



BRUSHFORD PARISH COUNCIL

Minutes of the Meeting of the Brushford Parish Council held at the Parish Hall, Brushford on Tuesday, April 14th., 2018

18/001 PRESENT

The following attended the meeting:

Parish Councillors:	Mrs S Cookson, Mr T Wilson, Mrs F Takel, Mr H Albery, Mr D Garth, Mrs J Sandiford
County & District Councillors in Attendance :	Mr N Thwaites, Mrs F Nicholson, Mr B Heywood
In the Chair:	Mr N Prouse
In Attendance:	Mr. C Knight, Clerk .
Members of the Public :	1

18/002 APOLOGIES FOR ABSENCE

There were no apologies for absence.

18/003 DECLARATIONS OF INTEREST

Councillor Takel declared an interest in the payment of parish maintenance work and took no part in the payment authorisation decision.

18/004 APPROVAL OF THE MINUTES OF THE LAST MEETING

The Minutes of the meeting held on March 13th. were approved as a true record, and duly signed by the Chairman.

18/005 DEFERMENT OF BUSINESS

Mrs Wilson reported that the main bus shelter required painting inside.

18/006 FINANCIAL REPORT

18/006/01 Payment Authorisation

The following due payments were approved and relevant cheques signed:

PAYEE	INVOICE NO.	EXPENSE	NET	VAT	GROSS	CHEQUE NUMBER
Jane Erith		Village Flower Tub planting	£75.00		£75.00	NATWEST 000481
West Somerset Council		Jubilee Gardens Playcourt Annual Rent	£25.00		£25.00	NATWEST 000482
Amherst & Shapland		Staff Wages	£364.94		£364.94	
		Amherst & Shapland monthly fee	£12.50	£2.50	£15.00	
		Staff Wages and Administration	£377.44	£2.50	£379.94	NATWEST 000483
Mr P Takel		Road Gritting x 1 @ @£25	£25.00		£25.00	
		TOTAL	£25.00		£25.00	NATWEST 000484
TOTAL			£502.44	£0.00	£504.94	

18/006/02 Year End Accounts

The clerk presented the council's financial accounts (below), which were approved by the council.

Brushford Parish Council Annual Accounts 2017 - 2018 Year End

Annual Expense

ANNUAL EXPENSE	YTD	%
STAFF COSTS	£4,559.28	32.27%
MAINTENANCE	£2,174.96	15.39%
GRANTS	£800.00	5.66%
SUBSCRIPTIONS	£0.00	0.00%
INSURANCE	£321.28	2.27%
BRUSHFORD PARISH POST	£690.00	4.88%
ADVERTISING/WEB	£300.00	2.12%
MISC EXPENSE	£5,126.37	36.28%
RENT	£98.50	0.70%
COMMUNITY BUS	£58.50	0.41%
TOTAL OTHER COSTS	£9,569.61	67.73%
TOTAL	£14,128.89	100.00%

Annual Income

DATE	DEBTOR	AMOUNT	CUMULATIVE
1st April 2017	Brought forward from 2016/17	£8,662.35	£8,662.35
20/4/17	WSC 1st Precept Payment	£5,500.00	£14,162.35
15/9/17	WSC 2nd Procept Payment	£5,500.00	£19,662.35
9/2/18	SALC Trans Code Grant	£670.00	£20,332.35
	LESS TOTAL EXPENSE	(£14,128.89)	
	BALANCE CARRIED FORWARD	£6,203.46	£6,203.92

Annual Expenditure by Month

MONTHLY EXPENSE	April	May	June	July	August	September	October	November	December	January	February	March	TOTAL
STAFF COSTS	£379.94	£379.94	£379.94	£379.94	£379.94	£379.94	£379.94	£379.94	£379.94	£379.94	£379.94	£379.94	£4,559.28
MAINTENANCE	£210.00	£160.00	£430.00	£314.96	£170.00	£170.00	£150.00	£80.00	£125.00	£170.00	£50.00	£145.00	£2,174.96
GRANTS							£600.00					£200.00	£800.00
SUBSCRIPTIONS													£0.00
INSURANCE		£321.28											£321.28
BRUSHFORD PARISH POST	£230.00					£230.00				£230.00			£690.00
ADVERTISING/WEB										£300.00			£300.00
MISC EXPENSE	£342.31	£297.00	£321.29	£88.00	£948.00		£198.97	£35.00	£2,606.40		£289.40		£5,126.37
RENT	£25.00		£27.50			£27.50					£18.50		£98.50
COMMUNITY BUS				£58.50									£58.50
TOTAL OTHER COSTS	£807.31	£778.28	£778.79	£461.46	£1,118.00	£427.50	£948.97	£115.00	£2,731.40	£700.00	£357.90	£345.00	£9,569.61
TOTAL	£1,187.25	£1,158.22	£1,158.73	£841.40	£1,497.94	£807.44	£1,328.91	£494.94	£3,111.34	£1,079.94	£737.84	£724.94	£14,128.89

18/006/03 Year End Audit

Clerk proposed and the meeting approved the appointment of Amherst and Shapland as the council auditor.

The accounts will now be submitted for audit.

18/007 HIGHWAYS

In the light of the SCC proposal to charge for the Speed Indicator facility, the historical results were discussed as follows:

BRUSHFORD SPEED INDICATOR RESULTS ANALYSIS

2016	MEDIAN SPEED MPH	CHANGE	85% SPEED MPH	CHANGE
May	36	97%	44	98%
April	37	103%	45	102%
October 2016	35	95%	42	93%
November 2016	32	91%	37	88%
December 2016	32	100%	36	97%
June 2017 Northbound	31	97%	35	97%
June 2017 Southbound	34	109.7%	42	120%

Following discussion, it was agreed that the use of the Speed Indicators would be suspended and the matter reviewed in six months.

18/008 PARISH MAINTENANCE

18/008/01 Jubilee Gardens Refurbishment

The meeting discussed the necessary additional work that is needed on the play court surface, amounting to £1450 + VAT.

The current project estimates are as follows:

ESTIMATED COSTS	NET	VAT	TOTAL
1. ROB BROWN : Boarding and post renovations			
Remove Old Boarding and replace with new tandalised boarding & 4"x2" rails	£3,240.00	£648.00	£3,888.00
Sanding and painting of (42) upright metal posts	£888.00	£177.60	£1,065.60
TOTAL ROB BROWN	£4,128.00	£825.60	£4,953.60

ESTIMATED COSTS	NET	VAT	TOTAL
2. C J LYNCH : Court tarmac resurfacing			
Initial quotation	£8,250.00	£1,650.00	£9,900.00
Additional work / sub-base	£1,450.00	£290.00	£1,740.00
TOTAL C J LYNCH	£9,700.00	£1,940.00	£11,640.00
3 WEED KILLING			
Weed killing of court	£250.00	£50.00	£300.00
TOTAL FARREN BROOMFIELD	£250.00	£50.00	£300.00
SUB TOTAL	£14,078.00	£2,815.60	£16,893.60
10% CONTINGENCY	£1,407.80	£281.56	£1,689.36
GRAND TOTAL	£15,485.80	£3,097.16	£18,582.96

The funding requirements of the project were noted as follows:

£	
1. BRUSHFORD PARISH COUNCIL	
FROM RESERVES	£2,000.00
FROM INCREASED PRECEPT	£3,000.00
OTHER FUND RAISING	TBA
TOTAL PARISH COUNCIL	£5,000.00
2. REQUIRED FUNDING	£10,485.80

The meeting noted that the Cave Foundation have indicated that they will support the project and that the trustees are due to meet in May to discuss and agree the level at which the project will be supported.

It was therefore agreed that the work should be put on hold until such time as the funding matters become clear. Clerk is to advise C J Lynch accordingly.

18/008/02 Exebridge Flood Plan

It was noted that despite paying for the shed required for this project, the Wooden Workshop has still to deliver. It was agreed that the clerk should follow this up as a matter of urgency. It was agreed that in the event of no action occurring, a recorded delivery demanding installation should be sent to the supplier.

18/009 PARISH WELFARE

18/009/01 The Great Get Together

Councillor Wilson reported that the bus had been booked for this event in June and that he would be researching destinations and will report back to council at the next meeting.

18/009/02 Brushford Parish Post

The clerk requested a delay in the next publication of the Parish Post due to a lack of news and stories of interest for the community. This was agreed.

18/010 PLANNING APPLICATIONS

18/010/01 3/04/17/008 WESTERN POWER SWITCHROOM

The meeting expressed the continuing concern at the lack of progress by Western Power to implement the required changes demanded following the Planning Committee Meeting in 2017. It was agreed that the council should write to the Planning Dept at West Somerset Council.

18/011 REPORTS FROM COUNCILLORS

18/011/01 Councillor Nicholson

1. Dulverton Library

Councillor Nicholson requested support from the Parish Council in the current consultation on the Dulverton Library. Suggestions for additional services such as Coding Tutorial that would enhance the offering, would be most welcome.

2. Social Mobility

Councillor Nicholson reminded the council that West Somerset continues to suffer from poor social mobility and that every effort is being made to improve upon the matter. She pointed out that this matter is not helped by the decline in the child population of the district, which has recently resulted in the Dulverton Nursery cutting down its activity to 4 days a week.

18/011/02 Councillor Thwaites

Councillor Thwaites reiterated Mrs Nicholson's concerns regarding the nursery and library and pointed out that responders to the library consultation should be aware of the subtle changes to the wording of the consultation questionnaire.

18/011/03 Councillor Heywood

Councillor Heywood confirmed that the Secretary of State has approved the proposed changes to West Somerset and Taunton Deane Councils. He informed the meeting that the next steps are a consultation on the warding of the new council and that there will be a reduction of councillors for the Dulverton Ward.

18/011/04 Councillor Sandiford

Councillor Sandiford reported a road flooding hazard on the B3222 near the Western Power substation. The clerk is to advise Highways accordingly.

.....
N Prouse, Chairman

08/05/18



BRUSHFORD PARISH COUNCIL

Minutes of the Annual Brushford Parish Council Meeting held at the Parish Hall, Brushford on Tuesday, May 8th., 2018

18/012 PRESENT

The following attended the meeting:

Parish Councillors: Mrs S Cookson, Mr T Wilson, Mrs F Takel, Mr H Alberty, Mr D Garth, Mrs J Sandiford

County & District Councillors in Attendance : Mr N Thwaite

In the Chair: Mr N Prouse

In Attendance: Mr. C Knight, Clerk .

Members of the Public : 2

18/012 ELECTION OF CHAIR

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

18/013 ELECTION OF VICE-CHAIR

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

18/014 ELECTION OF OFFICERS

Councillors accepted the following positions:

- Paths Officer (Howard Albery)
- Police Liaison Officer (Terry Wilson)
- Highways (Frances Takel)
- Exmoor National Park Representative (Sarah Cookson)
- Brushford Activity Group (Barbara Wilson)
- Exmoor Panel (Clive Knight)
- Parish Hall (David Garth)

18/015 CHAIRMAN'S ANNUAL REPORT

The Chairman reported as follows:

Yet another year has passed, and the Parish Council have been working hard to try to ensure that standards are maintained and new issues resolved.

One of the main focuses for the Parish Council has been to implement the improvements needed to the children play area. We were so lucky to receive a large donation which has meant that work has started and as soon as we manage to secure more funding we will be able to complete the playground. Funding and Grant Aid are harder than ever to source now, and we would all be grateful for any help or suggestions that you might all be able to offer.

A shed is currently being constructed in Exebridge to store sand bags for local residents when needed. I would personally like to thank Clive for his tireless work on this project. He single handedly has carried out negotiations with the Water Authority for the site needed and has gained Planning Permission. The shed will soon be finished and stocked for locals use.

We have continued as a Parish Council to work closely with our District and County Councillors and I would also like to thank them for their continued support for the Parish.

The Parish Council itself has also changed this year with two new Councillors joining us, Mr Howard Albery, Mr David Garth. I look forward very much to their help and suggestions for the Parish and would like to welcome them to the Parish Council.

As always we meet on the second Tuesday of the month at the Parish Hall. I would encourage any of you to attend the meetings, and you will always be made welcome. We are here for you all!

Many thanks and best wishes.

18/016 CLOSE

There being no other business, the meeting closed at 1820 hrs, to be followed by the monthly Parish Council Meeting.

.....
N Prouse, Chairman

12/06/18



BRUSHFORD PARISH COUNCIL

Minutes of the Meeting of the Brushford Parish Council held at the Parish Hall, Brushford on Tuesday, May 8th., 2018

18/017 PRESENT

The following attended the meeting:

Parish Councillors:	Mrs S Cookson, Mr T Wilson, Mrs F Takel, Mr H Albery, Mr D Garth, Mrs J Sandiford
County & District Councillors in Attendance :	Mr N Thwaites
In the Chair:	Mr N Prouse
In Attendance:	Mr. C Knight, Clerk .
Members of the Public :	2

18/018 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Nicholson and Councillor Heywood.

18/019 DECLARATIONS OF INTEREST

Councillor Takel declared an interest in the payment of parish maintenance work and took no part in the payment authorisation decision.

18/020 APPROVAL OF THE MINUTES OF THE LAST MEETING

The Minutes of the meeting held on April 14th. were approved as a true record, and duly signed by the Chairman.

18/021 DEFERMENT OF BUSINESS

Mr. M. Cridge addressed the meeting to express his concerns at the apparent plans to open a mobile food outlet near the old garage in the village, citing possible traffic congestion and hazard, possible RTAs and noise pollution for nearby residents. The meeting agreed to wait to see what transpires and if, indeed, the outlet does open, to check on validity and possible traffic conditions, before making any decisions.

Ms Jane Erith addressed the meeting to remind them of the forthcoming Flower Festival at the Parish Church on May 26th., 27th. and 28th.

18/022 FINANCIAL REPORT

18/022/01 Payment Authorisation

The following due payments were approved and relevant cheques signed:

PAYEE	INVOICE NO.	EXPENSE	NET	VAT	GROSS	CHEQUE NUMBER
Rob Brown		Jubilee Gardens refurb for to date	£688.00		£688.00	NATWEST 000485
Exmoor Web Design		Council website updates	£60.00		£60.00	NATWEST 000486
Amherst & Shapland		Staff Wages	£364.94		£364.94	
		Amherst & Shapland monthly fee	£12.50	£2.50	£15.00	
		Staff Wages and Administration	£377.44	£2.50	£379.94	NATWEST 000487
Mr P Takel		Grass Cutting : 2 x £70	£140.00		£140.00	

PAYEE	INVOICE NO.	EXPENSE	NET	VAT	GROSS	CHEQUE NUMBER
		2 x Maintenance @ £10.00	£20.00		£20.00	
		TOTAL	£160.00		£160.00	NATWEST 000488
Amherst & Shapland		2017/18 Annual Accounts Audit	£120.00	£24.00	£144.00	NATWEST 000489
Somerset Assoc of Local Councils		Annual affiliation fee	£143.59		£143.59	NATWEST 000490
CANCELLED		CANCELLED	£0.00		£0.00	NATWEST 000491
Came & Company		PC Annual Insurance Premium	£334.13		£334.13	NATWEST 000492
TOTAL			£1883.16	£26.50	£1909.66	

18/022/02 Year End Accounts

The clerk presented the annual accounts and confirmed that the audit had been undertaken by Amherst & Shapland., which were approved by the meeting and signed by the Chair. These will now be sent to the external auditor.

18/023 PARISH MAINTENANCE

18/023/01 Jubilee Gardens Refurbishment

As previously reported, the work on the play court is on hold until early June, by which time it is hoped that grant funding will become available.

The clerk reported that Mr Farren Broomfield had very kindly waived his charge for the weed killing of the site and the meeting noted its thanks to Mr Broomfield for this kind action which was much appreciated.

18/023/02 Exebridge Flood Plan Shed

The clerk reported that yet again, delays have been encountered with the supplier, The Wooden Workshop, failing to complete the installation. The clerk is to maintain pressure to have the task completed as soon as possible.

18/024 PARISH WELFARE

18/024/01 Dulverton Library Consultation

In response to an email from Brompton Regis Parish Council, it was agreed to let them know of the actions taken by our council and for counsellors to respond to the consultation when possible.

18/024/02 The Great Get Together

Councillor Wilson reported that he had researched the food outlets in Ilfracombe for the proposed day out for older Brushford residents to celebrate this event and it was agreed to fund the coach hire at £100 and for a fish and chip lunch at £150, being a total of £250 for the event.

18/025 GDPR

Clerk reported that the latest information from central government is that the Clerk position will not be required to fulfil the duties of a Data Protection Officer. Final legislation is awaited and it was agreed that the parish council will wait until this before taking any further steps as necessary.

18/026 PLANNING APPLICATIONS, APPEALS AND APPROVALS

18/026/02 : 3/04/18/003 Extension at No3 Clocktower, Brushford

This application was approved by the meeting

18/026/02 : 3/04/17/008 Western Power Switchroom building

This, the latest version of the (retrospective) application was strongly opposed as the changes proposed (including a new security fence, cement cladding rather than timber, and grey paintwork).

It was agreed that the clerk would respond to the planning authority to object strongly to these changes and to request that the applicant implements those changes which were agreed at the previous Planning Committee meeting.

18/027 REPORTS FROM COUNCILLORS

Councillor Thwaites reported on the latest news of the merging of West Somerset and Taunton Deane Councils:

- A "Shadow Council" is to be formed to ensure a smooth amalgamation of the two councils

- Brushford Parish will remain within the Dulverton Ward.

18/028 PARISH CORRESPONDENCE**18/028/01 CLOWNS Funding Appeal**

It was agreed that the Parish Council could not provide any grant funding to this organisation as it had not been budgeted and that funds would not allow any further expense.

18/028/02 Electric Car Initiative

The meeting agreed that this initiative would have little, if any effect on our parish and that it would not be participating.

18/029 DATE OF NEXT MEETING

It was agreed that the next meeting will take place on Tuesday, June 12th at 6.30pm in the parish Hall.

.....
N Prouse, Chairman

12/06/18



BRUSHFORD PARISH COUNCIL

Minutes of the Meeting of the Brushford Parish Council held at the Parish Hall, Brushford on Tuesday, June 12th., 2018

18/030 PRESENT

The following attended the meeting:

Parish Councillors: Mrs S Cookson, Mr T Wilson, Mrs F Takel, Mr H Albery, Mr D Garth, Mrs J Sandiford

County & District Councillors in Attendance : Mr N Thwaites, Mrs F Nicholson

In the Chair: Mr N Prouse

In Attendance: Mr. C Knight, Clerk .

Members of the Public : 0

18/031 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Heywood.

18/032 DECLARATIONS OF INTEREST

Councillor Takel declared an interest in the payment of parish maintenance work and took no part in the payment authorisation decision.

18/033 APPROVAL OF THE MINUTES OF THE LAST MEETING

The Minutes of the meeting held on May 8th. were approved as a true record, and duly signed by the Chairman.

18/034 DEFERMENT OF BUSINESS

Councillor Wilson reported that arrangements are now confirmed for the Great Get Together to take place on Monday, June 25th., with a coach trip to Ilfracombe.

18/035 FINANCIAL REPORT**18/035/01 Payment Authorisation**

The following due payments were approved and relevant cheques signed:

PAYEE	INVOICE NO.	EXPENSE	NET	VAT	GROSS	CHEQUE NUMBER
Malcolm Godfrey		Council website updates (Exmoor Web Design)	£60.00		£60.00	NATWEST 000493
Amherst & Shapland		Staff Wages	£364.94		£364.94	
		Amherst & Shapland monthly fee	£12.50	£2.50	£15.00	
		Staff Wages and Administration	£377.44	£2.50	£379.94	NATWEST 000494
Mr P Takel		Grass Cutting : 2 x £70	£140.00		£140.00	
		2 x Strimming @ £10.00	£20.00		£20.00	
		TOTAL	£160.00		£160.00	NATWEST 000495
C Knight		Expenses April - June	£121.77		£121.77	NATWEST 000496
TOTAL			£719.21	£2.50	£721.71	

18/036 PARISH MAINTENANCE

18/036/01 Jubilee Gardens Playcourt Refurbishment

Clerk reported that, to date, there had been no response from the grant funder to the council's application for funding. It was agreed that they should be contacted for further information.

18/036/02 Parish Pathways

Councillor Albery reported that he had commenced the survey of the parish pathways and that a report would be available when completed.

18/036/03 Dog Fouling

It was agreed that Councillor Takel would order the stencil and paint for the dog fouling road signage.

18/036/04 Grit Bins

A report had been received from a member of the public that children had been spotted playing in the grit bin near the parish hall. It was agreed that an item would be included in the forthcoming Brushford Parish Post alerting parents to the dangers of this practice.

18/037 PARISH WELFARE

18/037/01 Defibrillator Management

The meeting discussed the management options for the defibrillator in the light of an available service from the South `West Ambulance Service. It was agreed that there would be no demonstrable improvement/benefit in changing the current arrangements and therefore the current system would continue.

18/038 PLANNING APPLICATIONS

18/038/01 3/04/17/016 Demolition of garage at 1 Pound Close and erection of 13 No. dwellings with associated access, highway works and landscaping - Planning Committee Meeting 31st May 2018.

The meeting discussed the recent approval of this application by the West Somerset Planning Committee and noted the rationale for this approval as provided by Councillor Thwaites, which was as follows:

In the case of Ellersdown Lane, Brushford an application was received by WSC on 23rd April 2015. It was subsequently refused by the Planning Committee (PC) for two reasons **all the others** put forward were dismissed.

In March 2016 an appeal was submitted to the Planning Inspector (PI) and rejected. However the Planning Inspector **only upheld one** of the original objections the other was dismissed.

A revised application the was submitted in 29th Nov 2017 addressing the outstanding one objection.

Note: all other previous objections had already been rejected by the PI in the March 2016 appeal.

Following the modifications, and being no new objections had been raised (the PI hadn't all ready dismissed) WSC officers recommended the passing of the application.

As consequence the Planning Committee (PC) had no planning reasons to refuse the granting of permission hence the application was passed.

It was agreed that the parish council would request SCC Highways to keep the council informed of developments in regard to highways matters, including rights of way and possible one way traffic on Ellersdown Lane.

18/038/02 3/04/17/008 Western Power Switchroom building - Planning Committee Meeting 31st May 2018.

The meeting noted that this application had been approved by the Planning Committee.

18/038/03 3/04/17/010 Erection of 2 No. dwellings with associated works Land adjacent to 2 Orchard Cottage, Ellersdown Lane Brushford, Dulverton, TA22 9AR- Approval

The meeting noted that this application has now been approved.

18/039 TOP FIVE PRIORITIES

The meeting discussed the Top Five Parish Priorities, which currently are as follows:

- Jubilee Gardens Play Court Refurbishment
- Tarmac of the Parish Hall driveway
- New Village Centre Garden and Focal Point
- New Public Bus Shelter for north-bound users
- Stairs and balustrade for Parish Hall mezzanine floor.

It was agreed that these should be reviewed in the light of the current work in Jubilee Gardens and the Hall's recent planning application. It was also agreed that the list should be subject to public participation.

18/040 DATE OF NEXT MEETING

It was agreed that the next meeting will take place on Tuesday, July 10th at 6.30pm in the parish Hall.

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N Prouse, Chairman

10/07/18



BRUSHFORD PARISH COUNCIL

Minutes of the Meeting of the Brushford Parish Council held at the Parish Hall, Brushford on Tuesday, July 10th., 2018

18/041 PRESENT

The following attended the meeting:

Parish Councillors: Mrs S Cookson, Mr T Wilson, Mr H Albery, Mr D Garth, Mrs J Sandiford

County & District Councillors in Attendance : 0

In the Chair: Mr N Prouse

In Attendance: Mr. C Knight, Clerk .

Members of the Public : 1

18/042 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Heywood. Thwaites, Takel and Nicholson

18/043 DECLARATIONS OF INTEREST

Councillor Takel declared an interest in the payment of parish maintenance work and took no part in the payment authorisation decision.

18/044 APPROVAL OF THE MINUTES OF THE LAST MEETING

The Minutes of the meeting held on June 12th. were approved as a true record, and duly signed by the Chairman.

18/045 DEFERMENT OF BUSINESS

18/045/01 Hedge Trimming

Mr Tim Charlton. who had earlier alerted the council via an email to the clerk, highlighted the possible traffic hazard on Brushford New Road due to overgrown hedges and grass banks alongside the road near the parish church.

It was noted that hedge trimming should not take place during the nesting season (March - August) and therefore agreed that the landowner would be approached after this time should trimming not take place. It was further agreed that the church authorities would be approached to request the trimming of the grass verge.

18/046 FINANCIAL REPORT

18/046/01 Payment Authorisation

The following due payments were approved and relevant cheques signed:

PAYEE	INVOICE NO.	EXPENSE	NET	VAT	GROSS	CHEQUE NUMBER
Som. Ass of Local Councils		Planning Training Course	£90.00		£90.00	NATWEST 000497
Amherst & Shapland		Staff Wages	£364.94		£364.94	
		Amherst & Shapland monthly fee	£12.50	£2.50	£15.00	
		Staff Wages and Administration	£377.44	£2.50	£379.94	NATWEST 000498
Mr P Takel		Grass Cutting : 2 x £70	£140.00		£140.00	
		2 x Maintenance @ £10.00	£20.00		£20.00	
		TOTAL	£160.00		£160.00	NATWEST 000499

PAYEE	INVOICE NO.	EXPENSE	NET	VAT	GROSS	CHEQUE NUMBER
Printing at the Vicarage		Brushford Parish Post printing	£230.00		£230.00	NATWEST 000500
Mr T Wilson		Great Gettogether Expense	£136.00		£136.00	NATWEST 501
C Knight		June expenses	£98.35		£98.35	
TOTAL			£1091.79	£2.50	£1094.29	

18/046/02 Financial Forecast : Cash Flow to year end

Clerk presented the forecast cash flow to the year end in order for the meeting to consider the costs and income related to the refurbishment of the Jubilee Gardens refurbishment project and the feasibility of the requested PCC grant as follows:

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	
OPENING BALANCE	£10,127.15	£17,032.86	£4,092.92	£5,684.98	£4,925.04	£4,245.10	£5,255.16	£4,615.22	£3,905.28	
RECEIPTS										
Anonymus Grant Funder	£5,000.00									
Tendril Trust	£3,000.00									
Precept Part 2			£7,000.00							
VAT REPAYMENTS						£1940.00				
TOTAL CASH AVAILABLE	£18,127.15	£17,032.86	£11,092.92	£5,684.98	£4,925.04	£6,185.10	£5,255.16	£4,615.22	£3,905.28	
STAFF COSTS	£379.94	£379.94	£379.94	£379.94	£379.94	£379.94	£379.94	£379.94	£379.94	
MAINTENANCE	£160.00	£200.00	£180.00	£200.00	£180.00	£120.00	£140.00	£150.00	£150.00	
GRANTS		£500.00								
BRUSHFORD PARISH POST	£230.00					£230.00				
MISC EXPENSE		£60.00	£700.00	£60.00		£80.00		£60.00		

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	
J GARDENS REFURB		£11,640.00	£3,888.00							
OTHER EXPENSE	£324.35	£160.00	£260.00	£120.00	£120.00	£120.00	£120.00	£120.00	£120.00	
TOTAL OTHER COSTS										
TOTAL EXPENSE	£1,094.29	£12,939.94	£5,407.94	£759.94	£679.94	£929.94	£639.94	£709.94	£649.94	
CASH BALANCE	£17,032.86	£4,092.92	£5,684.98	£4,925.04	£4,245.10	£5,255.16	£4,615.22	£3,905.28	£3,255.34	

18/046/02 PCC Grant

A request had been received for the granting of funds to the Brushford PCC in support of their grounds maintenance. Following discussion, it was agreed that although the request for \$800 could not be met due to the costs of the Jubilee Gardens refurbishment, £500.00 would be awarded.

18/047 PARISH MAINTENANCE

18/047/01 Jubilee Gardens Refurbishment

The forecast cash flow statement (detailed in 18/035/02 above) indicates that the planned costs for the now required work on this project can be met from funds, although the situation will be fairly tight. It was therefore suggested that alternative methods of replacing the side boarding to the court should be examined. These included using marine ply boards and mesh netting to ground level.

It was agreed that these would be discussed with the contractor, Rob Brown, in order to come to a satisfactory arrangement.

18/047/02 Hedgetrimming

The meeting discussed the necessity of hedge trimming along Brushford New Road near the church, as raised by Mr Tim Charlton (see 18/045/01 Hedge Trimming, above). It was agreed that while the unofficial "rule" that trimming should not be carried out during the bird nesting season of March - August would be met, the parish church maintenance people would be approached to have the grass cut back on the bank at the foot of the churchyard. It was also agreed that in the event that the landowner of the hedge on the other side of the road did not trim the hedge after this time, he would be approached by the council to carry out the work in order to allay traffic safety concerns.

18/048 PARISH WELFARE

18/048/01 The Great Get Together

Councillor Wilson reported that the day out was enjoyed immensely by the 16 people who were taken to Ilfracombe and that the trip was again a great success. The chair thanked Councillor Wilson and Mrs Barabara Wilson for their great help in arranging the whole day.

Councillor Wilson suggested that a trip on the horse drawn barge on the Tiverton Canal would be a worthy candidate for a repeat outing next year, should the council wish to repeat the initiative.

18/048/02 World War 1 Centenary Celebrations

November 11th., 2018 marks the centenary of the end of the First World War and the meeting discussed ways in which this date could be commemorated within the parish. It was noted that the bellringers would be making a special peal of bells on the day, with Councillor Sandiford reporting that she had joined the bell-ringing group.

It was agreed that the council would investigate ways in purchasing a "World War 1 Soldier" memorial at a cost of £700. It was agreed that support would be gleaned from possible commercial and other potential donors and that the Clerk should draft a letter requesting same.

18/048/03 Exebridge Flood Plan

The meeting noted that, at long last, the shed had been finally installed on the South West Water ground at the Exebridge Industrial Estate. It was agreed that the clerk would secure a re-quote for the required materials from Travis Perkins for further discussion at the next meeting.

18/049 COUNCILLOR TRAINING COURSE : CONFLICTS OF INTEREST

It was agreed that Councillors Garth and Prouse would attend this course and report back to councillors at the next meeting.

18/050 PLANNING APPLICATIONS, APPEALS AND DECISIONS

18/050/01 Ref 3/04/18/005 Brushford Parish Hall Driveway.

The meeting discussed this application and agreed to recommend approval and that consideration should be made for hedge trimming to the hedge at the eastern end of the plot, which is owned and maintained by the neighbour.

18/051 SUBJECTS FOR THE NEXT MEETING

Councillor Wilson requested that the meeting discuss the traffic options, including the possibility of making parts of Ellersdown Lane one way, once development of the land to the north of the lane commences.

18/052 DATE OF NEXT MEETING

It was agreed that the next meeting will take place on Tuesday, August 14h at 6.30pm in the parish Hall.

.....
N Prouse, Chairman

14/08/18



BRUSHFORD PARISH COUNCIL

Minutes of the Meeting of the Brushford Parish Council held at the Parish Hall, Brushford on Tuesday, August 14th., 2018

18/053 PRESENT

The following attended the meeting:

Parish Councillors: Mrs S Cookson, Mr T Wilson, Mr H Albery, Mr D Garth, Mrs J Sandiford, Mrs F Takel

County & District Councillors in Attendance : Councillors Nicholson, Heywood & Thwaites,

In the Chair: Mr N Prouse

In Attendance: Mr. C Knight, Clerk .

Members of the Public : 4

18/054 APOLOGIES FOR ABSENCE

There were no apologies for absence.

18/055 DECLARATIONS OF INTEREST

Councillor Takel declared an interest in the payment of parish maintenance work and took no part in the payment authorisation decision.

18/056 APPROVAL OF THE MINUTES OF THE LAST MEETING

The Minutes of the meeting held on July 10th. were approved as a true record, and duly signed by the Chairman.

18/057 DEFERMENT OF BUSINESS

18/057/01

Mrs H Thomas addressed the meeting to complain that contractors working on the new development site next to Orchard Cottages in the village, had been carrying out excavation work at 0530 hrs. While this was apparently an isolated incident, concern was expressed that similar disturbances might be forthcoming when the Ellersdown Lane development work begins.

It was agreed that the clerk would seek guidance from the planning department in regard to the law in development working hours.

18/058 FINANCIAL REPORT

18/058/01 Payment Authorisation

The following due payments were approved and relevant cheques signed:

PAYEE	INVOICE NO.	EXPENSE	NET	VAT	GROSS	CHEQUE NUMBER
SALC		Code of Conduct Training	£60.00		£60.00	NATWEST 000503
Brushford PCC		Grant for grounds maintenance	£500.00		£500.00	NATWEST 000504
Amherst & Shapland		Staff Wages	£364.94		£364.94	
		Amherst & Shapland monthly fee	£12.50	£2.50	£15.00	
		Staff Wages and Administration	£377.44	£2.50	£379.94	NATWEST 000505
Mr P Takel		Grass Cutting : 2 x £70	£140.00		£140.00	
		Maintenance : Hedge Cutting, Bus Stop Garden etc	£130.00		£130.00	
		Total Maintenance	£270.00		£270.00	NATWEST 000506

PAYEE	INVOICE NO.	EXPENSE	NET	VAT	GROSS	CHEQUE NUMBER
Exmoor Community Bus Service		Hire of bus for The Great Get Together outing to Ilfracombe	£86.40		£86.40	NATWEST 000507
TOTAL			£1293.84	£0.00	£1296.34	

18/059 HIGHWAYS

18/059/01 Ellersdown Lane Traffic Management

Councillor Wilson expressed a concern that traffic turning left into Ellersdown Lane on emerging from the proposed new development would provoke serious congestion, given the narrow nature (one lane only) of the lane. He proposed that Highways should be encouraged to install a “No Left Turn” restriction at the site.

It was agreed that this was an excellent solution and that the clerk would follow the matter up with Highways.

18/059/02 Electric Car Charging Points

In the light of recent calls for sites for the installation of electric car charging points, it was decided that, under the circumstances, this would not be a matter for the parish council's consideration.

18/060 PARISH MAINTENANCE

18/060/01 Jubilee Gardens Update

The clerk confirmed that C J Lynch would be commencing the tarmac work on site on August 28th., and that Rob Brown would start work on boarding on his return from holiday later in September.

However, the meeting considered a possible alternative to boarding, given the noise generated from the previous arrangement. It was agreed that the clerk would seek quotations for new fencing for either the bottom half of the fence (in place of the proposed boarding) and for a complete rewiring throughout.

18/060/02 Litter at the Schoolchildren's Bus Stop at Village Centre

Councillor Takel reported that there has been a significant increase in litter at this site and surmised that there may previously have been a litter bin there. It was agreed that the clerk would contact the Somerset Waste Partnership to see if a bin could now be provided and to request details of associated costs.

18/062/03 Historic Signposts

The meeting noted the sterling work carried out by Mr Jeremy Davis who was a volunteer of the Historic Signposts Project organised by the National Park. It was agreed that the council should write to him to express the council's thanks and the clerk will secure his address from Charlotte Thomas.

18/061 PARISH WELFARE

18/061/01 World War 1 Centenary

It was agreed that donations in support of the "Soldier" Artifact would be sought from local companies and the chair would provide names and addresses for the clerk to write letter requests.

18/062 CODE OF CONDUCT TRAINING COURSE

Councillor Garth reported that the recent SALC training course had been very beneficial and recommended other councillors to attend should further courses be arranged. He noted that previous action by the council in these matters had been legal and correct.

18/063 NEIGHBOURHOOD PLANNING

Councillor Garth reported that he had been examining the possible benefits that could be accrued from the council developing and adopting a Neighbourhood Plan and Councillor Nicholson encourage the meeting to examine what the Lynton and Lynmouth Council had achieved.

It was agreed that Councillor Garth would continue his research into the matter and report back at the next meeting.

18/064 EXEBRIDGE FLOOD ALLEVIATION PROJECT

The meeting reviewed and agreed the items and quantities of materials need for the project and the clerk is to proceed with ordering from Travis Perkins.

18/065 REPORTS FROM COUNCILLORS

18/065/01 Councillor Nicholson

Councillor Nicholson reported that SCC faced considerable financial constraints which will require a minimum of three years to overcome and to secure a balanced budget and that there is an imminent emergency meeting to address these problems. Councillor Nicholson will provide more details as they emerge.

18/065/02 Councillor Heywood

Councillor Heywood reported that the “merger” with Taunton Deane was progressing and that the boundary changes involved would mean that he would no longer be a councillor after the changes in May 2019. Councillor Heywood also reported that repairs to bridges is only carried out when there is a security risk “to life and limb”.

18/066 BRUSHFORD PARISH HALL

Dr Blackburn reported that the Parish Hall is currently awaiting quotations for the resurfacing work on the hall’s driveway and that funding requests are being drawn up by the hall’s management committee.. She also reported that the hall will be celebrating ithe 25th anniversary of the new hall building on October 7th.

18/067 DATE OF NEXT MEETING

The next parish council meeting will be held on Tuesday, September 11th at 6.30pm in the parish hall.

.....
N Prouse, Chairman

11/09/18



BRUSHFORD PARISH COUNCIL

Minutes of the Meeting of the Brushford Parish Council held at the Parish Hall, Brushford on Tuesday, September 11th., 2018

18/068 PRESENT

The following attended the meeting:

Parish Councillors: Mrs S Cookson, Mr T Wilson, Mr H Albery, Mr D Garth, Mrs J Sandiford, Mrs F Takel

County & District Councillors in Attendance : Councillors Heywood & Thwaites,

In the Chair: Mr N Prouse

In Attendance: Mr. C Knight, Clerk .

Members of the Public : 3

18/069 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Nicholson.

18/070 DECLARATIONS OF INTEREST

Councillor Takel declared an interest in the payment of parish maintenance work and took no part in the payment authorisation decision.

18/071 APPROVAL OF THE MINUTES OF THE LAST MEETING

The Minutes of the meeting held on July 10th. were approved as a true record, and duly signed by the Chairman.

18/072 DEFERMENT OF BUSINESS

18/072/01 Ellersdown Lane Development

Mrs Jane Erith addressed the meeting with concerns regarding the traffic management of Ellersdown Lane once development at the site commenced. These were as follows:

- The left turn into Ellersdown Lane from Ponds Close is currently very tight.
- Will the right of way for Ellersdown Lane at the junction of the new development be retained.
- Would a "Four Way Stop" arrangement at the new junction be a preferable solution.
- Would speed humps be a preferable restriction.

It was agreed that these and other points might be the subject of a separate meeting nearer to the time when development is confirmed to commence.

18/072/02 Parish Hall 25th Anniversary

Dr Sarah Blackburn advised the meeting of the forthcoming 25th Anniversary of the opening of the new parish hall would be celebrated on October 7th with a Silver Jubilee Tea Party at 3.00pm.

18/072/03 Neighbourhood Planning

Jane Birch of the Community Involvement Team of Somerset Community Council kindly attended the meeting to provide input and information into the council's nascent plans for Neighbourhood Planning. The key issues were as follows:

- Neighbourhood Planning provides the opportunity for communities to produce a "Local Plan" for their area. It has the same weight as a District Local Plan, although it must confirm with the restrictions of this main Local Plan,
- The development of a Neighbourhood Plan is a lengthy (and expensive) process and involves, amongst other things, a Planning Inspector, Planning Consultant and a full scale Parish Referendum.

- Subjects to be addressed include:
 - Key Issues (Traffic/business/community etc)
 - Development of policies to address these issues
 - Consultation with the community
 - Involvement of the Planning Inspector
 - Parish referendum
- Costs of development vary considerably and it was noted that the Lynton Plan cost in the region of £60,000. However, it is be vies that the consultation element would cost in the region of £9,000 and that the responsibility for costs of the referendum lay with the district Council.. Nevertheless, it was noted that thew Planning Consultancy fees were probably the highest input in costs. It was also noted that Government grants of £9,00 were possibly available.
- Discussion then moved on to the possible advantages that can be accrued from a Housing Need Survey, given the poor response to the current Homefinder attangement. It was noted that the costs of such a survey could possibly be funded by the Community Housing Fund.

The Chairman thanked Jane Birch for her kind attendance to the meeting and for her valuable input.

18/073 FINANCIAL REPORT

18/073/01 Payment Authorisation

The following due payments were approved and relevant cheques signed:

PAYEE	INVOICE NO.	EXPENSE	NET	VAT	GROSS	CHEQUE NUMBER
C J Lynch & Sons		J Gardens refurb	£9,700.00	£1,940.00	£11,640.00	NATWEST 000508
Mr M Godfrey		Web site services	£60.00		£60.00	NATWEST 000509
Amherst & Shapland		Staff Wages	£364.94		£364.94	
		Amherst & Shapland monthly fee	£12.50	£2.50	£15.00	
		Staff Wages and Administration	£377.44	£2.50	£379.94	NATWEST 000510

PAYEE	INVOICE NO.	EXPENSE	NET	VAT	GROSS	CHEQUE NUMBER
Mr P Takel		Grass Cutting : 2 x £70	£140.00		£140.00	
		Maintenance :2 x £10.00	£20.00		£20.00	
		Total Maintenance	£160.00		£160.00	NATWEST 000511
TOTAL			£10,297.44	£1,942.50	£12,239.94	

18/074 JUBILEE GARDENS REFURBISHMENT

It was noted that Lynch had completed the re-tarmacking of the play court and it was agreed that Rob Brown should be requested to proceed with the side boarding.

18/075 PARISH MAINTENANCE

18/075/01 Village Waste Bins

It was noted that litter had become an issue at the children's bus stop in the centre of the village and it was agreed that the bin currently in Jubilee Gardens should be moved there. It was also agreed that Veolia should be consulted in this change and for the clerk to action.

18/075/02 Winter Gritting

The meeting noted the severe cut back in the supply of salt to parishes and the possible restriction of road gritting in our area. This could have serious implications for our local road gritting operations carried out by Mr Takel as the small critter uses 140kgs of salt per sweep.

It was agreed to await more concrete information from SCC.

18/076 PARISH WELFARE

18/076/01/WW1 Centenary

The meeting discussed the preparations for the Centenary of World War 1 on Armistice Day, November 11th. as follows:

- Jane Erith confirmed that the "Tommy" memorial could be sited in the churchyard for the duration
- There will be a service at St Nicholas Church at 10.50 am, preceded by a vigil on the prior evening

- Church bells will be rung at 12.30pm in accordance with the national and German arrangements.

18/077 TOP FIVE PRIORITIES

Given that the Council has now (almost) completed the refurbishment of the play court in Jubilee Gardens (the current top priority, it was necessary to restate the Parish Top Five Priorities which were agreed to be as follows:

Top Five Priorities	Where (plan of area)	What (new, extension, improvements or equipment)	Who (children, young people, old people, whole community)	When (timescale)
1. New Court layout painting and play equipment	Jubilee Gardens, Brushford	Painting of new court surface to include all playable games (basketball, tennis etc) New play equipment for the garden area	Children, young people, adults - all community	2017/18
2. Tarmac Parish Hall driveway	Brushford Parish Hall	Tarmac existing clay driveway	Parish Hall users	2018/19
3. New Village Centre Garden & Focal Point	Opposite Old Stores, Brushford	Develop land gifted by Magna Housing to provide a central feature for the village, including garden, gazebo, small war memorial and flagpole,	All community	2019/20
4. New Public Bus Shelter for north-bound bus users.	Near pavement opposite existing bus shelter on B3222	New bus shelter	All community	2019
5. Stairs & balustrade for P Hall mezzanine floor	Brushford Parish Hall	Replacement of current ladder - health and safety issue	All Hall Users	2019/20

.Clerk is to Advise WSC accordingly.

18/078 PLANNING APPLICATIONS

18/078/01 3/04/18/009 Erection of car port and store to side elevation and single storey extension to rear elevation plus formation of patio.

This application was considered by the meeting and it was agreed to recommend approval to the authority.

18/079 DATE OF NEXT MEETING

The next parish council meeting will be held on Tuesday, October 9th at 6.30pm in the parish hall.

.....
N Prouse, Chairman

09/09/18



BRUSHFORD PARISH COUNCIL

Minutes of the Meeting of the Brushford Parish Council held at the Parish Hall, Brushford on Tuesday, October 9th., 2018

18/080 PRESENT

The following attended the meeting:

Parish Councillors: Mr T Wilson, Mr H Albery, Mr D Garth, Mrs J Sandiford, Mrs F Takel

County & District Councillors in Attendance : Councillor F Nicholson

In the Chair: Mr N Prouse

In Attendance: Mr. C Knight, Clerk .

Members of the Public : 1

18/081 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Cookson, Thwaites and Heywood

18/082 DECLARATIONS OF INTEREST

Councillor Takel declared an interest in the payment of parish maintenance work and took no part in the payment authorisation decision.

Councillor Garth declared an interest in the planning application ref. 3/04/18/011 New garage at Hillside, Riphay Cross, Brushford.

Councillor Sandiford declared an interest of being a near neighbour to the planning application ref, 3/04/18/009 Erection of car port and store to side elevation and single storey extension to rear elevation plus formation of patio 8 Silverdale Close, Brushford.

18/083 APPROVAL OF THE MINUTES OF THE LAST MEETING

The Minutes of the meeting held on September 11th. were approved as a true record, and duly signed by the Chairman.

18/084 DEFERMENT OF BUSINESS

Mrs S Blackburn thanked the council for their support of the recent Jubilee Celebrations of the Parish Hall's 25th anniversary, which had been a great success.

18/085 FINANCIAL REPORT

18/085/01 Payment Authorisation

The following due payments were approved and the relevant cheques signed:

PAYEE	INVOICE NO.	EXPENSE	NET	VAT	GROSS	CHEQUE NUMBER
Rob Brown		J Gardens refurb	£3,240.00		£3,240.00	NATWEST 000512
Amherst & Shapland		Staff Wages	£364.94		£364.94	
		Amherst & Shapland monthly fee	£12.50	£2.50	£15.00	
		Staff Wages and Administration	£377.44	£2.50	£379.94	NATWEST 000513
Mr P Takel		Grass Cutting : 1 x £70	£70.00		£70.00	
		Maintenance :2 x £10.00	£20.00		£20.00	
		Total Maintenance	£90.00		£90.00	NATWEST 000514
C Knight		Expenses July - October	853.29	129.38	982.67	NATWEST 000515
TOTAL			£4,560.73	£131.88	£4,692.61	

18/086 HIGHWAYS MATTERS

It was confirmed that there were to be serious cutbacks in road gritting and slat supplies by SCC this winter. However, it was noted that discussions were ongoing and clear arrangements were now awaited.

18/087 PARISH MAINTENANCE

18/087/01 Jubilee Gardens Play Court

The meeting noted that the refurbishment of the play court was now complete. However, it was noted that a gate post appeared either damaged or rotted and required replacement. Clerk to action.

18/087/02 HISTORIC SIGNPOSTS PROJECT

It was noted that this project is now coming to a close and that the posts within the parish had now been repainted, with the exception of one, which is awaiting a replacement finger. It was confirmed that bouquets had been sent by the parish council to those volunteers who had worked in the parish in thanks for all their work.

18/088 PARISH WELFARE

18/087/01 WW1 Centenary

It was confirmed that the memorial outline "Tommy" had been ordered and was due of delivery in late October. This is to be displayed in the parish church grounds to mark the occasion.

18/089 PLANNING APPLICATIONS, APPEALS AND DECISIONS

The following applications were considered by the meeting and were approved:

- **3/04/18/009 Erection of car port and store to side elevation and single storey extension to rear elevation plus formation of patio 8 Silverdale Close, Brushford**
- **3/04/18/011 New garage at Hillside, Riphay Cross, Brushford**
- **ABD/04/18/002 Change of building use at West Nighcott Farm**
- **ABD/04/18/003 Permitted development application at Allshire**

18/090 DATE OF NEXT PARISH COUNCIL MEETING

It was confirmed tat the next Parish Council Meeting is to the place on Tuesday, November 13th at 6.30pm in the Parish Hall.

.....
N Prouse, Chairman

13/11/18



BRUSHFORD PARISH COUNCIL

Minutes of the Meeting of the Brushford Parish Council held at the Parish Hall, Brushford on Tuesday, November 13th., 2018

18/091 PRESENT

The following attended the meeting:

Parish Councillors: Mr H Albery, Mr D Garth, Mrs J Sandiford, Mrs F Takel, Mrs S Cookson

County & District Councillors in Attendance : Councillors Thwaites and Heywood

In the Chair: Mr N Prouse

In Attendance: Mr. C Knight, Clerk .

Members of the Public : 1

18/092 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Nicholson and Wilson.

18/093 DECLARATIONS OF INTEREST

There were no declarations of interest.

Councillor Sandiford declared an interest of being a near neighbour to the planning application ref, 3/04/18/009 Erection of car port and store to side elevation and single storey extension to rear elevation plus formation of patio 8 Silverdale Close, Brushford.

18/094 APPROVAL OF THE MINUTES OF THE LAST MEETING

The Minutes of the meeting held on October 9th. were approved as a true record, and duly signed by the Chairman.

18/095 DEFERMENT OF BUSINESS

There were no matters in regard to this item.

18/096 PAYMENT AUTHORISATION

The following items were approved for payment and the relevant cheques signed.

PAYEE	INVOICE NO.	EXPENSE	NET	VAT	GROSS	CHEQUE NUMBER
Rob Brown		Jubilee Gardens Gatepost Replacement	£120.00		£120.00	NATWEST 000516
Amherst & Shapland		Staff Wages	£364.94		£364.94	
		Amherst & Shapland monthly fee	£12.50	£2.50	£15.00	
		Staff Wages and Administration	£377.44	£2.50	£379.94	NATWEST 000517
County Play Inspections		CHEQUE CANCELLED				NATWEST 000518
Printing at the Vicarage		Welcome Pack printing	£60.90		£60.90	NATWEST 000519
Printing at the Vicarage		Parish Post printing	£230.00		£230.00	NATWEST 000520
Malcolm Godfrey		Web site services September - November + Domain renewal - Exmoor Web Design	£130.00		£130.00	NATWEST 000521
TOTAL			£918.34	£2.50	£920.84	

18/097 HIGHWAYS

The meeting discussed the recent decision by SCC to reduce the road salting and salt supplies for the coming winter. Salting of the local road network will not be impacted by these budget cuts and roadside dumpy bags will also be unaffected.

The question of the refilling of village salt bins and the supply of small bags of salt is still to be decided.

The meeting noted that the whole question of salting arrangements will again be subject to restrictions in 2019/20 and that the parish council should take this into consideration when discussing next year's budget in December.

18/098 EXEBRIDGE FLOOD DEFENCES

It was noted that the supplies for this project will be ordered next month and the cheque raised.

18/099 PARISH MAINTENANCE : HEDGETRIMMING

The meeting noted that following a complaint, the hedge opposite the parish church has now been trimmed to ease the parking/traffic problem.

18/100 PARISH WELFARE

The meeting discussed the request for funding by West Somerset Advice Bureau. Given the current severe restraints on the parish council's budget it was decided not to provide funding.

18/101 NEIGHBOURHOOD PLANNING

Councillor Garth reported on his attendance at a CPRE seminar on Affordable Housing which provided good guidance on the matter, and specifically the need to ensure that Affordable Housing *remains* in that status throughout the properties life. It was agreed that this important aspect should be included for consideration as we move towards a Neighbourhood Plan.

It was also noted that Sue Southwell, Coordinator, Exmoor Rural Housing Network will be attending the December meeting to discuss a Housing Needs Survey.

18/102 PLANNING APPLICATIONS

18/102/01 Application Ref 3/04/17/008 Western Power Substation

The meeting noted that there appears to be no work being carried out in the required screen planting as required under the granting of this application. It was agreed that the council should alert the planning authorities as the planting “window” is closing fast (i.e. end of December).

18/103 Reports from Councillors

18/103/01 Councillor Heywood

Councillor Heywood reported that with the imminent “merging” of West Somerset and Taunton Deane Councils, there have been large numbers of people leaving.

18/103/02 Councillor Nicholson

Councillor Nicholson (in absentia) had written to the parish council to confirm that the Dulverton Library has been confirmed to remain in operation following a recent review. This was welcomed by the meeting as it is seen as a vital resource for the community.

18/104 DATE OF NEXT MEETING

The next Parish Council Meeting will take place on December 11th at 6.30pm in the Parish Hall.

.....
N Prouse, Chairman

11/12/18



BRUSHFORD PARISH COUNCIL

Minutes of the Meeting of the Brushford Parish Council held at the Parish Hall, Brushford on Tuesday, December 11th., 2018

18/105 PRESENT

The following attended the meeting:

Parish Councillors:	Mr H Alberty, Mr D Garth, Mrs J Sandiford, Mrs F Takel, Mrs S Cookson
County & District Councillors in Attendance :	Councillor B Heywood
In the Chair:	Mr N Prouse
In Attendance:	Mr. C Knight, Clerk .
Members of the Public :	0
Visiting:	Sue Southwell, Coordinator, Exmoor Rural Housing Network

18/106 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Nicholson, Thwaites and Wilson.

18/107 DECLARATIONS OF INTEREST

Councillor Takel declared an interest in the payment of parish maintenance work and took no part in the payment authorisation decision.

18/108 APPROVAL OF THE MINUTES OF THE LAST MEETING

The Minutes of the meeting held on November 12th. were approved as a true record, and duly signed by the Chairman.

18/109 DEFERMENT OF BUSINESS

There were no matters in regard to this item.

18/110 EXMOOR RURAL HOUSING NETWORK

Sue Southwell of the Exmoor Rural Housing Network addressed the meeting in order to appraise councillors of the role of the Rural Housing Network. The network which consists of a grouping of people and organisations concerned about housing availability for local people in the North Devon and West Somerset area, with its main area of operation being the conducting of a Housing Needs Survey which is carried out by the Community Council of Somerset and funded by West Somerset Council.

Ms Southwell commented that her recent analysis of available properties for purchase in Brushford only two properties were available for sale at #325k, underlining the possible need for a survey within the parish.

The survey will provide the necessary data on local needs, based upon affordable/market rates/self build/rental properties.

It was agreed that the parish will participate in a survey which will be conducted in conjunction with Dulverton and Brompton Regis parishes and that SueSouthwell will provide details of the contacts within the Community Council of Somerset.

18/110 PAYMENT AUTHORISATION

The following items were approved for payment and the relevant cheques signed.

PAYEE	INVOICE NO.	EXPENSE	NET	VAT	GROSS	CHEQUE NUMBER
County Play Inspections		J Gardens annual inspection	£110.00		£110.00	NATWEST 000522
Amherst & Shapland		Staff Wages	£364.94		£364.94	
		Amherst & Shapland monthly fee	£12.50	£2.50	£15.00	
		Staff Wages and Administration	£377.44	£2.50	£379.94	NATWEST 000523
Mr P Takel		Ice road Tractor Insurance	£100.00		£100.00	NATWEST 000524
Information Commissioner		Annual Data Protection Fee	£40.00		£40.00	NATWEST 000525
Travis Perkins		Exebridge Flood Alleviation materials	£314.54	£62.91	£377.45	NATWEST 000526
TOTAL			£941.98	£65.41	£1,007.39	

18/111 HIGHWAYS

18/111/01 Winter Salting Arrangements

It was noted that SCC would now be salting the main roads as in previous years and that the decision not to fill salt bins, provide roadside dumpy bags and the provision of 25kg salt bags has been rescinded. Nevertheless, it was noted that future years will probably require local parishes to fund such operations and that the parish council should budget accordingly. Details of 25kg bag availability are awaited from SCC.

18/111/02 Hedge Trimming

The meeting noted the details of a complaint from Mr Charlton regarding an overgrown hedge near the children's bus stop which would appear to have been cut back.

Clerk to respond to the correspondence.

18/112 PARISH PATHWAYS

Councillor Albery, the parish council's nominated paths coordinator reported that he has been requested to carry out a detailed survey of all paths, rights of way and bridle paths, of which there are over 20 within the parish boundaries. The survey will provide detailed maps which will be publicly available. Councillor Albery hopes to make use of a drone to provide as much detail as possible.

18/113 PARISH WELFARE

18/113/01 Localities Engagement

The meeting noted the request from this new operation at WSC and will invite members to our February meeting.

18/114 NEIGHBOURHOOD PLANNING

Councillor Garth reported on a recent meeting with the clerks from West Monkton and Cheddton Fitzpaine who have recently completed a neighbourhood plan for their parishes., the key points from which were as follows:

- The need for a Working Group
- A £9,000 grant is available.
- A neighbourhood plan is regarded as a legal document, which must be developed in line with the district council's Local Plan and must be approved by WSC

- Importantly, a parish with a Neighbourhood Plan in place - or in development - will be entitled to 25% of CIL funds as opposed to the 10% currently.

The meeting agreed to proceed and Councillor Garth will head up this initiative.

18/115 2019/20 BUDGET AND PRECEPT

Clerk tabled the forecast outcome for 2018/19 and a draft budget for the coming years as follows:

	2016/17	2017/18	2018/19 FORECAST	2019/20 BUDGET	AGREED FINAL
STAFF COSTS	£4,430	£4,560	£4,559	£4,600	
MAINTENANCE	£1,580	£2,175	£1,600	£1,800	
GRANTS	£1,060	£800	£500	£1,300	
SUBSCRIPTIONS	£135	£0	£130	£100	
INSURANCE	£310	£320	£334	£350	
BRUSHFORD PARISH POST	£0	£690	£690	£690	
ADVERTISING/WEB	£0	£300	£370	£350	
MISC EXPENSE	£1,500	£5,125	£2,621	£2,000	
RENT	£25	£100	£25	£50	
OTHER	£670	£60	£60	£100	
J GARDENS REFURB			£15,688		
TOTAL OTHER COSTS	£5,280	£9,570	£22,018	£6,740	
SUB TOTAL "NORMAL" COSTS	£9,710	£14,130	£26,577	£11,340	

	2016/17	2017/18	2018/19 FORECAST	2019/20 BUDGET	AGREED FINAL
SALTING ARRANGEMENTS				£3,100	
ELECTION EXPENSES				£1,600	
VILLAGE CENTRE PROJECT				£2,200	
TOTAL ADDITIONAL COSTS				£6,900	
GRAND TOTAL	£9,710	£14,130	£26,577	£18,240	
PRECEPT	£10,500	£11,000	£14,000	£18,000	

It was noted that next year's budget must take into account the (probable) need to fund salting for the winter of 2019/20 and that £1500 should be budgeted for election expense which will occur in the coming year.

The meeting is to consider these details and a final decision on fixing the precept for 2019/20 will be made at the next meeting.

18/116 PLANNING APPLICATIONS, APPEALS AND DECISIONS

18/116/01 Ref.3/04/18/004 on Studios, West Nightcott , Application for a Lawful Development Certificate

It was noted that WSC was seeking personal experience of councillors in the previous use of this property which should be responded to individually.

18/116/02 Ref 3/04/18/012 Erection of agricultural building on land at Allshire

This application was examined by the meeting and there were no objections/observations raised.

18/117 DATE OF NEXT MEETING

The next Parish Council Meeting will take place on January 8th at 6.30pm in the Parish Hall.

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N Prouse, Chairman

08/01/19



BRUSHFORD PARISH COUNCIL

Minutes of the Meeting of the Brushford Parish Council held at the Parish Hall, Brushford on Tuesday, January 8th., 2019

18/118 PRESENT

The following attended the meeting:

Parish Councillors:	Mr H Albery, Mr D Garth, Mrs J Sandiford, Mrs S Cookson, Mr T Wilson
County & District Councillors in Attendance :	Councillor B Heywood, Councillor F Nicholson
In the Chair:	Mrs F Takef,
In Attendance:	Mr. C Knight, Clerk .
Members of the Public :	0

18/119 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Thwaites and Prouse.

18/120 DECLARATIONS OF INTEREST

There were no declarations of interest.

18/121 APPROVAL OF THE MINUTES OF THE LAST MEETING

The Minutes of the meeting held on December 11th. were approved as a true record, and duly signed by the Chairman.

18/122 DEFERMENT OF BUSINESS

Councillor Wilson reported that there will be a Table Top Sale in the Parish Hall on Saturday, January 26th between 10.00am and 1.00pm in aid of the Hall's Car Park refurbishment.

18/123 PARIH MAINTENANCE

18/123/01 Parish Paths Consultation

Councillor Albery reported on progress in completing the paths survey, which is almost complete. There are no less than 18 identified paths within the parish, of which only one is maintained by the county council.. However, a number of previously unidentified paths were discussed and councillors were briefed to survey these.

18/123/02 Winter Salting Arrangements

Councillor Nicholson reported that salt bags will be available for collection from Minehead.

Furthermore, she reported that the county council has no plans to reinstate grit bin filling, roadside dumpy bags or 25g bags in the future and that the parish council must budget for these accordingly.

18/123/02 Road Closure Rules

Councillor Nicholson reported that there will be some changes to Road Closure rules towards the end of 2019 regarding permissions to work and the involvement of parish councils in their planning.

18/124 NEIGHBOURHOOD PLANNING

18/124/01 Housing Needs Survey

Councillor Garth reported that plans for the Housing Needs Survey are proceeding well and that Dulverton, Brompton Regis, Withypool and Exmoor Parish will also be involved.

The survey will be circulated to parish households on March 25th.

18/125/02 Neighbourhood Planning

Councillor Garth and the clerk will be attending a presentation on neighbourhood planning in Wellington on January 29th in order to build the knowledge base on this subject.

18/125 FINANCIAL REPORT

18/125/01 Payment Authorisation

The following payments were approved and the relevant cheques signed:

PAYEE	INVOICE NO.	EXPENSE	NET	VAT	GROSS	CHEQUE NUMBER
Amherst & Shapland		Staff Wages	£364.94		£364.94	
		Amherst & Shapland monthly fee	£12.50	£2.50	£15.00	
		Staff Wages and Administration	£377.44	£2.50	£379.94	NATWEST 000527
TOTAL			£377.44	£2.50	£379.94	

18/125/02 Clerk Salary Review

The meeting reviewed the clerk's salary and it was agreed that this should be moved to Spinal Column Point 9 in the NALC 2019 Salary Review, increasing the hourly rate from the current £9.36 to £10.57.

18/125/03 2019/20 Budget

The meeting revisited the planned budget for the upcoming year and it was decided to proceed with a precept of £21,000 in order to accommodate the significant increases the costs of salting (which the parish council must bear in the next winter season) and also the costs of the forthcoming council elections discussed at the last parish council meeting.

18/126 REPORTS FROM COUNCILLORS

18/126 Western Power Building

Councillor Garth reported that despite assurances, there has been no hedge/tree planting carried out at the Western Power site, contrary to the planning requirement to do so by the end of December. This matter is to be raised with the planning department at ESC by the clerk.

18/127 DATE OF NEXT MEETING

The next Parish Council meeting will be held in the parish hall at 6.30pm on Tuesday, February 12th.

.....
N Prouse, Chairman

12/-2/19



BRUSHFORD PARISH COUNCIL

Minutes of the Meeting of the Brushford Parish Council held at the Parish Hall, Brushford on Tuesday, February 12th., 2019

18/128 PRESENT

The following attended the meeting:

Parish Councillors:	Mr H Albery, Mrs J Sandiford, Mrs S Cookson, Mr T Wilson, Mrs F Takel,
County & District Councillors in Attendance :	Councillor B Heywood, Councillor F Nicholson, Councillor N Thwaites
In the Chair:	Councillor N Prouse
In Attendance:	Mr. C Knight, Clerk .
Visiting :	Beccy Brown, Localities Engagement Lead, WSC/TDBC
Members of the Public :	0

18/129 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Wilson and Garth

18/130 DECLARATIONS OF INTEREST

There were no declarations of interest.

18/131 APPROVAL OF THE MINUTES OF THE LAST MEETING

The Minutes of the meeting held on January 8th. were approved as a true record, and duly signed by the Chairman.

18/132 DEFERMENT OF BUSINESS,

There were no items under this heading.

18/133 LOCALITIES ENGAGEMENT

Beccy Brown, Localities Engagement Team, WSC/TDBC attended the meeting to outline the aims and objectives of this new team.

The overall aims of the group are to establish the key issues across the board that affect local councils and their community groups and to provide assistance in achieving their objectives. This work could include sourcing grant funding, help with 106 payments, facilitating connectivity with other groups. She will be working with Sam Morrell, the Localities Officer and will be the key point of contact in all Localities matters.

18/134 HIGHWAYS

18/134/01 Salting Arrangements

Councillor Nicholson confirmed that the salting arrangements for the current winter have been reinstated, with road gritting, dumpy bags and grit bins now being provided.

It was also confirmed that arrangements for the 2019/20 winter period may also be reinstated and it was anticipated that this may be confirmed in April or shortly thereafter.

18/134/02 Exebridge Traffic Management

The council had been advised by an Exebridge resident of a potential traffic hazard in Exebridge Village due to on-road parking which left very little room for passing traffic and a hazard for pedestrians.

It was agreed that Highways should be approached with a view to extending the solid white lines along the length of the roadway past the cottages. Clear is to alert the Highways department accordingly.

18/135 PARISH PATHS CONSULTATION

Councillor Albery, the Paths Coordinator, reported that the paths survey had been completed, thanks to the input from Councillors and that all the data had been submitted to SCC. Results are now awaited and are due to be published shortly.

18/136 HOUSING NEEDS SURVEY

It was reported that the survey is now ready for despatch to the community, which will take place on March 25th. Drop in sessions are to be provided in the parish hall on March 27th and in Dulverton on March 29th.

It was agreed that the results of this survey will form the basis of the next steps in the development of a Neighbourhood Plan.

18/137 FINANCIAL REPORT

18/137/01 Payment Authorisation

The following payments were approved and cheques signed:

PAYEE	INVOICE NO.	EXPENSE	NET	VAT	GROSS	CHEQUE NUMBER
Amherst & Shapland		Staff Wages	£412.23		£412.23	
		Amherst & Shapland monthly fee	£12.50	£2.50	£15.00	
		Staff Wages and Administration	£424.73	£2.50	£427.23	NATWEST 000528
C Knight		Expenses Nov - Jan incl	£138.77		£138.77	NATWEST 000529
TOTAL			£424.73	£2.50	£566.00	

18/137/02 Parish Hall Grant Application

The meeting discussed the grant application made by the Parish Hall Committee. It was agreed that as the council has had to make significant increases to the forthcoming year's precept due to the costs of salting arrangements and for the forthcoming elections, the council would not be in a position to provide grant funding in support of the new driveway at the hall. However, it was agreed that this decision would be reviewed later in the year in the light of actual expenditure.

18/138 PLANNING APPLICATIONS**18/138/01 Ref 3/04/19/001 on Allshire, Allshire Lane, Brushford**

As owner of this property, Councillor Nicholson explained to the meeting the rationale for this application.

The application was approved, following discussion.

18/138/02 Tree Preservation for on The Old Oak, St Nicholas Church

Following discussion, this application was approved.

18/139 ITEMS FOR THE NEXT PARISH COUNCIL MEETING

Councillor Sandiford, on behalf of the Brushford Bell Ringing group, advised the meeting that the group will be seeing grant funding for the supply of flags for the church tower. The necessary letter of application will be forthcoming.

18/140 DATE OF NEXT MEETING

The next Parish Council meeting will take place in the Parish Hall on Tuesday, March 12th at 6.30pm.

.....
N Prouse, Chairman

12/-3/19



BRUSHFORD PARISH COUNCIL

Minutes of the Meeting of the Brushford Parish Council held at the Parish Hall, Brushford on Tuesday, March 12th., 2019

18/141 PRESENT

The following attended the meeting:

Parish Councillors: Mr H Albery, Mrs J Sandiford, Mrs S Cookson, Mr T Wilson, Mrs F Takel, Mr D Garth

County & District Councillors in Attendance : Councillor B Heywood, Councillor N Thwaites

In the Chair: Councillor N Prouse

In Attendance: Mr. C Knight, Clerk .

Members of the Public : 2

18/142 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Nicholson

18/143 DECLARATIONS OF INTEREST

There were no declarations of interest.

18/144 APPROVAL OF THE MINUTES OF THE LAST MEETING

The Minutes of the meeting held on February 12th. were approved as a true record, and duly signed by the Chairman.

18/145 DEFERMENT OF BUSINESS

18/145/01 Mr S Hall

Mr Hall attended the meeting in order to discuss the poor broadband speeds currently in operation in the western area of the parish, specifically at his home in West Knowle. where BT's ADSL system is the only service available.

Councillor Garth reported that during his initial discussions with Airband, an alternative supplier, there was a possible opportunity to extend the current project in East Anstey via a new fibre cable along Hawkwell Lane.

After discussion, it was agreed that Councillor Garth would continue his discussions with Airband and that the parish council will attempt to establish the possible uptake of such a service to households in the area, in order to move the project further.

18/145/02 Mrs B Wilson

Mrs Wilson advised the meeting that a Music Night is to be held at the parish hall on April 27th in aid of the Air Ambulance.

Mrs Wilson also expressed concerns that the new, weekend only, opening hours of the Dulverton Recycling Centre may well result in unavailable space for garden waste. The clerk is to see further information.

18/146 HIGHWAYS

18/146/01 Traffic Congestion in Exebridge

The meeting discussed the recent rejection of a request for solid white lines in Exebridge to overcome possible traffic hazards caused by cars parked in the main road. It was agreed that the clerk should seek further clarification on the reasons for this refusal.

18/146/02 Roadside Salt Dumpy Bags

At the recent Exmoor Panel meeting, it was suggested that parishes should investigate the possibility of replacing dumpy bags with grit bins for future filling by highways. This would have to be at the expense of parishes.

It was agreed that the clerk would survey the 11 points within the parish to establish feasibility.

18/146/03 'Sheep' Road Sign

In response to a local farmer's request, it was agreed to purchase a Sheep Warning sign on the B3222 at Riphay Corner

18/147 PARISH MAINTENANCE**18/147/01 Village Centre Project**

The meeting agreed to examine the site prior to the next meeting in order to discuss the possible options open to the council, in the light of recent public comments

18/147/02 Jubilee Gardens

In the light of item 18/147/01 above, it was also agreed that councillors would examine the current status of the play areas in Jubilee gardens, prior to further discussions on possible developments.

18/148 HOUSING NEEDS SURVEY

Councillor Garth reported that the questionnaire was due to be delivered to parish households during week commencing March 25th and that the drop in session would be held in the parish hall on Wednesday, March 27th between 4.00pm and 7.00pm.

18/149 FINANCIAL REPORT**18/149/01 Bell Ringers Grant Application**

The meeting approved the grant application from the Brushford Bell Ringers group for £100.00 to fund the costs of new church tower flags.

18/149/02 Payment Authorisation

The meeting approved the following due payments and the relevant cheques were signed:

PAYEE	INVOICE NO.	EXPENSE	NET	VAT	GROSS	CHEQUE NUMBER
Amherst & Shapland		Staff Wages	£412.23		£412.23	
		Amherst & Shapland monthly fee	£12.50	£2.50	£15.00	
		Staff Wages and Administration	£424.73	£2.50	£427.23	NATWEST 000530
Printing at the Vicarage		Brushford Parish Post printing	£230.00		£230.00	NATWEST 000531
Mrs F Takel		Gritter repair parts	£57.54		£57.54	NATWEST 000532
Brushford PCC		Grant for church flags	£100.00		£100.00	NATWEST 000533

PAYEE	INVOICE NO.	EXPENSE	NET	VAT	GROSS	CHEQUE NUMBER
Malcolm Godfrey		Exmoor web design web site services	£60.00		£60.00	NATWEST 000534
TOTAL			£872.27	£2.50	£874.77	

18/150 2019 ELECTIONS

The clerk provided councillors with nomination forms for the forthcoming elections , together with the relevant timetable. Councillor Wilson advised the meeting that he is considering not continuing as a councillor.

18/151 CORRESPONDENCE

The meeting agreed that following a complaint of unpleasant smells emanating from the ditch in Perry New Road, the landowner should be requested to attend to the matter.

18/152 DATE OF NEXT MEETING

The next parish council meeting will be held in the parish hall at 6.30pm on Tuesday, April 9th.

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N Prouse, Chairman

09/04/19