



## BRUSHFORD PARISH COUNCIL

### Minutes of the Meeting of the Brushford Parish Council held at the Parish Hall, Brushford on Tuesday, August 13th., 2019

#### 19/045 PRESENT

The following attended the meeting:

Parish Councillors:	Councillors Mr. H Albery, Mr D Garth, Mrs S Cookson
County & District Councillors in Attendance :	Councillors Mr. N Thwaites and Mrs F Nicholson
In the Chair:	Councillor Mrs S Cookson,
In Attendance:	Mr. C Knight, Clerk .
Members of the Public :	1

#### 19/046 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Prouse, Sandiford and Takel.

#### 19/047 DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 19/048 DEFERMENT OF BUSINESS

There were no matters under this heading.

**19/049 APPROVAL OF THE MINUTES OF THE LAST MEETING**

The minutes of the meeting held on July 9th. were approved as a true record, and duly signed by the Chair.

**19/050 FINANCIAL REPORT****19/050/01 Payment Authorisation**

The following due payments were approved. In the absence of cheque signees, cheques were held back for later signature on the availability of councillors.

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>Staff Wages and Administration</b>	<b>£424.73</b>	<b>£2.50</b>	<b>£427.23</b>	<b>NATWEST 000551</b>
Amherst & Shapland		Annual Internal Audit fees	£144.00		£144.00	NATWEST 000552
Malcolm Godfrey		Exmoor Web Design services	£90.00		£90.00	NATWEST 000553
Mr P Takel		2 x grass cut @ £70, 2 x Maint Bus Stop @ £10, Hedge Cutting - 2 x £70 & 1 x £50	£350.00		£350.00	NATWEST 000554
<b>TOTAL</b>			<b>£1,008.73</b>	<b>£2.50</b>	<b>£1,011.23</b>	

**19/050/02 YTD Accounts - Financial Position**

The clerk presented the year-to-date financial position of the council as follows:

### Annual Expense YTD August 2019

ANNUAL EXPENSE	YTD	%
<b>STAFF COSTS</b>	<b>£2,136.15</b>	<b>40.68%</b>
MAINTENANCE	£1,100.00	20.95%
GRANTS	£500.00	9.52%
SUBSCRIPTIONS	£0.00	0.00%
INSURANCE	£397.50	7.57%
BRUSHFORD PARISH POST	£0.00	0.00%
ADVERTISING/WEB	£90.00	1.71%
MISC EXPENSE	£626.46	11.93%
RENT	£400.50	7.63%
J GARDENS REFURB	£0.00	0.00%
<b>TOTAL OTHER COSTS</b>	<b>£3,114.46</b>	<b>59.32%</b>
<b>TOTAL</b>	<b>£5,250.61</b>	<b>100.00%</b>

### Annual Income YTD August 2019

DATE	DEBTOR	AMOUNT	CUMULATIVE
<b>1st April 2019</b>	<b>Brought forward from 2018/19</b>	<b>£2,055.03</b>	<b>£2,055.03</b>
29/4/19	WSC 1st Precept Payment	<b>£10,500.00</b>	<b>£12,555.03</b>
	<b>LESS TOTAL EXPENSE</b>	<b>(£5,250.61)</b>	
	<b>BALANCE CARRIED FWD</b>	<b>£7,304.42</b>	<b>£7,304.42</b>



## BRUSHFORD PARISH COUNCIL CASH BOOK &amp; BANK RECONCILIATION 2019/20 - YTD AUGUST 2019

ISSUE DATE	CHEQUE NUMBER	PAYEE	DEBIT	CREDIT	BALANCE	DATE CLEARED	STATEMENT
		<b>BROUGHT FORWARD</b>		<b>£2,055.03</b>	<b>£2,055.03</b>		
09/04/19	NW 000535	Amherst & Shapland - Wages	(£427.23)		£1,627.80	18/4/19	
09/04/19	NW 000536	Mr P Takel - Maintenance	(£150.00)		£1,477.80	16/4/19	
09/04/19	NW 000537	Brushford Parish Hall- Rent (2 Yrs)	(£375.50)		£1,102.30	16/4/19	
29/04/19		SW&T Council		£10,500.00	£11,602.30	29/4/19	<b>£11,602.30</b>
14/5/19	NW 000538	Amherst & Shapland - Wages	(£427.23)		£11,175.07	21/5/19	
14/5/19	NW 000539	Mr P Takel - Maintenance	(£220.00)		£10,955.07	17/5/19	
14/5/19	NW 000540	Came & Co - Insurance	(£397.50)		£10,557.57	20/5/19	<b>£10,557.57</b>
11/6/19	NW 000541	Amherst & Shapland - Wages	(£427.23)		£10,130.34	20/6/19	
11/6/19	NW 000542	Mr P Takel - Maintenance	(£160.00)		£9,970.34	17/6/19	
11/6/19	NW 000543	SALC Annual Fees	(£144.21)		£9,826.13	5/7/19	
11/6/19	NW 000544	SW&TC J Gardens Rent	(£25.00)		£9,801.13	20/6/19	<b>£9,801.13</b>
11/6/19	NW 000545	CANCELLED	£0.00		£9,801.13		
9/7/19	NW 000546	Amherst & Shapland - Wages	(£427.23)		£9,373.90	19/7/19	

ISSUE DATE	CHEQUE NUMBER	PAYEE	DEBIT	CREDIT	BALANCE	DATE CLEARED	STATEMENT
09/07/19	NW 000547	Mr P Takel - Maintenance	(£220.00)		£9,153.90	15/7/19	
09/07/19	NW 000548	Brushford Parish Hall - ~Grant Funding	(£500.00)		£8,653.90	16/7/19	
09/07/19	NW 000549	Mr T Wilson	(£96.40)		£8,557.50	23/7/19	
09/07/19	NW 000550	C Knight - Expenses	(£241.85)		£8,315.65	17/7/19	<b>£8,315.65</b>
13/8/19	NW 000551	Amherst & Shapland - Wages	(£427.23)		£7,888.42		
13/8/19	NW 000552	Amherst & Shapland - Audit Fees	(£144.00)		£7,744.42		
13/8/19	NW 000553	Malcolm Godfrey - Web services	(£90.00)		£7,654.42		
13/08/19	NW 000554	Mr P Takel - Maintenance	(£350.00)		£7,304.42		

## 19/051 PARISH MAINTENANCE

### 19/051 Winter Salting

It was confirmed that the 11 sites for Salt Bags within the parish had been surveyed and all would be capable of holding a Grit Bin.

The arrangements for supplies of salt will be confirmed at the forthcoming Exmoor Panel Meeting/Highways Update on September 3rd.

### 19/051/02 Potholes in Sowerhill Farm Lane

It was confirmed that these has been reported to Highways for repair. However, it was noted that there was some (long-standing) dispute as to the ownership/designation of this road. This will be investigated.

**19/051/03 Village Centre Project**

It was noted that quotations for the hedge removal work was awaited.

**19/052 PARISH WELFARE****19/052/01 Redundant Phone Boxes**

The meeting noted that BT have put up notices for the removal of the two public call boxes in the parish due to there having been no use in the past 12 months. A consultation is in place which will end in early November.

As these will be available to the council for a nominal sum of £1.00, it was agreed that consideration would be given for retaining them for other uses (e.g. Defibrillator housing, library etc). It was also agreed to place a small piece in the forthcoming Parish Post to encourage public participation and suggestions for alternative uses.

**19/052/02 Housing Needs Survey**

It was noted that Jane Birch of the Somerset Community Council will attend the next parish council meeting to present the results of this survey.

**19/052/03 Emergency Planning**

The meeting discussed the benefits of Emergency Planning. Given that Flood Alleviation measures have been put into place, it was not considered to be of prime importance at the present time. However, the clerk will investigate what services are available from the Civil Contingencies Unit.

**19/052/04 Airband Project**

Councillor Garth reported on the current situation on this project, the key points being:

- The Airband offer does not include line rental and telephone calls, which would result in the cost being considerably higher than previously thought.
- BT's Openreach has indicated that an alternative option may be available through their Community Fibre Project which is designed to overcome the problems of rural "notspots". 10 households in the west of the parish have expressed an interest in this option.
- Mr Hall has put in an enquiry to Openreach in order to gain more information and feasibility is under way.

**19/052/05 Electric Car Charging Points**

The meeting noted that SW&T Council have a funding option for the costs of installation (not of the charge points themselves) in operation. This may be of interest to the Parish Hall Committee and the clerk is to advise them accordingly.

**19/053 COUNCILLOR VACANCY**

Mrs Jan Aldridge attended the meeting as a prospective new parish councillor in order to ascertain how the council operates.

She confirmed that she would be willing to become a councillor and her application was unanimously confirmed by the meeting. Declaration of Acceptance of Office and Register of Interests forms were provided for completion at the next parish council meeting.

**19/054 CORRESPONDENCE**

A letter had been received requesting financial assistance for school uniforms. Councillor Nicholson is to investigate this matter further.

**19/055 DATE OF NEXT MEETING**

The next Parish Council Meeting will be held at 6.30pm in the Parish Hall on Tuesday, September 10th. 2019.

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N Prouse, Chairman

10/09/19