



BRUSHFORD PARISH COUNCIL

Minutes of the Meeting of the Brushford Parish Council held at the Parish Hall, Brushford on Tuesday, April 14th., 2017

17/001 PRESENT

The following attended the meeting:

Parish Councillors:	Mr M Godfrey, Mrs S Cookson, Mr T Wilson, Mrs F Takel, Mr J Clarke
County & District Councillors in Attendance :	Mr N Thwaites, Mrs F Nicholson
In the Chair:	Mr N Prouse
In Attendance:	Mr. C Knight, Clerk .
Members of the Public :	1

17/002 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Sandiford and Heywood.

17/003 DECLARATIONS OF INTEREST

There were no declarations of interest.

17/004 APPROVAL OF THE MINUTES OF THE LAST MEETING

The Minutes of the meeting held on March 14th., and the Extraordinary Planning Meeting on March 23rd., were approved as a true record, with the exception of the detail on the meeting of 14/02/17 below, and duly signed by the Chairman.

Councillor Godfrey reported an error in the item ref 16/147/02 Planning Training which stated:

- Any application that is rejected by a Parish Council automatically goes to the WSC Planning Committee.

This should read as follows:

- Any application which that is rejected by the Parish Council automatically goes to the WSC Planning Committee if that decision is contrary to that of the Planning Officer.

17/005 DEFERMENT OF BUSINESS

There were no matters under this heading.

17/006 FINANCIAL REPORT

17/006/01 Payment Authorisation

The following due payments were approved and relevant cheques signed:

PAYEE	INVOICE NO.	EXPENSE	NET	VAT	GROSS	CHEQUE NUMBER
Amherst & Shapland		Clerk's Wages	£364.94		£364.94	
		Amherst & Shapland monthly fee	£12.50	£2.50	£15.00	
		Clerk Wages and Administration	£377.44	£2.50	£379.94	NATWEST 000430
Mr P Takel		2 x Grass Cutting @£70	£140.00		£140.00	
		Footpath gravelling	£50.00		£50.00	
		Grass & garden maintenance at village centre	£20.00		£20.00	
		TOTAL MR TAKEL	£210.00		£210.00	NATWEST 000431
West Somerset Council		Jubilee Gardens Annual Rent	£25.00		£25.00	NATWEST 000432

PAYEE	INVOICE NO.	EXPENSE	NET	VAT	GROSS	CHEQUE NUMBER
Printing at the Vicarage		Parish Post printing	£230.00		£230.00	NATWEST 000432
C night		Expenses (6 months)	£334.64	£7.67	£342.31	NATWEST 000432
TOTAL			£1177.08	£10.17	£1187.25	

17/006/02 Year End

The Clerk reported that the documentation for the current year end had been received from Grant Thornton and that the accounts would now be sent to Amherst and Shapland for the Internal Audit, following which the final accounts will be tabled at the next Parish Council meeting for approval.

17/007 HIGHWAYS

17/007/01 Disabled Access to the Parish Hall

Councillor Wilson reported that the dropped kerb outside the hall was continuously blocked by parked vehicles, making it virtually impossible for disabled people to access the hall.

It was agreed that the Clerk would email the Highways Department to request road signage to eliminate this problem.

17/008 PARISH MAINTENANCE

17/008/01 Jubilee Gardens Playcourt

It was noted that the response from Sport England on funding matters has been delayed. The next steps in this project will be taken upon receipt of possible funding from Sport England in due course.

17/008/02 Flower Tubs - Summer Planting

The Clerk reported that Jane Erith had asked for £30 to cover the cost of summer planting. It was agreed that this should be made available and the Clerk will deliver and charge to expenses.

17/009 PARISH WELFARE

17/009/01 The Great Get Together

The Lord Lieutenant of Somerset is promoting this project to take place during the summer. It was agreed that Barbara Wilson is to suggest ways in which the parish could participate and report back.

Councillor Clarke also suggested that the project may be of interest to Jan Ross who has been providing initiatives to assist the lonely in the area. It was agreed to pass the details on.

17/009/02 Brushford Voluntary Lifts

Councillor Wilson reported that this scheme has been renamed "TA22 Voluntary Lifts" given that it includes people from Dulverton as well as Brushford. Furthermore, he reported that the project will attempt to include trips and days out.

Councillor Wilson also reported that a competitive operation had been started in Dulverton under the name of "Dulverton and District Voluntary Lifts" and questioned whether this was being run on the same approvals in conjunction with SCC as TA22 V Lifts. Councillor Nicholson is to investigate and report back.

17/009/03 Top Five Priorities

It was noted that 106 funding will not apply to replacement works - only new initiatives will be considered.

It was agreed that the priority list should be therefore be described in terms suitable to 106 funding and the Clerk is to draft the details accordingly, for approval by Councillors.

17/010 EXEBRIDGE FLOOD PLAN

The Clerk reported that the Planning Application had been lodged⁴. Mid Devon Council has since requested details of Flood Risk Assessment. Clerk to pursue.

17/011 MEETINGS

Councillor Cookson reported on the recent Exmoor Forum Meeting which discussed the latest developments on the Historic Signposts project.

It was noted that the Chapter 8 Roadworking Courses may be held on May 19th and June 9th., subject to confirmation.

17/012 REPORTS FROM COUNCILLORS

Councillor Thwaites reported that the Dulverton Youth Group urgently require trustees, otherwise it may be forced to close.

17/013 DATE OF NEXT MEETING

The next Parish Council Meeting will be held on Tuesday, May 9th., and will be preceded by the Annual Parish Council Meeting which will start at 6.30pm.

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N.Prouse, Chairman 09/05/17



BRUSHFORD PARISH COUNCIL

Minutes of the Meeting of the Annual Brushford Parish Council held at the Parish Hall, Brushford on Tuesday, May 9th., 2017

17/014 PRESENT

The following attended the meeting:

Parish Councillors: Mr M Godfrey, Mrs S Cookson, Mr T Wilson, Mrs J Sandiford

County & District Councillors in Attendance : Mr N Thwaites, Mr.B Heywood

In the Chair: Mrs F Takel,

In Attendance: Mr. C Knight, Clerk .

Members of the Public : 3

17/015 APOLOGIES FOR ABSENCE : Mr N Prouse, Mr J Clarke, Mrs F Nicholson

17/016 ELECTION OF OFFICERS

17/016/01 Chair and Vice Chair

Mr N Prouse and Mrs F Takel were reelected Chair and Vice Chair respectively by a unanimous vote.

17/016/02 Councillor Responsibilities

It was agreed that the following responsibilities were to be taken on for the coming year:

Paths :	Councillor Godfrey
Police :	Councillor Wilson
Highways:	Councillor Takel
ENPA :	Councillor Cookson
Parish Hall :	Councillor Prouse
Parish Church :	Councillor Sandiford
Exmoor Panel :	C Knight, Clerk

17/017 CHAIRMAN'S REPORT

Here we are again!

The parish has again spoken regarding planning applications, and new groups have been formed to express the views of some parishioners. As a Parish Council we try to represent the feelings of you all, and the forming of outside groups such as BAG represented a group of parishioners. I hope that you all felt that you had an opportunity to speak and be heard, and that all opinions were respected. Sadly the playground has had to close after failing a safety check. The estimated costs of repair are in the tens of thousands of pounds and I hope that the Parish can respond to the need for funding in a similar way and form groups willing to offer fund raising ideas and help. It is tragic to loose an amenity, and hopeful the local minds will come forward with help. We are not sitting by and have applied for quotes and sources of grant aid to try to get the play area reopened as soon as possible, but as always would appreciate parishioners help.

The traffic calming scheme has been implemented and following preliminary results is having a positive effect. No calming scheme however will work unless we all abide by it!

Clive has taken over the running of the Brushford Parish Post and is working tirelessly to provide an informative magazine for us all. Many thanks for keeping a valuable information source alive!

Joan Barnes received this years Chairmans award, deservedly after many years of service to her community. I would again like to thank her personally for her continued hard work. I would also like to thank Clive Knight and Frances Takle for their hours of behind the scenes work, which do go unnoticed, Thank you!

The Parish Councillors are here to support you in many ways. We meet every second Tuesday in the month and we are here for EVERY matter not just Planning! Please, speak to your local representative, they are here for you.

Many thanks and best wishes,

N Prouse

17/018 MEETING CLOSE

There being no there business, the meeting closed and moved to the monthly Parish Council Meeting.



BRUSHFORD PARISH COUNCIL

Minutes of the Meeting of the Brushford Parish Council held at the Parish Hall, Brushford on Tuesday, May 9th., 2017

17/019 PRESENT

The following attended the meeting:

Parish Councillors:	Mr M Godfrey, Mrs S Cookson, Mr T Wilson, Mrs J Sandiford
County & District Councillors in Attendance :	Mr N Thwaites, Mr.B Heywood
In the Chair:	Mrs F Takel,
In Attendance:	Mr. C Knight, Clerk .
Members of the Public :	3

17/015 APOLOGIES FOR ABSENCE : Mr N Prouse, Mr J Clarke, Mrs F Nicholson

17/016 DECLARATIONS OF INTEREST

There were no declarations of interest.

17/017 APPROVAL OF THE MINUTES OF THE LAST MEETING

The Minutes of the meeting held on April 14th., were approved as a true record, and duly signed by the Chairman.

17/018 DEFERMENT OF BUSINESS

Mr and Mrs David Garth, who live opposite the Western Power station in Brushford, expressed their concern that the development had proceeded with no planning authority. They had alerted the Planning Department to this fact, who are now demanding a formal application (in retrospect) from Western Power.

They also made the following further comments:

- The long line of poplar trees which previously screened the site had been felled
- The current appearance of the new build is not sympathetic and is seen as an eye-sore.

The meeting discussed this matter under the Planning section later.

17/019 FINANCIAL REPORT

17/019/01 Annual Insurance cover

The annual insurance quotation had been received and totalled £321.28 - a 4.3% increase on the previous year which the meeting approved.

17/019/02 Payment Authorisation

The following due payments were approved and cheques signed:

PAYEE	INVOICE NO.	EXPENSE	NET	VAT	GROSS	CHEQUE NUMBER
Amherst & Shapland		Clerk's Wages	£364.94		£364.94	
		Amherst & Shapland monthly fee	£12.50	£2.50	£15.00	
		Clerk Wages and Administration	£377.44	£2.50	£379.94	NATWEST 000435
Mr P Takel		2 x Grass Cuts @ £70	£140.00		£140.00	

PAYEE	INVOICE NO.	EXPENSE	NET	VAT	GROSS	CHEQUE NUMBER
		Bus shelter tidying/trimming 2 hrs @ £10	£20.00		£20.00	
		TOTAL MRTAKEL	£160.00		£160.00	NATWEST 000436
First Aid Training Group		First Aid Training Course	£297.00	£0.00	£297.00	NATWEST 000437
Came & Company		Annual Insurance	£321.28	£0.00	£321.28	NATWEST 000438
TOTAL			£1155.72	£2.50	£1158.22	

17/020 HIGHWAYS

The meeting discussed the continuing problem of car parking obstructing the dropped curb disabled access outside the Parish Hall.

It was agreed that as the Highways Department had confirmed that yellow lines could not be introduced, a sign would be made up to alert car drivers to the problem. Clerk to action.

17/021 PARISH MAINTENANCE

17/021/01 Playcourt Refurbishment

The Clerk confirmed that no further news had been received from Sport England.

17/021/02 Exmoor Flag Bunting

The meeting approved the offer from Mrs J Christian to place Exmoor Flag bunting on the bus shelter. However, it was agreed that the shelter should be repainted before this was carried out. A quotation is to be secured.

17/021/03 River Brockey Tunnel under Railway Line

It was noted that there has been no further information from SCC on this matter.

17/022 PARISH WELFARE

17/022/01 PCC Grant for 2017

It was noted that the annual grant will be due shortly. It was agreed that Councillors would consider this matter to be addressed at the next meeting.

17/022/02 The "Great Gettogether"

Following the announcement of this initiative by SCC, Mr and Mrs Wilson proposed that the village might mark the occasion with a trip over the moors for the elderly (who are most affected by loneliness) with a visit to The Valley of the Rocks and a Cream Tea on June 16th. The estimated cost for this was £167.75.

It was agreed that this should take place and costs would be met by the Parish Council.

17/022/03 Top Five Priorities

The meeting discussed these and agreed them to be as follows:

Top Five Priorities	Where (plan of area)	What (new, extension, improvements or equipment)	Who (children, young people, old people, whole community)	When (timescale)
1. Jubilee Gardens Play Court	Jubilee Gardens, Brushford	Extension of court to include new goals and sports (5-a-side football, hockey and walking football). Installation of High Sports Rebound Fencing to reduce noise pollution. Introduce MUGA play surface.	Children, young people, adults - all community	2017/18
2. Tarmac Parish Hall driveway	Brushford Parish Hall	Tarmac existing clay driveway	Parish Hall users	2017/18
3. New Village Centre Garden & Focal Point	Opposite Old Stores, Brushford	Develop land gifted by Magna Housing to provide a central feature for the village, including garden, gazebo, small war memorial and flagpole,	All community	2018
4. New Public Bus Shelter for north-bound bus users.	Near pavement opposite existing bus shelter on B3222	New bus shelter	All community	2017/18
5. Stairs & balustrade for P Hall mezzanine floor	Brushford Parish Hall	Replacement of current ladder - health and safety issue	All Hall Users	2017/18

Clerk to advise WSC accordingly.

17/022/04 First Aid and Defibrillator Training

This course is now fixed to take place on May 12th.

17/023 EXEBRIDGE FLOOD PLAN

The planning application has been submitted and a decision awaited.

17/024 PLANNING APPLICATIONS, APPEALS AND DECISIONS

The meeting discussed the matter of the new Western Power building as discussed during Deferment of Business.

It was agreed that the Council will write to the Planning Authority, making the following points:

- Clarification that a retrospective application will be demanded
- Insistence that the felled trees are replaced with mature plantings.
- A request that the final outward appearance of the building will be sympathetic to the environment.
- A request for consideration of a Planning Obligation Agreement (Section 106)

Clerk to communicate with Planning accordingly.

17/025 REPORTS FROM COUNCILLORS

17/025/01 Councillor Thwaites

Councillor Thwaites reported that despite all the local attempts, the WSC plan to significantly increase annual car parking charges is to go ahead.

17/026 DATE OF NEXT MEETING

The next Parish Council meeting will take place on Tuesday, June 13th at 6.30pm in the Parish Hall.

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N.Prouse, Chairman 13/06/17



BRUSHFORD PARISH COUNCIL

**Minutes of the Meeting of the Brushford Parish Council
held at the Parish Hall, Brushford on Tuesday, June 13th., 2017**

17/027 PRESENT

The following attended the meeting:

Parish Councillors:	Mrs S Cookson, Mr T Wilson, Mrs F Takel, Mrs J Sandiford
County & District Councillors in Attendance :	Mr N Thwaites, Mrs F Nicholson, Mr B Heywood
In the Chair:	Mr N Prouse
In Attendance:	Mr. C Knight, Clerk .
Members of the Public :	1

17/028 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Clarke and Godfrey

17/029 DECLARATIONS OF INTEREST

Councillor Mrs F Takel declared an interest in the Grounds Maintenance Tender and did not partake in the discussion on this matter.

17/030 APPROVAL OF THE MINUTES OF THE LAST MEETING

The Minutes of the Annual Parish Council Meeting and the Parish Council Meeting May 9th., were approved as a true record, and duly signed by the Chairman.

17/031 DEFERMENT OF BUSINESS

Mrs Barbara Wilson reported as follows:

17/031/01 Great Get Together

The day out to the Valley of the Rocks on Friday, June 16th., is set up and ready to go.

17/031/02 Hanging Baskets for the Hall

On enquiring on the placement of these, Councillor Sandiford reported that all were ready to be put in place, but assurance of watering was necessary before doing so. Mrs Wilson to check with Bill Hall to see if he will oblige.

17/032 FINANCIAL REPORT

17/032/01 Payment Authorisation

The following due payments were approved and cheques signed:

PAYEE	INVOICE NO.	EXPENSE	NET	VAT	GROSS	CHEQUE NUMBER
Amherst & Shapland		Clerk's Wages	£364.94		£364.94	
		Amherst & Shapland monthly fee	£12.50	£2.50	£15.00	
		Clerk Wages and Administration	£377.44	£2.50	£379.94	NATWEST 000439
Mr P Takel		3 x Grass Cuts @ £70	£210.00		£210.00	
		Bus shelter tidying/trimming 2 hrs @ £10	£20.00		£20.00	
		Repainting Bus Shelter & Roof repair	£200.00		£200.00	
		TOTAL MR TAKEL	£430.00		£430.00	NATWEST 0004340

PAYEE	INVOICE NO.	EXPENSE	NET	VAT	GROSS	CHEQUE NUMBER
Brushford Parish Hall		Hall hire for First Aid training course	£27.50		£27.50	NATWEST 000441
C Knight		Expenses for 3 months, including maps for planning	£321.89		£321.89	NATWEST 000442
TOTAL			£1156.83	£2.50	£1159.33	

17/033 HIGHWAYS

17/033/01 Signage for Disabled Access

This sign has been ordered and now due for delivery.

17/033/02 Road Flooding at Upcott

It was noted that the removal of a gate and installation of a small bank in it's place had caused flooding on the road. Councillor Nicholson to pursue, supported by email from BPC to request the reinstatement of drainage.

17/034 PARISH MAINTENANCE

17/034/01 Grounds Maintenance Tender

Two submitted tenders were opened during the meeting and given due consideration. The tender submitted by Mr F Takel was preferred and accepted on the basis of cost and scope. The failed tenderer is to be advised.

17/034/02 J Gardens Play Court Refurbishment Update

Clerk reported that he had responded to Sport England's request for more information by email. No further information is yet available.

17/034/03 Exmoor Flag Bunting

The repainting of the bus shelter is now complete, but materials for the roof repair are still awaited. Once complete, bunting will be positioned by Mrs Christian who has kindly donated it.

17/034/04 River Brockey Tunnel

No further information on this matter is available. Councillor Nicholson to pursue.

17/034/05 Path between Ellersdown Lane and Market Close

It was noted that one side of the verge has become overgrown. However, relevant ownership was uncertain, as it backs on to private property. Clerk to seek clarification from the relevant householders.

17/034/06 Weeds in Roadway

Weeds growing in the gutter have become noticeable and require weedkilling. Councillor Takel will ascertain WSC/SCC responsibility.

17/035 PARISH WELFARE**17/035/01 PCC Grant 2017**

The meeting discussed the 2017 grant and it was decided that, in keeping with protocol, the PCC should lodge a formal request for grant funding to the council.

However, Councillor Sandiford reported that she attended the latest PCC meeting as the parish council representative. She was asked by the chairman to leave once parish council matters were covered and refused to proceed with the meeting until Councillor Sandiford had left.

It was agreed that the Clerk will write to the vicar requesting the grant application and to seek clarification on the council's future input to the PCC meetings.

17/035/02 Top Five Priorities

The meeting discussed correspondence had been received from WSC suggesting discussions with prospective developers in S106 matters.

After discussion, it was agreed (4:1) that the council should agree to discussions with the prospective developer, but that it must be on the strict understanding that such discussions were no indication that any application would be approved, tacit or otherwise, and that any subsequent application would be subject to normal approval procedures.

Clerk to advise WSC accordingly.

17/035/03 Recent First Aid/Defibrillator Training Course

It was reported that this course had been very well received by the participants, many of whom had expressed thanks.

During the course, the trainer, Gavin Smart, kindly offered to carry out a defibrillator course for children in the village at no charge. It was agreed that this kind offer should be taken up, with a view to holding it during the school holidays. It was also agreed that Mr Smart's travelling expenses should be met.

17/036 EXEBRIDGE FLOOD PLAN

The planning application has again been held up as the authority is awaiting clearance from the Environment Agency, who, it is believed, will require the shed to be stationed at a different site, due to flooding.

It was therefore agreed that, in this event, the shed might be sited in the Parish Hall car park, with the permission of the Parish Hall Committee. Councillor Godfrey will discuss with his fellow committee members.

It was also noted that as this was within the parish, rather than in Devon, there may be no need for making a formal planning application. The Clerk is to seek guidance from the WSC Planning authority.

17/037 PLANNING MATTERS

It was noted that the retrospective planning application had still not been received. It was agreed that on receipt of this, a separate planning meeting will be held, given the possible timing restraints.

17/038 CORRESPONDENCE

Mr S Hall of West Knowle has written to the council to garner support for high speed broadband and improved mobile reception in West Knowle.

It was agreed that Mr Hall should be invited to the next council meeting to discuss the matter in more detail.

17/037 DATE OF NEXT MEETING

The next Parish Council meeting will be held in the Parish Hall on Tuesday, July 11th., at 6.30pm.

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N.Prouse, Chairman 11/07/17



BRUSHFORD PARISH COUNCIL

**Minutes of the Planning Meeting of the Brushford Parish Council
held at the Parish Hall, Brushford on Tuesday, June 27th., 2017
Planning Application 3/04/17/008 : New Switchroom Building at Exebridge Substation.**

17/038 PRESENT

The following attended the meeting:

Parish Councillors:	Mrs S Cookson, Mr T Wilson, Mrs F Takel, Mrs J Sandiford, Mr M Godfrey
In the Chair:	Mr N Prouse
In Attendance:	Mr. C Knight, Clerk .
Members of the Public :	2

17/039 DECLARATIONS OF INTEREST

Councillor Mrs F Takel declared an interest in the Grounds Maintenance Tender and did not partake in the discussion on this matter.

17/040 DEFERMENT OF BUSINESS

Mr David Garth presented his opposition to the planning application by Western Power, noting the following reasons:

- Destruction of previous tree and hedge screening and the need for replacement
- Unacceptable (magnolia) colour rendering to exterior of building. Could be more sympathetic to the environment.
- Unacceptable, stark appearance in what is an important gateway to the national park.

Mr Garth kindly provided “before” and “after” photographs of the site which clearly indicate the level of screen destruction.

17/041 COUNCIL DISCUSSION AND RECOMMENDATIONS TO PLANNING

The council discussed this planning application and it was agreed that the following grounds for objection are to presented:

- **Site Screening**

It was noted that severe hedge and tree demolition had been carried out on the site. Further that no mention is made on the application. Reinstatement with semi-mature trees and hedging to be recommended

- **Building Exterior**

The magnolia colour finish to the building makes no attempt to ameliorate the visual impact of the building. Timber cladding or a more sympathetic colour to be recommended.

- **New Entranceway**

It was noted that a new entranceway has been erected, with little or no reference on the application, with no supportive comments from Highways. Response to call for clarity on this matter, with consideration for highway signage stating “Site Entrance” fr road safety.

- **Foul Sewage**

No provision for would sewage disposal has been made on the application. Clarity is to be sought on this matter.

- **Section 106 Planning Obligations**

Council is to request consideration for 106 Planning Obligations to be investigated

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N.Prouse, Chairman 11/07/17



BRUSHFORD PARISH COUNCIL

Minutes of the Meeting of the Brushford Parish Council held at the Parish Hall, Brushford on Tuesday, July 11th., 2017

17/042 PRESENT

The following attended the meeting:

Parish Councillors:	Mrs S Cookson, Mr T Wilson, Mrs F Takel, Mr M Godfrey
County & District Councillors in Attendance :	Mr N Thwaites, Mr B Heywood
In the Chair:	Mr N Prouse
In Attendance:	Mr. C Knight, Clerk .
Members of the Public :	1

17/043 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Clarke, Nicholson and Sandiford.

17/044 DECLARATIONS OF INTEREST

There were no declarations of interest.

17/045 APPROVAL OF THE MINUTES OF THE LAST MEETING

The Minutes of the Parish Council Meeting on June 13th., and the Planning Meeting held on June 27th., were approved as a true record, and duly signed by the Chairman.

17/046 DEFERMENT OF BUSINESS**17/046/01 Broadband & Mobile Connectivity**

Mr S Hall discussed the singular lack of both high speed broadband and adequate mobile signals in the western end of the parish. He reported that, despite claims on their website, the Airband broadband service was not available to potential users in West Knowle and that virtually all mobile operators' reception there was non-existent. He asked that the Parish Council put the matter back on the agenda in an attempt to overcome these problems.

17/047 ANNUAL SCHOOL PRIZE

The Clerk reported that the Annual Prize for Dulverton Middle School was now due and it was agreed to make the normal £50.00 prize available.

17/048 FINANCIAL REPORT**17/048/01 Annual Return**

The Clerk presented the annual accounts to the meeting (detailed below), which the meeting approved for onward transmission to the national auditor, once the internal audit was completed.

Brushford Parish Council Annual Accounts 2016 - 2017 Year End

Annual Expense

ANNUAL EXPENSE	YTD	
STAFF COSTS	£4,559.28	43.46%
MAINTENANCE	£2,040.00	19.45%
GRANTS	£500.00	4.77%
SUBSCRIPTIONS	£0.00	0.00%
INSURANCE	£307.95	2.94%
BRUSHFORD ACTIVITY GROUP	£0.00	0.00%
ADVERTISING/WEB	£0.00	0.00%
MISC EXPENSE	£2,375.25	22.64%
RENT	£386.00	3.68%
COMMUNITY BUS	£322.40	3.07%
TOTAL OTHER COSTS	£5,931.60	56.54%
TOTAL	£10,490.88	100.00%

Annual Income

DATE	DEBTOR	AMOUNT	CUMULATIVE
1st April 2016	Opening Balance	£5,283.23	£5,283.23
Apri 2016	WSC Precept Charged to Taxpayer	£5,500.00	£10,783.23
27/9/16	WSC Precept Charged to Taxpayer	£5,500.00	£16,283.23
	WSC Precept Transitional Grant	£0.00	£16,283.23
19 Apr 2016	Cash	£60.00	£16,343.23
21 Jun 2016	Cash	£45.00	£16,388.23
20 Sep 2016	Cash	£110.00	£16,498.23
18 Nov 2016	Cheque	£2,600.00	£19,098.23
24/1/17	Cash	£55.00	£19,153.23
	TOTAL OTHER RECEIPTS	£2,870.00	
	TOTAL	£19,153.23	
	LESS TOTAL EXPENSE	(£10,490.88)	£8,662.35
	BALANCE CARRIED FWD	£8,662.35	£8,662.35

Annual Expenditure by Month

MONTHLY EXPENSE	April	May	June	July	August	September	October	November	December	January	February	March	TOTAL
STAFF COSTS	£379.94	£379.94	£379.94	£379.94	£379.94	£379.94	£379.94	£379.94	£379.94	£379.94	£379.94	£379.94	£4,559.28
MAINTENANCE	£70.00	£150.00	£160.00	£265.00	£230.00	£240.00	£240.00	£70.00	£125.00			£490.00	£2,040.00
GRANTS								£500.00					£500.00
SUBSCRIPTIONS													£0.00
INSURANCE		£307.95											£307.95
B'FORD ACTIVITY GRP													£0.00
ADVERTISING/WEB													£0.00
MISC EXPENSE		£223.94	£551.72	£95.00	£50.00	£160.00	£417.52	£163.00	£536.47		£57.60	£120.00	£2,375.25
RENT	£205.50											£180.50	£386.00
COMMUNITY BUS		£47.57			£93.75	£87.33		£46.50	£47.25				£322.40
TOTAL OTHER COSTS	£275.50	£729.46	£711.72	£360.00	£373.75	£487.33	£657.52	£779.50	£708.72	£0.00	£57.60	£790.50	£5,931.60
TOTAL	£655.44	£1,109.40	£1,091.66	£739.94	£753.69	£867.27	£1,037.46	£1,159.44	£1,088.66	£379.94	£437.54	£1,170.44	£10,490.88

**BRUSHFORD PARISH COUNCIL YEAR END 2016/17
RATIONALE OF ANNUAL VARIANCES (<10%)**

ITEM	2015/2016	2016/17	% CHANGE	RATIONALE
BALANCES BROUGHT FORWARD	£3,893	£5,283	135.71%	
+ ANNUAL PRECEPT	£10,500	£11,000	104.76%	
+ TOTAL OTHER RECEIPTS	£618	£2,870	464.40%	Received grant of £2600 from CRISP for Flood Alleviation Scheme. Other receipts from Community Bus Travel sales.
- STAFF COSTS	£4,432	£4,559	102.87%	
- LOAN INTEREST	£0	£0		
- ALL OTHER PAYMENTS	£5,296	£5,932	112.01%	Includes payment of £270 for new village signage, printing costs of Parish Newsletter and payment for Community Bus service
BALANCES CARRIED FORWARD	£5,283	£8,662	163.96%	
TOTAL CASH FROM SHORT TERM INVESTMENTS	o			
TOTAL FIXED ASSETS	£9,986	£9,686	97.00%	

BRUSHFORD PARISH COUNCIL ASSET REGISTER YEAR END 2016/17

ITEM	VALUE	TOTAL VALUE	
BUILDINGS			
Wooden Bus Shelter (School Bus Stop)	£486.00		
Wooden Pavilion (in Jubilee Gardens)	£2,000.00	£2,486.00	
PLAY EQUIPMENT			
Tommy Tank Play Unit (Timber)	£2,000.00		
Clatter Bridge/Climbing Frame (Timber)	£2,000.00		
2 Wooden Benches	£500.00	£4,500.00	
MAINTENANCE EQUIPMENT			
Road Salt Gritter	£1,200.00	£1,200.00	
OTHER			
AED Defibrillator	£1,500.00	£1,500.00	
TOTAL FIXED ASSETS			£9,686.00
LAND			
Jubilee Gardens (GIFTED IN 1937)	£0.00		
ex- Magna Garden (now Diamond Gardens) GIFTED IN 2012	£1.00	£1.00	£1.00
TOTAL PARISH COUNCIL ASSETS			£9,687.00

17/048/02 Payment Authorisation

The following payments were approved by the meeting and relevant cheques issued and signed:

PAYEE	INVOICE NO.	EXPENSE	NET	VAT	GROSS	CHEQUE NUMBER
Amherst & Shapland		Staff Wages	£364.94		£364.94	
		Amherst & Shapland monthly fee	£12.50	£2.50	£15.00	
		Staff Wages and Administration	£377.44	£2.50	£379.94	NATWEST 000443
Mr P Takel		2 x Grass Cuts @ £70	£140.00		£140.00	
		Maintenance - Strimming Paths and Bus Stop 5hrs	£50.00		£50.00	
		Roof repair materials	£54.96		£54.96	
		1 x Hedge Cut	£70.00		£70.00	
		TOTAL MR TAKEL	£314.96		£314.96	NATWEST 0004344
Dulverton Middle School		Annual Prize-giving	£50.00		£50.00	NATWEST 000445
Mr T Wilson		Cream Teas for The Great Getogether outing	£88.00		£88.00	NATWEST 000446
Exmoor Community Bus		The Great Getogether outing	£58.50		£58.50	NATWEST 000447
TOTAL			£888.90	£2.50	£891.40	

17/049 PARISH MAINTENANCE

17/049/01 Play Court Refurbishment

It was noted that the grant application to Sprite England had not been successful. lerk is to investigate alternative options.

17/049/02 Brockey Tunnel

It was noted that the proposed site meeting with County had still not taken place. Clerk to pursue.

17/050 PARISH WELFARE

17/050/01 Defibrillator Training for Young People.

Our First Aid Trainer, Gavin Smart, had kindly offered a short (1.5 hours) training course on the defibrillator to the young people of the village.

It was agreed to hold this on Saturday, August 19th at 10,00am. Posters will be put up.

17/050/02 Exebridge Flood Plan

Ot was noted that, at long last, planning permission for the proposed shed has been received. We can now move on with installation and the deposit for the shed will be issued.

17/051 TRANSPARENCY CODE

The new Transparency Code requires the council to display considerably more public information than previously required, which the current site cannot deliver. A quotation has been received of £450 + VAT for a complete rebuild and inclusion of the required information.

Councillor Godfrey offered to quote for the business and it was agreed that he should provide details for the next meeting.

In the mean time, the Clerk is to investigate the grants available from HMG for funding the changes required to meet the new code standards.

17/051 CORRESPONDENCE

Notification of the Chairman’s Awards for 2017 had been received. Councillors are to consider a candidate.

17/052 DATE OF NEXT MEETING

The next Parish Council meeting will be held in the Parish Hall at 6.30pm on Tuesday, August 8th., 2017.

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N Prouse, Chairman 08/08/17



BRUSHFORD PARISH COUNCIL

Minutes of the Meeting of the Brushford Parish Council held at the Parish Hall, Brushford on Tuesday, August 8th., 2017

17/053 PRESENT

The following attended the meeting:

Parish Councillors:	Mr T Wilson, Mrs F Takel, Mr J Clarke
County & District Councillors in Attendance :	Mr N Thwaites, Mr B Heywood, Mrs F Nicholson
In the Chair:	Mr N Prouse
In Attendance:	Mr. C Knight, Clerk .
Members of the Public :	4

17/054 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Sandiford and Cookson

17/055 DECLARATIONS OF INTEREST

There were no declarations of interest.

17/056 APPROVAL OF THE MINUTES OF THE LAST MEETING

The Minutes of the Parish Council Meeting on July 11th. were approved as a true record, and duly signed by the Chairman.

17/057 DEFERMENT OF BUSINESS

The members of the public present stated they were there to listen to the deliberations on planning applications, but declined to make any comment.

17/058 FINANCIAL REPORT**17/058/01 Payment Authorisation**

The following were approved for payment and relevant cheques signed:

PAYEE	INVOICE NO.	EXPENSE	NET	VAT	GROSS	CHEQUE NUMBER
The Wooden Workshop		Deposit for Sandbag Shed	£750.00		£750.00	NATWEST 000448
Amherst & Shapland		Staff Wages	£364.94		£364.94	
		Amherst & Shapland monthly fee	£12.50	£2.50	£15.00	
		Staff Wages and Administration	£377.44	£2.50	£379.94	NATWEST 000449
Mr P Takel		1 x Grass Cuts @ £70	£70.00		£70.00	
		Maintenance - Strimming Paths	£20.00		£20.00	
		Annual maintenance school bus shelter & garden	£80.00		£80.00	
		TOTAL MR TAKEL	£170.00		£170.00	NATWEST 000450
Amherst & Shapland		Annual Internal Audit fees	£115.00	£23.00	£138.00	NATWEST 000451
Gavin Smart		Children's Defib Training : Expenses	£60.00		£60.00	NATWEST 000452
TOTAL			£1472.44	£2.50	£1497.94	

17/059 PARISH MAINTENANCE**17/059/01 Jubilee Gardens Play Court**

Councillor Clarke suggested that Rob Brown should be approached to provide an estimate for the cost of replacing the side boarding to the court. It was agreed that he should pursue this option.

The Clerk also suggested that C J Lynch (the Highways Tarmac Contractor) might also be able to help the project and it was agreed that he should pursue this matter with them.

17/059/02 River Brockey Tunnels

Councillor Nicholson confirmed that a site meeting had been held between SCC and Mr David Stuart-Smith in this matter and that it had been agreed that no repair work to the tunnels was required. However, it was also agreed that Mr Stuart-Smith would remove those trees that were growing into the tunnel.

17/060 NEW TRANSPARENCY CODE - WEB SITE REQUIREMENTS

The Council considered the two quotations for the establishment of a new web site to comply with the new regulations and it was agreed that Council will proceed with the quotation from Exmoor Web Design.

17/061 PARISH WELFARE**17/061/01 Broadband and Mobile Connectivity**

The Council noted that the meeting with Connecting Devon and Somerset and with Mr S Hall had been successful in reviewing the options available for connection to "hard to reach" areas of the parish. It was noted that a 4G connection might provide a solution and Mr Hall is to have an assessment made. Furthermore, it was noted that Airband was planning further new masts which may be able to cover West Knowle, and this option will also be tested.

17/062 EXEBRIDGE FLOOD PLAN

Planning approval has at last been received and the plan can now go ahead. The deposit on the cost of the new shed was raised this month and delivery is expected in September.

17/063 PLANNING APPLICATIONS**17/063/01 : No. 3/04/17/010 : 2 new dwellings at Orchard Cottages**

This application was approved,. However, it was noted that the two homes appeared to be very close to one another and the planning authority is to be notified of their concern.

17/063/02 : No. 3/04/17/005 Agricultural Building at Allshire

This was approved

17/063/03 : No3/04/17/007 New House at Nicholas Close

This was approved, but again, concern was expressed at the proximity of the two houses. Planning is to be advised of this concern.

17/063/04 : No 3/04/17/011 2 Storey Extension - Gilmoor Farm

This was approved

17/063/04 : Western Power Switchroom - Planning Committee Conclusions

Clerk reported that the planning committee had insisted on clarification of the availability of land for the required vegetative screening from the landowner. This to be reviewed in the light of developments on this matter.

17/064 CORRESPONDENCE

17/064/01 Brushford PCC

The Brushford PCC had responded to our recent letter regarding grants and PCC membership, which formally requested grant assistance in the maintenance of the church grounds and it was agreed that this would be increased from £500 to £600 this year.

It was also noted that the representation of the Parish Council on the PCC was not a necessary requirement.

17/065 DATE OF NEXT MEETING

The next Parish Council Meeting is to be held on Tuesday, September 12th at 6.30pm in the Parish Hall.

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N Prouse, Chairman 12/09/17



BRUSHFORD PARISH COUNCIL

Minutes of the Meeting of the Brushford Parish Council

held at the Parish Hall, Brushford on Tuesday, September 12th., 2017

17/066 PRESENT

The following attended the meeting:

Parish Councillors: Mr T Wilson, Mrs F Takel, Mr J Clarke, Mrs S Cookson,

County & District Councillors in Attendance : Mr B Heywood

In the Chair: Mr N Prouse

In Attendance: Mr. C Knight, Clerk .

Members of the Public : 1

17/067 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Nicholson, Godfrey & Thwaites

17/068 DECLARATIONS OF INTEREST

There were no declarations of interest.

17/069 APPROVAL OF THE MINUTES OF THE LAST MEETING

The Minutes of the Parish Council Meeting on August 8th. were approved as a true record, and duly signed by the Chairman.

17/070 DEFERMENT OF BUSINESS

There were no matters for deferment of business.

17/071 FINANCIAL REPORT**17/071/01 Payment Authorisation**

The following were approved for payment and relevant cheques signed:

PAYEE	INVOICE NO.	EXPENSE	NET	VAT	GROSS	CHEQUE NUMBER
Amherst & Shapland		Staff Wages	£364.94		£364.94	
		Amherst & Shapland monthly fee	£12.50	£2.50	£15.00	
		Staff Wages and Administration	£377.44	£2.50	£379.94	NATWEST 000453
Mr P Takel		2 x Grass Cuts @ £70	£140.00		£140.00	
		Strimming	£30.00		£30.00	
		TOTAL MR TAKEL	£170.00		£170.00	NATWEST 000454
Brushford Parish Hall		Meeting room rent	£27.50		£27.50	NATWEST 000455
Printing at the Vicarage		Parish Post Printing - August 2017	£230.00		£230.00	NATWEST 000456
TOTAL			£804.94	£2.50	£807.44	

The following actions were agreed:

1. Grant £500 to the `Brushford PCC
2. Await grant requests from Dulverton School, given that the Middle School has been transferred to Minehead and Wiveliscombe and the annual prize is no longer relevant.
3. Grant £100 to the Brushford Flower Show

17/074 PLAY COURT REFURBISHMENT

The meeting discussed the current situation in the light of quotes received and the decision to seek local input and it was agreed that:

- Clerk to follow up enquiry to C J Lynch of Minehead
- Councillor Clarke to follow up on a quotation from Rob Brown
- Examine the potential help from a Tiverton supplier as noted by Mr Brown.

17/075 TRANSPARENCY CODE

It was agreed that Mr Godfrey would proceed with the new website.

17/076 BROADBAND CONNECTIVITY

The clerk reported that there had been no word from Connecting Devon and Somerset in regard to the 4G Survey at Mr Hall's house. Clerk to follow up.

17/077 FLOOD PLAN

There was nothing to report and delivery on the shed is now awaited.

17/078 REPORTS FROM COUNCILLORS

Councillor Heywood reported that a meeting had been held at WSC to discuss the disquiet at the proposed increases in Dulverton car park charges. It has been agreed to defer the matter for 1 month.

17/079 DATE OF NEXT MEETING

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

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N Prouse, Chairman 10/10/17