

# Sampford Brett Parish Council

## Meeting Minutes for 10 June 2026



Minutes of the Sampford Brett Parish Council meeting which took place on Wednesday 10 June 2026 at Sampford Brett Village Hall, beginning at 6.30pm.

**Parish Councillors Present:** Cllr Brian Martin (Chair), Cllr Jan Swan, Cllrs Nick Brodrick, Simon Miles and Stephen Voller

**In Attendance:** 3 members of the public, Cllr H Davies, Somerset Council and Mrs T-A Biss (Clerk and Responsible Financial Officer)

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### 6.30pm - PRIOR TO THE START OF THE FORMAL MEETING:

a) **Question and comments from members of the public**

A resident expressed their appreciation to the Emergency Volunteer Group for arranging a named contact who would be available to support them in the event of an emergency. The resident noted that, as they live alone, the arrangement provided reassurance

A card of thanks was received from the Parochial Parish Church Treasurer, expressing appreciation to the Parish Council for the kind donation towards the church bells repair fund.

b) **Public Participation**

None

c) **Reports from Somerset Councillors**

Cllr Davies' report had been circulated prior to the meeting. He highlighted the Council Leader's announcement of £50m in Government funding for flood-resilience and prevention schemes in Somerset, confirmed by Defra following a visit by Floods Minister Emma Hardy during the Storm Chandra major incident.

He advised that he had still received no contact from Cllr Rosemary Woods and had been informed that "Councillor Diogo Rodrigues... has requested a six-month leave of absence for Councillor Rosemary Woods due to health-related reasons." Members wished Cllr Woods well in her recovery.

He also reported on recent Somerset Council updates, including fire-safety warnings relating to batteries and gas canisters, advice on managing food waste in hot weather, confirmation that non-black plastic plant pots are now recyclable, the Council's response to the CQC assessment, and the withdrawal of a proposed "holiday tax."

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### THE MEETING FORMALLY OPENED AT 6.40pm

**1. APOLOGIES FOR ABSENCE:<sup>1</sup>**

Apologies were received Cllr Russell, who is currently convalescing.

**1.1 Dispensation – Cllr Russell**

Council considered a dispensation under LGA 1972 s85 to permit Cllr Russell's continued absence for reasons previously notified to the Clerk. Members wished Cllr Russell well.

**RESOLVED:** To grant the dispensation - Clerk to update attendance records accordingly. Proposed by Cllr Swan, seconded by Cllr Voller. All in favour.

**1.2 Late Apologies**

Sincere apologies were received after the meeting from Cllr Skinner, who had the incorrect date in her diary.

**2. DECLARATIONS OF INTERESTS:<sup>2</sup>**

Cllr Martin declared an interest in Item 5.1 – Planning Application 3/28/26/003 (Installation of photovoltaic panels and EV charging point at Sampford House). No other declarations were made.

**3. APPROVAL OF PREVIOUS MEETING MINUTES:**

The minutes of the meeting held on 13 May 2026 are approved as an accurate record and signed by the Chair.

**RESOLVED:** That the minutes of the Sampford Brett Parish Council meeting held on 13 May 2026, be approved as a true and accurate record and signed accordingly. Proposed: Cllr Voller; Seconded: Cllr Swan. All in favour.

**4. ACTIONS FROM THE PREVIOUS MEETINGS:**

**4.1 Page 682, Item 9 – Traffic Speed Through Sampford Brett**

Correspondence has been issued to Somerset Highways requesting an inspection of the junction of The Rocks and the main street, and asking that the worn line markings be considered for repainting.

**4.2 Page 683, Item 11.2 – Use of Facebook for Parish Council Communications**

Awaiting adoption of the procedure for the use of Facebook (refer to Item 8.5).

**5. PLANNING**

General planning correspondence and determinations were noted. No decision has yet been made on Planning Application 3/28/26/001.

Cllr Martin declared an interest in Item 5.1 as the application relates to his property. He therefore stepped aside and took no part in the discussion or decision. The Vice Chair, Cllr Swan, chaired this item.

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<sup>1</sup> Local Government Act 1972, Section 85(1)

<sup>2</sup> Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items (as set out within the Parish Council's Code of Conduct), and to consider any prior requests from members for Dispensations that corresponds with Localism Act 2011 s33(b-e). (NB this does not prevent any later declarations)

### **5.1 Application 3/28/26/003 – Sampford House, Manor Farm Lane**

*Installation of 14 photovoltaic panels and an electric vehicle charging point.*

Councillors noted that the proposal supports Somerset's climate and renewable energy objectives, with small-scale solar and EV charging identified as positive sustainability measures. Any potential impact on the setting of the listed building was considered limited and outweighed by the public benefits. Landscape and visual effects were assessed as localised and proportionate, with no identified harm to residential amenity.

On balance, national and local policy support for renewable energy outweighed any minor impacts, and the Council raised no objection.

**RESOLVED:** To offer no objection to the application. Proposed by Cllr Swan, seconded by Cllr Miles. All in favour.

Cllr Martin resumed the role of Chair, thanking Cllr Swan.

## **6. ANNOUNCEMENTS FROM THE CHAIR**

### **6.1 Phone Box Book Exchange – Update**

Terri Pratt has advised that she would like to step down from maintaining the books in the phone box. The Parish Council is pleased to note that Diane Brooks has agreed to take on this role, and Terri will meet with her to arrange a handover.

The Parish Council expressed its thanks to Terri for her hard work in maintaining the village book exchange, which is well used by residents from Sampford Brett and neighbouring parishes.

**ACTION:** *The Clerk will arrange for a thank-you card to be sent.*

### **6.2 Heavy Goods Vehicle (HGV) Incident – 8 June 2026**

A report was received regarding an incident involving a large HGV travelling through the village. The vehicle was unable to proceed and spent approximately 45 minutes manoeuvring and reversing back through the village, during which branches were removed from the yew tree at The Rectory and the metal signpost outside The Old School was damaged. The signpost was bent and rotated because of the impact.

The Parish Council has written to Somerset Highways requesting an inspection and repair of the damaged signpost and asking Highways to consider installing clearer advance signage at the village entrances to indicate that the route is unsuitable for large HGVs. Highways have been asked to advise on next steps and whether any further information is required.

### **6.3 Councillors' Training**

Councillors were encouraged to review the current SALC training programme and to sign up for any relevant refresher courses. The importance of maintaining up-to-date knowledge and skills was stressed. Most training sessions are delivered via video conference.

### **6.4 Contact Details**

Any changes to contact information should be notified to the Clerk to ensure that accurate and up-to-date details are available to the public.

## **7. UPDATE REPORTS FROM COUNCILLORS**

### **7.1 Defibrillator/Bleed Kit – Cllr S Miles**

The defibrillator and bleed kit have not been used since the last meeting. The new defibrillator battery has arrived and will be stored with the unit, ready to be fitted when required.

### **7.2 Footpaths & Rights of Way – Cllr N Brodrick**

Cllr Brodrick reported on the WL2017 Aller Farm footpath defects, originally logged from the 8 January onwards. Issues included angle iron protruding along the footpath, creating a trip hazard, and fallen bushes. These items now show on the Somerset footpath system as completed. Much of the work was carried out by members of the public, with the Somerset Council contractor identifying only one iron post requiring attention.

It was noted that, in future, if the Parish becomes aware that members of the public have undertaken remedial work, it would be helpful to notify Rights of Way to avoid unnecessary call-outs, particularly given limited funding and the long response times evident in this case.

### **7.3 Village Hall Liaison – Cllr S Voller**

- The new accessible toilet is almost complete, and feedback has been positive.
- New paving slabs will be installed on the north side of the building to provide low-maintenance access and a stable platform for future soffit replacement. Annual maintenance and improvement costs are anticipated to reach or exceed £10,000.
- CIO financial arrangements have been approved. New accounts will be opened next month, after which existing accounts will be closed and assets transferred. Solicitors' costs to date are approximately £4,000.
- The Village Hall will celebrate its 50th anniversary on Saturday 5 September, with a day of fundraising and themed events, including a 1970s theme, afternoon tea, and an evening with a band, bar, and food.
- The Committee noted the significant ongoing costs of maintaining the Village Hall and the importance of income and fundraising to replenish contingency reserves.

### **7.4 Emergency Response – Cllr B Martin**

Since the last meeting on 11 March, there have been no emergencies. Rainfall recorded from that date to today totalled 91.3mm (3.6 inches), compared with 129mm (5.1 inches) for the same period last year. The two stream-level gauges in the village did not rise to the 'Lo' level, and therefore no alerts were triggered.

It was previously reported that the January meeting of the West Somerset Flood & Emergency Group was cancelled due to a flood incident elsewhere in the county. It has now been confirmed that, due to the Chair awaiting an operation, the next meeting is scheduled for September.

### **7.5 Local Community Network – Cllrs Swan & Skinner**

Nothing to report, as no LCN meetings have taken place since the last Parish Meeting.

## **8. REVIEW AND ADOPTION OF GOVERNANCE DOCUMENTS**

Council reviewed the following statutory and governance documents:

**8.1 Code of Conduct (June 2026 Review)** – Approved (Proposed Cllr Swan, seconded Cllr Brodrick).

**8.2 Standing Orders (June 2026 Review)** – Approved (Proposed Cllr Voller, seconded Cllr Brodrick).

**8.3 Data Management Policy** – Approved (Proposed Cllr Swan, seconded Cllr Brodrick).

**8.4 Retention Schedule (Appendix A) – Approved (Proposed Cllr Voller, seconded Cllr Brodrick).**

**Items 8.5, 8.6 & 8.7 – Community Engagement Policy Appendices.**

**8.5 Dedicated Facebook User Account Policy (Appendix A) – Approved (Proposed Cllr Miles, seconded Cllr Voller).**

**8.6 Public Participation Policy (Appendix B) – Approved (Proposed Cllr Swan, seconded Cllr Voller).**

**8.7 Press Contact Policy (Appendix C) – Approved (Proposed Cllr Swan, seconded Cllr Voller).**

**RESOLVED:** To adopt statutory and governance documents 8.1 to 8.7. Refer above to Proposers and seconders. All in favour.

**NOTED:** Financial Regulations and Risk Register are scheduled for review in September 2026 and were therefore deferred.

**9. FINANCIAL BUSINESS 2026–2027**

**9.1 Current Financial Position as of 01 June 2026**

| REVENUE BREAKDOWN                            |                  |                                    |  |
|----------------------------------------------|------------------|------------------------------------|--|
| <b>Brought Forward</b>                       |                  |                                    |  |
| Net Bank Balance as of 31 March 2026         | <b>£4,726.67</b> | AGAR Section 2(1)                  |  |
| <b>Gross Income</b>                          |                  |                                    |  |
| Precept - Received 09 April 2026             | £5,000.00        | AGAR Section 2 (2)                 |  |
| VAT 126 Claim                                |                  |                                    |  |
|                                              | <b>£5,000.00</b> | Gross Income                       |  |
| <b>EXPENDITURE</b>                           |                  |                                    |  |
| Staff                                        | 523.78           | AGAR Section 2 (4)                 |  |
| Other                                        | £1,461.07        | AGAR Section 2 (6)                 |  |
|                                              | <b>£1,984.85</b> | Current Gross Expenditure          |  |
| <b>BROUGHT FORWARD +INCOME - EXPENDITURE</b> |                  |                                    |  |
|                                              | <b>£7,741.82</b> | Net Banked Balance as 01 June 2026 |  |
| <b>BANK RECONCILIATION</b>                   |                  |                                    |  |
|                                              | £7,741.82        |                                    |  |
| Less any un-presented cheques                | £0.00            |                                    |  |
| Less: Petty cash float (if applicable)       | £0.00            |                                    |  |
| Add: any un-banked cash                      | £0.00            |                                    |  |
| <b>Net Banked Balance</b>                    | <b>£7,741.82</b> | AGAR Section 2 (7)                 |  |

| EXPENDITURE                 |                  |                  |                  |                                                |
|-----------------------------|------------------|------------------|------------------|------------------------------------------------|
| Category                    | Actual           | Budget           | Remaining        | Comments                                       |
| Bank Charges                | £9.00            | £60.00           | £51.00           | Average charge per month under £5.00           |
| Election 2027               |                  | 500.00           | £500.00          | Awaiting confirmation - Somerset Council       |
| Emergency Provision         | £239.99          | £500.00          | £260.01          | Defibrillator- Pad/Batteries; Bleed Kit        |
| GOV.UK email                |                  | £350.00          | £350.00          | .gov Email £99+VAT per annum + £2 x 8 pm       |
| Grants                      | £150.00          | £250.00          | £100.00          | Flood Group; Churchyard Maintenance            |
| Hall Hire                   | £18.00           | £150.00          | £132.00          | Meeting Venue                                  |
| Insurance                   | £418.24          | £500.00          | £81.76           | Legally required to hold appropriate insurance |
| Internal Audit              | £35.00           | £35.00           | £0.00            | Legally required of a yearly internal audit    |
| Maintenance of Assets       |                  | £150.00          | £150.00          | Provision for repairs                          |
| Membership                  | £152.64          | £190.00          | £37.36           | SALC & NALC Membership                         |
| Office Equipment/Stationery |                  | £50.00           | £50.00           |                                                |
| Service Agreements          | £403.20          | £770.00          | £366.80          | Website & Dog Waste Bin                        |
| Staff Wages                 | £523.78          | £3,030.00        | £2,506.22        | 207hrs + % cover NJC Salary Award Apr 26       |
| Training                    | £35.00           | £120.00          | £85.00           | Councillors' & Clerk Training                  |
| <b>TOTAL</b>                | <b>£1,984.85</b> | <b>£6,655.00</b> | <b>£4,670.15</b> |                                                |

## 9.2 Schedule of Income and Payments as of 01 June 2026

| PO No.  | Invoice No. | Payee                  | Description of Goods                               | Total   | Action Required |
|---------|-------------|------------------------|----------------------------------------------------|---------|-----------------|
| PO26012 | 2023-4680   | Turtle Engineering Ltd | Replacement Battery for the iPad SP1 Defibrillator | £238.80 | Ratify Approval |
| Total:  |             |                        |                                                    | £238.80 |                 |

**NOTED:** Ratify Approval – no action required

## 10. ANNUAL GOVERNANCE STATEMENT 2025/26 (AGAR SECTION 1)

The Chair read each statement aloud. Council recorded its response to each item and approved Section 1.

**RESOLVED:** To approve Section 1. Proposed by Cllr Swan, seconded by Cllr Miles. All in favour.

The Chair and Clerk signed the Annual Governance Statement 2025/26 (AGAR Section 1).

## 11. ACCOUNTING STATEMENTS 2025/26 (AGAR SECTION 2)

The Chair read each of the Accounting Statements aloud. Proposed by Cllr Voller, seconded by Cllr Brodrick. All in favour.

**RESOLVED:** To approve Section 2. Proposed by Cllr Voller, seconded by Cllr Brodrick. All in favour.

The Chair and Clerk signed the Accounting Statements 2025/26 (AGAR Section 2).

## 12. PUBLICATION OF ACCOUNTS

**RESOLVED:** To approve publication of the “Accounts for the Year Ended 31 March 2026” in accordance with statutory requirements. Proposed by Cllr Swan, seconded by Cllr Voller. All in favour.

## 13. DATE OF NEXT MEETING

Wednesday 09 September 2026, Village Hall, 6.30pm.

The meeting closed at 7.13pm and the Chair thanked all those in attendance.

Chairman's Signature: B A Martin

Date: 09 September 2026