

Extraordinary Meeting of Sampford Brett Parish Council

Wednesday 9th June 2021

Minutes of the Extraordinary Meeting of Sampford Brett Parish Council which took place on Wednesday 9th June 2021 and was held at Sampford Brett Village Hall, commencing at 6.30pm.

Parish Councillors Present: J Swan (Chairman), D Brooks and S Miles

In Attendance: 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 Cllrs Aldridge and Whetlor and District and County Cllr Davies

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 Cllr Nick Brodrick due to illness, Cllr B Doyle due to work commitments and Cllr M Blazey due to a prior commitment. Members sent their best wishes to Cllr Brodrick.

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 OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 19th May 2021 (LGA 1972 sch 12, para 41(1))

Points of accuracy Page 487 Items 4.1 to 4.6 – amended to 6.1 to 6.6
Page 488 Item 8 – insert 8.1 Financial Report May 2021
Page 488 Item 8.3 – ~~8.3~~ The Councilmeeting.
Page 488 Item 8.3 Requested .. – 8.4 Requested for following
Page 489 Item 8.4 – Also, item ~~46.4~~ – replacement stock

Resolution:

That following the “points of accuracy” amendments that the minutes of the Annual Meeting of Sampford Brett Parish Council held on 19th May 2021 were approved as being a true and accurate record and signed as such.

4. ACTIONS FROM THE PREVIOUS MEETING

- 4.1 Page 486 item 3.1 – Election of Vice Chairman.
Cllr Brodrick to sign the Declaration of Acceptance of Office for the role of Vice Chairman when next in attendance.
- 4.2 Page 487 Item 6.6– Installation of Kissing Gates
The kissing gates have been installed at WL20/3 - WL22/5. The other request to replace the stile between Mill Farm and Catwell, WL20/5 ongoing.
- 4.3 Page 487 Item 7.3 – Seat next to the Bus Shelter
The seat is currently being repaired.

5. ANNOUNCEMENTS FROM THE CHAIR

- 5.1 Hannah Bailey from the Two Valleys Project is continuing to develop the Flood Emergency Scheme around Sampford Brett. Hannah will be arranging community involvement activities such as Hedgerows and Bat walks – further information to follow. Hannah will also provide the Parish Council with a surface water runoff map.

6. REVIEW OF COUNCIL PROCEDURES DOCUMENTATION

Resolution:

To continue to review the Emergency Plan.

Resolution:

That no update is currently required to the Standing Orders, Code of Conduct, or the Model Publication Scheme, however the documentation does require formatting to a standard layout.

7. BICKWATCH – COMMUNITY CAR SCHEME

- 7.1 This project will be led by Watchet Town Council and funds are waiting to be released by Somerset County Council. A Part-time coordinator will be employed. The vehicle is a Nissan NVE 2000 combi. The Councillors enquired if the vehicle could carry a mobility scooter.

Resolution:

To clarify if the vehicle has the facility to carry a mobility scooter.

8. FINANCIAL REPORT & SCHEDULE OF PAYMENT

8.1 Financial Report as of 4th June 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>
	£8,315	
EXPENDITURE		
Staff	£371	<i>AGAR Section 2 (4)</i>
Other	£722	<i>AGAR Section 2 (6)</i>
	£1,093	
INCOME MINUS EXPENDITURE		
	£7,223	<i>Net Banked Balance as 4th June 2021</i>
BANK RECONCILIATION		
	£7,308	<i>Actual bank balance</i>
Less any un-presented cheques	£85	<i>Chq 357 and invoices awaited</i>
Less: Petty cash float (if applicable)	£0	
Add: any un-banked cash	£0	
Net Banked Balance	£7,223	<i>AGAR Section 2 (1)</i>

8.2 Expenditure Category Breakdown

Category	Actual	Budget	Remaining	Comments
Election Expenses	-	-	-	
Emergency Provision	-	£250.00	£250.00	<i>Replace defibrillator pads (£35); Grit/Salt Purchase</i>
Grants	-	£250.00	£250.00	
Hall Hire	-	£88.00	£88.00	
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	-	£85.00	£85.00	<i>SALC & NALC Membership</i>
Misc.	-	-	-	
Office Equipment	-	-	-	
Service Agreements	£345.60	£600.00	£254.40	<i>Website & Dog Waste Bin</i>
Staff Wages	£370.62	£2,000.00	£1,692.38	<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	£1,092.77	£3,998.00	£2,905.23	
VAT	£88.83	<i>(Included in "Actual" Total)</i>		

8.3 Request for payment of the following:

No additional invoices have been received for payment:

SALC Training Courses (VAT and end of Year) (invoice now received)	£30.00
SALC Training Course (Year-end Accounts & Audit Training) (invoice awaited)	£30.00
	<u>PAYMENT: £60.00</u>

Replacement of defibrillator pads (due to being out of date)

Resolution:

That payment is approved, including the purchase of defibrillator pads.

9. To Complete and Approve Section 1 – Approval of Annual Governance Statement 2020/21

Resolution:

That the Annual Governance Statement 2020/21 is completed and approved for signing by the Chairman and Clerk.

10. To Approval Section 2 – Accounting Statements 2020/21

Resolution:

That the Accounting Statements 2020/21 is approved and signed by the Chairman and Clerk.

11. To Approve the Publications of “Accounts for the Year Ended 31 March 2021”

Resolution:

That approval is given for the publications of “Accounts for the Year Ended 31 March 2021”.

12. Update of Relevant Planning Applications received by Somerset West & Taunton

No additional planning applications have been received.

13. Update on Public Rights of Way

Two very large fallen trees on Footpath WL20/17 - ~~both sides~~ village side of the Fairy Bridge - reported on 27 May 2021.

14. The Next Meeting of The Council

The next meeting of the Parish Council will be held on Wednesday 14th July 2021 at 6.30pm (Covid 19 regulations allowing).

Chairman’s Signature: DJ Swan Date: 14 July 2021