



**BRUSHFORD PARISH COUNCIL**

**CORONAVIRUS EMERGENCY**

**UNDER THE RESTRICTIONS OF THE CORONAVIRUS EMERGENCY, THE COUNCIL IS UNABLE TO MEET.**

**DECISIONS HAVE BEEN MADE, FOLLOWING A FULL EXCHANGE OF VIEWS , OBSERVATIONS AND DECISIONS VIA EMAIL,**

**THE CONTENTS OF WHICH ARE HELD ON FILE.**

**CONFIRMATION OF THE DECISIONS TAKEN DURING THE MONTH ENDING APRIL 14TH 2020**

**20/001 PARTICIPATING COUNCILLORS**

The following took part in email exchanges, copies of which are held on file, to take the decisions necessary :

Parish Councillors: Councillors Mr N Prouse, Mrs S Cookson, Mrs F Takel, Mrs J Sandiford, Mr D Garth, Mrs J Aldridge, Mr H Albery

Clerk : C Knight

**20/002 GRANT APPLICATION : EXMOOR PRESCRIPTION DELIVERY SERVICE**

The Exmoor Prescription Delivery Service is run by volunteers, working from the Exmoor Medical Centre, delivering prescriptions to patients who cannot attend their pharmacy. However, the vehicle used is in urgent need of replacement and the group has requested financial support in this regard.

The council considered this request via email and it was unanimously agreed to provide a grant of £250.00.

### 20/003 DULVERTON FOOD BANK

In the light of the current coronavirus emergency, a group, known as Dulverton Good Neighbours has been established in order to set up a food bank in Dulverton, with funds already promised by Dulverton Town Council.

The council considered this request, again by exchange of emails, and unanimously agreed to providing £500.00 in support of this worthy initiative.

### 20/004 PAYMENT AUTHORISATION

The following payments were authorised via an email string and signed by the chair and vice chair:

PAYEE	INVOICE NO.	EXPENSE	NET	VAT	GROSS	CHEQUE NUMBER
Amherst & Shapland		Staff Wages	£412.23		£412.23	
		Amherst & Shapland monthly fee	£12.50	£2.50	£15.00	
		<b>Total Staff Wages and Administration</b>	<b>£424.73</b>	<b>£2.50</b>	<b>£427.23</b>	<b>NATWEST 000584</b>
Exmoor Creative LLP		<b>Website management and updates Dec - March</b>	<b>£75.00</b>		<b>£75.00</b>	<b>NATWEST 000585</b>
Mr P Takel		<b>2 x grass cut @ £70 + 2 x maintenance @ £10</b>	<b>£160.00</b>		<b>£160.00</b>	<b>NATWEST 000586</b>
Dulverton Good Neighbours		<b>Grant for Dulverton Food Bank</b>	<b>£500.00</b>		<b>£500.00</b>	<b>NATWEST 000587</b>
Exmoor Medics		<b>Grant for Prescription Delivery Service</b>	<b>£250.00</b>		<b>£250.00</b>	<b>NATWEST 000588</b>
<b>TOTAL</b>			<b>£1,409.73</b>	<b>£2.50</b>	<b>£1,412.23</b>	

Approved via Email. String Held on File.



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**THE CONTENTS OF WHICH ARE HELD ON FILE.**

### **CONFIRMATION OF THE DECISIONS TAKEN DURING THE MONTH ENDING MAY 18TH 2020**

#### **20/005 PARTICIPATING COUNCILLORS**

The following took part in email exchanges, copies of which are held on file, to take the decisions necessary :

Parish Councillors: Councillors Mr N Prouse, Mrs S Cookson, Mrs F Takel, Mrs J Sandiford, Mr D Garth, Mrs J Aldridge, Mr H Albery

Clerk : C Knight

#### **20/006 COUNCIL INSURANCE**

The Council received three insurance renewal quotations from its borer, Came and Company, as follows:

Pen Underwriting Limited

£305.50 + £50.00 Administration Fee

Hiscox	£544.24 + £50.00 Administration Fee
Ecclesiastical	£328.61 + £50.00 Administration Fee

It was agreed that the Council should proceed with the Ecclesiastical quotation and take on a 3 year agreement , saving £ 16.43 per annum. The total cost (including administration) will therefore total £362.18.

## 20/007 PLANNING APPLICATIONS

### 20/007/01 Application Ref Planning application 3/04/20/002 on Land adjacent to Panarama House, Brushford, Dulverton, TA22 9AF

This is an application for the erection of a second property at this site.

This was carefully considered by the Council and it was recommended that the application should proceed, with the caveats established on the previous application for this site regarding the potential sewage overload situation that has previously occurred at this location.

## 20/008 PAYMENT AUTHORISATION

The following due payments were approved and the relevant cheques signed:

PAYEE	INVOICE NO.	EXPENSE	NET	VAT	GROSS	CHEQUE NUMBER
<b>Amherst &amp; Shapland</b>		Staff Wages	£412.23		£412.23	
		Amherst & Shapland monthly fee	£12.50	£2.50	£15.00	
		<b>Total Staff Wages and Administration</b>	<b>£424.73</b>	<b>£2.50</b>	<b>£427.23</b>	<b>NATWEST 000589</b>
<b>Mr P Takel</b>		<b>2 x grass cut @ £70 + 2 x maintenance @ £10</b>	<b>£160.00</b>		<b>£160.00</b>	<b>NATWEST 000590</b>
<b>Came &amp; Company</b>		<b>Annual Council Insurance renewal</b>	<b>£378.61</b>		<b>£378.61</b>	<b>NATWEST 000591</b>
<b>Somerset West &amp; Taunton Council</b>		<b>Uncontested Parish Election Fee</b>	<b>£100.00</b>		<b>£100.00</b>	<b>NATWEST 000592</b>
<b>TOTAL</b>			<b>£1,063.34</b>	<b>£2.50</b>	<b>£1,065.84</b>	

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N PROUSE, CHAIRMAN



## **BRUSHFORD PARISH COUNCIL**

### **CORONAVIRUS EMERGENCY**

**UNDER THE RESTRICTIONS OF THE CORONAVIRUS EMERGENCY, THE COUNCIL IS UNABLE TO MEET.**

**DECISIONS HAVE BEEN MADE, FOLLOWING A FULL EXCHANGE OF VIEWS , OBSERVATIONS AND DECISIONS VIA EMAIL,**

**THE CONTENTS OF WHICH ARE HELD ON FILE.**

### **CONFIRMATION OF THE DECISIONS TAKEN DURING THE MONTH ENDING JUNE 12TH 2020**

#### **20/009 PARTICIPATING COUNCILLORS**

The following took part in email exchanges, copies of which are held on file, to take the decisions necessary :

Parish Councillors: Councillors Mr N Prouse, Mrs S Cookson, Mrs F Takel, Mrs J Sandiford, Mr D Garth, Mrs J Aldridge, Mr H Albery

Clerk : C Knight

#### **20/010 FINANCIAL REPORT**

##### **20/010/01 Payment Authorisation**

The following payments were approved and the relevant cheques raised and signed:

PAYEE	INVOICE NO.	EXPENSE	NET	VAT	GROSS	CHEQUE NUMBER
Amherst & Shapland		Staff Wages	£412.23		£412.23	
		Amherst & Shapland monthly fee	£12.50	£2.50	£15.00	
		<b>Total Staff Wages and Administration</b>	<b>£424.73</b>	<b>£2.50</b>	<b>£427.23</b>	<b>NATWEST 000593</b>
Mr P Takel		<b>2 x grass cut @ £70 + 2 x maintenance @ £10</b>	<b>£160.00</b>		<b>£160.00</b>	<b>NATWEST 000594</b>
Somerset West and Taunton Council		<b>Annual rent for the play area in Jubilee Gardens</b>	<b>£25.00</b>		<b>£25.00</b>	<b>NATWEST 000595</b>
<b>TOTAL</b>			<b>£609.73</b>	<b>£2.50</b>	<b>£612.23</b>	

## 20/011 PLANNING APPLICATIONS

### 20/011/01 Planning application 3/04/20/002 on Land adjacent to Panarama House, Brushford, Dulverton, TA22 9AF

This application was approved by councillors, subject to the earlier caveat on sewage disposal precautions, namely:

#### **Sewage Disposal**

The meeting noted that following the establishment of the apartments at the Carnarvon Arms, the sewage system in the vicinity experienced some blockage and back-up problems. It is therefore recommended that particular attention should be paid to this subject on this application.

### 20/011/02 Planning application 3/04/20/002 on Land adjacent to Panarama House, Brushford, Dulverton, TA22 9AF

This application was considered by councillors and there was no objections for it to proceed, but with the same observations on sewage disposal to be considered.

### 20/011/03 Planning application 3/04/20/005 on Ellesboro, Brushford, Dulverton, TA22 9AW

This application was considered by councillors and there were no objections raised.

20/011/03 Planning application 3/04/20/004 on Oldways End Methodist Church, Oldways End, Brushford, Tiverton, EX16 9JQ

This application was approved remotely.

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N PROUSE, CHAIRMAN





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**THE CONTENTS OF WHICH ARE HELD ON FILE.**

**CONFIRMATION OF THE DECISIONS TAKEN DURING THE MONTH ENDING JULY 15TH 2020**

**20/021 PARTICIPATING COUNCILLORS**

The following took part in email exchanges, copies of which are held on file, to take the decisions necessary :

Parish Councillors: Councillors Mr N Prouse, Mrs S Cookson, Mrs F Takel, Mrs J Sandiford, Mr D Garth, Mrs J Aldridge, Mr H Albery

Clerk : C Knigh

**20/022 FINANCIAL REPORT****20/022/01 Payment Authorisation**

The following payments were approved and the relevant cheques raised and signed:

PAYEE	INVOICE NO.	EXPENSE	NET	VAT	GROSS	CHEQUE NUMBER
<b>Amherst &amp; Shapland</b>		Staff Wages	£412.23		£412.23	
		Amherst & Shapland monthly fee	£12.50	£2.50	£15.00	
		<b>Total Staff Wages and Administration</b>	<b>£424.73</b>	<b>£2.50</b>	<b>£427.23</b>	<b>NATWEST 000596</b>
<b>Mr P Takel</b>		<b>3x grass cut @ £70 + 3 x maintenance @ £10</b>	<b>£240.00</b>		<b>£240.00</b>	<b>NATWEST 000597</b>
<b>SALC</b>		<b>SALC &amp; NALC Annual Affiliation fees</b>	<b>£150.73</b>		<b>£150.73</b>	<b>NATWEST 000598</b>
<b>TOTAL</b>			<b>£815.46</b>	<b>£2.50</b>	<b>£817.96</b>	

**20/023 JUBILEE GARDENS**

The council has carefully considered the government instructions in regard to the reopening of play areas and has regrettably concluded that as the strict terms cannot be adhered to, the gardens and play court should remain closed.

It was further agreed that the grounds should have the annual ROSPA inspection carried out and that the possible replacement of the play items should be reviewed, once the inspection has been completed.

**20/024 JUNE MINUTES**

The minutes of the remote meeting relating to decisions made in June, dated June 12th were approved remotely.

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N PROUSE, CHAIRMAN



**BRUSHFORD PARISH COUNCIL**

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**THE CONTENTS OF WHICH ARE HELD ON FILE.**

**CONFIRMATION OF THE DECISIONS TAKEN DURING THE MONTH ENDING AUGUST 20TH 2020**

**PARTICIPATING COUNCILLORS**

The following took part in email exchanges, copies of which are held on file, to take the decisions necessary :

Parish Councillors: Councillors Mr N Prouse, Mrs S Cookson, Mrs F Takel, Mrs J Sandiford, Mr D Garth, Mrs J Aldridge, Mr H Albery

Clerk : C Knight

**20/025 ANNUAL RETURN**

The annual return for 2019/20 as presented and approved by the council and the documentation sent on to the external auditor. Copies will be posted on the council's website:

## Annual Internal Audit Report 2019/20

ENTER NAME OF AUTHORITY

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick 'not covered')			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

10/08/20

DD/MM/YY

Name of person who carried out the internal audit

ANTHONY O PORTER AUDITOR

Signature of person who carried out the internal audit

Date

10/08/2020

\*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

BRUSHFORD PARISH COUNCIL

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		Yes means that this authority
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

20/08/2020

and recorded as minute reference:

20/205

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

brushfordparishcouncil.org.uk

AUTHORITY WEBSITE ADDRESS



## Section 2 – Accounting Statements 2019/20 for

## BRUSHFORD PARISH COUNCIL

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	6203	2,055	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	14,000	21,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	8,000	NIL	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	4,654	5,127	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	21,495	8,274	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	2,055	9,654	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	2,055	9,654	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	9,986	11,488	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGN

Date

20/08/20

I confirm that these Accounting Statements were approved by this authority on this date:

20/08/20

as recorded in minute reference:

20/205 REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

**20/026 PAYMENT AUTHORISATION**

The following due payments were approved and relevant cheques raised and signed:

PAYEE	INVOICE NO.	EXPENSE	NET	VAT	GROSS	CHEQUE NUMBER
<b>Amherst &amp; Shapland</b>		Staff Wages	£412.23		£412.23	
		Amherst & Shapland monthly fee	£12.50	£2.50	£15.00	
		<b>Total Staff Wages and Administration</b>	<b>£424.73</b>	<b>£2.50</b>	<b>£427.23</b>	<b>NATWEST 000599</b>
<b>Mr P Takel</b>		<b>2x grass cut @ £70 + x 2maintenance @ £20, Hedge cutting (all + J Gardens and Bus stop) £180</b>	<b>£360.00</b>		<b>£360.00</b>	<b>NATWEST 000600</b>
<b>TOTAL</b>			<b>£784.73</b>	<b>£2.50</b>	<b>£787.23</b>	

**20/027 PLANNING APPLICATIONS AND APPROVALS****20/027 Application No.3/04/20/006 Formation of Surface Water Attenuation Storage Associated With Residential Development in Ellersdown Lane**

This application which has been placed in line with the restrictions imposed on the original application was considered by council. No objections were raised.

**20/028 JUBILEE GARDENS**

The council considered the implications of reopening the play areas in Jubilee Gardens in the light of the easing of restrictions by the government under the Coronavirus restrictions.

It was agreed that the annual ROSPA inspection should be carried out before full consideration of requirements is carried out. The inspection should be completed by the end of August.

**20/029 JULY MINUTES**

The minutes of the remote meeting relating to decisions made in JuLY, dated June 12th were approved remotely.

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N PROUSE, CHAIRMAN



**BRUSHFORD PARISH COUNCIL**

**CORONAVIRUS EMERGENCY**

**UNDER THE RESTRICTIONS OF THE CORONAVIRUS EMERGENCY, THE COUNCIL IS UNABLE TO MEET.**

**DECISIONS HAVE BEEN MADE, FOLLOWING A FULL EXCHANGE OF VIEWS , OBSERVATIONS AND DECISIONS VIA EMAIL,**

**THE CONTENTS OF WHICH ARE HELD ON FILE.**

**CONFIRMATION OF THE DECISIONS TAKEN DURING THE MONTH ENDING SEPTEMBER 15TH 2020**

**PARTICIPATING COUNCILLORS**

The following took part in email exchanges, copies of which are held on file, to take the decisions necessary :

Parish Councillors: Councillors Mr N Prouse, Mrs S Cookson, Mrs F Takel, Mrs J Sandiford, Mr D Garth, Mrs J Aldridge, Mr H Albery

Clerk : C Knight

**20/030 PAYMENT AUTHORISATION**

The following due payments were approved and relevant cheques raised and signed:



PAYEE	INVOICE NO.	EXPENSE	NET	VAT	GROSS	CHEQUE NUMBER
Amherst & Shapland		Staff Wages	£412.23		£412.23	
		Amherst & Shapland monthly fee	£12.50	£2.50	£15.00	
		<b>Total Staff Wages and Administration</b>	<b>£424.73</b>	<b>£2.50</b>	<b>£427.23</b>	<b>NATWEST 000601</b>
Mr P Takel		<b>2x grass cut @ £70 + 2x strims @ £10.</b>	<b>£160.00</b>		<b>£160.00</b>	<b>NATWEST 000602</b>
Amherst & Shapland		Audit Fee for Annual Return	£120.00	£24.00	£144.00	NATWEST 000603
C Knight		Expenses	£85.72	£16.14	£101.86	NATWEST 000604
County Play Inspections		Annual ROSPA Inspection fee	£110.00		£110.00	NATWEST 000605
<b>TOTAL</b>			<b>£900.45</b>	<b>£42.64</b>	<b>£943.09</b>	

## 20/031 AUGUST MINUTES

The minutes of the remote meeting relating to decisions made in August dated August 20th were approved remotely.

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N PROUSE, CHAIRMAN



**BRUSHFORD PARISH COUNCIL**

**CORONAVIRUS EMERGENCY**

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**THE CONTENTS OF WHICH ARE HELD ON FILE.**

**CONFIRMATION OF THE DECISIONS TAKEN DURING THE MONTH ENDING OCTOBER 14TH 2020**

**20/032 PARTICIPATING COUNCILLORS**

The following took part in email exchanges, copies of which are held on file, to take the decisions necessary :

Parish Councillors: Councillors Mr N Prouse, Mrs S Cookson, Mrs F Takel, Mrs J Sandiford, Mr D Garth, Mrs J Aldridge, Mr H Albery

Clerk : C Knight

**20/033 PAYMENT AUTHORISATION**

The following due payments were approved and relevant cheques raised and signed:

PAYEE	INVOICE NO.	EXPENSE	NET	VAT	GROSS	CHEQUE NUMBER
Amherst & Shapland		Staff Wages x 2 (Sept & October)	£824.46		£824.46	
		Amherst & Shapland monthly fee	£25.00	£5.00	£30.00	
		<b>Total Staff Wages and Administration</b>	<b>£849.46</b>	<b>£5.00</b>	<b>£854.46</b>	<b>NATWEST 000606</b>
Mr P Takel		<b>2x grass cut @ £70 + 1 x strims @ £10.</b>	<b>£150.00</b>		<b>£150.00</b>	<b>NATWEST 000607</b>
<b>TOTAL</b>			<b>£999.46</b>	<b>£5.00</b>	<b>£1,004.46</b>	

It was noted that the cheque for the clerk's salary in September had been lost in the post and therefore cancelled. This month's payment represents the salary for both September and October.

#### 20/034 FINANCIAL POSITION

The clerk reported the current status of the council's finances as follows:

#### Annual Expense

ANNUAL EXPENSE	YTD	%
<b>STAFF COSTS</b>	<b>£2,990.61</b>	<b>48.11%</b>
MAINTENANCE	£1,390.00	22.36%
GRANTS	£750.00	12.07%
SUBSCRIPTIONS	£150.73	2.42%
INSURANCE	£378.61	6.09%
BRUSHFORD PARISH POST	£0.00	0.00%
ADVERTISING/WEB	£75.00	1.21%
MISC EXPENSE	£455.86	7.33%
RENT	£25.00	0.40%
DEFIBRILLATOR	£0.00	0.00%
<b>TOTAL OTHER COSTS</b>	<b>£3,225.20</b>	<b>51.89%</b>
<b>TOTAL</b>	<b>£6,215.81</b>	<b>100.00%</b>

### Annual Income

DATE	DEBTOR	AMOUNT	CUMULATIVE
1st April 2020	Brought forward from 2018/19	£9,654.09	£9,654.09
9th April 2020	Precept Part 1 BACS Payment	£10,500.00	£20,154.09
1st Sept 2020	201921 Cheque uncleared	£1.00	£20,155.09
16th Sept 2020	Precept Part 2 BACS Payment	£10,500.00	£30,655.09
	<b>LESS TOTAL EXPENSE</b>	<b>(£6,215.81)</b>	
	<b>BALANCE CARRIED FWD</b>	<b>£24,439.28</b>	<b>£24,439.28</b>

#### 20/035 HIGHWAYS

##### 20/035/01 Damage to old railway bridge on Back Lane

The council has been alerted to recent damage to the railway bridge by Mr. Richard Brentnall, whose property, Wildanhow adjoins the bridge. It is judged that the damage to the bridge is due to the over-use of the road by heavy vehicles which are directed along the road by satnavs.

After a site meeting with Mr Brentnall, the council will now request a formal report from SCC with a view to imposing a weight and/or width restriction on this road.

#### 20/036 SEPTEMBER MINUTES

The minutes of events occurring during September were approved by council remotely.

**20/037 OCTOBER AND NOVEMBER MEETINGS**

It was agreed that there would be no meeting in October and that decisions will continue to be made by email exchanges. A full remote (Zoom) meeting will be held in November.

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N PROUSE, CHAIRMAN



## **BRUSHFORD PARISH COUNCIL**

### **MINUTES OF THE VIRTUAL MEETING OF THE BRUSHFORD PARISH COUNCIL HELD VIA ZOOM ON TUESDAY, NOVEMBER 10TH 2020**

#### **20/038 PARTICIPATING COUNCILLORS**

The following took part in the Zoom meeting

Parish Councillors: Councillors Mr N Prouse, Mrs S Cookson, Mrs F Takel, Mrs J Sandiford, Mr D Garth, Mrs J Aldridge, Mr H Albery

In Attendance : Councillors F Nicholson and N Thwaites

Clerk : C Knight

#### **20/039 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

#### **20/040 DECLARATIONS OF INTEREST**

There were no declarations of interest made.

#### **20/041 DEFERMENT OF BUSINESS**

There were no matters under this heading.

## 20/042 OCTOBER MINUTES

The minutes summarising decisions made in October were approved as a true record.

## 20/043 FINANCIAL REPORT

### 20/043/01 Payment Authorisation

The following due payments were approved and relevant cheques raised:

PAYEE	INVOICE NO.	EXPENSE	NET	VAT	GROSS	CHEQUE NUMBER
Amherst & Shapland		Staff Wages(NOVEMBER)	£412.23		£412.23	
		Amherst & Shapland monthly fee	£12.50	£2.50	£15.00	
		<b>Total Staff Wages and Administration</b>	<b>£424.73</b>	<b>£2.50</b>	<b>£427.23</b>	<b>NATWEST 000608</b>
Information Commissioner		<b>Annual Data Protection Renewal Fee</b>	<b>£40.00</b>		<b>£40.00</b>	<b>NATWEST 000609</b>
<b>TOTAL</b>			<b>£464.73</b>	<b>£2.50</b>	<b>£467.23</b>	

### 20/043/02 2021 Budget and Precept

Clerk advised the meeting that as SW&T will require our Precept details by early January, it will be necessary to approve the budget and precept at the December meeting.

Clerk will circulate the draft budget prior to the next meeting on January 8th.

## 20/044 HIGHWAYS

### 20/044/01 Delayed drainage repairs on B3222 between Exebridge and Brushford

Clerk reported that the work which was started (and aborted) earlier in the year to alleviate flooding on the corner will now be carried out in the next financial year.

### 20/044/02 Back Lane Traffic Restriction

Following the completion of repairs to the old railway bridge on Back Lane, Brushford, advice is still awaited from SCC as to the impact these repairs will have on the load-bearing capacity of the bridge. The owner of the adjacent property, Mr Richard Brentnall has asked the parish council to consider a weight restriction on the Back Lane to

avoid further damage to the bridge, and while this is not within the competences of the parish council, advice has been sought from the bridge engineers. Clerk to progress chase.

#### **20/045 PARISH WELFARE**

##### **20/045/01 Old Phone Box in Brushford**

Ownership of the old phone box in Brushford near the Old Brushford Stores now rests with the parish council and it has now been disconnected by BT.

It was agreed that this would be moved and temporarily stored on the drive to Councillor Albery's house. Councillor Prouse to action.

##### **20/045/02 New Defibrillator in Exebridge**

This has now been installed at the entrance to the Anchor Inn and will be accessible 24/7.

It was agreed that a sign stating "Provided and Funded by the Brushford Parish Council" should be posted.

#### **20/046 JUBILEE GARDENS**

The meeting agreed that the facilities at Jubilee Gardens should remain closed to the public on Covid Security and safety grounds.

It was further agreed that the current "Tommy Tractor" and climbing frame items were unsafe and should be replaced and that consideration should be made for the inclusion of adult-related pieces of fitness equipment.

Councillor Sandiford will seek the opinions from mothers in the village.

#### **20/047 DATE OF NEXT MEETING**

The next (virtual) parish council meeting will be held via Zoom on Tuesday, December 8th at 6.30pm. Details of joining will be circulated by the clerk.

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N PROUSE, CHAIRMAN





## **BRUSHFORD PARISH COUNCIL**

### **MINUTES OF THE VIRTUAL MEETING OF THE BRUSHFORD PARISH COUNCIL HELD VIA ZOOM ON TUESDAY, DECEMBER 8TH 2020**

#### **20/048 PARTICIPATING COUNCILLORS**

The following took part in the Zoom meeting

Parish Councillors:	Councillors Mr N Prouse, Mrs S Cookson, Mrs F Takel, Mrs J Sandiford, Mr D Garth, Mrs J Aldridge, Mr H Albery
In Attendance :	Councillors F Nicholson and N Thwaites
Clerk :	C Knight

#### **20/049 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

#### **20/050 DECLARATIONS OF INTEREST**

There were no declarations of interest made.

#### **20/051 DEFERMENT OF BUSINESS**

There were no matters under this heading.

**20/052 OCTOBER MINUTES****20/052/01 Approval**

The minutes summarising decisions made in November were approved as a true record.

**20/052/02 Matters Arising**

It was agreed that the phone box should be moved when cover restrictions allowed.

**20/053 FINANCIAL REPORT****20/053/01 Payment Authorisation**

The following due payments were approved and relevant cheques raised:

PAYEE	INVOICE NO.	EXPENSE	NET	VAT	GROSS	CHEQUE NUMBER
Amherst & Shapland		Staff Wages (DECEMBER)	£412.23		£412.23	
		Amherst & Shapland monthly fee	£12.50	£2.50	£15.00	
		<b>Total Staff Wages and Administration</b>	<b>£424.73</b>	<b>£2.50</b>	<b>£427.23</b>	<b>NATWEST 000610</b>
MR P Takel		PC Contribution to tractor (gritting) Insurance	£100.00		£100.00	NATWEST 000611
Exmoor Creative LLP		Domain renewal, website support and hosting	£135.00		£135.00	NATWEST 000612
<b>TOTAL</b>			<b>£659.73</b>	<b>£2.50</b>	<b>£662.23</b>	

**20/053/02 2021/22 Precept**

Clerk presented the budget breakdown as follows:

	2016/17	2017/18	2018/19	2019/20	2020/21 F'CAST	2021/22 BUDGET
<b>STAFF COSTS</b>	<b>£4,430</b>	<b>£4,560</b>	<b>£4,654</b>	<b>£5,127</b>	<b>£5,127</b>	<b>£5,383</b>
MAINTENANCE	£1,580	£2,175	£1,200	£2,514	£1,730	£1,817
GRANTS	£1,060	£800	£600	£1,050	£750	£750
SUBSCRIPTIONS	£135	£0	£130	£20	£151	£100
INSURANCE	£310	£320	£334	£398	£379	£398
BRUSHFORD PARISH POST	£0	£690	£460	£460	£250	£500
ADVERTISING/WEB	£0	£300	£310		£210	£100
MISC EXPENSE	£1,500	£5,125	£2,747	£1,380	£1,196	£1,500
RENT	£25	£100	£25	£592	£175	£175
OTHER (INC DEFIB)	£670	£60	£60	£1,656		
J GARDENS REFURB			£15,688			£10,000
<b>TOTAL OTHER COSTS</b>	<b>£5,280</b>	<b>£9,570</b>	<b>£21,554</b>	<b>£8,069</b>	<b>£4,840</b>	<b>£15,339</b>
<b>SUB TOTAL "NORMAL" COSTS</b>	<b>£9,710</b>	<b>£14,130</b>	<b>£26,208</b>	<b>£13,196</b>	<b>£9,967</b>	<b>£20,722</b>
<b>SALTING ARRANGEMENTS</b>				£3,100		
<b>MOVING PHONE BOX</b>						
<b>VILLAGE CENTRE PROJECT</b>				£2,200		£2,500
<b>TOTAL ADDITIONAL COSTS</b>				<b>£5,300</b>		

	2016/17	2017/18	2018/19	2019/20	2020/21 F'CAST	2021/22 BUDGET
<b>GRAND TOTAL</b>	<b>£9,710</b>	<b>£14,130</b>	<b>£26,208</b>	<b>£18,496</b>	<b>£9,967</b>	<b>£23,222</b>
<b>PRECEPT</b>	<b>£10,500</b>	<b>£11,000</b>	<b>£14,000</b>	<b>£21,000</b>	<b>£21,000</b>	<b>£21,000</b>
<b>% change</b>		<b>104.8%</b>	<b>127.3%</b>	<b>150.0%</b>	<b>100.0%</b>	<b>100.0%</b>

It was agreed that the new precept should not change from the previous year at £21,000.

Clerk to advise SW&T accordingly.

#### 20/054 HIGHWAYS

Following recent bridge repairs to the old railway bridge on Back Lane, Brushford, the suggestion had been made that a speed restriction should be imposed, given the relatively high level of large vehicles on this road.

Enquiries of county highways has revealed that this would not be possible and it was therefore agreed that no further action would be taken.

#### 20/055 PARISH WELFARE

##### 20/055/01 Jubilee Gardens Refurbishment

The meeting noted that there were a number of play items in Jubilee Gardens that required replacement and it was agreed that a full appraisal of public requirements should be sought.

It was agreed that Councillor Sandiford would elicit parents' views by discussions with them at the children's bus stop.

It was also agreed that Councillor Abery would contact a local supplier of wooden play items in order to broaden the research into the matter.

#### 20/056 REPORTS FROM COUNCILLORS

Councillor Nicholson reported as follows:

**1. Changes to Planning Rules**

The government has published proposed changes to planning rules and a public response has been called for. Councillor Nicholson will provide councillors with the weblink to this.

**2. Unitary Authority Proposals**

Proposals from One Somerset and Somerset Together have been put to the Secretary of State for a decision in the new year.

**3. West Somerset Opportunity Area**

Councillor Nicholson reported that this initiative had made real change in achievement levels throughout the age ranges.

**20/057 DATE OF NEXT MEETING**

The next meeting will be held via Zoom on Tuesday, January 12th 2021.

.....  
N Prouse, Chairman



## **BRUSHFORD PARISH COUNCIL**

### **MINUTES OF THE VIRTUAL MEETING OF THE BRUSHFORD PARISH COUNCIL HELD VIA ZOOM ON TUESDAY, MARCH 9TH., 2021**

#### **20/058 PARTICIPATING COUNCILLORS**

The following took part in the Zoom meeting

Parish Councillors: Councillors Mr N Prouse, Mrs S Cookson, Mrs F Takel, Mrs J Sandiford, Mr D Garth, Mrs J Aldridge, Mr H Albery

In Attendance : Councillor N Thwaites

Clerk : C Knight

#### **20/059 APOLOGIES FOR ABSENCE**

Apologies Were Received From Councillor Nicholson.

#### **20/060 DECLARATIONS OF INTEREST**

There were no declarations of interest made.

#### **20/061 DEFERMENT OF BUSINESS**

There were no matters under this heading.

**20/052 DECEMBER MINUTES****20/052/01 Approval**

The minutes the virtual meeting held on December 8th were approved.

**20/051 PAYMENT AUTHORISATION**

The following payments were approved by the meeting:

PAYEE	INVOICE NO.	EXPENSE	NET	VAT	GROSS	CHEQUE NUMBER
Amherst & Shapland		Staff Wages (January & February 2021)	£412.23		£412.23	
		Amherst & Shapland monthly fee	£12.50	£2.50	£15.00	
		<b>Total Staff Wages and Administration</b>	<b>£424.73</b>	<b>£2.50</b>	<b>£427.23</b>	<b>NATWEST 000614</b>
Mr P Takel		1 x Village Gritting @ £25.00	£25.00		£25.00	NATWEST 000615
C Knight		Expenses October - March	£135.07		£135.07	NATWEST 000616
<b>TOTAL</b>			<b>£584.80</b>	<b>£2.50</b>	<b>£587.30</b>	

**20/052 PLANNING APPLICATIONS AND APPROVALS****20/052/01 Planning application 3/04/21/003 on Land at Higher Allshire, Allshire Lane, Brushford, EX16 9JG**

This application was approved by the meeting.

**20/052/02 Planning application 3/04/20/007 on The Station Masters House, Carnarvon Arms Drive, Brushford, Dulverton, TA22 9AF**

The meeting noted that the earlier refusal of this application had been appealed to the Planning Inspector

**20/053 VILLAGE WELFARE - JUBILEE GARDENS**

The meeting noted that the play area will be allowed to open when central government announces the next steps to opening the lockdown measures.

This will be possible only after the removal of the condemned "Tractor" has been removed and the clerk will arrange for this as soon as possible.

In the mean time, it was agreed that Councillor Sandiford would contact parents for ideas and concepts for the refurbishment of play facilities and Councillor Albery will continue with negotiations for the purchase of swing for the area.

**20/054 CLERK VACANCY**

The meeting noted that the clerk had tendered his resignation from the post .

It was agreed that the position would be advertised on the parish website and on notice boards.

**20/055 BUSINESS FOR THE NEXT MEETING**

It was agreed that the next meeting should include an item on the Flood Plan being drawn up by Councillor Albery

**20/056 DATE OF NEXT MEETING**

The next meeting will be held via Zoom on Tuesday, April 13th., 2021

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N Prouse, Chairman