

Sampford Brett Parish Council Meeting

Wednesday 3rd June 2020

Minutes of the Sampford Brett Parish Council Meeting that took place on Wednesday 3rd June 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 and S Miles

In Attendance: Mrs T-A Biss (Clerk and Responsible Financial Officer) and one member of the public

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

- **Reports from County & District Councillors**

District Cllr I Aldridge and District/County Cllr H Davies gave their apologies, however both forwarded Reports which the Chairman thanked them for their time in preparing. District Cllr Aldridge report had been circulated prior to the meeting and noted by the Parish Councillors especially information on Unitary consultation as proposed by Somerset County Council and a new outlined planning application received for a Supermarket in Williton. Cllr Swan read out District/County Cllr H Davies report and again points noted with a desire for further clarification of the Ward Councillor exercise to gather information on "how to improve our High Street (Fore Street) Williton" following a Government grant given to the District Council.

The meeting was formally opened by the Chairman

1. DECLARATION OF INTEREST

To receive disclosures of personal and prejudicial interests from members on matters to be considered at the meeting.

Declaration:

None Received

2. APPROVAL OF THE MINUTES OF THE ANNUAL MEETING OF SAMPFORD BRETT PARISH HELD ON WEDNESDAY 6TH MAY 2020

Points of accuracy Page 433 Item 2.1 - Cllr Brodrick signedfor the role of Vice Chairman
Page 435 Item 10 --The supporthas been very ~~possible~~ positive with...

Councillors then resolved to accept the minutes as a true record of proceedings.

Resolution:

That following the "points of accuracy" amendments the minutes of the Annual Meeting of Sampford Brett Parish Council held on 6th May 2020 were approved as being a true and accurate record and signed as such.

3. MATTERS ARISING

- 3.1 Page 434 Item 6.1 – Location of Rake for removal of Stream debris
Cllr Blazey confirmed the rake had not been moved however a new site has been located at Clowder Cottage.
- 3.2 Page 434 Item 6.2 – Waterproof Storage Boxes
The Parish has yet to purchase these Storage Boxes.
- 3.3 Page 434 Item 6.5 – Telephone Kiosk Light
Professional Planning Guidance has been obtained in respect of the requirement for Listed Building Consent to install a timeclock switch for the kiosk light. As the work will not be seen and is reversible it should be classed as diminimus therefore consent not required.

Resolution:

That the Clerk discusses the funding of this work with the member of the Parish who raised the request.

4. APOLOGIES

Apologies received from Cllr B Doyle due to work commitments.

5. ANNOUNCEMENTS FROM THE CHAIRMAN

- 5.1 Unitary Consultation documents – the Parish is aware that Somerset County Council have released a Press Report, but no further details or consultation documents have yet been received.
- 5.2 Somerset Waste Partnership (SWP) – the Parish has been made aware that the collection dates shown on the SWP website appear to be incorrect for Manor Farm Lane. The Parish has been in contact with SWP and is awaiting their response.

6. PETITIONS RECEIVED

None received

7. PUBLIC QUESTION TIME

None received

8. MEMBERS QUESTION TIME

None received

9. FINANCIAL REPORT

- 9.1 Approval requested for the payment of the following:

SALC Training - One to One Audit Support (19th May 2020)£25.00
TOTAL: £25.00

Resolution:

That the above payments total £25.00 be made.

9.2 Statement of Income and Expenditure 2020–2021 as of 3rd June 2020

INCOME		EXPENDITURE as of 3 RD JUNE 2020	
Brought forward 31 March 2020	£5,085	Bus Shelter	
Precept	£3,100	Defibrillator	
		Donations	
		Grants	
		Hall Hire	£16
		Insurance	£289
		Internal Audit	£25
		Membership	
		Misc	£31
		Service Agreement	£446
		Staff Wages	£342
		Telephone Kiosk	£38
		Training	£85
TOTAL	£8,185	TOTAL	£1,271

The Clerk confirmed that the request for Internet Banking had been sent and awaiting response from the Bank.

10. CERTIFICATE OF EXEMPTION 2019-2020

10.1 Statement of Income and Expenditure 2019–2020

INCOME		EXPENDITURE	
Brought forward 31 March 2019	£4,720	Admin	£317
Precept	£2,800	Clerk's Salary	£1,231
		Grants	£150
		SALC	£184
		Donations	£5
		Audit	£25
		Insurance	£295
		VAT	
		Bus Shelter	
		Telephone Box	
		Dog Bin	£228
		Defibrillator	
		Misc	
		Sub Total	£2,435
		Bank Balance @31 March 2020	£5,085
TOTAL	£7,520	TOTAL	£7,520

10.2 Certificate of Exemption AGAR 2019/20

The Certificate of Exemption AGAR 2019/20 had been circulated prior to the meeting and is required to certify that during the financial year 2019/20, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed £25,000.

- Total annual gross income for the authority 2019/20: £2,800
- Total annual gross expenditure for the authority 2019/20: £2,435

The Parish will have no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, provide that the authority has certified itself as exempt at a meeting of the authority after 31 March 2020 and a completed Certificate of Exemption is submitted no later than 30 June 2020 notifying the external auditor.

Resolution:

That the Certificate of Exemption – AGAR 2019/20 Part 2 is confirmed, signed, and returned to the External Auditor by the 30 June 2020.

Resolution:

That an Extraordinary Meeting be arranged to complete the End of Year AGAR 2019/20 documentation.

11. REPORT ON THE PARISH RESPONSE TO COVID-19

Cllr Swan reported that information is continually updated on the Parish Website and Facebook page but at present the level of support requested is minimal.

12. REPORT FROM AVON AND SOMERSET CONSTABULARY

The Chairman read the report received from PCSO 9308 Sue Marks, highlight the following information:

- Since I emailed last, we have mainly been dealing with Covid-19 breaches around the area. Although there has not been a vast amount of issues.
- We have had a few vans broken into with quite a lot of tools stolen in Watchet. Please advise workers in your area to be mindful when leaving their vehicles unattended.
- There has also been a spate of hanging baskets stolen in several villages around the area, also two large urns. Be mindful and try to make your baskets difficult to remove; I suggest attaching a chain to the hanger and the pot.
- This time of year, be vigilant with your garden sheds and garages. Do not leave doors wide open for people to see what you have inside, make sure all tools and equipment are marked with a postcode. Hammerite paint is good to use.
- We have had issues with cars parking near to Doniford beach and St Audries where visitors have read on an online website of secret beauty spots to visit. They do not realise that in both places the car parks are still closed, cars have then been parking along the side of the road. Some of these visitors and local dog walkers have been issued fixed penalty notices for causing obstruction. Any locals going to Doniford beach please use the carpark at Doniford farm for a small parking fee of £2 is better than a fine.
- If there are any issues or concerns within the village, please feel free to contact me.

The Councillors thanked PCSO Sue (9308), for her time in preparing the report for the Parish and Cllr Blazey asked that a letter of thanks be sent.

Resolution:

That the Parish Clerk sends a letter of thanks to PCSO 9308 Sue Marks.

13. SOMERSET WEST & TAUNTON PLANNING APPLICATIONS UPDATE

Refer to Appendix A

Prior Approval application "ABD/28/20/002" was received on the 2nd June 2020, Councillors were asked to consider if they wished request a site visit.

Resolution:

That Councillors consider a site visit and if required an Extraordinary Meeting be arranged to discuss the application.

13. PUBLIC RIGHTS OF WAY UPDATE

Cllr Brodrick confirmed that the tree which is leaning across 'church path' near the junction to Aller Farm/Tower Hill junction on path WL/20/4 was reported to Somerset County Council on the 13 May 2020 and he is awaiting their response.

14. THE NEXT MEETING OF THE COUNCIL

The next Parish Meeting of the Council will take place on Wednesday 2nd September 2020 at .30pm, with an Extraordinary Meeting before then (date tbc) to complete the audit documentation.

The Chairman thanked all those in attendance and the meeting closed at 7:09pm.

Chairman's Signature: DJ Swan

Date: 4th July 2020

Websites available for further information:

NHS	nhs.uk/coronavirus
River and Seal Levels	https://flood-warning-information.service.gov.uk/river-and-sea-levels
Sign Up to Flood Warning	https://www.gov.uk/sign-up-for-flood-warnings?
Somerset County Council Public Rights of Way	www.somerset.gov.uk/waste-planning-and-land/public-rights-of-way/
Somerset West & Taunton Council	www.somersetwestandtaunton.gov.uk/
West Somerset Flood Group	www.westsomersetflood.org.uk

Appendix A

SAMPFORD BRETT PARISH PLANNING APPLICATIONS 2020

Reference No.	Application Type	Description	Address	Status	Validated	Expiry Date	Decided	Applicant	Comment	Ref No.	Date
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 Thornes 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
3/28/20/002	Full Planning Permission	Demolition of lean-to utility room and erection of single-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	J5/tab/20002	20-Feb-20
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
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
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	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	J5/tab/20001 J5/tab/20004	20-Feb-20 09-Mar-20
ABD/28/20/002	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	Cloverfields Barn, Lower Weacombe, TA4 4ED	Registered	26-May-20	21-Jul-20		Mrs T & Mr O Sear and Keen			