

Sampford Brett Parish Council

Parish Meeting Minutes

Wednesday 10th September 2025



Minutes of the Sampford Brett Parish Council Meeting which took place on Wednesday 10th September 2025 at Sampford Brett Village Hall, beginning at 6.30pm.

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

In Attendance: Five members of the public, Somerset Councillor R Woods, 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 correspondence received from members of the public.

b) **Request to address the Parish Council from members of the public.**

No request received from members of the public.

c) **Reports from Somerset Councillors**

Apologies received from Somerset Cllr H Davies. Cllrs Davies' and Woods' reports circulated to Members prior to the meeting. Issues discussed from the reports included:

- The importance of **not** placing gas canisters in household recycling bins. They are a significant fire hazard and can explode during the sorting process, leading to severe injury for waste collection staff and extensive damage at recycling facilities. Gas canisters can be recycled at specialized recycling centres; returned to the supplier for refilling or disposal; or taken to a designated household hazardous waste collection point.
- The first phase of the road works from Williton through to Washford took place on the 9th of September 2025 with the second phase planned for the 16th of September 2025. Cllr Woods commented that the road surface work is essential, however it highlighted the vulnerability of this "red route" when closed, resulting in surrounding B, C and Unclassified (U) roads becoming congested very quickly.

For information on planned roadworks refer to:

<https://www.somerset.gov.uk/roads-travel-and-parking/roadworks-and-travel/> or [Causeway one.network](#)

- Somerset NHS Trust is proposing temporary bed changes as part of a larger initiative to move to "pathway care" – the concept is that patients will receive treatment closer to home. The proposal includes the potential reduction of beds including those at Williton Community Hospital. The proposal is currently out for consultation - feedback is requested either online via the [NHS Somerset website](#), email somicb.engagement@nhs.net, or send a written response to [NHS Somerset Integrated Care Board](#), Wynford House, Lufton Way, Yeovil, BA22 8HR.

The meeting formally opened.

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

1.1 Apologies received from Cllr S Voller as on vacation.

2. DECLARATIONS OF INTERESTS

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)

2.1 None.

3. TO APPROVE AND SIGN AS A CORRECT RECORD OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 11th June 2025 (LGA 1972 sch 12, para 41(1))

Resolution:

That the minutes of Sampford Brett Parish Council held on 11th June 2025 are approved as being a true and correct record and signed as such.

4. ACTIONS FROM THE PREVIOUS MEETINGS

4.1 Page 650, Item 4.1. Peacocks. Councillors recognise that the "free roaming" muster of Peacocks is a polarizing topic. Currently there are believed to be six adults and three chicks. The overall observations from Members of the Public at this meeting when asked their views were that "peacock numbers should be restricted as they are having a negative impact on properties and gardens".

4.1.1 The Clerk contacted "Peacocks UK" (a bespoke removal service of Peacocks which have become unwanted or pose a nuisance), to ascertain cost.

Examples of cost:

- Hire of Catch-keep and collection of peacocks = £400 + £120 = £520
- Peacocks UK to catch and collect peacocks = £400 x 2 + £170 x 2 days = £1,600 + hire of Harris fencing

Members clarified that the Peacocks are **not the property** of the Parish Council and felt the cost of reducing the current muster cannot be justified (equivalent to 23% of the annual parish budget).

4.1.2 Tutbury Parish Council have a similar issue with the peacock numbers which are creating serious problems for some residents. On their website (tutburyparishcouncil.gov.uk), there is information on "Peacock Control" which had been circulated to Members prior to the meeting.

The information includes a "legal responsibility" section:

Under the **Environmental Protection Act 1990**, residents who feed the birds may be considered responsible for them - and could face enforcement action if the birds cause noise or environmental nuisance to neighbours.

Members felt it was appropriate to produce and circulate "A Guide to Peacock Control" to provide residents with information on how to deter the peacocks and include a request for feedback on the current situation.

Resolution:

That the Clerk in consultation with the Chair, Vice Chair to produce and circulate a "A Guide to Peacock Control" to provide residents with information on how to deter the peacocks and include a request for feedback on the current situation.

- 4.2 Page 650, Item 4.2 Purchase of the Bleed Kit is complete. It is located within the defibrillator cabinet on the outside wall of the Village Hall.
- 4.3 Page 650, Item 4.3 – The purchase of a further two Walkie-talkies (Motorola T72 model) for use in emergencies is complete.
- 4.4 Page 650, Item 4.4 – Community Emergency Plan vulnerable parishioners - refer to item 8.4.1.
- 4.5 Page 651, Item 7 – Work to repair the erosion to footpath WL20/17 at Aller Farm is complete and includes a new drainage system. Members hope the drainage will alleviate future damage to the footpath at this specific area.

5 UPDATES ON SOMERSET WEST & TAUNTON PLANNING APPLICATIONS & APPEALS

- 5.1 Planning Application - 3/28/25/004 - Erection of single storey extensions to the side and rear and conversion of loft space into ancillary accommodation, Applegarth, 35 Tower Hill, Williton, Taunton, TA4 4JR. The application has been considered, and Members have no planning issues on which they wish to comment, (as set out in “Sampford Brett Parish Council Procedure for Review of Planning Applications, item 6”).

6. ANNOUNCEMENTS FROM THE CHAIR

- 6.1 **Somerset Care Services Directory** – The Parish has ordered a box of booklets provided free of charge. They will be made available in the telephone “book exchange” kiosk, St George’s Church and the Village Hall.
- 6.2 **Somerset Art Works** – Members discussed the request for a donation to Somerset Art Works but did not wish to contribute on this occasion due to the limited grant budget.

7 REVIEWS OF PARISH REGULATIONS, POLICIES AND PROCEDURES

7.1 Financial Regulations - draft September 2025

Proposed for adoption by Cllr Miles, seconded by Cllr Brodrick. All in favour.

Resolution:

That the Financial Regulations - draft September 2025 is adopted and a copy placed on the Parish Website.

7.2 Risk Register - draft September 2025

Proposed for adoption by Cllr Swan, seconded by Cllr Skinner. All in favour.

Resolution:

That the Risk Register (draft September 2025) is adopted.

8. UPDATE REPORTS FROM COUNCILLORS

- 8.1 **Defibrillator (including maintenance and training) - Cllr S Miles** – No report of the defibrillator’s use since the last meeting. Cllr Miles reminded the meeting that if the cabinet is opened the alarm may sound - this is standard practice and should not stop anyone from using the equipment.

8.2 **Footpaths and Rights of Ways - Cllr N Brodrick** – No issues reported. A Member of the Public confirmed that a small tree has fallen across the footpath WL20/17 pass Aller Farm towards Williton.

Resolution:

That Cllr Brodrick to report to Somerset Council's ROW.

8.3 **Liaison with Village Hall Committee - Cllr S Voller** – deferred.

8.4 **Flood Warden- Cllr B Martin**

8.4.1 **Review Flood Volunteers Sub-Committee Draft Minutes – 27th August 2025**

Minutes of the Flood Volunteers sub-committee meeting circulated prior to this meeting. No events since the November 2024 Sub-committee meeting. Cllr Martin had summarised to the Sub-committee the amended Community Emergency Plan, the amended Emergency Flood Plan and introduced the new Emergency Communication Plan.

The Emergency Communication Plan comes into effect during prolonged events such as no power and no mobile phone signal. The intention is to include a table within this document, listing potentially vulnerable parishioners (including those living alone). Information will only be held with the full permission of the person(s), and strict data protection regulations will be followed. The information to include contact details of a family member/friend and keyholders. Cllr Martin requested the Parish Council's support for the "Vulnerable Parishioner Register". Proposed by Cllr Brodrick and seconded by Cllr Miles. All in favour.

Resolution:

That Cllr Martin collates a "Vulnerable Parishioner Register" following data protection regulations for use when the Emergency Communication Plan is actioned.

8.4.2 **Review of Sub-committee's title**

The brief of the Sub-committee Flood Response Volunteer group has changed over the past year. At earlier sub-committee meetings, the volunteers have agreed to act in case of any emergency in the parish, not just those flood-related. As the parish only suffers minor flooding which brings some mud onto the main street, Cllr Martin suggested that the name of the Sub-committee is revised to "Sampford Brett Emergency Response Volunteers", with the role of Flood Warden re-named to 'Emergency Response Coordinator'. This will also remove the stigma of the word 'flood', which can influence insurance and house sales. Proposed by Cllr Swan and seconded by Cllr Brodrick. All in favour

Resolution:

That the name of the Sub-committee is revised to "Sampford Brett Emergency Response Volunteers", with the role of Flood Warden re-named to 'Emergency Response Coordinator'.

8.4.3 **Parish Preparedness Survey**

Somerset Council in association with Somerset Prepared have issued a 'City, Town & Parish Preparedness Survey' covering the risk of various events which could adversely affect the parish. Cllr Martin completed this on behalf of the Parish Council. Members received a copy of the finalised survey prior to the meeting. Cllr Swan proposed that the completed survey is returned to Somerset Prepared, Seconded by Cllr Russell. All in favour

Resolution:

That the completed survey is returned to Somerset Prepared.

8.5 Local Community Network (LNC) – Cllr J Swan/Cllr T Skinner/Cllr J Russell

Cllr Russell attended the last meeting of the LNC and was surprised by the limited number of Town/Parishes councillors in attendance. Topics included information from Highways, Police and Coastal erosion which covered a two-hour period. The Highways Working Group will continue, and a new “Coastal Erosion” Group formed for the forthcoming year. The next LCN meeting is the 16th of October 2025 which Cllr Skinner will attend. The next Highways Subgroup meeting is the 12th of September 2025 which Cllr Swan will attend.

9. FINANCIAL BUSINESS

9.1 Proposed that the Vice Chair is an authorized signatory for the Parish’s bank account. Proposed by Cllr Swan and seconded by Cllr Skinner.

Resolution:

That the Vice Chair is an authorized signatory for the Parish’s bank account – Clerk to arrange.

9.2.1 Financial Reports as of 2nd September 2025

REVENUE BREAKDOWN		
Brought Forward		
Net Bank Balance as of 31 March 2025	£5,952.59	<i>AGAR Section 2(1)</i>
Gross Income		
Precept - Received 15 April 2025	£4,500.00	<i>AGAR Section 2 (2)</i>
VAT 126 Claim – 14 August 2025	£201.71	
	<u>£4,701.71</u>	<i>Gross Income</i>
EXPENDITURE		
Staff	646.82	<i>AGAR Section 2 (4)</i>
Other	£2,021.71	<i>AGAR Section 2 (6)</i>
	<u>£2,668.53</u>	<i>Current Gross Expenditure</i>
BROUGHT FORWARD +INCOME - EXPENDITURE	<u>£7,985.77</u>	<i>Net Banked Balance as 2nd September 2025</i>
BANK RECONCILIATION		
	£7,985.77	
Less any un-presented cheques	£0	
Less: Petty cash float (if applicable)	£0	
Add: any un-banked cash	£0	
Net Banked Balance	<u>£7,985.77</u>	<i>AGAR Section 2 (7)</i>

9.2.2 Expenditure Category Breakdown as of 2nd September 2025

Category	Actual	Budget	Remaining	Comments
Bank Charges	£22.25	£120.00	£97.75	
Emergency Provision	£114.14	£500.00	£385.86	<i>Defibrillator Pad/Batteries</i>
Grants	£155.00	£250.00	£95.00	<i>Flood group website; churchyard;</i>
Hall Hire	£20.00	£150.00	£130.00	
Insurance	£413.10	£450.00	£36.90	
Internal Audit	£0.00	£35.00	£35.00	
Maintenance of Assets	£0.00	£150.00	£150.00	<i>Provision for Repairs</i>
Membership	£151.95	£100.00	-£51.95	<i>SALC & NALC Membership</i>
Office Equipment/Stationery	£0.00	£50.00	£50.00	
Service Agreements	£362.88	£700.00	£337.12	<i>Website & Dog Waste Bin</i>
Staff Wages	£646.82	£2,998.00	£2,351.19	<i>Pro-rata 4hrs pw (Scale 10)</i>
Training	£0.00	£120.00	£120.00	<i>Councillors & Clerk - average £30/40 each</i>
Transfer to GOV.UK email/website	£0.00	£300.00	£300.00	
Telephone Kiosk Maintenance	£782.39	£1,000.00	£217.61	<i>Includes £800 SBAG grant 2024/2025</i>
TOTAL	£2,668.53	£6,923.00	£4,254.47	

9.3 Schedule of Payments dated 2nd September 2025

PO No.	Invoice No.	Payee	Description of Goods	Total	Cheque FPO	Action Required	Initial
PO25004	Awaiting Invoice	Idverde Limited	Renewal of Service Level Agreement – Dog Waste Bin 2025-2026	Within Allocated Budget	FPO	<i>Permitted to Budget</i>	<i>DJS & NB</i>
PO25008	Wages	Mrs T-A Biss	Clerk's Wages Apr-Jun 2025	£889.76	Cheque	<i>Authorisation of Payment</i>	<i>DJS & NB</i>
PO25013	25-007	Joseph Peterson	Painting of Sampford Brett Telephone Kiosk	£782.39	FPO	<i>Ratify Approval</i>	<i>DJS & NB</i>
PO25014	745719	Ligo Electronics Limited	Motorola TALKABOUT T72 Walkie Talkies, Twin Pack	£48.98	FPO	<i>Ratify Approval</i>	<i>DJS & NB</i>
PO25015	2023-3534	Turtle Engineering Ltd	Replacement Electrode Pads for the iPad SP1 Defibrillator	£143.98	FPO	<i>Authorisation of Payment</i>	<i>DJS & NB</i>
Total:				£2,174.11			

Resolution:

That payment is made as set out in the Schedule of Payments 2nd September 2025. Proposed by Cllr Swan and seconded by Cllr Miles. All in agreement.

10. NEXT PARISH MEETING – 10th December 2025

Chairman's Signature: DJ Swan

Date: 10 December 2025