

Minutes of Meeting of Sampford Brett Parish Council on Wednesday 13th September 2023 at 6.30pm

Minutes of the Meeting of Sampford Brett Parish Council which took place at Sampford Brett Village Hall .

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

In attendance: One member of the public and D Dennis (Clerk and Responsible Financial Officer)

6.30pm – PRIOR TO THE START OF THE MEETING

- (a) Questions 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 Councillors**
Apologies received from Somerset Cllrs H Davies and R Woods.
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 Swan highlighted Cllr Woods comments on the precarious financial position of Somerset County Council.

The meeting was then formally opened.

- 1. TO RECEIVE APOLOGIES FOR ABSENCE AND TO APPROVE REASONS GIVEN (LGA 1972 s85 (1))**
 - 1.1 None received.
- 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 HELD ON WEDNESDAY 14TH JUNE 2023 (LGA 1972 sch12, para 41(1))**

Resolution:

That the minutes of the meeting of Sampford Brett Parish Council held on 14th June 2023 be approved as a true and accurate record and signed as such.

4. ACTIONS FROM THE PREVIOUS MEETING

- 4.1 Drains have been cleared on Tower Hill.
- 4.2 Telephone kiosk paint to be ordered.

- 4.3 Parish Clerk appointed and welcomed to the meeting.
The councillors recorded their thanks for the work done by the previous Parish Clerk, Mrs Tracey-Ann Biss.
- 4.4 New defibrillator pads have been fitted.
- 4.5 Handrail near Providence Mill has been repaired.
- 4.6 Cllr Swan attended the inaugural Area 13 Local Community Network Meeting.

5. ANNOUNCEMENTS FROM THE CHAIR

- 5.1 The Chair highlighted an email from Highways who will take responsibility for the filling of grit bins.

6. AIRBAND COMMUNITY INTERNET LTD

- 6.1 Apologies received from Faye Cross, Community Liaison Officer who was unable to attend the meeting. Clerk to invite to next meeting.

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

- 7.1 No planning applications received.

8. UPDATE REPORTS FROM COUNCILLORS

8.1 Defibrillator – Cllr S Miles

- 8.1.1 The new pads have a two year lifespan. Difficulties had been experienced registering the new pads on the British Heart Foundation website.

Resolution:

Cllr Swan to complete the registration process.

8.2 Footpaths and Rights of Way – Cllr N Brodrick

- 8.2.1 The handrail at Providence Mill has been repaired.
- 8.2.2 At Manor Farm improvements to the path have been made by the landowner.

8.3 Neighbourhood Watch – Cllr J Swan

Nothing to report.

8.4 Quantock Hills Joint Advisory Committee (JAC) – Cllr J Russell

- 8.4.1 It was agreed that as Cllr Mark Philipson (West Quantoxhead PC) had taken his seat on the JAC, and as he would be representing and updating Sampford Brett PC there was no need for Sampford Brett PC to have its own Quantock rep.

8.5 Liaison with SBAG & Village Hall – Cllr S Voller

Nothing to report.

8.6 Flood Warden – Cllr B Martin

8.6.1 Training on telemetry gauges to be conducted by Gareth Varney of the Environment Agency.

8.6.2 The Flood Emergency Plan has been reviewed by Cllr Swan and will be incorporated into the Village Emergency Plan.

8.6.3 The Flood shed is accessible to volunteers (currently 19).

8.6.4 Request for the purchase of an internal battery light for the flood shed and a delivery hose for the pump.

Resolutions:

Clerk to purchase light and hose up to the value of £50.

8.6.5 Parishioners at risk of flooding to receive updated information about work done by the flood group.

8.7 Local Community Network (Area 13)

8.7.1 Cllr Swan attended the inaugural meeting. It is intended that there will be six meetings per year. Cllr Andy Sully was appointed as Chair and Cllr Brenda Maitland-Walker as Vice-Chair. Councillors worked in groups to identify key areas that affect residents. These included the lack of diversion routes following road closures on the A39 and A358; lack of provision of play areas and activities for children; the stress on existing infrastructure caused by new housing; poor employment opportunities; poor public transport; environmental issues including flooding; health and well-being concerns and communication.

Resolution:

That Cllrs Swan and Russell will attend the next meeting of the Local Community Network (Area 13) with Cllr Skinner in reserve.

8.8 Bickwatch/Community Transport

8.8.1 Minehead has started a Community Car Scheme. Bickwatch has extended their service to include Blue Anchor.

9. VILLAGE HALL CIO APPLICATION

9.1 The Village Hall Management Committee (VHMC) wishes to adopt CIO status chiefly to avoid personal liability for the Trustees.

9.2 The model document used by the VHMC presumes that the hall land is owned by the village hall which is not the case in Sampford Brett. The Parish Council is Custodian Trustee for the land but ownership of the building is uncertain; the VHMC has a solicitor looking into this.

Resolution:

To arrange an informal meeting with the Village Hall Management Committee before the Village Hall AGM in November.

10. COMMUNITY FUNDED 20MPH SPEED LIMITS AND TOWER HILL

- 10.1 The possibility of introducing a 20mph speed limit was discussed. Any speed limit would have to be community funded with an estimated cost of c.£15,000. While there is concern about the speed of some vehicles, councillors concluded that a speed limit would not be effective, enforceable or affordable.
- 10.2 With regard to speeding on Tower Hill, councillors asked the clerk to establish whether or not Williton Parish Council are still considering a speed indicator on Tower Hill.

Resolution:

That the Clerk speak with Williton Parish Clerk to determine whether this was still going ahead.

11. EMERGENCY PLAN

Deferred to next meeting.

12. FINANCIAL BUSINESS

- 12.1 Financial Report 2023-2024 as at 4th September 2023

INCOME	
Brought Forward	£5,623 Net Banked Balance as 31 March 2023
Precept - Received 24 April 2023	£3,700 AGAR Section 2 (2)
	<hr/>
	£9,323
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EXPENDITURE	
Staff	£430 AGAR Section 2 (4)
Other	£1,932 AGAR Section 2 (6)
	<hr/>
	£2,362
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INCOME MINUS EXPENDITURE	<hr/>
	£6,961 Net Banked Balance
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BANK RECONCILIATION	£6,961 Actual bank balance
Less any un-presented cheques	£-
Less: Petty cash float (if applicable)	£-
Add: any un-banked cash	£-
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Net Banked Balance	£6,961 AGAR Section 2 (8)

12.2 Expenditure category breakdown as at 4th September 2023

CATEGORY BREAKDOWN	Actual Spend	Budget	Remaining	Comment
Election Expenses	£-	£100.00	£100.00	
Emergency Provision	£568.84	£500.00	-£68.84	<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	£-	
Maintenance of Assets	£-	£250.00	£250.00	<i>Bus Shelter, Noticeboards, telephone kiosk</i>
Membership	£-	£90.00	£90.00	<i>SALC & NALC Membership</i>
Office Equipment/Stationery	£-	£50.00	£50.00	
HM Land Registry	£-	£-	£-	<i>HM Land Registry e.g. footpath</i>
Service Agreements	£362.88	£660.00	£297.12	<i>Website & Dog Waste Bin</i>
Staff Wages	£430.30	£2,200.00	£1,769.69	<i>Average 3hr 45m per week</i>
Clerk Vacancy	£240.00	£-	-£240.00	
Training	£-	£200.00	£200.00	<i>Councillors & Clerk - average £30/40 each</i>
Queen's Platinum Jubilee	£46.20	£150.00	£103.80	<i>Noticeboard plaque</i>
Safe South West Resilience Funding	£307.08	£299.70	-£7.38	<i>Small Grant Fund £1,685 received 2022-23 balance</i>
Total	£2,362.20	£5,029.70	£2,667.50	

12.3 Schedule of payments as of 4th September 2023

PO No.	Invoice No.	Payee	Description of Goods	Total	Payment Method	Initial	Date of Committee
PO23019	n/a	SALC	Parish Clerk Training Course	£90.00	fpo	DJS/NJB	13-Sep-23
Wages	n/a	Mrs T-A Biss	April-July 2023	£901.33	cheque	DJS/NJB	13-Sep-23

Request 1: Permission requested to pay SALC membership by FPO on receipt of invoice, last year's amount was £85.62.

Resolution: Payment request accepted subject to no more than 10% increase.

Request 2: Permission requested to pay Idverde by FPO on receipt of invoice; last year's amount was £249.60 plus VAT total £299.52.

Resolution: Payment request accepted subject to no more than 10% increase.

13. DATE OF NEXT MEETING - 13th December 2023

Chairman's Signature *Jan Swan*

Date: 13th December 2023