



## **BRUSHFORD PARISH COUNCIL**

### **MINUTES OF THE MEETING OF THE BRUSHFORD PARISH COUNCIL HELD ON TUESDAY, MAY 9TH 2023**

#### **23/014 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

In Attendance

Councillor F. Nicholson

Clerk :

J. Aldridge

Public :

#### **23/015 APOLOGIES FOR ABSENCE**

Councillor S. Pugsley

#### **23/016 DECLARATIONS OF INTEREST**

There were no declarations of interest made.

### 23/017 DEFERMENT OF BUSINESS

None

### 23/018 APPROVAL OF APRIL COUNCIL MEETING MINUTES

Approved by Councillor Takel and seconded by Councillor Cookson

### 23/019 FINANCIAL REPORT

#### 23/019/01 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

## Brushford Parish Council Annual Accounts 2022 - 2023

### Annual Expense

ANNUAL EXPENSE	YTD	%
<b>STAFF COSTS</b>	<b>£6,123.29</b>	<b>58.12%</b>
MAINTENANCE	£858.20	8.15%
GRANTS	£200.00	1.90%
SUBSCRIPTIONS	£277.41	2.63%
INSURANCE	£627.06	5.95%
ADVERTISING/WEB	£275.00	2.61%
MISC EXPENSE	£744.66	7.07%
RENT	£25.00	0.24%
DEFIBRILLATOR	£0.00	0.00%
TRAINING	£185.00	1.76%
GRASS CUTTING	£1,220.00	11.58%
<b>TOTAL OTHER COSTS</b>	<b>£4,412.33</b>	<b>41.88%</b>
<b>TOTAL</b>	<b>£10,535.62</b>	<b>100.00%</b>

### Annual Income

DATE	DEBTOR	AMOUNT	CUMULATIVE
1st April 2022	Brought forward from 2021/22	£29,470.20	£29,470.20
	Precept Part 1 BACS Payment	£10,500.00	£39,970.20
15th Sept 2022	Precept Pt 2 BACS Payment	£10,500.00	£50,470.20
		<b>LESS TOTAL EXPENSE</b>	<b>(£10,535.62)</b>
<b>BALANCE CARRIED FWD</b>		<b>£39,934.58</b>	<b>£39,934.58</b>

## Annual Expenditure by Month

MONTHLY EXPENSE	April	May	June	July	August	September	October	November	December	January	February	March	TOTAL
<b>STAFF COSTS</b>	£427.23	£1,376.46	£513.00	£513.00	£513.00	£513.00	£513.00	£0.00	£0.00	£553.00	£648.60	£553.00	£6,123.29
MAINTENANCE	£494.00								£240.00			£124.20	£858.20
GRANTS										£200.00			£200.00
SUBSCRIPTIONS	£81.00					£156.41		£40.00					£277.41
INSURANCE				£527.06					£100.00				£627.06
WEB SITE				£90.00					£185.00				£275.00
MISC EXPENSE					£256.58		£156.00	£151.25	£7.60		£173.23		£744.66
RENT	£25.00												£25.00
DEFIBBRILATOR													£0.00
TRAINING	£155.00	£30.00											£185.00
GRASS CUTTING	£160.00	£160.00	£240.00	£160.00	£260.00	£90.00	£150.00						£1,220.00
<b>TOTAL OTHER COSTS</b>	<b>£915.00</b>	<b>£190.00</b>	<b>£240.00</b>	<b>£777.06</b>	<b>£516.58</b>	<b>£246.41</b>	<b>£306.00</b>	<b>£191.25</b>	<b>£532.60</b>	<b>£200.00</b>	<b>£173.23</b>	<b>£124.20</b>	<b>£4,412.33</b>
													£0.00
<b>TOTAL</b>	<b>£1,342.23</b>	<b>£1,566.46</b>	<b>£753.00</b>	<b>£1,290.06</b>	<b>£1,029.58</b>	<b>£759.41</b>	<b>£819.00</b>	<b>£191.25</b>	<b>£532.60</b>	<b>£753.00</b>	<b>£821.83</b>	<b>£677.20</b>	<b>£10,535.62</b>

## BANK RECONCILIATION

### YEAR END BALANCE

Closing Balance as at April 1st., 2023

£39,934.58

### YEAR END BALANCE

**£39,934.58**

The accounts were approved and the Clerk will now proceed with the annual audit

### 23/019/02 Payment Authorisation

The following May payments were approved and cheques signed:

#### PAYMENT AUTHORISATION : MAY 9TH., 2023

PAYEE	INVOICE NO.	EXPENSE	NET	VAT	GROSS	CHEQUE NUMBER
Amherst & Shapland		Staff Wages	£538.00		£538.00	
		Amherst & Shapland monthly fee	£12.50	£2.50	£15.00	
		<b>Total Staff Wages and Administration</b>	<b>£550.50</b>	<b>£2.50</b>	<b>£553.00</b>	<b>NATWEST 000700</b>
Mr P Takel		<b>2X Grass Cutting JG £75 + 2X Strimming at Bus Stop £30</b>	<b>£180.00</b>		<b>£180.00</b>	<b>NATWEST 000701</b>
Mrs J Aldridge	05A16630	<b>Reimbursement of £58.80 for a Dumpy Bag of Sand purchased from Travis Perkins</b>	<b>£58.80</b>		<b>£58.80</b>	<b>NATWEST 000702</b>
<b>TOTAL</b>			<b>£789.30</b>	<b>£2.50</b>	<b>£791.80</b>	

### 23/019/03 Online Banking

After a visit to the NatWest bank in Tiverton the Clerk was instructed to produce a letter detailing the change of Clerk from Mr C Knight to that of Mrs J Aldridge and for it to be signed by the Chair and ViceChair of the Parish Council. This letter was duly presented and signed.

The Clerk will take it back to the branch so that the change to online banking can continue to be put in place. At the same time the Clerk will bank the money, amounting to £190 from the sale of Coronation mugs.

## **23/020 PATHS AND BRIDLEWAYS**

Councillor Albery has not heard from Ceri Rapsey regarding the parish signage.

## **23/021 PARISH MAINTENANCE**

### **23/021/01 Village Centre Project**

The Clerk has spoken to Dave Leigh about the preparation of the grounds and was told he would submit a quote in readiness for the meeting on Tuesday 9th May but no quote has, as yet, been received. The Clerk will chase this up.

### **23/021/02 Telephone Box - Update**

After speaking to Dave Leigh regarding the restoration work on the telephone box Mr Leigh has sourced the necessary replacement parts. These are at a cost of about £1,500

The Councillors were presented with this information and decided the Clerk should check on the price of parts and labour and report this information to them for their final decision on whether or not to have it repaired.

### **23/021/03 Lambing Season Signs**

After receiving a variety of different sign proofs from Kale signs via emails from the Clerk the Councillors decided on two signs to read

PRIVATE LAND

NO Right of Way

The Clerk has sent an email to Kale signs with the order and is awaiting a response.

## **23/022 CHAIRS AWARD FOR SERVICE TO THE COMMUNITY 2023 - Suggestions**

After a discussion it was decided that the Councillors should think about who they would wish to nominate by the next meeting in June.

### **23/023 EXMOOR AREA PANEL MEETING ITEMS FROM THE MARCH MEETING**

Councillor Albery attended the Exmoor Area Panel Meeting in March 2023 and from the minutes of that meeting made several points relevant to the Parish of Brushford which he presented to the meeting.

He suggested that this should be a topic that should be added to the Parish Council meetings and any items relevant to Brushford should be advertised on the Brushford Parish Council website. Highways issues should be included on the website and brought up at meetings.

This was agreed by the Councillors and it was decided that the Clerk will email the minutes of future Exmoor Area Panel Meetings with relevant points highlighted for the Councillors to read.

### **23/024 EXMOOR NATIONAL PARK AUTHORITY ELECTION NOMINATIONS**

Councillor Nicholson suggested that members should go to the Hustings on 31st May 2023. Once aware of the various manifestos of the candidates the Councillors should then cast their votes at the next meeting before the closure of voting on June 14th at midday

The ballot papers will be sent via email to the Clerk on 30th May.

Councillor Cookson and the Clerk will attend the Hustings.

### **23/025 JUBILEE GARDENS PLAY EQUIPMENT - Sovereign Play and South West Play**

Before this meeting the Clerk had sent three emails to the Councillors, one from SouthWest Play, one from Sovereign Play and the other from Redlynch Leisure. The Councillors discussed which items of play equipment would be most suitable for placement in Jubilee Gardens play area.

The Clerk has been asked to find out the cost of the rocker items including installation in order for the Councillors to make a decision regarding purchase.

### **23/026 CLERKS JOB - update**

The Clerk has emailed Justin and has not received a reply but will report to the Councillors once she has an answer.

**23/027 SALC AGM 2023 - Update**

The SALC AGM was cancelled due to several attendees being unable to get to the meeting due to obligations relating to the Coronation celebrations.

It is to be rescheduled, possibly for a date in June. The Clerk will keep the Councillors updated with this information and will attend the next scheduled meeting either alone or with another member of the Parish Council.

**23/028 PLANNING APPLICATIONS**

None received

**23/029 REPORTS FROM COUNCILLORS**

Councillor Nicholson reported that the highways sub group had been in discussions regarding the closure of the main road leading from Riphay to Dulverton, the work is for road drainage.

The contractors stated they are breaking the work into 2 parts starting in Summer, using traffic lights and coming back to complete the work on 11th September 2023 until the middle of October 2023 from 9am - 3pm each day with lorries and caravans stacked somewhere - at a place not yet agreed .

Travis Perkins will need to be consulted as do all other local businesses, the fisheries are happy with this schedule of works as is the Anchor Inn.

Although there has been no announcement as yet it is understood that a permanent head teacher will be employed at Dulverton school from September.

The next LCN meeting is being held on the 8th June 2023

**23/030 DATE OF NEXT MEETING**

The date of the next meeting is to be Tuesday, June 13th 2023 at 6.30pm in the Parish Hall.

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N. Prouse Chair