

## SAMPFORD BRETT PARISH COUNCIL

### Minutes of the Meeting held on 5<sup>th</sup> December 2018 in the Village Hall

**PRESENT:** Parish Councillors Mrs J. Swan, (in the Chair), Mr D. Drabble, Mr. M. Blazey, Mr G. Day, Mr B. Doyle and Mr N. Brodrick. Also present were Mr S. Miles, District Councillor Mr S. Dowding and County Councillor Mr H. Davies. There were no other members of the Parish present.

**CO-OPTION OF NEW PARISH COUNCILLOR:** Due to the resignation of Mrs D. Saunders, it was resolved to co-opt Mr Simon Miles as a parish councillor. Proposed by Councillor Swan and seconded by Councillor Blazey. Councillor Miles duly signed his Acceptance of Office and Register of Interests forms.

**DECLARATIONS OF INTEREST IN RESPECT OF ITEMS ON AGENDA:** Councillor Blazey declared an interest in minute no. 683b later on in the meeting.

**PUBLIC INPUT:** None.

**MINUTES OF THE MEETING HELD ON 12<sup>TH</sup> NOVEMBER regarding a planning application at 38 Tower Hill, Williton:** These were approved and signed as a correct record. There were no matters arising from the minutes.

**MINUTES OF THE MEETING HELD ON 5<sup>TH</sup> SEPTEMBER.** These were approved and signed as a correct record with the following amendments:

**672 footpaths** - amended to read "post on Manor Farm K-Gate had broken and needs to be replaced. It has been reported to County Footpaths, but in the short term is causing the gate to be very stiff. It needs to be lifted off its hinges - which Simon Miles kindly offered to this. Separately the post at the west end of the bridge in Maggies Field has also broken making the handrail very loose. Councillor Drabble will also report this."

**666 Flooding** - insert "Carina would like to work with the Environment Agency and landowners in the area and would like the Parish Council to help with introductions to the landowners".

### MATTERS ARISING FROM THE MINUTES OF 5<sup>TH</sup> SEPTEMBER

**649a Silt in stream.** No progress. Parish Clerk will chase West Somerset Council if nothing has progressed at the start of the New Year.

**661 White Lining.** White lining has been completed.

## 677. DISTRICT COUNCIL MATTERS

- a. **Warding arrangements:** Following the Boundary Commission review, Sampford Brett will be in a ward with Williton and Watchet when Somerset West is formed.
- b. **Bus passes** will not be renewed automatically unless they are used. Residents need to check expiry dates.
- c. A new **Chief Executive Officer** has been appointed for Somerset West. Previously at Havant Council.
- d. West Somerset Council has received a grant of £182,500 for activities identified in the Delivery Plan for the **West Somerset Opportunity Area Programme**.

## 678. COUNTY COUNCIL MATTERS

- a. **County wide Parking Review:** A full consultation exercise for each town will take place with District, Town and Parish Councils and the community to identify issues. Existing evidence and feedback will be used where appropriate. Five areas are listed in the first review and will take place concurrently – Burnham and Highbridge, Chard, Minehead, Taunton and Wells. Williton and Watchet will be included in a future review.
- b. **Community Leisure Services:** SCC is terminating its contract with 1610 Ltd who provide community leisure services on 8 school sites across the County (including West Somerset College) when it expires at the end of March 2019. Bridgwater College Trust will take over and have promised to improve the Sports Centres' provisions.
- c. **New opening times for County Hall:** A Block Reception relocating to B Block as part of refurbishment work. 8am to 5pm Monday to Thursday; 8.30am to 4.30pm on Friday. Contact Centre, 8am to 6pm on Monday; 8.30am to 5.30pm Tuesday to Friday.
- d. **Libraries:** More funds available to support libraries redesign. Williton Library – no change.
- e. **SCC Cabinet cuts:** A consultation started on the 12th September 2018 on proposed changes to service and support for children and families. Final day of consultation was 31st December 2018.
- f. **Written information:** County Councillor left plan of roads to be gritted this winter, EDF Transport Forum Quarter 3 summary and update on joint works on Local Pavement services in Somerset.

## 679. PLANNING

- a. Gazebo at Memoirs, Brett Close, Sampford Brett – Granted
- b. Thornes Farm Holiday Cottage - allowed on Appeal.
- c. 38 Tower Hill, Williton – no progress.

**680. DEFIBRILLATOR** Parish Council paid £600 towards a defibrillator which has been provided by the British Heart Foundation. It will be eventually housed in a heated cabinet on the Village Hall

wall, but until we receive the cabinet (funding for which is included in the proposed grant application to CRISP), it was decided to place it in the Telephone Kiosk temporarily.

Clerk to organise someone to do CPR training with volunteers.

Defibrillator to be registered with SWAST once it is in its permanent location.

**681. C.R.I.S.P APPLICATION** – Councillors to review draft application this week to allow submission before Christmas. The application is for 80% funding towards a defibrillator cabinet and equipment to facilitate implementation of the Emergency Plan.

**682. EMERGENCY PLAN** - Clerk to book the Village Hall for a launch meeting on Wednesday January 30<sup>th</sup>. Councillor Drabble will revise the draft emergency plan in a simpler format, which will be circulated before the meeting.

### **683. FINANCIAL REPORT**

Clerk had provided approximate figures for expenses during the year 1st April 2019 to 31st March 2020 prior to the meeting.

- a. Councillors signed the Request form for Dispensations to set the Precept for next year.
- b. It was RESOLVED to increase the Clerk's salary in line with NALC scale to £10.05 per hour with effect from 1<sup>st</sup> April 2019.
- c. Grant requests had been received from Sampford Brett PCC, ATWEST and West Somerset Advice Bureau.
  - Councillor Blazey declared an interest in respect of minute no. 683/b (Sampford Brett PCC's grant application) and did not take part in the discussion.
  - It was RESOLVED to make donation of £120 to Sampford Brett PCC towards the cost of cutting the churchyard grass; £50 to Atwest and £50 to WSAB.
- d. The Parish Council updated expenditure vs budget for 2018/19 and the draft budget for 2019/20; the revised budget is appended to these minutes. Additional expenditure for 2019/20 is expected to include election expenses; training for new councillors; purchase of a cabinet for the defibrillator; CPR/defibrillator training for residents; purchase of road grit/salt (previously provided free of charge by SCC); purchase of equipment to facilitate implementation of the Emergency Plan. Some councillors expressed concern about not knowing what other costs may be cascaded from County/District Council to Parish Councils during the forthcoming year. One Councillor expressed concern about the level or balances/reserves in relation to the annual precept.
- e. After an original proposal for a precept of £2,500 was successfully amended, it was RESOLVED to increase the precept from £2200 to £2800 for the year 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020 to cover anticipated expenditure without eroding reserves. This is the first increase since 2012.

**684. GOVERNANCE DOCUMENTS REVIEW**

The Chair had circulated revised drafts of key governance documents for review prior to the meeting.

- a. Code of conduct – RESOLVED to adopt revised version which is based on NALC model document, May 2018.
- b. Standing orders – RESOLVED to adopt revised version which is based on NALC model orders, 2018.
- c. Publication scheme – RESOLVED to adopt the ICO’s (Information Commissioner’s Office) model publication scheme, 2015 and a revised list of information available under the scheme.
- d. Financial Regulations – RESOLVED to adopt *pro tem* a revised version based on NALC model document, 2016, with the caveat that further editing is required to ensure requirements are not excessively onerous for a small Parish.
- e. Review of Planning applications – No amendments of document dated 6/12/17 required.

Revised documents to be uploaded to the website.

**685. REPORTS FROM MEETINGS ATTENDED BY COUNCILLORS**

Councillor Blazey had attended the quarterly meetings of the Flood Group and Area Panel. There was a presentation on recycling at the latter.

**686. FOOTPATHS**

Councillor Brodrick volunteered to take over footpath liaison when Councillor Drabble moves house.

**There being no other business the Chairman closed the meeting at 8.30pm**

..... CHAIRMAN

.....DATE