



BRUSHFORD PARISH COUNCIL

MINUTES OF THE MEETING OF THE BRUSHFORD PARISH COUNCIL HELD ON TUESDAY MAY 10TH 2022

22/017 PRESENT

The following took part in the meeting

Parish Councillors:	Councillors Mr N Prouse, Mrs S Cookson, Mrs F Takel, Mr H Albery, Mrs J Sandiford, Mr D Garth
In Attendance :	Councillor N Thwaites
Clerk :	J Aldridge
Public :	None

22/018 ELECTION OF CHAIR

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

22/019 CHAIR TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE FORM

Councillor N. Prouse duly signed the acceptance of office form

22/020 ELECTION OF VICE CHAIR

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

22/021 VICE CHAIR TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE FORM

Councillor F. Takel duly signed the acceptance of office form

22/022 ELECTION OF OFFICERS

Councillors accepted the following positions:

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

22/023 COUNCILLORS TO SIGN THEIR DECLARATION OF ACCEPTANCE OF OFFICE FORM

All Councillors signed their respective acceptance of office forms

22/024 COUNCILLORS TO AGREE TO ACCEPT THE NEW CODE OF CONDUCT

All Councillors agreed to accept and adopt the new code of conduct

22/025 COUNCILLORS TO AGREE TO COMPLETE THEIR REGISTER OF MEMBERS INTEREST FORM

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

22/026 APOLOGIES FOR ABSENCE

Councillor F. Nicholson

22/027 DECLARATIONS OF INTEREST

There were no declarations of interest made.

22/028 DEFERMENT OF BUSINESS

The meeting congratulated Steven Pugsley on his appointment as one of the two new County councillors. The County Council election resulted in the Liberal Democrats winning 61 seats and the Conservatives winning 36 seats while the remaining parties had a mixture of the remaining votes.

Councillor Pugsley stated that work must continue apace to make sure of the continuing success of the local community network, including highways.

He went on to say that the Highways Steward should soon be in post, hopefully within the next couple of weeks

Also that the next Exmoor National Parks Authority meeting will be held on the 9th of June at Cutcombe Village Hall

Barbara Wilson reported the Platinum Jubilee mugs are all painted and are waiting to go in the kiln.

Barbara also brought along the information regarding the Platinum Jubilee beacon, which will be lit on Thursday the 2nd of June at 9:15pm and that this information will be posted on the Friends of Brushford Parish Hall Facebook Page.

22/029 APPROVAL OF APRIL COUNCIL MEETING MINUTES

Approved by Councillor Takel and seconded by Councillor Cookson .

22/030 FINANCIAL REPORT

22/030/01 Payment Authorisation

The following May payments were approved and cheques signed:

	INVOICE NO.	EXPENSE	NET	VAT	GROSS	CHEQUE NUMBER
Amherst & Shapland		Staff Wages	£498.00		£498.00	
		Amherst & Shapland monthly fee	£12.50	£2.50	£15.00	
		Total Staff Wages and Administration	£510.50	£2.50	£513.00	NATWEST 000662
Mr P Takel		2 X Cutting Jubilee Gardens @ £70 each + 2 X Strimming the Bus Stop @ £10 each	£160.00		£160.00	NATWEST 000663
SALC		1 X SALC Training Session for Clerk, 1 @ £30	£30.00		£30.00	NATWEST 000664
Mr C Knight		Back Pay owed due to pay increases from April 2020	£863.46		£863.46	NATWEST 000665
TOTAL			£1,563.96	£2.50	£1,566.46	

22/030/02 2021/22 Year End Accounts.

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

They were duly approved by the Council

Annual Expense

ANNUAL EXPENSE	YTD	%
STAFF COSTS	£5,126.76	33.30%
MAINTENANCE	£1,600.00	10.39%
GRANTS	£750.00	4.87%
SUBSCRIPTIONS	£156.71	1.02%
INSURANCE	£478.28	3.11%
BRUSHFORD PARISH POST	£160.00	1.04%
ADVERTISING/WEB	£230.00	1.49%
MISC EXPENSE	£2,171.22	14.10%
RENT	£25.00	0.16%
DEFIBRILLATOR	£0.00	0.00%
JUBILEE GARDENS	£4,699.89	30.52%
TOTAL OTHER COSTS	£10,271.10	66.70%
TOTAL	£15,397.86	100.00%

Annual Income

DATE	DEBTOR	AMOUNT	CUMULATIVE
1st April 2021	Brought forward from 2020/21	£21,868.06	£21,868.06
22nd April 2022	Precept Part 1 BACS Payment	£10,500.00	£32,368.06
24th Aug 2022	Tendrill Trust	£2,000.00	£34,368.06
16th Sept 2022	Precept Pt 2	£10,500.00	£44,868.06
	LESS TOTAL EXPENSE	(£15,397.86)	
	BALANCE CARRIED FWD	£29,470.20	£29,470.20

Annual Expenditure by Month

MONTHLY EXPENSE	April	May	June	July	August	September	October	November	December	January	February	March	TOTAL
STAFF COSTS	£427.23	£427.23	£427.23	£424.73	£427.23	£429.73	£427.23	£427.23	£427.23	£427.23	£427.23	£427.23	£5,126.76
MAINTENANCE	£210.00	£90.00	£240.00	£160.00	£160.00	£400.00	£160.00	£80.00	£100.00				£1,600.00
GRANTS						£750.00							£750.00
SUBSCRIPTIONS				£156.71									£156.71
INSURANCE			£478.28										£478.28
BRUSHFORD PARISH POST								£160.00					£160.00
WEB SITE				£60.00					£170.00				£230.00
MISC EXPENSE		£36.68		£144.00		£1,206.18	£177.96	£157.60		£240.84		£207.96	£2,171.22
RENT	£25.00												£25.00
DEFIBBRILATOR													£0.00
J GARDENS REFURB - SWING & BIN						£4,699.89							£4,699.89
TOTAL OTHER COSTS	£235.00	£126.68	£718.28	£520.71	£160.00	£7,056.07	£337.96	£397.60	£270.00	£240.84	£0.00	£207.96	£10,271.10
TOTAL	£662.23	£553.91	£1,145.51	£945.44	£587.23	£7,485.80	£765.19	£824.83	£697.23	£668.07	£427.23	£635.19	£15,397.86

BANK RECONCILIATION

Closing Balance as at April 1st 2022 £29,470.20

YEAR END BALANCE **£29, 470.20**

22/030/03 On-line Banking

NatWest has requested a copy of the minutes in which the Councillors all agreed to amend the mandate of the Parish Councils Bank Account.

This was discussed again at the meeting. The Councillors all agreed to change the current bank account to that of an online bank account.

The decision to remove all authorising signatories from Brushford Parish Council Bank Account and to have the Chair and the Clerk as the only signatories was agreed by all and proposed by Councillor Takel and seconded by Councillor Cookson

It is hoped that this will expedite the changing of the Bank Account from that of a cheque account to an online account with the Clerk, who is also the responsible financial officer, to manage the account with the monthly spending to continue to be authorised by the Councillors at the monthly meetings. When the Clerk is on holiday or otherwise unavailable the duty will fall to the Chair.

22/031 PATHS AND BRIDLEWAYS

Councillor Albery reported that he was stopped by pedestrians re: a damaged stile, this was found to be in Dulverton and the information will be forwarded onto Dulverton Town Council

Council Takel reported that there is a tree across the ex railway line footpath, Councillor Albery will inform the relevant rights of way volunteer officer

22/032 PARISH MAINTENANCE

22/032/01 Phone Box - Update, repairs and siting

Councillor Prouse has not had an update re the door.

22/032/02 Village Centre Project - Update

The Clerk had received quotes from Wedgewood Buildings relating to an 8' X 8' and a 10' X10' gazebo.

After some discussion the Councillors decided that the amount may be too much to spend in the current climate. It was decided that the Clerk will draw up a message detailing the Village Centre Project and asking for residents comments. This will be put into the Brushford & Dulverton Parish Magazine but will have to be approved by Councillors before sending it for publication.

22/032/03 Speed indicator Devices

The Clerk has spoken to Ben of TWM Traffic Control Systems and presented the emailed over prices for the Mini 300 Speed Display Sign.

The Councillors decided to request the representative to attend the meeting in June, the Clerk will email him to invite him.

22/032/04 Carnarvon Bridge outside Fairfield House

In respect of response number - 652117 the Clerk has not been informed of any action taken or any update on the situation as yet.

22/032/05 New Dog Bin Request at Perry Lane

The Clerk has looked at the Parish Boundary on Parish Online and found that the gatepost in question for the siting of the new dog bin does come under the jurisdiction of Dulverton Town Council.

The Clerk to email Jan Woodcock to explain it is in Dulverton and that she will email the Clerk of Dulverton Town Council with the request.

22/033 BRUSHFORD PARISH COUNCIL WEBSITE UPDATES

The Clerk has sent an email to Malcolm Godfrey with the updated contact information for the Councillors.

22/034 PLANNING APPLICATIONS

None

22/035 REPORTS FROM COUNCILLORS

Councillor Thwaites reported there is no news as it is very quiet due to the focus on the election. Once Councillors are in office things should start to pick up.

Council staff are unsure of what job, if any, they have.

22/036 DATE OF NEXT MEETING

The date of the next meeting is to be Tuesday, June 14th 2022 at 6.30pm in the Parish Hall.

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N. Prouse, Chair