

# Sampford Brett Parish Council

## Notice of the Parish Meeting to be held on Wednesday 10 June 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 minutes<sup>1</sup>) 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](mailto: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/>*

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### AGENDA FOR THE FORMAL PARISH MEETING

1. **Apologies for Absence<sup>2</sup>**  
To receive and note apologies
  - 1.1 To consider granting a dispensation under Section 85 of the Local Government Act 1972 to permit Cllr Russell's continued absence from meetings for reasons previously notified to the Clerk.
2. **Declarations of Interest<sup>3</sup>**  
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 13 May 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, and to resolve the Council's formal response to Somerset Council where required.
  - 5.1 Planning Application 3/28/26/003  
To consider the Council's observations on the application for the Installation of 14 No. photovoltaic panels along the northern boundary of field and installation of electric vehicle charging point to the east of the workshop at Sampford House, Manor Farm Lane, Sampford Brett TA4 4JX.

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<sup>1</sup> Standing Order December 2018 Section 3

<sup>2</sup> (LGA 1972 s85 (1))

<sup>3</sup> (Localism Act 2011 s33(b-e))

6. **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.

6.1 Phone Box Book Exchange – Update

7. **Update reports from Councillors**

7.1 Defibrillator - Cllr S Miles

7.2 Footpaths and Rights of Ways - Cllr N Brodrick

7.3 Liaison with Village Hall Committee - Cllr S Voller

7.4 Emergency Response Coordinator - Cllr B Martin

7.5 Local Community Network (LCN) – Cllr J Swan/Cllr T Skinner

8. **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 and Standing Orders to ensure they remain current, compliant, and fit for purpose<sup>4</sup>.

8.1 Code of Conduct (Review June 2026)

8.2 Standing Orders (Review June 2026)

8.3 Data Management Policy including

8.4 Appendix A - Retention Schedule

To be incorporated within the Community Engagement Policy:

8.5 Dedicated Facebook User Account Policy (Appendix A)

8.6 Public Participation Policy (Appendix B)

8.7 Press Contact Policy (Appendix C)

9. **Financial Business 2026-2027**

9.1 To review the current financial position as of 01 June 2026

9.2 Schedule of Income and Payments as of 01 June 2026

10. **Section 1 – Annual Governance Statement 2025/26**

To complete and approve Section 1 of the Annual Governance and Accountability Return.

11. **Section 2 – Accounting Statements 2025/26**

To approve the Accounting Statements for 2025/26.

12. **Publication of Accounts**

To approve the publication of the “Accounts for the Year Ended 31 March 2026”.

13. **Next Parish Council Meeting**

Wednesday, 09 September 2026



**Tracey-Ann Biss**

**03 June 2026**

Clerk and Responsible Financial Officer to the Council

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<sup>4</sup> The Financial Regulations and Risk Register are next scheduled for review in September 2026 and will therefore be deferred.