

# Sampford Brett Extraordinary Parish Council Meeting

Wednesday 11<sup>th</sup> November 2020

Minutes of the Sampford Brett Parish Council Extraordinary Meeting that took place on Wednesday 11<sup>th</sup> November 2020 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, B Doyle and S Miles

**In Attendance:** District & County Councillor H Davies, one Member of the Public and Mrs T-A Biss (Clerk and Responsible Financial Officer)

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## 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 PCSO 9308 Sue Marks, District Cllrs Aldridge and Whetlor. District & County Cllr Davies was welcomed, and it was commented that it was “good to see him back on his feet against” (*following his recent illness*). Cllr Davies confirmed he had been sending updates from Somerset County Council to the Clerk and raised the following items:

- Somerset Climate Change Fund – this will close on the 12 November 2020 and re-open on the 1 December 2020 – it may be of interest to the Village Hall (Cllr Swan to forward to the Village Hall Committee).
- Somerset Libraries – these are open and following Covid-19 regulations.
- Waste Partnership Refuse Site – the Williton site is open but staff are not permitted to help with unloading.
- Covid-19 Walk-through Testing Site Bridgwater (Town Hall) – it is stipulated that people attending do not use Public Transport. For further information please refer to <https://www.gov.uk/get-coronavirus-test>
- Doniford Road Temporary Speed Limit – the new housing development work is currently underway and accessed off Doniford Road. The Police and Williton Parish Council have approached County Highways to impose a temporary lower speed limit along the section of road from North Street and through Doniford Road, specifically as the entrance to St Peter’s school is located in Doniford Road. The Site Manager has also supported the request from Williton Parish Council to reduce heavy vehicle movement during the start and end of the school day.

- **Reports from Avon & Somerset Police**

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

- Reports have been received of “Nottingham knockers” in the village (*Nottingham Knockers are doorstep callers who offer a selection of household products for sale. The callers are often “ex-convicts” who claim to be part of a rehabilitation scheme which probably doesn't exist.*)

Unfortunately the elderly are often targeted for these scams, and any suspicious activity should be reported to Police. Obviously, it is our vulnerable lonely residents that we must keep safe, and I am sure most, if not all, are kept a watchful eye on.

- There continues to be an increase in scam calls or emails. Just to advise people to **never give out any personal details** to these scams. We are all very vulnerable - it does not matter what age we may be. If further information is required, please let me know.
- Police resources are currently dealing with many COVID-19 breaches, trying to keep us free from this awful pandemic. If anyone has any information about illegal gatherings; holiday homes or accommodation that are still allowing holidaymakers in our area, please contact 101. There may be a legitimate explanation but always good to check it out.

The Chairman thanked all who had contributed and for their time in preparing reports. The meeting was then formally opened.

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

None.

**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 Cllr Blazey, as the Church Warden, declared a prejudicial interest in Item 7 - the PCC grant request.
- 2.2 Cllrs Swan, Blazey and Brooks declared an interest due to being friends of the Applicant of planning application 3/28/20/010. The Chairman then clarified that the Parish Council's Code of Conduct Item 14 would therefore be followed for Item 8.

**3. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 2<sup>nd</sup> September 2020** (LGA 1972 sch 12, para 41(1))

Points of accuracy Page 457 Item 6.3 - Internet Banking .....for ~~mandatory~~ mandate change

**Resolution:**

The minutes of the Meeting of Sampford Brett Parish Council held on 2<sup>nd</sup> September 2020 were approved as being a true and accurate record and signed as such.

**4. ACTIONS FROM THE PREVIOUS MEETING**

- 4.1 Flood Relief Infrastructure - Cllr Blazey received an email from District Cllr Aldridge asking if anything has happened regarding Doniford Stream and outfall. Cllr Blazey did visit the site and responded that no work had taken place. Cllr Aldridge then contacted Mrs Michelle Boobyer (SWAT Harbours and Flooding) who informed him that she was waiting to hear from the Environment Agency. Cllr Aldridge contacted the Environment Agency who informed him that a licence had not been applied for. Cllr Blazey believes that the funding is available through the SRA. Cllr Aldridge has been working hard on behalf of the Parish Council and will be speaking with District Councillor Sarah Wakefield (Environmental Services Portfolio Holder).

The outfall is completely overgrown again, and silt was never cleared to allow for the free flow of the water. Cllr Blazey has looked back at the West Somerset Flood Minutes from July 2019 which states, "it was agreed that Michelle would provide a traffic light grid to show progress". No information has been provided despite it being agreed at a Flood Group meeting that Sampford Brett was a priority.

**Resolution:**

Clerk to check minutes for confirmation of SRA funding.

**Resolution:**

A letter is sent expressing our dismay as the work was promised to be undertaken in the Autumn, with a copy to District Cllr Aldridge and Sarah Wakefield.

- 4.2 Page 456 Item 4.1 – Location of Rake for Removal of Stream Debris  
The rake has been relocated at Clowder Cottage, (*many thanks to the owners*), and is stored at the back of the Wooden Shelter.
- 4.3 Page 456 Item 4.2 – Waterproof Storage Boxes  
The storage boxes for emergency response equipment have been purchased.
- 4.4 Page 457 Item 6.4 – Bank Card for Parish Council  
Ongoing action with Clerk.
- 4.5 Page 458 Item 9 – Verge Cutting at Grid Reference ST 08762 40143  
Clerk has contacted County Highways on several occasions but still awaiting response.

**5. ANNOUNCEMENTS FROM THE CHAIR**

A report to SCC of potholes within the Village have been dealt with promptly.  
Correspondence received has been circulated prior to the meeting.

**6. FINANCIAL REPORT & SCHEDULE OF PAYMENT****6.1 Financial Report as of 5<sup>th</sup> November 2020**

<b>INCOME</b>			
	Brought Forward	£4,984	<i>Net Banked Balance as 31<sup>st</sup> March 2020</i>
	Precept - Received 15 April 2020	£3,100	<i>AGAR Section 2 (2)</i>
	Donation 17 June 2020	£100	
		<b>£8,184</b>	
<b>EXPENDITURE</b>			
	Staff	£799	<i>AGAR Section 2 (4)</i>
	Other	£1,255	<i>AGAR Section 2 (6)</i>
		<b>£2,054</b>	
<b>INCOME MINUS EXPENDITURE</b>		<b>£6,105</b>	<i>Net Banked Balance as 5<sup>th</sup> November 2020</i>
<b>BANK RECONCILIATION</b>			
		£6,131	<i>Actual bank balance</i>
	Less any un-presented cheques	£25	<i>Cheque No. 352</i>
	Less: Petty cash float (if applicable)	£0	
	Add: any un-banked cash	£0	
	<b>Net Banked Balance</b>	<b>£6,106</b>	<i>AGAR Section 2 (1)</i>

**6.2 Expenditure Category Breakdown**

Category	Actual	Budget	Remaining	Comments
Election Expenses	£100.00	£0.00	-£100.00	<i>May 2019 Election Expenses c/f from 2019-2020</i>
Emergency Provision	£0.00	£250.00	£250.00	<i>Replace defibrillator pads (£35); Grit/Salt Purchase</i>
Grants	£0.00	£200.00	£200.00	
Hall Hire	£0.00	£88.00	£88.00	
Insurance	£288.50	£300.00	£11.50	
Internal Audit	£25.00	£25.00	£0.00	

Maintenance of Assets	£128.81	£100.00	-£28.81	Telephone Kiosk, Bus Shelter & Defibrillator
Membership	£80.30	£85.00	£4.70	SALC & NALC Membership
Misc	£30.50	£0.00	-£30.50	
Office Equipment	£0.00	£300.00	£300.00	Laptop & Printer for Clerk
Service Agreements	£576.48	£538.00	-£38.48	Website & Dog Waste Bin
Staff Wages	£799.21	£1,500.00	£700.79	
Training	£50.00	£250.00	£200.00	Councillors & Clerk - average £30/40 each
<b>TOTAL</b>	<b>£2,078.80</b>	<b>£3,636.00</b>	<b>£1,557.20</b>	
<b>VAT</b>	<b>£126.99</b>	(included in "Actual" Total)		

6.3 NJC Salary Award - Formal approval of the Clerk's salary award was discussed.

**Resolution:**

Approval of Clerk's salary award and the increase backdated to April 1<sup>st</sup>, 2020.

6.4 Request from the Clerk to action payment of invoices relating to training received from SALC of up to £30 per course (total limited to £250 budget) without the requirement to gain approval via a Parish Meeting was discussed.

**Resolution:**

Approval for Clerk to action payment of training received from SALC of up to £30 per course (total limited to £250 budget) on receipt of invoice.

6.5 Requested for the payment of the following:

SALC Training – Local Council Finance Explained (5 <sup>th</sup> November 2020) .....	£25.00
Clerk and Responsible Financial Officer's Hours and Expenses Jul-Sep 2020 & back pay .....	£517.40
Waterproof Storage Boxes (reimbursement to Cllr Brodrick) .....	£43.95
<b>TOTAL:</b>	<b>£586.35</b>

**Resolution:**

Approval of payment

7. Request from the Parochial Church Council (PCC) for a grant towards the cost of maintaining the churchyard i.e. grass cutting. Cllr Blazey abstained from the meeting (*disabling the video link*). Members discussed the cost of grass cutting and agreed to a grant of £240. Cllr Blazey re-joined the meeting.

**Resolution:**

To grant the sum of £240 to the PCC to cover the cost of 2-off grass cutting at St George's Church, Sampford Brett.

**8. PLANNING PERMISSION APPLICATION: 3/28/20/013 ERECTION OF DETACHED BUILDING TO PROVIDE ANCILLARY ACCOMMODATION PLUS ERECTION OF DETACHED GARAGE (AMENDED SCHEME TO 3/28/20/010), MEMOIRS, BRETT CLOSE, SAMPFORD BRETT, TAUNTON, TA4 4JZ**

The meeting discussed the inclusion of the garage in the amended scheme 3/28/20/010 (*original scheme has been granted*). Concerns were raised to the garage's proximity to the boundary, the development in front of the building line and height.

**Resolution:**

It was resolved that the Parish Council make comment and raise their concerns that the amended scheme is substantially in front of the building line for Brett Close and that the roof line of the garage

is not only higher than the existing wooden garage, but the roof line is perpendicular to the original garage and therefore increases visibility to neighbours

#### 9. UPDATE ON SOMERSET WEST & TAUNTON PLANNING APPLICATIONS

Refer to Appendix A

#### 10. PUBLIC RIGHTS OF WAY UPDATE

Cllr Brodrick informed the meeting that he has received a reply regarding the damaged stile which had been reported on the 4 July 2020. On the 11 September 2020 SCC stated that “remedial work was not considered necessary”. The stile is located on the footpath in the second field after Manor Farm. The fallen tree at Church path has been removed, however a tree is now down on the far side of the “Fairy Bridge” and a second tree is overhanging.

**Resolution:**

Cllr Brodrick to investigate and report issues to SCC.

#### 11. UPDATE ON PHONE BOX LIBRARY

Cllr Swan reported that Margie Smith spoke with her and wished to pass-on the responsibility for the Phone Box Library to someone else. Terry Pratt has agreed to take on the voluntary task. Members wished to thank Margie for all her work in maintaining the Phone Box Library.

**Resolution:**

Clerk to send a letter of thanks to Margie.

**Resolution:**

Cllr Swan to place hand sanitising gel in phone box and display a notice reminding people to “please sanitise your hands before handling books”.

#### 12. UPDATE ON COVID-19

New notice placed in Parish Notice Board for Somerset Local Authorities Coronavirus support helpline – 0300 790 6275.

People appear to have their support network in place, however please direct any requests to Cllr Swan.

#### THE NEXT MEETING OF THE COUNCIL

The next Regular Parish Meeting of the Council will take place on Wednesday 2<sup>nd</sup> December 2020 at 6.30pm.

The Chairman thanked all those in attendance and the meeting closed at 7:45pm.

Chairman’s Signature: DJ Swan

Date: 2<sup>nd</sup> December 2020

## Appendix A

## SAMPFORD BRETT PARISH PLANNING APPLICATIONS 2020

Reference No.	Application Type	Description	Address	Status	Validated	Expiry Date	Decided	Applicant	Comment	Ref No.	Date Sent	Minutes
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 Thomas 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	Page 424, Item 3.3
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 4Z	Conditional Approval	06-Feb-20	02-Apr-20	23-Mar-20	Mr P Burnett	No Objection	J5/tab/20002	20-Feb-20	Page 424, Item 3.2
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 4U	Conditional Approval	04-Mar-20	29-Apr-20	24-Apr-20	Mrs F Chandler	No Objection	J5/tab/20006	27-Mar-20	Procedure for Review of Planning Applications page 2 point 6
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 4U	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 4U	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 4U	Conditional Approval	06-Mar-20	01-May-20	15-May-20	Mr & Mrs G & V Kennett	No Objection	J5/tab/20005	27-Mar-20	Procedure for Review of Planning Applications page 2 point 66
3/28/20/008	Full Planning Permission	Sub division of dwelling into 3 No. separate living units comprising 1 No. one bedroom, 1 No. two bedroom and 1 No. three bedroom dwelling with associated garden spaces, parking areas and domestic storage	School House, Main Road, Sampford Brett, TA4 4LG	Conditional Approval	03-Jul-20	28-Aug-20	22-Sep-20	Ms I Simmonite	No Objection	J5/tab/P20008	31-Jul-20	Page 451, Item 7
3/28/20/009	Variation of conditions	Variation of Conditions (of the approved appeal 3/28/17/006) of the approved plans to increase floor area by 16sqm with alterations to internal layout and external appearance	Higher Thomas Farm, Weakcombe Road, West Quantoxhead, TA4 4ED	Conditional Approval	07-Aug-20	03-Oct-20	25-Sep-20	Mr K Bosley	No Comment	J5/tab/P20009	02-Sep-20	Page 428, Item 7
3/28/20/010	Full Planning Permission	Erection of detached building to provide ancillary accommodation	Memoirs, Brett Close, Sampford Brett, Taunton, TA4 4LZ	Conditional Approval	11-Aug-20	06-Oct-20	28-Sep-20	Mr Andrew Busby	No Comment	J5/tab/P20010	02-Sep-20	Page 428, Item 8
3/28/20/011	Full Planning Permission	Replacement of garage and stable building	Sampford House, Manor Farm Lane, Sampford Brett, TA4 4LX	Conditional Approval	28-Aug-20	23-Oct-20	23-Oct-20	Dr B Martin	No Comment	J5/tab/P20011	21-Sep-20	Procedure for Review of Planning Applications page 2 point 6
3/28/20/012	Listed Building Consent	Replacement of garage and stable building	Sampford House, Manor Farm Lane, Sampford Brett, TA4 4LX	Conditional Approval	28-Aug-20	23-Oct-20	23-Oct-20	Dr B Martin	No Comment	J5/tab/P20011	21-Sep-20	Procedure for Review of Planning Applications page 2 point 6
3/28/20/013	Full Planning Permission	Erection of detached building to provide ancillary accommodation plus erection of detached garage (amended scheme to 3/28/20/010)	Memoirs, Brett Close, Sampford Brett, Taunton, TA4 4LZ	Registered	28-Oct-20	23-Dec-20		Mr Andrew Busby				
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	Thomas Farm, Weakcombe 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	Page 424, Item 3.1