



BRUSHFORD PARISH COUNCIL

MINUTES OF THE MEETING OF THE BRUSHFORD PARISH COUNCIL HELD ON TUESDAY, MAY 14TH 2024

24/013 PRESENT

The following took part in the meeting

Parish Councillors:	Councillor N. Prouse, Councillor F. Takel, Councillor J. Sandiford, Councillor H. Alberty
In Attendance :	Councillor F. Nicholson,
Clerk :	J Aldridge
Public :	None

24/014 ELECTION OF CHAIR

The meeting voted unanimously for Mr N. Prouse to continue as Chair for the coming year.

24/015 CHAIR TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE FORM

Councillor N. Prouse duly signed the acceptance of office form

24/016 ELECTION OF VICE CHAIR

The meeting voted unanimously for Mrs F Takel to continue as Vice-Chair for the coming year.

24/017 VICE CHAIR TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE FORM

Councillor F. Takel duly signed the acceptance of office form

24/018 ELECTION OF OFFICERS

Councillors accepted the following positions:

- Paths Officer & Parish Hall (Howard Albery)
- Highways (Frances Takel)
- Exmoor National Park Representative (Sarah Cookson)
- Village Centre Project Manager (Jan Aldridge)

24/019 COUNCILLORS TO SIGN THEIR DECLARATION OF ACCEPTANCE OF OFFICE FORM

All Councillors signed their respective acceptance of office forms

24/020 COUNCILLORS TO AGREE TO ACCEPT THE NEW CODE OF CONDUCT

All Councillors agreed to accept and adopt the code of conduct

24/021 COUNCILLORS TO AGREE TO COMPLETE THEIR REGISTER OF MEMBERS INTEREST FORM

All Councillors agreed to complete their respective register of members interest forms

24/022 APOLOGIES FOR ABSENCE

Councillor S. Cookson, Councillor S. Pugsley

24/023 DECLARATIONS OF INTEREST

There were no declarations of interest made

24/024 DEFERMENT OF BUSINESS

None

24/025 APPROVAL OF APRIL COUNCIL MEETING MINUTES

Approved by Councillor Takel and Seconded by Councillor Sandiford.

24/026 FINANCIAL REPORT

24/026/01 Payment Authorisation

The following May payments were approved, the Clerk will now make the BACS payments:

PAYMENT AUTHORISATION : MAY 14TH., 2024

PAYEE	INVOICE NO.	EXPENSE	NET	VAT	GROSS	CHEQUE NUMBER
Amherst & Shapland		Staff Wages	£626.17		£626.17	
		Amherst & Shapland monthly fee	£12.50	£2.50	£15.00	
		Total Staff Wages and Administration	£638.67	£2.50	£641.17	
Mr P Takel		2X Grass Cutting JG £150 + 2 X Strimming at Bus Stop £30	£180.00		£180.00	
Somerset Council	30057784	Annual Rent for Play Area	£25.00		£25.00	
A.E.D. Locator Ltd	005166	Stand Alone Bleed Kit Dispenser	£234.75		£234.75	
TOTAL			£1,078.42	£2.50	£1,080.92	

24/026/02 Year End Accounts 2023/24

The Clerk presented the year end accounts for approval by the Parish Council prior to the Annual Internal Audit by Amherst and Shapland as follows:

They were duly approved by the Council

Annual Expense

ANNUAL EXPENSE	YTD	%
STAFF COSTS	£7,823.64	57.19%
MAINTENANCE	£2,321.76	16.97%
GRANTS	£120.00	0.88%
SUBSCRIPTIONS	£195.70	1.43%
INSURANCE	£531.08	3.88%
ADVERTISING/WEB	£327.50	2.39%
MISC EXPENSE	£786.17	5.75%
RENT	£25.00	0.18%
DEFIBRILLATOR	£0.00	0.00%
TRAINING	£0.00	0.00%
GRASS CUTTING	£1,548.19	11.32%
TOTAL OTHER COSTS	£5,855.40	42.81%
TOTAL	£13,679.04	100.00%

Annual Income

DATE	DEBTOR	AMOUNT	CUMULATIVE
1st April 2023	Brought forward from 2022/23	£39,934.58	£39,934.58
20th April 2023	Precept Part 1 & 2 BACS Payment	£21,000.00	£60,934.58
12th July 2023	Cash deposit for Coronation mugs	£190.00	£61,124.58
18th March 2024	Grant from Police for SID	£4,001.61	£65,126.19
	LESS TOTAL EXPENSE	(£13,679.04)	
	BALANCE CARRIED FWD	£51,447.15	£51,447.15

Annual Expenditure by Month

MONTHLY EXPENSE	April	May	June	July	August	September	October	November	December	January	February	March	TOTAL
STAFF COSTS	£553.00	£553.00	£553.00	£553.00	£722.80	£543.00	£543.00	£543.00	£542.80	£1,434.70	£641.17	£641.17	£7,823.64
MAINTENANCE			£308.88					£308.88			£1,704.00		£2,321.76
GRANTS										£120.00			£120.00
SUBSCRIPTIONS							£160.70		£35.00				£195.70
INSURANCE			£531.08										£531.08
WEB SITE					£113.75				£213.75				£327.50
MISC EXPENSE		£58.80	£536.40			£165.00				£12.99		£12.98	£786.17
RENT	£25.00												£25.00
DEFIBBRILATOR													£0.00
TRAINING													£0.00
GRASS CUTTING	£120.00	£180.00	£193.19	£180.00	£405.00	£180.00	£180.00		£110.00				£1,548.19
TOTAL OTHER COSTS	£145.00	£238.80	£1,569.55	£180.00	£518.75	£345.00	£340.70	£308.88	£358.75	£132.99	£1,704.00	£12.98	£5,855.40
													£0.00
TOTAL	£698.00	£791.80	£2,122.55	£733.00	£1,241.55	£888.00	£883.70	£851.88	£901.55	£1,567.69	£2,345.17	£654.15	£13,679.04

YEAR END AUDIT 2023/24

BANK RECONCILIATION

Closing Balance as at April 1st 2024	£51,447.15
YEAR END BALANCE	<u>£51,447.15</u>

24/027 PATHS AND BRIDLEWAYS

Councillor Albery had nothing to report

24/028 PARISH MAINTENANCE

24/028/01 Basketball Court signs

The Clerk has sent an email and has called Kale Signs with the request for the new Basketball Court sign but without result to date, she will continue to chase this.

24/028/02 Jubilee Gardens Play Area acquisition

The Clerk has received an email from Somerset Council stating the following

Thank you for your enquiry (reference: SWT603759952). The case has now been marked as closed with the following response:

Good Afternoon - Thank you for your enquiry SWT603759952 - Please be assured your Expression of Interest to purchase Asset Jubilee Gardens, Brushford, TA22 9AD has been logged with the 'Devolution Team', unfortunately they have had a considerable number of similar requests which may take them a while to process.

The Clerk will continue to chase this acquisition.

24/028/03 Play Equipment

The Clerk has been in contact with Redlynch regarding ordering the rockers

24/029 PUBLIC ACCESS BLEED KITS

The Clerk ordered and paid for the Stand Alone Bleed Kit Dispenser, it arrived and the Clerk took it to the meeting. Councillor Albery volunteered to attach it to the wall of the Parish Hall adjacent to the Defibrillator.

24/030 SID - Poles Required

Following an email from the SID suppliers it transpired the pole chosen for the SID placement is unsuitable. A suitable pole is available further down the road and the Councillors decided to use this pole. The Clerk will contact the SID supplier to confirm the order now and will make a request for a training course for Councillor Albery.

24/031 PLANNING APPLICATIONS

T/04/24/001

3/04/24/002

No objections were raised

24/032 REPORTS FROM COUNCILLORS

Councillor Nicholson spoke to Wessex Water as they wished to close Brushford New Road in August but they have agreed to possibly delay this until October.

There will be redundancies when the schools merge in Dulverton, the Exmoor Federation is to join in a partnership with the Moorland Federation, which has five schools in Dunster, Timberscombe, Cutcombe, Porlock, and Exford.

No news about the closure of the recycling site in Dulverton.

Somerset Council has a shortage of money which is making any situation difficult.

24/033 DATE OF NEXT MEETING

The date of the next meeting is to be Tuesday, June 11th 2024 at 6.30pm in the Parish Hall.

.....

N. Prouse Chair