

# **DONYATT PARISH COUNCIL**

Dear Councillors, you are summoned to a meeting of the Parish Council on Wednesday 08<sup>th</sup> January 2025 at 7.00pm in the Village Hall.



Parish Clerk

## **AGENDA:**

- 1. TO RECEIVE ANY APOLOGIES FOR ABSENCE.**
- 2. TO CO-OPT MR GUY WILSON AS COUNCILLOR**
- 3. TO RECEIVE ANY DECLARATIONS OF INTEREST AND APPROVE ANY DISPENSATIONS.**
- 4. PUBLIC QUESTION TIME INCLUDING SOMERSET COUNTY COUNCILLOR REPORTS.**
- 5. TO APPROVE MINUTES OF THE MEETINGS HELD ON 06<sup>th</sup> November 2024**
- 6. 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.
  - b. DPC Insurance renewal
  - c. Grit bin locations
  - d. Volunteer disclaimer document
  - e. VE Day – information to relevant parties
  - f. Councillor information to Mr G Wilson
  - g. Cllr Attlesey – complete Unity Bank login
  - f. Notice board at The George
- 7. FINANCIAL REPORTS.**
  - Approve & sign Bank statements.
  - Approve & sign bank reconciliations.
  - Approve & sign schedule of payments.
  - Consider budget for financial year 2025/6
  - Agree precept for financial year 2025/6
- 8. PLANNING APPLICATIONS/DECISIONS FOR CONSIDERATION/ TO BE NOTED .**
- 9. DEFIBRILLATOR PADS**
- 10. TO CONSIDER GRANT APPLICATIONS FROM PARISH CHURCH & DONYATT RECREATION GROUND**
- 11. TO CONSIDER FLOOD GRANT APPLICATION INFORMATION**
- 12. TO CONSIDER SCC BIN EMPTYING CHARGES NOTIFICATION**
- 13. CLERK REMUNERATION.**

## 7. 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
- Website update re accessibility

### Reports to note:

**SCC level of service**

**Road closure/Stibear Lane**

## 8. 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

|          |            |                    |        |
|----------|------------|--------------------|--------|
| 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  |

## DONYATT PARISH COUNCIL

Minutes of a meeting held on 6<sup>th</sup> November @ 7pm in the David Willis Room, Donyatt Village Hall.

Present: Cllr D Light, Chairman, Cllr J Attlesey, Vice Chairman, Cllrs J McKenzie, S Payne & K Light.

Absent: Cllr M Grabham

- 24/109 TO RECEIVE ANY APOLOGIES FOR ABSENCE.** Apologies were received from Cllr S Osborne.
- 24/110 TO RECEIVE ANY DECLARATIONS OF INTEREST AND APPROVE ANY DISPENSATIONS.** None noted.
- 24/111 PUBLIC QUESTION TIME INCLUDING SOMERSET COUNTY COUNCILLOR REPORTS.** One member of the public was present, clarification was requested regarding the maintenance of road verges adjacent to the road above the Old Vicarage. Cllr D Light noted that Somerset Council were devolving services and verges would be cut at their discretion. Small Councils like Donyatt did not have the financial resources to instruct contractors at the quoted rate of circa £800per day.
- 24/112 TO APPROVE MINUTES OF THE MEETINGS HELD ON 4<sup>th</sup> September 2024.** The minutes were approved and signed.
- 24/113 REVIEW ACTION POINTS AND UPDATE FROM LAST MEETING HELD ON 4<sup>th</sup> September 2024**
- a. **New football posts/nets for DRAC.** It was agreed that DPC would purchase the new football posts and reclaim the VAT. DRAC will be informed accordingly.
  - b. **DPC INSURANCE RENEWAL – quotes for renewal.** The clerk queried if cover for war memorials was required, this is not required. There was some discussion regarding cover for volunteers, Clerk will check requirement with Zurich, volunteers may need to sign a disclaimer and undergo appropriate training. The quote from Zurich covers all the current policy includes and is significantly cheaper. Clerk will revert to Zurich accordingly.
  - c. **Update Asset Register.** Clerk reported that DPC owned 1 dog waste bin (purchased October 2011) and two grit bins(purchased December 2010).
- 24/114 FINANCIAL REPORT.**
- **Approve & sign Bank statements.** The bank statements were approved and signed.
  - **Approve & sign bank reconciliations.** The bank reconciliations were approved and signed.
  - **Approve & sign schedule of payments.** The schedule of payments was approved and signed.
  - **Draft provisional budget.** A draft budget was tabled for future discussion.
- 24/115 PLANNING APPLICATIONS/DECISIONS FOR CONSIDERATION/ TO BE NOTED .**
- a. Ref: 24/021138/FUL Conversion of Grade II listed Puddling House, Whitney Farm.  
**Proposal:** Conversion of Grade II listed Puddling House and nearby traditional building (not curtilage listed as confirmed by the councils conservation officer) into one dwelling including adding a link between the two and a modest extension to the traditional building and a detached garage. The Dutch barn beside the buildings will be demolished. This conversion was considered to be in keeping with the surrounding area, no objection noted. Clerk will reply to Planning accordingly.
  - b. Ref: 19/00012/OUT Horlicks Farms and Dairies Ltd Station Road Ilminster Somerset TA19 9PS, Outline planning application for, demolition of existing buildings and erection of up to 150 dwellings on the land to the north of Station Road. This

development is not within Donyatt Parish, however it was noted as an additional development to Canal Way.

- c. Ref: 24/02151/HOU. Erection of two storey extension to the side of the property and an integrated porch to the front of the property. Location: 23 Donyatt Hill Estate. TA190RZ. This was considered to be in keeping with the surrounding area, no objection noted.

- 24/116 Purchase & provision of footpath clearing equipment.** Cllr D Light confirmed that a hedge cutter had been purchased, an invoice will be submitted at the next meeting.
- 24/117 Provision of farm gates to landowners by Rights of Way.** Cllr D Light noted that local farmers had been informed of this initiative and will respond accordingly.
- 24/118 New location of SID and proposal to buy a second SID.** Cllr Attlesey reported that the SID had been relocated to the other end (A303) of the Village. It was noted that the SID had proved extremely effective in reducing vehicle speed through the Village. After discussion it was agreed to include in the 2025/6 budget the purchase of another SID.
- 24/119 Authorise purchase of replacement defibrillator pads.** The purchase of replacement defibrillator pads was approved. Payment will be made as and when required and confirmed at the next PC meeting.
- 24/120 ONGOING ISSUES:**
- **Speed Indicator devices – Cllr Attlesey.** See item 24/118
  - **Traffic through Sea – Cllr McKenzie.** This matter has now progressed to consultation with local residents. Further updates will be provided from Somerset Council – traffic department.
  - **Canal Way Development – Cllr D Light.** A further meeting is scheduled for 7<sup>th</sup> November 2024.
  - **Drainage & Flood Prevention – Cllrs D Light/J Attlesey.** Cllr Payne as highways representative will continue to liaise with SC Highways and request dates for works to be carried out. Cllr Attlesey noted that work was scheduled for this financial year, however the representative who deals with this is due to retire in February 2025.
  - **Village Events: Cllr K Light – V E Day 2025.** There would appear to be no interest from residents to hold this event. Cllr Payne noted that there is a Village Social Committee who may be able to assist, also using the Donyatt Despatch may also be helpful.
  - **Devolution of SC services- Cllr D Light.** This matter is ongoing.
  - **Enhanced Highway Maintenance pilot SCC.** No further information has been received to date.
  - **Rec Field ownership.** Clerk reported that a copy of the lease had now been provided, however a letter from the trustees confirming that they are happy for the recreation ground to be designated as a Village Green remained outstanding.
  - **Website update re accessibility.** Clerk reported that the DPC website needed to meet accessibility regulations. Cllr McKenzie will enquire if any contacts are able to advise. Clerk will continue to try and resolve the issue.

**24/121 Reports to note:**

**Highways maintenance schedule** - noted

**Highway volunteer handbook** - noted

**Local Plan presentation** – noted. Clerk will circulate Word document and any relevant information. This is not just a “tick box exercise” it will be fundamental for future planning for the Village and the sustainability of local services.

**24/122 MATTERS FOR REPORT ONLY**

- Summary of agreed actions from the meeting.  
 Cllr Payne – confirm location of grit bins  
 Cllr D Light – source appropriate volunteer disclaimer document  
 Cllrs D & K Light – provide information regarding VE Day to relevant representatives.  
 Cllr D Light – send Councillor briefing document to Guy Wilson who will be considered for co-option as Councillor at the next meeting  
 Cllr J Attlesey – complete on-line access to Unity Bank  
 Cllr S Payne – inspect notice board at the George? Repair? replacement
- Discussion of urgent action.
- Items to be included for the next agenda.

**24/123****Date, time and venue for the next meeting.**

The next meeting will be held on January 8<sup>th</sup> 2025 @ 7pm in the David Willis Room. Main subject for discussion – budget and precept for 2025/6

**PAYMENTS FOR AUTHORISATION**

|                                     |            |                |        |
|-------------------------------------|------------|----------------|--------|
| 06/11/24                            | SLCC       | Clerk training | 54.00  |
| 06/11/24                            | DVH        | Hall Hire      | 16.00  |
| 06/11/24                            | Z Bougourd | Clerk salary   | 238.32 |
| 06/11/24                            | HMRC       | November       | 61.25  |
|                                     |            |                |        |
| All payment authorised. Item 24/114 |            |                |        |

|            |                            |                        |         |  |      |        |
|------------|----------------------------|------------------------|---------|--|------|--------|
|            | 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 |

| Expenses                            | Actual to date | Budget   | To Y/E   | Y/E v Budget | 2025/6 BUDGET |  |
|-------------------------------------|----------------|----------|----------|--------------|---------------|--|
| Hall hire                           | 81.00          | 120.00   | 32.00    | 7.00         | 160.00        | Allow 10 meetings@ £16                               |
| Insurance                           |                | 575.00   | 300.00   | 275.00       | 300.00        | Quote from Zurich £264                               |
| Audit                               | 150.00         | 150.00   | 0.00     | 0.00         | 150.00        |  |
| Admin expenses                      | 53.63          | 350.00   | 100.00   | 196.37       | 150.00        | Reduced  |
| Clerk equipment reserve             |                | 350.00   | 135.00   | 215.00       | 135.00        | Clerk purchased printer - contribution to toners     |
| Clerk salary                        | 2,518.18       | 3129.60  | 1,241.60 | -630.18      | 3232.00       | Proposed increase = £1.17per hr                      |
| Bank charges                        | 29.53          |          | 24.00    | -53.53       | 75.00         |  |
| HMRC/PAYE                           | 625.94         | 782.40   | 181.00   | -24.54       | 808.00        | 20% Paid from clerks salary - split for transparency |
| Training                            | 162.00         | 165.00   | 75.00    | -72.00       | 165.00        | General training courses                             |
| SLCC & CRPP & CCS                   |                | 110.00   | 0.00     | 110.00       | 125.00        | Inflationary increase                                |
| Salc subs                           | 180.08         | 135.00   | 0.00     | -45.08       | 140.00        | Inflationary increase                                |
| Election                            |                | 500.00   | 0.00     | 500.00       | 500.00        | Recommended contingency from SCC                     |
| Reserves /unforeseen to YE          | 246.00         | 1500.00  | 1,000.00 | 254.00       | 1500.00       | SCC devolved services                                |
| Website hosting                     |                | 165.00   | 0.00     | 165.00       | 50.00         | Inflation increase                                   |
| Village events                      | 1,414.07       | 2000.00  | 0.00     | 585.93       | 1500.00       | VE Day provision sum                                 |
| DVH Grant                           | 2,500.00       | 2500.00  | 0.00     | 0.00         | 2500.00       |  |
| DRAC Grant                          | 1,250.00       | 1250.00  | 0.00     | 0.00         | 1250.00       |  |
| St Mary's Church grant              | 1,000.00       | 1000.00  | 0.00     | 0.00         | 1000.00       |  |
| SIDS installation 2025              | 2,807.99       | 2500.00  | 0.00     | -307.99      | 3250.00       |  |
| Transfer to reserves                | 6,000.00       | 3000.00  |          |              | 3000.00       |  |
|                                     | 19,018.42      | 20282.00 | 3,088.60 | 1,174.98     |               |  |
| 2025/6 Budgeted expenditure         |                |          |          |              | 19990.00      |  |
|                                     |                |          |          |              |               |  |
|                                     |                |          |          |              |               |  |
| Cash at bank 31/12/24 Current a/c   | 3019.15        |          |          |              |               |  |
| Cash at bank 30/11/2024 Reserve a/c | 619.39         |          |          |              |               |  |
| Unity reserve a/c                   | 6050.2         |          |          |              |               |  |
| Total funds held                    | 9688.74        |          |          |              |               |  |
| Expenditure to Y/E                  | 3013.60        |          |          |              |               |  |
| RESERVES C/F                        | 6675.14        |          |          |              |               |  |
|                                     |                |          |          |              |               |  |
| Precept as per budget               | 19990          |          |          |              |               |  |
| 2025/6 Precept.                     | 19990          |          |          |              |               |  |
| Uplift on precept 38.21%            | 5527           |          |          |              |               |  |

## Parish precept calculator Band D

Donyatt

Type in the precept per band D required and it will work out the % increase/decrease and show the amounts payable per band

|                    |        |           |              |                                 | Cost Per Week (Rounded to 2dp) |        | Increase/(Decrease) |           |
|--------------------|--------|-----------|--------------|---------------------------------|--------------------------------|--------|---------------------|-----------|
|                    |        |           |              |                                 | 24/25                          | 25/26  | Amount              | %         |
| Precept per band D |        | 24/25     | 25/26        | Increase/(decrease)<br>amount % |                                |        |                     |           |
|                    |        | 85.19     | 19990.00     | 19,904.81 #####                 |                                |        |                     |           |
| Tax Base           |        | 169.77    | 171.85       | 2.08 1.23%                      |                                |        |                     |           |
| Total Precept      |        | 14,463.00 | 3,435,281.50 | 3,420,818.50 #####              |                                |        |                     |           |
| A                  | 6 / 9  | 56.79     | 13326.67     | 13,269.87 #####                 | 1.09                           | 256.28 | 255.19              | 23364.72% |
| B                  | 7 / 9  | 66.26     | 15547.78     | 15,481.52 #####                 | 1.27                           | 299.00 | 297.72              | 23364.72% |
| C                  | 8 / 9  | 75.73     | 17768.89     | 17,693.16 #####                 | 1.46                           | 341.71 | 340.25              | 23364.72% |
| D                  | 9 / 9  | 85.19     | 19990.00     | 19,904.81 #####                 | 1.64                           | 384.42 | 382.78              | 23364.72% |
| E                  | 11 / 9 | 104.12    | 24432.22     | 24,328.10 #####                 | 2.00                           | 469.85 | 467.85              | 23364.72% |
| F                  | 13 / 9 | 123.05    | 28874.44     | 28,751.39 #####                 | 2.37                           | 555.28 | 552.91              | 23364.72% |
| G                  | 15 / 9 | 141.99    | 33316.67     | 33,174.68 #####                 | 2.73                           | 640.71 | 637.97              | 23364.72% |
| H                  | 18 / 9 | 170.38    | 39980.00     | 39,809.62 #####                 | 3.28                           | 768.85 | 765.57              | 23364.72% |

## Parish precept calculator Total Precept

Donyatt

Type in the total precept required and it will work out the % increase/decrease and show the amounts payable per band

|               |        | 24/25     | 25/26     | Increase/(decrease) |        | Cost Per Week (Rounded to 2dp) |       | Increase/(Decrease) |        |
|---------------|--------|-----------|-----------|---------------------|--------|--------------------------------|-------|---------------------|--------|
|               |        |           |           | amount              | %      | 24/25                          | 25/26 | Amount              | %      |
| Tax Base      |        | 169.77    | 171.85    | 2.08                | 1.23%  |                                |       |                     |        |
| Precept       |        | 14,463.00 | 19,990.00 | 5,527.00            | 38.21% |                                |       |                     |        |
| Band D amount |        | 85.19     | 116.32    | 31.13               | 36.54% |                                |       |                     |        |
| A             | 6 / 9  | 56.79     | 77.55     | 20.75               | 36.54% | 1.09                           | 1.49  | 0.40                | 36.54% |
| B             | 7 / 9  | 66.26     | 90.47     | 24.21               | 36.54% | 1.27                           | 1.74  | 0.47                | 36.54% |
| C             | 8 / 9  | 75.73     | 103.40    | 27.67               | 36.54% | 1.46                           | 1.99  | 0.53                | 36.54% |
| D             | 9 / 9  | 85.19     | 116.32    | 31.13               | 36.54% | 1.64                           | 2.24  | 0.60                | 36.54% |
| E             | 11 / 9 | 104.12    | 142.17    | 38.05               | 36.54% | 2.00                           | 2.73  | 0.73                | 36.54% |
| F             | 13 / 9 | 123.05    | 168.02    | 44.97               | 36.54% | 2.37                           | 3.23  | 0.86                | 36.54% |
| G             | 15 / 9 | 141.99    | 193.87    | 51.88               | 36.54% | 2.73                           | 3.73  | 1.00                | 36.54% |
| H             | 18 / 9 | 170.38    | 232.64    | 62.26               | 36.54% | 3.28                           | 4.47  | 1.20                | 36.54% |

[illegible]

14 December 2024

**Up to £200,000 a year in grants for work to combat flooding is soon to become available to communities in Somerset.**

Launched by the Somerset Rivers Authority (SRA), which was set up after devastating floods hit the county **a decade ago**, groups will be able to apply for grants of between £3,000 and £20,000.

The fund is designed to reach people with local knowledge of flooding problems and is aimed at not-for-profit organisations such as town and parish councils and charities.

Councillor Mike Stanton, chair of the SRA, said the scheme showed the organisation was "putting our money where our mouth is".

"As it says in the SRA's strategy, one quality that sets the SRA apart is its practical enthusiasm for ideas that come from communities for dealing with flooding problems," he said.

He added that the fund was expected to be "very popular" with lots of groups across the county interested in applying.

A deadline for the first round of grant applications has been set for 25 February, with successful applicants being given the funding from April. Three more funding rounds are set to take place next year.

<https://service.somerset.gov.uk/somerset-rivers-authority-community-flood-action-fund>



# **Community Flood Action Fund**

## **Guidelines for completing an application form**

10 December 2024

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# General information about the Community Flood Action Fund (CFAF)

Through its Community Flood Action Fund, the Somerset Rivers Authority (SRA) partnership offers grants to reduce the risks and impacts of flooding in Somerset. You can apply for a grant of between £3,000 and £20,000.

## SRA Strategy 2024-34 Objectives

Objective 1: Reduce the risks and impacts of flooding across Somerset.

Objective 2: Maintain access and connections during times of flood for communities and businesses across Somerset.

Objective 3: Increase the resilience of people, places and the environment to flooding, while adapting to climate change.

Objective 4: Protecting Somerset's economy from the impacts of flooding, promote business confidence and encourage new opportunities.

Objective 5: Conserve and enhance Somerset's special environment (natural, built, social, cultural) for all who live and work in Somerset and visit.

## What can CFAF grant funding be used for

Community Flood Action Fund grant funding can be used for:

- Maintenance or improvement works that meet one or more of our objectives
- Flood risk reduction works that meet one or more of our objectives
- Surveys, permits or permissions that are directly linked to delivery as part of your project
- Projects that can be completed within 9 months from the date of the grant being awarded.

## What CFAF grant funding cannot be used for

- Works costing more than £20,000
- Actions that only benefit a single household, landowner or business
- Feasibility studies or investigation reports
- Community or training events
- Flood recovery support

## Further funding opportunities

There are further opportunities for SRA funding through the following schemes:

- [Advice and Capital Grants | Farming and Wildlife Advisory Group South West Limited \(fwagsw.org.uk\)](#)
- [RTL | Stewardship and Vision on The Somerset Levels \(reimaginingthelevels.org.uk\)](#)
- [Somerset Prepared - funding support](#)
- [Somerset Community Foundation - grants for Somerset organisations](#)

## Background information

To aid in understanding your local context you can view information about which catchment and sub-catchment your project will take place in by accessing an interactive map here: [Somerset's river catchments and sub-catchments](#).

On the map you will also be able to check if a river near to you is a Main River or an Ordinary Watercourse. This may be important if you need to apply for permissions such as a Flood Risk Activity Permit or Land Drainage Consent.

## IMPORTANT: Saving and Returning to your Online Application Form

Follow the steps outlined below to firstly save your online form, and then to save a link to it, so that you can return to your form at any time until you are ready to submit your final application.

# Somerset Rivers Authority Community Flood Action Fund Application

### Information

#### Save your progress

After clicking save it is important that you copy and save the link provided to access the form again and continue with your application. Please remember to save your application before you leave the form.

Save

**Step 1: Click on 'Save'**

# Somerset Rivers Authority Community Flood Action Fund Application

### IMPORTANT: Instructions on how to access your saved form

Your application form has been saved. It is important that you copy and save this link to access the form again and continue with your application. Right click on the link and choose 'copy link'. Once you have copied the link save it into a Word document so you can easily find it again.

**Step 2: 'Right Click' on this link and select copy link**

### Information

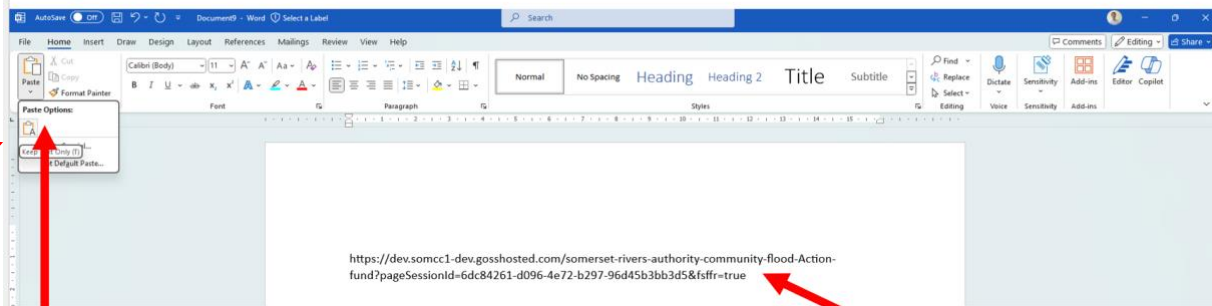
#### Save your progress

After clicking save it is important that you copy and save the link provided to access the form again and continue with your application. Please remember to save your application before you leave the form.

Save

- Open link in new tab
- Open link in new window
- Open link in InPrivate window
- Open link in split screen window
- Save link as
- Copy link
- Add to Collections
- Share
- Inspect

**Step 3:** Open a Word document or any document you can 'paste' text into.



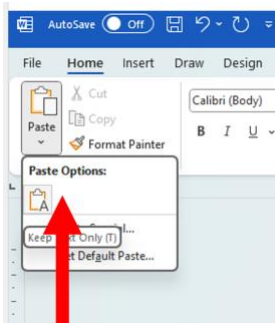
**Step 4:** Click on 'Paste' and then click here. Your link to return to your application form is now pasted into your document. You can use this same link until your form is submitted.

**Step 5:** Save your Word document so that you can return to it when needed.

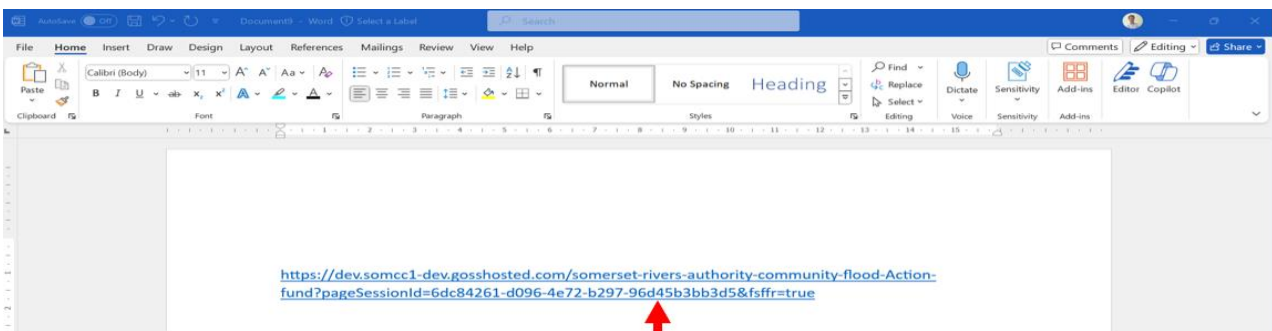
**Step 6:** Proceed with your application.

**Save your form regularly.**

If you need any assistance, contact us at [sra@somerset.gov.uk](mailto:sra@somerset.gov.uk) or 01823 355111



**Step 4**



**Step 7:** To return to your application click on the link. Or copy and paste the link into any internet browser.



# Application Form Guidance

The following sections are numbered as they are on the application form.

## 1. Applicant details

**1.1 Contact details.** Please complete all fields. If you are not the first point of contact for the delivery of this project, please provide their contact details too.

## 1.2 Type of Organisation

The programme is open to not-for-profit organisations. Examples are listed here:

- Registered charities
- Charitable Incorporated Organisations (CIOs)
- Charitable companies
- Companies limited by guarantee without share capital
- Community Interest Companies (CICs) limited by guarantee without share capital
- Local Authorities including Town and Parish Councils, Parish Meetings
- Community Benefit Societies, Co-operatives, Industrial and Provident Societies

If you are a community group or local flood group, to apply, we would encourage you to work with your local parish or town council.

If you are a Parish Meeting, please contact us before you submit your application.

## 1.3 Local Community Networks (LCN).

Somerset Council's LCN's are the 'voice' of Somerset communities. They're about engagement and improving outcomes for residents through establishing strong connections between Somerset Council, communities, businesses and partners. If you have not already engaged with yours, you may wish to seek its support for your project. You can find out more here - [Somerset Local Community Networks](#)

## 1.4 Eligibility

For registered charities, charitable companies and CIOs we expect there to be:

- A minimum of 3 Trustees who are unrelated.
- A bank account in the name of the organisation with a minimum of 2 bank signatories who are unrelated.
- An Equality, Diversity and Inclusion Policy, or similar document
- A safeguarding Policy.

For social enterprise structures including companies limited by guarantee and CICs, we expect there to be:

- A full asset lock
- A dissolution clause

- A minimum of 3 Directors who are unrelated, and where no Director has significant control
- A bank account in the name of the organisation with a minimum of 2 bank signatories who are unrelated.
- An Equality, Diversity and Inclusion Policy, or similar document
- A safeguarding Policy.

## 2. Project information

### 2.1. Need

What is the problem that your project is seeking to address? *(Up to 300 words)*

- Please provide a detailed rationale to justify the support of public funding.
- Tell us why your project is needed. For example, what is the history of flooding in this area?
- If known, please include data on past incidents or statistics on the frequency or the severity of flooding in the area.
- Have there been any previous feasibility studies or investigations which have identified the need?

**2.2 Project description.** Your answer here will help us understand the nature of the project. *(Up to 300 words)*. Include details of:

- What the project is – a summary of the key activities and methodology.
- How will the project change flood risk, positively and negatively, in the area? You must consider any negative impacts as well as the positive impacts.
- A timeline for delivery with key milestones.
- At the SRA, we think about flooding across a whole catchment. How does, or could, your project be contributing to reducing flooding in the wider catchment e.g. upstream or downstream?

### 2.3 Project Partners

*(Up to 250 words)*. We welcome projects which demonstrate working together and deliver multiple benefits. Please tell us about which organisations will be involved in the delivery of the project. Please list the names and contact details of any partners – also stating which is the lead partner and what their roles are. Contractors are not partners.

### 2.4 Project outputs and benefits

*(Up to 250 words)* Project outputs. Tell us what the outputs will be and when you expect each of these to be delivered. Examples of project outputs in a flood risk project might include constructed flood banks, drainage systems, tons of silt removed, length of river desilted, number of trees planted, number of attenuation features.

Project benefits. What benefits/improvements will the project make, and when do you expect these to happen? Examples of project benefits would be the reduced flood risk, fewer flood-related damages, and increased community safety.

## 2.5 Project start and completion date

Tell us when you estimate that the project will start and finish. We expect projects to start within three months of a grant being awarded and be completed within nine months. Please note that you will be notified of the outcome of your application between 6 – 8 weeks after each quarterly deadline date. Your start date should not be before this time period.

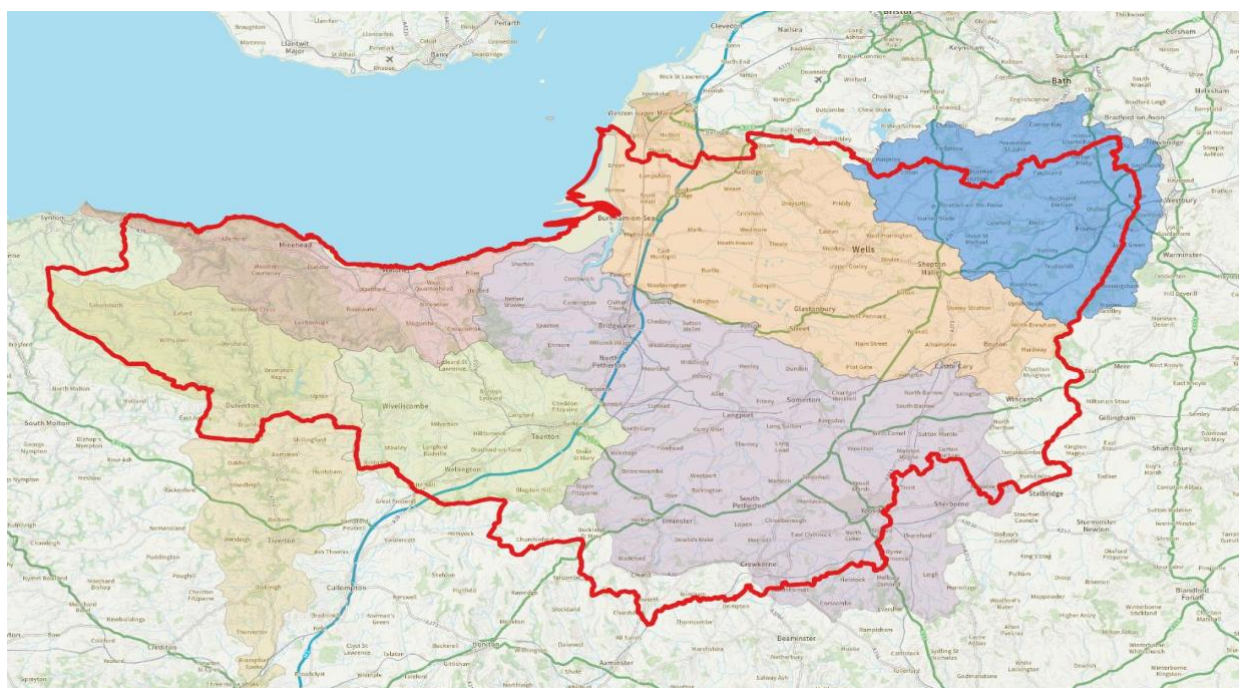
## 2.6 Location

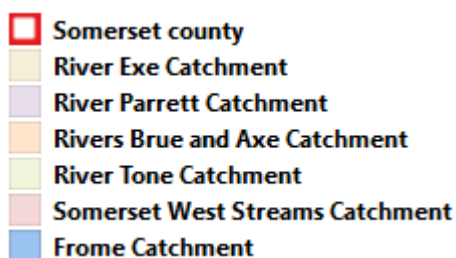
Tell us where the project will take place. If your project is site-specific, please provide a grid reference ([Grid Reference Finder](#)). If there will be benefit to a wider geographical area, please tell us about this too. *(Up to 150 words)*

The link below will show you the risk of flooding at your location. Please tell us what level and type of flood risk is known at this location:

[How to check your long-term Flood Risk.](#)

Please upload a document / map showing your project location(s).





We welcome applications that:

- Foster a catchment-based approach
- Encourage connection between communities within the same catchment

## 2.7 Consents, licencing and land ownership

- Do you own the land where the project will take place, or do you have consent from the landowner? If not, please state owner's name and address. Please attach copy of agreement letter from landowner.
- Does this location involve a riparian owner, and are the necessary permissions in place? [HM Government - Owning a Watercourse](#)
- You must find out which permissions and licences you need to maintain, repair, build or remove anything in or around a watercourse or on the floodplain. I.e is this a main river, ordinary water course etc. [Flood Risk Activities - environmental permits](#)
- It is your responsibility as the applicant to secure all necessary permits and permissions required to deliver the project.

## 2.8 Project Risk

How have you considered the risks associated with the project? Tell us about any key risks linked to the delivery of the project. e.g financial, project timescale, reputation, environmental and what mitigation actions have been identified? Where you have identified a risk, please explain how you plan to mitigate it. *(Max 250 words)*

**2.9 Monitoring.** Please explain how you will oversee delivery of the project. Please also explain how you will know the project has achieved what you set out to achieve. *(Max 250 words)*

## 3. Project costs

**3.1 Project costs.** Please provide the total project cost and the total grant amount being applied for. Please download and complete the Budget Breakdown spreadsheet [CFAF Proejct-Cost-Budget-Breakdown-form.xlsx](#)

Tell us whether these costs include VAT. If you are VAT registered, we expect the costs to be net of VAT.

Don't forget to upload the spreadsheet when completing this section.

In the 'Total cost' column of the budget breakdown spreadsheet, please include the full cost for each description of cost related to the project.

In the 'Amount requested' column, indicate how much of this cost you are asking the SRA to fund. This will help us to understand which elements of the project your other / match funding will be used to support.

| <b>Budget Breakdown<br/>Description of cost</b> | <b>Amount<br/>requested<br/>from SRA</b> | <b>Match<br/>Funding<br/>amount</b> | <b>Total Cost</b> | <b>Match Funding<br/>Source</b> |
|---|--|-------------------------------------|-------------------|---------------------------------|
| e.g. Contractor costs                           | £1,000                                   | £500                                | £1,500            | Parish Council                  |
| e.g. Material costs                             | £500                                     | £250                                | £750              | Parish Council                  |
| e.g. Legal/Licence<br>Fees                      | £2,000                                   | £500                                | £2,500            | Parish Council                  |

**3.2 Other / Match Funding.** The SRA will encourage projects that lever in additional/match funding from other sources. Please tell us about other funders who have been approached, funds that have been secured and planned grant applications together with when you expect to hear the outcome. Your budget breakdown spreadsheet must balance.

Please note that the Community Flood Action Fund (CFAF) can only be used for projects up to a maximum cost of £20,000. For example, £5,000 from CFAF and £5,000 from another source.

### 3.3 Ongoing Costs

Who is going to meet any ongoing/whole life costs? Please tell us about what will be involved in ongoing maintenance, who will undertake this work and who will fund it.

**The SRA will not take ownership of assets created using SRA funds or fund ongoing maintenance costs. Where a new asset is created, please confirm who will own the asset. Where there will be ongoing costs as a result of the project, please confirm who will be responsible for those costs.**

## 4. Equalities Impact Assessment

Does your organisation, and/or any sub-contractors you will use, have policies and processes in place for undertaking an Equalities Impact Assessment where one is required for this project? If not, please use the template provided. The template also includes guidance on how to complete the form. Don't forget to upload your assessment.

## 5. Skills and experience

**5.1 Skills and experience.** Use this section to tell us about the skills and experience of the people within your organisation who will be involved in the delivery of the project. Give examples of people who might be involved with the project, such as: Clerk, Director, Trustee, Councillor, officer, Flood Co-ordinator or Flood Warden. Tell us about your / their

experience of managing previous projects, particularly those delivered using external funding. Those skills do not need be related to flood risk. No CVs please.

**5.2 Experience in project delivery.** We would like to know more about your organisation's experience of delivering other grant-funded projects.

**5.3 Previous projects summary.** Please give us up to three brief examples of projects, who was involved in delivering the work, the budget and timescales.

## 6. Additional Information and Declaration

You can provide additional information to support your application. For example, you may wish to send a flood risk map or photos of flooding. Please email any additional information directly to [sra@somerset.gov.uk](mailto:sra@somerset.gov.uk)

**IMPORTANT:** Include your application reference number in the subject line of the email. You will receive the application reference number in your confirmation email after you submit your application.

When completing your declaration please confirm that you have read and understood the points listed.

Please sign and date the application form and confirm that you are authorised to make this application on behalf of your organisation.

Do not forget to submit your application. You will receive an email acknowledgment. The email will provide you with your reference number and inform you about next steps in the application process.

22 July 2024

Dear Clerks,

### **Litter Bin and Dog Waste Bin charges 25/26**

I am writing about the proposed changes to the emptying of litter and dog bins on city, town or parish council owned land for the financial year 25/26.

Historically there has been **no charge** for collections in the former **Mendip and South Somerset Districts, on non-council owned land.**

However, this is inconsistent with the former Somerset West and Taunton and Sedgemoor Districts, where collections are chargeable on non-council owned land.

**The Council's intention is to begin charging for litter and dog bin emptying on non-council owned land from April 1<sup>st</sup>, 2025, in those areas where there has not previously been a charge.**

A consistent, countywide cost per empty is yet to be decided, but as a guide, the charge in the former Somerset West and Taunton is £7.82 +VAT a collection.

To do this, we need to verify that our data is correct, and we are clear which bins are Somerset Council-owned and which are owned by you, in the parishes.

### **A combined list is provided (attached)**

For clarity, we would like you to note that attached is a **combined list of both Somerset Council owned and city, town or parish owned bins** which is taken from our collection schedule.

We are asking each city, town and parish council to confirm:

- That the total combined number of bins is correct.

- The type (dog or litter) and location of the bins (What3Words would be helpful, but a road name or similar is fine)
- Which bins are Somerset Council-owned, and which bins are city, town or parish owned.

**Please email your responses to:** [somersetbinproject@somerset.gov.uk](mailto:somersetbinproject@somerset.gov.uk)

We appreciate that these records may not be 100% accurate, but validating our data is an important first step and allows us to set our emptying costs accurately.

***Local knowledge is very much appreciated in helping with this.***

## **Next steps**

Once we have verified this information, we will be able to offer the following three options to you for the bins that are on city, town or parish land:

- A cost for Somerset Council to empty the bins. This will be per bin per collection.
- Devolve the bin emptying to the city, town or parish council. This will allow the city, town or parish council to arrange for their own disposal of the waste.
- Remove the bin(s).

**There will be no charge passed on to city, town or parish councils for emptying Somerset Council-owned bins.**

The service will continue as normal, during 25/26.

We ask that this information is returned to us by Friday 9<sup>th</sup> August so that there is time for Somerset Council to respond and for councils to make decisions ahead of setting budgets for 25/26.

To further support decision making, we would also like to offer a bin consultation to city, town and parishes (subject to available resource). This is an extension of the scheme offered in the former South Somerset District Council area, where officers advise on different types of bins that are available and how this can reduce the number of bins and collections required.

If this is something your city, town or parish council would like to request, please can you also let us know in your email response.

We have a team working on this so if you have any queries, I can arrange for an officer to make contact and talk any problems through.

We also recognise that some city, town or parish councils have large numbers of bins, and it may not be as easy to provide the information we have asked for. If this is the case, then again please let me know and I will arrange for an officer to call.

Thank you,

Yours sincerely,

**Jonathan Stevens**

Head of Operations

Somerset Council

[somersetbinproject@somerset.gov.uk](mailto:somersetbinproject@somerset.gov.uk)

## Bin emptying charges

Hi,

I write in regard to the litter and bin charges for your parish areas that were communicated in the attached letter back in the summer.

Thank you to everyone for their responses and input on locations of bins. It is very much appreciated.

I am pleased to say that we have completed the task of bringing together the dog and litter bin process across the county. The process is the same now for all parishes. I am also pleased to say that we have been able to set the provisional charge per bin, per collection at £6.50 +VAT, which is lower than the suggested figure in the letter.

Therefore, a single bin, emptied once a week, will be charged at £338 +VAT a year.

To reiterate, this is a charge for bins on non-council owned land only. There is no charge for the collection of bins on Somerset Council land. This includes highways bins.

I do need to caveat that the charge is provisional until our fees and charges are formally approved by Full Council in January.

Officers will be in touch in the new year to confirm whether this is a service you wish to continue with, and arrangements for invoicing etc if it is.

Any questions in the meantime, please direct them to [somersetbinproject@somerset.gov.uk](mailto:somersetbinproject@somerset.gov.uk).

Thank you,

Jonathan

**Jonathan Stevens**

Head of Operations, Regulatory & Operational Services

**Somerset Council**



**A Greener, More Sustainable Somerset**

## **Infrastructure and Transport**

### **Highways and Traffic Management Groups**

#### **Levels of Service to meet the Councils' Statutory Duties**

##### **Surface water drainage (gullies)**

The Council operates a [planned maintenance programme](#) for cleaning highway surface water drains on all the roads we maintain.

How often we do this depends on where they are (the classification of the road) and the relative risk of flooding.

- Gullies in flood susceptible areas will be cleaned every year.
- Gullies in rural non-flood susceptible areas (outside a 30mph or 40mph speed limit) will be cleaned every two years.
- Gullies in urban non-flood susceptible areas (inside a 30 or 40mph speed limit) will be cleaned every 4 years.

The planned programme is reviewed and adjusted each year to respond to the changing nature of risk and flooding on the county's road network.

Where defects or flooding are identified, outside the planned gully cleansing programme, these will be dealt with as budgets and resources allow.

For more information and reporting any problems, please use this link [Drains and gullies \(somerset.gov.uk\)](https://www.somerset.gov.uk/drain-and-gully)

## **Report harmful or poisonous weeds**

Under the Noxious Weeds Act 1959 we are responsible for controlling certain noxious weeds, including ragwort.

Weeds must be removed where they are reported as causing a nuisance to highway users or adjoining landowners.

Other invasive species being treated in Somerset are Japanese Knotweed, Himalayan Knotweed, Himalayan Balsam and Giant Hogweed.

We use an environmentally friendly non-residual weedkiller that leaves no residue after 24 hours.

Please note, no other non-invasive weeds on or adjacent to the highway are treated.

For more information and reporting any problems, please use this link [Harmful or poisonous weeds \(somerset.gov.uk\)](https://www.somerset.gov.uk/harmful-or-poisonous-weeds)

## **Roadside hedges**

Maintaining a hedge either side of the highway is the responsibility of the landowner or property owner.

If a hedge encroaches on a highway and causes a hazard or an obstruction, the landowner is expected to cut the hedge back.

If a landowner fails in this duty and this inconveniences highway users, the Council can serve notice on the owner to ensure the hazard or obstruction is removed.

For more information and reporting any problems, please use this link [Report problem with a tree by the road \(somerset.gov.uk\)](https://www.somerset.gov.uk/report-problem-with-a-tree-by-the-road)

## **Trees located within the highway**

We maintain and preserve our trees while making sure they do not pose a risk to people or property.

We deal with the management and maintenance of trees situated on highway land throughout Somerset, but this is largely limited to dead, dying, or diseased trees.

We will not prune or fell a council owned tree to improve natural light in a property or garden, improve satellite signals, or reduce the leaf fall.

For more information and reporting any problems, please use this link [Report problem with a tree by the road \(somerset.gov.uk\)](https://www.somerset.gov.uk/report-problem-with-a-tree-by-the-road)

## **Grass cutting**

Highway verges are cut to a minimum of one metre in width from the roadside to provide a safe area for pedestrians, preserve visibility and help the flow of surface water along road channels.

Visibility sight lines are also cut on bends and near road signs.

Each highway verge, including junction visibilities, will be cut once during this season, except on the 'A' and 'B' networks where the road verge and junction visibilities are cut twice.

Our grass-cutting programme commences in May and is complete by September, depending on the seasonal growing conditions.

The busiest routes are cut first because of the higher volumes of traffic.

For more information and reporting any problems, please use this link [Roadside grass cutting \(somerset.gov.uk\)](https://www.somerset.gov.uk/roadside-grass-cutting)

## Winter gritting

We are responsible for gritting roads in Somerset, except for the M5, A303 and A36 which are treated by National Highways.

Resources are not available to treat all roads so criteria have been used that meet national guidelines to enable the precautionary salting network to be defined. This has been done to ensure a consistent approach across the county and achieve a responsible balance between cost and level of service.

The criteria used to define the routes are:

- Connectivity between major communities
- Links to the strategic highway network
- Connectivity across authority boundaries where appropriate (including Highways England defined diversion routes from the A303, A36 and M5 motorway)
- Links to transport interchanges
- Access to emergency facilities including Fire and Rescue, Police, Ambulance Services and A&E hospitals
- Links to critical infrastructure
- Primary bus routes which serve major communities where the treated route is not viable – and the community would otherwise have no other public transport provision (not including school bus routes)
- Other locally important facilities (for example Yeovil Air Station, major quarries, major food distribution centres)
- Major settlement (500 addressable properties) links
- Settlements (50 addressable properties) above 500 feet links
- Links to urban schools (500+ pupils) and rural schools (300+ pupils)
- Other sections of the highway network to ensure route continuity.

For more information and reporting any problems, please use this link

[Gritting \(somerset.gov.uk\)](https://www.somerset.gov.uk/gritting)

## **Safety defects (including potholes)**

We have a robust system of highway inspections to demonstrate that we take all reasonable steps to make sure roads are safe.

[The Highway Safety Inspection Manual](#) describes how we comply with the national standards for road inspections and maintenance. It also contains detailed information on the inspection programme, types of defects, and response times.

## **Traffic Signals and Signalised Crossings**

We maintain traffic signals and crossings, and react to faults either reported to us or using automatic reporting systems.

Issues can be reported to [trafficcontrol@somerset.gov.uk](mailto:trafficcontrol@somerset.gov.uk)

Faults can be reported here [Traffic lights \(somerset.gov.uk\)](#)

## **Traffic Engineering**

We are responsible for the signing and lining asset on our network.

We play a key role as the interface with the community and its representatives, providing information and advice with regards to all aspects of Traffic Management.

This includes addressing safety concerns, speeding and parking issues, signing/lining, HGV issues, congestion, new scheme requests and assessments, safety audits etc.

Any issues can be reported to [trafficmanagment@somerset.gov.uk](mailto:trafficmanagment@somerset.gov.uk)

Alternatively there is a suite of information available on our website [Roads, travel and parking \(somerset.gov.uk\)](#)

## Contact us

- 1. Simple service requests (e.g. potholes)** - The hyperlink below takes you to the 'report it online' area of the Councils' website which explains how to report a problem or issue associated with the highway. This will be suitable for most enquiries and the quickest way to get the issue resolved.

The 'report a problem on the road' link takes you to 19 different categories to report online e.g. potholes, overhanging vegetation, flooding, blocked drains and gullies, which should all be reported online as you will receive a faster response as they are directly linked to our Highways Team.

[Report a problem on the road \(somerset.gov.uk\)](https://www.somerset.gov.uk/report-a-problem-on-the-road)

- 2. For more detailed enquiries** – Whilst most issues can be dealt with using the 'report it online', there may be other, more complex enquiries from Parish Councils and the public.

[Roads, travel and parking \(somerset.gov.uk\)](https://www.somerset.gov.uk/roads-travel-and-parking) takes you to eleven sub-menus of different enquiries and information that may help.

- 3. If the remaining enquiries cannot be dealt with by any of the above**  
– Please use the following:

Area Highways Office (North) – [countyroads-sedgemoor@somerset.gov.uk](mailto:countyroads-sedgemoor@somerset.gov.uk)

Area Highways Office (East) – [countyroads-mendip@somerset.gov.uk](mailto:countyroads-mendip@somerset.gov.uk)

Area Highways Office (South) – [countyroads-southsom@somerset.gov.uk](mailto:countyroads-southsom@somerset.gov.uk)

Area Highways Office (West) – [countyroads-tdeane@somerset.gov.uk](mailto:countyroads-tdeane@somerset.gov.uk)

Streetworks (Public Utility issues) – [streetworks@somerset.gov.uk](mailto:streetworks@somerset.gov.uk) or use this link to [One Network](#) for roadworks information

Traffic matters – [trafficmanagement@somerset.gov.uk](mailto:trafficmanagement@somerset.gov.uk)

Bridges and structures – [bridges@somerset.gov.uk](mailto:bridges@somerset.gov.uk)

Highway trees – [highwaytrees@somerset.gov.uk](mailto:highwaytrees@somerset.gov.uk)

Rights of way – [rightsofway@somerset.gov.uk](mailto:rightsofway@somerset.gov.uk)

Highway lighting – [highwayslighting@somerset.gov.uk](mailto:highwayslighting@somerset.gov.uk)

Highway development control -  
[highwaysdevelopmentcontrol@somerset.gov.uk](mailto:highwaysdevelopmentcontrol@somerset.gov.uk)

ENDS

## **Temporary Road Closure: ttro716283S - Stibbear Lane, Donyatt**

Please follow the link to view the above road closure; <https://one.network/?tm=141041076> and the link for the **Notice 2**: [https://api-gb.one.network/downloads/tm/1111/03-notice-2\\_141041076\\_3825413\\_7421ca9cd6.pdf](https://api-gb.one.network/downloads/tm/1111/03-notice-2_141041076_3825413_7421ca9cd6.pdf)

The order becomes effective on 9th January 2025 and will remain in force for eighteen months.

The works are expected to commence on **13th January 2025** and last for **33 days (24hr closure)** to enable **Kier to carry out drainage works on behalf of Somerset Highways**.

The contractor has indicated that access for Emergency Services through the site **is permitted** on this occasion.

For any further information about this closure please contact **Somerset Highways on telephone number 0300 123 2224 quoting reference number ttro716283S**.

Please note that should you require to view a closure which is more than two weeks ahead, you will need to register for free with [www.One.Network](http://www.One.Network)

With regards,  
The Road Closure Team  
**Email:** [ttro@somerset.gov.uk](mailto:ttro@somerset.gov.uk)  
Traffic Management, Road Safety and Parking Services  
Somerset Council  
County Hall  
Taunton  
Somerset  
TA1 4DY  
Web: [www.somerset.gov.uk](http://www.somerset.gov.uk)

Hi Clerks of Somerset

**Community Health & Wellbeing Grants - Please share with your councillors.**

**Please don't miss this opportunity to use this money for the benefit of your residents. If you don't apply for grants SALC will hand back any funds to Somerset Council in 2026.**

**Community Health & Wellbeing Grant for parish, town and city councils in Somerset - process and deadlines:**

- Community Health & Wellbeing Grants **up to £35,000**
- Completion of projects early **April 2026**
- Grant applications can be processed in anything from a few days (Seed Grants) to about 4 weeks (Large Grants). If you have a 12 month long project you need to start in April 2025. Your application needs to be in by 1st of March to guarantee payment in time to start. If you have a shorter project then you can apply later.
- The grant application process runs much more smoothly if you start a conversation with me early and send draft applications over.
- You will find grant guidance and application forms on our website under 'Programme Resources & Overview' <https://somerset-alc.org.uk/health-wellbeing/> Plus lots of other useful information.
- **Kind regards**
- **Fodo Higginson**
- **Community Health & Wellbeing Officer**
- **Somerset Association of Local Councils**
- **[HWBSupport@somerset-alc.org.uk](mailto:HWBSupport@somerset-alc.org.uk)**
- **[Mb: 07932265419](tel:07932265419)**
- **[Website https://somerset-alc.org.uk/health-wellbeing/](https://somerset-alc.org.uk/health-wellbeing/)**
- Please note that I work full time but flexible hours - including evenings & weekends

# **Local Community Networks - Enhanced Highway Maintenance Pilot and Volunteer Training**

**City, Town and Parish Council  
Meeting dated 21 August 2024**



# Agenda

- Introduction
- Enhanced Highway Maintenance Options
- Development of Enhanced Highway Maintenance Pilot
- Typical Routine Maintenance Services and Specialised Services
- Pilot Launch
- Volunteer Training

# Introduction

- Creation of a single unitary Council for Somerset was approved in July 2020
- Local Community Networks (LCNs) created to promote active community decision making and inspire local place-shaping
- Highways and Traffic Working Group promoted by LCNs to enable support and advise on highway and traffic matters
- Promote self-help and localised enhanced highway maintenance works
- Options available to localities to enhance highway maintenance services which were outlined in letter dated February 2024 from the Service Director, Infrastructure and Transport



# Enhanced Highway Maintenance Options

- Provision of a Highway Steward
- Local self-delivery through various means, for example, the Parish Lengthsman
- Local suppliers commissioned by a Parish (or Parishes)
- Volunteer network with highway safety awareness training
- Enhanced Highway Maintenance Pilot for purchasing maintenance services (Day Rate)



# Development of the Enhanced Highway Maintenance Pilot

Priority for Highways and Traffic Working Groups

Collaboration with ICT and Kier Transportation Ltd

Key considerations in developing the Pilot;

- Redesign of technical and financial business processes
- Communication
- Approval process
- Resource allocation and scheduling

Initially we intended to use the Highway Maintenance TSC Price List but this presented significant practical and technical issues.

# Why did we move away from a price list?

- Simplification - removing complex price lists, preambles and method of measurements which could cause confusion.
- To ensure that it was manageable and understandable for all.
- It would remove the need to measure and re-measure every item of work and then manage and re-price the change.
- Parishes can have certainty on the price of the works they require.



# How it will work



- Parishes will register their interest in this scheme by requesting a meeting to discuss the activities they would like to be carried out by emailing [somersetehm@kier.co.uk](mailto:somersetehm@kier.co.uk).
- Kier's dedicated Community Engagement Manager will meet with the parishes and agree the works required and the time necessary to complete these works. If there is a need for additional materials etc this will be brought together into a bespoke price for each parish.
- Once the price is agreed between both parties, an invoice will be raised to the parish for payment and the works will be programmed in for completion.
- Kier's dedicated Community Engagement Manager will be a single point of contact to ensure that you have a person to speak with whenever you require it.



# Typical Services: Enhanced Routine Maintenance

## Enhanced Routine Maintenance Services

Pothole repairs

Localised grass cutting

Localised hedge cutting

Localised siding/ploughing on footways and carriageways

Localised 'grip' clearance

Single sign and/or post installation

Sign cleaning

Timber fencing repairs

Minor aesthetics works

Other minor civils



**Somerset**  
Council

# Typical Services: Specialist Services

Gully emptying

Surface water drainage jetting

Ditching

Drainage repairs

Road and / or footway lining (refresh)

Tree surgery

Minor masonry works

Traffic management for local events



# What is the cost? How is it priced?



The day rate costs consists of the following : -

- 2 Operatives
- 7.5 ton lorry.
- Small tools (spades, shovels, etc)
- Stihl saw
- Compaction plate
- Hedge cutter
- Strimmer
- Two way traffic lights



| Day Rates        |          |         |
|------------------|----------|---------|
| Monday to Friday | Saturday | Sunday  |
| £684.71          | £778.41  | £935.72 |

## Specialist Services

- Materials or specialist plant and equipment will be charged at actual cost plus fee.
- Specialist subcontract works (i.e. gully cleansing, re-surfacing etc) will be charged at actual cost plus fee.

Why do we charge a fee on additional works?

The fee charged covers : -

- Insurances
- Additional project management costs
- Overheads costs

# Pilot Launch

Letter to City, Town and Parish Councils to follow this meeting.

Details of proposed pilot

**Start date:** 2nd September 2024

**Contact:** [somersetehm@kier.co.uk](mailto:somersetehm@kier.co.uk)

The pilot will explore whether this initiative is economically viable, the level of uptake, and service demand over the year



# Volunteer Training

Online course for highway safety and risk assessment

For volunteers and locally skilled people

Covers low risk activities

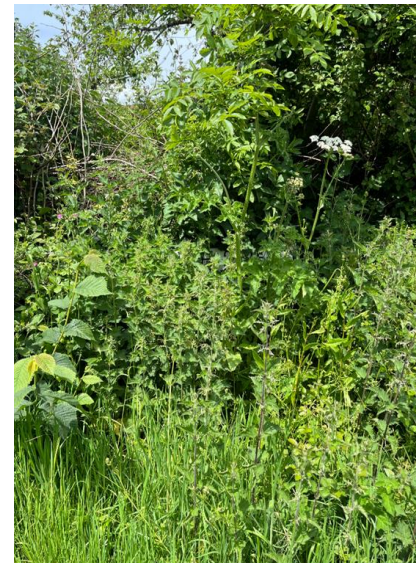
Excludes working at height, manual handling, chemical hazards, and traffic management

Activities include:

Minor sign maintenance, clearing weeds, grass cutting, hedge cutting, cleaning gullies, general cleaning and sweeping, and litter picking

Highway Volunteer Handbook available

Provides guidance and support for volunteers



# Contact Information

General enquiries:

[devolution@somerset.gov.uk](mailto:devolution@somerset.gov.uk)

Community Engagement Officer (for requests of work):

[somersetehm@kier.co.uk](mailto:somersetehm@kier.co.uk)

