

# 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)

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## 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 Cllrs Aldridge and Whetlor and District & County Cllr 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 <https://www.somersetwestandtaunton.gov.uk/news/swt-offers-christmas-parking-incentive/>
- **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 s85 (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 the District Council from the area around the outlet pipe, and they felt it could be a Health and Safety Hazard ~~but acknowledged that this was the responsibility of the Landowner.~~

**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

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

### 6.2 Expenditure Category Breakdown

Category	Actual	Budget	Remaining	Comments
Election Expenses	£100.00	£0.00	-£100.00	<i>May 2019 Election Expenses c/f from 2019-2020</i>
Emergency Provision	£43.95	£250.00	£206.05	<i>Replace defibrillator pads (£35); Grit/Salt Purchase</i>
Grants	£240.00	£200.00	£40.00	
Hall Hire	£0.00	£88.00	£88.00	<i>Meeting now via Zoom due to Covid 19</i>
Insurance	£288.50	£300.00	£11.50	
Internal Audit	£25.00	£25.00	£0.00	
Maintenance of Assets	£128.81	£100.00	-£28.81	<i>Telephone Kiosk, Bus Shelter &amp; Defibrillator</i>
Membership	£80.30	£85.00	£4.70	<i>SALC &amp; NALC Membership</i>
Misc.	£30.50	£0.00	-£30.50	
Office Equipment	£0.00	£300.00	£300.00	<i>Laptop &amp; Printer for Clerk</i>
Service Agreements	£576.48	£538.00	-£38.48	<i>Website &amp; Dog Waste Bin</i>
Staff Wages	£1,316.61	£1,500.00	£183.39	
Training	£75.00	£250.00	£175.00	<i>Councillors &amp; Clerk - average £30/40 each</i>
<b>TOTAL</b>	<b>£2,905.15</b>	<b>£3,636.00</b>	<b>£730.85</b>	
<b>VAT</b>	<b>£126.99</b>	(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 £3,998. It was felt an increase in the precept to £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).

**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: DJ Swan

Date: 3<sup>rd</sup> March 2021



## APPENDIX B

## SAMPFORD BRETT PARISH PLANNING APPLICATIONS 2020

Reference No.	Application Type	Description	Address	Status	Validated	Expiry Date	Decided	Applicant	Comment	Ref No.	Date Sent	Minutes
3/28/20/001	Full Planning Permission	Change of use of land to site five holiday pods, with associated access track and parking area	Land at Lower Thomas House, Luckes Lane, Woolston, West Quantoxhead, TA4 4LP	Conditional Approval	05-Feb-20	01-Apr-20	01-Jun-20	Mr Raines	Objection	J5/tab/20003	20-Feb-20	Page 424, Item 3.3
3/28/20/002	Full Planning Permission	Demolition of lean-to utility room and erection of single-storey rear extension 4.2	Orchard Leigh, Brett Close, Sampford Brett, Taunton, TA4 4Z	Conditional Approval	06-Feb-20	02-Apr-20	23-Mar-20	Mr P Burnett	No Objection	J5/tab/20002	20-Feb-20	Page 424, Item 3.2
3/28/20/003	Full Planning Permission	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 4JU	Conditional Approval	04-Mar-20	29-Apr-20	24-Apr-20	Mrs F Chandler	No Objection	J5/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 3/28/18/004 to replace the multi faceted glazed roof with a zinc clad pitched roof	Manor Farm, Manor Farm Lane, Sampford Brett, TA4 4JU	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	J5/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 garden spaces, parking areas and domestic storage	School House, Main Road, Sampford Brett, TA4 4LG	Conditional Approval	03-Jul-20	28-Aug-20	22-Sep-20	Ms I Simmonite	No Objection	J5/tab/P20008	31-Jul-20	Page 451, Item 7
3/28/20/009	Variation of conditions	Variation of Conditions (of the approved appeal 3/28/17/006) of the approved plans to increase floor area by 16sqm with alterations to internal layout and external appearance	Higher Thomas Farm, Weacombe Road, West Quantoxhead, TA4 4ED	Conditional Approval	07-Aug-20	02-Oct-20	25-Sep-20	Mr K Bosley	No Comment	J5/tab/P20009	02-Sep-20	Page 428, Item 7
3/28/20/010	Full Planning Permission	Erection of detached building to provide ancillary accommodation	Memoirs, Brett Close, Sampford Brett, Taunton, TA4 4JZ	Conditional Approval	11-Aug-20	06-Oct-20	28-Sep-20	Mr Andrew Busby	No Comment	J5/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	J5/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	No Comment	J5/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 ancillary accommodation plus erection of detached garage (amended scheme to 3/28/20/010)	Memoirs, Brett Close, Sampford Brett, Taunton, TA4 4JZ	Registered	28-Oct-20	23-Dec-20		Mr Andrew Busby	Comments	J5/tab/P20012	16-Nov-20	Page 464, Item 8
ABD/28/20/001	PA, COU of agri buil. to dwellinghouse	Prior approval for change of use of agricultural building to 1 No. dwelling house (Class C3) and for associated operational development	Thomas 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	J5/tab/20001 J5/tab/20004	20-Feb-20 09-Mar-20	Page 424, Item 3.1