

# The Meeting of Sampford Brett Parish Council

## Wednesday 14<sup>th</sup> June 2023

Minutes of the Meeting of Sampford Brett Parish Council which took place on Wednesday 14<sup>th</sup> June 2023 and was held at Sampford Brett Village Hall, commencing at 6.30pm.

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

**In Attendance:** Somerset Council Cllr R Woods

Mrs T-A Biss (Clerk and Responsible Financial Officer)

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### 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 County Councillors**

The Chair thanked Somerset Council Cllr R Woods for her attendance. Apologies received from Somerset 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 addressed the meeting expanding items from her report.

Cllr Woods was asked to take forward a report of block road drains at Tower Hill, near to the Sampford Brett road junction. The Clerk had already reported this over 9 months ago via the SCC website but had received no updates.

Cllr Woods graciously agreed to take forward this action on behalf of the Parish Council.

### 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 S Voller who is currently on honeymoon.

**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 10<sup>th</sup> MAY 2023** (LGA 1972 sch 12, para 41(1))

**Resolution:**

That the minutes of the Annual meeting of Sampford Brett Parish Council held on 10<sup>th</sup> May 2023 were approved as being a true and accurate record and signed as such.

**4. ACTIONS FROM THE PREVIOUS MEETING**

4.1 Actions to be included in the agenda items.

**5. ANNOUNCEMENTS FROM THE CHAIR**

5.1 Repainting of the phone kiosk – volunteers were sought to repaint the phone box and the Chair suggested using standard outdoor paint rather than specific “telephone kiosk paint”. Members were all in agreement.

**Resolutions:**

- The Chair to provide the clerk with details of the paint for purchase.
- Request for volunteers to paint the telephone kiosk circulated.

5.2 Next steps in recruitment process for a Parish Clerk

5.2.1 The next steps in the recruitment process were discussed by Members. The decision to delegate responsibility for appointing a clerk to an interview panel of Cllr Swan, Cllr Brodrick and Cllr Russell was proposed by Cllr Skinner and seconded by Cllr Miles. All in agreement.

**Resolutions:**

- That appropriate paperwork is circulated for review by Councillors and comments returned to the Chair by 21<sup>st</sup> June 2023.
- That three nominated members form the interview panel and will meet to prepare for the interview process the week of the 21<sup>st</sup> June 2023.
- All members agreed to support the interview panel’s preferred candidate.
- That the interviews to take place in the week of the 26<sup>th</sup> June 2023

**6. UPDATE REPORTS FROM COUNCILLORS**

6.1 **Defibrillator (including maintenance and training) – Cllr S Miles.** New defibrillator pads are required. Proposed by Cllr Miles and seconded by Cllr Swan. All in agreement.

**Resolution:**

The clerk to purchase new defibrillator pads.

6.2 **Footpaths and Rights of Ways - Cllr N Brodrick** – The handrail near Providence Mill has not been repaired. The RoW team were originally notified of the damage on the 23 April 2023.

**Resolution:**

Cllr Brodrick to follow-up the damage report with RoW team.

6.3 **Neighbourhood Watch – Cllr Swan** - nothing to report.

6.4 **Quantock Hills Joint Advisory Committee (JAC) - Cllr J Russell** – nothing to report.

6.5 **Liaison with SBAG & Village Hall - Cllr S Voller** – apologies sent – no report.

6.6 **Flood Warden – Cllr B Martin**

6.6.1 The new shed for Flood Response Equipment: - This was completed on 30<sup>th</sup> May 2023. Cllr Martin would like to thank all those who helped him: Adrian Bagg, Roger Biss, Martin Blazey, Mark Dascombe, Martin Harris, Leone Martin, Dave Smith, Phil Swan, and Simon Tremlett.

6.6.2 Telemetry Gauges on Village Stream: - Gareth Varney of the Environment Agency installed the two telemetry gauges on the village stream on 8<sup>th</sup> June 2023. One is just upstream of the flood grid beside Sampford House, and one is at the bottom of Brett Close. Gareth will return in a couple of months to set up the alarm thresholds, system access and carry out some training.

6.6.3 Markers for Road Drains: - Small marker triangles have been painted above 14 road drains along the main street and down to the village hall. These will make locating any blocked drains easier when they are covered by muddy flood water.

6.6.4 West Somerset Flood Group: - Cllr Martin attended a meeting of the group in Winsford on 24<sup>th</sup> May 2023. Concern was expressed about the lack of a Somerset-wide group to report to after the reorganisation of Somerset Council was announced. It was felt that the new Local Community Networks would have too broad a brief to hear and act on flooding issues.

6.7 **Local Community Network (Area 13) – Election of representative**

6.7.1 Members were requested to elect a representative. They felt that further clarification of the structure and regularity of meetings was required before electing ONLY ONE representative, (as requested by the County Council).

**Resolution:**

That Cllr Swan will attend the initial meeting of the Local Community Network (Area 13) to obtain further information on the structure and frequency of meetings.

7. **FLOOD RESPONSE VOLUNTEER COMMITTEE**

7.1 The inaugural meeting of the Flood Response Volunteer Committee was held on 1st June 2023. There were 10 attendees including 3 Parish Councillors. Nominated Chair - Cllr Martin, and Vice Chair - Cllr Skinner. The Flood Response Volunteer Committee agreed the Terms of Reference which have been circulated to Councillors for approval. Approval of the Terms of Reference as set-out by the Flood Response Volunteer Committee, proposed by Cllr Swan and Seconded by Cllr Russell. All in agreement.

**Resolution:**

To approve of the Terms of Reference as set-out by the Flood Response Volunteer Committee.

7.2 The Inaugural Minutes of the Flood Response Volunteer Committee were reviewed and accepted.

8. **EMERGENCY PLAN**

**Resolution:**

Deferred to next meeting.

**9. REVIEW OF FINANCIAL REGULATIONS**

9.1 Members reviewed the Financial Regulations and were satisfied that no amendments were required at this time. Proposed by Cllr Brodrick and seconded by Cllr Skinner. All in agreement.

**Resolution:**

Members reviewed the Financial Regulations and were satisfied that no amendments were required at this time.

**10. TO COMPLETE AND APPROVE SECTION 1 - APPROVAL OF ANNUAL GOVERNANCE STATEMENT 2022/23**

10.1 Members completed and approved Section 1 - Approval of Annual Governance Statement 2022/23.

**11. TO APPROVE SECTION 2 – ACCOUNTING STATEMENTS 2022/23**

11.1 Approval of Section 2 – Accounting Statements 2023/23. Proposed by Cllr Swan and seconded by Cllr Martin. All in agreement.

**12. TO APPROVE THE PUBLICATION OF “ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023”**

12.1 Approval for the Publication of “Accounts for the Year ended 31 March 2023”. Proposed by Cllr Swan and seconded by Cllr Martin. All in agreement.

**13. FINANCIAL BUSINESS**

13.1 Financial Report 2023-2024 as of 7<sup>th</sup> June 2023

<b>INCOME</b>		
Brought Forward	£5,623	<i>Net Banked Balance as 31<sup>st</sup> March 2023</i>
Precept - Received 24 April 2023	£3,700	<i>AGAR Section 2 (2) – Current Gross Income</i>
	<b>£9,323</b>	
<b>EXPENDITURE</b>		
Staff	£430	<i>AGAR Section 2 (4)</i>
Other	£1,233	<i>AGAR Section 2 (6)</i>
	<b>£1,663</b>	<i>Current Gross Expenditure</i>
<b>INCOME MINUS EXPENDITURE</b>	<b>£7,660</b>	<i>Net Banked Balance as 7<sup>th</sup> June 2023</i>
<b>BANK RECONCILIATION</b>	£7,660	<i>Actual bank balance</i>
Less any un-presented cheques	£0	
Less: Petty cash float (if applicable)	£0	
Add: any un-banked cash	£0	
<b>Net Banked Balance</b>	<b>£7,660</b>	<i>AGAR Section 2 (8)</i>

Expenditure Category Breakdown as of 7<sup>th</sup> June 2023

Category	Actual	Budget	Remaining	Comments
Election Expenses	-	£100.00	£100.00	5th May 2022 Elections
Emergency Provision	-	£500.00	£500.00	Upgrade/replacement of emergency provisions
Grants	-	£50.00	£50.00	
Hall Hire	-	£100.00	£100.00	
Insurance	£351.90	£350.00	-£1.90	
Internal Audit	-	£30.00	£30.00	
Maintenance of Assets	-	£250.00	£250.00	Noticeboard refurbishment
Membership	-	£90.00	£90.00	SALC & NALC Membership
Office Equipment/Stationery	-	£50.00	£50.00	
HM Land Registry	-	£0.00	£0.00	HM Land Registry re: footpath
Service Agreements	£362.88	£660.00	£297.12	Website & Dog Waste Bin
Staff Wages	£430.31	£2,200.00	£1,769.69	Average 3hrs 45m per week
Clerk Vacancy	£240.00	£0.00	-£240.00	
Training	-	£200.00	£200.00	Councillors & Clerk - average £30/40 each
Queen's Platinum Jubilee	-	£150.00	£150.00	Event
Safe South West Resilience Funding	£278.23	£299.70	£21.47	Small Grant Fund £1,685 received 2022-23 balance
<b>TOTAL</b>	<b>£1,663.32</b>	<b>£5,029.70</b>	<b>£3,366.38</b>	

13.3 Schedule of Payments dated 7<sup>th</sup> June 2023

PO No.	Invoice No.	Payee	Description of Goods	Total	Cheque/ FPO	Initial
PO23004	82761	CRS Building Supplies Limited	Flood Storage Shed Base Material	£53.46	FPO	DJS/NJB
PO23005	n/a	Mrs M Francis	Internal Audit 2022-2023	£30.00	Cheque	DJS/NJB
PO23008	1038	Sampfords Brett Village Hall	Hire of Village Hall for Parish Council Meetings March & May 2023	£520.00	FPO	DJS/NJB
PO23009	May-23	West Somerset Flood Group	Contribution to the West Somerset Flood Group Website 2023/24	£5.00	FPO	DJS/NJB
PO23011	600028175	West Somerset Free Press	Advert for Vacant Parish Clerk Position – 19 May 2023	£240.00	FPO	DJS/NJB
<b>Total:</b>				<b>£848.46</b>		

14. **UPDATE ON PLANNING APPLICATIONS AND PERMITTED DEVELOPMENT RELEVANT TO THE PARISH**  
No planning applications received.

15. **NEXT PARISH MEETING – 13<sup>th</sup> SEPTEMBER 2023**

- Emergency Plan

Chairman's Signature: *Jan Swan*

Date: 13<sup>th</sup> September 2023