

The Meeting of Sampford Brett Parish Council

Wednesday 13th December 2023

Minutes of the Meeting of Sampford Brett Parish Council which took place on Wednesday 13th December 2023 and was held at Sampford Brett Village Hall, commencing at 6.30pm.

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

In Attendance: Cllr R Woods, Somerset Council; Faye Cross, Airband Community Internet Ltd; and two members of the Public
Miss D Dennis (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 Somerset County Councillors**
Apologies received from Cllr H Davies.
Both Cllrs Davies and Woods had sent reports of Somerset Council issues and projects which had been circulated to Members prior to the meeting. Cllr Woods expanded on the extremely worrying state of Somerset Council's finances.
- d) **Airband Ltd – Faye Cross, Community Liaison Officer**

Faye answered questions about how Airband will provide fibre to Sampford Brett. Airband have an 18-month contract with Connecting Devon and Somerset to install fibre to premises during 2024/25. A site survey will determine where installation will be underground and where existing poles can be used so the extent of road disruption is not yet known. Various packages will be available ranging from 150-900 Mbps and cost £30-65 per month; free installation; 18-month contract. Provision for telephone calls will be via VOIP. Funding will be available to buy subscribers out from their existing broadband contracts.

The meeting was then formally opened.

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

Apologies received from Cllr N Brodrick due to a prior commitment.

2. **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)

2.1 None received.

3. TO APPROVE AND SIGN AS A CORRECT RECORD OF THE MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 13th SEPTEMBER 2023 (LGA 1972 sch 12, para 41(1))

Resolution:

That the minutes of the Annual meeting of Sampford Brett Parish Council held on 13th September 2023 were approved as being a true and accurate record and signed as such.

4. TO APPROVE AND SIGN AS A CORRECT RECORD OF THE MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 22nd NOVEMBER 2023 (LGA 1972 sch 12, para 41(1))

Resolution:

That the minutes of the Annual meeting of Sampford Brett Parish Council held on 22nd November 2023 were approved as being a true and accurate record and signed as such.

5. ACTIONS FROM THE PREVIOUS MEETING

- 5.1 Item 4.2 (page 570) - Telephone kiosk paint to be ordered.
- 5.2 Item 8.1.1 (page 571) – Defibrillator registration process completed.
- 5.3 Item 8.6.1 (page 572) – Phone flood alerts set up for Cllrs Swan and Martin and a third person will be added.
- 5.4 Item 8.6.4 (page 572) – Hose purchased. Light to be purchased.
- 5.5 Item 9.2 (page 572) – Meeting with the Village Hall Management Committee held on 3rd October.
- 5.6 Item 10.2 (page 573) – Highways have erected a pole on Tower Hill for the Speed Indicator. It is not known yet when it will be deployed. Somerset & Avon police have set up a Community Speedwatch group for Williton which would also cover the Sampford Brett stretch of Tower Hill. Sampford Brett parishioners are welcome to join the Speedwatch group if they wish.

6. ANNOUNCEMENTS FROM THE CHAIR

- 6.1 No announcements.

7. UPDATE ON PLANNING APPLICATIONS AND PERMITTED DEVELOPMENT RELEVANT TO THE PARISH

- 7.1 Updated planning register was tabled.

8. UPDATES FROM COUNCILLORS

- 8.1 **Defibrillator – Cllr S Miles** – Email notification received 22nd November 2023 from “The Circuit” that the defibrillator might have been used so need checking. Checks shown it had not been used but Councillors appreciated the notification.
- 8.2 **Footpaths and Rights of Way – Cllr N Brodrick** – Cllr Swan has reported erosion to the path near Aller Farm.
- 8.3 **Neighbourhood Watch – Cllr J Swan** - nothing to report.
- 8.4 **Liaison with SBAG & Village Hall - Cllr S Voller** – Councillors reported that the informal meeting held on Tuesday 3rd October 2023 regarding CIO Status for the village hall was both useful and positive.

8.5 Flood Warden – Cllr B Martin

8.5.1 Cllr Martin produced a report regarding flooding incidents on 17th September and 13th October 2023. The volunteer response in both cases was efficient and effective. Water entered two properties on 17th September 2023 but caused no lasting damage.

8.5.2 Cllr Martin reported that Wessex Water had cleared some drains on the main street.

8.6 **Bickwatch/Community Transport – Cllr J Swan** – Cllr Swan reported that the local Community Transport Schemes needed more drivers. It was also reported that Bickwatch and Watchet Drives had received a Warm Spaces Grant.

8.7 Local Community Network (Area 13)

8.7.1 Cllr Swan attended LCN meetings on 19th October 2023 and 5th December 2023. The October meeting was like the inaugural meeting. The December meeting included a presentation on Somerset Council's finances. The presenter was challenged by many of the parishes regarding how the situation had arisen and how parishes could set precepts with no information available about which services might be devolved.

9. EMERGENCY PLAN

9.1 Cllr Martin has drafted a Parish Emergency Plan that includes a Flood Response Plan as an appendix. Councillors were asked to note that some of the information is confidential and only provided to parish councillors and/or flood response volunteers. The text was approved, and Cllr Martin thanked for his work on this document.

Resolution:

That the Emergency Plan be adopted and uploaded to the village website.

10. REVIEW AND APPROVAL OF 2024/2025 BUDGET

10.1 A preliminary draft budget for 2024/2025 was reviewed and amendments made. Refer to Appendix A

Resolution:

That the 2024/2025 Budget, as amended, is approved.

10.2 As Somerset Council has not yet provided information on the potential cost of devolved services, it was agreed that the draft budget will be revisited in January if this situation changes.

Resolution:

That the clerk check assets covered by insurance.

11. AUTHORISATION OF PRECEPT DEMAND FORM 2024/25 (Local Government Finance Act 1992)

Resolution:

That the Parish precept for 2024/2025 is increased and set to £4,100.

Resolution:

That sending the form out should be delayed in anticipation of information on devolved services from Somerset Council.

12. FINANCIAL BUSINESS

12.1 Financial Report 2023-2024 as of 7th December 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>
Sampford Brett Act SBAG Donation	400	
	£9,723	
EXPENDITURE		
Staff	£1,332	<i>AGAR Section 2 (4)</i>
Other	£2,773	<i>AGAR Section 2 (6)</i>
	£4,105	<i>Current Gross Expenditure</i>
INCOME MINUS EXPENDITURE		
	£5,618	<i>Net Banked Balance as 7th December 2023</i>
BANK RECONCILIATION		
	£5,618	<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	£5,618	<i>AGAR Section 2 (8)</i>

12.2 Expenditure Category Breakdown as of 7th December 2023

Category	Actual	Budget	Remaining	Comments
Election Expenses	-	£100.00	£100.00	<i>5th May 2022 Elections</i>
Emergency Provision	£932.62	£500.00	-£432.62	<i>Upgrade/replacement of emergency provisions</i>
Grants	£5.00	£50.00	£45.00	
Hall Hire	£20.00	£100.00	£80.00	
Insurance	£351.90	£350.00	-£1.90	
Internal Audit	£30.00	£30.00	£0.00	
Maintenance of Assets	-	£250.00	£250.00	<i>Noticeboard refurbishment</i>
Membership	£88.11	£90.00	£1.89	<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	£662.40	£660.00	£2.40	<i>Website & Dog Waste Bin</i>
Staff Wages	£1,331.64	£2,200.00	£868.36	<i>Average 3hrs 45m per week</i>
Clerk Vacancy	£240.00	£0.00	-£240.00	
Training	£90.00	£200.00	£110.00	<i>Councillors & Clerk - average £30/40 each</i>
Queen's Platinum Jubilee	£46.20	£150.00	£103.00	<i>Event</i>
Safe South West Resilience Funding	£307.08	£299.70	-£7.38	<i>Small Grant Fund £1,685 received 2022-23 balance</i>
TOTAL	£4,104.94	£5,029.70	£924.76	

12.3 NJC Salary Award – The revised salary scales were reviewed.

Resolution:

To approve the NJC Salary Award payment to the Clerk and backdate it to the 1st April 2023.

12.4 Schedule of Payments dated 7th December 2023

PO No.	Invoice No.	Payee	Description of Goods	Total	Cheque/ FPO	Initial
Wages	n/a	Miss D J Dennis	Clerk's Wages Jul-Nov 2023	£761.21	Chequ3	DJS/SV
Wages	n/a	Mrs T-A Biss	Clerk's Wages Apr-Jul 2023 NJC Salary Award	£77.50	Cheque	DJS/SV
Total:				£838.71		

Resolution:

That payment is made as set-out in the Schedule of Payments dated 7th December 2023.

13. DATE OF NEXT MEETINGS

- Annual Parish Meeting 13th March 2024
- Parish Meeting 13th March 2024

Chairman's
Signature:

DJ Swan

Date:

13 March 2024

APPENDIX A – 2024/2025 Budget

INCOME 2023-2024		Net Banked Balance as 31 March 2023		PREDICTED INCOME 2024-2025	
	£	£	£	£	£
Brought Forward	5,624.00			Predicted to Bring Fwd	3,780.51
Precept - Received 24 April 2023	3,700.00			Precept	4,100.00
Donation for replacement flood sacks	400.00				7,880.51
	9,724.00				

CATEGORY BREAKDOWN	Actual to date		Remaining Budget	Predicted Spend 4 April 2024	Budget		Comment
	01 December 2023	2023-2024			2023-2024	2024-2025	
Election Expenses	£ -	£ 100.00	£ 100.00	£ -	£ 100.00	£ -	< Drop this line for 2024/5 budget
Emergency Response Provisions	£ 932.62	£ -	£ 420.81	£ 1,000.00	£ 500.00	£ 500.00	= Upgrade/replacement of emergency provisions
Grants	£ 5.00	£ 45.00	£ 5.00	£ 5.00	£ 50.00	£ 250.00	> Flood group website; churchyard grass cutting; BickWatch
Hall Hire	£ 20.00	£ 80.00	£ 80.00	£ 60.00	£ 100.00	£ 100.00	=
Insurance	£ 351.90	£ -	£ 1.90	£ 351.90	£ 350.00	£ 400.00	> General increase
Internal Audit	£ 30.00	£ -	£ -	£ 30.00	£ 30.00	£ 35.00	> General increase
Maintenance of Assets	£ -	£ 250.00	£ 250.00	£ 100.00	£ 250.00	£ 150.00	< Provision for repairs
Membership	£ 88.11	£ 1.89	£ 88.11	£ 88.11	£ 90.00	£ 95.00	> SALC & NALC Membership
Office Equipment/Stationery	£ -	£ 50.00	£ 50.00	£ 50.00	£ 50.00	£ 50.00	=
Service Agreements	£ 662.40	£ -	£ 2.40	£ 662.40	£ 660.00	£ 700.00	> Website & Dog Waste Bin
Staff Wages	£ 1,331.64	£ 868.36	£ 868.36	£ 2,882.80	£ 2,200.00	£ 2,838.00	> Average 4hr per week - Salary Awards
Training	£ 90.00	£ 110.00	£ 110.00	£ 120.00	£ 200.00	£ 120.00	= Councillors & Clerk
Clerk Vacancy	£ 240.00	£ -	£ 240.00	£ 240.00	£ -	£ -	Delete line for next year
Queen's Platinum Jubilee	£ 46.20	£ 103.80	£ 103.80	£ 46.20	£ 150.00	£ -	Delete line for next year
Somerset Prepared Community Grant	£ 307.08	£ -	£ 7.38	£ 307.08	£ 299.70	£ -	Delete line for next year
Devolved services contingency	£ -	£ -	£ -	£ -	£ -	£ -	Delete if this remains at zero
Total	£ 4,104.95	£ 936.56	£ 5,943.49	£ 5,943.49	£ 5,029.70	£ 5,738.00	
							<i>Predicted Variant overspend from 2023-2024 Budget £ 913.79</i>

PREDICTED EXPENDITURE 2023-2024	
	£
Staff	2,882.80
Other	3,060.69
	5,943.49

PREDICTED INCOME MINUS EXPENDITURE	
	£
	3,780.51

Predicted Net Banked Balance at year end 2023-2024

Key:
 > greater than 2023-2024 budget
 < less than 2023-2024 budget
 = equal 2023-2024 budget