from Elworthy Cross to Faircross as a road with a weight limit of 7.5 tons.
- It is understood that this weight limit does not apply to emergency vehicles or to vehicles exceeding 7.5 tons which are delivering into this section of the B3188 or picking up goods within this section of the B3188.**
- Proposed by John and seconded by Mervyn. No objections.**
14. Flooding and drainage update.
- 14.1 The drain on Beechtree Hill will be repaired next week. This will be a like for like repair, and will not include strengthening.

- 14.2 John has been contacted by William Theed, who is concerned about increased water coming down the valley. John will liaise with Paul.
15. Neighbourhood Watch. The transfer of data from Paul to Catherine has gone well.
16. Rights of Way – Watchet Lane.
- 16.1 Dan met with Rights Of Way this morning. The problem is continuous erosion. The Farming Wildlife Advisory Group may be able to suggest additional precautions. They have money for some drainage projects. **Dan**
17. The Deer Management Group has not met recently.
18. Planning: The Old Post Office –decision is still awaited.
19. Matters outside of Monksilver, other than previously covered by LCN – none.
20. Any other business.
Catherine will ask Simon and Caroline to remind their gardener not to leave garden waste by the stream. **Catherine**
21. Dates of the next meetings, all held at ENM Hall
- 24th November 2025 at 7.30 p.m.
 - 23rd February 2026 at 7.30 p.m. (apologies received from John Stace)
 - 11th May 2025 annual meetings commencing at 7.00 p.m.
22. There being no further business, the meeting closed at 9.30.