

# Sampford Brett Parish Council

## Parish Meeting Minutes

### Wednesday 11 March 2026



Minutes of the Sampford Brett Parish Council Meeting which took place on Wednesday 11 March 2026 at Sampford Brett Village Hall, beginning at 7.30pm.

**Parish Councillors Present:** J Swan (Chair), B Martin (Vice Chair), S Miles, and S Voller

**In Attendance:** Four members of the public, and Mrs T-A Biss (Clerk and Responsible Financial Officer)

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#### 7.30pm - 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. Cllr Davies' report circulated to Members prior to the meeting.

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#### The meeting formally opened.

1. **APOLOGIES FOR ABSENCE** (LGA 1972 s85 (1)): Apologies were received from Cllrs Brodrick and Skinner due to prior commitments, and Cllr Russell is convalescing.
2. **DECLARATIONS OF INTERESTS:** Cllr Swan declared an interest in agenda item 9.4 related to Sonder Digital Ltd.  
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)
3. **APPROVAL OF PREVIOUS MEETING MINUTES:**  
**Resolution**  
That the minutes of Sampford Brett Parish Council meeting held on 10 December 2025 be approved as a true and correct record and signed as such.
4. **ACTIONS FROM THE PREVIOUS MEETINGS:**
  - 4.1 Page 660, Item 4.1 Peacocks - A "Guide to Peacock Control" is displayed on the Parish Council Noticeboard and will be delivered to properties potentially affected by roaming peacocks.  
**Action:**  
That properties where the peacocks may roam receive a copy of the "Guide to Peacock Control".
  - 4.2 Page 661, Item 4.2 Somerset Care Services Directory copies have been received and will be made available in the Church.

## **5 UPDATES ON SOMERSET WEST & TAUNTON PLANNING APPLICATIONS & APPEALS:**

5.1 No planning applications have been received within the Parish boundaries for 2026.

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

6.1 Rachel Gilmour MP will hold a constituency surgery at Sampford Brett Village Hall on 27 March 2026. Appointments can be booked online or via phone.

6.2 The Clerk will complete the SALC Parish, Town & City Council survey and share it with Cllrs Swan and Martin for approval before submission.

### **Action**

Clerk to complete survey and circulate prior to submitting.

6.3 The Local Government Boundary Commission (LGBC) has proposed reducing Somerset Council members from 110 to 96 by May 2027. Sampford Brett Parish will be part of the "Quantock Vale" Ward, represented by one Somerset Councillor. The LGBC has proposed the changes to the current division boundaries, which will be approved by Parliament.

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

### **7.1 Defibrillator Maintenance and Training (Cllr S Miles):**

- No usage of the defibrillator or Bleed Kit since the last meeting.
- The battery will need replacing in the next budget year.
- If the Ambulance Service uses the defibrillator, the Clerk is notified via email from "The Circuit."

### **7.2 Footpaths and Rights of Way (Cllr N Brodrick):**

- Issue #84702 (collapse of the bottom step board on footpath WL20/2) remains unresolved.
- Iron bars exposed due to rain erosion on the Aller Farm footpath were spray-painted, removed, and set aside by members of the public.

### **Resolution:**

That Cllr Brodrick will continue monitoring the WL20/2 defect.

### **7.3 Village Hall Management Committee Liaison (Cllr S Voller):**

- The Village Hall Management Committee has set up a Charitable Incorporated Organisation (CIO) registered with the Charity Commission.
- Financial assets transfer from the original charity to the new CIO is pending approval.
- Remedial works to the Village Hall are ongoing, including upgrading one of the toilets for wheelchair access and modernizing them. Further external works are planned when the weather improves.

### **7.4 Emergency Response Coordinator (Cllr B Martin):**

- Cllr Martin reported that there had been no emergency events in the parish since the last Parish Council meeting on 10 December 2025.
- A total of 340mm (13.4") of rainfall had been recorded during the period. Most of this was light rain, with the exception of 20–27 January, when the UpStream (US) gauge showed a 40cm (16") rise in stream level, causing some spillage onto the road at the bottom of Manor Farm Lane. A further 40mm (1.2") of rain fell overnight on 26–27 January. The Doniford Stream reached 1.40m, approximately 10cm below the high level recorded in 2012. Minor

spillage of muddy water occurred on the central village road but did not threaten any properties. One property north of the A358 suffered some flooding from an overflow of the old mill leat.

- Following a proposal at the previous meeting, Cllrs Swan and Martin met to consider the compilation of information on potentially vulnerable parishioners. While such a database could assist in emergency situations, it was noted that compiling, maintaining, and protecting personal data would be challenging. A provisional list and map, without personal contact details, has been prepared and will be discussed at the next Emergency Response Volunteers committee meeting.
- The West Somerset Flood & Emergency Planning Group meeting scheduled for 28 January was cancelled due to a major flood incident elsewhere in the county.

## 7.5 Local Community Network (LNC) –Cllrs Swan & Skinner

### 7.5.1 Minehead Watchet Local Community Network meeting held online on 8 January 2026

- **Police Update**
  - a) Police provided a written report; ongoing engagement discussed.
  - b) Traffic violations on Bridge Street, Williton raised; evidence required for enforcement.
  - c) Police recruiting PCSO; one down, one in training.
- **Dunster Traffic Light Scheme**
  - d) Addressed traffic management, safety, and communication issues.
  - e) Corrected misinformation on scheme maps.
  - f) Traffic sensor failures fixed, ongoing monitoring.
  - g) Signage improvements for access and emergency vehicles planned.
  - h) Community feedback encouraged for ongoing adjustments.
- **Community Projects and Reports**
  - i) End-of-year report published; highlights include highways, coastal protection, and active travel.
  - j) Achievements: £14,000 lottery funding, £10,000 grants, skate park funding of £150,000.
  - k) Emphasized community engagement and sharing success stories.
  - l) Fraud awareness sessions proposed for future meetings.

Future dates include ~~January~~, April, July, ~~February~~, and ~~May~~ 2026

### 7.5.2 Highways Sub-Group meeting held on Wednesday 4 February 2026

- **Environment Agency Coastal Defence Works – Minehead** - Address accelerated erosion near West Somerset Golf Club to prevent flood risks to residential areas, Warren Road, Butlins, West Somerset Railway, and wider Minehead. Work to start in March, lasting 3 months, avoiding peak tourist periods.
- **Planned Maintenance Updates**
  - a) **A39 Traffic Lights Upgrade:** Severe congestion due to signal phasing issues and high traffic volumes. Improvements in public communication and coordination with other contractors were noted.
  - b) **Traffic Management Schemes:** Speed limit reductions and parking restriction TROs are progressing. Concerns raised about inaccuracies in One.Network data.
  - c) **Winter Maintenance:** High number of defect reports due to wet weather; reactive repairs ongoing.
  - d) **Highways Maintenance:** Focus on reactive maintenance during winter; structural issues to be addressed in April.
  - e) **Public Utility Works:** Concerns over Wales & West Utilities gas works; improved coordination and prioritization planned.
  - f) **Resurfacing Works:** Scheduled for April–May, with advance notice for residents.

- **Parish Concerns**
  - a) A396 Cutcombe Road Repairs: Night-only repairs starting 9 February, involving barrier reinstatement with a revised engineering solution.
  - b) Dunster Issues: Parking and speed concerns raised; advisory markings installed but compliance remains low. Future road safety event proposed.
  - c) Williton Flooding: Blocked gullies and surface water runoff discussed; reactive clearance ongoing, with long-term solutions under review.
  - d) B3191 Closure: Increased traffic in Dunster due to diversions. Group agreed to focus on actionable highway solutions rather than speculative projects like the Tidal Lagoon.
- **Next Steps for B3191**
  - a) Dedicated meeting to address economic/community impacts, long-term options, funding, and timescales.

Next meeting scheduled for Wednesday, 13 May 2026, 10.00am – 1.00 pm.

#### 7.5.1 **Transport and Active Travel (TAAT) Working Group meeting held online on Friday, 27 February 2026 Focus Areas:**

- **Improved bus route communication:** QR codes installed at key stops; real-time information boards planned for select stops.
- **Bridgwater bus service:** Concerns about awareness, timetable suitability, and routing; passenger usage data being collected.
- **Hospital and diagnostic centre transport links:** Issues with access to Bridgwater and Taunton facilities; potential use of demand-responsive transport in the future.
- **Bus stop announcements:** Work in progress with operators; local input requested for finalizing content.

Next meeting scheduled for Thursday, 9 April 2026, at 7.00pm, with additional meetings planned for May and July 2026.

#### 8. **Grant request – Air Ambulance Life-Saving Portable Medical Equipment Appeal to the Parish Council**

Members deferred discussion until the next financial year.

## 9. FINANCIAL BUSINESS

### 9.1 Financial Report as of 02 March 2026

REVENUE BREAKDOWN			
<b>Brought Forward</b>			
Net Bank Balance as of 31 March 2025	£5,952.59	AGAR Section 2 (1)	
<b>Gross Income</b>			
Precept - Received 15 April 2025	£4,500.00	AGAR Section 2 (2)	
VAT 126 Claim – 14 August 2025	£201.71		
	<u>£4,701.71</u>	Gross Income	
<b>EXPENDITURE</b>			
Staff	2,221.73	AGAR Section 2 (4)	
Other	£3,141.34	AGAR Section 2 (6)	
	<u>£5,363.07</u>	Current Gross Expenditure	
<b>BROUGHT FORWARD +INCOME - EXPENDITURE</b>		<u>£5,291.23</u>	Net Banked Balance as 01 December 2025
<b>BANK RECONCILIATION</b>			
	£5,291.23		
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>	<u>£5,291.23</u>	AGAR Section 2 (7)	

### 9.2 Expenditure Category Breakdown as of 02 March 2026

Category	Actual	Budget	Remaining	Comments
Bank Charges	£45.50	£120.00	£74.50	
Emergency Provision	£258.12	£500.00	£241.88	Defibrillator Pad/Batteries
Grants	£355.00	£250.00	-£105.00	Flood group website; churchyard;
Hall Hire	£45.00	£150.00	£105.00	
Insurance	£413.10	£450.00	£36.90	
Internal Audit	£35.00	£35.00	£0.00	
Maintenance of Assets	£0.00	£150.00	£150.00	Provision for Repairs
Membership	£151.95	£100.00	-£51.95	SALC & NALC Membership
Office Equipment/Stationery	£0.00	£50.00	£50.00	
Service Agreements	£706.08	£700.00	-£6.08	Website & Dog Waste Bin
Staff Wages	£2,221.73	£2,998.00	£776.27	Pro-rata 4hrs pw (Scale 10)
Training	£0.00	£120.00	£120.00	Councillors & Clerk - average £30/40 each
Transfer to GOV.UK email/website	£349.20	£300.00	-£49.20	
Telephone Kiosk Maintenance	£782.39	£1,000.00	£217.61	Includes £800 SBAG grant 2024/2025
<b>TOTAL</b>	<b>£5,363.07</b>	<b>£6,923.00</b>	<b>£1,559.93</b>	

### 9.4 Schedule of Payments dated 01 December 2025

PO No.	Invoice No.	Payee	Description of Goods	Total	Cheque FPO	Action Required	Initial
PO25008	Wages	Mrs T-A Biss	Clerk's Wages Oct-Dec 2025	£556.06	Cheque	Authorisation of Payment	BAM & SJV
PO26001	Due 01-Apr-2026	Sonder Digital Limited	Standard Website Hosting Package – 2026-2027	£349.20	FPO	Ratify Approval	BAM & SJV
PO25018	tbc	SALC	Chairpersonship: Making Council Meetings Work	£35.00	FPO	Authorisation of Payment	BAM & SJV
<b>Total:</b>				<b>£940.26</b>			

#### Resolution:

That payment is made as set out in the Schedule of Payments 02 March 2026. Proposed by Cllr Martin and seconded by Cllr Voller. All in agreement.

**12. Next Meeting – 13 May 2026**

Chairman's Signature: B A Martin

Date: 13 May 2026