

Sampford Brett Parish Council

Parish Meeting Minutes

Wednesday 12th June 2024



Minutes of the Sampford Brett Parish Council Meeting which took place on Wednesday 12th June 2024 and was held at Sampford Brett Village Hall, beginning at 6.30pm.

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

In Attendance: One Member of the Public and Mrs T-A Biss (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 Somerset Councillors Cllrs H Davies and R Woods. Cllr Davies and Cllr Woods reports had been circulated to Members prior to the meeting.

The meeting was then formally opened.

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

1.1 Cllr Stephen Voller due to a prior appointment.

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

3. TO APPROVE AND SIGN AS A CORRECT RECORD OF THE MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 8th May 2024 (LGA 1972 sch 12, para 41(1))

Resolution:

That the minutes of the meeting of Sampford Brett Parish Council held on 8th May 2024 were approved as being a true and correct record and signed as such.

4. ACTIONS FROM THE PREVIOUS MEETING

- 4.1 Item 4.2 (page 570) – Deferred to Item 6.1
- 4.2 Item 8.1 (page 590) – Chair to continue to try and contact “The Circuit” to clarify Parish Council Contact details.
- 4.3 Item 8.2 (page 590) – Cllr Brodrick has contacted RoW Area Warden, Sarah Cresswell about erosion to the path near Aller Farm. RoW awaiting quote for earth moving equipment – Cllr Brodrick to continue consulting with RoW Area Warden.
- 4.4 Item 8.1. (page 599) - Cllr Miles to canvas demand for Defibrillator training/refresher with sessions in the Autumn which will be advertised on the Parish Council Noticeboard.
- 4.5 Item 8.2.1 (page 599) – “maintenance of Public Rights of Way” questionnaire completed and returned to Somerset Council.
- 4.6 Item 8.5.2 (page 600) – Minehead and Watchet – Highways Sub-Group June meeting date not yet confirmed – Clerk to clarify date when available.

5 UPDATE ON SOMERSET WEST & TAUNTON PLANNING APPLICATIONS & APPEALS

- 5.1 No update on planning applications or appeals.

6 ANNOUNCEMENTS FROM THE CHAIR

- 6.1 Report on Condition of Telephone Kiosk. Following an inspection of the telephone kiosk it has become clear that the work needed to repaint is greater than originally expected and that quotes from Professional Painters should be sourced. Members discussed how this could be funded, including suggestion of fund raising within the village and applying for grants.

Resolution:

That the Clerk request three quotes for the painting of the Telephone Kiosk.

- 6.2 Williton Parish Council have invited the Chair or a representative to a joint meeting to discuss any further action that may be taken following the successful appeal and granting of planning application for the solar farm and the ramifications of it. The meeting will be held on Wednesday 19th June 2024, 2pm in the Parish Office, 2 Killick Way, Williton, TA4 4PY.

Resolution:

That the Chair will be in attendance and report back to the next meeting.

- 6.3 To celebrate the new reign of His Majesty The King, the Cabinet Office announced a government funded voluntary scheme throughout the United Kingdom to allow public authorities to apply for a free, framed portrait. The Parish Council applied and has now received the portrait.

Resolution:

That the Clerk contacts the Chair of the Village Hall Committee to enquire if they would like the portrait for display in the Village Hall.

7 UPDATE REPORTS FROM COUNCILLORS

- 7.1 **Defibrillator (including maintenance and training) – Cllr S Miles** – no report of the defibrillator being used since the last Parish Council meeting.

7.2 Footpaths and Rights of Ways - Cllr N Brodrick – The footpath from Manor Farm to Aller has had the hedgerow partially trimmed. There is an issue with a “kissing gate,” but this is within the Crowcombe Parish.

Resolution:

That Cllr Brodrick to enquire when trimming of the footpath hedgerow from Manor Farm to Aller will be completed.

7.3 Liaison with Village Hall Committee - Cllr S Voller – No update.

7.4 Flood Warden- Cllr B Martin – An Emergency Planning Workshop has been organised by Minehead and Watchet LCN and will take place on Wednesday 19 June, at 6pm at the Minehead Community Centre, Alexandra Road, Minehead, Somerset TA24 5DP

7.5 Local Community Network (LNC) – Cllr J Swan – Next meeting 17th July 2024

8 FINANCIAL BUSINESS

8.1 Financial Reports as of 3rd June 2024

INCOME		
Brought Forward	£5,150	<i>Net Banked Balance as 31st March 2023</i>
Precept - Received 30 April 2024	£4,100	<i>AGAR Section 2 (2) – Current Gross Income</i>
	£9,250	
EXPENDITURE		
Staff	£300	<i>AGAR Section 2 (4)</i>
Other	£1,059	<i>AGAR Section 2 (6)</i>
	£1,359	<i>Current Gross Expenditure</i>
INCOME MINUS EXPENDITURE		
	£7,891	<i>Net Banked Balance as 3rd June 2024</i>
BANK RECONCILIATION		
	£7,891	<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	£7,891	<i>AGAR Section 2 (8)</i>

8.2 Expenditure Category Breakdown as of 3rd June 2024

Category	Actual	Budget	Remaining	Comments
Emergency Provision	£24.99	£500.00	£475.01	<i>Upgrade/replacement of emergency provisions</i>
Grants	£185.00	£250.00	£65.00	<i>Flood group website; churchyard; BickWatch</i>
Hall Hire	£50.00	£100.00	£50.00	
Insurance	£435.82	£400.00	£35.82	
Internal Audit	-	£35.00	£35.00	
Maintenance of Assets	-	£150.00	£150.00	<i>Provision for Repairs</i>
Membership	-	£95.00	£95.00	<i>SALC & NALC Membership</i>
Office Equipment/Stationery	-	£50.00	£50.00	
Service Agreements	£362.88	£700.00	£337.12	<i>Website & Dog Waste Bin</i>
Staff Wages	£300.38	£2,838.00	£2,537.62	<i>Average 3hr 45m per week</i>
Training	-	£120.00	£120.00	<i>Councillors & Clerk - average £30/40 each</i>
TOTAL	£1,359.07	£5,238.00	£3,878.93	

8.3 Schedule of Income and Payment

Resolution:

That the Clerk has permission to pay annual invoices for SALC & NALC membership, and the Service Agreement for the emptying of the Dog Waste Bins if received prior to the 11th September 2024 Parish Council meeting and within budget. A list of such payments shall be submitted to the next appropriate meeting of the Council. Proposed by Cllr Swan and seconded by Cllr Brodrick– all in agreement.

Resolution:

That the Clerk has permission to pay invoices received for the hire of the Village Hall. A list of such payments shall be submitted to the next appropriate meeting of the Council. Proposed by Cllr Swan and seconded by Cllr Brodrick– all in agreement.

9. TO COMPLETE AND APPROVE SECTION 1 - APPROVAL OF ANNUAL GOVERNANCE STATEMENT 2023/24

9.1 Members completed Section 1 – Approval of Annual Governance Statement 2023/24

Resolution:

That the Accounting Statements 2023/24 are approved. Proposed by Cllr Swan and seconded by Cllr Brodrick– all in agreement.

10. TO APPROVE SECTION 2 – ACCOUNTING STATEMENTS 2023/24

Resolution:

That the Section 2 - Accounting Statements 2023/24 are approved. Proposed by Cllr Swan and seconded by Cllr Brodrick– all in agreement.

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

Resolution:

That the Publication of “Accounts for the Year Ended 31 March 2023” are approved for publication. Proposed by Cllr Swan and seconded by Cllr Martin– all in agreement.

12. NEXT PARISH MEETING – 11th September 2024

Chairman’s Signature: DJ Swan

Date: 11th September 2024