

Meeting of Sampford Brett Parish Council

Wednesday 8th December 2021

Minutes of the Meeting of Sampford Brett Parish Council which took place on Wednesday 8th December 2021 and was held at Sampford Brett Village Hall, commencing at 6.30pm.

Parish Councillors Present: J Swan (Chairman), N Brodrick (Vice Chairman), M Blazey and D Brooks

In Attendance: District Councillor I Aldridge; District/County Councillor H Davies 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 thanked District Cllr I Aldridge and District/County Cllr Davies for their attendance. Apologies received from Cllr L Whetlor.

Cllr Davies provided verbal updates on a wide range of County Council directives 'Making our Streets Safer'; Dunball Junction Update; Wellington Railway Station; and completion of Doniford Coastal path work.

Cllr Aldridge updated the Members on the current flood relief and erosion work in Sampford Brett which was now complete. Cllr Aldridge also informed Members of the proposed development of 350 homes to the west of Williton; information regarding a roundabout located outside the Co-op; and that Williton Parish Councillors are in discussion with County Highways to monitor traffic speed entering Williton on the A358 (within Sampford Brett Parish Boundaries).

The Chairman thanked Cllrs Aldridge and Davies for their updates and confirmed the Parish Council had no issues with Williton Parish Council discussion with County Highway regarding "speed monitoring" but would welcome regular updates on this issue.

The meeting was then formally opened.

1. **TO RECEIVE APOLOGIES FOR ABSENCE AND TO APPROVE THE REASONS GIVEN** (LGA 1972 s85 (1))

Apologies received from Cllrs B Doyle and S Miles due to family commitments.

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)

2.1 None received.

3. TO APPROVE AND SIGN AS A CORRECT RECORD OF THE MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 8th SEPTEMBER 2021 (LGA 1972 sch 12, para 41(1))

Resolution:

That the minutes of the Meeting of Sampford Brett Parish Council held on 8th September 2021 were approved as being a true and accurate record and signed as such.

4. ACTIONS FROM THE PREVIOUS MEETING

4.1 Item 6 - Bickwatch – Community Car Scheme

Issues which have occurred regarding insurance have now been resolved and the service is due to commence in the new year.

4.2 Item 7 - Airband- Highspeed Internet – Proposed Briefing

Resolution:

That a meeting with Airband is re-arranged.

5. ANNOUNCEMENTS FROM THE CHAIR

- 5.1 There has been a significant increase in break-ins and theft of property from outbuildings in Sampford Brett and along Tower Hill – a reminder to all to be vigilant and report any suspicious activity to the Police.

6. DEVON AND SOMERSET FIRE & RESCUE SERVICE - CONSULTATION OF DRAFT COMMUNITY RISK PLAN

Councillors felt that the draft Community Risk Plan was a comprehensive document, and no formal comments were raised.

7. FINANCIAL REPORT & SCHEDULE OF PAYMENT

8.1 Financial Report as of 1st December 2021

INCOME			
	Brought Forward	£4,915	<i>Net Banked Balance as 31st March 2021</i>
	Precept - Received 26 April 2021	£3,400	<i>AGAR Section 2 (2)</i>
	VAT Refund (31-Oct-2019 to 31-Jul-2021)	£176	<i>AGAR Section 2 (2)</i>
		£8,491	
EXPENDITURE			
	Staff	£887	<i>AGAR Section 2 (4)</i>
	Other	£1,183	<i>AGAR Section 2 (6)</i>
		£2,070	
INCOME MINUS EXPENDITURE		£6,421	<i>Net Banked Balance as 1st December 2021</i>
BANK RECONCILIATION			
		£6,421	<i>Actual bank balance</i>
	Less any un-presented cheques	£0	
	Less: Petty cash float (if applicable)	£0	
	Add: any un-banked cash	£0	
	Net Banked Balance	£6,421	<i>AGAR Section 2 (1)</i>

8.2 Expenditure Category Breakdown

Category	Actual	Budget	Remaining	Comments
Training from 2020-21	£30.00	-	-	<i>Paid in 2021-2022</i>
Election Expenses	-	-	-	
Emergency Provision	£95.97	£250.00	£154.03	<i>Replace defibrillator pads (£35); Grit/Salt Purchase</i>
Grants	-	£250.00	£250.00	
Hall Hire	£24.00	£88.00	£64.00	
Insurance	£291.55	£300.00	£8.45	
Internal Audit	£25.00	£25.00	-	
Maintenance of Assets	-	£150.00	£150.00	<i>Telephone Kiosk, Bus Shelter & Defibrillator</i>
Membership	£79.51	£85.00	£5.49	<i>SALC & NALC Membership</i>
Misc.	-	-	-	
Office Equipment	-	-	-	
Service Agreements	£576.48	£600.00	£23.52	<i>Website & Dog Waste Bin</i>
Staff Wages	£887.40	£2,000.00	£1,112.60	<i>Increase hours to average 3hrs 45m per week</i>
Training	£60.00	£250.00	£190.00	<i>Councillors & Clerk - average £30/40 each</i>
TOTAL	£2069.91	£3,998.00	£1,958.09	
VAT	£112.08	(Included in "Actual" Total)		

8.3 Request for payment of the following invoice:

Clerks Wages Jul – Sep 2021£307.98

PAYMENT: £307.98

Resolution:

That payment is approved.

8. APPROVAL OF 2022/2023 BUDGET

The meeting discussed the proposed draft budget of £4,060 with an addition of £100 to cover the cost of the 5 May 2022 Parish Elections. Members felt it was not necessary to increase the current precept of £3,400.

Resolution:

To approve the 2022/2023 budget with the addition of £100 to cover the cost of the 5 May 2022 Parish Elections (refer to Appendix A).

Resolution:

That there is no increase to the 2022-2023 precept of £3,400.

9. AUTHORISATION OF PRECEPT DEMAND FORM 2022/23 (LOCAL GOVERNMENT FINANCE ACT, 1992)

Resolution:

Precept for 2022-2023 to remain at £3,400 - signed and returned to SWT Council.

10. UPDATE ON PLANNING APPLICATIONS RECEIVED BY SOMERSET WEST & TAUNTON

10.1 No update on planning applications have been received or decisions made.

Sampford Brett Parish Council Budget 2022-2023

INCOME 2021-2022		Net Banked Balance as 31 March 2021		PREDICTED INCOME 2022-2023	
	£	£	£	£	£
Brought Forward	4,915.00		Predicted Bring Forward	5,369.94	
Precept - Received 26 April 2021	3,400.00		Request Precept	3,400.00	
VAT Refund (31-Oct-2019 to 31-Jul-2021)	176.00				
	8,491.00			8,769.94	

CATEGORY BREAKDOWN 2021-2022	Actual to date 01 December 2021	Remaining Budget	Predicted Spend 4 April 2022	Budget 2021-2022	Agreed Budget 2022-2023 (agreed 8 December 2021)	Comment
Election Expenses	-	-	-	-	100.00	= Parish Elections 5 May 2022
Emergency Provision	95.97	154.03	120.00	250.00	250.00	= Replace defibrillator pads (£35); Grit/Salt Purchase
Grants	-	250.00	-	250.00	100.00	<
Hall Hire	24.00	64.00	88.00	88.00	100.00	> To cover extraordinary meetings
Insurance	291.55	8.45	291.55	300.00	300.00	=
Internal Audit	25.00	-	25.00	25.00	25.00	=
Maintenance of Assets	-	150.00	50.00	150.00	150.00	= Telephone Kiosk, Bus Shelter & Defibrillator
Membership	79.51	5.49	79.51	85.00	85.00	= SALC & NALC Membership
Misc	-	-	-	-	-	=
Office Equipment	-	-	-	-	50.00	> Replacement equipment for Clerk's work
Service Agreements	576.48	23.52	577.00	600.00	600.00	= Website & Dog Waste Bin
Staff Wages	887.40	1,112.60	1,800.00	2,000.00	2,000.00	= Average 3hr 45m per week
Training	60.00	190.00	90.00	250.00	200.00	< Councillors & Clerk - average £30/40 each
Queen's Platinum Jubilee	-	-	-	-	200.00	> Event
Total	2,039.91	1,958.09	3,121.06	3,998.00	4,160.00	
			<i>Predicted Variant underspend from Budget</i>	876.94		

PREDICTED EXPENDITURE 2021-2022	
	£
Staff	1,800
Other	1,321
	3,121

PREDICTED INCOME MINUS EXPENDITURE	
	£
	5,370

Key:
 > greater than 2021-2022 budget
 < less than 2021-2022 budget
 = equal 2021-2022 budget

Predicted Net Banked Balance at year end 2021-2022