

## **DONYATT PARISH COUNCIL**

Dear Councillors, you are summoned to a meeting of the Parish Council on Wednesday 12<sup>th</sup> March 2025 at 7.00pm in the Village Hall.



Parish Clerk

### **AGENDA:**

- 1. TO RECEIVE ANY APOLOGIES FOR ABSENCE.**
- 2. TO RECEIVE ANY DECLARATIONS OF INTEREST AND APPROVE ANY DISPENSATIONS.**
- 3. PUBLIC QUESTION TIME INCLUDING SOMERSET COUNTY COUNCILLOR REPORTS.**
- 4. TO APPROVE MINUTES OF THE MEETING HELD ON 15<sup>th</sup> January 2025**
- 5. REVIEW ACTION POINTS AND UPDATE FROM LAST MEETING HELD ON 15<sup>th</sup> January 2025**
  - a) Purchase of new football posts/nets for DRAC.
  - b) Purchase of SID
  - c) PC debit card application/Unity Bank
  - d) Website accessibility and compliance update
- 7. FINANCIAL REPORTS.**
  - Approve & sign Bank statements.
  - Approve & sign bank reconciliations.
  - Approve & sign schedule of payments.
- 8. UPDATE FROM MEETING 13<sup>th</sup> FEBRUARY 2025 re flooding issues.**
- 9. PLANNING APPLICATIONS/DECISIONS FOR CONSIDERATION/ TO BE NOTED .**
  - a. Agricultural Barn at Woodview Farm - FIO
- 10. TO CONSIDER NOMINATIONS TOAPPOINT A TRUSTEE FOR THE DONYATT ALMSHOUSES.**
  - a. Melanie Adams
- 11. TO CONSIDER GRANT APPLICATION FROM: Donyatt Village Hall**
- 12. ONGOING ISSUES:**
  - Speed Indicator devices – Cllr Attlesey
  - Traffic through Sea – Cllr McKenzie
  - Canal Way Development – Cllr D Light
  - Drainage & Flood Prevention – Cllrs D Light/J Attlesey

- Village Events: Cllr K Light – V E Day 2025, options to be discussed.
- Devolution of SC services- Cllr D Light
- Rec Field ownership – Clerk

**Reports to note:**

**SCC level of service**

**Road closure/Stibear Lane**

**13. MATTERS FOR REPORT ONLY**

- Summary of agreed actions from the meeting.
- Discussion of urgent action.
- Items to be included for the next agenda.

11. Date, time and venue for the next meeting.

**PAYMENTS FOR AUTHORISATION**

05/03/25	DVH	Hall Hire	16.00
05/03/25	Clerk	Website renewal	273.31
05/03/25	SLCC		35.00
05/03/25	Clerk		333.63
05/03/25	HMRC		78.41
05/03/25	Clerk	All Accessible refund x 4	33.32
01/03/25	SLCC	Membership renewal	95.00
20/02/25	Clerk	Toner cartridges	145.00
PAYMENTS MADE BETWEEN 10/01/25 – 05/03/25			
16/01/25	GDPR	Renewal	35.00
31/01/25	Bank charges		6.00
11/02/25	Drac/soccer nets		800.00
10/02/25	Clerk	January	343.64
10/02/25	HMRC	January	78.40

## DONYATT PARISH COUNCIL

Minutes of a meeting held on 15<sup>th</sup> January 2025, @ 7pm in the David Willis Room DVH - rescheduled due to adverse weather from 8<sup>th</sup> January 2025.

Prior to the meeting commencing, the Council remembered Councillor Mike Grabham, who sadly passed away recently. He served on the Parish Council for 61 years. A memorial service will be held at Taunton Crematorium on the 30<sup>th</sup> January 2025. Cllr D Light will attend and represent the PC.

Present: Councillors D Light, Chairman, J Attlesey, Vice Chairman, Steven Payne, Kay Light.  
Mr Guy Wilson – to be co-opted as Councillor.

- 25/01            TO RECEIVE ANY APOLOGIES FOR ABSENCE.** Councillor Julia McKenzie.
- 25/02            TO CO-OPT MR GUY WILSON AS COUNCILLOR.** Guy Wilson was co-opted as Councillor, his declaration of interest was received and appointment signed. Cllr D Light welcomed Councillor Wilson to the meeting and Council .
- 25/03            TO RECEIVE ANY DECLARATIONS OF INTEREST AND APPROVE ANY DISPENSATIONS.** None noted or received.
- 25/04            PUBLIC QUESTION TIME INCLUDING SOMERSET COUNTY COUNCILLOR REPORTS.** No members of the public were present, no SC Councillor reports had been received.
- 25/05            TO APPROVE MINUTES OF THE MEETINGS HELD ON 06<sup>th</sup> November 2024.** The minutes were approved and signed.
- 25/06            REVIEW ACTION POINTS AND UPDATE FROM LAST MEETING HELD ON 06<sup>th</sup> November 2024**
- a.        Purchase of new football posts/nets for DRAC. – This matter remains outstanding pending further representation from DRAC.
  - b.        DPC Insurance renewal. The PC Insurance has been renewed through Zurich (Local Council) Policy.
  - c.        Grit bin locations – locations have been provided to SC, both bins have been filled.
  - d.        Volunteer disclaimer document. This document was tabled at a previous meeting. Clerk to forward to Cllrs Payne & Attlesey
  - e.        VE Day – information to relevant parties. Cllr K Light has agreed to co-ordinate this event. The Village Hall has been booked, Gemini will provide refreshments including drinks. Cllr K Light is waiting for a reply from the musicians that were engaged for the D-Day event last year.
  - f.        Councillor information to Mr G Wilson. This information had been proved and received by Cllr Wilson
  - g.        Cllr Attlesey – complete Unity Bank login – this has been completed
  - f.        Notice board at The George. Cllr Payne has installed a new notice board at the George. The PC thanked him for his prompt and efficient attention to this matter.

25/08

## FINANCIAL REPORTS.

- a. Approve & sign Bank statements. The Bank statements were approved and signed. It was noted that NatWest had declined to action the instruction to close the reserve account, sur to mandate irregularities, no detail was given. An update letter was signed by all three signatories – clerk to send to NatWest.
- b. Approve & sign bank reconciliations. The Bank reconciliations were approved and signed.

	CURRENT ACCOUNT			
31-Oct-24	Bank Charges		£5.40	
11-Nov-24	HMRC		£61.25	
11-Nov-24	Training - reimburse Clerk		£54.00	
11-Nov-24	DVH		£16.00	
11-Nov-24	Clerk November		£238.32	
30-Nov-24	Bank Charges		£6.00	
09-Dec-24	HMRC		£82.00	
09-Dec-24	Clerk Dec inc backpay		£328.05	
31-Dec-24	Bank Charges		£6.00	
		Expenditure	£797.02	
	Opening Balance	3816.17		
	Expenditure	6864.53		
	Balance 31/12/24	3019.15		
	RESERVE ACCOUNT			
09-Sep-24		Transfer from 20510208	6000	6000
30-Sep-24		Credit Interest	50.2	6050.2
29/11/2024		Natwest		617.78

- c. Approve & sign schedule of payments. The schedule of payments was approved and signed.

08/01/25	DVH	Hall Hire	16.00
06/12/24	Z Bougourd	Clerk salary	328.05
06/12/24	HMRC	December	82.00
08/01/25	Z Bougourd	Clerk salary	251.10
08/01/25	HMRC	January	60.27
08/01/25	D Light	Hedge cutter	64.96
08/01/24	Z Bougourd	O365 email renewal	79.07

- d. To consider the budget for financial year 2025/6. The Budget was approved with minor adjustments to the grant allocation. Proposed Cllr D Light, seconded Cllr S Payne. Approved unanimously.

#### DONYATT PARISH COUNCIL BUDGET 2025/2026

Expenditure	Budget 2024/5	2025/6 BUDGET
Hall hire	120.00	160.00
Insurance	575.00	300.00
Audit	150.00	150.00
Admin expenses	350.00	150.00
Clerk equipment reserve	350.00	135.00
Clerk salary	3129.60	3232.00
Bank charges - Unity Bank		75.00
HMRC/PAYE	782.40	808.00
Training	165.00	165.00
SLCC & CRPP & CCS	110.00	125.00
Salc subs	135.00	140.00
Election	500.00	500.00
SC Devolved services	1500.00	1500.00
Website hosting	165.00	50.00
Village events	2000.00	1500.00
DVH Grant	2500.00	2000.00
DRAC Grant	1250.00	1250.00
St Mary's Church grant	1000.00	1500.00
SIDS installation 2025	2500.00	3250.00
Transfer to reserves	3000.00	3000.00
2024/5 Budget	20282.00	
2025/6 Total Budget		19990.00
Approved 15th January 2025		

- e. Agree precept for financial year 2025/6. The precept was agreed at £19,990.00. This is an overall increase of 38.21% and allows for the purchase of another Speed Indicator Device and for reserves to be held against running costs, including the implementation of speed restriction notices/equipment in Sea and unforeseen expenditure. Proposed Cllr D Light, seconded Cllr J Attlesey. Approved unanimously.

- 25/09 PLANNING APPLICATIONS/DECISIONS FOR CONSIDERATION/ TO BE NOTED .** The request for suggestions to name the new development at Dollings Pool Dairy, Donyatt was considered. The suggestion from the PC is Dollings Pool Drive. Clerk will reply to email from SC.
- 25/10 DEFIBRILLATOR PADS.** It was agreed that the defibrillator pads would be ordered before they expired, no stock will be held.
- 25/11 TO CONSIDER GRANT APPLICATIONS FROM PARISH CHURCH & DONYATT RECREATION GROUND.** It was noted that no grant application had been received from Donyatt Village Hall, despite reminders. It was agreed to grant £1500 to the Parish Church, £1250 to Donyatt Recreation, and £2000 to be held pending an application from DVH.
- 25/12 TO CONSIDER FLOOD GRANT APPLICATION INFORMATION.** It was agreed that this initiative required more input and planning than resources allowed. Noted for information only.
- 25/13 TO CONSIDER SC BIN EMPTYING CHARGES NOTIFICATION.** It was noted that SC had indicated that they intend to continue to empty bins located on SC land at their cost. All bins in Donyatt are on SC land.
- 25/14 CLERK REMUNERATION.** It was noted that the Clerk was on a lower payscale than was considered appropriate. It was agreed to increase the pay scale and increase the monthly hours to 26 hrs per month. Clerk to draft addendum to contract. Proposed Cllr D Light, seconded Cllr S Payne. Approved unanimously.

## **7. ONGOING ISSUES:**

- Speed Indicator devices – Cllr Attlesey. The SID is proving effective, Clerk to obtain quote for second device
- Traffic through Sea – Cllr McKenzie. Ongoing
- Canal Way Development – Cllr D Light – Further meeting with Persimmon sue in the next few weeks
- Drainage & Flood Prevention – Cllrs D Light/J Attlesey. Ongoing
- Village Events: Cllr K Light – V E Day 2025, options to be discussed. See item
- Devolution of SC services- Cllr D Light. Ongoing
- Rec Field ownership – Clerk. Awaiting response from DRAC trustees
- Website update re accessibility – Clerk will provide further update at the next meeting.

## **Reports to note:**

### **25/15 SCC level of service - noted**

**Road closure/Stibbear Lane.** It was noted that drainage works which were due to commence and were actually noted online as having commenced had NOT commenced. The signage had been removed and there is no sign of any work being carried out. Cllr D Light will contact Derek Davies for an update.

**25/16****MATTERS FOR REPORT ONLY**

- Summary of agreed actions from the meeting.
  - Cllr D Light – represent PC at Cllr M Grabham’s memorial
  - Cllr K Light – continue with VE Day arrangements
  - Cllrs D Light & Attlesey – contact Highways/D Davies re Stibbear Lane
  - Clerk – remind DRAC re Village Green status requirement
  - Clerk – File precept request
  - Clerk – draft addendum to contract
  - Clerk – send letter to NatWest – re closing reserve account
  - Clerk – Request debit card from Unity Bank
  - Clerk – request quote for second SID.
- Discussion of urgent action.
- Items to be included for the next agenda.

**25/17** The next meeting will be held on March 12<sup>th</sup> 2025 @ 7pm in the David Willis Room DVH.

The meeting closed at 21.00hrs.



# New council website proposal

## Donyatt Parish Council

Prepared by: Mark Tomkins, Director

Prepared for: Zannette Bougourd, Donyatt Parish Council



11 February 2025

## Snapshot – Donyatt Parish Council

You have asked us to prepare a proposal and quotation for the provision of a new, fully compliant and accessible website for your council. Thank you. This document sets out an explanation of the legal requirements for compliance with accessibility regulations, how our system meets the requirements – both in terms of compliance as well as the features and functions of the website and then the costing and inclusions, which are on the next page.

## The background to website accessibility

Since the introduction of The Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018 (to give its full title) came into force on 23 September 2018 you have identified your Council needs a new compliant website. The aim of the Regulation is to ensure public sector websites and mobile apps are accessible to all users, especially those with disabilities. This means that all new public sector websites will need to meet accessibility standards and publish an accessibility statement unless they are exempt. Those affected include:

- Central government & local government organisations (including town, community & parish councils)
- Some charities and other non-government organisations

The breadth of WCAG (Website Content Accessibility Guidelines) compliance in respect to a website covers many areas, some relate to how it is technically constructed, how the information is presented and the alternative options for users if they cannot access the website's information in a way that works for them. You can read a helpful article here: ['Website W3C & WCAG 2.1 accessibility compliance: What it means for councils & public sector websites and what you need to do'](#).

WCAG has 3 ratings, A, AA & AAA. The following proposal outlines the provision of a WCAG 2.2 AA rated compliant website, the costs involved, what's included and what's not. It also outlines your responsibilities moving forward.

## Meeting Accessibility Requirements

Since the release of the WCAG 2.2AA guidance, we have developed a website package solution that meets the compliance requirements that is both cost effective and provides clerks and those who manage a public body website with the tools needed to run the website.

In October 2024, the regulations rose to the requirement being WCAG2.2AA standard – which our platform already meets.

The Aubergine W3C & WCAG compliant website package service meets the requirements in terms of providing an AA-rated compliant framework and website at the point of launch. Once live, we also maintain your site to ensure the underlying code is supported correctly and kept up to date with all software requirements. Optionally, we can provide regular compliance scans of your website pages.

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## What you get with our service:

- ✓ A W3C & WCAG 2.2AA compliant website built on the easy-to-use WordPress-based CMS.
- ✓ A well-designed, professional and fully mobile-friendly website.
- ✓ Website admin tools to add new and update all the content on your website yourself.
- ✓ Training to get you started plus ongoing support.
- ✓ SSL-protected website hosting on our UK servers.
- ✓ We'll manage all software updates, so you don't have to.
- ✓ We will provide you with on-going support when you need it – email, online or phone.
- ✓ Access to our Website & Accessibility Learning Centre, full of helpful guidance videos on managing the website and making website content accessible.
- ✓ Free monthly drop-in Zoom training sessions to top up your web accessibility knowledge.
- ✓ We will ensure your website remains GDPR compliant.
- ✓ We will manage your domain name and make sure this remains active, should you need it.
- ✓ All our team & hosting data centre are UK-based (Bedfordshire & Hertfordshire).

## Costing

### Set up & year 1 consists of:

1. One-off set up and build of website: £499 + VAT
2. Annual SSL-protected hosting with up to 2GB file storage & 2 hours of support
3. Transferring/Inputting and uploading of content (documents, words and pictures) to your new website: 1 year of essential content transferred free of charge. Additional content transfer options available – see below.
4. Registration of new .gov.uk domain: free of charge for year one (SLCC member discount)
5. Training on the system: free of charge, via our monthly group training sessions
6. Access to our support team & Website Learning Centre: free of charge, included in the support
7. Access to monthly drop-in Council Website Zoom training refresher sessions: free of charge, included in the support

**Total: £499 + VAT**

### Additional (optional) items:

1. Additional content charged at £10 + VAT per page + £1 per document download/upload.
2. Email mailboxes for .gov.uk: £49.99 + VAT per year up to 20 addresses (via Cloud Next partner)
3. Forms & poll module: £50 + VAT per year
4. Planning Portal integration (with Bucks Council): £100 + VAT per year
5. Online Payments Module (Sum Up/Gov Pay/Stripe/Worldpay compatible): £500 + VAT one off
6. Event Tickets Module (Online Payments module also needed to sell tickets): £250 + VAT one off
7. WCAG compliance website compliance and monitoring scan & reports: £299 + VAT per year
8. Extended support for 12 hours: £720 + VAT per year

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#### Years 2 onward costs:

1. Subscription to WCAG-compliant website platform, with up to 2GB file storage & 2 hours of support: £199 + VAT each year
2. .gov.uk domain annual registration & management: £100 + VAT each year (when due)

**= Total year two renewal: £299 + VAT pa (plus optional item renewals + email; service)**

## Website Content (linked documents, words and images)

Website content ranges from words and pictures on a page to multiple files for meeting documents and other regulatory aspects. We break the content transfer down into a full year's worth of regulatory content + news, events and other local info. With the exception of AGAR, there are no legal requirements to have a certain number of years' files on a website.

**Content included in transfer:** 1 full year of agendas & minutes, policies, councillors' details, finance & 5x years of AGAR plus 1x year of news and recent / planned events.

**Optional, additional content transfer:** Often councils decide to have more years of document archives on their website. Your current website may also have additional, non-regulatory pages such as additional council and community information. We can provide you with a quote to transfer these additional archives and pages, if required.

## Things to note

The above costing is based on your requirement specification and includes a 1.5hr video call group training session (additional remote training can be arranged, see overleaf), full admin area access, access to our Council Website Learning Centre library and our continued support to ensure the system continually meets WCAG requirements.

We will discuss with you the pages and documents that you require on your new website and provide a quote, should you request our help with further years of content transfer. If the size of your files that need transferring exceeds 2GB (enough for 15,000 typical agenda PDFs), you will be required to purchase additional server host space for the storage and future files. This is charged at £100 + VAT per year for an additional 1GB storage.

## Key Council Website Features

The website framework is configured to fully support all relevant content types to provide to your community in a fully WCAG2.2AA compliant environment.

The key functionality includes **meeting information and dates, document links, full page creation and building tools** to support your key messaging, **announcement tools for major alerts, reporting tools** that include **forms and redirections to County Council & District services, contact forms, news and other features** that include **digital noticeboards, events, community areas, community content, venue & feature areas and FAQs** - all of which controlled through the Wordpress admin system.

## Consideration

### Website hosting

Your new website will be hosted on our UK-based, SSL-protected servers. That way we can ensure GDPR and WCAG compliance of the system.

### Your domain name

We can become your domain name registrar for a new domain and manage the domain and its DNS moving forward and are Cabinet Office & JISC approved to manage the .gov.uk domain framework.

### Branding & logos

We will require your brand media pack of logos, colours and other visual assets that your council use in its online identity. If you do not have one, we can provide a logo & identity design service by our experience graphic design team.

## Project timeline

Whilst every website is slightly different in the number of pages and content, we recommend you consider the following timeline for the development of your website:

<b>Stage 1</b>	<b>Discovery &amp; scoping (sitemap/content planning):</b>	<b>2 weeks from initial enquiry</b>
<b>Stage 2</b>	<b>Development:</b>	<b>2 weeks from planned date</b>
<b>Stage 3</b>	<b>Content importing &amp; your training:</b>	<b>2 weeks after development</b>
<b>Stage 4</b>	<b>Testing / snagging – then go-live:</b>	<b>1 week after content input</b>

Final testing and debugging on development server before launching and making live. These timings are estimates based on a typical and average site size and content but may be subject to alteration subject to sight of content required for migration. You may require additional time to review the content.

## Email services

You will require the services of a .gov.uk email IT specialist service to provide mail services for the domain if you do not already have email/IT support services. We can provide these services through a partner organisation that specialises in email services for councils and ensures that good GDPR best practices are maintained by separating the website data from the often-sensitive email data. The partnership is a proven practice across many hundreds of councils. A separate cost for email services has been provided from our partner in the costs section of this document. If you do have existing IT support, we will work with them to ensure domain DNS access is maintained.

## Other aspects to note

You will need to ensure you have full DNS control and access to the domain your website will use. We can become your registrar and permitted to manage all forms of domains, including .gov.uk domains. If we are not your registrars, we will need access to the domain (or whoever has DNS control) to get the website live.



We can include Google Analytics for performance reporting to ensure that a fuller picture of the website's traffic and use is understood and allow you to learn user behaviour and make subsequent improvements to the website. A Google Analytics account will be needed and is free. We also provide free training on using Google Analytics.

## Training Staff

Training on a new website system is vital. As part of the basic package, we provide you with access to our Council Website Learning Centre that contains a library of simple, short videos to watch and learn how to use all areas of the website as well as remote-based training session for you and your staff members. Also included is a 1.5hr video call group training session for your staff by one of our experts. Our UK-based team is always on hand during office hours to provide any additional support.

We also hold free-to-attend Zoom sessions twice per month for all our members to join for refresher training on the website admin tools and functions.

## Certification & accreditations

To provide assurance of both our processes and abilities, we are **Cyber Essentials certified, CDDO Cabinet Digital Data Office Authorised, Nominet Accredited** and are **Official Crown Commercial Suppliers for the UK Government**. [View certification.](#)

## Credibility

- ✓ We are official SLCC Collaborators and have developed the WCAG compliant website package in partnership with them.
- ✓ We work with both SLCC & NALC to produce both written articles and present webinars and conferences on website accessibility.
- ✓ We work with regional CALCs, SLCC Branches and Council Associations to support their members with website accessibility queries.
- ✓ We are official Crown Commercial Suppliers of WCAG digital services to public bodies.
- ✓ We are members of the CDDO (Cabinet Digital Data Office) .gov.uk domain advisory group.
- ✓ We are the authors of the NALC Website Accessibility & Publishing Guidebook: <https://www.aubergine262.com/nalc-guide-to-website-accessibility-and-publishing/>
- ✓ We work with hundreds of town & parish councils using our platform and providing support and guidance on website compliance and publishing.

## Compliance testing, limitation & ongoing

Both W3C & WCAG compliance are driven by many factors, some you have control over and others you don't. In most cases, as long as the base website build has been created in a natively compliant format, any deviation from compliance will typically be as a result of content being added to a web page is not compliant and then renders it non-compliant.

As such, the provision of our service to you is limited to:

- 1) the creation of a W3C & WCAG2.2AA compliant website plus its hosting and support
- 2) an optional quarterly report of your site that highlights any pages that may have rendered the website non-compliant and a recommended solution. (excludes uploaded documents)

We can also provide an optional technical support package to assist you with running the site, which you may choose to help you in meeting those ongoing support needs. Once live, it is your responsibility to ensure that any words, images or documents that you add are compliant.

We recommend you perform regular checks of the site using free online checkers or browser extension to ensure continued compliance – particularly for new pages and documents added since its launch. As part of our optional service to you we provide 4 checks and reports per year highlighting any problem areas, but recommend you review the site after each time you add content and to use any of the online free checkers as referenced by the Government's Digital Guidance department.

We will ensure that your website complies with W3C & WCAG compliance from a technical position at the point of launching and will notify you if we spot any page that is non-compliant as a result of content incompatibility for you to address prior to launch. Please note that this does not include uploaded documents.

In the event that you become aware of any part of your site that you feel falls outside of WCAG compliance, it is your responsibility to notify us so that it may be assessed by us and, should a problem be found, a solution scheduled for fixing.

## Regular review

It's important to emphasise that your organisation needs to agree to a frequency of how often the website is checked for compliance and set that in your accessibility statement.

## Delivering on Specification of Work

Given the requirements, it is our recommendation that the site be built on our **custom built WCAG 2.2AA compliant Wordpress framework designed specifically for councils**. It is the world's most popular website platform and allows you to have full control over the site's pages and content in the most efficient way.



The website system is **natively search engine friendly** and **well supported**. We ensure that the Core Wordpress framework and its plugins are kept up to date to ensure full functionality is maintained.

We also recommend a multiple layer of admin user permission controls so that you can have multiple administrators of the content but provide publishing, content and member control to only those you wish.

#### **Our proposal includes:**

- ✓ Project scheduling and planning
- ✓ Technical analysis of your existing set-up to ensure continuation of services ✓ Development of the website from your choice of our preconfigured design templates ✓ Review and compliance testing ✓ Content migration (optional) ✓ Analytics integration (optional)
- ✓ Website training and access to Learning Centre. In person training available at extra cost
- ✓ Pre-live WCAG compliance check and report ✓ Ongoing support and website hosting
- ✓ Domain registration & management

Additionally, the following "behind the scenes" features will be built into the website:

- ✓ High speed page loading ✓ Anti-spam features on contact forms
- ✓ WCAG, W3C & GDPR best practice guidance for the website framework

#### **Support**

We ensure that all sites are tested thoroughly prior to launch and Wordpress and plugin updates are handled by us as part of the package. Nonetheless, we recommend an additional support package be put in place to help you manage the website after it is set live.

Support package options available on the 'costs' page in this document.

## **References**

- 1) Sarah Sandiford, head of central services, Leighton Linlade Town Council  
[sarah.sandiford@leightonlinlade-tc.gov.uk](mailto:sarah.sandiford@leightonlinlade-tc.gov.uk) 01525 631920: [www.leightonlinlade-tc.gov.uk](http://www.leightonlinlade-tc.gov.uk)
- 2) Sheryl Birtles, Nantwich Town Council, [www.nantwichtowncouncil.gov.uk](http://www.nantwichtowncouncil.gov.uk)
- 3) Louise Hayday, Chesham Town Council, [www.chesham.gov.uk](http://www.chesham.gov.uk)
- 4) Cliff Spong, Teignmouth Town Council, [www.teignmouth-devon.gov.uk](http://www.teignmouth-devon.gov.uk),  
[facilities@teignmouth-devon.gov.uk](mailto:facilities@teignmouth-devon.gov.uk)
- 5) Joe Cooney, Keighley Town Council, [www.keighley.gov.uk](http://www.keighley.gov.uk) [joe.cooney@keighley.gov.uk](mailto:joe.cooney@keighley.gov.uk)

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## Frequently asked questions

### **Why do you use WordPress?**

WordPress is open source content management software and currently powers around 30% of all websites on the Internet. The project is contributed to by tens of thousands of developers all over the world and is growing from strength to strength. WordPress allows us to develop flexible and customisable websites to modern standards and observes web development best practices. Furthermore, the community of web developers that use WordPress reaches far and wide and allows us to tap into this collective intelligence and bring that wealth of experience to your project. WooCommerce is an eCommerce engine and extension that integrates with the WordPress CMS.

### **What is information architecture?**

Information architecture is the relationship of how all the different pages of a website are related to each other. This is communicated visually through a sitemap.

### **Where is the website hosted?**

Your website needs to be hosted by a hosting company that specialises in business hosting. We provide UK-based WordPress-optimised hosting services for all our clients' websites to better able provide support and software updates.

**Who do I call if something goes wrong with the website or I can't figure something out?** Provided you subscribe to one of our ongoing website support packages, we will be your first point of call should something go wrong with your website. In accordance with our SLA, we will determine what the problem is and respond with a fix-time or the information for you to address the solution yourself. We will provide training and tutorials to assist you in using your website once it is launched.

### **What happens after the website is launched?**

Once your website is launched, we will provide 3 months of support to make sure any bugs have been ironed out and that you are confident using your new website. After this you will need to subscribe to one of our ongoing website care plans to make sure your website is looked after and maintained. These website care plans include updating your software, regular backups, security checks and making sure your website is online and open for business 24/7/365.

### **How long will it take to appear at the top of Google?**

The time it takes for your website to appear on page 1 of Google depends on a number of factors. It depends on the search people are using to find your website and the number of other websites that are also available for those searches. Nobody can truly say how long it will take for your website to appear at the top of search engine results pages (including people who actually work for Google), however there are a number of factors that can improve your chances. Building your website on WordPress is a good start as WordPress has some great Search Engine Optimisation fundamentals built-in.

Continued >



Creating unique and interesting content on a regular basis for your website is also critical to increase your visibility amongst search engines. Launching your website and then forgetting about it is a surefire way to get lost amongst the noise. We are happy to talk to more about your search engine strategy (if we haven't already.)

#### **How will I know if anyone is visiting my website?**

We will install Google Analytics tracking on your new website and show you how to log into your Google Analytics account where you can see a wide range of statistics about your website including number of visits, pageviews the amount of time people are spending on your website.

Once you subscribe to one of our website support plans you can choose to receive more detailed analysis about your website performance and recommendations on how to improve. Please ask for more details about what's included in these support plans.

#### **What happens if I want to add some features to the website while you're building it?**

Whilst we like to be flexible and responsive to your needs, we also like to deliver what we promise within the timeframes and budgets we have allowed. If you ask us to add new features to your website while we are building it, we will most likely ask why? If we all agree that your new request will help us achieve our objectives then we will be more than happy to oblige. If this new feature is something you would like to add to your website but is not directly tied to your original objectives then we will suggest to schedule it for a second iteration of the website once it has been launched. This will require a new proposal.

## **Payment terms**

Our payment terms are as follows:

All build and hosting fees are due on engagement and agreement of project inclusions. Work can only begin upon cleared funds or an approved PO.

Your support and renewal date will commence from the date the website goes live.

If you are paying monthly on a 12-month contract package, you will be invoiced in the month prior to the fee falling due and it must be paid by the last day of the month.

Payment is to be made by BACs or cheque in GBP. We do not accept credit or debit card. Any failure to meet these payment terms will result in the deactivation of your site until the cleared fees are received.

If we are inputting content for you and are unable to supply all of the right content at each stage we require, it does not mean we have not done our job. Once the site has been built & tested and is ready to go live, either with your content or placeholder images and dummy text, we will issue the final invoice. Once the final invoice is paid we will 'hand over the keys' and make the site live to the public internet but will ensure that you are fully trained to maintain the content yourself thereafter.



If any final invoice is not paid within the credit terms we have given you, we are under no obligation to keep the site on our testing server or continue with the project in anyway.

### **Renewals**

Your hosting, support and any extra services, such as domain name registrations are annually renewable and you will be sent an invoice 60 days prior to the expiration date of your annual service contract. If payment is not received by the due date, your service will be suspended until the payment is made.

## **All sound good? The next steps:**

To accept the proposal by replying in writing with your acceptance of the proposal.

- 1) Please reply by email to the person you received the proposal from notifying them of your intention to accept the proposal.
- 2) We will send you our KYC (Know Your Customer) questionnaire to perform our required due diligence and gather necessary information to begin the project.
- 3) We will send you an invoice for the work along with an engagement letter for signing. This will set out a schedule of works.
- 4) Submit your payment of the project fees. We prefer a BACs payment rather than a cheque to avoid the need to go to the bank.

Once these steps have been completed, we will begin the project.

## **Terms, service level agreement (SLA) and definitions**

The full terms & conditions of our service, to which you are agreeing, are available on our website here [www.aubergine262.com/terms-of-trade](http://www.aubergine262.com/terms-of-trade), along with our Service Level Agreement (SLA) & definitions.

### **What Do Both Parties Agree To Do?**

As our customer, you have the power and ability to enter into this contract on behalf of your company or organisation. You agree to provide us with everything that we'll need to complete the project – including text, images and other information – as and when we need it and in the format we ask for. You agree to review our work, provide feedback and approval in a timely manner too.

Prices at the beginning of this document are based on the amount of work we estimate we'll need to accomplish everything that you have told us you want to achieve. If you do want to change your mind, add extra pages or templates or even add new functionality, that won't be a problem.

However, you will be charged accordingly and these additional costs will need to be agreed to before the extra work commences. This additional work will affect deadlines and they will be moved accordingly.

We'll be up front about all of this if and when it happens to make sure we're all on the same page before proceeding. We may also ask you to put requests in writing so we can keep track of changes.



If the nature or functions of the project change significantly throughout the process, we reserve the right to deem the current project cancelled. At this point you will pay us in full for all the work we have done and may commission us to complete the new project based on the new requirements. This will require a new quote and contract.

### **Technical Support**

You may already have professional website hosting, you might even manage that hosting in-house; if that's the case, great. If you don't manage your own website hosting, or your current hosting environment does not support the solution we are providing, we can provide you with professional, business-class WordPress hosting for your website. The basic hosting package includes 2 hours free support during the time of your hosting that can be used against general support, bug-fixing or guidance you may need. All support requirements outside of the use of these 2 hours will require you to provide us with a full specification of your requirements against which we will issue a quotation for the work. Any work we provide as part of a separate contract of service falls without our standard terms of support and service.

If you require technical support services that exceed 2 hours annually, we recommend you discuss these requirements with us and a suitable support plan can be provided at additional cost.

### **Service level agreement (SLA)**

We provide our support services in accordance with our service level agreement. The full description of what support is provided and when, along with the definition of terms, can be found here:

[www.aubergine262.com/terms](http://www.aubergine262.com/terms)

### **Legal stuff**

We can't guarantee that the functions contained in any web page templates or in a completed website will always be error-free and so we can't be liable to you or any third party for damages, including lost profits, lost savings or other incidental, consequential or special damages arising out of the operation of or inability to operate this website and any other web pages, even if you have advised us of the possibilities of such damages. If any provision of this agreement shall be unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from this agreement and shall not affect the validity and enforceability of any remaining provisions.

### **GDPR – General Data Protection Regulation compliance**

It is your responsibility to ensure that your website remains GDPR compliant. The website will be launched and conform to GDPR compliance guidance, but we cannot be responsible for any aspect once it is launched. You must maintain your own data protection review processes to ensure that any data you capture on the site conforms to current laws. If we are your website hosts, as Data Processors, we will share with you our Privacy Statement that explains ours and your responsibilities in relation to GDPR.

### **Copyrights**

You guarantee to us that any elements of text, graphics, photos, designs, trademarks, or other artwork that you provide us for inclusion in the website are either owned by your good selves, or that you have permission to use them.



When we receive your final payment, copyright is automatically assigned as follows:

You own the graphics and other visual elements that we create for you for this project. If you like, we'll give you a copy of all files and you should store them really safely as we are not required to keep them or provide any native source files we used to make them.

You also own text content, photographs and other data you provided, unless someone else owns them. We own the HTML markup, CSS and other code and we license it to you for use on only this project. We love to show off our work and share what we have learned with other people, so we reserve the right to display and link to your completed project as part of our portfolio and to write about the project on websites, in magazine articles and in books about web design.

**But where's all the horrible small print?**

Just like a parking ticket, you can't transfer this contract to anyone else without our permission. This contract stays in place and need not be renewed. If, for some reason, one part of this contract becomes invalid or unenforceable, the remaining parts of it remain in place. Although the language is simple, the intentions are serious, and this contract is a legal document under exclusive jurisdiction of the courts of the United Kingdom.

Our full terms and conditions can and must be read at: [www.aubergine262.com/terms](http://www.aubergine262.com/terms) If you have a few questions give us a call on 07810 753878 as it makes sense to talk over the finer detail in person.

Aubergine 262 Ltd, 12 Church Square, Leighton Buzzard, Bedfordshire, LU7 1AE. 01525 373020. Offices: Leighton Buzzard, Milton Keynes and London. Visit our website: [www.aubergine262.com](http://www.aubergine262.com)

This proposal is prepared in good faith and knowledge provided and is subject to our terms of business, EO&E.

	CURRENT ACCOUNT				
10-Jan-25	Clerk salary - Dec		250.98		
10-Jan-25	HMRC		60.40		
15-Jan-25	Insurance/Zurich		264.00		
16-Feb-25	Data Protection DD		35.00		
22-Jan-25	Renewal O365 email		79.07		
22-Jan-25	D Light	Hedgecutter	64.96		
22-Jan-25	DVH		16.00		
31-Jan-25	Bank Charges		6.00		
10-Feb-25	Clerk January		343.64		
10-Feb-25	HMRC		78.40		
11-Feb-25	LIVE SOCCER/DRAC		800.00		
28-Feb-25	Bank Charges		6.00		
		Expenditure	2,004.45		
	Opening Balance	3,019.15			
	Expenditure	2,004.45			
	Balance 31/12/24	1,014.70			
	RESERVE ACCOUNT				
18-Feb-25		Transfer from 20510208			6050.20
30-Sep-24		Credit Interest			
29/11/2024		Natwest - transferred to Unity Bank			619.8
28/02/2025		Total reserves			6670.00
Signed					
Date:					



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# Print Version

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## Summary

Reference	25/00454/AGN
Alternative Reference	PP-13747349
Application Validated	Tue 25 Feb 2025
Address	Woodview Farm Crock Street Donyatt Iminster Somerset TA19 0SH
Proposal	Notification of intent to erect an Agricultural Building for the storage of grain, hay and machinery purposes.
Status	Awaiting decision
Appeal Status	Unknown
Appeal Decision	

## Further Information

Application Type	Agricultural notification 28 days
Expected Decision Level	
Parish	Donyatt
Ward	ILMINSTER
District Reference	
Applicant Name	Mr Martyn England
Agent Name	Mr Robert Stone
Agent Company Name	Greenslade Taylor Hunt
Agent Address	44 High Street Burnham on Sea TA81AZ United Kingdom
Environmental Assessment Requested	No

# Contacts

## Agent

Mr Robert Stone

EMAIL	robert.stone@gth.net
Phone	01278765588

## Ward Councillors

Cllr Val Keitch

Address	Not Available
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Cllr Sue Osborne

Address	Not Available
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## Important Dates

Application Received Date	Tue 25 Feb 2025
Application Validated Date	Tue 25 Feb 2025
Actual Committee Date	
Agreed Expiry Date	
Decision Made Date	
Decision Printed Date	
Determination Deadline	Tue 25 Mar 2025

## Related Information

There are 0 documents associated with this application.

There are 0 cases associated with this application.

There is 1 property associated with this application.

Flooding in Donyatt:

The village off Donyatt is being flooded more often than it did in the past, every three weeks over the last few months and counting.

The impact of this is twofold;

Firstly - Disruption to the main A358 through the village, which at this point carries over 13,500 vehicles a day.

Secondly- The flooding of peoples property, local businesses and the village centre.

The main cause of flooding is not the River Isle, which often gets the blame, but run-off from fields surrounding the village.

The River Isle is rarely the cause of flooding of the A358, the water level in the river is often much lower than the water on the road when the road is under water.

The sloping fields all the way through Donyatt, down to the A358, used to be covered in orchards and meadows and rainwater was absorbed and dissipated slowly after heavy rainfall, they knew a thing or two about land drainage in those days.

Now, by stark contrast, these fields are mostly ploughed and cropped which means the soil is bare throughout the very months of the year when we have the most rain.

When it rains , the water runs straight down towards the A358 from all directions, carrying soil, stones and anything else that has been spread on the soil in recent weeks.

This very quickly blocks and overwhelms the roadside drains which then puts huge amounts of water and mud onto the road.

As fast as the council clears these roadside drains, it rains heavily again and the cycle repeats itself.....a vicious cycle that somehow needs to be broken.

Any excess water eventually finds its way into the river but only after the A358 has been rendered impassable to traffic, which then has to find its way around through the middle of local towns and villages creating rat-runs and congestion elsewhere.

This water is carrying all the WFM, slurry and chemical fertiliser from the land into the River Isle, then into the River Barrett and eventually the sea ....not a good result.

The effect on peoples properties is also not to be underestimated, regularly being flooded with the result that they cannot get insurance and have to spend a fortune on flood defences or remedial work after they've been flooded.

What makes the situation even more unpalatable for Donyatt residents is that many of the fields in question are planted with maize, not for use as livestock feed but to go into biomass electricity generating plants.

This makes residents very angry as the price they are paying for being flooded is that no food, either for human or animal consumption is being produced in these fields.

So what can be done about this.. the solution isn't complicated... in fact its quite straightforward

Many of the fields in question are leased out by Somerset Council Estates, somewhere within the terms off these leases it needs to control the uses to which these fields can be put.

The land needs to be used in a way that binds the soil and fixes it in place.

I put this to the head of Estates at Somerset Council a week and a half ago but so far have had no response.

What is now needed is the political will and long-overdue action to remedy this situation before Donyatt and the A358 get flooded too many more times.

[Dear David,](#)

Not sure last night was very reassuring at all, but I like the message - stop the flow.

Here is the exchange I had with Charlie Field two years ago.

I am not sure for certain, but I don't any of the things they are supposed to do in relation to cover crops etc have ever been done, we need to hold Somerset council accountable for the terrible runoff that there has been. It leads to excessive runoff to the rain events.

I think we are going to invite the Somerset wildlife man to Sea to get some advice from him about how to mitigate the raging flow along this road - run off is a terrible problem,

Julia

This is his reply,

I am not sure but I don't think they have done any of the things they were supposed to do in the contract,

Julia

[Sent from Yahoo Mail for iPad](#)

Begin forwarded message:

On Friday, February 14, 2025, 8:50 AM, info <[info@juliamckenzie.co.uk](mailto:info@juliamckenzie.co.uk)> wrote:

----- Forwarded message -----

From: Charlie Field <[charlie.field@somerset.gov.uk](mailto:charlie.field@somerset.gov.uk)>

Subject: RE: Dunpole Farm- environmental and tenancy concerns from local residents in Sea

Date: 22 Feb 2023 at 08:52

To: [info@juliamckenzie.co.uk](mailto:info@juliamckenzie.co.uk)

Dear Mrs Mckenzie

I refer to your mail below, it probably should be routed down a FOI request, but I am happy to assist in this instance to the points;

1. The 175 acres relet, was not all attached to Dunpole farm, but has been in a predominantly arable rotation for many years. Some of the land is permanent pasture, further area has been put

to pasture , the remaining area will be farmed in an arable rotation which includes maize.

2. We are aware that maize ground in particular can lead to surface water run off. Therefore we have been prescriptive, in that Schedule 4 of the Farm Business Tenancies sets out within Tenant's Agreements an obligation for the tenant:

To establish a cover crop of grass, rye, mustard, brassica or similar as soon as possible following maize harvest (including during the first year of the Term) if no winter crop is to be sown. These terms have been adhered to and cover crops have been established. This is the first time we have required this in a letting.

3. A two year term was chosen for a number of reasons, a particular reason being was that we expect the adjacent holding to come in hand within two years, we can then give consideration as to how the land can be managed as part of a larger contiguous block in the future.

4. See above

Trust this is of assistance and clarifies the position.

Charlie

Charlie Field MRICS FAAV

Strategic Manager – Estates, Corporate Property

Economic and Community Infrastructure

Somerset County Council

County Hall

Taunton

TA1 4DY

01823 355325

**From:** info <[info@juliamckenzie.co.uk](mailto:info@juliamckenzie.co.uk)>

**Sent:** 30 January 2023 13:54

**To:** Charlie Field <[cwfield@somerset.gov.uk](mailto:cwfield@somerset.gov.uk)>

**Cc:** [kayanddavidlight@gmail.com](mailto:kayanddavidlight@gmail.com); [hurd-wood@usa.net](mailto:hurd-wood@usa.net); [clerk.donyatt@gmail.com](mailto:clerk.donyatt@gmail.com); [jtattlesey@gmail.com](mailto:jtattlesey@gmail.com); [mikegrabham38@yahoo.co.uk](mailto:mikegrabham38@yahoo.co.uk); [pw.donyattpc@gmail.com](mailto:pw.donyattpc@gmail.com); Cllr Sue Osborne <[sue.osborne@somerset.gov.uk](mailto:sue.osborne@somerset.gov.uk)>; Sarah Dyke Milborne P <[sarah.dyke@southsomerset.gov.uk](mailto:sarah.dyke@southsomerset.gov.uk)>; Val Keitch Ilminster <[val.keitch@southsomerset.gov.uk](mailto:val.keitch@southsomerset.gov.uk)>

**Subject:** Dunpole Farm- environmental and tenancy concerns from local residents in Sea

You don't often get email from [info@juliamckenzie.co.uk](mailto:info@juliamckenzie.co.uk). [Learn why this is important](#)

Dear Mr Field,

My name is Julia McKenzie and I am a new member of Donyatt Parish council and am also a resident of Sea, just outside Ilminster. I am writing to you today on behalf of myself and other residents of Sea in relation to the renting out of 175 acres of agricultural land that was agreed last year at Dunpole Farm.

I have cc'd in my Parish council colleagues for their reference and other members of Ilminster Council and hopefully relevant members of SSDC and SCC . Dunpole farm borders the village of Donyatt along the A358 down towards its centre. Sea is divided by Ilminster town council and Donyatt Parish council. Dunpole farm is an integral part of Sea.

There are some issues that have been brought to my attention I would like your help on. Specifically which crops will be grown? Why such a short tenancy? Can you help us with the perceived threat to the environment and worries about flooding in our area? As you will be aware of, Sea was one of the places badly affected by flooding in October 2021. As a lay person, I am certainly not an expert on the letting out of County farm land, so I am hoping you can respond to the following points that have been raised to me so I can feed back to residents with confidence.

**1. How are county farm tenants monitored in relation to the types of crops they grow?** Please find the link below from BBC news (dated October2022).

This highlights the fact that Somerset Council has been advised to 'persuade' farmers not to grow maize. We have the River Isle and Dowlish Brook in our immediate vicinity, both of which run through Dunpole farm. The permeability of the soil in this area has been recorded as poor. Could you advise us how many of Dunpole's 175 acres are to be given over to the growing of maize for the next two years? What other crops will be grown if any and how is this to be monitored by the council? <https://www.bbc.co.uk/news/uk-england-somerset-63357713>

**2. Environmental concerns.** Maize is a crop that creates most rainfall run off. In an area such as ours that is a great worry with the history of flooding and the watercourses in our immediate environment. The journal of Soil use and management states that three quarters of maize fields in the South West contribute to flooding. Farm vehicles compact the soils leading to run off. "The possibility of erosion occurring in winter cereals is one field in 42, in maize it is one field in seven", (Professor Bob Evans from Anglian Ruskin University). The flooding has not been as serious in Sea this year, but the A358 in Donyatt has been closed twice this winter due to flooding. This drives speeding traffic and so pollution through Sea. We have protected otters and other fragile aquatic wildlife in Sea that is endangered. The misery and costs to local residents caused by recent flooding needs to be highlighted, it potentially could be made worse in the future. This, of course, is not all the fault of farming practices, but local farms play a huge role in managing flood prevention.

**3. two year tenancies.** What is the strategy and thinking behind a two year let? Dunpole has had a long term tenant and now that has changed. How were sustainable practices taken into account in the Method for letting? It seems to be that no one who had long term plans for a more sustainable approach to manage the land would even attempt to take it on as two years will not allow for long term planning or yield a decent return on investment. Maize is possibly the worst crop to be grown exclusively in this area. How was a decision reached? What are the tenants sustainability credentials?

**4. Land management.** If a new tenant decides to take over in two years, how will that allow for the land to be enriched, rested or sustainability to be part of their practice? Good farming practice is not just about flood prevention, is also about pollution. Poor soil structure means that nutrients leach easily into watercourses, not only wasting the costly products, but also concentrating the chemicals in watercourses, affecting health of the aquatic wildlife and other organisms. With longer tenancies, someone might well take a more sustainable approach. Good soil holds water. Is there a long term plan for Dunpole farm? Is the short lease a temporary measure?

I have to express the worries and convey the information that residents have been brought to me in our community. Concerns about renting out the council land for a potential crop mono culture could incur more costs and inflict misery further down the line for local council tax payers, local councils and government.

I am hoping that some long term thinking is being applied to the land management in our area to mitigate that threat.

If I am wrong in any of the assumptions I have made, I am more than happy to stand corrected. I would like to feed back to concerned residents with the facts, not conjecture and so hopefully allay their fears. If you cannot answer all my questions, then please do point me in the right direction. I was advised that you would be the best person as a first point of contact,

I look forward to hearing from you soon,

Kind regards,

Julia McKenzie- Donyatt Parish Councillor

**Crewkerne and Ilminster LCN meeting notes – Thursday 30<sup>th</sup> January 2025 – Held via Microsoft Teams**

**Attendees:**

Cllr Mike Best (MB)– Chair Somerset Council  
Nicola Dawson - CCU Somerset Council  
Paul Elliston CCU Somerset Council  
Mike O’Dowd-Jones - Service Director Transport Somerset Council  
Kate Hellard - Somerset Council  
Fern Pearce - Somerset Council  
Michelle Brooks - Somerset Council  
Cllr Val Keitch - Somerset Council  
Cllr Steve Ashton - Somerset Council  
Cllr Sue Osborne - Somerset Council  
Peter Seib - Somerset Council / SALC  
Nathan Turnbull- Kier Transport

Paul Bradley – Misterton PC  
Lianne Taylor Ilminster Town Council  
David Shillibier – Merriot PC  
Hugh Williams - Haselbury Plucknett PC  
Julie Chant - Hinton St George PC  
Lorraine Pike – Ilton PC  
Nigel Wylie – Shepton Beauchamp PC  
Nikki Handley – Dowlish Wake PC  
Julia Boland – West Crewkerne PC  
David Steele – South Petherton PC  
Billy Vance – Ilton PC  
Katie Head – Crewkerne Town Council  
Matt Day - Crewkerne Cycling

Prior to the official start of the meeting Kate Hellard asked for updates from each represented Parish regarding the recent flooding They shared details about the number of affected properties, evacuations, and damage to infrastructure.

- South Street, Crewkerne: Mike Best reported a small flood at the bottom of South Street, affecting one or two small houses.
- Ilton Flooding: Lorraine mentioned that while many roads were flooded in Ilton, no houses were reported to be affected.
- Shepton Beauchamp Flooding: Nigel reported that 17 houses were affected with about half a dozen experiencing actual flooding.

- Dowlish Wake Damage: Nicky reported that two houses and one business were flooded in Dowlish Wake, with additional damage to at least 12 properties' gardens and a strip of tarmac on the road.
- Hinton St. George: Julie reported no flooding in the village itself but noted that all routes out were blocked due to slides or floods.
- Merriott: David Shillibier mentioned a lot of surface water but no serious flooding.
- South Petherton: David Steel reported significant flooding in the village centre, with 3-4 businesses and several houses affected.
- West Crook: Julia noted usual road flooding but no houses affected.
- Ilton: Billy Vance reported only Frost Lane was flooded, which is a common occurrence.
- Oxenford: Sue mentioned three properties were flooded, with extensive road resurfacing failing in the area.
- Lopen: Val and David Steel discussed road closures due to landslides and flooding, with barriers placed on the road.
- Evacuation Issues: Val mentioned the evacuation of people from park homes to Minster rooms and the unnecessary evacuation of people in Ditton St, which caused fear among residents.
- Road and Infrastructure Damage: Nicky and Matt reported damage to roads and infrastructure, including a collapsed retaining wall in North Street and a fallen wall at the top of Stony Lane, which closed the road.
- North Street Wall Collapse: Val reported that a retaining wall behind the Bell pub in North Street collapsed, causing debris to pile up at the junction with Silver Street.
- Stony Lane Wall Collapse: Matt reported that a retaining wall at the top of Stony Lane fell, closing the road and requiring significant rebuilding efforts.
- Actions: Follow-up on road resurfacing quality and emergency communication improvements.

#### **1. Agree the minutes**

The minutes of the last meeting were agreed.

#### **2. Confirm the nomination for the Chair of the Local Community Network**

It was agreed that Nominations and voting for the Chair of the LCN would take place at the next in person meeting. MB agreed to act as Chair in the interim period.

#### **3. Request for nominations for the Vice-Chair of the Local Community Network**

MB thanked Leanne Taylor for her support as Vice Chair but due to her standing down, nominations are sought for the position. It was agreed that Nominations and voting for the Chair of the LCN would take place at the next in person meeting.

#### **4. Working Group updates:**

**Highways and Transport Working Group from Mike Best**

**Mike O'Dowd-Jones and Kier Transport Community Engagement Officer, Nathan Turnbull**

**Highways and Maintenance Concerns:** Mike Best and participants discussed issues related to highways and maintenance, including the need for a reduced Chapter 8 training package, pricing for services, and the impact of recent road resurfacing failures.

**Reduced Chapter 8 Training:** Mike Best inquired about the status of a reduced Chapter 8 training package for smaller parishes. Mike O'Dowd-Jones confirmed that a new training package is ready to be launched, pending formal sign-off.

**Service Pricing:** Mike Best raised concerns about the timing of price adjustments for services, which currently occur mid-year. Mike O'Dowd-Jones agreed to look into aligning price adjustments with the financial year to aid in budgeting.

**Road Resurfacing Failures:** Sue Osborne raised concerns about the failure of new road resurfacing in her area, particularly in Dawlish, where the surface has broken up and gone down to the original road. She emphasized the need for warranty and follow-up on the quality of work.

Mike O'Dowd-Jones acknowledged the issue and committed to looking into it, noting that extreme weather events could have contributed to the problem.

**Road Closures and Communication:** Val Keitch and others discussed the need for better communication regarding road closures during emergencies. Specific incidents included unexpected landslides and flooding that led to road closures without clear information for residents.

Mike O'Dowd-Jones agreed to review the communication process to ensure timely and accurate information is provided during such events.

**Local Contractors and Licensing:** Nigel Wylie Carrick expressed frustration with the difficulty of using local contractors for highway maintenance due to licensing and safety requirements. He emphasized the need for a straightforward process to enable local action. Mike O'Dowd-Jones clarified that while parishes are not tied to using Kier, they must ensure appropriate health and safety measures are in place. He committed to providing clearer guidance on what tasks can be done locally without extensive licensing.

**Local Contractor Licensing:** Nigel emphasized the need for local contractors to perform maintenance work, such as clearing blocked drains, and the challenges in obtaining necessary licenses and training. Mike O'Dowd-Jones acknowledged the issue and agreed to provide clearer guidance on what tasks require authorization.

**Blocked Drains:** Nigel highlighted the issue of blocked drains in Shepton Beecham, which local contractors are unable to clear due to licensing and training requirements. Nathan mentioned that Drain Line, the company responsible for jetting, had a temporary work stoppage but is now operational again.

**Actions:**

- **Training Package** - Mike O'Dowd-Jones to finalize and launch the reduced Chapter 8 training package.

- **Road Resurfacing Quality** - Mike O'Dowd-Jones to investigate the quality issues and ensure follow-up on warranty claims.
- **Communication Improvements** - Review and improve the communication process for road closures during emergencies.
- **Guidance for Local Contractors** - Provide clearer guidance on licensing and safety requirements for local contractors.

**Active Travel Working Group:** Matt provided an update on the Active Travel Working Group's work and discussed their key recommendations following the last meeting:

**a. Improve Active Travel safety and connectivity between Ilminster Town Centre and Southfields roundabout**

The Southfields roundabout on the A303/A358 is a dangerous barrier for walkers and cyclists. We want National Highways to make improvements, including reducing the speed limit from 60mph to 30mph and a staggered crossing of the A303 Honiton arm.

Station Road from the Stonemasons roundabout to Southfields roundabout is intimidating for cyclists. There is carriageway width to accommodate an extension of the shared path from Rose Mills Lane up to the zebra crossing near Home Farm Way, with a cycle lane from there to the Stonemasons roundabout. This could be funded by the Horlicks site s106 or CIL or by applying for UK Government AT funding.

**b. Maintenance of the Chard-Ilminster Shared Path**

The two Town Councils have agreed a programme of cutting back vegetation for 2024-25, and Persimmon have agreed to give £81k for resurfacing and new connections to the path from their site off Canal Way.

Somerset Council Estates have not engaged at all with this issue, despite owning the northern section. We demand that an Officer from Somerset Council plans and coordinates future maintenance and improvements, including asking for contributions from developments in Parishes neighbouring the Path.

**c. Create a safe and direct Shared Path from the Taylor Wimpey site to Crewkerne Town Centre**

Given Crewkerne's challenging topography and road network there is a one-time opportunity to create a good quality cycling and walking route from the town centre out to the major Taylor Wimpey development and onwards to Misterton.

A strategic Active Travel route features in the town's Neighbourhood Plan and the Town Council's Strategy.

The Town Council, Taylor Wimpey and a landowner are in discussions about a path starting in East Street. This is not safe or direct for cyclists.

The route needs to lead into the town centre car parks, which is the shopping destination. A Shared Path (to LTN1-20 standard) from the Henhayes Recreation Ground to the Taylor Wimpey site is required. All options for the route should be discussed.

Major funding could be from the s106 with Taylor Wimpey or from Sustrans Paths For All or similar. We suggest a working group is setup with representatives from the Town Council, Taylor Wimpey, Sustrans and Space4Crewkerne.

**d. Promote Walking in our area**

All LCN members should share information about walking activities and routes in our area.

There was discussion around the creation of a booklet/guide of all local walks in the LCN, discussion around funding of printing of this, suggestion of utilising SALC Health and Wellbeing Fund. VK expressed that she would also speak to Public Health colleagues around this matter.

The next meeting of the Active Travel Group TBC.

**4. Cross LCN Active Travel Group**

A countywide and cross LCN Active Travel Group has been created and we require a LCN representative for our LCN, Matt Day was agreed as Crewkerne and Ilminster's representative.

**5. Local Plan Engagement**

MB introduced the local plan, explaining that Allies and Morrison were commissioned to support the development of Somerset Council's new local plan through an early engagement exercise that is a precursor to the formal consultation process that will take place in the coming months.

A short video was played to advise of the early engagement taking place to support the development of the new Somerset Local Plan, to gather insight into challenges and opportunities facing communities across Somerset.

Discussion:

- **Call for Sites:** This is an open invitation for landowners and others to suggest potential development areas. This process will continue for the next six weeks.
- **Early Engagement:** This stage involves gathering ideas and priorities from residents, parish councils, and other stakeholders.
- **Focus on Seldom-Heard Groups:** The engagement process aims to include hard to reach groups to ensure a balanced understanding of the diverse needs within Somerset.
- **Ongoing Engagement:** The engagement process will continue throughout the plan-making stages, with opportunities for public consultation and feedback.
- **Engagement with Stakeholders:** Ensure that stakeholders, including small businesses and community groups, are engaged in the consultation process.

The next steps include stage two, "Setting the Scene," which will combine early engagement activities with other evidence bases and site assessments. This will lead to

the first draft of the local plan, followed by wider public engagement in 2025. Stage three, "Have Your Say," will involve statutory consultation with key stakeholders and the public. The plan is expected to be adopted in 2028

A workshop is scheduled for Monday, 10th February at Chard Guildhall, from 4:00 to 6:00 PM, for Somerset councillors and parish councillors to provide input.

There was a discussion on whether to hold a separate workshop for the LCN to focus on specific local issues. It was suggested to use a doodle poll to find a suitable date for this workshop, ensuring feedback is provided by the 28th of February.

**Action: FP to send out a poll to identify a suitable time for this workshop.**

#### **6. Discussion to identify topic / items for future LCNs (Yearly Plan)**

This was not discussed and will form part of the agenda for the next meeting.

#### **7. Dates for future LCN meetings**

Thursday 3<sup>rd</sup> April 2025 – Microsoft Teams

Wednesday 11<sup>th</sup> June 2025 – AGM Venue TBC

Date	Action	Completed by
30.01.2025	Highways Training Package - Mike O'Dowd-Jones' team to finalize and launch the reduced Chapter 8 training package	MODJ/Highways
30.01.2025	Road Resurfacing Quality - Mike O'Dowd-Jones to investigate the quality issues and ensure follow-up on warranty claims.	MODJ/Highways
30.01.2025	Communication Improvements - Review and improve the communication process for road closures during emergencies.	MODJ/Highways
30.01.2025	Guidance for Local Contractors - Provide clearer guidance on licensing and safety requirements for local contractors.	MODJ/Highways
30.01.2025	Suggestion of utilising SALC Health and Wellbeing Fund. VK expressed that she would also speak to Public Health colleagues around this matter.	Cllr VK
30.01.2025	Action: FP to send out a poll to identify a suitable time for this workshop.	LCN Link Officer

