

Meeting of Sampford Brett Parish Council

Wednesday 14th December 2022

Minutes of the Meeting of Sampford Brett Parish Council which took place on Wednesday 14th December 2022 and was held at Sampford Brett Village Hall, commencing at 6.30pm.

Parish Councillors Present: J Swan (Chairman), B Martin, S Miles, J Russell, T Skinner, and S Voller

In Attendance: County Councillor R Woods
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**
Request received from a Parishioner asking if the grit in the grit bins could be agitated.
- **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 County Councillor R Woods for her attendance. Apologies received from Cllrs L Whetlor and H Davies.

Cllr J Swan gave highlights from a report sent by Cllr Davies. Cllr Woods gave an update of Somerset County issues and projects.

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 Cllr N Brodrick due to illness.

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 24th SEPTEMBER 2022 (LGA 1972 sch 12, para 41(1))

Resolution:

The minutes of the meeting of Sampford Brett Parish Council held on 24th September 2022 were approved as being a true and accurate record and signed as such.

4. ACTIONS FROM THE PREVIOUS MEETING

- 4.1 Page 532 – Item 4.2 – Cllr Russell has volunteered to lead the Updating and Distribution of Welcome Pack to New Parishioners.

Resolution:

That the Welcome Pack is also made available on the Parish Website.

- 4.2 Page 533 – Item 7.6 – National Grid have recommended that the Parish Council do not plant a tree in the area around the access to the main electric sub-station at the entrance to Brett Close.
- 4.3 Page 533 & 554 – Item 7.8.1,2 & 3 - To clarify who is responsible for the culverts and request their cleaning; are culverts beneath the road after the Old School of an adequate size to deal with potential flood water; and the use/fixing of grills and maintenance - ongoing.
- 4.4 Page 534 – Item 7.8.4 - To discuss with Wessex Water action to reduce contaminated water overflowing from sewer – ongoing.
- 4.5 Page 534 – Item 7.8.5 - To lead in the formation of a formal flood response group and investigate specific flood response training – ongoing.
- 4.6 Page 534 – Item 7.7.8 -The Environment Agency have no objection to the positioning of the flood store and Planning Consent is not required (*The Town and Country Planning Act (General Permitted Development) England Order 2015 Part 12, Development by Local Authorities*).

5 ANNOUNCEMENTS FROM THE CHAIR

- 5.1 Warm Space -The Chair confirmed that Manor Farm will be offering “a warm space” on Tuesdays from the 2nd of January from 10.00am – 4.00pm for six weeks.
- 5.2 Grit Bin – Due to the current cold weather, the Village Hall Committee made a request to the Parish Council for the provision of a small Grit Bin to enable easy access to “grit salt” for the slope to the hall during icy conditions. The cost is approximately £40 plus VAT. Members considered this to be an emergency purchase due to the current freezing weather, proposed by Cllr Voller and seconded by Cllr Russell. All in agreement

Resolution:

That Members agreed the purchase of a small grit bin which was to be situated near to the entrance of the Village Hall.

6. UPDATE REPORTS FROM COUNCILLORS

- 6.1 **Bickwatch – Community Car Scheme - Cllr J Swan.** The scheme is currently only funded until next year; Watchet Town Council will lead on applying for further funding. There is still an ongoing request for volunteer drivers from the Parish to support the scheme.
- 6.2 **Defibrillator (including maintenance and training) – Cllr S Miles.** A replacement battery is required for the defibrillator at an estimated cost of £300. Members considered this to be an emergency purchase, proposed by Cllr Swan and seconded by Cllr Voller. All in agreement

Resolution:

That a replacement battery should be purchased for the defibrillator.

- 6.3 **Footpaths and Rights of Ways - Cllr N Brodrick** - nothing to report.
- 6.4 **Neighbourhood Watch - Cllr J Swan** – nothing to report.
- 6.5 **Quantock Hills Joint Advisory Committee (JAC) - Cllr J Russell.** Waiting to establish contact with the West Quantoxhead Parish representative.

- 6.6 **Liaison with SBAG & Village Hall - Cllr S Voller.** Cllr Voller commented that the Village Hall Committee had completed an excellent job of refurbishing the hall. He confirmed that a future project is to install disabled access and lottery funding would be applied for. Cllr Voller has received a request from the Committee for a “letter of support” from the Parish Council to aid this bid.

Resolution:

That Members would support the Village Hall Committee in their bid for lottery funding for work to install disabled access by a “letter of support”.

- 6.7 **Flood Warden – Cllr B Martin** – following the flash flooding on the night of the 16th August 2022, Cllr Martin confirmed that letters had been delivered to relevant properties in the village to advise residents of the action the Parish is taking following this incident.

- 6.7.1 Cllr Martin confirmed that the Parish had been successful in obtaining a grant from Somerset County Council’s “Small Grant Fund” which supports communities to prepare for civil contingency issues such as flooding. The grant is for £1,685 with the Parish Council providing a further £500. Members thanked Cllrs Martin and Swan for their work in preparing the application bid.

Resolution:

That equipment and storage as listed in the bid are purchased.

- 6.7.2 Flood Group Volunteers – Cllr Martin will arrange training/briefing sessions which will involve the Environment Agency, early in the new year.
- 6.7.3 Water Level Monitoring Equipment – Cllr Martin informed Members that In the next month or so the Environment Agency will be installing two telemetry monitoring early warning gauges in the village. One will be located by the storm grid outside Sampford House, and the other will be in the stream on the corner of Brett Close. These will trigger alert messages to specific people at several pre-set water level points giving advance notice of potential flooding. If this is an audible warning it we be especially useful during night-time when villagers might not be aware of the rise in water levels.

- 6.8 **Review of Parish Insurance – Cllr T Skinner** – Cllr Skinner had reviewed the Parish Council’s Insurance Policy and at the meeting presented a comprehensive report on her findings and concluded that the current policy is tailored to Parish Councils, but suggested that specific Policy Conditions imposed under the Fidelity Guarantee Section of the Policy are reviewed for clarification.

Resolution:

Cllr Skinner to forward further details to the Chair and Clerk regarding the Fidelity Guarantee Section of the Policy.

7. Emergency Plan

Review ongoing.

8. Financial Business

8.1 Financial Report for 2022-2023 as of 6th December 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>
	Safe South West Resilience Funding	£1,685	<i>AGAR Section 2 (2) – Current Gross Income</i>
		<u>£10,949</u>	
EXPENDITURE			
	Staff	£1,199	<i>AGAR Section 2 (4)</i>
	Other	£1,417	<i>AGAR Section 2 (6)</i>
		<u>£2,617</u>	<i>Current Gross Expenditure</i>
INCOME MINUS EXPENDITURE			
		<u>£8,332</u>	<i>Net Banked Balance as 6th December 2022</i>
BANK RECONCILIATION			
		£8,332	<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	£8,332	<i>AGAR Section 2 (8)</i>

8.2 Expenditure Category Breakdown for 2022-2023 as of 6th December 2022

Category	Actual	Budget	Remaining	Comments
Election Expenses	-	£100.00	£100.00	<i>5th May 2022 Elections</i>
Emergency Provision	-	£250.00	£250.00	<i>Replace defibrillator pads (£35); Grit/Salt Purchase</i>
Grants	£5.00	£100.00	£95.00	
Hall Hire	£23.99	£100.00	£76.01	
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	£35.94	£0.00	-£35.94	<i>HM Land Registry re: footpath</i>
Service Agreements	£645.12	£600.00	-£45.12	<i>Website & Dog Waste Bin</i>
Staff Wages	£1,199.26	£2,000.00	£800.74	<i>Increase hours to average 3hrs 45m per week</i>
Training	£275.00	£200.00	-£75.00	<i>Councillors & Clerk - average £30/40 each</i>
Queen's Platinum Jubilee	-	£200.00	£200.00	
TOTAL	£2,616.70	£4,160.00	£1,543.30	
VAT	£-	(Included in "Actual" Total)		

8.3 Clerk's NJC Salary Award – Formal approval of salary award and if approved, the increase backdated to April 1st, 2022.

Resolution:

That Members approved the salary award and the increase backdated to April 1st, 2022.

8.4 Schedule of Payments dated 6th December 2022

PO No.	Invoice No.	Payee	Description of Goods	Total	Cheque/ FPO	Initial
PO22022	INV-1807	The Somerset Association	Councillor Essentials Part 1 – Roles & Responsibilities	£25.00	FPO	DJS/SV
PO22023	INV-1824	The Somerset Association	Councillor Essentials Part 2 – Finance & Governance	£15.00	FPO	DJS/SV
PO22024	INV-1843	The Somerset Association	Responding to Planning Applications	£25.00	FPO	DJS/SV
PO22025	n/a	Mrs T-A Biss	HM Land Registry Property Search on-line	£35.94	Cheque	DJS/SV
Wages	n/s	Mrs T-A Biss	Clerk's wages Jul-Oct 2022	£411.91	Cheque	DJS/SV
Wages	n/s	Mrs T-A Biss	Clerk's backpay from Apr 2022	£113.11	Cheque	DJS/SV
Total:				£625.96		

Resolution:

That payment is made as set-out in the Schedule of Payments dated 6th December 2022.

9. Approval of 2023/2024 Budget

Following discussion, the 2023/2024 Budget was approved and an increase in the Parish precept from £3,400 to £3,700, proposed by Cllr Voller and seconded by Cllr Russell. All in agreement.

Resolution:

That the 2023/2024 Budget is approved and that the Parish precept is increased to £3,700.

10. Authorisation of Precept Demand Form 2023/24

Resolution:

That the Parish precept for 2023/2024 is set at £3,700 and the "Authorisation of Precept Demand Form 2023/24" is completed and returned to SW&T Council.

11. Planning Permission Application: 3/28/22/005 Erection of front, side and rear extensions, Applegarth, 35 Tower Hill, Williton, Taunton, TA4 4JR

Members discussed the planning application and raised no objection.

Resolution:

That the Parish Council has no objection to Planning Permission Application: 3/28/22/005

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

- 12.1 3/28/20/001 Change of use of land to site five holiday pods, with associated access track and parking area, Land at Lower Thornes House, Luckes Lane, Woolston, West Quantoxhead, TA4 4LP. The Parish Council received notification from a parishioner that work had commenced on the erection of the holiday pods. It appears that the planning conditions requiring approval of external surface has not yet been discharged. SWaT planning enforcement has been formally notified by the Parish.

- 12.2 Planning Applications within Sampford Brett Parish - refer to Appendix B

13. NEXT PARISH MEETINGS

- 8th March 2023 Annual Parish Meeting
- 8th March 2023 Parish Meeting
- 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)

Chairman's Signature: NJ Brodrick

Date: 8th March 2023

APPENDIX A –2023/2024 Approved Budget

Sampford Brett Parish Council Budget 2023-2024

INCOME 2022-2023			PREDICATED INCOME 2023-2024		
Brought Forward	£	5,864.00	Net Banked Balance as 31 March 2022	Predicted Bring Forward	£ 6,480.62
Precept - Received 20 April 2022	£	3,400.00	AGAR Section 2 (2)	Precept	£ 3,700.00
Somerset Prepared Community Grant	£	1,685.00	AGAR Section 2 (2)		
	£	10,949.00			£ 10,180.62

CATEGORY BREAKDOWN 2021-2022	Actual to date 06 December 2022	Remaining Budget	Predicted Spend 4 April 2023	Budget 2022-2023	Budget 2023-2024 (Agreed 14 December 2022)	Comment
Election Expenses	£ -	£ 100.00	£ 100.00	£ 100.00	£ 100.00	= Parish Elections 5 May 2022 (if not paid in 2022-23)
Emergency Provision	£ -	£ 250.00	£ 750.00	£ 250.00	£ 500.00	> Upgrade/replacement of emergency provisions
Grants	£ 5.00	£ 95.00	£ 5.00	£ 100.00	£ 50.00	<
Hall Hire	£ 23.99	£ 76.01	£ 73.99	£ 100.00	£ 100.00	=
Insurance	£ 321.76	£ 21.76	£ 321.76	£ 300.00	£ 350.00	> General increase
Internal Audit	£ 25.00	£ -	£ 25.00	£ 25.00	£ 30.00	> General increase
Maintenance of Assets	£ -	£ 150.00	£ -	£ 150.00	£ 250.00	> Noticeboard refurbishment
Membership	£ 85.62	£ 0.62	£ 85.62	£ 85.00	£ 90.00	> SALC & NALC Membership
Office Equipment/Stationery	£ -	£ 50.00	£ 50.00	£ 50.00	£ 50.00	=
Other	£ 35.94	£ 35.94	£ 71.88	£ -	£ -	<
Service Agreements	£ 645.12	£ 45.12	£ 645.12	£ 600.00	£ 660.00	> Website & Dog Waste Bin
Staff Wages	£ 1,199.26	£ 800.74	£ 2,000.00	£ 2,000.00	£ 2,200.00	> Average 3hr 45m per week - Salary Awards
Training	£ 275.00	£ 75.00	£ 340.00	£ 200.00	£ 200.00	= Councillors & Clerk - average £30/40 each
Queen's Platinum Jubilee	£ -	£ 200.00	£ -	£ 200.00	£ 150.00	< Event
Somerset Prepared Community Grant	£ -	£ 1,685.00	£ 1,685.00	£ 1,685.00	£ -	< Small Grant Fund received 2022-23
Total	£ 2,616.70	£ 3,228.30	£ 4,468.38	£ 4,160.00	£ 4,730.00	

Predicted Variant overspend from 2022-2023 Budget £ 308.38

PREDICTED EXPENDITURE 2021-2022

Staff	£ 2,000.00	AGAR Section 2 (4)
Other	£ 2,468.38	AGAR Section 2 (6)
	£ 4,468.38	

Key:

- > greater than 2022-2023 budget
- < less than 2022-2023 budget
- = equal 2022-2023 budget

PREDICTED INCOME MINUS EXPENDITURE **£ 6,480.62** Predicted Net Banked Balance at year end 2022-2023

APPENDIX B – Planning Applications within Sampford Brett Parish for 2022

PLANNING APPLICATIONS WITHIN SAMPFORD BRETT PARISH 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	Conditional Approval	21-Mar-22	16-May-22	13-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	Conditional Approval	18-Mar-22	13-May-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	Withdrawn	25-Apr-22	20-Jun-22		Mrs J Oldfield	Clarification of details of foul sewage and waste storage	JS/TAB/P22003	18-May-22	11-May-22, Page 522, Item 15
3/28/22/004	Full Planning Permission	Replacement of conservatory with the erection of a single storey extension to the rear and side	Castaways, Brett Close, Sampford Brett, TA4 4JZ	Conditional Approval	18-May-22	14-Jul-22	01-Aug-22	Mr C Dale	No Objection	JS/TAB/P22004	20-Jun-22	08-Jun-22, Page 529, Item 16
3/28/22/005	Full Planning Permission	Erection of front, side and rear extensions	Applegarth, 35 Tower Hill, Williton, Taunton, TA4 4JR	Validated	02-Dec-22	27-Jan-23		Mr & Mrs Concah-Smith				
NMA/28/22/001	Non-Material Amendment	Non-material amendment for 3/28/22/001 in order to change the roof of the approved rear extension from a cedar shingle lean-to with gable to a grey fibreglass flat roof	Mouse Cottage, 30 Main Road, Sampford Brett, Taunton, TA4 4LQ	Granted	28-Oct-22	25-Nov-22	24-Nov-22	Mr S Voller	Not Applicable	Not Applicable	Not Applicable	Not Applicable

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	Dismissed	26-Apr-22	14-Jun-22	28-Jul-22	Mr & Miss Keen and Sear	No further comments	Original comments JS/tab/P21005	05-Jul-21	Page 496, item 7