### Sampford Brett Parish Council Meeting Wednesday 2<sup>nd</sup> December 2020

Minutes of the Sampford Brett Parish Council Meeting that took place on Wednesday 2<sup>nd</sup> December 2020 at 6.30pm. Due to Covid-19 and following changes to government rules during this period of lockdown, the meeting was held via video conferencing.

Parish Councillors Present:	J Swan (Chairman), M Blazey, N Brodrick (Vice Chairman), D Brooks, B Doyle and S Miles
In Attendance:	One Member of the Public and Mrs T-A Biss (Clerk and Responsible Financial Officer)

### 6:30pm - PRIOR TO THE START OF THE MEETING:

- Question and comments from members of the public No questions or comments had been received from members of the public.
- **Request to address the Parish Council from members of the public** No request had been received from members of the public.

### Reports from County & District Councillors

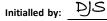
The Chairman received apologies from District ClIrs Aldridge and Whetlor and District & County ClIr Davies.

- Somerset County Council Report from Cllr Davies
  - Cllr Davies has written to Leader of SCC, David Fothergill asking about the role of Parish/Town Councils if the Unitary case is approved, as no firm subject material has been disclosed; this information will help ease Parish/Town Councillors minds.
  - SCC Members Development Panel –The membership consists of eight Councillors from all political groups. Cllr Davies is now a Member and will keep the Parish informed of issues raised by this group.
- District Council Report from Cllr Davies
  - Good news The District Council is offering free car parking on Saturdays in the run up to Christmas: further information can be found on the Council's website at <u>https://www.somersetwestandtaunton.gov.uk/news/swt-offers-christmas-parking-incentive/</u>

### • Reports from Avon & Somerset Police

The Chairman received apologies from PCSO 9308 Sue Marks and read the report received, highlighting the following information:

- Please be aware that there has been a couple of vans broken into in neighbouring villages where tools have been stolen. Just to make anyone aware in the village with expensive tools in their vehicles; try not to leave them overnight in their vehicles.
- Outbuildings have also been broken into residents are asked to check their security to try to make it as difficult as possible for anyone to enter any outside sheds/garages.



The Chairman thanked all who had contributed and for their time in preparing reports. The meeting was then formally opened.

### 1. TO RECEIVE APOLOGIES FOR ABSENCE AND TO APPROVE THE REASONS GIVEN (LGA 1972 585 (1))

None.

### 2. DECLARATIONS OF INTERESTS

Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations)

None received.

## 3. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 11<sup>th</sup> NOVEMBER 2020 (LGA 1972 sch 12, para 41(1))

### **Resolution:**

The minutes of the Meeting of Sampford Brett Parish Council held on 11<sup>th</sup> November 2020 were approved as being a true and accurate record and signed as such.

### 4. ACTIONS FROM THE PREVIOUS MEETING

4.1 Flood Relief Infrastructure - The work undertaken by Cllr Aldridge on behalf of the Parish has resulted in positive action being taken. An email detailing the Project's status has been forwarded to the Parish. Cllr Aldridge has been thanked for his support.

**Stage 1 – to inspect and clear the culverts.** Much of this work was actioned at the start of the year. The remaining work has now been completed with the vegetation and stones being cleared from the outlet pipe. (No licence was required from the Environment Agency as this is considered maintenance).

### Stage 2 – to repair the concrete wall which runs from the outlet pipe to the stream.

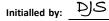
- (a) There is currently erosion underneath this pipe of the bank (potentially caused by a change in waterflow due to a large overgrown tree). The site has been visited by a member of the SWT Open Spaces Team and the Environment Agency to set out a detailed plan of works. A Flat licence will be required (permit to carry out watercourse work) and a permit for any major works will need to be agreed by the Environment Agency.
- (b) Repairs to wall –20 metres of the bank have been identified as requiring attention. The riparian landowner's permission has been sought and agreed. Once a contractor has been appointed licences will be applied for from the Environment Agency and work can commence (proposed date December 2020).

It was noted by Members that the fence rails had been removed by <u>the District Council</u> from the area around the outlet pipe, and they felt it could be a Health and Safety Hazard <del>but acknowledged that this was the responsibility of the Landowner</del>.

### **Resolution:**

Clerk to thank District Cllr Wakefield (portfolio holder for Environmental Services) for the action taken and seek confirmation that clearance of the watercourse will be part of an annual maintenance budget.

4.2 Page 463 Item 4.4 – Bank Card for Parish Council



Ongoing action with Clerk.

- 4.3 Page 463 Item 4.5 Verge Cutting at Grid Reference ST 08762 40143 Clerk has again contacted County Highways on several occasions but still awaiting response.
- 4.4 Page 464 Item 7 A letter of thanks has been received from the Parochial Church Council (PCC) for the grant of £240 to support the grass cutting within the Church grounds.
- 4.5 Page 465 Item 10 Public Rights of Way Update

Cllr Brodrick informed the meeting that he reported the fallen tree between Aller Farm and the "Fairy Bridge" on the 15 November 2020 and had received a reply on the 25 November confirming the tree had been cleared.

4.6 Page 465 Item 11 - Update on Phone Box Library

A letter of thanks has been sent to Margie Smith. Cllr Swan has placed hand sanitising gel in phone box and displayed notices reminding people to "please sanitise your hands before handling books".

### 5. ANNOUNCEMENTS FROM THE CHAIR

- 5.1 The Parish has asked Somerset Association of Local Councils (SALC) for guidance on the parameters in which District Councillors can be invited to discuss Planning Applications during Parish Meetings. SALC confirmed that the localism act 2011 swept away predetermination and it is perfectly possible for District Councillors who sit on the Planning Committee to talk to the Parish Council about the planning applications they will determine if they so desire.
- 5.2 Comments have been received by the Chairman on an increase in the number of vehicles travelling through the village which appear to be exceeding the speed limit.

### **Resolution:**

Councillors to monitor the situation and where possible note vehicles details to establish evidence.

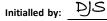
5.3 Proposal for Funding from Somerset Climate Emergency Community Fund Multi Parish and Town Council Bid for Community Car Share.

Information has been received regarding Parishes joining together and apply for a grant from the Fund to support an electric vehicle which can be used by various Community Schemes. The proposal is for:

- Partner Councils to provide a letter of support and agree to be signatories to this joint Application.
- Each Council has its own Community Transport Scheme that is also signatory.
- WSCSP oversees and works with Somerset County Council as now re Travel Pass Audit.
- Forum 21 submits application on behalf of participating Councils and ensures cooperation regulatory compliance and guides strategy.

### **Resolution:**

Councillors to review the proposals during the next two weeks and Clerk to formulate response.



### 6. FINANCIAL REPORT & SCHEDULE OF PAYMENT

### 6.1 Financial Report as of 26<sup>th</sup> November 2020

INCOME		
Brought Forward	£4,984	Net Banked Balance as 31 <sup>st</sup> March 2020
Precept - Received 15 April 2020	£3,100	AGAR Section 2 (2)
Donation 17 June 2020	£112	
	£8,196	
EXPENDITURE		
Staff	£1,317	AGAR Section 2 (4)
Other	£1,589	AGAR Section 2 (6)
	£2,905	
	£5,291	Net Banked Balance as 26 <sup>th</sup> November 2020
BANK RECONCILIATION	£5,316	Actual bank balance
Less any unpresented cheques	£25	Cheque No. 352
Less: Petty cash float (if applicable)	£0	
Add: any un-banked cash	£0	
Net Banked Balance	£5,291	AGAR Section 2 (1)

### 6.2 Expenditure Category Breakdown

Category	Actual	Budget	Remaining	Comments
Election Expenses	£100.00	£0.00	-£100.00	May 2019 Election Expenses c/f from 2019-2020
Emergency Provision	£43.95	£250.00	£206.05	Replace defibrillator pads (£35); Grit/Salt Purchase
Grants	£240.00	£200.00	£40.00	
Hall Hire	£0.00	£88.00	£88.00	Meeting now via Zoom due to Covid 19
Insurance	£288.50	£300.00	£11.50	
Internal Audit	£25.00	£25.00	£0.00	
Maintenance of Assets	£128.81	£100.00	-£28.81	Telephone Kiosk, Bus Shelter & Defibrillator
Membership	£80.30	£85.00	£4.70	SALC & NALC Membership
Misc.	£30.50	£0.00	-£30.50	
Office Equipment	£0.00	£300.00	£300.00	Laptop& Printer for Clerk
Service Agreements	£576.48	£538.00	-£38.48	Website & Dog Waste Bin
Staff Wages	£1,316.61	£1,500.00	£183.39	
Training	£75.00	£250.00	£175.00	Councillors & Clerk - average £30/40 each
TOTAL	£2,905.15	£3,636.00	£730.85	
VAT	£126.99	(included in "	Actual" Total)	

### 7. REVIEW OF FINANCIAL REGULATIONS

The members discussed the draft Financial Regulations which had been circulated and are based on the NALC model document 2019.

### **Resolution:**

Members agreed to the adoption of the Financial Regulations as circulated.

### 8. APPROVAL OF 2021/2022 BUDGET (Refer to Appendix A)

The meeting discussed the proposed draft budget of  $\pm 3,998$ . It was felt an increase in the precept to  $\pm 3,400$  was required to support the anticipated cost increase for 2021/2022. Members acknowledged that Parish reserves would also be required to support next year's proposed budget.

### **Resolution:**

To approve the 2021/2022 budget as set out in the proposed draft document and increase the precept to £3,400 (refer to Appendix A).

Initialled by: DJS

### 9. AUTHORISATION OF PRECEPT DEMAND FORM 2021/2022

### **Resolution:**

Precept to be set at £3,400 - signed and returned to SWT Council.

### 10. UPDATE ON SOMERSET WEST & TAUNTON PLANNING APPLICATIONS

Refer to Appendix B

### 11. SET DATES FOR PARISH COUNCIL MEETINGS 2021-21

Following discuss proposed Parish Meeting dates for 2021-2022 could be:

12 <sup>th</sup> May 2021	The Annual Meeting (Election of Chairman)
14 <sup>th</sup> July 2021	Parish Meeting (End of Year Accounts)
8 <sup>th</sup> September 2021	Parish Meeting
8 <sup>th</sup> December 2021	Parish Meeting (Precept)
9 <sup>th</sup> March 2022	Annual Parish Meeting
9 <sup>th</sup> March 2022	Parish Meeting (Review Documentation)

### **Resolution:**

Clerk to clarify when District Scrutiny Meetings and circulate dates to Parish Councillors.

### THE NEXT MEETING OF THE COUNCIL

The next Regular Parish Meeting of the Council will take place on Wednesday 3<sup>rd</sup> March 2021 following the Annual Meeting at 6.30pm.

The Chairman thanked all those in attendance and the meeting closed at 7:47pm.

Chairman's Signature: DJSWAN Date: 3rd March 2021

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# Sampford Brett Parish Council Budget 2021-2022 as of 26 November 2020

INCOME 2020-2021							PREDICITED INCOME 2020-2021	2021
Brought Forward	æ	4,984.00	Net Banked Balance as 31 March 2020	nce as 31	March 2020		Predicted Bring Forward	£ 4,644.00
Precept - Received 15 April 2020	Ŧ	3,100.00	AGAR Section 2 (2)	(2)			Request Precept	£ 3,400.00
Donations	£	112.00					Donations	£ .
	Ŧ	8,196.00						£ 8,044.00
CATEGORY BREAKDOWN 2020 2021	Act	Actual to date	Remaining	-	Predicted Spend	Budget	Proposed Budget	Commant
CALLOOKI DILANDOWN 2020-2021	26 No	26 November 2020	Budget		4 April 2021	2020-2021	2021-2022	CONTINUENC
Election Expenses	H	100.00	£ 10	100.00 £	100.00 £		Э	~
Emergency Provision	Ŧ	43.95	£ 20	206.05 £	50.00 £	250.00	£ 250.00	250.00 = Replace defibrillator pads (£35); Grit/Salt Purchase
Grants	Ŧ	240.00	ų	40.00 £	240.00 £	200.00	£ 250.00	^
Hall Hire	Ŧ		£	88.00 £	30.00 £	88.00	£ 88.00	= Meeting now via Zoom due to Covid 19
Insurance	÷	288.50	£ 1	11.50 £	289.00 £	300.00	£ 300.00	н
Internal Audit	÷	25.00	£	ч ,	25.00 £	25.00	£ 25.00	н
Maintenance of Assets	Ŧ	128.81	-E 2	28.81 £	129.00 £	100.00	£ 150.00	(50.00 > Telephone Kiosk, Bus Shelter & Defibrillator
Membership	÷	80.30	н Н	4.70 £	81.00 £	85.00	£ 85.00	85.00 = SALC & NALC Membership
Misc	÷	30.50	ъ Ч	30.50 £	31.00 £		£ .	н
Office Equipment	Ŧ	•	£ 30	300.00 £	. £	300.00	£ .	< Laptop& Printer for Clerk
Service Agreements	y	576.48	-E 3	38.48 £	577.00 £	538.00	£ 600.00	600.00 > Website & Dog Waste Bin
Staff Wages	Ŧ	1,316.61	£ 18	183.39 £	1,800.00 £	1,500.00	£ 2,000.00	2,000.00 > Increase Hours to average 3hr 45m per week from 2hr
Training	£	75.00	£ 17	175.00 £	200.00 £	250.00	£ 250.00	250.00 = Councillors & Clerk - average £30/40 each
Total	Ŧ	2,905.15	£ 73	730.85 £	3,552.00 £	3,636.00	£ 3,998.00	
			Predicted Varian	it unders	Predicted Variant underspend from Budget E	84.00		
PREDICTED EXPENDITURE 2020-2021								Key:
Staff	Ð	1,800	1,800 AGAR Section 2 (4)	(1				> greater than 2020-2021 budget
Other	Ð	1,752	1,752 AGAR Section 2 (6)	(5				< less than 2020-2021 budget
	ч	3,552						= equal 2020-2021 budget

PREDICTED INCOME MINUS EXPENDITURE <u>E 4,644</u> Predicted Net Banked Balance at year end 2020-2021

Initialled by: DIS

APPENDIX B

## SAMPFORD BRETT PARISH PLANNING APPLICATIONS 2020

Reference No.	Application Type	Descripton	Address	Status	Validated	Expiry Date	Decided	Applicant	Comment	Ref No.	Date Sent	Minutes
3/28/20/001	Full Planning Permisson	Change of use of land to site five holiday pods, with associated access track and parking area	Land at Lower Thornes House, Luckes Lane, Woolston, West Quantowhead, TA4 4LP	Conditional Approval	05-Feb-20	01-Apr-20	01-Jun-20	Mr Raines	Objection	JS/tab/20003	20-Feb-20	Page 424, item 3.3
3/28/20/002	Full Planning Permisson	if lean-to utility room and ingle-storey rear extension	Orchard Leigh, Brett Close, Sampford Brett, Taunton, TA4 4JZ	Conditional Approval	06-Feb-20	02-Apr-20	23-Mar-20	Mr P Burnett	No Objection JS/tab/20002	JS/tab/20002	20-Feb-20	Page 424, Item 3.2
3/28/20/003	Full Planning Permisson	Replacement of detached garage with the erection of a single storey extension to be used as garage	Manor Farm, Manor Farm Lane, Sampford Brett, TA4 4UU	Conditional Approval	04-Mar-20	29-Apr-20	24-Apr-20	Mrs F Chandler	No Objection Js/tab/20006	JS/tab/20006	27-Mar-20	Procedure for Review of Planning Applications page 2 point 6
3/28/20/004	Non Material Amendment	Non-material amendment to application Manor Farm, Manor Farm Lane, 3/28/18/004 to replace the multi faceted Sampford Brett, TA4 4UU glazed roof with a zinc clad pitched roof		Withdrawn by Applicant	28-Feb-20	27-Mar-20 24-Mar-20		Mr & Mrs G & V Kennett				
3/28/20/005LB	Listed Building Consent	Replacement of approved glazed roof to standard pitched, standing seam, zinc clad roof	Manor Farm, Manor Farm Lane, Sampford Brett, TA4 4JU	Conditional Approval	05-Mar-20	30-Apr-20 13-May-20		Mr & Mrs G & V Kennett				
3/28/20/006	Variation of Conditions	Variation of Condition No. 02 (approved plans) of application 3/28/18/004	Manor Farm, Manor Farm Lane, Sampford Brett, TA4 4JU	Conditional Approval	06-Mar-20	01-May-20 15-May-20		Mr & Mrs G & V Kennett	No Objection Js/tab/20005	Js/tab/20005	27-Mar-20	Procedure for Review of Planning Applications page 2 point 66
3/28/20/008	Full Planning Permission	Sub division of dwelling into 3 No. separate living units comprising 1 No. one bedroom, 1 No. two bedroom and 1 No. three bedroom dwelling with associated bedroom dwelling areas and domestic storage	School House, Main Road, Sampford Brett, TA4 41.G	conditional Approval	03-jul-20	28-Aug-20	22-Sep-20	Ms I Simmonite	No Objection	Js/tab/P20008	31-jul-20	Page 451, item 7
3/28/20/009	Variation of conditions	Variation of Conditions (of the approved appeal 3/26/17/006) of the approved plans to increase floor area by 165qm with alterations to internal layout and external appearance	Higher Thornes Farm, Weacombe Road, West Quantoxhead, TA4 4ED	Conditional Approval	07-Aug-20	02-Oct-20	25-Sep-20	Mr K Bosley	No Comment	No Comment JS/tab/P20009	02-Sep-20	Page 428, Item 7
3/28/20/010	Full Planning Permission	building to provide tion	Memoirs, Brett Close, Sampford Brett, Taunton, TA4 4JZ	Conditional Approval	11-Aug-20	06-Oct-20	28-Sep-20	Mr Andrew Busby	No Comment	JS/tab/P20010	02-Sep-20	Page 428, Item 8
3/28/20/011	Full Planning Permission	Replacement of garage and stable building	Sampford House, Manor Farm Lane, Sampford Brett, TA4 4JX	Conditional Approval	28-Aug-20	23-Oct-20	23-Oct-20	Dr B Martin	No Comment	JS/tab/P20011	21-Sep-20	Procedure for Review of Planning Applications page 2 point 6
3/28/20/012	Listed Building Consent	Replacement of garage and stable building	Sampford House, Manor Farm Lane, Sampford Brett, TA4 4JX	conditional Approval	28-Aug-20	23-Oct-20	23-Oct-20 Dr B Martin	Dr B Martin	No Comment	No Comment JS/tab/P20011	21-Sep-20	Procedure for Review of Planning Applications page 2 point 6
3/28/20/013	Full Planning Permission	Erection of detached building to provide Memoirs, Brett Close, St ancillary accommodation plus erection of Brett, Taumton, TA4 412 detached garage (amended scheme to 3/28/20/010)	ampford	Registered	28-Oct-20	23-Dec-20		>	Comments	JS/tab/P20012	16-Nov-20	
ABD/28/20/001	PA COU of agri buil. to dwellinghouse	PA COU of agri buil. Prior approval for change of use of to dwellinghouse agricultural building to 1 No. dwelling house (Class C3) and for associated operational development	Thornes Farm, weacombe Road, West Quantoxhead	Prior Permission Required and Given	27-Jan-20	23-Mar-20 24-Mar-20		Mr & Mrs White	No Objection Clarification	Js/tab/20001 Js/tab/20004	20-Feb-20 09-Mar-20	Page 424, item 3.1

Sampford Brett Parish Council Parish Meeting 2<sup>nd</sup> December 2020

Initialled by: DJS