



BRUSHFORD PARISH COUNCIL

Minutes of the Council Meeting of Brushford Parish Council held at the Parish Hall, Brushford on Tuesday, April 10th., 2012

12/001 PRESENT

The following attended the meeting:

Councillors: Mrs S Cookson, Mr. B. Heywood, Mr. M Martyn, Mr. N Morse, Mrs F Nicholson, Mr K Ross, Mrs J Sandiford, Mrs F Takel,
Mr T Wilson

In the Chair: Mr N Prouse

In Attendance: 3 Members of the public
C Knight, Clerk

12/002 DEFERMENT OF BUSINESS

12/002/01 Newsletter Proposal

Mrs Ceri Keene presented a proposal for a quarterly newsletter to the community, the key elements of which were:

- i) Quarterly publication
- ii) Four page (x A4) Monochrome print
- iii) Cost of £50.00 per run
- iv) Circulated with the Parish Magazine

v) Newsletter to include:

- BPC information and updates
- Latest Parish News
- Letters
- Voluntary Groups Reports
- etc

Mrs Keene kindly volunteered to produce the magazine (at no cost) and requested the Council to fund the £50.00 quarterly cost.

The Council welcomed the proposal and agreed to support the project as outlined above. The subject is to be included on the agenda of the next meeting when a formal proposal will be made.

12/002/02 Parish Plan

Jane Erith advised Council that two of the three “Star Prizes” used for the Parish Plan had been claimed.

12/003 APOLOGIES FOR ABSENCE

There were no apologies for absence.

12/004 DECLARATION OF INTEREST

There were no declarations of interest.

12/005 PARISH PLAN WORK PROGRAMME

Now that the Parish Plan had been completed and circulated to the Parish, Clerk tabled a paper on the Outcomes and Action Steps to be taken in the light of the results of the Plan to ensure that this important project was followed through in detail.

The tabled paper is as follows:

1.PRIORITIES

ITEM	SUBJECT	ACTION REQUESTED	RESPONSIBILITY	UPDATES	COMPLETE
1.1	NEW HOUSING	Ensure the parish is kept informed of any impending plans for housing construction in good time. As the Parish magazine was found to be the best communications mechanism, it might be employed as well as the Parish web-site.	West Somerset Council: Planning Directorate Exmoor National Park Authority Brushford Parish Council ("BPC")	02/04/12 : Latest Draft received. Brushford now no longer identified. Consultation stage now in effect. Community to be advised via Web Site and email	
1.2	SAFE WALKING/ CYCLING PATHS	Between Brushford and Dulverton; and Exebridge (if feasible)	Exmoor National Park, Dulverton Town Council, local landowners concerned, West Somerset Council. BPC.		
		Previous attempt failed due to landowner objection - Seek alternative options	BPC/Dulverton TC, Sustrans		
1.3	SPEEDING	Install Speed Indicators	Police, Highways Authority. BPC	02/04/12 : Ongoing 2012. Need more funding (via precept) for more in 2013	COMPLETE FOR THIS YEAR
		Examine other speed control measures		02/04/12 : Police requested to install traps	COMPLETE
1.4	PEDESTRIAN CROSSING	Examine costs and feasibility	.WSC, Highways, BPC		
1.5	SEWAGE SYSTEM	Examine opportunities to improve (esp odour control)	BPC, South West Water		
1.6	VILLAGE SHOP	Examine possible tenant	Site Owner		
		Examine possible Community venture	BPC		
1.7	BROADBAND	Lobby to Improve speeds.	BT; Connecting Somerset	Community urged to sign up to new scheme	END JUNE
1.8	POLICE	Secure greater Police presence	Police/BPC		
		Invigorate Neighbourhood Watch	BPC	02/04/2012 : New operators now signed up	02/04/12

2. OTHER ACTIONS SUGGESTED

ITEM	SUBJECT	ACTION REQUESTED	RESPONSIBILITY	UPDATES	COMPLETE
2.1	CHILDREN'S ACTIVITIES	More required	BPC		
		Ascertain what is needed	BPC		
		Secure funding	BPC		
2.2	ADULT EDUCATION	More required	BPC		
		Ascertain what is needed	BPC		
		Secure funding	BPC		
2.3	CENTRAL COMPOSTING	Required	BPC		
		Find site	BPC		
		Secure funding	BPC		
2.4	PARISH HALL	Congratulations to PH Committee	BPC	Where did this come from/why?	
2.5	D. JUBILEE COMMEMERATIVE STONE	Requested	BPC		
		Seek funding	BPC		
		Install	BPC		
		Consider other options	BPC		
2.6	DOG LITTER BINS	More required	BPC		
		Establish costs and funding	BPC	2 Bins cost £250 per annum	
2.7	NOTICE BOARD	Required	BPC		
		BPC to investigate funding	BPC		

ITEM	SUBJECT	ACTION REQUESTED	RESPONSIBILITY	UPDATES	COMPLETE
2.8	TREE PLANTING		BPC	02/04/12 Land not owned by BPC	
2.9	WEB SITE	Needs attention	BPC		
		Ascertain requirements	BPC	02/04/12 Clerk has emailed "Community" addresses for ideas/concepts	
		Make changes as required	BPC		

The Council welcomed the format and discussed the following subjects from the paper, with a view to addressing the programme at each meeting and agreed to assign responsibilities:

- **Speeding in the Village**

The meeting discussed the options opened, in the knowledge that the Police had recently been requested to instigate speed traps following the latest Speed Indicator results.

It was agreed that the outline proposal to install a zebra crossing at the Bus Stop should be pursued, with an initial request to the Highways Department to establish the requirements of such a request.

Two further options - to install a "Welcome/Please Drive Slowly through our Village" sign and the possibility of instigating a 40mph limit in the current 60mph areas between Exebridge to Brushford and Brushford to Battleton are to be pursued and discussed at the next meeting.

- **Sewage Smells**

Given the recent demolition of the old Clock Tower complex in readiness for the build of three new properties on the site, it was agreed that the question of the long-term sewage smell problem in that area of the village should be revisited.

- **Neighbourhood Watch**

Councillor Wilson advised the meeting that the Neighbourhood Watch Scheme now had 15 "Watchers" within the Parish.

It was agreed that the remaining items of major importance would be covered at the next Parish Council Meeting.

12/006 DIAMOND JUBILEE

12/006/01 Update

Mrs Wilson reported as follows:

- There were now only seven weeks to the Jubilee
- It has been arranged for Mrs Nancy Willis to present the Jubilee Mugs to the children of the village and the Chairman accepted the kind invitation to attend the ceremony.
- A further Table Top Sale to raise funds is being organised for May 13th.
- The bunting will be put up in the village after May 28th.

12/006/02 Insurance

Clerk reminded the meeting that it was imperative to ensure that all the necessary insurance was put in place and that it was hoped that the Parish Council's policy will cover the Jubilee events (Beacon Lighting, Fun Day and Street Party)

It was agreed that the Jubilee Committee would provide risk assessments for all the activities which will be presented to the insurers for cover confirmation.

Clerk also noted that as the current policy with AON is due for renewal at the end of May, further competitive quote(s) are to be secured. It will therefore be necessary to ensure that both the current and prospective insurers are appraised of the Council's Jubilee plans.

12/007 BRUSHFORD ACTIVITY GROUP

Mrs Wilson alerted the Council to a possible "Pinch Point" on the main gate to the games court in Jubilee Gardens.

Mr Martyn and Mr Prouse are to check and make good as necessary.

Mrs Wilson reported that when the redecorating of the Youth Club in Dulverton had been completed, arrangements will be made to transport Brushford children via the Community Bus.

12/008 APPROVAL OF MINUTES

The minutes of the last Parish Meeting held on March 20th were approved by the meeting.

11/009 FINANCIAL REPORT 11/168

11/009/01 Payment Authorisation

The Clerk presented the following items for payment which were approved by Council:

PAYEE	INVOICE	EXPENSE	VALUE	VAT	NET	CHEQUE NUMBER
C Knight		March Expenses	£36.00	£0.00	£36.00	NATWEST 000158
Douglas Tonks		Clerk Wages	£231.92		£231.92	
		PAYE Charge	£14.25		£14.25	
		TOTAL DOUGLAS TONKS	£246.17		£246.17	NATWEST 000159
S.A.L.C		Training Course (x 2)	£40.00	£0.00	£40.00	NATWEST 000160
West Somerset Council		J Gardens Rent	£25.00	£0.00	£25.00	NATWEST 000161
Printing at the Vicarage			£28.94	£0.00	£28.94	NATWEST 000162
TOTAL FOR MONTH			£376.11	£0.00	£376.11	

11/009/02 Year End Accounts

Clerk reminded Council that the Year End Accounts will be presented at the next Council Meeting on May 8th. As part of that presentation, the Council is duty bound to carry out a risk assessment on Accounts Procedures.

It was agreed that Clerk will publish current Protocols and the matter will be raised at the next Parish Council Meeting.

12/010 WEST SOMERSET LOCAL PLAN : DRAFT PREFERRED STRATEGY

Clerk reminded Council of the upcoming Consultation Stage of the Draft Preferred Strategy which takes place between Thursday, March 22nd and Wednesday, May 16th. It was agreed that Councillors would revisit the District Council's Site to bring themselves up to date with development of the Plan and the changes since the last draft and that the Plan would be considered in depth at the next Parish Council Meeting. In the mean time, Clerk will email useful contacts/domain addresses to assist Councillors in their research of the matter.

12/011 PARISH MAINTENANCE

12/010/01 Jubilee Gardens Play Court Area

Councillor Heyward advised Council that his research indicated that the Parish Council is required to maintain this amenity area (including the play court) as a condition of its rental agreement with the owner, West Somerset Council.

It was agreed that Council will ensure that this is carried out and noted that some repairs may be necessary. The matter is to be discussed at the next meeting.

12/010/02 Road Signs

Clerk reported that West Somerset had requested photographs of the village road signs in order to save cost and reduce carbon emissions.

After discussion, it was agreed that the Council should investigate taking responsibility for road signs back from District Council, with a view to erecting signs manufactured by the National Park.

12/010/03 Paint Fumes from Garage : Public Complaint

Clerk reported a complaint from a Parishioner on the fumes emanating from the Carnarvon Arms Garage, which had been passed to the Planning Department.

It was agreed that copies of the correspondence would be passed to Councillor Takel who will discuss with the garage management.

12/010/04 Notice Boards

Given the request for an additional Notice Board in the centre of the village which arose from the Parish Plan, Council discussed the viability/additional cost implications.

It was agreed that as the proposed new site was not far from either of the two existing Notice Boards, the current arrangement of two notice boards in Brushford and one in Exebridge (which has recently been replaced) would continue.

12/010/05 Maintenance Contract

Council viewed the (only) response to a tender request for village maintenance/grass cutting and approved the application from Mr P Takel.

12/012 PLANNING APPLICATION : Knackershole Barn, West Knowle Ref : 3/04/12/004

Council viewed the plans for this application and agreed that there was no cause to request any changes to the application. Planning to be advised accordingly.

12/013 REPORTS FROM COUNCILLORS

12/013/01 Community Bus

Councillor Nicholson reported that it has been confirmed that the Community Bus will no longer be used for school transport. This therefore means that the bus will be more readily available for shopping trips etc..

12/013/02 Demolition of Clock Tower Complex

Councillor Heywood reported on a complaint received from Mr H Jeune of Carnarvon Apartments regarding the manner in which the demolition of this site was being carried out, where it appeared that there was considerable random rubbish burning and hard hats were not being worn. Councillor Heywood to follow up with the Planning Department.

12/013/03 Closure of Dulverton Gym

Councillor Ross reported on the forthcoming closure of the Dulverton Gym and that this decision is to be reappraised, given its importance to the community. It is hoped that this facility will reopen in September.

12/013/04 Dulverton Parking

Councillor Ross reported that the matter of the management of Dulverton Parking is to be discussed at the next District Meeting on Monday, April 26th., with a view to reverting management to Dulverton Town Council

12/014 DATE OF NEXT MEETING

The date of the next Parish Council Meeting and Annual Parish Meeting is to be May 8th., 2012, commencing at 6.30pm.

Approved

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Chairman
08/05/2012



BRUSHFORD PARISH COUNCIL

Minutes of the Annual Council Meeting of Brushford Parish Council held at the Parish Hall, Brushford on Tuesday, May 8th., 2012

12/015 PRESENT

The following attended the meeting:

Councillors:	Mrs S Cookson, Mr. B. Heywood, Mr. M Martyn, Mr. N Morse, Mrs F Nicholson, Mr K Ross, Mrs J Sandiford, Mrs F Takel, Mr T Wilson
In the Chair:	Mr N Prouse
In Attendance:	3 Members of the public C Knight, Clerk

12/016 QUORUM CONFIRMATION

The Clerk confirmed to the meeting that as all Councillors were present, a legal quorum was in place

12/017 APPOINTMENT OF CHAIRMAN

Councillor Morse nominated Councillor Prouse to the position of Chairman for the forthcoming year.

There were no other nominations and Council approved the appointment unanimously.

12/018 CHAIRMAN'S REPORT

The Chairman delivered his annual statement, highlighting the excellent progress made during the year, including The Parish Plan and the work in preparation for the Diamond Jubilee.

12/019 APPOINTMENT OF VICE CHAIRMAN

Councillor Cookson nominated Councillor Morse for the position of Vice Chairman. There were no other nominations and Council voted unanimously for Councillor Morse to become Vice Chairman.

12/020 ELECTION OF OFFICERS

The following Councillors agreed to take up the Activity portfolios:

- Parish Path Liaison Officer : N. Prouse
- National Park Consultative Forum : Mrs S Cookson
- Police Liaison : T. Wilson
- Highways : M.Martyn
- Activity Group : Mrs Barbara Wilson
- Exmoor Panel : Mrs F Takel
- Parish Hall Liaison : Mrs F Takel
- Parish Church : N.Morse

12/021 meeting closure

The meeting closed and moved to the normal Monthly Parish Council Meeting.

Signed

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N Prouse Chairman 12/06/2012



BRUSHFORD PARISH COUNCIL
Minutes of the May Meeting of Brushford Parish Council
held at the Parish Hall, Brushford on Tuesday, May 8th., 2012

12/022 PRESENT

The following attended the meeting:

Councillors: Mrs S Cookson, Mr. B. Heywood, Mr. M Martyn, Mr. N Morse, Mrs F Nicholson, Mr K Ross, Mrs J Sandiford, Mrs F Takel,
 Mr T Wilson

In the Chair: Mr N Prouse

In Attendance: 3 Members of the public
 C Knight, Clerk

12/023 DEFERMENT OF BUSINESS

The Chairman opened the meeting for public comment. Mr Gillison stated he would prefer to discuss the Draft Local Plan at the relevant point in the Agenda.

12/024 APOLOGIES FOR ABSENCE

There were no apologies for absence

12/025 DECLARATIONS OF INTEREST

There were no Declarations of Interest

12/026 DIAMOND JUBILEE CELEBRATIONS

The Chairman offered the Council's thanks to the Diamond Jubilee Committee for their excellent presentation of the Parish Jubilee Celebrations in the Parish Newsletter which was unanimously supported by the Council.

As Chairman of the Diamond Jubilee Committee, Mrs Wilson reported to the meeting as follows:

- Mrs Wilson thanked the Council for its support over the previous 10 months and stated that preparations were well in hand.
- Council was requested to fund a further 17 Jubilee Mugs due to the recent increase in the number of children in the Parish. Council unanimously approved this expenditure.
- Unfortunately, Mrs Willis, who is due to present the mugs to the children at the Street Party, has been unwell. Plans for a replacement in the event that Mrs Willis could not attend were in hand.
- The Beacon appeal for timber had proved very successful and Mr Takel had received and collected this from people wishing to support this event. Mrs Wilson noted that the beacon was due to be lit at 10.26 pm.
- The final fund-raising Table Top sale is to take place on May 13th.
- A request for Tombola Prizes for use during the Fun Day was issued.

12/027 BRUSHFORD ACTIVITY GROUP

The proposed bussing of Parish Children to the Dulverton Youth Centre has been postponed until after the Jubilee.

12/028 MINUTES OF THE LAST MEETING

The Minutes of the last Parish Council Meeting, held on April 10th were approved by the meeting and duly signed by the Chairman.

12/029 FINANCIAL REPORT

12/029/01 ANNUAL ACCOUNTS

The Clerk presented the Annual Accounts to Council, following the Audit by Amhurst & Shapland as follows:

ANNUAL EXPENSE	YTD	
STAFF COSTS	£2,809.67	22.74%
MAINTENANCE	£1,853.00	15.00%
GRANTS	£700.00	5.67%
SUBSCRIPTIONS	£163.52	1.32%
INSURANCE	£648.70	5.25%
BRUSHFORD ACTIVITY GROUP	£333.91	2.70%
ADVERTISING/WEB	£0.00	0.00%
MISC EXPENSE	£2,840.70	22.99%
RENT	£119.50	0.97%
PARISH PLAN EXPENSE	£2,885.74	23.36%
TOTAL OTHER COSTS	£9,545.07	
TOTAL	£12,354.74	100.00%

DATE	DEBTOR	AMOUNT	CUM
1st April 2011	Opening Balance	£5,650.98	£5,650.98
26 Apr 2011	WSC Precept Pt 1	£4,375.00	
28 Sep 2011	WSC Precept Pt 2	£4,375.00	
	TOTAL PRECEPT	£8,750.00	£14,400.98
19 Jan 2012	D Jubilee repayment	£152.00	
	TOTAL REPAYMENTS	£152.00	£14,552.98
	TOTAL RECEIPTS & B/FWARD		£14,552.98
	TOTAL EXPENSE		£12,354.74
	BALANCE C/F		£2,198.24
	BALANCE CARRIED FWD		£2,198.24

MONTHLY EXPENSE	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL
STAFF COSTS	£187.30	£231.92	£231.92	£231.92	£231.92	£231.92	£231.92	£246.17	£246.17	£246.17	£246.17	£246.17	£2,809.67
MAINTENANCE	£60.00		£195.00	£195.00	£130.00	£130.00	£215.00	£195.00	£319.00		£414.00		£1,853.00
GRANTS				£550.00		£150.00							£700.00
SUBSCRIPTIONS								£35.00				£128.52	£163.52
INSURANCE	£648.70												£648.70
BRUSHFORD ACTIVITY GROUP		£56.92	24.99			£152.00		£100.00					£333.91
ADVERTISING/WEB													£0.00
MISC EXPENSE	£37.40	£1,515.20		£143.80	£80.00	£136.50			£65.00	£214.50	£264.00	£384.30	£2,840.70
RENT		£25.00		£46.50							£48.00		£119.50
PARISH PLAN EXPENSE			£330.00					£511.75	£278.35			£1,765.64	£2,885.74
TOTAL OTHER COSTS	£746.10	£1,597.12	549.99	£935.30	£210.00	£568.50	£215.00	£841.75	£662.35	£214.50	£726.00	£2,278.46	£9,545.07
TOTAL	£933.40	£1,829.04	£781.91	£1,167.22	£441.92	£800.42	£446.92	£1,087.92	£908.52	£460.67	£972.17	£2,524.63	£12,354.74

These were approved unanimously and duly signed by the Chairman.

12/029/02 RISK ANALYSIS

The Risk Analysis previously circulated to Councillors was duly approved and will become part of Standing Orders.

12/029/03 MAY PAYMENTS

The following due payments were approved by Council and cheques duly signed:

PAYEE	INVOICE	EXPENSE	VALUE	VAT	NET	CHEQUE NUMBER
C Knight		April Expenses	£140.10	£0.00	£140.10	NATWEST 000163
Douglas Tonks		Clerk Wages	£231.92		£231.92	
		PAYE Charge	£14.25		£14.25	
		TOTAL DOUGLAS TONKS	£246.17		£246.17	NATWEST 000164
Came & Company		PARISH INSURANCE (3 Year Commit : 5% discount)	£310.63		£310.63	NATWEST 000165
Mr P Takel		Grass Cutting x 2 @ £65.00	£130.00		£130.00	NATWEST 000166
Amhurst & Shapland		Annual Internal Audit	£126.00		£126.00	NATWEST 000167
Diamond Jubilee Community		Children's Mugs 17 @ £5.00	£85.00		£85.00	
TOTAL FOR MONTH			£1,037.90	£0.00	£1,037.90	

12/030 WEST SOMERSET LOCAL PLAN

The Clerk had previously circulated notes and recommendations on the Draft Local Plan, the consultation period of which expires on 17th May.

Council unanimously supported the points raised and Clerk was briefed to proceed to formally reply to West Somerset Council.

12/031 PARISH COUNCIL INSURANCE

Clerk had previously circulated details of both the renewal of the Council's Annual Insurance Policy and a competitive quote from Came and Company as follows:

**PARISH COUNCIL INSURANCE RENEWAL, MAY 31ST 2012
QUOTE COMPARISONS**

	AON	AVIVA	COMMENT
Public Liability	£5 Million	£10 million	
Hirer's Liability		£2 million	
Employer's Liability	£10 million	£10 million	
Officials Indemnity		£250,000	
Libel and Slander		£250,000	
Money	Crossed Cheques and other nonnegotiable £250,000. In transit : £2500 In locked safe : £1,000 Insurers Premises : £300 Private Dwelling £250 At Exhibitions £350	Non Negotiable :£250,000 Negotiable Money - Premises £1000 Negotiable Money - Any other loss : £1,000	
Fidelity Guarantee	£6000	£100,000	
Increased Cost of Working		£10,000	
Commercial Legal Protection		£100,000	
Legal Expenses	Covered		
Office Equipment		£5,000	
Personal Accident	Death, Loss of Limb/Sight, Permanent Total Disablement £25,000 / £100 pw. Temp total disablement 104 weeks @ £100/wk Clothing & Personal Effects £250	Capital Benefits £50,000. Temp Disabled £200 pw	
Motor No Claims Discount		£250	

	AON	AVIVA	COMMENT
Loss of Motor Policy Excess		£250	
Council Property	Pavilion : £5967.59 Tommy Tractor £3281.84 Bridge £3281.84 Sports Equip £935.78. TOTAL: £13404.05	Buildings £5918.84 Tommy Tractor 3281.84 Clatter Bridge £ 6294.88 Benches £600 (<i>to be included - not on current quote</i>) Sports Equipment £ 938.78 TOTAL : £17034.34	
Playground			
COST	£651.02	£326.98	
		£310.63 : 3 YRS	

Council unanimously approved the move to the Came and Company proposal. Clerk to advise Came & Co accordingly.

12/032 DOG MESS IN VILLAGE

Council addressed the recent complaint of Dog Fouling in the village, received from Mr. Brentnall.

It was decided that as the infringement was outside the 30mph boundaries, there was little that could be done. It was also noted that the offer to move the existing Dog Litter Bin closer to the site of recent fouling had been rejected by Mr Brentnall.

12/033 PARISH PLAN OUTCOMES

The Parish Plan Outcomes Matrix was considered by Council. It was agreed that the proposal for a Pedestrian Crossing should be pursued. Clerk to carry out investigative work.

The other subjects on the list were to be considered at the next meeting.

12/034 : NEW BRUSHFORD PARISH NEWSLETTER

The proposal previously made by Mrs C Keene to run a monthly Brushford Newsletter to be circulated via the Church's Parish Magazine proposed during Deferment of Business at the previous meeting, was unanimously approved by Council.

12/035 : PLANNING APPLICATION : PRUNING OF TPO TREE AT BLAIRMOOR HOUSE, BRUSHFORD

This Planning Application was considered, discussed and approved by Council.

12/036 REPORTS FROM COUNCILLORS

Councillor Nicholson reported that the SCC now has a new leader.

She also reported that following the closure of the Exmoor Gym in Dulverton, a group had been set up to fight the closure.

Councillor Heywood cleared up a recent misunderstanding with regard to a request by a parishioner to examine a possible infringement of planning law. This matter is now closed.

12/037 DATE OF NEXT MEETING

The next Parish Council Meeting is to take place on Tuesday, June 12th at 6.30pm in the Parish Hall.

Signed

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N Prouse Chairman 12/06/2012



BRUSHFORD PARISH COUNCIL

Minutes of the June Meeting of Brushford Parish Council

held at the Parish Hall, Brushford on Tuesday, June 12th., 2012

12/038 PRESENT

The following attended the meeting:

Councillors: Mrs S Cookson, Mr. M Martyn, Mr. N Morse, Mrs F Nicholson, Mrs J Sandiford, Mrs F Takel, Mr T Wilson

In the Chair: Mr N Prouse

In Attendance: 4 Members of the public

C Knight, Clerk

12/039 DEFERMENT OF BUSINESS

The Chairman opened the meeting for public comment.

Ms J Erith requested an update on the development of the land gifted by Magna, to be known as Diamond Gardens. The Clerk responded that the garden designer, Emma Dennis is to be contacted to assess possibilities.

The owner of the new Bike Hire/Café business at the garage requested any publicity assistance that the Council could give. It was agreed that news could be published in the new Brushford Newsletter (Brushford Post) and the Parish Website. It was also suggested that footfall could be increased if the owner took over the current daily collection of newspapers from the Tantivy in Dulverton.

12/040 APOLOGIES FOR ABSENCE

Councillor Ross had previously offered his apologies for absence.

12/041 DECLARATIONS OF INTEREST

There were no Declarations of Interest

12/042 DIAMOND JUBILEE CELEBRATIONS

The Chair of the Diamond Jubilee Committee, Mrs Barbara Wilson reported as follows:

- The celebrations planned for the Diamond Jubilee had been very successful, despite the rain : Fun Day, Hog Roast, Street Party (held indoors due to the weather) and the Beacon which was probably the largest in West Somerset.
- Mrs Wilson stated that the celebrations had been very much a team effort, and much work was done by all and thanked the Committee for their support.
- On behalf of the Council, the Chairman thanked Mrs Wilson and the Committee for all their hard work which was appreciated by all.

12/043 BRUSHFORD ACTIVITY GROUP

Mrs Wilson reported that there had been damage caused to the boards surrounding the court and as a result had locked it for Health & Safety reasons. It was agreed that Mr Takel will be asked to attend to the problem with the gate to the court as there was a possibility of harm.

Mrs Wilson also reported that the Group planned to hold an Olympics "Picnic in the Park" event in Jubilee Gardens during August. Details are to follow.

The Chairman thanked Mrs Wilson on behalf of the Council.

12/044 MINUTES OF THE LAST MEETING

The Minutes of the last Parish Council Meeting, held on May 8th were approved by the meeting and duly signed by the Chairman.

12/045 FINANCIAL REPORT

The following payments were approved by Council and the cheques duly signed by the Chairman and Vice Chairman:

PAYEE	INVOICE	EXPENSE	VALUE	VAT	NET	CHEQUE NUMBER
Douglas Tonks		Clerk Wages	£231.92		£231.92	
		PAYE Charge	£14.25		£14.25	
		TOTAL DOUGLAS TONKS	£246.17		£246.17	NATWEST 000169
Mr P Takel		Grass Cutting x 1 @ £65.00	£65.00		£65.00	
		Maintenance work & slat collection	£73.75		£73.75	
		TOTAL MR TAKEL	£138.75		£138.75	NATWEST 000170
Printing at the Vicarage		P Plan Labels	£4.94		£4.94	NATWEST 000171
TOTAL FOR MONTH			£389.86		£389.86	

12/046 PARISH PLAN

The Council discussed the latest situation on the follow-up to the Parish Plan and it was agreed that a Status Report would be issued by the Clerk for discussion at the next Parish Council Meeting in July.

12/047 REPORTS FROM COUNCILLORS

Councillor Nicholson reported that she had recently been appointed Lead Member for Children and Families and that the numbers of children in care in the County had risen from 365 three years ago to 498 currently.

12/048 CORRESPONDENCE

The Clerk reported that correspondence had been received for the partial closure of Ellersdown Lane was due on July 16th for 10 days.

12/049 BRUSHFORD PARISH NEWSLETTER

Mrs Keene reported that the preparation for the first edition was proceeding well. It was agreed that the Clerk would provide details of recent minutes for inclusion.

12/050 PLANNING

The Clerk reported that approval had been given for the work at Knackersole Barn.

12/051 POLICE VISIT

The Meeting was attended by PC Bryan Stephens who reported as follows:

- He has now joined the team with PC Nick Wood and PCSO Katherine Williamson
- He reported one burglary incident in the village of theft of a catalytic converter from a vehicle parked in Brushford New Road. He noted that this was part of a county-wide incident as similar thefts had taken place across the county.
- He also reported a break-in to a garage at the Barle Enterprise Centre.
- PC Stephens appealed for volunteers to man speed checks in the area by members of the public. It was agreed that this would be circulated to the community. It was pointed out by Councillor Wilson that a similar plan put forward two years ago had failed to be carried out, despite volunteers coming forward, which PC Stephens noted.

12/052 DATE OF NEXT MEETING

The next Parish Council Meeting will take place on Tuesday, July 10th at 6.30 pm.

Signed

.....
N Prouse Chairman 10/07/2012



BRUSHFORD PARISH COUNCIL

Minutes of the July Meeting of Brushford Parish Council

held at the Parish Hall, Brushford on Tuesday, July 10th., 2012

12/053 PRESENT

The following attended the meeting:

Councillors: Mrs S Cookson, Mr. M Martyn, Mr. N Morse, Mrs F Nicholson, Mrs J Sandiford, Mrs F Takel, Mr T Wilson

In the Chair: Mr N Prouse

In Attendance: 3 Members of the public

C Knight, Clerk

12/054 DEFERMENT OF BUSINESS

The Chairman opened the meeting for public comment.

12/054/01 Brushford Activity Group

Mrs Wilson reported as follows:

- The Group plans an Olympic Party in Jubilee Gardens. Due to the current poor weather, this will be done at short notice.
- The trips to Dulverton Youth Club will commence in September

12/054/02 Community Bus

Mrs Wilson reported that the recent trip had been a success, with 9 passengers.

A follow-up shopping trip in August already has 14 bookings.

12/054/03 Brushford Post

Mrs Keene reported that the first edition of the "Brushford Post" had been well received with good feedback and new ideas for future issues.

Requests for 7 further copies from people outside the Parish had been received and Council agreed to fund these as the cost was minimal.

12/054/04 Brushford Luncheon Club

Mr Goodman raised the need for publicity for this valuable organisation.

It was agreed that he would email the details to Clive Knight who would arrange for same to be posted on the parish web site and copy would go to Mrs Keene for inclusion in a future edition of the Brushford Post

12/054/05 Brushford Voluntary Lifts

Mr Gillison reported that a new coordinator had volunteered their services and that Mrs Barbara Carr would take over from John Lowday.

The scheme now had a dedicated mobile phone for bookings and details of this are to be passed to the Clerk for inclusion in the Web Site.

12/055 APOLOGIES FOR ABSENCE

Councillors Nicholson, Ross and Wilson had previously offered their apologies for absence.

12/056 DECLARATIONS OF INTEREST

There were no Declarations of Interest

12/057 FINANCIAL REPORT

The following payments were approved and cheques duly signed:

PAYEE	INVOICE	EXPENSE	VALUE	VAT	NET	CHEQUE NUMBER
Douglas Tonks		Clerk Wages	£231.92		£231.92	
		PAYE Charge	£14.25		£14.25	
		TOTAL DOUGLAS TONKS	£246.17		£246.17	NATWEST 000172
Mr P Takel		Grass Cutting x 1 @ £65.00	£65.00		£65.00	NATWEST 000173
Printing at the Vicarage		Brushford Parish Post Printing	£51.25		£51.25	NATWEST 000174
Dulverton Middle School			£50.00		£50.00	NATWEST 000175
Travis Perkins			£200.00		£200.00	NATWEST 000176
TOTAL FOR MONTH			£612.42		£612.42	

12/058 NEW CODE OF CONDUCT

Clerk reported that a new Code of Conduct is now being introduced and that a Training Course has been set up to cover the subject.
it was agreed that Messrs Morse and Knight would attend and report back to Council

12/059 PARISH MAINTENANCE

12/059/01 General Repairs

Clerk reported that major repair work had been carried out in Jubilee Gardens to good effect.
Council to investigate further measures of repair.

12/059/02 Notice Board at Bus Shelter

It was noted that a new notice board was required at the Village Bus Shelter.

12/060 POLICE MATTERS

12/060/01 Missing Person

Council discussed the recent long search for a vulnerable person in the Parish, expressing concern that it had taken four days for the individual to be found. It was noted that despite the considerable Police activity in the village (seven police cars and two days of helicopter surveillance).

It was agreed that Clerk would write to the Police expressing these concerns.

12/060/02 Speed Indicator Results

The latest data had indicated a continuing speeding problem in the village.

It was agreed that the details would be passed to the Police with a request for action.

12/061 PARISH PLAN ACTIONS

The Parish Plan Action list was discussed. It was agreed that an update would be available at the next meeting.

12/062 FOOTPATH CLOSURE APPEAL

Council noted that an appeal had been lodged with regard to a footpath in the Parish.

It was noted that as this was an appeal, there was nothing to be done at this stage of proceedings.

12/063 REPORTS FROM COUNCILLORS

Councillor Heywood reported that the proposed installation of a hydro-electric generating plant at Beasley Weir had now been withdrawn due to cost escalation, resulting in an uneconomic 10 - 14 year period to provide a return on the investment.

12/064 DATE OF NEXT MEETING

The date of the next meeting was set at Tuesday, August 14th., 2012

Signed

.....

N Prouse Chairman 14/08/2012



BRUSHFORD PARISH COUNCIL

Minutes of the August Meeting of Brushford Parish Council

held at the Parish Hall, Brushford on Tuesday, August 14th., 2012

12/065 PRESENT

The following attended the meeting:

Councillors: Mrs S Cookson, Mr B Heywood, Mr. M Martyn, Mr. N Morse, Mrs F Nicholson, Mr K Ross, Mrs J Sandiford, Mrs F Takel, Mr T Wilson

In the Chair: Mr N Prouse

In Attendance: PCSO Bryan Stevens

3 Members of the public

C Knight, Clerk

12/066 DEFERMENT OF BUSINESS

12/066/01 Storm Water Damage in Ellersdown Lane

A number of residents of Ellersdown Lane attended the meeting to express concern at the recent flood water damage and incursion at the east end of the lane.

This was accompanied by a letter to the Highways Department and a DVD illustrating the problem.

The group expressed the opinion that the flooding may be attributable to both excessive rainfall and the possible effect of recent earthworks at the Sunnybanks property which involved the removal of trees hedging.

Council discussed the matter in detail and it was agreed that the Chairman would organise a site meeting with both the residents and Mr David Bellamy in an effort to resolve the problem and to avoid a recurrence.

12/066/02 Volunteer Speed Checks

A resident of the parish, Mr S Hall expressed concern at the proposed Volunteer Speed Checks within the Dulverton and Brushford Parishes and detailed his concerns in a letter to the Police, raising the following issues:

- Who is to pay for the training and equipment
- How will a “Leader” of the group be selected
- What use will be made of the information and would it be admissible in a court of law
- Could the police clarify the statement that volunteers will work in a “safe area”
- Would the information be available for public perusal
- Will any medical examinations of volunteers be carried out.

Mr Hall expressed the opinion that the matter of Speed Checks was not a task for the public, but that it should rather be carried out by the local police force.

In reply, PCSO Bryan Stevens explained the following:

- The project will be funded by the police
- The officer in charge of the volunteers will initially nominate a Leader, but it was hoped that this person would “naturally emerge”
- He explained that the scheme was not new and that it was in operation in many areas of the county.
- The information gained would not be admissible in a court of law and no formal proceedings are to be carried out. Offenders will be contacted by letter warning them of the situation and encouraging them to abide by the speed limits. Continuous offenders will ultimately be faced with fines on formally (with police involvement) exceeding limits
- PCSO Stevens stated that the scheme is set up for the following reasons:
 - i. The Police have limited manpower resources
 - ii. 50%+ of offenders tend to be local and would therefore be more amenable to “gentler persuasion”
 - iii. The use of local people for a local issue would also add credence to the scheme

Council then discussed the scheme in general, expressing the concern that there had been previous efforts to set the scheme up, which had subsequently failed due to poor volunteering levels.

Council expressed concern that poor levels of volunteering in other parishes compared to acceptable levels within Brushford should not jeopardise the Brushford effort.

It was agreed that PCSO Kathryn Williams, who was currently on holiday, would take these concerns into consideration.

12/066/03 Missing Person

Council expressed concern to PCSO Stevens that the recent four day search resulting in a high number of police assets (officers, helicopter, Dogs, etc) raised considerable concern within the community and that the usual methods of communication (e.g. briefing Neighbourhood Watch personnel) were not carried out which exacerbated the levels of rumour and conjecture.

It was agreed that members of Council (Councillors Wilson and Morse and the Clerk) would attend the forthcoming Exmoor Panel Meeting and put the matter to Inspector Simpson who would be attending.

12/067 APOLOGIES FOR ABSENCE

There were no apologies for absence.

12/068 DECLARATIONS OF INTEREST

There were no Declarations of Interest

12/069 MEETING MINUTES

The minutes of the last meeting, held on July 9th were agreed to be a true record and duly signed by the Chairman.

12/070 FINANCIAL REPORT

12/070/01 Payment Authorisation

The following payments were approved and cheques signed:

PAYEE	INVOICE	EXPENSE	VALUE	VAT	NET	CHEQUE NUMBER
Mr P Takel		Grass Cutting x 2 @ £65.00 (July)	£130.00		£130.00	NATWEST 000177
Somerset County Council		Community Bus Hire (June)	£15.24		£15.24	NATWEST 000178
Douglas Tonks		Clerk Wages (x 2 : July & August) Original cheque returned by Post Office : STOPPED)	£463.84		£463.84	
		PAYE Charge (x 2 : July & August) Original cheque returned by Post Office : STOPPED)	£28.50		£28.50	
		TOTAL DOUGLAS TONKS	£492.34		£492.34	NATWEST 000179
Moore Stephens		Annual Audit	£135.00	£27.00	£162.00	NATWEST 000180
SALC		Code of Practice Training : 2 @ £20.00	£40.00	£0.00	£40.00	NATWEST 000181
Mr P Takel		Grass & Hedge Cutting x 2 @ £65.00 (August)	£130.00		£130.00	
		Maintenance work 63.5 hours @ £9.75 per hour	£619.13		£619.13	
		TOTAL MR TAKEL	£749.13		£749.13	NATWEST 000182
Mr C Knight		May/Jun/July Expense	156.05		156.05	NATWEST 000183
TOTAL FOR MONTH						

12/070/01 Audited Accounts Y/E March 2012

The Clerk reported that the accounts had now been audited and approved by Moore Stephens.

12/071 BRUSHFORD ACTIVITY GROUP

12/071/01 Community Bus

Mrs Wilson told the meeting that she was considering a price increase for the Community Bus.

Clerk informed the meeting that the current fares were covering the cost of bus hire, but longer journeys should be charged additionally. Mrs Wilson to consider the options.

12/071/02 Jubilee Bunting

Chairman suggested that the bunting put up for the Diamond Jubilee was now in poor condition and suggested it should be taken down.

It was agreed that this would be done after the Paralympics.

12/071 CODE OF CONDUCT

Clerk advised Council of the new rules pertaining to the Code of Conduct and Declarations of Interest had come into force and it was necessary the members to agree a new Code and make new Declarations of Interest.

Council discussed the matter, in particular the new requirements on Declarations of Interest where concern was expressed at the possibility of Councillor's signatures being exposed in the District Council website.

It was agreed that this matter would be challenged and clarified by the next meeting.

It was also agreed that the Clerk should put forward proposals for the new Code of Conduct for possible approval at the next Council Meeting in September.

12/072 PLANNING APPLICATIONS

12/072/01 Clock Tower Complex : Ref No 3/04/12/006

There were no objections to this application

12/072/02 Livestock Building Allshire : Ref No. 3/04/12/008

Council discussed this application and it was agreed that the Clerk should respond to the Planning Authority as follows:

- a. Council expressed concerns with regard to (large) vehicular access to this new facility.
- b. Council noted that a nearby new build of a few years ago expressly demanded suitable access and splay areas at the junction with the main road to ensure adequate visibility of oncoming heavy goods vehicles and request that a similar constraint is placed upon this new building, given that there will be considerable (new) heavy goods traffic to and from the Layerage Facility.

12/072/03 Sunnybank, Brushford : Ref No 3/04/12/010

This application was discussed in detail in the light of comments made earlier in the meeting (12/066/01 Storm Water Damage in Ellersdown Lane)

It was agreed that the Clerk would respond to the planning authority as follows:

- a. Council noted that, following considerable earthworks at this site earlier in the year, there is strong evidence that the drainage from this site, and the fields above, has caused considerable flooding problems further down Ellersdown Lane. Indeed, the area has recently been subjected to prolonged works by the Highways Department and Council have noted that this work has not necessarily alleviated the problem and that the matter is now up for review by the Highways management. It therefore follows that the Application statements with regard to drainage and watercourses contained within the Application are incorrect. Council would urge that attention to the flooding potential is made a condition of the application.
- b. While the Council has no particular objection from moving from a single storey (current) to a two storey building (planned), it does feel it would be necessary to canvass opinions of neighbouring property owners.

12/073 REPORTS FROM COUNCILLORS

Councillor Nicholson reported as follows:

Council were urged to attend the forthcoming Exmoor Panel Meeting and earlier Highways Wardens Meeting at Winsford Village Hall on Tuesday, September 4th. (See 12/066/03 Missing Person)

Councillor Nicholson also reported that there are now 524 children in care within the County.

12/074 DATE OF NEXT MEETING

The next meeting is to be held on Tuesday, September 11th at 6.30 pm.

Signed

.....
N Prouse Chairman 11/09/2012



BRUSHFORD PARISH COUNCIL

Minutes of the September Meeting of Brushford Parish Council

held at the Parish Hall, Brushford on Tuesday, September 10th., 2012

12/075 PRESENT

The following attended the meeting:

Councillors: Mrs S Cookson, Mr B Heywood, Mr. M Martyn, Mr. N Morse, Mrs F Nicholson, Mrs J Sandiford, Mr T Wilson

In the Chair: Mr N Prouse

In Attendance: C Knight, Clerk

12/076 DECLARATIONS OF INTEREST

There were no Declarations of Interest

12/077 DEFERMENT OF BUSINESS

12/077/01 Brushford Post

Mrs Keene reported that the next edition of the Brushford Post is now going to print and would be circulated with the October Parish Newsletter.

Mrs Keene also reported that since the first edition, she has had a high number of contributions from the public which is very encouraging for this new venture. She also reported that there had been a number of requests for copies to be circulated in Bury (outside the official Parish Boundary).

Council agreed that these extra copies should be given at no charge, given that a large proportion of Bury residents were attendees at St Nicholas Church, Brushford and that the additional cost was negligible.

12/077/02 Barle Enterprise Park

Mrs Wilson reported that the external lights at the Barle Enterprise Centre were again being lit all night.

Councillor Nicholson replied that the change had come about since a burglary had occurred and that there had been differing requirements from tenants. Nevertheless, it had now been agreed that lights would be switched off at 7.30pm.

12/078 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Ross and Takel

12/079 MEETING MINUTES

The minutes of the last meeting, held on August 14th were agreed to be a true record and duly signed by the Chairman.

12/080 MATTERS ARISING

12/080/01 Ellersdown Lane Flooding

The Chairman reported that the following action had been agreed by the farm landowner, Mr B Summers and the owner of Sunnybanks, Mr R Eales with regard to the flooding in Ellersdown Lane, reported at the last meeting:

1. Mr Summers is to tidy up the track around the gate leading up to the Television Mast and to cut a light ditch at the bottom of the field towards Sunnybanks at his own cost.
2. Mr Eales will ensure that this ditch will be piped across Sunnybanks land, at his own cost, to the entrance drive, where it will join the new:
3. 9" pipe which has been installed by SCC opposite Rookwood, which should avoid future flooding as the Manager, Mr Matravers was of the opinion that this size of pipe would be capable of handling the volume of water.
4. SCC have confirmed that drains in the road are *for road water only*. There will be no change to the current system.

12/080/02 Polo Field Flooding

The Chairman reported that he had received a complaint from a Carnarvon Apartments resident that there had been flooding in the Polo Field due to a silted ditch.

As there is no Public Right of Way on this privately owned field, it was decided that no action should be taken in this matter.

12/080/03 Volunteer Speed Checks

Councillor Wilson confirmed that a small advertisement would be included in the next edition of the Brushford Post requesting volunteers for this venture.

12/081 Brushford Activity Group

Mrs Wilson reported as follows:

1. A new Keep Fit programme is being developed for 5 - 10 year olds to be held in the Parish Hall. It is planned to include Zumba, Hula Hoops, Indoor Cricket and Football.
2. Mrs Wilson stated that visits to the Dulverton Youth Centre are due to restart shortly.
3. In an effort to raise more funds for the Group, a Table Top Sale is to be held in the Parish Hall on October 21st from 10.30 - 12.30 at £5.00 per table.
4. Mrs Wilson reported that the new service was operating well, with 8 passengers on the recent visit to Tiverton.

A shopping trip to Barnstaple was planned to take place on September 25th., departing at 9.30 am.

12/082 FINANCIAL REPORT

12/070/01 Payment Authorisation

The following items for payment were presented and agreed and cheques signed:

PAYEE	INVOICE	EXPENSE	VALUE	VAT	NET	CHEQUE NUMBER
Mr P Takel		2 x Grass Cutting @ Jubilee Gardens @ £65.00	£130.00		£130.00	NATWEST 000184
Douglas Tonks		Clerk Wages	£246.17		£246.17	NATWEST 000185
Somerset County Council		Community Bus Hire	£12.90	£2.58	£15.48	
		Community Bus Hire	£12.50	£2.50	£15.00	
		TOTAL SOMERSET COUNTY COUNCIL	£25.40	£5.08	£30.48	NATWEST 000186
TOTAL FOR MONTH			£401.57	£5.08	£406.65	

12/083 PARISH MAINTENANCE

12/083/01 Winter Salting

It was reported that at the recent Exmoor Panel Meeting, the placement of salt/grit dumpy bags was agreed with the Highways Department, together with the location of the three new salt bins placed earlier this year.

12/083/02 Parish Salt Spreader

It was agreed that a quotation should be secured from the Wheddon Cross supplier on condition that the Spreader could use standard salt/grit.

Councillor Nicholson reported that a new fund was available from County, which might be available to the Parish Council in assisting with the cosy of this unit under the heading of "Health and Wellbeing".

12/083/03 Parish Hall Hanging Baskets

The Chairman congratulated Councillor Sandiford for the high standard of replaced hanging baskets at the Parish Hall.

Council agreed that a small gift of thanks should be given to Mr Bill Hall for kindly maintaining these throughout the season.

It was noted that the AGM of the Parish Hall is to take place on November 21st at 7.00pm.

12/084 CODE OF CONDUCT AND DECLARATIONS OF INTEREST

Council discussed the details of the new requirements. It was agreed that all councillors would give the new Code consideration in preparation of adoption at the next meeting and that individuals would complete their Declarations of Interest also in time for the next meeting in October.

12/085 PLANNING

The recent application for work at Ellesboro was discussed, although the application had passed the 21 day requirement, It was agreed that Councillors would check the application on line and make any comments as necessary.

12/086 REPORTS FROM COUNCILLORS

Councillor Heywood reported that he had met with the Planning Department with regard to the recent Allshire Application.

12/087 DATE OF NEXT MEETING

The next meeting is to held at the Parish Hall on Tuesday, October 9th. at 6.30pm.

Signed

.....
N Prouse Chairman 09/10/2012



BRUSHFORD PARISH COUNCIL

Minutes of the October Meeting of Brushford Parish Council

held at the Parish Hall, Brushford on Tuesday, October 9th., 2012

12/088 PRESENT

The following attended the meeting:

Councillors: Mrs S Cookson, Mr B Heywood, Mr. M Martyn, Mr. N Morse, Mrs F Nicholson, Mr K Ross, Mrs J Sandiford, Mrs F Takel, Mr T Wilson

In the Chair: Mr N Prouse

In Attendance: C Knight, Clerk

Five Members of the Public

12/089 DECLARATIONS OF INTEREST

There were no Declarations of Interest

12/090 DEFERMENT OF BUSINESS

12/090/01 Parish Hall

Mrs C Keene reported as follows:

- As a member of the sub committee for updating the Parish Hall, the following is planned:
 - ▶ Redecoration now complete
 - ▶ Regravelling of the car park is imminent
 - ▶ To assist in fund raising, a “100 Club” is being set up
 - ▶ The Parish Hall AGM is to take place in the Hall on Monday, November 12th at 7.00pm

12/090/02 Parish Hall Land

Mr Goodman made an enquiry of the ownership of the Parish Hall Land. It was suggested that this information would be available from the Trustees.

12/090/03 Street Lights

Ms Erith requested information on when the street lights were going to be switched off in line with the County’s energy saving policy.

Councillor Nicholson agreed to advise accordingly.

Ms Erith also enquired as to the progress on the “Diamond Gardens” Project. Clerk advised that a meeting has yet to set up with Emma Dennis.

12/090/04 Brushford Activity Group

Mr T Wilson reported as follows on behalf of Mrs Wilson:

- The **Community Bus** trip had been cancelled that day due to illness.
- It was noted that a recent trip to Barnstaple was hindered by five customers cancelling at short notice. It has therefore been decided that a non-refundable deposit would be introduced and posters would be put up on Notice Boards and the web site to this effect.
- A Table Top Sale was planned for October 21st in the Parish Hall in aid of Parish Hall funds
- A “Zumbatonic” course for 5 - 10 year-olds is planned from October 12th

12/091 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Ross and Takel

12/092 MEETING MINUTES

The minutes of the last meeting, held on September 10th were agreed to be a true record and duly signed by the Chairman.

12/093 POLICE COMMISSIONERS' ELECTIONS

Council noted that the above elections are to take place on November 14th

12/094 FINANCIAL REPORT**12/094/01 Payment Authorisation**

The following items for payment were presented and agreed and cheques signed:

PAYEE	INVOICE	EXPENSE	VALUE	VAT	NET	CHEQUE NUMBER
Mr P Takel		1 x Grass Cutting @ Jubilee Gardens @ £65.00	£65.00		£65.00	NATWEST 000187
Douglas Tonks		Clerk Wages	£246.17		£246.17	NATWEST 000188
C Knight		Expenses	122.5		122.5	NATWEST 000189
Printing at the Vicarage		Brushford Post Printing	£53.57		£53.57	NATWEST 000190
TOTAL FOR MONTH			£487.24		£487.24	

12/095 CODE OF CONDUCT

The Code of Conduct discussed at the last meeting was formally endorsed and approved by Council:

BRUSHFORD PARISH COUNCIL**MEMBERS' CODE OF CONDUCT**

(NALC Based)

As adopted at the Meeting held on 9th October 2012.

This Code is based on the Model supplied by the National Association of Local Councils and the Somerset Association of Local Councils.

Text in strikethrough font is retained for comparison with the codes adopted by the principal authorities, and to retain consistent numbering of paragraphs, but is not applicable to this Parish Council.

Text in Bold is required by statute.

Some further guidance may be found in the Standing Orders adopted by the Council.

Clerk to the Parish Council: Clive Knight

Contact Address: 1 Orchard Cottage, Brushford, Dulverton Somerset TA22 9AR

BRUSHFORD PARISH COUNCIL

MEMBERS' CODE OF CONDUCT Adopted 11th September 2012.

Introduction

Pursuant to section 27 of the Localism Act 2011, Brushford Parish Council ('the Council') has adopted this Code of Conduct to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct the business of the Council including the business of the office to which they were elected or appointed or when they claim to act or give the impression of acting as a representative of the Council.

This Code of Conduct is based on the principles of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership set out in Appendix C.

Definitions

For the purposes of this Code, a 'co-opted member' is a person who is not a member of the Council but who is either a member of any committee or sub-committee of the Council, or a member of, and represents the Council on any joint committee or joint sub-committee of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.

For the purposes of this Code, a 'meeting' is a meeting of the Council, any of its committees, sub-committees, joint committees or joint sub-committees.

For the purposes of this Code, and unless otherwise expressed, a reference to a member of the Council includes a co-opted member of the Council.

Member obligations

When a member of the Council acts, claims to act or gives the impression of acting as a representative of the Council, he/she has the following obligations.

1. He/she shall behave in such a way that a reasonable person would regard as respectful.
2. He/she shall not act in a way which a reasonable person would regard as bullying or intimidatory.
3. He/she shall not seek to improperly confer an advantage or disadvantage on any person.
4. He/she shall use the resources of the Council in accordance with its requirements.
5. He/she shall not disclose information which is confidential or where disclosure is prohibited by law.

Registration of interests

6. **Within 28 days of this Code being adopted by the Council, or the member's election or the co-opted member's appointment (where that is later), he/she shall register all interests which fall within the categories set out in Appendices A and B.**
7. Upon the re-election of a member or the re-appointment of a co-opted member, he/she shall within 28 days re-register any interests in Appendices A (Disclosable Pecuniary Interests) and B (Other Interests).
8. **A member shall register any change to interests or new interests in Appendices A and B within 28 days of becoming aware of it.**
9. **A member need only declare on the public register of interests the existence but not the details of any interest which the Monitoring Officer agrees is a 'sensitive interest'. A sensitive interest is one which, if disclosed on a public register, could lead the member or a person connected with the member to be subject to violence or intimidation.**

Declaration of interests

10. **Where a matter arises at a meeting which relates to an interest in Appendix A (disclosable pecuniary interest) the member shall not participate in a discussion or vote on the matter.** He/she only has to declare what his/her interest is if it is not already entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.
11. **Where a matter arises at a meeting which relates to an interest in Appendix A (disclosable pecuniary interest) which is a sensitive interest, the member shall not participate in a discussion or vote on the matter. If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the member shall disclose he/she has an interest but not the nature of it.**
12. Where a matter arises at a meeting which relates to an interest in Appendix B (other interests), the member shall withdraw from the meeting. He/she may speak on the matter before withdrawing only if members of the public are also allowed to speak at the meeting.
13. A member only has to declare his/her interest in Appendix B (other interests) if it is not already entered in his/her register of interests or he/she has not notified the Monitoring Officer of it or if he/she speaks on the matter before withdrawing. If he/she holds an interest in Appendix B which is a sensitive interest not already disclosed to the Monitoring Officer, he/she shall declare the interest but not the nature of the interest.
14. Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate, the member shall disclose the nature of the interest and withdraw from the meeting. He/she may speak on the matter before withdrawing only if members of the public are also allowed to speak at the meeting. If it is a 'sensitive interest' the member shall declare the interest but not the nature of the interest.

Dispensations

15. On a written request made to the Council's proper officer, the Council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if he/she has an interest in Appendices A (disclosable pecuniary interest) and B (other interests) if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the Council's area to allow the member to take part or it is otherwise appropriate to grant a dispensation

Appendix A – Disclosable Pecuniary Interest

A 'disclosable pecuniary interest' is an interest of yourself or your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) within the following descriptions:

<i>Interest</i>	Description
Employment, office, trade, profession or vocation	An employment, office trade profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contract	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the Council – (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the Council.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the Council for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge) – (a) the landlord is the Council; and (b) the tenant is body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where – (a) that body (to M/s knowledge) has a place of business or land in the area of the Council; and (b) either – (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

These descriptions on interests are subject to the following definitions;

“the Act” means the Localism Act 2011;

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of an industrial and provident society;

“land” includes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“M” means the person M referred to in section 30 of the Act;

“member” includes a co-opted member;

“relevant authority” means the Council of which M is a member;

“relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) of the Act;

“relevant person” in relation to disclosable pecuniary interests means M or M’s spouse or civil partner or a person with whom M is living as husband and wife or a person with whom M is living as if they were civil partners;

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Appendix B – Other Interests

[Unless they are interests prescribed by regulation for inclusion in Appendix A] any interest which relates to or is likely to affect;

- (i) any body of which the member is in a position of general control or management and to which he/she is appointed or nominated by the Council;
- (ii) any body—
 - (a) exercising functions of a public nature;
 - (b) directed to charitable purposes; or
 - (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which the member of the Council is a member or in a position of general control or management;
- (iii) any employment or business carried on by the member;
- (iv) any person or body who employs or has appointed the member;
- (v) any person or body, other than the Council, who has made a payment to the member in respect of his/her election or any expenses incurred by him/her in carrying out his/her duties;
- (vi) any person or body who has a place of business or land in the Council’s area, and in whom the member has a beneficial interest in a class of securities of that person or body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital (whichever is the lower);
- (vii) any contract for goods, services or works made between the member’s Council and the member or a firm in which he/she is a partner, a company of which he / she is a remunerated director, or a person or body of the description specified in paragraph (vi);
- (viii) any gifts or hospitality worth more than an estimated value of £50 which the member has received by virtue of his or her office.

- (ix) any land in the Council's area in which the member has a beneficial interest;
- (x) any land where the landlord is the Council and the member is, or a firm in which the member is a partner, a company of which the member is a remunerated director, or a person or body of the description specified in paragraph (vi), is the tenant;
- (xi) any land in the Council's area for which the member has a licence (alone or jointly with others) to occupy for 28 days or longer.

Appendix C

THE SEVEN PRINCIPLES OF PUBLIC LIFE

SELFLESSNESS

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

INTEGRITY

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

OBJECTIVITY

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

ACCOUNTABILITY

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

OPENNESS

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

HONESTY

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

LEADERSHIP

Holders of public office should promote and support these principles by leadership and example.

12/096 REGISTER OF INTERESTS

Councillors passed their respective Register of Interests to the Clerk for onward transmission to WSC.

12/097 PARISH MAINTENANCE**12/097/01 GRITTER**

Clerk reported that the replacement gritter would cost in the region of £900.00.

Councillor Nicholson confirmed that £500.00 contribution is available from County.

Clerk to progress purchase, checking that the new implement will be able to cope with normal Salt/Grit and report to Council.

12/097/02 SPEED INDICATOR

Clerk reported that the recent changes in the costs of the SID would mean that this would now be carried by County as the recent results clearly show that the median speed is 38mph.

12/098 PLANNING**12/098/01 ALLSHIRE**

Councillor Heywood reported that he had discussed this with the Planning Department. Nevertheless, the application has been approved.

12/098/01 SUNNYBANKS

Councillor Takel reported that this had apparently been approved. Clerk reported that, to date, no confirmation had been received.

12/099 REPORTS FROM COUNCILLORS**12/099/01 COUNCILLOR NICHOLSON**

Councillor Nicholson reported that there was a need to finding and training a successor(s) to the current driver.

It was also noted that the future operation of the Bus will be reviewed by County early in 2013.

12/100 CORRESPONDENCE

Clerk reported that the Police had emailed a report which was read to Councillors. It was noted that Speed Traps have been set up in recent weeks.

12/101 DATE OF NEXT MEETING

The next Parish Council Meeting is scheduled to take place on Tuesday, December 10th at 6.30pm

Signed

.....
N Prouse Chairman 13/11/2012



BRUSHFORD PARISH COUNCIL

Minutes of the October Meeting of Brushford Parish Council

held at the Parish Hall, Brushford on Tuesday, November 12th., 2012

12/102 PRESENT

The following attended the meeting:

Councillors: Mrs S Cookson, Mr. M Martyn, Mr. N Morse, Mrs F Takel, Mr T Wilson

In the Chair: Mr N Prouse

In Attendance: C Knight, Clerk

12/103 DECLARATIONS OF INTEREST

There were no Declarations of Interest

12/104 DEFERMENT OF BUSINESS

12/104/01 Parish Hall

Mr Gillison reported that, as a Trustee and member of the sub-committee on improvements to the Parish Hall, the following items were under consideration:

- Kitchen refurbishment
- New lighting facilities
- New Film facilities
- Wi-Fi
- Solar Heating

Mr Gillison noted that the committee had visited other Somerset Halls to gain information.

He also noted that efforts to generate funds were being examined and that already a “100 Club” was being established and that Mrs Barbara Wilson had already held a Table Top Sale.

12/104/02 Village Telephone Box

Mr. Goodman reported that the Telephone Box appeared to have been overgrown with ivy.

It was agreed that Mr Takel would be briefed to clear and put right.

12/104/03 Damage to Parishioner’s Vehicle due to poor Road Conditions

Councillor Wilson reported on behalf of Mrs Deborah Bean that her vehicle had suffered damage to the tyres of her vehicle, due to poor road conditions and pot holes.

It was agreed that Council would forward the complaint to the Highways Department to secure compensation and the documentation was passed to the Clerk for action.

12/105 APOLOGIES FOR ABSENCE

Apologies were received from Messrs Heywood and Ross and from Mrs Nicholson.

12/106 MEETING MINUTES

The minutes of the last meeting, held on October 9th were agreed to be a true record and duly signed by the Chairman.

12/107 PARISH WELFARE

12/107/01 Brushford Activity Group

Mrs Wilson reported as follows:

- During October she was among a group who gathered at Taunton Rugby Club to receive the Chairman's Award for Services to the Community
- A further Table Top Sale in aid of Parish Hall Funds was to be held on November 24th.
- The previous Sale had raised £197.00
- A Tea Dance in aid of the British Legion was to be held at Dulverton Town Hall on November 18th
- The last Zumbatronic session had 35 participants, with only three from Brushford. There were to be no more of these sessions.
- The recent planned Community Bus Trip had been cancelled due to a road traffic accident. The next outing to Tiverton was planned with a further trip to Barnstaple on December 4th. It was noted that the Cancellation Fee arrangement had now been put in place.

12/107/Community Assets

Clerk reported that there will be a need in future for a list of "Community Assets"

Further information is awaited from SALC

12/108 PARISH MAINTENANCE

12/108/01 Gritter

Clerk reported that a test drive of the proposed new gritter had been carried out successfully with Mr Takel and ARK ATV at Wheddon Cross.

It was agreed that Council would proceed with the purchase of the gritter and the warning beacon at a cost of £1,146.00 (incl VAT) with funds from reserves, the repayment on the previous (failed) gritter and £500.00 funding from SCC.

Clerk noted that it will be necessary to carry out a Risk Assessment on Gritter Operations as required by Council Insurers. It was also noted that gritting should NOT take place on "A" or "B" Highways and thus be restricted to the confines of the villages.

12/108/02 Section 106 Projects

Clerk reported that a review of "106 Projects" was required by WSC. It was agreed that the following will be included :

- St Nicholas Church : Organ Refurbishment and Access for the Infirm
- The proposed improvements to the Parish Hall (See section **12/104/01 Parish Hall** above)
- The Bus Shelter
- Jubilee Gardens
- Speeding restrictions

12/109 PAYMENT AUTHORISATION

The following items of expenditure were approved for payment:

PAYEE	INVOICE	EXPENSE	VALUE	VAT	NET	CHEQUE NUMBER
Douglas Tonks		Clerk Wages	£246.17		£246.17	NATWEST 000191
C Knight		Expenses	33.45		33.45	NATWEST 000192
Somerset County Council		Community Bus Charges	£37.40		£37.40	NATWEST 000193
Information Commissioner		Annual Charge	£35.00		£35.00	NATWEST 000193
ARK ATV		Gritter	£895.00	£179.00	£1,074.00	
		Beacon	£60.00	£12.00	£72.00	
		TOTAL ARK ATV	£955.00	£191.00	£1,146.00	
BRUSHFORD PARISH HALL		BAG : ZUMBA GROUP	£19.50		£19.50	
TOTAL FOR MONTH			£1,326.52	£191.00	£1,517.52	

12/110 MEETINGS

Chairman reported that the Council would be represented at the forthcoming Parish Hall AGM.

12/111 DATE OF NEXT MEETING

The next Parish Council Meeting is to held on Tuesday, December 11th in the Parish Hall at 6.30pm

Signed

.....

N Prouse Chairman 11/12/2012



BRUSHFORD PARISH COUNCIL

Minutes of the December Meeting of Brushford Parish Council

held at the Parish Hall, Brushford on Tuesday, December 11th., 2012

12/112 PRESENT

The following attended the meeting:

Councillors: Mrs J Sandiford, Mr. M Martyn, Mr. K Ross, Mrs F Takel, Mr T Wilson, Mr B Heywood

In the Chair: Mr N Prouse

In Attendance: C Knight, Clerk

12/113 DECLARATIONS OF INTEREST

There were no Declarations of Interest

12/114 DEFERMENT OF BUSINESS

12/114/01 Wi Fi in Parish Hall

Mr Alan Jones of the Camera Club expressed an interest in the adoption of WiFi in the Parish Hall, but indicated that he was expressing a personal opinion and was not speaking on behalf of the Camera Club.

Ms Jane Erith expressed the thought that WiFi might also be of use to the Ancestry/Family History Group.

12/114/02 Brushford Post

Ms Ceri Keene stated that the next edition of the Parish Newsletter, The Brushford Post had received a number of entries and was now full for the next issue. This would be printed shortly.

12/114/03 Brushford Activity Group

Mrs Barbara Wilson reported as follows:

- A Club for 7 - 10 year olds will be starting operation in Dulverton from January
- The Community Bus was operating successfully with visits to Barnstaple and Tiverton. The cancellation fee arrangement was working well.

12/114/04 Diamond Gardens

Ms Jane Erith kindly volunteered to discuss the development of this new garden with Emma Dennis of the ENPA

12/115 APOLOGIES FOR ABSENCE

Apologies were received from Mr Morse and from Mrs Nicholson and Mrs Cookson.

12/116 MEETING MINUTES

The minutes of the last meeting, held on November 12th were agreed to be a true record and duly signed by the Chairman.

12/117 FINANCIAL REPORT

12/117/01 Payment Authorisation

The following items for payment were approved and cheques signed by the Chairman and Vice Chairman:

PAYEE	INVOICE	EXPENSE	VALUE	VAT	NET	CHEQUE NUMBER
Douglas Tonks		Clerk Wages	£246.17		£246.17	NATWEST 000197
C Knight		Expenses	126.6		126.6	NATWEST 000198
CANCELLED		CANCELLED				NATWEST 000199
Mr P Takel		Gritter : Additional Insurance	£42.00		£42.00	NATWEST 000200
TOTAL FOR MONTH			£414.77		£414.77	

12/117/02 2013 Precept

Clerk reported that advice had yet to be received from both WSC and Central Government with regard to setting the Precept for next year. It is hoped that this will be available at the next Parish Council Meeting.

12/117/03 Parish Hall Charges

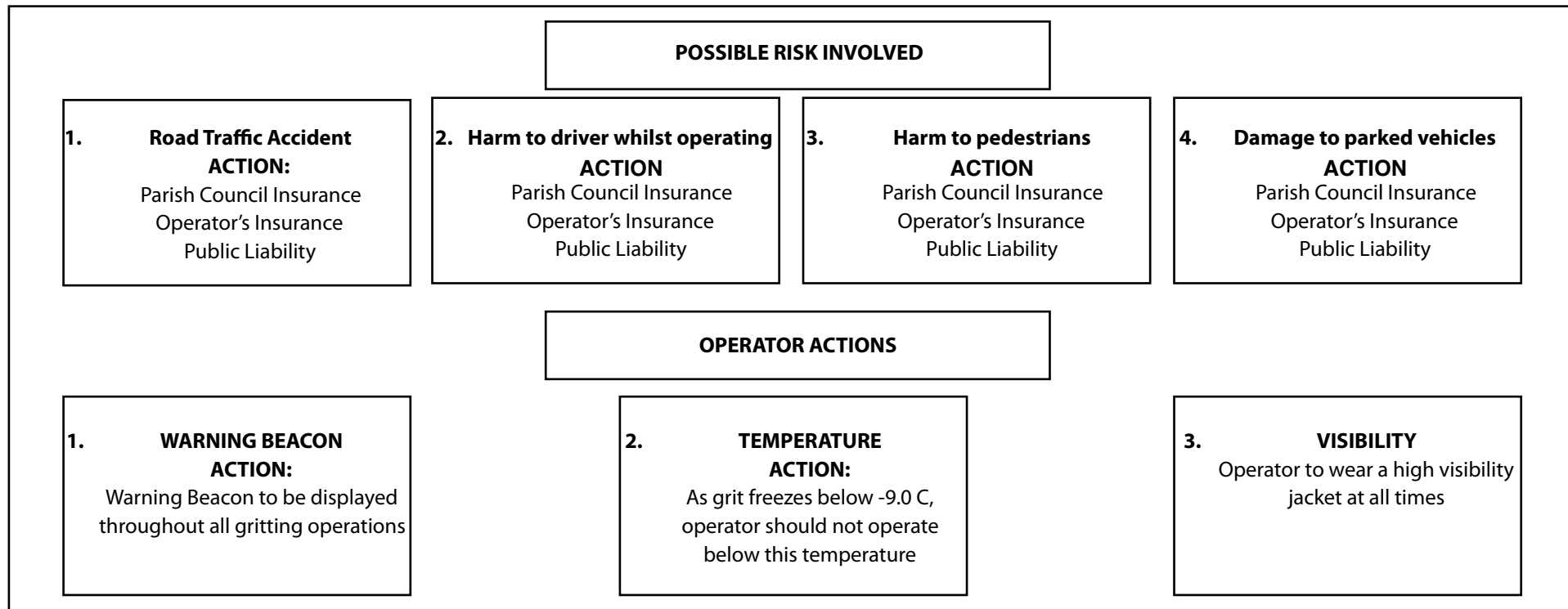
Council discussed and agreed to increase the timing of the hall rental from 2 to 3 hours per session in an attempt to improve Parish Hall funds.

12/118 PARISH MAINTENANCE

12/118/01 New Gritter

Clerk presented a proposed Risk Analysis for the operation of the new gritter as detailed overleaf. This was approved by Council and will be used for operations henceforth.

ACTIVITY Road and pathway Gritting	LOCATION All NON "A" and "B" Roads and pathways within the Parish of Brushford	TIMING Winter months	RESPONSIBILITY Council : Clerk Contractor : Mr P Takel
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It was noted that Morebath Parish Council had expressed an interest in renting the gritter. This was agreed at a rate of £40.00m per hour. It was noted that the same restrictions should apply, namely that the gritter may NOT be used on A or B class roads.

It was further noted that Morebath were considering purchasing a similar gritter for their own operation.

12/118/02 Top Five Priorities

Clerk presented the Top Five Priorities under Section 106 as required by WSC. These were approved as follows:

Key	WSC only	Split	ENPA only
Planning Authority			

Brushford (WSC)		Clive Knight 01398 324015				
Top Five Priorities suitable for S106 negotiations		Where (plan of area)	What (new, extension, improvements or equipment)	Who (children, young people, old people, whole community)	When (timescale)	Additional Comment
Jubilee Gardens		Within Brushford Village	Court Repairs	Whole Community esp Children	2013/14	More info
St Nicholas Church		Within Brushford Village	1. Assisted access for the infirm 2. Organ Repairs	1. Elderly residents 2. Whole community	2013	More info
Speeding		Main B3222 Road	1 Road Markings 2. Possible Pedestrian Crossing	Community	2013	More info but probably not able to be dealt with through S106
Parish Hall		Within Brushford Village	1. Kitchen Refurbishment 2. Wi Fi 3. Solar Panels	1. Whole community	2013/14	More info

Bus Shelter	Within Brushford Village	1. Maintenance 2. Seating	Community	2013/14	More info
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Clerk to forward to WSC accordingly.

12/119 PARISH WELFARE

12/119/01 Wi Fi in the Parish Hall

The Clerk reported that a quote had been obtained from Newnet for the installation of Wi Fi in the Parish Hall as follows:

INSTALLATION

To install new telephone line £ 105.00

To install router etc £ 60.00

SUB TOTAL INSTALLATION £ 165.00

MONTHLY RENTAL

Line rental £ 11.98

Broadband (dependent upon usage) £ 20.00

SUB TOTAL £ 31.98 PER MONTH

= £ 386.76 PER ANNUM

It was noted that Council had originally offered to fund this installation for the Hall, but that the Hall Committee had not considered WiFi necessary at the time. It is now understood that the Hall intends to pursue such an installation.

However, Clerk indicated that given the severe constraints on Precepts and Council Tax implemented by the Government, this offer may no longer be valid.

It was agreed that this would be considered once there had been clarification on Precept setting.

12/119 PLANNING

12/119/01 The Sidings, Brushford

Council examined and considered the above application for a new garage and store at the Sidings, Brushford. It was agreed that this appeared to be in order and that there were no other considerations or observations for the planning inspectorate.

12/119/02 Hedge at Twelve Acre Post

It was reported that the reinstatement of the bank and hedge at Twelve Acre Post appeared to be somewhat below the original standard.

It was agreed that the Clerk would convey this to the Planning Department who would examine the matter and report back.

12/120 REPORTS FROM COUNCILLORS

Councillors Rosas and Heywood appraised the meeting of the current financial position at West Somerset Council which had recently been reported in the local press. They pointed out that a new Business Plan was now being developed in order to find a way of preserving the Council.

This matter will be updated at the next meeting.

12/121 DATE OF NEXT MEETING

The next Parish Council Meeting is to take place on Tuesday, January 8th in the Parish Hall at 6.30pm

Signed

.....

N Prouse Chairman 08/01/13



BRUSHFORD PARISH COUNCIL

Minutes of the January Meeting of Brushford Parish Council

held at the Parish Hall, Brushford on Tuesday, January 8th., 2013

12/122 PRESENT

The following attended the meeting:

Councillors: Mrs. S Cookson, Mr B Heywood, Mr. M Martyn, Mr. N Morse, Mrs. F Nicholson, Mr. K Ross, Mrs J Sandiford, Mrs F Takel, Mr T Wilson,

In the Chair: Mr N Prouse

In Attendance: PCSO Bryan Stevens, Mr. C Knight, Clerk

Three members of the public

12/123 DECLARATIONS OF INTEREST

There were no Declarations of Interest

12/124 DEFERMENT OF BUSINESS

12/124/01 Police Matters

PCSO Bryan Stevens reported to Council that there had been three low-level crimes reported in the past month, reflecting the areas low-crime situation.

He also reported that the Speedwatch Training is due to commence on February 18th at the Memorial Hall, Wheddon Cross at 6.45pm for 7.00pm, which was welcomed by Council.

Whilst addressing Council, PCSO Stevens requested further information on the planned "Brushford Pop-up Bar" planned to raise funds for the Parish Hall, which was outlined by Mr Walford Gillison.

12/124/02 Parish Hall

Mr Gillison updated Council as follows:

- The Parish Hall Committee is now working hard to raise funds, as follows:
 - ▶ Launch of a new "100 Club"
 - ▶ Table Top Sales - the next of which is due to take place on January 27th.
 - ▶ A "Pop-up Bar" on January 26th.

Mr Gillison stated that plans for Solar Panels and Kitchen refurbishment were currently being held back, with the focus now being on getting the accounts on to a positive footing and also noted that the boiler is now 20 years old and may also need replacement.

12/124/03 Sowerhill Farm - New Entrance

Mr Tony Goodman appraised Council of his recent correspondence in regard to the refused Planning Application for a new vehicular access to Sowerhill Farm and indicated that he will be making good the bank when the weather improves, but also that he will be reapplying for permission using the normal channels.

12/124/04 New "Diamond" Gardens

Jane Erith advised Council that she was arranging a site meeting with Emma Dennis to discuss the possibilities for relaying the gardens on the site gifted to the Council by Magna Housing.

Councillor Martyn advised that an underground survey may be necessary in order to establish what - if any - underground services (water/electricity/telephone/drainage) passed across the site and undertook to establish the correct channels to secure such information.

12/124/05 Brushford Activity Group

Mr Wilson apologised on Mrs Wilson's behalf and advised Council as follows:

The Community Bus operation continued to work well and had visited Tiverton with 8 passengers on the day.

12/125 APOLOGIES FOR ABSENCE

There were no apologies for absence.

12/126 MEETING MINUTES

The minutes of the last meeting, held on December 11th were agreed to be a true record and duly signed by the Chairman.

12/127 FINANCIAL REPORT

12/127/01 Payment Authorisation

The following items for payment were approved and cheques signed by the Chairman and Vice Chairman:

PAYEE	INVOICE	EXPENSE	VALUE	VAT	NET	CHEQUE NUMBER
Douglas Tonks		Clerk Wages	£246.17		£246.17	NATWEST 000201
DULVERTON PCC		Printing "Brushford Post"	53.4		53.4	NATWEST 000202
Brushford Parish Hall		Hall Rental : Jul-Dec 2012 and Jan-Jul 2013	£144.00		£144.00	NATWEST 000203
TOTAL FOR MONTH			£443.57		£443.57	

12/127/02 2013/14 Precept

Clerk reported to Council that there had been a delay in the setting of the central government grant by the District Council. However, after discussion, it was agreed that Council would restrict the forthcoming precept in order to ensure that there was a zero impact on Council Tax.

It was agreed that the Clerk would set the precept within these confines, in discussion with the financial authority at West Somerset Council.

12/128 PARISH MAINTENANCE

12/127/01 Ellersdown Lane Flooding : Letter from Mr J Organ

Council had received a letter of complaint as a result of further flooding to Ellersdown Lane as a result of recent poor weather. Following detailed discussion on the matter, it was agreed that a further site meeting is to be held which involves Council, a representative from County Highways and residents of Ellersdown Lane. Clerk is to reply to the letter of complaint accordingly.

12/129 PLANNING APPLICATIONS AND DECISIONS

12/129/01 Resubmission 3/04/12/009 : Ellesboro, Brushford

There were no objections

12/129/02 New Application 03/04/12/010 : Holiday Accommodation at Croft Farm, Brushford

There were no objections

12/129/03 Sowerhill Farm

Following the presentation from Mr Tony Goodman earlier in the meeting (Ref : 12/124/03 Sowerhill Farm - New Entrance), Council discussed the situation and agreed that they would await developments until May, 2013.

12/130 REPORTS FROM COUNCILLORS

Councillor Nicholson reported as follows:

- The Speedwatch Programme is confirmed to include other Parishes
- There has been considerable concern at the damage incurred as a result of recent heavy rain. Councillor Nicholson reported that a meeting is to be held which involves the community and council.

Councillor Ross reported as follows:

- Following the continued closure of the B396 at Black Cat, diversions will now be routed via Blight's Hill.
- Following recent flooding, work is due to be carried out on affected bridges in Dulverton and Brushford. Details are awaited.

12/131 DATE OF NEXT MEETING

The next Parish Council Meeting is to take place on Tuesday, February 12th in the Parish Hall at 6.30pm

Signed

.....

N Prouse Chairman 12/02/13



BRUSHFORD PARISH COUNCIL

Minutes of the February Meeting of Brushford Parish Council

held at the Parish Hall, Brushford on Tuesday, February 12th., 2013

12/132 PRESENT

The following attended the meeting:

Councillors: Mrs. S Cookson, Mr B Heywood, Mr. M Martyn, Mr. N Morse, Mrs. F Takel, Mrs J Sandiford, Mr T Wilson

In the Chair: Mr N Prouse

In Attendance: Mr. C Knight, Clerk

5 members of the public

12/133 DECLARATIONS OF INTEREST

There were no Declarations of Interest

12/134 DEFERMENT OF BUSINESS

12/134/01 Diamond Garden

Jane Erith reported that a meeting had taken place with Emma Dennis who is due to come back with some concepts and ideas on what could be done.

Mr Martyn confirmed that Western Power had visited the site and had confirmed that there were no cable running across the area. BT plans had been requested and were expected shortly and SouthWest Water had sent copies of sewage pipe details, which were now awaited. Mr Martyn is to check with Wessex Water on water pipes.

12/134/02 Recycling Depot

Barbara Wilson expressed concern that the charges for cars and vehicles with trailers were the same which appeared unfair. The matter will be investigated by Councillor Heywood.

12/134/03 Parish Hall

Des Belam, Chairman of the Parish Hall Committee, reported as follows:

- There appears to be a possibility that the Hall may have to face a new cost of rates from WSC, which had previously been covered by a rebate from central government which is no longer available. Councillor Heywood is to investigate
- The Hall Committee has now embarked on a number of activities designed to increase Hall funds. Currently planned are:
 - ▶ Pop-up Bar : February 22; March 23 and April 27
 - ▶ Table Top Sales : February 24 and March 23
- Quotes were being collated for the installation of WiFi at the Hall

12/134/04 Brushford Activity Group.

Barbara Wilson reported that Jude Atkins is arranging activities for 7 - 10 year olds in Dulverton.

It was agreed that the Council would fund the costs of the bus.

12/135 APOLOGIES FOR ABSENCE

Apologies had been received from Councillors Sandiford and Nicholson.

12/136 MEETING MINUTES

The minutes of the last meeting, held on January 8th were agreed to be a true record and duly signed by the Chairman.

12/137 FINANCIAL REPORT

12/137/01 Payment Authorisation

The following items for payment were approved and cheques signed by the Chairman and Vice Chairman:

PAYEE	INVOICE	EXPENSE	VALUE	VAT	NET	CHEQUE NUMBER
		Clerk's Wages	£231.92		£231.92	
		D Tonks Monthly Fee	£14.25	£2.85	£17.10	
		D Tonks Underpaid VAT		£39.90	£39.90	
Douglas Tonks		Clerk Wages and Administration	£246.17	£42.75	£288.92	NATWEST 000204
C Knight		Expenses February	£154.50		£154.50	NATWEST 000205
Exmoor Community Bus Assoc		January 8th : 49 Km @ £0.45/Km	£22.05		£22.05	
		December 4th : 61 miles @ 71p/mile	£43.31		£43.31	
		December 11th : 48 Km @ 45p/Km	£21.60		£21.60	
		TOTAL COMMUNITY BUS	£86.96		£86.96	NATWEST 000206
Exmoor Gym		Zumbatonic Class for BAG	£42.50		£42.50	NATWEST 000207

PAYEE	INVOICE	EXPENSE	VALUE	VAT	NET	CHEQUE NUMBER
TOTAL FOR MONTH			£530.13	£42.75	£572.88	

12/137/02 Grant Application from Brushford PCC

Clerk reported that the Bushford PCC had applied for a Grant of £500.00.

It was agreed that in the light of uncertainty recently on next year's Precept, that this decision should be taken at the April Parish Council Meeting. Clerk to advise the PCC accordingly.

12/138 PARISH MAINTENANCE

12/138/01 Road Sweeping

WSC had indicated that in order to include Exebridge in the Road Sweeping programme, it is necessary to substitute for an existing area. It was therefore agreed that this should be done in place of the sweeping of "Back Lane" which is not considered as important as the sweeping in Exebridge. Clerk to advise WSC accordingly.

12/138/02 ROSPA Inspections

Clerk reported that this was now due for Jubilee Gardens Play Areas. It was agreed to arrange this as previously.

12/138/03 Flood Damage to Ellersdown Lane

The proposed meeting in Ellersdown Lane following the letter received from Mr Organ has been delayed due to the pressure on the Highways department from recent severe disruption due to further flooding. This is to be followed up at the next meeting.

12/139 PARISH WELFARE

12/139/01 First Aid Course

Clerk reported that it had been suggested that as the First Aid Certificates awarded some years ago had expired, it may be of use to re-run the course.

It was agreed that this should be arranged and that the Council would subsidise costs as previously. Clerk to proceed with arrangements and to secure participants.

12/139/02 Contingency Planning

Clerk reported that this was due for a review. It was agreed that this would be commenced at the next PC Meeting in March.

12/140 PLANNING APPLICATIONS

12/140/01 Application No 3/04/12/019 Croft Farm

This application was considered and approved.

12/141 WSC LOCAL PLAN : CALL FOR HOUSING

It was noted that the District Council had issued letters addressed to those who had previously expressed an interest in submitting possible sites for housing. It was further noted that this was not a matter for any decisions to be required of the Council at this time.

12/142 DATE OF NEXT MEETING

The next Parish Council Meeting is to take place on Tuesday, March 12th in the Parish Hall at 6.30pm

Signed

.....
N Morse, Vice Chairman 12/03/13



BRUSHFORD PARISH COUNCIL

Minutes of the February Meeting of Brushford Parish Council

held at the Parish Hall, Brushford on Tuesday, March 12th., 2013

12/143 PRESENT

The following attended the meeting:

Councillors: Mrs. S Cookson, Mr B Heywood, Mr. M Martyn, Mrs F Nicholson, Mrs. F Takel, Mrs J Sandiford, Mr T Wilson

In the Chair: Mr. N Morse

In Attendance: Mr. C Knight, Clerk

2 members of the public

12/144 DECLARATIONS OF INTEREST

There were no Declarations of Interest

12/145 DEFERMENT OF BUSINESS

12/145/01 Brushford Activity Group

Barbara Wilson reported that the planned visit to Dulverton Youth Club resulted in no attendees and is therefore canceling this activity.

12/145/02 Diamond Jubilee Garden

Jane Erith reported the excellent work that had been carried out by Phil and Sam Takel and Mike Browring on the initial clearance and tidying of the garden.

The Clerk confirmed that Mike Browring had specifically asked that his time should be considered a contribution to the community and that he should not be paid for his work.

Plans are now awaited from Emma Dennis and layout and planting suggestions will be sought from people and children in the village.

12/146 APOLOGIES FOR ABSENCE

Apologies had been received from Councillor Prouse

12/147 MEETING MINUTES

The minutes of the last meeting, held on February 12th were agreed to be a true record and duly signed by the Chairman.

12/148 MATTERS ARISING

12/148/01 Recycling Charges

Councillor Nicholson is to examine this and report back to Council at the next meeting.

12/148/02 Parish Hall

It was reported that the "Pop-up Bar" have been particularly successful and that good levels of funding have been raised. The Hall Committee intend to continue with the concept and will be applying for a full license.

A further Table Top Sale will be run on March 24th

12/149 FINANCIAL REPORT

12/149/01 Payment Authorisation

The following items for payment were approved and cheques signed by the Chairman:

PAYEE	INVOICE	EXPENSE	VALUE	VAT	NET	CHEQUE NUMBER
		Clerk's Wages	£231.92		£231.92	
		D Tonks Monthly Fee	£14.25	£2.85	£17.10	
Douglas Tonks		Clerk Wages and Administration	£246.17	£2.85	£249.02	NATWEST 000208
Exmoor Community Bus Assoc		January 8th : 49 Km @ £0.45/Km	£22.95		£22.95	NATWEST 000209
Mr P Takel		Parish Maintenance	£301.00		£301.00	NATWEST 000210
TOTAL FOR MONTH			£570.12	£2.85	£572.97	

12/150 PARISH MAINTENANCE

12/150/01 Maintenance Tender

It was agreed that the tender for the forthcoming year should be the same as previous years, with the addition of the gritting service.

The Clerk will post notices accordingly, with a closing date of April 5th., in time for consideration at the next Parish Council Meeting on April 9th.

12/150/02 Ellersdown Lane Flooding Meeting

Following the poor weather in January, it has not been possible to arrange a site meeting. Highways will be contacted later with a view to re-arranging.

12/151/02 Parish Top Five Priorities

It was agreed following a review, that these should now include traffic calming and possible rebuild of Ellersdown Lane.

The Clerk is to circulate proposed copy to Councillors and then send on to District.

12/152 PARISH WELFARE

12/152/01 First Aid Course

Clerk had received 16 candidates to date and was awaiting further possible commercial candidates. Thereafter, the course will be organised for late April.

12/152/02 First Response : Fire Service

It has been reported that in an attempt to secure the 8 minute response time required by the Ambulance Trust, the Fire Service (who provide First Response Services) are planning to reduce the number of responders to one (from two) and to eliminate the need to go first to the Fire Station to collect a vehicle.

After discussion, it was agreed that such a change would actually reduce the quality of service as it was considered that a sole responder would not be able to carry out the necessary work. It was agreed that the quality of response far outweighed the need of an eight minute response time. Clerk to respond to the Fire Service accordingly.

12/152/03 Contingency Plan

It was agreed that this was in need of updating. The current plan was left with Councillors for their consideration and further discussion at the next meeting.

Councillor Wilson stated that the severe flooding in December was not generally appreciated throughout the parish and that the Contingency Plan should perhaps have been instigated. Council to consider.

12/152/04 Speed Watch

Councillor Wilson reported as follows:

- A training course has been conducted at Wheddon Cross, attended by 3 people from Brushford and 4 from Dulverton
- Mr Richard Brentnall is to be the Co-ordinator
- Speed checks will be arranged and will always have a Police Officer in attendance
- Signs will be erected stating "Community Speed Watch in Progress"
- A speed gun will be made available. Council should consider purchasing this item at a later date.

12/153 DATE OF NEXT MEETING

The next Parish Council Meeting is to take place on Tuesday, April 9th in the Parish Hall at 6.30pm

Signed

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N Prouse Chairman 07/04/13

