

Sampford Brett Parish Council

Annual Meeting Minutes

Wednesday 8th May 2024



Minutes of the Annual Meeting of Sampford Brett Parish Council which took place on Wednesday 8th May 2024 and was held at Sampford Brett Village Hall, beginning at 6.30pm.

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

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

The Chair thanked Somerset Council Cllr R Woods for her attendance. Apologies received from Somerset Council Cllrs H Davies. Cllr Davies report had been circulated to Members prior to the meeting. Cllr Woods provided a verbal report to Councillors on currently Somerset County issues.

- On 23 April 2024, Somerset Council voted on a motion in respect of a commercial investment property it owns at 600 Aztec West. That motion included a statement that “the tenant Elbit UK [is] a major UK based provider of weapons to the Israeli Defence Forces, used in the current Gaza catastrophe.” Elbit Systems UK Limited contacted Somerset Council to say that the statement was factually incorrect, and they do not supply weapons or military equipment to the Israeli Defence Forces or the Israeli Ministry of Defence. Somerset Council have apologised and withdrawn their statement that Elbit Systems UK Limited supplies military equipment to the Israeli Defence Forces or the Israeli Ministry of Defence.
- Somerset County Executive meeting held on Monday 8th April 2024, agreed to move services from Williton Childrens Centre, Williton Library and Beckett House to West Somerset House.
- The Council’s waste contractor, SUEZ, has shown figures showing significant annual losses on its £24m a year contract. It has made a number of contractual claims seeking adjustment to payment and while these are in dispute, without an increase in payments there is a risk that SUEZ may exit the contract, to limit its losses over the contract’s remaining six years. A report to the Council’s Executive Committee meeting on 8th May 2024 recommends giving the Council’s Chief Executive a mandate to negotiate with SUEZ to broker a deal which would stop SUEZ exiting the contract.
- Roadside grass cutting - Highway verges are cut to a minimum of one metre in width from the roadside to provide a safe area for pedestrians, preserve visibility and help the flow of surface water along road channels. Visibility sight lines are also cut on bends and near road signs. Each highway verge, including junction visibilities, will be cut once during this season, except on the ‘A’ and ‘B’ networks where the road verge and junction visibilities are cut twice.

- Rural Business Grants - The second round is now open, and Somerset Council have given £2.5m which must be spent by the end of March 2025. Projects can apply for grants between £5,000 and £100,000 if they are able to meet the outputs and aims of the programme and can provide match funding.
- Residents and businesses affected by January's Storm Henk flooding may be eligible for Government flood relief money to help towards damage and flood resilience costs. Residents and businesses can apply via Somerset Council's portal – visit [Grants for Flood Recovery from Storm Henk \(somerset.gov.uk\)](https://www.somerset.gov.uk/grants-for-flood-recovery-from-storm-henk).
- Volunteer drivers needed urgently across Somerset. From routine checks to cardiology and cancer related care, Somerset residents benefit enormously from dependable volunteer drivers to get them there. The team also sometimes support adults and children with journeys relating to social care.
- Somerset Council announced revised bus fares for the Taunton Town Zone which are staying low to ensure bus use keeps growing in popularity. From 1 June this will be £1.50 for any adult single fare and 80p for a child. The new fares will be reviewed at the end of this year. Across the county the cost for any single fare stays at £2 until December 2024, part of the national Government-funded initiative.

The meeting was then formally opened.

1. MEMBERS TO ELECT THE CHAIR OF THE PARISH COUNCIL FOR 2024-2025

Nominations for the role of Chair were looked for. Cllr Jan Swan was proposed by Cllr N Brodrick and seconded by Cllr S Voller. There being no other nominations Cllr J Swan was unanimously chosen as the Chair of the Parish for 2024-2025.

Resolution:

That Cllr J Swan was unanimously chosen as the Chair of the Parish for 2024-2025.

2. MEMBERS TO ELECT THE VICE-CHAIR OF THE PARISH COUNCIL FOR 2023-2024

Nominations for the role of Vice-Chair were looked for. Cllr N Brodrick proposed by Cllr J Swan and seconded by Cllr S Voller. There being no other nominations Cllr N Brodrick was unanimously chosen as the Vice-Chair of the Parish for 2024-2025.

Resolution:

That Cllr N Brodrick was unanimously chosen as the Vice-Chair of the Parish for 2024-2025.

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

3.1 Cllr Brian Martin due to a prior appointment.

4. 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)

4.1 Cllr Swan declared an interest in item 12.3 – Sonder Digital Ltd.

5. TO APPROVE AND SIGN AS A CORRECT RECORD OF THE MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 13th MARCH 2024 (LGA 1972 sch 12, para 41(1))

Resolution:

That the minutes of the meeting of Sampford Brett Parish Council held on 13th March 2024 were approved as being a true and correct record and signed as such.

6. ACTIONS FROM THE PREVIOUS MEETING

- 6.1 Item 4.2 (page 570) – Clerk to source telephone kiosk paint
- 6.2 Item 8.6.1 (page 572) – Phone flood alerts – another volunteer added.
- 6.3 Item 8.6.4 (page 579) – Interior light for flood equipment store bought.
- 6.4 Item 6.1 (page 590) – Clerk appointed.
- 6.5 Item 8.1 (page 590) – Chair to continue to contact “The Circuit” to clarify Parish Council Contact details.
- 6.6 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.
- 6.7 Item 8.3.1 (page 590) – Cllr Swan to inform Village Hall Chair of statement.
- 6.8 Item 8.4.7 (page 592) – Cllr Martin to report blocked surface water drains outside “Nutcombe” to Highways.
- 6.9 Item 8.4.9 (page 592) – Polite letter sent to “Thatched Cottage” about condition of external boundary fence along road to Sampford Brett.

7. UPDATE ON SOMERSET WEST & TAUNTON PLANNING APPLICATIONS & APPEALS

No active planning applications or appeals

8. UPDATE REPORTS FROM COUNCILLORS**8.1 Defibrillator (including maintenance and training) – Cllr S Miles.****Resolution:**

That Cllr Miles to canvas demand via Facebook then organise training accordingly.

8.2 Footpaths and Rights of Ways - Cllr N Brodrick – Refer to Item 6.6, Page 599**8.2.1 Maintenance of Public Rights of Way – Members manually completed the Somerset Council “Maintenance of Public Rights of Way” questionnaire.****Resolution:**

That the “Maintenance of Public Rights of Way” electronic questionnaire is finalised by the Clerk in line with the manually completed questionnaire and dispatched to Somerset Council.

8.3 Liaison with Village Hall Committee - Cllr S Voller – nothing to report.**8.4 Flood Warden- Cllr B Martin - There have been no flood events since the last parish council meeting. Cllr Martin attended a West Somerset Flood Group meeting in Roadwater on 24th April 2024 - nothing to report. Cllr Martin held a Flood Response Volunteers Committee meeting on 29th April 2024 with fifteen attendees. The draft minutes of this meeting have been circulated to all volunteers and parish councillors.****8.4.1 Members reviewed the draft minutes from the Flood Volunteers Sub-committee meeting held on 29th April 2024 and no comments were raised.**

8.5 Local Community Network (LNC) – Cllr J Swan

- 8.5.1 The Idverde contract in the former West Somerset area is due to end in November 2024, (unless an extension is granted) and the service would be reviewed. If parishes decided to take this on, (litter bins etc.), a structured procurement process which would include tendering, requiring adequate notice.
- 8.5.2 Minehead and Watchet – Highways Sub-Group Inaugural meeting 22nd March 2024. The Terms of Reference were agreed by those present.

Resolution:

Clerk to clarify next meeting date of Highways Sub-Group.

- 8.5.3 Flooding and Emergency Planning Workshop to take place on Wednesday 19th June 2024 at the West Somerset House, Council Chamber, between 6-9pm.
- 8.5.4 It was asked that an update was provided at the next meeting especially around:
- Filling of grit bins – whose responsibility will this be going forward?
 - Grass cutting – Accurate information on assets and land to be transferred.
 - Better communications. No information was forthcoming between meetings.
- 8.5.5 Somerset Council had received £1.5m in external funding which could be used to deliver the next phase of a cycling and walking route on the A39 between Carhampton and Minehead. However, the ring-fenced grant from Active Travel England may have been spent elsewhere.
- 8.5.6 Concerns were raised about planning cumulative effects and the consequence for local communities.
- 8.5.7 A358 highway work at Black Arch Bridge and Woolston Moor – more information as and when available.

9. FINANCIAL BUSINESS

9.1 Financial Reports as of 30th April 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	£0	<i>AGAR Section 2 (4)</i>
Other	£50	<i>AGAR Section 2 (6)</i>
	£50	<i>Current Gross Expenditure</i>
INCOME MINUS EXPENDITURE	£9,200	<i>Net Banked Balance as 30th April 2024</i>
BANK RECONCILIATION		
	£9,200	<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	£9,200	<i>AGAR Section 2 (8)</i>

9.2 Expenditure Category Breakdown as of 30th April 2024

Category	Actual	Budget	Remaining	Comments
Emergency Provision	-	£500.00	£500.00	Upgrade/replacement of emergency provisions
Grants	-	£250.00	£250.00	Flood group website; churchyard; BickWatch
Hall Hire	£50.00	£100.00	£50.00	
Insurance	-	£400.00	£400.00	General Increase
Internal Audit	-	£35.00	£35.00	General Increase
Maintenance of Assets	-	£150.00	£150.00	Provision for Repairs
Membership	-	£95.00	£95.00	SALC & NALC Membership
Office Equipment/Stationery	-	£50.00	£50.00	
Service Agreements	-	£700.00	£700.00	Website & Dog Waste Bin
Staff Wages	-	£2,838.00	£2,838.00	Average 3hr 45m per week
Training	-	£120.00	£120.00	Councillors & Clerk - average £30/40 each
TOTAL	£50.00	£5,238.00	£5,188.00	

9.3 Grant request towards maintenance of the St. George's churchyard (grass cutting). Proposed grant of £130 by Cllr Swan and seconded by Cllr Russell – all in agreement.

Resolution:

That a grant of £130 for 2024/2025 is made to St. George's Church for churchyard maintenance.

9.4 Schedule of Payments 2nd May 2024

No.	PO No.	Invoice No.	Payee	Description of Goods	Total	Cheque/ FPO	Initial
1	PO24001	#10181	Sonder Digital Limited	Standard Website Hosting Package - 2024-2025	£362.88	FPO	NJB & SV
2	PO24002	LCO00750	Clear Councils	Local Councils Insurance Renewal 01 June 2024 - 30 May 2025	£435.82	FPO	NJB & SV
3	PO24003	MIS073	Watchet Town Council	Contribution towards running costs of BickWatch Project 2024-2025	£50.00	FPO	NJB & SV
4	PO24004	n/a	Mrs M Francis	Internal Audit 2023-2024	£35.00	FPO	NJB & SV
5	PO24007	May-24	West Somerset Flood Group	Contribution to the West Somerset Flood Group Website - 2024/25	£5.00	FPO	NJB & SV
5	PO24009	n/a	Mrs T-A Biss	Clerk's Wages Feb-Mar 2024	£300.38	Cheque	NJB & SV
7	PO24010	n/a	St George's Church, Sampford Brett	Maintenance Grant for St George's Churchyard, TA4 4LG	£130.00	FPO	NJB & SV
8	PO24011	n/a	Kennys Place (Purchased by Mrs T-A Biss)	Mr. Beams Security Light Slim Motion Sensor	£24.99	Cheque	NJB & SV
Total:					£1,344.07		

Resolution:

That payment is made as set-out in the "Schedule of Payment 2nd May 2024".

- 1 Proposed by Cllr Brodrick, seconded by Cllr Skinner. All in favour (Interest declared - Cllr Swan)
- 2 Proposed by Cllr Swan, seconded by Cllr Brodrick. All in favour
- 3 Proposed by Cllr Swan, seconded by Cllr Brodrick. All in favour
- 4 Proposed by Cllr Swan, seconded by Cllr Voller. All in favour
- 5 Proposed by Cllr Swan, seconded by Cllr Voller. All in favour
- 6 Proposed by Cllr Swan, seconded by Cllr Skinner. All in favour
- 7 Refer to item 9.3.1 (page 601)
- 8 Proposed by Cllr Swan, seconded by Cllr Skinner. All in favour

10. AUTHORISATION OF CERTIFICATE OF EXEMPTION 2022-2023

The Certificate of Exemption AGAR 2023/24 had been circulated prior to the meeting. This document is needed to certify that during the budget year 2023/24, the higher of the authority's total gross income for the year or total gross annual expenditure for the year did not exceed £25,000.

The Parish therefore has no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, provided that the authority certifies itself as exempt at a meeting of the authority after 31st March 2024 and a completed Certificate of Exemption is submitted no later than 30th June 2024 notifying the external auditor.

Resolution:

That the Certificate of Exemption – AGAR 2023/2024 Part 2 - be confirmed and signed by the Chair and Clerk.

Resolution:

That the Certificate of Exemption – AGAR 2023/24 Part 2 - is returned to the External Auditor by 30th June 2024.

10.1 Approve the accounts for the Year ending 31 March 2024

Refer to Appendix A

10.2 Review of Financial Regulations – That the Financial Regs are fit for purpose and will be reviewed in May 2025, proposed by Cllr Swan, and seconded by Cllr Miles. All in agreement.

11. NEXT PARISH MEETING – 12th June 2024

Chairman's

Signature:

DJ Swan

Date:

12th June 2024

Appendix A

Sampford Brett Parish Council Financial Report 2023-2024 as on 31 March 2024

INCOME		
Brought Forward	£ 5,823	Net Banked Balance as 31 March 2023
Precept - Received 24 April 2023	£ 3,700	AGAR Section 2 (2)
Sampford Brett Act 3BAG Donations	£ 400	AGAR Section 2 (3)
HMRC Val Return 29 February 2024	£ 799	AGAR Section 2 (3)
	£ 10,523	
EXPENDITURE		
Staff	£ 2,515	AGAR Section 2 (4)
Other	£ 2,858	AGAR Sec 4 (m 2) (6)
	£ 5,372	
INCOME MINUS EXPENDITURE	£ 5,150	Net Banked Balance as of 31 March 2024
BANK RECONCILIATION		
	£ 5,150	Actual bank balance
Less: any un-presented cheques	£ -	
Less: Petty cash float (if applicable)	£ -	
Add: any un-banked cash	£ -	
Net Banked Balance	£ 5,150	AGAR Section 2 (8)

CATEGORY BREAKDOWN	Actual Spend	% Actual Spend	Budget	Budget %	Remaining	Comment
Election Expenses	£ -	0%	£ 100.00	2%	£ 100.00	
Emergency Provision	£ 1,017.13	10%	£ 500.00	10%	£ 517.13	Upgrade/replacement of emergency provisions
Grants	£ 5.00	0%	£ 50.00	1%	£ 45.00	
Hall Hire	£ 20.00	0%	£ 100.00	2%	£ 80.00	
Insurance	£ 351.90	7%	£ 350.00	7%	£ 1.90	
Internal Audit	£ 30.00	1%	£ 30.00	1%	£ -	
Maintenance of Assets	£ -	0%	£ 250.00	5%	£ 250.00	Bus Stop/br. Noticeboard, telephone bank
Membership	£ 88.11	2%	£ 90.00	2%	£ 1.89	SALC & NALC Membership
Office Equipment/Stationery	£ -	0%	£ 50.00	1%	£ 50.00	
HM Land Registry	£ -	0%	£ -	0%	£ -	HM Land Registry e.g. footpath
Service Agreements	£ 662.40	12%	£ 560.00	11%	£ 2.40	Website & Data Waste Bin
Staff Wages	£ 2,514.64	49%	£ 2,200.00	44%	£ 314.64	Average 3hr 45m per week
Clerk Vacancy	£ 240.00	4%	£ -	0%	£ 240.00	
Training	£ 90.00	1%	£ 200.00	4%	£ 110.00	Councillors & Clerk - average £30/40 each
Queen's Platinum Jubilee	£ 46.30	1%	£ 150.00	3%	£ 103.70	Event
Safe South West Resilience Funding	£ 307.08	6%	£ 299.70	6%	£ 7.38	Small Grant Fund £1,685 received 2022-23 balance
Total	£ 5,372.46		£ 5,029.70		£ 342.76	

Approval of Accounts Year ending 31 March 2024:

Signature 1

[Signature]

Date:

8/5/24

Signature 2

[Signature]

Date:

8/5/24