



## BRUSHFORD PARISH COUNCIL

### MINUTES OF THE MEETING OF THE BRUSHFORD PARISH COUNCIL HELD ON TUESDAY JULY 20TH., 2021

#### 21/029 PRESENT

The following took part in the meeting

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

In Attendance : Councillor F Nicholson

#### 21/030 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors D Garth and N Thwaites and the clerk, C Knight

#### 21/031 DECLARATIONS OF INTEREST

There were no declarations of interest made.

#### 21/032 DEFERMENT OF BUSINESS

Councillor Nicholson advised the council as follows:

- The parish churchyard was on the verge of being filled, with only 15 spaces now left. Discussion for a move is being held by the church council.
- The PCC would welcome a grant from the parish council. It was agreed that the matter would be added to the next meeting's agenda

- A new vicar has been appointed and was expected to arrive in October

#### 21/033 APPROVAL OF MINUTES

The meeting approved the minutes of (virtual) meetings held in May and June : proposed by Councillor Nicholson and seconded by Councillor Cookson

#### 21/034 PAYMENT AUTHORISATION

The following payments were approved and cheques signed:

PAYEE	INVOICE NO.	EXPENSE	NET	VAT	GROSS	CHEQUE NUMBER
Amherst & Shapland		2021 Audit Fees	£120.00	£24.00	£144.00	NATWEST 000626
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 000627</b>
Mr P Takel		<b>2 x cuts @£70, 2 x maintenance @ £10</b>	<b>£160.00</b>		<b>£160.00</b>	<b>NATWEST 000628</b>
Exmoor Creative		Website Support	£60.00		£60.00	NATWEST 000629
SALC		Annual Fees	£156.71		£156.71	NATWEST 000630
<b>TOTAL</b>			<b>£921.44</b>	<b>£26.50</b>	<b>£947.94</b>	

**21/035 PARISH WELFARE****21/035/01 Jubilee Gardens Refurbishment**

Following discussion, it was agreed that parishioners would be asked for their requirements via a notice in the September edition of the Brushford Parish Post. The inclusion of a request for contact details of participating members of the public would be made.

**21/035/02 Flood Plan**

Councillor Albery confirmed that the plan was still in preparation.

**21/035/03 First Aid Courses**

The meeting decided that a renewal of First Aid certification was no longer required for defib responders as the equipment was automatic.

A general first aid course will be discussed at the next meeting.

**21/036 PARISH MAINTENANCE****21/036/01 Old Phone Box**

The meeting agreed to rest the phone box in Jubilee Gardens.

Councillor Prouse is to enlist the help of Kings to assist in the move and consideration of a new concrete base is to be examined

**21/036/02 Flower Tubs**

A new member of the parish hall committee has asked for help in the maintenance of those tubs at the parish hall. Councillor Albery will ask them to attend the next PC Meeting to discuss.

**21/036/03 Dog Fouling**

Linda London has brought the matter of increased dog fouling to the attention of the council. This is to be included in the next parish post publication.

**21/037 FINANCIAL MATTERS****21/037/01 Parish Council Computer**

The clerk has reported that his personal iMac, used for council business for the past 10 years is coming to the end of its useful life.

It was agreed that new MacBook Air would be purchased at a cost of £999.00, in order that the same Apple applications would be transferrable. Clerk to action.

**21/037/02 Banking Arrangements**

With increasing demand for payments to be made electronically (rather than cheques), it was proposed that the council should move to online banking. Clerk is to discuss with Natwest and to review financial arrangements for approval by council which will need to include new checks and balances.

**31/038 REPORTS FROM COUNCILLORS**

Councillor Nicholson reported as follows:

**Unitary Authority**

The decision on Unitary Authority is imminent.

**Highways**

A recent panel meeting had discussed the impact of a Unitary Authority on local management of highways matters, given the particular weather conditions on Exmoor.

A pilot scheme involving Porlock/Dulverton/Brushford has been proposed in order to ensure that local needs are met and it was noted that parish/town councils will become more involved in future discussions, given the absence of a district council when the Unitary Authority comes in to place.

**31/039 DATE OF NEXT MEETING**

The next parish council meeting will be held on Tuesday, August 0th at 6.30pm in the Parish Hall.