

# The Annual Meeting of Sampford Brett Parish Council

Wednesday 19<sup>th</sup> May 2021

Minutes of the Annual Meeting of Sampford Brett Parish Council which took place on Wednesday 19<sup>th</sup> May 2021 and was held at Sampford Brett Village Hall, commencing at 6.30pm. This meeting had been postponed from the 12<sup>th</sup> May due to protocol awaited following the rescinding of legislation permitting Parish Councils to meet via Zoom.

**Parish Councillors Present:** J Swan (Chairman), M Blazey, B Doyle and S Miles

**In Attendance:** Three Members 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 District Cllrs Aldridge and Whetlor and District and County Cllr H Davies

- Somerset County Council Report from Cllr Davies
  - Assisted Rapid Testing for People Without Symptoms of Covid 19 - Now available in local Pharmacies from Saturday 1<sup>st</sup> May 2021.
  - Food Support for Families over May Half-Term - Anyone in Somerset who needs support with food, medicines, emotional or financial Support can call the somerset coronavirus helpline on 0300 790 6275, seven days a week, 8am to 8pm; or visit CCS Village Agents website <https://somersetagents.org/help-with-food/>.
  - Tuesday 11<sup>th</sup> May was Somerset Day and Somerset County Council celebrated this with the launch of the new Somerset Medal. The Council is paying tribute to those who made superhuman efforts to keep Somerset going during the coronavirus pandemic.
  - Somerset Young People are invited to take part in the "Duke of Edinburgh Award Scheme". For those aged between 14-24 living in Somerset and who would like to know more please contact by email [dofe@somerset.gov.uk](mailto:dofe@somerset.gov.uk).
  - Highways maintenance operations (planned) Somerset West & Taunton-2021/2022. Two lists Environmental & Verge Maintenance – Structural Maintenance 2021 – 2022 <https://www.somerset.gov.uk/roads-and-transport/>.
  - Temporary Road Closure - A358 Williton Road, Combe Florey, Resurfacing Scheme. Monday 14<sup>th</sup> June – Friday 25<sup>th</sup> June (excluding 19<sup>th</sup> and 20<sup>th</sup> June) under daytime closure 09:30 - 15:30.
  - From the 1<sup>st</sup> June 2021 a temporary road closure at Doniford Road, Williton and will last for 95 days. This is to enable Tithegrove Ltd to carry out works to install culverts for new development. Further info re this closure please contact Tithegrove Ltd on 01793 509 600 quoting: ttro449921.

- At SCC, a Full Council meeting took place on 5<sup>th</sup> May 2021. The Leader, David Fothergill, announced that Trudi Grant, Director of Public Health for SCC has become a Professor. We are all very proud of her.
- District Council Report from Cllr Davies
  - Somerset West and Taunton District Council and Sedgemoor, Mendip and South Somerset have agreed to seek a Public Poll on the Unitary choice; either one unitary or two councils to cover Somerset.
  - Interesting debates continue on changes to the operation of the Council i.e. Leader and Cabinet or Committee System. A second Scrutiny Committee has been formed and separation of Audit and Governance from the Standards Committee.

The Chairman thanked Cllr Davies for his contribution and time in preparing his report. 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 and Cllr Diane Brooks due to a family bereavement. Members sent their best wishes to both Councillors.

**2. ELECTION OF CHAIRMAN**

Nominations for the role of Chairman were sought. Cllr Jan Swan was proposed by Cllr Doyle and seconded by Cllr Blazey. There being no other nominations all councillors were in favour of Cllr Swan being the Chairman of the Parish Council

**Resolution:**

That Cllr Jan Swan be the Chairman of Sampford Brett Parish Council for the municipal year.

2.1 Cllr Swan signed the Declaration of Acceptance of Office for the role of Chairman.

**3. ELECTION OF VICE CHAIRMAN**

Nominations for the role of Vice Chairman were sought. Cllr Nick Brodrick was proposed by Cllr Blazey and seconded by Cllr Doyle. There being no other nominations all councillors were in favour of Cllr Brodrick being the Vice Chairman of the Parish Council (Cllr Brodrick had confirmed his willingness to stand for the position of Vice-Chairman, although unable to attend the meeting).

**Resolution:**

That Cllr Nick Brodrick be the Vice Chairman of Sampford Brett Parish Council for the municipal year.

3.1 Cllr Brodrick to sign the Declaration of Acceptance of Office for the role of Vice Chairman at the next meeting.

**4. 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.

**5. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 3<sup>rd</sup> March 2021** (LGA 1972 sch 12, para 41(1))

**Resolution:**

The minutes of the Meeting of Sampford Brett Parish Council held on 3<sup>rd</sup> March 2021 were approved as being a true and accurate record and signed as such.

**6. ACTIONS FROM THE PREVIOUS MEETING**

**4.6.1** Page 480 item 4.1 - Stage 2.

To repair the concrete wall which runs from the outlet pipe to the stream. SWT has met with the Landowner but no further details are known.

**4.6.2** Page 480 Item 4.2 – Verge Cutting at Grid Reference ST 08762 40143

Still no response from Highways; the Clerk will contact the Portfolio Holder to achieve acknowledgment of the request.

**4.6.3** Page 480 Item 4.3 – Somerset Climate Emergency Community Fund

Sampford Brett's support for the Multi Parish and Town Council Bid for a Community Car Share, which is being led by Watchet Town Council, has been successful; more information to be provided at future meetings. A bid for Solar Panels and Heat Pump for the Village Hall was unsuccessful.

**4.6.4** Page 482 Item 6.2 – Defibrillator Equipment

Cllr Miles has inspected the defibrillator equipment and will forward details of items which require new stock to the Clerk for purchasing.

**4.6.5** Page 482 Item 7 - Planning Permission for application 3/28/21/002

The planning application has been Approved, with additional conditions.

**4.6.6** Page 482 Item – Installation of Kissing Gates

Cllr Brodrick has been informed by the West Somerset Warden that the landowner at Capton Farm has been contacted and they are happy to have a kissing gate installed - WL20/3 - WL22/5. Unfortunately, the kissing gates are out of stock now. Regarding the other request to replace the stile between Mill Farm and Catwell, WL20/5, the Warden was having problems locating the landowner – (possibly Summerfields Development?) Since the Parish put in the original request (17<sup>th</sup> March 21), the sheep farmer has put in a new gate and fencing.

**7. ANNOUNCEMENTS FROM THE CHAIR**

~~7.1~~ The Council has been informed that following the heavy rainstorms over the past few weeks the telephone box is leaking around some of the glass panes. A member of the Parish has volunteered to check the glass panes and make appropriate repairs.

~~7.2~~ There are currently no outstanding planning applications for the parish of Sampford Brett.

~~7.3~~ A member of the public informed the meeting the seat next to the bus shelter requires urgent repair.

**Resolution:**

To inspect the seat and confirm what repairs are required.

## 8 FINANCIAL REPORT & SCHEDULE OF PAYMENT

### 8.1 Financial Report as of 13<sup>th</sup> May 2021

<b>INCOME</b>			
	Brought Forward	£4,915	<i>Net Banked Balance as 31<sup>st</sup> March 2021</i>
	Precept - Received 26 April 2021	£3,400	<i>AGAR Section 2 (2)</i>
		<b>£8,315</b>	
<b>EXPENDITURE</b>			
	Staff	£371	<i>AGAR Section 2 (4)</i>
	Other	£722	<i>AGAR Section 2 (6)</i>
		<b>£1,093</b>	
<b>INCOME MINUS EXPENDITURE</b>		<b>£7,223</b>	<i>Net Banked Balance as 13<sup>th</sup> May 2021</i>
<b>BANK RECONCILIATION</b>			
		£8,315	<i>Actual bank balance</i>
	Less any un-presented cheques	£1,093	<i>Chqs 355,356 and invoices awaited</i>
	Less: Petty cash float (if applicable)	£0	
	Add: any un-banked cash	£0	
	<b>Net Banked Balance</b>	<b>£7,223</b>	<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 &amp; Defibrillator</i>
Membership	-	£85.00	£85.00	<i>SALC &amp; NALC Membership</i>
Misc.	-	-	-	
Office Equipment	-	-	-	
Service Agreements	£345.60	£600.00	£254.40	<i>Website &amp; 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 &amp; Clerk - average £30/40 each</i>
<b>TOTAL</b>	<b>£1,092.77</b>	<b>£3,998.00</b>	<b>£2,905.23</b>	
<b>VAT</b>	<b>£88.83</b>	<i>(Included in "Actual" Total)</i>		

### 8.3 Report on Invoice since 1<sup>st</sup> April 2021

~~8.3~~ The Council had received two invoices which required payment prior to this meeting:

- Sonder Digital Limited Website hosting for 2021-2022 = £345.60
- Insurance 2021-2022 = £291.55

Following discussion with the Chairman, and as set out in the Financial Regulations 5.5(b), payment for these continuing contracts and obligations was made on the 12<sup>th</sup> May 2021.

#### **Resolution:**

It was resolved that Members agreed with the use of regulation 5.5(b) to ensure payment of invoices in an appropriate timeframe.

8.34 Requested for the payment of the following:

SALC Training Courses (VAT and end of Year).....	£60.00
Internal Audit 2020-2021 Mrs M Francis .....	25.00
Clerk and Responsible Financial Officer's Hours and Expenses Jan-Mar 2021 .....	£370.62
	<b><u>PAYMENT: £455.62</u></b>

Also, item 4.4 – replacement stock

**Resolution:**

That payment is approved.

**9 Authorisation of Certificate of Exemption 2020-2021**

The Certificate of Exemption AGAR 2020/21 had been circulated prior to the meeting. This document is required to certify that during the financial year 2020/21, 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. Actual figures are:

- Total annual gross income for the authority 2020/21: £3,212
- Total annual gross expenditure for the authority 2020/21: £3,311

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 31<sup>st</sup> March 2021 and a completed Certificate of Exemption is submitted no later than 30<sup>th</sup> June 2021 notifying the external auditor.

**Resolution:**

That the Certificate of Exemption – AGAR 2020/21 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 30<sup>th</sup> June 2021.

**Resolution:**

That an Extraordinary Meeting be arranged to complete the End of Year AGAR 2020/21 documentation.

**10 Approval of Risk Register**

The Risk Register had been circulated for comments by Members prior to the meeting.

**Resolution:**

That the Risk Register is approved and reviewed no later than May 2022.

**11 The Next Meeting of The Council**

An Extraordinary Meeting to complete the End of Year AGAR 2020/21 documentation will be held on Wednesday 9<sup>th</sup> June 2021 at 6.30pm (Covid 19 regulations allowing).

Chairman's Signature: DJ Swan

Date: 9<sup>th</sup> June 2021