



**BRUSHFORD PARISH COUNCIL**

**Minutes of the April Meeting of Brushford Parish Council  
held at the Parish Hall, Brushford on Tuesday, April 22nd., 2013**

**13/001 PRESENT**

The following attended the meeting:

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

In the Chair: Mr. N Prouse

In Attendance: Mr. C Knight, Clerk

**13/002 DECLARATIONS OF INTEREST**

Councillor Takel declared in interest in the Tender for Grounds Maintenance and took no part in discussions or voting on this subject (**13/008/01 Maintenance Tender**)

**13/003 DEFERMENT OF BUSINESS**

There was no deferment of business

**13/004 APOLOGIES FOR ABSENCE**

Apologies had been received from Councillors Morse, Nicholson and Heywood.

**13/005 MEETING MINUTES**

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

**13/006 MATTERS ARISING****13/006/01 Recycling Charges**

The Council discussed this subject at some length. It was agreed that the Clerk should write to the Chief Executive of the Somerset Waste Partnership to suggest that:

- there should be a charge for trailers
- that there should be no charge for the depositing of recyclable material

**13/006/02 Road Sweeping**

It was noted that WSC had requested details of the preferred Road Sweeping Route, which requests that Back Lane should not be swept, but that Exebridge main road and Fisheries Lane should be swept instead. These details have been sent to WSC and a response is awaited.

**13/007 FINANCIAL REPORT****13/007/01 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	
<b>Douglas Tonks</b>		<b>Clerk Wages and Administration</b>	<b>£246.17</b>	<b>£2.85</b>	<b>£249.02</b>	<b>NATWEST 000211</b>
<b>Exmoor Community Bus Assoc</b>		<b>January 8th : 49 Km @ £0.45/Km</b>	<b>£32.95</b>		<b>£32.95</b>	<b>NATWEST 000212</b>
<b>Printing at the Vicarage</b>		<b>Printing Brushford Post</b>	<b>£57.00</b>		<b>£57.00</b>	<b>NATWEST 000213</b>
<b>West Somerset Council</b>		<b>Brushford Youth Club/Play Area</b>	<b>£25.00</b>		<b>£25.00</b>	<b>NATWEST 000214</b>
<b>C Knight</b>		<b>Expenses</b>	<b>£107.00</b>		<b>£107.00</b>	<b>NATWEST 000215</b>
<b>TOTAL FOR MONTH</b>			<b>£468.12</b>	<b>£2.85</b>	<b>£470.97</b>	

### 13/008 PARISH MAINTENANCE

#### 13/008/01 Maintenance Tender

The Tender Period closed on Friday, April 5th. and one tender was received.

The Tender submitted by Mr P Takel was accepted as follows:

Grass Cutting Council Grounds	£65.00 per cut
Hedge Cutting in Jubilee Gardens as required	£65.00 per cut
Parish Maintenance	£10.00 per hour
Gritting	£10.00 per hour + Diesel

#### 13/008/02 ROSPA Inspection

The Clerk reported that the ROSPA inspection had been carried out and there were one or two items that require attention in Jubilee Gardens.

Mr Takel will be briefed to carry out the necessary work.

**13/009 PARISH WELFARE****13/009/01 First Aid Course**

Clerk reported that the course will be run on Tuesday, May 7th at 2.00pm. There were probably 17 attendees. It was agreed that a charge of £10.00 would be made, with the Council subsidising the balance as follows:

Coat of Course	£297.00
Projected Attendance Income	£170.00
Balance funded by Council	£127.00

**13/009/02 Contingency Plan**

It was agreed that this item will be considered at the next meeting.

**13/010 CLERK'S REMUNERATION**

Council discussed the Clerk's Salary Scale and Time, which had not been adjusted for four years and the workload had increased considerably in recent years. During this discussion, the Clerk left the room.

It was agreed that with immediate effect the wage bracket and hours will be as follows:

Spinal Column Point 22 @ £10.198 per hour

Hours per week : 8 Hours (from 6 hours)

New monthly payment =  $8 \times 10.198 \times 52 \text{ weeks} / 12 \text{ months} = £353.53$  per month

**13/011 DATE OF NEXT MEETING**

The next meeting, which will be the Annual General Meeting of the Parish Council will be held at the Village Hall on Tuesday, May 14th at 6.30 pm.

This will be followed immediately by the normal monthly Parish Council Meeting.

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N Prouse, Chairman 14/05/13



**BRUSHFORD PARISH COUNCIL**

**Minutes of the Annual Parish Meeting of Brushford Parish Council  
held at the Parish Hall, Brushford on Tuesday, May 14th., 2013 at 6.30pm**

**13/012 PRESENT**

The following attended the meeting:

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

In Attendance: Mr. C Knight, Clerk

Members of the Public : One

**13/013 MEETING QUORUM**

It was confirmed that the quorum met the required standard

**13/014 APPOINTMENT OF CHAIR**

The meeting agreed unanimously the election of Mr N Prouse as Chairman

### 13/015 CHAIRMAN'S REPORT

The Chairman made his annual report to the meeting as follows:

Well, here we are again, another year gone and hopefully we are all looking forward to setting more goals and achieving them in the forthcoming year! But we must remember our achievements in the last year.

The first event that springs to my mind, were the Diamond Jubilee celebrations. These events involved months of fund raising and planning and then the final executing on the days. Most parishes celebrated, but Brushford shone out celebrating over a period of days, ending with the children's tea party and the presenting of the Jubilee mugs. A huge amount of time was so generously given by members of our parish, which resulted in a truly memorable celebration.

At this time we were approached by Magna Housing and were gifted by them a piece of land opposite the Parish Hall which will be replanted in time for all to enjoy.

On a more wintery note, it was suggested that the parish would benefit greatly from a smaller salt gritter which could be used for the less accessible roads in the parish. The Parish Council were pleased to be able to purchase the gritter, and with tremendous support as usual from Phil Takel, the gritter was used throughout this winter.

Another difficult time arrived with the announcement of cuts to the community bus service. Again members of the parish stepped forward and following their help the service has been reinstated.

We are all aware of the speeding issues through Brushford and Exebridge, and members of the parish have again risen to the challenge and will soon be conducting speed checks alongside the Police to try to let the offenders know that this will not be tolerated in our Parish.

Earlier in the year I was asked to nominate a parishioner for the Chairmans Award, many of the events I have already mentioned have had a key name at the forefront, and I was proud to put her name forward - Barbara Wilson is tireless in her energy for the parishes needs and is a truly valued member of our community, the award was deserved!

Other members of the Parish have stepped forward with new ideas , Ceri has started to run The Brushford Post, a newsletter which I know from many of the comments passed onto me is greatly appreciated. It has proved to be a valuable way to communicate with the whole village, and I look forward to it continuing for a long time.

I am hoping that many new projects can be started this year, I personally am keen to look at ways in which we may be able to install a crossing on the main road to the bus shelter, to provide a safer crossing for the children and other villagers.

This said we are all aware that we are in times of cuts and cutbacks, and we will need to focus on the key issues and needs of the Parish.

It has been a full year, which would not have held so many events, ideas and improvements without the help of many Parish Councillors and of course Clive, Tigger you are appreciated!

Thank you.

### **13/016 APPOINTMENT OF VICE CHAIR**

Mr N Morse, the outgoing Vice Chairman confirmed that he no longer wished to be considered for the position.

The meeting unanimously agreed to the appointment of Mrs Frances Takel to the position of Vice Chair.

### **13/017 APPOINTMENT OF OFFICERS**

The following Councillors agreed to represent the Council as follows:

Paths Liaison Officer:	Mr N Prouse
National Park Consultative Forum :	Mrs Sarah Cookson
Police Liaison:	Mr Terry Wilson
Highways :	Mr M Martyn
Brushford Activity Group :	Mrs Barbara Wilson
Exmoor Panel :	Mrs J Sandiford
Parish Hall Liaison :	Mrs F Takel
Parish Church :	Mr N Morse

### **13/018 OTHER REPORTS**

#### **13/018/01 The Barnet Trust**

The Clerk reported that there had been no activity on the Trust this year.

He also confirmed that, contrary to popular opinion, the Trust was *not* a registered charity.

The Clerk recommended that the continuation should be carefully considered by the Trustees (Chair, Vice Chair and Clerk), the management group and the Council at a date to be agreed. This was agreed by the meeting.

**13/019 meeting closure**

There being no further business for the AGM, the meeting closed at 7.00pm.

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N Prouse, Chairman 11/06/13





**BRUSHFORD PARISH COUNCIL**

**Minutes of the May Meeting of Brushford Parish Council**

**held at the Parish Hall, Brushford on Tuesday, May 14th., 2013**

**13/020 PRESENT**

The following attended the meeting:

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

In the Chair: Mr. N Prouse

In Attendance: Mr. C Knight, Clerk

Members of the Public : One

**13/021 DECLARATIONS OF INTEREST**

Councillor Takel declared in interest in the Tender for Grounds Maintenance and took no part in discussions or voting on this subject (**13/008/01 Maintenance Tender**)

**13/022 DEFERMENT OF BUSINESS**

Mrs Barbara Wilson reported as follows:

- The Community Bus Trips were working well and a further trip to Barnstaple was planned for Tuesday, May 28th
- The Table Top Sales in support of the Parish Hall are to now be held on the last Sunday of the month until further notice

**13/023 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Nicholson

**13/024 DECLARATIONS OF INTEREST**

Councillor Morse declared in interest in the proposed PCC Grant, and while he partook in the discussion, did not vote on the subject.

**13/025 MATTERS ARISING**

There were no matters arising

**13/026 FINANCIAL REPORT****13/026/01 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 (New Rate 9,941 x 8 x 52/12	£344.62		£344.62	
		D Tonks Monthly Fee	£14.25	£2.85	£17.10	
<b>Douglas Tonks</b>		<b>Clerk Wages and Administration</b>	<b>£358.87</b>	<b>£2.85</b>	<b>£361.72</b>	<b>NATWEST 000216</b>

PAYEE	INVOICE	EXPENSE	VALUE	VAT	NET	CHEQUE NUMBER
Exmoor Community Bus Assoc	10073	April 2nd th : 52 Km @ £0.40/Km (reduced from 45p)	£20.80		£20.80	
Exmoor Community Bus Assoc	10079	May 7th : 52 Km @ 40p	£20.80		£20.80	
<b>TOTAL COMMUNITY BUS</b>			<b>£41.60</b>	<b>£0.00</b>	<b>£41.60</b>	<b>NATWEST 000217</b>
<b>P Takel</b>			<b>£130.00</b>	<b>£0.00</b>	<b>£130.00</b>	<b>NATWEST 000218</b>
<b>Broker Network Limited (Insurance)</b>			<b>£309.04</b>	<b>£0.00</b>	<b>£309.04</b>	<b>NATWEST 000219</b>
<b>First Aid Training Group</b>			<b>£297.00</b>	<b>£0.00</b>	<b>£297.00</b>	<b>NATWEST 000220</b>
<b>SALC : Annual Fee</b>			<b>£132.02</b>	<b>£0.00</b>	<b>£132.02</b>	<b>NATWEST 000221</b>
<b>CANCELLED</b>						<b>NATWEST 000222</b>
<b>Soccertackle (Goals for BAG)</b>			<b>£91.64</b>	<b>£18.33</b>	<b>£109.97</b>	<b>NATWEST 000223</b>
<b>TOTAL FOR MONTH</b>			<b>£1,360.17</b>	<b>£21.18</b>	<b>£1,381.35</b>	

### 13/026/02 Bank Signatories

It was agreed that Councillor Takel would be added to the list of banking signatories to those of Councillors Prouse and Morse. Councillor Takel and the Clerk are to complete the necessary bank forms.

### 13/027 PARISH MAINTENANCE

#### 13/027/01 Road Marking over Railway Bridge

Council noted the negative response that had been received from County Highways Department and agreed that it was considered unacceptable. The Clerk to respond to the Highways Department, suggesting the following:

- i. 30mph Signs on the carriageway
- ii. Restoration of the Rumble Strips
- iii. Further consideration for double white lines as used in a built up area at Bolham

#### **13/027/02 Pedestrian Crossing**

The meeting discussed at length the need for further safety measures on the roads in the village and it was agreed that there should be an investigation in the ability of the Council to arrange for the installation of a Pedestrian Crossing at the Bus Stop. The Clerk is to pursue this.

#### **13/027/03 Permanent "30mph" Electronic Signs**

It was agreed that Council is to investigate the possibility of installing permanent electronic speed signs on the main road. Clerk to pursue.

#### **13/027/04 Speed Watch**

Councillor Wilson reported that despite attending training course for this operation, no Speed Watch operations had been carried out. Clerk to correspond with the Police to rectify.

#### **13/027/05 National Park Boundary Cairn**

It was noted that the National Park Boundary Cairn, which had been severely damaged some months ago had still not been repaired.

Clerk is to pursue.

#### **13/027/06 Egg Throwing Incidents**

Councillor Wilson reported that two vehicles in the village had eggs thrown on them, which had been reported to the police. It transpired that two other such incidents had also been reported to Police, bringing the number to four.

This matter will be monitored.

## **13/028 PARISH WELFARE**

### **13/028/01 First Aid Course**

It was reported by the Clerk that the First Aid Course held at the Parish Hall on Tuesday, May 7th had yielded 17 participants and had been very well received by all.

The Clerk reported that Gavin Smart, the Training Course Leader had suggested that the purchase of a defibrillator might be considered by the Parish Council. The Clerk had subsequently obtained a quotation from the South Western Ambulance Service as follows:

One defibrillator : £1500.00

External Heated Cabinet : £ 720.00

A 2 hour training course in Basic Life Support would be included in this price.

The Clerk is awaiting a further quotation from Gavin Smart and the matter will be considered at the next Parish Council Meeting in June.

### **13/028/02 PCC Grant**

The Council discussed the application by the Brushford PCC for a Grant in assistance of the Churchyard Maintenance and it was agreed that a sum of £500.00 would be made available from Parish Council funds.

## **13/029 PLANNING APPLICATIONS**

### **13/029/01 Application Number 3/04/13/002 Erection of an agricultural dwelling at Allshire, East Anstey**

The above application had been received by on the same morning as the meeting and circulated to Councillors. As the matter was not included in the Agenda of the meeting, it could be subject to any official response on this occasion.

However, the matter was discussed and it was agreed that Councillors should make their own observations directly to the Planning Authority via the WSC Web Site.

## **13/030 REPORTS FROM COUNCILLORS**

There were no specific reports from Councillors, although Councillor Heywood reported that the discussions with Taunton Deane with a view to sharing services with WSC in order to save costs were ongoing and looking favourable, according to reports from the meeting held on 13/05/2013

.....  
N Prouse, Chairman 11/06/13



**BRUSHFORD PARISH COUNCIL**

**Minutes of the May Meeting of Brushford Parish Council**

**held at the Parish Hall, Brushford on Tuesday, June 11th., 2013**

**13/031 PRESENT**

The following attended the meeting:

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

In the Chair: Mr. N Prouse

In Attendance: Mr. C Knight, Clerk

Members of the Public : Three

**13/032 DECLARATIONS OF INTEREST**

There were no declarations of interest

**13/033 DEFERMENT OF BUSINESS**

**13/033/01 Diamond Jubilee Garden**

Jane Erith reported that there has been considerable support and ideas from parents of children who use the garden as the school bus stop. A meeting is to be arranged with mothers and Emma Dennis, the garden designer.

**13/033/02 Parish Hall**

Ceri Keene reported that the Hall Committee was arranging a televised "Last Night at the Proms" evening to be held on September 9th. There will be a 2 course supper and bar.

**13/033/03 Flowers for the Nicholson Family**

Councillor Nicholson thanked the Council for their kind bouquet of flowers.

**13/033/04 Brushford Activity Group**

Barbara Wilson reported as follows:

- the purchase of new goal posts, have been delayed due to a dispute over the price originally quoted. She is to investigate.
- the Community Bus was highly active and well supported with trips to Tiverton and to Barnstaple.
- the Table Top Sale for the Parish Hall will be held on June 30th and will include a car boot sale this time

**13/034 APOLOGIES FOR ABSENCE**

There were no apologies received.

**13/035 MATTERS ARISING**

There were no matters arising

**13/036 FINANCIAL REPORT****13/036/01 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	£344.62		£344.62	
		D Tonks Monthly Fee	£14.25	£2.85	£17.10	
<b>Douglas Tonks</b>		<b>Clerk Wages and Administration</b>	<b>£358.87</b>	<b>£2.85</b>	<b>£361.72</b>	<b>NATWEST 000224</b>
<b>Brushford PCC</b>		<b>Annual Grant</b>	<b>£500.00</b>		<b>£500.00</b>	<b>NATWEST 000225</b>
<b>P Takel</b>			<b>£130.00</b>	<b>£0.00</b>	<b>£130.00</b>	<b>NATWEST 000226</b>
<b>CANCELLED</b>		<b>CANCELLED</b>				<b>NATWEST 000227</b>
<b>C.Knight</b>			<b>£165.90</b>		<b>£165.90</b>	<b>NATWEST 000228</b>
<b>TOTAL FOR MONTH</b>			<b>£1,154.77</b>	<b>£2.85</b>	<b>£1,157.62</b>	

### **13/036/02 Appeal for Memorial Bench for Mr Peter Lacey**

An appeal had been received for contributions to a memorial bench for Mr Peter Lacey, the late Secretary of the Somerset Association of Local Councils.

It was agreed that no contribution would be made in the light of limited funds.

### **13/036/03 Community Council for Somerset**

A request had been received for membership of the above. Given that the Council had previously withdrawn from its membership of this organisation and there being no evidence of any changes or improvements to it, it was decided not to renew membership this year.

### **13/037 FLOOD MITIGATION FUNDING**

The meeting discussed the recent offer of Flood Mitigation Funding from Somerset County Council, which offers a total fund of £200,000 for the whole county. It was pointed out that this fund would therefore be limited to small scale projects.

It was proposed that the possibility of raising/continuing the bank on the left hand side of the road in Exebridge, just before the bridge (heading south) might present a feasible project.

It was agreed that:

- Councillor Nicholson would investigate possible contractors
- Councillor Prouse would discuss the feasibility with Mrs Fiona Maund, the owner of the adjacent cottage
- The Clerk would liaise with the Clerk at Dulverton Town Council in order to invite the Environment Agency Officer who recently attended the Dulverton TC meeting to discuss further with the Council at the next meeting.

### **13/038 PARISH MAINTENANCE**

#### **13/038/01 National Park Boundary Cairn**

Clerk reported that the boundary cairn for the National Park situated in the village would be repaired by the park authorities in July.

#### **13/038/02 Road Marking**

Clerk reported that the Highways Department had declined putting in any new traffic calming measures over the old railway bridge on the B3222. However, further to this decline, the Clerk had inspected the state of the rumble strips on the village roads and had reported that they were in need of renewal in most instances. A reply was awaited from Highways.

#### **13/038/03 Road Signage in the Village**

Clerk reported that despite identifying and photographing the positions of all the road signs which require updating over a very long period of time, there were now further delays reported from the District due to holidays and ill health. Clerk to pursue.

#### **13/038/04 Finger Posts**

Clerk reported that he had received a negative feedback from a request to repaint the finger posts in the village due to their poor condition. Subsequently it was pointed out that they had only been repainted some three years previously and that perhaps the contractor should be instructed to correctly carry out the work. A reply is awaited.

**13/038/05 Pedestrian Crossing**

The meeting discussed the terms and funds required for the development of a pedestrian crossing near the Brushford Bus Stop. Councillor Nicholson declared her full support for such an improvement to road safety and that it would fall under the Small Highways Scheme.

However, there was concern raised that the proposed position of a crossing may prove to be a road hazard, given the blind bend going north where traffic would have little or no visibility of such a crossing. Councillor Nicholson is to investigate which position would be acceptable to the Highways Department.

**13/038/06 Road Sweeping**

The Council reviewed the new sweeping arrangements for Exebridge recently put in place with a clear map of the areas to be swept.

Councillor Prouse reported that while the sweeping had been carried out, it had only been done on one side of the road (LHS going north). Furthermore, he reported that the sweeping had also been carried out on the Devon side of the border, right up to the Exebridge Industrial Estate.

Clerk to report to District and report back to Council.

**13/038/07 Speed Indicator**

Councillor Nicholson is to investigate further.

**13/038/08 Playground Signs**

A member of the community had requested council's consideration of moving the existing "Playground" road signs to the main, Brushford New Road, given the propensity for children to stray into the main road from Jubilee Gardens. It was pointed out that there were two more Playground Roadsigns at either end of Brushford New Road, which were probably superfluous and could be moved to positions closer to the crossroads..

Councillor Wilson is to investigate and report back.

**13/039 PARISH WELFARE****13/039/01 Defibrillator**

Clerk reported that his research into the purchase of a defibrillator would amount to c. £2,000 and that funds would be required to achieve this amount.

It was noted that there was approximately £1,400 in the Barnett Trust account, which might become available should it be decided to wind this trust down. This will be that matter for a separate meeting between the Trustees and the Management Committee.

Clerk to pursue this matter.

### **13/039/02 Phone Boxes**

It has been suggested by a member of the community that the phone boxes in the village may be able to be adopted from BT, given that they are probably not used in this day of mobile communications. It was agreed that the Clerk should continue research into the matter and report back to Council.

### **13/040 CONTINGENCY PLAN**

The updated Contingency Plan had been previously circulated to Councillors and it was agreed that this would now be adopted.

It was agreed that this would be added to the Council's website.

### **13/041 REPORTS FROM COUNCILLORS**

#### **13/041/01 Councillor Nicholson**

##### **Funding**

Councillor Nicholson reported that money continues to be tight, given the £26million cut in central funding to the County and expressed the concern that this trend is likely to continue into future years.

##### **Dulverton and Minehead Schools**

She also reported on the proposed changes to the age ranges and the funding for the Middle School and the Minehead Community College. It is evident that there has been little coordination between the two schools and a meeting between the two is to be arranged. The proposed changes, in conjunction with the Governors will eventually go to consultation.

**13/041/02 Councillor Ross**

Councillor Ross reported that a press story from the North Devon Gazette had indicated that West Somerset Council lacked the necessary funds to operate and that a merger with Taunton Dean was probably imminent. Councillor Ross reported that this story was without foundation although discussions were ongoing for the use of shared resources with Taunton Dean.

**13/041/03 Councillor Heywood**

Councillor Heywood reported that the Local Plan Draft was in the final stages of development before being put to the full District Council to be followed by an additional Draft Plan which will then go to consultation. The key points were as follows:

- The West Somerset District is forecast to require a further 2900 new homes in the next 20 years
- In "Secondary Villages", of which Brushford is one, "small scale development, of up to 5 dwellings per year, may be permitted if they meet clearly defined local needs"

Councillor Heywood also reported that a track had been made at the farm at All Shire between the cattle shed and the machinery store. He will pass this information to the Planning Department.

**13/042 PLANNING DECISIONS**

The following planning application for the erection of a car port had been received from the Planning Department:

TOWN AND COUNTRY PLANNING ACT, 1990 (AS AMENDED)

Application Number 03/04/13/003 Retention of 2-car width, open-sided car port. Blairmoor House, Brushford, Dulverton TA22 9AP

This application had been received after the circulation of the Council Agenda and could therefore not be discussed by Council. It was agreed that a separate Planning Meeting would be held at the Parish Hall at 6.00pm on June 18th. to address this application.

**13/043 DATE OF NEXT PARISH COUNCIL MEETING**

This is to take place on Tuesday, July 9th., 2013 at 6.30 pm in the Parish Hall.

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N Prouse, Chairman 09/07/13



**BRUSHFORD PARISH COUNCIL**

**Minutes of the Planning Meeting of Brushford Parish Council**

**held at the Parish Hall, Brushford on Tuesday, June 18th., 2013**

**PRESENT**

The following attended the meeting:

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

In the Chair: Mr. N Prouse

In Attendance: Mr. C Knight, Clerk

Members of the Public : Nil

**PURPOSE OF MEETING**

To discuss the following planning application:

**TOWN AND COUNTRY PLANNING ACT, 1990 (AS AMENDED)**

**Application Number 03/04/13/003**

**Retention of 2-car width, open-sided car port Blairmoor House, Brushford, Dulverton TA22 9AP**

**DECISION**

Following detailed discussion and perusal of the plans presented, the council observed that while the structure was not in keeping with the original building, the application was approved, subject to the following:

- That the proposed height at 3.1 metres is in keeping with planning regulations, as it appears to be above the gutter height of the existing building.
- It is understood that a 3 metre-high building must be more than 2m away from the main building and boundary fence. The plan shows only 1.5m from the fence and no reference to the space from the main building.
- That the proximity to the original property is 3 metres from the existing building.
- That the car port is positioned as stated - 3 metres from the boundary fence.

The meeting closed at 6.30 pm.

.....  
N Prouse, Chairman 09/07/13





**BRUSHFORD PARISH COUNCIL**

**Minutes of the May Meeting of Brushford Parish Council**

**held at the Parish Hall, Brushford on Tuesday, July 9th., 2013**

**13/044 PRESENT**

The following attended the meeting:

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

In the Chair: Mr. N Prouse

In Attendance: Mr. C Knight, Clerk

Members of the Public : Two

**13/045 DECLARATIONS OF INTEREST**

There were no declarations of interest

**13/046 DEFERMENT OF BUSINESS**

**13/046/01 New Garden**

Jane Erith reported to the meeting as follows:

1. Concept boards for outline garden design ideas were tabled.
2. These are to be displayed on site, with feedback requested from parishioners.
3. It was planned that the garden should be low maintenance (e.g. no bedding plants)
4. It was also planned that there should be a concerted effort to involve the community and generate a sense of community ownership.
5. It was suggested that the site should include a notice board together with information on the Parish.
6. Considerations for the clearing of the site now need to be taken into account, and it was agreed that people would be encouraged to take plants as needed prior to the site clearance.
7. Plans for grant applications and general funding of the project should now be considered by council.

#### **13/046/02 Brushford Activity Group**

Terry Wilson reported on behalf of Barbara Wilson as follows:

1. The recent Community Bus trip to Tiverton has been successful, with 11 passengers and a further trip to Barnstaple is planned for August 6th.
2. The recent Table Top sale realised £130.00. However, the planned extension as a Car Boot Sale did not prove popular as only one car participated.
3. The new goal posts for Jubilee Gardens have now arrived and were supplied at the original cost.

#### **13/047 APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Morse and Ross

#### **13/048 DECLARATIONS OF INTEREST**

Councillor Sandiford declared a familial interest in the planning application for The Torrs, Brushford, and took no part in the subsequent discussion.

**13/049 APPROVAL OF THE MINUTES OF THE LAST PARISH COUNCIL MEETING**

The Minutes of the meeting held on June 11th., were approved and signed by the Chairman.

**13/050 MATTERS ARISING**

There were no matters arising.

**13/051 FINANCIAL REPORT**

The following payments were presented for and approved for payment :

PAYEE	INVOICE	EXPENSE	VALUE	VAT	NET	CHEQUE NUMBER
		Clerk's Wages	£344.62		£344.62	
		D Tonks Monthly Fee	£14.25	£2.85	£17.10	
<b>Douglas Tonks</b>		<b>Clerk Wages and Administration</b>	<b>£358.87</b>	<b>£2.85</b>	<b>£361.72</b>	<b>NATWEST 000229</b>
<b>Lee Constable</b>		<b>Jubilee Gardens Inspection</b>	<b>£85.00</b>	<b>£0.00</b>	<b>£85.00</b>	<b>NATWEST 000230</b>
<b>P Takel</b>		<b>Grass Cutting</b>	<b>£130.00</b>	<b>£0.00</b>	<b>£130.00</b>	<b>NATWEST 000231</b>
<b>Exmoor Community Bus</b>	1	<b>No destination detailed on invoice</b>	<b>£38.80</b>		<b>£38.80</b>	<b>NATWEST 000232</b>
<b>Claire Savill</b>	<b>1668 nfp</b>	<b>Brushford Post Printing</b>	<b>£57.00</b>		<b>£57.00</b>	<b>NATWEST 000233</b>
		<b>CANCELLED</b>				<b>NATWEST 000234</b>
<b>Dulverton Middle School</b>		<b>Annual Prizes (x 2)</b>	<b>£50.00</b>		<b>£50.00</b>	<b>NATWEST 000235</b>
<b>TOTAL FOR MONTH</b>			<b>£669.67</b>	<b>£2.85</b>	<b>£722.52</b>	

### **13/052 PARISH MAINTENANCE**

#### **13/052/01 Flood Mitigation**

The Chairman reported that the Environment Agency are to close the gate opening and fill in the bank on the left hand side of the road, just before the bridge on the Somerset side. This was the main source of flood water during the flooding in December.

The work is due to be carried out when the repairs to the flood barrier opposite the Anchor Inn are due to be carried out in July/August.

#### **13/052/02 Road Marking**

Clerk reported that there had been no further developments on this subject.

#### **13/052/03 Road Signage**

As WSDC had declined to replace defaced and sometimes illegible road signs in the village, it was suggested that the Council should investigate the opportunities of using locally designed road signs, similar to the National Parks' signage.

Councillor Takel is to investigate.

#### **13/052/04 Pedestrian Crossing Proposal**

It was agreed that this project would appear unfeasible, given the proximity to road junctions and it was agreed that this would not be taken further.

#### **13/052/05 Permanent Speed Indicator**

It was agreed that Councillor Nicholson would investigate further on this subject.

#### **13.052/06 Playground Signage**

The Clerk reported that the Highways Department had agreed to move the two "Playground" Road Signs currently situated at each end of the main road through the village to points closer to the cross roads near Jubilee Gardens.

### **13/053 PARISH WELFARE**

#### **13/053/01 Defibrillator**

The possible purchase of a Defibrillator for the village was discussed. It was noted that it may be possible to use the remaining £1,400.00 in the Barnett Trust (which is planned to be closed) towards the £2,000.00 cost of this item. Other sources of funding will need to be examined.

### **13/053/02 Telephone Box**

The Clerk reported that the telephone box could be “adopted” by the Council for the nominal sum of £1.00. It was noted that the box had been used for (non-emergency) calls on only six occasions in the past year. However, BT have insisted that the request must come from WSDC. Councillor Heywood is to advise on the contact for this.

### **13/053/03 Dulverton Schools Consultation**

The Chairman reported that he and the Clerk had attended a recent meeting to discuss the proposed changes to school arrangements in the District.

Councillor Nicholson also advised Council as follows:

1. There were uncertainties with regard to the Funding Formulae.
2. There had been a lack of coordination between West Somerset College and Dulverton and Exford Schools.
3. The consultation has been called to iron out the uncertainties and to plan a way forward which take consideration of the importance of local schools to their communities and educational standards.
4. The meeting had been called by SCC to discuss and disseminate the information in order to ensure that all those affected are taken into consideration.
5. Working parties have now been set up with a view to a Consultation in the autumn.
6. Final arrangements are to be agreed early next year for implementation in 2015.

### **13/054 PLANNING APPLICATIONS**

#### **13/054/01 Application Ref : 3/04/13/004 : Loft Conversion at The Torrs, Station Road, Brushford**

This was discussed, examined and approved by Council.

### **13/055 MEETINGS**

Apart from those above, there were no other meeting reports.

**13/056 REPORTS FROM COUNCILLORS**

There were no other reports from Councillors

**13/057 CORRESPONDENCE**

There was no other correspondence to report

**13/058 DATE OF NEXT MEETING**

The date of next Meeting : Tuesday, August 13th 2013

Signed

.....

N Prouse  
Chairman  
August 13th 2013



## BRUSHFORD PARISH COUNCIL

### Minutes of the August Meeting of Brushford Parish Council

held at the Parish Hall, Brushford on Tuesday, August 13th., 2013

#### 13/059 PRESENT

The following attended the meeting:

Councillors: Mrs. S Cookson, Mr. M Martyn, Mrs. F Takel, Mr K Ross, Mr N Morse.

In the Chair: Mr. N Prouse.

In Attendance: Mr. C Knight, Clerk.

Members of the Public : One.

#### 13/060 DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 13/061 DEFERMENT OF BUSINESS

Mr Belam attending the meeting to discuss the planning application for a new 4 bedroom house in place of the bungalow at , Exebridge.He stated that he had no specific objections to the application itself, but rather to voice the complaint that the correspondence belatedly received had been addressed to " The Occupier, Mill Lane, Brushford". On further discussion, it became apparent that other letters had been received by residents in the immediate vicinity of the application had been similarly addressed incorrectly.

**13/062 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**13/063 APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Heywood, Wilson, Nicholson and Sandiford.

**13/064 APPROVAL OF THE MINUTES OF THE LAST PARISH COUNCIL MEETING**

The Minutes of the meeting held on July 9th., were approved and signed by the Chairman.

**13/065 MATTERS ARISING**

There were no matters arising.

**13/066 FINANCIAL REPORT**

The following payments were presented for and approved for payment :

<b>PAYEE</b>	<b>INVOICE</b>	<b>EXPENSE</b>	<b>VALUE</b>	<b>VAT</b>	<b>NET</b>	<b>CHEQUE NUMBER</b>
		Clerk's Wages	£344.62		£344.62	
		D Tonks Monthly Fee	£14.25	£2.85	£17.10	
<b>Douglas Tonks</b>		<b>Clerk Wages and Administration</b>	<b>£358.87</b>	<b>£2.85</b>	<b>£361.72</b>	<b>NATWEST 000236</b>
<b>P Takel</b>		<b>Grass Cutting</b>	<b>£175.00</b>	<b>£0.00</b>	<b>£175.00</b>	<b>NATWEST 000237</b>
<b>TOTAL FOR MONTH</b>			<b>£708.87</b>	<b>£2.85</b>	<b>£536.72</b>	



### 13/067 WEST SOMERSET LOCAL PLAN CONSULTATION

The recent large document on this subject, received from the District Council had earlier been circulated to Councillors in preparation for a full discussion at this meeting.

The Clerk had produced a précis of the key points of the document as they applied to the Brushford Parish. These were as follows:

- i. There is a need to build 2,900 dwellings in the total district over the next 20 years (to 2032).
- ii. Two thirds of the district's population live in Minehead, Watchet & Williton (18k out of 27k)
- iii. It is **in these areas** (Minehead, Watchet & Williton, described as **Major Settlements** ) where the bulk of development is planned, at an average of 74/year + 43/year in "other development" = total 117/year, (see Item 8 below).
- iv. Brushford is considered "detached" from the rest of the District.
- v. **Primary Villages** are :  
Carhampton, Crowcombe, Kilve., Stogmber, Stogursey, West Quantoxhead and Washford
- vi. **Secondary Villages** are:  
Holford, Dunster Marsh, Old Cleeve, Blue Anchor, Brompton Ralph and Brushford
- vii. **In secondary Villages** "Small scale development to meet clearly identified local needs".
- viii. **Definition of "Small Scale"** : means "up to five dwellings".
- ix. **Target number of new homes :**
  - **An annualised average of 38/year at Minehead/Alcombe**
  - **An annualised average of 15/ year at Watchet**
  - **An annualised average of 21/year at Williton**
  - **ADDITIONALLY:**
  - **An annualised average of 43/year through 'other development' at Minehead, Alcombe, Watchet & Williton**
  - **AND**
  - **An annualised average of 30/year primary and secondary villages**
- X. **Affordable homes :** "Where residential development is proposed, provision should be made for affordable housing to meet the needs of those who cannot afford to access the open housing market at these specified thresholds on sites in the following locations:
  - In Minehead/Alcombe : Sites of 8+ dwellings
  - In Watchet : Sites of 5+ dwellings
  - In Williton : Sites of 5+ dwellings
  - Elsewhere : Sites of 3+ dwellings

- xi. **“Development in Primary & Secondary Villages”** The method of calculating the annual percentage of additional allowable dwellings will be subject to further consultation through a supplementary planning document. ***In any case it should not exceed a 10%*** increase in the number of dwellings within the settlement ***over the lifetime of the plan.***

The meeting noted that the original inclusion (in 2012) of Brushford in the main development area of Minehead, Williton and Watchet had now been changed and Brushford is now considered to be a “Secondary Village” (see vi above), as indicated by our Parish Plan in 2012.

**This is now considered to be acceptable in the light of the finding of the Brushford Parish Plan.**

However, the meeting also noted that there is no distinction of the number of new homes to be developed between “Primary” and “Secondary” villages. The Draft Plan states “To set out the approximate quantity of dwellings to be provided at each of the major settlements and in the primary and secondary villages **as a whole**”. It was agreed that the Clerk would write to the Planning Authority to request clarification on this apportionment.

It was further noted that the summary statement of “The method of calculating the annual percentage of additional allowable dwellings will be subject to further consultation through a supplementary planning document. ***In any case it should not exceed a 10%*** increase in the number of dwellings within the settlement ***over the lifetime of the plan***”. This would equate to approximately 3 new homes per year, based on the estimated number of homes in the parish of 275.

**It was noted that this was very much in keeping with the rate of new homes growth in the parish over the past 20+ years.**

## **13/068 PARISH MAINTENANCE**

### **13/068/01 Road Signage**

Councillor Takel presented two quotes for the supply of oak road signs and posts as follows

To supply of Road Signs with names routed into timber and supporting oak posts : £120.00 each

To supply Road Signs only from supplied oak : £35 each

Given that there are approximately 10 road signs within the village this would equate to an expenditure of £1200.

It was agreed that Councillor Takel would ask for a revised quote for full signs and posts, based upon 10 signs. In the meantime, Clerk is to physically count all road signs and examine financial implications to the Council’s annual budget.

### **13/068/02 Pedestrian Crossing and permanent Speed Indicator**

Councillor Nicholson reported by email that this would have to be put on hold for two months to await the opening of the LPG scheme.

### **13/068/03/Finger Posts**

Councillor Nicholson reported that Minehead had been asked to supply the paint for this work. A reply is awaited.

### **13/068/04 Flooding in Ellersdown Lane**

Telephone reports had been received of flooding in Ellersdown Lane during torrential downpours in the village during the previous week.

It was agreed that Councillor Takel would request Mr Eales to carry out the drainage work on his ground that had been agreed earlier this year. It was noted that Mr Eales had been unwell and off work in recent months. Councillor Takel to report at the next meeting.

Councillor Martyn stated that the flooding profile may have changed, given the extensive work recently carried out by Arquiva on the road to the TV Mast. This situation will be closely monitored.

## **13/069 PARISH WELFARE**

### **13/069/01 Defibrillator**

The funding for this item was discussed in some detail. It was agreed that :

- The Trustees of the Barnett Trust should formally meet to wind up the trust, with the remaining funds (approx £1400.00) put to the purchase of the defibrillator.
- That the Fund's management group should be involved in this decision.
- Consideration should also be shown to Mr Keith Barnett, the donor of the original fund, to ensure that he is in agreement with this closure.
- Council is to consider routes to raising the balance of £600.00 required

### **13/069/02 Adopted Phone Box**

It was decided that the defibrillator should be installed at the Parish Hall, and not proceed with the original proposal of the adopted Phone Box.

**13/069/03 New Garden**

The Clerk tabled outline proposals for a new bus shelter/walkers' resting spot to the meeting, together with early thoughts on a small memorial (to be set in the floor) in memory of the fallen in the two world wars (2014 is the 100th anniversary of the start of the first war).

Outline concepts were as follows:



WORLD WAR MEMORIAL PLAQUE CONCEPT



The meeting suggested that the shelter should have sides - preferably of glass.

The costs are currently estimated at £8,500.00, as a kit. Erection costs would be additional, as would any extras on the shelter.

It was agreed that the Clerk should explore the project further, with initial emphasis on securing funding for such a venture. It was also agreed that the garden should perhaps, be "put on hold" until such time as the project becomes more certain.

### **13/070 PLANNING APPLICATIONS**

#### **13/070/01 Ref : 3/04/13/006 : Construction of 4 Bedroom House, Exebridge**

The plans and proposals for this development were tabled.

It was agreed that while the application was approved in principal, Council should convey the following caveats:

- i. Clarification of the method of delivering materials to the site which is currently limited to a footpath
- ii. Clarification that the area shaded in blue on the plans is, as surmised, a footpath.

It was further suggested to enquire as to the advisability of replacing a property which would currently be described as "affordable", with an up market property.

#### **13/070/02 Ref : 3/04/13/003 : Blairmoor House Car Port Decision**

The formal approval of this application had previously been circulated to Councillors and was tabled only in confirmation of this decision.

### **13/071 REPORTS FROM COUNCILLORS**

Councillor Ross reported as follows:

#### **13/071/01 Exmoor Consultative Forum**

Councillor Ross reported that at the recent Exmoor Consultative Forum discussion on Broadband on the moor (and "not-spots" within it), it was noted that Arquiva, who own and operate numerous television broadcast masts throughout the country, have started negotiations with mobile phone operators to use the masts for the siting of phone transmission signals.

**13/071/02 The Future of West Somerset District Council**

Councillor Ross stated that that the business plan for the proposed merging of resources with Taunton Deane Borough Council and West Somerset Council is due to be presented at Cabinet in October, with a final decision on the changes to be debated and agreed in November.

In the meantime, the Chief Executive of West Somerset had taken early retirement, but will work on special projects as a consultant until 2014.

**13/072 DATE OF NEXT MEETING**

The next Parish Council meeting will take place on Tuesday, September 10th., in the Parish Hall at 6.30 pm.

Signed

.....

N Prouse, Chairman  
September 10th., 2013



**BRUSHFORD PARISH COUNCIL**

**Minutes of the September Meeting of Brushford Parish Council**

**held at the Parish Hall, Brushford on Tuesday, September 10th., 2013**

**13/073 PRESENT**

The following attended the meeting:

Councillors: Mrs. S Cookson, Mr. M Martyn, Mrs. F Takel, Mr K Ross, Mr N Morse, Mrs J Sandiford.

In the Chair: Mr. N Prouse.

In Attendance: Mr. C Knight, Clerk.

Members of the Public : Two.

**13/074 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**13/075 DEFERMENT OF BUSINESS**

There was no deferment of business

**13/076 DECLARATIONS OF INTEREST**

Mrs Sandiford declared an interest in the Torrs Planning Application and took no part in the discussion on the subject.

**13/077 APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Wilson, and Nicholson .

**13/078 APPROVAL OF THE MINUTES OF THE LAST PARISH COUNCIL MEETING**

The Minutes of the meeting held on August 13th., were approved and signed by the Chairman.

**13/079 MATTERS ARISING**

There were no matters arising.

**13/080 FINANCIAL REPORT****13/080/01 Payment Authorisation**

The following payments were presented for and approved for payment :

PAYEE	INVOICE	EXPENSE	VALUE	VAT	NET	CHEQUE NUMBER
		Clerk's Wages	£344.62		£344.62	
		D Tonks Monthly Fee	£14.25	£2.85	£17.10	
<b>Douglas Tonks</b>		<b>Clerk Wages and Administration</b>	<b>£358.87</b>	<b>£2.85</b>	<b>£361.72</b>	<b>NATWEST 000238</b>
<b>C. Knight</b>		<b>Clerk's Expenses</b>	<b>£173.38</b>		<b>£173.38</b>	<b>NATWEST 000239</b>
<b>P Takel</b>		<b>Grass Cutting</b>	<b>£130.00</b>	<b>£0.00</b>	<b>£130.00</b>	<b>NATWEST 000240</b>
<b>Exmoor Community Bus</b>		18/06/13 Tiverton	£22.00	£0.00	£22.00	
		02/07/13 Tiverton	£21.20	£0.00	£21.20	
		<b>TOTAL COMMUNITY BUS CHARGES</b>	<b>£43.20</b>	<b>£0.00</b>	<b>£43.20</b>	<b>NATWEST 000241</b>



PAYEE	INVOICE	EXPENSE	VALUE	VAT	NET	CHEQUE NUMBER
<b>TOTAL FOR MONTH</b>			<b>£705.45</b>	<b>£2.85</b>	<b>£708.30</b>	

### 13/080/02 Annual Accounts

The Annual Accounts for the year 2012/13 were presented and approved unanimously as follows:

## Brushford Parish Council Annual Accounts 2012 - 2013

### Annual Expense

ANNUAL EXPENSE	YTD	%
<b>STAFF COSTS</b>	<b>£2,999.64</b>	<b>36.02%</b>
MAINTENANCE	£1,750.88	21.02%
GRANTS	£50.00	0.60%
SUBSCRIPTIONS	£0.00	0.00%
INSURANCE	£310.63	3.73%
BRUSHFORD ACTIVITY GROUP	£0.00	0.00%
ADVERTISING/WEB	£0.00	0.00%
MISC EXPENSE	£2,855.30	34.28%
RENT	£169.00	2.03%
PARISH PLAN EXPENSE	£193.03	2.32%
<b>TOTAL OTHER COSTS</b>	<b>£5,328.84</b>	<b>63.98%</b>
<b>TOTAL</b>	<b>£8,328.48</b>	<b>100.00%</b>

### Annual Income

DATE	DEBTOR	AMOUNT	CUMULATIVE
<b>1st April 2012</b>	<b>Opening Balance</b>	<b>£2,198.24</b>	<b>£2,198.24</b>
30 Apr 2012	WSC Precept Pt 1	£4,375.00	£6,573.24
28 Sep 2011	WSC Precept Pt 2	£4,375.00	£10,948.24
	<b>TOTAL PRECEPT</b>	<b>£8,750.00</b>	
11 May 2012	D Jubilee repayment	£319.00	£11,267.24
11 Jul 2012	Gritter Repayment	£715.93	£11,983.17
22 Jan 2013	Gritter Grant	£500.00	£12,483.17
	<b>TOTAL OTHER RECEIPTS</b>	<b>£1,534.93</b>	
	<b>TOTAL ALL RECEIPTS</b>	<b>£12,483.17</b>	
	<b>LESS TOTAL EXPENSE</b>	<b>(£8,328.48)</b>	<b>£4,154.69</b>
	<b>BALANCE CARRIED FWD</b>	<b>£4,154.69</b>	<b>£4,154.69</b>

MONTHLY EXPENSE	April	May	June	July	August	September	October	November	December	January	February	March	TOTAL
<b>STAFF COSTS</b>	<b>£246.17</b>	<b>£246.17</b>	<b>£246.17</b>	<b>£0.00</b>	<b>£492.34</b>	<b>£246.17</b>	<b>£246.17</b>	<b>£246.17</b>	<b>£246.17</b>	<b>£246.17</b>	<b>£288.92</b>	<b>£249.02</b>	<b>£2,999.64</b>
MAINTENANCE		£130.00	£138.75	£65.00	£879.13	£130.00	£65.00		£42.00			£301.00	<b>£1,750.88</b>
GRANTS				£50.00									<b>£50.00</b>
SUBSCRIPTIONS													<b>£0.00</b>
INSURANCE		£310.63											<b>£310.63</b>
BRUSHFORD ACTIVITY GROUP													<b>£0.00</b>
ADVERTISING/WEB													<b>£0.00</b>
MISC EXPENSE	£102.94	£351.10	£4.94	£251.25	£358.05		£176.07	£1,233.95	£126.60	£53.40	£197.00		<b>£2,855.30</b>
RENT	£25.00									£144.00			<b>£169.00</b>
COMMUNITY BUS					£15.24	£30.48		£37.40			£86.96	£22.95	<b>£193.03</b>
<b>TOTAL OTHER COSTS</b>	<b>£127.94</b>	<b>£791.73</b>	<b>£143.69</b>	<b>£366.25</b>	<b>£1,252.42</b>	<b>£160.48</b>	<b>£241.07</b>	<b>£1,271.35</b>	<b>£168.60</b>	<b>£197.40</b>	<b>£283.96</b>	<b>£323.95</b>	<b>£5,328.84</b>
													<b>£0.00</b>
<b>TOTAL</b>	<b>£374.11</b>	<b>£1,037.90</b>	<b>£389.86</b>	<b>£366.25</b>	<b>£1,744.76</b>	<b>£406.65</b>	<b>£487.24</b>	<b>£1,517.52</b>	<b>£414.77</b>	<b>£443.57</b>	<b>£572.88</b>	<b>£572.97</b>	<b>£8,328.48</b>

### **13/081 WEST SOMERSET LOCAL PLAN CONSULTATION**

The Clerk reported that the proposals agreed at the last meeting had been communicated to the Planning Dept in Williton and that there had been no further communication on the subject.

### **13/082 PARISH MAINTENANCE**

#### **13/082/01 Road Signage**

The Clerk reported that the District Council had indicated that the renewal of Road Signs would be carried out later in the financial year. It was therefore decided that the plan to carry out the work ourselves would be put on hold for the time being.

#### **13/082/02 Pedestrian Crossing Proposal**

Councillor Nicholson had reported that the documentation on this proposal was still awaited.

#### **13/082/03 Permanent Speed Indicator**

Councillor Nicholson had reported that the documentation on this proposal was still awaited.

#### **13/082/04 Flooding in Ellersdown Lane**

It was reported that the digger was now on site and it was hoped that work would commence.

#### **13/082/05 Flood Alleviation Work in Exebridge**

It was reported that there had been no update from Mr Woodhead on the proposed works, despite the work opposite the Anchor Inn being completed. Councillor Prouse agreed to progress.

### **13/083 PARISH WELFARE**

#### **13/083/01 Blood Donor Service**

Councillor Takel reported that the Blood Donor Service had permanently withdrawn their booking of the Parish Hall as the service was being withdrawn.

It was agreed that the Clerk should write to request clarification.

### 13/083/02 Defibrillator Purchase

It was confirmed that the Trustees and management Committee of the Barnet Trust had agreed unanimously to wind up the Trust on the understanding that the available funds would be put towards the purchase of a defibrillator.

The cost of the installation of this equipment, supplied by the South West Ambulance Trust was Cost of the planned unit

and heated cabinet, together with all training and (possibly) service of the unit is £2,220.00

Funds released by the agreed winding up of the Barnett Trust amount to - £1,465.00

Difference - £ 755.00

Possible VAT refund - £ 370.00

Possible funding gap - **£ 385.00**

It was agreed that Councillor Takel would gain approval from the Parish Hall Trustees to install the defibrillator at the Parish Hall.

Councillor Ross alerted the Council that the current "First Responder" service by the Fire Brigade may be withdrawn due to cuts and reorganisation of the Devon & Somerset Fire Service.

### 13/083/03 New Garden

The following suggestions were put forward:

- i) A slate, not tiled roof
- ii) A seat round the tree
- iii) A Hop-Scotch area
- iv) Position the "pergola" at an angle for better viewing.

### 13/084 PLANNING APPLICATIONS

#### 13/084/01 The Torrs, Brushford : Application Reference No: 3/04/13/004

This application was approved with no conditions

**13/084/02 Lower Langridge Farm**

The Clerk confirmed that this application had been approved.

**113/085 MEETINGS**

Councillor Martyn reported on the Exmoor Forum Meeting held at Winsford:

**i) Badger Cull**

The police had reported that there had been a particularly vociferous intimidation campaign by protestors on a farming family, but that this had now ceased due to police action.

**ii) Housing Association**

Magna Housing's management had reported that the new "Bedroom Tax" was accelerating a move away from three-bedroomed homes. A number of properties had been sold in order to finance new 1 and 2 bedroomed properties to address this situation.

**13/086 REPORTS FROM COUNCILLORS**

Councillor Ross reported as follows"

- i) Central Government had provided £83k additional benefit funding to alleviate the financial pressure of the "Bedroom Tax"
- ii) Police had reported one incident in Dulverton and none in Brushford
- iii) Councillor Morse reported that the pathway behind The Green that runs to Sulley's Lane and the church had become badly overgrown. It was agreed that Mr Takel would be asked to carry out the necessary hedge trimming and grass cutting work.

**13/087 DATE OF NEXT MEETING**

The next Parish Council Meeting will take place on Tuesday, October 8th at 6.30 pm in the Parish Hall.

Signed

.....

N Prouse, Chairman

October 8th., 2013



## BRUSHFORD PARISH COUNCIL

### Minutes of the October Meeting of Brushford Parish Council

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

#### 13/088 PRESENT

The following attended the meeting:

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

In the Chair: Mr. N Prouse.

In Attendance: Mr. C Knight, Clerk.

Members of the Public : One

#### 13/089 DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 13/090 DEFERMENT OF BUSINESS

Mrs B Wilson reported as follows:

- The planned Road Safety Workshop for the village children had been cancelled and will be rebooked
- A rope swing had been erected in Jubilee Gardens. As this is not covered by Council insurance, it was agreed to have it removed.
- The Community Bus operation had been busy due to the closure of the Co-op Dulverton for refurbishment.
- A Speed Watch was planned for October 11th

**13/091 DECLARATIONS OF INTEREST**

There were no declarations of interest

**13/092 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Martyn and belated apologies from Councillor Ross

**13/093 APPROVAL OF THE MINUTES OF THE LAST PARISH COUNCIL MEETING**

The Minutes of the meeting held on September 10th., were approved and signed by the Chairman.

**13/094 MATTERS ARISING**

There were no matters arising

**13/095 SALC TRAINING**

The upcoming Training Proposals provided by SALC were discussed and it was agreed that there was no necessity to attend

**13/096 FINANCIAL REPORT****13/096/01 Payments**

The following payments due were approved and relevant cheques signed:

PAYEE	INVOICE NO	EXPENSE	VALUE	VAT	NET	CHEQUE NUMBER
		Clerk's Wages	£344.62		£344.62	
		D Tonks Monthly Fee	£14.25	£2.85	£17.10	
<b>Douglas Tonks</b>		<b>Total Wages &amp; Admin</b>	<b>£358.87</b>	<b>£2.85</b>	<b>£361.72</b>	<b>NATWEST 000242</b>
<b>C. Knight</b>		<b>Clerk's Expenses</b>	<b>£72.30</b>		<b>£72.30</b>	<b>NATWEST 000243</b>
<b>P Takel</b>		<b>Grass &amp; Hedge Cutting</b>	<b>£105.00</b>	<b>£0.00</b>	<b>£105.00</b>	<b>NATWEST 000244</b>
<b>Exmoor Community Bus</b>		<b>4 Trips</b>	<b>£130.00</b>	<b>£0.00</b>	<b>£130.00</b>	<b>NATWEST 000245</b>



PAYEE	INVOICE NO	EXPENSE	VALUE	VAT	NET	CHEQUE NUMBER
Claire Savill		Brushford Post Printing	£57.00	£0.00	£57.00	NATWEST 000246
Grant Thornton		Annual Audit Charge	£100.00	£20.00	£120.00	NATWEST 000247
<b>TOTAL FOR MONTH</b>			<b>£823.17</b>	<b>£22.85</b>	<b>£846.02</b>	

### 13/096/02 Audit Report

The Clerk reported that the Internal and External Audits had been completed and were signed off.

### 13/097 PARISH MAINTENANCE

#### 13/097/01 Finger Post Signage, Pedestrian Crossing & Permanent Speed Indicator

Councillor Nicholson reported that :

- Forms from the authorities had been received for the pedestrian crossing and that an inspection would be carried out. Support for the Crossing will need to be garnered from the community.
- The bids for the permanent speed indicator is being prepared.
- There was no news yet on Finger Post painting.

#### 13/097/02 "Welcome to Brushford" Signs

Councillor Takel reported that she had received a quote for "Welcome" signs which was between £225 to £700 dependant upon size.

It was agreed that the Clerk would draw up artwork and secure quotes from Anchor Safety Signs and the Royal British Legion Group.

#### 13/097/03 Ellersdown Lane

It was reported that the drains had been connected up to the road drain and appeared to be operating normally.

It was noted that there may still be a problem with water coming off the track to the TV mast. To be monitored

**13/098 PARISH WELFARE****13/098/01 Blood Donor Service**

While there had been no reply to the Council's letter, it was noted that the Hall and the participants had received notification that the service would cease.

**13/098/02 Defibrillator**

It was noted that there was a minor shortfall on the funding for the defibrillator, having taken the Barnett Trust Funds into account. Councillor Nicholson confirmed that there were no "Community" Funds available from her budget.

It was agreed that Councillor Morse would ascertain if funds might be forthcoming from NADFAS and that consideration should be given to raising the funds from a raffle.

**13/098/03 New Garden**

It was agreed that the Clerk should pursue this project.

**13/099 PLANNING APPLICATIONS**

There were no Planning Applications for consideration.

**13/100 MEETING REPORTS**

There were no Meetings for consideration.

**13/101 REPORTS FROM COUNCILLORS**

Councillor Nicholson reported as follows:

- The County Council was still struggling to cope with their reduced budgets.
- A major root and branch review of Children's Services and Centres was under review, including the 30% of the budget which is spent on building repairs. She also noted that despite the 41 Children's Centres in the County, there were a total of 150 locations where such services were provided.

**13/102 BUSINESS FOR NEXT MEETING**

The proposed changes by the Fire Service to First Response is to be reviewed.

**13/103 DATE OF NEXT MEETING**

Tuesday, November 12th.

Signed

.....

F Takel, Vice Chairman

November 12th., 2013



**BRUSHFORD PARISH COUNCIL**

**Minutes of the October Meeting of Brushford Parish Council**

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

**13/104 PRESENT**

The following attended the meeting:

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

In the Chair: Mrs.F Takel

In Attendance: Mr. C Knight, Clerk PCSO B Stephens

Members of the Public : Four

**13/105 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**13/106 DEFERMENT OF BUSINESS**

**13/106/01 Police Report**

PCSO Bryan Stephens of the Dulverton Police Force reported as follows:

- The vehicle stolen earlier from Brushford had been found and returned to the owner. The perpetrator had been caught.
- The speeding vehicle clocked a few weeks ago at 60mph+ through Brushford had been summoned to court

**13/106/02 Ceri Keene**

Mrs Keene thanked the Council for their nomination of her for this year's Chairman's Award for Service to the Community.

She reported that she and Jane Erith were working on a "Welcome to Brushford" pack for issuing to new members of the community. This would take the form of computer generated literature (as the quantities would be necessarily small) and would include items such as :

- The Parish Plan
- Useful phone numbers
- Church services
- Transport
- Societies & Entertainment
- Eating Out
- Local Tradespeople
- Education
- etc

This initiative was welcomed strongly by members of the Council and will proceed.

**13/107 APOLOGIES FOR ABSENCE**

Apologies had been received from Messrs Ross and Prouse

**13/108 DECLARATIONS OF INTEREST**

There were no Declarations of Interest

**13/109 APPROVAL OF THE MINUTES OF THE LAST PARISH COUNCIL MEETING**

The Minutes of the meeting held on October 12th., were approved and signed by the Chairman.

**13/110 MATTERS ARISING****13/110/01 Speed Gun**

Councillor Wilson reported that a quotation was awaited from the local police for a Speed Gun.

**13/110/02 Defibrillator**

It was agreed that a quotation should be secured for the installation of the heated cabinet for the defibrillator.

Mr Gillison pointed out that it would be advisable to write to Mrs T Jones to thank her for the kind offer of financial assistance in the purchase and Council agreed that this should be done.

Mr Gillison also pointed out that there was training available from the British Heart Foundation. However, it was noted that the training of operators of the defibrillator was part and parcel of the fees to the South West Ambulance Service.

**13/110/03 New Garden**

The Clerk presented a rough costing for the new garden as follows:

<b>Gazebo</b>	£10,000.00	
<b>Remembrance Plaque</b>	£750.00	
<b>Total</b>		<b>£10,750.00</b>
<b>CONSTRUCTION</b>		
Garden Clearance	£1,000.00	
Concrete Base	£750.00	
Building/Construction Costs	£1,000.00	
<b>TOTAL CONSTRUCTION</b>		<b>£2,750.00</b>
<b>GRAND TOTAL</b>		<b>£13,500.00</b>

It was noted that in addition to the above, costs for "fencing off" and other ancillary costs should be taken into account, together with the flag pole and flag costs etc.

Ms Erith had kindly secured the names of the First World War fallen from the Parish and Councillor Wilson undertook to attempt to secure similar information covering the Second World War from the local British Legion.

It was agreed that grants would be sought from the following:

- The National Park
- The Cave Trust
- Awards for All
- War Memorials Trust

### 13/111 FINANCIAL REPORT

The following payments were presented and approved for payment:

PAYEE	INVOICE	EXPENSE	VALUE	VAT	NET	CHEQUE NUMBER
		Clerk's Wages	£344.62		£344.62	
		D Tonks Monthly Fee	£14.25	£2.85	£17.10	
<b>Douglas Tonks</b>		<b>Clerk Wages and Administration</b>	<b>£358.87</b>	<b>£2.85</b>	<b>£361.72</b>	<b>NATWEST 000248</b>
<b>Exmoor Community Bus</b>		<b>3 Trips</b>	<b>£85.60</b>	<b>£0.00</b>	<b>£85.60</b>	<b>NATWEST 000249</b>
<b>Amhurst &amp; Shapland</b>		<b>Internal Audit</b>	<b>£126.00</b>		<b>£126.00</b>	<b>NATWEST 000250</b>
<b>Brushford Parish Hall</b>		<b>Meeting Room Rent (Jul-Dec &amp; Jan-Mar 14)</b>	<b>£108.00</b>		<b>£108.00</b>	<b>NATWEST 000251</b>
<b>South Western Ambulance Service</b>		<b>Defibrillator, Cabinet &amp; Training</b>	<b>£1,933.33</b>	<b>£386.67</b>	<b>£2,320.00</b>	<b>NATWEST 000252</b>
<b>TOTAL FOR MONTH</b>			<b>£2,611.80</b>	<b>£389.52</b>	<b>£3,001.32</b>	

### **13/112 PLANNING APPLICATIONS**

#### **13/112/01 Planning application 3/04/13/009 on Wildanhow Lodge, Brushford, Dulverton, TA22 9AW**

This application was considered by Council and approved with no conditions.

### **13/113 REPORTS FROM COUNCILLORS**

Councillor Nicholson reported as follows:

#### **13/113/01 Pedestrian Crossing**

This will probably not be a Zebra Crossing, but rather a less stringent measure

The application will shortly be made to SCC (one of two from Councillor Nicholson, but one of over 110 in the County). The SID results have been most helpful in stating the case, but in the longer term, provided the application overcomes the initial stage, will require a Village/Community Consultation

The next steps are to await the outcome of the initial application and the selection of preferred schemes by SCC. Thereafter, we shall have to move to a Village/Community Meeting and Consultation.

#### **13/113/02 Children's Centres in Somerset**

Councillor Nicholson reported that there were 151 sites and 41 Children's Centres within the county, but that a universal service was no longer sustainable, with 58% of the annual budget being spent on administration.

County plans to deliver a similar service, but needs to reduce the Administration and Building Repairs expenditure. They plan to keep 23 of the 41 centres, but the Dulverton Centre will be changed, with no change to current Nursery provision.

An announcement is imminent on the full changes planned.

Councillor Ross reported as follows:

#### **13/113/03 Merger of District Councils**

The WSC today voted for the "merger" of West Somerset District Council and Taunton Deane Borough Council . This will result in a sharing of services and joint management with Taunton Deane. Importantly, the two Councils will continue to operate as separate entities.

### **13/114 DATE OF NEXT MEETING**

The next Parish Council Meeting will be held on Tuesday, December 10th at 6.30pm



Signed

.....

N Prouse, Chairman

December 10th., 2013



**BRUSHFORD PARISH COUNCIL**

**Minutes of the December Meeting of Brushford Parish Council**

**held at the Parish Hall, Brushford on Tuesday, December 10th., 2013**

**13/115 PRESENT**

The following attended the meeting:

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

In the Chair: Mr N Prouse

In Attendance: Mr. C Knight, Clerk

Members of the Public : One

**13/116 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**13/117 DEFERMENT OF BUSINESS**

**13/106/01 Parish Hall**

Mrs Ceri Keene requested on behalf of the Parish Hall Committee, for consideration to the introduction of a Disabled Parking Bay(s) at the front of the Parish Hall, on Brushford New Road.

This was enthusiastically accepted by the Council and it was agreed that the Clerk should approach County Highways to arrange implementation.

### 13/118 APOLOGIES FOR ABSENCE

Apologies were received from Mrs F Nicholson and Mr N Morse

### 13/119 APPROVAL OF THE MINUTES OF THE LAST PARISH COUNCIL MEETING

The Minutes of the meeting held on November 12th., were approved and signed by the Chairman.

### 13/120 MATTERS ARISING

#### 13/120/01 Speed Gun

Mr Wilson reported that a quotation for the purchase of a Speed Gun was awaited from PCSO Katherine Williams


#### 13/120/02 British Legion Information

Mr Wilson reported that a search was ongoing to ascertain members of the Brushford Community who fell in the First World War.

### 13/121 FINANCIAL REPORT

#### 13/121/Payment Authorisation

The following payments were approved and cheques signed:

PAYEE	INVOICE NO	EXPENSE	VALUE	VAT	NET	CHEQUE NUMBER
		Clerk Wages	£344.62		£344.62	
		D Tonks Monthly Fee	£14.25	£2.85	£17.10	
<b>Douglas Tonks</b>		<b>Clerk Wages and Administration</b>	<b>£358.87</b>	<b>£2.85</b>	<b>£361.72</b>	
<b>Inf Commissioner's Office</b>		<b>Data Protection Act : Annual Chge</b>	<b>£35.00</b>		<b>£35.00</b>	

PAYEE	INVOICE NO	EXPENSE	VALUE	VAT	NET	CHEQUE NUMBER
C Knight		Expenses	£200.13		£200.13	
<b>TOTAL FOR MONTH</b>			<b>£594.00</b>	<b>£2.85</b>	<b>£596.85</b>	

### 13/121/02 2014 Budget

The Clerk presented the draft budget for 2014 as follows:

	YEAR END 2013/14	2014/15 FORECAST
<b>STAFF COSTS</b>	<b>£4,227.94</b>	<b>£4,500.00</b>
MAINTENANCE	£1,000.00	£1,100.00
GRANTS	£550.00	£550.00
SUBSCRIPTIONS	£132.02	£150.00
INSURANCE	£309.04	£320.00
BRUSHFORD ACTIVITY GROUP	£109.97	£250.00
ADVERTISING/WEB	£0.00	
MISC EXPENSE	£4394.13	£2,000.00
RENT	£133.00	£150.00
COMMUNITY BUS	£215.60	£250.00
Dog Bins		£500.00
<b>TOTAL OTHER COSTS</b>	<b>£6,843.76</b>	<b>£5,270.00</b>
<b>TOTAL</b>	<b>£11,071.7</b>	<b>£9,770.00</b>
<b>PRECEPT</b>	<b>£8714.24</b>	<b>£9770.00</b>

It was agreed that the Council would give consideration to the Draft Budget above, taking into account the effect on Council Tax. The budget is to be confirmed at the next meeting.

### **13/122 PARISH WEFARE**

#### **13/122/01 Defibrillator**

Clerk reported that the deeper investigation of quote for the proposed purchase of a defibrillator supplied by South West Ambulance Service had revealed that the “purchase” was in actual fact a four year lease. This means that the *rental* cost of the defibrillator would be approx £400 per annum and would be renewable in four years time, when a further 4 years rental would be due (approx £1600).

Council discussed this in detail and agreed that an alternative quotation should be sought. It was noted that Williton had recently purchased a defibrillator and it was agreed that guidance would be sought from the Williton Clerk. The Clerk to action and report to Council.

### **13/123 PLANNING APPLICATIONS**

There were no Planning Applications

### **13/124 MEETINGS**

There were no meetings in the month

### **13/125 REPORTS FROM COUNCILLORS**

#### **13/125/01 Councillor Ross**

Councillor Ross reported that the proposed changes to schooling arrangements in Dulverton and Exford were discussed in detail at the recent meeting of the Dulverton Town Council.

He also reported that the new “Youth Council” were planning to re-investigate the feasibility of a Cycle Path between Dulverton and Brushford.

#### **13/125/02 Councillor Heywood**

Councillor Heywood reported that the merger with Taunton Deane Borough Council was in progress and that appointments were being made for internal management positions from existing staff.

He also reported that the new Chief Executive, Penny James, would be visiting the area on March 3rd., 2014.

**13/126 DATE OF NEXT MEETING**

The next meeting of the Parish Council is to take place on Tuesday, January 14th in the Parish Hall at 6.30 pm.

Signed

.....

N Prouse Chairman

January 14th 2014

