



BRUSHFORD PARISH COUNCIL

MINUTES OF THE MEETING OF THE BRUSHFORD PARISH COUNCIL HELD ON TUESDAY, MAY 19TH 2025

26/014 PRESENT

The following took part in the meeting

Parish Councillors: Councillor N. Prouse, Councillor F. Takel, Councillor H. Albery, Councillor S. Cookson, Councillor J. Sandiford,
Councillor D. Moorhouse Banks

Attendance : Councillor F. Nicholson, Councillor S. Pugsley

Clerk : J Aldridge

Public :

26/015 APOLOGIES FOR ABSENCE

None

26/016 DECLARATIONS OF INTEREST

There were no declarations of interest made

26/017 DEFERMENT OF BUSINESS

Mrs Nicholson gave a full explanation on her planning application which is requesting a change of use from a holiday let to permanent residence, in order for the Councillors to have all the details when making their deliberations regarding this application.

26/018 APPROVAL OF APRIL COUNCIL MEETING MINUTES

Approved by Councillor Takel and Seconded by Councillor Cookson

26/019 FINANCIAL REPORT

26/019/01 Payment Authorisation

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

PAYMENT AUTHORISATION : MAY 19th, 2026

PAYEE	INVOICE NO.	EXPENSE	NET	VAT	GROSS	
Mrs J Aldridge		Staff Wages as per Peace Accountancy instructions	£531.50		£531.50	
HMRC		HMRC Tax as per Peace Accountancy instructions	£132.80		£132.80	
		Total Staff Wage and Tax for month	£664.30	£0.00	£664.30	
Brushford Parish Hall CIO	BPH2025- 0697	Hire of Hall for April meeting	£13.75		£13.75	
Mr P Takel		1 X Grass Cutting @ £80 and 1 X Strimming @ £20	£100.00		£100.00	
Martyn Leigh Plant Services	SI-0000000007	Groundwork for Community Hub Project	£2,250.00		£2,250.00	
Mrs J Aldridge		Travelling around Parish for grit bin levels checking 14 miles	£6.30		£6.30	
TOTAL			£3,034.35	£0.00	£3,034.35	

Annual Expense

ANNUAL EXPENSE	YTD	%
STAFF COSTS	£8,180.36	21.75%
MAINTENANCE	£3,298.24	8.77%
GRANTS	£0.00	0.00%
SUBSCRIPTIONS	£396.35	1.05%
INSURANCE	£790.44	2.10%
ADVERTISING/WEB SITE	£310.00	0.82%
MISC EXPENSE	£463.98	1.23%
RENT	£190.00	0.51%
DEFIBRILLATOR/BLEED KIT	£0.00	0.00%
TRAINING	£0.00	0.00%
GRASS CUTTING & GRITTING	£1,820.38	4.84%
JUBILEE GARDENS & BASKETBALL COURT	£22,163.80	58.93%
TOTAL OTHER COSTS	£29,433.19	78.25%
TOTAL	£37,613.55	100.00%

Annual Income

DATE	DEBTOR	AMOUNT	CUMULATIVE
1st April 2025	Brought forward from 2024/25	£50,573.52	£50,573.52
15th April 2025	Precept BACS Payment	£21,000.00	£71,573.52
	LESS TOTAL EXPENSE	(£37,613.55)	
	BALANCE CARRIED FWD	£33,959.97	£33,959.97

26/019/02 Year End Accounts 2025/26

The Clerk Presented the Year End Accounts for Approval by the Parish Council Prior to the Annual Internal Audit by Aspleys as follows:

They were duly approved by the Councillors

Annual Expenditure by Month

MONTHLY EXPENSE	April	May	June	July	August	September	October	November	December	January	February	March	TOTAL
STAFF COSTS	£679.30	£679.30	£679.30	£679.30	£679.30	£679.30	£679.30	£679.30	£679.30	£679.30	£693.06	£694.30	£8,180.36
MAINTENANCE	£141.60			£2,220.00			£96.00			£405.60		£435.04	£3,298.24
GRANTS													£0.00
SUBSCRIPTIONS			£268.35									£128.00	£396.35
INSURANCE			£790.44										£790.44
ADVERTISING/WEB SITE				£120.00					£190.00				£310.00
MISC EXPENSE			£27.57	£211.50	£30.60	£20.70	£107.01	£14.40	£17.10	£6.30	£14.40	£14.40	£463.98
RENT	£38.75	£13.75	£13.75	£13.75	£13.75	£13.75	£13.75	£13.75	£13.75	£13.75	13.75	£13.75	£190.00
DEFIBRILLATOR/ BLEED KIT													£0.00
TRAINING													£0.00
GRASS CUTTING & GRITTING	£240.00	£180.00	£130.00	£325.38	£395.00	£180.00	£180.00			£100.00		£90.00	£1,820.38
JUBILEE GARDENS & BASKETBALL COURT				£19950.00	£85.00				£1064.40		£1064.40		£22,163.80
TOTAL OTHER COSTS	£420.35	£193.75	£1,230.11	£22,840.63	£524.35	£214.45	£396.76	£28.15	£1,285.25	£525.65	£1,092.55	£681.19	£29,433.19
													£0.00
TOTAL	£1,099.65	£873.05	£1,909.41	£23,519.93	£1,203.65	£893.75	£1,076.06	£707.45	£1,964.55	£1,204.95	£1,785.61	£1,375.49	£37,613.55

2025/26 YEAR END AUDIT

BANK RECONCILIATION

Closing Balance as at April 1st 2026	£33, 959.97
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YEAR END BALANCE	<u>£33, 959.97</u>
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26/020 PATHS AND BRIDLEWAYS

Councillor Albery will finalise the reinstatement of the sign post towards Bowdens as he now has the bolts to complete the job.

The signpost above the Bowdens ruins is down, Councillor Albery will visit the site and make a plan.

26/021 PARISH MAINTENANCE

26/021/01 Jubilee Gardens Play Area Acquisition

The Clerk has made an appointment to see the Solicitors regarding the completion of the land transfer forms.

26/021/02 Village Centre Project - Funding

After receiving the second refusal for the S106 funds the Councillors decided to go ahead with the Community Hub project using the Parish Council funds, the Clerk gave the go ahead to the ground worker and the carpenter has stated that he will start the construction of the new shelter in June.

26/021/04 Community Speedwatch

The Clerk is still awaiting confirmation from the Police that there are at least three people signed up for the Brushford Community Watch programme, which will allow it to go ahead. This item will not be added to future agendas until such times as there are sufficient people committed to the scheme.

26/021/05 Damaged Village Sign on B3222

The Clerk sent a followup email to Kier and received another negative reply in respect of their workforce being responsible for the damage to the village sign. It was therefore decided the Parish Council would pay for a new sign to be manufactured, the Clerk was asked to place the order for this.

26/022 DORSET AND SOMERSET AIR AMBULANCE LIFE-SAVING EQUIPMENT APPEAL

The Clerk was given the authorisation to go ahead and buy the reusable cheque.

26/023 CONSULTATION - YOUTH AND COMMUNITY WORK

The Clerk sent an email to all Councillors ahead of the meeting so that they may decide whether or not to take part in this consultation. After some discussion they decided not to complete this survey as they felt they did not have enough information to complete the survey with any accuracy.

26/024 PLANNING APPLICATIONS

3/04/26/001

The Councillors discussed this application, taking into consideration all the information given by Mrs Nicholson, and all agreed to give their whole hearted support in favour of this application.

26/025 REPORTS FROM COUNCILLORS

Councillor Nicholson explained the food bank in Dulverton has been refurbished. Somerset Skill and Learning (SS&L) adult education team would like to use the building for various crafts/activities one of the activities suggested would be a cooking session and wanted to know if any of the Councillors knew of anyone among their friends and families who would be interested in this and also if they could encourage people to join in.

Councillor Pugsley reported the coming Exmoor LCN on the 11th June will be starting at 18:30

The signage on the road between Brushford and Dulverton is yet to appear.

The planning application for the Bluebox site has jumped from 2 to 4 properties to be built on the land and if the Parish Council has any strong feelings either way then Councillor Pugsley would like to know in order for him to put forward the Parish Councils views to the Chairman of the planning committee at the forthcoming meeting

26/026 DATE OF NEXT MEETING

The date of the next meeting is to be June 9th 2026 at 6.30pm in the Parish Hall.

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N. Prouse Chair