

Sampford Brett Parish Council

Notice of the Parish Meeting to be held on Wednesday 09 September 2026 at 6.30pm in the Village Hall



6.30pm PRIOR TO THE FORMAL PARISH MEETING

PUBLIC PARTICIPATION

Residents are welcome to attend Parish Council meetings; no sign-in or registration is required, and only the number of attendees is recorded. A short Public Participation session (up to 10 minutes¹) is held at the start of each meeting, during which residents may speak for up to three minutes on agenda items. Councillors do not debate issues during this session, but responses may be provided after the meeting. Residents may remain to observe the rest of the meeting but cannot take part.

Statements, questions, or petitions may be submitted in advance to the Parish Clerk at clerksampfordbrettPC@gmail.com or 01984 632900. The Clerk will circulate all statements to participating Councillors ahead of the meeting and will provide written responses to all questions and petitions.

REPORTS FROM SOMERSET COUNCILLORS

Somerset Councillors in attendance are invited to give short oral reports on matters affecting Sampford Brett Parish. Where Councillors are not present, written reports may have been submitted in advance. Members of the public, as well as Parish Councillors, may ask questions or make comments on the matters raised. Time for this item will be limited at the discretion of the Chair.

Minutes and Agenda of the Parish Meetings can be viewed at: <https://www.sampfordbrett.org.uk/>

AGENDA FOR THE FORMAL PARISH MEETING

1. **Apologies for Absence²**
To receive and note apologies
2. **Declarations of Interest³**
Councillors are invited to declare any interests in items on the agenda (this does not preclude any later declarations)
3. **Minutes of the Previous Meeting**
To approve the minutes of the meeting held on 10 June 2026.
4. **Matters Arising**
To consider any matters arising from the previous minutes that are not covered elsewhere on the agenda.
5. **Planning**
To receive and consider planning applications, determinations, enforcement matters and other planning correspondence relating to the parish; to receive updates on any planning applications awaiting decision; and to resolve the Council's formal response to Somerset Council where required.
6. **Local Plan: Sampford Brett Site Allocation**
A site in Sampford Brett has been identified in Somerset Council's HELAA evidence base as a potential location for future housing.
7. **Disposal of Small Gas Canisters: Safety Concerns & Somerset Council Charging Policy**
Cllr Russell has raised concerns that Somerset Council's new £3.50 charge (introduced April 2026) for disposing of small gas canisters may lead to unsafe disposal and increased fire risk.
8. **Announcements from the Chair**
This item allows the Chair to provide councillors with late information, updates, or matters of note that do not require a decision or formal action by the Parish Council.
 - 8.1 Repairs to seat located at the bus stop – 10 July 2026

¹ Standing Order December 2018 Section 3

² (LGA 1972 s85 (1))

³ (Localism Act 2011 s33(b-e))

9. **Update reports from Councillors**
 - 9.1 Defibrillator - Cllr S Miles
 - 9.2 Footpaths and Rights of Ways - Cllr N Brodrick
 - 9.3 Liaison with Village Hall Committee - Cllr S Voller
 - 9.4 Emergency Response Coordinator - Cllr B Martin
 - 9.4.1 Wildfire Risk: Consideration of Emergency Plan Expansion
 - 9.5 Local Community Network (LCN) – Cllr J Swan/Cllr T Skinner
10. **Review and Adoption of Statutory Governance Documents and Standing Orders**

This item provides the opportunity for the Parish Council to review its key statutory documents to ensure they remain current, compliant, and fit for purpose.

 - 10.1 The Financial Regulations (reviewed Sept 2025)
 - 10.2 Risk Register (reviewed Sept 2025)
 - 10.3 Complaints Procedure: How Sampford Brett Parish Council Handles Public Complaints (draft Sep 2026)
 - 10.4 Councillor Communication Protocol – Contact with External Agencies (draft Sep 2026)
 - 10.5 Disciplinary Policy (draft Sept 2026)
 - 10.6 Freedom of Information Policy & Publication Scheme (draft Sept 2026)
 - 10.7 Grievance Policy (draft Sept 2026)
11. **Financial Business 2026-2027**
 - 11.1 To review the current financial position as of 31 August 2026
 - 11.2 Schedule of Income and Payments as of 31 August 2026
12. **Next Parish Council Meeting**

Wednesday, 09 December 2026



Tracey-Ann Biss **31 August 2026**
Clerk and Responsible Financial Officer to the Council