

Meeting of Sampford Brett Parish Council

Wednesday 8th March 2023

Minutes of the Meeting of Sampford Brett Parish Council which took place on Wednesday 8th March 2023 and was held at Sampford Brett Village Hall, starting at 7.00pm (following the Annual Parish Meeting).

Parish Councillors Present: N Brodrick (Chair), B Martin, J Russell, and S Voller

In Attendance: County Councillor R Woods
Mrs T-A Biss (Clerk and Responsible Financial Officer)

7.00pm - PRIOR TO THE START OF THE MEETING:

- **Question and comments from members of the public**
No request 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 Chair thanked County Councillor R Woods for her attendance. Apologies received from Cllrs L Whetlor and H Davies.

Cllr Woods gave an update of Somerset County issues and projects. Cllr Davies report had been circulated to Councillors.

The meeting was then formally opened.

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

- 1.1 Apologies received from Cllrs J Swan, T Skinner, and S Miles due to illness, travel disruption and work 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 14TH DECEMBER 2022 (LGA 1972 sch 12, para 41(1))

Resolution:

The minutes of the meeting of Sampford Brett Parish Council held on 14th December 2022 were approved as being a true and correct record and signed as such.

4. ACTIONS FROM THE PREVIOUS MEETING

- 4.1 Page 540 – Item 6.6 – “letter of support” from the Parish Council to aid the Village Hall Committee in its bid through lottery funding to install disabled access – awaiting request.
- 4.2 Page 540 – Item 6.7 – Update to be given by Cllr Martin in Item 6.6.
- 4.3 Page 540 – Item 6.8 - Cllr Skinner sent further details to the Chair and Clerk about the Fidelity Guarantee Section of the Policy, which is covered by the Parish’s Financial Regulations.
- 4.4 Page 542 – Item 10 - Acknowledgement has been received from SW&T Council of receipt of the submitted “Authorisation of Precept Demand Form 2023/24” for Sampford Brett Parish Council.
- 4.5 Page 542 – Item 11 - Planning Permission Application: 3/28/22/005 Erection of front, side, and rear extensions, Applegarth, 35 Tower Hill, Williton, Taunton, TA4 4JR is approved.

5 ANNOUNCEMENTS FROM THE CHAIR

- 5.1 The Chair thanked all those involved in distributing the flyers across the Parish promoting the Annual Parish Meeting.

6. UPDATE REPORTS FROM COUNCILLORS

- 6.1 **Defibrillator (including maintenance and training).** The Chair confirmed that a new battery had been bought and installed in the defibrillator.
- 6.2 **Footpaths and Rights of Ways - Cllr N Brodrick** – nothing currently outstanding. Members did discuss the three deer carcasses which had been found along a boundary footpath and that the incident had been reported to the Police.
- 6.3 **Neighbourhood Watch** – nothing to report.
- 6.4 **Quantock Hills Joint Advisory Committee (JAC) - Cllr J Russell.** Cllr Russell confirmed that the West Quantoxhead Parish representative for the JAC is Cllr Mark Philipson.
- 6.5 **Liaison with SBAG & Village Hall - Cllr S Voller.** Cllr Voller had no issues to report, but informed Members that the chair of the SBAG is currently vacant. Members discussed the information received from “Airband” access to the internet for Village Halls.

Resolution:

Cllr Voller to send information to the Chair of the Village Hall Committee about the “Airband” internet package.

6.6 Flood Warden – Cllr B Martin

- 6.6.1 The grant awarded by Somerset Prepared for flood resilience is being spent now. It is £1,685, plus a £500 contribution for the Parish Council (total £2,185). The items ordered include a dedicated shed, materials for shed base, storage racks, storage boxes, sandless sandbags, large flat shovels, heavy duty yard brushes, wheelbarrow, submersible dirty water pump, torches, head torches etc. Cllr Martin will organise volunteers to help prepare the foundation pad for the shed and build the shed in the coming weeks.

Resolution:

That equipment is marked as the property of Sampford Brett Parish Council prior to deployment.

6.6.2 Cllr Martin has arranged a training session for the Sampford Brett Flood response volunteers on Friday, March 24th at 10.00am at the Village Hall. Tiffany Tapper of the Environment Agency will support this. It will involve general training, but also will have specifics related to the Parish. Other flood volunteer groups in West Somerset are welcome to send volunteers if they wish.

6.6.3 Cllr Martin met with Gareth Varney, Environment Agency, in the village on February 15th. The Environment Agency is going to place two flood level warning gauges on the stream running beside the main street. The idea is that the gauges trigger a warning message at a number of pre-determined water levels. The gauges will not be in place before April 2023.

7. Financial Business**7.1 Financial Report for 2022-2023 as of 26th February 2023**

INCOME			
	Brought Forward	£5,864	<i>Net Banked Balance as 31st March 2022</i>
	Precept - Received 20 April 2022	£3,400	<i>AGAR Section 2 (2) – Current Gross Income</i>
	Safe South West Resilience Funding	£1,685	<i>AGAR Section 2 (2) – Current Gross Income</i>
		£10,949	
EXPENDITURE			
	Staff	£1,724	<i>AGAR Section 2 (4)</i>
	Other	£2,356	<i>AGAR Section 2 (6)</i>
		£4,808	<i>Current Gross Expenditure</i>
INCOME MINUS EXPENDITURE			
		£6,869	<i>Net Banked Balance as 26th February 2023</i>
BANK RECONCILIATION			
		£6,869	<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	£6,869	<i>AGAR Section 2 (8)</i>

7.2 Expenditure Category Breakdown for 2022-2023 as of 26th February 2023.

Category	Actual	Budget	Remaining	Comments
Election Expenses	-	£100.00	£100.00	<i>5th May 2022 Elections</i>
Emergency Provision	250.18	£250.00	-£0.18	<i>Replace defibrillator pads (£35); Grit/Salt Purchase</i>
Grants	£5.00	£100.00	£95.00	
Hall Hire	£34.00	£100.00	£66.00	
Insurance	£321.76	£300.00	-£21.76	
Internal Audit	25.00	£25.00	-	
Maintenance of Assets	-	£150.00	£150.00	<i>Telephone Kiosk, Bus Shelter & Defibrillator</i>
Membership	£85.62	£85.00	-£0.62	<i>SALC & NALC Membership</i>
Office Equipment/Stationery	-	£50.00	£50.00	
Other	£71.88	£0.00	-£71.88	<i>HM Land Registry re: footpath</i>
Service Agreements	£645.12	£600.00	-£45.12	<i>Website & Dog Waste Bin</i>
Staff Wages	£1,724.28	£2,000.00	£275.72	<i>Increase hours to average 3hrs 45m per week</i>
Training	£340.00	£200.00	-£140.00	<i>Councillors & Clerk - average £30/40 each</i>
Queen's Platinum Jubilee	-	£200.00	£200.00	<i>Event</i>
Safe South West Resilience Funding	£577.44	£1,685.00	£1,107.66	<i>Grant</i>
TOTAL	£4,080.18	£5,845.00	£1,764.82	

7.3 Schedule of Payments dated 26th February 2023

PO No.	Invoice No.	Payee	Description of Goods	Total	Cheque/ FPO	Initial
Wages	n/s	Mrs T-A Biss	Clerk's wages Oct-Dec 2022	£392.51	Cheque	NJB/SV
Total:				£392.51		

Resolution:

That payment is made as set-out in the Schedule of Payments dated 26th February 2023.

8. Update on Planning Applications and Permitted Development relevant to the Parish.

There are currently no planning applications received for the Parish of Sampford Brett in the year 2023.

9. NEXT PARISH MEETINGS

- 10th May 2023 The Annual Meeting (Election of Chair & Review Documentation)
- 14th June 2023 Parish Meeting (End of Year Accounts)
- 13th September 2023 Parish Meeting
- 13th December 2023 Parish Meeting (Setting of Budget & Precept)
- 13th March 2024 Annual Parish Meeting
- 13th March 2024 Parish Meeting (Review Documentation)

10. THE CHAIR OPENED THE MEETING TO ANY OTHER BUSINESS.

Cllr Voller discussed commemorating "King Charles III Coronation" (once the refurbishment of the noticeboards had been completed), on the plaque to commemorate Queen Elizabeth II Platinum Jubilee and death. Members had no objection to the suggestion.

Chairman's

Signature:

DJ Swan

Date:

10th May 2023