

Meeting of Sampford Brett Parish Council

Wednesday 28th September 2022

Minutes of the Meeting of Sampford Brett Parish Council which took place on Wednesday 28th September 2022 and was held at Sampford Brett Village Hall, commencing at 6.30pm (rescheduled from the 14th of September 2022).

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

In Attendance: District & County Councillors L Whetlor, and H Davies.
Four 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.**
No request had been received from members of the public.
- **Reports from County & District Councillors**
The Chairman thanked District and County Councillors L Whetlor and H Davies for their attendance. Apologies received from Cllr Woods.

Cllr J Swan gave highlights from a report sent by Cllr Woods. Cllr Hugh Davies gave an update of Somerset County issues and Cllr L Whetlor updated the meeting on District Council issues.

The meeting was then formally opened.

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

- 1.1 Cllrs Martin and Miles sent apologies due to pre-arranged personal commitments for the rescheduled meeting date.

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 8th JUNE 2022 (LGA 1972 sch 12, para 41(1))

Resolution:

The minutes of the meeting of Sampford Brett Parish Council held on 8th June 2022 were approved as being a true and accurate record and signed as such.

ACTIONS FROM THE PREVIOUS MEETING

- 4.1 Page 526 – Item 4.4 resealing of Telephone box glass – the work has been completed by Brendan Property Service who have donated their time to the Parish.

Resolution:

Councillors wish to formally thank Brendan Property Service for work undertaken to the Telephone box. Clerk to send a letter of thanks.

- 4.2 Page 526 – Item 6 – Updating and Distribution of Welcome Pack to New Parishioners. Members were asked for a volunteer to lead this project.

- 4.3 Page 527 - Item 11.2 – Repair of bench seat next to bus shelter. Repairs have been undertaken and Members wished to thank the Parishioner who carried out this work on their behalf.

5 FOLLOWING THE RECEIPT OF AN APPLICATION, VOTE TO CO-OPT TO FILL THE VACANT PARISH COUNCILLOR POSITION

A written application for the office of Parish Councillor had been received and circulated to all Councillors prior to the meeting from Mrs Tracey Skinner, Samphire, Sampford Brett. Proposed by Cllr J Russell and Seconded by Cllr S Voller. All in Favour

Resolution:

That Mrs Tracey Skinner is unanimously co-opted onto the Parish Council.

Mrs Skinner then signed the “Declaration of Acceptance of Office” which was countersigned by the Clerk.

Resolution:

Cllr Skinner 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.

6 ANNOUNCEMENT FROM THE CHAIR

- 6.1 Councillors’ Training – Autumn 2022

The Autumn programme for Councillor training from SALC has been circulated to Members and can be booked via the Clerk.

Resolution:

Members to book training sessions via the Clerk.

7. UPDATE REPORTS FROM COUNCILLORS

- 7.1 Bickwatch – Community Car Scheme - Cllr J Swan. The next meeting will take place early in October and an update will be given at the December meeting. There is still an ongoing request for volunteer drivers from the Parish to support the scheme.

- 7.2 Defibrillator (including maintenance and training). The Chair confirmed that the Defibrillator is registered on a national database (<https://www.thecircuit.uk/>). The defibrillator has been recalled for an upgrade but will be back in time for the free training which has been arranged on the evening of 6th October 2022. A training evening also occurred on the 26th September 2022.

- 7.3 Footpaths and Rights of Ways - Cllr N Brodrick. A vehicle which was temporarily blocking the W28 footpath at Mill Farm has been removed, as has the stile which was on the Somerfield Development land.
- 7.4 Neighbourhood Watch - Cllr J Swan – nothing to report
- 7.5 Quantock Hills Joint Advisory Committee (JAC) - Cllr J Russell. The Joint Advisory Committee is effectively the partnership executive, acting as a watchdog for the AONB Service. The AONB Service reports to the JAC at least four times a year.

The JAC is made up of five core funders, Defra, Somerset County Council, Somerset West & Taunton Council and Sedgemoor District Council. It also includes the following organisations: Forestry Commission, The National Trust, Natural England, Friends of Quantock, Country Land & Business Association, Quantock Commoners Association, Somerset Access Forum, NFU and the Local Federation of Small Businesses.

Also, every 4 years four Parishes are elected to the JAC, with the last election held in 2020. The election process, which is run by SALC, will go to the 21 parishes that are in or abut the AONB asking for nominations and if more than four are put forward there will be an election process. Of course, as the JAC are open meetings other parishes do attend with Nether Stowey and Broomfield often in attendance.

The current elected parishes are Holford, West Bagborough, North Petherton and West Quantoxhead, and are responsible for nominating a Councillor to attend as their representative. The parish representatives are on the JAC to raise local issues, concerns and to engage and input into wider AONB work. The expectation is for parishes on the JAC to liaise and work with neighbouring parishes.

Resolution:

Cllr Russell to follow-up with Clerk of West Quantoxhead to establish their representative.

- 7.6 Liaison with SBAG & Village Hall - Cllr S Voller. Cllr Voller will be attending the next Village Hall committee meeting and commented on the excellent renovation work which has been carried out to the building. Cllr Voller has discussed the commemoration of the Queen's Platinum Jubilee and Memorial with the SBAG and Village Hall representative.

Resolution:

Cllr Voller to investigate "plant a tree" in respect of the Queen's Platinum Jubilee and Memorial.

- 7.8 Flood Warden- Cllr J Swan (on behalf of Cllr B Martin) – Discussion took place on the recent consequence of the storm on 16 August 2022.

7.8.1 Although the storm drain was cleaned recently, the Parish Council is not aware of any work having been undertaken on the stream. One of the 2 culverts between Woodburnes and the Old School appears to be blocked. A resident has tried to rod it, but to no effect.

Resolution:

To clarify who is responsible for the culverts and request their cleaning.

7.8.2 There was concern raised that the stream culverts under the road after the Old School are too narrow.

Resolution:

To clarify with the appropriate authority, that the culverts beneath the road after the Old School are of an adequate size to deal with potential flood water.

7.8.3 Grills in the stream need checking/replacing. The grill at the bottom of Brett Close is propped (not fixed), against the exit that goes below the main road. There are no grills where the stream goes beneath Brett Close or at the start of the culverts after Woodburnes.

Resolution:

To discuss with the relevant authority the use/fixing of grills and maintenance.

7.8.4 Storm water entered the sewer which led to contaminated water overflowing into properties.

Resolution:

To discuss with Wessex Water action to reduce contaminated water overflowing from sewer.

7.8.5 The Members felt that there should be a specific Flood Plan which would be standalone from the generalised Parish Emergency Plan. As part of the flood plan a formal flood response group was proposed and appropriate training provided.

Resolution:

To lead in the formation of a formal flood response group and investigate specific flood response training.

7.8.6 Members clarified that flood equipment provided by Parish Council should be for emergency use and not deployed "just because it's raining heavily". The Parish is ensuring that there is flood equipment on hand to deal with the unexpected and emergencies. ***Routine flood protection is the responsibility of homeowners.***

7.8.7 A Small Grant Fund Application for additional flood response resources was discussed and approved in principle, but a few amendments may be required to take account of comments received after the initial draft. The Parish will provide 20% of the cost (based on budget of c.£2,500). The grant application was proposed by Cllr N Brodrick and seconded by Cllr S Voller. All in favour.

Resolution:

Cllrs Martin and Swan to finalise the grant application.

7.8.8 The storage of the equipment was discussed and a request that a separate shed is erected to the rear of the village hall garage located in the village hall carpark. Cost to be included in the Small Grant Fund Application.

Resolution:

To request that the Environment Agency have no object to the positioning of the flood store.

Resolution:

To clarify if Planning Consent is required.

8. Emergency Plan – For Discussion

Members discussed the updating of the Emergency Plan and the inclusion of a specific Flood Plan (refer to 7.8.5).

Resolution:

Councillors to review and comments returned to the Clerk.

9. Option to opt out of the SAAA central external auditor appointment arrangements

Members discussed the option but felt it was not necessary to opt out. To not opt out of the SAA proposed by Cllr S Voller and seconded by Cllr N Brodrick. All in favour

Resolution:

To remain within the SAAA central external auditor appointment arrangements.

10. Somerset's 'Warm Spaces' for Winter 2022-3 Questionnaire. (Request from SCC)

The meeting completed the questionnaire.

Resolution:

Clerk to return the completed questionnaire to SCC.

11. Financial Business

11.1 Financial Report for 2022-2023 as of 8th September 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>
	<u>£9,264</u>	
EXPENDITURE		
Staff	£349	<i>AGAR Section 2 (4)</i>
Other	£1,024	<i>AGAR Section 2 (6)</i>
	<u>£1,373</u>	<i>Current Gross Expenditure</i>
INCOME MINUS EXPENDITURE	<u>£7,891</u>	<i>Net Banked Balance as 8th September 2022</i>
BANK RECONCILIATION		
	£7,891	<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	<u>£7,891</u>	<i>AGAR Section 2 (8)</i>

11.2 Expenditure Category Breakdown for 2022-2023 as of 8th September 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	£5.00	£100.00	£95.00	
Hall Hire	16.00	£100.00	£84.00	
Insurance	£321.76	£300.00	£21.76	
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	£35.94	£0.00	-£35.94	HM Land Registry re: footpath
Service Agreements	£345.60	£600.00	£254.40	Website & Dog Waste Bin
Staff Wages	£349.12	£2,000.00	£1,650.88	Increase hours to average 3hrs 45m per week
Training	£275.00	£200.00	£75.00	Councillors & Clerk - average £30/40 each
Queen's Platinum Jubilee	-	£200.00	£200.00	
TOTAL	£1,373.42	£4,160.00	£2,786.58	
VAT	£-	(Included in "Actual" Total)		

11.3 Schedule of Payments dated 8th September 2022

PO No.	Invoice No.	Payee	Description of Goods	Total	Cheque/ FPO	Initial
Wages	n/a	Mrs T-A Biss	Clerk's wages Apr-Jun 2022	£850.14	Cheque	DJS/SV
PO22007	10856625	Idverde Ltd	Renew of Service Level Agreement – Dog Waste Bin 2022-2023	£299.52	FPO	DJS/SV
PO22020	INV-1485	SALC	Affiliation 2022/23	£85.62	FPO	DJS/SV
Total:				£1,235.28		

Resolution:

That payment is made as set-out in the Schedule of Payments dated 8th September 2022.

12. Review of Planning Application Procedure

Members reviewed the circulated draft Planning Application Procedure, discussing minor amendments.

Resolution:

That following minor amendments the Planning Application Procedure is adopted.

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

Refer to Appendix A

14. NEXT PARISH MEETINGS

- 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: 28 September 2022

APPENDIX A – 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

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	Clowerfield 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