

Annual Meeting of Sampford Brett Parish Council

Wednesday 11th May 2022

Minutes of the Annual Meeting of Sampford Brett Parish Council which took place on Wednesday 11th May 2022 and was held at Sampford Brett Village Hall, commencing at 6.30pm.

Parish Councillors Present: J Swan (Chairman), N Brodrick (Vice Chairman), S Miles and J Russell

In Attendance: District Councillor I Aldridge.
Two Members of the Public 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.**
A member of the public raised concerns regarding the mobile billboard vehicle which had been parked for several days at Raglands Cross (opposite the "Sampford Rocks" junction to Sampford Brett village). It was felt that it could cause a distraction to drivers along the A358 road which has a history of speeding and serious accidents. It was also felt that it may set a precedent for additional advertising at that point. The Clerk offered to investigate the legality of the billboard.
- **Reports from County & District Councillors**
The Chairman thanked District Councillor I Aldridge for his attendance. Apologies received from County Cllr R Woods.

Cllr Aldridge provided the Parish with a map indicating the gully locations within the Parish (Appendix A). No relevant updates were presented.

The Chairman thanked Cllr Aldridge for his attendance.

The meeting was then formally opened.

1. FOLLOWING THE 5TH MAY 2022 PARISH ELECTIONS, ALL ELECTED MEMBERS TO SIGN THE "DECLARATION OF ACCEPTANCE OF OFFICE" FORM

Resolution:

All elected members signed the "Declaration of Acceptance of Office" form which were countersigned by the Clerk.

Resolution:

Councillors to complete the "notification by council's member of disclosable pecuniary interests" form asap and return to the Clerk who will forward to the District Monitoring Officer.

2. MEMBERS TO ELECT THE CHAIR OF THE PARISH COUNCIL FOR 2022-2023

Nominations for the role of Chair were sought. Cllr Jan Swan was proposed by Cllr N Brodrick and seconded by Cllr S Miles. There being no other nominations Cllr J Swan was unanimously elected as the Chair of the Parish for 2022-2023.

Resolution:

That Cllr J Swan was unanimously elected as the Chair of the Parish for 2022-2023.

3. MEMBERS TO ELECT THE VICE-CHAIR OF THE PARISH COUNCIL FOR 2022-2023

Nominations for the role of Vice-Chair were sought. Cllr N Brodrick proposed by Cllr J Swan and seconded by Cllr J Russell. There being no other nominations Cllr N Brodrick was unanimously elected as the Vice-Chair of the Parish for 2022-2023.

Resolution:

That Cllr N Brodrick was unanimously elected as the Vice-Chair of the Parish for 2022-2023.

4. ACKNOWLEDGE AND THANK PARISH COUNCILLORS WHO STEPPED DOWN ON 9TH MAY 2022

- 4.1 The Chair led thanks to former Parish Councillors M Blazey, B Doyle and D Brooks who stood down at the 5th May 2022 elections. Their contributions were very much appreciated and special thanks given to M Blazey as he had been a member and Chair to the Parish Council for a considerable number of years.

Resolution:

That the Clerk sends letters of thanks to all former Councillors who stood down in the 5th May 2022 election.

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

- 5.1 None received.

6. 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)

- 6.1 None received.

7. TO APPROVE AND SIGN AS A CORRECT RECORD OF THE MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 9th MARCH 2022 (LGA 1972 sch 12, para 41(1))

Resolution:

That the minutes of the meeting of Sampford Brett Parish Council held on 9th March 2022 were approved as being a true and accurate record and signed as such.

8. ACTIONS FROM THE PREVIOUS MEETING

- 8.1 Item 4.1 - Airband- Highspeed Internet – clarification waited for meeting date.

Resolution:

To monitor and circulate publicity and meeting dates provided by Airband.

- 8.2 Item 4.2 – Cllr N Brodrick has given the details of the landowners where the stile is located (WL20/5 (Mill Farm to Catwell)) to the SCC Rights of Way Officer, and therefore it is expected that the request for permission to alter the stile to a kissing gate for easier access will progress.

Resolution:

Cllr N Brodrick to monitor progress.

- 8.3 Item 6.1 – The cost of “visibility jackets” for a community litter pick-up event from £2.00 per jacket.
- 8.4 Item 8 - Riparian Responsibilities – awaiting appointment of Flood Warden (Item 12).
- 8.5 Item 9 - The Queen’s Platinum Jubilee – The cost of a commemorative noticeboard is approximately £1,000 plus VAT dependent on material, design, keys etc. Members were informed that the Parish seat located by the bus stop has deteriorated further and the seat slats are now broken.

Resolution:

Clerk to investigate cost of new commemorative seat.

- 8.6 Item 10.4 – Four quotes had been requested to re-fix Telephone box glass. The Clerk had been contacted by three of the companies and is awaiting one quote with two provided (a) to silicon the glass only cost £50 and (b) to silicon and clean glass cost £150.

Resolution:

Clerk to action quote (a) to silicon the glass only cost £50 and liaise with Terri Pratt who manages the library.

9 TO RECEIVE WRITTEN APPLICATIONS FOR THE OFFICE OF PARISH COUNCILLOR AND TO CO-OPT UP TO THREE CANDIDATES TO FILL THE EXISTING VACANCIES

- 9.1. Written applications for the remaining seats of Parish Councillors following the 5th May 2022 elections had been received and circulated to all Councillors prior to the meeting.
- 9.2 Dr Brian Martin of Sampford House, Sampford Brett. Proposed by Cllr J Swan and Seconded by Cllr J Russell.

Resolution:

That Dr Brian Martin is unanimously co-opted onto the Parish Council.

- 9.3 Mr Stephen Voller of Mouse Cottage, 30 Main Road, Sampford Brett. Proposed by Cllr J Swan and Seconded by Cllr N Brodrick

Resolution:

That Mr Stephen Voller is unanimously co-opted onto the Parish Council.

10. ALL UNANIMOUSLY ACCEPTED CO-OPTED MEMBERS TO SIGN THE “DECLARATION OF ACCEPTANCE OF OFFICE” FORM.

Resolution:

That all co-opted members signed the “Declaration of Acceptance of Office” form and countersigned by the Clerk.

Resolution:

Cllr Martin and Voller to complete the “notification by council’s member of disclosable pecuniary interests” form asap and return to the Clerk who will forward to the District Monitoring Officer.

11. COUNCILLOR’S TRAINING EVENTS

- 11.1 The Somerset Association of Local Councils (SALC) is a membership organisation that represents, supports, and provides advisory services to more than 260 town and parish councils and parish meetings across Somerset.
- 11.2 SALC is one of 40 County Associations affiliated to the National Association of Local Councils (NALC) and appoint a councillor to sit on the National Council as the representative for Somerset. NALC plays a pivotal role in lobbying the government to ensure the views of parish and town councils are heard; SALC acts to ensure Somerset have a voice in this process.
- 11.3 The Councillor training programme from SALC had been circulated to all Members and the Chair encouraged everyone to apply either as an introduction to the role or a refresher.

Resolution:

Councillors to review training list and forward booking request to the Clerk.

- 11.4 Defibrillator Training – The defibrillator is located on the front wall of the Village Hall and Cllr S Miles is currently organising two training session to take place during June and July, which will be open to all and be held at the Village Hall. Further details will be circulated.

Resolution:

To promote event when dates confirmed.

12. APPOINTMENT OF REPRESENTATIVES TO AGENCIES, ORGANISATIONS AND PARISH SCHEMES:

- | | |
|---|-----------------|
| • Bickwatch – Community Car Scheme | Cllr J Swan |
| • Defibrillator (including maintenance and training) | Cllr S Miles |
| • Footpaths and Rights of Ways | Cllr N Brodrick |
| • Neighbourhood Watch | Cllr J Swan |
| • Flood Warden -Emergency Flood Support Equipment and West Somerset Flood Group | Cllr B Martin |
| • Local Community Networks (LCN) | To be appointed |
| • Quantock Hills Joint Advisory Committee (JAC) | Cllr J Russell |
| • Liaison with SBAG & Village <u>Hall</u> | Cllr S Voller |

13. FINANCIAL BUSINESS

- 13.1 Review of Account Authorised Signatories – Cllrs Swan and Brodrick are currently the signatories, and an additional Councillor is required in this role.

Resolution:

Cllr S Voller volunteered to become an Account Authorised Signatory.

Resolution:

Clerk to action new Account Authorised Signatory with the Bank.

13.2 Financial Report for 2021-2022

INCOME		
Brought Forward	£4,885	<i>Net Banked Balance as 31st March 2021</i>
Precept - Received 26 April 2021	£3,400	<i>AGAR Section 2 (2) } Total Annual Gross</i>
VAT Refund (31-Oct-2019 to 31-Jul-2021)	£176	<i>AGAR Section 2 (2) } Income for 2021/2022</i>
	£8,461	
EXPENDITURE		
Staff	£1,437	<i>AGAR Section 2 (4)</i>
Other	£1,161	<i>AGAR Section 2 (6)</i>
	£2,597	<i>Total Annual Gross Expenditure for 2021/2022</i>
INCOME MINUS EXPENDITURE		
	£5,864	<i>Net Banked Balance as 31st March 2022</i>
BANK RECONCILIATION		
	£5,864	<i>Actual bank balance</i>
Less any unrepresented cheques	£0	
Less: Petty cash float (if applicable)	£0	
Add: any un-banked cash	£0	
Net Banked Balance	£5,864	<i>AGAR Section 2 (8)</i>

13.3 Expenditure Category Breakdown for 2021-2022

Category	Actual	Budget	Remaining	Comments
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	£32.00	£88.00	£56.00	
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	£1,436.62	£2,000.00	£563.38	<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	£2,597.13	£3,998.00	£1,400.87	
VAT	£150.56	<i>(Included in "Actual" Total)</i>		

13.4 Financial Report for 2022-2023 as of 5th May 2022

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>
	£9,264	
EXPENDITURE		
Staff	£0,000	<i>AGAR Section 2 (4)</i>
Other	£0,000	<i>AGAR Section 2 (6)</i>
	£0,000	<i>Current Gross Expenditure</i>
INCOME MINUS EXPENDITURE		
	£9,264	<i>Net Banked Balance as 5th May 2022</i>
BANK RECONCILIATION		
	£9,264	<i>Actual bank balance</i>
Less any unrepresented cheques	£0	
Less: Petty cash float (if applicable)	£0	
Add: any un-banked cash	£0	
Net Banked Balance	£9,264	<i>AGAR Section 2 (8)</i>

13.5 Expenditure Category Breakdown for 2022-2023 as of 5th May 2022

Category	Actual	Budget	Remaining	Comments
Election Expenses	-	£100.00	£100.00	5th May 2022 Elections
Emergency Provision	-	£250.00	£250.00	Replace defibrillator pads (£35); Grit/Salt Purchase
Grants	-	£100.00	£100.00	
Hall Hire	-	£100.00	£100.00	
Insurance	-	£300.00	£300.00	
Internal Audit	-	£25.00	£25.00	
Maintenance of Assets	-	£150.00	£150.00	Telephone Kiosk, Bus Shelter & Defibrillator
Membership	-	£85.00	£85.00	SALC & NALC Membership
Office Equipment/Stationery	-	£50.00-	£50.00-	
Other	-	-	-	
Service Agreements	-	£600.00	£600.00	Website & Dog Waste Bin
Staff Wages	-	£2,000.00	£2,000.00	Increase hours to average 3hrs 45m per week
Training	-	£200.00	£200.00	Councillors & Clerk - average £30/40 each
Queen's Platinum Jubilee	-	£200.00	£200.00	
TOTAL	£-	£4,160.00	£4,160.00	
VAT	£-	(Included in "Actual" Total)		

13.6 Incorporation of Internet Banking - Financial Regs 6.10

Request from the Clerk to permit internet banking (FPO) for payments as set out in Financial Regs 6.10, ensuring a robust audit trail.

Resolution:

That Councillors agreed to permit internet banking (FPO) for payments as set out in Financial Regs 6.10, ensure a robust audit trail is in place.

13.7 Schedule of Payments

Refer to Appendix B – Schedule of Payments

Resolution:

That payment is made as set-out in the Schedule of Payments dated 11th May 2022

Resolution:

That permission is given to permit the payment of invoices by FPO on receipt for the hire of Sampford Brett Village Hall in respect of Parish Council Meetings, if the fee is no more than £10 per period hired and reported at the earliest Parish Council meeting following payment.

14. AUTHORISATION OF CERTIFICATE OF EXEMPTION 2021-2022

The Certificate of Exemption AGAR 2021/22 had been circulated prior to the meeting. This document is required to certify that during the financial year 2021/22, 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.

The Parish therefore has no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, provided that the authority certifies itself as exempt at a meeting of the authority after 31st March 2022 and a completed Certificate of Exemption is submitted no later than 30th June 2022 notifying the external auditor.

Resolution:

That the Certificate of Exemption – AGAR 2021/2022 Part 2 - be confirmed and signed by the Chairman and Clerk.

Resolution:

That the Certificate of Exemption – AGAR 2020/21 Part 2 - is returned to the External Auditor by the 30th June 2022.

15. PLANNING APPLICATION - 3/28/22/003, CHANGE OF USE OF LAND FROM AGRICULTURAL TO TOURISM USE WITH SITING OF 1 NO. SHEPHERD'S HUT FOR HOLIDAY ACCOMMODATION AT MILL FARM, TAUNTON ROAD, SAMPFORD BRETT, TA4 4LJ

Resolution:

The Parish Council concluded that its response is inhibited due to lack of specific information relating to the disposal of foul sewage and waste storage as the site is bordering/within Flood Zone 3 (as shown on the Government website) and is on an infilled pond. Therefore, further clarification is requested.

16. UPDATE ON SOMERSET WEST & TAUNTON PLANNING APPLICATIONS & APPEALS

Refer to Appendix C

17. UPDATE ON FOOTPATHS AND PUBLIC RIGHTS OF WAY

17.1 Cllr Brodrick informed Members that RoW Officer Sam Johnson is now responsible for a different area and the new RoW Officer is Sarah Creswell. Also, the two trees which had fallen on footpath WL20/03 (Manor Farm to Capton), and reported to SCC on the 3rd March 2021 have been removed by the Landowner.

18. NEXT PARISH MEETING – 8TH JUNE 2022

- Approve the accounts for the Year ending 31 March 2022
- Review of Code of Conduct
- Review of Financial Regulations
- Review of Planning Application Procedure
- Review Emergency Plan

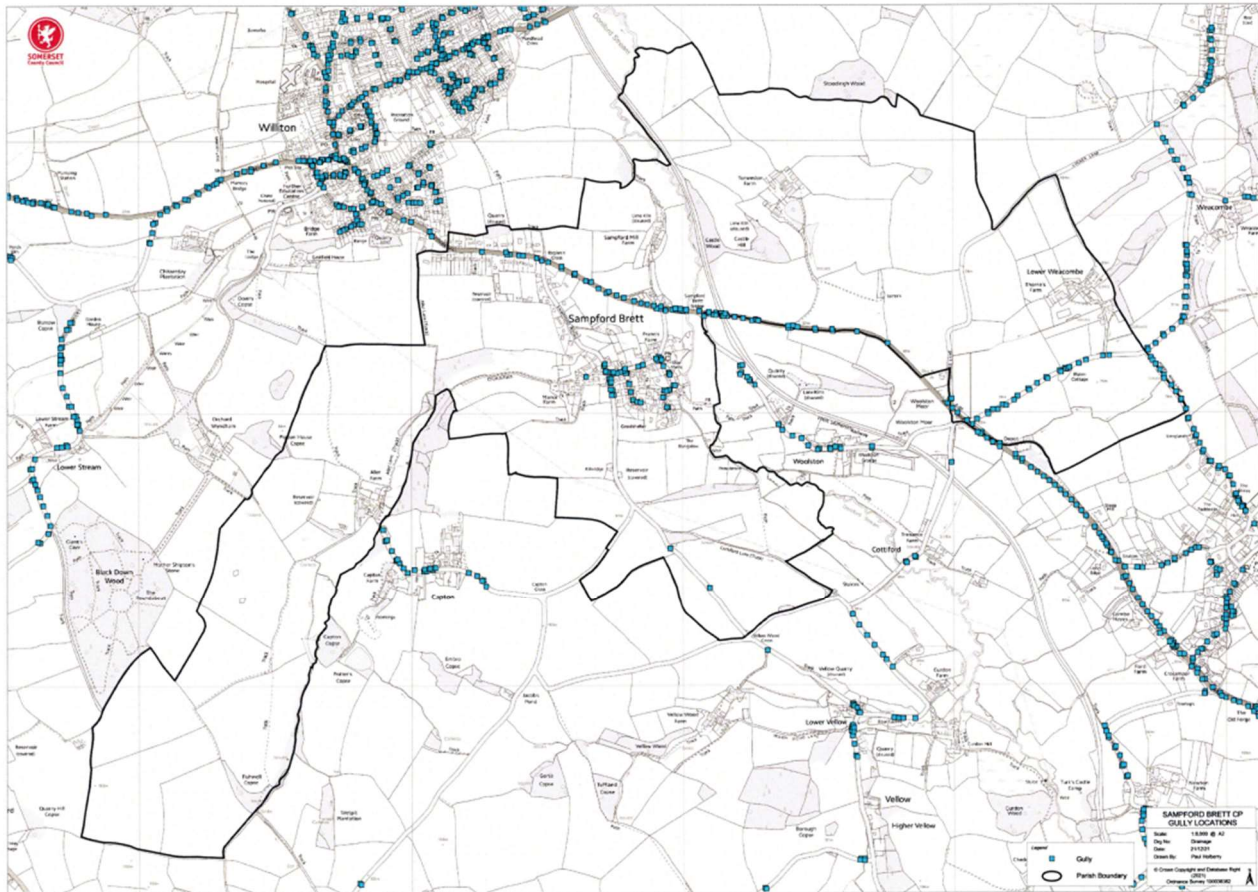
18.1 Dates For Parish Council Meetings 2022-23

- 8th June 2022 Parish Meeting (End of Year Accounts)
- 14th September 2022 Parish Meeting
- 14th December 2022 Parish Meeting (Precept)
- 8th March 2023 Annual Parish Meeting
- 8th March 2023 Parish Meeting (Review Documentation)

Chairman's Signature: DJ Swan

Date: 08 June 2022

APPENDIX A – Sampford Brett CP Gully Locations



APPENDIX B – Schedule of Payment 2022-2023

**2022-2023 SBPC Accounts
Schedule of Payment 2022-2023**

Printed: 06/05/2022

EXPENDITURE

PO No.	Invoice No.	Dated Received	Payee	Description of Goods	Sub-Total	VAT	Total	Payment Method	Authorised by	Authorised by	Date of Committee
PO22001	#7158	01-Apr-22	Sonder Digital Limited	Technical Support for Parish Website April 2022 - March 2023	£ 288.00	£ 57.60	£ 345.60	Cheque <input type="checkbox"/> FPQ <input checked="" type="checkbox"/>	DJS	NJB	11-May-22
PO22002	LCO00750-643316	13-Apr-22	BHIB Councils Insurance	Local Councils Insurance Renewal 01 June 2022 - 30 May 2023	£ 321.76	£ -	£ 321.76	Cheque <input type="checkbox"/> FPQ <input checked="" type="checkbox"/>	DJS	NJB	11-May-22
PO22003	INV-0695	01-Apr-22	Somerset Association of Local Councils Limited	Preparing for Elections Event - Clerk	£ 20.00	£ -	£ 20.00	Cheque <input type="checkbox"/> FPQ <input checked="" type="checkbox"/>	DJS	NJB	11-May-22
PO22004	n/a	02-Apr-22	Payment to: T-A Biss (Parish Clerk)	HM Land Registry Property Search Online	£ 29.95	£ 5.99	£ 35.94	Cheque <input checked="" type="checkbox"/> FPO <input type="checkbox"/>	DJS	NJB	11-May-22
Wages	n/a	01-Apr-22	Mrs T-A Biss	Clerk's wages Jan - Mar 2022	£ 349.12	£ -	£ 349.12	Cheque <input checked="" type="checkbox"/> FPO <input type="checkbox"/>	DJS	NJB	11-May-22
PO22009	n/a	04-Apr-22	West Somerset Flood Group	Contribution to the West Somerset Flood Group Website - 2021/22	£ 5.00	£ -	£ 5.00	Cheque <input type="checkbox"/> FPQ <input checked="" type="checkbox"/>	DJS	NJB	11-May-22

INCOME

Dated	Invoice No.	Received	Payer	Description of Goods	Sub-Total	VAT	Total	Authorised by	Authorised by	Date of Committee
14-Apr-22	197532	14-Apr-22	Somerset West & Taunton Council	PRECEPT 22/23	£3,400.00		£ 3,400.00			11-May-22

REQUEST

No.		Authorised by	Authorised by	Date of Committee
1	Permission is requested to permit the payment of invoices by FPO on receipt for the hire of Sampford Brett Village Hall in respect of Parish Council Meetings, if the fee is no more than £10 per period hired, and report at the earliest Parish Council meeting following payment	DJS	NJB	11-May-22

APPENDIX C – Planning Applications within Sampford Brett Parish for 2022

Appendix A

SAMPFORD BRETT PARISH PLANNING APPLICATIONS 2022

Reference No.	Application Type	Description	Address	Status	Validated	Expiry Date	Decided	Applicant	Comment	Ref No.	Date Sent	Minutes
3/28/22/001	Full Planning Permission	Erection of single-storey extension to replace existing rear extension and conservatory	30 Main Road, Sampford Brett, Taunton, TA4 4LQ	Validated	21-Mar-22	16-May-22		Mr S Voller	No Comment	JS/tab/P22001	06-Apr-22	Procedure for Review of Planning Applications page 2 point 6
3/28/22/002	Full Planning Permission	Erection of single-storey side extension with balcony on the east elevation, erection of porch on the south elevation and rendering of the existing brick elevations	Kilnridge, Capton Road, Sampford Brett, Taunton, TA4 4LZ	Validated	18-Mar-22	13-May-22		Mr S King	No Comment	JS/tab/P22002	06-Apr-22	Procedure for Review of Planning Applications page 2 point 6
3/28/22/003	Full Planning Permission	Change of use of land from agricultural to tourism use with siting of 1 No. shepherd's hut for holiday accommodation	Mill Farm, Taunton Road, Sampford Brett, TA4 4LJ	Validated	25-Apr-22	20-Jun-22		Mrs J Oldfield				
APPEAL												
Reference No.	Appeal No.	Description	Address	Status	Started	Final Comments	Decided	Applicant	Comment	Ref No.	Date Sent	Minutes
3/28/21/006	APP/W3330/W/22/3292573	Demolition of agricultural building and erection of 1 No. dwelling with associated works utilising the Class Q fallback position	Cloverfield Barn, Lower Weacombe, Taunton, TA4 4ED	In Progress	26-Apr-22	14-Jun-22		Mr & Miss Keen and Sear	No further comments	Original comments JS/tab/P21005	05-Jul-21	Page 496, item 7