

Annual Meeting of Sampford Brett Parish Council

Wednesday 10th May 2023

Minutes of the Annual Meeting of Sampford Brett Parish Council which took place on Wednesday 10th May 2023 and was held at Sampford Brett Village Hall, commencing at 6.30pm.

Parish Councillors Present: J Swan (Chair), N Brodrick (Vice Chair), B Martin, S Miles, J Russell, T Skinner, and S Voller

In Attendance: Somerset Council Cllr H Davies
Three Members of the Public and Mrs T-A Biss (Clerk and Responsible Financial Officer)

6.30pm - PRIOR TO THE START OF THE MEETING:

- a) **Question and comments from members of the public**
No request had been received from members of the public.
- b) **Request to address the Parish Council from members of the public.**
No request had been received from members of the public.
- c) **Reports from County & District Councillors**
The Chair thanked Somerset Council Cllr H Davies for his attendance. Apologies received from Somerset Council Cllrs R Woods.

Cllr Woods sent a report of Somerset Council issues and projects which had been circulated to Members with highlights read by the Chair.

Cllr Davies report had also been circulated to Councillors, but he gave a brief update which include the need for the Parish Councillors to have provided representatives to attend local LCN meetings.

Resolution:

The Clerk to request further information form Somerset County on how these meetings will be organised, their remit, purpose, frequency etc.

The meeting was then formally opened.

1. MEMBERS TO ELECT THE CHAIR OF THE PARISH COUNCIL FOR 2023-2024

Nominations for the role of Chair were sought. Cllr Jan Swan was proposed by Cllr S Voller and seconded by Cllr N Brodrick. There being no other nominations Cllr J Swan was unanimously elected as the Chair of the Parish for 2023-2024. Cllr Swan however did state that this would be her last year as Chair and requested other Members to consider the role for 2024-2025.

Resolution:

That Cllr J Swan was unanimously elected as the Chair of the Parish for 2023-2024.

2. MEMBERS TO ELECT THE VICE-CHAIR OF THE PARISH COUNCIL FOR 2023-2024

Nominations for the role of Vice-Chair were sought. Cllr N Brodrick proposed by Cllr S Voller and seconded by Cllr J Swan. There being no other nominations Cllr N Brodrick was unanimously elected as the Vice-Chair of the Parish for 2023-2024.

Resolution:

That Cllr N Brodrick was unanimously elected as the Vice-Chair of the Parish for 2023-2024.

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

3.1 None received.

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)

4.1 Cllr Swan declared an interest in item 12.3 – Sonder Digital Ltd.

5. TO APPROVE AND SIGN AS A CORRECT RECORD OF THE MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 8th MARCH 2023 (LGA 1972 sch 12, para 41(1))

Resolution:

That the minutes of the meeting of Sampford Brett Parish Council held on 8th March 2023 were approved as being a true and accurate record and signed as such.

6. ACTIONS FROM THE PREVIOUS MEETING

6.1 Item 6.3 (page 553) - Cllr Voller has sent information to the Chair of the Village Hall Committee about the "Airband" internet package.

6.2 Item 6.6.1 (page 554) – Cllr Martin will ensure that all items of equipment will be marked as the property of Sampford Brett Parish Council on completion of all purchases.

7. UPDATE REPORTS FROM COUNCILLORS

7.1 **Defibrillator (including maintenance and training) – Cllr S Miles.** All okay.

7.2 **Footpaths and Rights of Ways - Cllr N Brodrick** – had received reports the handrail near Providence Mill is damaged.

Resolution:

Cllr Brodrick to report the damaged handrail to Somerset Council Rights of Way Team.

7.3 **Neighbourhood Watch – Cllr Swan** - nothing to report.

7.4 **Quantock Hills Joint Advisory Committee (JAC) - Cllr J Russell** - As part of the Government's response to the 2019 Landscapes Review Areas of Outstanding Natural Beauty (AONBs), AONBs are to be publicly renamed as 'National Landscapes'. The legal designation will remain as AONBs. The review found that people's understanding or knowledge of 'Areas of Outstanding Natural Beauty' was very low mainly because it is abbreviated to AONB. It is felt that changing to National

Landscape will reinforce that these areas have been designated due to their nationally important landscapes. The Landscape Review also picked up that this would raise the profile of these areas when considered alongside National Parks.

When the change occurs, the place will be 'The Quantock Hills National Landscape', the governing body will become 'The Quantock Hills National Landscape Partnership' and with the team becoming the 'Quantock Hills National Landscape Team'.

It is expected that the change will occur later this year though no firm dates have been set as there is a lot still being discussed including branding, who is going to foot the bill for changing logos, literature, websites, uniform etc.

7.5 Flood Warden – Cllr B Martin

7.5.1 Cllr Martin held a meeting for flood response volunteers on 24th March 2023 in the village hall. There were 19 in attendance, including 3 representatives from Roadwater. It was originally intended that Tiffany Tapper of the Environment Agency would give one talk and Cllr Martin would give a talk focussed on the village. Tiffany had to pull out the day before due to illness, so Cllr Martin expanded his talk to cover all aspects of flood resilience and management, including describing the role of the various agencies and covering topics such as riparian rights and responsibilities. Much of the talk focussed on the village, and the role of volunteers, including minimising the potential hazards and risks. Thanks go to Martin Harris for help with the IT and to Cllr Swan for providing refreshments.

7.5.2 Surface water drain markers: A proposal was raised to paint small inverted white triangles on walls above where surface water drains gratings are situated. This will enable their location to be easily found when covered with muddy flood water. The work to be carried out during a period of dry weather. The Parish Council would, of course, seek permission from the owners of the walls. Proposed by Cllr Martin and seconded by Cllr Swan. All in favour.

Resolution:

That small inverted white triangles are painted on wall above where surface water drains gratings are situated.

Resolution:

That permission is obtained from the owners of the walls prior to this action being taken.

7.5.3 Cllr Martin has been advised by Gareth Varney of the Environment Agency that the two flood telemetry gauges are due to be installed on 31st May and 1st June 2023.

7.5.4 Most of the flood management and storage equipment using the grant funds from Somerset Prepared have now been purchased. The dedicated shed for storage will go behind the garage in the village hall car park. The space has been cleared of shrubs and trimmed and is now waiting for final preparation before the shed base is made and the shed constructed. Thanks go to Roger Biss and tractor, for his help in the unloading of building materials.

8. AS TRUSTEES OF THE VILLAGE HALL, TO DISCUSS THE IMPLICATION IF THE HALL BECOMES A CHARITABLE INCORPORATED ORGANISATION (CIO)

Cllr Voller informed the meeting that the Village Hall Committee were investigating applying for CIO as this would limit liability of the Committee members and assist with funding. At present no application has been submitted. Members requested that prior to an application being submitted

that the Parish Council (as Custodian Trustee), is consulted and that any draft application is shared with them.

Resolution:

That Cllr Voller liaise with the Village Hall Committee Chair to obtain a copy of the draft application.

Resolution:

That a request is made to the Village Hall Committee to ensure that the Parish Council is consulted prior to any application being submitted.

9. TO AGREE THE INSCRIPTION AND POSITIONING OF THE PROPOSED ROYAL COMMEMORATIVE PLAQUE

- 9.1 Cllr Swan, on behalf of the Parish Council thanked those involved in the refurbishment of the Noticeboards - Jon Toulson, Martin Harris, and Cllr Martin. The first board had been repaired and restored and re-installed by the 1st April 2023. The second notice board is currently in the process of renovation and will be re-installed in the coming week. Most of the renovation materials has been donated by Messrs Toulson, Harris, and Martin, with a total cost to the Parish of £38.

Resolution:

That the Clerk sends a letter of thanks to Jon Toulson, Martin Harris, and Cllr Martin

- 9.2 Cllr Voller had prepared a picture montage of the possible positioning and wording for the proposed royal commemorative plaque which had been circulated.

Following discussion, members were asked to vote on their preferred inscription and position of the plaque.

Resolution:

That the majority decision is to position the plaque on one of the newly refurbished noticeboards (like the plaque already in place on the other noticeboard).

Resolution:

That the inscription for the plaque is *"In tribute to the glorious reign of her Majesty Queen Elizabeth II 1952 to 2022 and in celebration of the coronation of his Majesty King Charles III on 6th May 2023"*

Resolution:

That Cllr Martin informs the Clerk of the size restrictions for the plaque on the newly refurbished noticeboard to enable quotes to be obtained for engraving.

10. TO PROPOSE A SUB-COMMITTEE – "SAMPFORD BRETT FLOOD RESPONSE VOLUNTEERS"

It is proposed that a "Sampford Brett Flood Response Volunteers" sub-committee is formed which will meet at least twice a year. This will ensure there is adequate insurance cover for the group whilst they carry out the voluntary work. For sub-committees to be covered under the above Parish Council Policy the following Criteria must be complied with:

- a. The minutes of the meetings of the Committee form part of and are incorporated into the minutes of the Parish Council.
- b. Meetings of the Committee are open to the public in the same way as Parish Council Meetings.
- c. Any accounts of the Committee form part of the accounts of the Parish Council and are subject to the Council's audit.

If the above Criteria are complied with the Public Liability Section of the Policy would extend to include the Official Sub Committee, subject to the terms, conditions & exclusions of the Policy.

Proposed by Cllr Swan and seconded by Cllr Martin. All in favour.

Resolution:

That Cllrs Martin and Skinner prepare “Terms of Reference” for the sub-committee and consider appropriate meeting schedule.

Resolution:

That meetings are be advertised and open to the public with minutes of the meetings taken and chaired by a Parish Councillor (predominately Cllr Martin or Cllr Skinner) and report back to Full Parish Meetings.

11. TO AGREE THE RECRUITMENT PROCESS FOR A PARISH CLERK AND REVIEW INITIAL DOCUMENTS

The Chair had worked through the information provided from the SALC on recruitment. This was very comprehensive and suggested that similar documentation used for the previous appointment was adequate and draft copies would be circulated for comments by Members.

The Chair also reminded Members that there would be an impact on the budget as no spend had been allocated for the recruitment of a new Parish Clerk.

Members discussed the need to advertise the vacancy as widely as possible.

Resolution:

The Chair to circulate documentation to Councillors for comments.

Resolution:

The Clerk to obtain cost for advertising the position on recruitment media such as “Indeed”.

12. FINANCIAL BUSINESS

12.1 Financial Reports as of 3rd May 2023 (2022-2023 and 2023-2024)

12.1.2 Financial Report 2022-2023

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>
Safe South West Resilience Funding	£1,685	<i>AGAR Section 2 (3) – Current Gross Income</i>
	£10,949	
EXPENDITURE		
Staff	£2,117	<i>AGAR Section 2 (4)</i>
Other	£3,209	<i>AGAR Section 2 (6)</i>
	£5,326	<i>Current Gross Expenditure</i>
INCOME MINUS EXPENDITURE		
	£5,623	<i>Net Banked Balance as 31st March 2023</i>
BANK RECONCILIATION		
	£5,623	<i>Actual bank balance</i>
Less any unrepresented cheques	£0	
Less: Petty cash float (if applicable)	£0	
Add: any un-banked cash	£0	
Net Banked Balance	£5,623	<i>AGAR Section 2 (8)</i>

12.1.2 Financial Report 2023-2024 as of 3rd May 2023

INCOME		
Brought Forward	£5,623	<i>Net Banked Balance as 31st March 2023</i>
Precept - Received 24 April 2023	£3,700	<i>AGAR Section 2 (2) – Current Gross Income</i>
	£9,323	
EXPENDITURE		
Staff	-	<i>AGAR Section 2 (4)</i>
Other	£225	<i>AGAR Section 2 (6)</i>
	£225	<i>Current Gross Expenditure</i>
INCOME MINUS EXPENDITURE		
	£9,098	<i>Net Banked Balance as 3rd May 2023</i>
BANK RECONCILIATION		
	£9,098	<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	£9,098	<i>AGAR Section 2 (8)</i>

12.2 Expenditure Category Breakdown as of 3rd May 2023

12.2.1 Expenditure Category Breakdown 2022-2023

Category	Actual	Budget	Remaining	Comments
Election Expenses	-	£100.00	£100.00	<i>5th May 2022 Elections</i>
Emergency Provision	£250.18	£250.00	-£0.18	<i>Replace defibrillator pads (£35); Grit/Salt Purchase</i>
Grants	£5.00	£100.00	£95.00	
Hall Hire	£41.50	£100.00	£58.50	
Insurance	£321.76	£300.00	-£21.76	
Internal Audit	£25.00	£25.00	-	
Maintenance of Assets	£37.87	£150.00	£112.13	<i>Telephone Kiosk, Bus Shelter & Defibrillator</i>
Membership	£85.62	£85.00	-£0.62	<i>SALC & NALC Membership</i>
Office Equipment/Stationery	-	£50.00	£50.00	
HM Land Registry	£71.88	£0.00	-£71.88	<i>HM Land Registry re: footpath</i>
Service Agreements	£645.12	£600.00	-£45.12	<i>Website & Dog Waste Bin</i>
Staff Wages	£2,116.79	£2,000.00	£116.79	<i>Increase hours to average 3hrs 45m per week</i>
Training	£340.00	£200.00	-£140.00	<i>Councillors & Clerk - average £30/40 each</i>
Queen's Platinum Jubilee	-	£200.00	£200.00	<i>Event</i>
Safe South West Resilience Funding	£1,385.30	£1,685.00	£299.70	<i>Grant</i>
TOTAL	£5,326.02	£5,845.00	£518.98	

12.2.2 Expenditure Category Breakdown 2023-2024 as of 3rd May 2023

Category	Actual	Budget	Remaining	Comments
Election Expenses	-	£100.00	£100.00	<i>5th May 2022 Elections</i>
Emergency Provision	-	£500.00	£500.00	<i>Upgrade/replacement of emergency provisions</i>
Grants	-	£50.00	£50.00	
Hall Hire	-	£100.00	£100.00	
Insurance	-	£350.00	£350.00	
Internal Audit	-	£30.00	£30.00	
Maintenance of Assets	-	£250.00	£250.00	<i>Noticeboard refurbishment</i>
Membership	-	£90.00	£90.00	<i>SALC & NALC Membership</i>
Office Equipment/Stationery	-	£50.00	£50.00	
HM Land Registry	-	£0.00	£0.00	<i>HM Land Registry re: footpath</i>
Service Agreements	-	£660.00	£660.00	<i>Website & Dog Waste Bin</i>
Staff Wages	-	£2,200.00	£2,200.00	<i>Average 3hrs 45m per week</i>
Training	-	£200.00	£200.00	<i>Councillors & Clerk - average £30/40 each</i>
Queen's Platinum Jubilee	-	£150.00	£150.00	<i>Event</i>
Safe South West Resilience Funding	£224.77	£299.70	£74.93	<i>Small Grant Fund £1,685 received 2022-23 balance</i>
TOTAL	£224.77	£5,029.70	£4,804.93	

12.3 Schedule of Payments 3rd May 2023

12.3.1 Report of Items purchased after agreement given by Councillors on 14 December 2022

PO No.	Invoice No.	Payee	Description of Goods	Total	Cheque/ FPO	Initial
PO22026	1460319	Kingfisher Direct Limited	2 CU FT Grit Bin – 50 Litre/50kg capacity	£58.19	FPO	DJS/SV
PO22028	2022-8413	Turtle Engineering Ltd	Replacement Battery for CU-SP1 Defibrillator	£191.99	FPO	DJS/SV
PO22029	8852860	The Safety Supply Company	Parish Emergency Flood Equipment	£577.34	FPO	DJS/SV
PO22030	0000101	Shedstore (Taylor Investments)	6' x 8' Global Heritage Green Apex Metal Shed	£657.96	FPO	DJS/SV
PO22031	10174	SPD UK	Large Cork Rolle – 2m x 1.22m	£37.87	FPO	DJS/SV
PO22032	1468068	Kingfisher Direct Limited	Flood Cube Sandless Sandbags	£150.00	FPO	DJS/SV
Total:				£1,673.35		

12.3.2 Schedule of Payment 2023-2024 dated 3rd May 2023

PO No.	Invoice No.	Payee	Description of Goods	Total	Cheque/ FPO	Initial
PO23001	82761	CRS Building Supplies Limited	Flood Storage Shed Base Material	£224.77	FPO	DJS/SV
PO23002	#8613	Sonder Digital Limited	Technical Support for Parish Website April 2023 – March 2024	£362.88	FPO	DJS/SV
PO23003	LCO00750	BHIB Councils Insurance	Local Councils Insurance Renewal 01 June 2023 -30 May 2024	£351.90	FPO	DJS/SV
Wages	n/a	Mrs T-A Biss	January – March 2023	£430.31	Cheque	DJS/SV
Total:				£1,369.86		

13. AUTHORISATION OF CERTIFICATE OF EXEMPTION 2022-2023

The Certificate of Exemption AGAR 2022/23 had been circulated prior to the meeting. This document is required to certify that during the financial year 2022/23, 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.

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 31st March 2023 and a completed Certificate of Exemption is submitted no later than 30th June 2023 notifying the external auditor.

Resolution:

That the Certificate of Exemption – AGAR 2022/2023 Part 2 - be confirmed and signed by the Chair and Clerk.

Resolution:

That the Certificate of Exemption – AGAR 2022/23 Part 2 - is returned to the External Auditor by the 30th June 2023.

14. PLANNING APPLICATION - PLANNING APPLICATION - 3/28/23/002, DEMOLITION OF AGRICULTURAL BUILDING AND ERECTION OF 1 NO. DWELLING WITH ASSOCIATED WORKS UTILISING THE CLASS Q FALLBACK POSITION (AMENDED SCHEME TO 3/28/21/006), TAUNTON ROAD, SAMPFORD BRETT, TA4 4LJ

Resolution:

It was resolved that the Parish Council had no objection to this planning application, however, would request that a condition is considered to ensure light pollution is kept to a minimum level.

15. UPDATE ON SOMERSET WEST & TAUNTON PLANNING APPLICATIONS & APPEALS

Refer to Appendix A & B

16. NEXT PARISH MEETING – 14th June 2023

- Approve the accounts for the Year ending 31 March 2023
- Review of Financial Regulations
- Emergency Plan

Chairman's

Signature:

DJ Swan

Date:

14th June 2023

Appendix A

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	Klinridge, 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
3/28/22/005	Full Planning Permission	Erection of front, side and rear extensions	Applegarth, 35 Tower Hill, Williton, Taunton, TA4 4JR	Conditional Approval	02-Dec-22	27-Jan-23	03-Mar-23	Mr & Mrs Concah-Smith	No Objection	JS/TAB/P22005	20-Dec-22	14-Dec-22, Page 543, Item 11
NMA/28/22/001	Non-Material Amendment	Non-material amendment for 3/28/22/001 in order to change the roof of the approved rear extension from a cedar shingle lean-to with gable to a grey fibreglass flat roof	Mouse Cottage, 30 Main Road, Sampford Brett, Taunton, TA4 4LQ	Granted	28-Oct-22	25-Nov-22	24-Nov-22	Mr S Voller	Not Applicable	Not Applicable	Not Applicable	Not Applicable

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	Cloverfield 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

Appendix B

PLANNING APPLICATIONS WITHIN SAMPFORD BRETT PARISH 2023

Reference No.	Application Type	Description	Address	Status	Validated	Expiry Date	Decided	Applicant	Comment	Ref No.	Date Sent	Minutes
C/28/23/001	Discharge of Conditions	LOWER THORNES HOUSE, LUCKES LANE, WEST QUANTOXHEAD, WILLITON, TA4 4LP	Discharge of conditions 3, 4, 5, 6, 7 and 8 in relation to planning permission 3/28/20/001	Validated	17-Apr-23	12-Jun-23		Mr Raines	n/a	n/a	n/a	n/a
3/28/23/002	Full Planning Permission	Demolition of agricultural building and erection of 1 No. dwelling with associated works utilising the Class Q fallback position (amended scheme to 3/28/21/006)	Cloverfield Barn, Lower Weacombe, Bicknoller, TA4 4ED	Validated	04-Apr-23	30-May-23		Mr & Mrs Keen				