

Sampford Brett Parish Council

Notice of the Annual Meeting of the Parish Council to be held on Wednesday 13 May 2026 at 6.30pm in the Village Hall



6.30pm PRIOR TO THE START OF THE MEETING

PUBLIC PARTICIPATION

Residents are very welcome to attend Parish Council meetings. You don't need to sign in, and the minutes will only record how many members of the public were present, not names, to protect everyone's privacy. You do not need to book or register to speak at a Parish Council meeting — just come along.

Meetings begin with a short Public Participation session, usually lasting no more than 15 minutes. This is your chance to raise issues, ask questions, or comment on anything that appears on the agenda. Each person may speak for up to three minutes, although the Chair may reduce this if several people wish to speak so that everyone has a fair opportunity.ⁱ

Councillors won't enter into discussion during this part of the meeting, and questions won't be debated on the spot. If needed, the Chair may arrange for a written or verbal response after the meeting. Once the Public Participation session has finished, residents are welcome to stay and observe the rest of the meeting but cannot take part in the discussion.

If you would like to submit a statement, question, or petition in advance, you can contact the Parish Clerk at clerksampfordbrettPC@gmail.com or by phone on 01984 632900.

REPORTS FROM SOMERSET COUNTY COUNCILLORS

Somerset County Councillors are invited to provide short oral or written reports on matters affecting Sampford Brett Parish.

AGENDA FOR THE ANNUAL MEETING OF THE PARISH COUNCIL

- 1. Election of the Chair of the Parish Council for 2026–2027**
Members to elect the Chair of the Parish Council for the municipal year 2026–2027.
- 2. Election of the Vice-Chair of the Parish Council for 2026–2027**
Members to elect the Vice-Chair of the Parish Council for the municipal year 2026–2027.
- 3. Apologies for Absence**
To receive and note apologiesⁱⁱ
- 4. Declarations of Interest**
Councillors are invited to declare any interests in items on the agenda (this does not preclude any later declarations)ⁱⁱⁱ
- 5. Minutes of the Previous Meeting**
To approve the minutes of the meeting held on 11 March 2026.
- 6. Matters Arising**
To consider any matters arising from the previous minutes that are not covered elsewhere on the agenda.
- 7. Minutes of the Sampford Brett Emergency Response Volunteers Committee**
To accept the minutes of the Sampford Brett Emergency Response Volunteers Committee meeting held on Monday, 30 March 2026.
- 8. “Community Co-operation” Peacock Leaflet**
To consider the feedback submitted by residents regarding the “Call for Community Co-operation” Peacock Leaflet and to agree any actions or responses required from the Parish Council.

Minutes of the Parish Meetings can be viewed at: <https://www.sampfordbrett.org.uk/>



9. **Traffic Speed through Sampford Brett**

To review the issues and comments raised by residents at the Annual Parish Meeting on 11 March 2026 and agree any follow-up actions.

10. **Planning**

To receive and consider planning applications, determinations, enforcement matters and other planning correspondence relating to the parish, and to resolve the Council's formal response to Somerset Council where required.

11. **Parish Council Community Engagement Policy**

11.1 To adopt the "Parish Council Community Engagement Policy"

11.2 To consider setting up a dedicated Facebook user account to enable the Parish Council to post notices and information into the "Sampford Brett Village" Facebook Group.

12. **Appointment of Representatives to Agencies, Organisations and Parish**

12.1 Defibrillator (including training)

12.2 Footpaths and Rights of Ways

12.3 Liaison with Village Hall Committee

12.4 Emergency Volunteer Response Coordinator

12.5 Local Community Networks (LCN) Groups

13. **Financial Business 2026-2027**

13.1 To review the current financial position

13.2 To approve the Maintenance Grant 2026-2027 for St George's Churchyard, TA4 4LG

13.3 Schedule of Income and Payments as of 05 May 2026

14. **Authorisation of Certificate of Exemption 2025-2026**

14.1 Approve the accounts for the Year ending 31 March 2026

14.2 To sign the Certificate of Exemption – AGAR 2025/26 Form

15. **Next Parish Meeting – 10 June 2026**

Review of:

- Code of Conduct
- Standing Orders
- Financial Regulations

Tracey-Ann Biss **06 May 2026**

Clerk and Responsible Financial Officer to the Council

ⁱ Standing Order December 2028 Section 3

ⁱⁱ (LGA 1972 s85 (1))

ⁱⁱⁱ (Localism Act 2011 s33(b-e))